



Longreach Regional Council

Ilfracombe Isisford Longreach Yaraka

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14 April 2022

Dear Councillors

Re: Meeting Notice for Council Meeting to be held on 21 April 2022

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 21 April 2022 commencing at 9.00am.

The Briefing Session for this meeting will be held in the Fairmount Rooms on Tuesday 19 April 2022 commencing at 9:00am as follows;

- Presentation – LGMS (JLT Public Sector Risk Report)
- Presentation – Tim Cronin (PKF Auditors)

Your attendance at these meetings is requested.

Yours faithfully



Scott Mason
Acting Chief Executive Officer

Enc

LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

Thursday 21 April 2022

Civic Centre, 96a Eagle Street, Longreach

- 1. Opening of Meeting**
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**LONGREACH REGIONAL COUNCIL
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1. OPENING OF MEETING

LOCAL GOVERNMENT ACT 2009 – PRINCIPLES

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

The *local government principles* are:

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

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

Recognise There is an issue and Council recognises that but usually can't do much about it.
Financial cost (no cost).

Advocate Council will take up the issue on behalf of the community and usually get someone else to do something about it (some cost/minimal cost).

Partner Council partners with another organisation/agency to jointly do something about the issue (half cost).

Deliver Council is the deliverer of the program/solution, usually funds it etc. This is normally a standard Council responsibility in service delivery (full cost).

Council's risk management processes are based around the following principles:

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

Risk Evaluation: Evaluate those risks using the agreed Council criteria.

Risk Treatment / Mitigation: Develop mitigation plans for risk areas where the residual risk is greater than our tolerable risk levels.

Risk Monitoring and Reporting: Report risk management activities and risk specific information in accordance with the risk protocols.

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

	Consequence				
Likelihood	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

LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

OUR VISION, MISSION AND VALUES

Vision:

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

Mission:

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

Values:

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

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

2. PRAYER –TBC

3. CONSIDERATION OF LEAVE OF ABSENCE

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

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

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

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

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

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

Other Councillors may vote on this matter and decide if;

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

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

5. CONFIRMATION OF MINUTES

5.1 Council - 24 March 2022

5.2 Information Session - 19 April 2022

5.3 Councillors and Senior Officers Round Table - 20 April 2022

LONGREACH REGIONAL COUNCIL



Ordinary Meeting

Thursday 24 March 2022

UNCONFIRMED MINUTES

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 24 March 2022 at the Ilfracombe Recreation Centre, Ilfracombe**

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 24 March 2022 at the Ilfracombe Recreation Centre, Ilfracombe**

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**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 24 March 2022 at the Ilfracombe Recreation Centre, Ilfracombe**

1 Opening of Meeting and Acknowledgement of Traditional Owners

The Mayor declared the meeting open at 9:02am

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

The Mayor welcomed Mr Scott Mason, Acting Chief Executive Officer, to his first meeting. He acknowledged that Scott would be welcomed by a wonderful team of directors and staff, and would be offering suggestions for improvements during his time with Council.

The Mayor acknowledged Ms Corinne Ballard, noting that this is her last meeting in her role as Executive Assistant to the Chief Executive Officer, Mayor and Councillors. Cr Rayner thanked her for her professionalism in the role and wished her well.

The Mayor acknowledged Mrs Lisa Young who was interviewed regarding the Childcare expansion project, noting that she spoke well and explained the developments clearly.

Council paid their respects and acknowledged the passing of community members; Graham Baldwin, Anne Ahern, Jay Mathews, Ronald Little and Ronald Britton.

2 Prayer

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

Following Pastor Kent's prayer, the Mayor noted his support for Ukraine, and highlighted that the lights of the water tower are blue and yellow in support of Ukraine as well as Down Syndrome. Cr Rayner also noted that Members of the Western Queensland Alliance would be presenting a donation to the Premier's Flood Appeal, with funds from RAPAD representing its seven (7) member Councils, including Longreach Regional Council.

Attendance: Pastor Ben Kent left the meeting at 9:09am.

PRESENT

Councillors

Mayor

Deputy Mayor

Cr AC Rayner

Cr LJ Nunn

Cr DJ Bignell

Cr AJ Emslie

Cr TM Hatch

Cr TJ Martin

Cr TFB Smith

Officers

Acting Chief Executive Officer

Acting Director of Corporate Services

Director of Community and Cultural Services

Director of Infrastructure Services

Chief Financial Officer

Human Resources and Workplace Health and
Safety Manager

Executive Officer, Economic Development and
Public Affairs

Executive Assistant to Chief Executive Officer,
Mayor and Councillors

Acting Executive Assistant to Chief Executive
Officer, Mayor and Councillors

Mr Scott Mason

Mrs Kimberley Dillon

Mrs Lisa Young

Mr Roger Naidoo

Mr David Wilson

Ms Grace Jones

Mr Simon Kuttner

Ms Corinne Ballard

Ms Joanne Bartley

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 24 March 2022 at the Ilfracombe Recreation Centre, Ilfracombe**

Public Gallery

Michael Williams (The Longreach Leader)

Apologies

Nil

3 Consideration of Leave of Absence

Nil

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

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

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

Item 13.6 Mr David Wilson advised he has a Prescribed Interest in Item 13.6 – Community Donations – March 2022. The nature of the interest is, Mr Wilson is the Treasurer of the Longreach RSL Sub-Branch. Mr Wilson advised he will leave the meeting during the discussion of this item. This advice was received in writing prior to 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;

- (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.

Item 13.6 Cr Dale Bignell advised he has a Declarable Interest in Item 13.2 – Request to Erect a Yellowbelly Fish Sculpture in Isisford. The nature of the interest is, Cr Bignell is involved with the Isisford Recycling Committee which will be donating funds toward the project. Cr Bignell advised he will leave the meeting during the discussion of this item. This advice was received in writing prior to the meeting.

5 Confirmation of Minutes

5.1 Council - Thursday 17 February 2022

(Res-2022-03-060)

Moved Cr Nunn seconded Cr Emslie

That the Minutes of the Council Meeting held on Thursday 17 February 2022, be confirmed.

CARRIED

5.2 Council (Special) - Monday 28 February 2022

(Res-2022-03-061)

Moved Cr Bignell seconded Cr Smith

That the Minutes of the Special Council Meeting held on Monday 28 February 2022, be confirmed.

CARRIED

5.3 Council (Special) - Monday 7 March 2022

(Res-2022-03-062)

Moved Cr Nunn seconded Cr Emslie

That the Minutes of the Special Council Meeting held on Monday 7 March 2022, be confirmed with amendments to Res-2022-03-059 reflecting that the motion was carried with 6 votes for and 1 vote against.

CARRIED

6 Mayoral Minute

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

The Mayor attended the Annual Regional Organisation of Councils conference in Townsville representing RAPAD. Federal Election priorities were tabled and key advocacy issues discussed, Update on Waste and Public Health matters, Labour shortages in agriculture and tourism/hospitality .

The Mayor, Deputy Mayor and Executive Officer, Economic Development and Public Affairs, attended the Western Qld Alliance of Councils assembly in Charleville. Key note speakers included the Deputy Premier, the Hon. Steven Miles who announced the State Government's support for a joint housing study to address the housing shortages in regional Qld. Also speaking was Dr John Gerrard the Chief Health Officer who gave an update on the progress of COVID 19 and also spoke about Japanese Encephalitis .

The Deputy Mayor welcomed delegates to the Women of the World Conference in Longreach which was well attended and very successful.

The Deputy Mayor welcomed attendees at the Festival of Outback Opera at Edkins Memorial Park.

The Mayor hosted a delegation of representatives from AAMIG to discuss the possible future use of the Longreach Pastoral College.

The Mayor attended and Chaired the RAPAD meeting in Windorah where the existing RAPAD policy on management of Lake Eyre Basin was updated. The Central West and Pest Management Group also convened whilst in Windorah.

The Mayor joined Councillors Smith, Nunn and Bignell in attending the Land and Pest Management Advisory Committee meeting.

The Mayor chaired the Local Disaster Management Group meeting and attended the District Disaster Management Group meeting.

The Mayor met with Professor Rosemary Stockdale (Dean, Engagement at Griffith Business School) along with the Director of Community and Cultural Services, Ms Lisa Young and Executive Officer, Economic Development and Public Affairs, Mr Simon Kuttner to discuss opportunities for the placement of both students and staff in Longreach businesses.

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The Mayor attended the RESQ Board meeting in Cairns , RESQ continues to deliver good job outcomes and is performing well.

The Mayor participated in the Western Qld Dogwatch Group along with Industry representatives from across regional Qld.

Cr Martin noted that Griffith University also coordinated the performance of the Queensland Symphony Orchestra on 17 March 2022, and that the orchestra remained to participate in the State Honours Ensemble Program (SHEP) with students and the community. He advised that the orchestra performed for the residents of the Pioneer Retirement Home as well, and that Griffith University are focusing on Longreach as the centre for some of their music programs to continue engagement with regional communities.

7 Councillor Requests

Nil

8 Notices of Motion

Nil

9 Petitions

Nil

10 Deputations

Nil

11 Reception and Consideration of Chief Executive Officer's Report

11.1 Standing Matters - Governance Financial Report

Consideration was given to the Governance Financial Report.

(Res-2022-03-063)

Moved Cr Emslie seconded Cr Bignell

That Council receive the Governance financial report for information.

CARRIED

**Minutes of the Longreach Regional Council Ordinary Meeting
held on Thursday 24 March 2022 at the Ilfracombe Recreation Centre, Ilfracombe**

11.2 Standing Matters - Calendar of Events

Calendar of events, upcoming meetings and conferences for Councillors.

Date	Event	Location	Participants
March 2022			
22 Tue	Councillor Briefing	Ilfracombe Recreation Centre 8am – 5pm	All Councillors, Chief Executive Officer, and Executive Leadership Team
24 Thu	Council Meeting	Ilfracombe Recreation Centre 9am - 5pm	All Councillors, Chief Executive Officer, Executive Leadership Team, and Members of the Public
April 2022			
1 Fri	RAPAD Meeting	Zoom 9am – 11am	Mayor and Chief Executive Officer
5 Tue	Yaraka Community Consultation Forum	Yaraka Town Hall 1pm	All Councillors, Chief Executive Officer and Executive Leadership Team
5 Tue	Isisford Community Consultation Forum	Isisford Town Hall 5.30pm	All Councillors, Chief Executive Officer and Executive Leadership Team
6 Wed	Ilfracombe Community Consultation Forum	Ilfracombe Recreation Centre 6.30pm	All Councillors, Chief Executive Officer and Executive Leadership Team
7 Thu	Longreach Community Consultation Forum	Longreach Civic Centre 5.30pm	All Councillors, Chief Executive Officer and Executive Leadership Team
19 Tue	Councillor Briefing	Fairmount Rooms Longreach Civic Centre 8am – 5pm	All Councillors, Chief Executive Officer and Executive Leadership Team
21 Thu	Council Meeting	Council Chambers Longreach Civic Centre 9am - 5pm	All Councillors, Chief Executive Officer, Executive Leadership Team and Members of the Public
26 Tue	2022/23 FY Budget: Workshop 1	Fairmount Rooms Longreach Civic Centre 9am – 4.30pm	All Councillors, Chief Executive Officer and Executive Leadership Team
May 2022			
6 Fri	RAPAD Meeting	Zoom 9am – 11am	Mayor and Chief Executive Officer
11 Wed	Audit & Risk Committee Meeting	TBC	Mayor, Cr Nunn, Cr Martin, Chief Executive Officer and Chief Financial Officer
17 Tue	Councillor Briefing	Fairmount Rooms Longreach Civic Centre 8am – 5pm	All Councillors, Chief Executive Officer and Executive Leadership Team
19 Thu	Council Meeting	Isisford Town Hall 9am - 5pm	All Councillors, Chief Executive Officer, Directors and Members of the Public
24 Tue – 25 Wed	RAPAD Meeting	TBC	Mayor and Chief Executive Officer
31 Tue	2022/23 FY Budget: Workshop 2	Fairmount Rooms Longreach Civic Centre 9am – 4.30pm	All Councillors, Chief Executive Officer, and Executive Leadership Team

(Res-2022-03-064)

Moved Cr Martin seconded Cr Hatch

That Council receive the Calendar of Events for information.

CARRIED

11.3 Australian Local Government Association (ALGA) 28th National General Assembly of Local Government 19 - 22 June 2022

Consideration of representation at the Australian Local Government Association (ALGA) 2022 National General Assembly, being held in Canberra from 19 – 22 June 2022.

(Res-2022-03-065)

Moved Cr Smith seconded Cr Martin

That the Mayor, a Councillor, and the Chief Executive Officer be authorised to attend the 2022 National General Assembly of Local Government in Canberra on 19-22 June 2022, which is deemed Council business.

CARRIED

12 Reception and Consideration of Director Corporate Services Report

Attendance: Mrs Lisa Young, Director of Community and Cultural Services, left the meeting room at 10:12am and returned at 10:13am.

12.1 Standing Matters - Corporate Services Financial Report

Consideration was given to the Corporate Services financial report

(Res-2022-03-066)

Moved Cr Nunn seconded Cr Hatch

That Council receive the Corporate Services financial report for information.

CARRIED

12.2 Monthly Financial Statements

Consideration of the financial statements for the period ending 28 February 2022.

(Res-2022-03-067)

Moved Cr Smith seconded Cr Bignell

That the monthly financial statements for the period ending 28 February 2022, be adopted, as presented.

CARRIED

12.3 Rate Discount Policy - Biennial Review

Consideration of amendments to the Rates Discount Policy No. 8.1 which is due for a biennial review.

(Res-2022-03-068)

Moved Cr Martin seconded Cr Nunn

That Council adopts the Rate Discount Policy No 8.1, as presented.

CARRIED

12.4 Concealed Leak Policy - Biennial Review

Consideration of amendments to the Concealed Leak Policy No 8.2 which is due for a biennial review.

(Res-2022-03-069)

Moved Cr Emslie seconded Cr Bignell

That Council adopts the Concealed Leak Policy No 8.2, as presented.

CARRIED

12.5 Land and Pest Management Advisory Committee Minutes and Recommendations - 1 March 2022

Consideration of the minutes and recommendations of the Land and Pest Management Advisory Committee (LPMAC) meeting held on 1 March 2022.

(Res-2022-03-070)

Moved Cr Smith seconded Cr Nunn

That pursuant to section 265 of the Local Government Regulation 2012, Council approves:

- 1. The Director of Infrastructure to liaise with Queensland Police Services and Department of Transport and Main Roads on a possible solution to Road Closure Signage and travel by local residents on closed roads due to flooding.*
- 2. That Council engage with RAPAD to source external funding to raise the bounty payment per scalp and ensure there is a consistent approach across the RAPAD shires.*
- 3. That the Land and Pest Management Committee support the proposal to introduce a Feral Cat Bounty into the Feral Animal Bounty Policy at \$5 per scalp on a trial basis for a period of 6 months with a budget cap to be determined by Council.*
- 4. That the Council endorse the amendments of the Land & Pest Management Advisory Committee, Terms of Reference as presented*

CARRIED

Adjournment: Council adjourned for morning tea at 10:37am and resumed at 10:58am on Item 13.1.

The Mayor acknowledged that Ms Grace Jones has finished her role as Acting Director of Corporate Services, and thanked her for her efforts. He welcomed Mrs Kimberley Dillon who will continue as the Acting Director of Corporate Services.

13 Reception and Consideration of Director Community and Cultural Services Report

Attendance: Mrs Kimberley Dillon, Acting Director of Corporate Services, left the meeting room at 10:58am, and returned at 11:01am.

13.1 Standing Matters - Community and Cultural Services Financial Report

Consideration was given to the Community and Cultural Services financial report.

(Res-2022-03-071)

Moved Cr Bignell seconded Cr Martin

That Council receive the Community and Cultural Services financial report for information.

CARRIED

Attendance: Having declared a conflict of interest in Item 13.2, Cr Dale Bignell left the meeting at 11:03am.

13.2 Request to erect a Yellowbelly Fish Sculpture in Isisford

Consideration of an 'Application for works on Council owned land' from the Isisford Barcoo Recreational Fishing Assoc. Inc. to erect a Yellowbelly Fish Sculpture (No. 3) in Isisford.

(Res-2022-03-072)

Moved Cr Martin seconded Cr Hatch

That Council write to the Isisford Barcoo Recreational Fishing Assoc. Inc. permitting them to erect the sculpture in the location as depicted on their site plan, subject to them obtaining the Development Approval for Building Works and paying the applicable building fees.

CARRIED

Attendance: Corinne Ballard left the meeting at 11:07am, and returned with Cr Bignell at 11:09am.

13.3 Referral Agency Assessment Application (Alternative Siting Assessment) - 84 Gull Street, Longreach

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on 7 March 2022, for an open carport to be constructed on land located at 84 Gull Street, Longreach and described as Lot 45 on PD214.

(Res-2022-03-073)

Moved Cr Smith seconded Cr Hatch

That pursuant to section 32 and 33 of the Building Act 1975, Planning Act 2016 and schedule 9, table 3 of the Planning Regulations 2017, the open carport at 84 Gull Street, Longreach and formally described as Lot 45 on PD214, be approved to be constructed 1m from the Gull Street road boundary, as per the attached site plan and the recommendation from Council's Building Certifier.

CARRIED

13.4 Development Permit for Material Change of Use for an Extension to a Shop

Consideration of a development application lodged with Council on 18 February 2022 by Madjali Pty Ltd for a Development Permit for Material Change of Use for an Extension to a Shop at 136 Eagle Street, Longreach.

Description:	Material Change of Use for an Extension to a Shop
Development:	Development Permit
Applicant:	Madjali Pty Ltd
Owner:	Madjali Pty Ltd
Current Use of Land:	Shop
Address:	136 Eagle Street, Longreach
Real Property Description:	Lots 1, 2 and 3 on RP601219
Applicable Planning Scheme:	Longreach Regional Planning Scheme 2015 (v2.1)
Zone:	Centre Zone
Level of Assessment:	Code Assessment

(Res-2022-03-074)

Moved Cr Nunn seconded Cr Bignell

That, pursuant to section 63 and 83 of the Planning Act 2016, Council approves the application for a development permit for a Material Change of Use for an Extension to a Shop at 136 Eagle Street, Longreach formally described as Lots 1, 2 and 3 on RP601219, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

1.1 The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.

1.2 Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.

1.3 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.

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

1.5 *All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of use and to Council's satisfaction, unless otherwise stated.*

2.0 APPROVED PLANS AND DOCUMENTS

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

<i>Plan/Document Name</i>	<i>Plan/Document Number</i>	<i>Revision</i>	<i>Date</i>
<i>Proposed Site Plan</i>	<i>DA-01</i>	<i>-</i>	<i>17/02/22 (Received date)</i>
<i>Proposed Site Plan Magpie Lane</i>	<i>DA-02</i>	<i>-</i>	<i>17/02/22 (Received date)</i>

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

3.0 ROOF AND ALLOTMENT DRAINAGE WORKS

3.1 *All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.*

4.0 ASSET MANAGEMENT

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

5.0 AMENITY

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

5.2 *Outdoor lighting must comply with AS4282 Control of Obtrusive Effects of Outdoor Lighting.*

5.3 *Sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site.*

6.0 CONSTRUCTION ACTIVITIES

6.1 *Construction activity and noise must be limited during earthworks and construction of the approved development to the hours of 06:30 to 18:30 Monday to Saturday, with no*

**Minutes of the Longreach Regional Council Ordinary Meeting
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work to occur on Sundays or public holidays.

- 6.2 *The construction of any works must be undertaken in accordance with good engineering practice and workmanship and generally in accordance with the relevant provisions of Planning Scheme Policies No. 1 – Works Planning Scheme policy under Schedule 5 of the Longreach Regional Planning Scheme 2015 (v2.1).*
- 6.3 *All construction materials, waste, waste skips and machinery must be located and stored or parked within the development site, unless otherwise approved in writing by Council.*

ADVISORY NOTES

1. *Permits and approvals for building work, plumbing and any other related works should be obtained prior to commencement of the building works authorised by this permit.*
2. *Lodgement of documentation associated with an application for a development permit for Building work is to include a suitable method of fire separation as per the National Construction Code 2019.*
3. *This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the Council may possess or obtain, and nothing contained in these conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the Council.*
4. *General environmental duty under the Environmental Protection Act 1994 prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.*
5. *This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”).*

CARRIED

**Minutes of the Longreach Regional Council Ordinary Meeting
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13.5 Regional Arts Development Fund (RADF) Advisory Committee Meeting and Recommendations - 16 February 2022

Consideration of the minutes and recommendations of the Regional Arts Development Fund (RADF) Committee meeting held on 16 February 2022.

(Res-2022-03-075)

Moved Cr Nunn seconded Cr Martin

That Council:

- a) *Receive the Minutes of the Regional Arts Development Fund Committee held on Wednesday 16 February 2022;*
- b) *Note that the Regional Arts Development Fund Committee was informed of the current 2021-22 Budget with both income and expenses, and that this budget also identified the carryover funds from the 2020-21 Budget;*
- c) *Endorse the allocation of remaining budget to the performances that have been committed but not yet paid, noting that the outstanding total for this Budget is \$25,770.00 and that the Regional Arts Development Fund Budget has exceeded the full Budget allocation from 2021-22 and is over budget by \$1,860.84;*
- d) *Note that the Regional Arts Development Fund 'How To' video will be published via Facebook and Council's website closer to the Round-One opening date for 22/23; and,*
- e) *Note that the next Regional Arts Development Fund Committee meeting will be held in the week commencing 4 July 2022.*

CARRIED

Attendance: Having declared a conflict of interest in Item 13.6, Mr David Wilson left the meeting at 11:16am.

13.6 Community Donations - March 2022

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

(Res-2022-03-076)

Moved Cr Nunn seconded Cr Bignell

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

Organisation/ Name	Event/Activity	Grant Requested	Grant Approved	Conditions of approval/Payment
<i>Legacy Club of Brisbane</i>	<i>4LG Western Appeal</i>	<i>Financial \$4,000.00 Total \$4,000.00</i>	<i>Financial \$1,000.00 Total \$1,000.00</i>	<i>Nil</i>
<i>Isisford Sheep and Wool Show</i>	<i>Isisford Sheep and Wool Show</i>	<i>Financial \$ 3,849.53 In-Kind \$1,150.47 (Cleaner 12 Hrs \$665.56, Water Truck 1.5 Hrs \$ 354.90, Rubbish Truck 1 Hr \$ 130.01) Total \$ 5,000.00</i>	<i>Financial \$ 3,849.53 In-Kind \$1,150.47 (Cleaner 12 Hrs \$665.56, Water Truck 1.5 Hrs \$ 354.90, Rubbish Truck 1 Hr \$ 130.01) Total \$ 5,000.00</i>	<i>Nil</i>

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<i>Longreach State High School P and C</i>	<i>'She Kills Monsters' Performance</i>	<i>Financial \$1,500.00</i> <i>In-Kind \$ 650.00 (Hire of hall \$650.00)</i> <i>Total \$2,150.00</i>	<i>Considered an ineligible application.</i>	
<i>Returned and Services League of Australia</i>	<i>Longreach RSL Sub-Branch Inc.</i>	<i>Financial \$4,180.00</i> <i>In-Kind \$659.10 (4x Tables \$54.00, 200 x chairs \$500.00, 6 piece stage \$105.10)</i> <i>Total \$4839.10</i>	<i>Financial \$4,180.00</i> <i>In-Kind \$659.10 (4x Tables \$54.00, 200 x chairs \$500.00, 6 piece stage \$105.10)</i> <i>Total \$4839.10</i>	<i>Nil</i>
<i>Isisford State School P & C</i>	<i>Isisford Dance Lessons</i>	<i>In-Kind \$5,000.00 (Hire of hall)</i> <i>Total \$5,000.00</i>	<i>In-Kind \$5,000.00 (Hire of hall)</i> <i>Total \$5,000.00</i>	<i>Nil</i>
<i>Longreach Junior Rugby League</i>	<i>Matt Scott Cup 2022</i>	<i>Financial \$4963.20</i> <i>In-Kind \$36.80 (2 piece stage \$36.80)</i> <i>Total \$5,000.00</i>	<i>Financial \$1,000.00</i> <i>In-Kind \$36.80 (2 piece stage \$36.80)</i> <i>Total \$1,036.80</i>	<i>Nil</i>
		<i>TOTAL</i>	<i>\$16,875.90</i>	

CARRIED

Attendance: Ms Corinne Ballard left the meeting at 11:26am, and returned with Mr David Wilson at 11:27am.

13.7 Mayoral Donations - March 2022

Considerations of applications received in accordance with the Mayoral Donation Policy 11.02. (Res-2022-03-077)

Moved Cr Hatch seconded Cr Martin

That Council endorses the allocation of funds from the Mayoral Donation Program, in accordance with the Mayoral Donations Policy No. 11.02, as contained in the following table:

<i>Organisation/ Individual</i>	<i>Event/Project Activity</i>	<i>Event Date</i>	<i>Grant Approved</i>
<i>Alix Heslin</i>	<i>12 years North West Touch</i>	<i>21-22 April 2022</i>	<i>\$350.00</i>
<i>Abby Wake</i>	<i>10-12 years North West Swimming</i>	<i>21-23 March 2022</i>	<i>\$350.00</i>
<i>Ryan Jackson</i>	<i>North West Rugby League</i>	<i>23 March 2022</i>	<i>\$350.00</i>
<i>TOTAL</i>			<i>\$1,050.00</i>

CARRIED

14 Reception and Consideration of Director Infrastructure Services Report

14.1 Standing Matters - Infrastructure Services Report

Consideration was given to the Infrastructure Services financial report
(Res-2022-03-078)

Moved Cr Hatch seconded Cr Emslie

That Council receive the Infrastructure Services financial report for information.

CARRIED

14.2 Isisford Water Treatment Plant - Minor Upgrade and Repairs.

Council to consider the Tender Responses for the Isisford Water Treatment Plant – Minor Upgrade and Repairs.

(Res-2022-03-079)

Moved Cr Smith seconded Cr Bignell

That Council awards the Tender for the Isisford Water Treatment Plant – Minor Upgrades and Repairs to Sort It Water Treatment Services Pty Ltd, for the contract value of \$236,378.00 (excl. GST).

CARRIED

15 Late Items

Nil

16 Closed Matters

(Res-2022-03-080)

Moved Cr Bignell seconded Cr Emslie

That pursuant to section 254J(1) of the Local Government Regulation 2012 the meeting be closed to discuss the following matters, which are considered confidential for the reasons indicated at 11:51am.

Council Housing - Disposal via Tender

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

CARRIED

Attendance: Mrs Kimberley Dillon, Acting Director of Corporate Services, left the meeting room at 12:12pm.

Council out of Closed Session

(Res-2022-03-081)

Moved Cr Martin seconded Cr Hatch

That Council move out of Closed Session at 12:13pm to vote on Item 16.1.

CARRIED

Attendance: Mrs Kimberley Dillon, Acting Director of Corporate Services, entered the meeting room at 12:15pm.

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Cr Bignell called for a Division on Item 16.1.

16.1 Council Housing - Disposal via Tender

Consideration to dispose of 28 Saint Mary from Council's housing via invite for written tenders for the contract under section 227 of the Local Government Regulations 2012.

(Res-2022-03-082)

Moved Cr Hatch seconded Cr Smith

That Council, in accordance with section 227 and 228 of the Local Government Regulation 2012, invite written tenders for the sale of 28 St Mary Street, Isisford, being Lot 1 on RP604690.

Voting

For: Crs Emslie, Hatch, Martin, Nunn, Rayner, Smith

Against: Cr Bignell

CARRIED

Adjournment: Council adjourned for lunch at 12:18pm and resumed at 1:12pm. Cr Martin departed the meeting and did not return when the meeting resumed.

17 Closure of Meeting

There being no further business, the meeting was closed at 1:39pm

Minutes Certificate

These minutes are unconfirmed.

Cr AC Rayner
Mayor

Scott Mason
Acting Chief Executive Officer

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

- 6. MAYORAL MINUTE**
To be presented at the Meeting.
- 7. COUNCILLOR REQUESTS**
None received at time of agenda preparation.
- 8. NOTICES OF MOTION**
None received at time of agenda preparation.
- 9. PETITIONS**
None received at time of agenda preparation.
- 10. DEPUTATIONS**
None received at time of agenda preparation.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 - Standing Matters - Governance Financial Report

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 Standing Matters - Governance Financial Report

	Governance				Year to Date				Full Year			
Note:	Actual \$'000	Budget \$'000	Variance \$'000	%	Revised Budget \$'000	Original Budget \$'000	Variance \$'000	%				
Operating Income												
Rates, levies and charges	-	-	-	0%	-	-	-	0%				
1 Fees and charges	44	66	(22)	-33%	110	145	(35)	-24%				
Rental income	-	3	(3)	-100%	5	5	-	0%				
Interest received	-	-	-	0%	-	-	-	0%				
1 Sales revenue	66	51	15	29%	75	20	55	275%				
Other	8	-	8	0%	10	10	-	0%				
Grants, subsidies, contributions and donations	80	68	12	18%	68	59	9	15%				
Total Operating Income	199	188	11	6%	268	239	29	12%				
Operating Expenditure												
Employee benefits	1,035	1,244	210	17%	1,672	1,666	(6)	0%				
2 Materials and services	1,343	1,662	319	19%	2,212	2,129	(83)	-4%				
Finance costs	-	-	-	0%	-	-	-	0%				
Depreciation and amortisation	113	116	3	3%	155	131	(23)	-18%				
Other	-	-	-	0%	-	-	-	0%				
Total Operating Expenditure	2,491	3,023	532	18%	4,038	3,926	(112)	-3%				
Operating Surplus/(Deficit)	(2,292)	(2,835)	542	-19%	(3,770)	(3,687)	(83)	2%				
Capital Income and Expenditure												
Capital Revenue	51	-	51	0%	365	365	-	0%				
Capital Expenses	-	-	-	0%	-	-	-	0%				
Net Capital Income/(Loss)	51	-	51	0%	365	365	-	0%				
Net Result	(2,242)	(2,835)	593	-21%	(3,405)	(3,322)	(83)	2%				

Areas to note

Exception reporting:

- 1 Will adjust income in March Budget Review, Tourism to decrease and Visitor Information Centre to decrease.
- 2 Materials and Services are below budget due to reduced HR expenditure on training.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.1 - Standing Matters - Governance Financial Report

10 GOVERNANCE (OFFICE OF THE CEO)										Amended			
GOVERNANCE	OP REVENUE			OP EXPENSE			OP RESULT			NOTES	Revenue	Expense	Op Result
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance		FY Budget	FY Budget	FY Budget
1023 COUNCILLORS	-	-	-	366,440	388,617	22,177	(366,440)	(388,617)	22,177		-	530,475	(530,475)
1036 GOVERNANCE	-	-	-	513,138	570,953	57,815	(513,138)	(570,953)	57,815		-	767,963	(767,963)
1038 HUMAN RESOURCES (HR)	3,555	-	3,555	772,194	990,595	218,400	(768,640)	(990,595)	221,955	1	10,000	1,317,328	(1,307,328)
1057 REGIONAL COORDINATION	-	-	-	55,000	50,000	(5,000)	(55,000)	(50,000)	(5,000)		-	50,000	(50,000)
1028 DISASTER MANAGEMENT	79,747	67,730	12,017	128,143	149,995	21,853	(48,396)	(82,265)	33,870		67,730	199,462	(131,732)
	83,302	67,730	15,572	1,834,915	2,150,160	315,245	(1,751,614)	(2,082,430)	330,817		77,730	2,865,228	(2,787,498)
TOURISM & ECONOMIC DEVELOPMENT													
1073 TOURISM	45,167	66,000	(20,833)	204,174	282,152	77,979	(159,006)	(216,152)	57,146	2	110,000	380,800	(270,800)
1029 ECONOMIC DEVELOPMENT	-	-	-	122,065	182,721	60,656	(122,065)	(182,721)	60,656		-	220,318	(220,318)
1048 MUSEUMS & HERITAGE PLACE	27,319	27,238	81	169,768	202,049	32,282	(142,449)	(174,811)	32,363		44,980	272,160	(227,180)
1076 VISITOR INFORMATION CENTRE	42,714	27,000	15,714	160,037	205,650	45,613	(117,323)	(178,650)	61,327	2	35,000	299,509	(264,509)
	115,201	120,238	(5,037)	656,043	872,572	216,529	(540,842)	(752,334)	211,492		189,980	1,172,787	(982,807)
TOTAL REVENUE & EXPENDITURE													
	198,502	187,968	10,534	2,490,958	3,022,733	531,774	(2,292,456)	(2,834,765)	542,309		267,710	4,038,015	(3,770,305)

NOTES

- 1 HR is behind due to Big Day In being postponed to July and other training behind due to COVID to be caught up in the coming months.
- 2 Will adjust income in March Budget Review, Tourism to decrease and Visitor Information Centre to decrease.

Recommendation:

That Council receive the Governance financial report for information.

