



SUSTAINABLY DEVELOPING THE OUTBACK

AGENDA

Ordinary Council Meeting Monday, 15 December 2025

I hereby give notice that an Ordinary Meeting of Council will be held on

Date: Monday, 15 December 2025

Time: 9:00 am

Location: Bedourie Administration Centre

Julianne Meier
Chief Executive Officer

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1 OPENING OF MEETING**2 ATTENDANCE****3 APOLOGIES AND LEAVES OF ABSENCE****3.1 Leave of Absence****3.2 Apologies****4 ACKNOWLEDGEMENT OF COUNTRY**

I would like to begin by acknowledging the Wangkamahdla people, Traditional Custodians of the land on which we meet today and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

5 CONDOLENCES**6 DISCLOSURES AND DECLARATIONS OF INTEREST**

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

7 PRESENTATIONS AND DEPUTATIONS

Nil

8 CONFIRMATION OF MINUTES

Ordinary Council Meeting - 17 November 2025



SUSTAINABLY DEVELOPING THE OUTBACK

UNCONFIRMED MINUTES

of the

Ordinary Council Meeting

**Held at Birdsville Wirrarri Visitor
Information Centre on**

17 November 2025 at 9:00 am

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1 OPENING OF MEETING

Cr Francis Murray declared the Meeting open at 9:00 am.

2 ATTENDANCE

Present:

Mayor Francis Murray	Mayor/Chairperson
Cr Damian Clarke	Councillor (attended via Microsoft Teams)
Cr Kerry Morton	Councillor

Officers in attendance:

Ms Julianne Meier	Chief Executive Officer
Ms Practice Brandenburg	Director Communities
Mr Stuart Bourne	Partner, GBA Consulting Engineers
Mr Garth Borgelt	Director Infrastructure
Ms Juanita Warner	Executive Assistant
Ms Jade Nacario	Director Corporate Services (attended via Microsoft Teams)

3 APOLOGIES AND LEAVES OF ABSENCE

3.1 Leave of Absence

Nil

3.2 Apologies

APOLOGY

RESOLUTION CNL/25/259

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That the apologies received from Deputy Mayor Damien Watson and Cr Robert Dare be accepted and leave of absence granted.

CARRIED 3/0

4 WELCOME TO COUNTRY

Peta 'Thiwi' Rowlands, a representative from the Wangkangurru Yarluyandi Community attended the meeting to deliver the Welcome to Country.

5 CONDOLENCES

Nil

6 DISCLOSURES AND DECLARATIONS OF INTEREST

Cr Kerry Morton declared a prescribed conflict of interest in this matter, 12.3.1 – Simpson Desert Racing Carnival - Post Event Reports, given his relationship with the Betoota Race Club Inc. Cr Kerry Morton dealt with the conflict by leaving the meeting and taking no part in the decision-making process.

7 PRESENTATIONS AND DEPUTATIONS

Nil

8 CONFIRMATION OF MINUTES

RESOLUTION CNL/25/260

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That the minutes of the Ordinary Council Meeting of 13 October 2025 copies of which were previously circulated, are hereby confirmed as a true and correct record of the proceedings of that meeting.

CARRIED 3/0

9 MAYORAL UPDATE

9.1 Mayoral Report

RESOLUTION CNL/25/261

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives the Mayor's Report.

CARRIED 3/0

10 OUTSTANDING BUSINESS

Nil

11 NOTICES OF MOTION

Nil

12 OFFICER REPORTS

12.1 Infrastructure Services Directorate

12.1.1 Infrastructure Services Report

RESOLUTION CNL/25/262

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Infrastructure Services Report.

CARRIED 3/0

12.1.2 Kerb Removal

EXECUTIVE SUMMARY

An occupational therapy assessment has been undertaken by North and West Remote Health for a resident at 42 Eyre Street, Bedourie. This assessment identified that there is a lack of compliant kerb/footpath ramps in the vicinity of this residence, potentially impeding access for the residents mobility scooter.

RECOMMENDATION

That Council endorse the reconstruction of the driveway at 42 Eyre Street, Bedourie from the kerb to the footpath to ensure disable access can be provided.

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

RESOLUTION CNL/25/263

Moved: Cr Damian Clarke

Seconded: Mayor Francis Murray

That Council endorse the construction of pram ramps, at the corner of Spinifex and Eyre Streets and corner of Eyre and Kepler Streets, Bedourie and any other identified areas to ensure disabled access can be provided.

CARRIED 3/0

12.1.3 Bedourie Residential Subdivision

EXECUTIVE SUMMARY

At the ordinary Council Meeting on July 21st, 2025, a decision report was tabled for the Bedourie Subdivision Road design. After discussion the final agreement from councillors was that the design is to be changed to an inverted crown design – similar to that constructed at the new Birdsville subdivision. However, the resolution documented was that Council retain the current subdivision design for the Bedourie Residential Subdivision.

This report is to clarify resolution CNL/25/149.

Min No.	Name of Item	Item No.	Type	Moved	Seconded	Officer(s)
CNL/25/149	Bedourie Subdivision Drainage Design	12.1.6	Report	Damien Watson	Damian Clarke	Stuart Bourne
RESOLUTION CNL/25/149						
Moved: Deputy Mayor Damien Watson						
Seconded: Cr Damian Clarke						
That Council retain the current subdivision design for the Bedourie Residential Subdivision.						CARRIED 5/0

RESOLUTION CNL/25/264

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council:

1. Repeal Resolution CNL/25/149 which resolved - That Council retain the current subdivision design for the Bedourie Residential Subdivision; and
2. Resolves to approve the new Bedourie Subdivision design of an inverted crown in accordance with the drawing number 250111-1.

CARRIED 3/0

12.1.4 Engineering Update

RESOLUTION CNL/25/265

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Engineering Update report.

CARRIED 3/0

12.1.5 Local Resilience Action Plan 2025/2026

EXECUTIVE SUMMARY

This report is to present Diamantina Shire Council's Local Resilience Action Plan 2025/2026 (LRAP) as amended in November 2025 (at Attachment 1) for endorsement by Council. The LRAP assists Council to identify and prioritise its critical projects that strengthen resilience and mitigate future risks, ensuring resources are directed toward the highest-impact activities.

RESOLUTION CNL/25/266

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

That Council

1. Reviews the updated Local Resilience Action Plan 2025/2026 and the project priority allocation, and
2. Endorses the Diamantina Shire Council Local Resilience Action Plan 2025/2026 November amendment.

CARRIED 3/0

12.1.6 Replacement of Cold Room Cooling System - Bedourie Community Hall

RESOLUTION CNL/25/267

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That Council receives and notes the Replacement of Cold Room Cooling System - Bedourie Community Hall report.

CARRIED 3/0

12.1.7 Facilities and Town Services Report

RESOLUTION CNL/25/268

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Facilities and Town Services Report.

CARRIED 3/0

12.1.8 Works Update

RESOLUTION CNL/25/269

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Works Update report.

CARRIED 3/0

12.1.9 Installation of a Shade Cover over the Birdsville Skate Park

EXECUTIVE SUMMARY

Diamantina Shire Council entered into an agreement with the Commonwealth Government on 26 July 2023 in relation to a Local Roads and Community Infrastructure Program (LRCIP). Council sought an extension of time to complete phase 4 of the program, relating to a shade structure over the Birdsville Skate Park, to 28 February 2026. This has been approved on 15 September 2025, after which no further extension of time will be granted. This report provides options and seeks Council views prior to progressing.

RESOLUTION CNL/25/270

Moved: Cr Kerry Morton

Seconded: Mayor Francis Murray

That Council:

1. Receives and notes the Installation of a Shade Cover over the Birdsville Skate Park Report; and
2. Approves the supply and erection of the Shade Cover under the funding arrangement from LRCIP up to \$95,643.00.

CARRIED 3/0

12.1.10 Fleet Maintenance and Workshop Report

RESOLUTION CNL/25/271

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

That Council receives and notes the Fleet Maintenance and Workshop Report.

CARRIED 3/0

Adjournment

The meeting adjourned for a short break at 11:43 am

The meeting resumed at 12:05 pm

12.2 Corporate Services Directorate

12.2.1 Social Media Policy

EXECUTIVE SUMMARY

Council's Social Media Policy sets out the standards of behaviour expected in relation to professional use of social media platforms on behalf of Council and personal use of social media by Council employees and Elected members.

RESOLUTION CNL/25/272

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council adopts the Social Media Policy as presented.

CARRIED 3/0

12.2.2 Governance Update

RESOLUTION CNL/25/273

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

That Council receives and notes the Governance Update report.

CARRIED 3/0

12.2.3 Q1 - Quarterly Report Operational Plan 2025/2026

EXECUTIVE SUMMARY

This report provides an overview of progress in delivering Council's 2025–26 Operational Plan for the first quarter, covering the period from 1 July to 30 September 2025. The Operational Plan outlines the key projects, programs, and initiatives aligned with Council's Corporate Plan priorities. Most actions are progressing as planned, with several already completed or well advanced. While a few initiatives have experienced minor delays due to contractor availability and project timing, overall delivery remains on track for the year.

RESOLUTION CNL/25/274

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives and notes the Q1 - Quarterly Report Operational Plan 2025/2026.

CARRIED 3/0

12.2.4 Finance Report - October 2025

RESOLUTION CNL/25/275

Moved: Cr Damian Clarke

Seconded: Mayor Francis Murray

That Council receives and notes the Finance Report - October 2025.

CARRIED 3/0

12.2.5 External Audit - Closing Report

EXECUTIVE SUMMARY

The Queensland Audit Office (QAO), through its contracted auditor PKF, has completed and signed the audit of Council's 2024–25 financial statements on 31 October 2025.

An unmodified audit opinion has been issued, confirming that the financial statements present a true and fair view of Council's financial position and performance for the year ended 30 June 2025.

A total of eleven issues were identified during the audit: six significant deficiencies, three deficiencies, and two other matters. Council has already commenced implementation of a Corrective Action Plan to address these findings.

RESOLUTION CNL/25/276

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That the Council receives and notes the External Audit - Closing Report.

CARRIED 3/0

12.2.6 2024.2025 General Purpose Financial Statements

EXECUTIVE SUMMARY

Council's General Purpose Financial Statements for the year ended 30 June 2025 have been audited and certified by the Queensland Audit Office (QAO).

The statements were prepared in accordance with the Local Government Act 2009, Local Government Regulation 2012, and relevant Australian Accounting Standards. The audit opinion was unmodified, confirming that the financial statements present a true and fair view of Council's financial position and performance.

The final audited statements are presented to Council for noting.

RESOLUTION CNL/25/277

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives and notes the 2024.2025 General Purpose Financial Statements report.

CARRIED 3/0

Adjournment

The meeting adjourned for lunch as 12:48 pm

The meeting resumed at 1:35 pm

12.2.7 Betoota – Sale of Diamantina Shire Council-Owned Land

EXECUTIVE SUMMARY

This report seeks Council's consideration to progress the sale of selected Diamantina Shire Council-owned properties in Betoota by either public tender (Option A) or public expression of interest (EOI) (and then tender) (Option B) in accordance with the *Local Government Regulation 2012 (Qld)*.

Three of the subject parcels were previously resolved for sale by tender; however, the process did not proceed due to the absence of indicative pricing. This report recommends that Council reaffirm its intent to sell the three (3) properties and an additional thirteen (13) properties, authorise the Chief Executive Officer to obtain indicative valuations, and progress the disposal of land through either a tender or EOI process, providing flexibility and transparency while complying with legislative obligations.

RECOMMENDATION

1. That Council resolves:

Option A

- (a) To reaffirm Council's previous decision to sell the Diamantina Shire Council-owned properties in Betoota identified in *Attachment A (highlighted yellow)*;
- (b) To sell the additional Diamantina Shire Council-owned properties in Betoota identified in *Attachment A*;
- (c) To authorise the Chief Executive Officer to obtain indicative market valuations and to prepare and issue the necessary tender documentation in accordance with Sections 227 to 228 of the *Local Government Regulation 2012*;
- (d) To receive a further report to consider the evaluation outcomes and award of tender following the close of tender submissions.

OR

Option B

- (a) To reaffirm Council's previous decision to sell the Diamantina Shire Council-owned properties in Betoota identified in *Attachment A (highlighted yellow)*;
- (b) To sell the additional Diamantina Shire Council-owned properties in Betoota identified in *Attachment A*;
- (c) That it is in the public interest to invite expressions of interest (EOI) before inviting written tenders for the following reasons: -
<REASONS TO BE LISTED HERE>
- (d) To authorise the Chief Executive Officer to: -
 - I. Obtain indicative market valuations;
 - II. Prepare and issue the necessary EOI documentation in accordance with section 228 of the *Local Government Regulations 2012*;
 - III. Prepare a short list from the persons who respond to the EOI;
 - IV. Prepare the necessary tender documentation in accordance with Sections 227 and 228 of the *Local Government Regulations 2012*; and
 - V. Invite tenders from those persons.
- (e) To receive a further report to consider the evaluation outcomes and award of tender following the close of tender submissions.

RESOLUTION CNL/25/278

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That the report lay on the table and comes back to a future meeting of Council.

CARRIED 3/0

12.2.8 Corporate Services Update

RESOLUTION CNL/25/279

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives and notes the Corporate Services Update report.

CARRIED 3/0

Councillor Morton declared a Prescribed conflict of interest in this matter and left the meeting.

12.3 Communities Services Directorate

12.3.1 Simpson Desert Racing Carnival - Post Event Reports

RECOMMENDATION

That Council receives and notes the Simpson Desert Racing Carnival - Post Event Reports report.

RESOLUTION CNL/25/280

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That the report lay on the table and come back to a future meeting of council due to a lack of quorum.

CARRIED 2/0

Councillor Morton returned to the meeting.

12.3.2 Communities Directorate Report

RESOLUTION CNL/25/281

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives and notes the Communities Directorate Report.

CARRIED 3/0

12.3.3 Big Red Bash Support Review

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's direction on the service levels for the Big Red Bash produced by the Outback Music Festival Group.

RECOMMENDATION

1. That Council review and determine level of support to be provided for the 2026 Big Red Bash produced by Outback Music Festival Group.

RESOLUTION CNL/25/282

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

That the report lay on the table and come back to a future meeting of Council.

CARRIED 3/0

12.3.4 RADF Grants Round 1 - 2025/2026

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval for Round 1 of the RADF Grant Funding program.

RESOLUTION CNL/25/283

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

1. That Council approve RADF Grant for \$6,500 as per application.

CARRIED 3/0

12.3.5 Community In Kind Request - Bedourie State School

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on in-kind requests received during the month.

RESOLUTION CNL/25/284

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

1. That Council
 - (a) notes the fee waiver approved under the delegation of the Chief Executive Officer; and
 - (b) notes there are no fee waivers for Council consideration.

CARRIED 3/0

12.4 Executive Office

12.4.1 Date Time and Place of Ordinary Council Meetings - January to December 2026

EXECUTIVE SUMMARY

Council is required to adopt and publicly notify the date, time and place of its Ordinary Council meetings at least once a year.

RESOLUTION CNL/25/285

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council, in accordance with s254B of the *Local Government Regulation 2012*, adopt and the Schedule of Ordinary Council Meetings for 2026:

Date	Place	Time
19 January 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
16 February 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
16 March 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
20 April 2026	Wirrarri Visitor Information Centre 29 Burt Street, Birdsville, Qld, 4482	9:00 am
18 May 2026	Diamantina Shire Council's Administration Centre	9:00 am

	17 Herbert Street, Bedourie, Qld, 4829	
15 June 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
20 July 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
17 August 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
21 September 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
12 October 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am
16 November 2026	Wirrarri Visitor Information Centre 29 Burt Street, Birdsville, Qld, 4482	9:00 am
14 December 2026	Diamantina Shire Council's Administration Centre 17 Herbert Street, Bedourie, Qld, 4829	9:00 am

CARRIED 3/0

12.4.2 Correspondence Received

RESOLUTION CNL/25/286

Moved: Cr Kerry Morton

Seconded: Mayor Francis Murray

That Council receives and notes the Correspondence Received report.

CARRIED 3/0

12.4.3 Actions Register Update

RESOLUTION CNL/25/287

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That Council receives and notes the Actions Register Update report.

CARRIED 3/0

12.4.4 Diamantina Shire Council Annual Report 2024-25

EXECUTIVE SUMMARY

In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council is required to prepare an Annual Report for each financial year, as part of its financial accountability documents within the system of financial management.

The purpose of this report is to present the Diamantina Shire Council 2024-2025 Annual Report (the Report) for adoption.

RESOLUTION CNL/25/288

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

1. That Council:

- (a) Adopt the Annual Report 2024-2025 in accordance with s104(5)(b) of the *Local Government Act 2009*; and
- (b) Delegates authority under s257(1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to approve administrative changes, finalise and publish the Annual Report 2024-2025.

CARRIED 3/0

12.4.5 Work Health and Safety Report

RESOLUTION CNL/25/289

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Work Health and Safety Report.

CARRIED 3/0

12.4.6 Human Resources Report

EXECUTIVE SUMMARY

This report serves to provide a comprehensive update on the key operational areas within Human Resources that have been actively managed and progressed by the Human Resources and Safety Manager.

RESOLUTION CNL/25/290

Moved: Cr Damian Clarke

Seconded: Cr Kerry Morton

That Council:

1. Receives and notes the Human Resources Report;
2. Adopt the proposed organisational structure as presented; and
3. Approves the Rewards and Recognition recommendation.

CARRIED 3/0

12.4.7 Scheme Supply Fund - Planning Scheme Amendment Update

RESOLUTION CNL/25/291

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

That Council receives and notes the Scheme Supply Fund - Planning Scheme Amendment Update report and the Project Funding Schedule.

CARRIED 3/0

12.4.8 Psychosocial Health, Safety and Wellbeing Policy Statement

EXECUTIVE SUMMARY

The Psychosocial Health, Safety and Wellbeing Policy formally commits Council to preventing and managing psychosocial risks, promoting workforce wellbeing and meeting obligations under the *Work Health and Safety Act 2011*.

RESOLUTION CNL/25/292

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That Council resolves to adopt the Psychosocial Health, Safety and Wellbeing Policy Statement.

CARRIED 3/0

12.4.9 Lease to The State of Queensland (QPS) - Birdsville Water Supply Reserve

EXECUTIVE SUMMARY

The purpose of this Report is to present Council with a request from The State of Queensland (Represented by the Queensland Police Service) to formalise arrangements for radio transmission equipment installed at the water supply reserve at 1 Frew Street, Birdsville by entering into a lease over reserve land.

The proposed lease relates to part of the buildings on Lot 30 on SP 112844, comprising:

- A server rack, owned by the Queensland Police Service, situated within Council's Communications Building, together with associated cabling extending from the rack to the roof of the building, then above ground along a cable tray to the water tower, and continuing up the tower to the antenna. The server rack occupies an approximate footprint of 60 cm × 2100 mm in the communications building.
- An antenna mounted on the water tower, together with any necessary supporting structures, cabling, and fixtures, occupying the area as installed
- The precise dimensions of the lease area are to be confirmed by survey or site plan.

The lease is proposed for a term of ten (10) years.

RESOLUTION CNL/25/293

Moved: Mayor Francis Murray

Seconded: Cr Kerry Morton

1. That Council:

- (a) Notes this report.
- (b) Notes that The State of Queensland (Represented by the Queensland Police Service) is seeking to formalise arrangements radio transmission equipment installed at the water supply reserve at 1 Frew Street, Birdsville by entering into a lease over reserve land. The proposed lease relates to a small server rack installed in part of the Communications Building and antenna and associated fixtures installed on part of the Water Tower Building on Lot 30 on SP 112844, comprising areas to be determined by survey or site plan.
- (c) Notes that, in accordance with section 236(1)(b)(i) of the *Local Government Regulation 2012* ('LGR'), Council may dispose of a valuable non-current asset other than by tender or auction if the disposal is for the purpose of a lease to a government agency.
- (d) Resolves, pursuant to section 236(2) of the *Local Government Regulation 2012* (Qld), that the exception under section 236(1)(b)(i), allowing disposal of a valuable non-current asset other than by tender or auction for the purpose of a lease to a government agency, applies to Council in this instance.

2. That Council resolves:

- (a) to dispose of an interest in part of the Communications Building and part of the Water Tower Building Lot 30 on SP 112844 comprising areas to be determined by survey or site plan for the purpose of granting a lease for radio transmission equipment to The State of Queensland (Represented by the Queensland Police Service) on terms including a rent to be determined by Council for a period of ten (10) years.

3. That Council resolves:

- (a) pursuant to section 257 of the *Local Government Act 2009* (Qld), that the Chief Executive Officer be delegated authority to progress, negotiate, finalise, and otherwise deal with all matters that arise in connection with the lease to The State of Queensland (Represented by the Queensland Police Service).

CARRIED 3/0**12.4.10 Grant Update****RESOLUTION CNL/25/294**

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the Grant Update report.

CARRIED 3/0**12.4.11 CEO Update****RESOLUTION CNL/25/295**

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council receives and notes the CEO Update report.

CARRIED 3/0**13 CEO REPORTS**

Nil

Adjournment

The meeting adjourned for a short break at 4:29 pm

The meeting resumed at 4:37 pm

14 COMMITTEE REPORTS

14.1 Minutes of the Audit and Risk Committee Meeting held on 9 June 2025

RESOLUTION CNL/25/296

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council endorse the Confirmed Minutes of the Audit and Risk Committee Meeting held on 9 June 2025.

CARRIED 3/0

14.2 Minutes of the Plant Standing Committee

RESOLUTION CNL/25/297

Moved: Mayor Francis Murray

Seconded: Cr Damian Clarke

That Council endorse the Confirmed Minutes of the Plant Standing Committee held on 10 February 2025 and 12 May 2025.

CARRIED 3/0

15 CONFIDENTIAL REPORTS

RESOLUTION CNL/25/298

Moved: Cr Kerry Morton

Seconded: Cr Damian Clarke

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 Freehold of Lots 1,2 and 6 on SP340136

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

15.2 Leasing and Conveyancing Matters (Status Report)

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

15.3 Ownership and Valuation Discrepancy – L510 CP DO4 (Title Ref 10792048), 17 Morney Street Betoota

This matter is considered to be confidential under Section 254J(3) - d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with rating concessions.

15.4 EBA, Award Provisions and Financial Modelling

This matter is considered to be confidential under Section 254J(3) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters affecting employees.

15.5 Consideration of Industrial Instruments (EB) and Adequacy of Existing Award

This matter is considered to be confidential under Section 254J(3) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with industrial matters affecting employees.

CARRIED 3/0

16 GENERAL BUSINESS

Councillor Clarke suggested the Agenda be distributed on Wednesdays instead of Friday, 3 days before the meeting.

The CEO suggested it may be delivered on a Thursday.

17 NEXT MEETING

To be held at Bedourie Administration Centre at 9:00 am on 15 December 2025.

18 CLOSE OF MEETING

The Meeting closed at 6:13 pm.

9 MAYORAL UPDATE

Nil

10 OUTSTANDING BUSINESS

Nil

11 NOTICES OF MOTION

Nil

12 OFFICER REPORTS

12.1 Infrastructure Services Directorate

12.1.1 Infrastructure Services Report

REPORT TYPE: OCM Information Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Garth Borgelt
AUTHOR(S): Garth Borgelt, Director of Infrastructure
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Infrastructure Services Report.

OPERATIONAL UPDATE

Projects summary

Betoota Race Club Shed

The kit for the Shed from Wide Span Sheds has been delivered to Betoota Racetrack. Birdsville based Contractor Clay Jackson has been awarded the job and is completing the foundations in week commencing 8 December. Framework will be erected early 2026 after certification by Contractor in January 2026.

Bedourie Racetrack roof extension

Shed erection has been completed. Rubbish removal and sand topping of area is yet to be completed by Council staff.



Container Exchange Program

COEX Container Exchange is proposing to implement a recycling scheme for Bedourie. Waiting on formal notification from COEX to proceed. No further progress

Disposal of Plant

The grader P1507 was sold at auction through NASCO on line auction in December, with the grader remaining in Bedourie. We received slightly over the reserve price at \$130,500.

Plant #	Rego	Description	Year of Manufacture	Km	Auctioneer	Sold Price
P1003	765GK6	Utility - Landcruiser Workmate - Dual Cab 4x4	2022	104,000 Km	Pickles / Miles	Waiting on back haul to Miles; pickup expected on 9 Dec
P1133	QLD095	Wagon - Landcruiser GXL 200 series (CEO)	2020	160,000 Km	Pickles / Miles	
P1507		Cat 140M Grader, 2013, ripper, scarifier, air cab, Bedourie	2013	10,300 Hrs	Nasco / Bedourie	\$130,500

Diamantina National Park

The Queensland Parks and Wildlife Service (QPWS) has been advised of the Council resolution to work co-operatively together to make change to the stock route. Simultaneously they are supporting our process to gain authority to operate the quarry pit. A technical difficulty has arisen in obtaining approval through the Resource Recovery in that the Road reserve is not gazetted. This could be by a simple omission when the National Park was established, or could have arisen when the road was created away from the stock route. QPWS are managing this process to re-establish a road reserve at no cost to Council.

Birdsville Courthouse restoration

The application for a Heritage Exemption certificate for the restoration works has been submitted. An application for funding by way of an expression of interest is being submitted under the Tourism Icons Investment Fund (TIIF) with the Department of Environment, Tourism, Science and Innovation (DETSI). The expression of interest, if accepted will require a full business case submission by 8 December 2025, with a funding announcement date of March 2026.

Officers have since been informed that the TIIF expression of interest application was unsuccessful, however officers are continuing to seek other funding opportunities.

The stonemason has been requested to advise rates and a staged breakdown of scope of works with milestones. He has commenced application for a Queensland Building Construction Commission (QBCC) license to perform the work.

No further progress has been made during the month.

Drone Testing support request

A Request has been received from Wing Aviation for support for their performance testing of drone technology under high ambient temperatures. They have previously completed some limited testing in Birdsville in January 2025 at the airport carpark, and now wish to perform more thorough testing in a larger area in Birdsville for a period of approximately 4 weeks during January into February 2026

An agreement in principle has been reached for Council to support an area of approximately 6m x 9m preferably on asphalt but possible on hard surface gravel to launch and receive drones. We anticipate utilising the wide open area adjacent to the DSC depot in the Industrial Estate.

Wing Aviation will bring a truck and all necessary equipment to perform tests including a generator. They will not be operating drones in airspace (generally only to a nominal 7m in height above the launch pad).

Council will establish traffic management protection in this area of operation to enable their testing to be completed safely. Wing Aviation will reimburse Council for all costs.

Birdsville Housing

Contact has been made again with Emerald Housing; restating Diamantina Shire Council may be open to a sale of the property or a long term low dollar value lease to take the risk of a tenancy. No response has been received yet.

Betoota Transfer Station

A **\$130 million** Resource Recovery Boost Fund (RRBF) has been established to support Queensland councils to address key waste reduction and recycling priorities, establish critical resource recovery infrastructure, divert waste from household red bins to green and yellow bins, and increase recycling.

\$20 million has been allocated to small projects, which would be the category applicable to Diamantina Shire Council, and as a remote council, the contribution is only 10% of the total project cost, including in kind and what are otherwise ineligible under this grant.

Applications close on 11 December 2025, with assessments in early 2026. Final decisions and funding contracts established in mid-2026. Close out date for expending funds is 18 months from Contract date (likely end 2027). Planning and quotations are being gathered in preparation, but security of land tenure is an essential component of the application. We are proposing to have a portion approved by Council and the State Government on the Town Common, but this cannot be confirmed within the application timeframe.

This means we may have to revert to funding the replacement compactor truck out of Council funds.

Service Level Reviews

Mead Perry has been engaged to assist in developing a service level review for the scope of operations within the Town Services group. A workshop with Councillors has been scheduled in February 2026 to approve the level of service required.

Birdsville Airport Upgrade

Officers made an application covering Aerodrome/Airport Accessibility and Compliance Project which has been approved under the Disability Standards Upgrade Program (DSUP) through the Department of Transport and Main Roads for funding of \$50,000.

This covers construction of a DDA-compliant passenger drop-off and accessible parking zone at Birdsville Airport, providing sealed and all-weather access to the terminal. Works include basecourse preparation and two-coat bitumen seal to the Birdsville airport carpark area. The design maintains flush transitions to accessible paths.

This component directly addresses Key Issue 1.1 identified in the Birdsville Airport Accessibility and Compliance Audits of Queensland Airports (2021):

- Issue: Surface of parking/drop-off zone not all-weather
- Action: Modify surface treatment to provide sealed, compliant access.
- Reference: AS1428.1 Cl.7 / DSAPT 10.1.

Road Crew Camps Potable Water

A non-compliance has been raised due to the same water tanker which can cart river water is also used to cart drinking water into the road crew camps. This breaches Australian Standards. An investigation

and analysis is underway on the optimum size of any water cart trailer specifically for potable water only. Research is ongoing and will likely result in a capital spend outside of budget.

Rollover Incident

An incident occurred with a water tank rollover near the camp at Monkira during the month. While there were no serious injuries, an investigation is underway. An insurance claim has been lodged and we are working with the loss adjusters to finalise the claim.



Stabiliser

The second hand stabiliser has arrived in Bedourie on 8 December with training in operations and maintenance on the 9th & 10th December.



Project Summary Status Update

Project Title	Funding Source	Project Budget	Status
Staff Housing Refurbishment	W4Q	\$542,000	Many key items ordered. Refer detailed list in Town Services report.
Ablution Blocks	DSC Shire	\$29,000	2 pilot trailers have been delivered and are now registered - target delivery November
Bedourie Racetrack Shed	W4Q	\$210,000	Completed
Betoota Race Club Shed	W4Q	\$100,000	Clay Jackson to erect. Materials kit delivered. Foundations installed in week of 8 Dec. Frame erection in February 2026
Cemetery Landscaping	W4Q	\$160,000	Onsite planning meeting proposed 17 Dec. Requires consultation with stakeholders.
Air Conditioning design Bedourie & Birdsville Community Halls	W4Q	\$30,000	Airconditioning design inspections completed, and initial designs received. Need to include insulated ceiling design for complete solution for budget costing.
Old Diamantina Crossing	QRA	\$1,500,000	New at grade floodway with estimate budget of \$1.4m. RFT closed and under review.
Birdsville Hall Kitchen & frontage	W4Q	\$150,000	Kitchen - concept design and seeking indicative costs before consultation
Birdsville Skate Park	LRCIP	\$95,643	Steel for posts has been delivered for installation early January. Shade material ordered for erection in early February.
Birdsville Sports Centre Air Conditioning design	W4Q	\$20,000	Has been included in Contractor design for Community Halls A/C
Birdsville Bronco Branding Kitchen & Amenities	W4Q	\$100,000	Concept plans within Master plan - seeking indicative costs
SES Shed	W4Q	\$86,000	Concept plans seeking indicative costs. CAPEX budget has \$75,636 funded plus DSC contribution.
Birdsville Hall Flooring replacement	W4Q	\$30,000	Aust Hardwood Timber Flooring been ordered for 12-month storage before install.
Family Day Care Upgrade - Bedourie	W4Q	\$38,000	Materials delivered ready for install
Family Day Care Upgrade - Birdsville	W4Q	\$40,000	Materials delivered ready for install

Project Title	Funding Source	Project Budget	Status
Bedourie Industrial Depot Offices fitout	W4Q	\$100,000	All plumbing, electrical work has been completed and furniture installed. Waiting on IT equipment to become operational.
Airport - Birdsville - Microsurface Treatment	RAUP	\$1,000,000	Waiting on RAUP Round 12
Bedourie Subdivision Roads & Footpath	RAF	\$2,716,557	Design complete - RFT submitted Dec
Cooling Pond Construction Liner Pipework Hex Power	OTHER	\$515,148	Installation complete waiting on Ergon power connection before commissioning.
Stormwater - Bedourie - Structure Replacement (CCTV Survey Priorities) Herbert Street	TIDS	\$100,000	Going to RFT/RFQ
Sewer - Birdsville - Replace/Repair identified blockages (CCTV Sewer Survey Priorities)	DSC Shire	\$100,000	Planning Stage
Sewer - Bedourie - Replace/Repair identified blockages (CCTV Sewer Survey Priorities)	DSC Shire	\$50,000	Planning Stage
Bedourie Pool Pipework and Valving Improvements	DSC Shire	\$60,000	Design complete - Waiting on staffing availability to install.
Other - Gymnasium, Birdsville - Equipment	DSC Shire	\$25,000	Ordered – Communities Directorate managing this
Bedourie Industrial Estate Land Acquisition	DSC Shire	TBD	Pending ILUA negotiations.

12.1.2 Facilities and Town Services Report

REPORT TYPE: OCM Information Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Jodie Girdler
AUTHOR(S): Jodie Girdler, Facilities and Town Services Manager
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Facilities and Town Services Report.

OPERATIONAL UPDATE

W4Q Projects are coming together most materials for project's have been ordered.

Address	Component	Status
5 Coolabah Court Birdsville	New garage and carport	Ordered
21 Herbert Street Bedourie	Daycare house, continued maintenance to comply	Waiting on materials
14 Jardine Street Birdsville	Daycare house, continued maintenance to comply	Waiting on Materials
1 Miniritchie Street Birdsville	New Roof	Materials arrived waiting on cooler weather.
Industrial estate Bedourie	Works Office	Waiting on the IT component to be installed
38 Eyre Street Bedourie	Repairs on ceiling and roof, replace board under house, replace blinds throughout the house.	Waiting on materials
8 Spinifex Court Bedourie	New garage	Maintenance to measure and gather quotes.
10 Spinifex Court Bedourie	Painting	Gathering data for the tender
38 Eyre Street Bedourie	Painting	Gathering data for tender
5 Lignum Court Bedourie	Painting	Gathering data for tender
11 Jardine Street Birdsville	Painting	Gathering data for tender
13 Jardine Street Birdsville	Painting	Gathering data for tender
20 Jardine Street	Painting	Gathering data for tender
5 Coolabah Court Birdsville	Painting	Gathering data for tender
1/6 Jardine Street Birdsville	Painting	Gathering data for tender

Address	Component	Status
2/6 Jardine Street Birdsville	Painting	Gathering data for tender
45 Frew Street Birdsville	Fencing	Maintenance to measure and gather quotes.
34 Jardine Street Birdsville	Stump levelling, veranda rails and posts need sanding and painting	Materials ordered
11 Jardine Street Birdsville	Soffits need repairing	Maintenance list
13 Jardine Street Birdsville	Soffits need repairing and bathroom window is cracked.	Maintenance list
1 Miniritchie Street Birdsville	Shadow molding throughout house needs sealing and Veranda rails and posts need repair.	Maintenance list
1/9 Gibber Court Birdsville	Rear screen door new rollers shower screen	Maintenance list
6 Artesian Street Birdsville	Replace all curtains with blinds.	Maintenance list
14 Mickerie Street Birdsville	Fence panel bent need to repair or replace.	Maintenance list
20 Jardine Street Birdsville	Wardrobe sliding door panel needs fixing, laundry window needs new catch, Soffit timber moulding needs sealing, Frint door needs replacing, Cornice needs repairing, Bed 2 crack in wall under air-con,	Maintenance list
34 Eyre Street Bedourie	Concrete path from front gate to house needs replacing	Maintenance list
10 Spinifex Court Bedourie	Fencing	Maintenance list
11 Kepler Street Bedourie	Fencing	Maintenance list
3 Kepler Street Bedourie	Fencing	Maintenance list
3 Lignum Court Bedourie	Fencing	Maintenance list
23 Eyre Street Bedourie	Fencing right-hand side of yard	Maintenance list
5 Lignum Court Bedourie	New Floor coverings	Maintenance list
40 Eyre Street Bedourie	New Floor coverings	Maintenance list
25 Merri Street Bedourie	Seal old swampy vents throughout the house, laundry window needs blind, Footpath path from driveway to front door is a hazard needs replacing.	Maintenance list

Address	Component	Status
16 Merri Street Bedourie	Moulding on ceiling coming down. Footpath put in from the house to the garage, clothesline needs replacing.	Maintenance list
2/6 Lignum Court Bedourie	Shadow moulding throughout the house needs sealing.	Maintenance list
14 Merri Street Bedourie	Concrete path from car port to front door needs replacing.	Maintenance list
8 Spinifex Court Bedourie	Glass near front door cracked.	Maintenance list
37 Murrawilla Street Bedourie	Replace Shade Cloth on patio frame at rear of the house	Maintenance list

Town Meter Readings

Bedourie Meter readings	Nov 21	Dec 2	Usage	Comments
Bore head, Master Meter @old bore	101726	101756	30	
Cluny Meter	43737	44940	1203	Feeds troughs
Kamaran/Racetrack meter	139910	140286	376	Feeds racetrack and troughs
Pool heat exchanger overflow to creek	46280	46660	380	This flows through the heat exchanger for the pool and was hooked into the line that feeds the creek and trough on Kamaran
Bedourie Town /Industrial meter	779193	805932	26739	
Temp – into pond	44	43	1	
Temp – out of pond	34	34	0	

Birdsville Water Meter readings	Oct 21	Dec 2	Usage	Comments
Town Supply	204384	224453	20069	
Meter base of reservoir – Bore	1500371	1518503	18132	
Meter base of reservoir – River	139371	139622	251	

Birdsville Water Meter readings	Oct 21	Dec 2	Usage	Comments
Industrial Area meter	4576	5213	637	
Racecourse meter (headworks)	39810	39810	0	Plumber to fix on maintenance list
Temp ground level reservoir	32	42	10 degrees	
Temp Town supply	32	40	0	

WATER TESTING

November and December

E coli and coliforms		
Birdsville	Negative	Monthly Test
Bedourie	Negative	Monthly Test
Naegleria Fowleri		
Birdsville	Negative	Special Test after recent findings in other Councils
Bedourie	Negative	Special Test after recent findings in other Councils

Housing Requests November/December 2025

Current Address	Town and Bedrooms required	Comments	Suggested house	Status
26 Moone St Blyth SA, temp housing 4 Spinifex Court Bedourie	Bedourie or Birdsville	No housing available in Bedourie, we do have some 2-bedroom units available in Birdsville – request is for 2 or 3 – house or unit in either town. Contractor	13 Jardine Street Birdsville	Waiting list

Does Council have appetite to rent a house to a non-Council Employee

Vacant housing:

Birdsville

42 Jardine Street	3- Bedroom House	New House
45 Frew Street	3- Bedroom House	
23 Bilby Street	4- Bedroom House	Staff House
14 Jardine Street	3- Bedroom House	Day Care house
1/9 Gibber Court	1 – Bedroom Unit	
11 Jardine Street	2 – Bedroom Unit	

13 Jardine Street	2 – Bedroom Unit	
2/6 Jardine Street	2– Bedroom Unit	

Bedourie

21 Herbert Street	3- Bedroom House	Day care house
24 Nappa Street	2- Bedroom House	EA January
14 Merri Street	1- Bedroom House	Short term stay, grader operator 19 th December
4/3 Eyre Street	1 – Bedroom Unit	
Spa Unit 3	Studio Unit	
Spa Unit 4	Studio Unit	

Aerodromes

Bedourie Aerodrome	All functions working well
Birdsville Aerodrome	All functions working well. Birdsville runway still an issue with low spots and runway becoming wavy to land.

Town Services - Bedourie - General Tasks

Depot	General grounds cleaning	Continued general maintenance
Parks and Gardens Lawn mowing, snipping	Parks, gardens and footpaths	Continued General maintenance
Playgrounds	ANZAC Park	Investigating auto irrigation costs for large lawned areas to reduce manual irrigation.
Town Streets	Potholes and general cleaning	As needed
Garbage collection & landfill	General weekly, pick up and landfill maintenance	Continued general maintenance. We have been working on the surrounding area, wind is a major issue, we need to source a machine to be able to cover the waste to reduce waste blowing around.
Swimming Pool	Ground, chemical, water quality	Bird net working well other areas at the pool need to be done, ordered

		more cable and hooks to assist with securing the larger area.
Racetrack grounds	Irrigation, mowing snipping	We are looking at auto irrigation for this area to reduce time spent.
Wash down Bay	General clean ups	Continued general maintenance, need to educate staff and community about cleaning up after themselves.
Outdoor playgroup area	General clean ups	Continued general maintenance
Weed control	Town Streets and town facilities	Continued general maintenance
Community centre	Community Events and organise bookings	As needed. Recent Christmas tree and we have the Council Christmas party to come.
Event set ups	Continued as requested	As needed Council Christmas part and community Christmas tree
Roadside toilets	Monkira, number three, four mile, the look out and Cuttaburra	Monthly
Gutters	General cleaning	
Cemetery	General Maintenance	
Airport grounds	Grounds maintenance and terminal maintenance and airside maintenance	
Clinic Grounds	Irrigation, mowing and snipping	We have notified the clinic we will not be available for a month while we are short staffed. They have made other arrangements.
Clinic house Grounds	Irrigation, Mowing and snipping	As above
REX and ARO	REX ground handling and ARO (Airport reporting officer) duties	CASA requirement. Council run REX agency in Bedourie

Cleaning

Clinic	Daily	We have notified the clinic we will not be available for a month while we are short staffed. They have made other arrangements.
Clinic house Wodonga Street	Monthly	As above
Admin Centre	3 times per week major 2 times per week minor	
Depot	3 times per week major 2 times per week minor	
Stores	Weekly	
Industrial Offices	Weekly	
Bond Cleans	When needed	With staff turnover this is regular
Spa units	When needed	Consultants, staff etc.
21 Herbet Street	When needed	Staff stays
Airport	4 days per week	
Public Toilets	Daily	
Community Centre	Once per week	
Gym	Daily	

Christmas decorations Bedourie



Swimming pool Bedourie



Bedourie Tyre Dump tidy up



Securing Town outlets and inlets in preparedness for rain and floods



Bedourie Town Services Team cooking for the recent training BBQ lunch.



Town Service – Birdsville - General Tasks

Depot	General grounds cleaning	Working on reorganising the Depot to make user friendly, clean and tidy.
Parks and Gardens Lawn mowing, snipping	Parks, gardens and footpaths	Continued general maintenance
Playgrounds	ANZAC Park and Jardine Street Park	Upgrading irrigation to reduce need of manual irrigation. Going to replace stones at ANZAC park around the playground and Skate Park to reduce hazards and place artificial turf in it place to make more user friendly.
Town Streets	Potholes and general cleaning	Work in progress
Garbage collection & landfill	General weekly, pick up and landfill maintenance	Continued general maintenance
Swimming Pool	Ground, chemical, water quality	Working with school to organise the mending of shade sail
Splash Park	General maintenance continues	Recently the starter button malfunctioned we have since received new equipment to repair and is working well
Wash down Bay	General clean ups	
Weed control	Town Streets and town facilities	Continued general maintenance

Birdsville Hall	Community Events and organise bookings	As needed basis
Event set ups	Continued as requested	As needed basis
Roadside toilets	Carcoory Ruins	Monthly in the quiet season
Gutters	General cleaning	
Cemetery	General Maintenance	Recent assistance from the Longreach rangers has the cemetery grounds looking neat and tidy.
Airport grounds	Grounds maintenance and terminal maintenance and airside maintenance	Continued general maintenance
ARO	Continue with ARO duties	CASA requirement

Cleaning

Depot	Daily	
Bond Cleans	When needed	With staff turnover this is regular
Airport Donga's	When needed	Staff, Contractors, etc.
23 Bilby Street	When needed	Staff stays
Airport	4 days per week	
Public Toilets	Daily	Wirrari and ANZAC park
Birdsville Hall	Once per week	As needed
Gym and Sports centre	3 times pe week	
Court House	2 times a week	

Birdsville ANZAC Park Remembrance Day, Birdsville Splash Park,



Birdsville Cemetery tidy up



Irrigation and top soil at 35 Jardine Street



Our Clean Green Town Birdsville.



12.1.3 Works Update

REPORT TYPE: OCM Information Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Kevin Barr
AUTHOR(S): Kevin Barr, Works Manager
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Works Update report.

Maintenance Crew 1

Allan's Yard Bitumen Project Stage One

Job Complete with exception of second coat seal which will be completed in the new year.

One section of bitumen has some stripping occurred due to a faulty sprayer jet on the bitumen truck, we patched these areas with emulsion and stone.

We will respray these areas when we seal Cuttaburra Stage One.

Cuttaburra Stage One

The pavement is ready for sealing, will be primed on Wednesday 10th December and sealed on Friday 12th December.

Some signage will be placed on Monday 15th December and we will open for traffic.

Signage will be completed in the new year.

Shoulder work will be completed by Friday 19th December.

When the earthworks were completed on this job, the crew then completed the Flood Damage Restoration work on the Lake Machattie detour road.

Maintenance Crew 2

They have completed the Davenport to Monkira road.

Shifted camp to Coorabulka.

Completed Flood Damage Restoration work on the Coorabulka to Boulia Shire Boundary.

Presently working on the Coorabulka to Griffith Tank Road.

This camp will be located at Nyama over the Christmas break.

Civil Crew

This crew have erected all signage on the Allan's Yard Project.

Erected a few Tourist information signs around the Shire.

They fixed a collapsed pipe near the Boulia Shire boundary on the Boulia Road, the collapsed pipe was a 1500mm pipe, they sleeved it with a 1250mm pipe and back filled with lean mix, poured new head walls, aprons and placed rock on the batters around the pipe.

Bitumen patch work is ongoing on all roads.

They are presently gathering all their work tools and bringing back to the depot in Bedourie.

Patrol Grader Crew

They completed the Flood Damage Restoration work on the Monkira to Davenport Road, this crew worked on the Monkira end of the road and the Maintenance Crew 2 completed the Davenport end of the road.

They then done a light formation grade to the Barcoo Shire Boundary from Monkira.

This crew are now doing RMPC work on the Monkira to Nyama cutting out corrugation and fixing bull dust sections.

This camp will stay at Nyama over the Christmas break.

Scraper / Grader Crew

They finished the Sandhill blow out job on the Sandringham Road.

Completed the Flood Damage Restoration work on the South Australia Inside road and then moved to the Alligator Camp and started on some RMPC Drainage work.

The Scraper will stay at the Alligator Camp over the Christmas break.

Contractors

We have a Contractor Crew doing Flood Damage Restoration work in the Betoota area.

They have completed

- Both Access into Betoota
- Betoota to Mooraberree Road
- Deon Look Out access Road

Have done some work on the Stoney Crossing Road.

We will not be using this crew at the start up of 2026.

They were doing this work as the Maintenance Crew One crew were busy with bitumen work.

We have a contractor Dozer stockpiling gravel on the Stoney Crossing Road.

General

We have had a very busy year with the two bitumen projects and the Flood Damage Restoration work.

All crews have performed well and achieved some excellent results.

Just like to wish everyone a Merry Christmas and Happy New Year and thank you for all the support through out 2025.

12.1.4 Fleet Maintenance and Workshop Report

REPORT TYPE: OCM Information Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Josh Oehm
AUTHOR(S): Josh Oehm, Workshop Manager
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Fleet Maintenance and Workshop Report.

OPERATIONAL UPDATE

Month	Completed Fleet Services and/or repairs per month
January 2025	150
February 2025	106
March 2025	100
April 2025	42
May 2025	73
June 25	53
July 25	100
Aug 25	68
Sep 25	64
Oct 25	77
Nov 25	72

Maintenance and workshop

The month of November has been another busy month, with scheduled maintenance and servicing, breakdowns and preventative maintenance. As the year comes to an end, we are in the process of getting parts ordered and staffing/contractors booked in for January, with 3 weeks to get all the gear serviced during the break time for road crews. We will be engaging some extra workers to help out with the load.

Some of the following major works below

- Hydraulic pump coupling failure
- Several aircon issues with replacement of all associated parts
- P1511 finish of major repairs
- 6" water pump rebuilds
- Generator change out on alligator camp

- Set up of new camp

New Plant

All Toyota Landcruiser's have arrived from tender.

19t padfoot roller for tender

Purchase of capex items underway



New camp trailer setup - hooked up for all plumbing



Tandem reseal on a 150 grader along with front main seal, cam box reseal, oil cooler reseal, new yoke an pinion seal

12.1.5 Engineering Update

REPORT TYPE: OCM Information Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Stuart Bourne
AUTHOR(S): Stuart Bourne, Partner, GBA Consulting Engineers
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Engineering Update report.

OPERATIONAL UPDATE

The purpose of this report is to update Council on matters that do not require a separate or comprehensive report for consideration. Current operational and strategic matters and upcoming matters that may be raised at future meetings are detailed.

ROAD MAINTENANCE PERFORMANCE CONTRACTS

RMPC Contract Value for 2025/26

Item	Contract Value	Amount Claimed	Comment	Timing
Base Allocation 25/26	\$2,103,456.89	\$1,969,069.99	Claim 5 prepared	
Herbicide Spot Declared Plants	\$8,888.89	\$10,859.12	Works Completed	
Catch Drains	\$354,661.33	\$0		From 24/25
2 x RC Pipe Replacement at Deon's Lookout	\$355,555.56	\$0	Undertake interim works only.	From 24/25
Total (Approved)	\$2,822,562.67	\$1,979,929.11		

RMPC Resheeting 25/26

Item	Contract Value	Amount Claimed	Comment	Timing
80A – Birdsville Development Road (Windorah-Birdsville) Ch 163.20 – 173.20 (10km)	\$617,066.66	\$258,525.00	Claim 5 prepared	
80A – Birdsville Development Road (Windorah-Birdsville) Ch 157.70 – 159.60 (1.9km)	\$117,324.84	\$0		
93C Diamantina Developmental Road (Windorah – Bedourie), Ch213.58 – Ch219.68 (6.1km)	\$385,820.93	\$60,626.25	Claim 5 prepared	
	\$1,120,212.44	\$319,151.25		

Main Roads Minor Works Performance Contracts

Item	Contract	Amount Claimed	Cost to Complete	Comment
Bedourie – Birdsville, Pave and Seal. Allans Yards. Start at north end. Pavement testing completed. Original scope is 1.71km, stretch target is 3.6km to Allans Yards turn off.	Package A - \$500k (crushing and mobilization and sidetrack) Package B – pending contract	Precon: \$107k Package A: \$500k Package B: \$1,752,932.52		\$2.5m scheduled via the ORRTG in 2025/2026. Preconstruction - Complete Package A - Complete Package B – Mostly Complete – pending topcoat Initial Seal complete – final seal to be completed in March.
Allans Yards Stage 2 (Cuttaburra stage 1) – extend stage 1 by 2-3km.	Letter of Intent received.			Chg 35.4-38.3 TBC. Skip 500m over Allans Yards pipes. Seal scheduled 10 th December.
Cuttaburra Betterment Design to be complete December 2025, works to be undertaken June 2026-June 2028.				

Future Unfunded Works

Location	Estimate	Comments	Cost To Complete
Bedourie – Windorah Pave and Seal, 93C Ch 330.63 - 336.37, 5.74km approx.	\$3m	Design complete - DTMR.	
Birdsville – Windorah overtaking opportunity, 80A Ch 199.3 - 204.3, 5km	\$2.5m	Previously tentatively funded by Federal Road Safety but now withdrawn. Design Complete	
Birdsville – Windorah overtaking opportunity, 80A Ch 261.3 – 263.634, 2.4km	\$1.2m	Design by DTMR.	
Cluny Sandhills – Batter and Drainage Improvements Ch 386.818, 362.89, 358.0, 356.1	\$2,174,700	Submitted to TMR, unfunded	
Farrars Creek Betterment	\$2,665,867	TMR have lodged Betterment application with QRA – unsuccessful, Design complete & sent to TMR	
Diamantina Channels – Birdsville Culvert Upgrade Betterment	\$1,834,775.90	TMR have lodged Betterment application with QRA – unsuccessful, Design complete & sent to TMR	
Gumbrie Pave and Seal 80A	\$50,000 budget in 25/26	Correspondence sent to DTMR seeking their design actions using Council funding. Awaiting response.	
80A Shallow Lakes/ Durrie Realignment	\$100,000 budget in 24/25		
93C Mimosa/ Monkira Sandhills Realignment	\$150,000 budget in 26/27		
Millawarrina Creek Realignment 93C			

FLOOD DAMAGE WORKS

2023 – Northern and Central Queensland Monsoon and Flooding, 20 December 2022 – 30 April 2023

Activation requests were submitted for January 2023 & March 2023 flooding events. QRA rolled both into a single event and the activation was extended to cover 20 December 2022 – 30 April 2023.

The submission value for the event is below and have been approved by QRA. Works are due to be completed prior to 30th June 2025. Extension of time requested from QRA to push deadline back to 30th September 2025. Pending approval from QRA, however it appears the extension of time will be until the end of the year (31st Dec 2025).

Emergency works and Counter Disaster Operation submissions have been lodged DSC.0020.22236.rec.

Asset name – DSC.0020.2223.G.REC	Value	Percentage Complete
Betoota - Mooraberee Road	\$ 245,593.04	100%
Betoota Access Road	\$ 19,552.69	100%
Cacoory - Stony Crossing Road	\$ 279,665.03	50%
Coorabulka - Shire Boundary Road	\$ 142,187.38	100%
Coorabulka - Springvale Road	\$ 199,633.58	100%
Cordillo Access Road	\$ 168,725.98	100%
Davenport Downs - Diamantina Lakes Road	\$ 454,364.13	100%
Davenport Downs - Palparara Road	\$ 204,870.44	100%
Deon's Lookout Access Road	\$ 148,295.30	50%
Diamantina Lakes - Winton Shire Boundary Road	\$ 509,095.79	100%
Durrie Access Road	\$ 15,965.94	100%
Griffiths Tank - Coorabulka Road	\$ 387,787.98	100%
Inside Track Road	\$ 112,581.62	100%
Kamaran Downs Access Road	\$ 71,963.80	100%
Lake Machattie Detour	\$ 379,787.36	100%
Monkira - Davenport Downs Road	\$ 1,705,097.14	50%
Roseberth Access Road	\$ 65,954.27	100%
Sandringham - Bedourie Road	\$ 134,911.06	100%
Sandringham - Ethabuka Road	\$ 122,968.10	100%
Springvale - Boulia Shire Boundary Road	\$ 380,484.72	100%
Springvale - Diamantina Lakes Road	\$ 404,685.98	100%
Vaughan Johnson Lookout Road	\$ 153,022.68	100%
Project Management	\$ 514,092.56	85%
Total	\$ 6,812,288.03	

6-23 January 2024 South West Qld Flooding has been activated. The main restoration submission will be covered by the subsequent Kirrily submission.

2024 – Tropical Cyclone Kirrily, associated rainfall and flooding, commencing 25 January 2024.

QRA approved the restoration works submission for \$3,813,650.91

Shire Roads Emergency works claim for \$403,900.79 approved and paid. An addendum was sent to QRA for the amount of \$204,055.32 for the plant costs that were booked to this job after the claim submission.

