



**Minutes of Ordinary Meeting
Held Wednesday, 22 March 2023**

*Held in the Kilcoy Visitor Information Centre,
41 Hope Street Kilcoy*

Present

Cr Graeme Lehmann	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Sean Choat	(Councillor)
Cr Cheryl Gaedtke	(Councillor)
Cr Jason Wendt	(Councillor)
Cr Bob Whalley	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr C Young	(Director Operations)
Mr S Brennan	(Acting Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mr M McGoldrick	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Ms M Maesele	(Communications Manager)

Apology

Cr Kylee Isidro	(Councillor)
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Observer

Mr G Love	(Engineering Services Manager)
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C O N T E N T S

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Opening of Meeting

The Mayor, Cr Graeme Lehmann, opened the meeting at 9.00 am.

Leave of Absence

Cr Isidro has sought a leave of absence from attending today's Council meeting.

Resolution:

Moved –Cr Whalley Seconded – Cr Gaedtke

"THAT Cr Isidro be granted leave of absence from attending today's Council meeting."

Carried

Vote - Unanimous

Confirmation of Minutes**Resolution**

Moved – Cr Choat

Seconded – Cr Brieschke

"THAT the Minutes of the Ordinary Meeting held 8 March 2023 as circulated to all Members of Council be confirmed".

Carried

Vote - Unanimous

Business arising out of minutes of previous meeting

Nil

Matters of Public Interest**Matters of public interest – Cr Brieschke**

Saturday 25, March the Queens Jubilee Tree Planting Program, 8.00 - 11.00 am., Brisbane Valley Rail Trail, Harvey Road, Yimbun. Brisbane Valley Kilcoy Landcare with the Brisbane Valley Rail Trail Users Association and open to members of the public.

To register, please refer to their website or Facebook page or email

info@brisbanevalleykilcoylandcare.net.au

Local property owners at Toogoolawah reformed the Cressbrook Creek Water Advisory Committee last week to discuss their water supply issues. Over the next few weeks, the committee will be reviewing the Cressbrook Creek infrastructure and hope to speak with more property owners prior to their next meeting 7.00 pm., Tuesday 11 April, Toogoolawah Bowls Club.

Matters of public interest – Cr Gaedtke

Congratulations to the Australia Day Sports Award winner who won the Pony Club events and the Junior Draft at the Toogoolawah Campdraft.

Matters of public interest – Cr Choat**Harmony Week**

This week, 20 – 26th of March 2023 is commemorated as Harmony Week which signifies that Australia's community hails from a varied multicultural background which includes our

British founders and of course indigenous peoples and all those who continue to come to make this country home with almost one in every five Queenslanders being born overseas.

Harmony Week is about inclusiveness, respect and belonging for all Australians, regardless of cultural or ethnic background as a community united by Australian values of freedom and a 'fair go'.

In Somerset we seek social inclusion and meaningful community engagement as a core part of how we do business. Harmony week is about reflecting on our heritage, recognising our differences and celebrating what we share as a community.

Declarations of Interest

No declarations of conflict of interest in the following agenda items were notified at this time.

Mr G Smith, Director Finance noted an employee conflict of interest in item 25. The Chief Executive Officer stated consistent with Council Policy, that the Director Finance will leave the room during the consideration of Item 25.

Subject:	Review of Local Government Infrastructure Plan
File Ref:	Somerset Region Planning Scheme - Current
Action Officer:	SP - MJ

Background/Summary

The Local Government Infrastructure Plan (LGIP) forms part of the Somerset Region Planning Scheme (the Planning Scheme). The LGIP was adopted as part of Version 3 of the Planning Scheme at Council's Ordinary Meeting on 11 April 2018. The adopted amendments commenced on 27 April 2018.

The Minister's Guidelines and Rules (MGR) define the process Council must undertake when either, adopting or amending their LGIP. Further, it defines a LGIP review process that must be undertaken every five years. The LGIP review must consider the accuracy, currency and relevance of the current LGIP utilising the checklists included as part of the MGR.

Council is able to complete the required review checklist, however an Appointed reviewer, as defined by the MGR, must be appointed to undertake a compliance check of the review. After completing the review, the local government must decide—

- a. to make a LGIP amendment in accordance with the MGR.
- b. to make a LGIP in accordance with the MGR; or
- c. decide not to make a LGIP amendment.

Attachments

Nil

Recommendation

THAT a review of Council's Local Government Infrastructure Plan be completed in accordance with Part 4 – Minister's rules for making a LGIP of the Ministers Guidelines and Rules.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT a review of Council’s Local Government Infrastructure Plan be completed in accordance with Part 4 – Minister’s rules for making a LGIP of the Ministers Guidelines and Rules.”

Carried

Vote - Unanimous

Subject:	Economic Development and Tourism Advisory Committee Report
File Ref:	2020-2024 Economic Development and Tourism Advisory Committee
Action Officer:	EAD

Background/Summary

A meeting of the Somerset Regional Council Economic Development and Tourism Advisory Committee was held on Tuesday, 14 February 2023.

Attachments

Attachment 1 - Economic Development and Tourism Advisory Committee Meeting Report- 14 February 2023.

Recommendation

THAT Council:

1. Receive the meeting report for the Economic Development and Tourism Advisory Committee from Tuesday 14 February 2023 and the contents be noted.
2. Following the resignation of Ms Donna Whiley, a letter of thanks be sent acknowledging her contribution to the Economic Development and Tourism Advisory Committee.
3. Do not proceed with filling the vacancy on the Economic Development and Tourism Advisory Committee due to less than twelve months remaining before the next Terms of Reference Review.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT Council:

1. Receive the meeting report for the Economic Development and Tourism Advisory Committee from Tuesday 14 February 2023 and the contents be noted.
2. Following the resignation of Ms Donna Whiley, a letter of thanks be sent acknowledging her contribution to the Economic Development and Tourism Advisory Committee.
3. Do not proceed with filling the vacancy on the Economic Development and Tourism Advisory Committee due to less than twelve months remaining before the next Terms of Reference Review.”

Carried

Vote - Unanimous

Subject:	Planning and Development Department Monthly Report – February 2023
File Ref:	Governance – Reporting - Officer Reports
Action Officer:	DPAD, ESM, SP, SBC, NRMO

Report

A summary of the Department's activities during the month of February 2023 is provided for Council's information.

Planning Development Applications

A total of twenty-two (22) development applications were received in February 2023.

Assessment Type	January 2022	February 2022	January 2023	February 2023
Building Works assessable against the Planning Scheme	4	15	5	12
Material Change of Use	6	7	4	3
Reconfiguring a Lot	-	4	1	4
Operational Works	-	-	-	3
Combined Applications	-	-	-	-
Total	10	26	10	22

The list of applications received is provided in Appendix 1.

A total of fourteen (14) development applications were decided in February 2023.

Approved/Refused	January 2022	February 2022	January 2023	February 2023
Refused - Council	-	-	-	-
Refused - Delegated Authority	-	-	-	-
Approved - Council	3	3	5	4
Approved - Delegated Authority	13	10	15	10
Total	16	13	20	14

The list of applications decided is provided in Appendix 1A.

Planning Compliance Matters

Non-compliant planning / land use activities under investigation in this period include but are not limited to:

- o Function Facilities
- o Animal Keeping
- o Workshops / Vehicle Sales
- o Transport Depot
- o Vegetation Clearing.

Activities located in Esk, Mount Tarampa, Toogoolawah, Wanora, Coal Creek, Winya, Glamorgan Vale, Clarendon, Fernvale, Royston, Sandy Creek, Villeneuve.

Building Development Approvals

A total of fifty-seven (57) building approvals were issued in the region for February 2023.

Assessment Type: Building Works

Status	January 2022	February 2022	January 2023	February 2023
Accepted Applications	44	72	46	58
Approved - Council	15	7	6	11
Approved - Private Certifier	36	65	43	46

The list of applications approved is provided in Appendix 2.

Building Compliance Matters

The following are non-compliant building activities in this period:

February 2023:

Unapproved building works at multiple properties in Lowood, along with Esk, Fernvale, Kilcoy, Wivenhoe Pocket.

Unlawful use of buildings or structures at Kilcoy.



Plumbing Compliance Permits and Inspections

A total of thirty-four (34) plumbing and drainage approvals were issued in the region for February 2023.

Assessment Type: Plumbing Approval

Status	January 2022	February 2022	January 2023	February 2023
Approved	12	28	24	34
Info Request	5	14	9	8
Total	17	42	33	42
Plumbing Inspections	59	76	51	111

The list of applications approved is provided in Appendix 3.

The number of home sewerage treatment plants on Council's register is 2402 of which 391, or 16.27% are currently overdue for servicing.

Mid-Brisbane (Black Snake Creek Catchment) Wastewater Risk Mitigation Program

Council's plumbing inspectors have continued working through the next phase of the Wastewater Risk Mitigation Program within the Mid-Brisbane (Black Snake Creek Catchment). Twenty-one eligible properties in the Glamorgan Vale area were sent invitations to apply for upgrade subsidy; eight of which have volunteered for an inspection, with six inspections resulting in the allocation of funding.

One property has had a plumbing application approved and finalised with an installation of HSTP.

Strategic Projects

New Somerset Economic Development Strategy

The new Economic Development Strategy for the Somerset Region was formally adopted by Council on 15 December 2022.

The development of the Strategy included a detailed economic and industry analysis, background reports and preliminary stakeholder engagement through several meetings, interviews and briefings, including workshops with Somerset Regional Council's Economic Development and Tourism Advisory Committee (EDTAC).

Public consultation on the draft strategy was undertaken, utilising Council's 'Have your say' platform, from Monday 26 September 2022 to Monday 17 October 2022.

Lowood Futures Strategy

The Lowood Futures Strategy was formally adopted by Council on 15 December 2022 following formal public consultation on the Draft Concept Master Plan utilising Council's 'Have your say' platform, from Monday 15 August 2022 to Monday 5 September 2022.

Council worked with members of the local community, via the establishment of local community reference group, to guide the development of the Strategy that will:

- Outline opportunities to become a regionally attractive destination and secure new investment.
- Provide a vision and concept master plan that amplifies the town's unique brand and identity.
- Identify the priority policy, development and infrastructure responses required to achieve the vision and master plan.
- Be developed collaboratively with the community, business and government stakeholders.

Environmental Health Services

Food Safety Training



Council subscribes to the *I'm ALERT* food safety training package which offers food businesses, community groups, schools and the general public access to free online interactive food safety training. Just go to www.somerset.imalert.com.au

A total of 74 users completed the training during the month of February.

Swimming Pool Water Quality Monitoring

Water sampling was conducted at Council's swimming pools located at the Toogoolawah, Kilcoy and Lowood. Samples were submitted to Queensland Health for analysis to check compliance with the *Queensland Health Water Quality Guidelines for Public Aquatic Facilities, 2019*.



Mosquito Monitoring



Officers are currently conducting the 2022-2023 mosquito surveillance program in conjunction with Queensland Health. The main aim of the annual surveillance program is to establish the level of confidence in:

- the assumption that mosquitoes *Aedes aegypti* or *Aedes albopictus* are not present in the Somerset Region, and
- the likelihood of early detection – to facilitate eradication.

In addition to the Queensland Dengue Management Plan 2015 – 2020; Queensland Health is currently working with local governments in SEQ to establish an emergency response framework that will be triggered on confirmation of positive *Aedes aegypti* or *Aedes albopictus* identification in SEQ.

An overview of the section activities for the month is contained in Appendix 4.

Pest Management

The following is a report on activities in the Pest Management section

Invasive Animal Control

The following is a summary of pest animal control activities for the months: January and February:

Wild dogs

1080 baits injected:

	January 2023	February 2023
Mt Hallen	-	3
Eskdale	-	30
Colinton	35	-
Total	35	33



Dingo scalps presented:

	January 2023	February 2023
Redbank Ck Esk		5
Esk		1
Diaper	14	-
Sandy Creek	9	-
Westvale	8	-
Monsildale	1	-
Total	32	6

Feral pigs

1080 baits injected:

	January 2023	February 2023
Sandy Creek	2	
Total	2	



Feral pig scalps presented:

	January 2023	February 2023
	-	-
Monsaldale	36	-
Total	36	-

Feral pigs were reported to be impacting on a landholder Cooeimbari area, pre-feeding is underway in preparation of deployment of a trap.



Rabbits:

Officers have been working with landholders to control rabbit infestations in the following areas:

- Harlin, Neurum and Hazeldean.

Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset and Wivenhoe Dams.



Fox:

Pest Management Officers are continuing to monitor den sites that have been found and fumigated.

Invasive Plant Control

A summary of invasive plant and other vegetation treatment activities are as follows:

January 2023:

- **Mother of Millions-** Neurum.
- **Annual Ragweed-** Mt Kilcoy, Toogoolawah, Sandy Creek, Neurum.
- **Giant rats tail grass** – Colinton, Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Linville, Moore.
- **Groundsel-** Esk.
- **Leucaena-** Toogoolawah.
- **Lantana-** Biarra, Esk, Kilcoy, Neurum.
- **Lantana Mechanical control-** Eskdale.
- **Element 5-** Kilcoy Murgon Road, D'Aguilar Highway East and West, Esk Kilcoy.
- **Lantana chemically treated-** 12,150M² / 12,15Ha.
- **Lantana mechanically removed-** 40,000M² / 40Ha.
- **Herbicide applied-** 23,360L.

February 2023:

- **Giant rats tail grass-** Crossdale, Colinton, Harlin, Mount Kilcoy, Lowood, Tarampa, Sheep Station Creek, Esk, Coominya, Atkinson Dam, Biarra, Wivenhoe Pocket, Clarendon.
- **Annual Ragweed-** Esk, Coominya, Monsildale, Colinton, Crossdale, Bryden, Toogoolawah, Harlin, Atkinson Dam, Biarra, Lowood, Wivenhoe Pocket, Minden, Fernvale, Buaraba, Banks Creek.
- **Groundsel-** Gregors Creek.
- **Honey Locust-** Gregors Creek.
- **Leucaena-** Neurum Road, Wivenhoe Somerset, Esk Kilcoy Road.
- **Lantana-** D'Aguilar Hwy West, Coominya, Tarampa, Minden, Biarra.
- **Lantana Mechanical control-** D'Aguilar Hwy West, Biarra, Lowood, Minden, Esk Crows Nest Road.
- **Council managed infrastructure-** Kilcoy fat cattle yards, Kilcoy Depot.
- **Element 5-** D'Aguilar Highway West, Kilcoy Murgon Road, Gatton Esk Road, Esk Hampton Road, Brisbane Valley Highway, Esk Kilcoy, Wivenhoe Somerset Road.
- **Lantana chemically treated-** 9,135M² / 9.135Ha.
- **Lantana mechanically removed-** 243,000M² / 24.3Ha.
- **Herbicide applied-** 18,880L.

Lantana Chemical Subsidy Program

As part of the 2021/22 budget, Council has funded an ongoing Lantana Chemical Subsidy Program, where a 50% subsidy is provided to eligible landholders who purchase approved chemicals to control lantana for the business located within the Somerset Region.

A second round of the 2022/23 program will be offered to a selected number of applicants that registered an expression of interest by the due date of round one but missed out on the first round. It is expected that the funding will be fully allocated by the end of the financial year.

Compliance under the *Biosecurity Act 2014*:

	January 2022	February 2023
Information notices	-	1
Biosecurity Orders	-	-
Enter and Clear action	-	-

Regulatory Services

An overview of the section activities for the month are contained in Appendix 4.

Natural Resource Management

Land for Wildlife

- Representation at regional voluntary conservation meeting (Local Government) – 8 February 2023.

Somerset Flora and Fauna



- Birds Queensland has been engaged to produce a “Birds Places of Somerset” brochure for the Somerset Region. The “Bird Places” series has been adopted in several other SEQ Local Governments and promotes locations throughout the Council area for Bird watching opportunities. Final Brochure is anticipated April 2023.
- Participation in Regional Koala Forums for State (21/2/23) and Local Government (16/2/23).
- Participation in Regional Local Government Flying Fox meeting – 27 February 2023.

Catchment Management

- Resilient Rivers Project Updates:
 - Planting has been completed at the next stage of the Black Snake Creek Project (2 properties at Glamorgan Vale) and is now under two years of maintenance to assist plant establishment.
 - Submissions have been prepared for projects across the Council managed reserves of the Mid Brisbane River Catchment and submitted to the Resilient Rivers Taskforce for consideration.
 - Facilitated arrangements for Erosion and Sediment practice/s review with Healthy Land and Water.



Offsets – Planting

**Delivery of Councils Capital Works Offsets:**

- Council has appointed contractors to deliver the 22/23 Offset proposal on the Brisbane Valley Rail Trail, incorporating Brisbane Valley Kilcoy Landcare's Queens Jubilee planting. Collectively, this will incorporate approximately 1000 trees in and around the Yimbun Station area. Planting is anticipated in March 2023.

Collaborations

- Representation at Queensland Fire and Emergency Services Bushfire Hazard mapping workshop and field day – 22 February 2023

Business Recovery Officer

Below is a summary of the Business Recovery Officer's (BRO) activities during the month of February 2023.

General Business

A general update of the BRO activities was shared at the February Economic Development and Tourism Advisory Committee meeting.

Events

Registrations opened for upcoming Business Discovery Workshops in March. This is a series of three workshops targeting small businesses in the Somerset Region. Topics include business planning, customer profiling and managing your digital footprint.

Planning continues for educational workshops and forums for the remainder of the year.

Business Communications

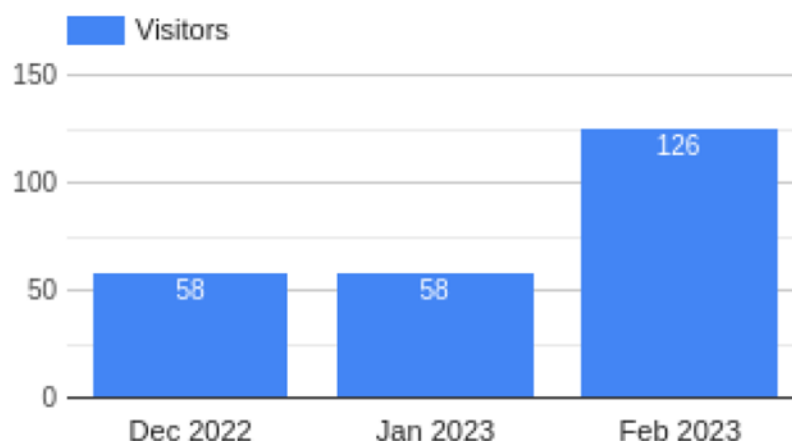
An Economic Development webpage has been completed to house the recently adopted Economic Development Strategy and supporting documents, as well as general information for local businesses, tourism operators and primary producers.

The BRO is continuing to meet and build relationships with local businesses via phone calls and business visits.

Somerset Regional Council Grant Finder – February 2023

Total portal visitors = 126

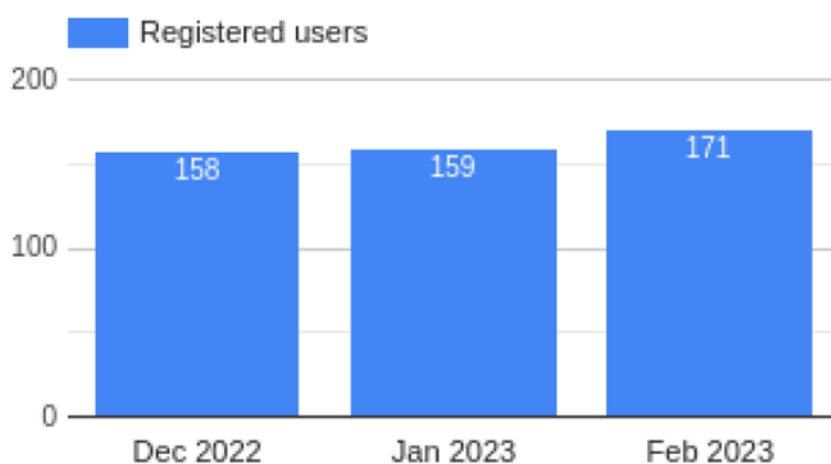
Total portal visitors per month



A visitor is someone who has viewed your portal, but may or may not be registered. Per month totals are shown above. This figure only includes unique visitors. I.e. the same person is not double counted.

Total registrations = 171

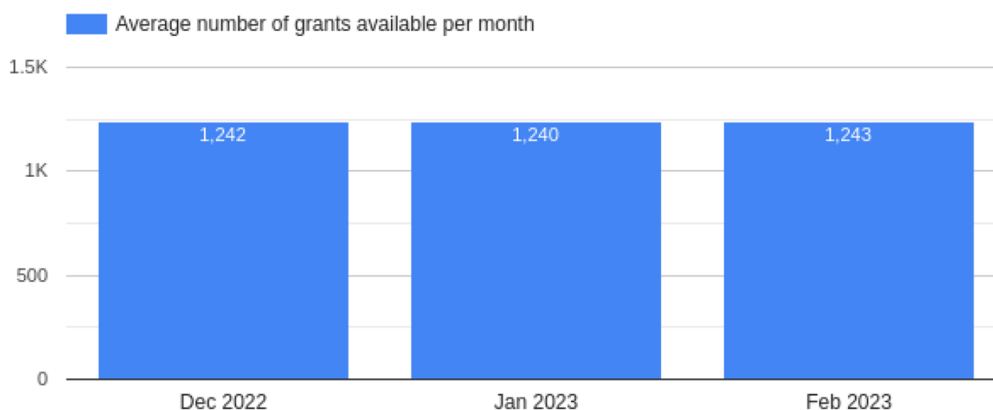
Total registrations



Registrations are people that have registered to your portal via the signup form and are still active. Total cumulative registrations are shown above.

Number of grants on the portal = 1,243

Number of grants on your portal



Average number of grants available on your portal per month. Approx. 30 grants will open, close or be announced each week in Australia. Hence an average figure is provided.

Recommendation

THAT the Department of Planning and Development Monthly Report for February 2023 be received and the contents noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Choat

“THAT the Department of Planning and Development Monthly Report for February 2023 be received and the contents noted.”

