



Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

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

19 October 2023

Dear Councillors

Re: Meeting Notice for Council Meeting to be held on 26 October 2023

Notice is hereby given that the Council Meeting of the Longreach Regional Council will be held in the Council Boardroom, 96a Eagle Street, Longreach on Thursday 26 October 2023 commencing at 9:00am.

The Briefing Session for this meeting will be held in the Fairmount (East) room on Tuesday 24 October 2023 commencing at 9:00am as follows;

Your attendance at these meetings is requested.

Yours faithfully

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

Brett Walsh
Chief Executive Officer

Enc

LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

Thursday 26 October 2023

Civic Centre, 96 Eagle Street, Longreach

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 - 21 September 2023	1
6.	Mayoral Report	
	6.1 Mayoral Report	20
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.....	61
	11.3 2024 Council Meeting Dates.....	63
	11.4 Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)	66
	11.5 Workplace Health & Safety Update Report - September 2023	110
	11.6 Information Report - Planning & Development Report.....	117
	11.7 Information Report - Governance	123
12.	Finance Report	
	12.1 Monthly Financial Statements.....	132
	12.2 LWDEF Concessions.....	146

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

12.3	Credit Card Policy	153
12.4	Information Report - Finance	159

13. Communities Report

13.1	Community Donations - Ilfracombe Sport and Recreation Association.....	169
13.2	Sponsorship - AgForce Queensland	177
13.4	Information Report - Community Services	203

14. Works Report

14.1	Information Report - Update on traffic management at intersections in Longreach223	
14.2	Information Report - Works	226

15. Late Items

Nil for this meeting

16. Closed Matters

16.1	Saleyard Contract Negotiation	243
------	-------------------------------------	-----

17. Closure of Meeting

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

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

1. OPENING OF MEETING

2. PRAYER – Reverend <insert name>, <insert name of church>

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 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 - 21 September 2023

LONGREACH REGIONAL COUNCIL



Ordinary Meeting

Thursday 21 September 2023

UNCONFIRMED MINUTES

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

Index

1	Opening of Meeting and Acknowledgement of Country	3
2	Prayer	3
3	Consideration of Leave of Absence.....	3
5	Confirmation of Minute	4
5.1	Council - Thursday 17 August 2023	4
6	Mayoral Minute.....	4
6.1	Mayoral Report.....	4
7	Councillor Requests	4
8	Notices of Motion	4
9	Petitions	4
10	Deputations	4
11	Reception and Consideration of Chief Executive Officer’s Report	5
11.1	Councillor Information Correspondence.....	5
11.2	Calendar of Events	5
11.3	Naming of new roads for gazettal	7
11.4	Animal Management Approved Systematic Inspection Program 2023/2024	7
11.5	Standing Orders for Council Meetings Policy - Review	8
11.6	Referral Agency Assessment Application (Alternative Siting Assessment) - 158 Cassowary Street, Longreach.....	8
11.7	Workplace Health & Safety Update Report - August 2023	8
11.8	Information Report - Planning & Development Report	8
11.9	Information Report - Governance.....	9
12	Reception and Consideration of Financial Services Report	9
12.1	Monthly Financial Statements	9
12.2	Quarterly Budget Review	9
12.3	Information Report - Finance	9
13	Reception and Consideration of Director Community Services Report.....	9
13.1	Community Donations - Longreach Churches Together	9
13.2	Community Donations - Longreach Bowls Club Inc.....	10
13.3	Sponsorship - Longreach Scout Group	10

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

13.4	Community Donations - Individuals	11
13.5	Development Permit for Reconfiguring a Lot - 22 - 24 Flinders St, Ilfracombe	12
13.6	Information Report - Communities.....	14
14	Reception and Consideration of Director Works Report.....	14
14.1	Information Report - Works	15
15	Late Items.....	15
16	Closed Matters	15
17	Closure of Meeting	15
	Minutes Certificate.....	15

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

1 Opening of Meeting and Acknowledgement of Country

The Mayor declared the meeting open at 9:06

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

2 Prayer

Council paid its respects and observed a minutes silence for the passing of community members William Suter, Peter Oakey & Norma Law.

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
Director of Works	Andre Pretorius
Manager of Human Resources, Safety and Wellness	Grace Jones
Manager of Governance and Economy	Simon Kuttner
Executive Assistant to Chief Executive Officer, Mayor and Councillors	Elizabeth Neal

3 Consideration of Leave of Absence

Nil

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

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

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

No declarations were made during this point of the meeting.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

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 Tracy Hatch declared a declarable conflict of interest in item 13.5 – Development Permit for Reconfiguring a Lot - 22 - 24 Flinders St, Ilfracombe as she is interested in purchasing if it were to be placed on the open market. Cr Hatch will voluntarily leave the meeting during the discussion and not participate in any decision.

5 Confirmation of Minute

5.1 Council - Thursday 17 August 2023

(Res-2023-09-234)

Moved Cr Nunn seconded Cr Hatch

That the Minutes of the Council held on Thursday 17 August 2023, be confirmed.

CARRIED 7/0

6 Mayoral Minute

6.1 Mayoral Report

Consideration was given to the Mayor's Report

(Res-2023-09-235)

Moved Cr Smith seconded Cr Hatch

That Council receives the Mayoral Report, as presented.

CARRIED 7/0

7 Councillor Requests

Nil

8 Notices of Motion

Nil

9 Petitions

Nil

10 Deputations

Nil

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

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.

(Res-2023-09-236)

Moved Cr Paterson seconded Cr Emslie

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

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 5.15pm	Planning Scheme Amendment Consultation	Longreach Library	Public Event
18 Monday 5:45pm	Longreach community Forum	Longreach Library	Public event
19 Tuesday 1.00pm	Yaraka Community Forum	Town Hall, Yaraka	Public Event
19 Tuesday 5:30pm	Isisford Community Forum	Isisford Town Hall, Isisford	Public Event
20 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
20 Wednesday 5:45pm	Ilfracombe Community Forum	Recreational Centre Ilfracombe	Public Event
21 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Ilfracombe	Councillors Executive Leadership Team Open to the public
17 Sunday	Ilfracombe Golf Open	Ilfracombe Golf Course	Public Event
14 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

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

26-28 Tues – Thur	Western QLD Alliance of Councils	Winton	Mayor, Deputy Mayor, CEO
29 – Fri	National Police Day Remembrance Day	Longreach	Public Event
October 2023			
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
November 2023			
2 Thursday 9.00am-12.00pm	Land & Pest Management Meeting	Fairmount Room, Longreach Civic Centre	Land & Pest Committee
11 Saturday	Ilfracombe Races	Ilfracombe Race Course	Public Event
11 Saturday	Remembrance Day		
15 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
16 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Isisford	Councillors Executive Leadership Team Open to the public
23 Thursday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
27-30 Monday – Thursday	RAPAD Board Meeting	Brisbane	Mayor & CEO

(Res-2023-09-237)

Moved Cr Hatch seconded Cr Emslie

That Council receives the report, as presented

CARRIED 7/0

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

11.3 Naming of new roads for gazettal

Consideration of names to be submitted for gazettal as part of the creation of several new roads in the region.

(Res-2023-09-238)

Moved Cr Bignell seconded Cr Paterson

That Council, pursuant to Section 60 of the Local Government Act 2009, names the following roads:

1. **Old Winton Road** - from the Landsborough Highway to the northern bank of the old road bridge of the Thomson River;
2. **Apex Park Road** - from the Landsborough Highway to the southern bank of the old road bridge of the Thomson River;
3. **Beersheba Road** - from Beersheba Place to the intersection with Apex Park Road;
4. **River Farms Road** - from Apex Park Road to Crossmoor Road;
5. **Thomson River Road** - from Old Winton Road across the railway line on northern side of Thomson River to Flanagan's lot;
6. **Egret Road** - new road from River Farms Road along fence line of the former pastoral college land to the old pump station;
7. **Cormorant Road** - New road connecting River Farms Road to the Outback Watersports Club;
8. **Happyjack Court** - the cul de sac heading north from Warbler Court; and,
9. **St Mary MacKillop Drive** - new airport access road in Isisford.

CARRIED 7/0

11.4 Animal Management Approved Systematic Inspection Program 2023/2024

Consideration of the proposed Animal Management Approved Systematic Inspection Program 2023/2024.

(Res-2023-09-239)

Moved Cr Nunn seconded Cr Smith

That Council:

1. Pursuant to Section 113 of the Animal Management (Cats & Dogs) Act 2008, approves a systematic inspection program of all properties within the town boundaries of Longreach, Ilfracombe, Isisford, and Yaraka
 - a. to be carried out from 6 November 2023 to 5 May 2024
 - b. for the primary purpose of achieving compliance with the registration and microchipping requirements of the Animal Management (Cats & Dogs) Act 2008; and,
2. Pursuant to Section 134 of the Local Government Act 2009 approves a systematic inspection program of all properties within the town boundaries of Longreach, Ilfracombe, Isisford, and Yaraka
 - a. to be carried out from 6 November 2023 to 5 February 2024
 - b. for the primary purpose of monitoring the keeping of animals under Local Law No. 2 (Animal Management) 2011 and Subordinate Local Law No. 2 (Animal Management) 2011, including the keeping of excess or prohibited animals, and monitoring compliance with minimum standards.

CARRIED 7/0

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

11.5 Standing Orders for Council Meetings Policy - Review

Consideration of revisions to the Standing Orders for Council Meetings Policy, following an update to the Queensland Government model meeting procedures.

(Res-2023-09-240)

Moved Cr Hatch seconded Cr Bignell

That Council adopts the Standing Orders of Council Meetings Policy No. 3.2, as amended.

CARRIED 7/0

11.6 Referral Agency Assessment Application (Alternative Siting Assessment) - 158 Cassowary Street, Longreach

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on August 15, 2023, for a shed and shade structure to be constructed on land located at 158 Cassowary Street, Longreach and described as Lot 23 on L3576.

(Res-2023-09-241)

Moved Cr Smith seconded Cr Hatch

That Council approves the sighting variation for the construction of a shed with a 1m setback from the Hawk Lane road boundary and the construction of the shade structure to be built with maintenance free materials and to be positioned on the adjacent side boundary fence at 158 Cassowary Street, Longreach, and formally described as Lot 23 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 6/1

11.7 Workplace Health & Safety Update Report - August 2023

This report provides a summary of Council's health and safety performance as at 31 August 2023, highlighting issues, risks and opportunities impacting on employee health and safety in the workplace.

(Res-2023-09-242)

Moved Cr Hatch seconded Cr Emslie

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

CARRIED 7/0

11.8 Information Report - Planning & Development Report

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

(Res-2023-09-243)

Moved Cr Nunn seconded Cr Emslie

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

CARRIED 7/0

The meeting adjourned for Morning Tea at 10:30am.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

The meeting resumed at 11:08am with all present prior to the adjournment in attendance.

11.9 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-2023-09-244)

Moved Cr Nunn seconded Cr Emslie

That Council receives the Governance information report, as presented.

CARRIED 7/0

12 Reception and Consideration of Financial Services Report

12.1 Monthly Financial Statements

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

(Res-2023-09-245)

Moved Cr Hatch seconded Cr Paterson

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

CARRIED 7/0

12.2 Quarterly Budget Review

Budget review and proposed adjustments to the budget for the 2024 financial year (FY24).

(Res-2023-09-246)

Moved Cr Hatch seconded Cr Paterson

That Council approves the variations to the FY24 budget as presented.

CARRIED 7/0

12.3 Information Report - Finance

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

(Res-2023-09-247)

Moved Cr Bignell seconded Cr Emslie

That Council receives the Financial Services information report as presented.

CARRIED 7/0

13 Reception and Consideration of Director Community Services Report

Consideration was given to the Director Community and Cultural Services Report

13.1 Community Donations - Longreach Churches Together

Consideration of a Community Donations application received in September in accordance with

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

the Community Donations Policy No. 11.06.

(Res-2023-09-248)

Moved Cr Hatch seconded Cr Bignell

That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;

Organisation/ Name	Event/Activity	Grant Requested	Grant Approved
Longreach Churches Together	Community Carols 2023	Financial \$2,210.50	Financial \$2,210.50
		TOTAL \$2,210.50	TOTAL \$2,210.50

CARRIED 7/0

13.2 Community Donations - Longreach Bowls Club Inc

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

(Res-2023-09-249)

Moved Cr Smith seconded Cr Bignell

That Council endorses the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;

Organisation/ Name	Event/Activity	Grant Requested	Grant Approved
Longreach Bowls Club	Electrical Upgrade	Financial \$6,895.00	Financial \$5,000.00
		TOTAL \$6,895.00	TOTAL \$5,000.00

CARRIED 7/0

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

13.3 Sponsorship - Longreach Scout Group

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

Moved Cr Bignell seconded Cr Nunn

*That Council considers 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:*

Organisation	Event/Project Activity	Event Date	Grant Approved
Longreach Scout Group	Longreach Defence Veteran's and Scout's Avenue of Honour	September 2023	Financial \$15,000
		TOTAL	\$15,000

Moved Cr Hatch seconded Cr Paterson

That the motion be amended to read;

*That Council considers the allocation of funds from the **2023/2024 Community Donations budget** as contained in the following table, in accordance with the Community Donations Policy No 11.06:*

Organisation	Event/Project Activity	Event Date	Grant Approved
Longreach Scout Group	Longreach Defence Veteran's and Scout's Avenue of Honour	September 2023	Total \$10,000
		TOTAL	\$10,000

CARRIED 4/3

The amended motion becomes the substantive motion:

(Res-2023-09-250)

Moved Cr Hatch seconded Cr Paterson

*That Council considers the allocation of funds from the **2023/2024 Community Donations budget** as contained in the following table, in accordance with the Community Donations Policy No 11.06:*

Organisation	Event/Project Activity	Event Date	Grant Approved
Longreach Scout Group	Longreach Defence Veteran's and Scout's Avenue of Honour	September 2023	Total \$10,000
		TOTAL	\$10,000

CARRIED 5/2

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

13.4 Community Donations - Individuals

Considerations of applications received for the month of September 2023 in accordance with the Community Donation Policy 11.06.

(Res-2023-09-251)

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:

Organisation/ Individual	Event/Project Activity	Event Date	Grant Approved
Erika Holland	North West Track and Field	10-11 October 2023	\$350.00
Jackarra Jones	North West Track and Field	12-15 October 2023	\$350.00
Jozette Jones	North West Track and Field	12-15 October 2023	\$350.00
Charlii Baird	North Queensland Rugby League	14-17 September 2023	\$350.00
TOTAL			\$1,400.00

CARRIED 7/0

Attendance: Councillor Hatch left the Meeting at 12:24 pm and was not present during the discussion and voting on Item 13.6 due to a declared conflict of interest.

13.5 Development Permit for Reconfiguring a Lot - 22 - 24 Flinders St, Ilfracombe

Consideration of a development application lodged with Council on 25 July 2023 by Murray & Associates (Qld) Pty Ltd on behalf of Longreach Regional Council for a Development Permit for Reconfiguring a Lot at 22 - 24 Flinders St, Ilfracombe, formally described as Lot 801 on I4173.

Description:	Reconfiguring a Lot
Development:	Development Permit
Applicant:	Longreach Regional Council C/ - Murray & Associates
Owner:	Longreach Regional Council
Current Use of Land:	Residential
Address:	22 - 24 Flinders St, Ilfracombe Qld 4727
Real Property Description:	Lot 801 on I4173
Applicable Planning Scheme:	Longreach Regional Council Planning Scheme 2015 (v2.1)
Zone:	Township
Level of Assessment:	Code Assessment

(Res-2023-09-252)

Moved Cr Smith seconded Cr Emslie

That Council approves the development application for a Development Permit for Reconfiguring a Lot (1 lot into 2 lots) at 22-24 Flinders Street, Ilfracombe, formally described as Lot 801 on I4173, subject to the following conditions:

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

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 developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out for the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.

1.4 Unless otherwise stated, all works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards.

1.5 All conditions, works, or requirements of this development approval must be undertaken and completed prior to the sealing of the survey plan for the Reconfiguring a Lot, unless otherwise stated.

2.0 APPROVED PLAN

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

Plan/Document Name	Plan/Document Number	Revision	Date
Proposal Plan of Lots 1 and 2 Cancelling Lot 801 I4173	23085	1	25/07/2023

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

3.0 ENDORSEMENT OF SURVEY PLAN

3.1 Council will not endorse or release the survey plan for this development until such time as:

- (a) All conditions of this development approval for Reconfiguring a Lot have been fully satisfied (where required);
- (b) A statement demonstrating compliance with all conditions attached to this development approval has been submitted to Council (where required); and
- (c) All outstanding rates and charges relating to the site have been paid.

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

4.0 ASSET MANAGEMENT

4.1 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. 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.
2. 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.
3. 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").
4. This approval is issued under the *Planning Act 2016* and does not include an assessment against the *Building Act 1975*. Alterations may be required to existing buildings to ensure compliance with the building assessment provisions. The developer should seek advice from a suitably qualified person before proceeding with the development.

CARRIED 6/0

Voting

For: Mayor Rayner, Cr Bignell, Cr Emslie, Cr Nunn, Cr Paterson, Cr Smith

The meeting adjourned for lunch at 12:28pm.

The meeting resumed at 1:54pm with all present prior to the adjournment in attendance.

Attendance: Councillor Hatch returned to the Meeting at 01:54 pm.

13.6 Information Report - Communities

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

(Res-2023-09-253)

Moved Cr Paterson seconded Cr Bignell

That Council receives the Communities information report, as presented.

CARRIED 7/0

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 21 September 2023 at the Ilfracombe Council Chambers**

14 Reception and Consideration of Director Works Report

Consideration was given to the Director Works Report

14.1 Information Report - Works

This report provides an update on a range of activities that has occurred during the month of August/September 2023 for the Works Department.

(Res-2023-09-254)

Moved Cr Emslie seconded Cr Nunn

That Council receives the Works Information Report, as presented.

CARRIED 7/0

15 Late Items

Nil for this meeting

16 Closed Matters

Nil for this meeting

17 Closure of Meeting

There being no further business, the meeting was closed at 2:33pm

Minutes Certificate

These minutes are unconfirmed.

Cr AC Rayner
Mayor

Brett Walsh
Chief Executive Officer

**Minutes of the Longreach Regional Council Audit and Risk Committee Meeting
held on Friday 13 October 2023 at the Council Boardroom, 96 Eagle Street, Longreach**

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 – Councillor Information Correspondence

6. MAYORAL REPORT

6.1 Mayoral Report

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

- Mayor met with CEO of Watco East West Chris Hood to explore future growth opportunities for increased cattle and general freight including waste.
- Mayor met with Heather Geary from Anglicare to discuss housing requirements and availability in Longreach.
- Attended the Western Queensland Alliance of Councils Assembly in Winton & spoke on a Panel
- Met with Assistant Minister Bruce Saunders
- Attended the Central West Area Fire Management Group Meeting
- Chaired the Longreach Local Disaster Management Meeting
- Attended the Local Government Association of Queensland Annual Conference & spoke on a Panel
- Chaired the monthly RAPAD meeting
- Met with Minister Glenn Butcher in Gladstone
- Met with the CEO of the Australian Stockman's Hall of Fame
- Met with DAF in relation to the Pacific Islander Program
- Premier's QLD Disaster Management Meeting
- Department of Transport & Main Roads meeting with Director General Sally Stannard
- Meeting with the Domestic Violence Network
- Meeting with Qld Police Commissioner Katarina Carroll

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.

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 18 October 2023:

Department of Transport and Main Roads - QLD Cycling Action Plan 2023 - 2025
Notice of Proposed Works - Department of Defence
Department of State Development -2024 Council Meeting dates
Community Recovery - Minister for Treaty
Community Recovery General Information Pack
Queensland Police Services
Local Government Division - Independent Assessor
Department of Transport and Main Roads

Appendices

1. EMA - 2023 - 21 - 09 - Department of Transport and Main Roads - QLD Cycling Action Plan 2023 - 2025 ↓
2. EMA - 2023 - 22 - 09 - Notice of Proposed Works - Department of Defence ↓
3. LET - 2023 - 06 - 10 - Department of State Development -2024 Council Meeting dates ↓
4. EMA - 2023 - 10 - 10 - Community Recovery - Minister for Treaty ↓
5. EMA - 2023 - 10 - 10 - Community Recovery General Information Pack ↓
6. LET - 2023 - 11 - 10 - Queensland Police Services ↓
7. EMA - 2023 - 12 - 10 - Local Government Division - Independent Assessor ↓
8. EMA - 2023 - 16 - 10 - Department of Transport and Main Roads ↓

Recommendation:

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

11.1 - Councillor Information Correspondence --Appendix 1



Our ref: DG45217

Office of the
Director-General

21 September 2023

Department of
Transport and Main Roads

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

Dear Mr Walsh

I am pleased to advise the Queensland Government has affirmed its commitment to encouraging more cycling more often with the release of the state's third *Queensland Cycling Action Plan (QCAP) 2023–2025*.

The new QCAP 2023–2025 is accompanied by a *Queensland State of Cycling Report 2022 (QSOCR)* and a refreshed *Queensland Cycling Strategy 2017–2027 (QCS)*.

Informed by input from bike riding advocacy and user groups, community and industry organisations, local and state government, the QCAP set out 49 practicable actions that the government will implement in the next two years to encourage more Queenslanders to ride for transport, health and recreation.

This includes continued support for councils to plan, design and construct high quality cycling infrastructure through the Department of Transport and Main Roads' (TMR) Cycle Network Local Government Grants program.

It also includes ongoing engagement with councils to update Queensland's Principal Cycle Network plans and accompanying priority route maps, and opportunities for councils and TMR to collaborate on localised bike riding encouragement activities.

I would appreciate your support in sharing the QCAP, QSOCR and QCS with your staff and relevant stakeholders. The documents are available at www.tmr.qld.gov.au/cyclingstrategy. I look forward to TMR and Longreach Regional Council working together to encourage more bike riding, more often in your community.

If you require further information, please contact Mr Adam Rogers, Director (Active Transport), TMR, by email at qldcyclingstrategy@tmr.qld.gov.au.

Yours sincerely

Sally Stannard
Acting Director-General
Department of Transport and Main Roads

1 William Street Brisbane
GPO Box 1549 Brisbane
Queensland 4001 Australia

Telephone +61 7 3066 7316
Website www.tmr.qld.gov.au
ABN 39 407 690 291

OFFICIAL



Australian Government
Department of Defence
Security and Estate Group

Miss Taylor Jolley
Project Director – National Logistics
Capital Facilities and Infrastructure
Brindabella Business Park (BP26-1-B106)
PO Box 7925
CANBERRA BC ACT 2610
02 6267 3510
taylor.jolley@defence.gov.au

Mayor Anthony Rayner
Longreach Regional Council
PO Box 144
Ilfracombe, QLD 4730

Dear Councillor Rayner,

**DEFENCE FUEL TRANSFORMATION PROJECT – TRANCHE 2 — JINDALEE
OPERATIONAL RADAR NETWORK (JORN) LONGREACH**

1. On behalf of the Department of Defence, I am writing to inform you of proposed works in your electorate at JORN Longreach as part of the Defence Fuel Transformation Project, Tranche 2 (the Project). The Project was referred to the Parliamentary Standing Committee on Public Works in September 2023.
2. The Project aims to systematically assess in-scope Defence Fuel Installations (DFI) and provide informed recommendations for the remediation, replacement, upgrade and/or disposal of existing assets across various sites.
3. The estimated cost of the entire Project is \$286.9 million, which includes a minimum of eleven sites around the country including JORN Longreach. The value of works within the electorate is estimated to be in the range of \$4.51 to \$6.11 million.
4. A Parliamentary hearing is scheduled for October 2023, and construction work is proposed to occur through 2024 - 2026.
5. More information is available at https://www.aph.gov.au/parliamentary_business/committees/joint/public_works
6. A public information session is being conducted as an online meeting. Community members are welcome to attend between the times indicated below.
Virtual Session 3: North Package
Date: Thursday, 5 October 2023
Time: AEST (UTC+10:00): 5:30 pm - 6:15 pm
7. Separately, should you or your team desire further information, we are available to engage in a more in-depth conversation about the Project.

OFFICIAL

OFFICIAL

Yours sincerely,



Taylor Jolley
Project Director – National Logistics
Capital Facilities and Infrastructure

21 September 2023

Defending Australia and its National Interests

OFFICIAL



Our ref: DGBN23/437

Department of
**State Development, Infrastructure,
Local Government and Planning**

6 October 2023

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

Dear Mr Walsh

I am writing in relation to concerns expressed by some local governments about their ability to hold a council meeting in March 2024.

Section 257 of the of the Local Government Regulation 2012 (the Regulation) requires councils to hold a council meeting at least once in each month. With the 2024 quadrennial local government election (the election) being held two weeks earlier than usual, there is a shorter window of opportunity to hold a council meeting in March 2024. However, it is possible for councils to hold a council meeting between 1 and 15 March 2024, prior to election day on 16 March 2024. Given the proximity to the election, this could be a very short meeting to accept the minutes of the previous meeting.

The Regulation also provides that the Minister for Local Government may vary the requirement for a council to hold a meeting once in each month. Should a council wish to do so, you may write seeking that a council meeting does not need to be held in March 2024. Applications will then be considered on a case-by-case basis. If that is the council's preferred option, I would ask that you make such an application within four weeks of the date of this letter.

I would also like to take the opportunity to remind you that councils must hold a post-election meeting within 14 days after the conclusion of the election.

I have asked for Ms Bronwyn Blagoev, Executive Director, Strategy and Service Delivery, Local Government Division, in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Ms Blagoev on (07) 3452 6792 or by email at bronwyn.blagoev@dsdilgp.qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Natalie Wilde".

Natalie Wilde
Acting Director-General

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530



Minister for Treaty
Minister for Aboriginal and Torres Strait Islander Partnerships
Minister for Communities and Minister for the Arts

Our reference: MN10883-2023

1 William Street
Brisbane Queensland
GPO Box 806 Brisbane
Queensland 4001 Australia
T: +617 3719 7150
E: treatyandcommunities@ministerial.qld.gov.au

10 OCT 2023

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

Dear Cr Rayner

Tony,

With the storm and cyclone season upon us, it is important that we are prepared and understand how we can support our communities following a disaster.

To assist in preparing your local communities, please find attached the annual Community Recovery General Information Pack. This pack outlines the human and social recovery supports available to people affected by a disaster including useful contacts, general advice, personal hardship assistance grants, housing assistance and support services.

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts is ready to support individuals, families, and communities in their journey to recovery.

In the event of a disaster, a detailed information pack specific to your community will be provided quickly to all relevant councils. The pack will include details about any available personal hardship assistance grants and the location of community recovery hubs.

If you would like further information about any of these resources, please contact Ms Diana Young, Director, Community Recovery, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts on telephone (07) 3086 3503 or by email at diana.young@chde.qld.gov.au.

Again, thank you for working with us to support Queensland communities to be disaster-ready and resilient.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Leanne', written over a large, stylized blue scribble.

Leanne Enoch MP
Minister for Treaty
Minister for Aboriginal and Torres Strait Islander Partnerships
Minister for Communities and Minister for the Arts

Encl. (1) Community Recovery General Information Pack

**Community
recovery**

Financial assistance and support services

Community Recovery General Information Pack

Updated August 2023

**COMMUNITY RECOVERY
GENERAL INFORMATION PACK**



**Queensland
Government**

Contents

Key messages.....	4
Dealing with a disaster	4
Recovery services	4
Financial assistance	4
Community recovery service overview	5
Availability of community recovery services.....	6
Disaster declaration.....	6
Activation under the Queensland Disaster Management Arrangements	6
Activation of Personal Hardship Assistance.....	6
DRFA relief measures administered by the department	7
Short to medium-term measures	7
Exceptional disaster assistance	7
Accessing our services during an activation	8
Community Recovery online portal	8
Community Recovery Hotline (1800 173349)	8
Community Recovery Hubs.....	8
Outreach visits.....	8
Interpreter services.....	8
Media, social media, public places and the web	8
State Emergency Services (SES) Assistance (132 500)	9
Emergency Alert	9
Housing support and services.....	9
Emergency housing assistance.....	9
Housing disaster response phases	9
Phase 1 – Immediate disaster response	9
Phase 2 – Emergency housing response	9
Phase 3 – Temporary housing recovery.....	10
Phase 4 – Housing stabilisation.....	10
Phase 5 – Housing response plan review	10
Additional Support.....	10
Disability Inclusive Disaster Risk Reduction (DIDRR)	10
Homelessness Inclusive Disaster Risk Reduction (HIDRR).....	10
Financial assistance.....	11
Emergency Hardship Assistance	11
Essential Services Hardship Assistance	12
Essential Household Contents Grant	13
Structural Assistance Grant.....	14
Essential Services Safety and Reconnection Scheme	15

Queensland Rural and Industry Development Authority – Disaster Assistance Loan	16
Queensland Rural and Industry Development Authority – Disaster Assistance Loan – Not for profit organisation	18
Queensland Rural and Industry Development Authority – Disaster Assistance Loan, Essential Working Capital	19
Queensland Rural and Industry Development Authority – SDARG – Special Disaster Assistance Recovery Grant (Category C).....	20
Sport and Recreation Disaster Recovery Program	21
Psychosocial recovery	22
Support services	23
Other disaster management functions and agencies	25
Contacts	26
Links and resources	27
More information	28
Insurance	28
Cleaning your home after disaster	28
Cleaning up mould.....	28
Scams.....	28
Asbestos removal	28
Volunteering	28
Returning home safely after a fire	29
Bushfire smoke and your health	29
Cleaning up a smoke affected home	29
Bushfires and harvested rainwater	29

Key messages

Dealing with a disaster

- The Queensland Government is well equipped to deal with disasters as extensive preparation occurs throughout the year. People who are well prepared for disasters are more resilient when a disaster occurs and during the recovery period.
- Visit www.getready.qld.gov.au for information on how to prepare for a disaster.

Recovery services

- The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts (the department) coordinates Community Recovery services to assist disaster-affected people, including emotional support, material aid, financial assistance and referral for housing support.
- Community Recovery staff, made up of a volunteer workforce from all government departments, will be on the ground to assess and respond to the needs of the affected community as soon as it is safe.
- Following a disaster, people will be able to choose how they access assistance to recover, including:
 - **Online** — the Community Recovery online portal (www.communityrecovery.qld.gov.au) allows people to apply for financial assistance and support services from personal devices at their convenience (e.g. computer, smartphone, tablet). Note: the portal will only go live following a disaster when the Queensland Government activates financial assistance.
 - **Over the phone** — the Community Recovery Hotline (Ph: 1800 173 349) will also provide support in the completion of applications for financial assistance and support services over the phone.
 - **In person** — people can access Community Recovery services by visiting a local Recovery Hub or requesting an outreach visit to their home.
Note: Community Recovery Hub will be widely advertised following a disaster.
- Further information on Community Recovery services can be found online at www.qld.gov.au/disasterhelp
- Non-government organisations (NGOs) can provide emotional well-being and support services, such as counselling and charitable donations of goods and services. NGOs will refer those experiencing severe psychological issues to Queensland Health mental health practitioners.

Financial assistance

- If the Commonwealth/State Government activate financial assistance following a disaster, people experiencing hardship as a result of the disaster may be eligible for:
 - Emergency Hardship Assistance*: \$180 per person (up to \$900 for a family of five or more) for people who are unable to meet their immediate essential needs for temporary accommodation, food, essential clothing and medication.
 - Essential Services Hardship Assistance*: \$150 per person (up to \$750 for a family of five or more) to people who are directly impacted by the loss of one or more essential service (e.g. electricity, gas, water or sewerage) for more than five days.
 - Essential Household Contents*: of up to \$1,765 for individuals (up to \$5300 for a family) to eligible people who do not have the relevant insurance and have had damage to their homes and belongings as a result of the disaster and who meet the income threshold.
 - Structural Assistance*: of up to \$50,000 to support eligible low-income homeowner/occupiers who are uninsured, or unable to claim insurance, and who meet the income threshold. The SAG is a contribution towards repairs to their home to make it secure and safe. A home may include a caravan or vessel that is an applicant's primary place of residence.

- Essential Services Safety and Reconnection Scheme**: up to four essential service reconnections (e.g., electricity, gas, water or sewerage) at maximum \$200 each and repair to damaged service items to a maximum total of \$4200.

*Eligibility Criteria applies, refer to pages 11-15 for further details.

Community recovery service overview

Local governments are primarily responsible for managing the disaster response and recovery efforts in their local government area, through a multi-agency Local Disaster Management Group (LDMG).

Local governments are responsible for:

- Ensuring they have disaster response capability.
- Approving the local disaster management plan, which is prepared by the LDMG.
- Ensuring information about a disaster in their area is promptly given to the district disaster coordinator.

The Queensland Government provides local governments and LDMGs with appropriate resources and support to help them carry out disaster response and recovery operations.

Under the Queensland State Disaster Management Plan, the department is the functional lead agency for human and social recovery (more commonly known as Community Recovery). The department works with the local governments and a range of recovery organisations to provide advice, support and/or additional resources to support the emotional, social and physical wellbeing of people affected by a disaster that assist in building resilience in the community.

To do this, we work across our department and other government agencies and NGOs to identify vulnerable individuals and families and assist them directly following a disaster.

Queensland Health will re-establish business-as-usual health and medical services to the community as soon as possible, particularly for vulnerable groups such as dialysis patients, as well as public health responses and messaging. Queensland Health will also establish mental health support services for community members referred via Community Recovery processes.

The Queensland Government also administers the State Disaster Relief Arrangements (SDRA) and works with the Commonwealth Government to activate the Disaster Recovery Funding Arrangements (DRFA), formerly known as Natural Disaster Relief and Recovery Arrangements (NDRRA) in affected areas as required.

Under these arrangements, personal hardship assistance can be made available through the department for people who have been impacted by a disaster event and are unable to meet their immediate needs following that event.

Disasters disrupt all aspects of personal and community life. Affected people may require a range of support including information, assistance to meet their basic needs for immediate food and shelter, or simply to share their experience and how the disaster has affected them.

In the medium to longer-term, recovery is about supporting people to cope with changes that may have occurred to their routines, relationships or their living and working circumstances, to reconnect with their personal and community networks as well as supporting them to be better prepared for a disaster in the future.

Availability of community recovery services

Disaster declaration

The Premier or Minister for Police and Corrective Services and Minister for Fire and Emergency Services can declare a disaster situation for the State, or part of the State, if satisfied:

- a disaster has happened, is happening or is likely to happen, in the state and
- it is necessary, or reasonably likely to be necessary, for a district disaster coordinator or a declared disaster officer to exercise declared disaster powers to prevent or minimise any of the following:
 - loss of human life
 - illness or injury to humans
 - property loss or damage
 - damage to the environment.

With the approval of the Minister for Police and Corrective Services and Minister for Fire and Emergency Services, a District Disaster Coordinator may also declare a disaster situation for the district, or a part of it, if satisfied of the above criteria.

However, a declaration under the Queensland Disaster Management Act is not required to activate DRFA or Community Recovery services. For example, the department supported community recovery efforts following the 2015 Ravenshoe Café explosion.

Activation under the Queensland Disaster Management Arrangements

As per **Figure 1** Activation Process - once local and district capacity to respond to request for personal hardship assistance has been exhausted, state capacity may be requested.

The local government authority has primary responsibility but can seek to activate the state's support and resources, by requesting assistance through the District Disaster Coordinator to the State Disaster Coordination Centre and to the department itself.

A disaster declaration is not required to activate Community Recovery Services, the Personal Hardship Assistance Scheme, Essential Services Safety and Reconnection Scheme, or DRFA.

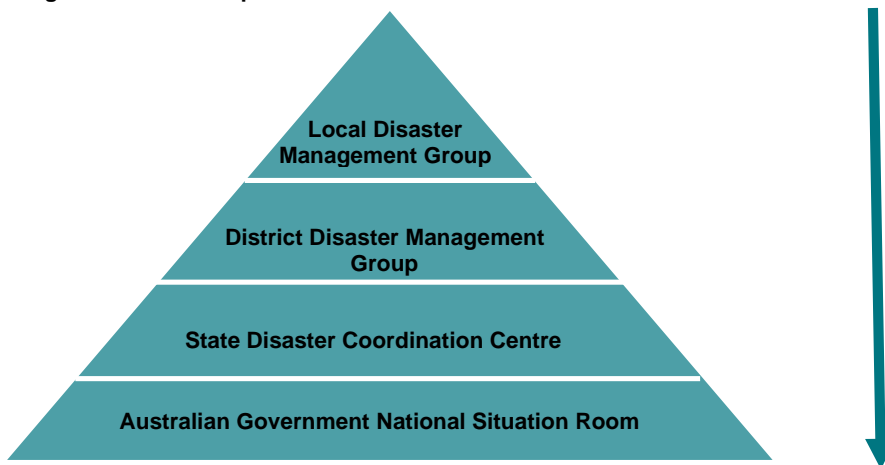
Activation of Personal Hardship Assistance

An area is considered activated for financial assistance when either the State Disaster Relief Assistance or the DRFA, formerly NDRRA, has been activated. Evidence of personal hardship and an assessment that these needs are not met by the existing community welfare sector is needed to activate these measures.

Evidence may include:

- Requests for assistance beyond the capacity of the local community groups and services
- Significant damage has occurred to community members' dwellings
- Low socio-economic community
- The impact of consecutive disasters on local resilience
- Limited access to or uptake of insurance within the community.

Figure 1. Activation process



DRFA relief measures administered by the department

Short to medium-term measures

- The Personal Hardship Assistance Scheme is designed to alleviate personal (individual and family) hardship that has arisen as a result of the disaster. This includes the following grants:
 - Emergency Hardship Assistance
 - Essential Services Hardship Assistance
 - Essential Household Contents
 - Structural Assistance
- The Essential Services Safety and Reconnection Scheme is a contribution to assist uninsured homeowners to inspect and repair damaged essential services such as electricity, gas, water and sewerage.
- Disaster Assistance Loans for not-for-profit Organisations is a concessional loan for non-profit organisations to repair or replace damaged plant and equipment or repair essential premises.
- The Essential Working Capital Loans Scheme is for non-profit organisations that have suffered a significant loss of income and provide the essential working capital to continue operations.

Exceptional disaster assistance

- NOTE: The Queensland Premier and Prime Minister of Australia must agree to exceptional circumstances assistance measures.
- The Community Recovery Fund is aimed at community recovery, community development and community capacity building for the future.
- The Recovery Grant may be available for clean-up and recovery for not-for-profit Organisations. Grants can be used for clean-up and reinstatement but not for providing compensation for losses (i.e. loss of income/trade).

Accessing our services during an activation

Community Recovery online portal

The Community Recovery portal provides members of the public with information they may also find at a Community Recovery Hub and provides the option of applying online for financial assistance and support services using their own internet-enabled devices (e.g. computer, smartphone, tablet). The Community Recovery portal can also determine an applicant's eligibility, verify their identity and transfer funds directly to their nominated bank account. The Community Recovery portal will be turned on and only visible to impacted members of the public following a disaster where the Queensland Government activates personal hardship assistance. The web address for the portal is: www.communityrecovery.qld.gov.au.

Community Recovery Hotline (1800 173 349)

People can call the Community Recovery Hotline, be assessed for financial assistance and request support services over the phone.

Community Recovery Hubs

A Community Recovery Hub is a physical location where the community can access recovery information and services from the government (e.g., financial assistance) and NGOs (e.g., emotional wellbeing and support services). COVID-19 safe practices, as advised by Queensland Health, will be applied.

Community Recovery officers coordinate the sourcing of recovery hub locations across Queensland in consultation with the local councils, Neighbourhood Centres and District Human Social Recovery Group members.

Outreach visits

Outreach visits involve Community Recovery workers and NGO partners visiting impacted community members where they live to provide the required services (including financial assistance, emotional wellbeing, referrals to housing assistance and support services) or to undertake assessment for grant applications. COVID-19 safe practices, as advised by Queensland Health, will be applied.

Interpreter services

The department provides interpreter services to assist people to access Community Recovery services who do not have English as their first language or are hearing-impaired.

There are also translated fact sheets about natural disasters and financial assistance grants available on our website in a number of languages at:

<https://www.qld.gov.au/community/disasters-emergencies/disasters/resources-translations/disaster-information-language>

Media, social media, public places and the web

We will regularly broadcast updates about our services and how to access them to:

- Facebook, using our handle @RecoveryQld
- local ABC radio stations
- notice boards at local gathering places (e.g., shops)
- our website www.qld.gov.au/disasterhelp
- the disaster alerts website www.qld.gov.au/alerts
- the COVID-19 website www.covid19.qld.gov.au

State Emergency Services (SES) Assistance (132 500)

The SES 132 500 (mobile app, webpage, phone line) is available 24 hours a day, seven days a week, for members of the public to submit requests for assistance from State Emergency Service volunteers. SES can assist with non-life-threatening flood and storm emergency assistance during severe weather events.

There can be significant demand for SES assistance during a severe weather event, leading to long wait times. Requests for assistance are prioritised based on the information provided.

Emergency Alert

Emergency Alert is the national telephone-based emergency warning system that sends disaster warning messages, from the State Disaster Coordination Centre to landlines based on the location, to mobile phones based on an individual's billing address, and to mobile account holders based on the device's location. If you receive an Emergency Alert and want more information, follow the instructions in the message. You do not need to register for this service.

Housing support and services

Emergency housing assistance

The Department of Housing (DoH) can provide emergency housing assistance and other housing support services to people if their home is damaged from a disaster, and they are unable to live in the property.

DoH provides Emergency Housing Assistance Response (EHAR), including identifying short-term accommodation to support vulnerable people in need.

People can access housing assistance online www.qld.gov.au/housing, over the phone 13 QGOV (13 74 68) or at their nearest Housing Service Centre.

The department also works closely with:

- Impacted councils to ensure options are available to support those who cannot return home after a disaster.
- Retirement villages, residential services and manufactured home parks, community housing providers and specialist homelessness services to check on the welfare of their residents and condition of their property.

Housing disaster response phases

Phase 1 – Immediate disaster response

- Support social housing tenants before and during a disaster
- Activate response in accordance with Disaster Management Plan and Temporary Emergency Accommodation Plan
- Respond to immediate needs of impacted residents on the ground
- Open EHAR response
- Commence assessments of impact on individuals and property.

Phase 2 – Emergency housing response

- Respond to housing need presented through face-to-face, phone and online channels
- Build a holistic picture of housing demand

- Tailor short, medium, and longer-term options and actions under the Housing Response Plan
- Case manage affected individuals in collaboration with non-government service providers.

Phase 3 – Temporary housing recovery

- Informed by data and demand, enact proactive servicing model in partnership with government and local community resources
- Formulate housing transition arrangements
- Undertake joint housing and support needs assessments.

Phase 4 – Housing stabilisation

- Determine longer-term housing solutions through case management and pathway planning
- Resolution of individual cases, social housing repairs and systemic local housing issues.

Phase 5 – Housing response plan review

- Monitor and report
- Review, evaluate and improve

Additional Support

Disability Inclusive Disaster Risk Reduction (DIDRR)

Since 2019, Community Recovery has partnered with the Centre for Disability Research and Policy at the University of Sydney, Queenslanders with Disability Network, and the Community Services Industry Alliance to develop resources and support to enable Disability Inclusive Disaster Risk Reduction (DIDRR) in Queensland communities.

The DIDRR Framework, Toolkit, Person-Centred Emergency Preparedness (P-CEP) workbook and Person-Centred Emergency Planning (P-CEP) Capability Wheel Flyers were developed through a collaborative co-design process involving community stakeholders from the disability, community, and emergency services sectors.

Additional resources include a four-part Video Series which showcases disability-inclusive emergency planning in action and a nine-part case study series illustrating the leadership, capability, and responsibilities of different stakeholders in turning DIDRR principles into action.

More information is available by visiting <https://www.housing.qld.gov.au/about/initiatives/disability-inclusive-disaster-risk-reduction>.

Homelessness Inclusive Disaster Risk Reduction (HIDRR)

The Homelessness Inclusive Disaster Risk Reduction project is the third phase in a series of research partnership projects that aim to develop inclusive disaster risk reduction for Queensland Communities.

Community Recovery has again partnered with The University of Sydney, Queenslanders with Disability Network, and the Community Services Industry Alliance to use a co-design approach to develop tools and resources to assist people that are homeless, the organisations that support them and the emergency services sector to help plan and prepare for disaster.

Resources developed include a P-CEP Homelessness Outreach Guide and suite of educational resources for use by Emergency Services and other service providers to assist people with disability and people experiencing homelessness to be aware, capable and prepared before disasters strike.

Further information is available by visiting <https://www.housing.qld.gov.au/about/initiatives/homelessness-inclusive-disaster-risk-reduction>.

Financial assistance

The following grants are only available to members of the public when financial assistance has been activated by the Commonwealth/State Government following a disaster.

Emergency Hardship Assistance

Purpose	The Emergency Hardship Assistance Grant is available as a contribution to support people directly impacted by a disaster and are unable to meet their immediate essential needs for food, clothing, medical supplies or temporary accommodation.
Amount	\$180 per person, or up to \$900 for a family of five or more.
Eligibility criteria	<p>Emergency Hardship Assistance is not income or asset tested. To be eligible, applicants must meet all of the following criteria:</p> <ul style="list-style-type: none"> live or are stranded in the targeted activation zone, have suffered hardship as a result of the event are unable to meet your immediate essential needs for food, clothing, medical supplies or temporary accommodation. <p>Note: assistance is only available for seven days following activation of this grant. The timeframe of this grant can be extended (maximum availability period of 28 days) where necessary and appropriate by the delegated Minister.</p> <p>The following circumstances are NOT grounds for receiving Emergency Hardship Assistance:</p> <ul style="list-style-type: none"> business loss or damage including compensation for loss of income farm or property damage (excluding principal place of residence) loss of tools of trade essential services outage (if less than six days) isolation within property.
Payment	Electronic Funds Transfer or Recovery Debit Card.
Access	Online via the Community Recovery Portal (www.communityrecovery.qld.gov.au), over the phone on the Community Recovery Hotline (1800 173 349), or in person at a Community Recovery Hub or outreach visit.

Essential Services Hardship Assistance

Purpose	This grant is available as a contribution to support people directly impacted by the loss of one or more essential service (e.g. electricity, gas, water or sewerage) for more than five days.
Amount	\$150 per person or up to \$750 for a family of five or more.
Eligibility criteria	<p>The Essential Services Hardship Assistance grant is not income or asset tested. To be eligible, applicants must be:</p> <ul style="list-style-type: none"> impacted by the loss of one or more essential services to their principal place of residence for more than five days, and live in the in the disaster impact area and loss of power is confirmed by the energy provider be suffering hardship <p>Note: assistance is only available for seven days following activation of this grant.</p> <p>This payment is available for the loss of:</p> <ul style="list-style-type: none"> electricity, including other forms of power supply (including generators where property is powered by generators or other power supply such as turbine power or solar power) and this is the only source of power to the property gas, only when the property is gas only. If there is electricity to the property, then the loss of gas alone does not qualify for assistance water, only when alternative water is not being supplied sewerage, only when residents are unable to stay in their homes due to health and safety issues.
Payment	Electronic Funds Transfer or Recovery Debit Card.
Access	Online via the Community Recovery Portal (www.communityrecovery.qld.gov.au), over the phone on the Community Recovery Hotline (1800 173 349), or in person at a Community Recovery Hub or outreach visit.

