



**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](mailto:assist@longreach.qld.gov.au)  
ABN: 16 834 804 112**

10 August 2023

Dear Councillors

**Re: Meeting Notice for Council Meeting to be held on 17 August 2023**

Notice is hereby given that the Council Meeting of the Longreach Regional Council will be held in the Town Hall, Yaraka on Thursday 17 August 2023 commencing at 9:30am.

The Briefing Session for this meeting will be held in the Fairmount room on Wednesday 16 August 2023 commencing at 9:00am.

Your attendance at these meetings is requested.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brett Walsh'.

Brett Walsh  
Chief Executive Officer

Enc

# LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

**Thursday 17 August 2023**

*Town Hall, Yaraka*

- 1. Opening of Meeting**
- 2. Prayer**
- 3. Consideration of Leave of Absence**
- 4. Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors and Senior Council Officers**
- 5. Confirmation of MinuteS**
  - 5.1 Council - 20 July 2023 ..... 3
- 6. Mayoral Report**
  - 6.1 Mayoral Report ..... 19
- 7. Councillor Requests**
- 8. Notices of Motion**
- 9. Petitions**
- 10. Deputations**
- 11. Chief Executive Officer's Report**
  - 11.1 Councillor Information Correspondence ..... 21
  - 11.2 Calendar of Events..... 33
  - 11.3 Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 ..... 35
  - 11.4 Development Permit for Material Change of Use for Short-term accommodation, Low Density Residential - Longreach..... 74
  - 11.5 Workplace Health & Safety Update Report - July 2023 ..... 91
  - 11.6 Information Report - Planning & Development Report..... 106
  - 11.7 Information Report - Governance ..... 113
- 12. Finance Report**
  - 12.1 Monthly Financial Statements..... 124

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

12.2	Audit and Risk Committee - Minutes and Recommendations - 19 July 2023 .....	138
12.3	Risk Framework - Financial Sustainability.....	141
12.4	Records Management Policy .....	159
12.5	Information Report - Finance .....	164

**13. Communitis Report**

13.1	Longreach Cemetery Facility Plan .....	175
13.2	Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations.....	185
13.3	Sponsorship - Queensland Outback Geocaching Muster .....	188
13.4	Community Donations - Flyers Ball 2023.....	190
13.5	Community Donations - Longreach Jockey Club .....	198
13.6	Community Donations - LRE Phoenix Gym .....	204
13.7	Community Donations - Ilfracombe Golf Club .....	211
13.8	Community Donations - Longreach Bowls Club Inc .....	218
13.9	Community Donations - Longreach Arts & Cultural Association Inc.....	225
13.10	Community Donations - Longreach Archival and Historical Research Group .....	232
13.11	Community Donations - Yaraka Sports and Progress Association.....	239
13.12	Community Donations - Longreach Golf Club .....	246
13.13	Information Report - Communities .....	253

**14. Works Report**

14.1	Longreach Waste Disposal Facility Management .....	267
14.2	Information Report - Works .....	291

**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:

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



**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

<b>Unlikely 2</b>	Low 2	Low 4	Medium 6	Medium 8	High 10
<b>Rare 1</b>	Low 1	Low 2	Medium 3	Medium 4	Medium 5

**OUR VISION, MISSION AND VALUES**

***Vision:***

Connecting Council and Community.

***Mission:***

Delivering excellent service.

***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** – Pastor Steve Cavill, Outback Aerial Mission

**3. CONSIDERATION OF LEAVE OF ABSENCE**

**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

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

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 - 20 July 2023

# **LONGREACH REGIONAL COUNCIL**



## **Ordinary Meeting**

**Thursday 20 July 2023**

## **UNCONFIRMED MINUTES**

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

**Index**

<b>1</b>	<b>Opening of Meeting and Acknowledgement of Country .....</b>	<b>3</b>
<b>2</b>	<b>Prayer .....</b>	<b>3</b>
<b>3</b>	<b>Consideration of Leave of Absence.....</b>	<b>3</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>4</b>
	5.1 Council - Thursday 22 June 2023 .....	4
<b>6</b>	<b>Mayoral Minute.....</b>	<b>4</b>
	6.1 Mayoral Report.....	4
<b>7</b>	<b>Councillor Requests .....</b>	<b>5</b>
<b>8</b>	<b>Notices of Motion .....</b>	<b>5</b>
<b>9</b>	<b>Petitions .....</b>	<b>5</b>
<b>10</b>	<b>Deputations .....</b>	<b>5</b>
<b>11</b>	<b>Reception and Consideration of Chief Executive Officer’s Report .....</b>	<b>5</b>
	11.1 Councillor Information Correspondence.....	5
	11.2 Calendar of Events .....	7
	11.3 Common Seal Policy .....	8
	11.4 Councillor Investigation Policy.....	8
	11.5 Councillor Code of Conduct Policy.....	9
	11.6 Councillor Expenses Reimbursement Policy .....	9
	11.7 Acceptable Requests Guidelines by Councillors Policy .....	9
	11.8 Annual Operational Plan 2023-2024.....	9
	11.9 Request to Allocate 2024 Special Holiday .....	10
	11.10 Longreach Regional Council Housing Strategy .....	10
	11.11 Workplace Health & Safety Update Report - June 2023 .....	10
	11.12 Information Report - Governance.....	10
<b>12</b>	<b>Reception and Consideration of Financial Services Report .....</b>	<b>11</b>
	12.1 Monthly Financial Statements .....	11
	12.2 Interim Audit Report.....	11
	12.3 Information Report - Financial Services.....	11

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

<b>14</b>	<b>Reception and Consideration of Director Community and Cultural Services Report.....</b>	<b>12</b>
14.1	Community Donations - Individuals .....	12
14.2	Community Donations - Our Lady's School Parents and Friends Association.....	12
14.3	Exemption Certificate for a Class 10a Shed at 152 Ibis St, Longreach Qld 4730.....	13
14.4	Referral Agency Assessment Application (Alternative Siting Assessment) - 152 Ibis Street, Longreach .....	13
14.5	Information Report - Planning & Development Report .....	13
14.6	Information Report - Community & Cultural Services .....	13
<b>15</b>	<b>Reception and Consideration of Director Infrastructure Services Report.....</b>	<b>14</b>
15.1	Information Report - Infrastructure Services .....	14
<b>16</b>	<b>Late Items.....</b>	<b>14</b>
<b>17.</b>	<b>Closed Matters .....</b>	<b>14</b>
17.1	Sale of Surplus Property.....	14
<b>18</b>	<b>Closure of Meeting .....</b>	<b>15</b>
	<b>Minutes Certificate .....</b>	<b>15</b>

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

**1 Opening of Meeting and Acknowledgement of Country**

The Mayor declared the meeting open at 11:07am.

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

**2 Prayer**

Reverend Steve Cavill, Outback Aerial Mission, opened the meeting with a prayer.

Council paid its respects and observed a minutes silence for the passing of community Members Lillian Ida Bignell, Catherine Cecilia Quinn, Jaqueline Therese Milligan, Joy Muriel King, Douglas George Wilkie, and former Councillor Diana Rose Harris.

**PRESENT**

**Councillors**

Mayor	Cr AC Rayner
Deputy Mayor	Cr LJ Nunn
	Cr DJ Bignell
	Cr AJ Emslie
	Cr TM Hatch
	Cr DW Paterson
	Cr TFB Smith

**Officers**

Chief Executive Officer	Brett Walsh
Chief Financial Officer	David Wilson
Director of Communities	Karyn Stillwell
Acting Director of Infrastructure	Guy Goodman
Human Resources and Workplace	
Health & Safety Manager	Grace Jones
Executive Officer, Economic Development and Public Affairs	Simon Kuttner
Executive Assistant to Chief Executive Officer, Mayor and Councillors	Elizabeth Neal

**Apologies**

Nil

**3 Consideration of Leave of Absence**

Nil

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

**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.

*Cr Hatch declared a prescribed conflict of interest in Item 17.1 closed session – as Cr Hatch may be interested in purchasing 22/24 Flinders Street.*

**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.

*Cr Paterson declared a declarable conflict of interest in Item 14.3 - Exemption Certificate for a Class 10a Shed at 152 Ibis St, Longreach Qld 4730 as the applicant is a close relative.*

**5 Confirmation of Minute**

**5.1 Council Meeting Thursday 22 June 2023**

*(Res-2023-07-173)*

*Moved Cr Bignell seconded Cr Nunn*

*That the Minutes of the Council Meeting held on Thursday 22 June 2023, be confirmed.*

*CARRIED 7/0*

**6 Mayoral Report**

**6.1 Mayoral Report**

Consideration was given to the Mayor's Report

*(Res-2023-07-174)*

*Moved Cr Smith seconded Cr Emslie*

*That Council receives the Mayoral Report, as presented.*

*CARRIED 7/0*

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

**7 Councillor Requests**

Nil

**8 Notices of Motion**

Nil

**9 Petitions**

Nil

**10 Deputations**

Nil

**11 Reception and Consideration of Chief Executive Officer's Report**

Consideration was given to the Chief Executive Officer's Report

**11.1 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 10 July 2023:

<b>Date</b>	<b>From</b>	<b>Description</b>	<b>Correspondence Type</b>	<b>Assigned</b>
25/5/2023	Local Resident	Improved access request for Longreach Showgrounds	For Consideration	Communities
31/05/2023	Department of Agriculture and Fisheries	Forestry Act 1959 sales permit to get quarry material	For Action	Infrastructure
12/06/2023	Local Government Association of Queensland	LGAQ 127th Annual Conference: Motion Request	For Consideration	Governance
13/06/2023	Local Resident	Road Sealing Request - Raven, Thrush & Curlew Roads	For Consideration	Infrastructure
14/06/2023	Outback Queensland Tourism Association	Letter of Appreciation	For Information	Governance
22/06/2023	Queensland Audit Office	Financial Audit Report - Local Government 2022	For Information	Finance
26/06/2023	Rotary District 9560 Conference	Letter of Appreciation	For Information	Communities
29/06/2023	Ilfracombe Progress & Development Association	Letter Ilfracombe Tennis Courts	For Consideration	Communities
03/07/2023	Local Government Remuneration Commission	Local Government Remuneration Commission council category review	For Action	Governance
04/07/2023	Queensland Audit Office	Performance Audit Report - Managing Invasive Species	For Information	Governance
06/07/2023	Longreach Scout Group	Longreach Scout 110 years Celebration plus Maintenance Requests	For Consideration	Infrastructure
06/07/2023	RAPAD	RAPAD Board Communique	For Information	Governance



**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

10/07/2023	Department of State Development, Infrastructure, Local Government and Planning	QTC Credit Review 2023–24 financial year	For Action	Finance
------------	--	--	------------	---------

(Res-2023-07-175)

Moved Cr Paterson seconded Cr Hatch

That Council receives the Councillor Information Correspondence Report, as presented.

CARRIED 7/0

**11.2 Calendar of Events**

**Upcoming Events, Meetings and Conferences**

The calendar provides an update on Council and community events occurring over the next two months. This calendar listing is generated from Council's corporate calendar and events registered by community groups via Council's website: [www.longreach.qld.gov.au/whats-on](http://www.longreach.qld.gov.au/whats-on)

July 2023				
19 July	9.00am-11.00am	Audit and Risk Committee Meeting	Council Chambers, Longreach Civic Centre	Committee Members
19 July	11.00am-5.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
20 July	9.30am-1.00pm	<u>NAIDOC in Longreach</u>	Showgrounds, Longreach	Public Event
20 July	11.00am-5.00pm	Ordinary Council Meeting	Council Chambers, Longreach Civic Centre	Councillors Executive Leadership Team Open to the public
27 July	9.00am-2.30pm	<u>Storyfest Out West</u>	Showgrounds, Longreach	Public Event
28 - 30		Isisford Fishing Comp	Oma waterhole	Public Event
28 July	1.00pm-2.00pm	<u>Celebrity Chef Cooking Class</u>	Select ability (Galah Street), Longreach	Public Event
29 July	12.00am	<u>Winton to Longreach QCWA Centenary Endurance Ride 2023</u>	Showgrounds, Winton	Public Event
31 July	9.00am-5.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
31 July	5.00pm	<u>"My Garden" Competition closes</u>	n/a	n/a
August 2023				

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

2 August	10.00am	<b>Seniors Month</b> <u>Seniors Morning Tea and Card Making</u>	Arts & Craft Centre (Ibis Street) , Longreach	Public Event via booking
9 August	10:00am	<b>Seniors Month</b> <u>Morning Tea</u>	Whitman Memorial Park, Isisford	Public Event via booking
14 August	10.00am-1.00pm	<b>Seniors Month</b> <u>Rosebank Station Tour</u> Limited spots!	Rosebank, Longreach	Public Event via booking
18 August	10.00am-11.00am	<u>Vietnam Veterans Day Commemoration</u>	Edkins Park, Longreach	Public Event
22 August	10.30am-12.30pm	<b>Seniors Month</b> <u>Bingo &amp; Lunch</u> Prizes to be won	Wellshot Hotel, Ilfracombe	Public Event via booking
25 August - 27 August	All Day	<b>Longreach Yellowbelly Fishing Classic 2023</b>	Apex Park, Thomson River Road, Longreach	Public Event
30 August	8.15am - 12.30pm	<b>Seniors Month</b> <u>Darr River Train Trip</u>	Railway Station, Longreach	Public Event via booking
16 August	9.00am-5.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
17 August	9.30am-5.00pm	Ordinary Council Meeting	Council Chambers, Yaraka	Councillors Executive Leadership Team Open to the public
25 August	9.00am-5.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
31 August	5.00pm	Get Ready: Amateur Photo Competition closes	n/a	n/a

(Res-2023-07-176)

Moved Cr Hatch seconded Cr Nunn

That Council receives the report, as presented.

CARRIED 7/0

**11.3 Common Seal Policy**

Consideration of amendments to the Common Seal Policy No. 2.03 which is due for its biennial review.

(Res-2023-07-177)

Moved Cr Emslie seconded Cr Smith

That Council adopts the amended Common Seal Policy No. 2.03, as presented.

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

CARRIED 7/0

**11.4 Councillor Investigation Policy**

Consideration of amendments to the Councillor Investigation Policy No. 2.6 which is due for its biennial review.

*(Res-2023-07-178)*

*Moved Cr Emslie seconded Cr Bignell*

*That Council adopts the amended Councillor Investigation Policy No. 2.6, as presented.*

CARRIED 7/0

**11.5 Councillor Code of Conduct Policy**

Consideration to repeal the Councillor Code of Conduct Policy 2.1 which is due for its biennial review.

*(Res-2023-07-179)*

*Moved Cr Nunn seconded Cr Paterson*

*That Council repeals the Councillor Code of Conduct Policy. 2.1, as presented.*

CARRIED 7/0

**11.6 Councillor Expenses Reimbursement Policy**

Consideration of amendments to the Councillor Expenses Reimbursement Policy No. 2.21 which is due for its biennial review.

*(Res-2023-07-180)*

*Moved Cr Hatch seconded Cr Smith*

*That Council adopts the amended Expenses Reimbursement Policy No. 2.21, as presented.*

CARRIED 7/0

**11.7 Acceptable Requests Guidelines by Councillors Policy**

Consideration of amendments to the Acceptable Requests Guidelines Policy No. 2.28 which is due for its biennial review.

*(Res-2023-07-181)*

*Moved Cr Nunn seconded Cr Bignell*

*That Council adopts the amended Acceptable Requests Guidelines Policy No. 2.28, as presented.*

CARRIED 7/0

**11.8 Annual Operational Plan 2023-2024**

Consideration of the Longreach Regional Council Annual Operational Plan, which is presented for adoption.

*(Res-2023-07-182)*

*Moved Cr Smith seconded Cr Bignell*

*That Council, pursuant to section 174(1) of the Local Government Regulation 2012, adopts the Longreach Regional Council Annual Operational Plan 2023-2024, as presented.*

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

CARRIED 7/0

**11.9 Request to Allocate 2024 Special Holiday**

Consideration of dates for the 2024 Special Holiday in the Longreach Regional Council Local Government Area.

*(Res-2023-07-183)*

*Moved Cr Bignell seconded Cr Smith*

*That Council, pursuant to section 4 of the Holidays Act 1983, applies to the Office of Industrial Relations for the following Special Holidays in 2024:*

- 1. Friday 24 May 2024 for the bounded localities of Longreach and Ilfracombe for the purpose of the annual Longreach Show; and*
- 2. Friday 17 May 2024 for the bounded localities of Isisford and Yaraka for the purpose of the Isisford sesquicentenary celebrations.*

CARRIED 7/0

**11.10 Longreach Regional Council Housing Strategy**

Consideration of the Longreach Regional Council Housing Strategy, which is presented for endorsement.

*(Res-2023-07-184)*

*Moved Cr Hatch seconded Cr Bignell*

*That Council receives and endorses the Longreach Regional Council Housing Strategy, as presented.*

CARRIED 7/0

**11.11 Workplace Health & Safety Update Report - June 2023**

This report provides a summary of Council's health and safety performance as at 30 June 2023, highlighting issues, risks and opportunities impacting on employee health and safety in the workplace.

*(Res-2023-07-185)*

*Moved Cr Nunn seconded Cr Hatch*

*That Council receives the Workplace Health & Safety Update Report, as presented.*

CARRIED 7/0

**11.12 Information Report - Governance**

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

*(Res-2023-07-186)*

*Moved Cr Nunn seconded Cr Hatch*

*That Council receives the Governance information report, as presented.*

CARRIED 7/0

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

***The meeting adjourned for lunch at 12:30pm.***

***The meeting resumed at 1:06pm with all present prior to the adjournment in attendance.***

**12 Reception and Consideration of Financial Services Report**

**12.1 Monthly Financial Statements**

Consideration of the financial statements for the period ending 30 June 2023:

*(Res-2023-07-187)*

*Moved Cr Paterson seconded Cr Nunn*

*That Council receives the monthly financial statements for the period ending 30 June 2023, as presented.*

*CARRIED 7/0*

**12.2 Interim Audit Report**

Presentation of Interim Audit Report.

*(Res-2023-07-188)*

*Moved Cr Hatch seconded Cr Smith*

*That Council receives the Interim Audit Report as presented.*

*CARRIED 7/0*

**12.3 Information Report - Financial Services**

This report provides an update on a range of activities that has occurred during the month of June 2023 for the Financial Services Department.

*(Res-2023-07-189)*

*Moved Cr Hatch seconded Cr Bignell*

*That Council receives the Financial Services information report as presented.*

*CARRIED 7/0*

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

**13 Reception and Consideration of Director Community Services Report**

Consideration was given to the Director Community Services Report

**13.1 Community Donations - Individuals**

Consideration of applications received for the month of July 2023 in accordance with the Community Donation Policy 11.06.

(Res-2023-07-190)

Moved Cr Bignell seconded Cr Hatch

That Council endorses the allocation of funds for individuals from the Community Donations Program, in accordance with the Community Donations Policy No. 11.6, as follows:

<b>Organisation/ Individual</b>	<b>Event/Project Activity</b>	<b>Event Date</b>	<b>Grant Approved</b>
Cooper Mullen	North West Boys Rugby League State Championships	22 - 27 June 2023	\$350.00
Riley Walton	North West Cross Country	15 - 17 July 2023	\$350.00
James Walker	North West Cross Country	15 - 17 July 2023	\$350.00
<b>TOTAL</b>			<b>\$1,050.00</b>

CARRIED 7/0

**13.2 Community Donations - Our Lady's School Parents and Friends Association**

Consideration of a application received from organisations in July in accordance with the Community Donations Policy No. 11.06.

(Res-2023-07-191)

Moved Cr Hatch seconded Cr Nunn

That Council endorses the allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.6 as follows;

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
Our Lady's School Parents and Friends Association	Our Lady's Fete	Financial \$5,000.00	Financial \$5,000.00
		<b>TOTAL \$5,000.00</b>	<b>TOTAL \$5,000.00</b>

CARRIED 7/0

**Attendance:** Councillor Paterson left the Meeting at 2:17 pm and was not present during the discussion of and voting on Item 14.3 & 14.4 due to a declared conflict of interest.

**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

**13.3 Exemption Certificate for a Class 10a Shed at 152 Ibis St, Longreach Qld 4730**

Consideration of an application for an Exemption Certificate for construction of a shed, on the basis that the effects of the development are minor or inconsequential.

*(Res-2023-07-192)*

*Moved Cr Smith seconded Cr Bignell*

*That Council grants an Exemption Certificate, pursuant to Section 46 of the Planning Act 2016, for proposed building work assessable against the Planning Scheme, for a 150m<sup>2</sup> Class 10 Shed at 152 Ibis Street, Longreach (Lot 915 on L3576).*

CARRIED 6/0

**13.4 Referral Agency Assessment Application (Alternative Siting Assessment) - 152 Ibis Street, Longreach**

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on July 10 2023, for a shed to be constructed on land located at 152 Ibis Street, Longreach and described as Lot 915 on L3576.

*(Res-2023-07-193)*

*Moved Cr Smith seconded Cr Nunn*

*That Council approves the construction of a shed with a 4m setback from the Cockatoo Lane road boundary at 152 Ibis Street, Longreach, and formally described as Lot 915 on L3576, pursuant to section 32 and 33 of the Building Act 1975, Planning Act 2016 and schedule 9, table 3 of the Planning Regulations 2017.*

CARRIED 6/0

**Attendance:** Councillor Paterson returned to the Meeting at 02:19 pm.

**13.5 Information Report - Planning & Development Report**

This report provides an update on Development Services that has occurred during the month of June 2023.

*(Res-2023-07-194)*

*Moved Cr Emslie seconded Cr Nunn*

*That Council receives the Planning & Development information report, as presented.*

CARRIED 7/0

**13.6 Information Report - Community Services**

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

*(Res-2023-07-195)*

*Moved Cr Nunn seconded Cr Hatch*

*That Council receives the Community Services information report, as presented.*

**14 Reception and Consideration of Director Infrastructure Services Report**

Consideration was given to the Director Infrastructure Services Report.

**14.1 Information Report - Infrastructure Services**

This report provides an update on a range of activities that has occurred during the month of June 2023 for the Infrastructure Department.

*(Res-2023-07-196)*

*Moved Cr Emslie seconded Cr Smith*

*That Council receives the Infrastructure Information Report, as presented.*

CARRIED 7/0

**15 Late Items**

Nil

**16. Closed Matters**

**Attendance:** Councillor Hatch left the Meeting at 2:55pm and was not present during the discussion of and voting on Item 17.1.1 due to a declared conflict of interest.

**Council moved into closed session**

*(Res-2023-07-197)*

*Moved Cr Emslie seconded Cr Smith*

*That pursuant to section 242J(1) of the Local Government Regulation 2012 the meeting be closed at 2:55pm to discuss the following matters, which are considered confidential for the reasons indicated.*

**Sale of Surplus Property 16.1.1**

*This report is considered confidential in accordance with 254J(3) (g) of the Local Government Regulation 2012, as it contains information relating to: negotiations relating to a commercial matter involving the council for which a public discussion would be likely to prejudice the interests of the council.*

CARRIED 7/0

**Council moved out of closed session**

*(Res-2023-07-198)*

*Moved Cr Emslie seconded Cr Smith*

*That Council move out of closed session at 3:03pm*

CARRIED 6/0

**16.1.1 Sale of Surplus Property**

Consideration to dispose of surplus properties.

*(Res-2023-07-199)*

*Moved Cr Nunn seconded Cr Smith*

*That Council authorises the Chief Executive Officer to take all actions necessary, in accordance with Section 227 of the Local Government Regulation 2012, to sell the land and buildings at 22/24*



**Minutes of the Longreach Regional Council Ordinary Meeting  
held on Thursday 20 July 2023 at the Civic Centre, 96 Eagle Street, Longreach**

---

*Flinders Street, including subdividing the property.*

CARRIED 6/0

**Attendance:** Councillor Hatch returned to the Meeting at 3:05 pm.

**Council moved into closed session**

*(Res-2023-07-200)*

*Moved Cr Emslie seconded Cr Paterson*

*That pursuant to section 242J(1) of the Local Government Regulation 2012 the meeting be closed at 3:05pm to discuss the following matters, which are considered confidential for the reasons indicated.*

**Sale of Surplus Property 16.1.2**

*This report is considered confidential in accordance with 254J(3) (g) of the Local Government Regulation 2012, as it contains information relating to: negotiations relating to a commercial matter involving the council for which a public discussion would be likely to prejudice the interests of the council.*

CARRIED 7/0

**Council moved out of closed session**

*(Res-2023-07-201)*

*Moved Cr Emslie seconded Cr Smith*

*That Council move out of closed session at 3:16pm.*

CARRIED 7/0

**16.1.2 Sale of Surplus Property**

Consideration to dispose of surplus properties.

*(Res-2023-07-202)*

*Moved Cr Paterson seconded Cr Emslie*

*That Council authorises the Chief Executive Officer to take all actions necessary, in accordance with Section 227 of the Local Government Regulation 2012, to sell the Ex Railway Buildings in Ilfracombe (Station and Goods Shed) for removal by tender.*

CARRIED 7/0

**17 Closure of Meeting**

There being no further business, the meeting was closed at 3:20pm

**Minutes Certificate**

These minutes are unconfirmed.

\_\_\_\_\_  
Cr AC Rayner  
Mayor

\_\_\_\_\_  
Brett Walsh  
Chief Executive Officer

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

**6. MAYORAL REPORT**

**6.1 Mayoral Report**

The Mayor attended several meetings and engagements in the time since the last Council meeting, including but not limited to:

- Meeting with Proterra Group and CEO to discuss biosecurity protocols at waste landfills
- Chaired RAPAD Board meeting
- Met with University of Queensland Management and Researchers to discuss Carbon Farming Research
- Meeting with new owners of the previous Longreach Pastoral College assets to welcome to Longreach
- Meeting with a potential investor re vacant land options in Longreach
- Ongoing planning for the Western Queensland Alliance of Councils Assembly in September in Winton
- Meetings and briefings with new Director General and Deputy Director General of Department of Agriculture and Fisheries re co-investment for eradication of Weeds of National Significance, sales permits for quarries and water security project
- Attended the Bush Councils conference in Goondiwindi
- Presented a seminar at the Bush Councils in Goondiwindi with the theme – “Don’t close us down: Availability of essential services in the bush”
- RESQ Board meeting
- Attended the swearing in of a new Longreach Police Officer
- Attend a Lake Eyre Basin consultation meeting
- Meeting with Outback Pioneers re progress on Pride of the Murray and future plans

The Mayor also undertook regular media engagements with Radio 4LG and ABC Western Queensland.

**Recommendation:**

*That Council receives the Mayoral Report, as presented.*

**7. COUNCILLOR REQUESTS**

None received at time of agenda preparation.

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

**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 – Councillor Information Correspondence**

---

#### **11. CHIEF EXECUTIVE OFFICER'S REPORT**

##### **11.1 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 Friday 4 August 2023:

1. Consideration for the annual valuation program effective 30 June 2024
2. Correspondence from the Director-General, Department of Resources Longreach
3. Enclosure – Queensland’s place naming framework reform program
4. Longreach Scout Group
5. Deputy Premier Letter to Mayor Tony Rayner
6. Apex Park Feedback
7. 2024 quadrennial Local Government election
8. Longreach Regional Council - 2022 LGAQ Resolutions Update

#### **Appendices**

1. EMA - 2023- 06 - 06 - Consideration for the annual valuation program effective 30 June 2024 [↓](#)
2. LET- 2023 - 03 - 07 - Correspondence from the Director-General, Department of Resources Longreach [↓](#)
3. LET- 2023 - 03 - 07 - 3 - Enclosure - Queensland's place naming framework reform program [↓](#)
4. LET - 2023 - 06 -07 - Longreach Scout Group [↓](#)
5. LET - 2023 - 12 - 07 Deputy Premier Letter to Mayor Tony Rayner [↓](#)
6. LET - 2023 - 19 -07 - Apex Park Feedback [↓](#)
7. LET - 2023 - 21 - 07 - 2024 quadrennial Local Government election [↓](#)
8. EMA - 2023 - 21 - 07 - Longreach Regional Council - 2022 LGAQ Resolutions Update [↓](#)

#### **Recommendation:**

*That Council receives the Councillor Information Correspondence Report, as presented.*



Department of Resources

6 June 2023

Mr Mitchell Murphy  
Chief Executive Officer  
Longreach Regional Council  
96A Eagle Street  
Longreach QLD 4730

By email: [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

Dear Mr Murphy

### Consideration for the annual valuation program effective 30 June 2024

I would like to introduce myself; my name is Laura Dietrich, I am the Valuer-General, Department of Resources. I have more than 25 years valuation experience across the public and the private sector. I have lived and worked in regional Queensland including Mackay, Roma, Emerald, and Maryborough and South-East Queensland.

I am seeking your views in relation to the revaluation of your local government area as part of the 2024 revaluation program that will take effect on 30 June 2024.

The *Land Valuation Act 2010* requires that the Valuer-General undertakes an annual valuation of rateable land, but they may decide not to do so in a local government area after considering:

- a market survey report for the local government area that reviews the sales of land and the probable impact of those sales on the value of land since the last annual valuation
- the results of consultation with the local government for the area and appropriate local and industry groups.

The State Valuation Service (SVS) is currently considering a range of factors, including the timing of the last valuation and market movements. The SVS will continue to monitor the property market.

Consistent with the Act, please advise me of your support or otherwise for a revaluation in 2024. You may also wish to provide me with any additional information relevant for consideration. Please provide your response to me **by Friday, 14 July 2023** by email at [valuer-general@resources.qld.gov.au](mailto:valuer-general@resources.qld.gov.au). The results of this consultation will be used to inform my final decision about the 2024 revaluation program.

If you have any further enquiries regarding the revaluation program, please contact David Hobbs, Area Manager, State Valuation Service on telephone (07) 4987 9330 or email [David.Hobbs@resources.qld.gov.au](mailto:David.Hobbs@resources.qld.gov.au).

Yours sincerely

**Laura Dietrich**  
**Valuer-General**  
**Department of Resources**

1 William Street, Brisbane Qld 4000  
PO Box 15216, City East Qld 4002  
[www.resources.qld.gov.au](http://www.resources.qld.gov.au)  
ABN 59 020 847 551

Ref CTS 07820/23



Department of **Resources**

3 July 2023

Mr Brett Walsh  
Chief Executive Officer  
Longreach Regional Council  
[ceo@longreach.qld.gov.au](mailto:ceo@longreach.qld.gov.au)

Dear Mr Walsh

I am seeking your local government's input as part of a review of Queensland's place naming conventions and practices. The objective of this review is to ensure that the state's place-naming framework reflects contemporary community views and expectations. Further background information on this review is provided in the attachment.

Queensland's primary legislation for naming places is the *Place Names Act 1994* (the Act), which is administered by the Department of Resources (the department). The Act outlines the process for naming, changing, or discontinuing a name, as well as defining the boundary of a place.

The definition of a place in the Act is an area or geographical feature (whether natural or artificial). The definition excludes streets, roads, parks, bridges, canals, and many other things. While some of these structures, features or areas are named by local governments and other Queensland naming authorities under various laws, others have no clear authority or framework for how they are named.

As a first step in ensuring Queensland has a contemporary place naming framework, the department is undertaking a state-wide survey of roles and responsibilities across all state government agencies, local governments, and other organisations that name places and features. The survey is also seeking to identify place names that can be considered offensive and harmful.

It would be appreciated if your organisation could respond to a survey on place names roles, responsibilities and how agencies identify and address names that offend or harm at: [haveyoursay.resources.qld.gov.au/place-names-audit](https://haveyoursay.resources.qld.gov.au/place-names-audit) by 21 July 2023.

I am also seeking local government participation in a working group to develop an action plan to address names that offend or harm and other findings from the survey. This working group will be convened in consultation with the Local Government Association of Queensland. I am seeking a representative from a variety of local governments, representing indigenous and non-indigenous councils and councils of varying sizes and growth profiles.

1 William Street Brisbane  
PO Box 15216 City East  
Queensland 4002 Australia  
[www.resources.qld.gov.au](http://www.resources.qld.gov.au)  
ABN 59 020 847 551

## 11.1 - Councillor Information Correspondence --Appendix 2

---

If your local government is interested in being on the working group, please provide a nominee by 14 July 2023 to Ms Mirranie Barker, Manager, Lands Policy and Support, Department of Resources on 3199 7357.

Should you have any further enquiries please contact Ms Barker.

Yours sincerely



**Warwick Agnew**  
Director-General

Enc/Att: Further information on place names.

### Queensland's place naming framework reform program

#### Introduction

Place names are a crucial aspect of our physical and cultural environment. They allow us to identify our location and they signal to us important cultural values which can impact on people's sense of belonging and well-being.

Queensland's primary legislation for naming places is the *Place Names Act 1994* (Place Names Act), administered by the Department of Resources. The Act outlines the process for naming, changing, or discontinuing a name, as well as defining the boundary of a place.

The definition of 'place' in the Place Names Act is an area or geographical feature (whether natural or artificial). However, the definition excludes roads, canals, buildings, local government areas, dam walls and electoral districts. While some of these structures, features or areas are named by other Queensland naming authorities under various laws, others have no clear authority or framework for how they are named, for example canals, local airports and dam walls. Marine parks and protected areas are excluded places under the Place Names Regulation 2015.

There is no single point of truth for all place names assigned by government bodies in Queensland. Names approved under the Place Names Act are recorded in the Gazetteer of Place Names.

#### Proposed reforms.

A contemporary approach to place naming is sought to enable the government to respond proactively, positively and effectively to a range of place naming issues, and community expectations. The reforms will also support government initiatives and priorities including the Path to Treaty process through better recognition of First Nations peoples' place names and connection to country. The place names reform program is comprised of several interconnected components of work.

#### *Proactive place naming projects*

The proactive place naming projects are partnering with First Nations peoples, local governments and other agencies to trial different approaches to address names that cause offense or harm and name or rename places with traditional or culturally appropriate names. Projects are being conducted in the Cape York Peninsula, the Torres Strait islands and Charters Towers Regional Council area. The department is also partnering with the Central Queensland Language Centre to work with community members to scope protocols for the collection and management of Indigenous place names within that area.

These projects will inform future legislation, policies and procedural improvements and changes to ensure that place naming policies and practices align with government commitments and community expectations.

#### *Updating the Place Names Act 1994*

An initial tranche of amendments has been identified to improve the efficiency and effectiveness of the *Place Names Act 1994*, whilst a broader review and the audit and engagement programs are being conducted. These amendments will improve decision making and reduce duplicated consultation processes; reflect technological advancements; and clarify the application of the legislation. The Place Names Policy and associated procedures will also be updated to complement these amendments.



### *State-wide audit and engagement*

A state-wide audit of place-naming responsibilities and place names to identify potential offensive and harmful names. The audit will include local governments, State government departments and other organisations that name places. Representatives will form a working group to guide the government's approach to addressing offensive and harmful names. The audits will underpin the development of an action plan to address names that offend or harm.

The views of Queenslanders will also be sought through a consultation paper. The paper will raise awareness of how places are named and to seek input on the features of a contemporary and relevant place-naming framework, such as inclusive place-naming principles and a central repository for place-naming data to support emergency and other essential services.

The community engagement and audits outcomes will also influence future legislation, policies and procedural improvements and changes.



## LONGREACH SCOUT GROUP

P O Box 381, Longreach Qld 4730



6 July 2023

The Chief Executive Officer,  
Longreach Regional Council  
P O Box 144  
Ilfracombe. Qld. 4727

Dear Brett and Councillors,

The Longreach Scout Group is turning 110 years old this year and to celebrate this occasion on 30/9 and 1/10, we are planning to hold a Scout Parade to conclude with a dinner function for the community at the Scout Den and then on the Sunday we will hold a function at Smithy's Outback Aussie Tours.

We are asking if Council could have a look at the metal cover in front of the Scout Den and replace with a cover that does not sit high on the ground. This is becoming a hazard. (It has been there for many years)

The area in front of the Scout Den between the fence and the road is getting very rough especially with the rain and we are asking if Council could grade and lay some white rock or similar in this area.

We have the Chief Commissioner of Australia attending and maybe the Governor General Mr David Hurley who is the Chief Scout of Australia at this stage and would like it to show case the Den as well as Longreach.

We have applied for, and it has been approved for the extension of the Scouting Museum (this museum is the only one in Queensland outside of Brisbane). This is displaying the history of the Longreach Scout Group and honouring the 26<sup>th</sup> Battalion.

We await your positive reply.

Yours in Scouting,

A handwritten signature in black ink that reads "John Palmer".

John Palmer OAM – Group Leader – Longreach Scout Group

Group Leader: John Palmer OAM - 0407654343 - palmbp@bigpond.net.au

President - Laura Richards - 0467321194

Secretary: Erin Saltmarsh 0419378841

Treasurer: Kristie Osborne - 0400534181

Bank Details: Westpac Longreach 034194 180454

## 11.1 - Councillor Information Correspondence --Appendix 5

---



**Hon Steven Miles MP**  
Deputy Premier  
Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure

---

Our ref: MC23/143

Your ref: Major Amendment Planning Scheme Amendment

12 July 2023

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

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** + 61 3719 7100  
**Email** deputy.premier@ministerial.qld.gov.au  
**Website** www.statedevelopment.qld.gov.au

ABN 65 959 415 158

Dear Councillor Rayner

Thank you for the letter of 10 January 2023, from the Longreach Regional Council advising of the council's decision to make a major amendment, the Major Amendment No. 2 (the proposed amendment), to the *Longreach Region Planning Scheme 2015*. I am writing to notify you of the outcome of the state interest review in accordance with chapter 2, part 4, section 17.5 of the Minister's Guidelines and Rules (MGR).

As part of the state interest review, and in accordance with the MGR, officers of the Department of State Development, Infrastructure, Local Government and Planning (the department) together with officers from other state agencies have assessed the proposed amendment against the *Planning Act 2016*, the Planning Regulation 2017 and the state interests contained in the State Planning Policy, the Central West Regional Plan 2009 and other legislation.

I am pleased to advise that, in accordance with the MGR, I am satisfied the proposed amendment (version received on 16 March 2023) appropriately integrates the relevant state interests and that you may now proceed to public consultation.

I also note the quality updates proposed by the council in this package to address critical issues such as housing supply and diversity and planning for renewables and thank you for your council's leadership.

I appreciate the considerable effort that has gone into the proposed amendment to date. I encourage council officers to continue to engage with officers from the Planning Group in the department both during and after public consultation, in order to further refine the proposed amendment to ensure its successful implementation.

If you require any further information regarding this matter, please contact Ms Katharine Wright, Chief of Staff in my office, by email at [katharine.wright@ministerial.qld.gov.au](mailto:katharine.wright@ministerial.qld.gov.au) or by telephone on (07) 3719 7100.

Yours sincerely

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

**STEVEN MILES MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure,**  
**Local Government and Planning**  
**Minister Assisting the Premier on**  
**Olympic and Paralympic Games Infrastructure**



Sunday 9 July 2023.

Longreach Shire Council.

Congratulations from a recent traveller.  
Because of the rain and knowing the mass  
black soil can make of camping areas, we  
were apprehensive getting into Longreach.

However, a visit to the Information  
Bureau we were directed to the Long Day  
Parking area with a permit to stay. The  
special attendants were very helpful in  
many areas, and the fact that the CWA  
Restrooms were available was very useful.

We were very happy, and will surely  
be back.

Thank You, Best wishes for the future.

Jan Stephensen

1jan3@hotmail.com  
28 Delisser Av  
Toorbul 94510



## 11.1 - Councillor Information Correspondence --Appendix 7

---



**Hon Steven Miles MP**  
Deputy Premier  
Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure

---

Our ref: MC23/3332

1 August 2023

Mr Brett Walsh  
Chief Executive Officer  
Longreach Regional Council  
ceo@longreach.qld.gov.au

Dear Mr Walsh

I refer to the Longreach Regional Council's letter of 24 February 2023 requesting approval for the council to conduct the 2024 quadrennial Local Government election by full postal ballot.

I wish to advise that, pursuant to section 45(1) of the *Local Government Electoral Act 2011*, I have approved the council's application to conduct its 2024 quadrennial Local Government election by full postal ballot.

Please note, I have also written to Mr Pat Vidgen PSM, Electoral Commissioner, advising of my decision.

If you require further information, I encourage you to contact Ms Louisa Lynch, Director, Governance and Capability, Local Government Division in the Department of State Development, Infrastructure, Local Government and Planning on 0499 833 689 or by email at [louisa.lynch@dsdilgp.qld.gov.au](mailto:louisa.lynch@dsdilgp.qld.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to be 'SM', with a small flourish at the end.

**STEVEN MILES MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure,**  
**Local Government and Planning**  
**Minister Assisting the Premier on**  
**Olympic and Paralympic Games Infrastructure**

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** + 61 3719 7100  
**Email** [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)

ABN 65 959 415 158



Every Queensland  
community deserves  
to be a liveable one

21 July 2023

Cr Anthony Rayner  
Mayor  
Longreach Regional Council

mayor@longreach.qld.gov.au

Brett Walsh  
Chief Executive Officer  
Longreach Regional Council

ceo@longreach.qld.gov.au

Dear Mayor,

Dear Brett,

### **RE: Update on 2022 Annual Conference Motions**

I would like to formally provide an update in relation to the motions your council brought to conference last year, which are also attached for your reference.

As a member-led organisation, motions form the bedrock of the LGAQ's advocacy.

They outline the priorities of members, they signal to State and Federal governments the issues most important to communities through their elected council representatives and they are aimed at helping build the liveability of towns and regions across Queensland.

As you and your council now consider what motions to put to council to then bring to the 2023 Annual Conference for debate, we would like to provide the below update on the motions submitted by your council last year.

### **[Resolution #129 Growing a Qualified Health Workforce](#)**

In January 2023, correspondence was received from the then Director-General Shuan Drummond in response to the resolution:

*"Queensland Health welcomes the opportunity to engage and collaborate with the Local Government Association of Queensland to grow a qualified health workforce in regional Queensland, in particular by enabling regions 'to grow their own' as well as attracting qualified staff to work regionally."*

*"As you have outlined, the Queensland experience and data demonstrates a significant need to grow our medical workforce, as evidenced by workforce gaps and the need to supplement our workforce with international medical graduates and locums. This has been exacerbated by the COVID-19 pandemic which has seen a reduction in the number of available international medical graduates and resulted in a number of vacancies across the state that have been most acutely felt by our regional, rural and remote communities."*

*"To address the challenges, Queensland Health has focused and prioritised the development of strategies to address medical workforce issues in order to build a more sustainable workforce in the future. These strategies include the recently developed Medical Practitioner Workforce Plan for Queensland; both ensure that supporting and retaining our current workforce, as well building new pipelines of talent, are core underpinning themes."*

*"As you may be aware, Queensland Health has heavily invested in the development and implementation of two new regional medical pathways in conjunction with the University of Queensland - one located in Central Queensland and Wide Bay regions with the medical program due to commence this year with an initial cohort of 60 students, and the other located in the Darling Downs and South West regions due to commence in 2024 with a cohort of 30 students. These*

**P** 07 3000 2222  
**F** 07 3252 4473  
**W** www.lgaq.asn.au

Local Government House  
25 Evelyn Street  
Newstead Qld 4006

PO Box 2230  
Fortitude Valley BC  
Qld 4006

Local Government Association Of Queensland Ltd.  
**ABN** 11 010 883 293 **ACN** 142 783 917



programs will provide an invaluable opportunity to expand end-to-end training and produce home grown local doctors in regional, rural and remote communities in an effort to address the long-standing issue of the maldistribution of the medical workforce.

*"Acknowledging the Australian Government's commitment to allocating new funding for universities to offer additional courses for areas of skills shortages, Queensland Health will be advocating for an increase in Commonwealth Supported Places for Medical Students. This will be imperative in optimising the supply of domestic medical students and junior doctors to meet the needs of the current and growing population in Queensland particularly in consideration of significant capital expansion projects currently in development.*

*"We value the contribution of our key stakeholders and would ask for your assistance in collectively advocating to the Australian Government to increase the future pipeline of our medical workforce in Queensland."*

I would also like to take this opportunity to remind you that the motions process for this year has opened, and motions can be submitted [here](#) or via the QR code below.



LGAQ officers look forward to helping with any motions your council may be considering putting forward at the AGM in Gladstone in October.

Once again, as your member organisation, we pride ourselves on working hard to assist our members to achieve the funding and policy setting you need to support your local communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Smith', is written in a cursive style.

Alison Smith  
CHIEF EXECUTIVE OFFICER

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.2 - Calendar of Events

#### 11.2 Calendar of Events

##### Upcoming Events, Meetings and Conferences

The calendar provides an update on Council and community events occurring over the next two months. This calendar listing is generated from Council's corporate calendar and events registered by community groups via Council's website: [www.longreach.qld.gov.au/whats-on](http://www.longreach.qld.gov.au/whats-on)

August 2023			
2 Wednesday 10.00am	<b>Seniors Month</b> <a href="#">Seniors Morning Tea and Card Making</a>	Arts & Craft Centre (Ibis Street) , Longreach	Public Event via booking only
9 Wednesday 10:00am	<b>Seniors Month</b> <a href="#">Morning Tea</a>	Whitman Memorial Park, Isisford	Public Event via booking only
12 Saturday	Longreach Races	Longreach Race Course	Public Event
14 Monday 10.00am-1.00pm	<b>Seniors Month</b> <a href="#">Rosebank Station Tour</a>	Rosebank, Longreach	Public Event via booking only
16 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
17 Thursday 9.30am-3.00pm	Ordinary Council Meeting	Town Hall, Yaraka	Councillors Executive Leadership Team Open to the public
18 Friday 10.00am-11.00am	<a href="#">Vietnam Veterans Day Commemoration</a>	Edkins Park, Longreach	Public Event
22 Tuesday 10.30am-12.30pm	<b>Seniors Month</b> <a href="#">Bingo &amp; Lunch</a>	Wellshot Hotel, Ilfracombe	Public Event via booking only
22 - 23	RAPAD Board	Boulia	Mayor, CEO
25 Friday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
25 - 27 Fri - Sun	Longreach Yellowbelly Fishing Classic 2023	Apex Riverside Park Longreach	Public Event
30 Wednesday 8.15am - 12.30pm	<b>Seniors Month</b> <a href="#">Darr River Train Trip</a>	Railway Station, Longreach	Public Event via booking only
31 Thursday 5.00pm	Get Ready: Amateur Photo Competition closes	n/a	n/a
September 2023			
7 Thursday 9.00am-12.00pm	Land & Pest Management Meeting	Fairmount Room, Longreach Civic Centre	Land & Pest Committee
9 Saturday 10.00am-11.00am	Garden Competition Awards	Ilfracombe Nursery	Public Event
11 Monday 5.00pm	Planning Scheme Amendment Consultation	Longreach Library	Public Event



## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.2 - Calendar of Events

11 Monday 5:45pm	Longreach community Forum	Longreach Library	Public event
12 Tuesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
12 Tuesday 6:30pm	Ilfracombe Community Forum	Recreational Centre Ilfracombe	Public Event
13 Wednesday 1.00pm	Yaraka Community Forum	Town Hall, Yaraka	Public Event
13 Wednesday 5:30pm	Isisford Community Forum	Isisford Town Hall, Isisford	Public Event
14 Thursday 9.30am-3.00pm	Ordinary Council Meeting	Recreational Centre, Ilfracombe	Councillors Executive Leadership Team Open to the public
17 Sunday	Ilfracombe Golf Open	Ilfracombe Golf Course	Public Event
18 Monday 10.00am-12.00pm	Regional Arts Development Fund Committee Meeting	Longreach Council Office	RADF Committee Members
21 Thursday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
23 Saturday	Longreach Races	Longreach Race Course	Public Event
26-28 Tues - Thur	Western QLD Alliance of Councils	Winton	Mayor, Deputy Mayor, CEO
<b>October 2023</b>			
7 Saturday	Flyers Ball	Longreach Race Course	Public Event
12 Thursday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
13 Friday 9.00am-11.00am	Audit & Risk Committee	Council Chambers, Longreach	Audit & Risk Committee
20 Friday	Big Day In	Longreach Civic Centre	Council employees
25 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
26 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public
28 Saturday 12pm - late	Isisford Races	Isisford Showground, Isisford-Ilfracombe Road,	Public Event

**Recommendation:**

*That Council receives the report, as presented*

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023

#### 11.3 Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023

File Ref:

Consideration of the 2023 Annual Operational Plan quarterly review for the period ending 30 June 2023.

#### Council Action

Deliver

#### Applicable Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

#### Policy Considerations

N/A

#### Corporate and Operational Plan Considerations

OUR LEADERSHIP	
Corporate Plan Outcome	
5.2	Informed and considered decision making based on effective governance practices

#### Budget Considerations

Nil

#### Previous Council Resolutions related to this Matter

*(Res-2023-05-118)*

*Moved Cr Bignell seconded Cr Smith*

*That Council, pursuant to section 174(3) of the Local Government Regulation 2012, receives the Chief Executive Officer's evaluation of the implementation of the 2023 Annual Operational Plan for the period ended 31 March 2023.*

#### Officer Comment

**Responsible Officer/s:** *Brett Walsh, Chief Executive Officer*

#### Background:

The Annual Operational Plan is adopted by Council annually in conjunction with setting its financial budget. The plan outlines the key activities and targets which Council has agreed

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023

---

to meet for the twelve-month period, which are derived from Council's 5-year Corporate Plan.

**Issue:**

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 months.

A copy of the Annual Operational Plan 2022-2023 fourth-quarter (Q4) review, including information for the period ending 30 June 2023, is attached.

**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: Moderate  
Rating: Medium (9/25)

Risk has been calculated based on proceeding as recommended.

**Environmental Management Factors:**

The Annual Operational Plan contains multiple references to Environmental management issues.

**Other Comments:**

Nil.

**Appendices**

1. Annual Operational Plan 2022-2023 Q4 Review.pdf [↓](#)

**Recommendation:**

*That Council, pursuant to section 174(3) of the Local Government Regulation 2012, receives the Chief Executive Officer's evaluation of the implementation of the 2022-23 Annual Operational Plan for the period ended 30 June 2023.*



# Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

## Annual Operational Plan 2022-2023

## **TABLE OF CONTENTS**

1.	Introduction.....	3
2.	Background from Corporate Plan 2017-2027.....	4
3.	Annual Operational Plan Strategies.....	5
4.	Governance Services.....	6
5.	Financial Services.....	12
6.	Corporate Services.....	13
7.	Community and Cultural Services.....	22
8.	Infrastructure Services.....	28
9.	Operational Risk Reporting .....	37

## 1. Introduction

---

The Longreach Regional Council Annual Operational Plan contains the targets and goals of Council for a twelve month period, and is a tool to be used by staff in setting their key performance indicators, budgetary requirements, and is referenced in the preparation of their monthly reports to Council.

These strategies identified in the Annual Operational Plan are derived from the Longreach Regional Council Corporate Plan 2017-2027 which was developed through a community consultation process and sets the long term targets and goals for the future direction of Council and its communities.

Each year during the Annual Financial Budget adoption, the strategies from the Corporate Plan are considered for the twelve months ahead, along with Council's commitments through its previously adopted decisions and resolutions for that period, and in line with legislative requirements. The items committed to the next financial year are included in the Annual Operational Plan, and are allocated the necessary funds and resources during the budget process to ensure the successful delivery of these services throughout the year.

After adoption, the Annual Operational Plan is reviewed each quarter, along with the quarterly budget review, to report on Council's progress towards achieving these strategies and to minimise any risks to the completion of these services. The detail included in the Annual Operational Plan will assist the Chief Executive Officer in his quarterly reports to Council on these specific matters, and to advise on the progress achieved against the performance measures. The financial allocations required to achieve this plan will be included in the 2021/2022 adopted Budget which should be referenced in line with this plan.

In accordance with statutory reporting requirements of the *Local Government Act 2009*, and Council's commitment to engage with the Longreach Region community in setting the agenda for the next ten years, Council will conduct annual reviews of the Corporate Plan. Annual operational reporting will track progress and will assist in the development of the following year's operational plan and budget.



## 2. Background from Corporate Plan 2017-2027

---

### 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.

### Our Core 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:



### **3. Annual Operational Plan Strategies**

---

Our vision, mission and values inform the strategies presented in the Corporate Plan and the key outcomes Council aspires to realise across the four Corporate Plan themes of 'Community', 'Economy', 'Environment' and 'Governance'. The key outcomes are as follows:

- Our Community: Engaged Communities with Strong Identities Supported by High-Quality Services and Facilities
- Our Economy: A Vibrant Economy Driven by Skills and Innovation in a Diversity of Industries
- Our Environment: A Sustainable Environment Supported by Climate-Adapted Communities
- Governance: An Engaging and Transparent Council Providing Community Leadership



## 4. Governance Services

**Red:** Behind target, unlikely to be achieved this financial year | **Yellow:** Monitor, some issues | **Green:** On target to be achieved this financial year | **Completed:** Project completed

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
<b>Governance Services</b>									
4.1.1	Develop and review Council's Annual Operational Plan in accordance with legislative guidelines and in line with the Corporate Plan.	Annual Operational Plan adopted each financial year.	Quarterly Reviews on progress against strategies in the Annual Operational Plan provided to Council to coincide with quarterly budget reviews.	Chief Executive Officer	25%	50%	75%	100%	AOP adopted and quarterly reviews conducted in line with statutory requirements.
4.1.2	Coordinate regular liaison with the community through the delivery of community engagement activities.	Community forums held in each community across the region. Implementation of community engagement policy and plan.	March /October Adopted policy and deliver Community Engagement Plan actions within agreed timeframes	Chief Executive Officer	25%	50%	100%	100%	Twice yearly community forums have been convened, with feedback captured and reported on internally.
4.1.2	Review Corporate Plan	Undertake a Corporate Plan to ensure strategy areas remain relevant and in line with the communities visions.	Adoption of a new 5 year Corporate Plan 2023-2028 during 2022-2023.	Chief Executive Officer	10%	15%	75%	100%	The Longreach Regional Council Corporate Plan 2024-2028 was adopted in June 2023.
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.	Executive Officer of Governance & Special Projects	20%	45%	55%	69%	At 30 June just under 31% of policies were overdue for review. This is partly attributable to internal vacancies and temporary staff deployments during the 2022-23 reporting period.

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
43.3	Mayor and Councillor Support.	Improve Elected Members knowledge and understanding of Local Government.	Education and training held at least twice a year Advocate for bi-annual interactions for regional representation with: <ul style="list-style-type: none"> <li>Federal Ministers</li> <li>State Ministers.</li> </ul>	Chief Executive Officer	25%	50%	75%	100%	Elected Member Update program delivered by LGAQ, as well Councillor representation at visiting ministerial events.
43.2	Monitor and review non-compliance with legislative requirements.	Report on legislative non-compliance and/or matters impacting local government to Executive Leadership Team.	Timely reporting to the Executive Leadership Team of legislative changes as and when they occur.	Executive Officer of Governance & Special Projects	25%	50%	75%	100%	All measures on target
<b>Human Resources</b>									
2.19	Develop Verification of Competency (VOC) framework, including required policies and procedures, that also support employee personal development.	<ul style="list-style-type: none"> <li>Ensure employees are consulted with in relation to the development of the VOC Framework by December 2022 in order to identify key operators that can undertake VOC assessments of employees.</li> <li>Develop a schedule for implementation of the VOC framework with required tools allowing for systematic roll out in 2023.</li> </ul>	Schedule created, outlining the implementation/rollout of VOC by December 2022 for rollout in 2023.	Human Resources and Workplace Health and Safety Manager	15%	20%	20%	20%	Q4 The VOC Policy/Management Directive and Framework were established, however, rolling out the framework has not occurred due to not having internal Assessors or the resource to have a qualified Trainer and Assessor on staff. This KPI has been moved to Council Safety Management System Plan and flagged as a non-conformance for corrective action.
43.2									

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
2.19	Continue to advocate the Workplace of Choice Policy and commit to provide a workplace that attracts superior employees.	A range of workplace initiatives based on Workplace of Choice Policy and Management Directives.	Workplace Initiatives: <ul style="list-style-type: none"> <li>• Big Day In</li> <li>• Immunisation Program</li> <li>• Employee Excellence Awards</li> <li>• Recognition of Service Awards.</li> </ul>	Human Resources and Workplace Health and Safety Manager	25%	50%	75%	100%	In Q4 the annual influenza immunisation program was held with over 60 staff participating. Big Day in for 2023 will be held in October 2023 with the last Big Day In held in Q1.
2.19	Communicate industrial relation reforms to staff along with hosting ongoing joint Consultative Committee (ICC) Meetings.	Compliance of current industrial instruments including the Certified Agreement, relevant awards and industrial relations legislation.	Hold scheduled Quarterly ICC Meetings, unless no agenda items are raised.  Reach a Certified Agreement by December 2022	Human Resources and Workplace Health and Safety Manager	25%	50%	75%	100%	In Q4 an in principle agreement was reached with unions for a replace certified agreement, with ICC meetings placed on hold while EB Negotiations continued. ICC meeting will be re-establish in the second half of 2023.

