



ORDINARY MEETING AGENDA

Tuesday 21 April 2026
commencing at 9:30 AM

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Ordinary Meeting of Council

14 April 2026

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 21 April 2026**, commencing at **8.30 am**.

Notice is also hereby given that an Ordinary Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Tuesday 21 April 2026**, commencing at **9:30 AM**.

The agenda for the ordinary meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





ORDINARY MEETING OF COUNCIL AGENDA

Tuesday 21 April 2026
Quilpie Shire Council Boardroom
50 Broilga Street, Quilpie

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- 1 OPENING OF MEETING**
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- 4 CONDOLENCES**
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6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON WEDNESDAY 18 MARCH 2026

IX: 274405

Author: Callie Dabovich, Executive Officer

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: 1. Minutes of the Council Meeting held on 18 March 2026

RECOMMENDATION

That the Minutes of the Council Meeting held on 18 March 2026 be received and the recommendations therein be adopted.



Ordinary Meeting of Council

MINUTES

Wednesday 18 March 2026

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



**MINUTES OF QUILPIE SHIRE COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON WEDNESDAY, 18 MARCH 2026 AT 9:30 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 9:55 am.

2 ATTENDANCE

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

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Ms Sharon Frank (Director Corporate Services) (via Teams), Mr Eng Lim (Director Infrastructure Services), and Ms Callie Dabovich (Secretariat).

3 APOLOGIES

Nil

4 CONDOLENCES

Formal condolences from Council were forwarded to the family of Drew Bignell and Jeffery Scott.

5 DECLARATIONS OF INTEREST

Chapter 5B of the *Local Government Act 2009* (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the Ordinary Meeting of Council.

Declaration 1 of 3

Information required	Legislation	Declaration
Agenda item number	s254C (for notice of meetings and agendas for councillors and committee members). <i>Local Government Regulation 2012</i>	12.2
Agenda item description		Community Assistance Grant Application – Quilpie Cultural Society
Declaring councillor	Chapter 5B (Councillors’ conflicts of interest) <i>Local Government Act 2009</i>	Councillor Lyn Barnes
Person with the interest <i>Close associate</i>	s150EJ (for Prescribed conflict of interest) <i>Local Government Act 2009</i>	Councillor Lyn Barnes
<i>Related party</i>	s150EP (for Declarable conflict of interest) <i>Local Government Act 2009</i>	Not applicable
<i>Other relationship</i>	s150EN (Declarable conflict of interest) <i>Local Government Act 2009</i>	Councillor Barnes is regularly engaged as a paid tutor by the Quilpie Cultural Society, the organisation whose grant application is the subject of this agenda item. The grant application seeks Council funding for an Arts Development Officer whose role would include applying for RADF funding to present arts workshops, including workshops of the type delivered by Councillor Barnes.

MINUTES

Information required	Legislation	Declaration
Particulars of interest	<p>s150EL (for Prescribed conflict of interest) s150EQ (for Declarable conflict of interest) - <i>Related party (s150EQ (4)(b))</i> - <i>Gift or loan (s150EQ (4)(c))</i> - <i>Other (s150EQ (4)(a))</i> <i>Local Government Act 2009</i></p>	<p>A declarable conflict of interest is recorded pursuant to s150EQ(4)(a) of the <i>Local Government Act 2009</i> (another interest). The interest arises from Councillor Barnes' ongoing paid engagement as a tutor with the Quilpie Cultural Society. If Council funds the engagement of an Arts Development Officer, that officer may apply for RADF funding for workshops of the type currently delivered by Councillor Barnes, creating a perceived financial benefit or competitive advantage.</p>
Type of conflict	<p>Part 2 – s150EG, s150EH and s150EI (for Prescribed conflict of interest) Particular gifts or loans (s150EG) Sponsored travel or hospitality benefits (s150EH) Other (s150EI) Part 3 – s150EN (for Declarable conflict of interest) <i>Local Government Act 2009</i></p>	<p>Declarable conflict of interest pursuant to s150EN of the <i>Local Government Act 2009</i>.</p>
Action	<p>s150EM (2) (for Prescribed conflict of interest) - Must leave s150ES (2) (for Declarable conflict of interest) - Voluntarily leave Or s150ES (1)-(6), excluding (2) – Council decision <i>Local Government Act 2009</i></p>	<p>Councillor Barnes declared a declarable conflict of interest. Pursuant to s150ES(2) of the <i>Local Government Act 2009</i>, Councillor Barnes elected to voluntarily leave the meeting and was absent for the discussion and vote on Item 12.2.</p>

Declaration 2 of 3

Information required	Legislation	Declaration
Agenda item number	<p>s254C (for notice of meetings and agendas for councillors and committee members). <i>Local Government Regulation 2012</i></p>	12.4
Agenda item description		Community Assistance Grant Application – Channel Country Ladies Day
Declaring councillor	<p>Chapter 5B (Councillors' conflicts of interest) <i>Local Government Act 2009</i></p>	Councillor Lyn Barnes
Person with the interest <i>Close associate</i>	<p>s150EJ (for Prescribed conflict of interest) <i>Local Government Act 2009</i></p>	Councillor Lyn Barnes
<i>Related party</i>	<p>s150EP (for Declarable conflict of interest) <i>Local Government Act 2009</i></p>	Not applicable
<i>Other relationship</i>	<p>s150EN (Declarable conflict of interest) <i>Local Government Act 2009</i></p>	Councillor Barnes is a paid contributor to Channel Country Ladies Day, the organisation that is the subject of this grant application.
Particulars of interest	<p>s150EL (for Prescribed conflict of interest) s150EQ (for Declarable conflict of interest) - <i>Related party (s150EQ (4)(b))</i> - <i>Gift or loan (s150EQ (4)(c))</i> - <i>Other (s150EQ (4)(a))</i> <i>Local Government Act 2009</i></p>	<p>A declarable conflict of interest is recorded pursuant to s150EQ(4)(a) of the <i>Local Government Act 2009</i> (another interest). The interest arises from Councillor Barnes' paid engagement with Channel Country</p>

MINUTES

Information required	Legislation	Declaration
		Ladies Day, the organisation whose Community Assistance Grant Application is the subject of this agenda item. This financial relationship means Councillor Barnes may receive a benefit if funding is approved.
Type of conflict	Part 2 – s150EG, s150EH and s150EI (for Prescribed conflict of interest) Particular gifts or loans (s150EG) Sponsored travel or hospitality benefits (s150EH) Other (s150EI) Part 3 – s150EN (for Declarable conflict of interest) Local Government Act 2009	Declarable conflict of interest pursuant to s150EN of the <i>Local Government Act 2009</i> .
Action	s150EM (2) (for Prescribed conflict of interest) - Must leave s150ES (2) (for Declarable conflict of interest) – Voluntarily leave Or s150ES (1)-(6), excluding (2) – Council decision Local Government Act 2009	Councillor Barnes declared a declarable conflict of interest. Pursuant to s150ES(2) of the <i>Local Government Act 2009</i> , Councillor Barnes elected to voluntarily leave the meeting and was absent for the discussion and vote on Item 12.4.

Declaration 3 of 3

Information required	Legislation	Declaration
Agenda item number	s254C (for notice of meetings and agendas for councillors and committee members). <i>Local Government Regulation 2012</i>	12.7
Agenda item description		Community Assistance Grant Application – Toompine Progress Association
Declaring councillor	Chapter 5B (Councillors' conflicts of interest) <i>Local Government Act 2009</i>	Councillor Milan Milosevic
Person with the interest <i>Close associate</i>	s150EJ (for Prescribed conflict of interest) <i>Local Government Act 2009</i>	Councillor Milan Milosevic
<i>Related party</i>	s150EP (for Declarable conflict of interest) <i>Local Government Act 2009</i>	Toompine Progress Association
<i>Other relationship</i>	s150EN (Declarable conflict of interest) <i>Local Government Act 2009</i>	Councillor Milosevic holds the position of Treasurer of the Toompine Progress Association, the organisation whose Community Assistance Grant Application is the subject of this agenda item.
Particulars of interest	s150EL (for Prescribed conflict of interest) s150EQ (for Declarable conflict of interest) - <i>Related party (s150EQ (4)(b))</i> - <i>Gift or loan (s150EQ (4)(c))</i> - <i>Other (s150EQ (4)(a))</i> <i>Local Government Act 2009</i>	A declarable conflict of interest is recorded pursuant to s150EQ(4)(a) of the <i>Local Government Act 2009</i> (another interest). The interest arises from Councillor Milosevic's role as Treasurer of the Toompine Progress Association. In that capacity, Councillor Milosevic has a financial management responsibility within the Association and a perceived interest in the outcome of this grant application.

MINUTES

Information required	Legislation	Declaration
Type of conflict	Part 2 – s150EG, s150EH and s150EI (for Prescribed conflict of interest) Particular gifts or loans (s150EG) Sponsored travel or hospitality benefits (s150EH) Other (s150EI) Part 3 – s150EN (for Declarable conflict of interest) Local Government Act 2009	Declarable conflict of interest pursuant to s150EN of the <i>Local Government Act 2009</i> .
Action	s150EM (2) (for Prescribed conflict of interest) - Must leave s150ES (2) (for Declarable conflict of interest) - Voluntarily leave Or s150ES (1)-(6), excluding (2) – Council decision Local Government Act 2009	Councillor Milosevic declared a declarable conflict of interest. Pursuant to s150ES(2) of the <i>Local Government Act 2009</i> , Councillor Milosevic elected to voluntarily leave the meeting and was absent for the discussion and vote on Item 12.7.

6 RECEIVING AND CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 17 FEBRUARY 2026

RESOLUTION NO: (QSC065-03-26)

Moved: Cr Lyn Barnes
Seconded: Cr Milan Milosevic

That the Minutes of the Council Meeting held on 17 February 2026 be received and the recommendations therein be adopted.

5/0

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 24 FEBRUARY 2026

RESOLUTION NO: (QSC066-03-26)

Moved: Deputy Mayor Roger Volz
Seconded: Cr Tony Lander

That the Minutes of the Special Council Meeting held on 24 February 2026 be received and the recommendations therein be adopted.

5/0

6.3 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON TUESDAY 10 MARCH 2026

RESOLUTION NO: (QSC067-03-26)

Moved: Cr Lyn Barnes

MINUTES

Seconded: Deputy Mayor Roger Volz

That the Minutes of the Special Council Meeting held on 10 March 2026 be received and the recommendations therein be adopted.

5/0

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

Details	Date	Location	Hall	Volz	Barnes	Lander	Milosevic
Special Meeting	24.02.26	Boardroom	1	1	1	1	1
Budget Workshop	24.02.26	Boardroom	1	1	1	1	1
State Parliament Deputation	03-05.03.26	Brisbane	1	1	1	1	1
High Tea - Quilpie State College	09.03.26	Quilpie	1	1			
Special Meeting of Council	10.03.26	Boardroom	1	1	1	1	1
Local Government session with John Oberhardt	10.03.26	Boardroom	1	1	1	1	
Regional Director SES visit	10.03.26	Boardroom	1	1	1		
Community Budget Session - Toompine	10.03.26	Toompine	1	1	1	1	1
Community Budget Session - Quilpie	10.03.26	Quilpie	1	1	1	1	1
Community Budget Session - Adavale	11.03.26	Adavale	1	1		1	1
Community Budget Session - Eromanga	11.03.26	Eromanga	1	1		1	
DLGWV Webinar – Empowering Councils Bill	16.03.26	Teams		1			

9 COUNCILLOR PORTFOLIO REPORTS

Nil

10 OPERATIONAL STATUS REPORTS

10.1 INFRASTRUCTURE SERVICES STATUS REPORTS

10.1.1 INFRASTRUCTURE SERVICES STATUS REPORT

EXECUTIVE SUMMARY

This report outlines the key activities and achievements of the Infrastructure Services Directorate for February 2026. It summarises the progress of major infrastructure projects, routine maintenance across the Shire, and the continuing delivery of flood-damage restoration works from the March 2025 rain event. Council operations have largely returned to business-as-usual, noting some delays of roadworks impacted by the more recent February rain event.

RESOLUTION NO: (QSC068-03-26)

Moved: Cr Lyn Barnes

Seconded: Deputy Mayor Roger Volz

5/0

The meeting adjourned for morning tea at 10:26am and resumed at 11:25am.

Corey Richards, Deputy Director, Community and Business Development, entered the meeting at 11:25 am.

10.2 COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORTS

10.2.1 PEST AND LIVESTOCK MANAGEMENT STATUS REPORTS

EXECUTIVE SUMMARY

This report provides Council with an operational update on activities delivered under the Pest and Livestock Management Coordinator portfolio for the reporting period.

RESOLUTION NO: (QSC069-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Lyn Barnes

5/0

At 11:30 am, Cr Lyn Barnes left the meeting.

At 11:32 am, Cr Lyn Barnes returned to the meeting.

10.2.2 TOURISM STATUS REPORT

EXECUTIVE SUMMARY

This report provides Council with an update on the operations and activities of the Quilpie Visitor Information Centre (VIC) for the period January to March 2026. The report covers grant acquittal progress, awards nominations, promotional show attendance, publication of the 2026 Visitor Guide, and the planned exhibition program for the remainder of the calendar year.

Key outcomes for the period include:

- Grant acquittals: Final milestone reporting is underway for two successful 2024 grants — the Building Bush Tourism grant and the Accessible Tourism grant. Both grants have delivered tangible infrastructure and accessibility improvements to tourism assets in Quilpie Shire.
- Top Tourism Town Awards: Quilpie has been nominated in the 2026 Queensland Top Tourism Town Awards. The VIC is actively coordinating promotional support with local stakeholders to drive community voting.
- Promotional shows: Staff attended two major caravan and camping shows in February 2026 as part of the South West Queensland Regional Organisation of Councils (SWQROC) Tourism Group, recording a combined stand attendance of approximately 1,820 visitors.
- 2026 Visitor Guide: The 2026 Visitor Guide has been published and distribution to local businesses and visitor centres is underway.
- Gallery exhibitions: Six exhibitions are scheduled across the VIC gallery from April 2026 through to January 2027, spanning community, artistic, and seasonal themes.

No decisions are required. This report is presented for Council's information and noting.

RESOLUTION NO: (QSC070-03-26)

Moved: Cr Milan Milosevic

Seconded: Cr Lyn Barnes

5/0

MINUTES

At 11:45 am, Cr Lyn Barnes left the meeting.

At 11:47am, Cr Lyn Barnes returned to the meeting.

10.2.3 COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORT

EXECUTIVE SUMMARY

Final preparations for the Spirit of the Bush Flood Anniversary Event are progressing well, with strong registrations, media interest, and support from local businesses. Recruitment for disaster recovery roles continues, and Swift Water Rescue personnel are temporarily based in Quilpie to support regional readiness and community engagement. The Exclusion Fence Restitution Program remains active with 34 EOIs and an extended deadline, supported through ongoing collaboration with Yellow Company and DPI. Bushfire mitigation planning has advanced following the recent Area Bushfire Management Committee meeting. Strategic planning work with the Bulloo Park User Group is scheduled, and the recent Country Education Foundation information session showed strong support for regional expansion. Council is also exploring future uses of the Quilpie QCWA building, and the Quilpie Swimming Pool Lessee Reports note minor operational delays due to heat-related chemical imbalances.

RESOLUTION NO: (QSC071-03-26)

Moved: Cr Lyn Barnes
Seconded: Cr Tony Lander

5/0

10.2.4 DEPUTY DIRECTOR COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORT

EXECUTIVE SUMMARY

Business Development undertook a successful engagement visit to Eromanga, with a strong interest in forming a business collaboration group. The Car Hire EOI closed with two (2) submissions, and twenty-one (21) tenders were received for the Destination Management and Economic Development Plans. Work progressed on the Quilpie Intermodal Transport Precinct EOI, and the team supported regional education opportunities through participation in the Country Education Foundation session.

The team progressed key community wellbeing, health and development initiatives. Community Services advanced planning for the new Parenting Group, continued support for programs including Not Quite a Park Run, Cook + Connect, Home Medication Review promotion and the Defibrillator Map, and finalised major components of the upcoming Quilpie Health Expo. The Health Promotions Program recorded strong participation across seniors, youth and school-based activities, continued weekly health messaging, supported visiting doctors and attended key community meetings.

RESOLUTION NO: (QSC072-03-26)

Moved: Deputy Mayor Roger Volz
Seconded: Cr Milan Milosevic

5/0

Mwewa Chisenga, Deputy Director, Corporate Services, entered the meeting at 11:50 am.

MINUTES

Corey Richards, Deputy Director, Community and Business Development, left the meeting at 12:02 pm

10.3 CORPORATE SERVICES STATUS REPORTS

10.3.1 CORPORATE SERVICE STATUS REPORT - FEBRUARY 2026

EXECUTIVE SUMMARY

This report provides Council with an update on Corporate Services activities and operational matters for the month of February 2026. Key areas covered include procurement of goods and services, rates and charges, information technology, stores and compliance administration, grant funding progress and applications, finance activities, preparations for the 2025/26 financial statements, governance matters, and meetings attended by Corporate Services.

RESOLUTION NO: (QSC073-03-26)

Moved: Cr Lyn Barnes
Seconded: Deputy Mayor Roger Volz
5/0

Mwewa Chisenga, Deputy Director, Corporate Services, left the meeting at 12:08 pm.

10.4 OFFICE OF THE CEO STATUS REPORTS

10.4.1 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

EXECUTIVE SUMMARY

This report updates Council on key activities within the Chief Executive Officer's portfolio for the month of February 2026.

RESOLUTION NO: (QSC074-03-26)

Moved: Cr Milan Milosevic
Seconded: Cr Tony Lander
5/0

10.4.2 PEOPLE AND CULTURE STATUS REPORT

EXECUTIVE SUMMARY

RESOLUTION NO: (QSC075-03-26)

Moved: Cr Lyn Barnes
Seconded: Deputy Mayor Roger Volz
5/0

11 INFRASTRUCTURE SERVICES

11.1 RFQL 33 25-26 BLACKALL- ADAVALE DESIGN

EXECUTIVE SUMMARY

This report recommends awarding RFQL 33 25-26 Blackall- Adavale Design to Proterra Group.

The project involves the design and surveying needs for the upgrade of 30km of the Blackall – Adavale Road in preparation for TIDS-funded works in future financial year.

Five conforming submissions were received from pre-qualified suppliers. Following evaluation, Proterra Group achieved the highest weighted score and submitted the most advantageous offer to Council, demonstrating value for money and proven capability.

RESOLUTION NO: (QSC076-03-26)

Moved: Cr Milan Milosevic

Seconded: Cr Lyn Barnes

That Council:

1. Award RFQL 33 25-26 Blackall-Adavale Design to Proterra Group for an amount of \$164,978.00 including GST (\$149,980.00 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) section 257, delegate to the Chief Executive Officer the authority to negotiate, finalise and execute any and all matters associated with or in relation to this project and contract including without limitation any options and/or variations as per Council's procurement policy.

5/0

11.2 PRIORITISATION STRATEGY FOR IMPROVEMENT PROJECTS ON HIGHER ORDER RURAL ROADS - UPDATE

EXECUTIVE SUMMARY

This report provides an update on the community consultation and technical assessment undertaken on several higher-order rural roads, with a recent update in January 2026 Council Meeting.

The prioritisation strategy applies a framework that combines technical assessment, cost analysis, and targeted engagement with residents and stakeholders located along the identified routes, ensuring local knowledge and concerns inform decision-making. This approach is designed to provide a consistent, evidence-based, and replicable methodology for assessing and ranking road improvement projects across the shire.

Council is requested to endorse the updated priority list for future works and direct the Chief Executive Officer to apply the same prioritisation framework to other Council roads, reporting back in a future Council meeting.

This approach ensures transparent, equitable, and strategic allocation of resources while enhancing the resilience, safety, and functionality of the rural road network.

RESOLUTION NO: (QSC077-03-26)

Moved: Cr Lyn Barnes

MINUTES

Seconded: Deputy Mayor Roger Volz

That Council:

1. Note the outcome of the second and final round of engagement with property owners adjacent to Cheepie Adavale Road, Big Creek Road and Wareo Road;
2. Endorse the updated priority list for future works; and
3. Endorse the application of the same prioritisation framework to other Council roads and request that officers report the outcomes to Council at a future Council Meeting.

5/0

11.3 SAFER LOCAL ROADS AND INFRASTRUCTURE PROGRAM (SLRIP) - PROPOSED APPLICATION

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider a grant application under the Safer Local Roads and Infrastructure Program (SLRIP) administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA) on behalf of the Australian Government.

This report seeks Council's support to submit one application under this program to construct a new rest area on the Diamantina Development Road (93B) next to the intersection with Kyabra Road.

The total estimated project cost is \$1 million, with Council's 20% co-contribution of \$230,000 per year for the next two financial years FY2026/2027 and FY2027/2028 if the application is successful.

RESOLUTION NO: (QSC078-03-26)

Moved: Cr Tony Lander

Seconded: Deputy Mayor Roger Volz

That Council:

1. Support the submission of one (1) application to construct a rest area on the Diamantina Development Road (93B) next to the intersection with Kyabra Road under the Heavy Vehicle Rest Area (HVRA) initiative within the Safer Local Roads and Infrastructure Program; and
 2. Allocate \$230,000 per year for the next two financial years FY2026/2027 and FY2027/2028 if the application is successful.
1. Subject to project approval and completion, request that the Department of Transport and Main Roads assume responsibility for the ongoing ownership, operation and maintenance of the proposed rest area.

5/0

12 COMMUNITY AND BUSINESS DEVELOPMENT

12.1 DONATION REQUEST - EROMANGA DISTRICT RODEO ASSOCIATION

EXECUTIVE SUMMARY

Council is asked to authorise the disposal of the existing pool shade structure at 13 Donald Street, Eromanga (L302 E3051) to the Eromanga District Rodeo Association (EDRA) at no cost to Council.

The structure was installed as a temporary facility to provide shade at the Eromanga Swimming Pool while longer-term solutions were developed. A new purpose-built shade structure is now being installed, making the existing structure surplus to Council's operational requirements.

EDRA has formally requested the structure to provide shade for families, spectators, and volunteers at its annual rodeo event. The disposal is proposed under the community-organisation exception in section 236 of the *Local Government Regulation 2012* (Qld), which permits disposal of a non-current asset to a community organisation by Council resolution, without a public tender or auction.

All costs and responsibilities associated with removal, transport, permitting, and installation are to be borne by EDRA. The written-down asset value as at 31 January 2026 is \$46,065.27.

RESOLUTION NO: (QSC079-03-26)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council:

1. In accordance with *section 236 of the Local Government Regulation 2012*, authorise the disposal of the pool shade structure located at 13 Donald Street (L302 E3051) to the Eromanga District Rodeo Association to provide adequate shade for families, spectators and volunteers;
2. All associated permits and costs associated with the removal of the shade structure are the responsibility of the Eromanga District Rodeo Association; and
3. Delegate authority to the Chief Executive Officer, pursuant to *section 257 of the Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with or in relation to this project.

5/0

At 12:27 pm, Cr Lyn Barnes left the meeting due to a declarable conflict of interest.

12.2 COMMUNITY ASSISTANCE GRANT APPLICATION - QUILPIE CULTURAL SOCIETY

EXECUTIVE SUMMARY

The Quilpie Cultural Society has submitted a Community Assistance Grant application seeking \$3,000 in financial support to sustain the employment of an Arts Development Officer. This role is crucial for securing funding, preparing and submitting grant applications through the Quilpie Shire Regional Arts Development Fund, managing acquittals, overseeing advertising and social media efforts, and ensuring accurate reporting.

RESOLUTION NO: (QSC080-03-26)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

That Council

MINUTES

1. Acknowledges the application from the Quilpie Cultural Society; and
2. Approves the Community Assistance Grant request for \$3,000 financial assistance to support the continued employment of an Arts Development Officer.

4/0

At 12:31 pm, Cr Lyn Barnes returned to the meeting.

12.3 COMMUNITY ASSISTANCE GRANT APPLICATION - EROMANGA DISTRICT RODEO ASSOCIATION INC

EXECUTIVE SUMMARY

The Eromanga District Rodeo Association (ERDA) Inc. has submitted a Community Assistance Grant application for the 2026 Eromanga Easter Rodeo and Campdraft Event.

The application has two components. The first is a cash contribution of \$4,300 to cover the cost of insurance and Queensland Ambulance Service. The second is in-kind support for preparation works at the Eromanga Rodeo Grounds.

The in-kind support requested includes whipper snipping and mowing the grounds, a water and plumbing inspection, and an electrical inspection of the facility.

Council is asked to acknowledge the application and approve both the cash contribution and the in-kind support.

RESOLUTION NO: (QSC081-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Milan Milosevic

That Council:

1. Acknowledge the Community Assistance Grant application received from Eromanga District Rodeo Association and approves:
 - (a) A direct cash contribution of \$4,300 to assist with the cost of insurance and Queensland ambulance; and;
 - (b) In-kind support to:
 - (i) Whipper snip and mow the grounds in preparation for the event;
 - (ii) Conduct a water and plumbing inspection at the Eromanga Rodeo facility; and
 - (iii) Engage an electrician to conduct an electrical inspection at the Eromanga Rodeo facility.

5/0

At 12:35 pm, Cr Lyn Barnes left the meeting due to a declarable conflict of interest.

12.4 COMMUNITY ASSISTANCE GRANT APPLICATION - CHANNEL COUNTRY LADIES DAY

EXECUTIVE SUMMARY

Channel Country Ladies Day has submitted a Community Assistance Grant application for their 2026 event in Quilpie.

The application has two components. First, Channel Country Ladies Day requests in-kind support. This includes a waiver of Bulloo Park hire fees and assistance with event setup and clean-up. Second, they have submitted sponsorship packages for Council's consideration.

Council is asked to acknowledge the application, approve the in-kind support, and resolve whether to purchase a sponsorship package.

RESOLUTION NO: (QSC082-03-26)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

That Council

1. Acknowledges the Community Assistance Grant application received from Channel Country Ladies Day and resolves to sponsor the event by purchasing a Gold Sponsorship Package, including the provision of in-kind support of up to \$5,000.00, including waiving the fees for the hire of Bulloo Park and assisting with standard event setup and clean-up and \$5000.00 cash.

4/0

At 12:43 pm, Cr Lyn Barnes returned to the meeting.

12.5 2026 ANZAC DAY PROGRAM OF SERVICES

EXECUTIVE SUMMARY

Council is asked to endorse the proposed 2026 ANZAC Day program and authorise staff to proceed with coordination and delivery.

The program comprises three events. A Twilight Service and community BBQ will be held at the Quilpie Cemetery on 24 April 2026. A Dawn Service will be held at Bob Young RSL Park on 25 April 2026. An ANZAC March through Quilpie will follow, concluding with a Community Service at the Quilpie Shire Hall.

The program is consistent with previous years. An application for Defence ceremonial participation has been submitted to JOSS SWQ and is awaiting confirmation. A road closure application has been submitted to the Department of Transport and Main Roads. Catering quotes are yet to be finalised, pending Council's endorsement. Based on 2025 costs, catering is expected to total approximately \$6,034.

RESOLUTION NO: (QSC083-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Tony Lander

That Council endorses the proposed program for the 2026 ANZAC Day services and authorises staff to proceed with the coordination of the program and delivery of the event as outlined in this report.

5/0

12.6 MANAGEMENT OF TOWN COMMONS, QUILPIE SHIRE

EXECUTIVE SUMMARY

This report provides Council with an update following the Quilpie Town Common muster conducted on 14 February 2026. The muster outcomes indicate a significant reduction in stock numbers and a declining number of active Common users. Several operational and compliance issues have been identified, including infrastructure limitations, reduced reporting from permit holders, and ongoing management considerations for equity, safety, and financial sustainability.

This report seeks Council direction on the long-term management of the Quilpie Town Common. Decisions made for Quilpie will also inform consistent management of Eromanga and Adavale Commons.

RESOLUTION NO: (QSC084-03-26)

Moved: Cr Lyn Barnes

Seconded: Deputy Mayor Roger Volz

That Council:

1. Receives and notes the report on the Quilpie Town Common post muster outcomes; and
 - a) Council utilises the Town Commons within Quilpie Shire to run cattle in support of the Cattle for the Community Program, with profit generated to be directed towards supporting the Community Assistance Grant Program; and
 - b) Council provides written notice to all Permit Holders on Town Commons within the Quilpie Shire of Council's decision to destock the Commons and Reserves by 30 November 2026 and transition to a Council operated stock model; and
 - c) That the Director of Community and Business Development develops a policy reflecting the revised use of the Town Commons.

5/0

At 12:53 pm, Cr Milan Milosevic left the meeting due to a declarable conflict of interest.

12.7 COMMUNITY ASSISTANCE GRANT APPLICATION - TOOMPINE PROGRESS ASSOCIATION

EXECUTIVE SUMMARY

Toompine Progress Association has submitted a Community Assistance Grant application for the 2026 Toompine Annual Easter Gunshoot, scheduled for 4 and 5 April 2026.

The application requests a cash contribution of \$2,000 and in-kind support comprising generator hire, six wheelie bins, and a skip bin.

Council is asked to acknowledge the application and approve the cash contribution and in-kind support.

RESOLUTION NO: (QSC085-03-26)

Moved: Cr Tony Lander

MINUTES

Seconded: Deputy Mayor Roger Volz

That Council:

1. Acknowledge the Community Assistance Grant application received from Toompine Progress Association and approves:
 - (a) A direct cash contribution of \$2,000.00
 - (b) In-kind support of:
 - (i) Generator hire;
 - (ii) 6 wheelie bins; and
 - (iii) Skip bin hire

4/0

At 12:57 pm, Cr Milan Milosevic returned to the meeting.

The meeting adjourned for lunch at 12:58 pm and resumed at 1:52 pm.

Mwewa Chisenga, Deputy Director, Corporate Services, entered the meeting at 1:52 pm.

13 CORPORATE SERVICES

13.1 POLICY REVIEW - F0.3 REVENUE POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present a review of the current Revenue Policy and provide a draft Revenue Policy for consideration and adoption by Council for the 2026/27 financial year.

A Revenue Policy outlines the principles Council follows for:

- Levying rates and charges;
- Granting concessions for rates and charges;
- Recovering overdue rates and charges; and
- Cost recovery methods (fees).

The policy will also guide the preparation of Council's Revenue Statement for 2026/27.

MOTION

Moved: Cr Milan Milosevic

Seconded: Deputy Mayor Roger Volz

That Council adopt the 2026-27 Revenue Policy in accordance with s.193 of *Local Government Regulation 2012*.

13.2 FINANCIAL SERVICES REPORT MONTH ENDED 28 FEBRUARY 2026

EXECUTIVE SUMMARY

The purpose of this report is to present the Monthly Finance Report for the period ending 28 February 2026, in accordance with section 204 of the *Local Government Regulation 2012* (Qld).

The report provides a summary of Council's financial performance against the adopted budget, including operating results, revenue and expenditure, capital activity, and cash and investment positions.

It is recommended that Council receive and note the Monthly Finance Report for the period ending 28 February 2026.

RESOLUTION NO: (QSC086-03-26)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council receive and note the Monthly Finance Report for the period ending 28 February 2026.

5/0

Mwewa Chisenga, Deputy Director, Corporate Services, left the meeting at 2:18 pm.

Maree Radnedge, Executive Manager, People and Safety, entered the meeting at 2:18 pm.

14 OFFICE OF THE CEO

14.1 RESIDENTIAL TENANCIES AND PROPERTY MANAGEMENT POLICY

EXECUTIVE SUMMARY

Council owns a significant portfolio of residential properties to support workforce attraction, service delivery, and community partnerships. The existing Housing Policy provides only high-level guidance and lacks sufficient detail, contemporary administrative processes, and alignment with the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld) and its Regulations.

A new CS.01 Residential Tenancies and Property Management Policy has been drafted to replace the current version. The new policy introduces comprehensive governance, clearly articulates the roles and responsibilities of Council, the appointed property management agent, and tenants, and sets out modernised processes for tenancy allocation, maintenance management, inspections, financial management, compliance, and dispute resolution. It also embeds sustainability, asset life-cycle planning, and human rights considerations.

Council endorsement is now sought to adopt the new Policy.

RESOLUTION NO: (QSC087-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Lyn Barnes

That Council:

1. Repeals the existing CS.01 Council Housing Policy; and
2. Adopts the revised CS.01 Residential Tenancies and Property Management Policy as presented.

5/0

MINUTES

Maree Radnedge, Executive Manager, People and Safety, left the meeting at 2:20 pm.

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 at 2:21 pm 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 <i>Local Government Regulation 2012</i>)	Overview
15.1 Consultation - Application for Conversion to Freehold - L8 on SP246643	(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;	The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the 'Department') has sought Council's views on an application for conversion to freehold over Lot 8 on Plan SP246643. Council is asked to advise the Department that it has no objection to the application.
15.2 Consultation - Application For Conversion - L3 on NK38	(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;	The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the 'Department') has sought Council's views on an application for conversion to freehold over Lot 3 on Plan NK38. Council Officers have reviewed the application and identified no grounds to object. Council is asked to advise the Department accordingly.

MINUTES

15.3 Consultation - Application for Conversion - L6 on PO64 and L8 on PO27	(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State;	<p>The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the Department) has received two applications for conversion to freehold. The applications are for Lot 6 on Plan PO64 and Lot 8 on Plan PO27.</p> <p>The Department is seeking Council's views as part of its assessment of each application against legislative requirements under the <i>Land Act 1994</i> (Qld).</p> <p>Council Officers have reviewed both applications. No grounds to object have been identified. Council is asked to advise the Department that it has no objection to either application.</p>
15.4 Amended 2025/26 Budget - 18 March 2026	(c) the local government's budget	This report presents an Amended Budget for 2025/26 for Council's consideration and adoption.
15.5 Outback Car Hire Result of Expression of Interest (EOI)	(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;	This report presents the outcomes from the recently advertised Expression of Interest (EOI) for the Quilpie Shire Council Outback Car Hire Project. The outcomes of the Vendor Panel Evaluation have been presented to two (2) respondents, and the Council is sought for resolution regarding the next stage of the procurement process.

MOVE INTO CLOSED SESSION

RESOLUTION NO: (QSC088-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Milan Milosevic

That Council moves into closed session at 2:21 pm.

5/0

MOVE OUT OF CLOSED SESSION

RESOLUTION NO: (QSC089-03-26)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council moves out of closed session and resumes the Ordinary Meeting at 2:35 pm.

5/0

15.1 CONSULTATION - APPLICATION FOR CONVERSION TO FREEHOLD - L8 ON

SP246643

EXECUTIVE SUMMARY

The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the 'Department') has sought Council's views on an application for conversion to freehold over Lot 8 on Plan SP246643. Council is asked to advise the Department that it has no objection to the application.

RESOLUTION NO: (QSC090-03-26)

Moved: Cr Milan Milosevic
Seconded: Deputy Mayor Roger Volz

That Council advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that it has no objection to the application for conversion to freehold over Lot 8 on Plan SP246643.

5/0

15.2 CONSULTATION - APPLICATION FOR CONVERSION - L3 ON NK38

EXECUTIVE SUMMARY

The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the 'Department') has sought Council's views on an application for conversion to freehold over Lot 3 on Plan NK38. Council Officers have reviewed the application and identified no grounds to object. Council is asked to advise the Department accordingly.

RESOLUTION NO: (QSC091-03-26)

Moved: Cr Tony Lander
Seconded: Deputy Mayor Roger Volz

That Council advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that it has no objection to the application for Conversion to Freehold over Lot 3 on Plan NK38.

5/0

15.3 CONSULTATION - APPLICATION FOR CONVERSION - L6 ON PO64 AND L8 ON PO27

EXECUTIVE SUMMARY

The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the Department) has received two applications for conversion to freehold. The applications are for Lot 6 on Plan PO64 and Lot 8 on Plan PO27.

The Department is seeking Council's views as part of its assessment of each application against legislative requirements under the *Land Act 1994* (Qld).

Council Officers have reviewed both applications. No grounds to object have been identified. Council is asked to advise the Department that it has no objection to either application.

RESOLUTION NO: (QSC092-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Tony Lander

That Council advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development that it has no objection to the applications for conversion to freehold over:

- a) Lot 6 on PO64; and
- b) Lot 8 on PO27.

5/0

15.4 AMENDED 2025/26 BUDGET - 18 MARCH 2026

EXECUTIVE SUMMARY

This report presents an Amended Budget for 2025/26 for Council's consideration and adoption.

RESOLUTION NO: (QSC093-03-26)

Moved: Cr Milan Milosevic

Seconded: Deputy Mayor Roger Volz

That Council:

1. Note that the budget has been prepared on an accrual basis and is consistent with Council's adopted Corporate Plan 2022-2027 and Operational Plan 2025/26.
2. Approve the 2025/26 budget amendments (operational and capital) which are outlined in the report.
3. Approve the revised financial statements for the 2025/26 budget amendments and the following report attachments:
 - (a) Revised Budget Financial Statements (Financial Position, Cash Flow, Income and Expenditure and Changes in Equity) - 2025/26 and the next two years
 - (b) Revised Long Term Financial Forecast - 2025/26 and the next nine (9) financial years
 - (c) Revised Measures of Financial Sustainability for 2025/26 and the next nine (9) financial years (Ratios)
 - (d) Revenue Policy 2025/26
 - (e) Revenue Statement 2025/26

MINUTES

(f) Revised Total Value of Change in Rates and Charges.

4. Include the Amended Budget 2025/26 document on Council's website.

5/0

15.5 OUTBACK CAR HIRE RESULT OF EXPRESSION OF INTEREST (EOI)

EXECUTIVE SUMMARY

This report presents the outcomes from the recently advertised Expression of Interest (EOI) for the Quilpie Shire Council Outback Car Hire Project. The outcomes of the Vendor Panel Evaluation have been presented to two (2) respondents, and the Council is sought for resolution regarding the next stage of the procurement process.

RESOLUTION NO: (QSC094-03-26)

Moved: Deputy Mayor Roger Volz

Seconded: Cr Lyn Barnes

That Council:

1. Endorses the shortlist of respondents for the two (2) EOI received by Outback Car Hire Pty Ltd and International Venue Group Pty Ltd
2. Approves the progression to a selective Request for Tender process in accordance with section 228 of the Local Government Regulation 2012 (Qld);
3. Authorises the Chief Executive Officer to prepare and release the selective Request for Tender documentation to the shortlisted respondents; and
4. Requests that a further report be presented to Council upon completion of the tender evaluation, prior to awarding any contract.

5/0

16 LATE ITEMS

16.1 RFQL30 25-26 FLOOD DAMAGE TOBERMORY ROAD PKG

EXECUTIVE SUMMARY

This report recommends awarding RFQL 30 25-26 Flood Damage Tobermory Road Package to APV Contracting Pty Ltd.

The project involves reconstruction works to sections of Tobermory, Mulliana and Ingerberry roads damaged during the West Queensland Surface Trough event and associated rainfall and flooding between 21 March and 19 May 2025.

Two conforming submissions were received from prequalified suppliers. Following evaluation, APV Contracting Pty Ltd achieved the highest weighted score and submitted the most advantageous offer to Council, demonstrating value for money and proven capability

RESOLUTION NO: (QSC095-03-26)

Moved: Cr Milan Milosevic

MINUTES

Seconded: Deputy Mayor Roger Volz

That Council:

1. Award RFQL 30 25-26 Flood Damage Tobermory Rd Pkg to APV Contracting for an amount of \$7,357,623.90 including GST (\$6,688,749.00 excluding GST); and
2. Pursuant to the *Local Government Act 2009* (Qld) section 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.

5/0

17 GENERAL BUSINESS

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

- Cr Tony Lander queried Council's response to emergent works following weather events. Director of Infrastructure Services advised that Council respond to known weather events and reported damage, however some events can be missed due to a lack of weather monitoring infrastructure. Residents are encouraged to raise damage with Council for this to be fixed.
- Cr Tony Lander queried about actions taken to reduce loose rubbish being blown outside of the Quilpie Landfill. Director of Infrastructure Services to investigate further solutions to reduce the spreading of loose rubbish due to wind.
- Cr Lyn Barnes raised concerns brought to her around the introduction of landing fees at the Quilpie Airport and the need for community consultation around the future upgrade works. Director of Infrastructure Services and Director of Corporate Services to hold community session once the final designs have been returned at the end of March to consult on the final design and address queries around landing fees.

The meeting adjourned at 2:53 pm and resumed at 3:58 pm.

- Cr Lyn Barnes queried the progress of the funding application under the Growing Regions Program for the Eromanga Natural History Museum Stage 3. Chief Executive Officer advised that negotiations were undertaken late last week and the final funding agreement is due to be signed and returned to the Department this week. Once the Department sign and return the funding agreement, procurement processes will commence.
- Cr Roger Volz raised the need to improve on the promotion of Snap Send Solve and encouraging residents to lodge service requests with Council through appropriate channels. Director of Corporate Services to work on promoting means of reporting service request to Council.
- Cr Roger Volz raised the need for trees outside of the Visitor Information Centre to be trimmed as the height is interfering with the use of the footpath. Director of Infrastructure Services to action.

18 MEETING DATES

The next Ordinary Meeting of Quilpie Shire Council will take place on Tuesday 21 April 2026 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9:30 AM.

There being no further business the Mayor declared the meeting closed at 4:09 pm.

These Minutes are to be confirmed at the next Ordinary Meeting. In Accordance with the public notice of meetings published by Council, the next Ordinary Meeting will be held on Tuesday 21 April 2026 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9:30 AM.

Unconfirmed

6.2 SPECIAL MEETING OF QUILPIE SHIRE COUNCIL HELD ON WEDNESDAY 1 APRIL 2026

IX: 274406

Author: Callie Dabovich, Executive Officer

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: 1. Minutes of the Special Council Meeting held on 1 April 2026

RECOMMENDATION

That the Minutes of the Special Council Meeting held on 1 April 2026 be received and the recommendations therein be adopted.



Special Meeting of Council

MINUTES

Wednesday 1 April 2026

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie



**MINUTES OF QUILPIE SHIRE COUNCIL
SPECIAL COUNCIL MEETING
HELD AT THE QUILPIE SHIRE COUNCIL BOARDROOM, 50 BROLGA STREET, QUILPIE
ON WEDNESDAY, 1 APRIL 2026 AT 8:30 AM**

1 OPENING OF MEETING

The Mayor declared the meeting open at 8:37 am.

2 ATTENDANCE

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

In Attendance: Mr Justin Hancock (Chief Executive Officer), Ms Lisa Hamlyn (Director Corporate and Community Services), Eng Lim (Director Infrastructure Services), Ms Dominique Wells (Records and Compliance Officer) and Callie Dabovich (Secretariat).

3 APOLOGIES

Nil

4 DECLARATIONS OF INTEREST

Chapter 5B of the Local Government Act 2009 (the Act) requires Councillors to declare a Prescribed or Declarable Conflict of Interest. The Declaration is to be made in writing to the Chief Executive Officer, before the next Council meeting.

5 COMMUNITY AND BUSINESS DEVELOPMENT

5.1 COMMUNITY ASSISTANCE GRANT APPLICATION - ADAVALE SPORT & RECREATION ASSOCIATION

EXECUTIVE SUMMARY

The Adavale Sport & Recreation Association has submitted a Community Assistance Grant application for the 2026 Adavale's Muster in The Mulga - Campdraft, Rodeo, Gymkhana & Bikekhana.

Assistance of \$10,000.00 has been requested to help cover the costs of the weekend, such as the Ambulance fee (estimated cost \$4800) and entertainment/music (estimated cost \$6800).

Reviewing recent applications from other community groups for similar events, a suggested \$5,000.00 cash contribution is recommended to ensure consistency across organisations.

RESOLUTION NO: (QSC096-04-26)

Moved: Cr Lyn Barnes

Seconded: Deputy Mayor Roger Volz

That Council:

MINUTES

1. Acknowledges the Community Assistance Grant application received from Adavale Sport & Recreation Association; and
2. Approves a direct cash contribution of \$5,000.00.

5/0

5.2 COMMUNITY ASSISTANCE GRANT APPLICATION - QUILPIE DIGGERS RACE CLUB

EXECUTIVE SUMMARY

The Quilpie Diggers Race Club has submitted a Community Assistance Grant application for the 2026 Quilpie Cup being held on the 9th of May.

Assistance of a \$3,000.00 cash contribution has been requested to help with the cost associated with organising and running the event. This value of sponsorship is classified as Gold Level, and as outlined in the attached Sponsorship Package, Quilpie Shire Council will be entitled to the naming of one race at the Quilpie Cup. Included in this will also be advertising of the Quilpie Shire logo and name, and a corporate advertisement in the event booklet.

RESOLUTION NO: (QSC097-04-26)

Moved: Cr Tony Lander

Seconded: Cr Milan Milosevic

That Council:

1. Acknowledges the Community Assistance Grant application received from Quilpie Diggers Race Club; and
2. Approves a direct cash contribution of \$3,000.00.

5/0

5.3 BUILDING WORKS ASSESSABLE AGAINST THE PLANNING SCHEME LOT 1 RP177507

EXECUTIVE SUMMARY

Council is asked to consider and resolve an application for Building Works Assessable against the Planning Scheme for the adaptive reuse of St Matthews Church as a three-bedroom Dwelling House on a Local Heritage Place at 17 Buln Buln Street, Quilpie (Lot 1 on RP177507). The applicant is Martin Bony. The owner is The Corporation of the Synod of the Diocese of Brisbane.

The development is assessable under Schedule 10, Part 8, Division 1 of the *Planning Regulation 2017* (Qld) because it involves building works on a Local Heritage Place. Council is the Concurrence Agency to a future Building Application. Pursuant to s.56 of the *Planning Act 2016* (Qld), Council must decide whether to impose conditions, direct a refusal, or advise that it has no requirements.

The application has been assessed against the applicable assessment benchmarks, being the relevant provisions of the Quilpie Shire Planning Scheme — specifically Performance Outcome 30 of the General Development Code. The proposal is consistent with the Planning Scheme assessment benchmarks. The works retain the heritage fabric and significant features of the church. No demolition of significant areas is proposed. External works to the hall complement the character of the church. Adaptive reuse as a Dwelling House is a compatible use that supports the long-term conservation of the Local Heritage Place.

Approval is recommended subject to conditions addressing heritage protection, detailed plans, access, and services. The decision is compatible with the *Human Rights Act 2019* (Qld). No unmanaged legal risks arise from this report.

RESOLUTION NO: (QSC098-04-26)

Moved: Deputy Mayor Roger Volz
Seconded: Cr Lyn Barnes

That:

1. Council receives this report.
2. Pursuant to s.56 of the *Planning Act 2016* (Qld), the application for Building Works Assessable against the Planning Scheme to establish a Dwelling House on a Local Heritage Place on land described as Lot 1 on RP177507 and situated at 17 Buln Buln Street, Quilpie be approved subject to the following conditions:

Conditions

Table 1 Approved conditions

No.	Category	Condition
1	General	The approved development is Building Works Assessable Against the Planning Scheme for a Dwelling House as shown on the approved plans.
2	General	All works are to be carried out generally in accordance with the approved plans listed below. Where the approved plans conflict with the Assessment Manager’s conditions, the Assessment Manager’s conditions prevail. Plan 01 — Proposed Floor Plan (n.d.) Plan 02 — Perspective Views (n.d.)
3	General	Detailed Floor Plans and Elevations, including colours and external treatments, must be provided to Council for endorsement before Building Approval.
4	General	A Form 21 — Final Certificate shall not be issued until all works associated with the related Reconfiguring a Lot Development Approval (which will create the separate title for Lot 1 RP177507) have been completed and separate titles issued.

MINUTES

5	Heritage protection	External building treatments and finishes of the Church and Hall buildings must complement the existing heritage character of the Church, consistently with the Developing Heritage Places guideline made under the <i>Queensland Heritage Act 1992</i> (Qld).
6	Heritage protection	Internal building works must be designed in keeping with the architectural details and decorative finishes of the existing Local Heritage Place.
7	Heritage protection	An archival quality photographic documentary of the Church building must be compiled and submitted to Council before works commence on site, documenting the significant features of the Church as described in Schedule 6 of the Quilpie Shire Planning Scheme.
8	Access and services	The landowner is responsible for maintaining vehicle access to the site from Quarrion Street to the property boundary. Should any damage be caused to Quarrion Street during or as a result of construction, the landowner must ensure reinstatement. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.
9	Access and services	<p>The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted during construction.</p> <p>Any damage to existing infrastructure — including kerb, road pavement, and underground assets — caused by works on the site or associated vehicles must be immediately rectified. Rectification must meet the asset owner's requirements and satisfy their representative.</p>

5/0

6 LATE ITEMS

7 GENERAL BUSINESS

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

There being no further business the Mayor declared the meeting closed at 8:47 am.

These Minutes are to be confirmed at the next Special Meeting. In Accordance with the public notice of meetings published by Council, the next Ordinary Meeting will be held on Tuesday 21 April 2026 in the Quilpie Shire Council Boardroom, 50 Brolga Street, Quilpie commencing at 9:30 AM.

7 ITEMS ARISING FROM PREVIOUS MEETINGS

Nil

8 MAYORAL REPORT

Nil

9 COUNCILLOR PORTFOLIO REPORTS

Nil

10 OPERATIONAL STATUS REPORTS

10.1 INFRASTRUCTURE SERVICES STATUS REPORTS

10.1.1 INFRASTRUCTURE SERVICES STATUS REPORT

IX: 274254

Author: Eng Lim, Director Infrastructure Services

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: 1. Proterra Group Monthly Progress Report - March 2026

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report outlines the key activities and achievements of the Infrastructure Services Directorate for March 2026. It summarises the progress of major infrastructure projects, routine maintenance across the Shire, and the continuing delivery of flood-damage restoration works from the March 2025 rain event. Council operations have largely returned to business-as-usual, noting some delays of roadworks impacted by the more recent February 2026 rain event.

ACTION ITEMS

Nil

OPERATIONAL UPDATE

General

Council crews have resumed normal operations following recent rain disruptions. Road crews continue to provide assistance to Transport and Main Roads (TMR) on state-controlled road networks as required.

Roads

- **Adavale–Black Road (Ch 7.6 km to 11.1 km):** Sealing works were completed in mid-March. A Facebook post on 25 March was very well received, attracting 126 likes.
- **New Lockabie Road:** All major works have been completed, with the exception of the third concrete floodway, which will be delivered in the cooler months ahead. A Road Closure application for the Old Lockabie Road section was submitted to the Department of Natural Resources and Mines (DNRM) and a formal response is expected from DNRM by end of April.
- **Baldy Top Walking Path:** Approximately 90% of works have been completed. The prefabricated footbridges were delivered on 25 February. Geotechnical testing at the bridge footing locations has been completed, with associated design work now underway. Bridge installation is expected to be completed by the end of May, subject to weather conditions.

RMPC and TIDS works

- **RMPC:** One road crew continues the maintenance works of State controlled roads focusing on Windorah Road and Quilpie to Charleville Road for the next few months.

- **Adavale–Blackall Road (TIDS):** The remaining 3.5 km of TIDS works were sealed in mid-March, resulting in a continuous 6.5 km of sealed road from Adavale township to the intersection with Milo Road. This completes the TIDS capital works program for the current financial year. Agreement has been reached with the TMR District Director for Council road crew to continue works on next year’s TIDS section, progressing north over the remaining three months of this financial year.

Flood Damage Works

- **Council roads:** A detailed progress report for March 2026 is attached.
- **TMR roads:** Council has been successful in its bid to undertake REPA works on Adavale–Blackall Road with a formal award on 13 February. Preliminary site works has commenced in early April by the same road crew undertaking the TIDS-related work on the same road.

Concrete and Structures

- **Concrete footpaths in Quilpie:** A local contractor has been awarded the works to construct several new footpaths along Buln Buln Street, Quarrion Street and Chulungra Street, including a short missing link on Chipu Street next to the Caravan Park. Works are expected to commence in late April.
- **Opalopolis footpath in Eromanga:** Works commenced in February and is now completed.
- **Knot-a-Saurus footpath in Eromanga:** Works will commence in May.
- **Eromanga pool:** There has been some delay in the installation of the shed by a local contractor, and the works is now expected to be completed by June.
- **Eromanga Housing:** 2 sheds are completed in Donald Street.
- **Quilpie Loading Bay:** Reconstruction is 95% completed with the remaining jet patching works due to be completed by end of April. A Facebook post on 20 March was very well received, attracting 230 likes and 18 positive comments.

Council Buildings and Facilities

- **11 and 20 Boobook Street:** All landscaping works are completed.
- **66 and 72 Galah Street:** Landscaping works close to completion except turfing which will commence in late April.
- **Renovation works:**
 - Crews continue to work on units at Gyrica Gardens, 1/88 Quarrion Street and Galah St in Quilpie
 - Most works on 6 Neal St in Eromanga are completed with painting works remaining

Water and Sewerage

The team continues to implement a preventative maintenance program to repair or replace assets before failure. This proactive approach is delivering positive results.

- **Sommerfield Road water main upgrade in Quilpie**
 - The installation of a new water main along Winchu Street between Chipu Street and Sommerfield Road commenced late last year and “cutting in” to existing mains are progressing albeit slowly due to limited plumbing resources.
 - Practical completion of the project is anticipated by the end of May 2026.
- **Drinking Water Quality Management Plan (DWQMP)**

- The draft DWQMP submitted to the regulator in January 2026 received a formal response via an Information Requirement Notice (IRN) on 30 March, following a meeting on 4 March to discuss challenges associated with testing for PFAS and Naegleria fowleri.
- Council has been granted until 30 September to provide the additional information requested under the IRN.

Town Services

In addition to routine activities such as mowing, watering, whipper-snipping, waste management, and cleaning of public amenities, the crew were heavily engaged supporting a high volume of community events and functions. Activities included venue setup and pack-down, cleaning, delivery of tables, chairs and bins.

The team supported several events and operations including:

- Community Update Meetings
- Flood Anniversary Commemoration event

Aerodromes

- **Quilpie**
 - Detailed design for the runway upgrade was completed in early April.
 - A focus group meeting with key external stakeholders, including Rex Airlines, the Royal Flying Doctor Service (RFDS), TMR, Translink, Quilpie Hospital and other emergency services, was held on 24 March to discuss construction logistics and arrangements for a temporary runway during the works.
 - Further community engagement is planned for May 2026.
- **Toompine**
 - A local contractor engaged for the fencing installation under Remote Airports Upgrade Program (RAUP) Round 11 completed the works in the third week of March 2026, ahead of schedule as stipulated in the grant agreement.
 - A progress report is currently being prepared for submission to the Department of Industry, Science and Resources to support an earlier release of the next progress payment.

CONSULTATION (Internal/External)

Not applicable.

LEGAL IMPLICATIONS

Nil.

FINANCIAL AND REVENUE IMPLICATIONS

All activities are being delivered within Council's approved budget.

RISK MANAGEMENT IMPLICATIONS

Risks are being managed in accordance with Council's Risk Management Policy and Framework.



**MONTHLY PROJECT REPORT
MARCH 2026**

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

March 2025 Event - Emergent Works Completed

March 2025 Event - REPA Construction phase progressing

February 2026 Event - Emergent Work



QSC – DFRA MONTHLY PROJECT REPORT

March 2026

AMENDMENT, DISTRIBUTION and APPROVAL

ISSUE	AUTHOR	REVIEWER	APPROVED FOR ISSUE		
			NAME	SIGNATURE	DATE
1	Peter Polizzi	David Bell	Peter Polizzi		3/04/26

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QSC – DFRA MONTHLY PROJECT REPORT

March 2026

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QSC – DFRA MONTHLY PROJECT REPORT

March 2026

CONTRACT SUMMARY

Contract Number	RFQL13 24-25
Principal Representative's Delegate	PROTERRA GROUP
Project Manager	Peter Polizzi
Target Date for Practical Completion of March 2025 event works	30 June 2027
Target Date for Practical Completion of 23/24 event works	30 December 2026

FINANCIAL STATEMENT

Description	Status	Percentage Completed
2026-February event works Submissions		
Emergent Works	Works started	10%

Description	Status	Percentage Completed
2025-March event works Submissions		
Emergent Works	Completed	100%
Completed submissions Sub 90,76	Completed	100%
QSC.0071;72;73;74;75;76;77;78;79;80;81;82;83;84;85;86;88 and QSC.0090. 0106 2425 QSC.	Approved	17%
QSC.0102,0103,	Waiting for approval	90%

Event date	Percent Complete	Estimated Final Cost
4 January 2024	74%	\$12,852,077.00
March 2025	17%	\$80,000,000.00

**QSC – DFRA MONTHLY PROJECT REPORT****March 2026****FINANCIAL DISCUSSION**

All funds for submissions approved by QRA have had the required upfront funds transferred to QSC.

