

AGENDA ORDINARY COUNCIL MEETING

Date: Wednesday, 8 May 2024

Time: 9 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

9.	Fraud Management Policy	5
10.	Public Interest Disclosure Policy and Procedure	23
11.	Procurement Policy proposed amendment – Mayor credit card	46
12.	Proposed road projects – SEQ Community Stimulus Program	56
13.	Finance report	58

CORPORATE AND COMMUNITY SERVICES

14.	Legends of Beef 2024 Post Event Report	87
15.	State Penalty Enforcements Registry (SPER) Codes	89
16.	Lake Wivenhoe Event Considerations	93
17.	Play Our Way Program Application	95

18.	Somerset Libraries – Trial Saturday opening hours review.	97
19.	Regional Arts Development Fund (RADF) – Proposed changes.	100
20.	Somerset Youth Leaders' Camp 2024 Review	102
21.	2032 Olympic and Paralympic Games Legacy Planning for the Somerset Region	104

OPERATIONS

22.	Kipper Creek Road, Biarra – Request for Extension of Wheelie Bin Services	106
23.	Esk Garden and Lifestyle Fair 2024 – Request for Temporary Road Closure	108
24.	Permanent Road Closure – Unnamed Road #1159, Wanora	114
25.	Permanent Road Closure – Former Lot 2 RP190503 adjacent to Nathan Road and Taree Road	116
26.	Application for Licensed Grid – Happy Creek Road, Colinton	119
27.	Road Opening – Woodward's Lane Hazeldean	123

HR AND CUSTOMER SERVICE

28.	Nil	-
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CHIEF EXECUTIVE OFFICER

29.	2024 - 2025 Funding Rounds – Community Assistance Grants – Funding Round Dates	126
30.	Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – March 2024	128
31.	Community Assistance Grants 2023-2024 Summary of Applications - Funding Round Two Closed 1 April 2024	130
32.	Community Assistance Grants 2023-2024 – Esk Pastoral Agricultural and Industrial Association Incorporated	145
33.	Community Assistance Grants 2023-2024 – Parkrun Australia Ltd. Auspiced by QCWA Esk	146
34.	Community Assistance Grants 2023-2024 – Lions Club of Lowood Inc	147
35.	Community Assistance Grants 2023-2024 – Toogoolawah Kindergarten Association Inc.	148
36.	Community Assistance Grants 2023-2024 – Toogoolawah State School P and C	149

37.	Operational Plan 3rd Quarter Review 2023-24	150
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CLOSED CONFIDENTIAL

38.	FVLH Appeal Update – Financial terms for Mediated Settlement - DA9400 - Muckerts Lane, Fernvale – Lot 7RP136558 and Lot 30 SP231305 and DA14663 – Muckerts Lane, Fernvale – Lot 30 SP231305	Report provided separately
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GENERAL

39.	Meetings authorised by Council	-
40.	Mayor's and Councillors' Report	-
41.	Receipt of Petition	-
42.	Consideration of notified motions	-
43.	Reception of Notices of Motion for next meeting	-
44.	Items for reports for future meetings	-
45.	Closure of Meeting	-

agenda links

Fraud Management Policy	5
Public Interest Disclosure Policy and Procedure	23
Procurement Policy proposed amendment – Mayor credit card	46
Proposed road projects – SEQ Community Stimulus Program	56
Finance report	58
Legends of Beef 2024 Post Event Report	87
State Penalty Enforcements Registry (SPER) Codes	89
Lake Wivenhoe Event Considerations	93
Play Our Way Program Application	95
Somerset Libraries – Trial Saturday opening hours review.	97
Regional Arts Development Fund (RADF) – Proposed changes.	100
Somerset Youth Leaders’ Camp 2024 Review	102
2032 Olympic and Paralympic Games Legacy Planning for the Somerset Region	104
Kipper Creek Road, Biarra – Request for Extension of Wheelie Bin Services	106
Esk Garden and Lifestyle Fair 2024 – Request for Temporary Road Closure – Heap Street, Esk – Saturday, 15 June 2024	108
Permanent Road Closure – Unnamed Road #1159, Wanora	114
Permanent Road Closure – Former Lot 2 RP190503 adjacent to Natan Road and Taree Road	116
Application for Licensed Grid – Happy Creek Road, Colinton	119
Road Opening – Woodward’s Lane, Hazeldean	123
2024 - 2025 Funding Rounds – Community Assistance Grants– Funding Round Dates	126
Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – March 2024	128
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Operational Plan 3rd Quarter Review 2023-24	150

FINANCE
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 26 April 2024
Subject: Fraud Management Policy
File Ref: Internal audit
Action Officer: DFIN

Background/Summary

Council internal auditors O'Connor Marsden and Associates (OCM) have completed a review of Council's Fraud Management Policy.

Council officers have agreed to place before Council for consideration a draft amended Fraud Management Policy before 31 May 2024 that references current legislation, government agencies, internal policies and procedures and processes and which includes an appropriate roles and responsibilities matrix.

The recommended amended Fraud Management Policy is broadly consistent with the OCM-reviewed policy received on 12 February 2024.

Attachments

Existing Fraud Management Policy
Proposed Fraud Management Policy F011- Appendix A

Recommendation

THAT the Fraud Management Policy F011 be rescinded and that the draft Fraud and Corruption Management Policy at Appendix A be adopted.



Policy Subject/Title: Fraud Management Policy

Policy Number: F011

Responsible Officer: Director Finance

Legislative or Regulatory Reference: *Local Government Act 2009*
Local Government Regulation 2012
Criminal Code Act 1899
Crime and Corruption Act 2001

Related Policies / Procedures: Public Interest Disclosure Policy, Code of Conduct and other policies

Authorised by: Somerset Regional Council

Authorised on: 25 November 2015 [Doc ID 854607]

Review / Amendment dates: 14 September 2016 [Doc ID 908892]
 28 March 2018 [Doc Id 1024321]
 10 November 2021 [Doc Id 1344322]
 28 September 2022 [Doc Id 1438152]
 24 May 2023 [Doc Id 1511020]
 19 July 2023 [Doc Id 1527830]

1. OBJECTIVE

To outline Council's approach to managing fraud and corruption.

2. BACKGROUND

In its June 2015 report to parliament "Fraud Management in Local Government", the Queensland Audit Office (QAO) recommended actions by councils and the state government.

The Minister for Local Government wrote to Council on 19 August 2015 requesting Council review this report and consider systems changes as a result.

Council's internal auditor prepared a report on fraud management matters which was delivered in draft form in September 2015.

The state announced relevant changes to legislation on 2 November 2015 in response to the QAO recommendations.

3. PURPOSE

To outline Council's approach to managing fraud and corruption.

4. SCOPE

This policy applies to councillors, local government employees, local government contractors and others in respect of potential acts of fraud and/or corruption as defined involving Somerset Regional Council:

- Fraud – in section 408C of the *Criminal Code Act 1899* or successor legislation
- Corrupt conduct (or corruption) – in section 15 of the Crime and Corruption Act 2001 or successor legislation.

Criminal Code Act 1899

408C Fraud

- (1) A person who dishonestly—
 - (a) applies to his or her own use or to the use of any person—
 - (i) property belonging to another; or
 - (ii) property belonging to the person, or which is in the person's possession, either solely or jointly with another person, subject to a trust, direction or condition or on account of any other person; or
 - (b) obtains property from any person; or
 - (c) induces any person to deliver property to any person; or
 - (d) gains a benefit or advantage, pecuniary or otherwise, for any person; or

- (e) causes a detriment, pecuniary or otherwise, to any person; or
- (f) induces any person to do any act which the person is lawfully entitled to abstain from doing; or
- (g) induces any person to abstain from doing any act which that person is lawfully entitled to do; or
- (h) makes off, knowing that payment on the spot is required or expected for any property lawfully supplied or returned or for any service lawfully provided, without having paid and with intent to avoid payment;

commits the crime of fraud.

Crime and Corruption Act 2001

15 Meaning of *corrupt conduct*

- (1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that—
- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and
 - (d) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

5. POLICY

Council is committed to:

- reducing or removing the potential for fraudulent or corrupt conduct on the part of its Councillors, employees and suppliers
- detecting fraudulent or corrupt conduct through the systematic processes articulated in its Fraud Control Plan

- investigating all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities
- managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate
- minimising the risk of fraud and corruption; and
- ensuring the continuing organisational integrity and transparency of its operations.

Council will act on any suspicion of illicit conduct on the part of its staff or any party with whom it conducts business.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council officer who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Policy and Procedure.

Council has a zero tolerance for fraud and corruption.

When considering Council's response to the risk of fraud / corruption, Council will evaluate the cost and benefit of internal controls. For example, Council accepts the risk posed by the use of electronic signatures on Council documents (including timesheets and purchase requisitions) given the benefits of e-signatures provided the electronic signature software obtained and used for this purpose contains appropriate security elements and has been approved by the Chief Executive Officer

Director Corporate and Community Services is appointed as Fraud and Corruption Control Officer as part of the existing responsibilities of the Director Corporate and Community Services role.

Internal audit will evaluate this policy incorporating Council's fraud control plan every two years.

6. FRAUD CONTROL PLAN

Council's Fraud Control Plan consists of two elements:

- a) financial management risk register and controls that are maintained as required by the Local Government Regulation 2012
- b) specific elements outlined in this policy below

Criminal history checks

- The appointment of all new staff (including promotions) will be subject to completion of a criminal history check. Council will assess the results of criminal history checks against the requirements of the position prior to appointing or promoting a staff member.

- Council will conduct criminal history checks on all relevant staff every eight years commencing June 2016. Council will assess the results of criminal history checks against the requirements of each relevant position. (eg positions whose role includes handling cash, financial purchasing delegates, senior management, officers whose role includes issuing licences or providing recommendations about the issuing of licences and finance staff).

Where relevant staff / relevant position refers to:

- Senior management and contract employees
- Officers covered by Division 1 and Division 2 – Section 1 of the Queensland Local Government Industry (Stream A) Award – State 2017 or successor awards
- Other officers whose normal role involves cash handling such as employees based at waste facilities or who have delegated procurement authority.

Supplier masterfile checks

Before any new supplier is added to the supplier masterfile, a form will be completed approved in writing by two Council officers that identifies:

- Trading and entity name.
- Australian Business Number (ABN).
- GST registration status.
- Estimate of total annual purchases from this supplier and where this exceeds \$50,000 and the supplier is a corporation, confirmation that a company search has been conducted within the past month and is held on file.
- Identification of Directors and owners of supplier where a company search has been conducted.
- Registered Office address where a company search has been conducted.
- Where the owner or director of any supplier is identified as a Council employee or Councillor, the Chief Executive Officer's authorisation will be required on the new supplier form prior to processing.
- For suppliers with an estimated annual total purchase value exceeding \$10,000, confirmation that the supplier is listed in the telephone directory.

Where a supplier is currently listed on the supplier masterfile but has not been paid by Council within the previous 12 months, a new supplier masterfile form will be completed for that supplier in order for the supplier to remain as an active supplier.

Before any amendment to the trading and entity name (other than the correction of a spelling error) or to the ABN is made to the supplier masterfile, a form will be completed approved in writing by two Council officers. Changes of ABN would normally require the addition of a new supplier record rather than the amendment of an existing supplier.

A printed audit log of supplier masterfile changes will be reviewed each month by two finance officers who do not have system access to changing the supplier masterfile. All changes that require the completion of a form will be verified back to that form.

Tender declarations

The following is to be included with request for tender documents:

- A copy of this policy and plan
- Council contact details to report alleged fraud.
- A declaration form to be completed by tenderers to declare the nature of any conflicts of interest between Council and the company (eg relationships with Council staff).

Monitoring of systems

Council will monitor Council-supplied and maintained hardware and software in terms of location, content and use in order to meet the objectives of this policy.

Two Council officers with super user access to the financial system will review audit logs both the PCSADMIN and PCSDBA each month to ensure access to those systems was appropriate.

Staff training

- Training at the time of induction of new employees will include training about Council's fraud control policy and plan.
- Commencing June 2016, fraud awareness training will be provided to all staff every three years including all senior staff

Other human resources matters

- Position descriptions of all senior staff that are reviewed or created after June 2016 are to identify that the positions have responsibility for preventing fraud.
- Commencing June 2016, senior staff are to provide annual declarations that they have complied with Council's Code of Conduct and fraud management policy.
- Council confirms that the requirement in its leave policy requiring regular taking of leave is in part in place to manage the risk of fraud
 - Council will review and confirm annually the registration status of employees undertaking engineering services, to ensure compliance with the Professional Engineers Act 2002.

Investigation processes

- In determining the Chief Executive Officer's obligations to report and/or record alleged or proven fraud, Council will engage qualified independent investigators where appropriate.

7. EFFECTIVE FROM

This policy was approved by the Chief Executive Officer and adopted by the Somerset

Regional Council at the Ordinary Meeting of 19 July 2023.

Signed:

A handwritten signature in black ink, consisting of a stylized, cursive script that begins with a large, looped initial and extends into a long, sweeping horizontal stroke.

Date: 19 July 2023



Policy Subject/Title: Fraud and Corruption Management Policy

Policy Number: F011

Responsible Officer: Director Finance

Legislative or Regulatory Reference: Local Government Act 2009
Local Government Regulation 2012
Criminal Code Act 1899
Crime and Corruption Act 2001
Public Interest Disclosure Act 2010

Related Policies / Procedures: Administration Action Complaints Policy
Public Interest Disclosure Policy
Public Interest Disclosure Procedure
Code of Conduct Policy
Conflict of Interest Policy
Procurement Policy
Risk Management Policy

Authorised by: Somerset Regional Council

Authorised on: 25 November 2015 [Doc ID 854607]

Review / Amendment dates: 14 September 2016 [Doc ID 908892]
28 March 2018 [Doc Id 1024321]
10 November 2021 [Doc Id 1344322]
28 September 2022 [Doc Id 1438152]
24 May 2023 [Doc Id 1511020]
19 July 2023 [Doc Id 1527830]
8 May 2024 [Doc Id XXX]

1. INTRODUCTION

The purpose of this Policy is to outline Somerset Regional Council's approach to managing fraud and corruption through its Fraud and Corruption Control Strategy (Strategy). Council has zero tolerance for fraud and corruption.

Council will take action against anyone who takes reprisal action against a discloser who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Policy and Procedure. Council will act on any suspicion of illicit conduct on the part of its staff or any third party, including those with whom it conducts business.

Internal audit will evaluate this policy incorporating Council's Fraud and Corruption Control Plan every two years.

2. OBJECTIVE

Council is committed to:

- Reducing or removing the potential for fraudulent or corrupt conduct on the part of its Councillors, employees, suppliers, and external stakeholders
- Detecting fraudulent or corrupt conduct through the systematic processes articulated in its Fraud and Corruption Plan
- Investigating all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities
- Managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate
- Minimising the risk of fraud and corruption; and
- Ensuring the continuing organisational integrity and transparency of its operations.

3. SCOPE

This policy applies to Councillors, local government employees, local government contractors and others in respect of potential acts of fraud and/or corruption as defined involving Council.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

4. DEFINITIONS

a. Fraud

The *Criminal Code Act 1899* defines fraud as:

(1) A person who dishonestly—

(a) applies to his or her own use or to the use of any person—

- (i) property belonging to another; or
- (ii) property belonging to the person, or which is in the person's possession, either solely or jointly with another person, subject to a trust, direction or condition or on account of any other person; or

(b) obtains property from any person; or

(c) induces any person to deliver property to any person; or

(d) gains a benefit or advantage, pecuniary or otherwise, for any person; or

(e) causes a detriment, pecuniary or otherwise, to any person; or

(f) induces any person to do any act which the person is lawfully entitled to abstain from doing; or

- (g) induces any person to abstain from doing any act which that person is lawfully entitled to do; or
- (h) makes off, knowing that payment on the spot is required or expected for any property lawfully supplied or returned or for any service lawfully provided, without having paid and with intent to avoid payment;

commits the crime of fraud.¹

b. Corrupt Conduct

The *Crime and Corruption Act 2001* specifies that:

- (1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
 - (i) a unit of public administration; or
 - (ii) a person holding an appointment; and
 - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
 - (i) is not honest or is not impartial; or
 - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
 - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
 - (c) would, if proved, be—
 - (i) a criminal offence; or
 - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) **Corrupt conduct** also means conduct of a person, regardless of whether the person holds or held an appointment, that—
 - (a) impairs, or could impair, public confidence in public administration; and
 - (b) involves, or could involve, any of the following—
 - (i) collusive tendering;
 - (ii) 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)—
 - (A) protecting health or safety of persons;
 - (B) protecting the environment;
 - (C) protecting or managing the use of the State's natural, cultural, mining or energy resources;

¹ Schedule 1 The Criminal Code, s408C < [Criminal Code Act 1899 - Queensland Legislation - Queensland Government](#) > as at 29 April 2024.

- (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets;
- (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue;
- (v) fraudulently obtaining or retaining an appointment; and

(c) would, if proved, be—

- (i) a criminal offence; or
- (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.²

Should the above definitions change in the source legislation referenced, it is confirmed that the Chief Executive Officer is empowered to change the relevant definitions in this policy to match the changed definitions in the source legislation, without reference back to Council.

5. FRAUD AND CORRUPTION CONTROL STRATEGY

Council's Fraud and Corruption Control Plan consists of two elements:

- The Financial Management Risk Register and controls that are maintained as required by the *Local Government Regulation 2012*, and
- The specific prevention, detection, and response elements outlined in this Policy below.

6. ROLES AND RESPONSIBILITIES

While overall responsibility for the Strategy rests with Management all employees have an obligation to fulfil their responsibilities in implementing the Strategy. This includes the use of a risk-based approach for fraud and corruption control, compliance with the internal control systems and reporting instances of suspected fraud and corruption.

Director Corporate and Community Services is appointed as Fraud and Corruption Control Officer as part of the existing responsibilities of the Director Corporate and Community Services role. Per the Director Corporate and Community Services position description, responsibilities related to fraud and corruption include, but are not limited to, reporting any risks (including fraud and corruption) identified in the performance of duties and the adherence and promotion of fraud and corruption prevention practices, including evaluation, analysis, and mitigation of Council's risk exposure. See the roles and responsibilities matrix within this Policy for the complete listing of responsibilities assigned to Council's Fraud and Corruption Control Officer.

The table below outlines the roles responsibilities related to the management of fraud and corruption:

² [Schedule 2 Dictionary](#), 'corrupt conduct' of the *Crime and Corruption Act 2001*; [s15 of the Crime and Corruption Act 2001](#) as at 29 April 2024.