Essential Household Contents Grant

Purpose	If people are uninsured or unable to claim insurance, they may be eligible for financial assistance to provide a contribution towards replacing or repairing essential household contents, such as beds, linen and whitegoods, that have been lost or damaged in a disaster. This grant is income tested.
Amount	Up to \$1,765 for single adults, and up to \$5,300 for couples/families.
Eligibility criteria	<p>To be eligible, applicants must meet all of the following criteria:</p> <ul style="list-style-type: none"> • live in a targeted activation zone where this grant is activated, and • be uninsured or unable to claim insurance to replace or repair their household contents (contents must be owned by the applicant), and • weekly income must be less than: <ul style="list-style-type: none"> — individual: \$988 (\$51,389 per year) — couple: \$1,367 (\$71,061 per year) — sole parent, one child: \$1,368 (\$71,110 per year) — couple, one child: \$1,694 (\$88,111 per year). <p>For each additional child add a further \$327 per week; for each dependent adult add \$378 per week.</p>
Payment	Electronic Funds Transfer or Cheque.
Access	<p>Online via the Community Recovery Portal (www.communityrecovery.qld.gov.au), over the phone on the Community Recovery Hotline (1800 173 349), or in person at a Community Recovery Hub or outreach visit.</p> <p>*Please note: an outreach visit will be required to confirm eligibility before this grant is paid.</p>

Structural Assistance Grant

Purpose	If people are uninsured, or unable to claim insurance, they may be eligible for a one-off payment as a contribution towards repairs to their home to make it secure and safe. This grant is income tested.
Amount	Up to \$50,000 per eligible household
Eligibility criteria	<p>To be eligible, applicants must meet all of the following criteria:</p> <ul style="list-style-type: none"> • live in a targeted activation zone • own or be the mortgagee of the home, caravan or boat, and • have been living in the home, caravan or boat at the time of the disaster (it was their primary place of residence), and • be uninsured or unable to claim insurance for the structural repairs, and • weekly income must be less than: <ul style="list-style-type: none"> — individual: \$988 (\$51,389 per year) — couple: \$1,367 (\$71,061 per year) — sole parent, one child: \$1,368 (\$71,110 per year) — couple, one child: \$1,694 (\$88,111 per year). <p>For each additional child add a further \$327 per week; for each dependent adult add \$378 per week.</p> <p>The income of any other adult/s in the household is not included. Where a property is jointly owned by two or more unrelated people, the income test is applied to all owners.</p>
Payment	Electronic Funds Transfer or Cheque.
Access	<p>Online via the Community Recovery Portal (www.communityrecovery.qld.gov.au), over the phone on the Community Recovery Hotline (1800 173 349), or in person at a Community Recovery Hub or outreach visit.</p> <p>* Please note: an outreach visit will be required to confirm eligibility before this grant is paid.</p>

Essential Services Safety and Reconnection Scheme

Purpose	If people are uninsured, or unable to claim insurance, they may be eligible for a grant to help reconnect essential services that were damaged by a disaster. This grant is income tested.
Amount	<p>There are two parts to the grant:</p> <ol style="list-style-type: none"> 1. Inspection: up to \$200 towards a safety inspection for each essential service needing reconnection (electricity, gas, water and sewerage or septic system) 2. Repair: up to \$4,200 towards repair work to enable essential services to be reconnected (for example, electrical rewiring).
Eligibility criteria	<p>To be eligible, applicants must meet all of the following criteria:</p> <ul style="list-style-type: none"> • live in a targeted activation zone, and • be the owner or mortgagee of the home, caravan or boat • be uninsured or unable to claim insurance to replace or repair your essential service/s, and • weekly income must be less than: <ul style="list-style-type: none"> • individual: \$988 (\$51,389 per year) • couple: \$1,367 (\$71,061 per year) • sole parent, one child: \$1,368 (\$71,110 per year) • couple, one child: \$1,694 (\$88,111 per year). <p>For each additional child add a further \$327 per week; for each dependent adult add \$378 per week.</p>
Payment	Electronic Funds Transfer or Cheque.
Access	<p>Online via the Community Recovery Portal (www.communityrecovery.qld.gov.au), over the phone on the Community Recovery Hotline (1800 173 349), or in person at a Community Recovery Hub or outreach visit.</p> <p>*Please note an outreach visit will be required to confirm eligibility before this grant is paid.</p>

Queensland Rural and Industry Development Authority – Disaster Assistance Loan

The following Category B DRFA disaster assistance loan may be available to eligible applications once activated by the State and Commonwealth Government.

<p>Purpose</p>	<p>This assistance measure under the Disaster Recovery Funding Arrangements helps primary producers and small business owners pay for costs arising out of direct damage caused by an eligible disaster.</p> <p>The assistance provided under the scheme is a concessional loan for re-establishing the normal operations of a primary production enterprise including: repair or replace damaged plant and equipment; repair or replace buildings; purchase livestock to replace livestock lost in the disaster event; meet requirements for carrying on production including: re-planting, restoring or re-establishing areas affected by the eligible disaster; sustenance, essential property operations or paying rent or rates.</p> <p>For small business loan funds are provided to re-establish normal operations, this includes repairing or replacing damaged plant and equipment, repairing, or replacing buildings, supplying stock for up to one month to replace lost stock and maintain liquidity of the business, meet carry-on requirements including sustenance or paying rent or rates.</p>
<p>Amount</p>	<p>Loans* of up to \$250,000</p>
<p>Eligibility criteria</p>	<p>To be eligible for assistance under the scheme, the Queensland Rural and Industry Development Authority (QRIDA) must be satisfied that:</p> <ul style="list-style-type: none"> • the applicant is a primary producer or a small business (employing less than 20 full-time equivalent employees) • the property where the enterprise is carried on has been damaged as a direct result of the disaster; and the property (or small business) is in the defined disaster area • the applicant has taken reasonable precautions to avoid or minimise loss or damage from an <i>eligible disaster</i>, for example adequate insurance • the applicant is responsible for the cost of essential repairs or replacement of the damaged assets and as a result has had liquidity severely affected • the applicant is unable to repair or replace the damaged assets or return to viable operations from their own resources • the applicant has used all liquid assets and all normal credit sources up to normal credit limits** • the applicant demonstrates reasonable prospects of re-establishing on a viable basis with the assistance given • the applicant has not taken excessive risks in carrying on the enterprise (or small business). <p>Please review the scheme guidelines published after assistance is activated for the full range of eligible activities claimable.</p>

Community Recovery

Access

Online via the QRIDA website www.qrida.qld.gov.au, over the phone free call 1800 623 946, or in person at a Community Recovery Hub or by appointment with a Regional Area Manager

*Please note terms: up to 10 years, with a maximum of 2 years interest only. A loan under this scheme must be secured to the satisfaction of QRIDA. This must include: (a) a mortgage of land and other assets satisfactory to QRIDA; and (b) any other security QRIDA considers necessary including for example, a Specific Security Agreement over plant and machinery, or a General Securities Agreement. ** this criterion will be assessed in relation to the expected cost of recovery and projected cash flow shortfalls.

Financial assistance and support services

17

Queensland Rural and Industry Development Authority – Disaster Assistance Loan – Not for profit organisation

The following Category B DRFA disaster assistance loan may be available to eligible applications once activated by the State and Commonwealth Government.

Purpose	<p>This assistance measure under the Disaster Recovery Funding Arrangements is to support communities recover after an eligible disaster.</p> <p>Concessional loans are provided to assist not-for-profit organisations whose assets have been significantly damaged as a direct result of an eligible disaster.</p>
Amount	Loans of up to \$100,000
Eligibility criteria	<p>To be eligible for assistance under the scheme, applicants must:</p> <ul style="list-style-type: none"> • be a non-profit organisation • have suffered direct damage to essential premises, plant, equipment or stock as a result of an eligible disaster • the not-for-profit organization was carried on and located in the defined disaster area • be unable to repair or replace assets directly damaged as a result of an eligible disaster, or return to normal operations from their own resources • have used all liquid assets and normal credit sources up to normal credit limits • have taken reasonable precautions to avoid or minimise loss or damage from an eligible disaster, for example adequate insurance • be responsible for the cost of repairing or replacing the damaged assets • demonstrate an ability to repay the loan • have not taken excessive risks in carrying on the not-for-profit organisation. <p>Please review the scheme guidelines published after assistance is activated for the full range of eligible activities claimable.</p>
Access	<p>Online via the QRIDA website www.qrida.qld.gov.au, over the phone free call 1800 623 946, or in person at a Community Recovery Hub or by appointment with a Regional Area Manager</p> <p>*Please note terms: up to 10 years, with a maximum of 2 years interest only. A loan under this scheme must be secured to the satisfaction of QRIDA. This must include a mortgage of land and other assets satisfactory to QRIDA.</p>

Queensland Rural and Industry Development Authority – Disaster Assistance Loan, Essential Working Capital

The following Category B DRFA disaster assistance loan may be available to eligible applications once activated by the State and Commonwealth Government.

<p>Purpose</p>	<p>This assistance measure under the Disaster Recovery Funding Arrangements helps primary producers, small business and not-for-profit organisations that have suffered a significant loss of income and have been directly damaged as a result of an <i>eligible disaster</i>. This assistance is not intended to compensate for loss of income or provide assistance relating to direct damage suffered as a result of an <i>eligible disaster</i>.</p> <p>The assistance provided under this scheme is a concessional loan to be used as essential working capital. Essential working capital is money that is necessary to continue the normal operation of the primary production enterprise, small business or not for profit organisations for up to one year. Examples of uses of essential working capital include: paying salaries or wages, paying creditors, paying rent or rates, buying goods, including, for example, fuel, essential to carry on the enterprise, for primary producers buying fodder or water for livestock or produce or transporting livestock or produce if a primary production enterprise.</p>
<p>Amount</p>	<p>Loans* of up to \$100,000</p>
<p>Eligibility criteria</p>	<p>To be eligible for assistance under this scheme, QRIDA must be satisfied that:</p> <ul style="list-style-type: none"> • the applicant is a primary producer, small business or not for profit organisation • before the eligible disaster, the applicant carried on a primary production business, small business enterprise or not-for-profit organisation activity in the defined disaster area • the applicant has suffered a significant loss of income as a result of the eligible disaster • the applicant is continuing the enterprise in the defined disaster area • there are reasonable prospects for the long-term viability of the enterprise if the assistance is provided • the applicant has used all liquid assets and normal credit sources up to normal credit limits • the applicant has no reasonable prospects of obtaining finance on ordinary commercial terms to carry on the enterprise • the applicant has not received another concessional loan for loss or damage that was related to the eligible disaster. <p>Please review the scheme guidelines published after assistance is activated for the full range of eligible activities claimable.</p>
<p>Access</p>	<p>Online via the QRIDA website www.qrida.qld.gov.au, over the phone free call 1800 623 946, or in person at a Community Recovery Hub or by appointment with a Regional Area Manager</p> <p>*Please note terms: up to 10 years, with a maximum of 2 years interest only. A loan under this scheme must be secured to the satisfaction of QRIDA. This must include: (a) a mortgage of land and other assets satisfactory to QRIDA; and (b) any other security QRIDA considers necessary including for example, a Specific Security Agreement over plant and machinery, or a General Securities Agreement.</p>

Queensland Rural and Industry Development Authority – SDARG – Special Disaster Assistance Recovery Grant (Category C)

The following grant is only available when financial assistance has been activated by the Commonwealth/State Government following a disaster.

<p>Purpose</p>	<p>This assistance measure, made under agreements between the Commonwealth and State Governments is designed to assist primary producers, small business and not-for-profit organisations pay for costs of clean-up and reinstatement of eligible entities that have suffered direct damage caused by an eligible disaster. Assistance is not intended to compensate for loss of income suffered as a result of the eligible disaster. The assistance provided under the scheme is a grant for the immediate re-instatement of the normal operations of a primary production enterprise, small business or not-for-profit organisation including:</p> <ul style="list-style-type: none"> • repair or replace damaged plant and equipment and buildings • purchasing, hiring or leasing equipment or materials to clean premises, property or equipment • employing (including engagement under a contract for services) a person to clean premises • removing and disposing of debris, damaged goods and material
<p>Amount</p>	<p>For a standard grant the maximum total amount of assistance available is up to \$10,000. For an exceptional circumstances grant, the maximum total amount of assistance available is up to \$25,000 but depending on the event activation can reach up to \$50,000 for small businesses and not-for-profit organisations, and up to \$75,000 for primary producers.</p>
<p>Eligibility criteria</p>	<p>To be eligible for assistance under this scheme, QRIDA must be satisfied that:</p> <ul style="list-style-type: none"> • the applicant is a primary producer, small business or not for profit organisation • before the eligible disaster, the applicant carried on a primary production, small business enterprise or not-for-profit organisations in the defined disaster area • the applicant is primarily responsible for meeting the costs claimed in the application • the applicant is continuing or intending to re-establish the enterprise in the defined disaster area. <p>Please review the scheme guidelines published after assistance is activated for the full range of eligible activities claimable.</p>
<p>Access</p>	<p>Online via the QRIDA website www.qrida.qld.gov.au, over the phone free call 1800 623 946, or in person at a Community Recovery Hub.</p> <p>*Please note terms: grants are non-repayable but may be treated as income by the ATO, applicants should make their own enquiries regarding this. The grants are GST exclusive. For information on the defined disaster areas, please refer to the activation notice on QRIDA's website.</p>

Sport and Recreation Disaster Recovery Program

The following grants are only available when financial assistance has been activated by the Commonwealth/State Government following a disaster.

Purpose	The Sport and Recreation Disaster Recovery Program (program) supports not-for-profit sport and active recreation organisations with funding to re-establish their facilities after extreme natural events, specifically floods, cyclones and severe storm events. Assistance will be available where Personal Hardship Assistance (Category A) or Restoration of Essential Public Assets (Category B) are listed.
Amount	Funding of up to \$5000 may be available for eligible sport and recreation organisations located in areas activated under the DRFA Category A or B.
Eligibility criteria	<p>To be eligible, the organisation must:</p> <ul style="list-style-type: none"> • be registered with an ABN; and • operate as a not-for-profit sport or recreation organisation or not-for-profit community organisation (with an objective of delivering sport or active recreation activities) incorporated under the: <ul style="list-style-type: none"> ○ Associations Incorporation Act 1981 (Qld) ○ Corporations Act 2001 (Cwth) ○ Co-operatives National Law Act 2020 (Qld) ○ Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwth) • be located in a DRFA Category A or B declared disaster affected area • demonstrate tenure over the infrastructure and have the legal right to conduct works on the site to request repair, restoration or mitigation support to infrastructure damaged by the declared natural event.
Availability	<ul style="list-style-type: none"> • Funding will be available for application up to three months from the latest activation date.
More Details	Visit website https://www.qld.gov.au/recreation/sports/funding/disaster-recovery

Psychosocial recovery

During a disaster, it is common for community members to experience psychological distress.

Approximately 80 per cent of people affected by a disaster will recover with the provision of basic support, while the other 20 per cent may need ongoing wellbeing and emotional support.

Feelings and emotions

Fear, guilt, anger, uncertainty, sadness, grief and insecurity are normal reactions to a disaster. But some people may experience more profound symptoms of stress, like difficulty sleeping, miscommunications, hypervigilance, increased family violence, increased use of alcohol and other drugs and low attendance at work and school.

People who experience these symptoms may benefit from a referral to emotional wellbeing and support services such as Psychological First Aid, information that explains what they are going through and/or counselling. During a disaster, specialist mental health clinicians from Queensland Health can refer individuals to support services if they appear to be experiencing acute stress reactions or heightened symptoms of pre-existing mental health disorders.

It is usual for people to experience a variety of reactions over time and for people to view the same event differently. Longitudinal studies suggest that post-disaster psychological symptoms peak in the year following the disaster and then improve, but symptoms may persist for years in many cases. Some people will recover quickly, while others may require support over a more extended period.

Supporting mental health










Some people may develop new mental health conditions or experience a reoccurrence or exacerbation of an existing disorder in the weeks and months following an event. The number of people affected varies according to the severity and nature of the disaster and the extent of losses sustained.

Few individuals with disaster-related mental health disorders, especially with post-traumatic stress disorder, initiate contact with mental health treatment services unless they've had prior experience with those services. People experiencing ongoing post-traumatic stress or depressive symptoms can be referred to public mental health services through Queensland Health for assessment. Community members should be encouraged to seek help if they or their children experience any of the above-mentioned symptoms.

In emergencies, there are disruptions to family and community networks due to loss, displacement, family separation, community fears and distrust. Even when family and community networks remain intact, people in emergencies will benefit from help in accessing greater community and family support. Psychosocial support is built on ensuring access to essential services, information, empowerment, community support, reconnection with family and friends, psychological and counselling services, and specialised services.







Appropriate training for responders after a disaster is paramount to avoid triggering survivors' heightened suggestibility, the possibility of vicarious trauma, and the risk of re-traumatising survivors through inappropriate support. Queensland Health clinicians can also assist responding field staff and volunteers with on-the-ground emotional support. Factsheets and other helpful reference materials are also available – refer to this document links and resources' section.

Support services

 <p>Australian Red Cross</p>	<p>Australian Red Cross supports and visits people in communities where disaster has occurred to check on their wellbeing and make referrals to other agencies.</p> <p>www.redcross.org.au</p>
	<p>Blue Care provides most community care services using its own staff and facilities.</p> <p>www.bluecare.org.au</p>
	<p>GIVIT coordinates donations of money, goods and services and works with NGOs to match these donations to the needs of disaster-affected individuals. To donate funds, goods or services, or for NGOs to request assistance for affected residents.</p> <p>www.givit.org.au</p>
	<p>Good Shepherd Microfinance provides safe, fair and affordable loan programs to low-income earners to purchase essential household goods and services — in particular, no interest and no fees loans up to the value of \$1,500 for concession card holders, with repayment over a 12 to 18-month period and low interest, no fee loans of up to \$3,000 repaid over three years for people on low incomes.</p> <p>www.goodshepherdmicrofinance.org.au</p>
	<p>The Housing Assist Qld app is free and helps people seeking housing assistance and public housing tenants to access services at a time suitable to them.</p> <p>www.qld.gov.au/housing/renting/housing-assist-qld-app/</p>
	<p>Lifeline provides counselling and support, including crisis counselling to people affected by disaster.</p> <p>www.lifeline.org.au</p>
	<p>Orange Sky Australia is the world's first free mobile laundry service helping those who are experiencing homelessness or have been impacted by a natural disaster.</p> <p>www.orangesky.org.au</p>
	<p>Rapid Relief Team (RRT) provides care and compassion to people in crisis, providing free catering assistance and tangible support to emergency services, government and charitable organisations.</p> <p>www.rrtglobal.org</p>
	<p>RSPCA services include rescuing trapped animals, helping injured animals, and technical and logistical support for emergency animal shelters.</p> <p>www.rspca.org.au</p>

11.1 - Councillor Information Correspondence --Appendix 5

Community Recovery

	<p>St John Ambulance is a self-funded charitable organisation dedicated to helping people who are sick, distressed, suffering or in danger.</p> <p>www.stjohnqld.com.au</p>
	<p>St Vincent de Paul provides essential items such as blankets, toiletries, mattresses, clothing, food and children's and babies' necessities.</p> <p>www.vinnies.org.au</p>
	<p>The Salvation Army provides emergency catering and disaster recovery support services to assist with the physical, emotional and spiritual needs of people impacted by disasters.</p> <p>www.salvos.org.au</p>
	<p>Triple P – Positive Parenting Program — Parents play a key role in helping children develop the emotional resilience they need to cope with life's challenges. Parents can attend a free "Raising Resilient Children" seminar or do Triple P Online for free to help build their child's coping skills, before or after a disaster.</p> <p>www.triplep-parenting.net</p>
	<p>Tzu Chi Foundation Australia is a Buddhist compassion relief foundation, assisting victims of disaster and humanitarian aid.</p> <p>www.tzuchi.org.au</p>
	<p>Volunteering Queensland registers the interest of potential disaster volunteers through its EV CREW service. These potential volunteers are then referred to and managed by Councils and organisations requesting volunteer assistance in disaster-affected communities.</p> <p>www.emergencyvolunteering.com.au</p>

Other disaster management functions and agencies

Functions	Lead Agencies	Contact Details
Building Recovery, Building and Engineering Services	Department of Energy and Public Works	13 QGOV (13 74 68)
Economic Recovery	Department of State Development, Infrastructure, Local Government and Planning	13 QGOV (13 74 68)
Electricity, Fuel and Gas	Department of Energy and Public Works	13 43 87 (Energy)/ 13 74 68 (Water)
Emergency Medical Retrieval	Queensland Health	13 HEALTH (13 43 25 84)
Enduring Powers of Attorney	The Public Trustee	1300 360 044
Environmental Recovery	Department of Environment and Science	13 QGOV (13 74 68)
External Affairs and Communication	Department of the Premier and Cabinet	13 QGOV (13 74 68)
Financial Support for Primary Producers, Small Business and Not-for-Profits	Queensland Rural and Industry Development Authority	1800 623 946
Housing assistance and support services	Department of Housing	13 QGOV (13 74 68)
Public Health, Mental Health and Medical Services	Queensland Health	13 HEALTH (13 43 25 84)
Recovery Coordination and Monitoring	Queensland Reconstruction Authority	1800 110 841
Reticulated Water Supply and Water Dam Safety	Regional Development, Manufacturing and Water	13 QGOV (13 74 68)
Roads and Transport Recovery	Department of Transport and Main Roads	13 19 40
Search and Rescue	Queensland Police Service	000 or 131 444
State Emergency Services (SES)	Queensland Fire and Emergency Services	132 500
Telecommunications Services and Communication Services (call centre and government website)	Department of Transport and Main Roads	13 QGOV (13 74 68)
Transportation Infrastructure, Providers and Regulation	Department of Transport and Main Roads	13 QGOV (13 74 68)
Warnings	Queensland Fire and Emergency Services	13 QGOV (13 74 68)

Contacts

Community Recovery Hotline	1800 173 349	NOTE: Community Recovery Hub information will be made available after a disaster.
Police, Fire and Ambulance	If life or property is being threatened call Triple Zero (000)	NOTE: If you have a speech or hearing impairment, call One Zero Six (106) through your TTY
Emergency alerts	http://www.disaster.qld.gov.au/Emergency-Alerts-and-Public-Information	
Road conditions and closures	For traffic and travel information visit www.qldtraffic.qld.gov.au or phone 13 19 40.	
Health and hospital information	13 HEALTH (13 43 25 84)	
Housing assistance and support services	13 QGOV (13 74 68)	
Power supply	In case of fallen power lines <ul style="list-style-type: none"> • South East QLD residents, phone Energex on 13 19 62 • all other QLD residents, phone Ergon Energy on 13 16 70. Power outages <ul style="list-style-type: none"> • South East QLD residents, phone Energex on 13 62 62 • all other QLD residents, phone Ergon Energy on 13 22 96. 	

Links and resources

Assistance for primary producers, small businesses and NGOs	www.qrida.qld.gov.au/current-programs/Disaster-recovery
Business support	www.business.qld.gov.au/running-business/protecting-business/disaster-resilience/disaster-hub
Commonwealth Government assistance	www.disasterassist.gov.au
Current disasters	https://www.qld.gov.au/community/disasters-emergencies/disasters
Enduring Powers of Attorney	www.pt.qld.gov.au
Family relationships after a disaster	www.qld.gov.au/community/disasters-emergencies/disasters/mental-health/family-relationships-after
Get Ready Queensland website	www.getready.qld.gov.au
Good Shepherd Money Ready Toolkit	https://goodshep.org.au/publications/money-ready-toolkit/
Housing Assist Qld	www.qld.gov.au/housing/renting/housing-assist-qld-app
Managing stress after a disaster	www.qld.gov.au/community/disasters-emergencies/disasters/mental-health/managing-stress-after
Personal and family support	www.qld.gov.au/community/disasters-emergencies/disasters/mental-health/family-relationships-after
Queensland Alert website	https://www.qld.gov.au/alerts
Queensland Farmers Federation	www.qff.org.au
Queensland Government Disaster Management website	www.disaster.qld.gov.au
Recovery after a disaster	www.qld.gov.au/disasterhelp
Resilience resources for Community Organisations	http://resilience.acoss.org.au
State & Federal Activations – Arrangements and Guidelines	https://www.qra.qld.gov.au/disaster-funding-activations
Support groups	www.qld.gov.au/emergency/community/support-group

More information

Insurance

After a disaster you should contact your insurer as soon as possible to find out what is covered on your policy and ask for advice on repairs and building work that is required at your property. Ensure you keep records, and if possible, photos, of any damage to property or contents. If you have difficulties with your insurance company, contact the Insurance Council Australia Ph: 1300 728 228. For more information visit www.qld.gov.au/community/disasters-emergencies/disasters/money-finance/insurance

Property managers/owners and tenants should talk to each other as soon as possible to discuss the state of the property and work out if any action needs to be taken. The property manager/owner is responsible for any maintenance and repairs and the tenant is responsible for removing or cleaning their possessions. For more information contact Ph: 1300 366 311 or visit www.rta.qld.gov.au

Cleaning your home after disaster

After a disaster ensure your home is safe and clean. For advice on how to clean your home after a disaster visit www.qld.gov.au/community/disasters-emergencies/disasters/rebuilding-cleaning.

Cleaning up mould

After a cyclone or flood, the heat, humidity and water can all cause mould to grow. Breathing in, eating, drinking or touching mould can cause health problems, especially for people with asthma, sensitivities or allergies. For details on how to clean mould visit www.qld.gov.au/community/disasters-emergencies/disasters/phys-health-wellbeing/mould.

Scams

Be aware that there are people who try to use disasters for their own gain. Fake charities and people posing as government officials have taken advantage of the public after past disasters. Do not supply your credit card details to these people. For more details visit www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-latest-news/disaster-assistance/charity-scams.

A free online check is available at the following link to see if you are donating to a legitimate charity: www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/check-a-licence-association-charity-or-register/check-a-charity-or-association.

Asbestos removal

Material containing asbestos can be damaged during severe weather. Asbestos is dangerous when tiny fibres are inhaled. The fibres can lodge in your lungs and eventually cause disease. For urgent enquires contact Ph: 13 74 68 or for more information visit www.qld.gov.au/emergency/safety/asbestos.

Volunteering

Spontaneous volunteers are a vital and significant part of our community. They can provide valuable assistance at times of disasters as well as support preparedness and recovery activities. Volunteering Queensland through Emergency Volunteering CREW can help councils and organisations enhance their preparedness and capacity to manage spontaneous volunteers through: Recruitment and registration of offers to volunteer, Matching volunteers with organisations, Training and sector development, Development of standard operating procedures, Resilience building, Information and advice. For more details visit www.volunteeringqld.org.au.

Returning home safely after a fire

Houses, sheds and other buildings or structures burnt in a bushfire can leave potential health hazards, including fallen objects, sharp objects, smouldering coals, damaged electrical wires, leaking gas and weakened walls. Check with your local emergency services that it is safe to return to your property. Where possible, try to avoid taking children onto fire-damaged properties. For more tips about returning home visit www.qld.gov.au/health/staying-healthy/environmental/after-a-disaster/bushfires/returning-home-safely.

Bushfire smoke and your health

Smoke from bushfires can affect your health and may, in some instances, be fatal. Bushfire smoke contains toxic gases such as carbon monoxide and nitrogen oxides, and particles, all of which can be hazardous to your health. How smoke affects you depends on your age, pre-existing medical conditions such as asthma or heart disease, the level of smoke in the air and the length of time you are exposed to the smoke.

Signs of smoke irritation include itchy eyes, sore throat, runny nose and coughing. Healthy adults usually find that after a short exposure to smoke these symptoms can clear up once the smoke goes away or they move away to a smoke-free area. However, children, the elderly, people who smoke and people with heart or lung conditions (including asthma) are more sensitive to the effects of breathing in bushfire smoke. Symptoms may worsen and include wheezing, chest tightness and difficulty breathing. To find out how to protect your health from smoke during a bushfire visit www.health.qld.gov.au/public-health/disaster/evacuation-centres.

Cleaning up a smoke affected home

Houses, sheds and other buildings or structures burnt in a bushfire can leave potential health hazards in the remaining rubble, ash and debris. These hazards may include hazardous household materials (for example asbestos), ash from treated timbers (for example copper, chromium, arsenate or CCA), medicines, garden or farm chemicals, hot smouldering coals and ash, and electrical hazards (for example live power lines that may be down), gas cylinders (for example LPG), other dangerous items hidden under the debris buildings and other structures (for example septic tanks) that may be unstable to walk over or enter.

Before starting any clean-up work in a fire-damaged building, check with your local emergency services or council to make sure it is safe to enter the building. Make sure you protect yourself by wearing appropriate clothing and equipment and you handle and dispose of burnt materials and debris appropriately. To find out more details visit www.health.qld.gov.au/public-health/disaster/evacuation-centres.

Bushfires and harvested rainwater

Bushfires produce large amounts of smoke, ash and debris that can settle on roofs used to collect rainwater. Fire retardants and foaming agents used in fire-fighting activities may also be deposited on roofs. To ensure supplies of roof-harvested rainwater are not adversely affected by bushfires, it is important that this material is prevented from entering the rainwater tank(s). To find out more details visit www.health.qld.gov.au/public-health/disaster/evacuation-centres.



QUEENSLAND POLICE SERVICE

DEPUTY COMMISSIONER
DISASTER AND EMERGENCY MANAGEMENT
200 ROMA STREET BRISBANE QLD 4000 AUSTRALIA
GPO BOX 1440 BRISBANE QLD 4001 AUSTRALIA



Our Ref.: DOC23/1687658
Your Ref.:

11 October 2023

Mayor Anthony Rayner
Local Disaster Management Group Chair
Longreach Regional Council
Via email: mayor@longreach.qld.gov.au

Dear Mayor Rayner,

In July 2021, the Queensland Government commissioned an independent review of Queensland Fire and Emergency Services (QFES) and its associated volunteer services. The goal of the review was to ensure long-term sustainability of emergency services for Queenslanders. This included assessing the existing scope, functions and suitability of the QFES structure, and its funding arrangements.

Multiple recommendations made by the reviews were accepted in principle by the Government and address function and structure, culture, efficiency and funding, and sustainability. Work is underway to implement reforms ahead of the 2024 natural disaster season, with the goal to modernise service delivery arrangements, simplify operational structures and focus resources.

Dedicated budgets will boost resourcing across Queensland with the reform bringing an uplift of almost 500 full-time emergency services personnel. This will ensure Queenslanders continue to be supported when they need it most. To implement the reforms, the Queensland Government established the Reform Implementation Taskforce (RIT) as part of the wider Police and Emergency Services Reform Program. The RIT, consisting of a team of experts from across emergency services agencies will undertake the following functions:

- establish a new Queensland Fire Department;
- establish a new entity, Marine Rescue Queensland, which will bring together coast guard and marine rescue activities;
- expand the Queensland Police Service to incorporate additional disaster management functions, including the State Emergency Service and the soon-to-be-established Marine Rescue Queensland. These organisations will continue to maintain their respected identities, procedures and uniforms; and

QUEENSLAND POLICE SERVICE
OFFICIAL

11.1 - Councillor Information Correspondence --Appendix 6

OFFICIAL

- 2 -

- boost capability and capacity for the Queensland Reconstruction Authority to improve resilience.
- Lead the implementation of the recommendations from the Inspector-General Emergency Management (IGEM) review of Queensland's disaster management arrangements.

As the State Disaster Coordinator, I am leading the Taskforce. Mr Steve Gollschewski, the Special Coordinator Police and Emergency Service Reform Program, is leading a broader reform program that includes these reforms.

These reforms represent a significant change to Queensland's disaster and emergency management system. Changes will involve the transition of emergency services personnel from Queensland Fire and Emergency Services (QFES) to the Queensland Police Service (QPS), ensuring staff and volunteers are best placed to continue delivering a world-class response during disasters or times of uncertainty. Building and strengthening relationships with local councils is of vital importance in this transition and crucial to the success of Queensland's disaster response.

As part of these transitions, there will be adjustments that involve:

- Uplifting Queensland's State Emergency Service (SES) and Disaster Management (DM) from QFES over to QPS which will see QPS expanded to incorporate additional disaster management functions.
- Boosting capability and capacity for the QRA to improve resilience and see defined disaster management functions transfer over to the QRA.
- Marine Rescue Queensland (MRQ) current resources, including Volunteer Marine Rescue and Coast Guard Queensland will merge to deliver a unit that is funded by the Queensland Government.
- Increased funding for DM, MRQ and SES.
- Establishing the Queensland Fire Department (QFD) with a focus on fire response and prevention including dedicated funding through the Government.

There are several changes that will occur within disaster and emergency management in Queensland. These changes will not impact how your disaster management team will prepare for the upcoming storm season, disaster and emergency response will continue to be locally led to ensure operations are proportionate and resourced appropriately.

There will be staff transitioning from QFES to a new command within the QPS to be known as Emergency Management and Coordination Command (EMCC). At this stage, the RIT is on track to transition these functions to QPS by 30 October 2023, with further functions to be transitioned in 2024. Staff transitioning into the EMCC will be from the below areas:

- Disaster Management Training
- Regional Emergency Management (including Emergency Management Coordinators)
- State Disaster Coordination Centre Exercising and Training
- State Disaster Coordination Centre Planning
- State Disaster Coordination Centre Watch Desk

OFFICIAL

11.1 - Councillor Information Correspondence --Appendix 6

OFFICIAL

- 3 -

The following three key areas of disaster management functions will also transition:

- Planning and policy
- Operations
- Reviews and lessons

The reforms are planned to be implemented by 30 June 2024. Once completed, the level of service provided to your community will mature to improve delivery into the future. Queensland will continue to work closely with other disaster and emergency management entities across the state to ensure when an event occurs, we have the relationships and the capability to support the communities we serve.

I welcome the opportunity to further discuss the changes, however, please be assured that all services, staff and processes will remain business as usual this storm season. We will be hosting an information sharing session in the near future, and invitations to relevant stakeholders will be sent out in due course. However, if you have any questions or concerns before then, please do not hesitate to contact A/Assistant Commissioner Marcus Hill at the RIT Program RIT.Feedback@police.qld.gov.au or via the [contact form](#).

Yours sincerely



S L CHELEPY APM
DEPUTY COMMISSIONER
DISASTER AND EMERGENCY MANAGEMENT

OFFICIAL



Our ref: OUT23/4128

Department of
**State Development, Infrastructure,
Local Government and Planning**

12 October 2023

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

Dear Mr Walsh

The term of appointment for Ms Kathleen Florian, Independent Assessor (IA) ends on 31 October 2023.

The Queensland Government is currently undertaking a recruitment process to appoint a new IA and it is imperative that the right person for this role is found. Whilst this recruitment process is ongoing, Ms Bronwyn Blagoev has been appointed to act as interim IA.

Ms Blagoev has a wealth of experience across all elements of local government and has been key in leading reforms to the councillor conduct process. Ms Blagoev will perform an important role to commence the implementation of the desired outcomes of the Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023.

If you require any further information, please contact Ms Emily Carrigan, Acting Executive Director, Strategy and Service Delivery in the Department of State Development, Infrastructure, Local Government and Planning on 0447 351 763 or by email at Emily.Carrigan@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joshua Hannan', written over a light blue horizontal line.

Joshua Hannan
**Deputy Director-General
Local Government Division**

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone 13 QGOV (13 74 68)
Website www.statedevelopment.qld.gov.au
ABN 29 230 178 530

11.1 - Councillor Information Correspondence --Appendix 8



Queensland
Government

Our ref: MC140905

16 October 2023

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

Office of the
Director-General

Department of
Transport and Main Roads

Dear Mr Walsh

The Department of Transport and Main Roads (TMR) has sought an independent review of the Regional Freight Transport Service Contract (RFTSC) which currently provides freight funding support in Queensland. That review recommended refocusing statewide freight funding assistance such that future assistance be targeted at reducing freight-related cost of living pressures in highly disadvantaged communities that also face disadvantage in terms of freight market competitiveness.

Based on that advice, TMR has commenced development of a new approach to delivering freight funding arrangements across the state, through three separate regional assistance packages. These packages will replace the RFTSC approach and refocus statewide freight funding assistance to target freight-related cost of living pressures in those highly disadvantaged communities in South West Queensland, Central West Queensland and Northern Peninsula, Torres Strait and Gulf Regions identified as facing disadvantage in terms of freight market competitiveness. The packages will be delivered separately for each region.

With respect to the South West Queensland Region and the Central West Queensland Region, this new approach to providing freight funding assistance will be implemented through new Transport Service Contracts (TSC).

Freight funding assistance over the next four years for the South West Queensland Region will be delivered through new TSC for which early market engagement will commence shortly. The TSC will be targeted to servicing highly disadvantaged communities identified through the review that face disadvantage in terms of freight market competitiveness, identified as being Balonne, Bulloo, Murweh, Paroo and Quilpie local government areas.

In relation to the Central West Queensland Region, I am pleased to advise TMR has commenced a procurement process seeking a supplier to provide rail freight transport services to Central West communities (Emerald, Alpha, Barcaldine, Longreach, and Winton) to reduce cost of living pressures. An announcement will be made on the outcome of this process once a contract has been awarded.

I trust this information is of assistance.

Yours sincerely

Sally Stannard
Acting Director-General
Department of Transport and Main Roads

1 William Street Brisbane
GPO Box 1549 Brisbane
Queensland 4001 Australia

Telephone +61 7 3066 7316
Website www.tmr.qld.gov.au
ABN 39 407 690 291

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

October 2023			
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
17 October 6pm - 10pm	Dirt Flame Flash Candles Club	Longreach Civic Centre	Public Event
18 October 6pm - 8pm	Luke S. Kennedy - Motivational Speaker	Longreach Civic Centre	Public Event
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
November 2023			
2 Thursday 1.00pm-4.00pm	Land & Pest Management Meeting	Fairmount Room, Longreach Civic Centre	Land & Pest Committee
3 - 5 November Daily Event	Leading in the Central West	Ilfracombe Rec Centre	Public Event
11 Saturday	Ilfracombe Races	Ilfracombe Race Course	Public Event
11 Saturday 10:40am	Remembrance Day Service	Edkins Park	Public event
15 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
16 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Isisford	Councillors Executive Leadership Team Open to the public
23 Thursday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
27-30 Monday - Thursday	RAPAD Board Meeting	Brisbane	Mayor & CEO
30 Thursday	A not-so-silent Night Community Concert	Edkins Park	Public Event
December 2023			

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

7 Thursday 9.00am-4.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
8 Friday 5pm to late	Lions Christmas Street Party	Eagle St	Public Event
13 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
14 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public

Recommendation:

That Council receives the report, as presented

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.3 - 2024 Council Meeting Dates

11.3 2024 Council Meeting Dates

Consideration of the timing and location of the Council Ordinary Meetings for the 2024 calendar year.

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

The budget for the holding of meetings is covered through the Governance Councillor Meeting Expenses item. This incorporates room hire and catering expenses.

Previous Council Resolutions related to this Matter

N/A

Officer Comment

Responsible Officers: *Brett Walsh, Chief Executive Officer*

Background:

The Act requires that a Regional Council must meet at least once in each month. Longreach Regional Council has traditionally met on the third Thursday of each month with meetings held in Longreach and the smaller communities of Ilfracombe, Isisford and Yaraka.

Briefing sessions are to be held on the preceding Wednesday of the Ordinary Meeting. Traditionally, no briefing session has been set for January due to the Christmas break and the meeting generally having a smaller Agenda.

The calendar is shown with reference to the points below.

- The January meeting is to be held on the fourth week of the month to allow for the return of staff and the preparation of meeting reports after the Christmas break.
- The July meeting will commence at 9.30am to allow for travel to Yaraka.

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.3 - 2024 Council Meeting Dates

Issue:

N/A.

Risk Management Factors:

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

Likelihood: Unlikely
 Consequence: Insignificant

Environmental Management Factors:

N/A

Other Comments:

Below are the recommended dates and locations for Council consideration. Council is required to set its Ordinary Meeting dates and to advertise them accordingly.

Recommendation:

That Council, pursuant to section 254B(1) of the Local Government Regulation 2012, adopts the following Council Meetings for 2024:

Date	Meeting Type	Place	Time
Thurs 25 January 2024	Ordinary Meeting	Longreach Civic Centre	9.00am
Thurs 15 February 2024	Ordinary Meeting	Ilfracombe Recreation Centre	9.00am
Thurs 14 March 2024	Ordinary Meeting	Longreach Civic Centre	9.00am
Thurs 28 March 2024	Post-Election Meeting	Longreach Civic Centre	9.00am
Thurs 18 April 2024	Ordinary Meeting	Longreach Civic Centre	9.00am
Thurs 16 May 2024	Ordinary Meeting	Town Hall, Isisford	9.00am
Thurs 20 June 2024	Ordinary Meeting	Longreach Civic Centre	9.00am
Thurs 18 July 2024	Ordinary Meeting	Town Hall, Yaraka	9.30am
Thurs 15 August 2024	Ordinary Meeting	Ilfracombe Recreation Centre	9.00am
Thurs 19 September 2024	Ordinary Meeting	Longreach Civic Centre	9.00am
Thurs 17 October 2024	Ordinary Meeting	Longreach Civic Centre	9.00am

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.3 - 2024 Council Meeting Dates

Thurs 21 November 2024	Ordinary Meeting	Town Hall, Isisford	9.00am
Thurs 12 December 2024	Ordinary Meeting	Longreach Civic Centre	9.00am

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

11.4 Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

Consideration of the Longreach Region Planning Scheme 2015 (Major Amendment No. 2) Public Consultation Report – to be submitted to the Minister for approval.

Council Action

Deliver

Applicable Legislation

Planning Act 2016

Planning Regulation 2017

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

06-01 Removal of a Dwelling Policy

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

(Res-2022-12-327)

Moved Cr Emslie seconded Cr Bignell

That Council:

- a) endorses the proposed planning scheme amendment and maps (Major Amendment No. 2), including the amended planning scheme policies incorporated at Schedule 5 (Attachment A), prepared in accordance with Chapter 2, Part 4, section 16.4 and Chapter 3, Part 1, section 2.2 of the Minister's Guidelines and Rules (MGR);*
- b) endorses the proposed Communication Strategy (Attachment B);*

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

- c) *decides to make the proposed amendments to the planning scheme policies, incorporated in Schedule 5 of Major Amendment No. 2, in accordance with Chapter 3, Part 1, sections 2.1 of the MGR;*
- d) *gives notice to the Planning Minister of the decision to amend the planning scheme, provides the required material (as set out in Schedule 3 of the MGR) and requests a State interest review of Major Amendment No. 2, in accordance with Chapter 2, Part 4, section 16.5 of the MGR; and,*
- e) *decides to proceed to public consultation of Major Amendment No. 2 and the proposed amendments to the planning scheme policies incorporated in Schedule 5, in accordance with Chapter 2, Part 4, sections 18.1 and 18.2 and Chapter 3, Part 1, section 3 of the MGR, after receiving and subject to the outcome of the State interest review and the Planning Minister's notice issued under Chapter 2, Part 4, section 17.5 of the MGR.*

CARRIED

(Res-2021-12-297)

Moved Cr Nunn seconded Cr Smith

That Council decides for the purposes of Chapter 2, Part 4, section 16.1 of the Ministers Guidelines and Rules, to commence making a major amendment to its planning scheme.

CARRIED

(Res-2020-11-317)

Moved Cr Smith seconded Cr Emslie

That:

- a) *Council repeals resolution 2017-07-234;*
- b) *Council will be the decision making body to issue exemption certificates in accordance with section 46 of the Planning Act;*
- c) *that the Register of Delegations (Council to CEO) be updated accordingly; and*
- d) *A new fee of \$350.00 is set in the 2020-2021 Fees and Charges for exemption certificates.*

CARRIED

(Res-2017-04-104)

Moved Cr Rayner seconded Cr Martin

That pursuant to Statutory Guideline 04/14 making and amending local planning instruments, the Longreach Regional Council Planning Scheme Alignment Amendment be adopted.

CARRIED

(Res-2015-04-044)

Moved Cr Bowden seconded Cr Smith

1. *That in accordance with Statutory Guideline 04/14, Making and amending local planning instruments, the changes to the draft planning scheme to reflect the Minister's conditions be accepted and that Council adopts the proposed planning scheme; and*
2. *That the adopted planning scheme commence from the 1 June 2015.*

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

*Cr Morton called for a Division on the Motion before Council
Voting*

For: Crs Bowden, Emslie, Owens, Smith

Against: Crs Avery, Morton, Nielsen

CARRIED

Officer Comment

Responsible Officer/s:

Simon Kuttner – Manager of Governance and Economy;

Emily O’Hanlon – Business Support Officer (Planning & Development); and,

Tim O’Leary – Principal Planner, Reel Planning

Background:

Sections 20 and 22 of the Planning Act 2016 (Planning Act) respectively, provide the head of power for a local government to amend its planning scheme and to make/amend a planning scheme policy, by following the processes set out in the statutory instrument titled the ‘Minister’s Guidelines and Rules’ (MGR).

Chapter 2, Part 4 (sections 15 to 22) of the MGR sets out the process for making a major amendment to a planning scheme.

In accordance with Chapter 2, Part 4, section 16.1 of the MGR, Council resolved in December 2021 to commence making a major amendment to its planning scheme to ensure it remained contemporary, reflected Council’s current policy positions and appropriately managed planning and development across the Longreach Region. On or about 14 December 2021, Council sent a courtesy letter to Mr Damien Walker, Director-General, Department of State Development, Infrastructure, Local Government and Planning advising of its decision to commence a plan-making process.

Since then, a range of community engagement activities have been undertaken to inform this project, including launching a dedicated project webpage, conducting an online public survey and facilitating community workshops. Councillor and officer workshops have also been held in September 2021, November 2021, April 2022, September 2022 and November 2022 to inform the drafting and preparation of the proposed major amendment package.

At its meeting of 14 December 2022, Council resolved to endorse the Communications Strategy and to request a State interest review and approval to proceed to public consultation of the proposed planning scheme. On 10 January 2023, Council gave notice to the Minister to commence the State interest review.

By letter dated 12 July 2023, the Minister advised Council of the outcome of the State interest review and that it could proceed to public consultation (Attachment B). In proceeding to public consultation, Council carried out public consultation in accordance with the Communications Strategy (version v002) (Attachment C).

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

Public consultation of the proposed amendment to the planning scheme was undertaken between Monday 21 August and Friday 22 September 2023. In order to progress the plan-making process set out in the section Chapter 2, Part 4, of the MGR, Council is now required to prepare a Consultation Report (Attachment A) that considers submissions received during public consultation, decide on any changes to be made to the proposed planning scheme, and subsequently request Ministerial approval to proceed to adopt the proposed amendment to the planning scheme.

It is noted that no submissions were received, and no changes are proposed to be made to the planning scheme as a result of the community consultation. The Consultation Report will therefore only provide confirmation of the community consultation steps that were carried out.

The Consultation Report is required to be submitted with the request to seek approval to adopt the proposed amendment to the planning scheme.

Council has engaged Reel Planning to prepare the proposed major amendment package and manage the plan-making process in liaison with Council's Governance and Economy team. The Consultation Report has now been prepared for Council to endorse and to submit along with a request to the Planning Minister to adopt the Major Amendment to the Longreach Region Planning Scheme 2015 (Major Amendment No. 2). This report has been prepared in partnership with Reel Planning.

Issue:

MGR Plan-making Process

The plan-making process set out in Chapter 2, Part 4 of the MGR to make a major amendment to the Longreach Regional Council Planning Scheme 2015, commenced with the carriage of resolution Res-2021-12-297 on 9 December 2021. Additional process actions including public notification commenced with the carriage of resolution Res-2022-12-327 on 14 December 2023.

The next process actions required of Council under Chapter 2, Part 4 of the MGR are:

- Section 18.4 The local government must prepare a consultation report about how the local government has dealt with properly made submissions, which is—
 - (a) provided to each person who made a properly made submission;⁷ and
 - (b) available to view and download on the local government's website; or
 - (c) available to inspect and purchase in each of the local government's offices.

- Section 21.1 The local government must give a notice of request to adopt the proposed amendment to the Minister.

- Section 21.2 If the proposed amendment has not changed since the state interest review, the notice under section 21.2 must include an electronic copy of—

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

- a) the proposed planning scheme amendment; and
- b) the consultation report prepared under section 18.4.

