



7 December 2023

Dear Councillors

**Re: Meeting Notice for Council Meeting to be held on 14 December 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 14 December 2023 commencing at 9:00am.

The Briefing Session for this meeting will be held in the Fairmount (East) room on Wednesday 13 December 2023 commencing at 9:00am as follows;

Your attendance at these meetings is requested.

Yours faithfully

Brett Walsh  
Chief Executive Officer

Enc



# LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

**Thursday 14 December 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 - 16 November 2023 ..... 6
  - 6. Mayoral Report**
    - 6.1 Mayoral Report ..... 21
- That Council receives the Mayoral Report, as presented.***
- 7. Councillor Requests**
  - 8. Notices of Motion**
  - 9. Petitions**
  - 10. Deputations**
  - 11. Chief Executive Officer's Report**
    - 11.1 Councillor Information Correspondence ..... 22
    - 11.2 Calendar of Events..... 83
    - 11.3 Removal of a Dwelling Policy - Biennial Review..... 84
    - 11.4 Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730..... 91
    - 11.5 Workplace Health and Safety Update - November 2023 ..... 97
    - 11.6 Information Report - Planning & Development Report.....101
    - 11.7 Information Report - Governance ..... 108
  - 12. Finance Report**
    - 12.1 Monthly Financial Statements.....119

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

12.2	1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy .....	132
12.3	Information Technology Management Policy .....	144
12.4	Information Report - Finance .....	148

**13. Communities Report**

13.1	Community Donations - Longreach Amateur Swimming Club Incorporated .....	157
13.2	Sponsorship - Thomson River Festival.....	165
13.4	Information Report - Community Services .....	197

**14. Works Report**

14.1	Draft Plant Procurement Plan 2023/24 .....	216
14.2	Information Report - Update on grids installed on local roads .....	219
14.3	Information Report - Works .....	222

**15. Late Items**

Nil for this meeting

**16. Closed Matters**

Nil for this meeting

**17. Closure of Meeting**

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

**1. OPENING 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

**2. PRAYER – Reverend John Jackson, Salvation Army**

**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;

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

- (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 - 16 November 2023

# **LONGREACH REGIONAL COUNCIL**



## **Ordinary Meeting**

**Thursday 16 November 2023**

## **UNCONFIRMED MINUTES**

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

Present

**Councillors**

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

Director of Works

André Pretorius

Director of Communities

Karyn Stillwell

Chief Financial Officer

David Wilson

Manager of Governance and Economy

Simon Kuttner

Executive Assistant to CEO,

Mayor and Councillors

Elizabeth Neal

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

The Deputy Mayor advised the meeting that the Mayor's father has passed away overnight and declared the meeting open at 9:14am.

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

**2 Prayer**

Reverend Ben Kent, Reach Christian Church opened the meeting with a prayer.

The meeting paid its respects and observed a minutes silence for the passing of community members Hugh Dicoski, Eva Tindall, Grant Bunter and Edward 'Ted' Fegan.

**3 Consideration of Leave of Absence**

*(Res-2023-11-278)*

*Moved Cr Nunn seconded Cr Smith*

*That Council grants a leave of absence to Cr Tony Rayner for the Ordinary Meeting held on Thursday 16 November.*

*CARRIED 6/0*



**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

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

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

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

*Cr Hatch advised the meeting that she has a previously declared and ongoing Prescribed Conflict of Interest in Item 12.2 – Ilfracombe Post Office.*

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

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

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

Other Councillors may vote on this matter and decide if;

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

*No declarations were made during this point of the meeting.*

**5 Confirmation of Minutes**

**5.1 Council - Thursday 26 October 2023**

*(Res-2023-11-279)*

*Moved Cr Emslie seconded Cr Bignell*

*That the Minutes of the Council held on Thursday 26 October 2023, be confirmed.*

*CARRIED 6/0*

**6 Mayoral Report**

**6.1 Mayoral Report**

*(Res-2023-11-280)*

*Moved Cr Hatch seconded Cr Emslie*

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

*CARRIED 6/0*

**7 Councillor Requests**

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

Nil

**8 Notice of Motion**

**8.1 Proposed Notice of Motion - Cr Smith - Grids Replacement Program Update**

Consideration of a Notice of Motion regarding Council's replacement of Rural Grids since the new Grids Policy was adopted. The notice was submitted by Cr Smith on 3 November 2023.

*(Res-2023-11-281)*

*Moved Cr Smith seconded Cr Paterson*

*That Council provides a detailed formal report on Council's replacement of rural grids since the new Grids Policy was adopted, including:*

- 1. Number of grids installed;*
- 2. The name of the roads that the grids are installed on; and,*
- 3. The financial years that the grids were installed.*

*CARRIED 6/0*

**9 Petitions**

Nil

**10 Deputations**

Nil

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

Consideration was given to the Chief Executive Officer's Report

**11.1 Councillor Information Correspondence**

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

The following correspondence has been received up to 9 November 2023:

1. Longreach Scout Group – Thank you
2. Department of Environment and Science – Recycle Mate
3. Ilfracombe Golf Club – Thank you
4. Biosecurity Qld – Invasive Plants and Animals Research Highlights
5. Department of Regional Development, Manufacturing and Water – Notice to extend watertight requirement under the GABORA Water Plan
6. RAPAD – Communique – third quarter 2023
7. North and West Remote Health – Carer Gateway
8. Department of Premier and Cabinet – Regional Community Forums nominations
9. LGAQ – LGW Bank Guarantee

*(Res-2023-11-282)*

*Moved Cr Hatch seconded Cr Smith*

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

*CARRIED 6/0*

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

**11.2 Calendar of Events**

**Upcoming Events, Meetings and Conferences**

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

<b>November 2023</b>			
2 Thursday 9.00am-12.00pm	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
17 Friday 8:30am-10:30am	Plant Committee Meeting	North Meeting Room Longreach Council Office	Plant Committee
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
25 Saturday 6.00pm	Di Scott Memorial Christmas Tree	Ilfracombe Memorial Park	Public Event
30 Thursday	A not-so-silent Night Community Concert	Edkins Park	Public Event
<b>December 2023</b>			
7 Thursday 9.00am-3.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
8 Friday 5pm to late	Lions Christmas Street Party	Eagle St, Longreach	Public Event
9 Saturday	Yaraka Christmas Tree	Yaraka Town Hall	Public Event
13 Wednesday 9.00am-10.30am	Audit & Risk Committee Meeting	Fairmount Room, Longreach Civic Centre	Audit & Risk Committee
13 Wednesday 10.30am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

14 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public
24 Sunday	Isisford Christmas Eve	Isisford Park	Public Event
<b>January 2024</b>			
24 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
25 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public
26 Friday	Australia Day Awards	TBC	Public Event

(Res-2023-11-283)

*Moved Cr Paterson seconded Cr Bignell*

*That Council receives the Calendar of Events, as presented.*

CARRIED 6/0

**11.3 Land and Pest Management Advisory Committee Recommendations - 2 November 2023**

Consideration of the recommendations of the Land and Pest Management Advisory Committee (LPMAC) meeting held on 2 November 2023.

(Res-2023-11-284)

*Moved Cr Paterson seconded Cr Smith*

*That Council receives the recommendations of the Land and Pest Management Advisory Committee.*

CARRIED 6/0

**11.4 Longreach Local Disaster Management Group Evacuation Sub-plan**

Consideration of the reviewed Longreach Local Disaster Management Group Evacuation Sub-plan, for adoption.

(Res-2023-11-285)

*Moved Cr Hatch seconded Cr Smith*

*That Council, pursuant to section 80(1)(b) of the Disaster Management Act 2003, adopts the Longreach Local Disaster Management Group Evacuation Sub-plan as presented.*

CARRIED 6/0

**11.5 Central West Regional Biosecurity Strategy 2024-2029**

Consideration of the Central West Regional Biosecurity Strategy 2024-2029, which is presented for Council endorsement.

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

*(Res-2023-11-286)*

*Moved Cr Paterson seconded Cr Smith*

*That Council:*

- 1. Endorses the Central West Regional Biosecurity Strategy 2024-2029; and,*
- 2. Advises the Central West Regional Pest Management Group of this decision.*

*CARRIED 6/0*

**11.6 Complaints Involving the Chief Executive Officer Policy - Biennial Review**

Consideration of amendments to the Complaints of Corrupt Conduct Involving the Chief Executive Officer Policy No. 2.2, which is due for its biennial review.

*(Res-2023-11-287)*

*Moved Cr Emslie seconded Cr Bignell*

*That Council adopts the Complaints of Corrupt Conduct Involving the Chief Executive Officer Policy No. 2.2, as presented and amended.*

*CARRIED 6/0*

**11.7 Annual Operational Plan Review 2023-24 - Review for Period Ending 30 September 2023**

Consideration of the 2023-24 Annual Operational Plan review for the period ending 30 September 2023.

*(Res-2023-11-288)*

*Moved Cr Paterson seconded Cr Smith*

*That Council, pursuant to section 174(3) of the Local Government Regulation 2012, receives the Chief Executive Officer's evaluation of the implementation of the 2023-24 Annual Operational Plan for the period ended 30 September 2023.*

*CARRIED 6/0*

**11.8 Longreach Regional Council Annual Report 2022 - 2023**

Consideration of the Longreach Regional Council's Annual Report 2022-2023.

*(Res-2023-11-289)*

*Moved Cr Emslie seconded Cr Smith*

*That Council, pursuant to section 182 of the Local Government Regulation 2012, adopts the Longreach Regional Council Annual Report 2022-2023 (including the audited Annual Financial Statements).*

*CARRIED 6/0*

**11.9 Workplace Health & Safety Update Report - October 2023**

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

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**  
**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

(Res-2023-11-290)

Moved Cr Hatch seconded Cr Bignell

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

CARRIED 6/0

**11.10 Information Report - Planning & Development Report**

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

(Res-2023-11-291)

Moved Cr Emslie seconded Cr Smith

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

CARRIED 6/0

**The meeting adjourned for Morning Tea at 10:31 am**

**The meeting resumed at 11:05 am with all present prior to the adjournment in attendance.**

**11.11 Information Report - Governance**

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

(Res-2023-11-292)

Moved Cr Emslie seconded Cr Hatch

That Council receives the Governance information report, as presented.

CARRIED 6/0

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

**12.1 Audit and Risk Committee - Minutes and Recommendations - 13 October 2023**

A report on the matters reviewed at the Audit and Risk Committee meeting held on 13 October 2023.

(Res-2023-11-293)

Moved Cr Bignell seconded Cr Hatch

That Council receives the report of the Audit and Risk Committee meeting held on 13 October 2023.

CARRIED 6/0

**Attendance:** Councillor Hatch left the Meeting at 11:19 am.

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

**12.2 Ilfracombe Post Office Options**

Council Officers present a number of options for the delivery of services to the Ilfracombe community for Council to consider, and decide on which action to take.

*(Res-2023-11-294)*

*Moved Cr Paterson seconded Cr Smith*

*That Council authorises the Chief Executive Officer to:*

- 1. Move Council services, including the Australia Post Office business from the Ilfracombe Post Office Property to the Ilfracombe Council Offices located in Devon Street, Ilfracombe;*
- 2. Approve a budget of \$100,000 to fit out the Ilfracombe Council Offices to satisfy Australia Post requirements;*
- 3. Pursuant to s227 of the Local Government Regulations 2012, do everything necessary to sell the Ilfracombe Post Office property located at Lot 2 Main Avenue, Ilfracombe, after Council services, including the Australia Post Office business, have been relocated.*

CARRIED 4/1

Cr Emslie called for a division prior to the motion being put. The votes are recorded as follows.

For: Cr Bignell, Cr Nunn, Cr Paterson, Cr Smith

Against: Cr Emslie

**Attendance:** Councillor Hatch returned to the Meeting at 11:30 am.

**12.3 Council Employee Housing Project**

Council has applied for funding for the Council Employee Housing Project. This paper provides a high level overview of the project and requests Council's approval to proceed to tender and construction subject to funding approval. Note that due to confidentiality agreements, the identity of the funder cannot to be made public unless the funding application has been approved.

*(Res-2023-11-295)*

*Moved Cr Hatch seconded Cr Paterson*

*That Council, subject to successfully obtaining funding for the Council Employee Housing Project, authorises the Chief Executive Officer pursuant to section 257(1)(b) of the Local Government Act 2009 to:*

- 1. Enter into any agreements with the funding provider necessary to secure the funding for the Council Employee Housing Project; and,*
- 2. Enter into any contracts necessary to build the dwellings and deliver on the Council Employee Housing Project.*

CARRIED 6/0

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

**12.4 Monthly Financial Statements**

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

*(Res-2023-11-296)*

*Moved Cr Bignell seconded Cr Smith*

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

CARRIED 6/0

**12.5 Information Report - Finance**

This report provides an update on a range of activities that have occurred during the month of October 2023 for the Financial Services Directorate.

*(Res-2023-11-297)*

*Moved Cr Paterson seconded Cr Bignell*

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

CARRIED 6/0

**13 Reception and Consideration of Director Communities Report**

Consideration was given to the Director of Communities Report

**13.1 Community Donations - Individuals**

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

*(Res-2023-11-298)*

*Moved Cr Bignell seconded Cr Smith*

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

<b>Organisation/ Individual</b>	<b>Event/Project Activity</b>	<b>Event Date</b>	<b>Grant Approved</b>
<i>Erika Holland</i>	<i>North West All Schools Track and Field</i>	<i>8-10 December 2023</i>	<i>\$500.00</i>
<i>Jackarra Jones</i>	<i>North West All Schools Track and Field</i>	<i>8-10 December 2023</i>	<i>\$500.00</i>
<i>Jozette Jones</i>	<i>North West All Schools Track and Field</i>	<i>8-10 December 2023</i>	<i>\$500.00</i>
<i>Max Bruggemann</i>	<i>North West All Schools Track and Field</i>	<i>8-10 December 2023</i>	<i>\$500.00</i>
		<b>TOTAL</b>	<b>\$2,000.00</b>



**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

CARRIED 6/0

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

Consideration of the minutes and recommendations of the Regional Arts Development Fund (RADF) Committee meeting held on Tuesday 31 October 2023.

(Res-2023-11-299)

Moved Cr Hatch seconded Cr Bignell

That Council:

- (a) Receives the Minutes of the Regional Arts Development Fund Committee held on Tuesday 31 October 2023;
- (b) Approves the application by the 'Isisford Industry Recreation and Development Association Inc' for the 150 years of Dirt, Dust and Dream to the value of \$5,487.00;
- (c) Accepts the decision to not support the 'Topology Music' application by Christa Powell to the value of \$6,000.00, due to insufficient funds in the RADF budget;
- (d) Accepts the decision to not support the 'Longreach State High School' application by Linda Ballin to the value of \$7,026.00, due to insufficient funds in the RADF budget.

CARRIED 6/0

**13.3 Childcare - Child Protection Policy**

Consideration of adoption of the new *Child Protection Policy*.

(Res-2023-11-300)

Moved Cr Paterson seconded Cr Smith

That Council adopts the new *Child Protection Policy No. 12.5*, as presented.

CARRIED 6/0

**13.4 Childcare - Safe Arrival of Children Policy**

Consideration of adoption of the new *Safe Arrival of Children Policy*.

(Res-2023-11-301)

Moved Cr Emslie seconded Cr Smith

That Council adopts the new *Safe Arrival of Children Policy No. 12.6*, as presented.

CARRIED 6/0

**13.5 Childcare - Delivery of Children to and from ECEC Service Policy**

Consideration of adoption of the new *Delivery of Children to and from ECEC Service Policy* for Childcare Services.

(Res-2023-11-302)

Moved Cr Bignell seconded Cr Paterson

That Council adopts the new *Delivery of Children to and from ECEC Service Policy No. 12.4*, as presented.

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**  
**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

CARRIED 6/0

**13.6 Information Report - Community**

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

*(Res-2023-11-303)*

*Moved Cr Hatch seconded Cr Bignell*

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

CARRIED 6/0

**14 Reception and Consideration of Director of Works Report**

Consideration was given to the Director of Works Report

**14.1 Murray McMillan Dam Electrical Switchboard Upgrade - Additional Budget Request**

Council to consider and approve an increased budget allocation for the Murray McMillan Dam Electrical Switchboard Upgrade Project.

*(Res-2023-11-304)*

*Moved Cr Hatch seconded Cr Paterson*

*That Council allocates an additional \$160,000 funding to the Murray McMillan Dam Electrical Switchboard Upgrade Project.*

MOTION LOST 0/6

**14.2 Information Report - Works**

This report provides an update on a range of activities that has occurred during the month of October/November 2023 for the Infrastructure Works Directorate.

*(Res-2023-11-305)*

*Moved Cr Paterson seconded Cr Bignell*

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

CARRIED 6/0

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

**15 Late Items**

**15.1 Longreach Region Playground Provision**

Officers were asked to review the provision of playground opportunities in the Longreach region and determine whether residents are currently provided with suitable access to a variety of age group appropriate playground facilities. Current provision was assessed using:

- Geographic spread of asset locations
- Neighbourhood walkability to public playgrounds
- Findings from current research around age group specific playground equipment provision (informed by engaging with children/youth).

This report is to be read in conjunction with the Longreach Regional Playground Review (see appendices).

*(Res-2023-11-306)*

*Moved Cr Hatch seconded Cr Smith*

*That Council receives the Longreach Region Playground Provision report, as presented.*

*CARRIED 6/0*

**Minutes of the Longreach Regional Council Councillors and Senior Officers Round Table Meeting**

**held on Thursday 7 December 2023 at the Longreach Civic Centre - Fairmount Rooms**

---

**16 Closed Matters**

*(Res-2023-11-307)*

*Moved Cr Emslie seconded Cr Hatch*

*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 Sale of Lot 151 on SP259530 as it contains information relating to negotiations relating to a commercial matter involving the Council for which a public discussion would be likely to prejudice the interests of the Council.*

*CARRIED 6/0*

*(Res-2023-11-308)*

*Moved Cr Emslie seconded Cr Hatch*

*That Council moves out of closed session to vote on item 16.1, Sale of Lot 151 on SP259530.*

*CARRIED 6/0*

**16.1 Sale of Lot 151 on SP259530**

Consideration of tender responses for the Sale of Lot 151 on SP259530.

*(Res-2023-11-309)*

*Moved Cr Emslie seconded Cr Hatch*

*That Council, in accordance with Section 228(10) of the Local Government Regulation 2012, accepts the tender of Tobias and Laura Stacey to purchase Lot 151 on SP259530 for the sum of \$110,000 (excluding GST) on the basis that it is the most advantageous tender having regard to the sound contracting principles.*

*CARRIED 6/0*

**17 Closure of Meeting**

There being no further business, the meeting was closed at 12:52pm

**Minutes Certificate**

These minutes are unconfirmed.

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

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

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

**6. MAYORAL REPORT**

**6.1 Mayoral Report**

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

- The Mayor chaired the RAPAD meeting in Brisbane at LGAQ House over two days. Topics discussed included housing, roads, water infrastructure and the RAPAD partnership for the Power grid.
- Whilst in Brisbane the Mayor attended a launch of Red Ridge the Label at Parliament House.
- Meetings took place with Minister Glenn Butcher and DG Linda Dobe for Water resource management.
- Mayor met with David Wiskar, Program Director for Qld Water to discuss support and advice for the weir raising project.
- Mayor met with Minister Leanne Enoch, Minister Leanne Linard, Minister Assistant Minister Nikki Boyd, Minister Grace Grace and opposition members including Ann Leahy, Lachlan Millar, David Crisafulli.
- Mayor attend sitting time in Parliament and was acknowledged in Parliament.
- Mayor hosted Minister Glenn Butcher for the official opening of the Isisford Weir and facilitated a tour of the proposed Longreach weir project.
- The Mayor supported by CEO and Councillor Trevor Smith attended the opening at the Central West Hospital and Health service of the Tele-echocardiography service which is a world first.
- Mayor hosted a visit from the Small Business Commissioner to Longreach, facilitating introductions to local small businesses.

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 6 December 2023:

1. Advancing Asset Management Project - FAQ
2. Queensland Airport Limited Annual Report 2023
3. Show Holidays - Office of Industrial Relations
4. DCQ Annual Stakeholder Results
5. Central and Western Queensland Economic Update
6. Active Women's and Girls Program
7. Local Government (Councillor Conduct) and Other Legislation Amendment Bill
8. Update on the LG Leaders Program and inductions for Councillors
9. Notification of Withdrawal of Limitations for Thomson River
10. Longreach Landcare Group
11. Consultation paper - Binding the Crown
12. Food Safety Standards and Regulation

#### **Appendices**

1. EMA - 2023 - 09 - 21 - Advancing Asset Management Project - FAQ [↓](#)
2. EMA - 2023 - 10 - 26 - Queensland Airport Limited Annual Report 2023 [↓](#)
3. LET - 2023 - 11 - 03 - Show Holidays - Office of Industrial Relations [↓](#)
4. EMA - 2023 - 11 - 10 - DCQ Annual Stakeholder Results [↓](#)
5. EMA - 2023 - 11 - 14 - Central and Western Queensland Economic Update [↓](#)
6. EMA - 2023 - 11 - 17 - Active Womens and Girls Program [↓](#)
7. EMA - 2023 - 11 - 21 - Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023 [↓](#)
8. EMA - 2023 - 11 - 30 - Update on the LG Leaders Program and inductions for Councillors [↓](#)
9. EMA - 2023 - 12 - 01 - Notification of Withdrawal of Limitations for Thomson River [↓](#)
10. EMA - 2023 - 12 - 04 - Longreach Landcare Group [↓](#)
11. EMA - 2023 - 12 - 04 - Consultation paper - Binding the Crown [↓](#)
12. EMA - 2023 - 12 - 04 - Food Safety Standards and Regulation [↓](#)

#### **Recommendation:**

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

### Advancing Asset Management Project

#### What is it?

The **Advancing Asset Management Project** forms part of the Department of State Development, Infrastructure, Local Government and Planning's implementation of the Local Government Sustainability Framework.

It aims to strengthen asset management across Queensland councils (particularly those in rural and remote regions) through a variety of uplift activities and in collaboration with councils and key sector stakeholders.

#### Why are we doing it?

The *Local Government Act 2009* requires all councils to prepare a long-term asset management plan outlining (among other things) strategies to ensure the sustainable management of a council's assets and infrastructure.

The Queensland Audit Office regularly identifies asset management (AM) as a weakness in the local government sector, including many councils with out of date or non-existent AMPs. This weakness is pronounced in smaller rural, remote, and Indigenous councils.

Feedback from councils during the Local Government Sustainability Framework consultation process identified a strong need for support from the Department to improve council AM capacity.

#### What are the benefits of good asset management?

Strong asset management is result of a combination of factors, including having the right systems, skills, and practices in place to support positive outcomes for the community. Councils with an appropriate asset management framework in place:

- » are better able to meet the needs of their communities over the short- and longer term
- » can prepare and plan for future change
- » maximise value for money from their capital programs
- » minimise overspending and unexpected financial losses, resulting in downward pressure on rates
- » have reduced risk of asset failure, public health and safety issues, and service interruptions to the community
- » are in a stronger position to apply for and access disaster relief and discretionary capital funding



### What are the project deliverables?

The Advancing Asset Management Project will deliver:

- » A sector-wide asset management maturity questionnaire, facilitated by the department and the Institute of Public Works Engineering Australasia (IPWEA)
- » Internal and sector reports on the state of asset management in the sector
- » Council- and/or region-specific programs (improvement plan) of sustainable funding, training, systems, resourcing, and other solutions to address identified capability gaps in key areas against desired maturity (as defined by IPWEA and councils)
- » Practical, fit-for-purpose tools, templates, and other resources to be made available for use by council officers and elected officials to support council asset management functions

### Who will be involved?

Three key groups will be involved:

1. The Department
2. A reference group of sector stakeholders, including councils, state agencies and representative bodies
3. Councils (it is expected larger/more resourced councils will require less capability assistance but will be included in the questionnaire process to identify any opportunities for ongoing support).

### How will the project evolve?

The project has three key phases:

1. **Discovery (2023)**
  - A pilot will be initially undertaken with two smaller council groups to refine the facilitated survey process
  - Broader release to the sector on conclusion of the pilot
  - Results will be analysed by the Department and sector stakeholder group and a summary report provided to the sector
2. **Uplift (est. 2024 onwards)**
  - Based on the outcomes of the questionnaires, the Department will work with the stakeholder group to develop a program of activities to support the improvement of AM capacity across the sector
3. **Monitor/Maintain (est. mid-2023 onwards)**
  - The Department will leverage the expertise of its stakeholder group to develop a strategy for monitoring and maintaining council AM over the long term, including the development of fit-for-purpose tools and templates for councils as appropriate.





### When will the project start?

The first facilitated pilot questionnaires to councils we completed in June 2023.

At this stage, it is intended that similar facilitated questionnaires will be released to the wider sector later in 2023, with a summary report expected to be provided to the sector by early 2024.

### Where can I get more information?

Contact the Department on 07 3452 6719 or via [lgdcapability@dsdilgp.qld.gov.au](mailto:lgdcapability@dsdilgp.qld.gov.au) for more information as the project progresses.



Queensland  
Airports LIMITED

Queensland Airports Limited

# Annual Report

2023





About Us

Performance Highlights

Key Business Updates

FY24 Outlook

# Contents

<b>About Us</b>	<b>01</b>
Our Airports	02
Our Vision, Purpose and Values	03
Our Strategy	04
From the Chair	05
From the CEO	06
QAL Board	07
QAL Management Team	09
<b>Performance Highlights</b>	<b>10</b>
Financial Performance	11
Passenger Performance	12
Environmental, Social and Governance	13
<b>Key Business Updates</b>	<b>14</b>
Passengers	15
Commercial and Property	17
Operational Excellence	20
Customer Experience	21
Environment, Social and Governance	24
— Our People	27
<b>FY24 Outlook</b>	<b>30</b>

## Acknowledgement of Country

Queensland Airports Limited (QAL) acknowledges the Traditional Custodians of the cultural landscapes on which our airports operate.

We recognise their continued connection to the lands, waterways, seas and skies and pay our respect to their Elders past, present and emerging.



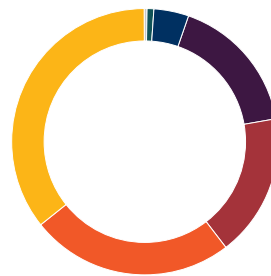


# About Us

Queensland Airports Limited (QAL) is an accomplished airport operator that owns and operates Gold Coast, Townsville, Mount Isa and Longreach airports.

We are an Australian-owned company, committed to delivering for the communities in which we operate, recognising the important economic and social benefits we offer to the regions we support.

QAL is a privately-owned company and its shareholders include superannuation and investment funds:



- Gardior as trustee for The Infrastructure Fund **(35.77%)**
- Perron Investments Pty Ltd **(24.62%)**
- STC Funds Nominee as trustee for the Project Cricket State Super Unit Trust **(17.35%)**
- State Street Australia Ltd as custodian for Australian Retirement Trust **(16.89%)**
- QAL Investments No. 2 Pty Ltd as trustee for QAL Investments Trust **(4.24%)**
- Allan Moss **(0.82%)**
- Lipno Holdings Pty Ltd **(0.31%)**





About us

Performance Highlights

Key Business Updates

FY24 Outlook

# Our Airports



Gold Coast Airport is the gateway to Australia's premier tourist destination, directly servicing both South East Queensland and northern New South Wales. Gold Coast Airport strives to be its own destination – a place of pride that creates valuable connections with locals, visitors and industry alike.



Townsville Airport is the centre of aviation in North Queensland. The beating heart of the region, the airport supports innovation and investment, creating jobs, opportunities and growth. A joint user facility, Townsville Airport is a strong and recognised partner of Defence.



Mount Isa Airport services one of the most valuable, mineral-rich regions in the world. The pulse of the community, Mount Isa Airport facilitates investment, jobs, and access to healthcare – connecting residents and visitors to Australia and beyond.



The gateway from the Outback, Longreach Airport services the central west Queensland region. Steeped in aviation history, Longreach Airport is part of the community fabric, encouraging tourism, trade, and connections.

# Our Vision, Purpose and Values

QAL undertook a strategic reset in FY23, including a renewal of its Vision, Purpose and Values.

The reset reflects the transformation of the organisation, following on from the pandemic recovery, a new CEO and Chair at the helm, and a complete Executive team.

Our new Vision, Purpose and Values guide our identity as an organisation. We are more than an asset, more than infrastructure and more than an airport.

We are a bellwether for the success of our region. The anchor that supports economic and social growth. We are at the heart of the communities we serve.

We create long-lasting, positive and impactful partnerships with our shareholders, community, customers, partners and team.



## Our Values

### Authentic

We are true to ourselves and our communities. We build genuine connections and deliver on our promises with integrity.

### Inclusive

We celebrate difference and empower one another. We value every perspective and recognise that diversity makes us stronger.

### Brave

We dare to be different and inspire change. We pursue new opportunities with courage and challenge the status quo.

### Responsible

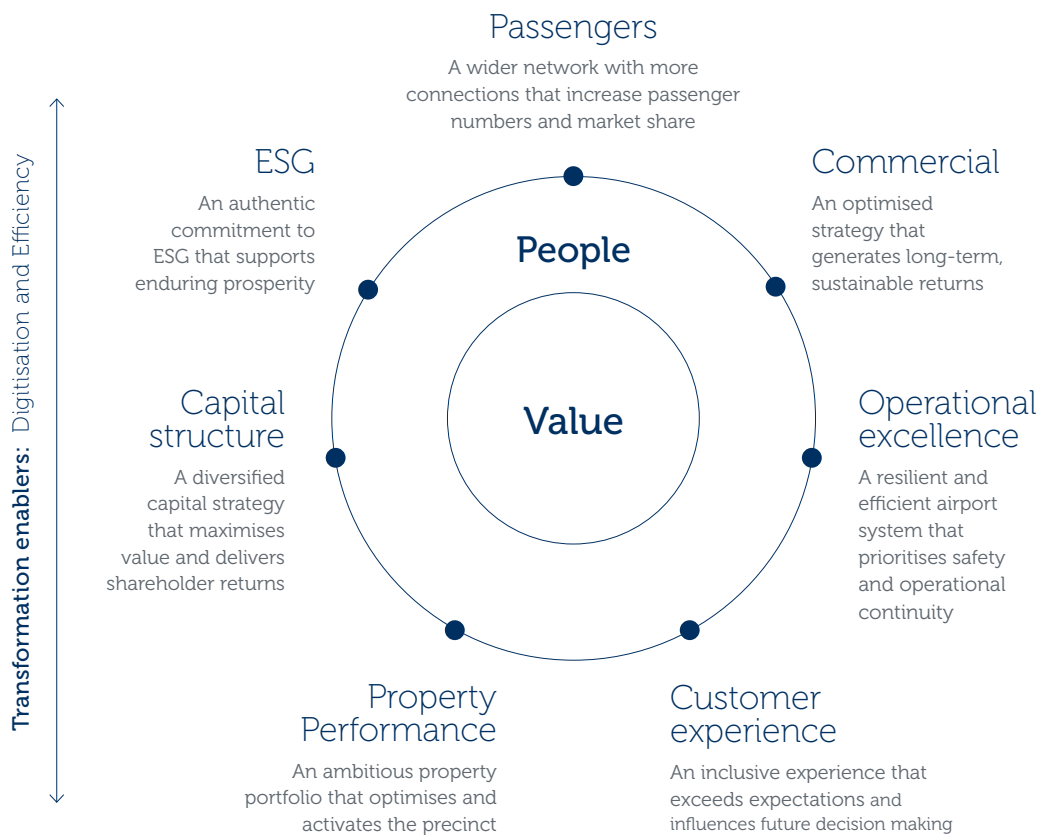
We lead the way with purpose. We are accountable for our decisions.

# Our Strategy

QAL's strategic reset is underpinned by seven value drivers –

Passengers, Commercial, Operational Excellence, Customer Experience, Property Performance, Capital Structure and ESG. These are supported by two key transformation enablers: Digitisation and Efficiency. Together these underpin the realisation of QAL's Vision to be the first-choice gateway for our regions, creating valuable connections and inspiring a sustainable future.

## How we create Value:



- ✕
- About Us
- Performance Highlights
- Key Business Updates
- FY24 Outlook

# From the Chair

As I reflect on my first year as Queensland Airports Limited's Chair of the Board, it's clear that it has been a significant chapter in the organisation's history, defined by resilience, adaptation and progress.

Despite the difficulties faced in recent years, Queensland Airports Limited remained focused on the future, investing in infrastructure that best positions its airports for sustainable, long-term growth.

In November 2022, Gold Coast Airport's Southern Terminal Expansion opened. The modern three-level development, which has the innovative ability to 'swing' between domestic and international operations, has doubled the terminal footprint, providing a template to support forecast passenger growth in the lead up to, and the legacy of the 2032 Olympic and Paralympic Games.

Townsville Airport has benefited from the completion of a \$9.15 million upgrade and expansion of its security screening zone and front of terminal, which was largely supported by a Federal Government Regional Airports Screening Infrastructure (RASI) grant. The \$6.4 million water, fire and sewer upgrades paved the way for the next step in the transformation of the terminal – the \$4 million Vertical Transport Project funded through a Federal Government Northern Australia Infrastructure Facility (NAIF) loan.

This project includes the removal and reconfiguration of the escalators and staircase within the departure lounge, which will improve passenger flow and overall customer experience, positioning the terminal for future growth.

An additional \$2.46 million grant through the RASI project also saw Mount Isa Airport benefit from the delivery of upgrades to its security screening zone and associated areas.

Overall, passenger numbers made a remarkable recovery, up 82% on FY22 and 3% down on FY19.

I'd like to take this opportunity to recognise my fellow Directors and extend thanks for their unwavering support throughout the year. I'd also like to acknowledge the contribution of Director Christine Williams for acting as the interim Chair until September 2022.

**Ann Sherry AO**  
Chair of the Board







# From the CEO

The past year has marked a moment in time to rebuild, grow and reset for Queensland Airports Limited.

As I transitioned into the CEO role on 1 July 2022, I embraced the opportunity to reset our Strategic Plan, renew our Vision, Purpose and Values, and focus on our people and our culture.

At the beginning of July 2022, the Australian Government lifted all remaining travel restrictions for visitors, providing a pathway for the recommencement of international routes. Passenger numbers recovered quickly, particularly at Gold Coast Airport, making it the third fastest return to 2019 domestic passenger numbers out of all Australian airports. QAL overall recorded its busiest May and June in history.

The Queensland Government's Attracting Aviation Investment Fund (AAIF) has helped strengthen negotiations with airlines to rebuild capacity. With this support, Gold Coast Airport saw the recommencement of international routes to Singapore, Japan, New Zealand and Kuala Lumpur. In addition, the launch of a new Virgin Australia service between Gold Coast and Bali contributed to international passenger numbers returning to 98% of pre-Covid levels by May. Towards the end of the financial year, airline operational decisions led to the withdrawal of Scoot's Singapore to Gold Coast service and Jetstar's Narita to Gold Coast service.

Strengthening airline partnerships continues to play a pivotal role in our efforts to grow passenger numbers across all four airports. This year, Townsville Airport's new partnership with Bonza came to fruition with the commencement of three new routes from Sunshine Coast, Toowoomba Wellcamp and Rockhampton. This contributed to Townsville Airport's record passenger numbers.

We also marked a historical moment in the history of Gold Coast Airport, opening our Southern Terminal expansion to alleviate existing capacity constraints and cater for future growth.

At the heart of it all, we continue to focus on our people, expanding our commitment to diversity, equity and inclusion through our Glidepath Committees which focus on Culture, Gender, Pride and Accessibility, all underpinned by Inclusive Leadership.

QAL was recognised as a Great Place to Work (GPTW) for the second time, with outstanding results celebrating our positive culture and progressive leadership approach. We are extremely proud of this result, making QAL the first Australian airport operator to receive this accreditation.

Our commitment to progress our Environment, Social and Governance strategy was reinforced with our Board approved Net Zero plan – delivering Scope 1 and 2 emissions by 2030. Townsville Airport's Master Plan was completed this year and has been submitted to the Federal Minister for approval. Gold Coast Airport's Master Plan is in development and due to be released for public consultation in early 2024.

I take this opportunity to thank our Chair, Interim Chair and Board of Directors for their continued support and guidance over the past year. I also extend our thanks to all our partners who have contributed to our achievements during the year.

I am proud to work with an extraordinary team across QAL's four airports and would like to take this opportunity to thank each of them for their immense contribution throughout a year full of challenges, but also significant achievements.

Amelia Evans





# QAL Board



**Ann Sherry AO**

## **Chair of the Board** Appointed 1 October 2022

Ann is one of Australia's leading business executives with a career that spans Government, Banking and Cruise Tourism. She is an active philanthropist with a passion for improving opportunities and removing barriers for women in STEM and sport, and supporting opportunities for Indigenous Australians.

Ann is the Chair of UNICEF Australia, Enero Group, the Port of Townsville and Queensland Airports Limited. She is also the Chancellor of Queensland University of Technology and a Non-executive Director of National Australia Bank.

Beginning her working life as a Radiographer, Ann became First Assistant Secretary of the Office of the Status of Women in Canberra before moving to the banking sector initially in HR roles, then in CEO roles with Westpac NZ, the Bank of Melbourne and most recently with Carnival Australia.

The Australian Government awarded Ann the Centenary Medal in 2001 and in 2004 she was awarded an Order of Australia. In 2015 Ann was named as the overall winner of the Australian Financial Review 100 Women of Influence Award.



**Elizabeth Albergoni**

## **LL.B, LL.M (Hons 1) Non-Executive Director** Appointed 1 March 2019

Elizabeth is an Investment Director based in Sydney for HRL Morrison & Co. Elizabeth has responsibility for the performance of a number of the investments HRL Morrison & Co manages on behalf of its clients. She has extensive industry executive experience, including nine years with Sydney Airport immediately prior to joining HRL Morrison & Co and several years working as a competition and regulatory lawyer, focused on infrastructure.

Elizabeth is a Director of Perth Airport Group, UTA Registry Investments Group, Australian Registry Services Group and an Executive Board Member of the World Airport Lawyers' Association.



**Steven Fitzgerald**

## **BEcon, Non-Executive Director** Appointed 23 March 2018

Steven is Head of Asset Management at Morrison & Co and a director of Transgrid Services Group, Perth Airport Group and NSW Electricity Networks Group. Previously he was CEO of Wellington International Airport and ran Infratil's European airports.

Steven also worked for Sydney Airport, where he held a number of senior roles which included General Manager Airport Operations, Head of Commercial Trading and Manager Economics.



About Us

Performance Highlights

Key Business Updates

FY24 Outlook



**Ashley Kilroy**

**FAICD, Non-Executive Director** Appointed 26 October 2012

Ashley is a former airline executive with more than 40 years' aviation management experience with TAA/Australian Airlines and Qantas. Ashley's experience includes senior executive roles in commercial, airport management and regional airlines. Ashley is Chairman of Aviation Australia Pty Limited and a Non-Executive Director of Mildura Airport Pty Limited and Aviation Australia Riyadh College of Excellence.



**Amanda McMillan OBE**

**Bacc, CA, Non-Executive Director** Appointed 24 August 2018

Amanda is an experienced airport executive and chartered accountant based in Sydney where she is an Executive Director in Macquarie's Infrastructure and Real Assets. Amanda is a Director of Perth Airport Group, North Queensland Airports Group, One Rail Australia and Bingo Industries.

She is the former Chief Executive Officer of AGS Airports Limited, one of the United Kingdom's leading airport groups and the operator of Aberdeen, Glasgow and Southampton airports. She is also the former Chairman of Hobart Airport Group. Amanda has been awarded an OBE by Her Majesty the Queen for her services to business and tourism and holds honorary doctorates from the University of Glasgow and the Glasgow Caledonian University.



**Alan Mulgrew**

**BA (Mgmt), Dip Corp Fin, GRAICD, JP, Non-Executive Director** Appointed 25 March 2013

Alan has more than 30 years' experience as a senior executive heading up large capital-intensive organisations, both in Australia and overseas – including Perth and Sydney airports. He is a Non-Executive Director of Akuna Bay Pty Ltd, CBH Group, Strategic Solutions (WA) Pty Ltd and Interflour Group Pte Ltd. He is former Chairman of Western Power, Western Carbon, Australian Renewable Fuels Pty Ltd and Tourism Western Australia and a former Director of Adelaide Airport Ltd and Tesla Corporation.



**Christine Williams**

**Non-Executive Director** Appointed 15 June 2021

Christine has more than 30 years broad local and international experience as an M&A transactional lawyer and senior business executive in the infrastructure, property and financial services industries. She has worked in private practice and as part of the leadership teams for high-profile real estate and infrastructure funds management businesses advising both listed and unlisted boards, most recently as an Executive Director and Global General Counsel for the Macquarie Infrastructure and Real Asset division, for more than 21 years. At 30 June 2022, Christine was a director of Port of Newcastle Investments (Financing) Pty Limited, Port of Newcastle Investments (Property) Pty Limited and Port of Newcastle Investments (Property Holdings) Pty Limited.