Roles	Responsibilities
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Develop and set Council's ethical tone that aligns with Council's values. • Ensure Council has a well-developed and up-to-date fraud and corruption control framework and ensure effective implementation. • Ensure that Council develops, implements and maintains a Public Interest Disclosure (PID) Management Program. • Review/assess all reported matters to determine whether they may amount to corrupt conduct. • Facilitate, where required, the investigation of alleged fraud or corrupt conduct. • Refer allegations of suspected corrupt conduct to the Crime and Corruption Commission as required and necessary. • Ensure the mandatory reporting of any instances of fraud or corruption to relevant agencies such as the Crime and Corruption Commission (pursuant to the <i>Crime and Corruption Act 2001</i>) or Queensland Police (for offences against the <i>Criminal Code Act 1899</i>). • Maintain a register of the losses due to maladministration and potential fraud and corruption, in alignment with Council's Investigation Policy, and ensure material and reportable losses are reported. • Initiate appropriate recovery action to further deter fraud and corruption being perpetrated against Council. • Decide what disciplinary action is appropriate for employees involved in fraud and corruption. • Make decisions regarding restitution and criminal charges in cases of fraud and corruption.
Audit Committee	<ul style="list-style-type: none"> • Review and monitor the effectiveness of Council's fraud and corruption control framework. • Consider fraud and corruption risks when endorsing the annual internal audit plan.
Directors Managers Supervisors	<ul style="list-style-type: none"> • Assist the CEO to set the ethical tone of Organisation and role model conduct that aligns with the organisational values and Code of Conduct. • Display ethical leadership in the management and promotion of Council's enterprise risk management and fraud and corruption policies and procedures. • Ensure the effective and consistent implementation of relevant internal controls in accordance with this Policy and Plan. • Inform teams of their responsibilities for implementing internal controls and the prevention and detection of fraud and corruption. • Reviews high and extreme fraud and corruption risks and make recommendations on improvements to controls and/or the implementation of controls. • Develop or modify local work practices to reduce the risk of fraud and corruption. • Ensure staff awareness and participation in training and development activities.

Fraud and Corruption Control Officer (Director Corporate and Community Services)	<ul style="list-style-type: none"> • Support the development and promotion of the ethical tone of Council. • Coordinate the development and implementation of this Policy and associated Plan. • Review Council-wide policies, procedures and internal controls relating to fraud and corruption to ensure consistency and alignment with best practice. • Act as Council's PID Coordinator in alignment with Council's PID Policy and Procedure. • Develop and publicise communications on an ongoing basis to maintain a high level of fraud and corruption awareness and to encourage the reporting of suspected fraud and corruption. • Coordinate Organisation's fraud risk assessment. • Monitor related activities such as policy reviews, audit recommendations, complaints, compliance, fraud awareness, training and communications.
Director Human Resources and Customer Service	<ul style="list-style-type: none"> • Act as Council's PID Support Officer in alignment with Council's PID Policy and Procedure. • Ensure the identified, approved employee screening checks are undertaken. • Ensure all required training related to fraud and corruption, conflicts of interest and Council's Code of Conduct is provided and completion is tracked and monitored for all staff.
Procurement	<ul style="list-style-type: none"> • Ensure that effective third-party management systems are implemented throughout Council to reduce the risk of fraud and corruption to Council through procurement activities.
Director Finance	<ul style="list-style-type: none"> • Perform monthly reviews to ensure access to systems is appropriate.
Internal Audit	<ul style="list-style-type: none"> • Assist the CEO to set the ethical tone of Organisation and role model conduct that aligns with the organisational values. • Develop the internal audit plan/program taking account of the key fraud and corruption risks facing Council. • Conduct audits and reviews that assess the efficiency and effectiveness of Council's fraud and corruption control framework and internal controls and provide recommendations on any shortcomings and improvements. • Evaluate Council's assessment of fraud and corruption risk. • Evaluate this Policy incorporating Council's Fraud and Corruption Control Plan every two years.
All Council Employees	<ul style="list-style-type: none"> • Understand the obligations with respect to fraud and corruption control and reporting. • Adhere to Council's Code of Conduct and act in accordance with Council's ethical tone and values. • Implement and abide by relevant internal controls in accordance with this Policy and associated Plan. • Report all instances of suspected fraud and corruption. • Provide cooperation and assistance with investigations. • Report any conflicts of interest, gifts or benefits as required.

7. PREVENTION TECHNIQUES

a. Workforce Screening/ Criminal History Checks

- i. The appointment of all new staff (including promotions) will be subject to completion of a criminal history check. Council will assess the results of criminal history checks against the requirements of the position prior to appointing or promoting a staff member.
- ii. Council will conduct criminal history checks on all relevant staff every eight years. Council will assess the results of criminal history checks against the requirements of each relevant position (e.g., positions whose role includes handling cash, financial purchasing delegates, senior management, officers whose role includes issuing licences or providing recommendations about the issuing of licences and finance staff).
- iii. Where relevant staff / relevant position refers to:
 - Senior management and contract employees
 - Officers covered by Division 1 and Division 2 – Section 1 of the Queensland Local Government Industry (Stream A) Award – State 2017 or successor awards
 - Other officers whose normal role involves cash handling such as employees based at waste facilities or who have delegated procurement authority.

b. Conflict of Interest

- i. **Conflict of Interest Reporting**
In the course of their duties, officers must not give preference to any person, organisation or interest, whether pecuniary, commercial, political, religious or other, as a result of any private association with that person, organisation or interest. Immediately on becoming aware that a conflict between private interests and official duty has, or is likely to arise, officers must disclose such details in writing to the Chief Executive Officer. Such disclosures should automatically be made by officers engaged in regulatory, inspectoral or other discretionary functions when dealing with relatives, close friends or business acquaintances. On receipt of a disclosure, the Chief Executive Officer will determine the extent of any conflict of interest and direct the action required to resolve the conflict. Failure to comply with the Chief Executive Officer's direction may make the officer liable to disciplinary action and/or dismissal. At any time, an officer who is uncertain whether a conflict of interest exists should seek direction from the Chief Executive Officer.
- ii. **Other/ Secondary Employment**
Employees should not engage in any other employment or contract which may have direct or indirect conflict of interest with Council activities (e.g., a building surveyor performing similar or building work within the Region).
- iii. See the Code of Conduct Policy and Conflict of Interest Policy for complete information related to the responsibilities and procedures related to the appropriate identification, reporting and monitoring of conflicts of interest.

c. Staff Training and Acknowledgement Statements

- i. The "Code of Conduct, Conflict of Interest and Fraud Management" training module is mandatory for all staff on induction and annually thereafter.
- ii. Upon completion of the training, all staff are required to sign an acknowledgement their understanding and adherence to Council's Code of Conduct Policy, Conflict of Interest Policy and Fraud Management Policy.

d. Position Descriptions and Engineering Registrations

- i. All senior staff positions are to identify that the positions have responsibility for preventing fraud and corruption.
- ii. Council will review and confirm annually the registration status of employees undertaking engineering services, to ensure compliance with the *Professional Engineers Act 2002*.

e. Leave Requirements

Council confirms that the requirement in its leave policy requiring regular taking of leave is in part in place to manage the risk of fraud and corruption.

f. Risk Management and Internal Controls

- i. Financial Management Risk Register
The financial risks identified in the Financial Management Risk Register are reviewed annually by the Fraud and Corruption Control Officer as part of the annual review of this document and signed off by the CEO.
- ii. Fraud and Corruption Risk Management
The fraud and corruption controls listed in the prevention, detection and response sections within this document address the non-financial risks identified in the Financial Management Risk Register and are reviewed annually by the Fraud and Corruption Control Officer as part of the annual review of this document.

g. Fraud and Corruption Awareness

Consider inclusion of awareness activities such as Fraud Awareness Week, communications, etc. Could be as easy as adopting and sending a communication to bring awareness to the Crime and Corruption Commission's materials released annually.

h. Acceptance of Gifts / Benefits

Officers must:

- i. Not solicit or receive benefit (other than those provided under conditions of employment) in respect of services performed, whether during working hours or not.
- ii. Avoid situations in which the acceptance of a benefit, or potential benefit, could give the appearance of a conflict of interest with official duties.
- iii. Gifts or benefits may be accepted when the item is considered to be a memento and the total value of it is less than \$100. Examples include ties, cuff links, pens, stationery, a bottle of wine AND when the gift or benefit meets the prove-it-test referenced in the Code of Conduct Policy.
- iv. Gifts should not be accepted regardless of the value if there is a possibility it may affect your decision making (or be seen to affect your decision making) within Council.

i. Supplier Masterfile Checks

- i. Before any new supplier is added to the supplier masterfile, a form will be completed approved in writing by two Council officers that identifies:
 - Trading and entity name.
 - Australian Business Number (ABN).
 - GST registration status.
 - Estimate of total annual purchases from this supplier and where this exceeds \$50,000 and the supplier is a corporation, confirmation that a company search has been conducted within the past month and is held on file.

- Identification of Directors and owners of supplier where a company search has been conducted.
 - Registered Office address where a company search has been conducted.
 - Where the owner or director of any supplier is identified as a Council employee or Councillor, the Chief Executive Officer's authorisation will be required on the new supplier form prior to processing.
 - For suppliers with an estimated annual total purchase value exceeding \$10,000, confirmation that the supplier maintains an updated website.
- ii. Where a supplier is currently listed on the supplier masterfile but has not been paid by Council within the previous 12 months, a new supplier masterfile form will be completed for that supplier in order for the supplier to remain as an active supplier.
 - iii. Before any amendment to the trading and entity name (other than the correction of a spelling error) or to the ABN is made to the supplier masterfile, a form will be completed approved in writing by two Council officers. Changes of ABN shall require the addition of a new supplier record rather than the amendment of an existing supplier. Verification with the supplier shall be made prior to any supplier ABN changes. The verification shall be made via an outgoing phone call using an independently verified phone number (i.e., not from the supplier's email request or via information provided from the supplier over the phone).
 - iv. A printed audit log of supplier masterfile changes will be reviewed each month by two finance officers who do not have system access to changing the supplier masterfile. All changes that require the completion of a form will be verified back to that form.

j. Tender Declarations

The following are to be included with request for tender documents:

- A copy of this policy and plan.
- Council contact details to report alleged fraud or corruption.
- A declaration form to be completed by tenderers to declare the nature of any conflicts of interest between Council and the company (e.g., relationships with Council staff).

8. DETECTION TECHNIQUES

a. Monitoring of Systems

Council will monitor Council-supplied and maintained hardware and software in terms of location, content and use in order to meet the objectives of this policy. A Council officers without super user access to the financial system will review the audit logs of officers with super user access each month to ensure access to those systems was appropriate.

9. RESPONSE TECHNIQUES

a. Investigation Process

- i. In determining the Chief Executive Officer's obligations to report and/or record alleged or proven fraud and corruption, Council will engage qualified independent investigators where appropriate.
- ii. Where the subject of an investigation is an employee managed in accordance with the relevant State/Federal employment award (Queensland Local Government Industry (Stream A) Award – State 2017), Section 7 of the Award refers to dispute resolution and indicates the process that would be undertaken for any type of dispute with an employee; however, this is not documented in the Fraud Management Policy.

- iii. Council conducts investigations otherwise not addressed in its Investigation Policy (Administration Action Complaints Policy, Public Interest Disclosure Policy, and Complaints About the Public Official Policy in alignment with the: Managing workplace investigations: A practical guide for the Queensland public sector; and Workplace Investigations (Directive 17/20) Public Service Commission).
- iv. An appropriate Officer will assess the internal controls, systems and processes post detection of a fraud or corruption event.

b. External Reporting

The CEO will:

- i. Refer allegations of suspected corrupt conduct to the Crime and Corruption Commission as required and necessary.
- ii. Ensure the mandatory reporting of any instances of fraud or corruption to relevant agencies such as the Crime and Corruption Commission (pursuant to the *Crime and Corruption Act 2001*) or Queensland Police (for offences against the *Criminal Code Act 1899*).
- iii. Maintain a register of the losses due to maladministration and potential fraud and corruption, in alignment with Council's Investigation Policy, and ensure material and reportable losses are reported.

c. Disciplinary Procedures

- i. Refer to *Local Government Act 2009* Section 197 for disciplinary action against local government employees.
- ii. Refer to Local Government Regulation 2012:
 - Section 279 When disciplinary action may be taken
 - Section 280 Types of disciplinary action
 - Section 281 Deductions from salary or wages
 - Section 282 Suspension of employees, and
 - Section 283 Employee to be given notice of grounds for disciplinary action.

d. Insurance

Council maintains a fraud insurance coverage policy commensurate with its fraud exposure and reviews the limits and coverage annually.

9. EFFECTIVE FROM

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 8 May 2024.

Signed:

Date: 8 May 2024

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 30 April 2024
Subject: Public Interest Disclosure Policy and Procedure
File Ref: Internal audit
Action Officer: DCORP

Background/Summary

Council internal auditors O'Connor Marsden and Associates (OCM) have completed a fraud and integrity review of Council as part of the FY2024 internal audit plan as presented to the Audit Committee meeting of 13 September 2023.

In response to the recommendations from internal audit, Council officers have agreed to place before Council for consideration a draft combined Public Interest Disclosure (PID) Policy and Procedure before 31 May 2024 that broadly reflects the Model Public Interest Disclosure Procedure that is available on the Queensland Ombudsman website.

This would replace the current PID policy that was last reviewed on 11 July 2013.

Attachments

Existing Policy Public Interest Disclosure Policy
Proposed Policy Public Interest Disclosure Policy C019 - Appendix B

Recommendation

THAT the Public Interest Disclosure Policy C019 be rescinded and that the draft Public Interest Disclosure (PID) Policy and Procedure at Appendix B be adopted.



Policy Subject/Title: Public Interest Disclosure Policy

Policy Number: C019

Responsible Officer: Director Corporate and Community Services

Legislative or Regulatory Reference: *Public Interest Disclosure Act 2010*

Related Policies / Procedures: HR001 Code of Conduct and C018
Administrative Action Complaints

Authorised by: Somerset Regional Council

Authorised on: 26 July 2011 (Doc Id 572889)

Review / Amendment dates: 11 July 2013 (Doc Id 711676 / no amendment)

1. OBJECTIVE

As a public sector entity, Council is subject to the requirements of the *Public Interest Disclosure Act 2010* (the Act) and all employees and elected members are public officers for the purpose of the legislation.

Council has obligations under this Act in relation to the receiving of public interest disclosures and ensuring that persons making such disclosures are protected from reprisals.

The objective of this policy is to comply with the *Public Interest Disclosure Act 2010* by providing a consistent and professional response to any public interest disclosures (PID's) made to Council in accordance with the Act.

In addition, the policy is intended to ensure all elected members and Council employees are aware of their responsibilities by reporting serious misconduct and other important matters adversely affecting the public interest or Council operations.

2. POLICY

Council will adopt a Public Interest Disclosure Policy to assist Council, management and staff by clearly outlining Council's approach to addressing a PID and to provide direction to all employees contemplating making a disclosure. This policy is also intended to support other Council reporting mechanisms in relation to any alleged wrongdoing or fraud.

This policy provides Councillors and employees with protection in accordance with the Act, by protecting persons who disclose unlawful, negligent or improper public sector conduct, or conduct which endangers public health or safety or the environment.

Council will support individuals making a PID which promotes the public interest, together with those reporting wrongdoings internal to Council. Overall, the proper approach is for all employees to be accountable for their actions and to maintain high standards of professional conduct and service.

3. AUTHORITIES AND RESPONSIBILITIES

- Council is responsible for ensuring that appropriate measures are in place to support persons who disclose unlawful, negligent or improper public sector conduct or conduct which endangers public health or safety or the environment.
- The Chief Executive Officer or Mayor are the responsible officers for receiving disclosures and acting on them. The Chief Executive Officer has primary responsibility for receiving disclosures. Where a disclosure may involve the Chief Executive Officer, these should be referred to the Mayor.
- Managers and supervisors are responsible for the implementation and support of this policy and procedures within their areas of responsibility.
- Employees are responsible for the detection and reporting of fraud or wrongdoing within their areas of responsibility.

4. SCOPE AND ACTIVITIES

This policy applies to public interest disclosures within the meaning of the *Public Interest Disclosure Act 2010*.

5. DISCLOSURE BY ANY PERSON

Section 12 of the Act applies if a person (whether or not the person is a public officer) has information about:

1. A substantial and specific danger to the health or safety of a person with a disability; or
2. The commission of an offence against a provision mentioned in Schedule 2 of the Act, if the commission of the offence is or would be a substantial and specific danger to the environment; or
3. A contravention of a condition imposed under a provision mentioned in Schedule 2 of the Act, if the contravention is or would be a substantial and specific danger to the environment; or
4. The conduct of another person that could, if proved, be a reprisal.

The person may make a disclosure under Section 17 of the Act in relation to the information to a proper authority. For the above, a person has information about the conduct of another person or another matter if:

- The person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
- The information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

6. DISCLOSURE BY A PUBLIC OFFICER

Section 13 of the Act applies if a person who is a public officer has information about:

1. The conduct of another person that could, if proved, be:
 - Official misconduct
 - Maladministration that adversely affects a person's interests in a substantial and specific way; or
2. A substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
3. A substantial and specific danger to public health or safety; or
4. A substantial and specific danger to the environment.

The person may make a disclosure under Section 17 of the Act in relation to the information to a proper authority, as outlined above.

7. PROCEDURAL ISSUES

a. Sources of Disclosures

Council may receive disclosures from a range of sources, including:

- Verbally from members of the public
- In writing, via mail or email, from members of the public
- Via the Administrative Action Complaints process
- From the Ombudsman's Office, Crime & Misconduct Commission or other external agency referring a matter to Council
- Via external or internal public interest disclosures
- Via internal complaints lodged by Council staff.

Any complaints of this nature would be directly referred to the Chief Executive Officer, Mayor or external agency depending on the nature of the complaint.

b. How a Disclosure May be Made

A person may make a disclosure in any way, including anonymously. If a disclosure is made anonymously, it is difficult to protect the person making the disclosure from any retributive action or reprisal. As such, anonymous disclosures, although permitted, are to be discouraged.

Disclosures should be made directly to the Chief Executive Officer, however, an employee may make a public interest disclosure to their supervisor, Manager, Chief Executive Officer or the Mayor, being appropriate entities. In the case of a matter relating to alleged official misconduct, disclosures can be made directly to the Crime & Misconduct Commission.

When a disclosure is made to a supervisor, the supervisor must communicate the disclosure immediately to the Chief Executive Officer. Where a disclosure may involve the actions of the Chief Executive Officer, these should be referred to the Mayor. Unless specifically reported as a "public interest disclosure", the Chief Executive Officer or the Mayor will assess whether the reported matter is such a disclosure within the meaning of the Act and may, where reasonable, communicate this determination to the discloser.

A disclosure should be in writing, although it may be made verbally. A person receiving a disclosure should encourage the discloser to put the information in writing. If the discloser does not, the supervisor must promptly make a written record of the precise matters raised and refer this to the Chief Executive Officer or Mayor.

c. Investigation Procedure

The assessment about whether the reported conduct constitutes a public interest disclosure and the determination of appropriate action to be taken will be considered on a case by case basis.

If a disclosure is considered a public interest disclosure, the Chief Executive Officer or Mayor may develop an investigation and protection plan (in consultation with the discloser) in order to ensure the information is investigated and the discloser is protected from reprisals. The plan will address whether immediate action needs to be taken to halt the conduct or remedy the danger to which the disclosure relates and will recommend action to be taken to avoid reprisals against the discloser.

The Chief Executive or Mayor may consult with other relevant Council officers (while maintaining the confidentiality of the discloser). Council may choose to appoint an internal or external investigator, as appropriate. However, the disclosure will not be referred outside Council without first consulting the discloser.

Any person (whether internal or external to the Council) involved in the investigation will be fully briefed on their obligations under the Act and the consequences of any breach of the obligations. The discloser may, also, request information about the progress of any investigation, and any action taken on the disclosure. Council will provide such information where it is reasonable to do so.

Once a report has been investigated, a report of the investigation will be delivered to the Chief Executive Officer or the Mayor. The report may contain recommendations for further action. Where reasonable, the report (or an edited extract of the report) will be forwarded to the discloser. The Chief Executive Officer or Mayor will decide what further action (if any) will be taken on the disclosure.

