



**Longreach
Regional Council**
Ilfracombe Isisford Longreach Yaraka

**Address all correspondence to:
Chief Executive Officer
PO Box 427, Longreach QLD 4730
Tel: (07) 4658 4111 |
Email: council@longreach.qld.gov.au
ABN: 16 834 804 112**

26 August 2024

Dear Councillors

Re: Meeting Notice for Special Council Meeting to be held on 29 August 2024

Notice is hereby given that the Special Council Meeting of the Longreach Regional Council will be held in the Council Boardroom, 96a Eagle Street, Longreach on Thursday 29 August 2024 commencing at 8am.

Your attendance at these meetings is requested.

Yours faithfully

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

Brett Walsh
Chief Executive Officer

Enc



**Longreach
Regional Council**
Ifracombe Isisford Longreach Yaraka

**Address all correspondence to:
Chief Executive Officer
PO Box 427, Longreach QLD 4730
Tel: (07) 4658 4111 | Fax: (07) 4658 4116
Email: council@longreach.qld.gov.au
ABN: 16 834 804 112**

Longreach Regional Council

Special Meeting Agenda

Thursday 29 August 2024

Civic Centre, 96 Eagle Street, Longreach

- 1. Opening of Meeting & Acknowledgement of Country**
- 2. Leave of Absence**
- 3. Chief Executive Officer's Report**
 - 11.1 Longreach Water Security for Growth Project Funding Schedule6

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.1 – Longreach Water Security for Growth Project Funding Schedule

1. Opening of Meeting & Acknowledgement of Country

2. Leave of Absence

3. Chief Executive Officer's Report

11.1 Longreach Water Security for Growth Project Funding Schedule

File Ref:

Consideration of the funding schedule for the Longreach Water Security for Growth Project under the Water Infrastructure for Sustainable and Efficient Regions (WISER) program.

Council Action

Recognise
Partner
Deliver

Applicable Legislation

Local Government Act 2009
Local Government Regulation 2012
Water Act 2000
Water Supply (Safety and Reliability) Act 2008
Water Plan (Cooper Creek) 2011
Planning Act 2016
Regional Planning Interests Regulation 2014

Policy Considerations

02-14 Climate Change (General Operations) Policy

Corporate and Operational Plan Considerations

OUR SERVICES	
	Corporate Plan Outcome
3.1	A secure water supply that is resilient against climate factors.

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

OUR LEADERSHIP	
	Corporate Plan Outcome
5.4	Council is resilient to climatic risk factors

11. CHIEF EXECUTIVE OFFICER'S REPORT
11.1 – Longreach Water Security for Growth Project Funding Schedule

Budget Considerations

Contributions:

Queensland Government Contribution	\$ 6,990,000
Australian Government Contribution	\$ 5,000,000
Longreach Regional Council Contribution	<u>\$ 6,600,000</u>
Total project cost	<u>\$18,590,000</u>

Payment Milestones:

30 October 2024	\$ 3,000,000
30 November 2025	\$ 2,000,000
30 May 2026	\$ 3,000,000
12 March 2027	\$ 2,000,000
30 March 2027	<u>\$ 1,990,000</u>
Total payments	<u>\$ 11,990,000</u>

Previous Council Resolutions related to this Matter

(Res-2024-01-008)

Moved Cr Bignell seconded Cr Hatch

That Council:

- 1. Authorises the Chief Executive Officer to submit a business case to the Department of Regional Development, Manufacturing and Water in support of the Longreach Water Security Project;*
- 2. Authorises the Chief Executive Officer to take all steps necessary to negotiate and execute a funding agreement with the Queensland Government and, if applicable, the Commonwealth Government under the National Water Grid Investment Framework;*
- 3. Commits the sum of \$1,000,000 to the Longreach Water Security Project, as a co-contribution towards a future funding agreement; and,*
- 4. Commits to a budget allocation of \$7,000,000 for the replacement of water mains over future budgets.*

CARRIED 7/0

Officer Comment

Responsible Officer/s:

Brett Walsh – Chief Executive Officer

André Pretorius – Director of Works

Simon Kuttner – Manager of Governance and Economy

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 - Longreach Water Security for Growth Project Funding Schedule

Background:

After many years of advocacy, Council has been successful in securing funding for its major water security project in Longreach, titled Longreach Water Security for Growth. While a major component of the work involves the replacement and upgrade of the five Longreach town weirs, raising them by one metre, the project also involves significant water security measures such as a leak detection program, mains replacement, installation of smart-meters, and investigation of potential additional water sources such as treated groundwater and wastewater.

Following the preparation of a comprehensive business case and application earlier this year, Council has secured joint Commonwealth and State funding under the Water Infrastructure for Sustainable and Efficient Regions (WISER) program. The WISER program forms part of the National Water Grid Fund (NWGF), the Commonwealth's primary program for delivering investments in water projects.

Proposals for funding must be submitted by state and territory governments. Council officers worked closely with counterparts in the Queensland Department of Regional Development, Manufacturing and Water (DRDMW) to prepare the application.

This project is valued at a total of \$18,590,000, with a \$6,990,000 contribution from the Queensland Government, and a \$5,000,000 contribution from the Commonwealth under the NWGF. Council will contribute \$6,600,000 towards the project, with most of our contribution coming from the mains replacement program over the next two years.

Council's contribution is already allocated within the long-term financial plan and was endorsed by Council at its January 2024 meeting.

Issue:

DRDMW have supplied a funding schedule for execution. The project will be delivered in stages, with milestone payments tied to the completion of specific activities by the end of financial year 2026-27.