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

11.2 Standing Matters - Calendar of Events

Calendar of Events, Upcoming Meetings and Conferences for Councillors

Date	Event	Location	Participants
April 2022			
19 Tue	Councillor Briefing	Fairmount Rooms Longreach Civic Centre 8am – 5pm	All Councillors, Chief Executive Officer and Executive Leadership Team
20 Wed	Councillor/Director Strategic Round Table	RM Williams Cottage Australian Stockman's Hall of Fame 11:30am – 3:00pm	All Councillors, Executive Leadership Team and Officers
21 Thu	Council Meeting	Council Chambers Longreach Civic Centre 9am - 5pm	All Councillors, Chief Executive Officer, Executive Leadership Team and Members of the Public
25 Mon	Longreach ANZAC Day Commemorations	Edkins Park, Longreach 9am	Mayor Tony Rayner
25 Mon	Ilfracombe ANZAC Day Commemorations	Memorial Park, Ilfracombe 11:45am	Cr Tracy Hatch
25 Mon	Isisford ANZAC Day Commemorations	War Memorial, Isisford 11:00am	Cr Dale Bignell
25 Mon	Yaraka ANZAC Day Commemorations	War Memorial, Yaraka 10:00am	Cr Leonie Nunn
26 Tue	2022/23 FY Budget: Workshop 1	Fairmount Rooms Longreach Civic Centre 9:00am – 4:30pm	All Councillors, Chief Executive Officer and Executive Leadership Team
May 2022			
5 Thu	Councillor/Director Strategic Round Table	Location TBC 12:00pm – 3:00pm	All Councillors, Executive Leadership Team and Officers
11 Wed	Audit & Risk Committee Meeting	TBC	Mayor, Cr Nunn, Cr Martin, Chief Executive Officer and Chief Financial Officer
17 Tue	Councillor Briefing	Fairmount Rooms Longreach Civic Centre 8am – 5pm	All Councillors, Chief Executive Officer and Executive Leadership Team
19 Thu	Council Meeting	Isisford Town Hall 9:00am – 5:00pm	All Councillors, Chief Executive Officer, Directors and Members of the Public
24 Tue – 25 Wed	RAPAD Meeting	TBC	Mayor and Chief Executive Officer
31 Tue	2022/23 FY Budget: Workshop 2	Fairmount Rooms Longreach Civic Centre 9:00am – 4:30pm	All Councillors, Chief Executive Officer, and Executive Leadership Team
June 2022			
1 Wed	Councillor/Director Strategic Round Table	Location TBC 12:00pm – 3:00pm	All Councillors, Executive Leadership Team and Officers
13 Mon	2022/23 FY Budget: Workshop 3	Fairmount Rooms Longreach Civic Centre 9:00am – 4:30pm	All Councillors, Chief Executive Officer, and Executive Leadership Team
14 Tue	Councillor Briefing	Fairmount Rooms Longreach Civic Centre 8am – 5pm	All Councillors, Chief Executive Officer and Executive Leadership Team

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

16 Thu	Council Meeting	Council Chambers Longreach Civic Centre 9:00am – 5:00pm	All Councillors, Chief Executive Officer, Directors and Members of the Public
29 Wed	Special Council Meeting – 2022/23 Budget Adoption	Council Chambers Longreach Civic Centre 1:00pm – 4:30pm	All Councillors, Chief Executive Officer, Directors and Members of the Public

Recommendation:

That Council receive the Calendar of Events for information.

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.3 - Workplace Health & Safety Update Report - March 2022

11.3 Workplace Health & Safety Update Report - March 2022

File Ref:

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

Council Action

Recognise

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Workplace Health and Safety Act 2011

Workplace Health and Safety Regulations 2011

Policy Considerations

Workplace Health and Safety Policy No 10.2

Corporate and Operational Plan Considerations

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

Budget Considerations

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

Previous Council Resolutions related to this Matter

N/A

Officer Comment

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

Background:

The HR/WHS Manager provides a monthly update report, which provides a summary of Council's health and safety performance as at 31 March 2022.

Issue:

Workplace Health and Safety Reporting – Period Ending 31 March 2022

In total, 5 personal incidents were reported in the month, with all incidents resulting in injuries. Of the injuries, 3 were reported and resolved with first aid. Two incidents were notifiable to WHSQ, 1 relating to an incident categorised as 'slip/trips/fall' and the other due to an employee potentially contracting a zoonotic disease. Of the 2 notifiable incidents, only 1 has been investigated by a WHSQ Inspector onsite. WHSQ issued an improvement notice with rectification action to be completed by 13 May 2022. The equipment and materials required to complete the rectification

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.3 - Workplace Health & Safety Update Report - March 2022

action for this notice are on order and are expected to arrive at the end of April for installation at the beginning of May. To mitigate the risk to our workers the equipment that created the trip hazard has been moved to a more appropriate location.

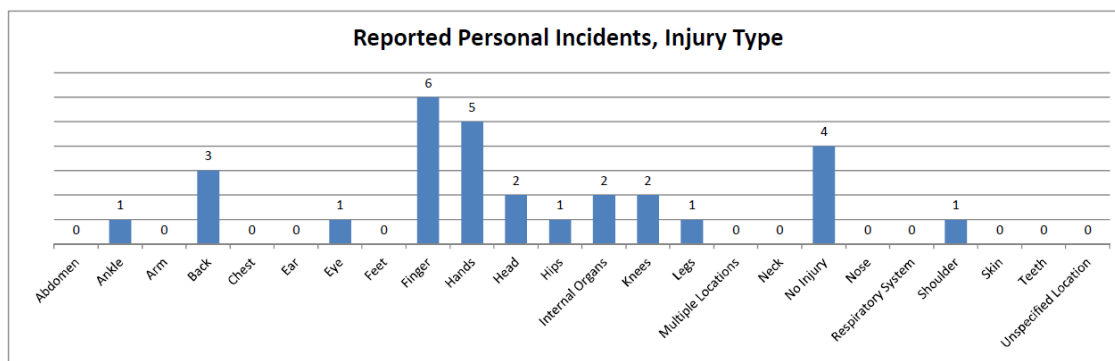
There was also a notifiable incident reported to WHSQ by a Principal Contractor delivering a Project for Council, due to one of the contractor's employees being injured onsite and requiring hospitalisation.

Sprains and strains of joints and muscles remains the most common injury cause year to date. Council's Training Coordinator is working with the Safety team to arrange a refresher session for manual handling training for our staff to ensure they have awareness of correct manual handling techniques.

As at 31 March 2022, Council has the following cases with LGW Insurer:

1. 1 upper limb injury case.

The below table reflects injury type YTD



Other Incident Reporting

Throughout the month the following reports were received:

- 8 Plant Incidents were reported, 3 incidents involved Hydraulic Hoses failing resulting in oil leaks which were assessed and contained appropriately. The remaining incidents are categorised as plant body damage as a result of operator error or glass damage from rocks flicking up damaging windscreens. A recommendation has been made to the Workshop Supervisors in both Longreach and Isisford to review maintenance schedules for plant with hydraulic hoses and the frequency of inspections of hoses.
- 3 Snake Near Miss incidents were reported, 2 incidents were monitored by staff from a safe distance as the snake left the area. 1 was deceased and was carefully placed in a container before being disposed of.
- 1 Public Incident was reported, which was the result of a trip hazard. Rectification works to address the hazard were commenced and completed within the month. Council undertakes a footpath audit which highlights defects which are then added to a maintenance schedule for rectification; at the time of audit this area had no defect.

WHS Consultation

- The Safety team have commenced the review of the Safety Management System for the 2022/23 Financial Year, where the Key Performance Indicators will be reviewed to ensure they are appropriate measures of Council's safety performance and strategic goals for the next 12 months.
- An engagement exercise will be undertaken in April with 4 groups reflecting representation from across the various work groups of Council to understand from their point of view what is

11. CHIEF EXECUTIVE OFFICER'S REPORT

11.3 - Workplace Health & Safety Update Report - March 2022

working well and where there are challenges relating to Council's safety system, the information gathered from these sessions will help inform areas of focus FY23.

- The Safety team have commenced testing a new software platform which is being funded by LGW for 2 years. The team has initially set up both incident reporting and hazard inspection modules with Council Health and Safety Representatives (HSRs) receiving training in the system to commence trials to identify gaps or challenges that may be presented to end users. One of the aims of trialling this software is to assess whether leveraging software can assist with reducing the time and resources spent on manual paperwork and record keeping with the system having internal automated workflows.
- Overtime graphs will be introduced to this report demonstrating metrics of Council's safety performance, this will follow the development of more meaningful KPI's and a review of how data is captured in the LRC-SMS.

Risk Management Factors:

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

Likelihood: Possible

Consequence: Minor

Rating: M6

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

Environmental Management Factors:

Nil

Other Comments:

N/A

Recommendation:

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

12. CORPORATE SERVICES REPORT

12.1 - Standing Matters - Corporate Services Financial Report

12. CORPORATE SERVICES REPORT

12.1 Standing Matters - Corporate Services Financial Report

Corporate					Year to Date				Full Year			
Note:		Actual	Budget	Variance	%	Revised	Original	Variance	%			
		\$'000	\$'000	\$'000		Budget	Budget					
	Operating Income											
	Rates, levies and charges	5,629	5,618	11	0%	5,112	5,112	-	0%			
	Fees and charges	55	30	24	81%	34	34	-	0%			
	Rental income	29	85	(56)	-66%	113	113	-	0%			
	Interest received	164	146	17	12%	700	765	(65)	-8%			
	Sales revenue	-	-	-	0%	-	-	-	0%			
	Other	162	92	69	75%	84	84	-	0%			
	Grants, subsidies, contributions and donations	3,575	3,654	(79)	-2%	8,986	8,523	463	5%			
	Total Operating Income	9,613	9,626	(12)	0%	15,030	14,632	398	3%			
	Operating Expenditure											
	1 Employee benefits	4,262	4,012	(250)	-6%	5,957	6,292	335	5%			
	2 Materials and services	38	437	399	91%	(119)	(366)	(247)	68%			
	Finance costs	514	455	(59)	-13%	604	604	-	0%			
	Depreciation and amortisation	271	292	21	7%	389	414	24	6%			
	Other	-	-	-	0%	-	-	-	0%			
	Total Operating Expenditure	5,085	5,197	112	2%	6,831	6,943	112	2%			
	Operating Surplus/(Deficit)	4,528	4,429	99	2%	8,199	7,689	510	7%			
	Capital Income and Expenditure											
	2 Capital Revenue	524	1,645	(1,121)	-68%	1,800	1,359	441	32%			
	Capital Expenses	-	-	-	0%	-	-	-	0%			
	Net Capital Income/(Loss)	524	1,645	(1,121)	-68%	1,800	1,359	441	32%			
	Net Result	5,052	6,074	(1,022)	-17%	9,999	9,048	951	11%			

Areas to note

Exception reporting:

- 1 Three pay periods within the month of March.
- 2 Saleyards project is behind schedule therefore funding is not meeting milestones forecast.

12. CORPORATE SERVICES REPORT

12.1 - Standing Matters - Corporate Services Financial Report

11 CORPORATE SERVICES	OP REVENUE			OP EXPENSE			OP RESULT			NOTES	Amended		
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance		Revenue FY Budget	Expense FY Budget	Op Result FY Budget
FINANCE SERVICES													
1133 FINANCIAL SERVICES	3,294,951	3,255,195	39,756	485,042	452,077	(32,965)	2,809,909	2,803,118	6,791		8,217,646	583,470	7,634,176
1156 RATES MANAGEMENT	5,111,543	5,092,000	19,543	100,118	132,050	31,932	5,011,425	4,959,950	51,475		5,115,000	158,300	4,956,700
1107 CASH MANAGEMENT	128,568	101,256	27,312	61,475	57,082	(4,393)	67,093	44,174	22,919		135,000	75,938	59,062
1124 DEBT MANAGEMENT	-	-	-	840	2,000	1,160	(840)	(2,000)	1,160		-	10,000	(10,000)
1172 TAXATION	-	-	-	48,300	90,000	41,700	(48,300)	(90,000)	41,700		-	130,000	(130,000)
1125 OVERHEADS	-	-	-	(2,657,460)	(3,137,516)	(480,056)	2,657,460	3,137,516	(480,056)	1	-	(4,530,223)	4,530,223
1177 ON-COSTS	48,680	35,000	13,680	3,035,774	2,732,413	(303,361)	(2,987,094)	(2,697,413)	(289,681)	1	35,000	4,180,223	(4,145,223)
	8,583,742	8,483,451	100,291	1,074,090	328,106	(745,984)	7,509,652	8,155,345	(645,693)		13,502,646	607,708	12,894,938
ADMINISTRATION													
1120 CORPORATE	29,013	-	29,013	1,267,626	1,460,060	192,434	(1,238,613)	(1,460,060)	221,447	2	-	1,930,200	(1,930,200)
1140 INFORMATION TECHNOLOGY (IT)	-	-	-	778,371	910,578	132,207	(778,371)	(910,578)	132,207	2	-	1,055,770	(1,055,770)
1110 COMMERCIAL BUSINESSES	49,063	45,000	4,063	112,145	102,120	(10,025)	(63,082)	(57,120)	(5,962)	2	60,000	136,152	(76,152)
1104 ANIMAL CONTROL	31,748	25,000	6,748	287,584	306,554	18,971	(255,836)	(281,554)	25,719		27,500	405,820	(378,320)
1152 PROPERTY PEST MANAGEMENT	87,782	123,250	(35,468)	209,703	191,810	(17,893)	(121,920)	(68,560)	(53,361)	3	143,250	369,831	(226,581)
1168 STOCK ROUTE MANAGEMENT	12,642	75,000	(62,358)	112,119	174,485	62,366	(99,478)	(99,485)	8		100,000	198,724	(98,724)
1121 COUNCIL CONTROLLED LAND	9,215	5,250	3,965	101,830	88,887	(12,943)	(92,615)	(83,637)	(8,978)	4	7,000	118,244	(111,244)
1131 ENTERPRISE RISK MANAGEMENT	19,958	18,750	1,208	628,726	629,000	274	(608,768)	(610,250)	1,482		25,000	629,000	(604,000)
1169 STORES & PURCHASING	-	2,250	(2,250)	3,178	18,877	15,699	(3,178)	(16,627)	13,449		3,000	19,949	(16,949)
	239,420	294,500	(55,080)	3,501,281	3,882,371	381,090	(3,261,860)	(3,587,871)	326,010		365,750	4,863,690	(4,497,940)
COMMERCIAL SERVICES													
1163 SALEYARDS	272,881	284,500	(11,619)	36,057	373,918	337,861	236,824	(89,418)	326,242	5	546,000	541,647	4,353
1141 LAND DEVELOPMENT	-	-	-	31,392	29,411	(1,981)	(31,392)	(29,411)	(1,981)		-	43,907	(43,907)
1143 LEASED OUT ASSETS	16,119	50,250	(34,131)	77,053	202,089	125,036	(60,934)	(151,839)	90,905	6	107,000	269,458	(162,458)
1146 LWDEFS	500,953	512,826	(11,873)	365,038	380,829	15,791	135,915	131,997	3,918		515,326	504,468	10,858
	789,952	847,576	(57,624)	509,539	986,247	476,707	280,413	(138,671)	419,084		1,168,326	1,359,480	(191,154)
TOTAL REVENUE & EXPENDITURE	9,613,114	9,625,527	(12,413)	5,084,910	5,196,724	111,814	4,528,205	4,428,803	99,401		15,036,722	6,830,878	8,205,844

NOTES

- 1 Three pay periods for the month of March.
- 2 Primarily related to timing of upcoming committed costs.
- 3 Second baiting program underway.
- 4 Increase is needed in March review to account for town common rates.
- 5 Delays in contact agreements and scheduling of works.
- 6 Decrease in income due to overbudget on leased out income.

Recommendation:

That Council receive the Corporate Services financial report for information.

12. CORPORATE SERVICES REPORT

12.2 - Monthly Financial Statements

12.2 Monthly Financial Statements

File Ref:

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

CFO report for the month of March 2022

Statement of financial performance

	YTD Actual	YTD Budget	Last YTD	Full year budget
	\$'000	\$'000	\$'000	\$'000
Revenue				
Rates, levies and charges	11,432	10,984	10,570	11,205
Fees and charges	1,415	1,633	2,162	2,201
Recoverable works income	4,807	5,012	2,032	7,185
Other revenue	343	441	522	586
Operating grants, subsidies and contributions	8,789	10,955	13,170	18,755
Capital grants, subsidies and income	2,801	6,065	5,481	8,891
Profit on sale of assets	476	1,398	557	1,398
Total revenue	30,063	36,488	34,494	50,220
Expenses				
Employee expenses	10,913	11,481	11,096	15,943
Materials and services	14,911	16,474	14,927	21,786
Finance expenses	692	633	661	837
Depreciation	5,803	5,817	5,710	7,756
Other expenses	-	-	-	-
Total expenses	32,320	34,404	32,394	46,322
Net surplus or (deficit)	(2,258)	2,083	2,100	3,898
Operating deficit				
Net surplus	(2,258)	2,083	2,100	3,898
less capital grants and income	(3,277)	(7,463)	(6,038)	(10,289)
Operating deficit	(5,534)	(5,379)	(3,938)	(6,390)

Revenue

Year to date (YTD) revenue remains under budget, caused mainly by the timing of capital and operating grants. The timing of capital grants is dependent on the completion of budgeted capital projects. Operating grant revenue is also behind budget YTD due to the timing of budgeted flood repair projects.

Also affecting the operating grant income are adjustments related to the 2019 NDRA event. An amount of \$1.1 million in revenue was received in March upon the closure of the 2019 NDRA event. Recognised in the balance sheet was an accrual for this revenue at the end of the 2021 financial year, totaling \$2.0 million, which has been reversed in March. The net impact of these items has been to reduce operating grant income by \$0.9 million in the 2022 financial year.

The adjustments made for the 2019 NDRA event are not unusual and it is likely that revenue accruals will be made in June as part of the normal year end process.

Compared with the same time in the previous year, total revenue is \$4.4 million lower this year due to lower grant income, offset by higher rates and recoverable works income.

12. CORPORATE SERVICES REPORT

12.2 - Monthly Financial Statements

Expenses

YTD expenses are under budget. Employee expenses remain under budget due to ongoing vacancies with 11% of positions vacant at the end of March. Materials and services remain under budget for the YTD mainly due to the ongoing delays in completing flood repair works.

Depreciation is now on budget after correcting a number of assets that were not depreciating during the year. Correcting these asset records has added \$0.6 million in depreciation charges for the YTD.

Total YTD expenses are equal to the same time last year with minor differences in employee expenses and depreciation charges.

Net result

Council has achieved a net deficit for the YTD of \$2.3 million, which is under budget and less than last year. There is some risk of the full year budgeted result not being achieved if delays in capital programs cause some projects to finish past June 2022. This may be offset by some savings in budgeted employee expenses if vacancies continue over the final quarter for the financial year.

Operating deficit

Council's operating deficit YTD is \$5.5 million, which is under budget for the YTD and a lower result when compared with last YTD.

12. CORPORATE SERVICES REPORT

12.2 - Monthly Financial Statements

Statement of financial position

	YTD Actual	Actual June	Full year
	\$'000	2021	budget
		\$'000	\$'000
Current assets			
Cash and cash equivalents	24,576	32,634	21,218
Trade and other receivables	5,288	3,974	5,496
Inventories	613	650	683
Non-current assets			
Trade and other receivables	11,689	12,228	11,719
Property, plant and equipment	317,990	318,595	324,196
Other non-current assets	-	-	-
Total assets	360,156	368,081	363,312
Current liabilities			
Trade and other payables	5,070	11,221	818
Borrowings	754	1,186	1,212
Provisions	2,785	1,498	2,900
Non-current liabilities			
Borrowings	17,503	17,954	17,354
Provisions	3,474	3,415	4,323
Total liabilities	29,585	35,274	26,607
Net community assets	330,571	332,807	336,705
Community equity			
Asset revaluation reserve	123,259	123,238	123,239
Retained surplus	207,311	209,569	213,467
Total community equity	330,571	332,807	336,705

Assets

Council's trade and other receivables balance decreased in March as rates were paid and the 2019 DRFA contract asset was derecognised. The property plant and equipment balance decreased in March as depreciation adjustments were recognized and few new asset additions were made.

Liabilities

Trade and other payables increased slightly due to the timing of creditor payments. Borrowings continue to reduce as QTC loan repayment schedules are met. Overall, there was little net change to Council's liabilities.

Below is a schedule of Council's loans from QTC as at 31 March 2022.

Borrowings

Saleyard land purchase	345
Water project 15/16	580
Sewer infrastructure	678
ACC land purchase	630
Water project	3,065
LWDEFS loan 1	11,432
LWDEFS loan 2	1,558
Total borrowings	18,288

Overall summary

12. CORPORATE SERVICES REPORT

12.2 - Monthly Financial Statements

The reduction in Council's net result, mainly due to adjustments to the 2019 NDRA event and the adjustment to depreciation charges has reduced Council's net equity position. However Council still remains in a good financial position.

The risk to Council achieving its budgeted financial position is the ability to complete its budgeted capital expenditure program within the final quarter.

Balance sheet reconciliations

Major balance sheet items were reconciled at the end of February and some adjustments have been made to March's financial reports, including the reversal of the 2019 NDRA revenue accrual from the 2021 financial year. There will be further adjustments made in the final quarter of the financial year as reconciliations are brought up to date and month end processes are matured.

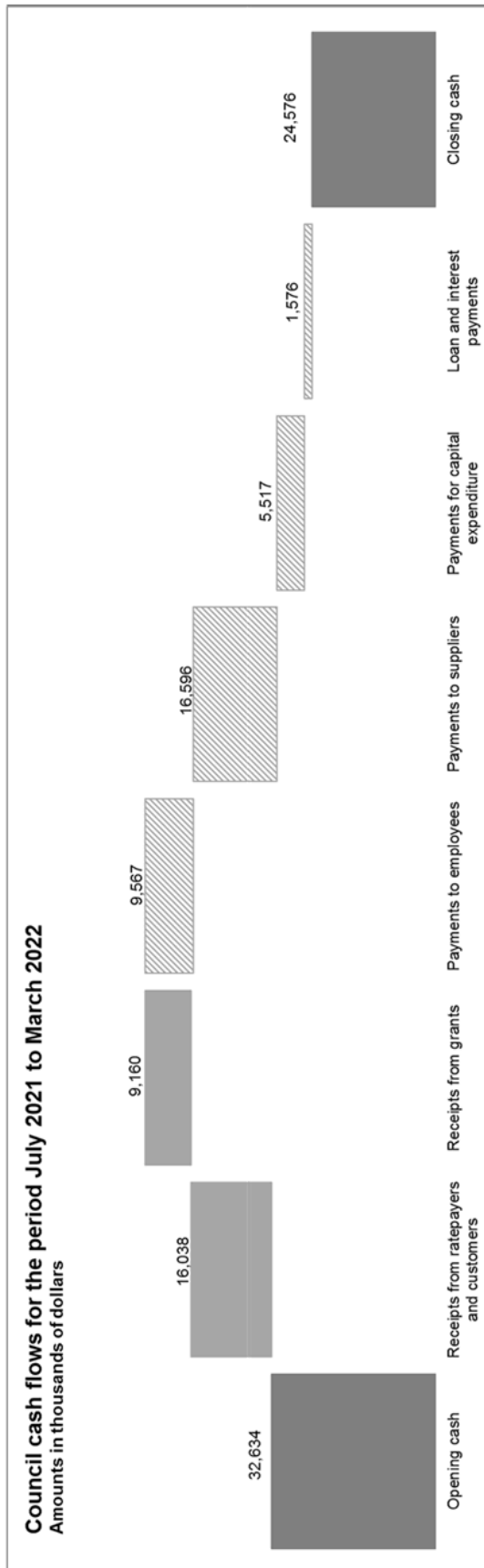
Cash flow and Capital Expenditure reports attached.

Appendices

1. CFO report March 2022.pdf [↓](#)

Recommendation:

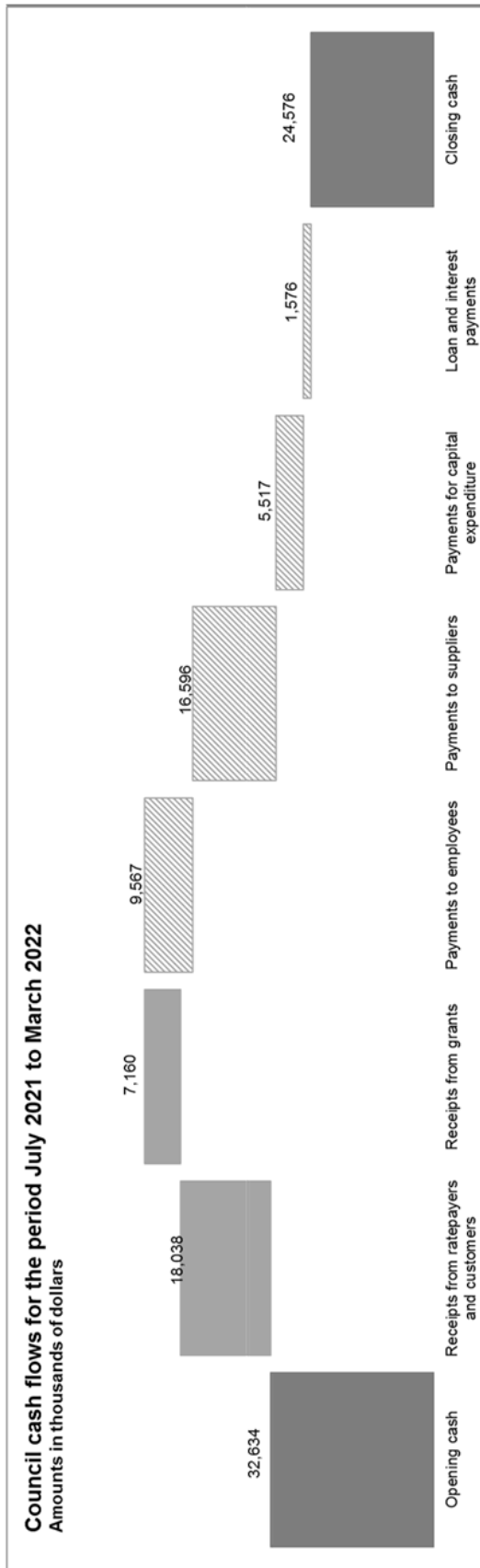
That the monthly financial statements for the period ending 31 March 2022, be adopted, as presented.



This graph illustrates Council's cash flows since the beginning of the financial year to the reporting date. It shows at a high level how much cash Council receives in from each source and how cash is then expended, to arrive at the closing balance.

The schedule below breaks down Council's restricted and operational cash as at 31 March 2022.

Cash	
Operational funds	19,501
Restricted cash	
LWDEFS	1,630
2021 NDRA funds	3,445
Total cash	24,576



This graph illustrates actual capital expenditure year to date and the remaining capital expenditure budget for the financial year, by main asset class. Capital expenditure includes both external and Council funded expenditure. Total capital expenditure to date is \$5.5 million with a further \$11.2 million budgeted for the remainder of the year.

Finance projects

Asset issues work plan to be completed NLT 30 June 2022			
Task	Status	Comments	Actioned by
Fix data integrity issues in Financial Fixed Asset Register (FFAR)	In progress	Comparing the status of assets in the FFAR with comments on APV's reports and reviewing effective lives	Asset Manager
Fix data integrity issues in Asset Management Register (AMR)	In progress	A lot of progress has been made. Put on hold until FFAR data has been verified.	Asset Manager
Review and update asset policy, MD documents and terms of reference for AMWG	Not started		CFO
Review and update the Asset Management Improvement Roadmap 2021/24	Not started		Asset Manager
Audit issues work plan to be completed NLT 30 June 2022			
Task	Status	Comments	Actioned by
21CR-1 Reconciliation of asset valuation upload to fixed asset register control activities	In progress	APV preparing desktop valuations of assets, applying indices to last year's values	APV
21CR-2 Valuation control processes control activities	Not started	Waiting for return of APV desktop valuations	
21CR-3 Revaluations - Synergy Fixed Asset Register	Not started		
21CR-4 Revaluations - Synergy asset revaluation journals	Not started		
21CR-5 End of year journals	Not started		
21CR-6 Revaluations - desk top reviews	Not started	Waiting for return of APV desktop valuations	
21FR-1 Property, plant and equipment not depreciated	In progress	Issue resolved for 78 assets. Checking treatment of road formation assets.	CFO
21FR-2 LWDEFS - special charges	Complete	Issue resolved and monitoring in place	CFO
21FR-3 LWDEFS - WIP	Complete	Issue resolved - no WIP remaining - debtor and loan balances reconciled	CFO
19CR-2 Year-end close process - information and communication	In progress	February material balance sheet items reconciled. Procedures still to be developed for month-end processes	CFO
21IR-1 Standard trial balance	In progress	Currently using a detailed TB in monthly reports. Investigating Power BI option.	CFO
20FR-3 Land at Cleve Paddock (disposed of in 2011) was included in revaluation	In progress	Asset was disposed under AASB-16 Leases. APV instructed to remove from valuation.	APV
20FR-2 PPE - negative depreciation	Complete	Issue resolved and monitoring in place	CFO

2022 Financial Report and Audit Plan		Status / Complete by	Comments	Actioned by
Auditor planning visit		Complete	Auditor visited Longreach and met with Mayor and key management personnel	Auditor
Asset valuations completed and uploaded		In progress	As per audit issues plan	CFO
Prepare key accounting issues paper		20/05/2022		
Auditor review of key accounting issues		10/05/2022		
ARMC to review key accounting issues and audit plan		11/05/2022		
Prepare proforma financial statements		17/05/2022		
Auditor review of proforma financial statements		25/05/2022		
Finalise May management reports		7/06/2022		
Prepare TB, reconciliations, workpapers		14/06/2022		
Preliminary audit		29/06/2022		
Financial year close		15/07/2022		
Final financial statements prepared		4/09/2022		
Final audit completed		19/09/2022		
Final audit completion report issued		4/10/2022		
ARMC to approve financial statements & management signed		5/10/2022		
Final auditor signed financial statements		13/10/2022		
Financial statements incorporated into annual report		28/10/2022		
Annual report published		30/10/2022		

Budget plan		Status / Complete by	Comments	Actioned by
1st round of workshops with ELT		Complete		Finance Manager
Prepare version 1		In progress	Consolidating workshop data and preparing budget presentation	CFO/Finance Manager
1st pre-budget workshop with Councillors		26/04/2022		
2nd round of workshops with ELT		9/05/2022		
Prepare version 2		23/05/2022		
2nd pre-budget workshop with Councillors		31/05/2022		
Final budget adjustments prepared		12/06/2022		
3rd pre-budget workshop with Councillors		13/06/2022		
Final budget papers prepared		21/06/2022		
Council Budget Meeting		29/06/2022		

Insurance renewal

Insurance renewal questionnaires have been completed for Cyber Liability and Liability policies. Asset and Supplementary Cover questionnaires are due to be lodged on 14 April 2022. Depending on the completion of the budget presentation, these may be lodged a few days late.

12. CORPORATE SERVICES REPORT
12.3 - Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

12.3 Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

File Ref:

Consideration of the establishment of a two (2) year Pre-Qualified Supplier register in the categories of quarry products, wet and dry hire, supplies, trades and services.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012 (Section 232)

Policy Considerations

Longreach Regional Council Procurement Policy No. 1.1

Corporate and Operational Plan Considerations

CORPORATE: PROCUREMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2	Responsible management of Stores / Procurement operations.	Procurement activity undertaken in line with legislative requirements to achieve best value for money for the community. Monthly stores stocktakes undertaken to effectively manage inventory.	95% of procurement activities audited are compliant with Council's policy and management directives. Annual Stores inventory write-off less than \$15,000.
2.1.10	Increase local spend on good/services within the region.	Facilitate one 'Doing Business with Council' informational sessions with local businesses.	<ul style="list-style-type: none">• Annual Information session delivered to local businesses.• Monthly reporting on Local spend.• Provide an annual opportunity for additional suppliers to join the pre-qualified supplier panels.• Support provided to local businesses to apply for supplier panels.

