

AGENDA ORDINARY COUNCIL MEETING

Date:	Wednesday 10 April 2024
Time:	10:00 am
Venue:	Simeon Lord Room Esk Library Building 19 Heap Street ESK

Item No.	Description	Page No
1.	Opening of Meeting	-
2.	Leave of absence	-
3.	Confirmation of Previous Minutes	-
4.	Business arising out of minutes of previous meeting	-
5.	Matters of Public Interest	-
6.	Declarable conflicts of interest	-
7.	Reception and consideration of Officers' reports	-

PLANNING AND ECONOMIC DEVELOPMENT

8.	Nil	-
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FINANCE

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CORPORATE AND COMMUNITY SERVICES

10.	Tenancy Agreements – Railway Street Lowood	32
11.	Request for Licence – Bureau of Meteorology Flood Warning Equipment Pohlman's Range Road, Gregors Creek	33
12.	Amalgamating freehold lots - Lowood Telstra site	34

OPERATIONS

13.	Tender 1345 – Greening Lowood Pipeline	35
14.	Operations Report for March 2024	38

HR AND CUSTOMER SERVICE

15.	Recruitment and Selection Policy	55
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CHIEF EXECUTIVE OFFICER

16.	Code of Conduct for Councillors in Queensland and Policy Review – EX007 Investigation Policy	62
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GENERAL

17.	Meetings authorised by Council	-
18.	Mayor's and Councillors' Report	-
19.	Receipt of Petition	-
20.	Consideration of notified motions	-
21.	Reception of Notices of Motion for next meeting	-
22.	Items for reports for future meetings	-
23.	Closure of Meeting	-

AGENDA LINKS

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FINANCE
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Jessie Gault, Cadet Finance Officer
Director: Geoffrey Smith, Director Finance
Date: 28 March 2024
Subject: Finance report
File Ref: Monthly reporting - finance
Action Officer: DFIN

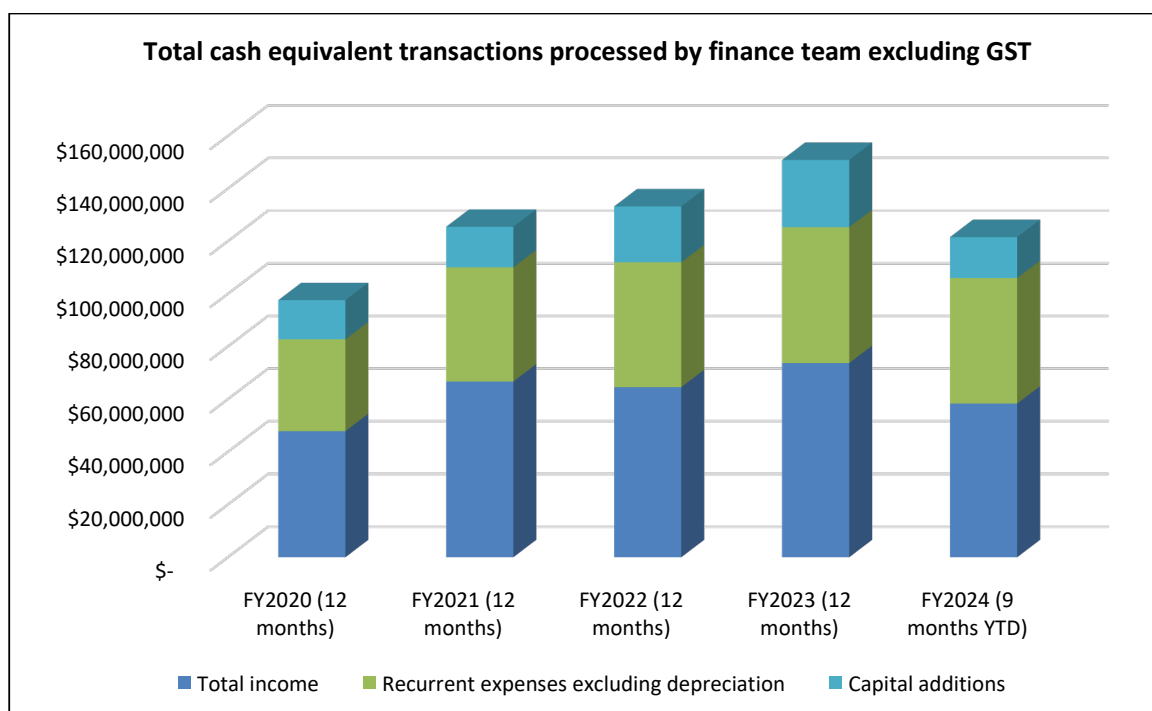
Background/Summary

Financial reports

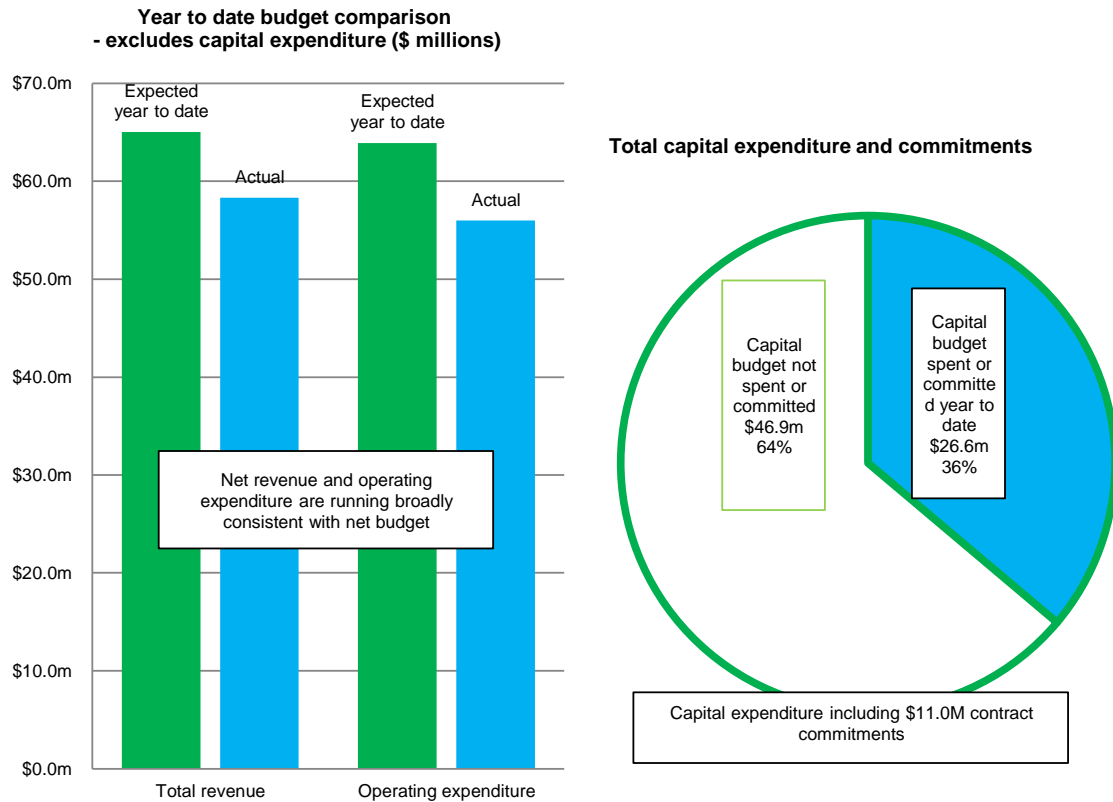
Reports for the period 1 July 2023 to 26 March 2024 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204. The budget used is the revised budget adopted 24 January 2024 rather than the original budget. The revised budget includes significant new capital expenditure such as the \$10M Muckerts - McCulkins Lane upgrade project.

The main budget variances result from less than expected contract works being offered by the Department of Transport and Main Roads (affecting both revenue and expenditure), the prepayment of 96% of this year's Financial Assistance Grant during last financial year and the reallocation of road maintenance expenditure at certain locations to natural disaster restoration costs following confirmation of their eligibility for funding under Commonwealth State Disaster Restoration Funding Arrangements.

The finance team has processed cash equivalent transactions (excluding GST and depreciation) to date versus previous years as below. Total FY2023 transactions were 55% greater than FY2020 transactions. This represents a 16%+ year-on-year increase in overall activity. Total transactions after nine months of FY2024 are tracking above those of FY2023.



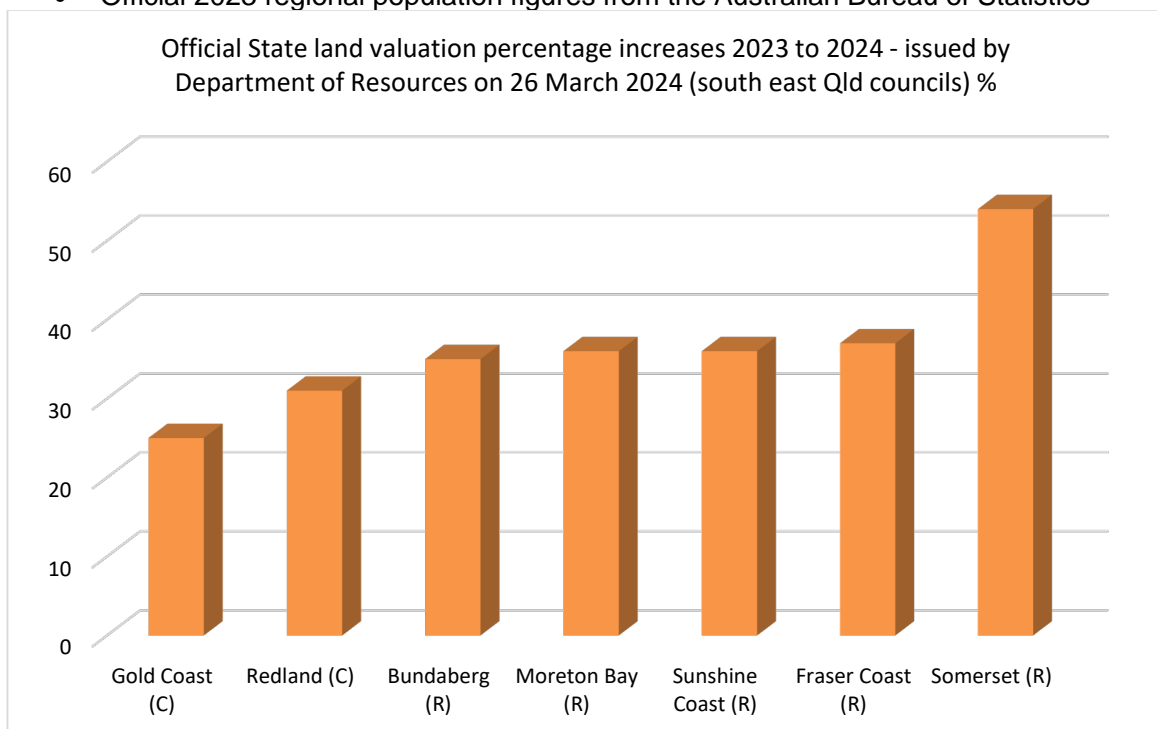
Provisional results for the financial year to date with 74% of the financial year completed are summarised as follows:

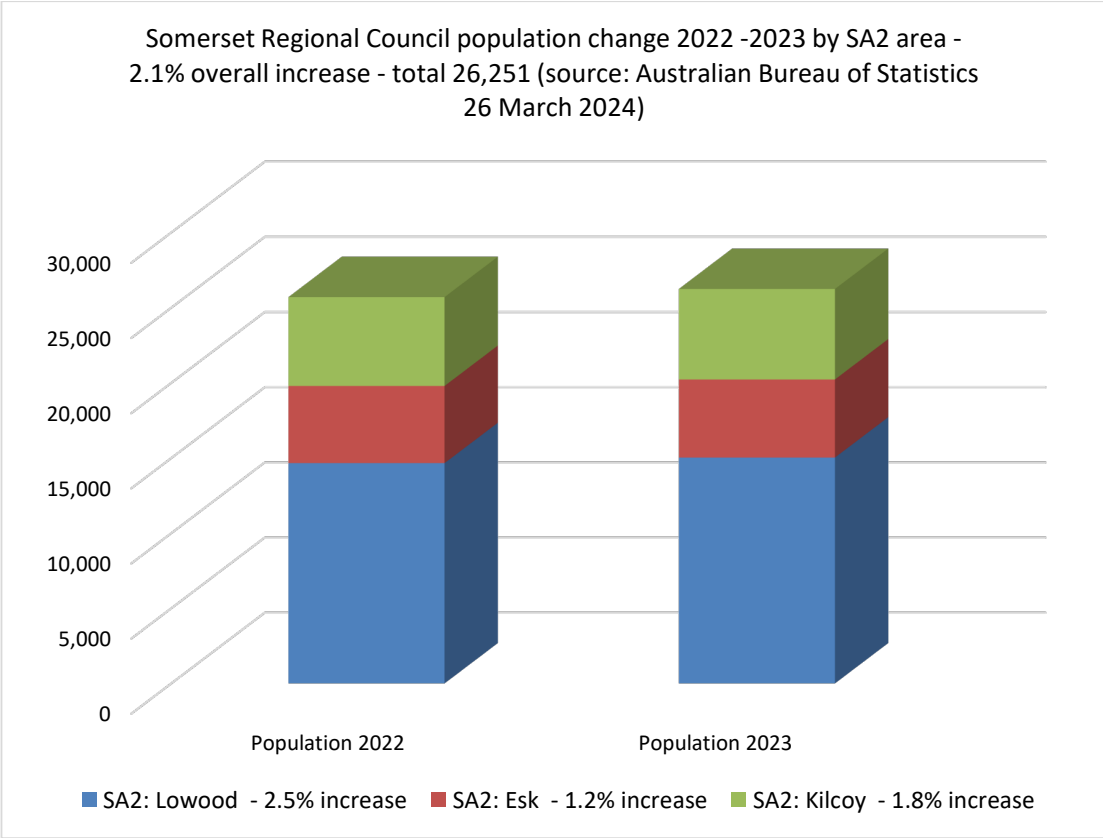


Official land valuation and population data

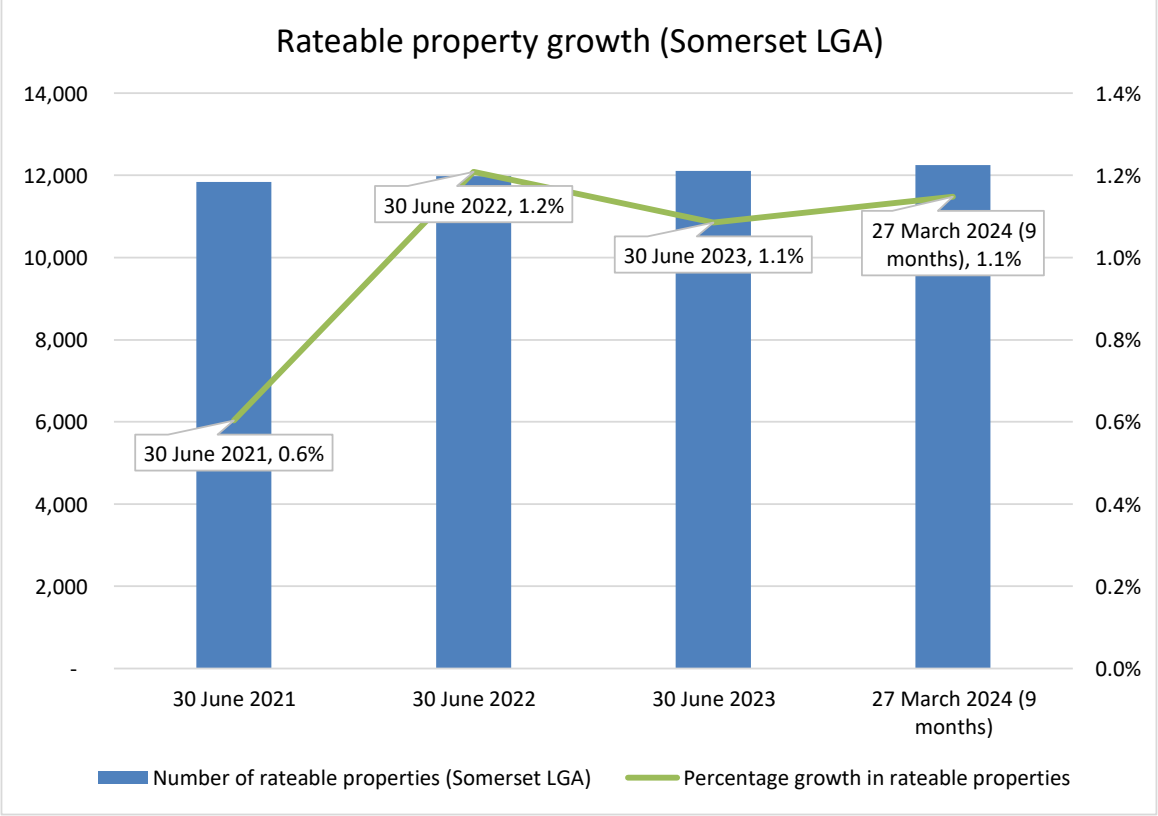
On 26 March 2024, the following data was issued which will impact Somerset:

- Official state land valuations from the Department of Resources effective 1 July 2024
- Official 2023 regional population figures from the Australian Bureau of Statistics





Growth
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows. The percentage growth during the first eight months of FY2024 exceeds the percentage growth of the whole of FY2023.



- Grants**
- Council is awaiting the outcome of funding applications lodged under the Australian Government’s Disaster Ready Fund (DRF) for the following project:

	Project value	DRF funding sought
Heatwave mitigation - mature tree planting in low SEIFA greater western Brisbane	\$4,170,000	\$2,085,000

- Council is awaiting the outcome of funding applications lodged under the Queensland Resilience and Risk Reduction Fund (QRRRF) in October - November 2023. Queensland Reconstruction Authority officers have confirmed that they are still assessing these applications:

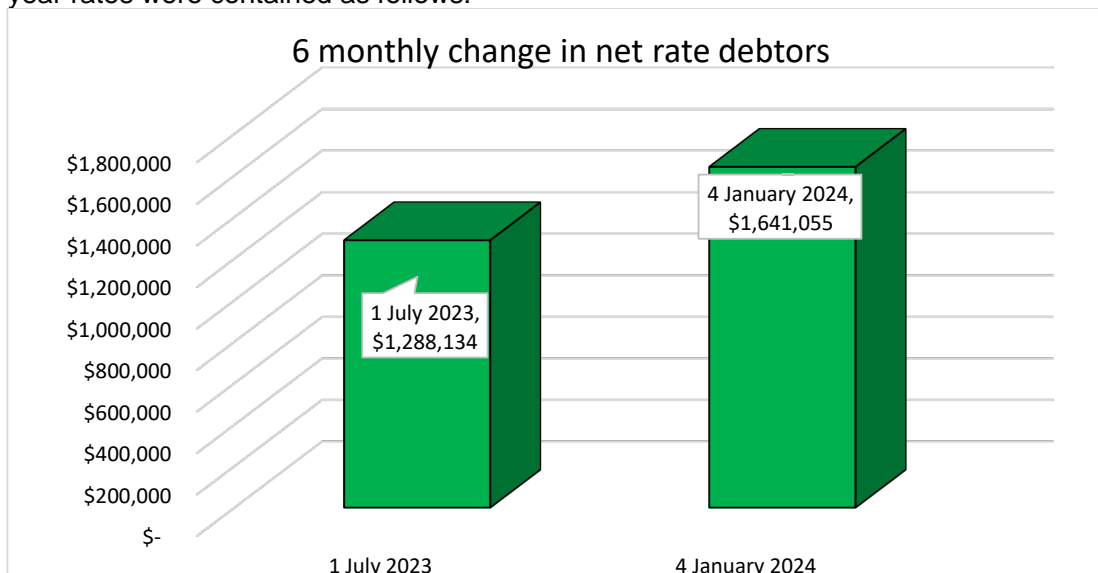
	Project value	QRRRF funding sought
Moore 1A flood - overland flow risk mitigation project	\$303,280	\$151,640
Fernvale 2A flood - overland flow risk mitigation project	\$461,726	\$230,863

- Council is in the process of applying for funding under various competitive programs for projects including replacing streetlights with LED (Commonwealth Community Energy Upgrade Fund), Toogoolawah Gateway Centre, Toogoolawah Pool upgrade, Kilcoy Indoor Sports Centre upgrade, and Mt Glen Rock recreation facilities (both Commonwealth Thriving Suburbs Program and State SEQ Community Stimulus Program). An application will also be made for Mt Glen Rock under the State Growing Future Tourism Program.
- During March 2024, Council has obtained extensions of time on three Queensland Government grant funded projects, in particular because of flood restoration works from the 2022 floods. These are for the Greening Lowood Pipeline project, Lowood-Minden Road (Zabels intersection) project and Esk-Crows Nest Road (Toowoomba boundary section).

Rates

Council issued rates notices on 16 January 2024 with a due date of 2 April 2024.

Council issues rate notices each six months. Total rate debtors prior to the issue of current half year rates were contained as follows:



Council's revenue policy requires that a recommendation to sell properties to recover overdue rates be given to Council twice each financial year covering all properties for which actions may legally be commenced. This recommendation will be brought to Council in April 2024.

Investments

Council relies on interest revenue to keep rates at the lowest possible level. The Reserve Bank of Australia rapidly increased its target interest rate from 0.10% on 3 May 2022 to 4.35% on 6 December 2023.

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 3.27%. Interest rates on the UU facilities are reviewed annually by QTC based on the rate resetting formula.

Interest revenue for FY2024 is budgeted at \$318 on average for every rateable property in Somerset. After nine months, actual interest revenue is \$271 per rateable property compared to pro rata budget of \$232 per rateable property.

Road maintenance and flood repairs

Council's 30 most costly road segments including both ordinary maintenance and 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 (\$)
Scrub Creek (flood repairs) 01671 Ch1670-Ch1850	312	
Tooloorum Rd (flood repairs) 07752 Ch3000-Ch6620	131	36
GlamorganVale Rd (flood repairs) 06311 Ch7438-Ch7470	128	
Esk Crows Nest Rd (flood repairs) 08911 Ch4420-Ch4440	127	
Mount Byron Rd (flood repairs) 07927 Ch10960-Ch12850	119	63
Kangaroo Ck Rd (flood repairs) 03180 Ch3220-Ch6820	112	31
Western Branch Rd (flood repairs) 08642 Ch22640-Ch25070	96	40
Monsildale Rd (flood repairs) 08545 Ch1530-Ch3750	91	41
Reinbotts Rd CulvCh0.4	86	
Hine Rd (flood repairs) 01802 Ch554-Ch595	85	
Stirlings Rd (flood repairs) 07785 Ch550-Ch3000	82	33
Western Branch Rd (flood repairs) 08639 Ch19880-Ch21920	81	40
Highwood La (flood repairs) 07967 Ch4490-Ch6690	78	35
Loughrans Rd (flood repairs) 05629 Ch0-Ch2200	78	35
Hine Rd Ch0.57Hine RdBrNo2	77	
Eastern Branch Rd (flood repairs) 08554 Ch870-Ch2720	75	41
Banks Ck Rd (flood repairs) 05482 Ch5040-Ch8210	74	23
Highwood La (flood repairs) 07966Ch2630-Ch4490	73	39
Banffs La (flood repairs) 05618 Ch20-Ch2070	71	35
Larsens Rd (flood repairs) 05607 Ch3890-Ch5940	71	35
Sim Jue Ck Rd (flood repairs) 07758 Ch1120-Ch3120	69	34
Glenhowden Rd (flood repairs) 08290 Ch2430-Ch4480	68	33
Wanora Rd (bitumen) Mtc2762m	67	
Boyces Rd (flood repairs) 03548Ch20-Ch2460	66	27
Mount Byron Rd (flood repairs) 07884Ch6040-Ch7480	66	46
Tungi Rd (flood repairs) 08706 Ch1630-Ch3050	65	46
Kiernan La (flood repairs) 05615 Ch20-Ch1560	65	42
Emu Ck Rd (flood repairs) 04223 Ch3754-Ch3755	65	
Vineyard Rd (flood repairs) 01668 Ch1513-Ch1514	64	
Highwood La (flood repairs) 07965 Ch790-Ch2590	64	35
Subtotal (\$000's)	2,706	

Special road maintenance - renewal

In addition to ordinary bitumen road maintenance and flood repairs, expenditure on resealing of bitumen roads is budgeted for FY2024 at \$2.3M. Resealing is a necessary part of the ongoing cost of managing the sealed road network.

