





HYGIENE FACILITIES AND FOOD SAFETY FACILITIES

- Hot water available on smoker trailer - self-sufficient gas hot water system (smoker plan attached).
- Water tanks mounted under smoker (smoker plan attached).
- Hand soap, paper hand towels and hand sanitiser available next to built-in hand wash sinks.
- One hand wash sink and one prep sink.

FOOD SAFETY , SINGLE USE ITEMS AND CONDIMENTS

- Sauce bottles used for customers will be regularly wiped down and swapped when empty.
- Cling wrap and lids will be used to cover food to protect it from contamination.
- Different serving tongs will be used for different food items.
- Environmentally friendly disposable cutlery and plates will be used to serve food.

FOOD HANDLERS

- The chef cooking the BBQ holds a food safety supervisor certificate.
- All persons handling food will use gloves and tongs.
- No money will be exchanged.
- Hair will be tied up.
- Hands will be washed regularly.



TEMPERATURE CONTROL OF POTENTIALLY HAZARDOUS FOOD

- Thermometers will be used to temp check cooked meat.
- Refrigerators on the smoker will have a temperature control that will be monitored by staff.
- Bulk stock of meat and chilled goods will be stored at the Kilcoy Butchery in the large cold room.

FINANCE**SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson, Chief Executive Officer
 From: Geoffrey Smith, Director Finance
 Director: Geoffrey Smith, Director Finance
 Date: 2 May 2023
 Subject: Rural fire levy FY2024
 File Ref: Financial management – levies – rural fire levy
 Action Officer: DFIN

Background/Summary

Council set a rural fire levy for FY2023 at \$41 to raise a total of ~\$356,249 which was the amount requested by Queensland Fire and Emergency Services (QFES) to fund local volunteer rural fire brigades.

Representatives of QFES convened a rural fire Local Area Finance Committee (LAFC) meeting on 19 April 2023 to discuss rural fire funding for FY2024.

The LAFC is comprised as follows:

- Area Director Rural Fire Service (RFS) – West Moreton
- Area Director Rural Fire Service (RFS) - Caboolture
- Two representatives from each Group being Esk and Stanley River Groups
- Two representatives from Somerset Regional Council

Council's representatives at the LAFC meeting were the Mayor and Cr Wendt. The writer was also in attendance at the meeting as an observer. The resolution of the LAFC was that a request of \$313,009 would be made to Council for rural fire operating and capital needs for FY2024 (\$215,313 and \$97,696 respectively).

Council can only set a rural fire levy at its June budget meeting.

Council's rural fire levy has historically been charged per lot for non-farm properties and per farm (for farming properties). A levy of approximately \$36 per parcel/ farming property would raise the amount requested.

While less than the FY2023 levy, a rural fire levy of \$36 would represent a 44% increase on the FY2020 rural fire levy as below.

Financial year	Rural fire levy per parcel or farming property	Increase above FY2020 level
FY2020	\$ 25.00	
FY2021	\$ 35.60	42%
FY2022	\$ 36.00	44%
FY2023	\$ 41.00	64%

Attachments

Nil

Recommendation

THAT Queensland Fire and Emergency Services be advised that Council will consider a request to set a rural fire levy raising approximately \$313,009 at its budget meeting scheduled for 21 June 2023.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Geoffrey Smith, Director Finance
 Director: Geoffrey Smith, Director Finance
 Date: 28 April 2023
 Subject: Procurement policy FY2024
 File Ref: Financial management – budgeting – budget
 Action Officer: DFIN

Background/Summary

Local governments are required to review their procurement revenue policies annually under Local Government Regulation 2012 Section 198. There is no legal requirement for this review to occur as part of the budget process.

Council is undertaking significant flood recovery works with a funding deadline of 30 June 2024 as well as undertaking significant other grant funded work with externally imposed deadlines.

Changes are sought to the procurement policy to:

- Help develop local business and reduce procurement timeframes by increasing quotation thresholds for most purchases from local suppliers from the current \$2,000 up to \$4,000
- Reduce procurement timeframes by increasing quotation thresholds for most purchases from non-local suppliers from the current \$1,000 up to \$2,000
- Manage financial risks by retaining a \$1,000 quotation threshold for purchases where Council has not used a supplier of services previously
- Reduce procurement timeframes by making medium value and high value contracting requirement thresholds in the procurement policy consistent with the maximum thresholds including GST that are allowed in Local Government Regulation 2012 Section 224
- Reduce administrative costs by increasing certain credit card transaction thresholds.

Procurement policy quotation and tender thresholds have not been reviewed in many years despite high inflation rates. On 26 April 2023, the Australian Bureau of Statistics confirmed that the current annual Brisbane inflation rate was 7.4%.

Attachments

Procurement policy FY2023
 Proposed Procurement policy FY2024

Recommendation

THAT the following policy F/008 FY2024 Procurement Policy as attached in Appendix 1 be adopted.



Policy Subject/Title: 2022/2023 Procurement Policy

Policy Number: F/008

Responsible Officer: Director Finance

Legislative or Regulatory Reference: *Local Government Act 2009*
Local Government Regulation 2012

Related Policies / Procedures: N/A

Authorised by: Somerset Regional Council

Authorised on: Ordinary Council Meeting of
21 September 2022

Amendment dates: 21 September 2022 [Doc Id 1438154]
26 October 2022 [Doc Id 1450221]

1. OBJECTIVE

Council's purchasing activities aim to achieve advantageous procurement outcomes by promoting:

- (a) value for money - Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:
 - (i) contribution to the advancement of Council's priorities; and
 - (ii) fitness for purpose, quality, services and support; and
 - (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
 - (iv) internal administration costs; and
 - (v) technical compliance issues; and
 - (vi) risk exposure; and,
 - (vii) the value of any associated environmental benefits.
- (b) open and effective competition - Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- (c) the development of competitive local business and industry and economic development - Council wishes to pursue the principle and objectives of encouraging the development of competitive local business and industry and economic development as part of the process of making its purchasing decisions. Council will endeavour to support local business by inviting local businesses to supply quotations and bid for tenders.
- (d) environmental protection - Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:
 - (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
 - (ii) foster the development of products and processes of low environmental and climatic impact; and
 - (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
 - (i) encourage environmentally responsible activities.
 - (ii) ethical behaviour and fair dealing - Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

This policy incorporates relevant requirements under the Local Government Act 2009 (the "Act") and the Local Government Regulation 2012 (the "Regulation") and aims to meet the requirements of section 198 of the Regulation.

2. BACKGROUND

Council is required to review its procurement policy each financial year under the Regulation.

3. PURPOSE

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the sound contracting principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the Act and the Regulation.

4. SCOPE

This policy applies to all Council employees and Councillors.

Council officers responsible for purchasing goods and services must comply with this policy and purchasing procedures. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy and related procedures.

ALL dollar amounts stated in this policy include GST.

This policy replaces all previous procurement policies.

5. POLICY

A. PURCHASES UNDER \$15,000

Except as provided in this policy:

- For purchases up to and including \$1,000, one verbal quotation may be sufficient for purchases from all suppliers.
- For purchases up to and including \$2,000 one verbal quotation may be sufficient for purchases made from local suppliers.
- For purchases of more than \$1,000 up to \$15,000 from non-local suppliers, at least two written quotations shall be sought.
- For purchases of more than \$2,000 up to \$15,000 from local suppliers, at least two written quotations shall be sought.

The Chief Executive Officer may authorise the purchase of goods or services to the value of \$5,000 without obtaining quotations.

Sole Supplier Arrangements - Where goods or services up to a value of \$15,000 are required and it is believed that only one supplier is legally or reasonably available to Council, the Chief Executive Officer may authorise the purchase after being satisfied of the authenticity of the case, reasonableness of the proposed cost and the availability of a budget for the expenditure.

Petty cash procedures and other purchasing procedural issues will be outlined in administrative manuals or procedures. The limit for petty cash or low value in store purchases is to be set by the Chief Executive Officer from time to time having regard for cost factors such as city parking.

The Chief Executive Officer may set a different limit for different purchases, such as food and beverage purchases.

Purchasing cards may be issued to officers (including the Chief Executive Officer) at the discretion of the Chief Executive Officer on the basis of need with the following provisos:

That cards be issued on the conditions that they are not used:

1. for private purposes
2. for purchases greater than the transaction limit
3. for items readily available from a Council store while the store is reasonably accessible
4. for cash withdrawals or advances – all cards will have the cash advance facility disabled
5. by persons other than the named cardholder to ensure that the cardholder has full responsibility for the use of the card
6. for other purposes as detailed in the purchasing card procedure.

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$3,000 except for:

Position	Maximum allowable limit
<i>Chief Executive Officer</i>	<i>\$10,000</i>
<i>Finance Communications Officer</i>	<i>\$5,000</i>
<i>Payables, Procurement and Logistics Officer</i>	<i>\$5,000</i>
<i>Manager Information Systems</i>	<i>\$5,000</i>

The Chief Executive Officer and Director Finance must conjointly sign all applications for new purchasing cards.

No purchasing card shall be issued to the Director Finance.

Failure to comply with Council policy and procedures in the use of purchasing cards will result in the immediate cancellation of cards and disciplinary action.

Prior to the issue of purchasing cards, each cardholder must sign an acknowledgement statement which summarises the requirements of this policy and relevant procedures in relation to the use and holding of purchasing cards to ensure cardholders understand their obligations and to evidence this understanding. Further, each cardholder must sign a fresh acknowledgement statement annually before the end of March.

Cardholders are required to instigate all purchases that are possible to be made using credit card under this policy by credit card except where the Chief Executive Officer authorises generally (eg by type) or specifically in writing otherwise.

The Chief Executive Officer and selected delegates are empowered to authorise the purchase of goods or services which are the subject of natural disaster relief funding arrangements to the value of \$15,000 without obtaining quotations in order to expedite recovery.

B. PURCHASES BETWEEN \$15,000 AND \$200,000

Except as provided in this policy, Council will invite written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between \$15,000 and \$199,999.99 inclusive. The invitation must be given to at least three persons who Council considers can meet its requirements at competitive prices.

Records of offers received must be kept on file.

C. PURCHASES ABOVE \$200,000

Except as provided in this policy, Council will invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of \$200,000 or more.

The invitation must be by notice on Council's website and in addition:

- an advertisement on a web portal such as VendorPanel;
- an advertisement in one or more newspapers circulating generally in the Somerset Regional Council area;
- notice on all of Council's LED signs; or
- other means of notification as determined by the Chief Executive Officer

and allow at least 21 days from the day of the advertisement for the submission of tenders.

Records of tenders received must be kept on file.

D. EXCEPTIONS FROM THE REQUIREMENT TO SEEK TENDERS OR QUOTATIONS

The Regulation specifies when Council is exempt from the requirement to seek tenders or quotations.

Council confirms via this policy that it may apply all or any of these exemptions where appropriate or necessary.

Council confirms it is satisfied that there is only 1 supplier who is reasonably available for the maintenance of relevant computer software programs such as financial, mapping and records systems, being the suppliers of those systems, and endorses all such agreements entered into since the commencement of legislation requiring this resolution.

Council confirms it is satisfied that there is only 1 supplier who is reasonably available where Council is a member of a not-for-profit organisation to represent its interests and endorses all subscriptions or similar payments required for these memberships since the commencement of legislation requiring this resolution.

E. DELEGATIONS AND TYPES OF EXPENDITURE

An authorised officer for the purpose of this policy is an officer of the Council authorised by the Chief Executive Officer to expend budgeted funds up to the limit specified in the register of delegations.

In addition, there are many types of expenditure to which limits are specified including:

- Type 1 Recurrent expenditure and capital constructions.

- Type 2 Plant or other capital purchases costing at least \$1,000.
- Type 3 Purchases into store.
- Type 4 Purchases of goods and services required by the local State Emergency Service for emergency events outside of normal Council operating hours.
- Type 5 Swimming pool fence inspection certificate numbers.
- Type 6 Purchases of goods and services required during declared emergency events that represent eligible expenditure for Council under either the counter-disaster operations or the emergent works categories of the Queensland Disaster Relief and Recovery Arrangements Guidelines.

By signing a requisition/purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

No contract shall be entered into that involves the payment of a deposit or other prepayment for goods not yet delivered or services not yet performed without the written approval of the Chief Executive Officer. This requirement refers to ad hoc supplies of goods or services rather than annual subscriptions or licences, annual software maintenance or leases and payments made by credit card where alternate means may be available for recovering payments for unsupplied goods or services.

F. STANDING ARRANGEMENTS

Council shall advertise calling for expressions of interest for the purpose of compiling registers of standing arrangements for plant contractors and other goods and services that are considered appropriate. Suppliers may only join the registers following advertisement in accordance with the conditions specified in the advertisement and other specifications made available and set before advertising.

Quotations shall be accepted on a "Commercial in Confidence" basis.

Immediately following the closure of expressions of interest, appropriate Council officers shall determine for each type of supply (eg 10 tonne truck hire for Toogoolawah area) an order of priority of use for this supplier. Appropriate criteria shall be taken into account in this process including price, term for which prices will be fixed, GST registration for the ability to claim input tax credits, past performance (for example, as an indicator of the ratio of work performed to hours worked), insurance, Quality Assurance if appropriate, Workplace Health and Safety matters, ability to accurately complete contractor timesheets or other records and sound contracting principles matters.

A predetermined scoring and weighting system shall be devised and approved by the Chief Executive Officer (CEO) for ranking suppliers within relevant categories. The CEO or delegate shall participate in the scoring process and shall approve all rankings assigned. The scoring system will include a 10% additional weighting for local suppliers.

Suppliers shall be advised as to their rank with further details not disclosed. This policy shall be communicated to all interested suppliers before they submit expressions of interest.

When selecting suppliers within the relevant categories, Council officers shall contact the first ranked supplier who shall be requested to supply within the required timeframe. If the

supplier is not available, the second ranked supplier and so on shall be asked. The person seeking the supply shall document evidence that these processes have occurred.

Suppliers within the relevant categories shall not be used unless and until all ranked suppliers have been contacted and have communicated that they are not available to supply within the required timeframe. Normal quotation procedures under this policy shall then apply.

G. GOODS AND SERVICES TAX (GST)

Council will not enter into arrangements with any potential supplier that might lead to the remittance of withholding tax due to the non-reporting of an Australian Business Number.

To remove any doubt, the availability of a GST input credit shall be taken into account when assessing the comparative offers of suppliers where some offerors are registered for GST and some are not.

H. DISPOSAL OF LAND AND NON-CURRENT ASSETS AND VALUABLE NON-CURRENT ASSET

The Regulation obliges Council to define “valuable non-current assets” for the purposes of contracting by reference to their apparent value.

Council confirms that the limits set are as follows for the indicated asset classes:

- for land—\$1
- for plant or equipment—\$5000
- for another type of non-current asset—\$10000

The defined limits for a valuable non-current asset are to be reduced to the following levels where the item is proposed to be sold to a Council employee, a Councillor or any associate of an employee or Councillor as that term is defined in the *Fringe Benefits Tax Assessment Act 1986*:

- for land - \$0
- for plant and equipment - \$100
- for another type of non-current asset - \$100

I. LOCAL SUPPLIER REGISTER

Council will maintain a structured local supplier register providing email addresses of potential local suppliers who wish to be given the opportunity to quote for the supply of specified goods and services.

A local supplier is a registered business with an Australian Business Number that has a physical place of business on rateable land within the local government area that is owned or leased by the business.

J. ORDER SPLITTING

Order splitting is the division of procurement so as to pass under a threshold defined by the policy or by legislation. Order splitting is not permitted.

K. TENDER RECOMMENDATIONS AND CONFLICTS OF INTEREST

Officers who make or contribute to recommendations in respect of the selection of

- (i) tenders; or
- (ii) suppliers from a Local Buy pre-approved list for contracts valued in excess of \$200,000.

and who do not otherwise have a requirement to complete and keep updated a register of interests under the *Local Government Regulation 2012* will be required to complete a conflict of interest declaration in the form Council specifies.

The declaration form will include either a signed statement that the officer has no conflicts of interest in relation to the procurement exercise or a signed declaration that the officer has a conflict of interest in relation to the procurement exercise and details as to what the conflict is. An officer's conflict of interest will be dealt with by Council's Chief Executive Officer in accordance with Council's Code of Conduct.

In this policy, "conflict of interest" means a private or personal interest which could prejudicially influence an officer in the performance of their public or professional duties.

L. ALL DECISIONS REGARDING TENDERS WILL BE MADE BY COUNCIL RESOLUTION

All decisions regarding tenders are to be made by Council resolution.

M. RAISING OF PURCHASE ORDERS TO SUPPORT LEGAL DISCLOSURE REQUIREMENTS

Council will record all contract purchase commitments of greater than \$200,000 as purchase orders within Council's financial system including relevant references to Council's electronic document records management system (EDRMS) where details are not able to be recorded within the financial system. The officer responsible for the contract will also be responsible for ensuring that a purchase order is raised to reflect and record the contract in Council's financial system within five days of the contract being entered into.

N. DUAL CURRENCY QUOTATIONS/TENDERS FOR HIGH VALUE IMPORTS

Council will obtain pricing for imported goods costing in excess of \$250,000 on a dual currency basis – that is prices in both Australian dollars and in the supplier's preferred currency to allow for Council officers and/or Queensland Treasury Corporation to assess offers received and to determine if alternative procurement options involving other currencies may be appropriate.

O. CONTRACT MANAGEMENT

The authorising officer for every medium-sized or large-sized contractual arrangement contract, being the person delegated by the Chief Executive Officer to enter into a contract, has – while not limiting any Council employee's workplace health and safety and other responsibility - the general responsibility of ensuring that:

- appropriate foreseeable health and safety risk associated with potential procurements are identified
- contracts contain appropriate provisions for managing workplace health and safety risk
- contractors and/or suppliers provide where appropriate documentary evidence that they

or the product they supply complies with relevant legislation, codes of practice and standards

- Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are appropriately actioned under the contract including site inductions. Inductions are important for the management of contracts and ensure a reduction in security and safety risks, competence and compliance for contractors/vendors, appropriate documentation is acquired from contractors/vendors including but not limited: to licences, certificates, insurances, competences, relevant contact details; and Contractors/vendors receive site safety and other specific details of the workplace
- contracts have appropriate key performance indicators and performance measures
- contract performance measures are reviewed
- contracts are effectively managed
- underperformance on contracts is effectively managed
- contract records are kept in compliance with legal and policy requirements including warranties
- disputes about the contract are managed
- contracts contain appropriate provisions about extensions, renewal and variations and that these matters are managed in accordance with legal and policy requirements
- conflict of interest matters are managed in accordance with legal and policy requirements
- where contracts are made with Local Buy suppliers, that the terms of the relevant Local Buy contracts are understood and followed.

P. STORES MANAGEMENT

Council operates stores to meet logistical and safety needs. Where items are not potentially required for urgent safety reasons and/or are readily available in the required quantities from local suppliers with whom Council has running sheet arrangements, these items should be obtained directly from those suppliers to provide local economic support rather than be held in store.

6. EFFECTIVE FROM

26 October 2022

7. CONTROLS

As indicated in this policy.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 26 October 2022.

Signed:



Dated: 26 October 2022



Policy Subject/Title:	FY2024 Procurement Policy
Policy Number:	F/008

Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	<i>Local Government Act 2009</i> Local Government Regulation 2012
Related Policies / Procedures:	N/A
Authorised by:	Somerset Regional Council
Authorised on:	Ordinary Council Meeting 10 May 2023
Amendment dates:	

1. OBJECTIVE

Council's purchasing activities aim to achieve advantageous procurement outcomes by promoting:

- (a) value for money - Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:
 - (i) contribution to the advancement of Council's priorities; and
 - (ii) fitness for purpose, quality, services and support; and
 - (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
 - (iv) internal administration costs; and
 - (v) technical compliance issues; and
 - (vi) risk exposure; and,
 - (vii) the value of any associated environmental benefits.
- (b) open and effective competition - Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- (c) the development of competitive local business and industry and economic development - Council wishes to pursue the principle and objectives of encouraging the development of competitive local business and industry and economic development as part of the process of making its purchasing decisions. Council will endeavour to support local business by inviting local businesses to supply quotations and bid for tenders.

- (d) environmental protection - Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:
- (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
 - (ii) foster the development of products and processes of low environmental and climatic impact; and
 - (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
 - (iv) encourage environmentally responsible activities.
 - (v) ethical behaviour and fair dealing - Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

This policy incorporates relevant requirements under the Local Government Act 2009 (the “Act”) and the Local Government Regulation 2012 (the “Regulation”) and aims to meet the requirements of section 198 of the Regulation.

2. BACKGROUND

Council is required to review its procurement policy each financial year under the Regulation.

3. PURPOSE

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the sound contracting principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the Act and the Regulation.

4. SCOPE

This policy applies to all Council employees and Councillors.

Council officers responsible for purchasing goods and services must comply with this policy and purchasing procedures. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy and related procedures.

ALL dollar amounts stated in this policy include GST (unless otherwise stated).

This policy replaces all previous procurement policies.

5. POLICY

A. PURCHASES UNDER \$15,000 (EXCLUDING GST)

Except as provided in this policy:

- For purchases up to and including \$1,000, one verbal quotation may be sufficient for purchases from all suppliers.
- For purchases up to and including \$2,000 one verbal quotation may be sufficient for purchases made from non-local suppliers except where Council has not used the supplier previously and the supply is for services.

- For purchases up to and including \$4,000 one verbal quotation may be sufficient for purchases made from local suppliers except where Council has not used the supplier previously and the supply is for services.
- For purchases of more than \$2,000 up to \$15,000 (excluding GST) from non-local suppliers, at least two written quotations shall be sought.
- For purchases of more than \$4,000 up to \$15,000 (excluding GST) from local suppliers, at least two written quotations shall be sought.
- For purchases of services where Council has not used the supplier previously and the supply is expected to cost in excess of \$1,000, at least two written quotations shall be sought.

The Chief Executive Officer may authorise the purchase of goods or services to the value of \$5,000 without obtaining quotations.

Sole Supplier Arrangements - Where goods or services up to a value of \$15,000 (excluding GST) are required and it is believed that only one supplier is legally or reasonably available to Council, the Chief Executive Officer may authorise the purchase after being satisfied of the authenticity of the case, reasonableness of the proposed cost and the availability of a budget for the expenditure.

Petty cash procedures and other purchasing procedural issues will be outlined in administrative manuals or procedures. The limit for petty cash or low value in store purchases is to be set by the Chief Executive Officer from time to time having regard for cost factors such as city parking.

The Chief Executive Officer may set a different limit for different purchases, such as food and beverage purchases.

Purchasing cards may be issued to officers (including the Chief Executive Officer) at the discretion of the Chief Executive Officer on the basis of need with the following provisos:

That cards be issued on the conditions that they are not used:

1. for private purposes
2. for purchases greater than the transaction limit
3. for items readily available from a Council store while the store is reasonably accessible
4. for cash withdrawals or advances – all cards will have the cash advance facility disabled
5. by persons other than the named cardholder to ensure that the cardholder has full responsibility for the use of the card
6. for other purposes as detailed in the purchasing card procedure.

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$3,000 except for:

Position	Maximum allowable limit
<i>Chief Executive Officer</i>	<i>\$10,000</i>
<i>Finance Communications Officer</i>	<i>\$5,000</i>

<i>Payables, Procurement and Logistics Officer</i>	<i>\$5,000</i>
<i>Manager Information Systems</i>	<i>\$5,000</i>
<i>Executive Assistant to the Mayor and Chief Executive Officer</i>	<i>\$5,000</i>
<i>Senior Procurement Officer</i>	<i>\$5,000</i>
<i>Workshop Supervisor</i>	<i>\$5,000</i>

The Chief Executive Officer and Director Finance must conjointly authorise applications for new purchasing cards.

No purchasing card shall be issued to the Director Finance.

Failure to comply with Council policy and procedures in the use of purchasing cards will result in the immediate cancellation of cards and disciplinary action.

Prior to the issue of purchasing cards, each cardholder must sign an acknowledgement statement which summarises the requirements of this policy and relevant procedures in relation to the use and holding of purchasing cards to ensure cardholders understand their obligations and to evidence this understanding. Further, each cardholder must sign a fresh acknowledgement statement annually before the end of March.

Cardholders are required to instigate all purchases that are possible to be made using credit card under this policy by credit card except where the Chief Executive Officer authorises generally (eg by type) or specifically in writing otherwise.

The Chief Executive Officer and selected delegates are empowered to authorise the purchase of goods or services which are the subject of natural disaster relief funding arrangements to the value of \$15,000 (excluding GST) without obtaining quotations in order to expedite recovery.

B. PURCHASES BETWEEN \$15,000 (EXCLUDING GST) AND \$200,000 (EXCLUDING GST)

Except as provided in this policy, Council will invite written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost (excluding GST) of between \$15,000 and \$199,999.99 inclusive. The invitation must be given to at least three persons who Council considers can meet its requirements at competitive prices.

Records of offers received must be kept on file.

C. PURCHASES ABOVE \$200,000 (EXCLUDING GST)

Except as provided in this policy, Council will invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost (excluding GST) of \$200,000 or more.

The invitation must be by notice on Council's website and in addition:

- an advertisement on a web portal such as VendorPanel;
- an advertisement in one or more newspapers circulating generally in the Somerset Regional Council area;
- notice on all of Council's LED signs; or
- other means of notification as determined by the Chief Executive Officer

and allow at least 21 days from the day of the advertisement for the submission of tenders.

Records of tenders received must be kept on file.

D. EXCEPTIONS FROM THE REQUIREMENT TO SEEK TENDERS OR QUOTATIONS

The Regulation specifies when Council is exempt from the requirement to seek tenders or quotations.

Council confirms via this policy that it may apply all or any of these exemptions where appropriate or necessary.

Council confirms it is satisfied that there is only 1 supplier who is reasonably available for the maintenance of relevant computer software programs such as financial, mapping and records systems, being the suppliers of those systems, and endorses all such agreements entered into since the commencement of legislation requiring this resolution.

Council confirms it is satisfied that there is only 1 supplier who is reasonably available where Council is a member of a not-for-profit organisation to represent its interests and endorses all subscriptions or similar payments required for these memberships since the commencement of legislation requiring this resolution.

E. DELEGATIONS AND TYPES OF EXPENDITURE

An authorised officer for the purpose of this policy is an officer of the Council authorised by the Chief Executive Officer to expend budgeted funds up to the limit specified in the register of delegations.

In addition, there are many types of expenditure to which limits are specified including:

- Type 1 Recurrent expenditure and capital constructions.
- Type 2 Plant or other capital purchases costing at least \$1,000.
- Type 3 Purchases into store.
- Type 4 Purchases of goods and services required by the local State Emergency Service for emergency events outside of normal Council operating hours.
- Type 5 Swimming pool fence inspection certificate numbers.
- Type 6 Purchases of goods and services required during declared emergency events that represent eligible expenditure for Council under either the counter-disaster operations or the emergent works categories of the Queensland Disaster Relief and Recovery Arrangements Guidelines.

By signing a requisition/purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

No contract shall be entered into that involves the payment of a deposit or other prepayment for goods not yet delivered or services not yet performed without the written approval of the Chief Executive Officer. This requirement refers to ad hoc supplies of goods or services rather than annual subscriptions or licences, annual software maintenance or leases and payments made by credit card where alternate means may be available for recovering payments for unsupplied goods or services.

F. STANDING ARRANGEMENTS

Council shall advertise calling for expressions of interest for the purpose of compiling

registers of standing arrangements for plant contractors and other goods and services that are considered appropriate. Suppliers may only join the registers following advertisement in accordance with the conditions specified in the advertisement and other specifications made available and set before advertising.

Quotations shall be accepted on a “Commercial in Confidence” basis.

Immediately following the closure of expressions of interest, appropriate Council officers shall determine for each type of supply (eg 10 tonne truck hire for Toogoolawah area) an order of priority of use for this supplier. Appropriate criteria shall be taken into account in this process including price, term for which prices will be fixed, GST registration for the ability to claim input tax credits, past performance (for example, as an indicator of the ratio of work performed to hours worked), insurance, Quality Assurance if appropriate, Workplace Health and Safety matters, ability to accurately complete contractor timesheets or other records and sound contracting principles matters.

A predetermined scoring and weighting system shall be devised and approved by the Chief Executive Officer (CEO) for ranking suppliers within relevant categories. The CEO or delegate shall participate in the scoring process and shall approve all rankings assigned. The scoring system will include a 10% additional weighting for local suppliers.

Suppliers shall be advised as to their rank with further details not disclosed. This policy shall be communicated to all interested suppliers before they submit expressions of interest.

When selecting suppliers within the relevant categories, Council officers shall contact the first ranked supplier who shall be requested to supply within the required timeframe. If the supplier is not available, the second ranked supplier and so on shall be asked. The person seeking the supply shall document evidence that these processes have occurred.

Suppliers within the relevant categories shall not be used unless and until all ranked suppliers have been contacted and have communicated that they are not available to supply within the required timeframe. Normal quotation procedures under this policy shall then apply.

G. GOODS AND SERVICES TAX (GST)

Council will not enter into arrangements with any potential supplier that might lead to the remittance of withholding tax due to the non-reporting of an Australian Business Number.

To remove any doubt, the availability of a GST input credit shall be taken into account when assessing the comparative offers of suppliers where some offerors are registered for GST and some are not.

H. DISPOSAL OF LAND AND NON-CURRENT ASSETS AND VALUABLE NON-CURRENT ASSET

The Regulation obliges Council to define “valuable non-current assets” for the purposes of contracting by reference to their apparent value.

Council confirms that the limits set are as follows for the indicated asset classes:

- for land—\$1
- for plant or equipment—\$5000
- for another type of non-current asset—\$10000

The defined limits for a valuable non-current asset are to be reduced to the following levels where the item is proposed to be sold to a Council employee, a Councillor or any associate

of an employee or Councillor as that term is defined in the *Fringe Benefits Tax Assessment Act 1986*:

- for land - \$0
- for plant and equipment - \$100
- for another type of non-current asset - \$100

I. LOCAL SUPPLIER REGISTER

Council will maintain a structured local supplier register providing email addresses of potential local suppliers who wish to be given the opportunity to quote for the supply of specified goods and services.

A local supplier is a registered business with an Australian Business Number that has a physical place of business on rateable land within the local government area that is owned or leased by the business.

J. ORDER SPLITTING

Order splitting is the division of procurement so as to pass under a threshold defined by the policy or by legislation. Order splitting is not permitted.

K. TENDER RECOMMENDATIONS AND CONFLICTS OF INTEREST

Officers who make or contribute to recommendations in respect of the selection of

- (i) tenders; or
- (ii) suppliers from a Local Buy pre-approved list for contracts valued in excess of \$200,000 (excluding GST).

and who do not otherwise have a requirement to complete and keep updated a register of interests under the *Local Government Regulation 2012* will be required to complete a conflict of interest declaration in the form Council specifies.

The declaration form will include either a signed statement that the officer has no conflicts of interest in relation to the procurement exercise or a signed declaration that the officer has a conflict of interest in relation to the procurement exercise and details as to what the conflict is. An officer's conflict of interest will be dealt with by Council's Chief Executive Officer in accordance with Council's Code of Conduct.

In this policy, "conflict of interest" means a private or personal interest which could prejudicially influence an officer in the performance of their public or professional duties.

L. ALL DECISIONS REGARDING TENDERS WILL BE MADE BY COUNCIL RESOLUTION

All decisions regarding tenders are to be made by Council resolution.

M. RAISING OF PURCHASE ORDERS TO SUPPORT LEGAL DISCLOSURE REQUIREMENTS

Council will record all contract purchase commitments of greater than \$200,000 (excluding GST) as purchase orders within Council's financial system including relevant references to Council's electronic document records management system (EDRMS) where details are not able to be recorded within the financial system. The officer responsible for the contract will

also be responsible for ensuring that a purchase order is raised to reflect and record the contract in Council's financial system within five days of the contract being entered into.

N. DUAL CURRENCY QUOTATIONS/TENDERS FOR HIGH VALUE IMPORTS

Council will obtain pricing for imported goods costing in excess of \$250,000 on a dual currency basis – that is prices in both Australian dollars and in the supplier's preferred currency to allow for Council officers and/or Queensland Treasury Corporation to assess offers received and to determine if alternative procurement options involving other currencies may be appropriate.