For the November 2024 event, several roads were rolled over and reassessed, with the work being completed under current contracts as agreed with QRA. Costs to date on those submissions are being claimed in full from QRA.

VARIATIONS / SCOPE CHANGES

Stabilcorp Variations as per Council resolution (Flood Damage FD V1,V2,V4,V7; Council-funded Var V5 V6) are summarised in table below under section 6.2

PROGRAM

Following the March 2025 weather event, Proterra Group has progressed well with assessments across the network, and this section of the work is now complete. All known damages have been claimed under the QRA guidelines, except for the section on Adavale Charleville Rd Ch75.000 that remains inaccessible due to ongoing flooding. Plans are in progress to get testing conducted to ascertain damage and the way forward.

Notably Adavale Black Road, gravel works around Adavale and Napoleon Road are completed while construction has started on several roads, reconstructing damaged sections, including Old Charleville Road.

Several screening packages have also been issued under contract for the preparation of material for all the works. As this material becomes available, physical works will commence after a tender process.

EMERGENT WORK - February 2026 Rain Event

Following the Feb 2026 weather event the affected areas are currently being rectified to be made safe for public access. There have been multiple locations affected and we are progressing well to repair.

PROCUREMENT**6.1 UPCOMING TENDERS**

- RFQL37 25-26 Flood Damage Pinkenetta Road Package – tender release on 27 March 2026 with closing date on 13 April 2026



QSC – DFRA MONTHLY PROJECT REPORT

March 2026

6.2 TENDERS/QUOTES AWARDED- March 2025 Event Works

Tender	Contractor	Total (incl GST) & Variation	Status	Award Date
RFQL01 25-26 FD Adavale Black Road Pkg	Travers	\$4,631,131.63	Completed	28 August 2025
RFQL04 25-26 FD Screening Tender – Old Charleville Rd Area	Tolbra Earthmoving and haulage	\$550,431.99	Completed	15 July 2025
RFQL05 25-26 FD Patricia Park Rd Pkg	APV Contracting	\$756,941.90	Completed	28 August 2025
RFQL14 25-26 FD Old Charleville Rd Pkg	SA Travers & SL Travers	\$2,806,443.68	94% complete	28 October 2025
RFQL16 25-26 FD Napoleon Rd Pkg	APV Contracting	\$688,176.62	Completed	28 October 2025
RFQL17 25-26 FD Quilpie Screening -Part 1	Tolbra Earthmoving and haulage	\$1,752,341.02	18% complete	28 October 2025
RFQL20 25-26 FD Sealed Road Reconstruction - Pkg 1	Stabilcorp Pty Ltd	\$2,222,414.31	87% complete	28 October 2025
RFQL21 25-26 FD Quilpie Screening-Part 3	APV Contracting	\$2,204,367.41	14% complete	19 November 2025
RFQL22 25-26 FD Quilpie Screening-Part 4	APV Contracting	\$1,813,047.56	38% complete	19 November 2025
RFQL06 25-26 Flood Damage Tobermory Area Screening	APV Contracting	\$1,666,108.62	55% complete	17 December 2025
RFQL25 25-26 Flood Damage Canaway Downs Rd Pkg	APV Contracting	\$930,316.20	Completed	17 December 2025
RFQL27 25-26 Flood Damage Trinidad Road	APV Contracting	\$3,311,064.25	67% complete	29 January 2026



QSC – DFRA MONTHLY PROJECT REPORT

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Tender	Contractor	Total (incl GST) & Variation	Status	Award Date
RFQL20 25-26 Variations 1 & 2	Stabilcorp Pty Ltd	\$561,488.73	Work has not commenced yet	29 January 2026
RFQL20 25-26 - Various Variations	Stabilcorp Pty Ltd	Original: \$2,222,414.3 V04– \$61,821.08 V05– \$119,664.00 V06 – \$15,308.00 V07– \$180,443.20 V08 - \$105,079.28 New Contract: \$3,148,196.43	Work has not commenced yet	29 January 2026
RFQL23 25-26 Ambathalla Road Pkg	SA Travers & SL Travers	\$2,883,040.18	Work has not commenced yet	17 February 2026
NVP-01 Kyabra Road Drainage Pkg	Stu Bowen	\$923,421.25	Work has not commenced yet	10 March 2026
Arranfield Road Pkg	Stu Bowen	\$131,360.00	Completed	Quote
RFQL30-25-26 Tobermory Gravel Pkg	APV Contracting	\$7,357,623.90	Work has not commenced yet	18 March 2026

6.3 GRAVEL SCREENING

RFQL17 has also been awarded to Tolbra Earthmoving and Haulage, where works have commenced on Trinidad Road and is ongoing currently.

RFQL21 was awarded to APV Contracting, and work has started near Toompine.

RFQL22 was awarded to APV Contracting. Work commenced Jan 2026.

RFQL06 was awarded to APV Contracting. Work commenced Jan 2026.

6.4 ROAD PACKAGES

RFQL14 Old Charleville Rd was awarded to SA Travers & SL Travers. Work has commenced and is still ongoing nearly completed.

**QSC – DFRA MONTHLY PROJECT REPORT****March 2026**

RFQL25 Canaway Downs Rd was awarded to APV Contracting. Completed.

RFQL23 25-26 Flood Damage Ambathalla Road Package awarded to SA Travers & SL Travers. Work has not commenced due to impact from recent rain fall.

RFQL20 25-26 Contract with Stabilcorp. Works commenced last year.

RFQL27 25-26 Trinidad Road package was awarded to APV Contracting. Work has commenced.

Arranfield Road Pkg awarded to Stu Bowen. Works completed in March 2026.

NPV-01 Kyabra Drainage Pkg was awarded to Stu Bowen.

RFQL30 25-26 Tobermory gravel package was awarded to APV Contracting. Work has not commenced.

6.5 WATER ISSUES

Recent rain falls from the February rain event (18/2/26) will help with this issue.

A program is in place to signpost approved water sources that are subject to agreements between local landowners and Quilpie Shire Council (QSC).

The current works program for March 2025 will be tendered to secure access to water resources until sufficient rainfall occurs. Where water sources are unavailable, water cartage will be required as the only viable option to support the works program.

QRA LIAISON

Since the March 2025 event, officers from the Queensland Reconstruction Authority (QRA) have visited Quilpie on several occasions to assist Council in fast-tracking damage assessments and progressing funding approvals associated with that event.

The latest meeting was held on 11th March 2026 at Quilpie Depot between Regional Liaison Officer (RLO) Alan Kelly and the new RLO, Jai Green with Justin Hancock (CEO), Eng Lim (Director Infrastructure Services) and Peter Polizzi (Project Manager, Proterra Group) to review progress and discuss outstanding submissions. Alan provided valuable support in expediting assessment outcomes and facilitating timely feedback on submitted documentation. We also look forward to working with Jai Green moving forward.

A follow-up meeting has been scheduled for 22 April 2026 at 10:00am with Jai Green.

Council has also kept QRA informed of the recent February 2026 rainfall event and its impacts, ensuring early visibility of potential damage and funding implications.

**QSC – DFRA MONTHLY PROJECT REPORT****March 2026****NEW EMERGENT WORK - February 2026 Rain Event**

On 11 February 2026, Quilpie Shire experienced a significant rainfall event, with some locations recording more than 180mm overnight. Storms and heavy rainfall impacted multiple areas across the Shire and surrounding regions.

Since Quilpie Shire does not have a local weather radar, it has been challenging to accurately determine the precise locations and intensity of rainfall across the network. The event resulted in temporary road closures, with access to Adavale, Quilpie, and Thargomindah cut off due to flooding.

Council crews have been working closely with Proterra to inspect, document, and prioritise damage across the affected road network. Engagement is ongoing with impacted landholders to identify the most severely affected areas and ensure works are undertaken to rectify hazards and restore safe access as quickly as practicable.

Council continues to provide regular updates to the community regarding affected roads and locations via the Council dashboard, social media platforms, and direct phone communication.



QSC – DFRA MONTHLY PROJECT REPORT

March 2026

PHOTOS

**RFQL06 25-26 - Gravel Screening Pkg by APV on Ingerberry Road
4082m3 Ch 51 completed and rehabilitated. Photos below.**





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

RFQL06 25-26 - Gravel Screening Pkg APV Ingerberry Road Ch 42
Photos below.



RFQL06 25-26 – Start of Gravel Screening Pkg APV Ingerberry Road
Ch 14 Photos below.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

NPV 01 Arranfield Road by Stu Bowen





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

RFQL14 25-26 - Gravel Road Pkg Old Charleville by SL/SA Travers.
Photos below.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Photo below of Old Charleville Road package nearly completed





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

RFQL 17 25-26 Tolbra - Screening Works

Photos below show Tolbra screening on Trinidad Road, Ch 80.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

RFQL27 25-26 Trinidad Road package by APV. Photos Below.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Photo Below of Blackwater Cr 1km east of Adavale - Rain event 18th Feb 2026.



Photo above of Ambathalla Lakes Crossing.



QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Photo below of flight over Adavale near Milo Road.



Photo below of Gooyea Road excess silt.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Photo below is the Bulloo River in Quilpie 18/2/26.



Photo below Gumbardo Creek.





QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Emergent work Required Feb 2026



Photo above Telephone Bore Road Ch 25,590



Photo above Telephone Bore Road Ch 25,590



QSC – DFRA MONTHLY PROJECT REPORT

March 2026

Emergent work Required Feb 2026 Photos below of Cooma Road.



Photo below of Kyabra Road.



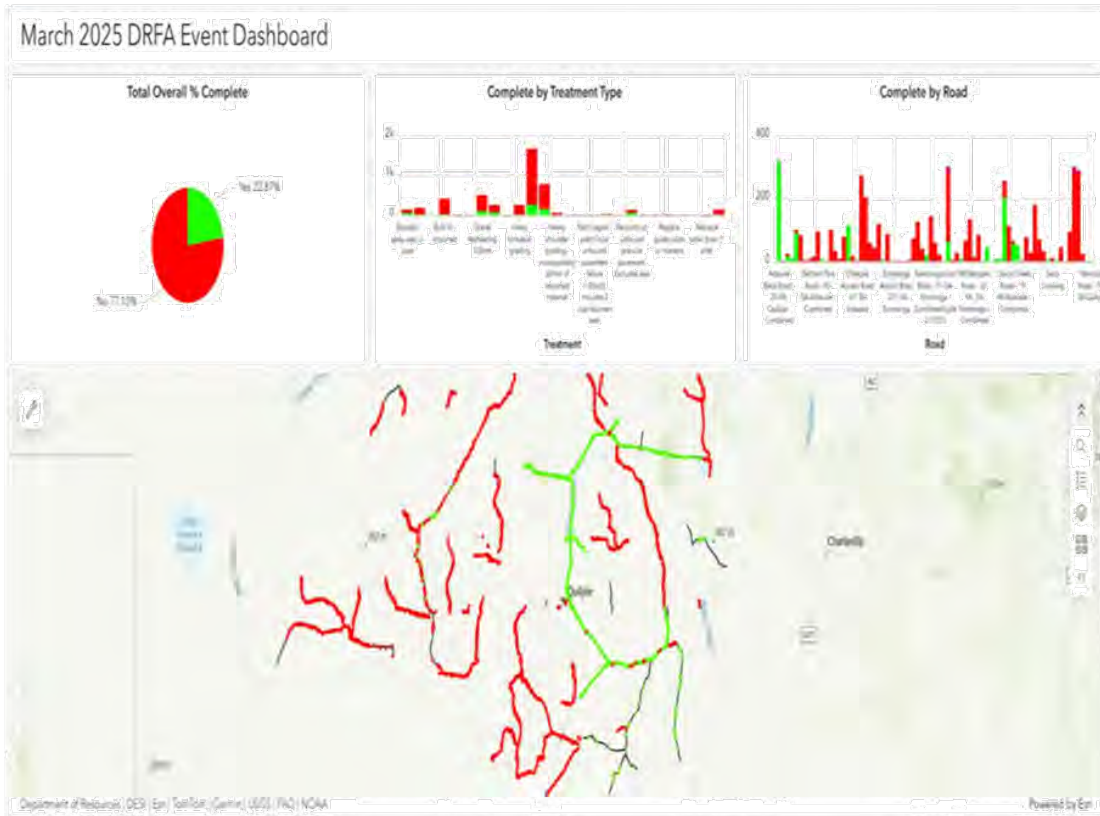


QSC – DFRA MONTHLY PROJECT REPORT

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Link to View below

<https---www.arcgis.com-apps-dashboards-691f6bb3309545ee95f9d5177b299597>

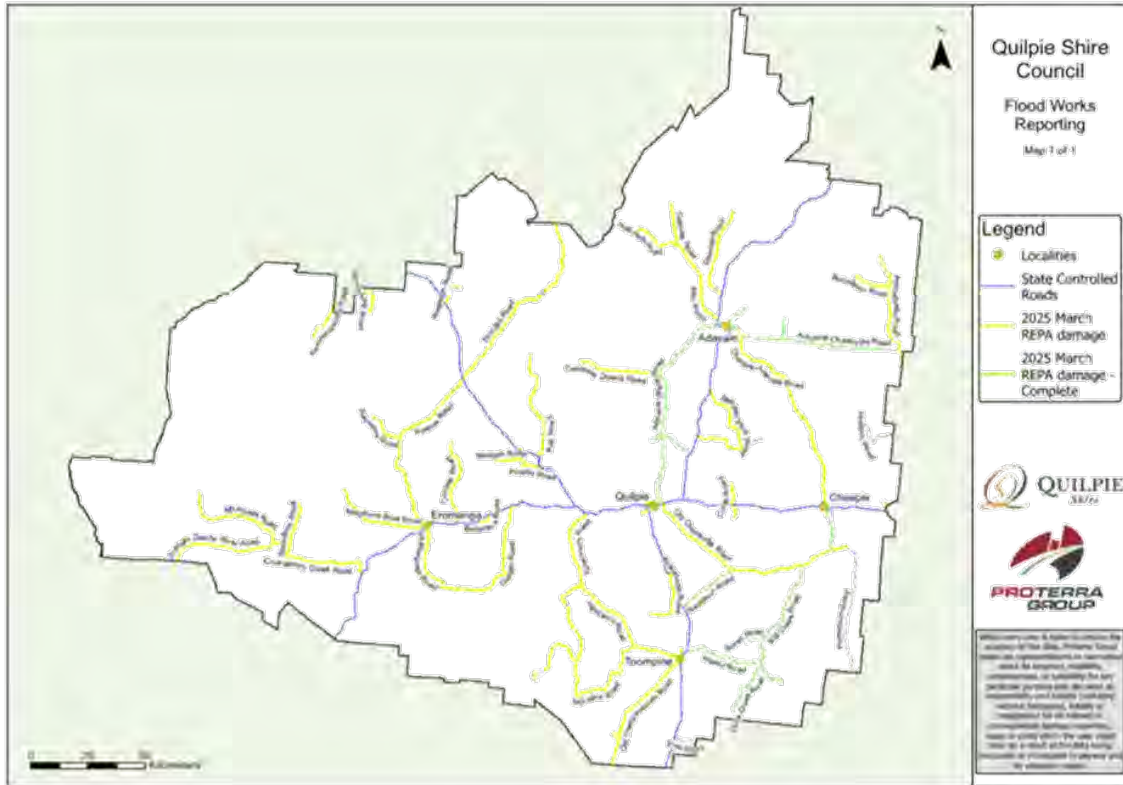




QSC – DFRA MONTHLY PROJECT REPORT

March 2026

APPENDIX A – MAP



10.2 COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORTS

10.2.1 DEPUTY DIRECTOR COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORT

IX: 274326

Author: Corey Richards, Deputy Director of Community and Business Development

**Authorisers: Lisa Hamlyn, Director Community and Business Development
Justin Hancock, Chief Executive Officer**

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

Council has progressed key initiatives to support business engagement, regional resilience, infrastructure awareness, and community wellbeing across Quilpie Shire throughout March.

A combined business meeting held on 9 April 2026 confirmed strong interest in establishing a formal business representative group. Council provided updates on business-relevant projects and committed to drafting Terms of Reference and providing administrative support should a Quilpie Shire Business Committee be formed. Other activities include Quilpie hosting a Regional Drought Resilience Implementation Workshop on 24 April 2026 following formal approval of the South West Queensland Regional Drought Resilience Plan, enabling local input into fundable resilience projects.

The NBN Local team will deliver two community drop-in sessions to provide information on network upgrades and connectivity advice. Additionally, the SWQROC Fuel Tracker Platform is now live, with councils uploading fuel data to support coordinated regional reporting. The Car Hire Select Tender and Destination Management and Economic Development Plan evaluations have been completed, with decisions pending Council consideration.

Council continues to support priority health and wellbeing initiatives, including parenting programs, Early Years partnerships, health education, and planning for the 2026 Quilpie Health Expo.

ACTION ITEMS

There are no outstanding action items arising from previous Council resolutions in relation to this report.

OPERATIONAL UPDATE

Business Development

[Combined Businesses Meeting – Quilpie](#)

Council initiated a combined business meeting held in the Supper Room on Thursday, the 9th of April 2026. Fourteen (14) businesses were represented on the night, with an additional twelve (12) apologies recorded. The intended purpose of the meeting was to ascertain the appetite among the combined businesses for a formal business group to outline the gap in Quilpie Shire, with no Chamber of Commerce or formal working group. Council updated on business as usual (BAU) within the Shire operations and any particular projects impacting business, including the development of a new planning scheme, local laws review and the subject of the Business Innovation Fund.

Businesses were engaged in the action to investigate the commencement of a Quilpie Shire Business Committee. Council agreed to draft terms of reference and provide administrative support to the group if formed. Business representatives then shared a BBQ dinner, where more ideas and inter-business conversation arose. The regularity of meetings is set to be quarterly, with the next meeting to be confirmed (TBC).

Drought Resilience Plan Workshop

The State and Australian Governments have formally approved the South West Queensland Regional Drought Resilience Plan, and implementation planning is underway to translate priority actions into fundable projects. Regional Development Australia Darling Downs and South West (RDADDSW) and the University of Southern Queensland (UNISQ) are coordinating a series of roundtable workshops to gather stakeholder input and co-design project ideas to build long-term drought resilience. Quilpie will host one of these workshops on Friday, 24 April, from 8:30 am to 12:30 pm, providing an opportunity for local stakeholders to contribute to regional priorities and implementation planning.

NBN In Region Catchup

The NBN Local team will be visiting Quilpie to engage with residents and businesses about recent network upgrades and provide practical advice on improving internet connectivity. Two community drop-in sessions will be held, including a session at Quilpie Library on Monday, 20 April, from 12:30 pm to 2:30 pm, and a relaxed community drop-in at Unstable Coffee on Tuesday, 21 April, from 7:00 am to 11:00 am, with free coffee available for attendees. These sessions provide opportunities for community members to ask questions, understand how upgrades affect their home or business, and receive practical guidance on making the most of their internet connection.

Fuel Supply Issue and Disaster Dashboard – SWROC

The South West Queensland Regional Organisation of Councils (SWQROC) Fuel Tracker Platform is now the central source for monitoring and reporting fuel availability across the region. Councils have been requested to begin uploading fuel data as soon as possible, either through both their local Disaster Management dashboards and the SWQROC Fuel Tracker, or at a minimum via the SWQROC platform. Access to the portal and upload instructions have been provided, along with communications resources to support public awareness once the platform goes live and media promotion commences. Post-launching the initiative, a media campaign accompanied the launch and resulted in greater integration with the state fuel monitoring software and adoption across Queensland LGA Disaster Dashboards.

Car Hire Tender

Car Hire Select Tender closed with two (2) submissions being received on 10th April 2026. The tender revision process has been completed and is pending Council resolution in a separate council agenda item to progress. Finalisation of the Dry Hire Lease and terms through McCullough Robertson Lawyers has been completed and is ready for negotiation. Pending resolution, the project remains on track for delivery by 30 June.

Destination Management and Economic Development Plan

The tender for the Destination Management Plan (DMP) and Economic Development Plan (EDP) was released on the Vendor Panel on 10 February 2026 and closed on Friday, 04 March 2026. Council has received twenty-one (21) responses. The panel has undertaken an evaluation and is pending resolution in a separate council agenda item to progress. Currently, the program is set to commence in May and conclude in November. Consideration for consultation to be concurrently conducted with the upcoming planning scheme and other Council led plans.

Health and Wellbeing Programs

Parenting Group Development

- First session held 8 April; future topics brainstormed.
- Next: finalise calendar and integrate Early Years resources.

Early Years Partnership (Dept of Education)

- Met with Director and Partnerships Facilitator (16 March).
- Resources and collaboration opportunities identified.

Quilpie Health Expo 2026

- Planning meetings held; site meeting scheduled 17 April.
- Logistics, volunteers, services, and formalities being finalised.

Last Aid – Palliative Care Workshop

- Session confirmed for 27 April; venue booked with fee waiver.
- Council supporting promotion and local engagement.

True Relationships & Reproductive Health

- Introductory meeting held; exploring Health Expo involvement.
- Teams meeting to be scheduled with Deputy Director.

CONSULTATION (Internal/External)

Chief Executive Officer

Executive Leadership Team

Director Community and Business Development

Council Staff

Community

Program Stakeholders

Local, State and Commonwealth Governments

LEGAL IMPLICATIONS

No legal impacts are noted that are relevant to this report.

FINANCIAL AND REVENUE IMPLICATIONS

Programs within this directive operate within the 2025-2026 Quilpie Shire Council budget.

RISK MANAGEMENT IMPLICATIONS

Programs are delivered in accordance with Council's Enterprise Risk Management Policy (G.11) and Framework (G.11-A).

10.2.2 LIBRARY SERVICES STATUS REPORT

IX: 274333

Author: Annie-Jo Vogler, Librarian

Authorisers: Corey Richards, Deputy Director of Community and Business Development

Lisa Hamlyn, Director Community and Business Development

Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides an overview of Quilpie Library’s services, programs and performance for the third quarter of the 2025-2026 financial year (January to March).

ACTION ITEMS

There are no outstanding action items arising from previous Council resolutions or Director commitments relevant to Library Services at this time. This report is presented for information. No decision is sought from Council.

OPERATIONAL UPDATE

Performance overview

Library visitation increased by 9.5% this quarter compared with the same period last year. We recorded 1,097 visitors in January - March 2026, up from 1,001 visitors in January - March 2025. A total of 412 items were loaned during this quarter.

Program delivery

The following programs were delivered this quarter:

Program	Total Sessions	Average Attendees
First 5 Forever	8	23
Seniors Digital Literacy	3	4
School Holiday Activities (05/01/2026 – 23/01/2026)	13	6
Book Club	3	5
Make Something Saturday	2	6
Memories of Quilpie	1	5

Community partnerships and special events

Library visit to Adavale

On 26 March 2026, Librarian Annie-Jo Vogler and Health Promotions Officer Michelle Donohue travelled to Adavale to deliver First 5 Forever and craft programs. Library items were available for community members to borrow. A total of 15 people attended — seven children and eight adults.

Regional Tech Hub connectivity catch-ups

On 19 March 2026, representatives from the Regional Tech Hub — an Australian Government-funded initiative to improve digital connectivity literacy in regional and rural Australia — hosted a community information session at Quilpie Library. A follow-up session was held in Eromanga on 20 March 2026. Library staff attended both sessions.

CONSULTATION (Internal/External)

Consultation relevant to this quarter's activities occurred with the following parties:

- **State Library of Queensland** — regarding compliance with the Public Library Standards, program delivery requirements under the Service Agreement between Quilpie Shire Council and the State Library of Queensland, and reporting obligations for the 2025–26 financial year.
- **Director Community and Business Development and Deputy Director Community and Business Development** — regarding program planning, outreach activity to Adavale, and the Regional Tech Hub information sessions.
- **Quilpie Shire Council staff** — including coordination with Health Promotions Officer Michelle Donohue for the Adavale outreach visit.
- **Quilpie Shire community** — ongoing engagement through program delivery, library membership, and attendance at community events.

LEGAL IMPLICATIONS

Local Government Act 2009 (Qld) — s.4 (local government principles)

Section 4 of the *Local Government Act 2009* (Qld) requires Council to act in accordance with local government principles, including the delivery of services that are effective and efficient in the public interest. Library Services directly supports the social and community wellbeing of Quilpie Shire residents. The programs and activities reported this quarter are consistent with those principles.

Local Government Act 2009 (Qld) — s.104 (financial management)

Section 104 requires Council to adopt and operate within an annual budget. All library activities reported this quarter are within the adopted budget for the 2025–26 financial year. No expenditure outside delegation has been incurred.

Public Libraries Act 1988 (Qld)

The *Public Libraries Act 1988* (Qld) establishes the framework for the provision of public library services in Queensland. Under the Act, Quilpie Shire Council is a library authority and is party to a Service Agreement with the State Library of Queensland. The activities reported this quarter are consistent with Council's obligations as a library authority and with the terms of the Service Agreement.

FINANCIAL AND REVENUE IMPLICATIONS

All programs and activities described in this report are operating within the 2025–26 Council adopted budget. No unbudgeted expenditure has been incurred or is proposed.

All expenditure incurred this quarter falls within existing operational budget allocations and within the Director Community and Business Development delegation. No State Library of Queensland grant funding has been expended outside the terms of the Service Agreement. No revenue implications arise in this reporting period. No report seeking Council approval for expenditure is required.

RISK MANAGEMENT IMPLICATIONS

Programs are delivered in accordance with Council's Enterprise Risk Management Policy (G.11) and Framework (G.11-A).

OPERATIONAL STATUS REPORTS
PEST AND LIVESTOCK MANAGEMENT STATUS REPORTS

ORDINARY COUNCIL MEETING AGENDA

21 APRIL 2026

10.2.3 PEST AND LIVESTOCK MANAGEMENT STATUS REPORTS

IX: 274382
Author: Damien McNair, Pest and Livestock Management Coordinator
Authorisers: Lisa Hamlyn, Director Community and Business Development
Justin Hancock, Chief Executive Officer
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report outlines pest, livestock, and animal management activities undertaken during the reporting period, including wild dog and feral pig control, monitoring of commons and reserves, and enforcement activities under animal management legislation. Baiting programs were primarily focused on feral pigs, with targeted action also undertaken in response to reported wild dog activity. Commons and reserves remain in good condition, pest weed management and compliance inspections progressed as planned, and support continued for the Exclusion Fence Restitution Program and regional feral pig management planning. All activities were delivered within existing budgets, with no legal, financial, or material risk issues identified.

ACTION ITEMS

One animal complaint investigation was completed during the month.

OPERATIONAL UPDATE

Table 1 Wild dog scalps presented to Council 1 July 2025 to 31 March 2026

Property	No of Scalps			Amount of Payment
	Male	Female	Pups	
Plevna Downs	3	3	-	300.00
Moble Springs	2	4	-	300.00
Gumbardo	1	-	-	50.00
Boondook	2	-	-	100.00
Wakes Lagoon	1	-	-	50.00
Total	9	7	-	800.00

Table 2 Wild Dog Scalps – Comparative Data Table

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Male	51	42	82	12	27	9
Female	44	17	39	7	16	7
Pups	4	8	8	-	20	0
Total	99	67	129	19	63	16

Table 3 Commons and Reserves

Reserve	Condition	Notes
Quilpie Common	Good	Feed starting to dry off
Eromanga Common	Good	Maintaining good condition
Adavale Common	Good	Maintaining fair / good condition
Warrabin Lane	Good	Maintaining good condition
Dillon's Well	Good	Stock currently on extended agistment to 31 March 2026. Condition holding. Application for extension of agistment pending Council's consideration.

Hot Spot Baiting

Hot spot baiting activities undertaken during the reporting period are summarised in Table 4, with meat bait quantities distributed across identified properties for the control of feral pigs.

Table 4 Hot Spot Baiting Information

Property	Dog	Pig	Meat Quantity
Nerrigundah		✓	40kg
Cooma		✓	80kg

Baiting programs are now primarily focused on feral pigs rather than wild dogs, in response to increasing evidence of feral pig activity across properties within the Quilpie Shire. However, a recent report has identified significant wild dog activity in the Mt Margaret area, with boundary lines and water points subsequently baited to address the issue.

A total of 108 control records for wild dogs have been submitted to FeralScan to date, five were entered during the current reporting period (see Table 5).

Table 5 Submitted FeralScan Control Records

Month	Control Records Submitted to FeralScan
Prior entries	7
December 2024	2
January 2025	12
February 2025	48
March 2025	3
April 2025	2
May 2025	3
June 2025	8
July 2025	7
August 2025	0
September 2025	9
October 2025	1
November 2025	0

Month	Control Records Submitted to FeralScan
December 2025	1
January 2026	0
February 2026	0
March 2026	5
Total	108

Pest Weed Management

Pest weed treatment activities undertaken during the reporting period are summarised in Table 6. Regular monitoring of weeds will continue as we enter the cooler months.

Table 6 - Pest Weed Management

Species	Location	Treatment
Parthenium	Wellclose	Inspection took place at Wellclose at the end of March and juvenile plants were treated.
Mother of Millions	Armoobilla	The inspection planned for March was delayed and will be rescheduled during April.
Coral Cactus	Possamunga Tinderry Gunnadorah Quilpie Common	Cochineal bug was released onto plants on the Quilpie Common again during March as an ant infestation killed the first round of bugs released. All listed properties are inspected regularly to ensure the bug remains active. Cochineal bug is planned to be released on South Comongin.

Local Laws

Selective Inspection Program

A Selective Inspection Program was undertaken during the week commencing 16 March 2026 in Quilpie Shire to inspect properties to ensure compliance with the *Animal Management (Cats and Dogs) Act 2008*, with particular focus on dog registrations and regulated dog provisions.

Table 3 Dog registration and compliance status, Quilpie Shire, as at 16 March 2026

Measure	Count
Dogs recorded in PCS Animal Management System	208
Declared regulated dogs	1
Dog registrations received since notice of Selective Inspection Program	23
Outstanding dog registrations according to the PCS Animal Management System	37

Note: The outstanding registrations figure may include animals that are no longer active but have not been reported to Council.

Animal Impoundments

Two dogs were impounded during this reporting period in accordance with the *Animal Management (Cats and Dogs) Act 2008* whilst an animal complaint investigation was in progress.

Stock Routes – Watering Facility Audits

There were no watering facility audits undertaken on Stock Routes within Quilpie Shire during this reporting period.

General

Exclusion Fence Restitution Program

The Pest and Livestock Management Coordinator continued to support the Exclusion Fence Restitution Program throughout this reporting period, working alongside the EFRP Team and Project Officer to promote the program to landholders within the Quilpie Shire.

Feral Pig Management

Biosecurity Queensland is developing a Feral Pig Management Plan for the Shire Rural Lands Officers Group (SRLOG) region. John Cuskelly and John Scriven from Biosecurity Queensland are leading the project. The plan aims to improve collaboration across a large area covering multiple local governments, land types, and agricultural enterprises.

To inform the plan, Biosecurity Queensland has asked stakeholders across the SRLOG area to identify assets in their area that require protection. The four asset categories are:

- **Agricultural** — broadacre cropping, lamb production, horticulture, and other agricultural activities
- **Environmental** — priority areas such as waterbird wetlands, riparian areas, and threatened species habitat
- **Cultural** — areas of cultural importance
- **Financial** — non-agricultural interests such as tourism areas

Council's Pest and Livestock Management Coordinator is currently consulting with landholders across the Shire to compile an asset list for submission to Biosecurity Queensland.

CONSULTATION (Internal/External)

Internal: Director Community and Business Development, Deputy Director Infrastructure Services, and relevant Council staff.

External: Landholders and community members who are animal owners

LEGAL IMPLICATIONS

No legal implications have been identified for activities outlined in this report.

FINANCIAL AND REVENUE IMPLICATIONS

Program activities are funded within the adopted *Operational Budget 2025–26* and do not result in additional financial impacts to Council.

RISK MANAGEMENT IMPLICATIONS

Operational risks associated with pest and livestock management activities are managed under Council's Enterprise Risk Management Policy (G.11) and Framework (G.11-A). No material or emerging risks requiring Council intervention have been identified during the reporting period.

10.2.4 COMMUNITY AND BUSINESS DEVELOPMENT STATUS REPORT

IX: 274384
Author: Lisa Hamlyn, Director Community and Business Development
Authorisers: Justin Hancock, Chief Executive Officer
Lisa Hamlyn, Director Community and Business Development
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report provides an overview of key Council activities and outcomes for the reporting period, focusing on disaster management, community recovery, service delivery, and community engagement initiatives. Key highlights include the successful delivery of the Quilpie Shire Flood Anniversary Commemoration Event / Spirit of the Bush, which achieved strong attendance, positive community feedback, and significant media coverage; continued progress in disaster recovery and resilience planning, including recruitment efforts and recovery program implementation; and steady advancement of the Exclusion Fence Restitution Program in collaboration with stakeholder partners. The report also outlines governance and operational activities, including disaster management meeting schedules, progress on the Quilpie Swimming Pool management tender and compliance improvements, completion of the Queensland Health-funded Local Government Sun Safety Program, and ongoing engagement through a comprehensive program of meetings, training, and events supporting Council operations and community wellbeing across the Shire.

ACTION ITEMS

There are no outstanding action items arising from previous Council resolutions in relation to this report.

OPERATIONAL UPDATE

Condolences

Formal condolences from Council were forwarded to the families of Char Speedy and Max Hansen.

Disaster Management and Community Recovery

[Quilpie Shire Flood Anniversary Event](#)

The Quilpie Shire Flood Anniversary Commemoration Event / Spirit of the Bush was held in Quilpie on 28 March 2026, delivering a highly successful community celebration headlined by Lee Kernaghan, with strong supporting performances by Luke Geiger, Robbie X and Jarrad Wrigley, and MC'd by Mandy Nolan. A total of 520 people registered online to attend, with the event well attended on the night and feedback received to date indicating overwhelmingly positive community response. As hosting the event in the main street was a trial initiative, consultation will be undertaken with local businesses and others involved in the event to ensure all feedback is considered prior to making any decision to hold future events at this location. Special thanks to all who were involved in the preparation and delivery of the event. The event also generated excellent media coverage, raising Quilpie's profile and creating valuable opportunities for broader media engagement with businesses and communities across other parts of the Shire.

Disaster Management and Western Qld Flooding – Community Recovery and Resilience

Recruitment to the Community Recovery and Resilience Officer and Community Recovery and Rebuild Support Officer positions is continuing, as the previously shortlisted applicants did not progress.

Exclusion Fence Restitution Program

Weekly catch-up meetings with Yellow Company are ongoing to monitor progress of the Exclusion Fence Restitution Program. The below table provides an update of Program information:

Table 1 Exclusion Fence Restitution Program progress, March 2026

Measure	Count
Expressions of Interest received	50
Expressions of Interest that did not proceed	13
Applications completed	6
Payments made to landholders	8

Department of Primary Industries Industry Recovery Support Officer continues to provide support by promoting the program with relevant organisations and engaging with landholders within the five local government areas.

Quilpie Local Disaster Management Group (LDMG) Meeting

A Quilpie Local Disaster Management Group Meeting is scheduled to be held on Thursday 16 April 2026 in the Quilpie Shire Boardroom.

Quilpie Swimming Pool

Tender T12 25–26 – Management and Operation of the Quilpie Swimming Pool has been advertised via VendorPanel and other relevant advertising platforms. The tender is due to close 4 May 2026.

An audit meeting was held with Royal Life Saving Society Australia during the month in relation to their recent Quilpie Swimming Pool audit, undertaken collaboratively with All About Aquatics and Council. Results of the initial audit identified several action items that were addressed by both parties. Following the second meeting, audit results improved to 85.01 for Compliance and 84.32 for Safety.

In accordance with the new lease requirements, the lessee must ensure an annual audit is conducted with a view to maintaining a minimum audit score of 80 or higher in both areas.

Local Government Sun Safety Program

Council was successful in securing a Local Government Sun Safety Grant through Queensland Health in 2024, with the program concluding on 31 March 2026. Grant funding was utilised to purchase “Danger Sun Overhead” Sun Safety Stations to be located at Council swimming pools, the Council Depot, and Council-owned outdoor facilities. These stations promote awareness of the risks associated with UV exposure and support sun protection education by providing free sunscreen for regular application.

Table 2 Meeting and events - February

Date	Type	Title	Location
2 March	Meeting	PLG Meeting	TEAMS
02 March	Meeting	Community and Business Development Team	VIC
02 March	Meeting	ELT Weekly Catch Up	TEAMS

Date	Type	Title	Location
03 March	Meeting	Area Bushfire Management Committee	TEAMS
04 March	Training	Leading and Managing Program	Depot
05 March	Training	Leading and Managing Program	Depot
05 March	Meeting	EDRP – Reporting f Media Catch Up	TEAMS
06 March	Training	Chris Georgiadis - Hogan Assessment	TEAMS
09 March	Meeting	PLG Meeting	TEAMS
09 March	Meeting	ELT Session	Boardroom
10 March	Meeting	Special Meeting of Council	Boardroom
10 March	Meeting	John Oberhardt Session - ELT	Boardroom
10 March	Engagement	Community Budget Meetings – Toompine / Quilpie	On site
11 March	Engagement	Community Budget Meetings – Adavale / Eromanga	On site
12 March	Training	Alcohol and Drug Awareness	TEAMS
12 March	Training	AI Community of Practice	TEAMS
12 March	Meeting	Quilpie Weather Radar	TEAMS
13 March	Meeting	DPI Exclusion Fence Taskforce	TEAMS
14 March	Meeting	Staff PD Review	Office
14 March	Training	AI in Regional Councils Community of Practice	TEAMS
16 March	Meeting	PLG Meeting	TEAMS
16 – 19 March	Program	Selective Animal Inspection Program	On site
16 March	Meeting	ELT Weekly Catch Up	TEAMS
17 March	Training	Authorised Persons Training	Depot
17 March	Meeting	Planning – Hanger Lease and Land Management	TEAMS
18 March	Meeting	Ordinary Meeting of Council	Boardroom
19 March	Meeting	Monthly Post Ordinary Meeting of Council	Office
20 March	Meeting	Community and Business Development Budget Preparation	Boardroom
23 March	Meeting	PLG Meeting	TEAMS
23 March	Meeting	ELT Weekly Catch Up	TEAMS
26 March	Meeting	WHSO – Swimming Pool Audit Review	Office
28 March	Event	Flood Anniversary Event / Spirit of the Bush	Quilpie
30 March	Meeting	PLG Meeting	TEAMS
31 March	Meeting	ANZAC Day Planning Meeting	Boardroom
31 March	Meeting	Quilpie Swimming Pool – Consultant Review	TEAMS

Table 3 Upcoming meetings and events - March

Date	Type	Title	Location
07 April	Meeting	Councillor Briefing Session	Boardroom
08 April	Meeting	NOUS – Review of SWQ Primary Care Pilot Program	TEAMS
09 April	Meeting	Staff check in	Office
09 April	Meeting	Staff check in	Office
09 April	Meeting	Disaster Dashboard Upgrade Meeting	TEAMS
09 April	Meeting	Quilpie Combined Business Group Meeting	Shire Hall
10 April	Meeting	DPI Exclusion Fence Taskforce Meeting	TEAMS

Date	Type	Title	Location
13 April	Meeting	PLG Meeting	TEAMS
14 April	Meeting	Council Report Writing Update	Boardroom
15 April	Meeting	Capital Catch Up	Boardroom
15 April	Meeting	Corporate Plan	Boardroom
15 April	Meeting	Yellow Company – CRRO / CRRSO	TEAMS
16 April	Meeting	Quilpie Local Disaster Management Group	Boardroom
20 April	Meeting	PLG Meeting	TEAMS
20 April	Meeting	Quilpie Health Ageing	TEAMS
20 April	Meeting	CRRO / CRRSO Program Meeting	TEAMS
21 April	Meeting	Ordinary Meeting of Council	Boardroom
22/23 April	Training	Leading and Managing Program	Depot
24 April	Meeting	SW Regional Drought Resilience Plan – Stakeholder Engagement	Boardroom
24 April	Event	ANZAC Eve Twilight Service	Cemetery
25 April	Event	ANZAC Day Services	Quilpie

CONSULTATION (Internal/External)

Chief Executive Officer

Executive Leadership Team

Deputy Director Community and Business Development

Council Staff

Community

Program Stakeholders

Local, State and Commonwealth Government representatives

LEGAL IMPLICATIONS

No legal implications noted.

FINANCIAL AND REVENUE IMPLICATIONS

Programs and activities operate within the 2025–2026 Council budget.

RISK MANAGEMENT IMPLICATIONS

Programs are delivered in accordance with Council's Enterprise Risk Management Policy (G.11) and Framework (G.11-A).

10.3 CORPORATE SERVICES STATUS REPORTS

10.3.1 CORPORATE SERVICE STATUS REPORT - MARCH 2026

IX: 273784

Author: Mwewa Chisenga, Deputy Director of Corporate Services

Authorisers: Sharon Frank, Director Corporate Services
Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

This report provides Council with an update on Corporate Services activities and operational matters for the month of March 2026. Key areas covered include procurement of goods and services, rates and charges, information technology, stores and compliance administration, grant funding progress and applications, finance activities, preparations for the 2025/26 financial statements, governance matters, and meetings attended by Corporate Services.

ACTION ITEMS

For information only.

OPERATIONAL UPDATE

Procurement of Goods and Services

An update on tenders will be provided in the April 2026 Corporate Status Report.

[Expenditure by area reporting](#)

The table and graphs below provide an overview of Council's expenditure on goods and services, categorised by the locations where the businesses operate. Expenditure within the Quilpie Shire encompasses all businesses within the region, highlighting the importance of every business to our community and local economy.

Graph 1 Expenditure by area – year to date 2025/26

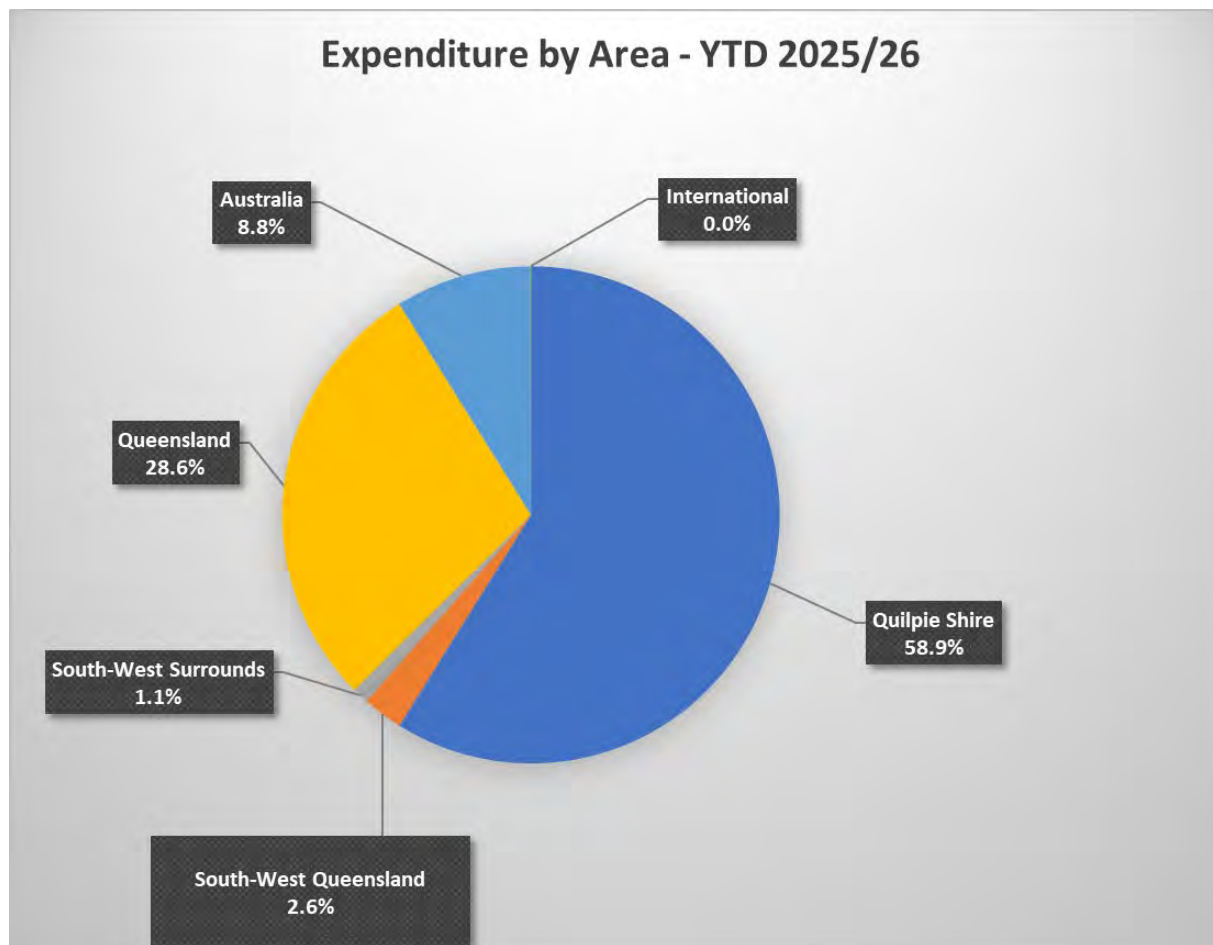


Table 1 Procurement of goods and services 2025/26

July to Oct 2025

Expenditure By Area

Area	July	%	August	%	September	%	October
Quilpie Shire	1,077,102	40.7%	3,647,247	65%	2,895,156	80%	4,267,511
South-West Queensland	159,136	6.0%	321,670	6%	27,513	1%	107,723
South-West Surrounds	8,217	0.3%	156,616	3%	5,270	0%	2,401
Queensland	1,246,779	47.1%	1,296,633	23%	608,133	17%	1,721,552
Australia	156,361	5.9%	185,007	3%	90,378	2%	46,962
International	-	0.0%	-	0%	-	0%	-
TOTAL PAYMENTS FOR GOODS AND SERVICES BY AREA	\$ 2,647,595	100%	5,607,172	100%	3,615,910	100%	6,146,148

	July	August	September	October
TOTAL PAYMENTS	13,875,418	9,891,882	12,552,693	16,443,889
Less:				
Government Agency	20,671	17,600	118,482	168,470
Tax Payments	113,254	804,321	461,413	125,920
Internal Adjustments - Quilpie Shire Council	-	-	-	-
Investment Movements	10,930,000	2,875,000	8,224,000	9,900,000
NAB Purchase Card	32,168	55,331	26,898	29,794
Superannuation	69,853	73,217	105,990	73,556
Local Government Arrangement	61,878	459,240	-	-
	<u>11,227,823</u>	<u>4,284,710</u>	<u>8,936,783</u>	<u>10,297,741</u>
NET CREDITOR PAYMENTS	\$ 2,647,595	\$5,607,172	3,615,910	6,146,148

Nov 2025 to Jan 2026**Expenditure By Area**

Area	November	%	December	%	January	%
Quilpie Shire	1,689,443	61%	4,917,362	60%	650,822	18%
South-West Queensland	173,960	6%	99,685	1%	74,542	2%
South-West Surrounds	20,864	1%	21,335	0%	8,514	0%
Queensland	793,969	29%	1,222,022	15%	2,544,799	71%
Australia	82,445	3%	1,949,941	24%	308,444	9%
International	-	0%	5,775	0%	-	0%
TOTAL PAYMENTS FOR GOODS AND SERVICES BY AREA	2,760,682	100%	8,216,118	100%	3,587,121	100%

	November	December	January
TOTAL PAYMENTS	5,052,200	8,456,698	3,875,352
Less:			
Government Agency	90,017	29,871	72,593
Tax Payments	95,981	100,347	108,353
Internal Adjustments -			
Quilpie Shire Council	-	-	-
Investment Movements	2,000,000	-	-
NAB Purchase Card	34,235	29,694	19,341
Superannuation	71,285	74,458	87,943
Local Government Arrangement	-	6,210	-
	<u>2,291,518</u>	<u>240,580</u>	<u>288,230</u>
NET CREDITOR PAYMENTS	2,760,682	8,216,118	3,587,121

Feb to March 2026**Expenditure By Area**

Area	%	February	%	March	%	2025/26 YTD Total	YTD %
Quilpie Shire	18%	3,677,394	75%	1,646,611	41%	24,471,067.82	58.9%
South-West Queensland	2%	79,488	2%	49,330	1%	1,093,046.33	2.6%
South-West Surrounds	0%	9,126	0%	215,901	5%	437,703.24	1.1%
Queensland	71%	524,452	11%	1,930,433	48%	11,868,569.96	28.6%
Australia	9%	636,248	13%	217,911	5%	3,673,696.88	8.8%
International	0%	-	0%	-	0%	17,902.50	0.04%
TOTAL PAYMENTS FOR GOODS AND SERVICES BY AREA	100%	4,926,708	100%	4,060,188	100%	41,561,986.73	100%

	February	March	YTD
TOTAL PAYMENTS	12,273,451	10,236,089	92,657,672.49
Less:			
Government Agency	10,118	17,441	545,262.16
Tax Payments	266,637	163,827	2,240,056.04
Internal Adjustments -			
Quilpie Shire Council	-	-	-
Investment Movements	6,967,000	5,800,000	46,696,000.00
NAB Purchase Card	26,354	53,462	306,288.04
Superannuation	76,633	114,929	754,510.00
Local Government Arrangement	-	26,242	553,569.52
	<u>7,346,742</u>	<u>6,175,902</u>	<u>51,095,685.76</u>
NET CREDITOR PAYMENTS	4,926,708	4,060,188	41,561,986.73

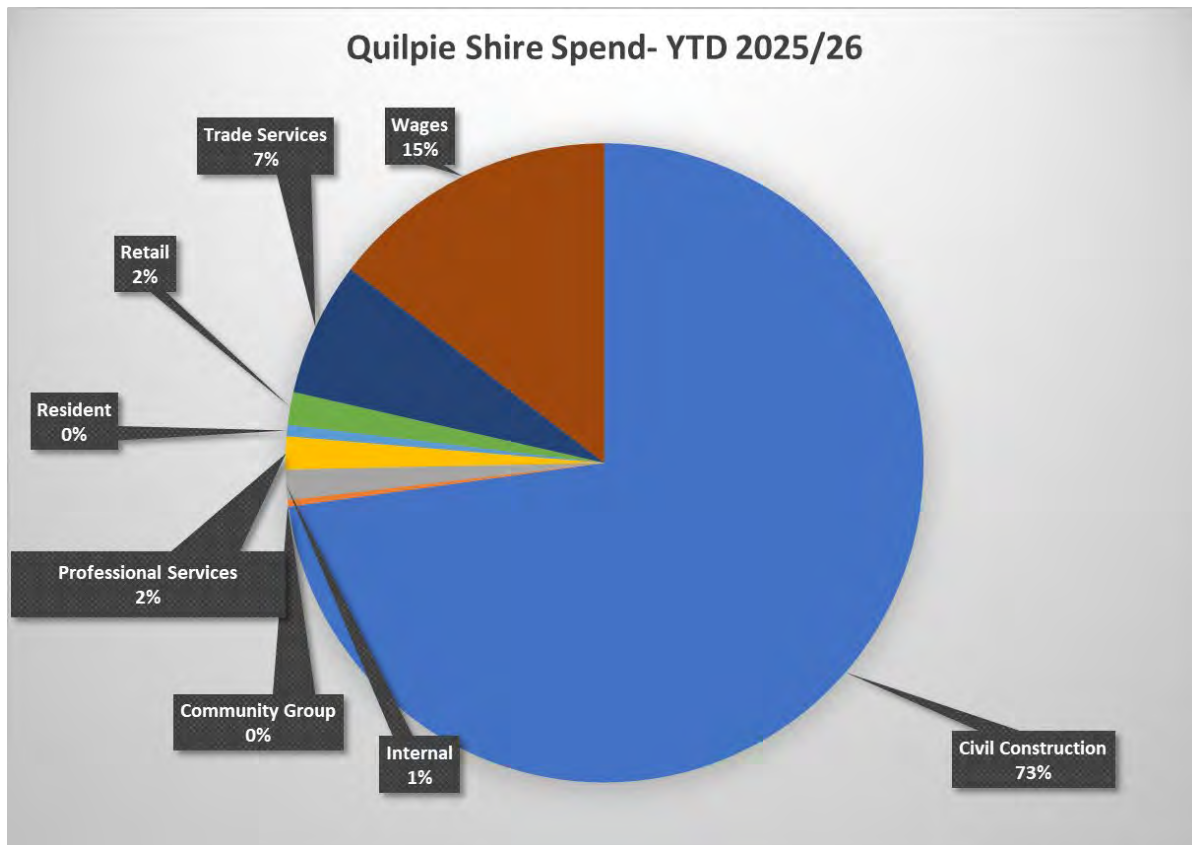
Table 3 Expenditure by area - definitions

Expenditure by Area - Definitions	
Area	Area Definition
Quilpie Shire	Procurement of good and/services from suppliers operating within the Quilpie Shire.
South-West Queensland	Procurement of good and/services from suppliers operating within the other five South West Queensland Council areas which include Balonne, Bulloo, Maranoa, Paroo and Murweh.
South-West Surrounds	Procurement of good and/services from suppliers operating in local government areas that surround South West Queensland council areas - Banana, Barcoo, Blackall-Tambo, Central Highlands, Goondiwindi, Longreach and Western Downs.
Queensland	Procurement of good and/services from suppliers operating within the rest of Queensland (excluding suppliers operating from Quilpie Shire, South-West Queensland and South-West Surrounds areas).
Australia	Procurement of good and/services from suppliers in NSW, Victoria, ACT, SA, WA, NT and Tasmania.
International	Procurement of good and/services from international suppliers i.e. from outside Australia.
Exclusions:	
Government Agency	Includes the Queensland Government, a government entity, a corporatised business entity or another local government; or another Australian government or an entity of another Australian government; or a local government of another State.
Australian Taxation Office	Taxation Obligations - PAYG, GST, FBT
Internal Adjustments - Quilpie Shire Council	Example between QSC General and Trust Accounts
Investment Movements	Queensland Treasury Corporation and Term Deposits
National Australia Bank Purchase Card Payment	NAB is not the supplier of the goods or service. Council uses NAB to transact the purchase.
Superannuation	Includes Council and individual contributions
Local Government Arrangement	LGAQ, Local Government Mutual Insurance Scheme, Local Government Workcare

Quilpie Shire spend analysis reporting

The tables below provide a *general spend analysis of the purchase of goods and services from within the shire (e.g. civil construction, trade services, retail, professional services, community groups, wages and salaries, residents).*

Graph 2 Quilpie Shire spend analysis – year to date 2025/26



Rates and charges

- Rates for the 2nd half due on 30 March 2026
- Processing of new or changed service charges as required.
- Preparing to issue Notices of Intention to Sell Land for Rates and Charges overdue for more than 3 years.

Information technology

- Onboarding of new IT Officer.
- Continuing with onboarding of outdoor staff to the network and training in Outlook and Phriendly Phishing.