Attachments

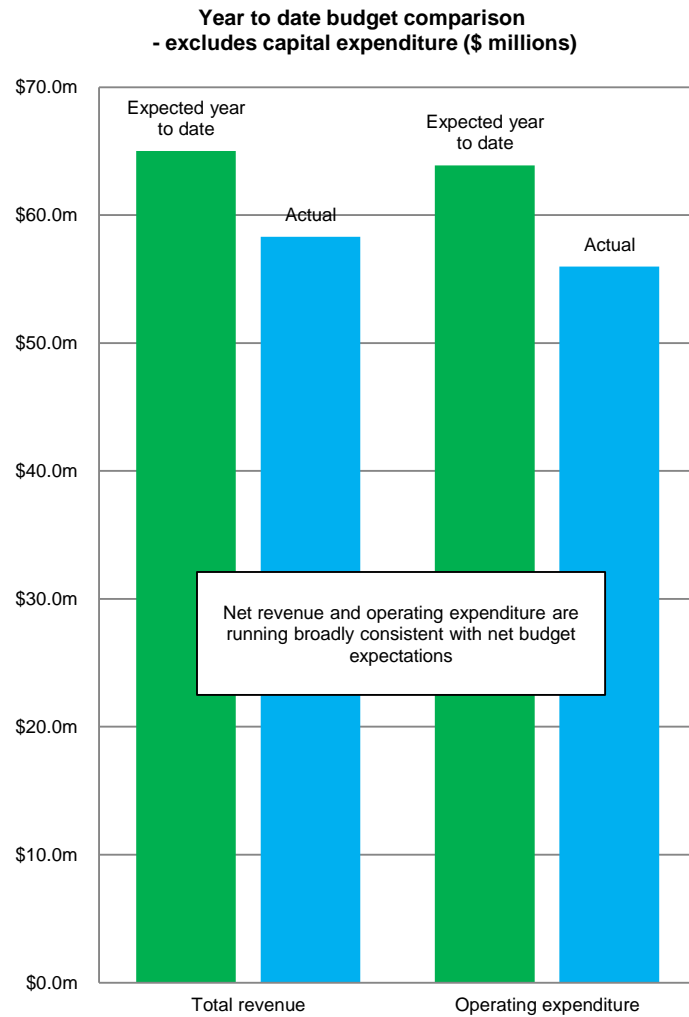
Financial reports and payment listings

Recommendation

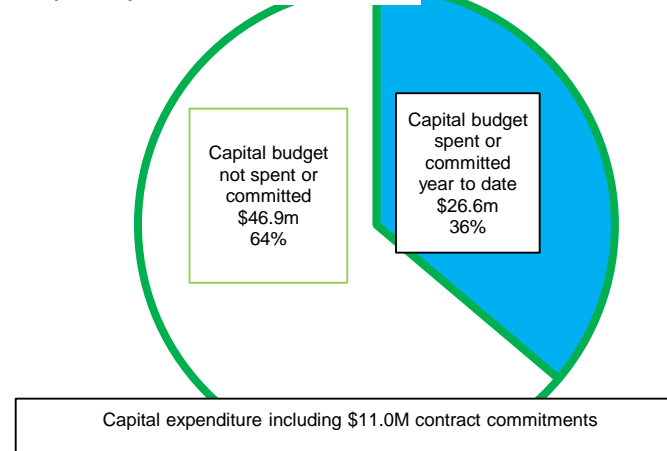
THAT Council receive the financial reports for 1 July 2023 to 26 March 2024 and the report on payments processed from 28 February 2024 to 26 March 2024 totalling \$14,981,553.11 and that the contents be noted.

Operating and capital financial summary - provisional, unaudited
Period 1 July 2023 to 26 March 2024

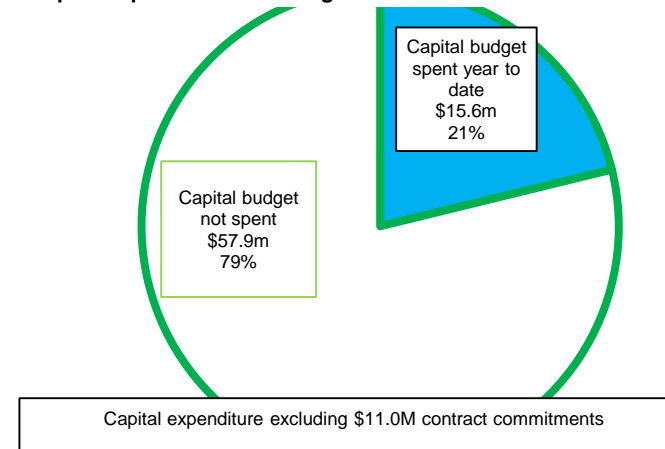
Percentage of year completed = 74%



Total capital expenditure and commitments



Total capital expenditure excluding commitments



Somerset Regional Council**Balance sheet****As at 26 March 2024**

Unaudited - for internal purposes only - pending accrual adjustments

	30 June 2023	26 March 2024	
	\$000's	\$000's	Change
Assets			
Operating and trust cash to account	58,397	46,312	
Rate debtors	1,269	10,737	
Other receivables	57,470	55,517	
Investment in Urban Utilities	30,726	30,726	
Inventories	746	972	
Property, plant, equipment, work in progress, land	453,718	460,614	
Total assets	602,326	604,878	
Liabilities			
Trade creditors, accruals and other liabilities	38,264	38,487	
Total liabilities	38,264	38,487	
Net community assets	564,062	566,391	0%

Somerset Regional Council
Operating results
Period 1 July 2023 to 26 March 2024

Unaudited - for internal purposes only - pending accrual adjustments

	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's) - favourable/ (unfavourable)	Comment
OPERATING PROGRAMS	32,460	1,113	2,331	1,218	
Total revenue	92,097	65,015	58,309	(6,706)	-7%
Capital grants and subsidies	37,220	15,267	15,443	176	\$19.3M cash is held in unacquitted grants for projects not yet finalised
Operating revenues	54,877	49,748	42,866	(6,882)	-13%
Operating grants and subsidies	5,373	3,923	774	(3,149)	FY24 Financial Assistance Grant was 96% prepaid in June 2023
Other revenue	2,051	1,904	2,094	190	
Nett rates and charges	30,660	31,586	31,378	(208)	
Interest earned	3,892	2,844	3,319	475	
Contributions from developers and others	-	-	-	-	
Profit/ (loss) on disposal of non-current assets	-	-	-	-	
Dividend/ tax equivalent - UU	1,968	431	578	147	
Fees and charges	2,078	1,647	1,810	164	
Contract works revenue	8,855	7,413	2,913	(4,500)	Contract works commissioned by State are lower than expected including any component of SEQ City Deal Brisbane Valley Highway funding
Operating expenditure	59,637	63,901	55,978	7,923	13%
Labour, plant and materials - operating purposes	48,325	55,636	47,672	7,964	
Depreciation (interim)	11,312	8,265	8,306	(41)	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 26 March 2024

Pay Period from - 01-Jul-23

Pay Period to - 26-Mar-24

Period elapsed - 74%

Ref	Description	Revised budget (\$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)	
Detailed cost centres						
4000-0001	CORPORATE AND COMMUNITY	(7,365)	(5,596)	(5,403)	193	Within expected limits
4000-0002	CORPORATE SUPPORT	(2,742)	(2,216)	(1,804)	412	Within expected limits
4056-1000	Sundry Income	3	2	41	39	
4058-1000	Qld Govt Agency Program revenue	77	77	113	36	Increased funding agreed by State
4110-2000	Corporate labour costs	(1,251)	(914)	(776)	138	
4120-2000	Corporate costs other than labour	(615)	(450)	(341)	109	
4121-2000	Insurance - property/ public liability	(383)	(383)	(377)	6	
4124-2000	Subscriptions	(77)	(77)	(74)	3	
4130-2000	Corporate buildings repairs and maintenance	(34)	(25)	(24)	1	
4760-2000	Operating costs - information technology	(568)	(415)	(336)	79	
4710-2000	Hardware - information technology	(43)	(31)	(30)	1	
4999-2000	Internal cost allocations	149				
4508-0002	SOMERSET CIVIC CENTRE	(601)	(439)	(457)	(18)	Within expected limits
4508-1000	Esk Somerset Civic Centre revenue	40	29	71	42	Includes FY23 sales recovered from agent
4508-2000	Esk Somerset Civic Centre operations	(641)	(468)	(528)	(60)	
4300-0002	LIBRARIES	(1,094)	(800)	(712)	88	Within expected limits
4320-1000	Grant for library book purchases	126	92	63	(29)	
4320-2000	Purchase of new library books	(126)	(92)	(77)	15	
4355-2000	Other operating expenses - libraries	(169)	(123)	(85)	38	
4325-1000	Library operational grants	12	9	20	11	
4325-2000	Library operational grant expenditure	(9)	(7)	(13)	(6)	
4330-1000	Sundry Income - libraries	9	6	4	(2)	
4365-2000	Repairs and maintenance expenses - libraries	(59)	(43)	(48)	(5)	
4350-2000	Labour costs - libraries	(878)	(642)	(576)	66	
	COUNCIL PROPERTIES - Income	357	270	264	(6)	Within expected limits
4565-1000	Coominya refuse and recycling facility	4	3	7	4	
4515-1000	Esk (Farm Supplies Shed) Neilsen Place	43	31	35	4	
4541-1000	Esk Motorola Tower Lakeview Park		9	9		
4522-1000	Esk Racecourse Showgrounds	2	2	2		
4561-1000	Fernvale billboard/ Fernvale sports park users	11	8	11	3	
4547-1000	Fernvale Campdraft Grounds	5	4	3	(1)	
4558-1000	Fernvale communications tower sites	73	54	42	(12)	Annual lease
4543-1000	Fernvale Community Hall	7	5	8	3	
4534-1000	Fernvale Futures Complex	18	13	3	(10)	
4566-1000	Fernvale UU lease - L99 CC3429 - Ferny Gully	1	1		(1)	
4514-1000	Grazing Rights - various rural properties	28	20	12	(8)	
4578-1000	Kilcoy communications tower site	9	6		(6)	
4594-1000	Kilcoy Information Centre/ Healthy Land and Water lease	12	9	12	3	
4582-1000	Kilcoy Memorial Hall	11	8	7	(1)	
4586-1000	Kilcoy Motocross Club	2	2	2		
4575-1000	Kilcoy Showgrounds	46	33	65	32	
4579-1000	Kilcoy Yowie Park concessions (eg food vans)	2	1	1		
4532-1000	Lowood Enterprise Centre	28	20	22	2	
4533-1000	Railway Corridor Land - various locations	8	5		(5)	
4505-1000	Railway Street Lowood - various business premises	20	14		(14)	Annual lease
4530-1000	Somerset Dam Coronation Hall - hire charges	15	11	10	(1)	
4512-1000	Tennis Clubs	3	2		(2)	
4567-1000	Wivenhoe Pocket NBN lease	12	9	13	4	
4500-0002	COUNCIL PROPERTIES - Expenditure	(901)	(656)	(818)	(162)	Within expected limits
4520-2000	Buildings on railway land	(141)	(103)	(145)	(42)	Railway station refurbishments exceed prorate budget
4530-2000	Coronation Hall Somerset Dam	(23)	(17)	(38)	(21)	Higher than expected cleaning contract rates
4504-2000	Esk racecourse showground	(72)	(53)	(59)	(6)	
4524-2000	Esk Heap Street former fire station	(3)	(2)		2	
4548-2000	Fernvale campdraft grounds	(66)	(48)	(31)	17	
4543-2000	Fernvale community hall	(18)	(13)	(31)	(18)	Higher than expected ground maintenance hours
4559-2000	Fernvale PCYC	(157)	(114)	(97)	17	
4585-2000	Kay Avery Place Kilcoy	(30)	(22)	(5)	17	
4583-2000	Kilcoy Memorial Hall	(27)	(20)	(41)	(21)	Unbudgeted catering equipment purchase

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 26 March 2024

Pay Period from - 01-Jul-23

Pay Period to - 26-Mar-24

Period elapsed - 74%

Ref	Description	Revised budget (\$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)	
4576-2000	Kilcoy racecourse showgrounds	(134)	(98)	(176)	(78)	Unbudgeted water upgrade (contributed to by Kilcoy Race Club)
4578-2000	Kilcoy sports centre operations - indoor	(94)	(68)	(66)	2	
4580-2000	Kilcoy sports centre operations - Hopetoun fields	(18)	(13)	(13)		
4595-2000	Lowood Community Centre Peace St	(1)		(1)	(1)	
4523-2000	Lowood Recreation Complex	(32)	(23)	(96)	(73)	Unbudgeted upgrade to recreation complex. Funded by CRARRP grant
7347-2000	Lowood Telstra Site	(1)		(1)	(1)	
4511-2000	Lowood Walters Street building (former SES)	(1)	(1)		1	
4509-2000	Old Lowood library building (hub)	(1)	(1)		1	
4560-2000	Repairs & maintenance - rental properties	(6)	(4)	(2)	2	
4587-2000	Sheepstation Hall site	(1)	(1)		1	
4528-2000	Storage building - 82 Ipswich St Esk costs	(0)				
4538-2000	Tennis assets	(41)	(30)		30	
4536-2000	Toogoolawah gym	(29)	(21)	(15)	6	
4506-2000	Toogoolawah old water treatment plant	(6)	(4)	(1)	3	
4600-0002	COMMUNITY/ CULTURE/ RECREATION	(1,093)	(806)	(998)	(192)	Within expected limits
4605-1000	Grants - social services program - ongoing	254	186	218	32	
4662-1000	Grants - social services program - once off			10	10	
4680-2000	Youth development program - expenditure	(147)	(107)	(49)	58	
4660-2000	Operating expenses - social services program	(175)	(128)	(268)	(140)	Expenditure was necessary to acquit grants from previous years
4663-2000	Localised Mental Health Initiative Costs			(17)	(17)	Previous year grant funded
4615-1000	Community recovery officer - grant	300	219		(219)	Grant unlikely to be able to be acquitted due to restrictions on use imposed
4615-2000	Community recovery officer - expenditure	(149)	(109)	(114)	(5)	Grant funded
4596-1000	Community Wellness Hubs			2	2	
4610-1000	Grants - Regional Arts Devel Fund - grants received			27	27	
4610-2000	Grants - Regional Arts Devel Fund - payments	(40)	(29)	(36)	(7)	
4620-1000	Condensery grants - various revenue			54	54	
4657-2000	Condensery grants - various expenditure			(32)	(32)	
4650-2000	Grants to community groups (CAG)	(183)	(133)	(89)	44	
4568-1000	Mayoral Gala Ball 2023 revenue			37	37	
4568-2000	Mayoral Gala Ball 2023 expenditure			(52)	(52)	
4645-2000	Donations from Mayoral Charity Ball Fund			(9)	(9)	
4607-1000	Qld Remembers grants					
4607-2000	Qld Remembers expenditure			(16)	(16)	
4651-2000	Recreation reserves operating expenses	(3)	(2)		2	
4616-1000	Mountain to Mountain capital funding			94	94	Prior year capital project
4673-1000	Sporting Recurrent Grants - Other			10	10	
7340-2000	Swimming pool operations	(471)	(344)	(463)	(119)	Unbudgeted pool tiling/ safety signage and Twah pool design work
4665-2000	Sport and recreation program	(377)	(275)	(188)	87	
4667-1000	Somerset Rail Trail Classic - revenue	10	10	37	27	
4674-2000	Somerset Rail Trail Classic - expenditure	(41)	(41)	(87)	(46)	
4672-2000	Sport+Recn Participant Program costs	(73)	(53)	(67)	(14)	
	MARKETING AND PROMOTION	(1,292)	(949)	(878)	71	Within expected limits
4555-2000	Esk Visitor Information Centre	(216)	(158)	(96)	62	
4556-2000	Fernvale Visitor Information Centre	(159)	(116)	(170)	(54)	
4554-2000	Kilcoy Visitor Information Centre	(180)	(131)	(142)	(11)	
4557-2000	Toogoolawah Condensery/ gallery/ visitor information	(272)	(199)	(239)	(40)	
4570-1000	Promotions revenue			31	31	
4570-2000	Promotions - other expenses	(428)	(313)	(244)	69	
4655-1000	Australia Day Community Grant			10	10	
4653-2000	Australia Day costs	(20)	(20)	(27)	(7)	
4652-2000	Community events and celebrations	(16)	(12)	(1)	11	
5000-0002	PROGRAM - HUMAN RESOURCES/ CUSTOMER SERVICE	(2,697)	(1,970)	(1,907)	63	Within expected limits
5003-1000	Grants Traineeships	150	111	60	(51)	Fewer traineeships
5110-2000	Labour costs/ customer service	(908)	(664)	(628)	36	
5150-2000	Labour costs/ human resources	(1,079)	(788)	(739)	49	
5160-2000	Other expenses - human resources	(325)	(237)	(161)	76	
4140-2000	Fringe Benefits Tax	(116)	(85)	(67)	18	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 26 March 2024

Pay Period from - 01-Jul-23

Pay Period to - 26-Mar-24

Period elapsed - 74%

Ref	Description	Revised budget (\$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)	
5161-2000	Personal protective items	(169)	(124)	(134)	(10)	
5170-2000	Staff training	(250)	(183)	(238)	(55)	Team-building event held every second year is major expense
6000-0001	PROGRAM - FINANCE	35,452	34,310	31,756	(2,554)	Within expected limits
6105-1000	General rates	29,171	29,171	28,776	(395)	Unexpected valuation cancellations/ reductions
6115-1000	Internal rates	(108)	(108)	(116)	(8)	
6125-1000	Interest on rates and charges	135	98	152	54	
6135-1000	Discount on general rates	(3,914)	(2,988)	(2,888)	100	
6107-1000	Change of ownership fees	85	85	76	(9)	
6108-1000	Ex - gratia Treasury payments (SEQWater rates)	1,429	1,429	1,429	0	
4051-1000	State Govt Emergency Management Levy retention	46	23	23		
6116-2000	State Govt Emergency Management Levy expense	(31)	(31)	(30)	1	
6145-1000	State pensioner rate subsidy			(2)	(2)	
6147-1000	Council pensioner rate subsidy	(2)	(2)	(2)		
4060-1000	Property search fee revenue	367	268	269	1	
6205-1000	Financial assistance grants	4,397	3,213	144	(3,069)	Grant was 94% prepaid to Council in June 2023
6279-1000	Interest income	3,757	2,746	3,167	421	
6280-1000	Share of profit - Urban Utilities	1,378				
6281-1000	Urban Utilities tax equivalent receipts	590	431	578	147	
6450-2000	Labour costs/ finance	(1,667)	(1,218)	(1,207)	11	
6520-2000	State valuations + other operating	(214)	(156)	(77)	79	
4455-2000	Stores operations	(15)	(11)	3	14	
6530-2000	Audit	(143)	(105)	(127)	(22)	
6601-2000	Merchant fees/ bank charges	(80)	(58)	(53)	5	
6625-2000	Bad & doubtful debts	(6)				
6805-2000	Annual leave	(1,499)				
6815-2000	Long service leave	(359)				
6820-2000	Public holidays	(725)	(435)	(399)	36	
6825-2000	Superannuation	(2,153)	(1,573)	(1,575)	(2)	
6810-2000	Sick leave	(637)	(466)	(350)	116	
6813-2000	Severance/ other			(12)	(12)	
6830-2000	Work Cover insurance and costs	(486)	(486)	(602)	(116)	Unexpectedly high insurance premium
6835-2000	Pay Adjustments - Backpay			(6)	(6)	
6840-2000	Wet weather	(117)	(86)	(36)	50	
6845-2000	Floating plant & loose tools	(61)	(45)	(81)	(36)	
6998-2000	Employee oncost recoveries	6,315	4,615	4,702	87	
7000-0001	PROGRAM - OPERATIONS	12,804	(21,944)	(19,304)	2,640	Within expected limits
7000-0002	DISASTER MANAGEMENT	(216)	141	10	(131)	Within expected limits
7005-1000	SES operating grants	22	22	22	0	
7010-1000	SES capital grants			57	57	
7033-1000	Get Ready Queensland funding	15	15	15	1	
7027-1000	Flood study grants					
7028-2000	Flood study expenditure/upgrade flood warning software			(51)	(51)	
7031-1000	DFRA BushfireRecoveryProgram 2020		50	50		Previous year grant funded
7033-2000	Get Ready Queensland expenditure	(15)				
6136-1000	Council SES levy revenue	338	338	341	3	
4036-1000	Rural fire levy revenue	316	316	319	3	
4036-2000	Contributions to rural fire brigades	(316)	(158)	(319)	(161)	
7044-2000	Bushfire expenditure	(10)	(7)	(10)	(3)	
7034-2000	Other disaster management expenses	(425)	(311)	(310)	1	
7036-2000	SES plant and equipment internal hire	(76)	(76)	(69)	7	
7040-2000	Other operating expenses - SES	(64)	(47)	(35)	12	
7100-0001	ENGINEERING OFFICE	19,955	(3,221)	(2,820)	401	Within expected limits
7106-1000	Grant - Roads to Recovery	988	636	636		Funded job not completed
7110-1000	Grant - Preparing Australian Communities Program	3,546				Funded job not completed
7111-1000	Grant - Regional Roads/ TIDS	634	110	110		Funded job not completed
7104-1000	SEQ City Deal Liveability Fund	1,660				
7108-1000	BVRT Queensland Government DTMR Grant	100				
7116-1000	Competitive Bridges Renewal Program funding	5,000				Funded job not completed
7115-1000	Competitive Heavy Vehicle Safety & Productivity Program	7,000	4,058	4,058		Funded job not completed
7121-1000	Local Roads & Community Infrastructure grants #3		292	292		
7030-1000	Competitive Risk Resilience Grants - culverts	563	332	332		
7113-1000	Local Roads & Community Infrastructure grants #4	1,558				
7118-1000	Principal Cycle Network funding			25	25	
7024-1000	Local Economic Recovery program grants		254	254		

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
Unaudited - for internal purposes only
Period 1 July 2023 to 26 March 2024