**Workplace Health and Safety**

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
43.1	Provide a safety management system that minimises the risk to all people and property.	Successful implementation of the identified KPI's in the 2022-2023 LPC-SMS Plan.	90% of KPI's achieved and completed by 30 June 2023.	Human Resources and Workplace Health and Safety Manager	25%	50%	75%	100%	KPI's set for Q4 were mostly achieved. There was a reduction in the performance of scheduled hazard inspections, however, the safety team progressed all identified objectives of the SMS Plan for 22/23.  System errors within SkyTrust are still being identified in relation to how inspections and actions are being assigned and scheduled, however for 23/24 the system settings have been change to assess if this corrects some of the issues faced in 22/23.
<b>Disaster Management</b>									
131 44.1	Coordination and training of the Local Disaster Management Group.	Regular meetings of the Local Disaster Management Group, with all members trained in accordance with the QDMA Guidelines and Framework.	2 meetings per year to coordinate disaster management and preparedness activities.	Chief Executive Officer	25%	50%	75%	100%	All measures on target.
131	Conduct an annual review of the Local Disaster Management Plan in accordance with statutory requirements.	Annual review completed by 30 November each year.	Complete review and ensure Local Disaster Management Plan and associated Sub Plans is adopted by Council - Completed Annually.	Chief Executive Officer	25%	50%	75%	100%	All measures on target.
<b>State Emergency Services (SES) Operations</b>									

# 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.31 4.4.1	Liaison and Support.	Work with SES Local Controller to provide support on a range of initiatives or challenges throughout the year.	100% compliance with the Memorandum of Understanding (MOU).	Chief Executive Officer	25%	50%	75%	100%	All measures on target.
<b>Public Affairs</b>									
4.1.1	Deliver accurate and relevant communication regarding the work of Council to the community and general public on a timely basis.	Utilise multiple traditional and digital Communications channels to engage with the community.	<ul style="list-style-type: none"> <li>Website Content reviewed on a Quarterly basis.</li> <li>Minimum three (3) Social Media posts published per seven-day period.</li> <li>Media requests are responded to within 24 hours.</li> </ul>	Executive Officer, Economic Development & Public Affairs	25%	50%	75%	100%	All measures on or exceeded target.
4.4.1	Develop and maintain collaborative partnerships with regional agencies and government organisations.	Provide support to the Mayor and Chief Executive Officer in coordinating advocacy and regional representation with external corporate and intergovernmental stakeholders.	<p>100% of requests for support are completed within a timely manner resulting in no missed deadlines.</p> <p>Provide assistance and advice in coordinating regular Council delegations to Canberra and Brisbane as required.</p>	Executive Officer, Economic Development & Public Affairs	25%	50%	75%	100%	All measures on target. Intergovernmental interaction during Q4 included meetings with Minister for Treaty, Minister for Aboriginal and Torres Strait Islander Partnerships, Minister for Communities and Minister for the Arts – Leanne Enoch MP, Assistant Minister for Train Manufacturing and Regional Roads, Bruce Saunders MP, Assistant Minister for Tourism Industry Development Michael Healy MP, and Assistant Minister for Local Government, Nikki Boyd MP.
<b>Tourism</b>									
2.2.2	Development of Shoulder season tourism promotion.	Support and partner local tourism operators on a range of shoulder	Demonstrated support of local tourism operators and event's organisers on initiatives that	Executive Officer, Tourism	25%	50%	75%	100%	Council have collaborated with external stakeholders assisting with product development - how to engage with the MICE Market. As well as

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
2.2.6	Engage with Outback Queensland Tourism Association (OQTA) / Tourism and Events Queensland (TEQ) for external tourism familiarisation visits to Longreach Region.	season tourism activities. Each familiarisation group visiting the region is engaged with at least once per visit.	extend the season from October – March. Bi-annual familiarisation tours per annum with a summary of the visit included in Information Paper to Council.	Executive Officer, Tourism	0%	25%	75%	100%	developing a shoulder season package, this is ongoing. Council facilitated famils with international agents in collaboration with OQTA and TEQ.
<b>Visitor Information Centres (VIC)</b>									
2.2.3	Comply with Visit Queensland VIC Guidelines and Regulations	Operate the VIC to the standard outlines in Guidelines and Regulations to maintain accreditation.	Obtain compliance from Visit Queensland external audit by June 2023.	Executive Officer, Tourism	0%	0%	100%	100%	The Visitor Information Centre continues to provide monthly reporting and statistics to Queensland Information Centres Association as part of accreditation requirements
<b>Economic Development</b>									
2.1.1	Coordinate the preparation of a new Economic Development Strategy in partnership with external advisors.	Develop a program of Economic Development activities that can be supported from operational expenditure.	Delivery of ongoing Economic Development initiatives.	Executive Officer, Economic Development & Public Affairs	0%	0%	0%	0%	The preparation of a new Economic Development Strategy has been deferred to 2023-24 in alignment with the new Longreach Regional Council Corporate Plan 2024-2028.  Ongoing support of Economic Development outcomes continues through coordination with regional bodies, DESBT, AusIndustry, Trade and Investment Queensland, plus local industry and stakeholders.  All measures on target. Commercialisation activities in Q4 included:
2.1.11	Respond effectively to inquiries that present	Opportunities are acted on in a timely manner	Monthly reporting to Council of commercialisation activities.	Executive Officer, Economic	25%	50%	75%	100%	

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
	opportunities for commercialisation.	that aligns with Council's desired outcomes.		Development & Public Affairs					<ul style="list-style-type: none"> <li>Liaison with government agencies including Dept. Employment, Small Business and Training, Dept. Communities, Housing and Digital Economy, Dept. Regional Development, Manufacturing and Water, and AusIndustry</li> <li>Commercial-in-confidence advice to prospective private investors</li> <li>Economic modelling and reporting in support of funding applications and internal strategy development</li> </ul>

## 5. Financial Services

**Red:** Behind target, unlikely to be achieved this financial year | **Yellow:** Monitor, some issues | **Green:** On target to be achieved this financial year | **Completed:** Project completed

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
<b>Financial Management</b>									
4.2.2	Council operates efficiently.	Council operational and capital expenditure programs are within budget.	<ul style="list-style-type: none"> <li>Monthly performance within budget.</li> <li>Asset management plans are updated annually and comprise service level plans.</li> </ul>	Chief Financial Officer	15%	30%	50%	75%	<p>Council's financial performance remains within budget.</p> <p>Progress in asset management plans and service level planning has been delayed while recruiting for qualified staff was undertaken, so final targets were not achieved.</p>
4.2.3	Council improves its financial sustainability.	Financial sustainability ratios are maintained within budget.	<ul style="list-style-type: none"> <li>Monthly performance within budget.</li> </ul>	Chief Financial Officer	25%	50%	75%	100%	<p>Council is achieving its budgeted financial sustainability targets.</p>

11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
4.2.3	Council builds financial resilience and adaptability.	Council's financial position is maintained within budget.	<ul style="list-style-type: none"> <li>Monthly performance within budget.</li> <li>Council maintains a regular financial forecast.</li> </ul>	Chief Financial Officer	25%	50%	75%	100%	Council's financial position was within budget, with the prepayment of the Financial Assistance Grant making the cash balance higher than the forecast.
<b>Audit and Risk Management</b>									
4.2.2	Council identifies and manages its risks effectively.	Enterprise Risk Management register is no more than 3 months out of date. At least 2 internal audits have been conducted per year.	<ul style="list-style-type: none"> <li>Quarterly reviews of the ERM register are conducted.</li> <li>The internal audit plan is reviewed annually and audits conducted bi-annually.</li> </ul>	Chief Financial Officer	10%	30%	60%	95%	Council's Risk Management Policy and Risk Management Framework have been adopted.  Review of strategic risks and management directives underway.  Internal audit plan is being implemented currently.
<b>Asset Management</b>									
4.2.1	Plan for Whole of Life Costing when making decisions on new or enhanced community facilities and implementing Asset Management Plans.	Undertake review of all asset and service plans with a focus on improving maintenance data.	30 June 2023	Chief Financial Officer	25%	50%	60%	70%	New asset management software will be implemented in the 2023/24 financial year to enable improvements in asset management.  Whole of life costing forms a part of the Project Decision Group process with a policy being adopted by council.

## 6. Corporate Services

**Red:** Behind target, unlikely to be achieved this financial year | **Yellow:** Monitor, some issues | **Green:** On target to be achieved this financial year | **Completed:** Project completed

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
<b>Grants</b>									



## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete	Status Commentary
					Q1	
					Q2	
					Q3	
					Q4	
4.2.2 4.4.1	Identify and pursue external funding opportunities and properly assess all major expenditure proposals.	Council maximises opportunities for grant funding. All applications \$50,000 or over are undertaken in accordance with the Project Decision Framework. Grants are managed in accordance with grant guidelines and key milestones are met.	<ul style="list-style-type: none"> <li>All grants applied for have had whole of life costs considered and approved by the Project Decision Group prior to lodgement.</li> <li>Reporting and acquittals are completed in line with the set funding agreement guidelines.</li> </ul>	Director of Corporate Services	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div>	All incoming Grants have been captured and monitored within Council's business operating system.  The Project Decision Group has met regularly during the year.  All quarterly reports have been lodged on time, or in accordance with any extension of time requests.  Upcoming Grant Opportunities are discussed as Agenda Items at Project Decision Group meetings.
<b>Leasing</b>						
	Leasing and land management	Monitor and manage all leasing arrangements for council assets. Ensure all assets are leased.  Manage sale processes for excess Council land.	<ul style="list-style-type: none"> <li>All leases renewed when due.</li> <li>All available assets leased out.</li> <li>Work in partnership with local Real Estate Agencies to market properties available for sale.</li> </ul>	Director of Corporate Services	<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> <div style="width: 25%;"></div> </div>	Council continues to actively manage the leasing of Council assets including renewals and new leases where required.  As at the end of 2022/23 FY, all 17 current leases and 5 MOU's are up to date.  All available land in the Ilfracombe & Teal Street subdivisions were listed for sale. As at the end of the FY, the Ilfracombe blocks had all sold with approx. 9 blocks still available in the Teal Street subdivision.

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete	Status Commentary			
					Q1	Q2	Q3	Q4	
2.15	Continue to support the redevelopment activities of the regional saleyard and spelling complex.	Facilitate Stage 2 Redevelopment Undertake extension of railway siding Facilitate development of new holding pens and railway loading infrastructure.	<ul style="list-style-type: none"> <li>Acquittal completed for Stage 2 redevelopment project.</li> <li>Railway siding extension complete.</li> <li>Transit and Spelling facilities under construction.</li> <li>Heavy Vehicle upgrades under construction.</li> </ul>	Director of Corporate Services	25%	50%	75%	85%	Stage 2 redevelopment of the sale yard has been completed.  The land tenure and acquisition process for the railway siding project continues to be delayed through native title processes.
<b>Customer Service</b>									
1.11	Encourage timely and effective delivery of Council's services and requests.	Customer Service requests actioned and resolved within required timeframes.	<ul style="list-style-type: none"> <li>Monthly reporting provided to the ELT.</li> <li>Weekly emails sent to Managers on overdue customer requests.</li> <li>80% of requests actioned within required timeframes.</li> </ul>	Director of Corporate Services	25%	50%	75%	100%	All measures on or exceeding target.
<b>Records Management</b>									
4.3.2	Ensure accurate recording on Councils records in line with relevant legislation.	Council complies with relevant legislation and has implemented a formal record keeping process within Council.	<ul style="list-style-type: none"> <li>Undertake training in records management with new employees if relevant to the position within 4 weeks of commencement.</li> </ul>	Director of Corporate Services	15%	25%	75%	100%	New staff training has been undertaken within 4 weeks of commencement.  As at the end of the 2022/23 FY, a total of 35,759 records were registered into Council's Document Management System.

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Information Technology									
4.2.1	Equipment and applications are available as per service level.	Scheduled outages are pre-planned through the year for upgrade and scheduled for minimum interruption.	<ul style="list-style-type: none"> <li>99% up time during business hours.</li> <li>Timely resolution of Help Desk Requests in accordance with service standards.</li> </ul>	Director of Corporate Services	25%	50%	75%	100%	There have been minimal interruptions to business due to faults with third party suppliers, all possible upgrades have been done out of business hours.  There are no outstanding tickets in breach of the SLA. 905 tickets have been closed in the last year.
4.2.1	Asset Replacement Schedule	Identified equipment schedule for replacement has been procured and installed.	<ul style="list-style-type: none"> <li>Annual equipment renewals are completed before 31 March 2023.</li> <li>Timely roll out of annual equipment renewals.</li> </ul>	Director of Corporate Services	25%	40%	75%	100%	All computer replacements have been procured, configured and deployed with the exception of the public library machines which are ready to be scheduled for installation.
4.2.1	Cybersecurity	Implement Cyber Maturity Assessment Report (May 2022).	<ul style="list-style-type: none"> <li>Implement 85% of the report recommendations.</li> <li>Complete formal review of system security and intrusion protection.</li> </ul>	Director of Corporate Services	25%	40%	70%	85%	Changes have been made and some large plans developed in regards to system changes and infrastructure services. Many changes have been implemented including new firewalls, network visibility, whitelisting and intrusion detection.  More rigorous implementation is planned for the next 12 months due to an adoption of the IT Roadmap.

# 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

<b>Procurement</b>									
4.2.2	Responsible management of Stores / Procurement operations.	Procurement activity undertaken in line with legislative requirements to achieve best value for money for the community.  Monthly stores stocktakes undertaken to effectively manage inventory.	95% of procurement activities audited are compliant with Council's policy and management directives.  Annual Stores inventory write-off less than \$15,000.	Director of Corporate Services	25%	31.25%	53.3%	100%	Procurement Policy adopted in Q4.  95% audited are compliant.  Fortnightly stocktakes conducted, there are no write offs.
2.1.10	Increase local spend on good/services within the region.	Facilitate one 'Doing Business with Council' informational sessions with local businesses.	<ul style="list-style-type: none"> <li>Annual Information session delivered to local businesses.</li> <li>Monthly reporting on Local spend.</li> <li>Provide an annual opportunity for additional suppliers to join the pre-qualified supplier panels.</li> <li>Support provided to local businesses to apply for supplier panels.</li> </ul>	Director of Corporate Services	25%	50%	75%	100%	Annual Information session not delivered, new Policy was being drawn up and delivered however numerous one on one advice sessions undertaken during the preparation for the Pre-qualified Supplier Panel refresher and information updated and published on the Council website.  Monthly reports submitted on local spend.  Pre-qualified Supplier opportunity tender for refresher of 4 of the 6 panels was released.
<b>Local Laws</b>									
1.1.1 4.1.1	Animal-related compliance and enforcement.	Animal registrations from previous registration period are renewed.	90% of previous registrations renewed in new registration period, excluding registrations that are transferred, cancelled or deceased.	Local Laws / Rural Lands Supervisor	66%	70.8%	76.94%	78.24%	To end June 2023, dog registration renewals were at 78.24% from the notices issued, with deceased/cancelled/transferred registrations processed out.

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1**

1.11 4.1.1	Animal-related compliance and enforcement.	Pet owner compliance with microchipping requirements.	Microchip (PPID) number recorded for 80% of registered dogs and cats.	Local Laws / Rural Lands Supervisor	77%	813%	77.17%	75.34 %	Overall rate for microchips recorded on registered dogs is 75.34% across the region. <i>Please note that microchipping rates will fluctuate as existing dogs with PPIDs recorded are removed, and new dogs are registered without PPIDs recorded.</i>
1.11 4.1.1	Animal-related compliance and enforcement.	Compliance with animal-related State and Local Laws.	Conduct one approved inspection program, relating to registrations, microchipping, minimum standards, keeping of excess animals, prohibited animals, and other animal-related matters stated under State and Local Laws.	Local Laws / Rural Lands Supervisor	25%	50%	50%	50%	Draft Approved Inspection Program has been developed for unregistered dogs, unmicrochipped cats and dogs, excess and prohibited animals, under <i>Animal Management (Cats and Dogs) Act 2008</i> and <i>Local Government Act 2009/Local Law No. 2 (Animal Management) 2011</i> .  Program was planned to commence approx. April 2023, however is on-hold until after the new registration roll-over in August due to consideration of time constraints, prioritisation, contractor availability and a maximum impact.  Planning to continue for commencement in 2023/2024 financial year.

# 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

1.11 4.1.1	State and Local Laws awareness and education	Community awareness and education about legislated requirements to encourage voluntary compliance with animal-related matters, as well as overgrown and unsightly allotments, water restriction compliance, illegal camping, abandoned vehicles, town common management, signage, and other matters as stated in State and Local Laws.	Develop and deliver a communication plan, with one community awareness/education activity per month. Activities may include, but are not limited to: - Social media posts - Newspaper ads or editorial - Radio interviews - Pop-up stalls at community events - Programs in schools - Information sessions - Dissemination of flyers or fact sheets.	Local Laws / Rural Lands Supervisor	25%	30%	60%	100%	<p>Communication plan has been developed and provided to Media team, works ongoing to schedule regular social media posts regarding identified topics. Awareness/education activities conducted:</p> <p><b>Face-to-face:</b> Regulatory Services officers attended the Longreach Show in May with an interactive stall showcasing the work that the department covers. The stall involved quizzes and competitions, handing out freebie items, information brochures and completion of a survey to feed into the development of the Animal Management Strategy.</p> <p>Also in May, Regulatory Services officers conducted a presentation for the Ilfracombe State School excursion, discussing the importance of registration and microchipping, how many pets of each species are able to be kept, and other animal related compliance matters. Each student was provided with a goodee bag to take home to encourage conversations to continue at home.</p> <p><b>Flyers/Fact Sheets:</b> Multiple 'Responsible Pet Ownership' flyers were provided to persons in the community where a breach had been identified. It is standard practice for Regulatory Services Officers to provide the flyer on each Pound Release, and the issuance of a Caution Notice for pet-related issues. Multiple other fact sheets were provided, related to specific animal matters such as barking and dog attacks. Information notice previously developed in conjunction with Department of Community Housing relating to public housing tenants breaching legislation continued to be handed out as required.</p> <p>ILY Newsletter Articles:</p>
---------------	--	--	--	-------------------------------------	-----	-----	-----	------	---

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

									April: Article about survey for Domestic Animal Management Strategy, including link to surveys and website. May: Thank you article for completing survey, and next steps for the development of animal Management Strategy.  See 'Rural Lands' section below for awareness/education activities.
<b>Rural Lands</b>									
33.2	Town Common Management Plan.	Implementation of new 5 year Town Common Management Plan.	Establish Plan implementation processes.	Director of Corporate Services  Local Laws / Rural Lands Supervisor	10%	10%	10%	10%	Previously drafted new Town Common Management Plan is on-hold, requiring further consultation and development. This is ongoing until a plan is determined to move forward.
34.2									
33.1	Continue to advocate for pest fencing needs in each community of the Longreach Region.	Ongoing engagement with State and Commonwealth Governments and RAPAD.	Support delivery of latest Exclusion fencing scheme being delivered by RAPAD.	Local Laws / Rural Lands Supervisor	25%	50%	75%	100%	Identification for fencing needs and investigation potential funding opportunities remains ongoing, as required. Funding opportunities for fencing limited.

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

332	Provide awareness and education in regards to General Biosecurity Obligations ( <i>Biosecurity Act 2015</i> ).	Community awareness and education about legislated requirements to encourage voluntary compliance with pest animals and weeds.	Develop and deliver a communication plan, with one community awareness/education activity per month. Activities may include, but are not limited to: - Social media posts - Newspaper ads or editorial - Radio interviews - Pop-up stalls at community events - Programs in schools - Information sessions - Dissemination of flyers or fact sheets.	Local Laws / Rural Lands Supervisor	10%	25%	70%	100%	Communication plan has been developed and provided to communications team, works ongoing to schedule regular social media posts regarding identified topics.  Regulatory Services officers attended the Longreach Show in May with an interactive stall showcasing the work that the department covers. The stall involved quizzes and competitions, handing out freebie items, and information brochures. There was a cactus identification competition and Rural Lands Quiz, as well as handouts from DAF.  Flyers/Fact Sheets: Multiple pest weed information sheets were provided to members of the public where invasive plants were observed/reported in their yards.
33	Provide advice and activities in relation to managing pest animals and weeds within the Council area.	Execute annual program of pest animal and weed control.	90% of annual program completed.	Local Laws / Rural Lands Supervisor	10%	40%	75%	100%	Following a delayed start to this activity in Q1 & Q2, Regulatory Services – Rural Lands officers have made remarkable progress in the management of pest weeds across the region. All identified spraying project areas for 2022-2023 have been completed with follow up work ongoing. Emerging infestations and eradication projects have been conducted as identified.
33	Provide advice and activities in relation to managing pest animals and weeds within the Council area.	Implementation of - Property Pest Management Plans for LWDEFS participants.	<ul style="list-style-type: none"> <li>Finalisation of 30 Property Pest Management Plans (excluding LWDEFS Properties) by 30/6/23.</li> <li>Develop and implement a program for obtaining annual updates of MERI data by Landholders.</li> </ul>	Local Laws / Rural Lands Supervisor	0%	0%	0%	10%	This action is currently on hold until a suitable applicant for the position is sourced.  Minor progress has been noted with the upcoming commencement of a consultant for biosecurity related mapping and data collation, involving a target to develop PMP process in 2023-2024.



**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

33	Provide advice and activities in relation to managing pest animals and weeds within the Council area.	Collaborative efforts on identified projects that address emerging or existing infestations within the RAPAD region. Advocate regional issues through CWRPPG and CWRPMG.	Council represented in CWRPPG and CWRPMG with continued participation in identified projects.	Local Laws / Rural Lands Supervisor	25%	50%	75%	100%	Local Laws / Rural Lands Supervisor is the Chair of the Central West Regional Pest Partnership Group, and a member of the Central West Regional Pest Management Group. CWRPPG have identified prioritised projects to be conducted in collaboration with relevant Councils/agencies.
33.1	Longreach Wild Dog Exclusion Fence Scheme (LWDEFS).	Completion of scheme and Property Pest Management Plan (PPMP) and MERI data collected from all properties.	Collation of annual LWDEFS Property Pest Management Plans and MERI data by 30 June 2023.	Local Laws / Rural Lands Supervisor	25%	25%	25%	25%	Property Pest Management Plans for LWDEFS participants have been drafted, requiring review and finalisation as a function of the Biosecurity Officer role, when suitable applicant is sourced.
33.2	Stock Routes, Reserves & Water Facilities.	Compliance with State Legislative Requirements.	<ul style="list-style-type: none"> <li>60% of Water Facilities Inspected</li> <li>70% of Pasture Assessments conducted on Stock Routes</li> <li>Submit EOI/s for Water Facility Capital Works.</li> </ul>	Local Laws / Rural Lands Supervisor	10%	45%	50%	75%	75% of water facilities have now been inspected. Officers continue to require pasture assessment training – working on training being available and undertaken by end of 2023/2024 Q2. Capital Works projects for 2022/2023 were re-submitted for 2023/2024 due to ongoing delays.
<b>Commercial Services</b>									
1.11	Ilfracombe Post Office.	Open during business hours.	Open on business days.	Director of Corporate Services	25%	50%	75%	100%	Meeting operational targets with minimal impact to operating hours throughout the financial year. As at the end of the financial year, the settlement date for the sale of the Ilfracombe Post Office is still to be confirmed based on training and licensing requirements for the new owners from Australia Post.

## 7. Community and Cultural Services

**Red:** Behind target, unlikely to be achieved this financial year | **Yellow:** Monitor, some issues | **Green:** On target to be achieved this financial year | **Completed:** Project completed

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
<b>Events</b>									
1.1.5	Deliver and support local events and celebrations.	Deliver approved civic and community events and ceremonies in collaboration with stakeholders.  Support community organisations on developing and delivering community events throughout the region.	Events completed within annual budget.	Director of Community and Cultural Services	25%	50%	75%	100%	Delivery of events on track and Council continues to support community organisations through arranging workshops & regular engagement. Council has also established support for community groups via the website.
<b>Community Development</b>									
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.	Community Development Administration Officer	25%	50%	75%	100%	There were a wide range of community initiatives supported in 22/23 between the Community Donations and Sponsorship funds, and the budgeted has been expended.
<b>Arts and Culture</b>									
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.	Community Development Administration Officer	25%	50%	75%	100%	Four rounds of RADF completed and the remaining budget of \$40,000.00 has been committed to a new project for the 23/24 financial Year.
<b>Libraries</b>									
1.1.2	Provide quality library service to the Council communities.	Meets the objectives set out by the Queensland State Library Agreement.	Deliver an annual report to State Libraries Qld.	Library Manager	25%	50%	75%	100%	The annual report was delivered to State Library.

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.1.2	Libraries available in Longreach, Ilfracombe and Isisford.	Regional Libraries operations.	Open 100% of set times.	Library Manager Director of Community and Cultural Services	25%	50%	75%	100%	The library has been well patronised over the last 12 months by tourists and locals alike. There were 2 days that the Library was closed, due to the replacement of the new Library roof.
<b>Public Facilities</b>									
4.2.1	Maintain and repair facilities in accordance with approved budget.	Achieve annual maintenance budget and program.	Achievement of maintenance program and operational expenditure within >95% - <102%.	Public Facilities Manager	25%	50%	75%	100%	Maintenance undertaken as and when requested and within budget.
4.2.1	Deliver the annual capital & one-off works program.	Achieve annual capital & one-off works program.	Achievement of capital expenditure budget delivered on time and at or <100% of budgeted cost.	Public Facilities Manager	25%	50%	75%	95%	Jarley Street fencing project postponed to 23/24 due to contractor timing. Eagle Street beautification project will roll into 23/24 as the LRCI funding has been extended to July 2024. All other projects were delivered within their required timeframe. Edkins Park shade structure was over-budget. However, this was recognised prior to installation.
<b>Public Facilities – Parks and Open Spaces</b>									
1.2.2	Parks maintained in accordance with service level agreement.	90% of park maintenance service standards completed on schedule.	Achievement of maintenance program as stated in Parks & Open Spaces schedule.	Public Facilities Manager	25%	50%	75%	100%	Parks maintenance works schedule was delivered in accordance with approved works schedule.
1.2.2	Open spaces maintained in accordance with service level agreement.	90% of open space maintenance service standards completed on schedule.	Achievement of maintenance program as stated in Parks & Open Spaces schedule.	Public Facilities Manager	25%	50%	75%	100%	Open space maintenance works schedule was delivered in accordance with approved works schedule.
<b>Public Facilities – Pools</b>									

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.11	Safe - No Injury, illness or Loss of life resulting from preventative maintenance of water and infrastructure.	Pool management and safety guidelines are followed. Compliance with State Swimming Pool legislation.	100% compliance with guidelines - ongoing.	Public Facilities Manager	25%	50%	75%	100%	All requirements have been met but there is always room for improvement. Council will be working with the lessee on how this service is delivered in the future.
1.11	Affordability and Whole of Life Management - Pools remain affordable.	Develop asset management plan for all pools.	Develop asset replacement/refurbishment schedule for all Council operated pool facilities.	Public Facilities Manager	25%	50%	75%	100%	Report has been received on asset condition and future maintenance plans/asset replacement information. Council now has a dedicated Asset Manager in place and recommendations in the condition report will be worked through.
<b>UHF Facilities</b>									
1.2.10	Maintain UHF facilities and connectivity across the region.	100% of sites audited.	All identified issues rectified with updates provided to Land and Pest Management Advisory Committee.	Public Facilities Manager	25%	50%	75%	100%	All sites were audited. Continuing to collaborate with the Land and Pest Advisory Committee.
<b>Council Housing and Property</b>									
1.11	Maintenance of Housing and property.	Compliance to performance standards.	90% of maintenance requests actioned within the service standard.	Public Facilities Manager	25%	50%	75%	100%	Council works closely with the property management contractor to ensure maintenance requests are complete and actioned to standard.
<b>Cemeteries and Undertaking</b>									
1.11	Deliver funeral administration and undertaking service.	Compliance with funerals and cemeteries policies.	100% compliance in service delivery.	Public Facilities Manager	25%	50%	75%	100%	Council operations are meeting the compliance standard

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.2.2	Maintain lawn and historical cemetery in accordance with Parks & Open Spaces schedule	90% of maintenance service standards completed on schedule	Achievement of maintenance program as stated in Parks & Open Spaces schedule.	Public Facilities Manager	25%	50%	75%	100%	Meeting maintenance service standard requirements. Cemetery Masterplan to be adopted by Council in August 2023.
<b>Child Care - All Services</b>									
1.1.6	Provide quality care for all children, ensuring care environments are safe.	Compliance with relevant legislation and learning frameworks.	100% compliance at all times.	Childcare Services Manager	25%	50%	75%	100%	Childcare Services are consistently striving to provide the best quality care for all children and comply with relevant legislation, as well as staying up to date with new research and information.
<b>Mobile Childcare Centre</b>									
1.1.6	Provide childcare in communities of Muttaborra, Aramac, Ilfracombe and Isisford.	Enhance early childhood learning opportunities in communities one day per week during school terms.	100% compliance at all times.	Childcare Services Manager	25%	100%			The Mobile Childcare Unit ceased operations in Jan 2023 due to significant factors impacting this service.
<b>Planning and Development</b>									
4.1.4	Longreach Regional Council Planning Scheme.	Comply with the legislative requirements of the <i>Planning Act 2016</i> and the Longreach Regional Council Planning Scheme.	Continue planning for future growth in each community.	Town Planning Support Officer	25%	50%	75%	100%	Planning Scheme Amendment No. 2. – The Planning Minister gave Council notice that the proposed major amendment appropriately integrates the relevant state interests and that Council may proceed to public consultation. Reel Planning is now working with Council's officers to take the necessary steps to commence public consultation from or about 21 August 2023.
<b>Plumbing and Drainage Regulation</b>									

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete	Status Commentary
					Q1	
					Q2	
					Q3	
					Q4	
4.1.4	Plumbing certification services.	Plumbing certification services comply with statutory requirements and are client connected and outcome driven.	100% of plumbing 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.	Town Planning Support Officer	<p>25%</p> <p>50%</p> <p>75%</p> <p>100%</p>	All submitted plumbing applications have been assessed and approved within the allocation of 10 business days. No extension decision periods have had to be issued. 95% of customers have been responded to within 2 days.
<b>Building Services &amp; Regulation</b>						
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.	Town Planning Support Officer	<p>25%</p> <p>50%</p> <p>75%</p> <p>100%</p>	All building applications have been responded to within 10 business days. Applicants delaying in responding to Information Requests have extended 10% of the decision periods – Applicants are followed up on when delaying their information request.
<b>Development Assessment – Planning</b>						

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage Complete				Status Commentary
					Q1	Q2	Q3	Q4	
4.1.4	Planning Assessment services.	Planning Assessment services comply with statutory requirements and are client connected and outcome driven.	100% of development applications considered by Council once a properly made application is received. 95% of customer requests are responded to within five (5) days.	Town Planning Support Officer	25%	50%	75%	100%	Planning Assessment Services continued to meet operational targets during 2022-2023. Planning Services responds to customer requests within 5 business days. 100% of development application are considered by Council once 'properly made' and application is received. All applications assessed in accordance with statutory requirements and are client connected and outcome driven.
<b>Food Premises</b>									
4.1.1	Regulation of food licences.	Annual audits of licenced businesses pursuant to the <i>Food Act 2006</i> .	100% of businesses licenced pursuant to the <i>Food Act 2006</i> audited.	Environmental Health Consultant	25%	50%	75%	100%	EHO fourth visit booked for May 2023. Annual inspections of licenced food premises continue pursuant to the <i>Food Act 2006</i> .
<b>Waste Services</b>									
4.1.1	Bulk Waste Collection Service.	Conduct an annual bulky item kerbside waste collection service for all communities in the Region.	Bulk waste collection service to be conducted in all communities in the first quarter of the financial year.	Environmental Health Consultant	25%	50%	75%	100%	Annual bulk waste collection service was completed on 14/11/2022.

**8. Infrastructure Services**

**Red:** Behind target, unlikely to be achieved this financial year | **Yellow:** Monitor, some issues | **Green:** On target to be achieved this financial year | **Completed:** Project completed

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
<b>Workshop</b>									

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
4.2.1	Maintain and service all of Council's Plant and Vehicles.	Keep records on service of all vehicles. All plant is safe to operate and in good repair.	Plant is reliable with minimal down time. Maximum 10% down-time of total hours worked.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	75%	100%	Full staffing levels at the Workshop are allowing for prompt and on-time servicing of plant. Increased utilisation of the Navman system to schedule and record maintenance is being progressed.
<b>Fleet</b>									
4.2.1	Plant renewals.	Renewals to be carried out in accordance with the approved 10 year forecast and meeting optimum replacement guidelines as set out in the Plant Vehicle Management Manual.	Plant budget approved and replacements tendered in accordance with approved plant replacement schedule.	Director of Infrastructure	25%	50%	65%	70%	Fleet replacement is behind schedule due to supply chain delivery timeframes.
4.2.2	Plant utilisation.	Monthly review of plant utilisation through Navman reporting. Identify plant that does not fall within the utilisation tolerances outlined in the Plant Vehicle Management Manual and report on reasons why utilisation is not being met.	Monthly plant utilisation report provided to Council.	Director of Infrastructure	25%	50%	75%	100%	Heavy Plant Utilisation reporting is included in Council reports on a monthly basis. Plant utilisation has met target levels thanks to favourable weather conditions and busy work schedules.
<b>Airports/Aeroplane Landing Areas</b>									
12.8	General maintenance of all three Aeroplane Landing Areas (ALA's).	Regular inspections to identify any defects. Review ALA Report 2018.	Complete all maintenance works identified to ensure landing areas are safe to for use.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	75%	100%	Routine maintenance is carried out as and when required in accordance with the Airstrip Audit Report. Ilfracombe air strip has been graded and rolled. Slashing has been completed.



**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.2.5 1.3.1	Identify, schedule and implement improvements to Airport access roads	Construct new road to Isisford Airport using Council staff and/or Contractors.	100% completion within required timeframes and budget.	Manager of Operations (Civil Construction and Maintenance)	25%	35%	75%	100%	Project is underway with clearing and grubbing of alignment. Surveying has been completed. RCBC's have been ordered. Sub base material has been delivered to work site and will be mixed and compacted
<b>Stormwater</b>									
1.2.9	Stormwater Maintenance.	Regular inspections and repair/cleaning.	No major infrastructure damage caused by stormwater blockages. No ponding of water exceeding 72hrs from last rain event.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	75%	100%	Regular inspections along with repairs and cleaning of the stormwater network has been undertaken.  Identified side inlets and culverts have been replaced at various town street locations to improve drainage as per Stormwater Master Plan.
<b>Main Roads Works</b>									
4.4.1	All Main Roads Works.	As per Road Maintenance Performance Contract (RMPC) and Variations to the Contract.	100% completion within required timeframes and budget.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	75%	100%	RMPC is on track however there are some minor delays with progress due to wet weather.
4.4.1	All Main Roads Works.	As per Minor Works Performance Contract (MWPC)	100% completion within required timeframes and budget.	Manager of Operations (Civil Construction and Maintenance)	50%	50%	55%	65%	Pavement Rehabilitation & Widening project on the Longreach Jundah Road commenced however project delayed due to rain. Completion date September 2023.
<b>Town Streets</b>									

**11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 --  
Appendix 1**

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
4.2.1 4.2.2	Identify, schedule and implement improvements to Town Streets.	Work through the short, medium and long term recommendations as per Transport Plan and Streetscape Policy.	All risk areas are identified and prioritised for rectification within the allocated budget for the financial year.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	75%	100%	As per the Transport Plan, identified improvements have been budgeted for and resealing prep works have commenced.  Eagle St asphalt overlay and line marking has been completed. Waiting on contractor to re-paint the shared zone.
<b>Flood Damage - DRFA</b>									
1.31 4.2.2 4.4.1	Disaster Recovery Funding Arrangements.	Complete the approved 2020 Disaster Recovery Funding Arrangements (DRFA) repair program.	100% completion of all works to QRA standards, by 30 September 2022.	Manager of Operations (Civil Construction and Maintenance)	100%				The 2020 DRFA Package has been fully completed in Q1.
1.31 4.2.2 4.4.1	Disaster Recovery Funding Arrangements.	Complete the approved 2021 Disaster Recovery Funding Arrangements (DRFA) repair program.	100% completion of all works to QRA standards, by 30 June 2023.	Manager of Operations (Civil Construction and Maintenance)	30%	55%	80%	100%	The 2021 DRFA Package is on track. There are minor ongoing delays due to wet weather halting works. 01/08 - Works finalised in May 2023.
1.31 4.2.2 4.4.1	Identify flood damaged roads as soon as possible via DRFA.	Submit applications for approval to carry out flood damage works if Councils trigger levels are met.	Application completed and submitted on time.	Manager of Operations (Civil Construction and Maintenance)	25%	50%	90%	100%	All data has been collated for the 2022 flood damage assessments. Waiting on final approval. Works started in May 2023.
<b>Rural Roads</b>									

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete	Status Commentary
					Q1	
					Q2	
					Q3	
					Q4	
1.2.4 4.2.1 4.2.2	Identify, schedule and implement improvements to Rural Road network.	Work through the short, medium & long term recommendations as per Transport Plan.	All risk areas are identified and prioritised for rectification works within the allocated budget for the financial year.	Manager of Operations (Civil Construction and Maintenance)	25% 50% 75% 100%	The identified improvements within the Transport Plan are in progress as per budget allocations.
<b>All Roads</b>						
1.2.4 4.2.1 4.2.2	Roads Maintenance Program Review.	As part of the review of the Asset Management Plans, undertake a detailed analysis of ongoing maintenance programs to identify service levels and options to reduce ongoing costs.	Regular Review.	Director of Infrastructure Services Manager of Operations (Civil Construction and Maintenance) Asset Manager	25% 50% 75% 100%	Council is implementing updated traffic count software to monitor road use and inform future asset data.
1.31 4.2.2 4.4.1	Identify funding opportunities for road projects and road infrastructure improvements.	Submit relevant application/s for consideration.	Application/s completed and submitted on time.	Director of Infrastructure Services Manager of Operations (Civil Construction and Maintenance)	25% 50% 75% 100%	TIDS & R2R funding applications lodged to supplement identified project within the Transport Plan.
<b>Water and Sewerage Projects</b>						

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

















Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
2.12 2.13 3.11 3.13	Investigate funding opportunities for recommendations within the Water Security and Sustainability Report.	Submit relevant funding application/s.  Continue to work through long term recommendations as per priority list.	Application completed and submitted on time.	Director of Infrastructure	25%	50%	75%	100%	Identification of potential projects and funding options for next financial year budget is ongoing.
2.12 3.13	Investigate funding opportunities for installation of smart water meters as recommended within the Water Security and Sustainability Report.	Submit relevant funding application/s.	Application/s completed and submitted on time.	Director of Infrastructure	10%	20%	20%	20%	Council has partnered with a service provider to plan a smart meter trial at selected residential premises. Current meters are in the process of being replaced with a product alternative better suited to Councils needs and climatic conditions. Roll out is delayed to 23/24 until additional funding is secured.
1.2.1 2.1.2	Undertake essential preliminary work for the Thomson River Weir raising project.	Carry out the works using Council staff and/or Contractors.  Submit relevant funding application/s.	Completion of works within budget and timeframe.  Application/s completed and submitted on time.	Director of Infrastructure	15%	25%	25%	25%	Contract for the Environmental Impact Study (EIS) has been awarded to Wild Environmental and is in progress. Wild Environment is assisting Council with the Approval Process. Discussions with the Department of State Development, Infrastructure, Local Government and Planning are continuing.
1.2.1 2.1.2	Undertake essential repairs to the Isisford Weir.	Carry out the works using Council staff and/or Contractors.	Completion of works within budget and timeframe.	Director of Infrastructure	90%	95%	95%	100%	Isisford Weir repairs complete.
1.2.3	Meet legislative requirements at all Sewerage Treatment Plants.	Continue working with Department of Environment and Science.	Ongoing monitoring for compliance.	Director of Infrastructure	25%	50%	75%	75%	Compliance improvement measures remain in place and routine discharge testing schedule has commenced.

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary	
					Q1	Q2	Q3	Q4		
1.2.1	Identify and replace ageing water mains as per the Asset Management Plans - Isisford.	Carry out the works using Council staff and/or Contractors.	Completion of works within budget and timeframe.	Director of Infrastructure	25%	90%	98%	100%	Mains replacement in Isisford is complete with final project sign off in progress.	
2.1.2					10%	15%	15%	15%		
3.1.1					5%	20%	98%	100%		Sewer relining sections for Longreach commenced during March 2023. Minor variations are being negotiated to repair junction displacements and manhole obstructions.
3.1.3										
1.2.1.1										
2.1.2	Identify and replace ageing water mains as per the Asset Management Plans - Longreach.	Carry out the works using Council staff and/or Contractors.	Completion of works within budget and timeframe.	Director of Infrastructure	10%	15%	15%	15%	Mains replacement sections for Longreach have been identified. Design and Tender documents are in progress.	
3.1.1					5%	20%	98%	100%		
3.1.3										
1.2.1.1										
2.1.3					Re-line identified ageing sewer lines as per the Asset Management Plan 10 year forecast - Longreach.	Carry out the works using Council staff and/or Contractors.	Completion of works within budget and timeframe.	Director of Infrastructure		5%
1.2.1.1										

**Water Operations**

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
3.1.1 3.1.2 3.1.3 4.3.2	Operation of water treatment plants (WTP), pump stations, reservoirs and distribution network.	WTPs and associated infrastructure operational 24/7.	Compliant with Drinking Water Quality Management Plan (DWQMP). Staff trained. Unscheduled interruptions as per Levels of Service.	Director of Infrastructure					Council continues to meet all legislative requirements for water operations and drinking water quality. Water incidents are reported within timeframes.  Installation of UV Filter at Isisford WTP has been awarded with works to commence in March 2023. Ilfracombe WTP Valve Automation upgrade to commence in April/May 2023.
3.1.1 3.1.2 3.1.3	Water Quality and Statutory performance reporting and compliance.	Compliance with DWQMP. Compliance with legislative reporting requirements. Compliance with licensing.	>98% compliance with DWQMP. 100% with annual and quarterly reporting.	Director of Infrastructure					State Wide Information Management System "SWIMS" report has been completed.  DWQMP Annual Report for 2021/2022 has been submitted on time.
3.1.1 3.1.2 3.1.3 3.1.4	Drought Management Plan (DMP).	Activate DMP changes as and when required and advertised to communities.	Activate within 24 hours.	Director of Infrastructure					Monthly monitoring of reservoir levels and seasonal conditions is undertaken in accordance with the DMP.
3.1.1 3.1.2 3.1.3 3.1.4	Drought Management Plan (DMP).	Update DMP to incorporate new water security measures and infrastructure.	Council to adopt updated DMP.	Director of Infrastructure					Review of the DMP is on hold pending funding.
<b>Sewerage Operations</b>									

## 11.3 - Annual Operational Plan Review 2022-2023 - Review for Period Ending 30 June 2023 -- Appendix 1

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets	Responsible Officer	Status & Percentage complete				Status Commentary
					Q1	Q2	Q3	Q4	
1.2.3 2.1.3 3.4.1	Operation and maintenance of Sewerage Treatment Plants (STP), pump stations and collection network.	STPs and associated infrastructure operational 24/7.	Staff trained. Operations as per Levels of Service.	Director of Infrastructure	25%	50%	75%	75%	Staff are trained as and when required to meet operational requirements of the facilities. Compliance improvement measures remain in place and routine discharge testing schedule has commenced..
<b>Waste Services</b>									
3.2.1 3.4.1	Collection frequency.	Waste is collected in each town as per Levels of Service.	99% collection each week.	Director of Infrastructure	25%	50%	75%	100%	Waste collection is meeting operational target. Customer Requests are assessed and responded to within timeframes.
4.2.2	Landfill opened during business hours.	Longreach landfill is open each day (Except Christmas, Boxing, New Year and Good Friday). Ilfracombe, Isisford and Yaraka Landfill open 24/7.	<5 complaints per year excluding wet weather closures.	Director of Infrastructure	25%	50%	75%	100%	Longreach Landfill is operational as per business hours advised to the community. There are occasional wet weather closures across all sites. No complaints have been received YTD.
3.4.1	Landfill meets environmental guidelines.	Comply with conditions of environmental authority.	Routine inspections for compliance as per Site Based Management Plans.	Director of Infrastructure	25%	50%	75%	100%	Inspections and Contractor management is undertaken at routine intervals to ensure all environmental conditions are being met.
<b>Quality Control</b>									
4.3.2 4.4.1	Certification of ISO9001:2015.	Completion of internal and external audits.	Continue to achieve compliance.	Director of Infrastructure	100%	100%	100%	100%	Council remains certified for the period 2021 to 2023. The annual audit took place in November 2022 with outcomes being addressed. Recertification is due in September 2023.

## 9. Operational Risk Reporting

Longreach Regional Council has established an Organisational Risk Register which provides details on significant risks to the organisation and how they are managed. This register is maintained in accordance with Council's Enterprise Risk Management Policy which states "As Council is exposed to a broad range of risks which, if not managed could impact on the organisation not achieving its Corporate objectives, it is committed to creating an environment where all of Council, employees and contractors will take responsibility for managing risk (by developing and maintaining a strong risk management culture)." 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 Assessment 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 this plan.

**Related Documents:**

Longreach Regional Council Corporate Plan 2017-2027

Longreach Regional Council Budget 2022/2023

**Risk Assessment Matrix**

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



## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach.

#### 11.4 Development Permit for Material Change of Use for Short-term accommodation, Low Density Residential - Longreach.

Consideration of a development application lodged with Council on 31 May 2023 by Ms Tanya Johnson for a Development Permit for Material Change of Use for a AirBnB – Short-term accommodation at 22 Wompoo Road, Longreach.

Description:	Material Change of Use for an AirBnB – Short-term accommodation
Development:	Development Permit – DA22/23-011
Applicant:	Tanya Johnson
Owner:	Tanya Johnson
Current Use of Land:	Residential
Address:	22 Wompoo Road, Longreach
Real Property Description:	Lot 26 on L35729
Applicable Planning Scheme:	<i>Longreach Regional Planning Scheme 2015 (v2.1)</i>
Zone:	Low Density Residential Zone
Level of Assessment:	Impact Assessment

#### **Assessment Report**

The Assessment Report was prepared by Council's Town Planning Consultants, Reel Planning and is listed in the appendices below.

#### **Appendices**

1. Attachment A - Proposal Plan.pdf [↓](#)
2. DA2223-011 - Decision Report - Final 8.08.23.pdf [↓](#)

#### ***Recommendation:***

*That Longreach Regional Council approves the development application for a Development Permit for Material Change of Use for Short-term Accommodation (up to 6 guests) over land at 22 Wompoo Road, Longreach, formally described as Lot 26 on L35729, subject to the following conditions:*

#### **1.0 PARAMETERS OF APPROVAL**

- 1.1 *The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.*
- 1.2 *Where these conditions refer to "Council" in relation to requiring Council to*

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach.

*approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.*

- 1.3 *The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.*
- 1.4 *The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed by Council to create a hazard to the community, it must be repaired immediately.*
- 1.5 *All development conditions contained in this development approval about infrastructure under Chapter 4 of the Planning Act 2016 (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.*
- 1.6 *All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, and to be maintained at all times thereafter, unless otherwise stated.*

#### **APPROVED PLANS AND DOCUMENTS**

- 2.1 *The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this approval:*

<b>Plan/Document Name</b>	<b>Plan/Document Number</b>	<b>Revision</b>	<b>Date</b>
Site Plan	SK1	-	31 May 2023 (Received date)

- 2.2 *Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.*

#### **3.0 LIMITATIONS OF USE**

- 3.1 *Guests of the Short-term accommodation are limited to a maximum stay of three (3) consecutive months at any one time.*
- 3.2 *The total number of guests at any one time must not exceed six (6).*

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach.

---

3.3 *A minimum of one (1) onsite car space is to be available at all times to guests.*

#### **4.0 SITE MANAGEMENT PLAN**

4.1 *Maintain and implement a Site Management Plan for the Short-term accommodation. The site management plan is to include measures to manage operational aspects of the development including, but not limited to, hours of operation, noise management, site care and maintenance, complaints management and refuse management.*

*Provide a copy of the Site Management Plan to Council before the commencement of the use.*

#### **5.0 SERVICES**

5.1 *Maintain all reticulated water and sewerage connections to the premises in accordance with the standards prescribed in Table SC5.1.2.6 (Water and Sewer Standards) of Planning Scheme Policy 1 – Works.*

5.2 *Maintain electricity and telecommunication services to the premises in accordance with the standards and requirements of the relevant service provider.*

#### **6.0 ENVIRONMENTAL HEALTH**

6.1 *Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, dust, vibration, odour, fumes, smoke, vapour, steam soot, ash, waste water, waste products, oil or otherwise*

6.2 *In accordance with the Environmental Protection (Waste Management) Regulations, all waste storage areas must be kept in a clean, tidy condition, and sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site. Waste must be removed to a lawful landfill.*

#### **7.0 ASSET MANAGEMENT**

7.1 *Any alteration necessary to electricity, telephone, water mains, sewerage mains and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.*

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach.

---

#### **ADVISORY NOTES**

1. *Prior to commencing any construction activities, the applicant/developer may be required to obtain further development permits for operational work (for example, for the relocation of the sewer line if this is required), building work, and plumbing and drainage work, as required under relevant legislation for this work.*
2. *This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.*
3. *General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.*
4. *This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care").*

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 1

Blue circle indicates the property 22 Wompoo Road.

- Access to the property via driveway to the right hand side of the dwelling. Existing carport houses 1 vehicle and driveway capacity for another 2 cars if necessary. Also access through to the back yard is available.
- The entire dwelling will be used with 3 bedrooms and a maximum of 6 guests only.
- Hardwired smoke detectors have been installed throughout.
- Existing trees on the property provide screening and privacy to the neighbouring properties and street frontage.



Site Plan

SK1

31 May 2023 (Received date)

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

<b>DECISION REPORT FOR GENERAL COUNCIL MEETING 17 AUGUST 2023</b>
---

<b>TO</b>
-----------

### **DEVELOPMENT APPLICATION - DA NO. 22/23-011 - TANYA ANNE JOHNSON - 22 WOMPOO ROAD, LONGREACH (LOT 26 ON L35729)**

#### **EXECUTIVE SUMMARY**

The Applicant, Tanya Anne Johnson, seeks a Development Permit for Material Change of Use for Short-term Accommodation (up to 6 guests) over land at 22 Wompoo Road, Longreach, formally described as Lot 26 on L35729 (the subject site). The subject site is 1,416m<sup>2</sup> in area and contains an existing dwelling house and carport.

The proposal involves the reuse of the existing dwelling house for Short-term accommodation for up to six (6) guests at anyone time. The proposal involves no physical changes to the existing dwelling. The site contains an existing carport which can be utilised by guests for parking.

Under the *Longreach Regional Planning Scheme 2015* (the Planning Scheme), the subject site is located in the Low Density Residential and is affected by the Flood hazard overlay (low).

The proposal is categorised as Assessable Development that is subject to Impact Assessment. A development application that is subject to Impact Assessment is assessed against the entire Planning Scheme and is required to be publicly notified for a minimum of 15 business days.

The proposal has been assessed against the entire Planning Scheme and is consistent with the intent of the zone and all other relevant assessment benchmarks. During the public notification period, no submissions from the public were received.

Based on an assessment of the proposal in accordance with the Impact Assessment process articulated in the *Planning Act 2016*, this decision report recommends approval of the development application, subject to the conditions stated herein.

#### **RECOMMENDATION**

THAT Longreach Regional Council approves the development application for a Development Permit for Material Change of Use for Short-term Accommodation (up to 6 guests) over land at 22 Wompoo Road, Longreach, formally described as Lot 26 on L35729, subject to the following conditions:

##### **1.0 PARAMETERS OF APPROVAL**

- 1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.
- 1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.
- 1.3 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

---

- 1.4 The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed by Council to create a hazard to the community, it must be repaired immediately.
- 1.5 All development conditions contained in this development approval about *infrastructure* under Chapter 4 of the *Planning Act 2016* (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.
- 1.6 All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of the use and to Council's satisfaction, and to be maintained at all times thereafter, unless otherwise stated.

### APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this approval:

Plan/Document Name	Plan/Document Number	Revision	Date
Site Plan	SK1	-	31 May 2023 (Received date)

- 2.2 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval prevail.

### 3.0 LIMITATIONS OF USE

- 3.1 Guests of the Short-term accommodation are limited to a maximum stay of three (3) consecutive months at any one time.
- 3.2 The total number of guests at any one time must not exceed six (6).
- 3.3 A minimum of one (1) onsite car space is to be available at all times to guests.

### 4.0 SITE MANAGEMENT PLAN

- 4.1 Maintain and implement a Site Management Plan for the Short-term accommodation. The site management plan is to include measures to manage operational aspects of the development including, but not limited to, hours of operation, noise management, site care and maintenance, complaints management and refuse management.

Provide a copy of the Site Management Plan to Council before the commencement of the use.

### 5.0 SERVICES

## **11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2**

---

- 5.1 Maintain all reticulated water and sewerage connections to the premises in accordance with the standards prescribed in Table SC5.1.2.6 (Water and Sewer Standards) of *Planning Scheme Policy 1 - Works*.
- 5.2 Maintain electricity and telecommunication services to the premises in accordance with the standards and requirements of the relevant service provider.

### **6.0 ENVIRONMENTAL HEALTH**

- 6.1 Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, dust, vibration, odour, fumes, smoke, vapour, steam soot, ash, waste water, waste products, oil or otherwise
- 6.2 In accordance with the Environmental Protection (Waste Management) Regulations, all waste storage areas must be kept in a clean, tidy condition, and sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site. Waste must be removed to a lawful landfill.

### **7.0 ASSET MANAGEMENT**

- 7.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

### **ADVISORY NOTES**

- 1. Prior to commencing any construction activities, the applicant/developer may be required to obtain further development permits for operational work (for example, for the relocation of the sewer line if this is required), building work, and plumbing and drainage work, as required under relevant legislation for this work.
- 2. This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.
- 3. General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.
- 4. This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care").



## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

### OVERVIEW

TABLE 1 - OVERVIEW

PROPERTY DETAILS	
Site address	22 Wompoo Road, Longreach
RPD	Lot 26 on L35729
Site Area	1,416m <sup>2</sup>
Landowner	Monique Maria Johnson
Existing use of land	Dwelling house
APPLICATION DETAILS	
Application No.	DA22/23-011
Applicant	Tanya Anne Johnson
Application description	Development Permit for Material Change of Use for Short-term accommodation (up to 6 guests)
Decision due date	5 September 2023
Proposal	Reuse of existing dwelling house for short-term accommodation
STATUTORY PLANNING DETAILS	
State Planning Policy	State Planning Policy (July 2017)
Mapped SPP matters	Natural Hazards Risk and Resilience <ul style="list-style-type: none"> <li>• Flood hazard area – Local Government flood mapping area</li> </ul> Strategic Airports and Aviation Facilities <ul style="list-style-type: none"> <li>• Obstacle limitation surface area</li> <li>• Obstacle limitation surface contours</li> <li>• Light restriction zone</li> <li>• Lighting area buffer 6km</li> <li>• Wildlife hazard buffer zone</li> </ul>
Regional Plan	Central West Regional Plan (September 2009)
CWRP Designation	Major Rural Activity Centre
Planning Scheme	<i>Longreach Regional Planning Scheme 2015 (v2.1)</i>
Overlays	Flood Hazard Overlay <ul style="list-style-type: none"> <li>• Low</li> </ul> Airport Environs Overlay <ul style="list-style-type: none"> <li>• Buffer Area A</li> <li>• Operational Airspace 236.0</li> </ul>
Zone	Low Density Residential Zone
Planning Act definition	Short-term accommodation
Category of Assessment	Impact Assessment

### 1.0 PROPOSAL BACKGROUND

TABLE 2 - APPLICATION HISTORY

Application lodged	31 May 2023
Application properly made	1 June 2023
Council Confirmation Notice	1 June 2023
Applicants notice of intention to commence public notification	5 July 2023
Applicants notice of compliance	1 August 2023
Tabled at General Meeting to be decided by Council	17 August 2023
Decision due date under the <i>Planning Act 2016</i>	5 September 2023

### 2.0 SITE DESCRIPTION

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

The subject site is located at 22 Wompoo Road, Longreach, formally described as Lot 26 on L35729 (see **Figure 1**). The subject site is 1,416m<sup>2</sup> and contains an existing dwelling house and carport.



**Figure 1 – Subject Site** (Queensland Government Development Assessment Mapping)

### 2.1 LOCALITY DESCRIPTION

The subject site is located south of the Landsborough Highway and is adjoined by dwelling houses. Although located in a residential area there are a mix of uses in close proximity to the site including a child care centre and industrial use on the southern side of Wompoo Road.

### 3.0 DESCRIPTION OF PROPOSAL

The proposal involves the reuse of the existing dwelling house for Short-term accommodation for up to six (6) guests at any one time. The proposal involves no physical changes to the existing dwelling. The site contains an existing carport which can be utilised by guests for parking.

The proposal plan recommended for approval is included in **Attachment A**.

### 4.0 PLANNING ASSESSMENT

In accordance with section 45 (5) of the *Planning Act 2016* (the Act), Impact Assessment is an assessment that:

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

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

---

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

*Examples of another relevant matter– a planning need*

This framework for assessing impact assessable applications is clarified as follows –

The categorising instrument for the development is the *Longreach Regional Planning Scheme 2015* (Version 2.1). The entire planning scheme must be assessed as relevant to the application. In this instance, the relevant assessment benchmarks under the Planning Scheme are:

- Strategic Framework
- Low Density Residential Zone Code
- Works Code
- Landscaping Code
- Airport Environs Overlay Code
- Flood Hazard Overlay Code

These are discussed in further in detail in Section 4.2 below.

The *Planning Regulation 2017* (sections 29-31) prescribes additional assessment benchmarks and other general assessment matters, which are addressed as follows;

### The Central West Regional Plan

The regional plan is identified as being appropriately integrated in the Planning Scheme and therefore does not require further assessment. The assessment of the proposal against the Planning Scheme in section 4.2 below also functions as an assessment of the Regional Plan.

### The State Planning Policy

The Planning Scheme reflects an older version of the SPP from July 2014. The current version of the SPP is from July 2017. As listed in Table 1 (overview of planning details), the subject site is identified by SPP mapping layers relating to Natural hazards and Strategic Airports.

A review of the assessment benchmarks relating to these state interests has been completed and it has been confirmed that the provisions between the 2014 and 2017 SPP are effectively the same. Therefore, no further assessment is required, as the provisions relating to the State interests are dealt with through the Planning Scheme. In general, there are no conflicts between the proposal and any other State interest under the SPP.

### The Local Government Infrastructure Plan

It is noted that Council does not charge Adopted Infrastructure Charges for any new development. In turn, an Infrastructure Charges Notice does not form part of this recommendation.

### Schedules 9 and 10 of the Planning Regulation

The application did not trigger State agency referral under Schedule 10 of the Planning Regulation. Although the site is mapped as containing native vegetation, there is no proposed vegetation clearing.

### Approval history /lawful uses

It is considered that the existing dwelling house has been lawfully established on the subject site.

### Common material

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

---

All material about the application that Council has received since lodgement has been considered in this report.

Where a conflict may be evident between the application and above assessment benchmarks and matters, Council can consider any other relevant matter, such as planning need, to override the conflict and justify the non-compliance. This typically relates to matters that Council deems to be in the public interest, as opposed to personal circumstances.

The following sections consider the above assessment benchmarks and matters to the extent relevant to the application.

### 4.1 LONGREACH REGIONAL PLANNING SCHEME 2015

The following sections address the elements of the Planning Scheme as it relates to the proposal.

#### 4.1.1 Proposal as a *Material Change of Use*

The proposed development involves a Material Change of Use of premises, which is categorised as Assessable Development under the Planning Scheme and therefore requires a development application. Under the Planning Act, the definition of Material Change of Use is:

- (a) the start of a new use of the premises;**
- (b) the re-establishment on the premises of a use that has been abandoned;*
- (c) a material increase in the intensity or scale of the use of the premises.*

In the context of the proposal, the proposed Short-term accommodation (up to 6 guests) involves the start of new use on the site.

#### 4.1.2 Land Use Definition

Under the Planning Scheme, the development includes the following uses:

##### **Short-term accommodation:**

*Premises used to provide short-term accommodation for tourists or travellers for a temporary period of time (typically not exceeding three consecutive months) and may be self-contained.*

*The use may include a manager's residence and office and the provision of recreation facilities for the exclusive use of visitors.*

#### 4.1.3 Assessment Benchmarks

The proposed development is to be assessed against the entire Planning Scheme. Consideration has been given to the relevant elements of the Strategic Framework, Zone code, Development codes and Overlay codes.

#### **Strategic Framework**

The Strategic Framework sets the policy direction for the Planning Scheme. The subject site has a strategic mapping designation of Urban.

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

The following aspects of the Strategic Framework were considered in the assessment of the proposed development.