Milestone payments contingent upon meeting the specified project activities, which include:

October 2024	Draft Project Plan, Regulatory approval, and construction contracts awarded.
November 2025	Installation of 50% of smart water meters and 1.5 km of water mains replacement, Weirs design completed.
May 2026	Completion of at least 2.6 km of water mains construction Weirs site establishment completed, Commence construction of anabranch weirs 1 and 2.
March 2027	Final completion of the project

Risk Management Factors:

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

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 – Longreach Water Security for Growth Project Funding Schedule

Likelihood: Possible
Consequence: Moderate
Rating: Medium (9/25)

Risk has been calculated based on proceeding as recommended.

Community Consultation:

Extensive community consultation has taken place on the Longreach Water Security for Growth program over its many years of development. Critically, public notification will be a requirement of the Ministerial Infrastructure Designation (MID) and Regional Interests Development Application (RIDA) regulatory approval processes. Initial consultation with upstream and downstream local governments and project-adjointing landholders was completed as part of these applications. Barcoo Shire Council, as the immediate downstream local government, passed a council resolution in 2023 endorsing the project.

Environmental Management Factors:

An Environmental Impact Assessment and Aquatic Ecology Assessment has been prepared and is being considered by the state as part of the Ministerial Infrastructure Designation (MID) and Regional Interests Development Application (RIDA) processes.

Other Comments:

Nil.

Appendices

1. Funding Schedule [↓](#)

Recommendation:

That Council:

1. *Authorises the Chief Executive Officer to execute the Longreach Water Security for Growth Project Funding Schedule;*
2. *Notes the project milestones and financial contributions as outlined in the Funding Schedule; and,*
3. *Authorises the Chief Executive Officer to take all steps necessary to ensure compliance with the funding schedule requirements, including submitting reports and facilitating milestone payments.*

Annexure A - Longreach Water Security for Growth Project Funding Schedule

1. Grant Program	Water Infrastructure for Sustainable and Efficient Regions (WISER)		
2. Project	Longreach Water Security for Growth (the Project)		
3. Recipient Name	Longreach Regional Council		
4. Administration Agency (the Department)	Department of Regional Development, Manufacturing and Water		
5. Policy Agency (the Department)	Department of Regional Development, Manufacturing and Water		
6. Project Description	<p>The Longreach Water Security for Growth Project will address key issues related to increased population growth, water losses and aged weir infrastructure. The Project comprises of upgrades to the town's weirs, alongside repair and replacement of aging infrastructure. The Project will secure sustainable long-term water security and support the growth and prosperity of the regional Queensland town of Longreach by reducing losses and increasing storage volumes to improve the availability and reliability of the water supply. Increased water resilience will help the region manage future droughts.</p> <p>The components of the Project include.</p> <ul style="list-style-type: none"> • Rebuild and raise 5 weirs by 1 meter. • Provide fish passage on each raised weir. • Installation of household smart water meters. • Replace aged and failing water mains to reduce leakages. • Create an active leak detection and repair program. 		
7. Project Funding (ex GST)	\$6,990,000.00		
8. Recipient's Contribution (ex GST)	\$6,600,000.00		
9. Third Party Contribution	##	Name of Third-Party Contributor	Amount of Third-Party Contribution (ex GST)
	1.	Commonwealth of Australia under the National Water Grid Fund	\$5, 000,000.00
10. Estimated Total Project Cost (ex GST)	\$18,590,000.00		
11. Program Conditions	Attachment 1. Longreach Water Security for Growth Project - Program Conditions.		
12. Approved Project Plan	The plan for the conduct of the Project to be submitted by the Recipient and approved by the Department in accordance with the requirements in Attachment 2.		
13. State Contact			

11.1 - Longreach Water Security for Growth Project Funding Schedule --Appendix 1

14. Recipient Contact				
15. Key Dates	Project Funding Agreement Commencement Date	The later of the two dates: <ul style="list-style-type: none"> the execution of the schedule to the Federation Funding Agreement – Infrastructure (FFAI) by the last party to do so; or the execution of this Project Funding Agreement by the last party to do so. 		
	Project Completion Date	30 June 2027		
	Project Funding Agreement End Date	30 September 2027		
16. Milestone Schedule	Milestone No.	Milestone Date	Milestone Requirements	Milestone Amount (ex GST)
	1.	30 October 2024	Project Funding and National Water Grid Fund (NWGF) payment made subject to: <ul style="list-style-type: none"> (a) Draft Project Plan submitted by the Recipient and approved by the Department in accordance with Attachment 2. (b) confirmation that Recipient has obtained all relevant State and Australian government approvals required for the works to commence and awarded main construction contract. 	\$3,000,000.00
	2.	30 November 2025	Project Funding and National Water Grid Fund (NWGF) payment made subject to: <ul style="list-style-type: none"> (a) Progress Report in accordance with Attachment 4, and 	\$2,000,000.00

11.1 - Longreach Water Security for Growth Project Funding Schedule --Appendix 1

			evidence of the following activities: (b) Installation of 50% of electronic water meters in Longreach (c) Completion of at least 1.5 km of water mains construction (d) Weirs - design completed.	
	3.	30 May 2026	Project Funding and National Water Grid Fund (NWGF) payment made subject to: a) Progress Report in accordance with Attachment 4 , and evidence of the following activities: b) Completion of at least 2.6 km of water mains construction c) Weirs site establishment completed d) Commence construction of anabranch weirs 1 and 2.	\$3,000,000.00
	4.	12 March 2027	Project Funding and National Water Grid Fund (NWGF) payment made subject to: a) Progress Report in accordance with Attachment 4, and evidence of the following activities b) Commence construction of anabranch weirs 3 and 4.	\$2,000,000.00