Budget Considerations

Nil

12. CORPORATE SERVICES REPORT
12.3 - Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

Previous Council Resolutions related to this Matter

(Res-2019-03-051)

Moved Cr Emslie seconded Cr Rayner

That in accordance with Section 232 of the Local Government Regulation 2012, Council adopts the following Registers of Pre-Qualified Suppliers for:

Pre-Qualified Suppliers – Plant Hire (Wet and Dry Hire)

<i>Approved Plant Hire</i>	<i>Approved Plant Hire</i>
Brooks Hire Service Pty Ltd	Clermont Crane Hire Pty Ltd
Coates Hire Operations Pty Limited	Ellimacon Pty Ltd
Ellis Profiling (QLD) Pty Ltd	Ellis Stabilising Pty Ltd
Essjay Contracting Pty Ltd	Ezyquip Hire Pty Ltd
Flexihire Pty Ltd	Galilee Basin Haulage & Plant Hire Pty Ltd
Harris Heavy Haulage Pty Ltd	Hastings Deering (Australia) Limited
JT Cox Concrete and Landscape Pty Ltd	Champion Contracting Pty Ltd
MW Making it Work Pty Ltd	G & G Markwell Pty Ltd
Marlin Pty Ltd	Marsh Rural Earth Moving Pty Ltd
Moore Civil and Plant Hire Pty Ltd	Oma Contracting
Rayner's Crane & Plant Hire	Rollers Australia Pty Ltd
S.E.A.L. Jones Earthmoving Pty Ltd	Sherrin Rentals Pty Ltd
Stabilised Pavements of Australia Pty Ltd	Tolbra Earthmovers & Haulage Pty Ltd
Tutt Bryant Hire Pty Ltd	Warner Earthmoving
Zafa Contracting Pty Ltd	Longreach Backhoe Hire
William & Debbie Fickling	Longreach Transport Co Pty Ltd
G & D Ballard	

Pre-Qualified Suppliers - Trades and Services

<i>Approved Maintenance and Construction</i>	<i>Approved Maintenance and Construction</i>
A&J Communications Pty Ltd	SEQ Group Pty Ltd
ACLA Electrical Solutions Pty Ltd	Ken Bray
Andentyl Pty Ltd	Graham Moffat
Flick Anticimex Pty Ltd (Amalgamated Pest Control)	Sopharr Pty Ltd
Cody's Custom Fabrication	Centwest Engineering & Steel Supplies Pty Ltd
Coola Carpets & Furniture	Darryl J McLachlan Builder Pty Ltd
Dillon's Diesel	House Proud Carpet Cleaning & Window Furnishings
Karlka Fencewright Qld Pty	Peter Leslie George Hirst
Gavin Groves Plumbing	Jade James Fuller
Capricornia Training Company Ltd	Brooke Laing & Co Pty Ltd
JT Cox Concrete and Landscape Pty Ltd	Hook Cabinet Making
Longreach Refrigeration & Airconditioning Pty Ltd	Figure 8 Fencing
Marshall Mobile Welding	Paulie's Plumbing & Gas Fitting
McPhee Construction and Maintenance	Steven Smith Refrigeration and air Conditioning Pty Ltd
Northern Lifestyle Sports Floors Pty Ltd	Longreach Engineering
Rayner's Crane & Plant Hire	Storm Electric Pty Ltd
Red Bear Painting	Wild Dog Trapping
Rippa Enterprise Pty Ltd	Wyton Building Pty Ltd

Pre-Qualified Suppliers - Quarry Products

<i>Cement, Concrete and Road Construction Materials</i>	<i>Cement, Concrete and Road Construction Materials</i>
Gromac Quarries (NQ)	Wagners Quarries Pty Ltd
JT Cox Concrete and Landscape Pty Ltd	Smith Bros Pty Ltd
Champion Contracting Pty Ltd	Western Resource (Holdings) Pty Ltd
Michael Horman Transport Pty Ltd	

12. CORPORATE SERVICES REPORT

12.3 - Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

Officer Comment

Responsible Officer/s: Carolyn Doyle, Administration Manager

Background:

The *Local Government Regulation 2012* (section 232) permits local governments to establish a register for pre-qualified suppliers for goods or services if:

- a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- b) the capability or financial capacity of the supplier of the goods or services is critical; or
- c) the supply of the goods or services involves significant security considerations; or
- d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
- e) the ability of local business to supply the goods or services needs to be discovered or developed.

Issue:

The categories for goods and/or services Council has tendered for meet one or more of the criteria listed in Section 232 of the *Local Government Regulation 2012* and are a renewal of existing registers which expires on 30 April 2022. If the new registers are adopted by Council, the registers of pre-qualified suppliers will be in place for a two (2) year period (2022-2024). The categories which were tendered included:

- Quarry Products;
- Wet and Dry Hire (Plant);
- Trades and Services; and
- Supplies.

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)

The risk of not having Pre-qualified Panels in place, is the exemption allowing rapid access to contractors and suppliers outlined in section 232 of the *Local Government Regulation 2012*, cannot be utilised. This can delay the timeframes for Council Officers to engage these suppliers to meet the demands of our community.

Environmental Management Factors:

Not Applicable.

Other Comments:

In accordance with section 232(5) of the *Local Government Regulation 2012*, to set up pre-qualified suppliers Council must advertise via public tender for suitably qualified and experienced suppliers and contractors for at least 21 days and taking all reasonable steps to publish the invitation in another way to notify the public of the tender process.

The advertisements were publicised in the Longreach Leader editions outlined in the table below. The tender was released on QTender and email notifications sent to suppliers if they were already subscribed to the website. The tender advertisement was also placed on the Council website and Longreach Regional Council Facebook page.

12. CORPORATE SERVICES REPORT

12.3 - Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

Tender	Start Date	Close Date
LRC082021 – Quarry Products	21/12/2021	25/1/2022
LRC092021 – Wet and Dry Hire	21/12/2021	25/1/2022
LRC102021 – Trades and Services	21/12/2021	25/1/2022
LRC122021 - Supplies	21/12/2021	25/1/2022

A total of 85 applications were received across the four separate tender's categories that were advertised. Of the 85 assessed by the assessment teams only 84 were approved to present to Council (see full list below).

The supplier that was not put forward by the panel for Council consideration was due to very minimal information being provided by the supplier in the tender response.

It should be noted that admission to the pre-qualified supplier registers does not guarantee any work or engagement with Council.

Appendices

1. EVA- Quarry Products [↓](#)
2. EVA- Wet and Dry Hire [↓](#)
3. EVA- Trades and Services [↓](#)
4. EVA- Supplies [↓](#)

Recommendation:

That in accordance with Section 232 of the Local Government Regulation 2012, Council adopts the following register of Pre-qualified Suppliers for the following Panels:-

Pre-qualified Suppliers – Quarry Products

<i>Approved Quarry Products</i>
Clermont Quarries Pty Ltd
Champion Contracting Pty Ltd
Fulton Hogan Industries
JT Cox Concreting
JT Cox Precast Pty Ltd
L J & G Fietz
Michael Horman Transport Pty Ltd
Moore Civil and Plant Hire Pty Ltd
Western Resources

Pre-qualified Suppliers – Wet and Dry Plant Hire (Plant)

<i>Approved Plant Hire</i>	<i>Approved Plant Hire</i>
Paterson Plant Hire Pty Ltd	Longreach Plant Hire
Bitu-Mill Pty Ltd	Manno's Plant Hire
Brooks Hire Service Pty Ltd	Marsh Rural Earthmoving Pty Ltd
Champion Contracting Pty Ltd	McAuley Earthworks Pty Ltd
Coats Hire	Michael Horman Transport Pty Ltd
Conplant Pty Ltd	Moore Civil and Plant Hire Pty Ltd
Diversified Building Services (QLD) Pty Ltd	Oma Contracting
Ellis Stabilising Pty Ltd	Rayner's Crane & Plant Hire
Essjay Contracting Pty Ltd	Reliable Hire

12. CORPORATE SERVICES REPORT
12.3 - Register of Pre-Qualified Suppliers (Renewal) - 2022-2024

Ezyquip Hire Pty Ltd	Rollers Queensland Pty Ltd
Flexihire Pty Ltd	Sherrin Rentals Pty Ltd
G & D Ballard Investments Pty Ltd	Tolbra Earthmovers & haulage Pty Ltd
Galilee Basin Haulage and Plant Hire Pty Ltd	Tutt Bryant Hire Pty Ltd
Harris Heavy Haulage Pty Ltd	William A & Deborah M Fickling
Hastings Deering (Australia) Limited	Westley Lines
J. T. Cox Concreting	Whyte Contracting

Pre-qualified Suppliers - Trades and Services

<i>Approved Maintenance and Construction</i>	<i>Approved Maintenance and Construction</i>
ACLA Electrical Solutions Pty Ltd	John R Hawkes
Albert Smith Signs Pty Ltd	J T Cox Concreting
Paterson Plant Hire Pty Ltd	Kent Construction
Bakers & Co Painting and Decorating Pty Ltd	Moore Civil & Plant Hire Pty Ltd
Centwest Engineering & Steel Supplies Pty Ltd	One Diversified (Aust.) Pty Ltd
Cody's Custom Fabrication	Rayner's Crane & Plant Hire
Coola Carpets and Furniture	Red Bear Painting
DC Solutions	Satintouch
Diversified Building Services (Qld) Pty Ltd	Saunders Electrical Contracting Pty Ltd
Gavin Christopher Groves	Steve Smith Refrigeration and Air-conditioning
Hoad Carpentry	Whyte Contracting
Hookies Kitchens & Cabinets	

Pre-qualified Suppliers - Supplies

<i>Supplies</i>	<i>Supplies</i>
Aquatic Elements	Morton Mechanical & Engineering
Australian Chemicals Pty Ltd	Outback Aqua
Barkers Newsagency	Pacific National Enterprises Pty Ltd
Biosafe Innovations Pty Limited	Paterson Plant Hire Pty Ltd
Bridgestone Australia Ltd	Professional Pump Services & Irrigation
Buttco Wholesalers	Promosphere Pty Ltd
Centwest Engineering & Steel Supplies	Redox Limited
Chemrose Suppliers Pty Ltd	Smith Bros Pty Ltd
Grillex Pty Ltd	St John Ambulance Australia Queensland Limited
Mercury Business	Xylem Water Solutions Australia Limited

Pre Qualified Supplier Panel - Quarry Supplies

Procurement method was (VendorPanel, Email, Verbal, QTender Box)
 Invitations Sent: (Number sent)

QTender
 Open Process



**Longreach
Regional Council**
 Ilfracombe Isisford Longreach Yaraka

Evaluation Matrix - Score Weightings out of 5 *

Supplier	Conforming	Method of Submission	Local Supplier	Price	Experience	Methodology	Total	Comments - include relevant details to support scoring
(Business Name)	Y/N	QTender/Email	Y/N	50%	25%	25%		
Clermont Quarries	Y	QTender	N	5	2	4	80.00%	
Champion Contracting Pty Ltd	Y	QTender	Y	4	5	4	85.00%	
Fulton Hogan Industries Pty Ltd	Y	QTender	N	4	5	5	90.00%	
J.T Cox Concreting	Y	QTender	Y	4	5	5	90.00%	
J.T Cox Precast Pty Ltd	Y	QTender	Y	2	5	5	70.00%	
LJ & G Fietz	Y	QTender	N	4	4	2	70.00%	
Michael Horman Transport Pty Ltd	Y	QTender	N	4	4	3	75.00%	
Moore Civil & Plant Hire Pty Ltd	Y	QTender	Y	4	5	5	90.00%	
Western Resources (Holdings) Pty Ltd	Y	QTender	Y	2	5	3	60.00%	

* Suggested only. Additional criteria and different weighting can be applied by the evaluation panel.

I declare that I have no conflict of interest in relation to this procurement evaluation.
 Recommendation is to accept (All suppliers)

Panel Member 1: Guy Goodman, Manager Works Date
 Signed by: [Signature] 13-4-2022
 Panel Member 2: Morgan Bell, WWSA Date
 Signed by: [Signature] 13/04/2022
 Panel Member 3: Carolyn Doyle, Admin Manager Date
 Signed by: [Signature] 13/4/2022
 Approved: Kimberley Dillon, A/DCS Date
 Signed by: [Signature] 24/4/22

Evaluation Structure Refer to the example on the right

Criteria	Explanation	Score
Price	Discounts will receive increased scoring price to include all costs associated with services including mobilisation if relevant	5
		4
		3
		2
		1

Complete list pricing with all services included and shows discounts

Complete list no discounts

Minor Deficiencies but generally prices listed

Definiecies in costs of services

Limited information provided on costs of services

Experience	Demonstrated experience in delivering the work or goods involved and experience in delivering to Local Government and familiarity with our requirements	5
		4
		3
		2
		1

Comprehensive scope, previous work with LRC Syrs +, high quality referees

Comprehensive scope, previous work with many local gov. bodies, adequate referees

Adequate scope, previous work with some local gov. bodies referees supplied

Deficiency in scope, no previous work with Local Gov. basic referees

Deficiency in scope, no local government experience, no referees

Methodology	Key criteria must be satisfied, Statement of Departures will be considered and assessed. WH&S requirements completed and compliant.	5
		4
		3
		2
		1

Meets all requirements

Meets key requirements, one minor requirement not met

Meets some key requirements, some minor requirements met

Meets one key and one minor requirement

No key requirements met



LRC092021 - Pre Qualified Supplier Panel - Wet & Dry Hire

Procurement method was (Vendor Panel,
Email, Verbal, QFender Box)
Invitations Sent: (Number sent)

QFender
Open Process

Evaluation Matrix - Score Weightings out of 5 *					Comments - include relevant details to support scoring
Supplier (Business Name)	Conforming Y/N	Method of Submission QFender/Email	Local Supplier Y/N	Price 50%	
Brooks Hire Services Pty Ltd	Y	Y	N	5	95.00%
Bruce Mill Pty Ltd	Y	Y	N	5	90.00%
Champion Contracting Pty Ltd	Y	Y	Y	4	85.00%
Complant Pty Ltd	Y	Y	N	5	95.00%
Coates Hire Operations Pty Ltd	Y	Y	N	5	95.00%
Diversified Building Services (Old) Pty Ltd	Y	Y	N	5	90.00%
Ellis Stabilising Pty Ltd	Y	Y	N	5	95.00%
Esjay Contracting Pty Ltd	Y	Y	N	5	90.00%
Exquisite Hire Pty Ltd	Y	Y	N	4	80.00%
Flexhire Pty Ltd	Y	Y	Y	5	95.00%
G & D Babbitt Investments Pty Ltd	Y	Y	Y	5	90.00%
Galilee Basin Haulage & Plant Hire Pty Ltd	Y	Y	Y	4	80.00%
Harris Heavy Haulage Pty Ltd	Y	Y	Y	5	95.00%
Hastings Diering (Australia) Limited	Y	Y	N	5	100.00%
JT Cox Concreting	Y	Y	Y	4	90.00%
Longreach Plant Hire	Y	Y	Y	4	75.00%
Manna's Plant Hire Pty Ltd	Y	Y	N	5	85.00%
Marini Rural Earthmoving Pty Ltd	Y	Y	Y	5	90.00%
McAuley Earthworks Pty Ltd	Y	Y	N	4	70.00%
Michael Norman Transport Pty Ltd	Y	Y	N	5	85.00%
Moore Civil & Plant Hire Pty Ltd	Y	Y	Y	4	90.00%
Ona Contracting	Y	Y	Y	4	80.00%
Pattersons Plant Hire	Y	Y	Y	4	80.00%
Rayner's Crane & Plant Hire	Y	Y	Y	5	100.00%
Reliable Hire Aust Pty Ltd	Y	Y	N	5	85.00%
Rollers Queensland Pty Ltd	Y	Y	N	5	90.00%
Sherrin Rentals Pty Ltd	Y	Y	N	5	90.00%
Tollra Earthmovers and Haulage Pty Ltd	Y	Y	N	4	75.00%
Tutt Bryant Hire Pty Ltd	Y	Y	N	5	85.00%
William and Debbie Fickling	Y	Y	Y	4	80.00%
Woolley Lines	Y	Y	Y	4	70.00%
White Contracting	Y	Y	Y	5	90.00%

* Based on only additional criteria and reference weighting can be added to the evaluation panel.

I declare that I have no conflict of interest in relation to this procurement evaluation.
Recommendation is to accept (All Suppliers)

Panel Member 1: Guy Goodman Manager Works Date 13-4-2022

Signed by: [Signature] Date 13-4-2022

Panel Member 2: Morgan Bell WWSA Date 13/04/2022

Signed by: [Signature] Date 13/04/2022

Panel Member 3: Carolyn Doyle Admin Manager Date 13/4/2022

Signed by: [Signature] Date 13/4/2022

Approved by: Scott Mayon CEO Date 14/4/22

Signed by: [Signature] Date 14/4/22

Evaluation Structure Refer to the example on the right		
Criteria	Explanation	Score
Price	Discounts will receive increased scoring price to include all costs associated with services including mobilisation if relevant	5
	Complete list pricing with all services included and shows discounts	4
	Complete list no discounts	3
	Minor Deficiencies but generally prices listed	2
	Deficiencies in costs of services	1
	No price list provided	1
Experience	Comprehensive scope, previous work with LRC Synt *	5
	High quality references	4
	Comprehensive scope, previous work with many local gov. bodies, adequate references	3
	Adequate scope, previous work with some local gov. bodies references supplied	2
	Deficiency in scope, no previous work with Local Gov. basic references	1
	Deficiency in scope, no local government experience, no references	1
Methodology	Key criteria must be satisfied	5
	Statement of Departures will be considered and assessed. WH&S requirements completed and compliant	4
	Meets key requirements, one minor requirement not met	3
	Meets some key requirements, some minor requirements met	2
	Meets one key and one minor requirement	1
	No key requirements met	1






LRC102021 - Pre Qualified Supplier Panel - Trades and Services

 Procurement method was (Vendor Panel, Email, Verbal, Q tender Box)
 Invitations Sent: (Number sent)

 Q tender
 Open Process

Evaluation Matrix - Score Weightings out of 5 *							Comments - include relevant details to support scoring
Supplier	Conforming	Method of Submission	Local Supplier	Price	Experience	Methodology	
(Business Name)	Y/N	Q tender/Email	Y/N	50%	25%	25%	
ACLA Electrical Solutions Pty Ltd	Y	Q tender	Y	4	5	4	85.00%
Albert Smith Signs Pty Ltd	Y	Q tender	N	3	4	4	50.00%
Paterson Plant Hire Pty Ltd	Y	Q tender	Y	4	5	3	80.00%
Bakers & Co Painting and Decorating Pty Ltd	Y	Q tender	N	4	4	4	80.00%
Centwest Engineering & Steel Supplies Pty Ltd	Y	Q tender	Y	4	5	5	90.00%
Cody's Custom Fabrication	Y	Q tender	Y	4	5	4	85.00%
Coala Carpets and Furniture	Y	Q tender	Y	3	5	3	50.00%
DC Solutions	Y	Q tender	Y	5	4	4	90.00%
Diversified Building Services (Qld) Pty Ltd	Y	Q tender	N	4	2	4	70.00%
Gavin Christopher Groves	Y	Q tender	Y	4	4	4	80.00%
Head Carpentry	Y	Q tender	Y	4	4	4	80.00%
Hoodless Kitchens & Cabinets	Y	Q tender	Y	1	5	4	55.00%
John R Hawkes	Y	Q tender	Y	4	3	3	70.00%
J T Cox Concreting	Y	Q tender	Y	1	5	5	60.00%
Kent Construction	Y	Q tender	Y	4	5	3	80.00%
Moore Civil & Plant Hire Pty Ltd	Y	Q tender	Y	4	5	5	90.00%
One Diversified (Aust.) Pty Ltd	Y	Q tender	N	4	3	5	80.00%
Rayner's Crane & Plant Hire	Y	Q tender	Y	4	5	4	85.00%
Red Bear Painting	Y	Q tender	N	1	5	3	50.00%
Sainttouch	Y	Q tender	N	4	4	5	85.00%
Saunders Electrical Contracting Pty Ltd	Y	Q tender	Y	4	5	3	80.00%
Steve Smith Refrigeration and Airconditioning	Y	Q tender	Y	4	5	3	80.00%
Whitc Contracting	Y	Q tender	Y	4	3	3	70.00%

 I declare that I have no conflict of interest in relation to this procurement evaluation.
 Recommendation is to accept (All Suppliers)

Panel Member 1:	Carolyn Doyle	Admin Manager	Date	13/4/2022
Signed by:				
Panel Member 2:	Kristen Grant	Public Facilities Manager	Date	13/4/22
Signed by:				
Panel Member 3:	Brendon Harvey	Project Manager	Date	13/4/22
Signed by:				
Panel Member 4:	Morgan Bell	WH&S Advisor	Date	13/04/2022
Signed by:				
Approved by:	Scott Mason	CEO	Date	14/4/22
Signed by:				

Evaluation Structure Refer to the example on the right		
Criteria	Explanation	Score
Price	Discounts will receive increased scoring price to include all costs associated with services including mobilisation if relevant	5
	Complete list pricing with all services included and shows discounts	4
	Complete list no discounts	3
	Minor Deficiencies but generally prices listed	2
	Deficiencies in costs of services	1
	Limited information provided on costs of services	
Experience	Comprehensive scope, previous work with LRC 5yrs +, high quality referees	5
	Comprehensive scope, previous work with many local gov. bodies, adequate referees	4
	Adequate scope, previous work with some local gov. bodies referees supplied	3
	Deficiency in scope, no previous work with Local Gov. basic referees	2
	Deficiency in scope, no local government experience, no referees	1
Methodology	Key criteria must be satisfied, Statement of Departures will be considered and assessed. WH&S requirements completed and compliant.	5
	Meets all requirements	4
	Meets key requirements, one minor requirement not met	3
	Meets some key requirements, some minor requirements met	2
	Meets one key and one minor requirement	1
	No key requirements met	



LRC122021 - Pre Qualified Supplier Panel - Supplies

Procurement method was (Vendor Panel, Email, Verbal, Q tender Box)
Invitations Sent: (Number sent)

Q tender
Open Process

Evaluation Matrix - Score Weightings out of 5 *							Comments - include relevant details to support scoring
Supplier	Conforming	Method of Submission	Local Supplier	Price	Experience	Methodology	
(Business Name)	Y/N	Q tender/Email	Y/N	50%	25%	25%	
Acquatic Elements Pty Ltd	Y	Q tender	N	3	4	4	70.00%
Australian Chemicals Pty Ltd	Y	Q tender	N	4	4	4	80.00%
Barriers Newsagency	Y	Q tender	Y	5	5	5	100.00%
Biosafe Innovations Pty Ltd	Y	Q tender	N	5	4	5	95.00%
Bridgestone Australia Ltd (protyres)	Y	Q tender	Y	5	5	5	100.00%
Bullock Wholesalers	Y	Q tender	Y	5	5	5	100.00%
Centwest Engineering & Steel Supplies	Y	Hand	Y	5	5	5	100.00%
Chemros Suppliers Pty Ltd	Y	Q tender	N	4	3	4	75.00%
FutureBus Pty Ltd	Y	Q tender	N	3	1	2	25.00%
Galbraith Pty Ltd	Y	Q tender	N	5	5	5	100.00%
Mercury Business Supplies	Y	Q tender	Y	5	5	5	100.00%
Morton's Mechanical & Engineering	Y	Q tender	Y	4	5	5	90.00%
Outback Aqua	Y	Q tender	Y	1	5	5	60.00%
Pacific National Enterprises	Y	Q tender	N	5	4	5	95.00%
Patterson Plant Hire	Y	Q tender	Y	4	5	5	90.00%
Professional Pump Services & Irrigation	Y	Q tender	N	4	4	5	85.00%
Promohygiene Pty Ltd	Y	Q tender	N	4	4	4	80.00%
Recox Limited	Y	Q tender	N	3	4	5	75.00%
Smith Bros Pty Ltd	Y	Q tender	Y	4	5	5	90.00%
St John's Ambulance Limited	Y	Q tender	N	5	4	5	95.00%
Xylem Water Solutions Aust. Limited	Y	Q tender	N	5	4	5	95.00%

* Suggested only. Additional criteria will be different weighting can be modified by the evaluation panel.

I declare that I have no conflict of interest in relation to this procurement evaluation.
Recommendation is to accept (All Suppliers except FutureBus PTY LTD)

Panel Member 3:	Morgan Bell	WPH & S	Date
Signed by:		13/04/2022	
Panel Member 4:	Carolyn Doyle	Admin Manager	Date
Signed by:		13/04/2022	
Approved by:	Kimberley Dillon	A / DCS	Date
Signed by:		14/04/22	

Evaluation Structure Refer to the example on the right		
Criteria	Explanation	Score
Price	Discounts will receive increased scoring price to include all costs associated with services including mobilisation if relevant	5
	Complete list / link no discounts	4
	Minor Deficiencies but generally outlines how pricing can be obtained	3
	Limited information provided on costs of services	2
	No price information provided	1
Experience	Comprehensive scope, previous work with LRC Syrs *	5
	High quality referees	4
	Comprehensive scope, previous work with many local gov. bodies, adequate referees	3
	Adequate scope, previous work with some local gov. bodies referees supplied	2
	Deficiency in scope, no previous work with Local Gov. basic referees	1
Methodology	Deficiency in scope, no local government experience, no referees	5
	Meets all requirements	4
	Meets key requirements, one minor requirement not met	3
	Meets some key requirements, some minor requirements met	2
	Meets one key and one minor requirement	1

12. CORPORATE SERVICES REPORT

12.4 - Consideration of leasing the Workshop facility located at 1 Devon Street, Ilfracombe QLD 4727

12.4 Consideration of leasing the Workshop facility located at 1 Devon Street, Ilfracombe QLD 4727

File Ref:

Consideration to lease the workshop facility located at 1 Devon Street, Ilfracombe QLD 4727.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

01-01 Procurement Policy 2021-2022

Corporate and Operational Plan Considerations

CORPORATE: LEASING			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
	Leasing and land management	Monitor and manage all leasing arrangements for council assets. Ensure all assets are leased. Manage sale processes for excess Council land.	<input type="checkbox"/> All leases renewed when due <input type="checkbox"/> All available assets leased out <input type="checkbox"/> Work in partnership with local Real Estate Agencies to market properties available for sale.

Budget Considerations

Potential income through leasing the vacant asset and in line with operational target set in the Annual Operational Plan 2021/22. The workshop facility was previously rented at \$185.00 per week.

Previous Council Resolutions related to this Matter

(Res-2018-07-221)

Moved Cr Martin seconded Cr Rayner

That Council agrees to enter into a commercial tenancy agreement with Ilfracombe Motors Pty Ltd over the Ilfracombe Workshop at 1 Devon Street, Ilfracombe for a term of two (2) years expiring 30 July 2020 at an annual rental of \$9,620.00 (\$185.00 per week) subject to:

- 1. Lease conditions and area requirements being met;*
- 2. Meeting quarterly inspections of premises;*
- 3. Electricity charge to be set at \$100 per month; and*
- 4. Total balance of 54-56 Mitchell St, Ilfracombe be repaid by 31 December 2018.*

Officer Comment

Responsible Officer/s: Kimberley Dillon, Acting Director of Corporate Services

12. CORPORATE SERVICES REPORT

12.4 - Consideration of leasing the Workshop facility located at 1 Devon Street, Ilfracombe QLD 4727

Background:

The workshop facility located at 1 Devon Street was the workshop facility for Ilfracombe Shire Council. In recent years, the facility has been rented to a local business owner to operate a mechanical workshop whereby a weekly commercial rental rate was paid for the lease of the asset.

In 2020, the lease agreement was not renewed and the facility has since been vacant.

Issue:

With the facility being vacant there is an opportunity for Council to re-lease the asset to a business or community group.

As outlined in the 2021/22 Annual Operational Plan, Council has set an operational target to ensure all assets are leased out.

In accordance with section 227 of the *Local Government Regulations 2012*, Council can not enter into a valuable non-current asset contract unless it first invites written tenders or completes a sale by auction. Under section 224(6) of the *Local Government Regulations 2012*, it defines the disposal process to include the granting of a lease over land or a building. Therefore, a tender process would need to be undertaken should Council choose to lease out the asset.

There are exceptions outlined in section 236(b) in the *Local Government Regulations 2012* to allow Council to not run a tender or auction process for the disposal of a valuable non-current asset, however, these are not being recommended should Council proceed with the leasing of the asset.

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)

This risk rating has been assessed on Council proceeding with an open tender process to lease the workshop facility which may generate interest from a local business or community group.

Environmental Management Factors:

Nil

Other Comments:

If Council chooses to tender the facility for leasing, a condition assessment would need to be undertaken to ascertain any maintenance work required before the asset can be leased.

Recommendation:

That Council undertakes an open tender process allowing businesses or community groups to make a submission to lease the workshop facility located at 1 Devon Street, Ilfracombe QLD 4727.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.1 - Standing Matters - Community and Cultural Services Financial Report

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.1 Standing Matters - Community and Cultural Services Financial Report

Community					Year to Date				Full Year			
Note:		Actual	Budget	Variance	%	Revised	Original	Variance	%			
		\$'000	\$'000	\$'000		Budget	Budget					
	Operating Income											
	Rates, levies and charges	-	-	-	0%	-	-	-	0%			
1	Fees and charges	1,292	1,510	(219)	-14%	2,021	2,021	-	0%			
	Rental income	98	103	(5)	-4%	128	128	-	0%			
	Interest received	-	-	-	0%	-	-	-	0%			
	Sales revenue	-	-	-	0%	-	-	-	0%			
	Other	24	5	20	442%	6	118	(112)	-95%			
	Grants, subsidies, contributions and donations	868	840	28	3%	946	612	334	55%			
	Total Operating Income	2,282	2,457	(175)	-7%	3,100	2,878	222	8%			
	Operating Expenditure											
2	Employee benefits	2,172	2,604	432	17%	3,470	3,429	(42)	-1%			
	Materials and services	3,398	3,509	111	3%	4,773	4,128	(645)	-16%			
	Finance costs	-	-	-	0%	-	-	-	0%			
	Depreciation and amortisation	834	738	(95)	-13%	984	716	(269)	-38%			
	Other	-	-	-	0%	-	-	-	0%			
	Total Operating Expenditure	6,403	6,851	447	7%	9,228	8,273	(955)	-12%			
	Operating Surplus/(Deficit)	(4,121)	(4,394)	272	-6%	(6,128)	(5,395)	(733)	14%			
	Capital Income and Expenditure											
	Capital Revenue	186	523	(336)	-64%	1,130	2,320	(1,190)	-51%			
	Capital Expenses	-	-	-	0%	-	-	-	0%			
	Net Capital Income/(Loss)	186	523	(336)	-64%	1,130	2,320	(1,190)	-51%			
	Net Result	(3,935)	(3,871)	(64)	2%	(4,998)	(3,075)	(1,923)	63%			

Areas to note

Exception reporting:

- 1 Fees are down in Childcare due to budgeted income for expansion included in overall budget, will see fees increase as rooms finish.
- 2 Vacancies being carried in some areas plus it includes the expansion of the Childcare vacancies.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.1 - Standing Matters - Community and Cultural Services Financial Report

12 COMMUNITY SERVICES DIRECTORATE													Amended			
	OP REVENUE			OP EXPENSE			OP RESULT				NOTES			Revenue	Expense	Op Result
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	FY Budget				FY Budget	FY Budget	
CHILD CARE SERVICES																
1209 CHILD CARE	1,260,744	1,387,131	(126,387)	1,389,886	1,483,385	93,499	(129,142)	(96,254)	(32,888)	1			1,753,683	1,972,793	(219,110)	
1201 OUTSIDE SCHOOL HOURS CARE	196,629	187,044	9,585	58,176	112,152	53,976	138,453	74,892	63,561				258,566	149,116	109,450	
1247 MOBILE CHILD CARE	235,120	213,570	21,550	170,323	197,374	27,051	64,797	16,196	48,602				220,070	262,187	(42,117)	
	1,692,493	1,787,745	(95,252)	1,618,385	1,792,911	174,526	74,108	(5,166)	79,274				2,232,319	2,384,096	(151,777)	
COMMUNITY																
1219 ADMINISTRATION	15,000	32,000	(17,000)	445,808	517,485	71,677	(430,808)	(485,485)	54,677				32,000	685,953	(653,953)	
1222 HOUSING	95,789	81,878	13,911	285,755	353,848	68,092	(189,967)	(271,970)	82,003				100,000	464,660	(364,660)	
1208 CEMETERIES	126,718	97,500	29,218	201,626	224,104	22,478	(74,908)	(126,604)	51,696				130,000	299,371	(169,371)	
1244 LIBRARIES	8,646	8,500	146	173,951	176,619	2,668	(165,305)	(168,119)	2,814				12,000	242,069	(230,069)	
1216 CELEBRATIONS	19,413	16,000	3,413	67,605	109,854	42,249	(48,192)	(93,854)	45,662				16,000	146,000	(130,000)	
1214 COMMUNITY DEVELOPMENT	43,500	32,500	11,000	199,893	235,587	35,694	(156,393)	(203,087)	46,694				32,500	286,584	(254,084)	
1215 COMMUNITY DONATIONS	-	-	-	76,346	71,000	(5,346)	(76,346)	(71,000)	(5,346)				-	112,000	(112,000)	
1218 SPONSORSHIP PROGRAMME	-	-	-	39,618	30,000	(9,618)	(39,618)	(30,000)	(9,618)	2			-	30,000	(30,000)	
1213 COMMUNITY CENTRES & HALL	142,094	192,425	(50,331)	296,513	416,080	119,567	(154,419)	(223,655)	69,236	3			273,350	693,715	(420,365)	
1255 RADF	27,999	45,376	(17,377)	39,599	46,250	6,651	(11,600)	(874)	(10,727)	4			45,376	55,000	(9,624)	
1211 COMMUNICATION SERVICES	7,019	5,625	1,394	4,106	22,172	18,066	2,913	(16,547)	19,460				7,500	29,515	(22,015)	
1212 COMMUNITY SPORTING FACILITIES	2,656	18,750	(16,094)	77,418	90,159	12,741	(74,763)	(71,409)	(3,354)				25,000	120,000	(95,000)	
1271 SWIMMING POOLS	6,261	1,500	4,761	867,868	706,777	(161,091)	(861,607)	(705,277)	(156,330)	5			2,000	867,753	(865,753)	
1267 SHOWGROUNDS	32,361	55,000	(22,639)	308,013	325,567	17,554	(275,652)	(270,567)	(5,085)	6			80,000	444,534	(364,534)	
1250 PARKS AND GARDENS	-	10,000	(10,000)	1,345,711	1,326,835	(18,876)	(1,345,711)	(1,316,835)	(28,876)				20,000	1,829,426	(1,809,426)	
1253 PUBLIC CONVENIENCES	-	-	-	105,014	90,625	(14,390)	(105,014)	(90,625)	(14,390)				-	127,093	(127,093)	
1237 HEALTH & ENVIRONMENTAL SERVICES	12,961	12,060	901	97,706	170,015	72,309	(84,745)	(157,955)	73,210	7			12,060	217,243	(205,183)	
1227 DEVELOPMENT SERVICES	48,943	60,225	(11,282)	152,279	144,708	(7,571)	(103,336)	(84,483)	(18,853)				80,300	192,940	(112,640)	
	589,359	669,339	(79,980)	4,784,830	5,057,684	272,854	(4,195,471)	(4,388,345)	192,874				868,086	6,843,857	(5,975,771)	
TOTAL REVENUE & EXPENDITURE	2,281,852	2,457,084	(175,232)	6,403,215	6,850,595	447,380	(4,121,363)	(4,393,511)	272,148				3,100,405	9,227,953	(6,127,548)	

NOTES

- 1 Fees are down due to budgeted income for expansion included in overall budget, will see fees increase as rooms finish.
- 2 Road to Rodeo and Show Society Sponsorship.
- 3 LRCI P3 Funding yet to come in for project jobs.
- 4 RADF will decrease income to actual.
- 5 Depreciation review picked up assets not depreciating \$167k for pools to be added in May review.
- 6 Fees and Charges income to be dropped in March review.
- 7 Decrease expenses due to FTE removed and now contracted.