Store

- Maintaining store stock levels and issuing store items ongoing

Compliance administration

- Liaison with Town Planner and Building certifier on enquiries
- Completion of the March Building Approvals Report to ABS
- Building and Planning application compliance correspondence
- Building and Planning application assistance and liaison with applicants
- Attended Authorised Persons Training
- General records duties and advice
- Website updates

Applications for grants and subsidies

Table 4 Competitive grant funding application submissions 2025/26

Funding Program	Funded By	Project	Subsidy Request	Status
Local Government Battery Collection	Queensland Government: Department of the Environment, Tourism, Science and Innovation	The project will install permanent fireproof battery collection boxes at four waste facilities to safely manage problem batteries and includes community awareness activities about the new collection points.	Funding request: \$80,000 Total project cost: \$100,000 Council in-kind support valued at \$20,000	Application Successful
Resource Recovery Boost Fund (Stream 1 – Small)	Queensland Government: Department of the Environment, Tourism, Science and Innovation	The project will procure a mobile horizontal grinder and material handling attachment (rotating grab / grapple bucket) for existing council loader or excavator and the construction of a concrete waste processing bay.	Funding request: \$654,000 Total project cost: \$730,000 Council in-kind support valued at \$20,000	Application progressed to assessment panel

Funding Program	Funded By	Project	Subsidy Request	Status
Regional Tech Hub	Regional Tech Hub Grant	Quilpie Connectivity Catch-ups – Quilpie, Eromanga	Funding requested: \$1,000	Application successful Planning in progress
Lit Up	Australia Reads	Literacy Program being delivered in collaboration with schools	Funding Requested	Application successful Costing in progress
2026 Australia Day Community Events Grants Program	National Australia Day Council	Australia Day Awards and Community Connect Events being held Friday 23 January 2026 and Monday 26 January 2026	Funding Request: \$10,000.00 Total Project cost: \$17,740.00 Council contribution: \$7,740.00	Application successful
Cat C - Community Health and Wellbeing Package (CRO) (CRRSO)	Department of Families, Seniors, Disability Services and Child Safety	Employment of Community Recovery and Resilience Officer Employment of Community Recovery Rebuild Support Officer Associated activities	Funding Request: \$927,000.00 CRRO - \$669,000 CRRSO -\$258,000	Application Successful
Early Intervention Aged Care (EIAC) Program	WQPHN Western Qld Primary Health Network	Employment and activities relating to Health and Wellbeing for Seniors	Funding Request: \$150,000.00	Application Successful
Arts Queensland	Regional Arts Development Fund (RADF)	Funding to boost local arts and cultural activities	Funding Request: \$26,250.00 (25-26) *multi-year funded Council in kind contribution: \$5,000.00	Application Successful
Care Collective South-West Primary Care Pilot Program	Queensland Health	Employment of Community Services Coordinator (PT)	Funding Request: \$95,040.00	Application Successful
Active Transport Grant Program 2026/27	Queensland Government Department of Transport and Main Roads	Application 1: Planning Project category – preparation of Walking Network Plan (WNP) Application 2: Design & Construct – Footpath sections on Gyrica Street and Chulungra Street	Funding Request:\$37,500 Council contribution: \$12,500 Total project cost:\$50,000 Funding Request: \$232,500 Council Contribution:\$77,500 Total project cost:\$310,000	Application submitted

Funding Program	Funded By	Project	Subsidy Request	Status
Safer Local Roads & Infrastructure Program (SLRIP)	Federal Government Department of Infrastructure, Transport, Regional Development Communications and the Arts (DITRDCA)	Construction of a new rest area on the Diamantina Development Road (93B) next to the intersection with Kyabra Road	Funding request: \$1,840,000 Council contribution: \$230,000(26/27) and \$230,000 (27/28) Total project cost:\$2.3m	Application being prepared

Table 5 Competitive grant funding applications made in 2024/25

Funding Program	Funded By	Project	Subsidy Request	Status
Remote Airstrip Upgrade Program – Round 11	Australian Government	Toompine Airstrip – Secure and Safer Runway with Perimeter Fencing	Funding request: \$102,250 Total project cost: \$204,500 Council contribution - \$82,250 Council in-kind support valued at \$20,000	Application Successful
Scheme Supply Fund 2024-2026 – Pathway 1 - Allocation	Queensland Government	Quilpie Shire Council Planning Scheme Update	Funding request: \$100,000 Total project cost: \$100,000	Application Successful
Country Roads Connect (CRC) Program	Queensland Government	Sealing of Old Charleville Road and Napoleon Road	Funding Request: \$14,500,000 Total project cost: \$15,000,000 Council contribution - \$500,000	Application Unsuccessful
Disaster Ready Fund	Queensland Government	Napoleon Road and Old Charleville Road – Sealing of low-lying sections	Funding request: \$900,000 Total project cost: \$1,000,000 Council contribution - \$100,000	Application Unsuccessful
Residential Activation Fund	Queensland Government	Quilpie Town Rural Residential Estate Infrastructure	Funding Request: \$2,576,250 Total project cost: \$4,400,000 Council contribution - \$1,720,000	Application Successful

Funding Program	Funded By	Project	Subsidy Request	Status
Community Energy Upgrades Fund Round 2	Australian Government	Quilpie Community Energy Upgrade Project (Solar panel power generation systems – 3 x Council Buildings)	Total project cost: \$154,163 Funding request - \$77,082 Council contribution - \$77,083	Application Successful

Finance

- Prepared the monthly Finance Report – for the prior month.
- Undertook the grant and contract assessment – monthly review with revenue recognition and adjustments for contract assets and contract liabilities as required. Some new grants that have been approved and received are still being assessed for the correct accounting treatment under the accounting standards.
- Reconciled the work in progress and capital expenditure.
- Processed monthly journals.
- Final stages of implementation of the NAB FlexiPurchase (expense management software) to manage and report on Purchasing / Corporate Cards.
- Manage investments as required.
- Collating proposed fees and charges for 2026/27 from respective areas of council.
- Prepared for and attended Community Budget meeting in Adavale, Eromanga, Toompine and Quilpie.

Preparations for financial statements 2025/26

- Project Plan in draft.
- Interim audit dates confirmed with Auditors onsite from 20 April to 1 May 2026.
- Compiling interim audit information requested by Auditors.
- Held initial meeting with successful vendor providing valuation services on Water and Sewerage comprehensive valuation.
- Compiling information requested by water and sewerage assets valuer.

Governance

- Insurance review and renewal

Administration

- Assisting other departments with administration support
- Facebook updates

Meetings

Table 6 Meetings

Date	Meeting
10 – 11 March	Community Budget meetings
17 March	Onsite meeting with Fourier Technology
18 March	Ordinary Meeting of Council
20 March	Revaluation of Water & Sewerage Assets pre-start meeting

CONSULTATION (Internal/External)

- Chief Executive Officer
- Corporate Services Team
- Directors

LEGAL IMPLICATIONS

None noted.

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's adopted 2025/26 budget.

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy.

10.3.2 GOVERNANCE STATUS REPORT - MARCH QUARTER

IX: 273878
Author: Sharon Frank, Director Corporate Services
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

This report provides Council with an update on governance activities for the March 2026 quarter.

ACTION ITEMS

For information only.

OPERATIONAL UPDATE

[External Audit](#)

The external auditors will be onsite from 20 April to 1 May 2026 for their Interim Audit work.

[Internal Audit](#)

There are currently three internal audits underway, including the Community Asset Costing Framework – Service Levels, Customer Service and Grants Administration. The internal auditors have completed their onsite work including discussions around key controls, risks, issues, pinch points and improvement opportunities. Since these discussions, we have been compiling further information, samples and additional documents as requested by the auditors.

[Policy Reviews](#)

Policies are generally reviewed by the relevant subject matter expert or responsible officer within the organisation. The following policies have been reviewed and adopted by Council since 1 July 2025:

Policy	Adoption	Department
Residential Tenancies and Property Management Policy	March 2026	Human Resources
Revenue Policy	March 2026	Corporate Services
Procurement Policy	January 2026	Corporate Services
Register of Roads Policy	November 2025	Infrastructure Services
Mobile Food Vending	October 2025	Corporate Services
Debt (Borrowing) Policy	July 2025 (Budget Meeting)	Corporate Services

Rates and Utility Charges – Pension Rebates and Concessions Policy	July 2025 (Budget Meeting)	Corporate Services
Revenue Statement	July 2025 (Budget Meeting)	Corporate Services

Policies currently under review or to be reviewed this financial year

Policy	Department
Acceptable Request Guideline Policy	Corporate Services
Grid Policy	Infrastructure Services
Investment Policy	Corporate Services
Asset Capitalisation Policy	Corporate Services
Revenue Statement (as part of the 2026/27 Budget)	Corporate Services
Debt Policy (as part of the 2026/27 Budget)	Corporate Services
Rates and Utility Charges – Pensioner Rebate & Concession Policy (as part of the 2026/24 Budget)	Corporate Services
Advertising Spending Policy	Corporate Services

Delegations

Further work has been undertaken developing the Delegations in the Reliansys system. This is a work in progress. Updates to delegable powers for various pieces of legislation, will be presented to the next ordinary meeting in May 2026.

New Council Website

Council's current website is coming to end of life. A new website through LGAQ digital services is being explored. The software is a Granicus product which will be working website administered and supported by LGAQ.

Insurance Renewals

The 2026/27 insurance renewal questionnaires for Local Government Mutual Liability and Asset Covers have been completed:

- Risk Profile and General Information Questionnaire
- Crime Questionnaire
- Casual Hirers Liability Questionnaire
- Supplementary Covers Questionnaire
- Assets Questionnaire
- Councillors and Officers Liability Questionnaire
- Public Liability & Professional Indemnity Questionnaire
- Property Questionnaire
- Motor Vehicle Questionnaire (including Motor Vehicle Schedule, QSC Info for Airside Drivers and Approval Form and Marine Hull)
- Cyber Liability Questionnaire

Other covers available to Council (seeking quotes):

- Uninsured Community Group Liability through LCIS
- Stallholders / Buskers / Artists Liability through LCIS

The LGMS Risk Self-Assessment Survey Response Summary for 2026 has been completed. The self-assessment is designed to help Council understand how well its risk management systems are prepared to manage risk across key public liability exposures. This is undertaken by assessing the level of implementation of the principles contained in the LGM Footpath Guide 2023, the Road Risk Management Guide 2024 and the Recreation Areas and Facilities Guide 2020.

Table 1 Meeting and events - March

Date	Type	Title	Location
2 March	Meeting	Hogans Assessment Debrief	TEAMS
2 March	Meeting	Executive Leadership Team Weekly Chat	TEAMS
3 March	Training	QAO Technical Audit Update	TEAMS
9 March	Meeting	John Oberhardt ELT Session	Boardroom
10 March	Meeting	John Oberhardt Session	Boardroom
10 March	Meeting	Annual Community Update Meetings	Toompine & Quilpie
11 March	Meeting	Annual Community Update Meetings	Adavale & Eromanga
12 March	Training	Alcohol and Drug Awareness for supervisors and Managers	TEAMS
13 March	Meeting	Cascade Training & Development	TEAMS
16 March	Meeting	Executive Leadership Team Weekly Chat	TEAMS
17 March	Training	Cascade Training & Development	TEAMS
17 March	Training	Authorised Persons Training	TEAMS
18 March	Meeting	Ordinary Council Meeting	TEAMS
18 March	Meeting	DLGWV Webinar – Empowering Councils Bills	TEAMS
19 March	Meeting	Local Government Data Breach Response Webinar	TEAMS
20 March	Meeting	Revaluation Water & Sewerage Assets – Pre-start Meeting	TEAMS
23 March	Meeting	Executive Leadership Team Weekly Chat	TEAMS
24 March	Meeting	External Audit FY2026 Discussion with Auditors	TEAMS
27 March	Training	Delegation Reliansys Software	TEAMS
30 March	Training	Tropical Financial Statements (Virtual Session)	TEAMS
31 March	Training	Delegation Reliansys Software (Followup)	TEAMS

Table 2 Upcoming meetings and events - April

Date	Type	Title	Location
2 April	Meeting	Virtual Round Table Exchange – Middle East conflict Local Government BCP and Planning	TEAMS
6 April	Meeting	Strategic Management Team	TEAMS
9 April	Training	Cascade Training & Development	TEAMS
10 April	Meeting	Procurement Meeting	TEAMS
10 April	Meeting	Corporate Services – Budget Items	TEAMS
13 April	Meeting	Corporate Services – Rates Correspondence Planning	TEAMS
13 April	Meeting	Strategic Management Team	Boardroom
14 April	Meeting	Council Report Writing	Boardroom

Date	Type	Title	Location
14 April	Meeting	Payroll Business Continuity	Administration
15 April	Meeting	Capital Catch Up	Boardroom
15 April	Meeting	Corporate Plan Development	Boardroom
15 April	Meeting	ICT Policy Development	TEAMS
15 April	Meeting	Procurement Meeting	Boardroom
16 April	Meeting	Website Meeting	TEAMS
20 April	Meeting	Strategic Management Team	Boardroom
20 April	Meeting	External Auditor Onsite	Administration
21 April	Meeting	Ordinary Meeting	Boardroom
22 – 23 April	Training	Leading and Managing Program	Depot Training Room
27 April	Meeting	Strategic Management Team	Boardroom

CONSULTATION (Internal/External)

- Chief Executive Officer
- Corporate Services Team
- Directors

LEGAL IMPLICATIONS

None noted.

FINANCIAL AND REVENUE IMPLICATIONS

In accordance with Council's adopted 2025/26 budget.

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy.

10.4 OFFICE OF THE CEO STATUS REPORTS

10.4.1 CHIEF EXECUTIVE OFFICER - MONTHLY STATUS REPORT

IX: 274225
Author: Justin Hancock, Chief Executive Officer
Authorisers: Justin Hancock, Chief Executive Officer
Attachments: Nil

KEY OUTCOME

Nil

EXECUTIVE SUMMARY

This report updates Council on key activities within the Chief Executive Officer’s portfolio for the month of March 2026.

ACTION ITEMS

- **Sale of council housing:** Advised Minister Leahy 3 February 2026; an eight-week cooling-off period applies under the *Local Government Regulation 2012* (Qld). Cooling-off period ends on 31 March 2026; transfer of property can commence after this date.
- **Growing Regions Program round 2 variation:** Funding agreement has been executed, and design tender has been released.
- **Child Care Centre:** A letter has been sent to Minister Leahy on 17 February 2026 advising of the exemption applied, with the eight-week cooling-off period extinguishing on 14 April 2026.

OPERATIONAL UPDATE

- **Monthly meetings:** Key meetings held in March 2026 are listed in Table 1.
- **Planned meetings:** Strategic, governance, and community engagement meetings are scheduled from April to December 2026. See Table 2 for the full schedule.

Table 1 Monthly meetings

Date	Event	Location
2 March	LDMG Weather Briefing	Online
2-6 March	Quilpie Shire State Deputation	Brisbane
9 March	John Oberhardt Senior Leadership Team Session	Quilpie
10 March	Special Council Meeting	Quilpie
10 March	John Oberhardt Councillor Session	Quilpie
10 March	SES - Regional Director Tour	Quilpie
10 March	Community Budget Meeting	Toompine/ Adavale
11 March	Community Budget Meeting	Eromanga/ Quilpie

Date	Event	Location
11 March	Quarry Material Native Title Update	Online
12 March	Alcohol and Drug Awareness for Supervisors and Managers	Quilpie
12 March	Bureau of Meteorology Meeting	Online
12 March	TMR – Flood Damage Works	Online
13 March	LGMA Depreciation Taskforce	Online
13 March	DPI Exclusion Fencing Taskforce	Online
17 March	Authorised Persons Training	Quilpie
18 March	Ordinary Council Meeting	Quilpie
18 March	Queensland Fire Department – Commissioner Steve Smith	Quilpie
18 March	Telstra CEO – Vicki Brady	Quilpie
23-24 March	SWQROC Canberra Deputation	Canberra
25-26 March	Civic Leaders Summit	Brisbane
28 March	Flood Anniversary Event	Quilpie
30 March	Insurance in Rural and Regional Queensland Working Group Meeting	Online

Table 2 Planned meetings: April – December 2026

Date	Event	Location
1 April	Special Council Meeting	Quilpie
1 April	DETSI visit - DRFA WQST catchment rehabilitation program	Quilpie
3 April	Good Friday	
6 April	Easter Monday	
7 April	Councillor Briefing Session	Quilpie
9 April	LGAQ Elected Members Update	Quilpie
9 April	Combined Business Meeting	Quilpie
10 April	DPI Exclusion Fencing Taskforce	Online
10 April	Staff BBQ	Quilpie
14 April	Budget Workshop	Quilpie
16 April	LDMG Meeting	Quilpie
16 April	QRA Monthly Meeting	Online
21 April	Ordinary Council Meeting	Quilpie

Date	Event	Location
21 April	SQ Landscapes Meeting	Quilpie
23 April	LGMA Board Meeting	Quilpie
25 April	Anzac Day (Saturday)	
28 April	SWQROC F2F (including meeting of the SWQRWC)	St George
29-30 April	Insurance in Rural and Regional Queensland Roundtable	St George
4 May	Labour Day	
5 May	Councillor Briefing Session	Quilpie
6 May	DDMG Meeting	Cunnamulla
8 May	DPI Exclusion Fencing Taskforce	Online
12 May	Budget Workshop	Quilpie
14 May	QRA Monthly Meeting	Online
19 May	Ordinary Council Meeting	Quilpie
20 May	QPS Disaster Management Workshop	Quilpie
26-28 May	Bush Councils Convention	Longreach
30 May	Quilpie Health Expo	Quilpie
2 June	Councillor Briefing Session	Quilpie
5 May	Client Service Meeting (DLGWV)	Quilpie
9 June	Audit Committee	Quilpie
9 June	Budget Workshop	Quilpie
10-11 June	LGMA Inspire Conference	Brisbane
11 June	QRA Monthly Meeting	Online
12 June	DPI Exclusion Fencing Taskforce	Online
16 June	Special Council Meeting – 2025/26 Budget	Quilpie
16 June	Ordinary Council Meeting	Quilpie
16 June	LGAQ Workplace Health and Safety Conference	Brisbane
19 June	LGMA Budget Meeting	Online
22-25 June	ALGA National General Assembly	Canberra
29 June	SWQROC EOFY Meeting	Online
7 July	Councillor Briefing Session	Quilpie
9 July	QRA Monthly Meeting	Online

Date	Event	Location
9-10 July	SWQROC F2F (including mtg of the SWQRWC)	Thargomindah
10 July	DPI Exclusion Fencing Taskforce	Online
28 July	Ordinary Council Meeting	Quilpie
30-31 July	Darling Downs and South West Queensland Council of Mayors	??
4 August	Councillor Briefing Session	Quilpie
6 August	QRA Monthly Meeting	Online
14 August	LGMA Board Meeting	Brisbane
18 August	Ordinary Council Meeting	Quilpie
27 August	Councillor Briefing Session	Quilpie
31 August	SWQROC F2F (including meeting of the SWQRWC)	Brisbane
1-2 September	Western Queensland Alliance of Councils Assembly	Brisbane
3 September	QRA Monthly Meeting	Online
8 September	Audit Committee	Quilpie
8-10 September	LGMA Annual Conference	Gold Coast
11 September	Quilpie Show – Public Holiday	
15 September	Ordinary Council Meeting	Quilpie
1 October	QRA Monthly Meeting	Online
5 October	King's Birthday	
6 October	Councillor Briefing Session	Quilpie
19 October	SWQROC AGM	Cairns
19-21 October	LGAQ Annual Conference	Cairns
26/27 October	John Oberhardt Training	Quilpie
27 October	Ordinary Council Meeting	Quilpie
29 October	QRA Monthly Meeting	Online
3 November	Councillor Briefing Session	Quilpie
17 November	Ordinary Council Meeting	Quilpie
23-24 November	SWQROC F2F (including mtg of the SWQRWC)	Roma
26 November	QRA Monthly Meeting	Online
26 November	LGMA CEO Meeting	Brisbane
26 November	LGMA Board Meeting	Brisbane

Date	Event	Location
1 December	Councillor Briefing Session	Quilpie
14 December	SWQROC (including meetings of the SWRRTG and SWQWSA)	Online
15 December	Ordinary Council Meeting	Quilpie

CONSULTATION (Internal/External)

Councillors

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

FINANCIAL AND REVENUE IMPLICATIONS

There are no financial or revenue implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

11 INFRASTRUCTURE SERVICES

11.1 THE LAKE HOUDRAMAN ACCESS ROAD AND INTERSECTION WITH DIAMANTINA DEVELOPMENTAL ROAD - UPDATE

IX: 273847

Author: Eng Lim, Director Infrastructure Services

Authorisers: Justin Hancock, Chief Executive Officer

Attachments:

- 1. Mayor's Letter to Minister for Transport and Main Roads**
- 2. Minister's letter reply to the Mayor**

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

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

4.5 Optimal asset management practices

EXECUTIVE SUMMARY

This report provides an update to the previous Council Resolution in August 2025 on this matter and seeks direction from Council based on the letter received from the Minister of Transport and Main Roads and the options provided.

RECOMMENDATION

That Council resolves to:

- Note the Minister for Transport and Main Roads' letter dated 5 March 2026 supporting a staged/alternative delivery model for the intersection (Basic Right/Basic Left treatment with widened pavement left unsealed), provided the access road remains a private road, is maintained to a sound and even surface, and is not placed on Council's Road Register;
- Not include the Lake Houdraman access road in Council's Road Register on the basis of the Minister's advice, noting also that there is a formal access road to Lake Houdraman via Adavale Black Road;
- Not proceed with delivering the full intersection works on the basis of the Minister's advice and that the intersection is currently operating safely, has no crash history, and that the cost would significantly impact other Council priorities;
- Advise the owners of The Lake Houdraman property to seek external grants (including the Building Bush Tourism program and Regional Tourism Infrastructure Fund referenced by the Minister) to fund the sealing and maintenance of the private access road;
- Acknowledge that by keeping the road private, Council avoids all significant financial and long-term asset management implications previously identified (\$785,000 capital cost, \$8,000–\$10,000 annual maintenance liability and no precedent risk); and

6. Delegate to the Chief Executive Officer the authority to do all things, including finalise and issue any relevant approvals or sign any documents, on behalf of Council to formalise the establishment of any private works or other private activities in the gazetted alignment of Lake Houdraman access road, including but not limited to under Council's Local Laws.

BACKGROUND

The private access road connecting Lot 2 W524 ("The Lake Houdraman" property) to the Diamantina Developmental Road has the alignment shown on Figure 1.

The access road sits within a 1,030-metre Crown land road reserve that:

- Bisects Lot 3 SP336898 (Wanko Station)
- Connects to the TMR-managed Diamantina Developmental Road
- Crosses a stock grid and railway line



Figure 1 Alignment Plan - Lake Houdraman Access Road to Lot 2 W524

The new road reserve (hereinafter known as "The Lake Access Road") is not currently listed on Council's Road Register, meaning Council has no construction or maintenance obligations under the *Local Government Act 2009* unless and until a formal resolution is made to include it.

Given that this matter has been the subject of repeated consideration at Council meetings dating back to 2016, it is appropriate to extract the relevant resolutions and present them in chronological order for clarity.

Chronological order of previous Council resolutions

The first of these is shown in **Figure 2** on the following page. Resolution QSC15-12-16 (December 2016) records Council's decision to apply for the road opening to Lot 2 W524 via Diamantina Development Road through another private property (Lot 3 NK100). This resolution was subject to the condition that the owners of Lot 2 W524 bear all associated costs - including legal, survey, and infrastructure expenses - as well as securing all required permits and approvals.

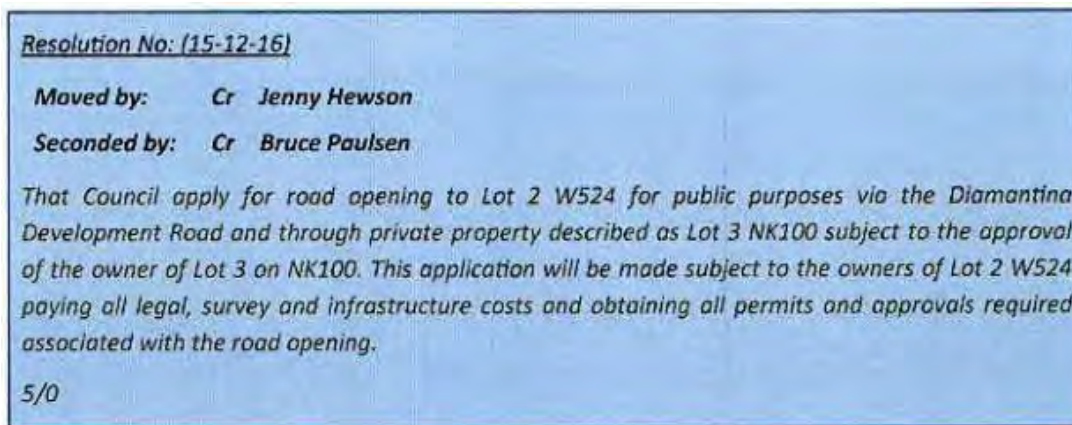


Figure 2 Extract from Council Meeting Minutes - Resolution QSC15-12-16 (December 2016)

This is followed by Council's resolution QSC145-08-22 (August 2022) as shown in Figure 3 where Council supported the previous conditions set as per resolution QSC15-12-16 and consider support towards infrastructure costs associated with the intersection and road upgrades if required.

7.1 LOT 2 W524 ACCESS ROAD

EXECUTIVE SUMMARY

This report is for Council to consider the correspondence received on 14 August 2022 from the owners of Lot 2 W524 requesting Council pay for all costs associated with opening and sealing an access road.

RESOLUTION NO: (QSC145-08-22)

Moved: Cr Roger Volz
Seconded: Cr Lyn Barnes

That Council resolve to:

1. support the previous conditions set for a road opening to Lot 2W524 as per resolution 15-12-16; and
2. consider support towards infrastructure costs associated with intersection and road upgrades if required by Transport and Main Roads and Council.

5/0

Figure 3 Extract from Council Meeting Minutes - Resolution QSC145-08-22 (August 2022)

Figure 4 displays the following Council resolution QSC045-03-23 (March 2023) that Council approves a once-off minor maintenance works on the access road.

14.2 REQUEST - THE LAKE - ACCESS ROAD MAINTENANCE

EXECUTIVE SUMMARY

This report is to consider the request from Dan and Louise Hoch, owners of The Lake, regarding the maintenance and upgrade to the 'access road' from the Diamantina Development Road.

RESOLUTION NO: (QSC045-03-23)

Moved: Cr Bruce Paulsen
Seconded: Cr Jenny Hewson

That Council approve a once off minor maintenance works to be undertaken on the 'lake access road' located on Lot 3 on NK100 and Lot 2 W524 equivalent to a Light Maintenance Grading subject to the approval of the owners of both properties.

5/0

Figure 4 Extract from Council Meeting Minutes - Resolution QSC045-03-23 (March 2023)

Figure 5 displays subsequent Council's resolution QSC006-01-24 (January 2024) approving: (1) intersection and floodway design commencement, (2) stakeholder consultation, (3) road reserve grading works, and (4) future budget reporting requirements.

11.5 PROPOSED CONSTRUCTION OF ROAD ON NEW ROAD RESERVE

EXECUTIVE SUMMARY

A new Road Reserve has been created which connects the Diamantina Developmental Road to Lot 2 W524. A road reserve is just a public thoroughfare and is not automatically a public road for vehicles. This report seeks direction from Council.

RESOLUTION NO: (QSC006-01-24)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Volz

That Council:

1. Commence the design of the intersection and upgrade to the floodway;
2. Consult with relevant parties relating to the construction of the intersection and upgrade to the floodway ;
3. Undertake a heavy formation grade in the road reserve; and
4. Provide Council with a report for future budget consideration once items 1 & 2 have concluded.

5/0

Figure 5 Extract from Council Meeting Minutes - Resolution QSC006-01-24 (January 2024)

After the January 2024 decision, another two reports went to Council in February and July 2024 regarding maintenance and grading The Lake access road.

Figure 5 and 6 display Council's Resolution QSC138-07-24 (February 2024) and QSC138-07-24 (July 2024) respectively.

16.3 ROAD RESERVE - MAINTENANCE REQUEST

EXECUTIVE SUMMARY

For Council to consider a request to substitute a heavy formation grade maintenance works with the supply of gravel for small causeways on the road reserve between the Diamantina Developmental Road to Lot 2 W524.

RESOLUTION NO: (QSC032-02-24)

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

1. That Council:

- (a) Withhold on undertaking a heavy formation grade on the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524 for a period of 12 months, and
- (b) Alternatively supply gravel to small causeways within the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524.

5/0

Figure 6 Extract from Council Meeting Minutes - Resolution QSC032-02-24 (February 2024)

14.2 REQUEST FOR GRADING - THE LAKE**EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider a request from Dan & Louise Hoch from The Lake to undertake road works on the road reserve from the Diamantina Development Road to Lot 2 W524 (through Lot 3 NK100).

RESOLUTION NO: (QSC138-07-24)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

Option 1

That Council:

1. Complete the design of the intersection and upgrade to the floodway as per resolution QSC001-01-24;
2. Consult with relevant parties relating to the construction of the intersection and upgrade to the floodway as per resolution QSC001-01-24;
3. Provide Council with a report for future budget consideration once items 1 & 2 have concluded as per resolution QSC001-01-24;
4. Supply gravel to small causeways within the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524 in accordance with QSC032-02-24; and
5. Do not undertaking a heavy formation grade on the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524.

-4/0

Figure 7 Extract from Council Meeting Minutes - Resolution QSC138-07-24 (July 2024)

Following the July 2024 Council Meeting, the existing gravel floodway was reconstructed by boxing out approximately 200 mm of unsuitable material and replacing it with 20 bins of high-quality gravel. This rectified the road formation to roughly halfway along its length, with a maintenance grade completed from that point to the existing grid.

In line with the resolutions in January and July 2024, an engineering survey and a subsequent design of the intersection of the private access road with the Diamantina Developmental Road was undertaken. On 18 August 2025, TMR issued a letter to Council granting conditional approval with one of the key conditions being that all works are to be delivered at no cost to TMR.

On 29 July 2025, the owners of the Lake Houdraman property formally requested that Council undertake additional maintenance on their access road and include it in Council's Road Register. They have previously submitted request for an all-weather access road, including sealing.

It is important to note that Council has no legal obligation to provide multiple access points to a property, particularly when formal access already exists. In this case, access is available via Adavale Black Road, which is maintained and is already included in the Road Register.

It is also common practice that councils generally do not support requests for new road construction or inclusion in the Road Register where properties already have adequate legal access through existing Council-maintained roads.

Following TMR's conditional approval, the consultant has prepared an engineering cost estimate of approximately \$785,000 (excluding GST), allowing for contingencies of 10%.

Given the scale of this cost, it is important that Council carefully considers the financial and resourcing implications, particularly in the context of competing community priorities.

As outlined in the Traffic Impact Statement by Rytenskild for the design, the following points are noted:

- The existing intersection has no recorded crash history in the past five years, based on TMR data.
- The intersection provides good horizontal and vertical alignment in both directions.

- The available sight distance exceeds the required Safe Intersection Sight Distance (SISD) of 285 metres.
- The existing intersection has been operating safely under the current geometric conditions.

The above information was presented in a report presented at the 28 August 2025 Council Meeting. Figure 8 shows Council's Resolution QSC210-08-25.

11.2 THE LAKE HOUDRAMAN ACCESS ROAD AND INTERSECTION WITH DIAMANTINA DEVELOPMENTAL ROAD

EXECUTIVE SUMMARY

This report provides an update to previous council resolutions in 2024 on this matter and seeks direction from Council based on the analysis provided.

RESOLUTION NO: (QSC210-08-25)

Moved: Cr Lyn Barnes

Seconded: Cr Milan Milosevic

That Council:

1. Write to the Minister of the Department of Transport and Main Roads (TMR) seeking a relaxation of the intersection design noting the traffic impact statement by Rytenskild notes the intersection is low risk. 5/0

Figure 8 Extract from Council Meeting Minutes - Resolution QSC210-08-25 (August 2025)

REPORT

Following the 27 August 2025 Council meeting, Council wrote to the Minister on 9 September 2025 requesting a review of the intersection design standards (refer **Attachment 1** for details).

On 5 March 2026, the Minister responded to the Mayor (refer **Attachment 2** for details) with the following summary of key points:

- Acknowledges the financial and delivery challenges faced by remote local governments.
- Notes Council's established practice of private works and roadwork agreements (specifically referencing the Roadwork Agreement with Georgina Pastoral Company Pty Ltd for Keeroongooloo Road at a recent Council Meeting, reflecting Council's capacity to implement alternative funding and delivery arrangements for road infrastructure while maintaining consistency, fairness and sound governance.
- Supports the consideration of a staged or alternative delivery model for the Lake Houdraman Road intersection
- Specifically, the Department supports a Basic Right/Basic Left turn treatment with the widened pavement left unsealed, provided the access remains a private road, is maintained to a sound and even surface, and is not placed on Council's Road Register;
- If Council wish to pursue a full formalisation of the intersection at a later stage, Council can engage the landowner to develop a private works or staged delivery arrangement, while maintaining alignment with both Council policy and state road requirements
- Encourages the landholder (who operates a tourism business) to explore tourism grant programs administered by the Department of the Environment, Tourism, Science and Innovation, including the Building Bush Tourism program and the Regional Tourism Infrastructure Fund) or seek assistance from the Outback Queensland Tourism Association.

This Ministerial response effectively resolves the previous TMR conditional approval (full standard intersection) while protects Council from any capital expenditure or ongoing maintenance liability if the access road remains a private road.

From an infrastructure perspective, please note the following considerations which create long-term financial and operational liabilities as well as asset management implications, including:

- **No Council-assets on the private access road**

The Lake Houdraman private access road contains no Council-maintained infrastructure. Under the Local Government Act, Council has no statutory duty to construct or maintain roads within reserves solely for private property access unless formally adopted. Hence responsibility for maintaining such access roads therefore remains with the landowner unless and until Council resolves otherwise.

- **Capital cost of the TMR-compliant intersection with Diamantina Development Road**

Supporting the current request of The Lake access road for inclusion in the Road Register would not only incur a capital cost of \$785,000 for the full intersection at the expense of other ratepayers:

- **Ongoing maintenance and life cycle costs**

It creates an ongoing maintenance cost estimated at \$8,000 to \$10,000 annually based on an unsealed road formation. At a 5% discount rate, this represents a perpetuity liability of \$160,000 to \$200,000, in addition to Council's existing maintenance obligations for Adavale Black Road which already provides formal access to Lake Houdraman.

If this access road is to be sealed, then the total capital cost can be in the order of \$200,000 to \$220,000 based on a 6-metre width.

Additional long-term renewal cost (e.g. gravel re-sheeting or bitumen reseals, depending on whether it is unsealed or sealed) would also add to Council's future asset renewal backlog.

- **Additional maintenance accountabilities**

Council will need to assume some responsibility associated with the road's railway crossing (Level Crossing ID_3082) including pavement repairs and vegetation clearance on approaches to the crossing as well as rail-related warning signage.

These accountabilities will need to be confirmed by further coordination with Queensland Rail and TMR.

- **Service level and equity concerns**

Adding the access road commits Council to providing a higher level of service to one property beyond the standard single access obligation.

Proceeding with including the access road into Council's Road Register will establish a precedent, potentially leading to similar requests from other landowners for Council-funded intersection upgrades on State-controlled corridors and hence increase pressure on Council to adopt inconsistent or unsustainable service levels across the road network.

- **Risk of asset expansion**

Each additional kilometre of road expands Council's asset base, thereby increasing Council's exposure to risks particularly flood damage as evidence by local experience.

Additional assets also increase Council's liability exposure under workplace health and safety legislation and road safety obligations, if an incident were to occur on a road infrastructure that Council has formally adopted.

Without dedicated or offsetting funding sources, these additional liabilities would need to be absorbed into Council's general budget, create long-term financial constraints and more importantly reduce flexibility in prioritising other projects in the Shire that can deliver higher community benefits.

Taking into cognisance the various perspectives on a broader basis as described above and the response from the Minister, Council officers propose three options for Council considerations.

OPTIONSOption 1 (Recommended)

That Council:

1. Note the Minister for Transport and Main Roads' letter dated 5 March 2026 supporting a staged/alternative delivery model for the intersection (Basic Right/Basic Left treatment with widened pavement left unsealed), provided the access road remains a private road, is maintained to a sound and even surface, and is not placed on Council's Road Register;
2. Resolves not to include the Lake Houdraman access road in Council's Road Register on the basis of the Minister's advice, noting also that there is a formal access road to Lake Houdraman via Adavale Black Road;
3. Resolves not to proceed with delivering the full intersection works on the basis of the Minister's advice and that the intersection is currently operating safely, has no crash history, and that the cost would significantly impact other Council priorities; and
4. Advise the owners of The Lake Houdraman property to seek external grants (including the Building Bush Tourism program and Regional Tourism Infrastructure Fund referenced by the Minister) to fund the sealing and maintenance of the private access road; and
5. Acknowledge that by keeping the road private, Council avoids all significant financial and long-term asset management implications previously identified (\$785,000 capital cost, \$8,000–\$10,000 annual maintenance liability and no precedent risk); and
6. Delegate to the Chief Executive Officer the authority to do all things, including finalise and issue any relevant approvals or sign any documents, on behalf of Council to formalise the establishment of any private works or other private activities in the gazetted alignment of Lake Houdraman access road, including but not limited to under Council's Local Laws.

Option 2

That Council:

1. Note the Minister for Transport and Main Roads' letter dated 5 March 2026 supporting a staged/alternative delivery model for the intersection (Basic Right/Basic Left treatment with widened pavement left unsealed), provided the access road remains a private road, is maintained to a sound and even surface, and is not placed on Council's Road Register;
2. Resolves not to include the Lake Houdraman access road in Council's Road Register on the basis of the Minister's advice, noting also that there is a formal access road to Lake Houdraman via Adavale Black Road;
3. Resolves not to proceed with delivering the full intersection works on the basis of the Minister's advice and that the intersection is currently operating safely, has no crash history, and that the cost would significantly impact other Council priorities; and
4. Advise the owners of The Lake Houdraman property to engage a private contractor to undertake the works (using the Minister-supported Basic Right/Basic Left treatment with unsealed pavement), with all costs borne by the owners and the road remaining private; and
5. Acknowledge that by keeping the road private, Council avoids all significant financial and long-term asset management implications previously identified (\$785,000 capital cost, \$8,000–\$10,000 annual maintenance liability and no precedent risk).

Option 3

That Council:

1. Note the Minister for Transport and Main Roads' letter dated 5 March 2026 supporting a staged/alternative delivery model for the intersection (Basic Right/Basic Left treatment with widened pavement left unsealed), provided the access road remains a private road, is maintained to a sound and even surface, and is not placed on Council's Road Register;

2. Resolves not to include the Lake Houdraman access road in Council's Road Register on the basis of the Minister's advice, noting also that there is a formal access road to Lake Houdraman via Adavale Black Road;
3. Resolves not to proceed with delivering the full intersection works on the basis of the Minister's advice and that the intersection is currently operating safely, has no crash history, and that the cost would significantly impact other Council priorities;
4. Consider entering into a private works or roadwork agreement with the owners of The Lake Houdraman property under a similar arrangement to Keeroongooloo Road whereby:
 - The owners fully fund all upgrade costs;
 - Council delivers the works (staged and coordinated model);
 - The access road remains a private road and is not added to Council's Road Register. (Detailed terms and costings can be presented in a confidential report to a future Council meeting if this option is preferred); and
5. Acknowledge that by keeping the road private, Council avoids all significant financial and long-term asset management implications previously identified (\$785,000 capital cost, \$8,000–\$10,000 annual maintenance liability and no precedent risk).

CONSULTATION (Internal/External)

Chief Executive Officer

Minister for Transport and Main Roads

Infrastructure Services Directorate

INTERESTED PARTIES

Consultation will be required with the property owners of The Lake and Wanko Station, as well as with Queensland Rail.

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

LEGISLATION / LEGAL IMPLICATIONS

If Council builds a roadway for unrestricted public use, then suitable engineering standards must apply, and Council will own the liability for its use.

POLICY IMPLICATIONS

Local Government Act 2009 (Qld)

FINANCIAL AND RESOURCE IMPLICATIONS

To date, Council has incurred a total cost of around \$53,000 including road maintenance, survey and design costs. A budget allocation will need to be made by Council to carry out the decision made for the intersection and the access road.

Under all three options, Council incurs no capital cost and low ongoing maintenance liability. The road remains private, avoiding any addition to Council's Road Register or asset renewal backlog.

ASSET MANAGEMENT IMPLICATIONS

The following asset management implications should be noted:

- **Lifecycle Costs**

Inclusion of a new road into Council's Road Register obligates Council to manage it through its full lifecycle (inspection, routine maintenance, rehabilitation, and eventual renewal).

While the annual maintenance cost of an unsealed The Lake access road is estimated at \$8,000 to \$10,000, the long-term renewal cost (e.g., gravel re-sheeting, drainage works, potential future sealing) is not currently budgeted and would add to Council’s asset renewal backlog.

The decision increases Council’s long-term financial liability with a minimum perpetuity cost of \$160,000 to \$200,000 at a 5% discount rate.

If similar precedents are set, the cumulative impact may create a material gap between asset service levels and Council’s resourcing capacity.

• **Service Level and Equity Considerations**

Adding The Lake Houdraman access road commits Council to providing an additional service level to one property beyond the standard single access obligation. This will set a new precedent and create inequality with other landowners with Council adopting inconsistent or unsustainable service standards across the road network.

• **Risk of Asset Expansion**

Each additional kilometre of road increases Council’s exposure to risks such as flooding damage, safety incidents, and future upgrade requests. Without offsetting funding sources, these risks increase Council’s liability and reduce flexibility in prioritising higher community-benefit projects.

RISK MANAGEMENT IMPLICATIONS

Council will manage risks in accordance with G.11 Enterprise Risk Management (ERM) Policy and G.11-A Risk Management Framework where Table 2 shows the risk assessment and controls relevant to this issue.

All three options proposed for consideration will reduce the risk rating to Low under the recommended private-road approach (no financial exposure, no precedent, no asset expansion risk).

Table 1 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	
			<i>Risk calculator provided for measures</i>			
Capital cost over-runs if Council is to deliver the intersection works	Cost estimate with 10% contingencies	Additional funding required from Council	Possible	Moderate	High	Budget amendments Impact on other Council priorities for the community.
Long term asset maintenance and renewals if Council is to include access road in the Road Register	No ongoing maintenance for the access road	Additional budget allocation is required	Likely	Minor	High	Allocate higher road maintenance budget in future financial years. Impact on other Council priorities for the community.
Financial impact	Decision at Council meetings	Support for either request creates precedent for other landowners to submit similar requests	Possible	Moderate	High	May need a policy to govern such requests for fairness, equity and transparency.

HUMAN RIGHTS IMPLICATIONS

Under section 58 of the *Human Rights Act 2019* (Qld), a public entity must act and make decisions in a way that is compatible with human rights. In making this decision, Council is required to give proper consideration to human rights that are, or may be, relevant to the decision.

The following human rights are directly engaged by this decision.

Property rights — section 24

Section 24 protects the right not to be deprived of property other than in accordance with law. The Lake Houdraman property owners have a legal right to access their land. That right is not removed by this decision. Formal legal access to the property exists and is maintained by Council via Adavale Black Road, which is included in the Road Register. Council's decision declines to create a second Council-maintained access at public expense. It does not deprive the owners of any existing property right or legal access. This decision is compatible with section 24.

Equality before the law — section 15

Section 15 protects the right to equal and effective protection against discrimination. Council's established policy is that it does not include roads in the Road Register where a property already has adequate legal access. That policy applies to all landowners in equivalent circumstances. Applying it consistently here advances the right to equal treatment — it ensures Council does not provide a higher level of service to one property that it does not provide to others in equivalent circumstances. This decision is compatible with section 15.

Privacy and home — section 25

Section 25 protects the right not to have a person's home or correspondence unlawfully or arbitrarily interfered with. This decision does not interfere with the owners' use or enjoyment of their property. The access road remains available as a private road. Council's decision not to fund or adopt it is a lawful exercise of its road register policy, not an arbitrary interference with the owners' home or property rights. This decision is compatible with section 25.

Compatibility assessment

This decision is compatible with the *Human Rights Act 2019* (Qld). It advances the right to equal treatment under section 15 by applying Council's road register policy consistently. It does not limit the property rights of the Lake Houdraman owners under section 24, because legal access to the property is maintained via an existing Council-managed road. No human rights limitations arise from this decision.

**Quilpie Shire Council**

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Our Reference: 266516 : Eng Lim

9 September 2025

The Honourable Brent Mickelberg
Minister for Transport and Main Roads
1 William Street
BRISBANE QLD 4000

transportandmainroads@ministerial.qld.gov.au

Dear Minister Mickelberg

RE: REQUEST FOR REVIEW OF INTERSECTION DESIGN STANDARDS – DIAMANTINA DEVELOPMENTAL ROAD AND LAKE HOUDRAMAN ACCESS ROAD, QUILPIE

I am writing on behalf of Quilpie Shire Council pursuant to Resolution QSC210-08-25, carried at our Ordinary Meeting held on 28 August 2025. The resolution directs Council to seek your assistance regarding the stringent intersection design requirements for the junction of the Lake Houdraman access road and the Diamantina Developmental Road.

Council acknowledges and appreciates the Department of Transport and Main Roads' (TMR) technical assessment and conditional approval (Ref: TMR24-041542). However, we wish to express our profound concern regarding the substantial financial burden the current design framework imposes for an intersection that all available evidence categorically confirms is low risk.

This concern is compellingly supported by the independent Traffic Impact Statement (TIS) prepared by Rytenschild Traffic Engineering (RTE Ref: 25189, dated 7 August 2025), which was submitted to TMR and formed part of the approval process. The TIS conclusively found:

- No recorded crash history within a 1.5 kilometre radius over the past five years.
- Low traffic volumes, with an Annual Average Daily Traffic (AADT) count of 168 vehicles per day (2023), projected to grow to only 254 vehicles per day by 2035.
- More than adequate sight distances that comfortably exceed the required Safe Intersection Sight Distance (SISD) of 285 metres.

Despite this clear evidence, the engineering design required to meet TMR's full conditions carries an estimated capital cost of \$785,000 (excluding GST). To date, Council has already invested over \$100,000 in survey, design, and consultancy fees. For a small council with a limited rate base, this escalating commitment represents a significant financial impact, diverting essential funds from other critical community infrastructure and services.

In line with the Queensland Government's agenda of reducing red tape and supporting practical, risk-based decision-making, we believe there is a sound basis to apply a more flexible and proportionate approach to this design. Such an outcome would avoid unnecessary compliance costs while steadfastly maintaining safety and efficiency for all road users.

Therefore, Council respectfully requests that you ask the Department to review its recommendation for this intersection, with consideration given to the compelling evidence of its low risk and the significant financial imposition on our community.

We seek your consideration of this matter and welcome the opportunity to work collaboratively with your Department to achieve a practical, safe, and fiscally responsible solution. Please contact Eng Lim, Director of Infrastructure Services, on (07) 4656 0568 or at engl@quilpie.qld.gov.au to provide any further information required.

Thank you for your time and consideration of this important matter for our community.

Yours faithfully



Ben Hall
MAYOR

Enc:

Ordinary Council Meeting Agenda Item 11.2 *The Lake Houdraman access road and intersection with Diamantina Developmental Road Report*

Rytenschild Traffic Engineering *Traffic Impact Statement Proposed Intersection Upgrades Diamantina Development Road (Charleville – Quilpie)*

Department of Transport and Main Roads *Conditional approval of works (TMR24-041542)*

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11.2 THE LAKE HOUDRAMAN ACCESS ROAD AND INTERSECTION WITH DIAMANTINA DEVELOPMENTAL ROAD**IX: 264416****Author: Eng Lim, Director Infrastructure Services****Authorisers: Justin Hancock, Chief Executive Officer**

Attachments:

1. TMR conditional approval
2. Intersection design drawings
3. Traffic Impact Statement

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

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

EXECUTIVE SUMMARY

This report provides an update to previous council resolutions in 2024 on this matter and seeks direction from Council based on the analysis provided.

RECOMMENDATION

That Council:

1. Note the Department of Transport and Main Roads (TMR) conditional approval of the intersection design of the Lake Access Road with Diamantina Developmental Road, with no financial contribution from TMR.
2. Note the request for inclusion of The Lake access road in Council's Road Register.
3. Acknowledge the significant financial and long-term asset management implications, specifically:
 - (a) An estimated \$785,000 (excl. GST) capital cost for the intersection works;
 - (b) An estimated annual maintenance cost of \$8,000 to \$10,000 if the unsealed access road is added to Council's Road Register, equating to a perpetuity liability of \$160,000 to \$200,000;
 - (c) Sealing the access road as an all-weather road is estimated to incur a capital cost of \$220,000 to \$220,000;
 - (d) Additional liability considerations relating to the railway crossing on the access road;
 - (e) The potential precedent created, which may encourage similar requests from other landowners.
4. Consider and determine a preferred course of action from the four options outlined in the report.

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BACKGROUND

The access road connecting Lot 2 W524 ("The Lake Houdraman" property) to the Diamantina Developmental Road has the alignment shown on Figure 1.

The access road sits within a 1,030-metre Crown land road reserve that:

- Bisects Lot 3 SP336898 (Wanko Station)
- Connects to the TMR-managed Diamantina Developmental Road
- Crosses a stock grid and railway line



Figure 1 Alignment Plan - Lake Houdraman Access Road to Lot 2 W524

The new road reserve (hereinafter known as "The Lake Access Road") is not currently listed on Council's Road Register, meaning Council has no construction or maintenance obligations under the *Local Government Act 2009* unless and until a formal resolution is made to include it.

Given that this matter has been the subject of repeated consideration at Council meetings dating back to 2016, it is appropriate to extract the relevant resolutions and present them in chronological order for clarity.

Chronological order of previous Council resolutions

The first of these is shown in **Figure 2** on the following page. Resolution QSC15-12-16 (December 2016) records Council's decision to apply for the road opening to Lot 2 W524 via Diamantina Development Road through another private property (Lot 3 NK100). This resolution was subject to the condition that the owners of Lot 2 W524 bear all associated costs—including legal, survey, and infrastructure expenses—as well as securing all required permits and approvals.

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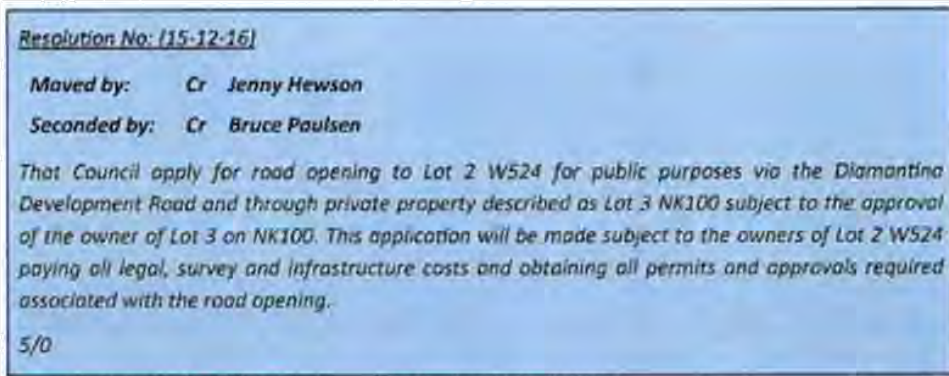


Figure 2 Extract from Council Meeting Minutes - Resolution QSC15-12-16)

This is followed by Council's resolution QSC145-08-22 (August 2022) as shown in Figure 3 where Council supported the previous conditions set as per resolution QSC15-12-16 and consider support towards infrastructure costs associated with the intersection and road upgrades if required.

7.1 LOT 2 W524 ACCESS ROAD

EXECUTIVE SUMMARY

This report is for Council to consider the correspondence received on 14 August 2022 from the owners of Lot 2 W524 requesting Council pay for all costs associated with opening and sealing an access road.

RESOLUTION NO: (QSC145-08-22)

Moved: Cr Roger Voiz
Seconded: Cr Lyn Barnes

That Council resolve to:

1. support the previous conditions set for a road opening to Lot 2W524 as per resolution 15-12-16; and
2. consider support towards infrastructure costs associated with intersection and road upgrades if required by Transport and Main Roads and Council.

5/0

Figure 3 Extract from Council Meeting Minutes - Resolution QSC145-08-22)

Figure 4 displays the following Council resolution QSC045-03-23 (March 2023) that Council approves a once-off minor maintenance works on the access road.

14.2 REQUEST - THE LAKE - ACCESS ROAD MAINTENANCE

EXECUTIVE SUMMARY

This report is to consider the request from Dan and Louise Hoch, owners of The Lake, regarding the maintenance and upgrade to the 'access road' from the Diamantina Development Road.

RESOLUTION NO: (QSC045-03-23)

Moved: Cr Bruce Paulsen
Seconded: Cr Jenny Hewson

That Council approve a once off minor maintenance works to be undertaken on the 'lake access road' located on Lot 3 on NK100 and Lot 2 W524 equivalent to a Light Maintenance Grading subject to the approval of the owners of both properties.

5/0

Figure 4 Extract from Council Meeting Minutes - Resolution QSC145-08-22)

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Figure 5 displays a more recent Council's resolution QSC006-01-24 (January 2024) approving: (1) intersection and floodway design commencement, (2) stakeholder consultation, (3) road reserve grading works, and (4) future budget reporting requirements.

11.5 PROPOSED CONSTRUCTION OF ROAD ON NEW ROAD RESERVE**EXECUTIVE SUMMARY**

A new Road Reserve has been created which connects the Diamantina Developmental Road to Lot 2 W524. A road reserve is just a public thoroughfare and is not automatically a public road for vehicles. This report seeks direction from Council.

RESOLUTION NO: (QSC006-01-24)

Moved: Cr Bruce Paulsen

Seconded: Cr Roger Votz

That Council:

1. Commence the design of the intersection and upgrade to the floodway;
2. Consult with relevant parties relating to the construction of the intersection and upgrade to the floodway;
3. Undertake a heavy formation grade in the road reserve; and
4. Provide Council with a report for future budget consideration once items 1 & 2 have concluded.

5/0

Figure 5 Extract from Council Meeting Minutes - Resolution QSC006-01-24 (January 2024)

After the January 2024 decision, another two reports went to Council in February and July 2024 regarding maintenance and grading The Lake access road.

Figure 5 and 6 display Council's Resolution QSC138-07-24 (February 2024) and QSC138-07-24 (July 2024) respectively.

16.3 ROAD RESERVE - MAINTENANCE REQUEST**EXECUTIVE SUMMARY**

For Council to consider a request to substitute a heavy formation grade maintenance works with the supply of gravel for small causeways on the road reserve between the Diamantina Developmental Road to Lot 2 W524.

RESOLUTION NO: (QSC032-02-24)

Moved: Cr Jenny Hewson

Seconded: Cr Bruce Paulsen

1. That Council:
 - (a) Withhold on undertaking a heavy formation grade on the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524 for a period of 12 months; and
 - (b) Alternatively supply gravel to small causeways within the road reserve between the Diamantina Developmental Road and the boundary of Lot 2 W524.

5/0

Figure 6 Extract from Council Meeting Minutes - Resolution QSC032-02-24

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14.2 REQUEST FOR GRADING - THE LAKE

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider a request from Dan & Louise Hoch from The Lake to undertake road works on the road reserve from the Diamantina Development Road to Lot 2 W524 (through Lot 3 NK100).