11.1 - Longreach Water Security for Growth Project Funding Schedule --Appendix 1

17.	5.	30 March 2027	<p>Project Funding and National Water Grid Fund (NWGF) payment made subject to:</p> <ul style="list-style-type: none"> a) A Completion Report (including photos as evidence construction is complete) in accordance with Attachment 5. b) Installation of 100% of electronic water meters in Longreach. c) Completion of at least 3.2 km of water mains construction d) Construction of weirs completed and site de-establishment 16 March 2027 to 30 March 2027 	\$1,990,000.00
18. Payment Claim Requirements	Provision of a payment claim and supporting materials in accordance with Attachment 1 Longreach Water Security for Growth Project - Program Conditions, clauses 3 and 5, and a financial acquittal report for each milestone (see template in Attachment 3).			
19. Eligible Project Costs	Eligible Project Costs as approved by the Department (see Attachment 1 , clause 4 of the Program Conditions).			
20. Reporting	Report Type	Report Contents and Form	Lodgement Timing	
	Progress Reports	Progress report in accordance with Attachment 4 , submitted to the Department.	The progress reports will cover the preceding reporting period and are due by the milestone due date. Progress reports may also be required on written request from the Department with 10 business days' notice.	
	Final Acquittal Report	Final Acquittal Report (Attachment 5) certified by the Chief Executive Officer of the Recipient or authorised delegate.	31 August 2027	
Queensland Charter for Local Content – Project Outcome Report	<p>A written report in the form specified in the document titled "Project outcome reporting template" available at https://www.statedevelopment.qld.gov.au/industry/industry-support/qld-charter-for-local-content</p> <p>copying qclc@qld.gov.au upon submission to the Department</p>		The Project Completion Date or as reasonably requested by the Department.	

11.1 - Longreach Water Security for Growth Project Funding Schedule --Appendix 1

21. Project Specific Bank Account Details	Account Name	Recipient Bank Account details already held by Department.
	BSB	
	Account Number	
	Branch	
	Email (remittance)	
22. Acknowledgement Requirements	As per Attachment 1 , Acknowledgement requirements.	
23. Permitted Asset	Any equipment or plant forming part of the Project's permanent capital works.	
24. Data	Clause 8 of the Head Funding Agreement applies.	
25. Permitted Data Use	Not Applicable.	
26. Project Management (clause 3.5)	Clause 3.5 of the Head Funding Agreement applies.	
27. Construction and contracting (clause 3.6)	Clause 3.6 of the Head Funding Agreement applies.	
28. Contractor insurance requirements (clause 3.6)	The Recipient shall ensure that, in accordance with clause 3.6(g)(iii) of the Head Funding Agreement, any contractor engaged on the Project holds and maintains appropriate levels of contract works, professional indemnity, workers compensation and public liability insurance.	
29. Special Conditions	<p>Clause 2.5 of the Head Funding Agreement does not apply because the Policy Agency is the same entity as the Administration Agency.</p> <p>Section 4.6 (Allocation of cost savings) of the Head Funding Agreement applies to this funding.</p> <p>The conditions in Attachment 1. Longreach Water Security for Growth Project Program Conditions apply.</p>	

11.1 - Longreach Water Security for Growth Project Funding Schedule --Appendix 1

By signing below, a Project Funding Agreement will be formed in accordance with clause 2.3 of the Head Funding Agreement executed between the State and the Recipient on 14 February 2020.	
Signed for and on behalf of the State of Queensland by a duly authorised officer in the presence of	Signed for and on behalf of the Recipient by a duly authorised officer in the presence of
Signature of witness	Signature of witness
Name of witness	Name of witness
Signature of Authorised Person	Signature of Authorised Person
Name of Authorised Person	Name of Authorised Person
Date	Date

Attachment 1. Longreach Water Security for Growth Project - Program Conditions

Background

- A. The Australian Federal Government (the Commonwealth) established the National Water Grid Fund (NWGF) to fund development and delivery of nationally important water infrastructure projects.
- B. The NWGF is administered by the National Water Grid (NWG) in accordance with the Federation Funding Agreement – Infrastructure (FFAI) and executed schedules between the Commonwealth and signatory states.
- C. The NWG accepted the Department's submission to support the Recipient's water infrastructure project proposal for funding under the National Water Grid Fund April 2024.
- D. Under the NWGF, the State of Queensland (acting through the Department) is responsible for:
 - (i) delivering the water infrastructure project based on the project Milestones jointly agreed with the NWG;
 - (ii) administering the National Water Grid funds on behalf of the Commonwealth; and
 - (iii) complying with the NWGF funding recognition requirements under the FFAI and document titled: Funding Acknowledgement Guidelines for the National Water Grid Projects April 2024.
- E. For the avoidance of doubt, under clause 3.3 (a)(i) of the Head Funding Agreement, the Department will obtain the Third-Party Contribution from the Third-Party Contributor for the Project (subject to the Recipient's successful completion and the National Water Grid acceptance of milestones) and the Recipient must apply the Third Party Contribution only for the purposes of the Project.

1. Activity

- a) The Longreach Water Security for Growth Project will provide upgrades to the town's weirs, alongside repair and replacement of aging infrastructure. The Project will rebuild and raise 5 weirs by 1 meter, provide fish passage on each raised weir, install household smart water meters, replace aged and failing water mains and create an active leak detection and repair program.

2. Approved Project Plan

- a) The Recipient must develop and maintain an Approved Project Plan in accordance with the requirements in **Attachment 2**.
- b) The Draft Project Plan forms part of Milestone 1 and will be provided for Departmental review and approval in accordance with **Attachment 2** and is subject to Australian Government acceptance.
- c) It is acknowledged that the Approved Project Plan is a live document and subject to change and updates to reflect the Project in accordance with the change management process in the plan.

