



SPECIAL MEETING AGENDA

Monday 6 July 2026
commencing at 4:00 PM

Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

Special Meeting of Council

29 June 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 **Monday 6 July 2026**, commencing at **4:00 PM**.

The agenda for the special meeting is attached for your information

Yours faithfully

Justin Hancock
Chief Executive Officer





SPECIAL MEETING OF COUNCIL AGENDA

Monday 6 July 2026
Quilpie Shire Council Boardroom
50 Brolga Street, Quilpie

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

5 CORPORATE SERVICES

5.1 DISPOSAL OF OBSOLETE STORE ITEMS BY AUCTION

IX: 276971

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

Council has undertaken a complete stocktake of store items over the last few months and identified obsolete stock to be disposed of. It is intended to include these in the upcoming online auction of Replaced and Redundant Plant and Equipment

RECOMMENDATION

1. That Council:
 - (a) approve the disposal of the obsolete store items via online auction; and
 - (b) include these items with the next online auction of Council plant and equipment.

BACKGROUND

The last disposal of obsolete store items (parts/workshop supplies) by auction was approved by Council in June 2023 (3 years ago).

The 2026 annual stores stocktake was undertaken in the last week of June. This was undertaken in consultation with the Deputy Director Infrastructure Services and team members from the workshop to identify any store items (parts/workshop supplies) that may be obsolete. Service kits/parts etc held in store can become obsolete when plant and equipment is replaced and are incompatible with the new items.

REPORT

The obsolete store items recommended to be auctioned are as follows:

Stores Code	Stores Item Description	Qty Calc	Reason
B2112	BELT FAN/ALT 2000	2	Obselete
F2A119	FILTER AIR ELEM 2000	1	Obselete
F2H101	FILTER POWER STEERING 50	4	Obselete
F2H102	FILTER P/STEER 27	1	Obselete
F3A101	FILTER AIR INNER 3002	4	Obselete
F3A102	FILTER AIR CON FRESH 3002	3	Obselete
F3A107	FILTER AIR OUTER 116	2	Obselete
F3A108	FILTER AIR INNER 116	2	Obselete
F3A109	FILTER CAB OUTER 116	3	Obselete
F3A110	FILTER CAB INNER 116	3	Obselete
F3F100	FILTER FUEL PRE 3002 3402	3	Obselete
F3F105	FILTER FUEL SED U 130	2	Obselete
F3F108	FILTER FUEL 109	3	Obselete
F3F127	PRE FUEL FILTER 116	2	Obselete
F3H102	FILTER HYD LINE 116	4	Obselete
F3T100	FILTER OIL TRAN 3002	3	Obselete
F4A112	FILTER AIR 5001 5011	6	Obselete
SK116B	1000H SERVICE KIT BACKHOE 116	2	Obselete
SK2005B	SERVICE KIT 1000HR 2005	1	Obselete
SK2200	Filter Kit 2200	2	Obselete
CEG7K	GRADER BLADE KOM 3002	22	Obselete
HAR3403	HALF ARROW RIGHT 3403	1	Obselete
OVERLAY	OVERLAYS END BIT 3001 3002	1	Obselete
PB21258	BOLT PLOW 2.5" X 5/8 3002	86	Obselete
PB258	BOLT PLOW 2" x 5/8" 3002	31	Obselete
PB358	BOLT PLOW 3" X 5/8" 3002	143	Obselete
PBN58	NUT HEX PLOW 5/8" 3002	433	Obselete
SCASHANKK	SCARIFIER SHANK TYNE 3002	1	Obselete
TOOTH116	TWIN TIGER TOOTH 116	12	Obselete

OPTIONS

Option 1

1. That Council

- (a) approve the disposal of the obsolete store items via online auction; and
- (b) include these items with the next online auction of Council plant and equipment.

Option 2

2. That Council resolve not to dispose of the obsolete stock.

CONSULTATION (Internal/External)

Procurement Officer

Deputy Director Infrastructure Services

Fleet & Workshop Supervisor and Team

INTERESTED PARTIES

Queensland Audit Office/External Audit

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

LEGISLATION / LEGAL IMPLICATIONS

Store items are classed as current assets therefore section 224 of the *Local Government Regulation 2012* does not apply to their disposal, however approval is being sought from Council to auction the obsolete items as a good governance practice.

