



Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

Address all correspondence to:
Chief Executive Officer
PO Box 144, Ilfracombe QLD 4727
Tel: (07) 4658 4111 | **Fax:** (07) 4658 4116
Email: assist@longreach.qld.gov.au
ABN: 16 834 804 112

8 September 2022

Dear Councillors

Re: Meeting Notice for Council Meeting to be held on 15 September 2022

Notice is hereby given that the Council Meeting of the Longreach Regional Council will be held in the Yaraka Town Hall, Jarley Street, Yaraka on Thursday 15 September 2022 commencing at 9.00am.

The Briefing Session for this meeting will be held in the Fairmount (West) room on Tuesday 13 September 2022 commencing at 9:00am.

Your attendance at these meetings is requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dirk Dowling'.

Dirk Dowling
Chief Executive Officer

Enc

LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

Thursday 15 September 2022

Yaraka Town Hall, Jarley Street, Yaraka

- 1. Opening of Meeting**
- 2. Prayer**
- 3. Consideration of Leave of Absence**
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15.	Late Items	
	Nil for this meeting	
16.	Closed Matters	
	Nil for this meeting	
17.	Closure of Meeting	

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

1. OPENING OF MEETING

LOCAL GOVERNMENT ACT 2009 – PRINCIPLES

Local government is required to adhere to the following high level principles contained in *section 4 of the Local Government Act*:

The *local government principles* are:

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of councillors and local government employees.

DECISIONS, BASED ON RECOMMENDATIONS, PROVIDE FOR THE FOLLOWING COUNCIL ACTIONS:

- Recognise** There is an issue and Council recognises that but usually can't do much about it.
Financial cost (no cost).
- Advocate** Council will take up the issue on behalf of the community and usually get someone else to do something about it (some cost/minimal cost).
- Partner** Council partners with another organisation/agency to jointly do something about the issue (half cost).
- Deliver** Council is the deliverer of the program/solution, usually funds it etc. This is normally a standard Council responsibility in service delivery (full cost).
Council's risk management processes are based around the following principles:

Risk Identification:

Identify and prioritise reasonably foreseeable risks associated with activities, using the agreed risk methodology.

Risk Evaluation:

Evaluate those risks using the agreed Council criteria.

Risk Treatment / Mitigation:

Develop mitigation plans for risk areas where the residual risk is greater than our tolerable risk levels.

Risk Monitoring and Reporting:

Report risk management activities and risk specific information in accordance with the risk protocols.

The Risk Matrix below is used to assess the likelihood and consequence of any risk to Council, to then identify any necessary treatment actions. This matrix will also be used to assess any risk identified in Council's reports:

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	Medium 5	High 10	High 15	Extreme 20	Extreme 25
Likely 4	Medium 4	Medium 8	High 12	High 16	Extreme 20
Possible 3	Low 3	Medium 6	Medium 9	High 12	High 15
Unlikely 2	Low 2	Low 4	Medium 6	Medium 8	High 10
Rare 1	Low 1	Low 2	Medium 3	Medium 4	Medium 5

OUR VISION, MISSION AND VALUES

Vision:

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living. Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Mission:

Council’s Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Values:

Our values govern the actions of Council and how it serves the communities of Ilfracombe, Isisford, Longreach and Yaraka. Our eight core values are:

1. A Safe and Healthy Work Environment
 2. Inclusiveness and Respect
 3. Consistency and Fairness
 4. Teamwork and Staff Development
 5. Performance and Value for Money
 6. Leadership and Collaboration
 7. Sustainability
 8. Forward-looking
- 2. PRAYER – Steve Cavill, Outback Aerial Mission**
- 3. CONSIDERATION OF LEAVE OF ABSENCE**

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

4. DECLARATION OF ANY PRESCRIBED / DECLARABLE CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

4.1 Declaration of Prescribed Conflicts of Interest on any Item of Business

Pursuant to section 150EG, 150EH, 150EI, 150EJ, 150EK, 150EL and 150EM of the *Local Government Act 2009*, a Councillor who has a prescribed conflict of interest in a matter must notify Council of the potential benefit or loss, and if applicable, provide the name of the related person and their relationship with them. They may not participate in a decision relating to the matter and must leave the meeting.

4.2 Declaration of a Declarable Conflict of Interest on any Item of Business

Pursuant to section 150EN, 150EO, 150EP, 150EQ, 150ER, 150ES and 150ET of the *Local Government Act 2009*, a Councillor who has a declarable conflict of interest in a matter must notify Council of the nature of the interest, if applicable, name of the related person, the relationship to them, and the nature of the interest, and/or the value and date of any gift received.

The Councillor may voluntarily leave the meeting and not participate in a decision relating to the matter or;

Other Councillors may vote on this matter and decide if;

- (a) the Councillor must leave the meeting and not participate in a decision relating to the matter; or
- (b) the Councillor may remain in the meeting and participate in a decision relating to the matter.

5. CONFIRMATION OF MINUTES

5.1 Council - 18 August 2022

LONGREACH REGIONAL COUNCIL



Ordinary Meeting

Thursday 18 August 2022

UNCONFIRMED MINUTES

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

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**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

1 Opening of Meeting and Acknowledgement of Country

The Mayor declared the meeting open at 8:59am

"We acknowledge the Traditional Owners of the land on which we meet today, and we acknowledge elders past, present and future."

2 Prayer

Lieutenant John Jackson, Salvation Army, opened the meeting with a prayer.

Council paid their respects and acknowledged the passing of community members Valma Dawn Wilson, Leo Vincent Pola, Randell Rex Morrison and Brian Blair.

PRESENT

Councillors

Mayor	Cr AC Rayner
Deputy Mayor	Cr LJ Nunn
	Cr DJ Bignell
	Cr AJ Emslie
	Cr TM Hatch
	Cr TJ Martin
	Cr TFB Smith

Officers

Chief Executive Officer	Mr Dirk Dowling
Acting Director of Corporate Services	Mrs Kimberley Dillon
Director of Infrastructure Services	Mr Roger Naidoo
Chief Financial Officer	Mr David Wilson
Human Resources and Workplace Health and Safety Manager	Ms Grace Jones
Executive Officer Economic Development and Public Affairs	Mr Simon Kuttner
Community Development Coordinator	Ms Abby Lewis
Executive Assistant to Chief Executive Officer, Mayor and Councillors	Ms Calie McLachlan

Public Gallery

Apologies

Director of Community and Cultural Services	Ms Lisa Young
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3 Consideration of Leave of Absence

Nil

4 Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors and Senior Council Officers

4.1 Declaration of Prescribed Conflicts of Interest on any Item of Business

Pursuant to section 150EG, 150EH, 150EI, 150EJ, 150EK, 150EL and 150EM of the *Local Government Act 2009*, a Councillor who has a prescribed conflict of interest in a matter must notify Council of the potential benefit or loss, and if applicable, provide the name of the related person and their relationship with them. They may not participate in a decision relating to the matter and must leave the meeting.

Item 13.1 Councillor AJ Emslie advised he has an interest in item 13.1 Community Donations – August 2022. The Nature of the Prescribed conflict of interest in agenda item 13.1 is that Councillor AJ Emslie is a current member of the Longreach Jockey Club, which is an organisation requesting a donation. Cr Emslie advised he would leave the meeting for this item.

**Minutes of the Longreach Regional Council Ordinary Meeting
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Item 13.1 Human Resources and Workplace Health and Safety Manager Ms Grace Jones advised she has an interest in item 13.1 Community Donations – August 2022. The Nature of the Prescribed conflict of interest in agenda item 13.1 is that Ms Grace Jones is the Club Captain of the Ilfracombe Golf Club and a member of the committee. There is an application being considered from the Ilfracombe Golf Club to support the 2022 Club open . Ms Jones advised she would leave the meeting for this item.

4.2 Declaration of a Declarable Conflict of Interest on any Item of Business

Pursuant to section 150EN, 150EO, 150EP, 150EQ, 150ER, 150ES and 150ET of the *Local Government Act 2009*, a Councillor who has a declarable conflict of interest in a matter must notify Council of the nature of the interest, if applicable, name of the related person, the relationship to them, and the nature of the interest, and/or the value and date of any gift received.

The Councillor may voluntarily leave the meeting and not participate in a decision relating to the matter or;

Other Councillors may vote on this matter and decide if;

- (c) the Councillor must leave the meeting and not participate in a decision relating to the matter; or
- (d) the Councillor may remain in the meeting and participate in a decision relating to the matter.

No declarations were made during this point of the meeting.

5 Confirmation of Minutes

5.1 Council - Thursday 21 July 2022

(Res-2022-08-218)

Moved Cr Martin seconded Cr Nunn

That the Minutes of the Council held on Thursday 21 July 2022, be confirmed, as presented and amended.

CARRIED 7/0

On opening this item for consideration, the Mayor advised he was proposing a minor amendment to the minutes of the General Meeting held on Thursday 21 July 2022 about Item 11.5 Queensland Electric Super Highway – Yurika EV Charging Station Licence Agreement. The Mayor sought the following by way of amendment:

Item 11.5 Queensland Electric Super Highway- Yurika EV Charging Station Licence Agreement

Consideration of a Licence Agreement with Yurika Pty Ltd to deliver the Queensland Electric Super Highway program in Longreach on behalf of the Queensland Government.

Moved Cr Smith seconded Cr Nunn

That Council authorise the CEO to execute the Yurika EV Charging Station Licence Agreement, as presented.

Amendment:

Moved Cr Nunn seconded Cr Bignell

That the motion be amended to allow Council to insist on the removal of relevant infrastructure at the end of the Lease Term/s, should this be required by Council

The amendment was put and was CARRIED

The amended motion becomes the substantive motion

(Res-2022-07-197)

Recommendation amended as follows:

That Council authorise the Chief Executive Officer to further negotiate and then execute a Yurika EV Charging Station Licencing Agreement, that includes an ability for Council to insist on removal of the relevant infrastructure at the end of the lease term/s, should this be required by Council.

CARRIED 7/0

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(Res-2022-07-198) – No decision attached to this resolution and recorded in the resolution register as blank.

6 Mayoral Report

The Mayor provided a verbal report on matters addressed by him since the last meeting.

The Mayor and Chief Executive Officer attended the Bush Councils meeting in Barcaldine. The Mayor spoke on the topic of attraction, retention and economic development and what roles Council have in assisting each of these areas.

The Mayor met with Queensland Treasury Corporation (QTC) staff to discuss budget business and financial performance for the Longreach Regional Council.

The Mayor Chaired the Remote Area Planning and Development Board (RAPAD) meeting.

The Mayor met with the Chief Executive Officer of Local Government Association of Queensland (LGAQ) in Brisbane to discuss Longreach Regional Council priorities and those matters where advocacy support is requested, such as raising of the downstream weirs in the Thomson river to increase water security.

Meetings were held with Biosecurity managers to progress Exotic Disease training and awareness days for Local Government staff and the Agricultural sector.

The Mayor participated in an Executive meeting of the Western Queensland Alliance of Councils (WQAC).

The Mayor attended a meeting regarding the creation of a Country University Centre in Longreach. These conversations are ongoing.

The Mayor participated in the last meeting of the Lake Eyre Basin Strategic Advisory Group to draft the Terms of Reference for community consultation, on resource activities in Lake Eyre Basin (LEB).

The Mayor and Chief Executive Officer visited the State Emergency Service (SES) complex in Longreach with volunteers and discussed an open day and increasing volunteer numbers.

Deputy Mayor, Cr Leonie Nunn attended the Rotary change-over dinner on behalf of Council.

Deputy Mayor also attended the Centenary Celebrations of the Country Women's Association (CWA).

Cr Nunn acknowledged CWA and Rotary on the work they do in both Longreach and surrounding Regions. Cr Nunn stated how important these organisations are for the Community and that they appreciated her attendance.

The Mayor attended the Mt Isa Rodeo to help build the Road to Rodeo partnership (self funded).

The Mayor attended the Queensland Hotel Association Dinner. The Chief Executive Officer, Bernie Hogan, suggested Council apply for an upcoming Community Gambling Fund Grant.

The Mayor acknowledged the Councillors' work in attending community events.

7 Councillor Requests

8 Notices of Motion

9 Petitions

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

10 Deputations

11 Reception and Consideration of Chief Executive Officer's Report

Consideration was given to the Chief Executive Officer's Report.

11.1 Standing Matters: Councillor Information Correspondence

From the Chief Executive Officer, tabling a list of significant and relevant correspondence for Councillors and public information.

(Res-2022-08-219)

Moved Cr Emslie seconded Cr Hatch

That Council receive the Councillor Information Correspondence Report as presented.

CARRIED 7/0

Mayor Rayner indicated he was strongly in favour of making this information public.

11.2 Standing Matters: Calendar of Events

Calendar of Events, Upcoming Meetings and Conferences for Councillors

Date	Event	Location	Participants
July 2022			
26-28 Tues- Thurs	Bush Councils Convention	Barcaldine	Mayor and Chief Executive Officer
August 2022			
1-3 Mon - Wed	Meetings with State Government and LGAQ	Brisbane	Mayor
3 Wed	Western Queensland Association of Councils	Virtual	Mayor
4 Thur	Queensland Dog Offensive Group (QDOG)	Virtual 9.30am-1.00pm	Mayor
4 Thur	LGAQ presentation by Paul Cranch and Simon Booth: advocacy	Fairmont Rooms, Longreach 11.30am-1.00pm	Mayors, Councillors and Executive Leadership Team
4 Thur	Councillors and officers Strategic Roundtable	Fairmont Rooms, Longreach 1.00pm-5.00pm	Mayors, Councillors and Executive Leadership Team
5 Fri	Remote Area Planning and Development Board (RAPAD)	Virtual 9.00am-11.00am	Mayor and Chief Executive Officer
5 Fri	DAF meeting with Mayors & LGAQ re FMD	Virtual 12.30pm-1.30pm	Mayor and Chief Executive Officer
16 Tues	Councillor Briefing	Fairmount Rooms, Longreach Civic Centre. 8am – 5.00pm	Mayors, Councillors and Executive Leadership Team
18 Thur	Council Meeting	Ilfracombe Council Office 9:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public
23-24 Wed- Thur	Remote Area Planning and Development Board (RAPAD) – several meetings	Birdsville Full day meetings Tues & Wed	Mayor and Chief Executive Officer

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30 Tues	Masterclass: Coordinating Teams in a Disaster	Longreach Civic Centre. 9.00am-3.00pm	Mayors, Councillors and Executive Leadership Team as available to attend
31 Wed	Exotic Disease Training	Longreach Civic Centre 9:30am – 1:00pm	Mayor and Chief Executive Officer
September 2022			
1 Thur	Councillors Field Tour	Bexley Station, Longreach Pound, Longreach Cemetery	Mayor, Councillors and Chief Executive Officer
2 Fri	A Long Drive for Drought	ASHOF, Longreach	Mayor, Councillors and Chief Executive Officer
6 Tues	LDMG Annual Meeting	Fairmont Rooms, Longreach 2.00pm - 4.00pm	Mayors, Councillors and Executive Leadership Team as required based on their LDMG roles
8 Thu	Councillor/Director Strategic Round Table	Fairmont Rooms, Longreach Civic Centre. 1.00pm -5.00pm	All Councillors, Executive Leadership Team and Officers
13 Tues	Council Briefing	Fairmount Rooms, Longreach Civic Centre. 8am – 5.00pm	Mayors, Councillors and Executive Leadership Team
15 Thur	Council Meeting	Town Hall, Yaraka 9:00am- 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public
October 2022			
5 Wed	Councillors and officers Strategic Roundtable	Yet to be confirmed	Mayors, Councillors and Executive Leadership Team
7 October	Audit and Risk Committee Meeting	Council Chambers, Longreach 9:00am	Mayor, Audit and Risk Committee Members, Chief Executive Officer and Chief Financial Officer
25 Tues	Council Briefing	Fairmount Rooms, Longreach Civic Centre. 8am – 5.00pm	Mayors, Councillors and Executive Leadership Team
27 Thur	Council Meeting	Council Chambers, Longreach 9:00am- 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public

(Res-2022-08-220)

Moved Cr Nunn seconded Cr Bignell

That Council receive the Calendar of Events for information as presented and amended.

CARRIED 7/0

Cr Bignell identified that because the July Yaraka Council Meeting was cancelled, it would be beneficial to relocate a future Council Meeting to Yaraka. Council agreed that the September Council meeting would now be held in the Yaraka Town Hall.

11.3 Workplace Health & Safety Update Report - July 2022

This report provides a summary of Council's health and safety performance as at 31 July 2022, highlighting issues, risk and opportunities impacting the on employee health and safety in the workplace.

(Res-2022-08-221)

Moved Cr Emslie seconded Cr Nunn

That Council accept the Workplace Health & Safety Update Report for period ending 31 July 2022, as presented.

CARRIED 7/0

Cr Bignell congratulated the Human Resources and Workplace Health and Safety Manager, Ms Grace Jones, and her team on the improvement in safety in recent months.

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held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

Cr Nunn also congratulated Ms Jones on keeping safety as a significant priority for the Longreach Regional Council.

11.4 Report from Mayor and Chief Executive Officer on the Bush Council Conference held 26, 27, 28 July 2022

Both the Mayor and the Chief Executive Officer of Longreach Regional Council attended the event. The Mayor attended each day after driving to the event from Longreach (accommodation full in Barcaldine). Members of Queensland Treasury Corporation travelled with the Mayor each day, as the accommodation issue affected them also.

The Mayor and CEO continued to conduct Council business throughout the Convention at various times, as issues arose and as matters required attention.

(Res-2022-08-222)

Moved Cr Bignell seconded Cr Hatch

That Council receive the Report on the 2022 LGAQ Bush Councils Convention (Dirt, dust and determination) for information.

CARRIED 7/0

Mayor Rayner complimented the new Chief Executive Officer, Dirk Dowling on his proactive representation of the Longreach Regional Council at the Bush Council Conference.

11.5 Annual Operational Plan 2021-2022 - Review for Period Ending 30 June 2022

Consideration of a review of the Annual Operational Plan 2020-2021. Pursuant to the provisions of section 174 of the *Local Government Regulation 2012*, the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the Annual Operational Plan at a meeting at regular intervals of not more than three (3) months.

(Res-2022-08-223)

Moved Cr Martin seconded Cr Smith

That pursuant to section 174(3) of the Local Government Regulation 2012, Council adopts the satisfactory evaluation of the Annual Operational Plan 2021-2022, for the period ended 30 June 2022.

CARRIED 7/0

11.6 SES Controller - Honorarium Payment Consideration

Consideration to provide the Local SES Controller for Longreach Unit with an honorarium payment for their volunteer services for financial year 2022/2023.

(Res-2022-08-224)

Moved Cr Hatch seconded Cr Emslie

That Council endorse an honorarium payment of \$5,000 for financial year 2022/23 for the Local SES Controller of the Longreach Unit.

CARRIED 7/0

Recruitment and training of State Emergency Service (SES) volunteers was discussed particularly around the need for more community members to get involved. Mayor Rayner stated that the current SES Local Controller- Diesel Stenholm was very active in recruiting new staff and an open day has been scheduled to entice community members to join.

11.7 Shared Disaster Management Coordinator Position Update

This report is to provide an update on the regional Disaster Management Coordinator position which is currently shared with four other Councils in the Central West being Barcaldine Regional Council, Winton Shire Council, Barcoo Shire Council and Blackall-Tambo Regional Council.

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(Res-2022-08-225)

Moved Cr Hatch seconded Cr Bignell

That Council:

- 1. Notes the achievements of the Disaster Management Coordinator since the role was first established in 2019; and*
- 2. Directs the Chief Executive Officer to continue to explore options for funding this role through resource sharing arrangements at a regional level, including exploring options for external funding to assist with retaining the position for the 2023/24 financial year (and beyond).*

CARRIED 7/0

The Mayor raised current Bureau of Meteorology (BOM) forecasting for the region in December/ January and the importance of having officers trained to backfill positions during leave and in an event. With the Mayor expected to be away for the December/ January period a report was requested to be tabled at the next Local Disaster Management Group (LDMG) Meeting.

12 Reception and Consideration of Director Corporate Services Report

Consideration was given to the Director Corporate Services Report.

12.1 Monthly Financial Statements

Consideration of the financial statements for the period ending 31 July 2022:

(Res-2022-08-226)

Moved Cr Martin seconded Cr Emslie

That the monthly financial statements for the period ending 31 July 2022, be adopted, as presented.

CARRIED 7/0

Councils staff vacancies were discussed. Chief Executive Officer, Dirk Dowling, noted this as a priority.

The meeting also discussed Rates and the Longreach Saleyards.

Adjournment: Council adjourned the meeting at 10:20am to lay a wreath, in honour of Vietnam Veterans day at the Ilfracombe Memorial Park and resumed at 10:51am with all present.

12.2 Stores Write Off Arising from Stocktake 2021/22 FY

Consideration of the Stores write-off of the quantities and values of the store inventory items identified as part of the 2021/22 end of year stocktake.

(Res-2022-08-227)

Moved Cr Hatch seconded Cr Smith

That Council approves the write-off of the quantities and values of those store inventory items identified as requiring adjustment, with a net total write-off of \$19,672 following the completion of the stocktake in June 2022.

CARRIED 7/0

13 Reception and Consideration of Director Community and Cultural Services Report

Consideration was given to the Director Community and Cultural Services Report.

Councillor Emslie left the Meeting at 10:59 AM and was not present during the discussion of and voting on Item 13.1.

Grace Jones left the Meeting at 10:59AM and was not present during the discussion of and voting on Item 13.1.

13.1 Community Donations - August 2022

Consideration of the Community Donations applications received in August in accordance with the Community Donations Policy No. 11.06.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

(Res-2022-08-228)

Moved Cr Nunn seconded Cr Hatch

That Council endorses the allocation of funds from the Community Donations Program as contained in the following table, in accordance with the Community Donations Policy No. 11.07;

Organisati on/ Name	Event/Acti vity	Grant Requested	Grant Approved	Conditions of approval/Payme nt
Longreach Flyers Ball	2022 Flyers Ball	Financial \$5,000.00 Total \$5,000.00	Financial \$5,000.00 Total \$5,000.00	Nil
Ilfracombe Golf Club	2022 Ilfracombe Golf Open	Financial \$1,440.00 Total \$1,440.00	Financial \$1,440.00 Total \$1,440.00	Nil
Ilfracombe Sport and Recreation al Centre	Ilfracombe Communit y Gym	Financial \$5,000.00 Total \$5,000.00	Financial \$5,000.00 Total \$5,000.00	Nil
Longreach Jockey Club	2022 Longreach Cup	Financial \$5,000.00 Total \$5,000.00	Financial \$5,000.00 Total \$5,000.00	Nil
Yaraka Sports and Recreation al Club	2022 Melbourne Cup Luncheon	Financial \$1,600.00 In-Kind \$184.10 Total \$1,784.10	Financial \$1,600.00 In-Kind \$184.10 Total \$1,784.10	Nil
		TOTAL \$18,224.10	TOTAL \$18,224.10	

CARRIED 6/0

Councillor Emslie returned to the Meeting at 11:04 AM.

Grace Jones returned to the Meeting at 11:04AM.

The meeting discussed the Community Donations Policy with a suggestion being made to undertake a review of the current policy in the near future. The proposed review would aim to assist with addressing concerns raised by Council regarding the adequate distribution of funds throughout the year, and the ability to support first time applicants under the program. The Sponsorship Policy was also requested to be reviewed at the same time.

**Minutes of the Longreach Regional Council Ordinary Meeting
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13.2 Sponsorship - August 2022

Consideration for Sponsorship application received for the month of August 2022, in accordance with Council's Sponsorship Policy No. 11.07.

(Res-2022-08-229)

Moved Cr Bignell seconded Cr Smith

That Council endorses the allocation of funds from the Sponsorship Program as contained in the following table, in accordance with the Sponsorship Policy No 11.07:

Organisation	Event/Project Activity	Event Date	Grant Approved	Conditions of Approval/Payment
Central West Division QCWA	Winton to Longreach Centenary Endurance Ride	29-30 July 2023	Financial \$6,500.00 In-Kind 3 x gazebos \$105.00 3 days Showgrounds Hire \$3,182.70 Total \$9,787.70	NIL
		TOTAL	\$9,787.70	

CARRIED 7/0

Council clarified with officers that the water truck referred to in item 13.2 was to provide clean water for the horses taking part in the Winton to Longreach Centenary Endurance Ride event.

13.3 Application for Public Memorial or Monument - Noel McDarra

Consideration of an application received from Suzie McDarra to install a plaque in Iningai Park, Longreach.

(Res-2022-08-230)

Moved Cr Hatch seconded Cr Bignell

That Council resolves to write to Ms Suzie McDarra advising her that:

(a) the application made in accordance with Council's Public Monuments and Memorials Policy, for a plaque to be placed on an existing rock located in Iningai Park, Longreach is supported, in accordance with the Public Monuments and Memorials Policy.

CARRIED 7/0

14 Reception and Consideration of Director Infrastructure Services Report

The Grid Replacement Program, was discussed and Mayor Rayner identified that there was a need for a Grid Report to be included in future Infrastructure reporting.

Further discussions were held on the Ilfracombe Dump, Wash-down Bay, Depot and Footpaths. Mayor Rayner raised concerns around the non operational Wash-down Bay and the timeframe for when this will be fixed, taking into account the current spread of weeds and Cactus infestation across the region.

Cr Martin thanked the Director of Infrastructure, Roger Naidoo, and team for the quick response after the recent wet weather events. Cr Martin also acknowledged the work of Councils Parks and Gardens team on keeping the towns in great condition.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

Mayor Rayner also recorded a vote of appreciation for the Community Development Coordinator, Abby Lewis, for the quality of her work since commencing in the role.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 18 August 2022 at the Ilfracombe Council Office, Ilfracombe**

15 Late Items

16. Closed Matters

Nil for this meeting

17 Closure of Meeting

There being no further business, the meeting was closed at 11:55am

Minutes Certificate

These minutes are unconfirmed.

Cr AC Rayner
Mayor

Dirk Dowling
Chief Executive Officer

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

6. MAYORAL REPORT

To be presented at the Meeting.

7. COUNCILLOR REQUESTS

None received at time of agenda preparation.

8. NOTICES OF MOTION

None received at time of agenda preparation.

9. PETITIONS

None received at time of agenda preparation.

10. DEPUTATIONS

None received at time of agenda preparation.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.1 - Standing Matters: Councillor Information Correspondence

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 Standing Matters: Councillor Information Correspondence

From the Chief Executive Officer, tabling a list of significant and relevant correspondence for Councillors and public information.

The following correspondence has been received up to Tuesday 2 September 2022:

1. State Emergency Service (SES) Support Grant – SES Uplift Funding 2022-23 Funding Year – Isisford SES Driveway
2. Queensland Treasury Corporation – UQ Economics Scholarships for Aboriginal and Torres Strait students
3. Minister for Communities and Housing, Minister for Digital Economy and Minister for the Arts – Approved Funding towards the delivery of Longreach Regional Council's 2022-23 Regional Arts Development Fund (RADF)
4. Queensland Local Government Grants Commission – Financial Assistance Grant (FA Grant) recommendations for the financial year 2022-23
5. Community Support and Services Committee- Inquiry into the decriminalisation of certain offences, and health and welfare responses.
6. Scouts Queensland – Scouts Queensland Youth Awardees
7. The University of Queensland – UQ Research and Innovation- Dinosaur (Project) for the Outer Barcoo Interpretation Centre, Isisford

Appendices

1. LET-2022-08-17 State Emergency Service (SES) Support Grant – SES Uplift Funding 2022-23 Funding Year – Isisford SES Driveway
2. LET- 2022-08-26 QTC – UQ Economics Scholarships for Aboriginal and Torres Strait students
3. LET-2022-08-19 Approved Funding towards the delivery of Longreach Regional Council's 2022-23 Regional Arts Development Fund (RADF)
4. LET- 2022-08-15 Queensland Local Government Grants Commission – Financial Assistance Grant (FA Grant) recommendations for the financial year 2022-23
5. LET-2022-09-05 Community Support and Services Committee- Inquiry into the decriminalisation of certain offences, and health and welfare responses
6. LET-2022-09-05 Scouts Queensland – Scouts Queensland Youth Awardees
7. LET-2022-09-01 The University of Queensland – UQ Research and Innovation- Dinosaur (Project) for the Outer Barcoo Interpretation Centre, Isisford

Recommendation:

That Council receive the Councillor Information Correspondence Report as presented.



Office of the
**Assistant Commissioner
State Emergency Service**

Department of
**Queensland Fire and
Emergency Services**

Our ref: 222306

17 August 2022

Mr Mitchell Murphy
Chief Executive Officer
Longreach Regional Council
PO Box 144
ILLFRACOMBE Q 4727

Attention: Craig Neuendorf, Disaster Management Coordinator

Dear Mr Murphy

**State Emergency Service (SES) Support Grant – SES Uplift Funding
2022-23 Funding Year – Isisford SES Driveway**

As the result of the recent government budget announcement supporting an SES Uplift in resources, a review of the 2022-23 round grant applications was conducted. I am pleased to advise that as a result of that review your application under the State Emergency Service (SES) Support Grant has been **approved** and will be funded as part of the 2022-23 round.

Congratulations on your successful application; I acknowledge your significant contribution to the ongoing viability of the SES and the important role it plays in disaster and emergency incident management in your community.