RESOLUTION NO: (QSC138-07-24)

Moved: Cr Milan Milosevic

Seconded: Cr Tony Lander

Option 1

That Council:

1. Complete the design of the intersection and upgrade to the floodway as per resolution QSC001-01-24;
2. Consult with relevant parties relating to the construction of the intersection and upgrade to the floodway as per resolution QSC001-01-24;
3. Provide Council with a report for future budget consideration once items 1 & 2 have concluded as per resolution QSC001-01-24;
4. Supply gravel to small causeways within the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524 in accordance with QSC032-02-24; and
5. Do not undertaking a heavy formation grade on the road reserve between the Diamantina Development Road and the boundary of Lot 2 W524.

4/0

Figure 7 Extract from Council Meeting Minutes - Resolution QSC138-07-24

REPORT

Following the July 2024 Council Meeting, the existing gravel floodway was reconstructed by boxing out approximately 200 mm of unsuitable material and replacing it with 20 bins of high-quality gravel. This rectified the road formation to roughly halfway along its length, with a maintenance grade completed from that point to the existing grid.

The Lake Intersection

In line with the resolutions in January and July 2024, Council engaged a surveyor to undertake an engineering survey of the intersection with the Diamantina Developmental Road. The survey was completed in late February 2025.

Using this data, GBA Consultants commenced the design of the intersection, which was subsequently extended to also include the Old Charleville Road, due to its proximity.

While the intersection design was in progress, the Shire experienced significant impacts from the Western Queensland Surface Trough and associated rainfall and flooding event in late March 2025. Following the flood event, a local contractor, APV, assisted the owners of The Lake Houdraman property by grading the access road to address areas where material had been washed away.

GBA submitted the draft intersection design in mid-June 2025. In line with the resolution, the draft design was forwarded to the Department of Transport and Main Roads (TMR) for preliminary review.

In late June, TMR has provided preliminary feedback, including a request for a Traffic Impact Statement (TIS) to support the proposal.

As part of the consultation process, Council officers also held preliminary discussion with Queensland Rail in early July to understand the potential implications of the proposed upgrade, particularly regarding the management of Level Crossing ID_3082 and the respective responsibilities for Queensland Rail, TMR and Quilpie Shire Council.

A revised design, incorporating TMR's preliminary feedback, was resubmitted to TMR on 8 July 2025, followed by the submission of the TIS report on 7 August 2025 for further review.

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On 18 August 2025, TMR issued a letter to Council granting conditional approval (**Attachment 1**) for the intersection design (**Attachment 2**). One of the key conditions is that all works are to be delivered at no cost to TMR.

Following TMR's conditional approval, the consultant has prepared an engineering cost estimate of approximately \$785,000 (excluding GST), allowing for contingencies of 10%.

Given the scale of this cost, it is important that Council carefully considers the financial and resourcing implications, particularly in the context of competing community priorities.

As outlined in the Traffic Impact Statement (**Attachment 3**), the following points are noted:

- The existing intersection has no recorded crash history in the past five years, based on TMR data.
- The intersection provides good horizontal and vertical alignment in both directions.
- The available sight distance exceeds the required Safe Intersection Sight Distance (SISD) of 285 metres.
- The existing intersection has been operating safely under the current geometric conditions.

It should also be noted that proceeding with this project may establish a precedent, potentially leading to similar requests from other landowners for Council-funded intersection upgrades on State-controlled corridors.

The Lake Access Road

On 29 July 2025, the owners of the Lake Houdraman property formally requested that Council undertake additional maintenance on their access road and include it in Council's Road Register. They have previously submitted request for an all-weather access road, including sealing.

It is important to note that Council has no legal obligation to provide multiple access points to a property, particularly when formal access already exists. In this case, access is available via Adavale Black Road, which is maintained and is already included in the Road Register.

It is also common practice that councils generally do not support requests for new road construction or inclusion in the Road Register where properties already have adequate legal access through existing Council-maintained roads.

The Lake access road, while located within a road reserve, contains no Council-maintained infrastructure. Under the *Local Government Act*, Council has no statutory duty to construct or maintain roads within reserves solely for private property access unless formally adopted.

Responsibility for maintaining such access roads therefore remains with the landowner unless and until Council resolves otherwise.

Supporting the current request of The Lake access road for inclusion in the Road Register would create long-term financial and operational liabilities as well as asset management implications, including:

- **Ongoing maintenance and life cycle costs**

It creates an ongoing maintenance cost estimated at \$8,000 to \$10,000 annually based on an unsealed road formation. At a 5% discount rate, this represents a perpetuity liability of \$160,000 to \$200,000, in addition to Council's existing maintenance obligations for Adavale Black Road which already provides formal access to Lake Houdraman.

If this access road is to be sealed, then the total capital cost can be in the order of \$200,000 to \$220,000 based on a 6-metre width.

Additional long-term renewal cost (e.g. gravel re-sheeting or bitumen reseals, depending on whether it is unsealed or sealed) would also add to Council's future asset renewal backlog.

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- **Additional maintenance accountabilities**
Council will need to assume some responsibility associated with the road's railway crossing (Level Crossing ID_3082) including pavement repairs and vegetation clearance on approaches to the crossing as well as rail-related warning signage.
These accountabilities will need to be confirmed by further coordination with Queensland Rail and TMR.
- **Service level and equity concerns**
Adding the road commits Council to providing a higher level of service to one property beyond the standard single access obligation.
This may create inequity with other landowners, generating similar requests and hence increase pressure on Council to adopt inconsistent or unsustainable service levels across the road network.
- **Risk of asset expansion**
Each additional kilometre of road expands Council's asset base, thereby increasing Council's exposure to risks particularly flood damage as evidenced by local experience.
Additional assets also increase Council's liability exposure under workplace health and safety legislation and road safety obligations, if an incident were to occur on a road infrastructure that Council has formally adopted.
Without dedicated or offsetting funding sources, these additional liabilities would need to be absorbed into Council's general budget, create long-term financial constraints and more importantly reduce flexibility in prioritising other projects that will deliver higher community benefits.

OPTIONSOption 1

That Council:

1. Include the construction of the intersection as part of budget consideration in future financial years;
2. Approve the inclusion of the access road in Council's Road Register.

Option 2

That Council:

1. Defer consideration of the intersection project pending external funding opportunities;
2. Decline the request to include the access road in Council's Road Register but consider assistance through private works arrangement.

Option 3

That Council:

1. Consider cost-sharing arrangement for the intersection works with benefitting property owners;
2. Resolves not to include the access road in Council's Road Register, noting there is a formal access road to Lake Houdraman via Adavale Black Road.

Option 4

That Council:

1. Resolves not to proceed with delivering the intersection works the basis that the intersection is currently operating safely, has no crash history, and that the cost would significantly impact other Council priorities; and

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2. Resolves not to include the access road in Council's Road Register, noting there is a formal access road to Lake Houdraman via Adavale Black Road.

CONSULTATION (Internal/External)

Chief Executive Officer

Infrastructure Services Directorate

INTERESTED PARTIES

Consultation will be required with the property owners of The Lake and Wanko Station, as well as with Queensland Rail.

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

LEGISLATION / LEGAL IMPLICATIONS

If Council builds a roadway for unrestricted public use, then suitable engineering standards must apply, and Council will own the liability for its use.

POLICY IMPLICATIONS

Local Government Act 2009 (Qld)

FINANCIAL AND RESOURCE IMPLICATIONS

To date, Council has incurred a total cost of around \$ 53,000 including road maintenance, survey and design costs. A budget allocation will need to be made by Council to carry out the decision made for the intersection and the access road.

ASSET MANAGEMENT IMPLICATIONS

The following asset management implications should be noted:

- **Lifecycle Costs**

Inclusion of a new road into Council's Road Register obligates Council to manage it through its full lifecycle (inspection, routine maintenance, rehabilitation, and eventual renewal).

While the annual maintenance cost of an unsealed The Lake access road is estimated at \$8,000 to \$10,000, the long-term renewal cost (e.g., gravel re-sheeting, drainage works, potential future sealing) is not currently budgeted and would add to Council's asset renewal backlog.

The decision increases Council's long-term financial liability with a minimum perpetuity cost of \$160,000 to \$200,000 at a 5% discount rate.

If similar precedents are set, the cumulative impact may create a material gap between asset service levels and Council's resourcing capacity.

- **Service Level and Equity Considerations**

Adding The Lake access road commits Council to providing an additional service level to one property beyond the standard single access obligation. This may create inequality with other landowners with Council adopting inconsistent or unsustainable service standards across the network.

- **Risk of Asset Expansion**

Each additional kilometre of road increases Council's exposure to risks such as flooding damage, safety incidents, and future upgrade requests. Without offsetting funding sources, these risks increase Council's liability and reduce flexibility in prioritising higher community-benefit projects.

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RISK MANAGEMENT IMPLICATIONS

Council will manage risks in accordance with G.11 Enterprise Risk Management (ERM) 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, consider 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

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E. Rare May occur in rare conditions	L	L	M	H	E
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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	
			<i>Risk calculator provided for measures</i>			
Example: <i>Insufficient funding</i>	None	<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>
Capital cost over-runs if Council is to deliver the intersection works	Cost estimate with 10% contingencies	Additional funding required from Council	Possible	Moderate	High	Budget amendments
Long term asset maintenance and renewals if Council is to include access road in the Road Register	No ongoing maintenance for the access road	Additional budget allocation is required	Likely	Minor	High	Allocate higher road maintenance budget in future financial years
Financial impact	Decision at Council meetings	Support for either request creates precedent for other landowners to submit similar requests	Possible	Moderate	High	May need a policy

HUMAN RIGHTS IMPLICATIONS

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.

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		

ORDINARY COUNCIL MEETING AGENDA

28 AUGUST 2025

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.



TRAFFIC IMPACT STATEMENT PROPOSED INTERSECTION UPGRADES DIAMANTINA DEVELOPMENTAL ROAD (CHARLEVILLE – QUILPIE)

7 AUGUST 2025
RTeref: 25189

1.0 INTRODUCTION

Rytenkild Traffic Engineering (RTE) has been engaged by GBA Consulting Engineers to prepare a Traffic Impact Statement (TIS) to assist with the design of intersection upgrade works along along Diamantina Developmental Road at the Lake Houdraman Road and Old Charleville Road junctions.

This report provides an assessment of existing and projected traffic conditions and identifies the required turn treatments at the subject intersections, in accordance with the Austroads Guide to Road Design and the Queensland Department of Transport and Main Roads (TMR) Road Planning and Design Manual (RPDM).

2.0 SUBJECT SITE

2.1 Location

As shown in Figure 2.1, the subject intersections are located along the Diamantina Developmental Road, approximately 3.5km east of Quilpie, where it intersects with Lake Houdraman Road and Old Charleville Road. The intersections currently operate under priority control with low existing traffic volumes.

2.2 Road Network

Diamantina Developmental Road functions as a rural highway under State control, with a posted speed limit of 100 km/h. It serves as a key regional connector for freight and tourism traffic across western Queensland.

Lake Houdraman Road provides access primarily to a single tourist accommodation facility. While daily traffic volumes are generally low, the site generates moderate traffic during peak occupancy periods.

Old Charleville Road serves a small number of rural properties and currently generates minimal traffic movements.

The existing intersection comprises a basic T-intersection layout, with Basic Left (BAL) and Basic Right (BAR) turn treatments provided on the Diamantina Developmental Road. These treatments are consistent with typical rural standards for low-volume intersections.

Images of the existing intersection layouts are shown in Figure 2.1.

TRAFFIC IMPACT STATEMENT
PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
RTE REF: 25189



FIGURE 2.1 – LOCATION OF SUBJECT SITE

2.3 Surveyed Traffic Volumes

Traffic count data for Diamantina Developmental Road (93A) was sourced from the Queensland Department of Transport and Main Roads, covering the section approximately 4.7 km west of Quilpie (Site ID 40216). The data, collected in 2023, provides a detailed breakdown of Annual Average Daily Traffic (AADT) and Vehicle Kilometers Traveled (VKT).

Key statistics for the surveyed location are as follows:

- Total AADT (both directions): 168 vehicles per day
- Light Vehicles: 61% of total AADT
- Heavy Vehicles: 37% of total AADT
- Trucks and Buses: 8% of total AADT
- Growth over last 5 years: +5.92%
- Growth over last 10 years: +2.74%

The full traffic data set is provided in Appendix A.

2.4 Projected Future Base Traffic Volumes

To assess future traffic demands, a conservative annual growth rate of 3.5% has been adopted, based on observed 5-year and 10-year trends and allowing for potential increases in freight and tourism activity.

Using this rate, projected volumes for 2035 are estimated as follows:

2035 AADT projection:

$$168 * (1 + 0.035)^{12} = 254vpd$$

These volumes will be used to assess turn treatment requirements in Section 4.0. Even under conservative growth assumptions, traffic volumes are expected to remain low, consistent with the rural context of the road.

2.5 Estimated Traffic Volumes

Traffic count data provided for Diamantina Developmental Road indicates low baseline volumes, with peak hour volumes under 300 vehicles per day. Existing turning volumes at Lake Houdraman Road and Old Charleville Road are expected to be minimal.

Estimated Traffic Using Lake Houdraman Road

Traffic generated by The Lake tourist park was estimated using a first-principles approach, based on information provided by the site operator.

- The site contains 22 powered sites, 250 unpowered sites, and accommodation for approximately 20 guests.
- During the tourist season, the site experiences high occupancy across both powered and unpowered sites, with substantially lower occupancy during the summer off-season.

Page 3 of 12

TRAFFIC IMPACT STATEMENT
PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
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- For assessment purposes, a conservative scenario assumes around 100 occupied sites and rooms during peak periods. Based on an estimated 1 – 2 vehicle trips per site per day, this equates to approximately 100 – 200 vehicle movements per day, with 10 – 20 vehicle movements during the peak hour.
- In addition to overnight guests, the site attracts a notable number of day visitors to its artesian bath house, bar, and lake, as well as group bookings for meals and sunset drinks, including coach groups. While these visits are variable and seasonal, they may add modest traffic volumes outside traditional commuter peak hours.

Overall, traffic generation associated with the tourist park is expected to be highest during the tourist season and in the evening hours when group meals and functions occur. However, impacts during the road network's typical weekday peak hours are expected to remain low.

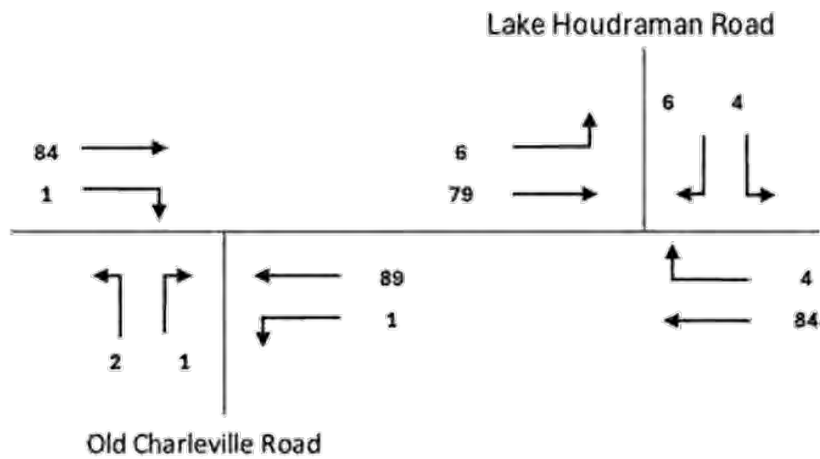
Estimated Traffic Using Old Charleville Road

Old Charleville Road primarily services a small number of rural properties and agricultural land. Based on typical rural dwelling activity and low dwelling density, traffic volumes on this road are estimated to be less than 50 vehicles per day, or fewer than 5 vehicle movements per peak hour.

The estimated 2035 peak hour volumes, including background growth and traffic from The Lake, are summarised in Figure 2.2.



PEAK HOUR TRAFFIC VOLUMES
2023 Surveyed Traffic Volumes



PEAK HOUR TRAFFIC VOLUMES
2035 Traffic Volumes

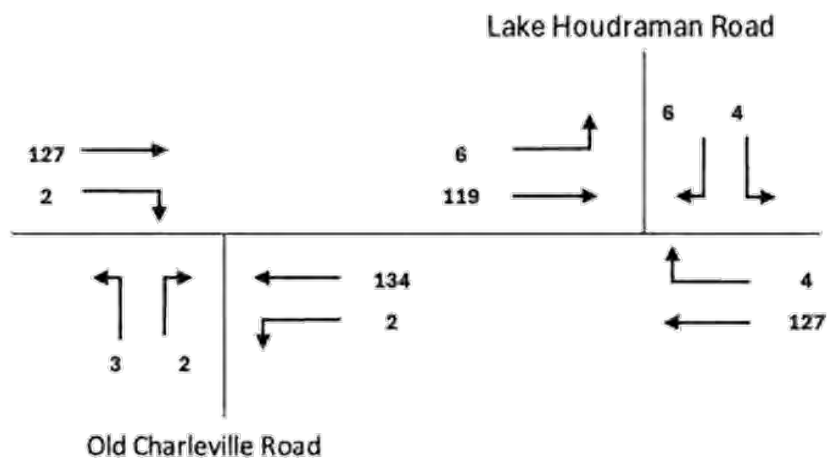


FIGURE 2.2 – PROJECTED FUTURE PEAK HOUR VOLUMES AT THE DIAMANTINA DEVELOPMENTAL ROAD / LAKE HOUDRAMAN ROAD AND DIAMANTINA DEVELOPMENTAL ROAD / OLD CHARLEVILLE ROAD INTERSECTIONS

3.0 ASSESSMENT OF REQUIRED TURN TREATMENTS

3.1 Warrants for Turn Treatments

In accordance with Austroads Part 6, the following turn treatments are warranted at the Diamantina Developmental Road / Lake Houdraman Road and Diamantina Developmental Road / Old Charleville Road intersections under year 2035 traffic conditions:

2035 Projected Conditions -

- Left turn treatment - Type BAL (Basic Left)
- Right turn treatment - Type BAR (Basic Right)

Given the low turning volumes at both intersections, only basic turn treatments (BAL and BAR) are warranted. These treatments are appropriate for the rural context and are sufficient to safely and efficiently accommodate the forecast traffic volumes without requiring auxiliary or channelised treatments.

Figure 2.25: Warrants for turn treatments on major roads at unsignalised intersections

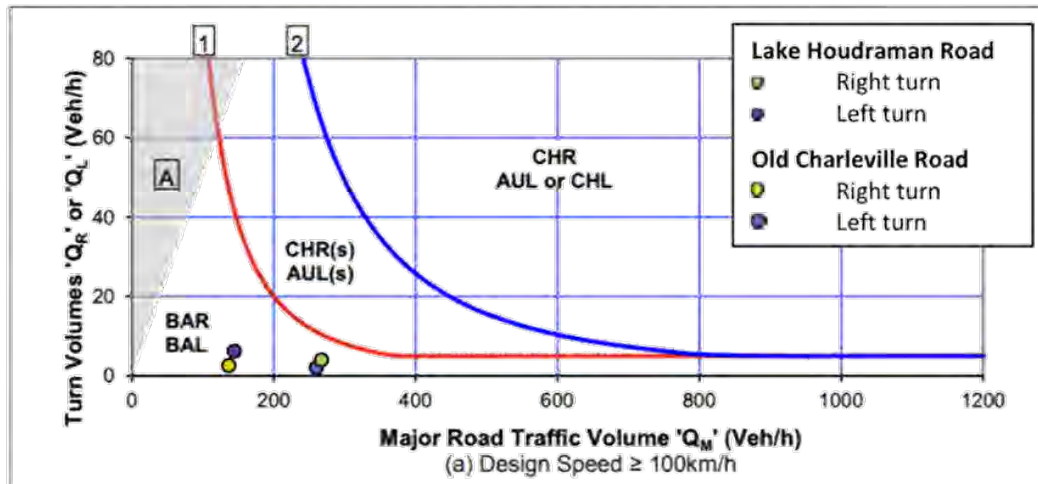


FIGURE 3.1 – TURN WARRANTS ASSESSMENT FOR THE DIAMANTINA DEVELOPMENTAL ROAD / LAKE HOUDRAMAN ROAD AND DIAMANTINA DEVELOPMENTAL ROAD / OLD CHARLEVILLE ROAD INTERSECTIONS

3.2 Crash History

Crash history for the subject intersections was reviewed using the Queensland Globe Road Crash Locations layer, which provides official crash data from the Department of Transport and Main Roads.

As shown in Figure 3.2, a review of the most recent available data indicates no recorded crashes within a 1.5 km radius of either the Lake Houdraman Road or Old Charleville Road intersections over the past five years.

This absence of recorded incidents indicates that the intersections are currently operating safely under existing conditions, including traffic associated with the nearby Lake Houdraman tourist accommodation. Despite periods of increased traffic during the tourist season, there is no evidence of elevated crash risk or operational deficiencies.

3.3 Sight Distance

As shown in Figure 3.3, a sight distance assessment has been undertaken for the intersections of Lake Houdraman Road and Old Charleville Road with Diamantina Developmental Road, in accordance with Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections.

Given the 100 km/h posted speed limit, a design speed of 110 km/h has been adopted for the purpose of sight distance assessment. Under this design speed, the required Safe Intersection Sight Distance (SISD) is 285 metres.

As shown in Figure 3.4, Diamantina Developmental Road is generally flat and straight in both directions adjacent to the intersections, with no horizontal or vertical alignment constraints.

The available sight distances at both intersections comfortably exceed the required SISD of 285 metres. This indicates that the intersections provide adequate visibility for turning vehicles and approaching traffic, and operate safely under existing geometric conditions.

3.4 Other Factors

It is noted that dedicated turn treatments may still be considered appropriate based on site-specific characteristics, such as:

- The type of vehicles turning at the intersections (e.g. tourist-related traffic such as caravans and motorhomes);
- Road users who may be unfamiliar with the intersections.

Accordingly, while the presence of tourist-related vehicles such as caravans and motorhomes may warrant consideration, the low turning volumes, favourable sight distances, and absence of crash history confirm that the provision of higher-order treatments beyond those warranted under Austroads Part 6 is not justified in this context.

TRAFFIC IMPACT STATEMENT
PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
RTE REF: 25189

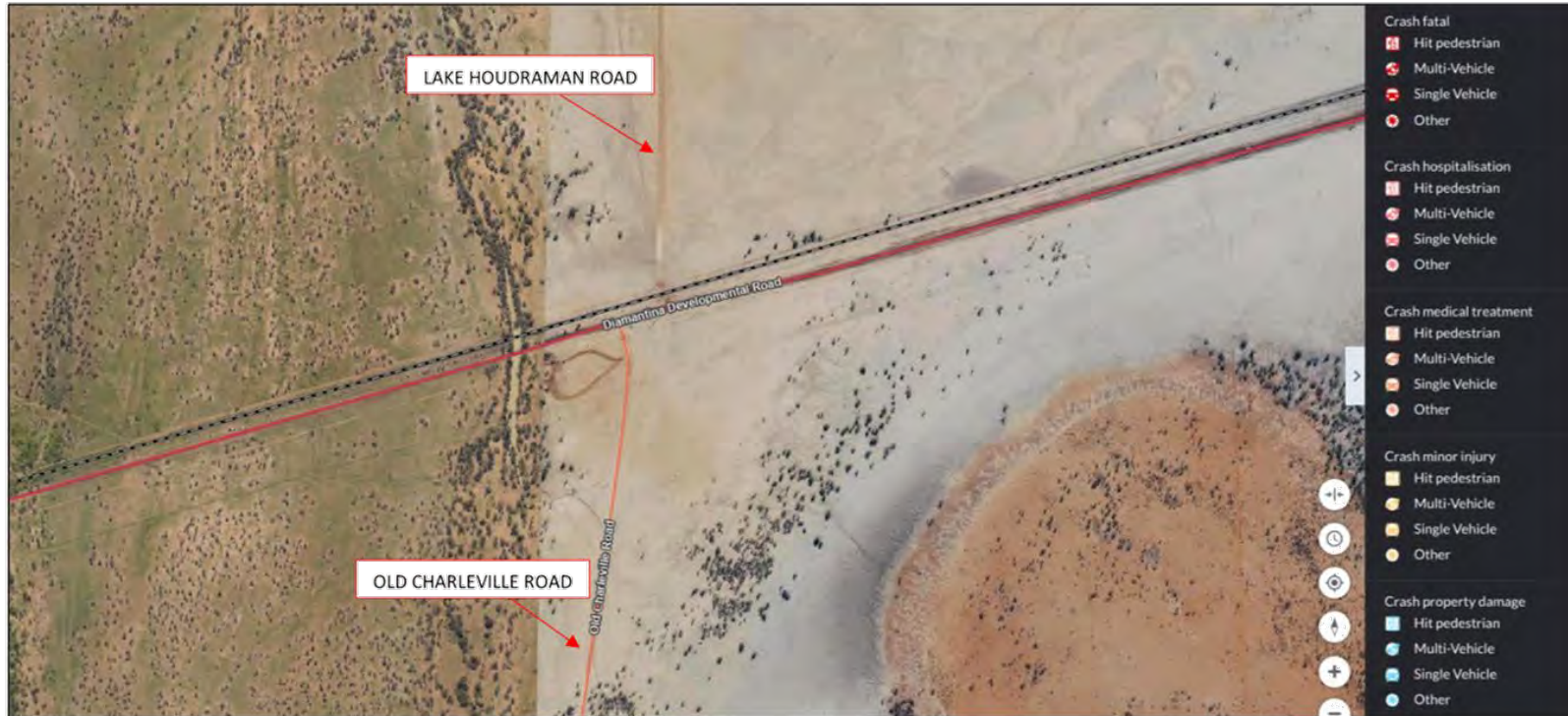


FIGURE 3.2 – ROAD CRASH DATA (QUEENSLAND GLOBE)

TRAFFIC IMPACT STATEMENT
PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
RTE REF: 25189

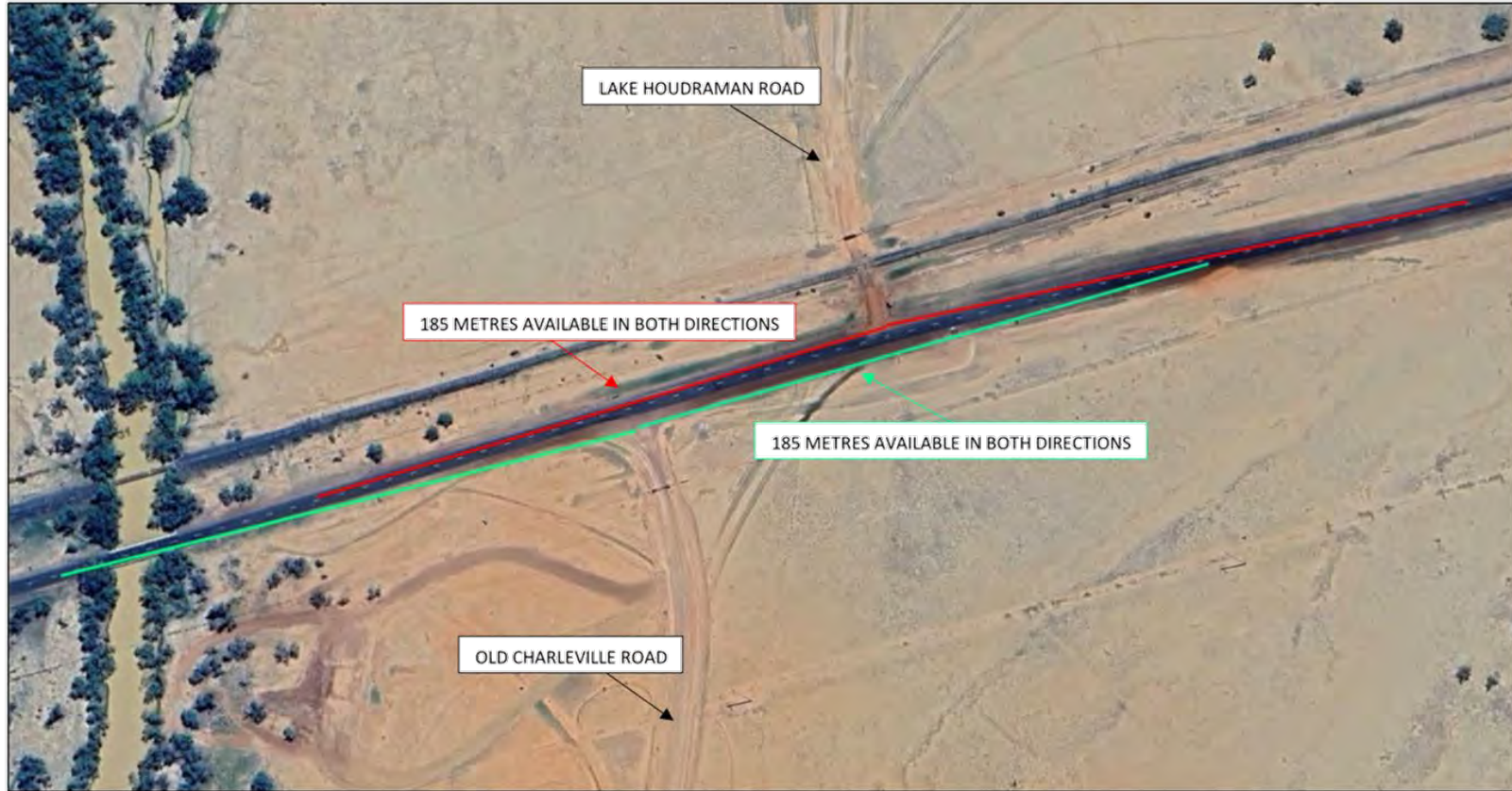


FIGURE 3.3 – AVAILABLE SIGHT DISTANCE AT THE LAKE HOUDRAMAN ROAD AND OLD CHARLEVILLE ROAD INTERSECTIONS

TRAFFIC IMPACT STATEMENT
PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
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FIGURE 3.4 – IMAGES OF DIAMANTINA DEVELOPMENTAL ROAD ADJACENT TO THE LAKE HOUDRAMAN ROAD AND OLD CHARLEVILLE ROAD INTERSECTIONS

4.0 SUMMARY OF CONCLUSIONS & RECOMMENDATIONS

- The subject intersections are located on Diamantina Developmental Road, approximately 3.5 km east of Quilpie, at the junctions with Lake Houdraman Road and Old Charleville Road.
- Diamantina Developmental Road functions as a rural highway under State control, providing a key route for regional freight and tourism. The intersections currently operate under basic T-intersection configurations with existing BAL/BAR treatments.
- Traffic count data from the Department of Transport and Main Roads indicates low baseline volumes (168 vpd in 2023), with a conservative annual growth rate of 3.5% adopted for 2035 projections (254 vpd).
- Traffic generated by The Lake (Lake Houdraman tourist accommodation) was estimated using a first-principles approach, resulting in an estimated daily generation of 100–200 vehicle movements, or 10–20 vehicle movements during peak hours, based on peak-season occupancy.
- Old Charleville Road is assumed to generate less than 50 vehicles per day, with under 5 vehicles during peak hours, reflecting its low-density rural land use.
- In accordance with Austroads Part 6, the projected 2035 traffic volumes warrant Basic Left (BAL) and Basic Right (BAR) turn treatments at both intersections. Higher-order treatments are not justified based on current and projected volumes.
- It is therefore concluded that the proposed upgrades (maintaining or improving existing BAL/BAR treatments) are sufficient to accommodate future traffic demands without compromising safety or efficiency on the road network.
- A review of official crash data via Queensland Globe confirms no recorded crashes within 1.5 km of either intersection over the past five years, indicating safe operation under existing traffic conditions - including during tourist peak periods.
- A sight distance assessment undertaken in accordance with Austroads Part 4A confirms that Safe Intersection Sight Distance (SISD) requirements are comfortably met. Diamantina Developmental Road is straight and flat in both directions near the intersections, providing excellent visibility for turning and through vehicles.

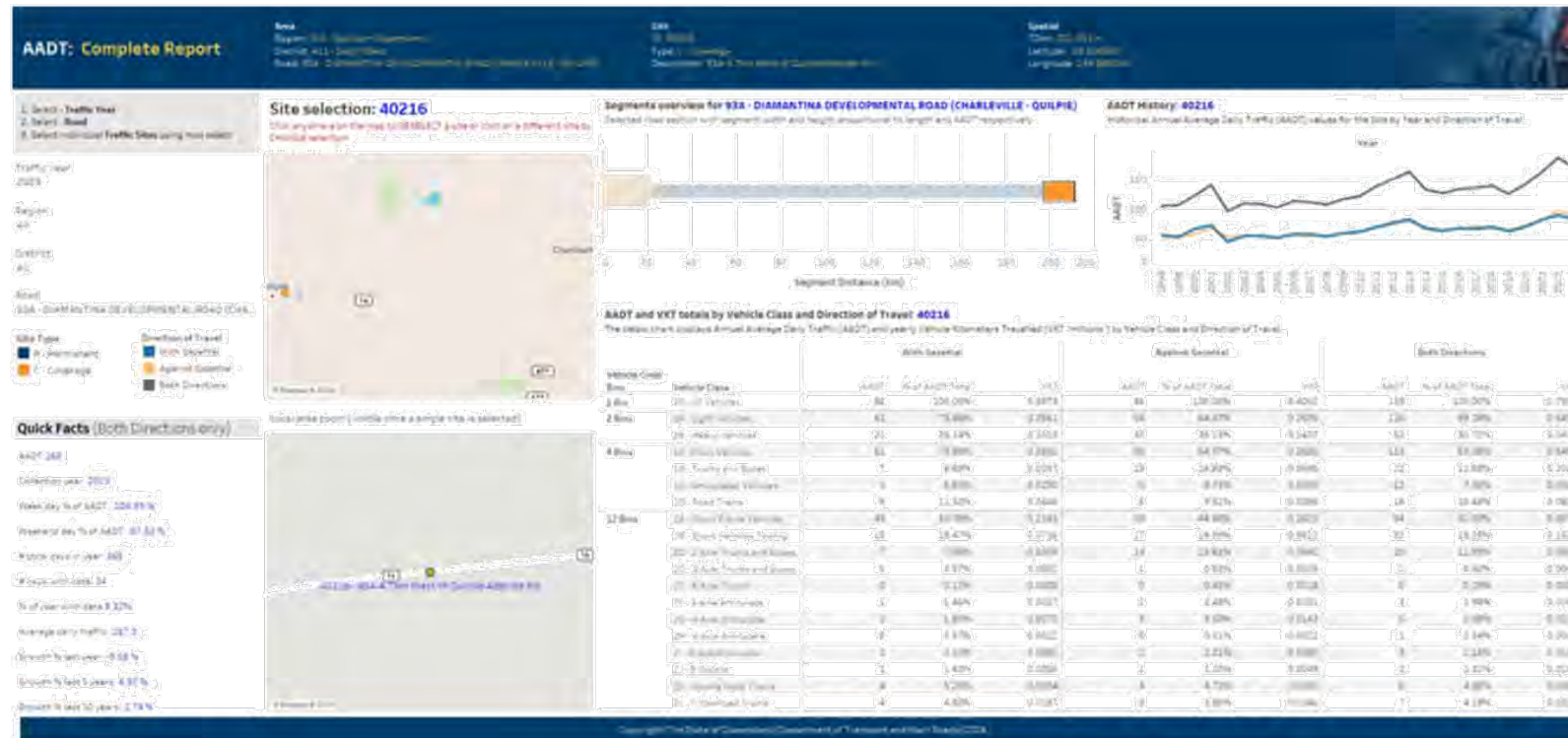
APPENDICES

ATTACHMENT A - TMR SURVEYED TRAFFIC VOLUME DATA (SITE ID: 40216)

TRAFFIC IMPACT STATEMENT
 PROPOSED INTERSECTION UPGRADES – DIAMANTINA DEVELOPMENTAL ROAD
 RTE REF: 25189



APPENDIX A – TMR SURVEYED TRAFFIC VOLUME DATA (SITE ID: 40216)





Our ref TMR24-041542
 Your ref
 Enquiries Danny Duncan

Department of
Transport and Main Roads

18 August 2025

Quilpie Shire Council
 PO Box 57
 Quilpie QLD 4480

Dear Eng Lim

Conditional approval of works

This is not an authorisation to commence any works within a state-controlled road.

I refer to Quilpie Shire Council's application for approval pursuant to section 42 of the *Transport Infrastructure Act 1994* (TIA) for proposed road works at the intersections of Lake Houdraman Road and Old Charleville Road that impacts on the Diamantina Developmental Road 93A, received by the Department of Transport and Main Roads (the department) on 19 January 2024.

The department has assessed your application, including the following Preliminary Drawings:

Drawing Number	Revision	Date	Series Number	Drawing Description
DI-01	A	JUL-2025	DI-01	LOCALITY PLAN AND DRAWING INDEX
TC-01	A	JUL-2025	TC-01	TYPICAL CROSS SECTIONS AND DETAILS
CL-01	A	JUL-2025	CL-01	CONTROL LINE SETOUT
WP-01	A	JUL-2025	WP-01	WORKING PLAN SHEET 1 OF 2
WP-02	A	JUL-2025	WP-02	WORKING PLAN SHEET 2 OF 2
DD-01	A	JUL-2025	DD-01	DRAINAGE DETAILS
IS-01	A	JUL-2025	IS-01	INTERSECTION LAYOUT SHEET 1 OF 2
IS-02	A	JUL-2025	IS-02	INTERSECTION LAYOUT SHEET 2 OF 2
SL-01	A	JUL-2025	SL-01	SIGNS AND LINEMARKING
SF-01	A	JUL-2025	SF-01	SIGN SCHEDULE
CP-01	A	JUL-2025	CP-01	ROAD SURFACE CONTOUR PLAN
TP-01	A	JUL-2025	TP-01	TURNING PATH SHEET 1 OF 2
TP-02	A	JUL-2025	TP-02	TURNING PATH SHEET 2 OF 2
XS-01 to XS-08	AS MARKED	JUL-2025	XS-01 to XS-08	ANNOTATED CROSS SECTIONS (FOR INFORMATION ONLY)

And Traffic Impact Statement, prepared by Rytenskild Traffic Engineering, Dated 7 August 2025, RTE Ref: 25189.

The department advises that it has decided to provide its written approval of the proposed road works, subject to the following conditions:

Program Delivery and Operations
 Southwest Region
 30 McDowall Street Roma QLD 4455
 PO Box 126 Roma QLD 4455

Telephone (07) 4622 9592
Website www.tmr.qld.gov.au
Email southwest.office@tmr.qld.gov.au
 ABN: 39 407 690 291

No.	Conditions of Approval	Condition Timing
Road Works		
A. General		
1	Nominate a RPEQ who will inspect, certify, and issue RPEQ certified as-constructed drawings at the completion of the works.	Prior to the Prestart Meeting.
2	All works within the State-controlled road must be supervised by a professional civil engineer, i.e., must be a RPEQ and eligible for corporate membership of the Institution of Engineers Australia. The name, contact details and RPEQ No. for the supervising professional engineer must be provided to TMR.	At all times during construction.
3	Road Works comprising Basic Left (BAL) and Basic Right (BAR) turn treatments must be provided at both intersections generally in accordance with the Preliminary Intersection Upgrade Drawings prepared by GBA Consulting Engineers, dated JUL-2025 reference GBA No. 250032.	At all times.
4	The Road Works are to be constructed in accordance with TMR's Road Planning and Design Manual 2nd Edition, Road Drainage Manual, Road Pavement Manual, TMR's Technical Specifications, Standards, Standard Drawings Roads and Quilpie Shire Councils requirements.	At all times during construction.
5	This conditional approval is valid for one year from the date of this letter.	At all times.
6	The Road Works are to be constructed at no cost to TMR.	At all times.
7	TMR officers are to be allowed access to the project site for the purpose of ensuring compliance with TMR's conditions of approval.	At all times during construction.
8	Any damage to the existing road infrastructure caused by carrying out the Road Works is to be rectified/repared at no cost to TMR.	At all times during construction and to be maintained during the "on-maintenance" period.
B. Documents for Approval		
9	Submit to TMR for approval, a Traffic Management Plan (TMP) prepared by an accredited Traffic Management Designer for the Road Works. The TMP must address the following: <ul style="list-style-type: none"> - TMR's Specification MRTS02; - TMR's Queensland Guide to Temporary Traffic Management (QGTTM); - TMR's Queensland Manual of Uniform Traffic Control Devices Part 3: Traffic Control for Works on Roads (MUTCD); - TMR's Guideline Traffic Management at Works on Roads; - Austroads Guide to Temporary Traffic Management (AGTTM); and	Prior to the Prestart Meeting.

No.	Conditions of Approval	Condition Timing
	<p>- Australian Standard AS1742.3: Manual of uniform Traffic Control Devices. The TMP must also include, but is not limited to, the following details:</p> <ul style="list-style-type: none"> (a) Work site access/Site Plan; (b) Stages of road works; (c) Relevant Traffic Guidance Scheme(s) for each stage that address during and aftercare periods (d) Storing of Plant and materials; and (e) And any other matters relevant to the works. 	
10	<p>Construction of the Road Works is to proceed without unreasonable interruption to traffic and in accordance with TMR’s Manual of Uniform Control Devices (2003) – Part 3, Works on Roads. This includes but is not limited to:</p> <ul style="list-style-type: none"> a) taking all steps necessary to protect the public during construction; and b) provision of adequate signage and barriers 	At all times during construction.
11	<p>Submit to TMR for approval, a Construction Management Plan (CMP) for the works. The CMP is to detail what steps are necessary to protect the public and how they will be implemented during construction of the works. The CMP must include, but is not limited to, the following details:</p> <ul style="list-style-type: none"> (a) A program schedule of works (including staging if necessary); (b) Location and standard of construction access; (c) Location of any temporary material stockpiles; (d) Key Personnel and their roles and responsibilities; and (e) Stakeholder consultation plan. 	Prior to the Prestart Meeting.
12	<p>Submit to TMR for approval, a Quality Management Plan (QMP) for the works. The QMP must include, but us not limited to, the following details:</p> <ul style="list-style-type: none"> (a) Prepared in generally accordance with TMR Specification MRTS50 Specific Quality System Requirements; (b) Identify all hold points, witness points and milestones for the works; (c) Testing frequencies, lot sizes and numbers required for the works; (d) Identify the suppliers for materials/products used as part of the works; (e) Name and address of laboratory, accredited by the National Association of Testing Authorities (NATA), carrying out samplings; and (f) For any electrical works, prepared in accordance with and address TMR’s Standard Specifications relevant to Category 4 Electrical and ITS including certification and associated quality requirements under the Electrical Safety Regulations 2002; and (g) Any other quality matters. 	Prior to the Prestart Meeting.
B. Documents for Approvals		

No.	Conditions of Approval	Condition Timing
13	The proposed final pavement design is to be submitted to TMR for approval prior to installation and only once the California Bearing Ratio values have been obtained on site and the pavement design has been assessed/ revised accordingly by the RPEQ taking into consideration the existing road pavement condition with the pavement design suitable for a 20-year design life.	Prior to the Prestart Meeting.
C. Principal Contractor		
14	Submit to TMR, a completed 'Principal Contractors Details and Bond Estimate' using the attached form F5084. Please note that the nominated Principal Contractor must have sufficient expertise to carry out the proposed road works and include evidence they hold a current public liability insurance policy in the amount of not less than \$20 million that notes TMR's interest on the policy for the duration of the works.	Prior to the Prestart Meeting.
15	Submit to TMR, a completed Deed of Indemnity for the Road Works using the attached form F5109.	Prior to the Prestart Meeting.
D. Prestart Meeting		
16	A Prestart Meeting attended by the applicant's representative and/or the principal contractor and TMR's representative is to be held. The prestart meeting will include but is not limited to the following: a) Introduction of stakeholders. b) Review of Road Works approved drawings and management plans. c) Construction activities and program. d) Issues pertaining to a Zero Harm working environment. e) Advices and documentation required at the completion of the Road Works. To arrange a Prestart Meeting, please contact: Sujith Surapaneni, Principal Engineer Charleville Office P: 07 4622 9518, M: 0437 344 552 sujith.z.surapaneni@tmr.qld.gov.au	A minimum of five (5) business days prior to the commencement of the Road Works.
E. Practical Completion		
17	A Certificate of Practical Completion of the Road Works by a RPEQ is to be submitted. The Certificate of Practical Completion must include but is not limited to the following details: a) Testing and inspection plans b) Documentation of dimensional check c) As-constructed plans certified by a RPEQ.	Within five (5) days of the completion of the Road Works.
F. Maintenance Period		

No.	Conditions of Approval	Condition Timing
18	A 3-month (90 day) maintenance period will apply to the Road Works. Any defect which manifests in the Road Works during the "on-maintenance" period must be rectified by the applicant at no cost to TMR before the road works will be accepted by TMR "off-maintenance".	Until TMR has formally accepted the Road Works "off-maintenance".

If you would like to discuss this application, please contact Danny Duncan, Senior Advisor (Access and Corridor Management) by email at southwest.office@tmr.qld.gov.au or on (07) 4622 9592.

Yours sincerely



Brendan Morgan
Manager (PP&CM)

Minister for
Transport and Main Roads

DELIVERING
FOR QUEENSLAND



Queensland
Government

Our ref: MC151936

Your ref: 266516: Eng Lim

5 March 2026

Councillor Ben Hall
Mayor
Quilpie Shire Council
mayor@quilpie.qld.gov.au

1 William Street Brisbane
GPO Box 1549 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7110
Email transportandmainroads@ministerial.qld.gov.au
Website www.tmr.qld.gov.au

Dear Mayor ^{Ben}

Thank you for your letter of 9 September 2025 requesting a review of the intersection design standards for proposed upgrades to the Diamantina Developmental Road intersection with Lake Houdraman Access Road and Old Charleville Road. I apologise for the delay in responding.

I have asked my Department to give this matter detailed consideration, including the broader context in which Quilpie Shire Council (QSC) delivers road infrastructure in partnership with private entities.

Under the *Transport Infrastructure Act 1994*, my Department is required to ensure that any works impacting or connected to the state-controlled road network comply with standards endorsed by the chief executive, including those contained in the *Road Planning and Design Manual*. On this basis, the turn treatments identified for the proposed intersections represent the minimum design standard for new intersections within the state-controlled road network. This position is supported by the traffic impact statement submitted by QSC's engineering consultant.

Notwithstanding these statutory requirements, I acknowledge the financial and delivery challenges faced by remote local governments and note QSC's practical and innovative approach to facilitating road upgrades where works are funded by private entities. This approach is clearly demonstrated through QSC's established use of private works and roadwork agreements to enable infrastructure outcomes that balance safety, affordability and local economic benefit.

I note that at its Ordinary Meeting of 17 February 2026, QSC formally endorsed a Roadwork Agreement with Georgina Pastoral Company Pty Ltd for the sealing of Keeroongooloo Road, with all upgrade costs fully funded by the proponent and delivered through a staged and coordinated delivery model. This resolution reflects QSC's capacity to implement alternative funding and delivery arrangements for road infrastructure while maintaining consistency, fairness, and sound governance.

Consistent with this demonstrated approach, and to enable the current project to progress, my Department supports consideration of a staged or alternative delivery model for the Lake Houdraman Road intersection. Specifically, the Basic Right/Basic Left treatment may be implemented with the widened pavement left unsealed, provided the access remains a private road, is maintained to a sound and even surface, and is not placed on QSC's road register.

If QSC wishes to pursue full formalisation at a later stage, it may be appropriate to engage with the landholder to develop a private works or staged delivery arrangement, consistent with QSC's existing practice and prior resolutions. This approach would allow works to be progressed over time while maintaining alignment with both QSC policy and state road requirements.

I also note that the landholder operates a tourism business, and I encourage QSC to ensure the landholder is aware of available tourism grant programs administered by the Department of the Environment, Tourism, Science and Innovation, including the Building Bush Tourism program and the Regional Tourism Infrastructure Fund. The Outback Queensland Tourism Association may also provide valuable assistance in this regard.

I trust this information is of assistance and appreciate QSC's continued collaboration in delivering safe and fit-for-purpose infrastructure outcomes for the region.

Yours sincerely

A handwritten signature in blue ink that reads "Brent Mickelberg". The signature is written in a cursive style with a large, sweeping flourish at the end.

BRENT MICKELBERG MP
Minister for Transport and Main Roads

11.2 DISABILITY STANDARDS UPGRADE PROGRAM (DSUP) FOR COUNCIL-OWNED REMOTE AERODROMES - PROPOSED APPLICATION

IX: 273876

Author: Eng Lim, Director Infrastructure Services

Attachments:

- 1. Audit of Quilpie Terminal Building - presentation 2022**
- 2. TMR email on extension of time approval - March 2026**

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.1 Well-planned and highly liveable communities

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.3 Maintain safe and efficient transport networks

EXECUTIVE SUMMARY

This report seeks Council's endorsement to submit an application under the Disability Standards Upgrade Program (DSUP), administered by the Department of Transport and Main Roads (TMR), to undertake targeted accessibility upgrades at the existing Quilpie Terminal Building.

The proposed project will address identified non-compliance issues with applicable disability access legislation and standards, based on a detailed independent audit undertaken in 2022. The total estimated project cost is \$150,000, with Council required to co-contribute \$75,000 (50%) spread over the next two financial years, subject to a successful funding outcome.

RECOMMENDATION

That Council:

1. Support the submission of one (1) application under the Disability Standards Upgrade Program (DSUP) administered by TMR to retrofit the Quilpie Terminal Building, where feasible, to address identified non-compliance with Disability Standards; and
2. Allocate \$37,500 per year for the next two financial years FY2026/2027 and FY2027/2028 if the application is successful.

BACKGROUND

The Department of Transport and Main Roads (TMR) is committed to delivering an integrated and accessible transport network across Queensland, including the provision of equitable air transport infrastructure for rural and remote communities.

All airport operators are required to deliver accessible and inclusive public transport infrastructure, meeting the following legislative and regulatory frameworks:

- Disability Discrimination Act 1992 (Cth)

- Disability Standards for Accessible Public Transport 2002 (Transport Standards)
- Disability Access to Premises – Buildings) Standards 2010 (Premises Standards)
- The National Construction Code/Building Code of Australia (NCC/BCA)
- AS 1428 (details as described in the Legislation section at the end of this report)

To support compliance, TMR supports the Disability Standards Upgrade Program (DSUP) which provides matched funding (50:50) to council-owned remote aerodromes included on the Queensland Government's Regulated Air Network, If the aerodrome is owned or operated by an Indigenous local government, as identified by the Queensland Local Government Grants Commission, the grant may cover up to 100% of eligible project costs.

The DSUP aims to provide many benefits to local communities, including to

- Improve accessibility and inclusivity of transport infrastructure
- Support councils in meeting legislative compliance obligations, including meeting the Federal guidelines on Disability Standards for Accessible Public Transport (DSAPT)
- Ensure continuity and equity of essential air services across regional Queensland

On the basis of this TMR co-funding partnership with local governments, aerodrome managers can identify other safety and accessibility improvements on the landside and/or to the terminal building, that are consistent with the eligible components in accordance with the funding guidelines.

2021-2022 Accessibility Audit on Quilpie Terminal building

In 2021, TMR engaged Architecture & Access (A&A) Consultant to undertake accessibility and compliance audits across 29 remote and regional aerodromes, including Quilpie, that are located on the Queensland Government's Regulated Air Network.

The audit work included:

- identifying the level of compliance with the Disability Standards for Accessible Public Transport 2002 (Cth) and the Disability (Access to Premises - Buildings) Standards 2010;
- identifying any gaps against the intent of the Disability Discrimination Act 1992;
- evaluating existing accessible infrastructure against applicable Australian Standards (AS 1428 series) and adherence to DDA obligations; and
- providing site-specific recommendations for rectification, where non-compliance is identified

Following site visits to remote community aerodromes across the regulated air network, the Architecture & Access (A&A) Consultant finalised its comprehensive audit report in 2022.

A copy of the final report, together with its associated recommendations, was provided to Council in April 2022 via email to the then Director of Engineering and a Council supervisor. As part of this report, the consultant delivered a detailed, site-specific audit in presentation format (refer **Attachment 1**), which highlighted the then current conditions through dated photographs (16 March 2021), including dimensional measurements of key elements, and identified recommended access improvements and items considered non-compliant.

REPORT

The 2026/2027 round of the Disability Standards Upgrade Program (DSUP) presents a timely and strategic opportunity for Council to implement the priority recommendations identified in the 2022 accessibility audit undertaken by Architecture & Access (A&A) consultant.

While the primary objective of the program is to rectify identified non-compliances, it also provides Council with the flexibility to deliver targeted, value-adding upgrades that enhance overall accessibility, safety, and user experience within the landside and terminal building areas.

The funding round opened in early 2026. Following discussions with the TMR Senior Program Officer the current Director of Infrastructure Services, Council has secured an extension of time to submit the application until 30 May 2026 (refer **Attachment 2**), allowing sufficient time to develop a considered and deliverable proposal.

Subject to a successful funding outcome, Council will engage a suitably qualified consultant to undertake detailed design and documentation. The design approach will be guided by the principles of:

- Achieving compliance where feasible without triggering major structural reconstruction
- Optimising accessibility outcomes within the constraints of the existing terminal constraints and
- Ensuring cost-effective, constructible solutions appropriate for a remote location.

Proposed Scope of Works (Indicative)

The proposed retrofitting works are expected to include the following elements:

- External access and drop-off improvements
 - Safer, more accessible drop-off zones
 - Improved pedestrian pathways and connectivity, particularly for those who park further away from the terminal building
- Terminal entry and circulation upgrades
 - Removal or mitigation of level changes at entry points
 - Improved ramp gradients and circulation space to meet accessibility standards
- Wayfinding and signage enhancements for internal accessways
 - Installation of clear, compliant directional signage
 - Improved legibility and intuitive navigation within the building, particularly identification of accessible routes and facilities
- Universal Access Sanitary Facility (UASF) upgrade
 - Retrofitting to achieve compliance with AS 1428.1 requirements, to the extent feasible
 - Provision of compliant fixtures, circulation space, grab rails, and emergency (call-button) systems

Proposed Project Timelines and Delivery Approach

The various tasks for this project as described below will span across two financial years. This staged and evidence-based approach reduces delivery risk while ensuring alignment with both regulatory requirements and Council's asset management objectives.

FY2026/2027 – Planning and Procurement Phase

1. Engage a specialist accessibility/design consultant to confirm feasible retrofit solutions without triggering major reconstruction
2. Prepare detailed design documentation, including a Bill of Quantities (BoQ) and refined cost estimates
3. Undertake design review and approval process with TMR
4. Conduct targeted community engagement to inform design outcomes
5. Refine design incorporating stakeholder feedback
6. Undertake procurement and tendering process

FY2027/2028 – Delivery Phase

1. Tender evaluation and contract award at a Council Meeting

2. Construction and implementation of works
3. Project completion, defect resolution, close-out

Project cost estimates

Preliminary (order-of-magnitude) cost estimates have been developed for the proposed works. It is noted that delivery in western Queensland is subject to elevated costs associated with mobilisation, material transport, contractor availability, and regional supply constraints.

Based on benchmarking of similar TMR-supported accessibility upgrade projects at remote aerodromes, retrofit works of this nature typically fall within the range of \$100,000 to \$250,000, depending on scope, site constraints, and extent of compliance works required.

At this stage, a high-level project estimate of \$150,000 has been adopted for planning purposes, as summarised in Table 1 below. This estimate will be refined through detailed design and market engagement.

Table 1 High-level project cost estimate

Item description	Activities	Cost estimate
Planning and Design	Engagement of specialist consultant, detailed design, documentation, BoQ	\$ 27,000
Contract preliminaries and mobilisation	Mobilisation to remote site, site setup, temporary facilities	\$ 16,500
External Access & Drop-off Works	Civil and concrete works for drop-off zone improvements, walkways	\$ 32,500
Entry & Circulation Upgrade	Ramp modifications, entry treatments, minor structural/interface adjustments	\$ 16,500
Wayfinding & Signage	Supply and installation of compliant signage and wayfinding elements	\$ 9,500
UASF (toilet) upgrade	Retrofitting to meet AS1428.1	\$ 38,000
Sub-total		\$ 140,000
Project management and approval	Internal project management, TMR liaison, approvals, reporting	\$ 10,000
Total project cost		\$ 150,000

Note: All cost estimates on planning and construction-related works includes contingency of 8% to allow for design uncertainty, unforeseen latent site conditions, cost escalation.