Submission for the Bedourie Racecourse Road has been approved. Value of works currently estimated to be \$75,869.82

Submission for the Bedourie Industrial Area has been approved. Value of works currently estimated to be \$19,828.43

Asset name – DSC.0027.2324U.REC	Value	Percentage Complete
Adria Downs Access Road	\$ 763,460.34	10%
Betoota - Mooraberee Road	\$ 10,193.53	10%
Betoota Access Road	\$ 148,028.08	90%
Cacoory - Stony Crossing Road	\$ 389,592.56	10%
Coorabulka - Shire Boundary Road	\$ 157,190.09	25%
Coorabulka - Springvale Road	\$ 336,320.30	5%
Cordillo Access Road	\$ 51,478.58	
Griffiths Tank - Coorabulka Road	\$ 366,644.30	
Inside Track Road	\$ 22,109.19	100%
Kamaran Downs Access Road	\$ 140,925.25	
Lake Machattie Detour	\$ 322,407.93	75%
Sandringham - Bedourie Road	\$ 536,201.26	25%
Sandringham - Ethabuka Road	\$ 41,763.15	
Sandringham Access Road	\$ 5,801.16	
Springvale - Boulia Shire Boundary Road	\$ 222,620.43	
Springvale - Diamantina Lakes Road	\$ 10,559.16	
Project Management	\$ 288,355.60	10%
Total	\$ 3,813,650.91	

2024 – July event associated rainfall and damage around the Big Red Bash Festival.

Activation request for this event has been lodged and approved by QRA. Damage evidence collection is complete on DTMR and Shire roads.

Shire Roads Emergency works claim approved for \$660,813.81 (no restoration).

Jan/Feb 2025 – Activation approved for the North and Far North Tropical Low event.

Damage evidence collection commenced in the north east area of the shire and emergency works have commenced as required. Emergency works only for this event as it will be superseded by the March 2025 Event. Emergency works claim has been lodged for \$219,181.12 and is currently being assessed by QRA.

Western QLD Surface Trough & Associated Rainfall & Flooding 21 March 2025.

Activation approved. This will involve Emergency and Restoration works and will supersede the recent Jan/Feb 2025 event.

Emergency works claim completed \$1,626,592.67 submitted to the QRA.

Restoration works submission has been completed and lodged to QRA. Approximate value of submission is \$11million prior to assessment and approval from QRA.

DTMR damage for this event has been entered into RADAR approximately 340 sites so far, pending DTMR approval process. Emergency works claim has been submitted to TMR for \$989,460.22. Ineligibles resulted in an approved value of \$921,773.83.

Old Diamantina Crossing:

The floodway restoration of Old Diamantina Crossing has been lodged to the QRA on the 12th of November 2025 with the initial estimate of \$1,346,279.86. A tender package was released to market and closed on the 21st of November 2025 at 2pm. This will be presented at the council meeting. The scope of works includes a full replacement of the existing structure with an at grade floodway as well as tidy up the approaches and install new signage. This new at grade floodway was the option that the QRA would most likely be able to fund in full.

Bedourie Flood Levee Enhancements:

Funding has been secured from QRA to improve the existing flood protection system in Bedourie – Total Project Value \$1,231,190.00. Design has been completed, and procurement has started with tender documents being prepared. Tender to be released in the New Year.

OTHER

Project/ Item	Comment
Visits to the Shire	17 th – 19 th November, CM and QRA site visit 28 th Nov, Cooling Pond electrician 8 th – 12 th Dec, Seals & FD Completion photos
Bedourie & Birdsville Solar Power Project (86 Sites total)	Ongoing troubleshooting for identified sites. Batteries are scheduled to be completed commissioning at Bedourie Ergon power station in Feb 2026. Next teleconference 11 th December. Toowoomba Solar to order SwitchDin droplets to replace 2 and have some spares held in Bedourie depot.
Water Allocation Increases	Birdsville bore allocation increase for environmental flow to Billabong (160ML), application submitted, under assessment by Department. Birdsville river historical entitlement (150ML), approved to continue taking water in the interim, Department to advise on any further information requirements. Bedourie bore allocation increase (150ML), pending non return valves and minor pipework around pool/ spa area and subsequent meter readings.
Birdsville Cooling Pond	The National Water Grid Funding application has been approved (\$2m NWG/ \$2m DSC) with the funding deed signed and in place. (Department of Regional Development, Manufacturing, and Water). 1. Bulk earthworks complete. 2. Geotest have completed the PE liner works. 3. Dab Fab Industrial has completed the works for the Installation of the Cooling Pond Equipment in the old cooling pond (as a contingency for the old copper pipes failing). 4. FB Drilling, new bore has been drilled, works complete, site tidy up and demobilisation complete. 5. Plumbing activities practically complete. Electrical switchboard and control system installed. Pending Ergon connection and commissioning.
Flood Study's	Birdsville: Project funding approved by QRA. Funding \$125k. Lidar completed for Bedourie but not Birdsville due to water levels, aerial imaging – QRA to organise 21/22 Flood Risk Management program Package 2. Bedourie: Project funding approved by QRA. Funding \$75k JJ Ryan engaged to undertake both models concurrently with assistance from a QRA appointed independent assessor. Initial model & data compilation completed. Community consultation session conducted for Bedourie & Birdsville. Gauge survey has been completed.
Management of N. Fowleri in water	PO for testing for Naegleria Fowleri in drinking water has been raised. Samples to go to SGS in Brisbane and then onto Western Australia. Sampling completed waiting for results.
Betoota Dump	A prelodgement meeting has been requested with DETSI to determine likely environmental conditions for refuse management options.

Attachments

Nil

12.1.6 RFT2025-010 Old Diamantina Crossing Floodway Replacement tender

REPORT TYPE: OCM Decision Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Stuart Bourne
AUTHOR(S): Stuart Bourne, Partner, GBA Consulting Engineers
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: 1. Assessment and recommendation - CONFIDENTIAL - *Confidential*

EXECUTIVE SUMMARY

This report outlines the procurement process and assessment of the RFT2025-010 Old Diamantina Crossing Floodway Replacement tender and makes recommendation to award a contract.

RECOMMENDATION

That Council resolves to:

1. Award contract RFT2025-010 Old Diamantina Crossing Floodway Replacement tender to NQ Estimating Civil Services for the total value of \$669,389.00 excl GST, subject to Queensland Reconstruction Authority approval processes; and
2. Delegates authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation this contract/ arrangement.

BACKGROUND

On the 24th of October 2025, tender documents for the “RFT2025-010 Old Diamantina Floodway Crossing Replacement” were uploaded to Vendor Panel.

At the close of tenders, 2 pm, 21st of November 2025, eight (8) submissions were received from:

1. Blackform Contracting Pty Ltd
2. CGW Australia Pty Ltd
3. Culvertworks Pty Ltd
4. Eastcrete Civil Pty Ltd
5. NQ Estimating & Civil Services
6. NQES Industries Pty Ltd
7. Blackform Contracting Pty Ltd – Alternative 1
8. Blackform Contracting Pty Ltd – Alternative 2

Two of the tenders were considered to be non-conforming. There were three members on the assessment panel.

DISCUSSION

The assessment criteria covered: -

- Price 50%
- Qualifications and Experience 30%
- Methodology 10%
- Local Content 10%

The attached spreadsheet details the assessment on each respondent and reasons why each have been rated and the recommendation to support awarding the contract to NQ Estimating Civil Services.

Each tender received is summarised below (price excludes GST)

1. Blackform Contracting Pty Ltd - \$2,176,401; Weighting at 43%
2. CGW Australia Pty Ltd - \$588,372 Weighting at 69%
3. Culvertworks Pty Ltd - \$661,000 Weighting at 60%
4. Eastcrete Civil Pty Ltd - \$365,500; Weighting at 75%
5. NQ Estimating & Civil Services - \$669,389; Weighting at 71%
6. NQES Industries Pty Ltd - \$1,347,175; Weighting at 62%
7. Blackform Contracting Pty Ltd – Alternative 1 - \$792,369 Weighting at 58%
8. Blackform Contracting Pty Ltd – Alternative 2 - \$722,656 Weighting at 60%

Officers recommend NQ Estimating & Civil Services because the tenderer meets all the criteria for qualifications and experience to an excellent standard. They possess comprehensive and extensive experience relevant to the project, showcasing expertise and a strong track record.

STRATEGIC IMPLICATIONS

Corporate Plan 2022-2027

Theme

- 5 Our Infrastructure
- 2 Our Community
- 4 Our Organisation

Long Term Goal

- 5.1 Is constructed and maintained in a sustainable manner which meets community needs.
- 2.1 Recognises the value of preserving the unique culture of the area.
- 4.3 Is a leader in the region which supports regional cooperation, resource sharing and partnerships.

POLICY

Procurement Policy

LEGISLATION

Local Government Act 2009

FINANCE AND RESOURCES

Tender submission for NQ Estimating Civil Services is \$669,389.00 excluding GST, which will be funded under the QRA Submission for Old Diamantina Crossing. The formal approval process through the QRA is not yet completed, however approval is expected in the coming month.

CONSULTATION

Nil

RISK MANAGEMENT

Works are susceptible to wet-weather delays if undertaken during the flood season

TIMINGS/DEADLINES

Works must be complete and acquitted by mid-2027.

HUMAN RIGHTS CONSIDERATIONS

Nil.

ALTERNATIVES CONSIDERED

Tender Recommendation Report

12.1.7 Residential Activation Fund Round 2 - Birdsville

REPORT TYPE: OCM Decision Report
DIRECTORATE: Infrastructure Services
PRESENTED BY: Stuart Bourne
AUTHOR(S): Stuart Bourne, Partner, GBA Consulting Engineers
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

The purpose of this report is to outline a proposal to seek funding from the Residential Activation Fund (RAF) for planning activities for the Birdsville residential blocks.

RECOMMENDATION

That Council endorse the submission of a funding application for the Residential Activation Fund Round 2 for planning works in Birdsville.

BACKGROUND

As discussed at the council meeting on the 15th of September 2025, council resolved to:

RESOLUTION CNL/25/216

Moved: Cr Damian Clarke

Seconded: Cr Robert Dare

That Council resolves to:

- (a) Commence the land acquisition process to excise part of Lot 4 SP34036 and Lot 16 SP226890 from Birdsville Town Common and transfer to freehold tenure;
- (b) Commence planning works to subdivide existing parcels Lot 19 SP 152770, Lot 52 SP110060, Lot 54 SP 110060, Lot 55 SP152770 for residential land.

CARRIED 5/0

The above blocks noted in (b) are already owned by Council as freehold. Under the Residential Activation Fund planning to develop these blocks are eligible activities. Planning works required include survey/ subdivision/ town planning/utilities designs and road design.

DISCUSSION

Round 2 of the Residential Activation Fund (RAF) is expected to open in January for 4 weeks only. It is proposed to submit a funding application for planning works for these 4 parcels of land. The construction stage could be a subsequent RAF application.

STRATEGIC IMPLICATIONS**Corporate Plan 2022-2027****Theme**

- 2 Our Community
- 3 Our Economy
- 5 Our Infrastructure

Long Term Goal

- 2.5 Has significant private home ownership with all residents appropriately housed.
- 3.4 Is led by Council and the business community, together growing and diversifying business and industry opportunities.
- 5.1 Is constructed and maintained in a sustainable manner which meets community needs.

Outcome

Private home ownership continues to increase.

Additional utilisation of vacant land in Bedourie and Birdsville.

Well maintained community assets with additional facilities as appropriate for the communities.

POLICY

There are no policy impacts with this report

LEGISLATION

Local Government Act 2009

FINANCE AND RESOURCES

The estimated planning costs are as follows:

- Survey/ Subdivision application/ Digital Terrain Model/ potential relocation of survey marks - \$50k
- Town Planning approval - \$5k
- Utilities Design (water/ sewer/ power/ streetlighting/ NBN) \$50k
- Road and stormwater design \$50k
- Quantity Surveyors cost estimate - \$10k
- Contingency - \$35k
- Total - \$200k

A council contribution is not required.

[Residential Activation Fund](#)

CONSULTATION

N/A

RISK MANAGEMENT

N/A

TIMINGS/DEADLINES

The funding application will need to be completed and submitted before the closing date

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

The alternative is that planning works are funded by Council or an alternative grant.



12.2 Corporate Services Directorate

12.2.1 Finance Report - November 2025

REPORT TYPE: OCM Information Report
DIRECTORATE: Corporate Services
PRESENTED BY: Jade Nacario
AUTHOR(S): Jade Nacario, Director Corporate Services
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Finance Report - November 2025.

EXECUTIVE SUMMARY:

Presentation of the financial report for 30 November 2025 as required under section 204 of the *Local Government Regulation 2012*. The report is presented for noting and indicates whether Council is progressing satisfactorily against its current budget.

FINANCIAL REPORT

The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012 s204*. The contents of the report include:

1. Key Highlights
2. Operating Result
3. Cash Position
4. Trade and Receivables
5. Investments
6. QTC Loans
7. Sales, contracts and recoverable works
8. Fleet and Plant

1. Key Highlights

The key highlights are presented below; refer to the relevant sections of the report for more detailed information.

- Operating result indicated a loss of **(\$ 3,081,659)**. Refer to item 2.
- The major factors that contributed to the operating result are:

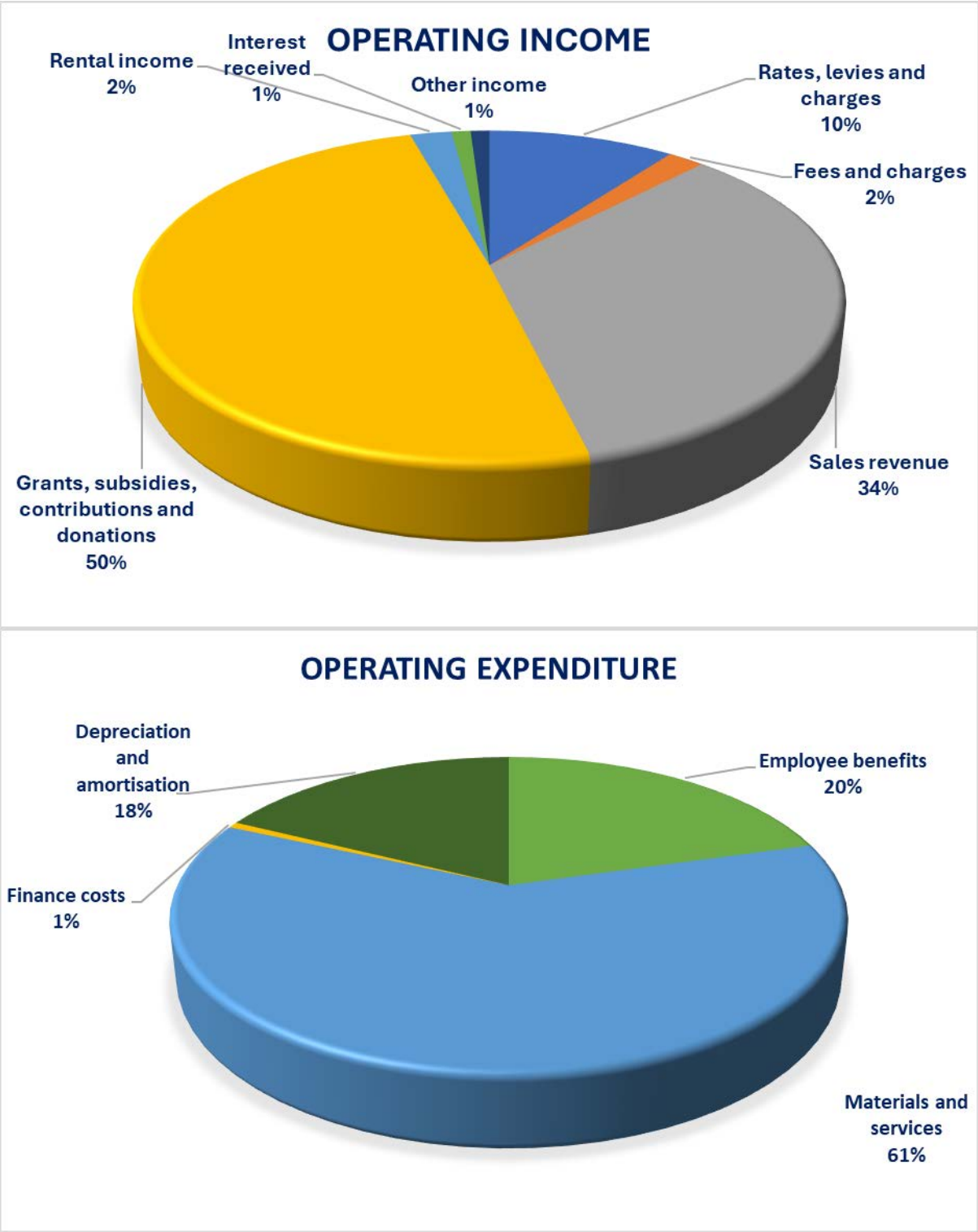
Factors	Actual	Budget	Variance	Comments
Operating Surplus / (Deficit)	(3,081,659)	(3,856,000)	774,341	Council is forecasting an operating deficit at year-end. As of reporting date, the Council received \$3.9 million out of the \$7.9 million of the remaining 2025-26 FAGS.
Depreciation	2,926,646	5,855,000	(2,928,354)	Council recently has engaged an asset valuer to undertake a five-year comprehensive valuation on most asset groups, this will provide a better estimate for depreciation expenses
Interest Income	140,634	711,000	(570,366)	Likely due to a combination of lower interest rates and a lower average cash balance during the reporting period.
Materials and Services	10,153,627	12,881,000	(2,727,373)	Materials and Services expenditure is significantly higher than the budget due to additional contract works awarded after the adoption of the budget.

- Cash Position – Refer to item 3. Cash Position
 - The current cash balance is **\$5,371,217** reflecting a fair position. Refer to Item 3.
 - The cash available for operational purposes is **\$5,260,631**, which represents **2 months** of cover, which is below the minimum cash cover target of **4 months** for Tier 7 councils. This is not concerning because Council has since received \$3,395,975 from receivables resulting from TMR contract assets.

2. Operating Result

For November, the comprehensive income statement operating result indicated a net deficit of **(\$3,081,659)**. This is the net of **\$13,508,012** in recurrent revenue and **\$16,589,671** in recurrent expenditure.

Item	Actual	Budget	%
Operating Income	13,508,012	22,505,000	60%
Operating Expenditure	16,589,671	26,361,000	63%
Operating Result	(3,081,659)	(3,856,000)	80%

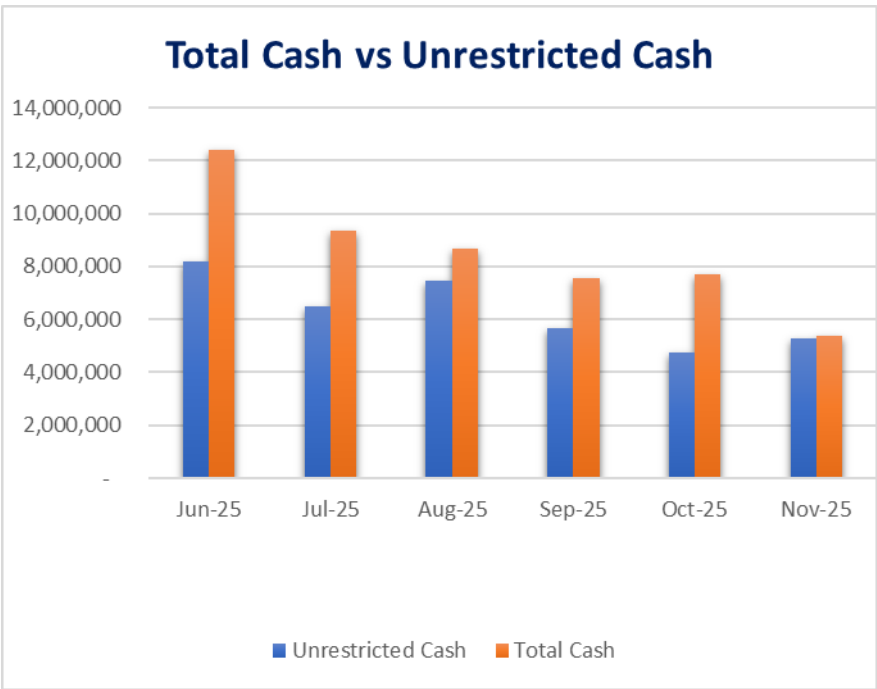


More detailed budgets are prepared for internal review by the CEO and Directors. These budgets are available to various Managers as required. A detailed comparison of actuals vs budgets is attached on this report.

3. Cash Position

Council's cash balance of **\$5,371,217** is expected to generate additional interest revenue. However, it is important to note that this figure is subject to several external restrictions, primarily related to contract liabilities. The graph below illustrates the total cash held (orange bars) compared to the unrestricted cash available for Council operations expenditures (blue bars).

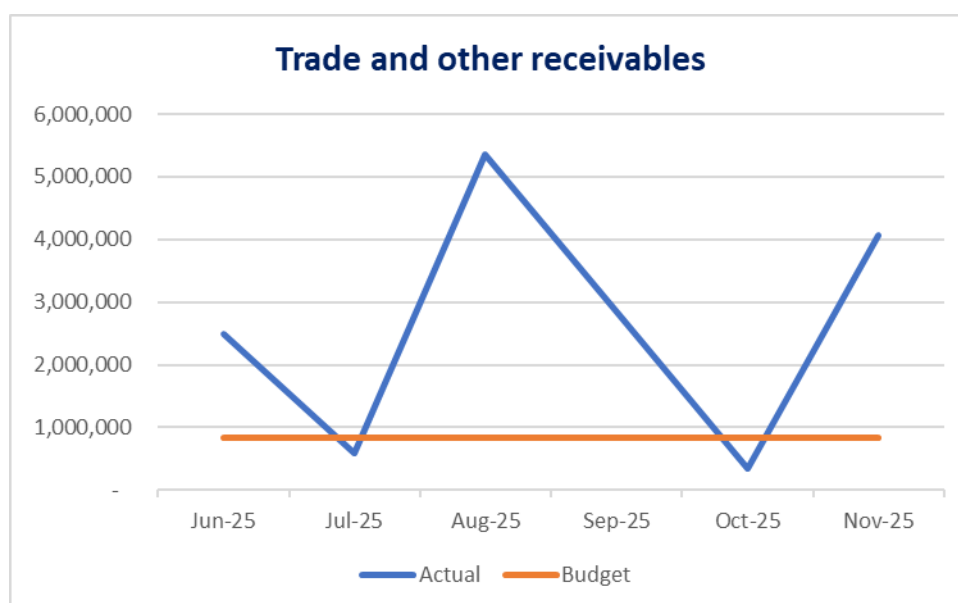
	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Unrestricted Cash	8,200,166	6,480,063	7,480,916	5,685,255	4,764,861	5,260,631
Total Cash	12,397,478	9,335,812	8,697,472	7,540,121	7,719,143	5,371,217



4. Trade and Receivables

The graph below illustrates Council’s Trade and Receivables balance of **\$4,064,429** compared to a budgeted figure of **\$836,000**. The total outstanding rates of **\$29,679** are included within the overall outstanding receivables balance. A total of **\$3,395,975** were collected in the first two weeks of December 2025.

The Budget is based on expected receivables at year-end; however, due to the nature of receivables, there is no real impact if the actual amount does not reach the budget at year-end.



5. Investments

In accordance with Council's Investment Policy, available funds were invested in the Queensland Treasury Corporation Cash Fund, including the cash backing of all Council reserves. The table below outlines the investment performance for the month of November 2025.

Investment Accounts	Financial Institutions	Funds Available Balance	Oct 2025 Interest Income	YTD Interest Earned
QTC General Fund	QTC	4,969,631	20,614	135,709

6. QTC Loans

Council now has four fixed-rate loans outstanding with Queensland Treasury Corporation.

Loan	Rate	Quarterly repayment	Book value	Maturity date
			As at 31 October 2025	
Caravan Park	2.94%	11,720	431,053	Jun-36
Housing Loan 2022	4.49%	19,195	901,520	Jun-42
Optic Fibre	5.16%	26,790	985,264	Jun-45
Birdsville Water Project 2025	5.16%	37,748	2,007,631	Jun-45
Birdsville Housing Project	5.16%	18,874	1,003,816	Jun-45
		114,327	5,329,283	

7. Sales Contracts and Recoverable Works

Council's financial performance during the reporting period has been positively influenced by the Engineering team's timely submission of periodic claims. This proactive approach has significantly increased revenue from recoverable works, thereby contributing to the Council's favorable overall financial position. Timely claims have not only driven revenue growth but have also enhanced cash flow predictability, facilitating the faster recovery of project-related costs. This stability in cash flow has enabled the Council to maintain liquidity and effectively allocate resources for future projects and operational priorities.

The table below provides a detailed breakdown of revenue and expenditures related to Main Roads activities:

Sales Contracts and Recoverable Works	October 2025			Budget			Operating Result
	Income	Expenses	Operating Result*	Income	Expenses	Operating Result	% (Actual vs Budget)
TIDS	2,983,803	2,614,538	369,265	-	-	-	0%
RMPC	2,236,080	2,236,080	-	6,300,000	5,669,695	630,305	0%

The financial outcomes and operational efficiencies achieved during the period demonstrate the effectiveness of the Council's strategies in contract management and cost recovery.

**Cost incurred as at November 2025 is recognised as accrued income. Therefore, income equals the total cost incurred as at reporting date.*

8. Fleet and Plant

Fleet Management	Actual November 2025	Budget	Variance (Actual vs Budget)
Income			
Other Fees & Charges	207	1,000	21%
Plant Recovery (Or Plant Hire)	3,609,183	8,277,800	44%
Operating Grants - State Government	73,278	-	0%
Other Revenue	-	150,000	0%
	3,682,668	8,428,800	44%
Expenses			
Salaries & Wages	160,922	368,500	44%
Materials	254,721	1,599,000	0%
Service Contracts	48,216	103,300	47%
Consultants	42,886	5,000	858%
Contractors - Others	340,987	361,600	94%
Subscriptions/Licences/Memberships	19,877	179,700	0%
Stores Issues	574,450	-	0%
Consumables	74,594	-	0%
Travel - Flights, Accommodation, Meals Etc	79,375	-	0%
Freight	19,237	-	0%
Electricity	6,222	-	0%
Telephone	128	2,500	5%
Labour On Costs	76,950	239,500	32%
Stores On Costs	87,072	577,000	0%
Plant Recovery (Or Plant Hire)	52,504	97,000	54%
Insurance Premiums	86,236	87,300	99%
Depreciation - Plant & Equipment	524,945	1,150,000	46%
Depreciation - Other Plant & Equipment	35,172	3,800	926%
	2,484,494	4,774,200	52%
Fleet Management net result	1,198,174	3,654,600	33%

The Fleet & Plant operation yields a positive variance, but the net result remains lower than expected.

- Operating Income: **\$3,682,668** (44% of the budgeted **\$8,428,000**)
- Operating Expenditure: **\$2,484,494** (52% of the budgeted **\$4,774,200**)

While the Fleet & Plant operation remains within budget, the high expenditure and under-recovery of plant hire revenue require immediate corrective actions. Addressing these inefficiencies will help improve financial sustainability and ensure full cost recovery. These efforts underscore our ongoing commitment to fiscal responsibility, operational excellence, and community service.

POLICY

N/A

LEGISLATION

Local Government Regulation 2012, section 204:

1. The local government must prepare a financial report.
2. The chief executive officer must present the financial report –
 - a. if the local government meets less frequently than monthly – at each meeting of the local government; or
 - b. otherwise, at a meeting of the local government once a month.
3. The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Local Government Act 2009

FINANCE AND RESOURCES

The report identifies how Council is tracking against the adopted operational and capital budgets for the financial year.

CONSULTATION

Executive Leadership Team, Managers

RISK MANAGEMENT

Risk is considered low, and Council will be advised if major items deviate from the adopted budget and forecasts. Council management remains vigilant, engaging in proactive risk management as part of daily operations to ensure that any emerging issues are promptly identified and addressed, further safeguarding the organisation's financial stability and strategic objectives.

TIMINGS/DEADLINES

Finance reports are assessed monthly, and any irregularities are managed within budget, and variances are reported to Council.

HUMAN RIGHTS CONSIDERATIONS

N/A

ALTERNATIVES CONSIDERED

N/A



Diamantina Shire Council

Statement of Comprehensive Income

for the period ended 30 November 2025

	Actual 30-Nov-25	Budget 30-Jun-26	Actual vs Budget %
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	1,380,941	1,332,000	● 104%
Fees and charges	272,174	358,000	● 76%
Sales revenue	4,585,869	6,505,000	● 70%
Grants, subsidies, contributions and donations	6,682,219	12,573,000	● 53%
Total recurrent revenue	<u>12,921,203</u>	<u>20,768,000</u>	● 62%
Other income			
Rental income	307,477	774,000	● 40%
Interest received	140,634	711,000	● 20%
Other income	138,698	252,000	● 55%
	<u>586,809</u>	<u>1,737,000</u>	● 34%
Total operating revenue	13,508,012	22,505,000	● 60%
Capital income			
Grants, subsidies, contributions and donations	3,817,186	5,190,000	● 74%
Capital income	155,910	-	● 0%
Total revenue	<u>3,973,096</u>	<u>5,190,000</u>	● 77%
Total income	<u>17,481,108</u>	<u>27,695,000</u>	● 63%
Expenses			
Operating expenses			
Employee benefits	3,409,195	7,328,000	● 47%
Materials and services	10,153,627	12,881,000	● 79%
Finance costs	100,203	297,000	● 34%
Depreciation and amortisation	2,926,646	5,855,000	● 50%
Total operating expenses	<u>16,589,671</u>	<u>26,361,000</u>	● 63%
Total expenses	<u>16,589,671</u>	<u>26,361,000</u>	● 63%
Net result	<u>891,437</u>	<u>1,334,000</u>	● 67%
Operating result			
Operating revenue	13,508,012	22,505,000	● 60%
Operating expenses	16,589,671	26,361,000	● 63%
Operating result	<u>(3,081,659)</u>	<u>(3,856,000)</u>	● 80%

Key Points:

1 Operating EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortisation): -\$54,810



Diamantina Shire Council

Statement of Financial Position

as at 30 November 2025

	Actual 30-Nov-25	Budget 30-Jun-26	Actual vs Budget %
Assets			
Current assets			
Cash and cash equivalents	5,371,217	7,636,000	● 70%
Trade and other receivables	4,064,429	836,000	● 486%
Inventories	1,523,789	1,089,000	● 140%
Contract Assets	7,582,308	1,000,000	● 758%
Other financial assets	-	210,000	● 0%
Total current assets	18,541,743	10,771,000	
Non-current assets held for sale	517,000	662,000	● 78%
Total current assets	19,058,743	11,433,000	
Non-current assets			
Property, plant & equipment	181,574,705	183,545,000	● 99%
Total non-current assets	181,574,705	183,545,000	
Total assets	200,633,448	194,978,000	
Liabilities			
Current liabilities			
Trade and other payables	428,940	1,354,000	● 32%
Contract Liabilities	3,527,655	1,920,000	● 184%
Borrowings	457,307	300,000	● 152%
Provisions	540,585	-	● 0%
Other liabilities	92,952	-	● 0%
Total current liabilities	5,047,439	3,574,000	
Non-current liabilities			
Borrowings	4,866,811	4,783,000	● 102%
Provisions	92,443	705,000	● 13%
Total non-current liabilities	4,959,254	5,488,000	
Total liabilities	10,006,693	9,062,000	
Net community assets	190,626,755	185,916,000	
Community equity			
Asset revaluation surplus	111,071,891	111,073,000	● 100%
Retained surplus	79,554,864	74,843,000	● 106%
Total community equity	190,626,755	185,916,000	



Diamantina Shire Council

Statement of Cash Flows

for the period ended 30 November 2025

	Actual 30-Nov-25	Budget 30-Jun-26
Cash flows from operating activities		
Receipts from customers	164,725	-
Payments to suppliers and employees	(12,525,015)	-
Interest received	140,634	-
Rental income	307,477	-
Non-capital grants and contributions	6,682,219	-
Borrowing costs	(100,203)	-
Net cash inflow from operating activities	(5,330,162)	(495,000)
Cash flows from investing activities		
Payments for property, plant and equipment	(2,968,986)	(7,957,000)
Grants, subsidies, contributions and donations	1,291,068	8,663,000
Net cash outflow from investing activities	(1,677,918)	706,000
Cash flows from financing activities		
Proceeds from borrowings	-	-
Repayment of borrowings	(18,181)	-
Net cash outflow from financing activities	(18,181)	(293,000)
Total cash flows		
Net increase in cash and cash equivalent held	(7,026,261)	(82,000)
Opening cash and cash equivalents	12,397,478	7,718,000
Closing cash and cash equivalents	5,371,217	7,636,000



Diamantina Shire Council

Statement of income and expenditure by program

for the period ended 30 November 2025

	Actual			Budget			Operating Result % (Actual vs Budget)
	Income	Expenses	Operating Result	Income	Expenses	Operating Result	
Community Services							
Caravan Parks & Lodge Accommdations	132,278	293,135	(160,857)	790,000	1,052,650	(262,650)	● 61%
Community Development	-	340	(340)	-	-	-	● 0%
Community Donations	-	97,184	(97,184)	-	107,000	(107,000)	● 91%
Community Events	8,000	362,413	(354,413)	10,000	483,600	(473,600)	● 75%
Community Housing	41,885	414,720	(372,835)	112,700	1,015,100	(902,400)	● 41%
Community's Admin & Support	7,868	47,673	(39,805)	18,000	222,700	(204,700)	● 19%
Libraries	-	14,089	(14,089)	29,000	35,200	(6,200)	● 227%
Museums & Heritage	1,305	16,539	(15,234)	-	-	-	● 0%
RADF	20,000	24,940	(4,940)	19,000	21,500	(2,500)	● 198%
Tourism	78,704	203,249	(124,545)	73,500	18,700	54,800	● -227%
Visitor Information	78,614	525,979	(447,365)	141,500	920,500	(779,000)	● 57%
Youth Development	95,366	69,352	26,014	177,000	307,200	(130,200)	● -20%
Community Services total	464,020	2,069,613	(1,605,593)	1,370,700	4,184,150	(2,813,450)	● 57%



Diamantina Shire Council

Statement of income and expenditure by program

for the period ended 30 November 2025

	Actual			Budget			Operating Result % (Actual vs Budget)
	Income	Expenses	Operating Result	Income	Expenses	Operating Result	
Corporate Services							
Cash Management	-	6,876	(6,876)	-	42,700	(42,700)	● 16%
Communication Services	-	12,675	(12,675)	-	-	-	● 0%
Corporate	3,153	255,114	(251,961)	6,400	603,200	(596,800)	● 42%
Council Controlled Land	-	12,202	(12,202)	9,300	17,700	(8,400)	● 145%
Environmental Health	2,338	87	2,251	4,200	11,000	(6,800)	● -33%
Financial Services	139,715	442,082	(302,367)	611,000	873,900	(262,900)	● 115%
Human Resources	5,076	388,351	(383,275)	60,000	376,300	(316,300)	● 121%
Information Technology	-	349,182	(349,182)	-	597,650	(597,650)	● 58%
Insurance	-	403,472	(403,472)	-	336,000	(336,000)	● 120%
Rates Management	1,041,206	14,593	1,026,613	1,325,718	15,300	1,310,418	● 78%
Stores & Purchasing	1,984	24,096	(22,112)	13,640	(350,600)	364,240	● -6%
Taxation	-	15,227	(15,227)	-	48,300	(48,300)	● 32%
Wages On-Costs	1,349,907	926,905	423,002	4,140,200	1,973,400	2,166,800	● 20%
Workplace Health & Safety	-	169,586	(169,586)	-	254,100	(254,100)	● 67%
Corporate Services Total	2,543,379	3,020,448	(477,069)	6,170,458	4,798,950	1,371,508	● -35%



Diamantina Shire Council

Statement of income and expenditure by program

for the period ended 30 November 2025

	Actual			Budget			Operating Result % (Actual vs Budget)
	Income	Expenses	Operating Result	Income	Expenses	Operating Result	
Governance Services							
Councillors	-	116,416	(116,416)	-	500,450	(500,450)	● 23%
Development Services	-	7,523	(7,523)	21,000	41,100	(20,100)	● 37%
Disaster Management	-	3,639	(3,639)	35,000	9,600	25,400	● -14%
Economic Development	-	21,195	(21,195)	-	48,000	(48,000)	● 44%
Funded Program	1,999,729	336,462	1,663,267	7,893,551	195,500	7,698,051	● 22%
Governance	-	680,581	(680,581)	-	1,532,475	(1,532,475)	● 44%
Regional Coordination	-	51,243	(51,243)	-	110,000	(110,000)	● 47%
Governance Services total	1,999,729	1,217,059	782,670	7,949,551	2,437,125	5,512,426	● 14%



Diamantina Shire Council

Statement of income and expenditure by program

for the period ended 30 November 2025

	Actual			Budget			Operating Result % (Actual vs Budget)
	Income	Expenses	Operating Result	Income	Expenses	Operating Result	
Infrastructure Services							
Airport	78,249	401,744	(323,495)	232,000	1,292,800	(1,060,800)	● 30%
Animal Control	-	736	(736)	400	8,500	(8,100)	● 9%
Asset Management	3,209	74,654	(71,445)	-	168,400	(168,400)	● 42%
Cemeteries	-	13,264	(13,264)	-	15,900	(15,900)	● 83%
Community & Sporting Facilities	6,441	73,974	(67,533)	14,000	140,100	(126,100)	● 54%
Community Centres & Halls	114	97,933	(97,819)	2,000	289,600	(287,600)	● 34%
Council Housing	265,592	372,928	(107,336)	535,000	654,300	(119,300)	● 90%
Emergency Service Facilities (SES)	510	7,926	(7,416)	16,500	30,200	(13,700)	● 54%
Facilities Maintenance	-	159,103	(159,103)	-	250,500	(250,500)	● 64%
Fleet Management	3,682,668	2,487,466	1,195,202	8,428,800	4,774,200	3,654,600	● 33%
Health Care Facilities	-	56,185	(56,185)	-	130,800	(130,800)	● 43%
Infrastructure And Related Services	-	321,059	(321,059)	-	504,139	(504,139)	● 64%
Landfill	-	22,959	(22,959)	-	139,800	(139,800)	● 16%
Main Roads Flood Damage	2,752	2,752	-	343,000	950,000	(607,000)	● 0%
Minor Works Performance Contracts (MWPC)	-	5,250	(5,250)	-	-	-	● 0%
Parks & Gardens	-	180,744	(180,744)	-	466,400	(466,400)	● 39%
Pest And Stock Route Management	-	22,284	(22,284)	-	33,800	(33,800)	● 66%
Private Works	15,334	13,457	1,877	100,000	82,500	17,500	● 11%
Public Conveniences	-	11,667	(11,667)	-	37,600	(37,600)	● 31%
RMPC	2,233,328	2,233,328	-	4,894,420	4,894,420	-	● 0%
Road Maintenance	-	1,080,508	(1,080,508)	-	3,294,000	(3,294,000)	● 33%



Diamantina Shire Council

Statement of income and expenditure by program

for the period ended 30 November 2025

	Actual			Budget			Operating Result % (Actual vs Budget)
	Income	Expenses	Operating Result	Income	Expenses	Operating Result	
Infrastructure Services							
Roads To Recovery (R2R)	-	269	(269)	-	-	-	0%
Safety & Quality	-	11,275	(11,275)	-	10,000	(10,000)	113%
Sewerage Schemes	63,680	42,629	21,051	71,190	327,300	(256,110)	-8%
Shire Roads Flood Damage (SRFD)	3,846,756	3,944,480	(97,724)	7,923,669	7,923,669	-	0%
Showgrounds/Racecourse	-	137,727	(137,727)	30,000	335,700	(305,700)	45%
Stormwater	-	72	(72)	-	200,000	(200,000)	0%
Swimming Pools	73	138,116	(138,043)	-	182,600	(182,600)	76%
Television & Radio Transmission Stations	-	13,137	(13,137)	-	40,600	(40,600)	32%
TIDS	2,983,803	2,614,538	369,265	-	-	-	0%
Town Common	-	8,759	(8,759)	-	43,100	(43,100)	20%
Town Depot	-	201,225	(201,225)	-	432,600	(432,600)	47%
Town Streets	-	238,935	(238,935)	-	579,100	(579,100)	41%
Waste Disposal	-	-	-	-	8,000	(8,000)	0%
Waste Management	59,136	42,247	16,889	55,510	74,600	(19,090)	-88%
Water Schemes	217,838	197,226	20,612	198,480	648,700	(450,220)	-5%
Infrastructure Services Total	13,459,483	15,230,556	(1,771,073)	22,844,969	28,963,928	(6,118,959)	29%



Diamantina Shire Council

Cash and cash equivalents

as at 30 November 2025

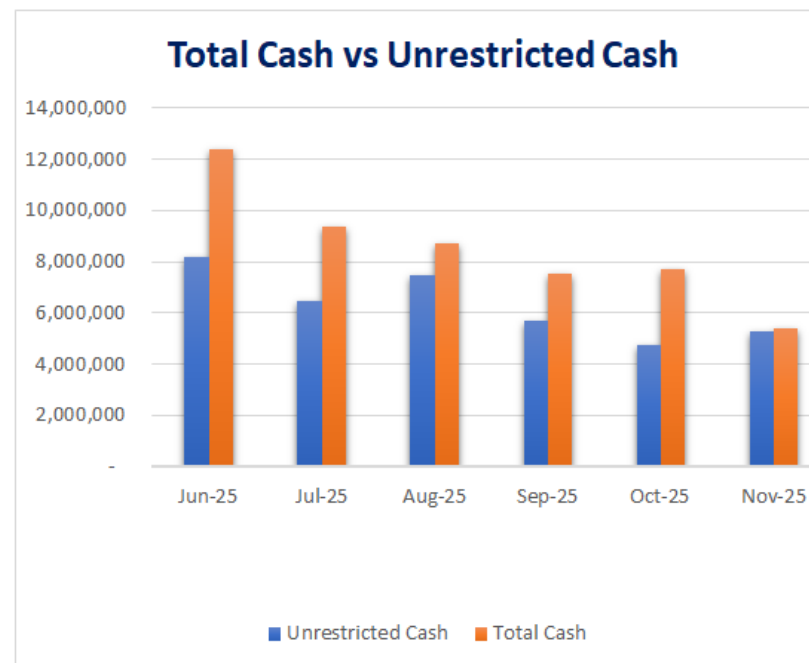
	30-Nov-25	31-Oct-25
General Accounts		
Cash at Bank - Westpac	338,202	197,064
Cash at Bank - Commonwealth BV CP	42,215	42,215
Cash at Bank - Commonwealth Wirrarri Centre	219	219
Cash Held Trust Funds	41,564	41,564
Investment - QTC	4,949,017	7,438,081
Total balance held in banks (incl Reserves)	5,371,217	7,719,143
Restricted		
Contract Balances	-110,586	-2,954,282
	-110,586	-2,954,282
Unrestricted Cash	5,260,631	4,764,861
QTC Borrowings		
Borrowings	-5,324,118	-5,304,243
Total balance QTC borrowings	-5,324,118	-5,304,243
Net Council Position after Borrowings and all Restrictions	-63,487	-539,382
TRUST		
Trust Accounts		
Cash Held Trust Funds	41,564	41,564
Total balance held in trust	41,564	41,564



Diamantina Shire Council

Cash position as at 30 November 2025

	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Unrestricted Cash	8,200,166	6,480,063	7,480,916	5,685,255	4,764,861	5,260,631
Total Cash	12,397,478	9,335,812	8,697,472	7,540,121	7,719,143	5,371,217





Diamantina Shire Council

Sustainability Ratios

as at 30 November 2025

Type	Measure	Overview	Target (Tier 7)	Actual YTD	Council Narrative
Operating Performance	Operating Surplus Ratio	The operating surplus is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	0% to 10%	-22.81%	Below target due to timing of FA Grants and seasonal TMR claims. Budgeted to improve slightly by year-end.
	Operating Cash Ratio	The operating cash ratio is a measure of a council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs.	Greater than 0%	-0.41%	The result is below the target, but it is budgeted to improve by year-end, implying that planned revenue increases or cost reductions are expected to restore positive cash flow.
Liquidity	Unrestricted Cash Expense Cover Ratio	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.	Greater than 4 months	1.94	The result is below the target, but it is budgeted to improve by year-end, implying that planned revenue increases or cost reductions are expected to restore positive cash flow.
Asset Management	Asset Sustainability Ratio	The asset sustainability ratio approximates the extent to which the infrastructure assets managed by a council are being replaced as they reach the end of their useful lives.	Greater than 90%	-	No data available at reporting date to assess asset replacement rate.
	Asset Consumption Ratio	The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	Greater than 60%	-	Awaiting full data to evaluate asset consumption against replacement cost.
Debt Servicing Capacity	Leverage Ratio	The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the council's debt to its operating performance	0 to 3 times	97.14	Council's borrowings are 13.5 times its earnings before depreciation (EBITDA), indicating manageable debt levels relative to earnings.
Financial Capacity	Council-Controlled Revenue	Council controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.	No target as contextual measure	12.24%	Council-controlled revenue reflects financial independence. Tier 7 Councils area not measured against a target.
	Population Growth	Population growth is a key driver of a council's operating income, service needs, and infrastructure requirements into the future.	No target as contextual measure	0.74%	The latest population estimates available on the Queensland Government Statistician's Office was published on the 1st September 2023

12.2.2 Adoption of 2025/26 Budget Amendment

REPORT TYPE: OCM Decision Report
DIRECTORATE: Corporate Services
PRESENTED BY: N/A
AUTHOR(S): Jade Nacario, Director Corporate Services
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: 1. Proposed Amended Budget 2025.2026 [↓](#)

EXECUTIVE SUMMARY

Council has completed its fifth-month review of the 2025/2026 Budget. Amendments have been proposed to reflect updated financial assumptions, operational requirements, and recent Council decisions. The budget review continues to support Council's commitment to sound financial management, operational effectiveness, and long-term sustainability.

Overall, the review results in an improved operating position, with Council's EBIDA increasing by **\$220,581**, from **\$2,191,471** to **\$2,412,057**.

The revised Budget and updated long-term financial forecast are presented for adoption.

RECOMMENDATION

1. That Council
 - a) Pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2024/2025 financial year, incorporating:
 - i. The statements of Financial Position;
 - ii. The statements of Cashflow;
 - iii. The statements of Income and Expenditure;
 - iv. The statements of Changes in Equity;
 - v. The Long-term Financial Forecast; and
 - vi. The relevant measures of financial sustainability;
- as tabled be adopted.

BACKGROUND

Council monitors its financial position throughout the year, comparing actual results against the adopted Budget. The fifth-month review reflects updated operational needs, organisational changes, and financial impacts arising since adoption of the budget.

This process supports good governance, strong financial leadership, and a disciplined approach to resource allocation.

Financial Statements

The Team met with responsible officers to review operational budgets, upcoming commitments, workforce changes, and service delivery requirements. The amended budget reflects a balanced approach that maintains service levels while managing financial risks and cost pressures.

Key External Influences

- **Inflation and Cost Indices**

The review incorporates CPI of 3.25% and a Council Cost Index of 3.5%. Rising costs in freight, fuel, materials and insurance have been applied to forecasts.

- **Interest Rates**

Investment assumptions align with Queensland Treasury Corporation. Interest on borrowings remains fixed based on previous drawdowns.

- **Disaster and Climate Impacts**

Weather events such as flooding remain a risk. These events are not included in base forecasts but are managed through contingency arrangements and QRA funding opportunities.

- **State and Federal Funding**

Only confirmed grants have been included. Funding for new programs or projects will be added when announcements are formalised.

Internal Influences

- Strategic priorities from the Corporate and Operational Plans
- Salary and wage increases
- Workforce planning and organisational structure updates
- Asset management and lifecycle renewal requirements
- Service reviews aimed at efficiency and effectiveness
- Carryovers from 2024–2025 and capital items not included in the original adopted budget
- Review of rating and charging policies

Budget Principles

The Budget Amendments have been prepared with reference to the following principles:

1. Ensure financial sustainability through a balanced or surplus operating result over the forecast period
2. Align budget allocations with adopted Corporate and Operational Plans
3. Maintain stable rating and user charge policies aligned to fairness and community affordability
4. Prioritise funding of essential services and infrastructure renewal
5. Manage long-term asset condition to maximise community value
6. Identify new revenue opportunities to reduce reliance on external funding
7. Contain costs through service reviews, procurement discipline, and strategic workforce management
8. Address financial risks through prudent forecasting, scenario modelling, and reserve planning
9. Integrate long-term financial sustainability principles into all budget decisions
10. Ensure transparency and accountability through clear reporting of assumptions, performance, and risks

Long-Term Forecast Assumptions

Revenue

The forecast assumptions for revenue remain consistent with those adopted in the original 2025/2026 Budget.

- **Rates and Charges:** 3.25% annual increase over the forecast period
 - Water: +4.5% (2025–2026)
 - Sewerage: +5.0%
 - Garbage: +3.5%

Future years assume CPI-aligned increases of up to 3.25%.

- **Other Revenues:** Increased by 3.25% annually (excluding Main Roads and DRFA works)
- **Grants:** Included only where formal commitments have been received. Applications will continue for both operational and capital support, with cost-sharing implications assessed as part of future reviews.
- **Sales and Recoverable Works:** Assumes continuation of TMR contracts. These works remain profit-generating, though future volumes are dependent on external demand.

Expenditure

The forecast assumptions for expenditure remain consistent with those adopted in the original 2025/2026 Budget, except for adjustments to employee benefits following recent Council resolutions.

- **Employee Benefits:** Increased salary and wages commencing in Q4 of FY2025/2026, with annual increases of 3.5% through to FY2028/2029. Subsequent years are indexed to the Council Cost Index of 3.5%.
- **Materials and Services:** Indexed by 3.5% annually; Main Roads and QRA works are fully recoverable but may impact cash flow timing
- **Depreciation:** Held constant (0% increase) across the forecast period

The long term forecast will be circulated via e-mail.

Revenue Statement

Rates and charges for 2025/2026 have been levied. No changes were required as part of the review.

STRATEGIC IMPLICATIONS

Corporate Plan 2022-2027

Theme

4 Our Organisation

Long Term Goal

4.1 Is a sustainable and effective organisation.

LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012

FINANCE AND RESOURCES

The amended Budget and revised Ten-Year Financial Forecast outline Council's planned approach to funding services, programs and capital works. The review ensures that financial decision-making remains responsible and aligned with organisational priorities.

CONSULTATION

- Executive Leadership Team
- Relevant Managers and Staff

RISK MANAGEMENT

The Budget must comply with the legislative requirements and be adopted in accordance with the Local Government Act 2009 and Local Government Regulation 2012. Ongoing monitoring and reporting will continue to identify emerging risks and ensure Council remains financially sustainable.

Diamantina Shire Council Statement of Comprehensive Income

	Jun-26 Approved Budget	Jun-26 Proposed Amendment	Jun-27F	Jun-28F
Income				
Revenue				
Operating revenue				
Net rates, levies and charges	1,332	1,377	1,375	1,419
Fees and charges	358	88	370	382
Rental income	774	855	881	907
Interest received	711	201	550	592
Sales revenue	6,505	6,718	6,716	6,935
Other income	252	185	260	269
Grants, subsidies, contributions and donations	12,573	14,940	15,463	14,606
Total operating revenue	22,505	24,365	25,615	25,110
Capital revenue				
Grants, subsidies, contributions and donations	5,190	5,190	3,407	1,838
Total revenue	27,695	29,555	29,022	26,948
Capital income	-	-	-	-
Total Capital Income	-	-	-	-
Total income	27,695	29,555	29,022	26,948
Expenses				
Operating expenses				
Employee benefits	7,328	7,889	8,523	8,822
Materials and services	12,881	14,063	12,420	12,855
Finance costs	297	213	296	296
Depreciation and amortisation	5,855	7,024	5,870	5,818
Total operating expenses	26,361	29,189	27,109	27,791
Capital expenses				
Total Capital expenses	-	-	-	-
Total expenses	26,361	29,189	27,109	27,791
Net result	1,334	366	1,913	(842)
Other comprehensive income				
Total comprehensive income for the year	1,334	366	1,913	(842)
Operating result				
Operating revenue	22,410	24,365	25,615	25,110
Operating expenses	26,361	29,189	27,109	27,791
Operating result	(3,951)	(4,824)	(1,494)	(2,680)

Diamantina Shire Council Statement of Financial Position

	Jun-26 Approved Budget	Jun-26 Proposed Amendment	Jun-27F	Jun-28F
Assets				
Current assets				
Cash and cash equivalents	7,636	7,837	9,172	8,975
Trade and other receivables	836	836	915	935
Inventories	1,089	1,089	1,089	1,089
Contract Assets	1,000	1,000	1,000	1,000
Other current assets	210	210	210	210
Non-current assets held for sale	662	662	662	662
Total current assets	11,433	11,634	13,048	12,871
Non-current assets				
Property, plant & equipment	183,545	184,211	184,383	183,456
Total non-current assets	183,545	184,211	184,383	183,456
Total assets	194,977	195,845	197,431	196,327
Liabilities				
Current liabilities				
Trade and other payables	1,354	1,354	1,328	1,372
Contract Liabilities	1,920	1,920	1,920	1,920
Borrowings	300	300	306	313
Total current liabilities	3,575	3,575	3,555	3,606
Non-current liabilities				
Borrowings	4,783	4,783	4,477	4,164
Provisions	705	705	705	705
Total non-current liabilities	5,488	5,488	5,182	4,869
Total liabilities	9,064	9,063	8,737	8,475
Net community assets	185,915	186,782	188,694	187,852
Community equity				
Asset revaluation surplus	111,073	112,908	112,908	112,908
Retained Surplus	74,842	73,874	75,787	74,944
Total community equity	185,915	186,782	188,694	187,852
	26361	15125.569	26199	26877

Diamantina Shire Council Statement of Cash Flows

	Jun-26 Approved Budget	Jun-26 Proposed Amendment	Jun-27F	Jun-28F
Cash flows from operating activities				
Net cash inflow from operating activities	(495)	(294)	4,226	3,486
Cash flows from investing activities				
Payments for property, plant and equipment	(7,957)	(7,957)	(5,998)	(5,215)
Payments for intangible assets	853	-	-	-
Net movement in loans and advances	-	-	-	-
Proceeds from sale of property, plant and equipment	-	-	-	-
Grants, subsidies, contributions and donations	8,663	8,663	3,407	1,838
Other cash flows from investing activities	-	-	-	-
Net cash inflow from investing activities	707	706	(2,591)	(3,377)
Cash flows from financing activities				
Net cash inflow from financing activities	(293)	(293)	(300)	(306)
Total cash flows				
Net increase in cash and cash equivalent held	(82)	119	1,335	(197)
Opening cash and cash equivalents	7,718	7,718	7,837	9,172
Closing cash and cash equivalents	7,636	7,837	9,172	8,975
		-	0	-

Diamantina Shire Council Statement of Change of Equity

	Jun-26 Approved Budget	Jun-26 Proposed Amendment	Jun-27F	Jun-28F
Asset revaluation surplus				
Opening balance	111,072	111,072	112,908	112,908
Closing balance	111,073	112,908	112,908	112,908
Retained surplus				
Opening balance	73,509	73,509	73,875	75,787
Net result	1,333	366	1,913	(842)
Increase in asset revaluation surplus	na	na	na	na
Internal payments made	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards			-	-
Closing balance	74,842	73,875	75,787	74,945
Total				
Closing balance	185,915	186,783	188,695	187,852
	617		550	592

Diamantina Shire Council Sustainability Ratios

ID	Name	Jun-26 Approved Budget	Jun-26 Proposed Amendment	Jun-27F	Jun-28F
Financial sustainability measures					
R1.1	Operating surplus ratio	-18%	-20%	-6%	-11%
=	Operating result / total operating revenue				
R1.2	Net financial liabilities ratio	10%	-11%	-17%	-18%
=	(Total liabilities - current assets) / total operating revenue				
R1.3	Asset sustainability ratio	121%	-113%	-102%	-90%
=	Capital expenditure on renewals / depreciation				
R1.3	Cash Expense Ratio	4.50	3.78	4.73	4.46
=	Capital expenditure on renewals / depreciation				
R1.3	Council Controlled Revenue Ratio	7.5%	10%	10%	11%
=	Capital expenditure on renewals / depreciation				

End of page

12.2.3 Public Interest Disclosure (PID) Policy

REPORT TYPE:	OCM Decision Report
DIRECTORATE:	Corporate Services
PRESENTED BY:	Juanita Warner
AUTHOR(S):	Juanita Warner, Governance Manager
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	<ol style="list-style-type: none">1. Public Interest Disclosure Policy - Updated ↓2. PID Standard 1/2019 ↓3. PID Standard 2/2019 ↓4. PID Standard 3/2019 ↓5. Public Interest Disclosure Procedure ↓

EXECUTIVE SUMMARY

Council is required to adopt and implement a Public Interest Disclosure Policy in accordance with the Public Interest Disclosure Act 2010. The Public Interest Disclosure Act 2010 aims to promote the public interest by facilitating the public interest disclosure of wrongdoing in the public sector, protecting the interests of people who make disclosures and ensuring that disclosures are properly assessed and investigated.