**TABLE 3 – ASSESSMENT OF STRATEGIC FRAMEWORK**

Outcome/s	Response
<b>3.3.1 Strategic outcomes</b>	
<i>(6) The lifestyle, character and amenity of the towns of the region are protected and strengthened.</i>	<b>Complies</b> – The lifestyle of Longreach will be strengthened by the provision of another visitor accommodation option. The character of the area will not be impacted as the built form mimics surrounding development.
<b>3.3.2 Strategic outcomes – the town centre, commercial and community activities</b>	
<i>(16) All residential activities, including accommodation intended for visitors, non resident workers, and temporary residents, are designed to integrate effectively with the surrounding town character. Non resident workforce accommodation, whether permanent or temporary, is well integrated with the surrounding town area, small in scale and designed to encourage adaptive re-use and social integration with the local population.</i>	<b>Complies</b> – The proposal involves the reuse of an existing dwelling house to provide accommodation to visitors. As the proposal involves the reuse of an existing dwelling, the built form and scale will integrate effectively with the surrounding character of the locality.  The short-term accommodation only allows for a maximum 6 persons at any one time, therefore being consistent with what would be expected for a household using a dwelling house.  The proposal does not involve non-resident workforce accommodation.
<i>(22) A variety of short term accommodation options are available within the town of Longreach, primarily in the Tourism zone fronting the Landsborough Highway, within the Eagle Street centre zone or within the medium density residential zone. Small scale accommodation in the form of bed and breakfasts may be established in other residential areas.</i>	<b>Complies</b> – The proposal involves an additional short term accommodation option for visitors of Longreach. Whilst not a bed and breakfast, the proposal is still considered to be small scale and consistent with the built form and scale of surrounding development.
<b>3.4.4 Element 3 – All towns – Natural hazards</b>	
<i>(1) New development or the intensification of uses in areas potentially affected by flooding or bushfire is avoided, other than where development can be designed or sited to minimise risk to people, property and the environment.</i>	<b>Complies</b> – The proposed development is located on a site that is subject to a flood hazard. The proposal involves the reuse of existing building and therefore there is no intensification of potential impacts.

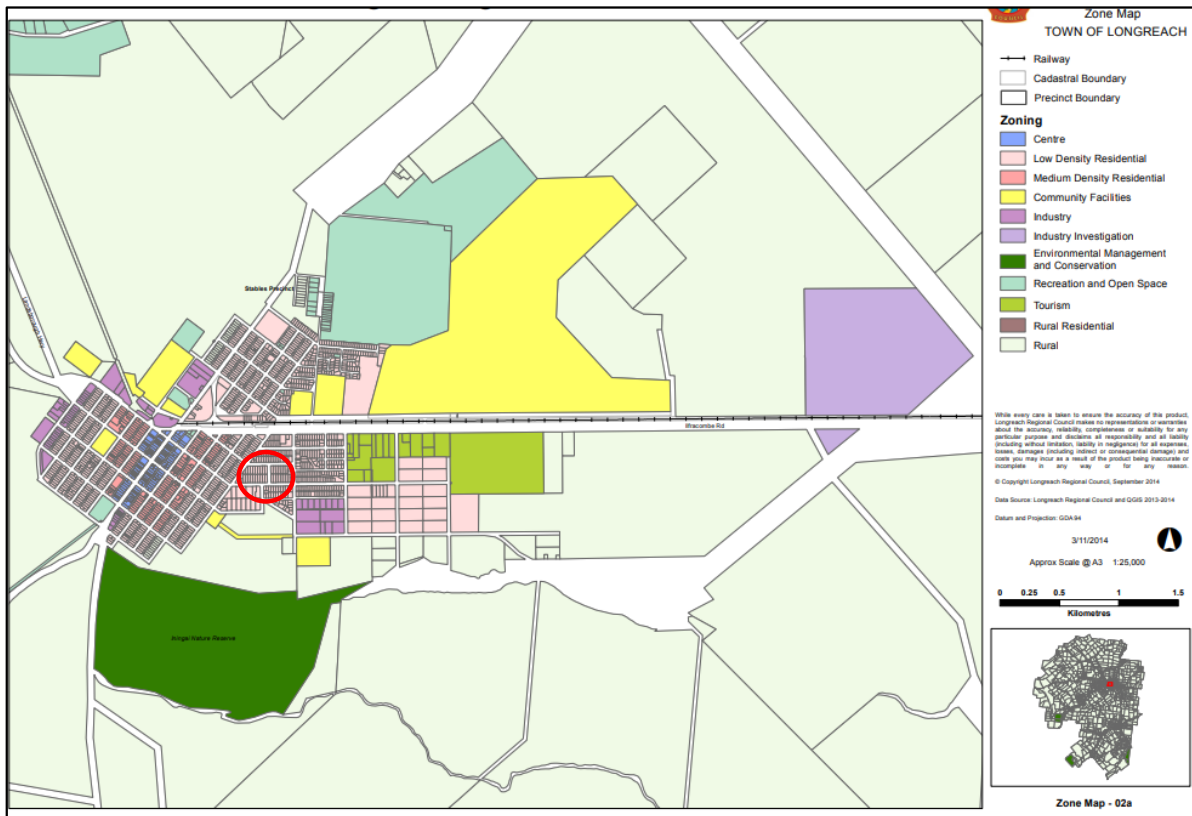
Certain sections of the strategic framework are not addressed as they are either town or use specific and not relevant to this proposal.

Based on the above assessment, the proposal does not conflict with relevant elements of the Strategic Framework.

### **Zone Code**

The subject site (denoted by red circle) is located in the Low Density Residential Zone (See **Figure 2**).

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2



**Figure 2** – Zone Map (Source: LRC 2015)

An assessment of the proposal against the relevant overall outcomes of the Low Density Residential Zone Code is provided in **Table 4**. The remainder of the Overall Outcomes are not relevant in the assessment of this application as they relate to reconfiguration of lots or are use specific.

**TABLE 4 – ASSESSMENT OF OVERALL OUTCOMES**

Overall Outcome	Response
(a) <i>The zone accommodates predominantly dwelling houses on a range of lot sizes, however dual occupancy, community services and facilities, and small scale aged persons' accommodation which is designed to be compatible with amenity and the existing Longreach character are also encouraged in the zone.</i>	<p><b>Complies</b> – Whilst the Low Density Residential zone predominantly accommodates dwelling houses, it does anticipate a range of other uses provided they are designed to be compatible with the amenity and character of the existing Longreach locality.</p> <p>The proposal involves the reuse of an existing dwelling house, therefore the built form and scale will continue to complement the surrounding development form.</p> <p>The use is considered small scale as the number of guests is limited to a maximum of six (6) people which is consistent with the number of people expected in a household group.</p> <p>It is considered that the proposal, with appropriate conditions, will not detract from the amenity of the locality and will contribute positively to the streetscape.</p>
(g) <i>Development is protected as far as possible from the risk of bushfire hazard.</i>	<p><b>Complies</b> – The site is not in the bushfire hazard overlay.</p>

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

In addition to the overall outcomes of the Low Density Residential Zone Code, the proposed development complies, or can otherwise be conditioned to comply, with the Performance Outcomes and, where applicable, the Acceptable Outcomes, of the Low Density Residential Zone Code, in particular:

- With conditions, in particular relating to the requirement for a Site Management Plan to be prepared and implemented for the site, any potential amenity impacts can be managed
- The proposal involves the reuse of an existing dwelling house therefore being consistent with the built form and scale expected in the zone
- The existing building is connected to all urban services.

### **Development Codes**

#### **Works Code**

The purpose of the Works code is to ensure that development in the Longreach region provides services to a standard which is efficient, effective and reflects community expectations, enhances the lifestyle of the community, and minimises impacts on neighbours, the streetscape and the environment.

The proposed development complies, or can otherwise be conditioned to comply, with the Performance Outcomes and, where applicable, the Acceptable Outcomes, of the Works Code.

The proposed development complies as:

- The site is provided with both reticulated water and sewer connections
- The site has access to both electricity and telecommunications services
- The proposal will be provided with adequate car parking spaces.

#### **Landscape Code**

The purpose of the landscape code is to ensure landscaping in both the private and public domains is designed and constructed to a high standard, provides a strong contribution to the Longreach outback identity, provides amenity appropriate to physical location and social values, and is responsive to the local character, site and climatic conditions and suits the long-term needs of the community.

The proposal involves the reuse of an existing dwelling that is on a site that already incorporates landscaping throughout the site. No further landscaping is required as a result of this development.

### **Overlay Codes**

**Table 5** sets out the applicable overlay maps and assesses the corresponding codes.

**TABLE 5 – ASSESSMENT OF OVERLAYS**

<b>Assessment of Overlay Codes</b>	<b>Response</b>
<b>Flood Overlay Code</b>	<p><b>Complies</b></p> <ul style="list-style-type: none"> <li>• The proposal does not involve any physical alteration to a watercourse</li> <li>• The proposal does not involve the manufacture or storage of hazardous materials</li> <li>• No new buildings will be located in the flood hazard area as all building are existing.</li> </ul> <p>On this basis, the proposal is considered to comply with the Flood Overlay Code.</p>

## 11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2

Airport Environs Overlay Code	<b>Complies</b> <ul style="list-style-type: none"><li>The site is a substantial distance from the airport, therefore not impacting on operations of the airport.</li></ul>
-------------------------------	--

In summary, on balance this planning assessment has demonstrated compliance between the development and the relevant assessable benchmarks of the Planning Scheme. Recommended conditions of approval reflect the elements of each assessment benchmark to ensure on-going compliance in terms of operations and amenity.

### 5.0 REFERRALS

#### 5.1 Internal

The application was not internally referred as the proposal involves the reuse of an existing dwelling.

#### 5.2 External

No referrals were required in accordance with Schedule 10 of the Planning Regulation.

### 6.0 PUBLIC NOTIFICATION

The application was publicly notified from 10 July 2023 to 31 July 2023. This involved:

- A public notice sign on Wompoo Road frontage of the subject site for the duration of the above period;
- A public notice was published in the Longreach Leader on 07 July 2023; and
- Letters advising of the application were sent to landowners adjoining the subject site on 5 July 2023.

No properly made submissions were received.

### 7.0 CONCLUSION

This Development Application for Development Permit for Material Change of Use for Short-term Accommodation (up to 6 guests) over land at 22 Wompoo Road, Longreach, formally described as Lot 26 on L35729, is recommended for approval, subject to the conditions outlined in this report. This recommendation is based on an assessment of the proposal in accordance with the *Planning Act 2016* for applications requiring Impact Assessment, which demonstrates the proposal's consistency with relevant matters and assessment benchmarks.

In accordance with the requirements for a decision notice under section 63 the Act, a notice must be prepared for publication on the Council's website stating the reasons for the decision. The notice will also be provided to the Applicant. For this development, the statement of reasons, being the grounds for approval, will feature on the notice as follows:

- The proposal involves the reuse of an existing dwelling house, therefore the built form and scale will continue to complement the surrounding development form.
- The proposal is considered to be small scale and can be managed appropriately through conditions.
- The existing building is connected to all necessary urban services.
- The development complies or can be conditioned to comply, with the relevant assessment benchmarks of the Planning Scheme.
- The development does not compromise the relevant elements of the Central West Regional Plan or State Planning Policy.



**11.4 - Development Permit for Material Change of Use for a Short-term accommodation, Low Density Residential - Longreach. --Appendix 2**

---

Assessment Officers (Author): Tim O'Leary <b>Principal Town Planner (Reel Planning)</b> 7 August 2023	Reviewed and Authorised by Assessment Manager Delegate:  7 August 2023
--	---

Attachment A – Proposal Plan

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.5 - Workplace Health & Safety Update Report - July 2023**

---

**11.5 Workplace Health & Safety Update Report - July 2023**

File Ref:

This report provides a summary of Council's health and safety performance as at 31 July 2023, highlighting issues, risks and opportunities impacting 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**

OUR LEADERSHIP	
Corporate Plan Outcome	
5.1	Council will have a values driven culture.

**Budget Considerations**

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

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officers:**

*Jessie McEnery, Acting Workplace Health and Safety Advisor*

*Grace Jones, Human Resources & Workplace Health & Safety Manager*

**Background:**

Workplace Health and Safety provides a monthly update report of Council's health and safety performance.

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.5 - Workplace Health & Safety Update Report - July 2023

#### **Workplace Health and Safety Reporting - Period Ending 30 June 2023**

- There were three injuries reported in July, with two being a report only and the remaining required medical treatment, resulting in a lost time injury. The injury resulted from a slipping hazard, Employee was returned to work on suitable duties plan undertaking alternative duties.
- A total of 6 incidents reported resulted in property damage to Council plant, namely minor panel or glass damage.
  - One incident was the result of a minor traffic collision, when an operator failed to see oncoming traffic when reversing from a car park. There was minor panel damage to the vehicle.
- There were no incidents considered notifiable under Queensland Workplace Health and Safety requirements.
- 

The below graphs depicts the Incident to Injury Ratio and Location of injuries for all incidents reported YTD.



#### **WHS Updates/Consultation**

- The WHS Team have been focusing on documentation development and reviews throughout July, which will address a number of audit actions from both the CACS and LGW Audit Action Plans. These documents include operational procedures, safe work method statement (SWMS) and management standard.
- The Annual Performance Report and Management Review for 2022/2023 was completed and submitted to LGW as part of Council's MRO.
- A number of work site visits were scheduled, where the Safety Team will meet with work groups and/or individual works seeking their input into procedures and SWMS,

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.5 - Workplace Health & Safety Update Report - July 2023

---

in addition to raising any other feedback in relation to safety processes, documentation and training.

- Council's Acting WHSA and Business Support Officer have worked to identify critical safety risks and commence the development of a draft Audit Programme. Before internal audits are commenced the Safety Team will engage with ELT, Managers, Supervisors and HSRs to rank them from highest to lowest risk. This will then inform the final draft of the internal audit programme.
- Attached for Council's information is the final quarterly review of the SMS Plan for 22/23 and the new SMS Plan for 2023/24.

#### **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

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

#### **Environmental Management Factors:**

Nil

#### **Other Comments:**

Nil

#### **Appendices**

1. 2023 - 2024 LRC-SMS Plan.pdf [↓](#)
2. WHS Strategy Plan Tracking - Quarter Four Reporting (01 Apr 23 to 30 June 23).pdf [↓](#)

#### **Recommendation:**

*That Council receives the Workplace Health & Safety Update Report, as presented.*



# Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

## Workplace Health and Safety Management System Plan 2023 - 2024

**Endorsed:** Combined Executive Leadership Team and Management Group  
- Friday 9<sup>th</sup> June 2023

**Version:** 1.0

### OVERVIEW

This health and safety strategy plan sets objectives and targets for Longreach Regional Council that are consistent with Council's health and safety policy, health and safety legislation, self-insurance requirements and analysis of past health and safety performance. Longreach Regional Council's Safety Management System (LRC-SMS) outlines the management framework of how Council intends to achieve its objectives and targets. In addition, key performance indicators (KPIs) and reporting intervals have been established to measure the effective implementation of the SMS Planner on a regular basis.

Council recognises the importance of developing and maintaining healthy and safe working conditions in all workplaces and the importance of keeping the Work Health and Safety (WHS) practices in these workplaces under constant review.

### PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system. Council is committed to implementing a structured approach to work health and safety in order to achieve a consistently high standard of safety performance. This Plan will assist the organisation in meeting its obligations in accordance with work health and safety legislation.

### SCOPE

This Plan applies to all manager, supervisors and workers with WHS accountabilities and responsibilities for work carried out at the workplaces.



2023 - 2024 Systems Strategy Plan

The following targets have been identified to ensure the LRC-SMS plan meets its key objectives and maintains compliance with legislation. These performance targets will be reported on as required.

GOALS	STRATEGIC TARGET	PERFORMANCE INDICATORS	TIMEFRAME	RESPONSIBILITY
Maintain Councils Safety Management System in line with NAT self-insurer and ISO 45001 requirements.	In line with Council's document review and customisation program, develop documents identified in Council's SMS Architect, for endorsement by the Safety Committee and Executive Leadership Team	New or revised SMS documents are developed in consultation with workers based on a priority risk rating  An implementation program is developed to ensure that workers are made aware and appropriately trained in the new or revised documented procedures	30 June 2024  30 June 2024	WHS Team  WHS Team
Develop a long-term Strategy to Improve Council's Safety Maturity	Develop a 5 Year - Safety and Wellness Strategy Plan focused on creating a workplace that is healthy and safe, underpinned by a positive safety culture.	The Safety and Wellness Strategy Plan is endorsed by the Safety Committee, Executive Leadership Team and Councillors	30 June 2024	WHS Team
A workplace in which Safety is improved by adopting a systems approach with a focus on learning and prevention.	Progressively review and co-design Council's Safety Management System based on risk  Progressively review and modernise the Safety Management System focusing on the relationship between human and organisation performance	Council's areas of critical risk are identified and develop a program of risk assessments/audits is established to understand them  Council continues to invest in training and development programs for employees (such as Switch On)	30 June 2024	WHS Team

2023 – 2024 Operational Plan

The following targets have been identified to ensure the LRC-SMS plan meets its key objectives and maintains compliance with legislation. These performance targets will be reported on as required.

GOALS	OPERATIONAL TARGET	KEY PERFORMANCE INDICATORS	TIMEFRAME	RESPONSIBILITY
Improve Council's emergency preparedness and response capabilities.	Develop and implement a procedure relevant to work activities and/or work areas that support emergency preparedness and response Develop and implement a schedule of emergency response and evacuation drills for work team and/or areas	Council work areas and team have an identified procedure for emergency management and are provided with training in this procedure Council teams undertake at least one emergency response drill and one evacuation drill, per annum	30 June 2024	Safety Team Managers Supervisors
Enhance Safety's communication and reporting mechanisms to encourage employees to report safety concerns, near misses and incidents	Review and improve Council Safety Culture Survey, so it will provide base data for the Safety Team to build on Develop a communication/consultation plan for consistent communication to all employees around Safety activities, such as audits and audit outcomes, training opportunities, consultation opportunities and system development progress.	A new Safety Culture Survey is communicated and undertaken with the organisation The communication plan is endorsed by the Safety Committee and Executive Leadership Team	31 December 2023 31 December 2023	Safety Team Executive Leadership Team
Implement or participate in programs to assess the effectiveness of managing health and safety risk.	Conduct a minimum of one surveillance audits within the organisation. Participate in third party audit aligned to ISO 45001 requirements.	Summary of findings to be provided to the Executive Leadership Team and Safety Committee Meeting for action and/ or implementation.	30 June 2024	Safety Team
Workers or their representatives are involved in the decision making process where there is an impact on workplace health and safety.	Undertake a review of the Council HSR Structure to ensure effective representation and compliance to legislation and codes of practice Consultation occurs with Work Groups and the Safety Committee before a final HSR Structure is endorsed by the Executive Leadership Team	Hold elections of HSR's under the new endorsed structure and any new HSR's are appropriate trained	31 December 2023	Safety Team



## 11.5 - Workplace Health & Safety Update Report - July 2023 --Appendix 1

GOALS	OPERATIONAL TARGET	KEY PERFORMANCE INDICATORS	TIMEFRAME	RESPONSIBILITY
	Workplace Health and Safety Committee meetings held on a quarterly basis, with HSR's provided sufficient notice to propose any agenda items for meetings.	A Safety Committee Meeting is held on a quarterly basis, with outcomes from meeting communicated to the organisation with 2 weeks of the meeting.	30 June 2024	Safety Team
Safety Actions are addressed in a timely manner.	Completion of scheduled actions, assigned to officer is achieved within designated timeframes.	Increase of results by 70% in completion of action.	30 June 2024	Executive Leaders Council Employees
Procedures and work practices reflect the requirements of current health and safety legislation, standards, codes of practice, agreements and guidelines.	Map Council's current SMS Policies, Procedures, Templates and Forms against new Codes of Practice and legislation changes to identify gaps and opportunities for improvement	A gap analysis is undertaken with recommendation made the Safety Committee and Executive Leadership Team on what needs to be address, how it will be addressed and resources required.	30 June 2024	Safety Executive Leaders

### WHS PLAN KEY RESPONSIBILITIES, KEY OUTCOMES AND GOALS

#### KEY RESPONSIBILITIES

##### Chief Executive Officer

- Provide leadership and support in the development, endorsement and implementation of a WHS Management System Plan;
- Ensure adequate resources are applied and available;
- Ensure accountability of management in the achievement of WHS objectives, inclusive of completion of actions;
- Monitor and review the WHS performance of each directorate;
- Prioritise identified gaps and foreseeable risks and makes relevant changes where required;
- Holds workers accountable where deemed warranted;
- Review WHS performance, reports, statistics and committee minutes to promote a safety culture.

##### The Executive Leadership Team

- Provide support and sufficient resources to enable plan implementation;
- Establish measurable objectives, targets and KPIs to support plan intent;
- Establish departmental objectives and targets in line with WHSMS Plan and assign responsibility to ensure achievement;
- Monitor performance at regularly intervals i.e. monthly / quarterly;
- Take corrective action to ensure plan progress is maintained;
- Ensure accountability for the close of actions stemming from WHS Management Plan (e.g. incidents, audits, inspections) within a timely manner;
- Review WHS performance, reports, statistics and committee minutes to promote a safety culture;
- Prioritise identified gaps and foreseeable risks and makes relevant changes where required;
- Holds workers accountable where deemed warranted;
- Ensure WHS decisions and information is communicated to all workers under their responsibility.

##### Senior Leaders (Managers)

- Participate in the development, monitoring and review of Council's WHS Management System Plan and departmental/ operational objectives;
- Provide approval of allocated resources where required i.e. training;
- Ensure accountability for the close of actions stemming from WHS Management Plan, incidents, audits, hazards within a timely manner;
- Review WHS performance, reports, statistics and committee minutes to promote a safety culture;
- Prioritise identified gaps and foreseeable risks and makes relevant changes where required;
- Follow and monitor safe work practices, procedures and instructions;
- Ensure all incidents, hazards and near misses at the workplace are reported;
- Ensure WHS information is communicated to all workers under their responsibility.

##### The Workplace Health & Safety Team

- Investigate all incidents, accidents and near misses and trends at the workplace;
- Monitor safe work practices and mentor relevant stakeholders;
- Develop, coordinate and monitor management action processes;
- Provide reports and updates as required;
- Advise management regarding health and safety issues affecting the workplace through attendance at management meetings and regular reports;
- Update Councils WHSMS Plan and/or strategic objectives when gaps are identified through audits, incidents reviews.

### All Officers and Workers

- Conduct daily risk assessments and monitor safe work practices, ensuring control measures are routinely reviewed;
- Follow safe work procedures and instructions;
- Report all incidents, hazards and near misses at the workplace;
- Participate in workplace investigations;
- Addressed management actions in a timely manner.

### KEY OUTCOMES

- Management and employees display commitment and involvement in achieving a safe and healthy workplace;
- Appropriate consultative mechanisms are implemented;
- Safe systems of work are implemented and maintained;
- Plant and equipment are maintained to a safe standard;
- All employees receive supervision, instruction, information and induction training in all matters pertaining to WHS;
- Reporting of all incidents, hazards, near misses and illnesses at the workplace;
- Effective rehabilitation programs with early intervention to assist injured workers back into the workplace;
- The provision and maintenance of workplaces and workplace equipment where the risk to people is eliminated or minimised; and
- Providing personal protective clothing and equipment, where appropriate, for the control of workplace hazards.

### GOALS

- Improve hazard identification and control of risks across all business units;
- Communicate all relevant WHS Information with affected workers e.g. change management, hazard identification, legislative and industry updates effectively;
- All Managers, Supervisors and Workers to be skilled, trained and competent to undertake their duties in line with a developed skills matrix;
- Maintain self-insurer licence requirements as member of the LGMS/ LGW Scheme; and
- Enhance technological developments to improve safety management system compliance.

2022 - 2023 WHS System Strategy Plan						
Objectives	Strategic Target	Performance Indicators	Timeframe	Responsibility	Quarter 4 (01 Apr 23 - 30 Jun 23)	
1. Update Councils current safety management system in line with NAT self-insurer and ISO 45001 requirements.	Participate in LGW safety management system discovery workshops to identify gaps and opportunities to improve Council's Safety System.	Summary of findings to be provided to the Executive Leadership Team and Safety Committee Meeting for implementation.	20-Dec-22	WHS Team	In Q4 the WHS Team met with LGW, as the report and findings of the discovery workshop had not been finalised and LGW's visit did not occur and has been agreed between both parties to be pushed to next FY.	
	Develop a new Safety Management System (SMS) Architect aligned to self-insurer and ISO 45001 Requirements.	New SMS architect to be provided to the Executive Leadership Team and Safety Committee Meeting for implementation.	15-Mar-23	WHS Team	In Q4 the proposed SMS architect was present to both LGW and the ELT along with an initial document review, creation and implementation plan for the 23/24 financial year. Both were endorsed with final endorsement to be provided by the SC in July 2023.	
2. Develop an internal safety management	Establish a safety documentation review and customisation program for the ongoing development of Councils SMS.	Summary of documents that require review and further customisation to be provided to the Executive Leadership Team and Safety Committee Meeting for implementation.	30-Jun-23	WHS Team		
	Provide lead auditor training for the WHS Team.	WHS Team receives qualifications as a SMS lead auditor.	30-Dec-22	HR Team	Target achieved in Q2 - no further action required.	

## 11.5 - Workplace Health & Safety Update Report - July 2023 --Appendix 2

system audit program.	Develop an internal Safety audit calendar 2023 – 2024.	2023 -2024 audit calendar to be presented at Executive Leadership Team and Safety Committee Meeting in preparation for implementation.	30-Jun-23	WHS Team	In Q4 an internal audit calendar was raised in relation to how many internal audits per year should take place and how best to utilise the internal audit process. A decision was made that at least 3 internal audits of critical areas of risk would be undertaken.  Once the safety team have identified areas of critical risk, an audit schedule will be provided for endorsement by the ELT and Safety Committee in Q1 of the new financial year.
	Develop internal audit tools to reflect 2023-2024 audit calendar.	2023-2024 audit tools uploaded into safety management system platform Skytrust in preparation for implementation.	30-Jun-23	WHS Team	In Q4 the safety team set up further audit tools within SkyTrust and will continue to build on these tools as the audit schedules is finalised.
3. Review LGW WHS training menu as part of the LGW Resource suite and update any additional training needs.	Update Council training register to reflect organisational training needs.	Summary of training need to be presented to Executive Leadership Team and Safety Committee for implementation.	30-Dec-22	HR Team	Q4 saw the completion of data cleansing in Council's current training matrix, with development of a whole of organisation training needs analysis document underway. A gap analysis will commence in Q1 of the new FY, now that training records are accurate and up to date.
	Training needs analysis is undertaken for all employees to assess training and development gaps within their roles.	Internal Audit Assessments to be undertaken annually to ensure implementation of and adherence to developed Training Plans for all relevant staff.	30-Jun-23	HR Team	

2022 - 2023 WHS Operational Strategy Plan					
Objectives	Operational Target	Key Performance Indicators	Timeframe	Responsibility	
Implement or participate in programs to assess the effectiveness of managing health and safety risk.	Conduct a minimum of 3 surveillance audits within the organisation.	Summary of findings to be provided to the Executive Leadership Team and Safety Committee Meeting for action and/ or implementation.	30-Jun-23	WHS Team Executive Leaders	The following surveillance audits have been completed by Council WHSA: - Excavation Work - Work-related dust and airborne contaminants - Harmonised temporary traffic management Findings from these audits have been provided to LGW as well as ELT/Safety Committee. Any actions will be distributed through Skytrust's action module for rectification and consultation with appropriate staff to allow for findings to be addressed.
	Participate in third party audit aligned to ISO 45001 requirements.				
	Routinely conduct facility inspections to highlight risks and ensure facilities are maintained to current standards	90% completion of hazard inspections as scheduled.	30/06/2023 (As per schedule)	Executive Leaders Council Officers	84% of inspections for the 22/23 FY were completed at least once, however, only 46.15% were completed as per there identified schedule. 23 of the assessments should have been completed biannually and 10 should have been completed quarterly throughout the year. WHS also note that a number of facilities have undergone inspections as part of an asset management project which has also identified a number of hazards that require rectification. WHS will engage with all workers that have a responsibility to undertake inspections in Q1/2 of the new FY to understand challenges around hazard inspections and identify opportunities for improvements in our inspection program.

## 11.5 - Workplace Health & Safety Update Report - July 2023 --Appendix 2

<p>Procedures and work practices reflect the requirements of current health and safety legislation, standards, codes of practice, agreements and guidelines.</p>	<p>Conduct reviews of work procedures and practices based on updated legislation and system gaps.</p>	<p>Findings and recommendations from relevant reviews and site inspections to be provided to Executive Leadership Team and Safety Committee Meeting for action and/or implementation.</p>	<p>30-Jun-23</p>	<p>WHS Team Executive Leaders Council Officers</p>	<p>In Q4, the WHS commenced a gap analysis between current procedures and changes in legislations and the introduction of new Codes of Practices. Findings will be addressed through various levels of engagement and consultation with workers, ELT and Safety Committee via different methods such as site visits and meetings.</p>
<p>agreements and guidelines.</p>	<p>On-site inspections are to be completed by a WHSA to ensure work procedures match work practices.</p>	<p>10 or more site inspections and involvement in pre-start talks to be completed by a WHSA on a monthly basis with an inspection report provided with recommendations/ findings.</p>	<p>30-Jun-23</p>	<p>WHS Team Executive Leaders</p>	<p>More than 10 inspections have been completed in Q4. Re-occurring trends identified included:  <ul style="list-style-type: none"> <li>• Pre-start books not being on-site;</li> <li>• Signage not being positioned in correct locations and in reflection of TGS's.</li> </ul> <p>These areas are being addressed while the WHSA is on site and further reported to the respective supervisor to complete ongoing monitoring.</p> </p>
<p>Safety Actions are addressed in a timely manner.</p>	<p>Completion of scheduled actions, assigned to officer is achieved within designated timeframes.</p>	<p>90% of Actions addressed by allocated timeframe.</p>	<p>30-Jun-23</p>	<p>Executive Leaders Council Officers</p>	<p>For the 22/23 FY 81% of actions have been completed with 19% remaining outstanding. Some of the actions that remain outstanding are assigned to position that are currently vacant and not filled by other employees.</p>
	<p>Completion of corrective actions raised from audits and hazard inspections completed by their due date.</p>	<p>90% of overdue actions from previous reporting cycle closed within 10 days or mitigation strategy has been implemented.</p>	<p>30-Jun-23</p>	<p>Executive Leaders Council Officers</p>	

## 11.5 - Workplace Health & Safety Update Report - July 2023 --Appendix 2

Workers and contractors are inducted into Council's SMS	All employees and third parties are inducted in LRC-SMS prior to commencing works.	95% of all employees and third parties to receive the appropriate induction prior to commencement of work.	Ongoing	Human Resources WHS Team	In Q4, this KPI is reflective of 100% completion rate as there have been: <ul style="list-style-type: none"> <li>• 19 new staff members inducted with 0 non-conformances;</li> <li>• 53 new contractors inducted with 0 non-conformances.</li> </ul> It should be noted that whilst not included in this KPI that it was identified by the safety team that 1 contractor was working onsite with an expired induction. This has since been rectified.
Workers or their representatives are involved in the decision making process where there is an impact on workplace health and safety.	Workplace Health and Safety Committee meetings held on a quarterly basis, with HSR's provided sufficient notice to propose any agenda items for meetings.	80% attendance by Health and Safety Representatives (HSR) and advisory members at each scheduled Safety Committee Meeting.	30-Jun-23	Safety Committee	In Q4, the SCM had 65% attendance (April 2023). This rate was affected due to staff being on leave. The meeting was still able to be held as there was a quorum.
Establish effective communication channels for the distribution of health and safety information to the workplace.	WHS team to utilise various levels of communication strategies to ensure effective distribution of information to all workers.	WHS team to establish the following: ~ Culture Surveys (annual) ~ Safety Workshops (annual) ~ Safety Updates included in Team Talk (monthly) ~ Monthly Report to Councillors	30-Jun-23	WHS Team Executive Leaders Council Officers	In Q4 the following communication, consultation and training has occurred: <ul style="list-style-type: none"> <li>• Supervisors, ELT and WHS Team attended due diligence training;</li> <li>• WHS reports were prepared and will be delivered at the monthly council meeting;</li> <li>• The Safety Team commenced the first of a series of articles within Team Talk which will occur monthly into the future.</li> </ul>



**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

---

**11.6 Information Report - Planning & Development Report**

File Ref:

This report provides an update on Development Services that has occurred during the month of July 2023.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Policy Considerations**

n/a

**Corporate and Operational Plan Considerations**

OUR COMMUNITY	
	Corporate Plan Outcome
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.

OUR ECONOMY	
	Corporate Plan Outcome
2.1	Collaborative engagement with stakeholders to maximise economic opportunities.
2.2	Council infrastructure and services support local industries and growth opportunities.

**Budget Considerations**

As per approved 2023/24 budget

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officer/s:** *Emily O'Hanlon, Business Support Officer*

**Background**

This information report provides a monthly update on the planning services that Council provides to support planning and development activity across the local government area.

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

---

**Issue:**

**1. DEVELOPMENT ASSESSMENT**

No new applications have been received by Council since the last monthly report. There is one application currently under assessment. One application has been withdrawn.

An application has been made by Tanya Anne Johnson seeking a Development Permit for a Material Change of Use for Short-term accommodation (up to 6 guests) over land at 22 Wompoo Road, Longreach.

The proposal involves the reuse of an existing dwelling house for AirBnB type accommodation for up to six (6) guests.

The subject site is in the Low Density Residential Zone wherein the proposal is categorised as Assessable Development that is subject to Impact Assessment. As the application is subject to Impact Assessment it will be required to be publicly notified for a period 15 business days.

The application is properly made, and Council issued a confirmation notice on 1 June 2023. Council did not issue an information request. Public notification for the application commenced on 10 July 2023 and finished on 31 July 2023. No submissions were received.

The application is in the decision stage and will be presented at the August General meeting.

1.1	Council reference:	DA22/23-011
	Application:	Development Application for a Development Permit for Material Change of Use for Short-term accommodation (up to 6 guests)
	Street address:	22 Wompoo Road, Longreach
	Property description:	Lot 26 on L35729
	Day application was made:	1 June 2023
	Category of assessment:	Impact
	Public notification required:	Yes
	Applicant:	Tanya Anne Johnson
	Status:	Decision stage

The following application was withdrawn by the applicant on 24 July 2023. There is no further action required by Council.

1.2	Council reference:	DA22/23-007
	Application:	Development Application for a Development Permit for Material Change of Use for Short-term accommodation (16 units)

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

Street address:	103 Wompoo Road, Longreach
Property description:	Lot 5 on SP159860
Day application was made:	23 February 2023
Category of assessment:	Impact Assessment
Public notification required:	Yes
Applicant:	Leigh McCracken C/- Planning Approval Group
Status:	Withdrawn

**2. GENERAL PLANNING SERVICES, ENQUIRIES AND ADVICE**

**2.1 CUSTOMER REQUESTS**

The following customer requests have been received and responded to over the past month:

<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
02/08/23	Heritage consultant	<p><u>Request</u> Council received a request for any spatial data or a consolidated heritage list.</p> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• The customer was advised that Council does not have a heritage register in the planning scheme and does not have any spatial data relating to heritage places</li> <li>• The only reference to a specific heritage place in the planning scheme is the Longreach Cemetery</li> <li>• All other heritage places in the Longreach region are contained in the Queensland Heritage Register (State).</li> </ul>	Completed
02/08/23	Building certifier	<p><u>Request</u> Council received a building application for a development subject to previous development approval.</p> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• Council has reviewed the plans to check consistency with the previous development approval. No further</li> </ul>	Completed

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

<b>PLANNING ENQUIRIES</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		Council action is required.	
03/08/23	Business owner	<u>Request</u> Council received a request about establishing a business in the Industry zone.  <u>Advice</u> <ul style="list-style-type: none"> <li>• The site is in the Industry zone</li> <li>• The use is defined as Air services</li> <li>• Air services in the Industry zone is subject to Impact assessment</li> <li>• Impact assessment is the highest level of assessment and subject to public notification and third party appeal rights</li> <li>• An Air services use would need to demonstrate it does not impact on surrounding amenity and that it would not result in the loss of Industrial land.</li> </ul>	Completed
<b>PLANNING AND DEVELOPMENT CERTIFICATES</b>			
<b>Date received</b>	<b>Customer details</b>	<b>Type</b>	<b>Status</b>
Nil			
<b>EXEMPTION CERTIFICATES</b>			
10/07/2023	A Paterson	Certificate for oversize shed	Issued
<b>SURVEY PLAN ENDORSEMENT</b>			
Nil			

**Development Applications Received**

<b>Application Type</b>	<b>JULY</b>	<b>YTD</b>
Building (Council Certifier)	3	3
Building (Private Certifier)	0	0
Certificate of Classification	0	0
Change of Classification	0	0

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

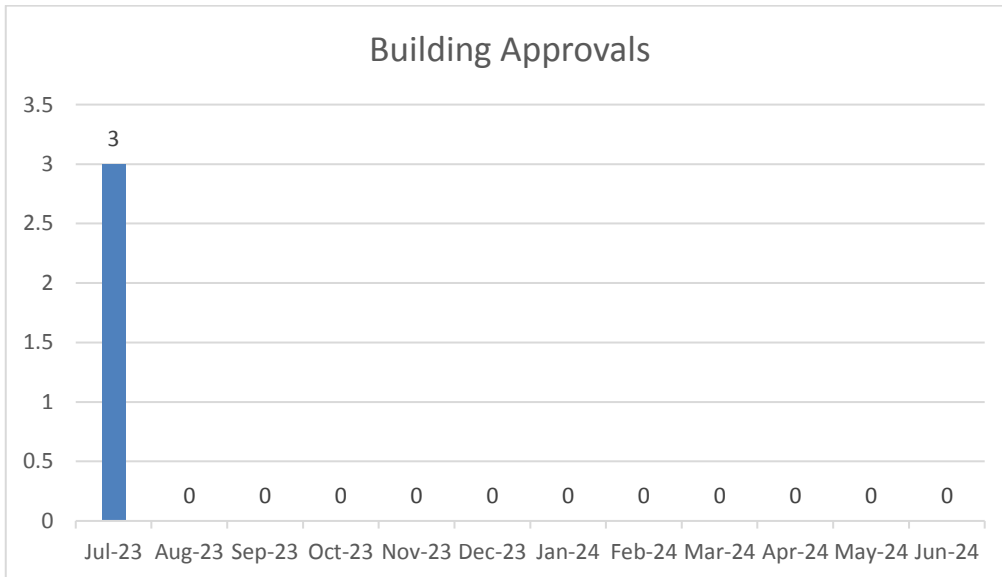
Endorsement of Survey Plan	0	0
Exemption Certificate	1	1
Material Change of Use	0	0
Minor Change (MCU)	0	0
Minor Change (Op Works)	0	0
Building Work (Assessable)	0	0
Operational Works	0	0
Plumbing & Drainage	1	1
Reconfiguration of a Lot	0	0
Siting Variation	1	1

**Planning Enquiries**

JULY	YTD
3	0

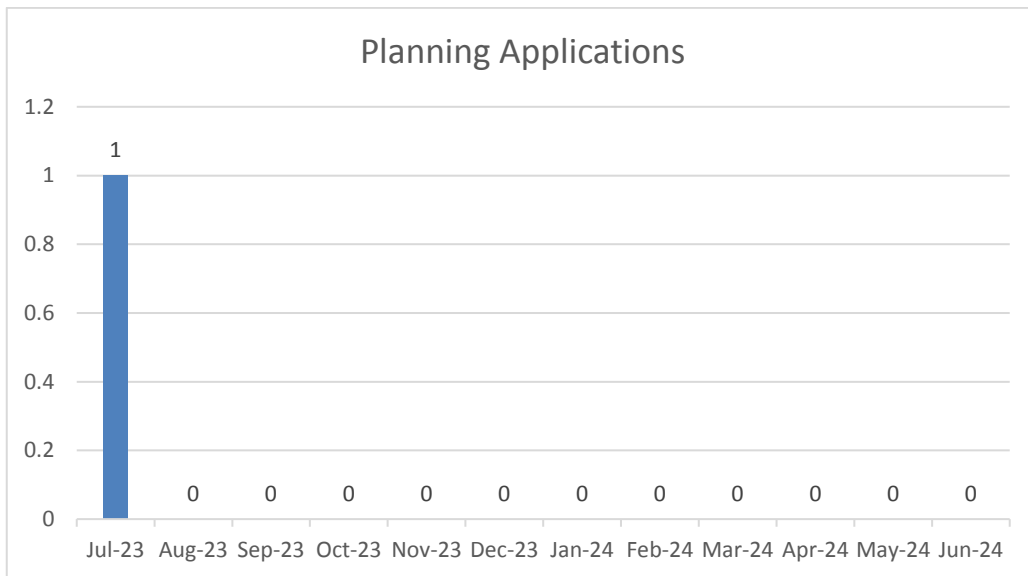
**Building Record Searches/Planning Certificates**

July	YTD
0	0



**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

---



**2.2 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*.

On 12 July 2023, the Planning Minister gave Council notice under Chapter 2, Part 4, section 17.5 of the Minister’s Guidelines and Rules, that the proposed major amendment appropriately integrates the relevant state interests and that Council may proceed to public consultation.

On 31 July 2023, Councillors were briefed about undertaking public consultation of the proposed amendment package. Planners from Reel Planning participated in that briefing session.

Reel Planning is now working with Council’s officers to take the necessary steps to commence public consultation from or about 21 August 2023.

**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.

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

---

**Environmental Management Factors:**

Nil

**Other Comments:**

Nil

***Recommendation:***

*That Council receives the Planning & Development information report, as presented.*

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

---

**11.7 Information Report - Governance**

File Ref:

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

**Council Action**

Recognise

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Policy Considerations**

Nil

**Corporate and Operational Plan Considerations**

OUR LEADERSHIP	
	Corporate Plan Outcome
5.2	Informed and considered decision making based on effective governance practices

**Budget Considerations**

Nil

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officer:** *Brett Walsh, Chief Executive Officer*

**Background:**

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

**Issue:**

**Chief Executive Officer Update**

Following is a summary of activities undertaken for the period to 8 August 2023:

**Strategic Leadership**

- Attend monthly RAPAD meeting via zoom



## **11. CHIEF EXECUTIVE OFFICER'S REPORT**

### **11.7 - Information Report - Governance**

---

- Attend monthly CEOs of the West (COWS) meeting via zoom
- Attend further Lake Eyre Basin review consultation via zoom
- Prepare and lodge submission to the Councillor Remuneration Review
- Prepare and lodge submission to the Lake Eyre Basin Review
- Attend Bush Councils Conference in Goondiwindi
- Attend Western Qld Alliance of Councils meeting via zoom
- Attend meeting with Dr Chris Sarra, Director General of Department of Agriculture and Fisheries via zoom
- Attend Outback Regional Roads and Transport Group technical meeting

#### **Operational Management**

- Progress with the application for the Thomson River Weirs – Aquatic Study completed, Community Consultation letters sent
- Review options for the location of the Ilfracombe Long Distance Bus Stop
- Progress review of gravel pits to comply with Native Title Act
- Meet with Queensland Government Cyber Security Unit via zoom

#### **Financial Management**

- Attend Audit and Risk Committee meeting
- Assess flood damage contract tenders
- Lodge Growing Regions application for the Longreach Showground

#### **Workforce Capability**

- Lodge the documentation with the Qld Industrial Relations Commission for the new Certified Agreement
- Finalise the detailed organisational structure
- Sign contract with new Director of Works
- Finalise restructure of the Longreach offices

#### **Stakeholder Engagement**

- Participate in the NAIDOC march
- Attend the new Traffic Advisory Group meeting between Longreach Regional Council, the Department of Transport and Main Roads and Qld Police Service
- Attend consultation re Rail Freight Contracts
- Attend QantasLink community forum re flight contracts
- Meet with Outback Pioneers re proposed future plans and Pride of the Murray
- Meet with Proterra Group re waste landfill management (with Mayor)
- Meet with Qantas Founders Museum re planning for relocation of the Catalina

#### **Risk Management**

- Participate in the Safety Committee meeting
- Review Council's Strategic Risk Register with Executive Leadership Team
- Conduct annual review of Safety Management System with Executive Leadership Team

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

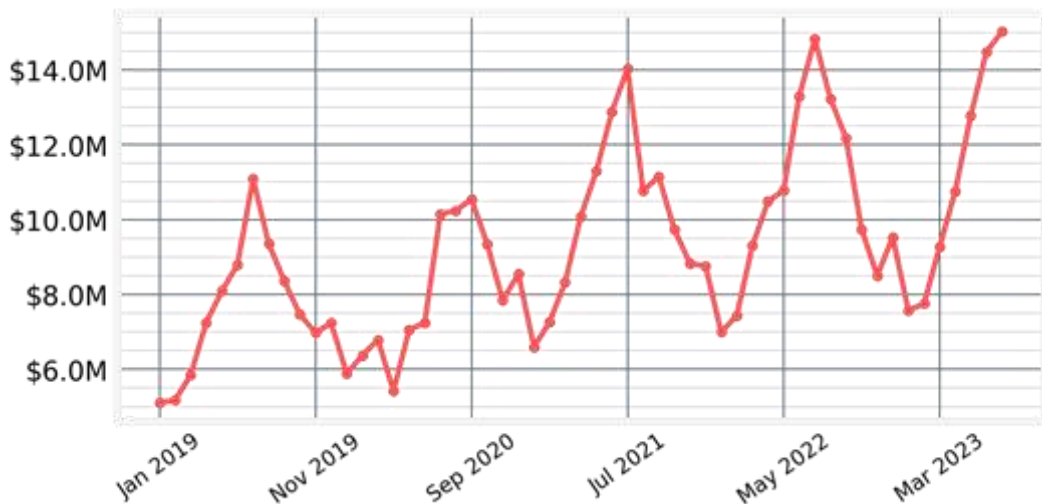
**Economic/Consumer Spending Data (Spendmapp)**

August data has not yet been released. For the month of July 2023:

Total Local Spend was \$15.0M. This is a 1.34% increase from the same time last year.  
 Resident Local Spend was \$7.4M. This is a 27.94% increase from the same time last year.  
 Visitor Local Spend was \$7.6M. This is a -15.78% decrease from the same time last year.

Total Local Spend

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



The Top 3 Suburbs by Resident Escape Spend for July 2023

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

- Emerald: \$410k
- West Rockhampton: \$240k
- Brisbane City: \$210k

Night Time Economy for July 2023

The biggest spending night of the month of July 2023 was Friday 28 July – this could be partly attributed to the Winton to Longreach endurance ride.



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

**Human Resources**

**Staffing Levels 31 July 2023**

<b>Longreach Based FTE</b>	<b>Operational</b>	<b>Admin/ Supervisors</b>	<b>Contract</b>	<b>Total</b>
Full Time	54.0	40.0	9.0	103.0
Permanent Part Time	1.1	3.7		4.8
<b>Total Permanent Employees</b>	<b>55.1</b>	<b>43.7</b>	<b>9.0</b>	<b>107.8</b>
Temporary Full Time	1.0	3.0	1.0	<b>5.0</b>
Temporary Part Time				-
Apprentices - Trades	2.0			<b>2.0</b>
Traineeships				-
Casual Staff	1.3	2.3		<b>3.6</b>
<b>Total Temporary Employees</b>	<b>4.3</b>	<b>5.3</b>	<b>1.0</b>	<b>10.6</b>
<b>Total Current Employees FTE</b>	<b>59.3</b>	<b>49.1</b>	<b>10.0</b>	<b>118.4</b>
Current Vacant Positions	8.0	3.0	3.0	<b>14.0</b>
<b>Ilfracombe Based FTE</b>	<b>Operational</b>	<b>Admin/ Supervisors</b>	<b>Contract</b>	<b>Total</b>
Full Time	18.0	5.0	2.0	25.0
Permanent Part Time	-		0.8	0.8
<b>Total Permanent Employees</b>	<b>18.0</b>	<b>5.0</b>	<b>2.8</b>	<b>25.8</b>
Temporary Full Time				-
Temporary Part Time				-
Casual Staff	0.4			<b>0.4</b>
<b>Total Temporary Employees</b>	<b>0.4</b>	<b>-</b>	<b>-</b>	<b>0.4</b>
<b>Total Current Employees FTE</b>	<b>18.4</b>	<b>5.0</b>	<b>2.8</b>	<b>26.3</b>
Current Vacant Positions	1.0			<b>1.0</b>
<b>Isisford Based</b>		<b>Admin/</b>	<b>Contract</b>	<b>Total</b>

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

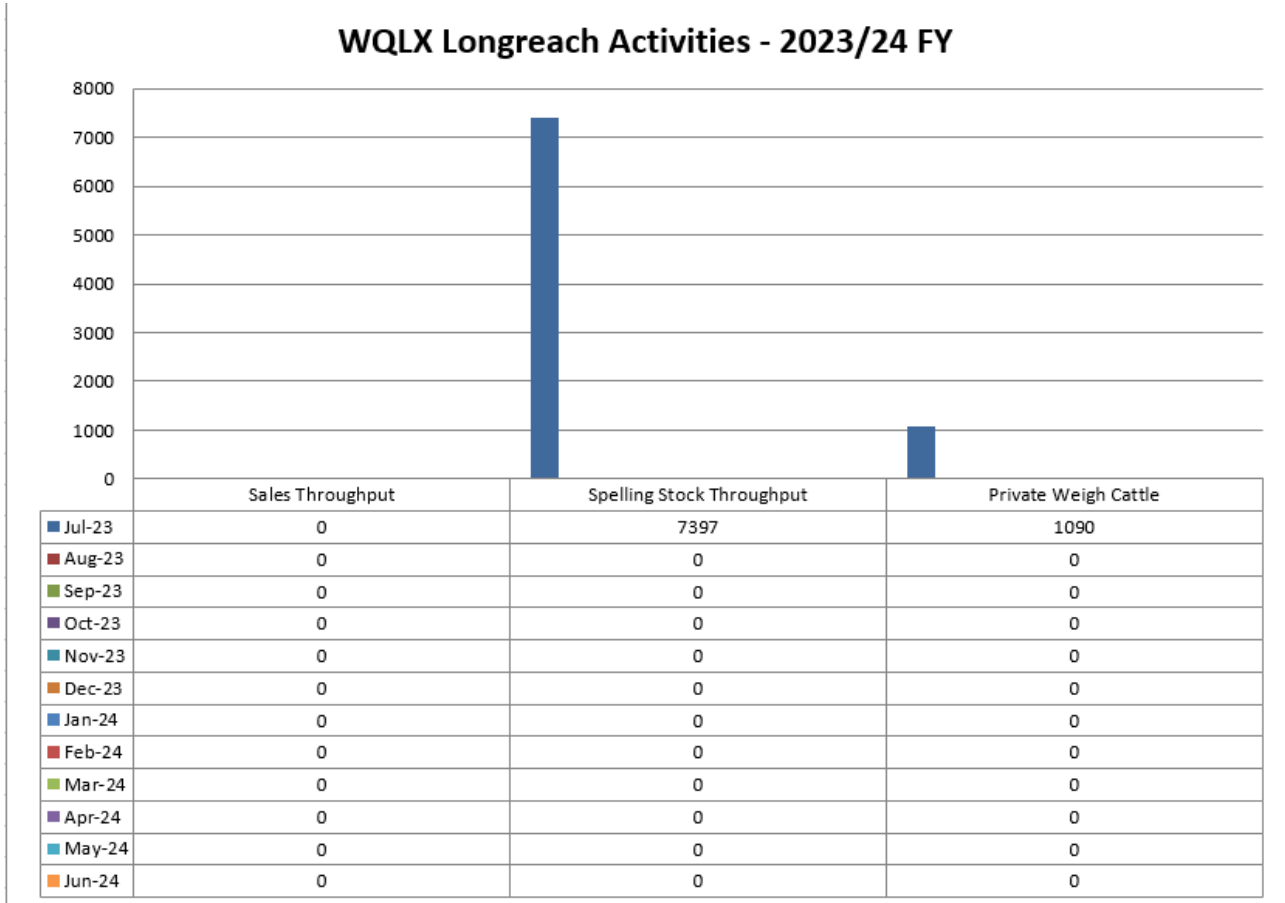
<b>FTE</b>	<b>Operational</b>	<b>Supervisors</b>		
Full Time	10.0	5.0		15.0
Permanent Part Time		1.2		1.2
<b>Total Permanent Employees</b>	<b>10.0</b>	<b>6.2</b>	<b>-</b>	<b>16.2</b>
Temporary Full Time				-
Temporary Part Time				-
Apprentices - Trades	1.0			<b>1.0</b>
Traineeships				-
Casual Staff	0.4			<b>0.4</b>
<b>Total Temporary Employees</b>	<b>1.4</b>	<b>-</b>	<b>-</b>	<b>1.4</b>
<b>Total Current Employees FTE</b>	<b>11.4</b>	<b>6.2</b>	<b>-</b>	<b>17.6</b>
Current Vacant Positions	1.0			<b>1.0</b>
<b>Yaraka Based FTE</b>		<b>Admin/ Supervisors</b>	<b>Contract</b>	<b>Total</b>
Full Time				-
Permanent Part Time	0.9			0.9
<b>Total Permanent Employees</b>	<b>0.9</b>	<b>-</b>	<b>-</b>	<b>0.9</b>
Temporary Full Time				-
Casual Staff	0.2			<b>0.2</b>
<b>Total Temporary Employees</b>	<b>0.2</b>	<b>-</b>	<b>-</b>	<b>0.2</b>
<b>Total Current Employees FTE</b>	<b>1.1</b>	<b>-</b>	<b>-</b>	<b>1.1</b>
Current Vacant Positions				-

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

<b>ALL Employees FTE</b>	<b>Operational</b>	<b>Admin/ Supervisors</b>	<b>Contract</b>	<b>Total</b>	<b>Last Month</b>	<b>30/06/2022</b>
Full Time	82.0	50.0	11.0	143.0	145.0	145.0
Permanent Part Time	1.9	4.9	0.8	7.7	7.7	7.7
<b>Total Permanent Employees</b>	<b>83.9</b>	<b>54.9</b>	<b>11.8</b>	<b>150.7</b>	<b>152.7</b>	<b>152.7</b>
Temporary Full Time	1.0	3.0	1.0	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
Temporary Part Time	-	-	-	-	-	-
Apprentices - Trades	3.0	-	-	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Traineeships	-	-	-	-	-	-
Casual Staff	2.3	2.3	-	<b>4.7</b>	<b>4.1</b>	<b>4.1</b>
<b>Total Temporary Employees</b>	<b>6.3</b>	<b>5.3</b>	<b>1.0</b>	<b>12.7</b>	<b>12.1</b>	<b>12.1</b>
<b>Total Current Employees FTE</b>	<b>90.2</b>	<b>60.3</b>	<b>12.8</b>	<b>163.3</b>	<b>164.8</b>	<b>164.8</b>
Current Vacant Positions	10.0	3.0	3.0	<b>16.0</b>	<b>13.0</b>	<b>13.0</b>
<b>Complement FTE</b>				<b>179.3</b>	<b>177.8</b>	<b>177.8</b>

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

**Saleyards - Throughput Figures**



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

**Regulatory Services – Compliance (Local Laws)**

Throughout July, Regulatory Services Compliance Officers continued with routine tasks, including town patrols, monitoring illegal water use, overgrown vegetation, feral animal control, 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 main points of interest for July were:

1. The total number of animals impounded during July was 17, being 15 dogs and 2 cats. Of the impounded dogs, 13 were impounded for wandering at large, 4 were surrendered were varied reasons.
2. Overgrown and unsightly properties have eased slightly, however most remaining overgrowns have dried off and are presenting fire hazards. Officers are patrolling for overgrown vegetation that could present a fire risk, harbour vermin and reptiles, and affect amenity. Remedial notices will continue to be sent.
3. To end July, the following statistics were determined:
  - Registration renewal rate: ~76.37% (previous registration period ended 15/08/2022)
  - Total dogs registered across Region for 2022/2023 rego period: 712 dogs
  - Dogs with registration expired 15/08/2022, not renewed or updated (excluding cancelled/deceased/transferred registrations): 172
  - New registrations for dogs within current rego period (since 15/08/2022): 174 dogs
  - Microchipping rate across Region (details on LRC file): ~73.47%
  - Total animals impounded YTD 2023: 120
4. Work remains ongoing to summarise the findings of the *Pets, People and Places* survey, and subsequent development of the draft Animal Management Strategy.
5. Officers commenced a feral cat trapping program with participating businesses in the vicinity of Magpie Lane, where a large number of feral cats have been identified as causing nuisance.

<b>Regulatory Services Tasks Completed – July 2023</b>			
<b>Animals</b>	<b>108</b>	<b>Water</b>	<b>57</b>
Dogs Impounded	15	Watering / Sprinkler Patrols	42
Domestic Cats Impounded	2	Illegal Water Usage – Residential	7
Pound Releases	12	Illegal Water Usage – Business/Public	0
Animals Euthanised – unclaimed*	1	Water Leaks Reported/Observed	1
Animals Euthanised –	4	Water Exemption	0

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

surrendered		Applications/Permits	
Animals Rehomed	0	Notices / Fines Issued	7
Feral Cats Trapped and Euthanised	11	<b>Property</b>	<b>68</b>
Dog Attacks / Investigations	0	Town Common Patrols	6
Dogs Involved in Attacks	0	Common Gates Open / Damaged	1
Dog Traps Issued	1	Town Patrols - Longreach	25
Cat Traps Issued	19	Town Patrols - Ilfracombe	19
Wandering Dogs (not impounded)	9	Town Patrols - Isisford	1
Wandering Animals Reported / Impounded (other than dogs)	0	Town Patrols - Yaraka	1
Wandering Animal Posts on FB – not reported to Council (minimum)	12	Camping / Apex Park / River Patrols	12
Barking Dogs Reported	2	Overgrown / Unsightly Reports (initial + follow up) (private + LRC-controlled)	3
Animal Inspections – Extra dogs/cats, adequate housing, insecure enclosure, compliance checks	1	Overgrown / Unsightly Notices Issued (unattended, falling within follow-up timeframes)	0
Assist with Animal Welfare	0	Notices / Fines Issued	0
Notices / Fines Issued	19	<b>Other</b>	<b>75</b>
<b>Vehicles</b>	<b>2</b>	Customer Service Requests	24
Abandoned Vehicles	1	Equipment Maintenance	2
Vehicles Impounded / Processed	1	After Hours Call Out	3
Impounded Vehicle Release	0	Impound Facility Maintenance	42
		Illegal Dumping / Littering	0
		Pest Weed Spraying by LLO	4
		<b>Total</b>	<b>310</b>

**Regulatory Services – Rural Lands**

**Town Commons**

There were no applications received for Town Common Agistment during the month. Inspections are ongoing to determine the correct description and amount of horses and cattle being kept on each Common.



## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.7 - Information Report - Governance

---

No pasture assessments have been conducted as new staff require training in this skill.

#### **Ongoing Town Common Issues:**

- Poor quality or lack of boundary fences between Landholders and Town Commons, including flood-damaged sections of fencing
- Infrastructure being damaged by vehicles, particularly gates being run over
- Gates being left open, causing a safety issue for the horses being agisted on the Commons
- Illegal dumping of rubbish
- Pest weeds –
  - Longreach Common; Jumping Cholla, Parkinsonia, Prickly Acacia, Rubber Vine, Sticky Florestina.
  - Ilfracombe Common: Prickly Acacia, Parthenium, Sticky Florestina, Parky
  - Isisford Common: Rubber Vine, Prickly Acacia, Parthenium, Parkinsonia, Sticky Florestina, Tiger Pear
  - Yaraka Common: Parkinsonia

#### **Stock Routes & Reserves**

Council continues to await a response from DoR regarding the Stock Route amendment submission sent in January 2023.