Recommendation:

That Council receive the Community and Cultural Services financial report for information.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.2 - Community Funding Policy Review

13.2 Community Funding Policy Review

File Ref:

Consideration to adopt the reviewed and amended Mayoral Donations Policy No. 11.2, Sponsorship Policy No. 11.7 and Community Donations Policy No. 11.6.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulations Act 2012

Policy Considerations

Mayoral Donations No. 11.2

Sponsorship Policy No. 11.7

Community Donations No. 11.6

Corporate and Operational Plan Considerations

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

Budget Considerations

Nil – Council's existing budget for Mayoral Donations, Sponsorship and Community Donations will not change.

Previous Council Resolutions related to this Matter

(Res-2018-06-001)

Moved Cr Smith seconded Cr Emslie

That the following policies be adopted and remain in effect until a further review takes place in two (2) years:

- 1. Community Grant Program No. 11.6, as presented;*
- 2. Mayoral Donation Policy No. 11.2, as presented; and*
- 3. Sponsorship Policy No. 11.7, as presented.*

Officer Comment

Responsible Officer: Abby Lewis- Community Development Coordinator

Background:

Recently Council's Community Funding Program has been reviewed; this includes the policy and application process. These reviews included Mayoral Donations, Sponsorship and Community Donations. The review found changes made to make the applicant's process of completing and

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.2 - Community Funding Policy Review

submitting their application easier. These changes will also give Council's assessment panel more information to work with as more detail to the applications are required.

Issue:

Mayoral Donations:

Changes made to the Mayoral Donation policy and application:

- Previously there has been no acquittal process for Mayoral Donations. The Director of Community and Cultural Services and Community Development Coordinator have implemented a 4 week acquittal due date. Failure to acquit council funds may result in future applications not being considered.
- The applicant must live within the Longreach Region.
- Application cut of dates have been implemented as this will assist with meeting council report due dates. This will be the first Tuesday of each month.
- Providing a budget breakdown of what the funds will be spent on has been implemented.

Sponsorship:

Changes made to the Sponsorship policy and application:

- Previously the acquittal process was due within a 6 month period, the Community and Cultural Services and Community Development Coordinator have implemented a 4 week acquittal due date. Failure to acquit council funds may result in future applications not being considered.
- Application cut of dates have been implemented as this will assist with meeting council report due dates. The first Tuesday of each month.
- A holistic budget has been implemented for applicants to clearly state what council funds will be used for.
- In-Kind support will only be considered for council services, which are listed in the fees and charges.
- A link to the fees and charges has been added to the application.

Community Donations:

Changes made to the Community Donations policy and application.

- Previously the acquittal process was due within a 6 month period, the Community and Cultural Services and Community Development Coordinator have implemented a 3 month acquittal due date. Failure to acquit council funds may result in future applications not being considered.
- Application cut of dates have been implemented as this will assist with meeting council report due dates. The first Tuesday of each month.
- A holistic budget has been implemented for applicants to clearly state what council funds will be used for.
- In-Kind support will only be considered for council services, which are listed in the fees and charges.
- A link to the fees and charges has been added to the application.
- In-Kind support may be awarded by the Chief Executive Officer or delegate in accordance with the Community Donations Policy and program guidelines.

Risk Management Factors:

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

Likelihood: Rare
Consequence: Minor
Rating: Low - 8

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.2 - Community Funding Policy Review

Environmental Management Factors:
Nil

Other Comments:
Nil


Appendices

1. Mayoral Donations Policy [↓](#)
2. Community Donations Policy [↓](#)
3. Sponsorship Policy [↓](#)

Recommendation:

That Council adopts the following policies, as presented:

- a) Mayoral Donations Policy No. 11.2;*
- b) Sponsorship Policy No. 11.7;*
- c) Community Donations No. 11.6.*

Mayoral Donations		 Longreach Regional Council
Policy Number:	11.2	
Policy Category:	Community	
Authorised by:		
Date approved:		
Review Date:		

1. PURPOSE

The purpose of this policy is to provide a transparent, equitable and accountable framework for the Longreach Regional Council Mayoral Donation program.

2. SCOPE

This policy applies to individual community members, organisations and or clubs that have been selected to pursue achievements in their chosen area of expertise; this may include, but is not limited to significant sports and recreation, arts, cultural and academic endeavours. This will also apply to clubs and community organisations for sporting events or cultural performances.

This policy will be administered in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012* in that a grant will be awarded only if Council is satisfied that the grant will be used for the purpose that in the public interest and the grant criteria are satisfied.

This policy does not apply to:

- Program partnerships and agreements which support Council's strategic objectives;
- Community Donations Program;
- Sponsorship; and
- The Regional Arts Development Fund (RADF).

3. LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

4. DEFINITIONS

Acquittal - the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Club – an association dedicated to a particular interest or activity

Community Organisation - an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.

Donation – a cash contribution that is associated with a particular purpose, event or project.

Grant - a grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with Council's policy and/or strategic

objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria.

5. POLICY STATEMENT

This policy will be administered in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012* in that a donation will be awarded only if Council is satisfied that the donation criteria are met.

All applications will be assessed against eligibility and assessment criteria as stated in this policy and the program guidelines.

Council will set a fixed allocation for the Mayoral Donation program as part of its budget determinations each financial year.

6. ELIGIBILITY

In order to submit an application under the Mayoral Donation Program, the applicant must be:

- A permanent resident of the Longreach Regional Council area , or
- A community organisation or club that is a not-for profit incorporated organisation located within the Longreach Regional Council area, or
- A group or individual representing the region by performing, competing or presenting at district, state, national or international competitions, conferences or events, and
- Have met acquittal conditions for previous council funding.

All applications will be assessed against eligibility and assessment criteria as stated in this policy and the program guidelines.

7. INELIGIBLE APPLICATIONS

The following entities and applications are ineligible to apply under the Mayoral Donation's program and will not be considered for funding:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations
- Businesses
- Coaches, team managers, trainers and support crew
- 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
 - 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

8. LODGEMENT OF APPLICATIONS

Applications are to be made using the Mayoral Donations application form and must include relevant support documentation. All applications are to be emailed to assist@longreach.qld.gov.au or delivered in person to a Council Administration Office. All applicants are encouraged to contact council for support or assistance prior to lodging an application.

Mayoral Donation applications must be received by COB on first Tuesday of each month to be considered by Council in that month.

9. DELEGATED AUTHORITY

The Chief Executive Officer and the Director of Community and Cultural Services are responsible for the administration of these policies and guidelines.

10. MAYORAL DONATION CRITERIA

- i) Applicants must demonstrate benefit, or need for the project or activity.
- ii) The applicant must be based within the Longreach Regional Council boundaries;
- iii) Council will fund retrospective applications up to 60 days from the event date, to cover costs already incurred, if appropriate justification and evidence can be provided.
- iv) Incorporated entities must provide a copy of their most recent financial statements that are prepared in accordance with the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- v) Applicants must not have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Programme Policy and Guidelines.
- vi) Activities and projects will not be funded from multiple Council funding programmes.

11. DONATION LIMITS

- i) Amounts of up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland.
- ii) Amounts of up to \$500 will be available for individuals selected to represent Queensland in a national competition or event; or who have won at a state level and are competing in a national competition.
- iii) Amounts of up to \$1,000 will be available for individuals selected to represent Australia at an international competition or event level.
- iv) Amounts of up to \$2,000 will be available for not for profit community organisations or clubs for small amounts of assistance for sporting/cultural, events/performances or representation to be awarded in accordance with this policy and guidelines.

12. ACQUITTAL PROCESS

As part of any Mayoral Donations agreement, the successful recipient must acquit the use of Council's contributions in a method determined by Council. The successful applicant must funds within 60 days of the nominated event date. The acquittal may require, but is not limited to:

- Evidence of monies spent for the recipient to travel in receipt form i.e. travel, accommodation, uniforms, registration fees etc.

13. NOTIFICATION OF OUTCOME

Council will advise the outcome of the application in writing within ten (10) days of the monthly Council meeting. All funds must be spent within twelve (12) months of receiving a cash grant.

Unsuccessful applicants may seek feedback from Council.


14. ASSOCIATED DOCUMENTS

Mayoral Donations Application Form

Mayoral Donations Acquittal Form

Authorised by resolution as at XX XX XX

Scott Mason
A/Chief Executive Officer

Community Donations Policy		 Longreach Regional Council
Policy Number:	11.6	
Policy Category:	Community	
Authorised by:		
Date approved:		
Review Date:		

1. PURPOSE

The purpose of this policy is to provide a transparent, equitable and accountable framework for the Longreach Regional Council Community Donations Program.

2. SCOPE

This policy applies to all Community Organisations within the Longreach Regional Council region applying for a Community Grant provided by Council, under its Community Donations Program.

This policy will be administered in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012* in that a grant will be awarded only if Council is satisfied that the grant will be used for a purpose that is in the public interest and the grant criteria is satisfied.

This policy does not apply to groups or individuals applying for the following:

- Program partnerships and agreements which support Council's strategic objectives;
- Mayoral Donations
- Sponsorships; and
- The Regional Arts Development Fund (RADF).

3. LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

4. DEFINITIONS

Acquittal - the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Auspicing - means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicing organisation will be responsible for:

- The receipt, banking and administration of all monies;
- Project monitoring and completion;
- Ensuring the applicant acquits the funding within the allocated timeframe; and
- Sign off on the acquittal form.

Community Organisation - an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.

Donation – a cash contribution that is associated with a particular purpose, event or project.

In Kind – the provision of Council’s services, equipment plant or facilities to assist with an event or project.

5. POLICY STATEMENT

Council is committed to supporting local community organisations through its Community Donations 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.
- Support the acquisition or upgrading of facilities and equipment (excluding personal- use items).
- Provide donations towards services that deliver improved community services to the Council region.
- Deliver programs and events to engage and entertain a vast variety of community members within the Longreach Regional Council region.

6. ELIGIBILITY

In order to submit an application under the Community Donations Program, the applicant must be:

- A community organisation, group or club that is a not-for-profit incorporated organisation and is located in the Longreach Regional Council area, or
- A community group or club auspiced by not-for-profit incorporated organisation located within the Longreach Regional Council area, and
- Have met acquittal conditions for previous council funding.

Each Community Organisation is eligible to apply for a maximum of \$5,000 per financial year.

7. INELIGIBLE APPLICATIONS

The following entities and applications are ineligible under the community donations program and will not be considered for funding:

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations
- Businesses Applications whereby Council funds will be donated to another cause (e.g charity events
- Applications which fund;
 - i. Wages or salaries for staff
 - ii. Recurrent costs with day to day operations of a community group
 - iii. Retrospective funding
 - iv. Equipment or other expenditure that are personal or of personal gain
 - v. Part of or all of Council rates
 - vi. Items that would otherwise be funded by State or Government bodies

8.

9. LODGEMENT OF APPLICATION AND CUT OFF DATE

Applications are to be made using the Community Donations Application Form and must include relevant support documentation. All applications are to be emailed to assist@longreach.qld.gov.au or delivered in person to Council Administration Office. All applicants are encouraged to contact council for support or assistance prior to lodging an application.

Community Donations (financial and in-kind support) applications must be received by COB on first Tuesday of each month to be considered by Council in that month.

In-kind support will only be considered for Council services, which are listed in the fees and charges.

In cases of emergency or other extenuating circumstances, applications received after the cut off each month, may be considered as a late agenda item to Council, at the discretion of the Chief Executive Officer.

10. COMMUNITY DONATIONS CRITERIA

Community organisations defined within this policy, are eligible to apply for funding providing the below criteria is met:

- a) Applicants must demonstrate strong community benefit or need and support for the project or activity. (eg will it contribute to the regions economic development, tourism, liveability, etc).
- b) 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.
- c) The applicant should demonstrate attempts have been made to raise funds from other sources to assist with the event.
- d) Applicants must be able to demonstrate financial viability and/or competence to achieve the stated goals of the project or activity and provide evidence with application.
- e) Applicants must have acquitted previously awarded donations in accordance with the relevant Community Donations Policy in order to be considered for a new application.
- f) Applicants must not have any overdue debt with Council unless a payment arrangement is in place to reduce debt.
- g) Activities and projects will not be funded from multiple Council funding programmes.

11. DELEGATED AUTHORITY

The Chief Executive Officer and the Director of Community and Cultural Services are responsible for the administration of these policies and guidelines.

In-kind support of \$1,000 or less may be awarded by the Chief Executive Officer or delegate in accordance with this policy and program guidelines.

12. ASSESSMENT OF APPLICATION

Applications will be assessed by a panel of three Council representatives and against Council's eligibility assessment check list. The number and types of projects that are approved will depend on the funding available within the budget, in some instances only part funding may be offered to applicants which will be communicated to the applicant by an appropriate officer.

The Council has discretion, when considering applications and allocation of funds, to ensure they fulfil the spirit and intent of this policy and donations program.

13. ACKNOWLEDGEMENT

Acknowledgement of Council's Community Donation 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.

14. ACQUITTAL PROCESS

As part of any Community Donation agreement, the successful recipient must acquit the use of Council's contributions in a method determined by Council. The successful applicant must acquit their funds within three (3) months of the nominated event date. Failure to acquit funds may result in future applications being rejected.

15. NOTIFICATION OF OUTCOME

Council will advise the outcome of the application in writing within ten (10) days of the monthly Council meeting. All funds must be spent within twelve (12) months of receiving a cash grant.


Unsuccessful applicants may seek feedback from Council.

16. ASSOCIATED DOCUMENTS

Community Donations Application Form
Community Donations Assessment Form
Community Donations Acquittal Form

Authorised by resolution as at <insert date>:

Scott Mason
A/Chief Executive Officer

Sponsorship Policy		 Longreach Regional Council
Policy Number:	11.7	
Policy Category:	Community	
Authorised by:		
Date approved:		
Review Date:		

1. PURPOSE

The purpose of this policy is to provide a transparent, equitable and accountable framework for sponsorship of groups, organisations or individuals seeking to deliver projects, activities or events.

2. SCOPE

This policy applies to all organisations applying for a Sponsorship Grant provided by Longreach Regional Council, under its Sponsorship Program.

This policy will be administered in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012* in that a grant will be awarded only if Council is satisfied that the grant will be used for a purpose that is in the public interest and the grant criteria is satisfied.

This policy does not apply to:

- Program partnerships and agreements which support Council's strategic objectives;
- Community Grants;
- Mayoral Donations; and
- Regional Arts Development Fund (RADF).

3. LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

4. DEFINITIONS

Acquittal - the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Auspecting - means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An Auspecting organisation will be responsible for:

- The receipt, banking and administration of all monies;
- Project monitoring and completion;
- Ensuring the applicant acquits the funding within the allocated timeframe; and
- Sign off on the acquittal form.

Community Organisation - an entity that carries on activities for a public purpose; or an entity whose primary objective is not directed at making a profit.

In Kind – the provision of Council's services, equipment plant or facilities to assist with an event or project.

Sponsorship - is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives consistent with Council's policy and/or strategic objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria.

5. POLICY STATEMENT

Council is committed to supporting the community 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.

All applications will be assessed against eligibility and assessment criteria as stated in this policy and the program guidelines.

Council will set a fixed allocation for the Sponsorship Policy as part of its budget determinations each financial year.

6. 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 or organisation 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.

7. INELIGIBLE APPLICATIONS

The following entities and applications are ineligible under the community donations 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;
 - i. Wages or salaries for staff
 - ii. Recurrent costs with day to day operations of a community group
 - iii. Retrospective funding
 - iv. Equipment or other expenditure that are personal or of personal gain
 - v. Part of or all of Council rates
 - vi. Items that would otherwise be funded by State or Government bodies

8. LODGEMENT OF APPLICATIONS 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 or delivered in person to a 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 by Council.

9. SPONSORSHIP CRITERIA

- Applicants must demonstrate strong community benefit or need and support for the project, event or activity.
- 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.
- 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.
- Council will not fund retrospective applications to cover costs already incurred.
- Applicants must be able to demonstrate financial viability and/or competence to achieve the stated goals of the project or activity.
- 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.
- Activities and projects will not be funded from multiple Council funding programs.

All applicants are encouraged to contact council for support or assistance prior to lodging an application.

10. DELEGATED AUTHORITY AND SPONSORSHIP LIMITS

The Chief Executive Officer and the Director of Community and Cultural Services are responsible for the administration of these policies and guidelines.

Sponsorship of \$2,000 or less may be awarded by the Chief Executive Officer or delegate in accordance with this policy and program guidelines.

Sponsorship of more than \$2,000 must be awarded by resolution of Council in accordance with this policy and program guidelines.

In-kind support will only be considered for Council services, which are listed in the fees and charges.

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.

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.

11. AGREEMENT

Applicants must enter into a sponsorship agreement with Council for any funds awarded under this policy and guidelines.

12. ACKNOWLEDGEMENT

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.

13. ASSESSMENT OF APPLICATION

Applications will be assessed by a panel of three Council representatives and against an eligibility assessment check list. The number and types of projects that are approved will depend on the funding available within the budget, in some instances only part funding may be offered to applicants which will be communicated to the applicant by an appropriate officer.

The Council has discretion when considering applications and allocations of funds, to ensure they fulfil the spirit and intent of this policy and Sponsorship program.

14. ACQUITTAL PROCESS

As part of any sponsorship agreement, the successful recipient must acquit the use of Council's contributions in a method determined by Council. The successful applicant must acquit their funds within 4 weeks of the nominated event date. Failure to acquit funds may result in future applications being rejected.

15. NOTIFICATION OF OUTCOME

Council will advise the outcome of the application in writing within ten (10) days of the relevant monthly council meeting. All funds must be spent within twelve (12) months of receiving a cash grant.

Unsuccessful applications may seek feedback from Council.

16. ASSOCIATED DOCUMENTS

Sponsorship Application Pack
Sponsorship Assessment Form
Sponsorship Acquittal Form

Authorised by resolution as at XX XX XX:

Scott Mason
A/Chief Executive Officer

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.3 - Mayoral Donations - April 2022

13.3 Mayoral Donations - April 2022

File Ref:

Considerations of applications received in accordance with the Mayoral Donation Policy 11.02.

Council Action

Partner

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Mayoral Donation No. 11.02

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 2022.

Budget Considerations

\$85,132.00 committed and allocated to Community and Mayoral Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations for April 2022	Budget required to meet Mayoral Donations for April 2022	Budget remaining for future applications
Community & Mayoral Donations	\$112,000.00	\$0.00	\$26,868.00	\$5,000.00	\$2,800.00	\$19,068.00

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Abby Lewis, Community Development Coordinator

Background:

Longreach Regional Council Mayoral Donations Program received eight (8) applications for the month of April 2022.

These applications are:

1. Jaylie Miller has been selected to represent the Central West District 10-12 years girls touch football at the North West Region Trials in Mt Isa on 21 and 22 April 2022.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Mayoral Donations - April 2022

<i>Jaylie Miller</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>Yes</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>Yes</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Jaylie Miller \$350.00</i>	<i>Jaylie Miller \$350.00</i>

2. Xander Flanagan has been selected to represent the North West 11-12 years boys Rugby League State Championships at Maroochydoore from 22-28 June 2022.

<i>Xander Flanagan</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>No</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Mayoral Donations - April 2022

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Xander Flanagan \$350.00</i>	<i>Xander Flanagan \$350.00</i>

3. Jozette Jones has been selected to represent at the North West Netball State Championship in Toowoomba from the 5-8 May 2022.

<i>Jozette Jones</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>Yes</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Jozette Jones \$350.00</i>	<i>Jozette Jones \$350.00</i>

4. Jackarra Jones has been selected to represent at the North West netball state championship in Toowoomba from the 5-8 May 2022.

<i>Jackarra Jones</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>Yes</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.3 - Mayoral Donations - April 2022

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Jackarra Jones</i> \$350.00	<i>Jackarra Jones</i> \$350.00

5. Porsha King-Traill has been selected to represent at the Central West district 10-12 years girls touch football at the North West Region Trials in Mt Isa on 21 and 22 April 2022

<i>Porsha King-Traill</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>No</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Porsha King-Traill</i> \$350.00	<i>Porsha King-Traill</i> \$350.00

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Mayoral Donations - April 2022

6. Olivia Long has been selected to represent at the North West Netball State Championship in Toowoomba from the 5-8 May 2022.

<i>Olivia Long</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>No</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Olivia Long</i> <i>\$350.00</i>	<i>Olivia Long</i> <i>\$350.00</i>

7. Felicity Long has been selected to represent at the North West netball state championship in Toowoomba from the 5-8 May 2022.

<i>Felicity Long</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>No</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Mayoral Donations - April 2022

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Felicity Long \$350.00</i>	<i>Felicity Long \$350.00</i>

8. Ryan Jackson has been selected to represent the 14-15 years boys Rugby League State Championships in Mermaid Waters from 21-24 May 2022.

<i>Ryan Jackson</i>	
<i>Has the recipient applied for funds in the past?</i>	<i>Yes</i>
<i>Has the recipient applied for funds within the 21/22 Financial Year?</i>	<i>Yes</i>
<i>Does the recipient have any outstanding acquittals?</i>	<i>No</i>

Assessment of Application:

It is recommended that Council take into consideration that these requests are in accordance with the Mayoral Donation Policy 11.02

Section 7: Grant Criteria:

- i. Applicant must demonstrate strong community benefit or need and support for the project or activity;
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.

Section 8: Donations Limit

- i. Amounts up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland:

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Ryan Jackson \$350.00</i>	<i>Ryan Jackson \$350.00</i>

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)

Environmental Management Factors:

Nil

Other Comments:

Nil

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.3 - Mayoral Donations - April 2022

Recommendation:

That Council endorses the allocation of funds from the Mayoral Donation Program, in accordance with the Mayoral Donations Policy No. 11.02, as contained in the following table:

<i>Organisation/ Individual</i>	<i>Event/Project Activity</i>	<i>Event Date</i>	<i>Grant Approved</i>
<i>Jaylie Miller</i>	<i>10-12 Central West district Touch</i>	<i>21-22 April 2022</i>	<i>\$350.00</i>
<i>Xander Flanagan</i>	<i>11-12 Rugby League State Championships</i>	<i>22-28 June 2022</i>	<i>\$350.00</i>
<i>Jozette Jones</i>	<i>13-19 North West Netball Championships</i>	<i>5-8 May 2022</i>	<i>\$350.00</i>
<i>Jackarra Jones</i>	<i>13-19 North West Netball Championships</i>	<i>5-8 May 2022</i>	<i>\$350.00</i>
<i>Porsha King-Traill</i>	<i>10-12 Central West district Touch</i>	<i>21-22 April 2022</i>	<i>\$350.00</i>
<i>Olivia Long</i>	<i>13-19 North West Netball Championships</i>	<i>5-8 May 2022</i>	<i>\$350.00</i>
<i>Felicity Long</i>	<i>13-19 North West Netball Championships</i>	<i>5-8 May 2022</i>	<i>\$350.00</i>
<i>Ryan Jackson</i>	<i>14-15 Boys Rugby League Championships</i>	<i>21-24 May 2021</i>	<i>\$350.00</i>
<i>TOTAL</i>			<i>\$2,800.00</i>

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.4 - Community Donations - April 2022

13.4 Community Donations - April 2022

File Ref:

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

Council Action

Partner

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Community Donations Policy No. 11.06

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL: COMMUNITY DEVELOPMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2	Provide community sponsorship for various activities.	Administer Mayoral and Community donations along with sponsorships in accordance with the guidelines and budget.	Deliver program within budget allocated by June 2022

Budget Considerations

\$85,132.00 committed and allocated to Community and Mayoral Donations YTD.

Category	Total Budget	Budget Committed (not yet paid)	Budget Remaining	Budget required to meet Community Donations for April 2022	Budget required to meet Mayoral Donations for April 2022	Budget remaining for future applications
Community & Mayoral Donations	\$112,000.00	\$0.00	\$26,868.00	\$5,000.00	\$2,800.00	\$19,068.00

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Abby Lewis - Community Development Coordinator

Background:

Longreach Regional Council Community Donations program:

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

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.4 - Community Donations - April 2022

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

Issue:

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

1. Isisford Barcoo Recreational Fishing Association Inc

Isisford Barcoo Recreational Fishing Association Inc	
<i>Has the Community group applied for funds in the past?</i>	<i>Yes</i>
<i>Has the Community Group applied for funds within the 21/22 Financial Year?</i>	<i>No</i>
<i>Does the Community Group have any outstanding acquittals?</i>	<i>No</i>
<i>Has the event/ project been previously funded by Council?</i>	<i>Yes</i>

This Isisford Fishing Competition is an event run by the Isisford Barcoo Recreational Fishing Association at the Oma Water Hole each year in July, over the course of 3 days. This year will mark 20 years of running for this event and will be called '20 Years of Fishing'

The event attracts over 500 families, tourists and fishing enthusiast to the region with the chance to win fantastic prizes. The visitors will be able to participate in various activities on offer over the weekend. Additional taking advantage of the bar, canteen, market stalls and entertainment on offer. The committee have come together to organise a live band and fireworks to mark the 20 years since the competition began in 2002.

The total grant recommended grant of \$5000 will go towards the hire of a Mobile Toilet and Shower Semi Trailer Combo Block with a capacity of 4 ladies toilets and 3 shower, in addition to 2 men's toilets + urinals and 3 showers, which will be on offer to the participants over the weekend.

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 Isisford Barcoo Recreational Fishing Association Inc. to the value of 100% as the application clearly demonstrates strong community benefit and all assessment criteria was met with supporting documentation provided.

<i>Grant Requested</i>	<i>Grant Recommended</i>
<i>Financial \$5,000.00</i>	<i>Financial \$5,000.00</i>
<i>Total \$5,000.00</i>	<i>Total \$5,000.00</i>

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.4 - Community Donations - April 2022

Recommendation:

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

<i>Organisation/ Name</i>	<i>Event/Activity</i>	<i>Grant Requested</i>	<i>Grant Approved</i>	<i>Conditions of approval/Payment</i>
<i>Isisford Barcoo Recreational Fishing Accociation Inc</i>	<i>“20 Years of Fishing” Isisford Fishing Competition</i>	<i>Financial \$5,000.00 Total \$5,000.00</i>	<i>Financial \$5,000.00 Total \$5,000.00</i>	<i>Nil</i>
		<i>TOTAL</i>	<i>\$5,000.00</i>	

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.5 - Public Memorials and Monument Policy

13.5 Public Memorials and Monument Policy

File Ref:

Consideration of the introduction of a Public Memorials and Monument Policy.

Council Action

Recognise

Partner

Deliver

Applicable Legislation

Longreach Regional Council Planning Scheme

Building Act 1974

Queensland Heritage Act 1992

Policy Considerations

Nil

Corporate and Operational Plan Considerations

CORPORATE: FINANCIAL MANAGEMENT		
Activity	Key Performance Indicators	Operational Targets
Council operations managed within approved Annual Budget.	Revenues meet Budget. Operating Expenses within Budget. Capital Expenditure within Budget. One off projects within Budget	Quarterly review on progress against budget: <ul style="list-style-type: none">Monitor and report on achievement of revenue, operating, capital and one-off projects are within budget and on time.Prepare a quarterly report to Council on status, highlighting areas over budget and non-achievement.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer/s: *Lisa Young, Director Community and Cultural Services*

Background:

Longreach Regional Council (Council) recognises the need for public amenities, including parks and reserves, across the Shire. Council's parks and reserves are primarily provided and maintained for recreation or environmental protection.

Council considers the cemeteries provided by Council and other providers in the Shire are the most appropriate places for commemorating loved ones, and overall, Council does not support the creation of visible memorials in its parks and reserves or alongside footpaths.

However, Council recognises that on occasion, it is appropriate to commemorate or recognise local people, groups, places or events of significance in a more public space. In such circumstances,

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.5 - Public Memorials and Monument Policy

Council may approve for public monuments or memorials to be constructed on Council owned land.

Issue:

Council receives a number of requests each year from families or applicants wishing to honour local people, groups, places or events. Council currently has no fair and equitable way to assess requests or applications from community members wishing to construct memorials or monuments on Council owned land.

In order to both create consistency and establish guidelines to construct memorials or monuments, officers have developed a new policy for Council consideration, the *Public Memorial and Monument Policy*. To support the policy and provide additional clarity to community members, a set of guidelines have been created and an electronic application form.

The Policy was also created with Council's asset management in mind. Once anything is constructed on Council land, it becomes the property of Council and should be maintained to a suitable standard at Council's expense.

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)

Environmental Management Factors:

Nil

Other Comments:


Nil

Appendices

1. Public Memorials and Monument Policy [↓](#)
2. Public Memorials and Monument Guidelines [↓](#)

Recommendation:

That Council adopts the Public Memorials and Monument Policy, as presented.

Public Monuments and Memorials Policy		 Longreach Regional Council
Policy Number:	11.09	
Policy Category:	Community	
Authorised by:		
Date approved:	Xx Month 2022	
Review Date:	Xx Month 2024	

PURPOSE

The purpose of this policy is to provide guidance on the assessment and management of requests for the installation and ongoing maintenance of public monuments and memorials on Longreach Regional Council owned and/or managed land.

SCOPE

This policy covers all applications and requests for commemorative naming and placement of Public Monuments or memorials in Council owned and/or managed land. It does not cover memorials placed in cemeteries (whether Council-owned or otherwise), on private land, or on privately owned buildings.

This policy does not include:

- Memorials relating to war or military service;
- The naming of new parks that are being created as part of a subdivision;
- The naming of roads within the Local Government Area;
- Directional signage or informational signage as relates to anything other than those designed to commemorate a person or event; or
- Roadside Tributes.

LEGISLATION

Local Government Act 2009

Longreach Regional Council Planning Scheme

Building Act 1974

Queensland Heritage Act 1992

DEFINITIONS

Committee Member - An individual or organisation represented by a delegated person who is appointed for the term of the Council Advisory Committee.

Executive - Includes Council's Chief Executive Officer and Director of Community Services.

Memorial – Is infrastructure to remember a person or persons who have died.

Responsible Officer – Includes Council's Community Services Directorate Management who have responsibility for oversight of parks and open spaces for the purposes of responsibilities attached to this policy.

Monument – Is infrastructure to honour some notable person or event.

POLICY STATEMENT

Longreach Regional Council (Council) recognises the need for public amenities, including parks and reserves, across the local government area. Council's parks and reserves are primarily provided and maintained for recreation or environmental protection.

Council considers the cemeteries provided by Council and other providers in the local government area as the most appropriate places for commemorating loved ones. Council generally does not support the creation of visible memorials in its parks and reserves or alongside footpaths.

However, Council recognises that on occasion, it is appropriate to commemorate or recognise local people, groups, places or events of significance in a more public space. In such circumstances, Council may approve a public monuments or memorials in accordance with this policy.

Requests for public monuments or memorials will only be approved if they meet the criteria contained in this policy and the guidelines.

This policy replaces any previous approval or process regarding the installation of a memorial. Existing memorials or plaques cannot be employed as precedent for future approvals.

AUTHORITY AND RESPONSIBILITIES

Responsibilities for implementing this policy are shared between Councillors, Executive and staff as follows:

Councillors

- To lead the community in their understanding of, and compliance with, this Policy
- To consider requests for large memorials in accordance with this Policy and the Public Memorials Policy Guidelines
- To consider requests for naming public places and buildings in accordance with this Policy and the Public Memorials Policy Guidelines

Executive

- To implement this Policy, the Public Memorials Policy Guidelines and any related procedures
- To lead staff in their understanding of, and compliance with, this Policy
- To consider requests for historical markers and interpretative signage in accordance with this Policy, the Public Memorials Policy Guidelines.
- To implement and maintain this Policy, the Public Memorials Policy Guidelines and any associated procedures.

