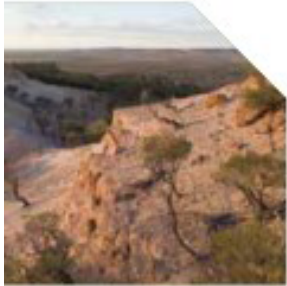
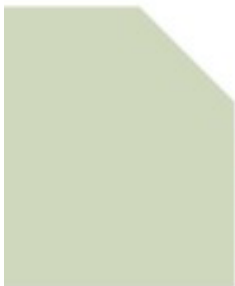


Connecting Council
and Community



Longreach Regional Council **AGENDA**

Of the **Governance Committee** Meeting to be held on Wednesday 13 August 2025
at Longreach Council Chambers, 96 Eagle Street, Longreach, Qld 4730



Delivering
excellent service



**Longreach
Regional Council**
Ilfracombe Isisford Longreach Yaraka

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

Dear Councillors

Re: Meeting Notice for Council Meeting to be held on Wednesday 13 August 2025

Notice is hereby given that the Governance Committee Meeting of the Longreach Regional Council will be held in the Longreach Council Chambers, 96 Eagle Street, Longreach, Qld 4730 on Wednesday 13 August 2025 commencing at 11:00am.

Your attendance at this meeting is requested.

Yours faithfully



Brett Walsh
Chief Executive Officer
Enc

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

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1 Opening of Meeting and Acknowledgment of Country

2 Leave of Absence

3 Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors

4 Confirmation of Minutes

4.1 Confirmation of Minutes

Recommendation

That Council confirm the Minutes dated 16 July 2025 as a true and accurate record of the meeting.

Appendices

1. Governance Committee Minutes 16 July 2025 [**4.1.1** - 6 pages]



Longreach Regional Council **MINUTES**

of the **Governance Committee** Meeting held on Wednesday 16 July 2025



LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA

LONGREACH REGIONAL COUNCIL
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LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING MINUTES

1 Opening of Meeting and Acknowledgment of Country

The Mayor declared the meeting open at **10:43am**.

"We acknowledge the Traditional Owners of the land on which we meet today, and we pay our respects to their elders past and present."

Present

Councillors

Mayor
Deputy Mayor

Cr AC Rayner
Cr LJ Nunn
Cr DJ Bignell
Cr AJ Emslie
Cr NA Gay
Cr TM Hatch
Cr AR Watts

Officers

Chief Executive Officer
Chief Financial Officer
Director of Communities
Director of Organisational Services
Manager of Economy, Legal, and Planning

Brett Walsh
David Wilson
Tanya Johnson
Grace Cronin-Jones
Simon Kuttner

Apologies

Director of Works

André Pretorius

2 Leave of Absence

Nil

3 Declaration of any Prescribed / Declarable Conflicts of Interest by Councillors

Nil

4 Confirmation of Minutes

4.1 Confirmation of Minutes

Recommendation

That the Committee confirm the Minutes dated 18 June as a true and accurate record of the meeting.

ENDORSED

5 Notices of Motion

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING MINUTES

Nil

6 Deputations

Nil

7 General Business

7.1 Stock Route Presentation

A presentation from Kent Morris on stock route management options for local governments.

WITHDRAWN

7.2 EHO Presentation

A presentation from Council's Environmental Health Officer, discussing relevant matters for the information of the committee.

Recommendation

That the Committee receives the presentation.

ENDORSED

7.3 RAPAD Presentation

A presentation from RAPAD Acting CEO Morgan Gronold, discussing relevant matters for the information of the committee.

Recommendation

That the Committee receives the presentation.

ENDORSED

The meeting adjourned for Lunch at **12:42pm** and resumed at **1:27pm** with all those present prior to the adjournment in attendance.

Attendance

The Mayor, Cr Tony Rayner, left the meeting at 1:50 pm and Deputy Mayor Cr Leonie Nunn assumed the chair at this time.