Ongoing Reserve Issues:

- Poor quality or lack of boundary fences between Landholders and Reserves
- Illegal dumping of rubbish
- Pest weeds

#### **Permit to Occupy (PTO)**

There were no PTOs submitted to Council this month.

#### **Water Facilities (WF)**

22 water facility inspections were completed.

There was one water agreement application received, which remains in process.

#### **Pest Weeds**

Ongoing Pest Weed Issues:

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

- Lack of awareness, support and obligations within the Community in regards to Pest Weeds i.e. Parthenium, Sticky Florestina, Cacti.
- Continual rains, which will delay/slow down pest weed spraying programs, as well as increase the spread and density of pest weeds
- New and emerging Pest Weeds

**Pest Animals**

*Wild Dog / Feral Cat Bounties – Year to Date*

<b>Division</b>	<b>Scalp Bounty - Dog 22/23 YTD</b>	<b>Contract Dog Trapper 22/23 YTD</b>	<b>Scalp Bounty - Cat 22/23 YTD</b>
1	10	7	-
2	3	49	-
3	138	-	1
4	12	-	65
<b>Total</b>	<b>163</b>	<b>56</b>	<b>66</b>

Summary of main tasks / issues completed by Rural Lands department during the month:

- ❖ Water facility maintenance reports and inspections.
- ❖ Management of drovers with travelling stock.
- ❖ Pest weed spraying as required.

**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 receives the Governance information report, as presented.*

## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

## 12. FINANCE REPORT

### 12.1 Monthly Financial Statements

File Ref:

Consideration of the financial statements for the period ending 31 July 2023:

## Financial overview

### YTD summary

Net deficit YTD is \$2.1 million compared to the budgeted net loss of \$1.3 million. This is due to the difference in timing of the quarterly Financial Assistance Grant payment to budget.

Expenses in most programs remain within budget with a few exceptions noted in more detail later in the report.

Capital expenditure remains low to budget with projects planned to commence in the coming months.

Overall Council's financial performance, position and cash flows are satisfactory.

## Financial performance

Statement of financial performance	YTD Actual \$'000	YTD Budget \$'000	Last YTD \$'000	Full year budget \$'000
Total revenue	1,951	2,877	1,109	51,245
Total expenses	4,009	4,224	3,162	50,838
<b>Net surplus or (deficit)</b>	<b>(2,058)</b>	<b>(1,348)</b>	<b>(2,053)</b>	<b>408</b>

Council's financial performance to the end of July has been close to expectations in most respects with the main variances to budget caused by:

Item	Income	Expenditure	Net result
Finance (FAG)	(\$813k)	\$71k	(\$742k)
Other programs	(\$113k)	\$145k	\$32k
Net	(\$926k)	\$216k	(\$710k)

(positive amounts = favourable variance, negative amounts = unfavourable variance)

Depreciation is higher than budget due to the impact of the asset revaluations in June and may require a future budget adjustment.

## Program performance

Overall programs have been operating within or under budget and the detailed program report is attached. Most of the 10% and over variances below are due to timing of annual payments which are paid in July. The budgets will be adjusted to match the timing of these payments.

## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

Program	Expenses	
	YTD	Budget YTD
Economic development	(26)	(12)
Depot and airstrips	(45)	(35)
Contract works	(593)	(344)
Child Care	(295)	(227)
RADF	(9)	(3)
Community administration	(67)	(54)
Public conveniences	(30)	(20)
Tourism, museums and VIC	(99)	(70)
Insurance	(542)	(58)
Internal recharges	151	
Corporate administration	(173)	(68)

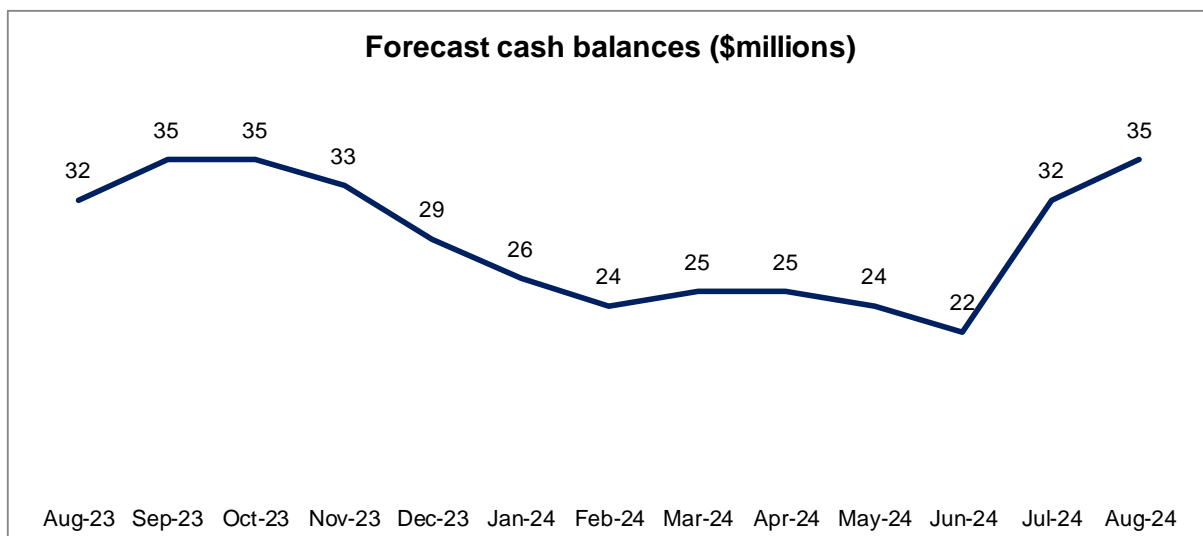
## Cash

Statement of cash flows	YTD Actual	Full year budget
	\$'000	\$'000
<b>Net cash inflow/(outflow) from operating activities</b>	<b>(4,207)</b>	<b>2,455</b>
<b>Net cash inflow/(outflow) from investing activities</b>	<b>(66)</b>	<b>(6,256)</b>
<b>Net cash outflows from financing activities</b>	<b>53</b>	<b>(1,295)</b>
<b>Net cash inflow/(outflow)</b>	<b>(4,220)</b>	<b>(5,096)</b>
Opening cash balance	35,079	25,712
<b>Closing cash balance</b>	<b>30,859</b>	<b>20,616</b>

At the end of July, Council had a cash balance of \$30.9 million (unrestricted \$27.8 million). Council's unrestricted cash balance is sufficient to cover 8 months of cash expenses.

The 13-month rolling forecast indicates that Council will be able to maintain a cash balance of between \$22.0 million and \$35.0 million in the short term and is likely to end the 2023/24 financial year with a cash balance of around \$22.0 million. The cash balances are highly reliant on the timing and amount of the FAG, which is being forecast

receipt in July.



## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

Council has deployed cash in a number of term deposits to increase its return on investment, illustrated in the table below:

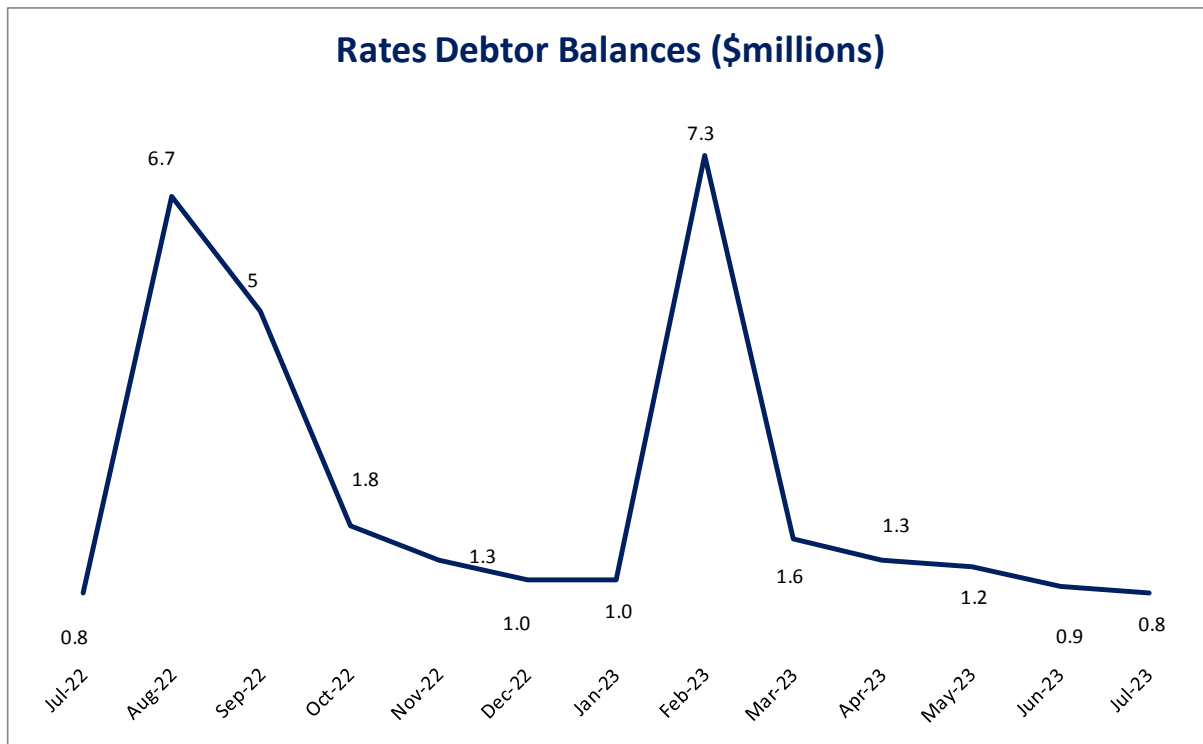
Term Deposit	Maturity date	Rate
\$10,000,000	14/01/2024	4.74%
\$8,000,000	5/07/2024	5.63%
\$5,000,000	3/11/2023	5.22%

### Financial position

Statement of financial position	YTD Actual \$'000	Actual June 2023 \$'000	Full year budget \$'000
<b>Total assets</b>	<b>414,214</b>	<b>418,521</b>	<b>380,674</b>
<b>Total liabilities</b>	<b>25,844</b>	<b>28,093</b>	<b>22,919</b>
<b>Net community assets</b>	<b>388,370</b>	<b>390,428</b>	<b>357,755</b>
<b>Community equity</b>			
Asset revaluation reserve	174,368	174,368	153,050
Retained surplus	214,002	216,060	204,705
<b>Total community equity</b>	<b>388,370</b>	<b>390,428</b>	<b>357,755</b>

Council maintains a sound financial position and good working capital with current assets exceeding current liabilities by 4.75 times.

The rates debtor balance is \$0.8 million.



The aging of the outstanding rates is illustrated below. There is \$222k of unpaid rates that are over 1-year old (less than 1% of total rates revenue). Forty-four were referred to the debt collectors. Of

## 12. FINANCE REPORT

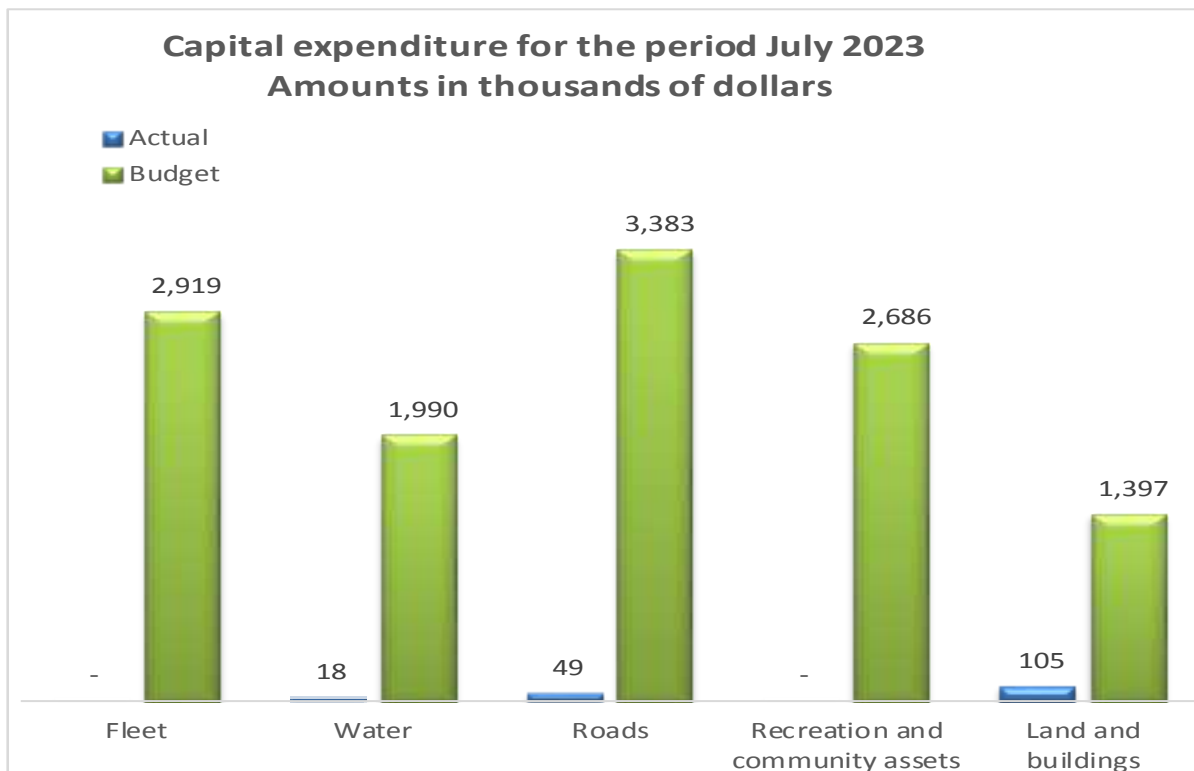
### 12.1 - Monthly Financial Statements

those, five have paid in full, ten have entered into a payment plan and the remaining twenty-nine ratepayers are waiting for prejudgment letters.

	Current/ 1 year	2 years	3 years
Outstanding rates	\$541,466	\$125,561	\$96,716
Number of assessments	170	40	25

\* the number of assessments can represent the same ratepayer in each aging category. For example, the 17 ratepayers in the 3 years column will also be included in the current, 1 year and 2 year columns.

The property, plant and equipment capital works programmed has been planned with most projects expected to be commence in the coming months.



Liabilities mainly comprise QTC loan balances as illustrated below.

Loan	Rate	Expiry date	Book value	Market value	Unrealised gain/(loss)
Saleyard land purchase	2.950%	15/12/2026	261	254	7
Water project 15/16	2.939%	15/06/2036	540	487	53
Sewer infrastructure	6.565%	15/09/2026	512	530	(18)
ACC land purchase	5.244%	15/03/2032	571	590	(19)
Water project	5.282%	15/06/2029	2,630	2,702	(72)
LWDEFS loan 1	3.693%	15/12/2036	10,596	9,967	629
<b>Total borrowings</b>			<b>15,110</b>	<b>14,530</b>	<b>580</b>

## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

#### Risks

The main risks to Council's short term financial performance, position and cash flow are:

Risk	Description	Treatment	Rating
Change in timing and amount of Financial Assistance Grant.	There is a change to the methodology used by the Commonwealth to prepay the Financial Assistance Grants. If the prepayment is discontinued or the amount changes, it will impact the financial result and cash position for FY24.	Maintain a cash balance large enough that Council will be able to continue providing services until the FY24 grant payments are received. Maintain forecasting and prepare to be flexible in how Council operates.	This risk has materialised. Council has sufficient cash to adapt to this event and has adjusted its 2023/24 budget to the lower cash availability.
Project related grant income is not realized.  Reputational damage with funding bodies.	If projects are not completed within the timeframes according to the grant conditions, grant income may not be realized in FY24. The main risk is project delays due to wet weather.	Improve project reporting and risk assessments. Improve cross-functional communications across project teams, grant administration and procurement.	Likelihood – Possible  Consequence – Major (capital grant income is a significant part of Council's ability to fund capex)  Rating – High
Costs continue to increase rapidly placing pressure on Council's ability to sustainably provide services.	The cost of wages, goods and services, particularly construction materials continue to increase at a higher rate than previously experienced, increasing the cost of providing services and maintaining assets.	Prioritise services and projects to allocate limited resources to the most important community areas.  Maintain reporting and forecasting to identify issues and where necessary, revise budgets.	Likelihood – Almost certain  Consequence – Moderate  Rating - High

#### Appendices

1. Financial statements 31.07.2023.pdf [↓](#)
2. Directors reports 31.07.23.pdf [↓](#)
3. Capital List 23.24.pdf [↓](#)
4. Grants Report [↓](#)

#### **Recommendation:**

*That Council receives the monthly financial statements for the period ending 31 July 2023, as presented.*

## 12.1 - Monthly Financial Statements --Appendix 1

Statement of financial performance	YTD Actual \$'000	YTD Budget \$'000	Last YTD \$'000	Full year budget \$'000
<b>Revenue</b>				
Rates, levies and charges	(54)	101	-	12,151
Fees and charges	230	225	176	2,595
Recoverable works income	615	424	291	5,059
Other revenue	290	92	49	1,104
Operating grants, subsidies and contributions	716	1,950	512	24,218
Capital grants, subsidies and income	154	84	68	5,479
Profit on sale of assets	-	-	12	640
<b>Total revenue</b>	<b>1,951</b>	<b>2,877</b>	<b>1,109</b>	<b>51,245</b>
<b>Expenses</b>				
Employee expenses	1,387	1,440	778	17,283
Materials and services	1,803	2,050	1,629	24,596
Finance expenses	77	54	68	650
Depreciation	742	680	688	8,309
<b>Total expenses</b>	<b>4,009</b>	<b>4,224</b>	<b>3,162</b>	<b>50,838</b>
<b>Net surplus or (deficit)</b>	<b>(2,058)</b>	<b>(1,348)</b>	<b>(2,053)</b>	<b>408</b>
<b>Operating deficit</b>				
Net surplus/(deficit)	(2,058)	(1,348)	(2,053)	408
less capital grants and income	(154)	(84)	(81)	(6,119)
<b>Operating deficit</b>	<b>(2,212)</b>	<b>(1,432)</b>	<b>(2,134)</b>	<b>(5,711)</b>

Statement of financial position	YTD Actual \$'000	Actual June 2023 \$'000	Full year budget \$'000
<b>Current assets</b>			
Cash and cash equivalents	30,859	35,079	20,616
Current trade and other receivables	6,773	6,276	1,490
Inventories	1,081	1,092	593
<b>Non-current assets</b>			
Trade and other receivables	11,075	11,075	10,433
Property, plant and equipment	364,427	364,999	347,541
Other non-current assets	-	-	-
<b>Total assets</b>	<b>414,214</b>	<b>418,521</b>	<b>380,674</b>
<b>Current liabilities</b>			
Trade and other payables	3,809	5,996	2,066
Current borrowings	1,292	1,292	1,357
Current provisions	3,056	3,174	3,252
<b>Non-current liabilities</b>			
Borrowings	13,818	13,765	12,411
Provisions	3,869	3,866	3,833
<b>Total liabilities</b>	<b>25,844</b>	<b>28,093</b>	<b>22,919</b>
<b>Net community assets</b>	<b>388,370</b>	<b>390,428</b>	<b>357,755</b>
<b>Community equity</b>			
Asset revaluation reserve	174,368	174,368	153,050
Retained surplus	214,002	216,060	204,705
<b>Total community equity</b>	<b>388,370</b>	<b>390,428</b>	<b>357,755</b>



## 12.1 - Monthly Financial Statements --Appendix 1

<b>Statement of cash flows</b>	<b>YTD Actual</b>	<b>Full year budget</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Cash flows from operating activities</b>		
Receipts from ratepayers and customers	584	22,929
Receipts from grants	44	25,903
Payments to employees	(1,503)	(17,283)
Payments to suppliers	(3,256)	(28,474)
Interest paid	(24)	(620)
<b>Net cash inflow/(outflow) from operating activities</b>	<b>(4,154)</b>	<b>2,455</b>
<b>Cash flows from Investing activities</b>		
Receipts from capital grants	154	5,479
Receipts from sale of assets	-	640
Payments for capital expenditure	(220)	(12,375)
<b>Net cash inflow/(outflow) from investing activities</b>	<b>(66)</b>	<b>(6,256)</b>
<b>Cash flows from financing activities</b>		
Loan repayments	0	(1,295)
<b>Net cash outflows from financing activities</b>	<b>0</b>	<b>(1,295)</b>
<b>Net cash inflow/(outflow)</b>	<b>(4,220)</b>	<b>(5,096)</b>
Opening cash balance	35,079	25,712
<b>Closing cash balance</b>	<b>30,859</b>	<b>20,616</b>

<b>Statement of changes in equity</b>	<b>YTD Actual</b>	<b>Full year budget</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Accumulated surplus</b>		
Opening balance	216,060	204,297
Recognise land sold in prior years	-	-
Net profit or (loss)	(2,058)	408
<b>Closing accumulated surplus</b>	<b>214,002</b>	<b>204,705</b>
<b>Asset revaluation reserve</b>		
Opening balance	174,368	150,095
Other comprehensive income	0	2,955
<b>Closing asset revaluation reserve</b>	<b>174,368</b>	<b>153,050</b>
<b>Total community equity</b>	<b>388,370</b>	<b>357,755</b>

12.1 - Monthly Financial Statements --Appendix 2

Longreach Regional Council  
 Program Report  
 for the YTD July 2023

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
<b>Office of the CEO</b>						
Human resources	-	-	(117)	(118)	(117)	(1,418)
Governance	-	-	(44)	(73)	(44)	(73)
Elected member expenses	-	-	(42)	(56)	(42)	(670)
Disaster management and regional coordination	-	13	(6)	(15)	(6)	(21)
Economic development	1	-	(26)	(12)	(24)	(142)
Local laws	2	27	(61)	(113)	(59)	(1,039)
Health and environmental services	13	1	(2)	(6)	11	(64)
Development services	2	5	(6)	(13)	(4)	(96)
<b>Total Office of the CEO</b>	<b>19</b>	<b>46</b>	<b>(304)</b>	<b>(406)</b>	<b>(286)</b>	<b>(3,523)</b>
<b>Infrastructure Services</b>						
Infrastructure administration	-	-	(26)	(80)	(26)	(855)
Depot and airstrips	-	-	(45)	(35)	(45)	(416)
Roads, streets and stormwater	-	-	(494)	(585)	(494)	(6,410)
2022 NDRA event	672	917	(672)	(917)	-	-
Contract works	593	415	(593)	(344)	1	855
Fleet management	91	31	321	43	412	887
Sewerage	-	-	(67)	(67)	(67)	866
Waste management	1	17	(28)	(69)	(27)	211
Water	(16)	47	(250)	(270)	(266)	82
<b>Total Infrastructure Services</b>	<b>1,341</b>	<b>1,427</b>	<b>(1,854)</b>	<b>(2,323)</b>	<b>(513)</b>	<b>(4,780)</b>

1 2

3

4 4

12.1 - Monthly Financial Statements --Appendix 2

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
<b>Community Services</b>						
Child Care	172	199	(295)	(227)	(123)	(329)
Community development and events	-	-	(39)	(45)	(39)	(540)
Donations and sponsorship	-	-	(6)	(13)	(6)	(162)
RADF	-	2	(9)	(3)	(9)	(10)
Community administration	-	-	(67)	(54)	(67)	(644)
Libraries	-	-	(16)	(16)	(16)	(189)
Community centres and halls	3	3	(21)	(29)	(18)	(319)
Public conveniences	2	1	(30)	(20)	(29)	(236)
Council housing	7	6	(15)	(19)	(8)	(157)
Showgrounds and sporting facilities	4	5	(53)	(55)	(49)	(571)
Cemeteries	24	11	(30)	(30)	(5)	(228)
Parks and gardens	-	-	(128)	(214)	(128)	(2,485)
Swimming pools	1	1	(68)	(99)	(67)	(1,178)
Tourism, museums and VIC	36	23	(99)	(70)	(64)	(700)
<b>Total Community Services</b>	<b>249</b>	<b>251</b>	<b>(877)</b>	<b>(894)</b>	<b>(628)</b>	<b>(7,746)</b>
<b>Financial Services</b>						
Insurance	-	-	(542)	(58)	(542)	(691)
Finance	172	985	(118)	(125)	54	10,317
Asset management	-	-	-	(29)	-	(348)
Rates	(1)	(4)	0	(12)	(1)	(31)
LWDEFS	-	40	(34)	(33)	(34)	77
Internal recharges	-	-	151	151	151	-
Corporate administration	3	-	(173)	(68)	(173)	(821)
IT	14	-	(218)	(206)	(214)	(2,468)
Land, leased out assets and commercial businesses	14	48	(34)	(70)	(19)	(265)
<b>Total Financial Services</b>	<b>188</b>	<b>1,069</b>	<b>(966)</b>	<b>(601)</b>	<b>(778)</b>	<b>453</b>
<b>Total Council Operating Result</b>	<b>1,797</b>	<b>2,793</b>	<b>(4,001)</b>	<b>(4,224)</b>	<b>(2,204)</b>	<b>(1,447)</b>
						<b>(10,279)</b>

**Notes to the program report**

- 1- Disaster Management income will come in throughout the year
- 2- Economic yearly subscription paid
- 3- Depot maintenance fire and first aid testing for half the year.
- 4- Contract works ahead of schedule with fleet recoveries also higher due to this.
- 5- Childcare grants to come in throughout the year and backpays processed.
- 6- Income not fully expended for RADF last year to be part of September's Budget Review.
- 7- Some wage variations due to the timing of the restructure.
- 8- Unscheduled maintenance occurred at the Ilfracombe Park public toilets.
- 9- Expense higher in tourism due to more casuals during the tourist period offset by higher revenue.
- 10- Insurance paid for the year budget to be reallocated for full year.
- 11- Variance due to timing of Financial Assistance Grant.
- 12- Higher due to timing of internal recharges falling at the end of the month.

## 12.1 - Monthly Financial Statements --Appendix 3

Infrastructure	.Current Budget	.Actual Cost YTD	
22.23 Murray Dam Ilfracombe Pump / Isisford Dam Pump Refurbishments	-	495	
23.24 Raising Thomson River Weirs- Initial Construction	400,000	-	
23/24 Bailey Street Gravel	96,000	-	
23/24 Chlidcare Footpath	105,000	-	
23/24 Concrete Slab For Wtp Generator / Chlorine Area	35,000	-	
23/24 Corella Lane Pave And Seal	125,000	-	
23/24 Electrical Switchboards Upgrade At Murray Mcmillan Dam	25,000	-	
23/24 Exclusion Fencing Of Town Raw Water Storage (Dams)	30,000	-	
23/24 Isisford- Bimerah Road Gravel Re-Sheet	225,000	-	
23/24 Local Laws Buggy	30,000	-	
23/24 Pave And Seal Turn Around At Ior Fuel Pod (Lrci4)	148,000	-	
23/24 Replacment Of Elevated Reservoir & Stand At Wtp	500,000	-	
23/24 River Reading Arno Crossing	18,000	-	
23/24 Rural Property Signs Upgrade Stage 1 (Lrci4)	100,000	-	
23/24 Rural Road Signs Upgrade (LRCI4)	150,000	-	
23/24 Stip Funded Project	270,000	-	
23/24 Tids Drainage Upgrade Bustard/Crow Land, Bustard Cassowary	50,000	7,571	
23/24 Tids Isisford Rebhab & New Kerb St Mary'S Street	200,000	-	
Dsdilgp Grant 21-22 Isisford Weir Replacement	-	9,003	
FLEET MANAGEMENT- Capital Works Plant & Equipment	2,880,692	-	
LGGSP Longreach Sewer Relining	300,000	-	
Lggsp Longreach Water Mains Replacement	700,000	7,408	
Lrci P3 Isisford / Pave And Seal New Road To Airport Including New Alignmer	-	578	
Ptiip 23/24 Ilfracombe (East) Bus Stop	33,800	-	
Ptiip 23/24 Ilfracombe (West) Bus Stop	41,400	-	
Ptiip 23/24 Longreach Bus Stop	41,100	-	
R2R 23/24 All Areas Grid Renewal	225,000	606	
R2R 23/24 Bogewong Alroy Road (Replace Concrete Floodway)	75,000	-	
R2R 23/24 Bude Road Gravel Re-Sheet	75,000	-	
R2R 23/24 Crossmoor Road Gravel Re-Sheet	359,688	35,293	
R2R 23/24 Rehabilitate Road To Weed Washdown Facility	95,000	-	
R2R 23/24 Town Street Reseal	450,000	-	
Race Horse Training Pool	15,000	-	
Stonehenge River Road- Prep & Reseal 4 Mile Creek	85,000	-	
Tids 23/24 Silsoe Road Reseal	100,000	-	
Tids 23/24 Stonhenge River Road Reseal	100,000	5,440	
W4Q Covid Ilfracombe Wtp Automation	-	320	
W4Q Covid Isisford Wtp Upgrade	-	830	
<b>Grand Total</b>	<b>8,083,680</b>	<b>67,544</b>	<b>1%</b>

Communities and Project Management	Current Budget.	Actual Cost YTD.	
22.23 New Executive Housing.	650,000	97,934	
23/24 Apex Park - Instal 2 New Shade Structures Over Existing Chairs	30,000	-	
23/24 Apex Park - New Bar Bench On Water Side Off Main Shed	30,000	-	
23/24 Beersheba Park Shade Structure Lrci4	55,000	-	
23/24 Build New Multipurpose Court (Lrci4)	500,000	-	
23/24 Civic Centre Shade Structure	200,000	-	
23/24 Construct New Kitchen And Dining Area At Wave Structure	700,000	-	
23/24 Longreach Swimming Pool Mower	8,000	-	
23/24 Pool Pump Isisford	10,000	-	
23/24 Refit Back Of Library Into Disaster Management Centre	820,000	-	
23/24 Repair Obic Wall (Lrci4)	100,000	-	
23/24 Restump House Jarley Street Yaraka	50,000	-	
23/24 Ses Support Grant - Longreach Ses Flood Boat Shed	96,836	-	
23/24 Squash Courts Upgrade Longreach (sport &rec)	370,000	-	
Longreach Administration Building Air Conditioning Replacement	350,000	7,000	
LRCI P4 Eagle Street Improve Swan Street 23/24	200,000	-	
<b>Grand Total</b>	<b>4,169,836</b>	<b>104,934</b>	<b>3%</b>

## Grant/s Information

(current as of Tuesday, 08 August 2023)

### Completed Grants

The below table outlines those Grants that were active as at, or since 01 July 2023, and have now been finalised.

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2023186	DEPT OF LOCAL GOVERNMENT & PLANNING	FAGs - Financial Assistance Grant's 2023/2024 FY	\$ 11,848,708	\$ 11,848,708	\$ -	30/04/2023	30/06/2024
GC2023201	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - CN19182 Wellshot Street RCBC	\$ 33,924	\$ 33,924	\$ -	01/01/2023	30/06/2023
GC2023203	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - 2022/2023 Transport Infrastructure Development Scheme	\$ 200,000	\$ 200,000	\$ -	01/07/2022	30/06/2023
		<b>Total</b>	<b>\$ 12,082,632</b>	<b>\$ 12,082,632</b>	<b>\$ -</b>		

### Lodged Grants

The below table provides a list of Grant opportunities that have been applied for. At time of writing, the outcome of these Grants has not been determined.

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2023180	DEPARTMENT OF TRANSPORT & MAIN ROADS	STIP - Longreach State High School - Parking & Drop-off Area	\$ 450,000	\$ -	\$ 450,000	12/09/2022	30/06/2024
GC2023181	DEPARTMENT OF TRANSPORT & MAIN ROADS	Walking Local Government Grant 2022/2023	\$ 50,000	\$ -	\$ 50,000	30/06/2023	30/06/2024
GC2023194	QUEENSLAND TREASURY	HIF - Teal Street Development 2023	\$ 3,943,970	\$ -	\$ 3,943,970	01/09/2023	30/10/2025
GC2023200	DEPT OF SENIORS, DISABILITY SERVICES & ABORIGINAL	ILG 202324 - Iningai Park Signage	\$ 10,000	\$ -	\$ 10,000	04/09/2023	30/06/2024
GC2023208	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	Growing Regions Program - FY24	\$ 4,511,344	\$ -	\$ 4,511,344	05/07/2023	01/08/2023
		<b>Total</b>	<b>\$ 8,965,314</b>	<b>\$ -</b>	<b>\$ 8,965,314</b>		

### Approved Grants

Outlined below are all Grants that are currently active in the SynergySoft system. The below includes multi-year funding rounds, where income will be received at agreed milestones and/or scheduled dates until the completion dates.

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2023193	Department of Agriculture & Fisheries	QCFG - Queensland Community Fishing Grants 2023	\$ 5,000	\$ -	\$ 5,000	27/04/2023	01/07/2024
GC2021119	DEPARTMENT OF EDUCATION AND TRAINING	CCCF Round 3 2021/2024 - Sustainability Support - 4-G9703A3/4-G8QDYQ6/4-G8XYQBB	\$ 870,000	\$ 630,000	\$ 240,000	01/07/2021	30/06/2024
GC2023184	DEPARTMENT OF EDUCATION AND TRAINING	QKFS_Longreach Kindergarten Service_01 January 2023 to 30 June 2023	\$ 32,326	\$ 18,784	\$ 13,542	01/01/2023	30/06/2023
GC2023192	DEPARTMENT OF EDUCATION AND TRAINING	ECEC - Kindy Uplift Program 2023	\$ 3,000	\$ 1,500	\$ 1,500	28/03/2023	31/12/2023
GC2023185	DEPARTMENT OF HOUSING & PUBLIC WORKS	MIP1 - Longreach Squash Courts Upgrade	\$ 328,692	\$ 164,346	\$ 164,346	28/06/2023	31/12/2024
GC2020081	DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE	BBR Round 4 - BBRF IIV000466 - WQLX Transit and Spelling Facility Upgrade	\$ 719,584	\$ 506,666	\$ 212,918	25/08/2020	30/06/2023
GC2019011	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	Roads 2 Recovery 2019/24	\$ 7,177,052.00	\$ 5,136,317.00	\$ 2,040,735		
GC2021142	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 1 LRCH Childcare Playground Replacement	\$ 162,000	\$ 81,000	\$ 81,000	01/01/2021	30/06/2024
GC2022146	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 2 Yaraka Tree Line	\$ 11,000	\$ 5,500	\$ 5,500	01/01/2022	30/06/2024
GC2022147	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 3 Isisford MPC Kiosk Repair	\$ 19,500	\$ 9,750	\$ 9,750	01/01/2022	30/06/2024
GC2022148	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 4 Isisford Park Renovations	\$ 44,500	\$ 22,250	\$ 22,250	01/01/2022	30/06/2024
GC2022149	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 6 ILF Rec Centre Maintenance	\$ 50,000	\$ 25,000	\$ 25,000	01/01/2022	30/06/2024
GC2022150	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 8 LRCH Showgrounds landscaping	\$ 70,000	\$ 35,000	\$ 35,000	01/01/2022	30/06/2024
GC2022151	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 9 LRCH Showground Audio Upgrade	\$ 50,000	\$ 25,000	\$ 25,000	01/01/2022	30/06/2024
GC2022153	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 11 Painting of LRCH Civic Centre	\$ 70,000	\$ 35,000	\$ 35,000	01/01/2022	30/06/2024
GC2022154	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 12 LRCH Edkins Park Ablution Block	\$ 330,000	\$ 165,000	\$ 165,000	01/01/2022	30/06/2024
GC2022155	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 13 LRCH Eagle St Beautification	\$ 60,000	\$ 30,000	\$ 30,000	01/01/2022	30/06/2024
GC2022156	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 14 LRCH Eagle St Landsborough HWY and Pelican St	\$ 775,000	\$ 387,500	\$ 387,500	01/01/2022	30/06/2024
GC2022157	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 15 Isisford Footpaths	\$ 70,000	\$ 35,000	\$ 35,000	01/01/2022	30/06/2024
GC2022159	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 17 Longreach Footpaths	\$ 98,000	\$ 49,000	\$ 49,000	01/01/2022	30/06/2024
GC2022160	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 16 Isisford Airport Road	\$ 335,000	\$ 167,500	\$ 167,500	01/01/2022	30/06/2024
GC2023187	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 18 Longreach Showgrounds Rodeo Arena Resurfacing	\$ 31,000	\$ 15,500	\$ 15,500	21/03/2023	30/06/2024
GC2023188	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 19 Powerhouse Museum Centenary Garden	\$ 25,000	\$ 12,500	\$ 12,500	21/03/2023	30/06/2024
GC2023189	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 20 Wool Pavillion Concreting	\$ 120,000	\$ 60,000	\$ 60,000	21/03/2023	30/06/2024
GC2023190	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 21 Longreach Library Roof Replacement	\$ 71,350	\$ 35,675	\$ 35,675	21/03/2023	30/06/2024

12.1 - Monthly Financial Statements --Appendix 4

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2019036	DEPARTMENT OF STATE DEVELOPMENT	BoR R4 Long 0056 - Railway Siding Extension	\$ 500,000	\$ 250,000	\$ 250,000	12/12/2019	01/05/2024
GC2020093	DEPARTMENT OF TRANSPORT & MAIN ROADS	HVSPP Round 7 - Saleyards Heavy Vehicle Upgrades	\$ 550,770	\$ 220,308	\$ 330,462	29/11/2020	30/06/2023
GC2022175	DEPARTMENT OF TRANSPORT & MAIN ROADS	MWPC - CN17474 - 95B Longreach - Jundah Road	\$ 4,540,094	\$ 2,846,779	\$ 1,693,315	30/06/2022	30/06/2023
GC2023179	DEPARTMENT OF TRANSPORT & MAIN ROADS	STIP - Our Lady's Primary School - Turn around facility	\$ 230,000	\$ 115,000	\$ 115,000	12/09/2022	30/06/2024
GC2023202	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - CN-21356 2023/2024 Transport Infrastructure Development Scheme	\$ 225,000	\$ -	\$ 225,000	01/07/2023	30/06/2024
GC2020066	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 1/8 ISISFORD Major repairs to OBIC	\$ 250,000	\$ 225,000	\$ 25,000	30/07/2020	30/06/2023
GC2020067	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 2/8 ISISFORD Ablutions Block	\$ 45,000	\$ 40,500	\$ 4,500	30/07/2020	30/06/2023
GC2020068	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 3/8 LRCH Renovations to GA waiting room	\$ 40,000	\$ 36,000	\$ 4,000	30/07/2020	30/06/2023
GC2020069	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 4/8 LRCH Sewer Pump Station upgrade	\$ 50,000	\$ 45,000	\$ 5,000	30/07/2020	30/06/2023
GC2020070	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 4/8 LRCH Sewer Pump Remote Telemetry and Electrical	\$ 75,000	\$ 67,500	\$ 7,500	30/07/2020	30/06/2023
GC2020071	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 5/8 ISISFORD Weir Pump Replacement	\$ 60,000	\$ 54,000	\$ 6,000	30/07/2020	30/06/2023
GC2020072	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 5/8 ISISFORD WTP Upgrade and Electrical Upgrade	\$ 210,000	\$ 189,000	\$ 21,000	30/07/2020	30/06/2023
GC2020073	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 6/8 Ilfracombe WTP upgrade and Automation	\$ 70,000	\$ 63,000	\$ 7,000	30/07/2020	30/06/2023
GC2020074	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 7/8 LRCH Valve installation	\$ 30,000	\$ 27,000	\$ 3,000	30/07/2020	30/06/2023
GC2020075	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 8/8 LRCH Water Re Lift Pumps	\$ 80,000	\$ 72,000	\$ 8,000	30/07/2020	30/06/2023
GC2020076	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 4/8 LRCH Pump Station 2 Genset	\$ 30,000	\$ 27,000	\$ 3,000	30/07/2020	30/06/2023
GC2020077	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 6/8 ILF Sewer Pump Station 1 Upgrade	\$ 30,000	\$ 27,000	\$ 3,000	30/07/2020	30/06/2023
GC2020078	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q COVID 20/21 - 8/8 LRCH Elevated Reservoir Repairs	\$ 150,000	\$ 135,000	\$ 15,000	30/07/2020	30/06/2023
GC2021116	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q 2021/2024 - 1/2 ISISFORD Water Mains Replacement - Stage 2	\$ 870,000	\$ 783,000	\$ 87,000	01/07/2021	30/06/2024
GC2021117	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q 2021/2024 - 2/2 LRCH Water Mains Replacement (Highway & Railway) -	\$ 250,000	\$ 225,000	\$ 25,000	01/07/2021	30/06/2024
GC2022169	DEPT. OF STATE DEVELOPMENT	LGSP 2022/2024 - Water and Sewerage Replacement	\$ 600,000	\$ 163,636	\$ 436,364	01/07/2022	30/06/2024
GC2022174	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support - Driving safety for Longreach	\$ 17,597	\$ -	\$ 17,597	01/07/2023	30/06/2024
GC2022176	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support - Sensor lights for Flood Boat Shed	\$ 3,795	\$ -	\$ 3,795	01/01/2023	30/06/2024
GC2023191	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support Grant 2022/2023 - Longreach SES New Flood Boat Shed	\$ 80,362	\$ -	\$ 80,362	21/03/2023	30/06/2024
GC2021129	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA NDRRA 2021/2023 - LRC.00192021F.REC	\$ 11,547,221	\$ 9,125,233	\$ 2,421,988	12/08/2021	30/06/2024
GC2022168	QUEENSLAND RECONSTRUCTION AUTHORITY	GRQ 2022/2023 - LRC.00212223A.QGR - Get Ready Queensland	\$ 9,700	\$ 8,730	\$ 970	01/07/2022	30/06/2023
GC2022173	QUEENSLAND RECONSTRUCTION AUTHORITY	QRRRF - 2022-2023 Regional Disaster Management Coordinator	\$ 207,500	\$ 62,250	\$ 145,250	01/01/2023	30/06/2026
GC2023195	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - LRC.00252122J.REC (21 April to 12 May 2022 events)	\$ 14,930,610	\$ 4,469,339	\$ 10,461,271	09/05/2023	30/06/2024
GC2023197	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - LRC.00262122B.WPF - WP3 Flood Studies	\$ 103,500	\$ 31,050	\$ 72,450	31/05/2023	30/06/2024
GC2023198	QUEENSLAND RECONSTRUCTION AUTHORITY	GRQ - Get Ready Queensland 2023/24	\$ 9,700	\$ -	\$ 9,700	01/07/2023	30/06/2024
GC2022166	Translink Division- Transport Dept	PTIIP - Long Distance Coach Stops Grant	\$ 75,000	\$ 37,500	\$ 37,500	01/06/2022	30/06/2024
<b>Total</b>			<b>\$ 47,398,852</b>	<b>\$ 26,999,613</b>	<b>\$ 20,399,240</b>		



## 12. FINANCIAL SERVICES REPORT

### 12.2 – Audit and Risk Committee - Minutes and Recommendations - 19 July 2023

---

#### 12.2 Audit and Risk Committee - Minutes and Recommendations - 19 July 2023

File Ref:

A report on the matters reviewed at the Audit and Risk Committee meeting held on 19 July 2023.

#### **Council Action**

Deliver

#### **Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012 Section 211 – the chief executive officer must present a report about the matters reviewed at the audit committee meeting and the committee’s recommendations to the next meeting of the local government.*

#### **Policy Considerations**

Internal Audit Policy No. 1.10

Enterprise Risk Management Policy No. 1.11

Advisory Committee Policy No. 2.31

Audit and Risk Committee Policy No. 2.32

#### **Corporate and Operational Plan Considerations**

<b>OUR FINANCES</b>	
<b>Corporate Plan Outcome</b>	
4.1	Improved financial performance and strategic financial management.

<b>OUR LEADERSHIP</b>	
<b>Corporate Plan Outcome</b>	
5.2	Informed and considered decision making based on effective governance practices.

#### **Budget Considerations**

Nil

#### **Previous Council Resolutions related to this Matter**

*(Res-2023-05-122)*

*Moved Cr Nunn seconded Cr Hatch*

*That Council receives the report of the Audit and Risk Committee meeting held 19 April 2023.*

*CARRIED 7/0*

## 12. FINANCIAL SERVICES REPORT

### 12.2 – Audit and Risk Committee - Minutes and Recommendations - 19 July 2023

#### Officer Comment

**Responsible Officer:** David Wilson, Chief Financial Officer

#### Background:

The Audit and Risk Committee met on 19 July 2023. The Chief Executive Officer must deliver a report to Council on the matters reviewed at the meeting and the Committee's recommendation.

#### Issue:

Item	Discussion	Motion
QAO interim report for the financial year ending 2023	Representatives from QAO presented the interim report for the financial year ending 2023. One new control deficiency was identified but otherwise the auditors were satisfied with the control testing. External audit will also be relying on the control testing from the internal audit conducted during the year. No issues were identified that would impact Council's ability to issue the 2023 financial report on schedule.	The Committee noted and accepted the report.
Internal audit plan for the first half of the financial year ending 30 June 2024	The internal auditor will be auditing the rates function in October/November 2023 and will continue with its control testing of key functions.	The Committee endorsed the internal audit plan.
Report on the implementation of audit issues	The audit issues register was reviewed. It was noted that a few issues were resolved since the last Committee meeting. The fuel management issues will be progressed with the support of the new Fleet Manager.	The Committee noted the report.
Quarterly focus – accounting position papers	The Committee received a report on the accounting position papers for the Provision for Rehabilitation of Landfills and the Revaluation of Non-Current Assets.	The Committee noted the report.
Risk Management	The Committee received a draft copy of Council's Strategic Risk Register. The Register will undergo a review with the ELT prior to	The Committee noted the progress on the register.

## 12. FINANCIAL SERVICES REPORT

### 12.2 - Audit and Risk Committee - Minutes and Recommendations - 19 July 2023

	being implemented in Council.	
Policy Reviews	No new policies were presented to the Committee. The newly adopted Procurement Policy was presented for the Committee's information.	The Committee noted the report.
Confirm Committee Schedule	The schedule of future Committee meetings were discussed. In particular, the proposed meeting dates were discussed in the context of the local government elections in March and the scheduled term of the current Chair coming to an end.	The Committee adopted the proposed timetable and sequence of events.

#### **Risk Management Factors:**

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

Nil risk, for information purposes only.

#### **Environmental Management Factors:**

Not applicable

#### **Other Comments:**

Not applicable

#### **Recommendation:**

*That Council receives the report of the Audit and Risk Committee meeting held 19 July 2023.*

**12. FINANCIAL SERVICES REPORT**  
**12.3 - Risk Framework - Financial Sustainability**

---

**12.3 Risk Framework - Financial Sustainability**

File Ref:

Information on the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) Risk Framework for Financial Sustainability.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulations 2012*

**Policy Considerations**

Risk Management Policy

**Corporate and Operational Plan Considerations**

OUR FINANCES	
Corporate Plan Outcome	
4.1	Improved financial performance and strategic financial management.

**Budget Considerations**

Consideration of the Risk Framework for Financial Sustainability will be taken in all budget decisions.

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officer:** *David Wilson, Chief Financial Officer*

**Background:**

The new Financial Sustainability Framework for local governments is effective from 1 July 2023. The DSDILGP have published the *Risk Framework – Financial Sustainability* which outlines the principles by which the DSDILGP will monitor council financial sustainability, the relative risk tolerance for each measure, and how measures can be interpreted in conjunction with each other.

It is important for Council to understand how the DSDILGP will view the new financial sustainability metrics in this context as this is how the DSDILGP will assess risks and possible responses. This report summarises the framework and illustrates how Council will perform under the new framework.

## 12. FINANCIAL SERVICES REPORT

### 12.3 - Risk Framework - Financial Sustainability

---

**Issue:**

**Principles underlying how the DSDILGP will assess financial sustainability risk**

- 1) Financial sustainability risks will be considered holistically in combination with other key elements such as asset management, governance, compliance and the broader operating environment. Individual sustainability measures will be interpreted and assessed in conjunction with other relevant metrics. A poor result in one measure may be offset by success in another, or may confirm risks identified by other metrics.
- 2) Achieving sustainability takes time and concerted effort and the DSDILGP recognises that pressures that impact short-term results can be managed by a local government over the long-term.
- 3) The financial capacity measures (Council-Controlled Revenue and Population Growth) are considered contextual ratios and support understanding by stakeholders of key operating pressures which may be affecting councils' performance. This context is applied to the risk tolerances adopted by the DSDILGP.
- 4) The new financial sustainability framework has grouped councils into tiers, each of which will have different sustainability targets and risk tolerances. The DSDILGP will consider these when assessing the potential level of exposure and possible responses.
- 5) The DSDILGP will use the new framework to incentivise positive behaviours and avoid perverse outcomes. The framework encourages council leaders to understand the drivers of long-term sustainability and pursue positive outcomes.

**Risk tolerances for Tier 6 councils (Longreach Regional Council is classified as Tier 6)**

Measure	Risk tolerance
Council-Controlled Revenue	Contextual only
Population Growth	Contextual only
Operating Surplus Ratio	A high risk tolerance recognising the impacts of third-party capital funding which may offset a council's operating deficits.
Operating Cash Ratio	A lower risk tolerance recognising the importance of a council being able to fund its core operations. Councils with negative operating cash ratios over time are at a high risk of future liquidity issues.
Unrestricted Cash Expense Cover Ratio	A lower risk tolerance recognising the importance of a council being able to meet its financial obligations as and when they fall due. Councils with unrestricted cash expense cover ratios approaching zero are at a significantly greater risk of solvency concerns in the short term.

## 12. FINANCIAL SERVICES REPORT

### 12.3 - Risk Framework - Financial Sustainability

Asset Sustainability Ratio	A moderate risk tolerance recognising that these councils should be prioritising capital expenditure that focuses on the renewal and replacement of existing assets over time.
Asset Consumption Ratio	A moderate risk tolerance recognising the expectation that a council will adequately manage and maintain its asset base over time while also acknowledging different community needs and service levels.
Leverage Ratio	A lower risk tolerance recognising the importance of a council being able to meet its debt servicing obligations as and when they fall due. Councils which struggle to repay their debts affect the State's creditworthiness and are at a high risk of solvency issues.

The DSDILGP has also provided the following interpretation of a Tier 6 council which affects their risk tolerances.

*These councils are generally smaller and more remote, and have a greater reliance on external funding due to their limited revenue-raising ability.*

*The **operating cash ratio** increases in importance due to the need for these councils to ensure ongoing funding of their core business, while the **unrestricted cash cover** also has greater significance as these councils need to ensure an adequate cash buffer regardless of the peaks and troughs of external funding cycles.*

#### **Triggers for further action**

If a council reports any measure with a result of High or Very High risk, this will form the basis for further investigation by the department and the development of responses and tailored support to emerging challenges if needed.

#### **Longreach Regional Council's measurement against the new framework**

The measurement of Council's preliminary financial results for the 2022/23 financial year, 5-year averages for the period 2019-2023 and the budgeted 2023/24 financial results have been applied against the risk framework issued by the DSDILGP and is attached to this report. Calculations for the Asset Renewal Funding Ratio have not been completed due to insufficient data. In summary:

- 1) The Operating Surplus Ratio is the most challenging aspect for Council, due to its high reliance on external funding. Also driving the lower budgeted performance for FY24 is the impact of rapid inflation in costs and employee expenses over the last couple of years. Recent asset revaluations have also caused a rapidly increasing depreciation charge. It is important to note the significant positive impact of the early FAG prepayment made to the ratio in FY23.

## 12. FINANCIAL SERVICES REPORT

### 12.3 - Risk Framework - Financial Sustainability

---

- 2) The low Operating Surplus Ratio is offset by very good performance in the Operating Cash Ratio and the Unrestricted Cash Expense Cover Ratio. These ratios indicate that Council is able to fund its core business and has sufficient cash to withstand the peaks and troughs of external funding.
- 3) The Asset Sustainability Ratio and Asset Consumption Ratio indicate that Council is maintaining an adequate amount of capital expenditure to maintain and replace its existing infrastructure.
- 4) The Leverage Ratio is low which indicates that Council will not be in a position to obtain any new debt to fund capital expenditure. The long-term forecast indicates that this measure will improve as Council continues to repay its existing debt. It is also important to note that the majority of Council's debt comprises the Wild Dog Exclusion Fencing loan, which is being repaid from Special Rates being levied for the scheme.

#### **Risk Management Factors:**

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

Nil risk, for information purposes only.

#### **Environmental Management Factors:**

Not applicable

#### **Other Comments:**

Not applicable

#### **Appendices**

1. LRC performance against the new Financial Sustainability metrics [↓](#)
2. Risk Framework for Financial Sustainability [↓](#)

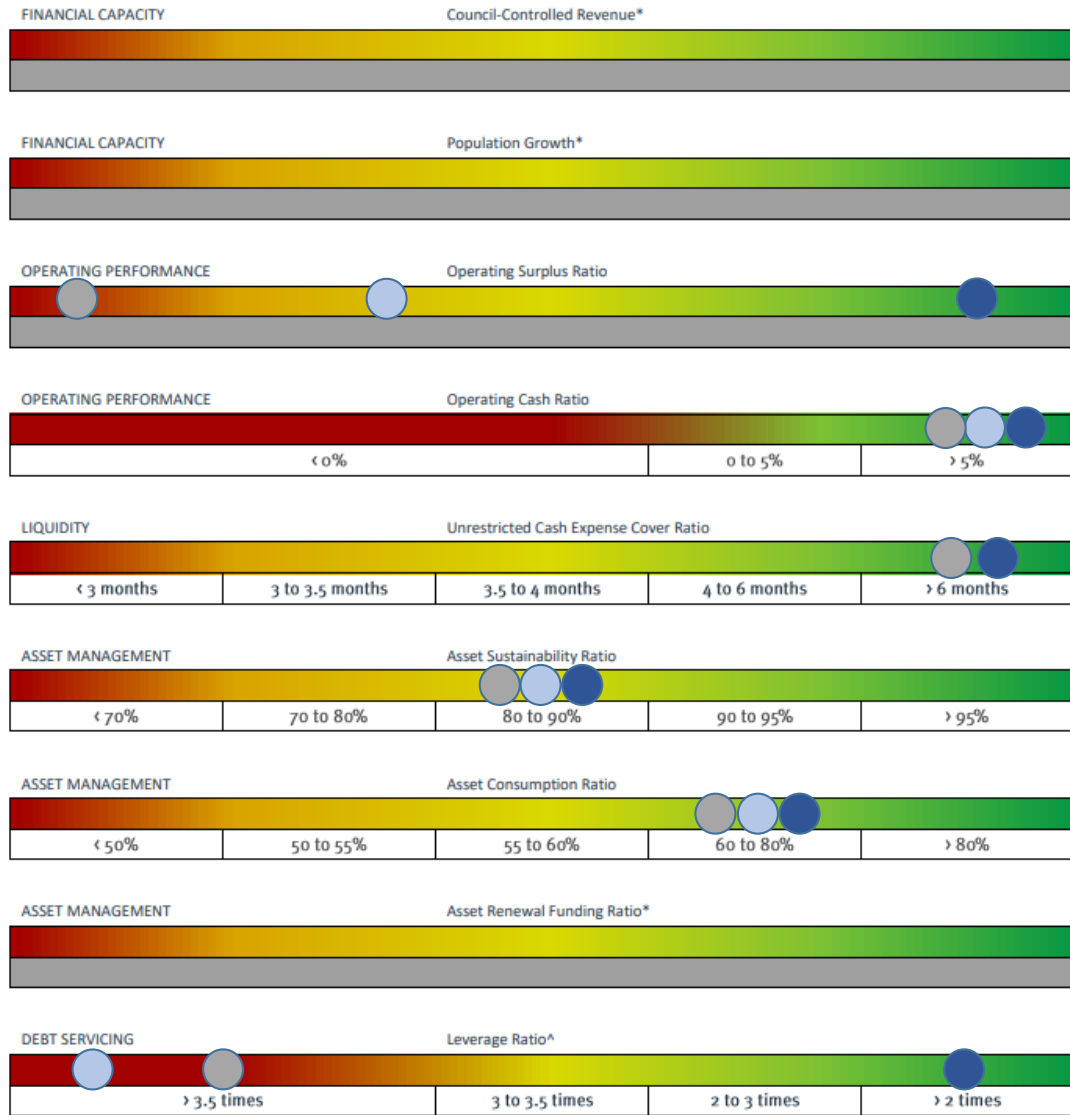
#### **Recommendation:**

*That Council notes the report on the Risk Framework for Financial Sustainability.*

## 12.3 - Risk Framework - Financial Sustainability --Appendix 1

Department of State Development, Infrastructure, Local Government and Planning

### Tier 6



\* Contextual – not assessed

^only assessed if council has debt

- FY23 estimate
- 5-year average
- FY24 estimate



DRAFT IN-CONFIDENCE NOT GOVERNMENT POLICY

Department of State Development, Infrastructure, Local Government and Planning

# Risk Framework – Financial Sustainability

## Overview

The Department of State Development, Infrastructure, Local Government and Planning (the Department) has released the *Financial Management (Sustainability) Guideline* (the *Guideline*), which applies to all Queensland local governments from 1 July 2023.

This *Risk Framework – Financial Sustainability* supports the *Guideline* by outlining the principles underlying how the Department will monitor council financial sustainability, as presented in the measures reported by councils, the relative risk tolerance for each measure in the *Guideline*, and how measures can be interpreted in conjunction with each other.

Under the Local Government Regulation 2012 and City of Brisbane Regulation 2012, the Queensland Audit Office (QAO) is responsible for auditing council financial statements including the current year financial sustainability statement. The QAO's audit report on the sustainability ratios confirms the arithmetical accuracy of these ratios in accordance with the *Guideline*.

## Principles

The Department's approach to assessing financial sustainability risk is informed by the measures outlined in the *Guideline* and reported by councils according to the following underlying principles:

### Sustainability is more than financial ratios

Financial sustainability risks need to be considered holistically in combination with other key elements of council sustainability such as asset management, governance, compliance, and the broader operating environment as outlined in the Department's published *Sustainability Framework for Queensland Local Governments*.

Similarly, individual measures only tell a small part of the sustainability story and should be interpreted and assessed in conjunction with other relevant metrics to create a better understanding of council performance and sustainability. A poor result in one measure may be offset by success in another, or may alternatively confirm risks identified by other metrics.

### Sustainability is a long-term objective

Achieving sustainability takes time and concerted effort, and the Department recognises that there will be times when councils may experience sustainability pressures (such as natural disasters) which may affect short-term results but are able to be managed by a local government over the longer term. Assessments of financial sustainability risk should be considered in this context.

Some measures in the *Guideline* (such as the Unrestricted Cash Expense Cover Ratio) are shorter-term in nature and are recognised through application of their associated benchmarks to the single-year result. Assessments of financial sustainability risk by the Department will take the time-based importance of each measure into account.

### Not all risks are created equal

The *Guideline* requires the calculation and reporting of up to nine financial sustainability measures by councils. Of these, the two financial capacity measures (Council-Controlled Revenue and Population Growth) are considered



Queensland  
Government

Department of State Development, Infrastructure, Local Government and Planning

contextual ratios and support understanding by stakeholders of key operating pressures which may be affecting councils' performance.