RECOMMENDATION

That Council adopts the Public Interest Disclosure Policy as presented.

BACKGROUND

Council's Public Interest Disclosure Policy details Council's commitment to dealing appropriately with disclosures made in accordance with the PID Act.

This policy was last review and adopted in July 2022. The Policy has been reviewed and rewritten into the new format. With the overall intent of the policy is the same, it should be noted that the following has changed:

- Expanded the Purpose explaining what a PID is and why it matters
- Council's commitment to ethical culture and integrity
- Policy applies to all Councillors, Officers and Members of the Public
- PID Management Plan has been expanded to include responsibilities and clarifies process
- Roles and Responsibilities have clearer definitions of responsibilities
- Definitions are aligned with current legislation and Qld Ombudsman Standards
- A new procedure has been drafted ready for ELT approval

DISCUSSION

A Public Interest Disclosure (PID) is the reporting of wrongdoing within the public sector. There are specific types of information that constitute a Public Interest Disclosure, and specific protections available to those who make such disclosures.

Under the Public Interest Disclosure Act 2010, any person, including a public sector employee, can make a public interest disclosure about:

- Danger to the health and safety of a person with a disability
- Danger to the environment caused by commission of an offence or contravention of a condition of certain environmental legislation
- Reprisal after making a public interest disclosure

A public sector officer can make a public interest disclosure about:

- Corrupt conduct
- Maladministration that adversely affects someone's interests in a substantial and specific way
- A substantial misuse of public resources
- A substantial danger to public health and safety
- A substantial and specific danger to the environment

The revised policy provides guidance on Council's approach to managing public interest disclosures, ensuring compliance with legislative requirements and providing support and protection for disclosers.

The policy has been updated to incorporate:

- Legislative Updates: References to current legislation including the Public Records Act 2023
- Organisational Restructure: Updated roles and responsibilities reflecting current organisational structure
- Clarity Improvements: rewording throughout the policy to improve clarity and ease of understanding

Should information be reported to Council not meet the criteria for a Public Interest Disclosure, it may still be a valid complaint and can be dealt with in accordance with Council's complaint management processes.

A new procedure has been drafted and will be made available for all staff and published on the Council Website once approved by the ELT.

STRATEGIC IMPLICATIONS

Corporate Plan 2022-2027

Theme

4 Our Organisation

Long Term Goal

4.1 Is a sustainable and effective organisation.

4.2 Is engaged with its residents.

POLICY

PID Standard No 1/2019

PID Standard No 2/2019

PID Standard No 3/2019

LEGISLATION

Public Interest Disclosure Act 2010 (PID Act)

Local Government Act 2009

Crime and Corruption Act 2001

FINANCE AND RESOURCES

There are no financial or resource implications associated with adopting this policy.

CONSULTATION

The policy was workshopped with Councillors prior at the November Councillor Workshop. As this policy involves legislative compliance and internal procedural matters, broader consultation has not been undertaken.

RISK MANAGEMENT

The policy provides clear guidance on managing legal risks associated with PIDs, including:

- Comprehensive risk assessment procedures
- Clear roles and responsibilities
- Robust confidentiality protections
- Appropriate investigation procedures
- Protection against reprisal measures

TIMINGS/DEADLINES

N/A

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

No alternatives were considered with this report.

DIAMANTINA SHIRE COUNCIL



Public Interest Disclosure Policy

Policy Number	20
Policy Category	Statutory
Date Adopted	
Resolution Number	
Approval Authority	Council
Review Date	August 2028
Policy Version Number	7
Department	Corporate Services
Policy Owner	Governance Manager

PURPOSE

A Public Interest Disclosure (PID) is a disclosure in the public interest, of information about alleged wrongdoing in the public sector. The purpose of this policy is to support persons in making public interest disclosures in an appropriate way and to provide guidelines on how public interest disclosures are managed by Diamantina Shire Council. This policy supports Council's commitment to an ethical culture by detailing how Council will manage PIDs.

SCOPE

This policy applies to all Councillors, Council officers and members of the public.

Council aspires to foster an organisational climate in which all staff members feel confident and comfortable reporting wrongdoing, and assured they will be protected from, or provided with, strong protections against reprisals.

Council believes that disclosing wrongdoing is embedded in this Council's Values, in particular, ensuring that all staff and Council itself can be seen by the public as acting with integrity in accordance with our Code of Conduct.

Further, Council believes that staff who come forward with disclosures of wrongdoing demonstrate integrity and leaderships by helping to promote openness, accountability and good governance within the organisation.

COMMENCEMENT OF POLICY

The commencement date will be the date of approval.

DIAMANTINA SHIRE COUNCIL

POLICY STATEMENT

By complying with the *Public Interest Disclosure Act 2010* (PID Act), Council will:

- Promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing
- Ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- Ensure appropriate consideration is given to the interests of persons who are the subject of a PID
- Ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- Any public officer who makes a PID is given appropriate support
- PIDs made to Council are properly assessed and, where appropriate, properly investigated and dealt with
- Appropriate action is taken in relation to any wrongdoing which is the subject of a PID
- A management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented
- Public officers who make PIDs are offered protection from reprisal by Council or other public officers of Council.

PID MANAGEMENT PROGRAM

The Chief Executive Officer has overall responsibility for ensuring that Council develops, implements and maintains a PID management program. The Council PID Management Program encompasses:

- Commitment to encouraging the internal reporting of wrongdoing
- Senior management endorsement of the value to Council of PIDs and the proper management of PIDs
- A communication strategy to raise awareness among employees about PIDs and Council's PID procedure
- A training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed
- Specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- The appointment of a specialist officer/unit to be responsible for issues related to the management of PIDs
- Ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls
- Regular review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID Management Program.

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The Chief Executive Officer has delegated the following roles and responsibilities for managing PIDs within Council:

Role	Responsibility	Officer
PID Coordinator	<ul style="list-style-type: none"> principal contact for PID issues within Council document and manage implementation of PID management program review and update PID procedure maintain and update internal records of PIDs received report data on PIDs to Queensland Ombudsman assess PIDs received provide acknowledgement of receipt of PID to discloser undertake risk assessment in consultation with disclosers and other relevant officers liaise with other agencies about referral of PIDs allocate investigator and Support Officer (if required) to the PID matter provide advice and information to the discloser on Council's PID procedure provide personal support and referral to other sources of advice or support as required facilitate updates on progress of investigation proactively contact discloser throughout PID management 	Governance Manager
Investigator	<ul style="list-style-type: none"> conduct investigation of information in PID in accordance with terms of reference prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations
Delegated Decision Maker	<ul style="list-style-type: none"> review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate internal or external investigator will be appointed for PID investigation depending upon the type of disclosure and other relevant considerations

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WHY MAKE A PID

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- Implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Council
- The outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council
- The community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing

When making a PID the discloser receives the protections provided under the PID Act, including:

- Confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- Protection against reprisal – the discloser is protected from unfair treatment by Council and employees of Council as a result of making the PID
- Immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing
- Protection from defamation – the discloser has a defence against an accusation of defamation by any **subject officer**.

WHAT IS A PUBLIC INTEREST DISCLOSURE

Under the PID Act, any person can make a disclosure about a:

- Substantial and specific danger to the health or safety of a person with a disability
- The commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment
- Reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- Corrupt conduct
- Maladministration that adversely affects a person's interests in a substantial and specific way
- A substantial misuse of public resources
- A substantial and specific danger to public health or safety
- Substantial and specific danger to the environment

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred. A disclosure amounts to a PID and is covered by the PID Act even if the:

- Discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach
- Disclosure is made anonymously – the discloser is not required to give their name or any identifying information

Public Interest Disclosure Policy

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Document accurate and up to date at the time of printing

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- Discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID
- Disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated

WHO CAN A PID BE DISCLOSED TO?

A PID must be made to a 'proper authority' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Council	Other agencies that receive PIDS
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • Any person in a supervisory or management position • Any member of the Executive Leadership Team 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts for disclosures about danger to the health and safety of a young child, young person with a disability • Office of the Public Guardian for disclosures about the health and safety of a person with a disability • Department of Environment, Tourism, Science and Innovation about disclosures about danger to the environment • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.

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A disclosure can also be made to a journalist if the following conditions have been met:

- A valid PID was initially made to a proper authority, and
- The proper authority:
 - Decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

HOW TO MAKE A PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- Provide contact details (this could be an address that is created for the purpose of making the disclosure or a telephone number)
- Provide as much information as possible about the suspected wrongdoing, including:
 - Who was involved
 - What happened
 - When it happened
 - Where it happened
 - Whether there were any witnesses, and if so, who they are
 - Any evidence that supports the PID, and where the evidence is located
 - Any further information that could help with the investigation
- Provide this information in writing, where possible.

DECIDING WHETHER A MATTER IS A PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act. It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:

- That their information has been received but was not assessed as a PID
- The reasons for the decision
- The review rights available if the discloser is dissatisfied with the decision and how to request review
- Any action Council proposes to take in relation to the matter
- Any other options the discloser has in relation to the matter

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ASSESSING A PID

The disclosure will be assessed in accordance with the *Public Interest Disclosure Act 2010*, the PID standards, Council's Public Interest Disclosure Procedure and any other relevant procedures.

Once the matter has been assessed as a PID, Council will advise the discloser of the following:

- That their information has been received and assessed as a PID
- The action to be taken by Council in relation to the disclosure, which may include referring the matter to an external agency, or conducting an internal investigation
- The likely timeframe involved
- The name and contact details of the Council support officer they can contact for updates or advice
- The discloser's obligations regarding confidentiality
- The protections the discloser has under the PID Act
- The commitment of Council to keeping appropriate records and maintaining confidentiality, except where disclosure is permitted under the PID Act
- How updates regarding intended actions and outcomes will be provided to the discloser.
- Contact details for the Council's Employee Assistance Program (EAP)

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

REFERRING A PID

If Council determines that another proper authority that is better placed to manage the Public Interest Disclosure (PID), the matter be referred to that agency.

This may occur for reasons such as:

- The PID relates to wrongdoing by that agency or one of its employees
- The agency has the legal authority or specialist capacity to investigate or address the matter.

Before referring the PID to another agency, Council will conduct a risk assessment and will not proceed with the referral if there is an unacceptable risk of reprisal.

In some cases, Council may have a legal obligation to refer the PID to another agency. For example, if there is a reasonable suspicion that the matter involves or may involve, corrupt conduct, Council must refer it to the Crime and Corruption Commission in accordance with section 38 of the *Crime and Corruption Act 2001*.

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency. The discloser will be advised of the action taken by Council.

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RISK ASSESSMENT AND PROTECTION FROM REPRISAL

Disclosers should not suffer any form of detriment as a result of making a Public Interest Disclosure (PID). When a PID is received, Council will conduct a risk assessment to determine the likelihood of reprisals against the discloser, witnesses, or any affected third parties. This assessment will consider both actual risks and those reasonably perceived and will involve consultation with the discloser.

A risk assessment will be conducted even if the discloser is anonymous, based on the information provided in the PID. The assessment will also consider the risk to individuals who may be suspected of having made the disclosure.

Based on the assessed level of risk, Council will develop and implement an appropriate risk management plan and arrange any reasonably necessary support or protective measures for the discloser, witnesses, or affected third parties.

Council will regularly review the risk of reprisal while the PID is being managed. This will include ongoing consultation with the discloser and updating the risk management plan where necessary.

If reprisal is alleged or suspected, Council will:

- Prioritise the safety of the discloser, witnesses or affected third parties
- Reassess the risk, review the risk management plan, and implement any further protective measures as required
- Treat the allegation of a reprisal as a PID in its own right.

DECLINING TO TAKE ACTION ON A PID

Under the *Public Interest Disclosure Act 2010* (PID Act), Council may decide not to investigate or deal with a PID in certain circumstances, including where:

- The information disclosed has already been investigated or addressed through another process. The matter should be dealt with under a more appropriate process
- The age of the information makes investigation impractical
- The information is too trivial, and dealing with it would substantially and unreasonably divert Council from performing of its functions
- Another agency with the authority to investigate has informed Council that an investigation is not warranted

If a decision is made not to investigate or take further action in relation to a PID, the discloser will be provided with written reasons for the decision.

If the discloser is dissatisfied with this outcome, they may request a review by writing to the Chief Executive Officer of Council within 28 days of receiving the written notice of the decision.

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COMMUNICATION WITH DISCLOSERS

Under the *Public Interest Disclosure Act 2010* (PID Act), Council is required to provide reasonable information to a discloser.

Council will acknowledge receipt of a PID in writing as soon as practicable. The discloser will be provided with information in line with the requirements of the PID Act and the standards issued by the Queensland Ombudsman. This includes:

- The action that will be taken in response to the PID
- The protections available under the PID Act
- The confidentiality obligations of both the discloser and Council
- Available support arrangements

Council will maintain regular contact with the discloser throughout the management of the PID, including timely updates on the progress of the matter. Upon finalising action in response to a PID, Council will advise the discloser in writing of the action taken and the outcome.

CONFIDENTIALITY

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- Provide natural justice to subject officers
- Respond to a court order, legal directive or court proceedings

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible. Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

SUPPORT FOR DISCLOSURES

Council recognises that providing appropriate support to disclosers is a key component of effective PID management.

An assessment will be conducted to identify the individual support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to provide ongoing assistance. The PID Support Officer will help the discloser access information about the PID process, available protections under the PID Act, and their rights and responsibilities. They will also maintain regular contact and proactively offer support throughout the management of the PID.

Information and support will continue to be made available to the discloser until the matter is finalised.

Making a PID does not prevent Council from taking reasonable management action. This means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the PID process.

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INVESTIGATING A PID

If Council decides to investigate a Public Interest Disclosure (PID), the investigation will be conducted with regard to:

The Principles of natural justice

- The obligation under the PID Act to protect confidential information
- The obligation under the PID Act to protect individuals from reprisal
- The interests of subject officers.

If the investigation substantiates the information provided in the PID, appropriate action will be taken.

If the investigation does not substantiate the allegations, Council will review relevant systems, policies and procedures to identify any potential improvements and consider if staff training is required.

RIGHTS OF SUBJECT OFFICERS

Council recognises that being the subject of a Public Interest Disclosure (PID) can be a stressful experience. Council is committed to protecting the rights of subject officers by:

- Ensuring that the PID is managed impartially, fairly and reasonably, in accordance with the principles of natural justice
- Clarifying that the PID remains an allegation until it is substantiated by information or evidence obtained through an investigation
- Providing the subject officer with relevant information about their rights, as well as the progress and outcome of any investigation
- Offering access to the Employee Assistance Program for confidential support

Information and support will be provided to subject officers until the matter is finalised.

RECORD KEEPING

In accordance with its obligations under the *Public Interest Disclosure Act 2010* and the *Public Records Act 2023*, Council will ensure that:

- Accurate data is collected regarding the receipt, assessment and management of Public Interest Disclosures (PIDs)
- Anonymised data is reported to the Office of the Queensland Ombudsman, as the oversight agency, via the PID reporting database

All records relating to disclosures, investigations, and associated decisions will be securely stored and accessible only to authorised personnel involved in the management of the PID.

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KEY RESPONSIBILITIES

Responsible Officer	Responsibility
Chief Executive Officer	Overall responsibility for ensuring that Council develops, implements and maintains a PID management program
Executive Leadership Team	Promote and encourage the internal reporting of wrongdoing
Governance Manager	Undertake the role of PID Coordinator for Council

DEFINITIONS

Term	Definition
Administration Action	<p>a) means any action about a matter of administration, including, for example:</p> <ul style="list-style-type: none"> i. a decision and an act; and ii. a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and iii. the formulation of a proposal or intention; and iv. the making of a recommendation, including a recommendation made to a Minister; and v. an action taken because of a recommendation made to a Minister; and <p>b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission</p>
Confidential Information	<p>(a) includes</p> <ul style="list-style-type: none"> i. information about the identity, occupation, residential or work address or whereabouts of a person (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and ii. (ii) information disclosed by a public interest disclosure; and iii. (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt Conduct	<p>As defined in section 15 of the <i>Crime and Corruption Act 2001</i></p> <p>1. Corrupt conduct means conduct of a person, regardless of whether the person holds or held an appointment, that</p>

DIAMANTINA SHIRE COUNCIL

Term	Definition
	<p>a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of:</p> <ul style="list-style-type: none"> i. a unit of public administration; or ii. a person holding an appointment; and <p>b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that</p> <ul style="list-style-type: none"> i. is not honest or is not impartial; ii. involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or iii. involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and <p>c) would, if proved, be</p> <ul style="list-style-type: none"> i. a criminal offence; or ii. a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. <p>2. Corrupt conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that</p> <p>a) impairs, or could impair, public confidence in public administration; and</p> <p>b) involves, or could involve, any of the following:</p> <ul style="list-style-type: none"> i. collusive tendering; ii. fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described) <ul style="list-style-type: none"> a) protecting health or safety of persons; b) protecting the environment; c) protecting or managing the use of the State's natural, cultural, mining or energy resources; iii. dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; iv. evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; v. fraudulently obtaining or retaining an appointment; and <p>c) would, if proved, be –</p> <ul style="list-style-type: none"> i. a criminal offence; or ii. a disciplinary breach providing reasonable grounds

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Term	Definition
	for terminating the person's services, if the person is or were the holder of an appointment.
Council	Diamantina Shire Council
Detriment	<ul style="list-style-type: none"> • includes – personal injury or prejudice to safety; • property damage or loss; • intimidation or harassment; • adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; • financial loss; • damage to reputation, including, for example, personal, professional or business reputation.
Disability	<p>As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this policy:</p> <ol style="list-style-type: none"> 1. A disability is a person's condition that— <ol style="list-style-type: none"> a) is attributable to— <ol style="list-style-type: none"> i. an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or ii. a combination of impairments mentioned in subparagraph (i); and b) (b) results in— <ol style="list-style-type: none"> i. a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self-care or management; and ii. the person needing support. 2. For subsection (1), the impairment may result from an acquired brain injury. 3. The disability must be permanent or likely to be permanent. 4. The disability may be, but need not be, of a chronic episodic nature.
Disclosure	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	An employee of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this policy, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	A person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i>, maladministration is administrative action that —</p> <ol style="list-style-type: none"> a) was taken contrary to law; or b) was unreasonable, unjust, oppressive, or improperly discriminatory; or c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust,

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Term	Definition
	<p>oppressive, or improperly discriminatory in the particular circumstances; or</p> <p>d) was taken—</p> <ol style="list-style-type: none"> for an improper purpose; or on irrelevant grounds; or having regard to irrelevant considerations; or <p>e) was an action for which reasons should have been given, but were not given; or</p> <p>f) was based wholly or partly on a mistake of law or fact; or</p> <p>g) was wrong</p>
Natural Justice	<p>Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias • give a fair hearing; • act only on the basis of logically probative evidence
Organisational Support	<p>For the purposes of this policy, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public Officer	A public officer, of a public sector entity, is an employee, member or officer of the entity
Reasonable belief	A view which is objectively fair or sensible

DIAMANTINA SHIRE COUNCIL

Term	Definition
Reasonable Management Action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager:</p> <ul style="list-style-type: none"> a) a reasonable appraisal of the employee's work performance; b) a reasonable requirement that the employee undertake counselling; c) a reasonable suspension of the employee from the employment workplace; d) a reasonable disciplinary action; e) a reasonable action to transfer or deploy the employee; f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); <p>A reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.</p>
Reprisal	<p>The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Services</p>
Subject officer/s	An officer who is the subject of allegations of wrongdoing made in a disclosure
Substantial and Specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

DIAMANTINA SHIRE COUNCIL

SUPPORTING DOCUMENTATION

Legislation	<i>Crime and Corruption Act 2001</i> <i>Local Government Act 2009</i> <i>Ombudsman Act 2001</i> <i>Public Interest Disclosure Act 2010</i> <i>Public Records Act 2023</i> <i>Public Sector Ethics Act 1994</i> <i>Human Rights Act</i>
Council Policies	Code of Conduct Administrative Action and Human Rights Complaints Policy
Supporting Documents	Code of Conduct for Councillors in Queensland Public Interest Disclosure Standard No.1/2019 Public Interest Disclosure Standard No.2/2019 Public Interest Disclosure Standard No. 3/2019 DSC - Public Interest Disclosure Procedure

VERSION CONTROL

Version	Approved	Comment	eDRMS #
1	7 May 2015	Minute No: 2015.04.24-OM-15	
2	7 May 2015	Minute No. 2015.04.27-OM-15 – Changes	
3	3 October 2016	Minute No. 2016.10.10-OM-14	
4	19 November 2018	Minute No. 2018.11.19-OM-16	
5	22 June 2020	Minute No. 2020.06.22-OM-17	
6	19 July 2021	Minute No. 2021.07.19-OM-11	324802
7			329707



Public Interest Disclosure Standard No. 1/2019

1. Title

Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program

2. Purpose

This Standard prescribes the organisational systems and procedures agencies must establish in order to give effect to the requirement under section 28(1)(d) of the *Public Interest Disclosure Act 2010* (PID Act) to ensure there is a management program for public interest disclosures.

3. Effective Date

1 March 2019

4. Authority

This standard is issued by the Queensland Ombudsman under section 60 of the PID Act.

5. Application

This standard applies to and is binding on all public sector entities within the meaning of section 6 of the PID Act. In addition, this standard applies to corporate entities and Government Owned Corporations (GOCs) to the extent that the PID Act expressly states that they are public sector entities to which the PID Act applies¹. The application of this standard to GOCs is also subject to sections 60(7) and 60(8) of the PID Act.

This standard operates in conjunction with Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures, and Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting.

¹ Refer to s.6(2) of the *Public interest Disclosure Act 2010*

6. Definitions

For the purposes of this standard the following definitions apply:

discloser	A person who makes a PID.
entity	A public sector entity as defined at section 6 of the PID Act, a corporate entity or a GOC.
GOC	Government Owned Corporation as defined at schedule 4 of the PID Act.
officer	A public officer of a public sector entity, including an employee, member or officer of the entity as defined at section 7 of the PID Act.
PID	Public interest disclosure.
PID Act	<i>Public Interest Disclosure Act 2010</i>
proper authority	A public sector entity or member of the Legislative Assembly as defined at section 5 of the PID Act.
subject officer	A person about whom a PID is made.
wrongdoing	Conduct or other matter as defined at section 12(1) and section 13(1) of the PID Act.

7. Responsibilities

For the purposes of this standard the following responsibilities are relevant:

oversight agency	<p>The main functions of the Office of the Queensland Ombudsman as the oversight agency under the PID Act include²:</p> <ul style="list-style-type: none"> • monitoring the management of PIDs, including by monitoring compliance with the Act, collecting statistics about PIDs and monitoring trends in relation to PIDs • reviewing the way in which public sector entities deal with PIDs generally, or particular PIDs • performing an education and advisory role, including by promoting the objects of the Act, providing advice about PIDs and providing education and training programs about PIDs.
chief executive officer	<p>The chief executive officer of an entity has overall responsibility under the PID Act for the entity's compliance with the Act, including:</p> <ul style="list-style-type: none"> • receiving and assessing PIDs³ • establishing reasonable procedures to deal with PIDs⁴ • keeping a record of disclosures⁵ • reviewing the entity's decisions not to investigate or deal with PIDs on request⁶ • providing disclosure information to the oversight agency⁷ • delegating responsibilities under the PID Act as they consider appropriate, and

² Refer to s.59 of the *Public Interest Disclosure Act 2010*

³ Refer to s.17(3) of the *Public Interest Disclosure Act 2010*

⁴ Refer to s.28 of the *Public Interest Disclosure Act 2010*

⁵ Refer to s.29 of the *Public Interest Disclosure Act 2010*

⁶ Refer to s.30(3) of the *Public Interest Disclosure Act 2010*

⁷ Refer to s.33 of the *Public Interest Disclosure Act 2010*

	<ul style="list-style-type: none"> ensuring effective management and oversight of the entity's PID management program and procedures.
PID Coordinator	A PID Coordinator is an officer of the entity, delegated by the chief executive officer, with responsibility for the implementation of the entity's PID management program, including acting as a principal point of contact with the oversight agency.
PID Support Officer	A PID Support Officer is an officer of the entity, delegated by the chief executive officer or the PID Coordinator, with responsibility for providing support to a discloser, subject officer or witness who is involved in the management of a PID.

8. Public Interest Disclosure Management Program Standard

As provided at sections 60(1) and (2) of the PID Act, the Public Interest Disclosure Management Program Standard applies to the way in which public sector entities are to deal with public interest disclosures, and in particular the procedures relating to:

- the way in which public sector entities are to facilitate the making of public interest disclosures
- the way in which public sector entities are to perform their functions under the PID Act, and
- the protection of persons from reprisals taken by public sector entities or public officers.

Standard 1.1: Develop and implement PID procedures

The chief executive officer of an entity must develop and implement reasonable procedures for the management of PIDs (in accordance with section 28(1) of the PID Act). The procedures must meet the following minimum requirements:

1.1.1 Align to legislative principles	<ul style="list-style-type: none"> Encourage the reporting of wrongdoing. Confirm that all officers are offered protection from reprisals by the entity or other officers of the entity. Commit the entity to: <ul style="list-style-type: none"> provide appropriate support to all officers of the entity who make PIDs ensure that PIDs made to the entity are properly assessed and, when appropriate, properly investigated and dealt with, and take appropriate action in relation to any wrongdoing that is the subject of a PID made to the entity.
1.1.2 Explain coverage of the procedure	<ul style="list-style-type: none"> Identify who is covered by the procedure (for example, if the procedure covers both officers and members of the public, or if a separate procedure applies to members of the public). Provide a clear explanation of what types of wrongdoing can be reported.
1.1.3 Identify roles and responsibilities	<ul style="list-style-type: none"> Summarise the responsibilities of the chief executive officer, senior management, management and

	<p>supervisors under the PID procedure.</p> <ul style="list-style-type: none"> • Provide an explanation of the role and responsibilities of the PID Coordinator for the entity, including contact details⁸. • Describe the roles and responsibilities of officers designated responsibility for receiving, assessing, investigating and decision-making in relation to PIDs. • Include information about the role of a PID Support Officer in providing support to a discloser, subject officer or witness.
1.1.4 Set out the process for reporting wrongdoing	<ul style="list-style-type: none"> • Detail the mechanisms established by the entity to enable officers and members of the public to report wrongdoing (including options for officers to report internally). • Provide information about how to access the mechanisms for reporting wrongdoing, including the contact details for officers specifically designated responsibility for receiving PIDs. • Explain how a report of wrongdoing may be made anonymously. • Include information about how to make a PID externally with details of the proper authorities to which various types of wrongdoing can be reported. • Give guidance on the circumstances in which a discloser can make a report of wrongdoing to a journalist and retain the protections under the PID Act as provided at section 20 of the PID Act.
1.1.5 Explain the procedure for receiving a PID	<ul style="list-style-type: none"> • Provide an overview of the process of assessing a matter to determine whether it is a disclosure. • Acknowledge the entity's obligation to communicate with the discloser, in writing, about their disclosure in accordance with section 32 of the PID Act. • Include an explanation of the circumstances in which the entity may decide not to investigate or deal with a PID in accordance with section 30 of the PID Act. • Advise the circumstances in which the entity may refer the PID to another proper authority and details of the reprisal risk assessment that will be undertaken before the referral is made in accordance with section 31 of the PID Act. • Refer to the record-keeping obligations of the entity as provided at section 29 of the PID Act.
1.1.6 Assure protections and confidentiality obligations are met	<ul style="list-style-type: none"> • Explain the protections which apply to a discloser who makes a PID. • Identify the measures that the entity will take to comply with the confidentiality requirements at section 65 of the PID Act. • Detail the process the entity will follow to assess the risks of reprisal to a discloser or other person associated with a PID (for example, a witness), and the steps that may follow where a risk is identified.

⁸ Refer to Standard 1.3

	<ul style="list-style-type: none"> • Give information about the support available to a discloser during and after the management of a PID. • Include an explanation of the rights of subject officers. • Commit to apply the principles of natural justice (procedural fairness) in managing PIDs.
1.1.7 Identify review rights	<ul style="list-style-type: none"> • Detail how a discloser may exercise their right of review of a decision not to investigate or deal with a PID in accordance with section 30(2) of the PID Act. • Explain the rights of internal and external review available to a discloser or subject officer who is dissatisfied with a PID management process⁹.
1.1.8 Link to other policies and procedures	<ul style="list-style-type: none"> • Refer in the PID procedure to any other relevant policies or procedures that relate to the PID procedure (for example, a complaints management system or employee grievance procedure) • Refer in any other relevant policies and procedures to the PID procedure, to ensure that all information received is assessed to determine whether it must be treated as a PID.
1.1.9 Distinguish PID management responsibilities as a 'proper authority' from responsibilities as an employer	<ul style="list-style-type: none"> • Where the entity has a complaint management function under legislation, such that it receives PIDs as a proper authority because it has the power to investigate or remedy the matter¹⁰, ensure that: <ul style="list-style-type: none"> – the PID procedure (or a linked policy or procedure) provides a clear explanation of how PIDs will be identified, assessed and managed in the course of exercising the entity's statutory powers as distinct from its responsibilities as an employer – the PID procedure (or a linked policy or procedure) sets out the delegations for assessment, decision-making and review of PIDs in the context of the entity's business processes – communication to disclosers includes information about their rights, responsibilities, limitations and protections under the PID Act, in addition to any statutory protections available under the legislation the entity administers – the entity's business processes provide for the protection of disclosers in accordance with the PID Act and a standard made under section 60 of the PID Act.
1.1.10 Provide for procedure approval and review	<ul style="list-style-type: none"> • Record the approval of the procedure including the approving officer and date. • Identify the timeframe for review of the procedure and the responsible officer/s.

⁹ As a review decision by an entity under section 30(3) of the *Public Interest Disclosure Act 2010* falls within the meaning of 'administrative action' at section 7 of the *Ombudsman Act 2001*, a discloser may (subject to the jurisdictional limitations of the Office of the Queensland Ombudsman) seek an external review by making a complaint in accordance with section 20 of the Ombudsman Act.

¹⁰ Refer to s.15(1)(a)(ii) of the *Public Interest Disclosure Act 2010*

Standard 1.2: Publish PID procedures

The chief executive officer of an entity must ensure the entity's procedures for the management of PIDs are published (in accordance with section 28(2) of the PID Act).

The publication of the procedures must meet the following minimum requirements:

1.2.1 Publication is timely	<ul style="list-style-type: none"> Publish procedures as soon as practicable after the procedures are approved.
1.2.2 Publication is accessible	<ul style="list-style-type: none"> Publish procedures on the entity's website that is readily accessible to the public and meets minimum web accessibility standards. Publish procedures on the entity's internal website (intranet) that is readily accessible to all officers, or provide a link on the internal website to the procedures on the entity's public website. Provide access to the procedures in other media (for example, hard copy) upon request, if reasonably practicable to do so.
1.2.3 Publication is visible	<ul style="list-style-type: none"> Locate in a logical, easy to find page on the website so that users can readily navigate to it. Add the title of the document (and/or the term 'Public Interest Disclosure') to the relevant webpage metadata so the PID procedure is readily located using a search engine or the search function within the entity's website.
1.2.4 Publication is current	<ul style="list-style-type: none"> Record the date uploaded to the web page on the page.

Standard 1.3: Management program for PIDs

The chief executive officer of an entity must develop, implement and maintain a management program for PIDs (in accordance with section 28(1)(d) of the PID Act).

The management program must meet the following minimum requirements:

1.3.1 Demonstrate organisational commitment	<ul style="list-style-type: none"> Commit the entity to encouraging internal reporting of wrongdoing. Confirm the entity will manage PIDs and disclosers in accordance with the PID Act. Acknowledge the value to the entity of receiving reports of wrongdoing, and investigating and acting on those reports.
1.3.2 Appoint a PID Coordinator	<ul style="list-style-type: none"> Appoint an officer of the entity as the PID Coordinator for the entity, with responsibility for the PID management program. Ensure the PID Coordinator has direct access to the chief executive officer in relation to PID matters and appropriate delegated authority. Provide the PID Coordinator with written guidance on the tasks to be performed to administer the PID management program. Give the PID Coordinator access to the resources required to properly administer the PID management program

	(appropriate to the nature, size and geographic spread of the entity) ¹¹ .
1.3.3 Delegate PID responsibilities	<ul style="list-style-type: none"> • Inform all officers of the entity who directly or indirectly supervise or manage other officers that they are a person who may receive a PID in accordance with section 17(3)(d) of the PID Act. • Inform all officers of the entity who have the function of receiving or taking action on the type of information that may be disclosed in a PID that they are a person who may receive a PID in accordance with section 17(3)(e) of the PID Act. • Provide all officers designated responsibility for receiving, assessing, investigating and/or decision-making in relation to PIDs with written guidance on the performance of these tasks and appropriate delegated authority. • Provide all officers nominated to undertake the role of a PID Support Officer with written guidance on the performance of this role, including information about support services available to assist disclosers within the entity and externally.
1.3.4 Implement a communication strategy	<ul style="list-style-type: none"> • Provide all new officers of the entity with information about PIDs at induction, including a clear explanation of how to make a PID. • Publish information about the entity's PID management program on the entity's internal website (intranet) that is readily accessible to all officers, or provide a link on the internal website to the procedures on the entity's public website. • Communicate regularly with all officers to raise their awareness about PIDs, the entity's PID management program and the entity's PID procedures, including communications that target the specific information needs of officers of the entity who directly or indirectly supervise or manage other officers.
1.3.5 Implement a training strategy	<ul style="list-style-type: none"> • Give all officers of the entity access to regular training about the identification of wrongdoing, how to make a PID, the protection and support afforded to disclosers and how the entity deals with PIDs.¹² • Provide regular training to all officers of the entity who directly or indirectly supervise or manage other officers about the entity's obligations under the PID Act, the entity's PID procedures, protection of confidentiality and prevention of reprisal. • Provide comprehensive training to the PID Coordinator and all officers with designated responsibility for receiving, assessing, investigating and/or decision-making in relation to PIDs about the entity's obligations under the PID Act, the entity's PID procedures, protection of confidentiality, risk assessment and prevention of reprisal, and the specialised

¹¹ The exercise of functions of a 'proper authority' (section 17), decision-making powers (including the review right at section 30) and determinations as to action to be taken in relation to alleged breaches of the offence provisions in the PID Act (section 41, section 65(1), section 66 and section 67) may not be contracted to an external authority.

¹² This may be provided in conjunction with other relevant training, for example, corruption prevention, ethics or Code of Conduct training.

	<p>knowledge and skills required to perform the tasks assigned (for example, investigation skills training, decision-making training).</p> <ul style="list-style-type: none"> • Provide regular training to officers nominated to undertake the role of a PID Support Officer about the entity's obligations under the PID Act, the entity's PID procedures, protection of confidentiality, prevention of reprisal, and the skills required to provide effective support.
1.3.6 Analyse PIDs to inform improvements	<ul style="list-style-type: none"> • Implement procedures to regularly analyse PIDs and identify systemic issues and trends. • Implement systems to enable learnings from PID analyses to inform improvements to service delivery, personnel management, business processes and internal controls.

Standard 1.4: Oversight of PIDs management program

The chief executive officer of an entity must establish and maintain oversight of the management program for PIDs implemented in accordance with section 28(1)(d) of the PID Act. The oversight arrangements must meet the following minimum requirements:

1.4.1 Document the program	<ul style="list-style-type: none"> • Document the PID management program in a manner appropriate to the nature, size and geographic spread of the entity. • Record the date the PID management program is approved by the chief executive officer. • Publish the PID management program as soon as practicable after it is approved on a website accessible to the public and in a manner accessible to officers of the entity.
1.4.2 Oversee the program	<ul style="list-style-type: none"> • Designate the PID Coordinator for the entity, or another suitably qualified officer, with responsibility for operational oversight of the PID management program. • Implement processes to oversee PID assessments to ensure consistent application of the PID Act. • Implement processes to oversee PID management to ensure consistent application of the PID Act, and fair and reasonable decision-making. • Implement processes to co-ordinate the support and protections offered to disclosers and other persons associated with PIDs (for example, witnesses).
1.4.3 Review the program	<ul style="list-style-type: none"> • Provide regular reports on the implementation and oversight of the PID management program to the chief executive officer. • Conduct regular reviews of the effectiveness of the PID Management Program.



Public Interest Disclosure Standard No. 2/2019

1. Title

Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures

2. Purpose

This standard prescribes the organisational systems and procedures agencies must establish in order to give effect to the requirements under sections 28(1)(a), (b), (d) and (e) of the *Public Interest Disclosure Act 2010* (PID Act) to ensure that:

- public officers of the entity who make PIDs are given appropriate support
- PIDs made to the entity are properly assessed, and where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing that is the subject of a PID made to the entity, and
- public officers of the entity are offered protection from reprisal by the entity or other public officers of the entity.

3. Effective Date

1 March 2019

4. Authority

This standard is issued by the Queensland Ombudsman under section 60 of the PID Act.

5. Application

This standard applies to and is binding on all public sector entities within the meaning of section 6 of the PID Act. In addition, this standard applies to corporate entities and Government Owned Corporations (GOCs) to the extent that the PID Act expressly states that they are public sector entities to which the PID Act applies¹. The application of this standard to GOCs is also subject to sections 60(7) and 60(8) of the PID Act.

This standard operates in conjunction with Public Interest Disclosure Standard No. 1/2019 –Public Interest Disclosures Management Program and Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting.

¹ Refer to s.6(2) of the *Public Interest Disclosure Act 2010*

6. Definitions

For the purposes of this standard the following definitions apply:

discloser	A person who makes a PID.
entity	A public sector entity as defined at section 6 of the PID Act, a corporate entity or a GOC.
GOC	Government Owned Corporation as defined at schedule 4 of the PID Act.
officer	A public officer of a public sector entity, including an employee, member or officer of the entity as defined at section 7 of the PID Act.
PID	Public interest disclosure.
PID Act	<i>Public Interest Disclosure Act 2010</i>
possible PID	Information submitted by a person who states it is a PID.
proper authority	A public sector entity or member of the Legislative Assembly as defined at section 5 of the PID Act.
referral entity	A public sector entity, that is a proper authority, to which a PID that has been received by another entity under section 15 or 34 may refer a PID to, because the disclosure is about: <ul style="list-style-type: none"> the conduct of the referral entity or a public officer of the referral entity, or the conduct of an entity (including itself), or another matter, that the referral entity has the power to investigate or remedy.²
referral risk assessment	An assessment of the risk of reprisal to the discloser if a PID received by an entity under section 15 of the PID Act, or received by way of referral under section 34 of the PID Act, is referred to another proper authority.
subject officer	A person about whom a PID is made.
wrongdoing	Conduct or other matter as defined at section 12(1) and section 13(1) of the PID Act.

² Refer to s.31 of the *Public Interest Disclosure Act 2010*

7. Responsibilities

For the purposes of this standard the following responsibilities are relevant:

oversight agency	<p>The main functions of the Office of the Queensland Ombudsman as the oversight agency under the PID Act include³:</p> <ul style="list-style-type: none"> • monitoring the management of PIDs, including by monitoring compliance with the Act, collecting statistics about PIDs and monitoring trends in relation to PIDs • reviewing the way in which public sector entities deal with PIDs generally, or particular PIDs • performing an education and advisory role, including by promoting the objects of the Act, providing advice about PIDs and providing education and training programs about PIDs.
chief executive officer	<p>The chief executive officer of an entity has overall responsibility under the PID Act for the entity's compliance with the Act, including:</p> <ul style="list-style-type: none"> • receiving and assessing PIDs⁴ • establishing reasonable procedures to deal with PIDs⁵ • keeping a record of disclosures⁶ • reviewing the entity's decisions not to investigate or deal with PIDs on request⁷ • providing disclosure information to the oversight agency⁸ • delegating responsibilities under the PID Act as they consider appropriate, and • ensuring effective management and oversight of the entity's PID management program and procedures.
PID Coordinator	<p>A PID Coordinator is an officer of the entity, delegated by the chief executive officer with responsibility for the implementation of the entity's PID management program, including acting as a principal point of contact with the oversight agency.</p>
PID Support Officer	<p>A PID Support Officer is an officer of the entity, delegated by the chief executive officer or the PID Coordinator with responsibility for providing support to a discloser, subject officer or witness who is involved in the management of a PID.</p>

³ Refer to s.59 of the *Public Interest Disclosure Act 2010*

⁴ Refer to s.17(3) of the *Public Interest Disclosure Act 2010*

⁵ Refer to s.28 of the *Public Interest Disclosure Act 2010*

⁶ Refer to s.29 of the *Public Interest Disclosure Act 2010*

⁷ Refer to s.30(3) of the *Public Interest Disclosure Act 2010*

⁸ Refer to s.33 of the *Public Interest Disclosure Act 2010*

8. Assessing, Investigating and Dealing with Public Interest Disclosures Standard

As provided at section 60(1) and (2) of the PID Act, the Assessing, Investigating and Dealing with Public Interest Disclosures Standard applies to the way in which public sector entities are to deal with public interest disclosures, and in particular the procedures relating to:

- the way in which public sector entities are to facilitate the making of public interest disclosures
- the way in which public sector entities are to perform their functions under the PID Act, and
- the protection of persons from reprisals taken by public sector entities or public officers.

Standard 2.1: Assessment of information

The chief executive officer of an entity must establish and maintain a process for assessing information received by the entity or referred to it by another entity or a Member of the Legislative Assembly to determine whether it is a PID (in accordance with section 28(1)(b) of the PID Act). The process must meet the following minimum requirements:

2.1.1 Comply with assessment obligations	<ul style="list-style-type: none"> • Assess information received to determine whether it meets the test of being a PID as provided in the PID Act. • Where there is doubt on the face of the information as to whether it should be assessed as a PID, treat the disclosure as a PID and apply the PID Act to the management of the disclosure. • Complete the assessment of the information to determine whether it is a PID as soon as practicable.
2.1.2 Apply assessment criteria	<ul style="list-style-type: none"> • Determine whether: <ul style="list-style-type: none"> – the information has been disclosed by any person in accordance with section 12 of the PID Act, a public officer⁹ in accordance with section 13 of the PID Act, or, for a GOC or rail government entity, is information about the conduct of another employee of the GOC or rail government entity disclosed by an employee in accordance with section 19 of the PID Act – the type of information disclosed meets one or more of the definitions in section 12¹⁰, section 13 or section 19 as appropriate – the information disclosed meets either the subjective or objective tests set out at section 12(3), section 13(3) or section 19(3) as appropriate – the entity is the proper authority to which the disclosure may be made in accordance with

⁹ As defined at section 7 of the *Public Interest Disclosure Act 2010*

¹⁰ Refer also to section 11 of the *Disability Services Act 2006* for the definition of 'a disability' to be applied in assessing whether information meets the definition at section 12(1)(a).

	<p>section 15 of the PID Act, or for a disclosure relating to a judicial officer in accordance with section 16 of the PID Act</p> <ul style="list-style-type: none"> – the information has been disclosed either in accordance with a procedure for making a PID to the entity as provided at section 17(2) of the PID Act or to a person listed at section 17(3) of the PID Act. • The assessment of the information does not take into account irrelevant considerations such as: <ul style="list-style-type: none"> – how it is received (for example, orally, by email, through an online complaint form or in writing)¹¹ – if it is made anonymously – if the information identifies the conduct of a particular person¹² – if the discloser identifies the information as a PID – whether the discloser wishes to proceed with the PID • Make and keep a written record¹³ of the assessment decision, including the factors considered in reaching a determination on each criteria.
2.1.3 Communicate assessment of possible PID	<ul style="list-style-type: none"> • If the assessment determines that a possible PID does not meet the test of being a PID as provided in the PID Act, make and keep a written record of the assessment decision, including the factors considered in reaching a determination. • Provide the discloser written reasons¹⁴ for decision explaining the assessment that the information is not a PID, the information relied upon in making that decision, the name of the delegated officer, the right of review of the decision and how to exercise that review right as soon as practicable.
2.1.4 Forward information to proper authority	<ul style="list-style-type: none"> • If the assessment determines that the information would amount to a PID but for failure to comply with section 15 or section 16 (as it has not been made to a proper authority), and contact details have been provided, either seek consent from the discloser to forward the information to the proper authority or invite the discloser to redirect the information to the proper authority. • If consent is given, if the disclosure is anonymous or if otherwise appropriate¹⁵, forward the information to the proper authority as soon as practicable. • If the information has been forwarded to the proper

¹¹ Refer to s.17 of the *Public Interest Disclosure Act 2010*

¹² Refer to s.21 of the *Public Interest Disclosure Act 2010*

¹³ Refer to the requirements of the *Public Records Act 2002*

¹⁴ Where a standard requires written reasons or information to be provided, this may include email or other electronic communications.

¹⁵ Note that in accordance with sections 37-39 of the *Crime and Corruption Act 2001* if the Commissioner of Police or a public official reasonably suspects that a complaint, information or matter involves or may involve corrupt conduct then they must notify the Crime and Corruption Commission of the complaint.

	authority (and contact details have been provided), inform the discloser, in writing, as soon as practicable.
2.1.5 Conduct referral risk assessment	<ul style="list-style-type: none"> Where a PID received under section 15 of the PID Act, or referred under section 34 of the PID Act, is assessed as appropriate for referral to another proper authority, conduct a referral risk assessment. In conducting the referral risk assessment consult the discloser if practicable, as provided at section 31(4) of the PID Act. If the discloser is anonymous, conduct the referral risk assessment taking into account the information disclosed in the PID and any other information reasonably available. Seek consent from the discloser to consult the proper authority to which it is proposed to refer the PID about the referral risk assessment, if required. Protect the confidentiality of the discloser, and other confidential information as defined at section 65(7) of the PID Act, in conducting the referral risk assessment, subject to the exceptions provided at section 65(3) of the PID Act.

Standard 2.2: Reasonable information provided

The chief executive officer of an entity to which a public interest disclosure is made under section 15, or referred under sections 31 or 34 must ensure that the person who made the disclosure, or the entity that referred the disclosure, is given reasonable information about the disclosure (in accordance with section 32(1) of the PID Act). The communication must meet the following minimum requirements:

2.2.1 Receipt of the PID acknowledged	<ul style="list-style-type: none"> Where a PID has been received directly from a discloser, and contact details for the discloser have been provided, receipt of the PID is acknowledged in writing as soon as practicable. Where a PID has been referred from another entity, and contact details for the discloser have been provided, receipt of the PID is acknowledged to the entity in writing as soon as practicable with advice that further communication in relation to the PID will be directed to the discloser. Where a PID has been received from another entity, and the discloser is anonymous, receipt of the PID is acknowledged to the entity in writing as soon as practicable as well as advice about the action proposed to be taken and the results of the action.
2.2.2 Information provided to discloser	<ul style="list-style-type: none"> Provide the following information to the discloser (unless there are grounds to vary the information)¹⁶: <ul style="list-style-type: none"> acknowledgement that the disclosure has

¹⁶ Refer to s.32 of the *Public Interest Disclosure Act 2010*.

	<ul style="list-style-type: none"> been received - confirmation that the disclosure has been assessed as a PID - the protections under the PID Act that apply - that the discloser's identity and the information disclosed will be kept confidential, except as allowed under the PID Act - that the discloser has an obligation to maintain confidentiality, except as allowed under the PID Act - the action that the entity proposes to take - the discloser's likely involvement in any action the entity proposes to take (for example, if the discloser will be a witness in an investigation) - the likely timeframe for taking action - how the discloser will be advised of progress and the frequency of updates - the arrangements the entity has/will put in place to support the discloser - the name and contact details of the PID Support Officer assigned to support the discloser, and - after action has been taken in response to the PID, the results of the action. • Provide the following information to an entity that referred a disclosure in accordance with section 31 or section 34: <ul style="list-style-type: none"> - confirmation that the disclosure has been received - the action that the entity proposes to take, and - after action has been taken in response to the PID, the results of the action.
2.2.3 Information varied in appropriate circumstances	<ul style="list-style-type: none"> • If there are grounds to vary the information provided in compliance with section 32(1) of the PID Act on the basis that giving the information would be likely to adversely affect anyone's safety, the investigation of an offence or possible offence or necessary confidentiality about an informant's existence or identity, as provided at section 32(4) of the PID Act¹⁷, a risk assessment is conducted. • If, as a result of the risk assessment, a decision is made to vary the information provided in compliance with section 32(1) the reasons for varying the information are recorded.
2.2.4 Information provided when referring a PID	<ul style="list-style-type: none"> • Where it is proposed to refer a PID to another public sector entity in accordance with section 31(1) of the PID Act, and it is assessed that referral of a PID does not present an unacceptable risk of reprisal, refer the PID to the referral entity. • Inform the referral entity in writing that the disclosure has been assessed as a PID and the basis for that assessment.

¹⁷ A further ground to vary the information provided is compliance by the Queensland Audit Office with s.53 of the Auditor-General Act 2009.

	<ul style="list-style-type: none"> • Inform the discloser in writing that the PID has been referred to the referral entity as soon as practicable. • Where the PID had initially been received from another entity, inform that entity in writing as soon as practicable that the PID has been referred to the referral entity.
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Standard 2.3: Decision not to investigate or deal with a PID

The chief executive officer of an entity that decides not to investigate or deal with a PID under section 30(1) of the PID Act, must ensure that it gives written reasons for its decision to the discloser (in accordance with section 30(2) of the PID Act). The process must meet the following minimum requirements:

2.3.1 Document decision to take no action	<ul style="list-style-type: none"> • Record the information relied upon in making a decision not to investigate or deal with a PID. • Record the ground or grounds under section 30 on which it is decided not to investigate or deal with a PID, the reasons for the decision and the delegated officer who made the decision. • Provide the discloser written reasons for decision explaining the ground or grounds under section 30 for deciding not to investigate or deal with the PID, the information relied upon in making that decision, the name of the delegated officer, the right of review of the decision and how to exercise that review right in accordance with section 30(3) of the PID Act as soon as practicable.
2.3.2 Review decision to take no action	<ul style="list-style-type: none"> • Implement a process for managing requests to the chief executive officer for review of decisions not to investigate or deal with a PID. • Assess requests for review to determine if they are validly made (within 28 days after the discloser received the written reasons for decision given in accordance with section 30(2) of the PID Act). • The chief executive officer (or their delegate) conducts a review and determines whether to confirm or overturn the decision not to investigate or deal with the PID. • Record the review decision, the reasons for the decision and the officer who made the decision. • Provide the discloser written reasons for decision explaining the review decision, the information relied on in making the review decision, the name of the officer who made the decision and the right of external review¹⁸ as soon as practicable.

¹⁸ As a review decision by an entity under section 30(3) of the *Public Interest Disclosure Act 2010* falls within the meaning of 'administrative action' at section 7 of the *Ombudsman Act 2001*, a discloser may (subject to the jurisdictional limitations of the Office of the Queensland Ombudsman) seek an external review by making a complaint in accordance with section 20 of the Ombudsman Act.

Standard 2.4: Protect disclosers from reprisal

The chief executive officer of an entity must develop and implement reasonable procedures to ensure that officers of the entity are offered protection from reprisal by the entity or other officers of the entity (in accordance with section 28(1)(d) of the PID Act), and reasonable steps are taken to prevent officers taking a reprisal in contravention of section 40 of the PID Act (in accordance with section 43 of the PID Act). The procedures must meet the following minimum requirements:

2.4.1 Provide support to internal disclosers	<ul style="list-style-type: none"> • Establish a process for assessing the support needs of disclosers who are employees of the entity¹⁹. • Assign a PID Support Officer who is independent of the investigation of the PID to support the discloser. • Provide information about the support available to the discloser including: <ul style="list-style-type: none"> – acknowledgement of the value to the entity of receiving reports of wrongdoing – a clear statement that the entity will support the discloser – the name and contact details of the PID Support Officer assigned to support them – the protections under the PID Act that apply – that the discloser's identity and the information disclosed will be kept confidential, except as permitted under the PID Act and any other legislation under which the subject matter of the disclosure is being dealt with – that the discloser has an obligation to maintain confidentiality, except as permitted under the PID Act – the arrangements the entity has/will put in place to support the discloser – the availability of the entity's employee assistance scheme and how to access it (if applicable). • Subject to the needs and circumstances of the discloser, the PID Support Officer may: <ul style="list-style-type: none"> – proactively contact the discloser to check on their welfare, on a regular basis as determined by the risk assessment, until management of the PID is finalised – provide updates to the discloser on the progress of the investigation or action taken by the entity, on a regular basis, until management of the PID is finalised – support the discloser in liaising with the PID Coordinator to arrange specific support services to meet the needs of the discloser (for example, information, counselling, legal advice or skills training).
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¹⁹ Factors relevant to assessing the support needs of the discloser may include the position held by the discloser in the entity, whether the disclosure was made as a 'role reporter', and what is reasonably practicable in relation to a duty to ensure health and safety as provided in the *Work Health and Safety Act 2011*.