O. CONTRACT MANAGEMENT

The authorising officer for every medium-sized or large-sized contractual arrangement contract, being the person delegated by the Chief Executive Officer to enter into a contract, has – while not limiting any Council employee's workplace health and safety and other responsibility - the general responsibility of ensuring that:

- appropriate foreseeable health and safety risk associated with potential procurements are identified
- contracts contain appropriate provisions for managing workplace health and safety risk
- contractors and/or suppliers provide where appropriate documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and standards
- Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are appropriately actioned under the contract including site inductions. Inductions are important for the management of contracts and ensure a reduction in security and safety risks, competence and compliance for contractors/vendors, appropriate documentation is acquired from contractors/vendors including but not limited: to licences, certificates, insurances, competences, relevant contact details; and Contractors/vendors receive site safety and other specific details of the workplace
- contracts have appropriate key performance indicators and performance measures
- contract performance measures are reviewed
- contracts are effectively managed
- underperformance on contracts is effectively managed
- contract records are kept in compliance with legal and policy requirements including warranties
- disputes about the contract are managed
- contracts contain appropriate provisions about extensions, renewal and variations and that these matters are managed in accordance with legal and policy requirements
- conflict of interest matters are managed in accordance with legal and policy requirements
- where contracts are made with Local Buy suppliers, that the terms of the relevant Local Buy contracts are understood and followed.

P. STORES MANAGEMENT

Council operates stores to meet logistical and safety needs. Where items are not potentially required for urgent safety reasons and/or are readily available in the required quantities from local suppliers, these items should be obtained directly from those suppliers to provide local economic support rather than be held in store.

6. EFFECTIVE FROM

10 May 2023.

7. CONTROLS

As indicated in this policy.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 10 May 2023.

Signed:

Dated:

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 3 May 2023
Subject: Medium value contract matter – electrical works
File Ref: Financial management/ external audit
Action Officer: DFIN

Background/Summary

The renovations at the Council office at 2 Redbank Street Esk are nearing completion.

As part of this process, multiple quotes have been sourced for the installation of soft wiring components, which are required for the function of the electric desks, and data cabling.

Struxi Designs, onsite Project Manager, has supplied electrical fitout diagrams for the installation of the soft wiring. CEOOffice Concepts soft wiring components meet Struxi's requirements.

Attachments

Nil

Recommendation

THAT Council resolves that due to time restraints for the electrical installation of the soft wiring components, CEOOffice Concepts is the only supplier reasonably available to provide the services consistent with the fitout diagrams supplied by Struxi Designs.

SOMERSET REGIONAL COUNCIL - Officer's Report

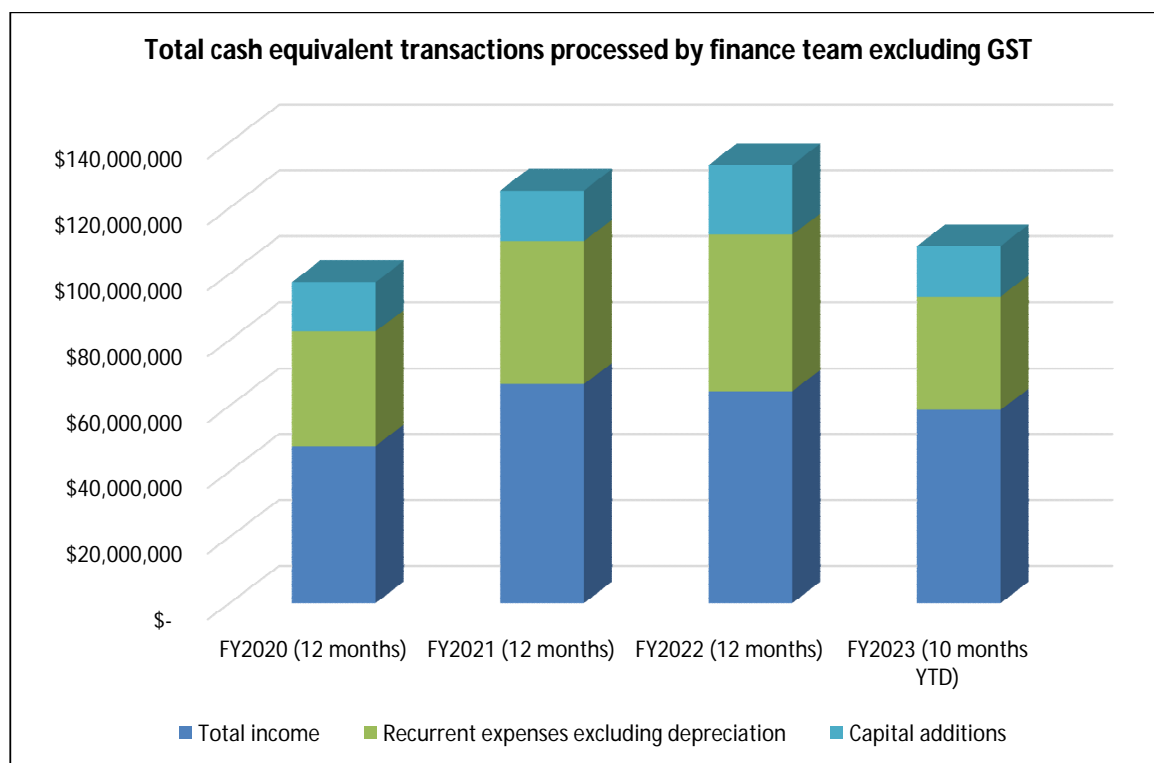
To: Andrew Johnson, Chief Executive Officer
 From: Geoffrey Smith, Director Finance
 Director: Geoffrey Smith, Director Finance
 Date: 28 April 2023
 Subject: Finance report
 File Ref: Monthly reporting/ finance
 Action Officer: DFIN

Background/Summary

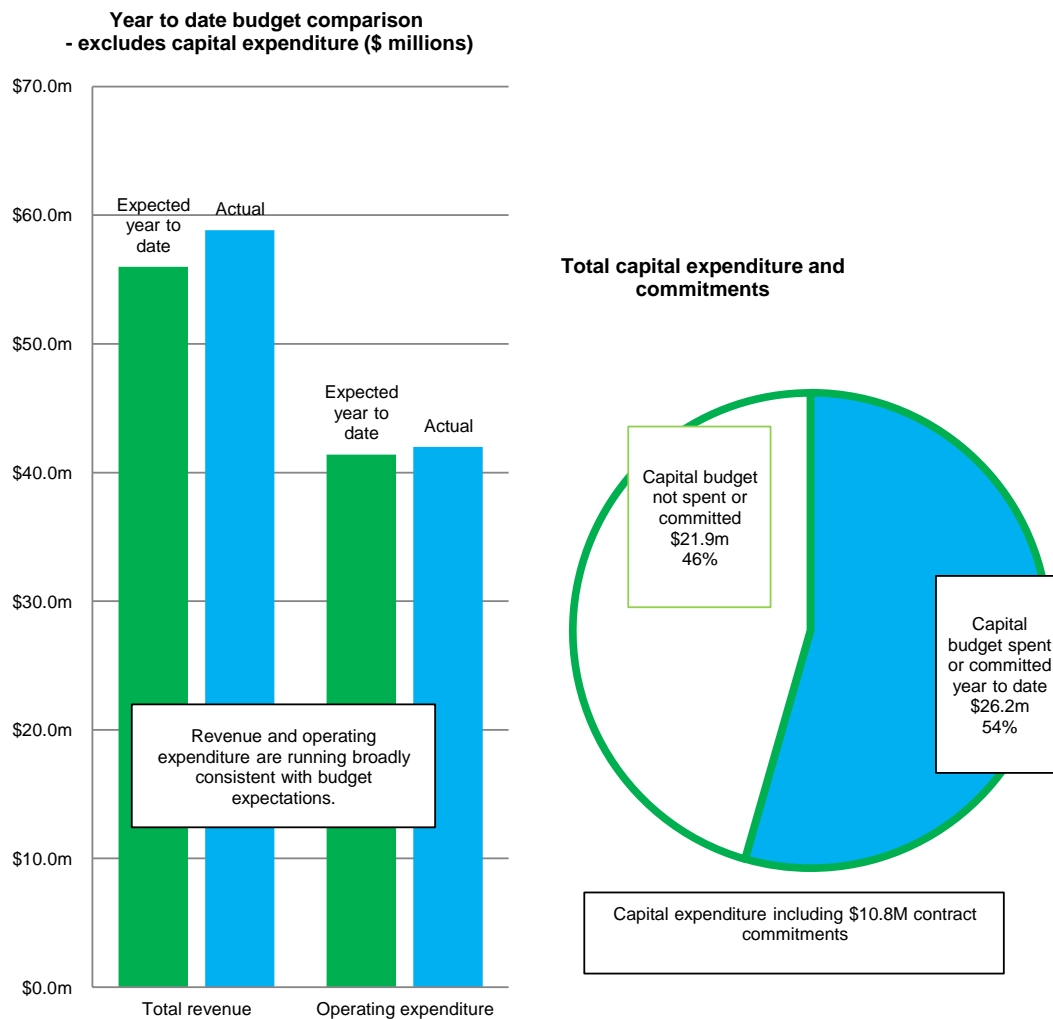
Financial reports

Reports for the period 1 July 2022 to 24 April 2023 are attached detailing the progress that has been made in relation to Council's FY2023 budget as required by Local Government Regulation 2012 s204.

The finance team processed cash equivalent transactions for the FY2023 financial year versus previous years as below with total transactions increasing with progressively larger capital and recoverable works programs. These figures exclude GST and depreciation:

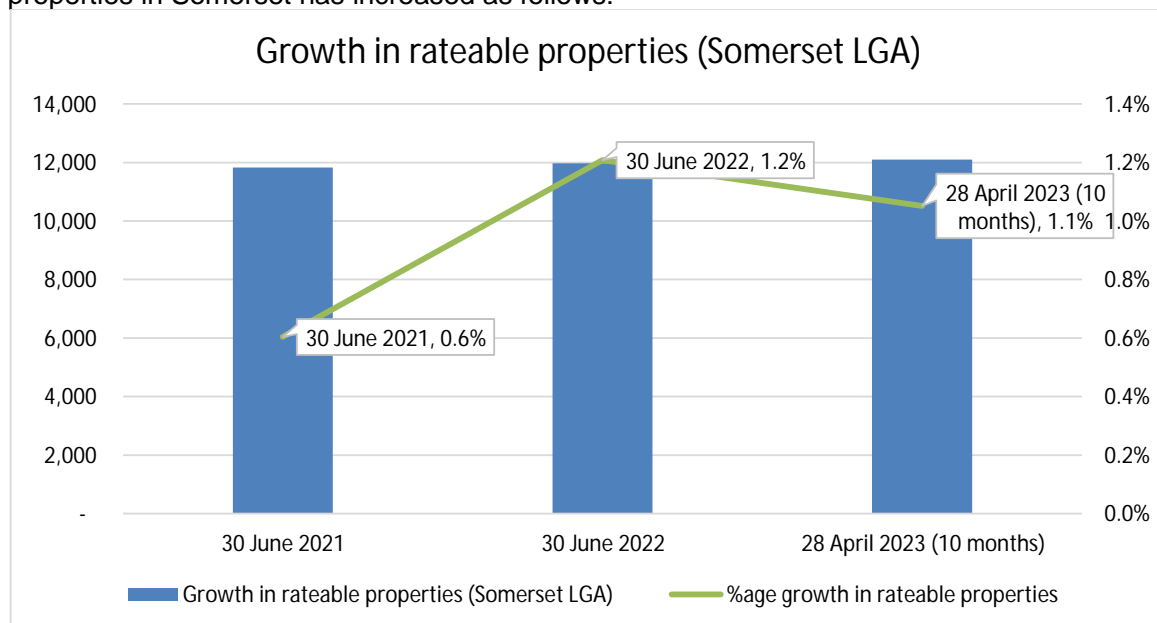


Provisional results for the financial year to date with 81% of the financial year completed are summarised as follows:



Growth

Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows:

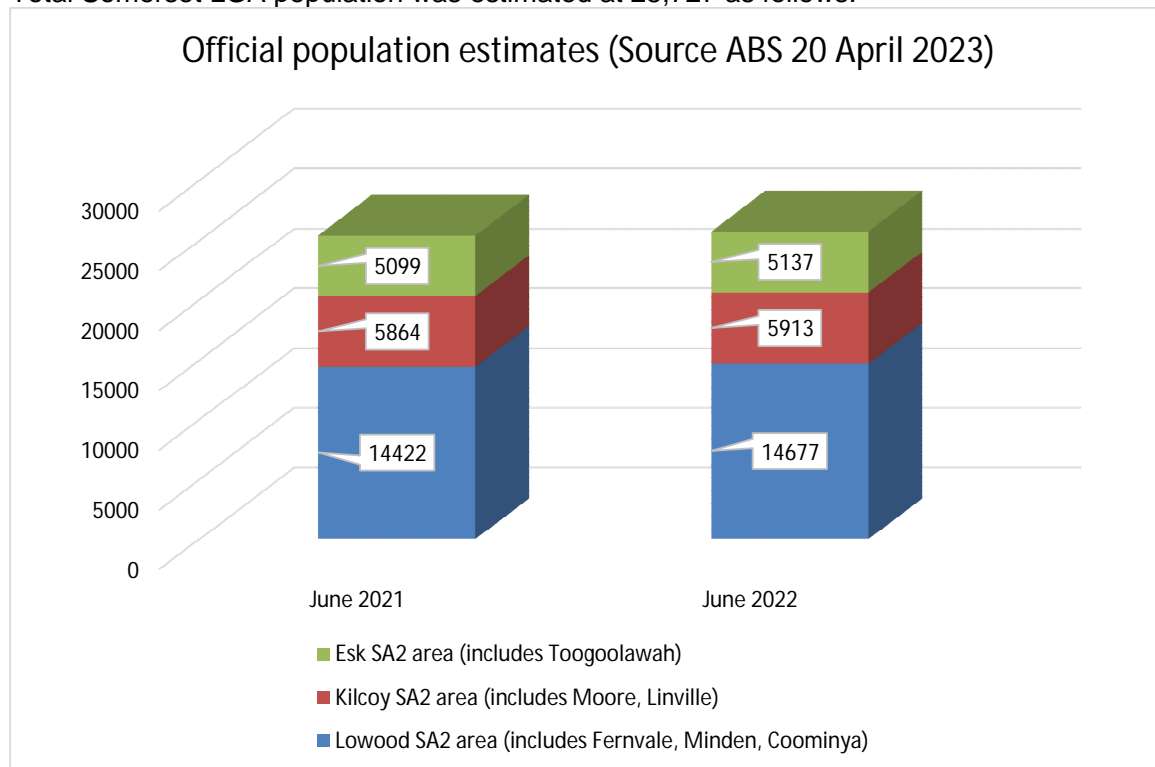


On 20 April 2023, the Australian Bureau of Statistics (ABS) released official regional population estimates for Somerset and other areas as at 30 June 2022. The estimates are used to determine Somerset's annual financial assistance grant as well as having other potential impacts for Council and the community in the provision of government services.

The ABS estimated population increase for Somerset LGA of around 1.3% was broadly consistent with the 1.2% increase in rateable properties for 2021/2022.

Lowood SA2 statistical area (which includes Fernvale, Minden and Coominya) was estimated to have increased in population by around 1.8%.

Total Somerset LGA population was estimated at 25,727 as follows:



Grants

- Council is awaiting the outcome of an application made under the Australian Government's Disaster Ready Fund via the Queensland Reconstruction Authority on 9 February 2023 as follows:

	Project value	Funds sought
Drainage improvements along & adjacent to Dingyarra St Toogoolawah that would capture & divert overland flows & would reduce overland water levels in relevant properties (Engeny Water Management).	\$2,048,653	\$1,024,326

- Council officers have been preparing and lodging submissions under Disaster Recovery Funding Arrangements (DRFA) to the Queensland Reconstruction Authority (QRA). Council engineers confirm that 42 submissions have been approved with a recommended value of \$17.3M with a further 27 submissions awaiting QRA assessment.
- Repairs to some assets that were damaged by the declared disasters in 2022 were necessarily carried out for safety reasons prior to DRFA approvals being obtained. It is considered that up to \$1.1M of costs (out of \$4.2M total costs) may be treated as non-reimbursable by QRA. The effect of this is that road maintenance costs reported may be understated by this amount.

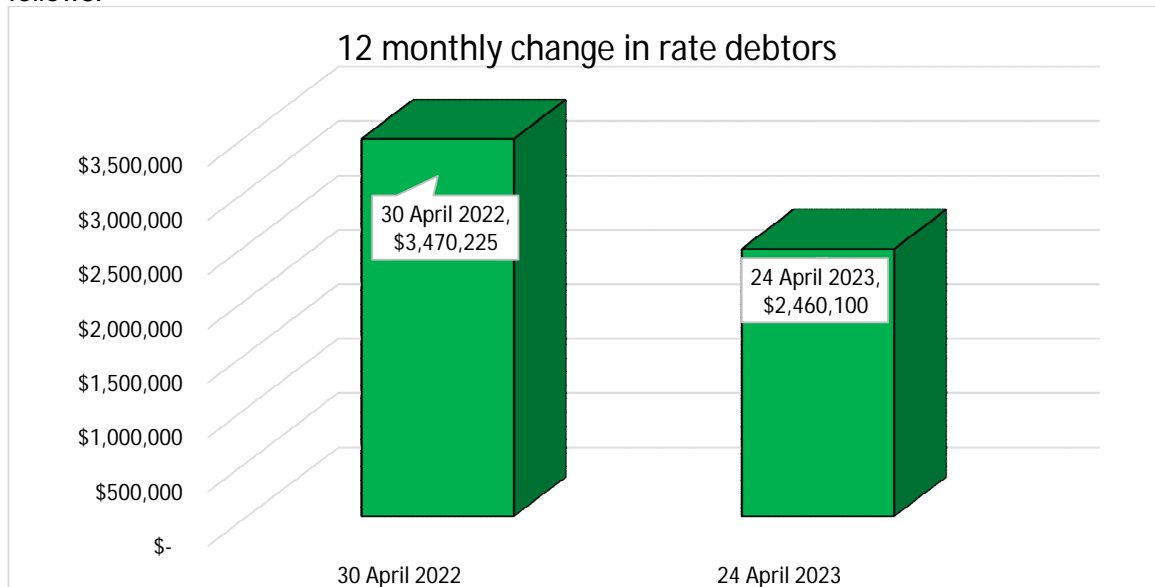
- Council officers are liaising with Commonwealth funding representatives about increasing the level of Heavy Vehicle Safety and Productivity Program funding in two large already approved and underway Council road projects

Rates

Council has issued two auction notices following sale of land for overdue rates actions that commenced with a 9 November 2022 Council resolution which involved 34 properties.

The auction notices are for properties at Coolana and Hazeldean with an auction date set of 25 May 2023.

Council issues rate notices each six months. Total rate debtors have been contained as follows:



Investments

Council relies on interest revenue to keep rates at the lowest possible level. The Reserve Bank of Australia has increased its target interest rate from 0.10% as at 3 May 2022 to 3.60% on 8 March 2023 (ie ten months). An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources.

Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council. These currently carry a combined weighted average interest rate of 3.05%. Interest rates on the UU facilities will be reviewed and reset by QTC on 30 June 2023.

Paperless property search project

During April 2023, Council officers developed a paperless property search process designed to reduce manual handling of documents, facilitate better record keeping, reduce the number of customer transactions and provide a better standard of service to customers.

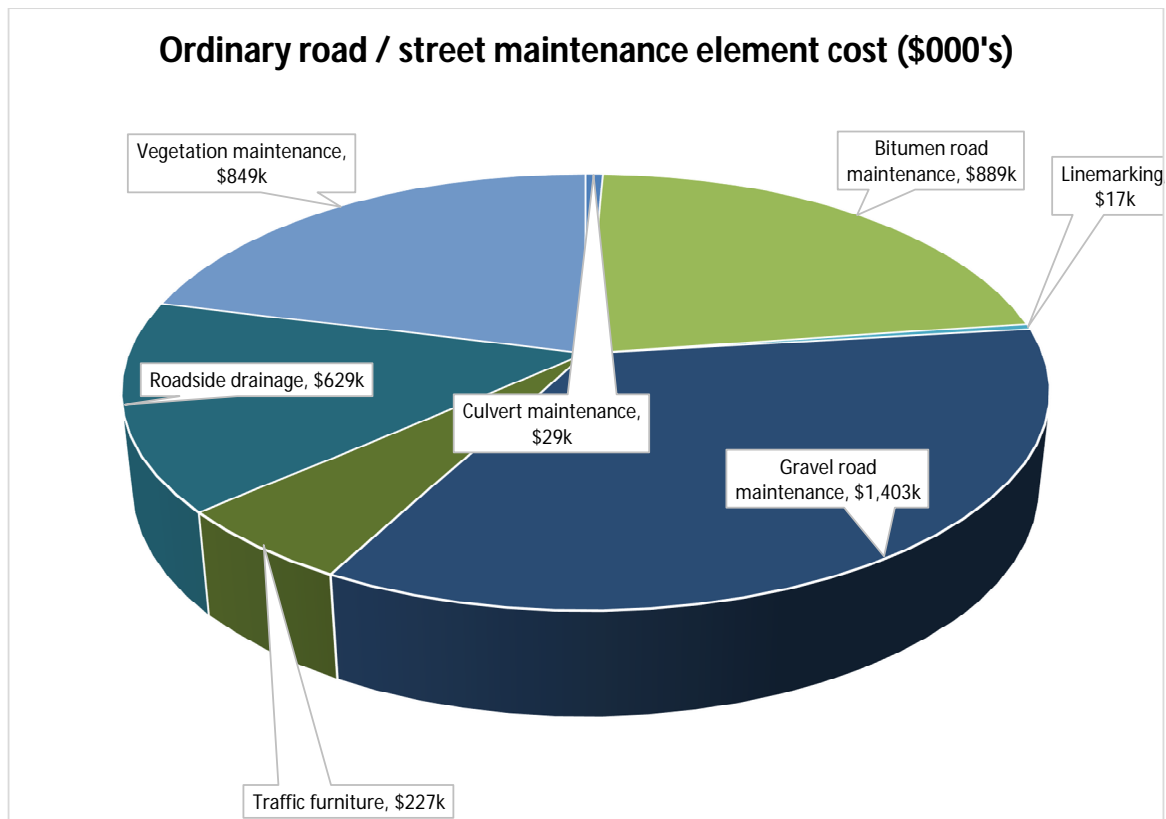
Annual property search fees have increased in recent years in line with interest in Somerset real estate up to \$477,000 in FY2022. The new property search process was launched on 28 April 2023.

Ordinary road maintenance detail

Ordinary road maintenance costs are as below. These do not include \$4.2M in approved and unapproved repairs that have been incurred that are currently charged as flood repairs:

Maintenance type	Total (\$000's)
Bitumen road maintenance	889

Gravel road maintenance	1,403
Roadside drainage	629
Culvert maintenance	29
Vegetation maintenance	849
Traffic furniture	227
Linemarking	17
Total actual year to date excluding flood-related	4,043
Expected pro-rata budget year to date	5,456



Council's 30 most costly road segments for maintenance including potential flood repairs for the year to date were as below. Costs per linear metre where relevant has been added for context.

Road segment	Cost (\$000's)	Cost per linear metre (\$)
West Branch RdXiQRA35Ch19065-19070	887	
Scrub Creek Rd (flood related)	130	
Linville Rd (flood related)	109	
Clarendon Rd (bitumen) Ch1630-Ch5750	76	18
Claus Rd (bitumen) Ch2370-Ch5540REPA	71	
Monsildale Rd (gravel) Ch1630-Ch10200	64	7
Minden Post Office Rd (bitumen) Ch0-Ch2000	59	30
Monsildale Rd (gravel) Ch12000-Ch19100	56	8
Spring Creek DM01860Ch4930-Ch4990	55	
Kangaroo Creek Rd (gravel) Ch3190-Ch7830	51	11
Louisavale Rd (gravel) Ch5010-Ch5810	50	63
Banffs La (gravel) Ch0-Ch3050REPA	48	
Buaraba Creek DM01759Ch3560-Ch3680	45	
Monsildale Rd (gravel) Ch29340-Ch33440	44	11
Spring Creek DM01856Ch4200-Ch4270	42	
Spring Creek Rd (gravel) Ch60-Ch4210	42	10

Westvale Rd (gravel) Ch1340-Ch13550	42	3
Rasmussen Mt Archer (bitumen) Ch2380-Ch4300	41	21
Buaraba Creek DM01684Ch3800-Ch4660	41	
Scrub Creek RdCulvCh1.6REPA	40	
Monsildale Rd (gravel) Ch19270-Ch22570	38	12
Mahons RdDM01222Ch8630-Ch8680	37	
Esk Crows Nest (bitumen) Ch24810-Ch26120	36	28
Spring Creek RD M01865Ch40-Ch1810	36	
Esk Crows Nest (gravel) Ch26120-Ch34090	34	4
Cooper Rd Haigslea (gravel) Ch1220-Ch1430	34	162
Buaraba Creek DM01685Ch4850-Ch5350	33	
Esk Crows Nest Rd (bitumen) Ch19400-Ch22850	33	9
Lowood Hills Rd (bitumen) Ch0-Ch1920	32	17
Pohlmans Range Rd (gravel) Ch0-Ch2980	31	11
Subtotal (\$000's)	2,337	

Special road maintenance/ renewal

In addition to ordinary bitumen road maintenance, expenditure on special road maintenance including resealing of bitumen roads was budgeted for FY2023 of \$1.9M. Resealing is a necessary part of the ongoing cost of managing the sealed road network.

Attachments

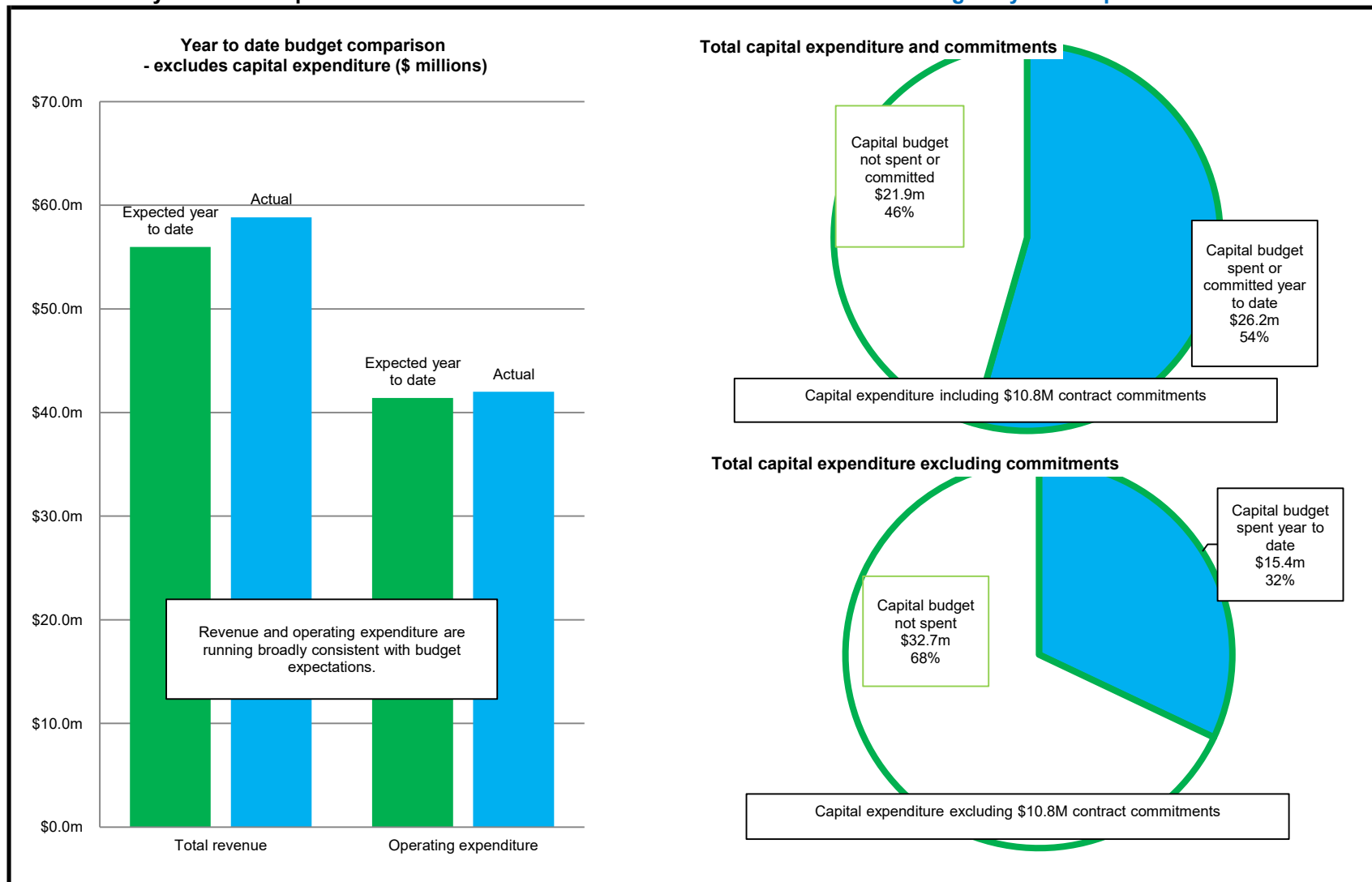
Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2022 to 24 April 2023 and report on payments processed from 31 March 2023 to 28 April 2023 totalling \$13,716,496.30 and that the contents be noted.