Pay Period from - 01-Jul-23

Pay Period to - 26-Mar-24

Period elapsed - 74%

Ref	Description	Revised budget (\$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)	
7123-1000	SEQ community Stimulus Program non competitive	3,890				Funded job not completed
7132-1000	Competitive SEQCSP EskCrowsNest-Tmba Boundary	2,229				Funded job not completed
7133-1000	Competitive SEQCSP Lwd-MindnRd MindenVillage	688				Funded job not completed
7134-1000	Competitive SEQCSP LwdPool - safe & fun for everyone	1,997				
7139-1000	Disaster Ready Fund	1,021				Funding confirmed but no funding agreement offered
7107-1000	Black Summer Bushfire Recovery Competitive Grants	1,550				Funded job not completed
4614-1000	LGGSP - Rooftop solar installations stage 2	62				Funded job not completed
7565-1000	RecoveryResilienceGrant SRC0084.2122		400	400		
7127-1000	Cash Contributions Developers			(24)	(24)	
7150-2000	Labour costs - engineering office	(2,090)	(1,527)	(1,360)	167	
7160-2000	Other operating expenses - engineering	(776)	(567)	(266)	301	
7415-2000	Operating expenses - depots	(262)	(191)	(224)	(33)	
7299-2000	Maintenance internal transfers	202				
7170-2000	Depreciation - roads	(6,548)	(4,785)	(4,808)	(23)	
7171-2000	Depreciation - underground drains	(400)	(292)	(293)	(1)	
7172-2000	Depreciation - bridges	(972)	(710)	(714)	(4)	
7173-2000	Depreciation - paths	(459)	(335)	(337)	(2)	
7180-2000	Depreciation - other buildings	(1,227)	(896)	(901)	(5)	
7200-0002	MAINTENANCE	(6,147)	(19,863)	(17,560)	2,303	Within expected limits
7200-0003	Road street and bridge maintenance	(2,686)	(17,259)	(15,223)	2,036	Within expected limits
7220-2000	Street maintenance	(1,047)	(765)	(935)	(170)	
7270-2000	Rural road maintenance	(6,180)	(4,516)	(2,192)	2,324	Costs transferred to flood restoration
7561-1000	Flood restoration - grants	4,734	9,185	9,185		
7569-2000	Flood restoration - expenditure		(21,022)	(21,022)		
7230-2000	Footpaths and bikeways maintenance	(113)	(83)	(154)	(71)	Unbudgeted upgrade in Moore
7360-2000	Gravel operations (own roads) - nett (cost) or recovery			(5)	(5)	
7310-2000	Bridge maintenance	(80)	(58)	(100)	(42)	
7320-0003	Town and village facilities	(3,847)	(2,797)	(2,527)	270	Within expected limits
7330-2000	Town stewardship/ parks and gardens	(2,115)	(1,546)	(1,359)	187	
7333-2000	Maintenance - public conveniences	(977)	(714)	(571)	143	
7210-2000	Street lighting	(290)	(212)	(212)		
7346-1000	Maintenance rail corridor land - income	56	56	60	4	
7825-1000	Cemetery revenue	194	141	145	4	
7870-2000	Cemetery expenditure	(353)	(258)	(241)	17	
7321-2000	Water supplied to council	(183)	(134)	(154)	(20)	
7322-2000	Sewerage services to council	(104)	(76)	(125)	(49)	
7336-2000	Vandalism	(25)	(18)	(41)	(23)	
7337-2000	CCTV operations	(24)	(18)	(11)	7	
7345-2000	Maintenance of skate parks	(25)	(18)	(18)		
7400-0003	Workshop and depots	385	193	190	(3)	Within expected limits
7425-1000	Fuel rebates	88				
7416-2000	Two Way Radio Site Rental Costs	(4)	(3)	(3)		
7430-2000	Depreciation - plant	(1,463)	(1,069)	(1,074)	(5)	
7431-2000	Tyres and batteries	(120)	(88)	(100)	(12)	
7432-2000	Registration	(88)	(88)	(91)	(3)	
7433-2000	Workshop wages	(622)	(455)	(509)	(54)	
7435-2000	Vehicle leasing and plant hire	(436)	(318)	(339)	(21)	
7434-2000	Fuel and oil	(1,110)	(811)	(871)	(60)	
7436-2000	Parts and outside labour	(451)	(330)	(428)	(98)	
7449-2000	Internal plant recoveries	4,592	3,355	3,605	250	
7500-0002	RECOVERABLE WORKS	1,948	1,603	(88)	(1,691)	Within expected limits
7510-1000	Main Roads maintenance - revenue	3,442	3,442	2,796	(646)	
7560-2000	Main Roads maintenance - expenditure	(2,776)	(2,776)	(2,897)	(121)	
7556-1000	Main Roads capital works - revenue	5,350	3,910	41	(3,869)	Less work contracted by State DTMR than expected
7556-2000	Main Roads capital works - expenditure	(4,066)	(2,971)	(14)	2,957	Less work contracted by State DTMR than expected
7530-1000	Recoverable works revenue - other	7	5	16	11	
7580-2000	Recoverable works costs - other	(10)	(7)	(30)	(23)	
7900-0002	WASTE MANAGEMENT	(2,735)	(604)	1,154	1,758	Within expected limits
7905-1000	Garbage charges	4,251	4,251	4,334	83	
7925-1000	Waste fees - domestic waste	30	22	22		

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 26 March 2024

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Pay Period to - 26-Mar-24

Period elapsed - 74%

Ref	Description	Revised budget (\$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)	
7926-1000	Waste fees - commercial waste	1	1		(1)	
7927-1000	Waste income - recycling	80	58	68	10	
7942-2000	State Waste Levy	(263)	(192)	(187)	5	
7940-2000	Operating expenses - waste management	(3,453)	(2,523)	(1,052)	1,471	Kilcoy landfill rehabilitation is not yet complete
7939-2000	Waste collection contract portion	(2,796)	(2,043)	(1,852)	191	
7943-2000	Depreciation - refuse management	(244)	(178)	(179)	(1)	
7950-2000	Waste Mgt Internal Transfers	(343)				
8000-0001	PROGRAM - PLANNING/ DEVELOPMENT	(3,985)	(2,395)	(1,671)	724	Within expected limits
7960-0002	REGULATORY - ENVIRONMENT - HEALTH	(2,223)	(1,370)	(1,051)	319	Within expected limits
	Regulatory services					
7965-1000	Animal fees		106	106		
7831-1000	Fines - infringement notices	15	11	17	6	
7980-1000	Kennels amenity special charge	18	18	18	(0)	
7970-2000	Local laws labour and plant costs	(692)	(506)	(353)	153	
7975-2000	Other local laws costs	(55)	(40)	(34)	6	
	Environment					
7840-1000	Environmental levy	501	501	505	4	
7844-1000	Other environmental revenue			2	2	
7815-1000	Quickspray hire	10	7	3	(4)	
8145-2000	Natural resource management	(266)	(194)	(127)	67	
7860-2000	Other operating expenses - health and environment	(11)	(8)	(5)	3	
7845-2000	Tree Planting			(24)	(24)	
7885-2000	Pest management costs	(1,242)	(908)	(813)	95	
8171-2000	Other environmental expenditure	(40)	(29)	(47)	(18)	
7881-2000	Wild animal bounties	(19)	(14)	(8)	6	
	Public health					
7809-1000	Domestic water carrier permits	2	1	1		
7810-1000	Food hygiene rates	35	35	34	(1)	
7818-1000	Other health fees	4	3	2	(1)	
7805-1000	Grants - health/ immunisation programs					
7855-2000	Labour costs - health and environment	(483)	(353)	(328)	25	
8000-0002	ECONOMIC DEVELOPMENT	(268)	(196)	(60)	136	Within expected limits
8051-2000	Lowood development properties	(1)	(1)		1	
8052-2000	Other economic development	(266)	(195)	(92)	103	
8023-1000	DESBT LLER SmallBusinessBoostProgram			66	66	
8023-2000	DESBT LLER SmallBusinessBoostProgram			(34)	(34)	
8100-0002	LAND USE PLANNING	(1,582)	(893)	(648)	245	Within expected limits
8120-1000	Fees and charges - planning	661	483	654	171	
8142-2000	Planning scheme amendments	(350)	(7)	(7)		
7981-1000	Poultry industry inspection special charge	22	22	23	1	
7982-1000	Extractive industry inspection program special charge	32	32	36	4	
8146-2000	Subscriptions	(64)	(47)	(18)	29	
8155-2000	Labour costs - planning	(1,343)	(981)	(817)	164	
4160-2000	Legal expenses	(420)	(307)	(427)	(120)	
8156-2000	Planning consultants	(120)	(88)	(92)	(4)	
8200-0002	BUILDING SERVICES	88	64	88	24	Within expected limits
8220-1000	Fees and charges - building	720	526	518	(8)	
7854-2000	Seqwater - wastewater risk mitigation expenditure			(17)	(17)	
8255-2000	Labour costs - building	(619)	(452)	(408)	44	
8265-2000	Other operating expenses - building	(14)	(10)	(5)	5	
9000-0002	PROGRAM - EXECUTIVE	(1,750)	(1,291)	(1,140)	151	Within expected limits
9027-2000	Professional education expenses - Cr Brieschke	(6)	(6)	(1)	5	
9037-2000	Professional education expenses - Cr Isidro	(6)	(6)	(2)	4	
9038-2000	Professional education expenses - Cr Wendt	(6)	(6)	(3)	3	
9040-2000	Professional education expenses - former Councillors	(26)	(26)	(9)	17	
9055-2000	Operating expenses - elected members	(807)	(590)	(591)	(1)	
9065-2000	Labour costs - executive	(695)	(508)	(512)	(4)	
9070-2000	Other operating costs - executive	(204)	(149)	(22)	127	

Somerset Regional Council
Capital works / actual versus budget
Period 1 July 2023 to 26 March 2024
Unaudited - for internal purposes only

Description	Revised Budget (\$000's)	Actual since 1 July 2023 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
TOTAL BUILDINGS AND STRUCTURES	6,807	2,408	1,407	3,815	2,993	Within expectations
Animal Pound Large - Relocate to Esk	-	1	-	1	(1)	
Consult Implement Contractor Mgmt Framework	25	6	17	23	2	
Regional - Cemetery Concrete Plinths Lawn Beam Sections	-	14	-	14	(14)	
Regional - Update Asbestos Mgmt Plan Expr2023	-	6	-	6	(6)	
Regional - SES Upgrades 2324SRCU_SES_Extend Buildings 1	-	3	68	71	(71) }	
Regional - SES Upgrades 2324SRCU_SES_Extend Buildings 2	-	-	14	14	(14) }	
Regional - SES Upgrades 2324SRCU_SES_Extend Buildings 3	-	8	-	8	(8) }	\$1M grant funding
Regional - SES Upgrades 2324SRCU_SES_Extend Buildings 4	-	-	12	12	(12) }	
Regional - SES Upgrades 2324SRCU_SES_Extend Buildings 5	-	10	30	40	(40) }	
Solar_LGGSP_Lowood Depot/SES	2	-	1	1	1	
Solar_LGGSP_Esk Landfill Animal Shelter	12	5	1	6	6	
Solar_LGGSP_Twh Pool/ Gym	8	0	3	4	4	
Solar_LGGSP_Esk Visitor Information Centre	12	5	1	6	6	
Solar_LGGSP_Esk SES	2	0	1	1	1	
Solar_LGGSP_Kay Avery Place Kilcoy	8	4	0	4	4	
Solar_LGGSP_Twah Library	8	4	0	4	4	
Solar_LGGSP_Esk Admin Additional coverage	60	37	15	52	8	
Cormorant Bay SEQ 50% building Invest	-	-	1	1	(1)	
Esk Depot Safety Security Legal Imprv	-	43	1	44	(44)	
Esk Landfill Upgrade EyeWash Station	15	-	-	-	15	
Esk Sim Lord Room Upgrade	-	5	-	5	(5)	
Kilcoy Aquatic Pool Elect Heating	51	51	-	51	-	
Kilcoy Indoor Sports Development Application	-	26	12	38	(38)	
Kilcoy Showground Constr Ferling Way	220	-	-	-	220	
Kilcoy - Regional Entry Strategy Implementation	200	117	-	117	83	
Fernvale Memorial Park Master Planning	-	-	11	11	(11)	
Merryl Dray Shelters Flexible Funding grant	142	106	-	106	36	
Lowood - Lowood Pool Renewal	806	783	75	858	(52)	
Esk - Animal Pound Small Car Port Wash Etc	20	-	-	-	20	
Esk - Esk Admin New Airconditioning Syst	31	31	0	31	-	
Esk - Esk Admin Roof Repl Eastern End	330	331	12	343	(13)	
Esk Mountain To Mountain Trailhead QLER	-	11	2	13	(13)	
Esk Mountain to Mountain trails QLER	-	-	2	2	(2)	

Somerset Regional Council
Capital works / actual versus budget
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Toogoolawah - Fiberglass Repairs Pool	50	50	-	50	-	
Moore - Moore Toilets Water Supply	-	2	-	2	(2)	
Linville - Ditchman Park Toilets/Showers	-	-	3	3	(3)	
Jimna Landfill Rehabilitation	-	5	46	50	(50)	
Lowood - Greening Lowood Recycle Water Pipe_SEQCSP	1,400	139	-	139	1,261	Due December 2024 under funding agreement variation. Tenders currently being considered
Stormwater Inspection_Stage5	-	-	3	3	(3)	
Lockyer Water study/ contributions	-	40	58	98	(98)	
Esk Football Grounds Irrigation MIP	89	111	111	222	(134)	Grant funded
Lowood Recreation Complex MIP upgrades	265	32	6	39	226	Grant funded
Lowood Rec Complex Drain Bridge Stabilisation	40	8	29	36	4	
Parslow Pk Upgrade Playground	150	-	-	-	150	
Pipeliner Pk Refrb Esk Amenities	300	-	271	271	29	
Clock Park Lowood Refurb Amenities	170	-	-	-	170	
Daguilar Hwy Main St Moore CCTV Camera	25	-	19	19	6	
Kilcoy CBD Streetscape Design	50	3	-	3	47	
Lowood Futures Stg1 Design Cons SEQ City Deal	400	-	16	16	384	Council resolution proposes SEQ City Deal funding
Esk Pipeliner Pk Field Inlet Pits Footpath	70	8	0	8	62	
Rural Stormwater Replace Culverts	100	18	-	18	82	
Updated Local Flood Mgt Plan	50	-	-	-	50	
RailTrailKilctoWoodfordInvestg	50	-	-	-	50	
Kilcoy Depot Safety Security Improvements	250	10	6	16	234	
Kilcoy Mem Hall Imp Ext Ldg/Bay	400	12	105	117	283	
Esk Animal Shelter Carport Washbay Fencing	20	-	-	-	20	
Esk Animal Shelter Security Fencing	40	35	-	35	5	
Lowood Depot Safety Security Improvements	150	19	-	19	131	
Lakeview Pk Shelter Picnic Table	30	-	30	30	-	
Fvale Spts Pk Oval Irrig	300	117	153	270	30	
Minden Pk Shelters Picnic Tables	70	-	-	-	70	
Coominya Amenities Upgrade	200	4	252	255	(55)	
Sandy Creek Crossing	-	47	15	61	(61)	
Lowood Rec Grounds Car Park Solar Lght Veg	45	45	-	45	-	
Regional Parkland Strategy Update	50	-	-	-	50	
Toogoolawah McConnel Park Concrete Pitch Returf	15	8	-	8	7	
Toogoolawah Pool Rep Chlorine System to Salt	76	71	4	76	1	

Somerset Regional Council
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Toogoolawah Pool Pool Depth Signage	-	14	-	14	(14)	
SEQ_CityDeal Brisbane Valley Highway safety contribution	-	4	-	4	(4)	
TOTAL ROAD Resealing	2,313	1,022	780	1,802	512	Within expectations
Budget	2,313	-	-	-	2,313	}
Adelaide St Resealing	-	24	14	38	(38)	}
Alpine Ct Resealing	-	3	7	10	(10)	}
Anderson La Resealing	-	20	0	20	(20)	}
Angledale La Resealing	-	0	1	1	(1)	}
Ann St Esk Resealing	-	8	0	9	(9)	}
Argyle Ct Resealing	-	-	5	5	(5)	}
Aspen Dr Resealing	-	27	9	36	(36)	}
Barbour St Resealing	-	32	16	48	(48)	}
Beaconsfield Rd Resealing	-	2	-	2	(2)	}
Beaumont Rd Resealing	-	0	22	22	(22)	}
Bischoffs Rd Resealing	-	2	-	2	(2)	}
Braemore La Resealing	-	38	10	48	(48)	}
Brough Ct Resealing	-	2	18	20	(20)	}
Buaraba CreekRd Resealing	-	158	52	210	(210)	}
Burnside Ct Resealing	-	2	15	17	(17)	}
Cedar Av Resealing	-	39	25	64	(64)	}
Cemetery Rd Resealing	-	28	10	38	(38)	}
Chaille Rd Resealing	-	-	33	33	(33)	}
Colinton St Resealing	-	25	9	34	(34)	}
CormackSt Resealing	-	8	7	14	(14)	}
Crest Ct Resealing	-	9	2	11	(11)	}
DownSt Resealing	-	27	8	34	(34)	}
Dunlop Rd Resealing	-	43	24	67	(67)	}
EastSt Resealing	-	30	4	34	(34)	}
Esk Works Depot Resealing	-	4	-	4	(4)	}
FrancisTce Esk Resealing	-	5	4	9	(9)	}
Gardner St North Resealing	-	42	3	46	(46)	}
Gloucester Ct Resealing	-	-	10	10	(10)	}
Heap St Resealing	-	11	2	13	(13)	}
Highland St Resealing	-	37	12	49	(49)	}

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Hopkins PI Resealing	-	1	-	1	(1)	}
Huntley Rd Resealing	-	0	12	12	(12)	}
Ivory St Resealing	-	29	13	43	(43)	}
Kelly Ct Resealing	-	4	1	5	(5)	}
Latters La Resealing	-	44	2	47	(47)	}
Laurel St Resealing	-	-	20	20	(20)	}
Lowood SES Depot Resealing	-	1	-	1	(1)	}
Lowood Works Depot Resealing	-	20	17	37	(37)	}
Maronghi St Resealing	-	27	16	43	(43)	}
Mary St Esk Resealing	-	8	1	9	(9)	}
McConnel St Resealing	-	12	24	36	(36)	}
Neilsen PI Resealing	-	11	1	13	(13)	}
Ostrofskis Rd Resealing	-	56	19	74	(74)	}
Outlook Dr Resealing	-	10	74	83	(83)	}
Pine Cr Resealing	-	0	48	48	(48)	}
Royal Dr Resealing	-	-	20	20	(20)	}
Russell St Esk Resealing	-	9	7	16	(16)	}
Sandy Creek Rd Mt Reseal	-	2	124	126	(126)	}
Sawmill La Resealing	-	7	1	8	(8)	}
Selwyn Rd Resealing	-	2	0	3	(3)	}
Short St Esk Resealing	-	12	2	14	(14)	}
South St Resealing	-	49	18	66	(66)	}
Wallaby PI Resealing	-	-	5	5	(5)	}
Williams St Lowood Resealing	-	1	-	1	(1)	}
Hassall St Resealing	-	13	2	15	(15)	}
Howe St Resealing	-	12	2	13	(13)	}
Old Mount Beppo Rd Resealing	-	-	3	3	(3)	}
Pryce St Resealing	-	2	2	4	(4)	}
Wanora Rd Resealing	-	64	23	87	(87)	}
TOTAL ROAD CAPITAL	50,517	11,847	5,017	16,864	33,655	Within expectations
Banks Creek Rd (Savages crossing upgrade)	-	167	12	178	(178)	Grant funded
BVRT new Bike Rack	8	7	-	7	1	
Brown St Seal Ext + kerb/channel	150	0	-	0	150	
Bunney Rd Rehab Wide	100	-	-	-	100	

Somerset Regional Council
Capital works / actual versus budget
Period 1 July 2023 to 26 March 2024
Unaudited - for internal purposes only

Description	Revised Budget (\$000's)	Actual since 1 July 2023 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Favourable/ (Unfav) (\$000's)	Comments
Burns St Widen and underground drain	450	-	-	-	450	
Clarendon Rd Rehab and Widen	1,665	190	-	190	1,476	Funded project - TIDS - due June 2024
Bernhagen Ln Lowood Seal Widen	-	3	25	28	(28)	
BVRT New Traffic Furniture	-	11	-	11	(11)	
BVRT New Footpath - Main To Gully	-	-	16	16	(16)	
BVRT Renewal project	-	-	3	3	(3)	
Cressbrook St Renew Path	120	121	-	121	(1)	
Dumke Rd New Underground Drain	-	4	-	4	(4)	
East St Esk New Footpath	209	201	5	205	3	
Ellen St Lowood Widen+ New Kerb	70	91	0	91	(21)	
Esk Crows Nest Seal Extension	4,110	2,935	1,068	4,003	107	Funded project - competitive SEQCSP - due September 2024
GlamorganVale Road widening	250	99	76	175	75	
Gregors Creek Rd renew dip culvert chainage 9370	-	10	0	10	(10)	
Highland St New Path	150	150	-	150	-	
Ivory Creek Rd Seal Widen	2,775	12	-	12	2,763	Funded project - competitive PACP- due 2025
King St Somerset Dam Widening	50	45	4	48	2	
LindemansRdNewFootpath	-	1	-	1	1	
Lowood Minden Rd widening - Litzows-Lukritz	8,400	4,755	82	4,838	3,562	Project completed \$8.4m spent over 2 years
Lowood Minden Road intersection widenings	-	25	6	31	(31)	
Lowood MindenWiden+ Pavement Rehab Zabels Rd North	2,100	80	2,078	2,158	(58)	Funded project - competitive SEQCSP- due September 2024
Mack St Widen+UDrain	-	-	3	3	(3)	
Main St Lowood Seal Widen+New Kerb	-	23	-	23	(23)	
Main Street Lowood Seal Widening	1,565	-	-	-	1,565	Funded project - competitive PACP - due 2025
Middle St Esk Seal Widen	325	2	-	2	323	
Muckerts La Seal Extension	10,003	64	9	72	9,931	Funded project - HVSP - Due 2027
Muckerts Ln widening (Bushfire mitigation)	670	1	670	671	(1)	
Murrumba Rd Renew Culvert	1,126	693	37	730	397	
Old Fernvale Rd Renew Culverts	40	31	-	31	9	
Prospect Street new path	-	1	-	1	(1)	
Cressbrook St Renew Culvert	150	-	-	-	150	
Dingyarra St underground drain	2,049	26	35	61	1,987	Funded project- competitive Disaster Ready Fund - awaiting funding agreement
E Summervilles Rd (Burtons bridge recreation area)	-	37	21	58	(58)	Grant funded
Ellen St Lowood Widen Kc	250	116	-	116	134	

Somerset Regional Council
Capital works / actual versus budget
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England Ck Rd Renew Culvert	80	1	-	1	79	
Glamorgan Vale Rd Renew Culvert	25	-	-	-	25	
Graham Rd LRCI Widen, kerb and underground drainage	800	4	-	4	796	Funded project - LRCIP - Due June 2025
Gunyah St Widen and kerb	325	426	8	434	(109)	
Highland St Renew PathX	165	-	-	-	165	
Ivory Ck Rd Seal Extension LRCI	800	0	-	0	800	Funded project - LRCIP - Due June 2025
Kilcoy Murgon Rd UG drain	140	1	22	24	116	
Kleinhans Ct Widen KC path	75	-	-	-	75	
Litzows Rd Seal Ext	250	-	-	-	250	
Lowood Minden HVSP (Kisslings Rd intersection)	1,430	34	-	34	1,396	Funded project - competitive HVSP - due 2025
Main St Cmya WideKcPath	55	-	-	-	55	
Main St Lowood RenewPath	15	13	-	13	2	
McCulkins Lane Widen+Energex	250	1	-	1	249	
Peace St Lowood new Paths STIP	367	0	332	332	35	
Prenzlau Rd Wide Rehab	500	386	57	443	57	
Railway St Lowood UG drain	120	-	-	-	120	
Railway St Lowood NewPath	150	25	109	134	16	
Schroeder La SealExt	50	25	-	25	25	
Stanton St Kcy WideKcPath	200	92	80	172	28	
Wells St Rehab Path	103	99	5	104	(1)	
Wivenhoe Pocket Rd (Twin bridges recreation area)	-	56	-	56	(56)	Grant funded
MaryStEskRenewFootpath	-	1	-	1	(1)	
Royston St Kcy Pavement Rehab	370	144	63	208	162	
Royston St Kcy Pavement Rehab	-	5	1	6	(6)	
Simpson St Fvl Seal Widen+New Kerb	-	1	2	3	(3)	
Toogoolawah Biarra Rd Seal Widen	5,610	11	15	26	5,584	Funded project - competitive PACP - due 2025
Waverley & Sheppards Rd Seal Extenti	1,587	582	166	748	839	Funded project - competitive BSRP - due December 2024 - \$1M spent over two years
William St New Underground Drain	190	30	2	31	159	
YowieParkRenewFootpath	75	11	5	16	59	
TOTAL BRIDGES	12,316	21	554	574	11,742	Within expectations
Buaraba Creek Road Bridge Capex	-	-	2	2	(2)	
Monsildale Road Bridge Capex	50	-	-	-	50	
Neurum Rd Bridge Capex	7,000	21	552	572	6,428	Funded project - competitive BRP - due 2026