7.4 Childcare Analysis

Provision of a commercial analysis on the childcare centre.

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING MINUTES

Recommendation

That the Committee receives the presentation.

ENDORSED

Attendance

The Mayor, Cr Tony Rayner, returned to the meeting at 3:58 pm and assumed the chair from Deputy Mayor Cr Leonie Nunn.

7.5 AI Briefing

Consideration of a briefing outlining the use of Artificial Intelligence.

Recommendation

That the Committee receives the report.

ENDORSED

7.6 Customer Service Requests

Consideration of Customer Service Requests for the previous month.

Recommendation

That the Committee receives the Customer Service Request report, as presented.

ENDORSED

7.7 Meetings Action Register

Consideration of actions arising from previous meetings.

Recommendation

That the Committee receives the Meetings Actions Register report, as presented.

ENDORSED

7.8 Community Forum Outcomes

Consideration of outcomes from the last round of community forums held in May.

Recommendation

That the Committee receives the report.

ENDORSED

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA

LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING MINUTES

7.9 July Council Meeting Agenda Review

Consideration of the July Ordinary Council Meeting Agenda, for the information of Committee members.

Recommendation

That the Committee notes the Council Meeting Agenda contents.

ENDORSED

8 Late Items

Nil

9 Closed Matters

Nil

10 Closure of Meeting

There being no further business, the meeting was closed at **5:17pm**.

Minutes Certificate

These minutes are unconfirmed

Cr AC Rayner
Mayor

Brett Walsh
Chief Executive Officer

5 Notices of Motion

None received at time of agenda preparation.

6 Deputations

None received at time of agenda preparation.

7 General Business

7.1 Apex Park Facility Plan Discussion

Presentation from Council's Project Manager, discussing relevant matters for the information of the committee.

Corporate Plan Alignment

Strategy
OUR COMMUNITY
1.1.1 Maintain and enhance public open spaces, parks, gardens, and pathways for community enjoyment, to create a cooling environment, and to improve accessibility
1.1.2 Maintain and enhance community facilities and services to meet the needs and interests of residents

Officer Report

Responsible Officer:

Joel Perry (Project Manager)

Presenting an initial draft Facility Plan for Apex Park for discussion and feedback from the Committee.

Recommendation:

That the Committee receives the presentation.

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

7.2 Longreach Skatepark Update and QUT Visit Summary

Presentation from Council's Project Manager, discussing relevant matters for the information of the committee.

Corporate Plan Alignment

Strategy
OUR COMMUNITY
1.1.1 Maintain and enhance public open spaces, parks, gardens, and pathways for community enjoyment, to create a cooling environment, and to improve accessibility
1.1.2 Maintain and enhance community facilities and services to meet the needs and interests of residents

Consultation:

Internal	External
Council Management	QUT School of Architecture and Built Environment.

Officer Report

Responsible Officer:

Joel Perry (Project Manager)

Presenting an overview of the recent visit from Queensland University of Technology School of Architecture students and their assignments based on the Longreach Skatepark.

Recommendation:
<i>That the Committee receives the presentation.</i>

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

7.3 Motor Vehicle Policies

Presentation of Motor Vehicle Policy and Motor Vehicle Management Policy.

Corporate Plan Alignment

Strategy

OUR SERVICES

3.3.2 Develop an active transport network

3.3.3 Maintain an efficient fleet network to support Council operations

OUR LEADERSHIP

5.2.1 Maintain a robust strategic and policy framework that meets statutory requirements, mitigates risks, and drives effective governance practices

Consultation:

Internal	External
ELT Workshop Safety Major Users	Nil

Officer Report

Responsible Officer:


Andre Pretorius (Director of Works)

Officers will present the proposed Motor Vehicle Policy and Motor Vehicle Management Policy for the information of the Committee.

Recommendation:

That the Committee receive the presentation.