Responsible Officer

- To assess requests and applications for memorials trees and memorial park seats in accordance with this Policy, the Public Memorials Policy Guidelines and any associated procedures.

All Council Staff

- To comply with this Policy, the Public Memorials Policy Guidelines and any associated procedures.

TYPES OF MEMORIALS OR MONUMENTS

Council offers two types of memorials or monuments:

1. Standard Memorials or Monuments
2. Non Standard Memorials or Monuments

1. Standard Memorial or Monument

There are three standard items offered to the community as memorials or monuments. The supply and installation of the memorial or monument is undertaken by Council. A quote will be provided which will include materials and installation costs.

1.1 Plaques

(a) Plaques are available to be installed onto the existing concrete base of a bench or similar item of furniture or similar, established in memory of any person, organisation or event.

(b) Standard Plaque Specifications:

- Measurement: to be determined by the applicant.
- Cast bronze with raised, gold coloured lettering.
- Fixing points will be applied to the plaque suitable for the surface to which it is to be attached.
- Plaques are to be fixed to a concrete base or existing furniture item.
- Text to be determined by the applicant. A small logo may be used if relevant and approved (by Council).
- The applicant is responsible to verify accuracy of the text eg for historical information, and to identify any acknowledgement that may be required.

(c) Ordering and fabrication of the plaque may take up to four weeks. Installation is dependent on a number of factors including location and weather conditions.

1.2 Park Furniture and Plaques

Park Furniture or similar can be purchased via Council and established in memory of any person, organisation or event; and may be accompanied by a plaque. The location and style of memorial furniture will be determined and ordered via Council suppliers to ensure to uphold aesthetics of the identified location of placement.

1.3 Commemorative Tree and Plaques

Commemorative Tree's can be purchased via Council and established in memory of any person, organisation or event; and may be accompanied by a plaque (if appropriate). The location and type of tree will be determined and ordered via Council suppliers to ensure to uphold aesthetics and climate of the identified location of placement.

2. Non-Standard Memorial or Monument

Any memorial or monument item that falls outside the scope of the standard memorial or monument items will be deemed as non-standard and includes objects, sculptures or structures that: can be identified as a memorial or monument in form, have a designer/artist in the development of the work, and are to be located on land either owned or managed by council.

Council may choose to apply terms and conditions as part of the approval of a Non-Standard Memorial or Monument Item.

Council will carryout any installation requirements for Non-Standard Memorial or Monument Items, in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

APPLICATION CRITERIA

Council will give due consideration to every proposal to install a public monument or memorial. However, approval of a proposal is only likely in instances where Council is satisfied that the proposal meets the criteria:

1. The person, place or event is significant to the Longreach Regional Council local government area, Queensland or Australia.

2. The person, place or event has not been commemorated elsewhere (excluding war memorials and war monuments).
3. Strong community support has been demonstrated.
4. The design is appropriately respectful of the subject.
5. The proposed design and materials are of a high standard and foster a long life cycle of the asset (i.e using robust materials).
6. The proposed design is safe for a public place.
7. The historical information is correct and verified.
8. An estimate of cost to procure and install memorial has been provided, including a maintenance schedule (applicable to non standard items only).

APPLICATION SUBMISSIONS

The Council's Memorials and Monument Policy Guidelines provide details on required information and how to properly submit an application as well as all required supporting information. Applications must be submitted on Council's Public Memorials and Monuments Application form. The application will be assessed by a nominated panel only following receipt of the required application form and all required supporting documentation.

APPLICATION ASSESSEMENT

Requests are assessed against the criteria established from the Guiding Principles of Council's Memorials and Monuments Policy and Criteria.

Applications are assessed by the Memorials and Monuments Assessment Panel. This panel consists of relevant departmental officers and the panel recommendation is then referred to the next available ordinary Council meeting for consideration.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the Longreach Regional Council Planning Scheme, Building Act 1975, and the Queensland Heritage Act 1992.

DECOMMISSIONING OF MEMORIALS AND MONUMENTS

The applicant recognises memorials and monuments have a finite life and Council cannot guarantee that a memorial or monument will remain at the designated site. Council reserves the right to remove a memorial or monument at its discretion without providing notification to the applicant.

Management of a memorial and monuments maintenance schedule will be the responsibility of council. Approval and subsequent agreement for the installation of a memorial or monument will clarify ongoing maintenance requirements, dependent on the type of memorial or monument proposed.

RELATED DOCUMENTS

The policy complements and is to be implemented in conjunction with but not limited to other Council Policies and directives:

Longreach Regional Council Public Memorial and Monuments Guidelines

Longreach Regional Council Public Memorial and Monuments Application Form

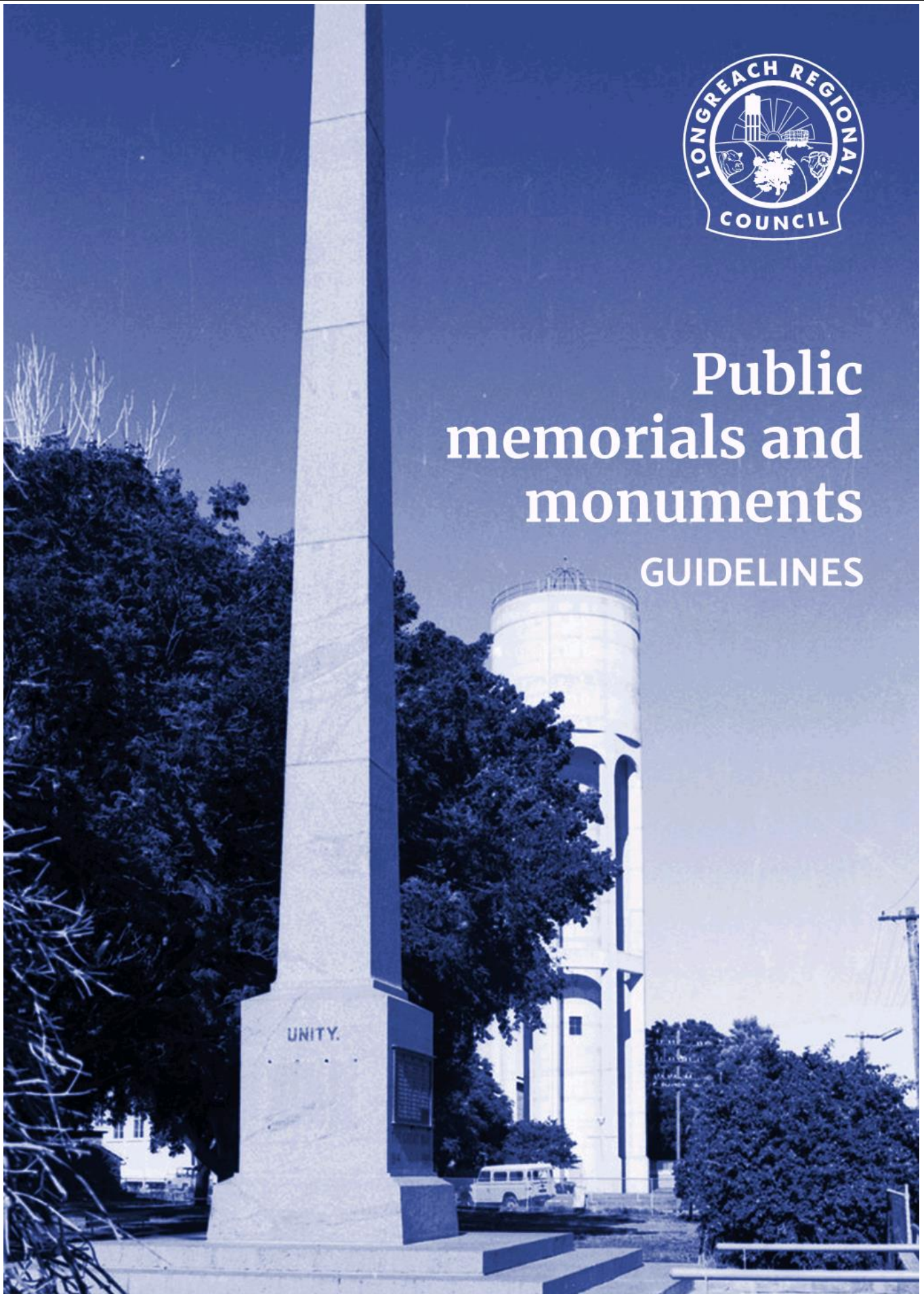
Authorised by resolution as at <insert date>:

Scott Mason
A/Chief Executive Officer



Public memorials and monuments

GUIDELINES



1. Introduction

Longreach Regional Council (Council) recognises the need for public amenities, including parks and reserves, across the Shire. Council's parks and reserves are primarily provided and maintained for recreation or environmental protection.

Council considers the cemeteries provided by Council and other providers in the Shire are located in the most appropriate places for commemorating loved ones. Generally, Council does not support visible memorials being created in its parks and reserves or alongside footpaths.

However, Council recognises that, on occasion, it is appropriate to commemorate or recognise local people, groups, places or events of significance in a more public space. In such circumstances, Council may approve a public monuments or memorials in accordance with the Memorials and Monuments Policy.

Requests for public monuments or memorials will only be approved if they meet the criteria contained in the Policy and the Guidelines.

The Public Memorials and Monuments Policy and Guidelines replaces any previous approval or process regarding the installation of a memorial. Existing memorials or plaques cannot be used as precedent for future approvals.

Guiding principles

Council is committed to:

- ▶ maintaining and enhancing an awareness and appreciation of our diversity, culture, environment, heritage and creativity as expressed in memorials or monuments created within our region
- ▶ appropriately commemorating and honouring people and organisations who have contributed significantly to our community or commemorating significant events and places
- ▶ ensuring that the physical condition of memorials is monitored and maintained
- ▶ fostering partnerships across Council to ensure an integrated organisational approach to the construction of memorials in the region
- ▶ fostering partnerships in the community to ensure memorials commemorating the significant contribution of individual/s, events and places are respected.

Guideline objectives

1. To assist community members when considering a request for a memorial and/or plaque in land owned or controlled by Council
2. To assist Council staff in managing the many requests received annually and to ensure that public open space is maintained as a valuable commodity for all the community to enjoy
3. To support effective processing of memorial and plaque applications
4. To ensure the design and placement of a memorial or plaque is appropriate to the site and does not present a safety risk

Note: For the purposes of this document, memorials and monuments will be referred to jointly as memorials unless identified as otherwise.

Exclusions

The Guidelines do not apply to the naming of parks, roads, bridges, or community facilities; signage, advertising or sponsorships covered by other Council policies; or roadside fatality memorials and plaques. It also does not cover requests for memorials on private land or for military service plaques on recognised war or defence service memorials. Memorials commemorating the death of domestic pets and animals are not permitted on public land.

2. What is 'Significance'?

To manage the high number of requests received every year, Council has adopted the Memorials and Monument Policy. Requests will be assessed on the demonstrated significance of the subject of the memorial to the location and/or community in which the memorial is to be located.

The criteria of a significant person, group, organisation or event to be considered for public commemoration in the Longreach Regional Council area will be assessed as someone or something that:

- ▶ has cultural, social, environmental or historical meaning and value for the community in which it is to be placed
- ▶ represents the aspirations of the region's community or community sector in which it is to be placed
- ▶ enhances a sense of place and increases an understanding of the region and its people.

Examples (for new memorials)

- ▶ A person or group that has made a highly significant contribution to the cultural, political or social development of a community or communities of the Longreach Region
- ▶ An important anniversary or an event recognised by the community or communities of the Longreach Region as being highly significant to the history and development of the Longreach Region
- ▶ An historical or other culturally significant event recognised by a community as being significant and contributes to the cultural heritage of a particular site or area

Considerations

'Significance' is not necessarily a permanent feature of a community and can change over time (see also Maintenance and Decommissioning section).

No new memorial should be considered that commemorates a person, event or occasion already memorialised, unless circumstances prove truly exceptional.

3. Types of Memorials

Council offers two types of memorials:

- ▶ standard memorials or monuments
- ▶ non-standard memorials or monuments

Standard memorial or monument

Three standard items are offered to the community as memorials. Council will supply and install the memorial. A quote will be provided, which will include materials and installation costs.

Plaques

- (a) Plaques are available to be installed onto the existing concrete base of a bench or similar item of furniture, established in memory of any person, organisation or event.
- (b) Standard plaque specifications:
 - ▶ Measurement to be determined by the applicant.
 - ▶ Plaque to feature cast bronze with raised, gold coloured lettering.
 - ▶ Fixing points will be applied to the plaque, suitable for the surface to which it is to be attached.
 - ▶ Plaques are to be fixed to a concrete base or existing furniture item.
 - ▶ Text to be determined by the applicant. A small logo may be used if relevant and approved.
 - ▶ The applicant is responsible to verify accuracy of the text, for example, for historical information, and to identify any acknowledgement that may be required
- (c) Ordering and plaque fabrication may take up to four weeks. Installation is dependent on a number of factors including location and weather conditions.

Park furniture and plaque

Park furniture or similar can be purchased via Council and established in memory of any person, organisation or event. The furniture may be accompanied by a plaque. The location and style of memorial furniture will be determined and ordered via Council suppliers, to help preserve the aesthetics of the identified location.

Commemorative tree and plaque

Commemorative trees can be purchased via Council and established in memory of any person, organisation or event, and may be accompanied by a plaque (if appropriate). The location and type of tree will be determined and ordered via Council suppliers to help preserve the aesthetics and climate of the identified location.

Non-Standard Memorial Items

Any memorial item that falls outside the scope of the standard memorial items will be deemed non-standard. This includes objects, sculptures or structures that:

- ▶ can be identified as a memorial in form
- ▶ have a designer/artist involved in developing the work
- ▶ are to be located on land either owned or managed by Council.

Council may choose to apply terms and conditions as part of the approval of a non-standard memorial item.

Council will carryout any installation requirements for non-standard memorial Items, in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

4. Application Criteria

Council will consider every proposal to install a public monument and memorial. However, approval of a proposal is only likely in instances where Council is satisfied the proposal meets the following criteria:

1. The person, place or event is significant to the Longreach Region local government area, Queensland or Australia.
2. The person, place or event has not been commemorated elsewhere (excluding war memorials and war monuments).
3. Strong community support has been demonstrated.
4. The design is appropriately respectful of the subject.
5. The proposed design and materials are of a high standard and foster a long life cycle of the asset (in other words, using robust materials).
6. The proposed design is safe for a public place.
7. The historical information is correct and verified.
8. An estimate of cost to procure and install the memorial has been provided, including a maintenance schedule (applicable to non-standard items only).

5. Making an application

Applicants are required to read Council's Memorials and Monument Policy and Guidelines before filling in a Public Memorials and Monuments Application Form.

Applications can be downloaded from Council's website and sent to Council via:

Mail

Director of Community Services

Longreach Regional Council

PO Box 144, Ilfracombe, Qld 4727

or

Email: assist@longreach.qld.gov.au

The application will be assessed by a nominated panel following receipt of the required application form and all required supporting documentation.

Supporting Documentation

To be eligible for assessment, applications must be submitted with:

- ▶ a completed and signed Memorials and Monuments Application form
- ▶ evidence that demonstrates the application fulfils the Memorials and Monuments Policy criteria, for example:
 - ▶ letters of support and/or documentation relating to the significance of the subject for memorial
 - ▶ a letter of permission of relevant family if the request is from an organisation or person other than a family member, and/or
 - ▶ two character references for the person to be commemorated

- ▶ the site identified with a diagram or map that indicates the location of the proposed memorial item
- ▶ a quote from Council covering all costs associated with the procurement and installation of the memorial and acknowledgment to cover all costs listed in the quote.
- ▶ **for non-standard memorial items only:** a detailed design proposal and costings for memorial structure or landscaping (including engineered drawings if applicable, artist details, maintenance schedule and costings, quotes, etc.)
- ▶ DA form 2 - Application for building work, if the memorial is over two metres high from ground level and/or 1.2m wide
- ▶ drawings from a Registered Professional Engineer Queensland (RPEG) of the structure, as well as footing designs if an application for building work is required.

Consideration

- ▶ Council may request further information, if required.

6. Assessing an Application

Requests are assessed against the criteria established from the Guiding Principles of the Memorials and Monuments Policy and Criteria (see section 4.0).

Applications are assessed by the Memorials and Monuments Assessment Panel. This panel consists of relevant departmental officers. The panel recommendation is referred to the next monthly ordinary Council meeting for approval. Applications are then prepared to accompany the recommendation.

Following Council consideration of the application, the applicant will be advised of the decision. Successful applicants will also be advised of any further statutory approvals that may be required including the *Longreach Regional Council Planning Scheme, Building Act 1975*, and the *Queensland Heritage Act 1992*.

Consideration:

- ▶ Not all applications are successful.
- ▶ Parks and public spaces that already contain a high number of memorial plaques, features and furniture are currently a low priority for further memorial items, unless the subject for commemoration is of particular significance to the host or regional community.
- ▶ No more than one plaque will be attached to each furniture item.
- ▶ No request will be considered outside this process.

7. Estimated Costs

Costs are based on the type of memorial and installations and are subject to change. Costs can vary depending on site requirements (for example, matching current park furniture). Council will be responsible for ordering standard memorial items and invoice the applicant accordingly.

Any non-standard memorial item costs and maintenance will be determined by the applicant. Council will carry out any installation requirements for non-standard memorial items in consultation with the applicant. The applicant will still be responsible for any costs incurred as part of the installation process.

8. Payment Options

On approval of a memorials and plaques application, applicants will be sent a letter outlining the next steps in the process and an invoice for the products and services for which they have been approved.

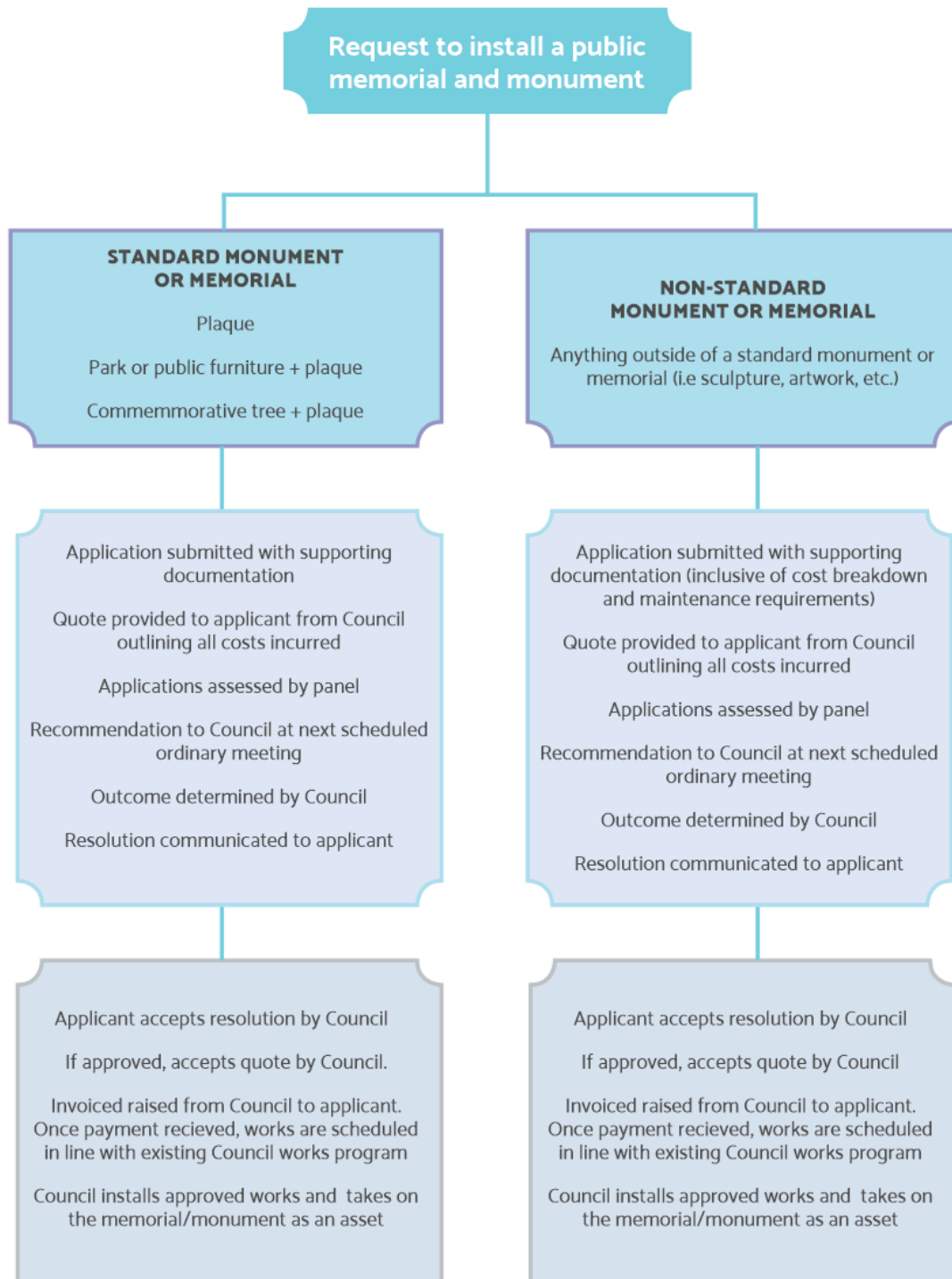
Payment of the invoice is required before any memorial items will be ordered or installation scheduled.

9. Decommissioning of all Memorials and Monuments.

Memorials have a finite life and Council cannot guarantee that a memorial or plaque will remain at the designated site. Council reserves the right to remove a memorial or monument at its discretion without providing notification to the applicant.

Council will be responsible for managing a memorial's maintenance schedule. Ongoing maintenance requirements will be clarified once a memorial or monument has been approved and subsequent agreement made for its installation. The maintenance requirement will depend on the type of memorial proposed.

10. Process Overview



13. COMMUNITY AND CULTURAL SERVICES REPORT
13.6 - Application for Works on Council Owned Land Request - Jennifer Broomhall Memorial, Isisford

13.6 Application for Works on Council Owned Land Request - Jennifer Broomhall Memorial, Isisford
File Ref:

Consideration of an 'Application for works on Council owned land' from Nicole Avery to install a chair and shrub as a memorial to her mother Jennifer Broomhall at either the Isisford Weir or at Whitman's Memorial Park, Isisford.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Building Act 1975

Policy Considerations

Nil

Corporate and Operational Plan Considerations

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

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: *Kelli Doyle, Support Services Officer*
Lisa Young, Director of Community & Cultural Services

Background:

Ms Avery is seeking permission for the installation of a chair and shrub as a memorial to her mother Jennifer Broomhall (nee Clancy), who was an Isisford local whose family established and owned the Clancy's of the Overflow Hotel for many years. Ms Broomhall grew up in Isisford and spent the majority of her life in the Central West region.

Ms Avery has stated in her application that it was her mothers wish to have a chair that she specifically selected and painted to be installed with a memorial plaque in Isisford. Ms Broomhall had stated that when she visited the fishing competition in Isisford that there were limited places to sit and she thought it would be good to have a memorial there so that when people sat and rested on her chair they could read the memorial and she would not be forgotten. She also asked for a tree or shrub to be planted there as well.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.6 - Application for Works on Council Owned Land Request - Jennifer Broomhall Memorial, Isisford

Issue:

Ms Avery requires formal consent from Council to undertake this type of activity on Council owned land.

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)

Environmental Management Factors:

Nil

Other Comments:

Ms Avery has stated that the target group for this project is the family of Jennifer Broomhall and the Isisford Community. If approved she would like the memorial installed prior to the fishing competition in July.

Council Officer's are presenting a policy for Memorials and Monuments in order to better assess and manage these types of requests from community, to be presented at the April meeting.

Recommendation:

That Council write to Ms Avery and advise:

- 1. that they support honouring Ms Broomhall's memory and wishes, however the application is not approved in it's current state;*
- 2. that Council Officers will work with the applicant to investigate other options in line with Council's Memorials and Monuments Policy and present a proposal to Council for approval.*

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.7 - Application for Works on Council Owned Land Request - Installation of a new scoreboard at Longreach Showgrounds

13.7 Application for Works on Council Owned Land Request - Installation of a new scoreboard at Longreach Showgrounds

File Ref:

Consideration of an 'Application for works on Council owned land' from the Longreach Senior Rugby League Club Inc. to install a Medium Video Scoreboard Display to replace the existing scoreboard on the oval at the Longreach Showgrounds.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Building Act 1975

Policy Considerations

Nil

Corporate and Operational Plan Considerations

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

Budget Considerations

Loss of building fees totalling \$1036.40 if fees are waived by Council.

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer: Kelli Doyle, Support Services Officer

Background:

The Longreach Ilfracombe Senior Rugby League Club Inc. (The Club) is seeking permission to install a Medium Video Scoreboard Display to replace the existing scoreboard on the oval at the Longreach Showgrounds. The Club have applied for a grant through the Community Gambling Benefit Fund.

The Medium Video Scoreboard Display will update critical facilities to ensure both a safe and enjoyable sporting experience for players and spectators. It will allow the club and many others to be able to host not only state level sporting competitions and carnivals but also provide quality facilities to the wider sporting community. Longreach is the largest town in the Central West and many clubs and community groups look to the town to be able to facilitate large groups and events. The scoreboard will cover all sporting groups that use the facility.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.7 - Application for Works on Council Owned Land Request - Installation of a new scoreboard at Longreach Showgrounds

Issue:

The Club requires formal consent from Council to undertake this type of activity on Council owned land.

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: Insignificant

Rating: Low (3)

Environmental Management Factors:

Nil

Other Comments:

The scoreboard will become a Council asset once installed. These scoreboards are designed to be an outdoor unit, maintenance free and built for the Australian weather conditions, except flooding. Standard electrical testing is required annually (RCD Tests) and will be organised by Council.

There is also a cost of \$33/month for the Software system program.

Due to the scoreboard measuring 3200mm wide x 1920mm high, the monument will require building approval.

The new scoreboard will replace the existing scoreboard which is extremely aged and is proposed to be installed in the same location. See below for images of the existing score board and a sample image of the proposed electronic score board.



Existing Scoreboard from a sideline view



Existing Scoreboard



Depiction of medium video scoreboard display

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.7 - Application for Works on Council Owned Land Request - Installation of a new scoreboard at Longreach Showgrounds

Recommendation:

That Council:

- (a) Resolves to write to the Longreach Seniors Rugby League Club Inc. granting them permission to install a medium video scoreboard display site; and*
- (b) Agrees to waive the building application fees as the structure will become a Council asset.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.8 - Referral Agency Assessment Application (Alternative Siting Assessment) - 76 Galah Street, Longreach

13.8 Referral Agency Assessment Application (Alternative Siting Assessment) - 76 Galah Street, Longreach

File Ref: DA21/22-039

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on 4 April 2022, for an open carport to be constructed on land located at 76 Galah Street, Longreach and described as Lot 12 on L35712.

Council Action

Deliver

Applicable Legislation

Building Act 1975

Planning Act 2016

Planning Regulation 2017

Queensland Development Code

Policy Considerations

Nil

Corporate and Operational Plan Considerations

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

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

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

Background:

The applicant has requested to construct an open carport within the required 6m setback from the Parrot Lane road boundary. The information provided within the application locates the proposed structure 4.3m from the Parrot Lane road boundary. The proposed structure will be attached to an existing shed and the applicant has stated that they would like an open, shaded area to do work outside of the shed.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.8 - Referral Agency Assessment Application (Alternative Siting Assessment) - 76 Galah Street, Longreach

Issue:

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

Risk Management Factors:

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

Likelihood: Rare
Consequence: Minor
Rating: 1

Environmental Management Factors:

N/A

Other Comments:

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

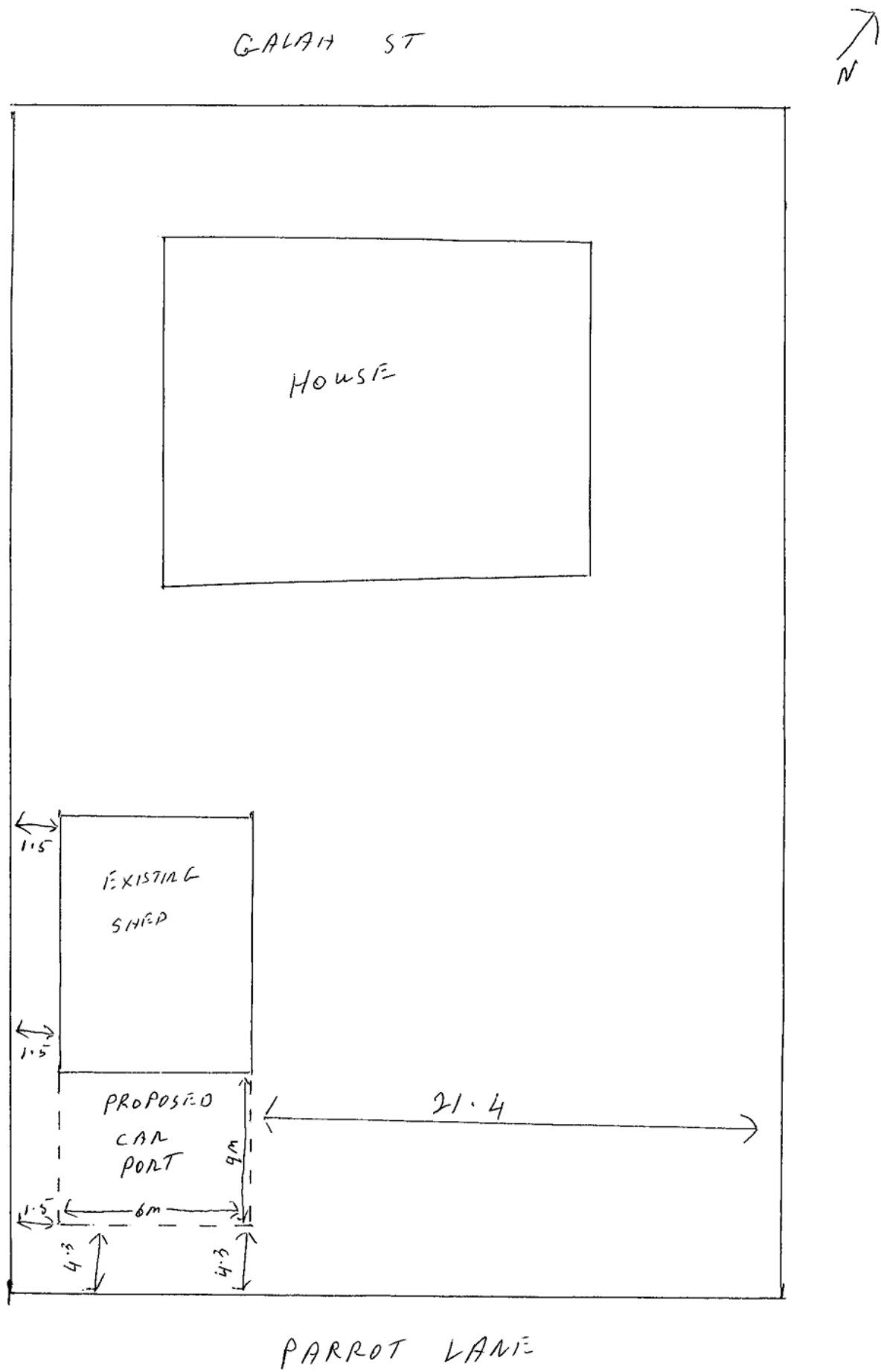
- The carport is an open sided carport not restricting views to the roadway or adjoining properties; and
- The carport will not adversely affect the visual character and aesthetics of the nearby area.

Appendices

1. DA2122-039 Site Plan.pdf [↓](#)

Recommendation:

That pursuant to section 32 and 33 of the Building Act 1975, Planning Act 2016 and schedule 9, table 3 of the Planning Regulations 2017, the open carport at 76 Galah Street, Longreach and formally described as Lot 12 on L35712, be approved to be constructed 4.3m from the Parrot Lane road boundary, as per the attached site plan and the recommendation from Council's Building Certifier.



13. COMMUNITY AND CULTURAL SERVICES REPORT

13.9 - Childcare Centre Policy - Biennial Review

13.9 Childcare Centre Policy - Biennial Review

File Ref:

Consideration of review of Childcare Centre Policy 12.1 which is due for biennial review.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Educational and Care Services National Law 2011

Education and Care Services National Regulation 2012

Policy Considerations

Childcare Centre Policy 12.1

Corporate and Operational Plan Considerations

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

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

(Res-2020-02-001)

Moved Cr Emslie seconded Cr Nunn

That Council;

- 1. Adopts the reviewed and updated Childcare Centre Policy no 12.1, as presented and;*
- 2. Repeals policies Childcare Centre Safety no 12.2, Childcare Centre Administration no 12.3 and Childcare Centre Program Delivery no 12.4.*

Officer Comment

Responsible Officer/s: Johanna Webster, Manager Childcare Services

Background:

The Childcare Centre Policy provides guidance to Educators, staff, parents and guardians attending the Centre. The Childcare Centre has an array of Management Directives to support the policy objectives and daily operations.