Local Government Regulation 2012 - S224 What div 2 is about

(5) A valuable non-current asset contract is a contract for the disposal of a valuable non-current asset.

(6) The disposal of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset. Example— the grant of a lease over land or a building

(7) A valuable non-current asset is— (a) land; or (b) another non-current asset that has an apparent value that is equal to or more than a limit set by the local government.

(8) A limit set by the local government under subsection (7)(b) can not be more than the following amount—

(a) for plant or equipment—\$5,000;

(b) for another type of non-current asset—\$10,000.

227 Valuable non-current asset contract—tenders or auction needed first

(1) A local government can not enter into a valuable non-current asset contract unless it first—

(a) invites written tenders for the contract under section 228; or

(b) offers the non-current asset for sale by auction.

(2) This section is subject to division 4.

POLICY IMPLICATIONS

Store items are classed as current assets therefore section 224 of the *Local Government Regulation 2012* does not apply to their write off.

Approval is being sought from Council for the disposal of obsolete stock as a good governance practice.

FINANCIAL AND RESOURCE IMPLICATIONS

The total value of the obsolete stock is \$12,246.61 which has been recorded as written off as part of the end of year stores stocktake adjustment.

Auction proceeds will be recorded as sundry income to Council on completion of the auction.

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

		Impacts	Risk Assessment	
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Risk Name & Description <i>What could happen and why?</i>	Current Controls <i>Are there current controls for the risk</i>	Impact if the risk eventuates	Likelihood	Consequence	Risk Rating	Risk Treatment <i>Depending on risk rating - additional controls / mitigation strategy to be implemented (to reduce risk rating)</i>
			Refer to risk calculator provided below for measures			
Example: <i>Insufficient funding</i>	<i>None</i>	<i>Delays to purchasing</i>	<i>C Possible</i>	<i>4 Major</i>	<i>High</i>	<i>Ensure funding approvals obtained at start of project</i>
Inventory possibly not costed to projects or maintenance works	Stocktakes and inventory reconciliations	Misstatement of inventory balance in financial statements	Possible	Minor	Medium	Continuous inventory monitoring Approved stores adjustments to ensure stock quantities reconcile to finance system
Internal controls and procedures over inventory management	Stock takes	Conduct stocktakes and inventory reconciliations through a program of continuous inventory monitoring;	Possible	Minor	Medium	Continuous inventory monitoring Annual Stocktake

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;
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.

12. Protection of families and children;

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

6 OFFICE OF THE CEO**6.1 AMENDMENT TO ORGANISATIONAL STRUCTURE****IX:** 276334**Author:** Demmi Roberts, People and Culture Specialist**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 seeks Council's endorsement of a proposed revision and minor amendment to the organisational structure adopted in February 2026. The amendment seeks a structural adjustment to introduce a new role of Senior Project Management Officer.

RECOMMENDATION

That Council adopt the June 2026 Organisational Structure as presented.

BACKGROUND

Under *section 196 of the Local Government Act 2009*, Council is required to adopt, by resolution, an organisational structure that appropriately supports the delivery of its responsibilities. In late 2024, Council commenced a consultation process with staff and union representatives to gather feedback on the existing structure and proposed adjustments.

Following this engagement, Council adopted a revised organisational structure in February 2025. The new structure established three directorates: Infrastructure Services, Corporate Services, and Community and Business Development, along with a People and Safety Division reporting directly to the Chief Executive Officer.

This report seeks to introduce a new role of Senior Project Management Officer to support the delivery of Council's operations and special projects.

REPORT

Following the adoption of the organisational structure in February 2026, the following amendments are now recommended.

Infrastructure Services

It is proposed to introduce an additional fixed term full-time position for a period of 2 years titled Senior Project Management Officer. The term of 2 years aligns with Council's foreseeable capital works program while providing flexibility to respond to future funding opportunities. Subject to ongoing project commitments and organisational needs, the potential option of a further 1 year

extension, following a formal review undertaken approximately six months before the completion of the initial 2 year term.