Consultation Report

The Consultation Report provides a summary of consultation activities undertaken. It is noted that no submissions were received, and no changes are proposed to be made to the amendment of the planning scheme as a result of the community consultation. The Consultation Report therefore provides confirmation of the community consultation steps that were carried out.

Council is required, by section 18.4 of the MGR, to prepare a Consultation Report and:

- provide it to each person who made a properly made submission
- make it available to view and download from Council's website; and
- make it available for inspection and purchase at each of Council's customer service centres.

No submissions were received, so the Consultation Report will only be required to be made available via Council's website and customer service centres.

Notice to Planning Minister and request for approval to adopt

The next stage of the plan-making process involves Council obtaining Ministerial approval to adopt the proposed amendment. Section 21.1 and 21.2 of the MGR requires that Council request approval from the Planning Minister to adopt the proposed amendment. This request is required to be accompanied by:

- an electronic copy of the proposed planning scheme amendment; and
- the consultation report.

It is proposed that the Consultation Report and an electronic copy of the proposed planning scheme amendment can be used to support the request for approval to adopt the proposed amendment.

Conclusion

A major amendment to the planning scheme is proposed to ensure the Longreach Region Planning Scheme remains contemporary, fit-for-purpose and incorporates matters that effect the appropriate facilitation of development in the region.

Following completion of public consultation, it is recommended that Council endorse the Consultation Report and send the required notice and materials to the Planning Minister to seek approval to adopt the major amendment to the planning 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:

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2)

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

Environmental Management Factors:

A planning scheme is a local government policy instrument used to manage the impacts of development in its local government area, including on environmental and biodiversity values, the stock route network and cultural heritage, and to protect people and property from unacceptable natural hazard risks.

A planning scheme is required to:

- achieve the purpose of the Planning Act 2016, as set out in section 3, which is “to establish an efficient, effective, transparent, integrated, coordinated and accountable system of land use planning, development assessment and related matters that facilitate the achievement of ecological sustainability”; and
- to appropriately integrate the State Planning Policy in respect of each of the matters referred to above.

Other Comments:

Nil

Appendices

1. Attachment A - Consultation Report (v1).pdf [↓](#)
2. Attachment B - SIR outcome letter.pdf [↓](#)
3. Attachment C - Communications Strategy (v002).pdf [↓](#)

Recommendation:

That Council, in relation to the proposed Longreach Region Planning Scheme 2015 (Major Amendment No. 2):

1. *Endorses the Consultation Report (Attachment A) which provides a summary of the consultation activities undertaken;*
2. *Authorises the Chief Executive Officer to publish the Consultation Report on Council's website; and,*
3. *Gives notice (including required materials) to the Planning Minister, in accordance with Section 21.1 and 21.2 of the Minister's Guidelines and Rules, and requests approval to adopt the amendment to the planning scheme.*



CONSULTATION REPORT

PROPOSED MAJOR AMENDMENT NO. 2 - LONGREACH REGIONAL PLANNING SCHEME 2015

21 AUGUST TO 22 SEPTEMBER 2023

LONGREACH REGIONAL COUNCIL

17 OCTOBER 2023 (V1)

BRISBANE
1/9 Camford Street,
Milton Qld 4064
(07) 3217 5771
mail@reelplanning.com

CENTRAL QUEENSLAND
138 East Street,
Rockhampton Qld 4700
(07) 4927 3878
mail@reelplanning.com

FAR NORTH QUEENSLAND
Unit 101, 27-29 Wharf Street,
Cairns City Qld 4870
(07) 4281 6885
mail@reelplanning.com

www.reelplanning.com

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 1

REEL PLANNING

VERSION CONTROL

VERSION CONTROL


Report Quality Statement					
Project Manager		TO			
Prepared By		TO			
Approved for issue		TO			
Rev No.	Date	Description	Signature or Typed Name		
			Prepared by	Checked	Approved
V1 – Draft	17/10/23	For consideration and endorsement of LRC.	TO		

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
1.0 CONSULTATION PERIOD.....	2
2.0 ENGAGEMENT AND CONSULTATION ACTIONS.....	2
2.1 PUBLIC NOTICE.....	3
2.2 WEBSITE	3
2.3 MATERIAL AVAILABLE AT CUSTOMER SERVICE CENTRES	4
2.4 SOCIAL MEDIA	4
2.5 PUBLIC PLANNING FORUMS.....	4
3.0 OTHER COMMUNITY FEEDBACK	5
4.0 CONCLUSION	5
APPENDICES	
APPENDIX A: EVIDENCE OF ENGAGEMENT ACTIONS	6

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the public engagement activities undertaken, to provide conformation that no submissions were received and to demonstrate compliance with the regulatory requirements for public consultation of the proposed major amendment (Major Amendment No.2) to the Longreach Regional Planning Scheme 2015 (planning scheme). This report will form part of the Longreach Regional Council's submission to the Planning Minister requesting approval to adopt the proposed major amendment.

The Council was advised by the chief executive of the *Planning Act 2016*, that it could proceed to undertake public consultation of the proposed planning scheme by notice dated 12 July 2023.

The public consultation activities were carried out from Monday 21 August to Friday 22 September 2023.

Council undertook a thorough and effective program of public engagement activities during the public consultation period, which included:

- Publishing and promoting a dedicated page on Council's website with information about the project, making submissions and providing access to all relevant documents, maps, supporting reports and fact sheets.
- Posting a notice in the Longreach Customer Service Centre about the public consultation period and keeping copies of the proposed planning scheme and mapping available for inspection or purchase at each Customer Service Centre (Longreach, Ilfracombe and Isisford).
- Posting a notice in the monthly (August version) Council newsletter (ILY Council news) that is hand delivered to all residents in Ilfracombe, Isisford and Yaraka.
- Publishing a public notice in a newspaper circulating locally, being the Friday 18 August 2023 edition of The Longreach Leader.
- Publishing a public notice in a newspaper circulating locally, being the Friday 8 September 2023 edition of The Longreach Leader.
- Conducting an in-person 'information session' about the proposed planning scheme at the Longreach Library on Monday 11 September.
- Conducting an in-person 'talk to a planner' session at the Longreach Library on Tuesday 12 September.
- Promoting the dedicated website page and the consultation in social media posts.
- Promoting an email address for contacting Council and making Council's consultant planners available to respond to calls and emails received from members of the public about the proposed planning scheme for the duration of the public consultation period.

Council did not receive any submissions.

Public consultation has been undertaken generally in accordance with:

- the Communications Strategy (version v002) submitted to the chief executive of the *Planning Act 2016* on 10 January 2023.

INTRODUCTION

On 15 December 2022, Longreach Regional Council (Council) resolved to commence making a major amendment (Major Amendment No.2) to its planning scheme to ensure it remained contemporary, reflected Council's current policy positions and appropriately managed planning and development across the Longreach Region.

On 10 January 2023, Council gave notice to the chief executive to commence the State interest review.

By letter dated 12 July 2023, the chief executive advised Council of the outcome of the State interest review and that it could proceed to public consultation. In proceeding to public consultation, Council carried out consultation in accordance with the Communications Strategy (version v002).

Public consultation of the proposed planning scheme was undertaken between Monday 21 August to Friday 22 September 2023. In order to progress the major amendment, Council is now required to consider submissions received during public consultation, decide on any changes to be made to the proposed planning scheme, and subsequently request Ministerial approval to proceed to adopt the proposed planning scheme.

It is noted that no submissions were received, and no changes are proposed to be made to the planning scheme as a result of the community consultation. This consultation report will therefore only provide confirmation of the community consultation steps that were carried out.

1.0 CONSULTATION PERIOD

As required by section 18(5) of the *Planning Act 2016*, provides that the consultation period is a period "of at least 20 business days after the day the public notice is published in a newspaper circulating in the Local Government area."

Council published the proposed amendments to the planning scheme (including maps and planning scheme policies) together with supporting reports and factsheets on a dedicated page of its website (longreach.qld.gov.au/townplan), prior (18 August 2023) to the consultation period commencing on Monday 21 August 2023.

All relevant materials were available by request from each of Council's Customer Service Centres from the morning of Monday 21 August 2023.

The local newspaper circulating within the Longreach Region is only published weekly on a Friday. The public notice advertising public consultation of the proposed planning scheme was therefore published in the Friday 18 August 2023 edition of The Longreach Leader.

Residents of Ilfracombe, Isisford and Yaraka received a copy of the August IILY newsletter that included a notice about the consultation period.

2.0 ENGAGEMENT AND CONSULTATION ACTIONS

As required by section 18(5) of the *Planning Act 2016*, requires that public consultation activities include publishing at least one public notice about the proposal to amend the planning scheme in a newspaper circulating in the local government area.

The approved Communications Strategy then sets out further engagement and consultation activities to be undertaken during the public consultation stage of the process. These were:

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 1

- Preparation of print materials including fact sheets and a guide to making a 'properly made submission'
- Advertisement in the local newspaper and community service announcements
- Placing information about public consultation and how to view the proposed planning scheme on Council's website
- 'Talk to a Planner' sessions.

In addition to the above Council distributed two (2) Facebook posts and provided a newsletter with details of the consultation period to residents in Ilfracombe, Isisford and Yaraka.

2.1 PUBLIC NOTICE

A public notice was published in the Friday 18 August 2023 edition of the Longreach Leader. The content of this public notice complied with the regulatory requirements. A copy of the public notice is provided in **Appendix A – Evidence of Engagement Actions**.

2.2 WEBSITE

For the purpose of public consultation of the proposed planning scheme, Council established a dedicated major amendment section on its website, longreach.qld.gov.au/townplan.

This webpage and its content went live on Friday 18 August 2023.

The webpage included the following which could be viewed and downloaded:

- the proposed planning scheme (marked up version)
- the proposed planning scheme maps
- supporting document titled 'Town Planning Report: Expansion of the Rural Residential Zone – Longreach Region Planning Scheme Major Amendment Project (December 2022)'
- Fact sheets, including 'What is a planning scheme and how do I read a one'; 'Making a submission on proposed Major Amendment No.2'; 'Chiller boxes (Low Impact Industry)'; 'Residential sheds (domestic outbuildings/class 10a building)'; 'Share economy short-term accommodation / Airbnb'; and 'New Rural Residential and Rural Living Opportunities'
- Frequently Asked Questions.

The webpage remained live and access to all of the above content and documents were maintained until Friday 22 September 2023. From this date, the content of the website was changed to indicate that the public consultation period had closed. The public consultation version of the proposed planning scheme, including the maps, supporting documents, fact sheets and frequently asked questions still remain accessible.

Screen clips of the dedicated webpage taken during the consultation period are provided in **Appendix A – Evidence of Engagement Actions**.

2.3 MATERIAL AVAILABLE AT CUSTOMER SERVICE CENTRES

From opening on Monday 21 August 2023, Council displayed hardcopies of the same public notice published in The Longreach Leader within the reception area of each of its Longreach Customer Service Centre. Copies (by request) of the proposed planning scheme and supporting materials were also available from the Ilfracombe and Isisford Customer Service Centres. The display (and or copies by request) of these materials were maintained (or available by request) for the duration of the consultation period.

Residents in Ilfracombe, Isisford and Yaraka were provided a copy (by mail drop) of the August edition of the IILY Council news. This is a monthly newsletter that is distributed to residents in the more remote parts of the Longreach local government area.

Screen clips of the newsletter are provided in **Appendix A – Evidence of Engagement Actions**.

2.4 SOCIAL MEDIA

Longreach Regional Council maintains a Facebook profile. The Facebook profile has '3.6K' followers. Council regularly uses Facebook to distribute public and community notices.

On 30 August 2023, a post was distributed by Council via Facebook advising of public consultation of the proposed planning scheme and the details of in-person consultation to be held. This post included a website link that contained information of the in-person consultation to be held on 11 and 12 September 2023. On 7 September 2023, a further post was distributed by Council via Facebook advising of an information session on 11 September 2023.

A screenshot of the Facebook posts and website link is provided in **Appendix A – Evidence of Engagement Actions**.

2.5 PUBLIC PLANNING FORUMS

Council held the following in person consultation sessions during the public consultation period:

Monday 11 September 2023

- Longreach Library Community 'information' session – from 5:15pm (3 public attendees)

Tuesday 12 September 2023

- Longreach Library 'talk to a planner' session – 9.00am to 12:00pm (2 public attendees)

At these consultation sessions, members of the public were invited to raise queries and provide feedback about the proposed amendment to the planning scheme to the Council representatives present which included the Mayor, attending Councillors, the Chief Executive Officer and Council's planning consultants engaged to assist with this project.

The consultation session facilitated direct engagement with 3 members of the public as the two (2) people who attended the 12 September 2023 session attended the 11 September 2023 session.

SUBMISSIONS

Council did not receive any submissions during the consultation period.

3.0 OTHER COMMUNITY FEEDBACK

No significant matters were raised during the in person consultation. General questions were asked, comments were made, and discussions were held in relation to changes to the Rural zone code.


4.0 CONCLUSION

In conclusion, this report finds that thorough, effective and adequately compliant public consultation of the proposed major amendment (Major Amendment No.2 to the planning scheme has been undertaken.

This report confirms that no submissions or significant matters were raised during the public consultation process.

APPENDIX A: EVIDENCE OF ENGAGEMENT ACTIONS

Longreach Leader 18 August 2023



Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

PROPOSED MAJOR AMENDMENT TO THE LONGREACH REGION PLANNING SCHEME
incorporating a proposed Planning Scheme Policy amendment

Longreach Regional Council is pleased to advise that the proposed Major Amendment No. 2 to the Longreach Region Planning Scheme (2015), incorporating a proposed planning scheme policy amendment at Schedule 5, has been prepared and is now on public display for comment. The community and stakeholders are encouraged to review the document.

The purpose of the proposed Major Amendment No. 2 and proposed planning scheme policy amendment is to ensure future land use and development is adequately facilitated while being appropriately located and designed to support the growth, prosperity and health of the people and environment of the Longreach Region during the balance of the planning period of the planning scheme, by:

- clarifying designations made under the building regulation and updating references to the newer Building Regulation 2021
- recognising and integrating at a strategic level the Thomson River Master Plan adopted by Council in May 2021
- providing some expanded rural residential and rural lifestyle lot development opportunities within the Longreach Region
- revising the category of development and assessment for development of commercial-use chiller boxes in certain zones and introducing a use-specific code for chiller boxes
- revising the category of development and assessment for development of short-term accommodation involving the reuse of existing dwelling or rural workers accommodation and introducing a use-specific code for short-term accommodation in such circumstances
- revising the category of development and assessment for development of a tourist park involving 15 self-contained recreational vehicles or less in the Rural Zone
- including new provisions in the Rural Zone Code for development involving a renewable energy facility
- clarifying and improving the workability of the categories of development and assessment applicable for building work (Table 5.6.1)
- removing the threshold for operational work associated with a material change of use to be anything other than code assessable development (Table 5.7.1)
- changing the category of assessment for reconfiguring a lot within the flood hazard area from impact to code assessable for red-tape reduction and workability improvements
- revising the acceptable outcomes for domestic outbuildings (eg. sheds), including to reflect the existing policy position with respect to issuing exemption certificates for sheds less than 180m² in area and 5.5m in height to the eaves in Low Density Residential Zone and Medium Density Residential Zone
- revising the acceptable outcomes for car parking provision
- inserting the referenced, but otherwise missing, industry thresholds table within Schedule 1
- making updates to reflect updated references and State Planning Policy mapping, changed regulated requirements and changed circumstances; and
- making various other minor and administrative corrections and updates.

The proposed Major Amendment No. 2 (including mapping), the proposed planning scheme policy amendment (incorporated at Schedule 5) and supporting documents can be viewed:

- online at longreach.qld.gov.au/townplan
- in person at Longreach Regional Council's Branch Offices:
Ilfracombe: 1 Devon Street, Ilfracombe
Isisford: 20 St Mary Street, Isisford
Longreach: 96a Eagle Street, Longreach

Interested parties may request to purchase a copy of the document/s in addition to inspection.

Any person can make a written submission about any aspect of the proposed Major Amendment No. 2 or the proposed planning scheme policy amendment during the public consultation period.

The public consultation period is from Monday, 21 August 2023 up to and including Friday, 22 September 2023.

Submissions must be made in writing or by email. Properly made submissions must:

- state the name and residential or business address of each submitter; and
- state the grounds of the submission, and the facts and circumstances relied on to support the grounds; and
- state one postal or electronic address for service relating to the submission for each submitter; and
- be signed by each person making the submission (however signatures are not required for email (electronic) submissions); and
- be made to Longreach Regional Council and be received on or before Friday, 22 September 2023.

Submissions can be lodged:

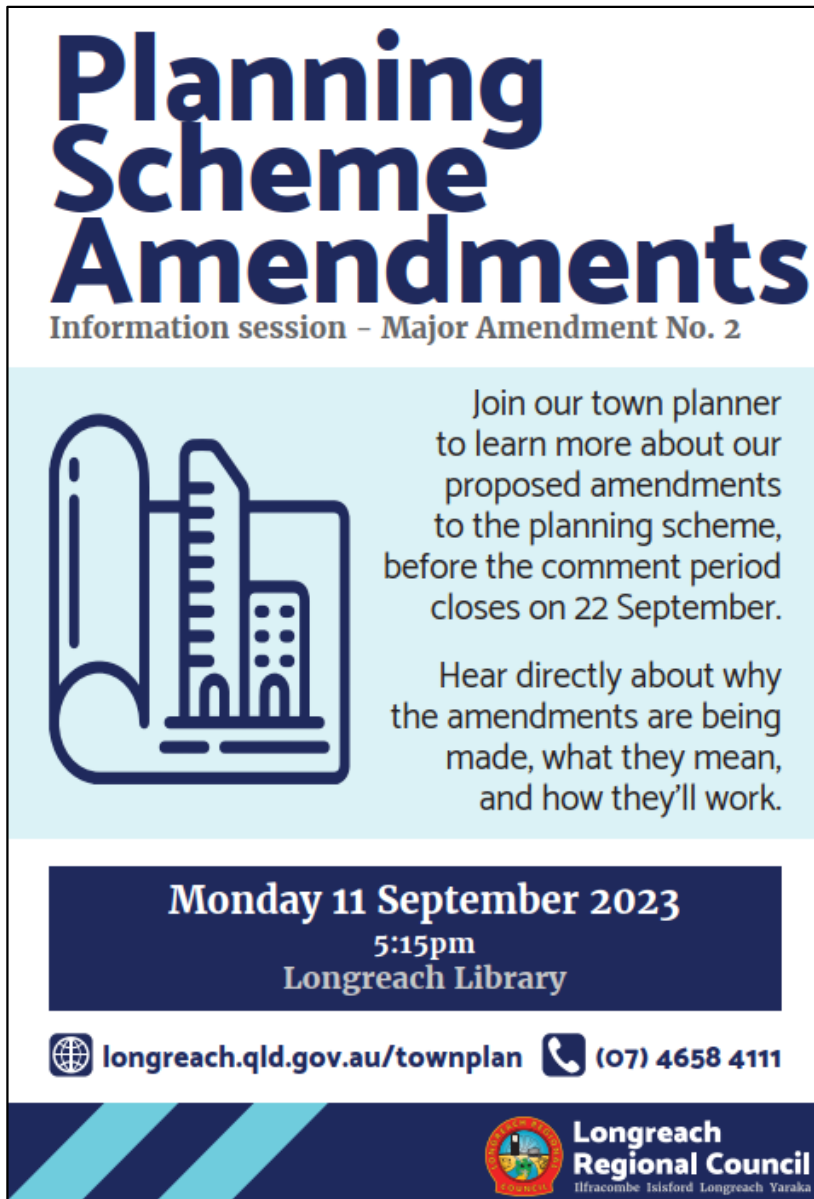
- By email to assist@longreach.qld.gov.au
- By post to PO Box 144, Ilfracombe QLD 4727
- In person at one of Longreach Regional Council's Branch Offices listed above.

For more information about the proposed Major Amendment No. 2 or the proposed planning scheme policy amendment, contact Council on (07) 4658 4111, visit Council's website at longreach.qld.gov.au/townplan or email assist@longreach.qld.gov.au.

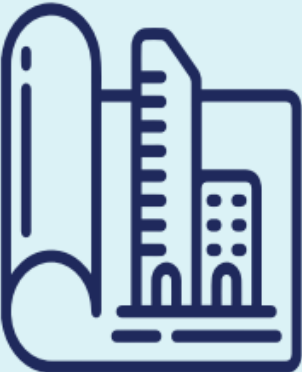
Brett Walsh
Chief Executive Officer

ERB0004-0204-02

Longreach Leader 8 September 2023





Planning Scheme Amendments
Information session - Major Amendment No. 2




Join our town planner to learn more about our proposed amendments to the planning scheme, before the comment period closes on 22 September.

Hear directly about why the amendments are being made, what they mean, and how they'll work.

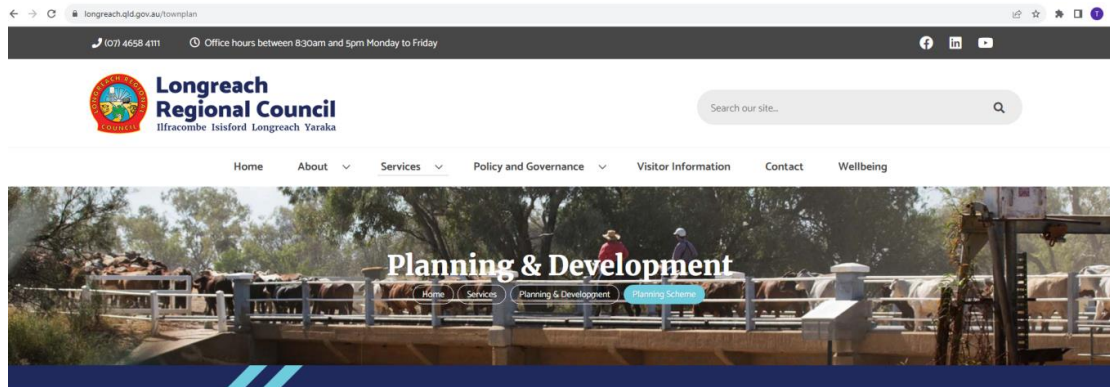
Monday 11 September 2023
5:15pm
Longreach Library

 longreach.qld.gov.au/townplan  (07) 4658 4111

 **Longreach Regional Council**
Ilfracombe Isisford Longreach Yaraka

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 1

Council's website – Dedicated webpage (as at 18 August 2023) – Includes marked up version of major amendment, maps, supporting material (including factsheets) and FAQs



Planning Scheme

On this page you can find

- [Current Planning Scheme](#)
 - [Proposed Planning Scheme Amendment – Major Amendment No. 2](#)
- Current Planning Scheme

Proposed Planning Scheme Amendment – Major Amendment No. 2 (incorporating a proposed Planning Scheme Policy amendment)

Council is pleased to advise that the proposed Major Amendment No. 2 is now on public display. Council also proposes to make amendments to the planning scheme policy incorporated into the planning scheme at Schedule 5. The community and stakeholders are encouraged to review the document and invited to provide feedback.

The purpose of the proposed Major Amendment No. 2 and proposed planning scheme policy amendment is to ensure future land use and development in the Longreach Region is well-facilitated, appropriately situated, and designed to support the region's growth, prosperity, and environmental well-being.

The proposed amendments (including maps) can be viewed online below or in person at Council's Branch Offices in Ilfracombe, Isisford and Longreach. Interested parties may also request to purchase a copy of the document from Council.

Any person can make a written submission about any aspect of the proposed amendments, during the public consultation period.

The public consultation period is from Monday, 21 August 2023 up to and including Friday, 22 September 2023.

Submissions are now closed

For more information contact our Governance and Economy team on (07) 4658 4111 or email council@longreach.qld.gov.au.

Click below to download a copy of the marked-up document illustrating the amendment to the Longreach Region Planning Scheme proposed by Major Amendment No. 2, excluding mapping which is downloadable separately (due to file size).

[Download full marked-up Major Amendment No. 2 document](#)

Note: Changes are not proposed to the Local Government Infrastructure Plan (LGIP) as part of Major Amendment No. 2. A separate plan-making process is required to amend an LGIP.

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 1

Proposed Maps

Show 20 entries

#	Name	Size	Date
1	Map OM2a_AirportEnvirons (as gazetted 2015 - no amendment proposed)	287.25 KB	18 Aug 2023
2	Map OM2b_AirportEnvironsRunwayBuffer_20220722	355.25 KB	18 Aug 2023
3	Map OM2c_Airport_Environs_OSL_20220722	461.35 KB	18 Aug 2023
4	Map OM1a_Flood_Hazard_20220722	783.49 KB	18 Aug 2023
5	Map OM1c_Flood_Hazard_20220722	568.62 KB	18 Aug 2023
6	Map OM1b_Flood_Hazard_20220722	484.42 KB	18 Aug 2023
7	Map OM2d_Airport_Environs_AviationFacilities_20230308	260.18 KB	18 Aug 2023
8	Map OPSM01a_InfrastExtractIndustriesMiningLeases_20220805	587.89 KB	18 Aug 2023
9	Map OM03_Transport_Noise_Corridors_20220722	887.83 KB	18 Aug 2023
10	Map OPSM02_Agricultural_Land_20220804	957.61 KB	18 Aug 2023
11	Map SF01_Strategic_Framework_20220804	714.75 KB	18 Aug 2023
12	Map OPSM01b_InfrastExtractIndustriesMiningLeases_20220722	507.11 KB	18 Aug 2023
13	Map OPSM03_Ecological_Significance_20230118	1.33 MB	18 Aug 2023
14	Map OPSM04_Bushfire_Hazard_20220722	2.72 MB	18 Aug 2023
15	Map ZM01_Zoning_20220822	877.02 KB	18 Aug 2023
16	Map ZM02a_Zoning_20221130	458.39 KB	18 Aug 2023
17	Map SF02_Strategic_Framework_20220915	553.24 KB	18 Aug 2023
18	Map ZM02b_Zoning_20221130	413.04 KB	18 Aug 2023
19	Map ZM03_Zoning_20220804	351.31 KB	18 Aug 2023

Showing 1 to 19 of 19 entries

Previous 1 Next

Note: Changes are not proposed to the Local Government Infrastructure Plan (LGIP) mapping as part of Major Amendment No. 2. A separate plan-making process is required to amend an LGIP.

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 1

Supporting material

The following document was prepared to inform the plan-making process for the proposed Major Amendment No. 2:

[Town Planning Report: Expansion of the Rural Residential Zone - Longreach Region Planning Scheme Major Amendment Project \(December 2022\)](#)

Planning schemes in Queensland are required to be consistent with the regulated requirements set out in the Planning Regulation 2017 and to appropriately integrate the State Planning Policy. The proposed Major Amendment No. 2, in particular updated mapping, has been informed by the mapping published by the Queensland Government (Department of State Development, Infrastructure, Local Government and Planning) within its State Planning Policy Interactive Mapping System (SPP IMS) accessible via <https://planning.statedevelopment.qld.gov.au/planning-framework/mapping> and OSpatial.

#	Name	Size	Date
1	Factsheet 1 - What is a planning scheme and how to read	327.97 KB	23 Aug 2023
2	Factsheet 2 - Making a submission	308.40 KB	23 Aug 2023
3	Factsheet 3 - Chiller boxes (Low Impact Industry)	336.17 KB	23 Aug 2023
4	Factsheet 4 - Residential sheds (domestic outbuildings)	311.86 KB	23 Aug 2023
5	Factsheet 5 - Short-term accommodation	306.90 KB	23 Aug 2023
6	Factsheet 6 - Rural Residential and Rural Living Opportunities	354.17 KB	23 Aug 2023

Showing 1 to 6 of 6 entries

Frequently Asked Questions - Proposed Planning Scheme Amendment - Major Amendment No. 2

Why is Council amending its Planning Scheme?	+
How long will the process take?	+
What happens to development applications that are made in the meantime?	+
Will the amendments make things easier or harder for developers?	+

ILLY Council news August 2023 edition

Rayner's Roundup

- with Mayor Tony Rayner

Hello and welcome to the August edition of ILLY, updating you on the work of Council in the community.

The Deputy Mayor, Cr Hatch, the CEO and I all attended the Local Government Association of Queensland Bush Councils Convention in Goondiwindi last month. The Convention is an biennial gathering of rural, remote, and regional councils from across Queensland.

There was a range of plenary and breakout sessions tackling issues that are common across the sector. I was invited to speak on a panel about the availability of essential services in the bush. I told the convention what many of you will already know – that essential services in our communities are made better by involving the community.

It was good to hear from other leaders in local government on issues like electoral reforms, the stock route network, water security, rural health and more. The convention was also an invaluable opportunity to network with colleagues and leaders in the sector. It's good to compare notes with other councils and learn how they are responding to the challenges that we all share. Local government is the level of government that is closest to the community, and bush councils in particular have a knack for working with their communities in innovative ways to deliver tangible results.

Council proudly hosted a range of activities in August as part of our Seniors Month program, and I'm pleased to report that all of our activities across the region were fully booked. It's unfortunate for those that missed out but also great to see such a strong level of interest in the program. So a big thank you from me goes to all of the organisations that partner with us in the delivery of Seniors Month.

Our amendments to the Planning Scheme have been reviewed by the government and been allowed to proceed to a formal consultation period. We conducted a lot of consultation and engagement when we first developed the amendments last year, and many of you have already had a say, but now is your chance to see the proposed final version and make any comments. Comments are open until Friday 22 September, and you can find more information here in ILLY or by visiting our website.

If you want any more information about any of the stories in this edition, contact Council on (07) 4658 4111 (24hrs), or via email to council@longreach.qld.gov.au.



ack
Mayor Tony Rayner

Planning Scheme Amendment moves to formal comment period

The proposed Major Amendment No. 2 to the Longreach Region Planning Scheme (2015) has been permitted by the state to proceed to public review and feedback. The amendment includes changes to the planning scheme policy, and was developed following extensive community engagement and consultation last year. The purpose of the proposed amendments is to ensure future land use and development in the Longreach Region is well-facilitated, appropriately situated, and designed to support the region's growth, prosperity, and environmental well-being.

The key changes proposed in Major Amendment No. 2 are as follows:

- ◊ Clarifying and updating references to building regulations, specifically the Building Regulation 2021.
- ◊ Incorporating the Thomson River Master Plan, adopted by the Council in May 2021, into the planning scheme at a strategic level.
- ◊ Expanding opportunities for rural residential and rural lifestyle lot development in the Longreach Region.
- ◊ Revising development categories and assessment criteria for commercial-use chiller boxes, short-term accommodations involving reuse of existing dwellings, and tourist parks with limited self-contained recreational vehicles.
- ◊ Introducing provisions for development involving renewable energy facilities in the Rural Zone Code.
- ◊ Enhancing the clarity and workability of development and assessment categories for building work.
- ◊ Removing operational work thresholds associated with a material change of use.

- ◊ Changing the assessment category for lot reconfiguration in flood hazard areas for simplification.
- ◊ Updating acceptable outcomes for domestic outbuildings, car parking provisions, and industry thresholds.
- ◊ Making administrative corrections, updates, and reflecting changed requirements and circumstances.

The proposed amendments, including maps, can be reviewed online on our website or at our branch offices in Ilfracombe, Isisford, and Longreach. Interested parties have the opportunity to provide written submissions during the public consultation period, which spans from August 21 to September 22, 2023. Submissions must include the submitter's name and contact details, the grounds for the submission, and a signature (except for email submissions).

Submissions can be made via email, post, or in person at our branch offices. For more information about the proposed amendments, visit longreach.qld.gov.au/townplan.



Regional Arts Development Fund Round 2



The second round of the Regional Arts Development Fund 2023/24 is now open!

RADF provides funding to individuals and community organisations for projects that promote and develop arts, culture and heritage in the region.

Open Monday 7 August 2023
Applications close Monday 18 September 2023

Facebook post 30 August 2023



Facebook post 30 August 2023 (expanded)



Website link from Facebook post 30 August 2023

Community information session - Proposed Planning Scheme Amendment – Major Amendment No. 2 (incorporating a proposed Planning Scheme Policy amendment)

Join us on Monday evening 11 September for an in-depth update on the Major Amendment's progress. This is your chance to connect with Council's Town Planner learn about the proposed changes, and how they guide development our region.

If you can't attend the Monday evening session, our Town Planner will be available for one-on-one questions in the library the following morning:

Date	Time	Location	Session
Monday 11th September 2023	5:15pm	Longreach Library	Community Information Session
Tuesday 12th September 2023	9:00am - 12:00pm	Longreach Library	Q&A by appointment

Facebook post 7 September 2023

Longreach Regional Council 7 Sep. 2023 · 🌐

🏠 Curious about our proposed planning scheme amendments? 📅 Join us on Monday afternoon at the Longreach Library! Our town pla... See more

Planning Scheme Amendments
Information session - Major Amendment No. 2

Mon 11 Sep
5:15pm
Longreach Library

Join our town planner to learn more about our proposed amendments to the planning scheme, before the comment period closes.

Hear directly about why the amendments are being made, what they mean, and how they'll work.

🌐 longreach.qld.gov.au/townplan ☎️ (07) 4658 4111

Longreach Regional Council
Ilfracombe Isaford Longreach Yamba

👍 1 💬 2 ➦

Facebook post 7 September 2023 (expanded)

Longreach Regional Council 7 Sep 2023 · 🌐

🏠 Curious about our proposed planning scheme amendments? 📅 Join us on Monday afternoon at the Longreach Library! Our town planner will guide you through the changes, their significance, and how they'll impact our community.

💡 Have specific questions or need personalized advice? Our town planner will be available for one-on-one appointments at the library on Tuesday morning. Reserve your spot now by calling (07) 4658 4111.

For more information visit longreach.qld.gov.au/townplan

#CommunityPlanning #GetInformed

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 2



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 or by telephone on (07) 3719 7100.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'S Miles'.

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

**COMMUNICATIONS STRATEGY
AND COMMUNITY ENGAGEMENT ACTION PLAN**
Longreach Regional Council Planning Scheme 2015
Proposed Major Amendment Project (2021–2023)

Background

On 8 December 2021, Longreach Regional Council decided to make a proposed major amendment (the Proposed Major Amendment) to its current planning scheme, the *Longreach Regional Council Planning Scheme 2015* (the Planning Scheme).

A local government may amend a planning scheme under section 20 of the *Planning Act 2016* (the Planning Act), by following the process set out in the Minister's Guidelines and Rules (the MGR). Longreach Regional Council intends to follow this process, which for the Proposed Major Amendment, is set out in Chapter 2, Part 4 (sections 15-22) of the MGR.

To support the making of the Proposed Major Amendment, the MGR requires that the Longreach Regional Council:

- prepares a communications strategy
- gives the communications strategy to the Minister with the Proposed Major Amendment (MGR Ch2, s16.5(b)); and
- undertakes public consultation in accordance with the communications strategy notified by the Minister (MGR Ch2, ss17.5 & 18.2(b)).

Project scope

This scope of this project is to make the Proposed Major Amendment to the Planning Scheme, to ensure future land use and development is adequately facilitated while being appropriately located and designed to support the growth, prosperity and health of the people and environment of the Longreach Region for the life of the planning scheme, by addressing the following:

1. clarify designations made under the building regulation and update references to the new *Building Regulation 2021*
2. recognise and integrate at a strategic level the Thomson River Master Plan adopted by Council in May 2021
3. provide for expanded rural residential and rural lifestyle lot development opportunities in the Longreach Region
4. revise the category of development and assessment for development of commercial-use chiller boxes in certain zones and introduce a use-specific code for chiller boxes
5. revise the category of development and assessment for development of short-term accommodation involving the reuse of an existing dwelling or rural workers' accommodation and introduce a use-specific code for short-term accommodation (dwelling reuse)
6. revise the category of development and assessment for development of a tourist park involving 15 self-contained recreational vehicles or less in the Rural Zone
7. include new provisions in the Rural Zone Code for development involving a renewable energy facility
8. clarify and improve workability of the categories of development and assessment applicable for building work (Table 5.6.1)
9. remove the threshold for operational work associated with a material change of use to be anything other than code assessable development (Table 5.7.1)

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

10. change category of assessment for reconfiguring a lot within the flood hazard area from impact to code assessable for red-tape reduction and workability improvements
11. revise the acceptable outcomes for domestic outbuildings (eg. sheds) including to reflect the existing policy position with respect to issuing exemption certificates for sheds less than 180m² in area and 5.5m in height to the eaves in Low Density Residential Zone and Medium Density Residential Zone
12. revise the acceptable outcomes for car parking provision
13. insert the referenced, but otherwise missing, industry thresholds table within Schedule 1
14. make updates to reflect updated references and SPP mapping, changed regulated requirements and changed circumstances
15. make various other minor and administrative amendments.

Purpose and Principles

The purpose of this communications strategy and the community engagement action plan prepared to support it is to guide effective and appropriate public participation in this land use planning process and consequently fulfil the process requirements of the MGR for making a major amendment to a planning scheme.

This communications strategy and community engagement action plan has been developed having regard to the 'Community engagement toolkit for planning, December 2017' published by State of Queensland (Department of State Development, Infrastructure, Local Government and Planning), December 2020.

The following core principles of public participation in this land use planning process are acknowledged:

1. Engagement is undertaken in the best interests of the affected community as a whole, rather than any individual or group.
2. Engagement is open, honest and meaningful and provides genuine opportunities for public participation.
3. Engagement is inclusive and appropriate having regard to the scope and potential impact of the Proposed Major Amendment.
4. Relevant information is made accessible to the public in a convenient and timely manner and the public is given sufficient time to consider information and make a meaningful contribution before decisions are made about giving effect to the Proposed Major Amendment.
5. Decision-making is transparent and feedback is provided to the affected community and submitters about how submissions were taken into account.

The purposes of Council undertaking community consultation with respect to the Proposed Major Amendment include:

- To inform the public of the project and participation opportunities
- To meet statutory process requirements
- To understand reactions to, and implications of, the Proposed Major Amendment before a decision is made to give effect to it
- To generate new or alternate options, as may be appropriate, which may be used to improve the quality of the policy, strategy or planning
- To build relationships with the community and community capacity with respect to land use planning and development opportunities and outcomes.

Engagement objectives

The engagement objectives of this communication strategy and community engagement action plan for the Proposed Major Amendment are:

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

- The community (including residents, ratepayers, community stakeholder groups and prospective developers) is aware that the Council is intending to make the Proposed Major Amendment to the Planning Scheme and that the community can participate in and contribute to this land use planning process.
- The community is informed that the draft of the Proposed Major Amendment will be released for public consultation, and understand how and when a properly made submission can be made.
- The community has adequate opportunities to provide input through widespread communication and, where appropriate, targeted consultation activities.
- The Council and community have confidence that the Proposed Major Amendment will ensure the planning scheme maintains relevance and currency, and continues to achieve the desired strategic intent for land use and development in the Longreach Region.
- The Council and community have improved awareness and understanding of its planning scheme, including strategic intent, application and related processes.

Engagement profile (based on IAP2 model)

The land use planning process for making the Proposed Major Amendment most closely aligns with the organisation implementation profile defined by IAP2:

<p>Organisation leads the engagement and the organisation is responsible for the action</p> <p><i>The organisation leads engagement and seeks input to share the policies, projects and services for which it is responsible. This is a familiar and traditional approach to policy development, project management and service delivery.</i></p> <p><i>Engagement is used to both inform the community about the proposed policy, project or proposition and to provide some input to the shape or execution of the policy, project or proposition.</i></p> <p><i>Final decision-making sits with the organisation and its governors, and the organisation is responsible for its action.</i></p>

Project context

The following outlines the non-negotiables and negotiables of the Proposed Major Amendment project:

Non-negotiables	Negotiables
Statutory process and requirements for amending a planning scheme: <ul style="list-style-type: none"> • Section 20 of the Planning Act 2016 • regulated requirements set out in the Planning Regulation 2017 • Minister's Guidelines and Rules (v1.1 Sep 2020) 	Scope and extent of changes proposed as part of a major amendment to the Longreach Regional Council Planning Scheme 2015
20 year strategic planning horizon	Whether the 10-yearly review required under section 25 of the Planning Act 2016 is undertaken at this time/in conjunction with/as part of the proposed major amendment to the Longreach Regional Council Planning Scheme 2015
Proposed amendments must be consistent with prescribed matters of state interest, including the State Planning Policy (July 2017)	How Council considers each state interest policy applies to its local area and the manner in which it appropriately integrates relevant state interest policies into its planning scheme
Geographic and jurisdictional reach of the planning scheme – Longreach Region LGA (excluding Commonwealth owned land)	Layout and overall structure of the amended planning scheme
Public consultation must be undertaken for a period of	Community engagement actions (timing and manner)

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

at least 20 business days and in accordance with the requirements set out at MGR Ch2, s18.2(b)	undertaken beyond or in addition to the statutory requirements, in order to achieve the desired engagement objectives
	Projections used as underlying planning assumption – resident population, visitor numbers, etc
	Strategic and policy direction of the planning scheme, subject to prevailing laws and appropriate integration of state interests
	Categories of development and assessment for each land use and types of development, subject to those which are prescribed by the Planning Regulation 2017
	Community engagement methods and activities in addition to the minimum requirements prescribed by the Planning Act and Minister's Guidelines and Rules

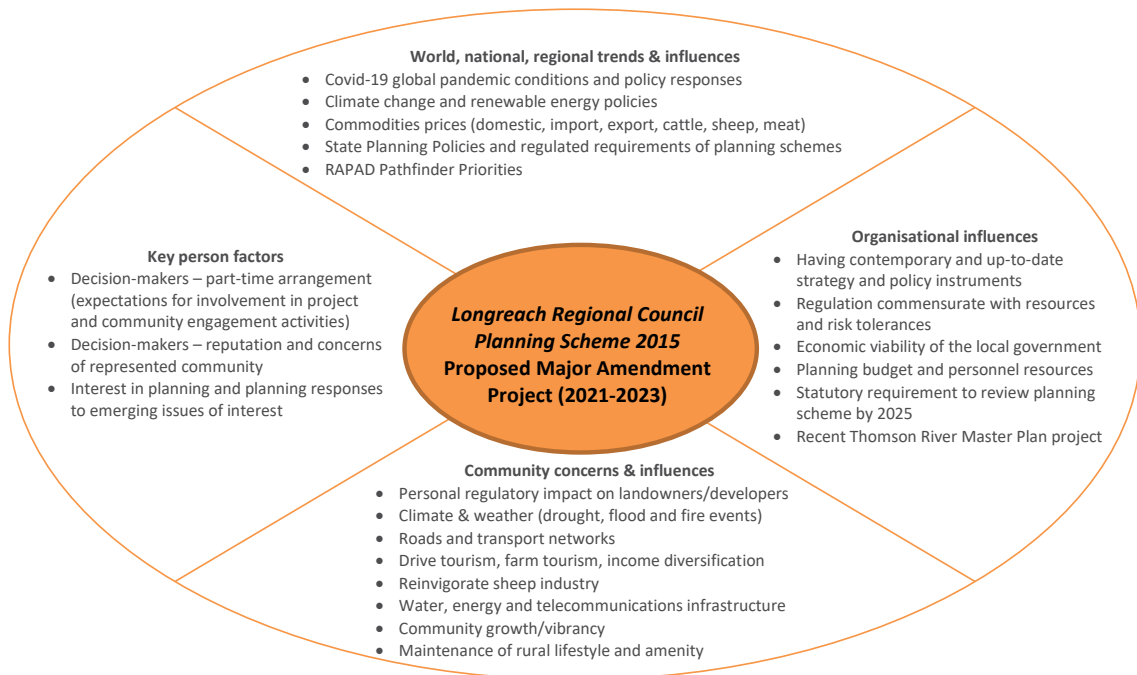
Typical institutions and institutional components of land use planning and urban change:

MARKET – private sector	GOVERNMENT – public sector	CIVIL SOCIETY – third sector
Stakeholders of institution		
Consumers, producers, employers, employees, trade associations and unions	National, state and local government – including public sector entities	Communities including media, churches, educational bodies, associations, community groups
Role of institution		
Provision of wealth for development	Protection of rights and public realm	Guardian of culture and ethics
Instituted outputs		
Goods and services	Laws and regulations; Infrastructure and services	Values and vision
Conception of the public interest		
Focused on an aggregated criteria of choice based on the notions of utility or satisfaction	Focused on an overall idea such as 'the spirit of history' or the 'essence of the soul'	Focused on the community as the first ethical subject and consequently on a common conception of the good life
Institutional horizons		
Short term	Medium term (based on the term of office)	Long term

Source: Newman, P 2000, *Promoting Sustainable Urban Change*, Murdoch University, p.2; Moroni, S 2004, "Towards a reconstruction of the public interest criterion", *Planning Theory*, vol. 3, no. 2, pp.151-171; Alexander, ER, Mazza, L and Moroni, S 2012, "Planning without plans? Nomocracy or teleocracy for social-spatial ordering", *Progress in Planning*, vol. 77, pp.37-87; Wright, I 2012, *Reinvigorating planning and the planning system in Queensland – a neoliberal perspective*, Colin Biggers & Paisley Lawyers Insights, 31 Aug 2012.

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Matters of influence relevant to this project include:



Stakeholder analysis

Stakeholder category	Stakeholders	Area of interest	Nature of involvement
Internal	Mayor and Councillors	Policy, process and community engagement activities and feedback	Decision-makers
	Chief Executive Officer	Policy, process and engagement activities	Advice endorsement and, secretariat functions
	Community and Cultural Services Division	Strategic policies relating to townships and community servicing and community relationship and capacity building	Internal project lead agency and technical advisors
	Infrastructure Services Division	Strategic policies relating to infrastructure and local government facilities operations	Technical advisors
	Building Compliance officer	Building and design matters and levels of assessment	Technical advisors
	Economic Development officer	Strategic policy relating to economic development of region	Technical advisors
	Communications and Events	Public consultation	Technical advisors

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

	Coordinator		
Partners/Key Stakeholders	Reel Planning (Contacts: Kate Lipke and Rachel Milne)	Consultant planners acting for Council	Consultant project lead and technical advisors and drafters
	Planning Minister	Process compliance and appropriate integration of regulated requirements and matters of State interest	Decision-maker for State interest review, giving approval to proceed to public consultation (including endorsing communications strategy) and given approval for major amendment to be adopted
	Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) (Contacts: Anthony Walsh and Thomas Gardiner)	Process, State interest review and planning support	Peer planning support, coordinator of engagement with other State agencies, technical advisor to Planning Minister
	Various state agencies with a technical advice role on relevant State interests, including: Department of Transport and Main Road Department of Agriculture and Fisheries	Relevant specific matters of State interests	Peer planning support and State interest review input agency for DSDILGP
Community and Advocacy groups	Traditional owners		To inform and consult
	Regional business and commerce representatives	Business and commerce policy – sustainability and development opportunities	To inform and consult
	Regional tourism representatives	Tourism policy and level of regulation for future tourist uses	To inform and consult
	Regional building and development industry representatives	Housing and construction policy and assessment benchmarks	To inform and consult
	Agriculture industry representatives	Agricultural land mapping and changes to development facilitated on rural lands in the region	To inform and consult
Specific interest stakeholders	Macropod harvesting industry participants	Potential policy and regulation changes regarding commercial-use chiller boxes	To inform and consult
	Current and prospective short-term accommodation (dwelling reuse) and bush camping for self-contained recreational vehicle operators	Potential policy and regulation changes regarding AirBnB/Stayz style and bush camping/eco-tourms style visitor accommodation offerings	To inform and consult

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

	Landowners and users within and around the Thomson River Master Plan area	Integration of Thomson River Master Plan into planning scheme and potential policy and regulatory changes to build on that master plan and facilitate connectivity with Longreach township and along river.	To inform and consult Note: This is not intended to be a reinterrogation of the already endorsed Thomson River Master Plan, but focused on building upon it in the context of the broader planning scheme.
	Landowners whose land is proposed to be subject to a zone change	Change of zone or precinct and associated categories of assessment and assessment benchmarks applicable to future development of the land	To inform and consult on change to zone and implications of change for future development of the land
Broader community	Ratepayers	Extent of changes to regulation of future development on ratepayer's own property Extent of changes to regulation of future development on surrounding properties/area	To inform and consult
	Residents	Sustainability and amenity of community into future Economic development and employment opportunities	To inform and consult
Media	Local print media, such as: Longreach Leader Qld Country Life		To inform and partner with for information dissemination (including statutorily required public notices)
	Council's online notification and social media platforms		To inform and receive feedback during the formal consultation period

Level of engagement (based on IAP2 Spectrum of Public Participation)

On the IAP2 Spectrum of Public Participation, the consult level of public participation is considered the most appropriate for this project:

CONSULT	
Public Participation Goal:	<i>The organisation leads engagement and seeks input to share the policies, projects and services for which it is responsible. This is a familiar and traditional approach to policy development, project management and service delivery.</i>
Promise to the Public:	<i>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.</i>

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Engagement phases

The engagement phases involved in the making of the Proposed Major Amendment must be informed by and consistent with the communications strategy endorsed and notified by the Planning Minister under MGR Ch2, s17.5 in accordance with MGR Ch2, s18.2.