Carried

Vote - Unanimous

Subject:	Printing/ photocopying charges review
File Ref:	Financial management - fees and charges - setting of fees
Action Officer:	DFIN

Background/Summary

Council's fees and charges schedule includes the following:

Photocopying A4 - black and white only - excludes colour

- One copy/print per resident per day (i.e. one page only) - No charge
- 2 to 5 photocopies regardless of volume - \$ 1.00
- Photocopies in excess of 5, an additional charge per batch of 5 copies or part thereof. - \$1.00

There is minor revenue and some administrative cost associated with this activity.

Photocopying and printing represented 22 percent of all manual receipts issued for February 2023 and these receipts totalled \$322 (including GST).

Most cash receipting at Council's libraries is for copying or printing. Copying services are also available at Customer Service Centres.

Endorsement is sought to increase the number of free pages per resident per day from one page to 30 black and white pages.

All printing and photocopying is subject to Council's Copyright Policy.

Attachments

Nil

Recommendation

THAT effective 3 April 2023, Council's photocopying charges be amended to:

Photocopying A4 - black and white only - excludes colour

- 30 copy/print pages per resident per day - No charge
- For copies or print jobs in excess of 30 pages, additional charge per each batch of 5 pages or part thereof - \$1.00 per batch of 5 pages or part thereof

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT effective 3 April 2023, Council's photocopying charges be amended to:

Photocopying A4 - black and white only - excludes colour

- 30 copy/print pages per resident per day - No charge
- For copies or print jobs in excess of 30 pages, additional charge per each batch of 5 pages or part thereof - \$1.00 per batch of 5 pages or part thereof.”

Carried

Vote - Unanimous

Subject:	Endorsement sought for medium value contract
File Ref:	Corporate management - contracting – Contractors – Hired by Council
Action Officer:	DFIN

Background/Summary

Council sought quotes for the construction of the new livestock pound, Murrumba Road, Esk, in 2020.

A purchase order was issued to W and K Eggleston Partnership, outside of the 30 days validity period. The project was repeatedly delayed by the pandemic, supply shortages and severe weather conditions.

To expedite the process, Council purchased the steel, cattle crush and race for the project with an adjustment to price applying.

The project was ultimately completed in February 2023.

Variations for changes to scope and material adjustments result in total project costs

exceeding original expectations.

Attachments

Nil

Recommendation

THAT to remove any doubt, Council resolves in the circumstances that the only supplier reasonably available to complete the new livestock pound is W and K Eggleston.

Resolution

Moved – Cr Wendt

Seconded – Cr Choat

“THAT to remove any doubt, Council resolves in the circumstances that the only supplier reasonably available to complete the new livestock pound is W and K Eggleston.”

Carried

Vote - Unanimous

Subject:	Tender 1275 – Standing Offer Arrangement - Supply and Delivery of Concrete for a 36-month period with two x 12-month optional extension periods
File Ref:	Corporate management – tendering - tenders
Action Officer:	SPO

Background/Summary

Tenders were called for a standing offer arrangement to replace the current agreement. The tender was advertised on the Somerset Regional Council website and on Vendor Panel.

A confidential tender analysis is attached.

Attachments

- Confidential tender analysis provided to Councillors separately.

Recommendation

THAT Council accepts the tender offer for the supply of concrete from GTC Enterprises Pty Ltd of Harlin.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council accepts the tender offer for the supply of concrete from GTC Enterprises Pty Ltd of Harlin.”

Carried

Vote - Unanimous

Subject:	Mt Tarampa Little Athletics Club cessation of lease area adjoining the Mt Tarampa State School
File Ref:	Recreation and Cultural Services – Service Provision – Recreation Facilities
Action Officer:	SRO and CTM

Background/Summary

The Mt Tarampa Little Athletics (MTLAC) club signed a 10-year lease agreement (2011 to 2021) with Council to use an oval adjacent to the Mt Tarampa State School for Little Athletics activities. The oval is located on a freehold property owned by Council, Lot 5 on RP137206, and totals 3.13 hectares (refer to Image 1 below).

The MTLAC season did not recommence in September 2021. The lease agreement between the MTLAC and Council expired on the 31 December 2021. Council Officers have attempted to contact the current MTLAC committee. Council Officers have spoken to the previous MTLAC President and are of the understanding that the Club has taken a long-term hiatus.

The MTLAC have a storage shed located on the site, with sporting equipment and a mower stored on site.

The oval has historically been used by Brisbane Valley small or local schools for an annual athletics sports day. Over the last few years there has been community concern regarding the standard of the running track. With extreme weather conditions over the past few years the grounds surface has suffered differential settlement (melon holes) and would require extensive repair to bring it close to a safe and usable standard fit for use.

In January 2022, the Mt Tarampa State School (MTSS) contacted Council requesting the oval be mowed, citing snakes as being of concern. Council slashed the grounds in March 2022. The grounds had to be slashed not mowed due to the significant rainfall in the previous month. MTSS contacted Council again to request mowing and a meeting regarding the land use. In November 2022 the land was mowed by Council and in December 2022 Council Officers met on site with the MTSS Principal.

Council Officers discussed potential solutions to repair the grounds or source an alternative venue. One option discussed for the 2023 winter athletics carnival was the use of the Fernvale Sports Park. This option is not feasible due to the set up required for a running track and throwing and jumping field events. It may be a viable option for the lower oval if the

Little Athletics Club recommenced operations on site and the various smalls schools used the facility individually and collectively. However, the Little Athletics club is not active and there are already established athletic facilities at nearby State Schools.

Council Officers are currently undertaking activities to create a long-term plan for the development of the Fernvale Sports Park. There may be opportunities for staged fit-for-purpose athletic facilities to be sustainably incorporated into the Fernvale Sports Park. Stakeholders, including the MTLAC and local schools will be given an opportunity to provide feedback on a draft Master Plan in 2023.

Council will need to investigate long-term uses for the site, which may include sale of the land.

Attachments

Nil.

Recommendation

THAT Council:

1. Endorse the CEO to send correspondence to Education Queensland advising that Council will not be maintaining the property generally or to a sufficient athletic sport standard and
2. Endorse Council Officers to make the preparations for and commence the processes for the sale of Lot 5 on RP137206, as it is surplus to Council's requirements.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

"THAT Council:

1. Endorse the CEO to send correspondence to Education Queensland advising that Council will not be maintaining the property generally or to a sufficient athletic sport standard and
2. Endorse Council Officers to make the preparations for and commence the processes for the sale of Lot 5 on RP137206, as it is surplus to Council's requirements."

Carried

Vote - Unanimous

Subject:	Kilcoy VIC Environmental Interactive Display
File Ref:	Officer report
Action Officer:	TDO

Background/Summary

Visitor Information Centres play a critical role in Queensland's tourism industry and in recent years, many have become more than just information providers, they have become tourist attractions in their own right. Of all of the Council VICs that may offer such an experience, the Kilcoy Visitor Information Centre (KVIC) is uniquely placed to capitalise on this trend, by revitalising the environmental interpretive centre to create a distinctive interactive experience symbolic of Kilcoy and the Somerset region.

Over the past few years visitors' expectations have increased and changed. When people travel, they are wanting experiences to engage them emotionally and provide a connection to the area that they are visiting. One way to accomplish this is by providing a dedicated space for visitors and locals to immerse themselves in Somerset in a fun and engaging way.

In its current state the environmental interpretive centre currently displays static information panels that utilise information and displays provided by external suppliers (Seqwater and Brisbane City Council, along with SEQ Catchments and Healthy Waterways, which no longer exist). The current displays are not unique to the Somerset region, are not interactive or engaging, and do not create an overall cohesive theme or experience. The touch screens on the walls host material that is outdated and are not easily able to be updated by Council officers onsite and are unsuitable for children to use as they have been placed out of reach.

An environmental interpretive centre should engage visitors with a story using interactive and changeable displays to provide a memorable and educational experience linked to the local area. There is great potential to include Kilcoy's famous Yowie as part of this experience to take visitors on a journey through Somerset and increase visitation to the town

and region. There is also potential to link the theatrette to the content of the new display, rather than stand alone environmental documentaries for a cohesive visitor experience.

KVIC could complement other interactive environmental centres in southeast Queensland such as:

- Mary Cairncross Scenic Reserve Rainforest Discovery Centre (Sunshine Coast)
- Karawatha Forest Discovery Centre (Brisbane)
- Mt Cootha Visitor Information Centre (Brisbane)
- Redlands Indigiscapes Discovery Centre

There are several accredited Visitor Information Centres throughout Queensland who have developed an engaging experience as part of their centres including:

- Boulia Min Min Encounter Visitor Information Centre
- Charleville Cosmos Centre
- Winton's Waltzing Matilda Centre
- Outback at Isa
- Glasshouse Mountains VIC and Interpretive Centre
- Moreton Bay Discovery Centre (adjacent to the Wynnum Manly VIC)

As part of Council's 2021-2025 Somerset Tourism Strategy, it is listed as an opportunity under Theme 2.6 *'Progress Plans to Upgrade the Kilcoy Environmental Interpretive Centre: Identify priorities for investment in the Interpretive Centre and undertake the necessary planning and business case preparation to inform applications for State and Federal Government funding support'*

In order to achieve this goal, it is recommended that a concept plan be developed by a consultant who specialises in the development of interactive displays to capture and engage visitors. The concept would be for a unique Somerset environmental experience including considerations be given to improving the theatre experience and connecting the two experiences. A quote to engage a consultant has been prepared for Council. The total cost of the services to prepare concept designs and associated costings is approximately \$13,000 excluding GST (allowing for cost escalation).

Attachments

Nil

Recommendation

THAT Council allocate \$13,000 in the 2023-24 Financial Year budget to develop and cost a concept plan for a Kilcoy Visitor Information Centre Interactive Environmental Display.

Resolution

Moved – Cr Brieschke

Seconded – Cr Choat

"THAT Council allocate \$13,000 in the 2023-24 Financial Year budget to develop and cost a concept plan for a Kilcoy Visitor Information Centre Interactive Environmental Display."

Carried

Vote - Unanimous

Subject: Regional Arts Development Fund Advisory Committee Meeting

File Ref:	RECREATION AND CULTURAL SERVICES - PROGRAMS - 2023 RADF
Action Officer:	DCORP

Background/Summary

The Regional Arts Development Fund Advisory Committee meets each quarter to review the operations of the Regional Arts Development Fund. The quarterly meeting of the Committee was held on Monday, 27 February 2023. With representatives from various groups representing the committee in attendance.

Attachments

Attachment 1: Meeting Report for Regional Arts Development Fund Advisory Committee Meeting – 27 February 2023

Recommendation

THAT Council

- 1.receive the meeting report for the quarterly meeting of the Regional Arts Development Fund Advisory Committee held on Monday, 27 February 2023 and the contents be noted.
2. approves an amount of \$14,756 for the three applications received.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT Council

- 1.receive the meeting report for the quarterly meeting of the Regional Arts Development Fund Advisory Committee held on Monday, 27 February 2023 and the contents be noted.
2. approves an amount of \$14,756 for the three applications received.”

Carried

Vote - Unanimous

Subject:	Lowood Recreational Complex – Works to Repair Fields Due to Water Damage
File Ref:	Maintenance and Operations / Maintenance – Council Buildings
Action Officer:	CTM

Background/Summary

Following successive flooding events in February and May 2022 and sustained high rain fall due to successive La Nina weather events, the Lowood Recreational Complex (LRC) playing fields require significant top dressing works to ensure the playing surfaces are safe and meet community expectations.

Council is currently awaiting the outcome of grant funding expressions of interest that were submitted through the Queensland Reconstruction Authority Community and Recreational Assets Recovery and Resilience Program (CRARRP), which were submitted in December 2022. In August 2022, Council received notification of a successful grant funding application through the Queensland Department of Tourism, Innovation and Sport CRARRP to undertake repair works to the LRC, particularly with regards to the facility drainage system.

Both funding sources may be able to support these works.

To ensure continued operations to a satisfactory standard the LRC Association has sought to coordinate the works directly through engaging sub-contractors (refer to attached 1).

Attachments

1. Correspondence – Lowood Recreational Complex Association - CONFIDENTIAL

Recommendation

THAT Council:

1. Approves a medium value contract under the Local Government Regulation 2012 s235 for the Lowood Recreational Complex Association to undertake works to repair the three playing fields of the Lowood Recreation Complex, due to there being only one supplier reasonably available to carry out the work in the required timeframe.
2. Pursue opportunities through the Queensland Reconstruction Authority or Queensland Department of Tourism Innovation and Sport to fund the works, and that should funding opportunities not be available, Council commit to funding the works in the 2022-2023 Financial Year Budget, with funds to be allocated at the next budget review meeting.

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“THAT Council:

1. Approves a medium value contract under the Local Government Regulation 2012 s235 for the Lowood Recreational Complex Association to undertake works to repair the three playing fields of the Lowood Recreation Complex, due to there being only one supplier reasonably available to carry out the work in the required timeframe.
2. Pursue opportunities through the Queensland Reconstruction Authority or Queensland Department of Tourism Innovation and Sport to fund the works, and that should funding opportunities not be available, Council commit to funding the works in the 2022-2023 Financial Year Budget, with funds to be allocated at the next budget review meeting”

Carried

Vote - Unanimous

Subject:	Somerset Civic Centre Advisory Committee Meeting
File Ref:	Community Services - Meetings – 2021 – 2024 Somerset Civic Centre Advisory Committee
Action Officer:	ACM

Background/Summary

The Somerset Civic Centre Advisory Committee met on 20 February 2023. As part of that meeting the expression of interest received from Ruth Skippen to join the Somerset Civic Centre Advisory Committee was discussed.

The committee recommended that Council accept the application by Ruth Skippen.

Attachments

Nil

Recommendation

THAT the application from Ruth Skippen to join the Somerset Civic Centre Advisory Committee be accepted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Choat

“THAT the application from Ruth Skippen to join the Somerset Civic Centre Advisory Committee be accepted.”

Carried





Vote - Unanimous




Subject: Tourism and Promotions Report – February 2023
File Ref: Tourism – Promotions
Action Officer: CTM










Background/Summary

The following is the February 2023 summary of activities for Somerset Visitor Information Centres and the Tourism team members.


Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
 Esk VIC	62	41	41	12	18	5	179
 Fernvale VIC	68	66	42	14	18	6	214
 Kilcoy VIC	146	109	71	57	57	18	458
 The Condensery	165	86	48	10	10	-	319

	First	Second	Third
Esk	 Glen Rock Gallery	 Maps and Directions	 Brisbane Valley Rail Trail

Fernvale	 Maps and Directions	 Brisbane Valley Rail Trail	 Outdoor Activities
Kilcoy	 Maps and Directions	 Caravanning and Camping	 Outdoor Activities
The Condensery	 The Condensery exhibitions	 The Condensery Building	 Culture and Heritage

Motivators

Active Volunteers 	
Esk	13
Fernvale	21
Kilcoy	11
TOTAL	44

Digital Media**Facebook**

3613
(+53)
Reach 26 708
(-62%)

Instagram

1600 (+2)
Reach: 864
(-90%)

Website

Page Views: 4454
Visitors: 1681 new, 69 returning
Peak Time: Friday, 3 February
Most Popular Pages: Events, Experience Somerset, On the water
Device Type: 54% Mobile, 42% Desktop, 4% Tablet

Glen Rock Art Gallery (Esk Visitor Information Centre)

Glen Rock Gallery hosted Kilcoy watercolour artist Allan English. Based in Mount Kilcoy, Allan took up painting after returning from the Vietnam War. He paints outside 'en plein air' at locations he enjoys travelling to. The majority of his works on display depict the beautiful

and moody landscapes of the Somerset region. It has been a popular exhibition with both locals and visitors alike.

Regional Tourism Organisations:

Tourism officers provided information about Somerset to be included in the next edition of the Southern Queensland County Visitor Guide to be released in late March.

Trade Shows

Experience Somerset attended a stand at the Moreton Bay Caravanning and Camping Expo from 17-19 February 2023. Over 1,500 visitor guides and tote bags were handed out, with an estimated 15,500 people attending across the three days. Experience Somerset also sponsored a prize package which included two nights glamping accommodation at Lake Wivenhoe, a canoe tour on the Brisbane River with One Tree Canoe and a bottle of wine from Woongaroo Winery, valued at \$550. This prize package has resulted in 1,649 direct marketing leads which will be added to the Experience Somerset marketing database.

Experience Somerset visitor guides were distributed at the Adelaide Caravan and Camping Show from 15-19 February and Victorian Caravan, Camping and Touring Supershow from 22-26 February via the Caravanning Queensland stand.

Regional Event Support and Development 2023

Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2023, including:

- Agritourism events
- Sporting events
- Adventure race events

Council and Experience Somerset have agreed to sponsor and provide event support to the following regional events:

- Flavours of Somerset Banquet, hosted by Brisbane Valley Farm Direct
- The Rogue Raid Adventure Race, hosted by Raid Adventures

Marketing Implementation Plan

Council engaged an external consultant to collaboratively develop a marketing implementation plan and promotional campaign for the Experience Somerset brand. The Promotions Officer (PO) continues to work closely with the consultant to deliver outcomes that align with the Tourism Strategy 2021-2025. The project is on track for delivery in late March 2023.

Tourism and Marketing Activities

PO continues to investigate and review marketing opportunities for possible inclusion in the marketing implementation plan.

Officers have submitted a nomination into the 2023 Queensland Tourism Industry Council's Top Town Competition. PO is in process of developing creative content for the submission, due April 2023.

PO lead a 'Win a Somerset Escape' competition campaign in collaboration with the Moreton Bay Expo 2023 in February 2023. The campaign received 2149 entries and captured 1845 unique phone numbers and 1649 email addresses for inclusion into the Experience Somerset EDM database.

The Sunshine Coast News published an article online by travel writer Shirley Sinclair who visited the region earlier this year. A number of tourism operators were mentioned in the article. Experience Somerset shared the article on Facebook with a reach of 6500, more than 300 engagements and over 65 shares.

24 boxes of the Experience Somerset Visitor Guide were distributed to six Visitor Information Centres and one Somerset tourism business throughout February.

Paid Advertising

- Moreton Bay Expo in February 2023 – additional advertising package.

Tourism Operators

Two new Linville accommodation operators are starting to welcome guests to the region.

Attachments

Nil.

Recommendations

THAT Council receive the Tourism and Promotions Report for the month of February 2023 and that the contents be noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT Council receive the Tourism and Promotions Report for the month of February 2023 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Corporate and Community Services Monthly Report – February 2023
File Ref:	INFORMATION MANAGEMENT - REPORTING - Corporate Service
	Report
Action Officer:	DCORP

Background/Summary

In delivering on Council’s Operational Plan and commitment to excellent customer service, the Corporate and Community Services Department offer the following information as a representation of activities undertaken during the month of February 2023.

Governance and Business Improvement

Policy Review

The Queensland Ombudsman (QO) investigates complaints about the actions and decisions of Queensland local governments. The QO recently produced a report identifying the top 5 problems identified in the complaints they have investigated over the last 20 years. It was found that 50% of QO reports identified a deficiency in information and records management as a factor for the problem under investigation.

Accurate and complete record keeping is essential not only for complaint handling, but in the event Council is served a Court Order to provide documents, or receives applications for information through the Right to Information or Information Privacy processes.

The Information Services Team have commenced a review of the existing C/015 Information Management Policy to establish whether there are improvements that could be made to Council's policy and subsequent procedures and practices to reduce the risk to Council of having deficient record keeping. As the keeping of accurate records is a responsibility of all Councillors, staff and contractors, any changes to relevant policies and procedures will be widely communicated, amendments made to the online training module relating to Records Management and periodical reminders submitted for the staff newsletter.

The QO also found that 69% of reports identified an issue about policies and procedures as a factor for the problem under investigation. Policies and procedures form the fundamental framework to guide staff on how to perform their jobs well. The QO indicates that policies need to comprehensively address operational issues, be effectively communicated to staff, be regularly reviewed and not include overlapping policies, which can create confusion.

The Information Services Team are currently developing a policy framework and accompanying procedure to establish a systematic review process.

Records

Documentation – At a Glance

Inward/Actioned Documents – 3545	Outward Correspondence - 2078
Customer Service Requests - 484	Councillor Requests – Twenty-Six (26)
Decision Notices/Workshop Outcomes - Decision Notices – Forty (40) Workshop Actions – Sixteen (16)	Tender/Quotation – Tenders – Zero (0) Numbered Quotations – Zero (0)

Total Documents Registered for the month of February 2023 - 9262

Total Documents Registered for the month of February 2022 – 10,864

While the number of registered documents is reduced from this time last year, this would be a reflection of the documentation received during the February 2022 floods and a large number of submissions received during the February 2022 period. The records team have also had significant staffing shortages for the month of February which reflects in the teams' ability to undertake long term projects.

Off-site storage has been arranged for the 2023 and 2024 subject based boxes due for disposal in 2023 and 2024. 254 boxes will be collected in coming weeks which will alleviate some strain on Council's archive facilities and push back the time-frame on the need for a new archive facility.

Implementation of the digital disposal strategy has also seen a reduction in the number of boxes being created and stored in the Esk Archive facility.

Information and Communication Technology (ICT)

Software and infrastructure upgrades continue in line with budgetary considerations and operational requirements, and work continues implementing audit recommendations in line with target dates.

Advancements to the electronic document and records management systems are underway and upgrades to NBN technologies at multiple sites have been progressed in order to improve support of a distributed workforce.

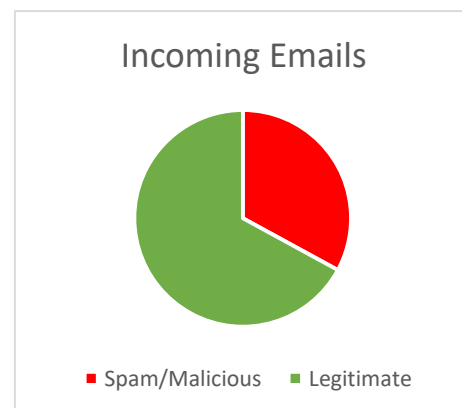
Council end user device upgrades continue to be rolled out to enhance mobility for personnel within Council sites. Digital stamp and form usage is expanding across various departments to increase efficiency in Council processes.

