SPECIAL MEETING AGENDA

Friday 20 November 2026
commencing at 8:30 AM

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Special Meeting of Council

13 November 2026

The Mayor and Council Members
Quilpie Shire Council
QUILPIE QLD 4480

Dear Members

Notice is also hereby given that the Special Meeting of the Quilpie Shire Council will be held at the Council Chambers, on **Friday 20 November 2026**, commencing at ***8:30 AM*.**

The agenda for the special meeting is attached for your information

Yours faithfully

Julie Reitano

Acting Chief Executive Officer

SPECIAL MEETING OF COUNCIL AGENDA

Friday 20 November 2026
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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1 OPENING OF MEETING

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3 APOLOGIES

4 DECLARATIONS OF INTEREST

5 OFFICE OF THE CEO

5.1 MINOR CHANGE TO THE ORGANISATIONAL STRUCTURE: ICT OFFICER INTERN

IX: **282253**

Author: **Maree Radnedge, Executive Manager People and Safety**

Authorisors: **Julie Reitano, Acting Chief Executive Officer**

Attachments: **Nil**

KEY OUTCOME

Key Outcome:	8.	Teamwork
Key Initiative:	8.4	Workforce planning, attraction and retention

EXECUTIVE SUMMARY

Adopting the November 2026 Organisational Structure in Figure 2 would create a fixed-term Information and Communications Technology (ICT) Officer Intern position in the Corporate Services Directorate from Monday 30 November 2026 to Friday 26 February 2027, so that Council has on-site ICT support while it implements the Rapid platform. The position costs $26,921.87 for the term, including on-costs, and affects no filled position.

Section 196(1) of the *Local Government Act 2009* requires Council to adopt its organisational structure by resolution, so the change needs Council's approval. Council will fund the position from Governance Operating Expenses within the approved 2026/27 budget. The Executive Manager People and Safety consulted the Corporate Services Directorate on Thursday 19 November 2026.

RECOMMENDATION

That Council adopt, under section 196(1) of the *Local Government Act 2009*, the November 2026 Organisational Structure, being the June 2026 Organisational Structure adopted by Resolution QSC154-07-26 as amended by the Corporate Services Directorate structure in Figure 2 of this report, effective from the date of this resolution.

BACKGROUND

Council adopted the February 2026 Organisational Structure, following its annual review, by Resolution QSC042-02-26 on 17 February 2026. On 6 July 2026, Council adopted the June 2026 Organisational Structure by Resolution QSC154-07-26, which added a fixed-term Senior Project Management Officer position in Infrastructure Services. The June 2026 Organisational Structure is Council's current structure.

On 16 November 2026, a tertiary student approached Council seeking an ICT internship over the 2026/27 summer. At its Ordinary Meeting on 17 November 2026, Council resolved to engage Rapid Platform Projects Pty Ltd to provide a digital IT platform (Resolution QSC288-11-26).

REPORT

The proposed change

Table 1 sets out the new position, its reporting line, classification and term.

Table 1 New position: ICT Officer Intern

Position title	Change	Before the change	After the change	Classification, FTE and term
Intern ICT Officer	New position	Not in the current structure	Corporate Services, reports to Deputy Director Corporate Services	*Queensland Local Government Industry (Stream A) Award – State 2017*, Level 1, Year 1, 1.0 FTE, fixed term

Figure 1 shows the current Corporate Services Directorate structure, and Figure 2 shows the proposed structure. A dashed outline marks the new position.

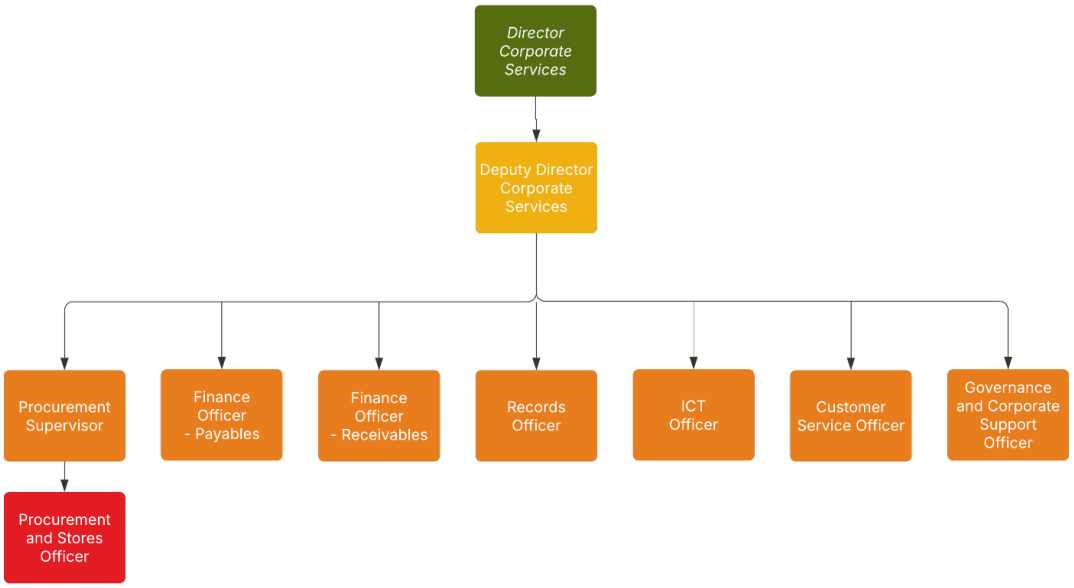

Figure 1 Corporate Services Directorate: current structure (June 2026 Organisational Structure)