Please see attached *Funding Agreement* which is to be signed and **returned no later than 31 August 2022**. Agreements received after this date may forfeit the grant funding.

Due to the timing of this exceptional funding you have been allocated up to 15 months to plan and complete this project. Your organisation has until **29 December 2023** to submit the acquittal documentation outlined in the *Funding Guidelines and Agreement*. Grant funds are processed upon completion of the approved project. (*please refer to the Funding Guidelines*)

If you require further information in relation to your grant application, please contact Anita Dauth, SES Grants Officer on telephone number (07) 3635 3854 or at SES.Grants@qfes.qld.gov.au.

Yours sincerely

Andrew Short, AFSM MLshipMgt(Policing) JP(Qual)
Assistant Commissioner
Att.

Emergency Services Complex
125 Kedron Park Road Kedron
GPO Box 1425 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV
Facsimile + 61 7 3247 8505
Website www.qfes.qld.gov.au
ABN 93 035 163 778



26 August 2022

Mayor Anthony Rayner
Mayor
Longreach Regional Council
PO Box 144
ILFRACOMBE Queensland 4727

Dear Mayor Rayner

UQ Economics Scholarships for Aboriginal and Torres Strait students

The University of Queensland's School of Economics is launching new scholarship opportunities for Aboriginal and Torres Strait Islander people, and I am writing to ask you to help identify candidates by raising awareness directly with the Principals of schools in your local government area.

QTC works closely with the UQ School of Economics to develop a pipeline of talented economists and finance professionals. QTC and UQ Business School are in the 6th year of our education partnership for the Queensland Public Sector – providing practical education and support to over 10,000 students to date.

As part of our ongoing commitment to grow a generation of Aboriginal and Torres Strait Islander economists, UQ has developed a suite of scholarships to support Aboriginal and Torres Strait Islander students in their undergraduate, postgraduate and PhD studies. UQ is offering annual scholarships that provide financial aid at every level of study, with a combined value of more than \$70,000 per year that is expected to increase depending on the availability of applicants.

We know that those who study economics go on to influence countless sectors including government, finance, health, natural resources, education and more. Their insights are never-ending and prove instrumental to solving both local and global challenges. Yet, the lack of Indigenous perspective in economics is deeply problematic and a barrier we must overcome if we wish to create real and lasting change.

UQ also has online self-paced micro-courses in **Microeconomics** and **Macroeconomics**. They can be individual qualifications for professional development, as well as stacked together towards higher qualifications. Information about the UQ micro-courses can be found [here](#).

We would like to invite interested individuals within your network to find out more information at our website: [Economics for Aboriginal and Torres Strait Islander Students](#)

If there are individuals interested in these opportunities who have further questions, they can email economics@uq.edu.au and will be directed to the right person. Alternatively please contact me directly on 0417487250, Mark Girard at QTC on 0409270048 or Professor Daniel Zizzo's office at UQ on 3365 6242.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Philip Noble'.

Philip Noble
Chief Executive

LEVEL 31, 111 EAGLE STREET, BRISBANE QUEENSLAND AUSTRALIA 4000
GPO BOX 1096, BRISBANE QUEENSLAND AUSTRALIA 4001
T: 07 3842 4600 • F: 07 3221 4122 • QTC.COM.AU



Minister for Communities and Housing
Minister for Digital Economy
Minister for the Arts

Our reference: ACT22/2373; MN07321-2022

1 William Street
Brisbane Queensland
GPO Box 806 Brisbane
Queensland 4001 Australia
T: +617 3719 7170
E: communitiesandhousing@ministerial.qld.gov.au

19 AUG 2022

Councillor Anthony Rayner
Mayor
Longreach Regional Council
mayor@longreach.qld.gov.au

Dear Mayor Rayner

A handwritten signature in blue ink that reads 'Anthony'.

I am pleased to inform you that the Director-General, Department of Communities, Housing and Digital Economy has approved funding of \$67 500 towards the delivery of Longreach Regional Council's 2022-23 Regional Arts Development Fund (RADF).

This funding was agreed to as part of an approved rollover of all 2021-22 RADF Funding Agreements through to 14 September 2023.

Acknowledging more than 30 years of State and Local Government partnership, Arts Queensland seeks to enhance the delivery of RADF initiatives by implementing reform that will:

- streamline program administration
- support the delivery of strategic initiatives
- provide a foundation for strategic investment opportunities
- better align the State Government's *Creative Together 2020-2030* priorities with local objectives.

The Queensland Government recognises the significant role that local government plays in supporting arts and culture in regional communities and acknowledges the impact of a combined RADF investment of more than \$4 million towards arts and cultural activities across the state.

Please treat this funding as confidential; that is, no media or public announcements until it is announced by the Queensland Government. Once announced, I would encourage you to promote your success in securing this funding.

Arts Queensland will be in contact with your officers regarding RADF contracting and payment information.

If you require any further information, you can contact my office on telephone (07) 3719 7170 or by email at communitiesandhousing@ministerial.qld.gov.au.

Yours sincerely

A large, stylized handwritten signature in blue ink, appearing to read 'Leeanne'.

Leeanne Enoch MP
Minister for Communities and Housing
Minister for Digital Economy and Minister for the Art



Our ref: D22/146216

Your ref:

Councillor Anthony Rayner
Councillor
Longreach Regional Council
mayor@longreach.qld.gov.au

Dear Councillor Rayner

The Queensland Local Government Grants Commission (the Commission) has made the Financial Assistance Grant (FA Grant) recommendations for the financial year 2022-23 under the *Local Government Act 2009* (Qld) and the *Local Government (Financial Assistance) Act 1995* (Cth).

On 4 August 2022, the Honourable Kristy McBain MP, Federal Minister for Regional Development, Local Government and Territories, approved the Commission's FA Grant recommendations for Queensland councils.

2022-23 FA Grant allocation

Longreach Regional Council's approved allocation for 2022-23 is \$9,993,312, which represents a 20 per cent increase on your 2021-22 allocation.

The full schedule of 2022-23 FA Grant allocations for Queensland can be found on the Commission's website here: <https://www.statedevelopment.qld.gov.au/local-government/governance/queensland-local-government-grants-commission/financial-assistance-grant>.

As you would be aware, the Commonwealth Government made the decision to pay 75 per cent of the 2022-23 FA Grant to councils as an up-front pre-payment in April 2022. As a result, the total remaining funding to be provided to your council during 2022-23 is \$3,236,981, which will be distributed in four quarterly payments.

Implementation of the Commission's FA Grant methodology review

As previously advised, the 2022-23 FA Grant is the first year of a three-year implementation period for the Commission's new FA Grant allocation methodology.

The increase in Queensland's FA Grant allocation for 2022-23 to \$576 million is larger than typically received. However, councils should continue to use the Commission's advice about the expected outcome of the implementation of new FA Grant methodology, as communicated in our correspondence of 6 December 2021, as a guide when budgeting for future FA Grant outcomes.

Queensland Local Government
Grants Commission
PO Box 15009
City East Queensland 4002
Telephone +61 7 3452 6735
www.statedevelopment.qld.gov.au

Further detail on the new methodology can be found in the information paper published on the Commission's website here: <https://www.statedevelopment.qld.gov.au/local-government/governance/queensland-local-government-grants-commission/2021-methodology-review>. A comprehensive outline of the new methodology will also be provided in the Commission's next Annual Report.

If you require any further information, please contact Mr Stephen Robbins, Executive Director (Finance, Performance and Programs) in the Department of State Development, Infrastructure, Local Government and Planning, by telephone on 0436 840 013 or by email at QLGGC.Enquiries@dsdilgp.qld.gov.au, who will be pleased to assist.

Yours sincerely



Paul Bell AM
Chairperson
Queensland Local Government Grants Commission

Cc Mr Mitchell Murphy, Acting Chief Executive Officer
ceo@longreach.qld.gov.au



**Community Support and
Services Committee**

Parliament House
George Street
Brisbane QLD 4000
P: 07 3553 6623
E: CSSC@parliament.qld.gov.au
W: <http://www.parliament.qld.gov.au/CSSC>

Our Ref: A928098

5 September 2022

Dear Mayor

Inquiry into the decriminalisation of certain offences, and health and welfare responses

The Community Support and Services Committee (the committee) seeks your assistance with its Inquiry into the Decriminalisation of Certain Offences, and Health and Welfare Responses, which was referred to the committee by the Queensland Parliament on 24 June 2022. The terms of reference for the inquiry are attached.

The committee would appreciate your input on all the terms of reference, and draws your attention particularly to terms of reference (e, f and i):

- e) the impacts of decriminalising public intoxication and begging in rural and remote communities
- f) the design of health and social welfare-based responses that are culturally safe and appropriate and informed by First Nations people, including Aboriginal and Torres Strait Islander health and legal services and also representative bodies for seniors and people with a disability
- i) the appropriateness of repealing the 'Urinating in a public place' offence under the *Summary Offences Act 2005*.

To inform the committee's consideration of this term of reference, the committee would appreciate hearing from you regarding the following:

1. the current impact of public intoxication, begging and public urination on your community
2. details of what you consider would be the impact on your community of decriminalising public intoxication and begging
3. health and welfare services that currently exist in your community and additional services that would be required to manage public intoxication and begging if they were to be decriminalised
4. factors in your region that would need to be considered in the design of any health and social welfare responses.

The committee is required to provide its report to Parliament by 31 October 2022. Accordingly, the committee would appreciate your response by 5 pm, Monday 26 September 2022.

The committee looks forward to hearing from you. If you have questions about the committee's work, please contact our Committee Secretary, Lynda Pretty, on 3553 6625.

Yours sincerely

A handwritten signature in black ink that reads 'Corrine McMillan'.

Corrine McMillan MP

Chair

Enc: Terms of Reference for the Inquiry into the Decriminalisation of Certain Public Offences, and Health and Welfare Responses

Inquiry into the Decriminalisation of Certain Public Offences, and Health and Welfare Responses

Terms of Reference

That the Community Support and Services Committee inquire into and report to the Legislative Assembly by 31 October 2022 on:

- a) changes to legislation and operational policing responses to decriminalise the public intoxication and begging offences in the *Summary Offences Act 2005*;
- b) the compatibility of proposed legislative amendments, and health and social welfare-based service delivery responses to public intoxication and begging, with rights protected under the *Human Rights Act 2019*;
- c) the costs and benefits of responses to public intoxication and begging in other Australian jurisdictions;
- d) the health and social welfare-based responses to public intoxication and begging necessary to support legislative amendments, having regard to existing responses, such as diversion services;
- e) the impacts of decriminalising public intoxication and begging in rural and remote communities;
- f) the design of health and social welfare-based responses that are culturally safe and appropriate and informed by First Nations people, including Aboriginal and Torres Strait Islander health and legal services and also representative bodies for seniors and people with a disability;
- g) the appropriateness of other police powers and offences to ensure community safety and public order arising from public intoxication and begging, particularly in the context of events where there may be significant alcohol consumption;
- h) how existing public messaging on the harm of alcohol and other drugs, including alcohol-related violence, can continue to be reinforced following the decriminalisation of public intoxication; and
- i) the appropriateness of repealing the 'Urinating in a public place' offence under the *Summary Offences Act 2005*.

5 September 2022

Mayor Tony Rayner
Longreach Regional Council
Via email to mayor@longreach.qld.gov.au



32 Dixon Street
Auchenflower
QLD 4066

(07) 3870 7000
qlhq@scoutsqld.com.au
www.scoutsqld.com.au

ABN 67 019 153 391

Dear Mayor Rayner,

As a supporter of Scouting, I wanted to take the opportunity to advise you of the young people in your local community and Council area who have been recognised for either achieving their Queen's Scout Award or Baden-Powell Scout Award.

These awards are the highest awards that can be earned by a young person in the Venturer Scout Section and Rover Scout Section respectively. The awards demonstrate the significant dedication, commitment, and drive of these young people to achieve, whilst significantly contributing to their local community.

In recognition of the significance of these awards the certificates associated with these awards are presented by the Governor of Queensland, who is also our Chief Scout. These award certificates were presented on 28 August 2022 at Baden-Powell Park Samford.

The purpose of Scouting is to contribute to the development of young people in achieving their full physical, intellectual, emotional, social, and spiritual potentials as individuals, as responsible citizens and as members of their local, national, and international communities.

The awarding of the Queen's Scout Award and Baden-Powell Scout Award acknowledge these young people as future leaders of our Movement and your community.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Daryl G. Scott", written over a horizontal line.

DARYL G. SCOTT
CHIEF COMMISSIONER OF QUEENSLAND

encl: Queen's Scout Award and Baden-Powell Scout Award listing

DGS LMP
[https://scoutsqld.sharepoint.com/sites/ccoffice/Shared Documents/General/Events/Awards Ceremony/2022/Council letters/20220905 Letter to Council \(QSA and BPSA\).docx](https://scoutsqld.sharepoint.com/sites/ccoffice/Shared Documents/General/Events/Awards Ceremony/2022/Council letters/20220905 Letter to Council (QSA and BPSA).docx)

Scouts Australia
Member of the World Organisation of the Scout Movement



Scouts Queensland
2022 Youth Award Recipients

Name	Surname	Formation	Award	Council
Maddison	Richards	Longreach Scout Group	Queen's Scout Award	Longreach Regional Council



UQ Research and Innovation

Director, Research Commercial Management
Lisa Kennedy

1 September 2022

Mr Dirk Dowling
Chief Executive Officer
Longreach Regional Council
PO Box 144
Ilfracombe Qld 4727

Email: Tourism@longreach.qld.gov.au

Dear Dirk,

Small vertebrates from the Albian-Cenomanian of Queensland – testing hypotheses of provincialism among Australia's mid-Cretaceous dinosaur faunas (Project) for the Outer Barcoo Interpretation Centre, Isisford

Thank you for the Longreach Regional Council's continued support of the Project. There is a requirement to extend the End Date of the agreement to 30 April 2023 to allow for the project to be completed, and I can confirm that UQ approves this extension.

Please note that future legal notices regarding this project should be sent to my attention. We look forward to continuing our collaborative relationship.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Kennedy'.

Director, Research Commercial Management

Acknowledged and accepted on behalf of the Longreach Regional Council by its authorised officer whose signature, name and title appear below

.....
[Signature]
Dirk Dowling
Chief Executive Officer

.....
[Date]

The University of Queensland
Brisbane QLD 4072 Australia

T +61 7 3443 1768
F +61 7 3443 3101

E director.partnerships@research.uq.edu.au
W uq.edu.au

ABN: 63 942 912 684
CRICOS PROVIDER NUMBER 00025B

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.2 - Standing Matters: Calendar of Events

11.2 Standing Matters: Calendar of Events

Calendar of Events, Upcoming Meetings and Conferences for Councillors

Date	Event	Location	Participants
August 2022			
23-24 Wed- Thur	Remote Area Planning and Development Board (RAPAD) – several meetings	Birdsville Full day meetings Tues & Wed	Mayor and Chief Executive Officer
30 Tues	Masterclass: Coordinating Teams in a Disaster	Longreach Civic Centre. 9:00am – 3:00pm	Mayor, Councillors and Executive Leadership Team as available to attend
31 Wed	Exotic Disease Training	Longreach Civic Centre 9:30am – 1:00pm	Mayor and Chief Executive Officer
September 2022			
2 Fri	A Long Drive for Drought	ASHOF, Longreach	Mayor, Councillors and Chief Executive Officer
6 Tues	LDMG Annual Meeting	Fairmont Rooms, Longreach 2:00pm – 4:00pm	Mayors, Councillors and Executive Leadership Team as required based on their LDMG roles
8 Thu	Councillor/Directors Strategic Round Table	Fairmont Rooms, Longreach Civic Centre. 1:00pm – 5:00pm	All Councillors, Executive Leadership Team and Officers
10 Sat	State Emergency Services (SES) - Open Day	SES Head Quarters 14 Miner Road, Longreach QLD 4730 10:00am – 2:00pm	Mayors, Councillors, Chief Executive Officer and members of the public
13 Tues	Council Briefing	Fairmount Rooms, Longreach Civic Centre. 8:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team
15 Thur	Council Meeting	Yaraka Town Hall, Yaraka 9:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public
26 Mon	Western Queensland Regional Community Forum	Longreach Civic Centre 8:00am – 2:00pm	Mayor
29 Thur	National Police Remembrance Day Service	Longreach Police Station (garden area), 97 Galah Street 9:00am – 11:00am	Mayors, Councillors and Executive Leadership Team
October 2022			
5 Wed	Councillor/ Directors Strategic Roundtable	Fairmont Rooms, Longreach Civic Centre. 1:00pm – 5:00pm	Mayors, Councillors and Executive Leadership Team
7 Fri	Audit and Risk Committee Meeting	Council Chambers, Longreach 9:00am	Mayor, Audit and Risk Committee Members, Chief Executive Officer and Chief Financial Officer
17-19 Mon- Wed	LGAQ 126 th Annual Conference	Cairns Convention Centre	Mayor, Deputy Mayor and Chief Executive Officer
25 Tues	Council Briefing	Fairmount Rooms, Longreach Civic Centre. 8:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.2 - Standing Matters: Calendar of Events

27 Thur	Council Meeting	Council Chambers, Longreach 9:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public
November 2022			
15 Tues	Council Briefing	Fairmount Rooms, Longreach Civic Centre. 8:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team
17 Thur	Council Meeting	Isisford Town Hall, Isisford 9:00am – 5:00pm	Mayors, Councillors and Executive Leadership Team and members of the public

Recommendation:

That Council receive the Calendar of Events for information.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.3 - Amendments to Standing Orders Policy

11.3 Amendments to Standing Orders Policy

Consideration of minor amendments to the Standing Orders for Council Meeting Policy No. 3.2 to include new section and reports.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Standing Orders for Council Meetings Policy No. 3.2

Corporate and Operational Plan Considerations

GOVERNANCE: GOVERNANCE SERVICES			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.1.1 4.3.2	Ensure effective and responsible policy development and decision making.	Maintain Council's policy register in line with policy review dates and legislative requirements.	90% of policies are reviewed and adopted in line with review dates.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

(Res-2022-06-143)

Moved Cr Hatch seconded Cr Martin

That Council adopts the updated Standing Orders of Council Meetings No. 3.2, as presented.

Officer Comment

Responsible Officer: *Darren Foster, Acting Executive Officer Governance and Special Projects*

Background:

At Council's August Ordinary Meeting, the Chief Executive Officer foreshadowed with Council the desire to furnish a monthly report outlining outstanding actions. The outstanding actions report will provide updates to Councillors and the Community on identified key projects and matters of high interest for which Council is a stakeholder.

Issue:

The Councillors and new Chief Executive Officer are very much aligned on wanting to provide transparent and informed reporting to the community. It was felt the addition of an Action Report within the Standing Orders of Council Meeting Policy demonstrates this commitment. The Chief Executive Officer since taking up his role felt the need for a separate report to Council which will provide informed updates on matters which are affecting both Council operations, projects and the community. The report will be structured on a basis of a rolling list and once an action is complete, the item will be removed from the report in the month following.

In order to facilitate the new section within the Ordinary Council Meeting Agenda, it was felt an amendment to the Standing Orders of Council Meeting Policy should occur.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.3 - Amendments to Standing Orders Policy

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Unlikely
Consequence: Insignificant
Rating: Low - 2

Environmental Management Factors:

N/A

Other Comments:


A copy of the proposed updated policy is attached for Council's consideration.

Appendices

1. Standing Orders for Meetings Policy No. 3.2

Recommendation:

That Council adopts the updated Standing Orders of Council Meetings Policy No. 3.2 as presented.

Standing Orders for Council Meetings Policy		 Longreach Regional Council
Policy Number:	3.2	
Policy Category:	Council Meeting	
Authorised by:		
Date approved:		
Review Date:		

OBJECTIVE

The Standing Orders for Council Meetings Policy is to provide a best practice guide and written rules for the orderly conduct of Council Meetings.

SCOPE

These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.

Any provision of these standing orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these standing orders.

LEGISLATION

Local Government Act 2009
Local Government Regulation 2012

DEFINITIONS

Council – means Longreach Regional Council.

Chairperson – means the Mayor, Acting Mayor, Deputy Mayor or Elected Member or person appointed by Council (or the Committee) to be the Person presiding over the meeting.

CEO – means the Chief Executive Officer of Longreach Regional Council whether in an acting, temporary or permanent role at the time including the delegate of the Chief Executive Officer (as appropriate) for the taking of minutes of a meeting of Council.

LG Act – means the *Local Government Act 2009* and its regulations.

Meetings - includes all meetings of the Local Government including Ordinary General Meetings, Special Meetings, meetings of Standing Committees, meetings of Advisory Committees and meetings of any other Committees constituted by Council under the *Local Government Act 2009* or required to be constituted by Council under the *Local Government Act 2009* or any other Act.

Member – means the elected or appointed people to constitute the Council, Committee or Advisory Committee.

PROCEDURES FOR MEETINGS OF COUNCIL

1. Presiding Officer

- 1.1 The Mayor will preside at a meeting of Council.
- 1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 1.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 1.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

2. Order of Business

- 2.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 2.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 2.3 Unless otherwise altered, the order of business for Council's Ordinary Meetings shall be as follows:
 - Opening of Meeting including Acknowledgement of Country
"We acknowledge the Traditional Owners of the land on which we meet today, and we acknowledge elders past, present and future."
 - Prayer (Minister Fraternal as invited)
 - Consideration of Leave of Absence (if required)
 - Notification of any Prescribed Conflict of Interests or Declarable Conflicts of Interest
 - Confirmation of Minutes
 - Mayoral Report
 - Mayoral Minute (if submitted)
 - Councillor Requests (if made)
 - Notices of Motion (if submitted)
 - Petitions (if received)
 - Deputations (if approved)
 - Reception and Consideration of Chief Executive Officer's Report
 - Reception and Consideration of Departmental Reports (by Director as per Corporate Structure)
 - Action Items List
 - Late Items
 - Closed Matters

- Closure of Meeting

The order of business for other meetings of Council, including Advisory Committees, shall be as follows:

- Opening of Meeting including Acknowledgement of Country (*as above*)
- Attendances
- Apologies and Granting of Leave of Absence
- Notification of any Prescribed Conflict of Interests or Declarable Conflicts of Interest
- Confirmation of Minutes
- General Business (Officer Reports)

- 2.4 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

3. Agendas

- 3.1 The Chief Executive Officer (or the Officer appointed to the secretariat of the Committee / Advisory Committee) must prepare or have prepared an Agenda. Agendas shall be made available to all members, if practicable, a minimum of five (5) days prior to such meetings.
- 3.2 The Agenda may contain:
- Notice of meeting;
 - Minutes of the previous meetings;
 - Business arising out of previous meetings;
 - Business which the Mayor wishes to have considered at that meeting without notice;
 - Matters of which notice has been given;
 - Committees' reports to Council referred to the meeting by the CEO;
 - Officers' reports to Council referred to the meeting by the CEO;
 - Deputations and delegations;
 - Any other business Council determines by resolution to be included in the agenda paper.
- 3.3 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business of Committees / Advisory Committees must be in accordance with the adopted Terms of Reference for each Committee.
- 3.4 In accordance section 254D (1) of the *Local Government Regulations 2012*; the agenda for the local government meeting must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.
- 3.5 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

4. Petitions

- 4.1 Any petition presented to a meeting of Council shall:
- Be in legible writing or typewritten and contain a minimum of ten (10) signatures;
 - Include the name and contact details of the Principal Petitioner (ie one (1) person who is the organiser and who will act as the key contact for the issue);
 - Include the postcode of all petitioners, and
 - Have the details of the specific request/matter appear on each page of the petition.
- 4.2 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition:
- be received;
 - be received and referred to a committee or officer for consideration and a report to Council; or
 - not be received because it is deemed invalid.
- 4.3 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

5. Deputations

- 5.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 5.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 5.3 For deputations comprising three (3) or more persons, only three (3) persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 5.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.
- 5.5 The Chairperson may terminate an address by a person in a deputation at any time where:
- The Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
 - The time period allowed for a deputation has expired; or
 - The person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 5.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

6. Prescribed Conflicts of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, Councillors must abide by the following procedures:

- 6.1 A Councillor who has notified the Chief Executive Officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 6.2 A Councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- 6.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
 - if it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - if it arises because of an application or submission, the subject of the application or submission
 - the name of any entity other than the Councillor that has an interest in the matter
 - the nature of the Councillor's relationship with the entity that has an interest in a matter
 - details of the Councillor's and any other entity's interest in the matter.
- 6.4 The Councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject Councillor has written notice from the Minister to participate in the matter.
- 6.5 Once the Councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

7. Declarable Conflicts of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A Councillor may raise their personal interests in a matter at the meeting to canvas the view of the other Councillors prior to deciding to declare a conflict of interest. If the other Councillors suspect the personal interest might be a conflict of interest, the Councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, Councillors must abide by the following procedures:

- 7.1 A Councillor who has notified the Chief Executive Officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 7.2 A Councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

- 7.3 When notifying the meeting of a declarable conflict of interest, Councillors should provide sufficient detail to allow the other Councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest
 - if it arises because of the Councillor's relationship with a related party:
 - i. the name of the related party to the Councillor
 - ii. the nature of the relationship of the related party to the Councillor
 - iii. the nature of the related party's interest in the matter
 - if it arises because of a gift or loan from another person to the Councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the Councillor or related party
 - iii. the nature of the other person's interest in the matter
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 7.4 After a Councillor has declared a conflict of interest, the Councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 7.5 If the Councillor chooses not to leave the meeting, the Councillor may advise the other Councillors of their reasons for seeking permission to participate in making the decision.
- 7.6 The other non-conflicted Councillors at the meeting must then decide, by resolution, whether the Councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted Councillors. The non-conflicted Councillors may impose conditions on the Councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The Councillor must comply with any decision or condition imposed by the non-conflicted Councillors.
- 7.7 In deciding on a Councillor's declarable conflict of interest in a matter, only Councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those Councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 7.8 The Councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other Councillors in making their decision. The subject Councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the Councillor may remain in the meeting and participate in deciding the matter in which the Councillor has a declarable conflict of interest.
- 7.9 When deciding whether a Councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other Councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the Councillor in the deliberation affect the public trust

- how close or remote is the Councillor's relationship to the related part
- if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- will the benefit or detriment the subject Councillor or their related party stands to receive from the decision have major or minor impact on them
- how does the benefit or detriment the subject Councillor stands to receive compare to others in the community
- how does this compare with similar matters that council has decided and have other Councillors with the same or similar interests decided to leave the meeting
- whether the subject Councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

7.10 If the non-conflicted Councillors cannot decide about the declarable conflict of interest of a Councillor, they are taken to have decided that the Councillor must leave and stay away from the meeting while the non-conflicted Councillors discuss and vote on the matter.

7.11 A decision about a Councillor who has a declarable conflict of interest in a matter applies in relation to the Councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the Councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted Councillors decide that the Councillor can act in the public interest on the matter, then the Councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

7.12 In making the decision under 7.6 and 7.9, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).

7.13 A Councillor does not contravene the above procedures if the Councillor participates in a decision under written approval from the Minister.

8. Reporting a Suspected Conflict of Interest

8.1 If a Councillor at a meeting reasonably believes or suspects that another Councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that Councillor is participating in a decision on that matter, the Councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

8.2 The chairperson then should ask the relevant Councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the Councillor agrees they have a conflict of interest, the Councillor must follow the relevant procedures above.

8.3 If the Councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

8.4 The non-conflicted Councillors must then decide whether the Councillor has a prescribed conflict of interest, a declarable conflict of interest or that the Councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the Councillor has a conflict of interest, the Councillor must follow the relevant procedures above.

- 8.5 If the Councillors cannot reach a majority decision, then they are taken to have determined that the Councillor has a declarable conflict of interest.

9. Loss of Quorum

- 9.1 In the event where one or more Councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must pursuant to section 150EU resolve to do one of the following:
- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA
 - defer the matter to a later meeting
 - not decide the matter and take no further action in relation to the matter.
- 9.2 All Councillors including the conflicted Councillors, may participate in deciding to delegate or defer a matter.
- 9.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 9.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

MOTIONS

10. Motion to be Moved

- 10.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 10.2 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 10.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson.
 - The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 10.4 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.
- 10.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

11. Absence of Mover of Motion

- 11.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- Moved by another Councillor at the meeting; or
 - Deferred to the next meeting.

12. Motion to be Seconded

- 12.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

13. Amendment of Motion

- 13.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 13.2 Not more than one (1) motion or one (1) proposed amendment to a motion may be put before a meeting of Council at any one time.
- 13.3 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been voted on.
- 13.4 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

14. Speaking to Motions and Amendments

- 14.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 14.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 14.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 14.4 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 14.5 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 14.6 Where two (2) or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

- 14.7 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.

15. Method of Taking Vote

- 15.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 15.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division. For avoidance of doubt, a Councillor's request pursuant to this sub-section must be made before the meeting moves to the next item of business.
- 15.3 Except in relation to the case of divisions, the minutes must record the number of Councillors who voted in favour of each motion, and the number of Councillors who voted against the motion.

Examples -

CARRIED – 7/0

CARRIED – 5/2

LOST – 3/4

LOST – 0/7

- 15.4 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.

Note: In accordance with section 254H of the *Local Government Regulation 2012*, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation.