	<ul style="list-style-type: none"> Inform the discloser of ongoing support arrangements and the process for reporting reprisal as soon as practicable after management of the PID is finalised.
2.4.2 Assess the risk of reprisal to discloser and others	<ul style="list-style-type: none"> Establish a process for assessing the risk of reprisal to disclosers, witnesses and others involved in the management of PIDs²⁰. Conduct and record an assessment of the risk of reprisal to the discloser, witnesses, and/or others associated with the discloser (including those who may wrongly be suspected of being a discloser) as soon as practicable after assessing a PID. In conducting the risk assessment, take into account the nature of the risks, the consequences if reprisals occur, the likelihood of reprisals occurring and the timeframe/s in which the risks of reprisal may arise. Consult the discloser about the risk assessment to the extent practicable. Seek consent from the discloser to consult with other entities or third parties external to the agency about the risk assessment, if required²¹. If the discloser is anonymous, conduct the risk assessment taking into account the information disclosed in the PID and any other information reasonably available. Protect the confidentiality of the discloser, and other confidential information, as defined at section 65(7) of the PID Act, in the conduct of the risk assessment, subject to the exceptions provided at section 65(3) of the PID Act. Review the risk assessment on a regular basis, and amend as required, until management of the PID is finalised.
2.4.3 Develop a risk management plan	<ul style="list-style-type: none"> If the risk assessment identifies a risk of reprisal, develop and record a risk management plan for the discloser, witnesses, and/or others associated with the discloser (including those who may wrongly be suspected of being a discloser) as soon as practicable after completing the risk assessment. In developing the risk management plan consult the discloser, to the extent practicable. Identify protective measures that are proportionate to the risk of reprisal and the potential consequences of reprisal²². Protect the confidentiality of the discloser, and other

²⁰ Risk assessment tools can be found in AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines, Queensland Treasury's 'A Guide to Risk Management' at <https://www.treasury.qld.gov.au/resource/guide-risk-management/> and similar resources.

²¹ Where consent of the discloser is not given or is not able to be obtained consider whether the entity has an overriding obligation, for example under the *Work Health and Safety Act 2011*, to consult with another entity or third party external to the agency.

²² The provision of appropriate discloser support is a protective measure which is required to be implemented in accordance with standard 2.4.

	<p>confidential information as defined at section 65(7) of the PID Act, in the development and implementation of the risk management plan, subject to the exceptions provided at section 65(3) of the PID Act.</p> <ul style="list-style-type: none"> Review the risk management plan and implementation of the plan on a regular basis (for example, at key points in the PID management process), and amend as required, until management of the PID is finalised.
2.4.4 Manage reprisal	<ul style="list-style-type: none"> Establish effective systems and procedures to monitor the discloser's workplace for any evidence of reprisal action. In the event that reprisal is alleged or suspected, take action to: <ul style="list-style-type: none"> address the safety and welfare of the discloser, witnesses, and/or others associated with the discloser (including those who may wrongly be suspected of being a discloser) as a priority assess the alleged or suspected reprisal to determine if it comprises conduct that must or may be referred to another entity with jurisdiction to deal with the conduct (for example, the Crime and Corruption Commission, Queensland Police Service, Public Service Commission or Office of the Independent Assessor). review the risk assessment and amend it as required, in consultation with the discloser if appropriate review the risk management plan and amend it as required, in consultation with the discloser if appropriate inform the person reporting the alleged or suspected reprisal of the process for making a PID of reprisal in accordance with section 12(1)(d) of the PID Act provide any necessary support to the person reporting the alleged or suspected reprisal to make a PID of reprisal. Manage information about alleged or suspected reprisal in accordance with the PID Act, the entity's PID procedure and other relevant policies or procedures.

2.4.5 Protect non-employees from reprisal	<ul style="list-style-type: none"> • Take reasonable steps to prevent reprisal of disclosers who are public officers of other entities by public officers of the entity, including: <ul style="list-style-type: none"> – assign a PID Support Officer to the discloser who is independent of the investigation – provide appropriate support information to the discloser and maintain contact with the discloser until management of the PID is finalised – conduct and record an assessment of the risk of reprisal to the discloser – seek consent from the discloser to consult with their employer, other entities or third parties about the risk assessment, if required – if necessary, develop, record and implement a risk management plan for the discloser • liaise with the discloser's employer about the development and implementation of the risk management plan, if required. • Take reasonable steps to prevent reprisal of disclosers who are members of the public by officers of the entity, including: <ul style="list-style-type: none"> – assign a PID Support Officer to the discloser who is independent of the investigation – provide appropriate support information to the discloser and maintain contact with the discloser until management of the PID is finalised – conduct and record an assessment of the risk of reprisal to the discloser – if necessary, develop, record and implement a risk management plan for the discloser.
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Standard 2.5: Investigation of PIDs

The chief executive officer of an entity must develop and implement reasonable procedures to ensure that PIDs are properly investigated and dealt with (in accordance with section 28(1)(b) of the PID Act), and appropriate action is taken in relation to any wrongdoing that is the subject of a PID (in accordance with section 28(1)(c) of the PID Act). The procedures must meet the following minimum requirements:

2.5.1 Ensure PID Act protections during investigation	<ul style="list-style-type: none"> • Incorporate in the terms of reference for investigation of a PID that the investigation be conducted in accordance with the PID Act, including: <ul style="list-style-type: none"> – take reasonable steps to protect the discloser and others from reprisal – comply with the confidentiality obligations at section 65 of the PID Act – note the standards issued by the oversight agency under section 60 of the PID Act. • Incorporate in the terms of reference for investigation of a PID the investigator's obligation to continually monitor the matter for information indicating a breach of legislation that must or may be referred to another entity with jurisdiction to deal
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	<p>with the matter.</p> <ul style="list-style-type: none"> • Appoint an investigator for an investigation of a PID, whether internal or external, who has appropriate knowledge of the PID Act, the protections provided under the PID Act and the entity's PID procedure.
2.5.2 Afford natural justice	<ul style="list-style-type: none"> • Take reasonable steps to ensure that the investigation of a PID is conducted in accordance with the principles of natural justice (procedural fairness). • In complying with section 65(5), where contemplating disclosing information that does, or is likely to, identify a discloser: <ul style="list-style-type: none"> – assess whether it is essential to do so under the principles of natural justice – conduct and record a risk assessment to assess the likelihood of reprisal against the discloser if the information is disclosed – make a decision whether and what information identifying the discloser should be disclosed – document the decision and the reasons for the decision.
2.5.3 Consider systemic outcomes	<ul style="list-style-type: none"> • Irrespective of whether the matters investigated as a result of the PID are substantiated, partly substantiated, not substantiated or the investigation is discontinued, consider: <ul style="list-style-type: none"> – any systemic issues that gave rise to the PID or were identified during the investigation – any action that should be taken (apart from disciplinary action) to address any such systemic issues (for example, changes to policy, procedure, controls or governance arrangements). • At the conclusion of the investigation evaluate whether there is any evidence of a breach of an offence provision under the PID Act²³, and, if so, take appropriate action.

²³ Refer to s.41 'Offence of taking reprisal', s.65(1) 'Preservation of confidentiality', s.66 'False or misleading information' and s.67 'Misconduct by breach of Act' of the *Public Interest Disclosure Act 2010*



Public Interest Disclosure Standard No. 3/2019

1. Title

Public Interest Disclosure Standard No. 3/2019 – Public Interest Disclosure Data Recording and Reporting

2. Purpose

This standard prescribes the organisational systems and procedures agencies must establish in order to give effect to the requirement under section 29 of the *Public Interest Disclosure Act 2010* (PID Act) to keep proper records of public interest disclosures and under section 33 to give information to the oversight agency¹.

3. Effective Date

1 March 2019

4. Authority

This standard is issued by the Queensland Ombudsman under section 60 of the *Public Interest Disclosure Act 2010* (PID Act).

5. Application

This standard applies to and is binding on all public sector entities within the meaning of section 6 of the PID Act. In addition, this standard applies to corporate entities and Government Owned Corporations (GOCs) to the extent that the PID Act expressly states that they are public sector entities to which the PID Act applies². The application of this standard to GOCs is also subject to sections 60(7) and 60(8) of the PID Act.

This standard operates in conjunction with Public Interest Disclosure Standard No. 1/2019 – Public Interest Disclosure Management Program and Public Interest Disclosure Standard No. 2/2019 – Assessing, Investigating and Dealing with Public Interest Disclosures.

¹ Refer also to obligations under the *Public Records Act 2002* and the Information security policy (IS18:2018) issued by the Queensland Government Chief Information Office)

² Refer to s.6(2) of the *Public interest Disclosure Act 2010*

6. Definitions

For the purposes of this standard the following definitions apply:

discloser	A person who makes a PID.
entity	A public sector entity as defined at section 6 of the PID Act, a corporate entity or a GOC.
GOC	Government Owned Corporation as defined at schedule 4 of the PID Act.
officer	A public officer of a public sector entity, including an employee, member or officer of the entity as defined at section 7 of the PID Act.
PID	Public interest disclosure.
PID Act	<i>Public Interest Disclosure Act 2010</i>
possible PID	Information submitted by a person who states it is a PID.
proper authority	A public sector entity or member of the Legislative Assembly as defined at section 5 of the PID Act.
RaPID	PID reporting database operated by the oversight agency into which entities enter PID data.
subject officer	A person about whom a PID is made.

7. Responsibilities

For the purposes of this standard the following responsibilities are relevant:

oversight agency	<p>The main functions of the Office of the Queensland Ombudsman as the oversight agency under the PID Act include³:</p> <ul style="list-style-type: none"> • monitoring the management of PIDs, including by monitoring compliance with the Act, collecting statistics about PIDs and monitoring trends in relation to PIDs • reviewing the way in which public sector entities deal with PIDs generally, or particular PIDs • performing an education and advisory role, including by promoting the objects of the Act, providing advice about PIDs and providing education and training programs about PIDs.
chief executive officer	<p>The chief executive officer of an entity has overall responsibility under the PID Act for the entity's compliance with the Act, including:</p> <ul style="list-style-type: none"> • receiving and assessing PIDs⁴ • establishing reasonable procedures to deal with PIDs⁵ • keeping a record of disclosures⁶ • reviewing the entity's decisions not to investigate or deal with PIDs on request⁷ • providing disclosure information to the oversight agency⁸

³ Refer to s.59 of the *Public interest Disclosure Act 2010*

⁴ Refer to s.17(3) of the *Public interest Disclosure Act 2010*

⁵ Refer to s.28 of the *Public interest Disclosure Act 2010*

⁶ Refer to s.29 of the *Public interest Disclosure Act 2010*

⁷ Refer to s.30(3) of the *Public interest Disclosure Act 2010*

⁸ Refer to s.33 of the *Public interest Disclosure Act 2010*

	<ul style="list-style-type: none"> delegating responsibilities under the PID Act as they consider appropriate, and ensuring effective management and oversight of the entity's PID management program and procedures.
PID Coordinator	A PID Coordinator is an officer of the entity, delegated by the chief executive officer with responsibility for the implementation of the entity's PID management program, including acting as a principal point of contact with the oversight agency.
PID Support Officer	A PID Support Officer is an officer of the entity, delegated by the chief executive officer or the PID Coordinator with responsibility for providing support to a discloser, subject officer or witness who is involved in the management of a PID.

8. Public Interest Disclosure Data Recording and Reporting Standard

As provided at section 60(1) and (2) of the PID Act, the Public Interest Disclosure Data Recording and Reporting Standard applies to the way in which public sector entities are to deal with public interest disclosures, and in particular the procedures relating to:

- the way in which public sector entities are to perform their functions under the PID Act, and
- the provision by public sector entities to the oversight agency of statistical information about public interest disclosures.

Standard 3.1: Record-keeping

The chief executive officer of an entity to which a PID or purported PID is made, or is referred under section 31 or 34 of the PID Act, must keep a proper record of the PID (in accordance with section 29 of the PID Act). The record must meet the following minimum requirements:

3.1.1 Record required information	<ul style="list-style-type: none"> Record the following information: <ul style="list-style-type: none"> the name of the person making the disclosure (if known) the information disclosed the name of the entity that referred the disclosure (if relevant) any action taken on the disclosure, and all other information required under a standard made under section 60 of the PID Act.
3.1.2 Maintain accurate records	<ul style="list-style-type: none"> Establish and maintain a record-keeping system (appropriate to the nature, size and geographic spread of the entity) to: <ul style="list-style-type: none"> record all PIDs and possible PIDs search for information about PIDs and possible PIDs extract data about PIDs and possible PIDs for reporting purposes. Establish procedures and processes to ensure that all PIDs and possible PIDs received by the entity are accurately recorded. Conduct regular audits to identify and address deficits in the record-keeping.

3.1.3 Ensure confidentiality of records	<ul style="list-style-type: none"> • Protect the security and confidentiality of PID records by: <ul style="list-style-type: none"> – applying appropriate security protocols to the record-keeping system – limiting access to the record-keeping system to the PID Coordinator and other officers with delegated responsibility for maintaining PID records
3.1.4 Enter and update records in a timely manner	<ul style="list-style-type: none"> • Enter PIDs and possible PIDs in the record-keeping system as soon as practicable after being received or assessed. • Update information about the action taken on a PID or possible PID as soon as practicable after the action has been taken. • Complete the record-keeping about a PID or possible PID as soon as practicable after the matter has been finalised.

Standard 3.2: Reporting to the oversight agency

The chief executive officer of an entity must give to the oversight agency all or any of the information mentioned in section 29 of the PID Act, including information required in a standard made under section 60 of the PID Act (in accordance with section 33 of the PID Act). The disclosure of information to the oversight agency must meet the following minimum requirements:

3.2.1 Record required data	<ul style="list-style-type: none"> • The following mandatory data must be recorded and reported: <ul style="list-style-type: none"> – date PID received – if PID is a referral from a Member of Parliament – if PID is a referral from another entity – public sector entity which the referral was received from – type of PID – if a reprisal PID, details of the PID history – discloser type – discloser's location – subject officer type – subject officer's location – discloser's relationship to subject officer/s – a summary of the PID – date initial risk assessment completed for discloser – if agency support officer assigned to discloser – date PID assessment completed – assessment decision – grounds for decision to take no action – date decision to take no action communicated to discloser – if discloser requested a review of decision to take no action – basis for review request – date review of decision to take no action completed – outcome of review – date investigation of PID commenced – date investigation of PID completed – outcome of investigation – if investigation discontinued, an explanation – resolution action taken by the entity – date outcome of investigation communicated to discloser.
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	<ul style="list-style-type: none"> • The following optional data should be recorded and reported where practicable to do so: <ul style="list-style-type: none"> – discloser's gender, ATSI identity and language background – subject officer's gender, ATSI identity and language background – legal proceedings, appeal or complaint processes that arose during or after management of the PID – outcome of legal proceedings, appeal or complaint processes – if the discloser contacted the media – if so, at what stage of the PID management process.
3.2.2 Report data	<ul style="list-style-type: none"> • Submit mandatory data and, where possible, optional data using the RaPID PID reporting database operated by the oversight agency. • Nominate at least two officers authorised to be provided with access rights to submit data using RaPID. • Follow the instructions in the RaPID User Manual and other information provided by the oversight agency in entering data • Comply with section 65 of the PID Act and instructions provided by the oversight agency in relation to protecting the security of the data entered and stored in RaPID
3.2.3 Enter and update data regularly	<ul style="list-style-type: none"> • Enter data about PIDs received by or referred to the entity in RaPID within 30 days of the assessment of the matter as a PID (up to the 'case submission' stage in RaPID). • Update data about PIDs entered in RaPID within 30 days of the management of the PID being finalised (up to 'case closed' stage in RaPID). • Audit all case records in RaPID regularly to identify and update incomplete records.

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Public Interest Disclosure Procedure

Procedure Category	Procedure
Date Approved	
Endorsed By	Executive Leadership Team (ELT)
Approval Authority	Chief Executive Officer
Version Number	1
Department	Corporate Services
Policy Owner	Governance Manager

INTENT

This procedure affirms Council's commitment to fostering an ethical, transparent and accountable organisational culture. It sets out practical and effective processes that align with the requirements of the Public Interest Disclosure Act 2010 and provides clear guidance to staff and members of the public on how Council manages disclosures of suspected wrongdoing.

COUNCIL'S POLICY COMMITMENT

In accordance with the objectives of the *Public Interest Disclosure Act 2010* (PID Act), and Council's Public Interest Disclosure Policy, Diamantina Shire Council commits to:

- a) Promoting the public interest by facilitating Public Interest Disclosures (PIDs) of wrongdoing within Council.
- b) Ensuring PIDs are properly assessed and, where appropriate, investigated and addressed.
- c) Giving appropriate consideration to the interests of individuals who are the subject of a PID.
- d) Providing protection from reprisals to individuals who make a PID.

EXECUTIVE RESPONSIBILITIES

Diamantina Shire Council acknowledges its responsibility to address wrongdoing within, or connected to, its operational jurisdiction and to take appropriate corrective action where necessary. Council encourages any staff member who reasonably believes they have witness, or are aware of, wrongdoing to come forward and make a disclosure in accordance with Council's Public Interest Disclosure Policy. When a staff member makes a disclosure, Council will:

- a) Protect the dignity, wellbeing, career interests, and reputation of all persons involved
- b) Safeguard the discloser from any adverse action resulting from the disclosure.
- c) Treat any bullying, harassment, unfair treatment, victimisation, or discrimination arising from the disclosure as a serious matter
- d) Respond to the disclosure thoroughly, fairly and impartially

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- e) Take appropriate action where wrongdoing is substantiated
- f) Keep the discloser informed about the progress and outcome of the matter

IDENTIFYING A PUBLIC INTEREST DISCLOSURE

A Public Interest Disclosure (PID) is the provision of information to Council that reasonably indicates suspected wrongdoing. Disclosures will be assessed to determine whether they align with the formal definition as provided in the *Public Interest Disclosure Act 2010* (PID Act).

MAKING A PUBLIC INTEREST DISCLOSURE

1. A Public Interest Disclosure (PID) may be made to a person or body considered to be a 'proper authority' under the PID Act. This includes:
 - a) The Chief Executive Officer, or in the case of Council, the Mayor
 - b) A member of the entity's governing body- such as a Councillor in the case of Council
 - c) An officer of the entity who has the responsibility for receiving or taking action in relation to the type of information being disclosed
 - d) If the entity is Council and the discloser is a Council staff member, a person who directly or indirectly supervises or manages the person who is the subject of the disclosure
2. A PID may be made either verbally or in writing. However, where the disclosure is complex or involves serious allegations against a Councillor or Council officer, it is recommended that the PID be submitted in writing and marked 'Confidential – For the attention of the Chief Executive Officer', or directed to the relevant officer, Councillor, or the Mayor, as appropriate
3. The discloser should include sufficient detail to enable an appropriate investigation to be conducted. Council accepts and processes anonymous PIDs; however, without the discloser's contact details, Council may be unable to seek further information or provide feedback.

Disclosers are encouraged to provide the following information, where possible

- a) Their name and contact details (optional but preferred)
- b) The nature of the suspected wrongdoing
- c) The identity of the person(s) believed to have engaged in the wrongdoing
- d) When and where the wrongdoing occurred
- e) Any relevant events surrounding the issue
- f) Any actions the discloser has taken in response
- g) Names of others who are aware of the wrongdoing or have allowed it to continue.

Council will endeavour to identify any communications received that could constitute a PID. However, due to the volume of complaints and service requests, individuals are strongly encouraged to clearly state that they wish their communication to be treated as a Public Interest Disclosure when submitting it.

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**PRELIMINARY ASSESSMENTS AND REGISTRATION****Step 1: Assess whether the disclosure qualifies as a PID under the PID Act**

The officer must determine whether:

1. The person making the disclosure is eligible to receive the protections of the PID Act
2. The disclosure concerns a matter that qualifies as a Public Interest Disclosure under the Act
3. The disclosure satisfies either the subjective or objective test as outlined in the Act
4. The disclosure was made to an appropriate individual or entity authorised to receive a PID.
5. The disclosure has been made in accordance with Council's procedures or to a person specified in the Act

Step 2: Consider referral to another agency

Council must determine whether the subject matter should be referred to another agency.

Referral may be appropriate where the disclosure relates to:

1. The conduct of the referral entity or one of its public officers
2. The conduct of another entity (including Council) that the referral agency has jurisdiction to investigate or remedy.
3. A matter over which the referral agency holds investigative or corrective authority.

Note: A referral will not be made if the Chief Executive officer considers there is an unacceptable risk of reprisal. Where practical, the officer will consult with the discloser to assess.

Step 3: Determine whether Council will investigate the disclosure

In accordance with section 30 of the *Public Interest Disclosure Act 2010*, Council may decide not to investigate or deal with a disclosure if:

1. The matter has reasonably been investigated or dealt with under an appropriate process Council reasonably considers the disclosure should be addressed through another appropriate process
2. The age of the information makes it impractical to investigate
3. Council reasonably considers the matter to be too trivial to warrant investigation, and dealing with it would substantially and unreasonably divert Council's resources
4. Another entity with jurisdiction has advised that investigation is not warranted.

Step 4: Conduct a risk assessment

A risk assessment will be undertaken to evaluate the likelihood of reprisal against the discloser or any associated persons (including those who may be wrongly suspected of making the disclosure) as a result of the disclosure or subsequent investigation.

If the risk is assessed as high, a tailored protection plan will be developed in consultation with the discloser and relevant stakeholders where feasible.

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**Step 5: Register the disclosure**

The matter will be registered in Councils record system as a confidential item. Access will be restricted to the Chief Executive Officer and designated officers within the Complaints Function.

Step 6: Provide information to the discloser or referring entity

Where possible, Council will provide the discloser (or referring agency) with reasonable information, including:

1. Confirmation that the disclosure has been received
2. A description of any action proposed or taken by Council
3. If action has been taken, a summary of the outcomes
4. Likely timeframes, where known
5. The discloser's role on the investigation process
6. The importance of maintaining confidentiality
7. The protections available under the PID Act
8. That the disclosure and the discloser's identity will be kept confidential, except as permitted by law
9. How progress and outcomes will be communicated
10. Contact details for further information or to raise concerns about reprisals

If Council decides not to investigate or take further action on a disclosure, it will provide the discloser with written reasons for the decision, where the discloser's identity and contact details are known. They will also be informed of their right to have the matter reviewed should they be dissatisfied with the decision and how to request a review.

INVESTIGATION PROCESS

The Chief Executive officer will commission an investigation into all Public Interest Disclosures (PIDs), except in cases where a decision has been made under Step 3 of the preliminary assessment process not to investigate or deal with the matter. Where appropriate, an external investigator may be engaged to carry out the investigation.

In all cases, the appointed investigator must:

- a) Possess the appropriate skills, qualifications, or training to conduct the investigation professionally and effectively
- b) Not be under the supervision or direction of any person who is the subject of the investigation
- c) Be independent and sufficiently removed from the matter to avoid any actual or perceived conflict of interest
- d) When assessing, investigating, or taking action in relation to a PID involving allegations against Council officers, ensure that Council's obligations to subject officers are observed. The use of information obtained through a PID in any subsequent disciplinary process does not exempt Council from its responsibilities to afford procedural fairness and meet its legal obligations to those officers.

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**TAKING CORRECTIVE ACTION**

At the conclusion of the investigation, the investigator will provide the Chief Executive Officer with a written report outlining the investigation process and findings.

The Governance Manager will ensure copies of the report are provided to the Chief Executive Officer and, where appropriate, to the discloser.

The Chief Executive Officer will use the report to:

- a) Identify and implement improvements to the service delivery, business processes, or internal controls
- b) Recommend amendments to Council policies or procedures
- c) Recommend updates to this PID Procedure to enhance its effectiveness
- d) Initiate disciplinary or other appropriate action, where warranted

PROTECTION AND SUPPORT OF DISCLOSURES

Council is committed to protecting individuals who make Public Interest Disclosures (PIDs) from reprisals and ensuring appropriate support is provided throughout and after the disclosure process. This commitment is upheld by:

- a) Treating all PIDs as confidential and recording them on protected files
- b) Taking firm disciplinary action against any officer found to have disclosed PID information contrary to this policy or to have taken reprisal action against the discloser

Legal Protection for Disclosures

A person who makes a PID is not subject to any civil or criminal liability, or any liability under an administrative process (including disciplinary proceedings), as a result of making the disclosure. Specifically:

- a) In a defamation proceeding, the discloser has the defence of absolute privilege
- b) A person who would otherwise be bound by confidentiality – whether under an Act, oath, rule of law, or professional practice – does not breach that obligation by making a PID.

However, these protections do not extend to protect a person from liability for their own conduct if wrongdoing is substantiated.

Access to PID Information

Information disclosed under the PID Act is protected from release under the *Right to Information Act 2009*. However, agencies such as the Crime and Corruption Commission may request and receive full disclosure of information held by Council where required by law.

Disclosers should be aware that in some circumstances, particularly during investigative processes, their identity may become known to others despite efforts to maintain confidentiality.

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**Support Measures**

Support will be tailored to the level of risk of reprisal and the potential consequences.

Council will:

- a) Regularly check on the discloser's wellbeing
- b) Advise disclosers of the availability of the Employee Assistance Program (EAP)
- c) Where health concerns arise, liaise with officers responsible for workplace health and safety

Reprisals and Council's Response

In the event of a reprisal being alleged or suspected, Council will act in the best interests of the discloser by:

- a) Prioritising the safety and welfare of the discloser and any affected third parties
- b) Reviewing the risk assessment and implementing or updating protective measures as necessary
- c) Treating any allegations of reprisal as a PID in its own right

Vexatious Disclosures

Disclosures that are intentionally false, misleading, or made without reasonable basis will not be afforded the protections of the PID Act. Such behaviour may result in disciplinary action.

Review Rights

If the Chief Executive Officer decides under Step 3 not to investigate or to take no further action on a Public Interest Disclosure, the discloser may request a review of that decision. This request must be submitted in writing to the Chief Executive Officer within 28 days of receiving the written notice of the decision.

A person dissatisfied with Council's handling of their Public Interest Disclosure has two options: they can request an internal review by Council, or they can take their concerns to other oversight bodies that oversee Council activities.

TRAINING STRATEGY

All staff will receive Public Interest Disclosure Awareness Training through multiple channels: during employee induction, via all-staff communications, and through targeted training sessions as needed. This training will cover:

- a) the identification of what is a 'wrongdoing'
- b) the correct way to make a Public Interest Disclosure
- c) an outline of the support and protections afforded to disclosers of wrongdoings
- d) how Public Interest Disclosures will be managed

Managers and staff who may receive or manage Public Interest Disclosures, persons making disclosures or other workplace issues relating to Public Interest Disclosure management will be provided annual training regarding these processes. The Governance Manager is required to undertake detailed investigations of Public Interest Disclosures will receive investigations skills training.

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Councillors will be briefed regarding both Public Interest Disclosure Awareness and Public Interest Disclosure Management following each quadrennial election.

PUBLIC INTEREST DISCLOSURE OVERSIGHT

Council's Governance Manager will be responsible for:

- a) Providing staff training regarding Public Interest Disclosure awareness and Public Interest Disclosure Management
- b) Applying consistent and appropriate assessment procedures to determine which complaints meet the requirements of the PID Act for treatment as a Public Interest Disclosure
- c) Monitoring the investigation and resolution of Public Interest Disclosures
- d) Managing or coordinating the support and protection offered to disclosers
- e) Collecting, reporting and reviewing data via a secure and confidential reporting system about Public Interest Disclosures received
- f) Reporting Public Interest Disclosure information to Council's Executive Leadership Team (as required and to the Queensland Ombudsman, via the RaPID Public Interest Disclosure portal annually)

MONITORING AND IMPROVEMENTS

It is expected that the Public Interest Disclosure process will assist to:

- a) Promote good governance of Council's operations through the investigation of, and attention to matters, which might otherwise not come to the attention of the Chief Executive Officer
- b) Result in the identification of public health and safety and environmental protection issues and their referral to appropriate authorities

REVIEW TIMELINES

This procedure is reviewed when any of the following occur:

- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the Chief Executive Officer

SUPPORTING DOCUMENTATION

Legislation	<i>Public Interest Disclosure Act 2010</i> <i>Human Rights Act 2019</i>
Policies	Public Interest Disclosure Policy
Standards	PID Standard 1 PID Standard 2 PID Standard 3

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**COMPLIANCE WITH THIS PROCEDURE**

Compliance with Council's Public Interest Disclosure Procedure is mandatory. Any instances of non-compliance shall be brought to the attention of appropriate Manager and Director for action.

The minimum requirement shall be to document the reasons why the Public Interest Disclosure Procedure has not been followed for transparency.

Non-compliance with the Public Interest Disclosure Policy and this Procedure may result in transactional compliance reporting to ELT and the Audit Committee.

Adopted by ELT [Update Date]

Julianne Meier
Chief Executive Officer

VERSION CONTROL

Version	Adopted	Comment	eDRMS #
1		New Procedure	

12.2.4 Annual Delegations Review

REPORT TYPE:	OCM Decision Report
DIRECTORATE:	Corporate Services
PRESENTED BY:	Juanita Warner
AUTHOR(S):	Juanita Warner, Governance Manager
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	1. Delegation Register - Council to CEO - Update ↓

EXECUTIVE SUMMARY

This report provides an update of changes to delegations that Council assign to the Chief Executive Officer. Delegations are based on sections in State and Federal Government legislation that give power to perform an action. The Local Government Association of Queensland (LGAQ) advises Council of new, updated and repealed delegations.

RECOMMENDATION

That Council, in accordance with s257 of the Local Government Act 2009, resolves to delegate the powers contained within the Delegation Register – Council to the Chief Executive Officer (CEO) attached to this report, subject to the conditions listed in the Delegations Register.

BACKGROUND

Council has the power under section 257(1)(b) of the *Local Government Act 2009* to delegate powers under the Act or another Act to Council's Chief Executive Officer.

The Chief Executive Officer must establish a register of delegations that records all delegations made by the local government. The delegations register must be available for inspection by the public and must contain the following information:

- the name or title of the person, or the name of the committee, to whom powers are delegated
- a description of the powers delegated, including the provisions under a local government related law permitting or requiring the exercise of the powers
- if the delegation is by the local government, a summary of the resolution by which the power was delegated including the date, any conditions and the reference numbers for the resolutions (if applicable).

DISCUSSION

A 6 monthly update of delegations from Council to CEO has been completed and is being presented for Council adoption. The update was undertaken by King and Co on behalf of LGAQ.

This update has arisen from changes in legislation or new legislation that has been introduced since the last review period. All changes are 'tracked' in the attachment and show the new delegable powers, amended delegable powers and repealed delegable powers. The changes have been prepared by King and Co on behalf of LGAQ and have been copied into Council's registers.

The following list identifies legislation with additional powers or powers that have changes that are recommended for delegation from Council to the Chief Executive Officer:

Changes to current Registers:

- *Animal Management (Cats and Dogs) Act 2008*
The change to this register involves the removal of the delegation of section 64(1) of the Act as the section was repealed.
- *Electrical Safety Regulation 2013*
The change to this register involves a minor amendment of the delegation of section 72(2).
- *Food Act 2006*
The change to this register involves the removal of the delegation of sections 25(1)(a) and 25(1)(b) as these powers are now conferred directly on the Chief Executive Officer.
- *Information Privacy Act 2009*
A number of sections in this register have been amended as a result of amendments to the Act which commenced on 1 July 2025. The amendments relate to powers that are procedural in nature.
- *Mineral and Energy Resources (Common Provisions) Act 2014*
A number of sections in this register have been amended as a result of amendments to the Act which commenced on 19 June 2025. The amendments relate to powers that are procedural in nature.
- *Mineral Resources Act 1989*
A number of new sections in this register have been inserted as a result of amendments to the Act which commenced on 19 June 2025. The amendments relate to powers that are procedural in nature.
- *Residential Tenancies and Rooming Accommodation Act 2008*
A number of sections in this register have been amended as a result of amendments to the Act which commenced on 1 May 2025. The amendments relate to powers that are procedural in nature and afford additional protection for tenants.
- *Right to Information Act 2009*
A number of sections in this register have been amended as a result of amendments to the Act which commenced on 1 July 2025. The amendments relate to powers that are procedural in nature.
- *Water Regulation 2016*
The change to this register involves a minor amendment of the delegation of sections 64(3) and 64(4) as the sections were renumbered.
- *Work Health and Safety Regulation 2011*
A number of new sections in this register have been inserted to delegate all duties which apply to Council as a person conducting a business or undertaking under the Regulation.

- *Working with Children (Risk Management and Screening) Act 2000*
New sections 369 and 370B (3) in this register have been inserted as a result of amendments to the Act which commenced on 1 July 2025. The sections are procedural in nature.

New Registers:

- *Local Government Electoral Act 2011*
This register was created at the request of another local government who had an upcoming by-election. A power that may be of interest to Councillors is the power to apply for a poll to be conducted by postal ballot in section 45AA (2).
- *Queensland Productivity Commission Act 2025*
This register was created so that officers can comply with notices given by the Productivity Commission pursuant to 35(2) of the Act.

The process of Council sharing its legislative powers through delegation to the CEO (and the CEO further sub-delegating to employees) is to allow officers to administer responsibilities and make decisions efficiently without the need of a formal council resolution for each decision. It would be counterproductive and resource intensive to require Council or the CEO to exercise all legislative powers.

In line with the review of the delegations from the Council to the Chief Executive Officer, a review of the Sub-Delegation Register, being the delegations from the Chief Executive Officer to Employees is also being conducted. The Chief Executive Officer, in accordance with section 259 of the *Local Government Act 2009* has the authorisation to sub-delegate their powers to appropriately qualified employees.

Delegating authority to make decisions to the lowest level within Council, also facilitates efficiency and empowers employees to undertake their roles more completely, with embedded accountability aligning with the delegation.

STRATEGIC IMPLICATIONS**Corporate Plan 2022-2027****Theme**

4 Our Organisation

Long Term Goal

4.1 Is a sustainable and effective organisation.

POLICY

N/A

LEGISLATION

Local Government Act 2009

FINANCE AND RESOURCES

Council is subscribed to LGAQ's delegations' services as part of Council's annual subscription, which is resourced through the 2025-2026 budget.

CONSULTATION

LGAQ Delegation Register Service
King and Co
Chief Executive Officer

RISK MANAGEMENT

Delegations are vital in ensuring that operations of the Council are conducted legally and efficiently. Having appropriately delegated powers as identified in legislation, ensures that Council risk is mitigated when conducting operational activities. Failure to review and update delegations' registers may result in routine decisions having to be made by Council which are more appropriately exercised at a Council officer level and an inefficient use of Council's time and resources.

TIMINGS/DEADLINES

Section 257(5) of the *Local Government Act 2009* requires Council to review annually the delegations to the CEO.

HUMAN RIGHTS CONSIDERATIONS

Under the *Human Rights Act 2019*, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

No alternatives were considered due to delegations being procedural in nature.

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REGISTER OF DELEGATIONS

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Animal Management (Cats and Dogs) Act 2008

Document Reviewed:	14 January 2025 11 June 2025
Reprint:	28 August 2024
Amended/Substituted/Renumbered:	
Inserted:	
Omitted/Expired:	64(1)
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give identifying information to particular persons.	Section 39 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to recognise a body supervising an exhibition in which a cat or dog is participating.	Section 42(4) <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power, as a registered breeder, to give the chief executive notice of the change.	Section 43N <i>Animal Management (Cats and Dogs) Act 2008</i>		

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COUNCIL TO CEO
Animal Management (Cats and Dogs) Act 2008

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the recipient of a show cause notice, to make written representations to the chief executive about why the proposed action should not be taken.	Section 43R <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power, as a supplier of a dog, to give the other person a notice containing the information listed in subsection 43ZF(1).	Section 43ZF <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to give registration notice.	Section 49(2) <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to keep registration form and information.	Section 51 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to recognise a body supervising an exhibition or an obedience trial in which a dog is participating.	Section 64(1) <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to make:- (a) a dangerous dog declaration; or (b) a menacing dog declaration.	Section 89(1) <i>Animal Management (Cats and Dogs) Act 2008</i>		

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Animal Management (Cats and Dogs) Act 2008

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give a dog owner a proposed declaration notice regarding a dog.	Section 90 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to withdraw a proposed declaration notice regarding a dog.	Section 92 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to consider any written representations and evidence within a period stated in a proposed declaration notice and make a regulated dog declaration.	Section 94 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to give an owner of a dog the subject of a regulated dog declaration, an information notice about the decision.	Section 95 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to destroy a surrendered regulated dog.	Section 100 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to destroy a surrendered prohibited dog.	Section 103E <i>Animal Management (Cats and Dogs) Act 2008</i>		

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Animal Management (Cats and Dogs) Act 2008

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give notice of a proposed inspection program.	Section 114 <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to include other information considered appropriate in the general register.	Section 178(e) <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to authorise an employee to verify a copy of a document.	Section 198(1) <i>Animal Management (Cats and Dogs) Act 2008</i>		
	Chief Executive Officer	Power to recover necessary and reasonable costs referred to in subsection 207D(1) from the dog's owner or former owner.	Section 207D(2) <i>Animal Management (Cats and Dogs) Act 2008</i>		

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**REGISTER OF DELEGATIONS
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Electrical Safety Regulation 2013

Document Reviewed:	14 January 2025 11 June 2025
Reprint:	1 January 2025 1 April 2025
Amended/Substituted/Renumbered:	72 (2)
Inserted:	
Omitted/Expired:	
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to manage risks to health and safety associated with electrical risks at the workplace in accordance with the <i>Work Health and Safety Regulation 2011</i> , chapter 3, part 3.1.	Section 11 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that electrical work is not carried out on or near energised electrical equipment other than as prescribed in subsection 14(1).	Section 14 <i>Electrical Safety Regulation 2013</i>		

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Electrical Safety Regulation 2013

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that, before electrical work is carried out on or near electrical equipment, the equipment is tested by a competent person to decide whether or not it is energised.	Section 15 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that electrical equipment that has been de-energised to allow electrical work to be carried out on or near the equipment is not inadvertently re-energised while the work is being carried out.	Section 16 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure the steps listed in subsection 19(1) are taken before electrical work on or near energised electrical equipment commences at a workplace	Section 19 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that only persons authorised by Council enter the immediate area	Section 20 <i>Electrical Safety Regulation 2013</i>		

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Electrical Safety Regulation 2013

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		in which electrical work on or near energised electrical equipment is being carried out.			
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that, while electrical work is being carried out on or near energised electrical equipment, all persons are prevented from creating an electrical risk by inadvertently making contact with an exposed energised part of the equipment.	Section 21 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that electrical work on or near energised electrical equipment is carried out in accordance with the requirements of subsections 22(1) and (2).	Section 22 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, in the circumstances listed in subsection 23(1), to:- (a) keep a copy of the risk assessment; (b) keep a copy of the safe work method statement; (c) ensure a copy of each assessment and each statement is readily accessible to any worker engaged by Council to carry out	Section 23 <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		electrical work to which the assessment or statement relates; and (d) ensure that a copy of each assessment and each statement is available for inspection under the Act.			
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure workers who are required to perform, or help in performing, electrical work are competent in rescue and resuscitation in accordance with recognised practices in the electricity industry.	Section 28 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure Council's workers do not contravene subsection 31(1).	Section 31(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure Council's workers do not contravene subsection 32(1).	Section 32(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure, so far as is reasonably practicable, that no person, plant or thing at the	Section 68(1) <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		workplace comes within an unsafe distance of an overhead or underground electric line.			
	Chief Executive Officer	Power, as a person conducting a business or undertaking, where it is not reasonably practicable, to ensure the safe distance of a person, plant or thing from an overhead or underground electric line, to take those steps required by subsection 68(2).	Section 68(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking that performs electrical work on an electrical installation, to ensure the electrical installation, to the extent it is affected by the electrical work, complies with the requirements of subsection 71(1).	Section 71(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking that performs work on water <u>equipment an electric motor forming part of a vehicle</u> , to ensure that a person does not contravene subsection 72(1).	Section 72(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking that performs work on an electric	Section 73(2) <i>Electrical Safety Regulation 2013</i>		

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		motor, to ensure that a person does not contravene subsection 73(1).			
	Chief Executive Officer	Power, in the circumstances set out in section 74, to take all reasonable steps to ensure the defect is fixed.	Section 74 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the person in control of the electrical installation that receives electricity distributed by an electricity entity, to do those things required by subsection 76(2).	Section 76(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the person in control of the electrical installation, to ensure that any structure supporting an electric line or item of electrical equipment forming part of the electrical installation complies with the requirements of subsection 77(1).	Section 77(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the person in control of the electrical installation, to maintain, to a reasonable extent, the integrity of the insulation of any electric line, or connection to an electric line, that is part of the electrical installation	Section 78 <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the person in control of an overhead electric line, to ensure that trees and other vegetation are trimmed, and other measures taken, to prevent contact with the line that is likely to cause injury from electric shock to any person or damage to property.	Section 79 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the person in control of an overhead electric line, to ensure that , if the line is disconnected from its electricity supply, the line is:- (a) dismantled as soon as practicable after disconnection; or (b) maintained so it is electrically and mechanically safe.	Section 80(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the transferor of residential land, to, on or before the date of possession for the land, give the transferee of the land written notice of whether an approved safety switch has been installed for the general purpose socket-outlets installed in the domestic residence on the land.	Section 82(1) <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the transferor of residential land, to, within 90 days after the date of possession for the land, give the regulator a written notice stating the transfer and safety switch information.	Section 83(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power to have an approved safety switch installed for any general purpose socket-outlet.	Section 84(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of the residential land in the circumstances set out in subsection 85(1), to ensure, within 90 days after the start date of the tenancy, that an approved safety switch is installed for any general purpose socket-outlet.	Section 85(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that any unsafe electrical equipment at the workplace complies with subsection 101(1).	Section 101(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that any cord extension set or flexible cable at the workplace complies with subsection 102(1).	Section 102(1) <i>Electrical Safety Regulation 2013</i>		

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	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure that all electrical equipment for the performance of work complies with the requirements of AS/NZS 3012 (Electrical installations—Construction and demolition sites)	Section 104(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to ensure, for the purposes of the business or undertaking, electrical equipment mentioned in AS/NZS 3012, clause 3.1 is not fitted with a tag that includes the test or retest date for the equipment unless the requirements of subsection 104(3) are met.	Section 104(3) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person with management or control of a workplace where construction work is being carried out, to ensure that all construction wiring at the workplace complies with the requirements of AS/NZS 3012 (Electrical installations—Construction and demolition sites).	Section 104(5) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 105 applies, to	Section 106(2) <i>Electrical Safety Regulation 2013</i>		

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		ensure workers carrying out work for the person do not use a double adaptor or piggyback plug.			
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 105 applies, to ensure that specified electrical equipment of the person at the workplace complies with the requirements of subsections 107(1), (3) and (4).	Section 107 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 105 applies, to ensure that each safety switch, other than a portable safety switch, at the workplace complies with subsection 110(2).	Section 110(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 105 applies, to ensure that each portable safety switch the person has at the workplace complies with subsection 110(3).	Section 110(3) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power as a person conducting a business or undertaking to which section 105 applies, to ensure that each safety switch that is not	Section 110(4) <i>Electrical Safety Regulation 2013</i>		

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		working properly complies with subsection 110(4).			
	Chief Executive Officer	Power as a person conducting a business or undertaking to which section 111 applies, to ensure that specified electrical equipment of the person at the workplace is not used to perform work unless it complies with subsections 112(1), (2) and (3).	Section 112 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 111 applies, to ensure that each safety switch, other than a portable safety switch, at the workplace complies with subsection 113(2).	Section 113(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 111 applies, to ensure that each portable safety switch the person has at the workplace complies with subsection 113(3).	Section 113(3) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to which section 111 applies, to ensure that each safety switch that is not	Section 113(4) <i>Electrical Safety Regulation 2013</i>		

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		working properly complies with subsection 113(4).			
	Chief Executive Officer	Power, as a person conducting a business or undertaking to ensure that a worker does not carry out work in the roof space of a building, or enter the roof space for the carrying out of work in another part of the building, unless the circumstances in subsection 120C(1) apply and section 120C(3) is complied with (where applicable).	Section 120C <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, in the circumstances listing in subsection 209(1), before the work starts, to give the electricity entity whose works include the electric line written notice in a form approved by the electricity entity.	Section 209(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, in the circumstances listing in subsection 209(1), to pay the costs reasonably incurred by the electricity entity acting under subsection 209(3).	Section 209(4) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to keep a copy of the report of the	Section 230(2) <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		examination, inspection or test for at least 5 years after the report is made.			
	Chief Executive Officer	Power, before installing a cathodic protection system, to:- (a) advise all relevant persons for the proposed cathodic protection system of the proposal to install the system; and (b) allow the relevant persons to examine the proposal.	Section 241(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to ensure that the system is designed and installed in accordance with the requirements of the cathodic protection standard.	Section 242 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to comply with the requirements of subsection 243(1).	Section 243(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to perform tests.	Section 244 <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the owner of a cathodic protection system that is a registered system, to perform further tests and interference tests.	Section 245 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a relevant system, to perform interference tests on all foreign structures for the system.	Section 246 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, where required by the regulator, to perform interference tests on a foreign structure for the system not previously tested by the owner.	Section 247 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system in the circumstances required by subsection 248(1), to keep records of tests carried out under this division for 10 years.	Section 248(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, if asked by the regulator, to give copies of the records within 14 days after the request.	Section 248(2) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, if required by the regulator, to provide	Section 249(2) <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		access to, and facilities for the testing of, the system.			
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to ensure the system complies with the requirements of section 250 for a cathodic protection system.	Section 250 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to ensure the system complies with the requirements of section 251 for a cathodic protection system.	Section 251 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a cathodic protection system, to ensure that the tolerances for measuring instruments used to test the system comply with the safety and technical requirements of the cathodic protection standard.	Section 252 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a registrable system installed on land or premises not owned by the owner of the system, to identify the location of each anode groundbed of the system by erecting as close as practicable to the anode groundbed a	Section 253 <i>Electrical Safety Regulation 2013</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		clearly visible, durable sign suitably and indelibly inscribed with the location of the anode groundbed and the name of the owner of the system.			
	Chief Executive Officer	Power to apply for registration of a cathodic protection system that is a registrable system and give the regulator further relevant information the regulator requires to decide the application.	Section 255 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a registered system, to give notice of the change in name or address.	Section 259(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a registered system, to give notice of the removal or the making inoperable.	Section 261 <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as the owner of a registered system that is changed or where its method of operation is changed, to advise the regulator and give written notice complying with subsection 262(2).	Section 262(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, where required by the regulator, to take all or part of the action an applicant for registration	Section 262(3) <i>Electrical Safety Regulation 2013</i>		

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		of a registrable system is required to take under Part 13.			
	Chief Executive Officer	Power, as a person who conducts a business or undertaking, to ensure that the regulator is notified, in a way that complies with subsections (2) to (4), immediately after becoming aware that a serious electrical incident or dangerous electrical event arising out of the conduct of the business or undertaking has occurred.	Section 265(1) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, as a person who conducts a business or undertaking, to keep a record of each serious electrical incident or dangerous electrical event for at least 5 years after the day that notice of the incident or event is given to the regulator.	Section 265(6) <i>Electrical Safety Regulation 2013</i>		
	Chief Executive Officer	Power, if a serious electrical incident or dangerous electrical event happens at a place, to ensure, so far as is reasonably practicable, that the site where the incident or event occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.	Section 269(2) <i>Electrical Safety Regulation 2013</i>		

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Reprint:	1 February 2024
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Omitted/Expired:	25(1)(a), 25(1)(b)
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to administer and enforce the following provisions of the <i>Food Act 2006</i> : (a) section 39(1); (b) chapters 3 and 4; (c) chapter 6, other than section 159.	Section 23(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to administer and enforce sections 32, 33, 35 and 36 of the <i>Food Act 2006</i> , in conjunction with the State.	Section 24 <i>Food Act 2006</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to agree with the chief executive that the State may do a thing that is a matter of administration and enforcement for local government under section 23(1) of the Food Act 2006.	Section 25(1)(a) Food Act 2006		
	Chief Executive Officer	Power to agree with the chief executive that Council may do a thing that is a matter of administration and enforcement for the State under section 22(1) of the Food Act 2006.	Section 25(1)(b) Food Act 2006		
	Chief Executive Officer	Power to consult with the chief executive, and provide information required by the chief executive, about the administration and enforcement of sections 24 and 25 of the <i>Food Act 2006</i> .	Section 28 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a licence to carry on a licensable food business.	Section 55 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to obtain and consider the written advice of an auditor about whether a food safety program complies with section 98.	Section 56(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to decide whether premises are suitable for carrying on a licensable food business.	Section 58 <i>Food Act 2006</i>		

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	Chief Executive Officer	Power to make enquiries as to the suitability of the applicant to hold a licence, and the suitability of the premises for carrying on a licensable food business.	Section 59(1)(a) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to require the applicant to give Council further information or documents that Council reasonably requires.	Section 59(1)(b) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to extend the time needed to make a decision about the application.	Section 62(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to agree with the applicant, at any time prior to the final consideration day, about the day upon which the application must be decided.	Section 62(3) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to issue a provisional licence, at any time prior to deciding an application for a licence.	Section 64 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to decide the term of the licence. (Note: not more than 3 years).	Section 67 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to decide the term of the provisional licence. (Note: not more than 3 months).	Section 68(1) <i>Food Act 2006</i>		

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	Chief Executive Officer	Power to extend, and further extend, the term of a provisional licence (to a total period of not more than 3 months after the provisional licence was issued).	Section 68(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to impose reasonable conditions on the licence.	Section 69(1)(e) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider and renew, or refuse to renew, the licence for an application made under section 72(1) of the <i>Food Act 2006</i> .	Section 72(3) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider and restore, or refuse to restore, the licence, where application has been made under section 73(1) of the <i>Food Act 2006</i> .	Section 73(3) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider and amend, or refuse to amend, a licence, where application has been made under section 74(1) of the <i>Food Act 2006</i> .	Section 74(3) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to require the applicant to give Council further information or documents Council reasonably requires deciding the application (for an application that is made under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. sections 72(1), 73(1) and 74(1)).	Section 75(1) <i>Food Act 2006</i>		

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	Chief Executive Officer	Power to give an information notice where Council has failed to decide an application within 30 days of receipt under Chapter 3, Part 5, Division 2, Subdivision 1, i.e. Sections 72(1), 73(1) and 74(1).	Section 77(4) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to give a show cause notice.	Section 79(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider representations about a show cause notice.	Section 80(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to end the show cause process after considering representations made by the licensee.	Section 81 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to suspend a licence after considering representations (if any).	Section 82(2)(a) <i>Food Act 2006</i>		Not delegated
	Chief Executive Officer	Power to cancel a licence after considering representations (if any).	Section 82(2)(b) <i>Food Act 2006</i>		Not delegated
	Chief Executive Officer	Power to suspend a licence immediately.	Section 83(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to give an information notice and show cause notice, as required, before suspending a licence pursuant to section 83(1).	Section 83(2) <i>Food Act 2006</i>		

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	Chief Executive Officer	Power, as the second local government, to take the same action as the first local government (except the power to cancel, suspend impose conditions or other similar action in relation to the licence).	Section 90(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, as the second local government, to advise the first local government of the thing done or omitted to be done by a licensee of a mobile food business.	Section 91(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, as the first local government, to take action, in relation to a thing done or omitted to be done by the licensee in the second local government area.	Section 92(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider and grant, or refuse to grant, an application for a replacement licence.	Section 97 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to consider an application and to accredit, or refuse to accredit, the food safety program.	Section 103(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to obtain and consider the written advice of an auditor about whether or not the food safety program complies with the criteria in section 104.	Section 103(2) <i>Food Act 2006</i>		

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Food Act 2006

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	Section 105(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to give an information notice to the applicant where the application is refused under section 107.	Section 107(4) <i>Food Act 2006</i> .		
	Chief Executive Officer	Power to decide that more time is needed to make a decision about the application.	Section 108(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to agree with the applicant, at any time prior to the final consideration day, about the day upon which the application must be decided.	Section 108(3) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, after accrediting an applicant's food safety program, to decide how often the program must have compliance audits.	Section 109(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power to determine changes to the frequency of compliance audits for a food safety program accredited by Council.	Section 110 <i>Food Act 2006</i> .		
	Chief Executive Officer	Power to consider an application and approve, or refuse to approve, the amendment of an accredited food safety program.	Section 112(4) <i>Food Act 2006</i>		

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Food Act 2006

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, before deciding the application, to require the applicant to give further information or documents reasonably required to decide the application.	Section 113(1) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, by notice, to direct the holder of a Council accredited food safety program to amend the program.	Section 114 <i>Food Act 2006</i>		
	Chief Executive Officer	Power to give the holder of a food safety program a show cause notice, and to decide the term of the show cause period.	Section 118 <i>Food Act 2006</i> .		
	Chief Executive Officer	Power to consider representations about a show cause notice.	Section 119 <i>Food Act 2006</i>		
	Chief Executive Officer	Power, after considering written representations by the holder of the accredited food safety program, to take no further action.	Section 120 <i>Food Act 2006</i> .		
	Chief Executive Officer	Power to cancel the accreditation of a food safety program.	Section 121 (2) <i>Food Act 2006</i> .		Not delegated.
	Chief Executive Officer	Power to conduct a nonconformance audit of a food safety program.	Section 160(2) <i>Food Act 2006</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to approve an improvement notice where remedying the contravention would be likely to stop the food business from operating.	Section 210(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, as the 'reviewer', to review an original decision under Chapter 3 or Chapter 4 of the <i>Food Act 2006</i> .	Section 237 <i>Food Act 2006</i>		
	Chief Executive Officer	Power, as reviewer, to, at any time, extend the time to apply for a review.	Section 238(2) <i>Food Act 2006</i>		
	Chief Executive Officer	Power, as reviewer, to, after reviewing the original decision, make a further decision to: (a) confirm the original decision; or (b) amend the original decision; or (c) substitute another decision for the original decision.	Section 239 <i>Food Act 2006</i>		