About Us

Performance Highlights

Key Business Updates

FY24 Outlook

# QAL Management Team

<b>Amelia Evans</b> Chief Executive Officer	Joined 2016
<b>Marion Charlton</b> Chief Operating Officer	Joined 2008
<b>Adam Rowe</b> Chief Commercial Officer	Joined 2017
<b>David Hedges</b> Chief Legal Officer and Company Secretary	Joined 2019
<b>Ben Daly</b> Chief Financial Officer	Joined 2019
<b>Brian McGuckin</b> Chief Property & Planning Officer	Joined 2023
<b>Shannon McFadden</b> Chief Strategy, Sustainability & People Officer	Joined 2023



09 2023 Annual Report / Queensland Airports Limited

# Performance Highlights

About Us

Performance Highlights

Key Business Updates

FY24 Outlook



About Us

Performance Highlights

Key Business Updates

FY24 Outlook

# Financial Performance

	FY23	FY22
Operating Revenue	168,916	93,685
Operating Expenditure	51,695	38,728
EBITDA	117,221	54,957
EBITDA %	69%	59%
Interest Revenue (External)	1,641	5
Interest Costs (External)	46,451	32,766
Depreciation, Impairment & Amortisation	34,193	23,801
Other Adjustments	10,094	29,108
Loan Note Interest	1,493	1,252
Income Tax Expense (Benefits)	14,580	4,608
Net Profit After Taxation	32,239	21,643
Dividends Declared	86,448	309

## Capital Structure

QAL recognises the importance and value that can be derived from a robust and sustainable capital structure.



About Us

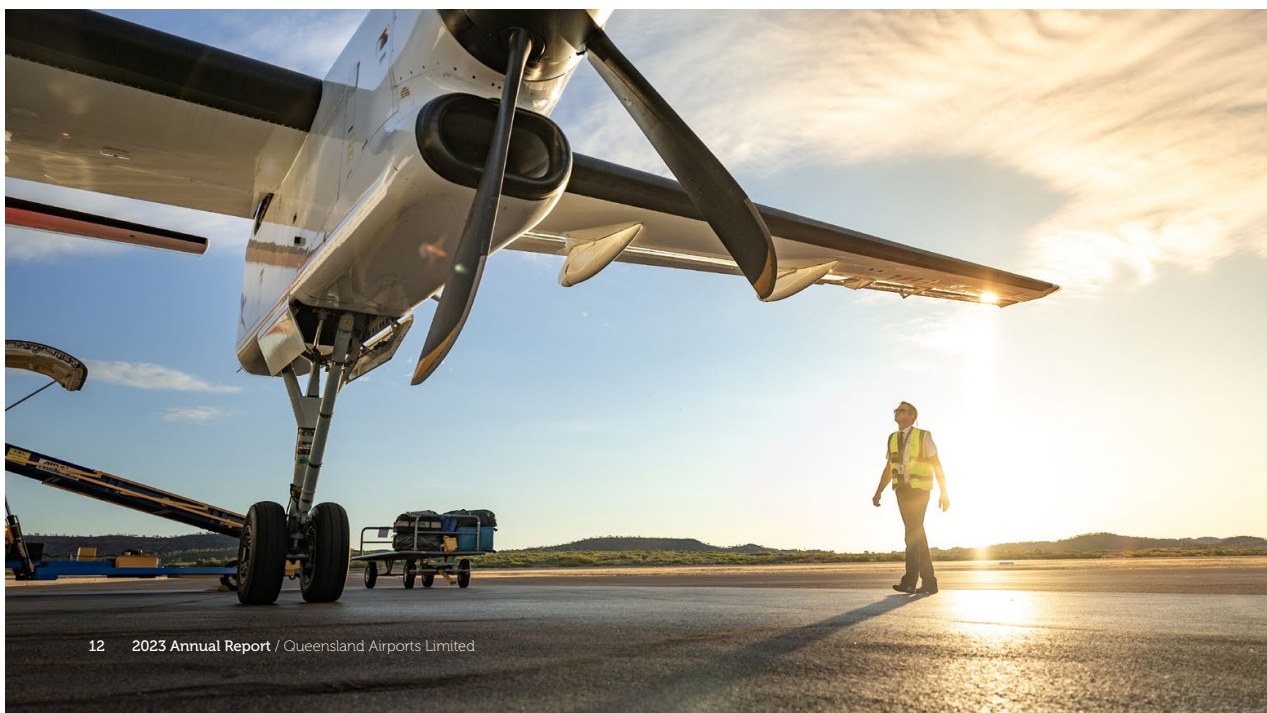
Performance Highlights

Key Business Updates

FY24 Outlook

# Passenger Performance

	FY23	FY22
Total passengers	7,984,304	4,386,578
Domestic passengers	7,276,058	4,305,188
International passengers	708,246	81,390
Gold Coast Airport passengers	6,096,528	2,999,700
Townsville Airport passengers	1,627,393	1,166,980
Mount Isa Airport passengers	226,182	189,319
Longreach Airport passengers	34,201	30,579
Aircraft movements (total)	66,397	45,533



12 2023 Annual Report / Queensland Airports Limited

- ✕
- About Us
- Performance Highlights
- Key Business Updates
- FY24 Outlook

# Environmental, Social and Governance





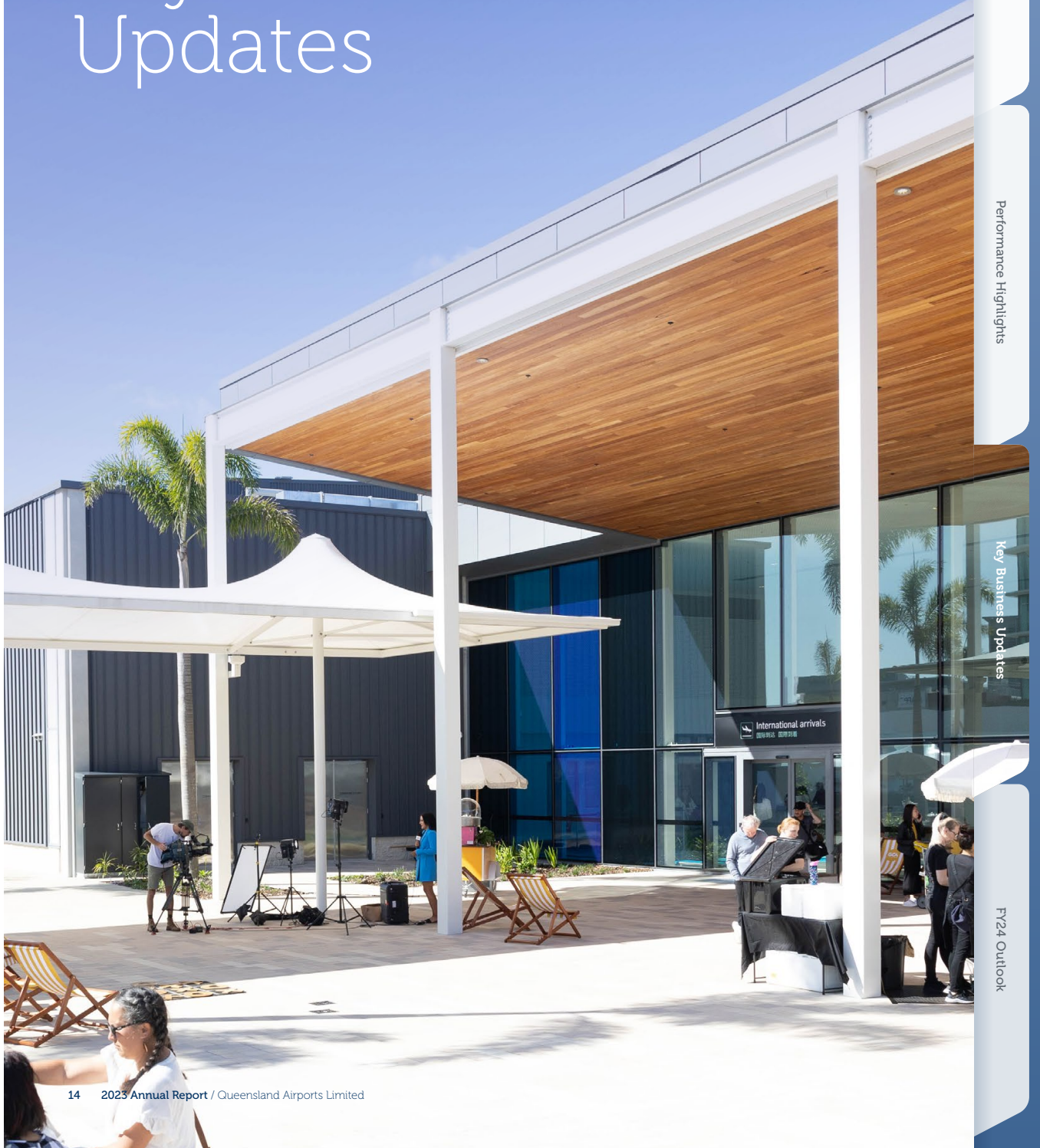
# Key Business Updates

About Us

Performance Highlights

Key Business Updates

FY24 Outlook





About Us

Performance Highlights

Key Business Updates

FY24 Outlook

# Passengers

## Domestic

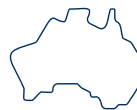
Domestic passenger numbers remained steady throughout FY23, with more than 7.27 million domestic passengers travelling through QAL's four airports – in line with 2019's (pre-pandemic) figures and 69% up on the year prior. Gold Coast Airport and Townsville Airport finished the financial year, ranked as the 6th and 10th busiest airports in the country. Gold Coast Airport's Sydney and Melbourne connections were also ranked as the country's fourth and fifth busiest routes with more than 4.5 million passengers travelling on either one throughout the year. Gold Coast Airport's Adelaide route also regularly featured within the country's top five performing routes.

QAL has continued to record demand for travel by setting monthly records in both May and June 2023, with 641,363 and 658,297 passengers respectively. Both months saw a 1.3% increase on the previous records set in May 2019 and June 2022. The month of June 2023 also made it into Townsville Airport's top ten busiest months on record.

Overall, the busiest months for passengers in FY23 were July 2022 and January 2023, aligning with peak tourism periods in Queensland and New South Wales during school holidays and the summer break. Bookings, however, were hampered by higher fares through the Christmas and summer school holiday period, as well as cost-of-living increases, resulting in passenger numbers for the year falling short of forecast by 2.4%.

In a show of confidence for QAL's long-term vision, Virgin Australia inked a new 10-year agreement with Townsville Airport in November 2022, building on a 21-year partnership and cementing the airline's presence at Townsville Airport.

Additionally, a new partnership with airline Bonza came to fruition with the commencement of three new routes to Townsville Airport from Sunshine Coast, Toowoomba Wellcamp and Rockhampton. Since the commencement of the first flight in February, more than 31,000 passengers have travelled through Townsville with Bonza, the Sunshine Coast route proving particularly popular – ranking in the airline's top performing routes.



7.27m  
domestic passengers



### International

While all remaining travel restrictions for visitors to Australia were lifted by the Federal Government in July 2022, the lingering effects of Covid-19 continued to impact international travel well into FY23. Governments in key international markets such as China and Japan continued to impose travel requirements such as the need for negative Covid-19 tests and proof of vaccination status for several months. Student visa applications were also delayed, deferring the return of international students, which are also key drivers of passenger numbers.

Overall, we welcomed 708,246 international passengers through Gold Coast Airport in FY23 – a 41% decrease on FY19's figures.

Once Australia lifted travel restrictions, discussions with airlines progressed quickly with Virgin Australia announcing the following month it would operate the first ever Gold Coast – Denpasar (Bali) service from March 2023. Shortly after, Jetstar announced with the support of the Attracting Aviation Investment Fund (AAIF), that it would re-instate flights between Gold Coast Airport and Tokyo (Narita) from August 2022.

However, it wasn't until October 2022 that passenger numbers on this route began to increase with the reopening of Japan's borders. China's borders remained closed to Australian visitors for a further three months until January 2023, however travel restrictions on visitors and Chinese citizens remained in place throughout the duration of FY23.

A further two international routes benefited from the AAIF in FY22, with announcements that AirAsia X would restart the Kuala Lumpur to Gold Coast service from April 2023, and Air New Zealand would boost capacity on its Gold Coast to Auckland connection from March 2023.



708,246

international passengers



16 2023 Annual Report / Queensland Airports Limited



# Commercial and Property

## New Partnerships

This year, new tenants were secured for several key sites across our ports, including three hangars within Townsville Airport's NAACEX Precinct, which have been leased to Airbus on a three-year agreement.

In Mount Isa, the Royal Flying Doctor Service (RFDS) and Lifeflight signed a Heads of Agreement for a 25-year lease on a site within the General Aviation Precinct for a new aero-medical base, with construction set to commence in early 2024.

## Retail Expansion

Heinemann doubled the space of its duty-free offering, with the opening of its new stores in both the international arrivals and departure areas in late 2022. This was closely followed by the opening of WHSmith and the signature café and bar Wollumbin, which takes pride of place in the centre of international departures.

Within Gold Coast Airport's domestic terminal, the relocation of international services to the new terminal provided additional space to expand the retail offering in the domestic departure lounge.

As soon as the new terminal opened, work commenced on the fit-out of the new stores, with the first new retailer, WHSmith, opening its airside store in December. Inmotion, the digital travel accessories store opened in May 2023, with Paradox Café following shortly after. Approximately 20 new or re-imagined stores are scheduled to open in FY24/25.

Mount Isa Airport's reconfiguration as part of the security screening upgrades provided the opportunity to improve the food and beverage offering within the terminal. New café and bar, Cloverleaf, opened in the departure lounge in late 2022.

## Parking

Carparks remain in high demand across QAL's four airports, with FY23 breaking records for carpark revenue across Gold Coast, Townsville and Mount Isa Airports. Due to ongoing high demand and capacity constraints, a new ~600 space car park at Gold Coast Airport will be constructed at a location south of the new terminal. This will be open to our customers in early 2024.

Upgrades were made to Longreach Airport's entry road and car park to improve safety and accessibility to the terminal.



17 2023 Annual Report / Queensland Airports Limited



About Us

Performance Highlights

Key Business Updates

FY24 Outlook

## Gold Coast Airport Southern Terminal Expansion

After more than three years of construction, through the middle of a global pandemic, Gold Coast Airport’s \$260 million Southern Terminal Expansion (STE) was officially completed in August 2022.

The project, which commenced in 2019, has doubled the footprint of Gold Coast Airport by 30,000sqm.



### Operational Readiness Activation & Transition (ORAT)

Transition from a construction site to a live operational terminal was done in three phases facilitated by the Operational Readiness Activation and Transition (ORAT) program.

In the lead up to transitioning operations into the STE, an extensive ORAT program was rolled out engaging key stakeholders and terminal partners to ensure their familiarity with the building prior to its opening.

This project included more than 30 desktop trials and 40 inductions and familiarisation activities culminating in a Mass Trial activity on August 30 2022, prior to the first phase of the transition plan.

During the Mass Trial more than 400 volunteers from the community put the STE to the test, acting as passengers, trialing all aspects of the terminal and passenger journey, including the airport’s new aerobridges, and then providing feedback on their experiences. This provided the opportunity to finetune systems and processes before the terminal opened.



### Domestic Activation

In the first week of September 2022, the STE entered the initial phase of the transition welcoming its first passengers as domestic operations began. This phase allowed operations to commence in the STE with minimal impact, using Level 1 and the aerobridges for domestic passengers only.

A celebration was held at the terminal to mark this major milestone and welcome passengers through the brand-new building. The occasion resulted in extensive national and international media interest, as well as broader stakeholder engagement.



### International Activation

The second phase of the transition commenced in November 2022, with the official opening and ribbon-cutting ceremony to celebrate the relocation of international operations – marking the start of a fully operational STE with passengers utilising all three levels of the new building.

This phase also saw the official opening of new retail outlets on Level 2 - Heinemann Duty Free Store, WHSmith and Gold Coast Airport’s signature Café and Bar Wollumbin.

During this stage of the transition, the STE was separated into dedicated domestic and international components.



About Us

Performance Highlights

Key Business Updates

FY24 Outlook



**Swing Functionality**

The final phase of activating the STE was incorporating the innovative and efficient swing functionality, bringing all aspects of the building into a fully operational state.

Now, the building is used to its full potential by swinging elements of the terminal (eg. aerobridges and gates) between international and domestic operations, based on operational requirements.



**Domestic Retail Refresh**

The relocation of international operations from the existing terminal to the STE provided the opportunity to expand and modernise the domestic departure lounge and refresh the retail offering. A tender process for 14 sites in the existing and new terminal space was successfully completed and experienced operators WH Smith and HMShost were selected. Both companies are well established and already operate outlets in other Australian airports.



Gold Coast Airport's  
**\$260m**  
terminal expansion



Doubling the terminal footprint by delivering  
**30,000sqm**  
of space over three levels





About Us

Performance Highlights

Key Business Updates

FY24 Outlook

# Operational Excellence

## Safety

Safety is the key priority for QAL and is taken seriously by all team members, partners, contractors and agencies.

A significant amount of focus is given to safety activities, controls and processes that contribute towards the safety of our airports, underpinned by a strong safety culture across our team.

## Critical Risk Management Program

QAL continuously reviews and improves the way that it works, including its safety practices. To better manage the safety of activities performed throughout our airports, an updated Critical Risk Management Program was created in FY23, implementing critical control performance standards that reduce the risk of incidents occurring at work. The importance of adhering to this Program was emphasised to all of QAL's airport teams through a dedicated information session.

## Crisis Management Response

Emergency preparedness is critical in an airport environment, and this includes regular updates to the crisis management plans to ensure all key team members understand their roles and responsibilities should a crisis occur. QAL recently refined its Crisis Management Plan and all supporting sub-plans to provide clarity on the approach to be taken to identify, manage and recover from a crisis.

## Full-scale Emergency Exercise

More than 130 Gold Coast Airport team members and agency stakeholders joined forces to take part in a full-scale exercise simulating a real airport emergency. These simulations, which are a requirement of the Civil Aviation Safety Authority, are conducted every two years and provide an opportunity to test responsiveness during a crisis.

The field exercise, which involved an aircraft incident, with volunteers playing the role of passengers, was staged airside in front of the Gold Coast Airport terminal expansion – across the Queensland and New South Wales border.

Numerous first responders and other agencies and stakeholders came together to test their procedures and training in a live environment. The exercise was deemed successful, and Gold Coast Airport is grateful for everyone's participation.

## Protecting Crowded Places

Gold Coast Airport in collaboration with the Security and Counter-Terrorism Network and Queensland Police Service hosted the 'Protecting Crowded Places from Terrorism' forum at Rydges Hotel in June 2023. This forum is designed to provide airport team members and stakeholders with key information around Protecting Crowded Places from Terrorism and is designed for staff who work on and around the airport precinct.

# Customer Experience

QAL's commitment to providing exceptional customer experiences is demonstrated through continued investment in new infrastructure, enhanced facilities, and personalised services.

## Awards and Recognition

In March 2023, Gold Coast Airport was named the Best Regional Airport in Australia and Pacific for the fifth time at the Skytrax World Airport Awards.

The awards are a quality benchmark for the world airport industry and are based on customer feedback from more than 13 million airport questionnaires conducted across 550 airports globally. Gold Coast Airport was also named The Cleanest Airport in Australia and Pacific for 2023. This award highlights the airport's unwavering commitment to ensuring the safety and wellbeing of travellers and team members.

Gold Coast Airport's dedication to delivering outstanding customer experiences was also demonstrated when it was named Major Airport of the Year at the Australian Airports Association's National Airport Industry Awards in November 2022. The award highlighted the team's commitment to ensuring a rapid recovery post-pandemic through ongoing investment in infrastructure, including the delivery of the new international terminal. The airport was also awarded Airport of the Year at the Australian Airports Association Airport Retail and Commercial Forum in July 2023. The award comes on the back of significant investment and upgrades made to the terminal and its commercial offering.



### Best Regional Airport in Australia and Pacific

Skytrax World Airport Awards



### The Cleanest Airport in Australia and Pacific

Skytrax World Airport Awards



### Major Airport of the Year

Australian Airports Association



### Airport of the Year

Australian Airports Association Airport Retail and Commercial Forum





### New Infrastructure

Gold Coast Airport's new international terminal allows for greater operational flexibility and efficiency, and will support predicted passenger growth over the next decade.

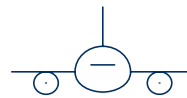
Highlights for an elevated passenger experience include four aerobridges and an innovative swing gate system, which transforms departure and arrivals gates from international to domestic based on demand. The swing function provides an efficient and accessible boarding and disembarkation process and reduces bottlenecks, which leads to quicker turnaround times and reduced waiting periods for passengers.

Gold Coast Airport engaged visitors arriving to and departing from Gold Coast Airport through a range of exciting activations and events at the new International Arrivals Plaza.

The dynamic space will continue to be used to enrich the passenger journey beyond the terminal walls, providing visitors with a positive lasting impression of Gold Coast Airport.

Gold Coast Airport's Airport Processing Zone (APZ) became fully operational in June 2022, and has since helped to relieve queuing and congestion within the domestic terminal. The project represented an investment of \$20.2m.

Townsville Airport began works in January 2023 to install new escalators. This project represents an investment of \$4m and formed part of a broader body of works to refresh the domestic terminal offering seamless customer transfer experiences.



An investment of  
**\$20.2m**

for the Gold Coast Airport's  
Airport Processing Zone





About Us

Performance Highlights

Key Business Updates

FY24 Outlook

### Ambassador Program

Gold Coast Airport's team of Ambassadors grew from 30 to 56 in FY23.

The dedicated group of volunteers played an integral role in providing a welcoming sense of place for visitors as passenger numbers surged in the wake of easing travel restrictions.

In addition, a new customer service concierge role was created to assist with passenger queuing and divesting prior to the screening process.

A new therapy dog was added to the AmbassaPAW program in February 2023. Together, Gary the groodle and Quincy the labrador helped to calm the nerves of anxious travellers. The AmbassaPAW program launched in 2018 and is one of the first initiatives of its kind in an Australian airport.

### Accessibility and Inclusion

The creation of a family assistance lane at the domestic security zone in September 2022 caters to the unique needs of passengers requiring additional assistance.

This specialised lane provides a quicker and more streamlined process for passengers requiring extra time or support.

A Changing Places facility was installed at Townsville Airport in March 2023. The specialised facility is designed to cater to the needs of individuals with disabilities or mobility challenges. The facility goes beyond the capabilities of a standard accessible restroom by providing additional equipment and space to accommodate individuals who require assistance from a caregiver.





# Environment, Social and Governance

QAL is committed to inspiring a sustainable future to create long term value for our shareholders, customers, partners, and the communities we operate in.

## Commitment to Net Zero

QAL is committed to reaching Net Zero Scope 1 and Scope 2 carbon emissions by 2030. A set of 18 program initiatives have been developed to enable QAL to ensure it reaches this goal, with the aim of having 80% renewable energy by 2025. The plan establishes responsibilities and accountabilities across the business, outlining the critical path for deadline success. This includes a power purchase agreement for renewable energy, on-site solar and a plan to boost electrification together with our partners.

## Rainwater harvesting

QAL's rainwater and air conditioner condensate collection systems collect enough water to fill 75 Olympic-sized swimming pools each year. This water can be used in terminal operations to reduce reliance on potable water supplies for non-potable purposes.

## Annual GRESB assessment

QAL participated in the annual GRESB assessment this year, a global ESG measurement tool for infrastructure assets - recording a two-point improvement on last year's score, taking our assessment to 95 out of 100, with a five-star rating.



## GRESB Score

GRESB average: 81  
Peer average: 93



24 | 2023 Annual Report / Queensland Airports Limited



About Us

Performance Highlights

Key Business Updates

FY24 Outlook

### Biodiversity

Gold Coast Airport contains areas of environmental and cultural significance, including waterways, wetlands, and areas of native vegetation, which provide habitat for a range of flora and fauna.

One of the most significant ecosystems dedicated to conservation is the Cobaki Environment Precinct which represents approximately 25 per cent of the airport's 371-hectare Commonwealth lease area. The Cobaki Environment Precinct facilitates wildlife movement, provides a physical vegetative buffer to the Cobaki Broadwater and assists in maintaining biodiversity in the catchment. Numerous measures are in place to manage threats and protect native flora and fauna species within the precinct including monitoring programs and pest species management.

In addition, Gold Coast Airport manages and monitors two biodiversity offset sites located in northern New South Wales, which total 119.48 hectares.

In 2022, Gold Coast Airport was recognised for its positive contribution in the field of wildlife risk mitigation and hazard management, being awarded runner up for the Australian Aviation Wildlife Hazard Industry Award.

GCA also celebrated a significant milestone – its 25-year partnership with aviation environmental consultancy Ecosure Pty Ltd and Avisure Pty Ltd. The important work they do to manage the natural environment around the airport precinct not only protects the safety of the travelling public, but also ensures risk to wildlife species is kept to a minimum.



Committed to  
**80%**  
renewable energy  
by 2025



and  
**100%**  
carbon reduction by  
2030 (scope 1 & 2)



### Supporting local causes

This year marked the restart of QAL's corporate sponsorship portfolio, which was put on hold during the pandemic. Over FY23, QAL partnered with 23 organisations and events across the Gold Coast, Northern NSW, Townsville, Mount Isa and Longreach. While our \$50,000 Community Benefit Fund also relaunched, helping to support a further 42 grassroots initiatives that contribute to community wellbeing.

QAL team members participated in several fundraising initiatives across our local communities. The CEO Sleep Out on the Gold Coast saw the 'QAL Dreamliners' raise almost \$40,000 to support initiatives that help people experiencing homelessness.

Members of the Gold Coast Airport team also volunteered their morning in support of Clean Up Australia Day 2023. The group walked along the beachfront in Tugun picking up litter along the footpath, beach and surrounding streets. Educational material was circulated digitally internally highlighting the amount of waste that ends up in landfill each year, and encouraging the team to recycle.

### 10 years in the community

A celebration was held in April to mark ten years since QAL purchased Longreach Airport. More than 40 government and local industry leaders enjoyed a special private event on the apron as the sun set, reinforcing the importance of the airport within its portfolio mix, and its role as a gateway to western Queensland for passengers and freight.



26 2023 Annual Report / Queensland Airports Limited



### Our People

QAL is made up of 196 employees across its four ports. People sit at the heart of how we drive value and our journey to achieve our Vision.

As part of QAL's diversity, equity and inclusion journey, QAL has expanded its employee-led resource groups, known as Glidepath Committees, from three to five. These Committees include representatives from across the four airports and they focus on the areas of Gender, Culture, Accessibility and Pride, and are all underpinned by Inclusive Leadership. The Committees are tasked with creating meaningful change to better the experience of our customers, partners and team.

In July 2022, QAL engaged global authority on workplace culture Great Place to Work (GPTW), to conduct an employee engagement survey. The results celebrated QAL's positive culture and progressive leadership approach. We were delighted that 81% of employees chose to participate, and of these, 83% said that QAL is a great place to work. We are proud to be the only airport operator in Australia that has been certified as a GPTW.

Gold Coast Airport re-signed Memorandums of Understanding with both Southern Cross University and TAFE Queensland, in addition to continuing existing MOUs with Bond University, James Cook University and Griffith University. Continuation of these long-standing, collaborative partnerships provide valuable opportunities for students, alumni and QAL team members.

In Townsville, we are delighted to fund an Indigenous Scholarship program at James Cook University. The Townsville Airport Indigenous Scholarship provides two recipients \$32,000 each. The scholarships are designed to make good quality education more accessible, which in turn benefits the community and region as a whole.



196  
Employees



81%  
Employee engagement



27 2023 Annual Report / Queensland Airports Limited

- About Us
- Performance Highlights
- Key Business Updates
- FY24 Outlook

## Stakeholder engagement

### Townsville Airport 2023 Master Plan

Townsville Airport undertook significant community consultation in support of its 2023 Draft Master Plan. A comprehensive Stakeholder Engagement Strategy was developed and executed before and during the 60-day public consultation period, engaging key government, industry and community stakeholders.

Mechanisms for engagement included traditional and social media channels, public notices, a webpage and the opening up of Townsville Airport's Community Aviation Consultative Group to all members of the community. Feedback received through all channels was overwhelmingly positive. The Master Plan was submitted to the Federal Minister for Infrastructure, Transport and Regional Development and Local Government in August 2023.

The Draft Master Plan outlines the strategic vision and growth objectives of the airport over the next 20 years, with a more detailed focus on the initial eight years. It provides a road map for future expansion opportunities, including significant investment in infrastructure projects that deliver innovative and contemporary facilities, as well as exceptional experiences to meet the future needs of Townsville and its surrounds.

### Gold Coast Airport 2024 Preliminary Draft Master Plan

Development work has commenced on the 2024 Draft Master Plan, including a leading-practice extraordinary early engagement session with the Gold Coast Airport's Community Aviation Consultative Group (CACG). This session was designed to capture the key feedback of community members for consideration throughout the development process of the Master Plan, which is due to be released for public consultation in Q1 2024.

## Risk Management

### Digitalisation of Risk Reporting

QAL implemented a dedicated group-wide Risk Management Software Solution to capture enterprise-wide risks and enable automation of risk reviews and analysis. This will provide improved business performance reporting, including the identification of emerging risks.



139,000+

People reached on social media



36

Written submissions received



6000+

Views on Master Plan Webpage



240+

Attendees at engagement sessions



# FY24 Outlook

About Us

Performance Highlights

Key Business Updates

FY24 Outlook







QAL operates airports in regions that are undergoing significant population growth. Gold Coast in particular, is Australia’s fastest growing major city, with a current population of 634,000 that is set to reach one million people by 2046.

This forecast growth is the largest in Queensland, greater even than that of the state’s capital city, Brisbane, and is set to drive increased demand for air travel and freight.

Additionally, Townsville Airport is a well-established and important hub for North Queensland, serving a growing population of more than 235,000 people, expected to reach 325,000 by 2041.

Townsville Airport is intrinsic to the long-term success of North Queensland, a region that is currently undergoing transformational change with large-scale infrastructure projects such as CopperString 2032 bringing jobs, investment and opportunities.

There is great optimism across Australia’s travel industry, particularly with China further easing travel restrictions for its citizens, allowing the return of group tours. Prior to the pandemic, 300,000 Chinese visitors travelled through Gold Coast Airport annually and this is expected to recover through 2024.

Gold Coast Airport has recently been named as Bonza’s newest base, welcoming an additional 84 flights per week from November 2023, to 14 destinations around Australia.

The world’s eyes are turning to Queensland in the run up to the 2032 Olympic and Paralympic Games, creating a nine-year pipeline of opportunities, that leverage the state’s increased profile and investment, and ensure an enduring legacy.



30 2023 Annual Report / Queensland Airports Limited

Queensland  
Airports LIMITED



Office of  
Industrial Relations

Department of Education

3 November 2023

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

Dear Brett Walsh

I refer to your request for special holidays for 2024.

Pursuant to Section 4 of the *Holidays Act 1983*, the Minister for Education and Minister for Industrial Relations has appointed:

- 17 May 2024 a holiday for the Longreach Region – Isisford and Yaraka for the purpose of the Isisford sesquicentenary celebrations
- 24 May 2024 a holiday for the Longreach Region – Longreach and Ilfracombe for the purpose of the Longreach Agricultural Show

Please note that it is only special holidays appointed in respect of an annual agricultural, horticultural or industrial show (show holidays) which are public holidays. On a public holiday, employees will be entitled to refuse to work in reasonable circumstances without loss of pay and to be paid penalty rates for work performed.

Should there be a need to request repeal of one or more of the above special holidays (whether or not appointment of a replacement special holiday is also requested) or appointment of an additional special holiday, 30 days prior notice of the requested repeal or appointment is to be given to the Minister. This will allow time for the Minister to decide the request, notify any repeals and/or appointments in the Queensland Government Gazette and for the requesting local government to give notice of holiday changes to its community.

Replacement of a show holiday with a special holiday on another date should be carefully considered as the replacement show holiday will only be a public holiday if it continues to be in respect of an annual agricultural, horticultural or industrial show.

1 William Street Brisbane  
Queensland 4000 Australia  
GPO Box 69 Brisbane  
Queensland 4001 Australia  
**Telephone 13 QGOV (13 74 68)**  
**WorkSafe** +61 7 3247 4711  
**Website** [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)  
[www.business.qld.gov.au](http://www.business.qld.gov.au)  
ABN 94 496 188 983

Notification of the appointment of the 2024 special holidays was published in the Queensland Government Gazette on 3 November 2023.

A copy of the gazette can be accessed on the [Queensland Government's publications website](#), the special holidays notifications commence on page 418 of the gazette.

Should you require further information, please contact Patricia Faulkner, Senior Industrial Officer on telephone (07) 3406 9845.

Yours sincerely



**A J (Tony) James**  
Assistant Director-General  
Office of Industrial Relations

**\*\*CAUTION: This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.**

Good morning,

I hope that you are well.

Firstly I would like to take the opportunity to thank those who participated in our annual stakeholder survey. DCQ appreciates the time and feedback that was given.

The results of the survey have been consolidated and presented to the DCQ board at our September meeting.

The feedback provided is valuable to DCQ as it allows the board and the team to focus on specific areas that are important to the people of our region.

The feedback highlighted that one of DCQ's strengths is our community engagement and our ability to provide relevant expertise to people in our community. Our connection and engagement with community is important to us.

Another strength is our commitment to the eradication of weeds and the management of pest animals, which was the main priority for the respondents of our annual stakeholder survey. After two decades of NRM planning and community consultation, weed eradication - Prickly Acacia especially, remains the number one priority for communities as well as the number one priority listed in our NRM Plans.

While some of our services are more well known, such as our weed management and community engagement through hosting field days and social media, moving forward DCQ will be promoting some of our lesser known services along with the work undertaken by the Desert Channels Foundation and our commercial arm; Desert Channels Solutions.

Respondents who have worked with DCQ over the last 2 years were overall impressed with our level of expertise and quality of work completed. This is a credit to our dedicated team, who take pride in their work and who work tirelessly to achieve our vision for the region. We appreciate that survey respondents highlighted the need for additional funding and resources, this is something we agree with and are constantly trying to achieve so that we can provide more services for this region.

Once again I would like to thank those who participated in the survey. The information provided helps us shape the direction of our future and we thank you the community for your support.

## 11.1 - Councillor Information Correspondence --Appendix 4

---

If you would like to keep more abreast of DCQ activities, follow us on facebook or become a member of DCQ and receive bi-monthly newsletters. Membership is free.

Kind regards,

Leanne

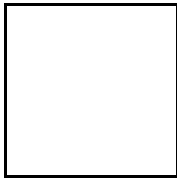
**Error! Filename not specified.** **Leanne Kohler**

Chief Executive Officer

Desert Channels Group

Ph: 074652 7821 Mob: 0427 427 961

[Facebook](#) | [Twitter](#) | [Google+](#) | [Youtube](#) | [Website](#) | [Contact Us](#)



Trouble viewing this email? [Click here to view it online.](#)



November 2023



[View the  
Quarterly Update  
here](#)

### Central and Western Queensland Economic Update Q3, 2023

#### A Message from the Chair:

The September 2023 Central and Western Queensland quarterly update highlights the ongoing growth and prosperity of the region, despite challenging economic headwinds.

The region continues to grow the number of jobs with increasing number job vacancies demonstrating the economic resilience and strength of the Central and Western Queensland region.

A key highlight in this quarter is the record throughput across the region's airports, most notably at Rockhampton due to the Singaporean Armed Force's Exercise Wallaby at Shoalwater Bay Training Area – an indicator of the value of defence activity in the region.

Looking forward, strong non-residential building approvals and higher prices for base metals and demand for agricultural fibres (cotton and wool) point to continued growth across the economy.

However, continued growth in the Central and Western Queensland region requires investment in public infrastructure. Maintaining this pipeline of investment is central to the region's ongoing prosperity.

## 11.1 - Councillor Information Correspondence --Appendix 5

---

[View the full update here.](#)

**Grant Cassidy OAM**

Chair

RDA Central and Western Queensland.

.....

Copyright © 2023 RDACWQ

[To unsubscribe click here](#)



**An Australian Government Initiative**

*Copyright © 2018 Regional Development Australia Central and Western Queensland*

66 Denham St, Rockhampton  
(07) 4847 6503



**\*\*CAUTION:** This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.



**Introducing the new \$15 million Active Women and Girls Funding Program!**

The Queensland Government's new Active Women and Girls program aims to increase female participation across all areas of sports and recreation – from coaching and volunteering, to umpiring and team management, to inspire the next generation of female athletes and secure the sporting future of women and girls across Queensland.

Funding can be used for female coach employment, volunteer and team management training courses, equipment procurement, volunteer recognition, open days, and targeted programs, to name a few.

Join us in investing not just in sport and recreation, but in equality. By applying for this funding, you contribute to creating a level playing field for women and girls in sports and

active recreation.

**Organisations are only eligible in one of the following categories:**

- Category 1 – applicants are eligible for \$7,500 in funding.
- Category 2 – applicants are eligible for \$25,000 om funding.

**Key dates**

- Applications open – 20 November 2023
- Applications close – 6 March 2024 (5pm AEST)
- Successful projects announced – December 2023 to May 2024

Head to the [Active Women and Girls Program web page](#) for more information and [get in touch](#) if you have any questions.

**Want to learn more?**

We are hosting two free online information sessions.

Location: Online via Microsoft Teams  
Date: Wednesday 22 November 2023  
Time: 12:00pm - 1:00pm

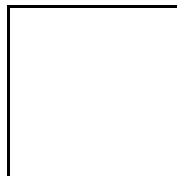


Location: Online via Microsoft Teams  
Date: Wednesday 22 November 2023  
Time: 5:30pm - 6:30pm



This email was sent by Sport and Recreation | Northern Region, Web:  
<https://www.qld.gov.au/recreation/sports/office-locations> | Email: [sportre northern@dtis.qld.gov.au](mailto:sportre northern@dtis.qld.gov.au) |  
Phone: (07) 4722 5381 to [ceo@longreach.qld.gov.au](mailto:ceo@longreach.qld.gov.au)

[Unsubscribe](#)



---

**\*\*CAUTION: This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.**

Dear Councillors and CEOs

On 15 November 2023, the Queensland Parliament passed the Local Government (Councillor Conduct) and Other Legislation Amendment Bill 2023.

It is expected the Bill will shortly gain the Governor's assent and the Act and its amendments will commence on the date of assent.

This means that councillor conduct complaints received by the Office of the Independent Assessor (OIA) will be assessed in accordance with the new legislative requirements from that date. However, importantly, it will also mean that existing complaints will be re-assessed.

The outcomes may include that the matter proceeds, or it may be dismissed or withdrawn.

This re-assessment has the potential to impact councillors who are currently the subject of complaints. I also acknowledge it has the capacity to impact councillors who themselves are complainants.

Correspondence regarding re-assessment outcomes will only be sent to councillors and complainants with matters in the councillor conduct complaints system (excluding QCAT reviews).

Under the new legislation:

### **Assessment of complaints**

All new complaints and those under current assessment, must be assessed in accordance with the new legislation.

### **Complaints currently under investigation or in the natural justice/legal process**

- These matters must be re-assessed under the new legislation (except for statutory timeframe considerations).
- All matters currently under investigation by the OIA will be considered in light of public interest considerations.

- Matters that may be well advanced may experience a very short delay while re-assessment takes place.

### Applications before the Councillor Conduct Tribunal (CCT) awaiting a decision

An application must be withdrawn, either in full or in part, if any of the following circumstances apply to an application that has not yet been decided by the CCT:

- the councillor was a **former councillor** when the application was made to the CCT
- after commencement of the new Act, the **office of the councillor is vacated**
- the conduct relates **solely** to behaviour engaged in by the councillor in a **personal capacity**, unless the conduct is suspected corrupt conduct
- if the conduct is a contravention of the **acceptable request guidelines** (other than conduct mentioned in section 150AJ(1)(b) of the new Act)
- the councillor or person was the **chairperson of a local government meeting** and the councillor's conduct relates solely to the councillor performing the role of chairperson
- the conduct relates to a **conflict of interest** matter in new section 150EF(1)(c), (d), (e) or (f) or 150EO(1)(g) or the City of Brisbane Act 2010, new section 177C(1)(c), (d), (e) or (f) or 177L(1)(g)
- the conduct relates to a **conflict of interest matter that involves a close associate** of the councillor who is no longer a close associate under a new definition (section 11 or 89), and
- the conduct relates to a **conflict of interest matter that involves a related party** of the councillor who is no longer a related party under a new definition (section 13 or 91).

### Withdrawal of CCT applications in the public interest

New section 150AKA of the *Local Government Act 2009* enables the Independent Assessor (IA) to withdraw a matter that has not yet been decided by the CCT where the IA is of the view that a withdrawal is in the public interest.