Cyber Security

Incoming emails identified as malicious increased to 33%, with a 15% increase to overall emails. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils.

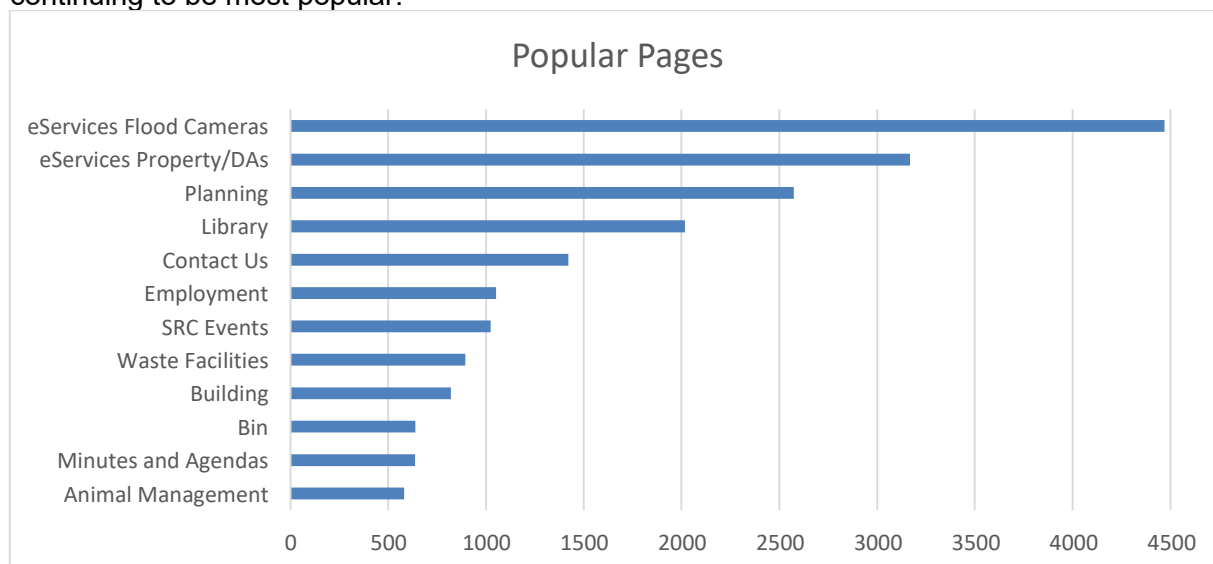
Phishing testing of all corporate email users continues in line with audit requirements, with no users 'caught' from emails in the current quarterly phishing test. Phishing testing involves sending benign copies of malicious emails to staff and Councillors to increase their awareness and test their response to a potential risk and forms an important part of cyber security preparedness.

Internet facing resources continue to be bombarded with targeted attacks, with the Australian Cyber Security Centre (ACSC) and Queensland Government Chief Information Officer (QGCIO) warnings of ongoing campaigns by foreign nations and organised hacker groups targeting Australian government and business networks enduring. Recent attacks have focused on targeted phishing emails and leveraging newly discovered software vulnerabilities before patches to fix them are released or installed, and activity continues to attempt to take advantage of diminished ICT staff numbers and increased remote working. Thousands of compromise attempts continue to be detected on Council firewalls and websites, mostly comprising automated script attacks and targeting known vulnerabilities or weak passwords.



Websites

The primary corporate website (someset.qld.gov.au) received 36,557 page views for the month, and eServices (eservices.someset.qld.gov.au) received 22,380 with flood cameras continuing to be most popular.



Youth Engagement

School Holiday Program

The Autumn School Holiday Program (SHP) promotional material was developed and approved during February. The SHP website was updated to include the Autumn branding and the banner added to Council's rolling homepage banners. Various SRC activities will

take place during the upcoming school holidays and will be included on the online SHP calendar when details are finalised.

The YEO is supporting the Youth Week Movie Event taking place at the Toogoolawah Pictures on Friday, 14 April. The event will also be supported by Wellways Carers Gateway and will include a screening of the short film 'The Young Carer Journey' and the feature film 'Shazam'. This free event includes entry and free popcorn and is open to the entire community.

Somerset Youth Leaders' Camp

The Somerset Youth Leaders' Camp for 2024 has been booked from 15-17 January 2024 at the Gold Coast Recreation Centre.

The YEO has scheduled attendances at Lowood, Kilcoy and Toogoolawah State High Schools for early March for the Mayor to present appreciation certificates to the student leaders who attended the camp in 2023.

Networks, Committees, Training, Events

- Talkin' It Up! Regional Youth Mental Health Forum – steering committee meeting and LSHS hall tour
- Toogoolawah State High School Support Meeting

Community Development

The Community Development Coordinator attended a number of meetings during the month, with many collaboratives and services holding their first meetings for 2023. Amongst the most significant were the West Moreton Community and Consumer Council meeting and the Older Person's Collaborative Forum. The Older Person's Collaborative looks at issues impacting on seniors throughout the region and identifies significant projects to develop throughout the year. Both meetings/forums are important to attend to ensure that Somerset's voice is not lost, with Ipswich having a much greater presence.

Planning for the Mad Hatter's Tea Party to be held in April, at Lowood, is well underway with over 20 stall holders registering to attend. It will be the first significant activity planned for the year and provides an opportunity for services to connect with Lowood families.

To ensure Kilcoy residents can readily access services which are available to them, information on the support services noticeboard in front of the Kilcoy IGA has been updated and the new noticeboard will be installed shortly. The services included are not the only services available to residents but are ones which are likely to be available for a number of years and cover a wide range of demographics and support needs.

As in previous months, most direct enquiries for assistance were from older persons seeking support or from people experiencing homelessness.

A variety of allied health services continue to visit the hubs in Kilcoy and Esk on a regular basis. Headspace is a welcome addition to Kilcoy after a considerable hiatus in service delivery. The service outreaches one day at the high school and one day at the hub to enable it to reach the most young people. Unfortunately, the Brisbane North Primary Health Network funding supporting this outreach limits the capacity of the service to intake from areas west of Kilcoy.

Community Recovery and Resilience

The Community Recovery and Resilience Officer spent a further 48 hours this month in consultations with community members about how they have felt the effects of recent disasters and how they would like to foster resilience in their communities. Through this engagement many opportunities and linkages have begun for some of these community groups including introducing groups to funding and existing programs and collaborating to scope new projects within the region.

Building Inclusive Disaster Resilient Communities

Momentum has been building over February for the opening event for the Building Inclusive Disaster Resilient Communities (BIDRC) Project. Many providers and services as well as

people living with a disability have shown an interest in attending the Community Forum on 10 March which will mark the beginning of the series of activities for the region. The Community Development Coordinator, Disaster Management Officer and Community Recovery and Resilience Officer have collaboratively coordinated this initiative with the Queenslanders with Disability Network and the Community Services Industry Alliance. The facilitation and evaluation of the Project will be conducted by the University of Sydney. Indications are that the forum will be a popular event with real benefits for the safety of this community.

The Welcome Kits for New Residents.



Items for inclusion in the Welcome Kits have been ordered and are almost ready for assembling. Many of the Real Estate agents have been contacted and are agreeable to be an integral part of getting this project to work. The aim is for it to become a sustainable part of how the Somerset region will welcome its new residents and also inform their disaster preparedness.





The Birdies Tree Resource training



The Community Recovery and Resilience Officer received training in the use of the Birdie's Tree Resources along with the other Officers in the Disaster Management teams in the district. The books and tools which form a part of this resource are designed to both ameliorate the impact of disasters on children, as well as build resilience in times before and after the event. This training and copies of the resource will be available to members of the community in the Somerset region during times of disaster. It is also very useful as an educative tool for health promotions and community market days.

Sport and Recreation

Indoor sport, gymnasium and aquatic facility operations

Facility	Commentary / Highlights	Attendance for the Month	Comparative to Month Historical Average	Membership Change (comparative to previous month) - Total
Fernvale Indoor Sports Centre	<ul style="list-style-type: none"> PCYC Fernvale set another monthly patronage record for February (and its associated activities run off site). The previous February record was 2,227 set in 2021. The Breaking the Cycle program had a record 56 young people participate in driving lessons, accumulating a record total of 66 hours. After dark basketball had 61 teenagers attend for the month of February. 	2,679	 +733 (1,946)	 +32 (1,203)

	<ul style="list-style-type: none"> Three incidents were recorded for February. All incidents related to gymnastics activity. No action is required by Council. 			
Kilcoy Indoor Sports Centre	<ul style="list-style-type: none"> Volleyball participation continues to increase, with strong attendance from the migrant community. New return to work programs underway with various service providers. 	2,021	 -152 (1,869)	 -27 (121)
Toogoolawah Community Gym and Swimming Pool	<ul style="list-style-type: none"> The facility set an annual patronage record for the financial year – 19,564. The record surpasses the combined previous annual records of the Toogoolawah Swimming Pool, Toogoolawah Community Gym and Esk Swimming Pool (19,144), with four months still remaining in the financial year. The facility set another monthly attendance record, exceeding the previous monthly record for February (1,916 set in February 2017). This monthly attendance was the second highest number on record of any month to date. Promoting International Women's Day and Laps for Life. 	3,581	 +1,863 (1,718)	 -4 (68)

Kilcoy Aquatic Centre	<ul style="list-style-type: none"> The facility recorded significant patronage for the month of February, the second highest overall, since 2017. 	4,393	 +1,790 (2,603)	N/A
Lowood Swimming Pool	<ul style="list-style-type: none"> The facility had the second highest monthly attendance record for the month of February which was set in 2016. Consistently increasing numbers in Aqua Aerobics and Learn to Swim. 	3,287	 +586 (2701)	N/A

Sport and Recreation Highlights and Projects

- Promoting the April Easter School Holidays events including a free movie screening in Kilcoy on 11 April, and two canoe events on Thursday 13 April at the Twin Bridges in Fernvale.
- SRO attending regular West Moreton Obesity Advisory meetings as a Somerset Representative giving input into the '*Local Governments Leading the way*' document to be released in the coming weeks. This is a Local government response to obesity in regional and rural Qld.
- Planning is well underway for the 20th annual Somerset Rail Trail Classic (SRTC). A and M Civil Contracting have been confirmed as the major sponsor for the event for the next three years (2023 – 2025). A and M Civil Contracting are a family-owned civil contracting business based in Somerset that have completed a range of infrastructure projects along the Brisbane Valley Rail Trail and within the Fernvale Sports Park.

The Brisbane Valley Rail Trail Users Association has been confirmed to support the event and coordinate the on the day activities for the new 44km bike ride.





A range of logistics services and event providers have been confirmed for the event including Masters of Ceremonies, traffic control, SES coordination, event equipment, event attractions (including a trackless train and rock climbing wall), festival entertainers, bus transfers, first aid, security, audio and stage.

Officers are working with the new Event Manager, Atlas Events, to coordinate promotional activities and event registration. Registrations will commence with the popular FLASH SALE promotion, from late April.

- Digital data loggers have been installed to the meter readers for the Lowood Swimming Pool, Toogoolawah Swimming Pool and Community Gym, and Kilcoy Aquatic Centre. The digital data loggers will provide real-time data on water usage for some of Council's highest water consuming facilities. The digital data loggers have already been put to good use, immediately notifying Officer through alerts and identifying potential leaks at a facility, which were identified through unusually high water consumption in off-peak hours.

- Field lighting at the Hopetoun Sports Fields (Kilcoy) was repaired. The lights were damaged following the flooding events of 2022. The repair of the lights was delayed until late summer, with the consent of the Kilcoy District Football Club, to ensure the field and electrical infrastructure was not flooded again. Officers are also working with the club to repair and increase resilience of the electrical infrastructure for the irrigation system of the fields.
- Officers continue to collaborate with consultants in the development of the Fernvale Sports Park (FSP) Master Plan. The consultants are on track to deliver a further update to the FSP Advisory Committee in late March 2023.

The Condensery Somerset Regional Art Gallery

		
<p>319 Visitors</p>	<p>46,090 Social Media Reach 2,693 Social Media Followers</p>	<p>2 Exhibitions Presented 10 Exhibitions in Development</p>
	<p><i>"The best exhibition I have ever attended. Deeply thought out content and totally relevant to our community to our land and to the current state of the world."</i></p> <p><i>"Wonderful work in the main gallery and bunker. Fabulous curation. Thankyou"</i></p> <p><i>"Great space and thoughtful exhibition by Caitlin Franzmann"</i></p> <p><i>"Great show of local reflections"</i></p> <p><i>"Thank you The Condensery for providing some excellent public programs over the weekend"</i></p> <p><i>"Yesterday was such an amazing experience, with fascinating information presented at the two talks and the conversations and activities were so energising and interactive!!! More of this please!"</i></p> <p><i>"Love the team and the show. Thank you"</i></p> <p>February Exhibitions and Programs Feedback</p>	
<p>2 Public or Educational Programs Delivered</p>		

The Condensery News

Artistic Program

Natural State, The Condensery's first new commission funded by federal arts body, the Australia Council for the Arts closed on 12 February 2023. *Natural State* featured work by internationally renowned artist Caitlin Franzmann following on from a year spent visiting and staying in the region. The exhibition included a collaborative work by artists Libby Harward and Dominique Chen and was accompanied by a new publication.

Local Jinibara artist Jason Murphy and sculptor Gabe Parker's new work, *Perceptions*, also closed on 12 February 2023. Resounding public appreciation was received for both exhibitions.

Thinking Business by art collective Barbara Cleveland opened to the public on 18 February with a launch event held on 25 February. Over 43 local residents attended the opening event, where exhibition curator Gina Mobayed gave an eloquent speech on the collective's work, collaborative forms of practice and the importance of friendship and humour.

The exhibition will be accompanied by a substantial engagement program in April, supported by touring agent Museums and Galleries of NSW.

Learning and Engagement

Two public programs to mark the conclusion of the *Natural State* exhibition were held on Saturday 11 February. Over 75 people attended both events, a Yarning Circle with First Nations artists Libby Harward and Dominique Chen and a collaborative drawing workshop and talk by petrified plant collector Christoph Pester. Guests were treated to a curated refreshment of effervescent pineapple juice and spirulina to accompany the workshop.

Planning has begun for 2023 programs to accompany the *Thinking Business*, *Things I want to say* and *Healing Garden* exhibitions, which all have funding attached for substantial engagement or participatory programs.








The Creation Station features children's activities from the Queensland Art Gallery | Gallery of Modern Art as part of the Superpowered on tour program.

Operational

The final installation of the new lighting system took place with all luminaires now fitted and synced to a Bluetooth controlled system.

There have been a number of incidents of snakes within the gallery space and entranceway over the past months, impacting visitor and staff access and forcing the gallery to close early or at irregular times.

Somerset Libraries

 20,982 Reach ▲ 200% 1066 Followers 19 Posts	 1922 Website visits	 13,422 Physical Items Circulated	 46 Events and Activities
 542 Computer Bookings	 5620 Catalogue Searches	 7439 Total Interactions 74 New Members	2727 Esk 1921 Kilcoy 2264 Lowood 472 Toogoolawah 55 Outreach

Somerset Libraries News

First 5 Forever Fever

One of the goals identified at the start of the financial year was to increase Storytime attendance by 10%. This month the team submitted the mid-year First 5 Forever report to the State Library of Queensland, and were pleased to report that this goal has been exceeded. When compared to the entirety of last year attendance is up 40%, and when comparing period to period attendance is up 127%

First 5 Forever is an early literacy program delivered by public libraries and Indigenous Knowledge Centres with the primary aim of providing strong early literacy foundations for all Queensland children aged 0-5 years.



Passionate About Local History




The Somerset Libraries Facebook page had an unprecedented rate of engagement when an appeal for information was placed regarding the historical Railway Door that currently resides in the Esk Library. The post, published on 16 February, has so far reached 17,513 people. This highlights that residents of Somerset have a deep passion and pride in their history. This is promising news, with an oral history project also currently underway.

The Somerset Libraries Facebook reach is up 200% from January.

Volcanic Success

2023 is predicted to be a big year for the Homeschool Connect program, with 19 children putting their engineering and science skills to the test at a volcano workshop at Lowood Library.

Somerset Civic Centre

Ticket and bar sales MTD \$940 FYTD \$18,533	Venue hire MTD \$440 FYTD \$13,596	
 18 Workshops, classes, rehearsals	 72 Visitors per day (on average)	 Facebook Posts 10 Followers 417 Reach 2,276 Visits 324
SCC presented two programmed events two major expos and one stakeholder concert in February with an overall visitation of 2,021.		

The first of three Creative Workshops in the Somerset Arts Networking series was held on Saturday, 4 February. The workshop, entitled Event Planning was supported by the Queensland Government through RADF and facilitated by Flying Arts professional arts mentor, Nigel Lavender. Participants gained valuable insight and knowledge in the areas of event design, budgeting, fundraising, risk management and evaluation.



The workshop was attended by 11 people from Somerset and surrounding areas such as Plainlands, with events in the conceptual and planning stages. Seven of the participants plan to hold either new or existing events within Somerset, including a Ukulele Festival, Stonehouse Moore Open Day, Esk Camp and Jam and the Esk Garden and Lifestyle Fair. The group were

inspired by the work of other participants which in turn presented excellent opportunities for networking.

"I am inspired by what I have learned today."

"Great connecting with a varied group of passionate people."

"Fantastic workshop today with Nigel. Thank you very much for the opportunity. It was an inspiring day and the team at 3 R's Creative Craft Retreats learnt so much."

Morning Melodies continues to gather momentum with our most attended performance to date on Thursday, 23 February with 111 attendees. David Scheel wowed audiences with his prowess on the piano and provided a light hearted look at the aging process with his show, Growing Old Ungracefully.

"Very enjoyable concert! Thanks!"

"We enjoyed Morning Melodies very much and plan to attend others this year."

"The morning was very enjoyable I'm looking forward to the next one in May."

SCC will look to collaborate with Cluster Arts in May 2023, to bring the award winning circus performance Casting Off, to Esk. The performance includes not only a series of free community workshops for all ages, but also an opportunity for a paid position for a community champion to advocate the program in the wider community. This compelling opportunity for skills development and connectiveness will further strengthen our commitment to community engagement and development in the performing arts.

Performance classes for children and youth for the April school holidays, and as an ongoing term feature, are now taking registrations, through performing education experts BexD Create. Along with the valuable transfer of creative skills that performance education can facilitate, the approaching 2032 Olympic Games are a real opportunity for our young people to build a career in performance, technical production or arts management. Pending the successful uptake of this initial offering, further classes are planned for expansion into other facets of the performing arts in the future.

New branding for SCC has commenced its roll out of newly branded imagery with a soft launch across the existing website, Facebook page and physical collateral within the building, including posters, pull up banners, feather banners and aprons. A full launch event will be held to coincide with the installation of external digital and/ or building signage in the future.



Events

<p>UPCOMING EVENTS:</p> <p><i>Multicultural Carnival</i></p> <p>5 May</p> <p><i>Mayoral Gala Charity Ball</i> 19 August</p>	<p>Support for Civic Centre events:</p> <p>Event Planning Workshop 4 February</p> <p>Disability Network Planning Forum Thursday 9 February</p> <p>Antiques and Collectables Fair weekend 11-12 February</p> <p>Morning Melodies Thursday 23 February</p>
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Attachments

Nil

Recommendation

THAT Council receive the Corporate and Community Services Department Report for February 2023 and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Choat

“THAT Council receive the Corporate and Community Services Department Report for February 2023 and the contents be noted.”

Carried

Vote - Unanimous

Subject:

**Regional Road and Technical Committee Minutes Report
September 2022**

File Ref:	Community services - service provision - regional roads and transport group committee
Action Officer:	ESM

Background/Summary

The Northern South East Queensland Regional Roads and Transport Group (NSEQ RRTG) Technical Committee and Executive meetings were held at Moreton Bay Regional Council on Thursday 16 February 2023. Copies of the minutes are attached for Councillor's information.

Council's attention is drawn to the following points:

1. Technical Coordinator to provide a financial update to Executive Committee after end of February and secondly in April via email.
2. That Somerset Regional Council requested a change, for approval, to their Local Roads of Regional Significance Network (LRRS) requesting an addition of Patrick Estate Road and West Road (Clarendon Road to Coominya Connection Road) to the Northern SEQ RRTG LRRS network.
3. Rotation of the NSEQ RRTG Chair was raised by the group with Cr Adam Hain, Moreton Bay Regional Council nominated as the NSEQ RRTG from 1 July 2023.

Attachments

- Attachment 1 - NSEQ RRTG TC 16_02_2023 Minutes FINAL
- Attachment 2 - NSEQ RRTG 16_02_23 Exec Minutes FINAL

Recommendation

THAT Council receive the Northern South East Queensland Regional Roads and Transport Group report and that the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council receive the Northern South East Queensland Regional Roads and Transport Group report and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Local Floodplain Management Plan (LFMP) Reports
File Ref:	Emergency Services – Planning - Flooding
Action Officer:	ESM

Background/Summary

At the Council meeting of 17 December 2020, a report was presented to Council regarding the Local Floodplain Management Plans (LFMP's). The resolutions from that report recommended:

“1. THAT Council formally acknowledge receipt of the Local Floodplain Management Plan and that Council adopt the ‘Somerset Flood Studies’ for informing land use planning and development, and emergency planning.

2. *THAT Council note that the remaining findings of the LFMP will be subject to further investigation and Council consideration."*

Following this resolution, the Somerset Flood Studies were adopted and made available for use within the Somerset Planning Scheme and online flood mapping systems.

Council officers have now completed the investigations of the recommendations and the remaining findings from the LFMP's are noted in this report for Council's review and adoption to take forward for actioning.