LONGREACH REGIONAL COUNCIL GOVERNANCE COMMITTEE MEETING AGENDA

Motor Vehicle Policy		 Longreach Regional Council <small>Ilfracombe Isisford Longreach Yarak</small>
Policy Number	4.5	
Policy Category	Fleet	
Related Procedure	Motor Vehicle Provision and Use Management Directive Procedure	
Authorised by:	Resolution Number or CEO	
Date approved:	dd Month yyyy	
Review Date:	dd Month yyyy	

PURPOSE

Due to the diverse nature of Council's operations, and to meet standards of safety and effectiveness, Council provides and maintains or will hire vehicles appropriate to the work activities undertaken by its employees.

This policy details the associated terms and conditions for the provision and use of Council owned or hired motor vehicles.

SCOPE

This policy applies to any person driving a Longreach Regional Council owned or hired motor vehicle.

LEGISLATION AND RELATED DOCUMENTS

Local Government Act 2009

Local Government Regulations 2012

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Income Tax Assessment Act 1997

DEFINITIONS

Term	Definition
Approved use	An activity that is conducted in compliance with this policy.
Approved user	<p>Business: A Council employee or volunteer and employees or volunteers of an external agency.</p> <p>Private: An employee with entitlement for private use approved by the CEO; and.</p> <p>A person other than an employee approved by a Council employee with private use entitlement to drive the vehicle for a particular task or reason.</p>
Associated Procedure	Refers to Management Directive – Motor Vehicle Provision and Use Procedure.
CEO	Chief Executive Officer

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

Term	Definition
Council	Longreach Regional Council
Employee	An employee or contractor or volunteer of Council, whether employed on a permanent, temporary, part-time or casual basis.
External Agency	A community organisation or government agency that Council may provide a Council vehicle to. This includes the State Emergency Service.
Optional Extras	Any items not supplied in accordance with a Benchmark Vehicle.

POLICY STATEMENT

1. Vehicle Classifications

- 1.1 The CEO will determine the classification of the vehicle provided to an employee based on their role, responsibility, or employment contract.
- 1.2 Vehicle usage will consist of five (5) classifications: -
- 1.2.1 Classification 1 – Business and full private use.
- This vehicle usage classification applies to the Mayor and Council Officers as outlined in an employment contract.
- 1.2.2 Classification 2 – Business and Private use with restrictions.
- This vehicle usage classification applies to Council Officers as outlined in an employment contract or who have written approval from the CEO.
- 1.2.3 Classification 3 – Commuter use.
- The granting of this vehicle usage classification is by approval of the CEO, relevant Director or CFO and would generally be allocated to Council Officers on stand-by, or on call out duties. Vehicles must only be used for journeys to and from work, in the safest and most direct route, unless by written approval from the CEO, Relevant Director or CFO.
- 1.2.4 Classification 4 – Business use only.
- Classification 4 usage provides for business use only.
- 1.2.5 Classification 5 – Vehicles provided to External Agencies.

2. Conditions of Use

- 2.1 General Conditions
- 2.1.1 Council is committed to protecting the health, safety, and welfare of its employees. It is expected that employees will obey all road rules, act responsibly, and demonstrate safe driving practices when using a Council vehicle.

LONGREACH REGIONAL COUNCIL GOVERNANCE COMMITTEE MEETING AGENDA

- 2.1.2 All Council vehicles are to be available for official purposes during or outside of normal working hours, where necessary.
- 2.1.3 Only approved users may drive a Council vehicle.
- 2.1.4 Usage of vehicles may be electronically tracked by Council.
- 2.1.5 Smoking is always prohibited in all Council vehicles.
- 2.1.6 Animals are not permitted within Class 3, 4 and 5 except for approved users required to transport animals as part of their role. Animals are not permitted in trays of vehicles.
- 2.1.7 All vehicles are to be left secured (locked and keys removed) when unattended.
- 2.1.8 Employees must comply with Council's Drug and Alcohol Policy when operating Council vehicles.
- 2.1.9 Council reserves the right to withdraw use of a Council vehicle for any employee who is in breach of this Policy. Breaches will be dealt with under the LRC Code of Conduct.
- 2.2 Allowances per Classification