Issue:

The Childcare Centre Policy has been reviewed. The review includes the addition of students to the scope of the policy.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.9 - Childcare Centre Policy - Biennial Review

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

Environmental Management Factors:

Nil

Other Comments:


A copy of the revised policy is attached, with suggested changes highlighted in yellow.

Appendices

1. 12-01 Childcare Centre Policy.pdf [↓](#)

Recommendation:

That Council adopts the Childcare Centre Policy No 12.1, as presented.

Childcare Centre Policy		 Longreach Regional Council
Policy Number:	12.1	
Policy Category:	Childcare Centre	
Authorised by:		
Date approved:		
Review Date:		

OBJECTIVE

The purpose of this policy is to outline consistent governance of the Longreach Childcare Centre in accordance with the National Legislative Framework, this will include:

- (a) Achieving Council's strategic objectives, as identified in the Corporate Plan;
- (b) Supporting the consistent governance in accordance with the National Legislative Framework;
- (c) Developing an environment that encourages children's health and well being;
- (d) Promoting an awareness to Educators, staff, parents and guardians of their obligatory requirements in relation to all legislative documentation regarding children's health and wellbeing, safety, administration and program delivery;
- (e) Providing guidelines to Educators, staff, parents and guardians; and
- (f) Building awareness in the wider community on the importance of health and well being.

SCOPE

This policy will apply to all children enrolled, Educators, staff, **students**, volunteers, parents and guardians, employed, or visiting Longreach Childcare Centre.

LEGISLATION

Local Government Act 2009

Local government Regulation 2012

Education and Care Services National Law (Queensland) Act 2011

Education and Care Services National Regulations 2012

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

DEFINITIONS

Department of Education - Early Childhood Education and Care (ECEC) - Regulatory Authority responsible for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard.

Educator - early childhood or school age practitioner who works directly with children in early childhood or school age care settings.

National Quality Framework (NQF) – provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

National Quality Standard (NQS) – sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes seven quality areas that are important outcomes for children. Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

Parents/Guardians – a person who has parental responsibility for the child.

Staff – employee of Longreach Regional Council based at the Longreach Childcare Centre.

POLICY STATEMENT

Council recognises that the Childcare Centre must meet a variety of obligations based on the requirements of the Department of Education - Early Childhood Education and Care (ECEC). This office holds regulatory responsibility for the approval, monitoring and quality assessment of Child Care Services in their jurisdiction. These assessments are conducted in accordance with the National Quality Framework (NQF) and in relation to the National Quality Standard (NQS).

The NQF is the basis of the Education and Care Services National Law and Education and Care Services National Regulations. To meet this standard a range of procedures have been developed under the Strategic Framework of Council to support children's health, safety, administration and program delivery and ensure all legislative framework requirements and the NQF are upheld consistently throughout the day to day operations of the Centre.

In order for the Childcare Centre to meet all obligations required by legislation, various Management Directives have been developed and implemented to support the objectives of this policy and ensure compliance in day to day operations of the Centre. All Management Directives and other supporting documents will be reviewed on an ongoing basis to ensure the recommendations of regulatory authorities and Longreach Regional Council are incorporated into the operating policy.

RELATED DOCUMENTS

Childcare Centre Management Directives

National Quality Standard

Authorised by resolution as at :

Chief Executive Officer

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.10 - Mobile Childcare Unit Policy - Biennial Review

13.10 Mobile Childcare Unit Policy - Biennial Review

File Ref:

Consideration of amendments to the Mobile Childcare Unit Policy no 14.1 which is due for a biennial review.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local government Regulation 2012

Education and Care Services Act 2013

Education and Care Services Regulation 2013

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Policy Considerations

Mobile Childcare Unit Policy 14.1

Corporate and Operational Plan Considerations

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

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

(Res-2019-03-001)

Moved Cr Harris seconded Cr Emslie

That Council:

1. Repeals the below Mobile Child Care Unit Policies to allow their replacement by internal Management Directives:

a) Mobile Child Care Unit Policies No. 14.1.1-14.1.15 (Health)

b) Mobile Child Care Unit Policies No. 14.2.1-14.2.11 (Safety)

c) Mobile Child Care Unit Policies No. 14.3.1-14.3.9 (Administration)

d) Mobile Child Care Unit Policies No. 14.4.1-14.4.11 (Program Delivery)

2. Endorses the adoption of the Mobile Childcare Unit Policy No. 14.1, as presented; and

3. Endorses the Mobile Child Care Unit suite of Management Directives No. 14.1.1-14.1.23, as presented, that will fall under the overarching Mobile Childcare Unit Policy No. 14.1.

Officer Comment

Responsible Officer/s: Johanna Webster, Manager Childcare Services

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.10 - Mobile Childcare Unit Policy - Biennial Review

Background:

The Mobile Childcare Unit Policy provides guidance to Educators, staff, parents and guardians attending the Service. The Mobile Childcare Unit has an array of Management Directives to support the policy objectives and daily operations.

Issue:

The Mobile Childcare Unit Policy has been reviewed. The review includes the addition of students to the scope of the policy and the removal of the list of Management Directive as they may change over time.

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

Environmental Management Factors:

Nil

Other Comments:


A copy of the revised policy is attached, with suggested changes highlighted in yellow.

Appendices

1. 14-01 Mobile Childcare Unit Policy.pdf [↓](#)

Recommendation:

That Council adopts the Mobile Childcare Unit Policy No 14.1, as presented.

Mobile Childcare Unit Policy		 Longreach Regional Council
Policy Number:	14.1	
Policy Category:	Mobile Child Care	
Authorised by:		
Date approved:		
Review Date:		

OBJECTIVE

This policy is to support the consistent governance of the Longreach and Districts Mobile Childcare Unit in accordance with the Education and Care Services Act and Education and Care Services Regulation.

The objectives of this policy include:

- (a) Achieving Council's strategic objectives, as identified in the Corporate Plan;
- (b) Developing an environment that encourages children's safety and well being;
- (c) Promoting an awareness to Educators, staff, parents and guardians of their obligatory requirements in relation to all legislative documentation regarding administration, program delivery, child development, health and wellbeing;
- (d) Building awareness in the wider community on the importance of child development and program delivery, administration processes, health and well being; and
- (e) Providing guidelines to Educators, staff, parents and guardians.

SCOPE

All Educators, staff, parents, **students**, guardians and children enrolled, employed or visiting Longreach and District Mobile Childcare Unit.

LEGISLATION

Local Government Act 2009

Local government Regulation 2012

Education and Care Services Act 2013

Education and Care Services Regulation 2013

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

DEFINITIONS

Department of Education - Early Childhood Education and Care (ECEC) - Regulatory Authority responsible for the approval, monitoring and quality of the QEC.

Educator - Early childhood or school age practitioner who works directly with children in early childhood or school age care settings.

National Legislative Framework - Consists of the Education and Care Services National Law (National Law) and Education and Care Services National Regulations (National Regulations).

Parents/Guardians – A person who has parental responsibility for the child.

Staff – Employee of Longreach Regional Council based at the Longreach Childcare Centre.

POLICY STATEMENT

Longreach and District Mobile Childcare Unit has a wide variety of obligations based on the requirements of Early Childhood Education and Care. This office holds regulatory responsibility for the approval, monitoring and quality assessment of Child Care Services in their jurisdiction.

The Queensland Legislative Framework is the basis of the *Education and Care Services Law and Education and Care Services Regulations 2013*. To meet this standard a range of procedures have been developed under the Strategic Framework of Council to support daily requirements and ensure all legislative framework requirements are upheld consistently throughout the day to day operations of the Centre.

All documentation supporting this Policy will be reviewed on an ongoing basis to ensure the recommendations of regulatory authorities and Longreach Regional Council are incorporated into the operating policy.

RELATED DOCUMENTS

Mobile Childcare Unit Management Directives

MD-14-01-01 MCU Emergency Preparedness
MD-14-01-02 MCU Immunisation
MD-14-01-03 MCU Sun Protection
MD-14-01-04 MCU Illness
MD-14-01-05 MCU Child Protection
MD-14-01-06 MCU Emergency Aid-Medical Treatment
MD-14-01-07 MCU Administration of Medication
MD-14-01-08 MCU Anaphylaxis
MD-14-01-09 MCU Asthma
MD-14-01-10 MCU Tobacco Free Workplace
MD-14-01-11 MCU Nutrition
MD-14-01-12 MCU Breastfeeding
MD-14-01-13 MCU Death of a Child in Care
MD-14-01-14 MCU Dental Care
MD-14-01-15 MCU Nappy Changing Toilet Learning and Toileting
MD-14-01-16 MCU Head Lice
MD-14-01-17 MCU Chemical Use
MD-14-01-18 MCU Health and Safety
MD-14-01-19 MCU Accident Incident
MD-14-01-20 MCU Sharps
MD-14-01-21 MCU Hazardous and Poisonous Plant
MD-14-01-22 MCU Hygiene
MD-14-01-23 MCU Relationships with Children

Authorised by resolution as at:

Chief Executive Officer

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.11 - Ilfracombe Memorial Pool - Spa Repairs (Safety)

13.11 Ilfracombe Memorial Pool - Spa Repairs (Safety)

File Ref:

Consideration of safety concerns at the Ilfracombe Memorial Pool (Spa) and repair costs.

Council Action

Recognise

Partner

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Asset and Services Management Policy Asset (Accounting) Management Policy

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL: PUBLIC FACILITIES - POOLS			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
1.1.1	Safe – No Injury, Illness or Loss of life resulting from preventative maintenance of water and infrastructure.	Pool management and safety guidelines are followed. Compliance with State Swimming Pool legislation.	100% compliance with guidelines – ongoing.
1.1.1	Affordability and Whole of Life Management – Pools remain affordable.	Develop asset management plan for all pools.	Develop asset replacement/refurbishment schedule for all Council operated pool facilities.

Budget Considerations

Step	Description	Cost
1	Correct equipotential bonding and test to ensure safety of swimmers	\$5,000
2	Remove existing render and repair and replace render and tiles to waterline	\$53,248.25
3	Apply Epoxy paint to rendered surfaces	\$5,500

Total Budget Implications: \$63,748.25

Previous Council Resolutions related to this Matter

Nil

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.11 - Ilfracombe Memorial Pool - Spa Repairs (Safety)

Officer Comment

Responsible Officer/s: Lisa Young, Director Community and Cultural Services

Background:

The Ilfracombe Heated Spa which is approximately 18 years old, constructed in 2004, has had minimal to no preventative maintenance to the surface or major components since 2010, at which point it was re-rendered. The spa operates by recirculating water through a balance tank, into the filtration system, back through a heater and is returned through the main shell. There is also an ancillary pump that can be activated inside the plant room, which provides flow to the “Bore Standpipe”.

Issue:

Electrical Wiring Rules state that any conductive material greater than 100mm in any dimension and within 1.25m of the pool water must have an equipotential bond. An equipotential bond is a connection whereby all metallic items/surfaces that meet the criteria above are linked together by wire or a conductive strap and then “earthed” back to the main switchboard through one common wire.

Currently there are three items that meet the above criteria, the Bore Standpipe, a fixed umbrella stand and a stainless steel handrail. Of these, only the stainless steel handrail has a current equipotential bond back to the switchboard. Meaning the umbrella stand and bore standpipe are required by law to be bonded to the handrail and then use the existing earth bond to complete the circuit.

Following an inspection with a qualified electrician it has been concluded that there is a potential “Neutral Fault” which is allowing the discharge of electricity into the ground. This typically occurs from a faulty transformer on an Ergon pole. This fault will be reported to Ergon.

Of the electricity that is being directed into the ground by this “Neutral Fault” approximately 3.00volts is coming through the Bore Standpipe. If the Bore Standpipe had a sufficient equipotential bond there would be no issue, as the electricity coming in would travel along the bond and back to earth, removing any risk to the swimmers in the spa.

Since there has been no prior issue with electricity passing through the bore standpipe, it can be assumed that when it was installed, it did have a proper equipotential bond, however, over time this “Bore Standpipe” has corroded and become rusty in places where it has had continued or constant contact with water (i.e. inside outlet and around base at ground). This may have eroded the connection with equipotential bond, meaning that the path of least resistance for the electricity now, is through a swimmer and back to the stainless steel handrail.

The surface inside and around the top of the spa is currently in poor condition. Sections of the render have fallen off or have been chipped away by patrons entering and exiting the spa. Further, due to its constant submersion in heated and treated water, the paint and render of the “seat” is deteriorating to a point where it is unsightly and may pose a safety risk to swimmers.

In line with industry expectations of 5-8 years life from painted pool surfaces, the spa was emptied and re-rendered in 2010, 6 years following its construction. However, since this time there has been no maintenance to the surface.

To rectify the lack of equipotential bond, not only for the standpipe, but also for the umbrella stand, installed in 2015, we must run a new “earth wire” from the umbrella stand into the bore standpipe, then from the bore standpipe to the stainless steel handrail, this will take all of the electrical potential through this cable and not through the swimmers/water.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.11 - Ilfracombe Memorial Pool - Spa Repairs (Safety)

To complete this, it is recommended:

- Chase a small incision into the outside of the spa wall (no greater than 10mm in depth and height)
- Attach a bond to the umbrella stand and then into the bore standpipe;
- Attach a bond from the standpipe to the stainless steel handrail; This will require a second incision into the first step of the spa.
- Test and ensure bond is removing electrical potential.

This repair will mean further damage to the already failing render of the spa shell. The re-render of the spa will also seal the equipotential bond into the spa shell and provide a clean and safe surface for swimmers.

A briefing note outlining the above has already been circulated to the Mayor, Councillors and Chief Executive Officer in order to obtain in principle approval, given the safety concerns that surround the Ilfracombe Memorial Pool (Spa). Given the nature of the risk to swimmers, work was commenced on 7 April 2022, as soon as trades were available.

Consultation has also occurred with the local Progress Group, raised at Community Consultation and key business owners in town (Tourism). Community members will also receive notification of spa closure and repair times in the post.

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: Almost Certain
Consequence: Possible
Rating: High (15)

Environmental Management Factors:

Nil

Other Comments:

Nil

Recommendation:

That Council retrospectively allocates \$65,000 to Ilfracombe Memorial Pool and Spa maintenance to repair the issues outlined in this report.

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.12 - Development Application for a Development Permit for Building Work for a Shed

13.12 Development Application for a Development Permit for Building Work for a Shed

Consideration of a development application lodged with Council on 4 April 2022 by David Carr for a Development Permit for Building Work for a 196m² shed at 174 Wren Street, Longreach.

Description:	Building work assessable against the Planning Scheme
Development:	Development Permit
Applicant:	David Carr
Owner:	David Carr
Current Use of Land:	Dwelling house & shed
Address:	174 Wren Street, Longreach
Real Property Description:	Lot 14 on L35725
Applicable Planning Scheme:	Longreach Regional Council Planning Scheme 2015 (v2.1)
Zone:	Low Density Residential Zone
Level of Assessment:	Code Assessment

Assessment Report

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

Appendices

1. DA2122-015 - Assesement Report.pdf [↓](#)
2. Attachment A - Proposal Plans.pdf [↓](#)

Recommendation:

That Council approves the application for a development permit for Building Work for a 196m² shed at 174 Wren Street, Longreach, formally described as Lot 14 on L35725, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

- 1.1 *The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.*
- 1.2 *Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.*
- 1.3 *The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.*
- 1.4 *The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.12 - Development Application for a Development Permit for Building Work for a Shed

- 1.5 *All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of use and to Council's satisfaction, unless otherwise stated.*

2.0 APPROVED PLANS AND DOCUMENTS

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

<i>Plan/Document Name</i>	<i>Plan/Document Number</i>	<i>Revision</i>	<i>Date</i>
<i>Site Plan</i>	<i>DA-01</i>	<i>-</i>	<i>04/04/22 (Received date)</i>
<i>Building Layout</i>	<i>NICFLA2202007-1</i>	<i>-</i>	<i>03/02/22</i>

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

3.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 3.1 *All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.*

4.0 ASSET MANAGEMENT

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

5.0 AMENITY

- 5.1 *Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, odour, vibration, fumes, smoke, vapour, steam, soot, ash, wastewater, waste products, grit, oil or otherwise.*
- 5.2 *Outdoor lighting must comply with AS4282 Control of Obtrusive Effects of Outdoor Lighting.*

6.0 CONSTRUCTION ACTIVITIES

- 6.1 *Construction activity and noise must be limited during earthworks and construction of the approved development to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.*
- 6.2 *The construction of any works must be undertaken in accordance with good engineering practice and workmanship and generally in accordance with the relevant provisions of Planning Scheme Policies No. 1 – Works Planning Scheme policy under Schedule 5 of the Longreach Regional Planning Scheme 2015 (v2.1).*
- 6.3 *All construction materials, waste, waste skips and machinery must be located and stored or parked within the development site, unless otherwise approved in writing by Council.*

13. COMMUNITY AND CULTURAL SERVICES REPORT
13.12 - Development Application for a Development Permit for Building Work for a Shed

ADVISORY NOTES

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

DECISION REPORT FOR GENERAL COUNCIL MEETING 21 APRIL 2022

DEVELOPMENT APPLICATION – DA21/22-015 – DAVID CARR– 174 WREN STREET, LONGREACH
EXECUTIVE SUMMARY

The Applicant, David Carr, has submitted a development application seeking a Development Permit for Building Work for a Shed at 174 Wren Street, Longreach, formally described as Lot 14 on L35725 (the subject site).

The development is for a shed that will be used for the storage of items associated with the existing residential use of the site. The shed will have a floor area of 196m² and a maximum eaves height of 3.5m. The shed will replace an existing shed onsite and be located behind the existing dwelling house.

Under the *Longreach Regional Planning Scheme 2015* (the Planning Scheme), the subject site is located in the Low Density Residential Zone. A shed in the Low Density Residential Zone with a floor area above 120m² or with an eaves height greater than 3.5m is subject to code assessment. A 'code assessable' development application does not require public notification (i.e. is not subject to third-party appeal rights) and is assessed against a limited set of assessment benchmarks (i.e. criteria) under the Planning Scheme – to the extent the development complies or can be conditioned to comply with the assessment benchmarks, it must be approved.

Based on an assessment of the proposal in accordance with the *Planning Act 2016* for applications requiring code assessment, this decision report recommends approval of the development application, subject to conditions.

1.0 OVERVIEW

TABLE 1 - OVERVIEW	
PROPERTY DETAILS	
Site address	174 Wren Street, Longreach
RPD	Lot 14 on L35725
Site Area	1,214m ²
Landowner	David Carr
Existing use of land	Dwelling house and shed
APPLICATION DETAILS	
Application No.	DA21/22-015
Applicant	David Carr
Application description	Development Application for a Development Permit for Building Work for a Shed
Decision Due date	26 May 2022
Proposal	Residential shed
STATUTORY PLANNING DETAILS	
State Planning Policy	<i>State Planning Policy (July 2017)</i>
Mapped SPP matters	Strategic Airports and Aviation Facilities <ul style="list-style-type: none"> Obstacle limitation surface area

	<ul style="list-style-type: none"> • Lighting area buffer 6km • Wildlife hazard buffer zone
Regional Plan	Central West Regional Plan (September 2009)
CWRP Designation	Major Rural Activity Centre (Longreach)
Planning Scheme	<i>Longreach Regional Planning Scheme 2015</i> (v2.1)
Zone	Low Density Residential Zone
Overlays	Airport Environ Overlay <ul style="list-style-type: none"> • Buffer Area A Flood Hazard Overlay <ul style="list-style-type: none"> • Significant • High
Category of Assessment	Code Assessment

2.0 PROPOSAL BACKGROUND

Application lodged	04 April 2022
Application properly made	11 April 2022
Decision due date under the <i>Planning Act 2016</i>	02 June 2022

3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 174 Wren Street, Longreach, formally described as Lot 14 on L35725 (see Figure 1). The subject site has an area of 1,214m², is of a regular shape and includes a 20m frontage to both Wren Street and Canary Lane.

The subject site is currently improved with existing dwelling house and shed. Vehicular access to the subject site is via an existing access point to Wren Street.

The site is located within a residential area and the site is surrounded by dwelling houses with associated outbuildings.



Figure 1 – Locality of Subject Site (Queensland Government DAMS)

4.0 DESCRIPTION OF PROPOSAL

The proposed development is for a shed. The shed will be used for the storage of items associated with the existing residential use of the site.

The shed will have a floor area of approximately 196m² and a maximum eaves height of 3.5m and will replace the existing shed onsite. The shed includes the following setbacks:

- Rear – 6m
- Northern boundary – 9.7m
- Southern boundary – 1m
- Setback from house – 16.6m.

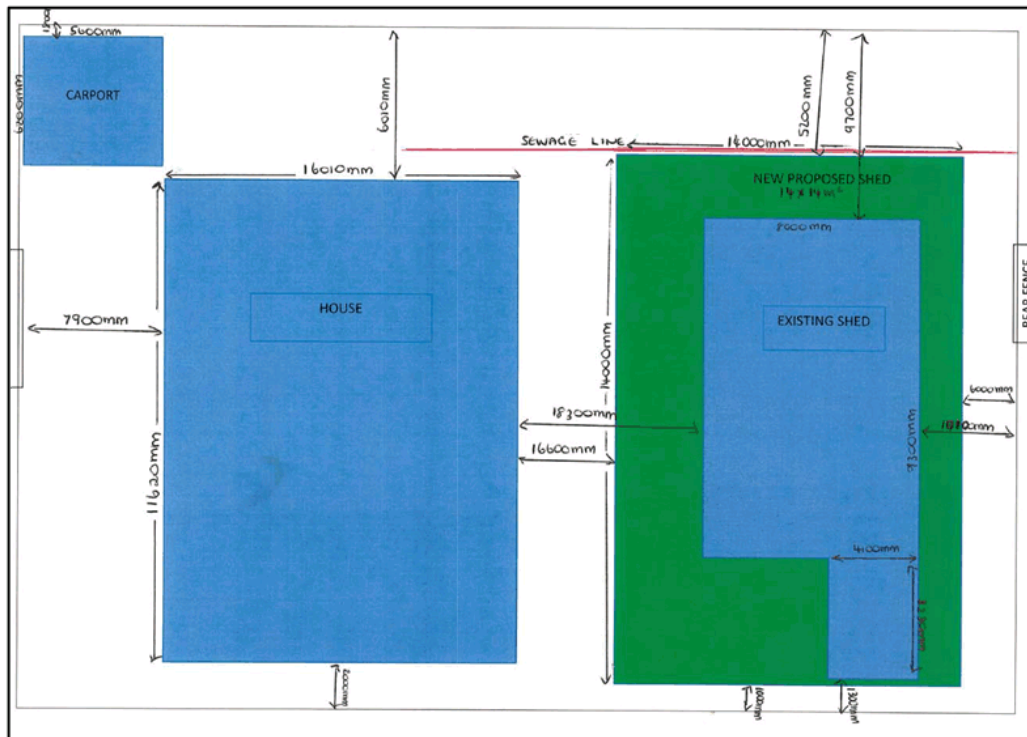


Figure 2 – Location of shed in green (Proposal Plan)

Proposal plans recommended for approval are included in **Attachment A**.

5.0 PLANNING ASSESSMENT

In accordance with Section 45(3) of the *Planning Act 2016* ('the Planning Act'), Code Assessment is an assessment that must be carried out –

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation for this paragraph.

In this instance, under Section 45(3)(a) of the Planning Act, the categorising instrument for the development is the *Longreach Regional Planning Scheme 2015 (Version 2.1)* (the Planning Scheme) under which the applicable assessment benchmarks are the following codes:

- Low Density Residential Zone Code

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

The Central West Regional Plan

The regional plan is identified as being appropriately integrated in the Planning Scheme and therefore does not require further assessment. The assessment of the proposal against the Planning Scheme in section 5.1 below also functions as an assessment of the Regional Plan.

The State Planning Policy

The Planning Scheme reflects an older version of the SPP from July 2014. The current version of the SPP is from July 2017. As listed in Table 1 at the start of this report (overview of planning details), there were mapped assessment benchmarks relating to the airport facilities. We have reviewed the assessment benchmarks relating to this state interest and confirm that the provisions between the 2014 and 2017 SPP are identical.

Therefore, no further assessment is required, as the relevant current state interests are still considered to be appropriately reflected in the Planning Scheme. The assessment of the proposal against the Planning Scheme in section 5.1 below also functions as an assessment of the SPP.

The Local Government Infrastructure Plan

There are no assessment benchmarks that are directly applicable to the development or subject site.

Schedules 9 and 10 of the Planning Regulation

The planning application did not trigger assessable development or State agency referral under Schedule 10.

Approval history / unlawful use of the premises

The site contains an existing lawful dwelling house and shed. The existing shed will be removed in order to facilitate the siting of the new shed.

Common material

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

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

5.1 LONGREACH REGIONAL PLANNING SCHEME 2015

5.1.1 Proposal as Building Work

The proposed development is for building work. Under the Planning Act, the definition of building work is:

(a) *means*

- (i) ***building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or***
- (ii) *works regulated under the building assessment provisions; or*
- (iii) *excavating or filling for, or incidental to, the activities stated in subparagraph (i); or*
- (iv) *excavating or filling that may adversely affect the stability of a building or other structure, whether on the premises on which the building or other structure is situated or on adjacent premises; or*
- (v) *(v) supporting (vertically or laterally) premises for activities stated in subparagraph (i); and*

5.1.2 Assessment of Codes

Low Density Residential Zone Code

The site is in the Low Density Residential Zone, as shown in green on the Zone Map for Longreach in **Figure 3**.

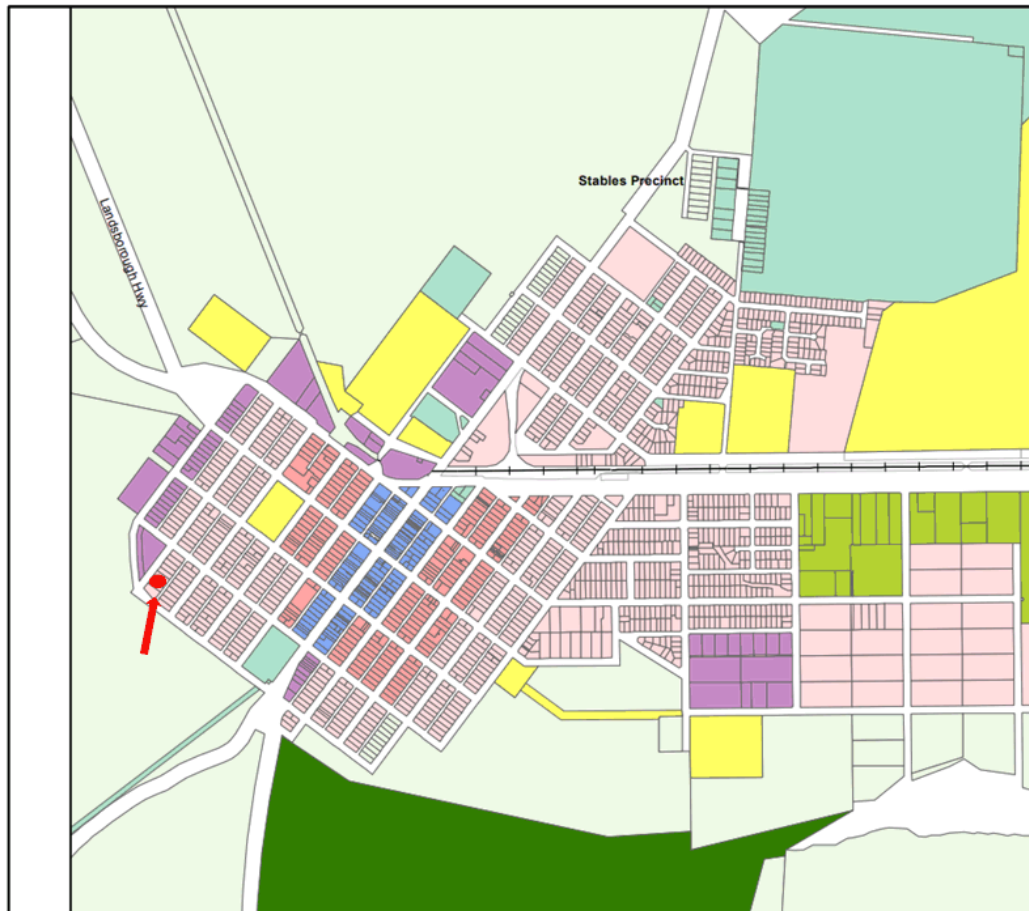


Figure 3 – Zone Map (Source: LRC Planning Scheme 2015)

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

The purpose of the low density residential zone code is to provide for predominantly dwelling houses supported by community uses and small-scale services and facilities that cater for local residents. The proposed shed is an outbuilding associated with a dwelling house and is consistent with the intent of the Low Density Residential Zone Code.

Of specific note to the proposed development is PO1 of the Low Density Residential Zone Code, which states:

PO1 - The design and density of dwellings, dual occupancies and any associated outbuildings or other structures:

- (a) contributes to and does not detract from the residential amenity and character of the neighbourhood;*
- (b) limits impacts on neighbours in terms of privacy, overlooking or overshadowing;*
- and*
- (c) ensures outbuildings and structures are ancillary to the residential floor area*

As the shed will have a floor area greater than 120m² it is required to meet PO1. The shed complies with P01, in particular:

- The shed will not detract from the residential amenity and character of the neighbourhood as the shed will replace an existing shed, be located at the rear of the dwelling house and is of a similar scale to other sheds in the locality
- The location and height of the shed will ensure there are no impacts in terms of privacy, overlooking or overshadowing. The shed will be limited to one storey and an eaves height of 3.5 and will incorporate reasonable boundary setbacks
- Whilst the shed is of a similar floor area to the existing dwelling house it will remain ancillary. The shed will be at the rear of the existing dwelling house and will be lower in height than the existing dwelling house. The shed will also be clearly distinguishable from the dwelling house due to the use of different materials and a lower pitched roof.

The shed will be compatible with the local character and amenity and will be of a similar scale to the existing sheds in the locality.

5.1.3 Flood Hazard and Airport Environs Overlays

It is noted that the site is mapped as being within the Flood Hazard and Airport Environs Overlays, however the overlay codes do not apply to building work. It is further noted that provisions relating to the provision of freeboard for buildings in the Flood Hazard Overlay does not apply to non-habitable buildings such as sheds.

6.0 REFERRALS

6.1 INTERNAL

The application was internally referred to Council's engineer as the proposed shed is in close proximity to an existing sewer line. Council carried out a site visit and determined the sewer line is not Council's main line and is the owner's private sewerage infrastructure. Council has no requirements in regard to the sewer line.

6.2 STATE ASSESSMENT REFERRAL AGENCY

The application did not trigger referral under the *Planning Regulation 2017*.