Somerset Regional Council
Capital works / actual versus budget
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ScrubCreekRdBridgeCapex	5,266	-	-	-	5,266	Funded project - betterment
TOTAL PLANT	1,479	259	3,240	3,498	(2,020)	Lengthy Delivery Delays
Plant changeover	1,479	(69)		(69)		Plant changeovers delayed until new plant arrives/ proceeds of sale yet to be transacted
UD Quon Truck_2022.04p_8y_	-	3	-	3		
PerkinsGenerator33kva_gifted_v	-	1	-	1		
EskLakeVwShelter_2022.03p_40y_	-	-	1	1		
Gravly Zero Turn Mower_2024.03p_5	-	-	14	14		
Toro Wide Area Mower_2022p	-	-	115	115		
MowerJD1585Series_2023.02p_3y_	-	75	-	75		
MowerJD1585Series_2023.02p_3y_	-	75	445	520		
MowerJD1585Series_2023.02p_3y_	-	75	-	75		
LoaderKomatsu_2023.10p_8y_ORDE	-	-	276	276		
BelcoPlantTrailer_2024.??p_5y_	-	-	14	14		
BelcoPlantTrailer_2024.??p_5y_	-	-	14	14		
EskLflWeighbridge_2019.06p_20y	-	3	-	3		
IsuzuFRR110_2023.02p_8y_held	-	3	152	154		
IsuzuFRR110_2023.02p_8y_held	-	3	152	154		
TandemAxleTrailer_2023.07p_8y_	-	15	-	15		
RapidSprayUnit_2023.08p_10y_he	-	15	-	15		
UTVkubtoa_2023.07p_10y_held	-	28	-	28		
Hino FD1124 Truck_2022.03p_8y	-	1	-	1		
2 Axle Dog TrailerSt_2022.05p_8y_	-	5	-	5		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDQuonTruck_2024.0?p_8yr_???	-	-	292	292		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
Lowood Rec Grnds CCTV_2024.06p_7y_he	-	-	9	9		
Kcy Depot IceMachine_2024.02p_10	-	7	-	7		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
4AxleFloatTrailer_2024.??p_8y_	-	-	115	115		
4AxleFloatTrailer_2024.??p_8y_	-	-	115	115		

Somerset Regional Council
 Capital works / actual versus budget
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QuikSprayUnitwinRe_2024.01p_6	-	18	-	18		
TOTAL CAPITAL EXPENDITURE	73,432	15,556	10,997	26,553	46,882	Within expectations

Somerset Regional Council
Investment report
As at 26 March 2024

Term deposits - operating account

Bank	Maturity	Term (days)	Rate	Amount
BEN	11/11/2024	365	5.20%	\$ 1,000,000

QTC cash fund - operating (nett rate February 2024)	4.73%	\$ 45,785,595
Mayoral Charity Ball account		\$ 59,741
Other cash balances		-\$ 533,054
Total operating and trust cash brought to account (unrestricted)		\$ 46,312,282

Urban Utilities credit facility #1	4.21%	\$ 13,804,033
Urban Utilities credit facilities #2/3	2.94%	\$ 40,000,000
Weighted average Urban Utilities interest rate (reviewed each 30 June)*	3.27%	

	Budget	Pro-rata budget	Actual YTD
Rates interest	\$ 134,500	\$ 98,288	\$ 151,855
Year to date interest earnings on investments	\$ 3,757,148	\$ 2,745,608	\$ 3,166,528
Total interest revenue	\$ 3,891,648	\$ 2,843,896	\$ 3,318,383
Interest earned per rateable property	\$ 318	\$ 232	\$ 271

	State target (minimum)	Actual YTD
Unrestricted cash expense ratio	4	9

SOMERSET REGIONAL COUNCIL

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

PAYMENTS PROCESSED FROM 29 FEBRUARY 2024 TO 26 MARCH 2024



Line	Creditor	Payment including GST	Comments
1	CPM GROUP PTY LTD	\$ 887,585	Flood Restoration Contract Services - ref E000162
2	A & M CIVIL CONTRACTING P/L	\$ 683,329	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref 59709
3	RPQ SPRAY SEAL PTY LTD	\$ 607,566	Road Sealing Material/ Services - ref E000195
4	CASH	\$ 494,627	Payroll Transaction - ref 1CASH20
5	CASH	\$ 488,975	Payroll Transaction - ref 1CASH19
6	BROWN CONTRACTORS	\$ 423,494	Contract Infrastructure/Road Works/ Plant Hire - ref 59708
7	NAB BUSINESS VISA	\$ 305,203	Credit Card Purchases - ref FEB CRED
8	A & M CIVIL CONTRACTING P/L	\$ 245,372	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref E000161
9	HYDRO VISION PTY LTD	\$ 192,438	Irrigation Systems - ref 59733
10	AUSTRALIAN TAXATION OFFICE	\$ 164,075	P A Y G Tax - Payroll Deductions - ref 1ATOPAY2
11	AUSTRALIAN TAXATION OFFICE	\$ 161,269	P A Y G Tax - Payroll Deductions - ref 1ATOPAY1
12	ACQUIRED AWARENESS TRAFFIC	\$ 131,429	Traffic Control Equipment/ Services - ref 59711
13	ACQUIRED AWARENESS TRAFFIC	\$ 117,055	Traffic Control Equipment/ Services - ref E000164
14	CON-TEC PTY LTD	\$ 109,384	Bridge Renewal - ref 59719
15	BELLWETHER CONSULTING	\$ 108,640	Engineering Consultancy - ref 59713
16	KARREMAN GROUP	\$ 106,477	Road Making Material/ Services - ref E000183
17	DEPARTMENT OF ENVIRONMENT &	\$ 104,889	State Waste Levy - ref E000172
18	PAYCLEAR	\$ 76,959	Superannuation Contributions - ref SGL PY1P
19	PAYCLEAR	\$ 76,044	Superannuation Contributions - ref SGL PY1P
20	DANIEL BANDITT	\$ 73,893	Building Services - ref 59720
21	QLEAVE	\$ 67,043	Qleave Levy - Construction Projects - ref E000155
22	MT MARROW BLUE METAL	\$ 51,548	Road Making Materials - ref 59746
23	GENENG SOLUTIONS PTY LTD	\$ 41,744	Engineering Consultancy - ref 59729
24	TOTAL BUILDING MAINTENANCE	\$ 38,278	Town Steward Services - ref 59772
25	BP AUSTRALIA PTY LTD	\$ 37,562	Fuel - ref 13069064
26	STANLEY RIVER RURAL FIRE	\$ 37,053	Rural Fire Brigade Funding - ref E000198
27	LOCKYER VALLEY TRAFFIC	\$ 34,900	Traffic Control Equipment/ Services - ref E000189
28	MOORE DIGGERS & TIPPERS P/L	\$ 34,331	Plant Hire - ref 59745
29	DELNORTH PTY LTD	\$ 34,095	Signage Products - ref E000203
30	GAT HAULAGE PTY LTD	\$ 32,868	Plant Hire - ref E000177
31	UNITED PETROLEUM PTY LIMITED	\$ 30,303	Fuel - ref 59774
32	CONPLANT PTY LTD	\$ 30,239	Plant Hire/ Mechanical Parts/ Repairs - ref E000170
33	ENGNY	\$ 29,150	Engineering Consultancy - ref 59722
34	GENENG SOLUTIONS PTY LTD	\$ 29,014	Engineering Consultancy - ref E000178
35	QLEAVE	\$ 27,945	Qleave Levy - Construction Projects - ref E000194
36	SHELL ENERGY RETAIL PTY LTD	\$ 27,346	Electricity Supplies Including Streetlighting - ref E000174
37	PACIFIC PETROLEUM P/L	\$ 26,384	Fuel - ref E000192
38	CASH	\$ 24,167	Payroll Transaction - ref 2CASH20
39	CASH	\$ 24,167	Payroll Transaction - ref 2CASH19
40	TOYOTA FINANCE AUSTRALIA LTD	\$ 20,815	Vehicle Leasing - ref 1473743
41	KILCOY RURAL	\$ 20,250	General Merchandise - ref 59738
42	SAM'S TREE SERVICES	\$ 17,600	Vegetation Management Services - ref E000196
43	JUST SPORTS N FITNESS	\$ 17,545	Pool Management Services - ref 59736
44	SUMMIT AUTO LEASE AUST PTY LTD	\$ 16,289	Vehicle Leasing - ref 721186
45	EZYQUIP HIRE PTY LTD	\$ 15,593	Plant Hire - ref E000176
46	SILVERSTRAND DEVELOPMENTS PTY LTD	\$ 15,089	Civil Construction Services - ref 59765
47	DANIEL BANDITT	\$ 14,051	Building Services - ref E000171
48	KOMATSU AUSTRALIA PTY LTD	\$ 13,799	Mechanical Parts/ Repairs - ref E000163
49	PAYCLEAR	\$ 13,034	Superannuation Contributions - ref 1PAYCLE1
50	PAYCLEAR	\$ 12,765	Superannuation Contributions - ref 1PAYCLE2
51	HIROMI TANGO	\$ 12,650	Art Event Services - ref 59769
52	SPECIALISED PAVEMENT	\$ 12,588	Street Sweeping Services - ref 59767
53	LOCKYER BINS	\$ 12,556	Operation Of Refuse & Recycling Centres - ref 59742
54	RILCORP PTY LTD	\$ 12,243	Plant Hire - ref E000185
55	ONF SURVEYORS	\$ 11,689	Surveying/ Planning Services - ref E000191
56	BV SECURITY SERVICES (QLD) P/L	\$ 10,839	Security Services - ref 59716
57	AEC GROUP PTY LTD	\$ 10,725	Economic Consultancy - ref E000156
58	TIMBER RESTORATION SYSTEMS P/L	\$ 10,701	Timber-Concrete Bridge Materials/ Services - ref 59771
59	QLD POLICE-CITIZENS YOUTH	\$ 10,417	Fernvale Pyc Operations - ref 59759
60	LET THERE BE LIGHT ELECTRICAL	\$ 9,963	Electrical Services - ref E000186
61	ONTIME GUARDRAIL P/L	\$ 9,676	Guardrail Materials And Services - ref 59750
62	SENTRY PEST MANAGEMENT	\$ 9,640	Pest Control - ref 59764
63	FREEDOM FUELS FERNVALE	\$ 9,599	Fuel - ref FEBRUARY
64	O'KEEFE ELECTRICS	\$ 9,313	Electrical Services - ref 59749
65	PROFESSIONAL CERTIFICATION	\$ 8,888	Building Certification Costs - ref 59756
66	MASTER HIRE PTY LTD	\$ 7,823	Plant & Equipment Hire - ref 59743
67	BROOKS HIRE SERVICE PTY LTD	\$ 7,735	Plant Hire - ref 59715
68	XZIBIT PTY LTD	\$ 7,620	Design Services - ref E000202
69	PAYCLEAR	\$ 7,433	Superannuation Contributions - ref 1PAYCLE2
70	PAYCLEAR	\$ 7,354	Superannuation Contributions - ref 1PAYCLE1
Total largest 70 external payments		\$ 6,593,119	
Total payments		\$ 14,981,553	

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 29 FEBRUARY 2024 TO 26 MARCH 2024



TRNDATE	Method	REF	NAME	Detail	Amount
11-Mar-24	NonEFT	59708	BROWN CONTRACTORS	CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	423,494.14
11-Mar-24	NonEFT	59709	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	683,328.51
12-Mar-24	NonEFT	59710	CPM GROUP PTY LTD	FLOOD RESTORATION CONTRACT SERVICES	7,227.50
12-Mar-24	NonEFT	59711	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	131,428.72
12-Mar-24	NonEFT	59712	ARCADIAN COMMUNICATIONS	COMMUNICATIONS SERVICES	2,000.00
12-Mar-24	NonEFT	59713	BELLWETHER CONSULTING	ENGINEERING CONSULTANCY	108,640.40
12-Mar-24	NonEFT	59714	BJM AIR-CONDITIONING &	AIRCONDITIONING/ ELECTRICAL SERVICES	3,778.50
12-Mar-24	NonEFT	59715	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE	7,735.09
12-Mar-24	NonEFT	59716	BV SECURITY SERVICES (QLD) P/L	SECURITY SERVICES	10,839.40
12-Mar-24	NonEFT	59717	CAHILL ELECTRICAL CONTRACTING	ELECTRICAL SERVICES	1,864.50
12-Mar-24	NonEFT	59718	CONNOR JACKSON ELECTRICAL P/L	ELECTRICAL SERVICES	1,714.48
12-Mar-24	NonEFT	59719	CON-TEC PTY LTD	BRIDGE RENEWAL	109,384.00
12-Mar-24	NonEFT	59720	DANIEL BANDITT	BUILDING SERVICES	73,892.52
12-Mar-24	NonEFT	59721	DATA # 3 LIMITED	SOFTWARE/ HARDWARE / ICT CONSUMABLES	5,281.10
12-Mar-24	NonEFT	59722	ENGENY	ENGINEERING CONSULTANCY	29,150.00
12-Mar-24	NonEFT	59723	ESK BOWLS CLUB INC	COMMUNITY ASSISTANCE GRANT	5,000.00
12-Mar-24	NonEFT	59724	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	5,082.00
12-Mar-24	NonEFT	59725	GREGORY MARK EVA	BUILDING SERVICES	1,155.00
12-Mar-24	NonEFT	59726	EYE SPY SECURITY QLD PTY LTD	SECURITY/ ALARM/ CCTV SYSTEM SERVICES	1,838.25
12-Mar-24	NonEFT	59727	FERNWOOD LANDSCAPE SUPPLIES	LANDSCAPE/ DRAINAGE SUPPLIES	4,960.00
12-Mar-24	NonEFT	59728	GECKOES WILDLIFE PTY LTD	EVENT ENTERTAINMENT SERVICES	4,850.00
12-Mar-24	NonEFT	59729	GENENG SOLUTIONS PTY LTD	ENGINEERING CONSULTANCY	41,744.18
12-Mar-24	NonEFT	59730	GEOFABRICS AUSTRALASIA PTY LTD	GEOFABRIC PRODUCTS	3,393.50
12-Mar-24	NonEFT	59731	JR & SS HENDERSON	CLEANING SERVICES	3,076.12
12-Mar-24	NonEFT	59732	HOLDING REDLICH	LEGAL SERVICES	1,551.00
12-Mar-24	NonEFT	59733	HYDRO VISION PTY LTD	IRRIGATION SYSTEMS	192,438.02
12-Mar-24	NonEFT	59734		REFUND PROPERTY SEARCH	436.00
12-Mar-24	NonEFT	59735	CHRISTOPHER JENNINGS	FAUNA MANAGEMENT SERVICES	480.00
12-Mar-24	NonEFT	59736	JUST SPORTS N FITNESS	POOL MANAGEMENT SERVICES	17,545.00
12-Mar-24	NonEFT	59737	KILCOY RACE CLUB	CLEANING SERVICES	2,985.04
12-Mar-24	NonEFT	59738	KILCOY RURAL	GENERAL MERCHANDISE	20,250.00
12-Mar-24	NonEFT	59739	KING & COMPANY SOLICITORS	LEGAL SERVICES	605.00
12-Mar-24	NonEFT	59740	LOUIS LIM	ARTS EVENT SERVICES	330.00
12-Mar-24	NonEFT	59741	LINK LOGIC PTY LTD	STORAGE & LOGISTICS - SOMERSET TOURISM BROCHURE	504.74
12-Mar-24	NonEFT	59742	LOCKYER BINS	OPERATION OF REFUSE & RECYCLING CENTRES	12,556.34
12-Mar-24	NonEFT	59743	MASTER HIRE PTY LTD	PLANT & EQUIPMENT HIRE	7,823.15
12-Mar-24	NonEFT	59744	MILANI GALLERY	ARTS EVENT SERVICES	5,085.00
12-Mar-24	NonEFT	59745	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	34,330.97
12-Mar-24	NonEFT	59746	MT MARROW BLUE METAL	ROAD MAKING MATERIALS	51,547.84
12-Mar-24	NonEFT	59747	NEXTRA LOWOOD	NEWSPAPERS & STATIONERY	33.60
12-Mar-24	NonEFT	59748	O'CONNOR MARSDEN &	INTERNAL AUDIT SERVICES	1,320.00
12-Mar-24	NonEFT	59749	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	9,312.95
12-Mar-24	NonEFT	59750	ONTIME GUARDRAIL P/L	GUARDRAIL MATERIALS AND SERVICES	9,676.15
12-Mar-24	NonEFT	59751	PEAK SERVICES PTY LTD	AFTER HOURS CUSTOMER SERVICE/ INDUSTRIAL SERVICES	2,104.81
12-Mar-24	NonEFT	59752	PICNIC SOCIETY	CATERING SERVICES	1,839.20
12-Mar-24	NonEFT	59753	THE PLANNING PRACTICE PTY LTD	PLANNING CONSULTANCY	3,575.00
12-Mar-24	NonEFT	59754	APTELLA P/L	SURVEY EQUIPMENT PARTS/ SERVICES	6,358.00
12-Mar-24	NonEFT	59755	PRECISION SERVICE LOCATING PTY LTD	LOCATING SERVICES	1,023.00
12-Mar-24	NonEFT	59756	PROFESSIONAL CERTIFICATION	BUILDING CERTIFICATION COSTS	8,888.00
12-Mar-24	NonEFT	59757	PROJEX PARTNERS PTY LTD	ENGINEERING SERVICES	4,424.75
12-Mar-24	NonEFT	59758	QCWA BRANCH ESK	VENUE HIRE	1,218.05
12-Mar-24	NonEFT	59759	QLD POLICE-CITIZENS YOUTH	FERNVALE PCYC OPERATIONS	10,416.67
12-Mar-24	NonEFT	59760		DA REFUND	1,021.00
12-Mar-24	NonEFT	59761	PACIFIC WATER TREATMENT	MECHANICAL PARTS/ REPAIRS	349.57
12-Mar-24	NonEFT	59762	REGEN AUSTRALIA	VEGETATION MANAGEMENT SERVICES	1,846.90
12-Mar-24	NonEFT	59763	AVANTIX	BULK DOCUMENT SCANNING SERVICES	2,585.26
12-Mar-24	NonEFT	59764	SENTRY PEST MANAGEMENT	PEST CONTROL	9,640.00
12-Mar-24	NonEFT	59765	SILVERSTRAND DEVELOPMENTS PTY LTD	CIVIL CONSTRUCTION SERVICES	15,089.25
12-Mar-24	NonEFT	59766	SOMERSET LIQUID WASTE	SEPTIC SERVICES	503.10
12-Mar-24	NonEFT	59767	SPECIALISED PAVEMENT	STREET SWEEPING SERVICES	12,587.85

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 29 FEBRUARY 2024 TO 26 MARCH 2024



TRNDATE	Method	REF	NAME	Detail	Amount
12-Mar-24	NonEFT	59768	TALBOT AUTO DOORS	MAINTENANCE AUTOMATIC DOORS	1,577.40
12-Mar-24	NonEFT	59769	HIROMI TANGO	ART EVENT SERVICES	12,650.00
12-Mar-24	NonEFT	59770	TENNIS QUEENSLAND	DESIGN/ PROJECT SERVICES - COURT RESURFACING	1,650.00
12-Mar-24	NonEFT	59771	TIMBER RESTORATION SYSTEMS P/L	TIMBER-CONCRETE BRIDGE MATERIALS/ SERVICES	10,700.80
12-Mar-24	NonEFT	59772	TOTAL BUILDING MAINTENANCE	TOWN STEWARD SERVICES	38,278.35
12-Mar-24	NonEFT	59773	ULVERSCROFT AUSTRALIA P/L	LIBRARY RESOURCES	550.00
12-Mar-24	NonEFT	59774	UNITED PETROLEUM PTY LIMITED	FUEL	30,303.23
12-Mar-24	NonEFT	59775	VORTEX REFRIGERATION	REFRIGERATION/ AIR CONDITIONING SERVICES/ COMPONENTS	875.45
12-Mar-24	NonEFT	59776	ALEX JOHNSTON	WILDLIFE RELOCATION SERVICES	300.00
28-Feb-24	EFT	706030	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	8,545.30
4-Mar-24	EFT	706619	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	15,191.00
1-Mar-24	EFT	721186	SUMMIT AUTO LEASE AUST PTY LTD	VEHICLE LEASING	16,289.29
25-Jan-24	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	64.33
19-Feb-24	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	333.00
25-Jan-24	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	64.33
4-Mar-24	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	427.00
8-Mar-24	EFT	1473743	TOYOTA FINANCE AUSTRALIA LTD	VEHICLE LEASING	20,814.79
18-Mar-24	EFT	1512516	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	227.72
9-Mar-24	EFT	1518863	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,500.33
9-Mar-24	EFT	1533837	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	785.00
15-Mar-24	EFT	1536742	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,303.33
14-Mar-24	EFT	1536755	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,047.50
1-Mar-24	EFT	1581189	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	59.00
4-Mar-24	EFT	1589392	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	2,970.70
6-Mar-24	EFT	1590057	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	582.50
13-Mar-24	EFT	1598002	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	442.00
29-Feb-24	EFT	13069064	BP AUSTRALIA PTY LTD	FUEL	37,562.00
28-Feb-24	EFT	33426890	AUSSIE BROADBAND LIMITED	TELECOMMUNICATIONS SERVICES	3,377.50
1-Mar-24	EFT	50000049	LEASEPLAN	VEHICLE LEASING	6,788.96
11-Mar-24	EFT	1ATOPAY1	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	161,269.00
25-Mar-24	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	164,075.00
11-Mar-24	EFT	1CASH19	CASH	PAYROLL TRANSACTION	488,974.95
25-Mar-24	EFT	1CASH20	CASH	PAYROLL TRANSACTION	494,627.18
11-Mar-24	EFT	1CFMEUN1	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	249.20
25-Mar-24	EFT	1CFMEUN2	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	249.20
11-Mar-24	EFT	1CHILSU1	Child Support Agency	PAYROLL DEDUCTIONS	518.43
25-Mar-24	EFT	1CHILSU2	Child Support Agency	PAYROLL DEDUCTIONS	828.11
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	295.66
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,010.00
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,466.51
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,030.00
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,353.53
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	13,034.07
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	323.33
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	490.42
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	416.13
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	160.93
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	143.60
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	171.69
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	69.54
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	162.85
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	160.02
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	279.68
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.56
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	147.99
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	174.68
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	228.42
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	257.31
11-Mar-24	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	295.64
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,010.00
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,466.51
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,030.00
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,432.90

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 29 FEBRUARY 2024 TO 26 MARCH 2024