Operating and capital financial summary - provisional, unaudited
Period 1 July 2022 to 24 April 2023

Percentage of year completed = 81%



Somerset Regional Council

Balance sheet

As at 24 April 2023

Unaudited - for internal purposes only - pending accrual adjustments

	30 June 2022	24 April 2023	
	\$000's	\$000's	Change
Assets			
Operating and trust cash to account	62,472	58,945	
Rate debtors	2,187	2,460	
Other receivables	50,277	55,119	
Investment in Urban Utilities	30,220	30,220	
Inventories	525	622	
Property, plant, equipment, work in progress, land	406,391	414,104	
Total assets	552,072	561,470	
Liabilities			
Trade creditors, accruals and other liabilities	32,417	24,988	
Total liabilities	32,417	24,988	
Net community assets	519,655	536,482	3%

Somerset Regional Council
Operating results
Period 1 July 2022 to 24 April 2023

Unaudited - for internal purposes only - pending accrual adjustments

	Budget workings (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's) - favourable/ (unfavourable)	Comment
OPERATING PROGRAMS	22,054	14,579	16,821	2,242	
Total revenue	99,878	55,987	58,828	2,841	3%
Capital grants and subsidies	21,957	4,883	5,003	120	\$8.4M is held in unacquired grants for projects not finalised
Operating revenues	77,921	51,104	53,825	2,721	3%
Operating grants and subsidies	34,771	10,879	8,771	(2,108)	FY23 financial assistance grant was 75% prepaid in June 2022
Other revenue	2,454	1,753	1,863	110	
Nett rates and charges	28,253	28,229	28,723	494	2%
Interest earned	1,495	1,207	2,280	1,073	Interest rates are higher than expected
Contributions from developers and others	-	-	-	-	
Profit/ (loss) on disposal of non-current assets	-	-	-	-	
Dividend/ tax equivalent - UU	2,770	1,208	1,130	(78)	
Fees and charges	1,902	1,551	1,736	185	
Recoverable works revenue	6,277	6,276	9,322	3,046	Department of Transport and Main Roads contract works exceed budget expectations
Operating expenditure	77,824	41,408	42,007	(599)	-1%
Labour, plant and materials - operating purposes	68,419	33,812	34,354	(542)	
Depreciation (interim)	9,405	7,596	7,653	(57)	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus revised budget income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2022 to 24 April 2023

Pay Period from - 01-Jul-22

Pay Period to - 24-Apr-23

Period elapsed - 81%

Ref	Description	Budget workings (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
	TOTAL COUNCIL	0	(787)	1,455	2,242	
	EQUITY AND OTHER MOVEMENTS	26,002				
3399-7000	Funding from retained earnings	16,315				
3500-7460	Depreciation non-cash adjustment	9,687				
	CAPITAL PROGRAMS	(48,056)	(15,366)	(15,366)		
1349-4000	Buildings and other structures	(10,659)	(6,037)	(6,037)		
1470-4000	Plant	(1,552)	(930)	(930)		
1507-4000	Road renewal and expansion	(33,636)	(7,305)	(7,305)		
1519-4000	Road resealing	(1,928)	(774)	(774)		
1529-4000	Bridges	(280)	(320)	(320)		
1225-4000	Land purchases nett of sales					
	OPERATING PROGRAMS	22,054	14,579	16,821	2,242	Within expected limits
	Total revenue	99,878	55,987	58,828	2,841	
	Capital grants and subsidies	21,957	4,883	5,003	120	
	Operating revenues	77,921	51,104	53,825	2,721	
	Operating grants and subsidies	34,771	10,879	8,771	(2,108)	
	Other revenue	2,454	1,753	1,863	110	
	Nett rates and charges	28,253	28,229	28,723	494	
	Interest earned	1,495	1,207	2,280	1,073	
	Contributions from developers and others					
	Profit/ (loss) on disposal of non-current assets					
	Dividend/ tax equivalent - UU	2,770	1,208	1,130	(78)	
	Fees and charges	1,902	1,551	1,736	185	
	Recoverable works revenue	6,277	6,276	9,322	3,046	
	Operating expenditure	77,824	41,408	42,007	(599)	
	Labour, plant and materials - operating purposes	68,419	33,812	34,354	(542)	
	Depreciation (interim)	9,405	7,596	7,653	(57)	
	Detailed cost centres					
4000-0001	CORPORATE AND COMMUNITY	(6,012)	(4,473)	(4,605)	(132)	Within expected limits
4000-0002	CORPORATE SUPPORT	(2,313)	(2,052)	(1,983)	69	Within expected limits
4056-1000	Sundry Income	3	2	32	30	Esk tennis court surface contribution
4058-1000	Qld Govt Agency Program revenue	77	77	77		
4110-2000	Corporate labour costs	(1,168)	(944)	(877)	67	
4120-2000	Corporate costs other than labour	(348)	(281)	(243)	38	
4121-2000	Insurance - property/ public liability	(356)	(356)	(351)	5	
4124-2000	Subscriptions	(50)	(50)	(72)	(22)	
4130-2000	Corporate buildings repairs and maintenance	(34)	(27)	(15)	12	
4760-2000	Operating costs - information technology	(481)	(388)	(333)	55	
4710-2000	Hardware - information technology	(105)	(85)	(201)	(116)	New NBN connections notionally funded by category D DRFA grant
4999-2000	Internal cost allocations	149				
4508-0002	SOMERSET CIVIC CENTRE	(244)	(197)	(241)	(44)	Major repairs/ branding strategy were not budgeted
4508-1000	Esk Somerset Civic Centre revenue	17	14	31	17	
4508-2000	Esk Somerset Civic Centre operations	(261)	(211)	(272)	(61)	
4300-0002	LIBRARIES	(939)	(757)	(755)	2	Within expected limits
4320-1000	Grant for library book purchases	126	102	94	(8)	
4320-2000	Purchase of new library books	(126)	(102)	(62)	40	
4355-2000	Other operating expenses - libraries	(132)	(106)	(82)	24	
4325-1000	Library operational grants	9	7	11	4	
4325-2000	Library operational grant expenditure	(9)	(7)	(15)	(8)	
4330-1000	Sundry Income - libraries	13	10	11	1	
4365-2000	Repairs and maintenance expenses - libraries	(59)	(47)	(49)	(2)	
4350-2000	Labour costs - libraries	(761)	(614)	(663)	(49)	Unbudgeted library officer hours
	COUNCIL PROPERTIES - Income	312	255	270	15	Within expected limits
4565-1000	Coominya refuse and recycling facility	4	3	2	(1)	
4515-1000	Esk (Farm Supplies Shed) Neilsen Place	40	33	36	3	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus revised budget income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2022 to 24 April 2023

Pay Period from - 01-Jul-22

Pay Period to - 24-Apr-23

Period elapsed - 81%

Ref	Description	Budget workings (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
4541-1000	Esk Motorola Tower Lakeview Park	11	9		(9)	
4522-1000	Esk Racecourse Showgrounds	2	2	4	2	
4561-1000	Fernvale billboard/ Fernvale sports park	5	4	10	6	
4547-1000	Fernvale Campdraft Grounds	5	4	8	4	
4558-1000	Fernvale communications tower sites	48	39	49	10	
4543-1000	Fernvale Community Hall	7	6	8	2	
4534-1000	Fernvale Futures Complex	18	15	2	(13)	
4566-1000	Fernvale UU lease - L99 CC3429 - Ferny Gully	1	1		(1)	
4514-1000	Grazing Rights - various rural properties	28	23	18	(5)	
4585-1000	Kay Avery Place					
4571-1000	Kilcoy aerodrome					
4578-1000	Kilcoy communications tower site	9	7		(7)	
4594-1000	Kilcoy Information Centre/ Healthy Land and Water lease	10	8	11	3	
4582-1000	Kilcoy Memorial Hall	11	9	9		
4586-1000	Kilcoy Motocross Club	2	2		(2)	
4575-1000	Kilcoy Showgrounds	46	37	46	9	
4579-1000	Kilcoy Yowie Park concessions (eg food vans)	2	1	1		
4532-1000	Lowood Enterprise Centre	13	10	23	13	
4533-1000	Railway Corridor Land - various locations	8	6	7	1	
4505-1000	Railway Street Lowood - various business premises	19	16	2	(14)	
4530-1000	Somerset Dam Coronation Hall - hire charges	10	8	21	13	
4512-1000	Tennis Clubs	3	2		(2)	
4567-1000	Wivenhoe Pocket NBN lease	12	10	13	3	
4500-0002	COUNCIL PROPERTIES - Expenditure	(618)	(454)	(625)	(171)	Ineligible flood restoration
4520-2000	Buildings on railway land	(1)	(1)	(2)	(1)	
4530-2000	Coronation Hall Somerset Dam	(23)	(18)	(30)	(12)	
4504-2000	Esk racecourse showground	(32)	(26)	(39)	(13)	
4524-2000	Esk Heap Street former fire station	(0)		(2)	(2)	
4548-2000	Fernvale campdraft grounds	(26)	(21)	(23)	(2)	
4543-2000	Fernvale community hall	(18)	(14)	(17)	(3)	
4559-2000	Fernvale PCYC	(214)	(128)	(128)		
4585-2000	Kay Avery Place Kilcoy	(10)	(8)	(7)	1	
4572-2000	Kilcoy airfield					
4588-2000	Kilcoy Lions Building	(0)				
4583-2000	Kilcoy Memorial Hall	(26)	(21)	(26)	(5)	
4576-2000	Kilcoy racecourse showgrounds	(86)	(69)	(170)	(101)	Ineligible flood restoration
4578-2000	Kilcoy sports centre operations - indoor	(91)	(73)	(68)	5	
4580-2000	Kilcoy sports centre operations - Hopetoun fields	(14)	(12)	(26)	(14)	
4595-2000	Lowood Community Centre Peace St	(1)		(5)	(5)	
4523-2000	Lowood Recreation Complex	(6)	(5)	(34)	(29)	Ineligible flood restoration
7347-2000	Lowood Telstra Site	(1)		(5)	(5)	
4511-2000	Lowood Walters Street building (former SES)	(1)		(2)	(2)	
4509-2000	Old Lowood library building (hub)	(1)	(1)	(1)		
4507-2000	Rental - Watts Bridge Airfield	(15)	(12)	(16)	(4)	
4560-2000	Repairs & maintenance - rental properties	(6)	(5)	(6)	(1)	
4587-2000	Sheepstation Hall site	(1)	(1)		1	
4528-2000	Storage building - 82 Ipswich St Esk costs	(0)				
4538-2000	Tennis assets	(6)	(5)	(1)	4	
4539-2000	Toogoolawah gym	(38)	(31)	(13)	18	
4506-2000	Toogoolawah old water treatment plant	(3)	(3)	(4)	(1)	
4591-2000	Yowie Park - Art Gallery	(0)				
4592-2000	Yowie Park - Craft Cottage	(0)				
4590-2000	Facilities maintenance coordinator					
4600-0002	COMMUNITY/ CULTURE/ RECREATION	(1,050)	(329)	(406)	(77)	Within expected limits
4605-1000	Grants - social services program - ongoing	143	116	201	85	
4662-1000	Grants - social services program - once off			19	19	
4662-2000	Community Drought Support Expenses			(1)	(1)	
4660-2000	Operating expenses - social services program	(161)	(130)	(187)	(57)	
4615-2000	Community recovery officer - expenditure			(45)	(45)	
4663-2000	Localised Mental Health Initiative Costs			(21)	(21)	
4596-1000	Community Wellness Hubs			2	2	
4680-2000	Youth development program - expenditure	(84)	(68)	(55)	13	
4610-1000	Grants - Regional Arts Devel Fund - grants received			26	26	
4610-2000	Grants - Regional Arts Devel Fund - payments	(40)	(32)	(47)	(15)	
4620-1000	Condensery grants - various revenue	59		21	21	
4657-2000	Condensery grants - various expenditure			(82)	(82)	
4659-1000	Arts Qld Play Local Program grants					
4659-2000	Arts Qld Play Local Program expenditure			(35)	(35)	Inaugural Dance Affair
4650-2000	Grants to community groups (CAG)	(174)	(140)	(140)		
4645-2000	Donations from Mayoral Charity Ball Fund			(5)	(5)	
4651-2000	Recreation reserves operating expenses	(3)	(2)		2	

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Pay Period to - 24-Apr-23

Period elapsed - 81%

Ref	Description	Budget workings (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
4020-1000	Toogoolawah Gym capital funding					
4616-1000	Mountain Trails capital funding		572	572		Budgeted FY2022
4673-1000	Sporting Recurrent Grants - Other					
7340-2000	Swimming pool operations	(532)	(429)	(360)	69	
4665-2000	Sport and recreation program	(202)	(163)	(173)	(10)	
4670-1000	BBRF4_HostingQldCrossCountryStateCh					
4667-1000	Somerset Rail Trail Fun Run - revenue	10	10	14	4	
4674-2000	Somerset Rail Trail Fun Run - expenditure	(44)	(44)	(77)	(33)	
4671-1000	Sport+Recn Participant Contributions					
4672-2000	Sport+Recn Participant Program costs	(24)	(19)	(33)	(14)	
	MARKETING AND PROMOTION	(1,159)	(939)	(865)	74	Within expected limits
4555-2000	Esk Visitor Information Centre	(205)	(166)	(89)	77	
4556-2000	Fernvale Visitor Information Centre	(148)	(119)	(161)	(42)	
4554-2000	Kilcoy Visitor Information Centre	(148)	(119)	(119)		
4557-2000	Toogoolawah Condensery/ gallery/ visitor information	(294)	(238)	(296)	(58)	Unbudgeted gallery lighting installation
4570-1000	Promotions revenue			8	8	
4570-2000	Promotions - other expenses	(329)	(265)	(189)	76	
4655-1000	Australia Day Community Grant			17	17	
4653-2000	Australia Day costs	(19)	(19)	(28)	(9)	
4652-2000	Community events and celebrations	(16)	(13)	(8)	5	
5000-0002	PROGRAM - HUMAN RESOURCES/ CUSTOMER SERVICE	(2,432)	(1,960)	(1,758)	202	Within expected limits
5003-1000	Grants Traineeships	24	24	158	134	More trainees and apprentices than expected have been funded
5110-2000	Labour costs/ customer service	(936)	(756)	(738)	18	
5150-2000	Labour costs/ human resources	(729)	(589)	(668)	(79)	
5160-2000	Other expenses - human resources	(301)	(243)	(176)	67	
4140-2000	Fringe Benefits Tax	(116)	(94)	(89)	5	
5161-2000	Personal protective items	(124)	(100)	(74)	26	
5170-2000	Staff training	(250)	(202)	(171)	31	
6000-0001	PROGRAM - FINANCE	31,297	30,269	29,380	(889)	Within expected limits
6105-1000	General rates	26,751	26,751	27,200	449	
6115-1000	Internal rates	(95)	(95)	(101)	(6)	
6125-1000	Interest on rates and charges	161	130	97	(33)	
6135-1000	Discount on general rates	(3,608)	(3,608)	(3,624)	(16)	
6107-1000	Change of ownership fees	76	76	101	25	
6108-1000	Ex - gratia Treasury payments (SEQWater rates)	1,298	1,298	1,298	0	
4051-1000	State Govt Emergency Management Levy retention	46	23	23	0	
6116-2000	State Govt Emergency Management Levy expense	(30)	(30)	(29)	1	
6145-1000	State pensioner rate subsidy		(6)	(6)		
6147-1000	Council pensioner rate subsidy	(2)	(2)	(2)	0	
4060-1000	Property search fee revenue	322	260	299	39	
6205-1000	Financial assistance grants	3,983	3,217	750	(2,467)	75% prepaid in June 2022
6279-1000	Interest income	1,333	1,077	2,183	1,106	Higher than expected interest rates
6280-1000	Share of profit - Urban Utilities	1,939	537	537		
6281-1000	Urban Utilities tax equivalent receipts	831	671	593	(78)	
6450-2000	Labour costs/ finance	(1,484)	(1,199)	(1,186)	13	
6520-2000	State valuations + other operating	(193)	(78)	(38)	40	
4455-2000	Stores operations	(15)	(15)	(33)	(18)	
6530-2000	Audit	(125)	(101)	(116)	(15)	
6601-2000	Merchant fees/ bank charges	(73)	(59)	(60)	(1)	
6625-2000	Bad & doubtful debts	(6)				
6805-2000	Annual leave	(1,339)				
6815-2000	Long service leave	(321)				
6820-2000	Public holidays	(648)	(523)	(536)	(13)	Additional public holiday declared for FY2023
6825-2000	Superannuation	(1,923)	(1,553)	(1,578)	(25)	
6810-2000	Sick leave	(569)	(460)	(381)	79	
6811-2000	Natural disaster leave					
6813-2000	Severance/ other			(9)	(9)	
6830-2000	Work Cover insurance and costs	(365)	(365)	(462)	(97)	Higher than expected insurance premium
6835-2000	Pay Adjustments - Backpay					
6855-2000	COVID19 Special Leave					
6840-2000	Wet weather	(103)	(83)	(71)	12	
6845-2000	Floating plant & loose tools	(61)	(49)	(34)	15	
6998-2000	Employee oncost recoveries	5,517	4,456	4,565	109	

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7000-0001	PROGRAM - OPERATIONS	3,645	(7,243)	(4,742)	2,501	Within expected limits
7000-0002	DISASTER MANAGEMENT	(220)	(41)	(54)	(13)	Within expected limits
7010-1000	SES / general disaster management grants	22	22	29	7	
7022-1000	SES capital grants			(4)	(4)	
7033-1000	Get Ready Queensland funding	15	15	13	(2)	
7027-1000	Flood study grants					
7026-2000	Flood study expenditure			(34)	(34)	
7023-1000	QERMF_Risk Hazard Assessment (with LVRC)					
7023-2000	QERMF_Risk Hazard Assessment (with LVRC)					
7029-1000	DCDSS_Qld BushfiresCOMA (with LVRC)			38	38	
7029-2000	DCDSS_Qld BushfiresCOMA (with LVRC)	(28)	51	51		
7034-1000	DRFA_BushfireSep-Dec2019_CDO					
7033-2000	Get Ready Queensland expenditure	(15)	(15)	(29)	(15)	
6136-1000	Council SES levy revenue	335	335	338	3	
4036-1000	Rural fire levy revenue	356	356	360	4	
4036-2000	Contributions to rural fire brigades	(356)	(356)	(360)	(4)	
7044-2000	Bushfire expenditure	(10)				
7034-2000	Other disaster management expenses	(402)	(324)	(350)	(26)	
7036-2000	SES plant and equipment internal hire	(74)	(74)	(69)	5	
7040-2000	Other operating expenses - SES	(63)	(51)	(37)	14	
7100-0001	ENGINEERING OFFICE	11,930	(3,951)	(3,834)	117	Within expected limits
7106-1000	Grant - Roads to Recovery	988	301	301		Projects not yet complete
7110-1000	Grant - Preparing Australian Communities Program	3,546				Projects not yet complete
7111-1000	Grant - Regional Roads/ TIDS	601	485	244	(241)	
7116-1000	Competitive Bridges Renewal Program funding	140	215	215		Projects not yet complete
7115-1000	Competitive Heavy Vehicle Safety & Productivity Program	4,000				Projects not yet complete
7120-1000	TMR_Walking Local Govt Grants Program		60	60		
7114-1000	Competitive URCSP_Lowood Minden /Green Valley					
7121-1000	Local Roads & Community Infrastructure grants #3	615	135	135		
7030-1000	Competitive Risk Resilience Grants - culverts	1,149	169	169		Grant confirmed Jan 2023
7113-1000	Local Roads & Community Infrastructure grants #4	988				Awaiting release of funds
7118-1000	Principal Cycle Network funding			38	38	
7024-1000	Local Economic Recovery program grants		2,147	2,147		Budgeted in FY2022
7123-1000	SEQ community Stimulus Program non competitive	3,889				Projects not yet complete
7132-1000	Competitive SEQCSP_EskCrowsNest-Tmba Boundary	2,055				Projects not yet complete
7133-1000	Competitive SEQCSP_Lwd-MindnRd_MindenVillage	688				Projects not yet complete
7134-1000	Competitive SEQCSP_LwdPool-safe & fun for everyone	1,997	799	799		
7107-1000	Black Summer Bushfire Recovery Competitive Grants	1,300				Projects not yet complete
4614-1000	LGGSP - Rooftop solar installations stage 2			27	27	Projects not yet complete
7565-1000	RecoveryResilienceGrant_SRC0084.2122			300	300	
7127-1000	Cash Contribution Fernvale Spt Pk Lighting					
7150-2000	Labour costs - engineering office	(1,961)	(1,584)	(1,332)	252	
7160-2000	Other operating expenses - engineering	(99)	(80)	(252)	(172)	Design - capital projects
7415-2000	Operating expenses - depots	(141)	(114)	(152)	(38)	
7299-2000	Maintenance internal transfers	202				
7170-2000	Depreciation - roads	(5,635)	(4,551)	(4,585)	(34)	
7171-2000	Depreciation - underground drains	(317)	(256)	(258)	(2)	
7172-2000	Depreciation - bridges	(819)	(662)	(667)	(5)	
7173-2000	Depreciation - paths	(375)	(303)	(305)	(2)	
7180-2000	Depreciation - other buildings	(882)	(712)	(718)	(6)	
7200-0002	MAINTENANCE	(8,943)	(5,693)	(4,445)	1,248	Within expected limits
7200-0003	Road street and bridge maintenance	(6,947)	(3,980)	(2,573)	1,407	Within expected limits
7220-2000	Street maintenance	(979)	(791)	(725)	66	
7270-2000	Rural road maintenance	(5,775)	(4,665)	(3,318)	1,347	Some nominally-DRFA expenditure may be transferred to maintenance if not approved as eligible for flood assistance
7561-1000	Flood activation/ restoration - grants	30,000	5,839	5,839		Awaiting DRFA approvals / contractor works
7569-2000	Flood activation/ restoration - expenditure	(30,000)	(4,207)	(4,207)		Awaiting DRFA approvals / contractor works
7230-2000	Footpaths and bikeways maintenance	(113)	(91)	(75)	16	
7360-2000	Gravel operations (own roads) - nett (cost) or recovery			(55)	(55)	
7310-2000	Bridge maintenance	(80)	(65)	(32)	33	
7320-0003	Town and village facilities	(2,988)	(2,403)	(2,353)	50	Within expected limits

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7330-2000	Town stewardship/ parks and gardens	(1,887)	(1,524)	(1,485)	39	
7333-2000	Maintenance - public conveniences	(351)	(284)	(382)	(98)	
7210-2000	Street lighting	(271)	(219)	(227)	(8)	
7346-1000	Maintenance rail corridor land - income	53	53	56	3	
7117-1000	Contributed park items					
7825-1000	Cemetery revenue	132	107	144	37	
7870-2000	Cemetery expenditure	(264)	(213)	(256)	(43)	
7321-2000	Water supplied to council	(245)	(198)	(92)	106	
7322-2000	Sewerage services to council	(101)	(81)	(53)	28	
7336-2000	Vandalism	(12)	(10)	(25)	(15)	
7337-2000	CCTV operations	(22)	(18)	(12)	6	
7345-2000	Maintenance of skate parks	(20)	(16)	(21)	(5)	
7400-0003	Workshop and depots	992	690	481	(209)	Higher than expected plant running costs
7425-1000	Fuel rebates	117				
7416-2000	Two Way Radio Site Rental Costs	(4)	(3)	(3)		
7430-2000	Depreciation - plant	(1,160)	(937)	(944)	(7)	
7431-2000	Tyres and batteries	(120)	(97)	(120)	(23)	
7432-2000	Registration	(88)	(88)	(86)	2	
7433-2000	Workshop wages	(516)	(417)	(477)	(60)	
7435-2000	Vehicle leasing and plant hire	(404)	(326)	(357)	(31)	
7434-2000	Fuel and oil	(840)	(678)	(864)	(186)	
7436-2000	Parts and outside labour	(408)	(330)	(379)	(49)	
7449-2000	Internal plant recoveries	4,416	3,566	3,711	145	
7500-0002	RECOVERABLE WORKS	1,071	1,082	2,279	1,198	Within expected limits
7510-1000	Main Roads maintenance - revenue	3,217	3,217	3,490	273	
7560-2000	Main Roads maintenance - expenditure	(2,595)	(2,595)	(3,025)	(430)	
7556-1000	Main Roads capital works - revenue	3,000	3,000	5,772	2,772	
7556-2000	Main Roads capital works - expenditure	(2,499)	(2,499)	(3,941)	(1,442)	
7530-1000	Recoverable works revenue - other	7	6	4	(2)	
7580-2000	Recoverable works costs - other	(60)	(48)	(21)	27	
7900-0002	WASTE MANAGEMENT	(193)	1,361	1,312	(49)	Within expected limits
7905-1000	Garbage charges	3,925	3,925	3,961	36	
7925-1000	Waste fees - domestic waste	30	24	20	(4)	
7926-1000	Waste fees - commercial waste	1	1		(1)	
7927-1000	Waste income - recycling	80	65	99	34	
7942-2000	State Waste Levy	(288)	252	252		
7940-2000	Operating expenses - waste management	(1,010)	(816)	(879)	(63)	
7939-2000	Waste collection contract portion	(2,372)	(1,915)	(1,965)	(50)	Higher than expected CPI unit rate adjustments
7943-2000	Depreciation - refuse management	(217)	(175)	(176)	(1)	
7950-2000	Waste Mgt Internal Transfers	(343)				
8000-0001	PROGRAM - PLANNING/ DEVELOPMENT	(3,050)	(879)	(293)	586	Within expected limits
7960-0002	REGULATORY - ENVIRONMENT - HEALTH	(1,977)	(1,557)	(1,315)	242	Within expected limits
	Regulatory services					
7965-1000	Animal fees			27	27	
7831-1000	Fines - infringement notices	15	12	16	4	
7980-1000	Kennels inspection program special charge	10	10	9	(1)	
7970-2000	Local laws labour and plant costs	(578)	(467)	(414)	53	
7975-2000	Other local laws costs	(52)	(42)	(37)	5	
	Environment					
7840-1000	Environmental levy	496	496	501	5	
7844-1000	Other environmental revenue			7	7	
7815-1000	Quickspray hire	4	3	13	10	
7852-1000	SEQ COM Black Snake Ck Revegetation	270				
7852-2000	SEQ COM Black Snake Ck Revegetation	(270)				
7883-2000	Bushfire Recovery - Cat D expenditure					
8145-2000	Natural resource management/ Green Army	(244)	(244)	(113)	131	
8022-2000	QRA_QLDbushfires_GreenArmy			(195)	(195)	
7860-2000	Other operating expenses - health and environment	(11)	(9)	(8)	1	
7845-2000	Offset planting for capital works (\$25k capex budget)			(63)	(63)	
7885-2000	Pest management costs	(1,166)	(941)	(706)	235	
8171-2000	Other environmental expenditure	(34)	(27)	(32)	(5)	
7881-2000	Wild dog bounties	(14)	(12)	(14)	(2)	
	Public health					
7809-1000	Domestic water carrier permits	2	2	1	(1)	
7810-1000	Food hygiene rates	35	18	35	18	

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7818-1000	Other health fees	2	2	3	1	
7805-1000	Grants - health/ immunisation programs					
7855-2000	Labour costs - health and environment	(442)	(357)	(345)	12	
8000-0002	ECONOMIC DEVELOPMENT	(217)	1,359	1,378	19	Within expected limits
8051-2000	Lowood development properties	(1)	(1)		1	
8022-1000	Business Recovery Officer/ Green Army grants		1,535	1,535		
8052-2000	Other economic development	(216)	(175)	(83)	92	
8021-2000	Business Recovery Officer			(74)	(74)	
8100-0002	LAND USE PLANNING	(901)	(718)	(499)	219	Within expected limits
8120-1000	Fees and charges - planning	661	534	518	(16)	
8142-2000	Planning scheme amendments	(225)	(182)	(101)	81	
7981-1000	Poultry industry inspection special charge	21	21	21	0	
7982-1000	Extractive industry inspection program special charge	30	30	31	2	
8146-2000	Subscriptions	(54)	(43)	(49)	(6)	
8155-2000	Labour costs - planning	(864)	(698)	(722)	(24)	
4160-2000	Legal Expenses	(420)	(339)	(169)	170	
8156-2000	Planning consultants	(50)	(40)	(28)	12	
8200-0002	BUILDING SERVICES	45	36	143	107	Within expected limits
8220-1000	Fees and charges - building	660	533	607	74	
7854-1000	Seqwater-wastewater risk mitigation income	600				
7854-2000	Seqwater-wastewater risk mitigation expenditure	(600)		(17)	(17)	
8255-2000	Labour costs - building	(601)	(486)	(437)	49	
8265-2000	Other operating expenses - building	(13)	(11)	(10)	1	
9000-0002	PROGRAM - EXECUTIVE	(1,395)	(1,135)	(1,161)	(26)	Within expected limits
9027-2000	Professional education expenses - Cr Brieschke	(6)	(6)		6	
9036-2000	Professional education expenses - Cr Choat	(6)	(6)	(2)	4	
9035-2000	Professional education expenses - Cr Gaedtke	(6)	(6)	(3)	3	
9037-2000	Professional education expenses - Cr Isidro	(6)	(6)	(4)	2	
9038-2000	Professional education expenses - Cr Wendt	(6)	(6)	(3)	3	
9034-2000	Professional education expenses - Cr Whalley	(6)	(6)	(3)	3	
9040-2000	Professional education expenses - Mayor Lehmann	(8)	(8)	(2)	6	
9055-2000	Operating expenses - elected members	(782)	(632)	(638)	(6)	
9065-2000	Labour costs - executive	(496)	(400)	(474)	(74)	
9070-2000	Other operating costs - executive	(73)	(59)	(32)	27	

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
TOTAL BUILDINGS AND STRUCTURES	10,839	5,904	1,624	7,529	3,309	Within expectations
Animal Pound Large - Relocate to Esk	-	9	4	13	(13)	
Consult Implement Contractor Mgmt Framework	25	-	-	-	25	
Regional - Mobile Event Signage	10	-	-	-	10	
Regional - Cemetery Concrete Plinths Lawn Bm Sect	25	-	-	-	25	
Regional - Replacement Bin Surrounds	50	3	-	3	47	
Regional - Kerbside Bins Recycle/Waste	750	506	-	506	244	
Regional - Street Tree Plantings Tree Hazard Redunction	40	67	2	69	(29)	
Regional - Tree Offsets	25	3	24	27	(2)	
Regional - Anchor Points For Roofs on Buildings	50	1	-	1	49	
Regional - Update Asbestos Mgmt Plan Expr2023	10	-	-	-	10	
Regional - Future Grant Fundg Opportunities (design etc)	20	-	-	-	20	
Regional - Future Grant Fundg Opportunities (design etc)	200	47	109	155	45	
CCTV_MidBrisbaneRvr_DeptFisher	-	64	-	64	(64)	Prior year grant funded project
Kilcoy SES Headquarters Extension	-	30	-	30	(30)	Prior year grant funded project
Kilcoy Showground Judges Race Callers Box	-	45	-	45	(45)	Prior year grant funded project
Solar_LGGSP_Lowood Depot/SES	-	2	8	10	(10)	Grant funded project
Solar_LGGSP_Esk Lndfl Animal Shelter	-	2	7	9	(9)	Grant funded project
Solar_LGGSP_Twh Pool/ Gym	-	2	38	41	(41)	Grant funded project
Solar_LGGSP_Esk Visitor Information Centre	-	2	7	9	(9)	Grant funded project
Solar_LGGSP_Esk SES	-	2	8	10	(10)	Grant funded project
Solar_LGGSP_Fernvale Community Hall	-	2	5	7	(7)	Grant funded project
Solar_LGGSP_Kay Avery Place Kilcoy	-	2	5	7	(7)	Grant funded project
Solar_LGGSP_Twah Library	-	2	5	7	(7)	Grant funded project
Solar_LGGSP_Esk Admin Additional coverage	-	-	3	3	(3)	Grant funded project
Storage Bins Esk SES	27	7	7	14	13	
Storage Bins Kilcoy SES	26	4	-	4	21	
Storage Bins Lowood SES	11	5	1	6	5	
Storage Bins Toogoolawah SES	10	4	1	5	5	
Coominya Railway Park Amenities Upgrade	200	-	-	-	200	
Cormorant Bay SEQ 50% building Invest	50	7	1	9	41	
Esk Admin_Hot water replacement	5	-	-	-	5	
Esk Admin_Carpet Replacement	60	-	-	-	60	
Esk Civic Centre External Painting	25	23	2	25	-	

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2022 to 24 April 2023

Unaudited - for internal purposes only

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
Esk Civic Centre Elevated Work Platform	30	-	-	-	30	
Esk Landfill Upgrade EyeWash Station	15	-	-	-	15	
Fernvale Campdraft Demolish Bar shed	20	-	5	5	15	
Fernvale Indoor Sports planned PCYC changes	-	1	-	1	(1)	
Fernvale Sports Park Master Planning	100	30	44	74	26	
Harlin Sim Lord Park Amenities Upgrade Bore Pump	100	-	-	-	100	
Kilcoy Aquatic Pool Elect Heating	45	-	-	-	45	
Kilcoy Aquatic Pool Depth Signage	20	-	-	-	20	
Kilcoy Indoor Sports Development Application	10	-	10	10	-	
Kilcoy Admin Hot Water ZipBoil Kitchen	5	3	-	3	2	
Kilcoy Library Replace Carpet	25	16	1	17	8	
Kilcoy Racecourse Development	-	2	-	2	(2)	
Kilcoy Showground Constr Ferling Way	220	-	-	-	220	
Fernvale Memorial Park Upgrade Playground/Park Equip	-	240	-	240	(240)	Prior year grant project to be completed this year
Esk Lakeview Pk Shade Struct Picnic Unit	-	97	1	98	(98)	Prior year grant project to be completed this year
Kilcoy - Regional Entry Strategy Implementation	200	-	150	150	50	
Fernvale Memorial Park Master Planning	50	-	-	-	50	
Fernvale - Shade Structure Fernvale Skate Pk	30	-	-	-	30	Project not sufficiently funded to proceed
Lowood - Shade Structure Lowood Skate Pk	30	-	-	-	30	Project not sufficiently funded to proceed
Lowood - Lowood Pool Renewal	3,993	2,192	72	2,264	1,729	Excludes FY2022 costs of \$1.28M/ additional work to come
Esk - Animal Pound Small Car Port Wash Etc	20	-	-	-	20	}
Esk - Relocate Large Animal Pound Coominya to Esk	100	-	-	-	100	}
Esk - Relocate Large Animal Pound Coominya to Esk	-	61	-	61	(61)	}
Esk - Resurface 3 Esk Tennis Crts	55	88	-	88	(33)	Prior year project to be completed this year
Esk - Esk Admin New Airconditioning Syst	-	89	41	130	(130)	Consistent with Council resolution
Esk - Esk Admin Roof Repl Eastern End	-	1,220	535	1,755	(1,755)	Consistent with Council resolution
Esk Mountain To Mountain UU water pipeline route QLER	-	150	-	150	(150)	Components of Mountain to Mountain grant project
Esk Mountain To Mountain Trailhead QLER	50	1	38	40	10	Components of Mountain to Mountain grant project
Esk Mountain To Mountain Trails QLER_2	269	-	-	-	269	Components of Mountain to Mountain grant project
Esk Mountain To Mountain Trails QLER_2 Peter St Esk Footpath	-	2	-	2	(2)	Components of Mountain to Mountain grant project
Esk Mountain to Mountain trails QLER	-	93	2	95	(95)	Components of Mountain to Mountain grant project
Toogoolawah - Fiberglass Repairs Pool	50	-	-	-	50	
Kilcoy - Re-development Masterplan KISC	-	24	-	24	(24)	
Kilcoy - Resurface 3 Tennis Courts	120	-	112	112	8	