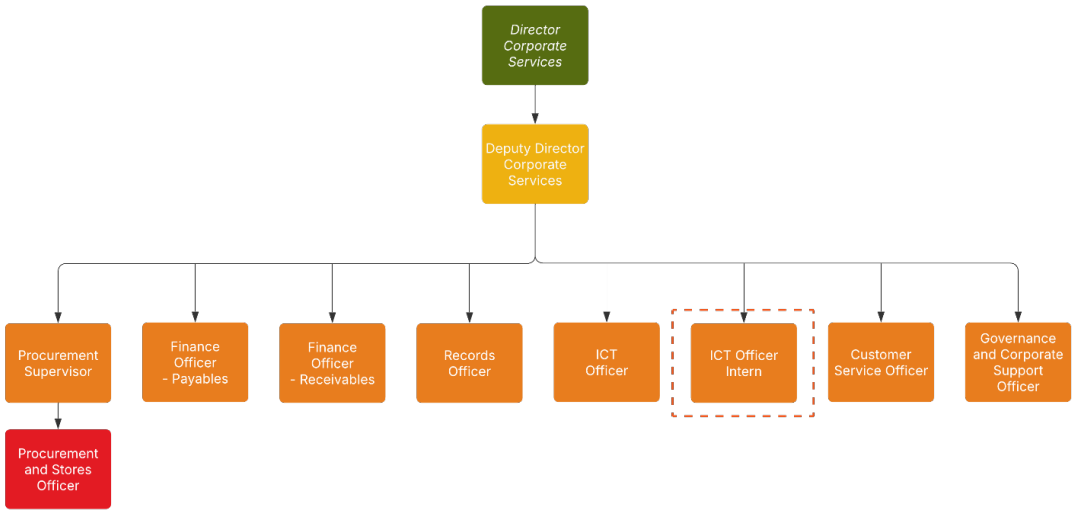

Figure 2 Corporate Services Directorate: proposed structure (November 2026 Organisational Structure)

Why the change is needed

Council has no on-site ICT support for the rest of 2026. Over the same period, Council will develop and implement the Rapid platform. An ICT Officer Intern would support the platform's development and implementation on site and give staff on-site ICT support over the summer.

Council has run two internships before, and both delivered results for Council and the interns. An engineering student completed paid work during the university summer break, with accommodation and project work Council provided, and returned for a second summer. A Technical Officer Intern, whom Council engaged after it could not recruit to the role, contributed to the Depot and Workshop Office Upgrade concept designs, the Interactive Cemetery Mapping project, the first Footpath Master Plan and the recording of new water mains in Council's GIS. The intern then won the permanent Technical Officer position.

These internships gave Council access to current technical skills, delivered projects and helped Council attract staff to Quilpie, while giving the interns practical local government experience.

The Executive Manager People and Safety will assess the student against the position description before the Acting Chief Executive Officer makes an appointment.

Effect on the workforce

The change adds a position and does not alter any existing employee's duties, hours or reporting line, so it does not significantly affect employees under clause 11 of the Award or clauses 12.1 and 12.2 of Council's Certified Agreement 2024.

The Executive Manager People and Safety will assess the student against the position description before the Acting Chief Executive Officer makes an appointment.

OPTIONS

Option 1 (recommended)

That Council adopt, under s 196(1) of the *Local Government Act 2009*, the November 2026 Organisational Structure, being the June 2026 Organisational Structure adopted by Resolution QSC154-07-26 as amended by the Corporate Services Directorate structure in Figure 2 of this report, effective from the date of this resolution.

Option 2

That Council not adopt the proposed organisational structure, and that the June 2026 Organisational Structure, adopted by Resolution QSC154-07-26, remain in place.

CONSULTATION (Internal/External)

Table 2 Consultation

Party	Nature of consultation	Outcome
Corporate Services Directorate	Emails between the Executive Manager People and Safety, Thursday 19 November 2026: workload, supervision and on-site ICT support.	Proceed with proposal
Executive Leadership Team (including leaders of the Corporate Services Directorate)	Strategic Leadership Team Meeting, Monday 16 November 2026: workload, supervision and on-site ICT support.	Proceed with proposal
Finance	Email and SMS Thursday 19 November 2026: cost of the position, including on-costs, and the budget position.	There is sufficient funding available in the governance salaries approved budget

INTERESTED PARTIES

- Council's workforce

- Corporate Services whose positions or reporting lines the change affects
- Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland
- Queensland Services, Industrial Union of Employees
- The Australian Workers' Union of Employees, Queensland

Note: Council officers identify interested parties on a best endeavours basis, and the list may not be exhaustive.