In some cases, the Chief Executive Officer may be bound to inform other agencies about the contents of the disclosure. In other cases, the Chief Executive Officer or Mayor may be of the view that it is appropriate for other staff to be informed. In all cases, the confidentiality of the identity of the person making the disclosure will be protected to the greatest extent permitted by law.

d. Recording and Reporting Standards

The Chief Executive Officer must:

1. Establish reasonable procedures to ensure that:
 - Employees who make public interest disclosures are given appropriate support; and
 - Public interest disclosures made to Council are properly assessed and, when appropriate, properly investigated and dealt with; and
 - Appropriate action is taken in relation to any wrongdoing that is the subject of a public interest disclosure to Council; and
 - A management program for public interest disclosures made to Council, consistent with any standard made under s60 of the Act, is developed and implemented; and
 - Employees are offered protection from reprisals by the Council or other employees or Councillors.
2. Ensure the procedures are published, as soon as practicable after the procedures are made, on the Council website.
3. When a public interest disclosure is made, must keep a proper record of the disclosure, including:
 - The name of the person making the disclosure, if known, and
 - The information disclosed, and
 - Any action taken on the disclosure, and

- Any other information required under a standard made under s60 of the Act.
- 4. When a public interest disclosure is referred under Section 31 or 34 of the Act, must keep a proper record of the disclosure, including:
 - The name of the person making the disclosure, if known; and
 - The information disclosed; and
 - The name of the public sector entity that referred the disclosure; and
 - Any action taken on the disclosure; and
 - Any other information required under a standard made under Section 60 of the Act.

The Public Service Commission, as the oversight agency, may make, under Section 60 of the Act, a standard that requires the Chief Executive Officer to give to the oversight agency all or any of the information mentioned above. The standard may provide for the way in which and the period within which the information is to be given.

e. Communication

Appropriate communication and consultation between key parties to an enquiry is the most effective method of ensuring all facets have been considered.

The key communication and consultation aspects of this procedure are as follows:

- The status or results of any investigation will be disclosed or discussed only with those persons who require knowledge of such in the performance of their office or function;
- People making public interest disclosures will be guaranteed strict confidentiality and advised of investigation outcomes;
- Council expects all employees to be familiar with and act in accordance with the Code of Conduct and expects similar standards from contractors, volunteers, agencies or organisations that do business with Council;
- An employee who has an interest in a matter in relation to which he/she is required or authorised to act in the course of official duties must disclose the interest to the Chief Executive Officer and must not, unless the Chief Executive Officer otherwise determines, act in relation to the matter;
- Consultation with employees to verify the integration of the Public Interest Disclosure Management requirements;
- Chief Executive Officer to be advised immediately upon receipt of a public interest disclosure;
- At the conclusion of any investigation, the investigating officer must submit a written report to the Chief Executive Officer;
- Matters relating to a criminal offence will be reported to the Police at the earliest opportunity to avoid jeopardising potential police investigation.

f. Duties and Behaviour

Council expects its elected members and employees to maintain a high standard of ethical conduct in all activities, in particular with respect to resources, information and authority. The community rightly expects the Council to conduct its activities in a fair and honest manner.

Furthermore, Council is responsible for ensuring that appropriate measures are in place to support persons who disclose unlawful, negligent or improper conduct or danger to public health or safety or the environment.

8. DEFINITIONS

Administrative Action – any action about a matter of administration including, for example, a decision and an act; a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; the formulation of a proposal or intention; the making of a recommendation, including a recommendation made to Council and an action taken because of a recommendation made to Council.

Corruption – is defined by the Crime and Misconduct Commission as behaviour that may involve fraud, theft, misuse of position or authority or other acts that are unacceptable to an organisation and which may cause loss to an organisation, its clients or the general community. It may, also, include such elements as breaches of trust and confidentiality. The behaviour need not necessarily be criminal.

Detriment – includes personal injury or prejudice to safety; property damage or loss; intimidation or harassment; adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; financial loss and damage to reputation, including, for example, personal, professional or business reputation.

Maladministration – administrative action that was taken contrary to law; was unreasonable, unjust, oppressive, or improperly discriminatory; was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; was taken for an improper purpose or on irrelevant grounds or having regard to irrelevant considerations; was an action for which reasons should have been given, but were not given; was based wholly or partly on a mistake of law or fact; or was wrong.

Official Misconduct – any misconduct connected with the performance of an officer's duties that is dishonest or lacks impartiality, involves a breach of trust, or is a misuse of officially obtained information. To be considered official misconduct, the conduct must constitute a criminal offence or be serious enough to justify dismissal.

Oversight Agency – means the Public Service Commission. The main functions of the agency are to:

- Monitor the management of public interest disclosures
- Collect statistics about public interest disclosures, including monitoring trends
- Review the way in which public sector entities deal with public interest disclosures generally
- Perform an educational and advisory role.

Public Funds – funds available to, or under the control of a public sector entity including, for example, public moneys within the meaning of the *Financial Accountability Act 2009*.

9. EFFECTIVE FROM

This policy is effective from 26 July 2011.

10. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 26 July 2011.

A handwritten signature in black ink, appearing to read 'R Bai'.

Signed:

Date: 26 July 2011



Policy Subject/Title:	Public Interest Disclosure Policy and Procedure
Policy Number:	C019

Responsible Officer:	Director Finance
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Legislative or Regulatory Reference:	Local Government Act 2009 Local Government Regulation 2012 Crime and Corruption Act 2001 Ombudsman Act 2001 Public Interest Disclosure Act 2010 Public Records Act 2002 Public Sector Ethics Act 1994
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Related Policies / Procedures:	Administration Action Complaints Policy Code of Conduct Policy Employee Conflict of Interest Policy
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Authorised by:	Somerset Regional Council
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Authorised on:	26 July 2011 [Doc ID 572889]
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Review / Amendment dates:	11 July 2013 [Doc ID 711676] 8 May 2024 [Doc Id XXX]
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1. INTRODUCTION / POLICY STATEMENT

Somerset Regional Council is committed to fostering an ethical, transparent culture. In pursuit of this, Somerset Regional Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Somerset Regional Council will provide support to an employee or others who make disclosures about matters in the public interest. This Policy and Procedure demonstrates this commitment and ensures that practical and effective procedures are implemented which comply with the requirements of the Public Interest Disclosure Act 2010 (PID Act).

2. OBJECTIVE / PURPOSE

By complying with the PID Act, Somerset Regional Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing.
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and dealt with
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID.
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support.
- PIDs made to Somerset Regional Council are properly assessed and, where appropriate, properly investigated and dealt with
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID.
- a management program for PIDs made to Somerset Regional Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented.
- public officers who make PIDs are offered protection from reprisal by Somerset Regional Council or other public officers of Somerset Regional Council.

Somerset Regional Council's Public Interest Disclosure Policy and Procedure is available for public viewing at www.somerset.qld.gov.au. The Public Interest Disclosure Policy and Procedure will be reviewed every two years and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

3. PID Management Program

The Chief Executive Officer has overall responsibility for ensuring that Somerset Regional Council develops, implements and maintains a PID management program. The Somerset Regional Council PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing.
- senior management endorsement of the value to Somerset Regional Council of PIDs and the proper management of PIDs
- a communication strategy to raise awareness among employees about PIDs and Somerset Regional Council's PID Policy and Procedure
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed.

- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs
- the appointment of a specialist officer to be responsible for issues related to the management of PIDs.
- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls.
- regular review of the Public Interest Disclosure Policy and Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Somerset Regional Council:

Role:	Responsibilities:	Officer:
PID Coordinator	<ul style="list-style-type: none"> ▪ principal contact for PID issues within Somerset Regional Council ▪ document and manage implementation of PID management program ▪ review and update PID Policy and Procedure every two years ▪ maintain and update internal records of PIDs received ▪ report data on PIDs to Queensland Ombudsman ▪ assess PIDs received ▪ provide acknowledgment of receipt of PID to discloser ▪ undertake risk assessments in consultation with disclosers and other relevant officers ▪ liaise with other agencies about referral of PIDs ▪ allocate Investigator and Support Officer to PID matter 	Director Corporate and Community Services
PID Support Officer	<ul style="list-style-type: none"> ▪ provide advice and information to discloser on Somerset Regional Council PID Policy and Procedure ▪ provide personal support and referral to other sources of advice or support as required ▪ facilitate updates on progress of investigation 	Director Human Resources and Customer Service

	<ul style="list-style-type: none"> proactively contact discloser throughout PID management process 	
Investigator	<ul style="list-style-type: none"> conduct investigation of information in PID in accordance with terms of reference prepare report for delegated decision-maker 	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	<ul style="list-style-type: none"> review investigation report and determine whether alleged wrongdoing is substantiated 	An appropriate decision-maker will be appointed for each PID investigated.

4. Why make a PID?

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Somerset Regional Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Somerset Regional Council
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Somerset Regional Council
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the extent possible
- protection against reprisal – the discloser is protected from unfair treatment by Somerset Regional Council and employees of Somerset Regional Council as a result of making the PID.
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing.
- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

5. What is a Public Interest Disclosure?

Under the PID Act, any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment.
- reprisal because of a belief that a person has made or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct

- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred or provide evidence which tends to show the wrongdoing has occurred.

A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach.
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information.
- discloser has not identified the material as a PID – it is up to Somerset Regional Council to assess information received and decide if it is a PID.
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

6. Who can a PID be disclosed to?

A PID must be made to the 'proper authority' to receive disclosures of the type being made.

Disclosers are encouraged to make a disclosure to an appropriate officer of Somerset Regional Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency.

Who to contact within Somerset Regional Council:	Other agencies that can receive PIDs:
<p>Any person (including employees) can make a disclosure to:</p> <ul style="list-style-type: none"> • any person in a supervisory or management position • the Human Resources Department • the Chief Executive Officer. 	<p>Disclosures can be made to an agency that has a responsibility for investigating the information disclosed:</p> <ul style="list-style-type: none"> • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal. • Queensland Ombudsman for disclosures about maladministration • Queensland Audit Office for disclosures about a substantial misuse of resources • Department of Child Safety, Seniors and Disability Services for disclosures about danger to the health and safety of a child or young person with a disability or for disclosures about danger to the health and safety of a person with a disability • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of Environment and Science disclosures about danger to the environment

	<ul style="list-style-type: none"> • A Member of the Legislative Assembly (MP) for any wrongdoing or danger • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer. • Also, a person may make a complaint under the Anti-Discrimination Act 1991 about a reprisal in accordance with section 44 of the PID Act. A complaint can be lodged with the Queensland Human Rights Commission.
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A disclosure can also be made to a journalist if the following conditions have been met: a valid PID was initially made to a proper authority, and

- the proper authority:
 - decided not to investigate or deal with the disclosure, or
 - investigated the disclosure but did not recommend taking any action, or
 - failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

7. How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number)
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved
 - what happened
 - when it happened
 - where it happened
 - whether there were any witnesses, and if so who they are.
 - any evidence that supports the PID, and where the evidence is located.
 - any further information that could help investigate the PID.
- provide this information in writing.

8. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Mere disagreements over policy do not meet the threshold for a PID under the PID Act.

It is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID.

Where a discloser states they are making a PID, but it is assessed that the matter is not a PID Somerset Regional Council will advise the discloser:

- that their information has been received but was not assessed as a PID
- the reasons for the decision
- the review rights available if the discloser is dissatisfied with the decision and how to request review.
- any action Somerset Regional Council proposes to take in relation to the matter.
- any other options the discloser has in relation to the matter.

9. Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, Somerset Regional Council's Public Interest Disclosure Policy and Procedure and any other relevant procedure(s).

Once the matter has been assessed as a PID, Somerset Regional Council will advise the discloser:

- that their information has been received and assessed as a PID
- the action to be taken by Somerset Regional Council in relation to the disclosure, which could include referring the matter to an external agency or investigating.
- the likely timeframe involved.
- the name and contact details of the Somerset Regional Council support officer they can contact for updates or advice.
- of the discloser's obligations regarding confidentiality
- the protections the discloser has under the PID Act
- the commitment of Somerset Regional Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act
- how updates regarding intended actions and outcomes will be provided to the discloser.
- contact details for Somerset Regional Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Somerset Regional Council will not be able to acknowledge the PID or provide any updates.

10. Referring a PID

If Somerset Regional Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency.
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Somerset Regional Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example, refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the [Crime and Corruption Act 2001](#)).

The confidentiality obligations of the PID Act permit appropriate officers of Somerset Regional Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency.

The discloser will be advised of the action taken by Somerset Regional Council.

11. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, Somerset Regional Council will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID.

Consistent with the assessed level of risk, Somerset Regional Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Somerset Regional Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required.

In the event of reprisal action being alleged or suspected, Somerset Regional Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority.
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal.
- manage any allegation of a reprisal as a PID in its own right.

12. Declining to take action on a PID

Under the PID Act, the Somerset Regional Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process.
- the information disclosed should be dealt with by another process.
- the age of the information makes it impractical to investigate.
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Somerset Regional Council from the performance of its functions.
- another agency with jurisdiction to investigate the information has informed Somerset Regional Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Somerset Regional Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision, they can request a review by writing to the Chief Executive Officer of Somerset Regional Council within 28 days of receiving the written reasons for decision.

13. Communication with disclosers

Under the PID Act, the Somerset Regional Council must give reasonable information to a discloser.

Somerset Regional Council will acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID
- the protections under the PID Act
- confidentiality obligations of the discloser and the Somerset Regional Council
- support arrangements.

Somerset Regional Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, the Somerset Regional Council will advise the discloser in writing of the action taken and the results of the action.

14. Confidentiality

While Somerset Regional Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers.
- respond to a court order, legal directive or court proceedings.

Somerset Regional Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Somerset Regional Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

15. Support for disclosers

Somerset Regional Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

16. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice
- obligation under the PID Act to protect confidential information.
- obligation under the PID Act to protect officers from reprisal.
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken.

Where the investigation does not substantiate wrongdoing, Somerset Regional Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

17. Rights of subject officers

Somerset Regional Council acknowledges that for officers who are the subject of a PID the experience may be stressful. Somerset Regional Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice.
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation.
- providing them with information about their rights and the progress and outcome of any investigation
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

18. Record-keeping

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), Somerset Regional Council will ensure that:

- accurate data is collected about the receipt and management of PIDs.
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

19. Definitions (meanings of words and acronyms used in this Policy and Procedure)

<i>Term</i>	<i>Definition</i>
Administrative action	(a) means any action about a matter of administration, including, for example: (i) a decision and an act; and

	<ul style="list-style-type: none"> (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and <p>(b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.</p>
Confidential information	<p>(a) includes —</p> <ul style="list-style-type: none"> (i) information about the identity, occupation, residential or work address or whereabouts of a person — <ul style="list-style-type: none"> (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and <p>(b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.</p>
Corrupt conduct	<p>As defined in section 15 of the <u>Crime and Corruption Act 2001</u></p> <p>(1) <i>Corrupt conduct</i> means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <ul style="list-style-type: none"> (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— <ul style="list-style-type: none"> (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— <ul style="list-style-type: none"> (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— <ul style="list-style-type: none"> (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. <p>(2) <i>Corrupt conduct</i> also means conduct of a person, regardless of whether the person holds or held an appointment, that—</p> <ul style="list-style-type: none"> (a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following— <ul style="list-style-type: none"> (i) collusive tendering;

	<ul style="list-style-type: none"> (ii) 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)— <ul style="list-style-type: none"> (A) protecting health or safety of persons. (B) protecting the environment (C) protecting or managing the use of the State's natural, cultural, mining or energy resources (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets (iv) evading a state tax, levy or duty or otherwise fraudulently causing a loss of State revenue (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— <ul style="list-style-type: none"> (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services if the person is or were the holder of an appointment.
Detriment	<p>includes –</p> <ul style="list-style-type: none"> (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	<p>As defined in section 11 of the Disability Services Act 2006, for the purposes of this Policy and Procedure:</p> <ul style="list-style-type: none"> (1) A disability is a person's condition that— <ul style="list-style-type: none"> (a) is attributable to— <ul style="list-style-type: none"> (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); and (b) results in— <ul style="list-style-type: none"> (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the Public Interest Disclosure Act 2010 .
Employee	of an entity, includes a person engaged by the entity under a contract of service.
Investigation	For the purposes of this Policy and Procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.

Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	<p>As defined in schedule 4 of the Public Interest Disclosure Act 2010, maladministration is administrative action that—</p> <ul style="list-style-type: none"> (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— <ul style="list-style-type: none"> (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	<p>Natural justice, also referred to as ‘procedural fairness’ applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected.</p> <p>The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are:</p> <ul style="list-style-type: none"> • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	<p>For the purposes of this Policy and Procedure, organisational support means actions such as, but not limited to:</p> <ul style="list-style-type: none"> • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure. • appointing a mentor, confidante or other support officer to assist the discloser through the process. • referring the discloser to the agency’s Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with. • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the Public Interest Disclosure Act 2010 to receive disclosures.
Public officer	A public officer, of a public sector entity, is an employee, member or officer of the entity.

Reasonable belief	A view which is objectively fair or sensible.
Reasonable management action	<p>Action taken by a manager in relation to an employee, includes any of the following taken by the manager—</p> <ul style="list-style-type: none"> (a) a reasonable appraisal of the employee's work performance. (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action. (e) a reasonable action to transfer or deploy the employee (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	<p>The term 'reprisal' is defined under the Public Interest Disclosure Act 2010 as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else:</p> <ul style="list-style-type: none"> • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. <p>Reprisal under the Public Interest Disclosure Act 2010 is a criminal offence and investigations may be undertaken by the Queensland Police Service.</p>
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	<p>Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance.</p> <p>Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.</p>

20. EFFECTIVE FROM

This policy was approved by the Chief Executive Officer and adopted by Somerset Regional Council at the Ordinary Meeting of 8 May 2024.

Signed

Date: 8 May 2024

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 29 April 2024
Subject: Procurement Policy proposed amendment – Mayor credit card
File Ref: Delegations register – Council to Mayor
Action Officer: DFIN

Background/Summary

Mayor Wendt has requested a Council credit card to meet sundry Council costs while on official Council business.

The issue of a Council credit card to the Mayor would require a delegation of power to contract from the local government to the Mayor under s257 of the Local Government Act 2009.

It is recommended that this delegation be reflected in Council's procurement policy.

Attachments

F008 Procurement Policy

Recommendation

THAT the following text be added to section 5A of the Procurement Policy:

“Council delegates to the Mayor the power to enter into a contract of up to \$3,000 via a Council-issued credit card under s257 of the Local Government Act 2009.

It is confirmed that a credit card may be issued to the Mayor to facilitate entering into a contract under delegation as permitted under s238 of the Local Government Regulation 2012.

The requirements of the Procurement Policy apply to expenditure by the Mayor when using the credit card.”



Policy Subject/Title:	FY2024 Procurement Policy
Policy Number:	F/008
<hr/>	
Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	<i>Local Government Act 2009</i> Local Government Regulation 2012
Related Policies / Procedures:	N/A
Authorised by:	Somerset Regional Council
Authorised on:	Ordinary Council Meeting 10 May 2023
Amendment dates:	21 September 2022 [Doc Id 1438154] 26 October 2022 [Doc Id 1450221] 10 May 2023 [Doc Id 1506964] 15 November 2023 [Doc Id 1560923]

1. OBJECTIVE

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

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

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

2. BACKGROUND

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

3. PURPOSE

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

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

4. SCOPE

This policy applies to all Council employees and Councillors.