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2022 to 24 April 2023

Unaudited - for internal purposes only

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
Kilcoy - Showground Fire Hydrant	35	-	-	-	35	
Kilcoy - PIRefurb Female MaleToilets	50	44	-	44	6	
Kilcoy - Yowie Pk Additional Power Box Closer	10	-	-	-	10	
Moore - Resurface 2 Tennis Courts	60	61	-	61	(1)	
Moore - Moore Toilets Water Supply ExFootpath	-	176	12	188	(188)	Prior year project to be completed this year
Linville - Ditchman Park Toilets/Showers	-	111	12	123	(123)	Prior year project to be completed this year
Somerset Dam - New Surface Tennis/Bskbl	-	4	-	4	(4)	
Jimna Landfill Rehabilitation	-	-	42	42	(42)	
Esk Landfill Cell Stage 4	-	-	1	1	(1)	
All areas - Kilcoy/ Cmya/ RefuseRcycleInf_SEQSCP	-	10	5	15	(15)	
Kilcoy - Rehabilitate Kilcoy Landfill_SEQCSP	2,261	60	-	60	2,201	Due June 2024 under funding agreement
Lowood - Greening Lowood Recycle Water Pipe_SEQCSP	-	31	139	170	(170)	Due June 2024 under funding agreement
Shelter_Lowood TreatmentPlant_UU	-	1	-	1	(1)	
Stormwater Inspntn_Stage5	60	51	3	53	7	
Flood Studies_Glamorgan Vale Etc	120	31	10	41	79	
Lockyer Water study/ contributions	-	-	58	58	(58)	
Lowood Cemetery Concrete Plinths	-	1	-	1	(1)	
Lowood Clock Park Refurb Public Amen	150	-	-	-	150	
Lowood Rec Grounds Car Park Solar Lght Veg	50	25	45	70	(20)	
Lowood Reservior Prk Upgrade Facil Shltr	30	-	-	-	30	
Minden Pk Shade Struct Picnic Units	70	-	-	-	70	
Regional Landfill - weighbridge and other upgrades	-	1	-	1	(1)	
Regional Parkland Strategy Update	50	-	-	-	50	
SES power connections	-	1	-	1	(1)	
Toogoolawah Gateway Centre Planning/ MCU	-	4	-	4	(4)	
Toogoolawah Gym	-	51	-	51	(51)	Prior year grant funded project (excludes \$1020k FY2022)
Toogoolawah McConnel Park Concrete Pitch Returf	10	-	-	-	10	
Toogoolawah Pool Rep Chlorine System to Salt	85	-	14	14	71	
Toogoolawah Pool Facility Fencing Kiosk Refb	50	25	25	50	-	
Toogoolawah Pool Splash Pad	-	31	-	31	(31)	Grant funded prior year project (excludes \$800k FY2022)
Toogoolawah Pool Pool Depth Signage	20	-	-	-	20	
Toogoolawah Pool Engineer Audit_OptnAnalys	40	18	12	30	10	
SEQ_CityDeal Brisbane Valley Highway safety contribution	512	12	-	12	500	
Planning Walking Projects - WLGG grant program	-	3	-	3	(3)	

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
TOTAL ROAD Resealing	1,928	792	532	1,324	620	Within expectations
Budget	1,928	-	-	-	1,928	}
Argyle Ct Resealing	-	18	5	23	(23)	}
Calcite Rd Resealing	-	0	57	57	(57)	}
Edinburgh Dr Resealing	-	44	-	44	(44)	}
Eskdale Rd Toogoolawah Resealing	-	4	79	83	(83)	}
Gloucester Ct Resealing	-	24	10	34	(34)	}
Holland Rd Resealing	-	34	-	34	(34)	}
Lockyer View Rd Resealing	-	10	103	113	(113)	}
MacdonaldsRdResealing	-	1	22	23	(23)	}
Minden Post Office Rd Resealing	-	73	-	73	(73)	}
MordenRdResealing	-	-	68	68	(68)	}
Murrumba Rd Resealing	-	1	-	1	(1)	}
Nottingham Dr Resealing	-	37	-	37	(37)	}
Old Station Rd Resealing	-	1	-	1	(1)	}
Reids Av Resealing	-	4	55	58	(58)	}
Rose Av Minden Resealing	-	127	-	127	(127)	}
Royal Dr Resealing	-	75	20	95	(95)	}
Shines Rd Resealing	-	2	45	47	(47)	}
Tallegalla Rd Resealing	-	64	-	64	(64)	}
Ulyatt Rd Resealing	-	1	-	1	(1)	}
West Rd Resealing	-	245	-	245	(245)	}
Williams St Lwd Resealing	-	1	-	1	(1)	}
WivenhoePocketRd Resealing	-	9	70	79	(79)	}
TOTAL ROAD CAPITAL	33,456	7,442	6,700	14,141	19,321	Within expectations
Abbotsford St RenewFootpath	-	94	-	94	(94)	Prior year project to be completed this year
Banks Ck Rd Seal Widen+ NKerb+ Footpath	-	70	-	70	(70)	Prior year project to be completed this year
Bernhagen Ln Lowood Seal Widen	65	2	-	2	63	
BVRT_Stage1_DRFA_QLER_CatD2019	-	132	-	132	(132)	
BVRT New Footpath - Main To Gully	-	923	16	939	(939)	Prior year project to be completed this year
BVRT Renewal project	-	12	28	40	(40)	Prior year project to be completed this year
BVRT Seal Widen+NewKerb	-	13	-	13	(13)	
Cairnscroft St New Footpath	-	7	-	7	(7)	
Colinton St New Sealed Road	175	131	9	140	35	

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2022 to 24 April 2023

Unaudited - for internal purposes only

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Creek St NewUgroundDrain	25	41	-	41	(16)	
Dumke Rd New Underground Drain	55	-	-	-	55	
Ellen St Lowood Widen+ New Kerb	70	-	-	-	70	
Esk Crows Nest Road Pavement Rehab and Widening	-	2	-	2	(2)	
Esk Crows Nest Road PavementRehab	-	88	-	88	(88)	Prior year project to be completed this year
Esk Crows Nest Seal Extension	8,722	1,318	197	1,514	7,208	Funded project - competitive SEQCSP and HVSP
Esk Memorial Park Renew Footpath	-	80	-	80	(80)	Prior year project to be completed this year
Fulham St Toogoolawah New Footpath	-	50	-	50	(50)	Prior year project to be completed this year
George St RenewFootpath	-	58	-	58	(58)	Prior year project to be completed this year
GlamorganVale Road widening	727	302	35	337	390	
Gregors Creek Rd renew dip culvert chainage 9370	588	374	130	504	83	
Gunyah St Renew Ugrd Drain	-	1	-	1	(1)	
Hassell St New FootPath	300	-	-	-	300	
Highland St Widen and new kerb	-	3	-	3	(3)	
Ipswich St New Footpath	-	59	-	59	(59)	Prior year project to be completed this year
Ipswich St Renew Footpath	-	48	2	50	(50)	
Ivory Creek Rd Seal Widen	2,775	34	19	53	2,722	Funded project - competitive PACP
LindemansRdNewFootpath	265	82	47	128	137	
Lowood Minden Rd widening - Litzows-Lukritz	5,273	1,039	5,993	7,032	(1,760)	Funded project - competitive HVSP/ tender accepted plus Energex relocation costs exceeds estimate
Lowood Minden Road intersection widenings	372	232	50	283	89	
Lowood MindenWiden+ Pavement Rehab Zabels Rd North	1,376	-	-	-	1,376	Funded project - competitive SEQCSP
Lowood-Minden New Footpath	100	35	24	58	42	
Mack St Widen+UDrain	-	426	4	430	(430)	Prior year project to be completed this year
Main St Lowood Seal Widen+New Kerb	1,565	56	11	66	1,499	Funded project - competitive PACP
Main St SouthRenewFootpath	20	-	-	-	20	
Main St South Moore New Footpath+Kerb	25	-	-	-	25	
Mary Street Kilcoy PavementRehab	-	2	0	1	1	
McConnell St New Seal Road	140	90	6	96	44	
Middle St Esk Seal Widen	260	0	-	0	260	
Mt Tarampa Rd Pavement Rehab	380	316	30	346	34	
Muckerts Ln Seal Widen	800	2	9	11	789	Funded project - competitive BSBP
Murrumba Rd Renew Culvert	1,126	9	0	9	1,117	
Old Fernvale Rd Renew Culverts	40	-	-	-	40	
Patrick St Seal Widen+NKerb+Footpath	-	676	-	676	(676)	Prior year project to be completed this year

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
Rose St RenewFootpath	-	55	-	55	(55)	Prior year project to be completed this year
Royston St Kcy Pavement Rehab	290	2	14	15	275	
Royston St Kcy Pavement Rehab	-	2	-	2	(2)	
Simpson St Fvl Seal Widen+New Kerb	110	14	13	27	83	
South St Esk New Footpath	15	9	-	9	6	
Toogoolawah Biarra Rd Seal Widen	5,610	11	33	45	5,565	Funded project - competitive PACP
Wade St Seal Widen+New Kerb	-	277	-	277	(277)	
Waverley & Sheppards Rd Seal Extenti	1,710	0	-	0	1,710	Funded project - competitive BSRP
Wells St New Footpath	103	0	-	0	103	
William St Kilcoy South New Footpath	110	136	17	154	(44)	
William St New Underground Drain	190	126	12	139	51	
YowieParkRenewFootpath	75	0	-	0	75	
TOTAL BRIDGES	280	323	47	369	- 86	Within expectations
Braeburn Road Bridge Capex	280	-	-	-	280	Funded project - BRP
Buaraba Creek Road Bridge Capex	-	-	2	2	(2)	
Copley La Bridge Capex	-	313	24	337	(337)	Prior year BRP project completed this year
Neurum Rd Bridge Capex	-	6	21	27	(27)	
TOTAL PLANT	1,552	930	1,869	2,799	- 1,247	Within expectations
Plant changeover	1,552	-	439	-	439	Plant sales await commissioning of replacement items
Grader KomatsuG655-7_2022._8y	-	418	-	418		
UD Quon Truck_2022.04p_8y_	-	236	-	236		
Quick Spray Unit_2022.03p_10y_he	-	19	-	19		
HitachiZX55U5AExcav_2022.10p_8	-	107	-	107		
BomagBW120-5Roller_2022.11p_8y	-	-	50	50		
Tractor Broom Kubota_2021.11p_5y	-	50	-	50		
Tractor Jdeere 6110M_2022.06p_5y	-	101	-	101		
Toro Wide Area Mower_2022p	-	-	115	115		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
EskLflWeighbridge_2019.06p_20y	-	3	-	3		
IsuzuFRR110_2023.02p_8y_held	-	-	152	152		
IsuzuFRR110_2023.02p_8y_held	-	-	152	152		
NorematReachMower_2023.0?p_8y_	-	78	-	78		

Description	Estimate (\$000's)	Actual since 1 July 2022 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
Loader Komatsu_2020.12p_8y_held	-	242	-	242		
Hino FD1124 Truck_2022.03p_8y	-	-	128	128		
2 Axle Dog TrailerSt_2022.05p_8y_	-	114	5	120		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
TractorKubotaB2601HD_2023.04p	-	-	27	27		
HiperVRSingleUHF_GPS_2023.04p	-	-	38	38		
TOTAL CAPITAL EXPENDITURE	48,056	15,391	10,772	26,163	21,917	Within expectations

Somerset Regional Council
Investment report
As at 24 April 2023

Term deposits - operating account

Bank	Maturity	Term (days)	Rate	Amount
BEN	10/11/2023	365	4.30%	\$ 1,000,000

QTC cash fund - operating (nett rate March 2023)	3.81%	\$ 58,135,192
Mayoral Charity Ball account		\$ 36,853
Other cash balances		-\$ 227,114
Total operating and trust cash brought to account		\$ 58,944,932

Urban Utilities credit facility #1	3.82%	\$ 13,804,033
Urban Utilities credit facility #2*	2.12%	\$ 30,000,000
Urban Utilities credit facility #3*	4.80%	\$ 10,000,000
Weighted average Urban Utilities interest rate (reviewed each 30 June)*	3.05%	

*interest rates based on QTC email of 17 January 2023

	Budget	Pro-rata budget	Actual YTD
Rates interest	\$ 161,200	\$ 130,200	\$ 96,801
Year to date interest earnings on cash balances	\$ 1,333,313	\$ 1,076,907	\$ 2,182,757
Total interest revenue	\$ 1,494,513	\$ 1,207,107	\$ 2,279,558
Interest earned per rateable property	\$ 123	\$ 100	\$ 188

SOMERSET REGIONAL COUNCIL

REPORT ON LARGEST 70 PAYMENTS PROCESSED (EXCLUDING INVESTMENTS AND INTERNAL PAYMENTS)

PAYMENTS PROCESSED FROM 31 MARCH 2023 TO 28 APRIL 2023



Line	Creditor	Payment including GST	Comments
1	QLD FIRE AND EMERGENCY SERVICES	\$ 755,489	State Government Emergency Management Levy Contributions - ref 57514
2	CASH	\$ 455,750	Payroll Transaction - ref 1CASH22
3	CASH	\$ 445,976	Payroll Transaction - ref 1CASH21
4	G&K LAWSON CONSTRUCTIONS	\$ 391,235	Building Services - ref 57540
5	GHD PTY LTD	\$ 374,723	Asset Design, Assessment, Project Management Services - ref 57553
6	ERTECH (QUEENSLAND) PTY LTD	\$ 286,239	Lowood Minden Road Construction Contract - ref 57583
7	A & M CIVIL CONTRACTING P/L	\$ 283,113	Contract Road, Bridge, Trail, Pipeline & Park Construction, Maintenance Services/ Materials - ref 57584
8	URBAN PLAY PTY LTD	\$ 264,344	Playground Equipment/ Parts/ Services - ref 57665
9	AUSTRALIAN TAXATION OFFICE	\$ 144,195	P A Y G Tax - Payroll Deductions - ref 1ATOPAY2
10	ACQUIRED AWARENESS TRAFFIC	\$ 143,872	Traffic Control Equipment/ Services - ref 57608
11	AUSTRALIAN TAXATION OFFICE	\$ 139,697	P A Y G Tax - Payroll Deductions - ref 1ATOPAY2
12	BELLWETHER CONSULTING	\$ 113,889	Engineering Consultancy - ref 57612
13	BK CIVIL GROUP	\$ 88,660	Plant Hire - ref 57614
14	STOCKER-CREW	\$ 85,455	New Plant - Reach Mower - ref 57661
15	DULLYS DESIGNER HOMES PTY LTD	\$ 78,026	Plant Hire/ Building Services - ref 57680
16	PAYCLEAR	\$ 71,986	Superannuation Contributions - ref SGL PY1P
17	PAYCLEAR	\$ 70,861	Superannuation Contributions - ref SGL PY1P
18	BRISBANE VALLEY HIRE &	\$ 63,303	Plant Hire & Consumables - ref 57617
19	DEPUTY COMMISSIONER OF	\$ 61,100	Gst/ Fbt Instalment - ref 57522
20	PROTERRA GROUP PTY LTD	\$ 55,737	Asset Management Services - ref 57601
21	ENERGEX LIMITED	\$ 47,951	Mains Electrical Work - ref 57531
22	SHELL ENERGY RETAIL PTY LTD	\$ 41,709	Electricity Supplies Including Streetlighting - ref 57532
23	NAB BUSINESS VISA	\$ 39,445	Credit Card Purchases - ref 44986
24	BP AUSTRALIA PTY LTD	\$ 37,942	Fuel - ref 12550887
25	TOTAL BUILDING MAINTENANCE	\$ 35,802	Town Steward Services - ref 57603
26	NAB BUSINESS VISA	\$ 33,489	Credit Card Purchases - ref 44986
27	GJ & AL TEICHMANN	\$ 31,565	Plant Hire - ref 57589
28	GENENG SOLUTIONS PTY LTD	\$ 31,462	Engineering Consultancy - ref 57629
29	KARREMAN GROUP	\$ 30,986	Road Making Material/ Services - ref 57674
30	GHD PTY LTD	\$ 29,711	Asset Design, Assessment, Project Management Services - ref 57672
31	BRISBANE VALLEY DOZER &	\$ 28,666	Plant Hire - ref 57564
32	JOHN HARRISON LOGGING &	\$ 28,050	Plant Hire - ref 57631
33	NAB BUSINESS VISA	\$ 27,773	Credit Card Purchases - ref 44986
34	RPQ SPRAY SEAL PTY LTD	\$ 27,578	Road Sealing Material/ Services - ref 57652
35	COUNCIL OF MAYORS (SEQ) P/L	\$ 26,160	Subscriptions & Contributions - ref 57512
36	NAB BUSINESS VISA	\$ 24,144	Credit Card Purchases - ref 44986
37	TOYOTA FINANCE AUSTRALIA LTD	\$ 23,718	Vehicle Leasing - ref 1370085
38	CASH	\$ 23,104	D/Cr Pay 2 Period No 22 - ref 2CASH22
39	CASH	\$ 23,104	D/Cr Pay 2 Period No 21 - ref 2CASH21
40	PACIFIC PETROLEUM P/L	\$ 22,556	Fuel - ref 57598
41	DANIEL BANDITT	\$ 22,316	Building Services - ref 57529
42	LOCKYER BINS	\$ 22,107	Operation Of Refuse & Recycling Centres - ref 57574
43	BRANDON & ASSOCIATES	\$ 22,070	Engineering Consultancy - ref 57524
44	MATTHEW KRANENBURG	\$ 21,590	Plant Hire - ref 57639
45	SKYLINE LANDSCAPE	\$ 20,933	Vegetation Management Services - ref 57657
46	NAB BUSINESS VISA	\$ 20,842	Credit Card Purchases - ref 44986
47	GD TRENT LANDSCAPES	\$ 19,800	Vegetation Management Services - ref 57513
48	MOORE DIGGERS & TIPPERS P/L	\$ 19,779	Plant Hire - ref 57646
49	THE PLANNING PRACTICE PTY LTD	\$ 19,638	Planning Consultancy - ref 57648
50	INERTIA ENGINEERING P/L	\$ 19,536	Engineering Consultancy Services - ref 57635
51	ECOSURE PTY LTD	\$ 19,170	Planning Consultancy/ Vegetation Maintenance - ref 57566
52	INFINITY EARTHMOVING PTY LTD	\$ 18,766	Plant Hire - ref 57571
53	ENVIRO SWEEP	\$ 18,698	Street Sweeping Services - ref 57551
54	APPSYS SLASHING & MOWING	\$ 18,205	Vegetation Management Services - ref 57609
55	SHERRIN RENTALS PTY LTD	\$ 17,424	Plant Hire - ref 57656
56	DANIEL BANDITT	\$ 16,795	Building Services - ref 57671
57	PRECISION ELECTRICAL QLD	\$ 15,816	Electrical/ Air Conditioning Services - ref 57600
58	QUALITY COMMERCIAL	\$ 15,679	Cleaning Services - ref 57651
59	GRIDRITE PTY LTD	\$ 15,599	Metal Products And Services - ref 57630
60	LOCKYER VALLEY TRAFFIC	\$ 15,324	Traffic Control Equipment/ Services - ref 57644
61	SUMMIT AUTO LEASE AUST PTY LTD	\$ 14,649	Vehicle Leasing - ref 57549
62	PAYCLEAR	\$ 14,620	Superannuation Contributions - ref 1PAYCLE2
63	PAYCLEAR	\$ 14,580	Superannuation Contributions - ref 1PAYCLE2
64	STRUXI DESIGN PTY LTD	\$ 14,410	Architectural Engineering Services - ref 57662
65	MOORE DIGGERS & TIPPERS P/L	\$ 13,893	Plant Hire - ref 57676
66	NAB BUSINESS VISA	\$ 12,707	Credit Card Purchases - ref 44986
67	BRIDGESTONE AUSTRALIA LTD	\$ 12,023	Tyres/ Services/ Mechanical Parts - ref 57615
68	AUSTSPRAY ENVIRONMENTAL	\$ 12,020	Vegetation Management Services - ref 57610
69	BV SECURITY SERVICES (QLD) P/L	\$ 11,441	Security Services - ref 57585
70	CROWE AUSTRALASIA	\$ 10,571	Internal Audit Services - ref 57586
Total largest 70 external payments		\$ 5,499,563	
Total payments		\$ 13,716,496	

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 31 MARCH 2023 TO 28 APRIL 2023



TRNDATE	Method	REF	NAME	Detail	Amount
4-Apr-23	NonEFT	57508	ZONE 26 EAST MORETON	COMMUNITY ASSISTANCE GRANT	5,000.00
6-Apr-23	NonEFT	57509	ALL HEIGHT SERVICES P/L	SAFETY SERVICES	1,595.00
6-Apr-23	NonEFT	57510	ASTRA STREET FURNITURE	STREET FURNITURE	2,995.30
6-Apr-23	NonEFT	57511	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	2,841.85
6-Apr-23	NonEFT	57512	COUNCIL OF MAYORS (SEQ) P/L	SUBSCRIPTIONS & CONTRIBUTIONS	26,160.20
6-Apr-23	NonEFT	57513	GD TRENT LANDSCAPES	VEGETATION MANAGEMENT SERVICES	19,800.00
6-Apr-23	NonEFT	57514	QLD FIRE AND EMERGENCY SERVICES	STATE GOVERNMENT EMERGENCY	
6-Apr-23	NonEFT	57515	SPECIALISED PAVEMENT	MANAGEMENT LEVY CONTRIBUTIONS	755,489.01
6-Apr-23	NonEFT	57516	YOWIE COURIERS	STREET SWEEPING SERVICES	8,885.25
6-Apr-23	NonEFT	57517	QUEENSLAND AUDIT OFFICE	FREIGHT SERVICES	133.10
6-Apr-23	NonEFT	57518	ROYAL SEATING HIRE	EXTERNAL AUDIT SERVICES	7,681.58
6-Apr-23	NonEFT	57519	SOMERSET LIQUID WASTE	EVENT HIRE SERVICES	1,250.00
6-Apr-23	NonEFT	57520	WATTS BRIDGE MEMORIAL	SEPTIC SERVICES	1,054.00
11-Apr-23	NonEFT	57521	ALICE CREATIVE	COMMITMENTS UNDER LEASE	4,293.83
11-Apr-23	NonEFT	57522	DEPUTY COMMISSIONER OF	TOOGOLAWAH CONDENSERY WEBSITE	
11-Apr-23	NonEFT	57523	AUSTRANS GROUP (QLD) PTY LTD	DEVELOPMENT	150.00
11-Apr-23	NonEFT	57524	BRANDON & ASSOCIATES	GST/ FBT INSTALMENT	61,100.00
11-Apr-23	NonEFT	57525	CARINITY	PLANT HIRE/ HANDLING/ DISPOSAL OF CHEMICAL	
11-Apr-23	NonEFT	57526	CEOFFICE (AUST) P/L	WASTE/ VACUUM TRUCK	1,782.00
11-Apr-23	NonEFT	57527	CIVICA PTY LIMITED	ENGINEERING CONSULTANCY	22,070.40
11-Apr-23	NonEFT	57528	DANIEL BANDITT	COMMUNITY ASSISTANCE GRANT	2,680.29
11-Apr-23	NonEFT	57529	ELKEN FLOORING	OFFICE DESIGN SERVICES/ MATERIALS/	
11-Apr-23	NonEFT	57530	ENERGEX LIMITED	FURNITURE/ FIXTURES	2,750.00
11-Apr-23	NonEFT	57531	SHELL ENERGY RETAIL PTY LTD	BUSINESS/ ASSET SYSTEMS SOFTWARE	
11-Apr-23	NonEFT	57532	ESK JOCKEY CLUB	SERVICES	293.70
11-Apr-23	NonEFT	57533	GREGORY MARK EVA	Cancelled Cheque	Cancelled
11-Apr-23	NonEFT	57534	FLEET PARTNERS PTY LTD	BUILDING SERVICES	22,315.64
11-Apr-23	NonEFT	57535	GLAMORGAN VALE COMMUNITY	FLOOR COVERINGS - SUPPLY/ SERVICES	950.00
11-Apr-23	NonEFT	57536	IPSWICH GARAGE DOORS	MAINS ELECTRICAL WORK	47,951.08
11-Apr-23	NonEFT	57537	CHRISTOPHER JENNINGS	ELECTRICITY SUPPLIES INCLUDING	
11-Apr-23	NonEFT	57538	KILCOY DISTRICT HISTORICAL	STREETLIGHTING	41,709.38
11-Apr-23	NonEFT	57539	G&K LAWSON CONSTRUCTIONS	COMMUNITY ASSISTANCE GRANT	2,166.45
11-Apr-23	NonEFT	57540	CREATIVE INCLUSIVE PTY LTD	BUILDING SERVICES	625.00
11-Apr-23	NonEFT	57541	ONF SURVEYORS	VEHICLE LEASING	664.40
11-Apr-23	NonEFT	57542	PRECISION ELECTRICAL QLD	COMMUNITY ASSISTANCE GRANT	1,500.00
11-Apr-23	NonEFT	57543	PROJEX PARTNERS PTY LTD	DOOR SUPPLY/ MAINTENANCE	2,365.00
11-Apr-23	NonEFT	57544	KILCOY LAUNDRY	FAUNA MANAGEMENT SERVICES	110.00
11-Apr-23	NonEFT	57545	ARTS EVENT SERVICES	COMMUNITY ASSISTANCE GRANT	600.00
11-Apr-23	NonEFT	57546	SURVEYING/ PLANNING SERVICES	BUILDING SERVICES	391,234.68
11-Apr-23	NonEFT	57547	PLAYMAKERS PTY LTD	Cancelled Cheque	Cancelled
11-Apr-23	NonEFT	57548	SOMERSET ASSIST INC	ARTS EVENT SERVICES	440.00
11-Apr-23	NonEFT	57549	TYREMAX PTY LTD	SURVEYING/ PLANNING SERVICES	4,982.00
11-Apr-23	NonEFT	57550	AGL SALES PTY LIMITED	ELECTRICAL/ AIR CONDITIONING SERVICES	3,541.45
11-Apr-23	NonEFT	57551	AUSTRALIA POST	ENGINEERING CONSULTANCY	2,466.76
11-Apr-23	NonEFT	57552	BRISBANE VALLEY DOZER &	CLEANING SERVICES	155.82
11-Apr-23	NonEFT	57553	BROWN CONTRACTORS	LOCAL HISTORY ASSESSMENT/ LIBRARIES	
11-Apr-23	NonEFT	57554	ECOSURE PTY LTD	PROJECT	1,049.00
11-Apr-23	NonEFT	57555	ENGENY WATER MANAGEMENT	ARTS EVENT SERVICES	2,255.00
11-Apr-23	NonEFT	57556	TTF THE ESK RSL SUB BRANCH	VEHICLE LEASING	14,648.70
11-Apr-23	NonEFT	57557	GHD PTY LTD	PEST CONTROL SERVICES	2,657.80
11-Apr-23	NonEFT	57558	INFINITY EARTHMOVING PTY LTD	STREET SWEEPING SERVICES	18,698.24
11-Apr-23	NonEFT	57559	KILCOY GOLF CLUB INC	PLUMBING SERVICES	3,044.80
11-Apr-23	NonEFT	57560		ASSET DESIGN, ASSESSMENT, PROJECT	
11-Apr-23	NonEFT	57561		MANAGEMENT SERVICES	374,722.87
11-Apr-23	NonEFT	57562		LEGAL SERVICES	1,389.89
11-Apr-23	NonEFT	57563		INJURY / PROPERTY SETTLEMENT	365.00
11-Apr-23	NonEFT	57564		BOND REFUND CORONATION HALL	500.00
11-Apr-23	NonEFT	57565			
11-Apr-23	NonEFT	57566			
11-Apr-23	NonEFT	57567			
11-Apr-23	NonEFT	57568			
11-Apr-23	NonEFT	57569			
11-Apr-23	NonEFT	57570			
11-Apr-23	NonEFT	57571			
11-Apr-23	NonEFT	57572			