The following factors may be considered by the IA in determining whether there is a public interest in continuing a matter:

- the seriousness of the alleged misconduct
- the experience of the councillor
- mitigating or aggravating circumstances
- other alternatives that may exist to deal with the matter
- the previous disciplinary history of the councillor
- whether the alleged breach is ongoing
- how often misconduct of this kind occurs and whether there is a need for deterrence
- the length of time since the alleged misconduct occurred
- the physical or mental health of the councillor
- the length and expense of any misconduct hearing
- if the alleged misconduct is sustained, what are the possible orders available to the Councillor Conduct Tribunal, and
- the need to maintain public confidence in the councillor conduct framework.

### When will outcomes be advised

I acknowledge the need to complete these assessments quickly to provide certainty to all councillors. It is expected that the OIA will complete these assessments urgently and letters to impacted councillors and complainants will be sent out as quickly as possible.



Bronwyn Blagoev  
**Acting Independent Assessor**  
**Office of the Independent Assessor**



Office of the **Independent Assessor**



---

This email and any attachments may contain confidential or privileged information and may be protected by copyright. You must not use or disclose them other than for the purposes for which they were supplied. The confidentiality and privilege attached to this message and attachment is not waived by reason of mistaken delivery to you. If you are not the intended recipient, you must not use, disclose, retain, forward or reproduce this message or any attachments. If you receive this message in error please notify the sender by return email or telephone, and destroy and delete all copies. The Department does not accept any responsibility for any loss or damage that may result from reliance on, or use of, any information contained in this email and/or attachments.

**\*\*CAUTION: This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.**

Good Morning,

I am writing to provide an update on the learning package for Local Government elected officials and senior leaders - the LG Leaders Program.

I am pleased to note the new online training will be ready for use after the elections in March 2024. The online training modules are aligned to the department's Local Government Sustainability Framework, and cover Governance, Compliance, Finance & Assets, Operating Environment and Being an Effective Councillor. Click the image below to see a brief video overview of the program.



The department will also rollout a councillor induction program in 2024 that will provide an overview of the content in the *LG Leaders Program*, and key information councillors and Mayors should know going into their term. Our plan is to offer to present a half-day session to each council from April 2024 onwards.

I am aware many councils are planning their own council-specific inductions, so I want to let you know that our content for inductions will include:

- Considering what it takes to be an LG Leader, and how to be effective in the role
- Councillor obligations – Code of Conduct, Registers of Interests and Conflicts of Interest
- Overview of financial management and council's strategies for assets
- Preparing for and attending council meetings
- Using the *LG Leaders Program* to support Councillors and council staff

If you would like further information, or would like to discuss the *LG Leaders Program*, please contact Louisa Lynch, Director Governance and Capability by email [Louisa.Lynch@dsdilgp.qld.gov.au](mailto:Louisa.Lynch@dsdilgp.qld.gov.au) or phone 0499 833 689.



Joshua Hannan

Deputy Director-General  
**Local Government Division**  
Department of State Development, Infrastructure,  
Local Government and Planning

*Microsoft teams – [meet now](#)*

*Listen to the [podcast](#)*

---

Level 16, 1 William Street, Brisbane QLD 4000

[statedevelopment.qld.gov.au](http://statedevelopment.qld.gov.au)



---

This email and any attachments may contain confidential or privileged information and may be protected by copyright. You must not use or disclose them other than for the purposes for which they were supplied. The confidentiality and privilege attached to this message and attachment is not waived by reason of mistaken delivery to you. If you are not the intended recipient, you must not use, disclose, retain, forward or reproduce this message or any attachments. If you receive this message in error please notify the sender by return email or telephone, and destroy and delete all copies. The Department does not accept any responsibility for any loss or damage that may result from reliance on, or use of, any information contained in this email and/or attachments.

**\*\*CAUTION:** This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.

Good morning,

As you are aware, there's been some good rainfall in the catchments that has resulted in flows returning to the Thomson River. As a result, the department has withdrawn the limitation on the take of water for irrigation purposes as per the notice below.

Lets hope that the storms continue to bring some decent rain.

Should you have any questions, please contact me.

Cheers



**Adam Chappell**  
Senior Water Officer  
**Water Resource Management | North Region**  
Department of Regional Development, Manufacturing and Water

---

**P:** 1800 822 100

**E:** [adam.chappell@rdmw.qld.gov.au](mailto:adam.chappell@rdmw.qld.gov.au)

**A:** Level 1, 44 Nelson Street, Mackay 4740 | PO Box 63, Mackay, Qld 4740

**W:** [www.rdmw.qld.gov.au](http://www.rdmw.qld.gov.au)

---

**From:** Water Services North <WaterServicesNorth@rdmw.qld.gov.au>

**Sent:** Friday, December 1, 2023 10:07 AM

**To:** Adam Chappell

**Subject:** Notification: Withdrawal of Limitations for Thomson River and Tributaries





Department of Regional Development,  
Manufacturing and Water

## Notification: Withdrawal of limitations on taking water for irrigation purposes from the Thomson River and tributaries



1. This notice is given by the chief executive pursuant to section 29 of the *Water Act 2000* (Act).
2. This notice has effect on and from 1 **December 2023**, until further notice, for the area impounded by the main Longreach Weir on the Thomson River.
3. This notice replaces all previous notices issued pursuant to section 29 of the Act referring to limitation on the take of water for irrigation purposes from the Thomson River and tributaries.
4. All limitations for the taking of water for irrigation purposes from the Thomson River and tributaries for irrigation purposes are **withdrawn**.

Enquiries concerning this notice may be made by telephone on 1800 822 100 (during business hours) or by email using the button below.

Email Enquiries



Department of Regional Development, Manufacturing and Water  
© State of Queensland

This email was sent by The Department of Regional Development, Manufacturing and Water, State of Queensland to [adam.chappell@rdmw.qld.gov.au](mailto:adam.chappell@rdmw.qld.gov.au)

[Unsubscribe](#)



-----  
The information in this email together with any attachments is intended only for the person or entity to

**\*\*CAUTION: This email came from outside of Longreach Regional Council - Only open links & attachments you're expecting\*\*.**

Hi All,

I hope this note finds you all well and best wishes for the fast approaching festive season.

This is your chronically dormant Longreach Landcare President, who has been holding up keen members for too long now. I would like to inform you we intend to hold our AGM in February 2024.

More details will be forwarded to you closer to the meeting date but please mention to anyone who you think may be interested in joining the Longreach Landcare Group.

We are a small, financial club, not locked into any particular activity, we try to focus on what is of interest to members.

There will always be weeds for those who feel the need to kill a weed and we can get our pick up rubbish fix anytime, especially on Clean Up Australia Day, as well as there are people qualified and interested in activities like -

- Spotlighting and animal Id
- Feral animal control (pigs, dogs, foxes and cats) and learn how to dissect the stomach to see what the animal has been eating
- Cane Toad control
- Opportunity to help with endangered fish species
- Paddock walks and plant Id
- Points of interest property tours
- Water-bug surveys to gauge the health of our waterways
- Connect with school's about our local area including Landcare
- There are small amounts of funding available e.g. \$2000 for materials is already locked in for early next year.
- The Landcare Group own a quantity of spray bottles and gear
- Welcome any further suggestions

Thank you

**Doug.**  
**Outgoing Longreach Landcare President**

**Doug Allpass**

Regional Agriculture Landcare Facilitator

Desert Channels Group

Ph: (07) 4652 7814

Mob:0427 427 090

[Facebook](#) | [Twitter](#) | [Google+](#) | [Youtube](#) | [Website](#) | [Contact Us](#)



Queensland Health

# Consultation paper

*Food Act 2006*

## Proposal

### Require State food businesses to be licensed (binding the Crown).

There are approximately 1600 State food businesses in Queensland. Examples of State food businesses include public hospitals, State School tuckshops, public residential aged care facilities, correctional centres, Queensland Rail food services and Parliamentary catering services.

Currently, the Food Act does not bind the Crown. That is, it does not apply to State food businesses. Specifically, section 3 of the Food Act provides that the Food Act binds all persons with the exception of the State, a government owned corporation or a rail government entity under the *Transport Infrastructure Act 1994*. Section 4(1)(a) of the Food Act also provides that the Food Act does not apply to the handling or sale of food at a tuckshop operated by a parents and citizens' association at a State School.

A 2019 audit report by the Queensland Audit Office (QAO), *Managing consumer food safety in Queensland - Report 17: 2018–19*, recommended that the exemptions in the Food Act be reviewed to ensure they are in the best interest of consumers in Queensland. Although the audit report recognised that State run food businesses were exempt because the State cannot prosecute itself, it noted that this exemption meant a significant source of potential food safety risks was unregulated. Consumers of these State-run services must rely on the food business voluntarily taking steps to ensure food safety standards are met.

The audit report noted that food safety risks do not differentiate between public and private sector entities. It also identified that the consumers impacted by this lack of regulation included some of Queensland's most vulnerable people, such as hospital patients, children and the elderly.

Queensland is the only Australian jurisdiction where food safety legislation does not apply to State food businesses. However, other Queensland safety legislation does bind the Crown, including the *Environmental Protection Act 1994*, *Work Health and Safety Act 2011*, the *Public Health Act 2005*, *Tobacco and Other Smoking Products Act 1998* and the *Radiation Safety Act 1999*.

Queenslanders may reasonably expect that State run food businesses should set the “gold standard” for managing food safety risks. The proposed amendment will ensure all food businesses in Queensland take a consistent, high-level approach to managing food safety risks.

It is proposed to amend the Food Act to bind the Crown. This will bring Queensland in line with other Australian jurisdictions and ensure that Queensland's food safety requirements apply equally across the public and private sectors. As with other food businesses, State run food businesses will be subject to regular monitoring. This will provide a mechanism for assessing their compliance with relevant food safety requirements, identifying any remedial action required to bring the food business up to standard, and will provide access for regular food safety advice.

### Options

Previous consultation with relevant State and local government stakeholders has identified three possible options for the regulatory oversight of State food businesses in Queensland:

- **Option 1:** Regulation by local governments as for all other licensed food businesses.
- **Option 2:** Regulation by Queensland Health.
- **Option 3:** Regulation by a joint system of both Queensland Health and local government.

The anticipated benefits and risks of each option are outlined in Table 1 below.

**Table 1 – Anticipated benefits and risks of options for the regulation of State food businesses**

	Option 1: Local government to regulate (preferred option for equivalence across private and public sectors)	Option 2: Queensland Health to regulate	Option 3: Joint system of local government and Queensland Health
Risks	<ul style="list-style-type: none"> <li>Design and fit-out assessment of premises will not be retrospective. Transitional provisions may need to be considered to allow local governments adequate time to ensure adequate resources and ensure that facilities meet structural requirements of the Food Standards Code.</li> <li>Will require local government to develop local relationships with State food businesses.</li> <li>May provide an inconsistent application of food regulation across the food service sector.</li> </ul>	<ul style="list-style-type: none"> <li>As design and fit-out assessments are not retrospective, transitional provisions may need to be considered to allow departments adequate time to ensure facilities meet structural requirements of the Food Standards Code.</li> <li>Queensland Health will need to develop and implement a licensing system.</li> <li>Queensland Health will be required to set up a framework to receive, assess and process inspection and audit reports.</li> <li>Queensland Health will require special travel arrangements to attend rural and remote businesses, reducing the capacity to attend site for inspections, complaints or enquiries including follow-up work.</li> <li>Inspections and audits of Hospital and Health Service (HHS) facilities may not be perceived as independent, as Public Health Unit (PHU) and HHS facilities are under the same employment structure.</li> </ul>	<ul style="list-style-type: none"> <li>As design and fit-out assessments are not retrospective. Transitional provisions may need to be considered to allow departments adequate time to ensure facilities meet structural requirements of the Food Standards Code.</li> <li>Will require local government to develop local relationships with State food businesses.</li> <li>Queensland Health will need to develop and implement a licensing system.</li> <li>Queensland Health will be required to set up a framework to receive, assess and process inspection and audit reports.</li> <li>Queensland Health will require special travel arrangements to attend rural and remote businesses, reducing the capacity to attend site for inspections, complaints or enquiries including follow-up work.</li> <li>Inspections and audits of HHS facilities may not be perceived as independent as PHUs and HHS facilities are under the same employment structure.</li> <li>May provide an inconsistent application of food regulation across the food service sector.</li> <li>May not align with the principle of creating equivalence across the public and private sectors.</li> </ul>

Option 1: Local government to regulate (preferred option for equivalence across private and public sectors)	Option 2: Queensland Health to regulate	Option 3: Joint system of local government and Queensland Health
<p>Benefits</p> <ul style="list-style-type: none"> <li>The Food Act will align with legislation in other jurisdictions.</li> <li>The Food Act will align with other Queensland legislation which binds the Crown.</li> <li>State food businesses will meet legislative requirements equivalent to their private sector counterparts.</li> <li>Licensing, inspection, and auditing systems required for administration and enforcement of the Food Act for State food businesses will be equivalent to systems required for private businesses.</li> <li>Local governments will have some flexibility in how they recover the costs of transitioning to the new arrangements, such as licensing fees.</li> <li>Local governments are geographically positioned to respond in a timely manner to complaints and enquiries without the need to make special transport arrangements, especially in relation to rural and remote facilities.</li> <li>Local government officers will provide an element of perceived impartiality.</li> </ul>	<ul style="list-style-type: none"> <li>The Food Act will align with legislation in other jurisdictions.</li> <li>The Food Act will align with other Queensland legislation which binds the Crown.</li> <li>State food businesses will meet legislative requirements equivalent to their private sector counterparts.</li> <li>Consistent with the Food Act where local government undertake inspections of licensed food businesses within their local government area, State food businesses will be inspected by their relevant Queensland Health PHUs.</li> <li>Queensland Health staff may have greater ease of obtaining access to State food businesses.</li> </ul>	<ul style="list-style-type: none"> <li>The Food Act will align with legislation in other jurisdictions.</li> <li>The Food Act will align with other Queensland legislation which binds the Crown.</li> <li>State food businesses will meet legislative requirements equivalent to their private sector counterparts.</li> <li>State food businesses will have some regulatory oversight including regular food business inspections.</li> <li>Queensland Health staff may have greater ease of obtaining access for particular State food businesses.</li> <li>Local governments are geographically positioned to respond in a timely manner to complaints and enquiries for particular State food businesses.</li> </ul>

## How to have your say

You are invited to provide feedback on the legislative reform proposal to bind the Crown as outlined in this consultation paper.

Feedback can be submitted either electronically by completing the online survey or by email or in hard copy via post. Please note that if you submit feedback electronically you do not need to provide a follow-up hard copy by post.

Submissions are to include:

- your full name, contact details (address, telephone number, and email address) and position (if relevant), and
- for organisations, the level at which the submission was authorised.

In developing your submission, please consider and provide feedback on the following:

- with the three options presented, which option is preferred and any reason(s) why,
- any expected impacts the proposal will have on your organisation and
- any other general comments or feedback.

Please provide your submission **by close of business 31 December 2023** to one of the following:

**Website:** [Consultation Survey – Binding the Crown](#)

**Email:** [foodsafety@health.qld.gov.au](mailto:foodsafety@health.qld.gov.au)

**Post:** Food Safety Standards and Regulation  
Queensland Health  
PO Box 2368  
FORTITIDE VALLEY BC QLD 4006

### Enquiries

Enquiries regarding the consultation process or discussion paper should be directed to:

**Phone:** (07) 3328 9310

**Email:** [foodsafety@health.qld.gov.au](mailto:foodsafety@health.qld.gov.au)



## Privacy statement

Personal information collected by Queensland Health is handled in accordance with the *Information Privacy Act 2009*. Queensland Health is collecting your personal information for the purpose of informing the development of reforms to the Food Act and to enable Queensland Health to contact you, if required, regarding your submission or the consultation process. All personal information will be securely stored.

Your submission may be disclosed to other entities including relevant Queensland Government departments and the Queensland Parliamentary Health and Environment Committee for the purpose of informing consideration of the proposed reform. Your personal information will not be disclosed to other third parties unless the disclosure is authorised or required by or under law. If you would like your submission, or any part of it, to be considered confidential, please indicate this clearly when making your submission.

For information about how Queensland Health protects your personal information, or to learn about your right to access your own personal information, please refer to our [Privacy Policy](#).



Queensland Health

Enquiries to: Tenille Fort  
Director  
Food Safety Standards and  
Regulation  
Telephone: 3328 9323  
File Ref: C-ECTF-23/15874

Mr Brett Walsh,  
Chief Executive Officer  
Longreach Regional Council  
PO Box 144  
ILFRACOMBE QLD 4727

Email: [ceo@longreach.qld.gov.au](mailto:ceo@longreach.qld.gov.au)

Dear Mr Walsh,

The *Food Act 2006* (Food Act), which commenced in June 2006, is the primary piece of food safety legislation in Queensland. The Food Act seeks to ensure that food for sale is safe and suitable for human consumption. It also seeks to prevent misleading and deceptive conduct in relation to food. Queensland Health is undertaking a formal legislative review of the Food Act.

In May 2023 stakeholders were invited to provide feedback on 39 legislative reform proposals. You are now invited to provide feedback on an additional proposed legislative amendment to bind the State of Queensland to provisions of the Food Act (binding the Crown). This would then require Queensland State food businesses to identify and manage risks in a manner that is consistent with their private sector counterparts and with other states and territories.

You are invited to provide feedback about the attached binding of the Crown proposal. The decision to bind the Crown will be a matter for the Minister and the Queensland Government to decide. However, to determine the preferred regulatory approach, we would appreciate your feedback. A survey regarding the options for regulation of State food businesses is located [here](#). The survey should take approximately five minutes to complete. Please provide feedback **by 31 December 2023**.

If you require any further information in relation to this matter, please contact Ms Tenille Fort, Director, Food Safety Standards and Regulation, Department of Health, on telephone 3328 9323 or via email at [foodsafety@health.qld.gov.au](mailto:foodsafety@health.qld.gov.au).

Yours sincerely

John Piispanen  
**Executive Director**  
**Health Protection Branch**  
1 / 12 / 2023

Department of Health  
Level 3, 15 Butterfield Street  
HERSTON QLD 4006  
PO Box 2368  
FORTITUDE VALLEY BC QLD 4006

**Telephone** +61 7 3328 9200  
**Website** [health.qld.gov.au](http://health.qld.gov.au)  
**Email** [RHCorrespondence@health.qld.gov.au](mailto:RHCorrespondence@health.qld.gov.au)  
ABN 66 329 169 412

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

**11.2 Calendar of Events**

**Upcoming Events, Meetings and Conferences**

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

<b>December 2023</b>			
7 Thursday 9.00am-3.00pm	Strategic Round Table	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
8 Friday 5pm to late	Lions Christmas Street Party	Eagle St, Longreach	Public Event
9 Saturday	Yaraka Christmas Tree	Yaraka Town Hall	Public Event
10 Sunday 7:00pm – 8:30pm	Christmas Carols - A Longreach Churches Together Event for all	Edkins Park	Public Event
13 Wednesday 9.00am-10.30am	Audit & Risk Committee Meeting	Fairmount Room, Longreach Civic Centre	Audit & Risk Committee
13 Wednesday 10.30am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
14 Thursday 8.30am – 11.am	Producer Demonstration Site Field Day	Wool Pavilion Longreach Showgrounds	Public Event
14 Thursday 12.30pm – 3.30pm	Leading Sheep classing and selection workshop	Fairmount Room, Longreach Civic Centre	Public Event
14 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public
24 Sunday	Isisford Christmas Eve	Isisford Park	Public Event
<b>January 2023</b>			
24 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
25 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Longreach	Councillors Executive Leadership Team Open to the public
26 Friday	Australia Day Awards	TBC	Public Event
<b>February 2024</b>			
14 Wednesday 9.00am-4.00pm	Council Briefing	Fairmount Room, Longreach Civic Centre	Councillors Executive Leadership Team
15 Thursday 9.00am-3.00pm	Ordinary Council Meeting	Council Chambers, Ilfracombe	Councillors Executive Leadership Team Open to the public

**Recommendation:**

*That Council receives the report, as presented*

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.3 - Removal of a Dwelling Policy - Biennial Review**

**11.3 Removal of a Dwelling Policy - Biennial Review**

Consideration of the Removal of a Dwelling Policy, (proposed to be renamed Removal of a Building Policy) which has undergone its biennial review.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Building Act 1975*  
*Building Regulation 2021*  
*Planning Act 2016*  
*Plumbing & Drainage Act 2018*

**Policy Considerations**

02-30 Streetscape Policy  
 Longreach Regional Planning Scheme 2015  
 Local Law No.1 (Administration) 2011 and its Subordinate Local Laws

**Corporate and Operational Plan Considerations**

<b>OUR COMMUNITY</b>	
<b>Corporate Plan Outcome</b>	
1.3	The region's natural environment is managed, maintained and protected.
<b>OUR ECONOMY</b>	
<b>Corporate Plan Outcome</b>	
2.1	Collaborative engagement with stakeholders to maximise economic opportunities.
2.2	Council infrastructure and services support local industries and growth opportunities.
<b>OUR LEADERSHIP</b>	
<b>Corporate Plan Outcome</b>	
5.2	Informed and considered decision making based on effective governance practices

**Budget Considerations**

Nil.

**Previous Council Resolutions related to this Matter**

*(Res-2021-10-254)*  
*Moved Cr Nunn seconded Cr Hatch*  
*That Council adopts the Removal of Dwelling Policy No. 6.1, as presented.*

CARRIED

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.3 - Removal of a Dwelling Policy - Biennial Review

---

#### Officer Comment

**Responsible Officer/s:** *Simon Kuttner – Manager of Governance and Economy*

**Background:**

All Council policies are scheduled for review on a rolling two-year cycle. Policies require review due to either legislative change, changes to the policy itself, or because of otherwise changed circumstances.

The Removal of a Dwelling Policy is designed to ensure that dwellings relocated into and within the Longreach Regional Council area are structurally adequate and capable of satisfying the requirements of the *Building Act 1975*; the *Building Regulation 2006* and the *Planning Act 2016*.

It outlines the requirements and conditions placed on development applications for the removal of a dwelling.

**Issue:**

The Removal of a Dwelling Policy has been reviewed by the Governance and Economy Team, including our Building Inspector and the Town Planner. A revised draft is presented for adoption.

Several key amendments have been made in order to broaden the scope of the policy and improve clarity:

- The policy has been renamed the Removal of Building Policy, and the definition of a building has been drawn from the *Building Act 1975*, to allow the broadest possible scope for the policy
- The minimum Road Bond has been increased from \$3,000 to \$5,000 – to closer align with costs in the event of damage
- Clarification about the CEO's authority to determine the requirement for Road and Restoration bonds case-by-case
- Increased emphasis on the potential for assessable development in association with the removal or relocation of a building
- Clarification of Council's approach to temporary siting of buildings within the area

**Risk Management Factors:**

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

Likelihood: Possible  
Consequence: Minor  
Rating: Medium (6/25)

Risk has been calculated based on proceeding as recommended.

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.3 - Removal of a Dwelling Policy - Biennial Review**

---

**Environmental Management Factors:**

The policy is central to the management of environmental factors relating to the safe removal or relocation of buildings into and within the Longreach Regional Council area.

**Other Comments:**


Nil.

**Appendices**

1. 06-01 Removal of a Dwelling Policy - Review Nov 2023.pdf [↓](#)

**Recommendation:**

*That Council adopts the Removal of a Building Policy, as presented.*

<b>Removal of a Building Policy</b>		 <p><b>Longreach Regional Council</b> Ilfracombe Isisford Longreach Yarakua</p>
Policy Number:	6.1	
Policy Category:	Development Applications	
Authorised by:	Res-XXXX-XX-XXX	
Date approved:		
Review Date:		

**OBJECTIVE**

To ensure that a building removed or relocated into and within the Longreach Regional Council area is structurally adequate and capable of satisfying the requirements of the Legislation and other documents listed in this policy.

**SCOPE**

This policy applies to the removal or relocation of any building into and within the Longreach Regional Council area.

**LEGISLATION**

- Local Government Act 2009
- Local Government Regulation 2012
- Building Act 1975
- Building Regulation 2021
- Planning Act 2016
- Plumbing & Drainage Act 2018

**OTHER DOCUMENTS**

- Longreach Regional Planning Scheme 2015
- 02-30 Streetscape Policy
- Local Law No.1 (Administration) 2011 and its Subordinate Local Laws

**DEFINITIONS**

- Bond** – an agreement with legal force, in particular: a deed by which a person is required to make payment to another.
- Building** – A building is a fixed structure that is wholly or partly enclosed by walls or is roofed. The term includes a floating building and any part of a building.
- Council** – Longreach Regional Council, including its employees and contractors.
- QBCC** – The Queensland Building and Construction Commission.
- RPEQ** – Registration as a Professional Engineer of Queensland.

**POLICY STATEMENT**

Two Development Applications will be required for removing a building where the originating site and the destination site are within Council's boundaries, with the applicant to lodge security bonds for:

**Road Bond** - A bond of \$5,000 shall be paid upon applying for an application. This bond is for any damages to Council property (signs, roads, footpaths etc.); and,

**Restoration Bond** - A minimum security bond is to be set at \$20,000 and shall be paid to Council upon the making of the application, to ensure that all works are completed for occupancy/final certificate within a period of six (6) months after the giving of the approval. The amount of bond may be increased subject to the condition of the building. The amount of bond set is determined at the preliminary stage and is to be paid prior to the issue of the Development Approval.

The Chief Executive Officer has the sole authority to determine the requirement for Road and/or Restoration Bond for individual applications based on circumstances related to the application.

Following lodgement of the application forms with Council; the applicant will be requested to arrange a mutually suitable time to allow access to, and assessment of, the condition and suitability of the structures to be removed by a Council nominated Building Certifier;

Standard conditions of approval may include, but not be limited to:

- capping of sewers, water supply and other services;
- leaving the site in an orderly condition;
- prior to relocation, providing a transportation route together with evidence of an application to, and approval from:
  - The Department of Transport and Main Roads confirming that the building is safe to move from its current site over the State controlled road network, and
  - All local government authorities in the areas through which the building is to be transported, confirming that the building is safe to move from its current site over local government controlled roads.
- repair or reinstatement of any road infrastructure or appurtenances that are temporarily removed or damaged as a result for the transit of the building over Council's road network; and/or,
- relocation of the building to another nominated site within a time period.

In addition to standard requirements for Building Applications, Council will require verification from a practicing certified Structural Engineer (REPQ member) that the structure will comply with the requirements of the Building Act 1975, Building Regulation



2021 and the *Planning Act 2016*, including details of any upgrading required for the wind forces likely for the proposed site.

Council will require the submission of the following details:

- a geotechnical site investigation report and the design of an on-site sewerage system if the structure is located outside of the declared sewerage area;
- a geotechnical site investigation nominating site classification in accordance with Australian Standard AS-2870 to enable the design of a footing/slab system by practicing certified Structural Engineer (REPG member); and
- confirmation on whether the relocation of the building onto a new site constitutes assessable development under the *Longreach Regional Planning Scheme 2015*.

Applicants must confirm with Council whether or not a development approval under the *Planning Act 2016* is required prior to submitting an application. The relocation will not be approved until any requisite development approvals are obtained.

Standard conditions of approval may include, but not be limited to:

- all Building Works involved in removal of structures to the site are undertaken by a Licensed Builder;
- any Building Work on the subject land undertaken by owners are to be registered with QBCC as an owner-builder;
- payment of all required QBCC insurances;
- prior to relocation, written permission from the Department of Transport and Main Roads confirming that the building is safe to move from its current site;
- certain building maintenance works (eg. replacement of veranda boards, external paint work) may to be completed prior to occupancy/final certificate;
- all works as specified in either a Preliminary or Development Approval are to be completed within the required time (6 Months);
- where works are not completed within the stated period an extension of the period may be requested in writing;
- a request for an extension of the period may be assessed on a case by case basis and is not guaranteed;
- failure to apply for the extension of period will result in the issuing of a show cause notice;
- failure to comply with the show cause notice may result in legal action and/or Council completing the works at the applicants expense;
- an agreement that is to be signed to achieve the above, becomes a contract for Council to access the site and, as a private contractor, complete the works using the bonds/bank guarantee for works outstanding.

Where a building being relocated is already a transportable structure which is, in the opinion of a Council nominated Building Certifier or the Chief Executive Officer:

- in sound condition for transporting, and
- of good external appearance requiring little remedial work to bring to completion,

the minimum bond set for the removal of the structure may be reduced at the sole discretion of the Chief Executive Officer.

Where a building being relocated is being located to a site:

- a. that is more than 1 kilometre from existing urban housing or rural residential housing; or
- b. that is located on a rural property on a site which is more than 1 kilometre from an existing public road; or
- c. that is on a rural property where its visibility from the nearest public road would not, in the opinion of a Council nominated Building Certifier or the Chief Executive Officer, unduly detract from the amenity of the area;

the minimum bond set for the removal of the structure may be reduced at the sole discretion of the Chief Executive Officer.

Council will return bond monies/bank guarantees upon written request and following completion of a final inspection of all required Building/Plumbing Works and any Planning or statutory requirements.

Council, through the application of this policy, will seek to discourage the temporary siting of buildings within the Longreach Regional Council area.

**RELATED DOCUMENTS**

n/a

Authorised by resolution as at 14 December 2023:

---

Brett Walsh  
Chief Executive Officer

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

---

#### 11.4 Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

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

#### **Assessment Report**

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

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

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

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

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

The landowners propose to build a 32m<sup>2</sup> carport with a maximum height to the eaves of 3.5m at the rear of their house and property at 153 Galah Street, Longreach formally described as Lot 27 on L3571.

At the rear of this property an existing 108m<sup>2</sup> shed accommodates the property owner's boat and additional vehicles. The existing shed of 108m<sup>2</sup> and the proposed 32m<sup>2</sup> carport exceed the 90m<sup>2</sup> provision for outbuildings within the Medium Density Residential Zone. Figure 1 identifies the proposed carport location.

The landowners have made an enquiry to Council about the proposed development outlining the carport is to provide a covered area for their personal vehicle.

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

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

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

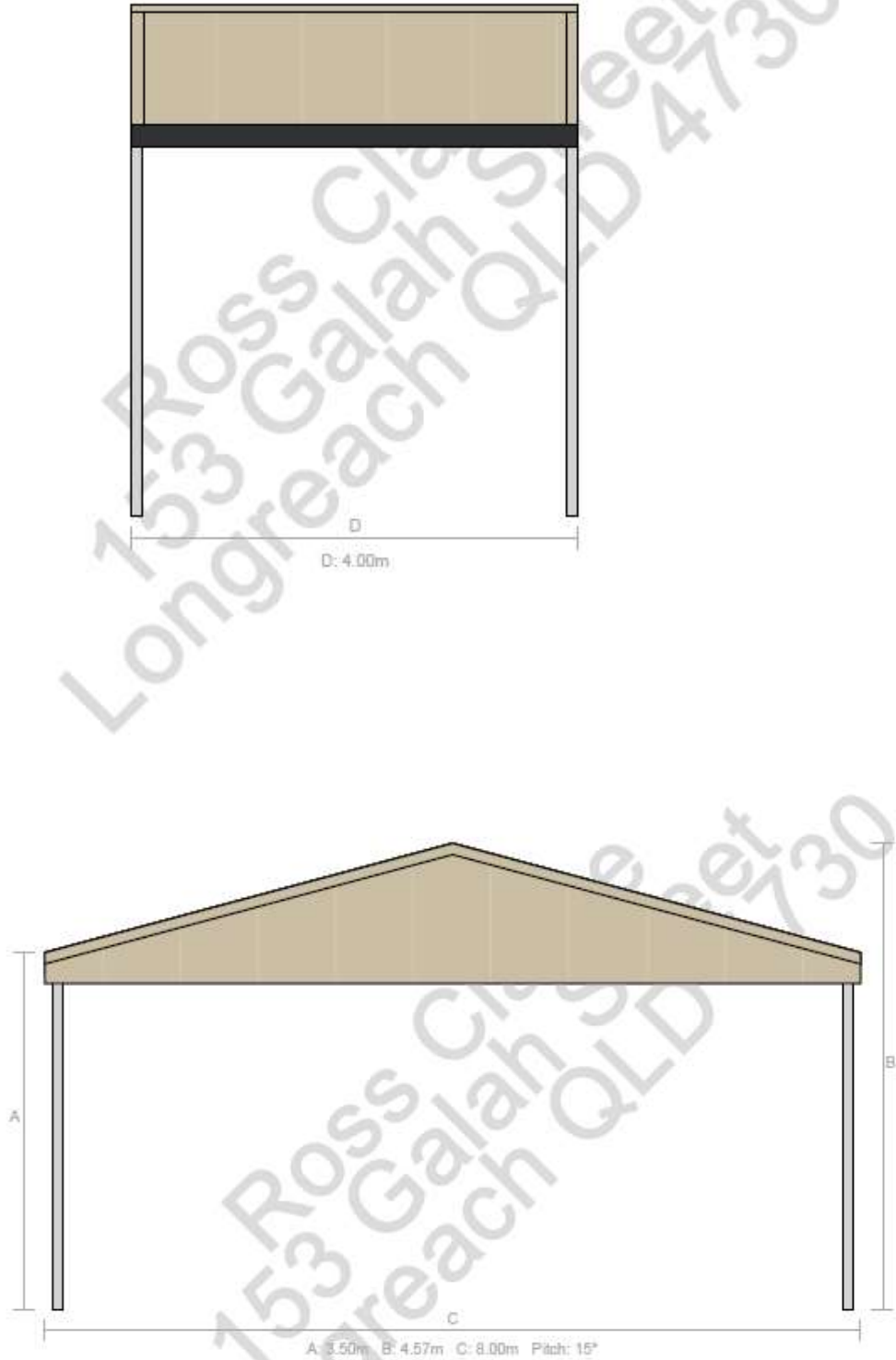
**Figure 1 - Location of Property and proposed carport on the property (not to scale)**



11. CHIEF EXECUTIVE OFFICER'S REPORT

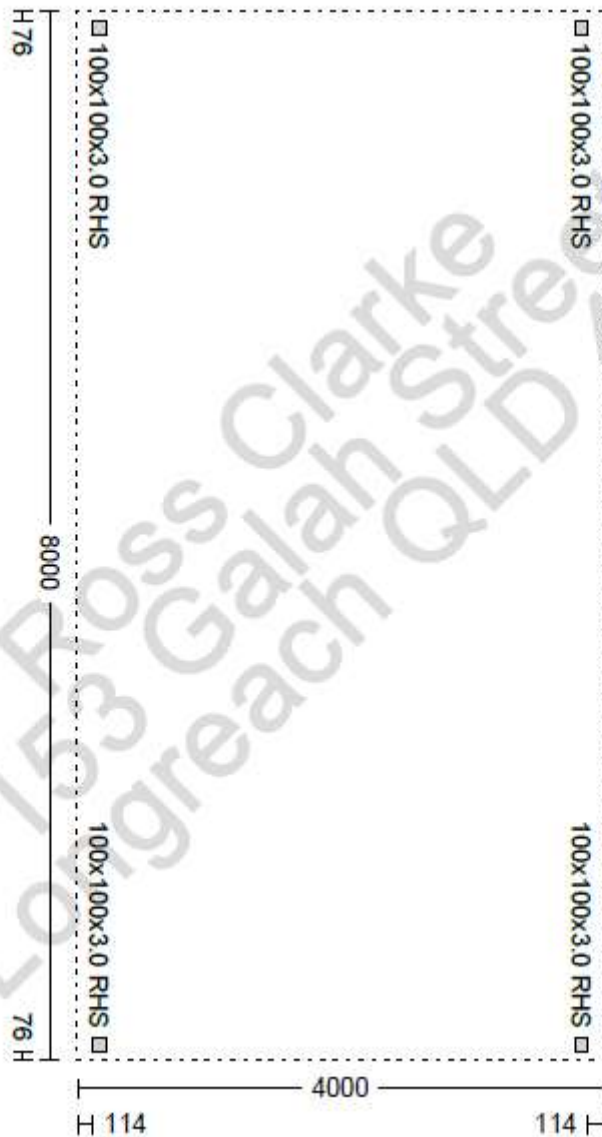
11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

Figure 2 - Shed Plans



## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730



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

<b>Proposal details</b>	
Existing development	<ul style="list-style-type: none"> <li>• Site area = 1214m<sup>2</sup></li> <li>• Dwelling house = one</li> <li>• Existing outbuildings - Shed = one - <b>108m<sup>2</sup></b></li> </ul>
Proposal description	<ul style="list-style-type: none"> <li>• Carport = L 8m x W 4m x H 3.5m - <b>32m<sup>2</sup></b></li> <li>• <b>Total floor area = 140m<sup>2</sup></b></li> </ul>
<b>Planning Scheme details</b>	
Zone	Medium Density Residential Zone
Planning controls	Maximum total floor area for shed = 90m <sup>2</sup> Maximum eaves height for shed = 3m <sup>2</sup>

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

Type of application required	<ul style="list-style-type: none"> <li>Development application for carrying out building work assessable against the Planning Scheme</li> <li>Application would be subject to code assessment</li> </ul>
Assessment benchmark	<p>Performance Outcome 1 of the Medium Density Residential Zone Code:</p> <p><b>PO1</b></p> <p><i>The design and density of dwellings, dual occupancies and <b>any associated outbuildings or other structures:</b></i></p> <p>(a) <i>Contributes to and does not detract from the residential amenity and character of the neighbourhood;</i></p> <p>(b) <i>Limits impacts on neighbours in terms of privacy, overlooking or overshadowing; and</i></p> <p>(c) <i>Ensures outbuildings and structures are ancillary to the residential floor area.</i></p>

The effects of development, in this instance for a 32m<sup>2</sup> carport in addition to the existing 108m<sup>2</sup> shed is deemed minor and inconsequential for the following reasons:

- The proposed carport and existing shed will be of a similar scale to carports and sheds in the locality and is located a reasonable distance from surrounding development.

**Figure 3**

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

- The carport will not detract from the residential amenity and character of the neighbourhood because:
  - Total resulting site cover will be approximately 33% of site area. The Queensland Development Code MP1.2 (Design and siting standard for single detached housing – on lots 450m<sup>2</sup> and over), allows for up to 50% site cover for residential development, before approval is required from Council (through a concurrence agency referral as part of a development application for a Development Permit for Building Work assessable under the Building Act); and
  - The proposed carport and existing shed is consistent with the provisions outlined in the table above (see Figure 3).

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.4 - Exemption Certificate for a Class 10a Carport at 153 Galah St, Longreach Qld 4730

---

- o The carport will be located in the Medium Density Residential zone. The proposed carport and existing shed will be of a similar scale to carports and sheds in the locality and is located a reasonable distance from surrounding development.
  - o It is considered that the proposed carport and existing shed is of an appropriate scale for the locality and should not have detrimental impacts on adjoining properties.
  - o Outbuildings up to 180m<sup>2</sup> in a Medium Density Residential Zone will be *Accepted Development* once the Longreach Regional Council Planning Scheme Major Amendment No.2 is adopted to Council, which is to be expected early 2024.
- The location and size of the proposed carport will not cause unreasonable impacts on neighbours in terms of privacy, overlooking or shadowing.

**Recommendation:**

*That Council grants an Exemption Certificate, pursuant to Section 46 of the Planning Act 2016, for proposed building work assessable against the Planning Scheme, for a 32m<sup>2</sup> Class 10 Carport at 153 Galah Street, Longreach (Lot 27 on L3571).*



**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.5 - Workplace Health and Safety Update - November 2023**

---

**11.5 Workplace Health and Safety Update - November 2023**

This report provides a summary of Council's health and safety performance as at 30 November 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 Officer/s:** *Grace Cronin-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.

**Issue:**

**Workplace Health and Safety Reporting – Period Ending 30 November 2023**

- There were five personal injury incidents reported in November:
  - Two were reports only, being the result of slips, trips and falls
  - One required first aid treatment for a minor cut
  - Two required further medical treatment, following the sudden onset of a medical episode. Both workers were returned to work on light duties and have since returned to full duties.