Budget consideration for FY2026/2027

Council contribution for this application is 50% (\$75,000).

Given that the closing date for application is 30 May 2026, it is likely that the funding offer will be known in the new financial year FY2026/2027.

Hence if the application is successful and given the scale of this project involving planning, design and construction, the work is likely to be spread over two financial years, Council will need to budget for \$37,500 per year for the next two financial years FY2026/2027 and FY2027/2028.

OPTIONS

Option 1 – Recommended

That Council:

1. Support the submission of one (1) application to retrofit the Quilpie Terminal Building where feasible to address some non-compliance issues related to Disability Standards under the Disability Standards Upgrade Program (DSUP) administered by TMR; and

2. Allocate \$37,500 per year for the next two financial years FY2026/2027 and FY2027/2028 if the application is successful.

Option 2

That Council do not support the submission of the application under the Disability Standards Upgrade Program (DSUP).

CONSULTATION (Internal/External)

Councillors

Chief Executive Officer

Council officers within the Infrastructure Services directorate

Department of Transport and Main Roads

LEGISLATION/ LEGAL IMPLICATIONS

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Disability Standards for Accessible Public Transport (Cth)

Disability Standards for Accessible Public Transport 2002 (Transport Standards)

Disability Access to Premises – Buildings) Standards 2010 (Premises Standards)

The National Construction Code/Building Code of Australia (NCC/BCA)

AS 1428.1:2001/2009 Design for access and mobility - General Requirements for Access - New Building Work

AS 1428.2:1992 Design for access and mobility - Enhanced and Additional Requirements Buildings and Facilities

AS 1428.4.1: 2009 Design for access and mobility – Means to assist the orientation of people with vision impairment – Tactile ground surface indicators, referenced by the NCC Part H2.11 and includes mandatory requirements

AS 1428.4.2:2018 Design for access and mobility - Means to assist the orientation of people with vision impairment - Wayfinding signs

AS1428.5:2010 Design for access and mobility - Communication for people who are deaf or hearing impaired

AS 2899.1: 1986 - Public information signs

AS/NZ:1680 - Interior Lighting

AS 2220.1: 1989 Emergency Warning and intercommunication systems in buildings

AS 1288: 2006 Glass in Buildings – Selection and installation

AS 1735.12: 1999 Lifts, escalators and moving walks – Facilities for persons with disabilities

SA HB 198: 2014 Guide to the specification and testing of slip resistance of pedestrian surfaces

AS/NZS 3856.1:1998 Hoists and ramps for people with disabilities -Vehicle Mounted - Product Requirements

POLICY IMPLICATIONS

The application must work within the Disability Standards Upgrade Program (DSUP) guidelines.

FINANCIAL AND RESOURCE IMPLICATIONS

The Disability Standards Upgrade Program (DSUP) will provide 50 per cent of funding towards the total estimated project cost of \$150,000, with the remaining 50 per cent (\$75,000) to be covered by Council.

The outcome of the funding application is expected to be announced by the end of the current financial year. If the application is successful, Council will need to budget for \$37,500 per year for the next two financial years FY2026/2027 and FY2027/2028 to meet the co-contribution requirement.

The project delivery timeline allows for two years, which enables the workload to be spread over a longer period and reduces the resource impact on Council staff, particularly with support from a consultant.

ASSET MANAGEMENT IMPLICATIONS

From an asset management perspective, this project represents a proactive intervention to improve the functionality, compliance, and service performance of a critical community transport asset. The upgrades will extend the useful service life of the terminal building, improve user accessibility, and align the asset with contemporary regulatory and community expectations.

Ongoing operational and maintenance activities should be similar to existing situation. The design will prioritise durable materials and low-maintenance infrastructure suitable for remote conditions to minimise long-term lifecycle costs. The asset will also be reflected in Council's Asset Management Plan for Buildings and Structures and included as part of future long-term financial planning.

This project aligns with Council's strategic asset management objectives by:

- **Improving asset compliance** with current legislative and regulatory standards
- **Enhancing level of service** for a critical transport asset servicing the community and visitors
- **Extending asset life and usability** through targeted renewal and upgrade works
- **Optimising whole-of-life cost outcomes** by addressing deficiencies proactively rather than reactively
- Supporting **equity of access**, ensuring the asset meets the needs of all users, including those with disabilities

The proposed works can be categorised as a renewal and upgrade intervention, improving both asset performance and community value.

RISK MANAGEMENT IMPLICATIONS

Council has assessed the risks associated with this report in line with the Enterprise Risk Management Policy (G.11) and the Risk Management Framework (G.11-A). Failure to act on identified non-compliances presents several key risks to Council:

Regulatory and Legal Risk

- Exposure to complaints or legal action under the Disability Discrimination Act 1992
- Potential non-compliance with mandatory Disability Standards

Reputational Risk

- Perception of inequitable access to public infrastructure
- Reduced community confidence in Council's commitment to inclusion and compliance

Operational and Safety Risk

- Reduced accessibility for passengers with mobility or vision impairments
- Increased likelihood of incidents arising from poor access design (e.g. trip hazards, inadequate circulation space)

Financial Risk

- Higher future rectification costs if works are deferred
- Potential loss of external funding support if current opportunity is not pursued

Overall risk position

Proceeding with the recommended approach via the DSUP co-funding model represents a low-risk, high-value strategy with the opportunity to mitigate the above risks.

From a risk management perspective, the project will materially reduce Council's exposure to regulatory, legal, and reputational risks associated with non-compliance under disability access legislation. It also mitigates operational risks by improving safety, accessibility, and user experience for all passengers, particularly those with mobility or vision impairments.

Operational risks have been considered, where any design change will prioritise durable materials, prefabricated facilities and off-grid systems to reduce long-term operational costs and maintenance requirements.

Overall, the residual risks are considered manageable and typical for infrastructure projects in remote areas. With appropriate planning, design investigation and project management oversight, the project can be delivered successfully while delivering broader social and economic benefits of improved compliance to the Disability Discrimination Act.

HUMAN RIGHTS CONSIDERATION

Under section 58 of the *Human Rights Act 2019* (Qld), a public entity must act and make decisions in a way that is compatible with human rights. In making this decision, Council is required to give proper consideration to human rights that are, or may be, relevant to the decision.

The following human rights protected under the *Human Rights Act 2019* (Qld) are directly engaged by this report:

Right to equality and non-discrimination — section 15 The *Disability Discrimination Act 1992* (Cth) and the *Disability Standards for Accessible Public Transport 2002* (Cth) impose an obligation on Council, as an aerodrome operator, to provide equitable access to public transport infrastructure for all users, including people with disability. The Quilpie Terminal Building has identified non-compliances against those standards. Proceeding with the DSUP application directly advances the right to equality by addressing barriers that currently prevent or impede equitable access to an essential transport service for people with mobility and vision impairments. Not proceeding would perpetuate an inequality of access that is both legally and ethically inconsistent with section 15.

Right to freedom of movement — section 19 Access to air transport in remote and regional Queensland is not discretionary — for communities such as Quilpie, it is a primary means of travel for medical, business, and personal purposes. Inadequate accessibility infrastructure at the terminal building limits the freedom of movement of passengers with disability in a manner that is not available to the broader community. The proposed works directly remove identified barriers to movement, improving equitable access to an essential transport connection for all members of the community.

Right to recognition and equality before the law — section 15 Council, as a public entity operating public transport infrastructure, is required to meet its obligations under the *Disability Discrimination Act 1992* (Cth) and the *Disability Standards for Accessible Public Transport 2002* (Cth). Failure to pursue available and funded rectification of known non-compliances would expose Council to complaint and potential legal action and would constitute a failure to uphold the legal rights of affected individuals to access compliant public infrastructure.

Compatibility assessment

The recommended action — submitting an application under the Disability Standards Upgrade Program (DSUP) to fund targeted accessibility upgrades to the Quilpie Terminal Building — is compatible with, and actively advances, the human rights identified above. It does not limit any human right. The proposed works are a direct and proportionate response to identified non-

compliances, undertaken within an established co-funding framework specifically designed to support councils in meeting their disability access obligations.

No human rights limitations arise from the recommended action.



**ARCHITECTURE
& ACCESS**

Creating environments,
transforming lives.

Quilpie Aerodrome /Airport

Audit Photos dated: 16.03.21

Drop off zones



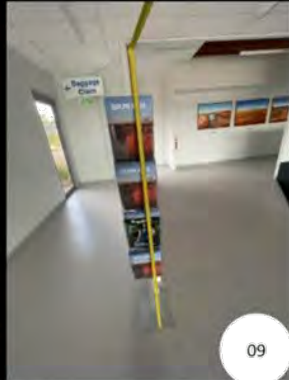
Pathways



Airport Terminal Entrance



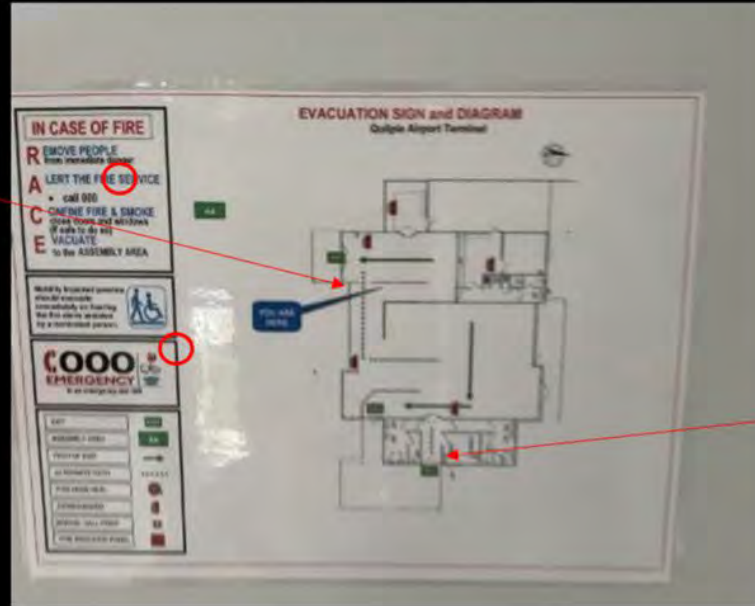
Internal Accessways/gateways



Internal Accessways cont.

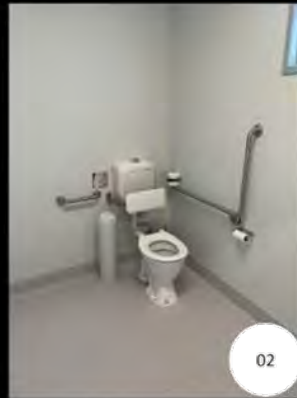


11



12

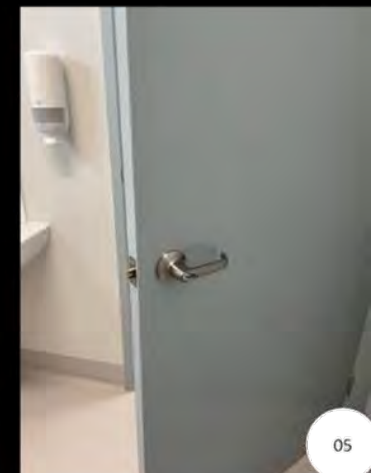
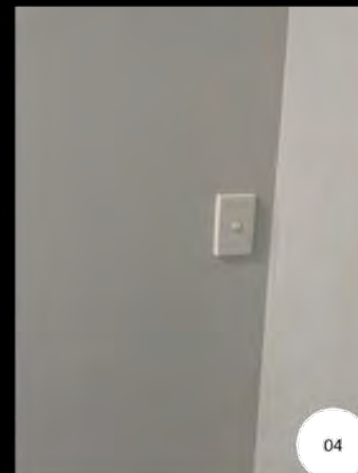
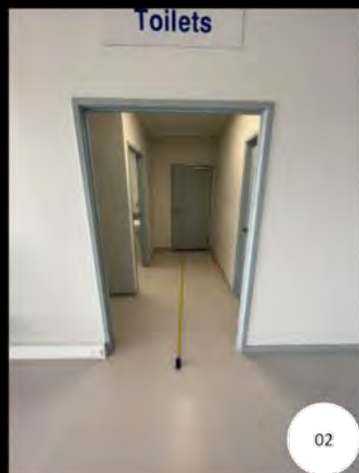
Unisex Accessible Sanitary Facility – (LH)



Ramp



Signage/Controls



From: airport <airport@tmr.qld.gov.au>
Sent: Monday, 23 March 2026 10:11 AM
To: Eng Lim <engl@quilpie.qld.gov.au>; airport <airport@tmr.qld.gov.au>
Cc: Joel A Baxter <joel.baxter@translink.com.au>; Xiang Z Gu <Xiang.Z.Gu@tmr.qld.gov.au>; Brian Weeks <BrianW@quilpie.qld.gov.au>
Subject: Disability Standards Upgrade Program (DSUP) - Quilpie - 2026/27 - Extension of Time on Application - 30 May 2026

Good Morning Eng.

Very pleased to speak with you this morning. I fully understand your request for an extension of time on submitting the aerodrome (DSUP) funding submission for 2026/27 **until 30 May 2026**. This request is approved and I appreciate your offer to submit earlier in May, if it is logistically possible for Council to do so.

Thank you for explaining the Council meeting approval requirements and the logistics related to the hiring of a consultant for on-the-ground consultation, on certain aspects of Council's application.

To guide your Council, with its own budget planning for this proposed project, I have enclosed Schedule 1 of the draft Funding Deed, which I hope will be a help in explaining the financial aspects of the new agreement. However, a brief explanation of the co-funding formula between TMR and Quilpie Shire Council, where the project carries an **estimated total cost of \$150,000** is set out below:-

Total TMR Contribution: \$78,750.00

Defined Contribution: \$75,000.00 (50% of the total project cost) PLUS **Project Management Contribution:** \$3,750.00

Based on this scenario, the execution of the Funding Deed, triggers after 1 July 2026, an initial payment to Council of \$37,500, which is half of TMR's total contribution, plus payment of all the project management component (\$3,750.00). The total of the initial TMR payment Council would be \$41,250.00. The final payment of \$37,500 is due to Council, upon reporting to TMR, that the project is completed.

If prior to submission of the application, Council requires further assistance, do not hesitate to make contact.

Regards

Richard Peters (He/Him)

Senior Program Officer, Infrastructure Delivery, Service Planning and Infrastructure

Integrated Network Operations | Network Services and Operations Division

Department of Transport and Main Roads, Floor 7,61 Mary Street Brisbane Qld 4000

P 07 3338 4478



12 COMMUNITY AND BUSINESS DEVELOPMENT

12.1 DEVELOPMENT APPLICATION - DA03 25-26 MATERIAL CHANGE OF USE INDOOR SPORT AND RECREATION AND OFFICE - QUILPIE GYM

IX: 274310

Author: Dominique Wells, Records Officer

Authorisers: Mwewa Chisenga, Deputy Director of Corporate Services

Sharon Frank, Director Corporate Services

Justin Hancock, Chief Executive Officer

Attachments: 1. DA03 25-26 Proposal Plans.pdf
2. DA03 25-26 - 2601-50268 SRA-SARA Referral Agency Response.pdf

SUMMARY

Applicant: Quilpie Sport and Recreation Inc.

Owner: Quilpie Shire Council

Proposal: Material Change of Use to establish “Indoor Sport and Recreation” (extension to the existing gym and indoor playing courts) and “Office”

Location: Lot 3 on Q68045

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.1 Well-planned and highly liveable communities

EXECUTIVE SUMMARY

Council is asked to consider and decide an application for Material Change of Use to establish “Indoor Sport and Recreation” (extension to the existing gym and indoor playing courts) and “Office” uses at John Waugh Park, located at Brolga Street, Quilpie (Lot 3 on Q68045). The applicant is Quilpie Sport and Recreation Inc., represented by Proterra Group. The owner is Quilpie Shire Council.

The development is subject to Impact assessment and must be assessed against the assessment benchmarks specified in Section 45 of the *Planning Act 2016*, to the extent relevant, and any matter prescribed by regulation. The Development Assessment Rules set out the procedural requirements that Council must follow in the development assessment process. Pursuant to s.60(3) of the *Planning Act 2016* (Qld), Council must decide whether to approve the proposal in full or in part, whether to impose conditions or to refuse the application.

The application has been assessed against the applicable assessment benchmarks, being the relevant provisions of the South West Regional Plan and the Quilpie Shire Planning Scheme. The proposal is generally consistent with the relevant assessment benchmarks. The proposed development will expand the existing facilities in Quilpie for active sport and recreation activities and does not impact the ongoing useability of outdoor playing spaces on the site.

Approval is recommended subject to conditions addressing compliance with relevant servicing and engineering standards and amenity protection. The decision is compatible with the *Human Rights Act 2019* (Qld). No unmanaged legal risks arise from this report.

RECOMMENDATION

That Council

1. Receive this report; and
2. Pursuant to s.60 of the *Planning Act 2016* (Qld), the development application for a Material Change of Use to establish Indoor Sport and Recreation (Extension to existing gym and indoor playing courts) and Office on land situated at Brolga Street, Quilpie, formally described as Lot 3 on Q68045, subject to the listed conditions and general advice.

Conditions

Table 1 Approved conditions

No.	Category	Condition																											
1	General	The approved development is a Material Change of Use – “Indoor Sport and Recreation” and “Office” as defined in the Planning Scheme and as shown on the approved plans.																											
2	General	A development permit for building works must be obtained prior to commencing construction of the use.																											
3	Compliance	All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.																											
4	Compliance	Prior to the commencement of use, the applicant shall contact Council and arrange a development compliance inspection.																											
5	Approved Plans	<p>All works and operations are to be carried out generally in accordance with the approved plans listed in the following table. Where the approved plans conflict with the Assessment Manager’s conditions, the Assessment Manager’s conditions shall take precedence.</p> <table border="1"> <thead> <tr> <th>Plan Number</th> <th>Plan Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>A.100, Issue P2</td> <td>Site Plan</td> <td>15.DEC.2025</td> </tr> <tr> <td>A.200, Issue P2</td> <td>Whole Complex Floor Plan</td> <td>15.DEC.2025</td> </tr> <tr> <td>A.201, Issue P6</td> <td>Addition 1 Floor Plans</td> <td>15.DEC.2025</td> </tr> <tr> <td>A.202, Issue P1</td> <td>Addition 2 Ground Floor Plan</td> <td>24.NOV.2025</td> </tr> <tr> <td>A.203, Issue P1</td> <td>Addition 2 Mezzanine Floor Plan</td> <td>24.NOV.2025</td> </tr> <tr> <td>A.300, Issue P2</td> <td>Whole Complex Elevations</td> <td>15.DEC.2025</td> </tr> <tr> <td>A.301, Issue P3</td> <td>Addition 1 Elevations</td> <td>15.DEC.2025</td> </tr> <tr> <td>A.302, Issue P1</td> <td>Addition 2 Elevations</td> <td>15.DEC.2025</td> </tr> </tbody> </table>	Plan Number	Plan Name	Date	A.100, Issue P2	Site Plan	15.DEC.2025	A.200, Issue P2	Whole Complex Floor Plan	15.DEC.2025	A.201, Issue P6	Addition 1 Floor Plans	15.DEC.2025	A.202, Issue P1	Addition 2 Ground Floor Plan	24.NOV.2025	A.203, Issue P1	Addition 2 Mezzanine Floor Plan	24.NOV.2025	A.300, Issue P2	Whole Complex Elevations	15.DEC.2025	A.301, Issue P3	Addition 1 Elevations	15.DEC.2025	A.302, Issue P1	Addition 2 Elevations	15.DEC.2025
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6	Development Works	During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.																											
7	Development Works	The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development																											

No.	Category	Condition
		of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
8	Development Works	All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".
9	Applicable Standards	<p>All works must comply with:</p> <ul style="list-style-type: none"> a) the development approval conditions; b) any relevant Acceptable Solutions of the applicable codes of the planning scheme for the area; c) Council's standard designs for such work where such designs exist; d) any relevant Australian Standard that applies to that type of work. <p>Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.</p> <p>The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.</p>
10	Stormwater Drainage	<p>Stormwater drainage is to be provided in accordance with:</p> <ul style="list-style-type: none"> a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987.
11	Stormwater Drainage	Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
12	Stormwater Drainage	There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed.
13	Stormwater Drainage	The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.
14	Avoiding Nuisance	No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.
15	Avoiding Nuisance	Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks and nearby properties and sensitive land uses.
16	Avoiding Nuisance	All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

No.	Category	Condition
17	Avoiding Nuisance	The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
18	Avoiding Nuisance	Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
19	Avoiding Nuisance	Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Noise) Policy 2008.
20	Avoiding Nuisance	Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Air) Policy 2008.
21	Waste Management	All waste generated from construction of the premises must be effectively controlled on-site before disposal. All waste must be disposed of in accordance with the <i>Waste Reduction and Recycling Act 2011</i> .
22	Waste Management	All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the Waste Reduction and Recycling Act 2011.
23	Refuse Storage	Adequate refuse storage areas and facilities must be provided on the site to service the approved development.
24	Refuse Storage	At all times while the use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and emptied, and the waste removed from the site on a regular basis. All waste containers are to be located in a convenient and unobtrusive position and shielded from the view of users of the premises, travelling public and neighbours, and accessible by the vehicles used by Council, its agents and/or others.
25	Refuse Storage	All waste generated on-site must be managed in accordance with the waste management hierarchy as detailed in the <i>Waste Reduction and Recycling Act 2011</i> .
26	Access and Manoeuvring	The landowner is responsible for the construction and maintenance of vehicle crossovers from the road carriageway to the property boundary and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations, it is the landowner’s responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner’s expense.
27	Access and Manoeuvring	All vehicle movements within the site are to be clear of proposed parking areas, buildings and landscape treatments. Vehicle parking bays must not encroach into swept paths for vehicle movements onsite.
28	Access and Manoeuvring	All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.

No.	Category	Condition
29	Access and Manoeuvring	Car parking and manoeuvring areas are to be designed in accordance with: <ul style="list-style-type: none"> a) AS2890.1 – Parking Facilities; b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).
30	Earthworks	During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.
31	Provision of Services	The development must be connected to Council's reticulated water supply system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
32	Provision of Services	The development must be connected to Council's reticulated sewerage disposal system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
33	Provision of Services	The development must be connected to an adequate electricity supply system in accordance with the relevant building standards, requirements and specifications (as relevant).
34	Provision of Services	If the premises is connected to a telecommunications service, then such works shall be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications (as relevant).
35	Provision of Services	All services installation connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such design exist, (iv) any relevant Australian Standard that applies to that type of work and (v) any alternative specifications that Council has agreed to in writing and which the development must ensure do not conflict with any requirements imposed by any applicable laws and standards.
36	Advertising Signage	Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach on adjoining properties or roads.
37	Advertising Signage	Any free standing advertising signage or structure constructed on the subject site shall be designed by an RPEQ (Structural) Engineer and certification provided for both design and construction.
38	No cost to Council	The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes toe costs of any services and infrastructure required in connection with the establishment of the development.
39	Latest Versions	Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.
40	Application Documentation	It is the developer's responsibility to ensure all entities associated with this Development Approval have a legible copy of the Decision Notice and the Approved Plans and Approved Documents bearing 'Council Approval'.

Table 2 General Advice

No.	Category	Condition
(a)	Relevant Planning Scheme	The relevant planning scheme for this development is the Quilpie Shire Planning Scheme. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
(b)	Definition	<p>In the Planning Scheme:</p> <p>Indoor Sport and Recreation means <i>"Premises used for leisure, sport or recreation conducted wholly or mainly indoors."</i></p> <p>Office means <i>"Premises used for an administrative, secretarial or management service or the practice of a profession, where no goods or materials are made, sold or hired and where the principal activity provides for one or more of the following:</i></p> <ul style="list-style-type: none"> • <i>business or professional advice</i> • <i>service of goods that are not physically on the premises</i> • <i>office based administrative functions of an organisation.</i>
(c)	Duty of Care	All Aboriginal Cultural Heritage in Queensland is protected under the <i>Aboriginal Cultural Heritage Act 2003</i> and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
(d)	Environmental harm	The <i>Environmental Protection Act 1994</i> states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
(e)	Necessary Permits	It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
(f)	Future changes	In completing an assessment of the proposed development, council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact council for advice in the event of any potential change in circumstances.

BACKGROUND

On 12 January 2026, Council received a properly made development application for a Material Change of Use to establish an extension to the existing gym, to include additional facilities and new indoor playing courts, and allow an Office use on land located at Brolga Street, Quilpie (Lot 3 on Q68045). The applicant is Quilpie Sport and Recreation Inc., represented by Proterra Group. The owner is Quilpie Shire Council.

As the application required referral to the State Assessment and Referral Agency, a Confirmation Notice was issued to the applicant on 15 January 2026.

This report presents the assessment of the application against the applicable assessment benchmarks of the Quilpie Shire Planning Scheme and recommends that approval be granted subject to conditions.

REPORT

Site Characteristics

The site is currently developed as John Waugh Park, containing the existing gym, sports fields/courts and ancillary buildings and structures. The site is located within the Recreation and Open Space Zone under the Quilpie Shire Planning Scheme.

The site has frontages to Diamantina Development Road/Brolga Street (service road), Chipu Street and Quarrion Street on the northern, eastern and southern property boundaries respectively. Figure 1 below shows the site and surrounding lots.



Figure 1 - Locality plan

Proposal

The proposed development application seeks to formalise the establishment of the existing gym, as well as proposing a two-stage expansion to the facility.

Stage 1 will include a 300m² extension to the existing gym building, that will include an open gym floor, plus amenities, consultation rooms, a child care area and storage room. Consultation rooms within the building will be made available for allied health services, or as a meeting/training room. The existing gym and proposed expansion will operate 24 hours a day, 7 days a week, with members utilising a secure tag service to access the facility.

Stage 2 is a 1,000m² new building that will contain a full-size indoor playing court, plus canteen, amenities and storage rooms. This facility will operate only during sporting fixtures and is not proposed to be open at all times.

Access to the site be via the existing crossover to Chipu Street. The proposed site layout is shown below in Figure 2.



Figure 2 - Overall site plan

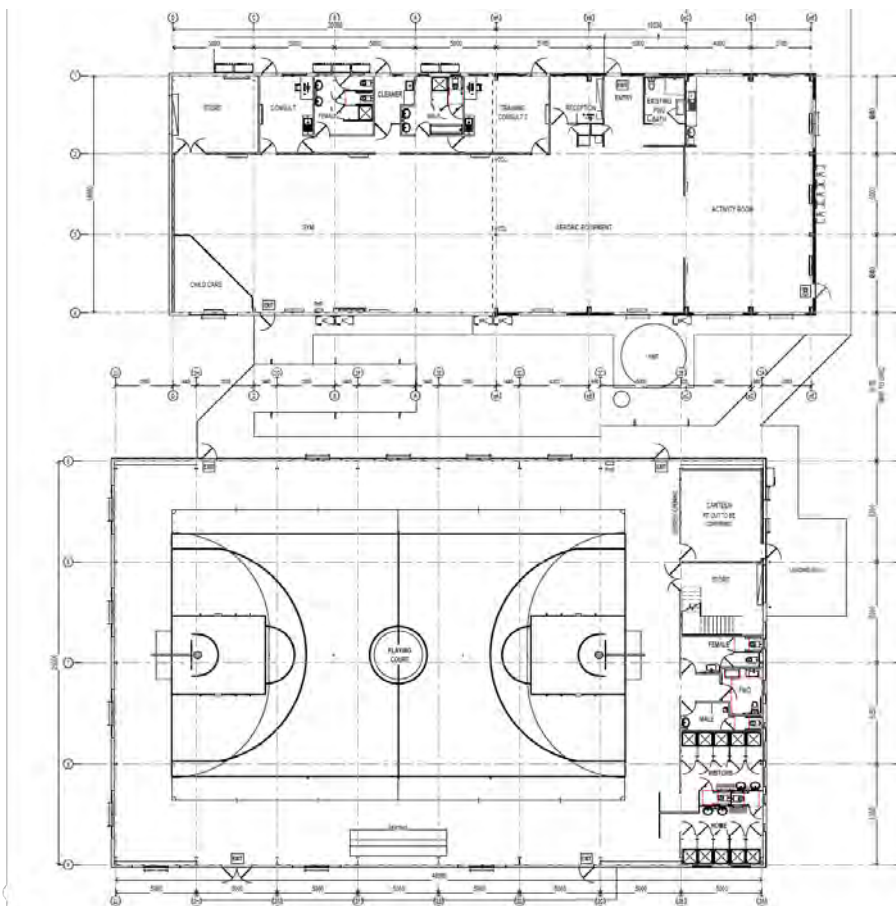


Figure 3 - Floor plans

Assessment

The proposal constitutes a Material Change of Use as defined under the *Planning Act 2016* being the intensification of an existing use on the premises. The proposed use is defined as “Indoor Sport and Recreation” and “Office” in the Quilpie Shire Planning Scheme.

Indoor Sport and Recreation means “Premises used for leisure, sport or recreation conducted wholly or mainly indoors.

Office means “Premises used for an administrative, secretarial or management service or the practice of a profession, where no goods or materials are made, sold or hired and where the principal activity provides for one or more of the following:

- business or professional advice
- service of goods that are not physically on the premises
- office based administrative functions of an organisation.

Under Table 5.5.1 of the Quilpie Shire Planning Scheme, a Material Change of Use to establish Indoor Sport and Recreation and Office is subject to Impact assessment in the Recreation and Open Space Zone. The proposed use requires a development permit to be issued by Council prior to the commencement of use. Pursuant to Section 45 of the *Planning Act 2016*, an Impact Assessable application is an assessment that

(a) *must be carried out—*

(i) *against the assessment benchmarks in a categorising instrument for the development; and*

(ii) *having regard to any matters prescribed by regulation for this subparagraph; and*

(b) *may be carried out against, or having regard to, any other relevant matter, other than a person’s personal circumstances, financial or otherwise.*

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (i.e. South West Regional Plan);
- the State Planning Policy; and
- the Quilpie Shire Planning Scheme.

Regional Plan

The South West Regional Plan is a statutory instrument intended to assist in managing change and shaping the prospects of rural communities in the South West region. The regional plan sets out desired regional outcomes, which identify aspirations for the region.

The Quilpie Shire Planning Scheme, specifically the strategic framework, appropriately advances the South West Regional Plan 2009 as they apply in the planning scheme area. Despite this, the *Planning Regulation 2017* requires that impact assessable applications be assessed against the relevant regional plan (irrespective of whether the planning scheme appropriately reflects the regional plan).

The proposal is considered to comply with the land use policies within the Regional Plan. The proposed development supports the role of Quilpie as a District rural activity centre within the South West Region. The development provides essential community infrastructure to the local community. Further, the development promotes a healthy lifestyle and social interaction by providing sporting and exercise facilities to the region.

State Planning Policy (SPP)

The Quilpie Shire Planning Scheme appropriately integrates all SPP matters relevant to the Quilpie Shire, therefore an independent assessment of the proposal against the SPP is not required.

Quilpie Shire Planning Scheme

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 3 Strategic Framework
- Part 6 Zone Codes
 - Part 6.2.1 Recreation and Open Space Zone Code
- Part 7 Development Codes
 - Part 7.3.1 General Development Code

Part 3 – Strategic framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

For the purpose of describing the policy direction for the planning scheme, the strategic framework is structured in the following way:

- (a) the strategic intent – Encouraging Prosperity in the Shire
- (b) the following themes that collectively represent the policy intent of the scheme:
 - (i) Encouraging economic growth
 - (ii) Supporting rural and small-town living
 - (iii) Avoiding impacts of natural and other hazards
 - (iv) Safeguarding our environment and heritage
 - (v) Providing appropriate infrastructure

Although each theme has its own section, the strategic framework in its entirety represents the policy intent for the planning scheme.

An assessment of the proposed development against the strategic themes of the Quilpie Shire Planning Scheme is provided in the table below:

Theme	Response
Encouraging economic growth	The proposed development supports the role of Quilpie as a key service centre by providing additional community services within the township. The use of the site is an intensification of existing recreation activities occurring on the site and does not compromise the viability of the commercial centre.
Supporting rural and small-town living	The proposed development is for an expansion to the existing gym on site, to increase useability of the space and increase activities available in the community. The development increases recreational opportunities in the region and is consistent with the community expectations for development in this area.
Avoiding impacts of natural and other hazards	The subject site is not mapped as being in a flood or bushfire hazard area.
Safeguarding our environment and heritage	The site is not mapped as containing any areas of ecologically significant vegetation. The site is not located in close proximity to any waterways or heritage places.

Theme	Response
Providing appropriate infrastructure	The proposed development complies with this strategic theme as the development will be adequately connected to all urban infrastructure networks.

Part 6.2.1 Recreation and Open Space Zone Code

The proposed development complies with the Purpose and Overall Outcomes of the Township zone because;

- The proposed development will expand the existing facilities in Quilpie for active sport and recreation activities.
- The proposal does not impact the ongoing useability of outdoor playing spaces on the site.
- The site is not mapped as containing areas of environmental significance and the development will not adversely impact the landscape character of the area.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the Township Zone Code. The proposed development complies with all relevant assessment benchmarks, with exceptions outlined below:

Performance Outcome	Acceptable Outcome	Assessment and Response
PO1 Buildings and other works are consistent with the scale of buildings in the area and do not adversely impact on the visual amenity of the area.	AO1 A building or other structure does not exceed 4.5 m in height.	Alternative Solution The Stage 1 building will be constructed at the same height as the existing gym building, being approximately 4.5m in height. However, the Stage 2 building will be approximately 6.1m in height. The building is required to be constructed at this height to facilitate the proposed sporting activity uses. The Stage 2 building is 17m from the western property boundary, adjoining a Service Station use. The development is not considered to adversely affect the visual amenity of the area.

Part 7.3.1 General Development Code

The proposed development complies with the Purpose and Outcomes of the General Development Code because;

- The proposed development will not adversely impact any areas of state environmental significance;
- The proposal has a safe and efficient site layout;
- The proposal will not detract from the Shire’s unique building design;
- An appropriate level of servicing infrastructure will be provided to the development;
- No earthworks are proposed on site that would impact natural drainage paths; and
- The development does not conflict with the ongoing operation of the stock route network.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the General Development Code. The proposed development complies with all relevant assessment benchmarks, with exceptions outlined below:

Performance Outcome	Acceptable Outcome	Assessment and Response
<p>PO4</p> <p>New buildings or structures present a traditional façade to the street.</p>	<p>AO4</p> <p>Except where in the Quilpie commercial and industrial precincts, at least three of the four elements below must be incorporated into the façade of new buildings:</p> <ul style="list-style-type: none"> • verandas or porches; • awnings and shade structures; • variations to the roof and building lines; • a range of building materials, matching prevailing materials in neighbouring buildings. 	<p>Alternative Solution</p> <p>The proposed buildings do not include three of the elements identified in the acceptable outcome. The proposed buildings have been designed to be functional for the activity being undertake and include building materials that match neighbouring buildings. The buildings are set back more than 100m from the Quarrion and Chipu Street frontages and will not impact the appearance of the streetscape.</p>

On the basis of the assessment above, the proposal is generally consistent with the applicable assessment benchmarks of the Quilpie Shire Planning Scheme. Approval subject to conditions is the appropriate outcome.

OPTIONS

In accordance with section 60(3) of the *Planning Act 2016*, for an application involves development that requires impact assessment, after carrying out the assessment, Council must decide—

(a) to approve all or part of the application; or

(b) to approve all or part of the application, but impose development conditions on the approval; or

(c) to refuse the application.

Option (a) — Not recommended. While the assessment demonstrates that the proposal is generally consistent with the applicable planning scheme benchmarks, conditions of approval ensure that the standard and operation of the development remains compliant with the assessment benchmarks.

Option (b) — Recommended to approve the development in full, subject to conditions. The assessment demonstrates that the proposal is generally consistent with the applicable planning scheme benchmarks, subject to conditions. The recommended conditions address amenity protection, access and services. Approval subject to conditions is the appropriate decision.

Option (c) — Refusal. The assessment does not identify grounds for refusal. Refusal would not be consistent with the Planning Scheme assessment benchmarks and would expose Council to the risk of an appeal under s.229 of the *Planning Act 2016* (Qld).

CONSULTATION (Internal/External)

Table 3 Consultation

Party	Nature of consultation	Outcome
Dominique Wells, Records Officer — Author	Preparation of this report. Assessment of the proposal against the Planning Scheme assessment benchmarks.	Report prepared and submitted for authorisation.
Sharon Frank, Director Corporate Services	Report authorisation. Review of assessment and recommendation.	Report reviewed and authorised.
Justin Hancock, Chief Executive Officer	Report authorisation. Confirmation of Council's role as Concurrence Agency and the assessment outcome.	Report authorised for tabling.
Kate Swepson, A/Senior Town Planner, Maranoa Regional Council	Undertake planning assessment and recommend conditions. Engaged to provide independent planning advice given Council's	Planning assessment confirmed as consistent with the Quilpie Shire Planning Scheme. Conditions reviewed and endorsed.

Party	Nature of consultation	Outcome
	limited in-house planning capacity.	
Quilpie Sport and Recreation Inc. — Applicant	Receipt of application. Clarification of activities being undertaken on site	Application received 12 January 2026.
Proterra Group – Applicant's representative	Liaison to assist with processing application through the Development Application process	
State Assessment and Referral Agency – Concurrence Agency	The application required referral to the State Assessment and Referral Agency as a Concurrence Agency, as the subject site is located within 25m of a State transport network.	The Concurrence Agency Response approved the development with no requirements on 9 February 2026.
General Public	Public Notification undertaken for 15 business days. <ul style="list-style-type: none"> • A notice was placed on the Quilpie Council website • Letters posted to adjoining landowners • Signage placed on the Chipu Street frontage of the site. 	<p>No signage was placed on the Quarrion Street or Brolga Street frontages.</p> <p>In accordance with Section 53(3) of the <i>Planning Act 2016</i>: <i>“the assessment manager may assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any noncompliance has not—</i> <i>(a) adversely affected the public’s awareness of the existence and nature of the application; or</i> <i>(b) restricted the public’s opportunity to make properly made submissions about the application.”</i></p> <p>Signage was placed on the primary road frontage of the site, adjacent to the primary site entrance. It is considered that, despite the non-compliance with the public notification requirements, the public was made aware of the development.</p> <p>No submissions were made during the public notification period.</p>

INTERESTED PARTIES

Quilpie Shire Council – owner of the subject land.

Quilpie Sport and Recreation Inc. – applicant for the development approval.

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

LEGISLATION / LEGAL IMPLICATIONS

Assessability and Council’s role

Under section 48 of the *Planning Act 2016* (Qld) and Schedule 8 of the *Planning Regulation 2017* (Qld), the local government is the assessment manager for development made assessable under a local categorising instrument. The application for a Material Change of Use on this property is therefore assessable development requiring a development approval.

Council’s role as the assessment manager is to decide in accordance with s.60 of the *Planning Act 2016* (Qld), as set out in the Options section of this report.

Assessment benchmarks

Pursuant to section 45 of the *Planning Act 2016 (Qld)*, an impact assessment

(a) *must be carried out—*

- (i) *against the assessment benchmarks in a categorising instrument for the development; and*
- (ii) *having regard to any matters prescribed by regulation for this subparagraph; and*

(b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

The applicable assessment benchmarks and Council's assessment against the benchmarks is outlined in the Report section of this report.

Appeal rights

Pursuant to s.229 of the *Planning Act 2016 (Qld)*, the applicant may appeal a decision of Council as Assessment Manager to the Planning and Environment Court. The assessment in this report demonstrates that the recommended approval with conditions is consistent with the applicable planning scheme assessment benchmarks. The risk of a successful appeal against the recommended decision is assessed as Low.

Conflict of Interest

The reporting officer declares no conflict of interest about any matter in this report. Councillors are reminded of their obligations under ss.150EB to 150FA of the *Local Government Act 2009 (Qld)* to declare any prescribed or declarable conflict of interest before participating in any vote on related matters.

POLICY IMPLICATIONS

Quilpie Shire Planning Scheme

Council assessed the proposal against the relevant provisions of the Quilpie Shire Planning Scheme. The applicable zone is the Recreation and Open Space Zone. A Material Change of Use to establish Indoor Sport and Recreation and Office in this zone is assessable development.

The assessment demonstrates that the proposal is generally consistent with the assessment benchmarks. The proposed works are consistent with community expectations for the use of the site. Council imposes conditions to protect the amenity of the surrounding area and ensure the development is adequately serviced.

Planning Regulation 2017 (Qld)

The development is defined as a material change of use under Schedule 2 of the *Planning Act 2016 (Qld)* and is made assessable development under the Quilpie Shire Planning Scheme. The assessment benchmarks applied are those specified in s.45 of the *Planning Act 2016 (Qld)*. Council conducted the assessment against those benchmarks. Council's decision has been made in accordance with s.60 of the *Planning Act 2016 (Qld)*.

FINANCIAL AND RESOURCE IMPLICATIONS

In general, recommended conditions of approval must be completed at no cost to Council.

It is noted that budget allocation has been made to support the construction of this facility as part of a separate resolution of Council. This is separate to the assessment of the Development Application.

Council may incur costs if its decision regarding the application is appealed to the Planning and Environment Court under s.229 of the *Planning Act 2016 (Qld)*. The assessment in this report demonstrates consistency with the applicable planning scheme benchmarks. The risk of a successful appeal against the recommended decision is Low, as noted in the Risk Management Implications

section. Accordingly, the financial exposure arising from potential appeal proceedings is assessed as Low.

The engagement of Kate Swepson, A/Senior Town Planner at Maranoa Regional Council, for completing the planning assessment represents an internal government-to-government arrangement. Any cost associated with that engagement is within Council's existing operational budget for planning and development assessment.

ASSET MANAGEMENT IMPLICATIONS

The proposed development on Council land will have strategic asset management implications that will be addressed separate to the development application.

RISK MANAGEMENT IMPLICATIONS

Risks associated with this application have been assessed in accordance with Council's Enterprise Risk Management Policy (G.11) and Risk Management Framework (G.11-A). Ratings apply Council's adopted risk matrix (Likelihood x Consequence).

Table 2 Risk register

Risk name and description	Current controls	Impacts if risk eventuates	Likelihood	Consequence	Rating	Risk treatment
Appeal — applicant or third party appeals Council's decision to the Planning and Environment Court.	Council assessed the application against applicable planning scheme benchmarks. An independent assessment was undertaken. Conditions are proportionate the development.	Council incurs legal costs defending its decision. Decision may be set aside or varied by the Court.	D. Unlikely	2. Minor	L	No additional treatment required. Maintain thorough assessment documentation. Residual risk: Low.
Condition non-compliance	The approval includes conditions that require action prior to commencement of use and also those that have ongoing obligations.	Council, as the landowner, is responsible for ensuring compliance with conditions of a Development Approval.	D. Unlikely	3. Moderate	M	Any lease agreement with Quilpie Sport and Recreation Inc. should include requirements to comply with all conditions of approval.

HUMAN RIGHTS CONSIDERATION

Under section 58 of the *Human Rights Act 2019* (Qld), a public entity must act and make decisions in a way that is compatible with human rights. In making this decision, Council is required to give proper consideration to human rights that are, or may be, relevant to the decision.

The following human rights are directly engaged by this decision.

Equality before the law — section 15

Section 15 protects the right to recognition and equality before the law. The development assessment process has been conducted consistently with the applicable planning scheme benchmarks, applied equally and without discrimination to this application as to all others. This right is advanced by the assessment process. No right under section 15 is limited.

Property rights — section 24

Section 24 protects the right not to be deprived of property other than in accordance with law. The application is made with the consent of the property owner. The recommended approval advances this right by permitting the owner and applicant to make productive use of the property for the benefit of the community. No property right is limited by this decision.

Cultural rights of Aboriginal peoples and Torres Strait Islander peoples — section 28

Section 28 protects the distinct cultural rights of Aboriginal peoples and Torres Strait Islander peoples, including the right to maintain their connection with country. The Quilpie Shire is the ancestral home of the Mardigan, Boonthamurra, Bidjara, Wongkumara, and Kullili peoples. This decision relates to a site with no identified connection to the cultural heritage of Aboriginal and Torres Strait Islander peoples. No right under section 28 is limited. Should any connection to cultural heritage be identified during the archival documentation process, Council will take appropriate steps in accordance with its obligations under the *Aboriginal Cultural Heritage Act 2003* (Qld).

Compatibility assessment

This decision is compatible with the *Human Rights Act 2019* (Qld). It advances the rights of equality before the law and property rights identified above. No human right is limited by this decision. The remaining rights protected under the Act are not engaged by this decision.

17/12/2025 9:33:14 AM DATE/TIME
 CAD REF: C:\Users\shane\Documents\261043 - QUILPIE SPORTS - E.M. 37962\Drawings\Site\261043.rvt



SITE PLAN
SCALE APPROX

DEVELOPMENT APPLICATION	
PROJECT	ADDITION TO EXISTING B6 BUILDING (EXTENSION 1) 301m ² EXISTING + 301m ² ADDITION = 602m ² PROPOSED NEW B6 BUILDING (EXTENSION 2) 1028m ² GROUND FLOOR + 130m ² MEZZANINE + 1198m ²
ADDRESS	JOHN WAUGH PARK, CHIPU STREET, QUILPIE
PROPERTY DESCRIPTION	LOT 3 on D68845
LOCAL AUTHORITY	QUILPIE SHIRE COUNCIL
ZONE	RECREATION & OPEN SPACE
OVERLAYS	NIL



ISSUE FOR REVIEW





brandon
& ASSOCIATES
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Issue Status/Amendment	Date
P2 FOR REVIEW	15 DEC 2025
P1 FOR COMMENT	22 OCT 2025

QUILPIE SPORT & RECREATION Inc.

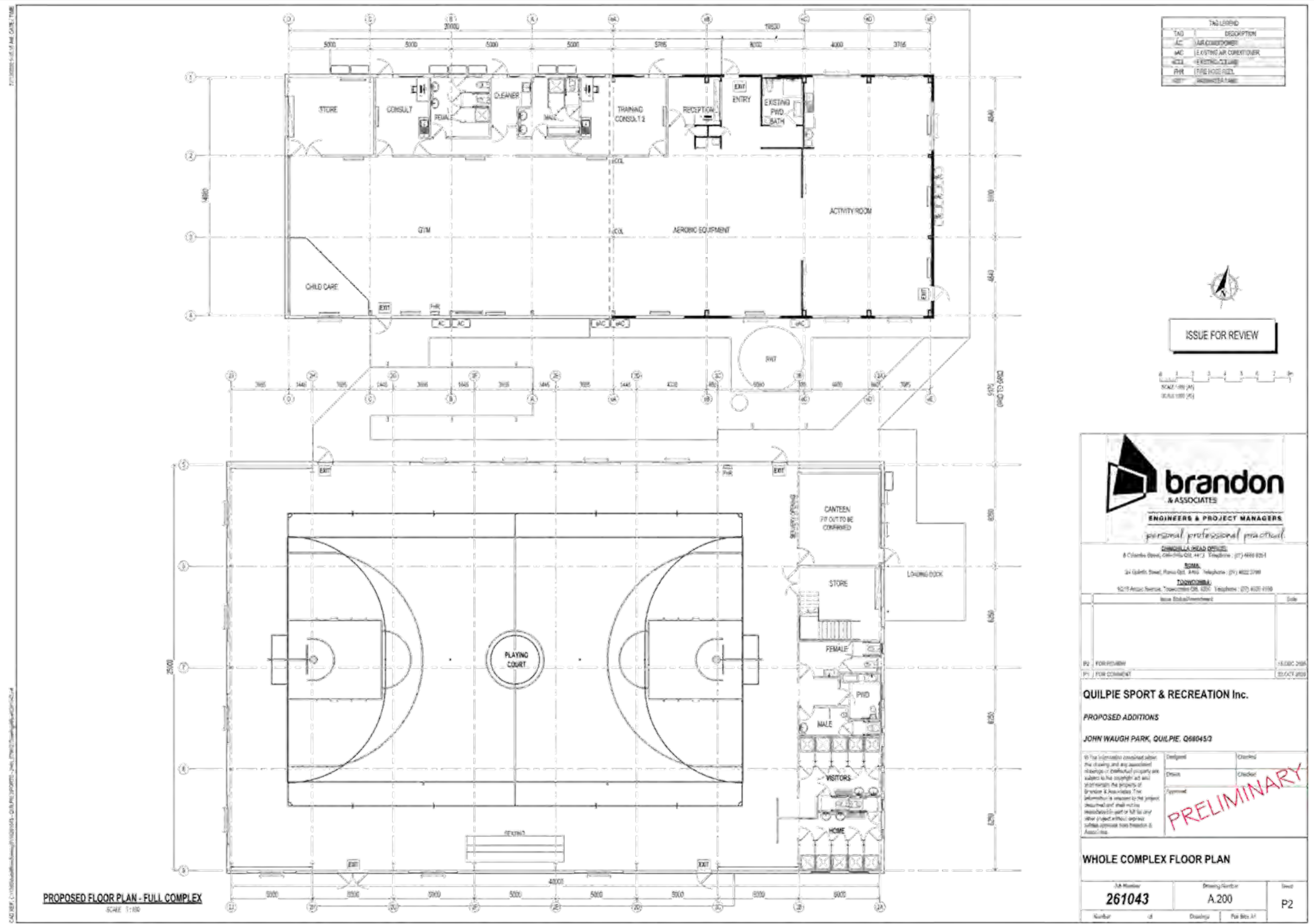
PROPOSED ADDITIONS

JOHN WAUGH PARK, QUILPIE. Q68045/3

Designed	Checked
Drawn	Checked
Approved	

PRELIMINARY

SITE PLAN		
Job Number	Drawing Number	Issue
261043	A.100	P2
Number of Drawings	Full Size A1	



TAG LEGEND	
TAG	DESCRIPTION
AC	AIR CONDITIONER
MAC	EXISTING AIR CONDITIONER
WALL	EXISTING WALL
PH	FIRE HOSE REEL
ST	STAIRCASE



ISSUE FOR REVIEW





brandon & ASSOCIATES

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Issue: 26/04/2024

P2 FOR REVIEW 18.03C 2024

P1 FOR COMMENT 18.03C 2024

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS

JOHN WAUGH PARK, QUILPIE. Q680453

Designed	Checked
Drawn	Checked
Approved	

PRELIMINARY

WHOLE COMPLEX FLOOR PLAN

Job Number	Drawing Number	Sheet
261043	A.200	P2
Number	of	Drawings
		For Site A1

PROPOSED FLOOR PLAN - FULL COMPLEX
SCALE 1:100

TYPICAL SLIP RATINGS

TACTILE GROUND SURFACE INDICATOR	R10 DRY, R11 WET
LANDING	R10 DRY, R11 WET
WALKWAY	R9 DRY, R10 WET
THRESHOLD RAMP	R11 DRY, R12 WET
ACCESS RAMP	R10 DRY, R11 WET
STEP RAMP	R11 DRY, R12 WET
KEYS RAMP	R11 DRY, R12 WET
STAR RAMPING	R9 DRY, R10 WET

AREAS	
EXISTING	371m ²
EXTENSION 1	507m ²
EXTENSION 2	102m ²
EXTENSION 3	137m ²
TOTAL	1137m ²

PARTICIPANTS: 50 TOTAL

EXISTING & DEMOLITION FLOOR PLAN - EXTENSION 1
SCALE 1:100

DEMOLITION NOTES

- ALL DEMOLITION WORK NOT TO BE COMPLETED UNTIL BEFORE ANY WORKING ON EXISTING MATERIALS
- ALL EXISTING ELEMENTS TO BE DEMOLISHED SHALL BE BROKE DOWN BEFORE THE PROJECT'S FINALIZATION
- ANY REMOVAL SPACES OF THE STRUCTURE THAT BECOME EXPOSED DUE TO DEMOLITION TO BE SECURELY COVERED TO PREVENT ANY ADVERSE EFFECTS OF WIND, RAIN, OR INTRUSION, AND THE USE
- ALL DEMOLITION WORKING WITH ASBESTOS, WORKSHOPS ALL DEMOLITION WITH CODE OF PRACTICE (COP) AND WORKPLACE HEALTH & SAFETY REGULATIONS
- ALL WORK TO BE APPROVED BY OR SUPERVISED BY A PERSON WITH APPROPRIATE & REQUIRED LICENSES
- ANY STRUCTURE OR BUILDING ELEMENT THAT IS STRUCTURALLY COMPROMISED BECAUSE OF ANY DEMOLITION WORK IS TO BE SAFELY PROTECTED AND SECURED UNTIL IT IS MADE SAFE BY THE FINAL CONSTRUCTION AFTER TO THE EXTENT OF REQUIRED BY CODES
- TO PROTECT CONCRETE WORKS EXISTING TREES WITH PROPOSED BUILDING FOOTPRINT & WITHIN 15 METERS THE MINIMUM TREE HEIGHT OF THE PROPOSED FOOTPRINT TO BE REMOVED WITH ROOTS EXPOSED OUT & BACKFILLED WITH CLEAN SELECT NON-REACTIVE FILL TO SITS STANDARD COMPACTION IN ACCORDANCE WITH AS/NZS PERMETER FOOTING OVERSIGHT TREE SHOULDFILL ARE TO BE MAINTAINED TO NATURAL GROUNDLINE THROUGH FILL
- IF TREES, SUBSTANTIAL VEGETATION ARE REQUIRED TO BE REMOVED THEY ARE TO BE REMOVED COMPLETELY WITH REMAINING DEPRESSIONS COMPLETED TO BE MAINTAINED PRIOR TO BACKFILLING WITH CLEAN SELECT FILL SHOULDFILL TO BE COMPLETED & TESTED TO COMPLY
- EXISTING CUT MATERIAL TO BE USED AS CLEAR SELECT FILL IN GENERAL FILL PLACEMENT FILL TO BE PLACED, COMPACTION & TESTED TO BE MAINTAINED WITH AS/NZS & CODES

PROPOSED FLOOR PLAN - EXTENSION 1
SCALE 1:100

ISSUE FOR REVIEW

1 2 3 4 5 6 7 8

SCALE: 1:100 (A)

SCALE: 1:200 (B)

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TOowoomba:
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Issue Status/Description	Date
P6 FOR REVIEW	15 DEC 2025
P5 AS PER CLIENT DIRECTION - CLOUDED	10 DEC 2025
P4 FOR APPROVAL	01 DEC 2025
P3 FOR APPROVAL	28 NOV 2025
P2 FOR APPROVAL	11 NOV 2025
P1 FOR COMMENT	20 OCT 2025