7.0 INFRASTRUCTURE CHARGES

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

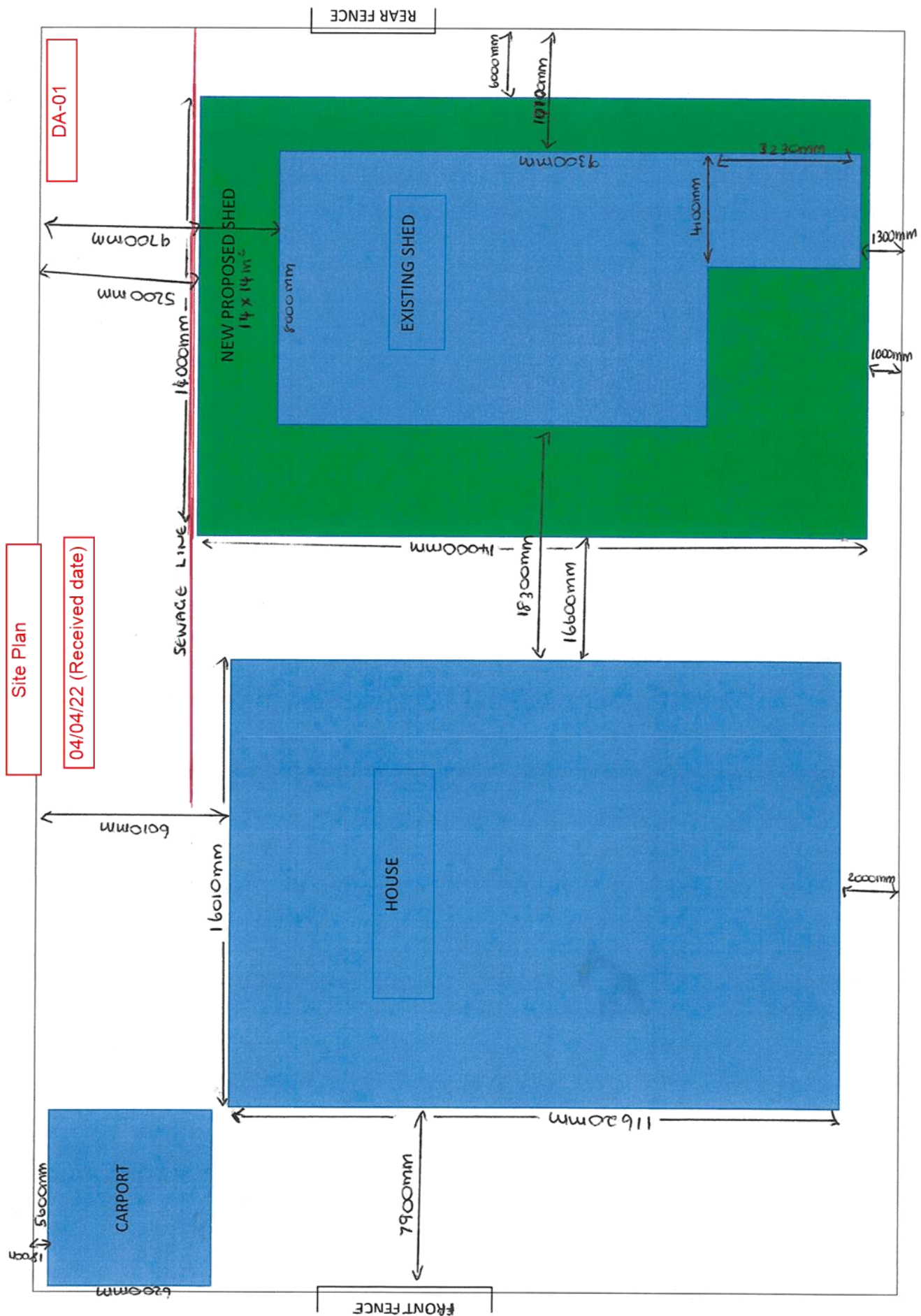
8.0 CONCLUSION

The development application seeking a Development Permit for Building Work for a Shed at 174 Wren Street, Longreach, formally described as Lot 14 on L35725, is recommended for approval, subject to the conditions outlined in this report. This recommendation is based on an assessment of the proposal in accordance with the Planning Act for applications subject

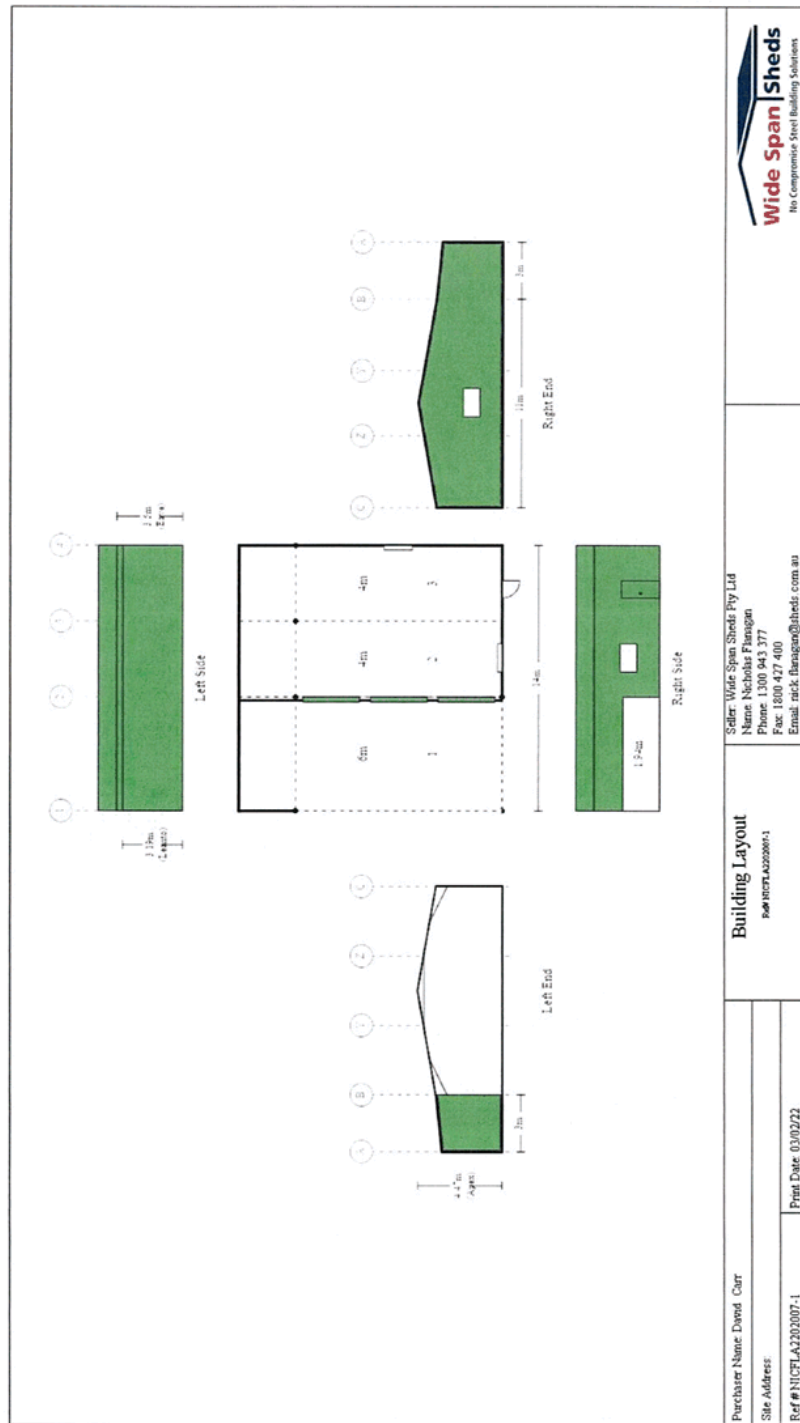
to Code Assessment. The assessment undertaken, which is summarised in this report, demonstrates that the proposal complies with the relevant assessment benchmarks.

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

- A shed is an acceptable use in the Low Density Residential Zone
- The shed will be located to ensure it does not cause amenity impacts on surrounding properties
- The shed will be of a scale consistent with surrounding development
- The development complies with all applicable assessment benchmarks of the Planning Scheme
- The development does not compromise the relevant elements of the Central West Regional Plan and State Planning Policy.



Building Layout



NO COMPROMISE STEEL BUILDING SOLUTIONS

www.sheds.com.au

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.13 - Development Application for a Development Permit for Building Work for a shed extension

13.13 Development Application for a Development Permit for Building Work for a shed extension

Consideration of a development application lodged with Council on 5 April 2022 by Gerard Bell for a Development Permit for Building Work for a shed extension at 41 Curlew Road, Longreach.

Description:	Building work assessable against the Planning Scheme
Development:	Development Permit
Applicant:	Gerard Bell
Owner:	Gerard Bell
Current Use of Land:	Dwelling house and shed
Address:	41 Curlew Road, Longreach
Real Property Description:	Lot 45 on L35712
Applicable Planning Scheme:	Longreach Regional Council Planning Scheme 2015 (v2.1)
Zone:	Low Density Residential Zone
Level of Assessment:	Code Assessment

Assessment Report

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

Appendices

1. DA2122-016 - Assessment Report.pdf [↓](#)
2. Attachment A - Proposal Plans.pdf [↓](#)

Recommendation:

That Council approves the application for a development permit for Building Work for an extension to a shed at 41 Curlew Road, Longreach, formally described as Lot 45 on L35712, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

- 1.1 *The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor or invitee of the Developer at all times unless otherwise stated.*
- 1.2 *Where these conditions refer to "Council" in relation to requiring Council to approve or be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role of the Council may be fulfilled in whole or in part by a delegate appointed for that purpose by Council.*
- 1.3 *The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.*
- 1.4 *The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed to create a hazard to the community, it must be repaired immediately.*

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.13 - Development Application for a Development Permit for Building Work for a shed extension

- 1.5 *All conditions, works, or requirements of this development approval must be undertaken and completed prior to commencement of use and to Council's satisfaction, unless otherwise stated.*

2.0 **APPROVED PLANS AND DOCUMENTS**

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

<i>Plan/Document Name</i>	<i>Plan/Document Number</i>	<i>Revision</i>	<i>Date</i>
<i>Ground Floor Plan</i>	<i>ST-03</i>	<i>0</i>	<i>31/01/22</i>
<i>Proposed Roof Section</i>	<i>ST-05</i>	<i>0</i>	<i>31/01/22</i>
<i>Proposed Dwelling</i>	<i>SH. 7 of 7</i>	<i>A</i>	<i>27/11/00</i>

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

3.0 **ROOF AND ALLOTMENT DRAINAGE WORKS**

- 3.1 *All roof and allotment drainage must be discharged such that it does not restrict, impair or change the natural flow of runoff water or cause a nuisance to adjoining properties or infrastructure from the pre to the post-development condition.*

4.0 **ASSET MANAGEMENT**

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

5.0 **AMENITY**

- 5.1 *Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, odour, vibration, fumes, smoke, vapour, steam, soot, ash, wastewater, waste products, grit, oil or otherwise.*
- 5.2 *Outdoor lighting must comply with AS4282 Control of Obtrusive Effects of Outdoor Lighting.*

6.0 **CONSTRUCTION ACTIVITIES**

- 6.1 *Construction activity and noise must be limited during earthworks and construction of the approved development to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.*
- 6.2 *The construction of any works must be undertaken in accordance with good engineering practice and workmanship and generally in accordance with the relevant provisions of Planning Scheme Policies No. 1 – Works Planning Scheme policy under Schedule 5 of the Longreach Regional Planning Scheme 2015 (v2.1).*

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.13 - Development Application for a Development Permit for Building Work for a shed extension

- 6.3 *All construction materials, waste, waste skips and machinery must be located and stored or parked within the development site, unless otherwise approved in writing by Council.*

ADVISORY NOTES

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

DECISION REPORT FOR GENERAL COUNCIL MEETING 21 APRIL 2022

DEVELOPMENT APPLICATION – DA21/22-016 – GERARD BELL – 41 CURLEW STREET, LONGREACH

EXECUTIVE SUMMARY

The Applicant, Gerard Bell, has submitted a development application seeking a Development Permit for Building Work for an Extension to a Shed at 41 Curlew Street, Longreach, formally described as Lot 45 on L35712 (the subject site).

The development is for an extension to a shed that will be used to keep existing machinery weather protected. The extension will have a floor area of 157.5m² and will be open without any walls. The extension will be located next to the existing shed and will be lower in height with an eaves height ranging from 2.6m to 3m.

Under the *Longreach Regional Planning Scheme 2015* (the Planning Scheme), the subject site is located in the Low Density Residential Zone. A shed in the Low Density Residential Zone where including a floor area above 120m² or with an eaves height greater than 3.5m is subject to code assessment. A 'code assessable' development application does not require public notification (i.e. is not subject to third-party appeal rights) and is assessed against a limited set of assessment benchmarks (i.e. criteria) under the Planning Scheme – to the extent the development complies or can be conditioned to comply with the assessment benchmarks, it must be approved.

Based on an assessment of the proposal in accordance with the *Planning Act 2016* for applications requiring code assessment, this decision report recommends approval of the development application, subject to conditions.

1.0 OVERVIEW

TABLE 1 - OVERVIEW	
PROPERTY DETAILS	
Site address	41 Curlew Street, Longreach
RPD	Lot 45 on L35712
Site Area	20,230m ²
Landowner	Gerard Bell
Existing use of land	Dwelling house and shed
APPLICATION DETAILS	
Application No.	DA21/22-016
Applicant	Gerard Bell
Application description	Development Application for a Development Permit for Building Work for an Extension to a Shed
Decision Due date	26 May 2022
Proposal	Extension to residential shed
STATUTORY PLANNING DETAILS	
State Planning Policy	<i>State Planning Policy (July 2017)</i>
Mapped SPP matters	Strategic Airports and Aviation Facilities <ul style="list-style-type: none">Obstacle limitation surface areaLighting area buffer 6kmWildlife hazard buffer zone

13.13 - Development Application for a Development Permit for Building Work for a shed extension -- Appendix 1

Regional Plan	Central West Regional Plan (September 2009)
CWRP Designation	Major Rural Activity Centre (Longreach)
Planning Scheme	<i>Longreach Regional Planning Scheme 2015 (v2.1)</i>
Zone	Low Density Residential Zone
Overlays	Airport Environ Overlay <ul style="list-style-type: none"> • Buffer Area A Flood Hazard Overlay <ul style="list-style-type: none"> • Low • Significant
Category of Assessment	Code Assessment

2.0 PROPOSAL BACKGROUND

Application lodged	05 April 2022
Application properly made	12 April 2022
Decision due date under the <i>Planning Act 2016</i>	03 June 2022

3.0 SITE AND SURROUNDS DESCRIPTION

The subject site is located at 41 Curlew Road, Longreach, formally described as Lot 41 on L35712 (see **Figure 1**). The subject site has an area of 20,230m², is of a regular shape and includes a 100m frontage to Curlew Road and a 200m frontage to Raven Road.

The subject site is currently improved with existing dwelling house and open shed. Vehicular access to the subject site is via an existing access point to Curlew Road.

The site is located within a residential area and the site is surrounded by dwelling houses on large residential lots.



Figure 1 – Locality of Subject Site (Queensland Government DAMS)

4.0 DESCRIPTION OF PROPOSAL

The proposed development is for an extension to a shed. The shed will be used to keep existing machinery weather protected. The extension will have a floor area of 157.5m² and will not have any walls. The extension will be located next to the existing shed and will be lower in height with an eaves height ranging from 2.6m to 3m. The shed will be setback 12m from the northern boundary and over 100m from the western boundary.

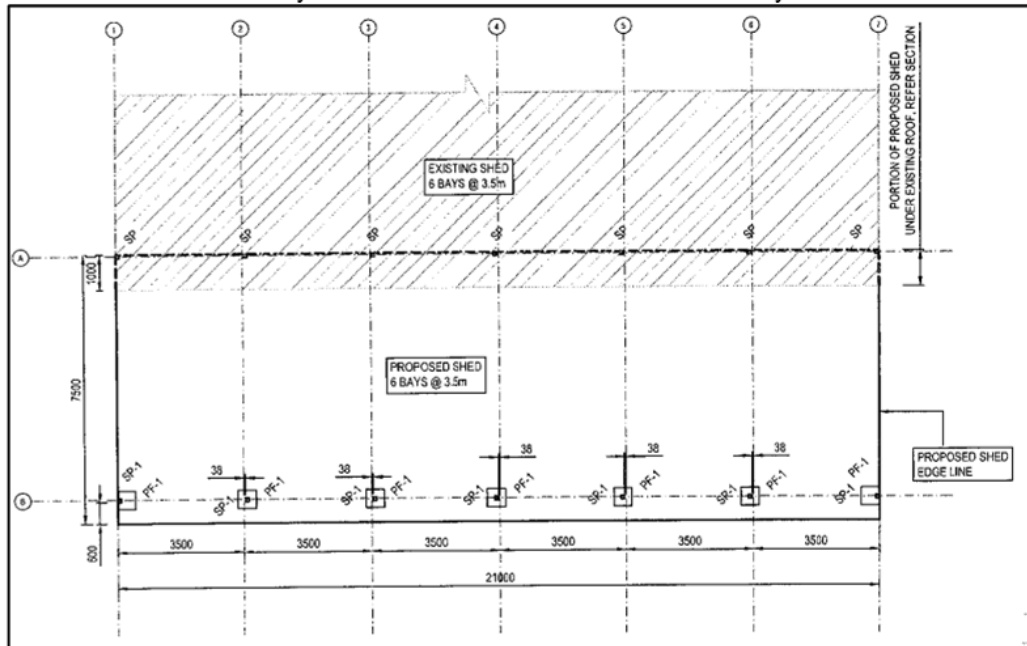


Figure 2 – Shed floor plan (Proposal Plan)

Proposal plans recommended for approval are included in **Attachment A**.

5.0 PLANNING ASSESSMENT

In accordance with Section 45(3) of the *Planning Act 2016* ('the Planning Act'), Code Assessment is an assessment that must be carried out –

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation for this paragraph.

In this instance, under Section 45(3)(a) of the Planning Act, the categorising instrument for the development is the *Longreach Regional Planning Scheme 2015 (Version 2.1)* (the Planning Scheme) under which the applicable assessment benchmarks are the following codes:

- Low Density Residential Zone Code

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

The Central West Regional Plan

The regional plan is identified as being appropriately integrated in the Planning Scheme and therefore does not require further assessment. The assessment of the proposal against the Planning Scheme in section 5.1 below also functions as an assessment of the Regional Plan.

The State Planning Policy

The Planning Scheme reflects an older version of the SPP from July 2014. The current version of the SPP is from July 2017. As listed in Table 1 at the start of this report (overview of planning details), there were mapped assessment benchmarks relating to the airport facilities. We have reviewed the assessment benchmarks relating to this state interest and confirm that the provisions between the 2014 and 2017 SPP are identical.

Therefore, no further assessment is required, as the relevant current state interests are still considered to be appropriately reflected in the Planning Scheme. The assessment of the proposal against the Planning Scheme in section 5.1 below also functions as an assessment of the SPP.

The Local Government Infrastructure Plan

There are no assessment benchmarks that are directly applicable to the development or subject site.

Schedules 9 and 10 of the Planning Regulation

The planning application did not trigger assessable development or State agency referral under Schedule 10.

Approval history / unlawful use of the premises

The site contains an existing lawful dwelling house and shed. The existing shed will be removed in order to facilitate the siting of the new shed.

Common material

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

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

5.1 LONGREACH REGIONAL PLANNING SCHEME 2015

5.1.1 Proposal as Building Work

The proposed development is for building work. Under the Planning Act, the definition of building work is:

(a) means

- (i) **building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or**
- (ii) *works regulated under the building assessment provisions; or*
- (iii) *excavating or filling for, or incidental to, the activities stated in subparagraph (i); or*
- (iv) *excavating or filling that may adversely affect the stability of a building or other structure, whether on the premises on which the building or other structure is situated or on adjacent premises; or*
- (v) *(v) supporting (vertically or laterally) premises for activities stated in subparagraph (i); and*

5.1.2 Assessment of Codes

Low Density Residential Zone Code

The site is in the Low Density Residential Zone, as shown in green on the Zone Map for Longreach in **Figure 3**.

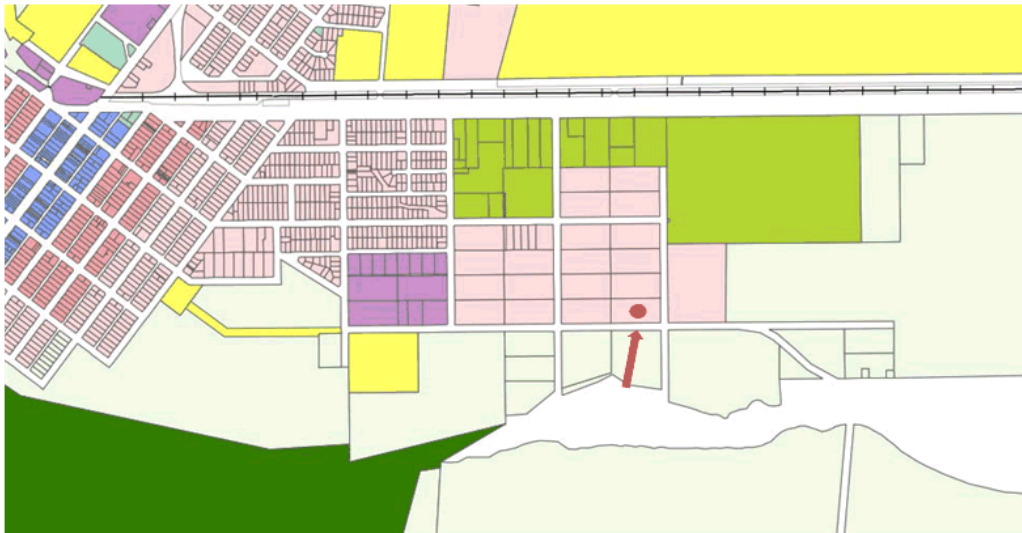


Figure 3 – Zone Map (Source: LRC Planning Scheme 2015)

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

The purpose of the low density residential zone code is to provide for predominantly dwelling houses supported by community uses and small-scale services and facilities that cater for local residents. The proposed shed is an outbuilding associated with a dwelling house and is consistent with the intent of the Low Density Residential Zone Code.

Of specific note to the proposed development is PO1 of the Low Density Residential Zone Code, which states:

- PO1** - The design and density of dwellings, dual occupancies and any associated outbuildings or other structures:
- (a) contributes to and does not detract from the residential amenity and character of the neighbourhood;
 - (b) limits impacts on neighbours in terms of privacy, overlooking or overshadowing;
 - and
 - (c) ensures outbuildings and structures are ancillary to the residential floor area

As the shed will have a floor area greater than 120m² it is required to meet PO1. The shed complies with P01, in particular:

- The shed will not detract from the residential amenity and character of the neighbourhood as the shed will be an addition to an existing shed and is of a similar scale to other sheds in the locality
- The location and height of the shed will ensure there are no impacts in terms of privacy, overlooking or overshadowing. The shed will be limited to one storey and a maximum eaves height of 3m and will incorporate substantial boundary setbacks. The shed will be located a minimum 80m from the closest dwelling house.
- Whilst the shed is of a similar floor area to the existing dwelling house it will remain ancillary. The shed will be separated from the dwelling house. The shed will also be clearly distinguishable from the dwelling house due to it being an open structure with differing material to those utilised by the dwelling house.

The shed will be compatible with the local character and amenity and will be of a similar scale to the existing sheds in the locality.

5.1.3 Flood Hazard and Airport Environs Overlays

It is noted that the site is mapped as being within the Flood Hazard and Airport Environs Overlays, however the overlay codes do not apply to building work. It is further noted that provisions relating to the provision of freeboard for buildings in the Flood Hazard Overlay does not apply to non-habitable buildings such as sheds. The shed will be open and any flood waters would be able to pass through with no issues.

6.0 REFERRALS

6.1 INTERNAL

The application was not internally referred to Council's engineer or building certifier due to the minor nature of the proposal.

6.2 STATE ASSESSMENT REFERRAL AGENCY

The application did not trigger referral under the *Planning Regulation 2017*.

7.0 INFRASTRUCTURE CHARGES

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

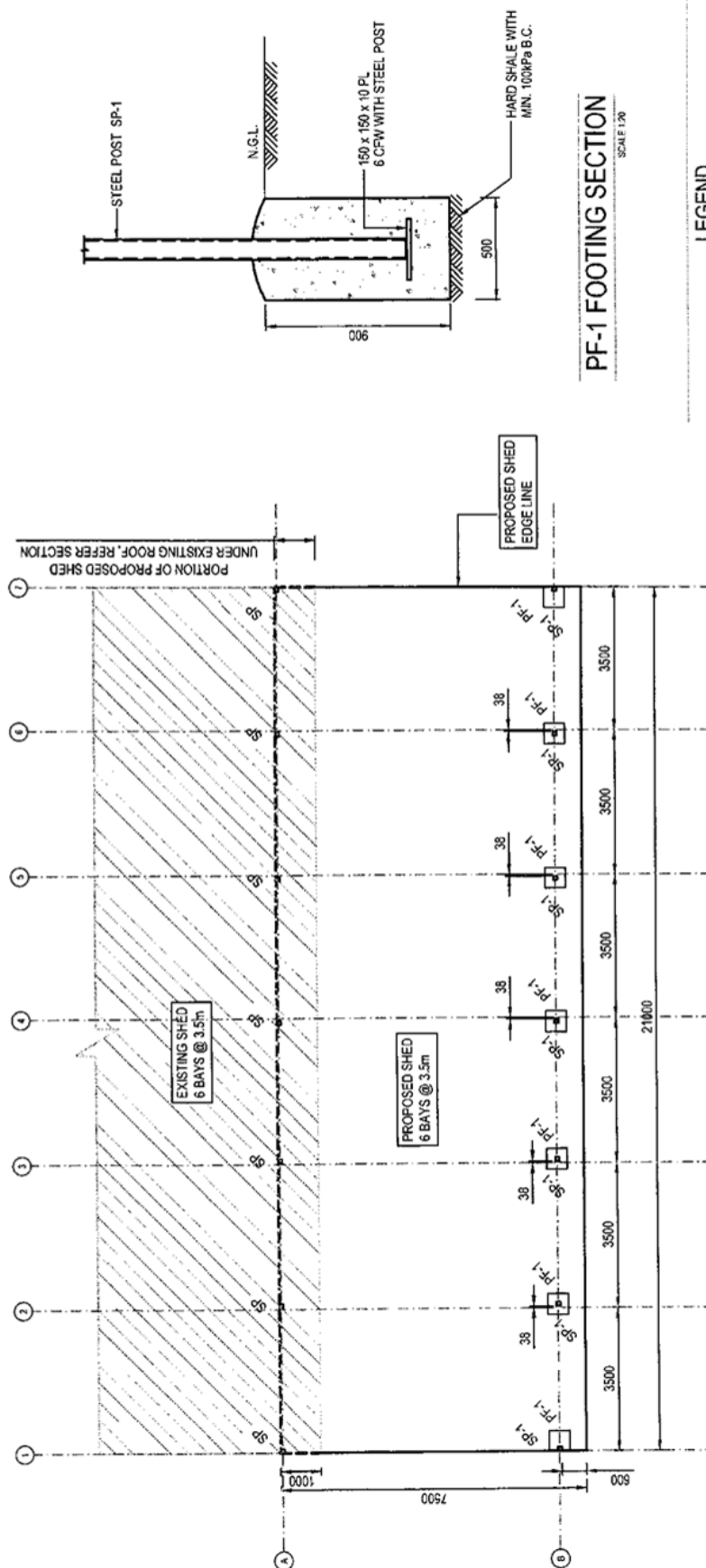
8.0 CONCLUSION

The development application seeking a Development Permit for Building Work for a Shed at 41 Curlew Street, Longreach, formally described as Lot 45 on L35712, is recommended for approval, subject to the conditions outlined in this report. This recommendation is based on an assessment of the proposal in accordance with the Planning Act for applications subject to Code Assessment. The assessment undertaken, which is summarised in this report, demonstrates that the proposal complies with the relevant assessment benchmarks.

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

- A shed is an acceptable use in the Low Density Residential Zone
- The shed will be located to ensure it does not cause amenity impacts on surrounding properties
- The shed will be of a scale consistent with surrounding development
- The development complies with all applicable assessment benchmarks of the Planning Scheme
- The development does not compromise the relevant elements of the Central West Regional Plan and State Planning Policy.

13.13 - Development Application for a Development Permit for Building Work for a shed extension --
Appendix 2



GROUND FLOOR PLAN

STEEL POST SCHEDULE

TAG	SIZE
SP-1	SHS 100 x 5

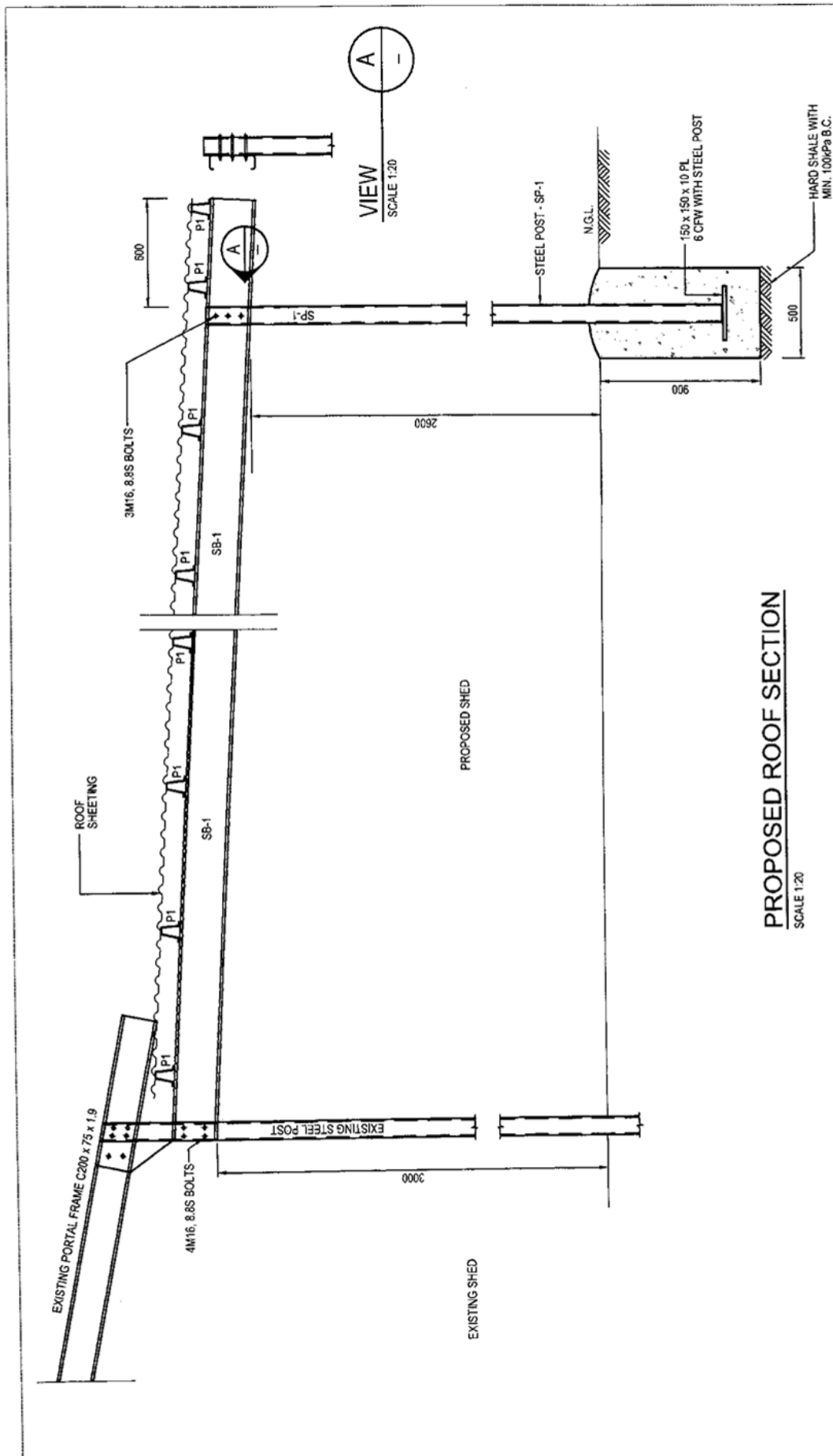
PAD FOOTING SCHEDULE

TAG	SIZE (A x B x D mm)	REINFORCEMENT	f _c '
PF-1	500 x 500 x 900	—	25MPa

LEGEND

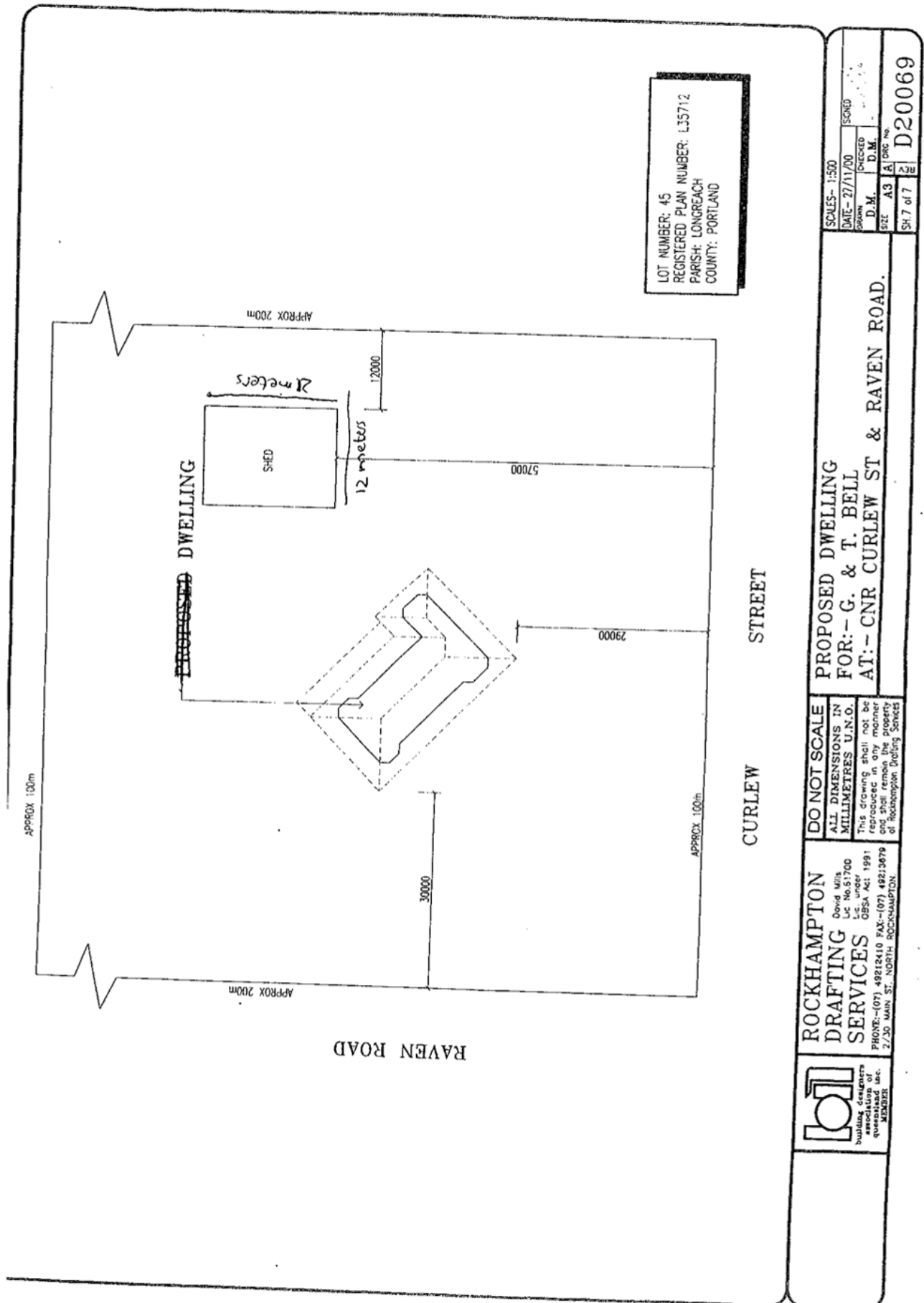
	DENOTES EXISTING SHED
	DENOTES EXISTING STEEL POST WITH EXISTING FOOTING
	DENOTES PROPOSED STEEL POST, REFER SCHEDULE
PF-1	DENOTES PROPOSED FOOTING, REFER SCHEDULE

<p>Jayanta Bhattacharya 8 Broomie Street, Aintree, VIC 3336 P: 03 8716 4363 F: 03 8716 4363 M: 0478706361 E: jay@jengineeringandassociates.com.au</p>	PROPOSED SHED EXTENSION		REVISION	DESCRIPTION	INITIALS	DATE	SHEET TITLE: GROUND FLOOR PLAN	
	SITE ADDRESS: LOT 45 CNR, CULLEW & RAVEN ROADS, LONGREACH, QLD 4730						DATE:	31/01/22
	OWNER: GERARD BELL	DRAWN BY: GS					SCALE:	1:100@A3
	PROJECT: SHED EXTENSION	CHECKED BY: JB					SHEET No.: ST-03	REVISION NO.: 0



Jayanta Bhattacharya 8 Broomie Street, Aintree, VIC 3336 P: 03 8716 4363 F: 03 8716 4363 M: 0478706361 E: jay@japingineersandassociates.com.au		PROPOSED SHED EXTENSION SITE ADDRESS: LOT 45 CNR CURLEW & RAVEN ROADS, LONGREACH, QLD 4730		REVISION DESCRIPTION INITIALS DATE REVISION DESCRIPTION INITIALS DATE		SHEET TITLE: ROOF SECTION DATE: 31/01/22 SCALE: 1:100@A3 SHEET NO.: ST-05 REVISION NO.: 0	
OWNER: GERARD BELL		DRAWN BY: GS					
PROJECT: SHED EXTENSION		CHECKED BY: JB					

13.13 - Development Application for a Development Permit for Building Work for a shed extension --
Appendix 2



13. COMMUNITY AND CULTURAL SERVICES REPORT

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units)

13.14 Development Permit for Material Change of Use for Short Term Accommodation (Two Units)

Consideration of a development application lodged with Council on 25 March 2022 by the Whitman's Memorial Park and Museum Association Inc. for a Development Permit for Material Change of Use for Short Term Accommodation (Two Units) at 45 St Agnes Street, Isisford.