The Asset Renewal Funding Ratio is also considered a contextual measure due to its forecast-based and therefore un-auditable nature. For councils in Tier 6 to Tier 8, the Operating Surplus Ratio is also contextual in recognition of their low level of self-generated revenue and high reliance on external funding, which reduces the relative importance of this metric for those councils compared to other measures in the *Guideline*.

Of the remaining measures in the *Guideline* (which apply to all Tiers), the Department considers some to be of higher importance from a risk perspective relative to others, as outlined in the **Risk Tolerances** section below, due to the potentially larger adverse consequences of a council falling below its assigned benchmark for that measure in the shorter term. The Department will consider councils which do not meet the benchmarks for these measures as having a higher level of financial sustainability risk compared to other ratios.

### Compare like with like

The Department's *Guideline* groups councils into Tiers for sustainability reporting purposes in recognition that councils have differing financial and non-financial circumstances and challenges. These differing circumstances and challenges mean financial sustainability risk may look different for different Tiers.

When assessing financial sustainability risk for councils, the Department will refer to the relevant Tier's targets as well as other comparative information to assist it in determining the potential level of exposure and possible responses.

### Incentivise positive behaviours and avoid perverse outcomes

In updating the *Guideline*, the Department is seeking to establish a sustainability reporting framework which encourages council leaders to understand the drivers of long-term sustainability and pursue positive outcomes rather than "manage to the measure".

The Department's approach to assessing council financial sustainability risk recognises that sustainability is a constantly evolving concept that cannot be reduced to a single number or rating, but rather is informed by a range of factors which extend beyond what is contained in the *Guideline*.

As part of its ongoing role administering the Queensland local government sector, the Department uses all information at its disposal to identify potential sustainability risks across a range of areas and work with individual councils to address them.

## Risk Tolerances

As outlined above, the Department considers that the measures outlined in the *Guideline* pose differing levels of financial sustainability risk to councils should their associated targets not be met. The table below outlines the relative risk tolerance for each measure (not including contextual measures).

Type	Measure	Target Risk Tolerance		Commentary
		Tier 1 – 4	Tier 5 - 8	
Financial Capacity	Council-Controlled Revenue	Contextual	Contextual	N/A

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

	Population Growth	Contextual	Contextual	N/A
Operating Performance	Operating Surplus Ratio	Lower	Higher	<p>Tier 1 – 4: A lower risk reflects the expectation that these councils should be consistently generating operating surpluses given their larger population bases.</p> <p>Tier 5 – 8: A higher risk tolerance recognises the impacts of third-party capital funding which may offset a council's operating deficits.</p>
	Operating Cash Ratio	Lower	Lower	All councils: A lower risk tolerance recognises the importance of a council being able to fund its core operations. Councils with negative operating cash ratios over time are at a higher risk of future liquidity issues.
Liquidity	Unrestricted Cash Expense Cover Ratio	Lower	Lower	All councils: A lower risk tolerance recognises the importance of a council being able to meet its financial obligations as and when they fall due. Councils with unrestricted cash expense cover ratios approaching zero are at a significantly greater risk of solvency concerns in the short term.
Asset Management	Asset Sustainability Ratio	Higher	Moderate	<p>Tier 1 – 4 councils: A higher risk tolerance recognises the impact capital expenditure on new assets can have on this measure in larger councils (vs expenditure on asset renewals).</p> <p>Tier 5 – 8 councils: A moderate risk tolerance recognises that these councils should be prioritising capital expenditure that focuses on the renewal and replacement of existing assets over time.</p>
	Asset Consumption Ratio	Moderate	Moderate	All councils: A moderate risk tolerance recognises the expectation that a council will

Risk Framework – Financial Sustainability

3

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

				adequately manage and maintain its asset base over time while also acknowledging different community needs and service levels.
	Asset Renewal Funding Ratio	Contextual	Contextual	N/A
Debt Servicing	Leverage Ratio	Lower	Lower	All councils: A lower risk tolerance for all councils recognises the importance of a council being able to meet its debt servicing obligations as and when they fall due. Councils which struggle to repay their debts affect the State's creditworthiness and are at a high risk of solvency issues.

### Interpretation

#### Interpreting measures in combination

Individual financial sustainability measures in the Guideline provide information about an element of council sustainability but may not tell the full story when considered in isolation. Examples of measures which can be considered together to provide a more comprehensive interpretation include:

1. **Operating Surplus Ratio and Operating Cash Ratio** – where a council reports a low or negative operating result, this may pose less of a sustainability risk where the council's operating cash ratio remains positive as it indicates that the council is still able to fund its core business operations. This is especially the case for smaller councils (Tier 5 and below).
2. **Operating Cash Ratio and Unrestricted Cash Cover Ratio** – where a council reports a negative operating cash in combination with a low unrestricted cash cover ratio, this indicates a high risk of liquidity and solvency concerns as the council may have challenges meeting its financial commitments in the short to medium term.
3. **Asset Sustainability Ratio and Asset Consumption Ratio** – where a council reports a lower asset consumption ratio over time, this may represent less of a sustainability risk where the council's asset sustainability ratio is within or above the required target as it indicates that council is meeting its asset renewal needs over time.
4. **Unrestricted Cash Expense Cover Ratio and Leverage Ratio** – where a council reports a low unrestricted cash expense cover ratio at the same time as a leverage ratio which is high and/or above the target, this is an indicator of a limited ability to fund additional capital expenditure through either working capital or borrowings, resulting in increased sustainability and service delivery risks.

Department of State Development, Infrastructure, Local Government and Planning

5. **Leverage Ratio and Asset Sustainability Ratio** – where a council reports a high or above-target leverage ratio in conjunction with a lower asset sustainability ratio, this is an indicator of reduced capacity to fund ability capital expenditure through borrowings and may present higher sustainability risks to the council. These indicators are especially important for growing councils which may need to rely on external funding to support their increasing infrastructure needs.

### Interpreting measures within different Tiers

Interpreting the sustainability measures varies from tier to tier, having regard for the differing operational circumstances and sustainability drivers that impact Queensland councils.

Risk tables with relative targets and weightings to support assessments for each Tier can be found in **Appendix A**.

Tiers	Interpreting within Tiers
Tier 1 & 2	<p>Councils with large population bases should be expected to generate consistent operating surpluses (increasing the significance of this ratio).</p> <p>For growing councils, the leverage ratio also takes on additional significance due to their greater infrastructure investment funding needs, while the relative importance of the asset sustainability ratio declines due to the higher proportion of capital expenditure on new assets (which reduces the ratio result).</p>
Tier 3 & 4	<p>Like Tiers 1 and 2, these councils have relative higher levels of council-controlled revenue and should be able to generate consistent operating surpluses.</p> <p>For growing councils, the significance of the asset sustainability ratio result also reduces due to the influx of new assets.</p>
Tiers 5, 6 & 7	<p>These councils are generally smaller and more remote, and have a greater reliance on external funding due to their limited revenue-raising ability.</p> <p>The operating cash ratio increases in importance due to the need for these councils to ensure ongoing funding of their core business, while the unrestricted cash cover also has greater significance as these councils need to ensure an adequate cash buffer regardless of the peaks and troughs of external funding cycles.</p>
Tier 8	<p>Indigenous councils have no ability to levy rates and are therefore highly dependent on external funding to maintain their operations.</p> <p>Like the previous Tiers, the operating cash ratio increases in importance due to the need for these councils to ensure ongoing funding of their core business.</p> <p>The unrestricted cash cover also has greater significance as these councils need to ensure an adequate cash buffer regardless of the peaks and troughs of external funding cycles.</p>

### Departmental Response

#### Triggers for further action

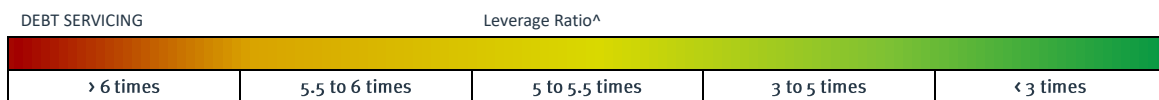
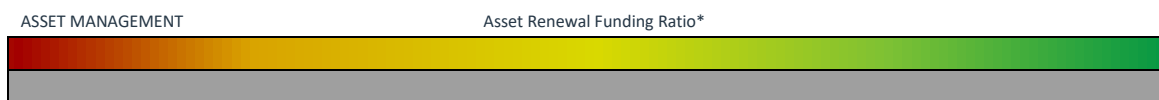
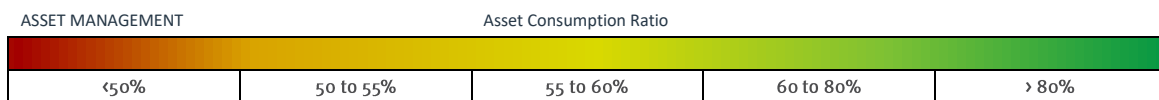
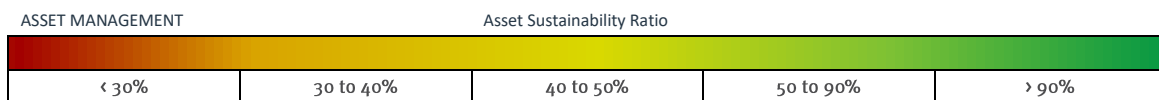
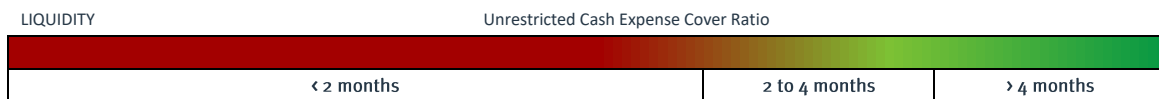
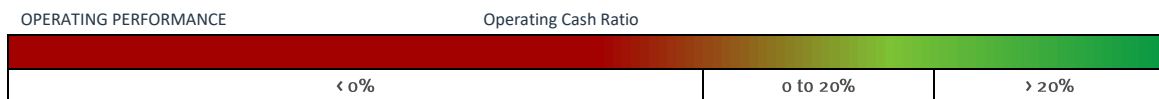
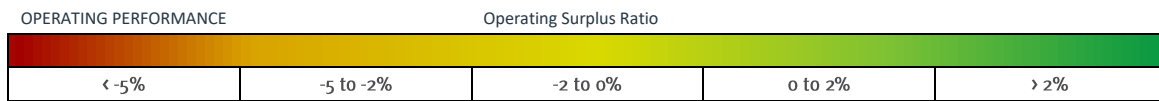
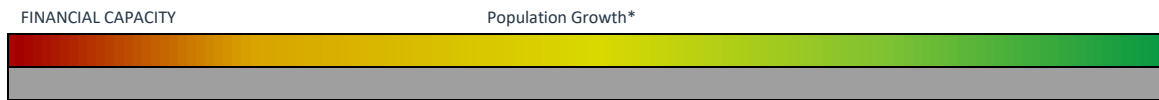
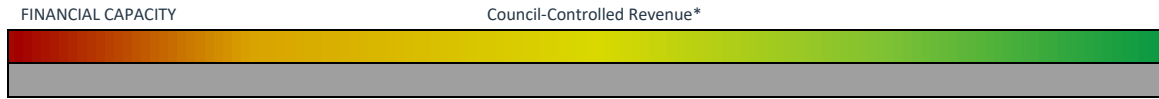
The individual risk assessment tables contained in **Appendix A** outline the spectrum of possible results for each financial measure contained in the Guideline, including what the department considers to be an indicator of High or Very High risk.

If a council reports any measure with a result of High or Very High risk, this will form the basis for further investigation by the department and the development of responses and tailored support to emerging challenges if needed.

Department of State Development, Infrastructure, Local Government and Planning

Appendix A – Risk Assessment Tables

Tier 1



\* Contextual – not assessed

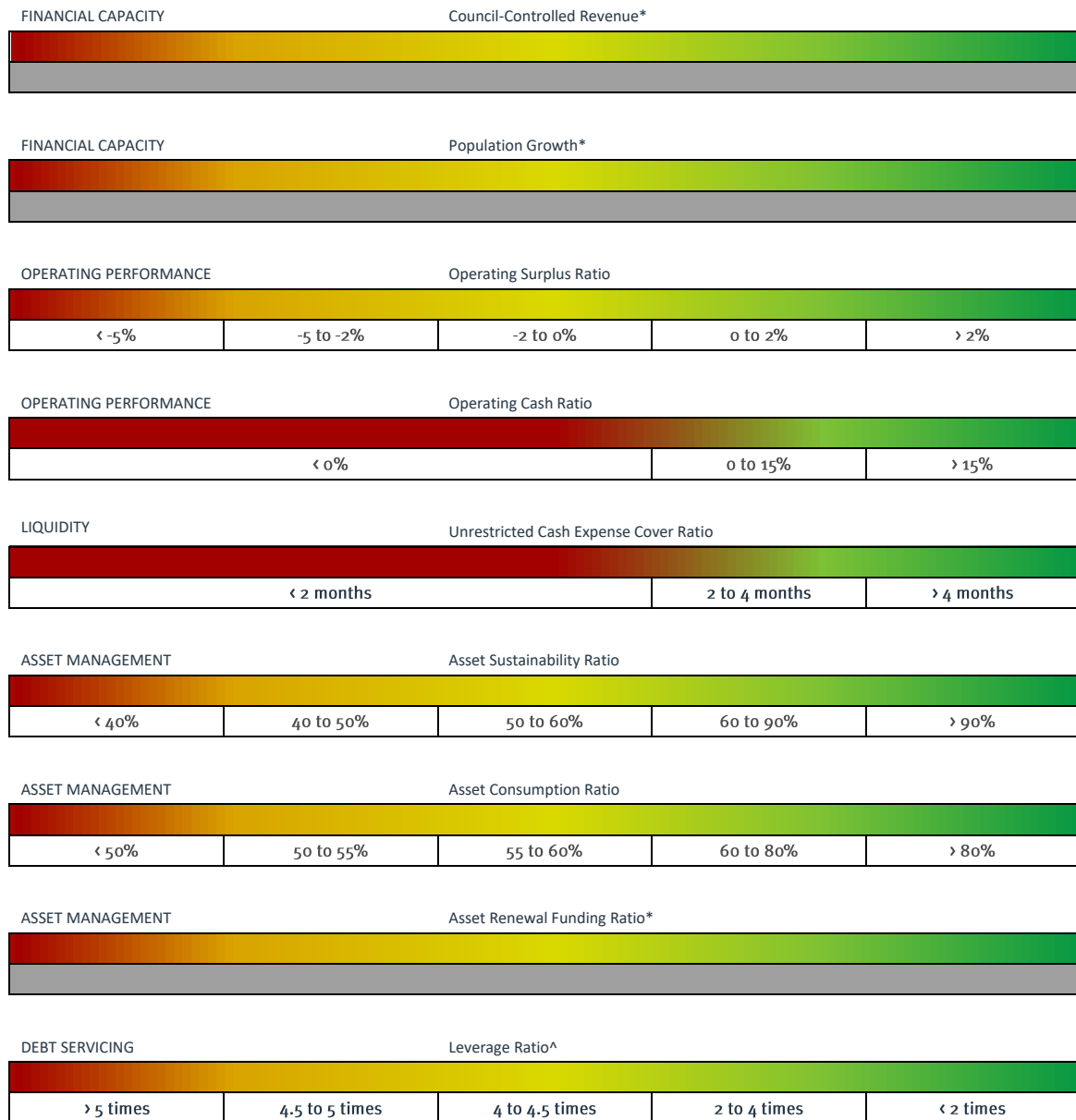
^only assessed if council has debt



## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 2



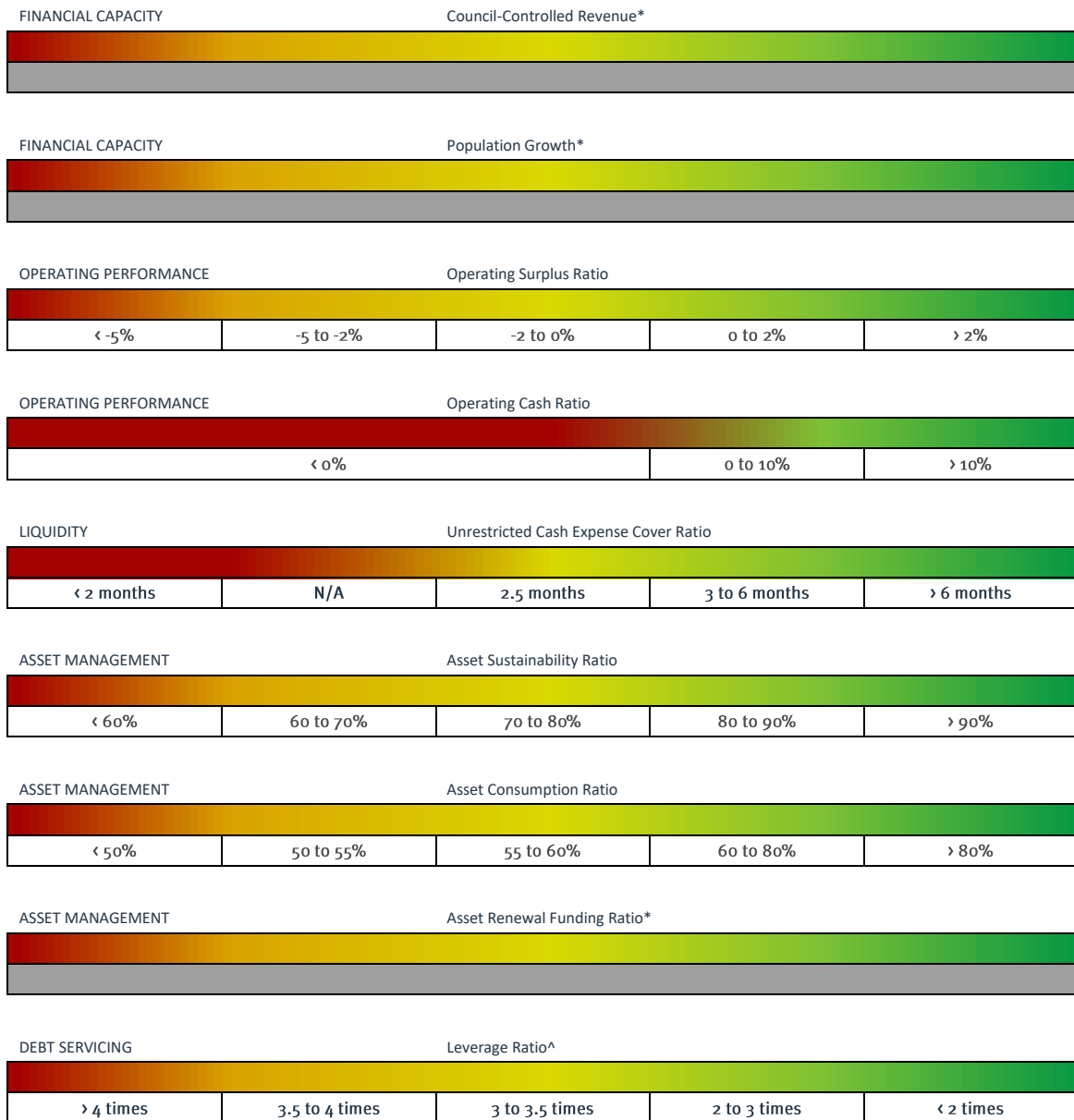
\* Contextual – not assessed

^only assessed if council has debt

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 3



\* Contextual – not assessed

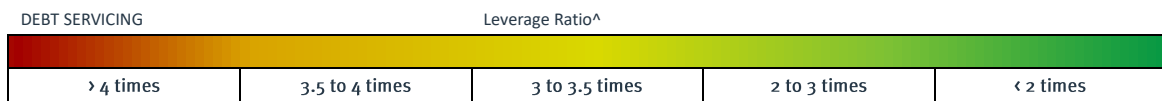
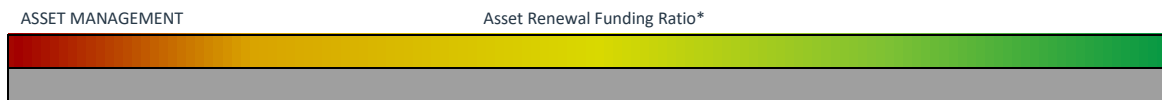
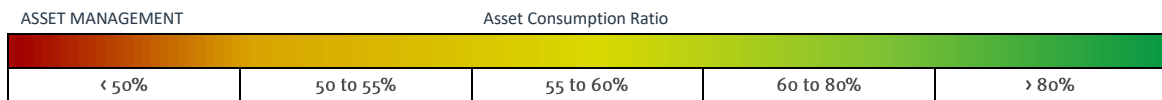
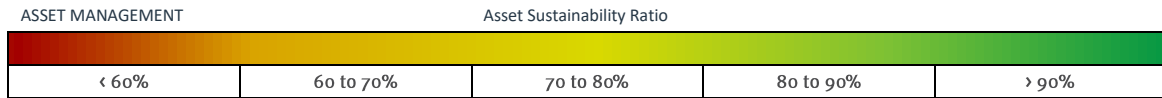
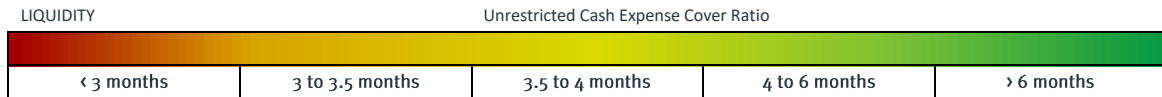
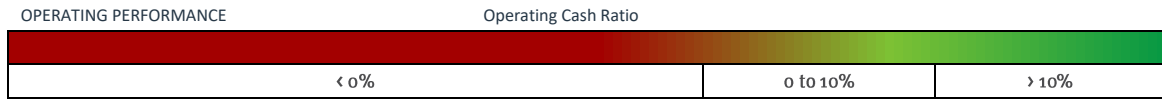
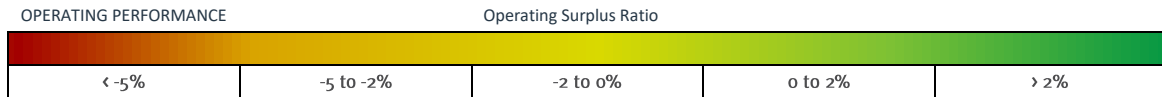
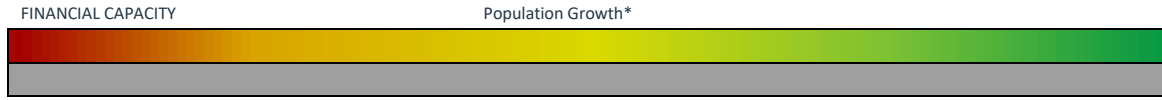
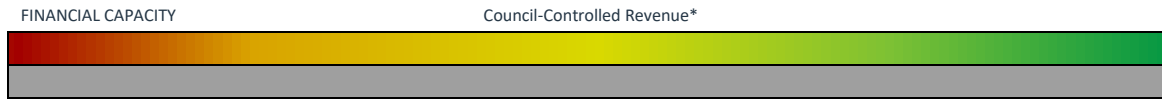
^only assessed if council has debt



## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 4



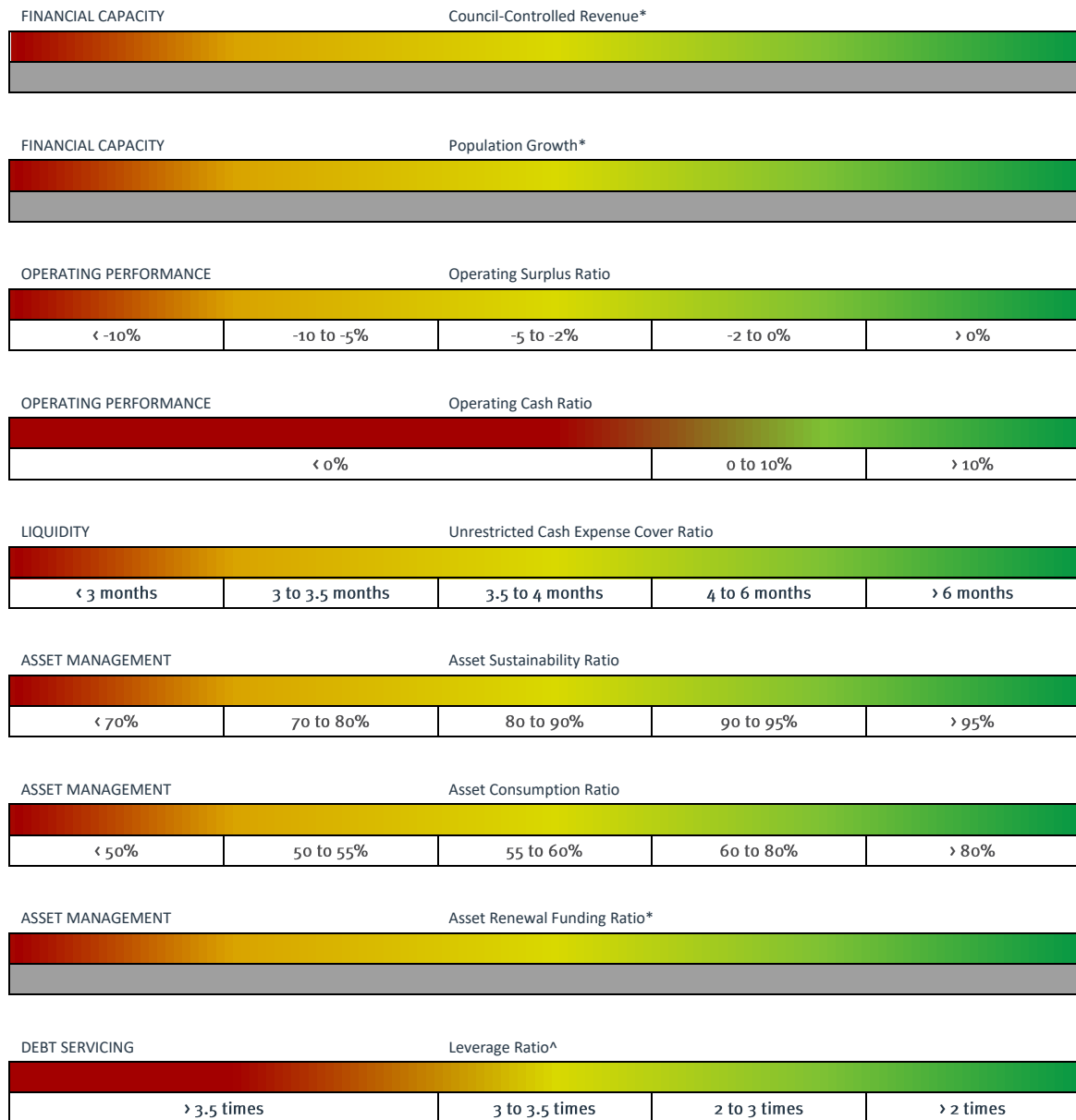
\* Contextual – not assessed

^only assessed if council has debt

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 5



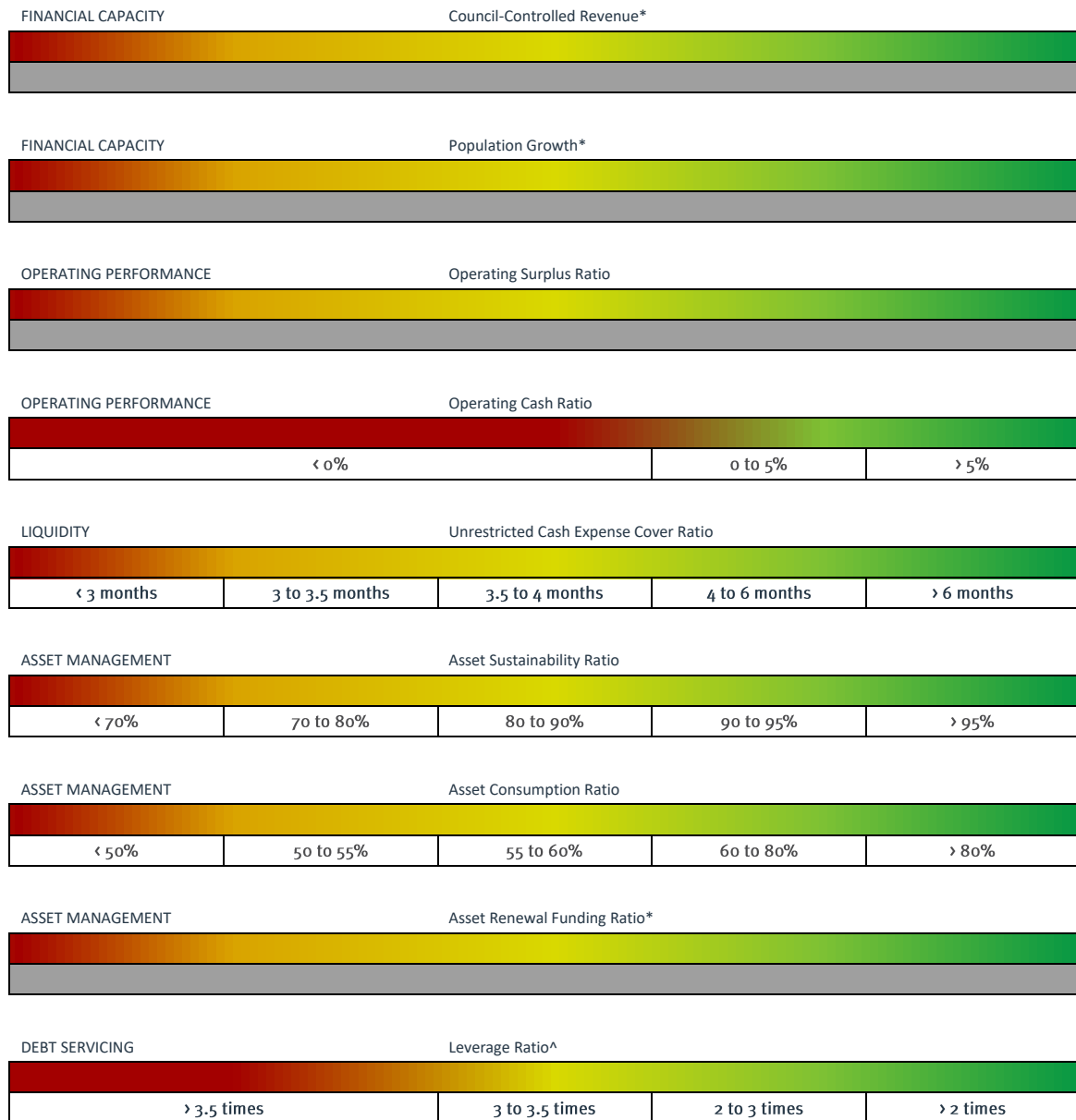
\* Contextual – not assessed

^only assessed if council has debt

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 6



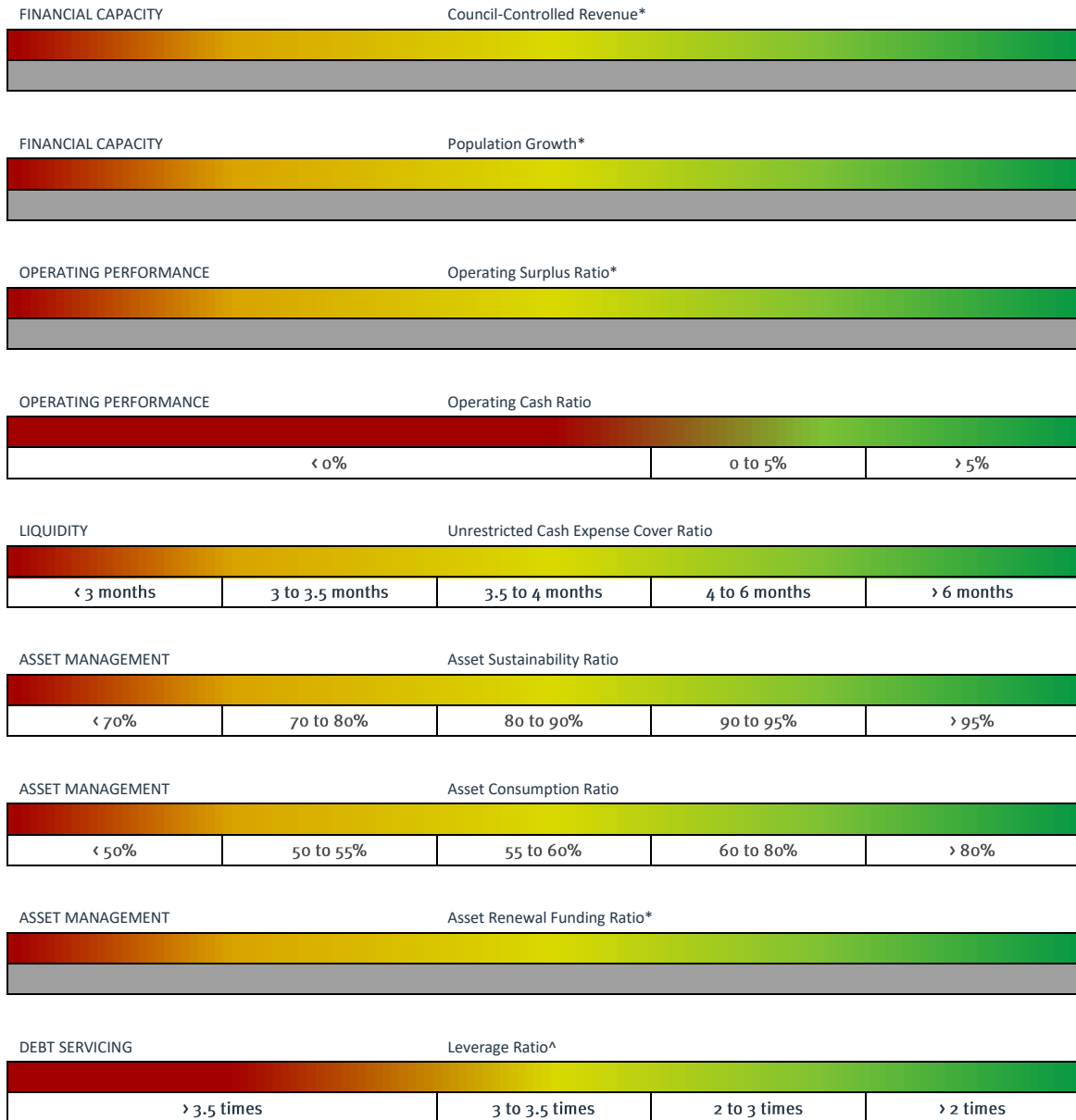
\* Contextual – not assessed

^only assessed if council has debt

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 7



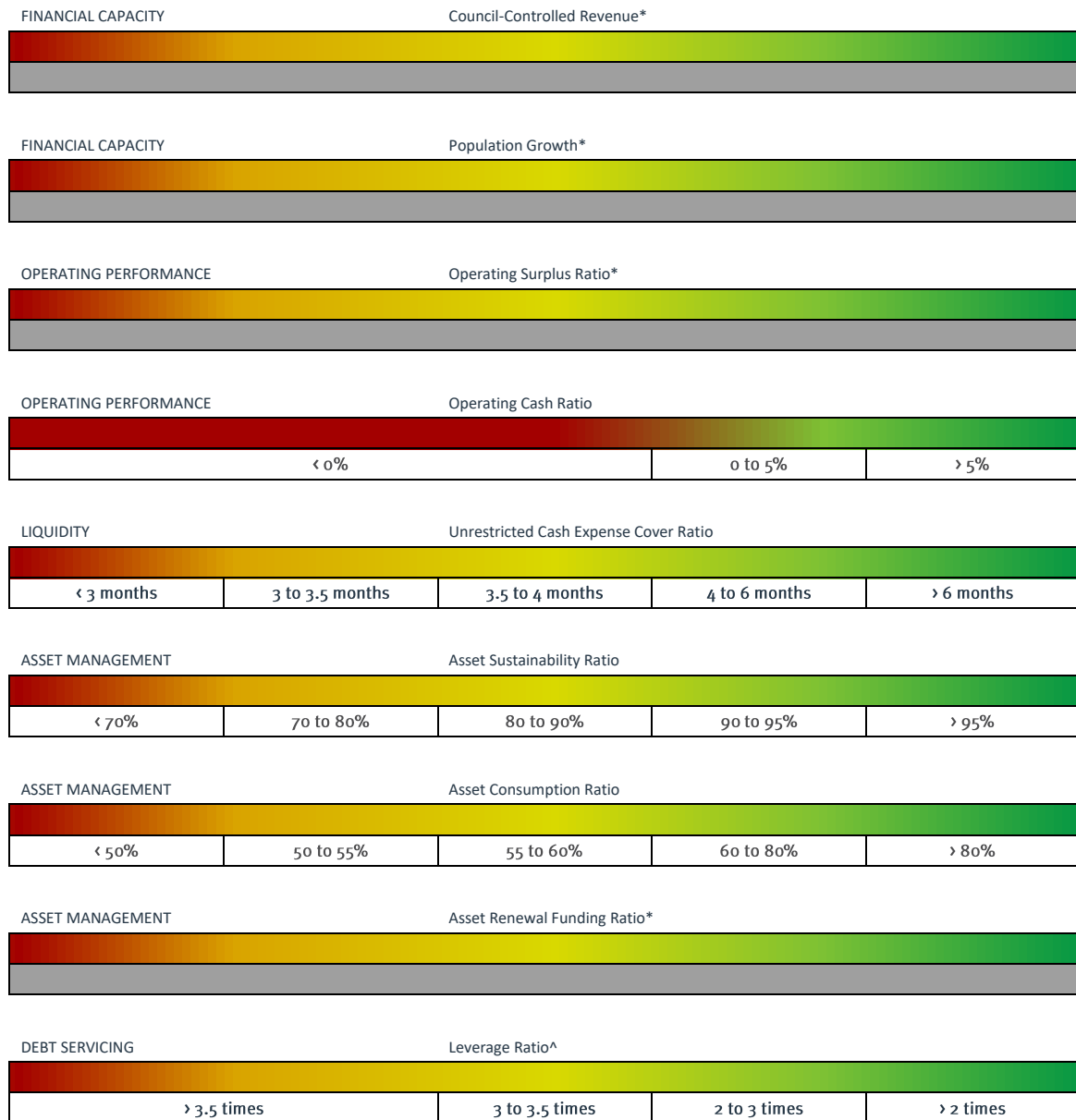
\* Contextual – not assessed

^only assessed if council has debt

## 12.3 - Risk Framework - Financial Sustainability --Appendix 2

Department of State Development, Infrastructure, Local Government and Planning

### Tier 8



\* Contextual – not assessed

^only assessed if council has debt

**12. FINANCE REPORT**  
**12.4 - Records Management Policy**

---

**12.4 Records Management Policy**

File Ref:

Consideration of amendments to the Records Management Policy No. 2.07 which is due for its biennial review.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Records Act 2002*

*Right to Information Act 2009*

*Information Privacy Act 2009*

**Policy Considerations**

02-07 Records Management Policy

**Corporate and Operational Plan Considerations**

OUR LEADERSHIP	
Corporate Plan Outcome	
5.2	Informed and considered decision making based on effective governance practices

**Budget Considerations**

Existing operational budget allocation has been made in the 2023/24 FY for the Records function of Council.

**Previous Council Resolutions related to this Matter**

*(Res-2020-12-335)*

*Moved Cr Nunn seconded Cr Emslie*

*That Council adopts the Records Management Policy, as presented.*

**Officer Comment**

**Responsible Officer/s:** *Kimberley Dillon, Manager of Innovation & Business Improvement*

**Background:**

The Records Management Policy was established to provide a framework for the management of Council records and is due for its biennial review.

**Issue:**

## 12. FINANCE REPORT

### 12.4 - Records Management Policy

---

In order to ensure 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.

#### **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: Moderate  
Rating: Medium (9/25)

Given Council is committed to good governance and has a minimal risk appetite for significant breaches of our legal obligations, it is extremely important that the Records Management policy is current and education provided to all workplace participants.

#### **Environmental Management Factors:**

N/A

#### **Other Comments:**

A detailed review of the policy has been undertaken to ensure it aligns with current business practices. The updated policy also provides additional clarity for elected members on their record keeping obligations.


A copy of the revised policy is attached for consideration.

#### **Appendices**

1. Draft\_02-07 Records Management Policy.pdf [↓](#)

#### **Recommendation:**

*That Council adopts the amended Records Management Policy No. 2.07, as presented.*

<b>Records Management Policy</b>		
Policy Number:	2.7	
Policy Category:	Statutory	
Authorised by:		
Date approved:		
Review Date:		<b>Longreach Regional Council</b>

### **PURPOSE**

This policy is to provide a framework for the governance of recordkeeping within Council ensuring information and records are managed in accordance with best practice guidelines, legislative requirements and standards approved by Queensland State Archives.

### **SCOPE**

This policy applies to all workplace participants including elected members, contractors, consultants and volunteers, in their conduct of official business.

This policy applies to all records created, received and managed by Longreach Regional Council.

### **LEGISLATION**

*Public Records Act 2002*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Right to Information Act 2009*

*Information Privacy Act 2009*

### **DEFINITIONS**

**Record** – A record of Council is any form of recorded information, created or received by the business in the exercise of its statutory, administrative or other public responsibilities, or for a related purpose. It is any information that is:

- Evidence of a decision or advice;
- Evidence of a transaction or an action taken; or
- Created or received to meet legal requirements, community expectations or business needs.

A record can include, but not limited to, a written document, electronic document, sounds, images, maps, plans, drawings, photos or anything that can be reproduced.

**Workplace Participants** – employees, volunteers and contractors (including temporary contractors) of Council.



### POLICY STATEMENT

#### 1. INTRODUCTION

Longreach Regional Council is committed to meeting its record keeping obligations to create and keep full and accurate records.

- Effective recordkeeping allows Council to:
- meet its legislative requirements and responsibilities
- protect the rights and entitlements of ratepayers
- protect and help defend against complaints or accusations of wrongdoing
- make robust and consistent decisions
- promote confidence in the authenticity and integrity of information
- support efficient and transparent business practices
- provide evidence of decisions and actions <sup>1</sup>.

#### 2. STAFF RESPONSIBILITIES

##### 3.1 Chief Executive Officer

The Chief Executive Officer has a duty to ensure Longreach Regional Council creates and preserves full and accurate records for legislative and accountability purposes.

This includes:

- ensuring the safe custody of all Council records (not just public records);
- ensuring the Council makes and keeps records of activities and has regard to any relevant policy, standards and guidelines made by the State Archivist; and
- ensuring appropriate resources are allocated to manage records function of Council.

##### 3.2 Elected Members

The elected members of Council have a duty to ensure that they understand and comply with the policy. Record keeping requirements include:

- **Email** – elected members must use the Council provided email account for Council related business. Any emails relating to Council business received or sent from a personal account must be forwarded to a Council provided email account for record keeping.
- **Elected Member Social Media:** Material relating to Council business that is posted to the social media account of an elected member must be captured for record keeping.

Posts by elected members related to personal activities, including political activities and election campaigning are not Council records and are not required to be captured under this policy.

---

<sup>1</sup> Council records: A guideline for mayors, councillors, CEOs and council employees, July 2019

- **Complaints and Request-** All requests for service or complaints concerning Council business must be referred to [council@longreach.qld.gov.au](mailto:council@longreach.qld.gov.au) for recording keeping and response.
- **Hardcopy Diaries** - if elected members maintain a hardcopy diary for Council related business, these diaries must be forwarded for retention in Council's recordkeeping systems within 3 months of the last entry in the diary being made or when the elected member leaves office.
- **Meetings** - Elected members who conduct meetings / discussions with individuals related to Council business should summarise or record an account of key issues and outcomes discussed where they relate, or could potentially relate, to Council business. These records must be forwarded to [council@longreach.qld.gov.au](mailto:council@longreach.qld.gov.au) for recordkeeping.
- **Other Records** - Elected members who directly receive any form of record (outside of their official Council email account) relating to Council business must ensure that it is forwarded to [council@longreach.qld.gov.au](mailto:council@longreach.qld.gov.au) for recordkeeping.

### 3.3 Workplace Participants

Workplace participants of Council must ensure accurate records relating to Council activities, actions and decisions are recorded in an approved recordkeeping format or business system.

It is the responsibility of all workplace participants to ensure private and confidential information is secured and retained in accordance with the Retention and Disposal Schedules.

### 3. Retention and Disposal

The Queensland State Archives General Retention and Disposal Schedules authorised under the *Public Records Act 2002*, will be used in determining the retention of Council records.

Processes to dispose and retain records will be determined by the Chief Executive Officer.

### 4. Public Access to Records

Members of the public may apply for access to Council records under the provisions of the *Information Privacy Act 2009* or *Right to Information Act 2009*.

Authorised by resolution as at <<insert date>>:

\_\_\_\_\_  
Brett Walsh  
Chief Executive Officer

## 12. FINANCE REPORT

### 12.5 - Information Report - Finance

#### 12.5 Information Report - Finance

File Ref:

This report provides an update on a range of activities that has occurred during the month of July 2023 for the Financial Services Department.

#### Council Action

Deliver

#### Applicable Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

#### Policy Considerations

N/A

#### Corporate and Operational Plan Considerations

OUR ECONOMY	
Corporate Plan Outcome	
2.1	Collaborative engagement with stakeholders to maximise economic opportunities.

OUR FINANCES	
Corporate Plan Outcome	
4.1	Improved financial performance and strategic financial management.

OUR LEADERSHIP	
Corporate Plan Outcome	
5.3	Council delivers a positive customer experience in all service areas.

#### Budget Considerations

As per approved 2023/24 budget.

#### Previous Council Resolutions related to this Matter

Nil

#### Officer Comment

**Responsible Officer/s:** *David Wilson, Chief Financial 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.

## 12. FINANCE REPORT

### 12.5 - Information Report - Finance

---

#### **Issue:**

#### **Innovation and Business Improvement**

During the month of July, the Innovation and Business Improvement Team commenced initial planning for the next 12 months to ensure key objectives are met in accordance with the annual operational plan and business as usual activities.

The team have also been forming networks with other Government agencies (Local and State) in order to leverage knowledge and resources relating to key initiatives that will be rolled out in this financial year.

An example of this, is the implementation of DMARC (Domain-based Message Authentication Reporting & Conformance) which is in partnership with the Queensland Government CyberSecurity Unit. The system will enhance email security within the organisation and is set to go 'live' by mid-August. Council will continue to build the relationship with the CyberSecurity Unit to strengthen our network, staff education and awareness.

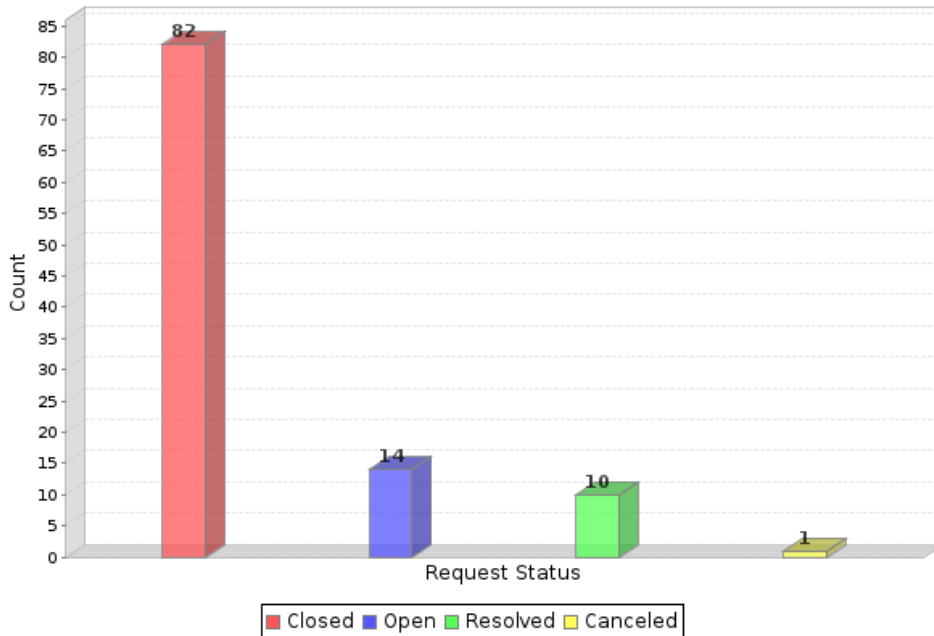
There has also been scoping undertaken to identify the impacts that the organisational re-structure will have on system configuration and workstations which will be a priority during the month of August.

During the month, Telstra released a case study which included a video which was about a significant upgrade that was completed to Councils network which provided increased network speeds, extra redundancy of the network during outages and a reduced cost for the service overall. To find out more about this case study, the video can be [viewed here](#).

Overall July has been a busy month for the team with 92 requests completed.

## 12. FINANCE REPORT

### 12.5 - Information Report - Finance



#### Public Wi-Fi Usage (last 30 days)

Below is a series of information relating to the council provided public use Wi-Fi network for the last month. The busiest section is the Apex Park as more visitors to the region are utilising the service available, closely followed by the Longreach Library. The busiest in area in terms of people connected using the Wi-Fi network was the Merino Bakery followed closely by Prices Plus. The Wi-Fi network had an average of 309 users per day with 1,905 unique people over this period, for a total use of 1.53TB of data.


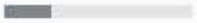



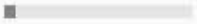



#### Clients per day



## 12. FINANCE REPORT

### 12.5 - Information Report - Finance

#### Top devices

Name	Model	# Clients	Usage	% Usage
Apex Park	MR74	403	407.04 GB	 25.96%
Library Entrance	MR36	724	392.94 GB	 25.06%
Library Meeting Room	MR33	326	293.22 GB	 18.70%
Prices Plus	MR33	1390	144.74 GB	 9.23%
Kinnon	MR33	1021	110.9 GB	 7.07%
Merino Bakery	MR33	1404	94.68 GB	 6.04%
Vinnies	MR33	1221	71.85 GB	 4.58%
VIC AP	MR33	1076	38.29 GB	 2.44%
Mercury Business Supplies	MR33	760	14.39 GB	 0.92%

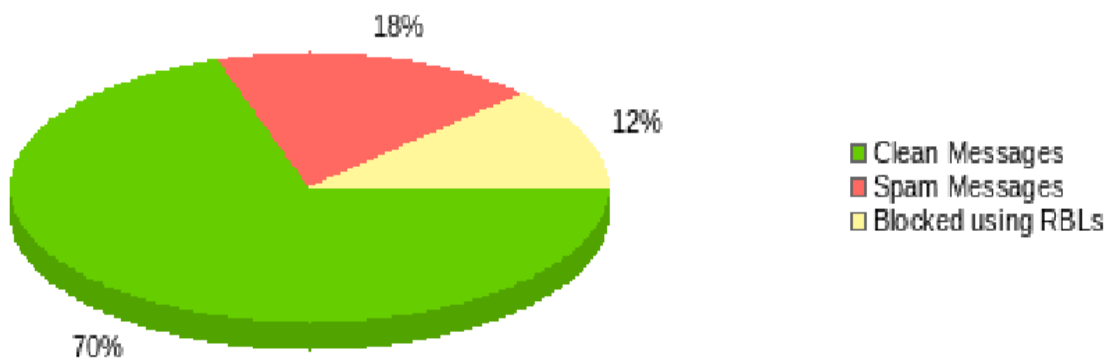
#### Email Protection

IBI (Innovation and Business improvement) have included a small snapshot of the email protection system and how many emails it's filtering and blocking. This report is from the last 7 days only, the next report will include the last month. It does indicate just how many emails are coming in and being blocked in the system each month. For the last 7 days, there were 8,577 incoming emails, 6,007 were clean, 2,568 were blocked in the last week.

**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

---

	<b>Mail Type</b>	<b>Count</b>
1.	Clean Messages	6007
2.	Spam Messages	1511
3.	Blocked using RBLs	1057
4.	SPF Fail	2



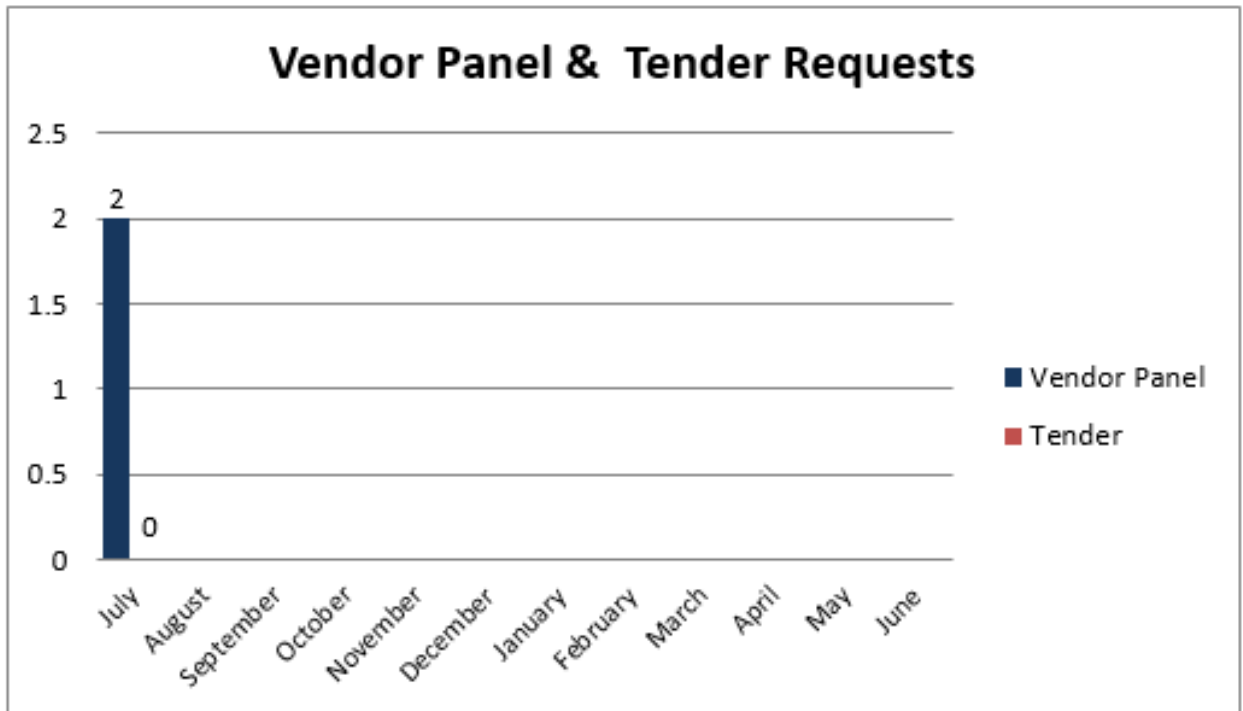
**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

**PROCUREMENT**

<b>Purchasing Thresholds for Purchase Orders YTD</b>			
<b>Order Value</b>	<b>Amount</b>	<b>Order Value</b>	<b>Value Invoiced</b>
Under \$100	29	\$ 1,735.26	\$ 1,363.14
\$100 - \$5,000	198	\$173,652.56	\$93,564.96
\$5,001 - Under \$15,000	61	\$438,637.58	\$206,286.07
\$15,000+	16	\$644,724.37	\$345,937.27
\$200,000+	0	\$0.00	\$0.00
<b>Total</b>	<b>304</b>	<b>\$ 1,258,749.77</b>	<b>\$ 647,151.44</b>

The table above shows the number of payments made by purchasing threshold outlined in the procurement policy for 2023/24 financial year and the total amount spent in each threshold.

**2023/2024**



Total, Q Tender and Vendor Panel requests broken down by work request category for 2023/2024 financial year.



**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

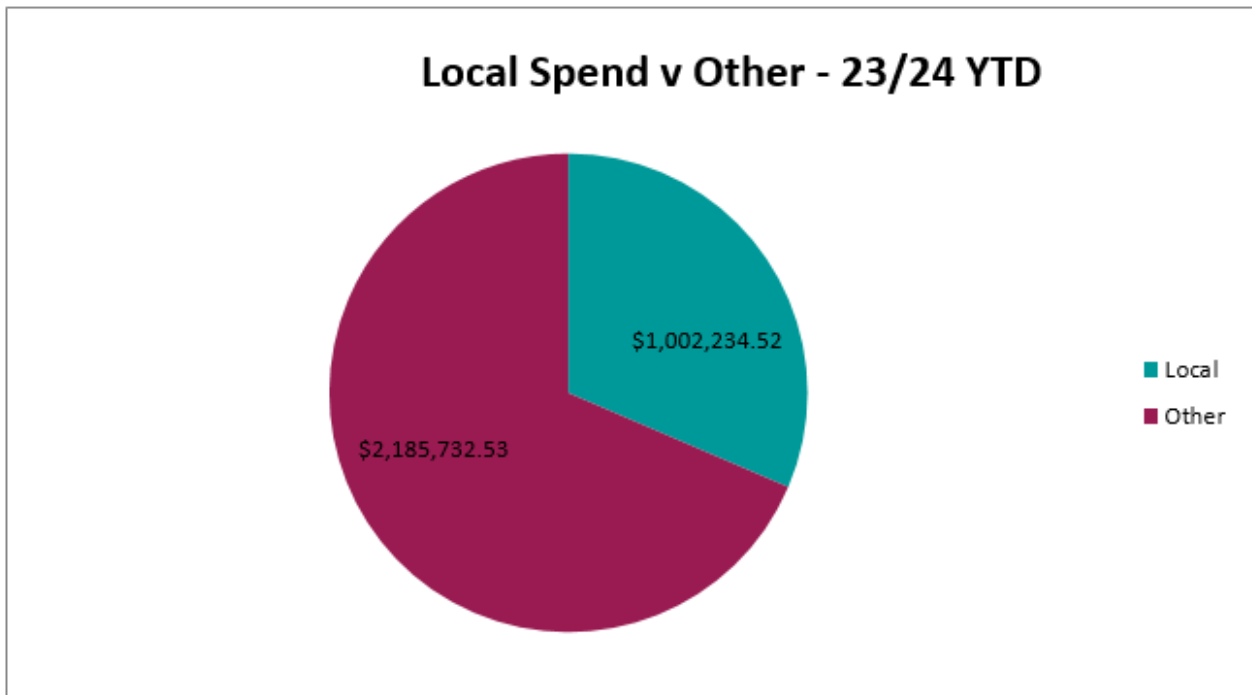
---

**Invoice Amount Exceeding Order Amount**

There are no Invoices amount exceeding 10% of the order amount.