An overview of the engagement phases of this project are:

Project Plan Stages (Engagement Phases)	Engagement action summary	Related process reference in MGR
Stage 1 – Preparation	<ul style="list-style-type: none"> ● INTERNAL Internal information gathering 	n/a
	<ul style="list-style-type: none"> ● INTERNAL Workshopping register of potential major amendment and draft consultation strategy and community engagement action plan with internal stakeholders 	n/a
Stage 2 – Drafting – prepare proposed major amendment and consultation package (including State interest review process)	<ul style="list-style-type: none"> ● STATE Early engagement with DSDILGP – project overview and identification of relevant matters of State interest 	n/a
	<ul style="list-style-type: none"> ● PUBLIC/TARGETTED Publicly advertised community engagement workshops, with identified/potentially affected individuals and stakeholder groups sent direct invites 	n/a
	<ul style="list-style-type: none"> ● PUBLIC Early public engagement by way of online survey 	n/a
	<ul style="list-style-type: none"> ● INTERNAL Workshopping of drafts of proposed major amendment 	n/a
	<ul style="list-style-type: none"> ● PUBLIC Resolution at General Meeting of Council to commence process to make proposed major amendment 	MGR Ch2, s16.1 and 16.4
	<ul style="list-style-type: none"> ● STATE Notice to Minister of Council's decision 	MGR Ch2, s16.5
Stage 3 – Public consultation (Minimum public consultation period of 20 business days required (MGR s18.2(a)))	<ul style="list-style-type: none"> ● PUBLIC Publishing of public notices and updating Council website content 	MGR Ch2, s18.2
	<ul style="list-style-type: none"> ● PUBLIC Community engagement activities/sessions 	MGR Ch2, s18.2
	<ul style="list-style-type: none"> ● TARGETTED Targeted engagement with identified/potentially affected individuals and stakeholder groups by way of direct contact or targeted advertising location/method 	MGR Ch2, s18.2
Stage 4 – Revising and finalising – prepare major amendment adoption package(including consultation report and responses to submitters)	<ul style="list-style-type: none"> ● INTERNAL Review of properly made submissions and other feedback received 	MGR Ch2, s18.3
	<ul style="list-style-type: none"> ● INTERNAL Workshopping submissions and potential responses to submissions 	MGR Ch2, s18.3
	<ul style="list-style-type: none"> ● PUBLIC Resolution at General Meeting of Council to progress to finalise making of proposed major amendment 	MGR Ch2, s18-20
	<ul style="list-style-type: none"> ● PUBLIC Prepare and publish consultation report 	MGR Ch2, s18.4
	<ul style="list-style-type: none"> ● TARGETTED Prepare and provide response to submission (consultation report) 	MGR Ch2, s18.4(a)
	<ul style="list-style-type: none"> ● STATE Notice to Minister of Council's decision 	MGR Ch2, s21.1

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

	<ul style="list-style-type: none"> • STATE Minister's consideration of Council's request to adopt process coordinated by DSDILGP 	MGR Ch2, s21.4 and 21.5
Stage 5 – Adoption and commencement	<ul style="list-style-type: none"> • PUBLIC Resolution at General Meeting of Council to adopt and commence proposed major amendment 	MGR Ch2, s22.1(a)
	<ul style="list-style-type: none"> • STATE Notice to DSDILGP of Council's decision 	MGR Ch2, s22.2
	<ul style="list-style-type: none"> • PUBLIC Publishing of public notices and updating Council website content 	MGR Ch2, s22.1(b)
	<ul style="list-style-type: none"> • PUBLIC Community awareness of adoption and commencement activities 	n/a
	<ul style="list-style-type: none"> • INTERNAL Ongoing review program for new planning scheme 	n/a

Under Chapter 2, sections 19 and 20 of the MGR, a local government may make changes to its proposed major amendments as a result of or after public consultation has been undertaken in accordance with Chapter 2, section 18 of the MGR. Where changes are made to the proposed major amendment after public consultation under section 18 and the changes result in the proposed amendment being significantly different to the version previously released for public consultation, the changed version may be required to undergo further public consultation in accordance with section 20. If such further public consultation was required, the community engagement action plan included in this document (in particular the engagement phases, engagement methods and action plan) would need to be reviewed and updated accordingly.

It is not presently anticipated that the Proposed Major Amendment will involve a planning change to reduce risk from natural hazard events triggering the requirements of Chapter 4 of the MGR.

For further details regarding engagement phases for this project, refer to the Community Engagement Action Plan at **Appendix A**.

Engagement methods

For this project some engagement methods are statutorily prescribed.

For the purposes of applying and interpreting the MGR, the term "public notice" is given the definition of that term as set out in Schedule 2 of the Planning Act. The use of this term by definition imposes a certain method for the giving of required public notices.

<p><u>Planning Act 2016, Schedule 2</u></p> <p>public notice means a notice that is published—</p> <p>...</p> <p>(b) for a public notice mentioned in chapter 2, part 3 that is about a proposed local planning instrument or a proposed amendment of a local planning instrument—</p> <p style="padding-left: 20px;">(i) in a newspaper circulating in the local government area; and</p> <p style="padding-left: 20px;">(ii) on the local government's website; or</p> <p>(c) for a public notice mentioned in chapter 2, part 3 that is about a local planning instrument, or an amendment of a local planning instrument, that is not a proposed local planning instrument or amendment—</p> <p style="padding-left: 20px;">(i) in the gazette; and</p> <p style="padding-left: 20px;">(ii) in a newspaper circulating in the local government area; and</p> <p style="padding-left: 20px;">(iii) on the local government's website.</p>

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

The MGR at Chapter 2, section 18 requires to the following requirements set out in Schedule 4 of the MGR to be complied with:

Minister's Guidelines and Rules Version 1.1

Schedule 4 – Public notice requirements for consultation

For a proposed planning scheme amendment under Chapter 2, Parts 2, 3 and 4

- 1 The local government must, as a minimum, publish a public notice that must state—
 - a) the name of the local government;
 - b) the title of the proposed amendment;
 - c) the purpose and general effect of the proposed amendment;
 - d) the location details of the area where the proposed amendment applies, if it only relates to part of the local government area;
 - e) where the proposed amendment may be inspected and purchased;
 - f) that submissions about any aspect of the proposed amendment may be made to the local government by any person;
 - g) the consultation period during which a submission may be made;
 - h) the requirements for making a properly made submission; and
 - i) a contact telephone number for information about the proposed amendment.
- 2 During the consultation period, the local government must—
 - a) display a copy of the public notice in an obvious place in each of the local government's offices;
 - b) keep a copy of the proposed amendment available for inspection and purchase in each of the local government's offices; and
 - c) make the public notice and proposed amendment available to view and download on the local government's website.

The MGR at Chapter 2, section 22 requires to the following requirements set out in Schedule 5 of the MGR to be complied with:

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Minister's Guidelines and Rules Version 1.1

Schedule 5 — Public notice requirements for adoption or a decision not to adopt a local planning instrument or amendment to a local planning instrument

Public notice about an amendment to a planning scheme under Chapter 2

- 1 The local government must publish a public notice that must state—
 - a) the name of the local government;
 - b) the decision made by the local government about the amendment;
 - c) if the amendment is adopted—
 - i. the date the planning scheme amendment was adopted;
 - ii. the commencement date for the amendment (if different to the adoption date);
 - iii. the title of the amendment;
 - iv. if the amendment only applies to part of the planning scheme area, a description of the location of that area;
 - v. the purpose and general effect of the amendment; and
 - vi. where a copy of the amendment may be inspected and purchased.
- 2 If a local government does not proceed with an amendment to a planning scheme under Chapter 2, and the amendment is a qualified state interest amendment or a major amendment, the local government must publish a public notice that must state—
 - a) items (a) to (b) under section 1 above; and
 - b) the reasons for not proceeding with the amendment.

For further details regarding engagement phases for this project, refer to the Community Engagement Action Plan at **Appendix A**.

Community engagement action plan

The Community Engagement Action Plan for Stage 3 at **Appendix A** lists the engagement activities and methods Council consider appropriate given the scope of this project and proposes to undertake for the formal public consultation stage of this project.

Community engagement register

A community engagement register will be maintained for this project. This will include a register of properly made submissions received during the consultation period for the Proposed Major Amendment. This register may be used to inform the preparation of the Consultation Report required for Stage 4 of the project plan and MGR Ch2, s18.4.

Consultation report

After the formal public consultation period has concluded, Council will prepare a Consultation Report which:

- summarises the content and grounds of each submission received;
- provides a response to each submission; and
- identifies any amendments to be made to the Proposed Major Amendment in response to the submission.

Letters or emails will be sent to all submitters thanking the participants for their submission and engagement and providing details of the Consultation Report, which will also be made available on Council's website.

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

The Consultation Report will not include any personal details of submitters, other than the details of land to which a submission relates.

Evaluation

Following the completion of engagement activities, an evaluation will be completed to review the effectiveness of the activities and identify any improvements for future projects.

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

APPENDIX A – Community Engagement Action Plan

Activity	Description	Engagement purpose	Stakeholder group	Actions	Resources and budget	Timeframes	Responsible officer
Stage 1: Preparation [COMPLETED]							
Internal Councillor and ELT workshop	Mayor, Councillors, CEO and ELT project officers to identify existing inputs/information, raise issues/opportunities/gaps and to discuss project process.	<ul style="list-style-type: none"> Identify issues, opportunities and gaps Relationship development Generate support for action 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> Actively participate in workshop Follow up workshop actions 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Held 14/09/2021 Held 30/11/2021 	DCCS/Planning Consultant
Targeted consultation with internal technical advice officers		<ul style="list-style-type: none"> Identify issues, opportunities and gaps Generate support for action 	Internal	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Ongoing 	DCCS/Planning Consultant
Stage 2: Drafting – prepare proposed major amendment and consultation package (including State interest review process) [NEARING COMPLETION]							
Meeting with DSDILGP allocated case officer (Rockhampton)	Early engagement to raised departmental awareness of project and identification of relevant matters of State interest	<ul style="list-style-type: none"> 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	Planning Consultant
Council meetings and Councillor and ELT Workshops	Consider and resolve to propose to make a new planning scheme	<ul style="list-style-type: none"> Legal compliance To inform Identify issues, opportunities and gaps Relationship development Generate support for action 	Internal	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Council meeting agenda protocols 	DCCS/Planning Consultant

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Activity	Description	Engagement purpose	Stakeholder group	Actions	Resources and budget	Timeframes	Responsible officer
Courtesy letter to Chief Executive of the Planning Act	Courtesy notice to advise of making of decision to commence plan-making/amendment process (MGR Ch2, s16.1)	<ul style="list-style-type: none"> To inform 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> Prepare webpage Prepare content for webpage Go live 	<ul style="list-style-type: none"> In-house writer Graphic designer In-house web team 	<ul style="list-style-type: none"> Launched December 2021 Ongoing updates throughout project 	CEO
Establish webpage (including issues papers/factsheets)	<p>Establish a page for the project on council's current website. Prepare background information and FAQs for page. Provide more detail to support information supplied in letter to ratepayers.</p> <p>Website included a suite of issues papers/factsheets on various potential topics for amendment as well as the plan-making process.</p>	<ul style="list-style-type: none"> To inform Generate ideas and alternatives Improve quality of policy/strategy/plan Generate support for action Collective educative consequences 	Broader community	<ul style="list-style-type: none"> Create Facebook posts 	<ul style="list-style-type: none"> In-house team member 	<ul style="list-style-type: none"> Posts distributed for launch and to remind of closing of online community survey 	DCCS/Planning Consultant
Facebook posts	Create and post Facebook notices about the project and about engagement opportunities		Broader community	<ul style="list-style-type: none"> Create Facebook posts 	<ul style="list-style-type: none"> In-house team member 	<ul style="list-style-type: none"> Heid 02/02/2022 to 04/03/2022 Note – 124 responses initiated, 42 responses completed 	CEO/DCCS/Comms officer
Online community survey	Create, launch and promote and online community survey of potential topics for amendment			<ul style="list-style-type: none"> Develop and create online survey questions and platform 	<ul style="list-style-type: none"> In-house team used survey monkey 	<ul style="list-style-type: none"> Issued in advance of April and June 2022 community workshops 	DCCS/Comms officer
Targeted email and invitation	Emails to targeted identified/potentially affected individuals and stakeholder groups (including invitation to participate in community workshops)		Specific interest stakeholders	<ul style="list-style-type: none"> Determine need to consult with person/group Prepare email Follow up discussion, meeting or correspondence as required 	<ul style="list-style-type: none"> 		DCCS
Community	Hosted in person workshops		Specific interest	<ul style="list-style-type: none"> Prepare 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Held 21/04/2022 	DCCS/Planning

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Activity	Description	Engagement purpose	Stakeholder group	Actions	Resources and budget	Timeframes	Responsible officer
workshops	to discuss and seek community feedback in relation to potential amendment topics which had emerged		stakeholders and Broader community	workshops materials • Promote workshops		(Longreach) • Held 02/06/2022 (Longreach) Note – generated article in Longreach Leader	Consultants
Notice to Planning Minister	Give notice and required documentation to Minister (MGR Ch2, s16.5)	<ul style="list-style-type: none"> To inform Legislative compliance For decision 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> Council resolution 	•	•	CEO
Stage 3: Public consultation (Minimum public consultation period of 20 business days required (MGR s18.2(a)) [TO BE COMMENCED SUBJECT TO OUTCOME OF SIR])							
Public Notice	Place public notice advertisement in the Longreach Leader to commence consultation period	<ul style="list-style-type: none"> To inform Build community capacity Understand reactions & consequences Generate support for action Legal compliance 	Broader community	<ul style="list-style-type: none"> Prepare advertisement Book advertisements 	<ul style="list-style-type: none"> In-house writer Advertising costs 	<ul style="list-style-type: none"> Prepare Approvals Publication schedule To formally commence consultation period 	CEO/DCCS
Dedicated webpage on Council's website				•	•	•	DCCS/Planning Consultants/Comms officer
Fact sheets to support public consultation	Factsheets about specific amendment topics, plan-making/amendment process and how to make a 'properly made submission' to be used on dedicated webpage and hard copy/email distribution.			•	•	•	DCCS/Planning Consultants/Comms officer
Identify dedicated email address to be used for consultation period	Create a project email address and identify a project telephone number.		Broader community	<ul style="list-style-type: none"> Create email address Identify phone number 	<ul style="list-style-type: none"> In-house team member 	<ul style="list-style-type: none"> Prepare Go live 	DCCS/Comms officer

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Activity	Description	Engagement purpose	Stakeholder group	Actions	Resources and budget	Timeframes	Responsible officer
Main Street 'Talk to a Planner' sessions	Conduct regular drop-in sessions in the main street where community members can talk to a planner about the future of the town and the planning concepts that are being considered as part of the planning process. Identify other opportunities for Talk to a Planner sessions, e.g. local show, farmers markets etc.		Broader community	<ul style="list-style-type: none"> Prepare materials. Book space. Establish equipment kit. 	<ul style="list-style-type: none"> In-house team member to arrange sessions Equipment costs Staff costs to attend sessions 	<ul style="list-style-type: none"> Prepare and promote a monthly session throughout this phase of project Ad-hoc sessions as needed 	DCCS/Planning Consultants/Comms officer
Note: It is not proposed to undertake any targeted mail out to specific property owners for this particular amendment process. No changes are proposed to natural hazard overlay mapping and the only zone change proposed relates to a lot owned by Longreach Regional Council.							
Stage 4: Revising and finalising – prepare major amendment adoption package (including consultation report and responses to submitters) (FUTURE STAGE)							
Notice to Minister requesting approval to adopt major amendment		<ul style="list-style-type: none"> Decision making Legal compliance 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	CEO
Letter or email to each submitter	As required by the Communications Strategy. Including information about how to access the Consultation Report responding to submissions.	<ul style="list-style-type: none"> To inform Legal compliance 	Specific interest stakeholders	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	CEO/DCCS
Stage 5: Adoption and commencement (FUTURE STAGE)							
Public notice / advertisements	Place advertisements in local newspaper and book community service announcements.	<ul style="list-style-type: none"> Decision making To inform Legal compliance 	Broader community	<ul style="list-style-type: none"> Prepare advertisement Book advertisements 	<ul style="list-style-type: none"> In-house writer Advertising costs 	<ul style="list-style-type: none"> Prepare Approvals Distribute 	CEO/DCCS/Comms officer
Update webpage	Update project page on council's current website. Publish final adopted planning scheme, supporting document and details regarding adoption		Broader community	<ul style="list-style-type: none"> Prepare webpage Prepare content for webpage 	<ul style="list-style-type: none"> In-house writer Graphic designer In-house web 	<ul style="list-style-type: none"> Prepare Approvals Go live 	DCCS/Comms officer

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

Activity	Description	Engagement purpose	Stakeholder group	Actions	Resources and budget	Timeframes	Responsible officer
	and commencement dates. Also update FAQs for page. Provide more detail to support information supplied in letter to ratepayers.			<ul style="list-style-type: none"> Go live 	team	<ul style="list-style-type: none"> Ongoing updates throughout project 	
Notice to DSDILGP of adoption and commencement (MGR Ch2, s22.2)		<ul style="list-style-type: none"> Legal compliance 	Specific Partner/Key Stakeholder	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	CEO

11.4 - Public Consultation Report - Longreach Region Planning Scheme 2015 (Major Amendment No.2) --Appendix 3

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

11.5 Workplace Health & Safety Update Report - September 2023

This report provides a summary of Council's health and safety performance as at 30 September 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, Manager of Human Resources, Safety and Wellness

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 - September 2023

Workplace Health and Safety Reporting – Period Ending 30 September 2023

- There were four personal injury incidents reported in September:
 - Two required onsite first aid, the first for minor cuts and second to clean skin after animal waste contamination
 - Two required further medical treatment, the first was due to a manual handling and the second was due to a medical episode.
- A total of nine incidents reported, which resulted in property damage to Council plant:
 - Four of the incidents were minor panel or glass damage.
 - In the remaining five incidents, there was an operational deviation that occurred. The Safety Team will work closely with teams to identify factors that contributed to the errors, to implement any required corrective actions.
- 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.



11. CHIEF EXECUTIVE OFFICER'S REPORT

11.5 - Workplace Health & Safety Update Report - September 2023

WHS Updates/Consultation

- The week commencing 18 September 2023, saw Compliance Australia Certification Services (CACS) onsite to conduct a re-certification audit for Council's Safety Management and Quality Assurance Systems. At the close out meeting on Friday 22 September 2023, a draft site summary report was presented that identified 15 observations and no non-conformances. These 15 observations will need to be rectified prior to the first surveillance audit in 12 months' time.

This audit outcome means that Council will obtain re-certification of our systems against the ISO 9001:2015 and ISO 45001:2018, which is a key requirement to maintain Council Traffic Management Registration Scheme Licence.

- The Safety Team have reviewed documents related to Council's High Risk Construction Work, specifically Safe Work Method Statements (SWMS), with consultation undertaken with Supervisor around use of SWMS. This documents will be taken to the October Safety Committee Meeting for endorsement, before further engage is undertaken with supervisor and team leaders on how and when these documents need to be utilised.
- Further the team has reviewed and drafted updated procedures where gaps have been identified in previous internal and external audits. These procedures will go through a consultation phase with workers from operational staff through to the ELT before being endorsed at a Safety Committee Meeting.
- The first quarter review of the 2023/24 LRC-SMS Strategic and Operational Plan is attached for reference. The team are progressing with the objectives and after the first quarter are on track to achieve our goals.

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. LRC-SMS Strategic and Operational Plan Review Quarter 1 [↓](#)

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

Recommendation:

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

2023 - 2024 WHS System Strategy Plan					
Objectives	Strategic Target	Performance Indicators	Timeframe	Quarter 1 (01 Jul 23 - 30 Sep 23)	
Maintain Council's 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-Jun-24	Throughout Q1, the Safety Team have undertaken a review of priority documents utilised for Council operations including, SWMS, Site Induction Checklists, and job specific ISA. This review has been undertaken in consultation with workers to be put forward for endorsement at the Safety Committee Meeting in Q2. Further feedback will be sort from workers on the documents once they have been in place for a period of time.	
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-Jun-24	The Safety Team will be initiating regular quarterly meeting with supervisors/team leaders to discuss the ongoing reviews and implementation of safety procedures. This may also from time to time include training sessions with individual teams. Drafting of the Safety and Wellness Strategy Plan commenced in Q1 and will be continued throughout Q2, with plans for consultation with employees and work groups to occur throughout Q3.	
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-Jun-24	Throughout Q1 the Safety Team have worked through as process to identify a number of critical risks, that apply across the various operations of Council. These identified risks will be discussed at the Safety Committee in October. Once endorsed the Safety team will determine an appropriate internal audit schedule for these risks. In Q1, a total of 2 Switch-On workshops were delivered by Actrua. There is a further 3 1-day Switch-On workshops scheduled for Q2. Other internal training will also be provided to workers as documentation and procedures are reviewed and endorsed.	

2023 - 2024 WHS Operational Strategy Plan					
Objectives	Operational Target	Key Performance Indicators	Timeframe	Quarter 1 (01 Jul 23 - 30 Sep 23)	
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	Council work areas and teams have an identified procedure for emergency management and are provided with training in this procedure	30-Jun-24	In Q1 the WHS Team began a review of Council's Emergency Response Procedures. The Fire and First Aid, including emergency evacuation plans and drills was prioritised due to re-issuing the Tender for this service. During Q2 the Safety team will take a look at Emergency Preparedness and Response Procedures in a more holistic way.	
	Develop and implement a schedule of emergency response and evacuation drills for work team and/or areas	Council teams undertake at least one emergency response drill and one evacuation drill, per annum	30-Jun-24	In Q1, a review of the current facilities drill schedule was undertaken, with a finalised schedule to be set within Q2.	
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	A new Safety Culture Survey is communicated and undertaken with the organisation	30-Jun-24	Components of safety culture are set to be included in the staff survey at Council's Big Day In (occurring in Q2). Further discussions are to be held with the Senior Leadership Team on a more focused survey, pending the results.	
	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	The communication plan is endorsed by the Safety Committee and Executive Leadership Team	30-Jun-24	The safety team will engage with the Communication and Engagement Team to understand internal communications procedures to ensure that a plan can be developed that is consistent with other Council communication strategies.	
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	Summary of findings to be provided to the Executive Leadership Team and Safety Committee Meeting for action and/ or implementation	30-Jun-24	In Q1 an internal audit against ISO 45001 was conducted by the Safety Team. Further gap analysis and internal auditing to continue in Q2, Q3 and Q4. A number of actions were generated from the first internal audit, these will be reviewed with other current Audit Rectification Actions Plans to align appropriate works together.	
	Participate in third party audit aligned to ISO 45001 requirements			In Q1 WHS and Quality Assurance were involved in a third party license renewal audit against ISO 45001. This was conducted by CACS with a summary report and verbal advice having been provided indicating Council's success in fulfilling the audit requirements. 15 observations were noted at the close out meeting.	
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	Hold elections of HSR's under the new endorsed structure and any new HSR's are appropriate trained	30-Jun-24	A review of the HSR Structure and consultation will commence in Q3	
	Consultation occurs with Work Groups and the Safety Committee before a final HSR Structure is endorsed by the Executive Leadership Team				

	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-Jun-24	The first quarterly Safety Committee meeting for 23/24 was held during Q1, and future dates for meetings were endorsed. The WHS Team will continue to communicate minutes from these meeting on notice boards and through other internal communication channels.
Safety Actions are addressed in a timely manner	Completion of scheduled actions, assigned to officer is achieved within designated timeframes.	Increase of results by 10% in completion of action	30-Jun-24	There has been an increase of 8.38% in completed actions within designated timeframe this quarter (Jul-Sept) in comparison to last quarter (Apr-June).
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 to the Safety Committee and Executive Leadership Team on what needs to be addressed, how it will be addressed and resources required	30-Jun-24	A review of all Codes of Practices against Council's SMS Policies, Procedures, Templates and Forms will commence in Q2 and integrate into documentation being presented to the Safety Committee for endorsement. This will continue in Q3 and Q4.

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

11.6 Information Report - Planning & Development Report

This report provides an update on Development Services that has occurred during the month of September 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.
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: *Emily O'Hanlon, Business Support Officer*

Authorised by: *Brett Walsh, Chief Executive Officer*

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

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.

Issue:

1. DEVELOPMENT ASSESSMENT

No new applications have been received by Council since the last monthly report. There is one application in its appeal period.

Previous Applications

The following application was approved at the September General meeting with the decision notice issued to the applicant soon thereafter. The applicant has a 20 business day Appeal Period within which they can file an appeal. At this stage, there has been no indication that the applicant will pursue this course. The Appeal Period for the application is expected to finish around 26 October 2023.

1.2	Council reference:	DA23/24-001
	Application:	Development Application for a Development Permit for Reconfiguring a Lot (1 lot into 2 lots)
	Street address:	22-24 Flinders Street, Ilfracombe
	Property description:	Lot 901 on I4173
	Day application was made:	18 August 2023
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Longreach Regional Council C/- Murray & Associates (Qld) Pty Ltd
	Decision date:	21 September 2023
	Status:	Appeal Period

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:

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
31/08/23	State Government	<u>Request</u> Council received an enquiry about GIS data associated with the current planning scheme.	Completed

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

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
		<u>Advice</u> <ul style="list-style-type: none"> • Due to the age of the planning scheme Council was unable to provide the GIS data. 	
25/09/23	Consultant	<u>Request</u> Council received a query about whether a road was sealed near a proposed subdivision. <u>Advice</u> <ul style="list-style-type: none"> • The site is in the Low density residential zone • The consultant was advised that the section of road near the site was not sealed • The consultant was advised that justification would need to be provided with any development application that creating a new lot with access to an unsealed road was acceptable. 	Closed
05/10/23	Potential purchaser	<u>Request</u> Council received a request about the placement of supports required to secure a structure. <u>Advice</u> <ul style="list-style-type: none"> • The site is in the Recreation and open space zone • The support structures are only considered to be building work and would not be assessable against the planning scheme • Building approval will still be required. 	Completed
PLANNING AND DEVELOPMENT CERTIFICATES			
Date received	Customer details	Type	Status
Nil			
EXEMPTION CERTIFICATES			

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

PLANNING ENQUIRIES			
Date received	Customer Details	Details of Enquiry	Status
Nil			

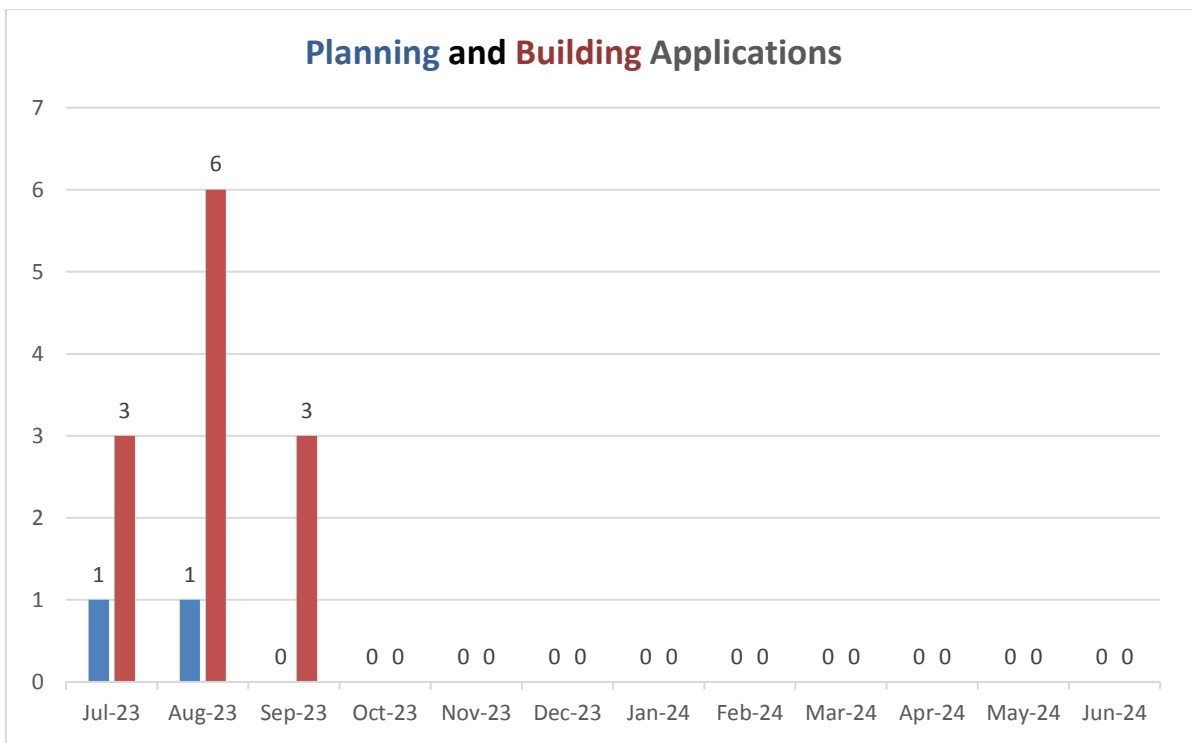
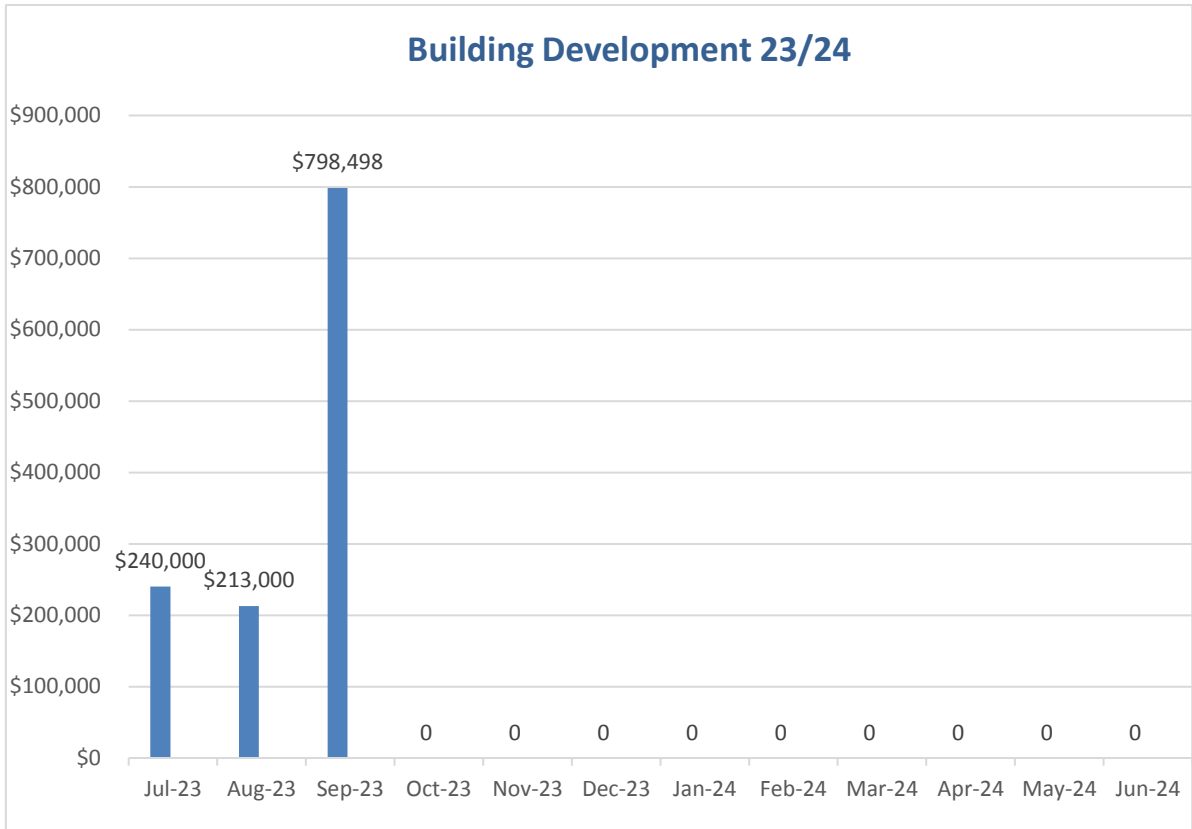
Development Applications Received

Application Type	September	YTD
Building (Council Certifier)	3	7
Building (Private Certifier)	0	4
Certificate of Classification	0	0
Change of Classification	0	0
Endorsement of Survey Plan	0	0
Exemption Certificate	0	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	0	5
Reconfiguration of a Lot	0	1
Siting Variation	0	2
Building Record Searches/ Planning Certificates	0	4
Total	3	24

Project Value of Building Applications

Date	Development Type	Development Details	Value of Work	Location
C.fwd 14/08/2023	Building	Shed	\$318,142 \$73,000	Longreach
5/09/2023	Building	4 x Sheds & Caretakers residence	\$600,000	Longreach
14/09/2023	Building	Shed	\$78,498	Longreach
28/09/2023	Building	Shed, Shade Structure & Pool	\$120,000	Longreach
September			\$798,498	
Total		Total Development for Year	\$1,189,640	

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



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 Region Planning Scheme 2015.

Formal public consultation of the major amendment has now finished, and Council did not receive any submissions about the proposed major amendment. Council also held two community consultation sessions at the Longreach Library on 11 and 12 September 2023.

Reel Planning has assisted with the preparation of a report to council, prepared and provided as a separate Agenda Item, about progressing the process of making the major amendment. For that separate report, Reel planning has prepared a Consultation Report that details the consultation activities that have been undertaken by Council.

The process for making the amendment is set out in the Ministers Guidelines and Rules, with the next step being for Council to submit a notice to the Planning Minister to seek approval to adopt the proposed major amendment.

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 Planning & Development information report, as presented.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.7 - Information Report - Governance

11.7 Information Report - Governance

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 18 October 2023:

Strategic Leadership

- Attend monthly RAPAD meeting
- Attend monthly CEOs of the West (COWS) meeting via zoom
- Attend the Western Qld Alliance of Councils assembly in Winton
- Attend LGAQ state conference in Gladstone
- Plan for Governor-General's visit to Longreach
- Plan for opening of Isisford Weir

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.7 - Information Report - Governance

- Attend LDMG meeting
- Attend CW Area Fire Management meeting

Operational Management

- Meet with Engeny re design of the Thomson River Weirs
- Aquatic Survey of Thomson River completed
- Continue the Housing Infrastructure Fund application process
- Meet with horticulturist re assessment of Longreach gardens
- Identify disease affecting river gums
- Monitor the water levels in Thomson River prior to Level 2 restrictions being considered
- Manage the water quality issue at Isisford
- Examine options for exclusion fencing at Yaraka dams

Financial Management

- Attend Audit and Risk Committee meeting
- Sign the 2023 Audited Financial Statements for submission to the Qld Audit Office for certification

Workforce Capability

- Participate in Big Day In for whole workforce
- Planning for Change Management workshops for managers
- Planning for culture survey of the organisation

Stakeholder Engagement

- Attend the 110 year celebration of Longreach Scouts
- Meet with Opera Qld re 2024 Festival of Outback Opera preparations
- Meet with potential industrial developer re land purchase options
- Meet with CEO of Australian Stockman's Hall of Fame
- Meet with DG of TMR re future of rail tourism
- Meet with Dept of Resources re land tenure issues
- Meet with CEO of Qantas Founders Museum
- Meet with Ergon Energy re power poles in intersections
- Meet with Longreach Tennis Club re tennis court upgrades

Risk Management

- Participate in the Quality and Safety audit for Department of Transport and Main Roads recertification

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.7 - Information Report - Governance

Economic/Consumer Spending Data (Spendmapp)

October data has not yet been released. For the month of September 2023:

Total Local Spend was \$12.9M. This is a 5.65% increase from the same time last year.
 Resident Local Spend was \$7.3M. This is a 21.47% increase from the same time last year.
 Visitor Local Spend was \$5.5M. This is a -9.87% decrease from the same time last year.
 Resident Online Spend was \$3.9M. This is a -6.18% decrease from the same time last year.

Total Local Spend

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



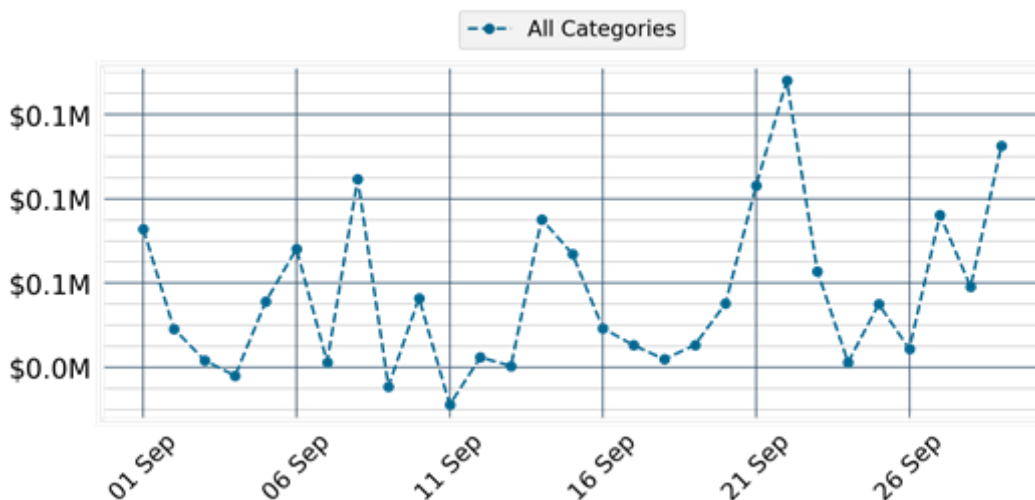
The Top 3 Suburbs by Resident Escape Spend for September 2023

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

- Emerald: \$400k
- Barcaldine: \$200k
- Brisbane City: \$160k

Night Time Economy for September 2023

The biggest spending night of the month of September 2023 was Friday 22 September. This is associated with the Longreach Cup.



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

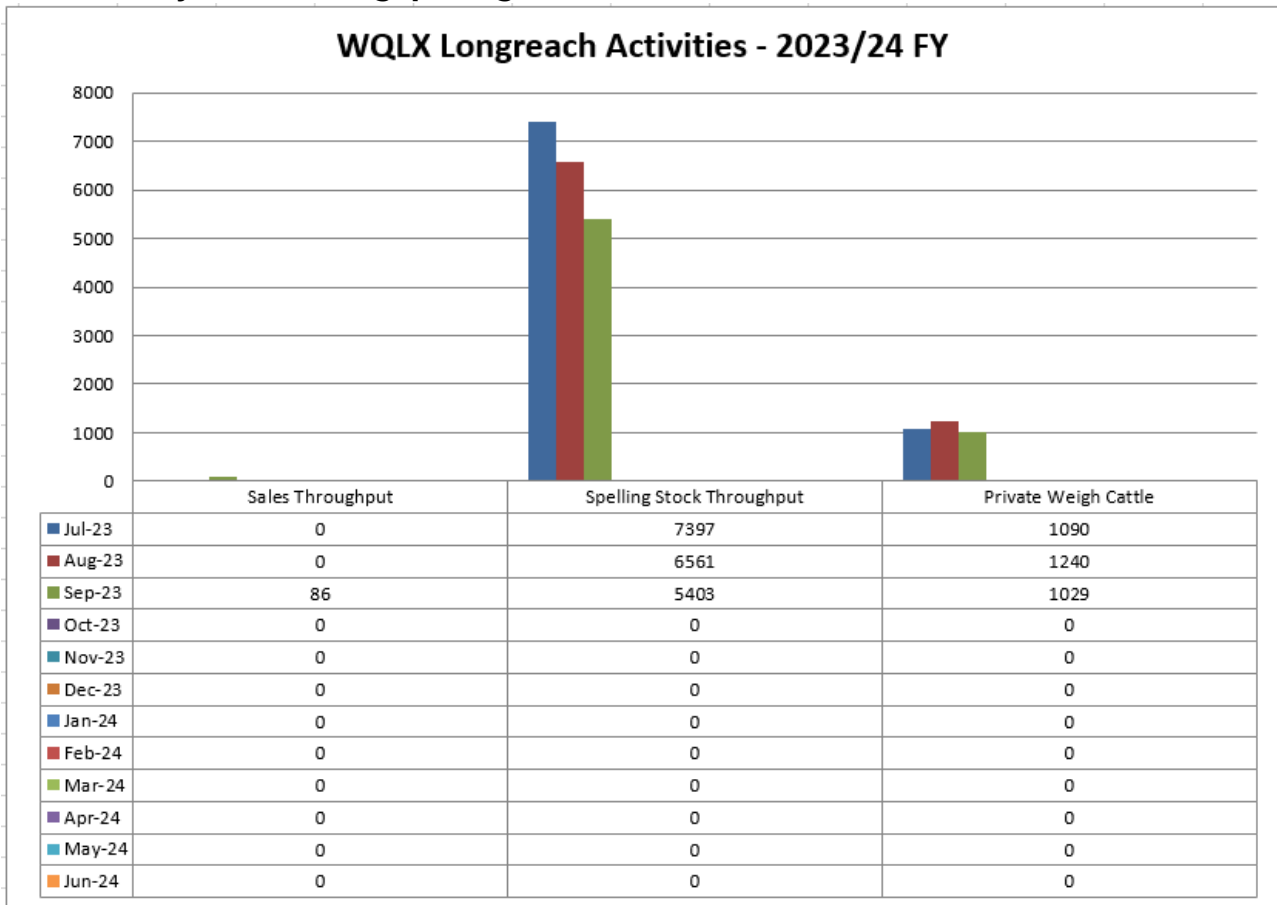
Human Resources

Staffing Levels 30 August 2023

ALL Employees FTE	Operational	Admin/ Supervisors	Contract	Total	Last Month	30/06/2022
Full Time	84.0	53.0	13.0	150.0	147.0	145.0
Permanent Part Time	1.9	4.1	0.8	6.9	7.7	7.7
Contracted Staff (Consultants)	-	-	-	-	-	-
Total Permanent Employees	85.9	57.1	13.8	156.9	154.7	152.7
Temporary Full Time	1.0	2.0	-	3.0	5.0	5.0
Temporary Part Time	-	-	-	-	-	-
Apprentices - Trades	3.0	-	-	3.0	3.0	3.0
Traineeships	-	-	-	-	-	-
Casual Staff	2.2	1.9	-	4.1	4.1	4.1
Total Temporary Employees	6.2	3.9	-	10.1	12.1	12.1
Total Current Employees FTE	92.1	61.0	13.8	166.9	166.8	164.8
Current Vacant Positions	5.0	2.0	-	7.0	7.0	13.0
Complement FTE				173.9	173.8	177.8

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

Saleyards – Throughput Figures



Regulatory Services – Compliance (Local Laws)

Throughout September, Regulatory Services Compliance Officers continued with routine tasks, including town patrols, monitoring illegal water use, overgrown vegetation, feral animal control, abandoned vehicles, 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 September were:

1. The total number of animals impounded during September was 16 dogs. Of the impounded dogs, 14 were impounded for wandering at large, 1 was surrendered and rehomed, 1 was held on behalf of DAF, and 6 were repeat offenders.
2. Follow up contact has commenced for dog registrations that have not be renewed since expiry on 15 August. Renewal rate is currently at approximately 66%.
3. To end September, the following statistics were determined:
 - Registration renewal rate: ~66.34% (previous registration period ended 15/08/2023, dogs which have been updated as deceased/transferred out/cancelled have been removed for this renewal rate calculation)
 - Total dogs registered across Region for 2023/2024 rego period: 544 dogs
 - Dogs with registration expired 2023/2022/2021/2020, not renewed or updated (excluding cancelled/deceased/transferred registrations): 322
 - New registrations for dogs within current rego period (since 15/08/2023): 46 dogs

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

- Microchipping rate across Region (details on LRC file, active registrations only): ~78.31%
- Total animals impounded YTD 2023: 149

Regulatory Services Tasks Completed – September 2023			
Animals	97	Water	71
Dogs Impounded	16	Watering / Sprinkler Patrols	42
Domestic Cats Impounded	0	Illegal Water Usage – Residential	14
Pound Releases	12	Illegal Water Usage – Business/Public	0
Animals Euthanised – unclaimed*	0	Water Leaks Reported/Observed	1
Animals Euthanised – surrendered	0	Water Exemption Applications/Permits	0
Animals Rehomed	0	Notices / Fines Issued	14
Feral Cats Trapped and Euthanised	13	Property	96
Dog Attacks / Investigations	0	Town Common Patrols	7
Dogs Involved in Attacks	0	Common Gates Open / Damaged	2
Dog Traps Issued	1	Town Patrols - Longreach	21
Cat Traps Issued	13	Town Patrols - Ilfracombe	19
Wandering Dogs (not impounded)	3	Town Patrols - Isisford	1
Wandering Animals Reported / Impounded (other than dogs)	1	Town Patrols - Yaraka	1
Wandering Animal Posts on FB – not reported to Council (minimum)	16	Camping / Apex Park / River Patrols	5
Barking Dogs Reported	3	Overgrown / Unsightly Reports (initial + follow up) (private + LRC-controlled)	37
Animal Inspections – Extra dogs/cats, adequate housing, insecure enclosure, compliance checks	1	Overgrown / Unsightly Notices Issued (unattended, falling within follow-up timeframes)	3
Assist with Animal Welfare	1	Notices / Fines Issued	0
Notices / Fines Issued	17	Other	63
Vehicles	0	Customer Service Requests	21
Abandoned Vehicles	0	Equipment Maintenance	4
Vehicles Impounded / Processed	0	After Hours Call Out	0
Impounded Vehicle Release	0	Impound Facility Maintenance	32
		Illegal Dumping / Littering	1
		Pest Weed Spraying by LLO	5
		Total	327

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.7 - Information Report - Governance

Regulatory Services – Environmental Health

As part of Council's recent re-structure, Environmental Health has been added to the Regulatory Services department's responsibilities, with a more detailed report to come next month once handover has been completed. This function involves tasks such as food business licencing, kerbside collection, vector management, outdoor dining, stall permits, and more.

Regulatory Services – Rural Lands

Town Commons

Council received one application form town common agistment at Ilfracombe, being for 8 cows and one horse. Inspections are ongoing to determine the correct description and amount of horses and cattle being kept on each Common.

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

Two travelling stock permits were granted throughout the month.

Permit to Occupy (PTO)

There were no PTOs submitted to Council this month.

Water Facilities (WF)

7 water facility inspections were completed.