16. Withdrawing a Motion

- 16.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

17. Repealing or Amending Resolutions

- 17.1 A resolution of Council may not be amended or repealed unless a notice of motion is given in accordance with the requirements of section 262 of the *Local Government Regulation 2012*.

- 17.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

18. Procedural Motions

- 18.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
- That the question/motion be now put;
 - That the motion or amendment now before the meeting be adjourned;
 - That the meeting proceed to the next item of business;
 - That the question lie on the table;
 - A point of order;
 - A motion of dissent against the Chairperson's decision;
 - That this report/document be tabled;
 - To suspend the rule requiring that (insert requirement);
 - That the meeting stand adjourned.
- 18.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 18.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- A further motion may be moved to specify such a time or date; or
 - The matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.
- 18.4 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 18.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 18.6 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
- Has failed to comply with proper procedures;
 - Is in contravention of the Local Government Act/Regulations; or
 - Is beyond the jurisdiction power of Council.

Where a 'point of order' is raised, consideration of the matter to which the motion was moved shall be immediately suspended. The Chairperson shall then determine whether the point of order is upheld.

Note: Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.

- 18.7 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 18.8 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 18.9 A procedural motion, "to suspend the rule requiring that ...", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 18.10 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

19. Mayoral Minute

- 19.1 The Mayor may direct the attention of the Council at a meeting of the Council to an emerging or urgent matter or subject not on the agenda by a minute (a mayoral minute) signed by the Mayor.
- 19.2 The Mayor must deliver a copy of the mayoral minute for a meeting of the Council to the Chief Executive Officer.
- 19.3 The mayoral minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.
- 19.4 The motion comprising the mayoral minute may be put by the Mayor —
- (a) to the meeting of Council without being seconded; and
 - (b) at any stage of the meeting of Council considered appropriate by the Mayor.
- 19.5 If the motion comprising the mayoral minute is passed by the Council, the mayoral minute becomes a resolution of the Council.

20. Recording prescribed and declarable conflicts of interest

- 20.1 When a Councillor informs a meeting that they or another Councillor have a prescribed

or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- 20.1.1 The name of any Councillor and any other Councillor who may have a prescribed or declarable conflict of interest;
 - 20.1.2 The particulars of the prescribed or declarable conflict of interest provided by the Councillor;
 - 20.1.3 The actions taken by a Councillor after informing the meeting that they have, or they reasonably suspect another Councillor has a prescribed or declarable conflict of interest;
 - 20.1.4 Any decision then made by the eligible Councillors;
 - 20.1.5 Whether the Councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
 - 20.1.6 The Council's decision on what actions the Councillor with a declarable conflict of interest must take and the reasons for the decision;
 - 20.1.7 The name of each Councillor who voted on the matter and how each voted.
- 20.2 If the Councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a Councillor's personal interest by someone other than the Councillor:
- 20.2.1 The name of each Councillor who voted in relation to whether the Councillor has a declarable conflict of interest; and
 - 20.2.2 How each of the Councillors voted.
- 20.3 Where a decision has been made under section 7.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible Councillor who voted and how each eligible Councillor voted.

21. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 21.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 21.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to section 21.7.
- 21.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less

serious nature, the Chairperson may request the Councillor take remedial action such as:

- 21.3.1 Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - 21.3.2 Apologising for their conduct;
 - 21.3.3 Withdrawing their comments.
- 21.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 21.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- 21.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 21.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decided a warning was not appropriate under section 21.3, the Chairperson may make one or more of the orders below:
- 21.7.1 An order reprimanding the Councillor for the conduct.
 - 21.7.2 An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 21.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 21.9 Following the completion of the meeting, the Chairperson must ensure:
- 21.9.1 Details of any order issued is recorded in the minutes of the meeting.
 - 21.9.2 If it is the third or more order made within a 12 month period against a Councillor, or the Councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the Council and treated as inappropriate conduct.
 - 21.9.3 The Council's Chief Executive Officer (CEO) is advised to ensure details of any order made is updated in the Council's Councillor conduct register.
- 21.10 Any Councillor aggrieved with an order issued by the chairperson can move a motion of dissent for section 21.1, 21.7 and 21.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the *Local Government Act 2009* to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because Councillors disagree with the Chairperson's decision or ruling during the meeting.

22. Meeting process for dealing with suspected inappropriate conduct which has been referred to Council by the Independent Assessor

Pursuant to Chapter 5A, Division 5 of the *Local Government Act 2009* (Referral of conduct to local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under section 21.9.2 of these Standing Orders.

In either case, the Council must complete an investigation into the alleged conduct:

- Consistent with any recommendations from the IA; and
- Consistent with the Council's Councillor Investigation Policy; or
- In another way decided by resolution of Council.

After the completion of the investigation, Council must decide in a Council meeting, whether the Councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the *Local Government Act 2009*. When dealing with an instance of suspected inappropriate conduct which has been referred to a Council by the IA:

- 22.1 The Council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate Conduct in an open meeting of the Council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the Council may resolve to go into closed session under section 254J of the Local Government Regulation 2012 to discuss the allegation.
- 22.2 The subject Councillor has a declarable conflict of interest in the matter and is permitted by the Council to remain in the meeting during the debate about whether the Councillor engaged in the inappropriate conduct and answer questions put to the subject Councillor through the Chairperson to assist the other Councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the Councillor is found to have committed inappropriate conduct.
- 22.3 Should the complainant be a Councillor, that Councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 7 of these Standing Orders. If the complainant Councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other Councillors must decide how to deal with the conflict of interest under section 7 of these Standing Orders. The complainant Councillor can be ordered to leave the meeting place or conditions may be applied to allow that Councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 22.4 The Council must debate the issue and decide whether the subject Councillor engaged in inappropriate conduct. If the Council has lost quorum due to the number of conflicted Councillors or another reason, the matter must be delegated consistent with section 257 of the *Local Government Act 2009* or deferred to another date when a quorum will be present.

- 22.5 If a decision is reached that the subject Councillor has engaged in inappropriate conduct, then the Councillors must decide what penalty or penalties from the orders detailed in section 22.6, if any, to impose on the Councillor. In deciding what penalty to impose, the Council may consider any previous inappropriate conduct of the Councillor and any allegation made in the investigation that was admitted, or not challenged, and that the Council is reasonably satisfied is true.
- 22.6 The Council may order that no action be taken against the Councillor or make one or more of the following:
- 22.6.1 An order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct.
- 22.6.2 An order reprimanding the Councillor for the conduct.
- 22.6.3 An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense.
- 22.6.4 An order that the Councillor be excluded from a stated Council meeting.
- 22.6.5 An order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example that the Councillor is ordered to resign from an appointment representing the Council on a State board or committee.
- 22.6.6 An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct.
- 22.6.7 An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.
- 22.7 Council may not make an order under sections 22.6.3; 22.6.4; 22.6.5; 22.6.6 in relation to a person who is no longer a Councillor.
- 22.8 The subject Councillor, and where relevant, the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the Chairperson must advise them of the details of the decision.
- 22.9 The Chairperson must ensure the meeting minutes reflect the resolution made.

23. Conduct during Meetings

- 23.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behaviour set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 23.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 23.3 Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor" or "Mr", "Ms" or "Mrs", and in speaking of or addressing

officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.

- 23.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 23.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

24. Questions

- 24.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.
- 24.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 24.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

MAINTENANCE OF GOOD ORDER

25. Disorder

- 25.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

26. Attendance of Public and the Media at Meeting

- 26.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 26.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 26.3 Any Councillor participating in a Closed Meeting via teleconference must verify to the Chairperson that no other person/s is present whilst discussion closed session matters.

27. Closed Session

- 27.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO
 - industrial matters affecting employees
 - the council's budget
 - rating concessions
 - legal advice obtained by the council, including legal proceedings that may be taken by or against the council
 - matters that may directly affect the health and safety of an individual or a group of individuals
 - negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council
 - negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*
 - a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- 27.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a Councillor's personal interest in the matter by another person and the eligible Councillors at the meeting must decide whether the Councillor has a declarable conflict of interest in the matter.
- 27.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted Councillors who leave the meeting and the council must:
- delegate the matter
 - decide by resolution to defer to a later meeting
 - decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

- 27.4 To take a matter into a closed session the council must abide by the following:
- pass a resolution to close the meeting
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
 - not make a resolution while in a closed meeting (other than a procedural resolution).

28. Teleconferencing of Meetings

- 28.1 If a Councillor wishes to be absent from a council meeting place during a meeting, the Councillor must apply to the chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The chairperson may allow a Councillor to participate in a council or committee meeting by teleconference.

28.2 A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

28.3 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR that will expire on the COVID-19 legislation expiry day.

28.4 These provisions allow the council:

- the option to conduct the entire council meeting via phone, teleconference or video conference
- where possible, must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website
- chairperson has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

29. Public Participation at Meetings

29.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.

29.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes and no more than three (3) speakers shall be permitted to speak at any one (1) meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.

29.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.

29.4 For any matter arising from such an address, Council may take the following actions:

- Refer the matter to a committee;
- Deal with the matter immediately;
- Place the matter on notice for discussion at a future meeting; OR
- Note the matter and take no further action.

29.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.

29.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

ADDITIONAL PROCEDURES FOR COMMITTEES

30. Reports by Committees

30.1 All Committee reports must be submitted to the meeting by way of the CEO or delegate

of the CEO.

- 30.2 If in a report of a Committee, distinct recommendations are made, the decision of the local government may be taken separately on each recommendation.

31. Attendance to a Committee Meeting

- 31.1 Any Councillor may attend a meeting of a Committee and may address the Committee in accordance with the procedures / Terms of Reference established by the Chairperson of the Committee.
- 31.2 An area is to be made available at the place where any Committee meeting is to take place for members of the public and representatives of the media to attend the meeting, and as many people as reasonably can be accommodated in that area will be permitted to attend the meeting.

32. Public in Committee Meetings

- 32.1 Any person not being a Councillor or an appointed member of a Committee must not take part in a Committee debate provided that the Chairperson of such Committee may invite any person to address the Committee upon the matter before it.
- 32.2 Any person or person wishing to be heard personally or as a deputation on any matter relevant to the Committee, must make an appointment with the Chief Executive Officer for such in advance. The Committee Chairperson must determine whether such matter shall be heard. A deputation or personal address must not exceed five (5) minutes unless otherwise agreed by the Chairperson. No more than two (2) members of a deputation may address the Committee except in reply to questions from members of that Committee.

RELATED DOCUMENTS

Code of Conduct Policy No. 2.1
Terms of References

Department of State Development, Infrastructure, Local Government and Planning Documents:

- Model Meeting Procedures
- Code of Conduct for Councillors in Queensland

Authorised by resolution as at :

Dirk Dowling
Chief Executive Officer

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.4 - Actions from previous Council Meetings

11.4 Actions from previous Council Meetings

Outstanding actions from previous Council Meetings as at 31 August 2022.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/A

Corporate and Operational Plan Considerations

Corporate Plan Strategy Area: 4.1: Community Engagement and Customer Service

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Calie McLachlan, Executive Assistant to the CEO, Mayor and Councillors

Background:

Previous to this report being presented to Council, outstanding actions were captured ad hoc and reported on internally only.

Issue:

The purpose of the report is to provide the Council and the community with a formal update on outstanding actions/ matters from previous Council meetings.

An additional benefit of this report is there is a master list of outstanding actions/ matters that is maintained by Council Officers on a monthly basis.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood:	Rare
Consequence:	Insignificant
Rating:	Low (1/25)

Informational report only.

Environmental Management Factors:

Nil

Other Comments:

Nil

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.4 - Actions from previous Council Meetings

Appendices

1. 2022-08-31 - Council Actions

Recommendation:

That Council receives and notes outstanding actions from previous Council Meetings as at 31 August 2022.



Meeting Actions June – August 2022

Meeting Date	Meeting Type	Item No.	Item Title	Actions	Owner	Status
June 2022	Ordinary	11.9	Corporate Plan Development	<i>(Res-2022-06-1469)</i> Moved Cr Nunn seconded Cr Bignell That Council proceed with the development of a new five year Corporate Plan based on a six-month timeframe for adoption;	Governance	In progress
June 2022	Ordinary	11.10	Local Government Association Queensland (LGAQ) 126th Annual Conference 17-19 October 2022.	<i>(Res-2022-06-14750)</i> Moved Cr Hatch seconded Cr Martin That the Mayor, Deputy Mayor, any available Councillors, and the Chief Executive Officer be authorised to attend the Local Government Association of Queensland's (LGAQ) Annual Conference to be held at the Cairns Convention Centre from 17-19 October 2022.	Governance	In progress
June 2022	Ordinary	12.3	Proposed sale of Ilfracombe Post Office	<i>(Res-2022-06-1503)</i> Moved Cr Smith seconded Cr Martin That Council: 1. In accordance with section 227 and 228 of the Local Government Regulation 2012, invite expressions of interest before considering whether to invite written tenders for the sale of the land and infrastructure located at Lot 2 Main Avenue Ilfracombe, being Lot 2 on SP159868 with the desired outcome of [...]	Corporate	In progress
July 2022	Ordinary	11.5	Queensland Electric Super Highway - Yurika EV Charging Station Licence Agreement	<i>(Res-2022-07-197)</i> Moved Cr Smith seconded Cr Nunn Council to insist on the removal of relevant infrastructure at the end of the Lease Term/s, should this be required by Council [...] (CEO Statement) That Council authorise the CEO to further negotiate and then execute a Yurika EV Charging Station Licencing Agreement that	Governance	In progress

Meeting Actions June – August 2022

Meeting Date	Meeting Type	Item No.	Item Title	Actions	Owner	Status
July 2022	Ordinary	12.5	Resumption of Land - Cramsie Rail Siding	includes ability for Council to insist on removal of the relevant infrastructure at the end of the lease term/s, should this be required by Council. (Res-2022-07-203) Moved Cr. Martin seconded Cr. Hatch That, notice of intention to resume having been served on Queensland South Native Title Services Limited for the purpose of section 7 of the Acquisition of Land Act 1967 (Qld) and section 144 of the Native Title (Queensland) Act 1993 (Qld) in respect of the native title rights and interests in relation to the part of Lot 2 on SP 123565 shown on the drawing attached to the Notice, a copy of which is attached to this resolution (Notice.) and noting that within the time stated in the Notice (namely, 30 June 2022) no objection was made, Council apply to the Minister administering the Acquisition of Land Act [...]	Corporate	In progress
August 2022	Ordinary	11.7	Shared Disaster Management Coordinator Position Update	(Res-2022-08-225) Moved Cr. Hatch seconded Cr. Bignell That Council: 1. Notes the achievements of the Disaster Management Coordinator since the role was first established in 2019; and 2. Directs the Chief Executive Officer to continue to explore options for funding this role through resource sharing arrangements at a regional level, including exploring options for external funding to assist with retaining the position for the 2023/24 financial year (and beyond).	Governance	In progress
August 2022	Ordinary	n/a	Community Donation & Sponsorship	Undertake a review of the community donations and sponsorship policy to better reflect community expectations and to ensure funds are available at	Communities	In progress

Meeting Actions June – August 2022

Meeting Date	Meeting Type	Item No.	Item Title	Actions	Owner	Status
August 2022	Ordinary	n/a	Stores Write-off	the end of the year for monthly projects. Report back to Council when the 'write-ons' are made.	Corporate	In progress
August 2022	Ordinary	11.2	Council Meeting Yaraka	<i>Change one of the remaining meetings for the year to Yaraka (October) to make up for the meeting missed due to rain in July.</i>	Governance	Completed
August 2022	Ordinary	n/a	Saleyards	<i>Quarterly statistics for Saleyards throughput</i>	Corporate	In progress
August 2022	Ordinary	n/a	Cattle Grids	<i>List of cattle grids installed and forward planning for the year (to be included in Infrastructure Info papers sections?) Potential media opportunity for Longreach as well.</i>	Infrastructure	In progress
August 2022	Ordinary	n/a	Wash Down Facility – Ilfracombe	<i>Provide a detail status to Council.</i>	Infrastructure	In progress
August 2022	Ordinary	n/a	Powerhouse Museum (Barb's Husband)	<i>Thank you letter from the Mayor to Mr. Huff.</i>	Communities	In progress
August 2022	Ordinary	n/a	Button Street – Ilfracombe	<i>Equipment on Footpath – CEO to follow up with Local Laws.</i>	Corporate	In progress

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.5 - Workplace Health & Safety Update Report - August 2022

11.5 Workplace Health & Safety Update Report - August 2022

This report provides a summary of Council’s health and safety performance as at 31 August 2022, highlighting issues, risk and opportunities impacting the on employee health and safety in the workplace.

Council Action

Recognise

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Workplace Health and Safety Act 2011

Workplace Health and Safety Regulations 2011

Policy Considerations

Workplace Health and Safety Policy No 10.2

Corporate and Operational Plan Considerations

GOVERNANCE: WORKPLACE HEALTH AND SAFETY			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.3.1	Provide a safety management system that minimises the risk to all people and property.	Successful implementation of the identified KPI’s in the Longreach Regional Council Safety Management System 2021-22.	90% of KPI’s achieved and completed by 30 June 2022

Budget Considerations

Operational Expenses YTD for Workplace Health and Safety are within current budget parameters.

Previous Council Resolutions related to this Matter

N/A

Officer Comment

Responsible Officer: *Grace Jones, Human Resources & Workplace Health & Safety Manager*

Background:

The HR/WHS Manager provides a monthly update report, which provides a summary of Council’s health and safety performance.

Issue:

Workplace Health and Safety Reporting – Period Ending 31 August 2022

Personal Incidents

In total, one personal incident was reported in the month which involved an employee tripping resulting in minor cuts/grazes which was treated with first aid and the employee remained at work.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.5 - Workplace Health & Safety Update Report - August 2022

Property Damage Incidents

Throughout the month five property damage incidents were reported, all incidents were plant damage with four out of the five being windscreen damages as a result of stones from passing vehicles and the fifth being minor panel damage due to a kangaroo jumping into the side of a vehicle.

Near Miss Incidents

In total, two near misses were reported as follows:

- During a pre-start meeting on site at the Emu Street Carpark, it was identified that two water lines had been installed into the electrical switchboard (behind the escutcheon panel) which powers the carpark. The pre-start meeting and work ceased and an Electrician and Plumber were called to assess the site. The switchboard and installation were made electrically safe with the water line being disconnected, emptied and removed from the switchboard.

Based on initial investigations it is believed that the water lines were installed sometime after the electrical switch board and that they feed the irrigation for two garden beds at the Crow Lane end of the structure. It is believed that the irrigation was installed by a non-local contractor.

- A plant operator was loading a grader onto a float, when the rear left hand side wheels, slide off leaving approximately $\frac{1}{4}$ of the tyres on the float. The operator was able to drop the rippers and blade to stop the grader from rocking and rolling off the side. During the process of loading the grader it was noticed that the grader was not lined up with the middle of the trailer and while the operator attempted to adjust the alignment by reversing slightly, the articulation of the plant kicked in, overcorrecting the operators turn causing the wheels to slide off. Further it was noted that the float and grader were both on a slight angle at time of loading, with the operator indicating that there is only 50mm leeway on either side of the float when the grader is correctly lined up correctly. A crane was required to attend the site to lift and re-center the grader on the float, before it could be transported back to the works depot.

Other Incidents

- A deteriorated kangaroo leg that was wrapped in clear plastic was placed at the front doors of the Longreach Council administration building, on a Monday morning, sometime between 8.30am and 9.30am before it was reported to the front counter staff by a member of the public. The item was not at the doors when Council staff commenced work at 8.00am. The item was removed from the front entrance and the incident was reported to the Longreach Police, who are currently investigating the matter.

WHS Updates/Consultation

- The safety team have been busy working on gathering the requested documentation for the upcoming audit in September. The auditor requires documents for evidence on how Council's Safety Management System meets the standard.
- The safety team have also engaged with Actrua a company that delivers programs that help improve safety culture and leadership within organisation. The safety team hope to with the support of Actrua, develop a training program for our staff with a focus on improving safety culture and see this as an important step to embedding a culture of safety leadership in our organisation. We hope to have a pilot program delivered to our ELT and senior supervisors in October 2022.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood:	Possible
Consequence:	Minor
Rating:	M6

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.5 - Workplace Health & Safety Update Report - August 2022

Risk assessments continue to be applied to find suitable controls for hazards in the workplace.

Environmental Management Factors:

Nil

Other Comments:

N/A

Recommendation:

That Council accept the Workplace Health & Safety Update Report for period ending 31 August 2022, as presented.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance

11.6 Information Report - Governance

This report provides an update on a range of activities that have occurred during the month of August for the Governance Department.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/A

Corporate and Operational Plan Considerations

Strategy area: 3.2 Our Economy and 3.4 Governance

Budget Considerations

As per approved 2022/23 budget.

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Dirk Dowling, Chief Executive Officer

Background:

Officers are requested to provide an information update to Council on a monthly basis to outline achievements, challenges and statistical information for the various functional areas in Council.

Issue:

Governance

- The CEO and Mayor attended the RAPAD meeting in Birdsville.
- Work is continuing on development of the Annual Report.
- Work is continuing on development of the new Corporate Plan.

Tourism

Longreach Explore Centre (Visitor Information):

The Experience Longreach Region Customer Service team have been business as usual and a very important resource supporting our local operators with bookings and general information. Bookings were impressive this month, with staff increasing on last months' totals. August has slowed down compared to the peak of June/July, accommodation is still near capacity and large volumes of Visitors are still coming through the VIC.

Longreach Region also saw the opening of Muddy Duck Caravan Park. Congratulations to Andrew and Louise Secombe on a job well done. They were in high demand, requiring a few extra sites to be opened up.

The Longreach Yellowbelly Classic was held on the last weekend of August, it is always an event that locals look forward to as well as our repeat visitors. The event was well attended and enjoyed by all.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance

The rain in the last week has put a halt to some of our visitor's plans, with road closures, tour cancellations and some boggy conditions at APEX Park. VIC staff were able to assist visitor's, and provide good alternative's until conditions changed.

We bid farewell to Leigh Hook this month, I wish to thank Leigh for her hard work and dedication to the Longreach Region and wish her all the best in her future endeavours.

	July 2022	August 2022
Phone Calls Received	322	268
Emails Received	52	48
Over the Counter Enquires	5089	3813
Total Enquiries	5,463	4,129
From these Enquires:		
Phone Bookings Completed	47	43
Over the Counter Bookings Completed	636	604
Phone and Email General Enquires	568	260
Information Mail Outs via mail or email	41	45

The Explore Centre has processed **\$119,569.00** in sales on behalf of local operators for this month.

Longreach Explore Centre (Visitor Information) Statistics (financial year) 2022-2023:

Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
5089	3813										
July 2021– June 2022				August 2022				2022 – 2023 YTD			
24,882				3813				8902			

Longreach Regional Council Approved Camping Areas (financial year) 2022-2023:

Location	August 2021 Campers	August 2022 Campers	2022 -2023 YTD Campers
Apex Park	2800	2546	4075
Emergency Camping Passes	N/A	0	0
Barcoo Weir/Oma Waterhole	513	214	565
Yaraka	N/A	196	392

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.6 - Information Report - Governance

*Please note figures are based on total income divided by cost/night. So really based on how many vans were parked.

Longreach Powerhouse and Historical Museum:

The Powerhouse Museum continues to have steady numbers averaging 35 visitors each day for August. We also saw a couple of school groups visit for guided tours and new bookings coming through for 2023. We look forward to raising the profile of the Powerhouse Museum with our school groups and potentially extended touring groups that visit in 2023.

Longreach Powerhouse and Historical Museum Statistics (financial year) 2022-2023:

J ul 20 22	A u g 20 22	Se p 20 22	O ct 20 22	Nov 202 2	De c 202 2	Ja n 20 23	F eb 20 23	M ar 20 23	A pr 20 23	M ay 20 23	J u n 20 23
924	713										

Although numbers were down from July 2022, we have seen an increase of 331 visitors compared to August 2021.

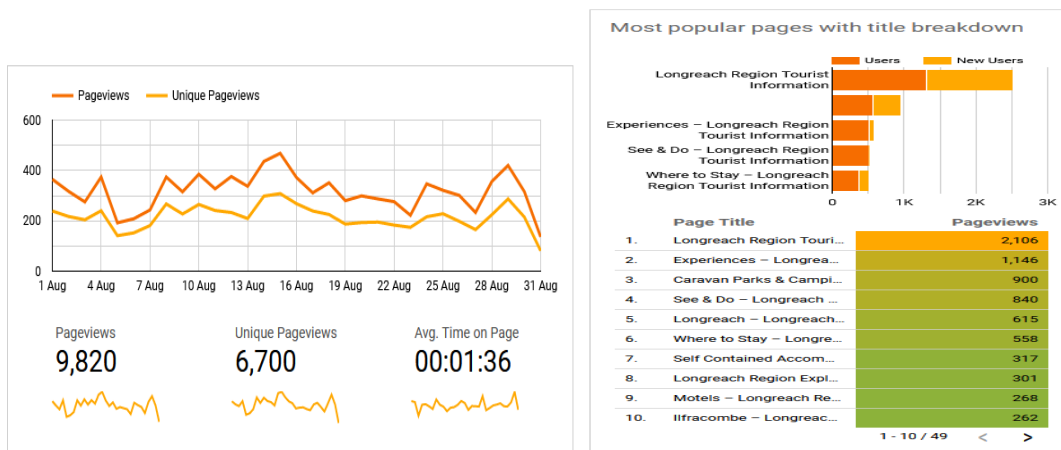
Ilfracombe

I have recently been down to look through our Tourism Assets in Ilfracombe and it was great to see many visitors enjoying the Machinery Mile and museums. There is no real process in place at this time to capture the number of visitors going through Ilfracombe, and although possibly too late for this season, I hope to find a solution to this soon.

Experience Longreach Region Website:

Website Snapshot: experiencelongreach.com.au

The Experience Longreach website “send us a message” form has produced 32 emails direct for August and 9820 page views.



In comparison to July 2022 there have been 1100 new page views.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.6 - Information Report - Governance

Experience Longreach Facebook and Instagram posts – August 2022

Experience Longreach Social Marketing Snapshot – August 2022:



	1 August 2022	31 August 2022	Growth
Facebook Likes	3,996	3,999	+3
Facebook Followers	5,583	5,637	+54
Facebook Reach		17,287	+16.2%
Facebook Engagement		3,980	-21.7%
Instagram Followers	2,246	2,253	+7
Instagram Reach		1,779	-34.5%

11. CHIEF EXECUTIVE OFFICER'S REPORT

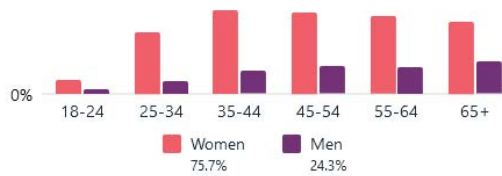
11.6 - Information Report - Governance

Audience ①

Facebook Page likes ①

3,995

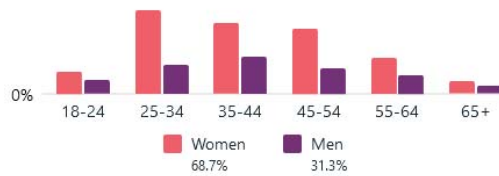
Age & gender ①



Instagram followers ①

2,254

Age & gender ①



It has been an exciting few week's for me as I navigate through my new position, Longreach Region have some amazing Tourism assets and I am really excited to take this role forward. I have so far covered Longreach and visited Ilfracombe, with Isisford and Yaraka to come.

Tanya Johnson
Executive Officer, Tourism
31 August 2022

Economic Development & Public Affairs

Yurika EV Charging Station

Construction of the Electric Vehicle charging station at the Teamster's Rest Carpark has been completed. This project has been funded and delivered by the Queensland Government as part of the Queensland Electric Superhighway Program.



11. CHIEF EXECUTIVE OFFICER'S REPORT

11.6 - Information Report - Governance

Domestic and Family Violence Prevention Council

Council hosted a delegation from the Domestic and Family Violence Prevention Council recently, led by Vanessa Fowler and Bob Atkinson, who outlined their work on the Third action plan of the Domestic and family violence prevention strategy 2019–20 to 2021–22.



SES Reception

Council recently hosted a reception to acknowledge the service of SES volunteers. Further recognition will take place at the upcoming SES open day on 10 September.



Emergency Animal Disease Preparedness Forum

Council was represented at the Emergency Animal Disease Preparedness Forum in Longreach last week, hosted by RAPAD with Biodiversity Queensland. The free information and training forum had a specific focus on Foot and Mouth Disease, Lumpy Skin Disease and African Swine Fever. We were lucky to hear

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.6 - Information Report - Governance

from Queensland's Chief Veterinary Officer, Dr Allison Crook, and officers from Biosecurity Queensland.



GroWQ/AgForce Innovation Expo

Council was also represented at the GroWQ/AgForce Innovation Expo, which attracted over 140 delegates and speakers for a full day of talks, trade displays and technology in the wool pavilion at the Longreach Showgrounds.

Consumer Spending Data

July data is available from Spendmapp. At the time of writing, August data had not been released. July is, however, typically our peak month for consumer spending.

For the month of July 2022:

Total Local Spend was \$14.7M. This is a 5.42% increase from the same time last year.