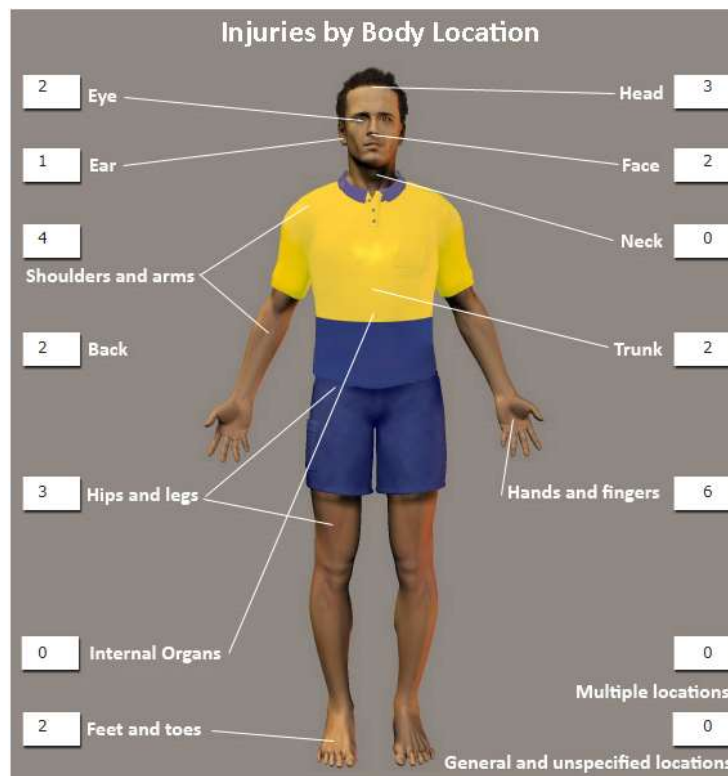
## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.5 - Workplace Health and Safety Update - November 2023

---

- There was single report of damage to Council plant being glass damage.
- There were no incidents considered notifiable under Queensland Workplace Health and Safety requirements.

The below graph depicts the incident to Injury Ratio and Location of injuries for all incidents reported TYD.



**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.5 - Workplace Health and Safety Update - November 2023**

---

**Safety Updates/Consultation**

- The Safety Team has undertaken a round of consultation meetings with Supervisors across Council to review and modify Safe Work Method Statements (SWMS), review and close out incident reports and have a general discussion around what paperwork/documentation teams are currently utilising on their jobs and day to day work. The team received valuable feedback from supervisor which will be used to tailor our documentation for teams and aid in reducing the volume of documents they require.
- The Safety Team are also in the planning stage to commence another round on consultation at the beginning of 2024, on site with supervisors and their teams to review our Emergency Responses and Preparedness procedures which is one of Council's critical risks. The team will take the feedback and insights from our teams and add the relevant information to our draft procedure to ensure it addresses our operational needs in addition to our legal and other requirements before undertaking a final round on consultation of the re-developed procedure.
- The above is the consultation/engagement approach that the team will be using to review and update procedures and documentation in Council's Safety Management System. The aim is for the Safety team to better understand how work is done vs imagined to ensure that our system appropriately manages risks associated with Council's work activities and to also reduce the complexity and volume of documentation used by the workforce.
- Over the 22/23/24 November 2023, over 30 workers undertook the Switch-On Training workshop, with further positive feedback from participants on this Safety Training opportunity. This now sees over 80% of our workforce having completed the Switch-On program. The goal is for aspects of Switch-On to now be operationalised into Council everyday work, including Safety Shares and Safe to Start initiatives.

**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 across our various work to ensure that suitable controls for hazards are implemented.

**Environmental Management Factors:**

Nil

**Other Comments:**

Nil

**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.5 - Workplace Health and Safety Update - November 2023**

---

***Recommendation:***

*That Council receives the Workplace Health and Safety Update for November 2023, as presented.*

**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 November 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**

One new application has been received by Council since the last monthly report. There is one application in its appeal period.

An application has been made by Longreach Regional Council for a Development Permit for Reconfiguring a lot (1 lot into 2 lots) over land at Kestrel Street, Longreach.

The proposal is for the reconfiguration of a lot to create two (2) lots. Proposed Lot 201 will have an area of 6.2329 hectares whilst the other lot is being created for a future road and will have an area of 1.031 hectares. The new road will be known as Kestrel Street. The alignment of the future road is generally consistent with the location of the informal access-way through the site.

The subject site is in the Low density residential zone wherein the proposal is categorised as Assessable Development that is subject to Code Assessment.

The application was approved under delegation on 21 November 2023 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 20 December 2023.

1.1	Council reference:	DA23/24-002
	Application:	Development Application for a Development Permit for Reconfiguring a Lot (1 lot into 2 lots)
	Street address:	Kestrel Street, Longreach
	Property description:	Lot 200 on SP297086
	Day application was made:	17 November 2023
	Category of assessment:	Code Assessment
	Public notification required:	No
	Applicant:	Longreach Regional Council
	Decision:	21 November 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:

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

<b>Planning Enquiries</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
6/11/23	Landowner	<p><u>Request</u> Council received a request about establishing several new structures on a site.</p> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• The site is in the Township zone</li> <li>• The proposal includes a second house and two sheds</li> <li>• The addition of a second house would either be considered as a secondary dwelling or dual occupancy</li> <li>• Council is waiting on further detail to determine the application/s required.</li> </ul>	Closed
15/11/23	Business owner	<p><u>Request</u> Council received a request regarding the sale of weapons from an existing premises.</p> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• The site is in the Centre zone</li> <li>• The site contains an existing shop</li> <li>• The Shop definition in the planning scheme, which includes the sales of goods would allow for the sale of weapons</li> <li>• No further town planning approvals are required for the sale of weapons.</li> </ul>	Closed
30/11/23	Business owner	<p><u>Request</u> Council received a query about establishing a business from an existing dwelling.</p> <p><u>Advice</u></p> <ul style="list-style-type: none"> <li>• The site is in the Low density residential zone</li> <li>• The site contains an existing dwelling house</li> <li>• The proposal would be defined as a Home based business</li> <li>• A Home based business is accepted development subject to</li> </ul>	Closed

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

<b>Planning Enquiries</b>			
<b>Date received</b>	<b>Customer Details</b>	<b>Details of Enquiry</b>	<b>Status</b>
		requirements in the Low density residential zone <ul style="list-style-type: none"> <li>• If the requirements can be met, including number of staff and customers, the Home based business can operate without the need for town planning approval.</li> </ul>	
<b>Planning and Development Certificates</b>			
<b>Date received</b>	<b>Customer details</b>	<b>Type</b>	<b>Status</b>
14/11/2023	Conveyancing company	Council received a Standard Planning and Development Certificate for a land holding in the Low density residential zone.	Issued
<b>Exemption Certificates</b>			
4/12/2023	Resident	Proposed carport in addition to existing shed - 140m <sup>2</sup>	Pending

**Development Applications Received**

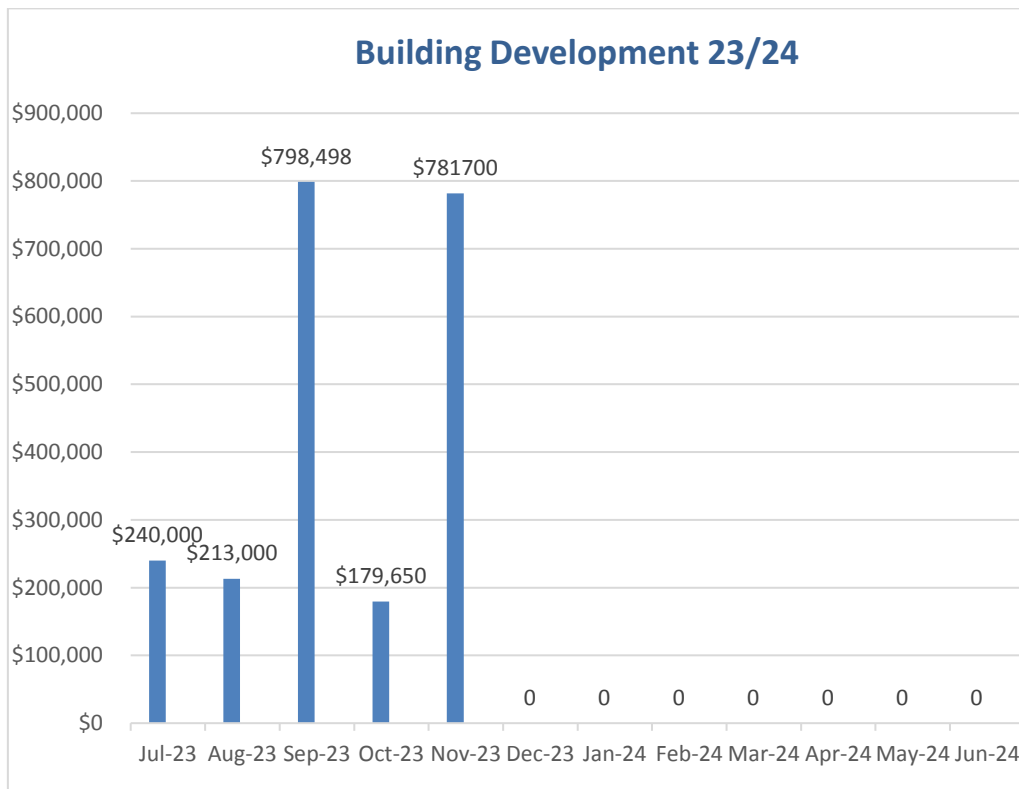
<b>Application Type</b>	<b>November</b>	<b>YTD</b>
Building (Council Certifier)	2	12
Building (Private Certifier)	1	6
Certificate of Classification	0	0
Change of Classification	0	0
Endorsement of Survey Plan	0	0
Exemption Certificate	1	2
Material Change of Use	0	0
Minor Change (MCU)	0	0
Minor Change (Op Works)	0	0
Building Work (Assessable)	0	0
Operational Works	0	0
Plumbing & Drainage	0	5
Reconfiguration of a Lot	1	2
Siting Variation	0	2
Building Record Searches/ Planning Certificates	1	7
<b>Total</b>	<b>6</b>	<b>36</b>



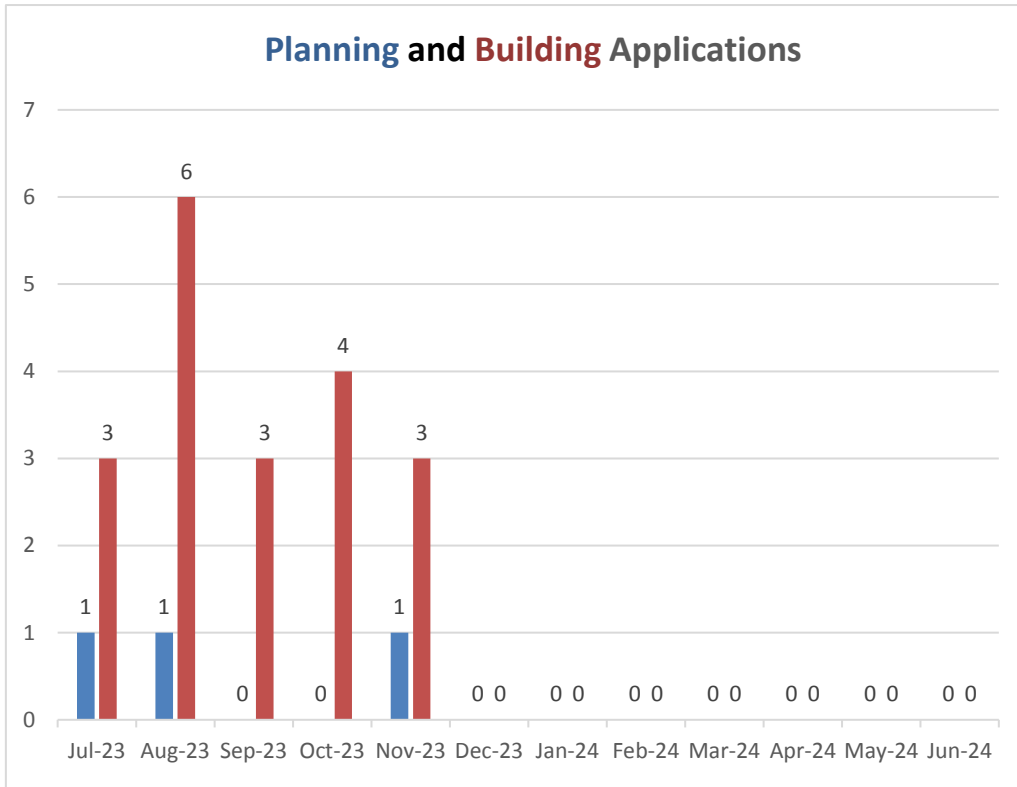
**11. CHIEF EXECUTIVE OFFICER'S REPORT**  
**11.6 - Information Report - Planning & Development Report**

**Project Value of Building Applications**

Date	Development Type	Development Details	Value of Work	Location
Carried forward			\$1,369,290	
7/11/2023	Building	Office Fit-out	\$231,700	Longreach
21/11/2023	Building	New Dwelling	\$300,000	Longreach
28/11/2023	Building	New Dwelling	\$250,000	Longreach
<b>October</b>			<b>\$781,700</b>	
<b>Total</b>		<b>Total Development for '23/'24 Year</b>	<b>\$2,150,990</b>	



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



**2.2 Longreach Regional Council Planning Scheme – Proposed Major Amendment Project**

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

On 13 November 2023, Reel Planning on behalf of Council submitted a notice to the Planning Minister to request approval to adopt the major amendment.

Reel Planning has been regularly liaising with the Department of State Development, Local Government, Infrastructure and Planning to facilitate a timely outcome.

A decision is expected in early January 2024.

**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

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

---

***Recommendation:***

*That Council receives the Planning and 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 Directorate.

**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 7 December 2023:

**Strategic Leadership**

- Attend monthly RAPAD meetings in Brisbane
- Attend monthly CEOs of the West (COWS) meeting via zoom
- Participate in Developing Northern Australia White Paper workshop
- Meet with Minister for Water, Glenn Butcher, re funding for Thomson River weirs
- Attend Qld Connects forum in Brisbane

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

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

---

#### **Operational Management**

- Revert to Level 1 Water Restrictions in Longreach from 1 December on the recommendation of the Drought Management Response Team
- Attend Plant Committee meeting and review 10-year Plant Replacement Program
- Host Shire Rural Lands Officer Group meeting in Longreach
- Participate in preparation of Growing Regions Stage 2 application

#### **Financial Management**

- Attend initial Budget 2024 workshop
- Finalise sale of Lot 151 land

#### **Workforce Capability**

- Attend Switch On training addressing safety culture in the organisation

#### **Stakeholder Engagement**

- Attend meeting with the Director-General of Transport and Main Roads re future funding opportunities
- Meet with Outback Aussie Tours re Savannah Guides forum in 2024
- Open Flood Action Plan for public consultation
- Meet with Outback Pioneers re future plans
- Meet with CEO of Qantas Founders Museum re future land requirements
- Meet with ratepayer re various parks and garden issues
- Meet with representative from NBN re future upgrades for the region
- Meet with the Qld Government Valuer re new land valuations for the region
- Attend Agforce Conference and Dinner
- Meet with ratepayer re rural land issue
- Meet with airport user re opportunities for future development
- Meet with representatives of Qld Treasury Corporation
- Attend Talk Tourism Longreach Christmas function
- Attend CW Health launch of a new robotic cardiac ultrasound service
- Meet with Watersports Club re water access
- Meet with representative of Department of Water re limitations on irrigation licences on Thomson River

#### **Risk Management**

- Launch of Disaster management calendar at Friends of RAPAD
- Attend disaster preparation meeting with senior staff
- Review Corporate Risk Register with the ELT

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

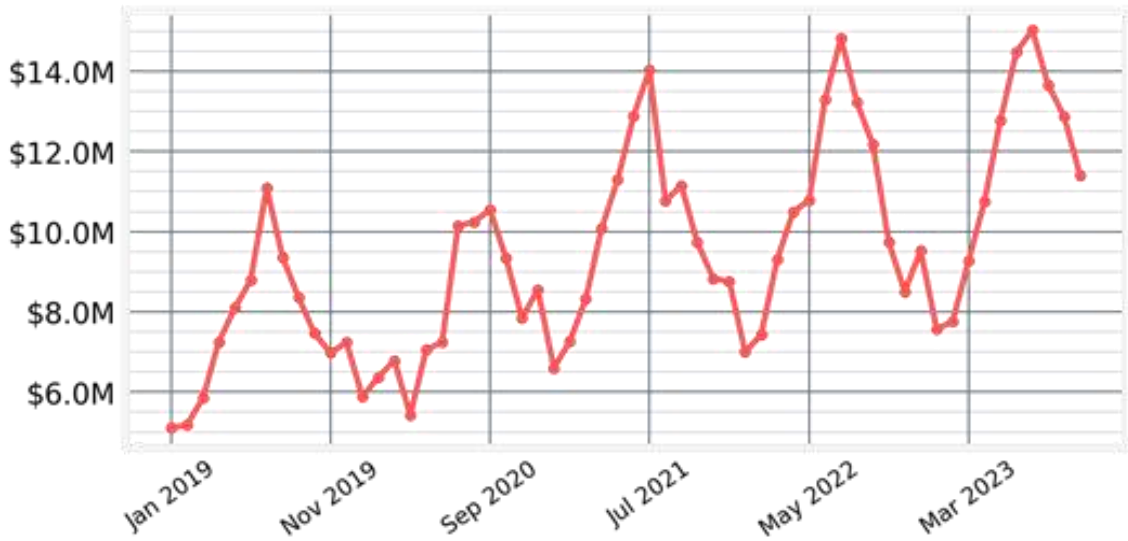
**Economic/Consumer Spending Data (Spendmapp)**

November data has not yet been released. Presented here again is data for October '23:

Total Local Spend was \$11.4M. This is a 17.05% increase from the same time last year.  
 Resident Local Spend was \$7.3M. This is a 30.32% increase from the same time last year.  
 Visitor Local Spend was \$4.1M. This is a -1.06% decrease from the same time last year.  
 Resident Online Spend was \$4.1M. This is a -4.86% decrease from the time last year.

Total Local Spend

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



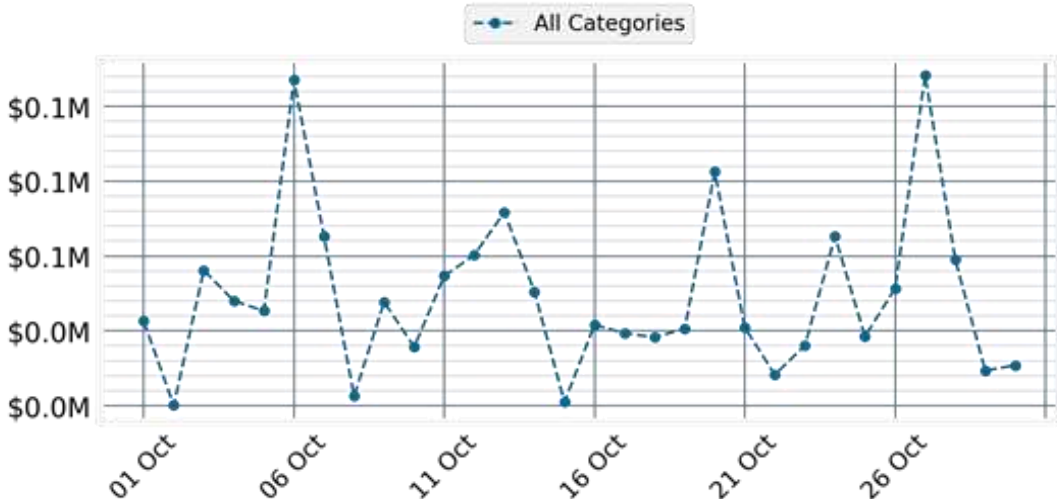
The Top 3 Suburbs by Resident Escape Spend for October 2023

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

- Emerald: \$320k
- West Rockhampton: \$220k
- Toowoomba City: \$180k

Night Time Economy for October 2023

The biggest spending night of the month of September 2023 was Friday 27 October.



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

**Human Resources**

**Staffing Levels 30 November 2023**

<b>ALL Employees FTE</b>	<b>Operational</b>	<b>Admin/ Supervisors</b>	<b>Contract</b>	<b>Total</b>	<b>Last Month</b>	<b>30/06/2022</b>
Full Time	82.0	54.0	13.0	149.0	151.0	145.0
Permanent Part Time	1.9	4.1	0.8	6.8	6.9	7.7
Contracted Staff (Consultants)	-	-	-	-	-	-
<b>Total Permanent Employees</b>	<b>83.9</b>	<b>58.1</b>	<b>13.8</b>	<b>155.8</b>	<b>157.9</b>	<b>152.7</b>
Temporary Full Time		2.0		<b>2.0</b>	<b>2.0</b>	<b>5.0</b>
Temporary Part Time	-	-	-	-	-	-
Apprentices - Trades	3.0	-	-	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
Traineeships	-	-	-	-	-	-
Casual Staff	4.1	1.6	-	<b>5.7</b>	<b>4.7</b>	<b>4.1</b>
<b>Total Temporary Employees</b>	<b>7.1</b>	<b>3.6</b>	<b>-</b>	<b>10.7</b>	<b>9.7</b>	<b>12.1</b>
<b>Total Current Employees FTE</b>	<b>91.0</b>	<b>61.7</b>	<b>13.8</b>	<b>166.5</b>	<b>167.6</b>	<b>164.8</b>
Current Vacant Positions	11.0	3.0	-	<b>15.0</b>	<b>7.0</b>	<b>13.0</b>
<b>Complement FTE</b>				<b>181.5</b>	<b>174.6</b>	<b>177.8</b>

Vacancies:

BSO Works

Horticulture & Town Services Officer

Horticulture & Town Services Officer

Temp 12 months (Plant Operator)

Sealed Network Leading Hand

Sealed Network Plant Operator/Labourer

Cas Childcare Assist

Temp PT CSO Ilfracombe 25 hrs per week 12 mths (New Position)

BSO Customer Service (New Position)

Building Maintenance Officer (New Position)

Childcare Assistant (New Position)

Temp Childcare Assistant 12 mths (New Position)

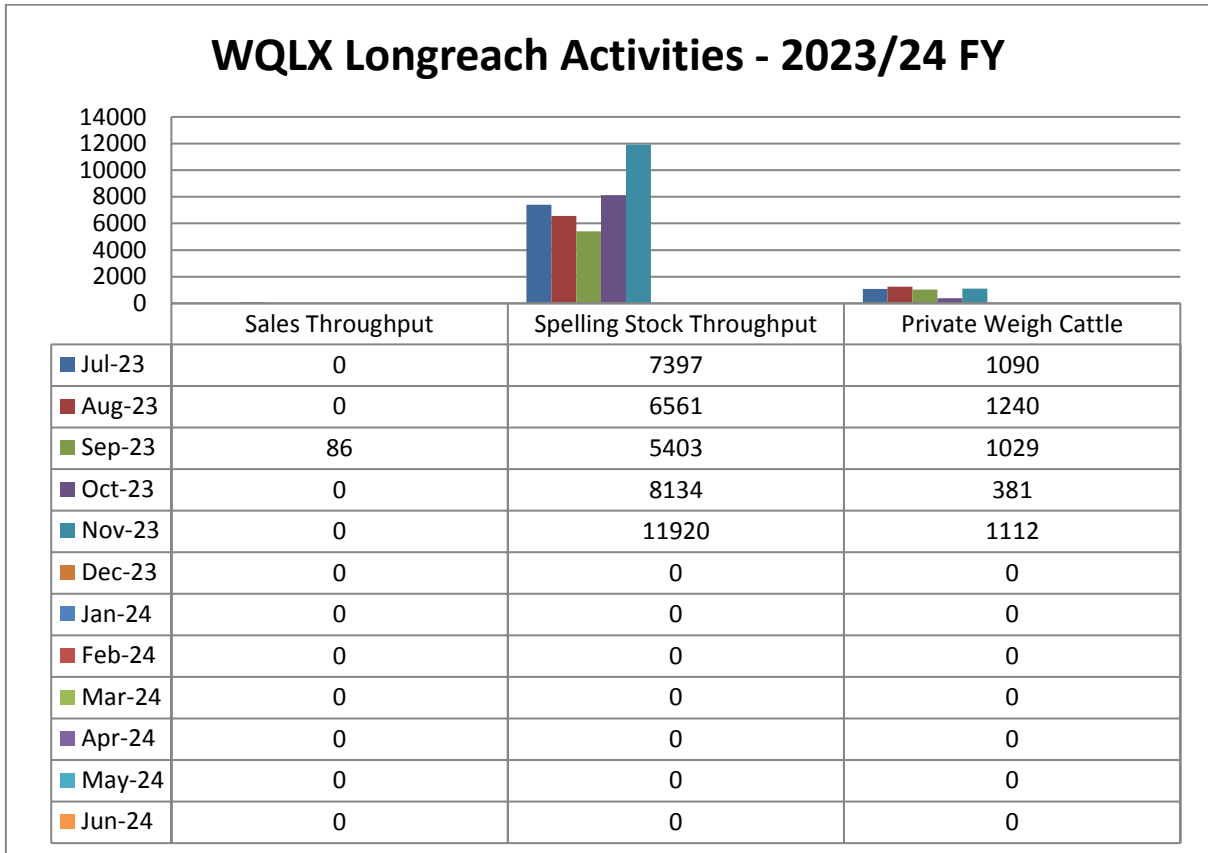
Temp PT Assistant Educator 12 mths

Sealed Network Plant Operator/Labourer

Sealed Network Plant Operator/Labourer

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

**Saleyards – Throughput Figures**



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

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

Throughout November, 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. Water restrictions changed from 1 November for Longreach town area only, moving to Level 2, reducing sprinkler use by 2 hours each day. All other townships remained on Level 1.

The main points of interest for November were:

1. The total number of animals impounded during November was 8 dogs. This was a particularly quiet month, with the increasingly warm weather a possible deterrent for wandering, with pets choosing to stay in the comfort and cool at home instead. We often notice an increase wandering animals following rain or storm events, however noticed a significant lack of activity during the November weather events. Of the impounded animals, six were impounded for wandering at large, one was surrendered for containment and aggression concerns, and one was seized for a dog attack investigation which lead to the dog being declared as dangerous. We continued to hold one dog on behalf of DAF, being released towards the end of the month.



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

2. With weather warming up and Level 2 water restrictions in place in Longreach for the entire month of November, Officers closely monitored excessive watering and watering outside of approved hours. Officers have handed out multiple flyers regarding watering times during the month, and have noted that for many illegal watering occasions, timers had been turned on to maximum time and left on while the resident was not at home. There were 19 breaches of water restrictions, all at residential properties. However, not all could be attributed to the change in restrictions as many were still outside of the Level 1 hours. There were a few occasions of excessive watering also, which is deemed as watering within the allowed times, but more than is required as water runs off into gutters, sometimes running for multiple blocks.
  
3. To end November, the following statistics were determined:
  - Registration renewal rate: ~72.4% (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: 615 dogs
  - Dogs with registration expired 2023/2022/2021/2020, not renewed or updated (excluding cancelled/deceased/transferred registrations): 286
  - New registrations for dogs within current rego period (since 15/08/2023): 91 dogs
  - Microchipping rate across Region (details on LRC file, active registrations only): ~77.89%
  - Total animals impounded YTD 2023: 165

<b>Regulatory Services Tasks Completed – November 2023</b>			
<b>Animals</b>	<b>68</b>	<b>Water</b>	<b>90</b>
Dogs Impounded	8	Watering / Sprinkler Patrols	50
Domestic Cats Impounded	0	Illegal Water Usage – Residential	19
Pound Releases	7	Illegal Water Usage – Business/Public	0
Animals Euthanised – unclaimed*	0	Water Leaks Reported/Observed	0
Animals Euthanised – surrendered	2	Water Exemption Applications/Permits	2
Animals Rehomed	0	Notices / Fines Issued	19
Feral Cats Trapped and Euthanised	3	<b>Property</b>	<b>86</b>
Dog Attacks / Investigations	1	Town Common Patrols	8
Dogs Involved in Attacks	1	Common Gates Open / Damaged	2
Dog Traps Issued	0	Town Patrols - Longreach	30
Cat Traps Issued	11	Town Patrols - Ilfracombe	27
Wandering Dogs (not impounded)	6	Town Patrols - Isisford	1

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

Wandering Animals Reported / Impounded (other than dogs)	3 cattle	Town Patrols - Yaraka	0
Wandering Animal Posts on FB – not reported to Council (minimum)	6	Camping / Apex Park / River Patrols	11
Barking Dogs Reported	2	Overgrown / Unsightly Reports (initial + follow up) (private + LRC-controlled)	3
Animal Inspections – Extra dogs/cats, adequate housing, insecure enclosure, compliance checks	8	Overgrown / Unsightly Notices Issued (unattended, falling within follow-up timeframes)	4
Assist with Animal Welfare	1	Notices / Fines Issued	0
Notices / Fines Issued	9	<b>Other</b>	<b>74</b>
<b>Vehicles</b>	<b>3</b>	Customer Service Requests	25
Abandoned Vehicles “Tagged Out”	2	Equipment Maintenance	3
Vehicles Impounded / Processed	1	After Hours Call Out	4
Impounded Vehicle Release	0	Impound Facility Maintenance	38
<b>Environmental Health</b>	<b>0</b>	Illegal Dumping / Littering	1
Complaints/Queries Received	0	Pest Weed Spraying by LLO	3
<b>Total</b>			<b>321</b>

**Regulatory Services – Environmental Health**

A community survey was developed and disseminated throughout November regarding the kerbside collection service. Responses will continue to be collected into December, and responses will inform the next steps for the bulky waste collection service.

**Regulatory Services – Rural Lands**

**Town Commons**

**Agistment** – All four (4) town Commons are being used for Agistment – horses only on Longreach Common, cattle and horses on Ilfracombe Common, cattle only on Isisford and Yaraka Commons

**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

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

---

- 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**

No travelling stock permit applications were received 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.

**Capital Works projects**

Some delays were experienced due to wet weather, with works to re-commence in December.

Brixham – completed (see photos below)

12 Mile - Formwork done, foundations to be completed

Cleeve – Formwork done, foundations to be completed

Evesham – Formwork done, foundations to be completed

Nogo – Fencing 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

**Pest Animals**

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

<b>Division</b>	<b>Scalp Bounty - Dog 23/24 YTD</b>	<b>Contract Dog Trapper 23/24 YTD</b>	<b>Scalp Bounty - Cat 23/24 YTD</b>
1	0	0	0
2	0	2	0
3	103	0	102
4	0	0	0
<b>Total</b>	<b>103</b>	<b>2</b>	<b>102</b>

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

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

---

#### **Shire Rural Lands Officers Group (SRLOG)**

Our Regulatory Services – Rural Lands team hosted the bi-annual Shire Rural Lands Officers Group, attracting around 40 delegates from various Councils and organisations across the State. The Group consists of Rural Lands Officers across Queensland, with this meeting saw attendees from Banana, Central Highlands, Balonne, Diamantina, Barcoo, Winton, Barcaldine, Boulia Councils make their way to Longreach for 3 days of events. Tuesday saw DAF host a Cacti Masterclass, which was followed by a BBQ dinner at the lovely new 'Tin Shed' at the Mitchell Grass Retreat – special thanks must go to the MGR team for hosting us at short notice due to a venue change.

Wednesday was the SRLOG meeting, an opportunity to hear from the hosting Council about their projects, as well as various guest speakers. Cr Nunn opened our meeting and then we heard about a huge range of topics, including vegetation management, stock routes, capital works, feral cat management and bilby protection, pest animal management, mapping, baiting, and so much more, as well as hearing updates from each Council.

Thursday was the Central West Regional Pest Partnership Group meeting, which involved project wrap-ups and planning for next year.

The SRLO Group provides a very important conduit between RLOs across the State who are usually experiencing the same challenges and work tasks, as well as direct contact with various State departments to promote real action and identify the needs for improvement. We look forward to attending the next SRLOG, we're waiting to see who will be our host!

## 11. CHIEF EXECUTIVE OFFICER'S REPORT

### 11.7 - Information Report - Governance



#### **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

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

---

***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

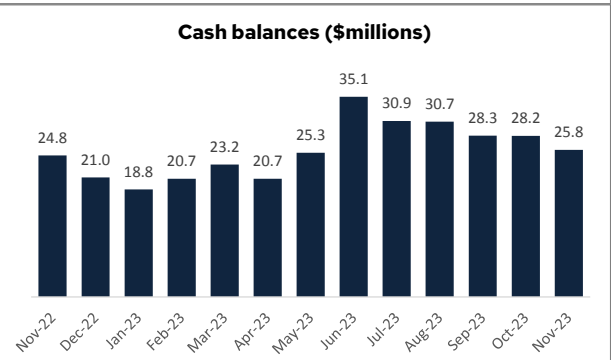
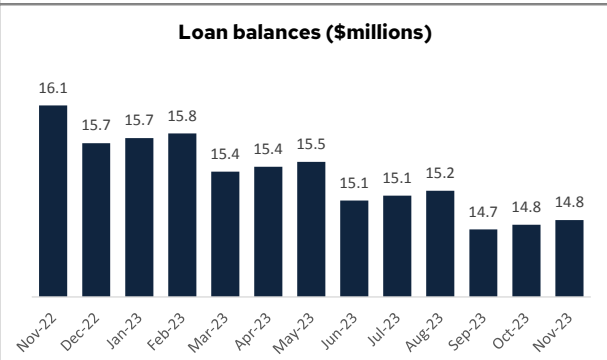
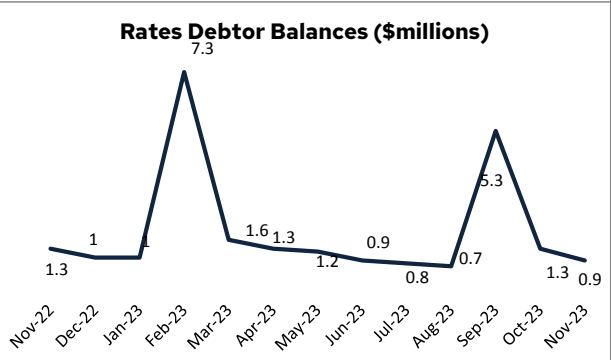
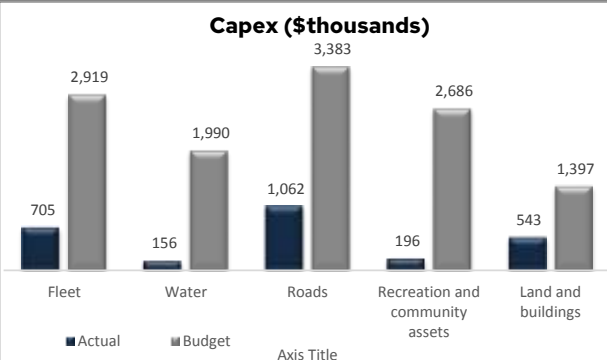
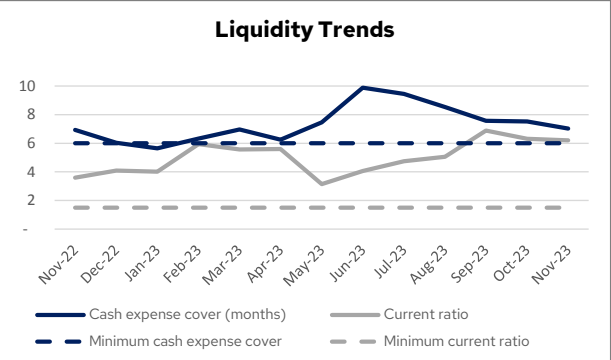
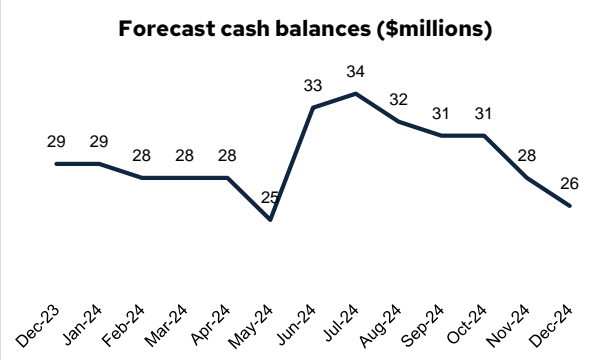
Consideration of the financial statements for the period ending 30 November 2023:

### Longreach Regional Council Financial Dashboard

for the month ending Nov 2023

(all amounts in \$millions)

Income statement	YTD	Budget YTD	Variance	Last YTD	Variance
Revenue	\$19.9	\$17.6	\$2.3	\$18.7	\$1.2
Expenses	\$22.4	\$22.8	\$0.3	\$21.0	(\$1.4)
Net result	(\$2.5)	(\$5.2)	\$2.7	(\$2.3)	(\$0.2)
Balance sheet	Nov 2024	Jun 2023	Movement	Last YTD	Movement
Total assets	\$411.2	\$418.5	(\$7.3)	\$386.0	\$25.2
Total liabilities	\$21.8	\$26.5	\$4.7	\$29.0	\$7.2
Total equity	\$389.4	\$392.0	(\$2.5)	\$357.0	\$32.4
Cash flow	YTD	Last YTD	Movement	Cash expense cover	
Operating cash flow	(\$7.6)	(\$3.4)	(\$4.1)	7 months	6.1
Capex	(\$2.7)	(\$2.1)	\$0.6	Current ratio	
Other investing cash flow	\$1.3	\$1.0	\$0.2	Unrestricted Cash Balance	
Loan repayments	(\$0.3)	(\$1.9)	\$1.6	\$24.9	
Net cash flow	(\$9.3)	(\$6.4)	(\$2.8)		



## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

---

#### Financial performance

- Both revenue and expenses are higher due to flood damage and contract works being ahead of schedule to budget, which is a positive result.
- Expenses are being managed well within budget with only a few programs exceeding their YTD expense budget.
- Council's net result is better than budget and close to last YTD's result.
- Overall financial performance is sound.

#### Financial position

- Total assets have decreased since the beginning of the financial year with a decrease in cash and because capital expenditure has been less than depreciation.
- Total liabilities have decreased since 1 July due to a reduction in contract liabilities (flood damage work has exceeded the amount prepaid to Council at 1 July).
- Total equity has decreased since 1 July due to the reduction in total assets.
- Overall, Council's financial position has declined but is expected to improve in the second half of the year.

#### Cash flow

- Closing cash balance was \$25.8 million (\$24.9 million unrestricted).
- Operating cash flow was (\$7.6) million, which is a worse result than the same period last YTD. This is caused by most of the FAG being paid last year and due to some large debtor invoices remaining unpaid. (RMPC \$1.8 million, MWPC \$1.5 million).
- Capital expenditure is higher than last YTD which is a good result, although still well behind the full year budget.
- Loan repayments are lower than last year because last year included the early repayment of \$1.6 million of unutilized LWDEFS loan money.
- Net cash flow was worse than last YTD, due to the operating cash flow issues.
- The forecast cash flow recognises an increase in December as the large debtor balances are paid and then again when rates are issued in February. Otherwise, cash balances are expected to decline until the forecast 75% prepayment of the FAG in June.

#### Liquidity

- Council maintains 7 months of cash expense cover.
- Current ratio is 6:1 (\$6 of current assets to every \$1 of current liabilities).
- Short and long term forecasts indicate that Council will remain in a sound financial position.
- Council has deployed cash in a number of term deposits to increase its return on investment, illustrated in the table below:

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



## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

#### Debtors

- There is \$127k of unpaid rates that are over 1-year old (less than 1% of total rates revenue) and a total of \$346k on payment plans.