Pest Weeds

Ongoing Pest Weed Issues:

- 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

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

Pest Animals

Wild Dog / Feral Cat Bounties – Year to Date

Division	Scalp Bounty - Dog 23/24 YTD	Contract Dog Trapper 23/24 YTD	Scalp Bounty - Cat 23/24 YTD
1	0	0	0
2	0	0	0
3	0	0	0
4	0	0	0
Total	0	0	0

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
- Preparation for upcoming October pest animal baiting program

Meetings

Manager of Regulatory Services and Business Support Officer (Regulatory Services) attended the Land and Pest Management Advisory Committee meeting on 7th September.

Council hosted a group from various State Departments at Bexley to observe the Snake Cactus infestation, and collect samples for research.



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
11.7 - Information Report - Governance

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

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

Financial overview

YTD summary

Net surplus YTD is \$1.9 million compared to the budgeted net loss of \$770,000.

Compared with the same time last financial year, Council's income has grown by 18.4% while cash expenses are 12.5% higher.

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

Most capital expenditure projects are planned to commence in the coming months but remains low to budget. This is usual as projects undergo final planning and procurement in the first quarter of the financial year.

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

Financial performance

Statement of financial performance	YTD Actual	YTD Budget	Last YTD	Full year budget	Adjusted for FAG timing scenario
	\$'000	\$'000	\$'000	\$'000	\$'000
Total revenue	15,429	13,296	13,031	53,553	42,654
Total expenses	13,459	14,067	12,136	53,100	53,100
Net surplus or (deficit)	1,970	(770)	895	453	(10,447)

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

Item	Income	Expenditure	Net result
2022 NDRA Event	\$373k	(\$373k)	Nil
Contract works	\$512k	(\$653k)	(\$141k)
Other programs	\$1,248k	\$1,634k	\$2,881k
Net	\$2,133k	\$608k	\$2,740k

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

Program performance

Overall programs have been operating within or under budget and the detailed program report is attached. The main over expenditure in programs has been in flood and contract works, caused by these programs being ahead of schedule. The over expenditure is offset by higher income in these programs.

12. FINANCE REPORT
12.1 - Monthly Financial Statements

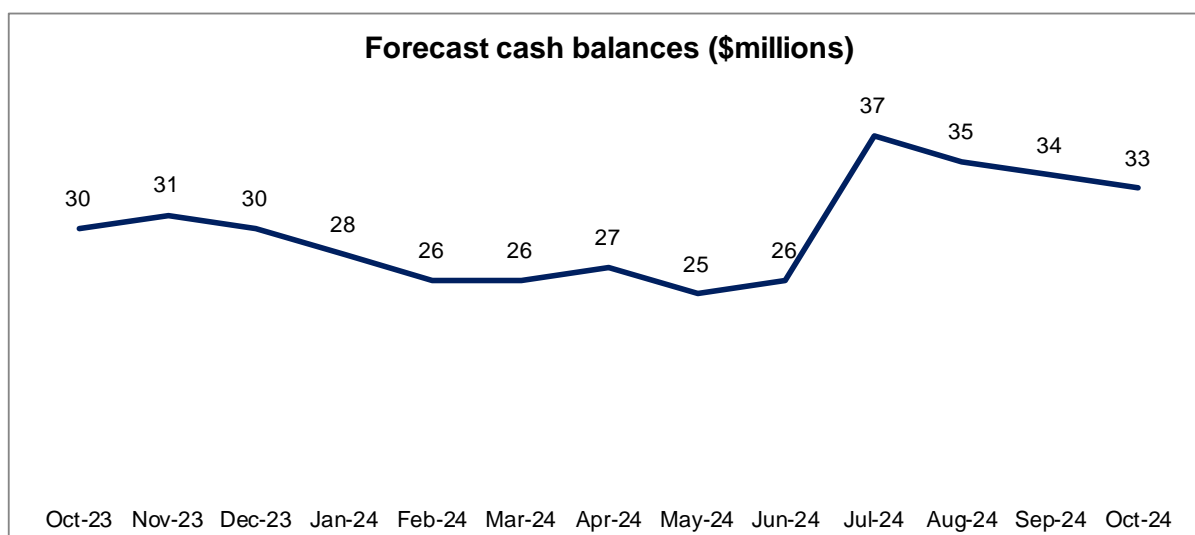
Program	Expenses	
	YTD	Budget YTD
Economic development	(48)	(36) 
Development services	(51)	(39) 
2022 NDRA event	(3,123)	(2,750) 
Contract works	(2,331)	(1,677) 
RADF	(42)	(38) 
Community administration	(244)	(206) 

Cash

Statement of cash flows	YTD Actual	Full year budget
	\$'000	\$'000
Net cash inflow/(outflow) from operating activities	(6,180)	2,751
Net cash inflow/(outflow) from investing activities	(197)	(6,516)
Net cash outflows from financing activities	(424)	(1,295)
Net cash inflow/(outflow)	(6,801)	(5,060)
Opening cash balance	35,079	35,079
Closing cash balance	28,278	30,019

At the end of September, Council had a cash balance of \$28.28 million (unrestricted \$27.48 million). Council's unrestricted cash balance is sufficient to cover 7 months of cash expenses.

The 13-month rolling forecast indicates that Council will be able to maintain a cash balance of at between \$25 million and \$37 million in the short term and is likely to end the 2023/24 financial year with a cash balance of around \$26 million (\$22.5 million unrestricted), depending on the FAG timing.



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

12. FINANCE REPORT

12.1 - Monthly Financial Statements

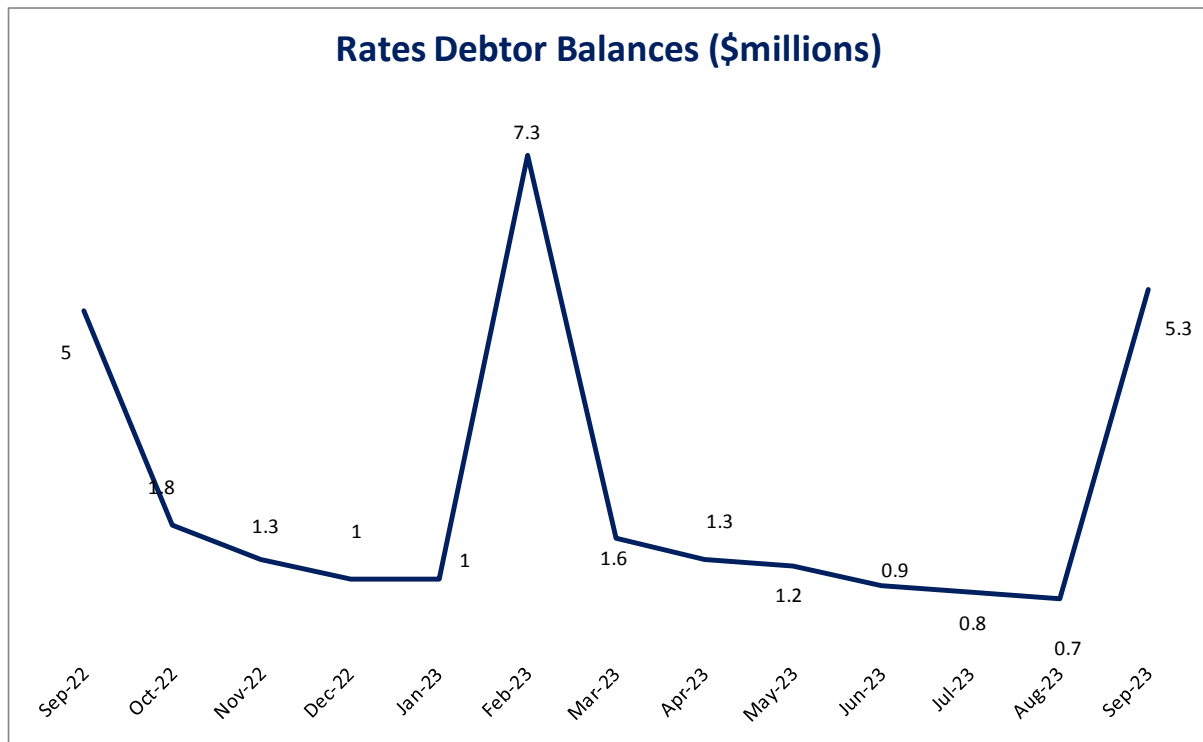
Term Deposit	Maturity date	Rate
\$10,000,000	14/01/2024	4.74%
\$8,000,000	5/07/2024	5.63%
\$5,000,000	3/11/2023	5.22%

Financial position

Statement of financial position	YTD Actual \$'000	Actual June 2023 \$'000	Full year budget \$'000	Adjusted for FAG timing scenario \$'000
Total assets	415,583	418,521	416,648	405,748
Total liabilities	21,634	26,542	21,669	21,668
Net community assets	393,948	391,979	394,980	384,080
Community equity				
Asset revaluation reserve	174,368	174,368	177,323	177,323
Retained surplus	219,580	217,611	217,657	206,757
Total community equity	393,948	391,979	394,980	384,080

Council maintains a sound financial position and good working capital with current assets exceeding current liabilities by 6.9 times.

The rates debtor balance is \$5.3 million with the issue of rates notices. The due date for rates falls in October and most rates are expected to be recovered next month.



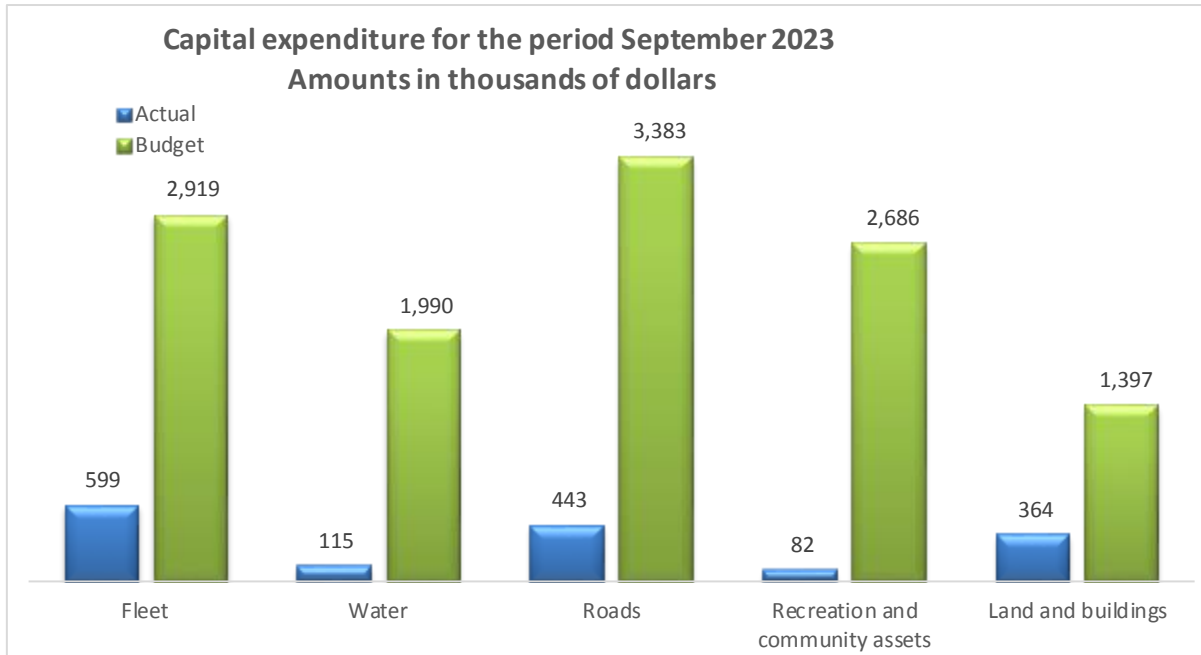
The aging of the outstanding rates is illustrated below. There is \$204k (July: \$222k) of unpaid rates that are over 1-year old (around 1% of total rates revenue).

	Current	1 year	2 years	3 years
Outstanding rates	\$4,620,790.62	\$472,411	\$111,953	\$92,150

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

12. FINANCE REPORT

12.1 - Monthly Financial Statements



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	242	236	6
Water project 15/16	2.939%	15/06/2036	530	471	59
Sewer infrastructure	6.565%	15/09/2026	474	490	(15)
ACC land purchase	5.244%	15/03/2032	556	569	(13)
Water project	5.282%	15/06/2029	2,525	2,581	(57)
LWDEFS loan 1	3.693%	15/12/2036	10,412	9,643	769
Total borrowings			14,738	13,990	748

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 materialized in FY23. There remains material uncertainty over the FAG timing and amount for FY24, however council has sufficient funds on hand to adapt to any short-term shortfall.
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.	Improve project reporting and risk assessments. Improve cross-functional communications across project teams, grant	Likelihood – Possible Consequence – Major (capital grant income is a significant part of Council's ability to fund capex)

12. FINANCE REPORT

12.1 - Monthly Financial Statements

		administration and procurement.	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.	<p>Prioritise services and projects to allocate limited resources to the most important community areas.</p> <p>Maintain reporting and forecasting to identify issues and where necessary, revise budgets.</p>	<p>Likelihood – Almost certain</p> <p>Consequence – Moderate</p> <p>Rating - High</p>

Appendices

1. [Financial Statements Sept.pdf](#) ↓
2. [Directors Report 30.09.2023.pdf](#) ↓
3. [Capital 23.24.pdf](#) ↓
4. [Grants Report](#) ↓

Recommendation:

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

12.1 - Monthly Financial Statements --Appendix 1

Statement of financial performance	YTD Actual	YTD Budget	Last YTD	Full year budget	Adjusted for FAG timing scenario
	\$'000	\$'000	\$'000	\$'000	\$'000
Revenue					
Rates, levies and charges	6,620	6,426	6,318	12,151	12,151
Fees and charges	653	665	587	2,595	2,595
Recoverable works income	2,377	1,843	1,440	7,329	7,329
Other revenue	465	276	423	1,104	1,104
Operating grants, subsidies and contributions	3,911	3,081	3,726	24,666	13,766
Capital grants, subsidies and income	1,401	1,006	322	5,069	5,069
Profit on sale of assets	-	-	215	640	640
Total revenue	15,429	13,296	13,031	53,553	42,654
Expenses					
Employee expenses	4,061	4,321	3,714	17,283	17,283
Materials and services	6,967	7,480	6,081	26,608	26,608
Finance expenses	183	163	304	650	650
Depreciation	2,248	2,103	2,038	8,559	8,559
Other expenses	-	-	-	-	-
Total expenses	13,459	14,067	12,136	53,100	53,100
Net surplus or (deficit)	1,970	(770)	895	453	(10,447)
Operating deficit					
Net surplus/(deficit)	1,970	(770)	895	453	(10,447)
less capital grants and income	(1,401)	(1,006)	(537)	(5,709)	(5,709)
Operating deficit	569	(1,776)	358	(5,255)	(16,156)

Statement of financial position	YTD Actual	Actual June 2023	Full year budget	Adjusted for FAG timing scenario
	\$'000	\$'000	\$'000	\$'000
Current assets				
Cash and cash equivalents	28,278	35,079	30,019	19,119
Current trade and other receivables	11,074	6,276	3,573	3,573
Inventories	1,181	1,092	593	593
Non-current assets				
Trade and other receivables	11,075	11,075	10,433	10,433
Property, plant and equipment	363,975	364,999	372,030	372,030
Other non-current assets	-	-	-	-
Total assets	415,583	418,521	416,648	405,748
Current liabilities				
Trade and other payables	1,321	5,996	2,066	2,066
Current borrowings	1,292	1,292	1,357	1,357
Current provisions	3,273	3,174	3,252	3,252
Non-current liabilities				
Borrowings	13,447	13,765	12,411	12,411
Provisions	2,302	2,315	2,583	2,583
Total liabilities	21,634	26,542	21,669	21,668
Net community assets	393,948	391,979	394,980	384,080
Community equity				
Asset revaluation reserve	174,368	174,368	177,323	177,323
Retained surplus	219,580	217,611	217,657	206,757
Total community equity	393,948	391,979	394,980	384,080

12.1 - Monthly Financial Statements --Appendix 1

Statement of cash flows	YTD Actual	Full year budget
	\$'000	\$'000
Cash flows from operating activities		
Receipts from ratepayers and customers	5,318	23,272
Receipts from grants	977	25,903
Payments to employees	(3,976)	(17,283)
Payments to suppliers	(8,423)	(28,521)
Interest paid	(77)	(620)
Net cash inflow/(outflow) from operating activities	(6,180)	2,751
Cash flows from Investing activities		
Receipts from capital grants	1,401	5,479
Receipts from sale of assets	-	640
Payments for capital expenditure	(1,598)	(12,635)
Net cash inflow/(outflow) from investing activities	(197)	(6,516)
Cash flows from financing activities		
Loan repayments	(424)	(1,295)
Net cash outflows from financing activities	(424)	(1,295)
Net cash inflow/(outflow)	(6,801)	(5,060)
Opening cash balance	35,079	35,079
Closing cash balance	28,278	30,019

Statement of changes in equity	YTD Actual	Full year budget
	\$'000	\$'000
Accumulated surplus		
Opening balance	217,611	204,297
Recognise land sold in prior years	-	-
Net profit or (loss)	1,970	408
Closing accumulated surplus	219,580	204,705
Asset revaluation reserve		
Opening balance	174,368	150,095
Other comprehensive income	0	2,955
Closing asset revaluation reserve	174,368	153,050
Total community equity	393,948	357,755

Longreach Regional Council
 Program Report
 for the YTD September 2023

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD
Office of the CEO						
Human resources	-	-	(337)	(354)	(337)	(354)
Governance	-	-	(260)	(249)	(260)	(249)
Elected member expenses	-	-	(147)	(167)	(147)	(167)
Disaster management and regional coordination	9	39	(19)	(43)	(10)	(4)
Economic development	-	-	(48)	(36)	(48)	(36)
Local laws	74	80	(178)	(340)	(104)	(260)
Health and environmental services	14	3	(17)	(19)	(3)	(16)
Development services	16	15	(51)	(39)	(35)	(24)
Total Office of the CEO	113	137	(1,056)	(1,248)	(943)	(1,110)
Infrastructure Services						
Infrastructure administration	-	-	(92)	(240)	(92)	(240)
Depot and airstrips	-	-	(128)	(119)	(128)	(119)
Roads, streets and stormwater	14	-	(1,415)	(1,754)	(1,401)	(1,754)
2020 NDRA Event	290	-	-	-	290	-
2021 NDRA Event	8	-	0	-	8	-
2022 NDRA event	3,123	2,750	(3,123)	(2,750)	-	-
Contract works	2,326	1,814	(2,331)	(1,677)	(5)	137
Fleet management	180	92	894	130	1,074	222
Sewerage	912	907	(194)	(201)	718	707
Waste management	540	469	(156)	(208)	385	261
Water	1,676	1,658	(1,004)	(935)	672	722
Total Infrastructure Services	9,069	7,689	(7,549)	(7,754)	1,520	(65)
Total	9,182	7,824	(8,602)	(8,992)	577	(1,175)

1
2
3
4

12.1 - Monthly Financial Statements --Appendix 2

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
Community Services						
Child Care	713	597	(712)	(680)	2	(82)
Community development and events	-	-	(89)	(90)	(89)	(90)
Donations and sponsorship	-	-	(33)	(40)	(33)	(40)
RADF	-	-	(42)	(38)	(42)	(38)
Community administration	-	-	(244)	(206)	(244)	(206)
Libraries	-	-	(46)	(48)	(46)	(48)
Community centres and halls	6	9	(65)	(88)	(58)	(80)
Public conveniences	3	2	(51)	(61)	(48)	(59)
Council housing	13	19	(54)	(58)	(41)	(39)
Showgrounds and sporting facilities	24	15	(169)	(187)	(145)	(172)
Cemeteries	36	32	(74)	(89)	(38)	(57)
Parks and gardens	27	-	(452)	(641)	(425)	(641)
Swimming pools	4	2	(299)	(296)	(294)	(294)
Tourism, museums and VIC	91	62	(261)	(235)	(170)	(173)
Total Community Services	918	738	(2,589)	(2,758)	(1,671)	(2,020)
Financial Services						
Insurance	-	-	(715)	(691)	(715)	(691)
Finance	364	318	(390)	(375)	(27)	(57)
Asset management	-	-	(28)	(87)	(28)	(87)
Rates	2,962	3,150	(38)	(35)	2,923	3,100
LWDEFS	545	237	(100)	(99)	444	138
Internal recharges	7	-	(187)	-	(181)	-
Corporate administration	14	-	(215)	(205)	(215)	(205)
IT	37	19	(488)	(603)	(475)	(603)
Land, leased out assets and commercial businesses	37	19	(101)	(211)	194	(191)
Total Financial Services	3,928	3,726	(2,265)	(2,307)	1,921	1,404
Total Council Operating Result	14,028	12,290	(13,459)	(14,067)	827	(1,791)
						(6,863)

5
6

Notes to the program report

- 1 - Disaster Management income will come in throughout the year, Regional Coordination subscription paid for full year.
- 2- Economic yearly subscription paid.
- 3- Development Services high due to town planning expenses.
- 4- Flood Damage and Contract works ahead of schedule.
- 5- RADF carry over projects from the previous year expended.
- 6- Some wage variations due to the timing of the restructure.

12.1 - Monthly Financial Statements --Appendix 3

Infrastructure	.Current Budget	.Actual Cost YTD	
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 Swtichboards 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	706	
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	67,952	
23/24 Stip Funded Project	270,000	1,440	
23/24 Tids Drainage Upgrade Bustard/Crow Land, Bustard Cassowary	50,000	30,504	
23/24 Tids Isisford Rebhab & New Kerb St Mary'S Street	200,000	66,409	
Dsdilgp Grant 21-22 Isisford Weir Replacement	-	51,847	
FLEET MANAGEMENT- Capital Works Plant & Equipment	2,880,692	588,572	
LGGSP Longreach Sewer Relining	300,000	-	
Lggsp Longreach Water Mains Replacement	700,000	22,490	
Lrci P3 Isisford / Pave And Seal New Road To Airport Including New Alignment	-	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	173,901	
R2R 23/24 Rehabilitate Road To Weed Washdown Facility	95,000	-	
R2R 23/24 Town Street Reseal	450,000	5,950	
Race Horse Training Pool	15,000	-	
Stonehenge River Road- Prep & Reseal 4 Mile Creek	85,000	27,795	
Tids 23/24 Silsoe Road Reseal	100,000	20,720	
Tids 23/24 Stonehenge River Road Reseal	100,000	50,265	
W4Q 21-24 Water Mains Highway and Railway Crossing Longreach	-	-	
W4Q 21-24 Water Mains Replacement Stage 2 Isisford	-	39,245	
W4Q Covid Ilfracombe Wtp Automation	-	320	
W4Q Covid Isisford Wtp Upgrade	140,000	830	
Grand Total	8,223,680	1,150,625	14%

Communities and Project Management	Current Budget.	Actual Cost YTD.	
22.23 New Executive Housing.	650,000	357,792	
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	9,300	
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	41,165	
23/24 Refit Back Of Library Into Disaster Management Centre	820,000	-	
23/24 Repair Obic Wall (Lrci4)	100,000	664	
23/24 Restump House Jarley Street Yaraka	50,000	-	
23/24 Ses Support Grant - Longreach Ses Flood Boat Shed	96,836	31,500	
23/24 Squash Courts Upgrade Longreach (sport &rec)	370,000	-	
Longreach Administration Building Air Conditioning Replacement	350,000	7,151	
LRCI P4 Eagle Street Improve Swan Street 23/24	200,000	-	
Grand Total	4,169,836	447,573	11%

1,598,198

Grant/s Information

(current as of Monday, 16 October 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
GC2021115	DEPARTMENT OF EDUCATION AND TRAINING	ECEC 2021/2023 - Longreach & District Child Care Services
GC2023192	DEPARTMENT OF EDUCATION AND TRAINING	ECEC - Kindy Uplift Program 2023
GC2023201	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - CN19182 Wellshot Street RCBC
GC2023203	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - 2022/2023 Transport Infrastructure Development Scheme
GC2021135	DEPARTMENT OF TRANSPORT & MAIN ROADS	MWPC CN 16460 - Muttaborra Gramsie Rd
GC2020066	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 1/8 ISISFORD Major repairs to OBIC
GC2020067	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 2/8 ISISFORD Ablutions Block
GC2020068	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 3/8 LRCH Renovations to GA waiting room
GC2020069	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 4/8 LRCH Sewer Pump Station upgrade
GC2020070	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 4/8 LRCH Sewer Pump Remote Telemetry and Electrical
GC2020071	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 5/8 ISISFORD Weir Pump Replacement
GC2020072	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 5/8 ISISFORD WTP Upgrade and Electrical Upgrade
GC2020073	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 6/8 Iffracombe WTP upgrade and Automation
GC2020074	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 7/8 LRCH Valve installation
GC2020075	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 8/8 LRCH Water Re Lift Pumps
GC2020076	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 4/8 LRCH Pump Station 2 Genset
GC2020077	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 6/8 ILE Sewer Pump Station 1 Upgrade
GC2020078	DEPT OF LOCAL GOVERNMENT & PLANNING	WAQ COVID 20/21 - 8/8 LRCH Elevated Reservoir Repairs
GC2021122	DEPT OF LOCAL GOVERNMENT & PLANNING	Special Purpose Grant - Isisford Weir Repairs
GC2022162	DEPT OF LOCAL GOVERNMENT & PLANNING	FAGs 2022/2023 - General
GC2022163	DEPT OF LOCAL GOVERNMENT & PLANNING	FAGs 2022/2023 - Roads
GC2022177	NATIONAL AUSTRALIA DAY COUNCIL LIMITED	NADC 2023 - Australia Day COVID Safe Grant 2023
GC2023232	QUEENSLAND FIRE & EMERGENCY SERVICES	SES - QFES Annual Subsidy 2023/2024
GC2020096	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA NDRRA 2019/20 - IRC.0017.1920E.REC
GC2023178	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - IRC.0022.2122B.EWK - 10 Nov - 3 Dec 2021 Event
GC2022171	STATE LIBRARY OF QLD	First 5 Forever Subsidy (2022/2023)
GC2022172	STATE LIBRARY OF QLD	Service Development Subsidy 2022-2023
GC2023236	STATE LIBRARY OF QLD	SLQ - Service Development Subsidy 2023-2024
GC2023237	STATE LIBRARY OF QLD	SLQ - First 5 Forever Subsidy 2023-2024

Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
\$ 110,000.00	\$ 110,000.00	\$ -	07/06/2021	30/06/2023
\$ 3,000.00	\$ 3,000.00	\$ -	28/03/2023	31/12/2023
\$ 33,924.00	\$ 33,924.00	\$ -	01/01/2023	30/07/2023
\$ 200,000.00	\$ 200,000.00	\$ -	01/07/2022	30/07/2023
\$ 4,108,178.57	\$ 4,108,178.57	\$ -	01/07/2021	30/06/2023
\$ 250,000.00	\$ 250,000.00	\$ -	30/07/2020	30/06/2023
\$ 45,000.00	\$ 45,000.00	\$ -	30/07/2020	30/06/2023
\$ 40,000.00	\$ 40,000.00	\$ -	30/07/2020	30/06/2023
\$ 50,000.00	\$ 50,000.00	\$ -	30/07/2020	30/06/2023
\$ 75,000.00	\$ 75,000.00	\$ -	30/07/2020	30/06/2023
\$ 60,000.00	\$ 60,000.00	\$ -	30/07/2020	30/06/2023
\$ 210,000.00	\$ 210,000.00	\$ -	30/07/2020	30/06/2023
\$ 70,000.00	\$ 70,000.00	\$ -	30/07/2020	30/06/2023
\$ 30,000.00	\$ 30,000.00	\$ -	30/07/2020	30/06/2023
\$ 80,000.00	\$ 80,000.00	\$ -	30/07/2020	30/06/2023
\$ 30,000.00	\$ 30,000.00	\$ -	30/07/2020	30/06/2023
\$ 30,000.00	\$ 30,000.00	\$ -	30/07/2020	30/06/2023
\$ 150,000.00	\$ 150,000.00	\$ -	30/07/2020	30/06/2023
\$ 1,200,000.00	\$ 1,200,000.00	\$ -	16/06/2021	30/06/2023
\$ 7,715,196.00	\$ 7,715,196.00	\$ -	07/04/2022	30/06/2023
\$ 2,278,116.00	\$ 2,278,116.00	\$ -	07/04/2022	30/06/2023
\$ 22,000.00	\$ 22,000.00	\$ -	31/12/2022	30/06/2023
\$ 19,646.00	\$ 19,646.00	\$ -	15/09/2023	30/06/2024
\$ 11,880,408.69	\$ 11,880,408.69	\$ -	19/11/2020	21/08/2023
\$ 104,550.30	\$ 104,550.30	\$ -	11/01/2023	30/06/2023
\$ 4,607.00	\$ 4,607.00	\$ -	17/10/2022	30/06/2023
\$ 8,775.00	\$ 8,775.00	\$ -	05/10/2022	30/06/2023
\$ 8,775.00	\$ 8,775.00	\$ -	29/09/2023	30/06/2024
\$ 4,607.00	\$ 4,607.00	\$ -	29/09/2023	30/06/2024
\$ 28,821,783.56	\$ 28,821,783.56	\$ -		

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
GC2023204	DEPARTMENT OF EDUCATION AND TRAINING	Professional Development & Paid Practicum Subsidy - FY24	\$ 13,679.64	\$ -	\$ 13,679.64	01/07/2023	30/06/2024
GC2023208	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	Growing Regions Program - FY24	\$ 4,511,344.00	\$ -	\$ 4,511,344.00	05/07/2023	01/08/2023
GC2023229	DEPARTMENT OF PREMIER AND CABINET-OFFICE FOR RURAL & REGIONAL QLD (ORRQ)	GO_ Queensland Remembers FY25	\$ 50,000.00	\$ -	\$ -	23/08/2023	03/10/2023
GC2023199	DEPT OF PREMIER AND CABINET OFFICER FOR RURAL AND REGIONAL QLD	Queensland Day Sponsorship Program 2024	\$ 15,000.00	\$ -	\$ 15,000.00	01/01/2024	30/06/2024
GC2023180	DEPARTMENT OF TRANSPORT & MAIN ROADS	STIP - Longreach State High School - Parking & Drop-off Area	\$ 450,000.00	\$ -	\$ 450,000.00	12/09/2022	30/06/2024
GC2023200	DEPT OF SENIORS, DISABILITY SERVICES & ABORIGINAL TORRES STRAIT ISLANDER PARTNERSHIP	ILG 202324 - Iningai Park Signage	\$ 10,000.00	\$ -	\$ -	04/09/2023	30/06/2024
GC2023194	QUEENSLAND TREASURY	HIF - Teal Street Development 2023	\$ 3,943,970.00	\$ -	\$ 3,943,970.00	01/09/2023	30/10/2025
			\$ 8,993,993.64	\$ -	\$ 8,993,993.64		

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	QCFC - Queensland Community Fishing Grants 2023	\$ 5,000.00	\$ 5,000.00	\$ -	27/04/2023	01/07/2024
GC2021119	DEPARTMENT OF EDUCATION AND TRAINING	CCCC Round 3 2021/2024 - Sustainability Support - 4-G9703A3/4-G8CDY06/4-68XYQ88	\$ 870,000.00	\$ 750,000.00	\$ 120,000.00	01/07/2021	30/06/2024
GC2023184	DEPARTMENT OF EDUCATION AND TRAINING	QKFS_Longreach Kindergarten Service_01 January 2023 to 31 December 2023	\$ 32,325.50	\$ 29,099.76	\$ 3,225.74	01/01/2023	31/12/2023
GC2023185	DEPARTMENT OF HOUSING & PUBLIC WORKS	MPI1 - Longreach Squash Courts Upgrade	\$ 328,692.00	\$ -	\$ 328,692.00	28/06/2023	31/12/2024
GC2020081	DEPARTMENT OF INDUSTRY INNOVATION AND SCIENCE	BBR Round 4 - BBRF-11V000466 - WQLX Transit and Spelling Facility Upgrade	\$ 719,584.00	\$ 506,665.52	\$ 212,918.48	25/08/2020	30/06/2023
GC2019011	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	Roads 2 Recovery 2019/24	\$ 7,177,052.00	\$ 5,136,316.64	\$ 2,040,735.36	30/06/2019	30/06/2024
GC2021142	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 1 LRCH Childcare Playground Replacement	\$ 162,000.00	\$ 141,785.60	\$ 20,214.40	01/01/2021	30/06/2024
GC2021146	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 2 Yaraka Tree Line	\$ 11,000.00	\$ 9,627.42	\$ 1,372.58	01/01/2022	30/06/2024
GC2021147	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 3 Isisford MPC Kiosk Repair	\$ 19,500.00	\$ 17,066.79	\$ 2,433.21	01/01/2022	30/06/2024
GC2021148	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 4 Isisford Park Renovations	\$ 44,500.00	\$ 38,947.28	\$ 5,552.72	01/01/2022	30/06/2024
GC2021149	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 6 ILF Rec Centre Maintenance	\$ 50,000.00	\$ 43,760.99	\$ 6,239.01	01/01/2022	30/06/2024
GC2021150	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 8 LRCH Showgrounds Landscaping	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2021151	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 9 LRCH Showground Audio Upgrade	\$ 50,000.00	\$ 43,760.99	\$ 6,239.01	01/01/2022	30/06/2024
GC2021153	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 11 Painting of LRCH Civic Centre	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2021154	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 12 LRCH Edkins Park Ablution Block	\$ 330,000.00	\$ 288,822.52	\$ 41,177.48	01/01/2022	30/06/2024
GC2021155	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 13 LRCH Eagle St Beautification	\$ 60,000.00	\$ 52,513.19	\$ 7,486.81	01/01/2022	30/06/2024
GC2021156	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 14 LRCH Eagle St Landsborough HWY and Pelican St	\$ 775,000.00	\$ 678,295.32	\$ 96,704.68	01/01/2022	30/06/2024
GC2021157	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 15 Isisford Footpaths	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2021159	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 17 Longreach Footpaths	\$ 98,000.00	\$ 85,771.54	\$ 12,228.46	01/01/2022	30/06/2024
GC2021160	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 16 Isisford Airport Road	\$ 335,000.00	\$ 293,198.62	\$ 41,801.38	01/01/2022	30/06/2024
GC2023187	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 18 Longreach Showgrounds Rodeo Arena Resurfacing	\$ 31,000.00	\$ 27,131.81	\$ 3,868.19	21/03/2023	30/06/2024
GC2023188	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 19 Powerhouse Museum Centenary Garden	\$ 25,000.00	\$ 21,880.49	\$ 3,119.51	21/03/2023	30/06/2024
GC2023189	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 20 Wool Pavillion Concreting	\$ 120,000.00	\$ 105,026.37	\$ 14,973.63	21/03/2023	30/06/2024
GC2023190	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P3 - 21 Longreach Library Roof Replacement	\$ 71,350.00	\$ 62,446.93	\$ 8,903.07	21/03/2023	30/06/2024
GC2023213	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_01 Eagle & Swan Street New Crossover & Shelter	\$ 200,000.00	\$ 80,000.00	\$ 120,000.00	17/08/2023	30/06/2024
GC2023214	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_02 Outer Barcoo Interpretation Centre Wall & Drainage Replacement	\$ 100,000.00	\$ 40,000.00	\$ 60,000.00	17/08/2023	30/06/2023
GC2023215	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_03 Beersheba Park Shade Structure	\$ 55,000.00	\$ 22,000.00	\$ 33,000.00	17/08/2023	30/06/2024
GC2023216	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_04 Yaraka IOR Fuel Turn Around	\$ 148,000.00	\$ 59,200.00	\$ 88,800.00	17/08/2023	30/06/2024
GC2023217	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_05 Ilfracombe Multi-purpose Court	\$ 500,000.00	\$ 200,000.00	\$ 300,000.00	17/08/2023	30/06/2024
GC2023218	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_06 Apex Park High Bar Installation	\$ 30,000.00	\$ 12,000.00	\$ 18,000.00	17/08/2023	30/06/2024
GC2023219	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_07 Apex Park Shade Structure Installation	\$ 30,000.00	\$ 12,000.00	\$ 18,000.00	17/08/2023	30/06/2024
GC2023220	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_08 Ilfracombe Street Number Replacement	\$ 35,000.00	\$ 14,000.00	\$ 21,000.00	17/08/2023	30/06/2024
GC2023221	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_09 Longreach Showgrounds Canteen Repair	\$ 30,000.00	\$ 12,000.00	\$ 18,000.00	17/08/2023	30/06/2024
GC2023222	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_10 Banner Poles (Ilfracombe & Isisford)	\$ 20,000.00	\$ 8,000.00	\$ 12,000.00	17/08/2023	30/06/2024
GC2023223	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_11 Apex Park Beautification	\$ 37,000.00	\$ 14,800.00	\$ 22,200.00	17/08/2023	30/06/2024
GC2023224	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_12 Isisford Bin Cage Replacement	\$ 15,000.00	\$ 4,470.00	\$ 10,530.00	17/08/2023	30/06/2024
GC2023225	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_13 Isisford-Bimeerah Gravel Resheet	\$ 225,000.00	\$ 90,000.00	\$ 135,000.00	17/08/2023	30/06/2024
GC2023226	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_14 Rural Road Signage Upgrade	\$ 150,000.00	\$ 60,000.00	\$ 90,000.00	17/08/2023	30/06/2024
GC2023227	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_15 Corella Lane Pave & Seal	\$ 125,000.00	\$ 50,000.00	\$ 75,000.00	17/08/2023	30/06/2024
GC2023228	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_16 Bailey Street Upgrade	\$ 96,000.00	\$ 38,400.00	\$ 57,600.00	17/08/2023	30/06/2024
GC2023233	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_17 Longreach Childcare Centre Footpath (Galah Street to Childcare Centre)	\$ 93,980.00	\$ 37,592.00	\$ 56,388.00	17/08/2023	30/06/2024

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	\$ 500,000.00	\$ 250,000.00	\$ 250,000.00	12/12/2019	01/05/2024
GC2020093	DEPARTMENT OF TRANSPORT & MAIN ROADS	HVSP Round 7 - Saleyards Heavy Vehicle Upgrades	\$ 550,770.00	\$ 258,315.00	\$ 292,455.00	29/11/2020	30/06/2023
GC202175	DEPARTMENT OF TRANSPORT & MAIN ROADS	MWPC - CN17474 - 95B Longreach - Jundah Road	\$ 4,540,093.56	\$ 3,502,198.20	\$ 1,037,895.36	30/06/2022	30/06/2023
GC2023179	DEPARTMENT OF TRANSPORT & MAIN ROADS	STIP - Our Lady's Primary School - Turn around facility	\$ 230,000.00	\$ 115,000.00	\$ 115,000.00	12/09/2022	30/06/2024
GC2023181	DEPARTMENT OF TRANSPORT & MAIN ROADS	Walking Local Government Grant 2022/2023	\$ 50,000.00	\$ -	\$ 50,000.00	30/06/2023	30/06/2024
GC2023202	DEPARTMENT OF TRANSPORT & MAIN ROADS	TIDS - CN-21356 2023/2024 Transport Infrastructure Development Scheme	\$ 225,000.00	\$ -	\$ 225,000.00	01/07/2023	30/06/2024
GC2023238	DEPARTMENT OF TRANSPORT & MAIN ROADS	MWPC - CN21072 Cramsie Muttubarra Road (Pavement Rehab & Widening)	\$ 1,762,125.70	\$ -	\$ 1,762,125.70	30/06/2023	30/06/2024
GC2021116	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q 2021/2024 - 1/2 ISSIFORD Water Mains Replacement - Stage 2	\$ 870,000.00	\$ 783,000.00	\$ 87,000.00	01/07/2021	30/06/2024
GC2021117	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q 2021/2024 - 2/2 LRCH Water Mains Replacement (Highway & Railway) - Stage 2	\$ 250,000.00	\$ 225,000.00	\$ 25,000.00	01/07/2021	30/06/2024
GC2023186	DEPT OF LOCAL GOVERNMENT & PLANNING	FAG's - Financial Assistance Grant's 2023/2024 FY	\$ 12,296,832.00	\$ 11,960,738.00	\$ 336,094.00	30/04/2023	30/06/2024
GC2022169	DEPT. OF STATE DEVELOPMENT	LGSP 2022/2024 - Water and Sewerage Replacement	\$ 600,000.00	\$ 163,636.36	\$ 436,363.64	01/07/2022	30/06/2024
GC2022174	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support - Driving safely for Longreach	\$ 17,597.08	\$ -	\$ 17,597.08	01/07/2023	30/06/2024
GC2022176	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support - Sensor lights for Flood Boat Shed	\$ 3,795.00	\$ -	\$ 3,795.00	01/01/2023	30/06/2024
GC2023191	QUEENSLAND FIRE & EMERGENCY SERVICES	SES Support Grant 2022/2023 - Longreach SES New Flood Boat Shed	\$ 80,362.00	\$ -	\$ 80,362.00	21/03/2023	30/06/2024
GC2021129	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA NDRRA 2021/2023 - LRC.0019.2021F.REC	\$ 11,547,221.28	\$ 9,134,745.50	\$ 2,412,475.78	12/08/2021	30/06/2024
GC2022168	QUEENSLAND RECONSTRUCTION AUTHORITY	GRQ 2022/2023 - LRC.0021.2223A.QGR - Get Ready Queensland	\$ 9,700.00	\$ 8,730.00	\$ 970.00	01/07/2022	30/06/2023
GC2022173	QUEENSLAND RECONSTRUCTION AUTHORITY	QRRRF - 2022-2023 Regional Disaster Management Coordinator	\$ 207,500.00	\$ 62,250.00	\$ 145,250.00	01/01/2023	30/06/2026
GC2023195	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - LRC.0025.2122J.REC (21 April to 12 May 2022 events)	\$ 14,990,609.89	\$ 4,469,339.07	\$ 10,461,270.82	09/05/2023	30/06/2024
GC2023197	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - LRC.0026.2122B.WPF - WP3 Flood Studies	\$ 103,500.00	\$ 31,050.00	\$ 72,450.00	31/05/2023	30/06/2024
GC2023198	QUEENSLAND RECONSTRUCTION AUTHORITY	GRQ - Get Ready Queensland 2023/24 - LRC.0027.2324A.GQR	\$ 9,700.00	\$ 8,730.00	\$ 970.00	01/07/2023	30/06/2024
GC2023212	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFA - LRC.0023.2122F.REC - Tallundilly Creek Reconnection	\$ 658,362.69	\$ 187,664.91	\$ 470,697.78	21/08/2023	30/06/2024
GC2022166	Translink Division- Transport Dept	PTIIP - Long Distance Coach Stops Grant	\$ 75,000.00	\$ 37,500.00	\$ 37,500.00	01/06/2022	30/06/2024
			\$ 62,933,152.70	\$ 40,473,272.96	\$ 22,459,879.74		

12. FINANCE REPORT

12.2 - LWDEF Concessions

12.2 LWDEF Concessions

A number of assessments identified as part of the Longreach Wild Dog Exclusion Fence Scheme (LWDEFS) have been amalgamated or subdivided creating new assessments. The Plan as described in the Revenue Statement 2023-24 does not set out how the special charges are to be allocated to the new assessments.

The purpose of this paper is to set out the procedure for allocating special charges to the newly created assessments that will also require a resolution from Council to grant concessions to certain land owners.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Revenue Policy 2023-24

Revenue Statement 2023-24

Corporate and Operational Plan Considerations

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

Budget Considerations

The proposed procedure and concessions will have nil impact on the 2023-24 budget.

Previous Council Resolutions related to this Matter

Res-2023-06-150 Adoption of the Revenue Statement 2023-24. An extract of the Revenue Statement relating to the LWDEFS is attached to this paper.

Officer Comment

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

Background:

The Longreach Wild Dog Exclusion Fence Scheme (LWDEFS) Special Charge was adopted by Council at its 21 July 2016 Budget Meeting. The Overall Plan for the LWDEFS Special Charge is amended and adopted in Council's Revenue Statement each year, setting out how the special charge is to be applied against identified rateable land and how it is to be administered. Identified rateable land parcels are identified in Table 4A of the Overall Plan for the LWDEFS in the Revenue Statement.

12. FINANCE REPORT

12.2 - LWDEF Concessions

Issue:

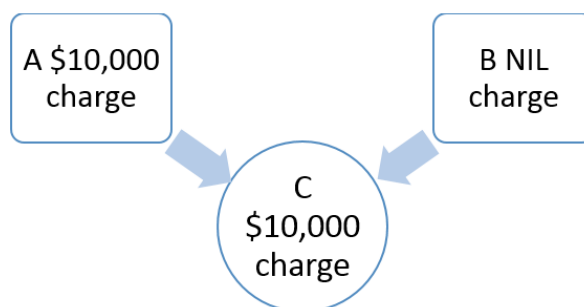
The Overall Plan for the LWDEFS does not set out how the special charge is to be applied in instances where the identifiable land parcel is amalgamated with another land parcel to form a new larger assessment or if the identifiable land parcel is subdivided to form two or more new assessments. Legal advice has been sought to establish the correct treatment of the special charge in these instances and this advice is summarised as follows:

General principle

The special charge is applied upon the land constituted by its rateable assessment. This is applied not just upon the land but upon every undivided portion of the land that forms the rateable assessment.

Dealing with amalgamated rateable assessments

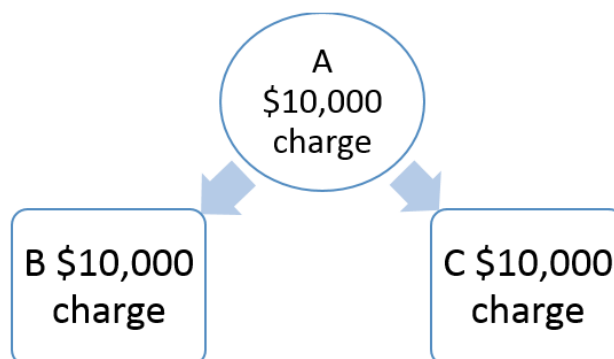
The special charge owing on the subsumed land becomes a special charge owing on the land comprising the new rateable assessment. Therefore, the special charge from the original assessment attaches to the new assessment created in the rates record as illustrated below, where assessment A and B are amalgamated to form assessment C.



Dealing with subdivided assessments

The special charge rating resolution carried at Council's budget meeting convened on 22 June 2023 clearly identified the rateable land to which it applies. The new subdivided rateable assessments continue to form part of this overall plan,

Consequently, each new subdivided rateable assessment would be levied with the special charge that would have been levied against its former rateable assessment. As illustrated below, if the original rateable assessment A had a special charge of \$10,000 and it was subdivided into two new rateable assessments B and C, each of the new assessments would have a special charge of \$10,000.



12. FINANCE REPORT

12.2 - LWDEF Concessions

Providing a concession to specific landowners

This creates a potentially unfair outcome to the ratepayers of each new rateable assessment as the portion of exclusion fencing on each new assessment may differ. The *Local Government Act 2009* s94(2) only permits local government to levy rates and charges at its budget meeting, restricting Council's ability to change the quantum of the special charges.

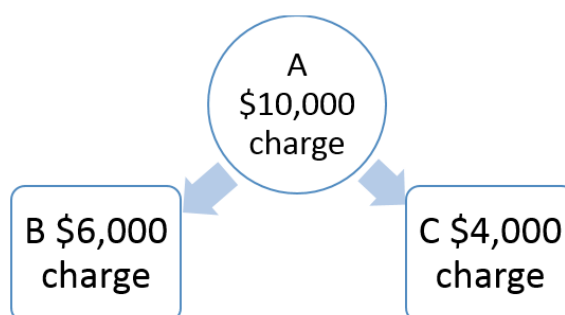
The purpose of the LWDEFS was for land owners to benefit from the provision of exclusion fencing to improve the economic viability of this land for grazing purposes. It may be argued that a landowner with less of the exclusion fencing on their land will receive a lesser economic benefit from the scheme and may be less able to afford the special charge.