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS

JOHN WAUGH PARK, QUILPIE, Q68045/3

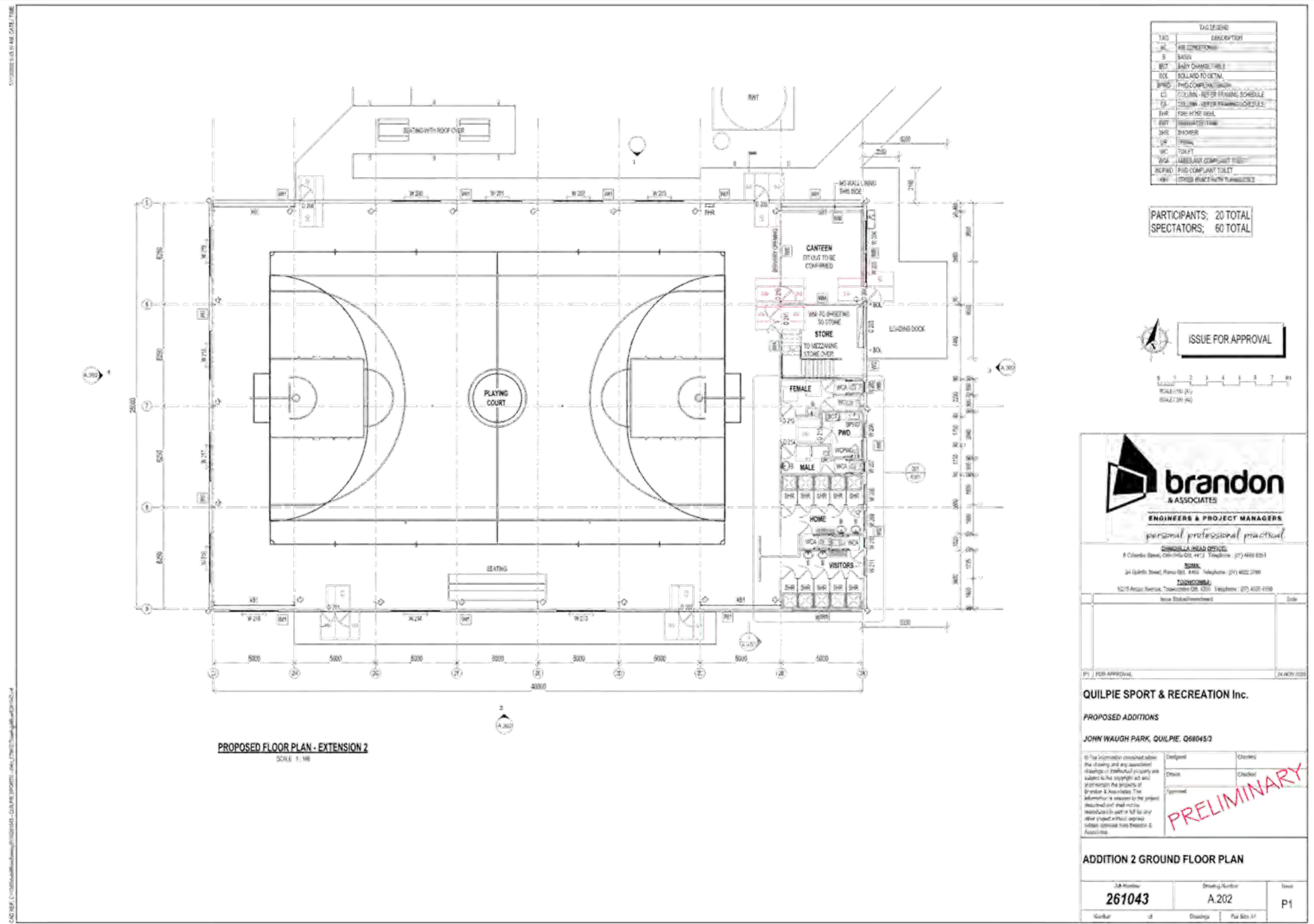
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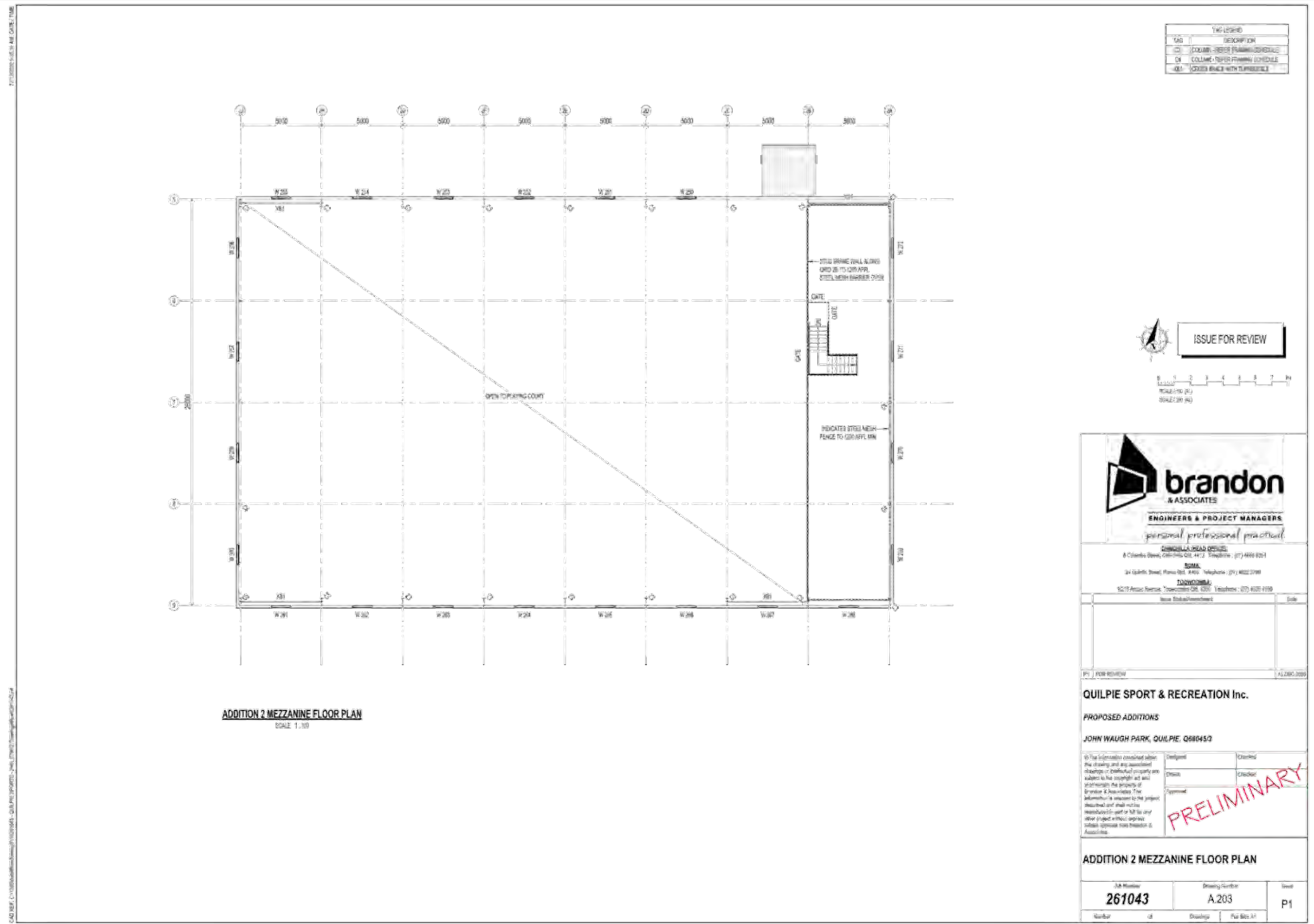
PRELIMINARY

ADDITION 1 FLOOR PLANS

Job Number	Drawing Number	Issue
261043	A.201	P6

Number	of	Drawings	Per Site A1






SYM LEGEND	
TAG	DESCRIPTION
CD	COLUMN - REFER FRAMING SCHEDULE
CB	COLUMN - REFER FRAMING SCHEDULE
CB	CROSS BRACE WITH TYPED SIZE

ISSUE FOR REVIEW

0 1 2 3 4 5 6 7 8

SCALE: 1:100 (M)
SCALE: 1:200 (R)



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SHINGILLA HEAD OFFICE:
8 Columbia Street, Glenelg VIC 3143 Telephone: (07) 4998 8264

SEMA:
24 Oakhill Street, Rye VIC 3155 Telephone: (07) 4922 5798

TODDINGTON:
10/15 Anzac Avenue, Toddington VIC 3302 Telephone: (07) 4320 4198

Issue Status/Comments	Date

P1 / FOR REVIEW AL2805.0009

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS

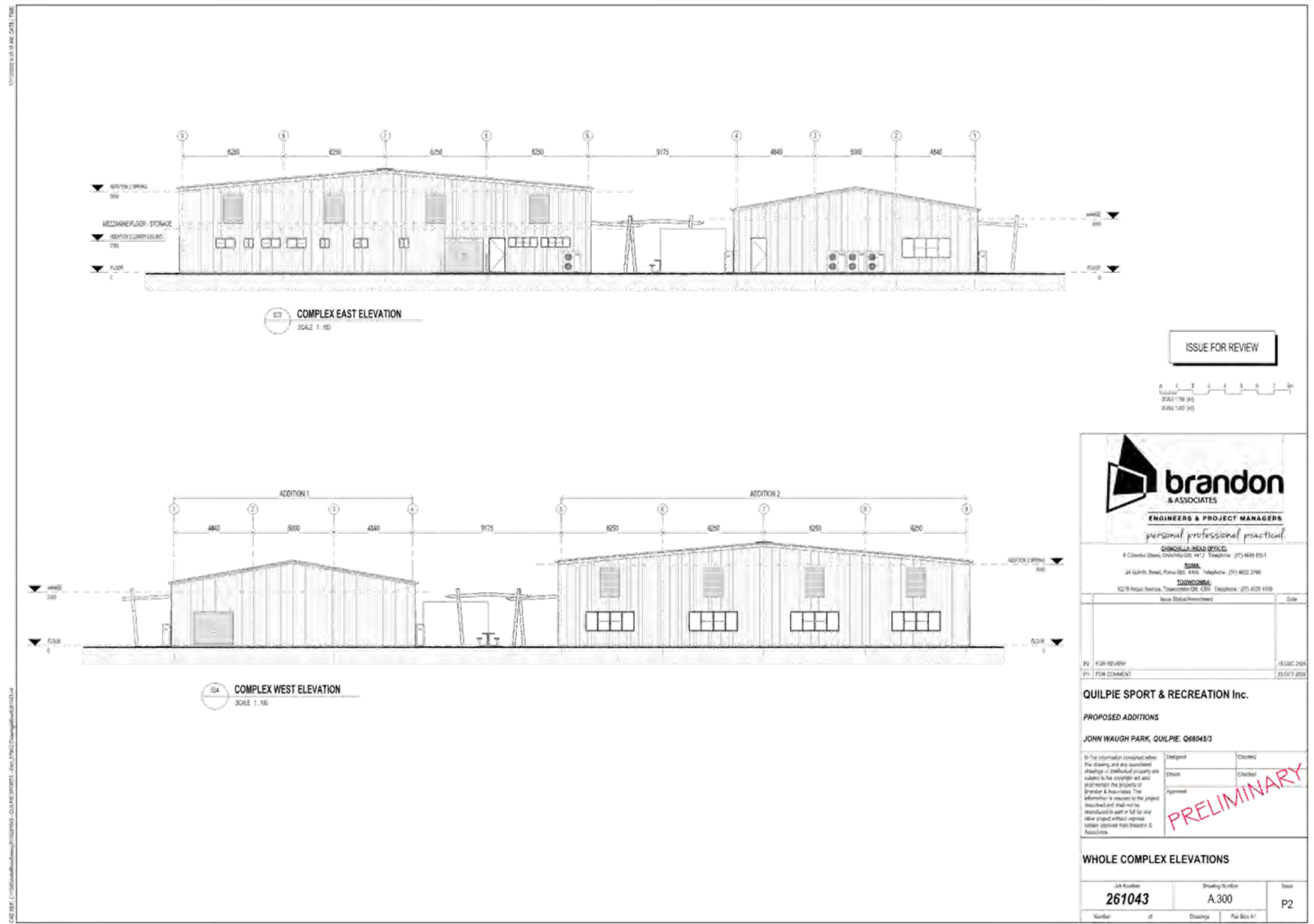
JOHN WAUGH PARK, QUILPIE. Q680450

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	Drawn	Checked
	Approved	

PRELIMINARY

ADDITION 2 MEZZANINE FLOOR PLAN

Job Number 261043	Drawing Number A.203	Sheet P1
Number	of	Drawings
		For Site Use



ISSUE FOR REVIEW



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TOOWOOMBA:
10215 Anzac Avenue, Toowoomba QLD 4300 Telephone: (07) 4330 4166

Issue Status/Amendment	Date
P2 FOR REVIEW	15 DEC 2015
P1 FOR COMMENT	23 OCT 2015

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS

JOHN WAUGH PARK, QUILPIE Q68045/3

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	Drawn	Checked
	Approved	

PRELIMINARY

WHOLE COMPLEX ELEVATIONS		
Job Number 261043	Drawing Number A.300	Issue P2
Number	of	Drawings
		Full Size A1

07/03/2025 10:52 AM CAD TIME

CAD REF: C:\Users\brandon\Documents\261043 - QUILPIE SPORTS - QUILPIE SPORTS - QUILPIE SPORTS - QUILPIE SPORTS.dwg

E11 ADDITION 1 NORTH ELEVATION
K.301 SCALE 1:100

E12 ADDITION 1 SOUTH ELEVATION
A.301 SCALE 1:100

E13 ADDITION 1 EAST ELEVATION
A.301 SCALE 1:100

E14 ADDITION 1 WEST ELEVATION
SCALE 1:100

TAG LEGEND	
TAG	DESCRIPTION
AC	AIR CONDITIONER
SAC	EXISTING AIR CONDITIONER
AD	EXISTING DOOR
AW	EXISTING WINDOW
SW	RAINWATER PAIN

ISSUE FOR REVIEW

CHINCHILLA HEAD OFFICE:
8 Columbia Street, Chinchilla QLD 4473 Telephone: (07) 4688 8551

ROMA:
24 Quilpie Street, Roma QLD 4465 Telephone: (07) 4622 3790

TODDWOOLBA:
10218 Anzac Avenue, Toddwoolba QLD 4300 Telephone: (07) 4630 4450

Issue Status/Description	Date
P3 FOR REVIEW	15 DEC 2025
P2 FOR APPROVAL	01 DEC 2025
P1 FOR COMMENT	22 OCT 2025

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS

JOHN WAUGH PARK, QUILPIE, Q68045/3

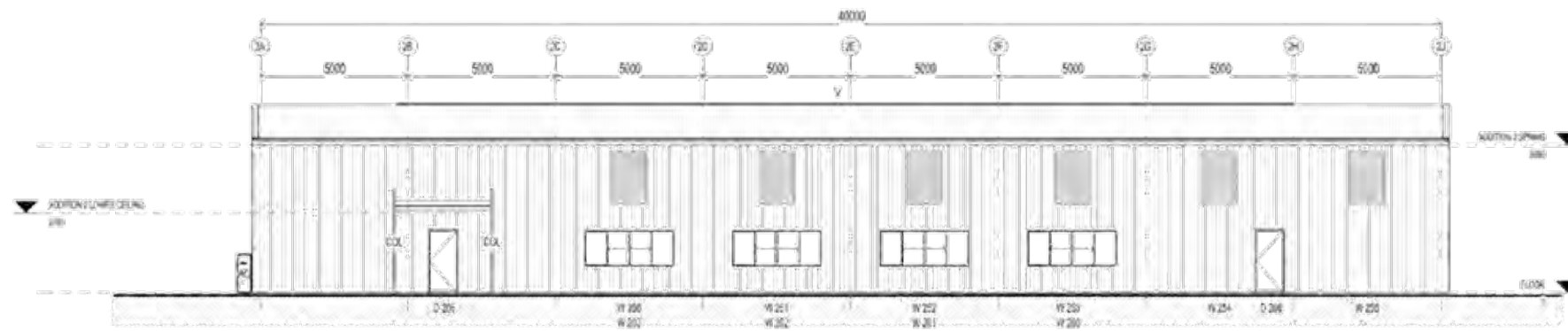
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Approved	

PRELIMINARY

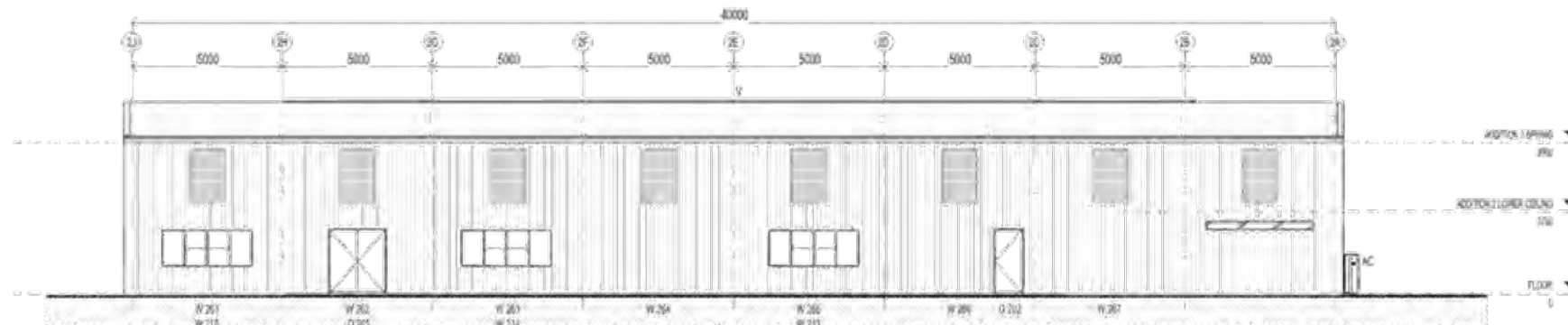
ADDITION 1 ELEVATIONS

Job Number	Drawing Number	Issue
261043	A.301	P3
Number	of Drawings	Full Size A1

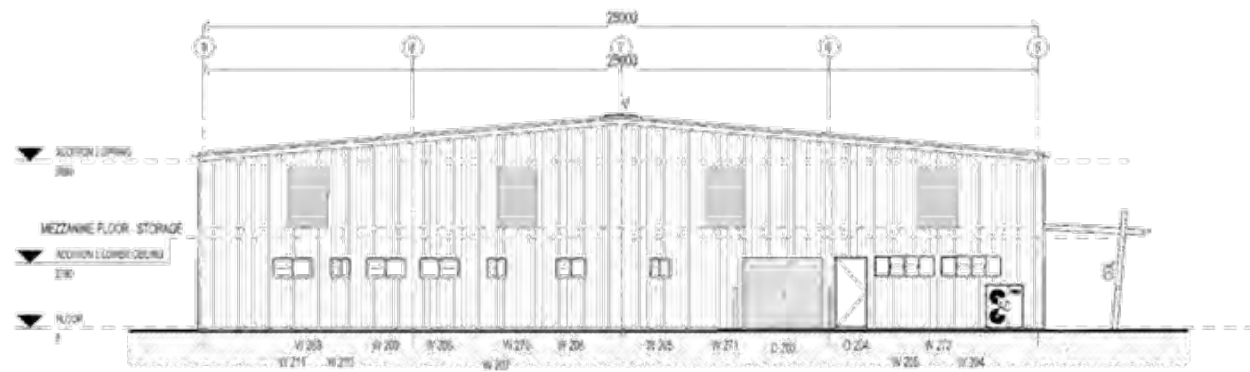
TAG LEGEND	
TAG	DESCRIPTION
AC	AIR CONDITIONING
COL	COLUMN
V	VENT



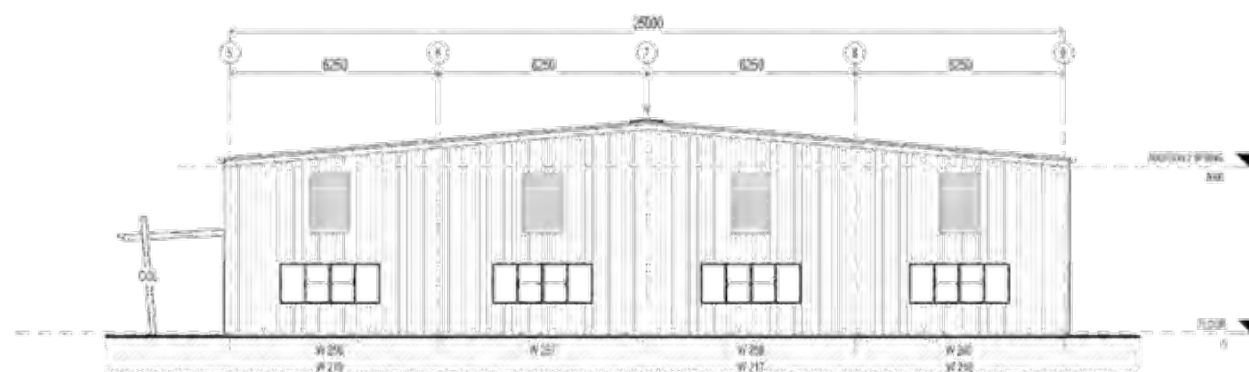
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A.302 SCALE 1:100



2 ADDITION 2 SOUTH ELEVATION
A.302 SCALE 1:100



3 ADDITION 2 EAST ELEVATION
A.302 SCALE 1:100



4 ADDITION 2 WEST ELEVATION
A.302 SCALE 1:100

ISSUE FOR REVIEW



CHIMILLA HEAD OFFICE:
8 Columbia Street, Chinchilla QLD 4473 Telephone: (07) 4888 8251

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24 Quilpie Street, Roma QLD 4455 Telephone: (07) 4622 3799

TOOWOOMBA:
10218 Anzac Avenue, Toowoomba QLD 4300 Telephone: (07) 4630 4190

Issue Status/Description	Date
P1 FOR REVIEW	15/08/2025

QUILPIE SPORT & RECREATION Inc.

PROPOSED ADDITIONS
JOHN WAUGH PARK, QUILPIE, Q68045/3

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	Drawn	Checked
	Approved	

PRELIMINARY

ADDITION 2 ELEVATIONS

Job Number 261043	Drawing Number A.302	Issue P1
Number	of	Drawings
		Full Size A1

RA9-N

DELIVERING
FOR QUEENSLANDDepartment of
State Development,
Infrastructure and Planning

SARA reference: 2601-50268 SRA
 Council reference: DA03 25-26
 Applicant reference: -

9 February 2026

Chief Executive Officer
 Quilpie Shire Council
 PO Box 57
 QUILPIE QLD 4480
 admin@quilpie.qld.gov.au

Attention: Dominique Wells

Dear Ms Wells

SARA referral agency response—Brolga Street, Quilpie

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 16 January 2026.

Response

Outcome:	Referral agency response – No requirements Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application.
Date of response:	9 February 2026
Advice:	Advice to the applicant is in Attachment 1
Reasons:	The reasons for the referral agency response are in Attachment 2

Development details

Description:	Development permit	Material change of use – Indoor Sport and Recreation (Extension to existing gym and indoor playing courts) and Office
SARA role:	Referral agency	
SARA trigger:	Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017)	
	Development near a State transport corridor or future State transport corridor	

Darling Downs South West regional
 office
 128 Margaret Street, Toowoomba
 PO Box 825, Toowoomba QLD 4350

Page 1 of 5

2601-50268 SRA

SARA reference: 2601-50268 SRA
Assessment manager: Quilpie Shire Council
Street address: Broilga Street, Quilpie
Real property description: Lot 3 on Q68045
Applicant name: Quilpie Sport and Recreation Inc
Applicant contact details: C/- Proterra Group
PO Box 208
Toowoomba QLD 4350
xiao.hu@proterragroup.com.au

Human Rights Act 2019
considerations:

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

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 of the Development Assessment Rules).

Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Geoff Broadbent, Principal Planning Officer, on (07) 4616 7302 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Paul Gleeson
A/Manager

enc Attachment 1 - Advice to the applicant
Attachment 2 - Reasons for referral agency response
Attachment 3 - Representations about a referral agency response provisions

cc Quilpie Sport and Recreation Inc, xiao.hu@proterragroup.com.au

2601-50268 SRA

Attachment 1—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP), (version 3.5). If a word remains undefined it has its ordinary meaning.

Attachment 2—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for SARA's decision are:

- The development complies with the assessment benchmarks of State code 1 of SDAP in that the development:
 - o does not increase the likelihood or frequency of accidents, fatalities, or serious injury for users of a state-controlled road
 - o does not adversely impact the structural integrity or physical condition of the state controlled road
 - o does not adversely impact the function and efficiency of the state controlled road does not adversely impact the state's ability to plan, construct, maintain, upgrade or operate state-controlled roads, future state-controlled roads or road transport infrastructure
 - o does not significantly increase the cost to plan, construct, upgrade or maintain state-controlled roads, future state-controlled roads or road transport infrastructure

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP, version 3.5, as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- Section 58 of the *Human Rights Act 2019*

2601-50268 SRA

Attachment 3— Representations about a referral agency response provisions

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12.2 DILLON'S WELL RESERVE - REQUEST FOR EXTENSION OF AGISTMENT

IX: 274393

Author: Lisa Hamlyn, Director Community and Business Development

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 3. Environmental Sustainability

Key Initiative: 3.1 Protect and enhance waterways and landscape biodiversity

EXECUTIVE SUMMARY

An application has been received from Scott and Mel Edwards to extend the agistment of cattle on Dillon's Well Reserve.

RECOMMENDATION

That Council:

1. Acknowledges receipt of the request from Scott and Mel Edwards to extend the agistment of 40-50 heifers on Dillon's Well Reserve until 31 May 2026; and
2. Approves the extension of agistment in accordance with Council's Schedule of Fees and Charges.

BACKGROUND

Scott and Mel Edwards applied to Council for agistment of 40 – 50 head of cattle on Dillon's Well Reserve in June 2025. Council approved the application for an initial three month period, commencing in September 2025 in accordance with Council's Schedule of Fees and Charges and advice that Council will review the arrangement every three months from the date agistment commenced. Resolution No: (QSC131-06-25)

A request for consideration to extend the original agistment period for a further three months was received in December 2025. Council approved the request at the December 2025 Ordinary Meeting. The extended agistment expired 31 March 2026. Resolution No: (QSC267-12-25)

REPORT

Scott and Mel Edwards have submitted a request to further extend their agistment arrangement with Council on Dillon's Well Reserve in line with current conditions until 31 May 2026 as the property the cattle are being moved to will not be available until the end of May 2026.

The Pest and Livestock Management Coordinator has inspected the Reserve and confirmed it is in good condition and has sufficient capacity to accommodate the cattle for the requested period.

OPTIONSOption 1 – (Recommended)

That Council:

1. Acknowledges receipt of the request from Scott and Mel Edwards to extend the agistment of 40-50 heifers on Dillon's Well Reserve until 31 May 2026; and
2. Approves the extension of agistment in accordance with Council's Schedule of Fees and Charges 2025-2026.

Option 2

That Council acknowledges receipt of the request from Scott and Mel Edwards to extend the agistment of 40–50 heifers on Dillon's Well Reserve until 31 May 2026 and resolves to decline the request.

CONSULTATION (Internal/External)

Scott and Mel Edwards

Pest and Livestock Management Coordinator

INTERESTED PARTIES

Scott and Mel Edwards

Pest and Livestock Management Coordinator

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

LEGISLATION / LEGAL IMPLICATIONS

Quilpie Shire Council meets its legislative and legal obligations under section 97(2)(a) of the Local Government Act 2009 by adopting cost-recovery application fees through Council resolution or local law, ensuring fees are applied only to eligible applications and do not exceed the reasonable cost to Council of administering or processing the application.

POLICY IMPLICATIONS[EP.01 Depasturage Policy](#)

Allowing agistment of cattle on Dillon's Well Reserve is consistent with the Quilpie Shire Council Depasturage Policy and supports appropriate use of the reserve for grazing purposes.

FINANCIAL AND RESOURCE IMPLICATIONS

The applicable fee has been applied in accordance with the Quilpie Shire Council Schedule of Fees and Charges 2025–2026.

Table 1 Dillon's Well Reserve agistment fee, 2025-26

Unit	Legislative basis	Fee (inc. GST)
Per head per week	Local Government Act 2009 (Qld), s.97(2)(a)	\$4.00

Note: Reserves agistment fees are subject to Council approval. This fee will apply upon Council resolving to grant agistment at Dillon's Well Reserve.

ASSET MANAGEMENT IMPLICATIONS

Asset management implications are controlled through conditions consistent with Council's Depasturage and Asset Management frameworks, including limits on stock numbers, duration, regular inspection and defined responsibilities for repair or remediation should asset damage occur.

RISK MANAGEMENT IMPLICATIONS

Council will manage risks in accordance with G.11 Enterprise Risk Management Policy and G.11-A Risk Management Framework.

Table 2 Risk register

Risk name and description <i>What could happen and why?</i>	Current controls <i>Are there current controls?</i>	Impacts <i>Impact if the risk eventuates</i>	Likelihood	Consequence	Risk rating	Risk treatment <i>Additional controls to reduce risk rating</i>
Overgrazing	Stocking limits and grazing duration managed in accordance with Council Depasturage Policy and 3 monthly reviews.	Deterioration of reserve condition and future grazing opportunities.	C Possible	3 Moderate	Low/Medium	Limit stocking numbers and duration; undertake regular inspections; require removal of stock if conditions deteriorate
Damage to Council assets Impact to fencing, gates, water points or other infrastructure	Agistment conditions place responsibility on permit holder.	Repair and replacement costs.	Unlikely	Moderate	Medium	Re- and post-grazing inspections; require permit holder to repair damage; bond or cost-recovery provisions if required

An assessment of the risks associated with the proposed agistment extension has been undertaken. The primary risk identified is overgrazing of Dillon's Well Reserve. This risk is currently rated Low /Medium as shown in the above table, due to a combination of:

1. The reserve condition being reported as good
2. A moderate number of stock (40-50 heifers) being agisted on the reserve and;
3. Existing control of regular inspections which enables early detection of any decline in pasture quality.

HUMAN RIGHTS CONSIDERATION

Under section 58 of the *Human Rights Act 2019* (Qld), a public entity must act and make decisions in a way that is compatible with human rights. In making this decision, Council is required to give proper consideration to human rights that are, or may be, relevant to the decision.

Property rights — section 24

Section 24 protects the right not to be deprived of property other than in accordance with law. This decision grants a commercial agistment right over Council reserve land. The fee is levied under s.97(2)(a) of the *Local Government Act 2009* (Qld). No person is deprived of property. The decision is compatible with section 24.

Cultural rights of Aboriginal peoples and Torres Strait Islander peoples — section 28

Section 28 protects the distinct cultural rights of Aboriginal peoples and Torres Strait Islander peoples, including the right to maintain their connection with country. Dillon's Well Reserve is not subject to any registered native title claim, cultural heritage overlay, or Indigenous land use agreement. This decision does not affect any right under section 28.

Compatibility assessment

This decision is compatible with the *Human Rights Act 2019* (Qld). The agistment arrangement is a lawful commercial use of Council reserve land under an established statutory power. It does not limit any human right. The remaining 21 rights protected under the Act are not engaged by this decision.

13 CORPORATE SERVICES

13.1 ACCEPTABLE REQUEST GUIDELINE POLICY

IX: 272434

Author: Sharon Frank, Director Corporate Services

Authorisers: Justin Hancock, Chief Executive Officer

Attachments: 1. Draft G.08 Acceptable request guidelines policy reviewed April 2026.pdf

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The Acceptable Request Guidelines Policy has been reviewed after the Organisational Structure was reviewed and a new structure adopted in February 2026. The Policy has been updated to align with the relevant positions in the structure.

RECOMMENDATION

1. That Council adopt the Acceptable Request Guidelines Policy.

BACKGROUND

Acceptable Request Guidelines Policy G.08, Resolution Number: (QSC 103-06-23) was adopted on 18 July 2023.

At the ordinary meeting on 17 February 2026, Council adopted a new organisational structure. The Acceptable Request Guidelines Policy has been reviewed and updated to align with the new organisational structure.

REPORT

The changes to the Acceptable Request Guidelines Policy are summarised as follows:

- Minor formatting updates
- References to legislation put in italics
- References to officer positions that can provide advice to Councillors to assist them carry out their roles has been updated in the guideline (to align with adopted Organisational Structure)
- References to officer positions that can provide Councillors with information has been updated in the guideline (to align with adopted Organisational Structure)

OPTIONSOption 1 (Recommended)

That Council adopt the Acceptable Request Guidelines Policy.

Option 2

That Council not adopt the draft Acceptable Request Guidelines Policy and the current policy remain.

CONSULTATION (Internal/External)

CEO

INTERESTED PARTIES

Councillors

Employees

Community

Department of Local Government, Water and Volunteers

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***

170A Requests for assistance or information

POLICY IMPLICATIONS

G.08 Acceptable Request Guidelines Policy Resolution Number: (QSC 103-06-23) was adopted on 18 July 2023.

FINANCIAL AND RESOURCE IMPLICATIONS

The adoption of this policy has no financial implications for Council.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

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				
	Insignificant No injury, no-low \$ cost	Minor First aid treatment, low-medium \$ cost	Moderate Medical treatment, medium-high \$ cost	Major Serious injuries, major \$ cost	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

Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impacts <i>Impact if the risk eventuates</i>	Risk Assessment			Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Likelihood	Consequence	Risk Rating	
<i>Refer to risk calculator provided below for measures</i>						
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>

Content of policy outdated based on reviewed and adopted organisational structure	Policy register review	Outdated guidelines	Possible	Minor	Low	Adopt the updated policy which aligns with the adopted organisational structure
-----------------------------------------------------------------------------------	------------------------	---------------------	----------	-------	-----	---------------------------------------------------------------------------------

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.



G.08 Acceptable Request Guidelines Policy

1	OBJECTIVE	1
2	SCOPE	1
3	STATEMENT	1
	Introduction.....	1
	Advice to assist a Councillor carry out their role as a Councillor.....	2
	Access to information.....	3
4	HUMAN RIGHTS COMPATIBILITY STATEMENT	4
5	DEFINITIONS	4
6	RELATED POLICIES LEGISLATION OTHER DOCUMENTS	4
7	VERSION CONTROL	5
	ATTACHMENT A – ACCESS TO INFORMATION REQUEST FORM	6

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 7
 Council Resolution Number:
 Effective Date: 21 April 2026

UNCONTROLLED DOCUMENT WHEN PRINTED
 Review Due: April 2030
 IX: 238668

G.08 Acceptable Request Guidelines Policy

1 OBJECTIVE

Quilpie Shire Council (Council) promotes a culture within its organisation which values a close working relationship between elected members and staff so that elected members are able to quickly access information and seek advice from appropriate staff to enable them to undertake their duties effectively.

2 SCOPE

This policy applies to all requests for advice, information and assistance from Councillors to staff.

3 STATEMENT**INTRODUCTION**

Section 13(3)(f) of the *Local Government Act 2009 (the Act)* provides that the Chief Executive Officer has, inter alia, the following responsibilities: -

(f) *complying with requests from councillors under section 170A—*

- (i) *for advice to assist the councillor carry out his or her role as a Councillor; or*
- (ii) *for information, that the local government has access to, relating to the local government.*

Section 170A of the *Local Government Act 2009* provides as follows:

(1) A Councillor may ask a local government employee provide advice to assist the councillor carry out his or her responsibilities under this Act.

(2) A councillor may, subject to any limits prescribed under a regulation, ask the Chief Executive Officer to provide information, that the local government has access to, relating to the local government.

Example of a limit prescribed under a regulation—

A regulation may prescribe the maximum cost to a local government of providing information to a Councillor.

(3) If the advice or information requested under subsection (1) or (2) relates to a document, the requirement under subsection (9) to comply with the request includes a requirement to provide a copy of the document.

(4) Subsections (2) and (3) do not apply to information or a document –

- (a) that is a record of the conduct tribunal; or
- (b) that was a record of a former conduct review body; or
- (c) if disclosure of the information or document to the councillor would be contrary to an order of a court or tribunal; or
- (d) that would be privileged from production in a legal proceeding on the ground of legal professional privilege.

(5) A request of a councillor under subsection (1) or (2) is of no effect if the request does not comply with the acceptable requests guidelines.

(6) Subsection (5) does not apply to-

- (a) the mayor; or
- (b) the chairperson of a committee of a local government if the request relates to the role of the chairperson.

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 6
 Council Resolution Number: QSC 103-06-23
 Effective Date: 18 July 2023

UNCONTROLLED DOCUMENT WHEN PRINTED

Review Due: April 2027

IX: 238668

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G.08 Acceptable Request Guidelines Policy

(7) The **acceptable requests guidelines** are guidelines, adopted by resolution of the local government, about-

- (a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under this Act; and
- (b) reasonable limits on requests that a councillor may make.

(8) In this section a **local government employee** includes a person prescribed under a regulation.

(9) The chief executive officer must comply with a request made to the chief executive officer under subsection (1) or (2)-

- (a) within 10 business days after receiving the request; or
- (b) if the chief executive officer reasonably believes it is not practicable to comply with the request within 10 business days – within 20 business days after receiving the request.

Maximum penalty – 20 penalty units

(10) If the chief executive officer forms the belief mentioned in subsection (9)(b), the chief executive officer must give the councillor notice about the belief and the reasons for the belief within 10 business days after receiving the request.

(11) In this section –

Former conduct review body means a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under this Act as in force before the commencement of the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*, section 18.

The requirement to direct all councillor requests for advice or information through the Chief Executive Officer is impractical. Section 170A enables the Council to prepare guideline for the necessary councillor and employee interaction.

These guidelines enable interaction to occur by establishing rules for dealing with councillor requests for advice.

ADVICE TO ASSIST A COUNCILLOR CARRY OUT THEIR ROLE AS A COUNCILLOR

Councillors may request advice to assist them carry out their roles, from the following employees:

Department	Position
Governance	Chief Executive Officer Director Corporate Services
Corporate Services	Chief Executive Officer Director Corporate Services
Infrastructure Services	Chief Executive Officer Director Infrastructure Services
Community and Business Development	Chief Executive Officer Director Community & Business Development
Planning & Environment	Chief Executive Officer
Workplace Health & Safety	Chief Executive Officer

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 6
 Council Resolution Number: QSC 103-06-23
 Effective Date: 18 July 2023

UNCONTROLLED DOCUMENT WHEN PRINTED
 Review Due: April 2027
 IX: 238668

G.08 Acceptable Request Guidelines Policy

Councillor’s requests for advice to assist them carry out their roles, must be made in accordance with the following:

- Councillors’ requests for advice must be made in writing (e.g. letter, memo, facsimile or email) unless the staff member receiving the request agrees to accept the request orally.

ACCESS TO INFORMATION

Council Officers to provide Councillors with Information

The following Council officers are to deal with Councillors’ request for provision of information:

Department	Position
Governance	Chief Executive Officer Director Corporate Services
Corporate Services	Chief Executive Officer Director Corporate Services Deputy Director Corporate Services
Infrastructure Services	Chief Executive Officer Director Infrastructure Services Deputy Director Infrastructure Services
Community and Business Development	Chief Executive Officer Director Community & Business Development Deputy Director Community & Business Development
Planning & Environment	Chief Executive Officer
Workplace Health & Safety	Chief Executive Officer

Councillor requests for Provision Of Information

Councillors may request information in accordance with the following:

- A “Councillor Access to Information” request form is to be completed and given to the appropriate officer identified in the above table. A copy of that request must also be forwarded to the office of the CEO.
- In completing the request form, the councillor will indicate the information required and the reason for seeking access.
- Where a councillor is unsure as to what information to request, he or she should contact the appropriate officer for assistance.
- Upon receipt of the request, the appropriate officer must determine if the councillor has a right to access the information (section 170A(3) of the *Local Government Act 2009*).
- If it is appropriate to provide access, the appropriate officer must:
 - record the information to which access is available on the Councillor Access to Information request form;
 - ensure that the requesting Councillor is provided with access to all relevant information;

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 6
 Council Resolution Number: QSC 103-06-23
 Effective Date: 18 July 2023

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G.08 Acceptable Request Guidelines Policy

- explain any issues in the information which relate to confidentiality or other sensitive matters;
- if appropriate, provide any other information necessary to place the information being accessed, in context.

If it is not appropriate to provide access, the officer must advise the councillor as to the reasons for this decision and record these reasons on the Councillor Access to Information request form.

Completed "Councillor Access to Information" request forms must be forwarded to the Chief Executive Officer prior to filing.

In accessing the information, Councillors are reminded of their obligations under Section 171 of the *Local Government Act 2009*, and any confidentiality policy made by Council under section 171(3).

Section 171 provides: -

171 Use of information by councillors

1. A person who is, or has been, a Councillor must not use information that was acquired as a councillor to—
 - (a) gain, directly or indirectly, a financial advantage for the person or someone else; or
 - (b) cause detriment to the local government.

Maximum penalty—100 penalty units or 2 years imprisonment.
2. Subsection (1) does not apply to information that is lawfully available to the public.
3. A Councillor must not release information that the Councillor knows, or should reasonably know, is information that is confidential to the local government.

Note—

A contravention of subsection (3) is misconduct that could result in disciplinary action being taken against a councillor. See Section 150L(C)(iv), 150 AQ and 150AR.

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

5 DEFINITIONS

Nil

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

IX #	Details
	Councillor Access to Information Request Form

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 6
 Council Resolution Number: QSC 103-06-23
 Effective Date: 18 July 2023

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G.08 Acceptable Request Guidelines Policy

7 VERSION CONTROL

V1	15-May-13	Developed and adopted
V2	08-Apr-14	Reviewed and adopted
V3	10-Jun-16	Reviewed and adopted
V4	13-Apr-18	Reviewed – no changes
V5	08-May-20	Reviewed and adopted
V6	25-May-23	Reviewed, adopted and new layout
V7	21-Apr-26	Reviewed

Responsible Officer: Chief Executive Officer
Policy Owner: Council
Policy No: G.08 **Version:** 6
Council Resolution Number: QSC 103-06-23
Effective Date: 18 July 2023

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G.08 Acceptable Request Guidelines Policy

ATTACHMENT A – ACCESS TO INFORMATION REQUEST FORM

ACCESS TO INFORMATION REQUEST FORM	
To be completed by the Councillor	
Councillor name	
Relevant officer position and name	
Information requested	
Reason for requiring information	
Format required (electronic, hard copy etc)	
To be completed by the relevant Officer	
Access permitted under the LGA?	YES / NO
If NO Councillor advised?	YES / NO
Summary of information provided	
Signed	
Date	
Form forwarded to CEO?	YES / NO

Responsible Officer: Chief Executive Officer
 Policy Owner: Council
 Policy No: G.08 Version: 6
 Council Resolution Number: QSC 103-06-23
 Effective Date: 18 July 2023

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13.2 FINANCIAL SERVICES REPORT MONTH ENDED 31 MARCH 2026

IX: 273816

Author: Mwewa Chisenga, Deputy Director of Corporate Services

**Authorisers: Sharon Frank, Director Corporate Services
Justin Hancock, Chief Executive Officer**

Attachments: 1. Monthly Finance Report - March 2026.pdf

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is to present the Monthly Finance Report for the period ending 31 March 2026, in accordance with section 204 of the *Local Government Regulation 2012 (Qld)*.

The report provides a summary of Council's financial performance against the adopted budget, including operating results, revenue and expenditure, capital activity, and cash and investment positions.

It is recommended that Council receive and note the Monthly Finance Report for the period ending 31 March 2026.

RECOMMENDATION

That Council receive and note the Monthly Finance Report for the period ending 31 March 2026.

BACKGROUND

Section 204 of the *Local Government Regulation 2012 (Qld)* requires a financial report to be presented at a meeting of Council each month. The report must provide an update on Council's progress against the adopted budget for the financial year, covering a period as close as practicable to the end of the preceding month. This ensures that Councillors receive timely and accurate financial information to support informed oversight and decision-making.

The Monthly Finance Report is prepared to provide Council with accurate, timely, and transparent financial information to support informed oversight, decision-making, and accountability. It includes:

- Operating results, revenue, and expenditure;
- Capital revenue and expenditure;
- Cash, investment, and liquidity positions;
- Budget variances and explanations; and
- Progress against key financial ratios and performance indicators.

REPORT

Operating Result

The month of March 2026 constitutes 75% of the 2025/26 financial year.

The operating position as at 31 March 2026 is an operating surplus of \$2,204,251

Operating Revenue

Operating revenue recognised to the end of March 2026 is \$41.68 million, which is 59.5% of the amended budget:

- Net rates and utility charges is at \$9,030,995 following the 2nd half rates issued in February.
- Fees and charges income of \$128,86 is at 67%.
- Rental income is \$514,156 which is slightly under budget at 66%.
- Interest received includes bank interest and interest received from overdue rates and utility charges. Total interest received is at 93% of the budget:
 - Queensland Treasury Corporation investment interest received to March is \$574,963
 - Term deposit investments with NAB, AMP, Defence and Judo Banks have slightly higher interest rates returning \$966,063 (interest received and accrued) to date; and
 - General interest income to the end of March was \$9,262; and
 - Interest received from overdue rates and utility charges is slightly ahead of budget due to the overall amount outstanding.
- Other income totalling \$580,388 is slightly below budget estimates at 67% due to insurance claims yet to be received.
- Recoverable works revenue includes sales revenue, contract works for the Department of Transport and Main Roads and other private works. Revenue for contract works (RMPC and Contracts) may be impacted by the timing of claims. The revenue to March is at 72% of the Recoverable works budget.
- Operating grants and subsidies are at 49.4% of the budget. This is expected to increase in the last quarter of the year as more projects are completed.

Operating Expenses

Operating expenses of \$39.473 million have been expended to the end of March 2026 which is 57% of the budget:

- Corporate governance is slightly behind budget at 63%, with \$1,211,113 expended.
- Administration costs are behind budget estimates at 33%. This is because the expected credit loss expense will not be expensed (journalled) until 30 June 2026.
- Community service expenses are below the budget at 42%, an improvement from the previous months, following the deferral of a large portion of the project to 2026/27.
- Utilities costs are the expenses associated with providing water, sewerage and waste services. These costs to 31 March 2026 total \$1,320,374 which is 84% of the budget.
- Recoverable works and flood damage expenses are at 57% of budget estimates. Flood damage expense budgets are based on the total of all QRA approved submissions.
- Environmental health expenses include pest management, stock routes, reserves, animal control. Expenditure to March totalled \$434,984 is 50% of the budget.
- Net plant operations are at (\$568,395) which represents 39% of the budget.

- Tourism and economic development expenditure is at \$616,122 and slightly behind the budget at 55%.
- Infrastructure maintenance costs are slightly behind of the budget at 57%, totalling \$1,800,393 in expenditure.
- Finance costs are administration costs associated with the at call investment with Queensland Treasury Corporation which is below budget at 59%.
- Depreciation expense at the end of March is \$6,522,962. This is 75% of the budget.

Capital Revenue

Capital revenue includes both grants and subsidies where the funding has been confirmed and where funding is yet to be approved. Capital grant revenue is revenue recognised based on actual expenditure and the funding agreement terms.

Capital grant revenue recognised to March is \$313,588

Table 1 Capital revenue

Capital Grant	Actual YTD	Budget
SES Support Grant	-	39,316
LRCIP Programme Round 3	-	235,572
LRCIP Programme Round 4 Part A	-	633,692
LRCIP Programme Round 4 Part B	-	183,116
ENHM Stage 3 (External funding confirmed)	-	831,461
Energy Funding	-	45,966
RAUP Toompine Aerodrome	-	102,250
R2R Revenue	313,588	1,084,903
LGGSP - Quilpie Airport Upgrade Design	-	72,115
W4Q 24-27 (External funding and projects approved)	-	1,385,998
Residential Activation Fund	-	1,313,902
Contributions - Infrastructure	-	295,500
Battery Collection Project	-	80,000
TOTAL	\$313,588	\$6,303,791

Capital Expenditure

Payments for property plant and equipment to 31 March 2026 is \$6,919,758.

The amended capital budget for 2025/26 is \$19,572,946, with a few large projects initially included but not likely to commence this year deferred to 2026/27. These include the Quilpie Sewerage Treatment Plant Upgrade and Quilpie Aerodrome reconstruction.

Cash and Investments

As at 31 March 2026, Council's total cash and investments amounted to \$58,289,043 with the detailed breakdown provided in Table 2.

Table 2 Cash and investments

Description	Balance
National Australia Bank (NAB) Ltd - Cash/General Fund	\$3,107,129 *

Description	Balance
Queensland Treasury Corporation Call Cash Fund	\$14,545,024 *
National Australia Bank (NAB) Ltd EFRP – Corporate account	\$15,636,889
National Australia Bank (NAB) Ltd – Term Deposit (6 months at 4%)	\$5,000,000
National Australia Bank (NAB) Ltd – Term Deposit (6 months at 4.25%)	\$5,000,000
Defence Bank – Term Deposit (12 months at 4.25%)	\$3,000,000
Defence Bank – Term Deposit (9 months at 4.8%)	\$5,000,000
Judo Bank – Term Deposit (6 months at 4.65%)	\$3,000,000
Auswide Bank Limited – Term deposit (6 months at 4.2%)	\$2,000,000
Bank of Queensland – Term Deposit (7 months at 4.35%)	\$2,000,000
TOTAL	\$58,289,043

* including accrued interest

Council's restricted cash at the end of March was \$36,708,950 (unspent grant receipts).

Council's unrestricted cash at the end of March was \$21,580,093.

Unrestricted Cash Expense Cover Ratio

Type	Liquidity
	<i>Total Cash and Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash</i>
Calculation	$\frac{\text{Total Operating Expenditure less Depreciation and Amortisation less Finance Costs} \times 12}{\text{Total Cash and Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash}}$
Description	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses.
Target	Tier 7 – greater than 4 months
Actual Current Yr.	4.3 months

Council is above the target for a Tier 7 council being greater than 4 months.

Externally Restricted Cash

As at 31 March 2026, Council's total contract liabilities amounted to \$36,708,950, representing advance payments for grants and other funding received. In accordance with Accounting Standards, this revenue is not recognised until the associated works have been completed. A detailed breakdown of contract liabilities is provided in Table 3.

Table 3 Grant / Contract Liabilities on 31 March 2026

Grant / Contract	Contract Liability
Sundry Apprentice Incentive Funds	\$1,099
Community Energy upgrade	\$23,125
DRFA Mar 2025 Restoration Works	\$15,350,913
Battery Collection Project	\$45,164

Grant / Contract	Contract Liability
DRFA Airport Upgrade	\$3,482,212
Residential Activation Fund	\$2,102,244
Works for Queensland - 24-26	\$560,447
LRCIP Phase 3	\$57,241
Toompine Aerodrome Upgrade	\$30,675
LRCIP Phase 4A	\$98,698
Road to Recovery	\$204,032
EFRP Program Administration	\$760,474
EFRP Grant Delivery	\$14,801,425
Total	\$36,708,950

Grant/Contract Assets

As at 31 March 2026, Council's total contract assets amounted to \$2,684,673. These represent grant and contract funds yet to be received, where revenue is recognised based on actual expenditure incurred in accordance with the relevant funding agreements. A detailed breakdown of contract assets is provided in Table 4.

Table 4 Grant / Contract Assets on 31 March 2026

Grant / Contract	Contract Asset
DRFA Sept 2022 Restoration Works	\$15,463
DRFA 2023 Restoration Works	\$355,298
LRCIP Phase 4B	\$125,480
DRFA Nov 2024 Emergent Works	\$31
DRFA Mar 2025 Immediate Restoration Works	\$1,349,755
DRFA 24 Restoration	\$517,591
R2R Program	\$313,588
Total	\$2,684,673

OPTIONS

Option 1 (Recommended)

That Council:

1. Receive and note the Monthly Finance Report for the period ending 31 March 2026.

Option 2

That Council:

1. Does not accept the Monthly Finance Report for the period ending 31 March 2026.

CONSULTATION (Internal/External)

- Chief Executive Officer
- Executive Leadership Team
- Finance and Administration Team

LEGAL IMPLICATIONS

The Monthly Finance Report has been prepared and presented in compliance with section 204 of the *Local Government Regulation 2012* (Qld).

Specifically, the report:

- Has been prepared for the relevant reporting period and presented to Council within the required monthly timeframe;
- Reports on Council's financial performance against the adopted budget for the financial year to date, using information current to a date as near as practicable to the end of the preceding month; and
- Presents financial information in a form that enables Council to assess operating results, revenue and expenditure trends, capital performance, liquidity, and financial position.

The content, structure, and timing of the report ensure Council meets its statutory obligation to monitor and oversee financial performance on an ongoing basis. Internal financial controls, reconciliation processes, and review by senior management support the accuracy and reliability of the information presented.

Accordingly, receipt and noting of this report satisfies Council's legislative reporting obligations and does not give rise to any non-compliance, enforcement, or legal risk.

POLICY IMPLICATIONS

Not applicable

FINANCIAL AND REVENUE IMPLICATIONS

As outlined in this report and the attachments.

ASSET MANAGEMENT IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

The risks associated with the Monthly Finance Report have been assessed in accordance with Council's Enterprise Risk Management Policy (G.11) and Risk Management Framework (G.11-A).

The preparation and presentation of the report utilise established financial systems, internal controls, reconciliations, and management review processes that are embedded in Council's monthly financial reporting cycle. These controls mitigate risks relating to financial misstatement, incomplete reporting, non-compliance with statutory timeframes, and decision-making based on inaccurate or untimely information.

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	
			<i>Risk calculator provided for measures</i>			
Financial report not monthly	Standard agenda item	Non-compliance with legislative requirements	Rare	Minor	Low	Ensure that more than 1 staff member can prepare monthly finance report
Financial report does not state progress in relation to budget	Template for monthly finance report includes required format	Non-compliance with legislative requirements Financial information presented to Council not in required format	Rare	Minor	Low	Not applicable

Following assessment, the residual risk associated with receiving and noting the report is assessed as **low**. On this basis, the risks associated with the report are considered acceptable and appropriately managed within Council's existing governance and financial management frameworks.

HUMAN RIGHTS CONSIDERATION

In preparing and presenting the Monthly Finance Report for the period ending 31 March 2026, Council has considered its obligations under section 4(b) of the *Human Rights Act 2019 (Qld)* to act and make decisions in a way that is compatible with human rights.

The decision before Council is administrative and financial in nature and relates solely to receiving and noting information on Council's financial performance against the adopted budget.

The human rights relating to equality before the law, participation in public life, privacy and reputation, and access to information are engaged through the transparent reporting of Council's financial position in an open Council meeting, consistent with statutory reporting requirements. These rights are supported by providing Councillors and the community with accurate, timely, and accessible financial information to enable informed oversight and accountability.

No human rights are limited by the preparation or consideration of this report. The reporting process supports good governance, transparency, and accountability, and is therefore compatible with all human rights protected under the *Human Rights Act 2019 (Qld)*.