Table 1. Allowances

Condition	Classification				
	1	2	3	4	5
Private use	Yes	Yes	Take home only within LRC boundary.	No	No
Private use permitted area	Within Queensland or on approval by CEO	Within Queensland or on approval by CEO	Within LRC Boundary or as outlined in an employment contract	Nil	Nil
Approved user	Non-Council employees included	Non-Council employees included	Council employees only	No	No
Roadside Assistance	Yes	Yes	Yes, for on call officers.	No	No
Fuel Card	Yes	Yes	Yes, on relevant Manager's approval	No	Yes
Optional extras for private reasons.	Available at Responsible Officer's Expense.	Available at Responsible Officer's Expense.	No	No	No
Optional extras for operational reasons	Yes	Yes	Yes	Yes	Yes

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

3. Acting in Higher Position

When a Council employee relieves in a position senior to their normal duties the relevant Director or CFO will determine an appropriate Classification. For clarity employees on higher duties or seconded into higher roles are not automatically assigned the same vehicle usage classification as the incumbent.

4. Benchmark Specifications

- 4.1 All Council vehicles will be specified to a consistent standard comprising accessories required for the safe and efficient use of the vehicle.
These accessories will include tow bar, bull bar, all terrain tyres, two-way radio, driving lights, window tint, fire extinguisher, first aid kit, floor and dash mats, canvas seat covers, reversing beeper, reversing camera, and cruise control. These specifications will be referred to as the "Benchmark Specifications".
- 4.2. Employees with Classification 3 and 4 usages may request additional accessories not found in the benchmark specifications for work related operational reasons. These requests are to be approved by the relevant manager.

5. Vehicle Types.

The type of an allocated vehicle will be appropriate to the role of the employee.

Table 2 – Vehicle Types

Classification	Types	Specification
1	4WD medium sized SUV (7-Seater).	Benchmark plus Mobile phone booster, in-cab electric brake control unit.
2	4WD, dual cab utility vehicle or as outlined in an employment contract.	Benchmark plus Mobile phone booster, in-cab electric brake control unit.
3	4 WD or 2 WD utility vehicle, small SUVs, or sedans.	Benchmark plus Mobile phone booster, in-cab electric brake control unit for 4 WD only.
4	4 WD or 2 WD utility vehicle, small SUV, or sedan.	Within Benchmark.
5	Vehicle to meet agency requirements	Benchmark plus to SES requirements.

6. Replacing Vehicles

- 6.1 The replacement of vehicles each year will be in accordance with a 10-year Plant Replacement Plan based on approved asset management plans and operational plans.
- 6.2 The CEO may approve changes to individual vehicle replacement points in the 10-year Plant Replacement Plan that will not result in exceeding the total amount of the adopted Annual Plant Replacement Program budget.

LONGREACH REGIONAL COUNCIL GOVERNANCE COMMITTEE MEETING AGENDA

7. **Garaging of vehicles**

- 7.1 Vehicles must be generally garaged within Council facilities or where applicable external agency facilities. Where this is not practical, at the safest location close to a Council facility.
- 7.2 Where home garaging is approved these employees are to provide Fleet with details of where and how vehicles will be typically garaged overnight.

8. **Fuel**

The preferred source for refuelling is to be Council depot bulk fuel bowsters. When this is not practical vehicles may be refuelled from Council's field tanks, fuel cards or corporate credit cards.

9. **Cessation of Employment**

Where an employee ceases employment with Council, they must return the vehicle to a location nominated by Council prior to their last day of employment, or at any other time as Council may direct.

10. **Responsibilities**

An employee allocated a Council vehicle has a responsibility and duty of care to maintain the vehicle in a safe condition. The Associated Procedure contains details of these responsibilities.