TRNDATE	Method	REF	NAME	Detail	Amount
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	12,764.71
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	323.33
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	543.25
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	416.13
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	247.29
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	160.93
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	143.60
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	171.70
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	69.54
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	162.37
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	151.15
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	279.68
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.55
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	147.99
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	174.67
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	228.42
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	257.31
25-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
11-Mar-24	EFT	1SUNSUP1	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1,051.89
25-Mar-24	EFT	1SUNSUP2	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1,131.89
11-Mar-24	EFT	2CASH19	CASH	PAYROLL TRANSACTION	24,166.69
25-Mar-24	EFT	2CASH20	CASH	PAYROLL TRANSACTION	24,166.69
11-Mar-24	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
11-Mar-24	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
11-Mar-24	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
11-Mar-24	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
11-Mar-24	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
25-Mar-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
25-Mar-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
25-Mar-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
25-Mar-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
25-Mar-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
14-Mar-24	EFT	ACC FEE	NATIONAL AUSTRALIA BANK	BANK CHARGES	101.20
29-Feb-24	EFT	BPAY 29/	NATIONAL AUSTRALIA BANK	BANK CHARGES	3,506.40
11-Mar-24	EFT	BPAY DIS	NATIONAL AUSTRALIA BANK	BANK CHARGES	350.00
4-Mar-24	EFT	E000155	QLEAVE	QLEAVE LEVY - CONSTRUCTION PROJECTS	67,043.00
13-Mar-24	EFT	E000156	AEC GROUP PTY LTD	ECONOMIC CONSULTANCY	10,725.00
13-Mar-24	EFT	E000157	AUSTRALIA POST BILLPAY	BANK CHARGES	2,985.85
13-Mar-24	EFT	E000158	CASTROL AUSTRALIA PTY LIMITED	LUBRICANTS/ MECHANICAL FLUIDS	4,099.34
18-Mar-24	EFT	E000159		Cancelled Payment	Cancelled
18-Mar-24	EFT	E000160		Cancelled Payment	Cancelled
				CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	
18-Mar-24	EFT	E000161	A & M CIVIL CONTRACTING P/L		245,371.60
18-Mar-24	EFT	E000162	CPM GROUP PTY LTD	FLOOD RESTORATION CONTRACT SERVICES	887,584.75
18-Mar-24	EFT	E000163	KOMATSU AUSTRALIA PTY LTD	MECHANICAL PARTS/ REPAIRS	13,799.16
25-Mar-24	EFT	E000164	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	117,054.55
25-Mar-24	EFT	E000165	AUSTSPRAY ENVIRONMENTAL	VEGETATION MANAGEMENT SERVICES	3,506.87
				CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	
25-Mar-24	EFT	E000166	BROWN CONTRACTORS	PLANT HIRE	1,950.16
25-Mar-24	EFT	E000167	CAMS TIPPING PTY LTD	PLANT HIRE	1,600.00
25-Mar-24	EFT	E000168		ALLEGED PLANT DAMAGE SETTLEMENT	1,190.00
25-Mar-24	EFT	E000169	CONNOR JACKSON ELECTRICAL P/L	ELECTRICAL SERVICES	220.00
25-Mar-24	EFT	E000170	CONPLANT PTY LTD	PLANT HIRE/ MECHANICAL PARTS/ REPAIRS	30,239.00
25-Mar-24	EFT	E000171	DANIEL BANDITT	BUILDING SERVICES	14,050.54
25-Mar-24	EFT	E000172	DEPARTMENT OF ENVIRONMENT &	STATE WASTE LEVY	104,888.70
25-Mar-24	EFT	E000173	ECOSURE PTY LTD	PLANNING CONSULTANCY/ VEGETATION MAINTENANCE	5,093.00
				ELECTRICITY SUPPLIES INCLUDING STREETLIGHTING	
25-Mar-24	EFT	E000174	SHELL ENERGY RETAIL PTY LTD	PLUMBING SERVICES	27,346.20
25-Mar-24	EFT	E000175	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	2,959.00
25-Mar-24	EFT	E000176	EZYQUIP HIRE PTY LTD	PLANT HIRE	15,592.50
25-Mar-24	EFT	E000177	GAT HAULAGE PTY LTD	PLANT HIRE	32,868.00
25-Mar-24	EFT	E000178	GENENG SOLUTIONS PTY LTD	ENGINEERING CONSULTANCY	29,013.88
				TOOGLOOLAWAH CONDENSERY/ ART TRAIL / CIVIC CENTRE BRANDING / MARKETING SERVICES	
25-Mar-24	EFT	E000179	GOLDI DESIGN PTY LTD		6,879.40
25-Mar-24	EFT	E000180	GRAHAM RICHARDSON	ARCHITECTURAL SERVICES	4,950.00
25-Mar-24	EFT	E000181	HOLCIM AUSTRALIA PTY LIMITED	CONCRETE PRODUCTS	1,620.18

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 29 FEBRUARY 2024 TO 26 MARCH 2024



TRNDATE	Method	REF	NAME	Detail	Amount
25-Mar-24	EFT	E000182	INSTITUTE OF MODERN ART LIMITED	ADVERTISING SERVICES	550.00
25-Mar-24	EFT	E000183	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	106,476.76
25-Mar-24	EFT	E000184		BOND REFUND	740.00
25-Mar-24	EFT	E000185	RILCORP PTY LTD	PLANT HIRE	12,243.10
25-Mar-24	EFT	E000186	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	9,962.57
25-Mar-24	EFT	E000187	LINK LOGIC PTY LTD	STORAGE & LOGISTICS - SOMERSET	
25-Mar-24	EFT	E000188	LOCKYER LOCKS	TOURISM BROCHURE	746.88
				LOCKSMITH SERVICES	885.00
25-Mar-24	EFT	E000189	LOCKYER VALLEY TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	34,900.08
25-Mar-24	EFT	E000190	MASTER HIRE PTY LTD	PLANT & EQUIPMENT HIRE	964.44
25-Mar-24	EFT	E000191	ONF SURVEYORS	SURVEYING/ PLANNING SERVICES	11,689.30
25-Mar-24	EFT	E000192	PACIFIC PETROLEUM P/L	FUEL	26,384.13
25-Mar-24	EFT	E000193	PACIFIC WATER TREATMENT	MECHANICAL PARTS/ REPAIRS	2,309.39
25-Mar-24	EFT	E000194	QLEAVE	QLEAVE LEVY - CONSTRUCTION PROJECTS	27,945.00
25-Mar-24	EFT	E000195	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	607,566.09
25-Mar-24	EFT	E000196	SAM'S TREE SERVICES	VEGETATION MANAGEMENT SERVICES	17,600.00
25-Mar-24	EFT	E000197	S.E.T. PAINTING & CONTRACTING	PAINTING / MISCELLANEOUS BUILDING	
25-Mar-24	EFT	E000198	STANLEY RIVER RURAL FIRE	SERVICES	3,913.80
				RURAL FIRE BRIGADE FUNDING	37,053.33
25-Mar-24	EFT	E000199	VERIFACT TRAFFIC PTY LTD	TRAFFIC CONTROL EQUIPMENT/ SERVICES	1,647.35
				REFRIGERATION/ AIR CONDITIONING	
25-Mar-24	EFT	E000200	VORTEX REFRIGERATION	SERVICES/ COMPONENTS	712.00
25-Mar-24	EFT	E000201	CHRISTINE ELLEN WENZEL	CLEANING SERVICES	990.00
25-Mar-24	EFT	E000202	XZIBIT PTY LTD	DESIGN SERVICES	7,619.70
25-Mar-24	EFT	E000203	DELNORTH PTY LTD	SIGNAGE PRODUCTS	34,094.50
25-Mar-24	EFT	E000204		BOND REFUND	310.00
11-Mar-24	EFT	FEB CRED	NAB BUSINESS VISA	CREDIT CARD PURCHASES	305,203.39
29-Feb-24	EFT	FEBRUARY	FREEDOM FUELS FERNVALE	FUEL	9,598.75
1-Mar-24	EFT	INVEST 1	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	750,000.00
4-Mar-24	EFT	INVEST 4	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	1,000,000.00
6-Mar-24	EFT	INVEST F	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	600,000.00
14-Mar-24	EFT	INVEST F	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	5,000,000.00
18-Mar-24	EFT	INVEST F	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	800,000.00
29-Feb-24	EFT	MERCH 29	NATIONAL AUSTRALIA BANK	BANK CHARGES	611.47
28-Feb-24	EFT	NAB CON	NATIONAL AUSTRALIA BANK	BANK CHARGES	51.59
7-Mar-24	EFT	PI574587	PRINT MANAGEMENT FACILITIES	PRINTER SERVICES	6,270.00
7-Mar-24	EFT	SE RENTA	S.E. RENTALS PTY LTD	PRINTER SERVICES	1,845.58
11-Mar-24	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	76,043.66
25-Mar-24	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	76,959.31
11-Mar-24	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
25-Mar-24	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
6-Mar-24	EFT	SPER LOD	STATE PENALTIES ENFORCEMENT	REFER FINES TO STATE DEBT COLLECTOR	78.20
20-Mar-24	EFT	69	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,100.00
20-Mar-24	EFT	70	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	50.00
27-Feb-24	EFT	323	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	30.00
11-Mar-24	EFT	324	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	22.00
11-Mar-24	EFT	325	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	16.00
11-Mar-24	EFT	326	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	16.00
10-Aug-23	EFT	405	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
25-Aug-23	EFT	408	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	7.00
12-Sep-23	EFT	410	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	75.00
12-Sep-23	EFT	411	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	27.00
12-Sep-23	EFT	412	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	54.00
10-Oct-23	EFT	414	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	14.00
9-Nov-23	EFT	415	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	10.00
9-Nov-23	EFT	416	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	20.00
16-Nov-23	EFT	417	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	24.00
14-Nov-23	EFT	418	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	51.00
14-Nov-23	EFT	419	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	27.00
16-Nov-23	EFT	420	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
24-Jan-24	EFT	421	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	25.00
24-Jan-24	EFT	422	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
15-Feb-24	EFT	423	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	38.00
29-Jan-24	EFT	45292	DRAKES	CONSUMABLES	124.65
			TOTAL PAYMENTS		14,981,553.11
			TOTAL EFT		12,761,528.76
			TOTAL NonEFT		2,220,024.35

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

To: Andrew Johnson, Chief Executive Officer
From: Erin Moore, Corporate Administration Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 10 April 2024
Subject: Tender 1344 – Late Response – Shop 1 Railway Street Lowood and
Amendment to Tenant name – Shop 2 Railway Street Lowood
File Ref: Corporate Management - Tendering – Quotations - 2023 – 2024 –
Tenders - Tender 1344 – Commercial Lease of Land – Railway Street
Lowood
Action Officer: DCORP

Background/Summary

Council owns freehold Lots 16 and 17 on SP133023, located on Railway Street in Lowood. The Lots have tenancy arrangements in place which permits the building owner to leave their building on Council's land for the duration of the agreement. All current arrangements expire on the 30 June 2024.

In December 2023 Council released Tender 1344 for six (6) tenancy arrangements on the Lots. The terms of the Tender were for an initial term of one (1) year, with an option to renew for a further year. Responses for the Tender closed midday 10 January 2024. No responses were received for Shop 1.

At the 24 January 2024 Ordinary meeting, Council resolved to

“1. accept the tenders received for tenancies two (2) to six (6) for one year plus an option for one year for the sites rented by tenancy agreements to the existing tenants with the exception of tenancy two (2) where the parties have changed, and
2. authorise the Chief Executive Officer to finalise the tenancy agreements where the tenants have chosen to tender for new tenancy arrangements and determine the status of the tenancies that were not tendered and take appropriate action as necessary and report to Council prior to June 2024.”

The tenant in Shop 2 has made a request that the name of the tenant on the Tenancy Agreement be changed back to the original name of Scholz and Bien Pty Ltd and James Edward Madden.

Abbey Health Pty Ltd (trading as Lockyer Podiatry) is the existing tenant of Shop 1. Abbey Health submitted a late tender response on 5 March 2024 (attached for reference).

Attachments

Confidential Attachment - Late Response – Tender 1344 – Shop 1 Railway Street, Lowood – Abbey Health (5 March 2024)

Recommendation

THAT Council:

1. Accept the change of Tenant on Commercial Tenancy Agreement for Shop 2 Railway Street, Lowood to Scholz and Bien Pty Ltd and James Edward Madden.
2. Accept the late response for Tender 1344 – Tenancy Agreement for Shop 1 Railway Street in Lowood from Abbey Health Pty Ltd for one year plus an option for one year.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson – Chief Executive Officer
From: Erin Moore – Corporate Administration Officer
Director: Daniel Rowe – Director Corporate and Community Services
Date: 10 April 2024
Subject: Request for Licence – Bureau of Meteorology Flood Warning Equipment
Pohlmans Range Road, Gregors Creek
File Ref: SRC - Council Properties - Leasing Out
Action Officer: DCORP

Background/Summary

The Bureau of Meteorology a rain gauge on Pohlmans Range Road, Gregors Creek for the past 15 years and is seeking to formalise the agreement with Council. The equipment collects and sends data directly to the Bureau of Meteorology.

The Bureau of Meteorology is seeking to secure a long-term licence over the area of road reserve on Pohlmans Range Road, Gregors Creek, and are seeking a 10 + 10 year Licence.

Attachments

Confidential attachment - Draft Short Form Licence Agreement provided by The Bureau of Meteorology including Site Plan

Recommendation

THAT Council enter into a Licence Agreement with The Bureau of Meteorology for the area of road reserve on Pohlmans Range Road, Gregors Creek for a term of 10 years with a further option of 10 years.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson – Chief Executive Officer
From: Daniel Rowe – Director Corporate and Community Services
Director: Daniel Rowe – Director Corporate and Community Services
Date: 6 March 2024
Subject: Amalgamating freehold lots - Lowood Telstra site
File Ref: SRC Development Applications/Material Change of Use/DA23663
Action Officer: DCORP

Background/Summary

Council owns the Lowood Telstra site located on 110-112 Main Street, which consists of three freehold land titles: Lot 66 CC1330, Lot 14 RP215724 and Lot 70 RP225705. Lots 66 and 14 are zoned town centre and Lot 70 is zoned general residential. The Lots are overlaid with easements in favour of Telstra for access, facility operations and light and air for telecommunications facilities.

In October 2020, Council authorised the amalgamation of Lots 70 RP225705 and Lot 14 RP215724.

In December 2023, Council approved a development application to for a material change of use for a Garden Centre and Nursery to be constructed in two stages across the three lots. In the same meeting Council also resolved to support the West Moreton Landcare Group Inc. in utilising 110-112 Main Street in Lowood as a Garden Centre by preparing a lease document.

Amalgamating all three Lots would allow Council to facilitate the Garden Centre development and reduce Council operating costs.

Attachments

Nil

Recommendation

THAT Council authorise amalgamation of lots L70 RP225705, L14 RP215724 and L66 CC1330 located at 110-112 Main Street, Lowood.

OPERATIONS
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Raad Jarjees, Works Manager (WM)
Director: Craig Young, Director Operations
Date: 25 March 2024
Subject: Tender 1345 – Greening Lowood Pipeline
File Ref: Corporate Management - Tendering-Quotation - Tenders
Action Officer: Raad Jarjees

Background/Summary

The Greening Lowood pipeline is an initiative by the Somerset Regional Council (SRC) to provide a beneficial use from the recycled water out of the recently built Lowood Fernvale wastewater treatment plant (WWTP).

Stage 1 (this Tender) will be to supply and install a new pipeline and associated components to provide a recycled water pipeline to three customer outlets in the Lowood township:

- Lowood Bowls Club;
- Lowood Recreational Reserve; and
- Lowood Golf Club.

The scope of works in this Tender includes the following:

- Supply and installation of new pipeline and all associated components including trenching and Horizontal Directional Drill (HDD);
- Managing works adjacent to Public Utility Plant (PUP);
- Traffic Management; and
- Managing the connection works to Urban Utilities (UU) asset and customers.

Funding

\$1,400,000 funding has been secured through the SEQ Community Stimulus Program.

Procurement

The market has been tested twice for the Greening Lowood Pipeline project.

The first invitation Request for Quotation (RFQ) was released via Vendor Panel for Local Buy registered contractors on 18 December 2023 and closed on 15 Jan 2024, this invitation was sent to twenty (20) potential contractors, however, no submissions were received.

The second invitation was a Request for Tender (RFT) was released via Vendor Panel, as an open tender on 16 January 2024, closed on 14 February 2024. For this invitation, a total of ten (10) conforming, one (1) alternative and one (1) non-conforming tenders were received.

The conforming tenders were assessed by the assessment panel in accordance with Council's Procurement Policy and the selection criteria as outlined in the tender documents.

All tenderers and their evaluated scores are tabled below, ranked from highest to lowest.

Name of Tenderer	Price Score	Overall Score	Ranking
Allstar Infrastructure Pty Ltd	3.70	5.34	10
Brisbane Civil	6.39	5.90	8
D and J Civil	4.12	4.74	11
Durack Civil	6.41	6.37	4

GCE Contractors	5.82	6.06	7
HeH Civil	5.20	5.84	9
Hydrovision	5.53	6.20	6
Newlands Civil Construction Pty Ltd	7.48	7.21	2
Silverstrand Developments	10.00	8.25	1
Utilstra Conforming	6.32	6.24	5
Utilstra Alternative	7.84	7.15	3

Allstar Infrastructure Pty Ltd

Allstar's price is the highest price received. The submission provided sufficient details for methodology, good track record of working on similar projects and reasonable exclusions - inclusions.

Brisbane Civil

Brisbane Civil's price is lower than the mean value of all tenders received. The submission included detailed methodology, good track record and reasonable exclusions - inclusions.

D and J Civil

D and J's price was the second highest price received. D and J provided simple methodology, some experience with previous watermain works, and identified no exclusions in their submission.

Durack Civil

Durack's price was lower than the mean value of all tenders received. Their submission provided detailed methodology, however major exclusions were identified, which would present substantial variations to the project pricing.

GCE Contractors

GCE's price was higher than the mean value of all tenders received, with numerous exclusions. The submission included methodology with sufficient details and relevant previous watermain projects.

HeH Civil

HeH's tender price was higher than the mean value. The submission included detailed methodology, relevant previous project experience, and reasonable exclusions - inclusions.

Hydrovision

Hydrovision's price was higher than the mean value. The submission included sufficient details for methodology and listed reasonable exclusions - inclusions. Hydrovision submission provided previous relevant watermain project, and the company is currently working with SRC on various utilities upgrade projects.

Newlands Civil Construction Pty Ltd

Newland's submitted price was lower than the mean value. The submission included relevant previous project experience and detailed methodology. The submission included some price escalation condition which was considered in the overall evaluation.

Silverstrand Developments Pty Ltd

Silverstrand's submitted price was the lowest price. Silverstrand is currently delivering the Scrub Creek bridge project for SRC under QRA funding. The submission included sufficient details of methodology and programme. No exclusion was included in the submission. Silverstrand confirmed the price and availability of resource in post-tender meeting. Silverstrand submission ranked first in both price score and overall best value index score.

Utilstra Conforming and Alternative

Utilstra provided two submissions, one with an alternative methodology. The conforming tender price was lower than the mean value, and the alternative methodology submission price was the second lowest price received. Both submissions included sufficient details for methodology and programme. Utilstra only submitted previous relevant projects interstate, none in Queensland.

Attachments

Confidential attachment - Tender Assessment Summary Sheet

Recommendation

THAT Council

1. award Tender 1345 – Greening Lowood Pipeline to Silverstrand Development Pty Ltd for an estimated tender price of \$1,534,667.39 (inclusive of GST), and
2. confirm its intention to fund the Greening Lowood Pipeline construction cost plus the \$169,565 design cost and estimated project management costs beyond the \$1.4M funding available under the SEQ Community Stimulus program allocated portion as part of its 2024 - 2025 budget.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Karen Haer, Executive Assistant
Director: Craig Young, Director Operations
Date: 10 April 2024
Subject: Operations Report for March 2024
File Ref: Governance – Reporting – Officer Reports
Action Officer: EAU

Background/Summary

Details of the Operations report for the month of March 2024 are as follows:

Engineering Services Team

The Engineering Services Design Team continues design delivery for the 2023-2024 design program, with designs being readied for issue for construction or for grant fund submission for the following Capital Works projects:

- Coominya Toilet Car Park;
- Cressbrook Street Culvert;
- Kennedy Street Storm Water;
- Minden State School - School Transport Improvement Program (STIP);
- Toogoolawah State Drop Off Bay - Transport Improvement Program (STIP).

The team are also finalising the design for the following Capital Works projects:

- Graham Road, Fernvale;
- Burn Street, Fernvale - Design Modification from Consultants Design;
- Ashton Park RV Parking, Kilcoy.

The team also continued work with external consultants to progress designs for the projects below:

- West Road - Patrick Estate Road, Patrick Estate – GHD; design ongoing;
- Fulham St, Toogoolawah – Contour Consulting Engineers; design ongoing;
- Clive St, Fernvale – NK Transportation; and design ongoing;
- Muckerts - McCulkins Lane upgrade – Engeny – Design ongoing and;
- Lester Kropp Bridge Upgrade - Hatch – Design ongoing.

These external design projects will be managed throughout the remainder Q1 2024, with delivery of all to be in Q2 2024.

The team continues to provide engineering support to the works department on several projects such as:

- Railway Street, Lowood;
- Esk Crow Nest Road Stage 2.

The Engineering Services Team provided engineering development advice to the Planning Department and assessment and applicant response to Operational Work applications with three (3) new operational works applications being properly received in March.

There was one "On Maintenance" inspections for the month of March, which has been approved as on maintenance:

- Hedley Park Stage 8 – Earthworks, Civils and Stormwater.

There was no "Off Maintenance" inspections for the month of March.

This team again note the current major developments currently “On Maintenance” and due to come “Off Maintenance” within the next 12 months include:

- Parklands at Clarendon Stages 2D and 2E– On Maintenance;
- Pine Tree Hill, Kilcoy Stages 3 to 6– On Maintenance;
- Hedley Park Stage 7 – Off Maintenance;
- Windsor Drive, Mount Hallen Stage 5C – On Maintenance;
- Hedley Park Stage 8 – On Maintenance.

The Engineering Services Parks and Facilities Team continues to oversee operations in the parks and facilities areas with the current drier weather system bringing some relief to the mowing crew. The crew are also currently reviewing updated mowing maps for the region for presentation at a future Council meeting.

The Engineering Services Team 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, with all signage requirements being reviewed within our main town areas as well as overseeing works within road reserve applications, property access applications and heavy vehicle permits.

Permit	Mar-24	Mar-23
Land Access Permit	12	72
Property Access Applications	10	26
National Heavy Vehicle Regulator Permits Processed	9	4

The Engineering Services Team have continued inspections of council road assets and updated asset system to ensure council record are current.

Works Team

Projects Commenced in March:

- REPA Mt Stanley Region. Flood restoration works on drainage structures (*Browns Contractors*);
- REPA Toogoolawah Region. Flood restoration works on drainage structures (*Browns Contractors*);
- REPA Toogoolawah Region. Flood restoration works on sealed pavements (*Browns Contractors*);
- REPA Rasmussen Road. Flood restoration works on drainage structures (*A and M Civil*);
- REPA Fernvale - Glamorgan Vale - Marburg Region. Flood restoration works on sealed roads (*A and M Civil*);
- REPA Maria Creek. Flood restoration works on drainage structures (*A and M Civil*);
- REPA Gregors Creek Road land slip (*Durak Civil*).

Completed Projects in March:

- REPA East Wivenhoe Region. Flood restoration works on drainage structures (*CPM*);
- REPA Harlin - Moore - Mt Stanley Region. Flood restoration works on drainage structures (*Brown Contractors*);
- Royston and Stanton Streets, Kilcoy, kerb and channel, reseal and asphalt.