**Suppliers with expenditure >\$200,000 YTD 23/24**

Creditor Name	Sum of Invoice Amount	Purpose
LGM ASSETS	\$523,712.89	Legal Liability
RAYNERS CRANE HIRE PTY LTD AS TTE	\$325,192.50	Plant and Labour
WESTERN QUEENSLAND LIVESTOCK EXCHANGE PTY LTD	\$299,710.43	Saleyards
CHAMPION CONTRACTING	\$298,350.00	Quarry Supplies



The graph outlined above depicts the spend year to date for 2023/2024 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. FINANCE REPORT**  
**12.5 - Information Report - Finance**

<b>Request for Quote/Tender</b>	<b>Number of Businesses Request Sent</b>	<b>Pre-Qualified Panel used or Open Tender?</b>	<b>Responses</b>	<b>Awarded Locally</b>
<b>JANUARY</b>				
VP316472 – Supply and Delivery of 9 x Heavy Plant 22-23	103	Local Buy Panels	14	No
VP316474 – Supply and Delivery of 5 x Commercial Plant 22-23	33	Local Buy Panels	1	Yes
LRC212023 – Sale by Tender Lot 151 on SP259530	Public Tender	Open Tender	4	Not Awarded
<b>FEBRUARY</b>				
VP345787 – Hire of Padfoot Roller	21	Pre Qualified Panel	10	Yes
VP347022 – 2022-2023 Stock Route Water Facility Capital Works – 12 Mile	14	Pre Qualified Panels	14	Yes
VP347248 – Supply Aggregate	5	Pre Qualified Panel	2	Yes
VP347269 – Supply, Cart, Heat and Spray Bitumen	48	Local Buy Panel	3	No
VP347833 – Supply and Delivery Concrete Box Culverts	15	Local Buy Panel Pre Qual Supplier	4	Yes
VP348054 – Supply Pre-Coated Aggregate (X Bin)	5	Pre Qualified Panel	2	Yes
VP348060 – Supply Pre-Coated Aggregate (X Bin)	5	Pre Qualified Panel	2	Yes
VP348065 – Supply, Cart, Heat and Spray Bitumen	48	Local Buy Panel	3	No
VP348072 – Supply, Cart, Heat and Spray Bitumen	48	Local Buy Panel	3	No
VP349663 – Supply, Cart, Heat and Spray Bitumen	48	Local Buy Panel	3	No
VP349671 – Supply Pre-Coated Aggregate (X	5	Pre Qualified	1	Yes

**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

Bin)		Panel		
VP347557 – Pre-Coated Aggregate	3	Pre Qualified Panel	2	Yes
<b>MARCH</b>				
VP350840 – Supply and Delivery Reinforced Concrete Box Culverts	16	Pre Qualified Panel & Local Buy Panel	2	Yes
LRC192023 – Supply and Replace Air Conditioning Units Longreach Administration Building	Public Tender	Open Tender QTender	1	No
<b>APRIL</b>				
VP358097 – New Airport Road	7	Local Buy Panel	2	No
LRC222023 – Register of Pre-Qualified Suppliers – Quarry Products	Public Tender	QTender	2	Not yet awarded
LRC232023 – Register of Pre-Qualified Suppliers - Wet and Dry Hire	Public Tender	QTender	17	Not yet awarded
LRC242023 – Register of Pre-Qualified Suppliers – Trades and Services	Public Tender	QTender	16	Not yet awarded
LRC252023 – Register of Pre-Qualified Suppliers - Supplies	Public Tender	QTender	17	Not yet awarded
<b>MAY</b>				
VP357768- Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Dry Hire Multi Tyre Roller	22 – LRC092021	Pre-Qual Panel	8	No
VP357742 – Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Plant Operators / Labourers	4 – LRC102021	Pre-Qual Panel	2	Yes
VP357995- Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Wet Hire Grader Crews	26 – LRC092021	Pre-Qual Panel	4	Yes
VP357998 – Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Water Tankers Wet Hire	24 – LRC092021	Pre-Qual Panel	3	Yes
VP357760 – Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Dry Hire Graders	23 – LRC092021	Pre-Qual Panel	2	No

**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

VP357777 Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Inspector / Coordinator	69 - LRC112021	Pre-Qual Panel	4	Tender - No
VP363395 - WQ35 Road Base Supply (Ex-Bin)	6 - LRC082021	Pre-Qual Panel	2	Yes
VP363383 - Supply 40mm-50mm Mudrock (Ex-Bin)	6 - LRC082021	Pre-Qual Panel	2	Yes
LRC282023- Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Dry Hire Multi Tyre Roller	Public Tender	QTender	3	No
LRC262023 - Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Plant Operators / Labourers	Public Tender	QTender	1	VP - Yes
LRC302023- Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Wet Hire Grader Crews	Public Tender	QTender	2	VP - Yes
LRC312023 - Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Water Tankers Wet Hire	Public Tender	QTender	1	Yes
LRC272023 - Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Dry Hire Graders	Public Tender	QTender	3	VP - No
LRC292023 Disaster Recovery Funding Arrangement (DRFA) 2023-2024 Inspector / Coordinator	Public Tender	QTender	10	No
<b>JUNE</b>				
VP364978 - Supply and Delivery Reinforced Concrete Box Culverts	3	Vendor Panel	3	Not yet awarded
LRC322023 - Freight Services Contract 2023-2025: Longreach to Surrounding Towns and Return	Public Tender	QTender	1	Yes
<b>JULY</b>				
VP371320 - Supply Pre-Coated Aggregate (X Bin)	6	Vendor Panel Pre Qual	Not yet Closed	Not yet awarded
VP371212 - Supply, Cart, Heat and Spray Bitumen	49	Vendor Panel Local Buy Panel	Not yet Closed	Not yet awarded

**Risk Management Factors:**

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

**12. FINANCE REPORT**  
**12.5 - Information Report - Finance**

---

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

Low risk, informational report only.

**Environmental Management Factors:**

Nil

**Other Comments:**

Nil

***Recommendation:***

*That Council receives the Financial Services information report as presented.*

## 13. COMMUNITY SERVICES REPORT

### 13.1 – Longreach Cemetery Facility Plan

#### 13. COMMUNITIES REPORT

##### 13.1 Longreach Cemetery Facility Plan

File Ref:

In the past year, Council has been developing a facility plan for the Longreach Cemetery. The aim of the plan is to deliver clear understanding and direction on the current and future purpose of the Longreach cemetery facility. The plan will help ensure the facility meets the community needs now and for the next 10 years.

#### Council Action

Deliver

#### Applicable Legislation

Nil

#### Policy Considerations

Nil

#### Corporate and Operational Plan Considerations

OUR COMMUNITY			
Corporate Plan Strategy	Operational Plan Initiative	Performance Milestone	Lead Directorate
1.1.2 Development, adoption and implementation of Facilities Master Plans	Adoption of Facilities Master Plans	Two Facilities Master Plans adopted	Communities

#### Budget Considerations

The plan includes proposed future work for an upgraded front entrance, interment wall area and more seating. The scope for these items will be developed for consideration for future budget discussions.

#### Officer Comment

**Responsible Officer/s:** Joel Perry, Project Manager

#### Background:

In 2022, Council started the process of establishing a Longreach Cemetery Facility Plan. The purpose of the document is to outline the prioritised asset improvements for the next 10-20 years.

## 13. COMMUNITY SERVICES REPORT

### 13.1 – Longreach Cemetery Facility Plan

---

In early 2023, the draft plan was presented to the Longreach Region community for feedback and suggestions. Results of the feedback were presented to Council on the 23<sup>rd</sup> of February for discussion to confirm Council’s long-term plan for the facility. Since this meeting, required changes have been made to the plan based off the community engagement and Council’s vision.

Attached to this report is the updated plan for Council’s consideration for adoption.

#### **Issue:**

There is currently no long-term facility plan for the Longreach Cemetery. As a result, there has been no clear direction to Council officers on what future projects is desired. The attached plan has been developed to resolve this, based off community feedback and Council’s vision for the facility.

#### **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: Medium (6/25)

There is a reputational risk due to the sensitivity of the Longreach cemetery. Council must ensure all future work/changes are communicated clearly to the community and associated volunteer groups. Any risks to delivery of the service, or impact on assets and infrastructure, will be mitigated through best practice project management.

#### **Environmental Management Factors:**

Nil

#### **Other Comments:**

Nil

#### **Appendices**

1. Longreach Cemetery Facility Plan May 2023 [↓](#)

#### **Recommendation:**

*That Council adopts the Longreach Cemetery Facility Plan.*



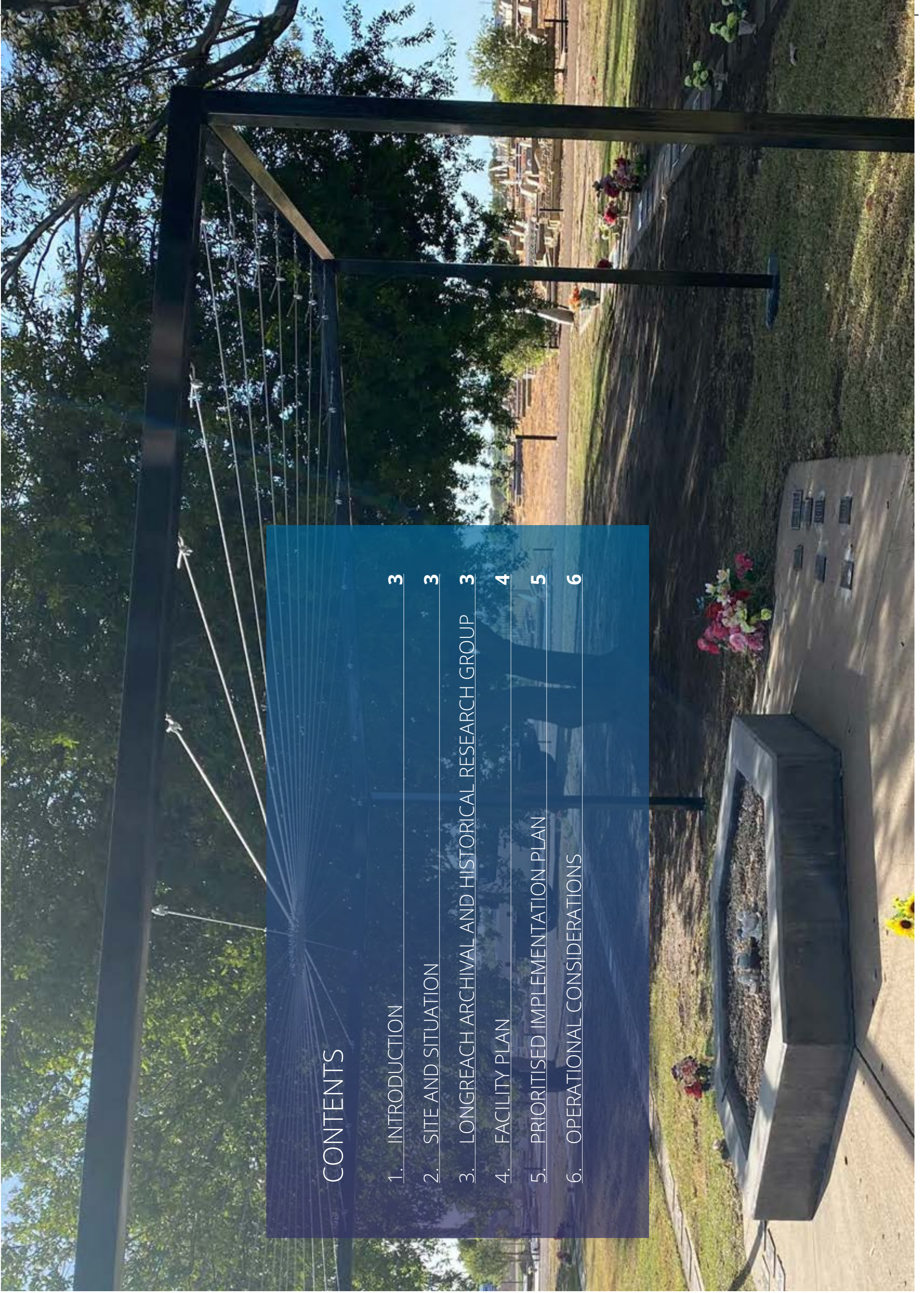


# Facility Plan Longreach Cemetery

May 2023







## CONTENTS

1. INTRODUCTION	3
2. SITE AND SITUATION	3
3. LONGREACH ARCHIVAL AND HISTORICAL RESEARCH GROUP	3
4. FACILITY PLAN	4
5. PRIORITISED IMPLEMENTATION PLAN	5
6. OPERATIONAL CONSIDERATIONS	6





## 1. INTRODUCTION

In 2022, CPR Group was commissioned by Longreach Regional Council to prepare the Longreach Cemetery Facility Plan. The purpose of this document is to outline and prioritise asset maintenance works and facility improvements for the next 10-20 years.

A facility plan for this site is vitally important to ensure strategic infrastructure development for efficient delivery and responsible asset maintenance and capital works expenditure. This facility plan also highlights operational considerations for the management and general maintenance of the Longreach Cemetery. This document shall also be a valuable tool to support Council to apply for grants for facility improvements.

While the implementation timeframe of a facility plan can be as long as 20 years, early completion or changed circumstances may initiate a significant review or renewal of the plan within a shorter timeframe. The full facility planning process should be undertaken again (including consultation and assessment of needs) for the development of subsequent facility plans.

## 2. SITE AND SITUATION

Longreach Cemetery Site Information

Location	Raven Rd, Longreach QLD 4730
Lot and Plan	Lot 212 on L35712
Area	6.7990 Hectares
Owner	Longreach Regional Council
Zoning	Community Facility
Existing Uses / User Groups	Longreach Cemetery Longreach Archival and Historical Research Group

## 3. LONGREACH ARCHIVAL AND HISTORICAL RESEARCH GROUP

The Longreach Archival and Historical Research Group (LAHRG), which is based in 'The Lodge' at the Powerhouse Museum, was established in 1999. Since the group's beginning, LAHRG has been undertaking historical research into Longreach's people, sites, buildings, events or issues and takes on activities and projects aimed at promoting, commemorating and/or, where relevant, preserving and conserving them. This work has included Longreach Cemetery research, and includes a searchable index of those buried at the cemetery. The database is available on the Council website. LAHRG have also developed a self guided tour of the Old Longreach Cemetery so that visitors can view the resting places of the early pioneers of Longreach, and observe the symbols that adorn the memorials and read the epitaphs.

The Cemetery Brochure, which was prepared by the LAHRG, can be found on the Longreach Regional Council website: <https://www.longreach.qld.gov.au/funerals>.

The LAHRG does not have a specific funding stream. They raise money through occasional raffles (\$150-\$200 each time), and receive minimal donations from individuals for whom they do research (around \$100 per year). The group also access project specific grant funding when the opportunity arises. For example, the Department of Veterans' Affairs (DVA) provided funding to mark the graves of the WWI soldiers, with a dedication service held on October 1st, 2022. Support from the Longreach Regional Council was also important to bring this project to fruition.



**Legend**

- Property boundary
- Eastern expansion zone
- Existing elements
- New or improvement works

**General Works**

**Short Term:**


- Renew boundary fence line.
- Audit, design and upgrade of pedestrian and equitable access paths.

**Medium Term:**

- Bench seating nodes to be created throughout site in strategically located, shady areas.
- Renew all signage in accordance with Cemetery Policy.
- Remedial works to rectify sinking plinth and grave sites.

**Key**

- Existing visitor parking
- Existing sealed main entry road to be embellished with new entry sign
- Newly upgraded ashes and interment wall area
- Existing lawn cemetery
- Existing shaded seating area and memorial area
- Existing public toilet
- Existing storage donga (relocated for proximity to recent burials)
- Existing old monumental cemetery zone
- Existing Sexton's House
- Existing old cemetery zone
- New Eastern expansion zone
- Existing Iningai Keeping Place



Issue | May 2023 Scale 1:500@A1  
 1:1000@A3





## 5. PRIORITISED IMPLEMENTATION PLAN

The following prioritised implementation plan identifies each facility plan site improvement element, whether the element is a short, medium or longer-term priority and a budget range for each element. The implementation of the facility plan is realistically planned over a 10-20 year project life cycle. Some of the potential developments will require significant investment from Council and external funding. Staging will allow capital expenditure to be distributed across multiple budget years, enhance opportunities to access external funding and amortise of costs over a longer period.

The inclusion of elements in the facility plan does not represent a commitment from Longreach Regional Council to fund proposed improvements, works or upgrades. Facility plan elements identified in the implementation plan are indications of future improvements or enhancements and are not a guarantee of implementation. Council should support stakeholders in their endeavours to obtain funding for recommended facility upgrades and new infrastructure, subject to confirmation of community demand. All projects will be subject to normal budget prioritisation and consideration by Council. The implementation of construction projects recommended in this plan is subject to relevant approvals, including Council development and building approvals and land owner consent.

PRIORITISED IMPLEMENTATION TABLE

Facility Plan Ref.	Facility Plan Element	Detail	Rationale	Priority	Budget Range
General Works	Renew boundary fence line	Audit and renew existing fence line.	Asset due for renewal	Short term	To be determined after audit
General Works	Upgrade of pedestrian and equitable access paths	Audit and design or upgraded pedestrian and equitable access paths as necessary.	DDA compliance	Short term	To be determined after audit
General Works	Bench seating nodes	Bench seating nodes to be created throughout site in strategically located, shady areas. Refer Longreach Regional Council Park and Streetscape Infrastructure Maunal for furniture and colour selections.	Community need	Medium term	\$15K-\$20K
General Works	Renew all signage	Renew all signage in accordance with Cemetery Policy. It is recommended to carry out works after production of a Longreach Regional Council Signage Manual.	Assets due for renewal	Medium term	To be determined after production of Signage Manual
General Works	Remedial works to rectify sinking plinth and grave sites	Coordination of rectification works for existing sinking plinth and grave sites with engineers and monument contractors. Engineering and monument contractor recommendations shall include the planning of future cemetery expansion areas to manage black soil instability issues.	Sinking plinth and grave sites	Medium term	To be determined after engineer and monument contractor coordinations
2	Existing sealed main entry to be upgraded	Existing sealed main entry to be embellished with new entry sign.	Entry due for renewal	Short term	\$5K-\$10K
11	New Eastern expansion zone	Expansion zone to be formalised when needed.	Future planning	Long term	To be determined 12-24 months prior to need

## 6. OPERATIONAL CONSIDERATIONS

The following considerations will help to inform the review and revision of the following Council documents:

- *Cemeteries and Funeral Policy*
- *Cemetery Operation and Management (MD-05-07-01)*
- *Funeral Operation and Management (MD-05-07-02)*
- *Open Spaces Maintenance Schedule*
- Fact Sheet – Cemetery Memorial Guide
- Funeral Booklet

### GROUPS AND FACILITY BEAUTIFICATION AND MAINTENANCE WORKS

#### General Maintenance

- Undertake a facility condition audit to assess and plan facility maintenance works. Conducted as part of Council's Asset Management Review
- Conduct ongoing maintenance for infrastructure elements including fencing, gates, roadways, footpaths, amenities and built structures in accordance with Council's Open Spaces Plan and Capital Works Budget allocations

#### Grave Site Maintenance

All maintenance shall be undertaken in accordance with Cemetery Policy

- Old cemetery
  - Address safety issues
  - Support Longreach Archival and Historical Research Group to seek restoration funding to restore grave sites nominated in Council's Asset Management Review
  - Ensure all heritage works (e.g. indigenous hut restoration) are carried out in line with the Queensland Heritage Act and Cultural Heritage Acts
- New cemetery
  - Development of Council guidelines regarding replacement of plinths due to subsidence as an appendix to Council's Cemetery Policy
  - Development of service level and response time guidelines (in line with allocated budget from Council) as an appendix to Council's Cemetery Policy
- Localised drainage issues
  - Periodic works to rectify localised drainage issues





## FACILITY MANAGEMENT

### Expansion Planning (Commence 22/23)

- Investigate and assess feasibility of cemetery expansion options

### Facility Management and Funding

- Refine Council's *Cemeteries and Funeral Policy* and associated documents. The following guidelines and responsibilities should be reviewed or included:
  - Visiting hours
  - General maintenance of site and public infrastructure
  - Repair of monumental work
  - Weeding and general maintenance of individual plots and infrastructure maintenance
  - Provision of a Register of Burial Places and Cremation
  - Provision of exclusive right of burial certificates
  - Burial guidelines including requirements of accredited funeral businesses, human remains, order for burials, grave requirements, exhumations, above ground entombments and vertical burials
  - Opening and reopening of graves
  - War graves
  - Plaques, Monuments and Inscriptions
  - Flowers and ornaments
  - Ashes - Placement and removals
  - Fees and Charges
  - Prohibited acts
  - Conservation and Heritage





## ACKNOWLEDGMENTS

The contributions and cooperation of Longreach Regional Council, Longreach Archival and Historical Research Group members, and the Longreach community are gratefully acknowledged. Particular thanks are extended to Council's project team, Mayor and Councillors.

## COPYRIGHT AND DISCLAIMER

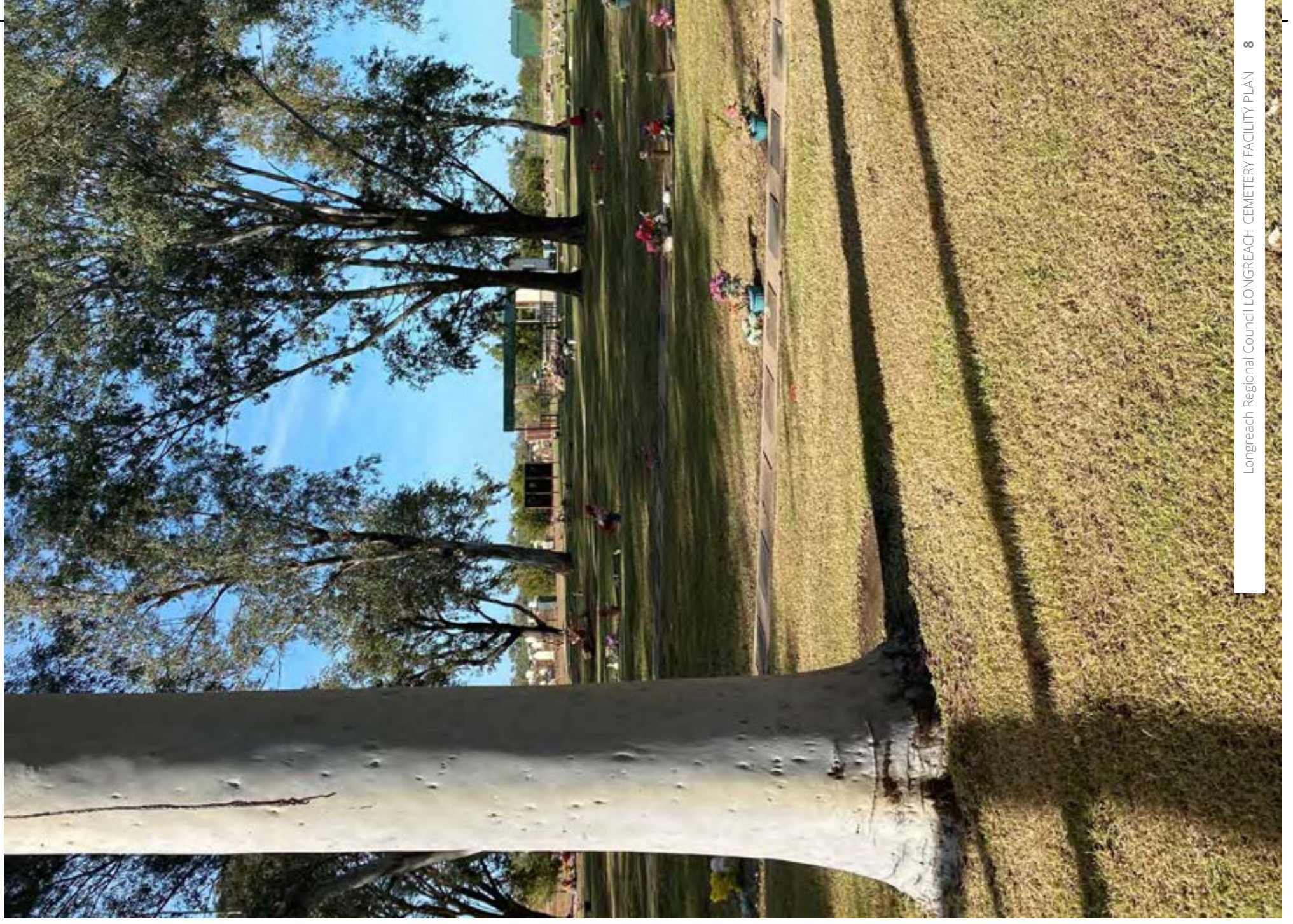
The facility plan has been prepared for the benefit of and use by Longreach Regional Council (the client) in accordance with the terms of the engagement. This report must not be used for any other purpose, or by any other party, nor is the report to be made available to any other party without the prior written consent of the client. No part of this document may be reproduced in part or full without the prior, written permission of the client.

All statements, projections and opinions expressed in this report are given in good faith and have been prepared in reliance upon our own observations and consultation and upon information that has been provided to us throughout the planning process. Future projections are based upon the data, representations, assumptions and estimates provided to us. The client indemnifies CPR Group (which includes its consultants) against any and all claims against the client or CPR Group by reason of any information omitted or false information included in this report.

The contents of this facility plan have not been independently audited. As such, the client assumes the entire risk related to its use of this report. CPR Group does not warrant or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of the contents of, or projections in this document and disclaims any and all warranties, whether express or implied, including (without limitation) any implied warranties of merchantability or fitness for a particular purpose. In no event will CPR Group be liable to the client or to any third party for any direct, indirect, incidental, consequential, special or exemplary damages or lost profit resulting from any use or misuse of this report.

All intellectual property in the processes and methodology used to create this document, together with the design of graphics, symbols and definitions contained in this document is the property of CPR Group and is protected by Australian and international copyright laws. All rights reserved.

No part of the intellectual property of CPR Group may be used, reproduced, sold, transferred, modified, published or made available to any other party without the prior written permission of CPR Group.





## 13. COMMUNITES 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

File Ref:

Consideration of the minutes and recommendations of the Regional Arts Development Fund (RADF) Committee meeting held on Thursday 27 July 2023.

#### 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

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.

#### Previous Council Resolutions related to this Matter

*(Res-2023-04-099)*

*Moved Cr Nunn seconded Cr Paterson*

*That Council:*

- a) receives the Minutes of the Regional Arts Development Fund Committee held on Tuesday 11 April 2023;*
- b) approves the application by Noosa Film Festival for the 'Noosa Film Festival Workshops and Event' project to the value of \$5,993.00;*
- c) approves the application by Selectability for the 'Art you ok' project to the value of \$5,000.00;*
- d) retrospectively approves the application by Griffith University for the 'Creative Futures Programs' application to the value of \$5,000.00;*
- e) approves the allocation of surplus funds to a significant community project such as the 'Windmill Wheel Shade Structure' at Iningai Park Nature Reserve pending RADF and Works on Council Land applications;*
- f) approves the opening and closing dates for round one of the 23/24 financial year; and advertises the RADF round one opening in appropriate media.*



### 13. COMMUNITES REPORT

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

---

##### Officer Comment

**Responsible Officer:** Abby Lewis, Customer Service Coordinator

##### Background:

The Regional Arts Development Fund (RADF) committee met on Thursday 27 July 2023 to discuss the following:

1. Confirm the minutes from the previous RADF meeting held on Tuesday 11 April 2023;
2. Budget Update 23/24 financial year;
3. Assess five funding applications received from round one of the 23/24 financial year;
4. Round two opening and closing dates for 23/24 financial year; and
5. Next RADF Committee Meeting date.

The following recommendations have been made by the committee:

- a) *That the minutes of the Regional Arts Development Fund Committee held on Thursday 27 July 2023 be received;*
- b) *That the 23/24 budget is received as presented;*
- c) *To support the 'Longreach Brolga Girl Guides' application by Katherine Oliver to the value of \$9,570.00;*
- d) *To support the 'Kirrinderi – Heart of the Channel Country Exhibition and Education Program' by Qantas Founders Museum to the value of \$5,500.00;*
- e) *To support the 'Isisford Dance Program' by the Isisford State School P & C to the value of \$10,000.00;*
- f) *To support the 'Furniture Restoration Workshop' by Yaraka Sports and Progress Association to the value of \$4,000.00;*
- g) *To support the 'Iningai Windmill Shade Structure' by Elizabeth Clark to the value of \$44,318.00;*
- h) *That round two of the 23/24 financial year be opened on Monday 07 August 2023 and close on Monday 18 September 2023; and*
- i) *That the next RADF Committee meeting be held on Thursday 18 September 2023.*

### 13. COMMUNITES 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: Low (4/25)

**Environmental Management Factors:**

N/A

**Other Comments:**

N/A

**Recommendation:**

*That Council:*

- a) *receives the Minutes of the Regional Arts Development Fund Committee held on Thursday 27 July 2023;*
- b) *approves the application by Longreach Brolga Girl Guides for the 'Girl Guides Mural' to the value of \$9,570.00;*
- c) *approves the application by Qantas Founders Museum for the 'Kirrinderi – Heart of the Channel Country Exhibition and Education Program' to the value of \$5,500.00;*
- d) *approves the application by Isisford State School P & C for the 'Isisford Dance Lessons' to the value of \$10,000.00;*
- e) *approves the application by Yaraka Sports and Progress Association for the 'Furniture Restoration Workshop' to the value of \$4,000.00;*
- f) *approves the application by Elizabeth Clark for the 'Iningai Windmill Shade Structure' to the value of \$44,318.00;*
- g) *retrospectively approves the opening and closing dates for round two of the 23/24 financial year; and*
- h) *advertises the RADF round two opening and closing dates.*

**13. COMMUNITES REPORT**  
**13.3 - Sponsorship - Queensland Outback Geocaching Muster**

---

**13.3 Sponsorship - Queensland Outback Geocaching Muster**

File Ref:

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

**Council Action**

Advocate

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Policy Considerations**

Sponsorship 11.07

**Corporate and Operational Plan Considerations**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.

**Budget Considerations**

Total budget for Sponsorship for 2023/24 is \$50,000.00

Category	Budget	Approved Funding YTD	Budget required to meet Sponsorship for August 2023	Budget Remaining
Sponsorship	\$50,000.00	\$0.00	\$3,613.00	\$46,387.00

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officer:** Abby Lewis, Community Development Coordinator

The Queensland Outback Geocaching Muster is making its way to the Longreach Region from 19 – 23 September 2023. Geocaching is an outdoor recreational activity, in which

**13. COMMUNITES REPORT**  
**13.3 - Sponsorship - Queensland Outback Geocaching Muster**

participants use a global positioning System receiver or mobile device and other navigational techniques to hide and seek containers called 'geocaches' at specific locations marked by coordinates all over the world. QOGM anticipate that over 200 geocaches will be placed in the Longreach Region including Isisford and Ilfracombe.

The total grant recommended of \$3,613.00 financial will go towards equipment hire from Longreach Event Hire and a contribution towards costs of a welcome dinner provided by the Lions Club of Longreach. In-Kind support of \$318.30 will go towards the hire of the Arts and Craft Pavillion at the Longreach Showgrounds.

The application was reviewed by a panel and scored against the criteria of the Longreach Regional Council's Sponsorship Assessment Guidelines. The result was to support the Queensland Outback Geocaching Muster to the value of 40%.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<b>Financial \$8,824.70</b>  <b>In-Kind \$318.30</b> <i>Hire of Arts and Craft Building (\$318.30)</i>  <b>Total \$9,143.00</b>	<b>Financial \$3,294.70</b>  <b>In-Kind \$318.30</b> <i>Hire of Arts and Craft Building (\$318.30)</i>  <b>Total \$3,613.30</b>

**Recommendation:**

*That Council endorses the allocation of funds from the 2023/2024 Sponsorship budget as contained in the following table, in accordance with the Sponsorship Policy No 11.07:*

<b>Organisation</b>	<b>Event/Project Activity</b>	<b>Event Date</b>	<b>Grant Approved</b>
Queensland Outback Geocaching Muster	Longreach QOGM 2023	19-23 September 2023	<b>Financial \$3,294.70</b>  <b>In-Kind \$318.30</b> <i>Hire of Showgrounds</i>  <b>Total \$3,613.00</b>
		<b>TOTAL</b>	<b>\$3,613.00</b>

**13. COMMUNITES REPORT**  
**13.4 - Community Donations - Flyers Ball 2023**

**13.4 Community Donations - Flyers Ball 2023**

File Ref:

Consideration of a Community Donations application received in August 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**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

**Budget Considerations**

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

**13. COMMUNITES REPORT**  
**13.4 - Community Donations - Flyers Ball 2023**

**Previous Council Resolutions related to this Matter**

*(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;*

<i>Longreach Flyers Ball</i>	<i>2022 Flyers Ball</i>	<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>	<i>Nil</i>
		<i>Total \$5,000.00</i>	<i>Total \$5,000.00</i>	

**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.

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 Flyers Ball**

<b>2023 Flyers Ball</b>	
<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 23/24 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>Yes</i>

### 13. COMMUNITES REPORT

#### 13.4 - Community Donations - Flyers Ball 2023

---

The Longreach Flyers Ball is an annual event taking place on the 7 October 2023 at the Longreach Racecourse. The Longreach Flyers Ball is a not-for-profit charity ball run by a Committee of just six volunteers. The committee raises much needed funds for the Royal Flying Doctors Service and Longreach School of Distance Education P&C Association. This is the sixth year that the Ball is taking place and each year the ticket sales grow significantly. In 2020 and 2021 there were 480 guests that attended the ball and both times these tickets sold out within days of going on sale. In 2022 and 2023 the Committee decided to raise their ticket numbers to 650 guests, again selling out in just days of going on sale. These numbers have a huge impact to the Longreach Community benefitting local businesses within the Longreach Region in the accommodation and hospitality industry with approximately half of tickets sold from out of the Region.

The total grant recommended of \$5,000.00 will go towards catering for a 3 course meal and equipment hire from Longreach Event Hire.

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 Flyers Ball to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>
<b>Total \$5,000.00</b>	<b>Total \$5,000.00</b>

#### Appendices

1. Longreach Flyers Ball.pdf [↓](#)

**13. COMMUNITES REPORT**  
**13.4 - Community Donations - Flyers Ball 2023**

---

**Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Longreach Flyers Ball</i>	<i>2023 Flyers Ball</i>	<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>
		<b>TOTAL \$5,000.00</b>	<b>TOTAL \$5,000.00</b>





# APPLICATION FORM

## CONTACT INFORMATION

Name: (Group or Organisation)	Longreach Flyers Ball
ABN if applicable	92 247 030 474
Contact Person's Name:	Elizabeth Neal
Postal Address:	62 Falcon St Longreach
Telephone:	
Mobile:	0439 315 532
Email:	longreachflyersball@gmail.com

## EVENT DETAILS

Event Name:	2023 Flyers Ball
Event Date:	7 October 2023
Description of what Council funds will be used for: No more than approx 200 words.	The Longreach Flyers Ball is a not-for-profit charity ball run by the community for the community. We raise much needed funds the Royal Flying Doctors Service and LSOE P&C Association. With the funds received we will use to assist with food & event hire expenses. With the donation this will allow us to raise as much money as we can for our recipient.
Financial Amount Requested:	\$ 5,000.00
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		
List any source of income supply i.e. other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
Ticket Sales \$120 p/p 650 people	\$ 84,500	Catering	\$ 50,000	✓
Sponsorship (various organisations)	\$ 15,000	Entertainment	\$ 10,000	
	\$	Equipment Hire	\$ 10,000	✓
	\$	Security	\$ 5,000	
	\$	Venue Hire	\$ 2,500	
	\$	Other Expenses	\$	
<b>TOTAL</b>	<b>\$ 99,500</b>	<b>TOTAL</b>	<b>\$ 77,500</b>	

Comments or other details:

We are aiming to sell 650 tickets. Ticket sales were released Sunday 30 July. As of 1 August we have sold 58% of our allocated tickets.

This year we have been actively seeking sponsorship from a wide variety of organisations.

If you require a list of other expenses, please let me know and I can provide a Cash Flow.

In-Kind support component		
List items and \$ amounts (e.g stage, chairs, tables)	Amount	Other comments
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



**ELIGIBILITY ASSESSMENT**

Explain how your event demonstrates strong community or individual benefit, or need of support.

This is now the 6th year running with the ball and every year our following and attendance is getting stronger. Our committee is very small consisting of 6 members and to be able to pull off an event like this gives us the self-achievement that we cannot explain. With your support we hope we can continue to achieve this. In 2022 The Longreach Flyers Ball raised \$60,000 for the RFDS & LSOE P&C.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

This brought a large crowd to town which saw an increase in sales throughout local shops in town. As a large attendance was from away we also saw an increase in bookings at accommodation. With majority of our guests attending local cafes and restaurants we can safely estimate that of the 390 visitors from outside the Longreach region will purchase at least 780 meals between themselves. A base cost of \$18 per meal results in an added \$15,600 minimum spent at local eateries over a 48-hour window.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendees your event will attract (eg visitors from other towns, key community groups)

Last year the Flyers Ball attracted 60% of ticket sales from visitors outside of the Longreach region. This is a total of 260 local attendees and a staggering 390 visitors coming through the region. This means that there will be visitors needing accommodation while in town as well as finding meals and visiting local attractions.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

If we receive a donation from Council it will be acknowledged through social media posts, print media on the evening as well as any banners or promotional material provided by Council.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?

Funding has been sourced through several channels such as corporate sponsorship and we have also submitted grant applications. On the evening of Flyers Ball we also have an Auction which raised in over \$10,000 in 2022.



Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

<b>Signature:</b> Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	1/08/2023
Name in full:	Elizabeth Grace Neal
Community Group/ Organisation:	Longreach Flyers Ball
Position in Group or Organisation: (if applicable)	Vice President

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

## 13.5 Community Donations - Longreach Jockey Club

File Ref:

Consideration of a Community Donations application received in August 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

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

### Budget Considerations

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

## 13.5 - Community Donations - Longreach Jockey Club --Appendix 1

### Previous Council Resolutions related to this Matter

(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;

Longreach Jockey Club	2022 Longreach Cup	Financial \$5,000.00  Total \$5,000.00	Financial \$5,000.00  Total \$5,000.00	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.

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 Jockey Club

Longreach Cup	
Has the Community group applied for funds in the past?	Yes
Has the Community Group applied for funds within the 23/24 Financial Year?	No
Does the Community Group have any outstanding acquittals?	No
Has the event/ project been previously funded by Council?	Yes

The Longreach Jockey Club is an annual event that takes place each year on the last weekend in September and is run by the Longreach Jockey Club Committee. The Longreach Cup will be held on Saturday 23 September 2023 at the Longreach Race Course. This event attracts between 1200 – 1500 attendees each year both locally and from across the region. Over the course of the day there will be onsite bookies, bar and canteen, fashions on the field and kid's entertainment. Once the races are finished there will also be live entertainment. The Longreach Cup is a fun filled family day with something for everyone.

# APPLICATION FORM



## CONTACT INFORMATION

Name:	Longreach Jockey Club
(Group or Organisation)	
ABN if applicable	15254617468
Contact Person's Name:	Andrew Watts
Postal Address:	PO Box 571 Longreach Q 4730
Telephone:	0439095436
Mobile:	0439095436
Email:	andrew.watts23@gmail.com

## EVENT DETAILS

Event Name:	Longreach Cup
Event Date:	23/09/23
Description of what Council funds will be used for:	Council funds will be used to help cover overheads associated with running the meeting, this includes
No more than approx 200 words.	<ul style="list-style-type: none"> <li>- Ablution block from Ski Club \$2200.00</li> <li>- Flexihire (assorted items) \$1700</li> <li>- Diesel for Generators \$400.00</li> <li>- Flights for Ambassador &amp; MC \$4800.00</li> </ul>
Financial Amount Requested:	\$ 5000.00
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		
List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
Tickets	\$ 25000	Entertainment & Food Costs	\$ 13000	
Sponsorship	\$ 12000	Alcohol Cost	\$ 20000	
Bar	\$ 50000	Security	\$ 13000	
Food	\$ 5000	General Wages	\$ 8000	
Merchandise	\$ 500	Hire Fees	\$ 5000	✓
	\$	Flights/Appearance Fees	\$ 10000	✓
<b>TOTAL</b>	<b>\$ 93500</b>	<b>TOTAL</b>	<b>\$ 69000</b>	
Comments or other details:				
Above is a rough budget. Cost for Fashions, added prizemoney and trophies not included.				

**In-Kind support component**

List items and \$ amounts (e.g stage, chairs, tables)

	Amount	Other comments
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	





### ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

Longreach Cup has been identified by the community as "Event of the Year" in 2022, 2023 and at Australia Day Awards. The event is an inclusive event for all community members to attend and enjoy. LJC also engages community organisations to assist with running this event.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

Longreach Cup provides great economic stimulus to the Longreach Community. Tourism also benefits from the event with hundreds of visitors attending our town. Longreach Cup also benefits community wellbeing - giving people the opportunity to "get together".

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

- Horses and participants from all over Queensland
- Visitors from neighboring towns
- Visitors from Brisbane, including Alliance plane (100 passengers)
- Local groups employed for event ie Rotary, Lioness, QPS, Pony Club & QFES.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

- Council will be identified as an event "partner"
- Council Logo will be added to photo board
- Council welcome to display banner on fence
- Council will be acknowledged in Race Book

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?

## 13.5 - Community Donations - Longreach Jockey Club --Appendix 1



Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

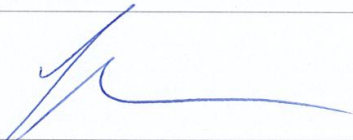
### SUPPORTING DOCUMENTATION CHECKLIST

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

### DECLARATION BY RECIPIENT

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

<b>Signature:</b> Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	01/08/2023
Name in full:	Andrew Watts
Community Group/ Organisation:	Longreach Jockey Club
Position in Group or Organisation: (if applicable)	President

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

**13. COMMUNITES REPORT**  
**13.6 - Community Donations - LRE Phoenix Gym**

**13.6 Community Donations - LRE Phoenix Gym**

File Ref:

Consideration of a Community Donations application received in August 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**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

**Budget Considerations**

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

**13. COMMUNITES REPORT**  
**13.6 - Community Donations - LRE Phoenix Gym**

---

**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.

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:**

**LRE Phoenix Gym**

<b>LRE Phoenix Gym Defibrillator</b>	
<i>Has the Community group applied for funds in the past?</i>	<i>No</i>
<i>Has the Community Group applied for funds within the 23/24 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>

LRE Phoenix Fitness Gym is seeking funds to purchase and install a defibrillator. There currently is no defibrillator at the community gym and this is a concern for those who are exercising. The gym has over 100 memberships along with visitors that use the gym when they are passing through. The committee works tirelessly to ensure the gym is up to standard with their equipment and it is vital to ensure there is a defibrillator nearby if there are any emergency’s.

### 13. COMMUNITES REPORT

#### 13.6 - Community Donations - LRE Phoenix Gym

The total grant recommended of \$2,723.88 financial will go towards the cost of purchasing and installing a defibrillator at LRE Phoenix Gym.

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 LRE Phoenix Gym to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$2,723.88</i>	<i>Financial \$2,723.88</i>
<b>Total \$2,723.88</b>	<b>Total \$2,723.88</b>

#### Appendices

1. Phoenix Fitness.pdf [↓](#)

#### **Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>LRE Phoenix Gym</i>	<i>LRE Phoenix Gym Defibrillator</i>	<i>Financial \$2,723.88</i>	<i>Financial \$2,723.88</i>
		<b>TOTAL \$2,723.88</b>	<b>TOTAL \$2,723.88</b>



# APPLICATION FORM

## CONTACT INFORMATION

Name: (Group or Organisation)	LRE Phoenix Gym
ABN if applicable	41 549 522 912
Contact Person's Name:	Sam Tweedale
Postal Address:	158-160 Eagle Street Longreach
Telephone:	
Mobile:	0423 900 180
Email:	lrephoenixfitness@gmail.com

## EVENT DETAILS

Event Name:	LRE Phoenix Gym
Event Date:	September 2023
Description of what Council funds will be used for:  No more than approx 200 words.	LRE Phoenix Fitness are wanting to install a defibrillator in the gym. currently there is no defib there and this is a huge risk to the community and visitors to the Region when exercising.
Financial Amount Requested:	\$ 2,723.88
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		Tick what is being funded by Council
List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	
Memberships (10 pass visit)	\$ 80	Defibrillator	\$ 2,722	
Membership (1 week pass)	\$ 30		\$	
Membership (one month gym pass)	\$ 100		\$	
	\$		\$	
	\$		\$	
	\$		\$	
<b>TOTAL</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$</b>	
Comments or other details:				
<p>The current funds that we have in the bank are for upgrading and buying new equipment in the 23/24 financial year to make sure they are in good condition for the gym members. General maintenance is also completed on a monthly basis to ensure all equipment is up to standard, so making sure we have sufficient funds is important.</p>				

In-Kind support component		
List items and \$ amounts (e.g stage, chairs, tables)	Amount	Other comments
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



**ELIGIBILITY ASSESSMENT**

Explain how your event demonstrates strong community or individual benefit, or need of support.

LRE Phoenix fitness is a 24/hr, 7 Day a week unmanned gym that caters for Longreach residents, short term workers and tourists passing through town. These people represent a vast range of ability and skill within their chosen abilities and fitness journeys from injury rehab to Queensland weightlifting representatives.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

LPF is the only publicly accessible gym to Longreach residents and tourists, catering for those that are seeking a space to workout without the restraints of PT and class time schedules to adhere to. Due to the unmanned nature of the gym, there are no full-time staff in place that can provide the appropriate response should an incident occur. The need for a defib within the gym is so that other members' training can provide providing time critical and regulated first aid should a cardiac event occur.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

LPF is open to anyone who is over the age of 18 and can work out without the need for personal trainers or supervision from a physiotherapist. The Space in which the gym is currently renting is owned by Longreach Youth Club who has several other organizations or businesses associated with their property, including the community gardening group.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

If successful in this grant application, we would acknowledge LRC support through our social media page as well as install a plaque above the Defib unit.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?





Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

**Signature:**  
 Note: If you are under the age of 18, your legal guardian must also sign this application

Date: 01/08/2023

Name in full: Sam Tweedale

Community Group/ Organisation: LRE Phoenix Fitness

Position in Group or Organisation: (if applicable) President

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

**13. COMMUNITES REPORT**  
**13.7 - Community Donations - Ilfracombe Golf Club**

**13.7 Community Donations - Ilfracombe Golf Club**

File Ref:

Consideration of a Community Donations application received in August 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**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

**Budget Considerations**

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

**Previous Council Resolutions related to this Matter**

*(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;*

**13. COMMUNITES REPORT**  
**13.7 - Community Donations - Ilfracombe Golf Club**

<i>Ilfracombe Golf Club</i>	<i>2022 Ilfracombe Golf Open</i>	<i>Financial \$1,440.00</i>	<i>Financial \$1,440.00</i>	<i>Nil</i>
		<i>Total \$\$1,440.00</i>	<i>Total \$\$1,440.00</i>	

**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.

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:**

**Ilfracombe Golf Club**

<b>Ilfracombe Golf Open</b>	
<i>Has the Community group applied for funds in the past?</i>	Yes
<i>Has the Community Group applied for funds within the 23/24 Financial Year?</i>	No
<i>Does the Community Group have any outstanding acquittals?</i>	No
<i>Has the event/ project been previously funded by Council?</i>	Yes

The Ilfracombe Golf Club is hosting its Annual Golf Open on 17 September 2023. In 2022 the Ilfracombe Golf Open attracted 77 keen golfers from across the Region and they are hoping for the same amount of participants if not more in 2023. Participants travel from across the region as far as Tambo, Winton, Muttaborra and Jundah to

**13. COMMUNITES REPORT**  
**13.7 - Community Donations - Ilfracombe Golf Club**

participate. There are several prizes on offer over the course of the day ranging from A, B, and C grade category for both men and woman. There is a cooked breakfast and lunch on offer by local businesses for players on the day.

The total grant recommended of \$1,500.00 financial will go towards the cost of equipment from Longreach Event Hire and catering items from local businesses.

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 Ilfracombe Golf Club to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$1,500.00</i>	<i>Financial \$1,500.00</i>
<b>Total \$1,500.00</b>	<b>Total \$1,500.00</b>

**Appendices**

1. Ilfracombe Golf Club.pdf [↓](#)

**Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Ilfracombe Golf Club</i>	<i>Ilfracombe Golf Open</i>	<i>Financial \$1,500.00</i>	<i>Financial \$1,500.00</i>
		<b>TOTAL \$1,500.00</b>	<b>TOTAL \$1,500.00</b>

# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	Ilfracombe Golf Club
ABN if applicable	
Contact Person's Name:	Julia White
Postal Address:	PO BOX 8, ILFRACOMBE, QLD, 4727
Telephone:	0419712375
Mobile:	0419712375
Email:	JULIAWHITE0601@GMAIL.COM

## EVENT DETAILS

Event Name:	ILFRACOMBE GOLF OPEN
Event Date:	17th September
Description of what Council funds will be used for:  No more than approx 200 words.	The committee put this event on each year for the benefit of all golfers in Ilfracombe and the surrounding golf courses of the Central West to play in. We had approximately 77 golfers in 2022. Prizes are given to A, B and C grade golfers for both men and women.
Financial Amount Requested:	\$ 1500
In-kind Support Requested:	\$ 0



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		
List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
Playing Fees	\$ 2695	Breakfast	\$ 300	✓
	\$	Lunch	\$ 520	✓
	\$	Longreach Event Hire	\$ 809	✓
	\$	Prizes	\$ 1000	
	\$		\$	
	\$		\$	
<b>TOTAL</b>	<b>\$ 2695</b>	<b>TOTAL</b>	<b>\$ 2629</b>	

Comments or other details:

The Ilfracombe Golf Club annual Open Championship is our show piece event for the year  
 Income = Based on last years 77 players at \$35 a head  
 The IGC Inc is looking for Council Support specifically towards the cost of hiring of equipment - to enable players and support somewhere to sit and eat - and the provision for lunch and breakfast  
 Breakfast and lunch supplies to be purchased from local stores  
 All trophies are sourced from local business houses

**In-Kind support component**

List items and \$ amounts (e.g stage, chairs, tables)

Please refer to the fees and charges:  
[www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1](http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1)

	Amount	Other comments
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



### ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

The event contributes to the Longreach Regional Council community through wellbeing as it provides a gathering of like minded people from Tambo, Alpha, Muttaborra, Blackall, Barcardine, Winton, Jundah, Isisford and Longreach. Players travelling can spend money on fuel, accomodation and dining options in the area. The Golf Club will also promote the event, results and news on it's Facebook page as well within the Longreach and Surrounds community pages.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

We intend to acknowledge the support through the flyer/invitation as well as giving thanks in welcome and closing speeches on the day with all attendees present.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?



**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (ie quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Evidence of alternative avenues for financial support have been investigated
- A copy of the organisations most recent bank statement
- A detailed budget of running expenses for the event

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (ie budget).

**DECLARATION BY RECIPIENT:**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	25/07/2023
Name in Full:	Malcolm Brown
Business/Community/ Organisation Group	Ilfracombe Golf Club Inc
Position in Group or Organisation: (if applicable)	President

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Sponsorship.

**SUBMIT**



**13. COMMUNITES REPORT**  
**13.8 - Community Donations - Longreach Bowls Club Inc**

**13.8 Community Donations - Longreach Bowls Club Inc**

File Ref:

Consideration of a Community Donations application received in August 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**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

**Budget Considerations**

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

**13. COMMUNITES REPORT**  
**13.8 - Community Donations - Longreach Bowls Club Inc**

---

**Previous Council Resolutions related to this Matter**

*(Res-2019-10-263)*

*Moved Cr Martin seconded Cr Smith*

*That Council:*

- 1. Approves the request for Sponsorship received from the Longreach Bowls Club Inc. for the amount of \$2,500 (financial) for the 2019 Longreach Open Fours Carnival; and,*
- 2. Nominates Cr Emslie to open the carnival and officially welcome participants on behalf of Council.*

**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.

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 Bowls Club**

<b>LED Floodlighting Upgrade</b>	
<i>Has the Community group applied for funds in the past?</i>	Yes
<i>Has the Community Group applied for funds within the 23/24 Financial Year?</i>	No
<i>Does the Community Group have any outstanding acquittals?</i>	No
<i>Has the event/ project been previously funded by Council?</i>	No

The Longreach Bowls Club is seeking funds to replace their current floodlighting for the green. Currently there are only two lights out of four that are in working condition. The

**13. COMMUNITES REPORT**  
**13.8 - Community Donations - Longreach Bowls Club Inc**

club committee are wanting to hold more evening events, such as bare foot bowls as well as their competitions they hold over the weekends. Barefoot bowls was once a weekly event, but hasn't been for a number of years which is disappointing as the participant and member numbers have decreased.

The total project cost is around \$42k and the recommended total grant of \$5,000 financial will also assist the club with raising further funds towards the cost of upgrading the flood light towers at the Longreach Bowls Club. The Council contribution can be committed to the project, and only paid out when the club is successful in funding the balance required.

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 Bowls Club to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>
<b>Total \$5,000.00</b>	<b>Total \$5,000.00</b>

**Appendices**

1. Longreach Bowls Club.pdf [↓](#)

<b>Recommendation:</b>			
<i>That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;</i>			
<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Longreach Bowls Club</i>	<i>LRD Floodlighting Upgrade</i>	<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>
		<b>TOTAL \$5,000.00</b>	<b>TOTAL \$5,000.00</b>

# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	Longreach Bowls Club Inc
ABN if applicable	25 023 410 163
Contact Person's Name:	Gail Butt
Postal Address:	PO BOX 226 Longreach Qld 4730
Telephone:	4658 1186
Mobile:	0428713625
Email:	longreachbowlsclub@bigpond.com

## EVENT DETAILS

Event Name:	LED Floodlighting - Switchboard Upgrade and Relocation
Event Date:	August 2023
Description of what Council funds will be used for:  No more than approx 200 words.	Funding would help assist us with the expense of upgrading our flood light towers for the green - only 2 of the 4 are working and need to be upgraded to enable us to use the facilities at night. The Longreach Bowls Club is installing of a new switch board as it is urgently required, due to its age and almost non compliance to safety standards. This is something that should have happened many years ago, but was never addressed. There is also a long list of other electrical issues that need fixing: Power points, inside lighting and some emergency exit lighting is no longer working. The current committee is wanting to ensure the safety of our patrons and visitors that attend our club and have made this matter high priority.
Financial Amount Requested:	\$ 5000.00
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	EXPENSES List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
	\$	LED Flood Lighting 380W Lumen	\$ 13101	✓
	\$	Rhino 389 Glare Shield	\$ 1260.C	
	\$	Switchover upgrade & relocation materials	\$ 4860.C	
	\$	Power to Shed	\$ 2035.C	
	\$	Labour	\$ 17820	
	\$		\$	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$ 42983	

Comments or other details:

No fundraising has taken place for this expense as we were looking into applying for a grant via Ergon Energy - we were waiting on tradesman to get back to us with quotes but sadly we missed out on this due to not receiving quotes in time.

In-Kind support component List items and \$ amounts (e.g stage, chairs, tables)	Amount	Other comments
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



### ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

By upgrading the flood lighting our club would be able to hold evening events, such as Bare Foot Bowls. This was a community event that was held weekly for a number of years, but we have been unable to do this due to our lighting and switch board situation. This is something that the club is wanting to bring back to the community and visitors.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

Bowling is a great social event for everyone, young and old. Not only for fitness but for everyones mental health. We are wanting to run bare foot bowls competitions and also bare foot bowls fundraisers for other not for profit organisations such as the Royal Flying Doctors.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

Having the flood lighting upgraded will enable players / competitors and visitors alike to come and use the facilities. We hold a number of different events through out the year that attract people from all over Australia.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Support from the council would be acknowledge through our social media page, events and displaying acknowledgement throughout our club.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?



Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	
Name in full:	Gail Olivia Butt
Community Group/ Organisation:	Longreach Bowls Club Inc
Position in Group or Organisation: (if applicable)	Treasurer

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

## 13. COMMUNITES REPORT

### 13.9 - Community Donations - Longreach Arts & Cultural Association Inc

#### 13.9 Community Donations - Longreach Arts & Cultural Association Inc

File Ref:

Consideration of a Community Donations application received in August 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

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

#### Budget Considerations

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

#### Previous Council Resolutions related to this Matter

(Res: 2022-XX-XXX)

Moved Cr Harris seconded Cr Smith

That Council does not endorse the allocation of funds from the Community Grants

Program as contained in the following table. This was completed in accordance with the

Community Grants Program Policy No. 11.06:

Longreach Arts and	Replacement of	Ongoing	\$1,500	NIL
--------------------	----------------	---------	---------	-----



### 13. COMMUNITES REPORT

#### 13.9 - Community Donations - Longreach Arts & Cultural Association Inc

<i>Cultural Association</i>	<i>Carpet in Main Gallery Room</i>			
-----------------------------	------------------------------------	--	--	--

#### 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.

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 Arts and Cultural Association Inc

<b>Community Bowl night and Pottery Workshop</b>	
<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 23/24 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 Arts and Culture Association is hosting a bowl night and pottery workshop in September 2023. The Arts and Cultural Association is engaging a tutor to deliver 2 separate workshops. These workshops are a great opportunity for the community to come together, view and celebrate some of the creative achievements of the Arts and Cultural Association members. The first workshop will be a bowl night where all participants receive a bowl that has been made by the Potters group and this is what the catering will be served on. The second workshop will be for those interested in pottery and give them the opportunity to learn new techniques.

### 13. COMMUNITES REPORT

#### 13.9 - Community Donations - Longreach Arts & Cultural Association Inc

The total grant recommended of \$4,520.00 financial will go towards the cost of workshop materials, live entertainment at both workshops and tutor costs.

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 Longreach Arts and Craft Association to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$4,520.00</i>	<i>Financial \$4,520.00</i>
<b>Total \$4,520.00</b>	<b>Total \$4,520.00</b>

#### Appendices

1. Longreach Arts and Craft.pdf ↓

#### **Recommendation:**

That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Longreach Arts and Cultural Association</i>	<i>Community Bowl night and Pottery workshop</i>	<i>Financial \$4,520.00</i>	<i>Financial \$4,520.00</i>
		<b>TOTAL \$4,520.00</b>	<b>TOTAL \$4,520.00</b>

# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	Longreach Arts & Cultural Association Inc.
ABN if applicable	12 131 089 733
Contact Person's Name:	Heather HALE
Postal Address:	PO Box 287, LONGREACH QLD 4730
Telephone:	see mobile
Mobile:	0428 336 164
Email:	longreachartsandculture@gmail.com

## EVENT DETAILS

Event Name:	Community "Bowl" Night and Large Vessel Pottery Workshop
Event Date:	Bowl night is 23 Sep 23 and Large Vessel Pottery workshop is 28 & 29 Oct 23
Description of what Council funds will be used for: No more than approx 200 words.	<p>There are two events that we are apply funds for.</p> <p>1: A Community Bowl night. This is for community engagement and is to be a night of good food ( stews, casseroles and curies) and fun entertainment for the local Longreach community. Every attendee will receive a pottery bowl made by the Potters Group, and this is the vessel that the food will be served in. This also help the Potters build their skill as they are all pitching in and making the bowls</p> <p>The Council funds are requested to offset some costs of the bowl night including materials and entertainment.</p> <p>2: A Large Vessel Pottery Workshop. The requested funds are to improve the affordability of the Large Vessel Pottery Workshop by enabling registration at a subsidised rate.</p>
Financial Amount Requested:	\$ 4520.00
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME	Amount	EXPENSES	Amount	Tick what is being funded by Council
List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.		List any expenses incurred by your organisation for the project or event the application relates to.		
Bowl night ticket sales (40@\$30)	\$ 1200	Bowl night catering, equipment & firing	\$ 1281.66	
	\$	Bowl night advertising, materials & consumables	\$ 484.80	✓
	\$	Bowl night entertainment	\$ 800.00	✓
Pottery workshop levy (12@\$120)	\$ 1440	Pottery tutor accommodation & per diem	\$ 915.00	
	\$	Pottery tutor fee, airfares, advertising	\$ 2486.00	✓
	\$	Pottery workshop materials & firing	\$ 750.00	✓
<b>TOTAL</b>	<b>\$ 2640</b>	<b>TOTAL</b>	<b>\$ 6706.66</b>	
Comments or other details:				
\$1,280.00 Bowl night catering (40@\$18.00), equipment (\$400.00) & firing (\$160.00) \$484.80 Bowl night advertising (\$240.00), materials (\$184.80) and consumables (\$60.00)  \$915.00 Pottery tutor accommodation (3@\$195) and per diem (3@\$110) \$2,486.00 Pottery tutor fee (\$1,200), airfares (\$1046) & advertising (\$240.00) \$1,002.75 Pottery workshop materials (\$750.00)				

In-Kind support component	Amount	Other comments
List items and \$ amounts (e.g stage, chairs, tables)		
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
nil	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



**ELIGIBILITY ASSESSMENT**

Explain how your event demonstrates strong community or individual benefit, or need of support.