	<b>Current</b>	<b>1 year</b>	<b>2 years</b>	<b>3 years</b>
Outstanding rates	\$516,410.73	\$221,089	\$67,068	\$60,649
Number of assessments	107	82	27	14

#### 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 administration and procurement.	Likelihood – Possible  Consequence – Major (capital grant income is a significant part of Council's ability to fund capex)  Rating – High
Costs continue to increase rapidly placing pressure on Council's ability to sustainably provide services.	The cost of wages, goods and services, particularly construction materials continue to increase at a higher rate than previously experienced, increasing the cost of providing services and maintaining assets.	Prioritise services and projects to allocate limited resources to the most important community areas.  Maintain reporting and forecasting to identify issues and where necessary, revise budgets.	Likelihood – Almost certain  Consequence – Moderate  Rating - High

## 12. FINANCE REPORT

### 12.1 - Monthly Financial Statements

---

#### **Appendices**

1. Financials 30.11.2023.pdf [↓](#)
2. Directors Report 30.11.2023 [↓](#)
3. Capital List 23.24.pdf [↓](#)
4. Grants Report [↓](#)

#### **Recommendation:**

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

## 12.1 - Monthly Financial Statements --Appendix 1

Statement of financial performance	YTD Actual	YTD Budget	Last YTD	Full year	Adjusted for
	\$'000	\$'000	\$'000	budget	FAG timing
				\$'000	scenario
					\$'000
<b>Revenue</b>					
Rates, levies and charges	5,950	6,014	5,664	12,151	12,151
Fees and charges	1,082	1,089	983	2,595	2,595
Recoverable works income	3,597	3,063	2,907	7,329	7,329
Other revenue	805	460	625	1,104	1,104
Operating grants, subsidies and contributions	6,798	5,172	7,205	24,666	13,766
Capital grants, subsidies and income	1,663	1,677	886	5,069	5,069
Profit on sale of assets	-	80	381	640	640
<b>Total revenue</b>	<b>19,896</b>	<b>17,553</b>	<b>18,651</b>	<b>53,553</b>	<b>42,654</b>
<b>Expenses</b>					
Employee expenses	6,654	7,201	6,036	17,283	17,283
Materials and services	11,722	11,789	11,298	26,608	26,608
Finance expenses	318	271	317	650	650
Depreciation	3,738	3,506	3,335	8,559	8,559
Other expenses	-	-	-	-	-
<b>Total expenses</b>	<b>22,433</b>	<b>22,766</b>	<b>20,985</b>	<b>53,100</b>	<b>53,100</b>
<b>Net surplus or (deficit)</b>	<b>(2,537)</b>	<b>(5,213)</b>	<b>(2,334)</b>	<b>453</b>	<b>(10,447)</b>
<b>Operating deficit</b>					
Net surplus/(deficit)	(2,537)	(5,213)	(2,334)	453	(10,447)
less capital grants and income	(1,663)	(1,757)	(1,267)	(5,709)	(5,709)
<b>Operating deficit</b>	<b>(4,200)</b>	<b>(6,970)</b>	<b>(3,601)</b>	<b>(5,255)</b>	<b>(16,156)</b>

Statement of financial position	YTD Actual	Actual June	Full year	Adjusted for
	\$'000	2023	budget	FAG timing
		\$'000	\$'000	scenario
				\$'000
<b>Current assets</b>				
Cash and cash equivalents	25,796	35,079	30,019	19,119
Current trade and other receivables	9,601	6,238	3,573	3,573
Inventories	1,179	1,092	593	593
<b>Non-current assets</b>				
Trade and other receivables	11,075	11,075	10,433	10,433
Property, plant and equipment	363,544	364,999	372,030	372,030
Other non-current assets	-	-	-	-
<b>Total assets</b>	<b>411,195</b>	<b>418,483</b>	<b>416,648</b>	<b>405,748</b>
<b>Current liabilities</b>				
Trade and other payables	1,234	5,958	2,066	2,066
Current borrowings	1,292	1,292	1,357	1,357
Current provisions	3,376	3,174	3,252	3,252
<b>Non-current liabilities</b>				
Borrowings	13,550	13,764	12,411	12,411
Provisions	2,301	2,315	2,583	2,583
<b>Total liabilities</b>	<b>21,753</b>	<b>26,503</b>	<b>21,669</b>	<b>21,668</b>
<b>Net community assets</b>	<b>389,442</b>	<b>391,980</b>	<b>394,980</b>	<b>384,080</b>
<b>Community equity</b>				
Asset revaluation reserve	174,369	172,692	177,323	177,323
Retained surplus	215,074	219,287	217,657	206,757
<b>Total community equity</b>	<b>389,442</b>	<b>391,979</b>	<b>394,980</b>	<b>384,080</b>

## 12.1 - Monthly Financial Statements --Appendix 1

<b>Statement of cash flows</b>	<b>YTD Actual</b>	<b>Full year budget</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Cash flows from operating activities</b>		
Receipts from ratepayers and customers	8,072	23,272
Receipts from grants	3,864	25,903
Payments to employees	(6,466)	(17,283)
Payments to suppliers	(12,822)	(28,521)
Interest paid	(212)	(620)
<b>Net cash inflow/(outflow) from operating activities</b>	<b>(7,565)</b>	<b>2,751</b>
<b>Cash flows from Investing activities</b>		
Receipts from capital grants	1,263	5,479
Receipts from sale of assets	-	640
Payments for capital expenditure	(2,660)	(12,635)
<b>Net cash inflow/(outflow) from investing activities</b>	<b>(1,398)</b>	<b>(6,516)</b>
<b>Cash flows from financing activities</b>		
Loan repayments	(320)	(1,295)
<b>Net cash outflows from financing activities</b>	<b>(320)</b>	<b>(1,295)</b>
<b>Net cash inflow/(outflow)</b>	<b>(9,283)</b>	<b>(5,060)</b>
Opening cash balance	35,079	35,079
<b>Closing cash balance</b>	<b>25,796</b>	<b>30,019</b>

<b>Statement of changes in equity</b>	<b>YTD Actual</b>	<b>Full year budget</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Accumulated surplus</b>		
Opening balance	219,287	204,297
Recognise land sold in prior years	-	-
Net profit or (loss)	(2,537)	408
<b>Closing accumulated surplus</b>	<b>216,750</b>	<b>204,705</b>
<b>Asset revaluation reserve</b>		
Opening balance	172,692	150,095
Other comprehensive income	-	2,955
<b>Closing asset revaluation reserve</b>	<b>172,692</b>	<b>153,050</b>
<b>Total community equity</b>	<b>389,442</b>	<b>357,755</b>

12.1 - Monthly Financial Statements --Appendix 2

Longreach Regional Council  
Program Report  
for the YTD November 2023

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget full year
<b>Office of the CEO</b>						
Human resources	-	-	(554)	(591)	(554)	(591)
Governance	-	-	(358)	(390)	(358)	(390)
Elected member expenses	-	-	(230)	(279)	(230)	(279)
Disaster management and regional coordination	9	65	(55)	(71)	(46)	(16)
Economic development	-	-	(77)	(59)	(77)	(59)
Local laws	82	134	(369)	(567)	(287)	(433)
Health and environmental services	14	5	(18)	(32)	(4)	(27)
Development services	25	25	(84)	(65)	(59)	(96)
<b>Total Office of the CEO</b>	<b>130</b>	<b>229</b>	<b>(1,744)</b>	<b>(2,054)</b>	<b>(1,614)</b>	<b>(1,825)</b>
<b>Infrastructure Services</b>						
Infrastructure administration	-	-	(201)	(401)	(201)	(401)
Depot and airstrips	-	-	(189)	(199)	(189)	(199)
Roads, streets and stormwater	39	-	(2,559)	(2,923)	(2,514)	(2,923)
2020 NDRA Event	290	-	-	-	290	-
2021 NDRA Event	8	-	(1)	-	7	-
2022 NDRA event	5,846	4,583	(5,846)	(4,583)	-	-
Contract works	3,537	3,023	(3,540)	(2,897)	(2)	126
Fleet management	231	153	1,124	216	1,355	370
Sewerage	913	835	(319)	(335)	594	500
Waste management	545	503	(342)	(346)	203	157
Water	1,685	1,615	(1,607)	(1,445)	78	169
<b>Total Infrastructure Services</b>	<b>13,094</b>	<b>10,712</b>	<b>(13,481)</b>	<b>(12,912)</b>	<b>(381)</b>	<b>(2,200)</b>
<b>Total</b>	<b>13,224</b>	<b>10,941</b>	<b>(30,225)</b>	<b>(28,966)</b>	<b>(2,287)</b>	<b>(4,025)</b>

1

2

3

4

4

12.1 - Monthly Financial Statements --Appendix 2

Program	Revenue		Expenses		Net result	
	YTD	Budget YTD	YTD	Budget YTD	YTD	Budget YTD
<b>Community Services</b>						
Child Care	1,109	996	(1,092)	(1,133)	17	(137)
Community development and events	8	-	(157)	(150)	(149)	(150)
Donations and sponsorship	-	-	(66)	(67)	(66)	(67)
RADF	1	-	(46)	(38)	(45)	(38)
Community administration	-	-	(367)	(343)	(367)	(343)
Libraries	13	-	(79)	(80)	(65)	(80)
Community centres and halls	8	15	(125)	(147)	(117)	(133)
Public conveniences	5	3	(78)	(101)	(72)	(98)
Council housing	21	31	(88)	(96)	(67)	(65)
Showgrounds and sporting facilities	25	25	(313)	(312)	(287)	(287)
Cemeteries	79	54	(117)	(149)	(39)	(95)
Parks and gardens	27	-	(808)	(1,068)	(781)	(1,068)
Swimming pools	5	3	(500)	(494)	(496)	(491)
Tourism, museums and VIC	102	75	(454)	(392)	(351)	(317)
<b>Total Community Services</b>	<b>1,404</b>	<b>1,202</b>	<b>(4,289)</b>	<b>(4,572)</b>	<b>(2,885)</b>	<b>(3,371)</b>
<b>Financial Services</b>						
Insurance	-	-	(715)	(691)	(715)	(691)
Finance	736	568	(694)	(625)	42	(57)
Asset management	-	-	(38)	(145)	(38)	(145)
Rates	2,613	2,817	(60)	(59)	2,553	2,743
LWDEFS	241	237	(167)	(166)	74	72
Internal recharges	7	-	( )	( )	6	( )
Corporate administration	(3)	-	(380)	(342)	(383)	(342)
IT	24	-	(677)	(850)	(652)	(850)
Land, leased out assets and commercial businesses	68	32	(188)	(351)	(120)	(319)
<b>Total Financial Services</b>	<b>3,685</b>	<b>3,654</b>	<b>(2,919)</b>	<b>(3,228)</b>	<b>767</b>	<b>411</b>
<b>Total Council Operating Result</b>	<b>18,313</b>	<b>15,797</b>	<b>(22,433)</b>	<b>(22,766)</b>	<b>(4,114)</b>	<b>(6,985)</b>
						<b>8,809</b>
						<b>(7,361)</b>

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.

## 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	1,971	
23/24 Corella Lane Pave And Seal	125,000	3,207	
23/24 Electrical Swtichboards Upgrade At Murray Mcmillan Dam	25,000	151	
23/24 Exclusion Fencing Of Town Raw Water Storage (Dams)	30,000	-	
23/24 Isisford- Bimerah Road Gravel Re-Sheet	225,000	57,457	
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	58,822	
23/24 Tids Isisford Rebhab & New Kerb St Mary'S Street	200,000	214,599	
Dsdilgp Grant 21-22 Isisford Weir Replacement	-	53,843	
FLEET MANAGEMENT- Capital Works Plant & Equipment	2,880,692	730,027	
LGgSP Longreach Sewer Relining	300,000	-	
Lggsp Longreach Water Mains Replacement	700,000	25,495	
Ptiip 23/24 Ilfracombe (East) Bus Stop	33,800	140	
Ptiip 23/24 Ilfracombe (West) Bus Stop	41,400	950	
Ptiip 23/24 Longreach Bus Stop	41,100	21,746	
R2R 23/24 All Areas Grid Renewal	225,000	19,927	
R2R 23/24 Bogewong Alroy Road (Replace Concrete Floodway)	75,000	10,506	
R2R 23/24 Bude Road Gravel Re-Sheet	75,000	13,994	
R2R 23/24 Crossmoor Road Gravel Re-Sheet	359,688	335,410	
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	77,371	
Tids 23/24 Silsoe Road Reseal	100,000	108,481	
Tids 23/24 Stonhenge River Road Reseal	100,000	67,969	
W4Q 21-24 Water Mains Replacement Stage 2 Isisford	-	39,245	
W4Q Covid Ilfracombe Wtp Automation	-	320	
W4Q Covid Isisford Wtp Upgrade	140,000	35,862	
<b>Grand Total</b>	<b>8,223,680</b>	<b>1,953,910</b>	<b>24%</b>

Communities and Project Management	Current Budget.	Actual Cost YTD.	
22.23 New Executive Housing.	650,000	474,343	
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	2,083	
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	49,682	
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	554	
<b>Grand Total</b>	<b>4,169,836</b>	<b>584,943</b>	<b>14%</b>

\$ 2,636,781.59



## Grant/s Information

(current as of Friday, 01 December 2023)

### Completed Grants

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

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2023192	DEPARTMENT OF EDUCATION AND TRAINING	ECEC - Kindy Uplift Program 2023	\$ 3,000.00	\$ 3,000.00	\$ -	28/03/2023	31/12/2023
GC2023232	QUEENSLAND FIRE & EMERGENCY SERVICES	SES - QFES Annual Subsidy 2023/2024	\$ 19,646.00	\$ 19,646.00	\$ -	15/09/2023	30/06/2024
GC2020096	QUEENSLAND RECONSTRUCTION AUTHORITY	DRFANDRRA 2019/20 - LRC.0017.1920E.REC	\$ 11,880,408.69	\$ 11,880,408.69	\$ -	19/11/2020	21/08/2023
GC2023236	STATE LIBRARY OF QLD	SLQ - Service Development Subsidy 2023-2024	\$ 8,775.00	\$ 8,775.00	\$ -	29/09/2023	30/06/2024
GC2023237	STATE LIBRARY OF QLD	SLQ - First 5 Forever Subsidy 2023-2024	\$ 4,607.00	\$ 4,607.00	\$ -	29/09/2023	30/06/2024
			<b>\$ 11,916,436.69</b>	<b>\$ 11,916,436.69</b>	<b>\$ -</b>		

### Lodged Grants

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

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
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	\$ -	\$ 50,000.00	23/08/2023	03/10/2023
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
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
GC2023194	QUEENSLAND TREASURY	HIF - Teal Street Development 2023	\$ 4,567,029.50	\$ -	\$ 4,567,029.50	01/09/2023	30/10/2025
			<b>\$ 9,607,053.14</b>	<b>\$ -</b>	<b>\$ 9,607,053.14</b>		

### Approved Grants

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

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
GC2023193	Department of Agriculture & Fisheries	QCFCG - Queensland Community Fishing Grants 2023	\$ 5,000.00	\$ 5,000.00	\$ -	27/04/2023	01/07/2024
GC2021119	DEPARTMENT OF EDUCATION AND TRAINING	CCCF Round 3 2021/2024 - Sustainability Support - 4-G9703A3/4-G8QDYQ6/4-G8XYQBB	\$ 870,000.00	\$ 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	\$ 45,353.43	\$ 45,353.43	\$ -	01/01/2023	31/12/2023
GC2023185	DEPARTMENT OF HOUSING & PUBLIC WORKS	MIPT - Longreach Squash Courts Upgrade	\$ 328,692.00	\$ -	\$ 328,692.00	28/06/2023	31/12/2024
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	LRCIP3 - 1LRCH Childcare Playground Replacement	\$ 162,000.00	\$ 141,785.60	\$ 20,214.40	01/01/2021	30/06/2024
GC2022146	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 2 Yarakka Tree Line	\$ 11,000.00	\$ 9,627.42	\$ 1,372.58	01/01/2022	30/06/2024
GC2022147	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 3 Isisford MPC Kiosk Repair	\$ 19,500.00	\$ 17,066.79	\$ 2,433.21	01/01/2022	30/06/2024
GC2022148	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 4 Isisford Park Renovations	\$ 44,500.00	\$ 38,947.28	\$ 5,552.72	01/01/2022	30/06/2024
GC2022149	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 6 ILF Rec Centre Maintenance	\$ 50,000.00	\$ 43,760.99	\$ 6,239.01	01/01/2022	30/06/2024
GC2022150	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 8 LRCH Showgrounds landscaping	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2022151	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 9 LRCH Showground Audio Upgrade	\$ 50,000.00	\$ 43,760.99	\$ 6,239.01	01/01/2022	30/06/2024
GC2022153	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 11 Painting of LRCH Civic Centre	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2022154	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 12 LRCH Edkins Park Ablution Block	\$ 330,000.00	\$ 288,822.52	\$ 41,177.48	01/01/2022	30/06/2024
GC2022155	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 13 LRCH Eagle St Beautification	\$ 60,000.00	\$ 52,513.19	\$ 7,486.81	01/01/2022	30/06/2024
GC2022156	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 14 LRCH Eagle St Landsborough HWY and Pelican St	\$ 775,000.00	\$ 678,295.32	\$ 96,704.68	01/01/2022	30/06/2024
GC2022157	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 15 Isisford Footpaths	\$ 70,000.00	\$ 61,265.38	\$ 8,734.62	01/01/2022	30/06/2024
GC2022159	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 17 Longreach Footpaths	\$ 98,000.00	\$ 85,771.54	\$ 12,228.46	01/01/2022	30/06/2024
GC2022160	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 16 Isisford Airport Road	\$ 335,000.00	\$ 293,198.62	\$ 41,801.38	01/01/2022	30/06/2024
GC2023187	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 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	LRCIP3 - 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	LRCIP3 - 20 Wool Pavillion Concreting	\$ 120,000.00	\$ 105,026.37	\$ 14,973.63	21/03/2023	30/06/2024
GC2023190	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCIP3 - 21 Longreach Library Roof Replacement	\$ 71,350.00	\$ 62,446.93	\$ 8,903.07	21/03/2023	30/06/2024

12.1 - Monthly Financial Statements --Appendix 4

Grant #	Name	Title	Grant Subsidy Amount	Income Received to Date	Income Yet to Receive	Grant Start Date	Grant End Date
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	30/06/2024
GC2023215	DEPARTMENT OF INFRASTRUCTURE & REGIONAL	LRCI P4_03 Beerisheba 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 Yarakalora 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-Bimerah 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
GC2022175	DEPARTMENT OF TRANSPORT & MAIN ROADS	MWPC - CN17474 - 95B Longreach - Jundah Road	\$ 5,117,549.56	\$ 4,680,977.14	\$ 436,572.42	01/07/2022	30/11/2023
GC2023179	DEPARTMENT OF TRANSPORT & MAIN ROADS	STIP - Our Lady's Primary School - Turn around facility	\$ 230,000.00	\$ -	\$ 230,000.00	12/09/2022	30/06/2024
GC2023181	DEPARTMENT OF TRANSPORT & MAIN ROADS	WILGG - Walking Local Government Grant 2022/2023	\$ 25,000.00	\$ 25,000.00	\$ -	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 Cransie Muttburra Road (Pavement Rehab & Widening)	\$ 1,762,125.70	\$ 150,500.00	\$ 1,611,625.70	30/06/2023	30/06/2024
GC2019036	DEPT OF LOCAL GOVERNMENT & PLANNING	BoRR4 Long 0056 - Railway Siding Extension	\$ 500,000.00	\$ -	\$ 500,000.00	12/12/2019	01/05/2024
GC2021116	DEPT OF LOCAL GOVERNMENT & PLANNING	W4Q 2021/2024 - 1/2 ISISFORD 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	\$ 12,072,768.00	\$ 224,064.00	30/04/2023	30/06/2024
GC2022169	DEPT OF LOCAL GOVERNMENT & PLANNING	LGSP 2022/2024 - Water and Sewerage Replacement	\$ 600,000.00	\$ 163,636.36	\$ 436,363.64	01/07/2022	30/06/2024
GC2023239	NATIONAL AUSTRALIA DAY COUNCIL LIMITED	NADC - Australia Day 2024	\$ 10,000.00	\$ 8,000.00	\$ 2,000.00	26/10/2023	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
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)	\$ 14,930,609.89	\$ 4,569,409.06	\$ 10,361,200.83	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	GRG - 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 - Tallindilly Creek Reconstruction	\$ 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
			<b>\$ 62,228,582.63</b>	<b>\$ 40,232,922.32</b>	<b>\$ 21,995,660.31</b>		

## 12. FINANCE REPORT

### 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy

---

#### 12.2 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy

Consideration to repeal the Asset and Services Management Policy No. 1.3 and Asset (Accounting) Management Policy No. 1.4

#### Council Action

Deliver

#### Applicable Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

#### Policy Considerations

Asset and Services Management Policy No. 1.3

Asset (Accounting) Management Policy No. 1.4

#### Corporate and Operational Plan Considerations

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

#### Budget Considerations

Nil

#### Previous Council Resolutions related to this Matter

*(Res-2021-04-084)*

*Moved Cr Emslie seconded Cr Hatch*

*That Council adopts the Asset and Services Management Policy No 1.3, as presented.*

*(Res-2021-07-180)*

*Moved Cr Martin seconded Cr Bignell*

*That Council adopts Asset (Accounting) Management Policy No 1.4, as presented.*

#### Officer Comment

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

#### Background:

In order to ensure good governance and decision-making, policies should be subject to ongoing review and be evaluated for their effectiveness during implementation.

## 12. FINANCE REPORT

### 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy

---

**Issue:**

Council had previously established an Asset and Services Management Policy as well as an Asset (Accounting) Management Policy; however, on review of the policies it has been identified that the content is no longer relevant and have been replaced by the Strategic Asset Management Plan.

It is recommended that these policies be repealed.

**Risk Management Factors:**

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

Likelihood: Unlikely  
Consequence: Insignificant  
Rating: Low (2/25)

**Environmental Management Factors:**

Nil

**Other Comments:**

Nil


**Appendices**

1. 01-03 Asset and Services Management Policy [↓](#)
2. 01-04 Asset (Accounting) Management Policy [↓](#)

**Recommendation:**

*That Council repeals the Asset and Services Management Policy No. 1.3 and Asset (Accounting) Management Policy No. 1.4*

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 1

<b>Asset and Services Management Policy</b>		 Longreach Regional Council
Policy Number:	1.3	
Policy Category:	Financial	
Authorised by:	2021-04-084	
Date approved:	15 April 2021	
Review Date:	15 April 2023	

### **PURPOSE**

This policy is to assist Longreach Regional Council with the management of assets and to deliver a level of service that meets community expectations of response time, quality and cost efficiency.

### **SCOPE**

The objective of this policy is to establish an Asset Management Framework which will:

- Provide guidance to Councillors and Council staff;
- Assist in discharging Council's responsibilities as custodians of Council owned or controlled assets;
- Ensure that Council's legal obligations in relation to those assets are met;
- Ensure that Council's assets are managed and maintained in a responsible manner;
- Ensure that Asset and Service Management Plans and sustainability strategies are in place to identify the needs of the community and future generations; and
- Ensure that the importance of efficiently managed assets is recognised by Council and the community.

### **LEGISLATION**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Water Act 2000*

*Water Supply (Safety and Reliability) Act 2008*

*Water Regulation 2016*

*Australian Accounting Standards Board – Relevant Australian Accounting Standards*

### **DEFINITIONS**

***Asset Management Working Group (AMWG)-***

The strategic and tactical group developing and implementing asset management activities and practice. The membership of this group is comprised of managers and senior technical staff (as per Terms Reference).

***Asset Management Systems Co-ordination Group (AMSCG)-***

The AMSCG is tasked with co-ordinating the Information Technology systems and tools which are provided to support asset management practices (as per Terms of Reference)

***Executive Leadership Team (ELT)*** – includes the Chief Executive Officer, Director of Corporate Services, Director of Community and Cultural Services and Director of Infrastructure Services.

***Asset Management Staff*** – includes the Director of Infrastructure Services, Public Facilities Manager, Manager of Operations, Waster, Water and Sewerage (MOWWS), Head of Finance and Finance Manager.

### **POLICY STATEMENT**

## **1. OBJECTIVE**

In order to achieve Council's stated corporate and community objectives, Council is committed to achieving financial sustainability of its assets over a period of time through the following measures:

1. In accordance with the Corporate and Long Term Financial Plans, Council will provide quality assets that support services that are appropriate, accessible and sustainable to the community.
2. Maintaining and rehabilitating existing assets in a manner which is acceptable to Council and the community in terms of safety, access, quality, impact on the environment, meeting the community needs and Council's ability to fund those works.
3. Ensuring that the asset base is not increased or upgraded without considering the impact on Council's ability to fund future maintenance and rehabilitation by taking a whole of life costing approach. This is achieved in the renew before new approach.
4. Utilising technology advances and innovative solutions that assist and are relevant to asset preservation and maintenance.
5. Preparation and review of detailed Asset and Service Management Plans for all major classes of assets and using these plans in determining the priorities for capital and operational expenditure.
6. Regularly consulting and surveying the community to determine whether its needs are being satisfied.
7. Assets are depreciated at a realistic level in accordance with Council's Financial Policies and depreciation is fully funded.
8. Ensure asset management practices conform to legislative requirements and reflect best practice in the industry.
9. Capital works, renewal and additional operational expenditure are not considered without first appearing in Asset Management or Service Management Plans.

## **2. ROLES AND RESPONSIBILITIES**

### **Council**

- Act as custodians and trustees for infrastructure assets;
- Set Asset and Services Management Policy with linkage to the Corporate Plan;
- Approve Asset and Service Management Plans and monitor their outcomes;
- Approve the annual budget on sound asset management principles and ensure appropriate resources for asset management activities are made available;
- Support the implementation of improved asset management practices within the organisation.

### **Executive Leadership Team (ELT)**

- Provide professional advice to Council to enable Council to make informed strategic asset management decisions;
- To ensure consultation occurs between staff, Council and the community as required;
- Ensure that timely, accurate and reliable information is presented to Council for decision making;
- Provide assistance to staff with the development and implementation of Asset and Services Management Policies and Plans;
- Monitor progress and performance in the implementation of Asset and Services Management Policies and Plans;
- Ensure asset management outcomes are in line with the Corporate Plan;
- Monitor the performance of the staff implementing asset management.

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 1

---

### **Asset Management Staff**

- Develop policy for asset management;
- Manage asset systems, develop procedures and ensure compliance within standards.

### **All Management Staff**

- Develop and implement Asset and Services Management Plans;
- Implement maintenance programs, capital works programs in accordance with the Corporate Plan, Operational Plan, Asset and Services Management Plan and Budget;
- Encourage continuous improvement, innovation and cost-effective methods to enhance asset management practices.

### **Asset Management Working Group (AMWG)**

The purpose of this group is to:

- Develop and implement an Asset Management Framework utilising best practices aligned to Corporate goals;
- Ensure Council's Asset Management practices are aligned with the strategic direction of the organisation under the guidance of the ELT;
- Improve the integration of key elements of the asset management lifecycle namely:
  - Infrastructure strategic planning;
  - Donated assets acceptance;
  - Infrastructure construction, maintenance; and
  - Infrastructure asset information management.
- Ensure that an appropriate organisational Asset Management strategy is developed;
- Ensure that appropriate Asset Management policies and procedures are developed and periodically reviewed;
- Promote a consistent approach to Asset Management across the organisation that is aligned with other corporate governance requirements including co-ordination of data management standards, IT systems and council-wide procedures;
- Make decisions within the delegated authority of the group that is binding upon all asset management stakeholders;
- Promptly escalate asset management issues to the ELT for resolution that exceed the delegated authority of this group;
- Coordinate the activities of the group with other corporate activities or projects having links and/or dependencies with the asset management function;
- Provide regular reporting of the activities and outputs of the group to the ELT; and
- Implement the Asset Management Improvement Action Items in a timely manner.

### **Asset Management Systems Co-ordination Group (AMSCG)**

The purpose of this group is:

- To ensure best practice management of asset management Information Technology, tools and systems;
- Other responsibilities as per Asset Management Systems Co-ordination Group Terms of Reference.



## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 1

---

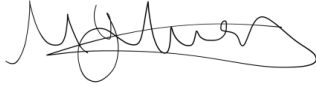
### RELATED DOCUMENTS

Pol 1.1 Procurement Policy

Asset Management Working Group, Terms of Reference (*Doc ID 376132*)

Asset Management Systems Coordination Group, Terms of Reference (*Doc ID 376131*)

Authorised by resolution as at 15 April 2021




---

Mitchell Murphy  
Chief Executive Officer

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 2

<b>Asset (Accounting) Management Policy</b>	
Policy Number:	1.4
Policy Category:	Financial
Authorised by:	Res-2021-07-180
Date approved:	15 July 2021
Review Date:	15 July 2023



**Longreach Regional Council**

### **PURPOSE**

The Non-Current Asset Accounting Policy, which encompasses the associated Guidelines and Appendices listed under the related documents section in this policy, applies to the line items of property, plant and equipment and assets held for resale as disclosed within Council's Statement of Financial Position.

This policy generally impacts upon all Council employees and contractors. Specifically, the policy is directly applicable to Asset Custodians and Council officers who have asset management and asset accounting responsibilities. This policy will be applicable when performing the following functions:

- Acquiring, constructing or developing a non-current asset;
- Accounting for costs incurred in maintaining a non-current asset;
- Renewing, replacing or enhancing the service potential of a non-current asset;
- Revaluing non-current assets;
- Disposal of non-current assets;
- Accounting for the depreciation or amortisation of non-current assets;
- Reporting and disclosing non-current assets;
- Establishing the useful life and residual value of non-current assets;
- Testing noncurrent assets for impairment.

### **OBJECTIVE**

- Ensure compliance with Australian Accounting Standards and the *Local Government Regulation 2012*;
- Ensure all processes undertaken in relation to the content of this policy are appropriately documented and defensible to external audit;
- Prescribe how an asset is accounted for on acquisition/construction/contribution for financial accounting purposes;
- Prescribe how to account for costs after initial asset recognition, including when to expense or capitalise asset maintenance, enhancements or renewal outlays;
- Prescribe the valuation methodology to be used in valuing Council non-current assets for financial accounting purposes;
- Prescribe the circumstances when to derecognise an asset from Council's books;
- Prescribe the disclosure requirements for financial statement reporting;
- Prescribe the requirements for actively managing Council's capital work in progress;

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 2

---

- Formalise the conceptual relationship between the corporate asset accounting register and underlying asset management component registers.

### Performance Measures

- Non-current assets accounted for in accordance with Australian Accounting Standards and *Local Government Regulation 2012*;
- All asset movements recorded in the financial asset register on a timely basis;
- Capital work in progress balances cleared no later than six months after practical completion or prior to full revaluation of a particular asset, whichever occurs first;
- Asset revaluations undertaken in accordance with Council's asset revaluation cycle;
- Assets indexed between years of revaluation where unit rates have changed materially;
- Impairment testing of applicable assets undertaken on an annual basis;
- Stocktakes of non-current assets as specified in this policy are undertaken on a timely basis.

### Risk Assessment

Likelihood: Possible

Consequence: Moderate

Rating: Medium - 9

## POLICY STATEMENTS

### 1. Asset Classes

An asset class is a grouping of non-current assets in the financial asset register of a similar nature and the lowest level of information on non-current assets included within Council's financial statements. The following asset classes are reported by Council:

- Land and Improvements
- Buildings
- Plant and Equipment
- Roads, Bridges, Major Culverts and Stormwater Drainage Infrastructure
- Water and Sewerage Infrastructure
- Other Infrastructure

### 2. Asset Recognition

For an item to be recognised as a non-current asset in Council's financial asset register it must meet all of the following criteria:

- Council has control over the asset;
- It is probable that future economic benefits associated with the item will flow to Council;
- The cost or fair value of the asset can be measured reliably;
- The cost or fair value exceeds Council's asset recognition threshold.

**3. Asset Recognition Thresholds**

Recognition thresholds to be applied on initial acquisition of an asset are as follows:

<b>Asset Type</b>	<b>Threshold</b>
Land	\$1
Improvements	\$10,000
Buildings	\$10,000
Plant and Equipment	\$5,000
All Other Non-Current Assets	\$10,000

**4. Portable and Attractive Items (including any Floating Plant and Loose Tools)**

Certain items that have values below the asset recognition threshold are, by their nature, susceptible to theft or loss. Such items, termed "portable and attractive", may include personal computers, programmable calculators, cameras, power tools, ladders and like items. Such items must be registered for physical control purposes. Separate Registers are maintained and such assets are recorded at 'nil' value in this Group within the Asset Register. Such items are not reported in the Council's Balance Sheet as they are expensed in the year of purchase.

**5. Leased Assets**

AASB 117 Leases - requires that assets acquired under finance leases be recognised initially at an amount equal to the fair value of the leased property or, if lower, the present value of the minimum lease payments, using the interest rate implicit in the original lease contract as the discount factor. A corresponding liability for the lease payments must also be recorded.

Assets acquired under a finance lease are subject to the same revaluation and depreciation requirements as assets that are owned or otherwise controlled by the Council.

Assets subject to operating leases are not controlled by the Council and should not be recognised as assets.

**6. Capital Costs on Assets after Initial Recognition**

Costs on assets incurred after initial recognition are to be capitalised whenever the associated work either renews, extends or upgrades the asset's underlying service potential.

**7. Asset Valuation Method**

All Council assets that qualify for recognition are to be initially measured at cost. However, where an asset is acquired at no cost (contributed/donated) or for nominal cost, the value is deemed to be its fair value at the date of acquisition. Fair Value is deemed to be either:

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 2

---

- Market Value if there is market evidence; or
- Depreciated Current Replacement Cost if there is no market evidence.

Where an asset was acquired in prior financial years and has yet to be recorded in Council's financial asset register, the asset is to be brought to account at the fair value as at the date of recognition.

The valuation method applicable to each Asset Class subsequent to initial recognition is as follows:

<b>Asset Class</b>	<b>Valuation Method</b>
Land	Market Value
Buildings	Market Value or Depreciated Current Replacement Cost where no market readily available
Improvements	Depreciated Current Replacement Cost
Fleet, Plant and Equipment	Cost
Pathways	Depreciated Current Replacement Cost
Roads, Bridges and Major Culverts	Depreciated Current Replacement Cost
Flood Mitigation and Drainage	Depreciated Current Replacement Cost
Water and Sewerage Infrastructure	Depreciated Current Replacement Cost

### **8. Depreciation or Amortisation Method**

The straight-line depreciation or amortisation method is adopted by Council to reflect patterns of consumption for all non-current assets other than road earthworks and parcels of land, which are not subject to depreciation.

### **9. Review of Depreciation and Amortisation Parameters (Including Useful Life, Asset Condition, Remaining Useful Life, and Residual Value)**

Asset depreciation and amortisation parameters, useful lives, asset condition (used to assess remaining useful lives) and residual values are to be reviewed with sufficient regularity to ensure that they are representative of current conditions and expectations at the end of each financial year. Remaining useful life of an asset should be reassessed whenever a major addition or any significant partial disposal occurs.

### **10. Asset Revaluations**

All assets subject to a revaluation process are to be revalued at Fair Value.

The Gross Revaluation method is to be applied to all assets (with the exception of Buildings valued at Market Value) subject to revaluation, whereby any accumulated depreciation at the date of revaluation is restated proportionately with the change in the asset's gross carrying amount.

## 12.2 - 1.3 Asset and Services Management Policy and 1.4 Asset (Accounting) Management Policy --Appendix 2

---

The Net Revaluation method is to be applied to all assets within the Buildings class valued at Market Value, whereby the accumulated depreciation is eliminated against the gross carrying amount of the asset.

With the exception of assets that remain valued at cost, a full revaluation is undertaken every three to five years. This is achieved with a rolling Comprehensive revaluation every three years and desktop revaluations every other year.

Full revaluations for other applicable asset classes are completed simultaneously for all underlying assets within the asset class. Such revaluations should be completed within one financial year; however, it is permissible to complete the process over two concurrent financial years whenever deemed necessary due to resource or data management limitations.

An interim revaluation using indices developed via a desktop approach is to be undertaken annually for an asset class subject to regular revaluations whenever there has been a material movement in current replacement cost (or market value, where applicable) since the last full revaluation.

Materiality in accordance with AASB 1031 is to be applied when assessing if an asset or asset type within an asset class is to be revalued.

### 11. Asset Impairment

All assets with a carrying value exceeding \$250,000 on the financial asset register are to be reviewed annually for impairment.

### 12. Non-Current Asset De-recognition

A financial asset is to be derecognised in the financial asset register whenever:

- The asset is destroyed, abandoned or decommissioned with no future economic benefit expected to be generated from its use;
- The asset is scrapped, sold or traded;
- The asset is lost or stolen; or
- Control of the asset is transferred to another entity.

All assets derecognised from the financial asset register require authorisation by the Asset Custodian.

Partial derecognition of an infrastructure asset is to occur whenever:

- A significant component or section of an infrastructure asset is destroyed, abandoned or decommissioned with no future economic benefit expected to be generated from its use; or
- Major renewal works have been undertaken resulting in a significant component or section of an infrastructure asset being replaced.

**13. Asset Stocktakes**

A stocktake is to be undertaken by the asset custodian on an annual basis for the following asset types:

- Fleet, Plant and Equipment

A stocktake is to be undertaken by the asset custodian every three to five years for the following asset type:

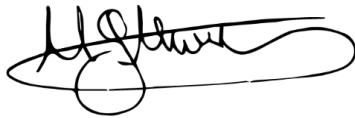
- Improvements

Land recognised in the financial asset register is to be fully reconciled to Council's property register on a quarterly basis.

**14. Management of Work In Progress**

Work In Progress balances are to be reviewed at least monthly to ensure that they are cleared no later than six months after practical completion or prior to full revaluation of the pertinent asset class, whichever occurs first.

Authorised by resolution as at Res-2021-07-180:



---

Mitchel Murphy  
Chief Executive Officer

## 12. FINANCE REPORT

### 12.3 - Information Technology Management Policy

---

#### 12.3 Information Technology Management Policy

Consideration of the Information Technology Management Policy, a new policy presented for adoption for the first time.

#### **Council Action**

Deliver

#### **Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Information Privacy Act 2009*

*Public Records Act 2002*

*Public Sector Ethics Act 1994*

*Cybercrime Act 2001*

#### **Policy Considerations**

04-05 Code of Conduct for Employees Policy.pdf

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

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

#### **Budget Considerations**

It is intended the proposed policy would inform future budget deliberations with regard to operational and one-off expenditure to support the Innovation and Business Improvement team.

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

*Nil*

#### **Officer Comment**

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

#### **Background:**

The Information Technology Management Policy is a new policy which has been created to provide a framework for the management of information technology within Council, to ensure this function is supporting core business activities and strategic objectives.

It follows the commissioning of an ICT Strategic Plan, prepared on behalf of Council by specialist consultancy Strategic Directions. The plan identifies strategic actions for the period 2023-2025, including improved governance of information technology initiatives.



## 12. FINANCE REPORT

### 12.3 - Information Technology Management Policy

---

The proposed policy affirms Council's commitment to centralised governance of information and information technology assets. It also lays out a set of guiding principles to inform strategic decision making on information technology matters.

**Issue:**

The policy has been developed in consultation with the combined Innovation and Business Improvement team, and is attached for Councillors consideration.

**Risk Management Factors:**

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

Likelihood:	Possible
Consequence:	Minor
Rating:	Medium (6/25)

Risk has been calculated based on proceeding as recommended.

**Environmental Management Factors:**

N/A

**Other Comments:**


Nil.

**Appendices**

1. DRAFT Information Technology Management Policy [↓](#)

**Recommendation:**

*That Council adopts the Information Technology Management Policy, as presented.*

<b>Information Technology Management Policy</b>		 <b>Longreach Regional Council</b>
Policy Number:	4.16	
Policy Category:	Employment / Statutory	
Authorised by:		
Date approved:		
Review Date:		

### **PURPOSE**

The purpose of this policy is to provide the principles that guide Council in the management of information technology to ensure this function is supporting core business activities and Councils Corporate Plan objectives.

### **SCOPE**

This policy applies to all workplace participants including temporary and contract staff.

This policy applies to all information and Information Technology service/component, hardware, software, cloud-based service, communication device, end-user device, data centre or network component that is operated by Council.

### **LEGISLATION**

*Local Government Act 2009*

*Information Privacy Act 2009*

*Public Records Act 2002*

*Public Sector Ethics Act 1994*

*Cybercrime Act 2001*

### **DEFINITIONS**

**Workplace Participants** – Councillors and employees of Council including temporary and contract staff.

### **POLICY STATEMENT**

Information technology is crucial in delivering efficient, effective, and innovative services to the community.

Council is committed centralised governance of information and information technology assets. This includes the development of a framework which will govern how decision are made about information, communication and technology.

Council is committed to the guiding principles outlined below.

### **Guiding Principles:**

#### **Information first**

- Information is the critical asset and will be used to support productivity and innovation, enhance service delivery and accelerate decision making.

### **Digital by design**

- We will encourage and educate stakeholders to adopt digital services and consolidate or phase out poorly aligned practices wherever possible.
- We will avoid developing isolated, standalone solutions and focus on solutions that focus on interconnectivity of current platforms.

### **Simple and simplified solutions**

- We will seek to reduce systems complexity, fragmentation and duplication and promote the redesign of business processes to support this goal.
- We will, to the greatest extent possible, work with and leverage 'out-of-the box' features rather than undertake extensive and expensive customisation or configuration.

### **Control technical diversity**

- We will focus on leveraging common and shared 'core platforms' as a key means of controlling technical diversity. This will reduce cyber risk exposure and operations costs.

### **Cloud**

- We will seek to leverage Cloud services as a primary option.
- We will develop capability to ensure Cloud services are secure, integrated and well governed.

### **Secure by design**

- Balance security risk with cost and business flexibility.
- We will identify the data and information we use and apply appropriate controls to keep it safe.

### **Pragmatism over perfection**

- We will be prudent and practical in evaluating new technology and preference 'right-sized' solutions that are well supported. Avoid overemphasising non-mandatory requirements which preference niche solutions.

### **RELATED DOCUMENTS**

Information and Information Technology Standards  
IT Governance Framework

Authorised by resolution as at <insert date>:

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

## 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 November 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	
	<b>Corporate Plan Outcome</b>
2.1	Sustainable infrastructure and services that represent value for money, are environmentally responsible, and are responsive to community needs.
OUR FINANCES	
	<b>Corporate Plan Outcome</b>
4.1	Improved financial performance and strategic financial management.
OUR LEADERSHIP	
	<b>Corporate Plan Outcome</b>
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:

#### Innovation and Business Improvement

Throughout November the Innovation and Business Improvement Team have been focused on improving the Customers experience with innovation and the overall services provided by the Team.