REGISTER OF DELEGATIONS
COUNCIL TO CEO

Information Privacy Act 2009

Document Reviewed:	15 January 2025 14 July 2025
Reprint:	31 December 2024 1 July 2025
Amended/Substituted/Renumbered:	33,35,49(3)(b), 53(1), 53(3), 54(2), 59(2), 60(3), 61(3), 68(3), 69(2), 73, 157,159,161(1)
Inserted:	42(1), 42(2), 42(3), 48, 48(4), 49(2), 51, 52(2), 54(6), 60(4), 61(5), 71(1), 72, 160, 164A(2), 166A(2) 166A(3), 172, 173(1), 197
Omitted/Expired:	47, 50(5)(b), 53(6), 55(1), 55(3), 56(1), 57(2), 62(3), 63(3), 65, 67(1), 68(3), 70, 73(2), 73(3), 74, 80, 81, 82, 83(4), 84(2), 87, 88, 89, 90, 92(2), 115, 127
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to transfer <u>disclose</u> an individual's personal information to an entity outside Australia under certain circumstances.	Section 33 <i>Information Privacy Act 2009</i>		

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Information Privacy Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to enter into a service arrangement with an entity other than an agency to provide services and to take all reasonable steps to ensure the contracted service provider is required to comply with chapter 2, part 1 or 2 and part 3- section 41.	Section 35 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to prepare a draft QPP code and submit the draft to the Minister for endorsement.	Section 42(1) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to publish the draft on an agency website, invite the public to make submissions and consider any submissions.	Section 42(2) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to notify the commissioner of the publication under subsection 42(2).	Section 42(3) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to give access to a document created after the application for access is received.	Section 47 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to take all reasonable steps to comply with the obligations of the agency in relation to a data breach. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 48 <i>Information Privacy Act 2009</i>		

REGISTER OF DELEGATIONS
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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power, as agency, to give the other agency written notice of the data breach.</u> <u>Note – this section does not commence operation until 1 July 2026 (see section 219).</u>	<u>Section 48(4) Information Privacy Act 2009</u>		
	<u>Chief Executive Officer</u>	<u>Power, as agency, to extend the period within which the assessment must be completed.</u> <u>Note – this section does not commence operation until 1 July 2026 (see section 219).</u>	<u>Section 49(2) Information Privacy Act 2009</u>		
	Chief Executive Officer	Power, as agency, to search for a document on a backup system if it considers the search is appropriate give written notice to the information commissioner. <u>Note – this section does not commence operation until 1 July 2016 (see section 219)</u>	Section 49(3)(b) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to appoint an appropriately qualified healthcare professional to make a healthcare decision in relation to an access or amendment application.	Section 50(5)(b) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to prepare a statement about the eligible data breach and give it to the information commissioner. <i>Note – this section does not commence operation until 1 July 2026 (see section 219).</i>	Section 51 Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, take all reasonable steps to provide the information to the information commissioner. <i>Note – this section does not commence operation until 1 July 2026 (see section 219).</i>	Section 52(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to contact the person and tell them how the application does not comply with a relevant application requirement. Notify individuals of the information mentioned in subsection 53(2) (including publishing on the agency website). <i>Note – this section does not commence operation until 1 July 2026 (see section 219).</i>	Section 53(12) Information Privacy Act 2009		

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Information Privacy Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to refuse to deal with an access or amendment application if: the application does not comply with all relevant application requirements; and the applicant has been afforded a reasonable opportunity to consult with a view to making the application comply: Provide the information commissioner with information about how to access the notice. Note – this section does not commence operation until 1 July 2026 (see section 2019).	Section 53(3) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to give prescribed written notice of the decision:	Section 53(6) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as a disclosing agency, to refuse to deal with an access application if: the application should have been made under the <i>Right to Information Act</i> (because it is for access to a document other than to the extent it contains the applicant's personal information); and (a) reasonable efforts have been made to inform the applicant that the application: (i) can not be made under the <i>Information Privacy Act</i>; and	Section 54(2) <i>Information Privacy Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		<p>(ii) should be made under the Right to Information Act; and</p> <p>(i) may be changed so it can be made under the Information Privacy Act or may be dealt with under the Right to Information Act by paying the application fee. Disclose relevant personal information held by the agency to a receiving agency if the receiving agency is the subject of an eligible data breach.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219)</p>			
	Chief Executive Officer	<p>Power, as a disclosing agency, to charge a fee for provision of the personal information.</p> <p>Note – this section does not commence operation until 1 July 2026 (see section 219).</p>	Section 54(6) Information Privacy Act 2009		
	Chief Executive Officer	<p>Power, as agency, at any time before a deemed decision is taken to have been made in relation to an access or amendment application, to ask applicant for a further specified period to consider the application.</p> <p>Note: more than one request can be made (section 55(2) Information Privacy Act</p>	Section 55(1) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to continue to consider an access or amendment application, if a further specified period has been requested under section 55(1), the applicant has not refused the request, and no notice that the applicant has applied for review has been received.	Section 55(3) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to give access to a document that contains information the disclosure of which may reasonably be expected to be of concern to a government, agency, or person (a "relevant third party"), <u>only if</u> reasonably practicable steps are taken to obtain the relevant third party's views on whether: (a) the document is a document for Chapter 3 of the <i>Information Privacy Act</i> (document of an agency or a Minister under the <i>Right to Information Act</i>); or (b) the information is exempt information or contrary to public interest information.	Section 56(1) <i>Information Privacy Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to transfer an access or amendment application to another agency if the document is not in the original agency's possession, but is, to the original agency's knowledge, in the other agency's possession, and the other agency consents.	Section 57(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to refuse to deal with the application without having identified any or all of the documents, if the documents contain information of a stated kind or relate to a stated subject matter and it appears that all of the documents are comprised of exempt information (as defined in Schedule 3 of the Right to Information Act). Give a written notice to the information commissioner. <u>Note – this section does not commence operation until 1 July 2026 (see section 219).</u>	Section 59(2) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to give a written notice to the information commissioner, refuse to deal with an access or amendment application, or, if considering two or more access or amendment applications by the applicant, all the applications, if the work involved in dealing with the application, or all the applications, would substantially and unreasonably divert the resources of Council from use in performance of Council functions. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 60(13) <i>Information Privacy Act 2009</i>		
	<u>Chief Executive Officer</u>	Power, as agency, to :- (a) <u>review the application of the exemption each month for the period during which the exemption is relied on; and</u> (b) <u>give the commissioner a summary of the review as soon as practicable after it is completed.</u> Note – this section does not commence operation until 1 July 2026 (see section 219).	<u>Section 60(4) <i>Information Privacy Act 2009</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to give the applicant: (a) written notice of the refusal to deal with an access or amendment application under section 60(1) Information Privacy Act; and (a) a reasonable opportunity to consult comply with a direction given by the information commissioner given under subsection 61(2). .. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 61(43) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to make a submission to the information commissioner about the data breach. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 61(5) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to refuse to deal with a later access application for one or more of the same documents sought under the first access application by the same applicant, to the extent it is for access to documents in the first application, if the later application does not disclose any reasonable basis for seeking such access.	Section 62(3) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to refuse to deal with a later amendment application for one or more of the same documents sought to be amended under the first access application by the same applicant, to the extent it is for amendment to documents in the first application, if the later application does not disclose any reasonable basis for seeking such access.	Section 63(3) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, after considering an access application, to decide whether to give access to the document and whether any access charge must be paid by the applicant.	Section 65 Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to refuse access to a document in the same way and to the extent access can be refused under section 47 Right to Information Act, were access to the document applied for under that Act.	Section 67(1) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to give a prescribed written notice to an applicant, for an access application, of: the decision on the application, including a decision to refuse to deal with the application; and the fact that the document is not a document in the possession, or under the control, of Council, if this is the case take all reasonable steps to facilitate entry by an authorised officer on the date and time consented to or stated under subsection 68(2)(d). <i>Note – this section does not commence operation until 1 July 2026 (see section 219).-</i>	Section 68(13) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to not include any exempt information or contrary to public interest information in the notice given under section 68(1) Information Privacy Act.	Section 68(3) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to give prescribed written notice to an applicant that does not include details required to be in a prescribed written notice under section 199(a) and (b) Information Privacy Act, but states that Council neither confirms nor denies the existence of the document, but assuming the document does exist, it would be a document to which access would be refused under section 67 Information Privacy Act to the extent it comprised prescribed information agree to an authorised officer exercising a power mentioned in subsection 69(1)(a) or by audio visual link. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 69(2) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, after considering an amendment application, to decide whether amendment of the document is permitted.	Section 70 Information Privacy Act 2009		
	<u>Chief Executive Officer</u>	Power, as a person of whom a requirement is made under section 70(1), to comply with the requirement. Note – this section does not commence operation until 1 July 2026 (see section 219).	<u>Section 71(1) Information Privacy Act 2009</u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to keep a register of eligible data breaches of the agency. Note – this section does not commence operation until 1 July 2026 (see section 219).	Section 72 Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to prepare and publish on the agency's website a policy about how it will respond to a data breach, including a suspected eligible data breach. give an applicant for an amendment application a prescribed written notice of the decision on the application Note – this section does not commence operation until 1 July 2026 (see section 219).:-	Section 73(4) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to not include reasons for a decision to permit amendment of the document in the notice given under section 73(1) Information Privacy Act.	Section 73(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to not include any exempt information or contrary to public interest information in the notice given under section 73(1) Information Privacy Act.	Section 73(3) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, if a decision to amend the document is made, to make the amendment by altering the personal information or adding an appropriate notation to the personal information.	Section 74 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to waive an access charge.	Sections 80, 81 and 82 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to refuse to give access to a document in a form requested, if it would: (a) interfere unreasonably with Council's operations, or (b) be detrimental to the preservation of the document, or (c) be inappropriate having regard to the physical nature of the document, or (d) involve an infringement of the copyright of a person other than the State, and give access in another form.	Section 83(4) <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to extend the period in which an applicant may access a document.	Section 84(2) <i>Information Privacy Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to defer giving access to a document for a reasonable period if the document was prepared: (a) for presentation to the Assembly or a committee of the Assembly; or (b) for release to the media; or (c) solely for inclusion in a document prepared for a purpose in (a) or (b).	Section 87 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to delete irrelevant information from a copy of a requested document when giving access to that requested document, if the agency considers it is reasonably practicable to give access to the copy.	Section 88 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to give access to a copy of a document from which the exempt information has been deleted.	Section 89 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as agency, to give access to a copy of a document from which the contrary to public interest information has been deleted.	Section 90 <i>Information Privacy Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as agency, to direct access to the document be given instead to an appropriately qualified healthcare professional nominated by the applicant and approved by the agency, where access was refused under section 47(3)(d) of the Right to Information Act, as applied under the Information Privacy Act.	Section 92(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to conduct a particular further search or to conduct further searches directed by the information commissioner.	Section 115 Information Privacy Act 2009		
	Chief Executive Officer	Power, as agency, to apply to the information commissioner for declaration that a person is a vexatious applicant.	Section 127 Information Privacy Act 2009		
	Chief Executive Officer	Power, as <u>a relevant entity agency</u> , to apply to the information commissioner for approval to waive or modify the obligation to comply with the privacy principles. Principle requirements or chapter 3A, part 2 or 3 or section 72 or 73	Section 157 <i>Information Privacy Act 2009</i>		
	Chief Executive Officer	Power, as <u>relevant entity agency</u> , to ask the information commissioner to extend the time within which to take action stated in a compliance notice.	Section 159 <i>Information Privacy Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as relevant entity, to comply with a compliance notice.	Section 160 Information Privacy Act 2009		
	Chief Executive Officer	Power, as relevant entity agency , to apply to QCAT, as provided under the QCAT Act, for review of the information commissioner's decision to give a compliance notice.	Section 161(1) <i>Information Privacy Act 2009</i>		Not delegated.
	Chief Executive Officer	Power, as a relevant entity, to ask the complainant for a further specified period to consider the complaint.	Section 164A(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as a relevant entity, to agree to a longer period under subsection 166A(1)(d).	Section 166A(2) Information Privacy Act 2009		
	Chief Executive Officer	Power, as a relevant entity, to give reasonable help to the individual to put the complaint in writing.	Section 166A(3) Information Privacy Act 2009		
	Chief Executive Officer	Power, as a respondent to a privacy complaint to:- (a) agree on a resolution of the complaint at mediation; and ask the information commissioner to prepare a written record of the agreement.	Section 172 Information Privacy Act 2009		
	Chief Executive Officer	Power, as a respondent to a privacy complaint to file a copy of the agreement with QCAT.	Section 173(1) Information Privacy Act 2009		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to comply with a written notice given by the information commissioner under this section.	Section 197 Information Privacy Act 2009		

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**REGISTER OF DELEGATIONS
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Local Government Electoral Act 2011

Document Reviewed:	14 July 2024
Reprint:	22 November 2023
Amended/Substituted/Renumbered:	
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Omitted/Expired:	
Note:	New Register

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to apply for a poll to be conducted by postal ballot.	Section 45AA(2) <i>Local Government Electoral Act 2011</i>		
	Chief Executive Officer	Power to give the electoral commissioner the further information reasonably required to make the recommendation.	Section 45AB(3) <i>Local Government Electoral Act 2011</i>		
	Chief Executive Officer	Power to: (a) ensure that the public may inspect the relevant map at the local government's public office and on the local government's website; and	Section 45(4) <i>Local Government Electoral Act 2011</i>		

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		<u>(b) publish details of the approval on the local government's website, and in other ways the local government considers appropriate</u>			
	<u>Chief Executive Officer</u>	<u>Power to ensure that no liquor will be sold or supplied in the area during the taking of the ballot.</u>	<u>Section 47(3) Local Government Electoral Act 2011</u>		
	<u>Chief Executive Officer</u>	<u>Power to ensure the public may inspect the map showing the part of the local government's area at the local government's public office and on the local government's website.</u>	<u>Section 200E(5) Local Government Electoral Act 2011</u>		

**REGISTER OF DELEGATIONS
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Mineral and Energy Resources (Common Provisions) Act 2014

Document Reviewed:	23 July 2024 14 July 2025
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Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public land authority, to agree in writing to a longer entry period.	Section 57(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public land authority, to impose reasonable and relevant conditions on the resource authority holder about the entry to the public land or the carrying out of the authorised activity.	Section 59(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public land authority, to vary any condition it has imposed.	Section 59(7) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public land authority, to give the holder an information notice about the imposition of a condition or the varying of a condition.	Section 59(8) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public land authority for land, to give a waiver of entry notice.	Section 60(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public road authority, to sign a compensation agreement for the use of a public road for a notifiable road use.	Section 63(1)(b)(i) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as a public road authority, to give written consent to the carrying out of a notifiable road use on a public road.	Section 63(1)(b)(ii) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public road authority for a public road, to give a road use direction.	Section 64(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public road authority for a public road to give an information notice about the decision to give a road use direction.	Section 64(4)(b) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as an owner of restricted land, to give written consent to the resource authority holder carrying out the activity and to impose conditions on the consent.	Section 70 <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as an owner or occupier of land, to apply to the Land Court for an order declaring the following:- (a) whether particular land is restricted land for a resource authority or the Mineral Resources Act, Schedule 1, section 2; and (b) whether a particular activity is a prescribed activity for a resource authority.	Section 72(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an eligible claimant, to enter a conduct and compensation agreement with the resource authority holder.	Section 83(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as an eligible claimant, to give a conference election notice to the resource authority holder.	Section 83A(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to a conference with an authorised officer, to ask the other party for a longer period within which to hold the conference.	Section 83B(4) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as an eligible claimant, to use all reasonable endeavours to negotiate a conduct and compensation agreement or a deferral agreement.	Section 85(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as an eligible claimant, to agree to a longer negotiation period.	Section 85(2)(b) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an eligible claimant, to enter an opt-out agreement.	Section 85(4) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to a conduct and compensation agreement or a deferral agreement, to terminate the agreement by giving notice to the other party during the cooling off period.	Section 87(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as an eligible claimant party , to give an ADR election notice.	Section 88(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, upon receipt of an ADR election notice pursuant to section 88(2), to accept or refuse the type of ADR and the ADR facilitator proposed in the notice.	Section 88(5.4) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as the party giving the ADR election notice and where the other party does not accept the type of ADR or ADR facilitator proposed in the notice, to obtain a decision from the Land Court or a prescribed ADR institute about the matter not accepted.	Section 88(6.5) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.

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	Chief Executive Officer	Power, as the party giving the ADR election notice and where a decision has been obtained from the Land Court or a prescribed ADR institute about the matter not accepted in the notice, to give the other party notice of the decision.	Section 88(7.6) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party given or giving an ADR election notice, to participate in the conference and enter a conduct and compensation agreement.	Section 89(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party given or giving an ADR election notice, to ask the other party for, or agree to, a longer period to enter a conduct and compensation agreement.	Section 89(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party who attended the ADR and where the other party did not attend the ADR, to apply to the Land Court for an order requiring the non-attending party to pay the attending party's reasonable costs of attending.	Section 90 <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, in the circumstances set out in subsection 91A(1), to give an arbitration election notice requesting the other party participate in an arbitration to decide the dispute.	Section 91A(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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	Chief Executive Officer	Power, as a party given an arbitration election notice, to accept or refuse the request for arbitration.	Section 91A(4.3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to an arbitration, to jointly appoint the arbitrator proposed in the arbitration election notice or another arbitrator.	Section 91A(5) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as the party giving an arbitration election notice, to require a prescribed arbitration institute to appoint an arbitrator.	Section 91A(6) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to an arbitration and where the circumstances of section 91E(2) apply, to agree with the other party about the payment of the fees and expenses of the arbitrator.	Section 91E(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to an arbitration, to agree with the other party about the payment of each party's costs.	Section 91E(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a party, to give an ADR election notice to the other party.	Section 92A(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party given an ADR election notice, to accept or refuse the request for ADR.	Section 92A(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice or another ADR facilitator.	Section 92A(5) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a public road authority for a public road, to enter a road compensation agreement.	Section 94(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party given or giving an ADR election notice, and where a conduct and compensation agreement has not been entered and an arbitration election notice has not been given or has been given and not accepted , to apply to the Land Court to decide the dispute.	Section 96(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to apply to the Land Court for a declaration that all or part of the stated costs are payable under section 91.	Section 96B(1)(a) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as an eligible claimant, to apply to the Land Court for an order requiring payment of negotiation and preparation costs under section 91.	Section 96B(1)(b) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as a party to a compensation agreement, to apply to the Land Court for an order about the alleged breach.	Section 99A(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as a public road authority, to apply to the Land Court for the Court to decide a resource authority holder's compensation liability.	Section 100(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	Chief Executive Officer	Power, as a public road authority or an eligible claimant, to apply to the Land Court for a review of the original compensation.	Section 101(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.

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	Chief Executive Officer	Power, as an owner or occupier of land that may be affected by a resource authority, to give notice to an authorised officer of concerns relating to the resource authority.	Section 101D(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as an owner or occupier of land or another person interested in the concern, to participate in a conference conducted by the authorised officer, including agreeing to a settlement of the concern the subject of the conference.	Sections 101E(2) and 101F(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a party who attends a conference, to apply to the Land Court for an order requiring a party who did not attend the conference to pay the attending party's reasonable costs of attending.	Section 101F(4)(b) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		Not delegated.
	<u>Chief Executive Officer</u>	<u>Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.</u>	<u>Section 196K(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i></u>		
	<u>Chief Executive Officer</u>	<u>Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.</u>	<u>Section 196K(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i></u>		

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	Chief Executive Officer	Power, as a party to an ADR, to apply to the Land Court for an order requiring the payment of the costs.	Section 196L(3) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, in the circumstances in subsection 196R(2), to pay the fees and expenses in equal shares and agree to another payment amount.	Section 196R(2) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		
	Chief Executive Officer	Power, as a relevant entity, to give the chief executive a copy of a notice or consent given by or to Council under chapter 3.	Section 205(1) <i>Mineral and Energy Resources (Common Provisions) Act 2014</i>		

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Omitted/Expired:	
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to make a note on each relevant map in Council's planning scheme.	Section 4B(3) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to give the chief executive a written notice for the taking of land for which mining interests are extinguished.	Section 10AAA(9) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to consult with the decision-maker about the granting of a new mining tenement for an area that includes acquired land.	Section 10AAC(1) <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the owner of a reserve, to give written consent, with or without conditions, to a parcel prospecting permit holder entering the surface of the reserve.	Sections 19(1) and 20 <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of occupied land, to give written consent, with or without conditions, to a district prospecting permit holder entering the surface of the land.	Sections 19(2) and 20 <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of occupied land, to give written consent, with or without conditions, to a prospecting permit holder entering the land for hand mining.	Sections 19(3) and 20 <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land, to apply to the chief executive to rectify the damage referred to in subsection (1) that has been caused by any activity allegedly authorised under a prospecting permit in respect of the land.	Section 26(3) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land, to give written approval to the chief executive for the refund of security for a parcel prospecting permit.	Section 26(9) <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the owner of land where a person purports to enter the land under authority of a prospecting permit, to report to the chief executive that a person is not authorised to enter or be upon the land or is not complying with any condition of the prospecting permit or of any provision of the Act.	Section 34(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land where a person purports to enter or be on the land under authority of a prospecting permit, to ask the person for proof of the person's authority to enter or be on the land.	Section 46(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of occupied land, to give written consent, including conditions on the consent, to a person entitled to enter the land under a prospecting permit to enter the land at night.	Sections 47(1) and (5) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of occupied land, to give written consent, including conditions on the consent, to a person entitled to enter the land under a parcel prospecting permit to enter the land at night.	Section 47(2) and (5) <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the relevant owner of restricted land, to give written consent to an application for a mining claim on the land.	Section 51(2) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as the owner of land that is a reserve, to consent to the granting of a mining claim over the land.	Section 54(a) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as the owner of land that is affected by an application for a mining claim, to make a written request to the chief executive for a conference.	Section 65(1)(a) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to attend a section 65 conference and to reach agreement about something discussed at the conference.	Sections 66 and 69 <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of relevant land and/or as a relevant local government, to lodge a written objection in the approved form to an application for a mining claim and to serve a copy of the objection on the applicant.	Section 71 <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to withdraw an objection to a mining claim by giving written notice to the entities specified in subsection (1).	Section 71A <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an interested party, to agree with the applicant for a mining claim about the amount of compensation to be paid to Council and to sign the agreement.	Section 85(1)(a) and (3) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as an interested party, at any time before compensation is determined by agreement, to apply in writing to the Land Court to have the Land Court determine the amount of compensation.	Section 85(4) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as an interested party, to give an ADR election notice.	Section 85AA(2) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party given an ADR election notice, to accept or refuse the request for ADR.	Section 85AA(3) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice, or another ADR facilitator.	Section 85AA(4) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.	Section 85AB(2) <i>Mineral Resources Act 1989</i>		

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	Chief Executive Officer	Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.	Section 85AB(3) Mineral Resources Act 1989		
	Chief Executive Officer	Power, as the attending party, to apply to the Land Court for an order requiring the payment of the costs.	Section 85AC(3) Mineral Resources Act 1989		
	Chief Executive Officer	Power, as a party aggrieved by a determination of the Land Court made under section 85, to appeal to the Land Appeal Court against the Land Court's decision.	Section 86 <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as an appellant pursuant to section 86, to lodge the security in the decided form and amount.	Section 86A(5) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land that is a reserve, to give the Minister the land owner's views about further prospecting or exploration on the land.	Section 124(2) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land, to agree an amount of compensation payable in respect of the proposed use of the land as access in respect of a mining claim as a result of a variation under section 125, sign the agreement and file the agreement.	Section 125(10) <i>Mineral Resources Act 1989</i>		Not delegated.

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	Chief Executive Officer	Power, as the owner of land where a person purports to enter or be on the land under authority of an exploration permit, to ask the person for proof of the person's authority to enter or be on the land.	Section 167(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land in the area of a mineral development licence, to certify that there is no actual damage to the land that should be rectified	Section 190(8)(a) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land where a person purports to enter or be on the land under authority of a mineral development licence, to ask the person for proof of the person's authority to enter or be on the land.	Section 216(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of land, to consent to a mining lease holder making an application to conduct drilling and other activities on land not included in the surface area covered under the lease.	Section 237(2)(d)(i) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as the owner of restricted land, to consent to the making of an application for a mining lease over the land.	Section 238(1)(a) <i>Mineral Resources Act 1989</i>		Not delegated.

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	Chief Executive Officer	Power to lodge an objection to an application for grant of a mining lease.	Sections 260(1) and (2) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to serve a copy of the objection lodged against an application for grant of a mining lease on the applicant.	Section 260(4) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power to withdraw an objection lodged against an application for grant of a mining lease.	Section 261(1) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as the owner of land that is a reserve, to give written consent to the grant of a mining lease over the surface area of the reserve.	Section 271A(2)(a) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of restricted land, to give written consent to the application for the surface of restricted land for the mining lease to be included in the mining lease.	Section 275A(2)(a) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as the owner of restricted land, to agree with the applicant about the compensation payable to Council for the inclusion of the surface of the land in the mining lease.	Section 275A(2)(c) <i>Mineral Resources Act 1989</i>		Not delegated.

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an owner of land the subject of an application to grant, renew or include the surface of restricted in a mining lease, to agree with the applicant for the lease about the amount of compensation to be paid to Council and to sign the agreement.	Sections 279(1)(a) and (3) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as an owner of land the subject of a mining lease where no part of the surface area of that land is included in the lease, to agree with the holder of the lease about the amount of compensation to be paid as compensation for any damage caused to the surface of the land and to sign the agreement.	Sections 280 <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as a person who could be a party to an agreement under sections 279 or 280, to apply in writing to the Land Court to determine the amount of compensation.	Section 281(1) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as a party aggrieved by a determination of the Land Court made under section 281, to appeal to the Land Appeal Court against the decision.	Section 282(1) <i>Mineral Resources Act 1989</i>		Not delegated.

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an appellant pursuant to section 282, to lodge the security in the decided form and amount.	Section 282A(5) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as an owner of land in relation to a lease mentioned in section 279(1)(a) or 280(1), to agree in writing to amend the original compensation.	Section 283A(2) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as an owner of land in relation to a lease mentioned in section 279(1)(a) or 280(1), to apply, in the circumstances identified in subsection (1), to the Land Court to review the original compensation.	Section 283B(2) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as a party, to give an ADR election notice.	Section 283C(2) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party given an ADR election notice, to accept or refuse the request for ADR.	Section 283C(3) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party to an ADR, to jointly appoint the ADR facilitator proposed in the ADR election notice, or another ADR facilitator.	Section 283C(4) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as a party to an ADR, to use all reasonable endeavours to negotiate a resolution of the dispute.	Section 283D(2) <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a party to an ADR, to, within the usual period, ask the other party for a longer period.	Section 283D(3) Mineral Resources Act 1989		
	Chief Executive Officer	Power, as the attending party, to apply to the Land Court for an order requiring the payment of the costs.	Section 283E(3) Mineral Resources Act 1989		
	Chief Executive Officer	Power, as the owner of land, to agree with the applicant about the compensation payable to Council for the proposed use of the land as access in respect of a mining lease as a result of a variation under section 317 and to sign the agreement.	Section 317(10) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as a landowner to whom a water monitoring bore is being transferred, to consent to the transfer.	Section 334ZZO <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power, as the owner of affected land, to:- (a) give consent to the entry of the land; (b) impose reasonable conditions on the entry of the land; (c) withdraw consent for entry of the land; and (d) sign an acknowledgement of the consent.	Section 344G <i>Mineral Resources Act 1989</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the owner of land, to enter a compensation agreement, to sign the agreement and to file it.	Section 345(2) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power, as a person who could be a party to a compensation agreement, to apply in writing to the chief executive to have the Land Court decide the amount of compensation and the terms, conditions and times of its payment	Section 345(3) <i>Mineral Resources Act 1989</i>		Not delegated.
	Chief Executive Officer	Power as the owner or occupier of restricted land to consent, with or without conditions, to the entry of the land under section 386V.	Schedule 1, Section 2(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power as the owner of occupied land to consent, with or without conditions, to the entry of the land under section 386V at night.	Schedule 1, Section 3(1) <i>Mineral Resources Act 1989</i>		
	Chief Executive Officer	Power as the owner of a reserve to impose conditions on the entry of the surface of the reserve under section 386V.	Schedule 1, Section 4 <i>Mineral Resources Act 1989</i>		

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Queensland Productivity Commission Act 2005

Document Reviewed:	14 July 2025
Reprint:	22 April 2025
Amended/Substituted/Renumbered:	
Inserted:	
Omitted/Expired:	
Note:	New Register

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	Power, as a relevant entity, to comply with a notice given by the commission pursuant to subsection 35(2).	Section 35(3) <u>Queensland Productivity Commission Act 2025</u>		

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Residential Tenancies and Rooming Accommodation Act 2008

Document Reviewed:	30 July 2024 <u>12 June 2025</u>
Reprint:	1 July 2024 <u>1 May 2025</u>
Amended/Substituted/Renumbered:	84(1)(a), 99(1)(a), 207, 208, 209A, 254, 255, 256(2), 259, 459, 459C(1), 105(2)
Inserted:	57B, 57C(1), 76C, 76D(1), 84(1)(b), 84A(2), 84B(2), 84B(3), 99(1)(b), 99A(2), 99B(2), 99B(3), 136AA(2), 165(4), 166(7), 167(4), 170(3), 207(3), 207(4) and (5), 254(3), 254(4) and (5), 457D(2), 457E
Omitted/Expired:	83(3), 98(3), 136(3)(c)(iv)(A), 136(3)(c)(iv)(A), 136(5)
Note:	

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power to:-</u> <u>(a) require the prospective tenant to apply using the required application form; and</u> <u>(b) nominate at least 2 ways for the prospective tenant to submit the application.</u>	<u>Section 57B Residential Tenancies and Rooming Accommodation Act 2008</u>		
	<u>Chief Executive Officer</u>	<u>Power to request information about a prospective tenant in the ways required by subsection 57C(1)</u>	<u>Section 57C(1) Residential Tenancies and Rooming Accommodation Act 2008</u>		
	Chief Executive Officer	Powers to give a prospective tenant for a residential tenancy the documents prepared for section 61 (the written residential tenancy agreement) and any other information prescribed by regulation.	Section 58(1) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to prepare a residential tenancy agreement in the way required by section 61.	Section 61 Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give to the tenant a residential tenancy agreement prepared for section 61 for signing.	Section 62(1) Residential Tenancies and Rooming Accommodation Act 2008		

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	Chief Executive Officer	Power to sign a residential tenancy agreement signed by the tenant and to return a copy signed by both parties to the tenant.	Section 62(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal if the Council as lessor reasonably believes the tenant has contravened section 62(2).	Section 64(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to prepare, in the approved form, a condition report for premises and any inclusions, to sign the condition report, and to give a copy of the condition report to the tenant.	Section 65(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to sign the copy of a condition report received from the tenant at the end of the tenancy and, if not agreeing with the report, show the parts of the condition report that are disagreed with by marking the copy in an appropriate way, and to make a copy of the condition report and return it to the tenant at the tenant's given forwarding address.	Section 66(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give to a tenant an information statement in the approved form containing information for the benefit of the tenant, by the period specified in section 67.	Section 67 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to give a tenant a copy of body corporate by-laws when giving the written agreement to the tenant for signing.	Section 69(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give the tenant a written notice stating an approved way, or a different approved way, as the way in which rent is required, or is proposed, to be paid.	Section 83(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to agree in writing to payments of rent being made in the way stated in a written notice received from the tenant.	Section 83(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give the tenant a written notice changing 1 or more of the ways in which rent is to be paid under the agreement that gives the tenant a choice of at least 2 approved ways for payment of rent under section 83(4)(a) to (f) and advises about costs associated with the approved way.	Section 84(21)(a) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to agree to a rent agreement.	Section 84(1)(b) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to give the tenant a written notice stating a choice of at least 2 other ways for the payment of rent.	Section 84A(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give the tenant a written notice advising the tenant of the costs that are associated with the ways to pay rent offered to the tenant.	Section 84B(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to declare any financial benefit the lessor or lessor's agent may receive if the tenant uses a particular way to pay rent.	Section 84B(3) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give a written notice stating a place, or a different place, as the place at which rent is required to be paid.	Section 85(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give and sign a receipt for payment of rent.	Section 88 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to make a written record of the payment of rent.	Section 88(5) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to give written notice of a proposal to increase rent for a periodic agreement or a fixed term agreement during the term of the agreement.	Section 91(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give the tenant the evidence of the day of the last rent increase	Section 93A(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to the tribunal for an order mentioned in subsection 93B(3).	Section 93B(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to pay a rental bond to the authority and to give the authority a notice, in the approved form, about the rental bond.	Section 116(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	If rental bond instalments are payable under a residential tenancy agreement, power to pay the rental bond to the Residential Tenancies Authority once all rental bond instalments have been received and to give the Authority a notice, in the approved form about the instalments.	Section 117 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a provider who has received the last rental bond instalment, to pay the instalments to the authority and to give the authority a notice, in the approved form about the instalments.	Section 118(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, as a provider where the agreement is ended before the provider receives all the rental bond instalments, to pay the instalments received by the provider to the authority and to give the authority a notice, in the approved form about the instalments.	Section 118(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, as a provider in the circumstances set out in subsection 118(4), to pay the instalments received by the provider to the authority and to give the authority a notice, in the approved form about the instalments.	Section 118(4) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, as a lessor under a residential tenancy agreement in the circumstances set out in subsection 119(1), to pay to the authority an amount equal to the maximum rental bond for the agreement or the difference between the maximum rental bond and the amount of rental bond actually paid.	Section 119(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to apply to the authority for payment of a rental bond.	Section 125 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to make a dispute resolution request to the authority about an application for payment of a rental bond.	Section 136A <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	<u>Chief Executive Officer</u>	<u>Power to give the tenant or resident the evidence referred to in subsection 136AA(2).</u>	<u>Section 136AA(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i></u>		
	Chief Executive Officer	Power to make an application to the tribunal for an order about the payment of a rental bond.	Section 136B(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power, where an application has been made to the tribunal, to give the authority written notice of the application.	Section 136B(4) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, as an interested person, to make a written request to the authority for an extension of the claim period.	Section 136C(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to give the Residential Tenancies Authority a written application requesting it to extend the 7 day period by not more than 3 days.	Section 136(5) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to withdraw an application to the Residential Tenancies Authority for the payment of a rental bond.	Section 140 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to sign and give a receipt for a rental bond.	Section 145 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to keep a copy of the receipt for a rental bond.	Section 145(4) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give written notice to the tenant or resident to increase the rental bond if the rent payable under the agreement increases.	Section 154 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal disputing the amount being treated as a rental bond.	Section 155(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to require a prospective tenant to pay a key deposit.	Section 156 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give a receipt for a key deposit that was paid by a prospective tenant.	Section 157 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to refund a key deposit in full when the key is returned.	Section 158 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to require a prospective tenant to pay a holding deposit for a tenancy of premises.	Section 159 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a receipt for a holding deposit.	Section 160 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to refund the holding deposit to the prospective tenant within 3 days after notification that the prospective tenant intends not to exercise the option.	Section 161(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give the tenant a copy of a document issued by the relevant supply authority showing the amount charged by the authority for the thing, service or facility.	Section 165(4) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to give the tenant a copy of a document issued by the relevant water supplier showing the amount of the water consumption charges payable to the supplier.	Section 166(7) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to apply to a tribunal for a decision about: (a) the amount of the lessor's outgoings for a service charge payable by the tenant; or (b) the amount of the reduced rent payable under the agreement because a service or facility ceases to be available for use by the tenant.	Section 169(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to respond to the tenant's request to keep a pet at the premises.	Section 184D(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to enter premises on a ground specified in section 192(1), to take all steps necessary to allow for the entry, and to exercise all the powers of Council upon making the entry.	Sections 192, 193, 194, 195, 196, 197, 198, 199 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to apply to a tribunal to enter the premises under order of the tribunal, and to comply with the rules of entry as changed by the tribunal.	Section 201 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to ask the tenant the tenant's name or place of employment.	Section 205(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to ask the tenant in writing to state the new address.	Section 205(3)(a) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a written notice to the tenant stating the lessor's and/or the lessor's agent's name and address for service including any change of such details.	Section 206 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	<u>Chief Executive Officer</u>	<u>Power to decide the tenant's request to attach a fixture or making a structural change to the premises, advise the tenant of the decision and, where relevant, state that the lessor's approval is subject to agreement by the body corporate.</u>	<u>Section 207(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power to give a copy of the request to the body corporate and advise the tenant as soon as reasonably practicable of the body corporate's decision about the request.</u>	<u>Sections 207(4) and (5) Residential Tenancies and Rooming Accommodation Act 2008</u>		
	Chief Executive Officer	Power to agree to the tenant decide the tenant's request to attaching a fixture or making a structural change to the premises including the power to set the terms upon which give the agreement is given subject to conditions-	Sections 207 and 208 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to waive the breach by a tenant attaching a fixture or making a structural change to the premises without the lessor's agreement and to treat the fixture or change as an improvement to the premises for the lessor's benefit.	Section 209A <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to supply and maintain the locks and keys that are necessary to ensure the premises are reasonably secure.	Section 210 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to change a lock to the premises or to agree to the other party to the residential tenancy agreement changing a lock to the premises and to give a copy of the key to the other party.	Section 211 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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	Chief Executive Officer	Power to agree to not being given a key for a lock to the premises changed by the tenant.	Section 211(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal about a lock or key for the premises.	Section 213(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to nominate a nominated repairer and to provide written notice to the tenant stating the nominated repairer and to give written notice of any change in a nominated repairer.	Section 216 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal for an order about the reimbursement or payment of an amount for emergency repairs to the tenant.	Section 220(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to the tribunal for an extension of time to comply with a repair order.	Section 221B(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to agree in writing to the transfer or subletting of the tenant's interest under an agreement.	Section 237(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to agree in writing to the transfer or subletting of all or a part of the tenant's interests under the agreement.	Section 238(2)(a) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to require the tenant to pay an amount equivalent to the reasonable expenses incurred by the lessor in agreeing to the transfer or subletting.	Section 240 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a written notice of a tenancy to a buyer to whom Council proposes to transfer the Council's interests in the premises.	Section 242(1)(a) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a written notice of the transfer (the attornment notice) to the tenant if the lessor's interest is transferred.	Section 242(1)(b) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to be heard on an application by a person occupying the premises to be recognised as a tenant under an agreement.	Section 243(7) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to be heard before a tribunal on an application by a person to be recognised as the tenant or a co-tenant under an agreement instead of the person's domestic associate.	Section 245(8) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to be heard before a tribunal on the application of an occupant for an order to be recognised as the tenant, or a co-tenant under an agreement instead of the tenant or co-tenant.	Section 246(6) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to end a residential tenancy agreement by written agreement with the tenant.	Section 277(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a notice to leave the premises to the tenant.	Section 277(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to agree with the tenant's personal representative or relative on a day for the residential tenancy agreement to end.	Section 277(7)(c) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to give a tenant a notice to remedy breach.	Section 280 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give a notice to leave the premises to a tenant because of any of the reasons set out in sections 281 to 291 (inclusive).	Section 281(1), 282(1), 283(2), 284(1), 285(2), 286(1), 287(2), 288(1), 289(2), 290(2), 290A(1), 290B(1), 290C(1), 290D(1), 290E(1), 290F(1), 290G(1) and 291(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal for a termination order because of any of the reasons set out in sections 293 to 299 (inclusive).	Sections 293, 294, 295, 296, 296A, 297, 297A, 297B, 298 and 299 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to a tribunal for an interim order to restrain a tenant from causing further damage or injury.	Section 300 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to remedy a lessor's breach following receipt of a notice to remedy breach from the tenant.	Section 303 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, after receiving the notice ending tenancy interest, to inform the vacating tenant whether	Section 308C(2) <i>Residential Tenancies and</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		the lessor proposes to apply to the tribunal under section 308H to have the notice set aside.	<i>Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, if there are other tenants for the residential tenancy agreement, to inform the vacating tenant of the matters set out in subsection 308C(3).	Section 308C(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power, in the circumstances set out in subsection 308E(1), to give each remaining tenant for the agreement a continuing interest notice.	Section 308E(3) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to the tribunal for an order setting aside the notice because it does not comply with section 308B.	Section 308H(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power, as lessor, to:- (a) give the tenant's personal representative or relative written notice that the agreement ends because of the tenant's death; (b) agree with the tenant's personal representative or relative on a day for the tenancy to end;	Section 324A(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
		(c) apply to the tribunal to decide the day for the tenancy to end.			
	Chief Executive Officer	Power to withdraw a notice to leave for unremedied breach.	Section 333(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to agree to the tenant withdrawing a notice of intention to leave the premises.	Section 334(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to the tribunal for a termination order without giving a notice to leave the premises to the tenant.	Section 335(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to the tribunal for the issue of a warrant of possession.	Section 350(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to give an abandonment termination notice to the tenant terminating the agreement.	Section 355(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal for an order about the abandonment by the tenant of the premises.	Section 357(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to apply to a tribunal for an order requiring the tenant to pay compensation for the tenant remaining in possession and an occupation fee.	Section 358 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to a tribunal for an order for compensation following the giving of an abandonment termination notice.	Section 359 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to take all reasonable steps to mitigate loss or expense incurred because of the matters set out in section 362(1).	Section 362 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to sell tenant's goods left on premises or dispose of them in another way.	Sections 363(2) and 363(4) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to pay any balance from the sale of goods of a former tenant to the public trustee.	Sections 363(8) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to apply to a tribunal for an order for an entitlement to receive an amount in the fund kept under the <i>Public Trustee Act 1978</i> .	Section 363(10) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.

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	Chief Executive Officer	Power to give documents left on the premises in the ways prescribed under section 364.	Section 364 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to make a dispute resolution request to the Residential Tenancies Authority and to take all steps necessary to participate in the conciliation, withdraw from a conciliation and agree to the terms of a conciliation agreement.	Sections 402, 404, 405, 406, 408 and 410 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to make an application to the tribunal for an order declaring that a stated agreement is, or is not, a residential tenancy agreement to which the Act applies.	Section 418 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to a tribunal for an order about a breach of a term of a residential tenancy agreement.	Section 419(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to a tribunal for an order about a disputed ground stated in a notice to remedy breach or notice of intention to leave premises given to Council as the lessor by the tenant (other than a notice of intention to leave without ground).	Section 424(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.

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	Chief Executive Officer	Power to apply to a tribunal for an order about a disputed ground stated in a notice to remedy breach or a notice of intention to leave premises (other than a notice of intention to leave without ground).	Section 425(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to apply to a tribunal for an order about a general dispute between parties to a residential tenancy agreement.	Section 429(1) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.
	Chief Executive Officer	Power to be heard before the tribunal on an application regarding a dispute between cotenants about a rental bond for an agreement.	Section 430(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Power to claim compensation for a loss or expense incurred because of the exercise or purported exercise of a power under Chapter 7, Part 2.	Section 449 <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	<u>Chief Executive Officer</u>	<u>Power to collect personal information about an applicant, tenant or resident in relation to a residential tenancy agreement or rooming accommodation agreement in the way prescribed in the subsection.</u>	<u>Section 457D(2) <i>Residential Tenancies and Rooming Accommodation Act 2008</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a relevant person, to store the personal information about an applicant, tenant or resident in the manner required by the section.	Section 457E Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give an applicant a written notice.	Section 458A(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give an applicant a written notice.	Section 458B(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to list personal information about a person in a tenancy database after complying with the requirements of section 459(2).	Section 459 Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to give the other person a copy of the personal information and consider any submissions made by the other person.	Section 459(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power, in the circumstances listed in subsection (1), to give a database operator written notice.	Section 459A(2) Residential Tenancies and Rooming Accommodation Act 2008		
	Chief Executive Officer	Power to keep a copy of a written notice given under this section.	Section 459A(4) Residential Tenancies and Rooming Accommodation Act 2008		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give a copy of a person's personal information listed about the person.	Section 459C(12) <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Where Council is a community housing provider as defined by section 527B, power to give written notice to the tenant to give an acceptable behaviour agreement undertaking.	Section 527D <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		
	Chief Executive Officer	Where Council is a community housing provider, power to apply to the tribunal for a termination order relating to either a failure to enter into acceptable behaviour agreement or a serious or persistent breach of acceptable behaviour agreement.	Section 527E <i>Residential Tenancies and Rooming Accommodation Act 2008</i>		Not delegated.

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Right to Information Act 2009

Document Reviewed:	<u>20 January 2025 2 July 2025</u>
Reprint:	<u>31 December 2024 1 July 2025</u>
Amended/Substituted/Renumbered:	<u>93(1), 100, 101(2) and (3), 102</u>
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Omitted/Expired:	
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power to publish a publication scheme.</u>	<u>Section 21 Right to Information Act 2009</u>		
	Chief Executive Officer	Power to disclose information under a publication scheme, without limiting another way Council may disclose information.	Section 22 <i>Right to Information Act 2009</i>		
	<u>Chief Executive Officer</u>	<u>Power to refund an application fee if no application fee is payable for the application under subsection 24(5).</u>	<u>Section 24(6) Right to Information Act 2009</u>		
	Chief Executive Officer	Power to give access to a document created after the application is received but before notice is given under section 54.	Section 27(2) <i>Right to Information Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to search for a document from a backup system if Council considers the search appropriate.	Section 29(2) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to appoint an appropriately qualified healthcare professional to make a healthcare decision in relation to an access application.	Section 30(5)(b) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power, as an agency, to participate in an external review.	Section 89(1) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to apply to the information commissioner to participate in an external review if Council is affected by the decision the subject of the external review.	Section 89(2) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to apply to the information commissioner to allow Council further time to deal with the access <u>or amendment</u> application which has become the subject of an application for an external review concerning a deemed decision in relation to an access application.	Section 93(1) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to comply with a reasonable request from the Commissioner for further assistance with an external review.	Section 96(1) <i>Right to Information Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to make oral or written submissions to the Commissioner in an external review.	Section 97(2)(b) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to seek the approval of the Commissioner for Council to be represented by another person in an external review and to appoint the representative.	Section 97(3) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to respond to a preliminary inquiry from the Commissioner.	Section 98 <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to give the applicant for external review and the commissioner an additional statement containing further and better particulars of the reasons for the decision.	Section 99(2+) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to give the commissioner full and free access at all reasonable times to the documents of the agency or Minister concerned , including documents protected by legal professional privilege.	Section 100 <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to give the commissioner a written transcript of the words recorded or contained in a document and a written document created using equipment that is usually available to Council for retrieving or collating stored information.	Sections 101(2) and (3) <i>Right to Information Act 2009</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to conduct a particular further search, or further searches, for a document when required to by the commissioner.	Section 102 <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to comply with a notice issued by the commissioner pursuant to this section.	Section 103 <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power to provide the commissioner with the views of the relevant third party.	Section 107A(2)(a) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power, as a participant in an external review, to apply to the information commissioner to correct an error in a written decision of the commissioner.	Section 111(2) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power, as an agency, to apply to the information commissioner for the declaration of an applicant as a vexatious applicant.	Section 114(1) <i>Right to Information Act 2009</i>		
	Chief Executive Officer	Power, as a participant in an external review, to make a request to the information commissioner to refer a question of law arising on an external review to the Queensland Civil and Administrative Tribunal.	Section 118 (1) <i>Right to Information Act 2009</i>		Not delegated.