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

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

This policy replaces all previous procurement policies.

5. POLICY

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

Except as provided in this policy:

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

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

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

authenticity of the case, reasonableness of the proposed cost and the availability of a budget for the expenditure.

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

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

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

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

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

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

No purchasing card shall be issued to the Director Finance.

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

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

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

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

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

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

Records of offers received must be kept on file.

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

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

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

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

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

Records of tenders received must be kept on file.

D. EXCEPTIONS FROM THE REQUIREMENT TO SEEK TENDERS OR QUOTATIONS

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

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

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

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

E. DELEGATIONS AND TYPES OF EXPENDITURE

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

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

- Type 1 Recurrent expenditure and capital constructions.

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

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

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

F. STANDING ARRANGEMENTS

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

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

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

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

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

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

supply shall document evidence that these processes have occurred.

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

G. GOODS AND SERVICES TAX (GST)

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

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

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

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

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

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

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

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

I. LOCAL SUPPLIER REGISTER

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

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

J. ORDER SPLITTING

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

K. TENDER RECOMMENDATIONS AND CONFLICTS OF INTEREST

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

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

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

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

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

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

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

M. RAISING OF PURCHASE ORDERS TO SUPPORT LEGAL DISCLOSURE REQUIREMENTS

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

N. DUAL CURRENCY QUOTATIONS/TENDERS FOR HIGH VALUE IMPORTS

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

O. CONTRACT MANAGEMENT

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

- appropriate foreseeable health and safety risk associated with potential procurements are identified
- contracts contain appropriate provisions for managing workplace health and safety risk
- contractors and/or suppliers provide where appropriate documentary evidence that they or the product they supply complies with relevant legislation, codes of practice and standards
- Council's operational obligations with regards to workplace health and safety contract performance monitoring and management are appropriately actioned under the contract

including site inductions. Inductions are important for the management of contracts and ensure a reduction in security and safety risks, competence and compliance for contractors/vendors, appropriate documentation is acquired from contractors/vendors including but not limited to: licences, certificates, insurances, competences, relevant contact details; and Contractors/vendors receive site safety and other specific details of the workplace

- contracts have appropriate key performance indicators and performance measures
- contract performance measures are reviewed
- contracts are effectively managed
- underperformance on contracts is effectively managed
- contract records are kept in compliance with legal and policy requirements including warranties
- disputes about the contract are managed
- contracts contain appropriate provisions about extensions, renewal and variations and that these matters are managed in accordance with legal and policy requirements
- conflict of interest matters are managed in accordance with legal and policy requirements
- where contracts are made with Local Buy suppliers, that the terms of the relevant Local Buy contracts are understood and followed.

P. STORES MANAGEMENT

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

6. EFFECTIVE FROM

10 May 2023.

7. CONTROLS

As indicated in this policy.

8. DATE OF RESOLUTION

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

Signed:



Dated: 10 May 2023

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 30 April 2024
Subject: Proposed road projects – SEQ Community Stimulus Program
File Ref: Grants/ SEQCSP
Action Officer: DFIN

Background/Summary

Officers of the Department of Housing, Local Government, Planning and Public Works have advised that the Department is expected to issued guidelines for the 2024 to 2027 round of the South East Queensland Community Stimulus Program “imminently”.

When last offered in 2021, Somerset Regional Council successfully applied for SEQCSP funding for Lowood Pool upgrade (completed), Esk Crows Nest Road upgrade (in progress) and for the upgrade of the Lowood Minden Road/ Zabels Road North intersection (in progress). In addition to the competitive portion, the program also contained an allocated portion for which funding was applied to the rehabilitation of Kilcoy Landfill (in progress) and Greening Lowood Pipeline (in progress).

Council has also completed other major upgrades of Lowood Minden Road from other funding sources. Lowood Minden Road is Council's busiest local road.

Council has been working with consulting engineers to finalise plans and costings for the following major road upgrades:

Project	Rationale for project
Widening and strengthening Lowood Minden Road (Lukritzs Rd to Lehmanns Rd section)	Lowood Minden Road in this section is 6.9 metres wide but carries at least 2,707 vehicles per day in this section (2018 traffic count). The Austroads safe roads standard for this volume of traffic is to provide at least 3 metres total sealed road shoulders. Lowood Minden Road is the only major local road in Somerset that connects to the National Highway.
Widening and strengthening Lowood Minden Road (Lehmanns Rd to Oscar Rd section)	Lowood Minden Road in this section is 6.9 metres wide but carries at least 2,803 vehicles per day in this section (2018 traffic count). The Austroads safe roads standard for this volume of traffic is to provide at least 3 metres total sealed road shoulders. Lowood Minden Road is the only major local road in Somerset that connects to the National Highway.
Widening and strengthening Patrick Estate Road	Patrick Estate Road provides the only viable alternative to Brisbane Valley Highway when the highway is closed, is flood-prone, provides the most direct route from Coominya to Lowood, has a current

	width of 7.0 metres and carries more than 1,000 vehicles per day. The Austroads safe roads standard for this volume of traffic is to provide at least 3 metres total sealed road shoulders.
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Attachments

Nil

Recommendation

THAT Council authorise the Chief Executive Officer to prepare funding submissions for widening and strengthening Lowood Minden Road (Lukritzs Rd to Lehmanns Rd section), widening and strengthening Lowood Minden Road (Lehmanns Rd to Oscar Rd section) and widening and strengthening Patrick Estate and West Roads, confirm the availability of 50 per cent Council co-contributions as required for these funding submissions and further endorse the engagement of consultants to improve the chances of success of these funding submissions.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Pauline Banditt, Senior Finance Officer
Director: Geoffrey Smith, Director Finance
Date: 26 April 2024
Subject: Finance report
File Ref: Monthly reporting/ finance
Action Officer: DFIN

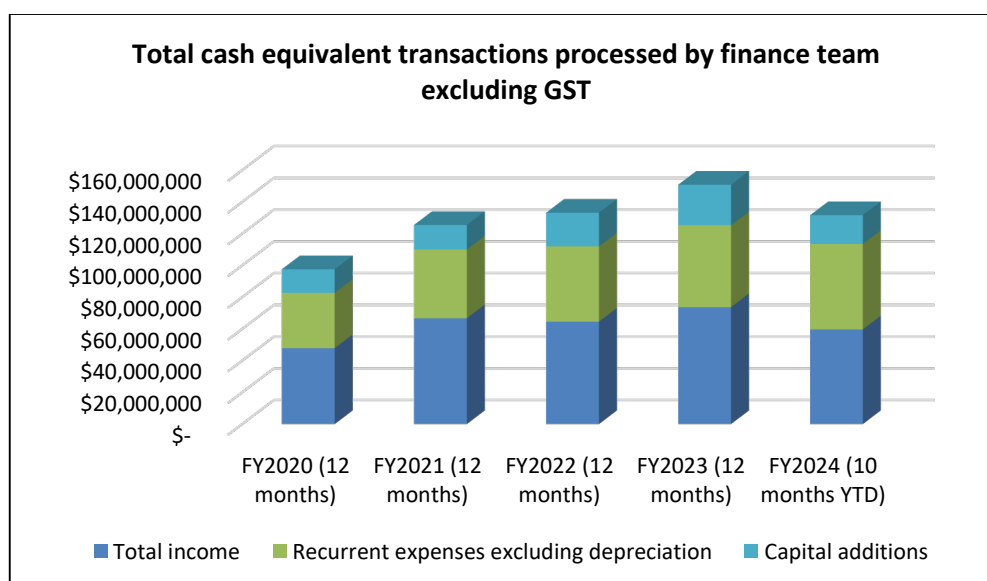
Background/Summary

Financial reports

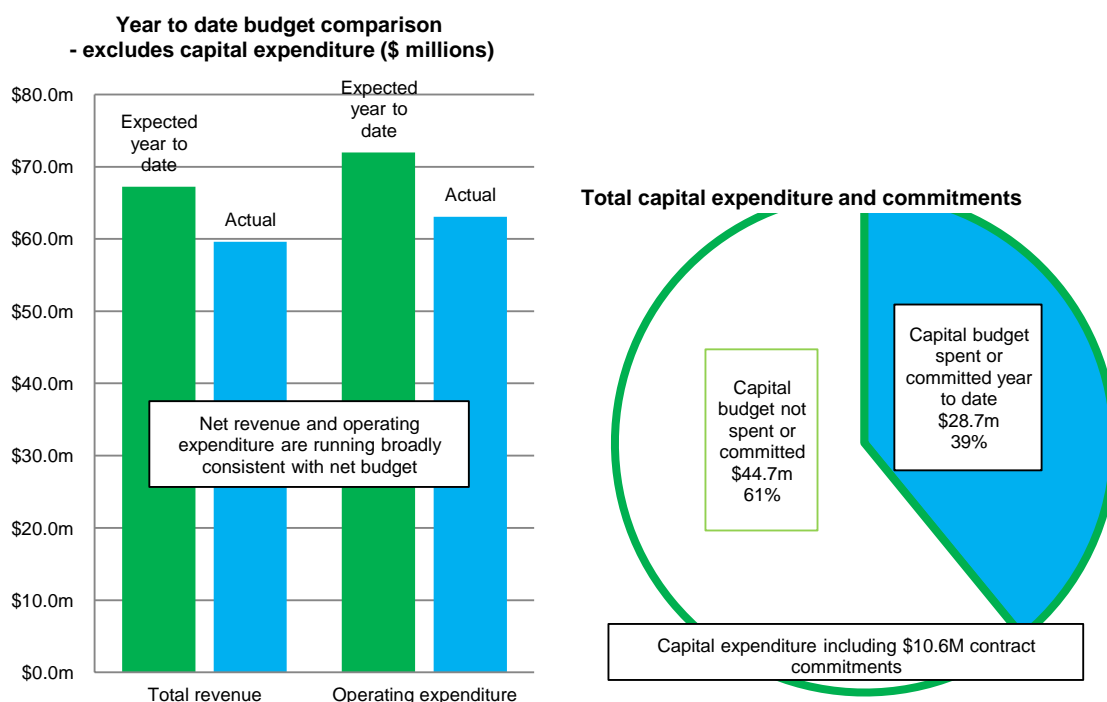
Reports for the period 1 July 2023 to 26 April 2024 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204. The budget used is the revised budget adopted 24 January 2024 rather than the original budget. The revised 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 ten months of FY2024 are tracking above those of FY2023.



Provisional results for the financial year to date with 82% of the financial year completed are summarised as follows:

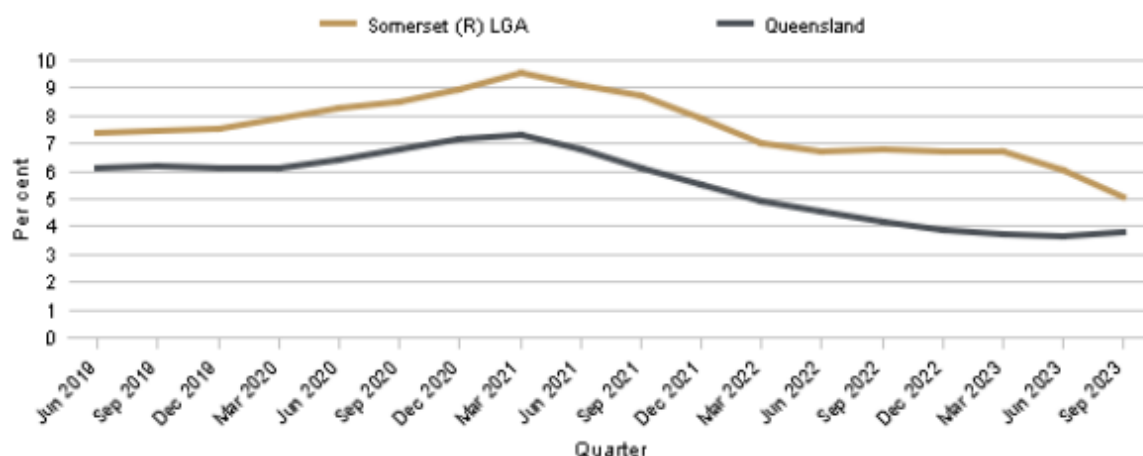


Significant reduction in Somerset unemployment

The Queensland Government Statistician's Office (QGSO) advised in March 2024 of a reduction in the Somerset unemployment rate from 6.1% in June 2023 to 5.1% in September 2023. There is a lag in the publication of these figures.

5.1% is the lowest local unemployment rate in four years.

Figure 11 Unemployment rate^(a), Somerset (R) LGA and Queensland



(a) Based on a 4-quarter smoothed series.

Source: Jobs and Skills Australia, *Small Area Labour Markets*, various editions

Grants

- Council is awaiting the outcome of a funding submission (expression of interest) lodged under the Queensland Government Growing Future Tourism Program (GFT) in April 2024:

	Project value	GFT funding sought
Construction of walking trails on Mt Glen Rock, Esk, carparking and interpretive and wayfaring signage	\$2,658,600	\$1,329,300

- Council is awaiting the outcome of a funding application lodged under the Australian Government Community Energy Upgrades Fund Round 1 (CEUF) in April 2024:

	Project value	CEUF funding sought
LED streetlighting conversion model for regional Queensland	\$1,555,792	\$777,896

- Council is awaiting the outcome of a funding application lodged under the Australian Government's Disaster Ready Fund (DRF) for the following project in March 2024:

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

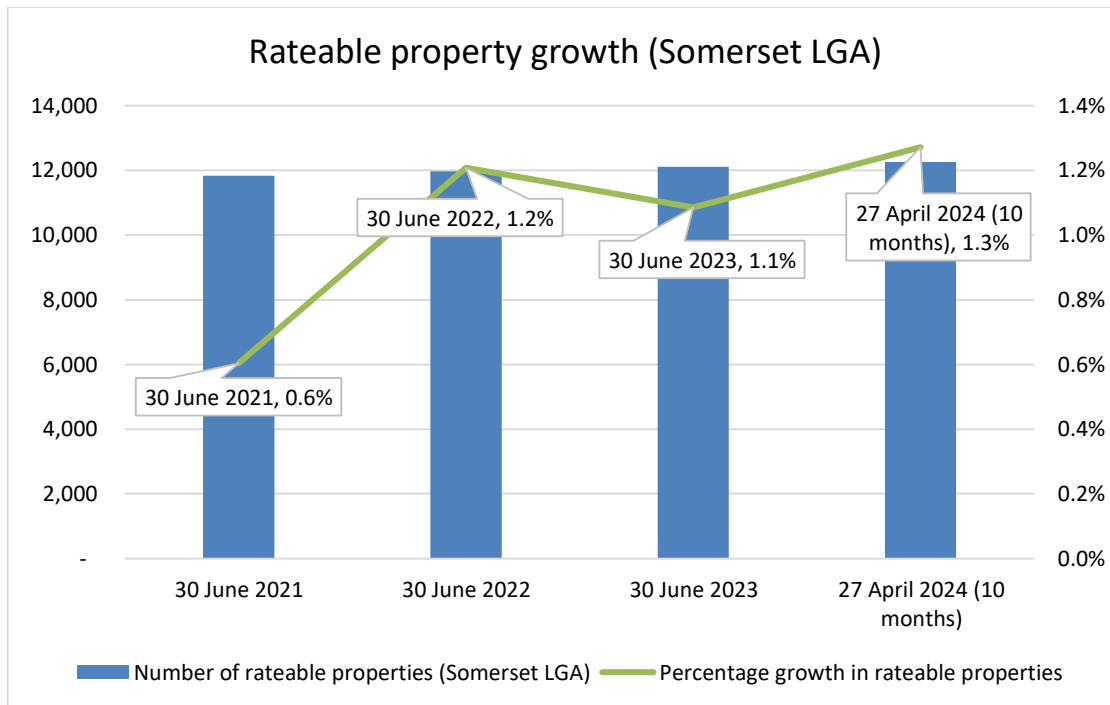
- Council is awaiting the outcome of funding applications lodged under the Queensland Resilience and Risk Reduction Fund (QRRRF) in October/November 2023. Queensland Reconstruction Authority officers have confirmed that they are still assessing these applications:

	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 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).
- Council has applied for an extension of time on a Queensland Government grant funded project for the Kilcoy Rehabilitation upgrade.

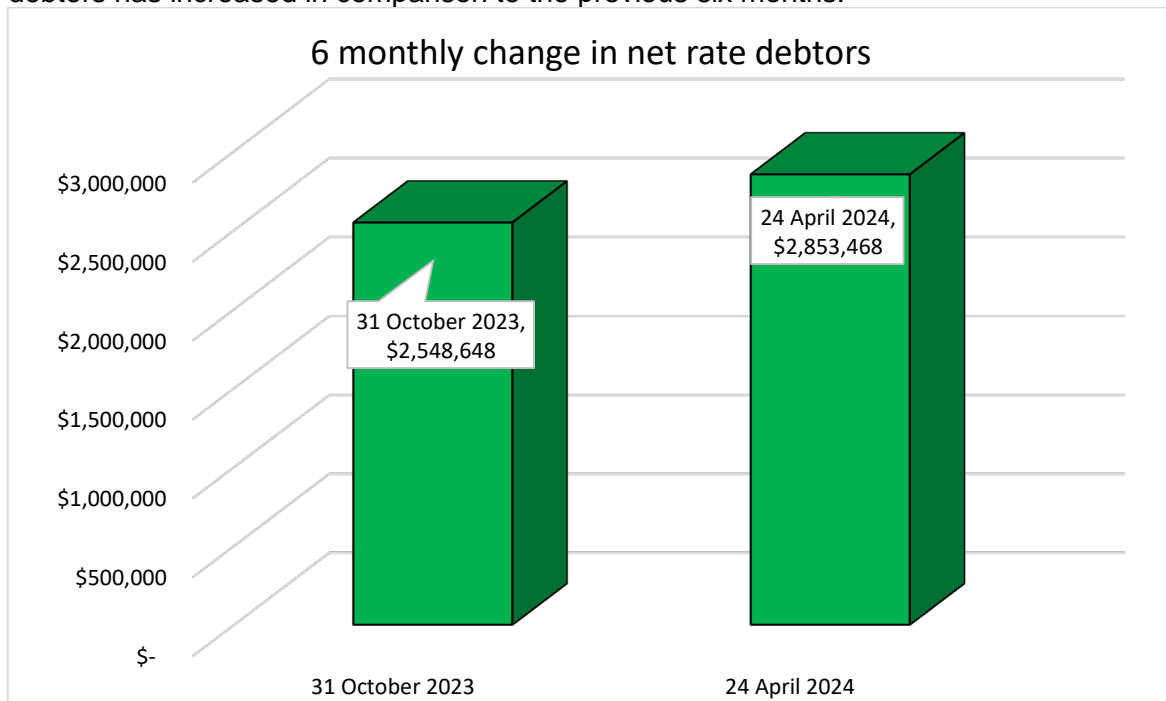
Growth

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 ten months of FY2024 exceeds the percentage growth of the whole of FY2023.