Projects underway:

- Kilcoy Transfer Station, Kilcoy. Capping of landfill and reconstruction of transfer station;

- Murrumba Road culverts, Murrumba. Replace existing corrugated structures with concrete culverts, road works are completed waiting for guardrail contractors;
- Prenzlau Road, Prenzlau. Pavement widening;
- Esk Crows Nest Road, Eskdale. Stage 2, sealing Strategic Regional Connector to Toowoomba Boundary section;
- Clarendon Road, Lowood. Rehabilitate and widen to 9m road from O'Reillys Weir Road to Wyatts Road (*SRC and A and M Civil*);
- Waverley and Sheppards Road, Lake Manchester. Stage 2, road-widening and fire exclusion zone (*Sam's Tree Services, A and M Civil*), waiting for final seal;
- Wells Street, Linville. Pathway and parking improvement at Linville State School;
- Railway Street, Lowood. Pathway from Station St to Prospect St. Includes removal of Leopard trees and replace K and C sections;
- Sandy Creek Crossing. Reconstruct low level stream crossing (BVRT Horse bypass), including approaches to crossing and crossing structure. Undertake reinstatement of trail surface to Hassall Street and adjacent connectivity. Works substantially complete - awaiting seeding - vegetative securing of crossing and associated riverbank/s;
- Savages Crossing, Fernvale. Reinstale carpark surfaces, replace bollards and signage. Install flood boom gates on approach roads – all works completed except boom gate installation and re-vegetation (*A and M Civil*);
- Twin Bridges, Fernvale. Reinstale carpark surfaces, replace bollards and signage, re-align site access gate - arrangements. Install flood boom gates on approach roads – all works completed except boom gate installation and re-vegetation (*A and M Civil*);
- Burtons Bridge, Borallon. Reinstale carpark surfaces, replace bollards including re-alignment of exclusion measures to better manage launch access point/s to the river. Install flood boom gates on approach roads – all works completed except boom gate installation and re-vegetation *A and M Civil*;
- Kilcoy Depot, Esk Depot, Lowood Depot. Safety, security, and legislative improvements (*various contractors*);
- Lowood Minden Road, Minden. Millewski Road to Oscar Road, Zabels Road North intersection upgrade (*Brown Contractors*);
- Lowood State School, Lowood. New pathway along Peace and Prospect streets to connect to BVRT (*A and M Civil*);
- REPA Esk Region. Flood restoration works on drainage structures and unsealed roads (*A and M Civil*);
- REPA Jimna - Monsildale Region. Flood restoration works on unsealed roads (*CPM*);
- REPA Kilcoy Region. Flood restoration works on drainage structures and unsealed roads (*CPM*);
- REPA Fernvale - Glamorgan Vale Region. Flood restoration works on drainage structures (*A and M Civil*);
- REPA Coominya - Esk Region. Flood restoration works on drainage structures (*A and M Civil*);
- REPA Toogoolawah Region. Flood restoration works on unsealed roads;
- REPA Toogoolawah Region. Flood restoration works on drainage structures (*Dully's Home Design and A and M Civil*);
- REPA Scrub Creek. Bridge project, Brisbane River crossing (*Silverstrand Developments*).

Ongoing projects:

- Mowing and slashing works on Council roads;

- Crews continue to respond and complete CSR's;
- General programmed maintenance of Council's civil infrastructure.

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes throughout the TMR network;
- Slashing grass on road shoulders and manage vegetation;
- Repairing signs and guideposts and upgrade guide signs;
- Chemical herbicide spot spraying;
- Guardrail repairs;
- Drainage repairs;
- After hours callouts.

Council continues to advocate for increased maintenance funds to service the state-controlled road under the Road Maintenance Performance Contract.

REPA Works

A total of 69 submissions have been lodged with QRA for Reconstruction of Essential Public Assets. The categories for the submissions are Unsealed Roads, Sealed Roads, Drainage, and Individual Sites (e.g., bridges and landslips). All submissions have been assessed and approved. The submissions have been bulked up into 46 packages. The assistance by the Queensland Reconstruction Authority (QRA) is acknowledged.

Drainage packages are progressively being documented to enable calling of quotations. This will be followed by Sealed Roads packages and Individual Sites.

All works are required to be completed by the end of June 2024 and while Council is working towards this end, we are keeping the Queensland Reconstruction Authority informed of our progress, especially the more complex individual sites e.g. Scrub Creek Road bridge betterment project.

Summary	No.	Percentage
Total SRC Packages (works done by SRC)	10	22%
Total External Packages (Contract works by contractors)	36	78%
Total number of Packages	46	
Procurement Progress		
Contract Awarded (incl SRC)	40	87%
Tender in Review	2	4%
RFQ In Progress	2	4%
RFQ Outstanding	2	4%
Construction Status		
Not Started	9	19.6%
0-50% Completed	8	17.4%
50 - <100% Completion	7	15.2%
Completed	16	34.8%
Forecast - Actual Completion		
Before 30/06/24	40	87.0%
After 30/06/24	6	13.0%
Acquittal Status (Submissions not Contracts)		

At Acquittal	11	15.9%
Outstanding	58	84.1%

Flood Restoration Expenditure

	FY22	FY23	FY24	Total
TOTAL	\$4,312,179	\$7,141,230	\$21,134,634	\$32,588,043

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet;
- Annual B services on all council and SES trailers are still being carried out;
- One new replacement lease vehicle arrived;
- Two new tandem trailers have arrived for P and G Cemetery Crew;
- One new Isuzu crew cab truck has just arrived for Kilcoy C and M crew 2 and is waiting to be fitted out for the crew;
- Two small repair jobs for IWS trucks;
- One lease vehicle had a minor recall repaired by the Dealer;
- One minor warranty repair was completed by the Dealer on a lease vehicle;
- One warranty repair on the air conditioning of a John Deere mower was done by the Dealer RDO Gatton;
- Maintenance on all mowers and slasher continues but is slowing down as the grass growing season slows down;
- P.511 Fuso water truck had a leaking radiator that was replaced;
- P.895 Kubota UTV and P.894 Rapid Spray unit had various repairs to damaged panels, guards and lights as well as a couple of accessories fitted i.e water tank for hand washing and an extra reverse mirror;
- P.242 Komatsu wheel loader that was damaged badly during an incident involving a tree back in late December 2023, has finally been repaired, tested, and placed back in service. Availability of some of the parts was the hold up with the repairs.

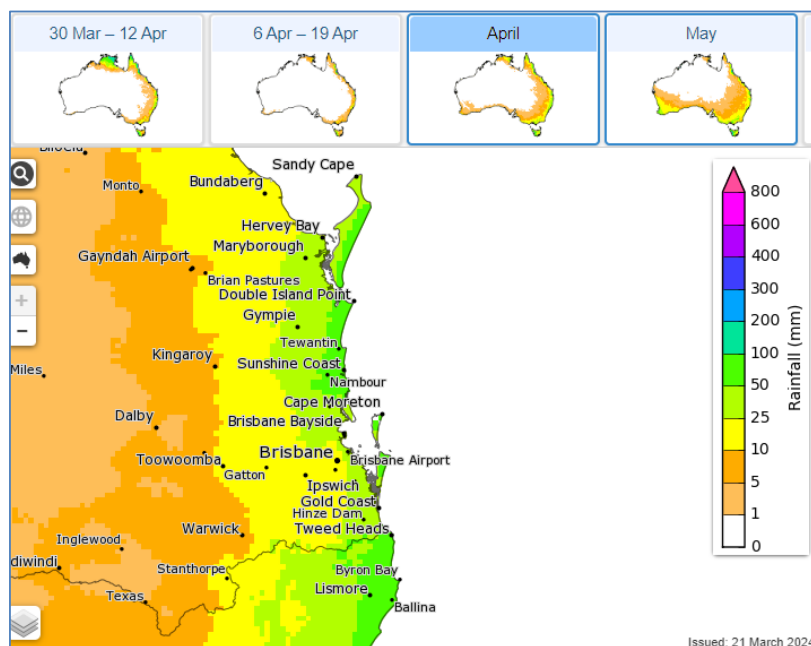
Workshop – Fabrication

- 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.;
- Fabricate replacement guard rail post for damaged guard rails on various bridges in the region. Once these are fabricated, they will need to be galvanised. This work is ongoing from last month but should be complete next month;
- P.696 Slasher had rear grass deflector completely replaced, the wear strips on the side skids were replaced and damage to the deck repaired. Wear strips on the skids of two other slashers were also replaced;
- P.502 Isuzu Ausroads Road maintenance truck had some body mounting brackets repaired.

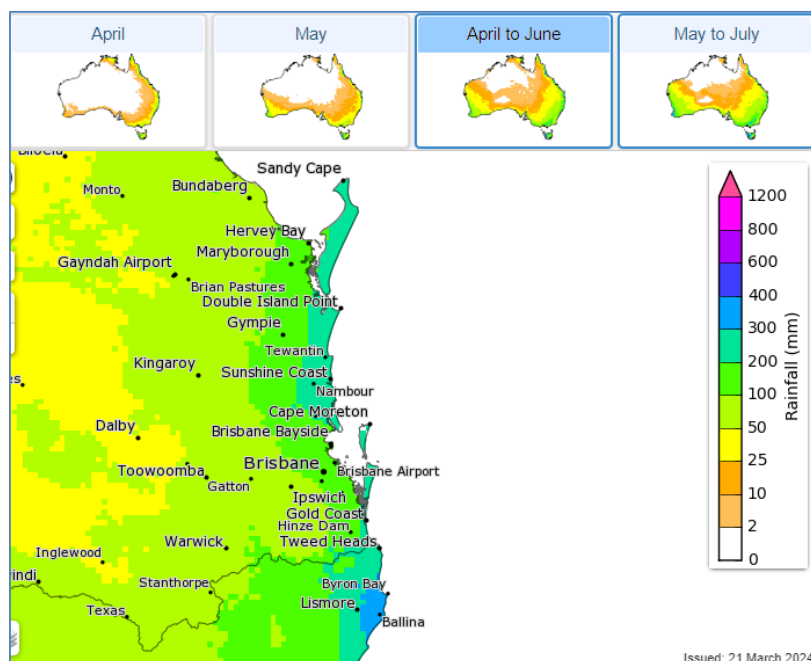
Weather Outlook

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

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



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



Disaster Management

The following activities were conducted in February 2024:

- New LGA-wide LiDAR has been Quality Assurance tested and provided to Council;
- The Building Inclusive Disaster Resilient Communities (BIDRC) project is winding up
- Local Action Group meeting was held in Esk;
- Training held with key LDCC staff regarding LDCC operations, including the use of WaterRide for flood forecasting;
- Standard Operating Procedures for LDCC operations updated;
- Consultants engaged for development of historical flooding maps, in particular the 2011, 2013 and the 2022 flood events;
- Council successfully received funding under the Emergency Response Fund Flood Warning Infrastructure Network for seven projects.
- Somerset's Chair of the Local Disaster Management Group, Cr Graeme Lehmann, retired after 15 years on the group.

Activations - Operations:

N/A

Waste Management

Council applied for an exemption for Clean Earth to be used for operational purposes at the Esk Landfill. This application was approved in March.

Council staff met onsite with ATC to progress the development of a site management plan for the Esk Landfill.

Weighbridge data for March, will be provided at the next Council meeting.

Kerbside Collection Contract – Ipswich Waste

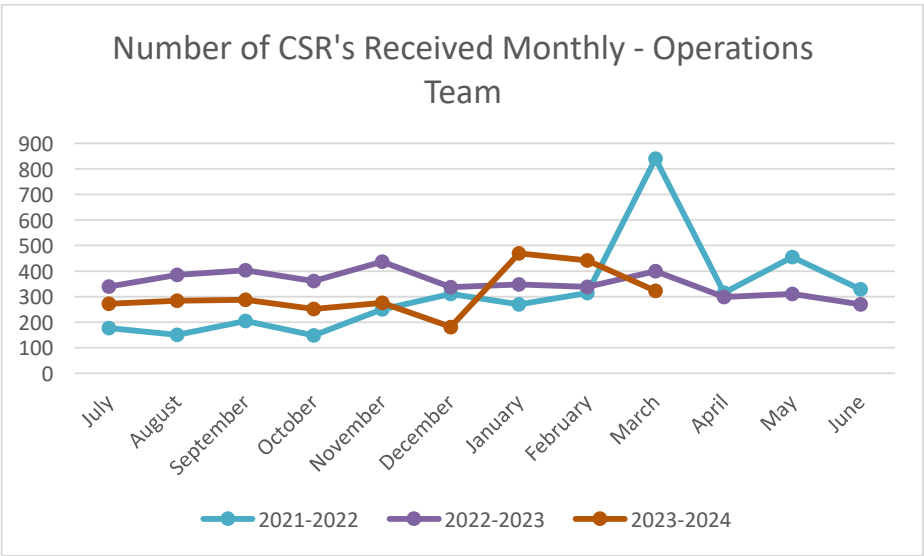
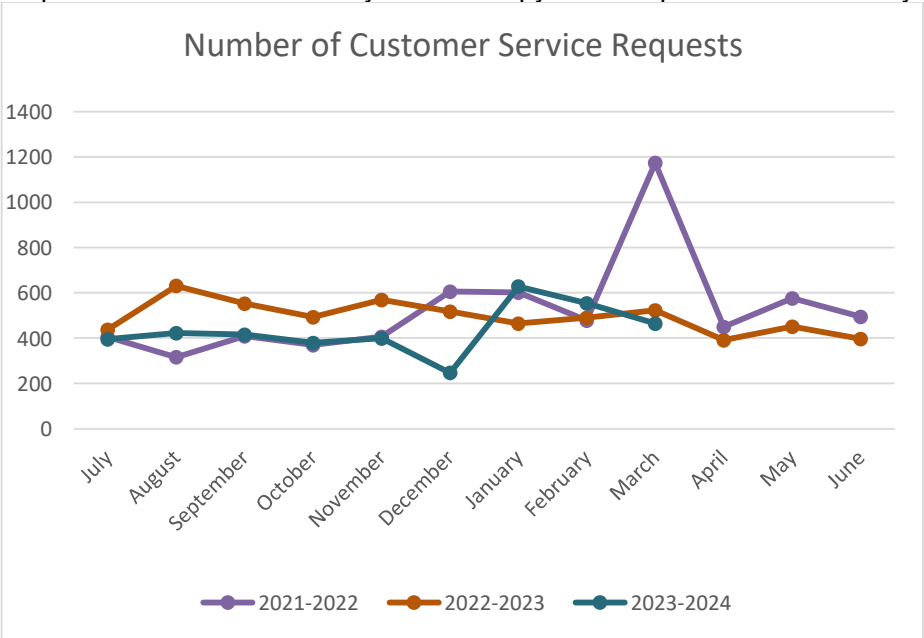
March monthly report from Ipswich Waste (Council’s contractor) had not been received at the time this report was completed, kerbside collection information for March 2024 will be provided in April’s 2024 report.

Approved Park - Community Events

26 March – BVRTUA – Mural Opening Festival, Fernvale.

Customer Service Requests

Council received 465 customer service requests for the month of March 2024 on Council’s corporate customer service system. A copy of the report is attached for your information.



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Cemeteries	1	1	1	3	0	1	7	3	2
Disaster Management	0	0	1	1	0	0	0	0	1
Departmental reviews	0	0	2	0	0	0	2	1	1
Fences on roadways	0	1	0	0	0	0	0	0	0
Illegal dumping clean ups	20	14	11	8	11	7	6	10	9
Overgrown Council land	2	1	2	3	1	0	5	2	3
Parks including mowing, cleaning - maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9	7	11	7	3	11	7	13
Roads - bitumen	25	20	13	21	16	10	41	56	42
Roads - gravel	18	13	8	14	17	9	23	33	19
Roads - drainage	8	5	7	10	15	8	42	46	18
Roads - culverts	3	1	2	0	1	2	6	8	4
Roads - vegetation	19	14	25	15	38	21	83	70	32
Roads - footpaths	3	5	8	12	4	4	11	7	6
Roads - linemarking	1	1	2	0	0	0	0	0	0
Roads - bridgework	0	0	1	0	1	0	0	1	0
Roads - traffic furniture	16	17	15	25	20	7	23	19	12
Rural Property Number	1	4	2	5	5	3	3	2	4
Stormwater issues within private properties	1	0	0	1	0	3	3	2	1
Waste management		0	1	1	0	0	0	0	0
Wheelie bins	0	0	0	0	0	0	0	0	0
Cancellation of extra services	0	19	9	2	2	2	11	6	3
Damaged lids and wheels	11	15	9	15	11	8	14	28	22
Replacement Split Bins	29	24	32	18	32	18	55	26	41
New Services	21	28	24	24	21	28	14	16	14
Extra services	4	6	10	3	12	10	22	11	5
Stolen - Non Delivery of New Bins	5	16	9	13	8	7	14	10	8
Missed services	8	3	6	1	1	0	11	5	2
Contractor requests - complaints	3	2	4	2	1	2	2	0	3
Facilities	0	0	0	0	0	0	0	0	0
Air conditioning	2	1	0	3	1	0	0	0	0
Carpentry, painting, tiling and flooring	11	12	10	5	2	2	9	10	12
Electrical	5	7	6	4	7	1	3	10	10

Equipment, furniture and fixtures	10	10	8	6	7	3	8	7	2
Grounds maintenance	1	5	4	4	2	1	4	4	4
Pest Control	2	1	1	0	2	0	0	1	2
Plumbing	23	19	29	13	24	11	25	26	22
Roofing and guttering	2	0	0	3	2	0	3	3	0
Security, locks and CCTV	2	2	6	0	3	4	2	2	2
Signage	0	4	6	5	1	0	1	0	0
Vandalism	7	2	2	0	1	3	2	8	0
Cleaning	5	2	4	1	0	3	3	2	4
	272	284	287	252	276	181	469	442	323

Attachments

Customer Service Report for March 2024.

Recommendation

THAT Council receive the Operations monthly report for March 2024 and the contents be noted.

**Service Request by Types**

**Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
\Customer Service Requests\Animal\Dog, Attack on a Person	2
\Customer Service Requests\Animal\Dog, Barking Dogs at Private residences	9
\Customer Service Requests\Animal\Dog, Miscellaneous	1
\Customer Service Requests\Animal\Dog, Wandering at Large	14
\Customer Service Requests\Animal\Livestock, Miscellaneous	1
\Customer Service Requests\Animal\Livestock, Wandering at Large	3
\Customer Service Requests\Animal\Trap, Cat	7
\Customer Service Requests\Declared Plants, Animals\Declared Animals, General Enquiries	8
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Council Land	1
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Private Property	13
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Road Reserves	7
\Customer Service Requests\Environment Issues\General Environmental Complaints	2
\Customer Service Requests\Environmental Health Issues\Food Premises Complaints	3
\Customer Service Requests\Impounding\Request to Impound Dogs, Cats	20
\Customer Service Requests\Impounding\Request to Impound Motor Vehicles	2
\Customer Service Requests\Local Laws\Other Local Law issues	5
\Customer Service Requests\Environment Issues\Dust Nuisance	2
\Customer Service Requests\Environment Issues\Noise Nuisance	2
\Customer Service Requests\Environment Issues\Smoke Nuisance	1
\Customer Service Requests\Overgrown Allotments\Council Owned Land	3
\Customer Service Requests\Parks\Lighting (Parks)	1
\Customer Service Requests\Parks\Mowing	5
\Customer Service Requests\Parks\Playground Equipment	2
\Customer Service Requests\Parks\Signs	1
\Customer Service Requests\Parks\Trees	2
\Customer Service Requests\Rural Property Numbering\New RPN	4
\Customer Service Requests\Wheelie Bins\Cancellation of Service	3
\Customer Service Requests\Wheelie Bins\Complaints of Wheelie Bin Contractor	1
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken hinges on lid - split lid - broken handle on lid - replacement lid required	16
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken Wheels - missing wheels - rusted axle	6
\Customer Service Requests\Wheelie Bins\Damaged-Replacement Bin - split - broken - broken handle on back of bin - broken clips for axle	41
\Customer Service Requests\Wheelie Bins\Extra Wheelie Bin Service	5
\Customer Service Requests\Wheelie Bins\Missed Wheelie Bin Service	2
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Owner	3
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New	11



Service Request by Types

Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024

28-Mar-2024

Categories	Total
Premises by Plumbing Form	
\Customer Service Requests\Wheelie Bins\Stolen Wheelie Bin - replacement wheelie bin required	8
\Customer Service Requests\Planning Department Issues	2
\Customer Service Requests\Environment Issues\Dust Nuisance - Subdivision Works	1
\Customer Service Requests\Animal\Cat, Miscellaneous	2
\Customer Service Requests\Wheelie Bins\Miscellaneous Requests	2
\Customer Service Requests\Drainage Issues within Properties\Stormwater Issues - Other	1
\Customer Service Requests\Environmental Health Issues\Mosquito Complaints	1
\Customer Service Requests\Local Laws\Illegal Camping	2
\Customer Service Requests\Disaster Management	1
\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\Tyres	4
\Customer Service Requests\Illegal Dumping\One of items - non-investigative - green waste - mattress - camp chair - couch cushion - fridge etc	3
\Customer Service Requests\Building Department Issues\Building Department Enquiries	6
\Customer Service Requests\Departmental Review - Level 1\Operations Department\Works Department - Works Manager	1
\Customer Service Requests\Roads - Bridges - Drainage	2
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Ann Street Esk - 0542	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Brightview Road - 0783	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Bumsteads Road - 0818	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Cedarvale Road - 0885	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Claus Road - 0926	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Coominya Connection Road - RMPC - 0411	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\DAguilar Highway - Woodford - Kilcoy - RMPC - 0401	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Fernvale Road - 1880	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Forest Hill - Fernvale Road - RMPC - 0412	3
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Fulham Road Cressbrook - 1942	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Fulham Street Toogoolawah - 1944	2
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Gardner Street North - 1950	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Glamorgan Vale Road - 1979	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Grays Road - 2242	2

**Service Request by Types**

**Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Kilcoy - Murgon Road - RMPC - 0491	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\King Street - 2596	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Linville Road - 2731	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lowood Minden Road - 2766	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lukritzs Road - 2780	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Mack Street - 2798	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\McCauleys Lane Mount Kilcoy - 2888	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Outlook Drive - 3163	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Peace Street - 3222	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Richard Street - 3357	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Tallegalla Road - 3684	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Vernor Road Wivenhoe Pocket - 3789	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\West Road - 3881	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Westvale Road - 3894	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\William Street Kilcoy North - 3912	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Allery Lane - 0529	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Angledale Lane - 0540	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Axelsen Drive - 0594	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Beduhn Road - 0656	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Braemore Lane - 0756	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Hamiltons Lane - 2282	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Kimbala Road - 2593	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Monsildale Road - 2957	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Mount Mulgowie Road - 2987	3
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Nunns Road - 3087	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Runges Road - 3428	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Scrubby Creek Road - 3487	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Stirlings Road - 3646	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Wernowskis Road - 3878	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1