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Right to Information Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a participant in an external review, to appeal to the appeal tribunal against a decision of the information commissioner on the external review.	Section 119 <i>Right to Information Act 2009</i>		Not delegated.
	Chief Executive Officer	Power to make an application to the information commissioner to extend the 10 year period during which disclosure of certain information cannot be made.	Schedule 4, Part 4, section 1(3) <i>Right to Information Act 2009</i>		

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Water Regulation 2016

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to apply to the chief executive to relocate a water licence.	Section 34 <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of the water licence to be relocated, to swear the statutory declaration required in subsection (3)(b)(i).	Section 34(3)(b)(i) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as an interested entity, to provide written consent to the proposed relocation.	Section 34(3)(b)(ii) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as an applicant under section 34, to give the chief executive a transfer notice.	Section 37 <i>Water Regulation 2016</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a proposed transferee, to give the chief executive a document evidencing ownership of land to which the new licence will attach.	Section 38(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a water allocation, to apply to the chief executive for a seasonal water assignment for the water allocation for the water year in which the application is made and to pay the application fee.	Section 58(1) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a seasonal water assignment notice, to apply to the chief executive for a seasonal water assignment for the seasonal water assignment notice for the water year in which the application is made and to pay the application fee.	Section 58(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power to comply with a notice issued by the chief executive under subsection (23).	Section 64(23) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power to give the chief executive evidence of the publication.	Section 64(5)(a)(4) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power to give the chief executive additional information required under subsection (1) and to verify the information by statutory declaration.	Section 65 <i>Water Regulation 2016</i>		

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	Chief Executive Officer	Power, where Council has made an application under section 63, to pay the estimated cost to the chief executive.	Section 66(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation, to ensure a measurement device complies with the requirements of section 108.	Section 108 <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation, to ensure the measurement device is certified.	Section 110(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation, to give the chief executive information about water taken under the authorisation.	Section 111 <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation, to give the chief executive information about water taken through the works during the faulty period for the measurement device .	Section 113(1) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, in the circumstances stated in subsection 117(1), (a) to give the chief executive a notice complying with subsection 117(2) about the fault; and (b) take the action required under subsection 117(1)(b)	Section 117(1) <i>Water Regulation 2016</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the recipient of a notice from the chief executive given under subsection 118(2), to comply with the notice.	Section 118(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation, to keep for the recording period, the records listed in subsection 120(1).	Section 120(1) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the recipient of a notice from the chief executive given under subsection 121(1), to comply with the notice.	Section 121(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the recipient of a notice from the chief executive given under subsection 121C(2), to comply with the notice.	Section 121C(4) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power as a licensee to pay the water licence fee stated in the notice received from the chief executive.	Section 131(2)(b) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power to pay a charge levied by a notice received from the chief executive pursuant to this section.	Section 134(1)(d) <i>Water Regulation 2016</i>		

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	Chief Executive Officer	Power, as the holder of a relevant authorisation in the circumstances listed in subsection 151(1), to ensure the meter is certified by a duly qualified person as complying with the measurement standards on or before the revalidation date for the meter.	Section 151(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation in the circumstances listed in subsection 154(1), to arrange for a validation inspection to be carried out on the meter before the expiry date.	Section 154(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation in the circumstances listed in subsection 156(1), to arrange for a validation inspection to be carried out on the meter before the validation date.	Section 156(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, as the holder of a relevant authorisation in the circumstances listed in subsection 157(1), to arrange for a validation inspection to be carried out on the meter before the validation date.	Section 157(2) <i>Water Regulation 2016</i>		

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Water Regulation 2016

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the holder of a relevant authorisation in the circumstances listed in subsection 159(1), to arrange:- (a) the meter to be modified; and (b) a further validation inspection to be carried out by an authorised meter validator under former section 112.	Section 159(2) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, in the circumstances listed in subsection 166(1), to pay the meter operating charge.	Section 166(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, in the circumstances listed in subsection 167(1), to pay the meter use charge.	Section 167(3) <i>Water Regulation 2016</i>		
	Chief Executive Officer	Power, in the circumstances listed in subsection 168(1), to pay the meter exit charge.	Section 168(3) <i>Water Regulation 2016</i>		

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Work Health and Safety Regulation 2011

Document Reviewed:	21 January 2025 1 July 2025
Reprint:	1 January 2025 1 March 2025
Amended/Substituted/Renumbered:	
Inserted:	22(3), 33, 34, 35, 36, 37, 38, 40, 41, 42, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, 55H, 57, 58, 60, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 85(4), 142, 143, 144, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 225, 226, 226A, 226C, 234, 235, 236, 237, 246, 275, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 306C, 306D, 306E, 306G, 306H, 306I, 306J, 306K, 306L, 306M, 306N, 306O, 306P, 306Q, 308, 309, 310, 311, 312, 313, 314, 315, 315A, 315E, 315F, 315G, 315H, 315J, 315L, 315M, 316, 317, 341, 342, 343, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 378, 379, 385, 387(2), 388(2), 389, 390, 391, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 420, 430, 432, 433, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 463, 468, 469, 470, 471, 472, 473, 475, 479, 480, 481, 482, 483, 484, 535, 536, 537, 540(2)(b), 547, 548, 551, 553, 554, 555, 556, 557, 558, 559, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 577, 583A, 587, 588, 593, 594, 596, 600, 601, 604(b), 607, 680(4), 688, 703, 711
Omitted/Expired:	
Note:	

**REGISTER OF DELEGATIONS
COUNCIL TO CEO**

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to ensure that the agreed procedure for issue resolution at the workplace complies with subsection 22(3).	Section 22(3) Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as an approved RTO, to grant a person a certificate of authority.	Section 31B Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person conducting a business or undertaking who has a duty under this regulation to manage risks to health and safety, to comply with the requirements of the regulation. For the avoidance of doubt, the power delegated includes all powers found in sections 33, 34, 35, 36, 37 and 38.	Sections 33, 34, 35, 36, 37, 38 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to comply with all requirements relating to the provision of facilities at the workplace. For the avoidance of doubt, the power delegated includes all powers found in sections 40, 41, 42, 44, 45, 48, 49, 50, 51, 52, 53, 54, and 55.	Sections 40, 41, 42, 44, 45, 48, 49, 50, 51, 52, 53, 54, 55, Work Health and Safety Regulation 2011		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to prepare, maintain and implement an emergency plan.	Section 43 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to manage psychosocial risks under part 3.1.	Section 55C <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to review and, as necessary, revise the control measures if a person reports sexual harassment or sex or gender-based harassment at work.	Section 55G <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to prepare a prevention plan.</u>	<u>Section 55H <i>Work Health and Safety Regulation 2011</i></u>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to comply with all requirements relating to the risks to health and safety relating to noise. For the avoidance of doubt, the power delegated includes all powers found in sections 57 and 58.</u>	<u>Sections 57, 58 <i>Work Health and Safety Regulation 2011</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to manage risks to health and safety relating to a musculoskeletal disorder associated with a hazardous manual task.	Section 60 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to manage risks to health and safety relating to working in a confined space. For the avoidance of doubt, the power delegated includes all powers found in sections 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76 and 77.	Sections 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to manage risks to health and safety associated with a fall. For the avoidance of doubt, the power delegated includes all powers found in sections 78, 79 and 80.	Sections 78, 79, 80 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking to keep a record of the written evidence provided to the person under subsections 85(1), (2) and (3).	Section 85(4) <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking at a workplace, to maintain a written record of the evidence provided under subsections (1), (2) and (3).	Section 85(4) <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking at a workplace, to comply with all requirements relating to the carrying out of demolition work. For the avoidance of doubt, the power delegated includes all powers found in sections 142, 143 and 144.</u>	<u>Sections 142, 143, 144 <i>Work Health and Safety Regulation 2011</i></u>		
	Chief Executive Officer	Power to apply to the regulator for a licence to carry out demolition work.	Section 144B <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to make a submission to the regulator in relation to a proposed refusal	Section 144I <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a holder of a licence to carry out demolition work, to make a submission to the regulator in relation to a proposed amendment to a licence.	Section 144P <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a holder of a licence to carry out demolition work to apply to the regulator to amend the licence.	Section 144Q(1) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power after receiving a written notice of intention to refuse an application to amend the licence from the regulator, to make a submission to the regulator in relation to the proposed refusal.	Section 144Q(2) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to apply to the regulator for a replacement document.	Section 144U <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a holder of a licence to carry out demolition work to voluntarily surrender the licence document to the regulator.	Section 144V <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a holder of a licence to carry out demolition work, to apply to the regulator for renewal of the licence.	Sections 144VA, 144VB <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a holder of a licence to carry out demolition work to make a submission to the regulator in relation to the proposed suspension, cancellation and/or disqualification.	Section 144Y <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a holder of a duty, to comply with all requirements relating to plant or structures. For the avoidance of doubt, the power delegated includes all powers found in sections 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 225, 226, 226A, 226C, 234, 235, 236, 237, 246 and 275.	Sections 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 218, 219, 220, 221, 222, 223, 224, 225, 226, 226A, 226C, 234, 235, 236, 237, 246, 275 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person with management or control of an item of plant stated in schedule 5, part 2, to apply to the regulator for the registration of that item of plant.	Section 265 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to respond to a notice from the regulator on a proposal to refuse registration of an item of plant stated in schedule 5, part 2.	Section 270(1)(b) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to respond to a notice from the regulator on a proposal to cancel the registration of an item of plant stated in schedule 5, part 2.	Section 288C <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to return the registration document for an item of plant stated in schedule 5, part 2 to the regulator.	Section 288D <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a holder of a duty, to comply with all requirements relating to construction work, high risk construction work and/or excavation work. For the avoidance of doubt, the power delegated includes all powers found in sections 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 306C, 306D, 306E, 306G, 306H, 306I, 306J, 306K, 306L, 306M, 306N, 306O, 306P, 306Q, 308, 309, 310, 311, 312, 313, 314, 315, 315A, 315E, 315F, 315G, 315H, 315J, 315L, 315M, 316 and 317.</u>	<u>Sections 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 306C, 306D, 306E, 306G, 306H, 306I, 306J, 306K, 306L, 306M, 306N, 306O, 306P, 306Q, 308, 309, 310, 311, 312, 313, 314, 315, 315A, 315E, 315F, 315G, 315H, 315J, 315L, 315M, 316, 317</u> <u><i>Work Health and Safety Regulation 2011</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to comply with all requirements relating to a hazardous chemical used, handled or stored at the workplace. For the avoidance of doubt, the power delegated includes all powers found in sections 341, 342, 343, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 378, 379, 389, 390 and 391.</u>	<u>Sections 341, 342, 343, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 378, 379, 389, 390, 391</u> <u>Work Health and Safety Regulation 2011</u>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to obtain the current safety data sheet for a hazardous chemical used at a workplace	Section 344 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to prepare and maintain a register of hazardous chemical used at a workplace	Section 346 <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to prepare, amend and keep a manifest of schedule 11 hazardous chemicals.</u>	<u>Section 347 <i>Work Health and Safety Regulation 2011</i></u>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to give the regulator written notice if a quantity of a schedule 11 hazardous chemical or group of schedule 11 hazardous chemicals that exceeds the manifest quantity is used, handled or stored, or is to be used, handled or stored, at the workplace.	Section 348 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power to apply in writing to the regulator for authorisation to use, handle or store a prohibited carcinogen or restricted carcinogen	Section 383 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person who applies under section 383, to give written notice of any change in information.	Section 385 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person conducting a business or undertaking in the circumstances listed in subsection 387(1), to give the worker a written statement.	Section 387(2) Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as a person conducting a business or undertaking in the circumstances listed in subsection 388(1), to keep the records required in subsection 388(2).	Section 388(2) Work Health and Safety Regulation 2011		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to comply with all requirements relating to a lead process and/or lead risk work. For the avoidance of doubt, the power delegated includes all powers found in sections 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417 and 418.</u>	<u>Section 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418 Work Health and Safety Regulation 2011</u>		
	<u>Chief Executive Officer</u>	<u>Power to comply with the general duties relating to asbestos and naturally occurring asbestos.</u>	<u>Sections 420 and 430 Work Health and Safety Regulation 2011</u>		
	Chief Executive Officer	Power to ensure that all asbestos or asbestos contaminated material at a workplace is identified by a competent person.	Section 422(1) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to ensure that the presence and location of all asbestos or asbestos contaminated material at a workplace is clearly indicated and if practicable labelled.	Section 424 <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to prepare, maintain and review an asbestos register for each workplace.	Sections 425(1) and 426 <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to prepare, maintain and review an asbestos management plan for each workplace.	Sections 429 and 430, 432 and 433 <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to undertake health monitoring in relation to asbestos. For the avoidance of doubt, the power delegated includes all powers found in sections 435, 436, 437, 438, 439, 440, 441, 442, 443 and 444</u>	<u>Sections 435, 436, 437, 438, 439, 440, 441, 442, 443, 444</u> <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person conducting a business or undertaking, to provide training to workers about asbestos, and keep and make available, records of the training.</u>	<u>Section 445</u> <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power, as a person with a duty, to comply with all requirements relating to demolition and refurbishment, asbestos removal work and asbestos-related work. For the avoidance of doubt, the power delegated includes all powers found in sections 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 463, 468, 469, 470, 471, 472, 473, 475, 479, 480, 481, 482, 483 and 484.</u>	<u>Sections 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 463, 468, 469, 470, 471, 472, 473, 475, 479, 480, 481, 482, 483, 484</u> <i>Work Health and Safety Regulation 2011</i>		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person with a duty, to comply with all requirements relating to major hazard facilities. For the avoidance of doubt, the power delegated includes all powers found in sections 535, 536, 537, 540(2)(b), 547, 548, 551, 553, 554, 555, 556, 557, 558, 559, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 577, 583A, 587, 588, 593, 594, 596, 600, 601, 604(b), 607	Sections 535, 536, 537, 540(2)(b), 547, 548, 551, 553, 554, 555, 556, 557, 558, 559, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 577, 583A, 587, 588, 593, 594, 596, 600, 601, 604(b), 607 Work Health and Safety Regulation 2011		
	Chief Executive Officer	Power, as an eligible person in relation to a reviewable decision set out in section 676 of the <i>Work Health and Safety Regulation</i> , to apply to the regulator for an internal review of a decision.	Section 678(1) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power, as an eligible person in relation to a reviewable decision under section 89(5), 118(5), 256(5), 269(5) or 497(5) of the <i>Work Health and Safety Regulation</i> to apply to the regulator for an internal review of the decision.	Section 678(2) <i>Work Health and Safety Regulation 2011</i>		
	Chief Executive Officer	Power to provide the additional information.	Section 680(4) Work Health and Safety Regulation 2011		

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NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an eligible person to apply to QCAT for an external review of reviewable decision made by the regulator or of a decision made, or taken to have been made, on an internal review.	Section 683 <i>Work Health and Safety Regulation 2011</i>		Not delegated.
	Chief Executive Officer	Power to apply for an exemption from compliance with any provision of the <i>Work Health and Safety Regulation</i> .	Section 684 <i>Work Health and Safety Regulation 2011</i>		
	<u>Chief Executive Officer</u>	<u>Power to apply for an exemption from compliance with any provision of the <i>Work Health and Safety Regulation</i> relating to a major hazard facility.</u>	<u>Section 688 <i>Work Health and Safety Regulation 2011</i></u>		
	<u>Chief Executive Officer</u>	<u>Power, as a relevant person, to ensure, so far as is reasonably practicable, the health and safety of all persons who may be affected by the relevant person's relevant activity.</u>	<u>Section 703 <i>Work Health and Safety Regulation 2011</i></u>		
	<u>Chief Executive Officer</u>	<u>Power, as a relevant person, to notify the regulator of a notifiable incident and keep a record of the notifiable incident.</u>	<u>Section 711 <i>Work Health and Safety Regulation 2011</i></u>		

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Working with Children (Risk Management and Screening) Act 2000

Document Reviewed:	5-August-2024 1 July 2025
Reprint:	2-August-2024 1 July 2025
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Inserted:	369, 370B(3)
Omitted/Expired:	
Note:	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person who employs someone in employment that is regulated employment, to develop and implement a written strategy about the person's employees that complies with the requirements of subsection 171(1).	Section 171 <i>Working with Children (Risk Management and Screening) Act 2000</i>		
	Chief Executive Officer	Power, as a person who carries on a regulated business, to develop and implement a written strategy about the regulated business that complies with the requirements of subsections 172(a) and 172(b).	Section 172 <i>Working with Children (Risk Management and Screening) Act 2000</i>		

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Working with Children (Risk Management and Screening) Act 2000

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE AND NUMBER OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power as an employer, before giving a notice mentioned in section 175(1)(b) or 176C(1)(b) to take reasonable steps to verify the person's identity.	Section 173(1) <i>Working with Children (Risk Management and Screening) Act 2000</i>		
	Chief Executive Officer	Power as an employer, to give a notice mentioned in section 175(1)(b) or 176C(1)(b), in the approved form and in the approved way.	Section 173(2) <i>Working with Children (Risk Management and Screening) Act 2000</i>		
	<u>Chief Executive Officer</u>	<u>Power, as an employer who employs another person in regulated employment, to keep a register that complies with subsection 369(3) about the employer's employees.</u>	<u>Section 369 <i>Working with Children (Risk Management and Screening) Act 2000</i></u>		
	<u>Chief Executive Officer</u>	<u>Power to comply with a notice issued by the chief executive.</u>	<u>Section 370B(3) <i>Working with Children (Risk Management and Screening) Act 2000</i></u>		

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12.2.5 Advertising Spending Policy

REPORT TYPE:	OCM Decision Report
DIRECTORATE:	Corporate Services
PRESENTED BY:	Juanita Warner
AUTHOR(S):	Juanita Warner, Governance Manager
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	1. Draft Advertising Spending Policy ↓

EXECUTIVE SUMMARY

Council is required to adopt an Advertising Spending Policy to comply with section 197 of the *Local Government Regulation 2012*. This policy provides guidance on appropriate expenditure for advertising by Council.

RECOMMENDATION

That Council resolves to replace the existing Advertising Expenditure Policy with the revised Advertising Spending Policy as attached.

BACKGROUND

The Advertising Spending Policy applies to all paid advertisements in any media to promote goods or services (including facilities) provided by Council. The policy applies to newspaper, electronic, internet and social media advertising.

As a statutory policy, the Advertising Spending Policy defines both permissible and prohibited advertising expenditures. In particular, the policy outlines Council's commitment to ensuring that advertising is in the public interest and not aimed at promoting a single Councillor or a group of Councillors.

DISCUSSION

This policy was last reviewed and adopted by Council in December 2021. This Policy has been reviewed and rewritten into the new format. While the overall intent of the policy is the same, it should be noted that the following has changed:

- **Policy Name**
 - Changed to Advertising Spending Policy.
 - Previous policy called Advertising Expenditure Policy
- **Purpose and Scope**
 - refined to focus on control of expenditure rather than providing guidelines
 - includes electronic advertising, internet and social media
- **Principles**
 - section referencing s197 of the *Local Government Regulation 2012*
- **Specific and Standards**
 - Emphasises Council Newsletters, email groups and social media more clearly

- **Authorised Spending**
 - Clarifies expenditure approval requirements
- **Advertising of Staff Vacancies**
 - Reference to the Human Resource Policy
- **Statutory or Community Public Notices**
 - Allows Statutory notices to be published in Council Newsletter, Social Media and/or Regional Newspaper
- **Advertising prior to Elections**
 - More detailed section including:
 - No advertising relating to future plans unless formally adopted
 - No advertising activities outside standard practice
 - Prohibition on influencing voter support, featuring Councillors in paid advertising or quotes attributed to Councillors

STRATEGIC IMPLICATIONS

Corporate Plan 2022-2027

Theme

4 Our Organisation

Long Term Goal

4.2 Is engaged with its residents.

POLICY

Procurement Policy

Human Resource Policy

LEGISLATION

S197 of the *Local Government Regulation 2012*

FINANCE AND RESOURCES

Implementing these policies, and any associated corporate standards, will not require additional resources beyond those currently budgeted. All advertising expenditure must be in accordance with Council's adopted budget.

CONSULTATION

As this is a statutory policy no consultation was undertaken.

RISK MANAGEMENT

Adoption of this policy helps to mitigate risks of non-compliance with legislation and also may assist with mitigating the risk of inappropriate expenditure on advertising that is not in the public interest.

TIMINGS/DEADLINES

Commencement date will be date of adoption.

HUMAN RIGHTS CONSIDERATIONS

Under the *Human Rights Act 2019*, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

As this policy is a Statutory Policy required under the *Local Government Regulation 2012*, no other alternatives were considered.

DIAMANTINA SHIRE COUNCIL



Advertising Spending Policy

Policy Number	38
Policy Category	Statutory
Date Adopted	
Resolution Number	
Approval Authority	Council
Review Date	1 August 2027
Policy Version Number	4
Department	Corporate Services
Policy Owner	Manager Governance

PURPOSE

The purpose of this policy is to provide for the control of expenditure on advertisements placed by Council in various media.

SCOPE

This policy applies to any paid advertisement or notice in any media to promote goods and services (including facilities) provided by Council. The policy also applies to electronic advertising including the use of internet and any social media platforms.

This policy applies to all Diamantina Shire Council employees.

COMMENCEMENT OF POLICY

Commencement date will be the date of approval.

HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the Human Rights Act 2019 (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decision in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

PRINCIPLES

Section 197 of the *Local Government Regulation* 2012, requires Council to prepare and adopt a policy about its spending on advertising.

Advertising Spending Policy
Word Document ID:329951
PDF Document ID: [update]
Document accurate and up to date at time of printing

Page 1 of 5

DIAMANTINA SHIRE COUNCIL

Section 197 states:

1. A local government must prepare and adopt a policy about the local government's spending on advertising (an **advertising spending policy**).
2. A local government may spend money on advertising only—
 - a) If —
 - i. the advertising is to provide information or education to the public; and
 - ii. the information or education is provided in the public interest; and
 - b) in a way that is consistent with the local government's advertising spending policy.
3. **Advertising** is promoting, for the payment of a fee, an idea, goods or services to the public.

Advertising expenditure must only occur where the purpose of the Council or the benefit of the community is advanced. It must not be used to promote the particular achievements or plans of particular Councillors or groups of Councillors. In particular, advertising should not be used to influence the voters in an election.

POLICY STATEMENT

Council may incur expenditure for advertising only if:

- the advertising is for providing information or education to the public
- the information or education is provided in the public interests
- the advertising falls into one of the categories outlined below

Acceptable advertising expenditure includes:

- Advertising for staff to fill vacancies in the Council's organisation
- Tenders for the disposal of assets, or for the supply of goods and/or services to Council
- Statutory notices (i.e. public notices required by statute to be published)
- Promotional advertising to promote tourism and business opportunities within the district and region
- Promotional advertising to increase public awareness of a new, changed, or continuing policy, service or facility provided by the Council
- Promotional advertising to increase the use of a service or facility provided by the Council
- To change the behaviour of people in Council's area for the benefit of all or some of the community or to achieve the objectives of the Council
- To seek feedback on proposed policies or activities of the Council

SPECIFIC AND STANDARD

As a general principle, the Diamantina Shire Council Community Newsletter, Social Media Channels and the Community email groups are to be used for informing the community about Council events, policies, projects, advertising community meetings and for such like purposes.

KEY PRINCIPLES

Guidelines are imperative in the expending and monitoring of all outgoings within Council, including advertising. The intent of the policy is to provide such guidelines for which advertising expenditure is authorised and the process of advertising to be followed.

DIAMANTINA SHIRE COUNCIL

BRANDING

Council is committed to ensuring a brand that is functional and ensures instant recognition. Advertisements produced for and on behalf of Council will be clearly identifiable as originating from the region.

AUTHORISED SPENDING

Advertising spending must be authorised in accordance with Council's financial delegations. The approving officer must ensure that:

- The expenditure is in accordance with this policy
- The cost of the advertisement is appropriate for the number of people it is likely to inform and provides a commensurate benefit to the Council or to the public
- Funds are available for the cost of the advertising and meets the usual requirements for expenditure approvals

ADVERTISING OF STAFF VACANCIES

Some vacancies may initially be only advertised internally in accordance with Council's Human Resources Policy. Review of this document, in conjunction with this policy, should be undertaken in advertising a staff vacancy.

When staff vacancies are advertised externally, the minimum advertising shall be that of local advertising.

The Chief Executive Officer or their delegate shall determine if any additional advertising is to be placed in respect of each staff vacancy. Depending on the nature of the position, the Chief Executive Officer or their delegate may determine that the vacancy shall be advertised via one or more of the following methods:

- By advertising in various newspapers circulating in the region;
- By advertising in the Brisbane Courier Mail and/or other major metropolitan newspaper;
- By advertising in industry specific journals and professional journals appropriate to the position to be filled; and/or
- By advertising on various industry specific or professional websites.

ADVERTISING FOR TENDERS

The Chief Executive Officer or their delegate may determine to advertise in relevant newspapers or websites, appropriate to the goods or services to which the tender relates.

STATUTORY OR COMMUNITY PUBLIC NOTICES

The Chief Executive Officer will advertise Statutory Public Notices in the Diamantina Shire Council Newsletter, social media and/or and in a regional newspaper available in or circulating within the district.

The Chief Executive Officer or their delegate will advertise Public Notices in the Diamantina Shire Council Newsletter, Council's community email groups and/or social media.

DIAMANTINA SHIRE COUNCIL

MARKETING CAMPAIGNS – PROMOTION OF TOURISM

The Chief Executive Officer or their delegate will develop marketing campaigns for to promote tourism and visitation to the district generally comprising of the following;

- Design, printing and distribution of brochures
- The use of websites / social media
- Placing of advertisements in holiday planners, holiday guides, tourism magazines
- Television and radio advertising
- Airport and roadside promotional signage

As far as possible, decisions on placing of advertisements to promote the district will be taken in cooperation with other local governments within the region, so that the region as a whole is effectively marketed to get the best advertising value for our advertising expenditure.

PUBLIC INFORMATION OR EDUCATIVE ADVERTISING

Where advertising is intended to provide information or education to the public and the information or education provided is in the public interest, funds may be expended on advertising. No expenditure is to be incurred that does not provide information or education to the public or is not in the public interest.

ADVERTISING PRIOR TO A LOCAL GOVERNMENT ELECTION

The Council must not, in a three-month period prior to the quadrennial local government election, other than a by-election:

- place advertisements relating to future plans unless those plans have been formally adopted or being finalised;
- advertise the activities of the Council other than in the manner and form it is customary for the Council to advertise activities;
- place advertisements which seek to influence support for particular candidates, or groups;
- featuring one or more Councillors or containing quotations attributed to individual Councillors in any paid Council advertisements.

Note: This does not preclude Councillors appearing in unpaid publicity or other publicity where the cost is not borne by Diamantina Shire Council.

DIAMANTINA SHIRE COUNCIL

DEFINITIONS

Term	Definition
Council	Diamantina Shire Council
Community Public Notices	Short-term one-off communications that include: <ul style="list-style-type: none"> • Road reports • Announcement of permanent or temporary changes to services • Details about public hearings, investigations, seminars, workshops, and other government events • Public Health or safety announcements
Diamantina Shire Council Community Newsletter	Desert Yarns issued by Diamantina Shire Council
Councillor	Mayor and Councillors of Diamantina Shire Council
Local Advertising	Advertising by a notice in Diamantina Shire Council Community Newsletter, notice boards, community email groups, social media as well as by distributing posters around the Shire.

SUPPORTING DOCUMENTATION

Legislation	<i>Local Government Act 2009</i> <i>Local Government Regulation 2012</i>
Council Policies	Procurement Policy Code of Conduct Social Media Policy Human Resources Policy
Supporting Documents	Delegation Register – CEO to Council Employees Delegation Register – Administrative Delegations
Council Forms	Public Notice Template

VERSION CONTROL

Version	Adopted	Comment	eDRMS #
1	20 Nov 2017	2017.11.20-OM-16	
2	18 Nov 2019	2019.11.18-OM-12	
3	13 Dec 2021	2021.12.13-OM-8	324752
4			329951

12.2.6 Audit and Risk Committee Report

REPORT TYPE: OCM Information Report
DIRECTORATE: Corporate Services
PRESENTED BY: Julianne Meier
AUTHOR(S): Christine Rolfe, Chair, Audit and Risk Committee
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Audit and Risk Committee Report.

OPERATIONAL UPDATE

The Queensland Audit Office (QAO), through its contracted auditor PKF, completed and signed the audit of Council's 2024–25 financial statements on 31 October 2025. Tim Cronin, PKF presented the QAO closing report to the Audit Committee meeting in November, highlighting several issues or deficiencies. Council has commenced implementing a Corrective Action Plan to address these findings.

I commend Mayor Murray, Councillors, CEO Julianne Meier and all Diamantina Shire Council staff for the extraordinary effort in finalising the 24-25 reports for the QAO.

Managing Regional drinking water quality QAO report was presented to the November meeting by Stuart Bourne, GBA. It is noted in the DSC responses that several recommendations are too costly for remote councils, with small populations, to achieve. However, the council is fulfilling its obligations, as:

“All drinking water testing is forwarded onto Council's consulting engineers who maintain a master spreadsheet of all drinking water data (dating back to 2009). Data is analysed as it entered into the spreadsheet and any ADWG exceedances are identified and reported to Council and where applicable, the Regulator.”

The Audit & Risk Committee will be conducting self-evaluation at the face-to-face meeting being held February 2026 in Bedourie. This assessment process is to ensure all the functions and business of the Committee are being dealt with in an efficient and effective manner.

The QAO have recently held their Briefing for Audit Committee Chairs. The agenda included: Information Systems Audits, Information Technology, Access management and Security Configuration and Cybersecurity, and Workforce Planning.

Wishing all a happy festive season and a good wet (but not flooded!) New Year.

12.3 Communities Services Directorate

12.3.1 Communities Directorate Report

REPORT TYPE:	OCM Information Report
DIRECTORATE:	Communities
PRESENTED BY:	N/A
AUTHOR(S):	Patrice Brandenburg, Director Communities
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	Nil

RECOMMENDATION

That Council receives and notes the Communities Directorate Report.

OPERATIONAL UPDATE

Communities Meetings / Strategic Actions

Date	Parties	Context
5/11/25	Place Design Group – Masterplan Community Consultation – Feedback sessions	A follow up meeting to the initial Master planning meetings held in July with the Community. These meeting are to source feedback and finalise plans for the Shire Racecourses and Bronco Yards.
20/11/25	Pathline Productions and Birdsville Community	Pathline Productions attended the Shire for 5 days to scout locations, meet local business owners/manager and obtain an understanding of the Shire .
21/11/25	Birdsville Business Group Meeting	Meeting to facilitate an introduction to Pathline Productions, and discuss the plan, and opportunities.
25/11/25 & 26/11/25	Flood Study Community Consultation	Attended the Flood Study Community Consultations.
Ongoing		
Monthly	IVG Global – Catch Up	Regular catch up with the IVG Global team to work through any issues or initiatives for the Tourist Parks.
Monthly	Desert Champions Way: Outback Camel Trail	Initial 2026 planning meeting with the Council stakeholders on the trail. This was a high-level discussion and request for support with resources for the trail project.

Community Overview

- Photos with Santa were a great success, with lots of families and friend groups arriving for their photos. This was a collaboration with Bedourie School.
- Christmas light competition has been advertised with prizes also purchased and on the way. Judges for the competition have been contacted and are happy to accept; they will be Birdsville's Police officer and Bedourie's clinic Nurse.
- Researching grant opportunities for projects currently approved.
- Community email contact list updates with committee members added.

Projects

- FGP Morton – Family Day Care Update
 - Council was advised that they are willing to proceed with the regulatory approval process; however, they must first recruit a suitably qualified facilitator. Once appointed, the facilitator's details must be submitted with the application to the Regulatory Authority, which carries an approximate six-month approval timeframe. This significantly extends the project timeline and presents some challenges in terms of feasibility and resourcing.
 - An alternative provider has been recommended by FGP Morton, and a separate report will be tabled to Council.
- Community Event Survey Results
 - The following are the key results from the community that responded in relation to Shire event / community activity appetite, structure and style. To simplify interpretation, key survey results have been summarised below. These visuals highlight the community's top event preferences based on the percentage of respondents.
 - The strongest interest areas were:
 - Sporting / Active lifestyle events (80%)
 - Community BBQs / Social gatherings (80%)
 - Cultural celebrations (70%)
 - Arts & crafts workshops and activities (70%)
 - Moderate interest was shown in:
 - Food-focused events (50%)
 - Family and kid-friendly activities (40%)
 - Overall, results indicate a clear preference for social, active and culturally focused events, providing strong direction for prioritising these formats in 2026 planning.

Playgroup and Libraries

- Fortnightly in-person catch-ups with Birdsville playgroup/library are now booked in after our successful trip down there earlier this month. Once a month, each of the facilitators will make a trip to the other town to ensure communication and connections are maintained.
- Waiting on the cleaning and removal of the recalled coloured sand that both of our playgroups had. In the interim, we have been sourcing other air-conditioned locations to hold our sessions rather than closing. Both facilitators have handled this very well, with all families reporting back that it has worked well, considering the heat and not having a lot of suitable locations to choose from.

- Clean up and reorganise of both playgroups will take place once we are back open, as everything was required to be cleaned and sanitised before use after the recalled coloured sand.
- A lot of the new purchases for both playgroups have been arriving over the past month. Bedourie now has an outdoor water park/play area on the soft matting that was previously installed. This will be great for the summer months coming up.

TOURISM

Visitor Contact Summary (November 2025)

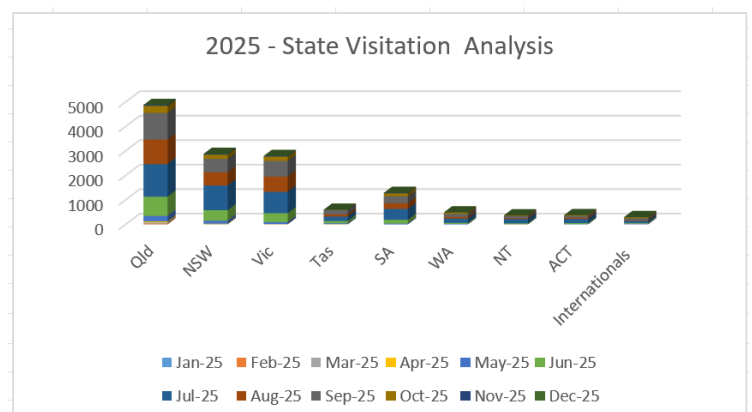
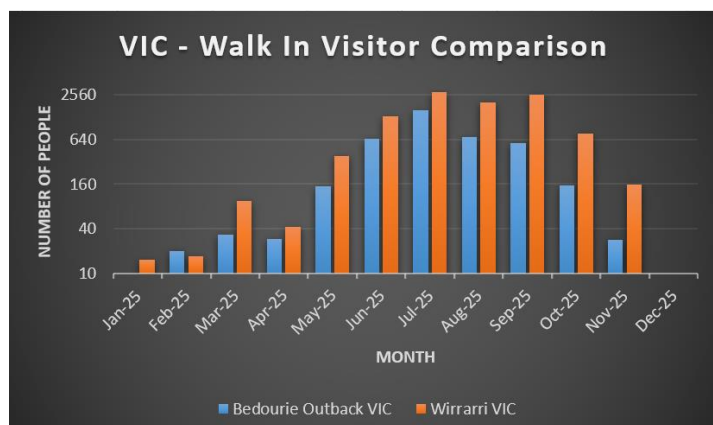
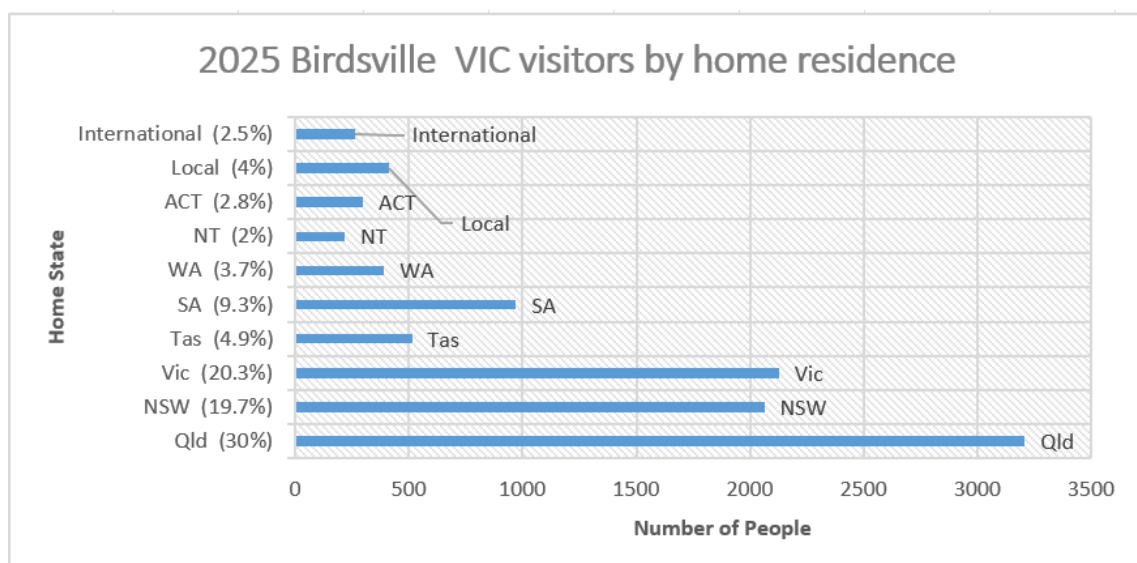
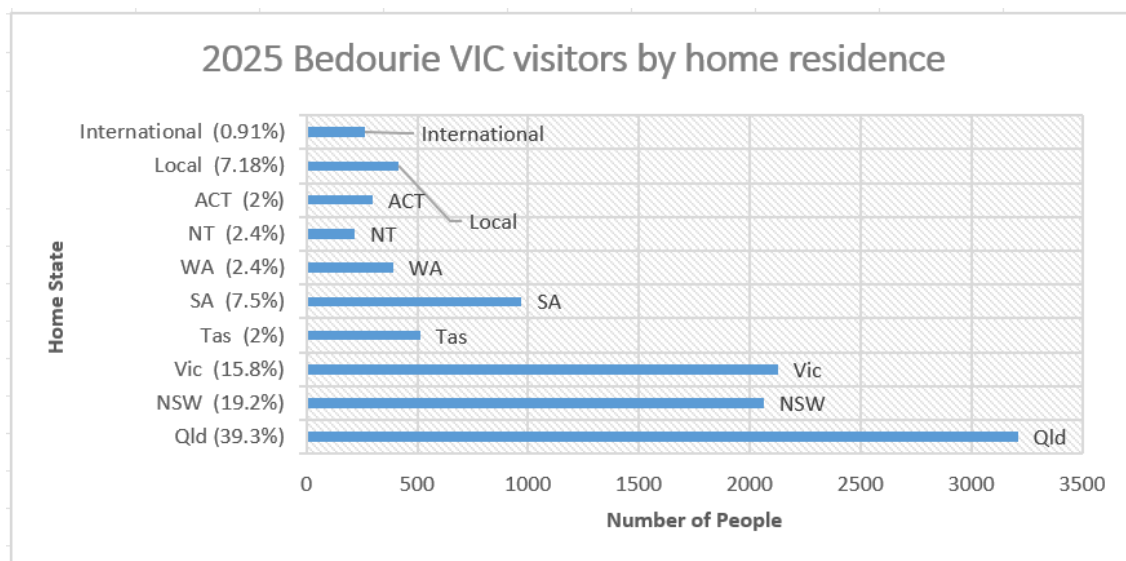
Analysis of the below data shows:

- Year to date visitor numbers have decreased by 31.2%
- Year to date Bedourie visitation is down 47.8% when compared to 2024
- Year to date Birdsville visitation is down 1.02% when compared to 2024
- Bedourie Visitor Information Centre numbers for November have increased by 16.6% when compared to the same period in 2024.
- Birdsville Visitor Information Centre numbers for November have decreased by 60.8% when compared to the same period in 2024. This decrease could be due to heatwaves, reducing Simpson Desert crossings.

2025				2024		
	Bedourie Outback VIC	Wirrarri VIC			Bedourie Outback VIC	Wirrarri VIC
Jan-25	0	15		Jan-24	24	22
Feb-25	20	17		Feb-24	0	17
Mar-25	33	94		Mar-24	23	81
Apr-25	29	42		Apr-24	162	554
May-25	148	379		May-24	573	1068
Jun-25	658	1325		Jun-24	2640	3041
Jul-25	1605	2803		Jul-24	2607	2215
Aug-25	696	2043		Aug-24	1315	1752
Sep-25	571	2575		Sep-24	923	2344
Oct-25	151	769		Oct – 24	300	398
Nov-25	28	156		Nov-24	24	398
TOTAL	3368	7714		TOTAL	6353	7794

Breakdown by Residence State

The graphs below represent the visitation to the Visitor Information Centres, within the calendar year to date, categorised by primary home state of residence. These statistics provide data when planning marketing for each town and the Shire as a whole.



CREATIVE CONTENT OFFICER, SUMMARY OF NOVEMBER 2025


First draft of Bedourie History Precinct projects completed in anticipation of consultation process, Fence/screen panels for precinct – historic photos with supporting info plaques.


Key Themes:

- Rabbit Proof Fence
 - Bore
 - Pisé House - Mary Brodie/Dolan/Craigie
 - Royal Hotel
 - Sergeant Walsh
 - Sidney Kidman
 - Police Station and Tracker's Hut
 - Freight
 - Dust Storm
 - Transport
 - Shopping
 - Droving and many more
- PowerPoint of 20min 4-part projection on Pisé House with audio
- free historic maps for potential use in projects downloaded
- research to assist with telling the Rabbit Proof Fence and Policing stories collated
- Birdsville Courthouse Official opening even planning and preparation.

Tourism Events and Projects

Project	Overview	Due Date	Tracking
Birdsville Courthouse Experience Director Communities	Official Opening – Friday 10th April 2026, 4pm Formal invitations to be sent 5 December <ul style="list-style-type: none"> ○ draft invitations for graphic designer created ○ draft letters to invite speakers created ○ draft run sheets for Welcome Event and Official Opening created ○ initial mock-up of plaque based on the Birdsville Oval one created ○ in-house info plaques reviewed to be upgraded with additional ones being developed ○ PowerPoint of police family photo album created, to be projected onto dark wall in living room ○ storyboard of significant events being created for desktop digital photo album ○ copyright approval for Page family search photos from The Advertiser is being sought. ○ 1956 map reproduced for display to support Page family search story ○ copyright for article on Birdsville featured in The Australian Women's Weekly, 1977 is being sought. 	April 2026	On Track
Birdsville Courthouse Experience Director Infrastructure	Restorations <ul style="list-style-type: none"> ○ Building maintenance list created to be submitted to Facilities ○ Restoration of donated Police Jeep for display – currently in Bedourie undergoing some repair work <p>NTC Stonecrafts is working through obtaining Queensland Builders & Construction Commission (QBCC) licencing, as they are based in South Australia, this is a lengthy process – ongoing discussions and investigations occurring.</p>	Ongoing	On Track
International Dark Sky Community accreditation Director Communities	<ul style="list-style-type: none"> ○ International Dark Sky Accreditation fee paid ○ Met with contractor who specialises in Astro Tourism, infrastructure and Technology, awaiting quote and meeting ○ Lighting Policy to be created for Shire and approved ○ Lighting management Plan to be created, presented and community consultation to occur in 2026 ○ Bi-monthly checks and reading downloads are 	Feb 2026, submission preparation	On Track

Project	Overview	Due Date	Tracking
	required – no further action needed until late 2025		
Tourism Signage Audit and Update Director Communities	Flora and Fauna Signs <ul style="list-style-type: none"> Installation in progress, timing depends on Civil Crew availability Shire Entry Signs - Ordered A Production of Welcome Signs has been completed, due to be delivered on 9 / 10 December. <i>Images from contractor of signs:</i> 	Ongoing	On Track

Project	Overview	Due Date	Tracking
	 <p>Burke and Wills Signs Minimal Information has been located, project is being reviewed, and plan being put together, “old” signage in the Bedourie Depot to be reviewed and details noted for reference for reproduction.</p> <p>Birdsville Racecourse signage</p> <ul style="list-style-type: none"> ○ Awaiting high resolution images from Race Club to send to designer. ○ Followed up with the club and no response, working with designers to recreate graphic to overlay on suitable image. ○ Quotes received ○ Turnaround time will be early 2026 due to delay with club response. <p>Plaques around Shire</p> <ul style="list-style-type: none"> ○ Courthouse Experience Opening plaque – quotes received and estimated turnaround time and delivery once order placed is late February 2026 ○ Vaughan Johnson Look Out Plaque to be quoted 		

Project	Overview	Due Date	Tracking
	<p>and ordered at same time.</p> <ul style="list-style-type: none"> ○ Courthouse Jeep Plaque to be quoted and ordered at same time. <p>The following areas are continuing into 2026, due resourcing and time constraints.</p> <p>Flood Markers</p> <ul style="list-style-type: none"> ○ Design in progress ○ Collation of information for signs and supporting information panels. <p>Seeking quotes for design and fabrication plans.</p> <p>Town boundary signage</p> <p>To be designed and ordered in early 2026, count of how many for each town required.</p> <p>Bedourie Event Signage</p> <ul style="list-style-type: none"> ○ Sign idea circulated to clubs for comment. Ahead of design. <p>Information panels with Shire History at lookouts and around Shire</p> <ul style="list-style-type: none"> ○ Research underway for the artwork on these signs as it is proving a challenge to locate this internally. <p>Points of Interest Signage</p> <p>These metal signs have faded and need to be replaced. We need to find the relevant information and redo the signs, there are about 25 across the Shire. Seeking details through Biran Mooney's computer. Initial look has presented old quotes, company has been contacted but no response received as yet.</p>		

12.3.2 Simpson Desert Racing Carnival - Post Event Reports

REPORT TYPE:	OCM Information Report
DIRECTORATE:	Communities
PRESENTED BY:	N/A
AUTHOR(S):	Patrice Brandenburg, Director Communities
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	<ol style="list-style-type: none">1. 2025 Betoota Rodeo and Races Debrief Report ↓2. 2025 Birdsville Races Post Event Report ↓3. 2025 Bedourie Races Debrief Report ↓

RECOMMENDATION

That Council receives and notes the Simpson Desert Racing Carnival - Post Event Reports report.

The Resolution of the Ordinary Meeting of Council 17 November 2025 Minute Number CNL/25/280 requested the report come back to a future meeting of Council.

OPERATIONAL UPDATE

The 2025 Simpson Desert Racing Carnival was a great success for the Diamantina Shire and the community.

The three event racing carnival was held as follows;

- Betoota Rodeo and Races held on the 29th and 30th August
- Birdsville Races held on 5th & 6th September
- Bedourie Races held on 13th September

The carnival saw over 4,000 people attending the race meetings over the three weekends. Providing some fantastic feedback to the clubs and Council.

General feedback to note across the Shire has been:

- The towns have been presented beautifully, no rubbish around, everything is clean and tidy
- The facilities are fantastic, the additional facilities on the Birdsville Town Common are great.
- There is so much to do while in each town
- The Birdsville Caravan Park facilities and service was amazing

The three individual post event debrief reports are attached, the information within is from feedback received and the reports have been circulated to the relevant clubs.



2025 Betoota Rodeo and Races Debrief Report

Event Dates: Friday 29 August and Saturday 30 August

Attendance approx.. 480 people over weekend including volunteers, trainers and jockey's.

Gates Timings (not fixed / flexible):

- Friday: 4pm for 6pm Rodeo
- Saturday: 10am for 1pm first Race

The following SWOT analysis is from a Council service delivery point of view and observations made at the event.

SWOT Analysis for Betoota Rodeo and Races

Strengths Good for Tourism Relationship with Race Club strong Improved communication	Weaknesses Communication internally between departments Late or non delivery of items Staffing Turnover
Opportunities New entertainment Rebranding of Racing Carnival Social Media Promotions Sponsors Area	Threats Weather Communication with local businesses Volunteer numbers

Recommendations and Feedback

- Entertainment early on Saturday from 10:30am to entertain audience until race commencement.
- Create a sponsors area
- Additional Wheelie Bins around grounds
- Kids area face painting/ games / activities
- Less police, police didn't really engage. Need to mingle and be present if there , afternoon/ evening
- Additional Council Staff to volunteer, in particular the Communities team.
- The addition of Opera Queensland's touring show at the Races on Saturday afternoon was received well and popular. This was a great promotional opportunity for both Council. The club and Opera Queensland.



2025 Birdsville Races Post Event Report

2025 Birdsville Races Report

Contents

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2. SWOT Analysis for Birdsville Races	3
3. Road Closures	3
4. Public Safety	4
5. Rent a tent (Same feed back as 2023)	4
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9. Parks and Gardens and Tourism Team	5
10. General	Error! Bookmark not defined.
11. Recommendations	5
12. Meeting Notes, incl Debrief	Error! Bookmark not defined.

2025 Birdsville Races Report

1. Overview

The 2025 Birdsville Races was a successful event, that saw around 3,500 people in town. There were minimal incidents during this time. Below are a few notes and recommendations included as well as a SWOT analysis.

- Much improved communication for Race Club to Council, with meetings commencing earlier than previously.
- Stakeholder meetings to be run and managed by the event owner, not emergency services, meetings should be bi-monthly from October to April, then monthly from May to June, then fortnightly July and weekly in August.
- Internal meetings need to be held regularly, same pattern as above.
- Growing the event and creating a 'festival' atmosphere in town is necessary, a proposal is being drafted, this will include alternative entertainment to Brophy's Boxing tent.

2. SWOT Analysis for Birdsville Races

Strengths Well known event Good for Tourism Relationship with Race Club strong Relationships with Community stakeholders strong Improved communication	Weaknesses Low staffing levels Communication internally closed between departments Shuttle Buses
Opportunities Promotion of Event and Town Create a Races Hub, in Burt St with music Create Event Control Centre	Threats Attendance numbers decreasing Weather Staff burnout Last minute vendor cancellations

3. Road Closures

- Road closures worked well, the Traffic controllers were did miss a couple of elements of the closure around Burt St and the Post Office. .
- Need some shared zone signs in town with reduced speed
- No Standing signs required outside hotel
- More buses needed for track egress

2025 Birdsville Races Report

4. Public Safety

Public Safety is, as defined in the Public Safety Preservation Act 1986, “the provision of protection for members of the public in terrorist, chemical, biological, radiological or other emergencies that create or may create danger of death, injury or distress to any person, loss of or damage to any property or pollution of the environment and for related purposes”

The addition of the taps at the gates to the Racetrack and RFDS selling water was fantastic and reduced dehydration risk.

Shuttle Bus Recommendation

- Increase to 4 buses
- Engage a Public Safety / Risk Management contractor to assist with the town needs for events, ERMS Group is highly recommended <https://erms.group/>

5. Rent a tent (Same feed back as 2024)

- Layout
- Bedding packages
- Rules and area overview ie – no cars on oval, unpowered tents etc
- Rent a tent worked well, more messaging earlier about what is available.
- Sell end of oval for premium unpowered camping!, need to have staff monitor

6. Vendors

- Due to the last minute cancellation of 5 vendors, in total we had 4 food vendors around town (2 onsite), and 5 non-food vendors. The vendors were not happy with layout (haven't been apparently for sometime)
- Racing trailer and RFDS only come in for 2 days and need to be on road side
- Need to review area layout, creating a 'hub' with entertainment for all
- Recommend for 2026 to open an EOI for vendors (Nov 2025) then pick the specific vendors for the space, this also needs to be driven by myself.

7. QLD Toilet Trucks

4 units hired, fully serviced and all consumables included.

- 2 units on oval – 1 combo block, 1 toilet and 1 shower – for Rent A Tent customers and 2 disability toilets
- 2 toilet units on the common – these were well utilized
- Need to hire accessible units – shower and toilet as there are no accessible showers or toilets available for the public if they are not staying in tourist park.

8. Security

Service delivery was excellent. Guards provided Security services from Thursday to Sunday inclusive. Security for the DSC areas is from a public safety perspective, with the inclusion of assisting with transporting patrons from the Pub back to their accommodation after closing time.

Security was engaged for DSC as follows;

2025 Birdsville Races Report

Thursday – Saturday

Public Camping Area	9:30	12:00
Public Camping Area	17:00	22:00
Public Camping Area	17:00	22:00
Public Camping Area	17:00	22:00
Town Common/Public Camping Area/Tent City	22:00	3:00
Town Common/Public Camping Area/Tent City	22:00	3:00

Sunday (reduced hours, due to large amount of patrons exiting on Sunday morning)

Public Camping Area	9:30	12:00
Public Camping Area	1200	1400

Accommodation for Contractors / Suppliers

Supplied accommodation to the below contractors/ suppliers for 2025, organized through Wirrarri Centre

Company	What supplied	Accomm Location	Nights	FOC / Paid
QPS	cabins	Caravan Park	6 nights ,4 pax	Paid
QAS	Cabins	Caravan park	6 nights 2 pax	Paid
Central West health	Cabins	Caravan park	6 nights 2 pax	Paid
QLD Toilet Trucks	Rent A Tent	Oval	5 nights	FOC
Security	DSC House	45 Frew Street	5 nights – 12 pax	FOC
Crack Up sisters	DSC House	23 Bilby ST	7 nights – 6 pax	FOC

- Accommodation for suppliers / contractors should be in 1 serviceable area – ie. Depot, a sectioned off part of Caravan Park.

9. Parks and Gardens and Tourism Team

- We have had fantastic feedback on the cleanliness of the toilet facilities
- I have received lots of feedback from the community and visitors on how helpful and wonderful the council team is here in Birdsville.

10. Recommendations

- Close Burt Street between Florence and Adelaide streets from Tuesday afternoon

2025 Birdsville Races Report

- Open Vendor area for the week, with a set fee and set/agreed trading times . Review fee charges
- Provide more shade and seating for visitors in vendor forecourt (for eating and entertainment)
- Rent a Tent - Review Layout - need work more closely with rent a tent
- Purchasing 5m Feather banners - 'Bus Stop' x4 for along the common
- Stakeholder meetings regularly
- DSC internal meetings regularly
 -
- Increase to 4 buses
- Review entertainment/ activity options to replace Brophy.



2025 Bedourie Races Debrief Report

Event Date: Saturday 13 September
 Attendance approx.. 480 people over weekend
 Open gates at 11am,
 Bar at 11am,
 First Race 1pm

SWOT Analysis for Bedourie Races

Strengths Good for Tourism Relationship with Race Club strong Improved communication Relationship with Trainers	Weaknesses Communication internally between departments Late or non delivery of items Staffing Turnover
Opportunities Rebranding of Racing Carnival Social Media Promotions Sponsors / VIP Area	Threats Weather Communication with local businesses Volunteer numbers

Recommendations

- Open gates at 12pm, Bar at 12pm, Race 1 -1pm
- Early family friendly entertainment
- Licence needs to be on club .
- Grow a sponsors and VIP area
 - VIP area needs own mini bar and staff member , snack boxes , water
 - No glass -decant wine to plastic, bigger ice buckets
- Spread bins around
- Wifi for TV links for the bookies area
- Kids slushies / kids area face painting/ games / activities
- More food options
- More drink tickets , look at increasing to \$5 per ticket , look at a spirit and beer ticket - reducing confusion. Two prices ie . Spirit \$12. = 1 drink ticket per can / slushie and same for beer
- Sell tickets for longer away from bar - power for area
- Change lighting over bar
- 2 paid security from 6pm to 1am - 14 hrs for 2 guards approx \$3000 and accommodation
- 2 volunteer security from 12pm to 6pm
- Extend license to midnight or 1am if you want
- Merchandise available- people looking for it - Double brand for events

- Screening at back of bar so people don't just walk in/ through- create space with fire pit
- Less police, police didn't really engage. Need to mingle and be present if there , afternoon/ evening

12.3.3 Big Red Bash Support Review

REPORT TYPE: OCM Decision Report

DIRECTORATE: Communities

PRESENTED BY: N/A

AUTHOR(S): Patrice Brandenburg, Director Communities

AUTHORISER: Julianne Meier, Chief Executive Officer

ATTACHMENTS:

1. Letter of Request - Big Red Bash - Outback Music Festival Group - *Confidential*
2. Big Red Bash In Kind Request Letter [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's direction on the service levels for the Big Red Bash produced by the Outback Music Festival Group.

RECOMMENDATION

1. That Council review and determine level of support to be provided for the 2026 Big Red Bash produced by Outback Music Festival Group.

BACKGROUND

The Big Red Bash, produced by the Outback Music Festival Group has been operating in the Diamantina Shire Council region since 2013. The event has grown over the past 12 years and become an annual bucket list event for locals and tourists.

Following correspondence received from the Outback Music Festival Group (attachment 1), a review has been conducted of:

- Council's financial commitments over the past 3 years,
- Service Delivery (service level review) and
- Accommodation needs review.

The following is a breakdown of the costs over the past four years for the Big Red Bash, the data is sourced from the Diamantina Shire Council's finance management system. There are costs that are not included in this report, for example the Wirrarri Visitor Information Centre staff time, these costs are absorbed into the operating budget of the information centre. Although during the event period there is a requirement for increased staffing due to the increase in visitation, the Wirrarri Centre is open 7 days a week 8:30am to 5pm during this period and requires three staff on roster.

The Financial review table is a breakdown of In-Kind support requested and granted, Council services costs and costs passed onto the Promoter over the past 3 years. The costs do fluctuate, this is because of the variables in the event size, inclement weather and requests received year on year.

In 2022 the costs invoiced to promoter were for the dry hire of machinery. Costs were not invoiced to promoter from 2022 because the promoter engaged the contractor directly.

Machinery costs relate to Council plant that provide services during the event, such as rubbish collection, light vehicles used by staff, watering of roads for dust suppression.

The G & T Contracting costs were to assist with dust suppression and /or road maintenance after the rain, roller, prime mover and water truck.

Outback Vac Truck Services pump out septs prior to and during the event period.

Airport Industry Management Support provides services, and these costs may have occurred in prior years but may not have been costed to the event.

Traffic Management is required during the event period due to the larger than usual volumes of traffic and these costs occurred in prior years but may not have been costed to the event.

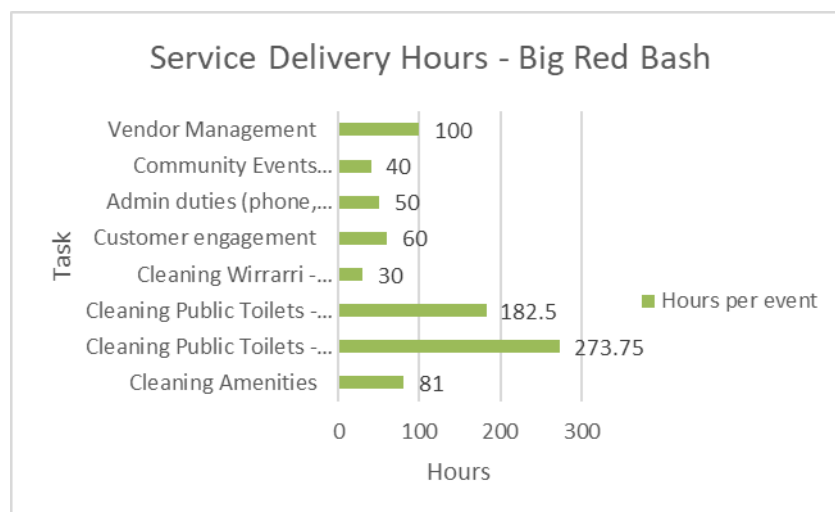
Financial Review

Item	2022	2023	2024	2025
Birdsville Town Hall - In Kind				
Day Rate	\$ 250.00	\$ 250.00	\$ 250.00	
Days	25	25	25	
Bond			\$ 600.00	
Subtotal	\$ 6,250.00	\$ 6,250.00	\$ 6,850.00	\$ -
Wirrari Centre Vendor Space - In Kind				
Rate for 3 days	\$ 245.00	\$ 255.00	\$ 264.18	\$ 250.00
Each additional day	\$ 30.00	\$ 35.00	\$ 36.26	n/a
Number of days	7	7	7	n/a
Subtotal	\$ 365.00	\$ 395.00	\$ 409.22	\$ 250.00
Office space Wirrari Centre (Zoom Room) - In Kind				
Weekly Rate	\$ 370.00	\$ 370.00	\$ 480.00	nil
Weeks	2	2	2	nil
Bond	\$ 220.00	\$ 220.00	\$ 600.00	nil
Subtotal	\$ 740.00	\$ 740.00	\$ 1,560.00	
Council In Kind Support Total	\$ 7,355.00	\$ 7,385.00	\$ 8,819.22	\$ -
Town set up and pack down for event				
Infrastructure Staff	\$ 15,351.80	\$ 42,438.72	\$ 30,629.30	\$ 782.73
Machinery	\$ 19,924.70	\$ 36,944.55	\$ 53,716.76	\$ 2,785.66
General Consumables	\$ 5,582.46	\$ 365.58	\$ 5,313.39	
G&T Contracting - Machinery Operators		\$ 95,610.00		
Traffic Management - Implementation and Monitoring			\$ 21,027.47	\$ 10,767.86
Outback Vac Truck Services		\$ 17,350.00	\$ 23,120.00	\$ 20,800.00
Airport Industry Management Support			\$ 19,875.00	\$ 19,875.00
Council Services Costs	\$ 40,858.96	\$ 192,708.85	\$ 153,681.92	\$ 55,011.25
Grand Total	\$ 40,858.96	\$ 192,708.85	\$ 153,681.92	\$ 55,011.25
Costs invoiced to promoter	\$ 116,578.40			\$ 250.00

Note: The bonds are generally refunded, so can be deducted from the grand total.

A Service Delivery Review has been conducted by Mead Perry. The following is preliminary data from the review. That represents tasks broken into hours and the hours required to service the needs of the event from the Communities Team and Town Services Team.

The data represented in the chart below reflects an estimate of how many hours a specific task requires during a Major event like the Big Red Bash.



Sourcing accommodation within the Shire can be problematic during event periods, as there are not only the requirements of the events, but emergency services and supplementary Council staff to support event operations. The accommodation requirements for the delivery of the event have been reviewed and reflected below, this review was based on needs in 2024 and 2025 for the smaller John Williamson event. Accommodation similarly to the financials have variable elements to be considered as well, the number of Airport Management staff, Traffic Controller etc fluctuates based on needs at the time.

In the past two years the Caravan Park and Birdsville Lodge have been leased to external parties, and this infrastructure was previously used to support the events as they would hire the rooms from Council on a discounted rate. Council no longer has access to the same amount of accommodation and now only has rooms and housing per the table below. It should be noted that a number of these rooms are reserved for provision of essential service staff and Council staff.

DSC Accommodation requirements for the Event Period are shown in the table below.