Council may consider granting a concession to the affected ratepayers under the *Local Government Regulation 2012* section 120(1)(c) on the basis that requiring each land owner to pay an amount greater than the actual share of fencing on their property constitutes hardship to the land owner.

The proposed method of calculating the concession is as follows:

- 1) Council will obtain information from the original applications to the LWDEFS to determine the total length and cost per metre of the fencing on each original rateable assessment on commencement of the scheme.
- 2) By reference to mapping data, Council will measure the distance of the fencing on the new rateable assessments to apportion the costs of the scheme between each new assessment.
- 3) Council will provide a concession to each of the new assessments so that the net result of the concession is that the landowner will only pay a special charge according to the portion of fencing that is allocated to their land.

The example below illustrates how the concession would create an equitable result.



The proposed resolution would apply the concession to current and future land owners affected by this issue. The Plan will be updated in future Revenue Statements to create a simpler method of dealing with this issue.

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

12. FINANCE REPORT

12.2 - LWDEF Concessions

There is a potential risk that other landowners may view the concession to a specific group of landowners unfair. While the concession is targeted toward a specific group of landowners, it is to offset the impact of hardship to ratepayers under specific and unique circumstances caused by participation in the LWDEFS.

Environmental Management Factors:

Nil

Other Comments:

Nil

Appendices

1. LWDEFS extract from Revenue Statement 2023-24 [↓](#)

Recommendation:

That Council grants a concession, pursuant to sections 120(1)(c) and 122(1)(b) of the Local Government Regulation 2012, in regards to rateable assessments that are identified as land that is part of the Longreach Wild Dog Exclusion Fence Scheme, and where a reconfiguration of any of the rateable assessments into one or more rateable assessments occurs after the special charge has been determined for the financial year, as follows:

- 1) *Council will obtain information from the original applicants to the LWDEFS to determine the total length and cost per metre of the fencing on each original rateable assessment on commencement of the scheme.*
- 2) *By reference to mapping data, Council will measure the distance of the fencing on the new rateable assessments to apportion the costs of the scheme between each new assessment.*
- 3) *Council will provide a concession to each of the new rateable assessments by deducting a concession amount from the gross amount of the special charge so that the net result of the concession is that the landowner will only pay a special charge equivalent to the amount calculated in steps 1 and 2 above.*

6.2 Longreach Wild Dog Exclusion Fence Scheme Special Charge

Pursuant to section 94 of the *Local Government Act 2009*, Council will make and levy a special charge for the provision of the Longreach Wild Dog Exclusion Fence Scheme on certain rural properties.

The Overall Plan for the Longreach Wild Dog Exclusion Fencing Scheme Special Charge was adopted by Council at its 21 July 2016 Budget Meeting and amended at subsequent Budget Meetings. Council now amends the Overall Plan to read as follows:

- The service, facility or activity is the borrowing of funds to implement the project, purchase materials and construct exclusion fencing that controls pest animals for the identified rateable land to which the special charge will apply;
- The Scheme is intended to be cost neutral to Council. It does not involve a loan arrangement with landowners but is implemented through the exercise of Council's statutory powers under the *Local Government Act 2009* and the *Local Government Regulations 2012*.
- Council has borrowed funds from the Queensland Treasury Corporation (**QTC**) to fund the Scheme.
- The rateable land which has been identified in the Overall Plan (or its occupier) specially benefits from the service, facility or activity funded by the special charge because the provision of the exclusion fencing empowers a landholder or group of landholders to develop an integrated property pest management plan involving baiting, trapping and shooting to control pest animals and improve the economic viability of this land for grazing purposes. The rateable land to which the special charge will apply are the properties listed in Table 4A below.
- The amount of Special Charge will differ for each parcel of identified rateable land according to the level of benefit that the property receives from the provision of the exclusion fencing. The level of benefit for each property will be determined according to the total costs associated with Council's borrowing from QTC, the purchase of materials and construction of fencing. Special Charges will be levied and paid over 20 years for each of the parcels of identified rateable land from the commencement of the arrangement with each property.
- The Total Cost for each parcel of rateable land to determine the amount of Special Charge under the Scheme will be calculated as follows:
 - the net cost of materials and construction paid by Council; plus
 - the notional interest on the net cost of materials and construction paid by Council for the first two-year period where no Special Charges will be levied for a parcel of identified rateable land; plus
 - the QTC Administration fee; plus
 - Council's 2% Administration fee which will be calculated on the sum of costs noted above (**Total Cost**)
- Special Charges will then be levied by Council as follows:
 - For years one and two of the Scheme that applies to an individual parcel of the identified rateable land, Special Charges will not be levied;
 - For years three to five of the Scheme that applies to an individual parcel of the identified rateable land, Special Charges will be levied to cover notional interest only on the Total Cost of the Scheme for that property; and
 - For years six to twenty of the Scheme that applies to an individual parcel of the identified rateable land, Special Charges will be levied to cover repayment of the Total Cost of the Scheme for that property and notional interest on outstanding amounts for the remaining term.
- The estimated cost of carrying out the overall plan is \$17.8 million. This figure includes all of the costs associated with the installation of the exclusion fencing, administrative costs, and interest and fees charged on the Total Cost for each parcel of identified rateable land;

12.2 - LWDEF Concessions --Appendix 1

- The estimated time for carrying out the Overall Plan is 22 years, with the Overall Plan commencing on 1 July 2016 and concluding on 30 June 2038. The first fence construction on a parcel of identified rateable land commenced in 2017 and the final Special Charge for the Overall Plan will be levied by Council in 2038;
- The annual implementation plan for this special charge for the 2023/2024 financial year is the levying of the special charges as per the table that follows, for the purposes of making ongoing repayments to QTC of funds previously borrowed.
- Council will not accept any lump sum payments in settlement of amounts to be paid under the Scheme. Because the Scheme does not involve a loan arrangement, early repayment is not possible and will not be permitted by Council. No early payment discounts apply to payments of Special Charges.

The amount of the special charge for each assessment for the financial year ending 30 June 2024 is as follows:

12.2 - LWDEF Concessions --Appendix 1

Assessment	Total charges under Scheme	Levied as at 30 June 2023	Remaining charges 30 June 2023	Total levy 2023/24	Charges remaining 30 June 2024
A1930	\$230,327.35	\$74,020.76	\$156,306.59	\$14,068.76	\$142,237.83
A1886	\$339,612.34	\$109,141.93	\$230,470.41	\$20,744.04	\$209,726.37
A1695	\$533,243.37	\$189,229.16	\$344,014.21	\$32,571.46	\$311,442.75
A1875	\$411,241.90	\$146,013.28	\$265,228.62	\$25,112.08	\$240,116.54
A30353	\$429,592.07	\$138,058.87	\$291,533.20	\$26,240.14	\$265,293.06
A20219	\$227,263.68	\$76,804.00	\$150,459.68	\$13,881.60	\$136,578.08
A1715	\$26,016.87	\$8,792.46	\$17,224.41	\$1,589.14	\$15,635.27
A20132	\$257,383.12	\$86,982.66	\$170,400.46	\$15,721.36	\$154,679.10
A20162	\$399,700.72	\$141,848.58	\$257,852.14	\$24,413.72	\$233,438.42
A20138	\$312,495.18	\$110,894.90	\$201,600.28	\$19,087.70	\$182,512.58
A20118	\$224,278.38	\$79,589.60	\$144,688.78	\$13,699.26	\$130,989.52
A30243	\$173,945.26	\$61,725.72	\$112,219.54	\$10,625.04	\$101,594.50
A20133	\$51,624.29	\$16,592.95	\$35,031.34	\$3,153.04	\$31,878.30
A30223	\$365,877.43	\$123,648.24	\$242,229.19	\$22,348.36	\$219,880.83
A20174	\$140,229.04	\$49,762.96	\$90,466.08	\$8,565.40	\$81,900.68
A2009	\$47,098.64	\$16,713.84	\$30,384.80	\$2,876.86	\$27,507.94
A20161	\$178,007.22	\$63,169.22	\$114,838.00	\$10,872.96	\$103,965.04
A20117	\$36,282.07	\$11,662.06	\$24,620.01	\$2,215.96	\$22,404.05
A30428	\$108,127.96	\$38,371.21	\$69,756.75	\$6,604.62	\$63,152.13
A1700	\$114,277.20	\$40,559.93	\$73,717.27	\$6,979.62	\$66,737.65
A1609	\$720,399.96	\$231,520.09	\$488,879.87	\$44,003.68	\$444,876.19
A30443	\$281,105.99	\$95,000.42	\$186,105.57	\$17,170.32	\$168,935.25
A30297	\$330,534.02	\$111,703.92	\$218,830.10	\$20,189.54	\$198,640.56
A30177	\$464,722.25	\$164,915.57	\$299,806.68	\$28,385.96	\$271,420.72
A1676	\$631,502.36	\$224,100.66	\$407,401.70	\$38,573.14	\$368,828.56
A30196	\$155,439.52	\$52,530.79	\$102,908.73	\$9,494.50	\$93,414.23
A1726	\$534,137.22	\$189,548.91	\$344,588.31	\$32,625.90	\$311,962.41
A1935	\$780,522.23	\$276,930.12	\$503,592.11	\$47,668.68	\$455,923.43
A20139	\$327,288.28	\$116,144.48	\$211,143.80	\$19,991.28	\$191,152.52
A1692	\$258,093.99	\$91,590.83	\$166,503.16	\$15,764.70	\$150,738.46
A20166	\$179,528.30	\$63,709.04	\$115,819.26	\$10,965.86	\$104,853.40
A20175	\$260,091.96	\$84,378.21	\$175,713.75	\$15,849.26	\$159,864.49
A20159	\$237,557.04	\$85,072.88	\$152,484.16	\$14,476.14	\$138,008.02
A20164	\$170,070.45	\$60,352.70	\$109,717.75	\$10,388.16	\$99,329.59
A20157	\$760,450.27	\$269,859.31	\$490,590.96	\$46,449.62	\$444,141.34
A40105	\$52,130.53	\$16,767.01	\$35,363.52	\$3,182.98	\$32,180.54
A40106	\$111,620.41	\$35,901.09	\$75,719.32	\$6,815.30	\$68,904.02
A40107	\$22,814.77	\$7,338.05	\$15,476.72	\$1,393.02	\$14,083.70
A20158	\$230,764.80	\$81,891.46	\$148,873.34	\$14,095.56	\$134,777.78
A30351	\$60,291.82	\$19,376.11	\$40,915.71	\$3,682.72	\$37,232.99
A1634	\$264,696.10	\$85,066.59	\$179,629.51	\$16,168.04	\$163,461.47
A2178	\$110,379.04	\$39,170.15	\$71,208.89	\$6,742.12	\$64,466.77
A20176	\$413,740.78	\$146,823.88	\$266,916.90	\$25,271.92	\$241,644.98
A1849	\$169,354.67	\$60,097.12	\$109,257.55	\$10,344.28	\$98,913.27
A30209	\$232,734.32	\$78,652.59	\$154,081.73	\$14,215.78	\$139,865.95
A1881	\$913,530.62	\$308,727.67	\$604,802.95	\$55,799.84	\$549,003.11
A20150	\$154,402.85	\$52,180.44	\$102,222.41	\$9,431.16	\$92,791.25
A1912	\$271,203.28	\$91,653.15	\$179,550.13	\$16,565.52	\$162,984.61
A1891	\$922,597.34	\$327,401.33	\$595,196.01	\$56,353.66	\$538,842.35
A1642	\$668,080.95	\$225,778.12	\$442,302.83	\$40,807.32	\$401,495.51
A1686	\$68,490.75	\$23,146.45	\$45,344.30	\$4,183.52	\$41,160.78
A1667	\$303,709.16	\$107,776.99	\$195,932.17	\$18,551.02	\$177,381.15
A20120	\$58,057.56	\$19,620.52	\$38,437.04	\$3,546.24	\$34,890.80
A20141	\$519,476.85	\$175,557.29	\$343,919.56	\$31,730.44	\$312,189.12
A1928	\$55,130.42	\$17,717.29	\$37,413.13	\$3,367.46	\$34,045.67
A2149	\$197,070.46	\$69,934.24	\$127,136.22	\$12,037.36	\$115,098.86
A1631	\$293,940.22	\$104,310.31	\$189,629.91	\$17,954.32	\$171,675.59
A1666	\$405,946.68	\$130,459.86	\$275,486.82	\$24,795.86	\$250,690.96
A30226	\$191,034.36	\$67,792.19	\$123,242.17	\$11,668.68	\$111,573.49
A1888	\$227,353.04	\$73,065.40	\$154,287.64	\$13,887.04	\$140,400.60
A40084	\$216,240.33	\$76,736.97	\$139,503.36	\$13,208.30	\$126,295.06
Totals	\$17,832,860.04	\$6,143,882.50	\$11,688,977.54	\$1,089,167.32	\$10,599,810.22

12. FINANCE REPORT

12.3 - Credit Card Policy

12.3 Credit Card Policy

The credit card policy has been reviewed after the introduction of the digital card management system has made some parts irrelevant.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Not applicable

Corporate and Operational Plan Considerations

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

Not applicable

Previous Council Resolutions related to this Matter

12.4 Review of Credit Card Policy

Consideration of the 01-15 Credit Card Policy after its bi-annual review.

(Res-2022-05-012)

Moved Cr Hatch seconded Cr Emslie

That Council adopts 01-15 Corporate Credit Card Policy, as presented.

CARRIED

Officer Comment

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

Background:

Council has replaced its paper based credit card management systems with a digital solution, streamlining processes and improving internal controls.

Issue:

The introduction of the new digital application has made parts of the existing credit card policy irrelevant. Consequently, the policy has been reviewed.

12. FINANCE REPORT

12.3 - Credit Card 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: Not applicable

Consequence: Not applicable

Rating: Not applicable

The review of this policy creates no material risks to Council.

Environmental Management Factors:

Not applicable

Other Comments:


Not applicable

Appendices

1. Revised credit card policy [↓](#)
2. Revised credit card policy marked up [↓](#)

Recommendation:

That Council adopts the revised Credit Card Policy as presented.

Corporate Credit Card Policy		 Longreach Regional Council
Policy Number:	1.15	
Policy Category:	Financial	
Authorised by:		
Date approved:	October 2023	
Review Date:	October 2025	

Purpose

This policy establishes the framework under which Council issued corporate credit cards (Credit Cards) will be used in Council.

Policy statement

Council will use Credit Cards to make purchases consistent with Council’s Procurement Policy and Management Directive.

Administration of Corporate Credit Cards

- a) The Chief Executive Officer (CEO) delegates authority to the Chief Financial Officer (CFO) to issue, revoke and administer Council’s Credit Cards.
- b) Credit Cards will only be used for Council business consistent with Council’s Procurement Policy and Management Directives.
- c) Credit Cards will not be used for cash advances or purchases of a private nature. Any personal or un-approved expenditure made on a Credit Card by a cardholder will be reimbursed by the cardholder immediately.
- d) If a Credit Card is lost or if the cardholder recognises fraudulent transactions on their Credit Card, the cardholder must immediately notify the bank that issued the Credit Card to suspend the Credit Card. The cardholder will then notify Finance, who will arrange for the Credit Card to be cancelled and a new Credit Card to be re-issued.
- e) If a Credit Card is to be cancelled for any other reason, including termination of employment, the cardholder will provide Finance with the Credit Card and the cardholder’s manager will review and approve any outstanding transactions.
- f) Cardholders are responsible for providing evidence of purchases and submitting purchases for approval according to the Credit Card procedures established by Finance.
- g) Managers and supervisors of employees who use a Credit Card are responsible for ensuring purchases are approved according to the Credit Card procedures established by Finance.
- h) Finance will approve the Credit Card transactions for the CEO and Mayor and provide a report on the expenditure on these cards at each meeting of the Audit and Risk Committee for endorsement or other action.

Authorised by resolution as at October 2023: <hr style="width: 25%; margin-left: 0;"/> Brett Walsh Chief Executive Officer
--

12.3 - Credit Card Policy --Appendix 2

Corporate Credit Card Policy	
Policy Number:	1.15
Policy Category:	Financial
Authorised by:	Res-2022-05-012
Date approved:	19 May-October 20223
Review Date:	19 MayOctober 20245



Longreach Regional Council

Purpose

The purpose of this policy is to provide guidance on the provision and use of corporate credit cards and ensure sound governance of expenditure is incurred by Council officers. This policy establishes the framework under which Council issued corporate credit cards (Credit Cards) will be used in Council.

Formatted: Space After: 6 pt

Policy statement

Council will use Credit Cards to make purchases under a designated value where it is impractical to raise a purchase order. Any purchases made by cards will be consistent with Council's Procurement Policy and Management Directive.

Appointment Administration of Corporate Credit Cards Holders

- a) Cards will only be issued to cardholders on the authority of the Chief Financial Officer (CFO). If the CFO is to be issued with a card, it must be authorised by the Chief Executive Officer (CEO). The Chief Executive Officer (CEO) delegates authority to the Chief Financial Officer (CFO) to issue, revoke and administer Council's Credit Cards.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Indent: Left: 0.12 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Credit

Responsibilities of cardholders

- 1-b) Cards will only be used for proper purchases within the delegated authority of the cardholder. Council business consistent with Council's Procurement Policy and Management Directives.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Indent: Left: 0 cm, Hanging: 0.75 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

- 2-c) Credit Cards will not be used for cash advances or purchases of a private nature. Any personal or un-approved expenditure made on a Credit Card by a cardholder will be reimbursed by the cardholder immediately.

Formatted: Indent: Left: 0 cm, Hanging: 0.75 cm, Space After: 6 pt

- 3-d) If a Credit Card is lost or if the cardholder recognises fraudulent transactions on their Credit eCard statements, the cardholder must immediately notify the bank that issued the Credit eCard to suspend the Credit eCard. The cardholder will then notify Finance, who will arrange for the Credit eCard to be cancelled and a new Credit eCard to be re-issued.

Formatted: Indent: Left: 0.12 cm, Space After: 6 pt, Add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

- If a Credit eCard is to be cancelled for any other reason, including termination of employment, the cardholder will provide Finance with the Credit eCard and a final reconciliation of card transactions. Finance will then arrange for the card to be cancelled. The cardholder's manager will review and approve any outstanding transactions.

e)

Checks and balances

Formatted: Font: (Default) Times New Roman, 12 pt

12.3 - Credit Card Policy --Appendix 2

~~f) Cardholders are responsible for providing evidence of purchases and reconciling transactions every month submitting purchases for approval according to the Credit Card procedures established by Finance.~~

~~Managers and supervisors of employees who use a Credit Card are responsible for ensuring purchases are approved according to the Credit Card procedures established by Finance.~~

~~g)~~

~~Cardholders will have their card transactions reviewed and authorised by their Supervisor before submitting the reconciliation to Finance no later than 3 working days after the end of each month.~~

~~The CEO will submit their credit card reconciliation to the Mayor for approval.~~

~~The Mayor will provide their credit card reconciliation to the CEO for endorsement. The CEO will then send the Mayor's credit card reconciliation to the Chair of the Audit and Risk Committee for final review and approval.~~

Formatted: List Paragraph, Indent: Left: 0.12 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 0.75 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Indent: Left: 0.12 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 0.75 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

12.3 - Credit Card Policy --Appendix 2

~~h) Credit card limits have been established in accordance with Council's Procurement Directive, in accordance to position. Finance will approve the Credit Card transactions for the CEO and Mayor and provide a report on the expenditure on these cards at each meeting of the Audit and Risk Committee for endorsement or other action.~~

Authorised by resolution as at ~~19 May~~October 202223:

~~Scott Mason~~Brett Walsh
~~Acting~~ Chief Executive Officer

Formatted: List Paragraph, Indent: Left: 0.12 cm, Space After: 6 pt, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

12. FINANCE REPORT

12.4 - Information Report - Finance

12.4 Information Report - Finance

This report provides an update on a range of activities that has occurred during the month of September 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 SERVICES	
	Corporate Plan Outcome
2.1	Sustainable infrastructure and services that represent value for money, are environmentally responsible, and are responsive to community needs.
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

Nil.

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.

Issue:

Management Accounting

In the month of September as a management accountant I have managed to work through the following projects;

12. FINANCE REPORT

12.4 - Information Report - Finance

1. Service Level Plans

Service Level Planning has been undertaken by Finance department to develop a better understanding of our services and which can then help the whole of council to understand the services which are delivered and what they cost us. In the initial stage we have been able to produce a service level plan for Parks and Gardens and Swimming Pools.

At the moment we have completed cost of services review on Towns Streets and Rural Road Maintenance. By the end of October, we will be able to provide service level catalogues on these too.

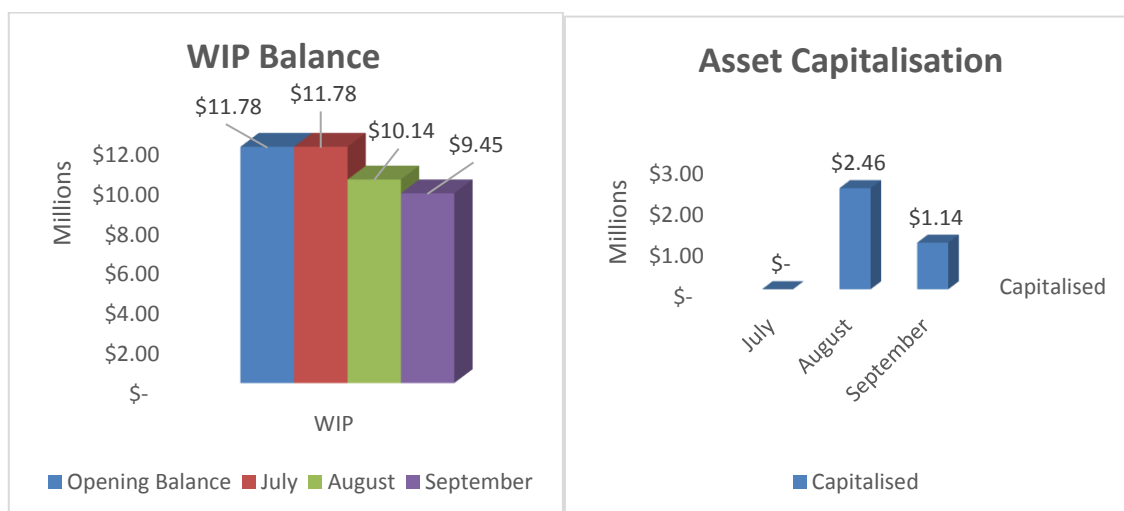
2. Asset Register

Asset have been a focus for the Management Accounting function and as result we have developed a procedure to Capitalize and Dispose assets every month as they arise.

Council has a Work in progress balance relating to all the Capital works that are carried out through the year. Once the Project is complete it is to be recognised in the Asset register and the Asset Should be capitalised.

We have been capitalising every month and recognising as they are complete.

The Graphs below show WIP Balance for each month. At the end of September Work in Progress Balance is \$9,453,161 whereas we have Capitalised a total of \$3,600,892 and in month of September the amount was \$1,135,904.



Naming Conventions exercise was carried on the whole asset register, which was to have asset names which are descriptive and convey relevant information about the asset. These new names include details of type, location and other relevant information.

As now we have this exercise complete we will be undergoing a full review of effective life's of all active assets on the register.

Innovation And Business Improvement

During the month of September, the Innovation and Business Improvement Team have continued the implementation of their operational plan for the 2023/24 financial year.

A significant first step in the Cybersecurity training and awareness campaign for the whole of council has been launched. Most staff will now be aware the Innovation and

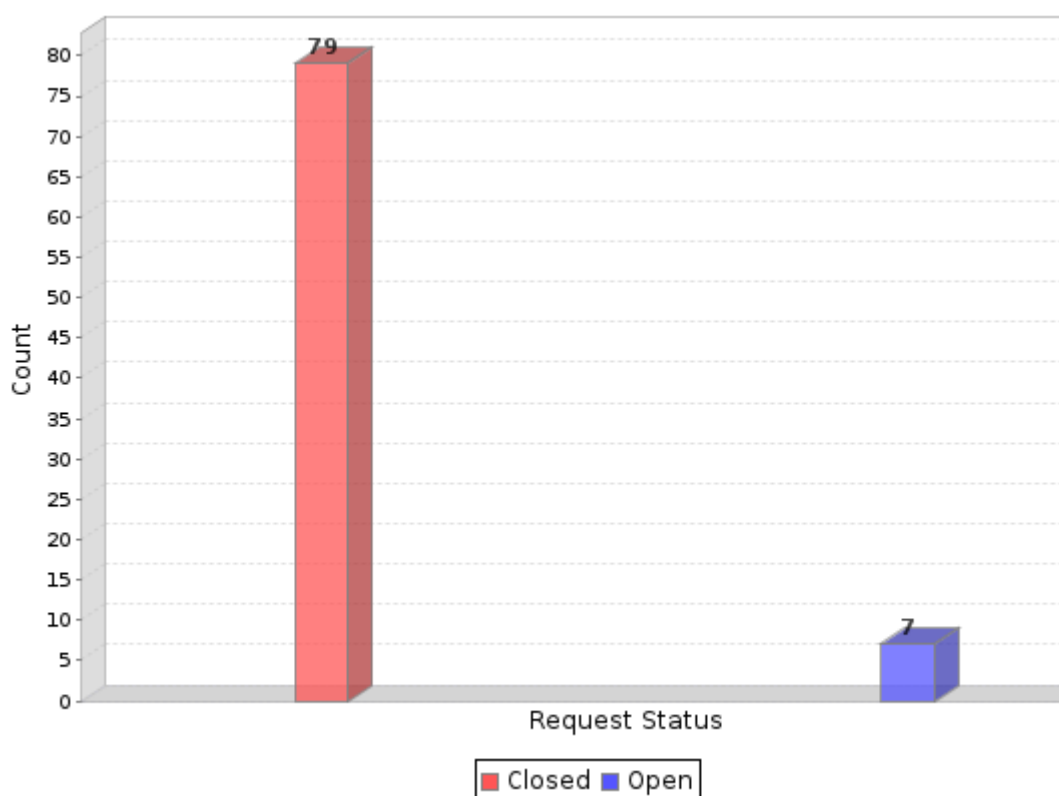
12. FINANCE REPORT

12.4 - Information Report - Finance

Business improvement team started the cybersecurity testing with the launch of a phishing campaign. The purpose of this awareness campaign is to convert our staff as our first line of defence and to build a strong security culture in the organisation.

The Innovation and Business improvement team will continue to run more training sessions in conjunction with the Queensland Government Cyber Security Unit and also conduct continued Cyber Security awareness exercises.

Overall August has been a busy month for the team with 79 requests completed in the helpdesk system:



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 Library, closely followed by Apex Park. The busiest 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 265 users per day with 1,390 unique people over this period, for a total use of 932.98GB of data.

Its key to note, this activity is happening without any formal advertising of the service. The team is working on a proposal in consultation with the Acting Manager of Community Facilities for signage to be installed at the various locations promoting the service. See sample signage below:

12. FINANCE REPORT

12.4 - Information Report - Finance

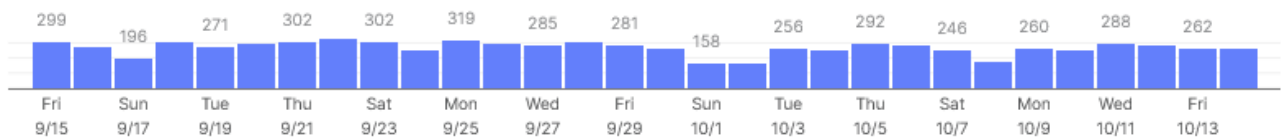
FREE WIFI



Proudly provided by



Clients per day



Top devices

Name	Model	# Clients	Usage	% Usage
Library Meeting Room	MR33	285	376.29 GB	40.33%
Library Entrance	MR36	486	122.28 GB	13.11%
Prices Plus	MR33	1064	116.32 GB	12.47%
Apex Park	MR74	275	109.07 GB	11.69%
Merino Bakery	MR33	1105	84 GB	9.00%
Vinnies	MR33	971	61.92 GB	6.64%
Kinnon	MR33	806	46.92 GB	5.03%
Mercury Business Supplies	MR33	665	16.19 GB	1.73%

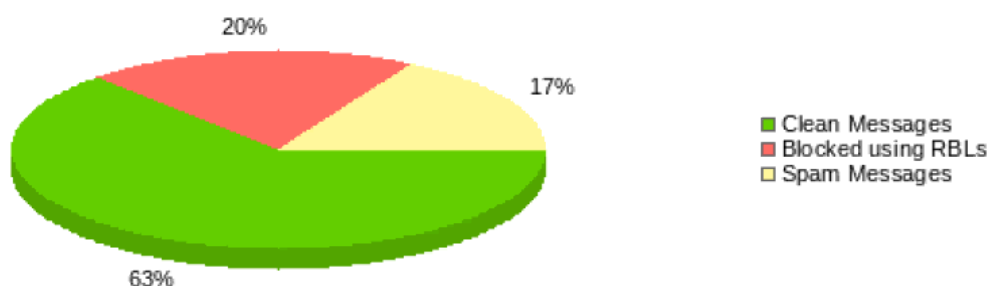
Email Protection

12. FINANCE REPORT

12.4 - Information Report - Finance

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 30 days only, it does indicate just how many emails are coming in and being blocked in the system each month. For the last 30 days, there were 32,813 incoming emails, 20,682 were clean, 12,131 were blocked in the last month.

	Mail Type	Count
1.	Clean Messages	20682
2.	Blocked using RBLs	6648
3.	Spam Messages	5463
4.	Geoblocked	13
5.	SPF Fail	5
6.	Viruses	2



RBL – Remote Block List (active spammers)

SPF – Sender Policy Framework (email pretending to be from another domain)

PROCUREMENT

Purchasing Thresholds for Purchase Orders YTD			
Order Value	Amount	Order Value	Value Invoiced
\$100 Under	81	\$ 4,577.03	\$ 3,634.79
\$101-\$5,000	598	\$ 535,080.83	\$ 438,127.49
\$5,001 - Under \$15,000	152	\$ 992,828.36	\$ 769,338.12
\$15,001 - under \$200,000	82	\$ 3,582,154.30	\$ 2,229,916.64
\$200,000 or more	13	\$ 8,335,257.22	\$ 1,414,514.64
Total	926	\$ 13,449,897.74	\$ 4,855,531.68

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.

12. FINANCE REPORT
12.4 - Information Report - Finance

2023/2024

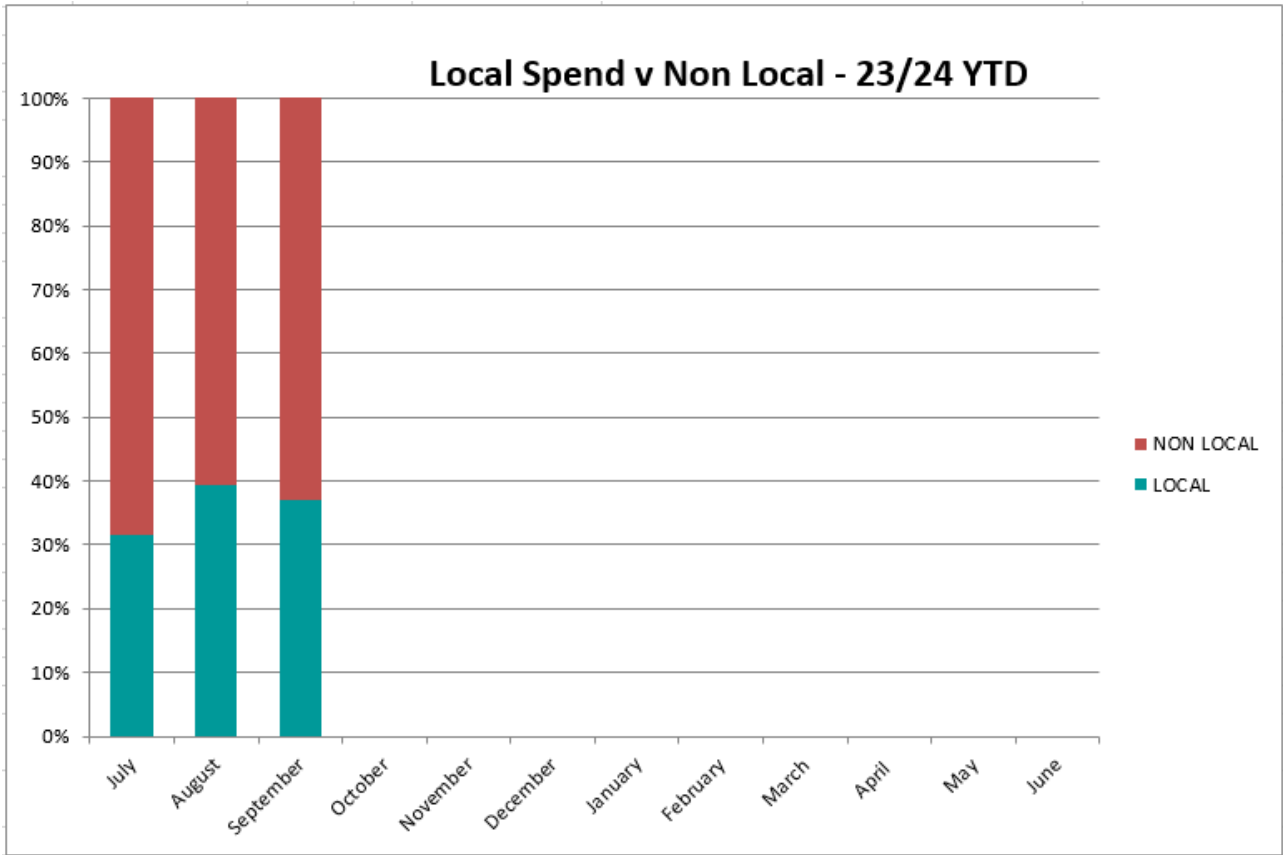
Contracts Awarded September

VP Number Request Name	Supplier	Value of Contract Exc. GST	Purpose
No Contracts over \$200,000 were awarded in September			

Suppliers with expenditure >\$200,00 YTD 23/24

Creditor Name	Sum of Invoice Amount	Purpose
RAYNERS CRANE HIRE PTY LTD AS TTE	\$ 1,092,128.94	Plant and Labour Hire
CHAMPION CONTRACTING	\$ 558,575.00	Quarry Supplies
LGM ASSETS	\$ 523,712.89	Insurance
TROPIC PETROLEUM	\$ 463,473.34	Fuel and Lubricants
SOPHARR PTY LTD T/A KENT CONSTRUCTION	\$ 428,700.88	Construction
MOORE CIVIL & PLANT HIRE PTY LTD	\$ 352,792.19	Plant and Labour Hire
JTCOX CONCRETE & PRECAST PTY LTD	\$ 324,909.90	Quarry Supplies
MIDLAND PTY LTD	\$ 323,139.54	Plant
WESTERN QUEENSLAND LIVESTOCK EXCHANGE PTY LTD	\$ 301,189.19	Saleyard
LOCAL GOVERNMENT WORKCARE	\$ 248,463.50	Workers Compensation
GEORGE BOURNE & ASSOCIATES	\$ 241,707.70	Engineering Services
FULTON HOGAN INDUSTRIES PTY LTD	\$ 218,920.58	Quarry Supplies
HASTINGS DEERING (AUSTRALIA) L	\$ 208,829.16	Plant Hire

12. FINANCE REPORT
12.4 - Information Report - Finance



The graph outlined above depicts the spend year to date for 2023/2024 financial year, broken down by local v non local 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.

Current Quotes and Tenders

The below table outlines the current quotes and tenders that have either been finalised during this period or that are currently yet to be awarded.

APRIL				
Tender/Quote	How many suppliers this was sent to	How was it sent	How many responded	Was it awarded locally
LRC222023 – Register of Pre-Qualified Suppliers – Quarry Products	Public Tender	QTender	2	Yes
LRC232023 – Register of Pre-Qualified Suppliers - Wet and Dry Hire	Public Tender	QTender	17	5 – Yes 11 - No

12. FINANCE REPORT
12.4 - Information Report - Finance

				1 not accepted
LRC242023 – Register of Pre-Qualified Suppliers – Trades and Services	Public Tender	QTender	16	8 - Yes 8 - No
LRC252023 – Register of Pre-Qualified Suppliers - Supplies	Public Tender	QTender	16	3 – Yes 11 – No 2 not accepted
AUGUST				
LRC132023 – Supply and Delivery of Meat Substrate	5	RFQ Email	4	No
LRC142023 – Supply and Installation of SES Shed at 14 Miner Road, Longreach Qld	7	RFQ Email	1	Yes
SEPTEMBER				
VP380379 – Supply Fire & First Aid Services	Public Tender	VenderPanel		Not Yet Awarded
LRC382023 – Murray McMillan Dam Switchboard Electrical Upgrade	Public Tender	QTender		No Yet Awarded
LRC342023 – Supply & Replace Air Conditioning Units Longreach Administration Building	Public Tender	QTender		Not Yet Awarded
LRC332023 – Cleaning of Childcare Services Complex	Public Tender	QTender		Not Yet Awarded
LRC352023 – Supply & Installation of Shade Structure at 20 Torrs Road Ilfracombe, QLD	Public Tender	QTender		Not Yet Awarded
LRCQ152023 - Longreach Childcare Fence Replacement	7	RFQ Email	1	Yes

12. FINANCE REPORT

12.4 - Information Report - Finance

Future Requests for Quote and Tenders

REQUEST	QUOTE/TENDER
Supply Fleet	QUOTE
Longreach Squash Court Upgrade	TENDER
Civic Centre Shade Replacement	TENDER
Apex Park Bar Fence and Privacy Screen	QUOTE
Facilities Cleaning Contract	TENNDER

Asset Management

At present in Asset Management space we have been busy carrying out asset inspections, tendering for a new asset management software program and a stand-alone fleet management system. Both projects have been appointed their preferred contractors, Pinnacle Asset Management Software & Ausfleet. Planning has begun on uploading data into the systems and bed down their implementation. These systems will improve council's proactive asset maintenance and upgrade programs and form the basis for updated asset management plans.

In the coming months a full report will be completed on our water & sewerage networks with condition reports completed. Proterra Group has been appointed to carry out these inspections.

With the above in mind we are undertaking a desktop review on how we can better utilise our sewerage treatment plant on how we can use this to reduce the demand on our domestic water supply. Recycled water can be used on roads, irrigation, concrete processing. All this will then allow us to produce a Grant application allowing for a working plan to be created by an industry leader.

Future works & projects

- Longreach Council Chambers – Air Conditioning upgrade (Tender Closes 12/10)
- Stocktake of all plant & equipment (Due by Mar 2024)
- Road Network - assets Inspection and condition reports (Due June 2024)
- Grid Network - assets Inspection and condition reports (Due June 2024)
- Stormwater works – Priority 2 works costing for budget consideration 24/25

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

12. FINANCE REPORT
12.4 - Information Report - Finance

Other Comments:

Nil

Recommendation:

That Council receives the Financial Services information report as presented.

13. COMMUNITIES REPORT

13.1 - Community Donations - Ilfracombe Sport and Recreation Association

13. COMMUNITIES REPORT

13.1 Community Donations - Ilfracombe Sport and Recreation Association

Consideration of a Community Donations application received in October 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 for October 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$70,481.71	\$3,445.52	\$67,036.19

Previous Council Resolutions related to this Matter

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>Ilfracombe Sport and Recreational Centre</i>	<i>Ilfracombe Community Gym</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>	

13. COMMUNITIES REPORT

13.1 - Community Donations - Ilfracombe Sport and Recreation Association

Officer Comment

Responsible Officer: Abby Lewis, Customer Service Coordinator

Authorised by: Karyn Stillwell, Director of Communities

Background:

Longreach Regional Council Community Donations program:

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

The aim of programme is to:

- o Develop the capacity and sustainability of organisations or innovative programs to meet the needs of members and the community
- o Support individuals representing the region by performing, competing or presenting at district, state, national or international competitions, conference or events.
- o Support the acquisition or upgrading of facilities and equipment (excluding personal use items).
- o Provide donations towards services that deliver improved community services to the Council region.
- o Deliver programs and events to engage and entertain a vast variety of community members within the Longreach Regional Council Region.

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.

13. COMMUNITIES REPORT

13.1 - Community Donations - Ilfracombe Sport and Recreation Association

Issue:

Ilfracombe Sport and Recreation Association

Ilfracombe Community Gym Mirror Installation	
<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 Ilfracombe Sport and Recreation Association are wanting to purchase and install 2 mirrors in their Community Gym. Installing full length mirrors ensures that form and technique is correct during exercise and injury prevention for all community members and visitors. The Ilfracombe gym currently have 55 members that use the gym on a weekly basis to enhance their physical and mental wellbeing. The Ilfracombe Community Gym is also used for rehabilitation purposes for residents currently in care programs.

The total grant recommended of \$3,445.52 financial will go towards the purchase and installation of mirrors to be placed in the Ilfracombe Community 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 Ilfracombe Sport and Recreation Association to the value of 100%. All supporting documentation was supplied with their application.

Grant Requested	Grant Recommended
<i>Financial \$3,445.52</i>	<i>Financial \$3,445.52</i>
Total \$3,445.52	Total \$3,445.52

Appendices

1. Ilfracombe Sport and Recreation Association.pdf [↓](#)

13. COMMUNITIES REPORT

13.1 - Community Donations - Ilfracombe Sport and Recreation Association

Recommendation:

That Council approves the following allocation of funds from the Community Donations Program in accordance with the Community Donations Policy No. 11.06;

Organisation/ Name	Event/Activity	Grant Requested	Grant Approved
<i>Ilfracombe Sport and Recreation Association</i>	<i>Ilfracombe Community Gym Mirror Installation</i>	<i>Financial \$3,445.52</i>	<i>Financial \$3,445.52</i>
		TOTAL \$3,445.52	TOTAL \$3,445.52

APPLICATION FORM



CONTACT INFORMATION

Name: (Group or Organisation)	Ilfracombe Sport and Recreation Association
ABN if applicable	18 289 942 916
Contact Person's Name:	Paul JACKSON
Postal Address:	30 Torrs Road, Ilfracombe, QLD, 4727
Telephone:	0456004600
Mobile:	0456004600
Email:	ilfracombesportandrec@outlook.com

EVENT DETAILS

Event Name:	Ilfracombe Community Gym Mirror Installation
Event Date:	
Description of what Council funds will be used for: No more than approx 200 words.	<p>Request support to assist in purchase of Full Length Mirrors for the Ilfracombe Sport And Recreation Community Gym which will be located in the Ilfracombe Recreational Precinct.</p> <p>Fundraising and previous grant applications have acquired approximately \$28,300 worth of gym equipment, which has been acquired and installed. There are currently 55 financial members of the Ilfracombe Community Gym. It is being used multiple times everyday (As monitored by CCTV system)</p> <p>Request from frequent users for installation of full length mirrors to ensure that form and technique is appropriate during exercise. Quote obtained from Bradnams Windows for two large mirrors side by side.</p>
Financial Amount Requested:	\$ 3445.52
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
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
TOTAL	\$	TOTAL	\$	
Comments or other details:				

In-Kind support component		
List items and \$ amounts (e.g stage, chairs, tables)	Amount	Other comments
Please refer to the fees and charges: www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1		
Fully equipped gym to encourage fitness in the community	\$?	Priceless
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

The community gym will not only be utilized by people seeking to enhance their physical and mental wellbeing, it will also be used for rehabilitation purposes for residents currently in care programs. This will provide a year round location for residents from Ilfracombe and surrounds (Including Longreach) to undertake exercise individually or as part of a group.

This is now an operational, fully air conditioned facility which has 55 financial members which is double the anticipated number of memberships. We are still aiming to encourage memberships and make the space as inviting as possible. Not only will the mirrors provide a professional aesthetic appeal, it will enable appropriate technique to be adhered to which assist is effective exercise and injury prevention.

Explain how your event will contribute to the Longreach Regional Council community (eg Economic Development, Tourism, Liveability, wellbeing etc.)

This facility will contribute strongly to physical and mental wellbeing. It will also promote livability in the township of Ilfracombe for residents from here and surrounding areas. It will be the final large asset purchase for the Ilfracombe Community Gym. This gym has already seen some great results in community members fitness and wellbeing who have been regularly attending.

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 Ilfracombe Community Gym has attracted people seeking to enhance their physical and mental wellbeing. Due to relevant risk mitigation strategies, it is available to people who have completed the relevant documentation and demonstrated that they are able to participate in physical activities. The Ilfracombe Sport and Recreation Association has been in contact with health agencies such as NWRH and private physical therapists who have utilized it for rehabilitation purposes for their clients

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

The Longreach Regional Council is acknowledged as one of the major sponsors of the Ilfracombe Community Gym through allowing use of the space and installation of Air Conditioners. Any future articles or presentations will acknowledge the council as a key supporter of the Gym facility in Ilfracombe

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	Paul JACKSON Digitally signed by Paul JACKSON Date: 2022.08.01 13:19:17 +10'00'
Date:	12/09/2023
Name in full:	Paul Lenard JACKSON
Community Group/ Organisation:	Ilfracombe Sport and Recreation 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. COMMUNITIES REPORT
13.2 - Sponsorship - AgForce Queensland

13.2 Sponsorship - AgForce Queensland

Consideration for Sponsorship application received for the month of October, 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

COMMUNITY AND CULTURAL: COMMUNITY DEVELOPMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2	Provide community sponsorship for various activities.	Administer Mayoral and Community donations along with sponsorships in accordance with the guidelines and budget.	Deliver program within budget allocated by June 2024.

Budget Considerations

Total budget for Sponsorship for 2023/24 is \$50,000.00

Category	Budget	Approved Funding YTD	Budget required to meet Sponsorship for October 2023	Budget Remaining
Sponsorship	\$50,000.00	\$12,995.18	\$4,765.20	\$32,239.62

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Abby Lewis, Customer Service Coordinator
Authorised by: Karyn Stillwell, Director of Communities

The AgForce Forum and Industry Awards Dinner will be taking place on Tuesday 21 November 2023 at the Longreach Civic and Cultural Centre. This event will bring primary producers and industry stakeholders from the Central West together for a day of learning, and celebrating achievements of Queensland's high achievers in Agriculture. The Forum will include an innovated and inspiring program of presentations and panel discussions.

13. COMMUNITIES REPORT

13.2 - Sponsorship - AgForce Queensland

Featuring high calibre industry leaders addressing a range of topics including, artificial intelligence for agriculture in Western Queensland, Trade and Market access, emergency animal disease readiness, workforce and training, EID technology and Data.

The total grant of \$3,000.00 financial will fall under the Gold Sponsor bracket which helps fund catering for 130 guests. In-Kind Support of \$1,765.20 will go towards the hire of the Longreach Civic Centre for 2 days.

The application was reviewed by a panel and scored against the criteria of the Longreach Regional Council's Sponsorship Assessment Guidelines. Supporting documentation was provided with the application. Other avenues of financial support have been sought.