Strategic need

Quilpie Shire Council is currently managing an unprecedented volume of infrastructure delivery and recovery programs, including:

- Ongoing road maintenance and construction activities across a network of approximately 2,000 kilometres spread over a very large land area of 67,000 square kilometres.
- Disaster Recovery Funding Arrangements (DRFA) with road reconstruction projects funded by QRA;
- Transport Infrastructure Development Scheme (TIDS) projects;
- Quilpie Airport Runway Upgrade;
- Rural Residential Development project;
- Eromanga Natural History Museum Phase 3 extension; and
- Water, sewerage and civil infrastructure capital works

The scale and complexity as well as the associated reporting obligations is significant.

Operational and project delivery benefits

The proposed position would provide additional leadership capacity within the Infrastructure Services Directorate by enabling a dedicated senior officer to undertake both operational supervision and project management functions.

The role would:

- Improve planning, programming and delivery of maintenance and capital works;
- Enhance contractor management and site supervision;
- Increase Council's capacity to deliver multiple major projects concurrently;
- Improve project governance, reporting and funding compliance requirements;
- Reduce key-person dependency risks within the department; and
- Provide operational resilience during periods of leave, vacancies or emergency response activities

Establishing this role would strengthen Council's project delivery capability, improve oversight of contractors and project outcomes, reduce delivery risk across multiple major projects and provide additional supervisory capacity within the Infrastructure Services team during a period of significant capital investment. Consistent with Council's collaborative culture, the position would also provide support across the Infrastructure Services team, including collaborating with the Deputy Director Infrastructure Services and operational supervisors as required to achieve organisational priorities.

Workforce capability and succession planning

The position would strengthen Council's internal capability by creating an additional senior leadership role within the Infrastructure Services Directorate. This would support succession planning, workforce development and knowledge retention while reducing reliance on external consultants and contract project management services.

The role would provide a pathway for experienced employees to progress into leadership and project management responsibilities. In addition to supporting the operational supervisors, this role would also provide mentorship and guidance in development for Trainee Supervisor. Overall, supporting Council's attraction and retention objectives in a highly competitive regional labour market.