## 12. FINANCE REPORT

### 12.4 - Information Report - Finance

Work continued on the IT Governance framework with a draft policy, framework and standards completed ready for consultation. The BI&I team has just completed the next round of cybersecurity testing with the State Government Cybersecurity Team. The team is pleased to announce that of all the 2023 phishing campaigns undertaken by the Queensland Governments Cyber Security Unit, this phish captured the least number of people which is an excellent result for council.

The BI&I team have been working on moving the MagiQ services from Civica to a cloud based environment. This project will commence in January 2024; Council will be moving MagiQ Documents from the Civica Cloud environment as a key step in project Shangri-La (moving Council from the Civica cloud environment completely by the end of June 2024). It is estimated the project will be completed in late February 2024.

The Team assisted with a range of other activities which included:

- Supporting the implementation of the assets management system project;
- Finalised the RFQ, which is now with vendors for the Azure migration project;
- Begin the testing phase of the new switches to allow for proactive monitoring of the network infrastructure;
- Maintenance of all the existing security cameras (24 units)
- Configuration of a new solution to facilitate the connection of the new regulatory compliance office; and
- Roll out of Phase 1 – workshop maintenance request system.

Overall November has been a busy month for the team with 61 requests logged in the month. Of the 61 requests logged, 44 requests were completed, 17 requests remain open 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 the Merino Bakery. The busiest area in terms of people connected using the Wi-Fi network was the

## 12. FINANCE REPORT

### 12.4 - Information Report - Finance

Merino Bakery followed closely by Prices Plus. The Wi-Fi network had an average of 232 users per day with 912 unique people over this period, for a total use of 831.88GB of data.

The new Wi-Fi signage promoting the service provided by Council has arrived and will be installed in the coming weeks by the Communities Department.

#### Clients per day



#### Top devices

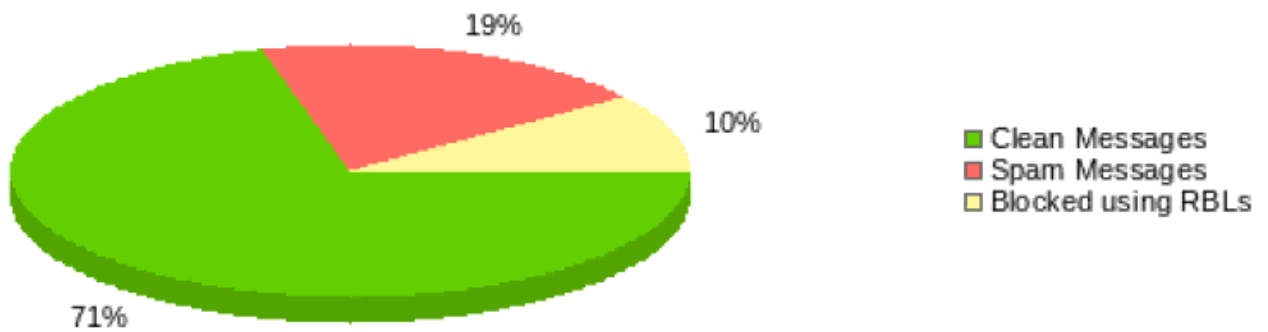
Name	Model	# Clients	Usage	% Usage
Library Meeting Room	MR33	228	421.23 GB	50.64%
Library Entrance	MR36	344	171.04 GB	20.56%
Merino Bakery	MR33	746	63.22 GB	7.60%
Vinnies	MR33	702	56.94 GB	6.84%
Prices Plus	MR33	716	47.87 GB	5.75%
Kinnon	MR33	575	26.63 GB	3.20%
Apex Park	MR74	146	22.06 GB	2.65%
Mercury Business Supplies	MR33	488	15.07 GB	1.81%
VIC AP	MR33	481	7.83 GB	0.94%

#### Email Protection

IBI (Innovation and Business Improvement) have included a small snapshot of the email protection system and how many emails it's filtering and blocking. This report is from the last 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 30,688 incoming emails, 21,761 were clean and 8,927 were blocked in the last month.

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

	Mail Type	Count
1.	Clean Messages	21761
2.	Spam Messages	5842
3.	Blocked using RBLs	3044
4.	Geoblocked	22
5.	SPF Fail	8
6.	Banned Attachments	6
7.	Viruses	5



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	160	\$ 8,918.71	\$ 5,306.23
\$101-\$5,000	983	\$ 843,306.50	\$ 687,628.06
\$5,001 - Under \$15,000	252	\$ 1,636,357.81	\$ 1,284,113.39
\$15,001 - under \$200,000	131	\$ 5,589,558.83	\$ 3,783,088.82
\$200,000 or more	13	\$ 8,039,540.82	\$ 2,713,056.05
<b>Total</b>	<b>1539</b>	<b>\$ 16,117,682.67</b>	<b>\$ 8,473,192.55</b>

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

**2023/2024**

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

**Contracts Awarded November**

<b>VP Number Request Name</b>	<b>Supplier</b>	<b>Value of Contract Exc. GST</b>	<b>Purpose</b>
LRC332023 – Cleaning of Childcare Services Complex	House Proud	<b>\$413,840.00 (4 year contract)</b>	<b>Cleaning</b>
LRC352023 – Supply & Installation of Shade Structure at 20 Torrs Road Ilfracombe, QLD	Scott Brothers Construction	<b>\$264,909.09</b>	<b>Construction</b>

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

<b>Creditor Name</b>	<b>Sum Of Invoice Amount</b>	<b>Purpose</b>
Rayner's Western Hire Pty Ltd	\$1,846,404.36	Plant And Labour Hire
Moore Civil & Plant Hire Pty Ltd	\$ 861,544.26	Plant And Labour Hire
Tropic Petroleum	\$ 838,772.60	Fuel And Lubricants
JT Cox Concrete & Precast Pty Ltd	\$ 699,828.97	Quarry Supplies
Champion Contracting	\$ 686,596.40	Quarry Supplies
Sopharr Pty Ltd T/A Kent Construction	\$ 598,852.90	Construction
LGM Assets	\$ 523,712.89	Insurance
Oma Contracting	\$ 421,200.00	Plant Hire
George Bourne & Associates	\$ 418,563.60	Engineering Services
Ergon Energy Corporation Limited	\$ 348,708.08	Power
Fulton Hogan Industries Pty Ltd	\$ 347,415.39	Quarry Supplies
Hastings Deering (Australia) L	\$ 333,595.90	Plant Hire
Midland Pty Ltd	\$ 323,139.54	Plant
Western Queensland Livestock Exchange Pty Ltd	\$ 301,189.19	Saleyard
Central Highlands Auto Pty Ltd	\$ 287,771.03	Plant
Boral Resources (Qld) Pty Limited	\$ 259,750.59	Plant Hire
Local Government Workcare	\$ 248,463.50	Workers Compensation
Proterra Group	\$ 227,605.97	Waste Management
Ngh Nq Pty Ltd	\$ 211,173.87	Consultancy

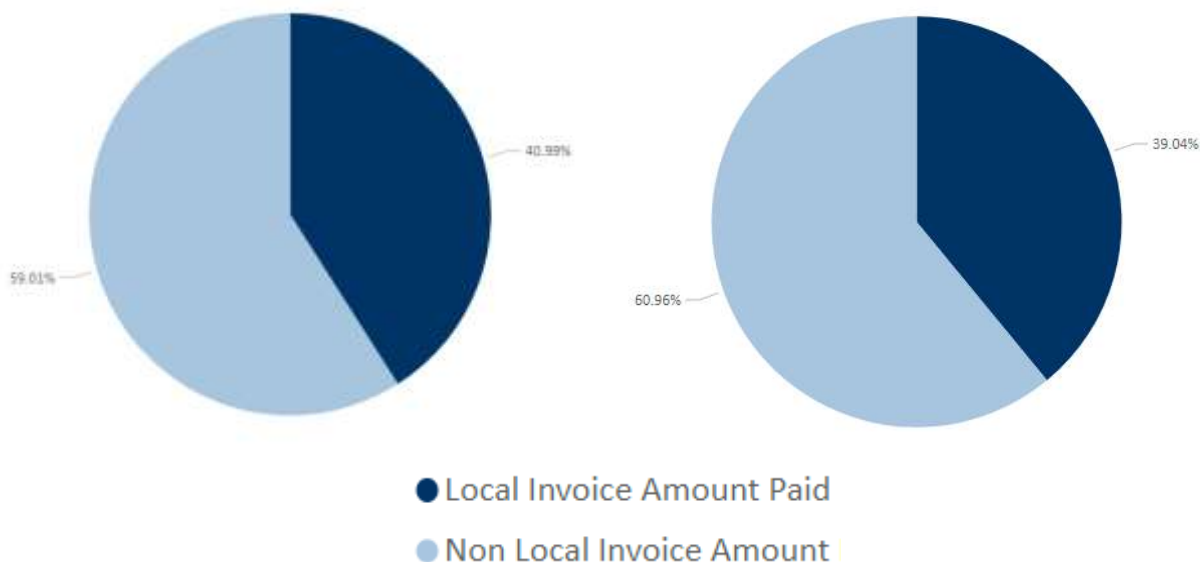


**12. FINANCE REPORT**  
**12.4 - Information Report - Finance**

**Local Spend vs Non Local Spend Ytd**

**2023/2024**

**2022/2023**



Year	Local	Non Local
2023/2024	\$6,204,671.43	\$8,932,886.38
2022/2023	\$6,316,721.37	\$9,865,210.23

The graphs outlined above depicts the spend year to date for 2023/2024 financial year and the 2022/2023 financial year comparisons, 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.

SEPTEMBER				
TENDER/RFQ	No.	PLATFORM	RESPONSES	LOCAL Y/N
VP380379 – Supply Fire & First Aid Services	Public Tender	VenderPanel	3	Not Awarded
LRC382023 – Murray McMillan Dam Switchboard Electrical Upgrade	Public Tender	QTender	5	Not Awarded
LRC342023 – Supply & Replace Air Conditioning Units Longreach Administration	Public Tender	QTender	5	Yes

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

Building				
LRC332023 – Cleaning of Childcare Services Complex	Public Tender	QTender	2	Yes
LRC352023 – Supply & Installation of Shade Structure at 20 Torrs Road Ilfracombe, QLD	Public Tender	QTender	7	Yes
LRCQ152023 - Longreach Childcare Fence Replacement	7	RFQ Email	1	Yes
<b>OCTOBER</b>				
<b>TENDER/RFQ</b>	<b>No.</b>	<b>PLATFORM</b>	<b>RESPONSES</b>	<b>LOCAL Y/N</b>
VP382396 – Ilfracombe Multi-Purpose Court Surfacing	250	Vendor Panel Local Buy Panel	3	No
LRC402023 – Cleaning of Longreach Regional Council Facilities	Public Tender	QTender	2	Not Yet Awarded
LRCQ162023 – Langenbaker House Fence Replacement	13	Email	2	Not Yet Awarded
LRC392023 – Sale of Lot 151 on SP25953	Public Tender	QTender	1	Yes
LRC412023 – Longreach Water Mains Upgrade	Public Tender	QTender	4	Not Yet Awarded
VP384959 – Re Seal Saint Mary Street	3	Vendor Panel Local Buy Panel	0	No Responses
<b>NOVEMBER</b>				
<b>TENDER/RFQ</b>	<b>No.</b>	<b>PLATFORM</b>	<b>RESPONSES</b>	<b>LOCAL Y/N</b>
VP382290 – Supply & Delivery of two (2) Diesel 4WD Utility Vehicles	26	Vendor Panel Local Buy Panel	5	Yes
VP389046 – Supply, Cart, Heat & Spray Bitumen	56	Vendor Panel Local Buy Panel		Not Yet Awarded
VP389069 – Supply Pre-Coated Aggregate (Ex-Bin)	6	Vendor Panel Pre Qual Panel LRC082021		Not Yet Awarded
LRC422023 – Supply Fire & First Aid Services	Public Tender	QTender	1	Not Yet Awarded
VP391089 – Azure Architect Design, Migration & Managed Service	11	Vendor Panel Local Buy Panel		Not Yet Awarded

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

VP390449 – Supply & Delivery of one (1) Diesel 14' Motor Grader	3	Vendor Panel Local Buy Panel	3	Not Yet Awarded
VP392871 – Supply, Cart, Heat and Spray Bitumen	60	Vendor Panel Local Buy Panel		Not Yet Awarded
VP392893 – Supply Pre-Coated Aggregate (X-Bin)	6	Vendor Panel Pre-Qual Panel LRC082021		Not Yet Awarded

**Future Requests for Quote and Tenders**

Request	Quote/Tender
Longreach Squash Court Upgrade	TENDER
Civic Centre Shade Replacement	TENDER
Apex Park Bar Fence and Privacy Screen	QUOTE

**Asset Management**

In the month of November, work is still continuing on the new Asset Management Software package. All data has been confirmed for the new system with asset structures created. Management plans for all assets finalised for implementation for the first stage of the Asset System. Building & Communities are our test subject which will be conducted in the new year which will then be followed by Water & Sewerage, then roads. We are looking to have all the Buildings & Communities up and operational by January 2024. The changes to our Data analysis, new management plans & building processes have created delays in our rollout plans

Proterra Group has completed their onsite inspections of our water & sewerage network. The written reports will be completed by December 2023. There were only two issues identified (Observation only). The capping on the minor tributary weirs (Thomson River Weir) were loose and will need to be monitored. The Fairmont Weir did have some areas of cracking at the back of the weir that was opening up but was not of concern and to continue monitoring.

We have put on hold the desktop review of the Sewerage Treatment Plant opportunities. All efforts are being focused on the Asset Management Software System and its implementation.

Future works & projects

- 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

## 12. FINANCE REPORT

### 12.4 - Information Report - Finance

---

**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 Financial Services information report as presented.*

## 13. COMMUNITIES REPORT

### 13.1 - Community Donations - Longreach Amateur Swimming Club Incorporated

#### 13. COMMUNITIES REPORT

#### 13.1 Community Donations - Longreach Amateur Swimming Club Incorporated

Consideration of a Community Donations application received in December 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 December 2023	Budget remaining for future applications
Community Donations	\$112,000.00	\$0.00	\$52,923.05	\$2,500.00	\$50,423.05

## 13. COMMUNITIES REPORT

### 13.1 - Community Donations - Longreach Amateur Swimming Club Incorporated

#### Previous Council Resolutions related to this Matter

(Res-2021-02-001)

Moved Cr Hatch seconded Cr Bignell

That Council endorses the allocation of funds from the Sponsorship Program as contained in the following table, in accordance with the Sponsorship Policy No 11.09:

Organisation/ Name	Event/Project Activity	Event Date	Grant Approved
Longreach Swimming Club	2021 Kim Anderson Memorial Swim Meet	27 February 2021	<b>Financial</b> \$3,301.58
		<b>TOTAL</b>	<b>\$3,301.58</b>

#### 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 - Longreach Amateur Swimming Club Incorporated

---

Issue:

#### Longreach Amateur Swimming Club Incorporated

<b>Kim Anderson Memorial Meet</b>	
<i>Has the Community group applied for funds in the past?</i>	Yes
<i>Has the Community Group applied for funds within the 23/24 Financial Year?</i>	No
<i>Does the Community Group have any outstanding acquittals?</i>	No
<i>Has the event/ project been previously funded by Council?</i>	Yes

On Saturday 24 February 2024, the Longreach Amateur Swim Club will host their annual Kim Anderson Memorial Meet at the Longreach Aquatic Centre. The Longreach Amateur Swim Club is a long standing Swim Club within the Community and has been hosting annual swim meets on and off over the years. This season the swim club has 60 registered members participating each Monday night. In 2024 the carnival will run off the back of the North West Swimming trials which are in Blackall on 22-23 February. This event will attract more than 100 competitors and their families providing much needed support for our local businesses.

The total grant recommended of \$2,500.00 financial will go towards the purchase of trophies and medals as well as lunch supplies for a BBQ lunch.

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 Kim Anderson Memorial Meet to the value of 100%. All supporting documentation was supplied with their application.

<b>Grant Requested</b>	<b>Grant Recommended</b>
<i>Financial \$2,500.00</i>	<i>Financial \$2,500.00</i>
<b>Total \$2,500.00</b>	<b>Total \$2,500.00</b>

#### Appendices

1. Longreach Amateur Swimming Club Application.pdf [↓](#)

### 13. COMMUNITIES REPORT

#### 13.1 - Community Donations - Longreach Amateur Swimming Club Incorporated

---

**Recommendation:**

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

<b>Organisation/ Name</b>	<b>Event/Activity</b>	<b>Grant Requested</b>	<b>Grant Approved</b>
<i>Longreach Amateur Swimming Club Incorporated</i>	<i>Kim Anderson Memorial Meet</i>	<i>Financial \$2,500.00</i>	<i>Financial \$2,500.00</i>
		<b>TOTAL \$2,500.00</b>	<b>TOTAL \$2,500.00</b>





# APPLICATION FORM

## CONTACT INFORMATION

Name: (Group or Organisation)	Longreach Amateur Swimming Club Incorporated
ABN if applicable	12 628 225 004
Contact Person's Name:	Erika Marsh
Postal Address:	PO Box 529, Longreach QLD 4730
Telephone:	0422482256
Mobile:	0422482256
Email:	longreachswimclub@gmail.com

## EVENT DETAILS

Event Name:	Longreach Stingrays - Kim Anderson Memorial Meet
Event Date:	Saturday 24th February 2024
Description of what Council funds will be used for:  No more than approx 200 words.	<p>Longreach Amateur Swimming Club Inc. will be hosting the 6th Annual Kim Anderson Memorial Swim Meet at the Longreach Aquatic Centre on Saturday 24th February 2024.</p> <p>The Longreach Swim Club is a long-standing club within our community and our annual swim meet is becoming a popular carnival for swimmers from local clubs but also further afield. The meet is named in honour of the late Kim Anderson- a much-loved daughter, sister, wife, mother, friend and swim teacher, who dedicated more than 25 years to swimming and water education in the Longreach community. This will be the sixth annual meet in her honour. We were so grateful for council support in hosting our 2023 meet and are kindly seeking support for the 2024 event.</p>
Financial Amount Requested:	\$ 2,500.00
In-kind Support Requested:	\$



**DETAILED BUDGET BREAKDOWN**

INCOME		EXPENSES		Tick what is being funded by Council
List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	List any expenses incurred by your organisation for the project or event the application relates to.	Amount	
Sponsorship & Donations	\$ 1500	Age Champion Prizes and Awards	\$ 600	✓
Raffle Ticket Sales	\$ 800	Trophies and Medals	\$ 1500	✓
	\$	Da\$h for Ca\$h Prize Pool	\$ 1500	
	\$	Officials Levy	\$ 250	
	\$	BBQ Supplies	\$ 2000	✓
	\$	Raffle Prize	\$ 100	
<b>TOTAL</b>	<b>\$ 2300</b>	<b>TOTAL</b>	<b>\$ 5950</b>	

Comments or other details:

These expense estimates are based off the 2023 Meet expenses as we haven't yet secured quotes for the 2024 Meet. We have previously sought sponsorship from local businesses and organisations to fund our Da\$h for Ca\$h races. We are hopeful that local businesses will again offer their generosity in 2024.

**In-Kind support component**

List items and \$ amounts (e.g stage, chairs, tables)

Please refer to the fees and charges:

[www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1](http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1)

	Amount	Other comments
5x Bins delivered and collected from Longreach Aquatic Centre	\$ 100	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	



**ELIGIBILITY ASSESSMENT**

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

The Longreach Amateur Swim Club has grown significantly this season- with 60 registered children members participating weekly at Monday Club Nights. We are so excited to see this sport and participation growing again as children are gaining confidence and knowledge about water safety, healthy activity, participation and competition. Our children and families are a young and vibrant group and Monday nights at the Longreach Aquatic Centre is always a fun and much-anticipated night for our young people and their families.

In 2024, our carnival will run off the back of the North West Swimming Trials which are planned for Blackall on the 22nd and 23rd February. For this reason, we hope that our participation rates will be greatly increased but swimmers from not only local towns and clubs but also those from much further afield- the entire North Western Sporting Region.

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

By encouraging more swimmers from more locations and running our carnival in Longreach will boost local accommodation providers, hospitality businesses and other local businesses as these swimmers and their families stay and play in town for the night preceding and/or following our event. Your support will ensure our meet is a success and will encourage families to return to the region for events (both swimming and other).

In hosting our event, we will also support the local economy when we purchase meet, food, trophies and supplies from local suppliers.

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)

Our event will be a highlight for our Longreach Swim Club members- grown to 60 young swimmers this season! But as well as local swimmers, our event will attract other swimmers from around the Central West. This year it is also anticipated we will attract swimmers from North West region on their return from the North West swimming trials in Blackall. Our event has also drawn swimmers from Emerald, Springsure and Rockhampton in previous years.

Competitors range in age from 4 - 17 years of age. Swimmers vary from just starting out and having fun through to advanced competitors swimming at representative levels

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

We will include the Council Logo on our social media advertising and in our meet program which is supplied to all attendees on the day. We also display the council banner at the pool on the day of the event, and acknowledge sponsors and donors over the loud speaker on the day. Our 2023 meet was covered by the Longreach Leader. An invitation was also extended for a council representative to present an award on the day of the event.

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

Yes:  No:

If YES, please provide details?

We are seeking sponsorship and donations from local businesses and organisations.



Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes  No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes  No

**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (i.e quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Booking form/s completed (facility hire and equipment hire)
- A copy of the organisations most recent bank statement (for applications over \$1,000 only)

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e budget).

**DECLARATION BY RECIPIENT**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

**Signature:**

Note: If you are under the age of 18, your legal guardian must also sign this application

Date:	29 November 2023
Name in full:	Erika Marsh
Community Group/ Organisation:	Longreach Amateur Swimming Club Incorporated
Position in Group or Organisation: (if applicable)	Race Secretary / Treasurer

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

**SUBMIT**

**13. COMMUNITIES REPORT**  
**13.2 - Sponsorship - Thomson River Festival**

---

**13.2 Sponsorship - Thomson River Festival**

Consideration for Sponsorship application received for the month of December, 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 requests for December 2023	Budget Remaining for future applications
Sponsorship	\$50,000.00	\$12,995.18	\$17,413.60	\$19,591.22

**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 Thomson River Festival group aims to host its first event in April 2024. This event will be a four-day family friendly, community based program aimed at showcasing the Longreach Region and promoting community engagement. The program will see a variety of events (targeted at all ages) taking place at different locations over the course of the festival. Activities include a kids triathlon, local legends football match, street festival with live music from the Zac Cross band and a family fun day at the watersports club.

**13. COMMUNITIES REPORT**  
**13.2 - Sponsorship - Thomson River Festival**

---

It is envisaged that the event could grow to reach the same status as the Winton Outback Festival and that more operators/businesses would be involved in future years. There is also an opportunity to apply in the future for state event funding if year one of the event is successful, but it requires Council support to initially get off the ground.

The festival will run over the school holidays, providing families the opportunity to take part in all events. This festival is aimed at retaining locals to stay in town for the school holidays as well as providing tourists a reason to make Longreach a destination. The festival is in partnership with local tourist companies such as Kinnon and Co, Australian Stockman’s Hall of Fame, Qantas Founders Museum, Outback Aussie Tours and local businesses. This festival will be a great family friendly event that will attract a large number across the region.

The total grant recommended of \$16,375.50 financial will go towards the cost of:

- equipment from the locals at Longreach Event Hire;
- project co-ordination, marketing collateral and promotions;
- 2 day hire of the portaloos from the Watersports Club.

In-Kind Support of \$1,038.10 will go towards the hire of the Longreach Showgrounds, stage and gazebo hire.

Council will be able to pay all suppliers directly for these costs, and the appropriate Council staff will be available to advise the group when required. Council will also be able to provide and signoff on marketing collateral and advertising to ensure that it is consistent with the Experience Longreach branding. Staff will also be able to monitor the project management and co-ordination services, to ensure the quality and delivery of the event is progressing well.

The application was reviewed by a panel and scored against the criteria of the Longreach Regional Council’s Sponsorship Assessment Guidelines. The result was to support the Thomson River Festival to the value of 100%. All supporting documentation was provided with the application. The panel feel that the event has the potential to become a signature event for Longreach, and that it is worth the initial investment by Council (as well as the consideration of an amount requested over the \$10k amount cap in the sponsorship guidelines for requests).

<b>Grant Requested</b>	<b>Grant Recommended</b>
<b>Financial \$15,870.00</b>	<b>Financial \$16,375.50</b>
<b>In-Kind \$1,543.60</b>	<b>In-Kind \$1,038.10</b>
<b>Stage \$169.80</b>	<b>Stage \$169.80</b>
<b>Gazebo \$327.60</b>	<b>Gazebo \$327.60</b>
<b>Showgrounds \$540.70</b>	<b>Showgrounds \$540.70</b>
<b>Tables and Chairs \$505.50</b>	<b>Total \$17,413.60</b>

**13. COMMUNITIES REPORT**  
**13.2 - Sponsorship - Thomson River Festival**

---

<b>Total \$17,413.60</b>	
--------------------------	--

**Appendices**

1. Program.pdf [↓](#)
2. Event Budget.pdf [↓](#)
3. Thomson River Festival Sponsorship application [↓](#)

**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:*

<b>Organisation</b>	<b>Event/Project Activity</b>	<b>Event Date</b>	<b>Grant Approved</b>
<i>Thomson River Festival</i>	<i>The Thomson River Festival</i>	<i>10-14 April 2024</i>	<b>Financial \$16,375.50</b>  <b>In-Kind \$1,038.10</b> <b>Stage \$169.80</b> <b>Gazebo \$327.60</b> <b>Showgrounds \$540.70</b>  <b>Total \$17,413.60</b>
		<b>TOTAL</b>	<b>\$17,413.60</b>

# THOMSON RIVER FESTIVAL

10TH - 14TH APRIL 2024





# FESTIVAL PROGRAM

## THURSDAY 11TH APRIL

Festival Opening Night & Fireworks show on the Thomson River

## FRIDAY 12TH APRIL

Kids Triathlon  
Duck and Galah Street Festival featuring live music from Luke Geiger

## SATURDAY 13TH APRIL

Thomson River Family Day & Birdcage Hotel's Local Legends footy game

## SUNDAY 14TH APRIL

The Branch Cafe's recovery Breakfast, Smithy's Historic Ilfracombe Rail Excursion

## FOR MORE INFORMATION, PLEASE CONTACT

Brecken Curtis 0437 655 031

Gavin Ballard 0421 608 287



# THURSDAY 11TH APRIL

- THOMSON RIVER  
• FESTIVAL WELCOME

- 4.30PM

- Official Festival Welcome at
- Smithy's, on the banks of
- The Thomson River,
- including BBQ Smoker, live
- entertainment, licenced bar
- with drinks available for
- purchase and fire works
- show.

-  THOMSON RIVER





# FRIDAY 12TH APRIL

## KIDS TRIATHLON ●

8AM ●

The Thomson River Kids Triathlon is a free, fun, participation based event for kids aged between 7 - 13. ●

### Distances ●

(Swim | Bike | Run) ●

7 - 10 Years: 100m | 3km | 500m ●

11 - 13 Years: 200m | 5k | 900m ●

## DUCK & GALAH STREET PARTY ●

5PM ●

Enjoy sunset market stalls, food vans, pop up bars, cocktail vans and live music from Luke Geiger on the main stage. This family friendly event is open to all ages and is guaranteed to have something for everyone. ●

# SATURDAY 13TH APRIL

- THOMSON RIVER
- FAMILY DAY

• 11AM - 5PM

- Cool off on the banks of the Thomson and enjoy a family fun day at the Outback Water Sports Club. There's plenty for the whole family to enjoy from giant duck races, kids raft rides, bar & food stalls and live entertainment

-  OUTBACK WATERSPORTS CLUB

- THE BIRDCAGE HOTEL'S
- LOCAL LEGENDS FOOTY
- MATCH

• 7PM

- Watch Longreach Ilfracombe Tigers take on Blackall Magpies at the Longreach Showgrounds, with food, bar and live entertainment for the duration of the event.

-  LONGREACH SHOWGROUNDS





# SUNDAY 14TH APRIL

## RECOVERY BREAKFAST ●

8AM - 11AM ●

Relax and unwind from the weekend whilst you enjoy a buffet style breakfast under the grand Poinciana tree at The Branch from 8am. ●

● THE BRANCH ●

## SMITHY'S OUTBACK RAIL TOUR TO ILLFRACOMBE ●

9.30AM - 1.30PM ●

Venture to Ilfracombe on Smithy's heritage rail motor and explore Machinery Mile, before enjoying lunch at the Wellshot Hotel. ●

● ILFRACOMBE ●

# EXPLORE OUR REGION

Experience the very best of our region by supporting local tour operators, who will be trading throughout the duration of the festival.

Click on the links below or visit the website to find out more:

- [!\[\]\(9bf097d682561b2ffd12d57a40ca73b1\_img.jpg\) Outback Aussie Tours](#)
- [!\[\]\(51d3868eac81c232f6ef399d2bd16077\_img.jpg\) QANTAS Founders Museum](#)
- [!\[\]\(a2c132b99b4fcf21fd2bcbbdcf2be642\_img.jpg\) Outback Pioneers](#)
- [!\[\]\(5ec38675172d195694038a5f80a05d7e\_img.jpg\) Australian Stockman's Hall of Fame](#)



## 13.2 - Sponsorship - Thomson River Festival --Appendix 2

Event Items	EVENT	COUNCIL FUNDED	QUOTE PROVIDED	AMOUNT	Notes
<b>THOMSON RIVER FESTIVAL</b>					
Security	Street Party			\$2,755.00	<i>indicative price from A2 Security - are they required - this may be in-kind from Rural Fire Service</i>
Generators	Street Party, Family Fun Day		Y	\$1,000.00	<i>Indicative pricing from Flexihire</i>
Portaloos	Street Party			\$3,000.00	<i>Hire from Outback Watersports Club (48hr price)</i>
Temporary Fencing - Entire Event	Street Party, Kids Triathlon	Y	Y	\$0.00	<i>This may be in-kind from Council</i>
Portable Bar	Street Party, Family Fun Day			\$0.00	<i>This is in-kind from The Branch Café</i>
Draught Beer System	Street Party, Family Fun Day			\$0.00	<i>This is in-kind from The Branch Café</i>
Local Legends Footy Match - Showgrounds Oval Hire	Local Legends Footy Match			\$331.00	<i>This may be in-kind from council</i>
Local Legends Footy Match - Showgrounds Bar Hire	Local Legends Footy Match			\$209.70	<i>This may be in-kind from council</i>
Family Fun Day - Venue Hire Fee Ski Club	Family Fun Day		Y	\$0.00	<i>This is in-kind from the Outback Water Sports Club</i>

## 13.2 - Sponsorship - Thomson River Festival --Appendix 2

Band	Street Party, Football Match		Y	\$6,000.00	Zac Cross Band
Band - Accommodation, Food & Beverage				\$0.00	In-kind from Birdcage Hotel
Corrine Ballard - Support Act	Street Party			\$500.00	Indicative pricing only. This may also be in-kind frm Corrine Ballard.
Fireworks	Opening Night			\$4,500.00	Indicative Pricing - Pyrotechnic display for the THURSDAY (Smithy's) EVENT only.
Stage	Street Party, Family Fun Day		Y	\$170.00	2 x days hire ( @ \$85 per day) - This may be in-kind from Council
AV Equipment	Street Party			\$0.00	Zac Cross Band to bring own speakers
Rectangle Tables	Street Party, Family Fun Day		Y	\$170.00	10 x tables; 2 x days hire ( @ \$8.50 per table) - This may be in-kind from Council
Steel Chairs	Street Party, Family Fun Day		Y	\$336.00	60 x chairs; 2 x days hire ( @ \$2.80 per chair) - This may be in-kind from Council
Gazebo	Street Party, Family Fun Day, Kids Triathlon		Y	\$327.60	3 x Gazebos; 3 x days hire ( @ \$36.40 per gazebo) - This may be in-kind from Council
Dry Bars (Wine Barrels)	Street Party, Family Fun Day, Football Match		Y	\$600.00	12 x Wine Barrels @ \$50 per barrel - Price from Longreach Events Hire
Bar Stools	Street Party, Family Fun Day, Football Match		Y	\$360.00	48 x Tolix (bar) stools @ \$7.50 per stool - Price from Longreach Events Hire



## 13.2 - Sponsorship - Thomson River Festival --Appendix 2

Additional (Ambient) Lighting	Street Party			Y	\$500.00	Price from Longreach Events Hire
Kids Corner - Misc Games	Street Party, Family Fun Day			Y	\$50.00	5 x games @ \$10 per game - Price from Longreach Event Hire
Marketing, Media & Event Management		Y		Y	\$10,450.00	Quotation from iButton for Event Management of the Festival, incl marketing.
Queensland Police Road Closure Permit					\$314.71	Application fee from QLD police - refer QP website for pricing
Liability Insurance					\$0.00	Covered under Lions Public Liability
<b>Additional Considerations</b>						
Nomination Fee for Duck Race (\$100p/team)					\$3,000.00	based on 30 x teams





APPLICATION PACK

# Sponsorship





These Guidelines are prepared in accordance with the Longreach Regional Council Sponsorship Policy 11.7

### SPONSORSHIP OBJECTIVES

Council is committed to supporting local community organisations through its Sponsorship Program.

The aim of the Program is to:

- ▶ Develop the capacity and sustainability of organisations or innovative programs to meet the needs of members and the community.
- ▶ Deliver programs and events to engage and entertain a vast variety of community members within the Longreach Regional Council area.

### ELIGIBILITY

In order to submit an application under the Sponsorship Program, the applicant must be:

- ▶ An entity or organisation operating within the Longreach Regional Council area, or
- ▶ An entity that is able to demonstrate that economic and social benefits from the event will be directed to and benefit the Local Community in the Longreach Regional Council area, and
- ▶ Have met acquittal conditions for previous council funding.

### INELIGIBLE APPLICATIONS

The following entities and applications are ineligible under the sponsorship program and will not be considered for funding:

- ▶ Government agencies or departments of local, state or federal government
- ▶ Educational, Religious or Medical Organisations
- ▶ Applications whereby Council funds will be donated to another cause ( e.g charity events)
- ▶ Applications which fund;
  - Wages or salaries for staff
  - Recurrent costs with day to day operations of a community group
  - Retrospective funding
  - Equipment or other expenditure that are personal or of personal gain
  - Part of or all of Council Rates
  - Items that would otherwise be funded by State or Government bodies (i.e Queensland Education or Health programs)
  - Applications whereby Council funds will be donated to another cause ( e.g charity events)

### LODGEMENT OF APPLICATION AND CUT OFF DATE

- ▶ Applications are to be made using the Sponsorship Application Form and must include relevant support documentation. All applications are to be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au) or delivered in person to Council Administration Office.
- ▶ Sponsorship (financial and in-kind support) applications must be received by COB on first Tuesday of each month to be considered in that month.
- ▶ In-kind support will only be considered for Council services, which are listed in the fees and charges: <https://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1>
- ▶ In cases of emergency or other extenuating circumstances, applications received after the cut off each month, may be considered at the discretion of the Chief Executive Officer.



### CRITERIA

1. Applicants must demonstrate strong community benefit or need and support for the project, event or activity.
2. The applicant or proposed project or activity must be based within the Longreach Regional Council boundaries, or clearly demonstrate direct benefit to the Longreach Regional Council communities.
3. Sponsorship must be for a specific event, project or activity with a fixed time frame. Ongoing operational, maintenance or administration costs will not be sponsored.
4. Council will not fund retrospective applications to cover costs already incurred.
5. Applicants must be able to demonstrate financial viability and/or competence to achieve the stated goals of the project or activity.
6. Applicants must not have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Policy and Guidelines.
7. Activities and projects will not be funded from multiple Council funding programs.

### DELEGATED AUTHORITY AND SPONSORSHIP LIMITS

Sponsorship is limited to a maximum of \$10,000 per event, however Council may negotiate higher Sponsorship Agreements where the event presents opportunities commensurate with the level of Sponsorship and benefits being provided.

Sponsorship for in-kind support of up to \$1,000 or less may be awarded by the Chief Executive Officer or delegate in accordance with this policy and program guidelines.

Sponsorship (other than amounts delegated), must be awarded by resolution of Council in accordance with this policy and program guidelines.

### SUPPORTING DOCUMENTATION

Community Groups are required to submit the following supporting documentation with an application:

- ▶ Evidence of the event or project (i.e. quotes, facilities bookings, etc.)\*
- ▶ Relevant public liability insurance (if required)
- ▶ Evidence that alternative avenues for financial support have been investigated
- ▶ A copy of the organisation's most recent bank statement
- ▶ A detailed budget of running expenses for the event or activity
- ▶ Detailed Event Management Plan, where applicable.

\*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).



### AGREEMENT AND ACKNOWLEDGEMENT OF SPONSORSHIP

- ▶ Applicants must enter into a sponsorship agreement with Council for any funds awarded under this Policy and Guidelines.
- ▶ Acknowledgement of Council's sponsorship may include (but is not limited to) featuring Council's logo in project signage, promotional material or advertising in printed and digital media, site or exhibition space, public acknowledgements in speeches and media materials, invitations to participate in the opening ceremony or including materials in information packs.

#### SUBMITTING APPLICATION

For further information or help completing applications please seek assistance from the Council administration staff within the Mayoral Donations section on (07) 4658 4111 or via email to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

Completed applications may be returned in person to Councils Administration Office's or be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

#### HOW ARE THE APPLICATIONS ASSESSED?

All applications will be assessed against the selection criteria by the assessment panel consisting of 3 representatives and passed onto Council for endorsement. All applications will receive written notification of their outcome.

#### ACQUITTAL

Approved applications will be required to complete and return the Longreach Regional Council acquittal form within 4 weeks of the nominated event date. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation.

# APPLICATION FORM



## CONTACT INFORMATION:

Name: (Business/Community/ Organisation Group)	THE THOMSON RIVER FESTIVAL
Contact person's name:	C/- PRIYA BAX
Postal address:	PO BOX 182 LONGREACH QLD 4730
Telephone:	
Mobile:	01432 564 730
Email:	priya.bax@sproutag.com.au

## PROJECT/ACTIVITY DETAILS:

Project name:	THE THOMSON RIVER FESTIVAL
Project date:	10TH - 14TH APRIL. 2024
Brief description of project:	The Thomson River Festival is a four (4) day, family friendly, community based program aimed at showcasing the Longreach Region and promoting community engagement and local participation throughout the April School Holidays in 2024. Targeted primarily at families, both local and from surrounding regions the intention of the Thomson River Festival (TRF) is to create a long-term, sustainable event which regenerates local engagement with the region, particularly over the school holiday period. The program will see a variety of events, targeted at all ages, take place over a four day period at various locations throughout Longreach. Activities such as a kids triathlon, local legends footy game, street festival with live music from Zac Cross band, and family fun day at the watersports club (incl.giant duck races) ensures there is something for everyone. The TRF is a festival for Longreach, from Longreach. Please refer to the draft festival program for further information.
<b>\$ Amount requested:</b> (Please add in-kind costing to this request. LRC Fees and Charges are located on the LRC website or just call Council for assistance).	\$ 17,413.60
What will sponsorship money be used for?	Primarily the marketing/promotions, branding and Events Management of the Thomson River Festival. Ancillary matters such as equipment and venue hire may also utilize the sponsorship funding where required.
Financial component of Council Grant	\$ 15,870
In-kind support requested	\$ 1,543.60



**DETAILED BUDGET BREAKDOWN**

INCOME List any source of income supply i.e other sponsorship, ticket sales, cash contributions, etc.	Amount	EXPENSES List any expenses incurred by your organisation for the project or event the application relates to.	Amount	Tick what is being funded by Council
DUCK RACE TEAM NOMINATION FEE	\$ 3,000	MARKETING & EVENT MANAGEMENT	\$ 10,450	✓
	\$	BAND / ENTERTAINMENT ( 2 x NIGHTS)	\$ 6,000	
	\$	SKI CLUB PORTALOO HIRE	\$ 3,000	✓
	\$	EQUIPMENT HIRE	\$ 2,510	✓
	\$		\$	
	\$		\$	
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$	

Comments or other details:  
Please refer to the full draft budget, including totals, attached with this submission for further information.

In-Kind support component List items and \$ amounts (e.g stage, chairs, tables) Please refer to the fees and charges: <a href="http://www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1">www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1</a>	Amount	Other comments
STAGE	\$ 170	2 X DAYS HIRE @ \$85 PER DAY
TABLES & CHAIRS	\$ 506	REFER BUDGET FOR BREAKDOWN
GAZEBO	\$ 327.60	3 X GAZEBO FOR 3 X DAYS
SHOWGROUNDS HIRE - LOCAL LEGENDS FOOTY MATCH	\$ 540	OVAL & BAR/KITCHEN HIRE
	\$	
	\$	
	\$ 1,543.60	





**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 TRF will aim to promote a strong sense of community and love of the Longreach Region. By engaging with families from both the immediate and surrounding regions and encouraging them to remain in / visit Longreach and participate in the festival over the April school holiday period, it generates tourism and economic benefit. By providing the community with an event within Longreach for the holidays, it may assist in retaining locals who would normally visit other regions for the holidays, as well as give intrastate guests a reason to make Longreach a destination over the holiday period. Retaining locals and encouraging people to explore our region will generate revenue for local businesses, tour operators and Council.