From the LFMPs there were fourteen recommended actions for Council to review and implement. The status of each of these recommendations is shown below:

GENERAL

G1 - LFMP Updates

As flood information is updated over time, the LFMP should be reviewed in the context of the current understanding of flood risk. Council may consider, due to the scale of the project, updating the LFMP on a 5-to-10-year timeline.

Priority – Medium – Cost Unknown

Actions Undertaken – No action undertaken.

Actions Outstanding – Council will review and updated the LFMPs, when new information becomes available and if required within the 5 to 10 year timeline.

G2 - Implementation of actions and recommendations from the LFMP

Council may consider the formation of an internal steering committee with representation across key departments such as strategic planning, infrastructure, and disaster management. This suggested governance structure can be put in place to implement the recommendations and actions of the LFMPs.

Priority – High – Cost Nominal

Actions Undertaken – No formal action undertaken; however, the intent of this action has been implemented through the Local Disaster Management Group and other internal group meetings between Operations and Planning Departments.

Actions Outstanding – Council to form an internal steering committee, as soon as practical.

G3 - Review and implement Brisbane River SFMP Recommendations

Recommendations in the Current Flood Risk chapter of the Brisbane River Strategic Floodplain Management Plan (SFMP) are still relevant and should be pursued by the industry. These include more accurate property information, refined datasets, and more research into areas such as flood damages etc.

Priority – High - Cost Unknown

Actions Undertaken – Council have undertaken a review of the Brisbane River SFMP and have implemented all assigned actions to Somerset Regional Council of the recommended actions, which includes the free production of Flood Certificates for property owners.

Actions Outstanding – Somerset Regional Council continues to be an integral part of the Brisbane River SFMP steering committee.

G4 - Review the use of updated commercial building damages from the Brisbane River SFMP Recommendations

The SFMP uses value classes to define different commercial damages based on how valuable the building contents may be. Unfortunately, this information was not made available, and an average value class was used. Council may consider updating the commercial value damages after the LFMP is complete.

Priority – Low - Cost Unknown

Actions Undertaken - Somerset Regional Council continues to be an integral part of the Brisbane River SFMP steering committee.

Actions Outstanding – Ongoing - Council will continue to work with the Brisbane River SFMP committee and implement/update any necessary action when new datasets become available.

G5 - Updating Flood Levels with more accurate methods such as survey

Floor levels have a substantial impact on overall flood damages and can skew results significantly. As the LFMP relies on estimated floor levels and overall damages are very high overall, it is recommended that high risk areas are investigated in more detail. This should also extend to where detailed implementation of mitigation options is being undertaken to ensure accurate cost benefit assessments are realised.

Priority – Medium - Cost Unknown

Actions Undertaken – Council sought funding in December 2022 to undertake a detailed survey of floor level of all properties within flood affected areas. Unfortunately, this was unsuccessful.

Actions Outstanding – Council will continue to seek funding opportunities to undertake floor level surveys within flood affected areas.

G6 - Consider implementation of a Community Awareness and Resilience (CAR) Implementation Plan

CAR is one of the most critical aspects of floodplain management, and can be one of the most challenging, however it can be addressed through the development of a framework of communication and engagement activities for Council to implement. CAR activities can be focused on providing flood education, awareness, and engagement opportunities to the most at-risk and vulnerable communities across the Somerset LGA

Priority – High - Cost TBC

Actions Undertaken – No formal Community Awareness and Resilience (CAR) Implementation Plan has been undertaken but many communication and engagement activities and undertaken annually or more often when required.

Actions Outstanding – A Community Awareness and Resilience (CAR) Implementation Plan would be considered to be implemented following creation and direction of an internal steering committee.

FLOOD MITIGATION**FM1 – Implement a program of voluntary house purchase (VHP)**

Both programs of VHP and retrofitting building materials are recommended for Esk, Minden, Fernvale and across the BRCFS study area.

Priority – High - Cost \$8.1million

Actions Undertaken – Council have worked with disaster agencies (QRA etc) and the local community to assist the agencies and community in the application for funding in relation to voluntary house purchases and retrofitting building resilience into eligible houses. Over fifty properties contracted the QRA with expressions of interest for the Resilient Homes Fund.

Actions Outstanding – Council will continue to work with state agencies (QRA etc) and the local community to assist the agencies and community in the application processes for future voluntary house purchase funding. Council does not intend to purchase any of these properties but will continue to advocate for the state to continue with VHP into the future.

FM2 - Implement a program of retrofitting building resilient materials

Both programs of VHP and retrofitting building materials are recommended for Esk, Minden, Fernvale and across the BRCFS study area.

Priority – High - Cost \$845,000

Actions Undertaken – Council have worked with disaster agencies (QRA etc) and the local community to assist the agencies and community in the application for applicable for funding in relation to resilient materials.

Actions Outstanding – Council will continue to work with disaster agencies (QRA etc) and the local community to assist the agencies and community in the application processes for retrofitting building resilient material funding.

LAND USE PLANNING

LUP1 Utilise the risk-based flood intelligence in the Somerset LFMP Technical Evidence Report (TER) to update land use planning outcomes.

The State Planning Policy (SPP) requires all Councils to update planning schemes and transition to a risk-based approach to flooding. This project has provided example approaches to risk-based planning and also other outputs such as flood islands, vulnerability assessment, time to and duration of flooding and emergency management aspects that will be useful to transition to a full risk-based approach to flooding.

Priority – High - Cost Unknown

Actions Undertaken – Council has previously adopted the LFMP's 'Somerset Flood Studies' for informing land use planning and development, and emergency planning.

Actions Outstanding – Councils next update of the planning scheme will include an updated approach to flood management.

LUP2 - If required, use flood mitigation options appraisal to inform any zoning changes with No Feasible Alternatives Assessment Reports (FAAR)

When any zoning changes are considered to land, a 'No Feasible Alternative Assessment Report (FAAR)' should be undertaken to assess all of the alternatives to these zoning changes. A key component of this is investigating structural flood mitigation options which has been undertaken in this project. As there are generally no feasible alternatives, this will assist in the development of No FAAR reports.

Priority – Low - Cost Unknown

Actions Undertaken – No action undertaken.

Actions Outstanding – Councils next update of the planning scheme will include an updated approach to flood management.

EMERGENCY MANAGEMENT**EM1 Implement interim flood forecasting measures such as rainfall trigger maps.**

The trigger-based maps provided with this project should be utilised as an interim measure to manage areas that have been identified as having relatively high flood risk. Combined water level and rainfall gauges are also recommended to be installed in some areas. Additional rain gauges in some locations have also been identified in the different localities. Council should aim to implement an advanced forecasting system if resources permit for the for localities it has been advised in.

Priority – High - Cost Unknown

Actions Undertaken – Council has purchased additional rain gauges to use throughout the region to assist in the rain forecasting and flood modelling prediction.

Actions Outstanding– Council will continue to purchase additional rain gauges for use throughout the region whenever funding opportunities become available.

EM2 - Review evacuation prioritisation list of most at-risk residential properties

The developed prioritisation lists provide a “triage” style of priority evacuations where sheltering in place is not safe to do so. The lists should be regularly reviewed and to provide a better understanding of high-risk residents in appropriate localities. In addition, the process developed could also be replicated to be utilised in flood forecasting systems to provide real time information and flood intelligence.

Priority – High - Cost Unknown

Actions Undertaken - Council has undertaken a review of all flood affected areas, based on current flood modelling. Council have contact details listed for all residents within these areas and utilise these lists to provide resident with direct warning if and when it is suitable and safe to do so.

Actions Outstanding Council will continue review all flood affected areas and update contact details listed for all residents within these areas.

EM3 - Review evacuation centres that may be exposed to flooding risks

The evacuation centres identified in each of the localities (except Minden where there are no formalised ones) should be reconsidered due to their flood risk (or at least noted) where it has been highlighted an issue. At minimum, centres that have been identified as being in inappropriate locations, should only be considered as interim staging centres in high magnitude flood events or only for the use in minor flood events.

Priority – Medium - Cost Unknown

Actions Undertaken - Council have identified additional evacuation centres, out with flood affected areas, in each of the Region’s main towns. These centres have been prepared for use should they be required in an emergency.

Actions Outstanding – NIL, action complete.

EM4 In partnership with BOM, update the minor, moderate and major flood classifications for forecast locations

Update the minor, moderate and major flood classification levels for Glenore Grove, Lyons Bridge, Rifle Range, Lowood, and Rosentreter forecast locations. Update the major flood class level for Savages.

Priority – High - Cost Nominal

Actions Undertaken - Council continually work with the Bureau and other agencies like SEQ Water to ensure that the latest and current flood modelling information is being utilised within the Region.

Actions Outstanding – Ongoing - Council will continue to work with the Bureau and other agencies like SEQ Water to ensure that the latest flood modelling information is being utilised within the Region.

Attachments

Attachment 1 - 1419824 - 19020078_R02_V04_ESK_LFMP
 Attachment 2 - 1419832 - 19020078_R01_V04_Kilcoy_LFMP
 Attachment 3 - 1419834 - 19020078_R01_V03_Minden_LFMP
 Attachment 4 - 1419882 - 19020078_R01_V06_Lowood_LFMP
 Attachment 5 - 1419899 - 19020078_R01_V05_Toogoolawah_LFMP
 Attachment 6 - 1419900 - 19020078_R01_V05_Fernvale_LFMP

Recommended Action

THAT Council

- 1 Receives and notes the report titled Local Floodplain Management Reports and adopts the recommendations of the report, noting that Voluntary Home Buyback Schemes and retrofitting resilient building materials programs are state run programs that Council will continue to advocate for and support the Somerset community as opportunities arise.
- 2 Adopt the following:
 - Esk Local Floodplain Management Plan
 - Kilcoy Local Floodplain Management Plan
 - Minden Local Floodplain Management Plan
 - Lowood Local Floodplain Management Plan
 - Toogoolawah Local Floodplain Management Plan
 - Fernvale Local Floodplain Management Plan

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

“THAT Council

- 1 Receives and notes the report titled Local Floodplain Management Reports and adopts the recommendations of the report, noting that Voluntary Home Buyback Schemes and retrofitting resilient building materials programs are state run programs that Council will continue to advocate for and support the Somerset community as opportunities arise.
- 2 Adopt the following:
 - Esk Local Floodplain Management Plan
 - Kilcoy Local Floodplain Management Plan
 - Minden Local Floodplain Management Plan
 - Lowood Local Floodplain Management Plan
 - Toogoolawah Local Floodplain Management Plan
 - Fernvale Local Floodplain Management Plan”.

Carried

Vote - Unanimous

Subject:	Review and update of Council Policy OP/002 – Upgrading and Maintenance Works on Unformed and Unused Roads
File Ref:	Corporate management - policy - policy development
Action Officer:	CSSA

Background/Summary

Council has a large road network in excess of 1,800km, of which approximately 360km or 20% of the total network is classed as unformed or unused. It is beyond Council's capacity to maintain this network, which primarily consists of tracks that meanders on and off the road reserve corridor to access more remote properties.

Council have requested Officers to review Council's Policy OP/002 – Upgrading and Maintenance Works on Unformed and Unused Roads. Specifically, the review of the policy was to focus on what level of expenditure can be offered on unformed and unmade roads.

Progress on this matter was delayed in 2022, primarily due to the flooding that occurred in February and May and resource shortages. The impact of the 2022 floods further highlighted the need for the policy to be reviewed where damage on this part of the network was largely not eligible for disaster relief restoration funding.

The review is attached for Council's adoption. In addition to minor administrative changes, the updated policy:

- Clarifies that the policy applies to all unformed and unused roads;
- Increases the maximum value of maintenance the Director Operation can approve on unformed and unused from \$2,000 to "a single shift for a standard road maintenance crew."
- Clarifies the criteria Council will consider when accepting an upgrade of an unformed or unused road by others.
- Removes the guide in relation to contribution by Council towards upgrading these roads, as all upgrade requests are by Council resolution and will be considered on their own merits.

Council officers have compared this policy against other regional Councils and found the approach taken is consistent with other southeast Queensland and regional councils.

Attachments

Attachment 1 – Updated Policy OP/002

Recommendation

THAT Council adopt the updated Council Policy OP/002 – Upgrading and Maintenance Works on Unformed and Unused Roads.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

"THAT Council adopt the updated Council Policy OP/002 – Upgrading and Maintenance Works on Unformed and Unused Roads.(Appendix 1)"

Vote – Unanimous

Carried

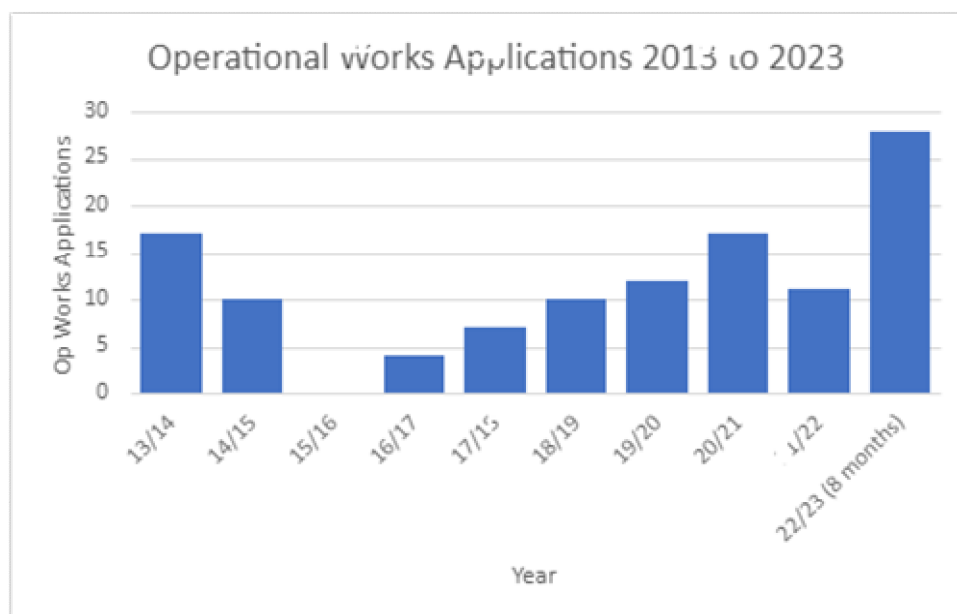
Subject:	Operations Report for March 2023
File Ref:	Governance – Reporting – Officer's Report
Action Officer:	EAO

Background/Summary

Engineering Services Team

In February 2023, the Engineering Services Design Team continued to provide engineering and survey support to the Works department on the set out and alignment of Esk Crow Nest Road Stage 1, Glamorgan Vale Road, Simpson Street, Fernvale and the set out and placement of the new culverts on Gregors Creek Road. The team are providing support on the design and estimating preparations for the 2023-2024 budget design program by reviewing forward work projects that may be considered for budget and are working with external Consultants to enable the community consultation and surveys for the Walkability Master Planning for Fernvale, Lowood, Esk, Toogoolawah and Kilcoy.

The Engineering Services Team continue to provide engineering development advice to the planning department and assessment and applicant response to Operational Work applications, for February 2023 five new Operational Works Applications were received to be assessed and Decision Notices issued. This brings the total number of Operational Works applications in the current financial year 2022/23 to twenty-eight.



The Engineering Services Facilities Team continues to oversee operations in the facilities throughout our Region, this also includes the completion of the Street Tree Planting in Eagle Rise, Lowood, which has been well received by the local community. This team are now closely monitoring the upgrade of the playground within Memorial Park, Fernvale which started construction on 1st March and the team are already noticing the new playground starting to take shape.



The Engineering Services Parks and Gardens Team continue to tackle the ongoing issues faced within the prolonged mowing season with the perfect weather for growing grass ensuring that the team continue to make the rounds around the Regions Parks and Garden to ensure that these high-profile areas are cut and maintained. This team are also undertaking re-establishment work within the Jensen Swamp reserve to ensure that this area continues to be an attraction for local and visitors.

The Engineering Services Team have not set out traffic counters within the region this month, due to the handover with the new Engineering Officer who started on 6th February. The team provide a continual assessment of Council infrastructure to ensure our information remains current within our asset and GIS systems and during the month of February have begun an audit of all the Parks within our Region., The team continue to oversee works within road reserve applications, property access applications and heavy vehicle permits.

Permit	February 23	February 22
Land Access Permit	44	77
Property Access Applications	14	11
National Heavy Vehicle Regulator Permits Processed	4	4

Traffic Chart for February

No Traffic Count were undertaken in February.

Works Team

Completed Projects through 2022:

- Rose Street, Kilcoy - Kerb and Channel
- South Street, Esk - Footpath and childcare entrance
- Sandy Creek walking Track, Esk – repair works
- Memorial Park, Esk – Footpath Replacement
- Mack Street, stage 2, Esk – Kerb and channel and road works
- Patrick Street, Lowood – Kerb and channel, footpath and roadworks
- Copley Lane, Sandy Creek Bridge, Crossdale
- Wade Street, Kilcoy – Kerb and Channel and Road
- William Street, Kilcoy – Traffic islands and road works
- Mt Tarampa Road – Rehabilitation – Stabilisation
- Rail Trail heads, Esk to Toogoolawah
- Ipswich Street, Esk – Footpath – Club hotel to Peter Street
- Ipswich Street, Esk – Streetscape – Footpath Stencil
- Cairnsroft Street, Toogoolawah – Footpath
- Rail Trail, Esk to Toogoolawah
- Gunyah Street, Toogoolawah – Drainage
- George Street, Linville – Footpath
- Abbotsford Street, Toogoolawah – Footpath
- Fulham Street, Toogoolawah – Footpath
- Mangerton Street, Toogoolawah – Footpath, kerb and channel and drainage
- Banks Creek Road, Fernvale – Kerb and channel, footpath, and drainage
- Creek Street, Esk – Culvert and open channel works

Projects underway:

- Prospect and William Street, Lowood - stormwater installation – Final stage on hold pending concrete pipe supply.
- Esk Crows Nest Road, Eskdale - Stage 1 – progressing very well.
- Gregors Creek Road culvert upgrade – progressing very well.
- Western Branch Crossing #35, Mt Stanley – advancing.

- Colinton Street, Braemore – Works have begun - Form and Seal section of road.
- McConnell Street, Braemore – Works have begun - Form and Seal section of road.
- Glamorganvale Road, Wanora – Road widening – construction has commenced.
- Lowood Minden Road / Jensens Swamp (Minden) intersection upgrade – final seal to be completed in March 2023
- Lindemans Road, Lowood, Footpath – scoped and pegged – Commencing soon.

Ongoing projects:

- Mowing and slashing works on Council and DTMR
- Crews continue to complete CSR's
- DRFA continue to complete CSR's on flood-affected roads (central region)
- Maintenance to flood affected roads continues throughout the region.
- General maintenance of Council's civil infrastructure

Workshop - Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet.
- Mowing season is in full swing so there has been an increase in maintenance and repairs to mowing equipment.
- A new small Kubota tractor with front mounted broom has been delivered and fitted out ready for service. This tractor broom is transported on its own tandem trailer which allows it to be towed to any job site by any crew. This tractor broom and trailer will be located at the Kilcoy depot.
- A new Hitachi 5-ton excavator has been delivered and will have been fitted out ready for service. This excavator is for the Combo Crew.
- Two new lease vehicles have arrived and been fitted out.
- Quarterly inspections of all council's truck mounted cranes have started this month and will be completed March.

Workshop – Fabrication

- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.
- Welding Bay has installed five raised field inlets for William St and Prospect St Lowood, along with a grate for Coominya Transfer Station. These grates were fabricated in house.
- Fabricated two new security gates and mounting frames for the public toilets in Clock Park Lowood. These gates are being powder coated and should be installed early next month.

Department of Transport and Main Roads (TMR) Works

Council is presently working on the following projects on behalf of TMR.

- Repairing potholes and sealing of patches and pavement repairs over the TMR network.
- Slashing / flail over the TMR network.
- Vegetation spraying on various TMR roads continue.
- Ongoing signage and guidepost repairs continue throughout TMR network.

Works carried out by Contractors

- AandM Civil, Browns Contracting and CPM Construction are continuing with REPA works and flood damage repairs across the region.
- RPQ contractors are sealing various roads throughout Council and TMR network.
- Various other contractors continue to assist with maintenance and flood damage.

- Ertech Contractors has commenced working on the reconstruction of Lowood Minden Road between Litzows Road and Lukritz Road.

Weather Outlook

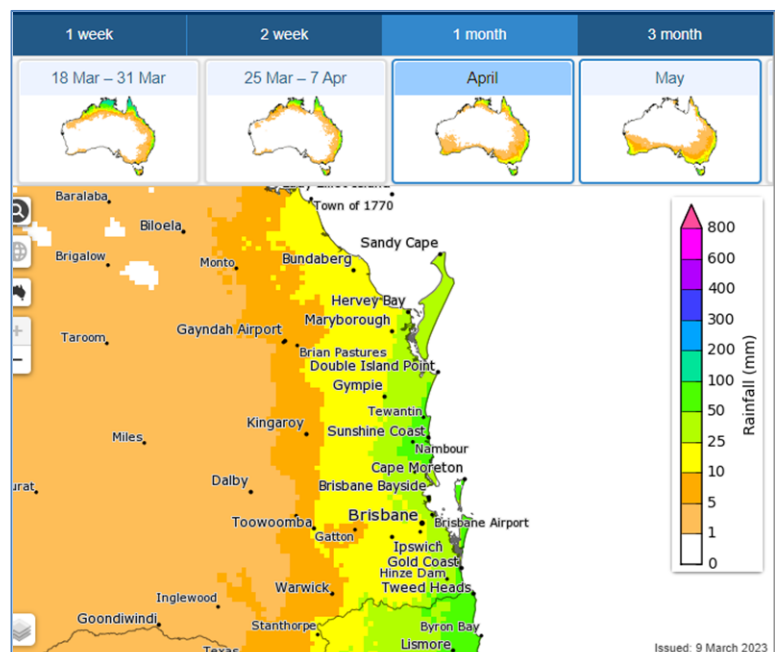
Drier than average April to June for almost all of Australia

For April, below median rainfall is likely (60 to 80% chance) for most of Australia except the northern Cape York Peninsula, south-east and coastal parts of New South Wales, southern Victoria, and most of Tasmania, which have close to equal chances of above or below median rainfall.