3. Payment Claim Requirements

- a) The Department will pay an invoice amount to the Recipient within 15 business days of receipt of:
 - i) Milestones specified in Item 16 of Longreach Water Security for Growth Project Funding Schedule delivered to, and assessed as suitable by, the Department; and
 - ii) the Recipient has provided a correctly rendered invoice to the Department.
 - b) The Department may in its absolute discretion, withhold payment of a Milestone to the Recipient until:
 - i) the Recipient has shown to the Department's satisfaction (allowing the Department reasonable time to assess its satisfaction) that it has met the Milestone Date and Milestone Requirements;
 - ii) the Recipient has submitted to the Department, to the Department's satisfaction, all Reports due on or before the payment date for the Milestone; and
 - iii) the Department is reasonably satisfied that the Recipient is not otherwise in breach of this Project Funding Agreement.
 - c) Any payment to the Recipient by the Department is not an admission or acceptance by the Department that the Recipient has complied with this Project Funding Agreement.
-

4. Eligible Project Costs

4.1. Expenditure of the Project Funding

- a) The Recipient must use the Project Funding only:
 - i) for the purposes of the Activity and in accordance with this Project Funding Agreement; and
 - ii) until the Project Completion Date or earlier termination of this Project Funding Agreement.
- b) The Recipient must not use any or all of the Project Funding, without the Department's prior written approval, to:
 - i) provide security for any purpose;
 - ii) make a loan or gift for any purpose;
 - iii) pay sitting fees to directors, management committee members, members of the Recipient's organisation or any other person;
 - iv) make payments that are inconsistent with the Activity;
 - v) reimburse expenses directly relevant to the Activity that the Recipient incurred prior to the Project Funding Agreement Commencement Date;
 - vi) relieve cash flow problems in the delivery of the Recipient's other services or activities funded from other sources; or
 - vii) purchase any asset, other than a permitted Asset specified in Item 22 of Longreach Water Security for Growth Project Funding Schedule.
- c) The Recipient must hold the Project Funding in an account in the Recipient's name and in the Recipient's sole control, with an approved financial institution being a financial institution registered in Australia and operating as a bank, credit union or building society.
- d) The Recipient must keep a record of the date, amount and purpose of any cash cheque issued or cash advance made using the Project Funding.
- e) Where the Recipient receives the Project Funding to employ staff and is bound by a registered industrial instrument requiring the payment of termination or redundancy payments in appropriate circumstances, the Project Funding may only be used for termination or redundancy payments if:
 - i) this Project Funding Agreement is terminated in accordance with Head Funding Agreement clause 15; or
 - ii) the Recipient has obtained the Department's prior written approval.
- f) The Recipient may use the Project Funding to obtain and maintain any permits, registrations and licences that are required for the Recipient to carry out the Project as outlined in the Project Description, Item 6, Annexure A of the Project Funding Schedule.

5. Reporting

- a) The Recipient must:
 - i) submit all Reports to the Department in the form, containing the information, for the reporting periods (if applicable), and on the dates specified in Item 19 of the Longreach Water Security for Growth Project Funding Schedule, unless the Department directs otherwise in writing;
 - ii) in respect of Financial Acquittal Reports (if any), show expenditure of the Project Funding in accordance with clause 4.1(a);
 - iii) provide to the Department any other information or material about the Recipient, the Activity, the Project Funding or any other matter in connection with this agreement as requested in writing by the Department within a reasonable time specified by the Department in its request;
 - iv) complete each Report to the Department's satisfaction; and
 - v) to the extent that a Report contains Personal Information, obtain all written consents necessary for the Recipient and Department to use and disclose the Reports for purposes related to the Activity and its subject matter, and the Department's internal, non-commercial purposes.
 - b) Where the Activity is funded for only part of a particular reporting period (e.g. if the Project Funding Agreement Commencement Date or the Project Funding Agreement End Date does not coincide with the start or end date of a reporting period), the Report should contain information relevant only to that part of the reporting period.
 - c) The Department may return to the Recipient any Report which is not completed to the Department's satisfaction. The Recipient must complete the returned Report to the Department's satisfaction and resubmit the Report to the Department promptly.
 - d) Upon written request, the Recipient must provide the Department with:
-

- i) financial statements that the Recipient is required to lodge under its incorporating legislation, including a declaration from the Recipient's chief executive officer or equivalent stating that the Project Funding has been used in the relevant financial year for carrying out the Activity; or
 - ii) an audited financial statement for each financial year, including a statement by the auditor that the audited financial statement is true and correct and whether in his/her opinion there are any receipts, outgoings and expenditures received or incurred by the Recipient that were not received or incurred in carrying out the Activity.
- e) The Recipient consents to the Department's use and disclosure (including disclosure to third parties) of the Reports and additional documentation provided under clause 5(a)(iii), for purposes related to the Activity and its subject matter, and the Department's internal, non-commercial purposes.

6. Consent and Acknowledgement

Guidelines means the Funding Acknowledgement Guidelines for the NWGF projects April 2024 in **Attachment 6** or updated guidelines as applicable.

- (a) Background to the Guidelines
 - (i) The Guidelines acknowledge the Commonwealth's investment in the National Water Grid and ensure the National Water Grid Brand and visual identity is correctly and consistently applied.
 - (ii) The Guidelines covers the following aspects:
 - A. Communication planning– The NWGA should be provided the opportunity to work in partnership on project communication planning;
 - B. Acknowledgement statement – A statement acknowledging the Australian Government investment and the National Water Grid should be included in media releases, website content and all other project collateral;
 - C. Announcement opportunities – Best endeavours should be taken to provide opportunities for the Australian Government to be included on announcements for each project;
 - D. Imagery – Project images and data may be required for use in Australian Government communication material;
 - E. National Water Grid logo – The National Water Grid logo should be included on signage, project factsheets, websites, videos and other project marketing collateral, where appropriate;
 - F. Signage – Applies to all National Water Grid projects. Signage must be in place once project construction has physically commenced, and remaining in place for 12 months from the date of completion.
 - (b) Acknowledgment of Grant
 - (i) The Recipient agrees that it must comply with the requirements outlined in the Guidelines as if it were the Department.
 - (ii) The Recipient agrees that before the Recipient carries out a Publicity Event or any promotional event/activity in relation to the Activity, the Recipient must obtain the prior written consent of the Department which is contingent upon approval by the NWG.
 - (iii) The Recipient agrees it will not conduct the Publicity Event or any promotional event/activity in relation to the Activity which has not been approved by the Department which is contingent upon approval by the NWG.
 - (iv) The Recipient agrees to use the NWG logo in accordance with the requirements in the Guideline after first seeking approval from the Department which is contingent upon approval by the NWG.
 - (c) Request for Imagery