The Longreach Arts and Cultural Association continues the decades long mission of its antecedent organisations to encourage artistic expression, develop, foster, maintain and provide facilities for all types of artistic expression and to undertake and foster any activities intended to develop the promotion, improvement and appreciation of the arts in the community. The bowl night allows potters to apply and develop their skills and to value add to the community event by making their creations available for practical use by patrons. The evening is also a showcase event for the town's historic Arts and Craft Centre.

The Large Vessel Pottery Workshop extends the skills of local potters and craftspeople by exposing them to new techniques that differ from those in current use in their community arts practice.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

The Bowl Night is an opportunity for community members to come together, view and celebrate some of the creative work and achievements of Arts and Cultural association members. The Arts and Craft Centre Gallery provides an outlet for local craftspeople to sell their distinctive creations to visitors, and this event helps to popularise the important work of the Cultural Association's gallery. The Large Vessel Pottery Workshop will develop additional capacity and capability in local potters and enable them to confidently engage in a wider range of future creative practice.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

The Bowl night and Large Vessel Pottery Workshop are likely to attract primarily local participants from throughout the Longreach Regional Council area. Previous bowl nights have also attracted patrons who are visitors to our town and region. LACA programs include participation by men and women, participants from school age to retirees, across a diverse range of arts and cultural practices.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Longreach Regional Council's support will be acknowledged by the master of ceremonies at each event and in the printed material available to patrons at each event/activity.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?

NA





Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

<p><b>Signature:</b> Note: If you are under the age of 18, your legal guardian must also sign this application</p>	
Date:	30.07.23
Name in full:	Heather Margaret Hale
Community Group/ Organisation:	Longreach Arts & Cultural Association
Position in Group or Organisation: (if applicable)	Committee Memeber

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

## 13. COMMUNITES REPORT

### 13.10 - Community Donations - Longreach Archival and Historical Research Group

#### 13.10 Community Donations - Longreach Archival and Historical Research Group

File Ref:

Consideration of a Community Donations application received in August 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

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

#### Budget Considerations

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

#### Previous Council Resolutions related to this Matter

*(Res-2022-09-001)*

*Moved Cr Emslie 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;*

### 13. COMMUNITES REPORT

#### 13.10 - Community Donations - Longreach Archival and Historical Research Group

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

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 Archival and Historical Research Group

<b>Marking Service Graves at Longreach Cemetery</b>	
Has the Community group applied for funds in the past?	Yes
Has the Community Group applied for funds within the 23/24 Financial Year?	No
Does the Community Group have any outstanding acquittals?	No
Has the event/ project been previously funded by Council?	Yes



### 13. COMMUNITES REPORT

#### 13.10 - Community Donations - Longreach Archival and Historical Research Group

The Longreach Archival and Historical Research Group is wanting to mark service graves at the Longreach Cemetery. Currently there are 17 graves of service people that are unmarked, these include Boer WAR and World War 1 Veterans. It is important in making sure that these graves are marked as they form part of the Poppy Trail that the Historical group is in the process of completing. This project would be a great initiative as we recognise all of the service men and woman.

The total grant recommended of \$5,000.00 will go towards the cost of the making and placement of concrete plinths as well as pavers for each of the headstones both made by local businesses.

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 the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$5,012.25</i>	<i>Financial \$5,000.00</i>
<b>Total \$5,012.25</b>	<b>Total \$5,000.00</b>

#### Appendices

1. Longreach Archival and Historical.pdf [↓](#)

#### **Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
Longreach Archival and Historical Research Group	<i>Marking Service Graves at the Longreach Cemetery</i>	<i>Financial \$5,012.25</i>	<i>Financial \$5,000.00</i>
		<b>TOTAL \$5,012.25</b>	<b>TOTAL \$5,000.00</b>

# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	LONGREACH ARCHIVAL & HISTORICAL RESEARCH GROUP
ABN if applicable	54288574188
Contact Person's Name:	RAELENE SMITH
Postal Address:	PO Box 306, LONGREACH QLD 4730
Telephone:	
Mobile:	0427580380
Email:	LONGREACHHISTORY@GMAIL.COM

## EVENT DETAILS

Event Name:	MARKING OF SERVICE PEOPLE GRAVES AT LONGREACH CEMETERY
Event Date:	NOVEMBER 2023
Description of what Council funds will be used for:  No more than approx 200 words.	The Longreach Cemetery has 17 graves of Service People (including Boer War and World War 1 veterans) that are unmarked and unacknowledged. Our group would like to place plinths on each one. This is important as they form part of the Poppy Trail project and important to the experience of visitors to our community and cemetery.
Financial Amount Requested:	\$ 5012.25
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	EXPENSES List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
	\$	Making and Placement of Concrete Plinth	\$ 3240	✓
	\$	Pavers x 17 @ \$6.25 each	\$ 106.25	✓
	\$		\$	
	\$	Brass Plaques x 17 @ \$98 each + freight	\$ 1721	✓
	\$		\$	
	\$		\$	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$ 5067.25	
Comments or other details:				

In-Kind support component List items and \$ amounts (e.g stage, chairs, tables) Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>	Amount	Other comments
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	





**ELIGIBILITY ASSESSMENT**

Explain how your event demonstrates strong community or individual benefit, or need of support.

Our Longreach Cemetery holds the history of our town and connects with our past. Strength in a town is based on what and who has gone before. Those who served in wars paid the ultimate sacrifices either with their lives or the quality of theirs and their family's lives following the wars. The Poppy Trail has metal poppies on each service person's grave. As this project will form part of the Poppy Trail, it is important that these particular graves show details about and acknowledge the serviceperson buried there. The Poppy Trail has approximately 300 people acknowledged within our cemetery, all except 17 have headstones with information pertaining to the person. This project will complete the Poppy Trail allowing for our group to then venture into IT development together with Longreach Regional Council ie. stories and guided tours on app.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

The Longreach Cemetery, like all cemeteries nationwide are tourism experiences. They draw people to communities and provide spots of interest to those visitors to our town including tourists, family reunion groups and former Longreach residents. Our cemetery has great potential to further develop as a tourism site through Cemetery Guided/Nighttime Tours, apps to allow self-guided tours and stories of those buried within.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

Visitors to our town (ie. tourists, former Longreach residents, family reunion groups, history enthusiasts)  
Local community members

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Promotion in Longreach Leader  
Promotion on Longreach Archival & Historical Research Group Facebook page

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?





Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	<i>R. Smith</i>
Date:	24 JULY 2023
Name in full:	RAELENE MICHELLE SMITH
Community Group/ Organisation:	LONGREACH ARCHIVAL AND HISTORICAL RESEARCH GROUP
Position in Group or Organisation: (if applicable)	SECRETARY

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

## 13. COMMUNITES REPORT

### 13.11 - Community Donations - Yaraka Sports and Progress Association

#### 13.11 Community Donations - Yaraka Sports and Progress Association

File Ref:

Consideration of a Community Donations application received in August 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

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

#### Budget Considerations

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

#### Previous Council Resolutions related to this Matter

*(Res: 2021-08-205)*

*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;*

### 13. COMMUNITIES REPORT

#### 13.11 - Community Donations - Yaraka Sports and Progress Association

<i>Yaraka Sports and Recreation Club</i>	<i>2022 Melbourne Cup Luncheon</i>	<i>Financial \$1,600.00 In-Kind \$184.10 Total \$1,784.10</i>	<i>Financial \$1,600.00 In-Kind \$184.10 Total \$1,784.10</i>	<i>Nil</i>
--	------------------------------------	---	---	------------

#### 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.

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:

#### Yaraka Sports and Progress Association

<b>Melbourne Cup Luncheon</b>	
<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 23/24 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>Yes</i>

The Yaraka Sports and Progress Association are hosting their annual Melbourne Cup Luncheon on 7 November 2023. The Yaraka Melbourne Cup Luncheon has been running successfully for over 30 years. Local Community members travel to attend the annual

### 13. COMMUNITES REPORT

#### 13.11 - Community Donations - Yaraka Sports and Progress Association

luncheon as well as tourists that may be in the area at the time. Over the course of the day there are 'Fashions in the Field', with prizes to be won. Prizes are sourced from local businesses within the area including the Yaraka Hotel and Spears Pharmacy in Longreach. There is also a prize on offer for the guest that has the closest coloured outfit to match the winning horse from the Melbourne Cup. The luncheon gives the small community of Yaraka and surrounding properties and their families an opportunity to come together.

The total grant recommended of \$2,240.00 financial will go towards the cost of assisting with food items and prizes on the day.

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 Yaraka Sports and Progress Association to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$2,240.00</i>	<i>Financial \$2,240.00</i>
<b>Total \$2,240.00</b>	<b>Total \$2,240.00</b>

#### Appendices

1. Yaraka Sports and Progress.pdf [↓](#)

#### **Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Yaraka Sports and Progress Association Inc</i>	<i>Melbourne Cup Luncheon</i>	<i>Financial \$2,240.00</i>	<i>Financial \$2,240.00</i>
		<b>TOTAL \$2,240.00</b>	<b>TOTAL \$2,240.00</b>



# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	Yaraka Sports&Progress Association INCORPORATED
ABN if applicable	81723356703
Contact Person's Name:	Susan Glasson
Postal Address:	"Greenlaw" 4052 Emmet -Yaraka Rd, Yaraka 4731
Telephone:	0428575532
Mobile:	0428575532
Email:	hsglasson3@bigpond.com

## EVENT DETAILS

Event Name:	Melbourne Cup Luncheon
Event Date:	07/11/2023
Description of what Council funds will be used for:  No more than approx 200 words.	Funds will be used to purchase chocolate wheel items, prizes and groceries for the luncheon. The function has been held since the 1980's and in the past, community members used to ask local businesses for chocolate wheel items to be donated. During the drought years that persisted during the 2000's it was obvious that businesses have been suffering financial hardship so we have been seeking funds to buy items rather than ask for them to be donated. Some businesses still like to make a donation which we are very appreciative of. Community members used to supply all luncheon items, however since volunteer numbers have dropped and we're getting older, we try to buy what we can from local businesses and community members supply a percentage of the food items.
Financial Amount Requested:	\$ 2,240.00
In-kind Support Requested:	\$ 0



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		Tick what is being funded by Council
List any source of income supply i.e. other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	
door takings	\$ 1200	prizes	\$ 1750	<input checked="" type="checkbox"/>
bar takings	\$ 500	food items	\$ 490	<input checked="" type="checkbox"/>
LRC community grant	\$ 2,240	other food items supplied by community	\$ 500	
	\$	cleaning after event	\$ 200	
	\$	hall hire	\$ 78	
	\$		\$	
<b>TOTAL</b>	<b>\$ 3800</b>	<b>TOTAL</b>	<b>\$ 2898</b>	
Comments or other details:				
Profit from the event goes towards improvements on community infrastructure and to help with running expenses pertaining to maintenance of the Yaraka school building which is owned by the Yaraka Sports and Progress Ass.				

In-Kind support component		
List items and \$ amounts (e.g stage, chairs, tables)	Amount	Other comments
Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



### ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

The Melbourne Cup luncheon is attended by all ages, both male and female. It is an opportunity for local residents to catch up , get away from the November heat and have a day socializing. People from neighbouring communities travel up to 150 kms to attend the event and catch up with friends. Tourists also attend the event if weather conditions are favourable.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

Geographical isolated communities are not often on the agenda of tourists in the summer months, however there is the odd traveller willing to venture off the beaten track for a community event. Attendance by people from outside the community brings fresh dollars into the community and helps with sustainability of these small centres.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

Locals, people from neighbouring communities and travellers.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Longreach Regional Council is acknowledged on the Melbourne Cup flier and on the day when prizes are being given out.

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?



Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

Evidence of the event or project (i.e quotes, facilities bookings, etc)\*

Relevant public liability insurance (if required)

Booking form/s completed (facility hire and equipment hire)

A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.

I understand I may be asked to provide the Council with additional information on the funded project.

I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

<b>Signature:</b> Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	19/07/2023
Name in full:	Susan Glasson
Community Group/ Organisation:	Yaraka Sports and Progress Association
Position in Group or Organisation: (if applicable)	President

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

**13. COMMUNITES REPORT**  
**13.12 - Community Donations - Longreach Golf Club**

**13.12 Community Donations - Longreach Golf Club**

File Ref:

Consideration of a Community Donations application received in August 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**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

**Budget Considerations**

\$112,000.00 has been committed and allocated to Community Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations (including individuals) for August 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$105,728.02	\$33,483.88	\$72,244.14

**Previous Council Resolutions related to this Matter**

*(Res-2022-05-127)*

*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. 11.06;*

**13. COMMUNITES REPORT**  
**13.12 - Community Donations - Longreach Golf Club**

Longreach Golf Club	Queensland Men's Sandgreen	Financial \$5,000.00 Total \$5,000.00	Financial \$5,000.00 Total \$5,000.00	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.

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 Golf Club**

<b>Longreach Golf Club Maintenance</b>	
<i>Has the Community group applied for funds in the past?</i>	Yes
<i>Has the Community Group applied for funds within the 23/24 Financial Year?</i>	No
<i>Does the Community Group have any outstanding acquittals?</i>	No
<i>Has the event/ project been previously funded by Council?</i>	No

The Longreach Golf Club is seeking funds to maintain their golf course. A new ride on mower, rake and shovel for the greens and general maintenance equipment for around the course are required. The Longreach Golf Club holds around 50 memberships along with a range of events throughout the year that attract a large number of people. The

**13. COMMUNITES REPORT**  
**13.12 - Community Donations - Longreach Golf Club**

Committee aim to start a youth program in the future, and maintenance of the course is required.

The total grant recommended of \$2,500.00 financial is to go towards the cost of required maintenance items. The Golf club has a healthy bank balance and appears to be in a position to contribute to the cost of essential maintenance items, and their replacement in the future. Note that if contributions to other programs/events are required in the 2023/24 year, the Golf club would still be able to make a future application.

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 Golf Club to the value of 50%. Supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$5,000.00</i>	<i>Financial \$2,500.00</i>
<b>Total \$5,000.00</b>	<b>Total \$2,500.00</b>

**Appendices**

1. Longreach Golf Club.pdf [↓](#)

**Recommendation:**

*That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;*

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Longreach Golf Club</i>	<i>Golf Club Maintenance</i>	<i>Financial \$5,000.00</i>	<i>Financial \$2,500.00</i>
		<b>TOTAL \$5,000.00</b>	<b>TOTAL \$2,500.00</b>

# APPLICATION FORM



## CONTACT INFORMATION

Name: (Group or Organisation)	Longreach Golf Club
ABN if applicable	22466004539
Contact Person's Name:	Ian Butt
Postal Address:	PO Box 325 Longreach QLD 4730
Telephone:	0417646636
Mobile:	0417646636
Email:	longreachgolf@outlook.com.au

## EVENT DETAILS

Event Name:	Golf Club Maintenance
Event Date:	
Description of what Council funds will be used for:  No more than approx 200 words.	New Equipment & Parts for Golf Course maintenance. New mower for maintaining Lawn around Clubhouse. Parts for our Bunker Rake to maintain the Greens. New shovels for maintenance around the course.
Financial Amount Requested:	\$ 4967.68
In-kind Support Requested:	\$



13.12 - Community Donations - Longreach Golf Club --Appendix 1



**DETAILED BUDGET BREAKDOWN**

INCOME List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	EXPENSES List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
	\$	Rover Ride On Mower with Catcher	\$ 4198.00	✓
	\$	Bunker Rake Parts	\$ 665.78	✓
	\$	3 x New Shovels	\$ 103.90	✓
	\$		\$	
	\$		\$	
	\$		\$	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$ 4967.68	✓
Comments or other details:  A meeting was held on the 27/07/23 and moved that we required these items for the Longreach Golf Club. No Fundraising has been done at this time.				

In-Kind support component List items and \$ amounts (e.g stage, chairs, tables)  Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>	Amount	Other comments
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	





### ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

Longreach Golf Club memberships has decreased over the years due to members leaving town & our remote location is making it hard for new memberships. This support will help us keep the Course maintained with the few members we have and make it more appealing for Tourists and new Players to visit our club.

Explain how your event will contribute to the Longreach Regional Council community ( eg Economic Development, Tourism, Liveability, wellbeing etc.)

The support will help bring more Tourists to play the Course and spend more money in the Town.  
With the Course fully maintained we hope to start a Youth Program for kids for the future of the Club.

Is your event based within the Longreach Regional Council Area

Yes  No

How many people are expected to attend? (Please indicate)

0-50  51-100  100-200  200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

Attendants at the Longreach Golf Club will be Tourists, New Members and a Youth Program.

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Longreach Golf Club would publicly thank the Longreach Regional Council's Support through our social media (Facebook)  
Display of Thanks of support of the Longreach Regional Council at the Club House

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:  No:

If YES, please provide details?





Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	28/07/2023
Name in full:	Ian Michael Butt
Community Group/ Organisation:	Longreach Golf Club
Position in Group or Organisation: (if applicable)	Greenkeeper

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

**13. COMMUNITY SERVICES REPORT**  
**13.13 - Information Report - Communities**

---

**13.13 Information Report - Communities**

File Ref:

This report provides an update on a range of activities that has occurred during the month of July 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**

OUR COMMUNITY	
	Corporate Plan Outcome
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

OUR LEADERSHIP	
	Corporate Plan Outcome
5.2	Informed and considered decision making based on effective governance practices

**Budget Considerations**

As per approved 2023/24 budget

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officers:** *Community & Cultural Services Officers*

**Background**

**13. COMMUNITY SERVICES REPORT**  
**13.13 - Information Report - Communities**

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.

**Library Services**

The library continues to be busy and customers are pleased with the new updated public access computers. A donation of five books has been received by author Suzanne Gervay who visited Longreach with Storyfest. Suzanne has autographed and added meaningful verses to the books.

Author Megan Daley visited the library and read her upcoming book "The Beehive" She also gave a very interesting talk about bees and the current threat to our Australian industry. Attendance was poor due to community not being aware this event was being held at the Library, so this will be addressed for future events.

**Library Statistics (financial year)**

	Longreach		Ilfracombe		Isisford	
	JULY	YTD	JULY	YTD	JULY	YTD
Items Borrowed	416	416	39	39	26	26
New Members	16	16	1	1	0	0
Total Members	1614		151		71	

**Swimming Pools**

ALTS hosted 31 swimmers from Longreach and the surrounding region to attend the winter intensive swim clinic with senior ALTS swim coaches and swim teachers. Winter Swim Intensive Clinics are part of the Swim Australia SwimSafe National campaign promoting swimming 365 days of the year. These clinics provide an opportunity for both local Longreach children to continue to participate in swimming amongst the busy winter sport timetable, and also those from surrounding towns without access to winter facilities.

Pool usage statistics for July:

	Longreach		Ilfracombe		Isisford		Yaraka	
	JULY	YTD	JULY	YTD	JULY	YTD	JULY	YTD
<b>Adults</b>	467	467	620	620	Pool was closed		14	
<b>Children</b>	648	648	150	150			4	

## 13. COMMUNITY SERVICES REPORT

### 13.13 - Information Report - Communities

---

#### Funeral Services

<b>CEMETERY DETAILS / FIGURES - JULY 2023</b>	
<b>FUNERAL TYPE</b>	
Church & Grave Side Funeral	1
Church Service Only	
Graveside Funeral	3
Memorial Service	
Cremation	
Interment of Ashes - Private / Family Only	
Interment of Ashes - Graveside Service	
Plaques arranged by LRC	3
Undertaker Service Only	

#### Childcare Services

July was a busy month for professional development and training for our staff. Four more of our staff voluntarily completed their Mental Health First Aid course recently, resulting in 1/3 of our staff now qualified in Mental Health First Aid. Our Director and Assistant Director also participated in several other professional development sessions organised by HR throughout July and found them extremely beneficial to their roles.

Our staff have been busy working their way through their annual Child Protection training this past month. Staff are all at various levels of the training depending on how many years they have been working at our Service.

A complete overhaul on our Services' Medical Conditions Policy and associated Medical Management Plans and Medical Risk Minimisation Plans has been conducted over the past few months. At our most recent visit from the Education Department, they identified that this was an area that we needed to focus on improving so we have done just that. We are now at the finalising stages of the process and once this information has been received and documented, and our new Medical Conditions Policy has been endorsed, we will be confident in sharing this information with the Education Department and will welcome their feedback. We are so grateful to have the Department providing us with feedback to ensure we are delivering the best possible Childcare Service to our community as possible.

We are also making the change from Management Directives to Policies at the Childcare Centre. This was a strong suggestion, again, from the Education Department in ensuring our procedures are clear. This change is a big process as there are also many new Policies that need to be created. Our Director is working through these currently, with the assistance of Childcare Centre Desktop, in the hope that in 2024, all Childcare Centre Policies will be live documents.

With the second half of the year having started, we are now shifting our thoughts into tasks such as enrolments for 2024, budgets and expenditure. We are hoping to have

## 13. COMMUNITY SERVICES REPORT

### 13.13 - Information Report - Communities

2024 enrolment forms out for families at the end of September to allow enough time for allocation of rooms and staff.

#### **Parks and Horticulture Services**

Planting has commenced in the centre median garden beds in Eagle Street.

The Longreach Showgrounds was the venue for the Storyfest Out West and GroWQ Ag Innovation events. The facilities were also well utilised by the Defence Force and the Good Counsel Primary School group for camping; as well as for camping and stabling of horses for people travelling to and from the Cunnamulla Campdraft.

In July the water tower lights were lit up for the following occasions –

Date	Occasion	Colour
28/07/2023	World Hepatitis Day	Green

#### **Project Management**

Progress continues to be made in delivering a number of projects across the town, with a total of \$592,419 of work placed. The majority of this has been with local contractors. There will be a focus on increased project reporting over the next few months, with dashboards developed for four of the major projects that Council will deliver (Squash Court upgrade, CEO house, Ilfracombe multi-purpose court and Swan St toilet upgrade). The dashboards provide more detailed information on each project such as progress made in the previous month and activities for the following month. It includes a project timeline, budget information and outlines specific risks and mitigations.

See attachment for project status information and Squash Court upgrade dashboard.

#### **Customer Service**

##### **After Hours Message Centre July 2023**

Incoming Calls Received	No. of Hang Ups	Total
40	40	80

During the month of July 2023 there were 28 after hours' calls received.

The calls were related to the following sections of Council:

SECTION	NUMBER OF CALLS
Water and Sewerage	4
Waste	0
Local Laws/Animal Management	6
Facilities	13
Funeral/ Undertaker Services	0



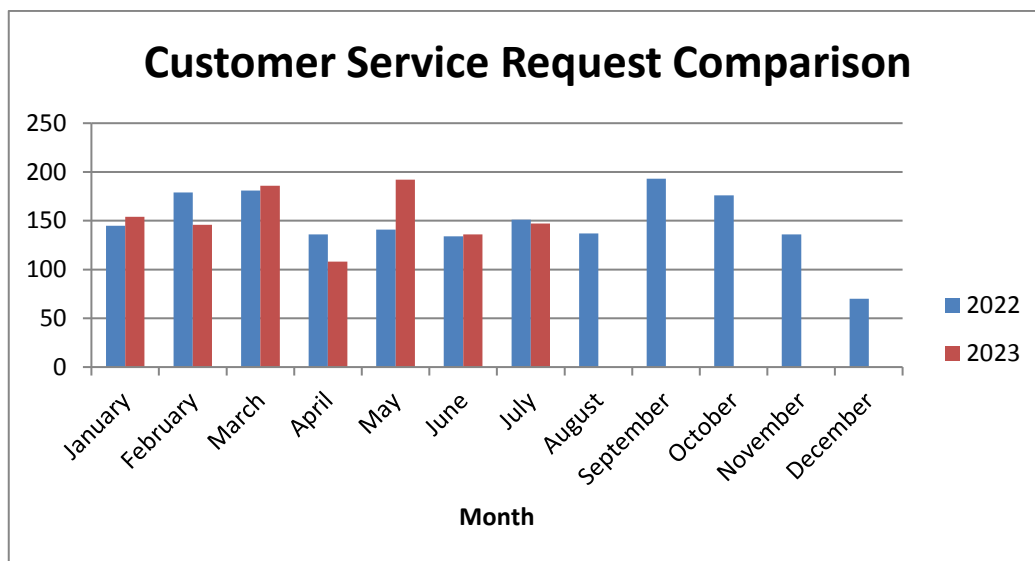
**13. COMMUNITY SERVICES REPORT**  
**13.13 - Information Report - Communities**

Tourism/VIC	10
Parks and Gardens	0
Roads	7
Other / Events	0

**Customer Service Requests**

A total of **147** Customer Service Requests were **received** for the month of July 2023. Of these requests **109** were **completed** in July 2023.

Table below is a comparison of requests from **January 2023 to December 2023**.



The status of the remaining Customer Service Requests (as at 30 July 2023) are as follows:

<b>OUTSTANDING</b>	<b>IN PROGRESS</b>	<b>RESPONDED TO</b>	<b>TOTAL</b>
23	13	0	38

**Tourism Update**

**Longreach Explore Centre (Visitor Information):**

July is traditionally the busiest month for the Longreach Region and this year has been no different. All van parks have been filled to capacity and visitors through the doors of the Information Centre have exceeded July 2022. The Visitor Information staff have been extremely busy and the figures reflect this.

The 2024 Longreach Region Guide prospectus has been released to all regional operators and businesses. Advertising contributes to approximately 90% of the creation,



### 13. COMMUNITY SERVICES REPORT 13.13 - Information Report - Communities

production and printing costs of the guide. The guide is distributed to all Queensland visitor centres and is gaining a foothold in northern New South Wales.

Camping in Isisford has again exceeded July 2022 figures, adding an extra 191 vans. The Powerhouse and Historical Museum is up 266 visitors for July 2023.

Longreach Explore Centre (Visitor Information) statistics through the door (financial year) 2023-2024:

Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
<b>5404</b>											

July 2023 - June 2024 Total	July 2022 - June 2023 Total
<b>5404</b>	22866

Bookings made by information centre staff on behalf of Operators for the month of July were to the value of **\$117,287.00**

Information Requests 2023-2024	July 2023	2023 -2024 YTD
Phone calls	112	112
Emails	58	58
General Information over the Counter	4670	4670
Information packs posted	32	32
Phone Bookings	17	223
Over the Counter Bookings	734	734

**Longreach Powerhouse and Historical Museum** Statistics (financial year) 2023-2024:

Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
<b>1190</b>											

Longreach Regional Council Approved Camping Areas (financial year) 2023-2024:

Location	July 2023 Vans	2023 -2024 YTD Vans
Apex Park	1776	1776
Emergency Camping Passes	80	80
Barcoo Weir/Oma Waterhole	1123	1123

### 13. COMMUNITY SERVICES REPORT 13.13 - Information Report - Communities

---

Isisford Emergency Passes	82	82
Yaraka	223	223

#### **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:**

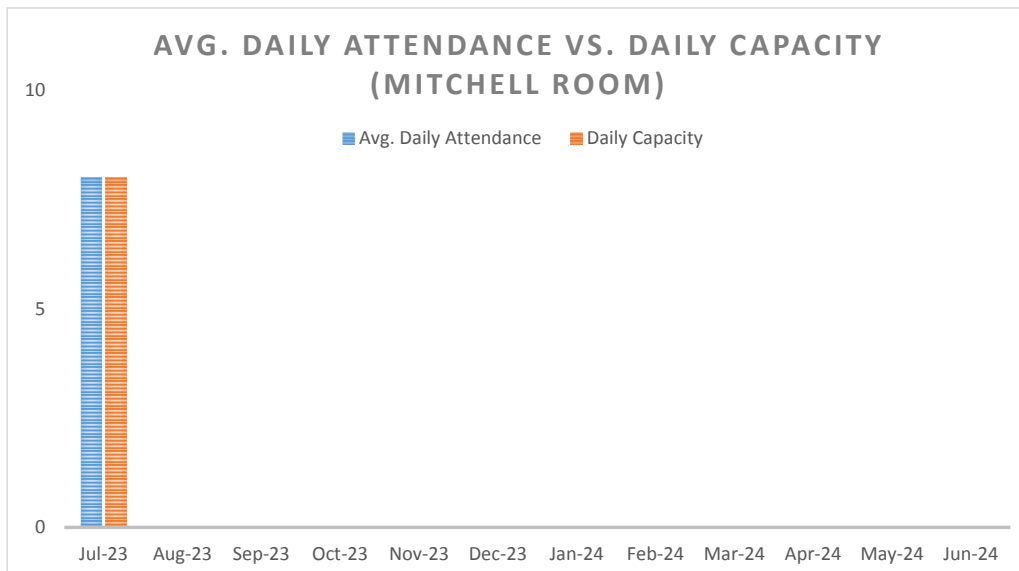
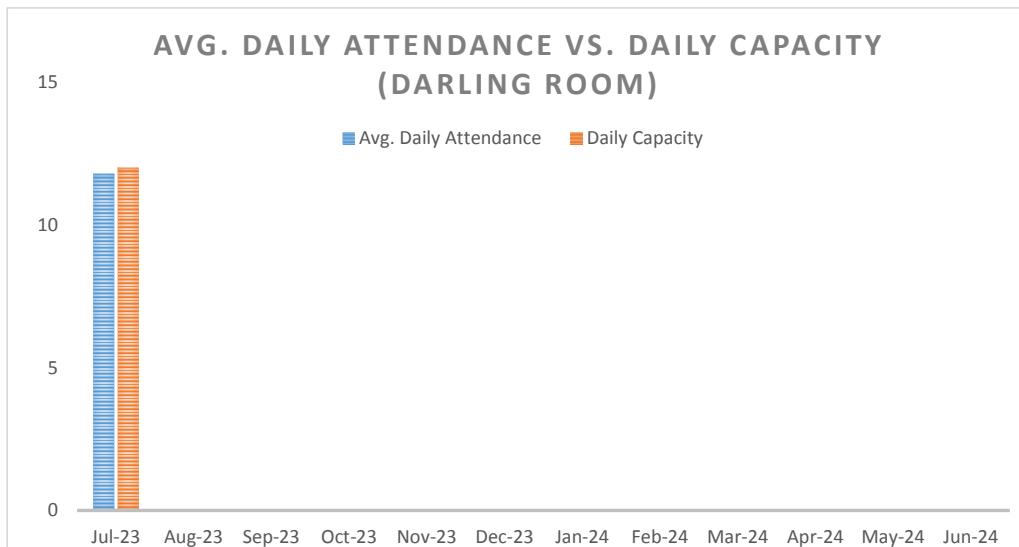
Nil

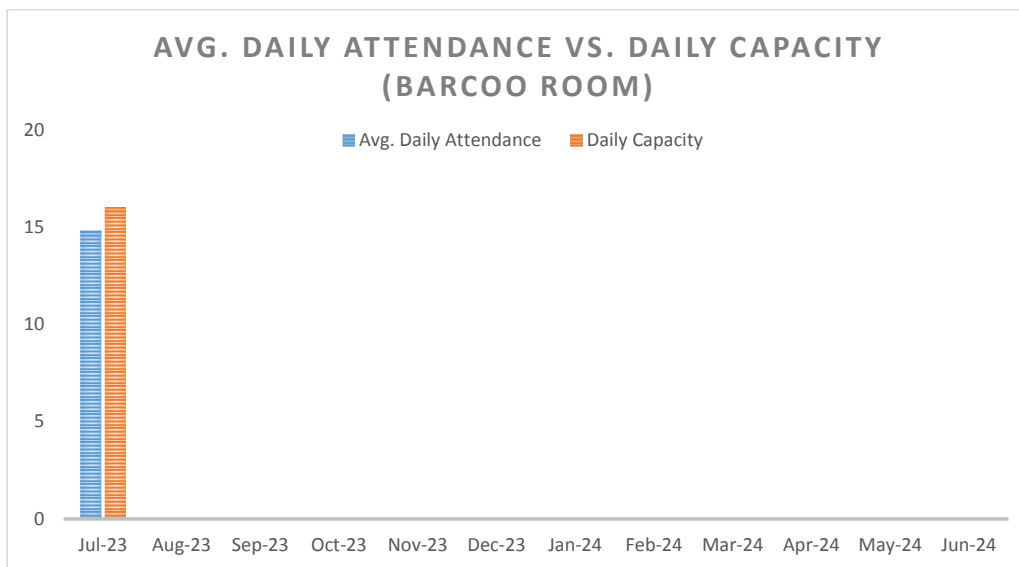
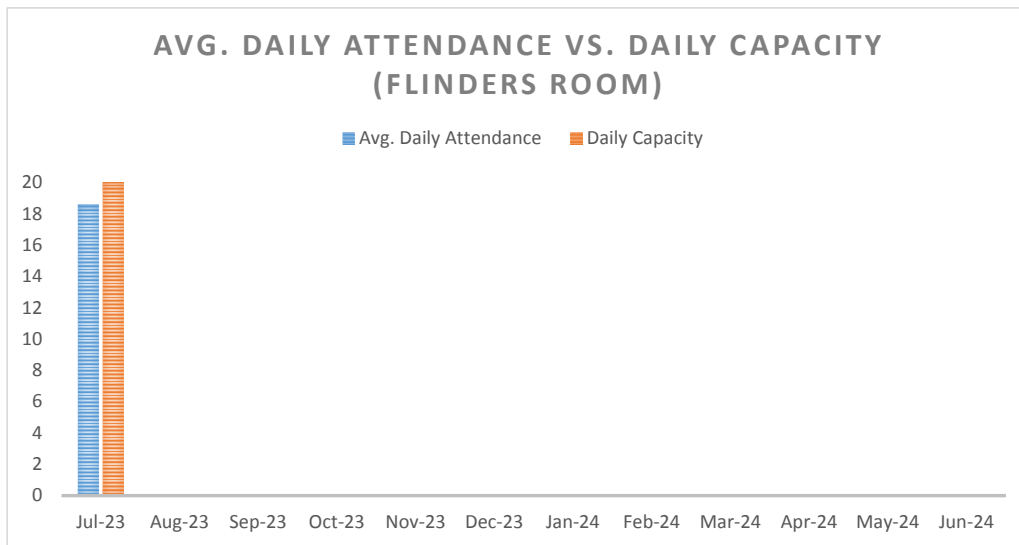
#### **Appendices**

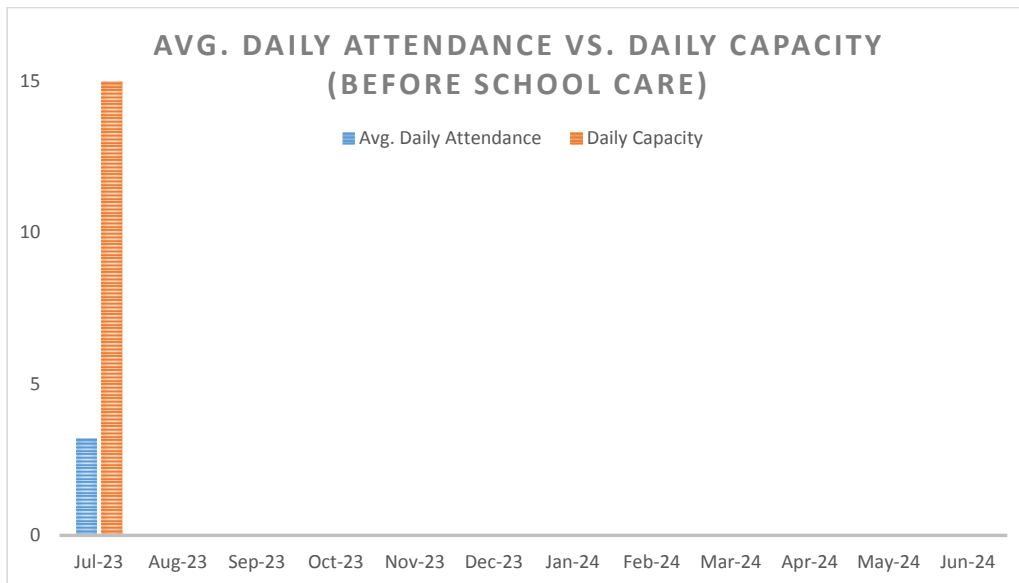
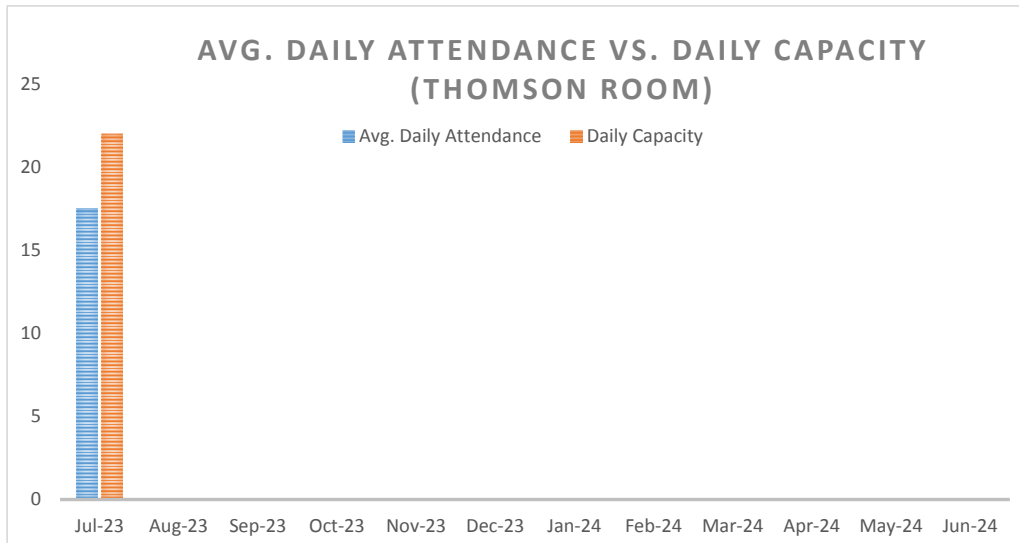
1. Childcare Services Report - July 23.pdf [↓](#)
2. JP Projects.pdf [↓](#)

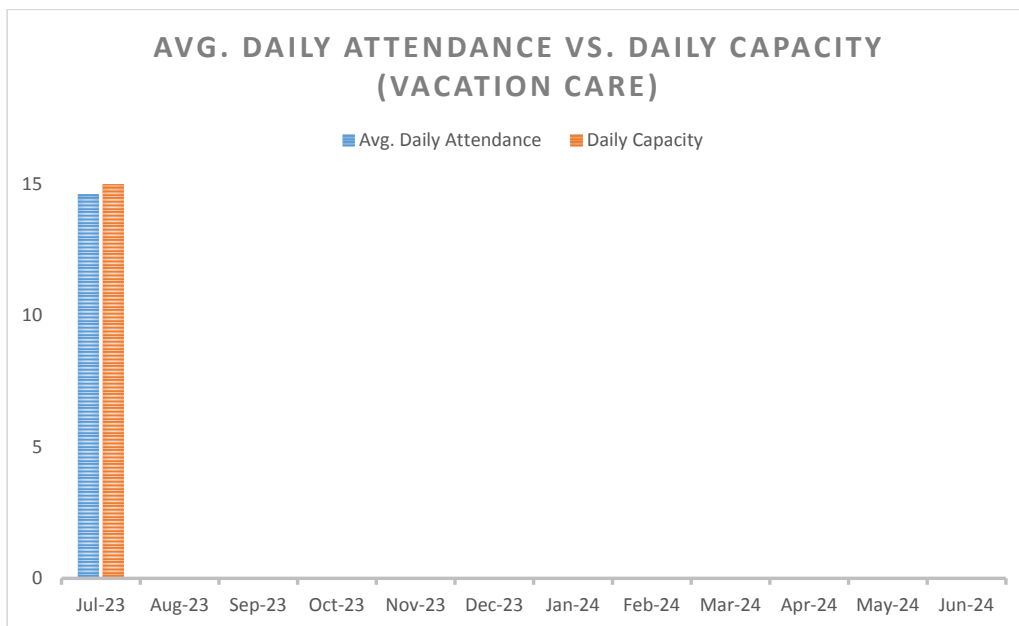
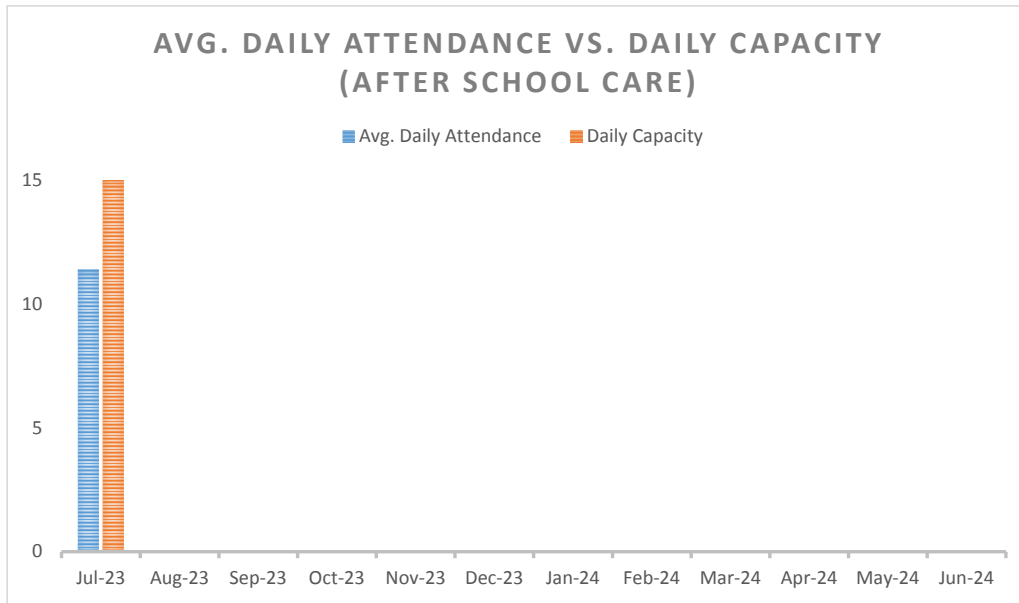
#### **Recommendation:**

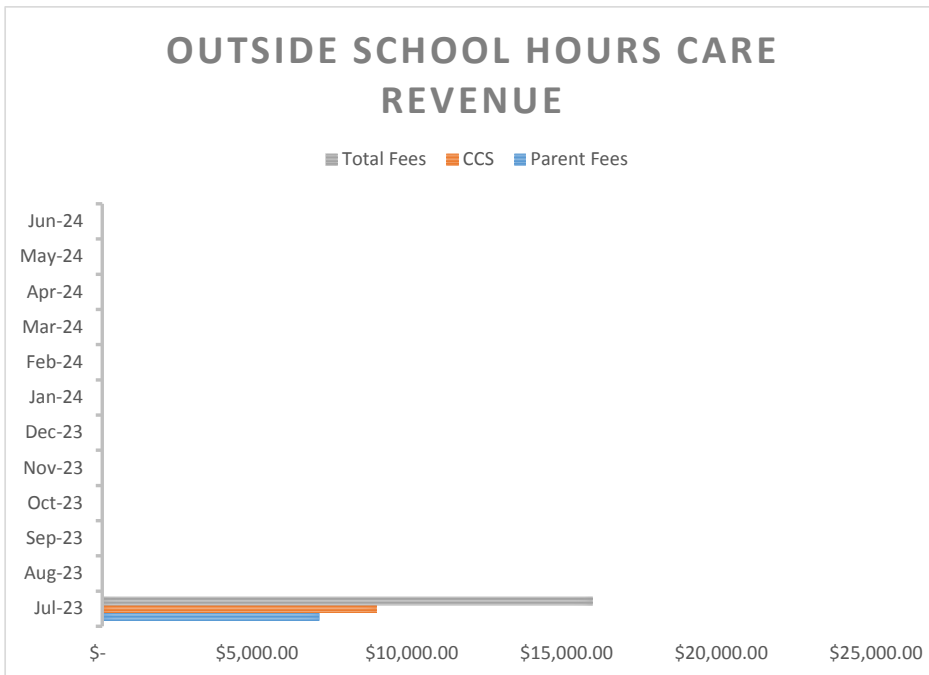
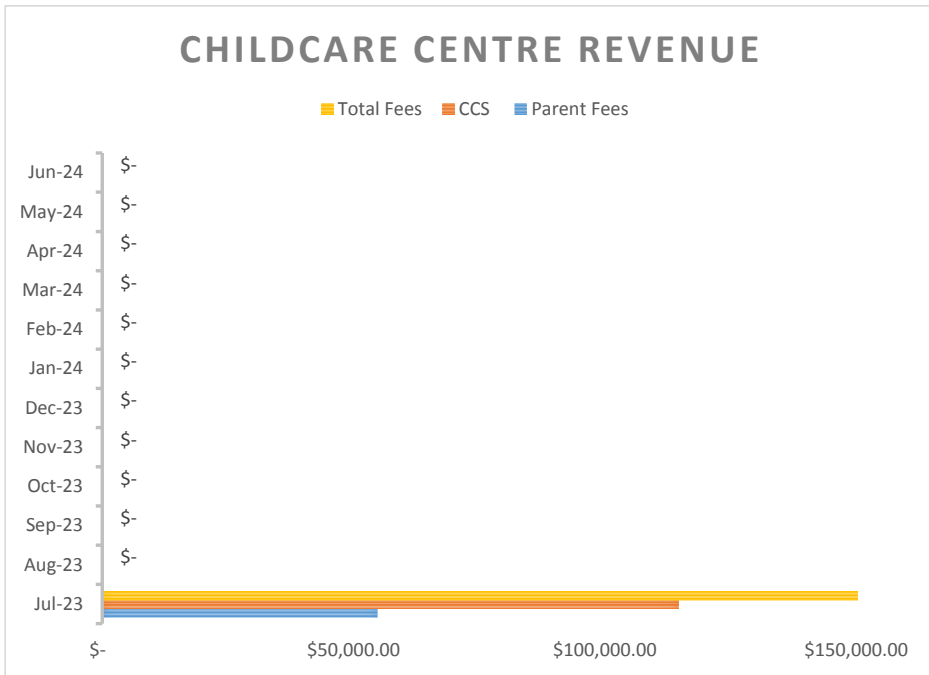
*That Council receives the Community & Cultural Services information report, as presented.*









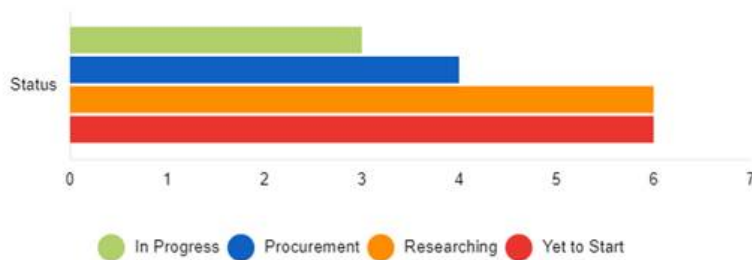


## 13.13 - Information Report - Communities --Appendix 2

### 23.24 Project Status - Council

Project	Description	Status	Funded By
New CEO House	House frame completed. Roof install next.	In Progress	LRC
Eagle Street Beautification	Planting has commenced, ongoing for month of August.	In Progress	LRCI
Main Admin building south wall surveying	Awaiting findings report from Engineer	In Progress	LRC
Powerhouse Museum Centenary Garden Beautification	Work to commence in August.	In Progress	LRCI
Longreach Administration Building Air Con Replacement	Confirming/designing tender specifications.	Procurement	LRC
Longreach SES New Flood Boat Shed	Procurement to be taken.	Procurement	LRC SES
Longreach Beersheeba Place - Shade Structure	Procurement to be taken.	Procurement	LRCI
Longreach - Civic Centre Shade	Currently under insurance claim process.	Procurement	LRC
Showground Electrical conduits	Relay electrical conduits of the east & south side of the oval.	Researching	LRC
Ilfracombe Multi-purpose court	Scope/design in progress.	Researching	LRCI
Longreach Squash Court Upgrade	Finalising design and delivery timeframe.	Researching	LRC Sport & Rec
Longreach Swan Street Public Toilet Enhancement / Garden	Scope/design in progress.	Researching	LRCI
Longreach Apex Park - Install 2 new shade structures over existing chairs	Scope/design in progress.	Researching	LRCI
Longreach VIC painting	Scope/design in progress.	Researching	LRC
Isisford OBIC Rat Wall	Scope/design in progress.	Yet to Start	LRCI
Longreach Apex Park fence upgrades		Yet to Start	LRC
Longreach Apex Park old tower relocation		Yet to Start	LRC
Longreach Apex Park bar bench & privacy screen		Yet to Start	LRCI
Longreach Cemetery Plinth Repairs		Yet to Start	LRC
Longreach Bar and Canteen upgrade		Yet to Start	LRC

**Project Status**



**Local Engagement**



**Budget vs Actual Expenditure**





Project: Longreach Squash Court Upgrade

Status

Planning

7/8/23

<b>Purpose:</b>	Construct a new clubhouse area onto the existing facility and resurface squash courts walls. This will ensure safe and cost-effective operation of the site, accommodate additional community level activities, increase participation and improve the quality of the participant experience.
<b>Project Team:</b>	Executive Sponsor: Karyn Stillwell Department Sponsor: Debbie Hall Project Manager: Joel Perry
<b>Funding Source:</b>	Total current project budget is \$365,214, comprised of \$228,692 from the Department of Tourism, Innovation and Sport (Minor Infrastructure Program) and a further \$36,522 commitment from Council.
<b>Key Stakeholders:</b>	Longreach residents and ratepayers, Longreach Regional Council and Longreach Squash.

<b>Recent Deliverables</b>	Project approved under Round 1 of the Minor Infrastructure Program from the Department of Tourism, Innovation and Sport.
	First payment received from the Department of Tourism, Innovation and Sport.
	Initial meeting with Longreach Squash completed to discuss project scope and ideal timeline.

<b>Milestones, Tasks, Outcomes to deliver next period</b>	Continue finalising scope and design for RFT release.
	Engage squash court experts to confirm design and materials for the two courts.
	Provide project update to Department Sponsor.

Risks	Previous status	Current status	Status Description
Overall			Main focus on confirming scope and scheduling delivery timeframe for minimal disruption to squash playing seasons.
Time			Risk of delays possible, hence why work is scheduled for early to mid 2024. Well before the funding project end date of 3/12/24.
Budget			Finalising the design/scope currently in progress to limit budget overrun risk
Scope			Currently finalising scope with engagements with squash court experts to be completed.
Communication			General updates provided to stakeholders on project progress.

### Budget

\$0	\$50,000	\$100,000	\$150,000	\$200,000	\$250,000	\$300,000	\$350,000	\$400,000	
■ Total spend to date		■ Council Funding		■ Minor Infrastructure Program					

May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	
Initial meeting	Confirm Scope	Court Design	Second meeting	Procurement	Detailed Design	Demolition	Refurb two courts	Contract Completion	Opening day												

**14. INFRASTRUCTURE SERVICES REPORT**  
**14.1 - Longreach Waste Disposal Facility Management**

---

**14. WORKS REPORT**

**14.1 Longreach Waste Disposal Facility Management**

File Ref:

Council has obtained a quote under the Pre-Qualified Supplier Panel LRC112021 Professional Services to directly engage with Proterra Group for the future management of the Longreach Waste Disposal Facility.

**Council Action** Deliver

**Applicable Legislation**

*Local Government Regulation 2012*  
*The Local Government Act 2009*

**Policy Considerations**

Procurement Policy

**Corporate and Operational Plan Considerations**

OUR SERVICES	
Corporate Plan Outcome	
3.2	Sustainable infrastructure and services that represent value for money, are environmentally responsible, and are responsive to community needs.

**Budget Considerations**

As per allocated yearly budget.

**Previous Council Resolutions related to this Matter**

*(Res-2019-05-001)*

*Moved Cr Harris seconded Cr Smith*

*That Council:*

- 1. Accepts Proterra Group Pty Ltd, Option 2, fixed monthly offer of \$35,943.11 (exc GST), to manage the Longreach Landfill Facility, commencing on 1 July 2019 for a period of two (2) years; and*
- 2. Advises Proterra Group Pty Ltd, six (6) months prior to the contract end date, if Council wishes to grant an extension of the contract for a further year.*

*CARRIED*

## 14. INFRASTRUCTURE SERVICES REPORT

### 14.1 - Longreach Waste Disposal Facility Management

---

#### **Officer Comment**

**Responsible Officer/s:** *Ingrid Miller, Engineering Technical Officer  
Guy Goodman, Acting Director of Works*

#### **Background:**

Council entered into a Waste Management Contract for the Longreach Waste Disposal Facility with Proterra Group commencing in 2015 and expiring on 30 June 2023. Council has extended the agreement until the current time.

Proterra Group has maintained the facility to a high standard, adhering to licencing and environmental requirements.

Given Proterra Group's performance to date, Council a request for quote through Pre-Qualified Supplier Panel LRC112021 Professional Services from Proterra Group to continue to renew the management of the facility for a further 3 years with option to extend 1 year plus 1 year.

Proterra Group has supplied a quote for the amount of \$553,872.40 per annum excluding GST with annual CPI adjustments.

#### **Issues:**

The *Local Government Regulation 2012* requires Council to invite written tenders prior to entering contracts for the supply of goods or services for greater than \$200,000. An exception to this requirement is that Council engages with a supplier on the register of prequalified suppliers.

#### **Risk Management Factors:**

Service Delivery Risk – Proterra has provided satisfactory service over the course of the existing contract with no major changes expected in the new contract.

Environmental Risk – Proterra has provided satisfactory environmental management over the course of the existing contract

Financial Risk – There will be a signed contract and there have been no variations to the existing contract

Reputation Risk – Proterra is a well-established business and there has been no issues with the existing contract

People and Safety Risk – There has been no major safety incidents over the course of the existing contract

#### **Environmental Management Factors:**

Contractor's Environmental Management Plan

#### **Other Comments:**

Nil

## 14. INFRASTRUCTURE SERVICES REPORT

### 14.1 - Longreach Waste Disposal Facility Management

---

#### **Appendices**

1. Waste specifications [↓](#)
2. Proterra - Waste schedule [↓](#)

#### **Recommendation:**

*That Council accepts the quote from Proterra Group through the Pre-Qualified Supplier Panel LRC112021 Professional Services, for the management of the Longreach Waste Landfill Facility, for the amount of \$553,872.40 per annum (excl GST) for a period of three years with two by one year options.*



# Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

## *PART 2 SPECIFICATION*

<i>Request for Quote (RFQ)</i>	<i>Longreach Waste Disposal Facility Management</i>
--------------------------------	---

<i>RFQ – Pre Qualified Supplier Panel</i>	<i>LRC112021 – Professional Services</i>
---	--

long0010\_231535\_010.docx



## CONTENTS

1.	INTRODUCTION AND SCOPE .....	2
2.	DEFINITIONS .....	3
3.	THE CURRENT OPERATIONS AND LEVELS OF SERVICE.....	6
4.	OPERATIONAL SERVICES .....	7
5.	PERFORMANCE MEASUREMENT.....	13
6.	WORK HEALTH AND SAFETY .....	13
7.	COMPLAINTS PROCESS .....	14
8.	CONDITIONS OF USE .....	14
9.	RESPONSIBILITIES OF COUNCIL .....	14
10.	OWNERSHIP OF WASTE STREAMS .....	15
11.	COMPLIANCE WITH ACTS, REGULATIONS AND LAWS .....	15



### 1. INTRODUCTION AND SCOPE

Longreach Regional Council (Council) is in Central Queensland, West of Rockhampton, 700 kilometres from the coast. The Region covers an area of over 40,000 square kilometres and contains the outback townships of Longreach, Ilfracombe, Isisford, and Yaraka. The main industries in Longreach are cattle, sheep production, and tourism.

The local government area has a population of almost 4000 people, with approximately 3000 people living in the town of Longreach. The region is a popular tourist location, and the Longreach town can see a population increase to about 4500 people during the tourist season (May-September).

Council maintains a landfill in each town, with the Longreach landfill being the largest. The landfill services approximately 80% of the Region's population and has been in use for over 100 years. The Longreach Waste Disposal Facility (Facility) is currently operated and maintained by a commercial operator.

Council is seeking an Operator to provide operational services at the Facility into the future. This specification defines the requirements.

This specification will be incorporated into the Management Agreement (Contract), as provided with the tender documents, for execution by the successful tenderer (Operator) and should be read in conjunction with the Contract.

Services by the Operator include provision of all labour, plant and equipment or other items, not specified as supplied by Council, that are required to perform the Services as per this Specification.

The Operator must ensure that they work in co-operation with Council employees and all other operators at all times. All Services provided under this Contract must comply with current environmental approvals (refer Appendix 1), licences and permits and relevant Australian Standards except where this Specification requires otherwise in which case the Specification takes precedence.

#### 1.1 Aims and Objectives

As described in this Specification, Council requires high standard, integrated Services from the Operator. The Services should align with national, state and regional waste management policies, as well as Council's Operational Plan which seeks to provide a compliant, efficient and safe facility that is available for the public.

Council is currently developing its long-term Waste Management Strategy and may require current facility and operational services to be developed during the contract term to support initiatives targeted at reducing waste to landfill. The Operator will proactively cooperate and collaborate with Council to implement changes, ongoing improvements and identify cost savings

### 2. DEFINITIONS

In this Specification the following terms will have the meanings indicated.

**“After Hours”** means any hours the Services are required outside the normal operating hours.

**“Contract”** means the Management Agreement.

**“Complaint”** means a verbal or written expression of concern or discontent made by the Council or a user of the facility to Council requiring the investigation, response and proactive outcome to Council.

**“Council”** means **Longreach Regional Council**.

**‘Facility’** means the Longreach Waste Disposal Facility

**“Landfill”** means an EPA licenced Council facility where waste can be disposed of by specified residents / commercial operators / Council officers and Council Operators, and specified waste is either buried, removed for recycling or processed for possible sale.

**“Operator”** as defined in the Management Agreement.

**“Operational Services/Services”** means the services to be performed by the Operator.

**“Other Operators”** means any persons (other than the Operator) that provides any services for or on behalf of the Council.

#### **Waste Definitions**

**“Batteries”** means domestic quantities and sized batteries which have been generated by residents as a result of the ordinary use or occupation of domestic/residential premises and vehicles.

**“Co-mingled Waste”** means glass and plastic bottles, aluminium and steel cans, paper and cardboard, milk and juice cartons.

**“e-Waste”** means electronic waste including computers, printers, monitors, keyboards, laptops, televisions etc able to be processed for recycling.

**“Gas Cylinders”** means domestic quantities and domestic sized empty gas cylinders (max 9 kg) which have been generated by residents as a result of the ordinary use or occupation of domestic/residential premises. eg BBQ gas cylinders.