Resident Local Spend was \$5.8M. This is a 5.65% increase from the same time last year.

Visitor Local Spend was \$8.9M. This is a 5.27% increase from the same time last year.

Resident Escape Spend was \$3.9M. This is a 11.49% increase from the same time last year.

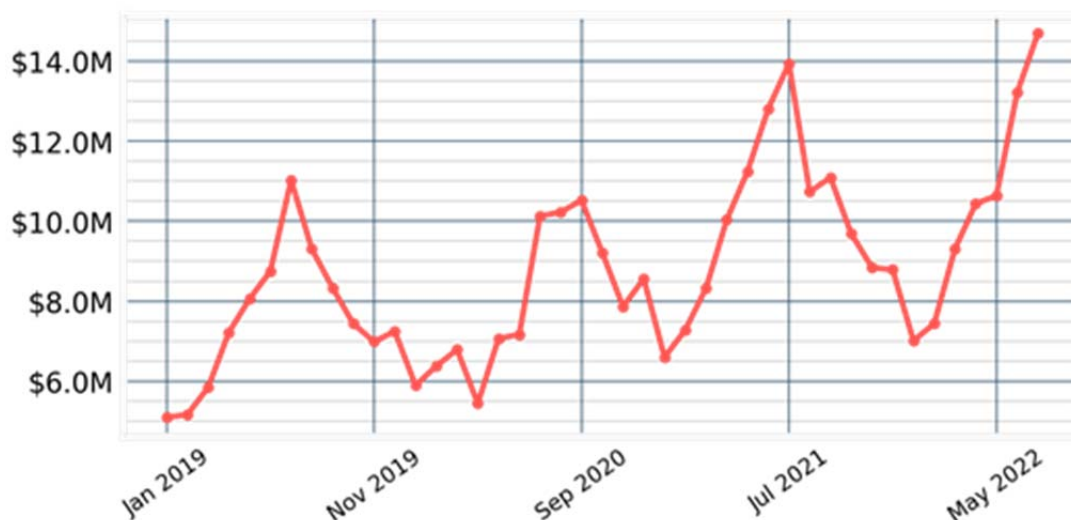
Resident Online Spend was \$4.0M. This is a 16.42% increase from the same time last year.

Our region, with a total spend increase of 5.42%, has also out-performed against the state average which saw consumer spending down -12.36% on the same time last year. We can also see from these results that visitors made up more than 60% of consumer spending in our region for the month of July.

Total Local Spend

The total amount spent with merchants within the Longreach Regional Council LGA.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance



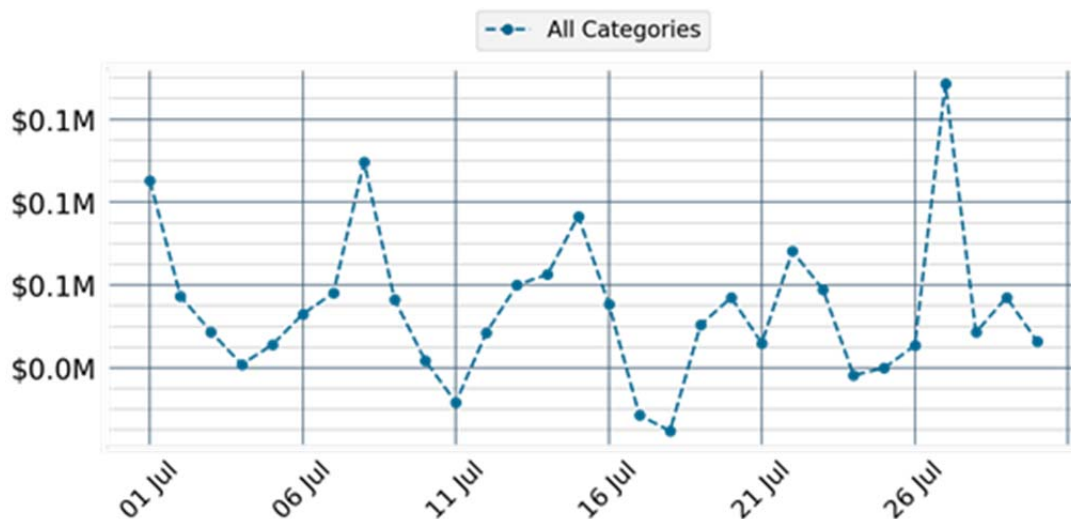
The Top 3 Suburbs by Resident Escape Spend for June 2022

Resident Escape Spend by destination Suburbs (i.e. where the spending goes to).

- Emerald: \$310k
- Rockhampton City: \$290k
- Barcaldine: \$160k

Night Time Economy for June 2022

The biggest spending night of the month of July 2022 was Wednesday 27 July. Possibly attributable in part to the arrival of delegates for the Storyfest Out West event, a private charter from Brisbane and Sydney, and the end of school holidays.



Resident Internal Escape Spend

This metric refers to residents in one locality and the annual amount they spend outside the locality, but within the LGA.

- Longreach: \$943k
- Ilfracombe: \$4.508m
- Isisford/Yaraka: \$1.231m

These figures give some indication of the degree to which these communities are reliant on the other communities within our region for their consumer goods.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance

Human Resources

Staffing Levels 31 August 2022

Longreach Based	Operational	Admin/ Supervisors	Contract	Total
Full Time Permanent	54	37	10	101
Part Time Contracted Staff (Consultants)	3	4		7
				0
Total Permanent Employees	57	41	10	108
Temporary Full Time	2	3		5
Temporary Part Time				0
Apprentices - Trades	2			2
Traineeships				0
Casual Staff	5	8		13
Total Temporary Employees	9	11	0	20
Total Current Employees	66	52	10	128
Current Vacant Positions	9	5	4	18
Ilfracombe Based	Operational	Admin/ Supervisors	Contract	Total
Full Time Permanent	14	5		19
Part Time Contracted Staff (Consultants)	0		1	1
				0
Total Permanent Employees	14	5	1	20
Temporary Full Time	1			1
Temporary Part Time				0
Apprentices - Trades				0
Traineeships			1	1
Casual Staff	3	1		4
Total	4	1	1	6

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance

Temporary Employees				
Total Current Employees	18	6	2	26
Current Vacant Positions	3	2		5
Isisford Based	Operational	Admin/ Supervisors	Contract	Total
Full Time Permanent	11	5		16
Part Time Contracted Staff (Consultants)		2		2
				0
Total Permanent Employees	11	7	0	18
Temporary Full Time				0
Temporary Part Time				0
Apprentices - Trades	1			1
Traineeships				0
Casual Staff	3			3
Total Temporary Employees	4	0	0	4
Total Current Employees	15	7	0	22
Current Vacant Positions				0
Yaraka Based	Operational	Admin/ Supervisors	Contract	Total
Full Time Permanent				0
Part Time Contracted Staff (Consultants)	1			1
				0
Total Permanent Employees	1	0	0	1
Temporary Full Time				0
Temporary Part Time				0

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.6 - Information Report - Governance

Apprentices - Trades						0
Traineeships						0
Casual Staff	3					3
<hr/>						
Total Temporary Employees	3	0	0			3
<hr/>						
Total Current Employees	4	0	0			4
<hr/>						
Current Vacant Positions						0
<hr/>						
ALL Employees	Operational	Admin/ Supervisors	Contract	Total	Last Month	30/0 6/20 22
Full Time Permanent	79	47	10	136	134	138
Part Time Contracted Staff (Consultants)	4 0	6 0	1 0	11 0	13 0	13 0
<hr/>						
Total Permanent Employees	83	53	11	147	147	151
<hr/>						
Temporary Full Time	3	3	0	6	5	5
Temporary Part Time	0	0	0	0	0	0
Apprentices - Trades	3	0	0	3	3	3
Traineeships	0	0	1	1	1	1
Casual Staff	14	9	0	23	24	25
<hr/>						
Total Temporary Employees	20	12	1	33	33	34
<hr/>						
Total Current Employees	103	65	12	180	180	185
<hr/>						
Current Vacant Positions	12	7	4	23	24	17
<hr/>						
Complemen t				203	204	202
<hr/>						

Disaster Management

The Longreach Regional Council nominated COVID-19 Care Packs for the elderly in the 2022 Get Ready Queensland Resilient Australia Awards. The Council has been selected as a finalist in the Local Government Award category for these awards and the Disaster Management Coordinator will attend the award ceremony on Thursday, 8 September 2022 at Suncorp Stadium in Brisbane.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.6 - Information Report - Governance

During the early stages of the pandemic, vulnerable people including the elderly were very concerned about continuing to move freely within their local communities. They listened to and followed medical advice to restrict their movement and mixing in crowded areas. The purpose of this project was to reach out to the elderly in a practical and compassionate way during the early stages of the COVID-19 pandemic. Council partnered with children from the Longreach Child Care Centre, primary school children, retailers and Non-Government organisations to provide the elderly residents of our community with hand delivered COVID-19 care packs.

The care packs contained essential articles including items of food, tea bags and coffee satchels, hand sanitiser, face masks, personal hygiene products, bottled water, vouchers from local retailers, paintings, cards and letters of encouragement from local school students. The boxes containing the care packs were painted by children from the Longreach Child Care Centre. The care packs were delivered to the elderly in Longreach by HACC staff and volunteers from Meals on Wheels and to elderly residents in Ilfracombe, Isisford and Yaraka by Council Branch Managers at Ilfracombe and Isisford. After receiving the care packs, the elderly recipients felt connected to their local communities while they restricted their movements during the early stages of the pandemic. This also helped the elderly to be better prepared during the ongoing response.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood:	Rare
Consequence:	Insignificant
Rating:	Low (1/25)

Low risk, informational report only.

Environmental Management Factors:

Nil

Other Comments:

Nil

Recommendation:

That Council receive the Governance information report as presented.

12. CORPORATE SERVICES REPORT
12.1 - Monthly Financial Statements

12. CORPORATE SERVICES REPORT

12.1 Monthly Financial Statements

Consideration of the financial statements for the period ending 31 August 2022:

CFO report for the month of August 2022

Statement of financial performance

	YTD Actual	YTD Budget	Last YTD	Full year budget
	\$'000	\$'000	\$'000	\$'000
Revenue				
Rates, levies and charges	6,208	5,989	216	11,890
Fees and charges	432	440	374	2,638
Recoverable works income	1,028	1,271	716	7,626
Other revenue	248	164	385	457
Operating grants, subsidies and contribution	2,781	2,451	5,802	21,844
Capital grants, subsidies and income	154	1,027	1,340	10,449
Profit on sale of assets	225	-	-	640
Total revenue	11,075	11,342	8,833	55,544
Expenses				
Employee expenses	2,588	2,791	1,952	16,746
Materials and services	3,791	5,410	3,339	26,393
Finance expenses	130	143	14	858
Depreciation	1,374	1,416	1,149	8,495
Other expenses	-	-	-	-
Total expenses	7,883	9,759	6,454	52,491
Net surplus or (deficit)	3,192	1,583	2,379	3,052
Operating deficit				
Net surplus	3,192	1,583	2,379	3,052
less capital grants and income	(379)	(1,027)	(1,340)	(11,089)
Operating deficit	2,813	556	1,039	(8,036)

Revenue

Revenue is lower to budget with the key variance being a lower capital grant receipt than budget. The lower capital revenue coincides with the low capital expenditure recorded year to date.

The first rates billing was processed in August with the actual rates recorded being higher than budget. The actual rates income result will decrease to be closer to budget as ratepayers take up the discounts available before the due date.

Also included in other revenue is a \$63,000 gain from the partial early repayment of the LWDEFS loan. This gain occurred as the market value of the loan was lower than the book value of the loan at the time of repayment.

Operating grants are higher due to the higher FAG receipt than budget.

Expenses

Employee expenses are lower due to vacancies and the timing of a standard wage increase, which was scheduled to start from 1 July. A 2% increase for EBS employees will be processed in September, backdated to 1 July.

12. CORPORATE SERVICES REPORT

12.1 - Monthly Financial Statements

Materials and services are lower mainly due to the timing of flood repair works (\$1 million less than budget) and lower expenditure across most programs to budget.

Depreciation is lower due to the low capital expenditure recorded year to date.

Net result

Overall, Council is performing well to budget in terms of net result and operating result.

12. CORPORATE SERVICES REPORT
12.1 - Monthly Financial Statements

Statement of financial position

	YTD Actual \$'000	Actual June 2022 \$'000	Full year budget \$'000
Current assets			
Cash and cash equivalents	30,393	34,074	20,126
Trade and other receivables	10,362	5,684	3,514
Inventories	1,276	1,418	683
Non-current assets			
Trade and other receivables	11,689	11,689	10,460
Property, plant and equipment	337,280	338,546	326,599
Other non-current assets	-	-	-
Total assets	390,999	391,411	361,382
Current liabilities			
Trade and other payables	6,476	8,321	5,395
Borrowings	1,241	1,241	1,382
Provisions	2,846	3,027	1,500
Non-current liabilities			
Borrowings	15,168	16,744	15,329
Provisions	4,013	4,014	3,566
Total liabilities	29,744	33,347	27,172
Net community assets	361,255	358,064	334,210
Community equity			
Asset revaluation reserve	143,753	143,753	123,238
Retained surplus	217,503	214,311	210,972
Total community equity	361,255	358,064	334,210

Assets

Council retains a good cash balance with \$25 million being unrestricted funds. The cash balance decreased with the normal payment of suppliers and employees and the partial early repayment of the LWDEFS loan.

The trade receivables balance is high as rates billing was processed but no receipts will occur until September.

Property, plant and equipment remains lower than the beginning of the year as capital expenditure remains slow while depreciation and disposal reduce the amount.

Liabilities

Trade and other payables have been reduced since the beginning of the year as creditors have been paid. Borrowings have decreased with the partial early repayment of the LWDEFS loan.

Community equity

Overall, Council remains in a good financial position with cash and other assets exceeding liabilities.

Financial metrics

The financial metrics report is currently being redesigned to a rolling 13 month result to reduce the impacts of the timing of revenue and expense recognition early in the financial year.

Finance projects

12. CORPORATE SERVICES REPORT
12.1 - Monthly Financial Statements

The audit issues raised in the last audit report have mostly been resolved now, subject to the auditors conducting their final review and providing feedback.

Auditors will be on site 12th to 16th of September to conduct testing and review the financial statements that have been prepared. The finance team will now work with the auditors, supplying them with any additional information required and making any final adjustments so that the financial statements will be ready to be presented and approved at the Audit and Risk Committee meeting scheduled for the 7th of October.

Council is on track to meet the scheduled dates for publishing its annual report.

12. CORPORATE SERVICES REPORT

12.1 - Monthly Financial Statements

Financial metrics

Program Performance, Treasury, Cash Flow and Capital Expenditure reports attached.

Appendices

1. CFO report August 2022.pdf

Recommendation:

That the monthly financial statements for the period ending 31 August 2022, be adopted, as presented.

**Longreach Regional Council
Program Report
for the YTD August 2022**

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
Office of the CEO						
Human resources	-	-	(167)	(214)	(167)	(1,282)
Governance	-	-	(262)	(117)	(262)	(702)
Elected member expenses	-	-	(79)	(91)	(79)	(544)
Disaster management and regional coordination	10	-	(61)	(42)	(51)	(141)
Economic development	-	-	(33)	(30)	(33)	(178)
Tourism, museums and VIC	62	20	(141)	(131)	(80)	(666)
Total Office of the CEO	72	20	(743)	(624)	(672)	(3,513)
Infrastructure Services						
Infrastructure administration	-	-	(99)	(194)	(99)	(1,167)
Depot and airstrips	-	-	(64)	(57)	(64)	(339)
Roads, streets and stormwater	-	-	(1,002)	(1,025)	(1,002)	(6,148)
2019 NDRA event	52	-	(3)	-	50	-
2020 NDRA event	889	-	(889)	(700)	-	(700)
2021 NDRA event	837	1,727	(837)	(1,919)	(192)	(1,348)
Contract works	995	1,262	(1,017)	(1,144)	(22)	709
Fleet management	124	23	78	83	202	635
Sewerage	888	890	(118)	(133)	770	840
Waste management	533	531	(89)	(126)	444	268
Water	1,565	1,629	(373)	(545)	1,191	(11)
Total Infrastructure Services	5,883	6,061	(4,412)	(5,759)	1,471	(6,561)

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12.1 - Monthly Financial Statements --Appendix 1

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
Community Services						
Health and environmental services	13	2	(11)	(17)	2	(15)
Child Care	438	463	(433)	(451)	5	12
Community development and events	-	-	(55)	(65)	(55)	(65)
Donations and sponsorship	-	-	(17)	(27)	(17)	(27)
RADF	-	5	(4)	(6)	(4)	(2)
Community administration	-	-	(75)	(139)	(75)	(139)
Libraries	-	1	(38)	(40)	(38)	(39)
Community centres and halls	-	7	(48)	(87)	(48)	(80)
Public conveniences	2	1	(25)	(67)	(23)	(66)
Development services	11	10	(44)	(32)	(33)	(22)
Council housing	8	17	(21)	(54)	(13)	(38)
Showgrounds and sporting facilities	105	14	(82)	(123)	23	(109)
Cemeteries	27	22	(54)	(43)	(27)	(21)
Parks and gardens	-	-	(301)	(315)	(301)	(315)
Swimming pools	1	1	(150)	(163)	(148)	(971)
Total Community Services	605	542	(1,358)	(1,629)	(752)	(1,087)
Corporate Services						
Corporate administration	3	-	(244)	(267)	(241)	(267)
IT	-	-	(223)	(193)	(223)	(193)
Insurance	2	4	(632)	(604)	(630)	(604)
Finance	820	703	(163)	(242)	657	461
Rates	2,941	2,685	()	(21)	2,941	2,664
Internal recharges	14	6	133	1	147	7
Land, leased out assets and commercial businesses	21	11	(83)	(87)	(61)	(76)
Saleyards	21	8	(1)	(93)	20	(85)
Local laws	66	25	(81)	(162)	(15)	(137)
LWDEFS	249	249	(76)	(80)	173	170
Total Corporate Services	4,137	3,692	(1,370)	(1,747)	2,768	1,944
Total Council Operating Result	10,697	10,315	(7,883)	(9,759)	2,814	556
						(8,036)

5

Notes to the program report

- 1 - LGAQ full year subscription paid in July. Some extra contractor costs during the handover periods for CEO and EA roles.
- 2 - 2020 NDRA expenses higher than budget but offset by higher revenue.
- 3 - 2021 NDRA and contract works results lower than budget due to timing of actual expenses to budget.
- 4 - Excess water charges lower than expected.
- 5 - Total insurance premiums higher than budget for the year.

Treasury reports

Cash	
Unrestricted funds	24,942
Restricted cash	-
LWDEFS	2,849
Funds received in advance	2,602
2021 NDRA funds	30,393
Cash and cash equivalents	30,393
Working capital requirements	3
Cash expense cover (months)	3
Cash required to cover cash expenses	10,999
Cash required for capex	3,000
Contingency cash reserves	2,000
Working capital requirements	15,999
Surplus unrestricted cash reserves	8,943

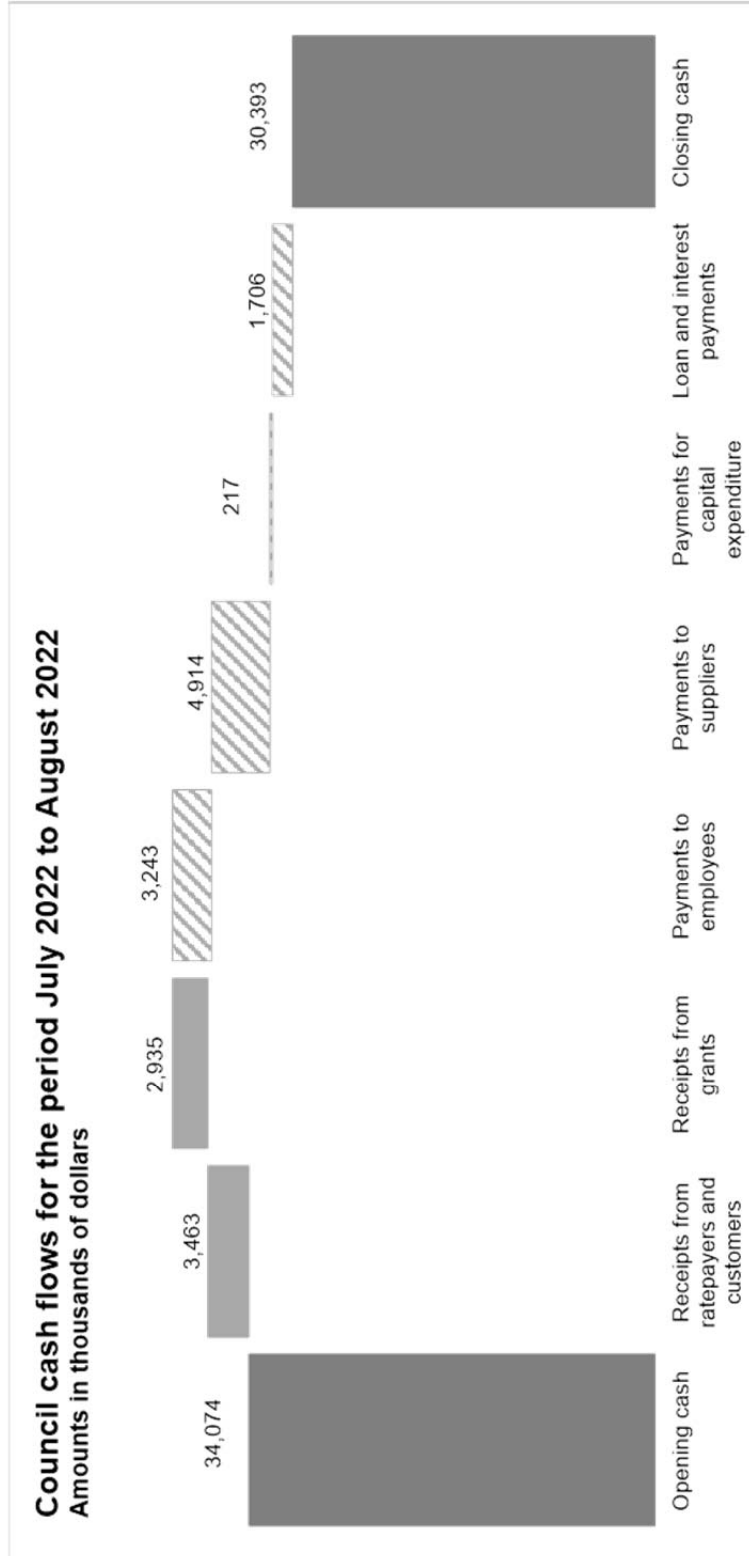
Cash account	Balance	Annual effective rate	Admin charge
CBA operating account*	26,861	1.85%	0.00%
QTC LWDEFS account	-	0.00%	0.00%
QTC DRFA 2021 account	3,445	2.21%	0.15%
QTC Investment account	505	2.21%	0.15%
Reconciling items (timing of payroll)	(418)		
Cash and cash equivalents	30,393		

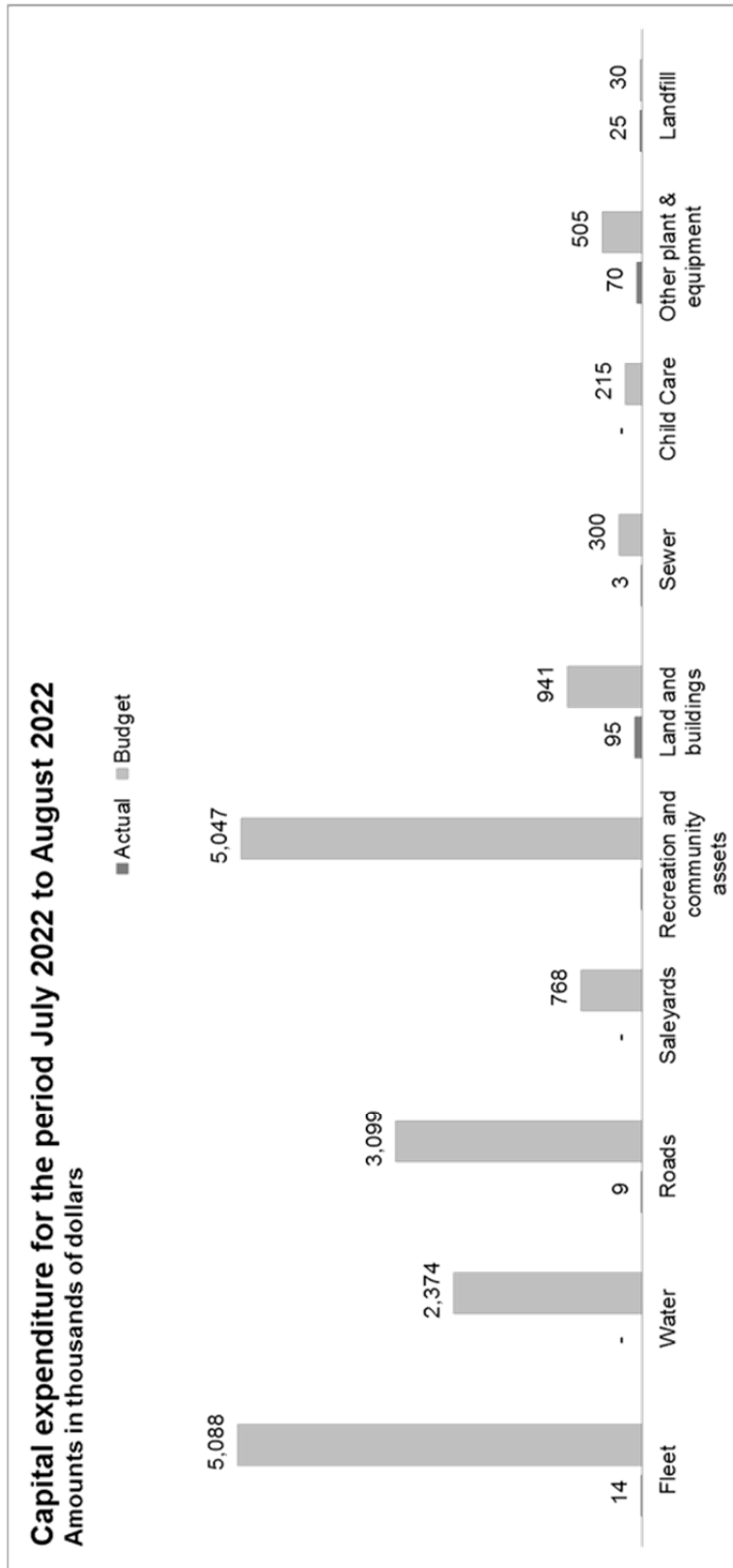
*Interest earned on balances \$1m and over

Council retains a high cash balance. Term deposit rates continue to rise as the RBA continues to increase the cash rate. LWDEFS loan has been fully repaid.

Loan	Rate	Expiry date	Book value	Market Unrealised value gain/(loss)
Saleyard land purchase	2.950%	15/12/2026	330	325
Water project 15/16	2.939%	15/06/2036	574	530
Sewer infrastructure	6.565%	15/09/2026	653	691
ACC land purchase	5.244%	15/03/2032	624	659
Water project	5.282%	15/06/2029	3,005	3,149
LWDEFS loan 1	3.693%	15/12/2036	11,223	10,843
LWDEFS loan 2	3.441%	15/06/2038	-	-
Total borrowings			16,409	16,197
TERM	Rate last month	RATE	Interest income from depositing \$5 million	Interest from standard account
1 Month	1.98	2.16	9,000	7,708
2 Months	2.35	2.58	21,500	15,417
3 Months	2.79	3.01	37,625	23,125
4 Months	3.01	3.21	53,500	30,833
5 Months	3.27	3.44	71,667	38,542
6 Months	3.47	3.61	90,250	46,250
7 Months	3.62	3.76	109,667	53,958
8 Months	3.73	3.86	128,667	61,667
9 Months	3.77	3.91	146,625	69,375
10 Months	3.82	3.97	165,417	77,083
11 Months	3.87	4.03	184,708	84,792
12 Months	3.98	4.16	208,000	92,500

The graph below illustrates Council's cash flows for the first month of the financial year.





Capital expenditure remains low. Note that Council is still waiting on the outcomes of some funding programs before projects can commence, in particular the Longreach main street upgrade (\$3.8 million recreation and community assets project).

12. CORPORATE SERVICES REPORT
12.2 - Debt Recovery Policy

12.2 Debt Recovery Policy

Consideration of the adoption of the Debt Recovery Policy No. 1.12, which was due for its annual review.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/A

Corporate and Operational Plan Considerations

GOVERNANCE: GOVERNANCE SERVICES			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.1.1 4.3.2	Ensure effective and responsible policy development and decision making.	Maintain Council's policy register in line with policy review dates and legislative requirements.	90% of policies are reviewed and adopted in line with review dates.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

(Res-2021-06-001)

Moved Cr Nunn seconded Cr Bignell

That the Debt Recovery Policy 2021-2022, be adopted, as presented.

Officer Comment

Responsible Officer: *David Wilson, Chief Financial Officer*

Background:


The Debt Recovery Policy provides Council Officers with the framework under which overdue rates, levies and other amounts will be recovered from ratepayers and sundry debtors. This policy also communicates to the community the process that Council will follow and some of the options available to community members if they are having difficulty in meeting their obligations.