Grant Requested	Grant Recommended
Financial \$5,000.00 In-Kind \$1,765.20 (Hire of LRC Civic Centre) Total \$6,765.20	Financial \$3,000.00 (Gold Sponsor) In-Kind \$1,765.20 Total \$4,765.20

Appendices

1. [AgForce Application.pdf](#) ↓

Recommendation:

*That Council approves 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:*

Organisation	Event/Project Activity	Event Date	Grant Approved
AgForce Queensland	AgForce Northern Forum, Dinner and Industry Awards	21 November 2023	Financial \$3,000.00 (Gold Sponsor) In-Kind \$1,765.20
		TOTAL	\$4,765.20

APPLICATION FORM



CONTACT INFORMATION:

Name: (Business/Community/ Organisation Group)	AgForce Queensland
Contact person's name:	Melissa Kimiln
Postal address:	PO Box 471, Roma Qld 4455
Telephone:	0447 977 134
Mobile:	0447 977 134
Email:	kimlinm@agforceqld.org.au

PROJECT/ACTIVITY DETAILS:

Project name:	AgForce Northern Forum and Dinner and AgForce Industry Awards
Project date:	Tuesday 21 November 2023
Brief description of project:	<p>The AgFore Forum and Industry Awards Dinner will bring primary producers and industry stakeholders from the Central West together for a day of learning, an enjoyable social evening event, and a celebration of achievement of Queensland's high achievers in Ag, acknowledging and recognising the important contribution they make to the regional, State and Australian economy.</p> <p>The Forum will include an innovative and inspiring program of presentations and panel discussions, featuring high calibre industry leaders addressing a range of topics including: Artificial Intelligence for agriculture in Western Queensland, Trade and Market access, Emergency Animal Disease readiness, Workforce and Training, EID technology & Data.</p> <p>The event will also feature the inaugural AgForce Industry Awards for High Achievers.</p>
\$ Amount requested: (Please add in-kind costing to this request. LRC Fees and Charges are located on the LRC website or just call Council for assistance).	\$ 6765.20
What will sponsorship money be used for?	<p>\$5000 will go towards catering for our Industry forum dinner</p> <p>\$1765.20 will go towards hiring the Longreach Civic Centre Entire building for the two days</p>
Financial component of Council Grant	\$ 5000
In-kind support requested	\$ 1765.20 (2 days hire fo Longreach Civic Centre - Entire Building)



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.		
Registration fees (TBC)	\$ 3900	Longreach Civic Centre hire fee	\$ 1765	✓
Platinum sponsor (requesting LRC)	\$ 5000	Catering - Forum (130 people)	\$ 6000	
Gold sponsor x2 \$3000.	\$ 6000	Catering - Dinner & drinks (130 people)	\$ 11700	✓
Silver sponsor x2 \$1000.	\$ 2000	Printing plus 'Longreach Event Hire' costs	\$ 1700	
Bronze sponsor x2 \$500.	\$ 1000	Evening entertainment/music	\$ 10000	
	\$	Speaker costs incl travel & accomm	\$ 12000	
TOTAL	\$ 17900	TOTAL	\$ 43165	
Comments or other details:				
<p>The largest single cost contribution for this event will be funded directly by AgForce. We are actively seeking sponsorship from a number of sources, AgForce is a not-for-profit, industry advocacy organisation funded by membership fees, and we hope to fund up to half this event cost through sponsorship. We anticipate this event will attract between 130 and 180 attendees from Western Queensland.</p>				

In-Kind support component	Amount	Other comments
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		
Longreach Civic Centre Entire Building (day 1)	\$ 882.60	
Longreach Civic Centre Entire Building (day 2)	\$ 882.60	
	\$	
	\$	
	\$	
	\$	
	\$	



ELIGIBILITY ASSESSMENT:

1. Is your project or activity based within the Longreach Regional Council Area or do you reside permanently within the boundaries of Longreach Regional Council.

Yes No

If NO, does your project or activity demonstrate benefits to Longreach Regional Council communities?

Yes No

2. Please explain how your project/activity demonstrates strong community or individual benefit, or need and support?

The AgForce Forum and Dinner will be attended by a diverse range of industry players in the cattle, sheep/wool/goats and grains industries from across Queensland along with anyone who has an interest in the Queensland agricultural industry. A substantial number of our attendees will be from Western Queensland, however AgForce is a state-wide organisation and many attendees will travel long distances to attend not just the Forum but the Annual General Meetings of AgForce Queensland Farmers Ltd, AgForce Cattle Ltd and AgForce Sheep, Wool and Goats Ltd, which will be held prior to the Forum in the Longreach Civic Centre.

3. Do you have an event management plan for the project/activity which includes insurance and a risk management strategy?

Yes No

If YES, please provide a copy of the Event Management Plan.

If NO, please contact Council to discuss prior to lodging an application for your project/activity.

4. Is this a 'one - off' event?

Yes No

If NO, how will you fund future projects/activities?

5. How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

- Acknowledgment as major sponsor in all event material, electronic displays and associated media
- Acknowledgment by the MC as major sponsor
- Two company banners prominently displayed during the forum
- Opportunity to set up an exhibitor trade display
- Four (4) complimentary dinner tickets
- Premium seating at the forum dinner

6. Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising)?

Yes: No:

If YES, please provide details?

We are actively seeking sponsorship from a number of sources. We have sent out a Sponsorship and Exhibitor Prospectus to all our Corporate Sponsors along with other local businesses. AgForce is a not-for-profit, industry advocacy organisation funded by membership fees, and we hope to fund up to half this event cost through sponsorship.



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.

<p>Signature: Note: If you are under the age of 18, your legal guardian must also sign this application</p>	
Date:	24/9/2023
Name in Full:	Melissa Kimlin
Business/Community/ Organisation Group	AgForce Queensland
Position in Group or Organisation: (if applicable)	Regional Coordination Manager

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. COMMUNITIES REPORT

13.3 - Childcare Policies

13.3 Childcare Policies

Consideration of adoption of the new Medical Conditions Policy and the Safe Transportation Policy for Childcare Services.

Council Action

Deliver

Applicable Legislation

Education and Care Services National Law Act 2010. (Amended 2023).

Education and Care Services National Regulations 2011. (Amended 2023).

Policy Considerations

12-01 Childcare Centre 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

N/A

Previous Council Resolutions related to this Matter

N/A.

Officer Comment

Responsible Officer/s: *Elissa Balke, Childcare Services Director*

Background:

Childcare Services currently use one overarching Childcare Centre Policy and several Management Directives. All Management Directives are overdue for review.

Issue:

At a recent visit by the Education Department, it was discovered that Council did not have a Medical Conditions Policy at the facility, which was a breach of the Education and Care Services National Regulations. In addition, Council were advised that the Management Directives were not clear enough and that they would like to see the Centre using policies rather than Management Directives.

Some research was done investigating what other centres have done in situations such as opening brand new centres when they have had to start from scratch with their policies. A company, Childcare Centre Desktop, was identified as a common theme. Their aim is to support childcare services in remote and regional areas, focusing on providing affordable, easy-to-access resources that save time, assist with compliance and relieve stress for

13. COMMUNITIES REPORT

13.3 - Childcare Policies

Childcare Management teams. Their policies are written with reference and consideration to the legislative requirements under the National Education and Care National Law and Regulations, the National Quality Standard and approved learning frameworks. Additionally, policies are written to assist services in meeting requirements for other laws, including Family Assistance Law and Child Protection and child wellbeing legislation.

All Policies are first in draft format so that they can be easily amended to match the service's culture, style and state by state specifications. Childcare Centre Desktop reviews and updates their policy drafts annually or when regulation changes are applied. The service is required to thoroughly read and amend each policy so that each document is aligned to our services and Council's unique context and operation. All childcare centre staff will be involved in the amendment of each policy before it is taken to Council. Parents will then be informed of the new policies as they are adopted and from then on, will also be involved in the review of these policies.

Given that this would be an extremely lengthy process changing every single Management Directive over to Policies, the plan is to aim for a 14-month policy project timeframe so that by the end of 2024, all policies will be live documents. Doing so over a period of time will allow ELT/Councillors to review and approve several policies at a time at each Council meeting between now and December 2024. The most important policies will be first and the others will follow in order of importance.

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: Unlikely
Consequence: Catastrophic
Rating: High (19/25)

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 Medical Conditions Policy and Safe Transportation policies are current, particularly because we have several children in attendance at the centre with severe medical conditions and we provide transportation every day.

13. COMMUNITIES REPORT

13.3 - Childcare Policies

Environmental Management Factors:

N/A

Other Comments:

A detailed review of the policy has been undertaken to ensure it aligns with current business practices.

A copy of the new policies is attached for consideration.


Appendices

1. Medical Conditions Policy.docx [↓](#)
2. Safe Transportation Policy.docx [↓](#)

Recommendations:

That Council adopts the new Medical Conditions Policy No. 2.37, as presented.

That Council adopts the new Safe Transportation Policy No. 2.18, as presented.

Medical Conditions Policy		 <p>Longreach Regional Council <small>Ilfracombe Isisford Longreach Yarrala</small></p>
Policy Number:	2.37	
Policy Category:	Childcare Centre	
Authorised by:	TBA	
Date approved:	TBA	
Review Date:	June 2024	

PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure services have policies and procedures in place for medical conditions. We aim to efficiently respond to and manage the medical conditions, health care needs or allergies of children and staff ensuring the safety and wellbeing of all children, staff, families, and visitors at our Service.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the Service.

LEGISLATION

Education and Care Services National Law Act 2010. (Amended 2023)

Education and Care Services National Regulations. (Amended 2023)

DEFINITIONS

Department of Education - Early Childhood Education and Care (ECEC) – Regulatory Authority responsible for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.

Educator – early childhood or school age practitioner who works directly with children in early childhood or school age care settings.

National Quality Framework (NQF) – provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

National Quality Standard (NQS) – sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes seven quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

Parents/Guardians – a person who has parental responsibility for the child.

Staff – employee of Longreach Regional Council based at the Longreach Childcare Centre.

Nominated Supervisor – a person with responsibility for the day to day management of an approved service.

Leadership Team – an internal group of leaders within the Childcare Centre comprising of the Childcare Services Director, the Childcare Services Assistant Director and the Staff Engagement and Development Officer.

POLICY STATEMENT

To support children’s wellbeing and manage specific healthcare needs, allergy or relevant medical condition, our Service will work in accordance with the Education and Care Services National Regulations to ensure health related policies and procedures are implemented. We aim to take every reasonable precaution to protect children’s health and safety by explicitly adhering to individual medical management and risk management plans and responding to any emergency situation should they arise. For children with medical conditions including Asthma, Anaphylaxis and/or Diabetes, this *Medical Conditions Policy* is to be used in conjunction with the correlating Policies; *Asthma Management Policy*, *Anaphylaxis Management Policy* and *Diabetes Management Policy*.

DUTY OF CARE

Our Service has a legal responsibility to take reasonable steps to ensure the health needs of children enrolled in the service are met. This includes our responsibility to provide:

- a. a safe environment for children free of foreseeable harm *and*
- b. adequate supervision of children at all times.

We will involve all educators, families and children in regular discussions about medical conditions and general health and wellbeing throughout our curriculum. Our Service is committed to adhering to privacy and confidentiality procedures when dealing with individual health care needs, allergies or relevant medical conditions including having families provide written permission to display the child’s medical management plan in prominent positions within the Service.

There are a number of concerns that must be considered when a child with a diagnosed health care need, allergy, or medical condition is enrolled at the service. Key procedures and strategies must be in place prior to the child commencing at the service to ensure their individual health, safety and wellbeing. It is imperative that all educators and volunteers at the Service follow a child’s medical management plan in the event of an incident related to a child’s specific health care need, allergy, or medical condition.

POLICY

Medical Management Plan

A medical management plan is a document that has been prepared and signed by a doctor that describes symptoms, causes, clear instructions on action and treatment for the child’s specific medical condition, and includes the child’s name and a photograph of the child.

- a) Any medical management plan provided by a child's parents and/or registered medical practitioner should include the following:
 - 1) specific details of the diagnosed health care need, allergy or relevant medication condition
 - 2) supporting documentation (if required)
 - 3) a recent photo of the child
 - 4) current medication and dosage prescribed for the child
 - 5) if relevant, state what triggers the allergy or medical condition
 - 6) first aid/emergency response that may be required from the Service
 - 7) any medication that may be required to be administered in case of an emergency
 - 8) further treatment or response if the child does not respond to the initial treatment
 - 9) when to contact an ambulance for assistance
 - 10) contact details of the medical practitioner who signed the plan
 - 11) the date of when the plan should be reviewed
- b) A copy of the medical management plan will be displayed for educators and staff to see to ensure the safety and wellbeing of the child, whilst ensuring the child's privacy by displaying only in an area generally only available to staff of the Service.
- c) The Service must ensure the medical management plan remains current at all times.
- d) Educators and staff are updated immediately about any changes to a child's medical management plan.

Risk Minimisation Plan

A risk minimisation plan is a service-specific plan that details each child's medical condition, and identifies the risks of the medical condition and practical strategies to minimise those risks, and who is responsible for implementing the strategies.

- a) All children with a diagnosed health care need, allergy or relevant medical condition must have a risk minimisation plan in place. (regulation 90(1)(c))
- b) The Leadership Team/Educators will arrange a meeting with the parents/guardian as soon as the Service has been advised of the diagnosed health care need, allergy or medical condition. During this meeting, a risk minimisation plan will be developed in consultation with the parent/guardian to ensure:
 - 1) that the risks relating to the child's specific health care need, allergy, or medical condition are assessed and minimised
 - 2) that practices and procedures in relation to the safe handling, preparation, serving and consumption of food are developed and implemented
 - 3) that the parents/families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented
 - 4) practices are developed and implemented to ensure that all staff members and volunteers can identify the child, the child's medical management plan and the location of the child's medication
 - 5) that the child does not attend the Service without medication prescribed by the child's medical practitioner in relation to the child's specific health need, allergy or medical condition

- 6) risk minimisation plan(s) are reviewed at least annually and/or revised with each change in the medical management plan in conjunction with parents/guardians
- 7) all relevant information pertaining to the child's health and medical condition is communicated to parents at the end of each day by educators
- 8) parents are notified by educators in advance of any special activities taking place such as celebrations, sporting events or excursions so plans of safe inclusion can be developed
- 9) appropriate hygiene practices are followed by educators when managing medical conditions in accordance with the *Control of Infectious Diseases Policy*.

Communication Plan

A communication plan explains how relevant staff members and volunteers are informed about the medical management and risk management plans and how the parent of the child can communicate any changes to the diagnosed health care need, allergy or medical condition.

A communication plan will be created after the meeting with the parents/guardian to ensure:

- a) all relevant staff members and volunteers are informed about the medical management plan and risk minimisation plan for the child; and
- b) an individual child communication book/document is created so that a parent can communicate any changes to the medical management plan and risk management plan for the child in writing.

At all times, families who have a child attending the Service who have a diagnosed healthcare need, allergy or medical condition will be provided with a copy of this policy and other relevant policies specific to their child's health management and communication plans.

The Nominated Supervisor will ensure:

- a) all enrolment forms are reviewed annually to identify any specific health care need, allergy or medical condition
- b) existing enrolment forms are reviewed, and parents contacted to confirm if the existing diagnosed health care need, allergy or relevant medical condition still applies and whether any new needs have been diagnosed
- c) parents are provided with a copy of the *Service's Medical Conditions Policy and Administration of Medication Policy*
- d) a child is not enrolled at, nor will attend the Service without a medical management plan and prescribed medication by their medical practitioner. In particular, medication for life-threatening conditions such as asthma, anaphylaxis or diabetes must be provided at the service each day [e.g. asthma inhalers, adrenaline auto injection devices or insulin]
- e) educators, staff and volunteers have knowledge and access to this policy and relevant health management policies (*Asthma Management Policy/Anaphylaxis Management Policy/Diabetes Management Policy*)

13.3 - Childcare Policies --Appendix 1

- f) educators, staff and volunteers have a clear understanding of children's individual health care needs, allergy or relevant medical condition that may be ongoing or acute/short term in nature
- g) new staff members are provided with induction and ongoing training to assist leadership team, educators and other staff effectively and children with medical management plans are clearly identified
- h) all aspects of operation of the Service must be considered to ensure inclusion of each child into the program
- i) a communication plan is developed in collaboration with the Leadership Team and Educators to ensure communication between families and educators is on-going and effective
- j) staff are provided with annual anaphylaxis training to provide consistent and evidence-based approaches to prevention, recognition and emergency treatment of anaphylaxis.
- k) at least one staff member or nominated supervisor is in attendance at all times with a current accredited first aid certificate, emergency asthma management and emergency anaphylaxis management certificate (as approved by ACECQA)
- l) educators and staff have a clear understanding about their role and responsibilities when caring for children with a diagnosed health care need, allergy or relevant medical condition
- m) families provide required information on their child's health care need, allergy or relevant medical condition, including:
 - 1) medication requirements
 - 2) allergies
 - 3) medical practitioner contact details
 - 4) medical management plan
- n) a medical management plan has been developed in consultation with parents and the child's medical practitioner and provided to the service and/or
 - 1) an individual Asthma or Anaphylaxis Action Plan is developed in consultation with parents and the child's medical practitioner e.g.: (ASCIA) or National Asthma Council of Australia
 - 2) an individual Diabetes Management Plan is developed in consultation with parents and the child's medical practitioner
- o) a risk minimisation plan has been developed in consultation with parents/educators prior to the child commencing at the service
- p) educators and staff will be informed immediately about any changes to a child's medical management plan and risk management plan
- q) to record any prescribed health information and retain copies of a medical management plan, anaphylaxis management plan or asthma management plan and risk minimisation plan in the child's documentation folder via OWNA and in the child's file via MAGIQ
- r) educators have access to emergency contact information for the child via OWNA
- s) casual staff are informed of children and staff members who have specific medical conditions, food allergies, the type of condition or allergies they have, and the

Service's procedures for dealing with emergencies involving allergies and anaphylaxis

- t) a copy of the child's medical management plan is visibly displayed in the blue Medical Folders in the staffroom, playground and in the child's room for quick access by all staff and volunteers in the Service
- u) procedures are adhered to regarding the administration of medication at all times
- v) administration of medication record is accurately completed and signed by the educator and witness via OWNA at each instance of medication being required to be given whilst in the Centre
- w) copies of children's medical management plans and medication are taken on any excursion or emergency evacuation from the service
- x) a notice is displayed prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and providing details of the allergen/s (regulation 173)
- y) information regarding the health and wellbeing of a child or staff member is not shared with others unless consent is provided in writing, or provided the disclosure is required or authorised by law under relevant state/territory legislation (including Victoria- Child Information Sharing Scheme (CISS) or the Family Violence Information Sharing Scheme (FVISS). See *Child Protection Policy* for further information regarding legal obligations to sharing of information as per CISS or FIVSS schemes.)

The Nominated Supervisor/Leadership Team/Educators will ensure:

- a) in the event that of a high-risk scenario where a child suffers from an allergic reaction, incident, situation, or event related to a medical condition the Service and staff will follow the child's emergency medical management plan as per Regulation 90(1)(c)(ii)
- b) the first aid responder will commence first aid measures immediately as per the child's medical management plan
- c) urgent medical attention from a registered medical practitioner is contacted if required
- d) an ambulance is called by dialling 000 if the child does not respond to initial treatment
- e) the Leadership Team/Administration Officer will contact the child's parent/guardian or emergency contact when practicable, but as soon as possible
- f) the Leadership Team will ensure the *Incident, Injury, Trauma and Illness Record* is completed in its entirety
- g) the Nominated Supervisor will notify the regulatory authority (within 24 hours) in the event of a serious incident.
- h) to keep up to date with professional training to help manage food allergies in ECEC services
- i) practices and procedures are in place, and adhered to, in relation to safe food handling, preparation and consumption of food

- j) any changes to children's medical management plans or risk minimisation plans are implemented immediately and documented in the child's medical communication plan

Parents/Guardians will ensure:

- a) they provide management with accurate information about their child's health needs, allergies, medical conditions and medication requirements on the enrolment form
- b) the Service enrolment form is completed in its entirety providing specific details about the child's medical condition/s
- c) they acknowledge they have received/or are provided access to the Service's Medical Conditions Policy and Administration of Medication Policy at time of enrolment
- d) they provide the Service with a medical management plan prior to enrolment of their child
- e) they consult with management/Educators to develop a medical risk minimisation plan and communication plan
- f) they notify the Service if any changes are to occur to the medical management plan through the communication plan and/or meetings with the Leadership Team
- g) they provide adequate supplies of the required medication and medical authorisation on the child's enrolment form
- h) they provide an updated copy of the child's medical management plan annually or evidence from a medical practitioner to confirm the plan remains unchanged
- i) they provide enrolment documentation of any medical condition annually
- j) they provide written consent for their child's medical management plan to be displayed in the Service.

Self-Administration of Medication:

Longreach Childcare Services does not permit self-administration of any medication by children, including children over preschool age enrolled in the Outside School Hours Care program (Regulation 90(2)).

RESOURCES

[ASCIA anaphylaxis e-training for schools and early childhood education/care](#)

[ASCIA plans for Anaphylaxis](#)

[Coeliac Australia](#)

[Cystic Fibrosis Australia](#)

[Diabetes Australia](#)

[Epilepsy Foundation](#)

[National Asthma Australia](#)

[National Allergy Strategy](#)

CONTINUOUS IMPROVEMENT/REFLECTION

13.3 - Childcare Policies --Appendix 1

Our *Medical Conditions Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Administration of Medication Procedure	Medical Management Plan
Administration of Medication Form	Medical Risk Minimisation Plan
Managing a Medical Condition Procedure	Notification of Changed Medication Status
Medication Communication Plan	Permission to Display Medication Action Plan

REVIEW

POLICY REVIEWED BY:	Elissa Balke	Childcare Services Director	09/08/2023
POLICY REVIEWED	AUGUST 2023	NEXT REVIEW DATE	JUNE 2024

Authorised by resolution as at <insert date>:

Brett Walsh
Chief Executive Officer

Safe Transportation Policy		 <p>Longreach Regional Council <small>Ilfracombe Isisford Longreach Yarrala</small></p>
Policy Number:	2.18	
Policy Category:	Childcare Centre	
Authorised by:		
Date approved:		
Review Date:	June 2024	

PURPOSE

The *Education and Care Services National Regulations* requires approved providers to ensure their services have policies and procedures in place in relation to the safe transportation of children and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

[ACECQA, 2021]

We aim to ensure that all children being educated and cared for by our Service are adequately supervised at all times. This includes ensuring educator to child ratios are met whenever and wherever the service is operating including providing or arranging transportation as part of our service activity.

SCOPE

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the Service.

LEGISLATION

Education and Care Services National Law Act 2010. (Amended 2023)

Education and Care Services National Regulations 2011. (Amended 2023)

DEFINITIONS

Department of Education - Early Childhood Education and Care (ECEC) – Regulatory Authority responsible for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.

Educator – early childhood or school age practitioner who works directly with children in early childhood or school age care settings.

National Quality Framework (NQF) – provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

National Quality Standard (NQS) – sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes seven quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

Parents/Guardians – a person who has parental responsibility for the child.

Staff – employee of Longreach Regional Council based at the Longreach Childcare Centre.

Nominated Supervisor – a person with responsibility for the day to day management of an approved service.

Leadership Team – an internal group of leaders within the Childcare Centre comprising of the Childcare Services Director, the Childcare Services Assistant Director and the Staff Engagement and Development Officer.

Excursion – an outing organised by an education and care service

Regular outing – in relation to an education and care service, means a walk, drive or trip to and from a destination

- (a) that the service visits regularly as part of its educational program; and
- (b) where the circumstances relevant to the risk assessment are *substantially* the same on each outing

Regular transportation – in relation to an education and care service, means the transportation by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are the same for each occasion on which the child is transported.

Transportation (that is part of the education and care service) – transportation forms part of an education and care service if the service remains responsible for children during the period of transportation. The responsibility for, and duty of care owed to, children applied in scenarios where services are transporting children, or have arranged for the transportation of children, including between an education and care service premises and another location, for example their home, school or a place of excursion.

POLICY STATEMENT

Transportation of children is sometimes provided as part of our education and care service. Compliance with the Education and Care Services National Law and Regulations is mandatory to ensure the safety of children at all times and new provisions and amendments to these regulations are reflected in our procedures and policy for transportation and the safe handover of children. We acknowledge our duty of care obligations by adhering to relevant legislation providing adequate supervision of children at all times, maintaining correct educator to child ratios, maintaining accurate attendance records and providing appropriate child restraints for children under our care.

POLICY

Transport Specific Risk Assessment

As per the Education and Care Services National Law, our Service will '*ensure that every reasonable precaution is taken to protect children...from harm and from any hazard likely to cause injury*' (Section 167). Our Service will conduct comprehensive transport specific risk assessments to minimize and manage all potential risks for transporting children before authorisation is sought to transport a child. [Reg. 102B, 102D (4)].

A risk assessment will be undertaken at least annually for '*regular transportation*' of children. Each time our Service transports, or arranges, the transport of children as part of an excursion, a new risk assessment will be conducted. All risk assessments will be regularly assessed and evaluated as to facilitate continuous improvement in our Service.

Our risk assessment process is guided by the following:

- a) identify any hazards or potential hazards that transporting the child may pose to the safety, health and wellbeing of the child
- b) assess the risk of harm or potential harm using a risk matrix
- c) specify how the identified risks will be managed by eliminating or minimising the impact using control measures
- d) evaluate the current risk or potential harm by implementing control measures
- e) review and monitor the risk or potential harm to ensure it continues to be managed as a low risk

Our risk assessment will consider:

- a) the proposed route and duration of the transportation; and
- b) the proposed pick-up location and destination; and
- c) the means of transport; and
- d) any requirements for seatbelts or safety restraints (as per the law of our jurisdiction); and
- e) any water hazards; and
- f) the number of adults and children involved in the transportation; and
- g) given the risks posed by transportation, the number of educators or other responsible adults to provide supervision and whether any adults with specialized skills are required; and
- h) whether any items should be readily available during transportation (mobile phone, list of emergency contact numbers) and;
- i) the process for entering and exiting-
 - i. the education and care service premises; and
 - ii. the pick-up location or destination (as required); and
- j) procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

Additional considerations may include:

- a) the experience of the driver and licensing conditions for the vehicle
- b) the age, ability, needs and skills of children being transported (non-ambulant, infants)

- c) the experience of the adults involved in transportation and their capacity for supervising children
- d) movement of children between the vehicle and venues
- e) traffic conditions
- f) extreme weather conditions or natural disasters
- g) environmental hazards such as temperature extremes, smoke
- h) communication to/from the vehicle- mobile phone reception
- i) health needs of all children and adults
- j) first aid provision and management of illness, injuries and emergencies
- k) child safe practices.

The Nominated Supervisor Will Notify The Regulatory Authority:

- that the Service will offer or arrange transportation as part of the service approval application
- within seven (7) days if there is a change to the regular transportation provided or arranged by the service, including if the regular transportation is no longer provided.

The Leadership Team Will Ensure:

- a) all staff, volunteers and students follow the *Safe Transportation Policy* and procedure
- b) information related to the safe transportation of children is shared with all staff to assist management fulfil their roles responsibly
- c) all staff and driver(s) involved in the transportation of children at the Service are inducted via the *Transportation of Children Induction Form* and have completed practical training relating to safe transportation of children. Evidence is available via OWNA.
- d) risk assessments are carried out prior to seeking authorisation for transporting children
- e) risk assessments for 'regular transportation' are evaluated regularly or whenever a change of circumstances warrants a new assessment- e.g.: route change of vehicle due to roadworks, additional pick up points or new provider of transport, to ensure potential risks are identified and managed
- f) risk assessments for 'regular transportation' are reviewed at least annually
- g) any updates to policies and procedures are clearly communicated to all staff
- h) roles and responsibilities are clearly communicated with educators
- i) a designated driver is nominated as the person who will be responsible for driving the vehicle
- j) a designated educator is nominated as the person who will be responsible for accounting for each child before, during and after transportation and ensuring relevant records are completed
- k) messages from families regarding attendance changes to pick up or drop offs are communicated to the designated educator/educators
- l) children are signed into the service attendance record upon collection, noting the time children enter the vehicle
- m) rehearsals for transportation of children are conducted throughout the year as 'best practice'

13.3 - Childcare Policies --Appendix 2

- n) details of the safest route for travel, type of vehicle and required restraints are included in the risk assessment
- o) every reasonable precaution is taken to protect children from harm and hazards likely to cause injury
- p) effective and adequate supervision is provided
- q) compliance with first aid requirements of Regulation 136 is met at all times
- r) parents/guardians complete a written authorisation for regular transportation of their child and a copy of this is filed via OWNA
- s) children are instructed on processes for entering and exiting the service premises and are aware of the pick-up and destination locations
- t) a hard copy Attendance Record is provided to the designated educator prior to leaving the service to record:
 - 1) children's attendance on the vehicle
 - 2) how children are accounted for as they embark and disembark on the vehicle
 - 3) a final check of the vehicle, including the interior, to ensure no child is left on the vehicle
- u) children are head counted via OWNA prior to departure at each stop
- v) children are signed into or out of the attendance record via Kidsoft upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*
- w) the Attendance Record is completed to record how each child was accounted for as they embark or disembark from the vehicle during transportation
- x) once all children have exited the vehicle/bus, a final check is conducted by the designated educator, including the interior of the vehicle, to ensure no child is left on the vehicle
- y) the driver conducts a final sweep of the vehicle, including the interior of the vehicle, to ensure there are no children or belongings left behind
- z) the designated educator confirms the interior of the vehicle was checked and has signed the Attendance Record
- aa) the driver confirms the interior of the vehicle was checked and has signed the Attendance Record
- bb) under no circumstances will the driver and educators/employees supervising children be under the influence of alcohol or drugs
- cc) procedures for the safe handover of children between the Service and other educational site is communicated clearly with all stakeholders
- dd) educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- ee) a record of staff working with directly with children (regulation 151) is kept
- ff) children exit the vehicle using the 'safety door'
- gg) children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to Queensland Road Rules and Road Transport Act
- hh) children are never left unattended in the vehicle
- ii) education on road safety for children is included in the Service's programming
- jj) safety rules are developed with children to ensure a clear understanding of appropriate and inappropriate behaviour

- kk) staff are aware of appropriate procedures to be followed in the event of a vehicle crash involving staff and children from the service
- ll) a working mobile phone or other similar means of communication to communicate with the service, parents/carers is provided in case of emergency
- mm) a list of emergency contact numbers for the children and staff being transported is available electronically via OWNA and a hard copy stored in the bus
- nn) every effort will be made to notify parents/carers of delays returning to the Service if applicable
- oo) relevant criminal history requirements and Working with Children Checks are made for any person transporting children. WWCC is recorded in staff records
- pp) the designated person driving the bus holds a current Australian LR driver's licence
- qq) any allegation of misconduct of the educator or staff member will be reported immediately as per the Reportable Conduct Scheme detailed in our *Child Protection Policy* and/or *Child Safe Environment Policy and Code of Conduct Policy*
- rr) the maximum number of children approved for a service as confirmed on the service approval is adhered to no matter where the children are located, including when they are being transported by the Service [S. 51(4A)]
- ss) the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- tt) flow charts for procedures of what to do in case of an emergency (missing or unaccounted child) are clearly communicated with all stakeholders regularly, including implementation of the *Missing Child During Regular Transportation Procedure*
- uu) to explicitly communicate attendance register procedure with all stakeholders (school, parents, educators)
- vv) effective and adequate supervision is provided when children are being transported. Consideration must include:
 - 1) the number, age and ability of children
 - 2) visibility and accessibility
 - 3) physical positioning of educators
 - 4) risks related to the mode of transportation (including travel on foot)
 - 5) risks in the environment, location, route and while travelling
 - 6) the experience, knowledge and skill of each educator
 - 7) the capacity of an educator to immediately respond to a situation requiring urgent intervention
- ww) an easily recognised and suitably equipped first aid kit is easily accessible during transportation
- xx) educators carry medication, health plans and risk assessments for individual children
- yy) at least one staff member accompanying children during transportation holds:
 - 1) an approved first aid qualification and
 - 2) a current approved anaphylaxis management training qualification and
 - 3) an approved emergency asthma management training qualification.

The Designated Educator/ Designated Driver/ Educators Will Ensure:

- a) they adhere to the *Safe Transportation Policy* at all times
- b) they complete their *Transportation of Children Induction Form* and participate in practical training relating to the safe transportation of children prior to their first time as a designated educator or driver
- c) they are aware of their roles and responsibilities while providing transportation for children
- d) they have read and are aware of the Risk Assessment that has been completed in accordance with the requirements as outlined above
- e) their driver's licence is current and the driver is in a fit and proper state to drive
- f) they hold the relevant licence for the vehicle classification (LR)
- g) they complete the *Transport Pick up/Drop off Checklist* via OWNA each time transportation is provided to children
- h) every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- i) effective and adequate supervision is provided when transporting children
- j) educator to child ratio requirements are maintained at all times, including when children are being transported as part of the service activity
- k) children are never left unattended in the vehicle
- l) they adhere to the Queensland road rules and regulations mandated by law
- m) children remain seated and do not behave in a dangerous or inappropriate manner
- n) children wear approved seatbelts/restraints whilst the vehicle is in motion in accordance to Queensland Road Rules and Road Transport Act
- o) the vehicle is parked in a secure and safe location for children to access
- p) the number of passengers does not exceed the legal requirement
- q) a working, fully charged mobile phone is taken in case of an emergency
- r) the *Administration of First Aid Policy* is implemented in the event of a serious incident, injury, trauma or medical emergency, including contacting emergency services and notifying parents/guardians as required
- s) a fully equipped first aid kit is easily accessible
- t) the *Missing Child During Regular Transportation Procedure* is followed in the event a child is deemed missing or unaccounted for
- u) medication, health plans and risk assessments for individual children are available during transportation
- v) a list of emergency contact numbers for the children and staff being transported is available
- w) emergency contact information is available
- x) every effort will be made to notify parents/carers of delays returning to the Service if applicable
- y) messages from families regarding children's attendance changes to pick up or drop offs are communicated effectively and timely to educators travelling with children

TRANSPORTATION ATTENDANCE RECORD KEEPING [REG:177 (1)(O)(P)]

The Designated Driver And Designated Educator Will Ensure:

- a) the *Transport Pick up/Drop off Checklist* is completed via OWINA prior to each time transportation is provided to children
- b) the Attendance Record is completed to record:
 - 1) each child is signed in and out of the *Attendance Record* and the Service upon collection/delivery of children, noting the time children enter and exit the vehicle
 - 2) each child is accounted for as they embark and disembark from the vehicle during transportation
 - 3) that once all children have exited the vehicle/bus, a final sweep of the vehicle is conducted by the designated educator, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind
 - 4) the driver then conducts a final sweep of the vehicle, including the interior of the vehicle, checking around and under seats, storage areas and under the vehicle to ensure there are no children or belongings left behind
 - 5) the designated educator and driver will confirm the interior of the vehicle was checked and sign the *Attendance Record*

SAFE MAINTENANCE OF TRANSPORTATION VEHICLE

The Nominated Supervisor Will Ensure:

- a) the transportation vehicle is fitted with the required seat belts and child restraints, approved by the Roads and Traffic Authorities (see Rule 266 of the Australian Road Rules)
- b) there are sufficient seat belts installed for all passengers in accordance with current Australian Safety Standards- (AS/NZS 1754)
- c) the vehicle has enough fuel to transport the children each day as in accordance with schedule
- d) the vehicle is registered, roadworthy and insured (general legal requirements and best practice standards are adhered to)
- e) any repairs are completed as soon as possible by a qualified mechanic
- f) checks of the vehicle should be recorded, signed by the relevant person and kept for inspection by the Regulatory Authority
- g) drivers hold a current Australian LR driver's licence
- h) in the event of any mechanical or other breakdown, children will be kept safe, comfortable and occupied with suitable activities
- i) every effort will be made to notify parents/carers of delays returning to the Service if applicable

Parents/Guardians Will:

- a) adhere to the Service's *Delivery of children to, and collection from Education and Care Service Premises Policy* and *Safe Transportation Policy*
- b) communicate any change in transportation requirements for their child with the service as soon as they are aware (for example: no transport is required on a particular day as the child has returned home from school due to illness)
- c) notify the Service if their child is going to be absent on a particular day and not require transport

13.3 - Childcare Policies --Appendix 2

- d) ensure written authorisation for transportation of their child by the Service is granted by either the parent or authorised nominee named in the child's enrolment record
- e) provide emergency contact details and phone numbers upon enrolment and update emergency contact details and phone numbers regularly
- f) sign children in/out of the Service upon delivery or collection of child to the service in accordance with the *Delivery of Children to, and Collection from Education and Care Service Premises Policy*

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Safe Transportation Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

CHILDCARE CENTRE DESKTOP- RELATED RESOURCES

Employee Induction Checklist	Transport Pick Up/Drop Off Checklist
Missing Child during Regular Transportation Procedure	Transporting Children Risk Assessment Template
Regular Transportation Authorisation	Vehicle/Bus Transportation Procedure
Safe Transportation of Children Module	Transportation Attendance Record

REVIEW

POLICY REVIEWED BY:	Elissa Balke	Childcare Services Director	14.07.2023
POLICY REVIEWED	JULY 2023	NEXT REVIEW DATE	JULY 2024

Authorised by resolution as at <insert date>:

Brett Walsh
Chief Executive Officer

13. COMMUNITIES REPORT
13.4 - Information Report - Community Services

13.4 Information Report - Community Services

This report provides an update on a range of activities that has occurred during the month of September for the Community 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 Services Officers*

Background

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

Library Services

During the month of September, the library has been the venue for many community meetings, including bi-annual Longreach Community Forum. The meeting room is often used within library hours for a quiet working area and individual meetings. This month all

13. COMMUNITIES REPORT

13.4 - Information Report - Community Services

Rural Libraries were requested to return a large number of various items as part of a low usage report. This is an example of the constant monitoring of collections within our libraries. The library has seen many community's members over the month as well as the weekly First 5 Program and the handy craft group on Thursday's.

Library Statistics (financial year)

	Longreach		Ilfracombe		Isisford	
	SEPT	YTD	SEPT	YTD	SEPT	YTD
Items Borrowed	447	1,326	25	88	35	93
New Members	14	41	1	2	0	0
Total Members	1,636		152		73	

Swimming Pools

September saw the last winter swim clinic delivered at the Longreach Aquatic Centre. National Age and Para Coach Timothy Taylor was our special guest and coach for the September Clinic. This provides opportunities for both swimmers and swim teacher/coach professional development.

September's charity engagement was the Fight for Cancer Foundation – Footy Colours Day. This charity supports children and their families diagnosed with cancer. ALTS delivered a footy themed month of activities in lessons, along with a Footy Colours Day on the 16th of September. The inflatable was in use for the event with gold coin donation admission. ALTS raised approximate \$800 for the foundation through community engagement.

Over the September school holidays for the ALTS holiday program, the inflatables were in use on 4 occasions with approximately 35-50 attendees per session:

Pool usage statistics for September:

	Longreach		Ilfracombe		Isisford		Yaraka	
	SEPT	YTD	SEPT	YTD	SEPT	YTD	SEPT	YTD
Adults	721	1739	564	1736	32	32	6	26
Children	650	1976	205	448	22	22	14	27

Funeral Services

CEMETERY DETAILS / FIGURES - SEPTEMBER 2023	
FUNERAL TYPE	
Church & Grave Side Funeral	
Church Service Only	
Graveside Funeral	2

13. COMMUNITIES REPORT

13.4 - Information Report - Community Services

Memorial Service	
Cremation	1
Interment of Ashes - Private / Family Only	1
Interment of Ashes - Graveside Service	
Plaques arranged by LRC	2
Undertaker Service Only	

Childcare Services

Spotlight on September

- Our Service closed for the day on September 1 for a professional development day, including team building activities. LRC's Employee Assistance Programme then conducted an Emotional Intelligence session for us, where we learnt about ourselves and the wider team. Service risk assessments and policies were also reviewed as a team, which allows for deeper understanding of the requirements and a chance for staff to input and engage in the process.
- The September Vacation Care program was a success with a different theme for each day. The school-aged children enjoyed Pokémon day, Roald Dahl day and many other days that were planned specifically to cater for the children's interests. Our Vacation Care program is always such a fun place to be for our oldest members of the childcare family!
- The centre raised awareness for World Heart Day and ADHD this month. Both awareness days are very meaningful for our service, with both children and staff impacted by ADHD and congenital heart defects.
- 2024 enrolment forms were sent out to families and have been returned hard and fast! 2024 is looking to be a very busy year for the Centre and an EOI for Educators in 2024 is about to go live with the prospect of engaging some more experienced Educators to build the calibre of quality care.
- The local wildlife have become regular visitors at the centre! The children have taken great responsibility for them and have been topping up their water containers several times throughout the day. It has been a wonderful learning experience for the little ones.
- See Attachment for some pictures of all the fun!

13. COMMUNITIES REPORT

13.4 - Information Report - Community Services

Horticulture and Community Facilities

The Longreach Showgrounds Oval was closed for 2 weeks in September for oval maintenance. During this time the oval was aerated and fertilised and the irrigation system was checked.

The Longreach and Isisford Horticulture Teams have been busy planting and more plants and trees have been ordered for future activities to take place.

Roxanne Taylor, a Horticulture expert with over 18 years' experience (including arboriculture, horticulture, coastal, world heritage sites, heritage listed sites as well as conservation and land management and environmental issues), was engaged to visit Longreach and provide advice on improvements to the Botanical Walkway in Longreach and other public spaces, as well as providing advice on suitable tree species to be planted in our region. Roxanne was previously Horticulture and Town Services Regional Coordinator at Council, so she knows our region well. A future project is to provide another avenue of trees on the opposite side of the highway on the eastern entrance to Longreach. Additional trees will also be planted alongside the road to the airport and at the Longreach Skate Park.

Various council facilities were utilised in September including:

- A wedding at the Longreach Showgrounds.
- St Luke's Anglican School camped at the Ilfracombe Rec Centre.
- Riders participating in 'The Long Ride' camped with their horses at the Longreach Showgrounds.
- The Ilfracombe and Isisford Craft Groups continue to meet at the Ilfracombe Rec Centre and the Isisford Hall for their craft sessions.
- Seniors Ballet class was held at the Longreach Civic Centre.
- The Longreach Cricket Club commenced their season at the Longreach Showground.

In September the water tower lights were lit up for the following occasions –

Date	Occasion	Colour
4-10	Women's Health Week	Purple & Orange
11-14	World Sepsis Day (13 September)	Prink
15-21	World Lymphoma Awareness Day (15 September)	Green
22-25	World Mitochondrial Disease Week	Green
26-30	National Police Remembrance Day	Blue

13. COMMUNITIES REPORT

13.4 - Information Report - Community Services

Community development

Thanks to our partnership with Queensland Ballet in September we had two Ballet teachers travelling through the region delivering a variety of workshops. They visited our kindy groups at the C&K and the Longreach Childcare Centre, went to the Isisford and Ilfracombe State School, Our Lady's Primary School, Longreach State High School, LSODE and to the Pioneers home for a seated session with our elderly. There were also sessions held at the Longreach School of Dance for the community, for a nominal fee. During the workshops the focus was on movement, hand-eye coordination and balance but the attendees also learned a thing or two about the world of ballet.



(Longreach Childcare Centre)

(Ilfracombe State School)

Upcoming Events can be found on longreach.qld.gov.au/events:

- Remembrance Day
 - o Saturday 11 November
 - o 10am
 - o Edkins Park Longreach
- Christmas activities:
 - o A not-so-silent Night Community Concert
 - Thursday 30 November
 - 6pm
 - Edkins Park Longreach
 - o Christmas Lights - Competition
 - o Christmas in a jar - Competition

Project Management

Longreach skate park - the retaining wall has been replaced with more user friendly design. The stairs will allow children and parents to have quicker access around the skate park.

13. COMMUNITIES REPORT

13.4 - Information Report - Community Services



Eagle street beautification: Plants have been added to various centre medians along Eagle street, such as Spider Lily, Little Johns, Ixora red flower and Murrayas.



13. COMMUNITIES REPORT
13.4 - Information Report - Community Services

Powerhouse Museum Centenary Garden Beautification: Work is underway to complete the pathways, fencing and garden beds. Various community groups are being contacted to provide them with an opportunity to provide input into the garden.



Further information can be found in the attached Project Dashboards for:

- Summary of all Projects
- Longreach Squash Court Upgrade
- Ilfracombe Multi-Purpose Court
- Executive House
- Apex Park Beautification
- Eagle and Swan Street Beautification

After Hours Message Centre September 2023

Incoming Calls Received	No. of Hang Ups	Total
29	93	122

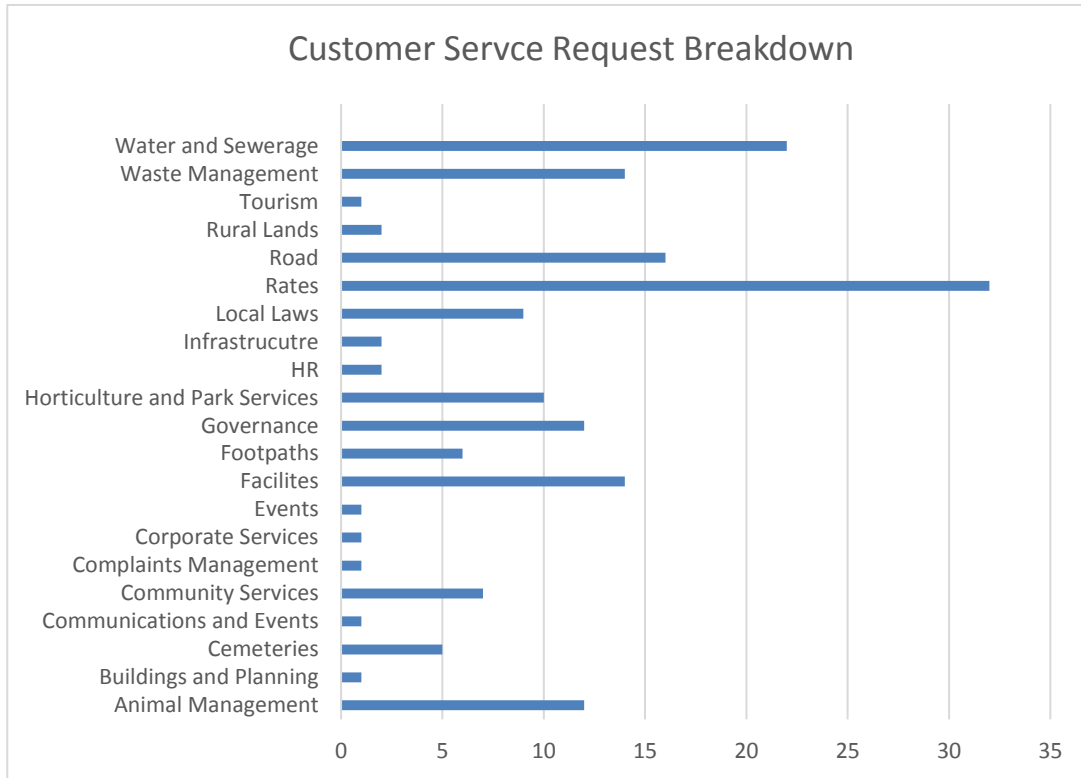
During the month of September 2023 there were 29 after hours' calls received. The calls were related into the follow sections of Council:

CATEGORY	NUMBER OF CALLS
Water and Sewerage	3
Waste	1
Local Laws/Animal Management	5
Facilities	1
Funeral/ Undertaker Services	5
Tourism/VIC	8
Parks and Gardens	1
Roads	0
Other / Events	5

13. COMMUNITIES REPORT
13.4 - Information Report - Community Services

Customer Service Requests

A total of **171 Customer Service Requests** were received for the month of September 2023 of these requests **146** were **completed** in September 2023. Table below tables outlines the Customer Service Request by category



The following Customer Service Requests present in the system as **outstanding, in progress** or **responded to** as at 30 September 2023.

OUTSTANDING	IN PROGRESS	RESPONDED TO	TOTAL
13	12	0	25

Tourism Update

Longreach Explore Centre (Visitor Information):

The early rise in temperatures has made it a little less pleasant for visitors which has seen some move on earlier than normal, resulting in the numbers at Apex park falling, with visitors seeking powered sites and air-conditioning. Compared to September 2022 the numbers have been pleasing through the centre, with only a decrease of 116 walk-ins. The Powerhouse has seen an increase of 128 visitors for the month of September compared to 2022 and booking income increased by \$25,000.

In the last month Council engaged Peter Murray Holdings (based in Charleville) to obtain fresh footage of Yaraka and Isisford tourism experiences and facilities. Longreach and Ilfracombe footage was refreshed in May.