Rates

Council issues rate notices each six months. The following chart shows that the total rate debtors has increased in comparison to the previous six months:



Council officers are preparing notices of intention to sell land for overdue rates or charges for 33 properties consistent with the resolution of Council of 24 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 \$317 on average for every rateable property in Somerset. After ten months, actual interest revenue is \$299 per rateable property compared to pro rata budget of \$262 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 (\$)
Tooloorum Rd (flood repairs) 07752Ch3000-Ch6620	131	36
Mount Byron Rd (flood repairs) 07927Ch10960-Ch12850	119	63
Kangaroo Ck Rd (flood repairs) 03180Ch3220-Ch6820	112	31
Diaper Rd (flood repairs) 08661Ch0-Ch2200	101	46
Western Branch Rd (flood repairs) 08642Ch22640-Ch25070	96	40
Diaper Rd (flood repairs) 08662Ch2200-Ch4250	95	46
Monsildale Rd (flood repairs) 08545Ch1530-Ch3750	91	41
Reinbotts Rd CulvCh0.4	86	
Stirlings Rd (flood repairs) 07785Ch550-Ch3000	82	33
Western Branch (flood repairs) 08639Ch19880-Ch21920	81	40
Hine Rd Ch0.57 Hine Rd Br No2	78	
Highwood La (flood repairs) 07967Ch4490-Ch6690	78	35
Loughrans Rd (flood repairs) 05629Ch0-Ch2200	78	35
Westvale Rd (flood repairs) 08135Ch1350-Ch2420	76	71
Eastern Branch Rd (flood repairs) 08554Ch870-Ch2720	75	41
Gunyah St (bitumen) Mtc390m	74	
Banks Ck Rd (flood repairs) 05482Ch5040-Ch8210	74	23
Highwood La (flood repairs) 07966Ch2630-Ch4490	73	39
Banffs La (flood repairs) 05618Ch20-Ch2070	71	35
Larsens Rd (flood repairs) 05607Ch3890-Ch5940	71	35
Sim Jue Creek Rd (flood repairs) 07758Ch1120-Ch3120	69	34
Diaper Rd (flood repairs) 08663Ch4280-Ch5750	68	46
Glenhowden Rd (flood repairs) 08290Ch2430-Ch4480	68	33
Wanora Rd (bitumen) Mtc2762m	67	
Kraschnefskis Ln (flood repairs) 00629Ch10-Ch10	67	
Kennedys Rd (flood repairs) 08128Ch1850-Ch3390	66	43
Subtotal (\$000's)	3,039	

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

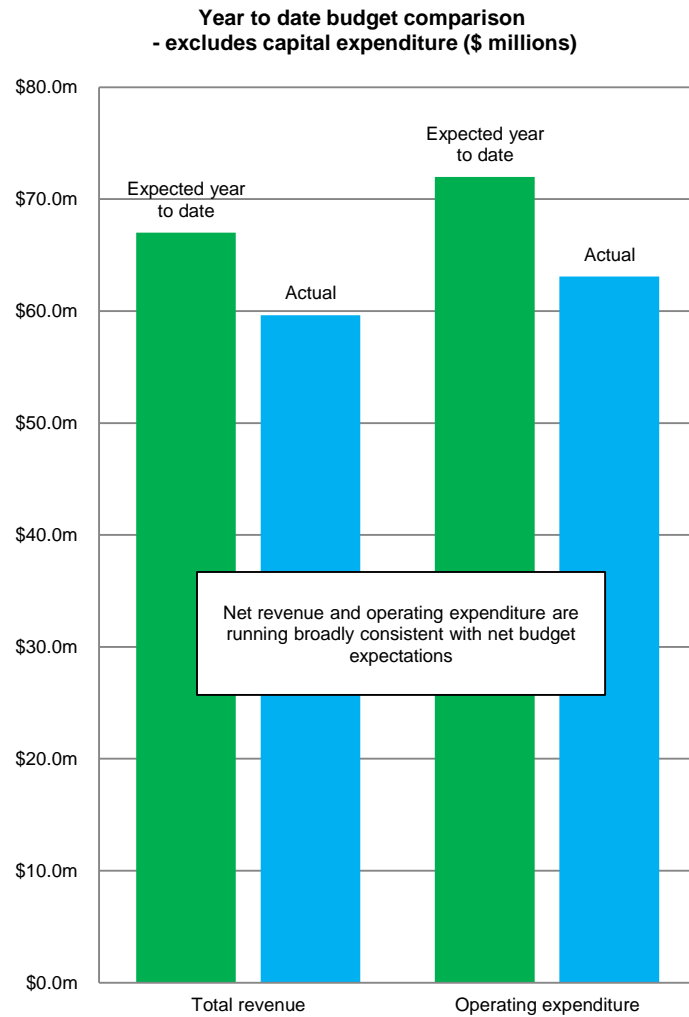
Financial reports and payment listings

Recommendation

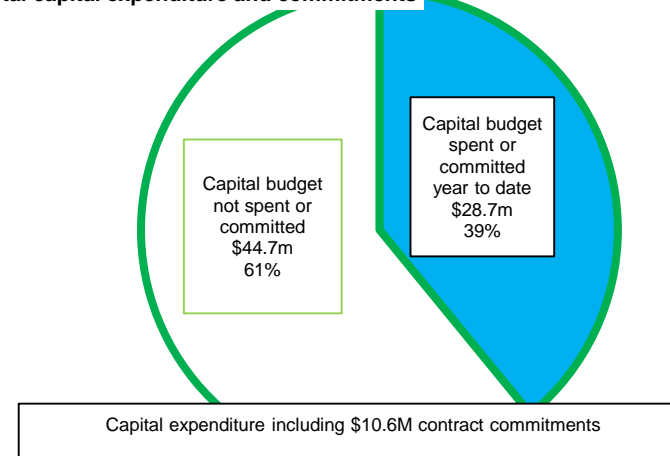
THAT Council receive the financial reports for 1 July 2023 to 26 April 2024 and the report on payments processed from 26 March 2024 to 23 April 2024 totalling \$14,912,617.76 and that the contents be noted.

Operating and capital financial summary - provisional, unaudited
Period 1 July 2023 to 24 April 2024

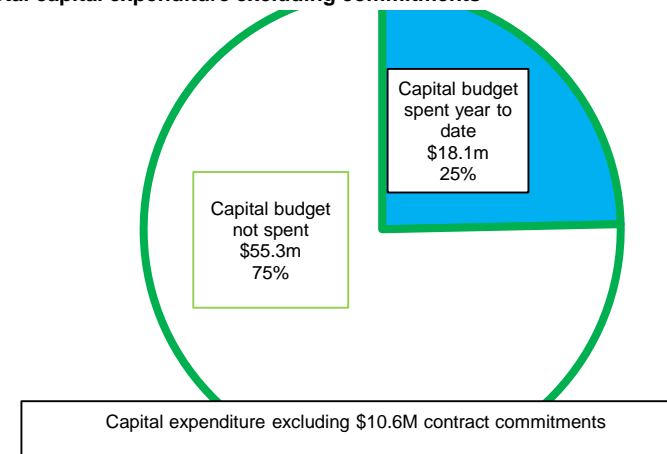
Percentage of year completed = 82%



Total capital expenditure and commitments



Total capital expenditure excluding commitments



Somerset Regional Council**Balance sheet****As at 24 April 2024**

Unaudited - for internal purposes only - pending accrual adjustments

	30 June 2023	24 April 2024	Change
	\$000's	\$000's	
Assets			
Operating and trust cash to account	58,397	46,301	
Rate debtors	1,269	2,853	
Other receivables	57,470	54,791	
Investment in Urban Utilities	30,726	30,726	
Inventories	746	1,039	
Property, plant, equipment, work in progress, land	453,718	462,253	
Total assets	602,326	597,963	
Liabilities			
Trade creditors, accruals and other liabilities	38,264	37,365	
Total liabilities	38,264	37,365	
Net community assets	564,062	560,598	-1%

Somerset Regional Council
Operating results
Period 1 July 2023 to 24 April 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	32,459	(4,977)	(3,455)	1,522	
Total revenue	92,096	67,000	59,639	(7,361)	-8%
Capital grants and subsidies	37,220	16,027	16,178	151	\$19.3M cash is held in unacquitted grants for projects not yet finalised
Operating revenues	54,876	50,973	43,461	(7,512)	-14%
Operating grants and subsidies	5,373	4,177	961	(3,216)	FY24 Financial Assistance Grant was 96% prepaid in June 2023
Other revenue	2,050	1,974	2,216	242	
Nett rates and charges	30,660	30,660	30,500	(160)	
Interest earned	3,892	3,218	3,660	442	
Contributions from developers and others	-	-	-	-	
Profit/ (loss) on disposal of non-current assets	-	-	-	-	
Dividend/ tax equivalent - UU	1,968	1,177	1,139	(38)	
Fees and charges	2,078	1,839	2,059	221	
Contract works revenue	8,855	7,928	2,926	(5,002)	Contract works commissioned by State are lower than expected including any component of SEQ City Deal Brisbane Valley Highway funding
Operating expenditure	59,637	71,977	63,094	8,883	15%
Labour, plant and materials - operating purposes	48,325	62,624	53,891	8,733	
Depreciation (interim)	11,312	9,353	9,203	150	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 24 April 2024

Pay Period from - 01-Jul-23

Pay Period to - 24-Apr-24

Period elapsed - 82%

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	(7,366)	(6,526)	(5,925)	601	Within expected limits
4000-0002	CORPORATE SUPPORT	(2,742)	(2,457)	(1,986)	471	Within expected limits
4056-1000	Sundry Income	2	2	41	39	
4058-1000	Old Govt Agency Program revenue	77	77	113	36	
4110-2000	Corporate labour costs	(1,251)	(1,034)	(850)	184	
4120-2000	Corporate costs other than labour	(615)	(509)	(359)	150	
4121-2000	Insurance - property/ public liability	(383)	(383)	(384)	(1)	
4124-2000	Subscriptions	(77)	(77)	(74)	3	
4130-2000	Corporate buildings repairs and maintenance	(34)	(28)	(32)	(4)	
4760-2000	Operating costs - information technology	(568)	(469)	(395)	74	
4710-2000	Hardware - information technology	(43)	(36)	(46)	(10)	
4999-2000	Internal cost allocations	149				
4508-0002	SOMERSET CIVIC CENTRE	(601)	(497)	(472)	25	Within expected limits
4508-1000	Esk Somerset Civic Centre revenue	40	33	72	39	
4508-2000	Esk Somerset Civic Centre operations	(641)	(530)	(544)	(14)	
4300-0002	LIBRARIES	(1,094)	(905)	(757)	148	Within expected limits
4320-1000	Grant for library book purchases	126	104	94	(10)	
4320-2000	Purchase of new library books	(126)	(104)	(80)	24	
4355-2000	Other operating expenses - libraries	(169)	(140)	(90)	50	
4325-1000	Library operational grants	12	10	20	10	
4325-2000	Library operational grant expenditure	(9)	(7)	(14)	(7)	
4330-1000	Sundry Income - libraries	9	7	4	(3)	
4365-2000	Repairs and maintenance expenses - libraries	(59)	(49)	(51)	(2)	
4350-2000	Labour costs - libraries	(878)	(726)	(640)	86	
COUNCIL PROPERTIES - Income						
4565-1000	Coominya refuse and recycling facility	4	3	7	4	Within expected limits
4515-1000	Esk (Farm Supplies Shed) Neilsen Place	43	35	38	3	
4541-1000	Esk Motorola Tower Lakeview Park		9	9		
4522-1000	Esk Racecourse Showgrounds	2	2	3	1	
4561-1000	Fernvale billboard/ Fernvale sports park users	11	9	11	2	
4547-1000	Fernvale Campdraft Grounds	5	4	3	(1)	
4558-1000	Fernvale communications tower sites	73	61	78	17	
4543-1000	Fernvale Community Hall	7	6	8	2	
4534-1000	Fernvale Futures Complex	18	15	3	(12)	
4566-1000	Fernvale UU lease - L99 CC3429 - Ferny Gully	1	1		(1)	
4514-1000	Grazing Rights - various rural properties	28	23	12	(11)	
4578-1000	Kilcoy communications tower site	9	7		(7)	
4594-1000	Kilcoy Information Centre/ Healthy Land and Water lease	12	10	13	3	
4582-1000	Kilcoy Memorial Hall	11	9	8	(1)	
4586-1000	Kilcoy Motocross Club	2	2	2		
4575-1000	Kilcoy Showgrounds	46	38	71	33	
4579-1000	Kilcoy Yowie Park concessions (eg food vans)	2	1	1		
4532-1000	Lowood Enterprise Centre	28	23	24	1	
4533-1000	Railway Corridor Land - various locations	8	6	1	(5)	
4505-1000	Railway Street Lowood - various business premises	20	16		(16)	
4530-1000	Somerset Dam Coronation Hall - hire charges	15	12	11	(1)	
4512-1000	Tennis Clubs	3	2		(2)	
4567-1000	Wivenhoe Pocket NBN lease	12	10	13	3	
4500-0002	COUNCIL PROPERTIES - Expenditure	(901)	(743)	(942)	(199)	Within expected limits
4520-2000	Buildings on railway land	(141)	(117)	(151)	(34)	Railway station refurbishments exceed prorata budget
4530-2000	Coronation Hall Somerset Dam	(23)	(19)	(42)	(23)	Higher than expected cleaning contract rates
4504-2000	Esk racecourse showground	(72)	(60)	(63)	(3)	
4524-2000	Esk Heap Street former fire station	(3)	(2)		2	
4548-2000	Fernvale campdraft grounds	(66)	(54)	(33)	21	
4543-2000	Fernvale community hall	(18)	(15)	(32)	(17)	Higher than expected ground maintenance hours
4559-2000	Fernvale PCYC	(157)	(129)	(108)	21	
4585-2000	Kay Avery Place Kilcoy	(30)	(25)	(6)	19	
4583-2000	Kilcoy Memorial Hall	(27)	(22)	(43)	(21)	Unbudgeted catering equipment purchase
4576-2000	Kilcoy racecourse showgrounds	(134)	(111)	(191)	(80)	Unbudgeted water upgrade (contributed to by Kilcoy Race Club)
4578-2000	Kilcoy sports centre operations - indoor	(94)	(77)	(73)	4	

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
Unaudited - for internal purposes only
Period 1 July 2023 to 24 April 2024

Pay Period from - 01-Jul-23

Pay Period to - 24-Apr-24

Period elapsed - 82%

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)	
4580-2000	Kilcoy sports centre operations - Hopetoun fields	(18)	(15)	(60)	(45)	Unbudgeted upgrade to irrigation system
4595-2000	Lowood Community Centre Peace St	(1)		(1)	(1)	
4523-2000	Lowood Recreation Complex	(32)	(26)	(96)	(70)	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)	(5)	(3)	2	
4587-2000	Sheepstation Hall site	(1)	(1)		1	
4528-2000	Storage building - 82 Ipswich St Esk costs	(0)				
4538-2000	Tennis assets	(41)	(34)	(21)	13	
4536-2000	Toogoolawah gym	(29)	(24)	(15)	9	
4506-2000	Toogoolawah old water treatment plant	(6)	(5)	(3)	2	
4600-0002	COMMUNITY/ CULTURE/ RECREATION	(1,366)	(1,382)	(1,385)	(3)	Within expected limits
4605-1000	Grants - social services program - ongoing	254	210	224	14	
4662-1000	Grants - social services program - once off			10	10	
4680-2000	Youth development program - expenditure	(147)	(121)	(56)	65	
4660-2000	Operating expenses - social services program	(175)	(145)	(294)	(149)	Includes housing need analysis and expenditure to acquit prior year grants
4663-2000	Localised Mental Health Initiative Costs			(17)	(17)	Previous year grant funded
4615-1000	Community recovery officer - grant	300				Grant unlikely to be able to be acquitted due to restrictions on use imposed
4615-2000	Community recovery officer - expenditure	(149)	(123)	(122)	1	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)	(33)	(36)	(3)	
4620-1000	Condensery grants - various revenue			54	54	
4657-2000	Condensery grants - various expenditure			(32)	(32)	
4557-2000	Toogoolawah Condensery/ gallery	(272)	(225)	(264)	(39)	
4650-2000	Grants to community groups (CAG)	(183)	(151)	(91)	60	
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			(19)	(19)	
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)	(390)	(518)	(128)	Unbudgeted pool tiling/ safety signage and Twah pool design work
4665-2000	Sport and recreation program	(377)	(311)	(203)	108	
4667-1000	Somerset Rail Trail Classic - revenue	10	10	35	25	
4674-2000	Somerset Rail Trail Classic - expenditure	(41)	(41)	(97)	(56)	
4672-2000	Sport+Recn Participant Program costs	(73)	(60)	(68)	(8)	
	MARKETING AND PROMOTION	(1,019)	(846)	(699)	147	Within expected limits
4555-2000	Esk Visitor Information Centre	(216)	(179)	(103)	76	
4556-2000	Fernvale Visitor Information Centre	(159)	(131)	(184)	(53)	
4554-2000	Kilcoy Visitor Information Centre	(180)	(149)	(158)	(9)	
4570-1000	Promotions revenue			33	33	
4570-2000	Promotions - other expenses	(428)	(354)	(268)	86	
4655-1000	Australia Day Community Grant			10	10	
4653-2000	Australia Day costs	(20)	(20)	(28)	(8)	
4652-2000	Community events and celebrations	(16)	(13)	(1)	12	
5000-0002	PROGRAM - HUMAN RESOURCES/ CUSTOMER SERVICE	(2,697)	(2,232)	(2,083)	149	Within expected limits
5003-1000	Grants Traineeships	150	122	75	(47)	Fewer traineeships than expected
5110-2000	Labour costs/ customer service	(908)	(751)	(686)	65	
5150-2000	Labour costs/ human resources	(1,079)	(892)	(811)	81	
5160-2000	Other expenses - human resources	(325)	(268)	(177)	91	
4140-2000	Fringe Benefits Tax	(116)	(96)	(67)	29	
5161-2000	Personal protective items	(169)	(140)	(150)	(10)	
5170-2000	Staff training	(250)	(207)	(267)	(60)	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 24 April 2024

Pay Period from - 01-Jul-23

Pay Period to - 24-Apr-24

Period elapsed - 82%

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)	
6000-0001	PROGRAM - FINANCE	35,452	34,960	31,741	(3,219)	Within expected limits
6105-1000	General rates	29,171	29,171	28,757	(414)	Unexpected valuation cancellations/ reductions
6115-1000	Internal rates	(108)	(108)	(116)	(8)	
6125-1000	Interest on rates and charges	135	111	152	41	
6135-1000	Discount on general rates	(3,914)	(3,914)	(3,746)	168	
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	46	47	1	
6116-2000	State Govt Emergency Management Levy expense	(31)	(31)	(30)	1	
6145-1000	State pensioner rate subsidy			(3)	(3)	
6147-1000	Council pensioner rate subsidy	(2)	(2)	(2)		
4060-1000	Property search fee revenue	367	303	289	(14)	
6205-1000	Financial assistance grants	4,397	3,636	144	(3,492)	Grant was 94% prepaid to Council in June 2023
6279-1000	Interest income	3,757	3,107	3,508	401	
6280-1000	Share of profit - Urban Utilities	1,378	689	496	(193)	
6281-1000	Urban Utilities tax equivalent receipts	590	488	643	155	
6450-2000	Labour costs/ finance	(1,667)	(1,378)	(1,332)	46	
6520-2000	State valuations + other operating	(214)	(177)	(80)	97	
4455-2000	Stores operations	(15)	(12)	1	13	
6530-2000	Audit	(143)	(118)	(135)	(17)	
6601-2000	Merchant fees/ bank charges	(80)	(66)	(66)		
6625-2000	Bad & doubtful debts	(6)				
6805-2000	Annual leave	(1,499)				
6815-2000	Long service leave	(359)				
6820-2000	Public holidays	(725)	(580)	(530)	50	
6825-2000	Superannuation	(2,153)	(1,780)	(1,737)	43	
6810-2000	Sick leave	(637)	(527)	(389)	138	
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			(7)	(7)	
6840-2000	Wet weather	(117)	(97)	(61)	36	
6845-2000	Floating plant & loose tools	(61)	(50)	(92)	(42)	
6998-2000	Employee oncost recoveries	6,315	5,222	5,139	(83)	
7000-0001	PROGRAM - OPERATIONS	12,804	(26,924)	(24,027)	2,897	Within expected limits
7000-0002	DISASTER MANAGEMENT	(216)	(65)	(6)	59	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)	(316)	(319)	(3)	
7044-2000	Bushfire expenditure	(10)	(8)	(10)	(2)	
7034-2000	Other disaster management expenses	(425)	(352)	(323)	29	
7036-2000	SES plant and equipment internal hire	(76)	(76)	(69)	7	
7040-2000	Other operating expenses - SES	(64)	(53)	(38)	15	
7100-0001	ENGINEERING OFFICE	19,955	(4,204)	(3,690)	514	Within expected limits
7106-1000	Grant - Roads to Recovery	988	636	636		
7110-1000	Grant - Preparing Australian Communities Program	3,546				Funded job not completed
7111-1000	Grant - Regional Roads/ TIDS	634	329	329		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		
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				