11. **Liability of Driver**

The driver of a vehicle at the time of an infringement is personally responsible for any fines or penalties resulting from the use of the vehicle.

12. **Optional Extras**

- 12.1 Employees with private use entitlement may for private reasons, at the full cost of the employee request options/accessories in addition to those supplied in a benchmark vehicle.
- 12.2 The cost of the options will not be recoverable by the employee when the vehicle is sold.
- 12.3 Classification 5 vehicles may be fitted out with the External Agency's approved operational equipment. The cost of installing, removing, and making good any damage of this equipment is to be at the Volunteer Organisation's expense.

13. **Vehicle Identification and Branding**

- 13.1 Classification 1, and 2 usage vehicles will be identified by "stick on" Council plant numbers. Council corporate logos shall not be attached to these vehicles.
- 13.2 Classification 3 and 4 usage vehicles are to be identified by the attachment of "stick on" Council corporate logos and plant numbers.

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

- 13.3 Classification 5 vehicles are to be badged with the Volunteer organisation's approved badging. All badging must be removed immediately prior to returning the vehicle to Council for trade or disposal.

14. Vehicle Insurance and Accidents

- 14.1 Classification 1, 2, 3, and 4 Council vehicles will be comprehensively insured by Council's insurer and strictly limited to 'approved usage'.

- 14.2 Classification 5 vehicles are to be insured by the Volunteer Organisation.

- 14.3 Council will not insure any item being towed that is not the property of Council.

15. Vehicle Breakdown

Vehicle breakdown procedures are detailed in the Associated Procedure.

16. Vehicle Logbooks for Fringe Benefit Tax (FBT) Purposes

The requirement to maintain logbook records will be on an individual basis advised by Council's Finance team.

17. RELATED DOCUMENTS

LRC Code of Conduct

LRC Drugs and Alcohol Policy.

LRC Management Directive – Motor Vehicle Provision and Use Procedure

Authorised by resolution as at

Brett Walsh
Chief Executive Officer

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

7.4 Communities Policies

Presentation of revised Communities Policies.

Corporate Plan Alignment

Strategy
OUR COMMUNITY
1.2.2 Support the delivery of arts and cultural activities, civic functions, and community events to celebrate identity, and to create a vibrant community

Consultation:

Internal	External
ELT	

Officer Report

Responsible Officer:

Kelli Doyle (Facilities Coordinator)

Officers will present proposed revisions to Communities Policies for the information of the Committee.

Recommendation:
<i>That the Committee receive the presentation.</i>

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

7.5 Customer Service Requests

Consideration of Customer Service Requests for the previous month.

Corporate Plan Alignment

Strategy
OUR LEADERSHIP
5.3.1 Deliver quality, timely, and efficient service to prioritise customer needs and outcomes

Consultation:

Internal	External
Relevant officers	Relevant customers

Officer Report

Responsible Officer:

Council officers as assigned by the Customer Service team.

Presented for the information of the committee is a confidential summary of Customer Service Requests over the previous month.

Recommendation:

That the Committee receive the Customer Service Request report, as presented.

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

7.6 Meetings Action Register

Consideration of actions arising from previous meetings.

Corporate Plan Alignment

Strategy
OUR LEADERSHIP 5.2.1 Maintain a robust strategic and policy framework that meets statutory requirements, mitigates risks, and drives effective governance practices

Consultation:

Internal	External
Relevant Managers ELT	Councillors

Officer Report

Responsible Officer:

Senior staff as assigned in the Action Register

Presented is a confidential summary of the actions arising from previous meetings.

Recommendation: <i>That the Committee receive the Meetings Actions Register report, as presented.</i>

**LONGREACH REGIONAL COUNCIL
GOVERNANCE COMMITTEE MEETING AGENDA**

8 Late Items

Nil for this meeting

9 Closed Matters

Nil for this meeting

10 Closure of Meeting