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TRNDATE	Method	REF	NAME	Detail	Amount
18-Apr-23	NonEFT	57573	LINVILLE PROGRESS	COMMUNITY ASSISTANCE GRANT	1,212.50
18-Apr-23	NonEFT	57574	LOCKYER BINS	OPERATION OF REFUSE & RECYCLING CENTRES	22,107.34
18-Apr-23	NonEFT	57575		SPORTING BURSARY	500.00
18-Apr-23	NonEFT	57576		SEARCH APPLICATION FEE REFUND	357.00
18-Apr-23	NonEFT	57577	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	1,771.06
18-Apr-23	NonEFT	57578	QCWA BRANCH ESK	COMMUNITY ASSISTANCE GRANT	1,000.00
18-Apr-23	NonEFT	57579	RETRACOM HOLDINGS PTY LTD	DEMOUNTABLES HIRE	3,831.90
18-Apr-23	NonEFT	57580	RSL OF AUSTRALIA (QLD BRANCH)	COMMUNITY ASSISTANCE GRANT	2,500.00
18-Apr-23	NonEFT	57581	SOMERSET LIQUID WASTE	SEPTIC SERVICES	2,103.97
18-Apr-23	NonEFT	57582		CORONATION HALL BOND REFUND	500.00
				LOWOOD MINDEN ROAD CONSTRUCTION	
20-Apr-23	NonEFT	57583	ERTECH (QUEENSLAND) PTY LTD	CONTRACT	286,238.77
				CONTRACT ROAD, BRIDGE, TRAIL, PIPELINE & PARK CONSTRUCTION, MAINTENANCE	
21-Apr-23	NonEFT	57584	A & M CIVIL CONTRACTING P/L	SERVICES/ MATERIALS	283,113.13
21-Apr-23	NonEFT	57585	BV SECURITY SERVICES (QLD) P/L	SECURITY SERVICES	11,441.10
21-Apr-23	NonEFT	57586	CROWE AUSTRALASIA	INTERNAL AUDIT SERVICES	10,571.00
21-Apr-23	NonEFT	57587	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	2,612.50
21-Apr-23	NonEFT	57588		REFUND 50% APPLICATN FEES	610.00
21-Apr-23	NonEFT	57589	GJ & AL TEICHMANN	PLANT HIRE	31,565.05
				TOOGOLAWAH CONDENSERY/ ART TRAIL / CIVIC CENTRE BRANDING / MARKETING SERVICES	
21-Apr-23	NonEFT	57590	GOLDI DESIGN PTY LTD		8,219.75
21-Apr-23	NonEFT	57591		Cancelled Cheque	Cancelled
21-Apr-23	NonEFT	57592		SPORTING BURSARY	250.00
21-Apr-23	NonEFT	57593	KILCOY SWIMMING CLUB INC	EVENT ENTERTAINMENT SERVICES	500.00
21-Apr-23	NonEFT	57594	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	5,629.36
21-Apr-23	NonEFT	57595	LIFEFLIGHT FOUNDATION LTD	COMMUNITY ASSISTANCE GRANT	5,302.00
21-Apr-23	NonEFT	57596	LUCY KATE NGUYEN-HUNT	ARTS EVENT SERVICES	971.00
21-Apr-23	NonEFT	57597		SPORTING BURSARY	250.00
21-Apr-23	NonEFT	57598	PACIFIC PETROLEUM P/L	FUEL	22,556.02
21-Apr-23	NonEFT	57599	PORTER HIRE PTY LTD	PLANT HIRE	8,530.50
21-Apr-23	NonEFT	57600	PRECISION ELECTRICAL QLD	ELECTRICAL/ AIR CONDITIONING SERVICES	15,816.11
21-Apr-23	NonEFT	57601	PROTERRA GROUP PTY LTD	ASSET MANAGEMENT SERVICES	55,737.00
21-Apr-23	NonEFT	57602	SPIRIT OF DREAMING	LIBRARY EVENT SERVICES	960.00
21-Apr-23	NonEFT	57603	TOTAL BUILDING MAINTENANCE	TOWN STEWARD SERVICES	35,801.74
21-Apr-23	NonEFT	57604	TALBOT AUTO DOORS	MAINTENANCE AUTOMATIC DOORS	965.25
21-Apr-23	NonEFT	57605	INFINITY INTERNATIONAL PTY LTD	FUEL	1,689.72
21-Apr-23	NonEFT	57606		REFUND OF OVERPAID RATES	400.00
24-Apr-23	NonEFT	57607	TYZA HART	ARTS EVENT SERVICES	971.00
25-Apr-23	NonEFT	57608	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	143,871.81
25-Apr-23	NonEFT	57609	APPSYS SLASHING & MOWING	VEGETATION MANAGEMENT SERVICES	18,205.00
25-Apr-23	NonEFT	57610	AUSTSPRAY ENVIRONMENTAL	VEGETATION MANAGEMENT SERVICES	12,020.46
25-Apr-23	NonEFT	57611	JORDAN AZCUNE	ARTS EVENT SERVICES	971.00
25-Apr-23	NonEFT	57612	BELLWETHER CONSULTING	ENGINEERING CONSULTANCY	113,888.50
25-Apr-23	NonEFT	57613	BIRDS QUEENSLAND	ENVIRONMENTAL EDUCATION BROCHURE	3,834.20
25-Apr-23	NonEFT	57614	BK CIVIL GROUP	PLANT HIRE	88,659.79
25-Apr-23	NonEFT	57615	BRIDGESTONE AUSTRALIA LTD	TYRES/ SERVICES/ MECHANICAL PARTS	12,023.00
25-Apr-23	NonEFT	57616	BRISBANE VALLEY COURIERS	FREIGHT SERVICES	4,020.50
25-Apr-23	NonEFT	57617	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	63,303.00
25-Apr-23	NonEFT	57618	CAMS TIPPING PTY LTD	PLANT HIRE	825.00
25-Apr-23	NonEFT	57619	CASTROL AUSTRALIA PTY LIMITED	LUBRICANTS/ MECHANICAL FLUIDS	2,569.23
25-Apr-23	NonEFT	57620	CLUSTER ARTS PTY LTD	EVENT ENTERTAINMENT SERVICES	2,606.00
25-Apr-23	NonEFT	57621	ANDREW COLEMAN MUSIC	EVENT ENTERTAINMENT SERVICES	800.00
25-Apr-23	NonEFT	57622	DATACOM SYSTEMS (AU) PTY LTD	ICT GOODS/ SERVICES	8,129.79
25-Apr-23	NonEFT	57623		PARTIAL REFUND APPLIC DA23576	442.80
25-Apr-23	NonEFT	57624	ESK DISTRICT CO-OP LTD	GROCERIES, HARDWARE	461.73
25-Apr-23	NonEFT	57625	GREGORY MARK EVA	BUILDING SERVICES	300.00
25-Apr-23	NonEFT	57626	FLEET TYRE PTY LTD	TYRES/ SERVICES/ MECHANICAL PARTS	3,340.00
25-Apr-23	NonEFT	57627	FRY LIBRARY SUPPLIES	LIBRARY RESOURCES	3,659.00
25-Apr-23	NonEFT	57628	FULTON HOGAN INDUSTRIES P/L	ASPHALT	6,915.66
25-Apr-23	NonEFT	57629	GENENG SOLUTIONS PTY LTD	ENGINEERING CONSULTANCY	31,461.65
25-Apr-23	NonEFT	57630	GRIDRITE PTY LTD	METAL PRODUCTS AND SERVICES	15,599.10
25-Apr-23	NonEFT	57631	JOHN HARRISON LOGGING &	PLANT HIRE	28,050.00
25-Apr-23	NonEFT	57632	JR & SS HENDERSON	CLEANING SERVICES	4,620.00
25-Apr-23	NonEFT	57633	HFR SWEEPING PTY LTD	STREET SWEEPING / WASTE SERVICES	457.05
				REFRIGERATION/ AIR CONDITIONING SERVICES/ COMPONENTS	
25-Apr-23	NonEFT	57634	ICE BLAST PTY LTD		1,237.35
25-Apr-23	NonEFT	57635	INERTIA ENGINEERING P/L	ENGINEERING CONSULTANCY SERVICES	19,536.00
25-Apr-23	NonEFT	57636	FLICK WASHROOM SERVICES	WASHROOM SERVICES	3,178.58
25-Apr-23	NonEFT	57637	KILCOY RACE CLUB	CLEANING SERVICES	2,560.00
25-Apr-23	NonEFT	57638	KINGAROY FREIGHT EXPRESS	FREIGHT	770.33
25-Apr-23	NonEFT	57639	MATTHEW KRANENBURG	PLANT HIRE	21,590.00
25-Apr-23	NonEFT	57640	LINDY LEE ARTISTIC	ARTS EVENT SERVICES	1,051.60
25-Apr-23	NonEFT	57641	LOCKYER HIRE PTY LTD	PLANT HIRE	4,400.00
25-Apr-23	NonEFT	57642	LUXSON ILLUMINATION PTY LTD	SPECIALIST LIGHTING PRODUCTS/ SERVICES	48.07
25-Apr-23	NonEFT	57643	ABC LOCATORS	UNDERGROUND SERVICE LOCATING	1,072.50

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TRNDATE	Method	REF	NAME	Detail	Amount
25-Apr-23	NonEFT	57644	LOCKYER VALLEY TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	15,323.60
25-Apr-23	NonEFT	57645	MAKIKO RAMSAY	ARTS EVENT SERVICES	1,770.00
25-Apr-23	NonEFT	57646	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	19,778.86
25-Apr-23	NonEFT	57647	ONF SURVEYORS	SURVEYING/ PLANNING SERVICES	3,800.00
25-Apr-23	NonEFT	57648	THE PLANNING PRACTICE PTY LTD	PLANNING CONSULTANCY	19,637.75
25-Apr-23	NonEFT	57649	PROJEX PARTNERS PTY LTD	ENGINEERING CONSULTANCY	9,316.76
25-Apr-23	NonEFT	57650	PUBLIC GALLERIES QLD	MEMBERSHIP	260.00
25-Apr-23	NonEFT	57651	QUALITY COMMERCIAL	CLEANING SERVICES	15,679.16
25-Apr-23	NonEFT	57652	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	27,577.62
25-Apr-23	NonEFT	57653	SAVAS VARITIMOS VALUER	VALUATION SERVICES	1,375.00
25-Apr-23	NonEFT	57654	AVANTIX	BULK DOCUMENT SCANNING SERVICES	1,553.23
25-Apr-23	NonEFT	57655	S.E.T. PAINTING & CONTRACTING	PAINTING / HANDYMAN SERVICES	2,563.00
25-Apr-23	NonEFT	57656	SHERRIN RENTALS PTY LTD	PLANT HIRE	17,424.00
25-Apr-23	NonEFT	57657	SKYLINE LANDSCAPE	VEGETATION MANAGEMENT SERVICES	20,933.00
25-Apr-23	NonEFT	57658	SOMERSET LIQUID WASTE	SEPTIC SERVICES	2,974.14
25-Apr-23	NonEFT	57659	SOUTH QLD PARCEL SERVICE P/L	FREIGHT SERVICES	877.76
25-Apr-23	NonEFT	57660	SPECIALISED PAVEMENT	STREET SWEEPING SERVICES	8,291.26
25-Apr-23	NonEFT	57661	STOCKER-CREW	NEW PLANT - REACH MOWER	85,454.60
25-Apr-23	NonEFT	57662	STRUXI DESIGN PTY LTD	ARCHITECTURAL ENGINEERING SERVICES	14,410.00
25-Apr-23	NonEFT	57663	TOOGOLAWAH & DISTRICT HISTORY	RADF APPLIC MUSEUM CURATION	5,500.00
25-Apr-23	NonEFT	57664	TYREMAX PTY LTD	TYRES/ SERVICES/ MECHANICAL PARTS	1,516.46
25-Apr-23	NonEFT	57665	URBAN PLAY PTY LTD	PLAYGROUND EQUIPMENT/ PARTS/ SERVICES	264,344.31
25-Apr-23	NonEFT	57666	VERIFACT TRAFFIC PTY LTD	TRAFFIC CONTROL EQUIPMENT/ SERVICES	1,276.12
25-Apr-23	NonEFT	57667	WHITEHOUSE AUDIT PTY LTD	INDEPENDENT AUDIT COMMITTEE	451.00
25-Apr-23	NonEFT	57668	WICKSY'S MOWING	REPRESENTATIVE	2,620.75
25-Apr-23	NonEFT	57669	YOWIE COURIERS	VEGETATION MANAGEMENT SERVICES	151.25
27-Apr-23	NonEFT	57670		FREIGHT SERVICES	904.00
27-Apr-23	NonEFT	57671	DANIEL BANDITT	BOND/KEY REFUND	16,795.18
27-Apr-23	NonEFT	57672	GHD PTY LTD	BUILDING SERVICES	29,710.67
27-Apr-23	NonEFT	57673	HAMS CRANE HIRE	ASSET DESIGN, ASSESSMENT, PROJECT	6,650.05
27-Apr-23	NonEFT	57674	KARREMAN GROUP	MANAGEMENT SERVICES	30,986.00
27-Apr-23	NonEFT	57675	KAT CONCRETE PUMPING P/L	CRANE HIRE	3,642.87
27-Apr-23	NonEFT	57676	MOORE DIGGERS & TIPPERS P/L	ROAD MAKING MATERIAL/ SERVICES	13,893.07
27-Apr-23	NonEFT	57677	PEAK SERVICES PTY LTD	CONCRETE PUMPING SERVICES	9,549.65
27-Apr-23	NonEFT	57678	QLD FAUNA CONSULTANCY PTY LTD	PLANT HIRE	638.00
27-Apr-23	NonEFT	57679	SAM'S TREE SERVICES	AFTER HOURS CUSTOMER SERVICE/ SOLAR	9,240.00
27-Apr-23	NonEFT	57680	DULLYS DESIGNER HOMES PTY LTD	PROJECT SERVICES	78,025.50
31-Mar-23	EFT	336692	SOMERSET REGIONAL COUNCIL	FAUNA MANAGEMENT SERVICES	625.44
6-Apr-23	EFT	658263	SOMERSET REGIONAL COUNCIL	VEGETATION MANAGEMENT SERVICES	50.00
8-Apr-23	EFT	1370085	TOYOTA FINANCE AUSTRALIA LTD	VEHICLE LEASING	23,717.64
31-Mar-23	EFT	1481384	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	250.00
23-Dec-22	EFT	5037130	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	11.00
31-Mar-23	EFT	12550887	BP AUSTRALIA PTY LTD	FUEL	37,941.98
28-Apr-23	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	1,696.00
3-Apr-23	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	1,104.00
6-Apr-23	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	139,697.00
24-Apr-23	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	144,195.00
24-Apr-23	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	86.00
3-Apr-23	EFT	1CASH21	CASH	PAYROLL TRANSACTION	2,873.02
6-Apr-23	EFT	1CASH21	CASH	PAYROLL TRANSACTION	445,975.62
24-Apr-23	EFT	1CASH22	CASH	PAYROLL TRANSACTION	455,749.58
28-Apr-23	EFT	1CASH23	CASH	PAYROLL TRANSACTION	3,563.86
24-Apr-23	EFT	1CASH23	CASH	PAYROLL TRANSACTION	165.81
6-Apr-23	EFT	1CFMEUN2	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	245.00
24-Apr-23	EFT	1CFMEUN2	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	245.00
3-Apr-23	EFT	1CHILSU2	Child Support Agency	PAYROLL DEDUCTIONS	135.42
28-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	120.21
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	840.94
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	926.79
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	514.48
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	3,731.51
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,493.10
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	14,620.04
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	297.11
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	479.74
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	576.18
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	217.69
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	175.18
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	333.53

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TRNDATE	Method	REF	NAME	Detail	Amount
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	203.91
6-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	71.85
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	840.94
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	926.79
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	514.48
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	3,731.51
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,725.39
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	14,579.96
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	297.11
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	450.25
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	579.94
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	217.69
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	179.39
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	345.86
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	202.56
24-Apr-23	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	49.02
6-Apr-23	EFT	1SUNSUP2	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	808.22
24-Apr-23	EFT	1SUNSUP2	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	820.02
6-Apr-23	EFT	1TRANWU2	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
24-Apr-23	EFT	1TRANWU2	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
6-Apr-23	EFT	2CASH21	CASH	D/CR PAY 2 PERIOD NO 21	23,103.97
24-Apr-23	EFT	2CASH22	CASH	D/CR PAY 2 PERIOD NO 22	23,103.97
6-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	732.80
6-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	175.87
6-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
6-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.56
6-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.56
24-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	732.80
24-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	175.87
24-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
24-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.56
24-Apr-23	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.56
27-Apr-23	EFT	ACCOUNT	NATIONAL AUSTRALIA BANK	BANK CHARGES	174.40
31-Mar-23	EFT	BPAY 31-	NATIONAL AUSTRALIA BANK	BPAY FEES	5,385.84
31-Mar-23	EFT	CONNECT	NATIONAL AUSTRALIA BANK	BANK CHARGES	50.79
4-Apr-23	EFT	DA23663	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	6,721.00
24-Apr-23	EFT	DA23682	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,105.00
4-Apr-23	EFT	DA9079	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	114,996.00
24-Feb-23	EFT	DDFEB23	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	122.50
19-Apr-23	EFT	INVEST 1	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	300,000.00
31-Mar-23	EFT	INVEST 3	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	1,100,000.00
3-Apr-23	EFT	INVEST 3	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	800,000.00
4-Apr-23	EFT	INVEST 4	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	2,400,000.00
5-Apr-23	EFT	INVEST 5	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	1,200,000.00
6-Apr-23	EFT	INVEST 6	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	500,000.00
30-Mar-23	EFT	INVEST30	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	600,000.00
31-Mar-23	EFT	MERCH 31	NATIONAL AUSTRALIA BANK	MERCHANT FEES	1,262.22
6-Apr-23	EFT	P1519382	PRINT MANAGEMENT FACILITIES	PRINTER SERVICES	6,270.00
21-Apr-23	EFT	RESEND S	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	263.70
21-Apr-23	EFT	RESEND S	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	263.70
28-Apr-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	240.41
3-Apr-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	102.57
6-Apr-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	70,860.94
24-Apr-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	71,986.01
24-Apr-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	26.44
6-Apr-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,403.63
24-Apr-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,403.63
24-Mar-23	EFT	tfr 24-3	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	750,000.00
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	33,488.72
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	205.25
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	631.05
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	819.50
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	2,840.45
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	419.60
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	20,842.34
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	82.35
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	834.67
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6,920.12
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	52.43
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	1,131.98
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	1,101.82

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 31 MARCH 2023 TO 28 APRIL 2023



TRNDATE	Method	REF	NAME	Detail	Amount
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6,820.04
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	90.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	1,056.79
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	329.95
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	442.47
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	2,996.41
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	110.00
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	148.87
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	3,124.79
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	12,706.99
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	5,002.51
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	7,905.81
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	24,144.18
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	10,366.25
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	9,201.59
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	6.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	59.82
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	321.23
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	2,425.73
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	73.76
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	1,034.92
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	39,445.27
11-Apr-23	EFT	44986	NAB BUSINESS VISA	CREDIT CARD PURCHASES	27,772.80
TOTAL PAYMENTS					13,716,496.30
TOTAL EFT					9,531,992.44
TOTAL NonEFT					4,184,503.86

CORPORATE AND COMMUNITY SERVICES
SOMERSET REGIONAL COUNCIL – Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Carole Labram, Tourism Officer
 Director: Matthew McGoldrick, Director Corporate Services
 Date: 10 May 2023
 Subject: 2023 Somerset Garden Competition – Nomination of Judges
 File Ref: Tourism – Events – 2023 Somerset Garden Competition
 Action Officer: TO

Background/Summary

Planning for the 2023 Somerset Garden Competition is currently underway. As per the Decision of the Ordinary Council Meeting on Wednesday 8 February 2023, the judging panel will comprise of the following:

- Two (2) x Councillors from Somerset Regional Council
- One (1) x external judge with an interest/background in horticulture and/or landscape architecture/design

The Councillors will need to be available the week commencing Monday 18 September 2023 to attend the gardens for judging and Tuesday 26 September 2023 for the awards presentation.

Attachments

Nil

Recommendation

THAT Council:

1. Appoint Councillors Brieschke and Choat to participate as the primary judges in the 2023 Somerset Garden Competition.
2. Appoint Councillor Wendt a replacement judge for the 2023 Garden Competition, in the instance that one of the primary judges is not available.
3. Appoint Lockyer Valley Region Councillor Janice Holstein as the external judge for the 2023 Somerset Garden Competition.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Matthew McGoldrick – Director Corporate and Community Services

Director: Matthew McGoldrick – Director Corporate and Community Services

Date: 20 April 2023

Subject: New Lease Agreement – Somerset Wivenhoe Fish Stocking Agreement

File Ref: Council Properties – Leasing-out – 2022-2023 – Council Land and Buildings

Action Officer: DCORP

Background/Summary

A trustee lease has been prepared for The Wivenhoe Fish Stocking Association (SWFSA) for LOT 63 CC3505 on Main Street in Lowood.

Given the lease is part of a lot, the starting position is that the term (including options) must be no greater than ten years (i.e. any combination of terms and options such that the tenure is no greater than ten years).

As the proposed lease is to a community organisation, no tender for dealing with land is required in accordance with s236(b)(ii) of the Local Government Regulation 2012.

The Wivenhoe Fish Stocking Association seek approval from Council for a term of ten (10) years with no option to renew at the point of expiry dated 31 March 2033.

Attachments

Nil

Recommendation

THAT Council advise Somerset Wivenhoe Fish Stocking Association there is no objection to the granting of a ten (10) year lease over Lot 63 CC3505 at an annual rental of \$1 per annum payable on the commencement date with no option to renew.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson – Chief Executive Officer
 From: Matthew McGoldrick – Director Corporate and Community Services
 Director: Matthew McGoldrick – Director Corporate and Community Services
 Date: 10 May 2023
 Subject: Agreement with the Ambassadors for the Brisbane Valley Rail Trail
 File Ref: SRC/Council Properties/ Maintenance and Operations
 Action Officer: DCORP

Background/Summary

The Linville and Moore Amenities have been completed and the old facilities have now been demolished. Both facilities were delayed because of the electricity connection.

In the case of the Linville facilities the contractor connected the facilities to the switchboard for the Station Building. While this was completed without the consent of Council it has resulted in the fastest connection of power. Unfortunately, the Ambassadors for the Brisbane Valley Rail Trail (The Ambassadors) are being charged for the usage of electricity. To compensate them for this the coins from the coin operated hot showers is being provided to the group.

In the case of the Moore facilities the group are being asked to monitor the facilities because of very high usage. The septic tanks for the facility fill very quickly and they require pumping out. The stock in the facilities requires replenishment regularly and it would be advantageous to have someone check on weekends when the contract cleaner is not available.

A simple agreement has been drafted to cover the obligations Council will be placing on the group along with approval for the group to retain the funds (\$2 per shower). At this stage it is proposed to keep the agreement in place for twelve months.

Attachments

Attachment 1 – Agreement between SRC and the Ambassadors

Recommendation

THAT Council authorise the Chief Executive Officer to enter into an agreement with the Ambassadors for the Brisbane Valley Rail Trail for retaining the \$2 coins from the showers at Moore and Linville and that this agreement remain in place for twelve months.

Agreement for the collection and retention of funds – Linville and Moore Shower Amenities

This agreement is issued to The Ambassadors for the Brisbane Valley Rail Trail - Yarraman, Blackbutt, Benarkin, Linville and Moore (The Ambassadors) by Somerset Regional Council (SRC) for the following period and relates to the coin operated showers at Linville and Moore.

The Agreement

Timeframe

Commencement Date	1 January 2023
Expiry Date	31 December 2023
Fees and Charges	Nil

This agreement is made between Somerset Regional Council and The Ambassadors.

Definitions

Supporting Documents

Obligations

The Ambassadors are obliged to keep and retain the keys to the coin collection devices in each of the showers at Linville and Moore. Collect and retain all the \$2 coins from the showers. Use the funds to pay their electricity accounts and other operating costs of the Ambassadors. Ensure that all funds are banked regularly in the Ambassadors bank account.

The Ambassadors are to regularly report to Council any maintenance, supplies shortages or cleanliness issues that need attention concerning the amenities and the surrounds at Linville (Ditchman Park) and (Stanley Gates Park) Moore Amenities. Where possible Council will provide a representative of the ambassadors with a keys for the storage areas within each of the amenities in order that the hand towels, soap dispenser or toilet paper can be refreshed.

Agreement Termination

This agreement will terminate at the Expiry Date or subject to the non-performance of Obligations required to be undertaken by the Ambassadors.

The Ambassadors may terminate this agreement by giving three (3) months written notice of their intention to terminate.

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SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Michelle Francis, Sport and Recreation Officer

Director: Matthew McGoldrick, Director Corporate and Community Services

Date: 19 April 2023

Subject: Review of Working With Children Risk Management
Strategy, Policy and Procedures

File Ref: Community Services – Youth Development – Youth Services

Action Officer: Youth Engagement Officer

Background/Summary

The following report seeks to update relevant Somerset Regional Council's Working With Children documentation following an annual review of the following documents:

- Working With Children Risk Management Strategy
- Working With Children Policy
- WWC001 – Procedures for Working With Children – Suspicions or Disclosures of Harm
- WWC002 – Procedures for Working With Children – Services, Activities and Events

The review has indicated that updates should be made to three documents – Working With Children Risk Management Strategy, Working With Children Policy and WWC002 – Procedures for Working With Children – Services, Activities and Events – to ensure they align with recent changes to Somerset Regional Council procedures and documents and other relevant legislation. This included:

- SRC Risk Management Procedure
- Quality Assurance of SRC event forms
- Blue card verification requirements
- SRC incident reporting processes
- SRC privacy and social media requirements.

The WWC001 – Procedures for Working With Children – Suspicions or Disclosures of Harm should also be updated to acknowledge that the annual review has taken place.

Attachments

- Attachment 1 Working With Children Risk Management Strategy
- Attachment 2 C036 Working With Children Policy
- Attachment 3 WWC001 – Procedures for Working With Children – Suspicions or Disclosures of Harm
- Attachment 4 WWC002 – Procedures for Working With Children – Services, Activities and Events

Recommendation

THAT Council adopt the following reviewed strategy, policy and procedures:

1. Working With Children Risk Management Strategy (Appendix 2)
2. C036 Working with Children Policy (Appendix 3)
3. WWC001 – Procedures for Working with Children – Suspicions or Disclosures of Harm (Appendix 4) and
4. WWC002 – Procedures for Working with Children – Services, Activities and Events (Appendix 5)



Title:	WORKING WITH CHILDREN RISK MANAGEMENT STRATEGY
Responsible Officer:	Chief Executive Officer
Legislative or Regulatory Reference:	<i>Working with Children (Risk Management and Screening) Act 2000 ('Act')</i> <i>Working With Children (Risk Management and Screening) Regulation 2011</i>
Authorised by:	Somerset Regional Council
Authorised on:	23 September 2020 (Doc Id 1230116)
Review / Amendment Dates:	19 January 2022 (Doc Id 1360809) 2023

1. SCOPE

This strategy applies to all Councillors and staff of Somerset Regional Council and all volunteers and contingent workers regulated under the *Working with Children (Risk Management and Screening) Act 2000 ('Act')*.

In principle, this policy also applies to parents/guardians/custodians, children and patrons/spectators/visitors/others who are present at Council venues where the service or activity delivery is being provided to children. Council will use its best endeavours to guide compliance by these parties where reasonably practicable.

This policy excludes:

- Council property and venues leased and/or hired by another party to deliver services and activities that are not managed, delivered or supervised by or on behalf of Council.
- Council parks and recreation areas where it is not reasonably practicable to manage or supervise general visitation or tours from members of the public.

2. OBJECTIVE

Under the *Working With Children (Risk Management and Screening) Act 2000* Somerset Regional Council are required to develop and implement risk management strategies for particular employees and screen persons employed in particular employment to promote and protect the rights, interests and wellbeing of children.

The following strategy has been prepared to ensure this legislation is effectively carried out.

3. DEFINITIONS

1. “Child” or “children” is an individual or individuals under 18 years.
2. “Harm”, as stated in the *Child Protection Act 1999* (section 9), is defined by:
 - i) ‘Harm’ to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
 - ii) It is immaterial how the harm is caused.
 - iii) Harm can be caused by –
 - (a) physical, psychological or emotional abuse or neglect, or
 - (b) sexual abuse or exploitation.
 - iv) Harm can be caused by –
 - (a) a single act, omission or circumstance; or
 - (b) a series or combination of acts, omissions or circumstances.

4. REQUIREMENTS AND REFERENCE

Under the *Act*, the risk management strategy must:

- implement employment practices and procedures to promote the wellbeing of a child affected by the regulated business or regulated employment and to protect the child from harm
- include the matters prescribed under a regulation (*Working With Children [Risk Management and Screening] Regulation 2011*) (*‘Regulation’*)

Under the *Regulation*, the requirements listed in column one of the below table must be included in a risk management strategy. Column two indicates where this information can be found for reference in Somerset Regional Council documents.

Requirement	Reference
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	C036 Working With Children Policy; Somerset Regional Council website
2. A code of conduct for interacting with children	C036 Working With Children Policy; HR001 Code of Conduct; EX005 Councillor Code of Conduct; WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm; WWC002 Procedures for Working With Children –

	Services, Activities and Events
3. Procedures for recruiting, selecting, training and managing persons engaged or proposed to be engaged by the person, as the procedures relate to the safety and wellbeing of children and the protection of children from harm	HR013 Recruitment and Selection Policy; C036 Working With Children Policy
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	C036 Working With Children Policy; WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm
5. A plan for managing breaches of the risk management strategy	C036 Working With Children Policy
<p>6. Policies and procedures for managing compliance with the blue card system.</p> <p>This relates to compliance with the Act, chapter 8, and should include policies and procedures about –</p> <ul style="list-style-type: none"> (i) implementing and reviewing the risk management strategy; and (ii) keeping a written record of matters under the Act, chapter 8 about each person (engaged person) engaged by the person, for example— <ul style="list-style-type: none"> (a) whether or not the person considers the person must apply for a prescribed notice or exemption notice about the engaged person; and (b) whether or not a prescribed notice application or an exemption notice application has been made by the person about the engaged person; and (c) if a positive notice has been issued for the engaged person—the date of expiry of the notice; 	C036 Working With Children Policy; HR013 Recruitment and Selection Policy
7. Risk management plans for high risk activities and special events	WWC002 Procedures for Working With Children – Services, Activities and Events; Risk Management Procedure P-076

<p>8. Strategies for communication and support including -</p> <ul style="list-style-type: none"> (i) written information for parents and persons engaged by the person that includes details of the person's risk management strategy or where the strategy can be accessed; and (ii) training materials for persons engaged by the person to— <ul style="list-style-type: none"> (a) help identify risks of harm and how to handle disclosures or suspicions of harm; and (b) outline the person's risk management strategy. 	<p>C036 Working With Children Policy; WWC002 Procedures for Working With Children – Services, Activities and Events; Somerset Regional Council website</p>
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5. REVIEW

This Strategy is reviewed on an annual basis. The Strategy is also reviewed for applicability continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- The related documents are amended
- The related documents are replaced by new documents
- Amendments which affect the allowable scope and effect of a Strategy of this nature are made to the head of power.

The YEO, in collaboration with Director Corporate and Community Services, is responsible for review of this document. Any amendment made through this process is to be approved by the Chief Executive Officer.

Signed:

Date:



Policy subject/title:	Working With Children Policy
Policy number:	C036
<hr/>	
Responsible officer:	Director Corporate and Community Services
Legislative or regulatory reference:	<p><i>Child Protection Act 1999</i> <i>Working With Children (Risk Management and Screening) Act 2000</i> <i>Working With Children (Risk Management and Screening) Regulation 2011</i> <i>Working With Children (Risk Management and Screening) Amendment Bill 2018</i> <i>Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020</i></p> <p>Nothing in this Policy overrides or affects the Acts or any other law.</p>
Related policies / procedures:	<p>Working With Children Risk Management Strategy C018 Administration Action Complaints Policy HR001 Code of Conduct EX005 Councillor Code of Conduct EX007 Investigation Policy HR013 Recruitment and Selection Policy WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm WWC002 – Procedures for Working With Children – Services, Activities and Events</p>
Application:	This Policy applies to children, Councillors and employees, contingent workers and volunteers of Somerset Regional Council
Authorised by:	Somerset Regional Council
Authorised on:	23 September 2020 (Doc Id 1230116)
Review / amendment dates:	<p>19 January 2022 (Doc Id 1360764) 24 August 2022 (Doc Id 1428032) 2023</p>

1. OBJECTIVE

To define the conditions of working with children for Councillors and employees, contingent workers and volunteers of Somerset Regional Council.

2. PURPOSE

The purpose of the Working With Children Policy is:

- to protect and promote the rights, interests and wellbeing of all children
- to provide a safe environment for all children participating in activities and services run by Council.

3. SCOPE

This Policy applies to the development and delivery of services, activities and events for children and Council activities or business that involve contact with children. The Policy applies to children, Councillors and employees, contingent workers and volunteers of Somerset Regional Council.

4. POLICY

Definitions

- “Child” or “children” is an individual or individuals under 18 years.
- “Harm”, as stated in the *Child Protection Act 1999* (section 9), is defined by:
 - 1) ‘Harm’ to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
 - 2) It is immaterial how the harm is caused.
 - 3) Harm can be caused by –
 - a. physical, psychological or emotional abuse or neglect, or
 - b. sexual abuse or exploitation.
 - 4) Harm can be caused by –
 - a. a single act, omission or circumstance; or
 - b. a series or combination of acts, omissions or circumstances.
- “Direct contact” refers to involvement with supervising children or having direct contact with children during any service, activity or event that is targeted at children and that are not open to the entire community; such work would require a Blue Card.
- “Indirect contact” refers to not directly supervising or engaging with children. This might include involvement in decision making; planning services, events or activities; or services, activities or events that are open to the entire community.
- “Contingent worker” refers to any contractor, vendor or other person employed by, or working at the request of, Somerset Regional Council at a service, activity or event.

A. Introduction

Children are an integral part of our community and Somerset Regional Council provide various services, activities and events for children.

Somerset Regional Council are committed to protecting and promoting the rights, interests and wellbeing of all children and aims to provide a safe environment for children. This is supported through Council's approach to the development and delivery of services, activities and events, through embedding child safety and wellbeing in organisational culture and governance and by adhering to the requirements of relevant regulatory authorities.

B. Guiding principles

Somerset Regional Council observes the National Principles for Child Safe Organisations to foster child safety and wellbeing. The National Principles are:

- I. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- II. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- III. Families and communities are informed and involved in promoting child safety and wellbeing.
- IV. Equity is upheld and diverse needs respected in policy and practice.
- V. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- VI. Processes to respond to complaints and concerns are child focused.
- VII. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- VIII. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- IX. Implementation of the national child safe principles is regularly reviewed and improved.
- X. Policies and procedures document how the organisation is safe for children and young people.

C. Statement of commitment

Somerset Regional Council is committed to the safety and wellbeing of children.

Councillors and employees, volunteers and contingent workers of Somerset Regional Council will treat children with respect and understanding and ensure they are kept safe from harm in their association with Council.

D. Code of Conduct

Somerset Regional Council's Code of Conduct (HR001) and Councillor Code of Conduct (EX005) are the guiding documents for the standard of conduct towards children. In addition, those working directly and indirectly with children must be aware of Somerset Regional Council's standards of appropriate conduct, as outlined in the Working With Children procedures, as well as relevant sections of the procedures as appropriate to individual roles.

- I. WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm. This document outlines the appropriate course of action following a reasonable suspicion or disclosure of harm. Note that the *Child Protection Act 1999* forms the standard for child protection practice direction, along with advice from the Queensland Government Department of Children, Youth Justice and Multicultural Affairs and laws from relevant sections of the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*.

- II. WWC002 Procedures for Working With Children – Services, Activities and Events. This procedure must be considered and implemented when planning and undertaking services, activities and events that are attended by children (including those that are open to the entire community). This procedure includes details about appropriate conduct and handling of complaints.

Contingent workers who attend services, activities or events that may include children must be aware of the Working With Children Risk Management Strategy, C036 Working With Children Policy and Somerset Regional Council's commitment to child safety and wellbeing. Such contingent workers will be expected to act as appropriate role models to all children in character, conduct, language and respectful relationships.