**“General Waste”** means waste which has been generated by residents and commercial operators as a result of the ordinary use or occupation of the residential/commercial premises. Anything left over, surplus, or an unwanted by-product not classified as a resource and cannot be reused or recycled.

**“Greenwaste”** means recyclable waste that comprises entirely of vegetation (eg trees, branches, leaves, grass) and does not contain general waste or foreign materials.

**“Household Hazardous Waste”** means domestic quantities of paint, energy efficient light bulbs, fire extinguishers and household chemicals which have been generated by residents as a result of the ordinary use or occupation of domestic/residential premises.

**“Locally Based”** for the disposal of waste, means waste that is generated within the boundary of the Longreach Regional Council Local Government Area. For avoidance of doubt, waste that



is generated outside the boundary of the Longreach Regional Council Local Government Area and is transported in to that area, whether or not for the purpose of disposal, is not Locally Based;

**“Mulched Greenwaste”** means greenwaste mulched and chipped to a specified size and product, stockpiled at the Facility of which allocated quantities may be available for free and or purchase and removal by residents.

**“Recycled Concrete”** means recyclable waste that is at least 95% concrete (includes bricks, pavers, rocks, soil/rock mixtures with rocks larger than 15cm in size and concrete pump washout waste). The material needs to be able to be processed into a crushed concrete product for reuse. Excludes floor tiles, ceramic material and polystyrene.

**“Recycled Metals (ferrous and non-ferrous)”** means recyclable waste that is at least 75% metal. Ferrous means any metal which contains iron or steel and non-ferrous means other metals containing metals such as but not restricted to tin, copper, brass, aluminium, etc.

**“Recycled Timber”** means recyclable waste that is at least 95% wood product with minimal contaminants (excludes treated timber).

**“Recyclable Waste”** means waste that has been sorted so that it can be disposed of in allocated recycling areas including:

- re-usable items for Treasure Markets (Salvageable Items);
- greenwaste;
- recycled metals;
- recycled timber;
- recycled concrete;
- waste oil;
- batteries;
- gas cylinders;
- plastics;
- aluminium and steel cans;
- glass bottles and jars;
- paper and cardboard;
- salvageable items;
- e-Waste; and
- all other household recyclable items of inherent value.

**“Regulated Waste”** has the same meaning as defined in the Environmental Protection Act 1994.

**“Salvageable Items”** means recyclable waste which has been generated at a residential or commercial premises as a result of the ordinary use or occupation of that premises and may consist of toys, machinery, furniture, tools, equipment, clothing, materials, kitchenware, building materials, books, electronic equipment, etc which can be reused, recycled or resold at a Council Treasure Market.

**“Self- Hauled Waste”** means General Waste and Recyclable Waste disposed of using a domestic, commercial or Council vehicle:

- by residents, generated as a result of the ordinary use or occupation of a domestic/residential premises;
- from a business activity at commercial premises;
- from a community group, including churches, schools, sporting clubs, scouts and other non-profit organisations, from their own internal activities;
- from public place bins and any Council or community event whether transported by Council, the waste collection Operator or by others; and

- Council's self-hauled waste.

“**Sharps**” means needles, syringes and lancets from home generated situations to be disposed of in a safe manner within a secure container.

“**Timber**” means untreated timber.

“**Tyres**” means the rubber covering around the rim of a wheel and whole wheels (i.e. tyre plus rim). Only domestic sized tyres from motorcycles and cars (less than 1m diameter) may be disposed of.

“**Waste Oil**” means domestic quantities of waste motor oil which has been generated by residents as a result of ordinary use or occupation of domestic/residential premises.

Where a word or expression is not defined in Clause 2 but is defined in the Conditions of Contract it shall have the meaning attributed to it in the Conditions of Contract.

### 3. THE CURRENT OPERATIONS AND LEVELS OF SERVICE

The Facilities comprise the Longreach Regional Council Landfill located on Lot 1 on CP857917, Longreach Tocal Road, Longreach. The landfill covers an area of around 1600 square meters.

The Facilities accepts only locally based domestic and commercial waste free of charge. It is open from 7:30am to 5:30pm, 7 days a week, 361 days a year. The Facility is closed New Year's Day, Good Friday, 1/2 day Anzac Day, Christmas Day and Boxing Day.

The Facility provides the following services:

- Landfill for general waste for residential, commercial and industrial and construction and demolition.
- Bins for users to deposit recyclable items such as minor steel, cans, batteries, e-waste.
- Stockpiles/dump areas for:
  - Scrap metal
  - Timber (untreated only)
  - Green waste
  - Tyres
  - Furnace for hospital wastes and document destruction
  - Motor oil collection
  - Asbestos (locally based only and disposal fees apply)

Figure 3-1 denotes the site and boundary fence.



Figure 3-1 Facility Site

Current practices include:

- Green waste being periodically burned to reduce the risk of fire.
- Steel and whitegoods being collected by a commercial operator on an ad-hoc basis.
- Charging for tyre disposal in accordance with Council fees and charges.

- Charging for asbestos disposal in accordance with Council fees and charges.

Council provides a bin collection service to the town. The garbage truck drops off approximately 10 loads a week to the landfill. Council maintains a 1-bin service for the region, so recyclable wastes are combined with general waste and disposed in the active cell. On average, approximately 2000 vehicles visit the facilities per month.

Capping material will be provided by Council.

The site has reticulated water supply and electricity connection of which Council will be responsible for. Telecommunications are available at the Facility with any services connected being the responsibility of the Operator.

#### 4. OPERATIONAL SERVICES

##### 4.1 General Requirements

The Operational Services consist of:

- maintaining and operating the Facilities to provide the current services for users as a minimum;
- the supply, operation and maintenance of suitable Vehicles, Plant and Equipment to conduct the Services; and
- any other Services relevant to the operations of the Facility as requested from time to time by Council's Representative.

The Operator must:

- 4.1.1 assist and direct the public to assigned areas to ensure the waste streams are deposited in the correct areas;
- 4.1.2 comply with Council's procedures, policies and processes, including but not limited to the waste management strategy, fees and charges, Work Health and Safety, Sustainability, Council's Code of Conduct, Complaints, (or similar values and behaviours);
- 4.1.3 maintain and operate the current facilities to meet environmental authority (refer Appendix 1), permit and/or licence requirements;
- 4.1.4 maintain the Landfill including:
  - a. daily compaction of the Landfill to achieve a minimum compaction rate of 700kg/m<sup>3</sup> or as specified in the environmental approval or licence; and
  - b. provide and place temporary and permanent capping to all exposed wastes to minimise potential for litter as required.
- 4.1.5 carry out operations in accordance with Work Health and Safety Management Systems so that all care and attention is made so as not to risk the safety of any of the users, or any other persons at the Facility;
- 4.1.6 regularly push up the stockpiles to ensure the stockpiles are maximised in size and sufficient room is available on the Stockpile area for customers to dispose of Waste;
- 4.1.7 support Council in the implementation of future Waste Management Strategies or waste minimisation programs;

- 4.1.8 ensure they have read, understood and comply with all procedures and must ensure their employees have read and understood, and are able to implement the procedures;
- 4.1.9 encourage and promote resource recovery and recycling;
- 4.1.10 promote and maintain a positive organisational image with good community relations and conduct themselves towards the public in a civil and courteous manner;
- 4.1.11 co-ordinate the Services in line with best practise and carry out all duties considered necessary by the Council to operate the Facility, in a manner commensurate with the Council's standards and in accordance with the Contract;
- 4.1.12 daily inspect and carry out litter collection within the Facility as well as implementing preventative measures to minimise;
- 4.1.13 ensure as 6 metre exclusion zone is maintained between any operator machinery or vehicle and non-Operator person on site;
- 4.1.14 immediately clean up any hazardous materials including but not limited to: oil spills, acid spills, paint spills or chemical spills and asbestos as required using the approved methods;
- 4.1.15 maintain Stockpile areas to prevent the possibility of fires by the careful monitoring and inspecting of stockpiles and waste streams;
- 4.1.16 regularly monitor and remove contamination in Recyclable Waste stream bins, cages and storage locations and stockpiles, including inspection of greenwaste and concrete stockpiles a minimum of 3 times per day removing any contamination and complete inspection form with time of inspection;
- 4.1.17 clean out storm water drains as required to achieve a maximum flow
- 4.1.18 coordinate the landfill, stockpiles and general Facilities ensuring adequate space is available for users of the Facility at all times;
- 4.1.19 monitor and assist customers, (ie public, commercial operators and Council Operators) using the Facility to ensure compliance with site regulations;
- 4.1.20 coordinate and organise any Other Operators coming on-site to process or remove any General Waste or Recyclable Waste streams;
- 4.1.21 carry out other duties and responsibilities as requested by Council's Representative to ensure efficient and effective operation of the Facility.
- 4.1.22 ensure that they and their employees do not:
  - a. sell or trade any items from the Facility with any persons and ensure that no unauthorised scavenging or removal of items is permitted at any location within the Facility unless authorised by Council's Representative;
  - b. accept, seek or demand any unscheduled fee, reward or gratuity for performing the Services from any customer.
- 4.1.23 provide and maintain a site management plan and hazardous waste management plan;

### 4.2 Recyclable and general waste requirements

The Operator must provide Services and encourage all users of the facility to sort and separate waste streams including but not limited to the following:

#### 4.2.1 Recyclable Waste Streams

- a. The Operator will encourage all users of the Facility to sort and separate waste Recyclable Waste streams, including but not limited to:
  - i. batteries;
  - ii. Minor steel;
  - iii. greenwaste;
  - iv. timber;
  - v. household hazardous waste including chemicals, paint, energy efficient lightbulbs and waste motor oil.
  - vi. Steel (including white goods);
  - vii. concrete;
  - viii. e-Waste;
  - ix. Tyres;

4.2.2 Only appropriate waste streams as specified by Council are to be deposited at the Facility. All Operators are required to screen the waste being brought into the site to ensure that hazardous materials are not deposited at the Facility for landfill disposal. The Operator will need to re-direct residents wishing to dispose of unacceptable items.

4.2.3 Set out below are a list of waste streams and the general requirements. Council's Representative may amend these requirements or add to the list of waste streams from time to time to improve the availability of Services.

- a. Batteries
  - (i) Batteries are to be stored upright in the Council supplied spill containment units at all times;
- b. Household Hazardous Waste
  - (i) All household hazardous waste chemicals received are to be treated and recorded by the Operator as per agreed procedure. All items must be clearly identified and stored in an agreed manner on site, away from public access and collection must be organised prior to reaching full capacity;
  - (ii) The Operator is to advise customers that paint is to be separated into types and kept in the correct storage area for recycling or disposal. Paint types are: enamel – oil based and acrylic – water based;
  - (iii) Chemical facilities are to be kept locked at all times except while in use to receive materials or for the collection of materials;
  - (iv) Knowledge in the handling of waste chemicals and spillages by the Operator is a necessity to clean up any spills as soon as they occur;
- c. Greenwaste
  - (i) The Operator is required to supervise stockpile areas for the disposal of greenwaste material;
  - (ii) Customers' loads must be visually checked on entry to the Facility to ensure no contamination of the greenwaste stockpile. Any general waste must be separated prior to disposal of greenwaste;
  - (iii) The Operator must ensure consolidation of greenwaste vegetation is maintained in the most practical and space efficient way;
  - (iv) The Operator must remove any visible contamination from the greenwaste stockpile and dispose of appropriately;
  - (v) The Operator is required to push up the greenwaste into a stockpile on a

regular basis to ensure the stockpile is maximised;

- d. Recycled Timber
  - (i) The Operator is required to supervise stockpile areas for the disposal of Recycled Timber material;
  - (ii) Customers' loads must be visually checked by the Operator on entry to the Facility to ensure no contamination of the Recycled Timber stockpile. Any general waste must be separated prior to disposal of Recycled Timber;
  - (iii) The Operator must ensure consolidation of Recycled Timber is maintained in the most practical and space efficient way;
  - (iv) The Operator is required to push up the Recycled Timber into a stockpile on a regular basis to ensure the stockpile is maximised;
- e. Recycled Metals
  - (i) Ferrous and non-ferrous metals are to be salvaged and segregated by the Operator into the allocated disposal area
  - (ii) The Operator must regularly to ensure adequate storage space is available and must attempt to remove any contaminants. Prior to reaching full capacity Operators must organise timely efficient collection;
- f. E-Waste
  - (i) All e-waste must be separated from General Waste and Recyclable Waste and stored in specific containers available at the Facility for correct disposal;
- g. Tyres
  - (i) Tyres are to be stored in the allocated disposal area;
- h. General Waste deposited in the Landfill
  - (i) General Waste is to be deposited in the Landfill area by residents, Council and commercial operators attending the Facility;
  - (ii) The Operator must encourage customers upon entry to the Facility to remove and segregate all Recyclable Waste streams and items of inherent resource value prior to disposal of the waste into the Landfill area;
  - (iii) The Operator is required to remove all suitable Recyclable Waste streams from the Landfill and place in the correct containers for the materials to be removed/recycled where it is safe to do so.
- i. Regulated Waste deposited at the Facility
  - (i) Regulated Waste may be allowed to be deposited at the Facility by locally based residents and commercial operators attending the Facility;
  - (ii) The Operator must ensure customers deposit the Regulated Waste in the designated areas or containers and notify the Operator on arrival at the Facility;
  - (iii) Council's Representative may provide conditions for the acceptance and handling of Regulated Waste at the Facility and the Operator must comply with these conditions.

### 4.3 Operator's Emergency Contact Number

- 4.3.1 The Operator is required to provide an alternative contact number where the Council may have emergencies addressed when the Operator's cellular phone is unattended. This telephone number is to be available twenty-four (24) hours a day, every day of the year.



### 4.4 Supply of Vehicles, Plant and Equipment

- 4.4.1 The Operator is to nominate to the satisfaction of Council all Vehicles, Plant and Equipment necessary to provide the services.
- 4.4.2 Mandatory requirements for supply of site vehicles include but are not limited to:
- solid tyres (or equivalent);
  - reversing beeper/squelcher;
  - yellow revolving light; and
  - lights and horn;
- all to be in working order at all times.
- 4.4.3 Pre-start inspections must be completed daily on any plant and equipment and records available for viewing by Council' Representative or his delegate.
- 4.4.4 The Operator must carry an effective communication system, such as cellular phone and a mandatory UHF radio (Channel 12) that will ensure reliable and effective communication between each of the operators and the Council and the Operator at all times. All devices and related calls will be the responsibility of the Operator.

### 4.5 Maintenance of Vehicles, Plant and Equipment

- 4.5.1 All Vehicles, Plant and Equipment supplied by the Operator must:
- be operated, maintained and serviced to the manufacturers' manuals, guidelines and specifications;
  - be maintained in good repair mechanically and be in a reliable and roadworthy condition.
  - be refuelled, maintained and repaired outside of Open (Trading) Hours.
- 4.5.2 Any breakdown of any Vehicles, Plant and Equipment supplied by the Operator causing interruption to the Services must be reported to the Council's Representative (verbally) in accordance with reporting requirements.
- 4.5.3 The Operator must supply backup Vehicles, Plant and Equipment to ensure that the Services are able to be performed without interruption to the day to day operation of the Facility for the purposes of fulfilling the Operator's obligations under the Contract.
- 4.5.4 The Operator is responsible for ensuring they and their employees are equipped with basic PPE, which must be in good repair and working order at all times. Basic personal protective equipment includes but is not limited to the following:
- Long sleeve shirts and long pants (trousers);
  - Steel capped boots;
  - Sunscreen and broad brimmed hat;
  - Gloves;
  - Protective hearing and eyewear; and
  - High visibility shirt or vest.
- Caps, bucket hats, short-sleeved shirts and shorts are not acceptable items of PPE. High visibility shirts or vests must be visible at all times and all PPE must be kept clean, presentable and in a good condition.
- 4.5.5 The Operator's employees must arrive ready to commence work with the required basic PPE as failure to wear the correct PPE may see the Operator's employees turned away until compliant with these requirements, at the Operator's expense.



### 4.6 Minor Maintenance

- 4.6.1 The Operator must schedule a program to attend to the Minor Maintenance of the Facility. The program must be approved by the Council's Representative.

### 4.7 Qualifications and Training

The Operator must:

- a. ensure they hold the relevant current qualifications, current licences, permits and certification required to perform obligations specified by Council and produce evidence of these upon request;
- b. be responsible for confirming the ability and qualifications of their own and any employees supplied for the Services and in all instances be competent in, including but not limited to the following:
  - (i) customer service;
  - (ii) conflict resolution;
  - (iii) waste minimisation;
  - (iv) environmental awareness;
  - (v) sustainable consumption and production; and
  - (vi) Work Health and Safety procedures.
- c. in all instances, be responsible for the training, skills, knowledge and abilities of themselves and employees provided, and ensure that all qualifications relevant to the Services be in accordance with the relevant Australian, Industry or International Standards; and
- d. ensure they do not interfere with or handle or undertake anything beyond the scope of their individual training and experience. Where the Operator is unable to fulfil the requirements or timetable required they must advise Council's Representative of any difficulty associated with the request.

### 4.8 Collection of Waste Data

The Operator may be requested from time to time to:

- a. carry out waste audits and data collection as and when required by Council's Representative;
- b. distribute recycling educational and waste minimisation material, or any other Council publications as directed by Council's Representative from time to time;
- c. co-operate with Council when, from time to time surveys are conducted relating to the acceptance, waste streams, transportation, treatment, disposal and recycling of waste or when another person or organisation conduct a survey on its behalf;
- d. co-operate with any survey being conducted by Council or on its behalf by the provision of such statistics and data as are requested; and
- e. provide reports on waste data when requested by the Council's Representative.

### 4.9 Not for Collection

The Operator must not knowingly allow entry to the Facility or disposal of:

- a. any dangerous; or
- b. illegal substances.

### 5. PERFORMANCE MEASUREMENT

#### 5.1 Performance Criteria

For the purpose of monitoring the Operator's performance under this Contract, comparisons will be made with the Services standards specified in the following table:

Standard	Performance Criteria
Compliance	<ul style="list-style-type: none"> <li>• Meeting the aims and objectives of the Contract.</li> <li>• Ability to maintain good customer relations.</li> <li>• Ability to minimise volumes of landfill space utilised.</li> <li>• To minimise litter beyond the Facility boundaries.</li> <li>• Ability to supply proficient plant and equipment in good working order.</li> <li>• Compliance with all the Services.</li> <li>• Compliance with all terms of the Contract.</li> <li>• Compliance with Councils and Operators Work Health and Safety Management Systems and specific Health and Safety Plans and provisions of the Facility.</li> <li>• The timely provision of specified reports and records to Council.</li> <li>• Co-operation with all Other Operators associated with the operation of the entire Facility.</li> </ul>
Non-Compliance	<ul style="list-style-type: none"> <li>• Failure to meet the compliance standards above.</li> <li>• Removal or sale of Recyclable Waste or any other materials from the Facility without the written consent of Council's Representative.</li> </ul>

#### 5.2 Actions in the Event of Non-Compliance

In the event of any non-compliance with the performance criteria or deviation from the Contract or Specification, provided that the Operator takes all steps required to implement corrective action such that the non-compliance or deviation is corrected immediately and in a satisfactory manner, the Council will take no action other than to record the non-compliance.

### 6. WORK HEALTH AND SAFETY

#### 6.1 Work Health and Safety Management System

The Operator must develop, implement and maintain a Work Health & Safety Management System relevant to the performance of the Operator's obligations under this Contract in accordance with requirements of *Work Health and Safety Act 2011* and Council WH&S procedures.

The plan must be approved by Council prior to commencement of the Services.

#### 6.2 Council's Work Health & Safety Requirements

The Operator must:

- a. complete Council inductions and training and retain evidence of completion.
- b. undertake and comply with Council's Work Health and Safety Requirements and site specific plans; and
- c. take all precautions for the health and safety of all persons, including the Operator's employees, employees of the Council and members of the public, who

may be affected by the performance of Services.

### 6.3 No Smoking Policy

The Operator acknowledges that Council has a “No Smoking” policy in regard to its buildings, plant, equipment and machinery and the Operator must ensure they and their employees adhere to this requirement at the Facility.

### 6.4 No Alcohol or Drugs

The Operator must ensure that they and their employees (if any), whilst undertaking the performance of the Services:

- a. do not consume any alcoholic beverage;
- b. are not intoxicated; and
- c. are not under the influence of any drug which does or could impede their ability to safely and efficiently perform the Services.

## 7. COMPLAINTS PROCESS

The Operator must ensure that:

- a. They have a complaints management process in place including policies and procedures as to how complaints are documented, investigated and resolved.
- b. they and their employees comply with Council’s procedures, policies and processes in relation to complaints.
- c. the process for managing complaints is consistent with legislative requirements;
- d. complaints are dealt with in a fair, objective, effective, transparent, consistent and accountable manner; and
- e. the complaint is reported to Council (if serious in nature).

## 8. CONDITIONS OF USE

The Operator must ensure users of the Facility abide by Council’s general “Conditions of Use” including but not limited to:

- a. Users must follow “Waste Officer’s Directions”;
- b. Users must obey all signs;
- c. All loads to be covered;
- d. All vehicles must observe and obey the speed limit/s;
- e. Children and animals must remain in vehicles at all times;
- f. Enclosed footwear must be worn at all times;
- g. No smoking or consuming of alcohol permitted on site;
- h. Lighting of fires, unlawful entry or scavenging is prohibited on site;
- i. No dangerous, hazardous or liquid commercial/industrial waste shall be disposed of at the site without authority;
- j. Users of the Facility must obey all signage and directions given by authorised employees; and
- k. Any other condition that Council’s Representative may include from time to time.

## 9. RESPONSIBILITIES OF COUNCIL

Council will:

- a. be responsible for obtaining all licences and approvals to operate and maintain the Facility in accordance with this Contract unless otherwise stated. This will include but is not limited to an environmental licence from the Department of Environment and Resource Management;
- b. be responsible for the general structural maintenance of buildings, roads and other major infrastructure within the Facility;
- c. be responsible for supply of all signage as required;
- d. regularly inspect the Facility to review the performance of the Operator to ensure standards required are maintained to the satisfaction of Council’s Representative; and

- e. reserve the right to engage a person or company, external to the Contract, to audit and report on the performance of the Operator.

### 10. OWNERSHIP OF WASTE STREAMS

- 10.1.1 All General Waste, Recyclable Waste, goods, items and materials of whatsoever nature received, recovered and collected from the Facility will remain the property of the Council unless otherwise stated in writing from Council's Representative.
- 10.1.2 The Operator must not collect, remove or sell any materials from the Facility unless approved in writing by Council's Representative.
- 10.1.3 Council will undertake and co-ordinate the forwarding to secondary and subsequent processing agencies, the collected waste streams, resources and recycled goods with an inherent resource value at a frequency based on commercial reality.

### 11. COMPLIANCE WITH ACTS, REGULATIONS AND LAWS

The Operator shall provide the Services in accordance with this Specification and must at all times:

- a. hold and maintain Authority requirements and consents, certificates, licences, permits and approvals (including conditions in respect of those consents, certificates, licences, permits and approvals); and
- b. comply, and ensure that all employees comply with all laws including Work Health and Safety laws, regulations and requirements. The Operator must comply with, and ensure that its employees, sub-operators and agents comply with, any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to Work Health and Safety and the performance of Services under this Contract.

**SCHEDULE 2  
MAINTENANCE PLAN**

Obligation	Specific Requirements	Responsible Party (at its cost)
<b>General Maintenance</b>		
Grounds maintenance - General	Mowing, fertilising and weed control of the lawns and restoring any damaged areas of the lawn within the Facility.  General tree care and all other actions necessary for the health of the tree and the safety of the public.  Clearing rubbish and debris from the Facility.	Operator
	Maintain and repair the sealed driveways	Council
Buildings - Exterior	Gutter cleaning.  Removal of graffiti from external surfaces of the Facility and buildings.	Operator
	Touch up painting as needed.  Repainting of exterior surfaces.  Re-roofing as required.	Council
Buildings - Interior	Supervision against deliberate acts of vandalism.  Removal of internal graffiti and vandalism to Furniture and Fixtures.	Operator
	Touch up painting as needed.  Maintenance, repair and replacement of floor coverings, curtains and blinds.	Council
Gates and fences	Keeping fences and gates clear of all weeds and other growths.  Any repairs caused by acts or omissions of the Operator or its employees, agents or contractors or Customers are to be rectified by the Operator.	Operator
	Replacement of gates and fences at end of economic life.  Repair and maintenance of gates and fences required as a result of fair wear and tear.	Council
Doors, Handles, Locks,	Clean interior windows weekly and external windows every 6 Months from the	Operator

## 14.1 - Longreach Waste Disposal Facility Management --Appendix 2

Frames and Windows	Commencement Date.	
	Maintain, repair and replace gates, doors, door frames, locks, windows, window frames and window fittings.	Council
Plate and other Glass	Repair or replace all broken, cracked or damaged plate glass or other glass.	Operator
Signs (including warning signs and notice boards)	Installation, maintenance and repairs.	Operator
Public Address System	Installation, maintenance, and repairs.	Council
Lighting	Maintain and replace of all broken, burnt out and unserviceable bulbs used at the Facility with the exception of floodlights.	Operator
	Maintenance of external lighting. Maintain and replace all broken, burnt out and unserviceable bulbs or lamps which are used for floodlighting.	Council
Hot water systems (if applicable)	Repair and maintenance. Replacement at end of economic life.	Council
Plumbing	Maintenance and repair of blocked faulty toilets. Minor drainage maintenance. Keeping all drains free and clear of all weeds and other growths. Minor repair or leaks. Replacement of washers. Maintenance and replacement of internal and external taps. Repair of blocked cisterns. Maintain and repair the waste pipe, drains and conduits originating within the Facility in a clean, clear and free flowing condition between their points of origin and the entry into any trunk drain. Employing licensed tradesmen to clear any blockages which may occur as a result of the Operator's acts or, omissions (including negligence or failure). Any blockages caused to any waste pipe, drain or conduit originating within the Facility that cannot be rectified by a tradesman contracted by the Operator shall be reported immediately to Council.	Operator

## 14.1 - Longreach Waste Disposal Facility Management --Appendix 2

	Storm Water drain maintenance and repair.	Council
Rubbish Removal	Provision of sufficient bins.	Operator
Consumables	Toilet paper, hand towels and cleaning products and cleaning equipment. All other consumables required to operate the Facility.	Operator
Gas Cylinders (if applicable)	Replacement and repair of gas system/cylinders.	Council
<b>Cleaning</b>		
Cleaning – Interior and Exterior	<p>Keeping all plant and equipment in a clean and tidy condition and in good working order and repair.</p> <p>Keeping the Facility and its Furniture and Fixtures in good repair and in a thorough state of cleanliness and in a visually appealing manner.</p> <p>Not permitting, suffering or allowing any accumulation of useless property or rubbish in areas not dedicated to waste disposal.</p> <p>Maintaining all concrete footpaths, floors, passageways and toilet floors in a clean and non-slippery condition by sweeping and mopping/hosing at least daily.</p> <p>Cleaning floors in such manner as Council directs, at least twice weekly (or at such other times as directed by Council).</p> <p>Toilet pedestals, urinals and floors to be scrubbed at least twice weekly.</p>	Operator
<b>Contractor Services</b>		
Sanitary Bin & Sharps Removal	Installation and rent.	Council
Fire Extinguishers	Purchase, installation and maintenance.	Council
Rodents and Vermin	Treatment of buildings and structures (annually).	Council
Security System	Installation, maintenance and repairs.	Council
	Ongoing operational costs and callout fees.	Council
Air-conditioning System (if applicable)	Repair and ongoing maintenance of system.	Council
	Operational costs.	Council
<b>Services</b>		
Water	Water consumption and supply charges.	Council

## 14.1 - Longreach Waste Disposal Facility Management --Appendix 2

---

Electricity (if applicable)	All installation and connection fees.	Council
	Electricity charges for the Facility.	Council
	Testing and tagging of all electrical equipment.	
Telecommunications	Purchase, connection and maintenance fees.	Operator
<b>Tools and Equipment</b>		
Provision of Tools	Provision of a set of tools, including brooms, brushes and other similar equipment, which may be used by the Operator for the purpose of keeping the Facility in a clean and tidy condition.	Operator
Plant and Equipment	Repairs, servicing and maintenance of Operator's plant and equipment. Provision and maintenance of all plant and equipment of the Operator.	Operator



### **SCHEDULE 3 FACILITY RULES**

---

The Operator must ensure Customers of the Facility abide by Council's general Facility Rules including but not limited to:

1. Customers must follow the directions of employees of the Facility;
2. Customers must obey all signs at the Facility;
3. All loads must be covered;
4. All vehicles must observe and obey the speed limit/s;
5. Children and animals must remain in vehicles at all times;
6. Enclosed footwear must be worn at all times;
7. No smoking or consuming of alcohol permitted on site;
8. Lighting of fires, unlawful entry or scavenging is prohibited on site;
9. No dangerous, hazardous or liquid commercial/industrial waste shall be disposed of at the Facility without authority;
10. Customers of the Facility must obey all signage and directions given by authorised employees; and
11. Any other condition that Council may include from time to time.
12. Accept only Locally Based waste and materials.

**14. WORKS REPORT**  
**14.2 - Information Report - Works**

---

**14.2 Information Report - Works**

File Ref:

This report provides an update on a range of activities that has occurred during the month of July/August 2023 for the Infrastructure Works Department.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Policy Considerations**

n/a

**Corporate and Operational Plan Considerations**

OUR COMMUNITY	
Corporate Plan Outcome	
1.1	Council infrastructure and services support liveability and community amenity.
1.2	Council recognises cultural heritage and supports inclusion of all peoples.
1.3	The region's natural environment is managed, maintained and protected.

OUR LEADERSHIP	
Corporate Plan Outcome	
5.2	Informed and considered decision making based on effective governance practices

**Budget Considerations**

As per approved 2023/24 budget.

**Previous Council Resolutions related to this Matter**

Nil

**Officer Comment**

**Responsible Officer/s:** *Guy Goodman, Acting Director of Works*  
*Ingrid Miller, Engineering Technical Officer*

**Background:**

**14. WORKS REPORT**  
**14.2 - Information Report - Works**

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.

**Manager of Operations Update - Current projects underway**

Project		% completed	Budget	Spent to date	Comments
<b>R2R Projects</b>					
Crossmoor Road	Gravel Resheet	0%	\$ 359,688.00	\$ 0.00	Project to commence July 2023.
Bude Road	Gravel Resheet	0%	\$ 75,000.00	\$ 0.00	Project to commence July 2023.

Project		% completed	Budget	Spent to date	Comments
<b>TIDS Projects</b>					
Silsoe Road	Prep 10mm Reseal	0%	\$ 100,000.00	\$ 0.00	Prep work to commence in July 2023.
Stonehenge River Road	Prep 10mm Reseal	10%	\$ 100,000.00	\$ 15,000.00	Prep work to commence in July 2023. Project started.
Isisford – Saint Mary Street	Install new kerb and rehabilitation	0%	\$ 200,000.00	\$ 0.00	Project to commence in July 2023.
Bustard St /Crow Lane & Bustard St / Cassowary St	Install kerb entry units	5%	\$ 50,000.00	\$ 3,000.00	Project to commence in July 2023. Units ordered. Project started.

Project		% completed	Budget	Spent to date	Comments
<b>NDRRA Projects 2022 Event</b>					
Additional Area Road	Medium formation grade	100%	\$ 230,000.00	\$ 173,000.00	Project started in May 2023. Completed.
Amor Downs Road	Medium formation grade	75%	\$ 124,000.00	\$ 86,000.00	Project started in May 2023.
Arundel Road	Medium formation grade	60%	\$ 108,000.00	\$ 77,000.00	Project started in May 2023.
Barcaldine Isisford Road	Medium formation grade	100%	\$ 179,000.00	\$ 102,000.00	Project started in May 2023. Completed.
Bogewong Road	Medium formation grade	35%	\$ 625,000.00	\$ 200,000.00	Project started in May 2023.
Campsie Road	Medium formation grade	5%	\$ 368,000.00	\$ 8,000.00	Project started in May 2023.

**14. WORKS REPORT**  
**14.2 - Information Report - Works**

Crossmoor Road	Medium formation grade	0%	\$ 170,000.00	\$ 1,000.00	Project started in May 2023.
Fermoy Road	Medium formation grade	40%	\$ 404,000.00	\$ 165,000.00	Project started in May 2023.
Morella Road	Medium formation grade	10%	\$ 420,000.00	\$ 55,000.00	Project started in July 2023.
Melrose Road	Medium formation grade	5%	\$ 116,000.00	\$ 8,000.00	Project started in July 2023.
Stonehenge River Road	Medium formation grade	8%	\$ 635,000.00	\$ 27,000.00	Project started in July 2023.
Silsoe Road	Medium formation grade	20%	\$ 332,000.00	\$ 68,000.00	Project started in July 2023.

Project		% completed	Budget	Spent to date	Comments
<b>MWPC</b>					
Longreach – Jundah road	Pave and seal, culvert upgrade	65%	\$ 4,450,000.00	\$ 2,948,953.00	Concrete works have commenced. Concrete culverts are being delivered to site. Surveying completed. Crews have commenced worked on detours. 2km of sub base completed. Two replacement culvert structures completed. Variation in culvert pricing, waiting on reply from Main Roads. Rain has delayed project. Culvert variation authorised. Assessing culvert tenders.
Project		% completed	Budget	Spent to date	Comments
<b>Town Streets Projects</b>					
Street Maintenance	Pot Hole Patching				Ongoing
Project		% completed	Budget	Spent to date	Comments
<b>RMPC Projects</b>					
Longreach Jundah Road	Heavy Shoulder Grade	60%	As per RMPC Contract		Project started in May 2023. Rain has delayed progress.
Slashing All Areas	Slashing	95%	As per RMPC Contract		Project started in February 2023. Due to recent wet weather events, slashing will continue as required. Rain has delayed progress.
Ilfracombe-Isisford Road	Repair downstre	75%	As per RMPC Contract		Project started in June 2023. Rain has delayed progress.

**14. WORKS REPORT**  
**14.2 - Information Report - Works**

	am batters				
--	---------------	--	--	--	--

Project		% completed	Budget	Spent to date	Comments
<b>Isisford Weir Upgrade</b>					
Isisford	Weir upgrade	98%	\$ 1,200,000.00	\$ 1,120,000.00	Final stage completed. Cofferdam to be removed when plant becomes available.

Project		% completed	Budget	Spent to date	Comments
<b>LRCI4 Projects</b>					
All Areas	Rural Road Signage Upgrade	0%	\$ 150,000.00	\$ 0.00	Data pickup has been completed. Signage to be ordered.
Isisford / Yaraka Area	Rural Property Signage Upgrade	0%	\$ 100,000.00	\$ 0.00	Project to commence in July 2023.
Yaraka	Pave & Seal around IOR Fuel Pod	0%	\$ 148,000.00	\$ 0.00	Project to be scoped in July 2023.
Isisford – Bimerah Road	Gravel Resheet	0%	\$ 225,000.00	\$ 0.00	Project to commence in August 2023. Chainages of gravel to be determined.

**Maintenance Graders Locations**

Note – All available maintenance graders will be working on formation grading projects for the 2022 flood damage in conjunction with normal maintenance grading programme.

**Engineering Technical Officer Update**

**Current projects and operational undertakings underway for 2023/2024**

<b>Water &amp; Sewer Projects</b>				
Project	Location	% Completed	Comments	
Water Mains Replacement	Longreach	10%	• Preparation of tender documents is progressing in partnership with GBA. Works remain on track to commence during latter half of 2023.	
WTP ELR Replacement/Repair	Ilfracombe	5%	• Discussions with suitably qualified engineering firms with scope to conduct a structural assessment is underway.	
Exclusion fencing at Yaraka Town Dam	Yaraka	5%	• RFQ has been issued to suitably qualified local contractors. Works scheduled to commence during latter half of 2023.	
Concrete slab for WTP Generator & Chlorine Area	Longreach	0%	• Procurement process to commence in August 2023.	
Smart Water Meter Trial	Ilfracombe	10%	• Replacement smart meters have arrived. Officers to provide project update to September Council	

## 14. WORKS REPORT

### 14.2 - Information Report - Works

			Meeting.
Isisford WTP - UV Treatment	Isisford	100%	• Electrical calibration issues with the WTP will be resolved in late August/early Sept.
Refurbishment of Murray, Shannon & Isisford Dam Pumps	Ilfracombe & Isisford	80%	• Pipework, floats and cabling will be installed during warmer weather conditions.
Upgrade to Murray McMillan Dam Switchboard	Ilfracombe	10%	• Scope of Works and design for electrical upgrade is complete. Preparation of tender documents is in progress.
Ilfracombe WTP Valve Automation	Ilfracombe	15%	• Valves and actuators have arrived. Project on hold pending funding.
Isisford CED Ponds Repairs	Isisford	5%	• Earthworks, vegetation clearing and new pipe work to be installed. Works to commence by October 2023.
DRFA Flood Risk Management Program	Longreach	30%	• Draft Community Flood Action Plan has been received. Currently under review by Officers. • Procurement process for the Longreach Flood Study to commence during latter half of 2023.

Waste Projects			
Project	Location	% Completed	Comments
Land Parcels	Longreach	5%	• Survey Plans lodged with DoR to extend the Longreach Landfill to the west. Decision has been delayed by the Department. Timeframe unknown.

Grants & Funding Projects		
Project	% Completed	Comments
Passenger Transport Infrastructure Investment Program	15%	• Installation of new coach stops at Ilfracombe & Longreach to commence late August.
SES Support Grant 2023/2024	10%	• Application for replacement SES Vehicle has been approved.
School Transport Infrastructure Program (Our Lady's School & LSHS)	5%	• Signing of Agreements in progress with procurement to commence in September 2023. Site works scheduled for early 2024.

#### Plant & Fleet

Project	Task	Comment
Plant Replacement	Plant Procurement and Disposal	<ul style="list-style-type: none"> <li>• 1 x new vehicle has arrived.</li> <li>• Experiencing ongoing delays with arrival of some plant due to long manufacturing lead times.</li> </ul>
Plant Utilisation	Plant Utilisation data from NAVMAN for Prime Movers, Graders & Loaders	<ul style="list-style-type: none"> <li>• Navman Plant Utilisation Report for Prime Movers &amp; Heavy Plant May-July 2023 is attached.</li> <li>• Plant utilisation is on track with crews busy working on various Flood Damage, TMR, RMPC, MWPC and Council</li> </ul>

**14. WORKS REPORT**  
**14.2 - Information Report - Works**

Project	Task	Comment
		projects throughout the road network.
Workshop Operations	General Update	<ul style="list-style-type: none"> <li>• Staff busy with scheduled maintenance of plant and equipment.</li> <li>• Continued investigations into Fleet Management 3G to 4G migration options.</li> </ul>

**Waste Management**

<b>Waste Facilities Update</b>
<p>Longreach Waste Facility</p> <ul style="list-style-type: none"> <li>• Renewed Waste Management Contract documentation is in progress for new contract period.</li> <li>• Proterra are recruiting for a new operational team member.</li> <li>• Facility has been gazetted with an official road address for improved location accuracy and emergency services response.</li> </ul> <p>Ilfracombe Waste Facility</p> <ul style="list-style-type: none"> <li>• Contractor is conducting routine cleaning of the facility.</li> </ul> <p>Isisford Waste Facility</p> <ul style="list-style-type: none"> <li>• Contractor conducting twice weekly covering of general waste.</li> </ul> <p>Yaraka Waste Facility</p> <ul style="list-style-type: none"> <li>• Contractor conducting regular covering of general waste.</li> </ul>

**Water & Sewerage**

<b>Water Operations</b>
<p>All Sites - Water Treatment &amp; Network - General Update</p> <ul style="list-style-type: none"> <li>• Weir and Dam levels at all sites are shown in Table 1 below.</li> <li>• Routine water network maintenance undertaken and Customer Service Requests responded to as required across all sites.</li> </ul> <p>Longreach Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Operating as normal.</li> <li>• Fairmount Weir continues to gravity feed the Thomson River to top up levels.</li> </ul> <p>Ilfracombe Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Ilfracombe WTP &amp; RO Plant – operating as normal.</li> </ul> <p>Isisford Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Isisford WTP – operating as normal.</li> </ul> <p>Yaraka Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Yaraka WTP – operating as normal.</li> </ul>
<b>Sewerage Operations</b>
<p>Longreach Pump Stations &amp; STP</p> <ul style="list-style-type: none"> <li>• Routine maintenance undertaken as required.</li> <li>• Additional SCADA alarms have been installed to improve operator processes.</li> </ul>

## 14. WORKS REPORT

### 14.2 - Information Report - Works

Ilfracombe Pump Stations & CED Ponds

- Routine maintenance undertaken as required.

Isisford Pump Station & CED Ponds

- Routine maintenance undertaken as required.

**Table 1 – Estimated Current Weir/ Dam Levels** (~ approximate level)

Dam	Approx. Current Level (m)	Approx. % Full	DMP Height Full	Comments
Longreach Town Weirs	8.4m	81.5%	10.3m	All reservoirs remain at satisfactory height levels in accordance with the DMP.
Shannon Dam	~12.20m	87%	14.0m	
Murray Macmillan Dam	~6.8m	66%	10.3m	
Isisford Dam	~9.8m	89%	11m	
Isisford Weir	1.00m	76%	1.3m	
Yaraka North Dam	9.6m	77%	12.5m	
Yaraka South Dam	9.8m	78.5%	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)  
 Low risk, informational report only.

**Environmental Management Factors:**

Nil

**Other Comments:**



*Upgrades to stormwater network in Longreach Streets.*



## 14. WORKS REPORT

### 14.2 - Information Report - Works

---



*Floodway rehab at Wellshot Creek on Stonehenge River Road – works completed Longreach Construction Crew.*



*Treatment of base course on the Stonehenge River Road project.*

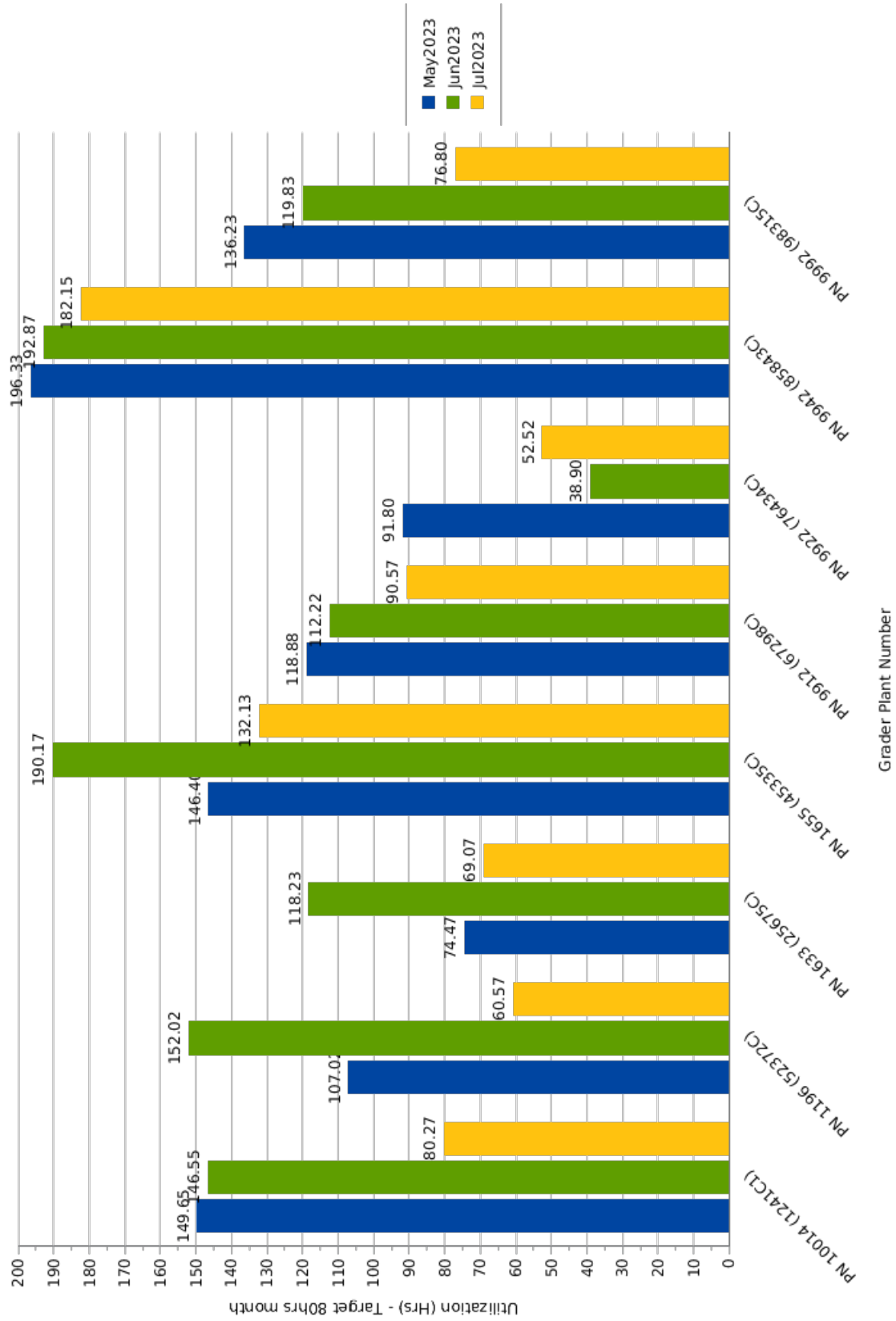
#### **Appendices**

1. Plant Utilisation May-July 2023 [↓](#)

#### **Recommendation:**

*That Council receives the Works Information Report, as presented.*

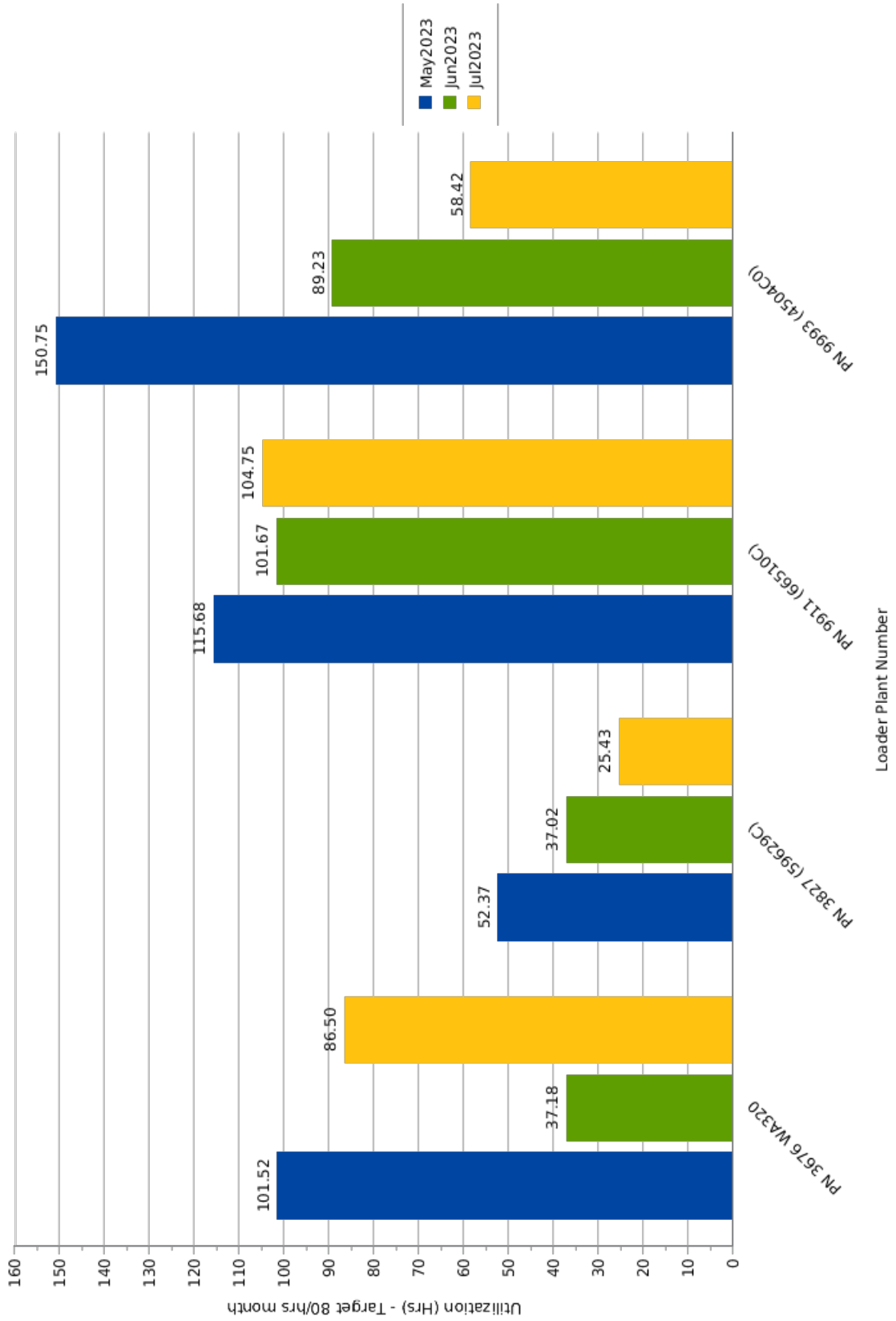
Grader Utilisation



Grader Utilisation

Grader Plant Number	Month	Utilization (Hrs) - Target 80hrs month
PN 10014 (1241C1)	May2023	149.65
	Jun2023	146.55
	Jul2023	80.27
PN 1196 (52372C)	May2023	107.02
	Jun2023	152.02
	Jul2023	60.57
PN 1633 (25675C)	May2023	74.47
	Jun2023	118.23
	Jul2023	69.07
PN 1655 (45335C)	May2023	146.40
	Jun2023	190.17
	Jul2023	132.13
PN 9912 (67298C)	May2023	118.88
	Jun2023	112.22
	Jul2023	90.57
PN 9922 (76434C)	May2023	91.80
	Jun2023	38.90
	Jul2023	52.52
PN 9942 (85843C)	May2023	196.33
	Jun2023	192.87
	Jul2023	182.15
PN 9992 (98315C)	May2023	136.23
	Jun2023	119.83
	Jul2023	76.80

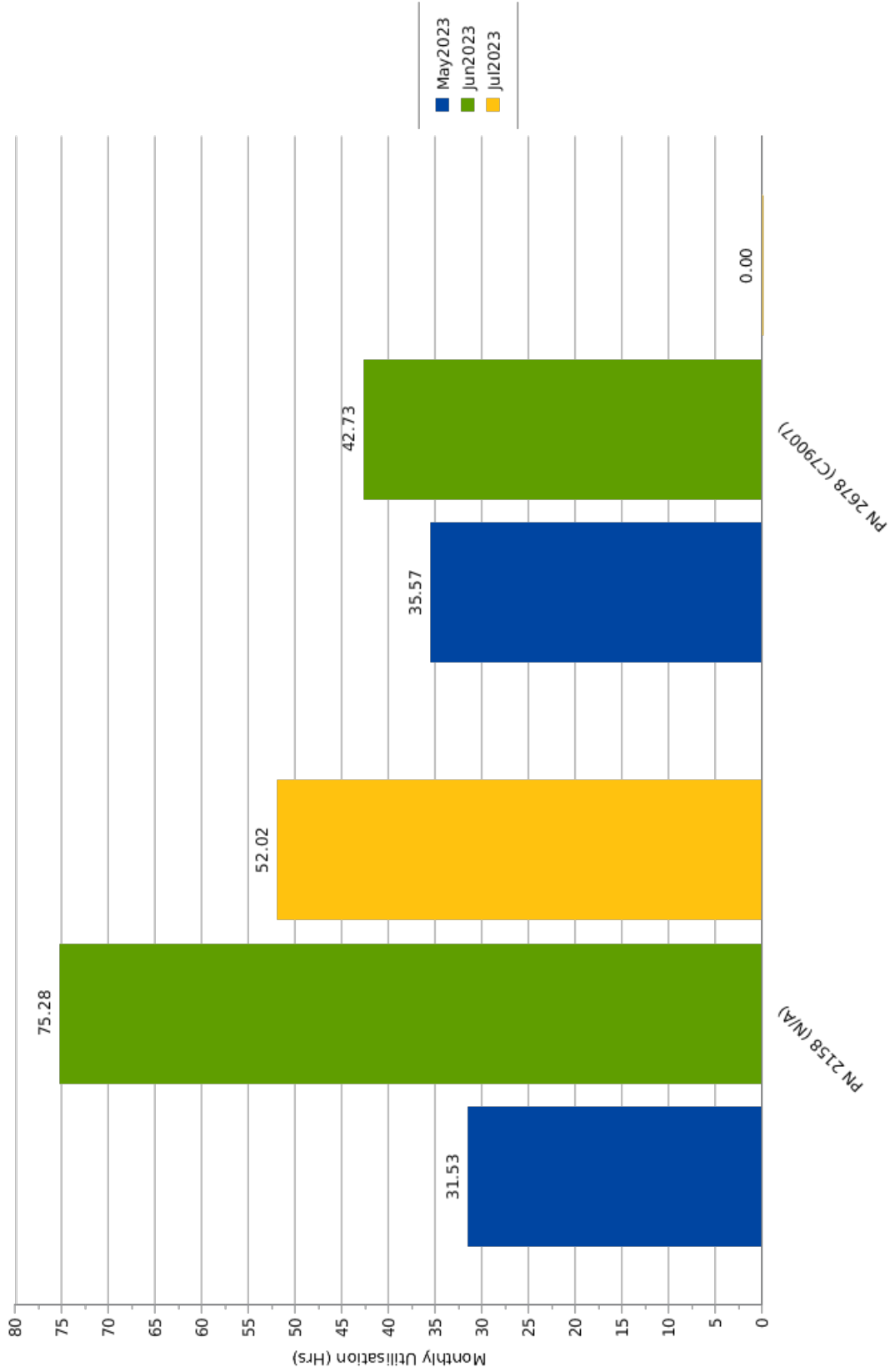
Loader Utilisation



Loader Utilisation

Loader Plant Number	Month	Utilization (Hrs) - Target 80/hrs month
PN 3676 WA320	May2023	101.52
	Jun2023	37.18
	Jul2023	86.50
PN 3827 (59629C)	May2023	52.37
	Jun2023	37.02
	Jul2023	25.43
PN 9911 (66510C)	May2023	115.68
	Jun2023	101.67
	Jul2023	104.75
PN 9993 (4504C0)	May2023	150.75
	Jun2023	89.23
	Jul2023	58.42

Stabiliser & Scraper Utilisation



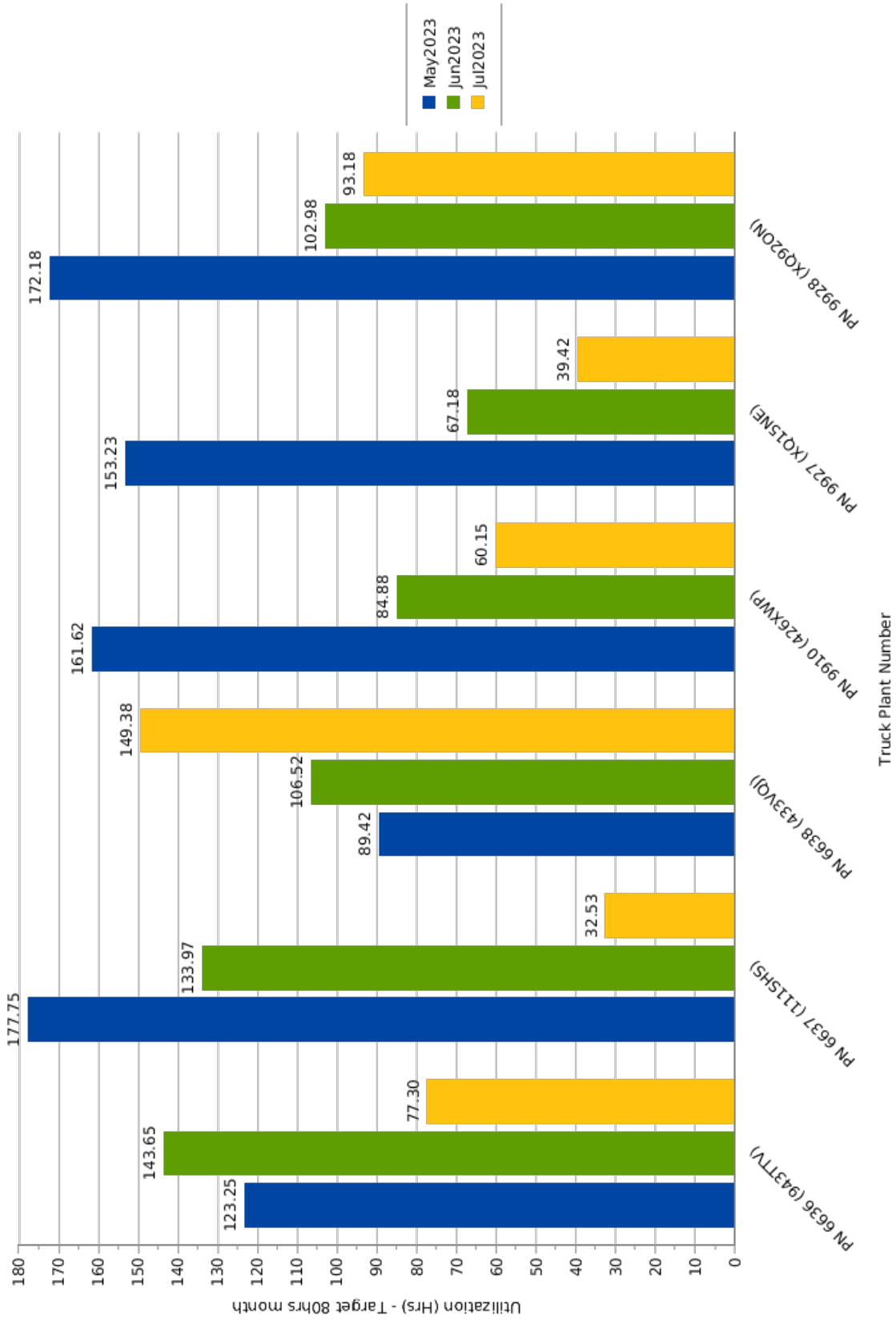
Stabiliser PN #2678 - Scraper PN #2158

Stabiliser & Scraper Utilisation

	Month	
	May2023	Jun2023
Stabiliser PN #2678 - Scraper PN #2158	Monthly Utilisation (Hrs)	Monthly Utilisation (Hrs)
PN 2158 (N/A)	31.53	75.28
PN 2678 (C79007)	35.57	42.73
		52.02
		0.00

Notes:  
P2678 (Stabiliser) - issue with Navman reporting. Actual utilisation is 18.3 hours for month of July 2023.

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
May2023	123.25	177.75	89.42	161.62	153.23	172.18
Jun2023	143.65	133.97	106.52	84.88	67.18	102.98
Jul2023	77.30	32.53	149.38	60.15	39.42	93.18

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

**15. LATE ITEMS**

Nil for this meeting

**16. CLOSED MATTERS**

Nil for this meeting

**17. CLOSURE OF MEETING**