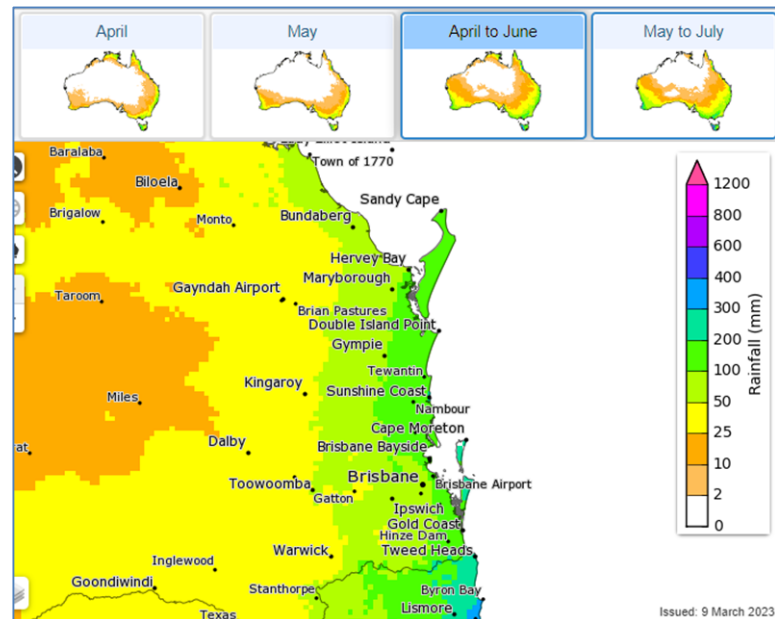
For April to June, below median rainfall is likely to very likely (60% to greater than 80% chance) for almost all of Australia except the northern Cape York Peninsula, central and northern parts of the New South Wales Coast and southern Tasmania which have close to equal chances of above or below median rainfall. The chances for below median rainfall are greatest over central Australia, the Kimberley, and southern New South Wales west of the Great Dividing Range.

Past accuracy of April to June long-range forecasts for chance of above median rainfall has generally been moderate to high for western and eastern parts of Australia, with moderate to low skill for parts of central and northern Australia.

Outlook for April (these are the most likely totals – i.e. 75% chance).



Outlook for April to June (these are the most likely totals – i.e. 75% chance)



Disaster Management

The following activities were conducted in February 2023

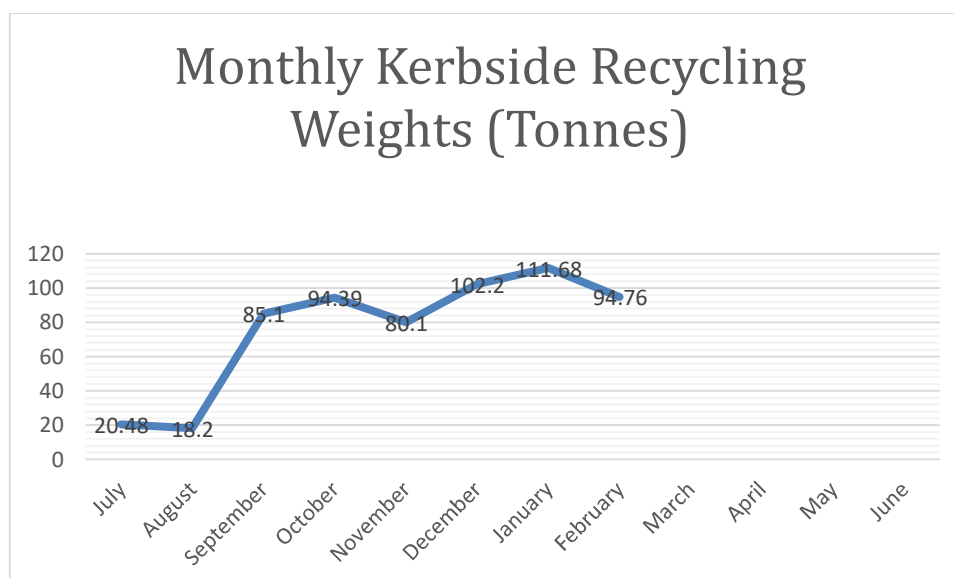
- Engaged with IGEM, QPS and neighbouring LGAs regarding QDMA review.
- Working with Allison Cuskelly (CROO) in respect of expanding a community welcome kit to include disaster management material.
- Council was successful in its application under the 2021-2022 Flood Risk Management Program for the following:
 - LGA wide Overland Flow flood study and calibration of previous events
 - Expansion of GuardianIMS to include Realtime river/rainfall data.
- Somerset Flood Studies section of website updated to include 1% AEP mapping from the Local Floodplain Management Plans
- Local Disaster Management Group meeting held.
- Worked with Queensland Disability Network (QDN) bringing workshop to Esk in March to build resilience amongst those with disabilities in the Somerset community.
- Attended Local Action Group meeting facilitated by QDN.
- Meetings held with Toowoomba RC and Council to discuss future Cressbrook Dam safety upgrades.
- Lessons management training was completed by a number of key DM staff

Waste Management

Kerbside Collection Contract – Ipswich Waste

During the month of February 2023, there were 53,020 kerbside services performed –

- General waste services – 39,832 with 86% presentation rate
- Recycling services – 13,188 with 57% presentation rate

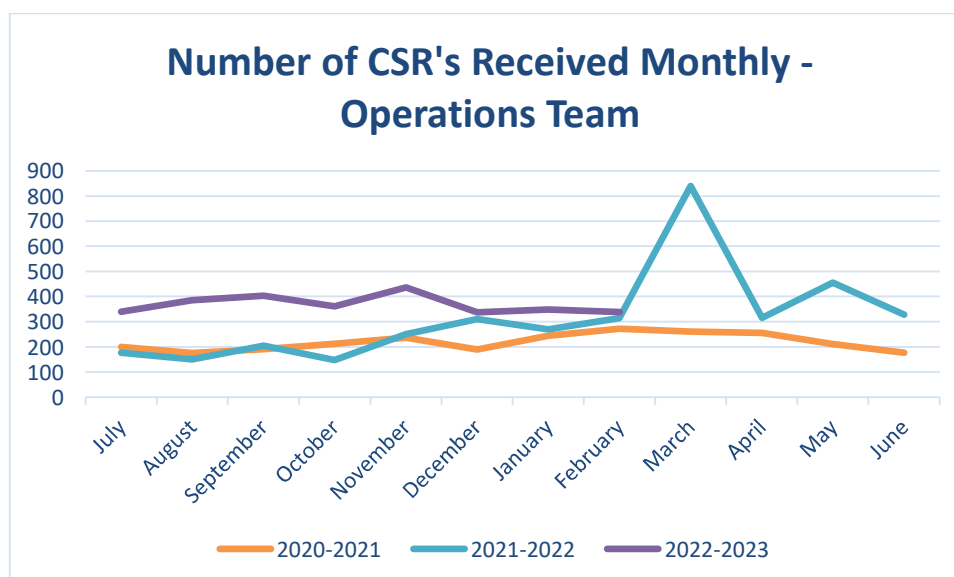
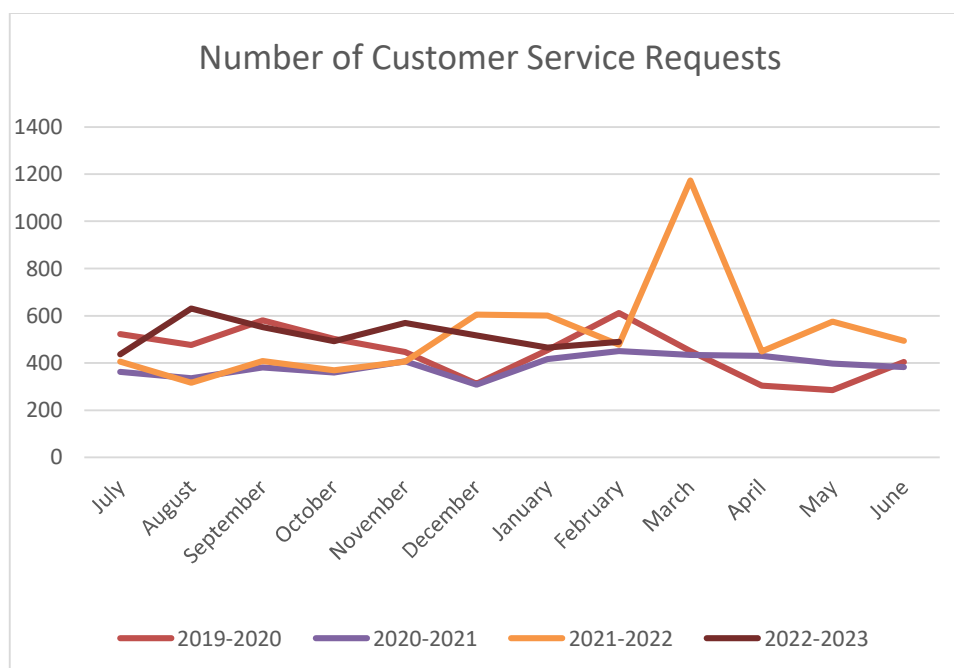


Refer to attached statistic report provided by Ipswich Waste Services for overall statistical information for the kerbside collection contract.

- Media inquiry and article published regarding bin presentation, especially in Kilcoy region. No evidence of issues found with driver – however driver has been made aware of the article.
- New driver for the region has been employed and commenced with IWS in early March.
- Continuation of discussions with State Government regarding bin lid standardisation program. Awaiting decision.

Customer Service Requests

Council received 490 customer service requests for the month of February 2023 on Council's corporate customer service system. A copy of the report is attached for your information.



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Cemeteries	3	1	3	0	2	1	3	2
Disaster Management	1	0	0	0	0	0	0	0
Departmental reviews	2	0	1	0	0	0	0	2
Fences on roadways	0	0	0	1	0	0	1	1
Illegal dumping clean ups	13	5	10	8	6	12	11	5
Overgrown Council land	0	0	2	5	3	0	1	3

Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	4	6	6	3	7	3	5	3
Roads - bitumen	69	56	49	70	56	37	38	38
Roads - gravel	40	31	46	72	34	20	25	18
Roads - drainage	10	13	6	2	10	18	23	8
Roads - culverts	3	4	2	6	1	7	3	3
Roads - vegetation	31	16	9	10	32	36	36	30
Roads - footpaths	6	5	4	1	1	5	13	9
Roads - linemarking	1	1	0	0	0	1	1	0
Roads - bridgework	1	0	0	0	0	0	0	0
Roads - traffic furniture	18	23	9	5	19	15	27	10
Rural Property Number	12	5	1	2	5	9	6	4
Stormwater issues within private properties	3	2	4	3	2	2	3	1
Waste management	2	6	0	6	0	0	2	0
Wheelie bins	0	0	0	0	0	0	0	0
Cancellation of extra services	1	22	30	5	5	5	4	8
Damaged lids and wheels	10	29	16	12	11	9	11	18
Replacement Split Bins	19	41	27	23	21	15	23	37
New Services	28	19	13	24	18	19	15	7
Extra services	7	7	8	5	3	5	3	8
Stolen/Non Delivery of New Bins	7	65	99	37	112	44	10	52
Missed services	4	3	13	14	8	6	2	5
Contractor requests/complaints	1	1	9	0	0	0	3	5
Facilities	0	0	0	0	0	0	0	0
Air conditioning	1	0	2	1	0	2	1	2
Carpentry, painting, tiling and flooring	2	1	4	6	7	11	5	7
Electrical	5	4	4	4	6	13	8	5
Equipment, furniture and fixtures	9	7	3	10	8	8	11	14
Grounds maintenance	1	1	2	5	10	2	4	3
Pest Control	0	0	0	1	1	0	2	1

Plumbing	14	11	11	15	29	16	31	19
Roofing and guttering	1	0	1	2	2	2	0	0
Security, locks and CCTV	5	0	1	3	4	5	4	4
Signage	0	0	2	1	3	1	3	1
Vandalism	4	0	4	6	7	2	6	3
Cleaning	1	0	2	1	4	6	4	2
	339	385	403	369	437	337	348	338

Attachments

Waste Collection Services Report – Ipswich Waste – attachment 1
Customer service report for February 2023 – attachment 2

Recommendation

THAT Council receive the Operations Report for February 2023 and the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council receive the Operations Report for February 2023 and the contents be noted.”

Vote - Unanimous

Carried

Director Finance left the meeting at 9.38am

Subject: Community Assistance Grants 2022-2023
Summary of Applications - Funding Round Two Closed 1 March 2023
File Ref: Community Relations – Sponsorships – Donations
Action Officer: DHRCS

Background/Summary

A total of twenty-three applications were received for community assistance grants for Round two (2) of 2022 - 2023 financial year.

Two applications (Watts Bridge Memorial Airfield and Toogoolawah and District History Group) have been withheld until the next Ordinary meeting due to further information being requested.

The budget allocation for 2022-2023 financial year is \$173,825.00.

Available funds as of 13 March 2023 are approximately \$66,329.40. Given the total recommendations for funding from this round total \$52,102.26 (plus in-kind support) there would be a remaining available balance of approximately \$14,227.14 (less in-kind support) for the remainder of the financial year should all recommendations be approved.

Community assistance grants applications for round two (2) of 2022-2023 financial year are summarised below.

Doc #	Applicant	Amount requested	Amount recommended for approval
1485429	Carinity Communities – Our House	\$ 4,873.25	\$ 2,436.63 - 50%
1484992	Esk Country Golf Club Inc.	\$ 2,000.00	\$ 2,000.00
1484157	Esk Jockey Club	\$ 3,939.00	\$ 1,969.50 - 50%
1485792	Esk Men's Shed Inc.	\$ 3,566.36	\$ 1,783.18 - 50%
1485159	Esk Pastoral Agricultural and Industrial Association Inc.	\$ 4,619.54	\$ 4,619.54
1485358	Glamorgan Vale Community Hall Association Inc.	\$ 1,500.00 plus "in-kind" support	\$ 1,500.00 plus "in-kind" support
1484730	Kilcoy Campdraft Committee Inc.	\$ 5,000.00	\$ 2,500.00 - 50%
1484680	Kilcoy Golf Club Inc.	\$25,000.00	\$ 5,000.00
1485484	Kilcoy State High School P and C Association	\$ 4,341.00	\$ 4,341.00
1485533	LifeFlight Foundation	\$ 4,820.00	\$ 4,820.00
1484912	Linville Progress Association Inc.	\$ 1,212.50	\$ 1,212.50
1481872	Lowood Show Society Inc.	\$ 5,000.00	\$ 1,500.00
1481678	Queensland Country Women's Association – Esk Branch	\$16,500.00	\$ 1,000.00
1485793	Queensland Country Women's Association – Lowood Branch	\$ 2,502.00	\$ 2,502.00 security screens
1481079	Returned Services League of Australia-Esk Branch	\$ 704.00	\$ 704.00
1484826	Returned Services League of Australia-Lowood Branch	\$ 5,000.00	\$ 2,500.00 - 50%
1484217	Somerset Assist Inc	\$ 2,639.00	\$ 2,639.00
1485358	SU Australia Ministries Ltd	\$ 3,222.36	\$ 1,611.18 - 50%
1485454	Toogoolawah Campdraft Committee Auspiced Toogoolawah Dairying Agricultural and Industrial Association Inc.	\$ 4,227.00	\$ 2,363.73
1485684	Toogoolawah and District History Group Inc.	\$ 5,200.00	Held - Further information requested.
1486242	Toogoolawah Pistol Club Inc.	\$ 5,200.00	\$ 2,600.00 – 50%
1479693	Valley of the Lakes Garden Club Inc.	\$ 3,000.00 plus in-kind support	\$ 2,500.00 plus "in-kind" support
1484913	Watts Bridge Memorial Airfield Inc	\$ 5,000.00	Held - Further information requested.

Total	\$117,866.01 plus in kind support	\$52,102.26
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Attachments

Individual applications for funding through the Community Assistance Grant scheme are attached for information only.

Recommendation

THAT community assistance grants applications for round two (2) of 2022 - 2023 financial year as summarised in this report and set out below be approved for funding and \$52,102.26 plus in-kind support be granted through the Community Assistance Grants budget allocation; plus GST if applicable.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT community assistance grants applications for round two (2) of 2022 - 2023 financial year as summarised in this report and set out below be approved for funding and \$52,102.26 plus in-kind support be granted through the Community Assistance Grants budget allocation; plus GST if applicable.”

Carried

Vote - Unanimous

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022 – 2023 – Carinity Communities – Our House
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485429
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with the purchase of accessible dual motion lift chair, adjustable high backed dining chair with footrest as part of the larger refurbishment project to enhance the comfort, safety, liveability and positive psychological effect of the respite areas within the Carinity Communities Our House respite centre.

Amount requested:	\$4,873.25
Total cost of project:	\$4,873.25
Amount recommended to be granted:	\$2,436.63 (50% of requested amount)

Assessor's Summary

The applicant states:

- That the purchase and installation of new curtains, accessible dual motion lift chair, adjustable high backed dining chair with footrest as part of the larger refurbishment project will enhance the comfort, safety, liveability and positive psychological effect of the respite areas within the Carinity Communities Our House respite centre.
- Extra external grant funding has been secured to assist with funding the refurbishment.
- Our House provides essential care and respite accommodation for NDIS participants throughout the Somerset region.
- Our House is one of the only providers of disability accommodation within the Somerset region which provides 24 hours one-on-one care.
- The centre is also used for emergency evacuation accommodation for vulnerable people within the community in the event of natural disasters.
- The current furnishings at Our House are outdated, dull and lifeless and as a result can have a negative effect on the mental and physical health of participants.
- The specific items being sought in this grant application are required for the safety and comfort of two regular participants.

Carinity Communities – Our House were the successful recipients of one Community Assistance grant in 2016 for improvements to the respite centre.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,436.63 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the purchase of accessible dual motion lift chair, adjustable high backed dining chair with footrest as part of the larger refurbishment project to enhance the comfort, safety, liveability and positive psychological effect of the respite areas within the Carinity Communities Our House respite centre.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022 – 2023 – Esk Country Golf Club Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484992
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with upgrading the aged plumbing at the Esk Country Golf Clubhouse.

Amount requested:	\$2,000.00
Total cost of project:	\$4,358.20
Amount recommended to be granted:	\$2,000.00

Assessor's Summary

The applicant states:

- The galvanised water pipes under the clubhouse require replacement due to rust entering the water and leaks occurring.
- A quote has been provided to replace the galvanised pipes with copper and install a water filter to provide clean drinking water to members.

The Esk Country Golf Club have been the successful recipients of fourteen community assistance grants from 2008-2022 totalling \$14,997.00.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,000 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with upgrading the aged plumbing at the Esk Country Golf Clubhouse.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 March 2023
Subject: Community Assistance Grants 2022-2023 – Esk Jockey Club Inc.
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484157
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with purchasing five 6x3m marquees to provide shade at the Esk Races held throughout the year.

Amount requested:	\$3,939.00
Total cost of project:	\$4,341.00
Amount recommended to be granted:	\$1,969.50 (50% of requested amount)

Assessor's Summary

The applicant states:

- The Jockey Club for many years have hired marquees from a local hire company however due to them shutting down in April will no longer have this option available.
- Numerous different hire companies have been contacted however none are willing to offer the same hire agreement due to the cost of travel being too expensive.
- The marquees will be made available for other community groups in the region to hire.
- The Esk races brings a large number of patrons to the Somerset region three times per year with all accommodation booked out for each race meeting.

- Local businesses received great benefits with most who attend the races spending the weekend in the region.

In addition to the above benefits the club have stated that if the club had their own marquees to hire out it would also be an avenue for income for the club.

The Esk Jockey Club have been the successful recipients of eleven community assistance grants from 2008 - 2022 totalling \$42,065.40.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,969.50 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing five 6x3m marquees to provide shade at the Esk Races held throughout the year.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Kim Frohloff, Customer Service Officer
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 01 March 2023
Subject: Community Assistance Grants – Esk Men's Shed Inc.
File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id
1485792
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with purchasing marquees and tables for the Esk Men's Shed Plant Creche stall at the 2023 Esk Garden and Lifestyle Fair on Saturday, 17 June 2023.

Amount requested:	\$ 3,566.36
Total cost of project:	\$ 3,566.36
Amount recommended to be granted:	\$1,783.18 (50% of requested amount)

Assessor's Summary

The applicant states:

- The Valley of the Lakes Garden Club has offered the Esk Men's Shed \$400 plus takings of gold coin donations to host a Plant Creche stall at the Esk Garden and Lifestyle Fair on Saturday, 17 June 2023.
- The plant creche will require marquees and tables which the Men's Shed doesn't currently have and are not available to hire.
- A BBQ will be held during the event which requires use of the current marquees owned by the Esk Men's Shed.

The Esk Mens Shed has been the recipients of four community assistance grants totaling \$25,544 in previous years.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,783.18 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing marquees and tables for the Esk Men's Shed Plant Creche stall at the 2023 Esk Garden and Lifestyle Fair on Saturday, 17 June 2023.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 15 February 2023
 Subject: Community Assistance Grants – Esk Pastoral, Agricultural and Industrial Society Inc.
 File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id 1455103
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with sponsorship of the annual Esk Show Sections and for the supply and installation of lighting, switches, circuit breaker and safety switch in the Poultry Pavilion at the Esk Showground.

Amount requested:	\$4,619.54
Total cost of project:	\$4,619.54
Amount recommended to be granted:	\$4,619.54

Assessor's Summary

The applicant states:

Part 1 of 2 - Improvements

- A circuit breaker needs to be installed for the safety of the community.
- The lighting is very poor in the pavilion making it difficult for judges to examine the poultry and exhibits to be viewed by the public.
- The improvements will include a new circuit breaker including safety switch, 14 led weatherproof lights.