E. Implementation and training

Somerset Regional Council will provide adequate support to Councillors, employees, contingent workers and volunteers to demonstrate a commitment to creating a safe environment for all children. This will include:

- I. Recruitment and selection processes shall be in line with existing Somerset Regional Council policies and follow legislative requirements (refer HR013 Recruitment and Selection Policy).
- II. All Council employees, volunteers and Councillors will be informed of C036 Working With Children Policy in recognition of the role everyone plays in protecting children.
- III. All Council employees, volunteers and Councillors who have direct or indirect contact with children in their role will adhere to induction processes that include C036 Working With Children Policy, WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm and relevant sections of WWC002 Procedures for Working With Children – Services, Activities and Events.
- IV. Contingent workers of Somerset Regional Council who have direct or indirect contact with children in their role will be informed of their obligations to child safety through Contractor/Vendor documents and be made aware of the Working With Children Risk Management Strategy and C036 Working With Children Policy.
- V. Councillors and employees, contingent workers and volunteers of Somerset Regional Council who have any form of direct contact with children in their role will adhere to regulatory authority requirements as necessary. As such:
 - i. relevant persons are required to hold and produce an original blue card for verification by Council. A Queensland Working With Children Check Positive Notice blue card must be provided prior to commencing any work with children. Blue cards held by Council employees, volunteers and Councillors must be linked to Somerset Regional Council as per Blue Card Services requirements.
 - a) Not all environments involving children will require a person to hold a Blue Card.
 - b) Where a person is likely to work with children for more than 7 days per calendar year, as per the Frequency Test, a Blue Card must be sought immediately.
 - c) Members of the Council Executive Management Committee must obtain a Blue Card.
 - ii. Somerset Regional Council will keep a register of blue card details of Councillors and Somerset Regional Council employees and volunteers and will ensure blue cards remain current.

- iii. where contingent workers work directly with children, Somerset Regional Council employees will be responsible for ensuring Blue Card details are provided and will register these details, as well as the details of when the contingent worker worked with children, with Council's Records Department.
- VI. For Councillors and employees and volunteers of Somerset Regional Council that work directly with children, and those who are involved with decision making that affects children, additional appropriate training will be required on an ongoing basis. Additional training should aim to: support appropriate responses to complaints and concerns of child abuse and neglect; support Council to embed child safety and wellbeing in organisational leadership, governance and culture; support Council to reflect child safety and wellbeing values in practice; and support the overall safety of children who attend the services and activities run by Council in the future.

F. Breaches of policy

Councillors and employees, contingent workers and volunteers who work with children will be responsible under this Policy, as well as under relevant Codes of Conduct, procedures and the overarching Working With Children Risk Management Strategy, and breaches will be acted upon as appropriate to their role. For Councillors, breaches will be considered under the EX005 Councillor Code of Conduct and the EX007 Investigation Policy. For Somerset Regional Council employees, contingent workers and volunteers, breaches will be considered under the HR001 Code of Conduct and the C018 Administration Action Complaints Policy and acted upon as follows:

- I. Where it is considered that a minor infringement has been made, the person will be informed by their immediate supervisor of the infringement, and reminded of the correct procedure.
- II. Continual minor infringements are to be brought to the notice of Director Corporate and Community Services (DCORP) and may result in suspension of duties and involvement.
- III. Any major infringement must be brought to the notice of the CEO immediately. The person may be suspended from their position, duties and involvement.
- IV. Where the infringement involves acts of an illegal nature the matter will be referred to the responsible authority for investigation, and the person suspended from their position immediately. Verified illegal acts will result in termination of employment/work. If the allegation is not proven grievance procedures will be activated.
- V. All workers will have the right of natural justice; the right to defend any allegations made against them and to have their employment and/or involvement protected from unproven allegation. Notwithstanding the principles of natural justice, Somerset Regional Council will adopt a "child safety first" approach and will suspend any worker's involvement if there is an unacceptable risk.
- VI. Workers under disciplinary action will be accorded the right under the Australian Privacy Principles.

5. RELATED LEGISLATION AND DOCUMENTS

Child Protection Act 1999

Workplace Health and Safety Act 1995 (Qld)

Working With Children (Risk Management and Screening) Act 2000

Working With Children (Risk Management and Screening) Regulation 2011

*Working With Children (Risk Management and Screening) Amendment Bill 2018
Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020*

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 September 2020.

7. REVIEW

This Policy is reviewed internally for applicability continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- The related documents are amended
- The related documents are replaced by new documents
- Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.

Any amendment made through this process is to be approved by the Chief Executive Officer.

Signed:

Date:



WWC001 - Procedures for Working With Children – Suspicions or Disclosures of Harm

Version Control

Version Number:	3.0
Created by:	Youth Engagement Officer
Date of Version:	19/04/2023
Department:	Corporate and Community Services
Next Review Date:	January 2024



Purpose

The purpose of this procedure is to outline the correct handling of suspicions or disclosures of harm to children.

Scope

This procedure applies to all Councillors and employees and volunteers of Somerset Regional Council who have direct or indirect contact with children in their role.

Definitions

“Child” or “children” is an individual or individuals under 18 years.

“Harm”, as stated in the *Child Protection Act 1999* (section 9), is defined by:

- 1) ‘Harm’ to a child, is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing.
- 2) It is immaterial how the harm is caused.
- 3) Harm can be caused by –
 - a. physical, psychological or emotional abuse or neglect, or
 - b. sexual abuse or exploitation.
- 4) Harm can be caused by –
 - a. a single act, omission or circumstance; or
 - b. a series or combination of acts, omissions or circumstances.

“Direct contact” refers to involvement with supervising children or having direct contact with children during any service, activity or event that is targeted at children and that are not open to the entire community; such work would require a Blue Card.

“Indirect contact” refers to not directly supervising or engaging with children. This might include involvement in decision making; planning services, events or activities; or services, activities or events that are open to the entire community.

Legislative or regulatory reference

Child Protection Act 1999

Working With Children (Risk Management and Screening) Act 2000

Working With Children (Risk Management and Screening) Regulation 2011

Working With Children (Risk Management and Screening) Amendment Bill 2018

Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020

Related policies / procedures

C036	Working With Children Policy
WWC002	Procedures for Working With Children – Services, Activities and Events
F545	Incident Report Form



Statement of commitment

Somerset Regional Council is committed to the safety and wellbeing of children.

Councillors and employees, volunteers and contingent workers of Somerset Regional Council will treat children with respect and understanding and ensure they are kept safe from harm in their association with Council.

Responsibilities

- Overall responsibility and accountability for child safety lies with the Chief Executive Officer (CEO); this includes reporting requirements as per the *Working With Children (Risk Management and Screening) Act (2000)*.
- Director Corporate and Community Services (DCORP) is responsible for ensuring responses to suspicions or disclosures of harm and for enforcing action following any breaches to this procedure.
- Director Human Resources and Customer Service (DHRCS) is responsible for appropriate induction in this procedure for relevant staff, volunteers and Councillors and for providing support to all parties involved in suspicions or disclosures of harm.
- Youth Engagement Officer is responsible for review of this procedure.
- All staff, volunteers and Councillors are responsible for child safety.
- All Councillors, employees and volunteers who have direct and indirect contact with children in their role are responsible for ensuring that they understand this procedure and know how to access it for reference.

Procedures for suspicions or disclosures of harm – Councillors, staff and volunteers

Procedures for Councillors and Somerset Regional Council staff and volunteers who have direct or indirect contact with children in their role:

Under no circumstances should Councillors or Somerset Regional Council staff or volunteers:

- Conduct their own investigation to substantiate claims
- Hold their own internal hearing, or
- Attempt to mediate a settlement of the matter instead of notifying relevant authorities.

Such actions could lead to:

- The destruction of evidence by an accused person
- Intimidation of the person disclosing the information, or
- Intimidation of the child or young person being harmed (if the disclosure was made by somebody else).

Suspensions of harm

If you suspect a child may be in need of protection, or an unborn child may be in need of protection after they are born, the following actions should be followed:

1. Any suspicion of harm should be acted on. The suspicion is to be treated seriously, and acted upon quickly and with the utmost confidentiality.
2. Report to Queensland Police Service (QPS) and to the Department of Children, Youth Justice and Multicultural Affairs.*
3. Report your suspicions to your supervisor or directly to DCORP.
4. Record your suspicions as soon as possible:
 - Complete Incident Report Form – F545
 - Include relevant information as an attachment



- Submit entire report to DCORP

Disclosures of harm

If an allegation of improper conduct or abuse is made by a child, parent or concerned adult the following actions should be followed:

1. When speaking with the person who makes the allegation:
 - Listen carefully to the allegation
 - Let the person know that you believe them
 - Let them know that it's not their fault
 - DO NOT promise that you will not tell anyone
 - Let them know that you will have to tell someone to stop the abuse
 - Tell them you're pleased that they told you.
2. All disclosures of harm should be acted on. The disclosure is to be treated seriously, and must be acted upon quickly and with the utmost confidentiality.
3. Report to Queensland Police Service (QPS) and directly to the Department of Children, Youth Justice and Multicultural Affairs.*
4. Report the disclosure to your supervisor or directly to DCORP.
5. Record the disclosure as soon as possible:
 - Complete Incident Report Form – F545
 - Record the disclosure, with a view to record it verbatim, as an attachment
 - Include other relevant information as an attachment
 - Submit entire report to DCORP.

Procedures for suspicions and disclosures of harm - DCORP

Procedures for Director Corporate and Community Services:

Following the receipt of a report involving suspicions or disclosures of harm, Director of Corporate and Community Services (DCORP) should follow the following procedures:

- In all cases where there are children involved the parents or guardian will be notified (where appropriate – i.e. the parent or guardian will not be informed if they are the alleged perpetrator)
- Report the suspicion or disclosure to the CEO and, where the suspicion or allegation involves a Council employee, volunteer or contingent worker, follow 'Breaches of Policy' actions as outlined in C036 Working With Children Policy.
- At no time is information to be communicated to anyone not involved in the allegation
- Concerns about reprisals from an alleged perpetrator must be reported to police
- The Incident Report Form is to be filed appropriately with the Records Department
- Inform DHRCS that support is required by parties involved in the allegation
- The matter will not be discussed with the media unless authorised by the Chief Executive Officer of Somerset Regional Council.

Procedures for suspicions and disclosures of harm - DHRCS

Procedures for Director Human Resources and Customer Service:

Following the receipt of information of a report of a suspicion or disclosure of harm from DCORP, Director Human Resources and Customer Service (DHRCS) should follow the following procedures:

- Provide support, where practicable, to all parties including; the person making the disclosure; the person receiving the disclosure; the child; the alleged perpetrator where they are an employee, volunteer or Councillor; and any other Somerset Regional Council employee who is aware of the suspicion or



disclosure of harm (including but not limited to the CEO, DCORP and members of the Records department).

DHRCS is also responsible for relevant staff, volunteers and Councillors being inducted in this procedure.

Mandatory requirements according to the *Child Protection Act 1999 (Qld)* and the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020

Child Protection Act 1999 (Qld)

Note that any person who follows the voluntary reporting processes as per compliance with the *Child Protection Act 1999 (Qld)*, will be entitled to seek protection from liability in civil, criminal and administrative processes available under the *Child Protection Act 1999 (Qld)*. Further, they will be entitled to the confidentiality protections afforded to notifiers under the *Child Protection Act 1999 (Qld)*.

Councillors and Somerset Regional Council employees and volunteers are not required to undertake mandatory reporting according to the *Child Protection Act 1999* and reporting is considered the act of a person in general. This is outlined by the *Child Protection Act 1999* as follows:

Action by persons generally:

- (1) Any person may inform the chief executive if the person reasonably suspects—
 - (a) a child may be in need of protection; or
 - (b) an unborn child may be in need of protection after he or she is born.
- (2) The information given may include anything the person considers relevant to the person's suspicion.

Considerations when forming a reasonable suspicion about harm to a child:

- (1) This section applies to a person in forming a reasonable suspicion, for section 13A(1) [as outlined above] or division 2 [mandatory reporting], about whether a child has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm.
- (2) The matters that the person may consider include—
 - (a) whether there are detrimental effects on the child's body or the child's psychological or emotional state—
 - (i) that are evident to the person; or
 - (ii) that the person considers are likely to become evident in the future; and
 - (b) in relation to any detrimental effects mentioned in paragraph (a)—
 - (i) their nature and severity; and
 - (ii) the likelihood that they will continue; and
 - (c) the child's age.
- (3) The person's consideration may be informed by an observation of the child, other knowledge about the child or any other relevant knowledge, training or experience that the person may have.

Protection from liability:

The *Child Protection Act 1999* provides for protection from liability for information given under this part of the *Child Protection Act 1999*.

Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020

The relevant sections of the *Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020* are outlined as follows:

- 229BB Failure to protect child from child sexual offence
- 229BC Failure to report belief of child sexual offence committed in relation to child



From July 5 2021, it is an offence to fail to protect a child from a sexual offence in an institutional setting and it is an offence to fail to report a belief of child sexual offence committed in relation to a child.

229BB Failure to protect child from child sexual offence

- (1) An accountable person commits a crime if—
- (a) the person knows there is a significant risk that another adult (the **alleged offender**) will commit a child sexual offence in relation to a child; and
 - (b) the alleged offender—
 - (i) is associated with an institution; or
 - (ii) is a regulated volunteer; and
 - (c) the child is under the care, supervision or control of an institution; and
 - (d) the child is either—
 - (i) under 16 years; or
 - (ii) a person with an impairment of the mind; and
 - (e) the person has the power or responsibility to reduce or remove the risk; and
 - (f) the person wilfully or negligently fails to reduce or remove the risk.

Maximum penalty—5 years imprisonment.

According to 229BB, '*institution* means an entity, other than an individual, that—

- (a) provides services to children; or
- (b) operates a facility, or engages in activities with, children under the entity's care, supervision or control...

For this section, an adult is **associated** with an institution if the adult—

- (a) owns, or is involved in the management or control of, the institution; or
- (b) is employed or engaged by the institution; or
- (c) works as a volunteer for the institution; or
- (d) engages in an activity in relation to the institution for which a working with children authority under the [Working with Children \(Risk Management and Screening\) Act 2000](#) is required; or
- (e) engages in the delivery of a service to a child who is under the care, supervision or control of the institution.'

Under this legislation, Council is defined as an institution and Council employees, Councillors, volunteers and contingent workers would be defined as an accountable person.

229BC Failure to report belief of child sexual offence committed in relation to child

- (1) This section applies to an adult if—
- (a) the adult gains information that causes the adult to believe on reasonable grounds, or ought reasonably to cause the adult to believe, that a child sexual offence is being or has been committed against a child by another adult; and
 - (b) at the relevant time, the child is or was—
 - (i) under 16 years; or
 - (ii) a person with an impairment of the mind.

(2) If, without reasonable excuse, the adult fails to disclose the information to a police officer as soon as reasonably practicable after the belief is, or ought reasonably to have been, formed, the adult commits a misdemeanour.

Maximum penalty—3 years imprisonment.



WWC002 - Procedures for Working With Children – Services, Activities and Events

Version Control

Version Number:	3.0
Created by:	Youth Engagement Officer
Date of Version:	19/04/2023
Department:	Corporate and Community Services
Next Review Date:	January 2024



Purpose

The purpose of this procedure is to outline reasonable conduct and best practices when planning and undertaking services, activities and events that involve children with an aim to promote and protect their rights, interests and wellbeing.

Scope

This procedure applies to all Councillors and employees and volunteers of Somerset Regional Council who have direct contact with children in their role or are involved in decision making that affects relevant persons' work with children. This procedure will also apply to various persons who have indirect contact with children in their role in certain instances.

Definitions

"Child" or "children" is an individual or individuals under 18 years.

"Direct contact" refers to involvement with supervising children or having direct contact with children during any service, activity or event that is targeted at children and that are not open to the entire community; such work would require a Blue Card.

"Indirect contact" refers to not directly supervising or engaging with children. This might include involvement in decision making; planning services, events or activities; or services, activities or events that are open to the entire community.

"Contingent worker" refers to any contractor, vendor or other person employed by, or working at the request of, Somerset Regional Council at a service, activity or event.

Legislative or regulatory reference

Working With Children (Risk Management and Screening) Act 2000
Working With Children (Risk Management and Screening) Regulation 2011
Working With Children (Risk Management and Screening) Amendment Bill 2018
Work Health and Safety Act 2011

Related policies / procedures

CO36	Working With Children Risk Management Strategy
C012	Working With Children Policy
C013	Confidentiality Policy
C018	Information Privacy Policy
C020	Administration Action Complaints Policy
C024	Social Media Policy – Guidelines for Use
C028	Young People in the Library Policy
CS001	Complaints about the public official Policy
	Level 1 Departmental Reviews



EX005	Councillor Code of Conduct
EX007	Investigation Policy
F005	Risk Management Policy
F545	Incident Report Form
F550	Multi-Media Consent
F897	Contractor/Vendor Compliance for Events Agreement
F900	Event Safety Risk Assessment Template
P-076	Risk Management Procedure
HR001	Code of Conduct
HR002	Workplace Health and Safety Policy
P143	Incident Reporting and Recording
	Post Event Reporting
WWC001	Procedures for Working With Children - Suspicions or Disclosures of Harm
	Customer Service Charter
	Council's Safety Intranet and Safe Plan

Statement of commitment

Somerset Regional Council is committed to the safety and wellbeing of children.

Councillors and employees, volunteers and contingent workers of Somerset Regional Council will treat children with respect and understanding and ensure they are kept safe from harm in their association with Council.

Responsibilities

- Overall responsibility and accountability for child safety lies with the Chief Executive Officer (CEO).
- Director Human Resources and Customer Service (DHRCS) is responsible for appropriate induction in this procedure for relevant staff, volunteers and Councillors.
- Director Corporate and Community Services (DCORP) is responsible for enforcing action following any breaches to this procedure.
- Youth Engagement Officer is responsible for review of this procedure.
- All staff, volunteers and Councillors are responsible for child safety.
- All Councillors, employees and volunteers who have direct contact with children in their role, or are involved in decision making that affects relevant persons' work with children, are responsible for ensuring that they understand this procedure and know how to access it for reference.

Procedures for working with children at all services, activities and events – direct or indirect contact

Procedures for Councillors and Somerset Regional Council staff and volunteers who have direct or indirect contact with children in their role:

The following procedures must be followed when planning and undertaking services, activities and events that involve children (this includes events that are open to the entire community).

Behaviour, language and physical conduct

As outlined in the C036 Working With Children Policy, the standard of conduct towards children should follow the HR001 Code of Conduct and EX005 Councillor Code of Conduct. In addition, when undertaking services, activities and events that involve children you must:



1. Act as an appropriate role model to all children in character, conduct, language and respectful relationships.
2. Be prepared and well organised when presenting the service, activity or event.
3. Follow WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm as necessary. This may need to be considered if a parent/guardian arrives to collect a child and they are obviously intoxicated or violent, or if a child is stranded with no parent/guardian.
4. Refer to C024 Young People in the Library Policy where applicable.
5. Note that if a parent/guardian is present, this parent/guardian is responsible for their child/ren.
6. In some situations, especially where there is no parent/guardian present for a child at an activity or event, additional considerations will need to be taken into account. Considerations for appropriate physical contact include:
 - Age/skills of the child and safety implications. Does this child need help applying sunscreen, clipping a helmet, tying shoelaces?
 - Age/skills of the child and learning new skills. Does this child need assistance with balancing, holding equipment correctly?
 - Nature of the activity. Is the activity a 'tag' game, does it involve contact for support/stability or competition, is contact required for the activity to occur?
 - Injury or illness. Has the child been injured and require first aid assistance? Has the child fallen and requires help getting back up? Does the child feel ill and need assistance?
7. Value and respect the diversity of children from Culturally and Linguistically Diverse (CALD) backgrounds.
8. Provide access and equity in delivery of services, activities and events to all children who wish to participate.

Risk management

As outlined in the Working With Children Risk Management Strategy, it is a requirement for high risk activities and special events to have a risk management plan. Other services, activities and events that include children should also include risk management plans to ensure the safety of participants.

Writing a risk management plan:

1. Use the Risk Management Procedure and the Event Safety Risk Assessment Template to clearly develop a risk management plan.
2. Consider all risks associated with the service, activity or event with your team.
3. Use the 'Risk Rating Matrix' (i.e. likelihood versus consequences) to evaluate the risks (is the risk low, medium, high or critical).
4. Consider realistic problems and aim to reduce all risks to 'low' by decreasing the likelihood or the consequence of the risk (i.e. transfer, eliminate or accept the risk [if reasonable]).
5. High or critical risks are not acceptable and the event cannot proceed if these risks cannot be reduced.
6. Have the risk management plan approved by the Workplace Health and Safety Officer (WHSO) and provide a copy to the CEO or your department director or manager.
7. Items considered in your risk management plan should include:
 - a. a description of each element of the activity (what does the event/activity involve)
 - b. a breakdown of the identified risk elements (what could result in harm to a child)
 - c. an action plan or controls (how will the risks be managed/mitigated/reduced)
 - d. a risk analysis to determine the risk rating (i.e. using the risk rating matrix to determine if the risk is low, medium, high or critical).
 - e. a clear indication of who will manage the plan (who is responsible to act during the service, activity or event)



- f. an emergency strategy (what to do/who to call if something does go wrong)
 - g. a review of the plan (identifying who will review following the service, activity or event).
- Note that some commonly identified risks for activities, services and events involving children include:
 - Slips, trips and falls
 - Allergies to meals/food
 - Bites and stings
 - Injury from participation in activity
 - Sunburn or dehydration
 - Extreme weather
 - Pre-existing medical conditions
 - Interpersonal conflict
 - Child removing themselves from the activity
 - Travel related incidents (including whilst waiting for or when travelling on a bus)

Risk management considerations:

1. Ensure there is a phone available at all times. You must be able to be contacted and be able to make calls in case of emergency.
2. Ensure there is a person qualified in first aid on site and available and equipped to perform first aid should the need arise.
3. Ensure that a seatbelt equipped bus is used for any service, activity or event developed specifically for children.
4. Promote good hygiene including adequately washing hands before and after eating and after going to the toilet, and covering coughs and sneezes. Provide hand sanitiser where necessary.
5. Encourage healthy eating and drinking water and be aware and courteous of food allergies, intolerances and preferences.
6. Encourage sun safety through appropriate clothing, hats and the application of sunscreen (which can be provided at services, activities and events). Ensure appropriate shade is available.
7. Ensure adequate shelter is available should an extreme weather event occur.
8. Assess the venue prior to the service, activity or event to ensure it is appropriate.
9. Ensure you have collected adequate information from participants (see "Information to be collected from parents/guardians for child participation in child-specific services, activities and events" for more information).
10. Ensure you have a list of necessary phone numbers available. This may include the phone numbers for relevant emergency departments and/or hotlines, fellow supervisors, bus companies, facilitators and venues and various Council personnel, as well as primary and secondary parent/guardian contact details.
11. Ensure relevant persons conducting or attending the service, activity or event have positive notice Blue Cards. More information can be found in "Procedures for engaging contingent workers" and C036 Working With Children Policy. Check Council's Blue Card register (which includes Councillors, employees and volunteers), or refer to DHRCS, to ensure appropriate persons are asked to assist with the service, activity or event.
 - Not all environments involving children will require a person to hold a Blue Card.
 - You do not need a Blue Card if you work with children for no more than 7 days per calendar year, as per the Frequency Test (Blue Card Services).
12. Ensure partnering organisations, establishments or contingent workers engaged are committed to child safety and, where applicable, have appropriate documentation (as outlined in "Procedures for engaging contingent workers"). Refer them to Council's Working With Children Risk Management Strategy and Working With Children Policy for more information.



13. Ensure parents/guardians are provided with written information about Council's Working With Children Risk Management Strategy or know how to access it. This is available on Council's website.
 - Note that F005 Risk Management Policy identifies that "Council will hold insurances such as public liability insurance, professional indemnity insurance and workers compensation insurance to the minimum coverage levels required by law."
 - Note that HR002 Workplace Health and Safety Policy states that "Our [Council's] primary objective is to eliminate or reduce risk by adopting a risk management approach in order to provide an injury/illness free workplace. We [Council] expect all workers and others persons within the workplace to follow safe work practices ... and that they make every effort to reduce the risk of injury to themselves and others."
 - Note First Aid Management as a part of Safety Management System: Workplace Management states that "Prompt First Aid will minimise the effects of an injury or illness and promote quicker recovery. Trained First Aiders, First Aid equipment and facilities appropriate to the nature of the likely risks should be available."

Incident reporting

As identified in the Workplace Health and Safety Policy and relevant legislation, as well as within other elements of Council's Safety Intranet and Safe Plan (including P143 Incident Reporting and Recording), injuries, illnesses, near misses and dangerous events must be reported and recorded as necessary.

1. If an incident occurs during a service, activity or event, provide immediate medical treatment or first aid and follow the emergency strategy directions of the risk management plan.
2. Complete a F545 Incident Report Form as soon as possible.
3. Regardless of the severity of the incident, inform the child's parent/guardians about the incident and the resulting report. This could be done when the incident occurs via phone call or when the parent/guardian arrives to collect the child; this will depend upon the nature of the incident (i.e. a broken arm or head injury would warrant a phone call; an ant bite with no allergic reaction would not).
4. For incidents of low risk the Incident Report Form should be completed and entered into Skytrust when possible. Report to your department director or manager when possible – this person may forward the signed report to other relevant authorities if required. Note that incidents involving theft, vandalism or that involve an insurance claim should also be reported to Records.
5. For incidents of high risk, or those described as notifiable incidents as per the *Work Health and Safety Act 2011*, complete and submit the report, including notification through supervisory chain to your director, as soon as possible and contact DHRCS and the WHSO. Take steps to preserve the incident scene. Await advice on further action required; enter the incident in Skytrust as soon as possible.
6. If the incident is a suspicion or disclosure of harm to a child, then actions should follow procedures outlined in WWC001 – Procedures for Working With Children – Suspicions or Disclosures of Harm.
 - Note: incidents may also include situations where Council was not directly involved. For example, a missing child notification where the child was previously in attendance at a Council service, activity or event may result in an incident report to declare details of that child's location, behaviour or statements at a certain point in time.

Procedures for engaging contingent workers

As identified by the Contractor/Vendor Compliance for Events Form, it is required that contingent workers who will work with children must comply with certain conditions. Ensure that:

1. The following documents are received before a contingent worker is on site:
 - a completed Contractor/Vendor Compliance for Events Agreement
 - a copy of the positive notice Blue Card for each facilitator where required. Note: if the service, activity or event is targeted at children and parents/guardians are not required to attend (and the



event is not available to the general public) then the contingent worker must provide a current positive notice Blue Card

- public liability insurance certificate
 - a comprehensive risk management plan.
2. All completed documents are submitted to Records.
 3. The Contingent Worker Blue Card document (annual) is updated with details for the contingent workers/s engaged. This includes: name; Blue Card number and expiry date; details of the work with children conducted including name, date, time and location of service, activity or event undertaken. Ask Records or HR for further information about this process as required.
 4. Post event, consider asking contingent workers for feedback.
- Note: as per *Working With Children (Risk Management and Screening) Regulation 2011* requirements, contingent workers should receive information about Council's Working With Children Risk Management Strategy or know how to access it. This is available on Council's website.

Privacy and social media

The collection and use of information, images and statements from participants or from the parents/guardians of participants will be managed in accordance with C013 Information Privacy Policy, C012 Confidentiality Policy, C020 Social Media Policy – Guidelines for Use and C027 Media Engagement Policy.

1. Information collected will not be shared or distributed unless required by legislation.
2. Information about children will be stored securely by Records for the required time period and then destroyed.
3. Use of a child's image and/or statements, in any media form, for promotion, media releases and other like purposes by Somerset Regional Council is permitted in certain instances. Note:
 - a) Council employees, when taking images (stills, video or audio) of others for inclusion in publicity (print, online, etc), must obtain signed consent. 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.
 - b) Consent can be obtained through:
 - I) Council's multi-media consent form (F550) (Parent/Guardian consent required for those under 16)
 - II) Parent/guardian permission via a consent form (see Parent/Guardian consent for child-specific services, activities and events)
 - III) Designated carer consent: 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).
 - c) 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.

Handling complaints

Handling and resolving complaints will be undertaken in a confidential, fair and timely manner. Somerset Regional Council's Customer Service Charter outlines the standard of service that will be demonstrated in interactions with customers. Various policies and procedures (such as C036 Working With Children Policy, C018 Administration Action Complaints Policy and CS001 Level 1 Departmental Reviews) outline the processes for handling complaints following an initial complaint/request recorded in Council's customer service system and for handling those complaints that are of a more serious nature.



1. If receiving a complaint, listen carefully and respond in a polite and respectful manner.
2. Clarify your understanding of the complaint and, where appropriate, ask the customer how they would like the complaint resolved. Wherever possible, attempt to resolve a complaint at the time
3. If necessary, ensure that customers are aware of how they can formally make a complaint – in person or by email, phone or mail.
4. If necessary, the complaint will be recorded by appropriate officers as a Customer Service Request (CSR) and will be actioned accordingly; if further action is required, relevant persons will be notified.
5. If the complaint is not appropriate for the customer service system, the complaint should be put in writing and directed to the CEO.
 - a) Where the complaint is against a Councillor or Somerset Regional Council employee or volunteer, this may be considered a breach of Policy (C036 Working With Children Policy) and actions will follow as per relevant policies (including but not limited to C028 Complaints about the public official Policy, EX007 Investigation Policy and C018 Administration Action Complaints Policy).
 - b) Where the complaint is a breach of human rights, the matter will be referred to the Queensland Human Rights Commission.
6. If the complaint is in fact an allegation or disclosure of harm to a child, then actions should follow procedures outlined in WWC001 – Procedures for Working With Children – Suspicions or Disclosures of Harm.

Procedures for working with children at child-specific services, activities and events – direct contact

Procedures for Councillors and Somerset Regional Council staff and volunteers who have direct contact with children in their role:

The following procedures must be followed when planning and undertaking services, activities and events that are developed for children (when a parent or guardian is not required to attend) and the general public is excluded.

Supervision, behaviour management and ratios

Supervision:

1. Children must be signed in and out of the care of supervising staff by a parent/guardian. (Note that many library activities, and certain other Council events, do not require this procedure as libraries and other spaces are open to the public. In most instances the procedure should be considered good practice and should be used to demonstrate a duty of care. If not possible, consideration should be given to collecting relevant information from participants in case of emergency. Blue card requirements and ratio considerations still need to be taken into account.*)
2. Follow WWC001 Procedures for Working With Children – Suspicions or Disclosures of Harm as necessary. This may need to be considered if a parent/guardian arrives to collect a child and they are obviously intoxicated or violent or if a child is stranded with no parent/guardian.
3. Parents/guardians are required to inform supervising staff if they arrange for a different authorised person to drop off or collect a child.
4. Do not leave children unsupervised.
5. Avoid sole supervision of an individual child.[†] If the situation occurs due to unforeseen circumstances, rectify the situation as soon as possible. For example, contact another staff member to assist, ensure video surveillance occurs in the area of supervision or remain within sight of other persons until the situation is remedied.
6. Do not remove a child from a scheduled activity without parent/guardian supervision or consent; only do so in case of emergency.



7. When a bathroom is out of sight of the activity area, ensure a buddy system for children visiting bathrooms and, if necessary for safety, supervise the walk to and from the bathroom. (Examples of when this may be necessary are when on an excursion, when the bathroom is a considerable distance from the activity venue or if the children are reasonably young.)

*Information current as of 7/07/2020 following advice from Blue Card Service and Queensland Department of Education. Note "Ratios" for further information.

Some Council services require staff to work alone in a facility that is open to the general public; in such facilities, and where direct supervision of children occurs for a service, activity or event (for example LEGO club), ensure that the activity takes place in the venue during usual opening hours and in the public space. Such services, activities and events should not interfere with the staff members ability to assist the general public if required.

Behaviour management:

Behaviour management should be considered when planning services, activities and events and should be used fairly. Consider:

1. Setting rules and demonstrating respectful behaviour with children to establish the standard you expect.
2. Your tone of voice, physical proximity and gestures. Shouting, screaming, physical closeness ('towering' over a small child) and physically violent gestures are examples of inappropriate behaviour management techniques. When attempting to manage behaviour, a calm and respectful demeanour is appropriate.
3. The age and personality of the child/ren. Different children will respond to behaviour management techniques in varying ways. Respond to the situation as necessary and ask for assistance from another staff member if required.
4. Also refer to "Parent consent for child-specific services, activities and events" for more information about expected standards of behaviour and consequences for dangerous or harmful behaviour.