Description:	Material Change of Use for Short Term Accommodation (Two Units)
Development:	Development Permit
Applicant:	Whitman's Memorial Park and Museum Association Inc.
Owner:	Whitman's Memorial Park and Museum Association Inc.
Current Use of Land:	Formerly Isisford District Hospital, presently museum and multi-purpose centre
Address:	45 St Agnes Street, Isisford
Real Property Description:	Lot 1 on SP287054
Applicable Planning Scheme:	Longreach Regional Planning Scheme 2015 (v2.1)
Zone:	Township Zone
Level of Assessment:	Code Assessment

Assessment Report

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

Appendices

1. DA2122-014 - Assessment Report.pdf [↓](#)
2. Attachment A - Proposal Plans.pdf [↓](#)

Recommendation:

That Council approves the application for a development permit for a Material Change of Use for Short Term Accommodation at 45 St Agnes Street, Isisford formally described as Lot 1 on SP287054, subject to the following conditions:

1.0 PARAMETERS OF APPROVAL

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

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units)

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

20 APPROVED PLANS AND DOCUMENTS

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

<i>Plan/Document Name</i>	<i>Plan/Document Number</i>	<i>Revision</i>	<i>Date</i>
45 St Agnes Street, Isisford – Site Plan	DA-01	-	25/03/2022 (Received date)
Parking Plan	DA-02	-	25/03/2022 (Received date)

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

3.0 VEHICLE ACCESS AND PARKING

- 3.1 Provide and maintain a minimum of two (2) car parking spaces on-site, dedicated to the approved development and located in accordance with the approved plans (refer to condition 2.1). All car parking spaces must be clearly delineated by either line-marking or signage.

Advisory Note: These car parking spaces are to be provided in addition to the car parking associated with any other continuing lawful use of the premise.

- 3.2 Design, construct and maintain all car parking and access works generally in accordance with the approved plans, Australian Standard AS2890 "Parking Facilities" (Parts 1 to 6) and Manual of Uniform Traffic Control Devices (Queensland).
- 3.3 Construct and maintain the vehicular accesses in accordance with the Institute of Public Works Engineering Australia Standard Drawing No. RS-049 (vehicle low density residential) Plan 1 and 2.

Advisory Note: In accordance with section 5.7 and specifically Table 5.7.1 (Operational Work) of the Planning Scheme, Operational Work for a driveway crossover is prescribed as 'Accepted subject to requirements.' The requirements are the Works Code of the Planning Scheme.

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units)

4.0 SERVICES

- 4.1 *The premises must be connected to Council's reticulated water and sewerage networks in accordance with the standards prescribed in Table SC5.1.2.6 (Water and Sewer Standards) of Planning Scheme Policy 1 – Works.*

Advisory Note: *In accordance with section 5.7 and specifically Table 5.7.1 (Operational Work) of the Planning Scheme, Operational Work for water and sewerage connections are prescribed as 'Accepted subject to requirements.' The requirements are the Works Code of the Planning Scheme.*

- 4.2 *Electricity and telecommunication services must be provided to the premises in accordance with the standards and requirements of the relevant service provider.*

5.0 LANDSCAPING

- 5.1 *Retain and maintain all landscaping generally in accordance with its state as at the date of this approval, with the exception of the removal of the existing rock edged gardens. Any new or changed landscaping must predominantly contain species that are endemic to the region due to their low water dependency.*
- 5.2 *Ensure the landscaped areas are subject to water and maintenance during the establishment phase, and ongoing maintenance and replanting as required.*

6.0 ENVIRONMENTAL HEALTH

- 6.1 *Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, odour, wastewater, waste products, dust or otherwise.*
- 6.2 *Maintain outdoor lighting to comply with AS4282 - "Control of Obstructive Effects of Outdoor Lighting".*
- 6.3 *All waste storage areas must be kept in a clean, tidy condition, and must be screened from view from St Agnes Street and the buildings (on Lot 90 on SP266028) to the east of the premises. Sufficient waste containers and services are to be provided to cater for the containment and removal of all waste generated on the site.*

7.0 EROSION AND SEDIMENT CONTROL

- 7.1 *Implement and maintain an Erosion and Sediment Control Plan (ESCP) on-site for the duration of any works associated with the approved development, and until such time as all exposed soil areas are permanently stabilised (for example, turfed, hydro mulched, concreted, and landscaped). The ESCP must be available on-site for inspection by Council Officers during the works.*
- 7.2 *The Erosion and Sediment Control Plan must be prepared in accordance with the Best Practice Erosion and Sediment Control document from the International Erosion Control Association, as updated from time to time.*
- 7.3 *Where any component of the works is to be undertaken during the wet season (October to May), the Erosion and Sediment Control Plan must be submitted to Council for approval, prior to commencement of the works.*

Advisory note: *Schedule 5.1.2.5 of the Longreach Regional Council Planning Scheme*

13. COMMUNITY AND CULTURAL SERVICES REPORT

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units)

(v2.1) references the Director of Infrastructure Services to undertake the assessment of the ESCP.

8.0 CONSTRUCTION ACTIVITIES

- 8.1 *Construction activity and noise must be limited during earthworks and construction associated with the approved development to the hours of 06:30 to 18:30 Monday to Saturday, with no work to occur on Sundays or public holidays.*
- 8.2 *The construction of any works must be undertaken in accordance with good engineering practice and workmanship and generally in accordance with the relevant provisions of Planning Scheme Policy No. 1 – Works Planning Scheme Policy under Schedule 5 of the Longreach Regional Planning Scheme 2015 (v2.1).*
- 8.3 *All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site, unless otherwise approved in writing by Council.*

9.0 ASSET MANAGEMENT

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

ADVISORY NOTES

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

DECISION REPORT FOR GENERAL COUNCIL MEETING 21 APRIL 2022

DEVELOPMENT APPLICATION – DA NO. 21/22-014 – WHITMANS MEMORIAL PARK AND MUSEUM ASSOCIATION INC – 6 ST AGNES STREET, ISISFORD (LOT 1 ON SP287054)

EXECUTIVE SUMMARY

The Applicant, Whitman's Memorial Park and Museum Association Inc, seeks a Development Permit for Material Change of Use for Short-Term Accommodation (two units) over land at 6 St Agnes Street, Isisford, formally described as Lot 1 on SP287054 (the subject site). The subject site is 11,890m² in area and contains the former Isisford District Hospital which is a State Heritage Place.

The proposed development involves the reuse of parts of the former Isisford District Hospital, including an existing detached house at the front of the site as a three-bedroom unit and small area at the rear of the former hospital for a one-bedroom unit. No building works are proposed as part of this application. The three-bedroom unit will have a gross floor area of approximately 234m² and the one-bedroom unit will have a gross floor area of approximately 48m². The overall gross floor area being approximately 282m².

Access is provided from the existing access and driveway on St Agnes Street and the site has existing connections to utilities and services. The proposal also includes a minimum one parking space per unit.

Under the *Longreach Regional Planning Scheme 2015 (version 2.1)* (the Planning Scheme), the proposal is defined as Short-Term Accommodation. The subject site is in the Township Zone wherein a Material Change of Use for Short-Term Accommodation is categorised as Assessable Development that is subject to Code Assessment where including a gross floor area of less than 300m². A 'code assessable' development application does not require public notification (i.e. is not subject to third-party appeal rights) and is assessed against a limited set of assessment benchmarks (i.e. criteria) under the Planning Scheme. Being code assessable, to the extent the development complies or can be conditioned to comply with the assessment benchmarks, it must be approved.

The subject site is wholly outside of the area on Overlay Map – 01a identified as "Isisford Locally Verified Historical Highest Known Water Level". An Exemption Certificate dated 14 March (ref 202203-16260 EC) has been obtained with respect to development impacting a Queensland Heritage Place.

Based on an assessment of the proposal in accordance with the *Planning Act 2016* for applications requiring code assessment, this decision report recommends approval of the development application, subject to conditions.

OVERVIEW

TABLE 1 - OVERVIEW

PROPERTY DETAILS	
Site address	6 St Agnes Street, Isisford
RPD	Lot 1 on SP287054
Site Area	11,890m ²
Landowners	Whitman's Memorial Park and Museum Association Inc
Existing use of land	Formerly Isisford District Hospital, presently museum and multi-purpose centre
APPLICATION DETAILS	
Application No.	DA21/22-014
Applicant	Whitman's Memorial Park and Museum Association Inc
Application description	Development Permit for Material Change of Use for Short-Term Accommodation (two units)
Date Decision made	21 April 2022
Decision due date	20 May 2022 (35bd – excl Good Friday, Easter Monday, ANZAC Day, Labour Day)
Proposal	Change of use of existing rooms within existing building to 1 x three-bedroom unit and 1 x one-bedroom unit and designation of associated on-site car parking spaces

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units) -- Appendix 1

STATUTORY PLANNING DETAILS	
State Planning Policy	State Planning Policy (July 2017)
Mapped SPP matters	Cultural Heritage <ul style="list-style-type: none"> • State heritage place
Regional Plan	Central West Regional Plan (September 2009)
CWRP Designation	Community Activity Centre (Isisford)
Planning Scheme	<i>Longreach Regional Planning Scheme 2015 (v2.1)</i>
Overlays	n/a
Zone	Township Zone
Land use definition	Short-Term Accommodation
Category of Assessment	Code Assessment

1.0 PROPOSAL BACKGROUND

TABLE 2 – APPLICATION HISTORY

Application lodged	25 March 2022
Application properly made	25 March 2022
Council Confirmation Notice	Not required
Tabled at General Meeting to be decided by Council	21 April 2022
Decision due date under the <i>Planning Act 2016</i>	20 May 2022

2.0 SITE DESCRIPTION

The subject site is located at 6 St Agnes Street, Isisford, formally described as Lot 1 on SP287054 (see **Figure 1**). The subject site is 11,890m² in area has an approximate 98 metre frontage to St Agnes Street to the north-north-east. The eastern portion of the lot is included on the Queensland Heritage Register as Isisford District Hospital (former), Place ID 602837.

The site is generally cleared, however contains some established areas of vegetation around the existing Isisford District Hospital (former) building and adjacent to the driveway.



Figure 1 – Aerial Photograph of Subject Site (Queensland Globe)
Portion of the site subject to the Queensland Heritage Place listing shown in pink.

3.0 LOCALITY DESCRIPTION

The subject site is located at the southern fringe of Isisford's developed township area, on the southern side of St Agnes Street. Within the broader locality, the subject site is bound by (see **Figure 2**):

- To the north: Isisford State School
- To the east: Isisford Primary Health Service
- To the south: Vacant land and further to the south dwelling houses
- To the west: St Catherine Street and dwelling houses.



Figure 2 – Aerial Photography of Locality (Queensland Globe)

4.0 DESCRIPTION OF PROPOSAL

The proposed development is within the Isisford District Hospital (former).

The proposed development involves the reuse of parts of the former Isisford District Hospital, including an existing detached house at the front of the site as a three-bedroom unit and small area at the rear of the former hospital for a one-bedroom unit. No building works are proposed as part of this application. The three-bedroom unit will have a gross floor area of approximately 234m² and the one-bedroom unit will have a gross floor area of approximately 48m². The overall gross floor area being approximately 282m².

Access is provided from the existing access and driveway on St Agnes Street and the site has existing connections to utilities and services. The proposal also includes one parking space per unit.

The development will service a need within the Isisford community for short-term accommodation options for tourists, travellers and itinerant workers. The development is intended to supplement the applicant's capacity to fund the ongoing maintenance and operating costs of operating the Isisford District Hospital (former) as a medical museum. The applicant is a not-for-profit organisation.

The proposed development will be serviced by the existing driveway from St Agnes Street to the existing building. No new road access is proposed.

The proposed development will be serviced by existing standard urban infrastructure services including a reticulated supply of water and sewerage infrastructure, and reticulated supply of electricity (including solar panels approved by Ergon Energy) and telecommunications.

Existing landscaping is to be retained, with the exception of the rock edged garden beds which will be removed to improve ease of mowing. The existing mature Kurrajong (*Brachychiton populneus*) tree to the north of the 1892 building, Moreton Bay Fig tree (*Ficus macrophylla*), and Eucalyptus sp. to the west of the 1909 ward are recorded in the State cultural heritage listing for the Isisford District Hospital (former) and are therefore protected and required to be maintained under that framework.

Stormwater discharge is not proposed to change as a result of the approved development.

5.0 PLANNING ASSESSMENT

In accordance with section 45 (3) of the *Planning Act 2016* (the Act), Code Assessment is an assessment that must be carried out only -

- (a) Against the **assessment benchmarks in a categorising instrument** for the development; and
- (b) Having regard to **any matters prescribed by regulation** for this paragraph.

This framework for assessing Code assessable applications is explained as follows:

Code assessment is a 'bounded assessment' which means only the applicable assessment benchmarks and matters can be considered by Council in deciding the application.

The categorising instrument for the development is the *Longreach Regional Planning Scheme 2015* (Version 2.1). The applicable assessment benchmarks under the Planning Scheme are:

- Township Zone Code
- Landscape Code
- Works Code.

These are discussed in further in detail in Section 5.1.3 below.

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

The Central West Regional Plan

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

The State Planning Policy

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

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

The Local Government Infrastructure Plan

The application was referred to the Development Engineer and no concerns were raised about the adequacy of the existing trunk infrastructure servicing the premises and proposed additional demand expected by the proposed development.

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

Schedules 9 and 10 of the Planning Regulation

The application would typically trigger State agency referral under Schedule 10 of the Planning Regulation as it involved development of a Queensland Heritage Place. However, the applicant has liaised with the Department of Environment and Science and obtained an Exemption Certificate dated 14 March (ref 202203-16260 EC) in respect of the proposed development.

Approval history /lawful uses

This matter relates to any development approval for, and any lawful use of, the premises or adjacent premises.

There is no record of any development approvals over the adjacent vacant lots to the east and south. The adjacent residence to the south/south-west is considered to be a lawful use.

Common material

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

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

5.1 LONGREACH REGIONAL PLANNING SCHEME 2015

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

5.1.1 Proposal as a *Material Change of Use*

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

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

In the context of the proposal, the subject site is presently used as a museum which would meet the current use definition for Tourist Attraction, therefore the proposed Short-Term Accommodation is considered a new use.

5.1.2 Land Use Definition

Under the Planning Scheme, the development is defined as a 'Short-Term Accommodation', which means:

Premises used to provide short-term accommodation for tourists or travellers for a temporary period of time (typically not exceeding three consecutive months) and may be self-contained. The use may include a manager's residence and office and the provision of recreation facilities for the exclusive use of visitors.

5.1.3 Assessment of Codes

Township Zone Code

The site is in the Township Zone, as shown in orange on the Zone Map for Isisford in **Figure 3**.



Figure 3 – Zone Map (Source: LRC Planning Scheme 2015)

The proposed development complies, or can otherwise be conditioned to comply, with the Performance Outcomes and, where applicable, the Acceptable Outcomes, of the Township Zone Code. In particular:

- The Short-term accommodation will reuse existing components of the Former Isisford Hospital and will therefore be compatible with the local character and amenity
- The proposal is in walking distance of the main street of Isisford
- The use will be carried out in existing buildings therefore remaining compatible with the local character
- The building height or site cover will not be changing as a result of the development
- The proposal provides adequate onsite car parking for the use
- The proposal provides existing landscaping, including significant vegetation that is part of the Heritage citation for the site
- The site is not included within the Bushfire Hazard Overlay area.

Landscape Code

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

The site contains existing landscaping including significant vegetation that is part of the Heritage citation for the site. As the proposal involves the reuse of existing buildings there is no requirement for additional landscaping.

Works Code

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

The site has existing reticulated services and other essential services that can be utilised for the Short-term accommodation. The site also has existing access and will provide on-site carparking.

In summary, this planning assessment has demonstrated compliance between the development and the relevant assessable benchmarks of the Planning Scheme. Recommended conditions of approval reflect the elements of each assessment benchmark to ensure on-going compliance in terms of operation and amenity. No conflict is evident between the proposal and the Planning Scheme.

6.0 REFERRALS

6.1 Internal

The application was internally referred to Council officers to assess technical aspects of the development relating to their field.

Development Engineering

The development engineer reviewed the application material and cited no objections or concerns to the proposal. In response to engineering comments on draft conditions, the proposal has been conditioned to provide all necessary services and access. The engineer advised that parking areas could remain in their natural form.

Building certifier

Council's building certifier had no comments relating to the proposal.

6.2 External

No referrals were required in accordance with Schedule 10 of the *Planning Regulation 2017*. The applicant provided an Exemption Certificate dated 14 March (ref 202203-16260 EC) and issued by the Department of Environment and Science with respect to undertaking the proposed development on a Queensland Heritage Place.

7.0 PUBLIC NOTIFICATION

This application is Code Assessable, therefore public notification was not required.

8.0 CONCLUSION

This Development Application for a Development Permit for Material Change of Use for Short-Term Accommodation (two units) over land at 6 St Agnes Street, Isisford, formally described as Lot 1 on SP287054, is recommended for approval, subject to the conditions outlined in this report. This recommendation is based on an assessment of the proposal in accordance with the *Planning Act 2016* for applications requiring Code Assessment, which demonstrates the proposal's consistency with relevant matters and assessment benchmarks.

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

- The proposed use is considered acceptable in the Township Zone.
- The proposal will reuse existing components of the Former Isisford Hospital and will therefore be compatible with the local character and amenity
- The proposal retains existing landscaping, including significant vegetation that is part of the Heritage citation for the site
- The development is appropriately serviced by reticulated services, vehicle access and parking.

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units) -- Appendix 1

- The development complies or can be conditioned to comply, with the relevant assessment benchmarks of the Planning Scheme.
- The development does not compromise the relevant elements of the Central West Regional Plan or State Planning Policy.

13.14 - Development Permit for Material Change of Use for Short Term Accommodation (Two Units) --
Appendix 2

DA-01

25/03/2022 (Received date)

45 St Agnes Street, Isisford – Site Plan



3 bedroom dwelling

1 bedroom unit



Parking Plan

DA-02

25/03/2022 (Received date)



Carparks for house
and Unit.

14. INFRASTRUCTURE SERVICES REPORT

14.1 - Standing Matters - Infrastructure Services Financial Report

14. INFRASTRUCTURE SERVICES REPORT

14.1 Standing Matters - Infrastructure Services Financial Report

Infrastructure					Year to Date				Full Year			
Note:		Actual	Budget	Variance	%	Revised	Original	Variance	%			
		\$'000	\$'000	\$'000		Budget	Budget					
	Operating Income											
	Rates, levies and charges	5,554	5,366	188	4%	5,588	5,588	-	0%			
	Fees and charges	25	26	(2)	-6%	35	35	-	0%			
	Rental income	-	-	-	0%	-	-	-	0%			
	Interest received	-	-	-	0%	-	-	-	0%			
1	Sales revenue	4,740	4,961	(220)	-4%	7,110	7,110	-	0%			
	Other	106	7	99	1316%	10	10	-	0%			
1	Grants, subsidies, contributions and donations	4,267	6,394	(2,127)	-33%	8,784	9,120	(336)	-4%			
	Total Operating Income	14,693	16,754	(2,062)	-12%	21,527	21,863	(336)	-2%			
	Operating Expenditure											
	Employee benefits	3,445	3,620	175	5%	4,845	4,845	-	0%			
1	Materials and services	10,132	10,865	734	7%	14,919	14,487	(432)	-3%			
	Finance costs	179	177	(1)	-1%	233	233	-	0%			
	Depreciation and amortisation	4,586	4,671	85	2%	6,228	6,496	268	4%			
	Other	-	-	-	0%	-	-	-	0%			
	Total Operating Expenditure	18,341	19,334	993	5%	26,225	26,061	(164)	-1%			
	Operating Surplus/(Deficit)	(3,649)	(2,580)	(1,069)	41%	(4,698)	(4,198)	(501)	12%			
	Capital Income and Expenditure											
	Capital Revenue	2,498	5,295	(2,797)	-53%	6,993	5,298	1,695	32%			
	Capital Expenses	-	-	-	0%	-	-	-	0%			
	Net Capital Income/(Loss)	2,498	5,295	(2,797)	-53%	6,993	5,298	1,695	32%			
	Net Result	(1,151)	2,715	(3,866)	-142%	2,295	1,100	1,195	109%			

Areas to note

Exception reporting:

1 Grants, subsidies, contributions and donations, Sale Revenue & Materials and Services down due to timing of works.

14. INFRASTRUCTURE SERVICES REPORT

14.1 - Standing Matters - Infrastructure Services Financial Report

13 INFRASTRUCTURE DIRECTORATE													Amended		
	OP REVENUE			OP EXPENSE			OP RESULT			NOTES	Revenue	Expense	Op Result		
	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance	YTD Actual	YTD Budget	Variance		FY Budget	FY Budget	FY Budget		
INFRASTRUCTURE SERVICES															
1330 ENGINEERING	113	-	113	307,841	309,360	1,519	(307,728)	(309,360)	1,632		-	411,467	(411,467)		
1362 SAFETY & QUALITY	-	-	-	60,656	72,400	11,745	(60,656)	(72,400)	11,745		-	96,534	(96,534)		
1306 ASSET MANAGEMENT	-	-	-	161,702	244,929	83,228	(161,702)	(244,929)	83,228		-	356,473	(356,473)		
1334 FLEET MANAGEMENT	138,355	90,000	48,355	(820,705)	(993,947)	(173,241)	959,061	1,083,947	(124,886)	1	120,000	(1,144,448)	1,264,448		
1303 MINOR AIRPORTS	-	-	-	41,386	23,934	(17,452)	(41,386)	(23,934)	(17,452)	2	-	31,855	(31,855)		
1326 DEPOT OPERATIONS	-	-	-	159,727	213,745	54,018	(159,727)	(213,745)	54,018		-	285,765	(285,765)		
	138,468	90,000	48,468	(89,394)	(129,578)	(40,184)	227,862	219,578	8,284		120,000	37,646	82,354		
ROADS & STREETS															
ROAD MAINTENANCE, TOWN															
STREETS & STORMWATER															
1363 TOWN STREETS	-	-	-	2,319,100	2,596,931	277,832	(2,319,100)	(2,596,931)	277,832	3	-	3,454,902	(3,454,902)		
1361 STORMWATER	-	-	-	1,369,713	1,533,189	163,476	(1,369,713)	(1,533,189)	163,476	3	-	2,037,640	(2,037,640)		
1351 PRIVATE WORKS	-	-	-	216,648	202,300	(14,348)	(216,648)	(202,300)	(14,348)		-	269,079	(269,079)		
1305 APPC & MWPC	43,481	82,500	(39,019)	56,562	75,358	18,795	(13,082)	7,142	(20,224)		110,000	100,210	9,790		
1358 RMPC	2,988,246	3,375,000	(386,754)	2,624,093	3,071,564	447,470	364,153	303,436	60,716	3	4,500,000	4,057,897	442,103		
1319 2019 NDRRA Event	1,708,669	1,503,333	205,336	1,739,170	1,728,178	(10,992)	(30,501)	(224,845)	194,344		2,500,000	2,288,871	211,129		
1320 2020 NDRRA Event	(286,377)	563,737	(850,114)	73,445	47,439	(26,006)	(359,822)	516,298	(876,120)	4	563,737	63,255	500,482		
	4,434,195	5,740,000	(1,305,805)	6,726,122	6,465,394	(260,728)	(2,291,926)	(725,394)	(1,566,532)		8,100,000	8,999,999	(899,999)		
	8,888,215	11,264,570	(2,376,356)	15,124,852	15,720,352	595,500	(6,236,638)	(4,455,782)	(1,780,856)		15,773,737	21,271,853	(5,498,116)		
WATER															
1381 RATES	2,953,634	2,925,500	28,134	146,050	140,994	(5,056)	2,807,584	2,784,506	23,078		3,150,000	185,631	2,964,369		
1382 WATER OPERATIONS (TREATMENT)	-	-	-	931,575	1,190,941	259,365	(931,575)	(1,190,941)	259,365		-	1,469,063	(1,469,063)		
1380 WATER NETWORK	-	-	-	1,101,261	1,215,746	114,485	(1,101,261)	(1,215,746)	114,485		-	1,619,004	(1,619,004)		
	2,953,634	2,925,500	28,134	2,178,886	2,547,681	368,794	774,748	377,819	396,929		3,150,000	3,273,697	(123,697)		
SEWERAGE															
1365 RATES	1,639,301	1,530,000	109,301	36,414	36,414	0	1,602,887	1,493,586	109,301		1,530,000	47,513	1,482,487		
1366 SEWERAGE OPERATIONS (TREATMENT)	-	-	-	254,422	244,602	(9,820)	(254,422)	(244,602)	(9,820)		-	325,309	(325,309)		
1364 SEWERAGE NETWORK	-	-	-	313,279	372,919	59,640	(313,279)	(372,919)	59,640		-	496,972	(496,972)		
	1,639,301	1,530,000	109,301	604,115	653,935	49,820	1,035,186	876,065	159,120		1,530,000	869,794	660,206		
WASTE MANAGEMENT															
1379 WASTE MANAGEMENT	967,209	918,000	49,209	132,192	150,478	18,286	835,017	767,522	67,495		918,000	198,394	719,606		
1378 WASTE DISPOSAL	88,069	11,250	76,819	-	-	-	88,069	11,250	76,819		15,000	-	15,000		
1342 LANDFILL	17,701	15,000	2,701	390,694	391,345	652	(372,993)	(376,345)	3,353		20,000	573,794	(553,794)		
	1,072,979	944,250	128,729	522,886	541,823	18,938	550,093	402,427	147,667		953,000	772,188	180,812		
TOTAL REVENUE & EXPENDITURE															
NOTES															
1 Fleet review is still in progress.															
2 Depreciation review increased expenses.															
3 All road projects are due to be completed by 30 June 2022.															
4 An over accrual of income in 20.21 Financial Statements.															

Recommendation:

That Council receive the Infrastructure Services financial report for information.

14. INFRASTRUCTURE SERVICES REPORT

14.2 - Consideration of an extension to the Contract for the Management of the Longreach Landfill Facility

14.2 Consideration of an extension to the Contract for the Management of the Longreach Landfill Facility

File Ref:

Council to consider an Extension to the Contract for the Management of the Longreach Landfill Facility.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Policy Considerations

Nil

Corporate and Operational Plan Considerations

INFRASTRUCTURE: ASSET MANAGEMENT PLANS			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2.1	Plan for Whole of Life Costing when making decisions on new or enhanced community facilities and implementing Asset Management Plans	As per asset Management Plan 10 year forecast and budget accordingly with Whole of Life Costing included in reports to Council.	All reports.
INFRASTRUCTURE: WASTE SERVICES			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
3.2.1 3.4.1	Collection frequency.	Waste is collected in each town as per Levels of Service	100% collection each week
4.2.2	Landfill open during business hours.	Longreach landfill is open each day (Except Christmas, Boxing, New Year and Good Friday). Ilfracombe, Isisford and Yaraka Landfill open 24/7	<5 complaints per year excluding wet weather closures
3.4.1	Landfill meets environmental guidelines	Comply with conditions of environmental authority	Routine inspections for compliance as per Site Based Management Plans
4.2.1	Affordability and Whole of Life Management – Waste remains affordable	Increase efficiency at decreased cost	In accordance of the Waste Asset Management Plan and Levels of Service
3.2.1	Prepare Waste Management Strategy for the Longreach Local Government area.	Engage a suitable Consultant to prepare a Waste Strategy	February 2019

Budget Considerations

\$446,345.84 + CPI in the 22/23 Budget

14. INFRASTRUCTURE SERVICES REPORT

14.2 - Consideration of an extension to the Contract for the Management of the Longreach Landfill Facility

Previous Council Resolutions related to this Matter

(Res-2019-05-122)

Moved Cr Harris seconded Cr Smith

That Council:

- 1. Accepts Proterra Group Pty Ltd, Option 2, fixed monthly offer of \$35,943.11 (exc GST), to manage the Longreach Landfill Facility, commencing on 1 July 2019 for a period of two (2) years; and*
- 2. Advises Proterra Group Pty Ltd, six (6) months prior to the contract end date, if Council wishes to grant an extension of the contract for a further year.*

CARRIED

Officer Comment

Responsible Officer/s: Roger Naidoo, Director of Infrastructure Services

Background:

The Longreach Landfill Facility is managed by a private Contractor (Proterra Group Pty Ltd) on behalf of Longreach Regional Council (LRC). Proterra has been managing the Facility for the past six (6) years without any issues.

Council provides waste disposal facilities in each of the four (4) Towns. The Longreach Waste Facility is the only manned site and is currently open to the public between the hours of 7:30 am to 5:30 pm, seven (7) days per week, except New Year's Day, Good Friday, Christmas Day and Boxing Day.

Issue:

No issues with the Contractor

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: Moderate

Environmental Management Factors:

A site specific Project Management Plan (PMP) has been developed in accordance with Proterra's Business Management Plan (Safety, Environmental and Quality) and will be adhered to for all operations at the site.

Proterra also has the following certifications:

- ISO 9001:2015 Quality Management System
- AS/NZS 4801:2001 Safety Management System
- ISO 14001:2015 Environmental Management System

Recommendation:

That Council:

- 1. Agrees to the Contract Extension period of one (1) year until 30 June 2023 for Proterra Group Pty Ltd, to manage the Longreach Landfill Facility for a fixed annual fee of \$446,345.84(excl GST) plus CPI in accordance with the current Contract.*

**LONGREACH REGIONAL COUNCIL
ORDINARY MEETING AGENDA**

15. LATE ITEMS

Nil for this meeting

16. CLOSED MATTERS

Recommendation:

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

16.1 Disposal of an Asset

Consideration of options for the potential disposal of an asset.

This report is considered confidential in accordance with section 275(1) g, of the Local Government Regulation 2012, as it contains information relating to: negotiations relating to a commercial matter involving the council for which a public discussion would be likely to prejudice the interests of the council.

17. CLOSURE OF MEETING