Total.....\$
3,514.14

Part 2 of 2 - Sponsorship of Esk Show Sections

Horse section Sponsorship Prize Money.....	\$
85.00	
Photography Section Sponsorship Prize Money.....	\$
120.00	
Chainsaw Racing Sponsorship Prize Money.....	\$
250.00	
Woodchop Sponsorship Prize Money.....	\$
650.00	
Total.....	\$
1,105.00	

As per below excerpt of the Community Assistance Grants Policy, the application may be considered as a large-scale regional event.

The following criteria may be used to assess grant applications:

Funding for events held within the region will be considered at the following levels:

- *Small scale event up to \$ 500*
- *Large scale event up to \$ 1,000*
- *Annual Agricultural Shows up to \$ 1,500*
- *Large scale regional event up to \$ 2,500*

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$4,619.54 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with sponsorship of the annual Esk Show Sections and for the supply and installation of lighting, switches, circuit breaker and safety switch in the Poultry Pavilion at the Esk Showground.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Tiara Hurley, Executive Assistant Support

Director: Kerri-Lee Jones, Director Human Resources and Customer Service

Date: 1 March 2023

Subject: Community Assistance Grants 2022 – 2023 – Glamorgan Vale
Community Hall Association Inc.

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485358

Action Officer: DHRCS

Background/Summary

To assist with the costs associated with providing entertainment at the 2023 Glamorgan Vale Community Hall annual Easter Carnival on Saturday, 25 March 2023 from 5pm to 9pm plus in kind support of 10 (ten) waste bins.

Amount requested:	\$1,550.00
Total cost of project:	\$9,260.55
Amount recommended to be granted:	\$1,500.00 plus in-kind support

Assessor's Summary

The applicant states the Glamorgan Vale Community Hall Easter Carnival is an entertaining event that can be enjoyed by the whole community creating a friendly atmosphere for children and adults alike.

Through the work of members of the Glamorgan Vale Community Hall committee, including the benefit of a Community Assistance Grant, the group feel proud to be able to offer an affordable event for families to enjoy. Easter carnivals at Glamorgan Vale Hall are stated to be very well patronised by the community.

The Glamorgan Vale Community Hall Association have been the successful recipients of 42 Community Assistance Grants totalling \$38,817.74.

The group consistently runs an Easter and Christmas Carnival each year that is thoroughly enjoyed by residents and visitors alike.

As per below excerpt of the Community Assistance Grants Policy, the application may be considered as a large-scale regional event.

The following criteria may be used to assess grant applications:

Funding for events held within the region will be considered at the following levels:

- *Small scale event up to \$ 500*
- *Large scale event up to \$ 1,000*
- *Annual Agricultural Shows up to\$ 1,500*
- *Large scale regional event up to\$ 2,500*

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,500 plus in-kind support for the supply of 10 waste bins be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with providing entertainment at the Glamorgan Vale Community Hall Association Easter Carnival 2023.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 March 2023

Subject: Community Assistance Grants 2022 – 2023 – Kilcoy Campdraft Committee Inc.
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484730
Action Officer: DHRCS

Background/Summary

To assist with the costs associated purchasing a new PA system for the Kilcoy Campdraft being held 26-28 May 2023.

Amount requested:	\$5,000.00
Total cost of project:	\$5,395.00
Amount recommended to be granted:	\$2,500.00 (50% of requested amount)

Assessor's Summary

The applicant states:

- Due to half of the 2022 campdraft being cancelled due to a rain event resulting in nominations being refunded, the Kilcoy Campdraft requires support to purchase a new PA system for the 2023 event.
- The PA system will not only be utilised by the campdraft but many user groups of the Kilcoy Showground including the pony club and rodeo association.
- The annual campdraft is a community event that can be enjoyed by Somerset residents of all ages with an action packed three days which include a bar, saddle cut-out and live band entertainment on the Saturday night.
- Campdrafting is not just a sport for those in rural and remote areas. The event promotes socialisation for people who would otherwise be isolated on their properties.
- The event is run mostly by volunteers and primary producers in the Somerset region who donate their time and cattle to make the campdraft successful. The event also promotes tourism to the Kilcoy area with many participants travelling from out of town to attend.

The Kilcoy Campdraft Committee have been the successful recipients of one \$5,000 Community Assistance Grant.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated purchasing a new PA system for the Kilcoy Campdraft being held 26-28 May 2023.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 March 2023

Subject: Community Assistance Grants 2022 – 2023 – Kilcoy Golf Club Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484680
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with the installation of a new commercial grade kitchen at the Kilcoy Golf Club as part of the club rejuvenation project.

Amount requested:	\$ 25,000.00
Total cost of project:	\$205,664.57
Amount recommended to be granted:	\$ 5,000.00

Assessor's Summary

The applicant states:

- The Kilcoy Golf Club provides sporting and social benefits to people of all ages / genders and have seen increase in member numbers and usage of the course in the last 12 months. The club is used by their junior program as well as adults throughout the week, and for functions by the local community and visitors.
- The last five years has seen the club going through an important rejuvenation with improvements to the Club House and Course being undertaken in a planned and timely manner.
- The insurance part of the works is to re-roof the entire building and replace the ceiling in the dining room from storm damage in 2022.
- An insurance payment has been received toward this project and the club is taking the opportunity to make other improvements to the affected part of the building at the same time as it is more economical to do so.
- In addition to the insurance works, the following will be completed; a new exit door at the rear of the building, ramp and the kitchen is being replaced with a commercial grade kitchen including new windows in the dining area.
- The insurance payout was substantially less than required to complete the repairs. The Kilcoy Golf Club are contributing at least \$65,000 of their own funds to the renovation which totals \$205,664.57.
- The Club have been successful in applying for a \$35,000 RACQ grant to assist with repairs.
- The building repairs have been approved by Council via a private certifier on 28 February 2023 - DA23518.

Please see below excerpt from Council's Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

- *Maximum of one (1) application per funding round (total of two (2) per financial year) with maximum funding of \$5,000 per application unless exceptional circumstances can be demonstrated.*

The Kilcoy Golf Club have been the recipients of five community assistance grants totalling \$22,097.27 in previous years.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$5,000.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the installation of a new commercial grade kitchen at the Kilcoy Golf Club as part of the club rejuvenation project.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022-2023 – Kilcoy State High School P and C Association Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485484
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with showground hire and camping at the Kilcoy Showgrounds for the Wide Bay Schools Hook and Hoof Cattle Competition being held 12-14 September 2023.

Amount requested:	\$4,341.00
Total cost of project:	\$4,341.00
Amount recommended to be granted:	\$4,341.00 (<i>as hire fees for the Kilcoy Showground</i>)

Assessor's Summary

The applicant states:

- The Wide Bay Schools Hook and Hoof Cattle Competition is an annual event hosted by one of the participating schools. Kilcoy State High School is proud to host this event in 2023.
- Approximately 16 schools including 175 – 200 students and 40+ staff from throughout Queensland travelling to Kilcoy Showgrounds to participate in the competition.
- As a beef producing area the Kilcoy and Somerset region will be in the spotlight for the duration of the event.
- The schools attending will self-cater for the event utilising goods and services offered in Kilcoy.

Kilcoy Showground Hire Fees for the Hook and Hoof Cattle Competition are as follows:

Full Use of Grounds \$1,447.00 per day
 Refundable Bond \$411

Total hire fees for four (4) days hire = \$4,341.00

The Kilcoy State High School P and C Association have been successful in obtaining two community assistance grants totalling \$1,010.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$4,341.00 (*as hire fees for the Kilcoy Showground*) be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with showground hire and camping at the Kilcoy Showgrounds for the Wide Bay Schools Hook and Hoof Cattle Competition being held 12-14 September 2023.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022-2023 – LifeFlight Foundation
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485533
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with conducting three “First Minutes Matter” community trauma training workshops in the Somerset region.

Amount requested:	\$4,820.00
Total cost of project:	\$4,820.00
Amount recommended to be granted:	\$4,820.00

Assessor's Summary

The applicant states:

- The need for the program has been identified by LifeFlight emergency rescue crew members, particularly in rural and remote areas where response teams may be longer due to the distance required to travel, including by air.
- Studies show that when a bystander steps in to administer aid, accident victims have a higher survival rate.
- ‘First Minute Matter’ training will provide participants with the skills needed to improve patient outcomes in the event of an accident or emergency.

Specific benefits for the community include:

- 1. Trauma Care Education** - Residents from the Somerset region will learn important lifesaving skills, including first aid protocols in the event of an emergency. Increased knowledge/understanding of accident scenes and potential associated dangers.
- 2. Skills, Confidence, Training** - Participants have the skills and confidence to deal with emergency situations and respond in a way that will benefit patient outcomes.

3. Safer Communities - Improved patient outcomes and fewer deaths in the Somerset region as the result of a traumatic accident or medical episode.

This is the first instance that LifeFlight have applied for a community assistance grant.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$4,820.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with conducting three "First Minutes Matter" community trauma training workshops in the Somerset region.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 March 2023
Subject: Community Assistance Grants 2022 – 2023 – Linville Progress Association Inc.
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484912
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with purchasing a new portable PA system and microphones for the Linville Progress Association Anzac Day Service.

Amount requested:	\$1,212.50
Total cost of project:	\$1,337.50
Amount recommended to be granted:	\$1,212.50

Assessor's Summary

The applicant states:

- The attendance at the 2022 Anzac Day ceremony was close to 100 people. This year with service support and the Linville School children marching it will be close to 200 in attendance at the Linville Cenotaph.
- The use of a portable PA system will enable to Anzac service as well as the memorial services held at the cenotaph to reach everyone in the vicinity attending these services.
- The PA system will also be used for music during the services and at events.
- Along with other community events throughout the year the PA system will be invaluable for the successful Linville Heritage and Arts festival in November 2023.
- The purpose of holding these events is to bring the community together to foster resident social inclusion, greater community spirit and involvement by everyone.

The Linville Progress Association (*previously known as the Linville Hall Committee*) have been the successful recipients of 29 community assistance grants from 2008-2022 totalling \$48,500.97.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,212.50 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing a new portable PA system and microphones for the Linville Progress Association Anzac Day Service.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 23 February 2023
 Subject: Community Assistance Grants 2022-2023 – Lowood Show Society Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1481872
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with prize money, trophies, ribbons and entertainment for the annual Lowood Show being held 16-17 June 2023.

Amount requested:	\$5,000.00
Total cost of project:	\$5,000.00
Amount recommended to be granted:	\$1,500.00 (<i>as event sponsorship</i>)

Assessor's Summary

The applicant states:

- The annual Lowood Show plays a significant role in the Somerset regions calendar of events and support is required to future proof the show and encourage growth in the Lowood township.
- The show requires many volunteer hours of preparation, winning a prize at your local show is the ultimate achievement for everyone's hard work.
- Families from around the Somerset region attend the show to view the exhibitions and enjoy a jam packed day of entertainment.

The assist with the costs of running the show the show society are asking for assistance with purchasing prize money, trophies, ribbons and entertainment for the show.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Maximum of one (1) application per funding round (total of two (2) per financial year)

with maximum funding of \$5,000 per application unless exceptional circumstances can be demonstrated.

Funding for events held within the Somerset region will be considered at the following levels:

- *Small scale event up to \$ 500*
- *Large scale event up to \$ 1,000*
- *Annual Agricultural Shows up to \$ 1,500*
- *Large scale regional event up to \$ 2,500*

The group have been the successful recipients of fourteen community assistance grants totalling \$39,377.53.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with prize money, trophies, ribbons and entertainment for the annual Lowood Show being held 16-17 June 2023.

WORKSHOP - SOMERSET REGIONAL COUNCIL – Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 22 February 2023
Subject: Community Assistance Grants – Queensland Country Women's Association Esk Branch
File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id 1455103
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with hosting a themed dinner to celebrate 100 years of the Esk Branch Queensland Country Women's Association Inc on 21st October 2023 at the Somerset Civic Centre, Esk.

Amount requested:	\$16,500.00
Total cost of project:	\$16,500.00
Amount recommended to be granted:	\$ 1,000.00 (as event sponsorship)

Assessor's Summary

The applicant states:

- The Esk CWA will be celebrating their 100th year of service on the 21st October 2023 with a themed dance to be held in the Civic Centre, Esk.
- Since the formation of the Esk CWA on the 23rd October 1923 members have continually

served the community helping women and children, the homeless, premature babies and disaster recovery.

- Currently the group host various free weekly activities including exercise classes, a mother's group, book exchange and a lady's group.
- The group fundraises for the ongoing upkeep of the Esk CWA hall by running stalls once a month.

To celebrate 100 years of the QCWA Esk the group have requested funding support for their dinner being held on 21 October 2023 in the form of:

Complementary drink and savories on arrival.....	\$
500.00	
Complimentary two course meal.....	\$
9,000.00	
Entertainment by Macca Australia All Over and MC Services.....	\$ 6,500.00
Civic Centre hire.....	\$
1,000.00	
Total.....	
.....	\$16,500.00

The QCWA Esk have been the recipients of three successful grant applications totaling \$6,182.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Funding for events held within the Somerset region will be considered at the following levels:

- *Small scale event up to \$ 500*
- *Large scale event up to \$ 1,000*
- *Annual Agricultural Shows up to \$ 1,500*
- *Large scale regional event up to \$ 2,500*

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,000.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with hosting a themed dinner to celebrate 100 years of the Esk Branch Queensland Country Women's Association Inc on 21st October 2023 at the Somerset Civic Centre, Esk.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Kim Frohloff, Customer Service Officer
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 02 March 2023

Subject: Community Assistance Grants – QCWA Lowood Branch
File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id
1485793
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with the supply and install of 10 window security screens to the QCWA Lowood Branch building.

Amount requested: \$ 2,502.00
Total cost of project: \$ 2,502.00
Amount recommended to be granted: \$ 2,502.00

Assessor's Summary

The applicant states:

- Following a recent spout of vandalism, we need to secure our windows to protect access into the building which is regularly used by community groups and government organisations.
- Better window security would also help protect the recently upgraded appliances in the kitchen that are regularly used by the visiting organisations.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,502.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the supply and install of 10 window security screens to the QCWA Lowood Branch building.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 16 February 2023
Subject: Community Assistance Grants 2022 - 2023 – Returned Services
League of Australia Esk Branch
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1481079
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with the supply and installation of five interconnected

smoke alarms at the Esk RSL Subbranch to improve safety and make the building compliant with current regulations.

Amount requested:	\$704.00
Total cost of project:	\$704.00
Amount recommended to be granted:	\$704.00

Assessor's Summary

The applicant states:

- They are looking to have new smoke alarms installed into the Esk Subbranch to ensure the safety of the veterans.
- The installation of the smoke alarms will ensure that the Subbranch is compliant with the current Australian Standards (AS) 3786-2014.
- The Esk RSL Subbranch provides support and advocacy to veterans and their families thereby support the local community.

The group have been the recipients of sixteen Community Assistance Grants totalling \$30,873.22.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$704.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the supply and installation of five interconnected smoke alarms at the Esk RSL Subbranch to improve safety and make the building compliant with current regulations.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Tiara Hurley, Executive Assistant Support
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022 – 2023 – Returned Services League of Australia Lowood Subbranch
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1484826
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with the purchase and installation of a new security system at the Lowood RSL Sub Branch.

Amount requested:	\$5,000.00
Total cost of project:	\$5,000.00
Amount recommended to be granted:	\$2,500.00 (50% of requested amount)

Assessor's Summary

The applicant states:

- The Lowood RSL Subbranch was broken into over the Christmas period and a large amount of food was stolen.
- The installation of a new security system will protect the veteran centre and subbranch.
- The new security system is valued at \$8,000; the branch will contribute \$3,000 towards the purchase of the new system.

The Lowood RSL Subbranch have been the successful recipients of eighteen community assistance grants totalling \$25,748.57.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,500.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the purchase and installation of a new security system at the Lowood RSL Sub Branch.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Kim Frohloff, Customer Service Officer
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 01 March 2023
 Subject: Community Assistance Grants – Somerset Assist Inc
 File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id 1484217
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with purchasing a laptop, printer and office supplies for a newly incorporated organisation.

Amount requested:	\$ 2,639.00
Total cost of project:	\$ 2,639.00
Amount recommended to be granted:	\$ 2,639.00

Assessor's Summary

The applicant states:

- The newly formed Somerset Assist Inc. is currently using personal devices to help provide services to the community but as client numbers grow, it is vital for the organisation to have it's own ICT hardware.
- The group was established to help persons 65 years and older to remain in their own homes by helping them navigate the aged care system. By walking them through the 'My Aged Care' portal and the assessment process.

- So far 47 people have been assisted since November 2022. This work is on a voluntary basis, as the service is only paid a coordination fee, once the client has been onboarded with the aged care provider.
- Currently the group is assisting clients in Esk, Mount Hallen, Toogoolawah and Somerset Dam, with discussions happening with Linville and Coominya residents.
- Somerset Assist Inc has also partnered with the University of Southern Queensland to document the establishment process and undertake an evaluation to share these learnings with other organisations which may want to replicate the model.
- Committee members have already paid for other costs such as phone and insurance cover. A recent donation from the Esk Lions has helped cover some other set up costs.
- Once established, care coordination fees will support the organisation ongoing.

This will be the first Community Assistance Grant Application from Somerset Assist Inc.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Maximum of one (1) application per funding round (total of two (2) per financial year) with maximum funding of \$5,000 per application unless exceptional circumstances can be demonstrated.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,639.00 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing a laptop and office equipment for Somerset Assist Inc.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 March 2023
Subject: Community Assistance Grants 2022 – 2023 – SU Australia Ministries Ltd
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485358
Action Officer: DHRCS

Background/Summary

To assist with the bus transport, venue hire and catering costs associated with holding an off-site excursion to Luther Heights Youth Camp in Coolumb for team building exercises to help students of Kilcoy State High School to develop the attitudes and mindsets to identify their potential and contribute to society in a positive way.

Amount requested:	\$3,222.36
Total cost of project:	\$3,222.36
Amount recommended to be granted:	\$1,611.18 (50% of requested amount)

Assessor's Summary

The applicant states:

- The offsite excursion to Luther Heights Youth Camp will create opportunities and new experiences for students would not normally be able to attend team building activities.
- The excursion will assist students from Kilcoy State High School to learn values, positive behaviour and give back to the community.
- The group requires financial assistance for bus transport, venue hire, catering and a teacher to accompany the students on the excursion.

The SU Australia Ministries (School Chaplaincy) have been the successful recipients to two Community Assistance Grants totalling \$1,700.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,611.18 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the bus transport, venue hire and catering costs associated with holding an off-site excursion to Luther Heights Youth Camp in Cooloom for team building exercises to help students of Kilcoy State High School to develop the attitudes and mindsets to identify their potential and contribute to society in a positive way.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Kim Frohloff, Customer Service Officer
 Director: Kerri-Lee Jones, Director Human Resources and Customer Service
 Date: 1 March 2023
 Subject: Community Assistance Grants 2022 – 2023 – Toogoolawah Campdraft Committee auspiced by the Toogoolawah Dairying Agricultural and Industrial Association Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1485454
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with first aid services and event sponsorship for the 2023 Toogoolawah Campdraft being held from 10-12 March 2023 at the Toogoolawah Showgrounds.

Amount requested:	\$ 4,227.00
Total cost of project:	\$22,727.45
Amount recommended to be granted:	\$ 2,363.72 – (50% of requested amount plus event sponsorship)

Assessor's Summary

The applicant states:

- Due to campdraft being cancelled due to COVID 19 and rain events in the past five years the Toogoolawah Campdraft requires support to engage first aid services and event sponsorship for the 2023 event.
- The annual campdraft is a community event that can be enjoyed by Somerset residents of all ages with an action packed three days which include a bar, saddle cut-out and live band entertainment on the Saturday night.
- Campdrafting is not just a sport for those in rural and remote areas. The event promotes socialisation for people who would otherwise be isolated on their properties.
- The event is run mostly by volunteers and primary producers in the Somerset region who donate their time and cattle to make the campdraft successful.
- Due to the campdraft event being held March 2023 the Campdraft Committee have requested special consideration of their application within funding round two.

This is the first occasion that the Toogoolawah Campdraft Committee have applied for a Community Assistance Grant.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Funding for events held within the Somerset region will be considered at the following levels:

- *Small scale event up to \$ 500*
- *Large scale event up to \$ 1,000*
- *Annual Agricultural Shows up to \$ 1,500*
- *Large scale regional event up to \$ 2,500*

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,363.72 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with 50% first aid services and \$1,000.00 event sponsorship for the 2023 Toogoolawah Campdraft being held from 10-12 March 2023 at the Toogoolawah Showgrounds.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 3 March 2023
Subject: Community Assistance Grants 2022 – 2023 – Toogoolawah Pistol Club Inc.
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1486242
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with purchasing two new rainwater tanks for the canteen and shower block at the Toogoolawah Pistol Club.

Amount requested:	\$5,200.00
Total cost of project:	\$5,200.00
Amount recommended to be granted:	\$2,600.00 (50% of requested amount)

Assessor's Summary

The applicant states:

- Apart from normal club days the club holds four competitions per year. The competitions attract competitors from throughout Australia.
- The competitors utilise accommodation in the Somerset region for the competitions.
- Due to the length of the competitions (3-4 days) more water storage is needed onsite to accommodate the competitors who stay onsite and for the canteen to run for the duration of the competition.
- Quotations have been provided for the water tanks.

This is the first occasion that the Toogoolawah Pistol Club have applied for a community assistance grant.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Maximum of one (1) application per funding round (total of two (2) per financial year) with maximum funding of \$5,000 per application unless exceptional circumstances can be demonstrated.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,600 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with purchasing two new rainwater tanks for the canteen and shower block at the Toogoolawah Pistol Club.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director of Human Resources and Customer Service
Date: 15 February 2023
Subject: Community Assistance Grants – 2022-2023 – Valley of the Lakes
Garden Club Inc.
File Ref: Community Relations – Sponsorships – Donations – Doc Id 1479693
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with traffic control for the annual 'Esk Garden and Lifestyle Fair' to be held at the Old Esk Railway Station in Pipeliner Park on Saturday, 17 June 2023.