Appendices

- 01-12 Debt Recovery Policy.pdf

Recommendation:

That Council adopts the Debt Recovery Policy No 1.12, as presented.

Debt Recovery Policy		 Longreach Regional Council
Policy Number:	1.12	
Policy Category:	Financial	
Authorised by:		
Date approved:		
Review Date:		

PURPOSE

The purpose of this policy is to set out Council’s recovery procedures for overdue amounts owed to Council. The policy provides Council Officers with the framework and flexibility to work with ratepayers and other debtors to settle overdue amounts as soon as possible.

SCOPE

This policy applies to all amounts owed to Council from all revenue sources.

LEGISLATION

Local Government Act 2009
Local Government Regulation 2012
Revenue Policy

DEFINITIONS

Due Date

In the case of rates and charges, including water charges, the Due Date is specified on the rates notice. In the case of other debts, the Due Date is specified on the invoice.

Debtor

A Debtor is any person or entity that owes an amount to Council. The amount owed may include rates, levies and charges or other amounts charged by Council for the provision of goods or services.

Instalment Arrangement

An agreement made between the Debtor and Council to repay an amount in full over a series of scheduled instalment payments.

Financial Hardship Arrangement

An agreement between the Debtor and Council to repay an amount in full over a series of scheduled instalment payments that exceeds the acceptable period of a regular Instalment Arrangement.

1.1 Recovery process

Step 1 – Seven days after the Due Date, Council Officers will contact the Debtor to advise them of the overdue amount. If requested, the Debtor will be sent a copy of the rates notice or invoice and advised of how to make payment.

Step 2 – If payment has not been received within seven days after Step 1, Council Officers will contact the Debtor to arrange a payment date. If the Debtor is unable to pay the amount in full by the payment date, Council Officers will work with the Debtor to enter into an Instalment Arrangement.

Step 3 – If the amount has not been repaid by the agreed payment date or if a Debtor does not make an instalment payment, Council Officers will contact the Debtor to confirm a new payment date or to adjust the Instalment Arrangement.

Step 4 – If the amount has not been repaid by the agreed payment date or if a Debtor does not make an instalment payment, Council Officers will send the Debtor formal notification that if the debt is not paid in full within 14 days of the notification, then legal action may be taken.

Step 5 – If the amount has not been repaid by the date specified on the formal notification, the Chief Executive Officer or a duly delegated officer will consider Council's options on the basis of:

- a) The security afforded the debt,
- b) The prospects of successfully recovering the debt,
- c) The cost effectiveness of recovering the debt.

After consideration of these factors, the Chief Executive Officer or a duly delegated officer may:

- a) Commence legal action,
- b) Write off the debt,
- c) Recommend to Council that it exercises its powers to sell land under the provisions of the Local Government Regulation 2012.

1.2 Instalment Arrangements

In cases where a Debtor cannot pay an amount in full, Council Officers may negotiate an Instalment Arrangement with the Debtor under the following guidelines:

- a) The Instalment Arrangement will not exceed 6 months,
- b) The payment frequency shall be no longer than monthly,
- c) The full amount of the debt plus all scheduled charges that fall within the period must be settled by the end of the Instalment Arrangement,
- d) Interest charges on overdue amounts will be waived as long as the Arrangement is in place,
- e) If an instalment payment is not made as scheduled, then the Instalment Arrangement is deemed to be voided.

The Council Officer will prepare an Instalment Arrangement Application form and send it to the Debtor to sign. Once the signed application has been returned, the Instalment Arrangement will be put in place.

1.3 Financial Hardship Arrangements

In cases where a Debtor cannot pay an amount in full and is unable to settle an amount owing under an Instalment Arrangement, the Debtor may apply for a Financial Hardship Arrangement. To enter into a Financial Hardship Arrangement, the Debtor must complete a Financial Hardship Application form and provide proof of financial hardship. A Financial Hardship Application must be approved by the Chief Executive Officer or a duly delegated officer before it is put in place.

Council Officers will waive interest charges on overdue amounts as long as a Financial Hardship Arrangement is in place.

If an instalment payment is not made as scheduled, then the Financial Hardship Arrangement is deemed to be voided.

1.4 Legal Action

Legal action may be undertaken in the relevant Court jurisdiction and may be undertaken under instruction by the Chief Executive Officer or a duly delegated officer to solicitors or mercantile agents acting on Council's behalf.

Before legal action is implemented, a third party Letter of Demand will be issued by the

solicitor.

Should Judgement of the Court be obtained, the request to execute the Judgement and the method of execution will be approved by the Chief Executive Officer or a duly delegated officer.

1.4 Debt Write-off

Where it is determined, to the satisfaction of the Chief Executive Officer or a duly delegated officer that a debt is irrecoverable or uneconomical to recover, the debt will be written-off. Debts written-off under delegated authority will be reported to Council on a quarterly basis.

Authorised by resolution as at:

Dirk Dowling
Chief Executive Officer

12. CORPORATE SERVICES REPORT

12.3 - Information Report - Corporate Services

12.3 Information Report - Corporate Services

This report provides an update on a range of activities that has occurred during the month of August 2022 for the Corporate Services Department.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/a

Corporate and Operational Plan Considerations

Corporate Plan Strategy Area: 3.4 Sustainable Natural Resource Management, 4.1: Community Engagement and Customer Service

Budget Considerations

As per approved 2022/23 budget.

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Kimberley Dillon, Acting Corporate Services Director

Background:

Officers are requested to provide an information update to Council on a monthly basis to outline achievements, challenges and statistical information for the various functional areas in Council.

Issue:

Customer Service

Total presented incoming calls for the month of August was 919 with 93.4% being answered within our 30 second service standard timeframe.



12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

After Hours Message Centre August 2022

No. Calls Received	No. of Hang Ups	Total
42	14	56

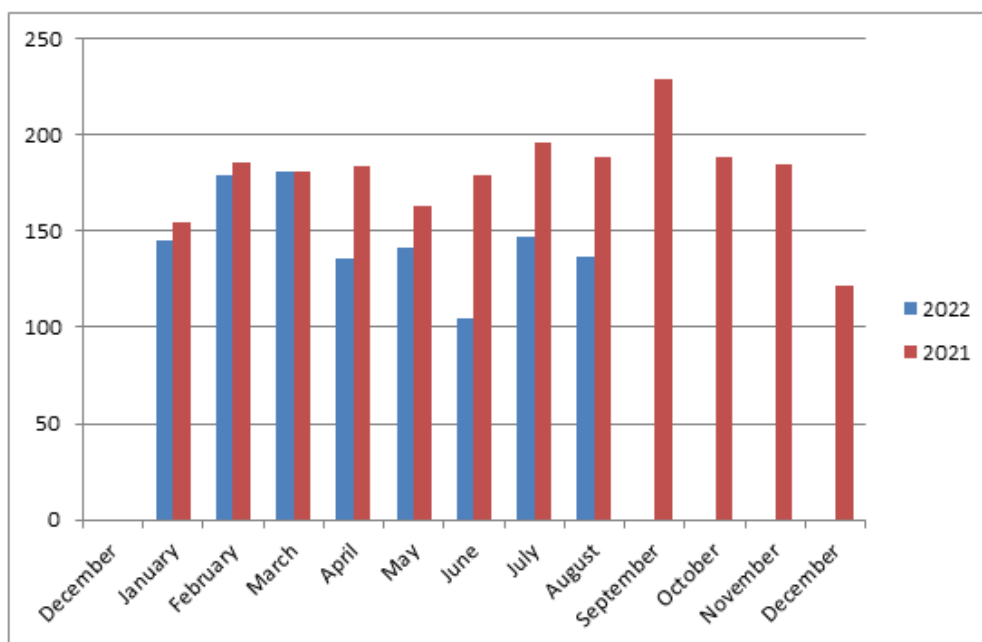
After Hours Calls received by section

SECTION	NUMBER OF CALLS
Water, Sewerage and Waste	2
Local Laws	7
Parks	4
Facilities	9
Funeral/ Undertaker Services	0
VIC	1
Other	4

Customer Service Requests

A total of **137** Requests were received for the month of August 2022. Of these requests **95** were completed in August 2022.

Table below is a comparison of requests from August 2022 to August 2021.



The following Customer Service Requests present in the system as **outstanding, in progress** or **responded to** as at 31/8/2022.

OUTSTANDING	IN PROGRESS	RESPONDED TO	TOTAL
42	32	46	120

Information Technology

Public Wi-Fi Usage (last 30 days)

12. CORPORATE SERVICES REPORT

12.3 - Information Report - Corporate Services

Below is a series of information relating to the council provided public use Wi-Fi network, for the last month. The busiest area was once again Apex Park once again, narrowly keeping its top spot just ahead of the Library meeting room for data usage. The busiest in terms of actual people using the Wi-Fi network was the Merino bakery followed closely by Target. The Wi-Fi network had an average of 367 users per day with 2,006 unique people over this period, for a total use of 1.12 TB of data downloaded.

Client stats

TOTAL UNIQUE CLIENTS 2006	AVERAGE # OF CLIENTS PER DAY 367	AVERAGE USAGE PER CLIENT 583.7 MB
-------------------------------------	--	---

Clients per day



Top devices

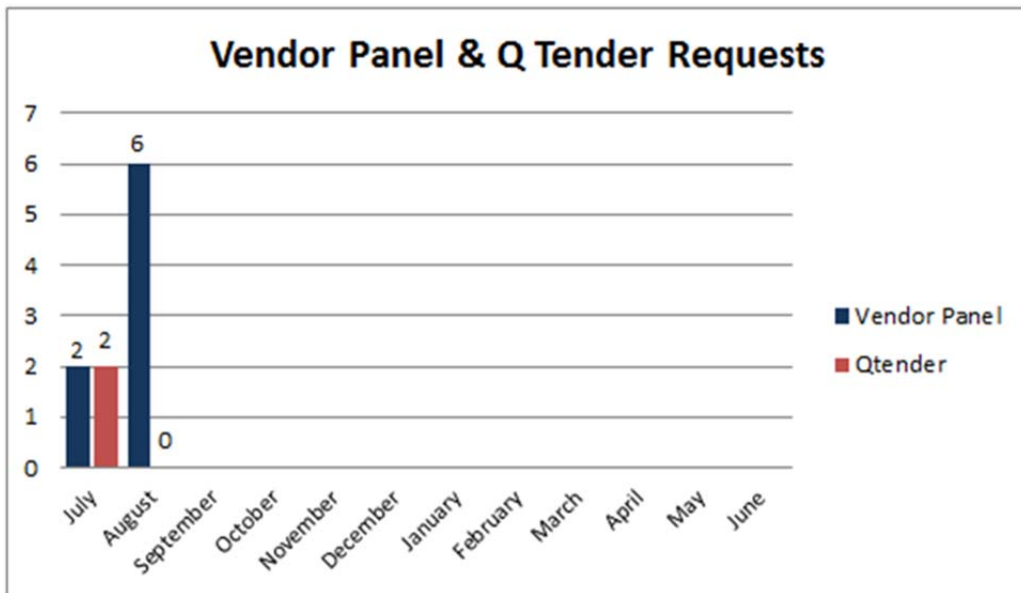
Name	Model	# Clients	Usage	% Usage
Apex Park	MR74	478	345.33 GB	30.20%
Library Meeting Room	MR33	445	267.07 GB	23.36%
Library Entrance	MR36	809	125.91 GB	11.01%
Merino Bakery	MR33	1543	117.96 GB	10.32%
Vinnies	MR33	1358	87.38 GB	7.64%
Target	MR33	1454	83.14 GB	7.27%
Kinnon	MR33	1212	66.66 GB	5.83%
VIC AP	MR33	1191	32.99 GB	2.89%
Mercury Business Supplies	MR33	969	16.96 GB	1.48%

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

Procurement

Purchasing Thresholds for Purchase Orders YTD		
Order Value	Amount	Value Invoiced
Under \$100	72	\$1,867.87
\$100 - \$5,000	435	\$197,652.25
\$5,001 - Under \$15,000	84	\$384,327.86
\$15,000+	58	\$1,264,560.90
\$200,000+	2	\$406,153.00
Total	651	\$2,254,561.88

The table above shows the number of payments made by purchasing threshold outlined in the procurement policy for 2022/23 financial year and the total amount spent in each threshold.



Total, Q Tender and Vendor Panel requests broken down by work request category for 2022/2023 financial year.

Invoice Amount Exceeding Order Amount

There are currently three invoice amounts exceeding 10% of the order amount. There is an audit trail justifying the minor increases for these invoices. Such as freight cost not included or wrong item ordered and order adjusted.

The main implications of the invoice amount exceeding the order amount is there is no audit trail to demonstrate an approval process was undertaken for the additional expenditure which is not complying with Councils Procurement Policy.

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

Top 25 Suppliers YTD 22/23

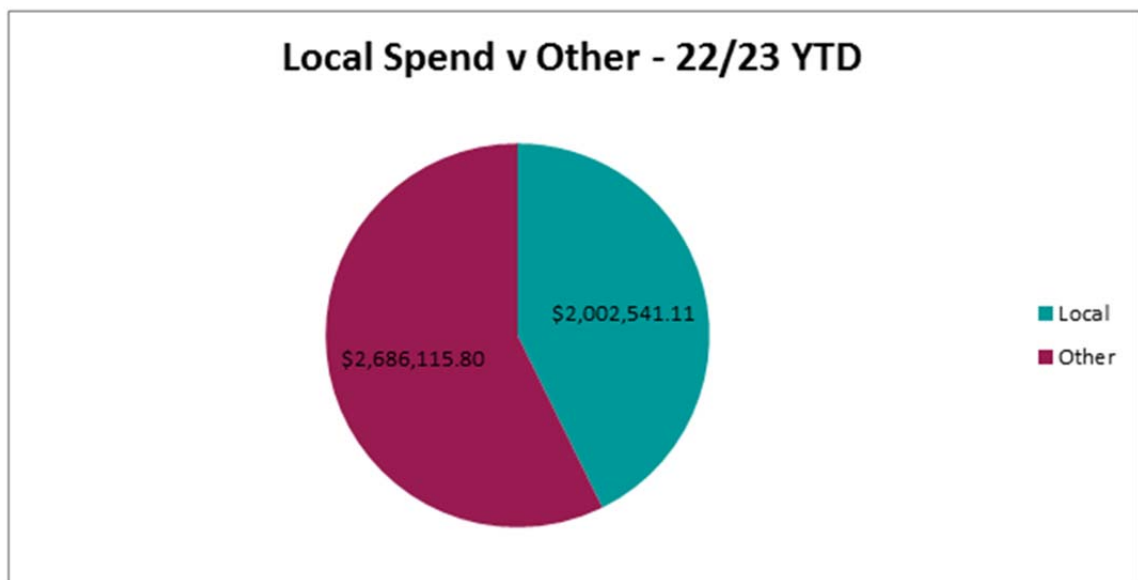
Outlined below is a list of the top 25 suppliers as at 31 August 2022. The ranking is based on total spend with Council for the 2022-23 financial year.

- | | |
|--|---|
| 1. Rayners Crane Hire Pty Ltd As TTE | 14. Tropic Petroleum |
| 2. LGM Assets | 15. Local Government Association of Queensland |
| 3. LGM Queensland (Queensland Local Government Mutual) | 16. Centwest Engineering and Steel Supplies Pty Ltd |
| 4. Abyss Demolition Pty Ltd | 17. Longreach Transport Co Pty Ltd |
| 5. Oma Contracting | 18. FCF Fire & Electrical |
| 6. Moore Civil & Plant Hire Pty Ltd | 19. David Mark Price |
| 7. Department Of Transport & Main Roads | 20. Outback Aussie Tours Pty Ltd |
| 8. George Bourne & Associates | 21. Barcaldine Regional Council |
| 9. JT Cox Concrete & Landscape Pty Ltd | 22. House Proud |
| 10. Hastings Deering (Australia) | 23. Lo-Go Appointments |
| 11. IT Vision Australia Pty Ltd | 24. Protterra Group |
| 12. Fulton Hogan Industries Pty Ltd | 25. Boral Construction Materials Group |
| 13. Figure Eight Fencing | |

Local v Non Local

The graph outlined below depicts the spend year to date for 2022/2023 financial year, broken down by local v other expenditure.

The definition of a 'local' in the finance system to generate this report was any businesses that have an address of Longreach, Ilfracombe, Isisford or Yaraka compared to other businesses in the finance system.



12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

Tenders and Quotes

Outlined in the table below is the list of tenders and quotes that have issued via tender or a pre-qualified supplier panel for the 2022-2023 financial year.

Request for Quote/Tender	Number of Businesses Request Sent	Pre-Qualified Panel used or Open Tender?	Responses	Awarded Locally
JULY				
VP215234 – Longreach MPC – Resurface Line Marking	78	Pre-Qual Panel	1	No
VP315321 – Ilfracombe Sewer Pump Station Upgrade	225	Pre-Qual Panel	1	No
LRC172022 – Construction of Executive Housing	Open Tender	QTender	1	Not Yet Awarded
LRC162022 – Disposal of 28 St Mary Street, Isisford	Open Tender	QTender	2	Not Yet Awarded
AUGUST				
VP310389 – Supply and Delivery Culverts	25	Local Buy Panel	2	Yes
VP315234 – MPC – Resurface Line Marking	78	Local Buy Panel	1	No
VP320619 – Wet Hire Triple Road Train Side Tippers	9	Pre-Qual Panel	Current	Yes
VP320779 – Establishment and Disestablishment Eagle Street, Longreach	54	Local Buy Panel	Current	Not Yet Awarded
LRCQ62022 – Wild Dog Trapping	Open	Advertised and Emailed	Current	Not Yet Awarded
LRCQ72022 – Pest Weed Spraying	Open	Advertised and Emailed	Current	Not Yet Awarded
VP323798 – Supply only Pre-Coated Aggregate	8	Pre Qualified Panel	Current	Not Yet Awarded
VP323808 – Cart, Heat and Spray Bitumen	52	Local Buy Panel	Current	Not Yet Awarded

Ilfracombe Post Office

The Post Office continues to be a busy hub with locals and visitors to the region visiting the facility on a regular basis throughout August 2022. New PO Box leases have been issued with new residents in Ilfracombe.

The Libraries second hand book section has been very popular with the tourist along with ice-creams as the temperature starts to heat up.

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

The Post Office continues to meet reward programme targets and aim to continue to receive high survey results for customer service which is currently sitting at 100% YTD.

Local Laws

Throughout August 2022, Local Laws continued with routine tasks, including town patrols, monitoring illegal water use, pest weed spraying and various animal related non-compliances. All Longreach Regional Council townships are currently on Level 1 Water Restrictions. Sprinkler use is limited to 6:00am-9:00am and 5:00pm-8:00pm daily.

The key issues for August were:

1. The total number of dogs impounded during August was six (6), including 3 dogs that were repeat offenders and 1 regulated dog (dangerous). All dogs were wandering at large.
2. Council infrastructure continues to be misused, particularly the use of gates when members of the public are entering/exiting the town common. Wet weather prevented Officers from accessing all areas of the Common where gates are regularly left open/damaged, but there was evidence of vehicles (motorbikes) present in these areas. The gates accessing the Commons were left open a minimum of three times. With horses being agisted on the commons, open gates pose a risk to traffic, the community, and the horses.
3. Feral cats are an ongoing issue, with many requests coming through to hire traps. Traps are available for free hire, pending availability.
4. Many tourists are now at Apex Park and in the overflow area. Camping patrols are conducted to identify any illegal camping.
5. Multiple overgrown and unsightly allotments were identified across the Council Region, with follow-up patrols to be conducted during September. Any properties that have not been tended to will receive compliance notices to rectify.

Jonathon Harvey commenced as a permanent full-time Local Laws Officer on 15 August 2022. We have also engaged the services of Osbourne Richardson again to welcome Pieter Mur as a Local Laws contractor, whilst recruitment for permanent staff is ongoing.

Local Laws Tasks Completed – August 2022			
Animals	58	Water	25
Dogs Impounded	6	Watering / Sprinkler Patrols	14
Domestic Cats Impounded	0	Illegal Water Usage – Residential	5
Pound Releases*	5	Illegal Water Usage – Business	0
Animals Rehomed via Agency	0	Water Leaks Reported/Observed	1
Feral Cats Trapped and Euthanased	11	Water Exemption Applications/Permits	0
Dog Attacks / Investigations	0	Notices / Fines Issued	5
Dogs Involved in Attacks	0	Property	53
Dog Traps Issued	0	Town Common Patrols	3
Cat Traps Issued	6	Common Gates Open / Damaged	3

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

Wandering Dogs (not impounded)	3	Town Patrols - Longreach	23
Wandering Animals Reported (other than dogs)	2	Town Patrols - Ilfracombe	14
Wandering Animal Posts on FB (minimum)	16	Town Patrols - Isisford	2
Barking Dogs Reported	3	Town Patrols - Yaraka	0
Animal Inspections – Extra dogs/cats, adequate housing, insecure enclosure, compliance checks	1	Camping Patrols	1
Assist with Animal Welfare	0	Overgrown / Unsightly Reports	6
Notices / Fines Issued	5	Overgrown / Unsightly Notices Issued	1
		Notices / Fines Issued	0
		Other	52
Vehicles	2	Customer Service Requests	34
Abandoned Vehicles	1	Equipment Maintenance	3
Vehicles Impounded / Processed	1	After Hours Call Out	3
Impounded Vehicle Release	0	Impound Facility Maintenance	12
		Illegal Dumping / Littering	0
*1 dog held over into September for release, pending enclosure requirements being met.			Total
			190

Rural Lands

August has been a very quiet month due to staff availability. There is currently only one Rural Lands Officer for Council, whose time has predominantly been spent attending to Local Laws-related matters.

Town Commons

One application has been received and approved for Town Common Agistment.

No further inspections or pasture assessments have been conducted.

Stock Routes & Reserves

One travel permit has been cancelled due to continual issues being raised against the Drover.

One travel permit was received and approved; drover will commence on Thursday 8 September on Longreach Town Common, and will be heading towards Barcaldine.

Water Facilities (WF)

No further Inspections have been conducted.

Provisional approval has been received for Capital Works to be conducted on the below facilities:

- 12 Mile
- Brixham
- Alice
- Cleeve
- Evesham

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

- Maneroo
- Nogo

The below facilities were not approved:

- Daunton
- Rodney
- Beaconsfield

Pest Weeds

A large amount of Parthenium was reported on the Morella-Silsoe Road. This area was attended to and mapped by Rural Lands/Local Laws Supervisor Jeffrey Newton and Rural Lands Officer Anna-Marie Moffat. A follow up spray was conducted two weeks later, where approximately 9 additional plants were found.

Parthenium has also been reported on the Longreach-Winton Road near the Darr River.

A call for quote for Pest Weed Spraying Contractors was executed and Procurement are in the process of evaluating those applications received. Once this has been completed, Pest Weed spraying will recommence.

Pest Animals

With the continual movement of Wild Dogs and Pigs, Spot Bait Programs continue to be conducted.

The next Feral Animal Control program will commence Tuesday 4 October 2022. At the time of writing this report, only one Officer within the Longreach Regional Council has a current approved 1080 Licence.

Committee Meetings and Conferences

The next SRLOG Meeting will be held in September and will be hosted in Charleville. This meeting will be attended by the Local Laws/Rural Lands Supervisor and Rural Lands Officer.

Rural Lands Tasks Completed – August 2022			
Pest Weeds	6	Town Common	1
Town Area Spraying	4	Inspections	-
Reserve Spraying	-	Issues	-
Town Common Spraying	-	Agistment Applications/Permits	1
Stock Routes Spraying	1	Wandering Stock / Illegal Placement	-
Water Facility Spraying	1	Abandoned Vehicle	-
Contractor Spraying (weeks)	-	Pasture Assessment	-
Pest Weed Funding Program	-	Stock Yard Inspection	-
Ilfracombe Racecourse	-	Illegal Dumping or Other issues	-
TMR Spraying Program	-	Reserves	0
Pest Weed Identification	-	Inspections	-
Main Road Spot Spraying	-	Wandering Stock/Illegal Placement	-
Inspection	-	Pasture Assessments	-
Biosecurity – Seized/Sprayed/other	-	Agistment Permits	-
Pest Animals	1	Fencing / Other Issues	-
1080 Baiting Program	-	Stock Routes	2

12. CORPORATE SERVICES REPORT
12.3 - Information Report - Corporate Services

Spot Bait	1	Inspection	-
Chemical Stocktake	-	Pasture Assessments	-
General Clean-up	-	Biosecurity Risk	1
Other Duties	-	Travel Permit Applications Received	1
Other	11	Wandering Stock/Illegal Placement (Hwy)	-
Customer Service Requests	5	Water Facilities	0
Admin Reporting	4	Inspections	-
Media / Advertising	-	Capital Works	-
Stocktake / Purchasing	-	Maintenance / Repair	-
Training	1	Water Agreements	-
Committee Meetings	1	Issues	-
Total			21

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Rare
 Consequence: Insignificant
 Rating: Low (1/25)

Low risk, informational report only.

Environmental Management Factors:

Nil

Other Comments:

Nil

Recommendation:

That Council receive the Corporate Services information report as presented.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.1 - Community Donations - September 2022

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.1 Community Donations - September 2022

Consideration of the Community Donations applications received in September in accordance with the Community Donations Policy No. 11.06.

Council Action

Partner
 Deliver

Applicable Legislation

Local Government Act 2009
Local Government Regulation 2012

Policy Considerations

Community Donations Policy No. 11.06

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL: COMMUNITY DEVELOPMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2	Provide community sponsorship for various activities.	Administer Mayoral and Community donations along with sponsorships in accordance with the guidelines and budget.	Deliver program within budget allocated by June 2023.

Budget Considerations

\$9,650.00 committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations for September 2022	Budget remaining for future applications
Community Donations	\$112,000.00	\$5,000.00 Ilfracombe Sport and Recreational Association	\$102,350.00	\$5,000.00	\$92,350.00

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: *Abby Lewis - Community Development Coordinator*

Background:

Longreach Regional Council Community Donations program:

- Enhances the community’s resilience, wellbeing, sustainability and liveability
- Contributes to vibrant and engaged communities
- Provides community organisations with financial support to meet identified community need and provides benefit to the broader Longreach region communities
- Achieves Council’s strategic objectives, as identified in the Corporate Plan.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.1 - Community Donations - September 2022

Community Donations (financial and in-kind support) are offered each financial year. Each Community Group is eligible to apply for a maximum of \$5,000 per financial year. All applications will be assessed against eligibility and assessment criteria as stated in this Policy and the Program Guidelines.

Issue:

Longreach Regional Council has received one (1) application for Community Donations:

1. Longreach Archival and Historical Research Group

Poppy Trial	
<i>Has the Community group applied for funds in the past?</i>	<i>Yes</i>
<i>Has the Community Group applied for funds within the 22/23 Financial Year?</i>	<i>No</i>
<i>Does the Community Group have any outstanding acquittals?</i>	<i>No</i>
<i>Has the event/ project been previously funded by Council?</i>	<i>No</i>

The Longreach Archival and Historical Research Group are a volunteer based Community Group who are seeking funding to purchase handmade poppies created by a local craftswoman. The Poppies will indicate the graves in the Longreach Cemetery of the Defence Personnel who were born in Longreach and made Longreach home. The poppies will be a permanent fixture to the graves. Once the Poppies are assembled there will be a brochure for the Poppy trail that will be available for the community and visitors to access. The Poppy trail will benefit and make available more knowledge for those who undertake family research or have a general interest in the Longreach Community.

The total grant recommended of \$4,500.00 financial will go towards the purchase of vibrant red metal Poppies that will be hand made. In-Kind support of \$500.00 will go towards labour hire for Council Staff to assemble the Poppies in each grave.

The application was reviewed by a panel and scored against the criteria of the Longreach Regional Council's Community Donations Assessment Guidelines. The result was to support the Longreach Archival and Historical Research Group to the value of 100%. All supporting documentation was supplied with their application.

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Financial \$4,500.00</i>	<i>Financial \$4,500.00</i>
<i>In-Kind \$500.00</i>	<i>In-Kind \$500.00</i>
<i>Total \$5,000.00</i>	<i>Total \$5,000.00</i>

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.1 - Community Donations - September 2022

Recommendation:

That Council endorses the allocation of funds from the Community Donations Program as contained in the following table, in accordance with the Community Donations Policy No. 11.07;

<i>Organisation/ Name</i>	<i>Event/Activity</i>	<i>Grant Requested</i>	<i>Grant Approved</i>	<i>Conditions of approval/Payment</i>
<i>Longreach Archival and Historical Research Group</i>	<i>Poppy Trail</i>	<i>Financial \$4,500.00</i>	<i>Financial \$4,500.00</i>	<i>Nil</i>
		<i>In-Kind \$500.00</i>	<i>In-Kind \$500.00</i>	
		<i>Total \$5,000.00</i>	<i>Total \$5,000.00</i>	
		<i>TOTAL \$5,000.00</i>	<i>TOTAL \$5,000.00</i>	

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.2 - Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations

13.2 Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations

Consideration of the minutes and recommendations of the Regional Arts Development Fund (RADF) Committee meeting held on 10 August 2022.