LEGISLATION / LEGAL IMPLICATIONS

Section 196(1) of the *Local Government Act 2009* requires Council to adopt, by resolution, an organisational structure that is appropriate to the performance of its responsibilities. The Report shows why Council needs the ICT Officer Intern position over the summer, and the recommendation adopts the structure by resolution. Section 196(3) gives the Chief Executive Officer the authority to appoint employees, other than senior executive employees, so the Chief Executive Officer will fill the position without returning to Council.

Section 13(3)(b) of the *Local Government Act 2009* makes the Chief Executive Officer responsible for managing Council's employees through practices that promote equal employment opportunities and are responsive to Council's policies and priorities. The Executive Manager People and Safety will assess the student against the position description, so the appointment rests on merit.

Clause 11 of the *Queensland Local Government Industry (Stream A) Award – State 2017* requires Council to notify and consult employees about a change likely to significantly affect them. Clauses 12.1 and 12.2 of Council's Certified Agreement 2024 require Council to notify employees and relevant unions of proposed changes and consult on ways to reduce any effect on employees. The change adds a position and alters no existing employee's duties, hours or reporting line, so it does not significantly affect employees, as the Effect on the workforce subsection records.

Sections 47 and 49(d) of the *Work Health and Safety Act 2011* require Council, so far as is reasonably practicable, to consult workers who are likely to be directly affected when it proposes changes that may affect their health or safety. A new position changes the workload and supervision arrangements of the team it joins. The Executive Manager People and Safety consulted the Corporate Services Directorate, as the Effect on the workforce subsection records.

POLICY IMPLICATIONS

No Council policy governs creating a position or engaging an intern. The Acting Chief Executive Officer will fill the position under the authority s 196(3) of the *Local Government Act 2009* gives to appoint employees. The Executive Manager People and Safety will prepare a position description for the ICT Officer Intern before Council fills the position.

FINANCIAL AND RESOURCE IMPLICATIONS

Table 3 shows the cost of the position over its fixed term.

Table 3 Cost of the position

Item	Fixed term (2026/27 summer)
ICT Officer Intern, Level 1, year 1: salary	$17,224.48
On-costs (superannuation, leave and workers' compensation) 56.3%	$9,697.39
Total cost of the position	**$26,921.87**

Council will fund the position from the governance salaries approved 2026/27 budget, which has $86,000 available. The position ends within the 2026/27 financial year, so it adds no cost to the 2027/28 budget.

ASSET MANAGEMENT IMPLICATIONS

Council will provide a laptop from existing stock.

RISK MANAGEMENT IMPLICATIONS

Council assessed the risks of this decision under its Enterprise Risk Management Policy (G.11) and Risk Management Framework (G.11-A), using its adopted risk matrix (Likelihood × Consequence). Table 4 shows the risks and how Council will treat them.

Table 4 Risk register

Risk name and description	Current controls	Impacts	Likelihood	Consequence	Risk rating	Risk treatment
The student withdraws or doesn't meet the position's requirements.	Expression of interest received 16 November 2026	Council has no on-site ICT support while it implements the Rapid platform.	Rare	Insignificant	Low	The Executive Manager People and Safety assesses the student against the position description and confirms their availability as soon as Council adopts the structure.

HUMAN RIGHTS CONSIDERATION

Section 58(1) of the *Human Rights Act 2019* makes it unlawful for Council to make a decision that is not compatible with human rights, or to fail to give proper consideration to a human right relevant to the decision. Council considered the 23 human rights the Act protects and identified one relevant to this decision:

- **Privacy and reputation (s 25).** The decision engages this right because it changes positions that [identifiable employees] hold. It is compatible with the right because the report and its attachments refer only to positions, not to employees, and Council consulted affected employees privately before making the decision.

The decision is compatible with human rights under s 8, because it does not limit any human right.

6 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 *Local Government Regulation 2012*)**	**Overview**
6.1 Appointment of Chief Executive Officer	(a) the appointment, discipline or dismissal of the chief executive officer;	Council will consider appointing a permanent Chief Executive Officer under s 194 of the *Local Government Act 2009*, following the recruitment process it started on 17 September 2026. Council will consider this item in a closed session under s 254J(3)(a) of the *Local Government Regulation 2012*, because it relates to the appointment of the chief executive officer.
6.2 Procurement Arrangements for Interpretive Design and Delivery for Eromanga Natural History Museum (ENHM) Stage 3	(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;	Council will consider procurement arrangements with Outback Gondwana Foundation Limited (ABN 77 133 576 897) for the interpretive design and delivery of Stage 3 of the Eromanga Natural History Museum, including whether to apply the exceptions to tendering in s 235 of the *Local Government Regulation 2012*. Council will consider this item in a closed session under s 254J(3)(g) of the *Local Government Regulation 2012*, because public discussion of the commercial negotiations would be likely to prejudice Council's interests.

7 LATE ITEMS