SOMERSET REGIONAL COUNCIL

Variance Reports

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7139-1000	Disaster Ready Fund	1,021				Funding confirmed but no funding agreement offered Funded job not completed
7107-1000	Black Summer Bushfire Recovery Competitive Grants	1,550				
4614-1000	LGGSP - Rooftop solar installations stage 2	62				
7565-1000	RecoveryResilienceGrant SRC0084.2122		400	400		
7127-1000	Cash Contributions Developers			(24)	(24)	
7150-2000	Labour costs - engineering office	(2,090)	(1,728)	(1,508)	220	
7160-2000	Other operating expenses - engineering	(776)	(642)	(431)	211	
7415-2000	Operating expenses - depots	(262)	(217)	(238)	(21)	
7299-2000	Maintenance internal transfers	202				
7170-2000	Depreciation - roads	(6,548)	(5,415)	(5,328)	87	
7171-2000	Depreciation - underground drains	(400)	(331)	(325)	6	
7172-2000	Depreciation - bridges	(972)	(804)	(791)	13	
7173-2000	Depreciation - paths	(459)	(379)	(373)	6	
7180-2000	Depreciation - other buildings	(1,227)	(1,014)	(998)	16	
7200-0002	MAINTENANCE	(6,147)	(23,139)	(20,881)	2,258	Within expected limits
7200-0003	Road street and bridge maintenance	(2,686)	(20,199)	(18,234)	1,965	Within expected limits
7220-2000	Street maintenance	(1,047)	(866)	(1,084)	(218)	
7270-2000	Rural road maintenance	(6,180)	(5,110)	(2,807)	2,303	Costs transferred to flood restoration
7561-1000	Flood restoration - grants	4,734	9,701	9,701		
7569-2000	Flood restoration - expenditure		(23,765)	(23,765)		
7230-2000	Footpaths and bikeways maintenance	(113)	(93)	(170)	(77)	Unbudgeted upgrade in Moore
7360-2000	Gravel operations (own roads) - nett (cost) or recovery			(5)	(5)	
7310-2000	Bridge maintenance	(80)	(66)	(104)	(38)	
7320-0003	Town and village facilities	(3,847)	(3,172)	(2,759)	413	Within expected limits
7330-2000	Town stewardship/ parks and gardens	(2,115)	(1,749)	(1,496)	253	
7333-2000	Maintenance - public conveniences	(977)	(808)	(614)	194	
7210-2000	Street lighting	(290)	(240)	(236)	4	
7346-1000	Maintenance rail corridor land - income	56	56	60	4	
7825-1000	Cemetery revenue	194	160	161	1	
7870-2000	Cemetery expenditure	(353)	(292)	(280)	12	
7321-2000	Water supplied to council	(183)	(151)	(155)	(4)	
7322-2000	Sewerage services to council	(104)	(86)	(126)	(40)	
7336-2000	Vandalism	(25)	(21)	(42)	(21)	
7337-2000	CCTV operations	(24)	(20)	(12)	8	
7345-2000	Maintenance of skate parks	(25)	(21)	(19)	2	
7400-0003	Workshop and depots	385	232	112	(120)	Within expected limits
7425-1000	Fuel rebates	88				
7416-2000	Two Way Radio Site Rental Costs	(4)	(4)	(3)	1	
7430-2000	Depreciation - plant	(1,463)	(1,209)	(1,190)	19	
7431-2000	Tyres and batteries	(120)	(99)	(114)	(15)	
7432-2000	Registration	(88)	(88)	(92)	(4)	
7433-2000	Workshop wages	(622)	(514)	(552)	(38)	
7435-2000	Vehicle leasing and plant hire	(436)	(360)	(380)	(20)	
7434-2000	Fuel and oil	(1,110)	(918)	(969)	(51)	
7436-2000	Parts and outside labour	(451)	(373)	(486)	(113)	
7449-2000	Internal plant recoveries	4,592	3,797	3,898	101	
7500-0002	RECOVERABLE WORKS	1,948	1,726	(197)	(1,923)	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)	(3,018)	(242)	
7556-1000	Main Roads capital works - revenue	5,350	4,424	54	(4,370)	Less work contracted by State DTMR to council than expected
7556-2000	Main Roads capital works - expenditure	(4,066)	(3,362)	(14)	3,348	As above
7530-1000	Recoverable works revenue - other	7	6	16	10	
7580-2000	Recoverable works costs - other	(10)	(8)	(31)	(23)	
7900-0002	WASTE MANAGEMENT	(2,735)	(1,242)	747	1,989	Within expected limits
7905-1000	Garbage charges	4,251	4,251	4,334	83	
7925-1000	Waste fees - domestic waste	30	25	23	(2)	
7926-1000	Waste fees - commercial waste	1	1		(1)	
7927-1000	Waste income - recycling	80	66	113	47	
7942-2000	State Waste Levy	(263)	(217)	(115)	102	
7940-2000	Operating expenses - waste management	(3,453)	(2,855)	(1,126)	1,729	Kilcoy landfill rehabilitation project is not yet complete
7939-2000	Waste collection contract portion	(2,796)	(2,312)	(2,284)	28	

SOMERSET REGIONAL COUNCIL
Variance Reports
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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7943-2000	Depreciation - refuse management	(244)	(201)	(198)	3	
7950-2000	Waste Mgt Internal Transfers	(343)				
8000-0001	PROGRAM - PLANNING/ DEVELOPMENT	(3,985)	(2,800)	(1,896)	904	Within expected limits
7960-0002	REGULATORY - ENVIRONMENT - HEALTH	(2,223)	(1,636)	(1,173)	463	Within expected limits
	Regulatory services					
7965-1000	Animal fees		106	106		
7831-1000	Fines - infringement notices	15	12	30	18	
7980-1000	Kennels amenity special charge	18	18	18	(0)	
7970-2000	Local laws labour and plant costs	(692)	(572)	(387)	185	
7975-2000	Other local laws costs	(55)	(45)	(37)	8	
	Environment					
7840-1000	Environmental levy	501	501	505	4	
7844-1000	Other environmental revenue			3	3	
7815-1000	Quickspray hire	10	8	3	(5)	
8145-2000	Natural resource management	(266)	(220)	(138)	82	
7860-2000	Other operating expenses - health and environment	(11)	(9)	(6)	3	
7845-2000	Tree Planting			(26)	(26)	
7885-2000	Pest management costs	(1,242)	(1,027)	(865)	162	
8171-2000	Other environmental expenditure	(40)	(33)	(48)	(15)	
7881-2000	Wild animal bounties	(19)	(16)	(9)	7	
	Public health					
7809-1000	Domestic water carrier permits	2	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)	(399)	(359)	40	
8000-0002	ECONOMIC DEVELOPMENT	(268)	(221)	62	283	Within expected limits
8051-2000	Lowood development properties	(1)	(1)		1	
8052-2000	Other economic development	(266)	(220)	(92)	128	
8023-1000	DESBT LLER SmallBusinessBoostProgram			200	200	
8023-2000	DESBT LLER SmallBusinessBoostProgram			(46)	(46)	
8100-0002	LAND USE PLANNING	(1,582)	(1,015)	(856)	159	Within expected limits
8120-1000	Fees and charges - planning	661	547	832	285	
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)	(53)	(18)	35	
8155-2000	Labour costs - planning	(1,343)	(1,110)	(926)	184	
4160-2000	Legal expenses	(420)	(347)	(682)	(335)	
8156-2000	Planning consultants	(120)	(99)	(114)	(15)	
8200-0002	BUILDING SERVICES	88	72	71	(1)	Within expected limits
8220-1000	Fees and charges - building	720	595	539	(56)	
7854-2000	Seqwater - wastewater risk mitigation expenditure			(17)	(17)	
8255-2000	Labour costs - building	(619)	(512)	(445)	67	
8265-2000	Other operating expenses - building	(14)	(11)	(6)	5	
9000-0002	PROGRAM - EXECUTIVE	(1,750)	(1,455)	(1,265)	190	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)	(667)	(651)	16	
9065-2000	Labour costs - executive	(695)	(575)	(573)	2	
9070-2000	Other operating costs - executive	(204)	(169)	(26)	143	

Somerset Regional Council
Capital works / actual versus budget
Period 1 July 2023 to 24 April 2024
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TOTAL BUILDINGS AND STRUCTURES	6,807	2,764	1,202	3,966	2,841	Within expectations
Animal Pound Large - Relocate to Esk	-	1	-	1	(1)	
Consult Implement Contractor Mgmt Framework	25	7	15	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	-	15	-	15	(15) }	
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	-	14	26	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	4	4	4	
Solar_LGGSP_Esk Visitor Information Centre	12	5	1	6	6	
Solar_LGGSP_Esk SES	2	0	1	1	1	
Solar_LGGSP_Fernvale Community Hall	-	0	1	1	(1)	Prior year grant funded project
Solar_LGGSP_Kay Avery Place Kilcoy	8	4	1	4	4	
Solar_LGGSP_Twah Library	8	4	1	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	-	39	3	42	(42)	
Kilcoy Showground Constr Ferling Way	220	-	-	-	220	
Kilcoy - Regional Entry Strategy Implementation	200	117	-	117	83	
Fernvale Memorial Park Master Planning	-	5	6	11	(11)	
Merryl Dray Shelters Flexible Funding grant	142	106	-	106	36	
Lowood - Lowood Pool Renewal	806	814	44	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)	

Somerset Regional Council
Capital works / actual versus budget
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Esk Mountain to Mountain trails QLER	-	-	2	2	(2)	
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)	
Locker Water study/ contributions	-	40	58	98	(98)	
Esk Football Grounds Irrigation MIP	89	171	48	219	(131)	Grant funded
Lowood Recreation Complex MIP upgrades	265	34	5	39	226	Grant funded
Lowood Rec Complex Drain Bridge Stabilisation	40	8	29	36	4	
Parslow Pk Upgrade Playground	150	-	-	-	150	
Pipeliners Pk Refurb Esk Amenities	300	27	244	271	29	
Clock Park Lowood Refurb Amenities	170	-	-	-	170	
Daguiar Hwy Main St Moore CCTV Camera	25	23	-	23	2	
Kilcoy CBD Streetscape Design	50	3	2	5	45	
Lowood Futures Stg1 Design Cons SEQ City Deal	400	4	22	26	374	Council resolution proposes SEQ City Deal funding
Esk Pipeliners 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	
RailTrailKiltoWoodfordInvestg	50	-	-	-	50	
Kilcoy Depot Safety Security Improvements	250	18	7	25	225	
Kilcoy Mem Hall Imp Ext Ldg/Bay	400	29	105	134	266	
Esk Animal Shelter Carport Washbay Fencing	20	-	-	-	20	
Esk Animal Shelter Security Fencing	40	35	-	35	5	
Lowood Depot Safety Security Improvements	150	19	13	32	118	
Lakeview Pk Shelter Picnic Table	30	-	30	30	-	
Fvale Spts Pk Oval Irrig	300	227	84	312	(12)	
Minden Pk Shelters Picnic Tables	70	-	51	51	19	
Coominya Amenities Upgrade	200	29	227	255	(55)	
Sandy Creek Crossing	-	56	6	62	(62)	
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	

Somerset Regional Council
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Toogoolawah Pool Rep Chlorine System to Salt	76	71	4	76	1	
Toogoolawah Pool Pool Depth Signage	-	14	-	14	(14)	
SEQ_CityDeal Brisbane Valley Highway safety contribution	-	4	-	4	(4)	
TOTAL ROAD Resealing	2,313	1,098	937	2,035	278	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	-	15	-	15	(15)	}
Ann St Esk Resealing	-	8	0	9	(9)	}
ArababyCreekRd Resealing	-	0	198	199	(199)	}
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	-	2	20	22	(22)	}
Bischoffs Rd Resealing	-	2	-	2	(2)	}
Braemore La Resealing	-	42	7	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	-	31	7	38	(38)	}
Chaille Rd Resealing	-	4	33	37	(37)	}
Colinton St Resealing	-	27	7	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	-	46	-	46	(46)	}
Gloucester Ct Resealing	-	-	10	10	(10)	}

Somerset Regional Council
Capital works / actual versus budget
Period 1 July 2023 to 24 April 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
Heap St Resealing	-	11	2	13	(13)	}
Highland St Resealing	-	37	12	49	(49)	}
Hopkins Pl Resealing	-	1	-	1	(1)	}
Huntley Rd Resealing	-	1	11	12	(12)	}
Ivory St Resealing	-	33	9	43	(43)	}
Kelly Ct Resealing	-	4	1	5	(5)	}
Latters La Resealing	-	44	2	47	(47)	}
Laurel St Resealing	-	1	19	20	(20)	}
Lowood SES Depot Resealing	-	1	-	1	(1)	}
Lowood Works Depot Resealing	-	20	17	37	(37)	}
Maronghi St Resealing	-	30	13	43	(43)	}
Mary St Esk Resealing	-	8	1	9	(9)	}
McConnel St Resealing	-	17	19	36	(36)	}
Neilsen Pl Resealing	-	11	1	13	(13)	}
Ostrofskis Rd Resealing	-	63	12	74	(74)	}
Outlook Dr Resealing	-	14	74	87	(87)	}
Pine Cr Resealing	-	4	47	51	(51)	}
Royal Dr Resealing	-	-	20	20	(20)	}
Russell St Esk Resealing	-	9	7	16	(16)	}
Sandy Creek Rd Mt Reseal	-	12	123	135	(135)	}
Sawmill La Resealing	-	8	-	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 Pl Resealing	-	-	5	5	(5)	}
Wells St Resealing	-	1	-	1	(1)	}
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	-	0	3	3	(3)	}
Pryce St Resealing	-	3	1	4	(4)	}
Wanora Rd Resealing	-	64	23	87	(87)	}
TOTAL ROAD CAPITAL	50,517	13,639	5,001	18,641	31,878	Within expectations
Banks Creek Rd (Savages crossing upgrade)	-	173	6	178	(178)	Grant funded

Somerset Regional Council
Capital works / actual versus budget
Period 1 July 2023 to 24 April 2024
Unaudited - for internal purposes only

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BVRT new Bike Rack	8	7	-	7	1	
Brown St Seal Ext + kerb/channel	150	0	-	0	150	
Bunney Rd Rehab Wide	100	-	-	-	100	
Burns St Widen and underground drain	450	-	-	-	450	
Clarendon Rd Rehab and Widen	1,665	526	581	1,107	558	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	3,449	1,179	4,628	(518)	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	105	2,053	2,158	(58)	Funded project - competitive SEQCSP- due September 2024
Mack St Widen+UDrain	-	-	3	3	(3)	
Main St Lowood Seal Widen+New Kerb	-	28	4	32	(32)	
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	71	1	72	9,931	Funded project - HVSP - Due 2027
Muckerts Ln widening (Bushfire mitigation)	670	454	217	671	(1)	
Murrumba Rd Renew Culvert	1,126	702	126	828	298	
Old Fernvale Rd Renew Culverts	40	31	-	31	9	
Prospect Street new path	-	1	-	1	(1)	
Cressbrook St Renew Culvert	150	-	19	19	131	

Somerset Regional Council
Capital works / actual versus budget
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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)	-	49	9	58	(58)	Grant funded
Ellen St Lowood Widen Kc	250	116	-	116	134	
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	-	-	-	250	
Peace St Lowood new Paths STIP	367	116	216	332	35	
Prenzlau Rd Wide Rehab	500	386	57	443	57	
Railway St Lowood UG drain	120	-	-	-	120	
Railway St Lowood NewPath	150	82	112	194	(44)	
Schroeder La SealExt	50	25	-	25	25	
Stanton St Kcy WideKcPath	200	191	2	193	7	
Wells St Rehab Path	103	100	5	105	(2)	
Wivenhoe Pocket Rd (Twin bridges recreation area)	-	56	-	56	(56)	Grant funded
MaryStEskRenewFootpath	-	1	-	1	(1)	
Royston St Kcy Pavement Rehab	370	215	2	217	153	
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	662	102	763	824	Funded project - competitive BSBP - due December 2024 - \$1M spent over two years
Wells St New Footpath	-	1	-	1	(1)	
William St New Underground Drain	190	30	2	32	158	
YowieParkRenewFootpath	75	11	5	16	59	

Somerset Regional Council
Capital works / actual versus budget
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TOTAL BRIDGES	12,316	21	553	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	551	572	6,428	Funded project - competitive BRP - due 2026
ScrubCreekRdBridgeCapex	5,266	-	-	-	5,266	Funded project - betterment
TOTAL PLANT	1,479	571	2,915	3,486	(2,008)	Lengthy Delivery Delays
Plant changeover	1,479	(111)		(111)		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		
WalkerModBTractor_2024.04p_10y	-	-	25	25		
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	-	154	-	154		
IsuzuFRR110_2023.02p_8y_held	-	154	-	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_	-	-	327	327		
UDTruckFelcoWaterTank2023.03p_	-	-	327	327		
UDTruckFelcoWaterTank2023.03p_	-	-	327	327		
UDQuonTruck_2024.0?p_8yr_???	-	-	292	292		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		

Somerset Regional Council
Capital works / actual versus budget
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SESFordRangerDCab4x4_2023.05p	-	-	88	88		
Lowood Rec Grnds CCTV_2024.06p_7y_he	-	9	0	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		
QuikSprayUnittwinRe_2024.01p_6	-	18	-	18		
TOTAL CAPITAL EXPENDITURE	73,432	18,094	10,609	28,703	44,731	Within expectations

Somerset Regional Council
Investment report
As at 24 April 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%	\$ 46,135,595
Mayoral Charity Ball account		\$ 59,741
Other cash balances		-\$ 894,800
Total operating and trust cash brought to account (unrestricted)		\$ 46,300,537

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	\$ 111,221	\$ 151,855
Year to date interest earnings on investments	\$ 3,757,148	\$ 3,106,872	\$ 3,508,430
Total interest revenue	\$ 3,891,648	\$ 3,218,093	\$ 3,660,285
Interest earned per rateable property	\$ 317	\$ 262	\$ 299