Council Action

Partner
 Deliver

Applicable Legislation

Local Government Act 2009
Local Government Regulation 2012

Policy Considerations

Advisory Committee Policy 2.31

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL: ARTS AND CULTURE			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
1.1.7	Deliver the Regional Arts Development Fund.	All Regional Arts Development Fund applications are assessed in accordance with the guidelines	Deliver program within budget allocated by June 2023.

Budget Considerations

FUNDING SUMMERY	
RADF Funding	\$67,500.00
Council Contribution	\$25,000.00
Total	\$92,500.00

	Income	Expense	Total
<i>RADF Funding</i>	<i>\$92,500.00</i>		<i>\$92,500.00</i>
<i>Council Programs</i>			
Twinkle in the Moon		\$ 2,850.00	\$ 2,850.00
Wolfgang's Magical Musical Circus		\$ 3,500.00	\$ 3,500.00
Dirty Flame Flash Club		\$ 6,000.00	\$ 6,000.00
<i>Community Projects (To be considered in July meeting)</i>			
Topology		\$ 5,000.00	\$ 5,000.00
'Harry Readford' Exhibition 150 years		\$ 5,000.00	\$ 5,000.00
Isisford Dance Lessons		\$ 3,040.00	\$ 3,040.00
<i>Advertising</i>			
<i>Nil to report</i>			

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.2 - Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations

<i>Administration Expenses</i>			
Nil to report			
Total	\$92,500	\$25,390.00	\$67,110.00

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: *Abby Lewis Community Development Coordinator*

Background:

The Regional Arts Development Fund (RADF) committee met on Wednesday 10 August 2022 to discuss the following:

1. Confirmation of Minutes from the previous meeting held Wednesday 16 February 2022;
2. RADF Budget 22/23;
3. Proposed Council Programs for 22/23;
4. Applications received from Round 1 22/23;
5. Round Two Opening 22/23;
6. Next RADF Committee Meeting.

The following recommendations have been made by the committee:

- a) *That the Minutes of the Regional Arts Development Fund Committee held on Wednesday 10 August 2022, be received;*
- b) *The RADF Committee approved the 22/23 budget;*
- c) *The RADF Committee approved the 22/23 Council programs, these being:*
 - *Twinkle in the Moon*
 - *Wolfgang's Magical Musical Circus*
 - *Dirty Flame Flash Club*
- d) *That pursuant to section 265 of the Local Government Regulation 2012, that the Committee approves the application by Topology for 'Longreach Stories' project to the value of \$5,000.00;*
- e) *That pursuant to section 265 of the Local Government Regulation 2012, that the Committee approves the application by the Isisford Sate School P and C for Recorded Dance Lessons to the value of \$3,040.00;*
- f) *That Council endorses the opening of RADF Funding Round Two, which was approved and opened on Thursday 11 August 2022. Due to the successful increase of RADF funds for the 22/23 FY the Committee wanted to open round two to ensure applicants have sufficient time to complete applications and receive funds for their project;*
- g) *That RADF Round Two opening to be advertised on community Facebook pages, Longreach Leader and the Mayor's column on 4LG. Closure date for RADF Funding Round Two will be on Friday 23 September 2022, this being in time for the Ordinary Council Meeting held on Thursday 27 October 2022.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.2 - Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Unlikely
Consequence: Minor
Rating: L2

Environmental Management Factors:

N/A

Other Comments:

N/A

Appendices

1. RADF Minutes 10 August 2022.pdf

Recommendation:

That:

- a) *That the Minutes of the Regional Arts Development Fund Committee held on Wednesday 10 August 2022, be received;*
- b) *RADF Committee approved the 22/23 budget;*
- c) *The RADF Committee approved the 22/23 Council programs, these being:*
 - Twinkle in the Moon*
 - Wolfgang's Magical Musical Circus*
 - Dirty Flame Flash Club*
- d) *That pursuant to section 265 of the Local Government Regulation 2012, that Council approves the application by Topology for 'Longreach Stories' project to the value of \$5,000.00;*
- e) *That pursuant to section 265 of the Local Government Regulation 2012, that Council approves the application by the Isisford Sate School P and C for Recorded Dance Lessons to the value of \$3,040.00;*
- f) *That Council endorses the opening of RADF Funding Round Two, which was approved and opened on Thursday 11 August 2022. Due to the successful increase of RADF funds for the 22/23 FY the Committee wanted to open round two to ensure applicants have sufficient time to complete applications and receive funds for their project;*
- g) *That RADF Round Two opening to be advertised on community Facebook pages, Longreach Leader and the Mayor's column on 4LG. Closure date for RADF Funding Round Two will be on Friday 23 September 2022, this being in time for the Ordinary Council Meeting held on Thursday 27 October 2022.*

LONGREACH REGIONAL COUNCIL



Regional Arts Development Fund Committee Meeting

Wednesday 10 August 2022

UNCONFIRMED MINUTES

**13.2 - Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations --
Appendix 1**

1. Opening of Meeting

The Chair declared the meeting open at 2:10pm

2. Present

Present

Committee Members

Mrs Sheila Back	Chairperson, Ilfracombe
Mrs Susan Glasson	Yaraka (Via Zoom)
Cr Leonie Nunn	Deputy Mayor
Cr Tracy Hatch	Councillor
Mr Bill Parker	Longreach
Mrs Elizabeth Clarke	Longreach
Mrs Rowena Arthur	Longreach (via Zoom)

Council Representatives

Miss Abby Lewis	Community Development Coordinator
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3. Apologies

Mrs Sue Pratt	Longreach
Mrs Lisa Young	Director of Community and Cultural Services

Council Representatives

Nil

4. Minutes from Previous Meeting

4.1 Regional Arts Development Fund Committee - Wednesday 16 February 2022

Recommendation:

That the Minutes of the Regional Arts Development Fund Committee held on Wednesday 16 February 2022, be received.

Moved: Tracy Hatch

Seconded: Leonie Nunn

5. Business Arising from Minutes

Nil

6. General Business

6.1 Budget 2022/2023

Please see below the proposed budget for RADF 2022/23:

FUNDING SUMMERY	
RADF Funding	\$67,500.00
Council Contribution	\$25,000.00
Total	\$92,500.00

	Income	Expense	Total
<i>RADF Funding</i>	<i>\$92,500.00</i>		<i>\$92,500.00</i>
<i>Council Programs</i>			
Twinkle in the Moon		\$2,850.00	\$ 2,850.00

13.2 - Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations --
Appendix 1

Minutes of the Longreach Regional Council Regional Arts Development Fund Committee Meeting
held on Tuesday 2 August 2022 at the Longreach Civic Centre, 96a Eagle Street, Longreach

Wolfgang's Magical Musical Circus		\$3,500.00	\$ 3,500.00
Dirty Flame Flash Club		\$6,000.00	\$ 6,000.00
Community Projects (To be considered in July meeting)			
Topology		\$5,000.00	\$5,000.00
'Harry Readford' Exhibition 150 years		\$5,000.00	\$5,000.00
Isisford Dance Lessons		\$3,040.00	\$3,040.00
Advertising			
Nil to report			
Administration Expenses			
Nil to report			
Total	\$92,500	\$25,390.00	\$67,110.00 (remaining funding)

Recommendation:

That the RADF Committee endorses the budget for the Longreach Regional Council RADF Programme for 2022/23.

Moved: Shelia Back

Seconded: Bill Parker

6.3 Funding Application - Topology Longreach Stories

Applicant Name: Topology
Contact: TJ Wilkshire
Recommendation: Music

That Council approves the application by Topology for the 'Longreach Story's' Workshops in Isisford and Ilfracombe project to the value of \$5,000.00

Category:

Project Name: Longreach Stories – Community through Music
Project Description: Topology is seeking funding for artist and tutor fees for 2 full day music workshops and 2 performances in both Isisford and Ilfracombe in March 2023.

Topology will deliver a two full day workshop in both Ilfracombe and Isisford working with the community to create a piece of music that tells the story of their town to be performed alongside Topology musicians.

Project Start Date: November 2022
Project End Date: March 2023
Outcome Report Due: May 2023
Total Project Costs: \$32,918.00
RADF Grant Requested: \$5,000.00

Recommendation:

Int. _____

UNCONFIRMED

2

**Minutes of the Longreach Regional Council Regional Arts Development Fund Committee Meeting
held on Tuesday 2 August 2022 at the Longreach Civic Centre, 96a Eagle Street, Longreach**

To Support Application to the full amount of \$5,000.00.

Moved: Shelia back
Seconded: Susan Glasson

6.4 Funding Application - Harry Readford Exhibition 150 Years

Applicant Name: David Masel
Contact: David Masel
Recommendation: Visual Arts, Crafts & Design

That Council approves the application by David Masel for the Exhibition of 'Harry Readford' 150 Years at the Qantas Founders Museum to the value of \$5,000.00.

Category:
Project Name: Exhibition of 'Harry Readford' 150 Years
Project Description: The Harry Readford exhibition is seeking funding for equipment to host the 10 Years Harry Readford Heist Exhibition held in October 2022.

This Project is the 150th anniversary of the Harry Readford cattle heist in 1870 and will be held at the Qantas Founders Museum.

Project Start Date: 1 August 2022
Project End Date: 31 October 2022
Outcome Report Due: 30 November 2022
Total Project Costs: \$48,000.00
RADF Grant Requested: \$5,000.00

Recommendation:

This application was not approved by the RADF Committee due to the application asking for equipment such as computers, scanners and printers for the Harry Readford Exhibition. The guidelines state the RADF does not cover this equipment.

Moved: Leonie Nunn
Seconded: Elizabeth Clarke

6.5 Funding Application - Isisford State School P&C

Applicant Name: Isisford State School P & C
Contact: Fiona Ludgate
Recommendation: Dance

That Council approves the application by the Isisford State School P & C for recorded Dance Lessons to the value of \$3,040.00.

Category:
Project Name: Isisford Dance Lessons

**Minutes of the Longreach Regional Council Regional Arts Development Fund Committee Meeting
held on Tuesday 2 August 2022 at the Longreach Civic Centre, 96a Eagle Street, Longreach**

Project Description: The Isisford P and C are seeking funding to pay for weekly recorded dance lessons by a certified dance teacher.

The dance teacher will in Blackall will record weekly dance lessons for tiny tots. The children will perform at Community events including the Isisford Sheep and Wool Show and at the end of year dance concert.

Project Start Date: August 2022
Project End Date: December 2023
Outcome Report Due: June 2023
Total Project Costs: \$9,840.00
RADF Grant Requested: \$3,040

Recommendation:

To Support Application to the full amount of \$3,040.00.

Moved: Tracy Hatch
Seconded: Rowena Arthur

6.6 RADF Round Two Date

Round two of the RADF date is for consideration by the RADF Committee.

Recommendation:

That:

1. Round 2 for 2022/23 year be opened (11/8/2022) and closed (23/09/2022).
2. The next RADF Committee meeting be held (27/09/2022).

7. Closure of Meeting

There being no further business, the meeting was closed at 3:35pm

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

13.3 Consideration - Local Law

File Ref:

Consideration of introducing a Subordinate Local Law for the management of the minimum presentation and hygiene standards of Short Term Accommodation.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Public Health Act 2005

Local Law No. 1 (Administration) 2011

Policy Considerations

N/A

Corporate and Operational Plan Considerations

Strategy Area 1.1: Community Services and Cultural Development Strategies		
1.1.1	Deliver highest-standard customer services to all communities of the Longreach Region.	Current (Jan-20)

Budget Considerations

Based on the options provided, the following details the budget implications:

1. No Action

Budget Impact – nil

2. Engagement Campaign – (if Subordinate Local Law is not developed)

Preparation of flyers, forums with relevant businesses, individual follow ups

Budget Impact - \$5,000

3. Short Stay Accommodation Local Law

Preparation of Local Law amendments and Subordinate Local Law, business engagement campaign, ongoing compliance assessment

Budget Impact –

- o Local Law - \$10,000 to \$15,000
- o Business Engagement Campaign - \$2000
- o Ongoing Compliance - \$5,000 per annum

Previous Council Resolutions related to this Matter

(Res-2015-07-001)

Moved Cr Smith seconded Cr Emslie

1. Introduction

For the purposes of section 29(1) of the Local Government Act 2009, the local government resolves to adopt a process for making each local law of Council as detailed below. The process applies unless the local government has begun, but not completed, its process for making a local law before the commencement of the Local Government and Other Legislation Amendment Act 2012.

The process—

- (a) applies to the making of—*
 - (i) each local law that incorporates a model local law; and*
 - (ii) each local law that is a subordinate local law; and*
 - (iii) each other local law; but*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

(b) does not apply to a local law that is an interim local law.

Making a local law that incorporates a model local law

The process (model local law making process) stated in this resolution must be used to make a local law that incorporates a model local law into the local laws of the local government.

- Step 1 By resolution, propose to incorporate the model local law.
—
- Step 2 If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.
—
- Step 3 If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law—amend or repeal the existing local law so that there is no inconsistency.
- Step 4 By resolution, incorporate the model local law.
—
- Step 5 Let the public know that the local law has been made, by publishing notice of making of the local law in accordance with the requirements of section 29B(1) inclusive of the Local Government Act 2009.
—
- Step 6 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government’s public office.
—
- Step 7 Within 14 days after the notice is published in the gazette, give the Minister—
—
(a) a copy of the notice; and
(b) a copy of the local law in electronic form; and
(c) if the local law contains 1 or more anti-competitive provisions—
(i) advice of each anti-competitive provision; and
(ii) the reasons for their inclusion.
- Step 8 Update the local government’s register of its local laws.
—

Making an “other” local law

The process (other local law making process) stated in this resolution must be used to make a local law (a proposed local law) other than—

- (a) a model local law; or
(b) an interim local law; or
(c) a subordinate local law.

- Step 1 By resolution, propose to make the proposed local law.
—
- Step 2 Consult with relevant government entities about the overall State interest in the proposed local law.
—
- Step 3 Consult with the public about the proposed local law for at least 21 days (the consultation period) by—
—
(a) publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government’s area;
(b) displaying the consultation notice in a conspicuous place at the local government’s public office from the first day of the consultation period until the last day of the consultation period; and
(c) making a copy of the proposed local law available for inspection at the local government’s public office during the consultation period; and
(d) making copies of the proposed local law available for purchase at the local government’s public office during the consultation period.
The consultation notice must state the following—

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.3 - Consideration - Local Law

- (a) *the name of the proposed local law; and*
 - (b) *the purpose and general effect of the proposed local law; and*
 - (c) *the length of the consultation period and the first and last days of the period; and*
 - (d) *that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period stating—*
 - (i) *the grounds of the submission; and*
 - (ii) *the facts and circumstances relied on in support of the grounds.*
- If the local government decides, by resolution, that the proposed local law only amends an existing local law to make an insubstantial change, the local government may proceed to step 6 without satisfying step 3 or step 5.*
- Step 4 — *If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.*
- Step 5 — *Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it —*
 - (a) *is the written submission of any person about the proposed local law; and*
 - (b) *states—*
 - (i) *the grounds of the submission; and*
 - (ii) *the facts and circumstances relied on in support of the grounds; and*
 - (c) *is given to the local government on or before the last day of the consultation period.*
- Step 6 — *By resolution, decide whether to—*
 - (a) *proceed with the making of the proposed local law as advertised; or*
 - (b) *proceed with the making of the proposed local law with amendments; or*
 - (c) *make the proposed local law as advertised; or*
 - (d) *make the proposed local law with amendments; or*
 - (e) *not proceed with the making of the proposed local law.*

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again —
 - (a) *consult with the public at step 3; and*
 - (b) *accept and consider every submission properly made to the local government at step 5.*

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

Step 7 — *Let the public know that the local law has been made, by publishing notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.*

Step 8 — *As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.*

Step 9 — *Within 14 days after the notice is published in the gazette, give the Minister—*
 - (a) *a copy of the notice; and*
 - (b) *a copy of the local law in electronic form; and*
 - (c) *if the local law contains 1 or more anti-competitive provisions—*
 - (i) *advice of each anti-competitive provision; and*
 - (ii) *the reasons for their inclusion.*

Step 10 — *Update the local government's register of its local laws.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

Making a subordinate local law

The process (subordinate local law making process) stated in this resolution must be used to make a subordinate local law (a proposed subordinate local law).

The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may use steps 1 to 5 of the subordinate local law making process (other than actually making the subordinate local law) before the proposed authorising law is made if—

(a) *in making the proposed authorising law, the local government has to satisfy—*

(i) *the model local law making process; or*

(ii) *the other local law making process; and*

(b) *if the proposed authorising law is made under the other local law making process— the notice about the subordinate local law under step 2 of the subordinate local law making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law making process is published.*

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this resolution may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the Local Government Regulation 2012—

(a) *the identification guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website; and*

(b) *the public interest test procedures are a document made by the department and available for inspection on the department's website.*

Step 1 By resolution, propose to make the proposed subordinate local law.

—

Step 2 Consult with the public about the proposed subordinate local law for at least (the consultation period) by—

—

(a) *publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the government's area; and*

(b) *displaying the consultation notice in a conspicuous place in the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and*

(c) *making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and*

(d) *making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.*

The consultation notice must state the following—

(a) *the name of the proposed subordinate local law; and*

(b) *the name of—*

(i) *the local law allowing the proposed subordinate local law to be made;*

(ii) *if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and*

(c) *the purpose and general effect of the proposed subordinate local law;*

(d) *the length of the consultation period and the first and last days of the consultation period; and*

(e) *that written submissions by any person supporting or objecting to*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

- proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating—*
- (i) the grounds of the submission; and*
 - (ii) the facts and circumstances relied on in support of the grounds.*
- If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make an insubstantial change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.*
- Step 3*
— *If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.*
- Step 4*
— *Accept and consider every submission properly made to the local government. A submission is properly made to the local government if it—*
- (a) is the written submission of any person about the proposed subordinate local law; and*
 - (b) states—*
 - (i) the grounds of the submission; and*
 - (ii) the facts and circumstances relied on in support of the grounds; and*
 - (c) is given to the local government on or before the last day of the consultation period.*
- Step 5*
— *By resolution, decide whether to—*
- (a) proceed with the making of the proposed subordinate local law as advertised; or*
 - (b) proceed with the making of the proposed subordinate local law with amendments; or*
 - (c) make the proposed subordinate local law as advertised; or*
 - (d) make the proposed subordinate local law with amendments; or*
 - (e) not proceed with the making of the proposed subordinate local law.*
- If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again —*
- (a) consult with the public at step 2; and*
 - (b) accept and consider every submission properly made to the local government at step 4.*
- For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.*
- Step 6*
— *Let the public know that the subordinate local law has been made, by publishing notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.*
- Step 7*
— *As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government's public office.*
- Step 8*
— *Within 14 days after the notice is published in the gazette, give the Minister—*
- (a) a copy of the notice; and*
 - (b) a copy of the subordinate local law in electronic form; and*
 - (c) if the subordinate local law contains 1 or more anti-competitive provisions—*
 - (i) advice of each anti-competitive provision; and*
 - (ii) the reasons for their inclusion.*
- Step 9*
— *Update the local government's register of its local laws.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

CARRIED

Officer Comment

Responsible Officers: *Lisa Young, Director of Community & Cultural Services*
Kelli Doyle, Support Services Officer
Bryce Hines, Consultant Environmental Health Officer

Background:

In recent times Council has become aware through both customer service requests and social media, of issues with local short term accommodation in terms of cleanliness, hygiene, and presentation. As the matters do not meet the threshold of the Public Health Risk as defined under the *Public Health Act 2005*, there are currently limited tools available to Council to oblige short stay accommodation providers to remedy any identified matters.

Due to the impact on local tourism operations and neighbouring properties, some Councils have introduced a Short Stay Accommodation Local Law. The Local Law provides Council with regulatory tools to address the following matters arising from the sector –

- 24 hour customer service arrangements (eg. provision of contact phone number for guests)
- Minimum standards for presentation of properties (eg. lawn and garden maintenance)
- Minimum standards of cleanliness and hygiene (eg. removal of mould, treatment of bed bugs, daily servicing of rooms)
- Minimum standards for building repair (eg. no cracked tiles, functioning insect screens)

Council was required to develop a single, consolidated set of Local Laws by the 31 December 2011. King & Company Solicitors attended Longreach to consult on a package of proposed Local Laws. The package was discussed and at the October 2010 Council meeting it was resolved that Council had decided not to regulate Subordinate Local Law No. 1.6 (Operation of Camping Grounds), Subordinate Local Law 1.8 (Operation of Caravan Parks) 2010, Subordinate Local Law 1.11 (Operation of Shared Facility Accommodation).

Issue:

Council has three broad options to address cleanliness, hygiene and presentation elements of short stay accommodation that it may wish to consider:

1. No action – This relies on market forces to resolve the issue.
2. Conduct an engagement campaign with relevant business owners to promote the benefits of minimum levels of presentation for short term accommodation.
3. Ongoing assessment of compliance with minimum standards/conditions – Council may choose to proactively or reactively monitor compliance of registered operators with the minimum standards and/or conditions. Should non-compliance be identified the Local Law and Subordinate Local Law would provide a range of compliance tools with an escalating scale from –
 - On-site visit in relation to the matter, giving the person the opportunity to remedy the matter
↓
 - Compliance Notice – written notice requiring the person to remedy the matter within a set timeframe
↓
 - Issuing financial penalties
↓
 - Stop Order – an authorised person may give a relevant person an order to immediately to cease operating until the matter is remedied

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.3 - Consideration - Local Law

- ↓
- Legal Proceedings

To give effect to Option 3, Council would need to consider amending its existing Local Law framework to cover the following:

- Peer to Peer Short Term Accommodation such as AirBnB
- Caravan Parks
- Camping Grounds
- Motels and Hotels
- Tourist facilities such as glamping tents and cabins

In practice, this will involve amendments to Council's existing Local Laws, and the enactment of new Subordinate Local Laws for separately defined prescribed activities that are regulated under existing *Local Law No. 1 (Administration) 2011* ("**Local Law No. 1**"). The prescribed activities will be defined, and will require an approval under Local Law No. 1. Failure to obtain an approval, or comply with a condition of approval, will give Council enforcement rights. Conditions imposed on approvals can include conditions addressing the concerns identified above.

There are a range of factors that Council needs to consider in the preparation of a Subordinate Local Law that addresses these matters, from a legal drafting perspective. Importantly, these include:

- Duplication of State laws. Local Laws cannot duplicate State Government legislation. Therefore, Council will need to be careful not to adopt a Local Law that duplicates the effect and operation of the *Public Health Act 2005* or other legislation that deals with the particular complaints being experienced at these accommodation facilities (for example, the *Food Act 2006*, *Building Act 1975* or *Plumbing and Drainage Act 2018*).
- Duplication of development processes. The *Local Government Act 2009* ("**LG Act**") prohibits Local Laws from duplicating a development process, including, for example, an assessment process for the use of land that might otherwise be carried out in accordance with the Longreach Region Planning Scheme ("**the Planning Scheme**"). Council needs to ensure, when drafting the Local Laws, that the drafting satisfies particular legal tests recognised by the Courts, including that the Local Laws cannot regulate the use of land, but rather how particular lawful uses can occur.

Local Laws also need to be prepared having regard to the anti-competitive restrictions in the LG Act and the National Competition Policy Guidelines for Conducting Reviews on Anti-Competitive Provisions in Local Laws ("**Guidelines**"). The LG Act and the Guidelines requires Council to carry out an analysis of any provision in a Local Law that might create barriers to entry to a market or competition within a market. Unless the relevant provision is given "clearance" in accordance with the Guidelines, it will be taken to be invalid. In other words, there needs to be a clear justification for regulating activities in this way.

If Council decides to proceed with amending its existing Local Law framework along the lines discussed above, then at a subsequent meeting, some proposed drafting can be presented to Council for consideration. That drafting will be carried out with the benefit of legal advice about how to satisfy the above requirements, and any other legal requirements associated with enacting valid and lawful Local Laws.

Risk Management Factors:

The risk of not addressing the expectation of minimum standards for Short Term Accommodation is primarily related to reputational risks associated with significant local concern with short to mid term loss of support from Shire residents. Risk has been calculated under Council risk management framework as follows:

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.3 - Consideration - Local Law

Likelihood:	3
Consequence:	3
Rating:	Medium

However, risks have also been identified if Council were to “enter the field” here. While the Model Local Law structure clearly acknowledges Council’s ability to regulate the operation of camping grounds, caravan parks and temporary homes as prescribed activities, the Model Local Law structure does not extend to regulating motel and hotel accommodation. Council has not identified any applicable precedent for other Queensland Councils. The risks of regulating those types of accommodation include:

- The need for Council, from an internal resourcing perspective, to regulate these activities, and in doing so appoint authorised officers to carry out inspections and determine compliance with the Local Laws.
- Resistance from other operators who will be subject to the Local Law, and who claim the Local Law will be an unreasonable imposition on their activities.
- Generating unrealistic community expectations about Council’s enforcement powers, including an expectation that Council will pay similar attention to other businesses that might be causing similar reputational concerns (for example, pubs, restaurants and cafes and other customer-facing businesses).
- Creating enforcement “headaches” for Council where the issue is not necessarily about a clear public health or safety concern, and proving breaches of the Local Law. For example, if Council receives a complaint about an alleged breach, Council will need to clearly connect the alleged breach to a condition the permittee has failed to comply with. This can be difficult where the matter is not independently verifiable against a particular health or safety standard, and requires discretion of the authorised officer.
- Difficulties in relation to what the “end result” is likely to be. For example, Council may not be able to use this sort of enforcement mechanism to shut an operating business down altogether – Council may be able to issue Penalty Infringement Notices and Compliance Notices, but further legal advice will need to be obtained to determine whether this process can be used to effectively shut down a non-compliant accommodation provider.

Environmental Management Factors:

N/A

Other Comments:

The process of amending or making a new local law is outlined in the ‘Previous Council Resolutions related to this Matter’ section above.

The Subordinate Local Law could be developed and put into force after Council adoption within an approximate 6 month period. Community consultation would need to be undertaken and it would have to be published in the gazette.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Consideration - Local Law

Recommendation:

That Council:

- A. directs the CEO to prepare amendments to Council's existing Local Law framework to bring to Council for consideration as soon as practicable; or*
- B. directs the CEO to obtain further advice about the legal and practical operation of the proposed Local Law amendments considered at this meeting; or.*
- C. notes this report.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.4 - Exemption Certificate for a Class 10a Shed at 159 Wren Street, Longreach

13.4 Exemption Certificate for a Class 10a Shed at 159 Wren Street, Longreach

Consideration of an application for an Exemption Certificate for a 144m² shed as the effects of the development are minor or inconsequential.

Assessment Report

Section 46 of the *Planning Act 2016* enables a local government to give an owner of a premises an exemption certificate, which states a development approval is not required for assessable development.

An exemption certificate is intended to be used as a tool to address the inappropriate categorisation of development while more permanent measures, such as amending Council's Planning Scheme are implemented.

The effect of an exemption certificate is that the development subject to the certificate is still classified as assessable development; however a development approval is not required.

Council, in its role as assessment manager, can give an exemption certificate for assessable development in a very limited number of circumstances (as opposed to the applicant making a development application). In summary, it can be issued when:

- The effects of development would be minor or inconsequential; or
- There is an error in the Planning Scheme, which unintentionally triggers planning approval for a certain development scenario; or
- The particular circumstance upon which planning approval was required for a certain development scenario no longer applies/exists.

The landowners of 159 Wren Street, propose to build a 144m² shed including a 36m² open awning with a maximum height to the eaves of 3.6m at the rear of their property at 159 Wren Street, Longreach formally described as Lot 110 on L3579. Figure 1 identifies the site location.

The landowners have made an enquiry to Council about the proposed development outlining the shed is to provide a covered area for their vehicles and caravan and for storage of tools and a workshop.

The subject site is in a residential area of Longreach and does not contain any features of local environmental significance or interest. A shed is an ordinary development outcome in town and will not result in unacceptable environmental impacts. The shed will be subject to a building application and will be developed in accordance with conditions set by the building permit (for example, regarding the implementation of erosion and sediment control measures).