Location	Who	Reason	Period
Airport Donga (Room 1)	Airport Industry Mgt Support	Airport Services due to increased service requirements	Monday to Sunday of the event week
Airport Donga (Room 2)	Airport Industry Mgt Support		
Airport Donga (Room 3)	Airport Industry Mgt Support		
Airport Donga (Room 4)	Traffic Controller	Traffic Control Services	
Airport Donga (Room 5)	Traffic Controller	Traffic Control Services	
Airport Donga (Room 6)	Council Civil Crew	Additional Support	
Airport Donga (Room 7)	Ergon	In the event of a power outage	
Airport Donga (Room 8)	Ergon	In the event of a power outage	
Depot Donga (Room 1)	Council Civil Crew	Additional Support	

Location	Who	Reason	Period
Depot Donga (Room 2)	Council Civil Crew	Additional Support	
Depot Donga (Room 3)	Council Civil Crew	Additional Support	
Depot Donga (Room 4)	Council Civil Crew	Additional Support	
Depot Donga (Room 5)	Outback Vac	Sewer Pump Truck	
Depot Donga (Room 6)	Council Civil Crew	Additional Support	
23 Bilby Street	DSC /VIPs or entertainment	As required	
45 Frew Street	DSC Staff /Security/ entertainment	As required	
1/6 Jardine St	Works Manager as required	As required	

DISCUSSION

The following is for discussion and consideration is the level of support available to for the 2026 Big Red Bash.

The following In Kind has been requested from Outback Music Festival Group for consideration.

Details	Comment	Amount
Birdsville Town Hall & cold room 25 June to 3 July 2026	9 days hire - \$250.00 / day	\$2,250.00
Vendor Space – Under Awning – Wirrarrri Centre - 3 rd to 8 th July	5 days	\$250.00
Vendor Space – in forecourt area - 3 rd to 7 th July	4 days	\$250.00
Office Space Wirrarri Centre 2 nd to 8 th July	7 days	\$480.00
10-12 x Skip Bins 2 nd July to 13 th July	12 days Per skip per service \$161.00 Calculations based on 12 bins, with approx. 6 services Delivery and Pick Up not costed.	\$11,592.00
	Total for In-kind Hire (excl. bond)	\$14,822.00
Infrastructure Requests		
Accommodation 1 or 2 houses 6 th – 9 th July	\$192/night, 4 nights	Housing availability cannot be

11 Jardine – 2 bed		confirmed currently
13 Jardine – 2 bed		
DRY HIRE of the Below – Availability of Machinery to be Confirmed		
Excavator 20T – 22 June to 13 July 300mm, 600mm and mud bucket 1m wide, no teeth	20 days hire – please see attached details	Private use rate is \$472.50 per hour working on an 8-hour day \$3,804.00 per day x 20 days 76,080.00
Track loader bobcat – bucket, forks & leveller 22 June to 2 July	This is a hard one as we are usually using our for our town set up. Prefer them to supply their own	\$99.00 per hour 8-hour day \$792.00 per day
Tipper truck 30 th June to 1 st July	This is a hard one as we are usually using our for our town set up. Prefer them to supply their own	\$45.00 per hour \$360.00 per day
Portable site office - 2-10 July	Council does not own this asset	
Gravel available for use?	Need More Information Amount Etc.	\$2.20 Per Cubic Meter

Specific items and concerns raised in initial correspondence:

Accommodation:

“We would also like to see if council has any capacity to assist us with our accommodation challenges if any council owned accommodation happened to be available.”

There is limited availability of accommodation in Birdsville for the event in 2026. The event has 120 artists, their band and crew members to accommodate over the period, equating to 240 bed nights.

As per the 2025/2026 Fees and Charges, Short Term Accommodation Rates are as follows:

SHORT TERM RENTALS			
SES Donga - Birdsville - only used for Council Employees, Consultants, Contractors, and approved guests authorised through a Community Grant.	Room/Night	\$	50.00
SPA View Unit - Bedourie - only used for Council Employees, Consultants, Contractors, and approved guests authorised through a Community Grant.	Unit/Night	\$	151.00
1 Bed Unit	Unit/Night	\$	171.00
2 Bed Unit/House	Unit/House/Night	\$	192.00
3 Bed House	House/Night	\$	230.00
4 Bed House	House/Night	\$	260.00
Linen Cost	per Bed	\$	30.00

Council does not have enough accommodation to cover the capacity required, since leasing the Birdsville Lodge and Caravan Park. There may be some available accommodation, but generally the available accommodation is retained for emergency services staff and Council staff.

For feedback on the provision of accommodation.

Machinery For Hire

“Machine hire arrangements that council have provided over the period the festival”

There has been no specific request submitted to date, costings would need to be finalised after receipt of request or private works order. In the prior year Council machinery was not available at the time of the event due to being utilised on other jobs.

For feedback on whether Council will provide machinery hire arrangements.

Next Steps

Continued support for the event where the costs associated with the preparation and function of town are absorbed by Council and the Facility Hire, Vendor Space and Accommodation ideally could be treated as a commercial arrangement under a Memorandum of Understanding (MOU) with the promoter. This would provide clarity on what Council is prepared to support and what is expected of the promoter. The advantages of this are the promoter and Council have certainty for planning.

STRATEGIC IMPLICATIONS**Corporate Plan 2022-2027****Theme**

- 2 Our Community
- 3 Our Economy
- 4 Our Organisation

Long Term Goal

- 2.12 Is enhanced by participation in arts and cultural activities.
- 3.2 Flourishes from a growing tourism industry and continuation of major events.
- 3.4 Is led by Council and the business community, together growing and diversifying business and industry opportunities.
- 4.3 Is a leader in the region which supports regional cooperation, resource sharing and partnerships.

POLICY

There is no specific policy

LEGISLATION

There is no specific legislation relating to this report.

FINANCE AND RESOURCES

There is an allocation within the operating budget for associated with this report. The current operational budget is \$167,000 for Big Red Bash event, including in-kind requests, town set up and pack down for the event, contracts and other costs associated with the event.

CONSULTATION

There has been consultation at Executive level to collate this report.

RISK MANAGEMENT

The Risk Rating for this report is medium. The primary risks are reputational and financial.

TIMINGS/DEADLINES

The event is planned for July 2026, timely decisions are required for planning to continue from the promoter and commence from Council staff.

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

There are no additional alternative options to be considered.

OUTBACK MUSIC FESTIVAL GROUP

— ICONIC RED DIRT EVENTS —

Diamantina Shire Council
29 Burt Street
Birdsville QLD 4482
Patrice Brandenburg-Wallace
Director Communities

24th November 2025

Dear Patrice

I am responding to the request made by Julieanne Meier for additional information in relation to in kind support, hire of machinery, accommodation and community tickets. Please find below the information requested, which I trust covers what is required for consideration by the council. If there are any questions or further information required, please let me know.

In Kind Support

1. Birdsville Hall - Monday 29th June to Friday 3rd July
2. Coolroom at Birdsville Hall 25th June to 3rd July
3. Wirrari Visitors Centre Awning for Ticketing Friday 3 July to Wednesday 8th July
4. Office in Wirrari Visitors Centre Thursday 2nd July to Wednesday 8th July
5. Info Marquee outside Wirrari Visitors Centre Friday 3 July to Tuesday 7th July
6. Skip Bins (10-12 small) bins Tuesday 2nd July to Monday 13th July (Patrons are responsible for their own waste but these are used for vendors waste, and were kindly provided by council in 2024)

Machinery and Equipment Hire

(Please see additional notes from our site operations manager in relation to day of use and other details)

1. Excavator 25T, mainly for digging holes for IBCs for urinal collection, and other site jobs requiring earthmoving. 22nd June to 13th July
2. Track Loader Bobcat with bucket, leveller, forks 22nd June to 2nd July
3. Dump Truck if available for gravelling/waterproofing works. 30th June to 1st July
(We would also like to find out if there is any gravel available in the area, as we are looking to pre gravel some areas to protect the site in case of rain that we experienced in 2023 and 2024.)
4. Portable site office building if available - we are setting up another site office to accommodate our operations control room. 2nd July to 10th July

9 Clearview Place, Brookvale NSW 2100 • PO Box 3084 Allambie Heights NSW 2100 • Ph 02 9949 8754 • ABN 22 159 869 299

EVENTS

BIRDSVILLE BIG RED BASH • BROKEN HILL MUNDI MUNDI BASH
Rockin' the Simpson *Rockin' the Plains*
bigredbash.com.au mundimundibash.com.au

**Accommodation**

Required for peak festival period 4 nights from Monday 6th July to Thursday 9th July.
A house or two would be good if available, but happy to look at any accommodation alternatives that may be available during that period.

Community Tickets

We are committed to continuing providing free tickets to residents of Diamantina Shire as we have been doing since 2014.

We would like to work with the council on the process we will use for providing these to ensure those receiving the tickets are genuine residents.

A handwritten signature in black ink, appearing to read "Greg Donovan".

Greg Donovan
Managing Director

Attachments: Additional notes from Site Operations Manager

Diamantina Shire Council resources BRB 2026

Neil Monteith – Site Operations Manager

General notes

Below are the requirements for setup and packdown use of these machines in a dry event only.

In 2024 we utilized the excavator and track loader/bobcat extensively during the wet weather event, including the music days - and for several days after the scheduled last day of pack-up as this was extended due to flooding.

For example the excavator was digging trenches to drain flood water, laying emergency sand and gravel and also was used to tow out stuck large vehicles (for example the Rent-a-tent bus and our water trailers).

The track loader became the only functional forklift in the muddy areas and was used 8+ hours a day during pack-up to move items from the flooded lake bed onto the sand. Having these machines on site as standby during the entire event would be ideal - especially if there is any hint of rain forecast.

These dates below do not factor in the delivery, spreading etc of any gravel on site as proposed for wet weather contingency planning.

All hires below would be **dry hire only**.

OMFG can collect and return these machines if required as we have our own truck with ramps.

Machine	Notes & rates	Dates
Excavator 20T (preference) or Excavator 5T	<p>300mm, 600mm and a mud bucket (1m wide, no teeth)</p> <p><i>The larger excavator greatly speeds up site preparation.</i></p> <p><i>Appreciate any flexibility to keep machine on site from 22 June until 13 July if possible to save multiple transport trips to/from event site.</i></p> <p>2024 per hour rate cost 94.60 per hour</p>	<p>22 June (pickup PM) 24 June (return PM - or keep on site) 2 days work</p> <p>28 June (pickup AM - or already on site) 1 July (return PM - or keep on site) 4 days work</p> <p>11 July (pickup AM - or already on site) 12 July (not used - all staff day off) 13 July (final return PM) 2 days work</p>

		8 day hire use total
Track Loader	<p><i>Bucket, forks & leveller</i></p> <p><i>If wet weather is predicted this machine is invaluable for general site work and could be required until 13 July</i></p> <p>2024 per hour rate cost \$61.60 per hour</p>	<p>22 June (pickup PM) 24 June (return PM - or keep on site) 2 days work</p> <p>30 June (pickup AM - or already on site) 2 July (final return PM) 3 days work</p> <p>5 day hire use total</p>
Portable site office	<p><i>Air conditioning required</i></p> <p><i>Check how this office would be transported. Sometimes these come on a tilt tray setup.</i></p>	<p>2 July (delivery AM) 10 July (removal PM)</p> <p>9 day hire use total</p>
Community Hall Coolrooms	<i>Temporary storage of food items during first weeks of event site build.</i>	<p>25 June (first day of use) 3 July (last day of use)</p> <p>10 day use total</p>
Skip bins	<p><i>10 to 12 bins required if possible</i></p> <p><i>In kind support?</i></p>	<p>2 July (pickup AM) 13 July (return AM)</p> <p>12 day use total</p>
Tipper Truck (Large)	<i>To transport gravel/sand to toilet blocks and office areas for wet weather contingency</i>	<p>30 June (pickup AM) 1 July (return PM)</p> <p>2 day use total</p>

12.3.4 Community In Kind Request - Summer of Sun

REPORT TYPE: OCM Decision Report
DIRECTORATE: Communities
PRESENTED BY: N/A
AUTHOR(S): Patrice Brandenburg, Director Communities
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on in-kind requests received during the month.

RECOMMENDATION

1. That Council notes the fee waiver approved under the delegation of the Chief Executive Officer.

BACKGROUND

Council recognises the importance of its community events and regularly provides in-kind support and funding assistance to local community organisations to facilitate events that contribute to social and economic outcomes for the Diamantina Shire.

Donations approved under the delegation of the Chief Executive Officer

There has been one request for In Kind Facility Hire submitted from the Jenouise Events, for the Summer of Sun event being held in Birdsville from 9th to 12th January 2026.

This event is a 4 day event, that includes morning yoga, the Cactus 1000 run and much more.

Assistance in kind requested	Amount
Birdsville Hall – 3 Day hire	750.00
10 tables (included in Hall hire, no additional cost) value \$120	0.00
50 Chairs (included in Hall hire, no additional cost) value \$100	0.00
Wirrarrri Centre Kitchen – 1 day hire	170.00
Total	\$920.00

This application is seeking a waiver of the bond to the value of \$600.00

DISCUSSION

Community Benefits

The provision of in-kind support and financial assistance helps strengthen community engagement, encourage participation in local events. These events contribute to the social and economic vitality of the area by bringing together residents, supporting local businesses, and promoting regional identity.

STRATEGIC IMPLICATIONS**Corporate Plan 2022-2027****Theme**

- 2 Our Community
- 3 Our Economy

Long Term Goal

- 2.12 Is enhanced by participation in arts and cultural activities.
- 2.6 Where volunteering in the community is a given and community spirit is visible.
- 3.4 Is led by Council and the business community, together growing and diversifying business and industry opportunities.

POLICY

DSC Community Grants Policy

LEGISLATION

Local Government Regulations 2012, part 5, section 194 community grants.

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

FINANCE AND RESOURCES

This request fits within current operational budget.

CONSULTATION

Consultation has occurred with the Executive Leadership Team and the community.

RISK MANAGEMENT

This report poses a low risk to Council.

TIMINGS/DEADLINES

The event is planned for early December.

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

There were no alternatives presented for this report.

12.3.5 Venue Masterplan Approvals

REPORT TYPE:	OCM Decision Report
DIRECTORATE:	Communities
PRESENTED BY:	N/A
AUTHOR(S):	Patrice Brandenburg, Director Communities
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	<ol style="list-style-type: none">1. Bedourie Racecourse Masterplan ↓2. Betoota Racecourse Masterplan ↓3. Birdsville Racecourse Masterplan ↓4. Birdsville Bronco / Rodeo Grounds ↓

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's approval of the Venue Masterplans.

RECOMMENDATION

1. That Council approves the Masterplans for use in planning and development of Shire venues and when seeking funding for upgrades.

BACKGROUND

The Bedourie, Birdsville and Betoota Sporting Venue Masterplan project has been ongoing since July 2025. Place Design Group were engaged to work with council and Community to develop appropriate venue masterplans, that can benefit both Council and Community when seeking funding for projects for the following venues:

- Betoota Racecourse
- Bedourie Racecourse
- Birdsville Racecourse and
- Birdsville Bronco / Yards.

The initial consultations in mid-July were individual venue user groups sessions held over two days, both face to face and online. The draft plans from these meeting were circulated to the community for feedback.

Once feedback was received, a second round of meetings were held in late October splitting into two sessions over two days.

The final draft of the masterplans were circulated in early November seeking any additional feedback, none was received.

The four Masterplans have now been finalised and are attached.

DISCUSSION

The final plans have been received from the Place Group for the:

- Betoota Racecourse
- Bedourie Racecourse
- Birdsville Racecourse and
- Birdsville Bronco / Yards.

Once acceptance and approval of the plans has been granted, the Masterplans will be added to the Council's website and circulated to the venue key users via email and also information circulated in Desert Yarns and on social media.

The aim is for the Masterplans to be accessible and utilised to seek funding for projects at the venues by Council and Community.

STRATEGIC IMPLICATIONS

Corporate Plan 2022-2027

Theme

- 2 Our Community
- 3 Our Economy
- 4 Our Organisation
- 5 Our Infrastructure

Long Term Goal

- 2.10 Has quality sporting facilities with high participation rates.
- 2.12 Is enhanced by participation in arts and cultural activities.
- 3.2 Flourishes from a growing tourism industry and continuation of major events.
- 4.2 Is engaged with its residents.
- 5.1 Is constructed and maintained in a sustainable manner which meets community needs.

POLICY

There is no specific Council Policy in relation to this report.

LEGISLATION

There is no specific legislation in relation to this report.

FINANCE AND RESOURCES

There is no direct financial requirements in relation to this report. The purpose of the report is to provide planning information for when funding is being sort.

CONSULTATION

Extensive consultation has been held with community, through meetings and emails.

RISK MANAGEMENT

This is a low risk report, as it is relating to future planning.

TIMINGS/DEADLINES

There is no set timeframe relating to this report.

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

There are no specific alternatives to be considered.

BEDOURIE RACECOURSE
LANDSCAPE MASTER CONCEPT PLANS



**place
design
group.**

NORTH QUEENSLAND
46 Ross River Road
Mundingburra, Townsville QLD 4812
PO Box 450 Aitkenvale QLD 4814
T +61 7 4725 7843

Issue Date - 30th October 2025
Issue for Approval

LEGEND / ITEMS TO BE UPGRADED

FOR APPROVAL

1.

Commission a detail site survey of the site to assist in plan preparation for future site upgrade works.
2.

Design and install new children's playground to be located between the office, amenities & change rooms and announcers box.
3.

New 36m x 36m shed to be constructed on the end of the existing Clubhouse building, incorporating new gated entry where indicated.
4.

New Camp Kitchen site located directly to the east of existing stables within the eastern camp site (area to be built up, with new roof structure, kitchen & bbq facilities, tables & seating, with adjacent camp-fire site).
5.

New Accommodation Dongers (4-6 x 3 bed) to accommodate up to 12 people (jockeys, trainers & stewards).
6.

New Open Shade structures for competitors sleeping out with swags.
7.

Upgrade existing stalls (directly adjacent racetrack). Relocate existing shade structure to camp cattle stand area. Design and install new roofed shade structure over existing stables to accommodate a minimum of 60-70 horses (ensure minimum offset from edge of racetrack).
8.

Replace existing Amenities Block (minimum 4 unisex toilets & 2 showers).
9.

3 new horse stables to be located at the north-eastern corner of the site where indicated.
10.

Better define road access around the outside of the fence around the eastern side of the facility.
11.

Define new carparking area directly to the south-eastern side of the existing clubhouse off the access road.
12.

New floodlighting to main events area.
13.

Incorporate new powered sites to competitors (east) and visitors (north) camping areas.
14.

Upgrade Judges Box (currently rusting due to inundation). Works to include treatment/replacement of lower section of posts and new concrete base.
15.

Running rails to racetrack to be upgraded.
16.

Nominate dedicated carparking to main events area to reduce conflict with access from stables to the racetrack, as well as bus turnaround.
17.

New holding yard enclosure (approx. 50x50m) to the north-eastern end of the existing holding yards.
18.

Relocate Announcers Box within the rodeo arena and lower to ground level.
19.

Relocated roofed structure (from existing stalls - 7) over Camp Cattle Stand Area on the western edge adjacent the Rodeo and Camp Draft Arena, with concrete surfacing under.
20.

New roofed structure (20 x 30m) to extend over the top of the existing Camp Draft Bar with concrete slab under to provide more shaded area for spectator viewing.
21.

Incorporate new spectator Viewing Mound between the Camp Draft Arena and Racetrack with Shade Trees.
22.

Incorporate new spectator Viewing Mound along the western edge of the Camp Draft Arena with Shade Trees.
23.

Supply & install 2 new Water Tanks along the western edge of the camp draft back holding yards.
24.

Install new irrigation system to top of holding yard fences for dust suppression.
25.

Design and install new floodlighting & PA speakers to the Camp Draft Arena, Rodeo Arena, and Back Holding Yards & upgrade power as required.
26.

Define walking access tracks with gravel / crushed rock.
27.

Install new larger Wash-Down facility (8-12 bays) with concrete slab next to Stables adjacent the racetrack.
28.

New fencing and double gate access to eastern camp area.
29.

New permanent fencing to events areas.
30.

New floodlighting to Arena (approx 5 lights required generally where indicated).



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46 Ross River Road
Mundingburra, Townsville QLD 4812
PO Box 450 Aitkenvale QLD 4814
T +61 7 4725 7843

BEDOURIE RACECOURSE LANDSCAPE MASTER CONCEPT PLAN
ITEMS TO BE UPGRADED

Sheet 1 of 3

DRAWING NO.	REV NO.	DATE
240479-LSK-001	B	30/10/2025

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BEDOURIE RACECOURSE LANDSCAPE MASTER CONCEPT PLAN
OVERALL SITE PLAN

Sheet 2 of 3

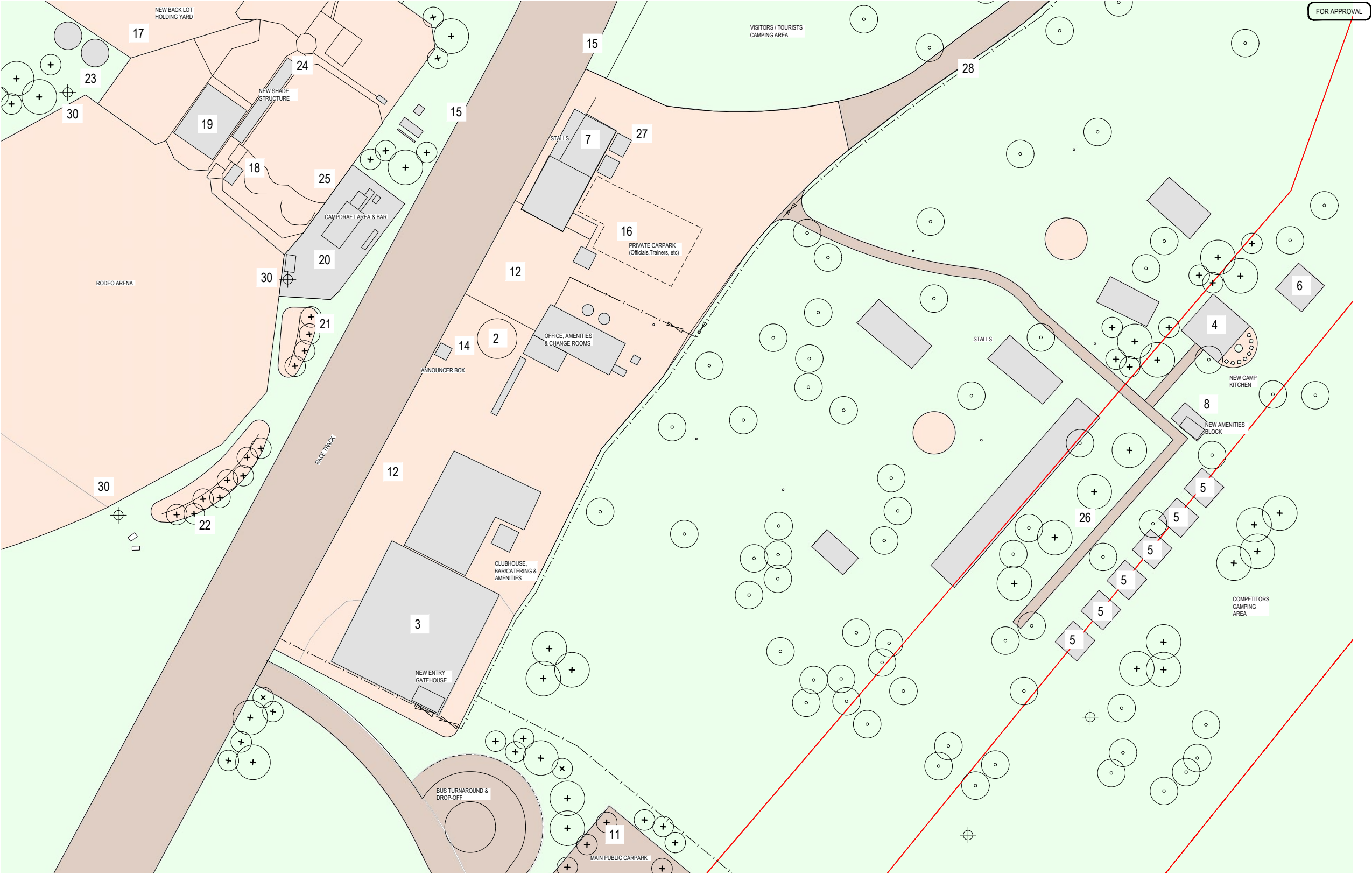
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BEDOURIE RACECOURSE LANDSCAPE MASTER CONCEPT PLAN
RACECOURSE FACILITIES UPGRADE PLAN

Sheet 3 of 3

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DATE

240479-LSK-102

B

30/10/2025

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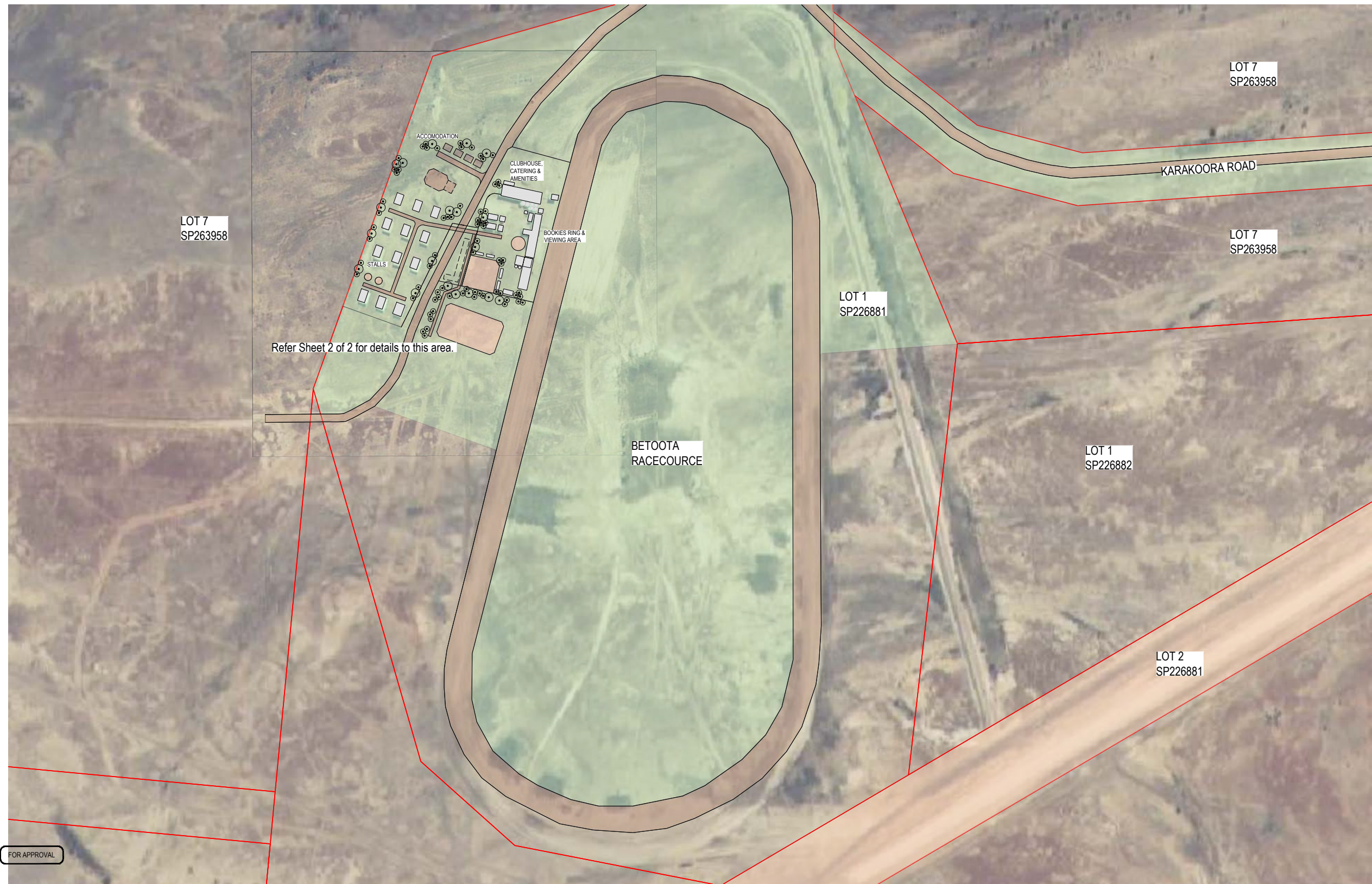
BETOOTA RACECOURSE
LANDSCAPE MASTER CONCEPT PLANS



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Issue Date - 29th October 2025
Issue for Approval



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46 Ross River Road
Mundingburra, Townsville QLD 4812
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T +61 7 4725 7843

BETOOTA RACECOURSE MASTER PLAN
LANDSCAPE BASE PLAN - RACECOURSE OVERALL PLAN

Sheet 1 of 2

NORTH

DRAWING NO.

REV NO.

DATE

240480-LSK-101

B

29/07/2025

SCALE

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LEGEND

- 1. Commission a detail site survey of the site to assist in plan preparation for future site upgrade works.
- 2. New shed / covered space for spectator viewing to be installed incorporating additional new bar shed (planned).
- 3. Develop new permanent Rodeo Arena within existing events space (currently being setup as a temporary arena for events), with new grandstand seating, and dedicated floodlighting.
- 4. Formalise access pathway from camp site to main events space with gravel path.
- 5. Upgrade existing stables (in need of attention). Upgrade works to include power, water, post replacement and repaint.
- 6. Upgrade Secretary's office. Upgrade works to include new fitout, shelves, desks and repaint.
- 7. Upgrade works to existing Toilet structures including new flooring and fly screens to windows and repaint.
- 8. Replace inside running rail and part outside running rail to bring up to standard.
- 9. Future re-surfacing of the racetrack required in the near future to remove stones, etc.
- 10. Supply & install new Accommodation Dongers (4 x 3 bed) to accommodate up to 12 people (jockeys, trainers & stewards), including new water tanks and extended water and power provisions.
- 11. Install 3 new stable structures with power and water.
- 12. Install new holding yards between stables and new accommodation dwellings.
- 13. Design & install new floodlighting to main events area.
- 14. Upgrade works to existing tower to include new climbing ladder, power, and general fitout.
- 15. Design & install new Shaded Kids Activity Area & Playground.
- 16. Incorporate New Future Camp Draft Arena (suitable location to be determined).
- 17. Supply & install new Amenities Block at the southern end of the existing main events area to support future expansion of facilities.
- 18. Investigate availability of bore water to help support a permanent water supply for the facility.
- 19. Supply & install 2 new water tanks directly adjacent the new bar shed.
- 20. Upgrade existing PA system and add additional speakers to new shed and throughout the events space generally.
- 21. Develop tree planting strategy for added shade and amenity.
- 22. Carparking for officials, organisers, trainers, etc



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Mundingburra, Townsville QLD 4812
PO Box 450 Aitkenvale QLD 4814
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BETOOTA RACECOURSE MASTER PLAN
LANDSCAPE BASE PLAN - RACECOURSE FACILITIES

Sheet 2 of 2



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240480-LSK-102 B 29/10/2025
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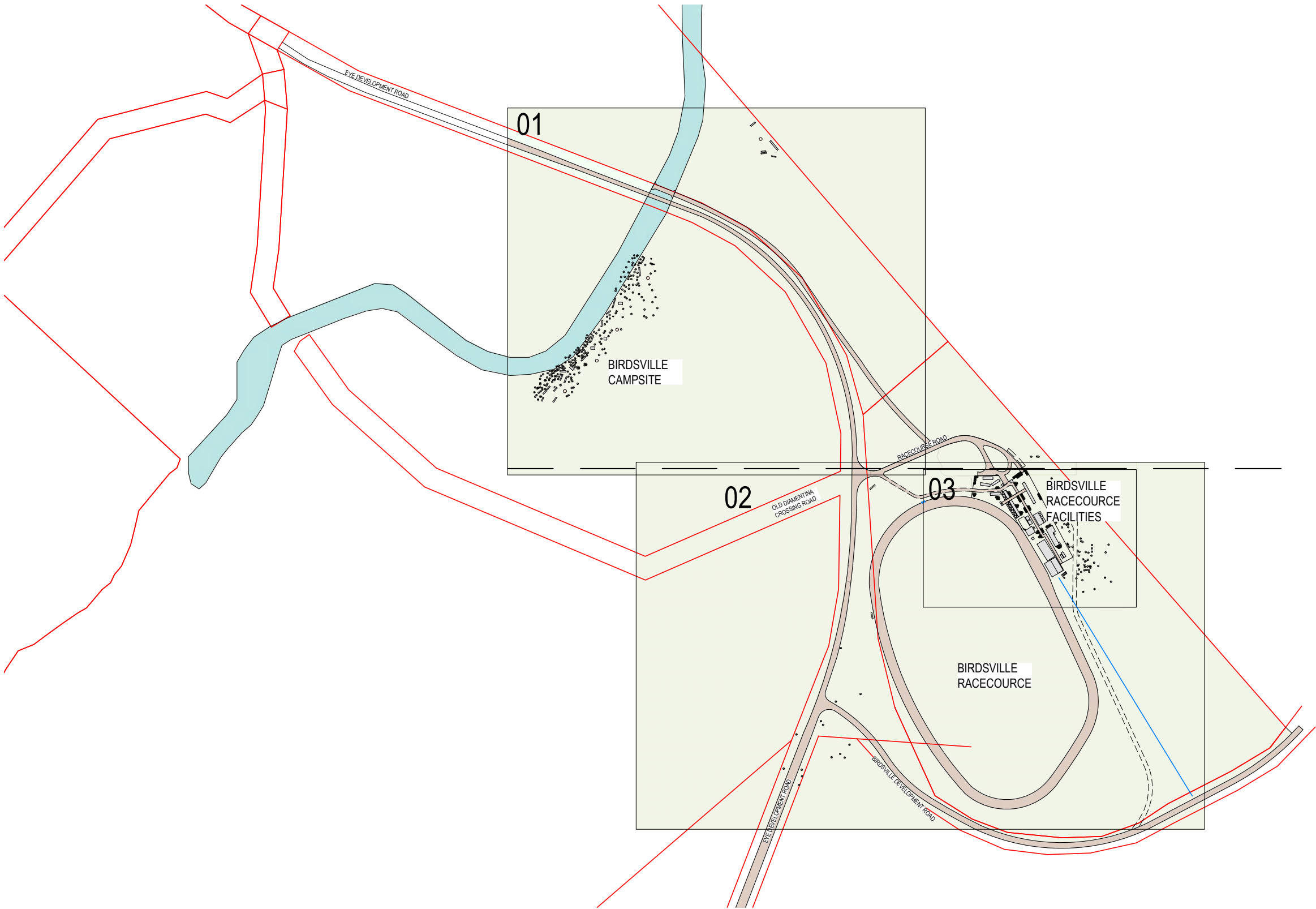
BIRDSVILLE RACECOURSE
LANDSCAPE MASTER CONCEPT PLANS



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T +61 7 4725 7843

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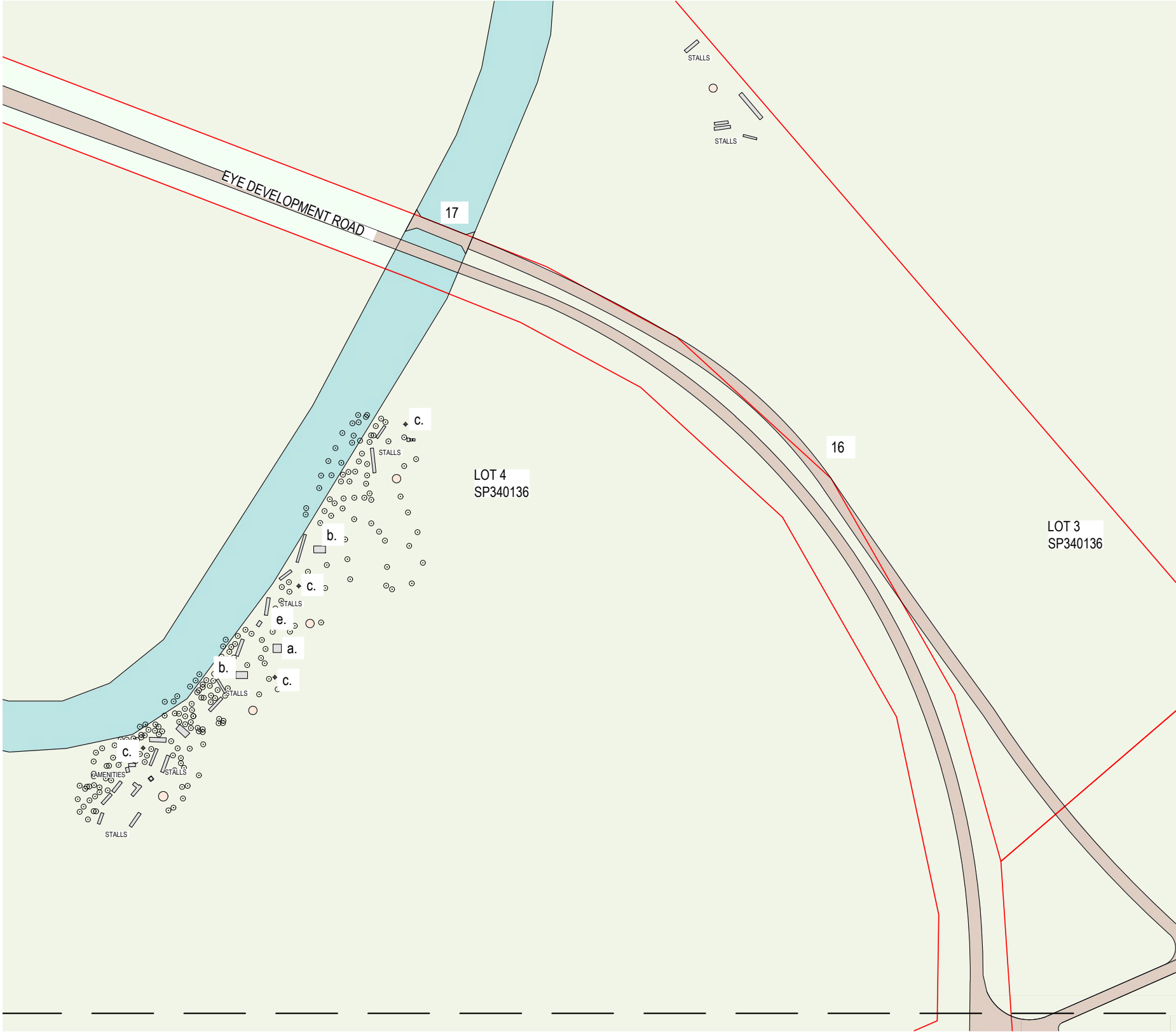
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Mundingburra, Townsville QLD 4812
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T +61 7 4725 7843

BIRDSVILLE RACECOURSE LANDSCAPE MASTER CONCEPT PLANS
OVERALL SITE PLAN

Sheet 1 of 4

FOR APPROVAL	DRAWING NO.	REV NO.	DATE
	240481-LSK-BR-101 B		01/12/2025
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LEGEND

- a. New Camp Kitchen & Facilities
- b. New Portable Toilet Blocks
- c. Investigate New Permanent Power supply to site
- d. Upgrade existing stables
- 16. Define safe shared path networks to link Birdsville town, Camping Site along Birdsville Billabong to the Racecourse site.
- 17. Indicate the desire for a long-term dedicated Pedestrian & Cycle Bridge parallel to the existing vehicle bridge over the Diamantina River (along the side of the adjacent the Karit-tjura bridge).
- e. New (Future) Stables to cater for up to 40 horses.
- NB. Conduct Audit of existing stables to determine interim upgrade works required.



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46 Ross River Road
Mundingburra, Townsville QLD 4812
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T +61 7 4725 7843

BIRDSVILLE RACECOURSE LANDSCAPE MASTER CONCEPT PLANS
BIRDSVILLE CAMPSITE

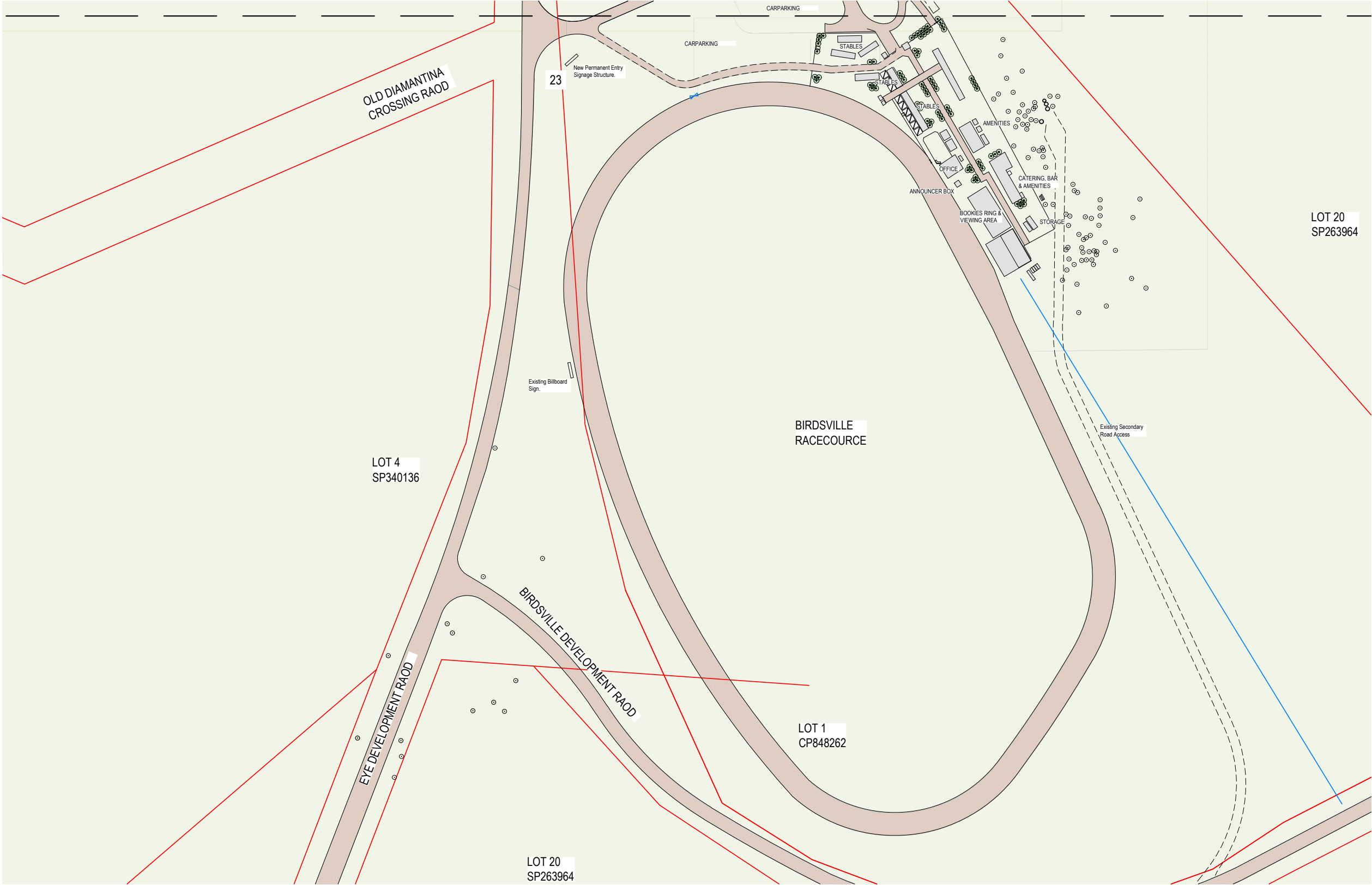
Sheet 2 of 4

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BIRDSVILLE RACECOURSE LANDSCAPE MASTER CONCEPT PLANS
BIRDSVILLE RACECOURSE

Sheet 3 of 4

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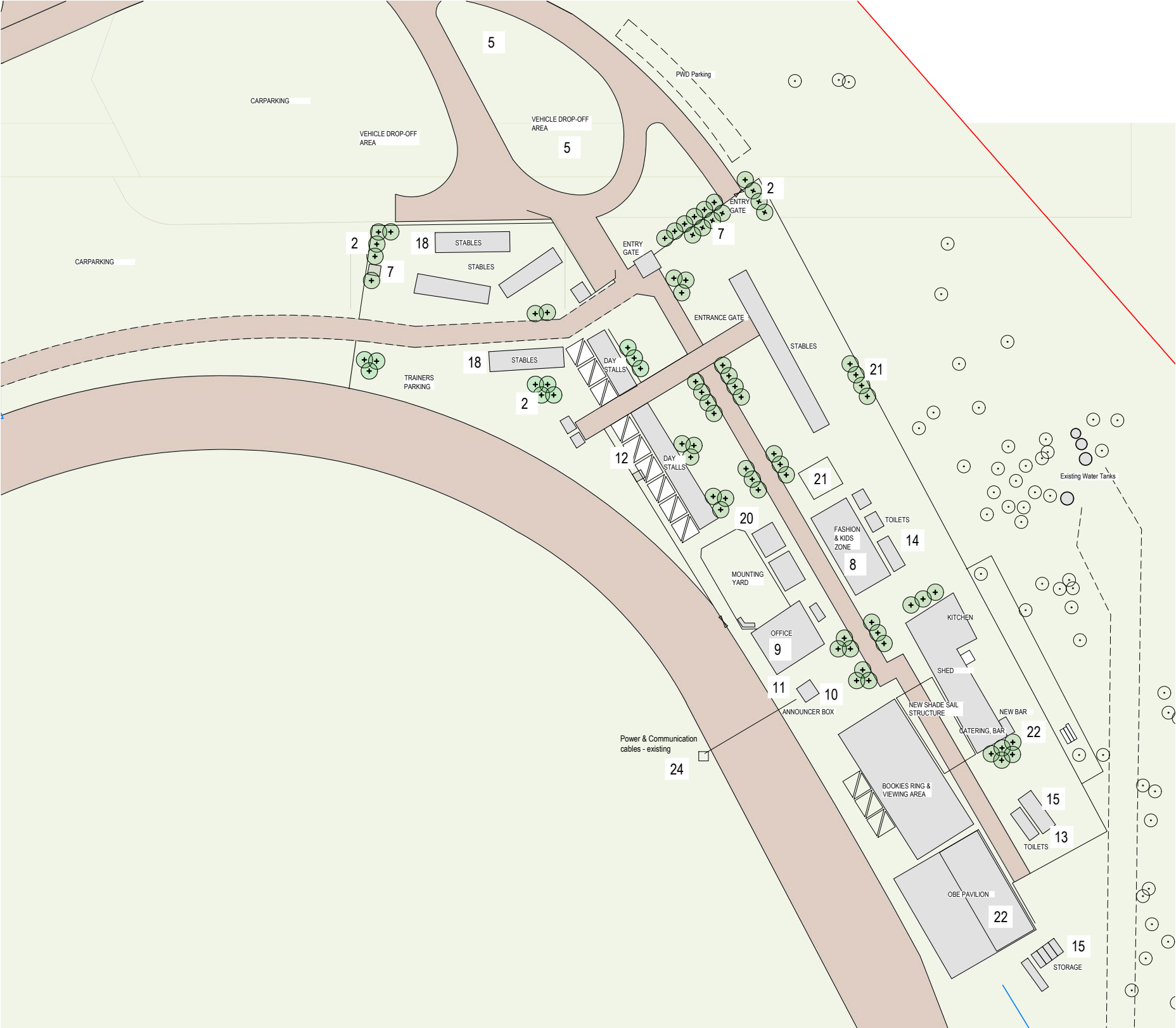
DRAWING NO.	REV NO.	DATE
240481-LSK-BR-103 B		01/12/2025

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SCALE 1:2000 @ A1 1:4000 @ A3

LEGEND

- 1. Commission a detail site survey of the site to assist in plan preparation for future site upgrade works.
- 2. Develop Tree Planting Strategy for greater shade and amenity.
- 3. Commission a flood mitigation strategy for the site to maximise drainage efficiencies and protect facilities form inundation where possible.
- 4. Install new downpipes to all buildings and define stormwater flow paths and/or inground drainage where possible.
- 5. Better defined drop off loops for shuttle buses and vehicle generally, taking into account pedestrian access to/from town, as well as accommodating new PWD carparking.
- 6. Consider new gravel access tracks for safer disability access and legibility generally.
- 7. Additional shade adjacent to the existing stables for horses with water troughs.
- 8. Construct new permanent shed for Fashions on the field adjacent existing amenities block (approx. 10 x 25m) with storage facilities.
- 9. Upgrade existing office shed.
- 10. Upgrade / Repair works required to existing Announcers Box including repair water damage, repainting, etc.
- 11. Upgrade PA system with new speakers where required.
- 12. Install new shade sails along the frontage of facilities adjacent to the track.
- 13. Upgrade existing toilets at the south-eastern end of the site (currently long-drop toilets).
- 14. Upgrade existing on course amenities blocks. Works to include new accessibility ramp.
- 15. Construct additional storage shed or extend existing storage facility.
- 16. Define safe shared path networks to link Birdsville town, Camping Site along Birdsville Billabong to the Racecourse site (Refer Plan Sheet 2 of 4).
- 17. Indicate the desire for a long-term dedicated Pedestrian & Cycle Bridge parallel to the existing vehicle bridge over the Diamantina River (along the side of the adjacent the Karit-tjura bridge) (Refer Plan Sheet 2 of 4).
- 18. Allocate sufficient space on the master plan for additional future stables.
- 19. Provide water access to the front gate.
- 20. Investigate new portable first aid facility (caravan, transportable building) for use during main events.
- 21. Develop New Covered Children's Playspace.
- 22. New concrete flooring to OBE Pavillion.
- 23. New Permanent Entry Signage Structure.



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BIRDSVILLE RACECOURSE LANDSCAPE MASTER CONCEPT PLANS
BIRDSVILLE RACECOURSE

Sheet 4 of 4

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DRAWING NO.	REV NO.	DATE
240481-LSK-BR-104 B		01/12/2025

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Birdsville Campdraft, Rodeo and Bronco Branding Yards

LANDSCAPE MASTER CONCEPT PLANS



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LEGEND

- 1. Arena lighting to be upgraded with posts, lighting, new PA system & speakers.
- 2. Investigate permanent town power supply to facilities generally (currently power by generators).
- 3. Install new fence and gates as well as new defined vehicle access track to camp site.
- 4. Future replacement of the existing amenities block within the camping area (to include new toilets, showers and change room), incl new power supply.
- 5. Upgrade kitchen and bar. Install new permanent cold room adjacent kitchen and bar.
- 6. Install new storage shed adjacent to kitchen.
- 7. Upgrade existing toilets adjacent the clubhouse. Works to include new plumbing, power, refit, and new flooring.
- 8. New concrete path extensions to better link amenities blocks to clubhouse for all weather access.
- 9. Extend Secretary's box to accommodate new first aid, or investigate new portable first aid facility (caravan, transportable building) for use during main events.
- 10. Design & construct new Ticket Box and single gate to main entrance.
- 11. Design and install new kids shaded playground (location to be determined).
- 12. Install new double gate to holding yard directly east of clubhouse.
- 13. Upgrade sewer on site generally.
- 14. Install new stables along the edge of the camp site southern fence.
- 15. Investigate new levy bank along the southern edge of the site where indicated to help protect from inundation. Incorporate stormwater pipes under to carry overland flows where required.
- 16. New spectators seats
- 17. Extend existing water supply line to perimeter of camp site.
- 18. Upgrade existing Announcers Box with new stair access.
- 19. New Grassed Area.



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46 Ross River Road
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BIRDSVILLE RACECOURSE MASTER PLAN
LANDSCAPE BASE PLAN - BRONCO BRANDING FACILITY

Sheet 1 of 2

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BIRDSTVILLE RACECOURSE MASTER PLAN
LANDSCAPE BASE PLAN - BRONCO BRANDING FACILITY

Sheet 2 of 2

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240481-LSK-102	B	01/12/2025

SCALE 1:500 @ A1 1:1000 @ A3

12.3.6 Tourism Strategy 2025-2028 Progress Report

REPORT TYPE:	OCM Information Report
DIRECTORATE:	Communities
PRESENTED BY:	N/A
AUTHOR(S):	Patrice Brandenburg, Director Communities
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	1. Tourism Strategy Progress Report ↓

RECOMMENDATION

That Council receives and notes the Tourism Strategy 2025-2028 Progress Report .

OPERATIONAL UPDATE

An update to Council on the status of the Tourism Strategy 2025-2028, from July to November 2025.

During this period there have been several Actions completed.

- 1.2 Ongoing marketing at trade shows and tourism conferences and 5.4 Ongoing marketing at trade shows and tourism conferences
 - The Goal of attendance at 4 Shows per year has been met and will be passed by the end of the 2025/2026 year, with the first half of 2026 busy with shows.
- 1.9 - Explore the use of technology, including the implementation of interactive Kiosks and a mobile application that provides detailed storytelling, wayfinding and sites of significance for all visitor markets.
 - The creation of the Diamantina Tourism App and installation of two Kiosks in the Shire. Council can now add value to the technology with utilising the elements of the app for telling stories around the shire and creating walking and driving tours. The addition of pool key issuing is being explored currently to add to the Bedourie Kiosk to remove the issues currently present in relation to servicing visitors needs when the Visitor information Centre and Administration Centre are closed.
- 2.4 Development of the “Camel Trail” to include the Camel racing circuit of Jundah, Winton, Bedourie and Boulia. And 2.5 Facilitate an event in Birdsville during the reduced capacity Big Red Bash in July 2025.
 - The Desert Champions Way: Outback Camel Trial was developed by Diamantina Shire Council and supported by Remote Area Planning Development boards (RAPAD), neighbouring Local Government Areas and Outback Queensland Tourism Association (OQTA) These were achieved and noted in a report to Council in September 2025 and RAPAD in August 2025. The planning for 2026 has commenced with the Council stakeholders in the region.
- 3.1 Open the Birdsville Courthouse experience to the public with hologram viewings and Birdsville history signage throughout.
 - The Birdsville Courthouse Experience opened for the 2025 Tourist Season and will have an official opening in April 2026

- 3.5 Ensure the gallery space at the Wirrarri VIC is used to display exhibitions related to the Shire
 - The goal was a museum style exhibition installed for duration of 2 years, the Birdsville, “the Black Book” by Francis Gage McGinn exhibition opened in July 2025
- 5.5 Creation of Birdsville Business Group to support the development and delivery of services in the region, particularly tourism
 - The Group has been established and meeting monthly since July, with the goal of having quarterly meetings.

Full update attached for review.