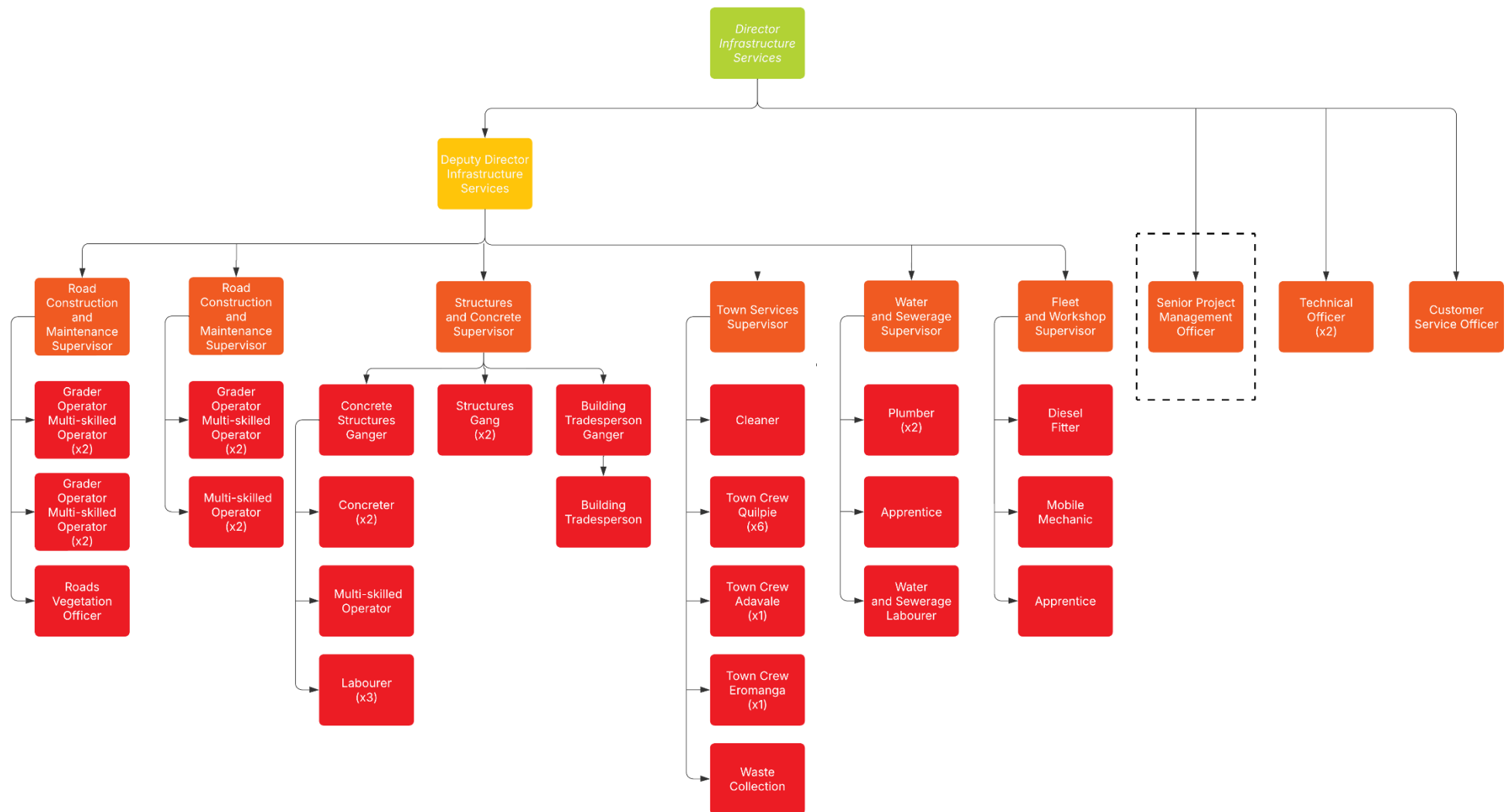


Figure 1 Infrastructure Services Directorate structural adjustment - Senior Project Management Officer position

OPTIONSOption 1 - Recommended

That Council adopt the June 2026 Organisational Structure as presented.

Option 2

That Council continue operating under the organisational structure adopted in February 2026.

CONSULTATION (Internal/External)

Directors

Deputy Directors

Executive Manager

Staff

INTERESTED PARTIES

Council employees

Note: The identification of interested parties is provided on a best endeavours basis.

LEGISLATION / LEGAL IMPLICATIONS

Council has acted in accordance with relevant legislative and industrial obligations in implementing the proposed amendments to the organisational structure. These obligations include requirements under the *Local Government Act 2009 (Qld)*, consultation and notification under the *Industrial Relations Act 2016*, and obligations in the *Certified Agreement 2024*.

Specifically:

- Sections 194, 196, and 196(3) of the *Local Government Act 2009 (Qld)* require Council to appoint a qualified Chief Executive Officer to oversee organisational functions, adopt by resolution an organisational structure that supports the effective performance of its responsibilities, and ensure the CEO is responsible for appointing all local government employees in accordance with the adopted structure.
- Section 4(c) and section 72 of the *Industrial Relations Act 2016* require consultation with employees on significant workplace changes, including providing reasonable opportunities for employees on parental leave to discuss impacts on their positions.
- Clauses 12.1–12.2 of the *Certified Agreement 2024* require Council to notify employees and relevant unions of proposed changes, to provide information about the nature and effects of the changes, and to consult on ways to mitigate any potential impact on employees.

Actions demonstrating compliance:

- The Executive Manager consulted with the CEO, relevant Directors and Deputy Directors regarding the current structure and proposed minor amendments.
- Staff feedback and operational considerations were taken into account.
- The proposed amendments were assessed in the context of the *Certified Agreement 2024* and determined not to have significant effects on employees.

These steps demonstrate that Council has complied with legislative and industrial requirements, ensuring that consultation obligations were met and that the amendments support the effective performance of the organisation without adversely affecting employees.

POLICY IMPLICATIONS

There are no new or altered Council policies resulting from the proposed amendments to the organisational structure.

FINANCIAL AND RESOURCE IMPLICATIONS

The proposed amendments are expected to have a financial impact on Council on account of the proposed new position.

While the creation of an additional position will increase employee costs, it is anticipated that these costs will be partially offset through:

- Improved project delivery outcomes;
- Reduced reliance on external project management resources;
- Improved grant and funding administration;
- Enhanced supervision of contractors and construction activities; and
- Reduced risk of project delays, cost overruns and non-compliance with funding obligations.