Income Statement

For the month ending 31 March 2026

Year Elapsed 75%

	Actual March	Actual YTD	Amended Budget	%
REVENUE				
Operating Revenue				
Rates, Levies and Charges	(175)	9,030,995	8,971,932	101%
Fees and Charges	(6,515)	128,886	192,800	67%
Rental Income	61,477	514,156	784,500	66%
Interest Received	159,479	2,399,433	2,587,684	93%
Other Income	1,661	580,388	871,500	67%
Recoverable Works Revenue	347,807	3,337,514	4,621,047	72%
Grants and Subsidies	(14,038,967)	25,685,923	52,030,581	49.4%
Total Operating Revenue	(13,475,234)	41,677,295	70,060,044	59.5%
EXPENSES				
Operating Expenses				
Corporate Governance	242,915	1,211,113	1,914,722	63%
Administration Costs	263,646	1,518,391	4,582,019	33%
Community Service Expenses	374,844	3,586,995	8,532,290	42%
Utilities Costs	330,713	1,320,374	1,563,129	84%
Recoverable Works / Flood Damage	1,435,388	23,013,581	40,302,025	57%
Environmental Health Expenses	48,605	434,984	865,198	50%
Net Plant Operations	(208,071)	(568,395)	(1,465,588)	39%
Tourism and Economic Development	92,756	616,122	1,122,000	55%
Infrastructure Maintenance	356,648	1,800,393	3,172,868	57%
Finance Costs	1,437	16,525	28,000	59%
Depreciation and Amortisation	749,029	6,522,962	8,698,159	75%
Total Operating Expenses	3,687,910	39,473,044	69,314,822	57%
NET OPERATING SURPLUS / (DEFICIT)	(17,163,144)	2,204,251	745,222	296%
Capital Revenue				
Grants and Subsidies	-	313,588	6,303,791	5%
Gain / (Loss) on Disposal of PPE	-	413,909	-	
Total Capital Revenue	-	727,497	6,303,791	12%
NET RESULT	(17,163,144)	2,931,748	7,049,013	42%

Statement of Financial Position

For the month ending 31 March 2026

	Actual March	Amended Budget	%
Current Assets			
Cash and Equivalents	58,289,043	22,700,603	257%
Trade Receivables	3,892,102	453,656	858%
Rate Receivables	3,978,226	746,584	533%
Inventories	1,069,223	884,979	121%
Total Current Assets	67,228,594	24,785,822	271%
Non-Current Assets			
Trade and Other Receivables	34,478	30,130	114%
Property, Plant and Equipment	305,834,925	284,019,929	108%
Capital Works in Progress	12,633,487	36,544,124	35%
Total Non-Current Assets	318,502,890	320,594,183	99%
TOTAL ASSETS	385,731,484	345,380,005	112%
Current Liabilities			
Trade and Other Payables	38,145,891	344,491	11073%
Employee Leave Provisions	1,326,710	1,075,280	123%
Total Current Liabilities	39,472,601	1,419,771	2780%
Non-Current Liabilities			
Employee Leave Provisions	75,469	272,848	28%
Total Non-Current Liabilities	75,469	272,848	28%
TOTAL LIABILITIES	39,548,070	1,692,619	2337%
NET COMMUNITY ASSETS	346,183,414	343,687,386	101%
Community Equity			
Shire Capital Account	88,402,906	94,706,697	93%
Asset Revaluation Reserve	230,766,104	222,041,771	104%
Current Year Surplus	2,503,180	7,049,013	36%
Accumulated Surplus (B/Fwd)	24,511,224	19,889,905	123%
TOTAL COMMUNITY EQUITY	346,183,414	343,687,386	101%

Cash Flow Statement

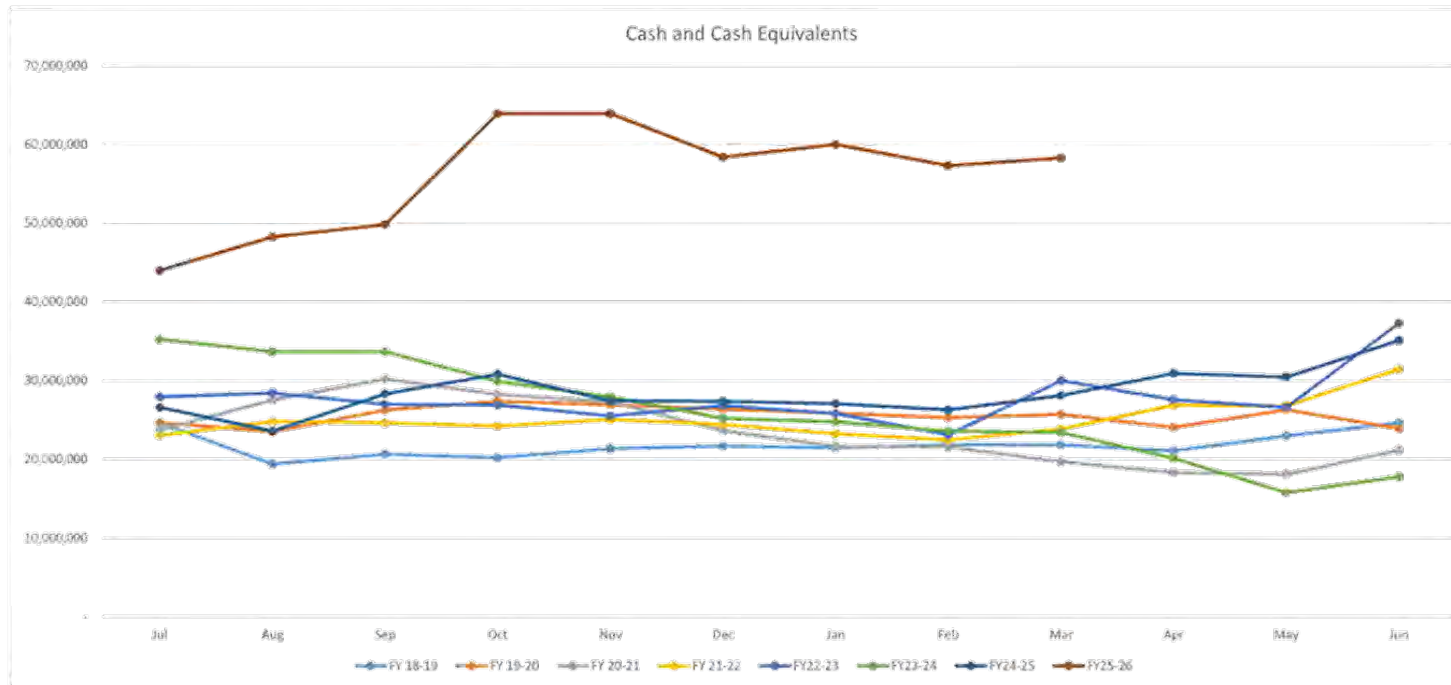
For the month ending 31 March 2026
Year Elapsed 75%

	Actual March	Amended Budget	%
Cash Flows from Operating Activities			
Receipts from customers	37,267,187	19,771,874	188%
Payment to suppliers and employees	(34,988,892)	(76,631,992)	46%
	2,278,294	(56,860,118)	-4%
Interest received	1,962,091	2,587,684	76%
Rental income	514,156	784,500	66%
Operating grants and subsidies	24,516,055	52,030,581	47%
Net Cash Inflow (Outflow) from Operating Activities	29,270,596	(1,457,353)	-2008%
Cash Flows from Investing Activities			
Payments for property, plant and equipment	(6,919,758)	(19,072,946)	36%
Payments for Intangible Assets	4,756	0	
Net movement on loans and advances	-	3,750	0%
Proceeds from sale of assets	510,800	1,814,300	28%
Capital grants and subsidies	313,588	6,303,791	5%
Net Cash Inflow (Outflow) from Investing Activities	(6,090,614)	(10,951,105)	56%
Cash Flows from Financing Activities			
Repayments of loans	-	-	0%
Net Cash Inflow (Outflow) from Financing Activities	-	-	0%
Net Increase (Decrease) in Cash Held	23,179,982	(12,408,458)	
Cash at beginning of reporting period	35,109,061	35,109,061	
Cash at End of Reporting Period	58,289,043	22,700,603	

Financial Data

For the month ending 31 March 2026
Cash and Equivalents

Cash and Equivalents held at the end of each month for a period of 6+ years



Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18-19	24,645,339	19,416,468	20,658,115	20,218,396	21,367,850	21,712,663	21,496,078	21,904,409	21,840,431	21,121,655	23,013,177	24,645,339
FY 19-20	24,671,551	23,535,958	26,256,800	27,367,857	26,953,500	26,393,586	25,865,667	25,326,981	25,726,670	24,102,136	26,312,322	23,927,800
FY 20-21	23,726,766	27,543,742	30,208,159	28,241,316	27,312,776	23,654,673	21,675,829	21,585,261	19,715,656	18,319,491	18,093,239	21,191,653
FY 21-22	23,086,462	24,832,275	24,642,707	24,261,564	25,072,828	24,452,004	23,258,895	22,491,538	23,871,859	26,878,307	26,817,458	31,457,677
FY 22-23	27,939,994	28,445,824	26,999,467	26,892,016	25,530,823	26,841,302	25,836,843	23,147,162	30,022,835	27,590,275	26,616,525	37,291,120
FY 23-24	35,261,406	33,667,778	33,667,880	29,928,198	27,974,197	25,216,741	24,783,957	23,619,505	23,440,639	20,157,423	15,793,453	17,776,932
FY 24-25	26,585,358	23,589,316	28,332,175	30,832,212	27,442,532	27,367,285	27,083,502	26,317,857	28,133,022	30,936,088	30,470,103	35,109,061
FY 25-26	43,998,462	48,274,162	49,839,312	63,909,037	63,896,597	58,380,341	60,008,997	57,324,199	58,289,043			

Revenue and Expenditure Report

For the month ending 31 March 2026
Year Elapsed 75%

Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
1000-0001	CORPORATE GOVERNANCE						
1000-0002	EXECUTIVE SERVICES						
1000-2000-0000	Executive Services Salaries and Oncosts			490,446	520,057	94%	
1000-2020-0000	Executive Services Expenses			31,764	239,000	13%	
1000-2025-0000	Subscriptions			120,596	129,780	93%	Annual subscriptions
1000-0002	EXECUTIVE SERVICES	-	0%	642,806	888,837	72%	
1100-0002	COUNCILLORS EXPENSES						
1100-2000-0000	Councillor Wages			237,670	316,893	75%	
1100-2001-0000	Councillor Remuneration - Meetings			46,114	61,486	75%	
1100-2020-0000	Councillors Allowances & Expenditure			13,354	4,500	298%	
1100-2025-0000	Councillor Superannuation			34,054	45,406	75%	
1100-2026-0000	Councillor Advocacy			-	30,000	0%	
1100-2027-0000	Councillor Community Engagement			-	5,000	0%	
1100-2030-0000	Councillor Professional Dev Training			-	5,000	0%	
1100-2040-0000	Councillors Conferences & Deputation			25,603	25,000	103%	
1100-2050-0000	Election Expenses			-	-	0%	
1100-2060-0000	Meeting Expenses			5,940	12,600	47%	
1100-0002	COUNCILLORS EXPENSES	-	0%	362,736	505,885	72%	
1200-0002	GOVERNANCE EXPENSES						
1200-2200-0000	Governance Operating Expenses			182,589	378,500	48%	
1200-0002	GOVERNANCE EXPENSES	-	0%	182,589	378,500	48%	
1300-0003	MEDIA & COMMUNICATIONS						
1300-2200-0000	Media & Comms Operating Expenses			9,346	95,000	10%	
1300-0003	MEDIA & COMMUNICATIONS	-	0%	9,346	95,000	10%	
1000-0001	CORPORATE GOVERNANCE	-	0%	1,197,477	1,858,222	64%	
2100-0002	ADMINISTRATION & FINANCE						
2100-2220-0000	Shire Office Operating Expenses			67,048	202,000	33%	
2100-2020-0000	Consultants			3,209	-	0%	
2100-2230-0000	Insurance			89,886	89,250	101%	
2100-2280-0000	Postage			3,965	5,000	79%	
2100-2290-0000	Printing & Stationery			19,347	30,000	64%	
2100-2330-0000	Shire Office Repairs & Maintenance			18,547	25,349	73%	
2100-2600-0000	Depn General Admin			83,892	112,673	74%	
2100-0002	ADMINISTRATION & FINANCE	-	0%	285,894	464,272	62%	
2105-0002-0000	FINANCIAL SERVICES						
2105-2120-0000	Audit Fees			105,663	113,000	94%	
2105-2130-0000	Bank Charges			4,693	7,000	67%	
2105-2135-0000	Dishonoured Cheques			-	-	0%	
2105-2185-0000	Fringe Benefits Tax			7,316	13,000	56%	
2105-2220-0000	Financial Services Operating Expenses			382,476	584,000	65%	
2105-2260-0000	Bad Debts Expense			-	2,397,116	0%	

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	Actual			EXPENSE			COMMENTS	
	Actual YTD	AMENDED BUDGET 25/26	%	Actual YTD	AMENDED BUDGET 25/26	%		
2105-2500-0000 Valuation of Assets				MFA	-	40,000	0%	valuation of water and sewer assets underway
2105-2510-0000 Asset Management Expenses				MFA	1,663	10,000	17%	
2105-2991-0000 Odd Cents Rounding Expense				MFA	-	-	0%	
2105-0002-0000 FINANCIAL SERVICES	-	-	0%		502,011	3,164,116	16%	
2110-0002 STORES								
2110-1550-0000 Auction Sales	MFA	-	0%					
2110-2220-0000 Stores and Procurement Operating Expenses	MFA				173,188	271,000	64%	
2110-2225-0000 Stores Write-Offs	MFA				(48)	-	0%	
2110-2250-0000 Auction Expenses	MFA				-	-	0%	
2110-2815-0000 Stores Oncosts Recoveries	MFA				(92,483)	(122,000)	76%	
2110-0002 STORES	-	-	0%		80,657	149,000	54%	
2120-0002 INFORMATION TECHNOLOGY								
2120-2220-0000 IT Operating Expenses	MFA				323,129	491,000	66%	
2120-0002 INFORMATION TECHNOLOGY	-	-	0%		323,129	491,000	66%	
2130-0002 RECORDS MANAGEMENT								
2130-2220-0000 Records Management Operating Expenses	MFA				81,390	121,364	67%	
2130-0002 RECORDS MANAGEMENT	-	-	0%		81,390	121,364	67%	
2140-0002 CUSTOMER SERVICE								
2140-2220-0000 Customer Service Operating Expenses	MFA				69,230	87,000	80%	
2140-0002 CUSTOMER SERVICE	-	-	0%		69,230	87,000	0%	
2200-0002 RATES & CHARGES								
2210-0003 General Rates - Residential Categories								
2210-1000-0000 Rates - Residential	MFA	197,475	195,248	101%				
2210-1005-0000 Interest on Rates	MFA	5,211	3,000	174%				
2210-1080-0000 Discount - Residential	MFA	(62)	-	0%				
2210-1085-0000 Pensioner Rebates	MFA	(8,158)	(6,000)	136%				
2210-1090-0000 Writeoffs and Refunds	MFA	(1,366)	(51,000)	3%				
2210-1095-0000 Charge on Land	MFA	2,794	-	0%				
2210-0003 General Rates - Residential Categories		195,893	141,248	139%	-	-	0%	
2220-0003 General Rates - Commercial								
2220-1000-0000 Rates - Commercial	MFA	74,348	74,490	100%				
2220-1080-0000 Discount - Commercial	MFA	-	-	0%				
2220-1090-0000 Write Off & Refund - Commercial	MFA	(5)	(500)	1%				
2220-1105-0000 Interest on Rates - Commercial	MFA	379	500	76%				
2220-0003 General Rates - Commercial		74,722	74,490	100%				
2230-0003 General Rates - Rural Categories								
2230-1000-0000 Rates - Rural Categories	MFA	1,936,873	1,945,615	100%				
2230-1005-0000 Interest on Rates - Rural	MFA	25,983	13,000	200%				
2230-1080-0000 Discount - Rural Categories	MFA	3	-	0%				
2230-0003 General Rates - Rural Categories		1,962,858	1,958,615	100%	-	-	0%	

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	Actual	EXPENSE		COMMENTS	
		ACTUAL YTD	AMENDED BUDGET 25/26		%
2236-0003	General Rates - Oil and Gas Activity				
2236-1000-0000	Rates - Oil and Gas Activities	MFA 5,626,723	5,626,320	100%	
2236-1001-0000	Adjustment - Rates Oil & Gas Activit	MFA -	-	0%	
2236-1005-0000	Interest on Rates - Oil and Gas	MFA 802,341	540,000	145%	
2236-1080-0000	Discount - Oil and Gas Activities	MFA -	-	0%	
2236-1090-0000	Write-offs and Refunds - Oil and Gas	MFA (14)	(3,000)	-3%	
2236-0003	General Rates - Oil and Gas Activity	6,429,050	6,163,320	104%	
2240-0003	Rates & Charges Administration				
2240-2000-0000	Rates & Charges Operating Expense	MFA -	74,685	146,000	-51%
2240-0003	Rates & Charges Administration	-	74,685	146,000	51%
2200-0002	RATES & CHARGES	8,662,523	8,337,673	104%	
2295-0002	GRANTS				
2295-1100-0000	FA Grant - General Component	MFA 2,765,866	7,455,036	17%	Majority is expected in June 2026 Majority is expected in June 2026
2295-1130-0000	FA Grant - Identified Road Component	MFA 772,478	2,070,678	17%	
2296-1100-0000	Grant - Roads to Recovery	DES -	-	0%	
2296-1120-0000	Grant - Scheme Supply Fund	CEO 30,000	100,000	0%	
2296-1110-0000	Grant - Housing Support Program	CEO -	-	0%	
2297-1000-0000	SWQ Water and Sewerage Alliance Revenue	DES -	-	0%	
2297-2000-0000	SWQ Water and Sewerage Alliance Costs	DES -	-	0%	
2298-1200-0000	Capital Grant - SES Donation	MFA -	39,316	0%	
2298-1204-0000	Capital Grant - SES Support Grant	MFA -	-	0%	
2298-1205-0000	Cap Grant - LRCIP Programme Round 3	MFA -	235,572	0%	
2298-1206-0000	Capital Grant - LRCIP Programme Round 4 Part A	MFA -	633,682	0%	
2298-1207-0000	Capital Grant - LRCIP Programme Round 4 Part B	MFA -	183,116	0%	
2298-1208-0000	Capital Grant - ENHM Stage 3	MFA -	831,461	0%	
2298-1209-0000	Capital Grant - Energy Funding	MFA -	45,966	0%	
2298-1210-0000	Capital Grant - RAUP Toompine	MFA -	102,250	0%	
2298-1220-0000	Capital Grant - LGGSP - Townhouses	MFA -	-	0%	
2298-1270-0000	Cap Grant - R2R Revenue	MFA 313,588	1,084,903	19%	
2298-1275-0000	Capital Grant - BOR Quilpie STP Design	MFA -	-	0%	
2298-1280-0000	Cap Grant - LGGSP - Quilpie Airport Upgrade Design	MFA -	72,115	0%	
2298-1288-0000	Cap Grant - W4Q 24-27	MFA -	1,385,998	0%	
2298-1289-0000	Capital Grant - LGGSP - Quilpie Sewerage Treatment f	MFA -	-	0%	
2298-1292-0000	Capital Grant - Res Activation Fund	MFA -	1,313,902	0%	
2298-1293-0000	Capital Grant - Quilpie Airport Upgra	MFA -	-	0%	
2298-1294-0000	Capital Grant - Disaster Ready Fund	MFA -	-	0%	
2298-1296-0000	Capital Grant - Country Roads Connec	MFA -	-	0%	
2298-1298-0000	Capital Grant - Battery Collection Project	DIS -	80,000	0%	
2295-0002	GRANTS	3,881,932	15,634,005	25%	
2300-0002	OTHER REVENUE				
2300-1500-0000	Administration Fees (GST Applies)	MFA 1,480	5,000	11%	
2300-1510-0000	Admin Fees (GST Exempt)	MFA 3,595	5,000	72%	
2300-1601-0000	Fire Levy Commission	MFA 1,945	4,000	19%	
2300-1800-0000	Bank Interest Received	MFA 9,262	15,000	62%	
2300-1810-0000	Investment Interest	MFA 1,541,029	2,005,909	77%	

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	Resp. Off	Actual			EXPENSE			COMMENTS
		ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
2300-1990-0000	MFA	5,198	3,081	169%				
2300-1995-0000	MFA	-	2,000	0%				
2300-2130-0000	MFA			0%	16,525	28,000	59%	
2310-1300-0000	MFA	-	500	0%				
2310-2300-0000	MFA				294	500	59%	
2300-0002		1,562,510	2,040,490	77%	16,818	28,500	59%	
2400-0002		EMPLOYEE ONCOSTS						
2400-2010-0000	MFA				537,661	640,000	84%	
2400-2011-0000	MFA				83,740	143,000	59%	
2400-2012-0000	MFA				116,883	220,000	53%	
2400-2013-0000	MFA				129,027	210,000	61%	
2400-2015-0000	MFA				4,651	10,000	47%	
2400-2016-0000	MFA				-	2,000	0%	
2400-2020-0000	MFA				4,434	7,000	63%	
2400-2025-0000	MFA				8,393	15,000	56%	
2400-2065-0000	MFA				495,721	680,000	73%	
2400-2230-0000	MFA				105,473	100,000	105%	Annual Cover
2400-2315-0000	MFA				-	10,000	0%	
2400-2410-0000	MFA				172,867	293,500	59%	
2400-2821-0000	MFA				(440,656)	(640,000)	69%	
2400-2822-0000	MFA				(114,278)	(220,000)	52%	
2400-2823-0000	MFA				(97,947)	(143,000)	68%	
2400-2824-0000	MFA				(150,050)	(210,000)	71%	
2400-2825-0000	MFA				(468,801)	(680,000)	69%	
2400-2826-0000	MFA				(68,832)	(100,000)	69%	
2400-2827-0000	MFA				(163,220)	(238,000)	69%	
2400-2828-0000	MFA				(205,648)	(300,000)	69%	
2400-2829-0000	MFA				(229,310)	(240,000)	96%	Due to higher level of contractor work
2400-2830-0000	MFA				(51,789)	(80,000)	65%	
2400-2831-0000	MFA				(90,152)	(100,000)	90%	
2400-0002		-	-	0%	(421,835)	(620,500)	68%	
2000-0001		14,106,965	26,012,168	54%	1,011,979	4,030,752	25%	
3000-0001		INFRASTRUCTURE						
3000-0002		ENGINEERING ADMIN & SUPERVISION						
3000-1100-0000	DIS	15,000	-	0%				
3000-1101-0000	DIS	-	-	0%				
3000-1500-0000	DIS		295,500					
3000-2029-0000	DIS				(185,901)	(230,000)	81%	
3000-2030-0000	DIS				(15,345)	(20,000)	77%	
3000-2040-0000	DIS				(43,178)	(50,000)	86%	
3000-2050-0000	DIS				(27,429)	(30,000)	91%	
3000-2060-0000	DIS				-	30,000	0%	
3000-2080-0000	DIS				23,264	-	0%	
3000-2220-0000	DIS				78,332	199,000	39%	
3000-2420-0000	DIS				57,440	67,000	86%	
3000-2985-0000	DIS				23,652	10,000	237%	Some costs to be Journalised

Revenue and Expenditure Report

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	Actual	EXPENSE			COMMENTS			
		Actual	AMENDED BUDGET 25/26	%				
Resp. Off	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%		
3000-2990-0000 Works Supervision	DIS				615,006	991,482	61%	
3000-0002 ENGINEERING ADMIN & SUPERVISION		15,000	295,500	5%	525,841	967,482	54%	
3100-0002 WATER								
3100-0003 WATER - QUILPIE								
3100-1000-0000 Quilpie Water Charges	MFA	341,726	332,250	103%				
3100-1005-0000 Quilpie Water Charges Interest	MFA	3,948	2,575	153%				
3100-1020-0000 Quilpie Other Water Revenue	MFA	-	-	0%				
3100-1080-0000 Quilpie Water Discount	MFA	5	-	0%				
3100-1085-0000 Quilpie Water Pensioner Rebate	MFA	(5,432)	(4,750)	114%				
3100-1090-0000 Quilpie Water Writeoff and Refund	MFA	(5)	(500)	1%				
3100-1500-0000 Quilpie Water Connections	DIS	-	525	0%				
3100-2200-0000 Drinking Water Quality Plan	DIS				3,243	6,485	50%	
3100-2230-0000 Quilpie Water Operations	DIS				246,294	365,918	67%	
3100-2600-0000 Depn Quilpie Water	DIS				83,979	112,789	74%	
3100-0003 WATER - QUILPIE		340,241	330,130	103%	333,516	485,192	69%	
3110-0003 WATER - EROMANGA								
3110-1000-0000 Eromanga Water Charges	MFA	35,189	35,920	98%				
3110-1005-0000 Eromanga Water Charges Interest	MFA	148	500	30%				
3110-1020-0000 Eromanga Other Water Revenue	MFA	-	-	0%				
3110-1080-0000 Eromanga Water Discount	MFA	-	-	0%				
3110-1085-0000 Eromanga Water Pensioner Rebate	MFA	(625)	(1,250)	50%				
3110-1090-0000 Eromanga Water Writeoff and Refund	MFA	(6)	-	0%				
3110-2220-0000 Eromanga Water Operations-Wages	DIS				51,531	82,461	61%	
3110-2230-0000 Eromanga Water Operations-Expenses	DIS				225,756	289,165	78%	
3110-2600-0000 Depn Eromanga Water	DIS				177,151	270,280	65%	
3110-0003 WATER - EROMANGA		34,707	35,170	99%	454,439	641,906	71%	
3120-0003 WATER - ADAVALE								
3120-1000-0000 Adavale Water Charges	MFA	24,322	24,688	99%				
3120-1005-0000 Adavale Water Charges Interest	MFA	664	500	133%				
3120-1080-0000 Adavale Water Discount	MFA	(41)	-	0%				
3120-1085-0000 Adavale Water Pensioner Remissions	MFA	(1,401)	(1,300)	108%				
3120-1090-0000 Adavale Water Chgs Writeoff & Refund	MFA	(5)	-	0%				
3120-2220-0000 Adavale Water Operations	DIS				34,097	70,000	49%	
3120-2600-0000 Depn Adavale Water	DIS				14,410	18,795	77%	
3120-0003 WATER - ADAVALE		23,539	23,888	99%	48,507	88,795	55%	
3130-0003 WATER - CHEEPIE								
3130-2220-0000 Cheepee Water Operations	DIS				1,141	1,000	114%	Labour hire costs to cover staff vacancies
3130-2600-0000 Depn Cheepee Water	DIS				199	258	77%	
3130-0003 WATER - CHEEPIE		-	-	0%	1,339	1,258	106%	
3140-0003 WATER - TOOMPINE								
3140-1000-0000 Toompine Water Charges	MFA		-					
3140-1005-0000 Toompine Water Charges Interest	MFA		-					
3140-1080-0000 Toompine Water Discount	MFA		-					
3140-2220-0000 Toompine Water Operations-Wages	DIS				1,157	5,000	23%	

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Resp. Off	Actual	Actual		%	EXPENSE			COMMENTS	
		ACTUAL YTD	AMENDED BUDGET 25/26		ACTUAL YTD	AMENDED BUDGET 25/26	%		
3140-2230-0000	Toompine Water Operations					7,893	15,000	53%	
3140-2600-0000	Water Depreciation-Toompine					15,379	19,982	77%	
3140-0003	WATER - TOOMPINE			0%		24,429	39,982	61%	
3100-0002	WATER	398,487	389,188	102%	862,230	1,257,133	69%		
3200-0002	SEWERAGE								
3200-0003	SEWERAGE QUILPIE								
3200-1000-0000	Quilpie Sewerage Charges	MFA	254,727	253,110	101%				
3200-1005-0000	Quilpie Sewerage Interest	MFA	3,774	2,000	189%				
3200-1080-0000	Quilpie Sewerage Discount	MFA	4	-	0%				
3200-1085-0000	Quilpie Sewerage Pensioner Remission	MFA	(1,228)	(700)	175%				
3200-1090-0000	Quilpie Sewerage Writeoff & Refunds	MFA	(4)	(100)	4%				
3200-1500-0000	Quilpie Sewerage Waste Charge	MFA	-	-	0%				
3200-1510-0000	Quilpie Sewerage Connection	DIS	158	1,000	16%				
3200-2230-0000	Quilpie Sewerage Operations	DIS				170,876	260,000	66%	
3200-2600-0000	Depn Quilpie Sewerage	DIS				136,703	183,584	74%	
3200-0003	SEWERAGE QUILPIE		257,432	255,310	101%	307,579	443,584	69%	
3210-0003	SEWERAGE EROMANGA								
3210-1000-0000	Eromanga Sewerage Charges	MFA	24,385	24,385	100%				
3210-1005-0000	Eromanga Sewerage Charges Interest	MFA	293	500	59%				
3210-1080-0000	Eromanga Sewerage Discount	MFA	-	-	0%				
3210-1085-0000	Eromanga Sewerage Pensioner Remissions	MFA	(77)	(100)	77%				
3210-1090-0000	Eromanga Sewerage Writeoff & Refunds	MFA	(8)	-	0%				
3210-2230-0000	Eromanga Sewerage Operations	DIS				38,057	44,205	86%	
3210-2600-0000	Depn Eromanga Sewer	DIS				28,309	38,020	74%	
3210-0003	SEWERAGE EROMANGA		24,592	24,785	99%	66,366	82,225	81%	
3212-0003	SEWERAGE ADAVALE								
3212-2600-0000	Depn Adavale Septic System	DIS				55	73	75%	
3212-0003	SEWERAGE ADAVALE		-	-	0%	55	73	75%	
3214-0003	SEWERAGE TOOMPINE								
3214-2600-0000	Depn Toompine Hall Septic System	DIS				153	204	75%	
3214-0003	SEWERAGE TOOMPINE		-	-	0%	153	204	75%	
3200-0002	SEWERAGE		282,024	280,095	101%	374,152	526,086	71%	
3300-0002	INFRASTRUCTURE MAINTENANCE								
3300-0003	SHIRE ROADS MAINTENANCE								
3300-2220-0000	Shire Roads & Drainage - Wages	DIS				65,432	297,675	22%	
3300-2230-0000	Shire Roads & Drainage Expenses	DIS				350,309	551,250	64%	
3300-2600-0000	Depn Roads & Streets	DIS				3,120,440	4,188,953	74%	
3300-0003	SHIRE ROADS MAINTENANCE		-	-	0%	3,536,180	5,037,878	70%	
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021								
3305-1140-0000	Old Resilience & Risk Reduction Fund	DIS	-	-	0%				
3305-1250-0000	FD 2021 Restoration Works	DIS	-	-	0%				

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Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
3305-2300-0000	FD 2021 Restoration						
3305-0003	SHIRE ROADS - FLOOD DAMAGE 2021						
		-	0%	-	-	0%	
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022						
3306-1150-0000	FD 2022 Emergent Works	-	0%				
3306-1250-0000	FD 2022 Restoration Works	-	0%				
3306-2200-0000	FD 2022 Emergent Works			-	-	0%	
3306-2300-0000	FD 2022 Restoration Works			-	-	0%	
3306-0003	SHIRE ROADS - FLOOD DAMAGE 2022						
		-	0%	-	-	0%	
3307-0003	SHIRE ROADS - FLOOD DAMAGE SEPT 2022						
3307-1150-0000	FD SEPT 2022 Emergent Works	-	0%				
3307-1160-0000	FD Sept 2022 IRW	-	0%				
3307-1170-0000	FD Sept 2022 Restoration Works	-	0%				
3307-2200-0000	FD SEPT 2022 Emergent Works			-	-	0%	
3307-2300-0000	FD SEPT 2022 Restoration Works			-	-	0%	
3307-2400-0000	FD Sept 2022 Restoration Works			-	-	0%	
		-	0%	-	-	0%	
3308-0003	SHIRE ROADS - FLOOD DAMAGE 2024						
3308-1150-0000	FD 2024 Emergent Works	-	0%				
3308-1170-0000	FD 2024 Restoration Works	2,932,794	100%				
3308-2200-0000	FD 2024 Emergent Works			-	-	0%	
3308-2400-0000	FD 2024 Restoration Works			2,932,794	2,932,794	100%	
		2,932,794	100%	2,932,794	2,932,794	100%	
3309-0003	SHIRE ROADS - FLOOD DAMAGE 2023						
3309-1170-0000	FD 2023 Restoration Works	1,520,833	100%				
3309-2400-0000	FD 2023 Restoration Works			1,520,833	1,520,833	100%	
		1,520,833	100%	1,520,833	1,520,833	100%	
3301-0003	SHIRE ROADS - FLOOD DAMAGE NOV 2024						
3301-1150-0000	FD Nov 2024 Restoration Works	-	0%				
3301-2200-0000	FD Nov 2024 Restoration Works			-	-	0%	
		-	0%	-	-	0%	
3302-0003	SHIRE ROADS - FLOOD DAMAGE MAR 2025						
3302-1150-0000	FD Mar 2025 - Emergent Works	271,615	100%				
3302-1160-0000	FD MAR 2025 - Restoration Works	14,169,439	47%				
3302-1170-0000	FD MAR 2025 - Immediate Restoration Works	1,349,755	100%				
3302-2200-0000	FD MAR 2025 - Emergent Works			271,615	271,615	100%	
3302-2220-0000	FD MAR 2025 - Restore Sewerage Serv			-	-	0%	
3302-2230-0000	FD MAR 2025 - Restore Water Services			-	-	0%	
3302-2240-0000	FD MAR 2025 - Restoration Works			14,169,439	30,000,000	47%	
3302-2250-0000	FD MAR 2025 - Immediate Restoration Works			1,349,755	1,349,755	100%	
		15,790,809	247%	15,790,809	31,621,370	100%	
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE						
3310-2220-0000	Town Street & Drainage Maintenance			414,953	700,000	59%	
3310-2230-0000	Street Lighting			17,930	37,500	48%	

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Resp. Off	Actual			EXPENSE			COMMENTS	
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%		
3310-2240-0000	Street Cleaning Operations			DIS	633	5,000	13%	
3310-0003	TOWN STREET & DRAINAGE MAINTENANCE				433,515	742,500	58%	
3330-0003	DEPOTS & CAMPS							
3330-1510-0000	Camp Accommodation Rent			DIS	-	10,000	0%	
3330-2220-0000	Camps Operations			DIS	30,951	54,075	57%	
3330-2330-0000	Depots Operations			DIS	192,147	227,850	84%	
3330-2600-0000	Depn Depot & Camp			DIS	208,624	280,196	74%	
3330-0003	DEPOTS & CAMPS				431,722	562,121	77%	
3340-0003	WORKSHOP							
3340-2220-0000	Workshop Operations			DDIS	8,397	10,500	80%	
3340-2230-0000	Workshop Maintenance & Repairs			DDIS	173,449	283,500	61%	
3340-0003	WORKSHOP				181,846	294,000	62%	
3350-0003	PLANT & MACHINERY							
3350-1500-0000	Insurance Claims			DDIS	534,623	795,000	67%	
3350-1510-0000	Gain/Loss on Sale/Disposal of Plant			DDIS	(10,399)	-	0%	
3350-1570-0000	Diesel Rebate - ATO			DDIS	127,604	200,000	64%	
3350-2145-0000	Small Plant Repairs			DDIS				
3350-2225-0000	Small Plant Purchases			DDIS	11,458	16,677	69%	
3350-2229-0000	Plant Operations			DDIS	14,286	20,000	71%	
3350-2330-0000	Plant Repairs & Maintenance			DDIS	574,200	770,650	75%	
3350-2331-0000	Plant Registration and Insurance			DDIS	799,809	884,000	90%	Parts, including hire grader & loader
3350-2585-0000	Plant Recoveries			DDIS	187,944	179,085	105%	Annual Motor Vehicle insurance
3350-2600-0000	Depn Plant			DDIS	(2,337,939)	(3,600,000)	65%	
3350-0003	PLANT & MACHINERY				817,802	1,018,242	80%	
		651,828	995,000					
			66%		67,560	(711,346)	-9%	
3355-0003	BATCHING PLANT OPERATIONS							
3355-2200-0000	Batching Plant Operations				-	300,000	0%	
3355-2585-0000	Batching Plant Recoveries				-	(330,000)	0%	
3355-2600-0000	Depn - Batching Plant				-	16,000	0%	
3355-0003	BATCHING PLANT OPERATIONS				-	(14,000)	-	
3360-0003	AERODROME							
3360-1200-0000	Quilpie Aerodrome Fees			DDIS	-	20,000	0%	
3360-2325-0000	Quilpie Aerodrome Operations			DDIS	39,050	40,000	98%	
3360-2330-0000	Quilpie Aerodrome Repairs & Maint			DDIS	67,010	84,000	80%	Aerodrom Manual Validation, survey,
3360-2340-0000	Eromanga Aerodrome Repairs & Maint			DDIS	10,564	15,000	70%	Aerodrom Manual Validation
3360-2350-0000	Adavale Aerodrome Repairs & Maint			DDIS	4,268	6,536	65%	
3360-2360-0000	Toompine Aerodrome Repairs & Maint			DDIS	415	2,100	20%	
3360-2370-0000	Cheepie Aerodrome Repairs & Maint			DDIS	-	2,100	0%	
3360-2600-0000	Depn - Quilpie Aerodrome			DDIS	194,837	261,120	75%	
3361-2600-0000	Depn - Adavale Aerodrome			DDIS	26,429	35,496	75%	
3362-2600-0000	Depn - Toompine Aerodrome			DDIS	12,164	16,337	74%	
3363-2600-0000	Depn - Cheepie Aerodrome			DDIS	-	64	0%	
3365-2600-0000	Depn - Eromanga Aerodrome			DDIS	104,128	139,766	75%	
3360-0003	AERODROME				-	20,000	0%	
3366-0003	QUILPIE REFUELLING FACILITY							

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	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
3366-1310-0000	Quilpie Refuelling Revenue	DDIS	222,589	350,000	64%		
3366-2310-0000	Quilpie Refuelling Operation and R&M	DDIS				77%	
3366-2600-0000	Depn - Quilpie Refuelling Facility	DDIS				0%	
3365-0003	QUILPIE REFUELLING FACILITY		222,589	350,000	64%		
3370-0003	BULLOO PARK						
3370-1500-0000	Bulloo Park Fees	DCCS	1,412	2,000	71%		
3370-2220-0000	Bulloo Park Operations	DCCS				45%	Rates, Insurance and Electrical Repairs
3370-2600-0000	Depn Bulloo Park	DCCS				0%	
3370-0003	BULLOO PARK		1,412	2,000	71%		
3371-0003	BULLOO RIVER WALKWAY						
3371-2220-0000	Bulloo River Walkway Operations	MED				0%	
3371-0003	BULLOO RIVER WALKWAY		-	-	0%		
3374-0003	TOOMPINE PLAY AREA						
3374-2220-0000	Toompine Play Area Operations					21%	
3374-0003	TOOMPINE PLAY AREA		-	-	0%		
3375-0003	JOHN WAUGH PARK						
3375-1500-0000	John Waugh Park Fees	DCCS				0%	
3375-2220-0000	John Waugh Park Operations	DCCS				50%	
3375-2600-0000	Depn John Waugh Park	DCCS				14%	
3375-0003	JOHN WAUGH PARK		-	-	0%		
3376-0003	BICENTENNIAL PARK						
3376-2220-0000	Bicentennial Park Operations	DCCS				30%	
3376-2600-0000	Depn Bicentennial Park	DCCS				5%	
3376-0003	BICENTENNIAL PARK		-	-	0%		
3377-0003	BALDY TOP RECREATION AREA						
3377-2220-0000	Baldy Top Operations	DCCS				55%	
3377-0003	BALDY TOP RECREATION AREA		-	-	0%		
3378-0003	OPALOPOLIS PARK						
3378-2220-0000	Opalopolis Park Operations	DCCS				0%	
3378-0003	OPALOPOLIS PARK					0%	
3379-0003	KNOT-O-SAURUS PARK						
3379-2220-0000	Knot-o-saurus Park Operations	DCCS				0%	
3379-0003	KNOT-O-SAURUS PARK					0%	
3380-0003	COUNCIL LAND & BUILDINGS						
3380-1500-0000	Gain / Loss on Land & Buildings for Resale	DCCS				0%	
3380-1501-0000	Profit / (Loss) on Sale of Assets	DCCS	424,307			0%	
3380-2100-0000	Land Sale Costs	DCCS				0%	
3380-2330-0000	Council Properties Operating Exp	DCCS				11%	
3380-2600-0000	Depn Council Buildings Other	DCCS				1%	
3380-0003	COUNCIL LAND & BUILDINGS		424,307	-	0%		
3385-0003	PARKS & GARDENS						
3385-2220-0000	Parks & Gardens Operating Expenses	DES				71%	

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Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
3385-2420-0000	Street Tree Program			-	-	100%	
3385-2600-0000	Depn Parks Building			28,651	38,480	74%	
3385-0003	PARKS & GARDENS		0%	149,015	208,480	71%	
3390-0003	PUBLIC TOILETS						
3390-2220-0000	Public Toilets Operations			34,531	52,500	66%	
3390-0003	PUBLIC TOILETS		0%	34,531	52,500	66%	
3300-0002	INFRASTRUCTURE MAINTENANCE	21,544,573	37,451,997	58%	26,282,509	43,864,307	60%
3400-0002	BUSINESS OPPORTUNITIES						
3400-0003	DMR WORKS						
3402-1258-0000	RMPC Contract	1,956,612	2,583,174	76%			Timing of claims
3402-1260-0000	RMPC Contract Variations	-	-	0%			
3402-2230-0000	RMPC Contract				1,776,925	2,324,857	76%
3403-1275-0000	Quilpie-Adavale Red Rd (TIDS) Revenu	-	-	0%			
3403-2200-0000	Quilpie-Adavale Red Road (TIDS) Exps				13,411	-	0%
3403-1276-0000	Adavale-Blackall Rd (TIDS)		530,863				
3403-2201-0000	Adavale-Blackall Rd (TIDS)					530,863	
3404-1280-0000	TIDS Adavale Blackall Rd Revenue	714,451	1,061,726	67%			
3404-2200-0000	TIDS Adavale Blackall Rd Expenses				682,803	955,553	71%
3405-1300-0000	CN-15666 Diamantina Drainage Revenue	-	-	0%			
3405-2300-0000	CN-15666 Diamantina Drainage Costs				-		
3406-1200-0000	DMR WORKS - Others (Revenue)	-	-	0%			
3406-2200-0000	DMR WORKS - Others (Expenses)				-		
3407-1280-0000	CN19645 Diamantina Development Road	-	-	0%			
3407-2300-0000	CN19645 Diamantina Development Road				-		
3408-1280-0000	CN 19645 Stage 2 Diamantina Developm	-	-	0%			
3408-2300-0000	CN19645 Stage 2 Diamantina Developme				-		
3409-1280-0000	CN 22452 DRFA Works 23B	-	-	0%			
3409-2300-0000	CN 22452 DRFA Works 23B				62	-	0%
3400-0003	DMR WORKS	2,671,063	4,175,764	64%	2,473,201	3,811,273	65%
3410-0003	PRIVATE WORKS						
3410-1280-0000	MAR 2025 Event - TMR Works	238,494	-	0%			
3410-1550-0000	Private Works Revenue	95,284	95,284	100%			
3410-2230-0000	Private Works Expenditure				49,360	85,755	58%
3410-2300-0000	MAR 2025 Event - TMR Works				13,475		
3411-1280-0000	CN23526 Grid Removals	110,084	-	0%			
3411-2300-0000	CN23526 Grid Removals				15,859	-	0%
3410-0003	PRIVATE WORKS	443,861	95,284	466%	78,694	85,755	92%
3400-0002	BUSINESS OPPORTUNITIES	3,114,924	4,271,048	73%	2,551,895	3,897,028	65%
3000-0001	INFRASTRUCTURE	25,355,008	42,667,628	59%	30,536,628	50,512,036	61%
4000-0001	ENVIRONMENT & HEALTH						

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Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
4100-0002	PLANNING & DEVELOPMENT						
4100-0003	TOWN PLANNING - LAND USE & SURVEY						
4100-1500-0000	Town Planning Fees	5,297	5,000	106%			
4100-2220-0000	Town Planning Expenses				12,159	10,000	122%
4100-0003	TOWN PLANNING - LAND USE & SURVEY	5,297	5,000	106%	12,159	10,000	122%
4150-0003	BUILDING CONTROLS						
4150-1500-0000	Building Fees No GST	1,803	1,000	180%			
4150-1501-0000	Building Fees - GST Applies	25,359	30,000	85%			
4150-2220-0000	Building Expenses				65,338	60,000	109%
4151-1505-0000	Swimming Pool Inspection Fees				-	-	0%
4151-2225-0000	Swimming Pool Inspection Costs				-	-	0%
4150-0003	BUILDING CONTROLS	27,162	31,000	88%	65,338	60,000	109%
4100-0002	PLANNING & DEVELOPMENT	32,459	36,000	90%	77,498	70,000	111%
4200-0002	WASTE MANAGEMENT						
4200-0003	GARBAGE COLLECTION						
4200-1000-0000	Garbage Charges	424,400	423,761	100%			
4200-1005-0000	Garbage Charges - Interest	6,400	4,200	152%			
4200-1080-0000	Garbage Charges Discount	(6)	-	0%			
4200-1085-0000	Garbage Pensioner Remission	(121)	-	0%			
4200-1090-0000	Garbage Charges Writeoff and Refund	(33)	(100)	33%			
4200-2220-0000	Garbage Operations				131,940	140,595	84%
4220-2225-0000	Annual Kerbside Collection				4,526	10,300	44%
4200-0003	GARBAGE COLLECTION	430,639	427,861	101%	136,466	150,895	90%
4250-0003	LANDFILL OPERATIONS						
4250-1500-0000	Landfill Fees Revenue	700	1,000	70%			
4250-2235-0000	Landfill Operations				403,863	273,000	148%
4250-2600-0000	Depn Landfill				39,742	53,376	73%
4250-0003	LANDFILL OPERATIONS	700	1,000	70%	443,605	326,376	136%
4200-0002	WASTE MANAGEMENT	431,339	428,861	101%	580,071	477,271	122%
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL						
4300-0003	PLANT PEST CONTROL						
4300-2250-0000	Com. Combating Drought-Pest Weed Exp				-	-	0%
4300-2290-0000	Plant Pest Control Expenses				1,769	30,000	6%
4300-0003	PLANT PEST CONTROL	-	-	0%	1,769	30,000	6%
4310-0003	ANIMAL PEST CONTROL						
4310-1000-0000	Wild Dog Special Levy	106,621	105,415	101%			
4310-2235-0000	Wild Dog Coordinator Expenditure				139,747	183,225	76%
4310-2250-0000	Wild Dog Bonus Payments				800	5,000	16%
4310-2280-0000	DNR Precept - Barrier Fence				67,178	137,365	49%
4312-1000-0000	Baiting Fee Reimbursements	55,976	72,500	77%			

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Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
4312-2260-0000	Syndicate Baiting Expense	DCCS		163,653	380,100	43%	
4313-1170-0000	Grant - QLD Feral Pest Initiative	DCCS	(5,198)	-	-	0%	
4313-2250-0000	QLD Feral Pest Initiative	DCCS		-	-	0%	
4313-2290-0000	2022 Council Exclusion Fence Subsidy	DCCS		-	-	0%	
4313-2300-0000	2023 Council Exclusion Fence Subsidy	DCCS		-	-	0%	
4310-0003	ANIMAL PEST CONTROL		157,399	177,915	88%		
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT						
4320-1500-0000	Common Application Fees	DCCS	1,890	2,000	95%		
4320-1600-0000	Mustering / Supplement Fees	DCCS	2,419	2,500	97%		
4320-1800-0000	Reserve Fees	DCCS	-	-	0%		
4320-2200-0000	Common Fence Repairs & Firebreaks	DCCS		10,833	16,508	65%	
4320-2220-0000	Stock Routes & Reserves Expenses	DCCS		17,139	21,000	81%	
4320-0003	STOCK ROUTES & RESERVES MANAGEMENT		5,367	4,500	119%		
4330-0003	DOMESTIC ANIMAL CONTROL						
4330-1300-0000	Animal Write-Off	DCCS	-	-	0%		
4330-1400-0000	Animal Discounts	DCCS	-	-	0%		
4330-1500-0000	Animal Control Fees	DCCS	9,747	15,000	65%		
4330-1700-0000	Animal Control Fines & Penalties	DCCS	-	1,000	0%		
4330-2220-0000	Animal Control Expenses	DCCS		1,667	25,000	7%	
4330-0003	DOMESTIC ANIMAL CONTROL		9,747	16,000	61%		
4300-0002	PEST MANAGEMENT & ANIMAL CONTROL		172,513	198,415	87%		
4500-0002	ENVIRONMENT & HEALTH						
4510-0003	ENVIRONMENTAL PROTECTION						
4510-2220-0000	Environmental Protection Expenses	DCCS		17,398	28,000	62%	
4510-0003	ENVIRONMENTAL PROTECTION		-	17,398	28,000	62%	
4520-0003	HEALTH AUDITING & INSPECTION						
4520-1400-0000	Health Licenses & Permits Revenue	CEO	3,645	3,500	104%		
4520-2230	Health Operations		3,645	3,500	104%		
4500-0002	ENVIRONMENT & HEALTH		3,645	3,500	104%		
4000-0001	ENVIRONMENT & HEALTH		610,986	666,776	90%		
5000-0001	COMMUNITY SERVICES						
5100-0002	COMMUNITY DEVELOPMENT						
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS						
5120-2220-0000	Quilpie Swimming Pool Operations	DCCS		309,931	417,514	74%	
5120-2330-0000	Quilpie Swimming Pool Repairs & Mtc	DCCS		48,654	85,218	57%	
5120-2600-0000	Depn Swimming Pool Structures	DCCS		71,547	96,092	74%	
5125-2220-0000	Eromanga Swimming Pool Opt & Maint	DCCS		7,092	-	0%	
5125-2230-0000	Eromanga Swimming Pool Repairs & Mtc	DCCS		113,333	164,640	69%	
5125-2600-0000	Depn Eromanga Swimming Pool	DCCS		19,531	26,231	74%	

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Resp. Off	Actual			EXPENSE			COMMENTS	
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%		
5120-0003	COMMUNITY FACILITIES SWIMMING POOLS	-	-	0%	570,086	789,695	72%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS							
5150-1500-0000	Shire Halls - Revenue	2,394	3,000	80%				
5150-2220-0000	Shire Hall Operations				51,085	66,125	77%	Property Insurance
5150-2330-0000	Shire Halls Repairs & Maintenance				104,519	133,350	78%	
5150-2600-0000	Depn Shire Halls				171,451	230,269	74%	
5150-0003	COMMUNITY FACILITIES - SHIRE HALLS	2,394	3,000	80%	327,054	429,744	76%	
5170-0003	RECREATION FACILITIES							
5170-2220-0000	Recreational Facilities Operating Expenses				12,586	15,000	84%	
5170-2230-0000	Recreational Facilities Repairs & Maintenance				250	2,500	10%	
5170-2250-0000	All Sports Building				3,754	4,000	94%	
5170-2330-0000	Adavale Sport & Rec Grounds				20,289	20,000	101%	
5170-2340-0000	Eromanga Rodeo & Race Grounds				27,331	25,000	109%	Insurance & Rates
5170-2350-0000	Toompine Shooting Facility				2,974	4,404	68%	
5170-2600-0000	Depn Recreational Facilities				193,497	259,879	75%	
5170-0003	RECREATION FACILITIES	-	-	0%	260,682	330,783	79%	
5180-0003	TOWN DEVELOPMENT							
5180-2820-0000	Town Development - Eromanga				-	5,000	0%	
5180-2830-0000	Town Development - Adavale				-	5,000	0%	
5180-2840-0000	Town Development - Toompine				-	5,000	0%	
5180-0003	TOWN DEVELOPMENT	-	-	0%	-	15,000	0%	
5190-0003	COMMUNITY DEVELOPMENT							
5190-1140-0000	Sundry Income							
5190-1150-0000	Community Bus Income	6,605	7,500	88%				
5190-1160-0000	Community Event - Ticket Sales							
5190-1210-0000	Grants - National Australia Day Council	8,000	10,000	80%				
5190-1220-0000	Grant - NAIDOC Week		10,000	0%				
5190-1221-0000	NAIDOC Week Contribution							
5190-1230-0000	Grant - Celebrating Multicultural Qld							
5190-2100-0000	Community Support Activities & Event				20,978	56,500	37%	
5190-2150-0000	Buses - Community Support							
5190-2320-0000	Community Celebrations				19,491	60,000	32%	
5190-2500-0000	Council Community Grants				41,566	53,000	78%	
5190-2840-0000	Quilpie Street Development					5,000	0%	
5190-0003	COMMUNITY DEVELOPMENT	14,605	27,500	53%	82,035	174,500	47%	
5100-0002	COMMUNITY DEVELOPMENT	16,999	30,500	56%	1,239,858	1,739,722	71%	
5200-0002	AGED SERVICES							
5220-1200-0000	Aged Peoples Accommodation Rent	71,319	125,000	57%				
5220-2220-0000	Aged Peoples Accommodation O&M				176,727	130,594	135%	Insurance & Rates
5220-2240-0000	Gyrica Gardens Rec-Centre - O&M				10,003	18,500	54%	
5220-2600-0000	Depn Aged Accom Building				114,394	153,638	74%	
5200-0002	AGED SERVICES	71,319	125,000	57%	301,124	302,732	99%	

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		ACTUAL YTD	AMENDED BUDGET 25/26	
Resp. Off	ACTUAL YTD	AMENDED BUDGET 25/26	%	
5225-0002 HOUSING				
5225-1200-0000 Rent - Housing	DCCS 442,837	649,000	68%	
5225-2220-0000 Housing Operating Expenses	DCCS			34,182 35,000 98%
5225-2230-0000 Housing - Repairs & Maintenance	DCCS			462,788 551,000 84%
5225-2600-0000 Depn Housing	DCCS			298,521 403,781 74%
5225-0002 HOUSING	433,284	649,000	67%	795,491 989,781 80%
5200-0002 AGED SERVICES & HOUSING	504,603	774,000	65%	1,096,615 1,292,513 85%
5300-0003 COMMUNITY HEALTH PROMOTIONS				
5300-1100-0000 Health Promotions Officer Grant Rev	DCCS 150,000	150,000	100%	
5300-1102-0000 Grant - LG Leadership for Sun Safety	DCCS 1,500	-	0%	
5300-1105-0000 Checkup Aust QMHW Grant	DCCS -	-	0%	
5300-1110-0000 Comedy Night Grant	DCCS -	-	0%	
5300-1101-0000 Grant - Ageing Queensland	DCCS -	-	0%	
5300-1115-0000 Qld Mental Health Comm Sponsorship	DCCS (9,601)	-	0%	
5300-1150-0000 SW Primary Care Pilot Funding	DCCS 95,949	95,040	101%	
5300-2000-0000 Health Promotions Officer Wages	DCCS			- - 0%
5300-2020-0000 National Dis. Ins. Scheme Officer	DCCS			74,752 108,000 69%
5300-2200-0000 Heart of Australia Bus Visit	DCCS			10,000 30,000 33%
5300-2240-0000 Health Promotions Officer Activities	DCCS			123,093 218,875 56%
5300-2700-0000 TRAIC Grant	DCCS			- - 0%
5300-2800-0000 SW Primary Health Care Pilot Expenses	DCCS			49,158 95,040 52%
5310-1100-0000 Grant - Localised Mental Health	DCCS -	-	0%	
5310-2000-0000 Localised Mental Health Grant Costs	DCCS -	0%		
5320-1100-0000 Grant - TRAIC	DCCS -	-	0%	
5320-2000-0000 TRAIC Grant Costs	DCCS -	-	0%	
5300-0003 COMMUNITY HEALTH PROMOTIONS	237,848	245,040	97%	257,004 451,915 57%
5300-0003 COMMUNITY HEALTH	237,848	245,040	97%	257,004 451,915 57%
5400-0003 COMMUNITY SERVICES ADMINISTRATION				
5400-2220-0000 Community Services Admin Operating Expenses	DCCS			299,895 513,000 58%
5400-0003 COMMUNITY SERVICES ADMINISTRATION	-	-	0%	299,895 513,000 58%
5400-0003 COMMUNITY SERVICES SUPPORT	-	-	0%	299,895 513,000 58%
5600-0002 ARTS & CULTURE				
5610-0003 MUSEUMS				
5610-2220-0000 Eromanga Living History Centre O&M	CEO			6,125 13,000 47%
5610-2230-0000 Museum Operations & Maintenance	MED			1,832 5,000 37%
5610-2240-0000 Powerhouse Museum Operations	MED			5,351 4,500 119%
5610-2250-0000 Railway / Local History	MED			2,958 25,000 12%
5610-2260-0000 Eromanga Natural Hist. Museum	CEO			49,796 80,000 62%
5610-2290-0000 ENHM COVID-19 Operating Support	CEO			- - 0%
5610-2600-0000 Depn Museum	MED			228,131 306,395 74%
5610-0003 MUSEUMS	-	-	0%	294,193 433,895 68%
5630-0003 REGIONAL ARTS DEVELOPMENT FUNDING				