Instead of giving a development approval, an exemption certificate is considered appropriate in this instance due to the minor and inconsequential nature of the proposed shed extension as outlined in this report.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.4 - Exemption Certificate for a Class 10a Shed at 159 Wren Street, Longreach

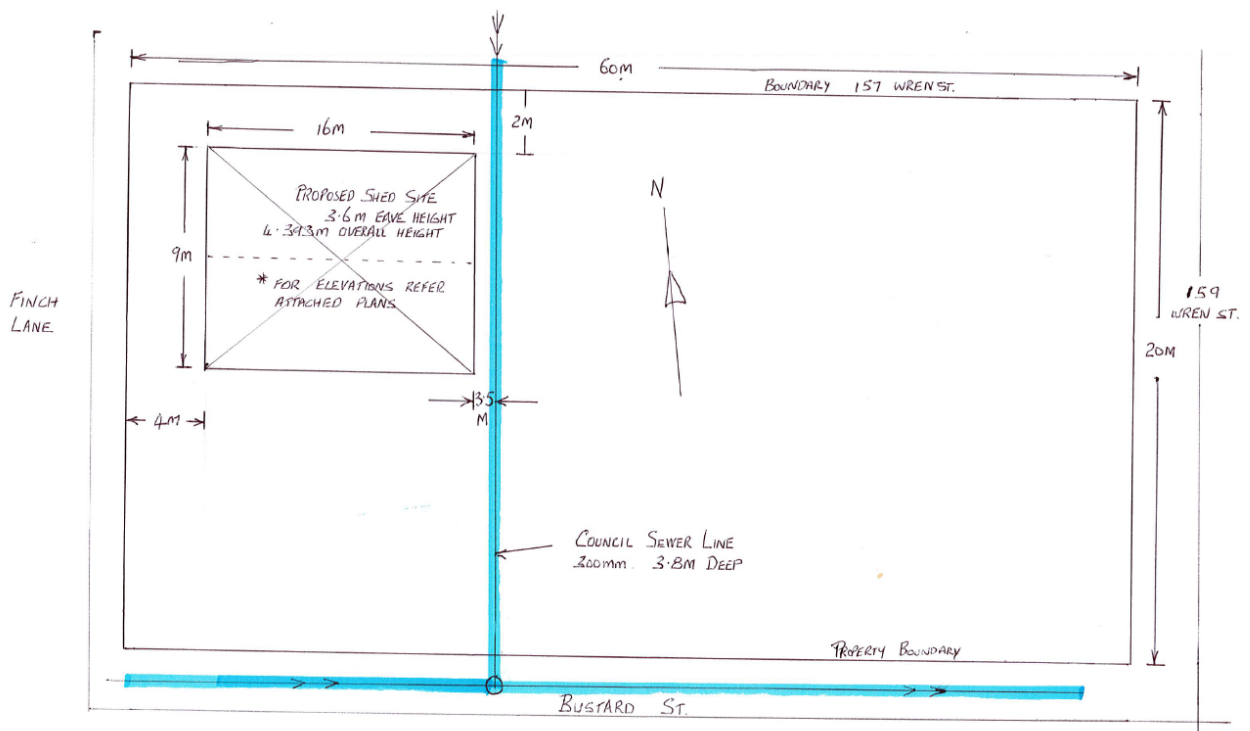


Figure 1 – Location of proposed shed on the property (not to scale)



Figure 2 – Locality of Site

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.4 - Exemption Certificate for a Class 10a Shed at 159 Wren Street, Longreach

The table below sets out the details of the proposal and relevant Planning Scheme criteria.

Proposal details	
Existing development	<input type="checkbox"/> Site area = 1214m ² <input type="checkbox"/> Dwelling house = nil (Vacant Land – previous dwelling burnt down) <input type="checkbox"/> Existing outbuildings = nil
Proposal description	<input type="checkbox"/> Enclosed shed = (L 12m x W 9m x H 3.6m) <input type="checkbox"/> Covered Awning = (L 4m x W 9m) <input type="checkbox"/> Total floor area = 144m²
Planning Scheme details	
Zone	Low Density Residential Zone
Planning controls	Maximum total floor area for shed = 120m ² Maximum eaves height for shed = 3.5m ²
Type of application required	<input type="checkbox"/> Development application for carrying out building work assessable against the Planning Scheme <input type="checkbox"/> Application would be subject to code assessment
Assessment benchmark	Performance Outcome 1 of the Township Zone Code: PO1 <i>The design and density of dwellings, dual occupancies and any associated outbuildings or other structures:</i> <i>(a) Contributes to and does not detract from the residential amenity and character of the neighbourhood;</i> <i>(b) Limits impacts on neighbours in terms of privacy, overlooking or overshadowing; and</i> <i>(c) Ensures outbuildings and structures are ancillary to the residential floor area.</i>

The effects of development, in this instance for a 144m² shed is deemed minor and consequential for the following reasons:

- The shed will be less than 180m² in area and considerably less than 5.5m to the eaves.

Zone	Current planning provisions (total floor area / building height to eaves*)	When Exemption Certificate may be appropriate (total floor area / building height to eaves**)
Low density residential zone	120m ² / 3.5m	180m ² / 5.5m, depending on the circumstance
Medium density residential zone	90m ² / 3m to eaves	180m ² / 5.5m, depending on the circumstance
Township zone	120m ² / 3.5m	To be determined on a case-by-case basis
Rural residential zone	160m ² / 5m to eaves	To be determined on a case-by-case basis

Figure 3

- The shed will not detract from the residential amenity and character of the neighbourhood as:
- Total resulting site cover will be approximately 11% of site area. The Queensland Development Code MP1.2 (Design and siting standard for single detached housing – on lots 450m² and over), allows for up to 50% site cover for residential development, before approval is required from Council (through a concurrence agency referral as part of a development application for a Development Permit for Building Work assessable under the Building Act); and

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.4 - Exemption Certificate for a Class 10a Shed at 159 Wren Street, Longreach

- The proposed shed is consistent with the provisions outlined in the table above (see Figure 3).
- The shed will be located in the low density residential zone. The shed will be less than 180m² in area and considerably less than 5.5m to the eaves.
- It is considered that the shed is of an appropriate scale for the locality and should not have detrimental impacts on adjoining properties.

- The location and size of the shed will not cause unreasonable impacts on neighbours in terms of privacy, overlooking or shadowing.

- It is the intent of the owners to build a dwelling on the property in the future.

A siting variation report will be tabled at the September meeting as the landowner is asking for a 4m setback from the Finch Lane road boundary.

Recommendation:

That pursuant to Section 46 of the Planning Act 2016, Longreach Regional Council grants an Exemption Certificate for proposed building work assessable against the Planning Scheme for a 144m² Class 10 Shed at 159 Wren Street, Longreach, formally described as Lot 110 on L3579.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.5 - Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street, Longreach

13.5 Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street, Longreach

File Ref: DA22/23-009

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on 15 August 2022, for a shed to be constructed on land located at 159 Wren Street, Longreach and described as Lot 110 on L3579.

Council Action

Deliver

Applicable Legislation

Building Act 1975

Planning Act 2016

Planning Regulation 2017

Queensland Development Code

Policy Considerations

Nil

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL: BUILDING SERVICES & REGULATIONS			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.1.4	Building certification services.	Building certification services comply with statutory requirements and are client connected and outcome driven.	100% of building applications assessed within 10 business days and without the need to extend the decision period. 95% of customer requests are responded to within 2 days.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

*Responsible Officers: Kelli Doyle, Support Services Officer
Jason Burger, Consultant Building Certifier*

Background:

The applicant has requested to construct a shed within the required 6m setback from the Finch Lane road boundary. The information provided within the application locates the proposed structure to be built with a 4m setback from the Finch Lane road boundary. The proposed structure will be used for the garaging of vehicles and a caravan and for the storage of tools.

Issue:

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.5 - Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street, Longreach

The proposed structure setback is not in line with the requirements of the Queensland Development Code, hence the reason for the application being referred to Council for consideration.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood:	Rare
Consequence:	Minor
Rating:	1

Environmental Management Factors:

N/A

Other Comments:

The application has been assessed by Jason Burger, Council's Consultant Building Certifier who has recommended that Council approve the proposed carport location based on the following:

- The proposed shed will be located to have minimal impact on Council's sewer main.
- The proposed setback appears to have no impact on neighbouring properties or traffic and will not be located within the 9m corner truncation area.
- There are sheds already constructed along the lane that have similar setbacks.

Appendices

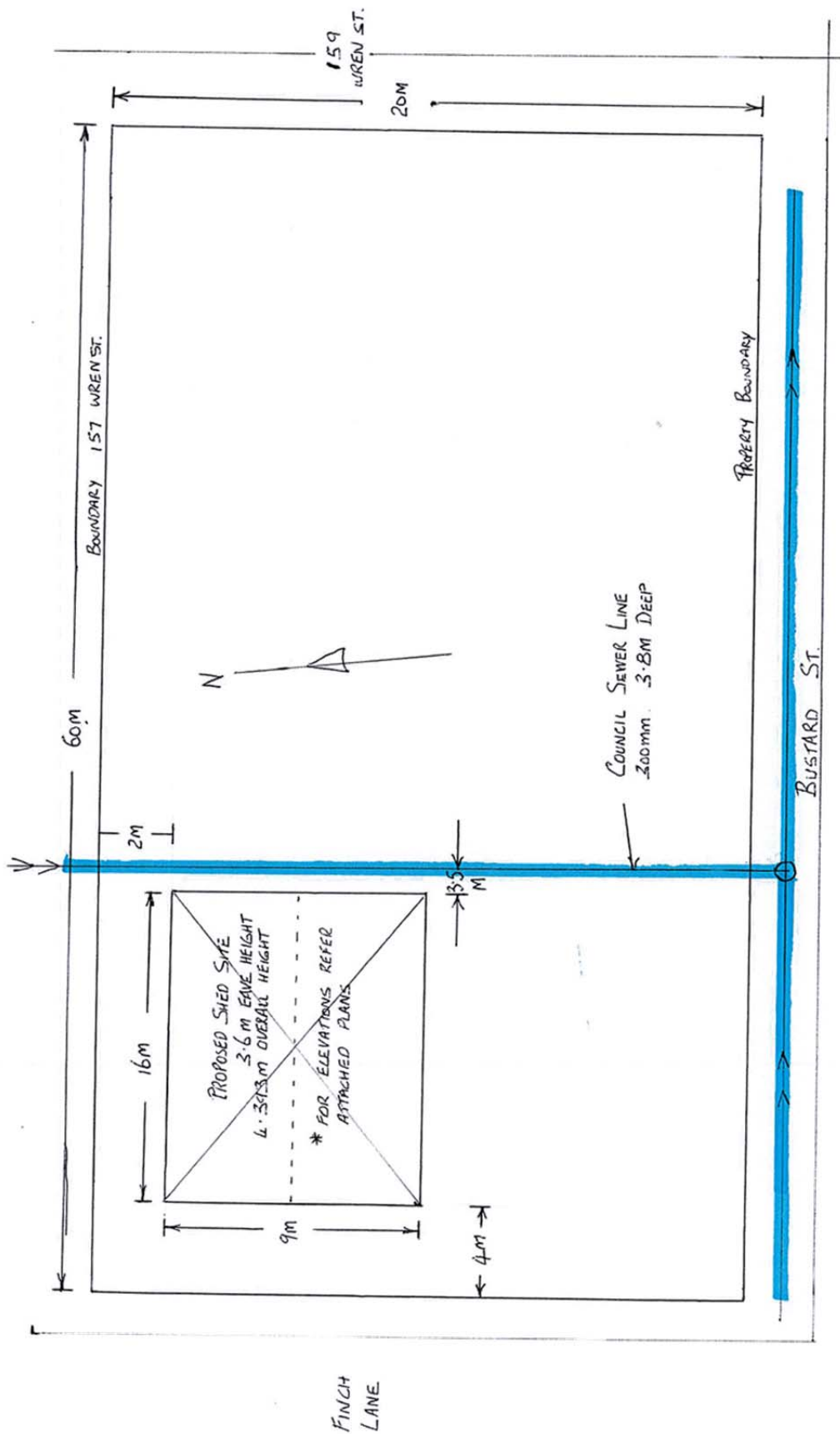
1. Site Plan.pdf
2. Siting Variation Assessment Sheet.pdf

Recommendation:

That pursuant to section 32 and 33 of the Building Act 1975, Planning Act 2016 and schedule 9, table 3 of the Planning Regulations 2017, the shed at 159 Wren Street, Longreach and formally described as Lot 110 on L3579, be approved to be constructed with a 4m setback from the Finch Lane road boundary, as per the attached site plan and the recommendation from Council's Building Certifier.

13.5 - Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street,
Longreach --Appendix 1

SHED TO BE USED AS VEHICLE STORAGE PLUS TOOLS
AND PERSONAL WORKSHOP.



**13.5 - Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street,
Longreach --Appendix 2**

**SITING VARIATION ASSESSMENT SHEET
For Single Residential Use**

Address	159 Wren Street, Longreach	Lot / Plan No:	110 L3579
Contact Person	Paul Emery	Contact Number	0418 725 623

Relevant Residential Code issues for consideration			Comments/Likely Impact
	Yes	No	
Does the proposal maintain residential amenity both internal and external to the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal meet the accommodation and associated needs of one family?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal provide for physical access and connection to a constructed road?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the maximum height of a building or structure higher than 8.5 metres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the area covered by buildings or roofed structures greater than 50% of the lot?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the proposal provide adequate provision for recreational space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the location and design of car parking provision appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the proposal sited, designed and constructed in a manner which does not cause a nuisance or disturbance to the occupiers or users of nearby land, particularly nearby residents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal adversely affect the visual character and aesthetics of the nearby area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the proposal compatible with the physical characteristics of the site and its surrounds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are similar sheds along the Lane.
Is the height of the proposed buildings or structures compatible with the physical characteristics of the site and its surrounds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the proposed buildings or structures sited and designed to provide:			
- Space around buildings and structures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- Access to natural light and ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- Provision for privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Will the proposal affect any existing approved pool fence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will the proposal comply with the "Deemed to Satisfy" provisions of the BSA for fire separation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal require Build Over/Near Council infrastructure approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposed shed is located 3.5 m away from sewer line
Does the proposal encroach into a registered easement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	


Form No: GBA-SF164

Issue Date: July 2019

**13.5 - Referral Agency Assessment Application (Alternative Siting Assessment) - 159 Wren Street,
Longreach --Appendix 2**

Relevant Residential Code issues for consideration	Comments/Likely Impact	
	Yes	No
Is the proposal shed near and Urban Stormwater Flow Path?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is a statement required from the owners of the adjoining properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are further grounds for consideration of the proposal required from the applicant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary		
The proposed shed will be located to have minimal impact on Councils sewer main.		
The proposed setback appears to have no impact on neighbouring properties or traffic and will not be located within the 9m corner truncation area.		
It is recommended the proposed shed be approved with the reduced setback to Finch Lane of 4m.		
The decision notice is to state the shed is for Class 10 residential purposes only.		
Can approval be issued? Recommendation:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Inspector's Name	Jason Burger	Contact Number	0438 605 811	Date	25/08/2022
Signature					

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.6 - Review of Council Facilities (Liquor) Policy

13.6 Review of Council Facilities (Liquor) Policy

Consideration of a review of the Council Facilities (Liquor) Policy No 07.01.

Council Action
 Deliver

Applicable Legislation
Local Government Act 2009
Local Government Regulation 2012
Liquor Act 1992
Wine Industry Act 1994
Corporations Act 2001 (Commonwealth)
Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

Policy Considerations
 Council Facilities (Liquor) Policy No 07.01

Corporate and Operational Plan Considerations

GOVERNANCE: GOVERNANCE SERVICES			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.1.1 4.3.2	Ensure effective and responsible policy development and decision making.	Maintain Council's policy register in line with policy review dates and legislative requirements.	90% of policies are reviewed and adopted in line with review dates.

Budget Considerations
 Nil

Previous Council Resolutions related to this Matter
(Res-2019-10-260)
Moved Cr Rayner seconded Cr Harris
That Council adopts the reviewed and updated Council Facilities (Liquor) Policy No 11.08, as presented and amended.

Officer Comment

Responsible Officer: *Kristen Elliott, Public Facilities Manager*

Background:

Pursuant to good governance and decision-making, policies should be subject to ongoing review and be evaluated for their effectiveness during implementation. Pursuant to the *Local Government Act 2009*, policy development is specifically referred to as follows:

Section 12(3) (c) All Councillors have the following responsibilities – “...participating in council meetings, policy development, and decision-making, for the benefit of the local government area;”

In general terms, policies require review due to either legislative change, changes to policy itself, or because of differing circumstances requiring a change to policy.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.6 - Review of Council Facilities (Liquor) Policy

Issue:

The Council Facilities (Liquor) Policy was recently reviewed having reached the two year review period assigned. The current review has found no changes are necessary to the policy previously adopted. The reviewed policy is now submitted for Council's consideration.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Unlikely
Consequence: Low
Rating: Low (4)

Environmental Management Factors:

Nil

Other Comments:

The policy has been reviewed in consultation with the Management Group and Executive Leadership Team and is attached for consideration.

Appendices

1. 07-01 Council Facilities (Liquor) Policy.docx (under separate cover)

Recommendation:

That Council endorse the Council Facilities (Liquor) Policy No 07-01, as presented.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.7 - Information Report - Community & Cultural Services

13.7 Information Report - Community & Cultural Services

This report provides an update on a range of activities that has occurred during the month of August for the Community & Cultural Services Department.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/A

Corporate and Operational Plan Considerations

Corporate Plan Strategy Area: 1.1 Community Services and Cultural Development

Budget Considerations

As per approved 2022/23 budget

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officers: Community & Cultural Services Officers

Background

Officers are requested to provide an information update to Council on a monthly basis to outline achievements, challenges and statistical information for the various functional areas in Council.

Issue:

LIBRARY SERVICES

This month the library was the venue for a seniors' morning tea. We had 25 from the local nursing home as well as service providers and other citizens. Fiona Owens from the local CWA set up a display with healthy recipes and healthy eating tips and some homemade slice and biscuits using CWA recipes. The seniors were happy chatting with each other and it was lovely to witness the various catch ups. It was an enjoyable morning for all.

State Library has a function that allows play with the collections. It is called unstacked and one can enjoy seeing what people are looking at through the catalogue One Search in real time. You can even do your own searches in the catalogue and see them miraculously appear in Unstacked!

Some examples are:-

Explore The Topography of Searching, an interactive landscape based on the language, themes, topics, and terms searched in the State Library's catalogue, showing how they shift and change over time, and Mapping Future Brisbane, use the interactive tool to create your own vision of Brisbane in 2036 by navigating around the city, changing the population density and adding green space.

The library was a collection point for the recent 'Longreach Yellowbelly Fishing Comp' coloring in competition for children.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.7 - Information Report - Community & Cultural Services

We enjoyed a friendly visit from Mr Platypus advertising the SES open day in September.

The library has a new wireless printer which has been very well received by all.



Library Statistics (financial year)

	Longreach		Ilfracombe		Isisford	
	August	YTD	August	YTD	August	YTD
Items Borrowed	591	527	37	18	21	13
New Members	9	21	1	2	1	1
Total Members	1507		150		64	

SWIMMING POOLS

	Longreach		Ilfracombe		Isisford		Yaraka	
	AUG	YTD	AUG	YTD	AUG	YTD	AUG	YTD
Adults	293	505	544	1106	Pool closed		Numbers not provided in time	
Children	55	441	62	200				

FUNERAL SERVICES

CEMETERY DETAILS / FIGURES – AUGUST 2022	
FUNERAL TYPE	
Church & Grave Side Funeral	
Church Service Only	
Graveside Funeral	3
Memorial Service	
Cremation	
Interment of Ashes - Private / Family Only	
Interment of Ashes - Graveside Service	
Plaques arranged by LRC	2
Undertakers Service Only	

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.7 - Information Report - Community & Cultural Services

DEVELOPMENT SERVICES

Development Applications received

Application Type	JUL- AUG	YTD
Building (Council Certifier)	4	4
Building (Private Certifier)	2	2
Certificate of Classification		
Change of Classification		
Endorsement of Survey Plan	1	1
Exemption Certificate	1	1
Material Change of Use		
Minor Change (MCU)		
Minor Change (Op Works)		
Operational Works		
Plumbing & Drainage	4	4
Reconfiguration of a Lot		
Siting Variation	1	1

Planning Enquiries

JUL- AUG	YTD
4	4

Building Record Searches/Planning Certificates

JUL- AUG	YTD
5	5

Longreach Regional Council Planning Scheme – Proposed Major Amendment Project

Reel Planning has been engaged to assist Council to undertake a proposed major amendment to the *Longreach Regional Council Planning Scheme 2015*.

Since the last report to Council, the following further progress has been made on this project:

- In addition to the drafts of the proposed planning scheme amendment, proposed mapping amendments, fact sheets and supporting material previously provided, further mapping and a draft town planning report regarding expansion of the rural residential zone has been provided to Council for review.
- A planner from Reel Planning travelled to Longreach on 8 September 2022 to present, discuss and receive further instructions regarding the suite of draft documents at Council’s Strategic Roundtable.

The next formal process action required of Council, after the drafts have been reviewed and refined as required, will be a resolution to:

- Endorse the proposed amendment package; and
- Give the draft version of the amended planning scheme and supporting documents to the Planning Minister in accordance with Chapter 2, Part 4, section 16.5 of the Minister’s Guidelines and Rules, requesting a State interest review of the draft documents and approval to commence formal public consultation on the draft documents.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.7 - Information Report - Community & Cultural Services

13. COMMUNITY AND CULTURAL SERVICES REPORT 13.7 - Information Report - Community & Cultural Services

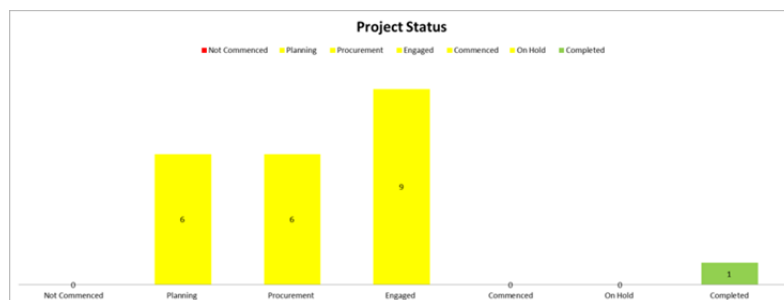
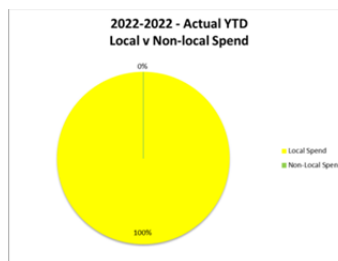
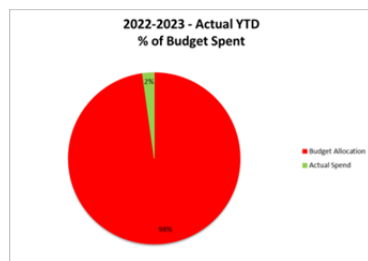
ENVIRONMENTAL HEALTH

40 Food Business Licences and 6 Outdoor Dining Permits were issued for the 2022/2023 licence period which commenced on the 1 September 2022. Inspections of food premises for this licence period will commence in September.

PROJECT MANAGEMENT

As of 1 September 2022, all approved projects for 2022/2023 Financial Year have been started with majority of these projects engaged and scheduled for works to commence. The below graphs will provide a snapshot of project status and year to date actual costs as at time of writing.

Project Name	Physical completion
Edkins Park Shade Structure	5%
Childcare Playground Replacement	16%
Yaraka Treeline	35%
Isisford MPC Maintenance	40%
Isisford Park Renovations	67%
Ilf Rec Centre - Airconditioning	100%
Ilf Rec Centre - Flooring	23%
Showgrounds Landscaping	22%
Longreach Showgrounds Audio Upgrade	19%
Civic Centre Internal Paint	11%
Edkins Park Toilet Refurbishment	23%
Eagle Street Beautification	13%
Longreach Netball Re-surfacing	53%
Longreach Cricket Pitch/Irrigation Replacement	49%
Isisford SES Fit-out	10%
Longreach Library Roof	44%
Civic Centre Storage	44%
Longreach Childcare Cabinetry	47%
24 Mitchell/15 Flinders - Fence Replacement	9%
Jarley Street - Fence Replacement	9%
New Executive Housing Build	25%
Longreach Cemetery Plinth Repairs	17%



Risk Management Factors:

This matter has been assessed using Council’s Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Rare
 Consequence: Insignificant
 Rating: Low (1/25)

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.7 - Information Report - Community & Cultural Services

Low risk, informational report only.

Environmental Management Factors:

Nil

Other Comments:

Nil

Recommendation:

That Council receive the Community & Cultural Services information report as presented.

14. INFRASTRUCTURE SERVICES REPORT
14.1 - Grid Replacement Program Update

14. INFRASTRUCTURE SERVICES REPORT

14.1 Grid Replacement Program Update

This report provides an update on the Grid Replacement Program since Council undertook the management of grids and gates in 2017.

Council Action/Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Gates and Grids Policy 5.1

Corporate and Operational Plan Considerations

Strategy Area 4.2: Asset Management and Financial Management

Strategies		Status
4.2.1	Maintain, replace and develop new Council infrastructure assets as needed in a fiscally-responsible manner.	Current (Jan-20)
4.2.2	Ensure all Council activities deliver value-for-money for the communities of the Longreach Region.	Current (Jan-20)
4.2.3	Actively manage the long term financial plan in a fiscally-responsible manner.	Current (Jan-20)

Budget Considerations

\$150,000 as per approved 2022/23 budget.

Previous Council Resolutions related to this Matter

Consideration of the Grids and Gates Policy and Amending the Relevant Local Laws.

(Res-2017-02-001)

Moved Cr Smith seconded Cr Rayner

That Council agrees to:

- 1. Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2017 (the “Repealing Subordinate Local Law”); and*
- 2. Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2017 (the “Amending Subordinate Local Law”);*
- 3. Take over all maintenance of all grids within the Longreach Regional Council Area, excluding maintenance that the Benefited Person is responsible for; and*
- 4. Budget for the maintenance of the grids in the future years.*

CARRIED

Consideration of Amendments to the Gates and Grids Policy.

(Res-2017-06-002)

Moved Cr Harris seconded Cr Emslie

That Council:

- 1. adopts the amendments to the Gates and Grids Policy, as presented, to include approval to install an Electronically Activated Gate as per the above conditions and;*
- 2. that the Rural Lands Advisory Committee be advised of these amendments.*

CARRIED

Consideration of the Gates and Grids Policy 5.1, due for review.

(Res-2021-10-264)

14. INFRASTRUCTURE SERVICES REPORT

14.1 - Grid Replacement Program Update

*Moved Cr Smith seconded Cr Martin
That Council adopts the Gates and Grids Policy 5.1, as presented.*

CARRIED

Officer Comment

Responsible Officer: Roger Naidoo Director of Infrastructure Services

Background:

Officers are requested to provide an information update to Council on the Grid Replacement Program undertaken since 2017.

There are 569 Grids installed on the Council controlled road network within the Longreach Regional Council area. The break up is as follows: 85 in the Ilfracombe area, 191 in the Isisford area and 293 in the Longreach area.

Under the provisions of the *Local Government Act 2009* and following amalgamation, Longreach Regional Council was required to align all local laws from the three previous shire councils, to create one set of Local Laws applicable across the Regional Council area. Following lengthy discussion and legal advice, a consistent policy for the management of grids and gates was resolved at the February 2017 Council Meeting as per *Res-2017-02-003*.

Council remains committed to improving safety and serviceability of gates and grids, in order to reduce maintenance costs to Council and Benefited Persons. Routine condition inspections determine the replacement and maintenance program. Works are then scheduled in line with the budget allocation. The following activities are undertaken as part of the program:

- Documented routine condition assessments and updating of the grid register.
- Replacement of damaged/aged grids including grid purchase and installation by Council staff or contractors.
- Maintenance repairs to grids to meet compliance and safety for road users. Maintenance to grids may include replacement of damaged abutments, grid decks, wings and signage as well as repairs to grid approaches.
- Where budget permits, acquisition of additional new grids to meet future replacement needs.

Since the commencement of the grid replacement program:

- 31 new grids have been installed or replaced throughout the rural road network.
- 3 grids have been removed from State Controlled Roads and placed on rural roads in consultation with TMR. These grids are initially assessed for compliance and where they meet specifications, are gifted to Council by TMR. Council is responsible for the associated installation cost and works.
- 6 grids have been completely removed throughout the rural road network at the request of or in consultation with landholders.

Further detail on grid replacement costs, maintenance undertaken and location of works is outlined in Attachment 1 – Grid Replacement Schedule. It is key to note that the average cost to purchase and install a new or replacement grid has doubled in cost since 2017 due to inflation and rising expenses across the board. Furthermore, budget combined with availability of resources, whether it be internal Council staff or Contractors undertaking the works, has placed additional pressure on the replacement schedule meeting desired outcomes. Grid installation costs vary depending on the grid location based on the travel distance from town for installation crews, suppliers of crane hire and concrete supply.

In 2021-2022, 3 x grids were replaced on the rural road network. These works were undertaken by Council staff and Contractors, however, due to ongoing wet weather, lengthy supply timeframes for materials and availability of Council resources, the grid replacement program fell behind schedule last year. As a result of these delays, Council expended the 2021-2022 budget allocation with the purchase of

14. INFRASTRUCTURE SERVICES REPORT
14.1 - Grid Replacement Program Update

additional grids to be installed during 2022-2023 and 2023-2024. The grids on hand and the budget allocation for 2022-2023 enables Council to schedule the replacement of 5 grids this financial year. As mentioned previously, the progress of this schedule will be contingent on weather conditions and availability of resources.

Council maintains a documented record on the number of grids requiring or nearing replacement, their current condition and location. Currently, Council's grid register has identified 25 grids for replacement across our rural road network. Inspections on the full rural road network remain ongoing and it is estimated the number of the grids requiring replacement will increase when resources are made available to carry out these inspections.

Issues:

Nil

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Rare
Consequence: Insignificant
Rating: Low (1/25)

Low risk, informational report only.

Environmental Management Factors:

Nil

Other Comments:



Grid Replacement on Darr River Downs Road during 2020/2021.

Appendices

1. Grid Replacement Schedule 2017-2024

Recommendation:

That Council receive the Infrastructure information report as presented.