**Service Request by Types****Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
Drainage\Bray Street - 0761	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Clarendon Road - 0920	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Fairmeadow Road - 1853	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Fairneyview Fernvale Road - 1856	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Glamorgan Vale Road - 1979	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Jackwitz Road - 2461	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Lake Street - 2669	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Mack Street - 2798	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Mount Beppo Road - 2969	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Outlook Drive - 3163	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Prospect Street - 3290	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Reinbotts Road - 3344	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Retschlag Road Sandy Creek - 3352	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Row Street - 3411	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1
Drainage\Willaura Drive - 3902	
\Customer Service Requests\Roads - Bridges - Drainage\Culvert	1
Maintenance\Brightview District Road - 0780	
\Customer Service Requests\Roads - Bridges - Drainage\Culvert	1
Maintenance\Kraschnefskis Road - 2642	
\Customer Service Requests\Roads - Bridges - Drainage\Culvert	1
Maintenance\Rose Avenue Minden - 3401	
\Customer Service Requests\Roads - Bridges - Drainage\Culvert	1
Maintenance\Stirlings Road - 3646	
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation	1
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Azolla Court - 0596	
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Belz	1
Road - 0677	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Brightview Road - 0783	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Brisbane Valley Highway - RMPC - 0042	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Deletraz Road - 1680	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Dellar Street - 1682	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Fairneyview Fernvale Road - 1856	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Glamorgan Vale Road - 1979	
\Customer Service Requests\Roads - Bridges -	2
Drainage\Vegetation\Kilcoy Murgon Road - 2588	
\Customer Service Requests\Roads - Bridges -	1
Drainage\Vegetation\Kropps Road - 2650	
\Customer Service Requests\Roads - Bridges -	1

**Service Request by Types**

**Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
Drainage\Vegetation\Krugers Lane Toogoolawah - 2655	
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lakeview Drive - 2672	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Langtons Lane - 2674	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lindemans Road - 2717	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lowood Minden Road - 2766	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Outlook Drive - 3163	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Postmans Track - 3268	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Prospect Street - 3290	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Reinbotts Road - 3344	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Ridge Street Esk - 3362	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Sandy Creek Road Sandy Creek - 3452	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Schmidt Road - 3468	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Seib Street - 3495	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Sim Jue Creek Road - 3546	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Titmarsh Circuit - 3727	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\William Street Kilcoy North - 3912	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Banks Creek Road - 0615	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Clarendon Station Road - 0923	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Esk Crows Nest Road - 1802	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Forest Hill - Fernvale Road - RMPC - 0412	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Glamorgan Vale Road - 1979	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Hamiltons Lane - 2282	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Highland Street - 2369	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Mount Kilcoy Road - 2982	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Pine Crescent - 3244	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Saleyard Road - 3441	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Skew Gully Road - 3560	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Forest Hill - Fernvale Road - RMPC - 0412	2
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Gunyah Street - 2272	1
\Customer Service Requests\Roads - Bridges -	1

**Service Request by Types**

**Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
Drainage\Footpaths\Kennedy Street Kilcoy - 2555	
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Lindemans Road - 2717	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Peregrine Drive - 3233	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Voss Road - 3813	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Esk - Hampton Road - RMPC - 0414	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Gatton Esk Road - 4144	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Sandy Creek Road Sandy Creek - 3452	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\DAguilar Highway - Kilcoy - Blackbutt Range - RMPC - 0043	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Esk Visitor Information Centre	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy Information Centre	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy library	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy William St - public toilet	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy Yowie Park - public toilet	5
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Lowood Clock Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Esk Administration Office	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Kilcoy Memorial Hall	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Lowood Clock Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk library	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk refuse and recycling facility buildings	1
\Customer Service Requests\Facilities Maintenance\Electrical\Fernvale BVH Rest Area - public toilet	2
\Customer Service Requests\Facilities Maintenance\Electrical\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Electrical\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Electrical\Lowood library	1
\Customer Service Requests\Facilities Maintenance\Electrical\Lowood works depot	1
\Customer Service Requests\Facilities Maintenance\Electrical\Toogoolawah Condensery	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Esk Administration Office	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy library	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Esk Administration Office	2

**Service Request by Types**

**Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024**

28-Mar-2024

Categories	Total
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Kilcoy Aquatic Centre	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Kilcoy Memorial Hall	1
\Customer Service Requests\Facilities Maintenance\Pest control\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Pest control\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing	3
\Customer Service Requests\Facilities Maintenance\Plumbing\Coominya park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk library	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 Somerset Civic Centre	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Visitor Information Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Harlin Sim Lord Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy indoor sports centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Information Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Yowie Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Linville Ditchman Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Lowood works depot	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah Condensery	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah McConnel Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Esk Administration Office	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Lowood Clock Park - public toilet	1
\Customer Service Requests\Cemeteries	2
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Memorial Park	1
\Customer Service Requests\Animal\Dog, Attacks - After Hour Callouts	2
\Customer Service Requests\Animal\Livestock, Wandering at Large - After Hour Callouts	2
\Customer Service Requests\Parks\Maintenance requests for parks except for Savages Crossing and Twin Bridges	2
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Toogoolawah Railway Station	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Poinciana Avenue - 3253	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Pine	1



Service Request by Types

Date Created To: >= 1/03/2024, Date
Created From: <= 28/03/2024

28-Mar-2024

Categories	Total
Tree Drive - 3247	
\Customer Service Requests\Overgrown Allotments\2024 - Privately Owned Land Overgrown	17
\Customer Service Requests\Operations - Request for Call Back	3
<i>Total Service Requests:</i>	<u>459</u>

HR AND CUSTOMER SERVICE

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kerri-Lee Jones – Director Human Resources and Customer Service

Date: 2 April 2024

Subject: Recruitment and Selection Policy

File Ref: HR Policies_HR013_Recruitment and Selection

Action Officer: DHRCS

Background/Summary

As per the Internal Audit of Recruitment in March 2023, the Recruitment and Selection Policy – HR/013 was reviewed and approved by Council on 29 November 2023.

An agreed management action from the Internal Audit of Recruitment in March 2023 was to include in the Recruitment and Selection Policy that the Recruitment and Selection Procedure would be reviewed at least annually and be authorised by the Chief Executive Officer.

Reference to an annual review and authorisation by the Chief Executive Officer is now included in section 4.1 of the Recruitment and Selection Policy and presented to Council for consideration.

Attachments

Proposed Somerset Regional Council Recruitment and Selection Policy – HR/013 (attachment 1)

Former Somerset Regional Council Recruitment and Selection Policy – HR/013 (attachment 2)

Recommendation

THAT Council adopt the proposed Somerset Regional Council Recruitment and Selection Policy – HR/013 (attachment 1) and the former policy Somerset Regional Council Recruitment and Selection Policy – HR/013 (attachment 2) be repealed.



Policy Subject/Title: RECRUITMENT AND SELECTION POLICY

Policy Number: HR/013

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference: *Anti-Discrimination Act 1991*
Industrial Relations Act 2016 (Qld)
Information Privacy Act 2009
Local Government Act 2009
Local Government Regulation 2012
Public Sector Ethics Act 1994
Records Management Act 2007

Related Policies / Procedures: FO11 - Fraud Management Policy
CO13 - Information Privacy Policy
Somerset Regional Council - Officers Certified Agreement 2023
Somerset Regional Council – Field Staff Certified Agreement 2023

Application: This Policy applies to employees of Somerset Regional Council. The Policy does not form part of any employee's contract of employment.

Authorised by: Somerset Regional Council

Authorised on: 24 February 2016 [Doc ID 869358]

Review / Amendment dates: 28 March 2018 [Doc Id 1024321]
29 November 2023 [Doc Id 1565222]
10 April 2024 [Doc Id TBC]

1. Objective

To ensure Somerset Regional Council ("Council") recruits and selects quality applicants in an effective and efficient manner meeting relevant legislative requirements and adhering to merit principles.

2. Purpose

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of Somerset Regional Council ("Council").

This policy aims to provide guidance and assistance to those involved in the process of recruitment and selection of employees at Council. It outlines the principles that are to be followed in the recruitment and selection process and is designed to ensure that recruitment standards are consistent, appropriate, free from discrimination or bias, and are in accordance with relevant legislation.

3. Scope

This policy applies to the recruitment and selection of all employees with the exception of the recruitment and selection of the Chief Executive Officer (Refer to *Local Government Act 2009*).

4. Policy Statement

4.1 *Recruitment and Selection Principles*

During the recruitment and selection process, Council will ensure that the best person for the position is chosen in each case. This can be achieved through the recruitment and selection of quality applicants who share the Council's commitment to the corporate vision, mission and values.

All applicants are to be treated with equity and courtesy, irrespective of individual attributes, including but not limited to, race, sexual orientation, political affiliation, religion, sex, age, or physical disability.

All recruitment and selection activities will have regard to merit principles, specifically that the success of an applicant is determined on their skills, experience and qualification/s.

Each decision-maker who has a role in the recruitment and selection process should do their utmost to ensure that the merit principles are applied in every case.

This policy is supported by Council's Recruitment and Selection Procedure, which will be reviewed at least annually and be authorised by the Chief Executive Officer.

4.2 *Equal Employment Opportunity*

Council is an equal employment opportunity employer and recognises the importance of maintaining diversity in the workplace, equal remuneration for work of equal value and ensuring that existing practices, that encourage equality of employment and development opportunities, continue and are promoted.

4.3 *Privacy*

As set out in Council's Information Privacy Policy, Council respects and complies with its obligations under privacy legislation.

Consequently, any personal information gathered during the recruitment and selection process that does not become an employee record relating to the successful candidate/s will be destroyed at the conclusion of the process and in accordance with relevant legislation, unless the permission /consent of the candidate has been obtained to keep any such information.

5. Variations

Council reserves the right to vary, replace or terminate this policy from time to time.

6. Effective from

This policy is effective from 24 February 2016.

7. 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 April 2024.

Signed:

Date: 10 April 2024



Policy Subject/Title: RECRUITMENT AND SELECTION POLICY

Policy Number: HR/013

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference: *Anti-Discrimination Act 1991*
Industrial Relations Act 2016 (Qld)
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Local Government Act 2009
Local Government Regulation 2012
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6. Effective from

This policy is effective from 24 February 2016.

7. Date of Resolution

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 29 November 2023.

Signed:

A handwritten signature in black ink, consisting of a stylized 'S' followed by a long horizontal stroke.

Date: 29 November 2023

**CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson, Chief Executive Officer
From: Rachel Pitman, Governance and Business Improvement Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 14 March 2024
Subject: Code of Conduct for Councillors in Queensland and Policy Review – EX007 Investigation Policy
File Ref: CORPORATE MANAGEMENT - POLICY - Policy Development – Doc Id. 1080792, 1455025
Action Officer: GBIO

Background/Summary

Councillor Code of Conduct

In accordance with Section 150D of the *Local Government Act* 2009, the Minister for Local Government must make a code of conduct that sets out the standards of behaviour for Councillors in performing their official functions as elected representatives, consistent with the local government principles. By following the behaviours set out in the code of conduct, Councillors increase public confidence in local government and Council decisions.

A revised Code of Conduct for Councillors in Queensland was approved on 22 February 2024, which is attached for Council's convenience and noting (Attachment 1 – NEW – Code of Conduct for Councillors in Queensland approved on 22 February 2024).

Investigation Policy

In accordance with Section 150AE of the *Local Government Act* 2009 (LGA), a local government must adopt, by resolution, an investigation policy specifying how it deals with suspected councillor conduct breaches referred by the Independent Assessor (IA) to Council. The purpose of an investigation policy is to ensure consistent, transparent and accountable actions are taken in response to any complaint the Council receives.

A local government's investigation policy must:

- state the process for investigating suspected inappropriate conduct of councillors referred to council by the IA
- state the circumstances in which an entity other than council may investigate the conduct
- be consistent with natural justice
- require that councillors and other persons who make complaints about councillor conduct are given a notice about the outcome of the investigations.

To ensure an investigation process is consistent with LGA requirements, an investigation policy should include the following components:

- confidentiality
- natural justice
- receipt of the referral notice from the IA
- who investigates
- early resolution
- timeliness
- assistance for the investigator
- information about misconduct and corrupt conduct
- completion of investigation and notice about outcome.

Council have previously resolved to adopt the Investigation Policy developed by the Department of State Development and Infrastructure (the Department) – see 'Attachment 2 – CURRENT – EX007 Investigation Policy adopted 9 November 2022.'

The Department has released a new version as at February 2024 to accommodate changes included in the *Local Government (Councillor Conduct) and Other Legislation Amendment Act 2023* (the Act), which was passed by Queensland Parliament on 15 November 2023 with provisions therein to commence application from 22 November 2023 (Attachment 3 – NEW – EX007 Investigation Policy). The Act amends the *Local Government Act 2009* to make several amendments to the councillor conduct complaints system.

The Department advises that the Act makes several reforms to the councillor conduct complaints system, including to:

- introduce a preliminary assessment process that the Independent Assessor (IA) must undertake for all complaints, notices, and referrals to establish clear statutory parameters for when the IA should take further action for conduct matters. This process will enhance the scope for insubstantial conduct matters to be ‘closed out’ as early as possible
- establish statutory limitation periods for when complaints, notices, or referrals must be made to the IA
- replace the term ‘inappropriate conduct’ with ‘conduct breach’
- limit the application of the complaints system to councillors’ conduct in their official capacity, and to sitting councillors (except where their conduct is suspected corrupt conduct)
- introduce a scheme to declare persons vexatious complainants
- clarify councillor conflict-of-interest arrangements
- make amendments to the constitution and membership of the Councillor Conduct Tribunal
- increase mandatory reporting by the IA and councils, and requires the publication of councils’ investigation reports for conduct matters.

Further, the Act introduces a scheme for mandatory training for councillors. Councillors that do not complete mandatory training may be suspended without pay or dismissed from office.

It is recommended that the newer version of the Investigation Policy developed by the Department be adopted by Council to ensure adherence with the current legislation.

Practicalities of Implementing the Investigation Policy Requirements

In the event Council has to make a decision following investigation, and:

- quorum at an Ordinary Council meeting cannot be reached;
- the Mayor is the subject of the investigation; or
- the Mayor is declared to have a conflict of interest;

the decision will need to be made by a Standing Committee (Clause 11, EX007 Investigation Policy). A local government may delegate its powers to a Standing Committee in accordance with s257(c) of the *Local Government Act 2009*.

The Standing Committee must be in existence prior to the referral notice being received from the Assessor (Clause 11, EX007 Investigation Policy). To accommodate this scenario, Council resolved to create a Conduct Breach Investigation Committee, and adopted Terms of Reference for its operation, at the Statutory Meeting of Council.

Attachments

Attachment 1 – NEW – Code of Conduct for Councillors in Queensland approved on 22 February 2024

Attachment 2 – CURRENT – EX007 Investigation Policy adopted 9 November 2022

Attachment 3 – NEW – EX007 Investigation Policy

Recommendation

THAT Council:

1. note the Minister for Local Government's Code of Conduct for Councillors in Queensland approved on 22 February 2024 (Attachment 1);
2. repeal existing EX007 Investigation Policy adopted 9 November 2022 (Attachment 2).
3. adopt EX007 Investigation Policy (Attachment 3)

Code of Conduct for Councillors in Queensland

Approved 22 February 2024

Last updated: 22 February 2024

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Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of councillors and mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, councillors will increase public confidence in local government and their decisions.

Background

Under section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government (the Minister) must make a Code of Conduct stating the standards of behaviour for councillors in the performance of their responsibilities as councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, all councillors must make a declaration of office and commit to complying with the local government principles and obligations of councillors in accordance with section 169 of the *Local Government Act 2009* and 169 of the *City of Brisbane Act 2010*, as well as the standards of behaviour set out in this Code of Conduct. As part of that declaration, councillors must declare that they will abide by this Code of Conduct.

The Local Government Principles and Values

The legislation is founded on five local government principles with which councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision making in the public interest
2. Sustainable development and management of assets and infrastructure, and delivery of effective services
3. Democratic representation, social inclusion and meaningful community engagement.
4. Good governance of, and by, local government
5. Ethical and legal behaviour of councillors and local government employees.

This Code of Conduct provides a set of values that describe the types of conduct councillors should demonstrate to ensure their compliance with the local government principles. These values are listed below:

1. In making decisions in the public interest, councillors will:
 - make decisions in open local government meetings
 - properly inform relevant personnel of all required information
 - make decisions in accordance with law and policy
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, councillors will:
 - manage local government resources effectively, efficiently and economically
 - foster a culture of excellence in service delivery.

3. In representing and meaningfully engaging with the community, councillors will:
 - show respect to all persons
 - clearly and accurately explain the local government's decisions
 - accept and value differences of opinion.
4. In exercising good governance, councillors are committed to:
 - the development of open and transparent processes and procedures
 - keeping clear, concise and accessible records of local government decisions.
5. To meet the community's expectations for high level leadership, councillors will:
 - be committed to the highest ethical standards while performing their official duties
 - uphold the system of local government and relevant laws applicable to it.

This Code of Conduct also sets out standards of behaviour aimed at helping councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which councillors are expected to conduct themselves. It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance.

Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all councillors in Queensland while acting in their official capacity. The behavioural standards relate to, and are consistent with, the local government principles and their associated values.

The standards of behaviour are summarised as the three Rs, being:

1. RESPONSIBILITIES
2. RESPECT
3. REPUTATION

Each standard of behaviour includes, but is not limited to, several examples to guide councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. Carry out RESPONSIBILITIES conscientiously and in the best interest of the local government and the community

For example, councillors will, at a minimum, have the following responsibilities:

- 1.1. Attend and participate meaningfully in all local government meetings, committee meetings, informal meetings, relevant workshops and training opportunities to assist them in fulfilling their roles other than where prior leave of absence is given
- 1.2. Respect and comply with all policies, procedures and resolutions of local government
- 1.3. Use only official local government electronic communication accounts (e.g.

email accounts) when conducting local government business

- 1.4. Report any suspected wrongdoing to the appropriate entity within required time periods
- 1.5. Ensure that their behaviour or capacity to perform their responsibilities in their official capacity as a councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances)
- 1.6. Cooperate with any investigation being undertaken by the local government or other entity
- 1.7. Ensure that the Councillor's Advisor is aware of their obligations to comply with the standards of behaviour in the Code of Conduct for Councillor Advisors in Queensland
- 1.8. Awareness of responsibilities imposed on councillors by the *Local Government Act 2009*, the *City of Brisbane Act 2010* and the relevant regulations.

2. Treat people in a reasonable, just, RESPECTFUL and non-discriminatory way

For example, councillors will, at a minimum, act in the following ways:

- 2.1. Treat fellow councillors, local government employees and members of the public with courtesy, honesty and fairness
- 2.2. Not use abusive, obscene or threatening language (either oral or written) or behaviour towards other councillors, local

government employees or members of the public

- 2.3. Have proper regard for other people's rights, obligations, cultural differences, safety, health and welfare.

3. Ensure conduct does not reflect adversely on the REPUTATION of the local government

For example, councillors will, at a minimum, conduct themselves in the following manner:

- 3.1 When expressing an opinion dissenting with the majority decision of the local government, respect the democratic process by acknowledging that the local government decision represents the majority view of the local government.
- 3.2 When making public comment, clearly state whether they are speaking on behalf of the local government or expressing their personal views.
- 3.3 At all times strive to maintain and strengthen the public's trust and confidence in the integrity of the local government and avoid any action which may diminish its standing, authority or dignity.

Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this code of conduct may give rise to a complaint against a councillor's conduct and subsequent investigation and disciplinary action under the legislation if found to have engaged in a conduct breach, misconduct, or corrupt conduct.

A complaint about the conduct of a councillor must be reported to the Office of the Independent

Assessor (OIA) within one year from when the conduct occurred, or within six months after the conduct comes to the knowledge of the complainant but within two years after the conduct occurred.

These time limitations do not reflect the fact that the OIA can look at a matter received late due to exceptional circumstances.

There is no time limit for reporting of corrupt conduct.

A preliminary assessment process must be undertaken by the Independent Assessor before progressing conduct matters. After the preliminary assessment the Independent Assessor must decide:

- to dismiss a complaint, notice or information, or
- take no further action in certain circumstances, or
- refer a suspected conduct breach to a local government for investigation, or
- investigate the conduct of the councillor, or
- not deal with the complaint and give the councillor counselling or recommend training or mediation.

If, after the preliminary assessment the Independent Assessor refers the complaint to the appropriate entity to deal with, the entity to which they refer the matter will depend on the category of the conduct complaint (conduct breach, misconduct, and corrupt conduct).

The Independent Assessor may take no further action about the conduct of a councillor, following an investigation, if satisfied that taking further action would not be in the public interest.

Unsuitable Meeting Conduct

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a local government meeting (including standing committee meetings), is dealt with as unsuitable meeting conduct.

Unsuitable meeting conduct by a councillor is dealt with by the chairperson of the meeting. It is important that the chairperson deal with matters of unsuitable meeting conduct immediately, and as efficiently and effectively as possible so that the local government can continue with their business of making effective decisions in the public interest.

Unsuitable meeting conduct by the chairperson will be dealt with by the councillors present at the meeting who will decide by resolution if the chairperson has engaged in unsuitable meeting conduct and if so how to deal with the matter. The councillors may make an order to reprimand the chairperson.

Conduct breach

Under the *Local Government Act 2009*, any conduct by a councillor that is contrary to the standards of behaviour in the Code of Conduct or a policy, procedure or resolution of a local government, and is not unsuitable meeting conduct, misconduct or corrupt conduct is dealt with as a conduct breach. The code of conduct only applies to conduct directly relevant to a councillor's official duties.

The conduct of a councillor is also a conduct breach if it contravenes an order by the chairperson of a local government meeting for the councillor to leave the meeting or is a series of conduct at local government meetings that leads to orders for the councillor's unsuitable meeting conduct being made

on three occasions within a period of one year. The local government is not required to notify the OIA of these matters and may deal with the conduct under section 150AG of the *Local Government Act 2009* (including Brisbane City Council).

The Independent Assessor is responsible for conducting a preliminary assessment of the complaint about the conduct of a councillor including the allegations of a suspected conduct breach, excluding those arising from unsuitable meeting conduct, referred to the Independent Assessor.

Following the preliminary assessment, if the Independent Assessor has decided not to dismiss, the Independent Assessor must refer a suspected conduct breach to the local government to deal with.

The local government may decide not to start, or to discontinue investigation if:

- the complainant withdraws the complaint or consents to the investigation not being started or being discontinued; or
- the complainant does not comply with a request by the local government for further information; or
- there is insufficient information to investigate the conduct; or
- the councillor has vacated office (if re-elected within a 12 month period, the investigation must be recommenced).

Misconduct

Councillors are required to comply with all laws that apply to local governments, this includes refraining from engaging in misconduct.

The Independent Assessor is responsible for assessing and investigating instances of suspected

misconduct. The OIA may make an application to the Councillor Conduct Tribunal (CCT) for the matter to be heard and determined. If the councillor is found to have engaged in misconduct, the CCT may decide to take the disciplinary action it considers appropriate against the councillor. The Independent Assessor may, at any time before an application is decided by the CCT, withdraw the application in whole or in part if satisfied the withdrawal is in the public interest.

If the office of a councillor is vacated before an application is decided, the Independent Assessor must withdraw the application.

The conduct of a councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the councillor's functions or exercise of the councillor's powers, or
- is, or involves:
 - non-compliance with an Act by a councillor
 - misuse of information or material acquired by the councillor, in the performance of the councillor's functions, whether the misuse is for the benefit of the councillor or for the benefit or to the detriment of another person
- is:
 - a contravention of an order of a local government or the CCT
 - a contravention of a policy of the local government about the reimbursement of expenses
 - failure to notify particular conduct to the OIA

- a failure to declare a conflict of interest or appropriately deal with a prescribed conflict of interest or a declarable conflict of interest in a meeting
- participation in a decision when a prescribed or declarable conflict of interest exists without approval of the other councillors in the matter
- a failure to report another councillor's potential conflict of interest in a matter in a meeting if the councillor reasonably believes or suspects the other councillor has a conflict of interest
- a release of confidential information that the councillor knows is confidential
- an attempt to influence a decision maker about a matter in which the councillor has a prescribed conflict of interest or a declarable conflict of interest
- failure to declare particulars of interests at the start of the term or appointment, update or annually review.

The conduct of a councillor is also misconduct if the conduct leads to the councillor being disciplined for a conduct breach on three occasions within a period of one year or is conduct that is identified in an order of local government that it will be dealt with as misconduct if the councillor engages in the same conduct breach again.