Ratios*:

Ratios should vary depending upon the ages and abilities of the children present, the activities being undertaken and the qualifications and experience of the supervisors. As such, a general guideline for ratios is recommended as follows:

1. Low risk activities with children aged between 5-17 years may be managed at a ratio of 1:15 if the supervisors are adequately qualified and experienced, however a ratio of 1:10 is recommended in most instances. These activities should be undertaken 'on-site' – either at a Council facility, or at a location where children are dropped off by their parents and where they are to remain for the day.
2. Activities with children aged between 5-17 years that are medium risk, or where supervisors are less qualified or experienced, may be managed at a ratio of 1:8. This ratio should be considered for excursion activities – taking into consideration the activity and the group attending.
3. Low or medium risk activities may be undertaken by professional facilitators and/or at a facility not run by Council. Council staff may still operate at a ratio of 1:10 or 1:15, depending on circumstances and the requirements of the facility, as facility operators are required to follow their own ratios/requirements. Be sure to discuss supervision requirements with the facility you intend to visit.
4. Where there is a child who requires additional supervision, consider asking a parent to attend the service, activity or event with the child or otherwise ensure additional appropriately qualified staff are present.
5. If a parent attends in order to manage their child's attendance, they would not be included in the operational ratio and are not required to hold a Blue Card; if a parent is attending as a volunteer and is included in the operational ratio they are required to hold a Blue Card.



*The activities run by Council are a somewhat rare entity in that they don't specifically fall under any legislation or professional standard with regards to supervisor:child ratios. School Holiday Program activities are classified as unregulated care as they are targeted at school-aged children and are activity specific. As a result, the ratio guidelines outlined in this procedure are based upon best practice when reviewing the following information:

- The National Quality Framework (NQF). The NQF sets out the minimum qualification and educator to child ratio requirements for children's education and care services. For Queensland, NQF guidelines for centre-based ratio requirements indicate a ratio of 1:15 for ages 5 and over. The framework also state: "while an increased educator to child ratio for excursions is not specified in the *National Regulations*, there is a requirement to adequately supervise children at all times. A thorough risk assessment should determine whether minimum ratios are sufficient to provide adequate supervision while attending an excursion."
- The Queensland Education Department recommends following a ratio of 1:15 and to consider duty of care when undertaking excursions and activities of higher risk and to adjust the ratio accordingly.

Blue Card requirements

For Councillors and relevant Somerset Regional Council employees and volunteers who have direct contact with children, a Blue Card is required. Such persons must:

1. Have a current Blue Card prior to working with children; for those who do not have a current Blue Card, an application should be submitted and the Blue Card must arrive before any work with children is undertaken.
2. Ensure HR have the details of current Blue Cards.
3. Renew Blue Cards as necessary and provide details to HR.
4. Ensure Blue Card information details are kept up to date both with HR and with Blue Card Services.

For Councillors and relevant Somerset Regional Council employees and volunteers who have limited direct contact with children, a Blue Card may not be required. Such persons must note that:

1. Where a person is not likely to work with children for more than 7 days per calendar year, a Blue Card is not required as per the Frequency Test. If a person is likely to exceed 7 days, a Blue Card must be sought immediately.
2. Members of the Council Executive Management Committee must obtain a Blue Card.

Parent/Guardian consent for child-specific services, activities and events

There are various aspects of Council services, activities and events that should be understood and agreed upon by parents/guardians before children participate. The following information should be included on consent forms, which require a parent/guardian signature, where applicable:

General requirements:

1. I wish my child to attend this program and accept all risks resulting from their participation.
2. I have provided current and detailed information about my child to enable Somerset Regional Council staff to deliver a safe and inclusive program.
3. I am aware that I must sign my child in and out of the care of supervising staff for this activity. I will inform the activity supervisors if I need to arrange for a different authorised person to drop off or collect my child. (*Requirement for activities where a child is left in the care of supervising staff for an activity with no parent present.*)



4. I give consent for staff involved in the activities to provide basic first aid for my child and if necessary I authorise the program coordinator to arrange any necessary medical attention at my expense.
5. I understand my child is subject to the rules of this service, activity or event and is expected to demonstrate safe, harmless behaviour. My child understands that they will be required to follow any reasonable instructions given by the staff coordinating the activities. If my child demonstrates dangerous or harmful behaviour they may be excluded from the program. I understand that exclusion may require a parent/guardian to arrange collection of the child.
6. I understand that my child may, on occasion, be supervised by a volunteer or facilitator not employed by Somerset Regional Council. Note that as with Council supervisors, all such persons are required to hold a working with children positive notice Blue Card.
7. I authorise Somerset Regional Council to take and use any photographs, video or sound recordings of my child/ren and any other reproductions or adaptations of my child/s likeness ("the material"), either in full or part, in conjunction with any wording, drawings, in any Council publications, productions or presentation. I understand Somerset Regional Council may engage persons to act on their behalf to undertake this task. I acknowledge my child/ren have no right in the material nor in any Somerset Regional Council publication, production or presentation that includes the material.
8. I have read, understood and agree to the terms and conditions above (name, signature and date required).

Higher risk activity requirements:

1. In consideration of my child/ren's participation in this program, I give consent for my child/ren to participate in swimming/aquatic activities and I understand that the swimming or aquatic instructor will be in charge of the water activities.
2. I am aware of the nature of the low to medium risk activities (including but not limited to high ropes, surfing, giant swing, caving) that may be included in my child's program and accept all risks resulting from their participation. I am aware that qualified facilitators engaged by Council will be instructing my child in these activities.
3. I understand that the activities conducted involve a high level of physical activity and are conducted in various outdoor and indoor locations. I am aware that activities conducted in the outdoors are subject to a variety of changing weather conditions and that many activities require suitable clothing and equipment.
4. I acknowledge that Somerset Regional Council does not have Personal Accident Insurance cover for participants. I agree to arrange for payment of all expenses incurred.

Medication administration consent:

Where a parent has indicated 'Yes' to a medication being required or possibly required during the activity:

1. I give consent for activity supervisors to hold and administer relevant medication for my child.

Bus consent:

1. I give consent for my child to travel to and from the activity venue on the bus provided by Somerset Regional Council (seatbelt equipped). I am aware that I must sign my child on and off the bus and that I am responsible for my child while they are at the bus stop. I will inform the camp supervisors if I need to arrange for a different authorised person to drop off or collect my child.

Information to be collected from parents/guardians for child participation in child-specific services, activities and events

The following information is required:



1. Child's name, date of birth, residential address
2. Allergies, medical and other information (i.e. Are there any allergies, conditions, illnesses or other information that supervisors should be aware of? If yes, please provide further information.)
3. Is your child presently taking tablets and/or other forms of prescribed medication that supervisors should be aware of (i.e. such as one that your child must/may need to take during the course of the activity)? Provide further information if yes:
 - Medication name
 - Dose
 - Time/s of day to be administered
 - Which day/s is the medication required (for camp activities)
4. Parent/guardian name, phone number (home, work, mobile), email address, residential address
5. Secondary contact name, phone number (home, work, mobile), email address, residential address

The following information may also be required:

1. Swimming ability (non-swimmer, weak, strong)
2. Rooming preference (for camp activities)
3. Bus pick up/drop off location (checkbox for each location. Parents/guardians also to be made aware of need to sign child on/off the bus and that they are responsible for the child at the bus stop)
4. Child's year level, school or email address (such as for youth engaged in the Somerset Youth Leadership Camp)

The following information is required for camp activities:

1. Does your child have any food allergies or requirements? Provide further information:
 - Allergies
 - Requirements (eg. Vegetarian, vegan, lactose free, gluten free etc.)

Welfare requirements

The information and consent obtained from parents/guardians about their child/ren should be used to ensure their wellbeing and safety. This information should be used in combination with the risk management plan.

Food safety:

1. If participants bring their own food, encourage healthy food options and a water bottle.
2. Food cannot be shared between children (exceptions for siblings may be allowed in certain circumstances).
3. If a food allergy is listed, ask all participants to be considerate in what they bring/eat.
4. If meals are provided, ensure adequate food options are available for all participants.
5. Ensure there is adequate access to water and encourage participants to bring a water bottle.

Medication:

1. Ensure you are prepared to administer all necessary medications at the appropriate time by collecting information prior to the service, activity or event (i.e. consent form information and possible follow-up phone call).
2. Provide information to parents/guardians and children about the process of holding and administering medications. Parents/guardians must provide medications (and any aids) in a bag labelled with the child's name. Medication boxes are to be labelled by a chemist/pharmacist – including any over the counter medications such as Panadol. Note that certain medications will remain with or near students – such as Ventolin inhalers and EpiPens.



3. Document the receipt of medications from parents/guardians upon the child's arrival and the return of medications at the end of the service, activity or event.
4. Store medication securely. This may require a locked box so that the medication can be transported as necessary. A spare key should be given to another supervisor on site.
5. Document all medications administered. This should include all relevant information including the child's details, your details, the date and time of administration, the name of the medication and the dosage given.
6. Ensure you have relevant phone numbers available if necessary. This may include various emergency or hotline phone numbers and parent/guardian contact details.
7. Submit all documents with the Records department.

Other considerations:

1. Consider the child's abilities when implementing the program; ensure access and equity for all children who wish to participate
2. Where there is a child who requires additional supervision, consider asking a parent to attend the service, activity or event with the child or otherwise ensure additional appropriately qualified staff are present.

Procedures for all department directors

- Receipt of incident reports and following correct actions, including forwarding any necessary reports to relevant persons and Records as per legislative requirements.
- Ensure that each service, activity or event has an appropriate risk management plan developed. Approve acceptable plans and inform the actioning officer. (This may also be undertaken by the CEO if necessary.)

Procedures for Director Human Resources and Customer Service

- Receipt and follow up of high risk incident reports, and notifiable incident reports, in liaison with WHSO as required.
- Maintain a register of all Blue Cards for Councillors, staff and volunteers and provide access or information about the register as required.

OPERATIONS
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Craig Young, Director Operations
 Director: Craig Young, Director Operations
 Date: 21 April 2023
 Subject: Traffic Management Control – Opportunities for Efficiencies
 File Ref:
 Action Officer: WM

Background/Summary

On 9 November 2022 Council passed a resolution

THAT Council Officers bring back a report regarding traffic control management outlining opportunities for implementing and advocating for efficiencies with Traffic Management and associated cost.

Council Officers have reviewed the below for improvements to:

- Council's obligation under the legislation, specifically the Transport Operations (Road Use Management) Act 1995 and Workplace Health and Safety Act;
- The Queensland Guide to Traffic Management and the Austroads Guide to Temporary Traffic Management;
- Council's Traffic Management Plans and Guidance Schemes;
- Council's implementation of traffic management; and
- The use of contractors to undertake traffic control for Council works.

Council Officers also sought independent temporary traffic management advice from an industry expert.

Council Officers have implemented the following changes:

- Registration with Institute of Public Works Engineering Australia's Temporary Traffic Management Toolkit. This toolkit supports the planning and design of safe, cost effective and efficient temporary traffic management solutions for low volume Category 1 roads;
- Continued ongoing discussions with Council Workforce in relation to the practical use and feel of implemented TGS's;
- Improvement in the set up of temporary traffic management controls to reduce the impact to works; and
- Undertaking a business case to determine the practicality of reducing the reliance on traffic control companies by delivering a percentage of traffic management control back in-house.

The recent adoption of the mandatory Austroads Guide to Temporary Traffic Management does not present opportunity for advocating for changes to the lowest Category 1 roads, which nearly all Council roads currently fit into.

Further efficiencies are still being explored, including but not limited to temporary closure of low volume roads and increased use of detours while works are undertaken.

Attachments

Nil

Recommendation

THAT Council notes the report titled Traffic Management Control – Opportunities for Efficiencies.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Craig Young, Director Operations
 Director: Craig Young, Director Operations
 Date: 2 May 2023
 Subject: Trail from Brisbane City to Fernvale - Investigation Result
 File Ref:
 Action Officer: DOPER

Background/Summary

At the 8 February 2023 Meeting, Cr Whalley moved:

THAT officers bring a report back to a future meeting of Council associated with opportunities for the opening of a trail from Brisbane City to Fernvale.

In 2007 the Queensland Outdoor Recreation Federation Inc prepared a document called "Active Trails - A Strategy for Regional Trail in South East Queensland" for the Queensland Government and the Council of Mayors (SEQ). This document identified a total of nine (9) regional and district trails that were considered to "have the potential to be regionally significant within SEQ". In the Somerset Region, this included the Brisbane Valley Rail Trail and a Brisbane City to Fernvale Recreational Trail.

The Brisbane City of Fernvale Recreation Trail conceptually linked the Enoggera Reservoir to Fernvale via southern D'Aguilar Range, Lake Manchester and Savages Crossing.

Council officers have been unable to find any further progress of this strategy and/or this trail alignment beyond the 2007 report.

Council officers are aware of, and in contact with, the not for profit group Brisbane Off Road Riders Alliance (BORRA) are keenly advocating for more trails in SEQ, who are also interested in a trail from Samford in Moreton Bay Regional Council area to Fernvale. BORRA have indicated they will keep Council officers informed with their progress towards this vision.

Attachments

Nil

Recommendation

THAT Council receive and note the report titled "Trail from Brisbane City to Fernvale - Investigation Result"

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Adam Staunton, Disaster Management Officer
 Director: Craig Young, Director Operations
 Date: 27 April, 2023
 Subject: Local Disaster Management Group Meeting Minutes (15 February 2023)
 File Ref:
 Action Officer: DMO

Background/Summary

The Somerset Local Disaster Management Group (LDMG) meets regularly to develop strategies to respond to disasters should they occur and to mitigate the effects of disasters on the community wherever possible. The LDMG consists of the following agencies fulfilling roles of members and advisors:

- CleanCo
- Department of Communities, Housing, and the Digital Economy (DCHDE)
- Department of Agriculture and Fisheries
- Department of Transport and Main Roads
- Education Queensland
- Energex
- Queensland Health (Esk and Kilcoy Hospitals)
- Queensland Ambulance Service
- Queensland Fire and Emergency Services
- Queensland Police
- Queensland Reconstruction Authority
- Red Cross
- SEQWater
- Somerset Regional Council
- State Emergency Service
- Telstra
- NBNC
- Urban Utilities

Meetings are held quarterly, generally held on the third Wednesday of February, May, August, and November each year. Extraordinary meetings can be held outside this time if the LDMG is activated due to a disaster.

Minutes and Agency Reports from the 15 February 2023 meeting are attached.

Attachments

Minutes – Local Disaster Management Group (15 February 2023) including Agency Reports

Recommendation

That the report titled Local Disaster Management Group Meeting Minutes (15 February 2023) be received, and its contents noted.

AGENDA

Local Disaster Management Group

Date: Wednesday 15 February 2023

Venue: Online Only: TEAMS Meeting

Item No	Description	
1.	Opening of Meeting	
	Mayor Cr Lehmann opened the meeting at 9.03am	
2.	Apologies	
	Joe Cullen (QGES), Anita Egginton (DCHDE) - both have been seconded to other LG areas to assist in recovery operations	
3.	Attendees	
	Adam Staunton (SRC), James Bromley (QPS), Gary Love (SRC), Cr Kylee Isidro (SRC), Craig Young (SRC), Andy Bickerton (SRC), Andrew Johnson (SRC), Allison Cuskelly (SRC), Carol Scriven (QED), David Nevin (QPS), Fiona Roberts (Red Cross), Nathan Peake (NEMA), Peta Foster (UU), Heather Luck (DCHDE), Cr Jason Wendt (SRC), Gavin Marsh (QPS), Grant Higgs (NBN), Kerry Olsen (QPS), David Grant (Bureau of Met), Amanda Rosman (QFES), Clare Barker (QFES) Chloe De Marchi (SEQWater, Allison McGregor (QH), Cr Helen Brieschke (SRC), Cr Graeme Lehmann (SRC)	
4.	Membership Changes	
	Annabelle Johnstone has left her position with DCHDE to commence with Ipswich City Council. Anita Egginton will be her replacement. Annabelle was thanked for her long-term service and valuable contributions to the Somerset LDMG.	
5.	Confirmation of Previous Minutes	
	Confirmed	

Business arising from Minutes of previous meeting

6.	Nil
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Agenda Items

7.	Training Update
	Clare Barker advised that the QFES Training calendar is now out and suggested that members/advisors look for opportunities to utilise upcoming training – regardless of location.
8.	Weather Briefing/Seasonal Outlook by BOM Bureau of Meteorology
	David Grant presented the weather outlook for Queensland and Somerset. The La Nina continues, however there are indicators suggesting that it is weakening since the peak during spring 2022. Models are showing that a El Nino is possible, however predictions this far out are subject to some variability. Further briefings will provide a more accurate

	prediction on the likelihood of an El Nino forming.
9.	<p>Induction for the Somerset LDMG</p> <p>Clare Barker (QFES) performed an induction for the Somerset LDMG. Clare went through the LDMG member/advisor responsibilities etc as required under the Qld Disaster Management Training Framework.</p> <p>Those attending this meeting were required to complete the required forms and email back to QFES.</p>
10.	<p>Recovery Update</p> <p>Andrew Johnson, Somerset LRC/CEO, discussed the current status of the recovery from both the 2019 bushfires and the recent 2022 flooding, noting that;</p> <ul style="list-style-type: none"> • the Recovery Groups last met in November to review the various recovery action plans, noting that we have entered the medium to long-term recovery phase. • Human Social recovery is progressing well. • Economic recovery is continuing, with forums and workshops having been completed to assist with Business recovery and resilience. • Council adopted in December the Economic Development strategy, along with the Lowood Futures Strategy adopted in 2022. • QRA/REPA approvals are continuing - "The year of delivery". • EOIs were submitted to QRA in late 2022 for a number of recreational projects, and we are hopeful to have these approved in due course. • The next recovery group meetings are scheduled for May 2023. <p>Andrew took the opportunity to introduced Allison Cuskelly who has recently joined Council as a Community Recovery and Resilience Officer (CRRO).</p> <p>Craig Young (SRC) spoke to the group to provide an update on infrastructure recovery, namely.</p> <ul style="list-style-type: none"> • CDO/Emergent Works and Immediate Construction have all been lodged and subsequently approved. • REPA packages have been submitted, with several projects to be commenced shortly. In total, we are expecting 65 submissions to QRA for REPA, with approximately 5 betterment projects. • The Deadline to complete these packages is June 30, 2024.
11.	<p>Agency reports - By Exception</p> <p>David Nevin (QPS) spoke to the restructure that is occurring with the newly formed Disaster and Emergency Management portfolio within QPS. Also noting that QPS are awaiting an IGEM report which may outline reforms to come later.</p> <p>Grant Higgs (NBN) advised the group that fibre upgrades will be occurring in the Lowood area within weeks. This should improve the networks resilience to flooding and other disasters. Grant also advised that there are several fixed wireless towers being upgraded over the next 12-18 months within the Somerset region. This could result in</p>

some short-term disruptions to service during this period.

On a question posed by Cr Brieschke, Grant advised that Coominya and Toogoolawah would be the most affected as those two townships are on fixed wireless.

Heather Luck (DCHDE) gave an update on the Miles and Tara operations. Teams from DCHDE are onsite and assisting with the recovery.

Fiona Roberts (Red Cross)

Congratulated Allison Cuskelly on her appointment to the CRRO position. Fiona also noted that any recreational recovery projects that would allow the community to “gather” would be welcomed and assist in the long-term recovery and resilience of our residents.

Reports attached:

- Queensland Education
- Queensland Police Service
- Red Cross
- SEQWater
- Somerset Regional Council
- Somerset State Emergency Service
- Urban Utilities

12. **General Business**

Amanda Rosman (QFES) advised that the disaster.qld.gov.au website will be upgraded over the coming months due to SharePoint being taken offline. She highlighted the fact that any links to the “old” website will likely need up dating when reviewing plans etc.

13.	Next meeting	17 May 2023
14.	Closure of meeting	9.50am



Somerset Local Disaster Management Group

Member Status Report

Organisation represented: Department of Education

Meeting Date and Time 15 February 2023, 9am-11am

The following activities have been undertaken or are being undertaken by the local government/agency/organisation:

Operational Issues

COVID current traffic light level: GREEN

- The health and safety of children, staff and the broader community is our highest priority. Whilst most COVID restrictions have been removed, there remains actions that schools, early childhood centres and families can take to limit the transmission of infection.
- State schools will continue to operate safely, ensuring that all hazards (including COVID-19) are managed effectively.

Annual Regional Disaster Management Training and Exercise

- Regional DM Sub-plan has been developed
- Regional Risk assessment completed aligning to the Queensland Emergency Management Risk Framework (QERMF)
- Training and exercising have been conducted.

Current Heatwave Warning (issued 7: 58am 01-02-23 all regions)

- Schools operate under Managing Excessive heat in schools' guidelines - <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools>
- This link is 'outward facing' and available to the general public.

Sign-off and Approval

Sign:

Report submitted by: Carol Scriven, Assistant Regional Director

Local Government/Agency Position: Department of Education

Date submitted: 3 February 2023



Somerset Region Local Disaster Management Group Report

Report submitted by: **Senior Sergeant Kerry Olsen**

Department or Agency: **Queensland Police Service**

Date: 15th February 2023

For inclusion in the minutes of Somerset Region Local Disaster Management Group meeting scheduled for: 15th February 2023

The following activities have been undertaken, or are being undertaken, by this agency:

Planning: DDMP – working group across all XOs in the State to develop a contemporary document that is fit for purpose (ongoing)
West Moreton Health – RACF

Training (Internal): First Year Constables – Introduction to QDMA, an overview and QPS activities during evacuations
Intel officers trained by SDCC

Training (External): Ipswich City Council and Dam Safety – Training / Exercising of EAP's for Ipswich City Council owned Dams – 2 days

Operations:

N/A

Exercises: Participate in ICC Dam EPA exercises (12th and 13th of January)

Development Projects: IGEM submission for current QDMA review
Comment requested for Big T Hydro draft TOR – provided

Contentious issues or matters to be raised:

N/A

General Business:

Representative's position & contact details:

NAME: Kerry Olsen
JOB TITLE: Senior Sergeant DMSO
E:
M:

RED CROSS AGENCY REPORT December 2022 – January 2023

The following activities have been or are being undertaken by this agency:

OPERATIONS

Police Incident in the Western Downs

Red Cross provided **Psychological First Aid (PFA)** in response to the Police Incident in the Western Downs region in December 2022. Red Cross teams were located at the Tara Neighbourhood Centre and the Chinchilla Community Centre. A number of vigils, memorials, and non-related pre-organised events were attended by Red Cross in both affected communities from 15th- 23rd December 2022. A small, roving team returned to Chinchilla on December 28th, with operations concluding on January 1st.

Queensland Police Service (QPS) also requested Red Cross undertake **Memorial Management** in multiple locations across the region. All items collected at memorial sites will be given to the families and/or QPS when appropriate.

Gold Coast Aviation Incident

Red Cross is currently providing **Psychological First Aid (PFA)** and **Memorial Management** at the Broadwater Parklands, Southport, following the Aviation Incident on January 2nd, 2023. A Red Cross team is assisting community as they visit the tribute site, providing PFA and sharing valuable information on support services available.

Should you require the assistance of Red Cross to respond to an emergency in Queensland please contact our **Duty Officer** on . *Calls only, no text messages.*

RECOVERY

In December members of the Red Cross Recovery team presented at the Gender and Disasters Australia forum. Using examples and lived experiences heard in the field following the 2022 Queensland floods, Red Cross highlighted that domestic violence increases after disasters and that personnel engaging with impacted people need to have the training to recognise and support such cases.

Recovery officers are working closely with Somerset Council representatives and other community stakeholders to plan combined Resilience/Preparedness events for the coming year. Activities include attendance at community events, input into the new residents' 'Welcome Packs', and workshops to build resilience of key vulnerable groups, such as Council/Red Cross preparedness workshops for seasonal workers.

To contact a local Red Cross Recovery Officer or to enquire about the Recovery Program, please email [_____](#)

TRAINING

Evacuation Centre Training is continuing to be delivered to both Red Cross volunteers and external stakeholders state-wide, to better prepare disaster responders to the challenges of emergency sheltering.

For all enquiries about Evacuation Centre Training please contact Alison Langevad on

GENERAL BUSINESS

Red Cross Emergency Services QLD Recruitment Drive

Red Cross Emergency Services Queensland have launched a recruitment drive to increase our volunteer base across regional and urban communities. The Emergency Services team support groups and individuals to prepare for emergencies and continue to assist community with response and recovery in disaster.

Under the theme 'We are better together' Emergency Services Qld:

- Understand that small actions can make a big difference in someone's life
- Are encouraging people to share their stories through social media on help they have provided each other
- Are promoting the idea that **together** community members can make the situation better
- Continue to encourage people to join Emergency Services to help their local community better prepare for, respond to and recover from disasters.

If you can assist Red Cross Emergency Services QLD with sharing of recruitment flyers or business cards, please contact your Red Cross Liaison Officer for information.

Major Incidents Report 2021-22 (AIDR)

Australian Institute for Disaster Resilience (AIDR) have announced the publication of the **Major Incidents Report 2021-22**. This report outlines 36 events that have impacted Australia over the 2021-22 financial year, with detailed overviews of 9 of those events.

"Significantly, this year's report demonstrates the capability of and necessity for the states and territories, Australian Government, and industry to work together to minimise the impacts of the consecutive, concurrent, complex, and compounding events that Australia faces. It highlights the important work and skills of our emergency service agencies and volunteers that help to keep communities safe." (Media release: October 11, 2022, AIDR).

To view the current report and previous editions: <https://knowledge.aidr.org.au/resources/major-incidents-report/>

DUTY OFFICER

When formally **activating Red Cross to respond to an emergency**, contact should be made via the **Red Cross Duty Officer** phone which is: .

The Duty Officer may then request additional supporting activation information to be sent to: _____

REPORT AUTHORISATION

I acknowledge that this report is a true record of this agency's Disaster Management activities.

Name of authorised person:

Dr Fiona Roberts

Liaison & Recovery Officer - Emergency Services QLD
Mob | Email

Agency Report



Somerset LDMG – Agency Report

Organisation represented	Seqwater
Meeting date and time	Wednesday 15 February 2023 0900-1100hrs

The following activities have been undertaken or are being undertaken by Seqwater.

Risk management/ mitigation

- Seqwater is continuing its public awareness campaign to help educate and bolster understanding about the role of Seqwater and its gated dams by offering a series of Webinars.
- Seqwater continues to assist in the management of prohibited and restricted biosecurity matter (e.g. FMD, LSD, ASF) including managing a number of targeted feral ungulate (cattle, pig, deer, goat) programs on Seqwater's responsible lands.

Planning

- Seqwater is undertaking a review of the *Wivenhoe Dam Emergency Action Plan*. A revised version will be issued to the Somerset LDMG not before 1 March 2023 for comment.

Operational issues

Nil.

Exercises

- Seqwater's Flood Operations Centre conducted a series of simulation exercises through November 2022. The exercises included external observers such as various Councils and Department of Regional Development, Manufacturing and Water.
- Seqwater is commencing the planning phase for *Exercise Hydra 2023* with Water Service Providers (including Urban Utilities). The exercise will be held on 1 June 2023 and will continue to explore collective response to an extreme wet weather event. Observers from Local and District Disaster Management Groups will be invited by the Seqwater Exercise Planner.

Projects

- Somerset Dam is one of several dams identified for upgrade as part of Seqwater's Dam Improvement Program. The aim of the upgrade is to improve the dam's ability to withstand extreme floods and earthquakes. A detailed Business Case is being prepared and will then be submitted for Government approvals.
- Project updates are publicly available by following the subscription steps at <https://www.seqwater.com.au/subscribe-newsletter>.

General business

- Seqwater's free dam release notification service provides subscribers with notifications by email, text messages to mobile phones or recorded messages to telephone landlines when dam releases are occurring. Residents can register via <https://www.seqwater.com.au/dam-release-notification-service>.
- Dam levels are updated daily and are publicly available at <https://www.seqwater.com.au/dam-levels>.
- **Not for public dissemination:** Un-gated dam outflow information is available at <https://damoutflow.seqwater.com.au/>.
- Seqwater's Primary and Proxy LDMG Agency Advisors are:

Primary Advisor	Jason Boldeman – <i>Principal Incident & Emergency Management</i> M: E: _____
Proxy Advisor	Chloe De Marchi – <i>Senior Emergency Management Advisor</i> M: E: _____

Sign-off and approval

Sign	_____
Reported submitted by	Chloe De Marchi
Local Government/ Agency Position	Senior Emergency Management Advisor
Date submitted	13 February 2023

Somerset Local Disaster Management Group

Report submitted by: **Adam Staunton, Disaster Management Officer**

Department or Agency: **Somerset Regional Council**

Date: **09/02/2023**

For inclusion in the minutes of Somerset Local Disaster Management Group meeting scheduled for **15/02/2023**

The following activities have been undertaken, or are being undertaken, by this agency:

- Property Specific Flood Certificates continues to be used and is getting near 2000 individual requests since its implementation in October 2022.
- Council's workshop team are currently installing boom gates to be used on Winya Road should flooding occur in Kilcoy Creek. The same style boom gates will be similarly installed at Twin Bridges and Savages Crossing
- Flood Camera has been installed at Walshes Crossing, Kilcoy
- Additional cameras have been installed as part of a funded program to better secure areas along the Brisbane River. These cameras can also be used as flood cameras if needed.
Locations are as follows;
 - Twin Bridges, Fernvale
 - Savages Crossing, Fernvale
 - Burtons Bridge, Borallon
 - Scrub Creek Rd, Scrub Creek
 - Fielding Rd, Vernor
 - Geoff Fisher Bridge erst area, Fernvale
- Council was successful fir funding under the QRA's Floodplain Risk Management Program for the following projects:
 - Overland Flow Flood Risk Mapping and Historical Inundation Calibration
 - Flood Warning Intelligence Enhancement
- Letters were sent to:
 - Residents in the "potential" flood hazard area within Somerset to advise of flood risk and what preparations each resident should make leading up to our severe weather Season(s).
 - Residents that live in communities that can be isolated for extended periods of time such as, Scrub Creek and Banks Creek areas. Residents were advised of this risk and reinforce the message that they will need to have enough supplies etc should they be cut off for an extended period.
- Council are partnering with the Queenslanders with Disability Network (QDN) in a project known as Building Inclusive Disaster Resilient Communities (BIDRC). The goal of this project is tro beold a more inclusive disaster resilient Somerset region for people with a disability. The first workshop will be held on Friday 10 March at the Somerset Civic Centre, Esk.
- Training – QDMA training is being held on the 30th March for Queensland Disaster Management Arrangements

Activations:

- Nil

Representative's position & contact details:

Adam Staunton
Disaster Management Officer

Somerset Local Disaster Management Group

Member Status Report

Organisation represented: Somerset SES Unit

Meeting Date and Time 15 Feb 2023

The following activities have been undertaken or are being undertaken by the local government/agency/organisation:

Operational Issues

Operations Conducted

13 SES tasks logged via TAMS

- Sandbagging (2)
- temporary roof repairs (11)

4 agency support requests logged via TAMS

- search for missing person – for 12 days (1)
- flood boat rescue (1)
- patient retrieval (1)
- first aid and traffic control (1)

General Business

SES groups have resumed routine training for 2023.

Two replacement vehicles (Ford Ranger 4WD crew cabs) for Esk and Lowood SES Groups being ordered shortly.

Replacement flood / rescue boat for Lowood SES Group currently in production.

SES traffic controllers overlooked as viable resource to assist with traffic management following recent road traffic crashes.

Maintenance of membership continues to be a challenge for Esk and Toogoolawah groups.

Sign-off and Approval



Sign:

Report submitted by:

Andy Bickerton

Local Government/Agency Position:

Somerset SES Unit Local Controller



Date submitted:

14 Feb 2023

LDMG Agency Report

To: Somerset Regional Council Local Disaster Management Group	
CC:	
From: Luke Sawtell, Head of Security and Resilience	Date: 13 February 2023
T :	Page: 1 of 2
Re: LDMG Agency Status Report for February 2023 Meeting	

This report outlines the activities that have been undertaken or are being undertaken by Urban Utilities in relation to our disaster preparedness and general operations in the Somerset Regional Council region.

Planning

- Urban Utilities has identified the bushfire risk for South-East Queensland and has commenced planning in readiness for an early onset season.

Training

- The Emergency Management Training program is being reset in readiness for further training and exercises to be implemented across the business to improve emergency management capabilities, post the high-risk summer season.

Exercises

- Urban Utilities is currently planning its annual exercise program; this will be focused on current threat environment and will ensure all planned asset improvement project works with Seqwater are covered.
- Exercises will focus on potential impacts on the water and sewer networks to support revision of key contingency plans to support all works.