Property Insurance

Revenue and Expenditure Report

For the month ending 31 March 2026
Year Elapsed 75%

		Actual			EXPENSE			COMMENTS
Resp. Off		ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
5630-1100-0000	RADF Grant Revenue	DCCS	26,250	26,250	100%			
5630-1400-0000	RADF Earnback and Refunds	DCCS	305	-	0%			
5630-2190-0000	RADF Grant Expenditure	DCCS				35,121	30,000	117%
5630-5000-0000	REGIONAL ARTS DEVELOPMENT FUNDING		26,555	26,250	101%	35,121	30,000	117%
5600-0002	ARTS & CULTURE		26,555	26,250	101%	329,314	463,895	71%
5700-0002	LIBRARY SERVICES							
5710-1100-0000	Libraries Operating Grant Revenue	DCCS	3,000	3,000	100%			Wage subsidy
5710-1110-0000	Strategic Priorities Grant	DCCS	-	-	0%			
5710-1120-0000	First Five Grant - Library	DCCS	3,000	3,000	100%			
5710-1130-0000	Grant - Library Resourcing	DCCS	20,000	20,000	100%			
5710-1140-0000	Grant - Empowering Rural Australia	DCCS	-	-	0%			
5710-1150-0000	Grant - Community Cohesion Program	DCCS	5,000	5,000	100%			
5710-1160-0000	Grant - SLQ Library Champions Bursary		2,708	-	0%			
5710-1170-0000	Grant - LitUp program		4,462	-	0%			
5710-1600-0000	Library Fees & Charges Revenue	DCCS	448	500	89%			
5710-2110-0000	Strategic Priorities Grant Expenditure	DCCS				226	-	0%
5710-2120-0000	First Five Grant - Library Exp	DCCS				1,387	3,000	46%
5710-2220-0000	Library Operating Expenses	DCCS				132,484	147,750	90%
5710-2330-0000	Library Repairs & Maintenance Expens	DCCS				1,017	6,000	17%
5710-2600-0000	Depn Library	DCCS				16,782	20,028	84%
5711-1130-0000	Grant Centrelink Access Point	DCCS	6,972	7,800	89%			
5711-1131-0000	Grant - Regional Tech Hub	DCCS	-	1,000				
5711-2115-0000	Grant - Regional Tech Hub expenses	DCCS					1,000	1%
5700-0002	LIBRARY SERVICES		45,590	40,300	113%	151,895	177,778	85%
5750-0002	DISASTER MANAGEMENT SERVICES							
5750-1100-0000	Grant - Get Ready Queensland	DCCS	6,590	6,780	97%			
5750-1120-0000	CDO Category A - QRA Funding	MFA	706,485	895,000	79%			
5750-1130-0000	CDO Category B - QRA Funding	MFA	157,445	-	0%			
5750-1135-0000	Category C - Community Recovery Fund	MFA	-	1,000,000	0%			
5750-1136-0000	Cat C - Community Health & Wellbeing Package	CEO	231,750	927,000				
5750-1140-0000	Coordinated Emergency Fodder Support	MFA	-	-	0%			
5750-1150-0000	Emerg Fencing Restitution Program	MFA	-	2,200,000	0%			
5750-2020-0000	Get Ready Qld Exp	DCCS				6,798	6,780	100%
5750-2220-0000	Disaster Management Operations	CEO				31,539	35,000	90%
5750-2300-0000	CDO Cat A Emergency Assistance Individuals	CEO				31,830	-	0%
5750-2400-0000	CDO Cat B Protection of General Public	CEO				551,532	-	0%
5750-2450-0000	Cat C - Community Relief Fund Exp	CEO				37,549	1,000,000	4%
5750-2451-0000	Cat C - Community Health & Wellbeing Package	CEO				25,729	927,000	
5750-2500-0000	Coordinated Emergency Fodder Support	CEO				8,772	-	0%
5750-2550-0000	Emerg Fencing Restitution Program	CEO					2,200,000	0%
5761-1500-0000	Program Administration Reimbursement	CEO	253,091	750,000				
5761-2300-0000	Program Administration Expenses	CEO				287,719	750,000	
5750-0002	DISASTER MANAGEMENT SERVICES		1,355,361	5,778,780	23%	981,470	4,918,780	20%
5800-0002	PUBLIC SERVICES							

Revenue and Expenditure Report

For the month ending 31 March 2026
Year Elapsed 75%

Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	
5810-0003	STATE EMERGENCY SERVICES						
5810-1140-0000	QLD Emergency Services Grant Revenue						
5810-2220-0000	Emergency Services Operations			13,012	20,000	65%	
5810-2600-0000	Depn S.E.S			14,364	19,292	74%	
5810-0003	STATE EMERGENCY SERVICES	19,453	20,000	97%	27,376	39,292	70%
5820-0003	TELEVISION						
5820-2230-0000	TV Maintenance & Repairs			6,550	25,000	26%	
5820-2600-0000	Depn Satellite TV			2,302	3,092	74%	
5820-0003	TELEVISION	-	-	0%	8,852	28,092	32%
5830-0003	CEMETERIES						
5830-1500-0000	Burial Fees	5,958	5,958	100%			
5830-1510-0000	Grave Reservation Fee	-	-	0%			
5830-2220-0000	Cemeteries Operations			14,801	36,000	41%	
5830-2230-0000	Cemeteries Maintenance			-	3,000	0%	
5830-2600-0000	Depn Cemeteries Building			2,056	2,761	74%	
5830-0003	CEMETERIES	5,958	5,958	100%	16,857	41,761	40%
5840-0003	EROMANGA STATE SCHOOL FACILITY						
5840-2500-0000	Eromanga State School Operating Expe			-	-	0%	
5840-2600-0000	Depn - Eromanga State School Facility			-	26,462	0%	
5840-0003	EROMANGA STATE SCHOOL FACILITY	-	-	0%	-	26,462	0%
5800-0002	PUBLIC SERVICES	1,426,362	5,845,038	24%	1,186,450	5,232,165	23%
5900-0001	COMMUNITY SERVICES	2,212,367	6,920,828	32%	4,409,136	9,693,310	45%
6000-0001	HUMAN RESOURCES						
6100-0002-0000	PAYROLL SERVICES						
6100-2200-0000	Payroll Operating Expenses			74,421	102,000	73%	
6100-0002-0000	PAYROLL SERVICES	-	-	0%	74,421	102,000	73%
6200-0002-0000	HUMAN RESOURCES						
6200-1100-0000	Staff Deductions - Wellbeing Checks	1,027	3,000	34%			
6200-1200-0000	Staff Deductions - Staff Functions	-	500	0%			
6200-2040-0000	Human Resource Expenses			423,860	583,340	71%	
6200-2090-0000	Council Gym Membership Program - 20%			681	7,600	9%	
6200-0002-0000	HUMAN RESOURCES	1,027	3,500	29%	424,541	590,940	72%
6300-0002-0000	TRAINING & DEVELOPMENT						
6300-2000-0000	Staff Training & Development Wages			72,974	-	0%	
6300-2070-0000	Staff Training & Development			83,062	142,000	59%	
6300-2300-0000	Training & Development Operating Costs			12,609	46,500	27%	
6300-0002-0000	TRAINING & DEVELOPMENT	-	-	0%	168,645	188,500	89%
6000-0001	HUMAN RESOURCES	1,027	3,500	29%	667,607	881,440	76%

Revenue and Expenditure Report

For the month ending 31 March 2026
Year Elapsed 75%

	Actual			EXPENSE			COMMENTS	
	Actual YTD	AMENDED BUDGET 25/26	%	Actual YTD	AMENDED BUDGET 25/26	%		
7100-0001	ECONOMIC DEVELOPMENT & TOURISM							
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION							
7100-2100-0000	Economic Development			MED	16,377	199,000	8%	
7100-2120-0000	Economic Dev Training and Conferences			MED	3,122	5,000	62%	
7100-2130-0000	Opal Fossicking Area			MED	174	5,000	3%	
7100-2140-0000	Subscriptions and Memberships			MED	15,806	15,000	104%	
7100-2150-0000	SWRED-Tourism Development			MED	27,560	50,000	55%	Outback Qld Tourism
7100-0002	ECONOMIC DEVELOPMENT & PROMOTION	-	0%		63,039	274,000	23%	
7200-0002	VISITOR INFORMATION CENTRE							
7200-1100-0000	Grant - Accessible Tourism Elevate F		0%	MED	16,455	-		
7200-1150-0000	Grant - Building Bush Tourism		0%	MED	17,627	-		
7200-1500-0000	Visitors Info Centre Sales	32,000	100%	MED	31,941	32,000	99%	
7200-1505-0000	VIC - Quilpeta Sales	26,000	40%	MED	11,871	26,000	46%	
7200-1510-0000	VIC Gallery Sales (GST Free)	10,000	80%	MED	8,015	10,000	80%	
7200-1515-0000	VIC Gallery Sales (GST)	1,500	83%	MED	1,238	1,500	83%	
7200-1530-0000	Bus Tour Fees	3,136	100%	MED	3,282	3,136	105%	
7200-2000-0000	VIC - Wages			MED	194,822	246,500	79%	
7200-2110-0000	VIC - Exhibitions and Events			MED	659	10,000	7%	
7200-2120-0000	VIC - Tourism Promotion			MED	14,293	60,000	24%	
7200-2130-0000	VIC - Bus Tour			MED	-	-	0%	
7200-2220-0000	VIC Operating Expenses			MED	76,191	81,500	93%	
7200-2230-0000	VIC - Repairs & Maintenance			MED	40,205	47,250	85%	
7200-2510-0000	Artist Payments - Sales (GST Excl)			MED	10,110	8,000	128%	
7200-2515-0000	Artist Payments - Sales (GST Incl)			MED	1,263	2,000	63%	
7200-2600-0000	Depn - VIC			MED	39,606	53,193	74%	
7200-2710-0000	Grant - Accessible Tourism Elevate Fund Exp			MED	32,153	-		
7200-2720-0000	Grant - Building Bush Tourism Expenses			MED	28,780	-		
7201-1500-0000	VIC Outback Mates to NP Camping Perm			MED	68	100	68%	
7200-0002	VISITOR INFORMATION CENTRE	90,496	124%		438,083	508,443	86%	
7300-0002	TOURISM EVENTS & ATTRACTIONS							
7300-1200-0000	Event Revenue		0%	MED	-	-		
7300-2100-0000	EVENT - Major Events Promotion			MED	2,191	15,000	15%	
7300-2150-0000	Tourism Development			MED	-	59,000		
7300-2200-0000	EVENTS - Tourism Events			MED	8,124	99,250	8%	
7300-0002	TOURISM EVENTS & ATTRACTIONS	-	0%		10,315	173,250	6%	
7100-0001	ECONOMIC DEVELOPMENT & TOURISM	90,496	124%		511,438	955,693	54%	
TOTAL REVENUE AND EXPENDITURE								
		42,495,619	76,161,836,43	56%	39,474,072	69,314,822,00	57%	
ACTUAL				BUDGET				
PROFIT / (LOSS)				2,931,748	7,049,013	42%		

Revenue and Expenditure Report

For the month ending 31 March 2026

Year Elapsed 75%

Resp. Off	Actual			EXPENSE			COMMENTS
	ACTUAL YTD	AMENDED BUDGET 25/26	%	ACTUAL YTD	AMENDED BUDGET 25/26	%	

CAPITAL EXPENDITURE REPORT

For the month ending 31 March 2026

PROJECT DETAILS											
Project Description	Type	NO	W/F at 30 June 2025	Current Year [Actual]	Current Year [Committed]	Total Year to Date	Total Project Cost	Project Budget 2025/26	Project Budget 2026/27	Project Budget 2027/28	Total Project Budget
and											
residential Estate	N	CEO	0	45,440	19,536	64,977	64,977	2,173,902	2,173,903		4,347,805
strategic Land Purchases	N	CEO		25,731	-	25,731	25,731	200,000			200,000
			\$ -	\$ 71,171	\$ 19,536	\$ 90,707	\$ 90,707	\$ 2,373,902	\$ 2,173,903	\$ -	\$ 4,547,805
Buildings & Structures											
owerhouse Estate Development (Carry-over project)	N	CEO	1,645,376	143,008	8,698	151,706	1,797,082	129,000			129,000
adavale Hall Grounds Upgrade	N	DDIS		8,606	-	8,606	8,606	-			-
romanga Natural History Museum (ENHM) - Stage 3A (Carry-over project)	N	CEO	690	-	-	-	690	1,000,000	16,800,000	-	17,800,000
yrica Housing Refurbishment Unit 3 (Carry-over project)	R	DIS	1,578	-	-	-	1,578	125,000			125,000
yrica Housing Refurbishment Unit 4 (Carry-over project)	R	DIS	-	-	-	-	-	125,000			125,000
Bedroom House - 2 Boobook (Carry-over project)	N	DIS	331,257	50,233	-	50,233	381,490	20,547			20,547
Bedroom House - 74 Galah (Carry-over project)	N	DIS	612,711	19,043	-	19,043	631,754				-
Bedroom House - 70 Galah (Carry-over project)	N	DIS	529,445	21,239	-	21,239	550,684				-
Bedroom House - 61 Dukamura (Carry-over project)	N	DIS	534,700	73,648	-	73,648	608,349	45,300			45,300
Bedroom House - 3 Boobook (Carry-over project)	N	DIS	518,425	77,606	-	77,606	596,030	61,575			61,575
Bedroom House - 72 Galah (Carry-over project)	N	DIS	506,746	67,336	2,970	70,306	577,053	73,254			73,254
Bedroom House - 66 Galah (Carry-over project)	N	DIS	554,195	71,466	12,480	83,946	638,141	25,805			25,805
Bedroom House - 11 Boobook (Carry-over project)	N	DIS	569,006	85,509	13,659	99,168	668,174	16,294			16,294
Bedroom House - 20 Boobook (Carry-over project)	N	DIS	544,781	91,599	11,900	103,499	648,280	35,219			35,219
romanga Pool Refurbishment	R	DDIS	269,934	21,553	23,000	44,553	314,486	330,066			330,066
ouncil Housing Refurbishments	R	DIS	41,817	117,897	33,421	151,318	193,135	250,000			250,000
yrica Housing Refurbishments	R	DIS	19,203	78,950	2,050	81,000	100,203	100,000			100,000
arage, carport & fencing - 14 Donald Street, Eromanga (Carry-over project)	N	DIS	3,023	33,350	-	33,350	36,373	50,000			50,000
arage, carport & fencing - 16 Donald Street, Eromanga (Carry-over project)	N	DIS	-	-	-	-	-	50,000			50,000
Bedroom House - 48 Chipu Street	N	CEO	-	3,323	-	3,323	3,323	400,000			400,000
hild Care Centre	N	CEO	-	-	-	-	-	150,000	1,000,000	2,000,000	3,150,000
oilet at Cemetery	N	DDIS	-	-	-	-	-	30,000			30,000
ommunity Services Storage	U	DDIS & DDCS	-	-	-	-	-	40,000			40,000
edesign Depot Office Spaces	U	MWHS & DIS	-	-	-	-	-				-
edesign Administration Building	U	DIS	-	930	-	930	930				-
uilple Community Energy Upgrade Project	N	CEO	-	-	-	-	-	91,934	62,229		154,163
x 2 Bedroom House - Chipu Street	N	CEO	-	-	-	-	-	400,000			400,000
x 2 Bedroom House - Chipu Street	N	CEO	-	-	-	-	-				-

CAPITAL EXPENDITURE REPORT

For the month ending 31 March 2026

PROJECT DETAILS											
Project Description	Type	NO	W/P at 30 June 2025	Current Year [Actual]	Current Year [Committed]	Total Year to Date	Total Project Cost	Project Budget 2025/26	Project Budget 2026/27	Project Budget 2027/28	Total Project Budget
Housing Project 5 x 2-bedroom dwellings	N	CEO		-	-	-	-	100,000	2,000,000	300,000	2,400,000
			\$ 6,682,887	\$ 965,297	\$ 108,178	\$ 1,073,475	\$ 7,756,362	\$ 3,648,994	\$ 19,862,229	\$ 2,300,000	\$ 25,811,223
Other Infrastructure											
Opalopolis Park Upgrade (Carry-over project)	R	DDIS	29,866	66,967	-	66,967	96,833	65,139			65,139
Woompine Airstrip – Secure and Safer Runway with Perimeter Fencing (Carry-over project)	N	DIS	-	176,971	-	176,971	176,971	184,500			184,500
Entrance to Bulloo Park (Carry-over project)	N	DIS	-	-	-	-	-	30,000			30,000
Walking Path to Baldy Top	N	DDIS	2,538	365,612	-	365,612	368,150	297,462			297,462
Quilpie Pool Filtration System Changeover (Carry-over project)	R	DIS	40,194	290,067	-	290,067	330,260	285,282			285,282
Job Young Memorial Park Upgrade (Carry-over project)	U	CEO	14,741	14,829	1,200	16,029	30,770	438,259			438,259
Administration Building - External Paint (Carry-over project)	R	DIS	-	-	26,680	26,680	26,680	25,000			25,000
Administration Building - Stage 2 - Front Office Garden	R	DIS	9,860	-	-	-	9,860	75,000			75,000
Mont-a-Saurus Park footpath	N	DIS	-	-	-	-	-	12,000			12,000
Electronic Key System	N	MWHS & DDIS	-	-	-	-	-	200,000			200,000
Install Automatic Watering Systems - Various Locations	N	DDIS	-	-	-	-	-	65,000			65,000
Powerhouse Station Improvements	N	DDIS	-	-	-	-	-	7,000			7,000
Quilpie Cemetery Improvements	N	DDIS	-	-	-	-	-	60,000	50,000		110,000
Install playground at Adavale	N	DIS	-	-	-	-	-	30,000			30,000
Upgrade Quilpie Loading Ramp	U	DDIS	-	44,968	-	44,968	44,968	10,000			10,000
Quilpie Pool Rehabilitation	R	DIS	-	796	-	796	796	700,000			700,000
Realign wash bay approach and install silt trap	N	DDIS	-	-	-	-	-	50,000			50,000
Relocate water filling point at cold water dam to northern end, install pump and seal area.	N	DDIS	-	-	-	-	-	80,000			80,000
Upgrade depot internal lighting to LED	N	DDIS	-	-	-	-	-	25,000			25,000
Install fireproof battery collection boxes	N	DIS	-	-	-	-	-	100,000			100,000
			\$ 97,199	\$ 960,210	\$ 194,529	\$ 2,376,039	\$ 9,490,102	\$ 2,739,642	\$ 22,974,458	\$ 4,600,000	\$ 35,955,094
Fleet & Equipment											
Replace Unit 5003 Bus - Carry-over	PR	DDIS	-	111,740	-	111,740	111,740	105,500			105,500
Replace Unit 1122 Toyota Prado	PR	DDIS	-	-	-	-	-	90,000			90,000
Replace Unit 2002 Tri-Tipper - Carry-over	PR	DDIS	-	73,164	-	73,164	73,164	73,000			73,000
Replace Unit 4170 #1 Sewer Pump Station Generator	PR	DDIS	-	20,031	-	20,031	20,031	80,000			80,000
Replace Unit 251 Kubota Generator	PR	DDIS	-	6,146	-	6,146	6,146	15,000			15,000
Replace Unit 252 Kubota Generator	PR	DDIS	-	-	-	-	-	15,000			15,000
Replace Unit 1117 Ute	PR	DDIS	-	-	-	-	-	70,000			70,000
Replace Unit 1118 Ute	PR	DDIS	-	-	-	-	-	70,000			70,000
Replace Unit 1119 Toyota Hilux Ute - Dual Cab	PR	DDIS	-	-	-	-	-	70,000			70,000
Replace Unit 1120 Toyota Hilux Ute - Dual Cab	PR	DDIS	-	-	-	-	-	70,000			70,000
Replace Unit 1121 Toyota Hilux Ute - Dual Cab	PR	DDIS	-	-	-	-	-	70,000			70,000
Replace Unit 1113 Toyota Prado GX Wagon - Hire Unit	PR	DDIS	-	-	-	-	-	90,000			90,000

CAPITAL EXPENDITURE REPORT For the month ending 31 March 2026

PROJECT DETAILS												
Project Description	Type	NO	WIP at 30 June 2025	Current Year [Actual]	Current Year [Committed]	Total Prior to Date	Total Project Cost	Project Budget 2025/26	Project Budget 2026/27	Project Budget 2027/28	Total Project Budget	
Replace Unit 1116 Toyota Prado GX Wagon - Hire Unit	PR	DDIS		-	-	-	-	90,000			90,000	
Replace Unit 1141 Nissan Xtrail Wagon (second-hand)	PR	DDIS		-	-	-	-	60,000			60,000	
VEW: Triton 4x4 Extracab Trayback 2019	PN	DDIS		28,646		28,646	28,646	30,000			30,000	
VEW: Triton 4x2 Tray inc. New Bullbar 2021	PN	DDIS		28,646		28,646	28,646	30,000			30,000	
VEW: Ranger 4x4 Extracab 2021	PN	DDIS		35,997		35,997	35,997	36,500			36,500	
VEW: Triton 4x4 Extracab Styleside 2018 inc. New Bullbar	PN	DDIS		28,646		28,646	28,646	30,000			30,000	
Replace Unit 2003 Isuzu NPR Crew Cab Medium Truck	PR	DDIS		331,850	-	331,850	331,850	350,000			350,000	
Replace Unit 3002 Komatsu Grader	PR	DDIS		499,032	-	499,032	499,032	550,000			550,000	
Replace Unit 3004 Caterpillar 12M Grader	PR	DDIS		499,032	-	499,032	499,032	550,000			550,000	
Replace Unit 3403 Komatsu 480 Loader	PR	DDIS		553,800	-	553,800	553,800	450,000			450,000	
Replace Unit 3201 Dynpac CA4600 Roller	PR	DDIS		258,450	-	258,450	258,450	265,000			265,000	
Replace Unit 116 Komatsu Backhoe WB97R (move to Eromanga)	PR	DDIS		-	343,800	343,800	343,800	300,000			300,000	
Replace Unit 5012 JCB 1.8T mini Excavator	PR	DDIS		41,000	-	41,000	41,000	50,000			50,000	
Replace Unit 254	PR	DDIS		20,031	-	20,031	20,031					
Replace Unit 4401 Water Pump	PR	DDIS		-	-	-	-	20,000			20,000	
Replace Unit 4402 Water Pump	PR	DDIS		5,153	-	5,153	5,153	20,000			20,000	
Replace Unit 4403 Water Pump	PR	DDIS		5,153	-	5,153	5,153	20,000			20,000	
VEW: ATV & Trailer Combination	PN	DDIS		-	34,658	34,658	34,658	39,316			39,316	
Replace Unit 254 Profiler/Stabiliser Attachment	PR	DDIS		-	-	-	-	45,000			45,000	
Replace Unit 256 Sweeper Broom	PR	DDIS		-	-	-	-	20,000			20,000	
Replace Trailers - General	PR	DDIS		-	-	-	-	10,000			10,000	
Small Plant	PR	DDIS		-	-	-	-	10,000			10,000	
VEW: Pressure Cleaner	PR	DDIS		6,582	-	6,582	6,582	8,000			8,000	
VEW: 2x 2 Bed Sleeper with ensuite, 1x Driller Kitchen Crib/Bathroom/Laundry unit and 1x Crib/Bathroom/Office	PN	DDIS		-	-	-	-	500,000			500,000	
Accessible Portaloo Unit	PN	DDIS		9,182	-	9,182	9,182					
				\$ -	\$ 2,562,280	\$ 378,458	\$ 2,940,738	\$ 2,940,738	\$ 4,302,316	\$ -	\$ -	\$ 4,302,316
Road Infrastructure												
ARRY-OVER: Eromanga Kerb	N	DIS		-	-	-	-					
Quilpie Aerodrome Pavement Reconstruction	R	DIS		392,871	-	-	392,871	-	11,607,375		11,607,375	
Design - Quilpie Aerodrome Pavement Reconstruction	R	DIS		129,808	226,370	-	226,370	220,192			220,192	
ARRY-OVER: Broлга Street - reseal carparking lanes	R	DIS		320	-	-	320	235,950			235,950	
Big Creek Road Floodway Ch38,312	N	DIS		-	42,568	-	42,568	42,568			42,568	
Bukamurra St - Widen eastern side	R	DIS		-	4,894	-	4,894	20,000			20,000	
Quarrier Street - spoon drain	N	DIS		-	-	-	-	50,000			50,000	
At Margaret Road Reseal	R	DDIS		-	-	31,739	31,739	108,020			108,020	
Yabra Road Reseal	R	DDIS		-	-	227,014	227,014	429,928			429,928	
Tommerfield Road turnout Reseal	R	DDIS		-	6,059	-	6,059	5,852			5,852	
King Street Reseal	R	DDIS		-	13,358	-	13,358	16,786			16,786	
Donald Street Reseal	R	DDIS		-	22,292	-	22,292	32,955			32,955	
Shipu Street Reseal	R	DDIS		-	32,258	-	32,258	52,866			52,866	

CAPITAL EXPENDITURE REPORT For the month ending 31 March 2026

PROJECT DETAILS											
Project Description	Type	NO	WIP at 30 June 2025	Current Year [Actual]	Current Year [Committed]	Total Previous Years	Total Project Cost	Project Budget 2025/26	Project Budget 2026/27	Project Budget 2027/28	Total Project Budget
Sturt Street Reseal	R	DDIS	-	12,278	-	12,278	12,278	16,709			16,709
Concrete Floodways - Adavale Black Road Council	R	DIS	-	227,839	-	227,839	227,839	240,000			240,000
Footpaths - remaining stage 1 at the caravan park, including upgrade to caravan park driveway	N	DIS	-	-	28,980	28,980	28,980	70,000			70,000
Footpath - missing section in Chulungra Street (from the State School crossing to Quarrior Street)	N	DIS	-	-	23,654	23,654	23,654	35,000			35,000
Footpath - Stage 2 Gyrica Street	N	DIS	-	-	78,845	78,845	78,845	60,000			60,000
Footpath - St Finbarrs	R	DIS	-	-	39,423	39,423	39,423	40,000			40,000
Adavale Charleville Road Sealing	N	DIS	194	-	-	-	194	244,845			244,845
Adavale Black Road Sealing (Ch 28,902 to 30,090)	N	DIS	-	132,659	-	132,659	132,659	235,000			235,000
Leeroongooloo Road Seal	N	DIS	-	-	-	-	-	1,182,000			1,182,000
Leeroongooloo Road - Heavy Formation Grade	R	DIS	-	-	4,000	4,000	4,000	386,250			386,250
Establishment of new road	N	DIS	-	564,478	65	564,543	564,543	460,000			460,000
Napoleon Road and Old Charleville Road – Sealing of low-lying sections	N	DIS	-	-	-	-	-	-			-
Sealing of Napoleon and Old Charleville Roads - 50 km (Multi year program - 2025/26 and 2026/27) Country Roads Connect (Project funding application unsuccessful)	N	DIS	-	-	-	-	-	-			-
Wyabra Rd Drainage Improvement	R	DIS	-	55,617	-	55,617	55,617	61,402			61,402
Lay Rd Drainage Improvements	R	DIS	0	49,885	-	49,885	49,885	49,209			49,209
Mallyah Rd Drainage 2.057-2.097	R	DIS	-	41,497	-	41,497	41,497	36,665			36,665
Lumeburn Rd Drainage 33.39-33.4	R	DIS	-	37,776	-	37,776	37,776	34,149			34,149
RCIP Project prior year adjustment	R	DIS	-	-	-	-	-	73,134			73,134
Sealing Napoleon Road	N	DIS	-	127,489	-	127,489	127,489	140,000			140,000
Sealing Adavale - Black Road (Part 2) Ch7.600 - Ch 11.100	N	DIS	-	239,383	115,908	355,291	355,291	235,000			235,000
New Lockable Road - 3rd concrete floodway	N	DIS	-	-	-	-	-	55,000			55,000
Lay Road (Ch 8300 and Ch 12860)	R	DIS	-	-	-	-	-	75,000			75,000
Orangeberry Road (Ch 53.76, Ch24.68, Ch55.8, Ch57.55, Ch60.22)	R	DIS	-	-	-	-	-	125,000			125,000
Robertson Road (Ch18.66, Ch18.7, Ch18.76, Ch47.19, Ch76.79)	R	DIS	-	-	-	-	-	150,000			150,000
Longie Road (Ch27.96, Ch54.68, Ch23.42)	R	DIS	-	-	-	-	-	110,000			110,000
			\$ 523,192	\$ 1,836,700	\$ 549,627	\$ 2,386,327	\$ 2,909,519	\$ 5,329,480	\$ 11,607,375	\$ -	\$ 16,936,855
Water Infrastructure											
Tommerfield Road Water Main Upgrade (Carry-over Project)	U	DDIS	110,043	207,885	4,840	212,725	322,768	249,957			249,957
Adavale Water Main Replacement (Carry-over Project)	R	DDIS	78,886	7,156	-	7,156	86,042	181,114			181,114
Shipu Street (150 mm) – 1000 l/m	R	DDIS	-	-	-	-	-	-			-
Boonkai Street (100 mm) – 950 l/m	R	DDIS	-	-	-	-	-	-			-
Gyrica Street Water Main Replacement	R	DDIS	-	-	-	-	-	180,000			180,000
Minchu Street Water Main Replacement	R	DDIS	-	-	-	-	-	120,000			120,000
			\$ 188,929	\$ 215,042	\$ 4,840	\$ 219,882	\$ 408,811	\$ 731,071	\$ -	\$ -	\$ 731,071
										0	

CAPITAL EXPENDITURE REPORT For the month ending 31 March 2026

PROJECT DETAILS											
Project Description	Type	RO	WIP at 30 June 2025	Current Year [Actual]	Current Year [Committed]	Total Year to Date	Total Project Cost	Project Budget 2025/26	Project Budget 2026/27	Project Budget 2027/28	Total Project Budget
Sewerage Infrastructure											
Quilpie Sewerage Treatment Plant Design	R	DIS	738,173	-	-	-	738,173	-	10,000,000	-	10,000,000
Quilpie Sewerage Treatment Plant Construction		DIS	3,854	-	6,288	6,288	10,142	-	-	-	-
Sewer Pump Station at Quarrion Street, Quilpie (SPS002) Carry-over Project)	R	DIS	5,689	302,780	-	302,780	308,469	297,541	-	-	297,541
Eromanga Sewerage	R	DDIS	-	6,280	-	6,280	6,280	100,000	-	-	100,000
Onsite Sewerage Upgrade - Eromanga Recreation Reserve	R	DDIS	-	-	-	-	-	50,000	-	-	50,000
			\$ 747,716	\$ 309,060	\$ 6,288	\$ 315,348	\$ 1,063,063	\$ 447,541	\$ 10,000,000	\$ -	\$ 10,447,541
TOTAL			\$ 8,239,923	\$ 6,919,758	\$ 1,261,457	\$ 9,402,516	\$ 24,659,301	\$ 19,572,946	\$ 66,617,965	\$ 6,900,000	\$ 98,731,905

14 OFFICE OF THE CEO**14.1 MODEL MEETING PROCEDURES — ADOPTION OF VERSION 1.08 (MARCH 2026)****IX:** 274331**Author:** Callie Dabovich, Executive Officer**Authorisers:** Justin Hancock, Chief Executive Officer

Attachments:

1. DG Letter to CEOS re Model Meeting Procedures - amendments at assent_Part58
2. Model Meeting Procedures
3. DRAFT - Quilpie Shire Council Model Meeting Procedures

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

Queensland Parliament passed the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026*. It received assent on 11 March 2026. The Act amended the *Local Government Act 2009* (Qld) (LGA), including the mayor's extra responsibilities under section 12(4).

The Department of Local Government, Water and Volunteers updated the Model Meeting Procedures to version 1.08 in response. The Director-General wrote to the Chief Executive Officer (ref: CTS 04059/26) advising of the update and the need to adopt the new version.

Version 1.08 makes two changes. First, it updates the chairperson provisions to reflect the amended section 12(4). Second, it expressly states that the mayor is the official spokesperson for the local government. All other provisions remain unchanged.

Sections 150F and 150G of the LGA require Council to adopt the Model Meeting Procedures. It is recommended that Council adopt version 1.08.

RECOMMENDATION

1. That Council resolve to adopt the Model Meeting Procedures version 1.08 (March 2026), issued by the Department of Local Government, Water and Volunteers pursuant to section 150F of the *Local Government Act 2009* (Qld), for the conduct of all ordinary meetings, special meetings, and committee meetings of Quilpie Shire Council, effective immediately.

BACKGROUND

Section 150F of the LGA requires the chief executive of the department of local government to make model procedures for local government meetings and committee meetings. Section 150G requires Council to adopt those procedures. If Council adopts its own procedures instead, they must not be inconsistent with the model procedures.

Parliament passed the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026*. It received assent on 11 March 2026. The Act amended section 12(4) of the LGA. The

amendments clarify the mayor's role as chairperson and establish the mayor as the official spokesperson for the local government.

The department updated the Model Meeting Procedures to version 1.08 to align with those amendments. Director-General Bronwyn Blagoev wrote to the Chief Executive Officer (ref: CTS 04059/26) to advise of the update. She confirmed that Council must adopt the updated procedures. She also advised that the department updated the Best Practice example Standing Orders document. It is available on the department's website.

This report seeks Council's resolution to adopt version 1.08.

REPORT

Changes in version 1.08

Version 1.08 makes two substantive changes to the Model Meeting Procedures.

The first change updates Clause 1 — Process for the Chairperson. Under section 12(4) of the amended LGA, the mayor chairs all local government meetings and any committee meetings for which the mayor holds an appointment as chairperson. The mayor leads and manages those meetings, including managing the conduct of participants. The mayor may delegate those responsibilities to another councillor. Clause 1 now reflects those amended statutory responsibilities.

The second change expressly states that the mayor is the official spokesperson for the local government about local government matters. This reflects the amendment to section 12(4) of the LGA.

Clauses 2 to 10 are unchanged. They continue to govern unsuitable meeting conduct, suspected conduct breaches, conflicts of interest, loss of quorum, recording of conflicts of interest, and closed meetings.

Effect on Council's standing orders

Section 150G of the LGA requires Council's standing orders to be consistent with the Model Meeting Procedures. Where an inconsistency exists, Council is taken to have adopted the model procedures to that extent by operation of law. Adoption of version 1.08 at this meeting establishes it as Council's operative meeting procedures from the date of this resolution.

OPTIONS

Option 1 — Recommended: Council adopts version 1.08 as recommended. This satisfies sections 150F and 150G of the LGA. Council's meeting procedures will reflect the LGA as amended from the date of this resolution.

Option 2: Council does not pass a formal adoption resolution. This is not recommended. Section 150G of the LGA means Council is taken to have adopted the model procedures to the extent of any inconsistency regardless. However, the absence of a formal resolution leaves a gap in Council's governance record. That gap is inconsistent with transparent and accountable decision-making.

CONSULTATION (Internal/External)

Party	Nature of consultation	Outcome
Chief Executive Officer Justin Hancock	Receipt of Director-General's letter (ref: CTS 04059/26). Report authorisation.	Report authorised for tabling.
Department of Local Government, Water and Volunteers	Director-General's letter (ref: CTS 04059/26) advising of version 1.08 and adoption requirement.	Updated procedures received. Adoption required under s.150F LGA.

INTERESTED PARTIES

All Quilpie Shire councillors: Version 1.08 governs the conduct of all meetings at which councillors participate. Council will provide each councillor with a copy of version 1.08 after adoption.

Quilpie Shire community: The Model Meeting Procedures apply to meetings that are open to the public. The amendments do not reduce public access rights.

Note: Council identifies interested parties on a best endeavours basis.

LEGISLATION / LEGAL IMPLICATIONS

Section 4 of the *Local Government Act 2009* (Qld) requires all persons performing responsibilities under the Act to act in accordance with the local government principles, including transparent and effective decision-making, good governance, and ethical behaviour of councillors and employees. Council adopts version 1.08 at an open meeting and records the resolution in the minutes, directly satisfying those principles.

The *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* received assent on 11 March 2026 and amended s.12(4) of the Act. Under the amended provision, the mayor chairs Council meetings, leads and manages those meetings, and is the official spokesperson for the local government. Version 1.08 gives direct operational effect to those amended responsibilities. By adopting version 1.08, Council ensures every meeting it conducts operates under procedures that are consistent with the Act as amended.

Sections 150F and 150G of the Act require the department's chief executive to make and publish model meeting procedures and require Council to adopt them. The department's chief executive issued and published version 1.08 in March 2026 under that obligation. This resolution adopts version 1.08 as Council's operative meeting procedure. No inconsistency exists between Council's adopted procedures and the current model procedures.

Section 254J(3) of the *Local Government Regulation 2012* (Qld) sets out the grounds on which Council may resolve to close a meeting to the public. Clause 10 of version 1.08 reflects those grounds and governs the process Council must follow. Council may only close a meeting on the grounds that s.254J(3) authorises.

POLICY IMPLICATIONS

Standing orders: Section 150G of the LGA requires Council's standing orders to be consistent with the Model Meeting Procedures. Version 1.08, adopted by this resolution, is the operative framework against which Council measures that consistency. Where any provision of Council's standing orders conflicts with version 1.08, the model procedures prevail by operation of section 150G.

Code of Conduct for Councillors: Clauses 2 and 3 of version 1.08 prescribe the process for dealing with unsuitable meeting conduct. Unsuitable meeting conduct is conduct that contravenes a behavioural standard of the Code of Conduct for Councillors, approved under section 150E of the LGA. Adoption of version 1.08 keeps those processes aligned with the Code of Conduct framework. Version 1.08 does not alter the conduct standards in the Code.

FINANCIAL AND RESOURCE IMPLICATIONS

This matter has no financial implications. Adopting version 1.08 requires no expenditure and no budget allocation.

ASSET MANAGEMENT IMPLICATIONS

This matter has no asset management implications.

RISK MANAGEMENT IMPLICATIONS

Council assessed this matter under its Enterprise Risk Management Policy (G.11) and Risk Management Framework (G.11-A).

Risk name and description <i>What could happen and why?</i>	Current controls <i>Are there current controls?</i>	Impacts <i>Impact if the risk eventuates</i>	Likelihood	Consequence	Risk rating	Risk treatment <i>Additional controls to reduce risk rating</i>
Governance record gap Council has no formal resolution recording adoption of version 1.08 after the LGA amendments of 11 March 2026.	Section 150G LGA takes Council to have adopted the model procedures to the extent of any inconsistency by operation of law.	Incomplete governance record. Potential audit finding.	C Possible	3 Moderate	Medium	Pass adoption resolution at this ordinary meeting. Record resolution in minutes.
Councillor unawareness Councillors may not know about the updated chairperson and spokesperson provisions in version 1.08.	None.	Chairperson role applied inconsistently with version 1.08 and amended section 12(4) LGA.	C Possible	2 Minor	Low	Distribute version 1.08 to all councillors after adoption. Director Corporate Services to brief councillors on the changes.

The overall residual risk position is Low. Adoption of version 1.08 at this meeting addresses the medium-rated risk.

HUMAN RIGHTS CONSIDERATION

Under section 58 of the *Human Rights Act 2019* (Qld), a public entity must act and make decisions in a way that is compatible with human rights. In making this decision, Council is required to give proper consideration to human rights that are, or may be, relevant to the decision.

The following human rights are directly engaged by this decision.

Equality before the law — section 15

Section 15 protects the right to recognition and equality before the law. Version 1.08 prescribes consistent meeting procedures that apply equally to all councillors and all Council meetings. Clause 1 applies the same chairperson rules regardless of who holds the office. No councillor receives different treatment under the procedures. Adopting version 1.08 advances this right.

Freedom of expression — section 21

Section 21 protects the right to freedom of expression. Clauses 2 and 3 allow the chairperson to manage a councillor's participation where their conduct contravenes the Code of Conduct for Councillors in Queensland. This limits freedom of expression in a narrow meeting context. The limitation is reasonable and justified under section 13 of the *Human Rights Act 2019* (Qld). It pursues the legitimate purpose of ensuring orderly, lawful, and publicly accountable Council meetings. The limitation goes no further than necessary — the chairperson may only act where conduct has contravened a behavioural standard, and escalating orders are available only where remedial steps have failed.

Taking part in public life — section 27

Section 27 protects the right to take part in public life, including by participating in the conduct of public affairs. Version 1.08 ensures Council meets in a transparent and orderly way, which supports meaningful democratic participation by both councillors and the public. The closed meeting provisions in Clause 10 limit public attendance at meetings only on the grounds that section 254J(3) of the *Local Government Regulation 2012* (Qld) authorises. Council may not close a meeting on any other basis. The right is substantially advanced by the procedures as a whole.

Compatibility assessment

This decision is compatible with the *Human Rights Act 2019* (Qld). Adopting version 1.08 advances the rights of equality before the law and participation in public life. The limitation on freedom of expression in the meeting conduct provisions is reasonable and justified under section 13 — it is necessary to maintain orderly and lawful meetings, is proportionate to that purpose, and goes no further than the identified behavioural standard requires.



Our ref: CTS 04059/26

Mr Justin Hancock
Chief Executive Officer
Quilpie Shire Council

Email: Justinh@quilpie.qld.gov.au

Dear Mr Hancock

As you would be aware, the *Local Government Act 2009* (the LGA) prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

I am writing to advise that the MMP document has been updated and is available on the Department of Local Government, Water and Volunteers' (the department) website. I have also enclosed a copy for your information.

The MMP has been updated to align with the LGA amendments as a result of the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* receiving assent on 11 March 2026.

The MMP amendments relate to the role of the chairperson at ordinary, special and committee meetings. The amendments also include that the mayor is the official spokesperson about local government matters.

Additionally, the Best Practice example - Standing Orders document has been updated to reflect the amendments to the MMP and is also available on the department's website.

If you require further information or assistance in relation to this matter, please contact Mrs Megan Woods, A/Director, Governance and Capability, Local Government Division in the department on 0457 170 898 or by email at megan.woods@dlgww.qld.gov.au who will be pleased to assist.

Yours sincerely



Bronwyn Blagoev
Director-General

Enc

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Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised March 2026

Date	Version Number	Name	Approved
22 June 2023	004	P Cameron	M Kaiser (DG)
13 March 2024	005	P Cameron	M Cridland (DG)
23 August 2024	006	P Cameron	M Cridland (DG)
10 December 2024	007	P Cameron	M Nye (A/DG)
March 2026	008	P Cameron	B Blagoev (DG)

Model Meeting Procedures | v1.08 | 2026
OFFICIAL

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DELIVERING
FOR QUEENSLANDQueensland
Government

Acknowledgement of Country

The Department of Local Government, Water and Volunteers respectfully acknowledges the Traditional Custodians of Country. We recognise the ongoing spiritual and cultural connection Aboriginal Peoples and Torres Strait Islander Peoples have with land, water, sea and sky. We pay our deep respects to their Elders past and present, support future leaders and acknowledge First Nations People's right to self-determination.

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Principles Applied to Meetings

Local government meetings must adhere to the following local government principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion, and meaningful community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses 1-10 below of these model meeting procedures.

Processes

1. Process for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council (BCC) where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor is the official spokesperson for the local government about local government matters. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1. The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, at which the mayor is present including managing the conduct of the meeting participants.
- 1.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings
- 1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the

responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

- 1.6. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.

***Note:** Section 12 of the LGA prescribes that other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, and the deputy mayor are unavailable and there is no delegated councillor. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.*

2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.7 below.
- 2.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 2.3.2. Apologising for their conduct
 - 2.3.3. Withdrawing their comments.
- 2.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 2.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.5, the chairperson may make one or more of the orders below:
 - 2.7.1. An order reprimanding the councillor for the conduct
 - 2.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct and ensure the councillor conduct register is updated with the order made against the councillor including the councillor's name. (see note):

Note: Details of any order issued including the name of the councillor who engaged in unsuitable meeting conduct must be recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present,

excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

- 3.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 3.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 3.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
- 3.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 3.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 3.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 3.9. The original chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.*

- 4.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.*

- 4.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.
- 4.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
- 4.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
- 4.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 4.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- 4.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
- 4.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- 4.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 4.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 4.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- 4.4.2. Decide, by resolution, to defer the matter to a later meeting or

- 4.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision. The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.

- 4.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6. The local government may order that no action be taken against the councillor or make one or more of the following:
- 4.6.1. An order that the councillor make a public apology, in the way decided by the local government,
 - 4.6.2. An order reprimanding the councillor for the conduct breach
 - 4.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 4.6.4. An order that the councillor be excluded from a stated local government meeting
 - 4.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
 - 4.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
 - 4.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
 - 4.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

- 4.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 5.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
 - 5.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 5.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 5.3.3. The name of any entity, other than the councillor, that has an interest in the matter
 - 5.3.4. The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter
 - 5.3.5. Details of the councillor's and any other entity's interest in the matter.
- 5.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 5.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COBA, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 6.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of the COBA applies.
- 6.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
 - 6.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 6.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 6.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - 6.3.1. The nature of the declarable conflict of interest
 - 6.3.2. If it arises because of the councillor's relationship with a related party
 - the name of the related party and
 - the nature of the relationship of the related party to the councillor and
 - the nature of the related party's interest in the matter.
 - 6.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:
 - the name of the other person and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter and
 - the value of the gift or loan and the date the gift or loan was made.
- 6.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

- 6.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or section 177P of the COBA or under an approval by the minister for local government under section 150EV of the LGA or section 177S of the COBA.
- 6.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of the COBA.
- 6.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
 - 6.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
 - 6.6.2. How close or remote is the councillor's relationship to the related party
 - 6.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 6.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

- 6.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
- 6.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
- 6.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 6.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 6.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 6.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

7. Reporting a Suspected Conflict of Interest

- 7.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 7.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

- 7.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 7.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 7.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

8. Loss of Quorum

- 8.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
 - 8.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
 - 8.1.2. Defer the matter to a later meeting
 - 8.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 8.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 8.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 8.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - 8.4.1. The mayor or chief executive officer, or
 - 8.4.2. A standing committee, or joint committee of the local government, or

- 8.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or
- 8.4.4. Another local government for a joint government activity.
- 8.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council
- 8.5. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - 8.5.1. The mayor or
 - 8.5.2. A standing committee
 - 8.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - 8.6.1. The mayor, or
 - 8.6.2. The Establishment and Coordination Committee, or
 - 8.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Note: Refer to note under 3.4

9. Recording Prescribed and Declarable Conflicts of Interest

- 9.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):
 - 9.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
 - 9.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor
 - 9.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

- 9.1.4. Any decision then made by the eligible councillors
- 9.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- 9.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
- 9.1.7. The name of each eligible councillor who voted on the matter and how each voted.
- 9.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
 - 9.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 9.3. Where a decision has been made under clause 5 above – the minutes must include:
 - 9.3.1. The decision and reasons for the decision, and
 - 9.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

10. Closed Meetings

- 10.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:
 - 10.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
 - 10.1.2. Industrial matters affecting employees
 - 10.1.3. The local government's budget, which does not include the monthly financial statements
 - 10.1.4. Rating concessions
 - 10.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government
 - 10.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
 - 10.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

- 10.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 10.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 10.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.
- 10.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 10.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors with personal interests who leave the local government meeting, and the local government must resolve to:
- 10.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
- 10.3.2. Defer the matter to a later meeting when a quorum may be formed
- 10.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 10.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 10.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 10.6. To take a matter into a closed session the local government must abide by the following:
- 10.6.1. Pass a resolution to close all or part of the meeting
- 10.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see clause 10.1)
- 10.6.3. Not make a resolution while in a closed meeting (other than a procedural resolution).



Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Prepared for	Councillors and officers of Quilpie Shire Council
Version	1.0 — April 2026
Adopted by resolution	[Insert resolution number and date]
Based on	Model Meeting Procedures v1.08, March 2026 (Department of Local Government, Water and Volunteers)
Review	Upon amendment of the Model Meeting Procedures by the Department
Prepared by	Executive Officer
Authorised by	Chief Executive Officer

These procedures are adopted under section 150G of *the Local Government Act 2009* (Qld). They reproduce the Model Meeting Procedures v1.08 (March 2026) issued by the Department of Local Government, Water and Volunteers under section 150F of the Act.

The processes sections of this document (clauses 1–10) retain the exact wording of the Model Meeting Procedures v1.08. Quilpie Shire Council has prepared this document on its own template to support councillors and officers in understanding and applying the procedures at every Council meeting.



PURPOSE OF THE MODEL MEETING PROCEDURES

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), and the *Local Government Regulation 2012* (LGR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with chairing of meetings, the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

PRINCIPLES APPLIED TO MEETINGS

Local government meetings must adhere to the following local government principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion, and meaningful community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors

BACKGROUND

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the mayor as chairperson, to lead and manage local government meetings including any committee meetings for which the mayor is appointed as chairperson
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public

APPLICATION

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.



A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example standing orders that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses 1–10 below of these model meeting procedures.

PROCESSES

This section explains each significant change, the specific legislative provision that brings it into effect, and what it means for you as a Quilpie Shire Councillor.

1. Processes for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson of council meetings, and any committee meetings for which the mayor is appointed as chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor is the official spokesperson for the local government about local government matters. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson.

- 1.1 The mayor is the chairperson at all local government meeting and any committee meeting for which the mayor is appointed as the chairperson, at which the mayor is present including managing the conduct of the meeting participants.
- 1.2 If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3 If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4 If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings.
- 1.5 If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as
- 1.6 If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.



2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 2.1 The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 2.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 2.7 below.
- 2.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.3.1 Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 2.3.2 Apologising for their conduct
 - 2.3.3 Withdrawing their comments.
- 2.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 2.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 2.5, the chairperson may make one or more of the orders below:
 - 2.7.1 An order reprimanding the councillor for the conduct
 - 2.7.2 An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 2.10 Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct and ensure the councillor conduct register is updated with the order made against the councillor including the councillor's name.



Note: Details of any order issued including the name of the councillor who engaged in unsuitable meeting conduct must be recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 3.3 The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.
- 3.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 3.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
- 3.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 3.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 3.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 3.9 The original chairperson then resumes the role of chairperson, and the meeting continues.



Note: Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register including the name of the chairperson engaging in unsuitable meeting conduct.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2 of this document.

- 4.1 In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

- 4.2 The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has



delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA.

- 4.3 When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:
- 4.3.1 The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.
 - 4.3.2 No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.
 - 4.3.3 Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
 - 4.3.4 The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
 - 4.3.5 The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
 - 4.3.6 If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
 - 4.3.7 After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4 If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:



- 4.4.1 Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances; or
- 4.4.2 Decide, by resolution, to defer the matter to a later meeting; or
- 4.4.3 Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.

- 4.5 If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6 The local government may order that no action be taken against the councillor or make one or more of the following:



- 4.6.1 An order that the councillor make a public apology, in the way decided by the local government.
 - 4.6.2 An order reprimanding the councillor for the conduct breach.
 - 4.6.3 An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense.
 - 4.6.4 An order that the councillor be excluded from a stated local government meeting.
 - 4.6.5 An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee).
 - 4.6.6 An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct.
 - 4.6.7 An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
 - 4.6.8 A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 4.7 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.
- 4.8 The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 5.1 A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:



- 5.3.1 If it arises because of a gift, loan or contract, the value of the gift, loan or contract.
 - 5.3.2 If it arises because of an application for which a submission has been made, the matters the subject of the application and submission.
 - 5.3.3 The name of any entity, other than the councillor, that has an interest in the matter.
 - 5.3.4 The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter.
 - 5.3.5 Details of the councillor's and any other entity's interest in the matter.
- 5.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 5.5 Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA, and ordinary business matters prescribed in section 150EF of the LGA).

- 6.1 A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA applies.
- 6.2 When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
- 6.2.1 A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 6.2.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.
- 6.3 When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
- 6.3.1 The nature of the declarable conflict of interest.
 - 6.3.2 If it arises because of the councillor's relationship with a related party:
 - the name of the related party and
 - the nature of the relationship of the related party to the councillor and
 - the nature of the related party's interest in the matter.



- 6.3.3 If it arises because of a gift or loan from another person to the councillor or a related party:
- the name of the other person and
 - the nature of the relationship of the other person to the councillor or related party and
 - the nature of the other person's interest in the matter and
 - the value of the gift or loan and the date the gift or loan was made.
- 6.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 6.4.1 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3 The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.
- 6.4.4 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA.
- 6.5 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6 When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:



- 6.6.1 How does the inclusion of the councillor in the deliberation affect the public trust.
- 6.6.2 How close or remote is the councillor's relationship to the related party.
- 6.6.3 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
- 6.6.4 Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them.
- 6.6.5 How does the benefit or detriment the subject councillor stands to receive compare to others in the community.
- 6.6.6 How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting.
- 6.6.7 Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7 If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 6.8 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 6.9 In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 6.10 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA.
- 7. Reporting a Suspected Conflict of Interest**
- 7.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 7.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 7.4 The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the



councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

7.5 If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

7.6 If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

8. Loss of Quorum

8.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

8.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated.

8.1.2 Defer the matter to a later meeting.

8.1.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

8.2 The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

8.3 The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA.

8.4 The local government may by resolution delegate a power under section 257 of the LGA to:

8.4.1 The mayor or chief executive officer; or

8.4.2 A standing committee, or joint committee of the local government; or

8.4.3 The chairperson of a standing committee or joint standing committee of the local government — does not apply to Brisbane City Council; or

8.4.4 Another local government for a joint government activity.

8.4.5 The Establishment and Coordination Committee — only applies to Brisbane City Council.

8.5 The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:



- 8.5.1 The mayor; or
 - 8.5.2 A standing committee.
 - 8.5.3 If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6 The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Note: Refer to note under 3.4.

9. Recording Prescribed and Declarable Conflicts of Interest

- 9.1 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA):
- 9.1.1 The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest.
 - 9.1.2 The particulars of the prescribed or declarable conflict of interest provided by the councillor.
 - 9.1.3 The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest.
 - 9.1.4 Any decision then made by the eligible councillors.
 - 9.1.5 Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval.
 - 9.1.6 The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.
 - 9.1.7 The name of each eligible councillor who voted on the matter and how each voted.
- 9.2 If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- 9.2.1 The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 9.3 Where a decision has been made under clause 5 above — the minutes must include:
- 9.3.1 The decision and reasons for the decision; and
 - 9.3.2 The name of each eligible councillor who voted, and how each eligible councillor voted.



10. Closed Meetings

- 10.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR:
- 10.1.1 Appointment, dismissal, or discipline of the CEO
 - 10.1.2 Industrial matters affecting employees.
 - 10.1.3 The local government's budget, which does not include the monthly financial statements.
 - 10.1.4 Rating concessions.
 - 10.1.5 Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government.
 - 10.1.6 Matters that may directly affect the health and safety of an individual or a group of individuals.
 - 10.1.7 Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
 - 10.1.8 Negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.
 - 10.1.9 A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
 - 10.1.10 A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.
- 10.2 A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 10.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors with personal interests who leave the local government meeting, and the local government must resolve to:
- 10.3.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated.
 - 10.3.2 Defer the matter to a later meeting when a quorum may be formed.
 - 10.3.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 10.4 None of the above will be considered, discussed, voted on or made during a closed session.
- 10.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).



- 10.6 To take a matter into a closed session the local government must abide by the following:
- 10.6.1 Pass a resolution to close all or part of the meeting.
 - 10.6.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see clause 10.1).
 - 10.6.3 Not make a resolution while in a closed meeting (other than a procedural resolution).

Disclaimer

This document reproduces the Model Meeting Procedures v1.08 (March 2026) issued by the Department of Local Government, Water and Volunteers under section 150F of the Local Government Act 2009 (QLD). It has been reformatted on the Quilpie Shire Council template. The processes sections (clauses 1–10) retain the exact wording of the Model Meeting Procedures. This document is a practical reference and does not constitute legal advice. Contact the Chief Executive Officer or the Department of Local Government, Water and Volunteers for guidance on specific matters.

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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 Application for Payment Arrangement - Assessments 00886-00500-000, 00886-00610-000, 00886-00620-000, 00886-00630-000 and 00886-00640-000	((d)) rating concessions;	The purpose of this report is present a proposed payment arrangement from the applicant (ratepayer) with outstanding rates for assessments 00886-00500-000, 00886-00610-000, 00886-00620-000, 00886-00630-000 and 00886-640-000.

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