Amount requested: \$3,000.00 plus "in-kind" support

Total cost of project: \$26,807.00

Amount recommended to be granted: \$2,500.00 plus "in-kind" support

Assessors Summary

The applicant states:

- The Valley of the Lakes Garden Club will be holding its 7th 'Esk Garden and Lifestyle Fair' on Saturday, 17 June 2023. This event helps to promote community spirit with many local groups catering. Our Club would like to raise awareness of our group and the benefits of a healthy lifestyle through gardening and friendship.
- We feel the Valley of the Lakes Garden Club is pro-active in promoting our wonderful region to tourists that will visit the region and benefit local businesses. The 2022 fair had approximately 7,000 people attend with many from outside Somerset region.

In addition to the funding request, the group have requested the following in kind support:

- Access to four power boxes and water
- Six no parking signs on swing stands
- Two parking (directional arrow) signs on swing boards
- 18 x bus parking only signs
- 18 community bins including waste management for the duration of the fair
- Two town stewards for a maximum of eight hours to assist with setup and pack down of the park, assisting and guiding of vehicles, cleaning, and stocking the amenities and ensuring the site is clean and secure at the end of the event.

The group have been the successful recipients of six community assistance grants to support the event totalling \$10,500 plus in-kind support.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Maximum of one (1) application per funding round (total of two (2) per financial year) with maximum funding of \$5,000 per application unless exceptional circumstances can be demonstrated.

Funding for events held within the Somerset region will be considered at the following levels:

- Small scale event up to \$ 500
- Large scale event up to \$ 1,000
- Annual Agricultural Shows up to \$ 1,500
- Large scale regional event up to \$ 2,500

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,500.00 plus "in-kind" support be granted through the Community Assistance Grants budget

allocation; plus GST if applicable, to assist with the costs associated with traffic control for the annual 'Esk Garden and Lifestyle Fair' to be held at the Old Esk Railway Station in Pipeliner Park on Saturday, 17 June 2023.

Subject: Customer Service Report

File Ref: Officers Report

Action Officer: CSC

Background/Summary

In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of February 2023 is provided for Council's information.

Summary for February 2023



3,326

**TOTAL
PHONE
CALLS**



3,237

**PHONE CALLS
RECEIVED DURING
BUSINESS
HOURS**



162

**PHONE CALLS
RECEIVED
AVERAGE
PER DAY**



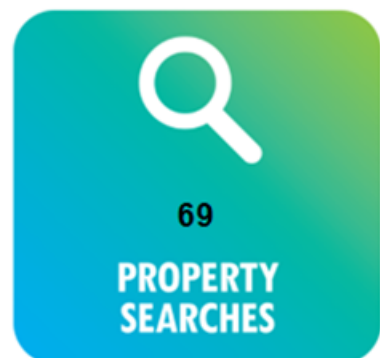
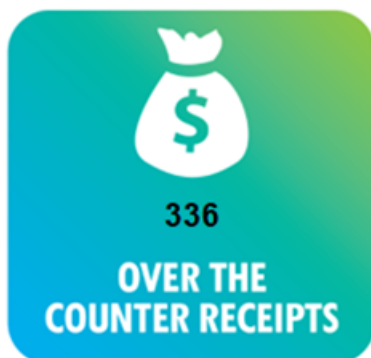
19

**PHONE CALLS
RECEIVED BY
AFTER HOURS
CALL CENTRE**

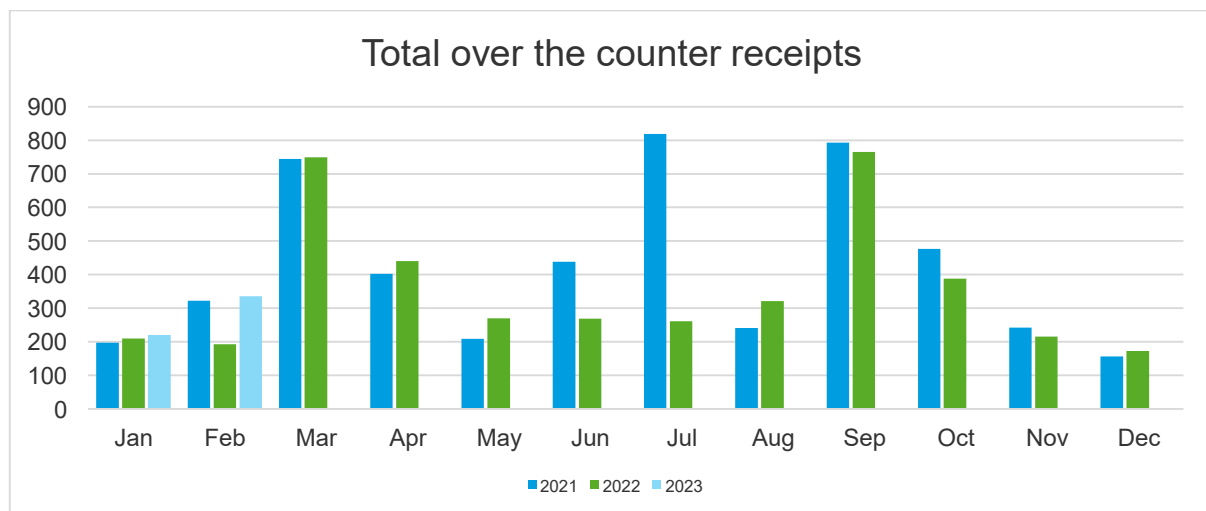
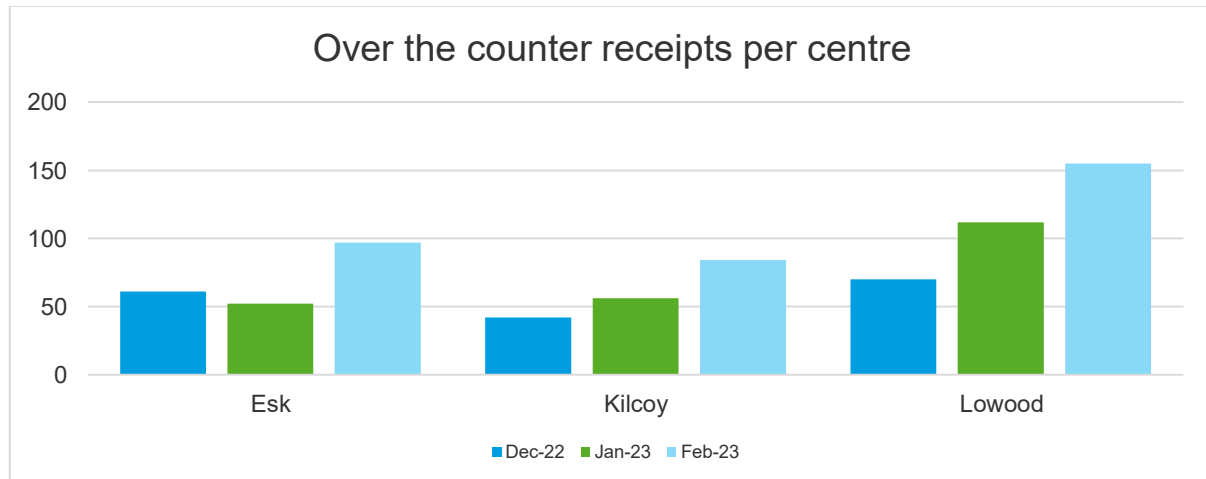


7

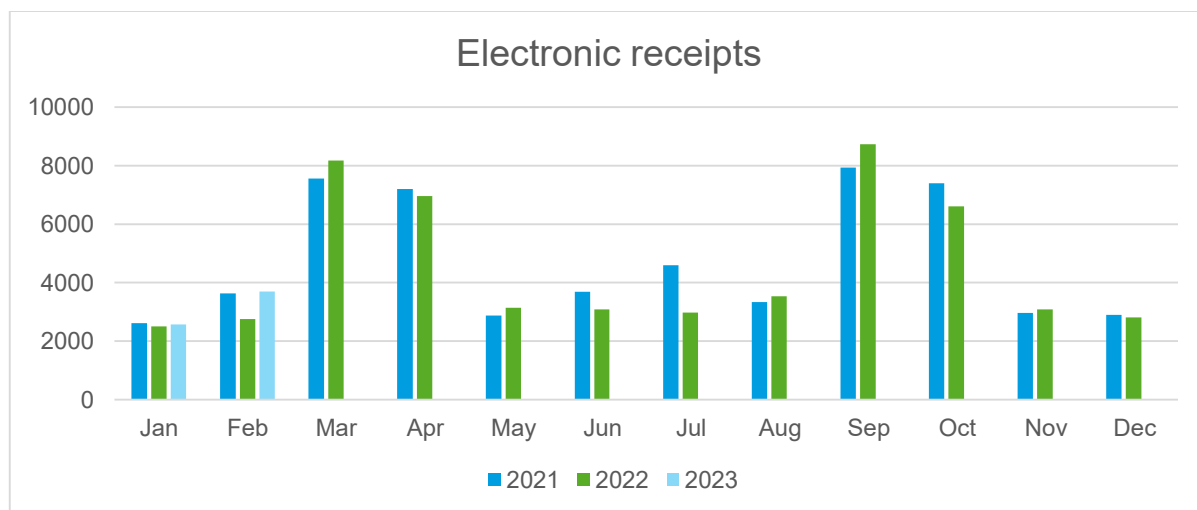
**PHONE CALLS
REFERRED TO
AFTER HOURS
DUTY OFFICER**



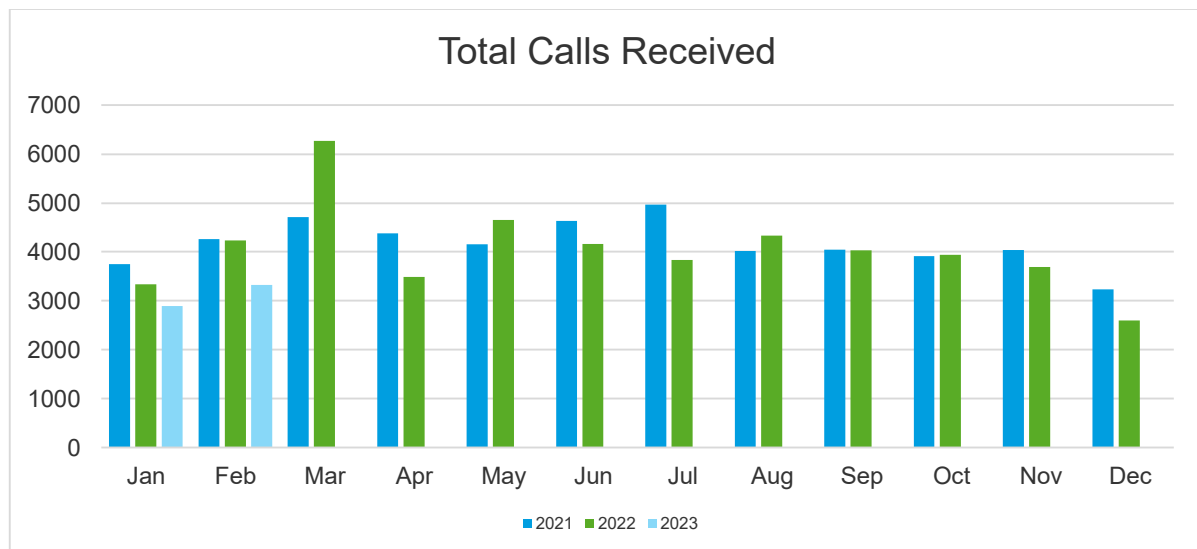
The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for February 2023. These numbers include cheques that were posted into the Council. In total there was 336 financial transactions across the three customer service centres with 97 at Esk Administration Centre, 84 at Kilcoy Customer Service Centre and 155 at Lowood Customer Service Centre for February 2023.



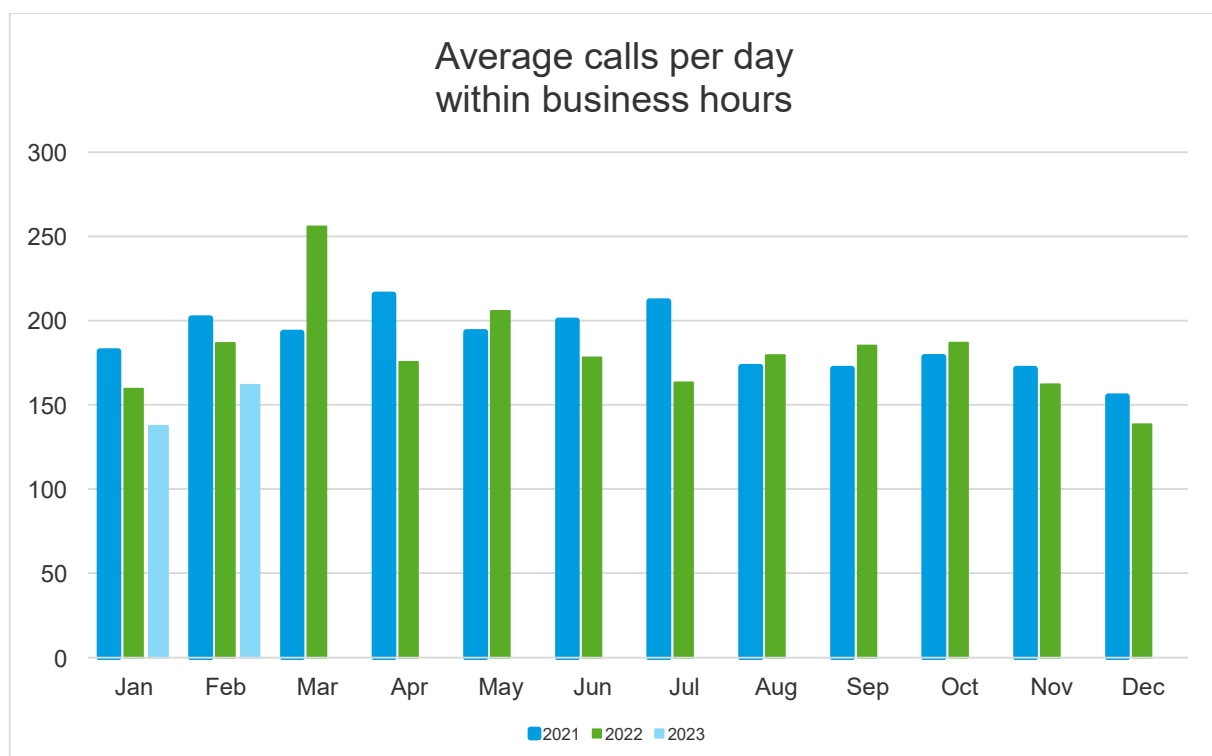
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc.



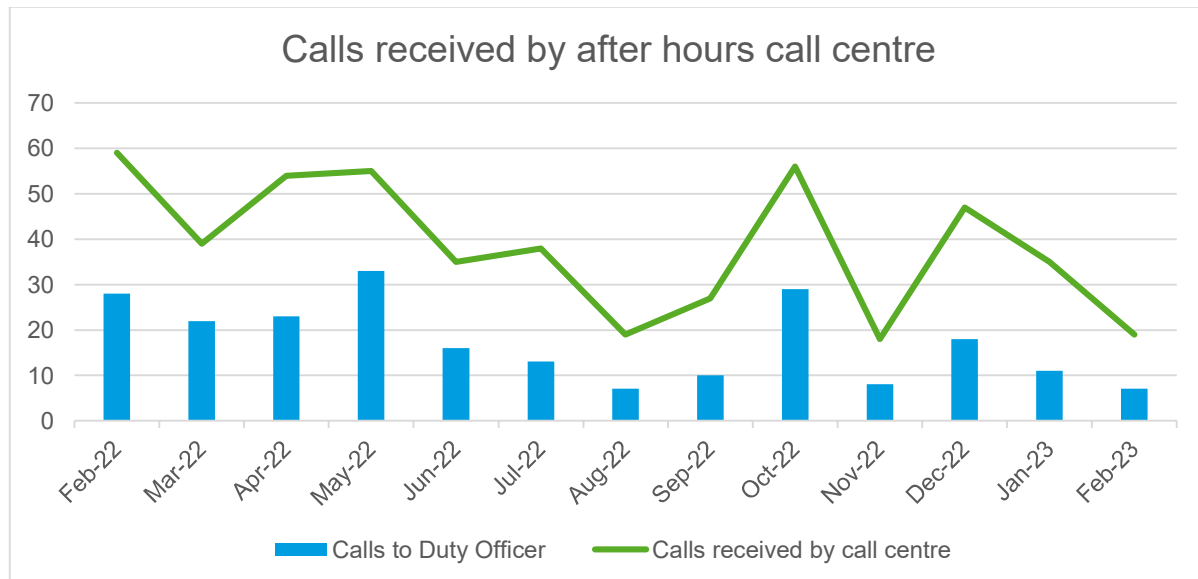
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 3,326 calls received for the month February 2023. This is an increase of 433 calls compared to January 2023. Compared to February 2022 there was a decrease of 906 calls for the month. This is due to the region wide flooding event that occurred in February 2022.



Listed below is a comparison of the average calls received per day within business hours. On average there were 162 calls received each business day for February 2023, which was an increase of 25 calls on average per day from January 2023. Compared to February 2022 there was a decrease of 25 calls on average per day.



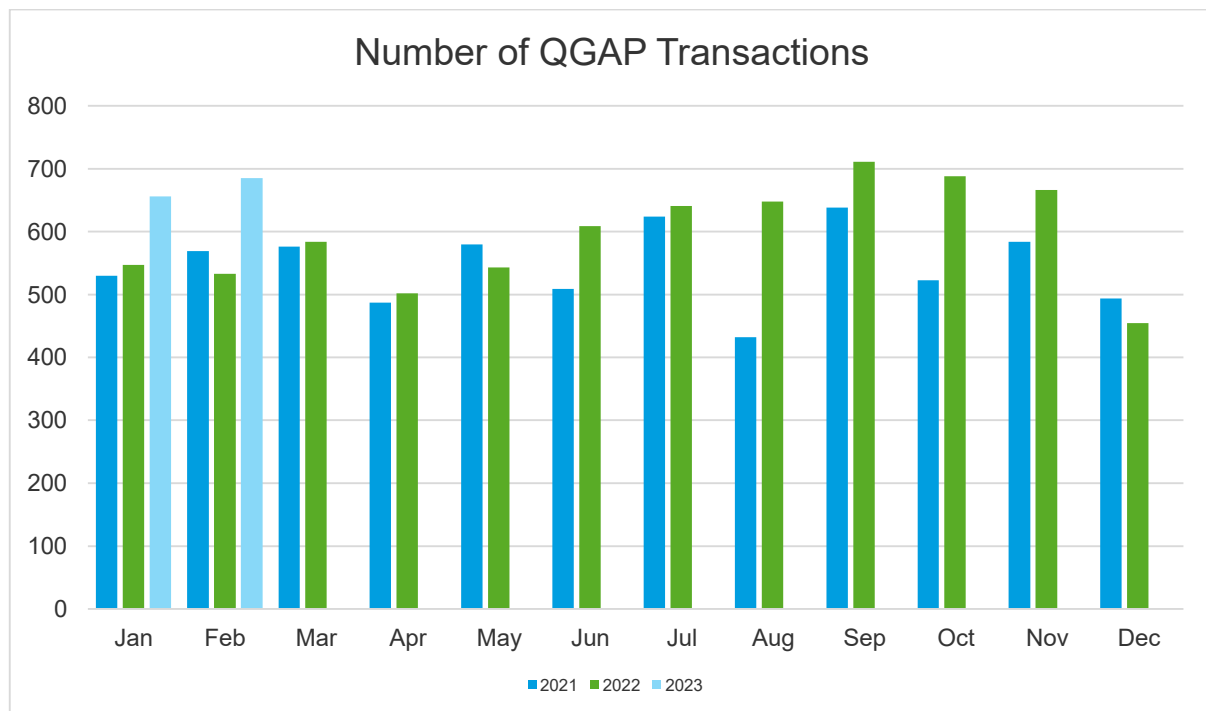
There were 3,237 calls received during business hours and 89 out of hours. Of the 89 calls received out of hours, 19 calls transferred to the afterhours call centre. There was a decrease of 19 calls to Council's afterhours provider compared to January 2023.



For the month of February 2023 there were 69 property searches completed for prospective purchasers. This decreased by one completed search for the month compared to January 2023.



There were 685 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in February 2023. On average there were 34 transactions per business day in February which is an increase of one transactions on average per day compared to January 2023.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for February 2023* and the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council receive the *Customer Service Report for February 2023* and the contents be noted.”

Carried

Vote - Unanimous

Director Finance returned to the meeting at 9.40am.

Subject: Rescheduling of Ordinary Council Meeting Dates
File Ref: Governance – Council Meetings
Action Officer: EA

Background/Summary

The dates for the Australian Local Government Association (ALGA) annual National General Assembly of Local Government and LGAQ Bush Council's Convention have been announced

as 13 – 16 June and 25 - 27 July respectively.

Participation and attendance at these events are encouraged for elected representatives.

The dates of the ALGA National Assembly and LGAQ Bush Council's Convention fall on previously approved Council Ordinary Meetings. Accordingly, Council will need to reschedule these Ordinary Meeting dates with the following proposed.

- Ordinary Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 7 June 2023.
- Budget Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 21 June 2023
- Ordinary Meeting scheduled for Wednesday 28 June 2023, rescheduled to 21 June 2023.
- Ordinary Meeting scheduled for Wednesday 12 July 2023, rescheduled to 19 July 2023
- The meeting scheduled for Wednesday 26 July 2023 be cancelled.

Attachments

Nil

Recommendation

THAT the Council reschedule the following Meetings:

- Ordinary Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 7 June 2023.
- Budget Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 21 June 2023
- Ordinary Meeting scheduled for Wednesday 28 June 2023, rescheduled to 21 June 2023.
- Ordinary Meeting scheduled for Wednesday 12 July 2023, rescheduled to 19 July 2023
- The meeting scheduled for Wednesday 26 July 2023 be cancelled.