In response to a request from the Department and NWG, the Recipient must provide project images and data for use in communication material, including the National Water Grid website, factsheets, and other publications.
 - (d) General
 - (i) All publicity announcements and media releases relating to the Activity should be forwarded to the Department for its records.
-

- (ii) The Recipient acknowledges and agrees that the Department may publish the following information in a variety of media about successful applicants:
 - A. the Recipient who received the funding, along with the project's title, description and purpose;
 - B. anticipated outcomes and benefits of project;
 - C. amount of funding received;
 - D. term of the funding;
 - E. funding location; and
 - F. information on progress, as reported to the Department.

Attachment 2. Project Plan

1. Overview

1. Development of Draft Project Plan

- 1.1 The Recipient must, by the Milestone Date for Milestone No. 1 set out in Item 16 of Annexure A to this Project Funding Schedule, develop and submit to the Department a project plan that satisfies the requirements set out in item 1.2 of this Attachment 2.
- 1.2 The Recipient must, in preparing the project plan ('**Draft Project Plan**'), include:
- (a) detailed description:
 - (i) of the proposed Project Activities including any design, construction, planning and consultation activities, and incorporating activities related to the Recipient's Indigenous Participation Plan if required in relation to any NWG funding;
 - (ii) The Recipient's proposed approach to conduct of each proposed Project Activities and the processes required to conduct each element, including in respect of:
 - A. the conduct of any community or stakeholder engagement including First Nations Peoples consultation plan, and outcomes;
 - B. the scope of the preliminary activities required for the Activity;
 - C. the procurement approach to be adopted for the Activity, including compliance with the Queensland Procurement Policy 2023 and Queensland Charter for Local Content;
 - D. the design of the capital works for the Activity;
 - E. the approvals process for the Activity;
 - F. the expected costs and funding arrangements for the Activity, including any loan arrangements proposed;
 - G. project governance
 - H. project management
 - I. project delivery risks and mitigation
 - (iii) details of the proposed timing for conduct of the Activity (and each of the Project Activities) including:
 - A. to the extent that the Activity is to be conducted in stages, details of each stage and the extent of the proposed elements of the Activity to be conducted as part of each stage;
 - B. include milestones that align with item 16 from the funding schedule; and
 - C. proposed dates for commencement and completion of construction of each element of the Activity (and, if relevant, each stage of the Activity).

2. Review and approval of project plan

- 2.1 The Department will review the Draft Project Plan and, within 15 business days of receipt of the Draft Project Plan from The Recipient:
- (a) by notice, require the Recipient to provide such further information as the Department considers necessary for its review of the Draft Project Plan; or
 - (b) advise the Recipient that the Department approves, proposes changes to or rejects the Draft Project Plan, in its absolute discretion.
- 2.2 If the Department rejects the Draft Project Plan under item 2.1(b) of this Attachment 2
- (a) The Recipient must re-lodge the Draft Project Plan for the Department's further review within 10 business days of receiving a notice under item 2.1(b) of this Attachment 2 and
 - (b) items 2 and 2.2 of this Attachment 2 will apply to the Department's further review.
-

3. Amendments to Approved Project Plan

- 3.1 The Recipient may, at any time after the Department approves the Draft Project Plan under item 2.1(b) of this Attachment 2, submit an amended Project Plan to the Department (**Amended Project Plan**).
- 3.2 If the Recipient submits an Amended Project Plan under item 3.1 of this Attachment 2, the process described under item 2 of this Attachment 2 will apply as if the Amended Project Plan is a Draft Project Plan.
- 3.3 The existing Approved Project Plan will continue to apply unless and until the Department approves the Amended Project Plan.
- 3.4 If the Department approves an Amended Project Plan, the Amended Project Plan will be the Approved Project Plan.

Attachment 3. Acquittal Report Template

Acquittal Report <<XX>> – Longreach Water Security for Growth Project Expense Summary for Milestone <<XX>>

as at: <<DATE>>

Description	Grant Expenditure / Funds (ex GST)	Comments / details
DRDMW/NWGF funds received by Recipient		
Expenditure for current reporting period (Eligible costs)		
<i>Breakdown of eligible costs (add rows as required)</i>		

Certification by delegated officer:

I certify that all reports and/or attachments required for this acquittal are correct, and that the above amounts are true, accurate and relevant to the [Project Name] Project.

.....

Signature	Name	Position
-----------	------	----------

.....

Date

Attachment 4. Progress Reports

The progress reports will cover the preceding reporting period and are due by the milestone due date, unless otherwise agreed in writing by the Department.

Progress reports may also be required on written request from the Department with 10 business days' notice.

The format and details of the reports will be decided in consultation with the Department and the Recipient and be approved by the State Contact in Item 13 of Annexure A.

Each progress report may include the following information:

Project overview

- Details of any required approval status.

Governance

- Any changes in governance arrangements.