Operations

- Plans are being finalised to connect the newly installed fire tank to support Jimna community to the Urban Utilities network, the tank is designed to provide an extra firefighting water supply.



- Urban Utilities in conjunction with our delivery partner, Diona, will commence construction of a new water reservoir and pipeline at Esk. Located at 104 Highland Street, the new reservoir will improve the reliability and resilience of the water supply network servicing the Esk township.

Development Projects / Risk Management Studies

- NIL

Contentious Issues

- NIL

General Business

- Urban Utilities will be relocating into its new office in Fortitude Valley in March 2023. The new office includes a purpose-built Emergency Management room with new technology and the tools to provide support across the business.

Peta Foster

Emergency Management Specialist

Representatives Position and Contact Details

Luke Sawtell
Head of Security and Resilience
P h :

Peta Foster
Emergency Management Specialist
P h :

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
 From: Craig Young, Director Operations
 Director: Craig Young, Director Operations
 Date: 30 April 2023
 Subject: Operations Report for April 2023
 File Ref: Governance – Reporting – Officer Reports
 Action Officer: CSSA (Debbie Chandler)

Background/Summary

Engineering Services Team

This month, the Engineering Services Design Team started design preparation for the 2023-2024 budget design program. The team has continued to provide engineering support to the works department on several projects such as; Glamorgan Vale Road, Esk Crow Nest Road Stage 1 projects and has continued managing design projects outsourced to design consultants:

- Burns Street, Esk Crow Nest Road Stage 2, Ivory Creek Road and Toogoolawah Biarra Road designs
- Detailed design and scope of works preparation for construction quote for footpath at Esk State School and Lowood State Schools funded through the School Transport Infrastructure Program (STIP).
- Progressing Walkability Master Planning for Fernvale, Lowood, Esk, Toogoolawah and Kilcoy private consultants.

The team has also finalised and updated asset system with stormwater inspection data for Toogoolawah provided by Proterra Group.

The Engineering Services Team provide engineering development advice to the planning department and assessment and applicant response to Operational Work applications, for April 2023 with 2 new Operational Works Applications received.

The Engineering Services Parks and Facilities Team continues to oversee operations in the parks and facilities areas.

They also continue to set out traffic counters within the region and provide continual assessment of Council infrastructure to ensure our information remains current within our asset and GIS systems, as well as overseeing works within road reserve applications, property access applications and heavy vehicle permits.

Permits

	Apr-23	Apr- 22
Land Access Permit	38	43
Property Access Applications	18	16
National Heavy Vehicle Regulator Permits Processed	3	7

Works Team

Completed Projects through 2022 / 23:

- 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
- Western Branch Crossing #35, Mt Stanley.

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.
- Colinton Street, Braemore – awaiting final seal of road.
- McConnell Street, Braemore – awaiting final seal of road.
- Glamorganvale Road, Wanora – Road widening – progressing very well.
- Lowood Minden Road / Jensens Swamp (Minden) intersection upgrade – final seal and line-marking to be completed by late April 2023
- Lindemans Road, Lowood, nearly complete – awaiting bitumen in-fill and tidy-up.
- Simpson Street, Fernvale – K&C completed; road awaiting bulking-out, gravel, then asphalt.
- Moore Amenities, Moore – Replace footpaths and K&C at amenities. Approaching completion
- Royston Street, Kilcoy - Works to footpath areas at Kilcoy State School including wombat crossing, blisters and signage.
- Bernhagen Lane, Lowood - Convert un-used to 4m sealed area (80mts). Includes 45m seal on Reichardt Lane.
- Muckerts Lane, Vernor - Clear area for firebreak and underground electrical power. (Black summer bushfire program)

Road Reseal Program (underway, and to begin):

- Claus Road (near Cooper Rd), Glamorganvale
- Fernvale Road (near 703 & Cemetery)
- Eskdale Road, Toogoolawah
- Linville Road, Moore

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 continues and so does the maintenance and repairs to mowing equipment.
- A new reach mower with flail head has been delivered and fitted to a John Deere tractor. It has gone into service, for the Kilcoy slasher crew.
- A new lease vehicle (Ford Ranger ute) has arrived and will be fitted out for spray crew 1.
- Disposal of excavator (plant 244) to auction.

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.
- Carry out quarterly electrical test & tag on numerous council assets / appliances.
- On-going fabrication of flood boom-gates.
- Fabricate and install picnic unit at Toogoolawah pull-off area. Create aluminium folder-holders for Adrian Sclosa.
- Carry out repairs on front-deck mower; new skirts on walker-mower, and slasher repairs where required.

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

- A&M Civil continuing with REPA / QRA works and flood damage repairs across the Buaraba Creek region.
- CPM Civil continuing with REPA / QRA works and flood damage repairs – CSR Priority Roads (Central).
- Browns Contracting – REPA / QRA flood damage: Brightview Mt Tarampa region; Glamorgan Vale & Marburg region; Lowood & Minden regions.
- RPQ contractors are sealing various roads throughout Council and TMR network.
- Various other contractors continue to assist with maintenance and flood damage.
- Ertech Contractors is continuing with the reconstruction of Lowood Minden Road between Litzows Road and Lukritz Road.

Update on DRFA submissions

All 69 submissions are lodged.

- 42 approved with Recommended Value of \$17.3M.
- 27 awaiting QRA assessment with Submission Value of \$30.0M+.

Construction Update:

- 3 submissions completed,
- 8 submissions under construction,
- 1 submission soon to be awarded,
- 5 submissions soon to be placed on Vendor Panel.

Betterment Submissions to be finalised:

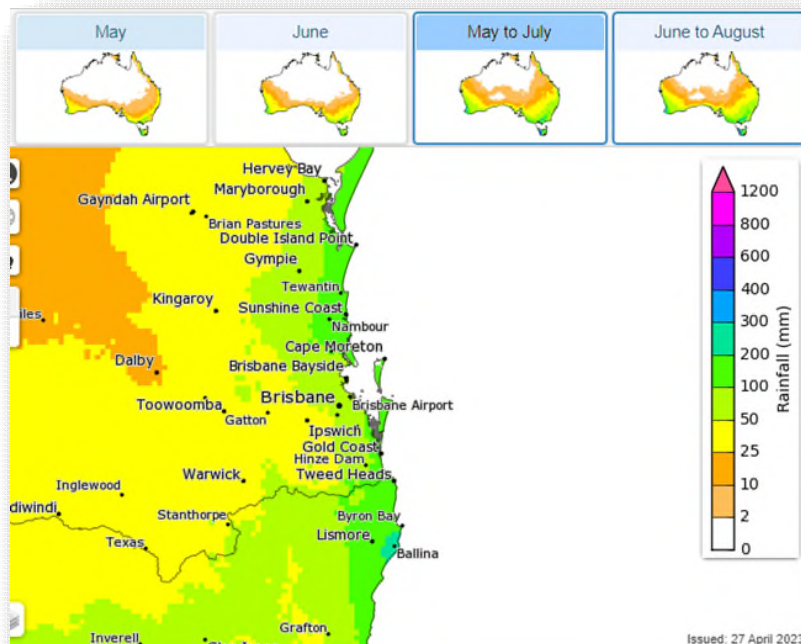
- Scrub Creek Road
- Rasmussen Road
- Patrick Estate Road
- Voights Road

We are coordinating delivery of submissions in regions to achieve efficiencies (subject to further QRA approvals).

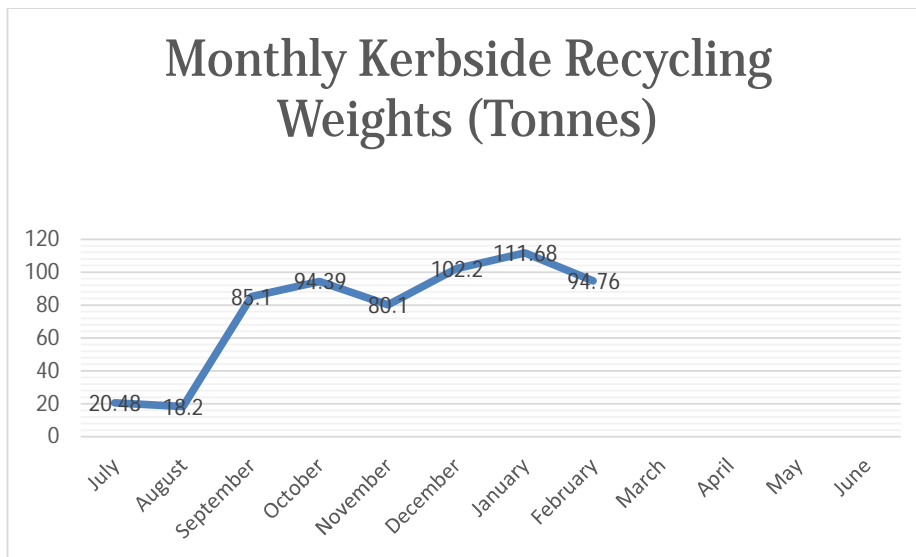
Weather Outlook

- Strong El Nino signals with rapid warming in the eastern Pacific
- TC Ilsa has caused cooling off the NW WA coastline which may help in driving a positive IOD event
- May onwards should begin to exhibit more significant below average rainfall trends
- Above average maximum temperatures favoured
- Below average minimums likely to become a feature with an increased chance of frosts over winter
- Slightly elevated bushfire threats to occur – but may tend well above average later in the year

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



- Recycling services – 13,188 with 57% presentation rate

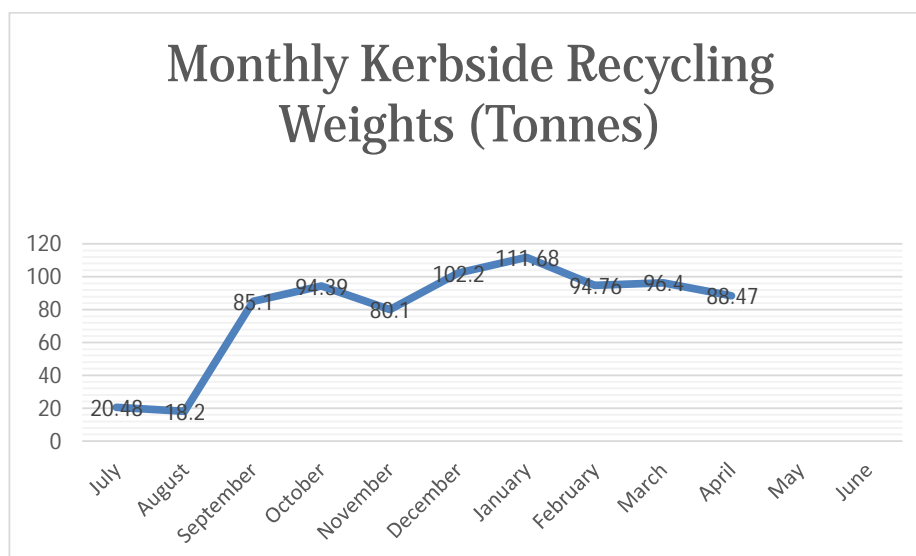


Waste Management

Kerbside Collection Contract – Ipswich Waste

During the month of April 2023, there were 53,599 kerbside services performed –

- General waste services – 39,510 with 85% presentation rate
- Recycling services – 14,089 with 61% presentation rate

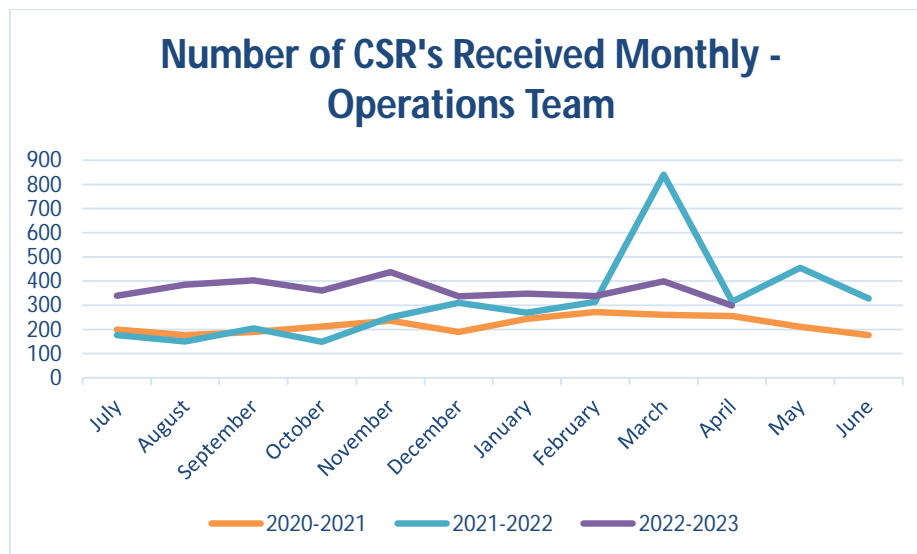
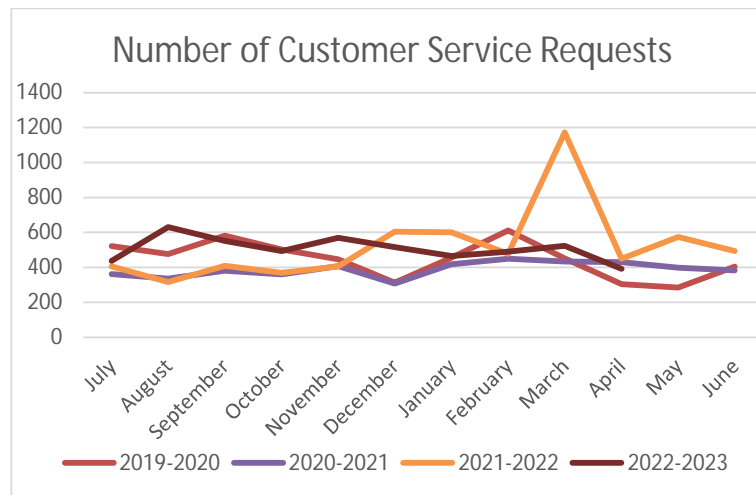


Approved Park/Community Events

Kilcoy Multicultural Carnival, Yowie Park, Kilcoy – Friday, 4 May 2023

Customer Service Requests

Council received 391 customer service requests for the month of April 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	Mar-23	Apr-23
Cemeteries	3	1	3	0	2	1	3	2	2	5
Disaster Management	1	0	0	0	0	0	0	0	0	0
Departmental reviews	2	0	1	0	0	0	0	2	0	0
Fences on roadways	0	0	0	1	0	0	1	1	1	0
Illegal dumping clean ups	13	5	10	8	6	12	11	5	13	4
Overgrown Council land	0	0	2	5	3	0	1	3	0	0
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	4	6	6	3	7	3	5	3	13	12
Roads - bitumen	69	56	49	70	56	37	38	38	41	29
Roads - gravel	40	31	46	72	34	20	25	18	29	23
Roads - drainage	10	13	6	2	10	18	23	8	13	10
Roads - culverts	3	4	2	6	1	7	3	3	5	2

Roads - vegetation	31	16	9	10	32	36	36	30	58	32
Roads - footpaths	6	5	4	1	1	5	13	9	11	8
Roads - linemarking	1	1	0	0	0	1	1	0	3	1
Roads - bridgework	1	0	0	0	0	0	0	0	1	1
Roads - traffic furniture	18	23	9	5	19	15	27	10	10	21
Rural Property Number	12	5	1	2	5	9	6	4	6	3
Stormwater issues within private properties	3	2	4	3	2	2	3	1	5	1
Waste management	2	6	0	6	0	0	2	0	0	1
Wheelie bins	0	0	0	0	0	0	0	0	0	0
Cancellation of extra services	1	22	30	5	5	5	4	8	11	4
Damaged lids and wheels	10	29	16	12	11	9	11	18	12	6
Replacement Split Bins	19	41	27	23	21	15	23	37	29	16
New Services	28	19	13	24	18	19	15	7	20	20
Extra services	7	7	8	5	3	5	3	8	6	9
Stolen/Non Delivery of New Bins	7	65	99	37	112	44	10	52	16	16
Missed services	4	3	13	14	8	6	2	5	5	5
Contractor requests/complaints	1	1	9	0	0	0	3	5	3	2
Facilities	0	0	0	0	0	0	0	0	0	0
Air conditioning	1	0	2	1	0	2	1	2	3	0
Carpentry, painting, tiling & flooring	2	1	4	6	7	11	5	7	11	2
Electrical	5	4	4	4	6	13	8	5	9	11
Equipment, furniture & fixtures	9	7	3	10	8	8	11	14	16	14
Grounds maintenance	1	1	2	5	10	2	4	3	5	2
Pest Control	0	0	0	1	1	0	2	1	2	0
Plumbing	14	11	11	15	29	16	31	19	27	26
Roofing and guttering	1	0	1	2	2	2	0	0	1	1
Security, locks & CCTV	5	0	1	3	4	5	4	4	1	3
Signage	0	0	2	1	3	1	3	1	0	2
Vandalism	4	0	4	6	7	2	6	3	1	3
Cleaning	1	0	2	1	4	6	4	2	10	4
	339	385	403	369	437	337	348	338	399	299

Attachments

Customer service report for April 2023 – attachment 1

Recommendation

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

**Service Request by Types**

**Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023**

2-May-2023

Categories	Total
\Customer Service Requests\Animal\Dog, Attack on a Person	1
\Customer Service Requests\Animal\Dog, Attack on an Animal	1
\Customer Service Requests\Animal\Dog, Barking Dogs at Private residences	10
\Customer Service Requests\Animal\Dog, Miscellaneous	2
\Customer Service Requests\Animal\Dog, Wandering at Large	7
\Customer Service Requests\Animal\Livestock, Miscellaneous	1
\Customer Service Requests\Animal\Livestock, Wandering at Large	5
\Customer Service Requests\Animal\Trap, Cat	2
\Customer Service Requests\Declared Plants, Animals\Declared Animals, General Enquiries	6
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Council Land	1
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Private Property	2
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Road Reserves	3
\Customer Service Requests\Environment Issues\General Environmental Complaints	3
\Customer Service Requests\Environmental Health Issues\Food Premises Complaints	1
\Customer Service Requests\Impounding\Request to Impound Dogs, Cats	9
\Customer Service Requests\Impounding\Request to Impound Livestock	1
\Customer Service Requests\Impounding\Request to Impound Motor Vehicles	1
\Customer Service Requests\Local Laws\Other Local Law issues	1
\Customer Service Requests\Environment Issues\Noise Nuisance	4
\Customer Service Requests\Environment Issues\Odour Nuisance	1
\Customer Service Requests\Local Laws\Visual Pollution	2
\Customer Service Requests\Parks\Lighting (Parks)	1
\Customer Service Requests\Parks\Mowing	6
\Customer Service Requests\Parks\Playground Equipment	3
\Customer Service Requests\Parks\Trees	1
\Customer Service Requests\Rural Property Numbering\New RPN	2
\Customer Service Requests\Rural Property Numbering\Replacement RPN	1
\Customer Service Requests\Waste Management\Transfer Station, Landfill Complaints	1
\Customer Service Requests\Wheelie Bins\Cancellation of Service	4
\Customer Service Requests\Wheelie Bins\Complaints of Wheelie Bin Contractor	1
\Customer Service Requests\Wheelie Bins\Confirmation of Number of Wheelie Bin Services	1
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken hinges on lid - split lid - broken handle on lid - replacement lid required	4
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken Wheels - missing wheels - rusted axle	2
\Customer Service Requests\Wheelie Bins\Damaged-Replacement Bin - split - broken - broken handle on back of bin - broken clips for axle	16



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
\Customer Service Requests\Wheelie Bins\Extra Wheelie Bin Service	9
\Customer Service Requests\Wheelie Bins\Missed Wheelie Bin Service	5
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, Existing Premises by Owner	4
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Owner	8
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Plumbing Form	6
\Customer Service Requests\Wheelie Bins\Stolen Wheelie Bin - replacement wheelie bin required	16
\Customer Service Requests\Planning Department Issues	1
\Customer Service Requests\Drainage Issues within Properties\Stormwater Issues - Other	1
\Customer Service Requests\Local Laws\Illegal Camping	3
\Customer Service Requests\Local Laws\Obstruction of Footpath, Unlawful materials on footpath, road reserve - Residential Area	2
\Customer Service Requests\Illegal Dumping\Mixed Domestic or Commercial Waste - Illegal Dumping - An amount over 200 Litres in size - larger than a wheelie bin	2
\Customer Service Requests\Illegal Dumping\One of items - non-investigative - green waste - mattress - camp chair - couch cushion - fridge etc	1
\Customer Service Requests\Illegal Dumping\Mixed Domestic or Commercial Waste - Littering - up to 200 L in size - amount up to wheelie bin size	1
\Customer Service Requests\Parks\Vandalism\Graffiti	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Annette Street Toogoolawah - 0554	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Brisbane Valley Highway - RMPC - 0042	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Condamine Drive - 0947	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Forest Hill - Fernvale Road - RMPC - 0412	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Fulham Street Toogoolawah - 1944	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Glamorgan Vale Road - 1979	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Gregors Creek Road - 2255	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Hawthorne Road - 2339	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Himstedts Road - 2390	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lowood Hills Road - 2763	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lowood Minden Road - 2766	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Malmborg Road - 2825	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Manthey Road - 2834	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Mary Smokes Creek Road - 2868	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Old Esk Road Moore - 3117	1
\Customer Service Requests\Roads - Bridges -	1



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
Drainage\Bitumen\Prospect Street - 3290	
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Richard Street - 3357	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Villeneuve Road - 3797	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Wanora Road - 3840	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Wivenhoe - Somerset Road - RMPC - 0410	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Woodrow Way - 3951	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Beaconsfield Road - 0642	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Braemore Lane - 0756	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Cedarvale Road - 0885	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Costelloes Lane - 0983	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Drapers Road West - 1712	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Eastern Branch Road - 1748	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Harris Road - 2323	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Langtons Lane - 2674	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Lehmans Road - 2690	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Limberg Road - 2706	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Millewski Road - 2930	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Oak Mill Road - 3101	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\OLearys Lane Harlin - 3138	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Rifle Range Road - 3371	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Russell Road Lowood - 3430	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Silverleaves Road - 3543	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Tetzlaffs Lane - 3708	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Waverley Road - 3854	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Western Branch Road - 3889	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Zabels Road South - 3989	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Banks Creek Road - 0615	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Heap Street - 2348	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Mack Street - 2798	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Meadow View Road - 2922	1



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Nunns Road - 3087	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Railway Street Esk - 3303	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Salvia Road - 3443	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Zabels Road North - 3986	1
\Customer Service Requests\Roads - Bridges - Drainage\Culvert Maintenance\Colinton Street - 0945	1
\Customer Service Requests\Roads - Bridges - Drainage\Culvert Maintenance\Neurum Road - 3052	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Aspera Street - 0581	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Beduhn Road - 0656	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Brisbane Valley Highway - RMPC - 0042	3
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Clarendon Road - 0920	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\DAguilar Highway - Kilcoy - Blackbutt Range - RMPC - 0043	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Deletraz Road - 1680	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Fairneyview Fernvale Road - 1856	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Forest Hill - Fernvale Road - RMPC - 0412	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Glamorgan Vale Road - 1979	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Hallings Road - 2280	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Ipswich Street Esk - 2442	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Ironwood Street - 2443	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Larsens Road - 2682	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lowood Hills Road - 2763	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lowood Minden Road - 2766	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Main Street North Moore - 2817	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Malmborg Road - 2825	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Marburg Road - 2844	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\McLaughlans Lane - 2912	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Michel Street Lowood - 2926	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Patrick Estate Road - 3214	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Peace Street - 3222	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Pooles Road Villeneuve - 3260	1



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Railway Street Lowood Drainage - 3307	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Rashford Street - 3320	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Sandy Creek Road Sandy Creek - 3452	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Vineyard Road - 3803	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Ann Street Esk - 0542	2
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Banks Creek Road - 0615	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Burrows Street - 0831	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\DAguilar Highway - Kilcoy - Blackbutt Range - RMPC - 0043	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\England Creek Road - 1793	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Fulham Road Cressbrook - 1942	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Harrier Place - 2321	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Jackwitz Road - 2461	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Kestrel Street - 2577	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Main Street Fernvale - 2809	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Main Street Lowood - 2807	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Main Street North Moore - 2817	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Manthey Road - 2834	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Mary Street Kilcoy - 2872	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Mount Beppo Road - 2969	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Patrick Street Lowood - 3219	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Reinbotts Road - 3344	2
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Sandpiper Drive - 3446	1
\Customer Service Requests\Roads - Bridges - Drainage\Bridgework\Monsildale Road Ch 0.2 Monsildale Bridge - 2957	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Brisbane Valley Highway - RMPC - 0042	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Heap Street - 2348	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Ipswich Street Esk - 2442	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Mangerton Street - 2831	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Mary Street Kilcoy - 2872	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Peregrine Drive - 3233	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\South	1



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
Street - 3573	
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Titmarsh Circuit - 3727	1
\Customer Service Requests\Roads - Bridges - Drainage\Linemarking\Ipswich Street Esk - 2442	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Nerremman Road - 3041	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\DAguilar Highway Service Road North - 1640	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Dingyarra Street - 1699	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Un-named Road 4606 - Linville - 24606	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Esk - Kilcoy Road - RMPC - 0405	3
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Railway Street Coominya - 3306	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Gatton Esk Road - 4144	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Sandy Creek Road Sandy Creek - 3452	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\DAguilar Highway - Kilcoy - Blackbutt Range - RMPC - 0043	2
\Customer Service Requests\Animal\Dog Registrations	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Esk Somerset Civic Centre	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Fernvale Community Hall	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Fernvale campdraft grounds	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Fernvale Stumer Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Kilcoy Memorial Hall	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk library	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Lions Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Pipeliner Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Electrical\Fernvale campdraft grounds	1
\Customer Service Requests\Facilities Maintenance\Electrical\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Electrical\Kilcoy library	1
\Customer Service Requests\Facilities Maintenance\Electrical\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Electrical\Lowood SES	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Coominya park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Esk Pipeliner Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Esk works depot	1

**Service Request by Types**

**Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023**

2-May-2023

Categories	Total
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Fernvale Futures Complex	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Fernvale Memorial Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy Anzac Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Linville Ditchman Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Lowood Clock Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Lowood library	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Moore Stanley Gates Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Kilcoy Information Centre	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Coominya park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Pipeliner Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk skate park	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Visitor Information Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale BVH Rest Area - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale campdraft grounds	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale Futures Complex	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale Stumer Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy racecourse showgrounds	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy William St - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Linville Ditchman Park - public toilet	3
\Customer Service Requests\Facilities Maintenance\Plumbing\Lowood Clock Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Moore Stanley Gates Park - public toilet	3
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah McConnel Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah works depot	1
\Customer Service Requests\Facilities Maintenance\Roofing and guttering\Harlin Sim Lord Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Esk Somerset Civic Centre	2
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Esk Stepping Stones House	1
\Customer Service Requests\Facilities Maintenance\Signage\Esk	1



Service Request by Types

Date Created To: >= 1/04/2023, Date
Created From: <= 30/04/2023

2-May-2023

Categories	Total
Somerset Civic Centre	
\Customer Service Requests\Facilities Maintenance\Signage\Lowood library	1
\Customer Service Requests\Facilities Maintenance\Vandalism\Lowood Clock Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Pipeliner Park - lights	1
\Customer Service Requests\Cemeteries	5
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Memorial Park	1
\Customer Service Requests\Overgrown Allotments\2021 - Privately Owned Land Overgrown	1
\Customer Service Requests\Animal\Dog, Attacks - After Hour Callouts	1
\Customer Service Requests\Animal\Livestock, Wandering at Large - After Hour Callouts	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale Caravan Dump Point - Clive Street	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Northbrook Parkway - 4023	1
\Customer Service Requests\Animal\Animals, Miscellaneous\Animals, Micellaneous - 1 July 2021 to	1
\Customer Service Requests\Overgrown Allotments\2023 - Privately Owned Land Overgrown	18
\Customer Service Requests\Facilities Maintenance\Vandalism\Lowood Eagle Rise Park	1
<i>Total Service Requests:</i>	391

**HR AND CUSTOMER SERVICE
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: 27 April 2023
 Subject: Community Assistance Grants – Watts Bridge Memorial Airfield Inc
 File Ref: Sponsorships – Donations – Community Assistance Grants – Doc Id
 1484913
 Action Officer: DHRCS

Background/Summary

To assist with part of the costs associated with purchasing a secondhand utility to tow the airfield fire trailer for onsite safety.

Amount requested:	\$ 5,000.00
Total cost of project:	\$ Up to 8,000.00
Amount recommended to be granted:	To be considered.

Assessor's Summary

The applicant states:

- The current tow vehicle is now beyond economical repair.
- The fire trailer consists of a 1000L water tank, petrol driven pump and a 20m hose mounted on a dedicated trailer.
- The fire trailer is used as a first response to fire emergencies on the airfield including aircraft incidents and grass/bush fires. In the past it has been used a number of times on and around the airfield area
- The Watts Bridge airfield has people there most of the time who are available to use the firefighting equipment when required.

Assessors Summary:

- Concerns are raised regarding the use of the vehicle for hospitality runs. Will the group have appropriate permits, licenses and insurances.
 - The Department of Transport and Main Roads requires organisations operating a courtesy bus to have an Operator Accreditation.
- The applicant states that they wish to purchase a secondhand vehicle which has not yet been sourced/identified therefore Council is unable to confirm any details of the item being purchased with the grant monies.

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

The following criteria may be used to assess grant applications:

1. *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.*
2. *Successful applicants acknowledge their understanding that where a community assistance grant is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.*

Attachments

Nil

Recommendation

THAT Council

1. Are unable to support the request for community assistance grant funding for the submission by Watts Bridge Memorial Airfield Inc as presented in the report.
2. Officers provide feedback to the Watts Bridge Memorial Airfield Inc on an alternative submission that may be considered appropriate for a community assistance grant or other external grant opportunities.

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: 24 March 2023
 Subject: Community Assistance Grants 2022 - 2023 – Lions Club of Lowood Inc.
 File Ref: Community Relations – Sponsorships – Donations - Doc Id 1429738
 Action Officer: DHRCS

Background/Summary

To assist with the costs associated with restumping the Lowood Lions Open Door Gallery located at Railway Street, Lowood.

Amount requested:	\$12,100
Total cost of project:	\$13,100
Amount recommended to be granted:	To be considered.

Assessor's Summary

The applicant states:

- The Lowood Lions Open Door Gallery at Lowood required restumping due to termite damage.
- The gallery attracts tourists to the area and provides recognition and support for local artists.
- A quotation for the restumping has been provided from Daniel Banditt Constrictions.

Assessor summary

The Lowood Lions Open Door Gallery is situated on Council owned land at Railway Street, Lowood.

The current positioning of the Gallery building onsite is on a sloping hill on stumps requiring repair due to termite damage.

As part of the Lowood Futures Strategy, a future plan for the building may need to be considered.

Attachments

Nil

Recommended Action / Outcome

THAT Council

1. Are unable to support the request for community assistance grant funding for the submission by Lions Club of Lowood Inc as presented in the report.
2. Officers provide feedback to the Lions Club of Lowood inc on an alternative submission that may be considered appropriate for a community assistance grant or other external grant opportunities.

**CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL**

To: Andrew Johnson, Chief Executive Officer
From: Melanie Maeseele, Communications Manager
Director: Andrew Johnson, Chief Executive Officer
Date: Tuesday, 2 May 2023
Subject: Media Engagement Policy amendments
File Ref: Officer reports
Action Officer: Melanie Maeseele, Communications Manager

Background/Summary

An updated copy of Council's Media Engagement Policy is presented for adoption to reflect changes in operational procedures in respect of image consent for council employees.

The policy has been amended from:

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.

To the following:

Images of Council employees (including volunteers) may be used in various Council documents, publications, productions and presentations internally and externally, in printed material and online for marketing/promotional purposes. If an employee (including volunteer) does not consent to their image being used by Council, a letter in writing is to be provided to the Chief Executive Officer outlining the reason/s.

Attachments

Media Engagement Policy

Recommendation

THAT the Media Engagement Policy Policy number C/027 as attached in appendix 6 be adopted.



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 [Doc Id 1492468]

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

Images of Council employees (including volunteers) may be used in various Council documents, publications, productions and presentations internally and externally, in printed material and online for marketing/promotional purposes. If an employee (including volunteer) does not consent to their image being used by Council, a letter in writing is to be provided to the Chief Executive Officer outlining the reason/s.

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 10 May 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 10 May 2023.

Signed:

Date: 10 May 2023