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT the Council reschedule the following Ordinary Meetings:

- Ordinary Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 7 June 2023.
- Budget Meeting scheduled for Wednesday 14 June 2023, rescheduled to Wednesday 21 June 2023.
- Ordinary Meeting scheduled for Wednesday 28 June 2023, rescheduled to 21 June 2023.
- Ordinary Meeting scheduled for Wednesday 12 July 2023, rescheduled to 19 July 2023.
- The meeting scheduled for Wednesday 26 July 2023 be cancelled.”

Carried

Vote - Unanimous

Subject: Media Engagement Policy amendments

File Ref: **Officer reports**
Action Officer: CM

Background/Summary

Council's Media Engagement Policy is due for renewal due to changing landscapes within the media and political environment.

The policy has been refined and includes some new inclusions particularly around embargoed media content, media announcements subject to funding arrangements and the capturing of images.

Major changes to the existing policy are highlighted in yellow in the attachment, C0/27 Media Engagement Policy Amended Draft. The current policy is also attached for your reference.

Attachments

Media Engagement Policy
Media Engagement Policy Amended Draft

Recommendation

THAT the Media Engagement Policy with proposed changes be adopted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT the Media Engagement Policy (Appendix 2) with proposed changes be adopted.”

Carried

Vote – Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Brieschke – Councillor Report

March

- 08 Ordinary Council Meeting
- Council Workshop Meeting
- 09 Meeting with Lowood and Fernvale Artists and Cr Gaedtke at The Open Door Gallery, Lowood.
- 10 Toogoolawah Bowls Club, Gourmet BBQ
- 13 Meeting to reform the Cressbrook Creek Water Advisory Committee, Nutrien Ag Solutions, Toogoolawah.
- 14 Toogoolawah State High School Student Council meeting
- 16 Traffic and Safety Advisory Committee meeting via Teams

- Badge Presentation Fernvale Visitor Information Centre
- Toogoolawah High School P and C meeting
- 18 Lowood Lions Trivia Night, Lowood Bowls Club
- 21 Service Planning for Councillors workshop, Highfields Cultural Centre

A shout out to the Lowood Lions for their very successful Trivia Night last Saturday. 140 people packed into the Lowood Bowls club for some fierce competition and rather difficult questions - all good sports at the end of the night.

Cr Gaedtke– Councillor Report

March

- 08 Ordinary Council Meeting - Kilcoy
- 08 Council Workshop - Kilcoy
- 09 Brisbane Valley Interagency Meeting – Teams
- 13 Kilcoy District Progress Alliance Meeting
- 14 Kilcoy Hospital Auxiliary Meeting
- 14 Kilcoy Show Society Meeting
- 16 Traffic and Safety Advisory Committee Meeting – Teams
- 16 Improving transparency and accountability in Local Government - Civica – Teams
- 16 Kilcoy Art Society Inc. General Meeting

I was unable to attend the Kilcoy State High School P and C Annual General Meeting last Tuesday and I wish to pass on my congratulations to the elected executive committee.

Cr Choat – Councillor Report

February

- 08 Council Ordinary Meeting and Workshop – Kilcoy
- 16 Northern Southeast Queensland Regional Roads and Transport Group Executive Meeting
- 22 Council Ordinary Meeting and Workshop – Kilcoy
- 23 Regional Development Australia Executive Meeting - Ipswich City Council Centre

March

- 08 Council Ordinary Meeting and Workshop – Kilcoy
- 09 Meetings with Toogoolawah and Fernvale Residents re issues of concern
- 14 Kilcoy Shed Happens Men's Support Group Meeting
- 16 Bremer Chamber of Commerce Small Business Forum
- 18 Esk Jockey Club Race Meeting
- 18 Lowood Lions Trivia Fundraiser - Lowood Bowls Club
- 20 Fernvale Community Association General Meeting
- 21 Service Planning for Councillors Training – TRC Cultural Centre Highfields

Cr Wendt – Councillor Report

March

- 08 Ordinary Council Meeting – Kilcoy
- Workshop Meeting – Kilcoy
- 15 Somerset and Wivenhoe Fish Stocking Assoc Meeting – Fernvale
- 16 TSAC – Teams
- Rural Business Networking Event - Marburg
- 18 Esk Races – Esk
- Esk Fire Group Training – Esk
- Trivia for Lowood Lions – Lowood
- 20 Fernvale Community Assoc Inc - Fernvale

Mayor's Report of Activities from 8 February to 22 March 2023

Ref - Governance - Reporting - Reporting - Mayor and Councillor Reports

February	
Thursday, 9 February	Brisbane Valley Interagency
Monday, 13 February	9am Toogoolawah State High School investiture 6pm Lowood Lions AGM
Tuesday, 14 February	Economic Development Tourism Advisory Committee
Wednesday, 15 February	Somerset LDMG 3.30pm Briefing with LGAQ 7.30pm Somerset Wivenhoe Fish Stocking Association meeting
Friday, 17 February	Glamorgan Vale State School badge investiture
Tuesday, 21 February	Catch up with Inspector QPS 1pm Ipswich DDMG
Wednesday, 22 February	Council meeting
Thursday, 23 February	Kilcoy State High School badge school
Friday, 24 February	9am Waste working Group via TEAMS
Saturday, 25 February	12pm Lowood Lions Youth of the Year 2pm Lowood SES memorial event 4pm Exhibition opening – The Condensery
March	
Thursday, 2 March	10.30am – SEQCMA meeting 1pm – SCCC Meeting 3pm – Lockyer Valley and Somerset Water Collaborative
	Watts Bridge breakfast
Monday, 6 March	Kilcoy High School presentation of Camp certificates
Tuesday, 7 March	Lowood High School presentation of Camp certificates
Wednesday, 8 March	Council meeting
Thursday, 9 March	Brisbane Valley Interagency
Friday, 10 March	Radio interview with River
Saturday, 11 March	Radio interview with River
Monday, 13 March	9am Toogoolawah State High School presentation of Camp certificates 1pm Tourism Roundtable Picnic point 7pm Lowood Lions meeting
Wednesday, 15 March	2pm Meeting with Minister Butcher 7.30pm Somerset Wivenhoe Fish Stocking Association meeting
Thursday, 16 March	11.30am Traffic and Safety Advisory Committee meeting 12pm Greater Springfield business luncheon
Friday, 17 March	11am SEQ Regional Plan briefing 12pm SEQ Regional Planning committee meeting
Saturday, 18 March	Radio interview with River 12pm Esk Races 6pm Lowood Lions trivia night, Lowood
Monday, 20 March	1.30pm Esk Administration office
Tuesday, 21 March	Somerset Wivenhoe Fish Stocking Association meeting
Wednesday, 22 March	Council meeting

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“THAT the verbal and written reports of Mayor Lehmann, Cr Brieschke, Choat, Gaedtke, Wendt and Whalley be received.”

Carried

Vote - Unanimous

Receipt of Petition

Council is in receipt of a petition regarding a planning matter – Maroske Road Royston.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council note receipt of the petition “Planning matter – Maroske Road Royston.”

Carried

Vote - Unanimous

Consideration of notified motions

Nil

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings

Nil

Closure of Meeting

Summary

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 9.49am.

Appendix 1



Policy Subject/Title: **UPGRADING AND MAINTENANCE WORKS ON UNFORMED AND UNUSED ROADS**

Policy Number: **OP/002**

Responsible Officer: Director Operations

Legislative or Regulatory Reference: N/A

Related Policies / Procedures: N/A

Application: Staff and Councillors, Somerset Regional Council

Authorised by: Somerset Regional Council

Considered at: Ordinary Council Meeting 22 March 2023

Authorised on: Ordinary Council Meeting 22 March 2023

Implemented from: TBA

Last Reviewed: 22 March 2023

Review History: 27 August 2008
11 July 2013
9 July 2014

To be Reviewed on: 22 March 2028

1. OBJECTIVE

The objectives of this policy are as follows:

- 1.1 Prevent a drain on Council funds which are required to maintain an appropriate level of service on Council's existing constructed road network.
- 1.2 Clarify the limits of Councils input into roads classified as "unformed" and "unused".

2. PURPOSE

- 2.1 This Policy sets out Council's response to requests for improvements, maintenance or upgrades of unformed and unused roads within road reserves under the custodianship of the Council.
- 2.2 Council has been concerned for some time, at the trend for properties fronting unconstructed roads, to be purchased at relatively cheap prices because of the poor access, and for the new property owner to then exert pressure on Council for the upgrading of the road. Should Council allocate funds towards the upgrading, the potential then exists for these property owners to dispose of their properties at a capital gain earned through funds provided by the ratepayers of the Region.
- 2.3 Council believes therefore, that property purchasers have the responsibility to ensure that the standard of access is reflected in the purchase price of their property and that all, or a major part of the cost should be met by those property owners benefiting from the works.

3. SCOPE

- 3.1 This policy applies throughout the Somerset Region.
- 3.2 This policy applies to:
 - (a) All roads identified in Council's Road Register as being "unformed".
 - (b) All roads identified in Council's Road Register as being "unused".
- 3.3 This policy applies to all "unformed" and "unused" roads regardless of if they are named or not.

4. GUIDELINES

Definitions

- "Unformed" - for the purpose of this policy, shall mean that the road has not been graded to the appropriate width with appropriate crossfalls and table drains and other necessary drainage facilities do not exist. **A flat dozer bladed track will still be classified as "Unformed".**
- "Unused" – for the purpose of this policy, shall mean that no physical work has been carried out on the road reserve and the reserve is generally in its natural state.

Policy on Provision of Funding

- 4.1 It is the policy of the Somerset Regional Council to not carry out any upgrading works on roads classified as unformed or unused, nor to carry out any maintenance work on such roads until such time as the road has been upgraded to a formed, gravel standard with adequate drainage, with the work being constructed to Council's satisfaction and at no cost to Council.

- 4.2 Notwithstanding the above, Council may, within the limit of its budgetary constraints, carry out works in the following instances:

(a) Unformed Roads (Rural Areas)

In this situation, providing plant is working in the area, and at the direction of the Director Operations, Council may undertake such minor maintenance to a maximum value of a single shift for a standard road maintenance crew (e.g. load of gravel/fill spread with a suitable machine) as is necessary to provide a dry weather (only) access along the road segment.

(b) Unformed Roads (Urban Areas)

In this situation, Council is mindful of health concerns through poor drainage, dust nuisance etc. and may carry out such works as it considers necessary to alleviate these problems. It is noted that, because of limits on the funds available to Council, a contribution to the works by affected property owners, is likely to assist Council in being able to fund the works at an earlier time.

(c) Capital Works on Unformed Roads

Council may contribute to capital works on unformed roads on the following conditions.

- Proposed contributions will be considered as part of an overall budget or budget review process.
 - Council's requirements for the road to be constructed to a formed, gravel, drained standard to ensure public safety and public liability protection, prior to inclusion on the list for road maintenance, will still apply.
 - Factors such as whether the property owner lives on the property, property search responses prior to purchase, whether the property owner sought a property search prior to purchase and the length of time that the property owner has owned the property may be relevant to Council's decision as to whether or how much to contribute.
 - Council will use special rating powers where appropriate to secure contributions.
- 4.3 If a property owner offers to fund the upgrade of an unused or unformed road to a formed or better standard, Council will consider the inclusion of this road into Council's road networks after considering the following criteria:
- The number of properties accessed;
 - Community benefit such as missing links, bus routes, industry routes, etc;
 - Legal implications;
 - Ongoing maintenance costs;
 - Resourcing implications and priorities;
 - Practicality of servicing the road; and
 - Materials used in construction of formed road (i.e. concrete pipes only)

5. Date of Resolution

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 22 March 2023.

Signed:

Date:

This policy will be reviewed on or before 22 March 2028.

Appendix 2



Policy Subject/Title: Media Engagement Policy

Policy Number: C/027

Responsible Officer: Communications Manager

Related Policies / Procedures: C/013 Information Privacy Policy
C/021 Style Guide Policy
EX005 Councillor Code of Conduct
HR001 Code of Conduct
C/020 Social Media Policy

Authorised by: Somerset Regional Council

Authorised on: 23 September 2015 (Doc ID 842236)

Review / Amendment dates: 27 May 2020 [Doc Id 1200125]
22 March 2023

1. OBJECTIVE

This policy sets out council's objective in terms of effective and efficient media management process and provides guidance to staff and elected members engaging with the media.

2. PURPOSE

To actively engage, inform and increase awareness of council activities, events, promotions, functions, policy decisions and deliver effective media liaison.

Interaction with the media requires careful consideration across multiple areas including audience, political sensitivity, public interest and timeliness. Positive and sensitive management of this interaction in the interests of all stakeholders is essential.

The interface between council and the media must be managed carefully to maximise benefits for council regarding coverage of council business and minimise the risks of adverse publicity due to inaccurate or inappropriate sharing of information. Media management requires specific skills and awareness.

This policy provides guidelines for interaction with external media. It is not intended to prevent information which is in the public interest from entering the public arena. However, in these circumstances appropriate management may be required and appropriate guidelines followed.

Council will provide timely and accurate information to the media in a way that is professional, enhances Council's image, limits the possibility of misinformation and maintains positive relations with media outlets.

3. SCOPE

This policy is to be used for all corporate media liaison conducted on behalf of Somerset Regional Council.

This policy applies to Council staff (employees, elected officials, contractors, volunteers and all others performing work on behalf of Council).

Council encourages open and prompt communication with media.

Exclusions

Council internal publications provide an opportunity for staff to be interviewed and to provide factual comment on operational aspects of initiatives and projects. The Media Policy does not apply to these internal publications.

This policy does not apply to social media as Social Media Policy C/020 exists.

4. POLICY

Council may issue media statements/releases on matters of approved policy, corporate decisions, events or promotional activities or to clarify corporate direction to protect the reputation and uphold the integrity of the Council or Somerset as a whole to ensure transparency with the community.

All media releases must be approved by Council's CEO and the mayor as the elected leader prior to external distribution. This approval may occur electronically or verbally. If the Mayor has nominated another spokesperson, or another spokesperson (other than the Mayor) has been used, the approval of the quoted spokesperson will be sought prior to distribution of the media release.

The Mayor has a leadership role within council and is the primary elected representative therefore he/she is the official spokesperson for Council.

The Mayor will be quoted on Council issues, policy decisions and Council events in media statements, unless he/she is unavailable or otherwise directed by the Mayor and/or CEO.

If the Mayor is unavailable, the Deputy Mayor will be Council's spokesperson. The Mayor may delegate to another Councillor, if appropriate.

The following delegation of responsibility applies if elected members are not available as spokespeople for the organisation when required: Mayor, Deputy Mayor. The communications manager will approach delegated spokespeople depending on the nature and urgency of the request and use discretion in deferring to the next spokesperson when spokespeople are not available. Consideration in this approach will be determined by media deadlines and availability of spokesperson/s. Council's executive team may, upon approval from the CEO, be quoted in media releases and participate in interviews (radio or TV) if appropriate and only on areas covered by their directorate. The Mayor may also choose to pass an interview request to an executive within the organisation. The CEO will be advised of this occurring.

The CEO will speak on behalf of Council when deemed appropriate and on matters involving staff or of a legal nature. The CEO may direct another member of the executive to be quoted or interviewed regarding such matters at his/her discretion.

Specific spokespeople may be appointed to projects outside this scope, and generally align with Councillors represented on Council standing committees. This includes, but not limited to the Local Disaster Management Group, Economic Development, Tourism, Marketing and Promotions, Traffic and Road Safety, Pest Management, Financial Performance, and associated events/activities, promotions and community projects. The communications manager can use his/her discretion if an additional spokesperson is required in a media statement (eg. librarian, sport and recreation officer, tourism ambassador). The same applies to use of council staff in images to accompany a council issued media release.

If a media release is quoting a person, the approval of that person will be obtained by the communications manager (or author of the media release) prior to distribution.

If a media release is of a particularly sensitive nature, Council's communications manager must advise relevant members of the executive team and/or stakeholders prior to its release.

Copies of all media releases issued by Somerset Regional Council are to be made available to the elected members of council, CEO, executive team and staff at the time of release. All media releases are to be posted on Council's website within 24-hours of being issued, unless a media release is issued on a weekend or public holiday.

Media enquiry responses must be completed by the communications manager and checked by relevant directors (if applicable) prior to seeking final approval from the CEO for distribution. The Mayor must be informed of the media enquiry if he is the spokesperson quoted.

Care must be taken to ensure there are no images or comments attributed to elected representatives during the local government caretaker period to avoid accusations that Council is promoting incumbent councillors to the disadvantage of other candidates. Should a Mayor be unopposed during the election caretaker period, the Mayor may continue to be quoted provided there is no promotion of elected representatives.

In instances where media releases have been prepared by organisations/community groups or similar, outside of Somerset Regional Council, and include mention of Somerset Regional Council these releases must be forwarded to Council's communications manager for review before seeking approval from the CEO and Mayor.

Images

Council employees (including volunteers) must consent to having their image taken for publicity purposes by completing council's multimedia consent form. This consent is not transferrable to a third party.

Council employees, when taking images (stills, video or audio) of others for inclusion in publicity (print, online, etc) must obtain signed consent via council's multi-media consent form. Written signed consent is essential when taking close up images where people (especially children under 16) are captured and are clearly identified by their face or other distinguishable features.

When a child under 16 is participating in an event as part of a school activity or organised recognised group, council employees will obtain the written consent of the designated carer (teacher, coach or otherwise).

Council employees will, in addition to seeking signed consent for close up imagery, display the approved "Smile" sign and associated wording advising event attendees media is being captured and may be used in publicity.

Elected members must seek their own consent to take or capture images, video or audio of attendees at council events or otherwise. It is highly recommended that elected members also obtain signed consent.

Sharing of Council Information by Elected Representatives

Media releases and any attached images or audio issued by Somerset Regional Council remain the property of Council. Any sharing of this content created by Council for the publicity of Somerset Regional Council activities must be done by the sharing or retweeting functions on social media and council issued media release's must be shared from council through its corporate social media site or via sharing the link where the release has been published on council's website. Copying and pasting of media releases onto external sites is not permitted unless it is clearly identified that the author/owner of the media release and any corresponding images or audio is "Somerset Regional Council".

Councillors have the right to express personal opinions on any issue but must declare that they are speaking for themselves and not on behalf of Council, unless they are supporting a Council position.

Councillor participation and acknowledgement at events

On occasion Council will launch or open major events or projects whereby media are present and a delegated spokesperson has been identified. Where this is the case all other Councillors will be issued an invitation to attend the event in support. Councillors in attendance should be acknowledged in the speech of the delegated spokesperson (if a council employee or elected representative), if a speech is deemed appropriate. Likewise, Councillors who have offered an apology and are unable to attend should also be acknowledged.

Breaking Council Announcements

Breaking Council announcements (including embargoed information) around large projects and Council business is not permitted to be broken by Councillors before the official communications to the public have taken place by Somerset Regional Council. Councillors need to be mindful that during council meetings, formal decisions are not finalised and it is important that this news does not reach the public before the official decision has taken by

place and the communications manager has had sufficient time to work out official communications as well as crisis management communications (if required). Once official council meeting decisions are made, the communications manager will ensure the message is relayed across multiple channels to the public and it is then that Councillors are encouraged to share official council communications.

Embargoed Information and Grant Funding

Councillors are not permitted to share or circulate embargoed information until after the embargo has been lifted/passed.

Further, Councillors are not permitted to make media announcements in any form (print, online or digital) regarding any projects that are subject to external grant funding unless sharing the publicly available information from the official source (ie: local government or funding body) and after the grant funding announcement has been made through the media or official source. Councillors must ensure the correct grant funding acknowledgement has been used as per the grant deed or guidelines supplied to council, and again, only after an announcement has been made via media channels.

Requests to interview staff for news stories

Only the CEO can authorise Council staff to give interviews to the media. Such interviews must focus on relevant facts and avoid engaging in comment on controversial matters. The nature of the interview and media outlet must be known prior to requesting approval via the communications manager. The communications manager will, once assessing the request, seek appropriate approvals from the CEO. Media interviews of Council staff should be in the presence of the communications manager, where possible.

Council staff are not permitted to discuss Council matters with media during work hours in a work capacity or out of work hours about Council activities unless authorised to do so by the CEO.

Where a Council employee is contacted by the media (regardless of the nature of the request), they must be polite, courteous and refer the enquiry to Council's communications manager or, in his/her absence, their director or CEO.

Requests for background information

On occasions media outlets will request background information for news stories. All staff are advised to direct these enquiries to the communications manager for direction and advice.

Members of the Council executive team are authorised to provide background information to the media but cannot be quoted. They must make this clear to the interviewing journalist at the beginning of the discussion and advise the communications manager of such contact. It is also recommended that, at the conclusion of the discussion, the officer once again states that comments made must only be used for background information and that, if a quote is required, this must be requested from Council's communications manager.

In some instances, directors may authorise another staff member to provide or forward background information however this should only be circulated to media once checked and or discussed with the communications manager.

At no time will Council staff, contractors or volunteers provide personal comment on, or speculate about, Council decisions.

Media delegation

The communications manager may approve other council employee/s to liaise directly with media, in some circumstances, for operational efficiencies or for matters directly pertaining to

their respective area of responsibility at council, provided the communications manager is kept informed of interactions and is able to shadow approved employee/s to minimise (reputational) risk. Examples include tourism famils (media specific), tourism officer engagement with feature writers etc. This delegation extends to relationship and partnership building and securing coverage of council and the Somerset region.

5. OPERATIONAL GUIDELINES

Council's communications manager offers advice and support when dealing with the media. Council's communications manager can also facilitate media training sessions for councillors and relevant staff members, upon request.

6. GENERAL CODE OF CONDUCT

Ensure that all media liaison by Somerset Regional Council is consistent with Council's vision and values.

7. EFFECTIVE FROM

This policy is effective from 22 March 2023.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by Somerset Regional Council at the Ordinary Meeting of 22 March 2023.

Signed:

Date: 22 March 2023