The role will align with current Supervisor classification Level 4 – 5 per the Queensland Local Government Industry (Stream A) Award - State 2017. A substantial proportion of the employment costs would be directly attributed to externally funded capital projects, including the Quilpie Airport Runway Upgrade and other grant-funded infrastructure programs, where project management costs are an eligible project expense. This approach would minimise the impact on Council's operational budget while ensuring appropriate project governance and delivery.

Given the significant capital works and disaster recovery programs currently being delivered by Council, the additional resource is considered necessary to ensure Council can continue to meet its operational and strategic objectives efficiently and effectively.

ASSET MANAGEMENT IMPLICATIONS

The additional position is expected to require a fleet vehicle and ICT equipment including computer and mobile phone as well as potential subsidised housing. Suggested retaining one of the existing fleet vehicles currently due for replacement to allocate for this additional position.

RISK MANAGEMENT IMPLICATIONS

Council has applied the *G.11 Enterprise Risk Management Policy* and *G.11-A Risk Management Framework* to assess and manage risks associated with the proposed amendments to the organisational structure.

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	
			Risk calculator provided for measures			
Ineffective performance of Council – Organisational Structure	Adoption of organisational structure aligned with operational requirements; senior management oversight	Potential failure to deliver service obligations; reduced Council credibility	Possible	Major	High	Periodic review of organisational structure and reporting lines; ensure senior management continues to monitor operational performance
Non-compliance with the <i>Local Government Act 2009</i> (Qld)	Adoption of structure by resolution (s196); CEO responsible for appointments (s196(3)); qualified CEO in place (s194)	Legal liability; reputational damage; impaired governance	Unlikely	Major	High	Maintain adherence to legislative requirements; ensure processes align with statutory obligations; document all appointments and approvals
Failure to comply with consultation requirements under <i>Industrial Relations Act 2016</i>	Consultation with directors, deputy directors, and executive managers; engagement with affected staff	Potential industrial disputes; legal challenges; employee dissatisfaction	Unlikely	Moderate	Moderate	Ensure consultation steps are documented; review consultation outcomes; provide opportunity for feedback
Failure to comply with <i>Certified Agreement 2024</i> consultation obligations	Staff and relevant union notification; consultation regarding changes and impacts; proposed amendments assessed for significance	Industrial relations issues; employee grievances; operational disruption	Unlikely	Moderate	Moderate	Document notifications and consultations; confirm proposed amendments have no significant effect on employees; retain records for audit

The risk assessment demonstrates that the proposed amendments to the organisational structure maintain Council's operational performance and legislative compliance. Legislative compliance with the *Local Government Act 2009* (Qld), including Sections 194, 196, and 196(3), has been confirmed through adoption by resolution, appointment of a qualified CEO, and CEO-led employee appointments. Consultation obligations under the *Industrial Relations Act 2016* and *Certified Agreement 2024* have been satisfied through documented engagement with directors and staff.

Overall, the residual risks are acceptable, and current controls effectively mitigate potential operational, legal, and consultation failures. Council can therefore be confident that the amendments support the organisation's capability, compliance, and ongoing accountability.

HUMAN RIGHTS CONSIDERATION

In accordance with *Section 4(b) of the Human Rights Act 2019*, Council must make decisions that are compatible with human rights and limit rights only when necessary and proportionate. In considering the proposed amendments to the organisational structure, Council assessed any potential impacts on employees' human rights, including the right to equality, privacy, and fair work conditions. Council is confident that no employee's human rights are adversely affected by the amendments. Documentation of consultation and operational arrangements provides clear evidence that the decision is compatible with the *Human Rights Act 2019* and demonstrates compliance.

7 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 **insert time** 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
7.1 Request for Sealing - Keeroongooloo Road (Update)	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 254J(3) of the <i>Local Government Regulations 2012</i> 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 provides Council with an update on a recent request from GPC to vary the payment arrangements under the Roadworks Agreement.
7.2 Plant Hire Rates Review	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 254J(3) of the <i>Local Government Regulations 2012</i> (c) - the local government's budget;.	A review of Council's plant operations, including utilisation, operating costs and existing hire rates, has been undertaken. The review provides recommendations for revised plant hire rates to be implemented in the 2026/27 financial year and includes the calculation of plant hire rates for Queensland Reconstruction Authority (QRA) purposes.

8 LATE ITEMS