	State target (minimum)	Actual YTD
Unrestricted cash expense ratio	4	8

SOMERSET REGIONAL COUNCIL

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

PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



Line	Creditor	Payment including GST	Comments
1	CPM GROUP PTY LTD	\$ 1,083,992	Flood Restoration Contract Services - ref E000275
2	QLD FIRE AND EMERGENCY SERVICES	\$ 840,921	State Government Emergency Management Levy Contributions - ref E000261
3	A & M CIVIL CONTRACTING P/L	\$ 716,733	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref E000215
4	A & M CIVIL CONTRACTING P/L	\$ 513,911	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref E000287
5	CASH	\$ 501,828	Payroll Transaction - ref 1CASH22
6	ENERGEX LIMITED	\$ 497,646	Mains Electrical Work - ref E000276
7	CASH	\$ 489,391	Payroll Transaction - ref 1CASH21
8	BROWN CONTRACTORS	\$ 361,055	Contract Infrastructure/Road Works/ Plant Hire - ref E000241
9	HARVEY BLACK GROUP PTY LTD	\$ 335,718	Two Isuzu Trucks - ref E000293
10	NAB BUSINESS VISA	\$ 289,908	Credit Card Purchases - ref NAB MAR2
11	SILVERSTRAND DEVELOPMENTS PTY LTD	\$ 259,230	Civil Construction Services - ref E000269
12	ACQUIRED AWARENESS TRAFFIC	\$ 248,570	Traffic Control Equipment/ Services - ref E000284
13	IPSWICH WASTE SERVICES	\$ 237,928	Kerbside Waste And Other Services - ref E000313
14	IPSWICH WASTE SERVICES	\$ 237,507	Kerbside Waste And Other Services - ref 59782
15	HYDRO VISION PTY LTD	\$ 236,827	Plumbing Services/ Products - ref E000222
16	GHD PTY LTD	\$ 187,829	Asset Design, Assessment, Project Management Services - ref E000251
17	ALLENS ASPHALT PTY LTD	\$ 186,773	Asphalt Supply/ Services - ref E000286
18	GHD PTY LTD	\$ 185,140	Asset Design, Assessment, Project Management Services - ref E000214
19	DULLYS DESIGNER HOMES PTY LTD	\$ 176,499	Plant Hire/ Building Services - ref E000209
20	AUSTRALIAN TAXATION OFFICE	\$ 166,115	P A Y G Tax - Payroll Deductions - ref 1ATOPAY2
21	AUSTRALIAN TAXATION OFFICE	\$ 162,444	P A Y G Tax - Payroll Deductions - ref 1ATOPAY2
22	KARREMAN GROUP	\$ 152,986	Road Making Material/ Services - ref E000316
23	KING & COMPANY SOLICITORS	\$ 145,806	Legal Services - ref E000254
24	SOMERSET RURAL FIRES BRIGADES	\$ 123,063	Contribution To Rural Fire Brigades - ref E000348
25	KING & COMPANY SOLICITORS	\$ 112,178	Legal Services - ref E000319
26	BROWN CONTRACTORS	\$ 101,922	Contract Infrastructure/Road Works/ Plant Hire - ref E000274
27	A & M CIVIL CONTRACTING P/L	\$ 99,008	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref E000206
28	GHD PTY LTD	\$ 91,853	Asset Design, Assessment, Project Management Services - ref E000220
29	DANIEL BANDITT	\$ 88,674	Building Services - ref E000219
30	DEPARTMENT OF ENVIRONMENT &	\$ 80,190	State Waste Levy - ref E000301
31	PAYCLEAR	\$ 79,088	Superannuation Contributions - ref SGL PY1P
32	PAYCLEAR	\$ 77,977	Superannuation Contributions - ref SGL PY1P
33	BRISBANE VALLEY HIRE &	\$ 76,619	Plant Hire & Consumables - ref E000207
34	BELLWETHER CONSULTING	\$ 73,981	Engineering Consultancy - ref E000291
35	RPQ SPRAY SEAL PTY LTD	\$ 63,290	Road Sealing Material/ Services - ref E000346
36	KARREMAN GROUP	\$ 57,230	Road Making Material/ Services - ref E000253
37	MOORE DIGGERS & TIPPERS P/L	\$ 45,409	Plant Hire - ref E000326
38	GAT HAULAGE PTY LTD	\$ 44,261	Plant Hire - ref E000307
39	INSIGHT GIS	\$ 39,499	Mapping Software Services - ref E000311
40	BP AUSTRALIA PTY LTD	\$ 38,401	Fuel - ref 13096956
41	TOTAL BUILDING MAINTENANCE	\$ 38,278	Town Steward Services - ref E000340
42	RILCORP PTY LTD	\$ 37,238	Plant Hire - ref E000317
43	ORIGIN ENERGY	\$ 34,626	Electricity Supply - ref E000330
44	DANIEL BANDITT	\$ 34,071	Building Services - ref E000247
45	CONPLANT PTY LTD	\$ 32,992	Plant Hire/ Mechanical Parts/ Repairs - ref E000267
46	BELCO CUSTOM TRAILERS	\$ 30,820	Trailers - ref E000217
47	CITY OF IPSWICH	\$ 29,591	Long Service Leave Transfer - ref E000312
48	ECOSURE PTY LTD	\$ 29,027	Planning Consultancy/ Vegetation Maintenance - ref E000302
49	CONTOUR CONSULTING	\$ 28,154	Planning Consultancy - ref E000352
50	BROWN CONTRACTORS	\$ 26,906	Contract Infrastructure/Road Works/ Plant Hire - ref E000236
51	SHELL ENERGY RETAIL PTY LTD	\$ 26,157	Electricity Supplies Including Streetlighting - ref E000304
52	ADVANCED CLEANING	\$ 25,677	Cleaning Services - ref E000205
53	CASH	\$ 25,625	Payroll Transaction - ref 2CASH22
54	SHEPHERD SERVICES PTY LTD	\$ 25,465	Engineering/ Asset Management Services/ Equipment - ref E000347
55	CASH	\$ 24,601	Payroll Transaction - ref 2CASH21
56	RDH INTEGRATION SERVICES	\$ 24,399	Cctv/ Security/ Electrical Services - ref E000337
57	MT MARROW BLUE METAL	\$ 22,670	Road Making Materials - ref E000213
58	ONF SURVEYORS	\$ 22,448	Surveying/ Planning Services - ref E000329
59	LOCKYER VALLEY TRAFFIC	\$ 21,445	Traffic Control Equipment/ Services - ref E000323
60	TOYOTA FINANCE AUSTRALIA LTD	\$ 20,153	Vehicle Leasing - ref 1483701
61	JUST SPORTS N FITNESS	\$ 17,545	Pool Management Services - ref E000315
62	MAGIQ SOFTWARE LTD	\$ 17,528	Document Management System Services - ref E000256
63	GTC ENTERPRISES PTY LTD ATF	\$ 16,926	Concrete Products/ Services - ref E000308
64	THE UNIVERSITY OF QUEENSLAND	\$ 16,088	Economic Consultancy - ref E000233
65	SUMMIT AUTO LEASE AUST PTY LTD	\$ 15,748	Vehicle Leasing - ref 722433
66	TOOWOOMBA MOWER CENTRE PTY LTD	\$ 15,234	Plant Purchases - ref E000351
67	AUSTSPRAY ENVIRONMENTAL	\$ 14,557	Vegetation Management Services - ref E000290
68	SOMERSET HEALTH AND FITNESS	\$ 14,216	Sports Facility Management Services - ref E000212
69	SOMERSET HEALTH AND FITNESS	\$ 14,074	Sports Facility Management Services - ref E000338
70	DATACOM SYSTEMS (AU) PTY LTD	\$ 13,903	Ict Goods/ Services - ref E000300
Total largest 70 external payments		\$ 10,223,558	
Total payments		\$ 14,912,618	

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



TRNDATE	Method	REF	NAME	Detail	Amount
27-Mar-24	NonEFT	59777	QUEENSLAND AUDIT OFFICE	EXTERNAL AUDIT SERVICES	7,387.69
27-Mar-24	NonEFT	59778	URBAN UTILITIES	WATER / SEWERAGE SERVICES	11,450.80
27-Mar-24	NonEFT	59779	NK TRANSPORTATION P/L	ENGINEERING SERVICES	10,050.00
27-Mar-24	NonEFT	59780	TELSTRA LIMITED	TELECOMMUNICATIONS SERVICES	4,483.53
28-Mar-24	NonEFT	59781		RATES REFUND	2,075.82
28-Mar-24	NonEFT	59782	IPSWICH WASTE SERVICES	KERBSIDE WASTE AND OTHER SERVICES	237,507.27
28-Mar-24	NonEFT	59783		RATES REIMBURSEMENT	1,038.76
10-Apr-24	NonEFT	59784	DENISE BREMNER	COMMUNITY ASSISTANCE GRANT	250.00
10-Apr-24	NonEFT	59785	JULIE EADDY	COMMUNITY ASSISTANCE GRANT	500.00
10-Apr-24	NonEFT	59786	AMANDA GRIFFIN	COMMUNITY ASSISTANCE GRANT	250.00
10-Apr-24	NonEFT	59787	INFINITY INTERNATIONAL PTY LTD	FUEL	1,756.19
10-Apr-24	NonEFT	59788	RENEE O'SULLIVAN	COMMUNITY ASSISTANCE GRANT	250.00
10-Apr-24	NonEFT	59789	GINA SHARP	COMMUNITY ASSISTANCE GRANT	250.00
18-Apr-24	NonEFT	59790		RATES REFUND	12,598.64
19-Mar-24	EFT	320132	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	30.00
27-Mar-24	EFT	336692	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	350.00
16-Apr-24	EFT	717588	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	50.00
1-Apr-24	EFT	722433	SUMMIT AUTO LEASE AUST PTY LTD	VEHICLE LEASING	15,747.96
10-Apr-24	EFT	1437192	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	253.33
8-Apr-24	EFT	1483701	TOYOTA FINANCE AUSTRALIA LTD	VEHICLE LEASING	20,152.97
17-Apr-24	EFT	1536750	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	332.50
9-Apr-24	EFT	1598002	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	666.00
17-Apr-24	EFT	1598002	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	86.33
11-Apr-24	EFT	10163384	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	12,598.64
31-Mar-24	EFT	13096956	BP AUSTRALIA PTY LTD	FUEL	38,401.24
28-Mar-24	EFT	34831802	AUSSIE BROADBAND LIMITED	TELECOMMUNICATIONS SERVICES	3,641.21
1-Apr-24	EFT	58000046	LEASEPLAN	VEHICLE LEASING	3,720.92
27-Mar-24	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	340.00
8-Apr-24	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	162,444.00
22-Apr-24	EFT	1ATOPAY2	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	166,115.00
27-Mar-24	EFT	1CASH21	CASH	PAYROLL TRANSACTION	801.15
8-Apr-24	EFT	1CASH21	CASH	PAYROLL TRANSACTION	489,391.17
22-Apr-24	EFT	1CASH22	CASH	PAYROLL TRANSACTION	501,827.78
8-Apr-24	EFT	1CFMEUN2	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	251.30
22-Apr-24	EFT	1CFMEUN2	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	253.40
8-Apr-24	EFT	1CHILSU2	Child Support Agency	PAYROLL DEDUCTIONS	828.11
22-Apr-24	EFT	1CHILSU2	Child Support Agency	PAYROLL DEDUCTIONS	828.11
27-Mar-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	14.80
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	295.64
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,010.00
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,466.51
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,030.00
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	8,216.54
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	13,101.56
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	323.33
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	665.44
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	445.43
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	156.28
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	178.37
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	75.63
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	160.69
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	155.43
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	279.82
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	159.20
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	153.46
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	195.23
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	228.42
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	257.31
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
8-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	80.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	295.64
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,010.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,466.51
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	1,030.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	8,063.60
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	12,964.29
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	323.33

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



TRNDATE	Method	REF	NAME	Detail	Amount
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	646.25
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	423.68
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	143.84
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	171.70
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	69.54
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	164.13
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	151.39
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	279.68
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.80
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	148.24
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	174.93
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	255.06
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	257.31
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
22-Apr-24	EFT	1PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	80.00
8-Apr-24	EFT	1SUNSUP2	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1,107.57
22-Apr-24	EFT	1SUNSUP2	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1,062.60
8-Apr-24	EFT	2CASH21	CASH	PAYROLL TRANSACTION	24,601.17
22-Apr-24	EFT	2CASH22	CASH	PAYROLL TRANSACTION	25,625.01
8-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	217.15
8-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
8-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
8-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
8-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	260.58
22-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
22-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
22-Apr-24	EFT	2PAYCLE2	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	304.01
28-Mar-24	EFT	BPAY FEE	NATIONAL AUSTRALIA BANK	BANK CHARGES	4,524.08
26-Mar-24	EFT	E000205	ADVANCED CLEANING	CLEANING SERVICES	25,677.09
				CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	
26-Mar-24	EFT	E000206	A & M CIVIL CONTRACTING P/L		99,008.15
26-Mar-24	EFT	E000207	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	76,618.79
26-Mar-24	EFT	E000208	CARA-ANN SIMPSON	ART EVENT SERVICES	880.00
26-Mar-24	EFT	E000209	DULLYS DESIGNER HOMES PTY LTD	PLANT HIRE/ BUILDING SERVICES	176,499.01
26-Mar-24	EFT	E000210	ORIGIN ENERGY	ELECTRICITY SUPPLY	13,021.87
26-Mar-24	EFT	E000211		DA REFUND	4,657.38
26-Mar-24	EFT	E000212	SOMERSET HEALTH AND FITNESS	SPORTS FACILITY MANAGEMENT SERVICES	14,215.78
28-Mar-24	EFT	E000213	MT MARROW BLUE METAL	ROAD MAKING MATERIALS	22,670.09
				ASSET DESIGN, ASSESSMENT, PROJECT MANAGEMENT SERVICES	
28-Mar-24	EFT	E000214	GHD PTY LTD	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	185,139.64
4-Apr-24	EFT	E000215	A & M CIVIL CONTRACTING P/L		716,732.70
4-Apr-24	EFT	E000216	BASE ZERO	EVENT HIRE ITEMS	692.50
4-Apr-24	EFT	E000217	BELCO CUSTOM TRAILERS	TRAILERS	30,819.98
4-Apr-24	EFT	E000218	THE CONTENT DIVISION P/L	TOURISM WEBSITE CONSULTANT	2,530.00
4-Apr-24	EFT	E000219	DANIEL BANDITT	BUILDING SERVICES	88,673.61
				ASSET DESIGN, ASSESSMENT, PROJECT MANAGEMENT SERVICES	
4-Apr-24	EFT	E000220	GHD PTY LTD		91,853.36
4-Apr-24	EFT	E000221	GRAHAM RICHARDSON	ARCHITECTURAL SERVICES	6,765.00
4-Apr-24	EFT	E000222	HYDRO VISION PTY LTD	PLUMBING SERVICES/ PRODUCTS	236,827.28
4-Apr-24	EFT	E000223	IIP PTY LTD	PLANNING CONSULTANCY	4,991.25
4-Apr-24	EFT	E000224	IPSWICH GARAGE DOORS	DOOR SUPPLY/ MAINTENANCE	4,170.00
4-Apr-24	EFT	E000225	MCINNES WILSON LAWYERS PTY LTD	LEGAL SERVICES	11,162.17
4-Apr-24	EFT	E000226	ONF SURVEYORS	SURVEYING/ PLANNING SERVICES	3,300.00
4-Apr-24	EFT	E000227	OUT THERE CYCLING	BUS HIRE	1,200.00
4-Apr-24	EFT	E000228	PLUMBING & GAS ON DEMAND	PLUMBING SERVICES	1,425.50
4-Apr-24	EFT	E000229	PUBLIC GALLERIES QLD	MEMBERSHIP	260.00
4-Apr-24	EFT	E000230	QLEAVE	QLEAVE LEVY - CONSTRUCTION PROJECTS	4,287.00
4-Apr-24	EFT	E000231	SOMERSET BOBCAT & EXCAVATOR	PLANT HIRE	13,110.00
4-Apr-24	EFT	E000232	SOMERSET LIQUID WASTE	SEPTIC SERVICES	3,200.34
4-Apr-24	EFT	E000233	THE UNIVERSITY OF QUEENSLAND	ECONOMIC CONSULTANCY	16,087.50
4-Apr-24	EFT	E000234	YOUR CREATIVE PTY LTD	PROMOTIONAL PRODUCTS	10,945.00
4-Apr-24	EFT	E000235	RB & MD PEARCE	BUS HIRE	990.00
				CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	
4-Apr-24	EFT	E000236	BROWN CONTRACTORS		26,906.00
9-Apr-24	EFT	E000237	AJ PARKES & COMPANY PTY LTD	EVENT PRODUCTS	5,617.26