Progress against project schedule

The progress report must

- detail the status of delivery, against the project schedule and budget, and provide an update on stakeholder engagement, achievements against the Indigenous Participation Plan, and any challenges/risks to delivery;
- Provide detailed updates on project progress and works undertaken in accordance with the Approved Project Plan, planned versus actual progress for the period to date, discussion of current and/or anticipated delays, remedial actions, and opportunities;
- Detail any risks that have been realised, or other issues that have delayed progress, the impacts of these delays (expected or realised) including against the overall project schedule and individual milestones, including how these challenges are being addressed and whether a variation to the schedule is/may be required; and
- Any safety incidents or near misses to date.

Stakeholder engagement, communications and media

- Details of any upcoming key construction milestone activities that may warrant media attention.

Project budget summary

- Project Funding and expenditure status, including project expenditure in the reporting period (including funds committed).

Images

- Photos of relevant site, construction, or engagement activities.

Project specific reporting may include:

1. Details of demand management activities undertaken in the reporting period.
2. Community water demands and trends.
3. Relevant climate or weather updates and impacts on the project (e.g. anticipated dry conditions leading to high water demands).

Attachment 5. Completion Report and Final Acquittal Report

Completion Report

The form and contents of the Completion Report will be advised by the Department in consultation with the Recipient. However, at a minimum it must:

- (i) align with the requirements of the NWGF Program Administration Manual February 2023; and
- (ii) contain detailed information on all the work undertaken and completed on the Activity from the Project Funding Agreement Commencement Date to completion of the Activity.

Final Acquittal Report

- (a) The Final Acquittal Report must include all Project Funding including Recipient's Contribution and Third-Party Contributions, including:
 - (i) the amount of each Milestone paid to the Recipient;
 - (ii) the expenditure by the Recipient of each Milestone Amount, including details of the type of expenditure and the person to whom or to which payment was made; and
 - (iii) any part of a Milestone Amount that, as at the date of the report, has not been expended or in relation to which the Recipient has not entered into a binding commitment to expend; and
 - (iv) detailed information confirming completion of all activities in accordance with the Approved Project Plan, including approvals and photographs of the completed construction; and
 - (v) signed by an authorised officer of the Recipient.
 - (b) any other information the Recipient reasonably believes relevant for disclosure to the Department in respect of the Activity; and
 - (c) any other information and material reasonably requested by the Department and notified to the Recipient.
-

Attachment 6 – Funding Acknowledgment Guidelines for National Water Grid projects April 2024



Australian Government



**National
Water Grid®**

Funding Acknowledgement Guidelines for National Water Grid projects

April 2024



Contents

Overview	1
Communication planning	2
Acknowledgement statement	2
Announcement opportunities	3
Imagery	3
National Water Grid logo	4
Signage	6

Front cover: Rookwood Weir. Photo courtesy of Sunwater

Don Irrigation Scheme, Tasmania. Photo courtesy of Tasmanian Irrigation.



Overview

The Federation Funding Agreements and relevant schedules, through which National Water Grid Fund projects are administered, outline the Commonwealth funding recognition requirements for National Water Grid Fund recipients.

This guide outlines how project partners can appropriately acknowledge the Australian Government’s investment in the National Water Grid, and ensure the National Water Grid brand and visual identity is correctly and consistently applied.

Project partners refers to state and territory governments operating under the Federation Funding Agreement (FFA), and also science and research agencies contracted to undertake research.

We can provide advice and assistance in relation to all aspects of brand and visual identity requirements. Please email nwga.communication@dcceew.gov.au

Overview of key review timeframes

Activity	Required time for review and approval
Public acknowledgment statements	Minimum of 5 business days
Planned media events and releases	Minimum of 2 weeks
Any material that includes the logo	Minimum of 5 business days
Signage that includes the logo	Minimum of 5 business days

Acknowledgement at a glance (minimum requirements)

Communication planning: The Australian Government should be provided the opportunity to work in partnership on project communication planning.

Acknowledgement statement: A statement acknowledging the Australian Government investment and the National Water Grid should be included in media releases, website content and all other project collateral.

Announcement opportunities: Best endeavours should be taken to provide opportunities for the Australian Government to be included on announcements for each project.

Imagery: Project images and data may be required for use in Australian Government communication material.

National Water Grid logo: The National Water Grid logo should be included on signage, project factsheets, websites, videos and other project marketing collateral, where appropriate.

Signage: Applies to all National Water Grid construction projects. Signage must be in place once project construction has physically commenced, and remain in place for 12 months from the date of completion.

Communication planning

The National Water Grid supports a collaborative approach to working with project partners on National Water Grid project communication plans.

Early engagement with us on communication planning is encouraged to confirm specific expectations for each project, and provide feedback on communication plans.

Under the FFA, it is expected state and territory governments will be the conduit for communication between the Australian Government and other project partners.

Consultation by the state and territory governments with the Australian Government on communication planning and implementation is required prior to any public release of information.

The process for handling sensitive media and stakeholder issues must be addressed in the communication plan. The Australian Government must be informed of any sensitive media and stakeholder issues within a timely manner.



Cave Springs Road Tail Water Return System, part of the Western Australia Connections package. Photo courtesy of the Western Australian Government.

Acknowledgement statement

The following statement should be included in communication material for National Water Grid projects:

This National Water Grid project is funded by the Australian and <state or territory> governments and delivered in partnership with <project proponent>.

For science projects that are funded, the following statement should be included in communication material:

The <insert project name> project was prepared by <insert name> for the National Water Grid's Science Program.

An acknowledgement statement should be included in communication material released by state and territory governments and/or any other project partners. Such materials include but are not limited to:

- media releases and statements
- marketing collateral (websites, advertisements and advertorials, factsheets, brochures, promotional videos)
- study reports.

Public material containing the acknowledgement statement must be approved in advance by the Australian Government.

We require a minimum of 5 business days' notice for approval of any public acknowledgement statements.