GRID REPLACEMENT SCHEDULE

Year	Budget Allocation	Number of Grids Purchased	\$ Value of Grids purchased / installed	\$ Value of condition inspections / maintenance	Number of grids installed	Grid installation locations	Grid maintenance locations
2016/2017	\$150,000	20	\$148,000	\$2000	0		
2017/2018	\$150,000	0	\$140,000	\$10,000	8	<ul style="list-style-type: none"> • Morella Silsoe Road • Crossmoor Road • Longreach Tocal Road 	<ul style="list-style-type: none"> • Minor repairs across Rural Road Network
2018/2019	\$150,000	0	\$145,000	\$5000	9	<ul style="list-style-type: none"> • Longreach Silsoe Road • Longreach Tocal Road • Ashwell Lane 	<ul style="list-style-type: none"> • Minor repairs across Rural Road Network
2019/2020	\$150,000	0	\$135,000	\$15,000	8	<ul style="list-style-type: none"> • Starlights Lookout Road • Morella Silsoe Road • Isisford Yaraka River Road • Emmet Wahroonga Road 	<ul style="list-style-type: none"> • Minor repairs across Rural Road Network • New steel deck – Royston Road • Removed 2 x grids Notus Downs Road
2020/2021	\$150,000	15	\$142,000	\$8,000	3	<ul style="list-style-type: none"> • Darr River Downs Road • Nogo Glendulloch Road 	<ul style="list-style-type: none"> • New steel deck – Additional Area Road • Removed 2 x grids Melton Road • Minor repairs across Rural Road Network
2021/2022	\$150,000	6	\$145,000	\$5,000	3	<ul style="list-style-type: none"> • Campsie Road • Chorregon Lilliantells Road 	<ul style="list-style-type: none"> • New steel deck – Westside Camoola Road • Removed 2 x grids Isisford Bimerah Road • Minor repairs across Rural Road Network
2022/2023	\$150,000	0	\$145,000*	\$5000*	5*	<ul style="list-style-type: none"> • Bogewong Alroy Road • Back Creek Road • Morella Silsoe Road • Longreach Tocal Road 	<ul style="list-style-type: none"> • Minor repairs across Rural Road Network • Further inspections to be completed
2023/2024	TBC	TBC	TBC	TBC	5*	<ul style="list-style-type: none"> • Longreach Silsoe Road • Longreach Tocal Road • Yanburra Road 	<ul style="list-style-type: none"> • Further inspections to be completed
TOTAL	\$1,050,000	41	\$1,003,000	\$47,000	31	<i>* values subject to change</i>	<i>* grid not yet installed</i>

14. INFRASTRUCTURE SERVICES REPORT
14.2 - Information Report - Infrastructure Services

14.2 Information Report - Infrastructure Services

This report provides an update on a range of activities that has occurred during the month of August for the Infrastructure Department.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

N/a

Corporate and Operational Plan Considerations

Corporate Plan Strategy Area: 1.2 Infrastructure Provision and Maintenance and 3.1 Water Security and Management

Budget Considerations

As per approved 2022/23 budget.

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officers: *Roger Naidoo Director of Infrastructure Services*

Background:

Officers are requested to provide an information update to Council on a monthly basis to outline achievements, challenges and statistical information for the various functional areas in Council.

Issue:

Infrastructure

Current projects underway

Project		% completed	Budget	Spent to date	Comments
R2R Projects					
Town street reseals (All areas)	10mm PMB reseal	5%	\$ 450,000.00	\$ 5,000.00	Prep work to start in August.
Isisford – Racecourse road	10mm PMB reseal	5%	\$ 92,400.00	\$ 3,000.00	Prep work to start in August.
Isisford – Bimerah road.	10mm PMB reseal	5%	\$ 29,700.00	\$ 2,000.00	Prep works to start in August.
Morella – Silsoe road	10mm PMB reseal	5%	\$ 282,425.00	\$ 3000.00	Prep works to start in August.

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Project		% completed	Budget	Spent to date	Comments
NDRRA Projects 2021 Event					
Bude road	Medium formation grade	100%	\$ 40,000.00	\$ 37,000.00	Completed
Darr River Downs road	Medium formation grade	25%	\$ 12,000.00	\$ 7,500.00	Project started in August.
Longreach – Silsoe road	Medium formation grade	30%	\$ 170,000.00	\$ 35,000.00	Project started in August
Longreach – Tocal road	Medium formation grade	20%	\$ 233,000.00	\$ 58,000.00	Project started in August.
Morella – Ardno road	Medium formation grade	20%	\$ 197,000.00	\$ 43,000.00	Project started in August.
Isisford – Blackall River road	Medium formation grade	25%	\$ 315,000.00	\$ 58,000.00	Project started in August.

Project		% completed	Budget	Spent to date	Comments
Road Construction					
Grids all Areas	Renewal		\$ 150,000.00		Grid replacements identified.

Project		% completed	Budget	Spent to date	Comments
MWPC					
Cramsie – Muttaborra road	Pave and seal	70%	\$ 4,069,362.68	\$ 2,785,000.00	Project started in December Project has been impacted by recent rain events
Longreach – Jundah road	Pave and seal, culvert upgrade	5%	\$ 4,450,000.00	\$ 0	Project to start in August, culverts ordered.
Project		% completed	Budget	Spent to date	Comments
Town Streets Projects					
Street Maintenance	Pot Hole Patching				Ongoing

Project		% completed	Budget	Spent to date	Comments
RMPC Projects					

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Isisford – Emmet road	Gravel Resheet	25%	\$ 493,000.00	\$ 139,000.00	Project started in August.
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Project		% completed	Budget	Spent to date	Comments
Isisford Weir Upgrade					
Isisford	Weir upgrade	85%	\$ 1,200,000.00	\$ 989,000.00	Project started in July. Project on hold due to river flow. Started dewatering site.

Project		% completed	Budget	Spent to date	Comments
LRCI3 Projects					
Longreach	Eagle street asphalt overlay	5%	\$ 575,000.00	\$ 0	Tender process underway.
Isisford	Pave and seal airport road.	10%	\$ 285,000.00	\$ 8,000.00	Project started in July.

Maintenance Graders Locations

Note – All available maintenance graders will be working on formation grading projects for the 2021 flood damage in conjunction with normal maintenance grading programme.



Longreach Flood Damage Financial Breakdown by Event:

Event	Approved Value	Total QRA Payment to Date	Works Completed	Ineligible Costs	Cost to Complete
March 2019	\$21,126,750.96	\$10,840,468.83*	\$12,277,549.24	\$57,142.99	\$2,120,000.00
January 2020	\$14,805,681.20	\$4,430,062.46	\$0.00	\$0.00	\$14,805,681.20
December 2020	\$11,514,438.28	\$3,444,496.58	\$0.00	\$0.00	\$11,514,438.28

Engineering Technical Officer Update as at 05/09/2022
Current projects and operational undertakings underway for 2022/2023

Water & Sewer Projects			
Project	Location	% Completed	Comments
Smart Water Meters	Ilfracombe	10%	• Trial installation of smart meters is proposed for Ilfracombe – on hold.


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Water Mains Replacement	Isisford	20%	<ul style="list-style-type: none"> • Works have commenced in Isisford. • Scope and tender in progress for Longreach.  <ul style="list-style-type: none"> • <i>Commencement of mains replacement in Isisford.</i>
SCADA (Supervisory Control and Data Acquisition)	All areas	25%	<ul style="list-style-type: none"> • Quotation for upgrades to the Longreach Sewer Pump Stations is currently in progress. • Further SCADA works across the Water & Sewer network on hold pending funding.
Sewer Relining Project	Longreach	0%	<ul style="list-style-type: none"> • Scope and tender to be completed for works within Longreach.
Eagle Street SPS 1 & 2 Generator Platforms	Longreach	100%	<ul style="list-style-type: none"> • Generator platforms have been installed and are operational.
Isisford Water Treatment Plant - Minor Upgrade and Repairs	Isisford	10%	<ul style="list-style-type: none"> • Works have commenced on upgrade of raw water pumps, repairs to clarifier, installation of buffer tank and associated pipework.  <ul style="list-style-type: none"> • <i>Slab pouring at Isisford WTP</i>
Isisford WTP - UV Treatment	Isisford	15%	<ul style="list-style-type: none"> • Finalising tender specifications for UV treatment unit.
Refurbishment of Murray, Shannon & Isisford Dam Pumps	Ilfracombe & Isisford	0%	<ul style="list-style-type: none"> • Refurbishment to include removal and servicing of existing pumps as well as replacement and installation of new pipework, floats and cabling. • Procurement and works scheduled to commence by end of 2022.
Ilfracombe No.1 Sewer Pump Station (Leichardt Street)	Ilfracombe	10%	<ul style="list-style-type: none"> • Replacement of pumps, couplings, pipework and guiderails. • Works to commence during September.
Ilfracombe Weed Wash Bay	Ilfracombe	75%	<ul style="list-style-type: none"> • Refurbishment of pump has been completed. • Electrical work in progress with final testing scheduled. It is estimated that the facility will be operational from late September 2022. • Repairs to damaged access road to be assessed.

Waste Projects

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Project	Location	% Completed	Comments
Garbage Truck Camera Monitoring System	All Areas	95%	<ul style="list-style-type: none"> The system is now operational however minor technical faults continue to be addressed.
Land Parcels	Longreach	5%	<ul style="list-style-type: none"> Survey Plans lodged with DNRME to extend the Longreach Landfill to the west.

Grants & Funding Projects		
Project	% Completed	Comments
Keeping Queensland Clean Roadside Litter Signage Program	100%	<ul style="list-style-type: none"> Installation of litter awareness signage is underway at selected Landsborough Hwy Rest Stops is completed and funding acquitted. 
Passenger Transport Infrastructure Investment Program	15%	<ul style="list-style-type: none"> RFQ process completed for purchase of bus shelters at Longreach and Ilfracombe coach stops. To meet disability and passenger compliance, works will commence in latter half of 2022.
Preparing Australian Communities – Portable Variable Message Signboards	30%	<ul style="list-style-type: none"> 3 x additional VMS boards have been ordered – currently 12-20 week delivery timeframe due to electronic chip shortage.
Bridges Renewal Program	5%	<ul style="list-style-type: none"> Application submitted for replacement of culvert bridge at Maneroo Creek on Longreach-Silsoe Road. Awaiting grant decision.

Plant & Fleet

Project	Task	Comment
Plant Replacement	Plant Procurement and Disposal	<ul style="list-style-type: none"> Fleet procurement for FY 22/23 has commenced. Still waiting on some plant from last FY due to supply issues. New 670GP John Deere Grader has arrived.

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Project	Task	Comment
		
Plant Utilisation	Plant Utilisation data from NAVMAN for Prime Movers, Graders & Loaders	<ul style="list-style-type: none"> • Refer to attached for Plant Utilisation Reports for Prime Movers, Graders & Loaders for June 2022 to August 2022. • Utilization of plant across all areas is generally below target due to ongoing wet weather events halting works. • John Deere Grader P9942 remains offline and is expected to be back onsite during September following final repairs and testing. • Komatsu Loader P3676 is 0 hours for August due to undergoing engine rebuild. Scheduled to be back in service during November 2022. 8 week lead time on some parts.

Waste Management

Waste Facilities Update
<p>Longreach Waste Facility</p> <ul style="list-style-type: none"> • In light of ongoing rain events, Council continues to look at options to improve all weather road access to the facility. • In consultation with Proterra, routine burn off of green waste will occur when winds are directed away from Longreach township. <p>Ilfracombe Waste Facility</p> <ul style="list-style-type: none"> • Contractor is conducting routine cleaning of the facility, especially following windy weather resulting in spread of rubbish. Contractor has also pumped out excess water in pit. <p>Isisford Waste Facility</p> <ul style="list-style-type: none"> • Council crews have pumped out water as a result of ongoing wet weather filling the general waste pit. • Council has supplied more backfill soil to the area to allow for prompt covering of waste to reduce wind blown spread of rubbish. • Contractor conducting twice weekly covering of general waste. <p>Yaraka Waste Facility</p> <ul style="list-style-type: none"> • Contractor conducting regular covering of general waste.

Water & Sewerage

Water Operations
<p>All Sites - Water Treatment & Network - General Update</p> <ul style="list-style-type: none"> • Weir and Dam levels at all sites are shown in Table 1 below. • Further amendments have been made to the DWQMP. Final approval by the Water Services Regulator is expected in late September 2022. • Quarterly WTP Operator Team Meetings will look at Risk Management Improvement Plan (RMIP) within the DWQMP. • Following the completion of water meter readings at the end of last FY, some faulty water meters have been identified for replacement.

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<ul style="list-style-type: none"> • Council submitted entries for the 2022 Best of the Best Queensland Water Taste Test competition with judging to be held in early September. • Routine water network maintenance undertaken and Customer Service Requests responded to as required across all sites. <p>Longreach Water Treatment & Network</p> <ul style="list-style-type: none"> • Longreach WTP – operating as normal. • 20% of the aging air actuators on the filters have been replaced. • Extension of 100mm water main at the Cemetery has commenced. This is to extend the irrigation system at the Lawn Cemetery. <p>Ilfracombe Water Treatment & Network</p> <ul style="list-style-type: none"> • Ilfracombe WTP – operating as normal. • Minor maintenance and repairs to the RO Plant has been completed. • New laboratory office has been installed with power and water connection scheduled. • The elevated reservoir at Ilfracombe is nearing its end life and funding opportunities for replacement are being investigated. <p>Isisford Water Treatment & Network</p> <ul style="list-style-type: none"> • Isisford WTP – operating as normal. • Installation and fitout of new secure laboratory office in progress. <p>Yaraka Water Treatment & Network</p> <ul style="list-style-type: none"> • Yaraka WTP – operating as normal. • In the process of replacing filter media for improved filter operation. • Fencing of the Yaraka Reservoir was flagged in the DWQMP Audit and is to be investigated further pending funding.
Sewerage Operations
<p>Longreach Pump Stations & STP</p> <ul style="list-style-type: none"> • Routine maintenance undertaken as required. • Ongoing liaison with the RAPADWSA STP Regulatory Requirements Investigation Phase B Project to provide data on potential infrastructure funding. <p>Ilfracombe Pump Stations & CED Ponds</p> <ul style="list-style-type: none"> • Routine maintenance undertaken as required. <p>Isisford Pump Station & CED Ponds</p> <ul style="list-style-type: none"> • Routine maintenance undertaken as required.

Table 1 – Approximate Current Weir/ Dam Levels Surveys as at 31/08/2022 (~ approximate level)

Dam	Approx. Current Level (m)	Approx. % Full	DMP Height Full	Comments
Longreach Town Weirs	1.45m	111%	1.3m	Widespread rainfall across the region has resulted in significant fills for all catchments.
Shannon Dam	~13.50m	96%	14.0m	
Murray Macmillan Dam	~8.6m	83%	10.3m	
Isisford Dam	8.5m	77%	11m	
Isisford Weir	1.275m	98%	1.3m	
Yaraka North Dam	11.8m	95%	12.5m	
Yaraka South Dam	12.25m	98%	12.5m	

Risk Management Factors:

This matter has been assessed using Council’s Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Rare
 Consequence: Insignificant
 Rating: Low (1/25)

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Low risk, informational report only.

Environmental Management Factors:

Nil

Other Comments:



Isisford Weir Upgrade – Pump Truck ready to pour.

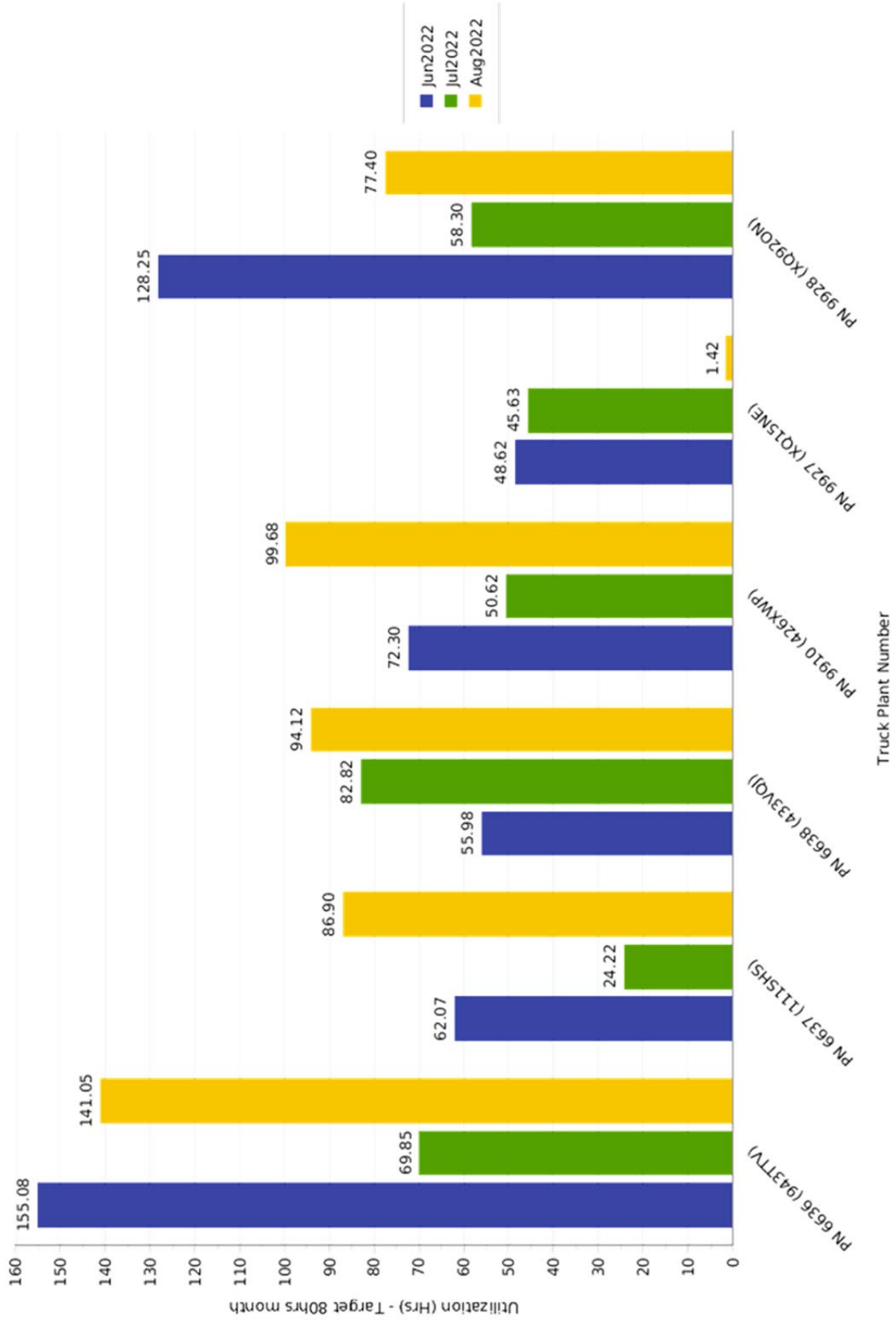
Appendices

1. Plant Utilization June-August 2022

Recommendation:

That Council receive the Infrastructure information report as presented.

Truck Utilisation

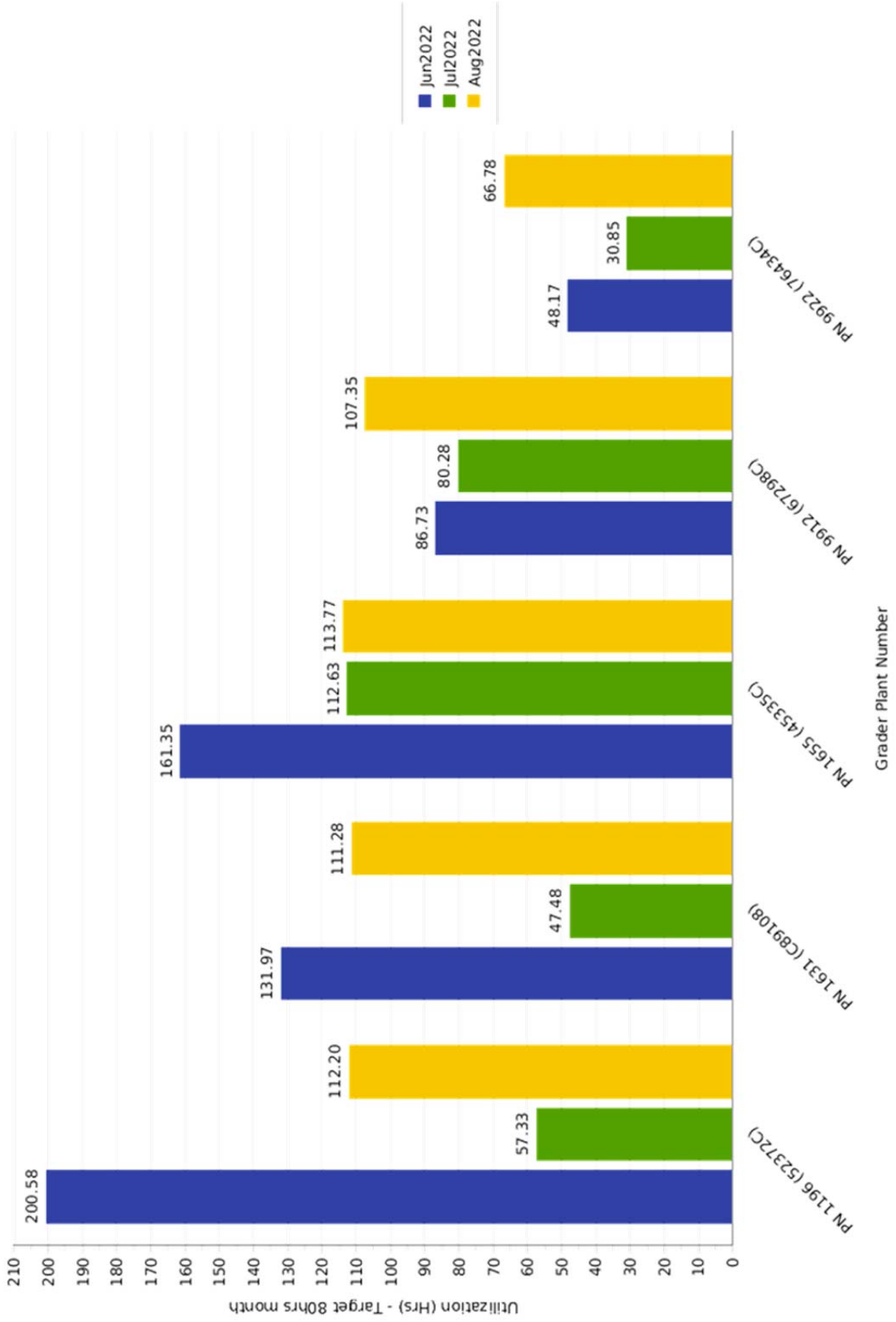


Truck Utilisation

Month	Truck Plant Number PN 6636 (943TTV) Utilization (Hrs) - Target 80hrs month	PN 6637 (111SHS) Utilization (Hrs) - Target 80hrs month	PN 6638 (433VQJ) Utilization (Hrs) - Target 80hrs month	PN 9910 (426XWP) Utilization (Hrs) - Target 80hrs month	PN 9927 (XQ15NE) Utilization (Hrs) - Target 80hrs month	PN 9928 (XQ92ON) Utilization (Hrs) - Target 80hrs month
Jun2022	155.08	62.07	55.98	72.30	48.62	128.25
Jul2022	69.85	24.22	82.82	50.62	45.63	58.30
Aug2022	141.05	86.90	94.12	99.68	1.42	77.40

Notes:
PN9927 - Truck hours for August 2022 are well below target due to staff being on leave.

Grader Utilisation



Grader Utilisation

Grader Plant Number	Month	Utilization (Hrs) - Target 80hrs month
PN 1196 (52372C)	Jun2022	200.58
	Jul2022	57.33
	Aug2022	112.20
PN 1631 (C89108)	Jun2022	131.97
	Jul2022	47.48
	Aug2022	111.28
PN 1655 (45335C)	Jun2022	161.35
	Jul2022	112.63
	Aug2022	113.77
PN 9912 (67298C)	Jun2022	86.73
	Jul2022	80.28
	Aug2022	107.35
PN 9922 (76434C)	Jun2022	48.17
	Jul2022	30.85
	Aug2022	66.78

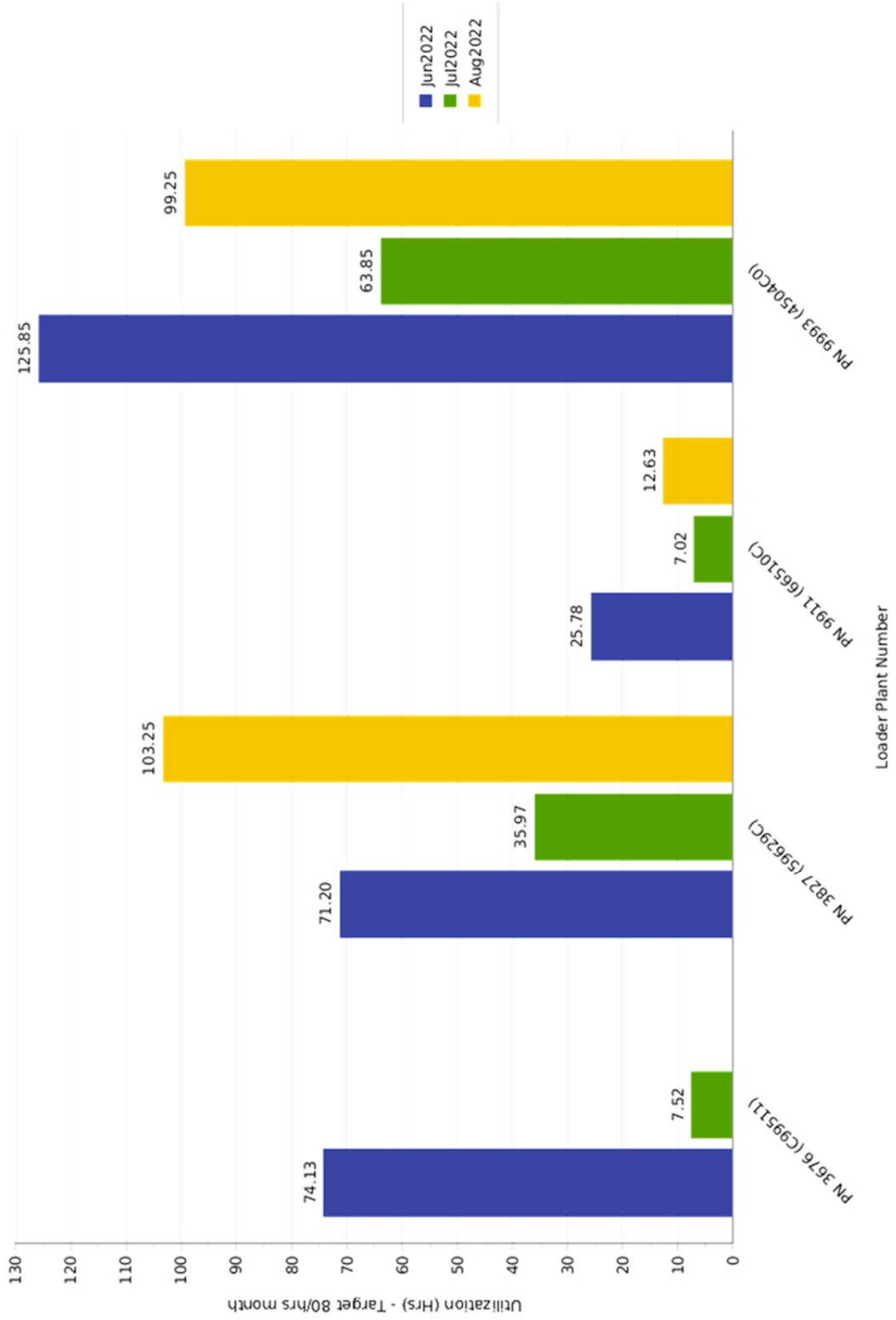
NOTES:

The following graders are not showing NAVMAN utilisation reports for the following reasons:

- PN9942 - John Deere Grader is currently undergoing repairs (electrical fire).
- PN1633 - John Deere Grader NAVMAN is not currently working - workshop will assess. The machine is in use.
- PN9992 - CAT Grader NAVMAN is not currently working - workshop will assess. The machine is in use.
- PN10014 - New John Deere Grader - NAVMAN to be calibrated. The machine is in use.

Council currently has 9 graders in our fleet with PN1631 Komatsu Grader soon to be sold and is replaced by PN10014 which will bring the total of LRC owned graders back to 8 in total.

Loader Utilisation



Loader Utilisation

Loader Plant Number	Month	Utilization (Hrs) - Target 80/hrs month
PN 3676 (C99511)	Jun2022	74.13
	Jul2022	7.52
	Aug2022	0
PN 3827 (59629C)	Jun2022	71.20
	Jul2022	35.97
	Aug2022	103.25
PN 9911 (66510C)	Jun2022	25.78
	Jul2022	7.02
	Aug2022	12.63
PN 9993 (4504C0)	Jun2022	125.85
	Jul2022	63.85
	Aug2022	99.25

Notes:

PN3676 - currently in workshop undergoing engine rebuild.

PN9911 - plant hours over recent months has been under target due to operators temporarily being reassigned to other plant during Flood Damage works. An additional plant operator is due to commence during September 2022.

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

15. LATE ITEMS

Nil for this meeting

16. CLOSED MATTERS

Nil for this meeting

17. CLOSURE OF MEETING