Tourism operators have collaborated through the Talk tourism group to encourage visitation over the summer season in conjunction with Qld Rail and their summer 2 for 1

13. COMMUNITIES REPORT
13.4 - Information Report - Community Services

travel deals. The results have been promising, there has been a spike in rail bookings increasing from 60 in August to 268 in September. Of these bookings 36% are travelling in November, 17% travelling in December and 24% in March 2024.

Longreach Explore Centre (Visitor Information) statistics through the door (financial year) 2023-2024:

Jul 2023	Aug 2023	Sept 2023	2023/2024 YTD	2022/2023 total
5404	3492	2499	11395	22866

Bookings made by information centre staff on behalf of Operators for the month of September were to the value of \$ 85,085.

Information Requests 2023-2024	September 2023	2023 -2024 YTD
Phone calls	100	442
Emails	50	204
General Information over the Counter	2277	9867
Information packs posted	42	99
Phone Bookings	10	42
Over the Counter Bookings	222	1560

Longreach Powerhouse and Historical Museum Statistics (financial year) 2023 2024:

Jul 2023	Aug 2023	Sept 2023	2023/2024 YTD	2022/2023 total
1190	887	697	2774	4205

Longreach Regional Council Approved Camping Areas (financial year) 2023-2024:

Location	Sept 2023 Vans	2023 -2024 YTD Vans
Apex Park	816	4294
Emergency Camping Passes	0	80
Barcoo Weir/Oma Waterhole	189	1846
Isisford Emergency Passes	0	82
Yaraka	94	317

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.

13. COMMUNITIES REPORT
13.4 - Information Report - Community Services

Environmental Management Factors:

Nil

Other Comments:

Nil

Appendices

1. [23.24 Projects Dashboard](#) ↓
2. [Major Project Dashboards](#) ↓
3. [September Report Pics.pdf](#) ↓

Recommendation:

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



Project: Longreach Squash Court Upgrade		Status	Design	18/10/23	
Purpose:	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.	Recent Deliverables	Architect engaged to complete specifications and design for RFT.	Milestones, Tasks, Outcomes to deliver next period	
Project Team:	Executive Sponsor: Karyn Stillwell Department Sponsor: Debbie Hall Project Manager: Joel Perry		Liaison with potential builders undertaken.	RFT to be undertaken	
Funding Source:	Total current project budget is \$365,214, comprised of \$328,692 from the Department of Tourism, Innovation and Sport (Minor Infrastructure Program) and a further \$36,522 commitment from Council.		Provide project update to Department Sponsor.	Provide project update to Department Sponsor.	
Key Stakeholders:	Longreach residents and ratepayers, Longreach Regional Council and Longreach Squash.				
<p>Budget</p> <p>Project Budget</p> <p>Total spend to date</p> <p>■ Total spend to date ■ Council Funding ■ Minor Infrastructure Program</p>		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			Work aimed to start early/mid 2024, which will disrupt playing seasons. This is to ensure project ending prior to funding end date of 31/12/24.
		Budget			Finalising the design/scope currently in progress to limit budget overrun risk
		Scope			Currently finalising specifications and design with Architect.
		Communication			General updates provided to stakeholders on project progress.



Project: Ifracombe Multi-Purpose Court		Status	Procurement	18/10/23
Purpose:	Construct a new multi-purpose court in Ifracombe next to the rec centre. Allow the existing rec centre facilities to be utilised more as the area becomes the sporting hub of Ifracombe.	Recent Deliverables	Design finalised.	Milestones, Tasks, Outcomes to deliver next period
Project Team:	Executive Sponsor: Karyn Stillwell Project Manager: Joel Perry			Foundations and drainage diversion to commence.
Funding Source:	Total current project budget is \$500,000, comprised of \$450,000 from the Local Roads and Community Infrastructure (LRCI) Program and a further \$50,000 commitment from Council.	RQT's for shade structure, surfacing, fencing and sporting accessories underway.		Review of RQT's to be undertaken. This includes the foundation and footing designs to ensure they are engineered certified.
Key Stakeholders:	Ifracombe residents and ratepayers, Longreach Regional Council, Ifracombe District & Progress Association (LDPA) and Sport and Rec	Foundation and footing designs are requested in the RQT.		

Budget

Category	Amount
Total spend to date	~\$50,000
Council Funding	~\$50,000
Minor Infrastructure Program	~\$450,000
Project Budget	\$500,000

Risks	Previous status	Current status	Status Description
Overall			Main focus on confirming scope and scheduling delivery timeframe.
Time			No risk of delays identified to date.
Budget			Design/scope flexible to limit budget overrun risk
Scope			Scope finalised and ready for RFT.
Communication			General updates provided to stakeholders on project progress.

Planning ← Apr-23

Confirm Scope → Jun-23

Procurement ← Sep-23

Foundations and slab → Oct-23

Shade Structure ← Feb-24

Surface and fence → Mar-24

Contract Completion ← Jul-24



Project: Executive House		Status		18/10/23																									
		Recent Deliverables	In Progress																										
Purpose: Construct a new 4 bedroom home in Longreach for Executive staff of Longreach Regional Council. Construction to be completed by a local builder to provide jobs to local residents.		Enclosed stage underway.		Milestones, Tasks, Outcomes to deliver next period Painting to commence/finish. Landscaping to commence/finish. Flooring to commence/finish.																									
Project Team: Executive Sponsor: Karyn Stillwell Project Manager: Joel Perry Builder: Kent Construction		Driveway completed.																											
Funding Source: Total project budget is \$850,000, committed from Council.																													
Key Stakeholders: Longreach Regional Council.																													
Budget		<table border="1"> <thead> <tr> <th>Risks</th> <th>Previous status</th> <th>Current status</th> <th>Status Description</th> </tr> </thead> <tbody> <tr> <td>Overall</td> <td></td> <td></td> <td>Main focus on scheduling delivery timeframe.</td> </tr> <tr> <td>Time</td> <td></td> <td></td> <td>No risk of delays identified to date.</td> </tr> <tr> <td>Budget</td> <td></td> <td></td> <td>Budget on track with ongoing discussions between Project Manager and builder.</td> </tr> <tr> <td>Scope</td> <td></td> <td></td> <td>No major change of scope has occurred to date.</td> </tr> <tr> <td>Communication</td> <td></td> <td></td> <td>Constant communications between builder and Project Manager to ensure timeframes and scope are met.</td> </tr> </tbody> </table>		Risks	Previous status	Current status	Status Description	Overall			Main focus on scheduling delivery timeframe.	Time			No risk of delays identified to date.	Budget			Budget on track with ongoing discussions between Project Manager and builder.	Scope			No major change of scope has occurred to date.	Communication			Constant communications between builder and Project Manager to ensure timeframes and scope are met.		
Risks	Previous status	Current status	Status Description																										
Overall			Main focus on scheduling delivery timeframe.																										
Time			No risk of delays identified to date.																										
Budget			Budget on track with ongoing discussions between Project Manager and builder.																										
Scope			No major change of scope has occurred to date.																										
Communication			Constant communications between builder and Project Manager to ensure timeframes and scope are met.																										



Project: Apex Park Beautification		Status	Procurement	18/10/23
Purpose:	Remove old water tower; upgrade fence; install bar bench and install shade structures.	Recent Deliverables		
Project Team:	Executive Sponsor: Karyn Stillwell Project Manager: Joel Perry	Project approved under Round 1 of the Minor Infrastructure Program from the Department of Tourism, Innovation and Sport.		
Funding Source:	Total current project budget is \$85,000, comprised of \$54,000 from the Local Roads and Community Infrastructure (LRCI) Program and a further \$31,000 commitment from Council.	Water tower removal to be completed		
Key Stakeholders:	Longreach residents and ratepayers and Longreach Regional Council.	Shade structures to arrive.		
Budget		Risks	Previous status	Current status
<p>■ Total spend to date ■ Council Funding ■ Minor Infrastructure Program</p>		Overall		Main focus on scheduling delivery timeframe.
		Time		No risk of delays identified to date. Work to commence now tourism season is at a end.
		Budget		Finalising the design/scope currently in progress.
		Scope		Nil risk.
		Communication		General updates provided to stakeholders on project progress.



Project: Eagle and Swan Street Beautification

Purpose: To improve the streetscape area around the Swan Street toilet block.

Project Team: Executive Sponsor: Karyn Stillwell
Project Manager: Joel Perry

Funding Source: Total current project budget is \$200,000, comprised of \$180,000 from the Local Roads and Community Infrastructure (LRCI) Program and a further \$20,000 commitment from Council.

Key Stakeholders: Longreach residents and ratepayers and Longreach Regional Council.

Status

18/10/23

Planning

Milestones, Tasks, Outcomes to deliver next period

Project approved under Round 1 of the Minor Infrastructure Program from the Department of Tourism, Innovation and Sport.

Discussions with infrastructure undertaken.

Pricing for shade structure for over the new Eagle/Pelican Street cewntre median underway.

Finalise the scope of work.

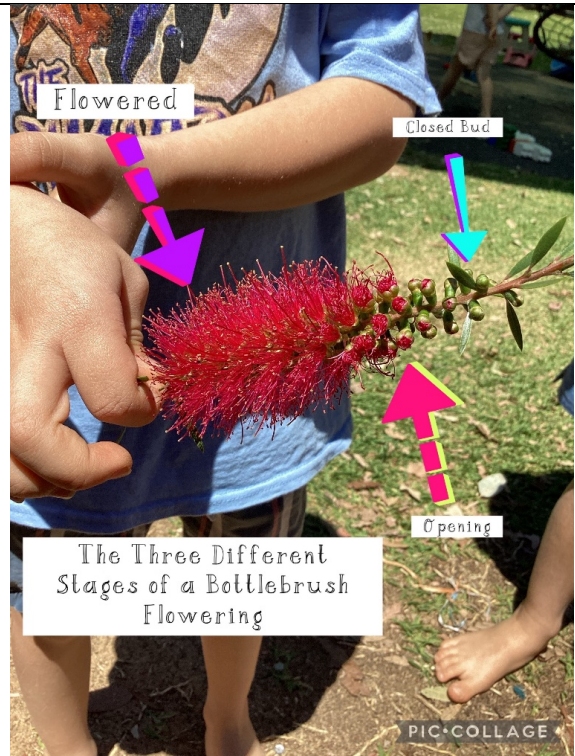
Budget

Category	Amount
Total spend to date	\$200,000
Council Funding	\$20,000
Minor Infrastructure Program	\$180,000

Risks

Risks	Previous status	Current status	Status Description
Overall	Green	Green	Main focus on confirming scope and scheduling delivery timeframe.
Time	Green	Green	No risk of delays identified to date.
Budget	Green	Green	Finalising the design/scope currently in progress to limit budget overrun risk
Scope	Green	Green	Currently finalising scope with engagements with community to be completed.
Communication	Green	Green	General updates provided to stakeholders on project progress.

Timeline



Around the rooms!



ROCKS!

Today we explored Rocks! Over the past few days the children have found different rocks around the centre and have asked to learn more about them.

Today we learnt about what rocks are made of!



We also discussed why they are different colours- it's because of the different environments they are made in!

PIC•COLLAGE



Vacation Care Fun!





World Heart Day!





Our Staff PD Day!



14. WORKS REPORT

14.1 - Information Report - Update on traffic management at intersections in Longreach

14. WORKS REPORT

14.1 Information Report - Update on traffic management at intersections in Longreach

An information report to provide an update on discussions with Ergon with regards to traffic management near power poles located in intersections in Longreach.

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.
1.3	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

Currently in discussions with Ergon

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer/s: André Pretorius, Director of Works
Guy Goodman, Manager Operations

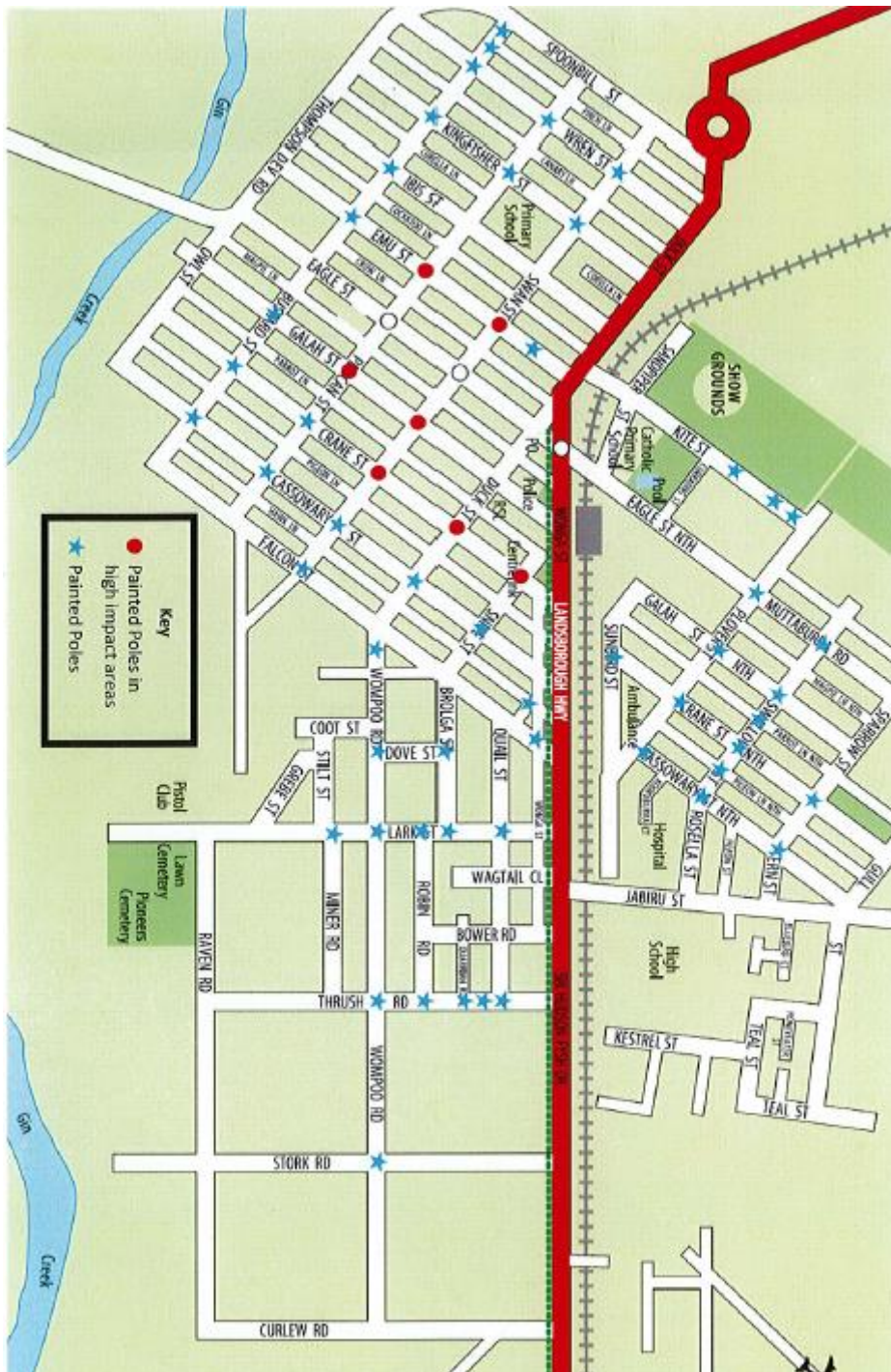
Background:

As Council would be aware, there are a number of locations within Longreach where power poles are located within intersections. These power poles create traffic hazards since it confuses drivers and a number of poles have been hit by vehicles over the years. The Queensland Police Service has also approached Council in the past, and have requested that Council review of the town intersections to reduce or eliminate the likelihood and severity of intersections.

14. WORKS REPORT

14.1 - Information Report - Update on traffic management at intersections in Longreach

Council officers met with Ergon on 4 and 5 October 2023 to discuss potential solutions to reduce vehicle impacts with power poles. Seven (7) high impact areas have been identified to investigate intersection treatment options.



A number of options have been discussed onsite with Ergon, and Council is in the process of obtaining cost estimates for the design and construction of traffic circles and associated traffic facilities such as line marking and signage.

While 7 high impact areas have been identified, it is recommended to consult with the wider community should Council wish to install additional roundabouts or other traffic

14. WORKS REPORT

14.1 - Information Report - Update on traffic management at intersections in Longreach

treatments (i.e. give way, stop, etc.) at the remainder of the painted power poles. The reason for following this approach is to obtain community feedback with regards to traffic movement behaviour and vehicle types.

Once required information is obtained, then a holistic approach would need to be followed in selecting the appropriate treatment for each intersection. The Austroads, Guide to Road Design Part 4: Intersections and Crossings – General, and the TMR's Supplement to Austroads Guide to Road Design would need to be followed as a guide.

Risk Management Factors:

People and Safety Risk – There has been incidents over the years where vehicles collided with the power poles.

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

Likelihood: Almost Certain

Consequence: Moderate

Rating: High (15/25)

High Risk, informational report only at this stage.

Environmental Management Factors:

Nil

Other Comments:

Council will continue discussions with Ergon to find a suitable outcome.

Recommendation:

That Council receives the report as presented.

14. WORKS REPORT
14.2 - Information Report - Works

14.2 Information Report - Works

This report provides an update on a range of activities that has occurred during the month of September/October 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: *Andre Pretorius, Director of Works*
Guy Goodman, Manager of Operations
Ingrid Miller, Engineering Technical 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.

14. WORKS REPORT
14.2 - Information Report - Works

Manager of Operations Update - Current projects underway

Project		% completed	Budget	Spent to date	Comments
R2R Projects					
Crossmoor Road	Gravel Resheet	85%	\$ 359,688.00	\$ 240,000.00	Project commenced in July 2023. Material stockpiled. Carting have commenced in September. Currently mixing, compacting & trimming material.
Bude Road	Gravel Resheet	0%	\$ 75,000.00	\$ 0.00	Project have commenced in July 2023. Material carting to commence mid-October.

Project		% completed	Budget	Spent to date	Comments
TIDS Projects					
Silsoe Road	Prep 10mm Reseal	90%	\$ 100,000.00	\$ 92,000.00	Prep work have commenced in July 2023. Prep work completed. Sealing to commence 18/10.
Stonehenge River Road	Prep 10mm Reseal	90%	\$ 100,000.00	\$ 85,000.00	Prep have commenced in July 2023. Project started. Prep work completed. Sealing to commence 18/10.
Isisford – Saint Mary Street	Install new kerb and rehabilitation	70%	\$ 200,000.00	\$ 160,000.00	Project have commenced in July 2023. Kerb & channel installed, earth works to commence mid-October.
Bustard St /Crow Lane & Bustard St / Cassowary St	Install kerb entry units	100%	\$ 50,000.00	\$ 53,000.00	Project have commenced in July 2023. Units ordered. 2 kerb entry units installed. Kerb and channel contractor have completed the remainder of project in early October. Completed.

Project		% completed	Budget	Spent to date	Comments
NDRRA Projects 2022 Event					
Isisford- Bimerah Road	Medium formation grade	35%	\$ 190,000.00	\$ 60,000.00	Project started in September 2023.
Tonkoro Road	Medium formation grade	55%	\$ 80,000.00	\$ 50,000.00	Project started in September 2023.
Arundel Road	Medium formation grade	60%	\$ 108,000.00	\$ 77,000.00	Project started in May 2023.

14. WORKS REPORT
14.2 - Information Report - Works

Ruthven Road	Medium formation grade	100%	\$ 245,000.00	\$ 115,000.00	Project started in August. Completed.
Bogewong Road	Medium formation grade	35%	\$ 625,000.00	\$ 250,000.00	Project started in May 2023.
Campsie Road	Medium formation grade	75%	\$ 368,000.00	\$ 134,000.00	Project started in May 2023.
Crossmoor Road	Medium formation grade	70%	\$ 170,000.00	\$ 84,000.00	Project started in May 2023.
Amor Downs	Heavy formation grade	20%	\$ 145,000.00	\$ 127,000.00	Project started in September 2023.
Morella Road	Medium formation grade	100%	\$ 420,000.00	\$ 200,000.00	Project started in July 2023. Completed.
Spoilbank Lane	Medium formation grade	80%	\$ 35,000.00	\$ 20,000.00	Project started in September 2023.
Stonehenge River Road	Medium formation grade	80%	\$ 635,000.00	\$ 370,000.00	Project started in July 2023.
Silsoe Road	Medium formation grade	65%	\$ 332,000.00	\$ 269,000.00	Project started in July 2023.
Cronulla Road	Medium formation grade	30%	\$ 210,000.00	\$ 55,000.00	Project started in September 2023.

Project		% completed	Budget	Spent to date	Comments
MWPC					
Longreach – Jundah road	Pave and seal, culvert upgrade	85%	\$ 5,100,000.00	\$ 4,000,000.00	Concrete works have commenced. Concrete culverts are being delivered to site. Surveying completed. Crews have commenced works 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. Assessed and awarded culvert tenders. Variation culverts installed. Mixing last section of sub-base.
Project		% completed	Budget	Spent to date	Comments
Town Streets Projects					

14. WORKS REPORT
14.2 - Information Report - Works

Street Maintenance	Pot Hole Patching				Ongoing
--------------------	-------------------	--	--	--	---------

Project		% completed	Budget	Spent to date	Comments
RMPC Projects					
Longreach Jundah Road	Heavy Shoulder Grade	100%	As per RMPC Contract		Project started in May 2023. Rain has delayed progress. Completed.
Slashing All Areas	Slashing	100%	As per RMPC Contract		Ongoing. Completed.
Ilfracombe – Aramac Road	Gravel resheet	90%	\$ 612,000.00	\$ 483,000.00	Project started in August, Gravel sourced and currently being carted to site. Project to be completed end of October.

Project		% completed	Budget	Spent to date	Comments
Isisford Weir Upgrade					
Isisford	Weir upgrade	100%	\$ 1,200,000.00	\$ 1,175,000.00	Final stage completed. Sealing of weir expansion joints completed. Cofferdam has been removed. Completed.

Project		% completed	Budget	Spent to date	Comments
LRCI4 Projects					
All Areas	Rural Road Signage Upgrade	50%	\$ 150,000.00	\$ 68,000.00	Data pickup has been completed. Signage tenders have been assessed and awarded tenders. Signage delivered. Installation commenced October.
Isisford / Yaraka Area	Rural Property Signage Upgrade	0%	\$ 100,000.00	\$ 0.00	Project to commence in July 2023. Reviewing data.
Yaraka	Pave & Seal around IOR Fuel Pod	0%	\$ 148,000.00	\$ 0.00	Project scoped in July 2023. Project to commence in February 2024.
Isisford – Bimerah Road	Gravel Resheet	5%	\$ 225,000.00	\$ 10,000.00	Project to commence in August 2023. Chainages for gravel have been determined. Gravel currently being stockpiled. Carting gravel to commence in late October.

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

14. WORKS REPORT
14.2 - Information Report - Works

Water & Sewer Projects			
Project	Location	% Completed	Comments
Water Mains Replacement	Longreach	10%	<ul style="list-style-type: none"> Tender documents have been received for final review before calling for tenders. Reviewing updated timeframes for project commencement.
WTP ELR Replacement/Repair	Ilfracombe	10%	<ul style="list-style-type: none"> Assessing quotes from structural engineering firms to conduct an onsite assessment.
Exclusion fencing at Yaraka Town Dam	Yaraka	10%	<ul style="list-style-type: none"> Contract has been awarded in accordance with Procurement Policy. Works to commence in Feb/March 2024. Revised alignment being considered and will be forwarded to the Regulator for comment.
Concrete slab for WTP Generator & Chlorine Area	Longreach	0%	<ul style="list-style-type: none"> Works to commence in Oct/Nov 2023 and will be undertaken by Council crews.
Smart Water Meter Trial	Ilfracombe	10%	<ul style="list-style-type: none"> Project budget approved. Scheduling the roll out of meters and communications equipment has commenced - ETA early 2024.
Isisford WTP - UV Treatment	Isisford	100%	<ul style="list-style-type: none"> UV Filter is now fully operational. Staff undergoing training on system integration with WTP.
Refurbishment of Murray, Shannon & Isisford Dam Pumps	Ilfracombe & Isisford	80%	<ul style="list-style-type: none"> Pipework, floats and cabling will be installed during warmer weather conditions.
Upgrade to Murray McMillan Dam Switchboard	Ilfracombe	20%	<ul style="list-style-type: none"> Procurement process in progress. Tender to be presented at November Council Meeting.
Isisford CED Ponds Repairs	Isisford	5%	<ul style="list-style-type: none"> Works to commence approx. October 2023.
DRFA Flood Risk Management Program	Longreach	30%	<ul style="list-style-type: none"> Draft Community Flood Action Plan has been reviewed. Procurement process for the Longreach Flood Study to commence November/December 2023. QRA has granted an extension for the program until 30/06/2026.
Reservoir Cleaning (RAPADWSA Project)	All Sites	-	<ul style="list-style-type: none"> Procurement process completed. Waiting schedule of works to come through.
Mains Scouring (RAPADWSA Project)	All Sites	-	<ul style="list-style-type: none"> Procurement process yet to be completed. Waiting schedule of works to come through.
Flood Gauge Camera Arno Crossing Barcoo River	Yaraka	10%	<ul style="list-style-type: none"> Procurement of camera and infrastructure in progress. Installation scheduled late 2023. Communications/signal strength testing

14. WORKS REPORT


14.2 - Information Report - Works

			completed.
--	--	--	------------

Waste Projects			
Project	Location	% Completed	Comments
Land Parcels	Longreach	10%	<ul style="list-style-type: none"> Ongoing communication with DoR in relations to extension the Longreach Landfill to the west.

Grants & Funding Projects			
Project	Location	% Completed	Comments
Passenger Transport Infrastructure Investment Program	Longreach	10%	<ul style="list-style-type: none"> Works to commence at Edkins Parks (Galah Street) late October 2023.
	Ilfracombe	5%	<ul style="list-style-type: none"> Works to commence in November 2023.
School Transport Infrastructure Program	Our Lady's	5%	<ul style="list-style-type: none"> Carpark design in progress. Site works scheduled for early 2024.
	LSHS	5%	<ul style="list-style-type: none"> Carpark design in progress. Site works scheduled for early 2024.

Plant & Fleet

Project	Task	Comment
Plant Replacement	Plant Procurement and Disposal	<ul style="list-style-type: none"> New Case Bobcat and new Tractor Slasher have arrived.  <ul style="list-style-type: none"> Continued delays with arrival of some plant due to long manufacturing lead times.
Plant Utilisation	Plant Utilisation data from NAVMAN for Prime Movers, Graders & Loaders	<ul style="list-style-type: none"> Navman Plant Utilisation Report for Prime Movers & Heavy Plant July-September 2023 is attached. Note there are some high utilisation hours according to Navman on some plant items during September. These issues have been reported to the Workshop for investigation. Plant utilisation is on track with crews busy working on various Flood Damage, TMR, RMPC, MWPC and Council projects throughout the road network.
Workshop Operations	General Update	<ul style="list-style-type: none"> Annual general maintenance on trucks, trailers, dolly's and other plant is completed. Western Star Truck engine rebuild complete.

14. WORKS REPORT

14.2 - Information Report - Works

Project	Task	Comment
		<ul style="list-style-type: none"> New Mechanic has commenced – Workshop currently fully staffed.
SES Support Grant 2023/2024	Vehicle Upgrade	<ul style="list-style-type: none"> Replacement vehicle has been ordered. Scheduled to arrive December 2023.

Waste Management

Waste Facilities Update

Longreach Waste Facility

- Held Quarterly Contractor Meeting with Proterra to monitor and review Waste Facility operations.
- Proterra are continuing to recruit for an additional operational team member. Staff from other locations are currently filling in personnel gaps.

Ilfracombe Waste Facility

- Contractor is conducting routine cleaning of the facility.

Isisford Waste Facility

- Contractor conducting twice weekly covering of general waste.

Yaraka Waste Facility

- Contractor conducting regular covering of general waste.

Water & Sewerage

Water Operations

All Sites - Water Treatment & Network - General Update

- Weir and Dam levels at all sites are shown in Table 1 below.
- Routine water network maintenance undertaken and Customer Service Requests responded to as required across all sites.
- Commenced rollout of new cloud platform to electronically record daily water testing data into SWIM.
- Officers attended Water Regulator Workshop at Emerald and participated in site tour of Emerald Water Treatment Plant.



Longreach Water Treatment & Network

- WTP operating as normal.
- Manual pumping of Fairmount Weir over to the main channel to commence in mid October.

14. WORKS REPORT

14.2 - Information Report - Works

- Maintenance undertaken to the raw water pumps at Thomson River.



Plumbing crew carrying out maintenance works to the raw water pumps at Thomson River.

Ilfracombe Water Treatment & Network

- Ilfracombe WTP & RO Plant – operating as normal.

Isisford Water Treatment & Network

- Isisford WTP – operating as normal.

Yaraka Water Treatment & Network

- Yaraka WTP – operating as normal.

Sewerage Operations

Longreach Pump Stations & STP

- Routine maintenance undertaken as required.

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	0.28m	68%	1.3m	
Shannon Dam	14.5m	100%	14.5m	Water is regularly pumped from Murray McMillan to keep Shannon Dam at full levels.
Murray Macmillan Dam	~6.4m	52%	10.3m	
Isisford Dam	~8m	72%	11m	
Isisford Weir	0.3m	68%	1.3m	
Yaraka North Dam	8.6m	68%	12.5m	
Yaraka South Dam	9.0m	72%	12.5m	

14. WORKS REPORT

14.2 - Information Report - Works

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:



Loading asphalt at Longreach for the Sealed Network to carryout road repairs.

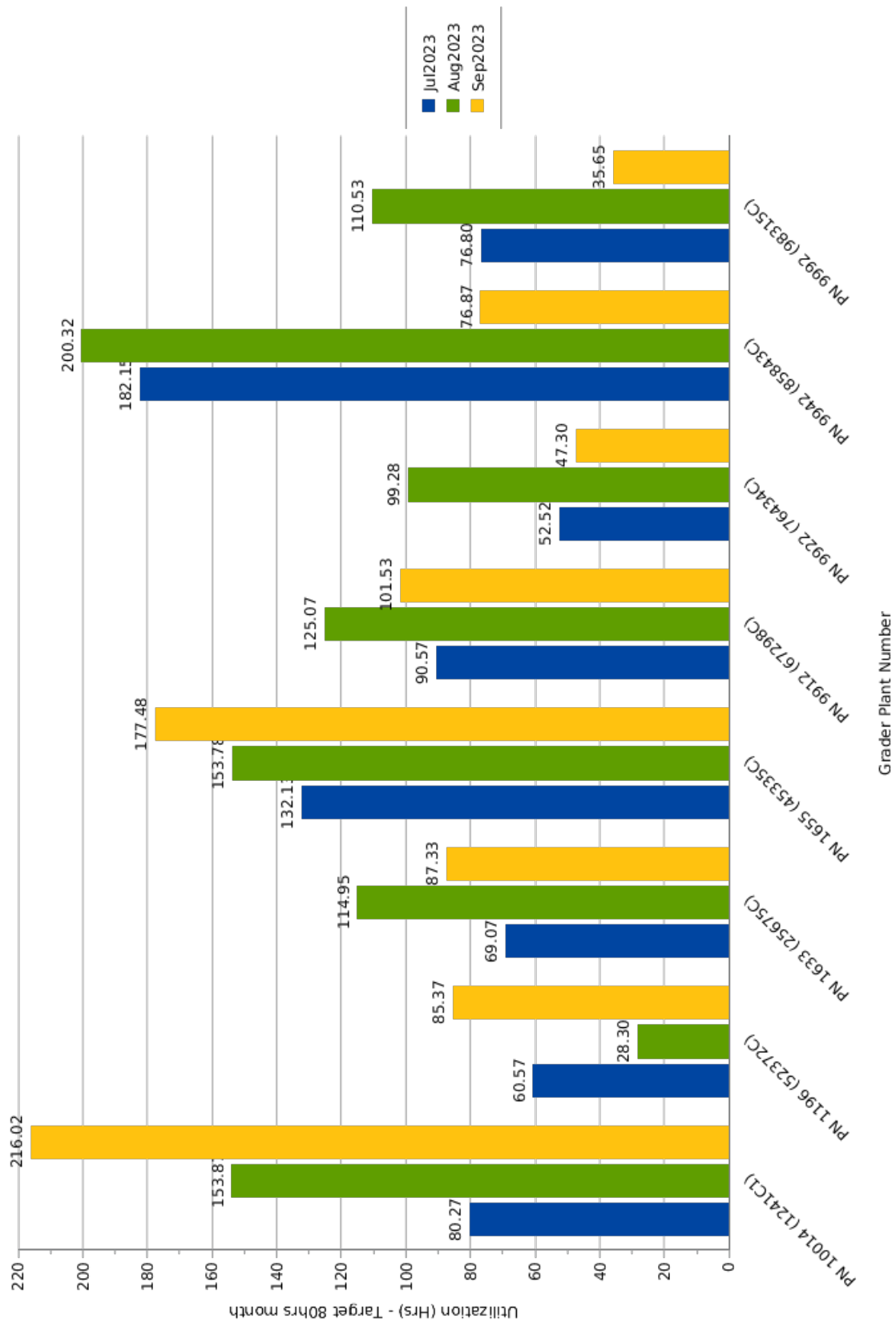
Appendices

1. Plant Utilisation July-September 2023 [↓](#)

Recommendation:

That Council receives the Works Information Report, as presented.

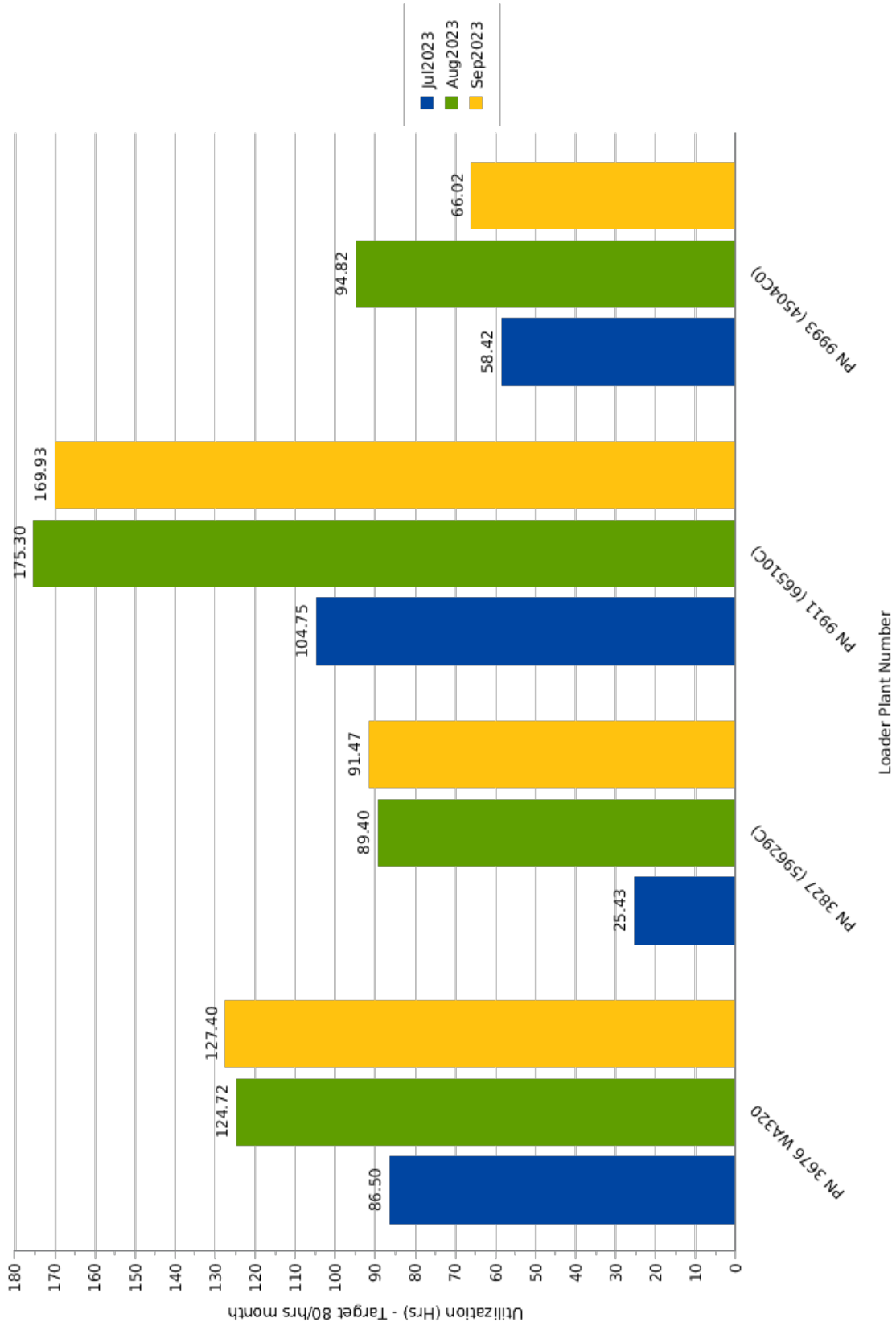
Grader Utilisation



Grader Utilisation

Grader Plant Number	Month	Utilization (Hrs) - Target 80hrs month
PN 10014 (1241C1)	Jul2023	80.27
	Aug2023	153.87
	Sep2023	216.02
PN 1196 (52372C)	Jul2023	60.57
	Aug2023	28.30
	Sep2023	85.37
PN 1633 (25675C)	Jul2023	69.07
	Aug2023	114.95
	Sep2023	87.33
PN 1655 (45335C)	Jul2023	132.13
	Aug2023	153.78
	Sep2023	177.48
PN 9912 (67298C)	Jul2023	90.57
	Aug2023	125.07
	Sep2023	101.53
PN 9922 (76434C)	Jul2023	52.52
	Aug2023	99.28
	Sep2023	47.30
PN 9942 (85843C)	Jul2023	182.15
	Aug2023	200.32
	Sep2023	76.87
PN 9992 (98315C)	Jul2023	76.80
	Aug2023	110.53
	Sep2023	35.65

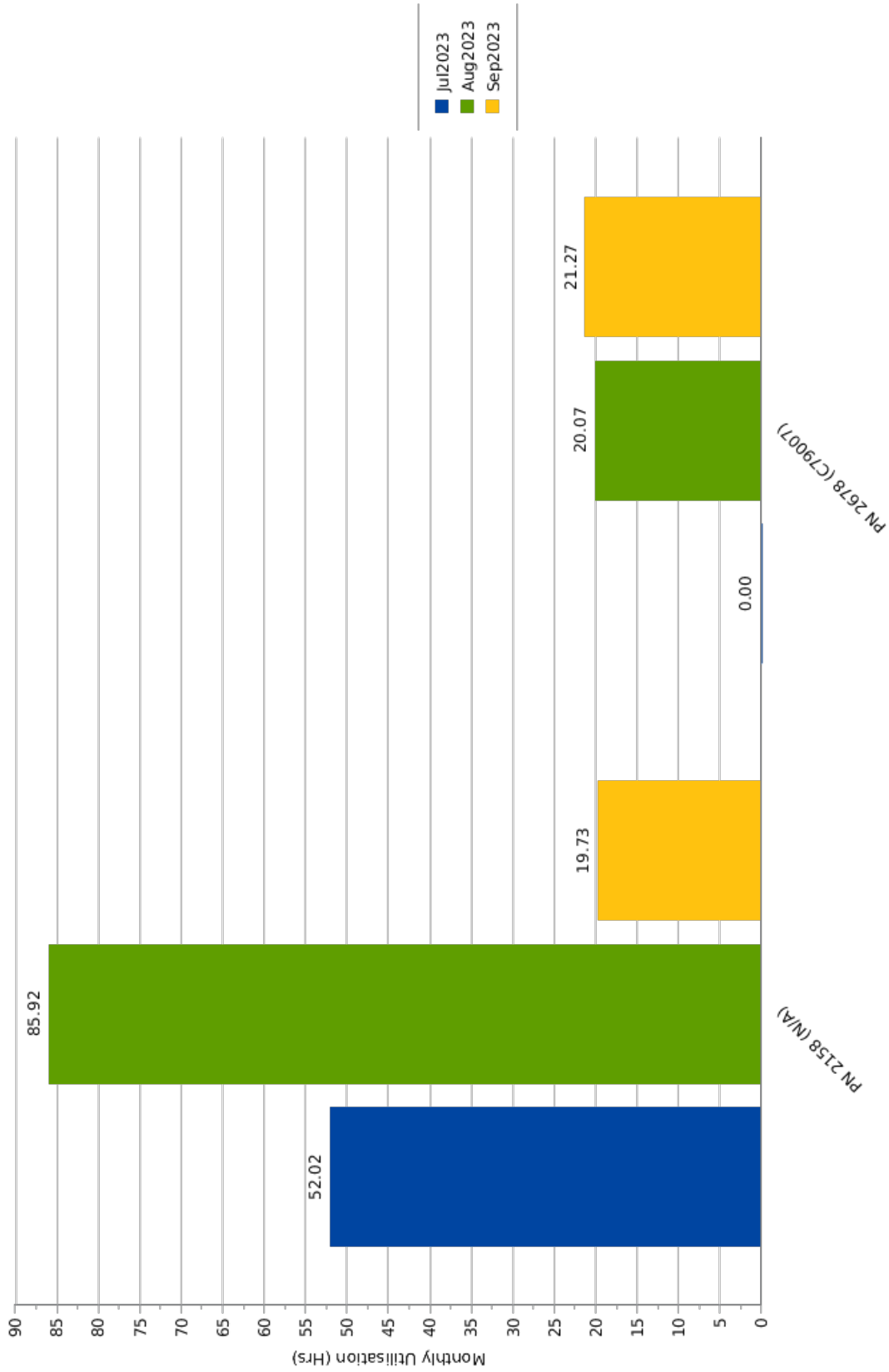
Loader Utilisation



Loader Utilisation

Loader Plant Number	Month	Utilization (Hrs) - Target 80/hrs month
PN 3676 WA320	Jul2023	86.50
	Aug2023	124.72
	Sep2023	127.40
PN 3827 (59629C)	Jul2023	25.43
	Aug2023	89.40
	Sep2023	91.47
PN 9911 (66510C)	Jul2023	104.75
	Aug2023	175.30
	Sep2023	169.93
PN 9993 (4504C0)	Jul2023	58.42
	Aug2023	94.82
	Sep2023	66.02

Stabiliser & Scraper Utilisation

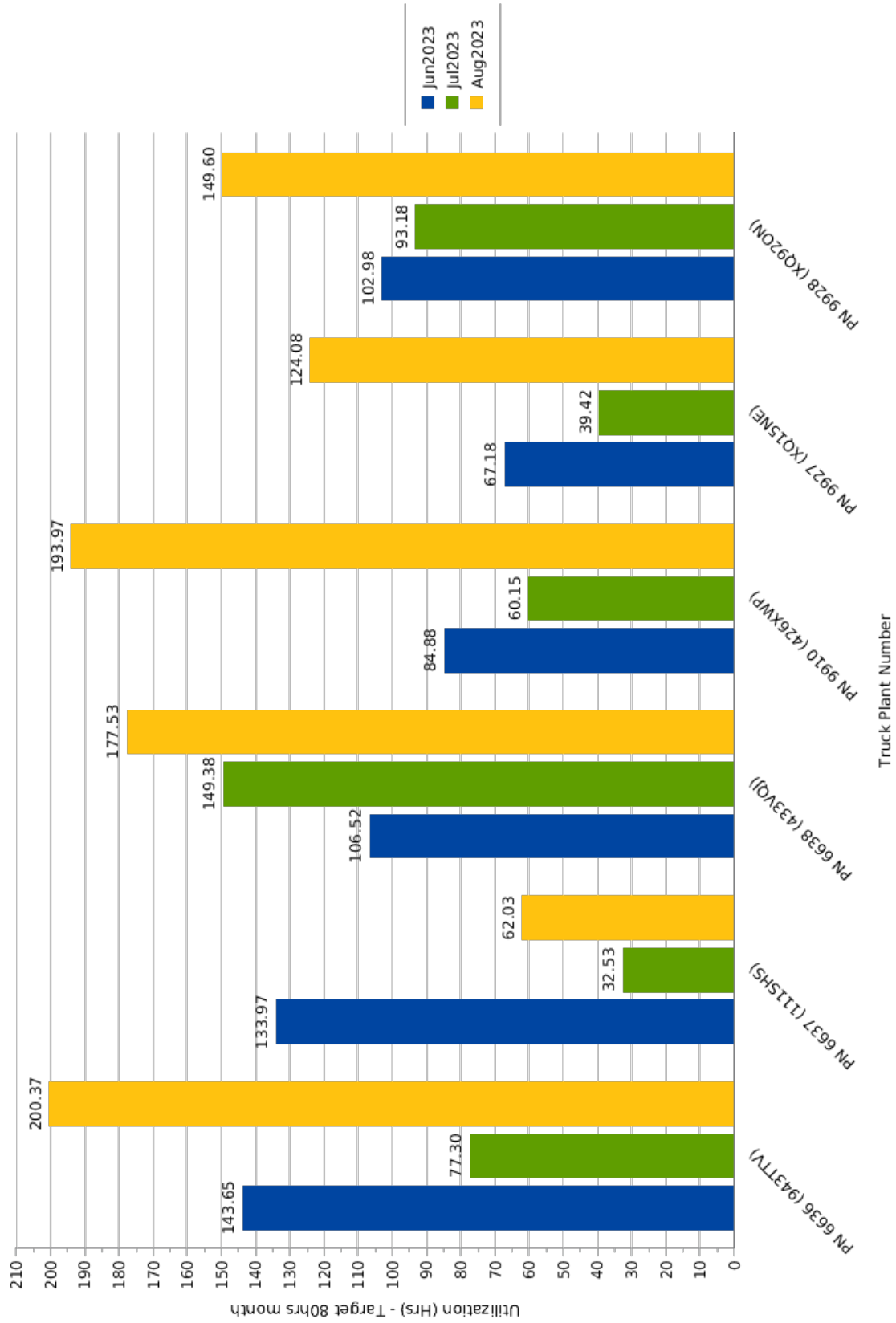


Stabiliser PN #2678 - Scraper PN #2158

Stabiliser & Scraper Utilisation

Month	Jul2023	Aug2023	Sep2023
	Monthly Utilisation (Hrs)	Monthly Utilisation (Hrs)	Monthly Utilisation (Hrs)
Stabiliser PN #2678 - Scraper PN #2158			
PN 2158 (N/A)	52.02	85.92	19.73
PN 2678 (C79007)	0.00	20.07	21.27

Truck Utilisation



Truck Utilisation

	Truck Plant Number					
	PN 6636 (943TTV)	PN 6637 (111SHS)	PN 6638 (433VQJ)	PN 9910 (426XWP)	PN 9927 (XQ15NE)	PN 9928 (XQ92ON)
Month	Utilization (Hrs) - Target 80hrs month	Utilization (Hrs) - Target 80hrs month	Utilization (Hrs) - Target 80hrs month	Utilization (Hrs) - Target 80hrs month	Utilization (Hrs) - Target 80hrs month	Utilization (Hrs) - Target 80hrs month
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
Aug2023	200.37	62.03	177.53	193.97	124.08	149.60

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

15. LATE ITEMS

Nil for this meeting

16. CLOSED MATTERS

Recommendation:

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

16.1 Saleyard Contract Negotiation

AAM Investment Group Pty Ltd (AAMIG) has written to Council requesting amendments to the leases of the saleyards (Lot 1) and the vacant trust land used for grazing (Lot 2). This paper provides information so that Council may make a decision on how to respond to these requests.

This report is considered confidential in accordance with section 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.

17. CLOSURE OF MEETING

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

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:

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