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?

The inaugural TRF will rely predominantly on in-kind donations from participants, as we seek to minimize cost to local businesses for the first year. Should the inaugural festival be a success, we would seek to work closer with council on budgeting for the festival (similar to Winton) and call upon corporate sponsors to assist with funding to ensure the event grows year by year.

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

Ideally, we would like to work closely with Council on the promotion and organization of the festival. We would seek to have the Council website host the information about the festival, ensuring direction of web traffic to applicable council sites. Any promotional, marketing or social media material would also note the Council as a sponsor of the event, alongside all other sponsors, such as The Birdcage Hotel, The Branch and Outback Aussie Tours etc.

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

Yes:       No:

If YES, please provide details?

The inaugural TRF will rely predominantly on in-kind donations from participants, as we seek to minimize cost to local businesses for the first year. Any participating vendors would retain any profits made following their presence / in-kind donations to the TRF. That being, businesses such as food vendors at the street festival, Smithy's Opening Night, the Watersports Club etc would retain any profits made from sale of food and/or alcohol as gratuity for participating in the Festival.



**SUPPORTING DOCUMENTATION CHECKLIST**

- Evidence of the event or project (ie quotes, facilities bookings, etc)\*
- Relevant public liability insurance (if required)
- Evidence of alternative avenues for financial support have been investigated
- A copy of the organisations most recent bank statement
- A detailed budget of running expenses for the event

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (ie budget).

**DECLARATION BY RECIPIENT:**

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	04/12/23
Name in Full:	PRIYA BAX
Business/Community/ Organisation Group	THE THOMSON RIVER FESTIVAL
Position in Group or Organisation: (if applicable)	

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 - Payment of Fees Policy**

---

**13.3 Childcare - Payment of Fees Policy**

Consideration of adoption of the updated *Payment of Fees Policy*.

**Council Action**

Deliver

**Applicable Legislation**

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

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

*Child Care Subsidy Secretary's Rules 2017*

*Family Law Act 1975*

*Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook*

**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 along with Nicole Moulds, Financial Controller*

**Background:**

The Childcare Service has traditionally been run on a 'no pay, no care' basis, but some families are still paying late and incurring debt. Council has been investigating direct debit systems to ensure no debt being carried, there is a reduction in childcare administration debt recovery time, as well as making the invoice system more efficient. There are currently two programs running for parent invoices (Synergy Soft and Kidsoft) which is proving to be inefficient. Most families are paying by Bpay or debiting a recurring amount into our account currently.

## 13. COMMUNITIES REPORT

### 13.3 - Childcare - Payment of Fees Policy

---

**Issue:**

The Childcare Centre will move to a direct debit system (through Kidsoft called IDebitPro) when the centre reopens in the new year. This will cut down admin time substantially and parents will always get their invoices on a weekly basis, regardless if the centre is low on admin resources. It also adds benefit to the parents as Kidsoft is directly connected to Centerlink, so if a family's 'Gap Fee' changes this will pull across to their invoice which is getting direct debited.

**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 Payment of Fees Policy is current.

**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 policy is attached for consideration.

**Appendices**

1. Payment of Fees Policy [↓](#)

**Recommendations:**

*That Council adopts the new Payment of Fees Policy, as presented.*

<b>Payment of Fees Policy</b>		 <b>Longreach Regional Council</b> <small>Ilkarrakirri - Kurrakirri - Longgurrakirri - Yarrakirri</small>
Policy Number:		
Policy Category:	Childcare Centre	
Authorised by:		
Date approved:		
Review Date:	December 2024	

### **PURPOSE**

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for the payment of fees and the provision of a statement of fees charged by the service and take reasonable steps to ensure policies and procedures are followed. (ACECQA, 2021).

Quality early education and care provides the foundation for children's development and social engagement whilst supporting workforce participation of parents and carers. Our Service is committed to providing quality education and care to all children at an affordable fee for families.

We endeavour for parents to gain a clear understanding of the Service fee structure, payment requirements and Child Care Subsidy benefits prior to enrolment. This policy explains process of fee payment and the necessity of ensuring children's fees are paid on time and consequences for failure to pay fees on time.

### **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)*

*Child Care Subsidy Secretary's Rules 2017*

*Family Law Act 1975*

*Family Assistance Law – Incorporating all related legislation for Child Care Provider Handbook*

### **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.

**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.

**Child Care Subsidy (CCS)** – is the main way the Australian Government helps families with child care fees. Families must meet eligibility criteria to get CCS.

**Gap Fee** – families who get CCS must make a co-contribution to their child care fees. This is a requirement under Family Assistance Law. They do this by paying the difference between the Service fee and the CCS amount. This is known as the gap fee.

**Kidsoft** – is a cloud-based Child Care Software system designed to service Early Childhood Education and Care and Outside School Hours Care Services in Australia.

**iDebitPro** – is a payment processing gateway integrated with Kidsoft that allows a Service to collect automatic fee payments as a simple and efficient way of paying their fees.

**Additional Child Care Subsidy (ACCS)** – provides extra help with the cost of early childhood education and care to families facing difficult or challenging circumstances. ACCS will usually cover all of a child's early childhood education and care fees.

**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**

As an approved childcare service, Child Care Subsidy (CCS) is available to reduce fees to eligible families. Our fee structure is based on our ability to provide the requirements of the Education and Care National Law and National Regulations, Family Assistance Law, the Australian Taxation Office and guidelines contained in the Child Care Provider Handbook.

Our Service aims to ensure families understand the fee schedule and payment process required for education and care to be provided for their child. We are committed to meet our obligations to maintain financial integrity and comply with all Child Care Subsidy legislative requirements. We have effective compliance systems in place to ensure childcare

funding is administered appropriately. Our Service ensures the confidentiality and privacy of all personal information provided to the Service about the enrolled child and family.

### **POLICY**

#### **General Fees**

- a) Fees are charged for each session of care and vary depending on the age of the child in care and the type
- b) CCS is paid directly to the Service and this is used as a fee reduction (visible on a family's statement)
- c) Families are required to pay the difference between the fee charged by the Service and the subsidy amount- this is referred to as the 'gap fee'
- d) A dated receipt can be provided via email upon request
- e) Fees are to be paid at least fortnightly through a direct debit system. If families wish to pay fees on a weekly basis, this can be arranged with the Service
- f) Fees are payable for every session that a child is enrolled at the Service. This includes sick days, public holidays and family holidays but excludes periods when the Service organises the closure e.g. Christmas closure period and Staff Professional Development days
- g) If a session of care falls on a public holiday, families are required to pay normal fees. CCS will be paid for sessions that fall on public holidays for CCS eligible families
- h) Fees are charged for full sessions only (regardless of the actual attendance hours)
- i) Families are requested to contact the Service if their child is unable to attend a particular session
- j) Casual days may be offered to families if available within the Service's license.

#### **Child Care Subsidy (CCS)**

- a) Parents/guardians are required to register for CCS through their [myGov](#) account linked to Centrelink and provide documentation to support the CCS payment
- b) Basic requirements that must be satisfied for an individual to be eligible to receive Child Care Subsidy. The child must:
  - 1) be a 'Family Tax Benefit child' or 'regular care child' and
  - 2) be 13 or under and not attending secondary school and
  - 3) meet immunisation requirements
- c) The person claiming the Child Care Subsidy, or their partner must:
  - 1) meet residency requirements and
  - 2) be liable to pay for care provided under a Complying Written Arrangement (their written agreement) with their childcare provider
- d) Childcare must be provided by an approved provider
- e) Families level of Child Care Subsidy will be determined by:
  - 1) combined family income
  - 2) activity test of parents
  - 3) type of early learning and childcare Service
- f) Child Care Subsidy will be provided directly to the Service and this amount deducted from the parent/family account

### 13.3 - Childcare - Payment of Fees Policy --Appendix 1

---

- g) Families must regularly check their details are correct and report a change in circumstance to Centrelink (family income, activity levels, relationship changes or any other changes to their circumstances)
- h) Any disputes with CCS payments are the responsibility of the family. The family will be referred to contact Centrelink directly for any enquiries regarding CCS payments.
- i) Discounts will only be offered as outlined in the CCS Handbook.

#### **Payment of Fees:**

- a) Families are required to pay fees using the Service's direct debit system, iDebitPro. The family is required to provide banking details to facilitate set up of the direct debit account
- b) Fees and charges associated with direct debit system are outlined upon enrolment
- c) A dishonour fee will apply for direct debit transactions where there are insufficient funds to cover the fees
- d) Families will be issued with a *Customer Account Statement* on a weekly basis in accordance with the fee payment and Regulatory requirements
- e) The *Customer Account Statement* will include details of the sessions of care provided and the resulting fee reduction amounts
- f) The *Customer Account Statement* is generated using CCS Software, Kidsoft, which meets all requirements as per Family Assistance Law legislation
- g) The service uses Kidsoft to issue *Customer Account Statements*
- h) The service uses iDebitPro, through Kidsoft to collect the GAP fee from Families
- i) The Gap Fees must be paid using Direct Debit
- j) Fees will be paid by Direct Debit via iDebitPro, which will be setup at the time of enrolment
- k) Invoices will be generated by the Service via Kidsoft on a weekly basis on Tuesday and emailed to families
- l) Direct Debit payments will be processed on a weekly basis on Thursday
- m) All banking information is collected securely through iDebitPro and the Service does not retain any bank account records
- n) The Service will cover the cost of transaction fees for Direct Debit from bank accounts. There is no extra cost to a family for Direct Debit from a bank account
- o) Direct Debits from a credit card account attract a surcharge which is charged to the family (10 cents + 1.55% added to the weekly fees payment)
- p) Where a payment fails to be deducted, the dishonour fee is charged to the family (\$4 added to the weekly fees payment)
- q) A review of the child's enrolment will occur where fees dishonour on a regular basis

#### **Absences from Service:**

- a) Families are requested to contact the Service if their child is unable to attend a particular session
- b) Families must still pay the gap fee to the Service if their child is unable to attend



### 13.3 - Childcare - Payment of Fees Policy --Appendix 1

---

- c) Under the Child Care Subsidy, families are allowed 42 absence days per child, per financial year and may be entitled to additional absence days in certain circumstances
- d) Allowable absences can be taken for any reason. Families do not have to provide evidence
- e) Additional absences can be claimed for the specified reasons as defined by the Family Assistance Law
- f) Records and evidence will be kept by the Service for each additional absence, where required
- g) Families can view their absence count through their Centrelink online account via [myGov](#)
- h) In a period of local emergency, such as bushfire or pandemic, and our Service is temporarily shut down on public health advice, families *may* be provided with additional absence days as per Family Assistance Law legislation

#### **Financial Difficulties:**

- a) Families can apply for Additional Child Care Subsidy (ACCS) through Centrelink for additional fee assistance if they are experiencing temporary financial hardship
- b) There are four different payments under Additional Child Care Subsidy:
  - 1) Additional Child Care Subsidy (child wellbeing)—to help children who are at risk of serious abuse or neglect. The approved provider is involved in determining children who may require additional support who are at risk of harm
  - 2) Additional Child Care Subsidy (grandparent)—to help grandparents on income support who are the principal caregiver of their grandchildren. Families are required to contact Centrelink directly regarding this payment
  - 3) Additional Child Care Subsidy (temporary financial hardship)—to help families experiencing financial hardship. Families are required to contact Centrelink directly regarding this payment
  - 4) Additional Child Care Subsidy (transition to work)—to help low-income families transitioning from income support to work. Families are required to contact Centrelink directly regarding this payment

#### **Debt Recovery Procedure:**

- a) If the Direct Debit payment has been declined, the dishonour fee will be added to the family's account
- b) An SMS will be sent to the family and will advise the parent to contact the Service in relation to the dishonour. The Service can then reset the invoice and process the overdue fee.
- c) If the payment is declined again, the family will be contacted again to determine a suitable time to reset the invoice and process the overdue payment.
- d) At any time of the debt recovery process the family will be encouraged to enter a debt agreement with the service to repay outstanding fees. A written contract will be provided for the family to sign outlining repayment plan details. The repayment

plan will provide information as to the duration and amount of the repayments as well as steps that will be taken if the repayment plan is not adhered to

- e) A child's position will be terminated if payment has not been made after two weeks. The family will be contacted for immediate payment and if payment is not received, the family will receive a letter terminating the child's position. At this time the Service will initiate its debt collection process, following privacy and conditional requirements.

### **Late Collection of Children Fees:**

- a) It is unacceptable to pick children up late from the Service. A late fee will apply where children are not picked up by 5.30pm
- b) A fee of \$20 per 15-minute block or part thereof will be incurred by the family (e.g. if you are 5 minutes late you will be charged for a 15-minute block. If you are 20 minutes late you will be charged for a 30-minute block, etc.)".
- c) A review of the child's enrolment will occur where families are consistently picking children up late

### **Change of Fees:**

- a) Fees are subject to change at any time provided a minimum of fourteen days written notice is given to all families
- b) CCS hourly rate caps may be increased by the Consumer Price Index (CPI) at the commencement of each financial year
- c) Any CCS hourly rate increases are governed by CCS and are automatically adjusted through our CCS Software, Kidsoft.

### **Termination of Enrolment:**

- a) Parents are to provide two weeks written notice of their intention to withdraw a child from the centre. Normal fees will continue to be charged for the two week notice period.
- b) If termination from the Service is required without notification, families may lose their Child Care Subsidy, resulting in the payment of requirement for full fees to be charged
- c) In some circumstances CCS may not be paid for sessions if the child has not physically started care
- d) Additionally, CCS may not be paid for absences submitted after a child's last physical day of care, unless conditions have been met as specified by Family Assistance Law.

### **Responsibility of the Nominated Supervisor:**

The Nominated Supervisor is responsible for:

- a) ensuring all families are aware of our *Payment of Fees Policy*
- b) ensuring enrolments are submitted correctly with the appropriate enrolment information
- c) providing families with regular Customer Account Statements
- d) notifying families of any overdue fees
- e) providing families with reminder letters as required

## 13.3 - Childcare - Payment of Fees Policy --Appendix 1

- f) terminating enrolment of children should fees not be paid
- g) discussing fee payment with families if required
- h) providing at least 14 days written notice to families of any fee increases or changes to the way fees are collected

### **Responsibility of Families:**

- a) provide the Service with the correct enrolment details to facilitate the CCS claim, if required, including:
  - 1) Centrelink Reference Numbers for child and CCS claimant
  - 2) Date of Birth for child and CCS claimant
- b) ensure payment of fees as per policy
- c) notify Centrelink of any changes that may affect their CCS entitlement
- d) confirm their child's enrolment through the parents myGov account.

### **Third Party Payments:**

Parents are generally liable to pay the co-contribution for childcare fees. Only state and territory governments (and their agencies) can contribute to the cost, in part or full, of childcare fees for families.

Where an agreement has been made between an employer or charity to assist in the contribution of fees the fees must be reduced accordingly before CCS has been applied. Our Service will record all documentation regarding any third party payments.

### **Complaints Relating to the Administration of Child Care Subsidy:**

Families who wish to raise concerns regarding the management of Child Care Subsidy should speak with the Nominated Supervisor in the first instance. The Nominated Supervisor will follow the steps as outlined in this policy, including advising the Approved Provider of all grievances.

Families can raise concerns regarding management of the Child Care Subsidy to the dedicated Child Care Tip-Off Line either via phone or email:

Phone: 1800 664 231

Email: [tipoffline@education.gov.au](mailto:tipoffline@education.gov.au)

### **CONTINUOUS IMPROVEMENT/REFLECTION**

Our *Payment of Fees Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

### **REVIEW**

POLICY REVIEWED BY:	Elissa Balke	Childcare Services Director	05.12.2023
POLICY REVIEWED	DECEMBER 2023	NEXT REVIEW DATE	DECEMBER 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 November 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**

Christmas decorations have been put up along with the *Christmas in a Jar* display, and they have been enjoyed by the large number of visitors coming in to sit and enjoy the air-con (due to the extremely hot weather). The Longreach State Primary School choir also came in to sing Christmas carols, serenading both Library staff and visitors.

## 13. COMMUNITIES REPORT

### 13.4 - Information Report - Community Services

The December break ups will begin soon, starting with the Handicraft group and First 5 Christmas celebrations. In addition, the chess sets are back in vogue with the younger adults, and the games are being taken very seriously! Important details such as unfinished moves are being monitored, with times and dates arranged within the groups until the next game.



#### **Library Statistics (financial year)**

	Longreach		Ilfracombe		Isisford	
	Nov	YTD	Nov	YTD	Nov	YTD
Items Borrowed	396	2,263	18	118	29	155
New Members	4	45	0	2	0	0
Total Members	1590		147		73	

#### **Swimming Pools**

The Longreach School of Distance Education, Longreach State School and Our Lady's School held their swimming carnivals during November. The Longreach State High School's carnival was cancelled due to the weather and will be rescheduled next year.

Our Lady's school utilised the inflatables for a fun participate day at the school. There were 4 private parties booked in November and 1 Christmas party for the Police family social group.

Pool usage statistics for November:

	Longreach		Ilfracombe		Isisford		Yaraka	
	NOV	YTD	NOV	YTD	NOV	YTD	NOV	YTD
<b>Adults</b>	910	3728	160	2225	69	101	11	45
<b>Children</b>	1176	4502	92	670	39	61	7	37

**13. COMMUNITIES REPORT**  
**13.4 - Information Report - Community Services**

Pool usage for October (not reported in last month's report)

	Longreach		Isisford		Yaraka	
	OCT	YTD	OCT	YTD	OCT	YTD
<b>Adults</b>	1079	2818	78	110	8	34
<b>Children</b>	1350	3326	35	57	3	30

**Funeral Services**

<b>Cemetery Details / Figures - November 2023</b>	
<b>Funeral Type</b>	
Church & Grave Side Funeral	3
Church Service Only	
Graveside Funeral	
Memorial Service	
Cremation	
Interment of Ashes - Private / Family Only	
Interment of Ashes - Graveside Service	
Plaques arranged by LRC	2
Undertaker Service Only	

**Childcare Services**

- 2024 Enrolment forms are still coming in hard and fast. We are doing everything we can to attempt to accommodate all enrolments, including in our Kindergarten program. We are expecting to see more enrolments come in the New Year as we are seeing a trend of more families relocating to Longreach.
- Our staff and Educators participated in the renewal of their First Aid and/or CPR in November, ensuring that all staff are holding a current qualification which ensures that if an incident or emergency were to occur, that no matter who is rostered on at the time, the closest staff member would be able to assist the child.
- The end of October and into November brought with it a horrendous gastro bug to Longreach which caused an outbreak within our Service. Many children were sick for 4 days straight and were very sick at that. With the assistance of the Central Queensland Public Health Unit, we were able to get on top of the bug, which we later found out had returned a positive result for Rotavirus, something that all children are vaccinated for in their first 6 months of life. Our staff have a very difficult task when we are hit with a bug like this as our requirement is to clean our facilities and resources with bleach solution on a regular basis. This obviously creates a strain on our ability to provide quality care for the children with the additional cleaning requirements and monitoring of children, however I can proudly say that our staff provided a consistently engaging program for the littlest members of our community during this outbreak. Not only with limited resources, but also with the risk of them becoming sick themselves and they did so without complaint. They still turned up to work every day and cuddled the children knowing that in doing so, they may catch the nasty bug (which was infectious before showing any symptoms). This situation is yet another reason why Early Childhood

## **13. COMMUNITIES REPORT**

### **13.4 - Information Report - Community Services**

---

Educators are worth their weight in gold and we are very proud of each and every one of them on our team.

- Our Kindergarten children have finished the year and many are ready to start their schooling in 2024! The children spent the year preparing for school through play-based learning experiences that have enabled them to learn many skills without even realising they were learning! They have come so far in their development and we are very excited that we will see some children back here next year for another year of Kindy or for care in our Outside School Hours Care program.

Please see attachment for some November photos from the Childcare Centre!

#### **Horticulture and Community Facilities**

Our Horticulture teams across the region remain actively engaged in various tasks aimed at maintaining and enhancing our green spaces, ensuring a vibrant and healthy environment during the summer months. They are focusing on monitoring and managing irrigation systems to optimize water usage during the hotter periods.

The following community facilities were utilised in November -

#### **Longreach Showgrounds**

- Longreach State High School Blue Edge Program
- Fire trials training
- Senior & Junior Cricket
- Defence Force camping
- Heart Bus Australia
- A-Not-So-Silent Night community concert
- Camping and stabling of horses

#### **Longreach Civic Centre**

- Community lunch with Governor General of Australia
- Regional Community Forum run by Department of Premier and Cabinet
- First Aid Training
- Meeting with Longreach Rugby League Club and representative from QLD Rugby League
- Longreach State High School Awards Night
- Longreach State Primary School Awards Night
- Longreach School of Distance Education Graduation and Awards
- Agforce AGM and Industry Forum

#### **Isisford Racecourse**

The roses looking lovely at the Isisford Racecourse.



## 13. COMMUNITIES REPORT

### 13.4 - Information Report - Community Services

---



#### **Isisford Hall**

- Craft Days
- Church Service
- Isisford State School Awards Night



#### **Ilfracombe Rec Centre**

- Craft Days
- Community Leadership Program
- Social Darts Competition
- Ilfracombe Christmas Tree
- Central West Junior Rugby League break-up

#### **Yaraka Hall**

- Yaraka Sports and Progress Association Melbourne Cup Luncheon

#### **Kiama Park, Yaraka**

- Fun Day

#### **Community development**

## 13. COMMUNITIES REPORT

### 13.4 - Information Report - Community Services

---

#### Remembrance Day

Together we remembered the brave souls who sacrificed their lives in the line of duty during conflicts worldwide, originally commemorating the end of World War I. The service in Edkins Park was held by the Longreach RSL Sub-Branch.

#### Christmas

The end of the year is approaching fast and traditionally kicks-off with 'A not-so-silent Night' in Edkins Park. Due to the weather, the event was held at the Wool Pavilion at the Longreach Showgrounds. The event focusses on showcasing our local talents such as the Town and School Bands, the School choirs, the School of Dance, Corinne Ballard. We also had Energy in Motion wowing the audience with a fire show. The Longreach Childcare Centre craft corner and the face-painting were a huge hit with kids of all ages, and of course Santa came in the old Dennis to hand out lollies and for the yearly family picture. We had a variety of local food vendors with Taffy's, the Girl Guides, Chinese food and the Scouts keeping everybody well fed and hydrated. This event is an amazing community event and a highlight every year. Feedback from attendees has been very positive.



The nominations for the Christmas Lights Competition and the Christmas in a Jar Competition have closed and are awaiting judging.

#### Youth Council

Youth Council is a focus for 2024 and nominations are still open (closing Dec 31<sup>st</sup>). We are aiming for a diverse and inclusive youth council and are encouraging everybody to nominate. You only need to fulfil the following 3 criteria:

- You must be between 14 – 25 years' old
- You must live in the Longreach Region
- You must be keen to be a voice for our youth and create change

The Youth Council will kick-off with a 2-day youth retreat on the 17th/18th February 2024. For more information, and to nominate, visit [longreach.qld.gov.au/youth-council](http://longreach.qld.gov.au/youth-council).

## 13. COMMUNITIES REPORT

### 13.4 - Information Report - Community Services

---

#### **Australia Day**

Nominations for Australia Day are open. We have four award categories for each town:

- Citizen of the year
- Senior Achievement of the year (sporting, cultural, individual or team)
- Junior Achievement of the year (sporting, cultural, individual or team)
- Community Event or Community Group of the year

You can nominate online via [longreach.qld.gov.au/australiaday](https://longreach.qld.gov.au/australiaday). It's up to the community to nominate our unsung heroes.

#### **Upcoming Events [longreach.qld.gov.au/events](https://longreach.qld.gov.au/events):**

- Australia Day

#### **Project Management**

##### **Apex Park Beautification**

Work has been progressing for a number of improvements at Apex Park. This includes removing the old water tower once used for the irrigation and upgrading the fence around the park. Keep a lookout for future work scheduled to be completed.



##### **Ilfracombe Multi-purpose court**

Phase 1 of the new multi-purpose court continues its progress, with the main focus lately being on site clearing/preparation. Contractors are now engaged to install the large shade structure over the court. Work will continue in the New Year.

**13. COMMUNITIES REPORT**  
**13.4 - Information Report - Community Services**

---



Ilfracombe Multi-sport court site preparation

Further information on progress on the following projects can be found in the attached Project Dashboards for:

- Summary of all Projects
- Longreach Squash Court Upgrade
- Ilfracombe Multi-Purpose Court
- Apex Park Beautification
- Eagle and Swan Street Beautification

**After Hours Message Centre November 2023**

<b>Incoming Calls Received</b>	<b>No. of Hang Ups</b>	<b>Total</b>
40	77	117

During the month of October 2023 there were 41 after hours' calls received. The calls were related to the following sections of Council:

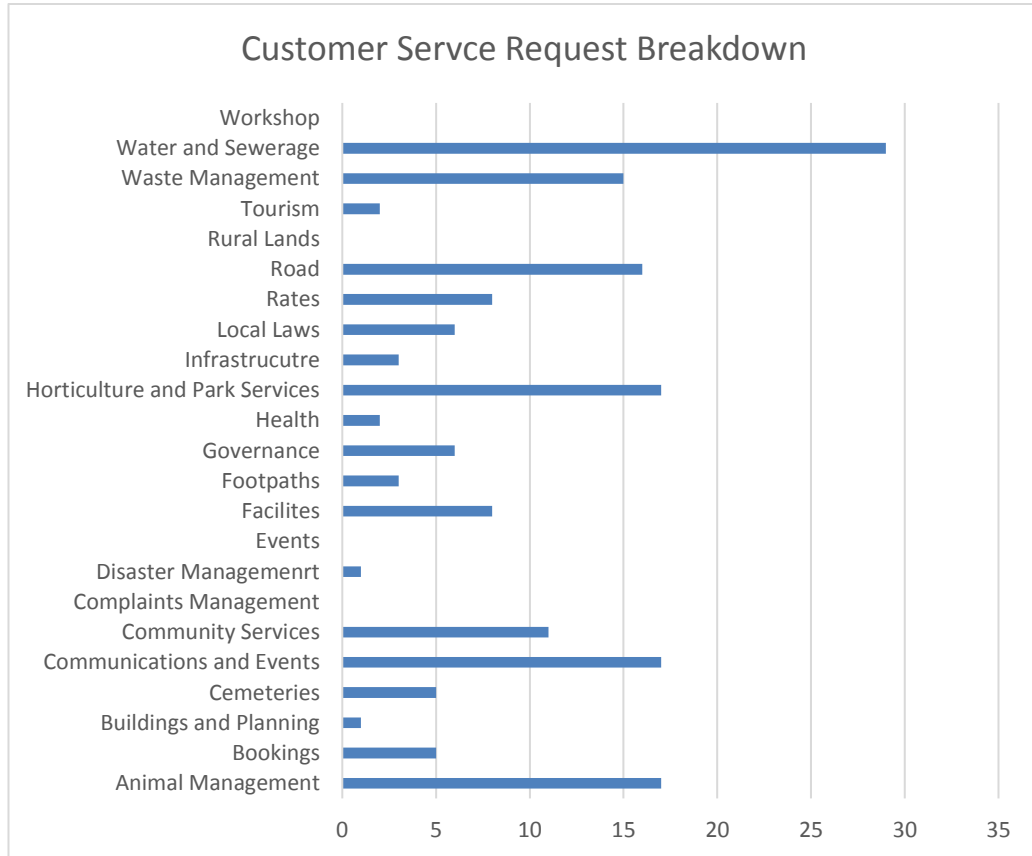
<b>CATEGORY</b>	<b>NUMBER OF CALLS</b>
Water and Sewerage	13
Waste	1
Local Laws/Animal Management	8
Facilities	2
Funeral/ Undertaker Services	1
Tourism/VIC	5
Parks and Gardens	0
Roads	2
Other / Events	8

**13. COMMUNITIES REPORT**  
**13.4 - Information Report - Community Services**

---

**Customer Service Requests**

A total of **172 Customer Service Requests** were received for the month of November 2023. Of these requests **118** were **completed**. Table below tables outlines the Customer Service Request by category.



The following Customer Service Requests present in the system as **completed**, **outstanding** or **in progress** as at 30 November 2023.

<b>Completed</b>	<b>Outstanding</b>	<b>In Progress</b>	<b>Total</b>
118	43	11	172

**13. COMMUNITIES REPORT**  
**13.4 - Information Report - Community Services**

---

**Tourism Update**

November, whilst quiet on the visitor front, has been busy behind the scenes. In collaboration with OQTA, Longreach hosted New Zealand All Black players Israel Dagg (Izzy) and Stephen Donald (Beaver) filming the outback portion of their travel show 'Izzy and Beaver do Queensland' to be aired early in 2024.

Mitchell Grass Retreat hosted Triple M's 'the Rush Hour' with AB and Elliot. The program was broadcast live from the Birdcage hotel interviewing some well-known locals. This program was part of the Tiny Towns Tour sponsored by RACQ and has a broadcast area from Cairns to the Darling Downs.

The Longreach region explore centre has been actively preparing for the upcoming year. The production of the 2024 Longreach region visitor guide is in full production and is proving to be an exciting project, offering visitors a fresh and updated perspective on the region. The visitor guide is a fantastic way to showcase the attractions, activities, and unique features of the Longreach region, helping our visitors plan trips effectively and make the most of their time exploring the area.

Longreach Region Explore Centre Statistics November 2023

Sep 2023	Oct 2023	Nov 2023	2023/2024 YTD	2022/2023 total
<b>2499</b>	1097	337	12829	22866

Bookings made by information centre staff on behalf of Operators for the month of November were to the value of \$1457.00

Information Requests 2023-2024	November 2023	2023 -2024 YTD
<b>Phone calls</b>	18	488
<b>Emails</b>	24	252
<b>General Information over the Counter</b>	324	11147
<b>Information packs posted</b>	11	119
<b>Phone Bookings</b>	0	44
<b>Over the Counter Bookings</b>	13	1714

### 13. COMMUNITIES REPORT

#### 13.4 - Information Report - Community Services

**Longreach Powerhouse and Historical Museum** Statistics (financial year) 2023-24:

Sept 2023	Oct 2023	Nov 2023	2023/2024 YTD	2022/2023 total
<b>697</b>	262	83	3119	4205

Longreach Regional Council Approved Camping Areas (financial year) 2023-2024:

Location	Nov 2023 Vans	2023 -2024 YTD Vans
<b>Apex Park</b>	75	4562
<b>Emergency Camping Passes</b>	0	80
<b>Barcoo Weir/Oma Waterhole</b>	0	1856
<b>Isisford Emergency Passes</b>	0	82
<b>Yaraka October (figures late)</b>	46	363
<b>Yaraka November</b>	0	363

#### Strategy and planning

The Communities team are also working on a number of other initiatives and projects such as:

Walking Network Plan (grant funded)	In progress	Staff are working with CPR group to develop a walking network plan for Longreach. This work will be done in-conjunction with the Infrastructure team who are working on a grant application (for design work only) for a Cycling Network. Community engagement is part of the project.
Finalisation of facility concept plans	In progress	Isisford Racecourse Concept Plan – this has been worked on with user groups. The final version of the concept is being finalised and will come to Council for endorsement. Actions/projects in the concept plan are subject to availability of future grant funding.
Ilfracombe Heritage Strategy	In progress	The basis of this project is to investigate how to optimise the heritage buildings/collections in Ilfracombe, and create improved visitor experiences. GBA Consulting Engineers have been engaged to do some significance assessment reports on the collections and provide strategic advice to Council on how to manage these assets. They will build on previous work that has been done to date.
Recreational planning for future grant applications	In progress	The Communities team are working on a number of potential grant applications involving recreational facilities managed by Council.
Tree and Greening project	In progress	Actions resulting from the horticulture specialist's report are being worked through and integrated into the relevant team's work programme.

**13. COMMUNITIES REPORT**  
**13.4 - Information Report - Community Services**

---

Reconciliation Action Plan	Not yet started - 2024
Destination Management Plan (with Governance team)	Not yet started - 2024
Local Resilience Action Plan (with Governance team)	Not yet started - 2024
Community Engagement Policy	Not yet started - 2024
Development of a Customer Experience Strategy	Not yet started - 2024

**Risk Management Factors:**

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

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

Low risk, informational report only.

**Environmental Management Factors:**

Nil

**Other Comments:**

Nil

**Appendices**

1. 23.24 Projects Dashboard [↓](#)
2. Main Projects' Dashboard [↓](#)
3. November Childcare Pics [↓](#)

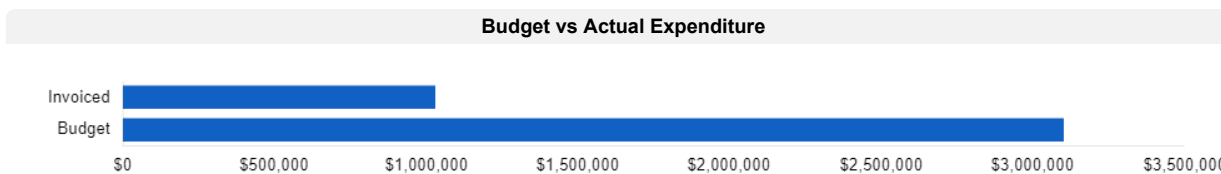
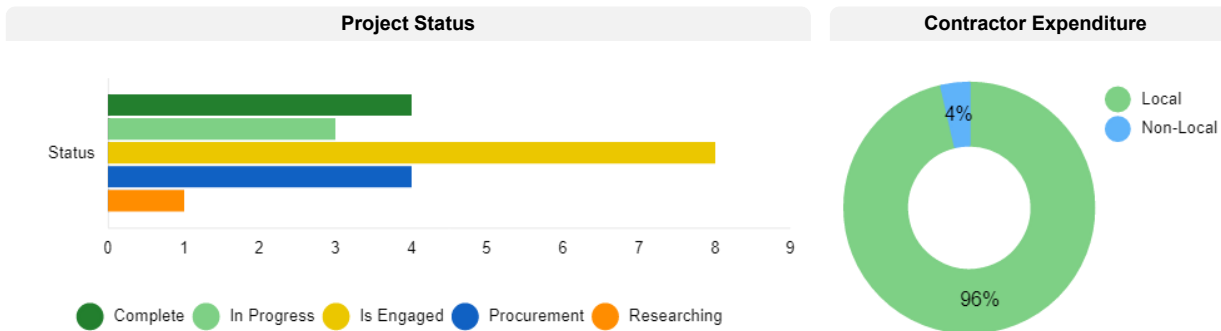
**Recommendation:**

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



## 13.4 - Information Report - Community Services --Appendix 1

23.24 Project Status - Council			
Project	Description	Status	Funded By
Executive House Construction		Complete	LRC
Eagle Street Beautification - 22/23		Complete	LRCI
Powerhouse Museum Centenary Garden Beautification		Complete	LRCI
Longreach Apex Park old tower disposal		Complete	LRCI
Longreach SES New Flood Boat Shed	Electrical install scheduled for January 2024.	In Progress	LRC SES
Ilfracombe Multi-purpose court	Foundation work in progress.	In Progress	LRCI
Longreach Apex Park fence upgrades	Existing fence being upgraded.	In Progress	LRCI
Longreach Administration Building Air Con Replacement	Contractor engaged and materials being ordered.	Is Engaged	LRC
Showground Electrical conduits	Work scheduled to start early December. Delay due to rain.	Is Engaged	LRC
Longreach Beersheeba Place - Shade Structure	Materials have arrived. Installation to occur in January.	Is Engaged	LRCI
Isisford OBIC Rat Wall	Worked scheduled to commence early December. Delay due to weather.	Is Engaged	LRCI
Longreach Apex Park - Install 2 new shade structures over existing chairs	Structures ordered. Install for February.	Is Engaged	LRCI
Longreach VIC painting	Painting scheduled for April 2024.	Is Engaged	LRC
Longreach Bar and Canteen upgrade	Various work being undertaken through multiple contractors.	Is Engaged	LRCI
Longreach Childcare Fence Replacement	All work scheduled to be completed during the Christmas closure period	Is Engaged	LRC
Longreach - Civic Centre Shade	Currently under insurance claim process. Procurement in progress.	Procurement	LRC
Longreach Eagle Street Improve Swan/Eagle Street 23/24	Scope/design in progress.	Procurement	LRCI
Longreach Apex Park bar bench & privacy screen	Material costs confirmed. Quotes being collected for install.	Procurement	LRCI
Longreach Cemetery Plinth Repairs	Areas to repair identified. Costs being established.	Procurement	LRC
Longreach Squash Court Upgrade	Architect engaged to complete specifications and design for RFT.	Researching	LRC Sport & Rec





Project: Longreach Squash Court Upgrade		Status	Design	4/12/23
<b>Purpose:</b>	Construct a new clubhouse area onto the existing facility and resurface squash courts walls. This will ensure safe and cost-effective operation of the site, accommodate additional community level activities, increase participation and improve the quality of the participant experience.	<b>Recent Deliverables</b>	Design and specifications drafted and now being finalised by Architect. Second workshop with Project Manager has been completed.	<b>Milestones, Tasks, Outcomes to deliver next period</b>
<b>Project Team:</b>	Executive Sponsor: Karyn Stillwell Department Sponsor: Debbie Hall Project Manager: Joel Perry		Liaison with potential builders constantly being undertaken.	RFT to be undertaken. Steps are being made to ensure there is sufficient time to review and award a successful tender prior to caretaker period.
<b>Funding Source:</b>	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.
<b>Key Stakeholders:</b>	Longreach residents and ratepayers, Longreach Regional Council and Longreach Squash.			
<b>Budget</b>				
Project Budget		<b>Risks</b>	<b>Current status</b>	<b>Status Description</b>
Total spend to date	\$0 \$50,000 \$100,000 \$150,000 \$200,000 \$250,000 \$300,000 \$350,000 \$400,000	Overall		Main focus on confirming scope and scheduling delivery timeframe for minimal disruption to squash playing seasons.
	■ Total spend to date ■ Council Funding ■ Minor Infrastructure Program	Time		Work aimed to start early/mid 2024 which will disrupt playing season. RFT delayed due to unclear old Land Title, which is being reviewed.
		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.
<b>Timeline</b>				



<p><b>Project:</b> Ifracombe Multi-Purpose Court</p>		<p><b>Status:</b> In Progress</p>	<p>4/12/23</p>
<p><b>Purpose:</b> 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.</p>	<p><b>Recent Deliverables</b></p> <p>Review of RQT's to be undertaken.</p>	<p><b>Milestones, Tasks, Outcomes to deliver next period</b></p> <p>Foundation and footing designs to be confirmed.</p>	
<p><b>Project Team:</b> Executive Sponsor: Karyn Stillwell Project Manager: Joel Perry</p>	<p>Successful contractors have been accepted and engaged.</p>	<p>Limited on-site work due to Christmas break.</p>	
<p><b>Funding Source:</b> 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.</p>	<p>Foundation and footing designs are in progress.</p>		
<p><b>Key Stakeholders:</b> Ifracombe residents and ratepayers, Longreach Regional Council, Ifracombe District &amp; Progress Association (LDPA) and Sport and Rec</p>			

Risks	Previous status	Current status	Status Description
Overall	Green	Green	Only financial risk currently been identified.
Time	Green	Green	No risk of delays identified to date to take project past 23/24 financial year.
Budget	Green	Yellow	Engineered certified structure will exceed the original budget.
Scope	Green	Green	Scope being reviewed to reevaluate costings.
Communication	Green	Green	General updates provided to stakeholders on project progress.

**Budget**

■ Total spend to date ■ Council Funding ■ Minor Infrastructure Program

**Timeline**



**Project:** Apex Park Beautification

**Status**

In Progress

4/12/23

**Milestones, Tasks, Outcomes to deliver next period**

<b>Purpose:</b>	Remove old water tower; upgrade fence; install bar bench and install shade structures.	Bar bench material costs have been confirmed.	Shade structures to arrive.
<b>Project Team:</b>	Executive Sponsor: Karyn Stillwell Project Manager: Joel Perry	Water tower removal completed.	Bar bench installation costs to be confirmed.
<b>Funding Source:</b>	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.	Fencing in progress of being upgraded.	Fencing to continue progress.
<b>Key Stakeholders:</b>	Longreach residents, ratepayers and Longreach Regional Council.		

**Budget**

Category	Amount
Project Budget	\$85,000
Total spend to date	\$85,000

Risks	Previous status	Current status	Status Description
Overall			Main focus on scheduling delivery timeframe to ensure all work is completed prior to 2024 tourism season.
Time			No risk of delays identified to date.
Budget			Nil risk.
Scope			Nil risk.
Communication			General updates provided to stakeholders on project progress.