Tourism Strategy 2025 – 2028

Progress Report November 2025



Action Plan

Goal 1: Enhancement of the Visitor Experience						
We will leverage our unique assets to have a wide range of high-quality tourism products.						
No.	Action	Measure	Budget	Timing	Priority	Completion %
1.1	Conduct a signage audit and action plan to replace gateway entry signage, wayfinding and visitor information and interpretive signage.	<ul style="list-style-type: none">Signage audit completeRelevant shire signage replaced	\$60,000	Short term	H	50%
1.2 (5.4)	Ongoing marketing at trade shows and tourism conferences	<ul style="list-style-type: none">Council (and industry) to attend trade shows in Brisbane, Sydney, Melbourne and Adelaide	\$15,000 p.a	Ongoing	H	25%
1.3	Facilitate and develop the fly-in market to be a year-round visitor market	<ul style="list-style-type: none">Meet with tour operators and service providers to promote fly-inGreater air capacity in toursAir capacity stretched throughout the year not just winter months	Internal	Ongoing	M	
1.4	Facilitate the development of the agritourism/farm tourism experiences in the Shire, including on-farm tourism products and innovation.	<ul style="list-style-type: none">Identify those businesses and properties that could develop agritourism initiativesEnsure at least one agritourism tour/product is operational by 2026	Internal	Long	M	
1.5	Facilitate the development of Indigenous cultural tours in the Shire	<ul style="list-style-type: none">Liaise with the Traditional Owners groups within the Shire to develop opportunities.To liaise with relevant State and Federal Government agencies to support an Indigenous business initiative for toursEnsure at least one agritourism tour/product is operational by 2026	Internal	Long	M	



No.	Action	Measure	Budget	Timing	Priority	Completion %
1.6	Facilitate the development of nature-based tours in the Shire, including stargazing and astronomy	<ul style="list-style-type: none"> Ensure DarkSkies accreditation for the Shire in Bedourie, Birdsville and Betoota Identify those tour operators specialising in bird watching and nature-based tours Ensure that at least one specific Bird Watching, nature and/or astronomy tour is operational by 2026 	\$10,000	Ongoing <i>(DarkSkies accreditation in FY25/26)</i>	M	15%
1.7	Facilitate the development of heritage-based tours including Burke and Wills and Sidney Kidman	<ul style="list-style-type: none"> Identify tour operators focussed on heritage-based tours Determine if there is a market for the product If viable, ensure heritage-based tour is operational by 2026 	Internal	M	M	
1.8	Re develop the tourism website with up-to-date imagery, content, accommodation, tours and events.	<ul style="list-style-type: none"> Tourism website updated with assistance from LGAQ Continued focus on the drive market 	\$15,000 p.a	S	H	80%
1.9	Explore the use of technology, including the implementation of interactive Kiosks and a mobile application that provides detailed storytelling, wayfinding and sites of significance for all visitor markets.	<ul style="list-style-type: none"> Interactive Kiosks installed at Bedourie and Birdsville VIC Mobile app designed and tested App available for download 	\$95,000	S	H	100%
1.10	Creation of an annual visitor survey and database for all tourism related businesses and products in the shire.	<ul style="list-style-type: none"> Data is gathered to assist in refining marketing initiatives and identify future target markets. 	Internal	S	M	
1.11	Audit the current merchandise at the VICs and work with local suppliers to facilitate the sale of a range of souvenirs and material to improve commercial performance at visitor information outlets.	<ul style="list-style-type: none"> Audit completed with highest selling items identified with consistent ordering Data backed decision making in the stocking of merchandise Increase store year on year sales Work with local suppliers and business to sell local goods eg work shirts 	Internal	Ongoing	L	50%
1.12	Develop and implement a destination marketing campaign for the Shire.	<ul style="list-style-type: none"> Agency contracted to develop and implement destination marketing campaign Increased visitation from target markets and segments 	TBC	L	M	
1.13	Conduct tourism membership audit	<ul style="list-style-type: none"> Audit complete to streamline operations and get the biggest return on membership spend. 	Internal	M	L	



Goal 1 - Expected Outcomes:

- Improved existing tourism experiences
- Visitors stay longer and spend more
- New and genuine reasons for people to visit
- Diversified and expanded tourism product

Goal 1 – Outcomes to Date:

- Kiosks and App are accessible 24 hours a day and the information is provided in real time
 - Improvements for Pool access to come
- Dark Skies accreditation progressing – Lighting management policy and plan to be finalized and consultations to occur.
- Attendance with Drive Queensland at 4 Trade Shows, advertising at 11 Shows included in membership. Conference and industry meeting attendance ongoing.

Goal 2: Signature Events and Festivals <i>We will work to expand and promote our signature events to drive increased tourism.</i>						
No.	Action	Measure	Budget	Timing	Priority	Completion %
2.1	Develop the Birdsville Races "Festival" to include acts and vendors that cater to families and those outside of the races and the Pub.	<ul style="list-style-type: none"> Attraction of acts and music that creates a festival atmosphere for Birdsville Attraction of additional vendors to feed the visitors adding to the festival atmosphere Family visitation numbers 	\$TBA	S (Ongoing)	H	20%
2.2	Investigate and implement underwing camping at the Birdsville Airport for the event season	<ul style="list-style-type: none"> Meet with key stakeholders in Birdsville (Birdsville Hotel) to determine feasibility Underwing camping reinstated for 2026 Birdsville Races 	TBC	M	M	10%
2.3	Continue to work closely with Big Red Bash organisers to ensure the continuation of the event	<ul style="list-style-type: none"> Big Red Bash to continue to be held in Birdsville into the future Relationship maintained with event organisers Cost to Council for the event reduced or compensated 	Internal	L	H	Ongoing
2.4	Development of the "Camel Trail" to include the Camel racing circuit of Jundah, Winton, Bedourie and Boulia.	<ul style="list-style-type: none"> Work with OQTA and TEQ to establish and support the Camel Trail Meet with adjoining councils to work together to develop the trail Camel Trail advertised and established for 2025 tourist season 	Internal	S	H	100% & Ongoing
2.5	Facilitate an event in Birdsville during the reduced capacity Big Red Bash in July 2025	<ul style="list-style-type: none"> 80% capacity room nights in Birdsville 2 media stories 	\$60,000	S	H	100%

Goal 2 - Expected Outcomes:

- Improved existing tourism experiences
- Visitors stay longer and spend more
- New and genuine reasons for people to visit
- The Diamantina Shire's sense of place, character and amenity exceeds visitor expectations



Goal 2 – Outcomes to Date :

- Improved existing tourism experiences
- The Diamantina Shire's sense of place, character and amenity exceeds visitor expectations
- Creating connection with Jundah, Winton, Bedourie and Boulia.

Goal 3: Telling our Story <i>We will define our identity and tell our stories as a point of differentiation</i>						
No.	Action	Measure	Budget	Timing	Priority	Completion %
3.1	Open the Birdsville Courthouse experience to the public with hologram viewings and Birdsville history signage throughout.	<ul style="list-style-type: none"> Courthouse Open to the public in early 2025 Interactive displays in place telling the story of Birdsville and it's policing Relocation of donated police buggy to the Courthouse site 	\$350,000 <i>(Including infrastructure works)</i>	S	H	100%
3.2	Undertake an audit of The Diamantina's online tourism content and work with businesses to fill content gaps across influential online and social media platforms	<ul style="list-style-type: none"> Online Tourism content audit complete Online content is updated and relevant 	Internal	M	L	10%
3.3	Develop and produce consistent maps, guides, and other collateral to guide visitors through the region	<ul style="list-style-type: none"> Tourism collateral designed and printed each year in time for the tourist season 	\$5,000	S	H	5%
3.4	Ensure the Bedourie Mud Hut is set up appropriately as a tourist attraction	<ul style="list-style-type: none"> Mud Hut signage is designed and installed outside of the Mud Hut and Trackers Hut Tourism visitation to the Mud hut is increased 	Internal	S	M	5%
3.5	Ensure the gallery space at the Wirrarri VIC is used to display exhibitions related to the Shire	<ul style="list-style-type: none"> 1 museum style exhibition installed for the duration of 2 years 	Internal	M	M	100%

Goal 3 - Expected Outcomes:

- A consistent approach to how we talk about our destinations
- Increased awareness of the diversity of experiences on offer in our region
- Increased length of stay and visitor spend in the Shire



Goal 3 – Outcomes to Date:

- Telling Shire stories, feedback from gallery visitors is very positive
- Increased length of stay and visitor spend in the Shire

Slide 5

A0 Can we amend to a long term exhibition that is Shire focused that can be grown over a period of 2 years
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Goal 4: Infrastructure Development <i>We will have modern infrastructure and essential services supporting tourism and the visitor economy</i>						
No.	Action	Measure	Budget	Timing	Priority	Completion %
4.1	Tourism points of Interest developed between Birdsville and Bedourie at Lake Machattie, Lake Koolivoo and Lake Mipia	<ul style="list-style-type: none"> Points of Interest in place and being used by visitors in FY 2025/26 Increased nights stayed in the Shire Increased overnight guests in Bedourie 	\$500,000	M	M	
4.2	Creation of a self-drive 4WD track from Birdsville to Bedourie following rabbit proof fence/Stock routes for a 2-day experience	<ul style="list-style-type: none"> Assess and agree on a route with external stakeholders including landholders, traditional owners groups and government agencies. Ensure route is created to avoid areas subject to flooding and the Bush Heritage area. Determine level of support and cost required for Council to monitor 	\$50,000	M	M	
4.3	Restoration of the Birdsville Courthouse to be an interactive tourist attraction	<ul style="list-style-type: none"> Courthouse Open to the public in early 2025 Interactive displays in place telling the story of Birdsville and it's policing Relocation of donated police buggy to the Courthouse site Restoration of Jeep to original form. 	\$350,000	S	H	80%
4.4	Development of walking tracks in both Birdsville and Bedourie on Town Commons (2km, 4km, 6km, 8km, 10km)	<ul style="list-style-type: none"> Bedourie sandhill graded and developed into a walking trail linked to Caravan park via the levy bank. New walking trails identified and marketed throughout the Billabong and Pelican Point areas of Birdsville. 	TBC	M	M	
4.5	Attract new accommodation options, including eco-pods and small homes through a streamlined approval process and reduced fees and charges	<ul style="list-style-type: none"> Liaise with relevant parties to determine interest Market Council blocks of land and to potential developers Identify 	Internal	L	L	
4.6	Investigate the feasibility of EV charging in the Birdsville (and Bedourie) to capture the increasing market	<ul style="list-style-type: none"> Feasibility study completed Liaise with surrounding Councils to determine a charging network from eastern states to the Shire 	Internal	L	L	
Goal 4 - Expected Outcomes: <ul style="list-style-type: none"> Modern infrastructure in the Shire that supports the tourism sector Visitors stay longer and spend more Community pride is strengthened and residents become the Shire's best advocates Removal of barriers for potential tourists to visit the Shire 						
Goal 4 – Outcomes to Date: <ul style="list-style-type: none"> Birdsville Courthouse experience is open to the public, with formal opening occurring in April 2026. The restoration of the Jepp is still progressing. 						

Goal 5: Stakeholder Engagement and Partnerships						
1. We will foster collaboration between local businesses, tourism operators and regional bodies to enhance the visitor experience.						
No.	Action	Measure	Budget	Timing	Priority	Completion %
5.1	Continue to develop robust working relationships and partnerships with government, economic and tourism development agencies, including OQTA and TEQ.		Internal	Ongoing	H	Ongoing
5.2	Build working relationship with surrounding Councils, including Barcoo, Boulia, Winton, Longreach, Quilpie and Bulloo			Ongoing	H	Ongoing
5.3	Undertake familiarisation tours of Diamantina Shire products and experiences for key influencers including media, industry and government stakeholders.		Internal	S	H	30%
5.4 (1.2)	Ongoing marketing at trade shows and tourism conferences	<ul style="list-style-type: none">Council (and industry) to attend caravan and camping shows in Brisbane, Sydney, Melbourne and Adelaide (4 per year)Tourism staff given opportunity to attend	\$15,000 p.a	Ongoing	H	25% 4 shows 2025
5.5	Creation of Birdsville Business Group to support the development and delivery of services in the region, particularly tourism	<ul style="list-style-type: none">Business group created with all businesses as membersQuarterly meetings heldMore businesses established	Internal	Ongoing	H	100%

Goal 5 - Expected Outcomes:

- Existing businesses thrive in the Diamantina Shire
- More businesses are established in the Shire
- Strong key tourism partnerships at local, state and federal government levels
- Collaboration with industry to manage the region as a visitor destination
- Advocacy for appropriate tourism development



Goal 5 – Outcomes to Date:

- Re-established connections between Council and local Businesses
- Providing a platform for open discussions between businesses and Council and overall impacts, feedback and ideas for events, tourism and community.
- Familiarisations completed in South Australia, Sydney, Jundah, Mount Isa in 2025

12.3.7 Family Daycare Progress Report

REPORT TYPE:	OCM Decision Report
DIRECTORATE:	Communities
PRESENTED BY:	N/A
AUTHOR(S):	Patrice Brandenburg, Director Communities
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on the progress of the Family Daycare Program and seek direction to proceed.

RECOMMENDATION

1. That Council provide a direction on the Family Daycare preferred provider from either:
 - (a) FGP Morton;
 - or
 - (b) Uniting Family Daycare

BACKGROUND

This report is a progress update on Family Daycare for the Diamantina Shire council Region.

At the September Council meeting it was resolved to progress the Shire's Family Daycare Program through FGP Morton. To ensure the facilities met with compliance requirements there were a number of upgrades required, which have been covered under the Works For Queensland program. The upgrades are progressing well, at 80% completion.

Officers attended a meeting with FGP Morton to discuss progress on the Family Day Care Program.

They advised that they are willing to proceed with the regulatory approval process; however, they must first recruit a suitably qualified facilitator. Once appointed, the facilitator's details must be submitted with the application to the Regulatory Authority, which carries an approximate six-month approval timeframe. This significantly extends the project timeline and presents some challenges in terms of feasibility and resourcing.

FGP Moton (reached out prior to the meeting above) to Uniting Family Daycare Charleville to if gauge if they had capacity to assist Diamantina Shire Council in a shorter timeframe due to having a Coordinator already in the region who is prepared to cover Diamantina. Uniting Family Daycare Charleville have confirmed interest in assisting Diamantina Shire.

DISCUSSION

Uniting Family Daycare (Uniting Church), Charleville and Districts Branch

A meeting has been held with the Uniting Family Daycare to discuss options, suitability, timeframes, requirements and expectations.

The Uniting Family Daycare program has experience through In-Home care services being used in the Shire previously. The remote location and challenges are not an issue due to previous experience.

Uniting Family Daycare would provide:

- Recruitment of facilitators for both Bedourie and Birdsville (they have funding for recruitment and also a database of existing carers)
 - o This program includes required Qualifications, Police Checks, Working with Children's Cards, First Aid etc.
 - o They have recruitment collateral ready to go as a standard and can promote opportunity as soon as notice from Council is given
- Assist the successful facilitators to access funding, provide financial assistance to the facilitators for startup costs to cover internal house set ups. (this provides a saving to Diamantina Shire Council budgets)
- Do not foresee any great challenges in finding the right candidates for the locations.
- They provide regular in region check ins for the facilitators to assist with any needs and compliance.

Diamantina Shire Council would need to provide:

- House / Facility in each town – rent free – this has been approved previously by Council, for the use of 14 Jardine Street, Birdsville and 21 Herbert Street, Bedourie and the properties are vacant currently. This would be a standard tenancy agreement with the tenant (facilitator) directly.
- Maintenance on the properties

The Facilitator would be responsible:

- General tenancy rules and regulations, reporting maintenance requirements
- Utilities – Electricity and Internet/ Phone
- Day to day running of the service
- Ensuring compliance of the service

STRATEGIC IMPLICATIONS**Corporate Plan 2022-2027****Theme**

- 2 Our Community
- 4 Our Organisation

Long Term Goal

- 2.8 Cares for its residents of all ages.
- 4.2 Is engaged with its residents.

POLICY

No Currently Policy applicable

LEGISLATION

Education and Care Services ACT 2013, Queensland Government
Education and Care Services National Law (Queensland), 2023

FINANCE AND RESOURCES

The funding received through Works for Queensland has been allocated, which reduces Council's contribution to the upgrades.

CONSULTATION

There has been consultation with the Community, Elected Members and Executive Leadership Team

RISK MANAGEMENT

This is a medium risk issue, predominantly reputational risk. The changing childcare legislative environment poses significant risk to Council, so sourcing a provider that is experienced in providing management services reduces non-compliance.

TIMINGS/DEADLINES

There are no specific timings for this project. It is preferable that this program could commence as early as possible in 2026.

HUMAN RIGHTS CONSIDERATIONS

Under the Human Rights Act 2019, Council must not make a decision without considering and assessing the potential impact to human rights and giving consideration to any impacts before making a decision. Officers consider that there are no human rights implications relevant to Council's decision in this matter.

ALTERNATIVES CONSIDERED

To persevere with FGP Morton noting that Family Daycare would be delayed by six months to June 2026.

12.4 Executive Office

12.4.1 Human Resources Report

REPORT TYPE: OCM Information Report
DIRECTORATE: Executive Office
PRESENTED BY: N/A
AUTHOR(S): Alona Gilhang, Human Resources & Safety Manager
AUTHORISER: Julianne Meier, Chief Executive Officer
ATTACHMENTS: Nil

RECOMMENDATION

That Council receives and notes the Human Resources Report.

EXECUTIVE SUMMARY

This report serves to provide an operational update related to Human Resources activities.

1.Update on Council Approved Organisational Structure

- Corporate Photoshoot for all Council Staff
- Release to “All Staff” of the approved organisational structure
- Vacancies update

2. Workforce Report

- Resignations and Terminations

3. Recruitment Update and Plans ahead

- Recruitment plans for year 2026.
- Identified challenges and discussion

4.Ongoing Reviews of Council HR Policies

- Human Resources continues to review existing and non-existing policies as part of the overall HR Section Operational Health Check.

OPERATIONAL UPDATE

Council approved Organisational Structure

Following the approval during the November council meeting of the formal Organisational Structure. Human Resources initiated the release of the approved structure to “All Staff”

This allows all staff working for the organisation to have greater visibility and wider understanding of below:

- Positions approved within the council organisational structure
- Occupants of the positions within the organisational structure
- Delegations and Hierarchy levels designating approved authorities
- Align Position Titles in accordance with the approved council structure

Corporate Photo Shoot

To boost the formality of the structure, Human Resources engaged a professional photographer to undertake a corporate photoshoot for all council employees. These photos captures council corporate logo with staff wearing corporate uniform.

These photos were then attached to the organisational structure to give more faces to the names. This allows all staff to get to know the other employees across inter departments.



Workforce Report and Vacancies Update

EXECUTIVE LEADERSHIP TEAM AND HR			
Section	Position Count	Occupied	Vacant
CEO and Directors	4	4	0
Executive Assistant	1	0	1
HR and Safety	3	3	0

CORPORATE SERVICES			
Section	Position Count	Occupied	Vacant
Finance	5	4	1
Stores	3	3	0
Governance	3	2	1
Admin Trainee	1	0	1

COMMUNITIES SERVICES			
Section	Position Count	Occupied	Vacant
Tourism	8	7	1
Community Development	3	3	0
Creative Content Officer	1	1	0

INFRASTRUCTURE SERVICES			
Section	Position Count	Occupied	Vacant
Managers, Supervisors and Office Administration	7	6	1
Town Services	12	10	2
Maintenance Services	5	4	1
Works Services (Construction and Maintenance)	13	10	3
Roads and Civil	10	8	2
Workshop	2	1	1

Total Position Count and Summaries	81	68	13
-------------------------------------------	-----------	-----------	-----------

SUMMARY OF EMPLOYMENT TYPE PER DIRECTORATE			
Section	Full- Time	Part-Time	Casual
Executive Team and EA	5	0	0
HR and Safety	3	0	0
Corporate Services	10	2	0
Communities Services	4	3	4
Infrastructure Services	51	0	0
Total Structure Count per employment type	73	5	3
Total Position Count	81		

Resignations and Terminations

Section	Type of Resignation	Reason
Workshop Section	Resignation	Voluntary - Personal
Town Services	Resignation	Voluntary - Personal
Total Employee Exits	2	N/A

Recruitment Updates and Talent Acquisition Plans Year 2026

The Human Resources Department has been working closely with Directors, Managers, and Supervisors to review the recruitment needs of each section in preparation for the timely rollout of the recruitment campaign for the first quarter of 2026.

The months of December and January are generally regarded as “inactive periods” for recruitment activities, as potential candidates tend to shift into “holiday mode” rather than “job-seeking mode.” Human Resources uses this period to review and finalise the documentation required for upcoming recruitment campaigns to ensure all materials are in place for the rollout.

Council’s vacancy rate remains low. However, the following review highlights specific roles that may require targeted sourcing strategies due to the challenges associated with attracting suitable talent and the challenge of housing and office allocation availability.

Position Titles	Recruitment Type	Reason
Tourism Coordinator	Targeted – difficult to attract, limited pool of talents	Limited talent pool Cost involved when via recruitment agencies
Town Services Officers	Local Recruitment	Local Talent Pool may be available
Multi Skilled Plant Operators	Local Recruitment	Limited housing availability
Indoor Office and Administration/Trainees	Local Recruitment	Limited housing availability

12.4.2 CEO Update

REPORT TYPE: OCM Information Report

DIRECTORATE: Executive Office

PRESENTED BY: Julianne Meier

AUTHOR(S): Julianne Meier, Chief Executive Officer

AUTHORISER: Julianne Meier, Chief Executive Officer

ATTACHMENTS:

1. Request to purchase a house in Bedourie - *Confidential*
2. LGAQ Notice of Special General Meeting and Postal Voting [↓](#)
3. LGAQ Special General Meeting Explanatory Notes [↓](#)
4. LGAQ Special General Meeting Voting Paper [↓](#)
5. Letter - Empowering Councils and Other Legislation Amendment Bill [↓](#)
6. Circular to Creditors - the Rex Group [↓](#)

RECOMMENDATION

That Council receives and notes the CEO Update report.

OPERATIONAL UPDATE

UPCOMING MEETINGS, EVENTS AND CONFERENCES

Date	Event	Representatives	Location
27 Nov	LGAQ CEO Forum	*CEO	Brisbane
1 Dec	RAPAD AICD Governance 1 Day Refresher Course	~ Mayor, Deputy Mayor	Brisbane
2 – 3 Dec	RAPAD Meeting (Face to Face)	* CEO, Mayor, Deputy Mayor	Brisbane
3 Dec	Friends of RAPAD	* CEO, Mayor, Deputy Mayor	Brisbane
12 Dec	Council Christmas Party	All Crs, All Staff	Bedourie
15 Dec	Ordinary Meeting, Bedourie	# All Crs, ELT, GBA	Bedourie
16 Dec	Councillor Workshop, Birdsville	* All Crs, ELT	Bedourie
6 Feb	RAPAD Meeting (Virtual)	Mayor, CEO	Teams
24-25 Feb	RAPAD Meeting (Face to Face)	Mayor, CEO	Winton
27 Mar	RAPAD Meeting (Virtual)	Mayor, CEO	Teams
25-28 May	Bush Council's Convention	* CEO, Mayor, Deputy Mayor	Longreach
TBC June	ALGA		TBC
3 July	RAPAD Meeting (Virtual)	Mayor, CEO	Teams

Date	Event	Representatives	Location
25-26 Aug	RAPAD Meeting (Face to Face)	Mayor, CEO	TBC
TBC Sept	WQAC Assembly	CEO, Mayor, Deputy Mayor	TBC
2 Oct	RAPAD Meeting (Virtual)	Mayor, CEO	Teams
19-21 Oct	LGAQ Conference	Mayor, Deputy Mayor, Crs, CEO	Cairns
6 Nov	RAPAD Meeting (Virtual)	Mayor, CEO	Teams
1-2 Dec	RAPAD Meeting (Face to Face)	CEO, Mayor, Deputy Mayor	Brisbane
2 Dec	Friends of RAPAD (Face to Face)	CEO, Mayor, Deputy Mayor	Brisbane
18 Dec	RAPAD Meeting (Virtual)	Mayor, CEO	Teams

* Accommodation pre booked

~ Arrangements in progress

Attendance to be confirmed

Operational Matters

Request to purchase a house

During the month a request to purchase a house in Bedourie was received. Currently there are no surplus houses in Bedourie, with 1 set aside for a Family Day Care model, 2 SPA units utilised as needed. There are a few vacant positions to be recruited.

For feedback.

LGAQ - Notice of LGAQ 17 December special general meeting and postal voting

The business of the Special General Meeting is to consider and vote on one motion, as follows:

Purpose of Motion: To seek the members' view on whether they still support the LGAQ's policy position, which reflects the view of members since 2012, that councillors should not be required to vacate their office as a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

Motion:

That the LGAQ maintains its members' current policy position, held since 2012, that councillors should not automatically stop being a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

Council-to-Council program to help deliver disaster response and recovery activities - Diamantina Shire Council

The National Emergency Management Agency (NEMA) has approved an exemption for councils to claim the "ordinary wage" costs of staff from other councils who are deployed under the Council-to-Council (C2C) program to help deliver eligible disaster response and recovery activities under the Disaster Recovery Funding Arrangements (DRFA).

This recognises that many smaller or heavily impacted councils simply do not have the local workforce or resources to carry out these critical activities during a disaster. This will be in place for the upcoming disaster season.

Looking to the future, NEMA is undertaking national consultation on proposed DRFA reforms that are intended to permanently address this issue. The reforms aim to ensure that inter-council (C2C) workforce support is clearly recognised as an eligible and extraordinary disaster cost under future versions of the national arrangements.

For information.

Desert Channels Group – Collaborative Opportunity

The DCQ Board recently approved the use of a portion of our financial reserves to support strategic biosecurity initiatives.

We are in a position to offer your organization support in two key areas.

1. First, to mitigate the risk of weed seed spread, DCQ will provide \$1,800 for each Council or Council contractor slasher that has a new blower installed. Given the numerous weed risks in the region and the spread of certain weed species along roadsides, this equipment will serve as an additional tool for effective weed management.
2. Second, we are offering staff support to plan and execute a comprehensive town weed blitz. This initiative would involve collaboration with the Council to identify target weeds for a specific town, engage residents, and communicate the program well in advance of the "blitz" week. We would then approach each resident to offer assistance with weed removal from the agreed list and provide replacement native plants.

DCQ anticipates being able to implement this program in one, possibly two, towns in 2026.

For feedback.

Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025

Correspondence was received from the Office of the Director-General, Department of Local Government, Water and Volunteers regarding the Empowering Councils and Other legislation Amendment Bill 2025 and is provided for information.

Regional Air Services

At RAPAD we were able to openly chat with Juanita Rechichi, Executive Director, Transport and Main Roads and talk about regional aviation. A number of Mayor's and CEO's provided feedback.

- Aviation Services - TMR
 - 1yr away from services contracts with Rex & Qantas
 - Patient transport scheme a big issue, can advocate for Councils
 - Education and access to education services
 - same day travel for business purposes
 - Affordability is varied, sometimes saying we have access to schemes and others are saying we are travelling a lot of hours because costs are prohibitive.
 - Freight services
 - passengers are a focus, but will try and get a collective benefit if can
 - option extensions available but have not executed.
 - current routes have been in place for a long time, so may look at adjusting.
 - If impacted by a Natural Disaster can request additional flights. May need two weeks' notice to liaise with the operators.
 - Notice for events early in the year might help with scheduling additional flights.
- Comments from Councils

- cannot book a seat because booked out from Charleville etc. People on corridor could utilize, but not visible.
- Consider additional flights to Charleville to alleviate pressure, as the west may not need additional flights.
- Last minute flights very very expensive.
- Flight prices go through the roof when school holidays are on.
- Looking at retention and attraction of staff and boarding schools, as losing a days of school because flights are Tuesdays and Thursdays.
- Flying children to and from school is very expensive so families are driving hundreds return trips to collect children.
- Would like to see a flight coming out of Cairns for tourism.
- Connecting flights to Longreach difficult as people have no way of getting across. There is currently a bus that takes passengers from Train to Winton, so could consider timing.
- Patient Travel – 800 patients from BT emergency patients go to Rockhampton but have no way of returning. Community bus is helping. Has grown to the extent it is now in place by Qld Health.
- Timings of flights to Brisbane misses transport, in a lot of cases you need to travel 2 days earlier.
- Costs are prohibitive, flight to AbuDabi cost \$86 more than the flight from Blackall to Brisbane.
- Whilst local fares offered need a PHD to figure out how to get them. When you do find them, it will say Local fares have been exhausted.
- Price, \$1440 return for trips return to Brisbane for two.
- Timing of flights challenging
- Capacity for peak time flights, ie to suit events during the year. People unable to travel to region due to flights booked out.
- Timing at Longreach – it is also the heat, Qantas offloads people or bags, because flying in afternoon storms. Supports case for flights to be in the morning in the cooler weather. Luggage regularly offloaded without notice.
- Additional flights always commercial in confidence, Qantas say TMR set the rules. Be good to have flexibility in the contract to put additional flights on.
- Tour operators don't get access to the wholesale prices.
- Event flights– Rex used to have additional flights when large events were held.
- Routes and timing of flights needs further consultation.

Rex Group

Rex have had administrators appointed and the companies below are referred to as the Rex Group.

Regional Express Holdings Limited ACN 099 547 270

Air Partners Pty Ltd ACN 065 221 356

Regional Express Pty Ltd ACN 101 325 642

Rex Airlines Pty Ltd ACN 642 400 048

Rex Investment Holdings Pty Ltd ACN 101 317 677

Council has been receiving circulars for a period; however, no action has been taken by officers as Council is an unsecured creditor of Rex and will receive no cents in the dollar from the administration of Rex. There is a total amount outstanding for REX that relate to the period prior to their Appointment of an Administrator - 08/01/2024 to 31/07/2024 – Amount \$22,060.00 handling fees, plus \$38,854 in landing fees.



25 November 2025

Ms Julianne Meier
Chief Executive Officer
Diamantina Shire Council
Julianne.Meier@Diamantina.qld.gov.au

Dear Julianne,

RE: Notice of LGAQ 17 December special general meeting and postal voting

Earlier today I emailed you with advance notice of the LGAQ Board's direction to me to call a special general meeting convened by postal voting.

I am now writing to provide formal notification.

For your council I have enclosed in this email:

- A notice of 2025 special general meeting and explanatory notes
- A voting paper

The special general meeting, convened by postal vote, seeks to understand member council views about a reform that was introduced to State Parliament last week and which is contrary to the long held policy position of Queensland member councils since 2012.

The proposed reform would automatically end a person's role as Mayor or Councillor in order to run for State Parliament at either a general election or State by-election. There is presently no such requirement in relation to Federal elections.

(You can read about the *Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025* [here](#) and its Explanatory Notes can be accessed [here](#)).

Today the LGAQ Board has directed me to convene a special general meeting to gather members' views on this reform via postal voting.

- A vote "**For**" will signal that Queensland member councils wish to retain their existing policy position and do not support having to resign to run for State Parliament
- A vote "**Against**" will signal that Queensland member councils have changed their view and believe that Mayors and Councillors should now have to resign in order to run for State Parliament.

Enclosed is the notice of general meeting and explanatory notes, along with your council's voting paper – with a **5pm 17 December deadline**. Please note that papers can be emailed to the LGAQ returning officer prior to the 17th, but they will not be counted until after 5pm on 17 December.

The LGAQ is member-led and evidenced-based, and the LGAQ Board has requested this process for two reasons:

1. To obtain member views to help inform the LGAQ's submission on the Bill and its participation in the parliamentary committee process
2. To understand the majority views of Queensland councils about this reform, and whether that is to retain the existing policy position or to effect a different policy position.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917



Please contact myself or LGAQ CFO/Company Secretary Darren Leckenby at Darren_leckenby@lgaq.asn.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Smith', written in a cursive style.

Alison Smith
CHIEF EXECUTIVE OFFICER



Notice of Special General Meeting – Postal Vote

Proposed business: To ascertain whether the members support the State Government's proposed amendment to section 155 of the Local Government Act 2009

To be conducted by postal voting in accordance with rule 4.14 of the Constitution

In accordance with rule 4.1 of the LGAQ's Constitution, and following the decision of the LGAQ Board on 25 November, 2025, all members are notified of the holding of a Special General Meeting of LGAQ Ltd, to be convened at 5pm on 17 December, 2025 at LGAQ House, Evelyn Street Newstead.

In accordance with rule 4.14 of the LGAQ's Constitution, the chief executive officer has determined that this special general meeting be convened by postal voting, with the voting paper to be given to the chief executive officer by email.

As a consequence, the voting paper (as attached) must be received by the chief executive officer, at returning_officer@lgaq.asn.au by not later than 5.00 pm on 17 December 2025.

The business of the Special General Meeting is to consider and vote on one motion, as follows:

Purpose of Motion: To seek the members' view on whether they still support the LGAQ's policy position, which reflects the view of members since 2012, that councillors should not be required to vacate their office as a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

Motion:

That the LGAQ maintains its members' current policy position, held since 2012, that councillors should not automatically stop being a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

P 07 3000 2222
F 07 3252 4473
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25 Evelyn Street
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ABN 11 010 883 293 **ACN** 142 783 917



VOTING PAPERS MUST BE SIGNED BY THE MEMBER'S MAYOR OR CEO
VOTING PAPERS MUST BE RETURNED BY 5:00PM ON 17 DECEMBER 2025
VOTING PAPERS MUST BE GIVEN BY EMAIL TO THE CHIEF EXECUTIVE
OFFICER AT returning_officer@lgaq.asn.au
ANY VOTING PAPER RECEIVED AFTER 5:00PM ON 17 DECEMBER 2025 WILL
BE INVALID AND OF NO EFFECT



EXPLANATORY NOTES TO MOTION

At present, the effect of section 155(3) of the *Local Government Act 2009* is that councillors: -

1. Can nominate for election as a State or Federal member of Parliament (and campaign for that election), without having to vacate their office as councillor; and
2. Only after being successfully elected to either State or Federal Parliament, automatically stop being a local government councillor.

On 18 November 2025, the State Government introduced the *Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025* ("the LGOLA 2025 Bill") into Queensland Parliament.

Clause 62 of the LGOLA 2025 Bill proposes to amend section 155 of the *Local Government Act 2009* such that, if the amendment is made, section 155 will read as follows: -

(1) A person can not be a councillor while the person is a government member or electoral candidate.

(2) A government member is—

- (a) a member of a Parliament of the Commonwealth or a State (including Queensland); or
- (b) a councillor of a local government of another State.

(3) A person is an *electoral candidate* if, under the Electoral Act, section 93(3), the person becomes a candidate for an election of a member of the Legislative Assembly.

(4) A person automatically stops being a councillor when the person becomes a government member or electoral candidate.

The effect of this amendment, if passed by Parliament, will be to automatically end a person's role as a Mayor or councillor at the time that their nomination for election to Queensland Parliament is accepted by the ECQ. That is, regardless of the success (or otherwise) of the person's attempt to be elected to Queensland Parliament, their role as councillor ends at the time that they nominate for the State election.

The LGAQ's current policy position on this issue is that councillors should not be required to vacate their office as a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

The purpose of this motion is to ascertain whether the members still support the LGAQ's current policy position on this issue.

A member's **vote for the motion** means that the member **supports the LGAQ'S current policy position on the issue** (and does not support the State Government's proposed amendment).

A member's **vote against the motion** means that the member **support the State government's proposed amendment** (and no longer supports the LGAQ's current policy position on the issue).

VOTING PAPER**MEMBER:** Diamantina Shire Council**VOTING ENTITLEMENT:** 2

PLEASE INDICATE YOUR VOTING INTENTION BY PLACING A MARK IN THE BOX ADJACENT TO THE WORD "FOR" IF YOU ARE FOR THE MOTION OR ADJACENT TO THE WORD "AGAINST" IF YOU ARE AGAINST THE MOTION

Motion:

That the LGAQ maintains its members' current policy position, held since 2012, that councillors should not automatically stop being a councillor, in the event that they nominate (and campaign) for election to the Queensland Parliament.

MOTION	
FOR	
AGAINST	

.....
SIGNATURE

(TO BE SIGNED BY THE MAYOR OR CEO)

VOTING PAPERS MUST BE RETURNED BY 5:00PM ON 17 DECEMBER, 2025.
VOTING PAPERS MUST BE GIVEN BY EMAIL TO THE CHIEF EXECUTIVE OFFICER AT
returning_officer@lgaq.asn.au
ANY VOTING PAPER RECEIVED AFTER 5:00PM ON 17 DECEMBER, 2025 WILL BE INVALID AND
OF NO EFFECT



Queensland
GovernmentDepartment of
**Local Government,
Water and Volunteers**

Our ref: CTS 24949/25

20 November 2025

Ms Julianne Meier
Chief Executive Officer
Diamantina Shire CouncilEmail: julianne.meier@diamantina.qld.gov.au

Dear Ms Meier

I write to inform you of important and significant legislative reforms to the Queensland local government sector.

Today, the Honourable Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers introduced the Local Government (Empowering Councils) and Other Legislation Amendment Bill 2025 (the Bill) into the Legislative Assembly.

The Bill is the first phase of the Queensland's Government's significant legislative reform program.

Several significant local government reforms are contained in this Bill to:

- empower councils
- empower mayors
- improve and simplify the councillor conflicts of interest and register of interests frameworks
- reduce red tape and unnecessary regulation
- provide certainty to councillors about matters relating to remuneration, leaves of absence, vacation of office and eligibility
- promote good governance and decision-making
- enhance safeguards for local government election candidates and participants.

The Bill also makes minor administrative and technical amendments to improve the operation of existing legislation.

The Bill and explanatory material are available on the Queensland Legislation website at www.legislation.qld.gov.au

1 William Street
Brisbane QLD 4000
GPO Box 2247 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
Website www.dlgww.qld.gov.au
ABN 51 242 471 577

A summary of the proposed amendments in the Bill is available on the Department of Local Government, Water and Volunteers' (the department) webpage at <https://www.localgovernment.qld.gov.au/for-councils/governance/empowering-councils-bill>.

I take this opportunity to highlight some of the key reforms in the Bill:

- re-empowering councillors to appoint senior executive employees of their local government (via appointment panels) and re-empowering councillors at Brisbane City Council to appoint senior contract employees (including at the General Manager level)
- reinforcing that the mayor is the official spokesperson of their council, whilst clarifying that other councillors may communicate with their community about council matters
- clarifying that mayors are the default chairperson of council meetings
- replacing the existing conflict-of-interest framework with the material personal interest and conflict-of-interest framework that was in place from 2013 to early 2018
- providing the Local Government Minister with the power to issue a general approval for councils to make major policy decisions about Disaster Recovery Funding Arrangements assistance during local government caretaker periods
- removing conduct breaches from the councillor conduct framework
- changing mandatory training requirements for local government election candidates and councillors
- providing that an election candidate/participant may include a physical address, PO Box or other form of address prescribed by regulation in election material, and
- making amendments to section 143 of the *Local Government Act 2009* to better facilitate short to medium-term access to quarry materials for local governments.

The Bill has been referred to the Local Government, Small Business and Customer Service Committee. Information about the Committee's inquiry, including the dates for stakeholder submissions, public briefings and public hearings will be available on the Queensland Parliament website at www.parliament.qld.gov.au/Work-of-Committees. I encourage you to review the Bill and provide your feedback via the Committee process.

If you require any further information, please contact Mr Karl Holden, A/Director, Local Government Legislation and Policy, Local Government Division in the department by phone on (07) 3452 6737 or email karl.holden@dlgqv.qld.gov.au who will be pleased to assist.

Yours sincerely



Bronwyn Blagoev
Director General



Building a better
working world

Ernst & Young
200 George Street
Sydney NSW 2000 Australia
GPO Box 2646 Sydney NSW 2001

Tel: +61 2 9248 5555
Fax: +61 2 9248 5959
ey.com/au

21 November 2024

To the Creditors

Regional Express Holdings Limited	ACN 099 547 270
Air Partners Pty Ltd	ACN 065 221 356
Regional Express Pty Ltd	ACN 101 325 642
Rex Airlines Pty Ltd	ACN 642 400 048
Rex Investment Holdings Pty Ltd	ACN 101 317 677

(Administrators Appointed) (together “the Companies” or “the Rex Group”)

Dear Sir/Madam

We refer to the appointment of Adam Nikitins, Justin Walsh and I as Joint and Several Administrators (**Administrators**) of the Rex Group on 30 July 2024 and previous circulars issued to the creditors of the Companies, in particular the circular to creditors issued on 18 November 2024.

We hereby give notice that on 20 November 2024 the Honourable Justice Markovic of the Federal Court of Australia made orders relating to the administration of the Companies under section 447A of the *Corporations Act 2001* (Cth) (**Corporations Act**), section 90-15 of the *Insolvency Practice Schedule (Corporations)* (being Schedule 2 to the Corporations Act), and sections 37AF and 37AG of the *Federal Court of Australia Act 1976* (Cth) (**Orders**).

Pursuant to the Orders:

- ▶ the convening period within which the Administrators must convene the second meetings of creditors of the Companies (**Second Meetings**) has been extended to 30 June 2025, which means that the Second Meetings must be held no later than 5 Business days after 30 June 2025;
- ▶ the Court has ordered that the Administrators are justified in entering into and performing (and causing the Companies to enter into and perform) finance and security agreements with the Australian Government (**Finance and Security Agreements**); and
- ▶ the personal liability of the Administrators in relation to the Finance and Security Agreements has been limited.

A copy of the Orders is attached at **Annexure A**.

Questions regarding the administration should be directed to this office by email at rex.creditors@au.ey.com

Yours sincerely

Sam Freeman
Joint and Several Administrator

Enc.

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Annexure A

Federal Court of Australia

District Registry: New South Wales Registry

Division: General

No: NSD1050/2024

SAMUEL FREEMAN, JUSTIN WALSH AND ADAM NIKITINS IN THEIR CAPACITY AS JOINT AND SEVERAL ADMINISTRATORS OF REGIONAL EXPRESS HOLDINGS LIMITED (ACN 099 547 270) (ADMINISTRATORS APPOINTED) AND THE THIRD TO SIXTH PLAINTIFFS and others named in the schedule
Plaintiff

ORDER

JUDGE: Justice Markovic

DATE OF ORDER: 20 November 2024

WHERE MADE: Sydney

THE COURT ORDERS THAT:

1. The Commonwealth of Australia is granted leave to appear as an interested person pursuant to r 2.13 of the *Federal Court (Corporations) Rules 2000* (Cth).
2. Until the conclusion of the administration of the second to sixth plaintiffs (**Rex Companies**) or further order of the Court, pursuant to subs 37AF(1)(b)(i) of the *Federal Court of Australia Act 1976* (Cth), on the ground stated in subs 37AG(1)(a), being that the order is necessary to prevent prejudice to the proper administration of justice:
 - (a) paragraphs 20(a), 20(b), 21(a), 21(b), 22, 23(a), 23(b), 23(c), 24(b), 28(a) (part), 31(a), 31(b), 31(c), 31(d), 31(e), 31(f), 34(d), 36(a)(i) (part), 36(a)(i)(1), 36(a)(i)(2), 36(a)(ii), 36(a)(iii), 36(b), 36(c), 36(d), 39, 41 to 42 (inclusive), 49 to 50 (inclusive), 53(b) (part) and 58 of the affidavit of Adams Pauls Nikitins affirmed 16 November 2024 (**Nikitins Affidavit**); and
 - (b) confidential exhibit APN-2 exhibited to the Nikitins Affidavit, be kept confidential and be prohibited from disclosure to any person other than to:
 - (c) a Judge of the Court and that Judge's personal staff and assistants;
 - (d) the plaintiffs and their legal representatives; and
 - (e) the Commonwealth of Australia and its legal representatives.

- 2 -



3. Until the conclusion of the administration of the second to sixth plaintiffs or further order of the Court, pursuant to subs 37AF(1)(b)(i) of the Federal Court Act, on the ground stated in subs 37AG(1)(a), being that the order is necessary to prevent prejudice to the proper administration of justice:
 - (a) paragraphs 12, 13, 18 to 26 (inclusive), 29, 30, 33 and 39 to 41 (inclusive) of the affidavit of Marisa Janelle Purvis-Smith affirmed 16 November 2024; and
 - (b) confidential exhibit MPS-2,
be kept confidential and be prohibited from disclosure to any person other than to:
 - (c) a Judge of the Court and that Judge's personal staff and assistants;
 - (d) the plaintiffs and their legal representatives; and
 - (e) the Commonwealth of Australia and its legal representatives.
4. Pursuant to s 447A of the *Corporations Act 2001* (Cth), Pt 5.3A of the Corporations Act is to operate in relation to the Rex Companies as if, notwithstanding the provisions in s 439A of the Corporations Act, the convening period of the Rex Companies is the period up to and including 30 June 2025.
5. Pursuant to s 447A of the Corporations Act, Pt 5.3A of the Corporations Act is to operate in relation to the Rex Companies such that, notwithstanding the provisions in subs 439A(2) of the Corporations Act, the second meetings of the creditors of the Rex Companies required under s 439A of the Corporations Act may be convened and held at any time during, or within, five business days after the end of the convening period as extended by Order 4 above (as applicable), provided that the Administrators give notice of the meeting to creditors of each of the Rex Companies (including the persons or entities claiming to be creditors) at least five business days before the meeting.
6. Pursuant to s 90-15 of the *Insolvency Practice Schedule 2016* (Cth), the first plaintiffs (**Administrators**) are justified in entering into and performing (and causing the Rex Companies to enter into and perform) the Commonwealth Finance and Security Agreements (other than the Standstill Deed) (as those terms are defined in the Nikitins Affidavit).
7. Pursuant to s 447A(1) of the Corporations Act, Pt 5.3A of the Corporations Act is to operate in relation to the plaintiffs as if s 443A(1) of the Corporations Act provides that:
 - (a) any liabilities of the Administrators incurred with respect to any obligations arising out of, or in connection with the Commonwealth Finance and Security

- 3 -



- Agreements (including monies borrowed, interest incurred in respect of monies borrowed and borrowing costs) are in the nature of debts incurred by the Administrators in the performance and exercise of their functions as joint and several administrators of the Rex Companies; and
- (b) notwithstanding that the liabilities in subparagraph (a) are debts or liabilities incurred by the Administrators in the performance and exercise of their functions as joint and several administrators of the Rex Companies, if the property and assets of the Rex Companies (where relevant) are insufficient to satisfy those debts and liabilities, such that the indemnity under s 443D of the Corporations Act is insufficient to meet any amount for which the Administrators may be liable, then the Administrators will not be personally liable to repay such debts or satisfy such liabilities to the extent of that insufficiency.
8. The Administrators are to take all reasonable steps to cause notice of the Orders to be given, within one business day of the making of the Orders, to:
- (a) creditors (including persons or entities claiming to be creditors) of the Rex Companies, in accordance with Order 4 of the Orders made on 6 August 2024; and
- (b) the Australian Securities and Investments Commission.
9. Liberty be granted to any person demonstrating a sufficient interest to apply to vary or discharge any of these orders, on two business days' written notice being given to the plaintiffs and to the Court.
10. The plaintiffs' costs of the application be treated as costs in the administrations of each of the Rex Companies, jointly and severally.

Date orders authenticated: 20 November 2024


Registrar

Note: Entry of orders is dealt with in Rule 39.32 of the *Federal Court Rules 2011*.

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**Schedule**

No: NSD1050/2024

Federal Court of Australia

District Registry: New South Wales Registry

Division: General

Second Plaintiff	REGIONAL EXPRESS HOLDINGS LIMITED (ACN 099 547 270) (ADMINISTRATORS APPOINTED)
Third Plaintiff	AIR PARTNERS PTY LTD (ADMINISTRATORS APPOINTED) (ACN 065 221 356)
Fourth Plaintiff	REX INVESTMENT HOLDINGS PTY LIMITED (ADMINISTRATORS APPOINTED) (ACN 101 317 677)
Fifth Plaintiff	REGIONAL EXPRESS PTY LIMITED (ADMINISTRATORS APPOINTED) (ACN 101 325 642)
Sixth Plaintiff	REX AIRLINES PTY LTD (ADMINISTRATORS APPOINTED) (ACN 642 400 048)

13 COMMITTEE REPORTS

13.1 Minutes of the Audit and Risk Committee Meeting held on 14 October 2025

REPORT TYPE:	Minutes Confirmation Report
DIRECTORATE:	Corporate Services
AUTHOR(S):	Juanita Warner, Governance Manager
AUTHORISER:	Julianne Meier, Chief Executive Officer
ATTACHMENTS:	1. Confirmed Minutes Audit and Risk Committee - 14 October 2025 ↓

EXECUTIVE SUMMARY

This report presents the confirmed minutes of the Audit and Risk Committee Meeting held 14 October 2025 for Council's information.

RECOMMENDATION

That the confirmed Minutes of the Audit and Risk Committee Meeting held on 14 October 2025 be received.

The Audit Committee considered the following agenda items at its meeting held on 9 June 2025:

- Finance – August 2025 Update
- 2024/2025 Interim Audit
- 2024/2025 Draft Financial Statements
- Internal Audit Update
- Work Health and Safety Report
- Training Plan Update
- Audit Committee Biennial Self Evaluation
- Governance Compliance Review
- 2026 Audit Committee Dates
- Policy Review
- Risk Management Review
- CEO's Update

Council noting and being aware of the matters discussed by the Audit Committee is a good governance practice. It ensures that Councillors who are not members of the Audit Committee are updated regarding the matters discussed by the Audit Committee.



CONFIRMED MINUTES

Audit and Risk Committee Meeting

14 October 2025

Audit and Risk Committee Meeting Minutes

14 October 2025

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1 OPENING OF MEETING

Mayor Francis declared the Meeting open at 2:34 pm

2 ATTENDANCE

Present:

Christine Rolfe	Chairperson
Nicole Lott	Deputy Chairperson
Cr Francis Murray	Mayor
Cr Robert Dare	Councillor

Officers in attendance:

Ms Julianne Meier	Chief Executive Officer
Ms Jade Nacario	Director Corporate Services

Consultants

Ms Lizelle Van Loggerenberg	Qld Audit Office
Mr Timothy Cronin	PKF Brisbane
Mr Frederick Manikan	PKF Brisbane

3 APOLOGIES

3.1 Apologies

Nil

4 ACKNOWLEDGEMENT OF COUNTRY

Mayor Francis Murray acknowledged the Wangkamahdla People, Traditional Custodians of the land on which we meet today and paid respect to their Elders, past and present. He extended that respect to Aboriginal and Torres Strait Islander people here today.

5 CONFLICT OF INTEREST DECLARATIONS

Nil

6 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION ARC/25/016

Moved: Cr Robert Dare

Seconded: Deputy Chairperson Nicole Lott

That the minutes of the Audit and Risk Committee Meeting of 9 June 2025 copies of which were previously circulated, are hereby confirmed as a true and correct record of the proceedings of that meeting.

CARRIED 4/0

7 OUTSTANDING BUSINESS

Nil

8 REPORTS

8.1 Finance - August 2025 Update

COMMITTEE RESOLUTION ARC/25/017

Moved: Cr Robert Dare

Seconded: Cr Francis Murray

That Audit and Risk Committee receives and notes the Finance - August 2025 Update report.

CARRIED 4/0

8.2 2024.2025 Interim Audit

COMMITTEE RESOLUTION ARC/25/018

Moved: Deputy Chairperson Nicole Lott

Seconded: Cr Francis Murray

That Audit and Risk Committee receives and notes the 2024.2025 Interim Audit report.

CARRIED 4/0

8.3 2024.2025 Draft Financial Statements

COMMITTEE RESOLUTION ARC/25/019

Moved: Chairperson Christine Rolfe

Seconded: Deputy Chairperson Nicole Lott

That Audit and Risk Committee receives and notes the 2024.2025 Draft Financial Statements report.

CARRIED 4/0

Audit and Risk Committee Meeting Minutes

14 October 2025

ATTENDANCE

At 3:20pm, Timothy Cronin left the meeting

At 3:20pm, Fredick Manikan left the meeting

At 3:20pm, Lizelle Van Loggerenberg left the meeting

8.4 Internal Audit Update**COMMITTEE RESOLUTION ARC/25/020**

Moved: Cr Robert Dare

Seconded: Deputy Chairperson Nicole Lott

That Audit and Risk Committee receives and notes the Internal Audit Update report.

CARRIED 4/0**8.5 Work Health and Safety Report****COMMITTEE RESOLUTION ARC/25/021**

Moved: Cr Francis Murray

Seconded: Cr Robert Dare

That Audit and Risk Committee receives and notes the Work Health and Safety Report.

CARRIED 4/0**8.6 Training Plan Update****COMMITTEE RESOLUTION ARC/25/022**

Moved: Chairperson Christine Rolfe

Seconded: Deputy Chairperson Nicole Lott

That Audit and Risk Committee receives and notes the Training Plan Update report.

CARRIED 4/0

8.7 Audit Committee Biennial Self Evaluation

COMMITTEE RESOLUTION ARC/25/023

Moved: Cr Francis Murray

Seconded: Cr Robert Dare

That the Audit and Risk Committee:

1. receives and notes the Audit Committee Biennial Self Evaluation report; and
2. schedules the Biennial Self Evaluation as per the Audit Committee Charter.

CARRIED 4/0

Note: The questions to be completed by the committee as a whole in early 2026

8.8 Governance Compliance Review

COMMITTEE RESOLUTION ARC/25/024

Moved: Cr Robert Dare

Seconded: Deputy Chairperson Nicole Lott

That Audit and Risk Committee notes and findings and endorse the recommendations of the Governance Compliance Review.

CARRIED 4/0

8.9 2026 Audit Committee Meeting Dates

RECOMMENDATION

That the Audit and Risk Committee endorse the proposed meeting schedule for 2026.

Note: That the matter be deferred to November Meeting

8.10 Policy Review

COMMITTEE RESOLUTION ARC/25/025

Moved: Cr Francis Murray

Seconded: Chairperson Christine Rolfe

That Audit an Risk Committee receives and notes the Policy Review report.

CARRIED 4/0

8.11 Risk Management Review**COMMITTEE RESOLUTION ARC/25/026**

Moved: Cr Robert Dare

Seconded: Cr Francis Murray

That Audit and Risk Committee receives and notes the Risk Management Review report.

CARRIED 4/0

8.12 CEO's Update**COMMITTEE RESOLUTION ARC/25/027**

Moved: Chairperson Christine Rolfe

Seconded: Deputy Chairperson Nicole Lott

That Audit and Risk Committee receives and notes the CEO's Update report.

CARRIED 4/0

9 IN-CAMERA SESSION

Nil

10 NEXT MEETING

To be held at Bedourie Administration Centre at 9:00 am on 10 November 2025.

11 CLOSE OF MEETING

The Meeting closed at 5:15 pm

14 CONFIDENTIAL REPORTS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

14.1 ILUA over Lot 6 on SP297079

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with 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.

15 GENERAL BUSINESS

16 NEXT MEETING

To be held at Diamantina Shire Council's Administration Centre, 17 Herbert Street, Bedourie, QLD 4829 at 9:00 AM on 19 January 2026.

17 CLOSE OF MEETING