Unless there is a reference to any funding contributions (either amount named or the Australian Government acknowledged as a funding contributor), communication of purely operational matters does not need to be approved by the Australian Government.

Announcement opportunities

Best endeavours should be taken to provide opportunities for the Australian Government to be included in announcements. This includes being invited to attend media events and being provided an opportunity to issue joint releases.

Joint releases can include Australian Government representatives, the state/territory government representatives and other project partners. Since state and territory governments oversee project delivery, they are responsible for drafting joint releases. Releases are then reviewed by the National Water Grid team. Some exceptions apply.

Joint announcement opportunities may include:

- initial project announcement
- contract signing
- tender announcements – going out for tender and tender being awarded
- pre-construction work
- construction commencement
- key construction milestones*
- construction complete or study complete
- project operational (first water delivery).

*Key construction milestones may differ from the National Water Grid Fund payment milestones. States and territories should identify upcoming announcement opportunities through their monthly reporting to the Australian Government.

We require a minimum of 2 weeks (10 business days) notice for approval of any planned media events, announcements and releases.

Other opportunities

If any other good news/initiatives arise from a project we would appreciate if they could let us know. There may be an opportunity to cross promote these and raise further awareness about your project and water infrastructure in general. For example, this may include the project winning a design award or the local community being positively involved.

Imagery required

The Australian Government may require project images and data for use in communication material, including the National Water Grid website, factsheets and other publications.

A request will be made to the states and territories when products are required, outlining where/how they will be used. A copy of the intended product can be sent to the funding recipient for review to ensure it is compatible with policies and interests.

Requests may include:

- project data
- footage
- images.

We may also, from time to time, seek permission for a photographer to access project sites to obtain images and footage.

Creative materials supplied to the Australian Government (such as images, video and graphic design materials) are to be supplied fully cleared for use in online and print materials, worldwide, in perpetuity. It is the responsibility of the supplier to ensure these permissions are in place, that they are allowed to transfer the creative materials to the Australian Government, and to advise us if any restrictions or citations are required.



Walcha off-stream storage dam built as part of the NSW Connections Package. Photo courtesy of Walcha Council.

National Water Grid logo

The National Water Grid logo has been developed to identify projects that will contribute to the National Water Grid.

The National Water Grid logo includes the Australian Government logo, comprising the Commonwealth Coat of Arms, with the words Australian Government and the National Water Grid logo with the words National Water Grid.

The logo should be used on all public material for projects associated with developing the National Water Grid, including:

- factsheets and other promotional material
- websites
- advertisements
- signage (see requirements below).

Our requirement is for a minimum of 5 business days' notice for approval of any public material.

Unless there is a reference to any funding contributions, communication of purely operational matters do not need to include the National Water Grid logo. When it is used, the National Water Grid logo must be accompanied by the Australian Government logo on all materials, as shown below.

The National Water Grid logo is a registered trademark (25 May 2031).

The logo is available in various formats by emailing nwga.communication@dcceew.gov.au

Colour options are shown below.



Positioning

Where a project is solely or jointly funded by the Australian Government, the National Water Grid logo is to take prominent position on the left-hand side of a publication with the relevant state/territory government or authority logo and other project partners on the adjacent side. Relevant state/territory government or authority logos must be the same size or smaller than the Australian Government/National Water Grid logo.

Minimum size

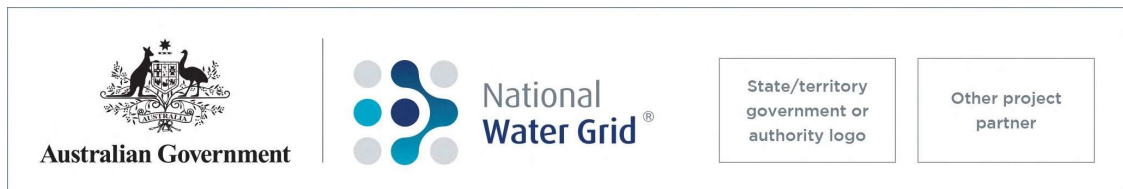
The minimum width of the Commonwealth Coat of Arms should be 20mm. On items where the minimum size may not be adhered to, the Commonwealth Coat of Arms' width may be altered but must remain recognisable.

Isolation zone

An isolation zone has been established to ensure that the integrity of the Commonwealth Coat of Arms and logo is not jeopardised through crowding. This zone is defined as 'X' and is based upon the distance between the bottom of the Commonwealth Coat of Arms and the capital 'A' in Australian Government. Please note this zone should be seen as a minimum dimension, and it applies to every form and application of the logo.

The isolation zone also requires that the logo should be placed on a simple background, without patterns, artwork or complex imagery behind it.

The Department of Prime Minister and Cabinet provides guidelines for the use of the Commonwealth Coat of Arms. These can be found at <https://www.pmc.gov.au/resources/commonwealth-coat-arms-information-and-guidelines>



Positioning



Minimum size and isolation zone

Signage

The following advice relates to all signage requirements for National Water Grid construction projects. Branded signage is not required for National Water Grid science projects.

States and territories must obtain the Australian Government agreement on the size, content and location of project signage, ahead of the commencement of the production of project signage.

Signage incorporating the National Water Grid logo is not permitted for projects where there is no Australian Government funding commitment for construction of the project, unless otherwise expressly agreed in writing.

We require at least 5 business days' notice for approval of any signage that includes the National Water Grid logo.

The size and content of signage should ensure that it can be clearly seen and understood. For example, do not place a small sign on a fence that is some distance from a road or footpath.

Signage must be in place once project construction has physically commenced, and remain in place for 12 months from the date of project completion. Signage must not be obscured, including by any other information signs.