**Project Timeline:**

- Planning:** Mar-23 to Aug-23
- Procurement:** Sep-23 to Oct-23
- Project completion:** Nov-23 to Jul-24

Key Milestones: Confirm Scope (Sep-23), Commence work (Nov-23), Project completion (May-24)



# FLOWER PORTRAITS



PIC•COLLAGE

Around the rooms!



Shaving cream and frozen sea animals



## Around the Rooms!

**Tree Climbing**

**Perseverance**

**Gross motor skills**

**Building positive relationships**

**Autonomy**

**Turn taking**

PIC•COLLAGE

**14. WORKS REPORT**  
**14.1 - Draft Plant Procurement Plan 2023/24**

---

**14. WORKS REPORT**

**14.1 Draft Plant Procurement Plan 2023/24**

This report presents Council's draft plant procurement plan for the 2023/24 financial year (FY) for Council's consideration and approval.

**Council Action**

Deliver

**Applicable Legislation**

*Local Government Act 2009*

*Local Government Regulation 2012*

*Work Health and Safety Act 2011*

*Transport Operations (Road Use Management) Act 1995*

*Heavy Vehicle National Law (Queensland)*

**Policy Considerations**

Work Health and Safety Management Systems Plan 2023-24

04 – 04 Council Vehicle Policy

**Corporate and Operational Plan Considerations**

OUR FINANCES	
Corporate Plan Outcome	
4.1	Agreed asset and service levels are used to achieve sustainable outcomes.

**Budget Considerations**

For the FY 2023/24 CAPEX of \$2,889,000 was allocated for plant procurements. Due to delays in the supply chain most plant items that were ordered in the FY 2022/23 will be delivered in the FY 2023/24 and funded from this budget, leaving \$1,295,397 to be expended on plant purchases this FY.

**Previous Council Resolutions related to this Matter**

*(Res-2023-06-150)*

*Adoption of the 2023/24 Budget and Long Term Forecast.*

**Officer Comment**

**Responsible Officer/s:** *Ajith Samarasekera, Manager Fleet and Workshops.*



## 14. WORKS REPORT

### 14.1 - Draft Plant Procurement Plan 2023/24

#### Background:

Council maintains a fleet of over 290 plant items. The 2023/24 OPEX is estimated at \$5.238M, CAPEX \$2.889M and a December 2021 audit valued the replacement cost based on current day equivalent at \$21.467M. To sustain this essential asset Council engages a rolling replacement program to facilitate Council's operational effectiveness and meet its commitment to its staff and the community by delivering a modern fleet contributing to a safer, more efficient workplace. The 2023/24 Draft Plant Procurement Plan has been developed to meet the above objectives and importantly will buttress the longer 10 Year Plant Procurement Program.

#### Issue:

The Plant Working Group at its meeting on 17 November 2023 moved to recommend the 2023/24 Draft Plant Procurement Plan tabled below for consideration and adoption at the December 2023 Council Meeting.

The plan identifies plant in need of replacement due to reaching its proposed service life (replacement point) due to age, wear, deterioration or no longer being fit for purpose, as well as new plant that are identified as essential to support new operational requirements and initiatives.

Critically, the Plant Procurement Plan must be dynamic in so being flexible to accommodate for changing, market forces and operational and plant requirements.

Plant Being Replaced/sold	Age	Service Life	ODO as at Jul 2023	New Commit 2023/24		
				Gross	Sales	Nett
Toyota Prado GXL Wagon	Nov-20	6 yrs / 150000	120000 Km	75,000	45,000	30,000
Toyota Prado Wagon (new asset)	TBA	6 yrs / 150000		75,000	Anticipated sale 2024/25	75,000
Nissan Navara 4x2 Single Cab Ute	Feb-16	6 yrs / 150000		35,000		35,000
Toyota Hilux 4x2 Single Cab Utility	Nov-15	6 yrs / 150000	34440 Km	35,000		35,000
Isuzu D-Max SX Single Cab 4x4 Ute	Oct-16	6 yrs / 150000	62819 Km	55,000		55,000
Toyota Hilux Workmate 4x2 Ute	Jan-15	6 yrs / 150000	56618 Km	35,000		35,000
4 x 4 Dual Cab (replace write off)	TBA	6 yrs / 150000		73290		73290
4 x 4 Xtra Cab (new asset)	TBA	6 yrs / 150000		74250		74250
Caterpillar Forklift DP25N	Sep-04	10 yrs		55,000		10,000
Caterpillar DP25N Forklift	Jan-13			55,000	15,000	40,000
CAT 140M Grader	Jun-16	10 yrs / 8000	8915 Hr	560000	Anticipated sale 2024/25	560000
Set of 4 x 7.5 T each Pedestal Hoist	New essential requirement for Isisford Workshop			75,000		75,000
2014 Dynapac Roller S/Drum Soil	Jan-14	8 Yrs / 5000	2815 Hr	190,000		190,000
Fuel Tanker 1	Jan-89	15 Yrs		35,000		35,000
Fuel Tanker 2	Jan-89	15 Yrs		35,000		35,000
8 x 5 Box Trailer	Jan 06	15 yrs		2,500	100	2,400
Yamaha Motorcycle TTR 250	Sep-13	13 yrs (excess item)			1,750	- 1,750
Case SV300 Skid Steer	Mar-16	8 yrs / 5000	2993 Hr	To be	20,000	- 20,000

**14. WORKS REPORT**  
**14.1 - Draft Plant Procurement Plan 2023/24**

Nissan Navara 4 x 4 Dual Cab Ute	Feb-16	6 yrs / 150000	136181 Km	replaced anticipate sale in 2023/24	20,000	- 20,000	
Nissan Navara NP300 4x4 Ute	Mar-16	6 yrs / 150000	118318 Km		8,000	- 8,000	
Hearse -Holden Executive 1998	Nov-06	6 yrs / 100,000			40,000	- 40,000	
					1,465,040	159,850	1,305,190
					<b>Available funds</b>		1,295,397
					<b>Shortfall</b>		9,793

**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: Low  
Consequence: Low  
Rating: Low (1/25)

Plant procurement procedures comply with Council's procurement policy and procedures and Council's Safety Management System thus minimising any financial and safety risks.

**Environmental Management Factors:**

Council will ensure that all plant purchased by Council complies with Australian emission control standards where applicable.

**Other Comments:**

Nil

**Recommendation:**

1. That Council considers and adopts the draft 2023/24 Plant Procurement Plan, noting that changes to the plan may be necessitated due to changing market forces and operational requirements, and
2. That Council delegates the authority to the Chief Executive Officer to make changes to the type of plant to be procured in the Plan if required.

## 14. WORKS REPORT

### 14.2 - Information Report - Update on grids installed on local roads=

#### 14.2 Information Report - Update on grids installed on local roads

An information report to provide an update regarding a Notice of Motion that was presented at Council's Ordinary meeting dated 16 November 2023. The Notice of Motion requested particular information regarding Council's Grid Replacement Program.

#### 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 SERVICES	
Corporate Plan Outcome	
5.2	Sustainable infrastructure and services that represent value for money, are environmentally responsible, and are responsive to community needs.

#### Budget Considerations

As per annual approved budget.

#### Previous Council Resolutions related to this Matter

The notice was submitted by Cr Smith on 3 November 2023. (Res-2023-11-281)

#### Officer Comment

**Responsible Officer/s:** *André Pretorius, Director of Works*  
*Guy Goodman, Manager Operations*

#### Background:

A Notice of Motion was submitted regarding Council's replacement of Rural Grids since the new Grids Policy was adopted. The notice was submitted by Cr Smith on 3 November 2023. (Res-2023-11-281). This Notice of Motion requested that Council provides a detailed formal report on Council's replacement of rural grids since the new Grids Policy was adopted, including:

1. Number of grids installed;

## 14. WORKS REPORT

### 14.2 - Information Report - Update on grids installed on local roads=

---

2. The name of the roads that the grids are installed on; and,
3. The financial years that the grids were installed.

#### Responses to the questions:

Since the commencement of the Grid Replacement Program:

1. Council has:
  - a. **Installed or replaced 31 new grids** throughout the rural road network.
  - b. **Removed 3 grids** from State controlled roads and placed on rural roads in consultation with TMR. These grids were initially assessed for compliance and where they met specifications, were gifted to Council by TMR.
  - c. **Removed 6 grids** throughout the rural road network at the request or in consultation with landholders.
  
2. The names of the roads where the grids have been installed are:
  - a. Vergmont Road
  - b. Backcreek Road
  - c. Starlights Lookout Road
  - d. Wakefield Road
  - e. Notus Downs Road
  - f. Silsoe Road
  - g. Royston Lane
  - h. Chorregon – Lillianfells Road
  - i. Morella Road
  - j. Stonehenge River Road
  - k. Isisford – Yaraka River road
  - l. Emmet – Wahroongha Road

Council has prioritised the installation of the grids based on condition of the grid and road hierarchy.

3. The table below indicates the financial years and expenditure

<b>Financial Year</b>	<b>Approximate Value</b>
22/23	\$146k
21/22	\$140k
20/21	\$158k
19/20	\$140k
18/19	\$154k
17/18	\$98K

## 14. WORKS REPORT

### 14.2 - Information Report - Update on grids installed on local roads=

---

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

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

Likelihood: Unlikely  
Consequence: Minor  
Rating: Low (4/25)  
Low risk, informational report only.

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

Nil

#### **Other Comments:**

Nil

#### **Recommendation:**

*That Council receives the report as presented.*

**14. WORKS REPORT**  
**14.3 - Information Report - Works**

---

**14.3 Information Report - Works**

This report provides an update on a range of activities that has occurred during the month of November/December 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**

<b>OUR COMMUNITY</b>	
<b>Corporate Plan Outcome</b>	
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.
<b>OUR LEADERSHIP</b>	
<b>Corporate Plan Outcome</b>	
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**  
**14.3 - Information Report - Works**

**Manager of Operations Update - Current projects underway**

Project		% completed	Budget	Spent to date	Comments
<b>R2R Projects</b>					
Crossmoor Road	Gravel Resheet	100%	\$ 359,688.00	\$ 337,000.00	Project commenced in July 2023. Material stockpiled. Carting have commenced in September. Currently mixing, compacting & trimming material. Project completed. Grading haul road as part of site restoration. Completed.
Bude Road	Gravel Resheet	25%	\$ 75,000.00	\$ 14,000.00	Project commenced in July 2023. Material carting commenced mid-October.
Bogewong Alroy Road	Replace concrete floodway	15%	\$ 75,000.00	\$ 12,000.00	Project commenced November 2023.

Project		% completed	Budget	Spent to date	Comments
<b>TIDS Projects</b>					
Isisford – Saint Mary Street	Install new kerb and rehabilitation	95%	\$ 200,000.00	\$ 214,000.00	Project have commenced in July 2023. Kerb & channel installed, earth works commenced mid-October. Prime and seal sprayed in November, second seal programmed for mid-December depending on weather.

Project		% completed	Budget	Spent to date	Comments
<b>NDRRA Projects 2022 Event</b>					
Isisford-Bimerah Road	Medium formation grade	70%	\$ 190,000.00	\$ 110,000.00	Project started in September 2023.
Tonkoro Road	Medium formation grade	100%	\$ 80,000.00	\$ 78,000.00	Project started in September 2023. Completed.
Arundel Road	Medium formation grade	60%	\$ 108,000.00	\$ 77,000.00	Project started in May 2023.
Russleigh Road	Medium formation grade	100%	\$ 15,000.00	\$ 7,000.00	Project to start in November. Completed.
Bogewong Road	Medium formation grade	35%	\$ 625,000.00	\$ 250,000.00	Project started in May 2023.
Withywine	Medium	25%	\$ 223,000.00	\$ 58,000.00	Project started in

**14. WORKS REPORT**  
**14.3 - Information Report - Works**

Noonbah Road	formation grade				November 2023.
Crossmoor Road	Medium formation grade	95%	\$ 170,000.00	\$ 130,000.00	Project started in May 2023.
Vergemont Road	Heavy formation grade	10%	\$ 1,140,000.00	\$ 93,000.00	Project started in November 2023.
Bude Road	Medium formation grade	100%	\$ 236,000.00	\$ 68,000.00	Project started in October. Completed.
Dandaraga Road	Medium formation grade	30%	\$ 55,000.00	\$ 18,000.00	Project started in November 2023.
Stonehenge River Road	Medium formation grade	90%	\$ 635,000.00	\$ 485,000.00	Project started in July 2023.
Silsoe Road	Medium formation grade	85%	\$ 332,000.00	\$ 300,000.00	Project started in July 2023.
Cronulla Road	Medium formation grade	100%	\$ 210,000.00	\$ 140,000.00	Project started in September 2023. Completed.

Project		% completed	Budget	Spent to date	Comments
<b>MWPC</b>					
Longreach – Jundah road	Pave and seal, culvert upgrade	95%	\$ 5,100,000.00	\$ 4,620,127.00	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. Carting of base material commenced. Base course completed. First seal completed. Grid installed. Waiting on time-frame to complete final seal.
Cramsie- Muttaborra Road	Pave and seal, widening	25%	\$ 2,000,000.00	\$ 124,000.00	Detour started in November 2023. 1 km of sub base completed, currently carting in base course.
Project		% completed	Budget	Spent to date	Comments



**14. WORKS REPORT**  
**14.3 - Information Report - Works**

<b>Town Streets Projects</b>					
Street Maintenance	Pot Hole Patching				Ongoing
Project		% completed	Budget	Spent to date	Comments
<b>RMPC Projects</b>					
Ilfracombe – Aramac Road	Culvert headwall and batter upgrade	100%	As per RMPC Contract		Project started in November 2023. Completed.

Project		% completed	Budget	Spent to date	Comments
<b>LRCI4 Projects</b>					
All Areas	Rural Road Signage Upgrade	55%	\$ 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. Correspondence/emails sent out to property owners to confirm details. Reviewing data. Aim to place orders before Christmas close down.
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	35%	\$ 225,000.00	\$ 62,000.00	Project to commence in August 2023. Chainages for gravel have been determined. Gravel currently being stockpiled. Carting gravel to commence in late October. 50% gravel carted, project on hold due to rain.

**Maintenance Graders Locations**

Note – All available maintenance graders will be working on formation grading projects for the 2022 flood damage in conjunction with normal maintenance grading programme.

**Engineering Technical Officer Update**

**Current projects and operational undertakings underway for 2023/2024**

<b>Water &amp; Sewer Projects</b>			
Project	Location	% Completed	Comments
Water Mains Replacement	Longreach	15%	<ul style="list-style-type: none"> <li>Tender evaluation process in progress.</li> </ul>
WTP ELR Replacement/Repair	Ilfracombe	10%	<ul style="list-style-type: none"> <li>Structural assessment has been undertaken. Final report findings to be provided to Council in January 2024.</li> </ul>

**14. WORKS REPORT**  
**14.3 - Information Report - Works**

Exclusion fencing at Yaraka Town Dam	Yaraka	15%	<ul style="list-style-type: none"> <li>Works scheduled to commence early 2024, pending weather conditions.</li> <li>Materials due to arrive early December 2023.</li> </ul>
Concrete slab for WTP Generator & Chlorine Area	Longreach	50%	<ul style="list-style-type: none"> <li>Works have commenced and are due to be completed by mid-December 2023.</li> </ul>
Digital Water Meter Trial	Ilfracombe	15%	<ul style="list-style-type: none"> <li>Works program being scheduled for Q2 2024. Trial planned to commence with communications install and staged rollout of meters.</li> </ul>
Refurbishment of Murray, Shannon & Isisford Dam Pumps	Ilfracombe & Isisford	80%	<ul style="list-style-type: none"> <li>Pipework, floats and cabling will be installed during warmer weather conditions.</li> </ul>
Upgrade to Murray McMillan Dam Switchboard	Ilfracombe	-	<ul style="list-style-type: none"> <li>Project on hold. To be reviewed during the 24/25 budgeting process.</li> </ul>
Isisford CED Ponds Repairs	Isisford	5%	<ul style="list-style-type: none"> <li>Site assessment has been undertaken. Works are programmed for early 2024. Slight delay due to vegetation to be sprayed and wet weather.</li> </ul>
DRFA Flood Risk Management Program	Longreach	30%	<ul style="list-style-type: none"> <li>Community Flood Action Plan currently open for public feedback.</li> <li>Procurement process for the Longreach Flood Study to commence in early 2024.</li> <li>QRA has granted an extension for the program until 30/06/2026.</li> </ul>
Reservoir Cleaning (RAPADWSA Project)	All Sites	70%	<ul style="list-style-type: none"> <li>Works have been completed at Ilfracombe. Contractor will return to finish cleaning at Isisford and Longreach in early 2024.</li> </ul>
Mains Scouring (RAPADWSA Project)	All Sites	60%	<ul style="list-style-type: none"> <li>Contractor has been completed works at Ilfracombe, Isisford and Yaraka.</li> <li>Longreach to be completed early 2024.</li> </ul>
Flood Gauge Camera Arno Crossing Barcoo River	Yaraka	20%	<ul style="list-style-type: none"> <li>Installation delayed due to rain. Re-scheduled for early 2024 pending weather and site access.</li> </ul>

<b>Waste Projects</b>			
<b>Project</b>	<b>Location</b>	<b>% Completed</b>	<b>Comments</b>
Land Parcels	Longreach	80%	<ul style="list-style-type: none"> <li>Ongoing communication with DoR in relations to extension the Longreach Landfill to the west.</li> </ul>

<b>Grants &amp; Funding Projects</b>			
<b>Project</b>	<b>Location</b>	<b>% Completed</b>	<b>Comments</b>
Passenger Transport Infrastructure Investment Program	Longreach	100%	<ul style="list-style-type: none"> <li>Works are completed at Edkins Park (Galah Street). Greyhound has undertaken trial use of the new facility. Positive feedback received.</li> </ul>

**14. WORKS REPORT**  
**14.3 - Information Report - Works**

			<ul style="list-style-type: none"> <li>Public awareness to commence once Greyhound has confirmed change over date.</li> </ul>
	Ilfracombe	5%	<ul style="list-style-type: none"> <li>Works to commence in 2024.</li> </ul>
School Transport Infrastructure Program	Our Lady's	10%	<ul style="list-style-type: none"> <li>Carpark design – final drawing being reviewed.</li> <li>Site works scheduled for 2024.</li> <li>Project has been granted extension to 30<sup>th</sup> June 2025.</li> </ul>
	LSHS	5%	<ul style="list-style-type: none"> <li>Contractor negotiations remain in progress.</li> <li>Site works scheduled for 2024.</li> <li>Project has been granted extension to 30<sup>th</sup> June 2025.</li> </ul>

**Plant & Fleet**

Project	Task	Comment
Plant Replacement	Plant Procurement and Disposal	<ul style="list-style-type: none"> <li>New plant continues to arrive however remains subject to long manufacturing lead times.</li> <li>Komatsu Front End Loader – due December 2023</li> <li>2 x Kenworth Trucks – due Jul/Aug 2024</li> <li>Various Toyota utes – due November 2023</li> </ul>
Plant Utilisation	Plant Utilisation data from NAVMAN for Prime Movers, Graders & Loaders	<ul style="list-style-type: none"> <li>Navman Plant Utilisation Report for Prime Movers &amp; Heavy Plant September-November 2023 is attached.</li> <li>Plant utilisation is on track with crews busy working on various Flood Damage, TMR, RMPC, MWPC and Council projects throughout the road network.</li> </ul>
Workshop Operations	General Update	<ul style="list-style-type: none"> <li>Trucks, trailers and dollies have undergone TMR inspections during November.</li> <li>Fleet and plant maintenance/servicing will take place during Christmas shutdown.</li> <li>New garbage truck undergoing rectifications in Rockhampton.</li> <li>Investigating fleet management options with closure of 3g network.</li> </ul>
SES Support Grant 2023/2024	Vehicle Upgrade	<ul style="list-style-type: none"> <li>Replacement vehicle has been ordered. Scheduled to arrive December 2023.</li> </ul>

**Waste Management**

Waste Facilities Update
<p>Longreach Waste Facility</p> <ul style="list-style-type: none"> <li>Wet weather resulted in early closure of facility (½ day only) due to safe access to general waste pit.</li> <li>Proterra are continuing to recruit for an additional operational team member. Staff from other locations are currently filling in personnel gaps.</li> </ul> <p>Ilfracombe Waste Facility</p> <ul style="list-style-type: none"> <li>Contractor is conducting routine cleaning of the facility.</li> </ul> <p>Isisford Waste Facility</p> <ul style="list-style-type: none"> <li>Contractor conducting twice weekly covering of general waste.</li> </ul> <p>Yaraka Waste Facility</p>

**14. WORKS REPORT**  
**14.3 - Information Report - Works**

- Contractor conducting regular covering of general waste.

**Water & Sewerage**

<b>Water Operations</b>
<p>All Sites - Water Treatment &amp; Network - General Update</p> <ul style="list-style-type: none"> <li>• Weir and Dam levels at all sites are shown in Table 1 below.</li> <li>• Routine water network maintenance undertaken and Customer Service Requests responded to as required across all sites.</li> <li>• Review of the DWQMP is in progress until early 2024.</li> </ul> <p>Longreach Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• WTP operating as normal.</li> <li>• Level 2 Water Restrictions lifted following rain event in catchment filling the Thomson River channel.</li> <li>• Major maintenance works undertaken to Weir Pump. Pump has since been removed from Fairmount Weir.</li> </ul> <p>Ilfracombe Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Ilfracombe WTP &amp; RO Plant – operating as normal.</li> </ul> <p>Isisford Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Isisford WTP – operating as normal.</li> <li>• Close monitoring of plant is being undertaken to manage current run in the Barcoo River.</li> <li>• De-brief session following recent water incident undertaken.</li> </ul> <p>Yaraka Water Treatment &amp; Network</p> <ul style="list-style-type: none"> <li>• Yaraka WTP – operating as normal.</li> </ul>
<b>Sewerage Operations</b>
<p>Longreach Pump Stations &amp; STP</p> <ul style="list-style-type: none"> <li>• Routine maintenance undertaken as required.</li> </ul> <p>Ilfracombe Pump Stations &amp; CED Ponds</p> <ul style="list-style-type: none"> <li>• Routine maintenance undertaken as required.</li> </ul> <p>Isisford Pump Station &amp; CED Ponds</p> <ul style="list-style-type: none"> <li>• Routine maintenance undertaken as required.</li> </ul>

**Table 1 – Estimated Current Weir/ Dam Levels (~ approximate level)**

Dam	Approx. Current Level (m)	Approx. % Full	DMP Height Full	Comments
Longreach Town Weirs	0.00m	68%	1.3m	Recent rainfall in the catchment is filling the main channel.
Shannon Dam	14.5m	100%	14.5m	Water is regularly pumped from Murray McMillan to keep Shannon Dam at full levels.
Murray MacMillan Dam	~5.8m	56%	10.3m	
Isisford Dam	~9.4m	85%	11m	Pumping of water from the Barcoo River is in progress.

## 14. WORKS REPORT

### 14.3 - Information Report - Works

---

Isisford Weir	1.3m	100%	1.3m	
Yaraka North Dam	8.9m	71%	12.5m	
Yaraka South Dam	9.4m	75%	12.5m	

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

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

Likelihood: Rare  
Consequence: Insignificant  
Rating: Low (1/25)  
Low risk, informational report only.

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

Nil

#### **Other Comments:**



*Completion of Long Distance Coach Stop at Galah Street (Edkins Park) Longreach.*

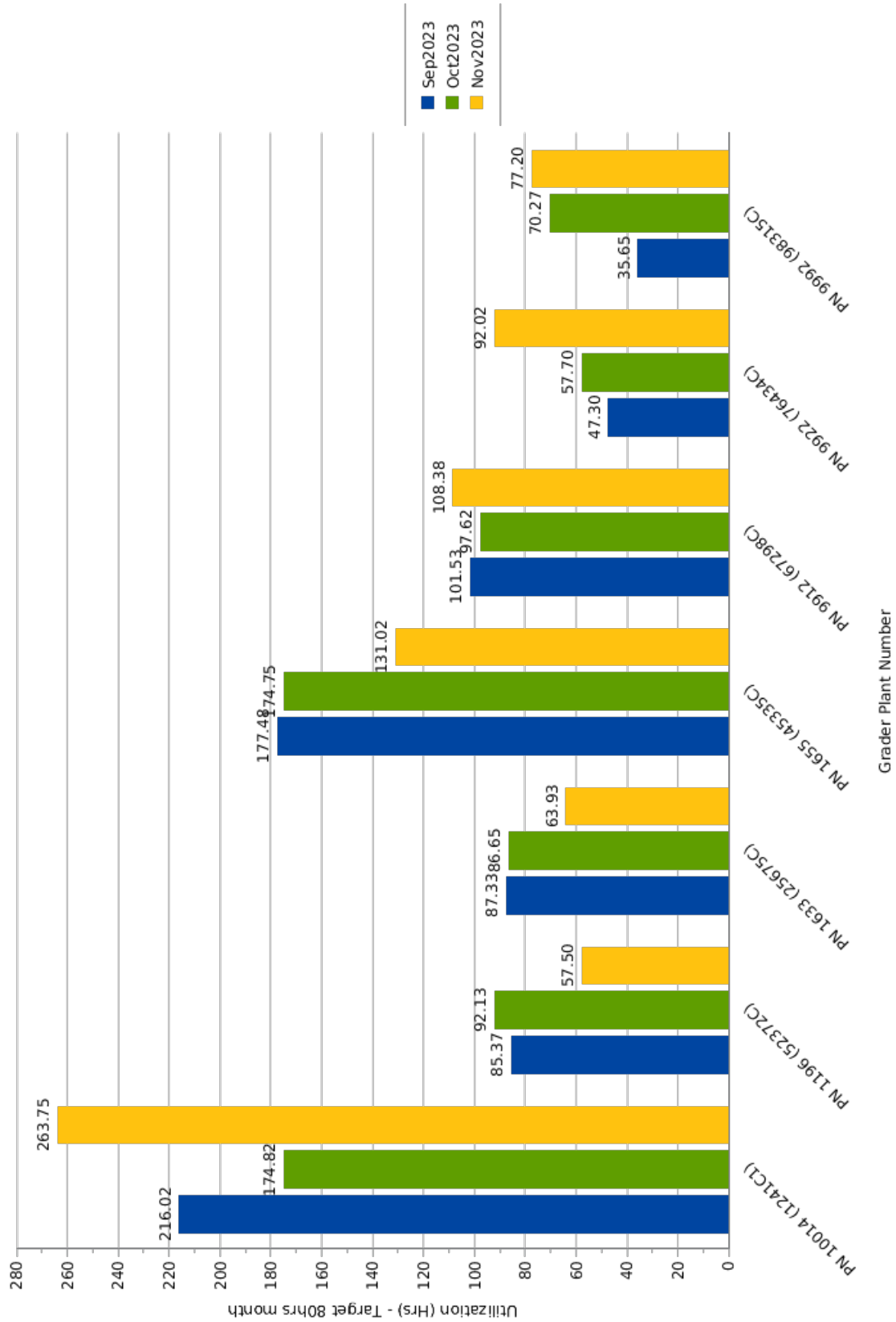
#### **Appendices**

1. Plant Utilisation September-November 2023 [↓](#)

#### **Recommendation:**

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

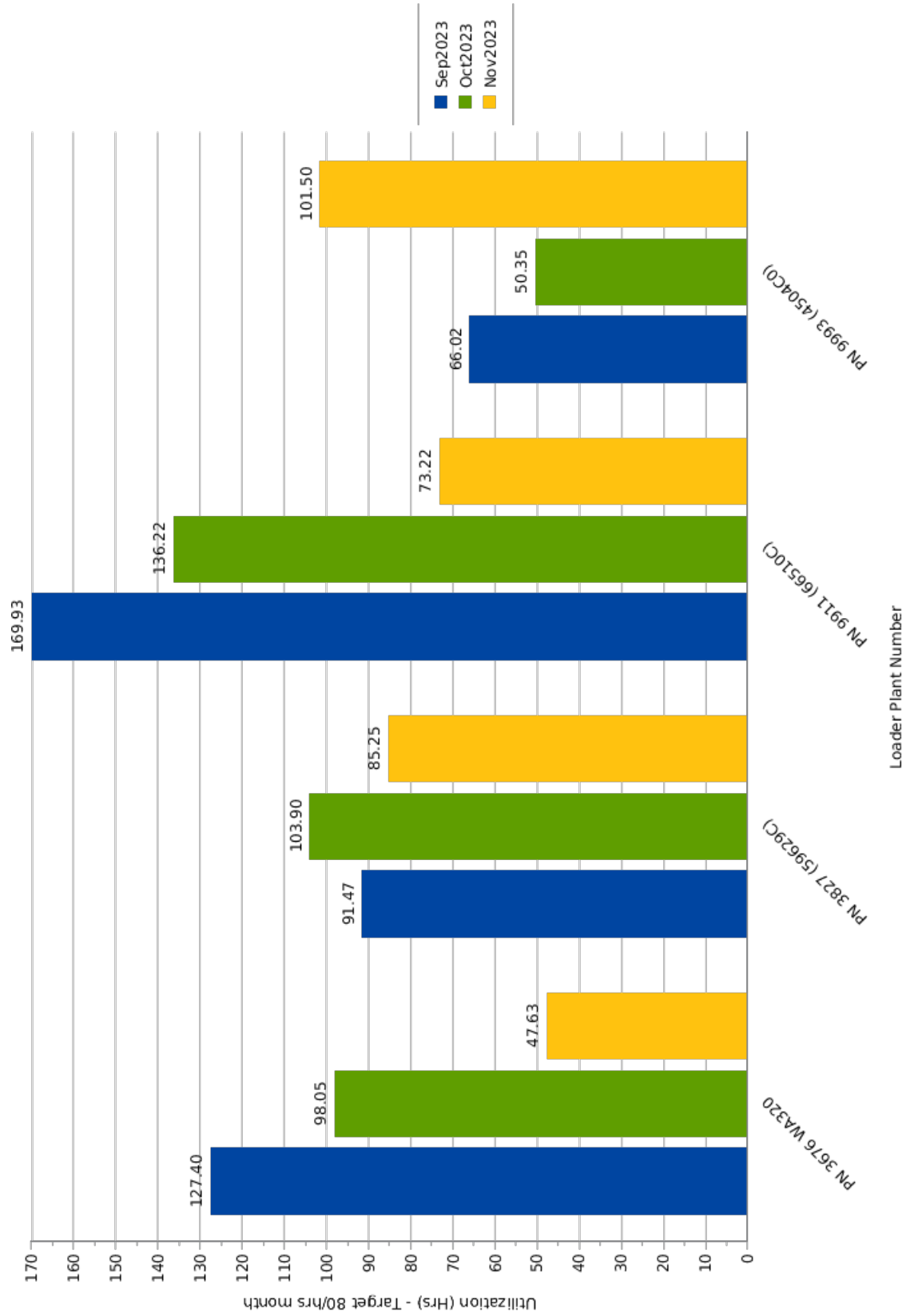
Grader Utilisation



Grader Utilisation

Grader Plant Number	Month	Utilization (Hrs) - Target 80hrs month
PN 10014 (1241C1)	Sep2023	216.02
	Oct2023	174.82
	Nov2023	263.75
PN 1196 (52372C)	Sep2023	85.37
	Oct2023	92.13
	Nov2023	57.50
PN 1633 (25675C)	Sep2023	87.33
	Oct2023	86.65
	Nov2023	63.93
PN 1655 (45335C)	Sep2023	177.48
	Oct2023	174.75
	Nov2023	131.02
PN 9912 (67298C)	Sep2023	101.53
	Oct2023	97.62
	Nov2023	108.38
PN 9922 (76434C)	Sep2023	47.30
	Oct2023	57.70
	Nov2023	92.02
PN 9992 (98315C)	Sep2023	35.65
	Oct2023	70.27
	Nov2023	77.20

Loader Utilisation

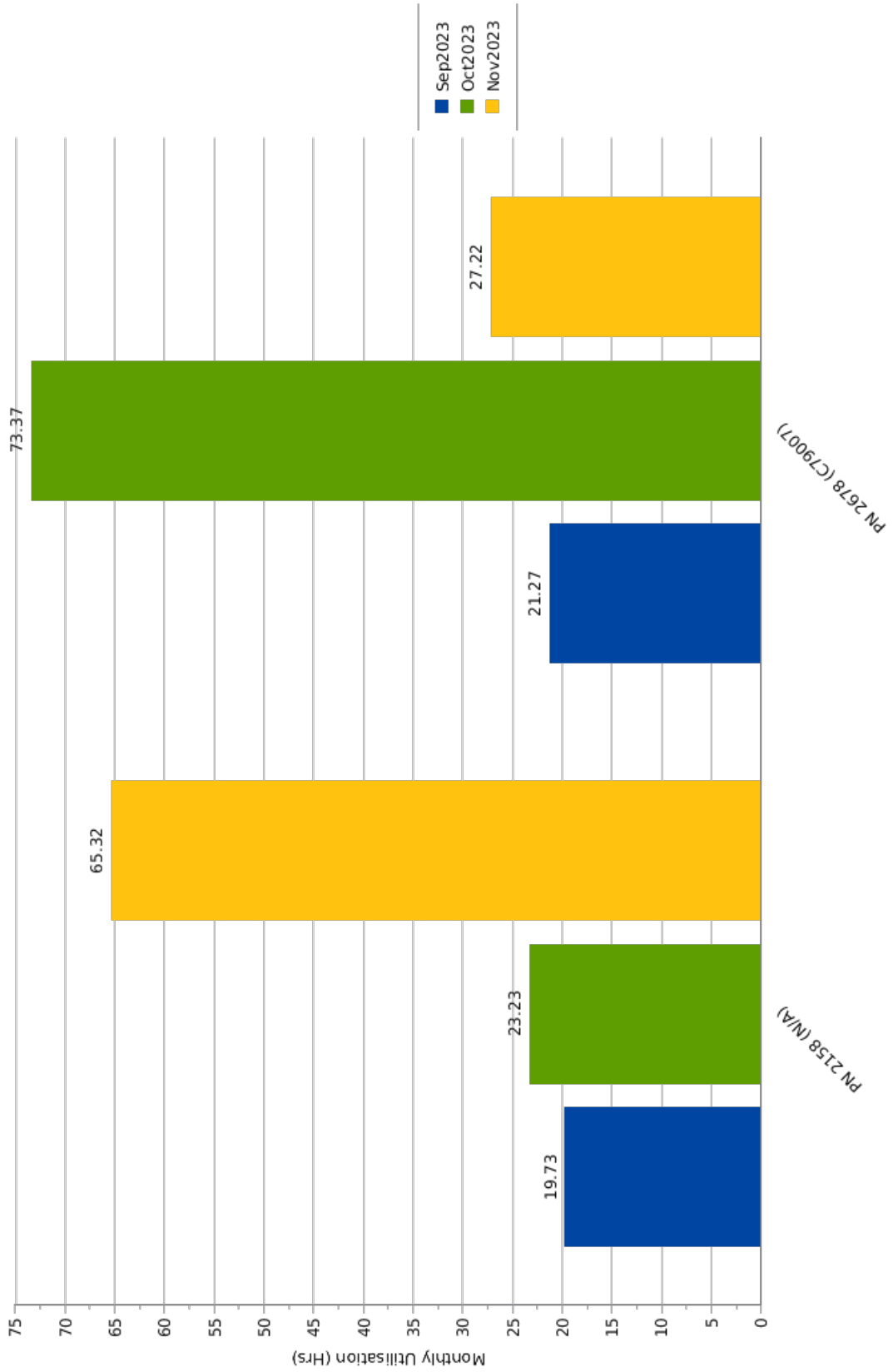




Loader Utilisation

Loader Plant Number	Month	Utilization (Hrs) - Target 80/hrs month
PN 3676 WA320	Sep2023	127.40
	Oct2023	98.05
	Nov2023	47.63
PN 3827 (59629C)	Sep2023	91.47
	Oct2023	103.90
	Nov2023	85.25
PN 9911 (66510C)	Sep2023	169.93
	Oct2023	136.22
	Nov2023	73.22
PN 9993 (4504C0)	Sep2023	66.02
	Oct2023	50.35
	Nov2023	101.50

Stabiliser & Scraper Utilisation

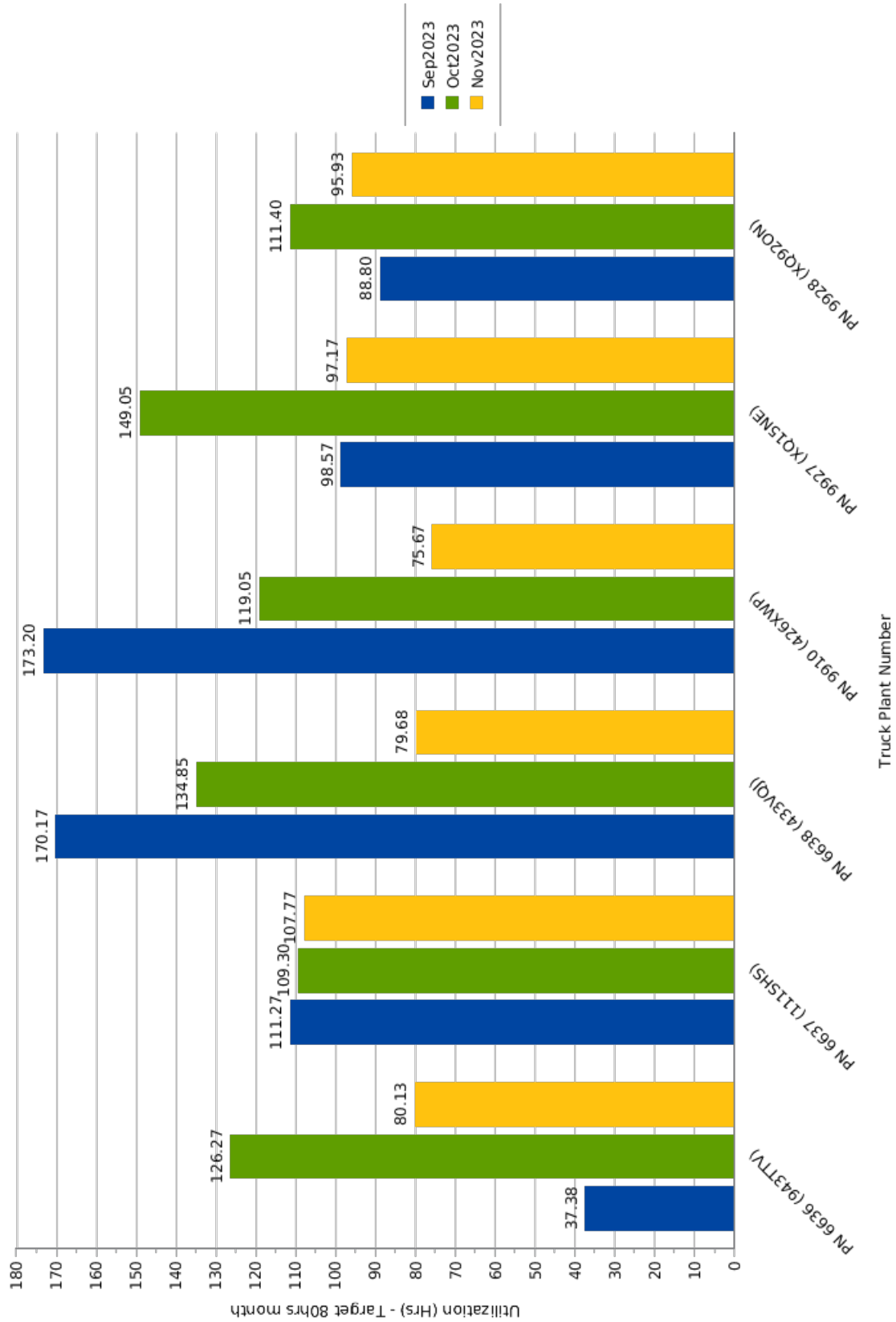


Stabiliser PN #2678 - Scraper PN #2158

Stabiliser & Scraper Utilisation

Month	Sep2023	Oct2023	Nov2023
	Monthly Utilisation (Hrs)	Monthly Utilisation (Hrs)	Monthly Utilisation (Hrs)
Stabiliser PN #2678 - Scraper PN #2158			
PN 2158 (N/A)	19.73	23.23	65.32
PN 2678 (C79007)	21.27	73.37	27.22

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	Utilization (Hrs) - Target 80hrs month
Sep2023	37.38	111.27	170.17	173.20	98.57	88.80	
Oct2023	126.27	109.30	134.85	119.05	149.05	111.40	
Nov2023	80.13	107.77	79.68	75.67	97.17	95.93	

**LONGREACH REGIONAL COUNCIL  
ORDINARY MEETING AGENDA**

---

**15. LATE ITEMS**

Nil for this meeting

**16. CLOSED MATTERS**

Nil for this meeting

**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