The conduct of a councillor is misconduct if a councillor purports to direct the Chief Executive Officer (CEO) in relation to disciplinary action regarding the conduct of a local government employee or a Councillor Advisor.

The conduct of a mayor is misconduct if an unlawful direction is given by a mayor to the CEO under the *Local Government Act 2009* or, is given to the CEO or a senior executive employee under *the City of Brisbane Act 2010*.

Councillors / mayor may only give directions to local government employees that are in accordance with the guidelines made about the provision of administrative support.

Corrupt Conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001*¹ and must be referred to the Crime and Corruption Commission (CCC).

Corrupt Conduct means conduct of a person, regardless of whether the person holds or held an appointment, that

- adversely affects or could adversely affect the performance of the councillor's responsibilities, and
- involves the performance of the councillor's responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the councillor, or
 - involves a misuse of information or material acquired through the performance of the councillor's responsibilities and
- would if proved, be –
 - a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Corrupt Conduct also means conduct of a person, regardless of whether the person holds or held an appointment, that:

- impairs, or could impair, public confidence in public administration; and
- involves, or could involve, any of the following—
 - collusive tendering;
 - fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)
 - o protecting health or safety of persons;
 - o protecting the environment;
 - o protecting or managing the use of the State's natural, cultural, mining or energy resources;
 - dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
 - evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
 - fraudulently obtaining or retaining an appointment; and
- would, if proved, be—
 - a criminal offence; or
 - a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

Councillors are reminded of their obligations under section 38 of the *Crime and Corruption Act 2001* to report suspected corrupt conduct.

¹ Section 15 ((1) and (2) *Crime and Corruption Act 2001*

The OIA has entered into a section 40² arrangement with the CCC which allows the OIA to commence investigation into some allegations of corrupt conduct and report the matters to the CCC on a monthly basis, to provide the CCC with the opportunity to assume responsibility for or monitor an investigation, should the CCC consider that appropriate.

Further information about the CCC's jurisdiction and other topics in relation to local government is available at

<https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Corruption-in-focus-Guide-2020.pdf> (Chapter 4).

More Information

For any further enquiries on this matter please contact the department.

² Section 40 *Crime and Corruption Act 2001*



Policy Subject/Title: Investigation Policy

Policy Number: EX/007

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: EX/002 Standing Orders
EX/004 Acceptable Requests Guidelines
EX/008 Meeting Procedures

Authorised by: Somerset Regional Council

Authorised on: 9 November 2022 (Doc Id 1455025)

Amendments: 28 November 2018 (Doc Id 1080792)
9 November 2022 (Doc Id 1455025)

1. AUTHORITY

This is Somerset Regional Council's investigation policy for how complaints about the inappropriate conduct of councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious councillor conduct.

2. COMMENCEMENT

The investigation policy was adopted by Council resolution on 9 November 2022 and applies from 10 November 2022.

3. SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a councillor/s which has been referred by the Independent Assessor.

4. DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the LGA

Inappropriate conduct see section 150K of the LGA

Investigation policy, refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a councillor or Mayor

LGA means the *Local Government Act 2009*

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

Model procedures see section 150F of the LGA

Referral notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA

5. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the local government. Any release of information that a councillor knows, or should reasonably know, to be confidential to the local government, may be contrary to section 171(3) of the LGA and dealt with as misconduct.

6. NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice or procedural fairness refers to three key principles:

- that the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- that the investigator(s) should be objective and impartial (absence of bias)
- that any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Ensuring decisions are based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

7. ASSESSOR'S REFERRAL

The Council will receive from the assessor a referral notice about the suspected inappropriate conduct of a councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor's reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- (i) any recommendation of the assessor
- (ii) to the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
- (iii) in another way the local government decides by resolution.

A resolution under subsection (iii) must state the decision and the reasons for the decision.

8. RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a councillor/s from the assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all councillors, other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.

Should the Mayor or a councillor/s disagree with any recommendation accompanying the assessor's referral notice, or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or councillor may request the matter be placed on the agenda of the next council meeting for the council to decide, by resolution, the appropriate process to investigate the complaint. Such a request must be made in accordance with the council's meeting procedure requirements.

9. INVESTIGATOR

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other councillors.

If the suspected inappropriate conduct involves conduct where, in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the president of the Councillor Conduct Tribunal (the Tribunal) or other entity to investigate and make recommendations to the council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the president of the Tribunal, or another entity, to investigate and make recommendations to the council about dealing with the conduct.

10. EARLY RESOLUTION

Before beginning an investigation, the investigator should consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the assessor.

A matter is only appropriate for early resolution if the parties to the matter both voluntarily agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all councillors that the matter has been resolved. The Chief Executive Officer will also update the councillor conduct register to reflect this.

11. TIMELINESS

The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

12. ASSISTANCE FOR INVESTIGATOR

If the Mayor, or another councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

13. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information that indicates a councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the assessor or Crime and Corruption Commission to be inappropriate conduct.

14. COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to a Council meeting outlining as appropriate:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained

- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence gathered
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

The Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor) will consider the findings and recommendations of the investigator's report and decide whether the councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

The Chief Executive Officer is also required to ensure the details are entered into the councillor conduct register.

If there is a risk to the health and safety of the complainant, under s 254J of the LGR the Council may resolve that the meeting be closed to the public for the councillors to consider the investigation report and any recommendations. In accordance with s254J(6) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes.

15. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the councillor has engaged in inappropriate conduct, the Council may:

- order that no action be taken against the councillor, or
- make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

16. NOTICE ABOUT THE OUTCOME OF INVESTIGATION

After an investigation is finalised, the council must give notice about the outcome of the investigation to the person who made the complaint about the councillor/s' conduct that was the subject of the investigation and the subject councillor.

17. COUNCILLOR CONDUCT REGISTER

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a councillor/s are entered into the councillor conduct register.

Where a complaint has been resolved under section 10 of this policy, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

18. EXPENSES

Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council

- an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- seeking legal advice
- engaging an expert.

Note: Council may order the subject councillor reimburse it for all or some of the costs arising from the councillor's inappropriate conduct. Any costs incurred by complainants or the subject councillors will not be met by Council.

19. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 9 November 2022.

Signed: 

Date: 9 November 2022



Policy Subject/Title: Investigation Policy

Policy Number: EX/007

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: EX/002 Standing Orders
EX/004 Acceptable Requests Guidelines
EX/008 Meeting Procedures
C/013 Information Privacy Policy
C/015 Information Management Policy
C/018 Administration Action Complaints Policy
C/019 Public Interest Disclosure Policy

Code of Conduct for Councillors in Queensland

Legislation: *Local Government Act 2009* (LGA)
Local Government Regulation 2012 (LGR)
City of Brisbane Act 2010 (COBA)
City of Brisbane Regulation 2012 (COBR)
Crime and Corruption Act 2001
Public Interest Disclosure Act 2010 (PIDA)
Public Sector Ethics Act 1994 (PSEA)

Adopted by: Somerset Regional Council

Adopted on: [Date of Decision / Doc ID of Decision]

Amendments: 28 November 2018 (Doc Id. 1080792)
9 November 2022 (Doc Id. 1455025)

CONDITIONS APPLYING TO THE INVESTIGATION

1. AUTHORITY

This is Somerset Regional Council's investigation policy for how complaints about the suspected conduct breach of councillors will be dealt with as required by section 150AE of the Local Government Act 2009 (LGA).

A local government must adopt, by resolution, an investigation policy (the policy) about how it deals with the suspected conduct breach of councillors referred, by the independent assessor (the Assessor) under section 150AE(1), LGA, to the local government to be dealt with, and must be published on the local government's website, section 150AE(4), LGA.

2. POLICY STATEMENT

Chapter 5A of the LGA prescribes the councillor conduct management system. Section 150CT of the LGA establishes an Independent Assessor (the Assessor) to carry out certain functions including the preliminary assessment, dismissal, referral, or investigation of complaints about councillor conduct.

After undertaking a preliminary assessment on a councillor conduct matter, if the Assessor reasonably suspects a councillor has engaged in a conduct breach, the Assessor may decide to refer a suspected conduct breach to the Somerset Regional Council to deal with under section 150SD(4)(a) or 150W(b) of the LGA.

Upon receipt of the referral notice of a complaint of suspected conduct breach the Somerset Regional Council must deal with the councillor's conduct as prescribed under section 150AF of the LGA unless a decision is made not to start or to discontinue the investigation under section 150AEA of the LGA. In conducting the investigation, the Somerset Regional Council must comply with this investigation policy.

The Somerset Regional Council may decide not to start or discontinue the investigation if:

- the complaint is withdrawn by the complainant
- the complainant consents to the matter being withdrawn. For example, the matter has been resolved and it is unnecessary for the local government to investigate the matter.
- the complainant refuses to cooperate by providing additional information during the investigation phase and not enough information is available to proceed
- the office of the councillor becomes vacant for any reason, i.e., the person has resigned or was not re-elected and is no longer a councillor.

3. SCOPE

In Scope

This investigation policy applies to investigations and determinations by the Somerset Regional Council about the suspected conduct breach of a councillor including a mayor, which has been referred by the Independent Assessor. The policy must:

- include a procedure for investigating the suspected conduct breaches of councillors (see Addendum 3 – Investigation Standards); and
- state the circumstances in which another entity may investigate the conduct; and
- be consistent with the principles of natural justice; and

- require the local government to prepare a report about each investigation (see Addendum 2 - Report template and summary report template); and
- require a notice about the outcome of investigations be provided to the Assessor, councillor and persons who made complaint about the councillors' conduct; and
- include a procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA.

The policy must require the Somerset Regional Council:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct; and
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, if the contact details of the person are known, a notice if an investigation is not started or is discontinued; and
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation (see Addendum 4 - Statement of Preliminary Findings Template); and
- to allow the councillor to give evidence or a written submission to the local government about the suspected conduct and preliminary findings; and
- to consider any evidence and written submission given by the councillor in preparing the investigation report for the investigation; and
- to include in the investigation report:
 - (i) if evidence is given by the councillor—a summary of the evidence; and
 - (ii) if the councillor gives a written submission—a full copy of the written submission.

Out of Scope

This Policy does not relate to more serious councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions.

This Policy also does not deal with unsuitable meeting conduct, or any conduct undertaken in a personal capacity by a councillor, for example, a sitting councillor campaigning for re-election or attending a private social function.

4. CONFIDENTIALITY

Matters relating to the investigation of suspected conduct breach of a councillor are confidential to the local government during the investigation period, except:

- to give the councillor information about the suspected conduct, including details about the evidence of the conduct
- to give the councillor the preliminary findings of the investigation before preparing an investigation report about the investigation
- to give the councillor a notice if an investigation is not started or is discontinued; and
- for conduct the subject of a complaint - to give the person who made the complaint, and the Assessor a notice if an investigation is not started or is discontinued.

However, once the conduct is investigated and an investigation report is received, a summary of the investigation report must be made publicly available before any discussion is undertaken by the Somerset Regional Council. The published summary report must not contain any names or identifying information about the complainant and persons who were interviewed or a transcript of interview, or provided a statement or affidavit, unless the complainant is a councillor or chief executive officer of the local

government, whose identity was disclosed at the meeting at which the investigation report was considered.

Once the matter has been investigated and a report has been provided to the local government, the matter will be placed on the council meeting agenda and the investigation report and any recommendations of the investigator may be debated in the council meeting, which may be in a closed session under section 254J(j) of the LGR. At this point, the summary investigation report is not treated as confidential as it must be publicly available and attached to the agenda papers that are circulated before the meeting.

A final decision by resolution of the council in an open council meeting must take place when the decision is made about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the LGA. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

The full investigation report must be made publicly available within 10 business days of the Somerset Regional Council making a decision by resolution about whether the councillor engaged in a conduct breach and if so, any orders made in relation to the matter. The published report must not contain any names or identifying information about the complainant, persons who were interviewed or a transcript of interview, or provided a statement or affidavit unless the complainant is a councillor or chief executive officer of the local government whose identity was disclosed at the meeting at which the investigation report was considered.

When deciding what action to take, the local government may consider any previous conduct breach of the councillor, any allegation made in the investigation that was admitted or not challenged, and the local government is reasonably satisfied is true.

A notice about the outcome of the investigation must be given to the Assessor as soon as practicable that states the decision, the reasons for the decision and the details of any orders made under section 150AH of the LGA.

Note: *For investigation report templates please refer to Addendum 2 - Report template and summary report template, and Addendum 4 - Statement of Preliminary Findings Template. These templates must be used by the investigator.*

5. NATURAL JUSTICE

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with natural justice.

Natural justice or procedural fairness refers to three key principles:

- that the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e., fair hearing
- that the investigator should be objective and impartial i.e., absence of bias
- that any actions taken, or decisions made are based on evidence i.e., not on suspicion or speculation.

A fair hearing means the councillor who is the subject of the suspected conduct breach matter will receive information about the suspected conduct, including;

- the preliminary findings of the investigation before the preparing of an investigation report about the investigation; and
- a notice if an investigation is not started or is discontinued including the reasons for the decision
- allow the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- require the local government to consider the evidence or written statement from the councillor in preparing the investigation report, and
- include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The local government must give the following notices to the other parties;

- the person who made the complaint if an investigation is not started or dismissed including the reasons for the decision
- the Assessor if an investigation is not started or dismissed including the reasons for the decision.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Note: *It must be kept in mind that the matter when referred, is suspected, and not yet proven.*

6. STANDARD OF PROOF

The civil standard of proof is applied by the Investigator when determining whether a councillor has engaged in a conduct breach.

The civil standard of proof is 'on the balance of probabilities,' which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is sustained 'on the balance of probabilities,' if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.

7. TIMELINE

The councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.*

8. EXPENSES

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- an independent investigator engaged on behalf of the Somerset Regional Council
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

Note: *Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.*

9. COUNCILLOR CONDUCT REGISTER

The chief executive officer must ensure decisions and any orders under section 150AH of the LGA made about suspected conduct breach of a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.

PROCEDURES FOR THE INVESTIGATION

10. INDEPENDENT ASSESSOR'S REFERRAL

The Somerset Regional Council will receive a referral notice from the Assessor about the suspected conduct breach of a councillor. The referral notice will include details of the conduct and any complaint received about the conduct, state why the Assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

The Somerset Regional Council must deal with the matter and the investigation must be conducted in a way that is consistent with this investigation policy.

The Assessor must also give a notice to the councillor that states the councillor's conduct has been referred to the Somerset Regional Council to deal with and a copy of the referral notice must be attached.

11. RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected conduct breach of a councillor from the Assessor, the chief executive officer will forward a copy of that referral notice to the mayor and all councillors, including the subject councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the model meeting procedures section 5.

The mayor will manage the investigation process and may undertake the investigation themselves, or engage an external investigator, to investigate the suspected conduct

breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with. If the mayor has a conflict of interest in the matter, the mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an acting mayor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the mayor or a standing committee to make a decision. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

The Somerset Regional Council will establish a standing committee under section 264 of the LGR to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct.

While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.

12. WHEN THE LOCAL GOVERNMENT MAY DECIDE NOT TO START, OR TO DISCONTINUE, AN INVESTIGATION

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA.

Note: *The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in councillor conduct register*

13. LOCAL GOVERNMENT INVESTIGATING THE SUSPECTED CONDUCT BREACH OF A COUNCILLOR

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the local government to consider. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor and the chief executive officer. The chief executive officer will determine if the conduct is within the timeframe for reporting the matter. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within 1 year after the conduct occurred, or within 6 months after the conduct comes to the knowledge of the chief executive officer or another person who gave the information notice to the Assessor, but within 2 years after the conduct occurred.

If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor and chief executive officer. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

14. ENGAGING AN INVESTIGATOR

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3– Investigation Standards) e.g. an investigation plan and file management system will be established.

Once the investigation is finalised the investigator will prepare a report for the local government including the following the details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

15. COMPLETION OF INVESTIGATION

Findings and recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy

of any written submission given by the councillor and recommendations for consideration by the local government (see Addendum 2 – Report Template).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is;

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors, or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

The Somerset Regional Council, must prepare a summary of the investigation report that must include—

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available—

- if the investigation relates to the conduct of a councillor that was the subject of a complaint—
- the name of the person who made the complaint or any other person, other than the councillor; or
- information that could reasonably be expected to result in identifying a person who made the complaint or any other person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit—
 - o the name of the person; or
 - o information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
 - o any other information the local government is entitled or required to keep confidential under a law.

Making a decision about the investigation

The Somerset Regional Council must make a decision as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct

breach and what, if any, penalty to impose if the councillor is found to have committed a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the model meeting procedures section 5.

If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA, or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in a conduct breach, the Somerset Regional Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After making a decision about the conduct breach, the Somerset Regional Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by;

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report **must not** be made publicly available;

- if the investigation relates to the conduct of a councillor that was the subject of a complaint
 - o the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
 - o information that could reasonably be expected to result in identifying a person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit:
 - o the name of the person; or
 - o information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
 - o the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview;
 - o any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the Public Interest Disclosure Act 2010.

The report made publicly available **must** include the name of the person who made the complaint if:

- the person is a councillor or the chief executive officer of the local government; and
- the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

16. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Somerset Regional Council decides that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

- (i) order that no action be taken against the councillor, or
- (ii) make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Note: For further information refer to Addendum 5 - Conduct Breach Disciplinary Action Guideline.

17. NOTICE ABOUT THE OUTCOME OF THE INVESTIGATION

After an investigation is finalised, the Somerset Regional Council must give a notice about the outcome decision of the investigation if the local government decides not to start or discontinue an investigation (section 150AEA of the LGA), or makes a decision about whether the councillor has engaged in a conduct breach (section 150AG of the LGA) including the reasons for the decision and any orders made under section (150AH of the LGA) to:

- the Assessor
- the person who made the complaint about the councillor' conduct that was the subject of the investigation, and
- the subject councillor who was investigated.

18. DATE OF RESOLUTION

This policy was adopted by Somerset Regional Council resolution at the Ordinary Meeting of [insert date] and applies from [insert date].

Signed:

Date:

ADDENDUMS –

ADDENDUM 1 – INDEX

Assessor means the Independent Assessor appointed under section 150CT of the LGA

Behavioural standard means a standard of behaviour for councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150D and 150E of the LGA

Conduct includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by the local government as set out in section 150DX and 150DY of the LGA

Conduct breach as set out in section 150K of the LGA

Investigation policy refers to this policy, as required by section 150AE of the LGA

Investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected conduct breach of a councillor or mayor

Summary of investigation report means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation.

Investigation report means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.

LGA means the *Local Government Act 2009*

Local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government

Misconduct see section 150L of the LGA

Model meeting procedures see EX/008 Meeting Procedures and section 150F of the LGA

Referral notice see section 150AB, AC and AD of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

Unsuitable meeting conduct see section 150H of the LGA

ADDENDUM 2 – REPORT TEMPLATE AND SUMMARY REPORT TEMPLATE

Conduct Breach Complaint Investigation and Recommendation Report to Somerset Regional Council

Reference number:

Date received from council:

1. The complaint

(Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)

2. The complainant

Description of the alleged conduct

(Consider if council indicates the matter relates to a public interest disclosure and ensure compliance with the *Public Interest Disclosure Act 2010*)

3. The subject councillor

Name (Reference level of experience as a councillor and any past disciplinary history including for like matters)

4. Conflict of interest considerations

(Declaration of any conflict of interest or 'no conflict of interest' by the investigator)

5. Summary of the investigation process

- Scope of the investigation:
 - Interviews conducted:
 - Documents examined:
 - Facts identified:
 - Category of the conduct breach:
- Set out relevant standards of sections considered.

6. Investigation Report

- Date of the report
- Wording of allegation for consideration
- A statement of the facts established by the investigation
- A description of how natural justice was afforded to the councillor during the conduct of the investigation
- A summary of the findings of the investigation
- A summary of any relevant previous disciplinary history
- Summary of the evidence or a full copy of any written submission given by the councillor

- Application of facts to the conduct breach outlined above
- A record of the investigation costs.

Note: *Insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached*

7. Recommendation to council

Recommendations made by the investigator who investigated the conduct.

It is recommended that:

- a) This report be submitted to the Somerset Regional Council for consideration, pursuant to section 150AG of the *Local Government Act 2009* (the LG Act), as to whether or not the councillor has engaged in inappropriate conduct; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act;
- b) Having analysed the material from this investigation, a conclusion might be drawn that:

Note: *make a recommendation as to whether a conduct breach is made or not, with succinct reasons:*

- c) If Somerset Regional Council finds the councillor has engaged in inappropriate conduct, are there any aggravating or mitigating circumstances that should be taken into account? *For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor.*
- d) If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to *Addendum 5 - Conduct Breach Disciplinary Action Guideline*).

..... (SIGN)

NAME:

ATTACHMENTS:

8. Summary Report Template

Include the following:

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

ADDENDUM 3 – INVESTIGATION STANDARDS

The investigation must be managed in a consistent manner.

Documentation must be contained in an efficient records management system.

Confidential information must be secured appropriately.

1. Case Management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

2. Investigation Plan

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor.

Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

3. Prepare an investigation report

Prepare the investigation report for the local government to consider on the template attached (Addendum 2).

If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the mayor and the chief executive officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the local government in relation to the investigation. For example, the Investigator will be informed in the event the finalisation

of a matter is delayed, or if the Local Government has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged in misconduct or corrupt conduct the investigation will cease and the investigator will notify the mayor and chief executive officer who will be responsible for providing an information notice to the Assessor / Crime and Corruption Commission.

ADDENDUM 4 – STATEMENT OF PRELIMINARY FINDINGS TEMPLATE

Statement of Preliminary Findings

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator's findings. A detailed summary of the evidence and findings is provided in the full investigation report.

CONDUCT ALLEGATIONS

Allegation	Finding
Allegation:	Substantiated / Not Substantiated
Particulars:	Summary of Evidence:
	Summary of reasons for finding:

Date

Investigator's signature and name

ADDENDUM 5 – CONDUCT BREACH DISCIPLINARY ACTION GUIDELINE

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

1. What is a conduct breach?

According to section 150K of the Local Government Act 2009 (LGA), a conduct breach occurs when a councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct as if an investigation has been undertaken section 150J and make a decision under section 150AG of the *Local Government Act 2009* (including Brisbane City Council). Below are some examples of conduct which may constitute a conduct breach.

2. Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

1. whether or not the councillor has engaged in a conduct breach, and,
2. what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

3. Types of orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in inappropriate conduct:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

4. Factors that may be taken into account

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- Any previous conduct breach of the councillor
- Any allegation made in the investigation that:
 - o was admitted, or was not challenged and
 - o the local government is reasonably satisfied is true.

5. Guidance on appropriate disciplinary action

It is open to local governments to decide which order/s in section 150AH of the LGA /are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

Section 150L of the LGA provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the councillor for a conduct breach on three occasions within a 1 year period

The table on the following page may assist councils to decide what disciplinary action is suitable in various circumstances.

Order	First instance engaging in a conduct breach	Second instance engaging in a conduct breach	Third instance engaging in a conduct breach
No action be taken against the councillor	✓		
An order for the councillor to make a public apology in the way decided by the local government, for the conduct	✓ *	✓ *	✓ *
An order reprimanding the councillor for the conduct	✓ #	✓ #	✓ #
An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense	✓ #	✓ #	✓ #
An order that the councillor be excluded from a stated local government meeting		✓	✓
An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor			✓
An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct	✓ ^	✓	
An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's inappropriate conduct **		✓	✓

*May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct

May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person

^ For more serious and deliberate conduct breaches by an experienced councillor

** Costs arising from the councillor's conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by the Councillor Conduct Tribunal