Neither the Coat of Arms and crest, nor the National Water Grid logo, should be used on any paid advertising, including outdoor advertising (e.g. billboards). For clarification on what is considered advertising please contact us at nwga.communication@dcceew.gov.au

Size

The recommended size of National Water Grid project signs is:

- 1200 mm wide by 900 mm high.

A smaller size can also be used, if necessary:

- 900 mm wide by 600 mm high.

Design and wording

As outlined previously, where a project is jointly funded by the Australian Government, the National Water Grid logo is to take prominent position on the left with the relevant state/territory government or authority logo and other project partners adjacent to the right. All other logos must be the same size or smaller than the Australian Government logo.

The sign must include the following statement:

This National Water Grid project is funded by the Australian and <state or territory> governments and delivered in partnership with <project proponent>.

The general requirements for National Water Grid signage are set out in the examples on the following page. Sign sizes, text sizes, style, colour and materials should be in accordance with the specifications outlined.

Manufacturing specifications

The below specifications have been developed to ensure signage lasts the life of the project and can be easily cleaned if defaced. These specifications are a guide only. Other options may be chosen depending on advice given from the manufacturer.

- Material: 1.6 mm aluminium (standard for signage and longevity)
- Mounting: RTA RIB (standard RTA mount) or as appropriate
- Stock: Non reflective – does not reflect light
- Finishing: Digital print with lamination – clear (for durability)
- Anti-graffiti coating – allows for graffiti to be removed with alcohol



Werribee Irrigation District Modernisation project, Victoria. Photo courtesy of Southern Rural Water.

Example signage template for a National Water Grid project

Project title	Longer project title	Project funding	Website
Arial Bold 310/310pt, -25 tracking 0/60mm sp.before/after	Arial Bold 260/310pt, -25 tracking 0/60mm sp.before/after	Arial Bold 110/120pt, -15 tracking 15/0mm sp.before/after	Gotham Bold 145/145pt, 0 tracking 0/0mm sp.before/after

Note: A package of templates is available via request at nwga.communication@dceew.gov.au

Design elements and considerations

As outlined previously, sign sizes should be 1200 mm wide x 900 mm high. If a different size is required it should maintain the same 4:3 ratio.

The corners should be rounded for safety purposes and the printed elements have a margin of 20 mm from the edge, creating a white border.

Logos should be white on a navy background colour (Pantone 288). Text should be black on a white background. Pantone colours are provided should the signs be produced in 2 spot colours.



Black

C 0	R 0
M 0	G 0
Y 0	B 0
K 100	

Black



Navy

C 100	R 0
M 80	G 45
Y 6	B 114
K 32	

Pantone 288 C

Designing communication products

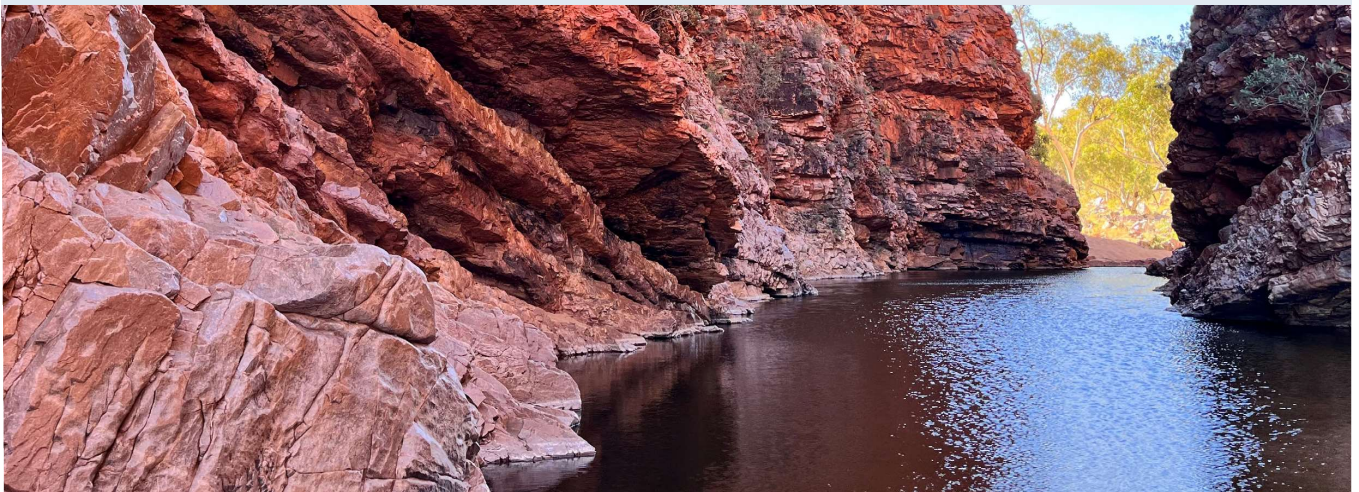
When designing communication products, these are some helpful tips and resources to keep in mind:

- Choose a legible font and size, and use consistent heading styles.
- Ensure there is enough contrast between the text and background colours.
- Use high quality images and simple infographics which are easy to understand.
- Include enough white space around images and text to ensure the reader's eye is drawn to important information.
- Align content to a grid which will define consistent size margins, spacing and placement of columns.
- The Australian Government's [Disability Gateway](#) has a useful tips page for creating accessible print and digital documents.
- For more general information on creating accessible content or easy to read content, please see the [Australian Government Style Manual](#).

Questions?

Please email nwga.communication@dcceew.gov.au

The Funding Acknowledgement Guidelines for National Water Grid Fund projects is a living document that will be updated as required.



Simpsons Gap, Northern Territory.



Australian Government



**National
Water Grid[®]**

nationalwatergrid.gov.au

Part of the Australian Government
Department of Climate Change, Energy, the
Environment and Water

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**