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



TRNDATE	Method	REF	NAME	Detail	Amount
9-Apr-24	EFT	E000238	BJM AIR-CONDITIONING &	AIRCONDITIONING/ ELECTRICAL SERVICES	1,001.00
9-Apr-24	EFT	E000239	BRISBANE CITY COUNCIL	LONG SERVICE LEAVE TRANSFER	6,309.66
9-Apr-24	EFT	E000240	BRISBANE VALLEY COURIERS	FREIGHT SERVICES	4,103.55
9-Apr-24	EFT	E000241	BROWN CONTRACTORS	CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	361,055.10
9-Apr-24	EFT	E000242	BRISBANE VALLEY DARTS ASSOC INC	CATERING SERVICES	1,000.00
9-Apr-24	EFT	E000243	BV SECURITY SERVICES (QLD) P/L	SECURITY SERVICES	11,023.10
9-Apr-24	EFT	E000244	DBC MECHANICAL SERVICES	VEHICLE TRANSPORT SERVICES	370.00
9-Apr-24	EFT	E000245	COATES HIRE OPERATIONS P/L	PLANT HIRE	3,810.91
9-Apr-24	EFT	E000246	CONTOUR CONSULTING	PLANNING CONSULTANCY	11,713.19
9-Apr-24	EFT	E000247	DANIEL BANDITT	BUILDING SERVICES	34,071.44
9-Apr-24	EFT	E000248	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	4,169.00
9-Apr-24	EFT	E000249	EYE SPY SECURITY QLD PTY LTD	SECURITY/ ALARM/ CCTV SYSTEM SERVICES	10,423.11
9-Apr-24	EFT	E000250	FRESHWATER PROJECTS P/L	PLUMBING SUPPLIES/ SERVICES	5,523.38
9-Apr-24	EFT	E000251	GHD PTY LTD	ASSET DESIGN, ASSESSMENT, PROJECT MANAGEMENT SERVICES	187,829.08
9-Apr-24	EFT	E000252	GTC ENTERPRISES PTY LTD ATF	CONCRETE PRODUCTS/ SERVICES	9,660.82
9-Apr-24	EFT	E000253	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	57,229.97
9-Apr-24	EFT	E000254	KING & COMPANY SOLICITORS	LEGAL SERVICES	145,805.66
9-Apr-24	EFT	E000255	LOWOOD SES FINANCIAL SUPPORT	CATERING SERVICES	317.52
9-Apr-24	EFT	E000256	MAGIQ SOFTWARE LTD	DOCUMENT MANAGEMENT SYSTEM SERVICES	17,527.85
9-Apr-24	EFT	E000257	NOISENET OPERATIONS PTY LTD	ACOUSTIC CONSULTANCY SERVICES	5,478.00
9-Apr-24	EFT	E000258	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	1,455.00
9-Apr-24	EFT	E000259	OZCRETE POOLS PTY LTD	SWIMMING POOL SERVICES/ GOODS	2,964.50
9-Apr-24	EFT	E000260	PICNIC SOCIETY	CATERING SERVICES	680.90
9-Apr-24	EFT	E000261	QLD FIRE AND EMERGENCY SERVICES	STATE GOVERNMENT EMERGENCY MANAGEMENT LEVY CONTRIBUTIONS	840,920.63
9-Apr-24	EFT	E000262	QUEENSLAND LOCAL GOVERNMENT	WORKCOVER INSURANCE	7,500.00
9-Apr-24	EFT	E000263	REGEN AUSTRALIA	VEGETATION MANAGEMENT SERVICES	1,846.90
9-Apr-24	EFT	E000264	S.E.T. PAINTING & CONTRACTING	PAINTING / MISCELLANEOUS BUILDING SERVICES	3,569.50
9-Apr-24	EFT	E000265	SOMERSET BOBCAT & EXCAVATOR	PLANT HIRE	4,417.50
9-Apr-24	EFT	E000266	SOMERSET LIQUID WASTE	SEPTIC SERVICES	350.00
9-Apr-24	EFT	E000267	YOWIE COURIERS	FREIGHT SERVICES	205.70
9-Apr-24	EFT	E000268	CRESSBROOK NEWS	NEWSPAPERS/ STATIONERY	566.58
9-Apr-24	EFT	E000269	SILVERSTRAND DEVELOPMENTS PTY LTD	CIVIL CONSTRUCTION SERVICES	259,230.30
9-Apr-24	EFT	E000270		BOND REFUND	486.00
9-Apr-24	EFT	E000271		REFUND DUPLICATE PAYMENT	607.00
9-Apr-24	EFT	E000272	LYNCH AUDIT PTY LTD	AUDIT SERVICES	1,353.00
9-Apr-24	EFT	E000273	GEOFABRICS AUSTRALASIA PTY LTD	GEOFABRIC PRODUCTS	3,561.36
16-Apr-24	EFT	E000274	BROWN CONTRACTORS	CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	101,921.50
16-Apr-24	EFT	E000275	CPM GROUP PTY LTD	FLOOD RESTORATION CONTRACT SERVICES	1,083,992.30
16-Apr-24	EFT	E000276	ENERGEX LIMITED	MAINS ELECTRICAL WORK	497,646.25
16-Apr-24	EFT	E000277	CHRISTOPHER JENNINGS	FAUNA MANAGEMENT SERVICES	160.00
16-Apr-24	EFT	E000278	LOCKYER BINS	OPERATION OF REFUSE & RECYCLING CENTRES	12,801.34
16-Apr-24	EFT	E000279	OUTDOOR COUNTERS AUSTRALIA	DATA COLLECTION COUNTER PRODUCTS/ SERVICES	3,022.50
16-Apr-24	EFT	E000280	OUT THERE CYCLING	BUS HIRE	600.00
16-Apr-24	EFT	E000281		REFUND OVERPAID DOG REGO	100.00
16-Apr-24	EFT	E000282	YOWIE TILING	BUILDING SERVICES	440.00
16-Apr-24	EFT	E000283	AUSTRALIA POST BILLPAY	BANK CHARGES	5,570.38
22-Apr-24	EFT	E000284	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	248,569.96
22-Apr-24	EFT	E000285	ADVANCED CLEANING	CLEANING SERVICES	7,528.58
22-Apr-24	EFT	E000286	ALLENS ASPHALT PTY LTD	ASPHALT SUPPLY/ SERVICES	186,772.89
22-Apr-24	EFT	E000287	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	513,910.63
22-Apr-24	EFT	E000288	ATC WILLIAMS PTY LTD	ENGINEERING CONSULTANCY	13,188.97
22-Apr-24	EFT	E000289	ATLAS EVENTS PTY LTD	SPORTING EVENT SERVICES	1,650.00
22-Apr-24	EFT	E000290	AUSTSPRAY ENVIRONMENTAL	VEGETATION MANAGEMENT SERVICES	14,557.46
22-Apr-24	EFT	E000291	BELLWETHER CONSULTING	ENGINEERING CONSULTANCY	73,980.50
22-Apr-24	EFT	E000292	BJM AIR-CONDITIONING &	AIRCONDITIONING/ ELECTRICAL SERVICES	4,235.00
22-Apr-24	EFT	E000293	HARVEY BLACK GROUP PTY LTD	TWO ISUZU TRUCKS	335,717.57
22-Apr-24	EFT	E000294	BRISBANE VALLEY DOZER &	PLANT HIRE	10,494.00

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



TRNDATE	Method	REF	NAME	Detail	Amount
22-Apr-24	EFT	E000295	PRECAST CIVIL INDUSTRIES P/L	CONCRETE PRODUCTS/ SERVICES	3,936.90
22-Apr-24	EFT	E000296	CONNOR JACKSON ELECTRICAL P/L	ELECTRICAL SERVICES	1,072.50
22-Apr-24	EFT	E000297	CONPLANT PTY LTD	PLANT HIRE/ MECHANICAL PARTS/ REPAIRS	32,991.75
22-Apr-24	EFT	E000298	THE CONTENT DIVISION P/L	TOURISM WEBSITE CONSULTANT	2,530.00
22-Apr-24	EFT	E000299	CUSHWAY BLACKFORD	ENGINEERING CONSULTANCY	3,080.00
22-Apr-24	EFT	E000300	DATACOM SYSTEMS (AU) PTY LTD	ICT GOODS/ SERVICES	13,902.68
22-Apr-24	EFT	E000301	DEPARTMENT OF ENVIRONMENT &	STATE WASTE LEVY	80,189.55
22-Apr-24	EFT	E000302	ECOSURE PTY LTD	PLANNING CONSULTANCY/ VEGETATION	
22-Apr-24	EFT	E000303	ENGENY	MAINTENANCE	29,026.80
22-Apr-24	EFT	E000304	SHELL ENERGY RETAIL PTY LTD	ENGINEERING CONSULTANCY	8,598.70
22-Apr-24	EFT	E000305	ESK PLUMBING & DRAINAGE	ELECTRICITY SUPPLIES INCLUDING	
22-Apr-24	EFT	E000306	FULTON HOGAN INDUSTRIES P/L	STREETLIGHTING	26,156.95
22-Apr-24	EFT	E000307	GAT HAULAGE PTY LTD	PLUMBING SERVICES	2,755.50
22-Apr-24	EFT	E000308	GTC ENTERPRISES PTY LTD ATF	ASPHALT	7,421.98
22-Apr-24	EFT	E000309	JR & SS HENDERSON	PLANT HIRE	44,260.70
22-Apr-24	EFT	E000310	INERTIA ENGINEERING P/L	CONCRETE PRODUCTS/ SERVICES	16,925.80
22-Apr-24	EFT	E000311	INSIGHT GIS	CLEANING SERVICES	6,804.38
22-Apr-24	EFT	E000312	CITY OF IPSWICH	ENGINEERING CONSULTANCY SERVICES	5,500.00
22-Apr-24	EFT	E000313	IPSWICH WASTE SERVICES	MAPPING SOFTWARE SERVICES	39,498.80
22-Apr-24	EFT	E000314	iWEIGH SOLUTIONS PTY LTD	LONG SERVICE LEAVE TRANSFER	29,591.15
22-Apr-24	EFT	E000315	JUST SPORTS N FITNESS	KERBSIDE WASTE AND OTHER SERVICES	237,927.69
22-Apr-24	EFT	E000316	KARREMAN GROUP	WEIGHBRIDGE PRODUCTS/ SERVICES	2,420.00
22-Apr-24	EFT	E000317	RILCORP PTY LTD	POOL MANAGEMENT SERVICES	17,545.00
22-Apr-24	EFT	E000318	KILCOY RACE CLUB	ROAD MAKING MATERIAL/ SERVICES	152,986.22
22-Apr-24	EFT	E000319	KING & COMPANY SOLICITORS	PLANT HIRE	37,238.19
22-Apr-24	EFT	E000320	LET THERE BE LIGHT ELECTRICAL	CLEANING SERVICES	2,985.04
22-Apr-24	EFT	E000321	LINK LOGIC PTY LTD	LEGAL SERVICES	112,178.00
22-Apr-24	EFT	E000322	LOCKYER HIRE PTY LTD	ELECTRICAL SERVICES	3,994.85
22-Apr-24	EFT	E000323	LOCKYER VALLEY TRAFFIC	STORAGE & LOGISTICS - SOMERSET	
22-Apr-24	EFT	E000324	MASTER HIRE PTY LTD	TOURISM BROCHURE	740.96
22-Apr-24	EFT	E000325	MFM CONSULTING P/L	PLANT HIRE	869.00
22-Apr-24	EFT	E000326	MOORE DIGGERS & TIPPERS P/L	TRAFFIC CONTROL EQUIPMENT/ SERVICES	21,444.80
22-Apr-24	EFT	E000327	O'CONNOR MARSDEN &	PLANT & EQUIPMENT HIRE	4,580.16
22-Apr-24	EFT	E000328	O'KEEFE ELECTRICS	BUILDING SERVICES	4,547.00
22-Apr-24	EFT	E000329	ONF SURVEYORS	PLANT HIRE	45,409.32
22-Apr-24	EFT	E000330	ORIGIN ENERGY	INTERNAL AUDIT SERVICES	6,728.31
22-Apr-24	EFT	E000331	PEAK SERVICES PTY LTD	ELECTRICAL SERVICES	439.45
22-Apr-24	EFT	E000332	RB & MD PEARCE	SURVEYING/ PLANNING SERVICES	22,448.08
22-Apr-24	EFT	E000333	THE PLANNING PRACTICE PTY LTD	ELECTRICITY SUPPLY	34,625.92
22-Apr-24	EFT	E000334	ON DEMAND PLUMBING & GAS P/L	AFTER HOURS CUSTOMER SERVICE/	
22-Apr-24	EFT	E000335	QLD POLICE-CITIZENS YOUTH	INDUSTRIAL SERVICES	3,035.07
22-Apr-24	EFT	E000336	RDH INTEGRATION SERVICES	BUS HIRE	1,320.00
22-Apr-24	EFT	E000337	SOMERSET HEALTH AND FITNESS	PLANNING CONSULTANCY	8,525.00
22-Apr-24	EFT	E000338	SOMERSET LIQUID WASTE	PLUMBING SERVICES	5,624.00
22-Apr-24	EFT	E000339	TOTAL BUILDING MAINTENANCE	FERNVALE PCYC OPERATIONS	10,416.67
22-Apr-24	EFT	E000340	TRINITY CONSULTANTS	REIMBURSEMENT	198.48
22-Apr-24	EFT	E000341	ACOUSTICS RB PTY LTD	CCTV/ SECURITY/ ELECTRICAL SERVICES	24,398.51
22-Apr-24	EFT	E000342	DANIEL BANDITT	SPORTS FACILITY MANAGEMENT SERVICES	14,073.88
22-Apr-24	EFT	E000343	KAINE DIVERSE GROUP PTY LTD	SEPTIC SERVICES	735.00
22-Apr-24	EFT	E000344	MT MARROW BLUE METAL	TOWN STEWARD SERVICES	38,278.35
22-Apr-24	EFT	E000345	RPQ SPRAY SEAL PTY LTD	PLANNING CONSULTANCY	7,150.00
22-Apr-24	EFT	E000346	SHEPHERD SERVICES PTY LTD	PLANNING CONSULTANCY	3,168.00
22-Apr-24	EFT	E000347	SOMERSET RURAL FIRES BRIGADES	BUILDING SERVICES	11,998.79
22-Apr-24	EFT	E000348	SOUTHERN QUEENSLAND	WASTE MANAGEMENT SERVICES	12,801.34
22-Apr-24	EFT	E000349	THOMSON REFRIGERATION &	ROAD MAKING MATERIALS	6,163.95
22-Apr-24	EFT	E000350	TOOWOOMBA MOWER CENTRE PTY LTD	ROAD SEALING MATERIAL/ SERVICES	63,290.38
22-Apr-24	EFT	E000351	CONTOUR CONSULTING	ENGINEERING/ ASSET MANAGEMENT	
22-Apr-24	EFT	E000352	SOMERSET REGIONAL COUNCIL	SERVICES/ EQUIPMENT	25,464.68
22-Apr-24	EFT	E000353	QUEENSLAND TREASURY CORP	CONTRIBUTION TO RURAL FIRE BRIGADES	123,063.00
22-Apr-24	EFT	E000354	QUEENSLAND TREASURY CORP	REGIONAL PROMOTION SERVICES	5,500.00
22-Apr-24	EFT	E000355	NATIONAL AUSTRALIA BANK	REFRIGERATION / AIRCONDITIONING	
22-Apr-24	EFT	E000356	NAB CONN	SERVICES	596.50
22-Apr-24	EFT	E000357	NAB BUSINESS VISA	PLANT PURCHASES	15,233.60
22-Apr-24	EFT	E000358		PLANNING CONSULTANCY	28,153.84
22-Apr-24	EFT	E000359		RECEIPTING & COST REALLOCATIONS	23,287.53
22-Apr-24	EFT	E000360		INVESTMENT MOVEMENT	1,100,000.00
22-Apr-24	EFT	E000361		INVESTMENT MOVEMENT	3,000,000.00
22-Apr-24	EFT	E000362		BANK CHARGES	1,111.88
22-Apr-24	EFT	E000363		BANK CHARGES	50.10
22-Apr-24	EFT	E000364		CREDIT CARD PURCHASES	289,907.73

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 26 MARCH 2024 TO 23 APRIL 2024



TRNDATE	Method	REF	NAME	Detail	Amount
28-Mar-24	EFT	RATES RE	NATIONAL AUSTRALIA BANK	BANK CHARGES	1,001.20
8-Apr-24	EFT	SE RENTA	S.E. RENTALS PTY LTD	PRINTER SERVICES	1,845.58
27-Mar-24	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	29.60
8-Apr-24	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	77,977.00
22-Apr-24	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	79,088.36
8-Apr-24	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,420.48
22-Apr-24	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,391.57
5-Apr-24	EFT	SPER LOD	STATE PENALTIES ENFORCEMENT	REFER FINES TO STATE DEBT COLLECTOR	156.40
8-Apr-24	EFT	SPER LOD	STATE PENALTIES ENFORCEMENT	REFER FINES TO STATE DEBT COLLECTOR	78.20
29-Feb-24	EFT	45323	DRAKES	CONSUMABLES	113.20
17-Apr-24	EFT	18	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	10.00
17-Apr-24	EFT	71	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	25.00
17-Apr-24	EFT	72	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	75.00
17-Apr-24	EFT	73	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	155.00
28-Mar-24	EFT	36692	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,110.04
31-Mar-24	EFT	45352	FREEDOM FUELS FERNVALE	FUEL	2,825.31
TOTAL PAYMENTS					14,912,617.76
TOTAL EFT					14,622,769.06
TOTAL NonEFT					289,848.70

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

To: Andrew Johnson, Chief Executive Officer
From: Felicite Cootes, Promotions Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 15 April 2024
Subject: Legends of Beef 2024 Post Event Report
File Ref: Recreation and Cultural Services – Event Management – Community
Events – Festivals – Sporting
Action Officer: PO

Background/Summary

At the Ordinary Meeting of 18 January 2023, Council resolved;

To commit to supporting Brisbane Valley Farm Direct's proposed two events in 2023 through a combination of in-kind support and funding of \$5,000 excluding GST in the 2022-23 financial year budget and \$5,000 excluding GST in the 2023-24 financial year budget, under the condition that a Memorandum of Understanding be agreed upon by all parties.

Brisbane Valley Farm Direct's inaugural Legends of Beef took place on Saturday, 24 February 2024 at the Toogoolawah Showgrounds. The event featured five courses of local produce expertly prepared by industry professionals, including Matthew Wallace from Deery's restaurant at the Story Bridge Hotel and Jason Peppler from Isis, Two Small Rooms and Brisbane Valley Farm Direct.

The banquet showcased beef producers of Somerset including Kilcoy Global Foods, Brisbane Valley Farm Direct, Wivenhoe Wagyu, Mt Brisbane Droughtmasters, Esk Beef and more.

Somerset Regional Council's destination brand, Experience Somerset was featured at the event. 'Toogoolawah, It's a Story Like No Other' video was played on the big screen, followed by Chief Executive Officer, Andrew Johnson's address. Both received a warm and positive response from the audience. The Experience Somerset branding also featured on the menu and all event collateral.

Tickets sold out weeks prior to the event, with more than 250 guests attending on the evening. Attendees consisted of Somerset Regional Council representatives, Somerset business owners, producers from Somerset and greater Queensland, visitors from Brisbane and local residents.

The event raised \$10,750 for Toogoolawah State High School's agricultural program, \$1000 for their hospitality program and \$500 for the school's Grade Eight Camp fund. Further, \$1000 was donated to the Toogoolawah Show Society.

The event received a positive response from attendees, the Somerset community and media. Extracts of media and social media commentary are attached for reference.

In the lead up to and at the event, Council provided mentoring support to the Brisbane Valley Farm Direct (BVFD) team via liaison with Council Promotions Officer (PO). Post event, the PO has liaised with BVFD to review the event and its future. Both parties agree that expectations as outlined in the Memorandum of Understanding were met, producing successful results for an inaugural event of this nature. BVFD have indicated that they hope to run Legends of Beef annually. They have earmarked next year's event for Saturday, 29 March 2025 at the Toogoolawah Showgrounds and intend on seeking Council support once again.

Should Council opt to support the event again in 2025, BVFD have indicated that they will work with the PO to review event elements like dates and target marketing to grow the event's following and attract larger attendance from outside the region.

Attachments

Nil

Recommendation

THAT the Legends of Beef 2024 Post Event Report be received and contents noted.

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: 24 April 2024
Subject: State Penalty Enforcements Registry (SPER) Codes
File Ref: LAWS AND ENFORCEMENT - INFRINGEMENTS - 2023 - 2024 - State Penalties Enforcements Registry SPER

Action Officer: GBIO

Background/Summary

During the course of undertaking Council's regulatory functions, it may become necessary to issue infringement notices or fines for nominated offences. SPER Codes are required when infringement notices and fines issued by Council remain unpaid, as these can then be registered with the State Penalties Enforcement Registry (SPER) for collection.

In order to transfer the unpaid infringements and fines to SPER for collection, Council need to have a code created for the offence (a SPER Code) and registered with the State Penalties Enforcement Registry (SPER).

A review of Council's SPER Codes has been undertaken, with reference to the State Penalties Enforcement Regulation 2014 (version current as at 1 February 2024). This Regulation includes infringement notice offences and fines for nominated laws that can be enforced by Council.

Some of the descriptions on existing SPER codes need to be amended for clarity and to reflect changes to the legislation. One is also required to be removed as the legislated expiration date for the offence has passed.

A range of further offences for which Council may issue infringement notice offences and fines have been created via the legislation.

Attachments

Attachment A – Offence Codes to be Removed
Attachment B – Offence Codes to be Amended
Attachment C – Offence Codes to be Created

Recommendation

THAT Council:

- (a) endorse changes to the State Penalty Enforcements Registry (SPER) to remove the offences listed in Attachment A;
- (b) endorse changes to the State Penalty Enforcements Registry (SPER) to amend the offences listed in Attachment B; and
- (c) endorse changes to the State Penalty Enforcements Registry (SPER) to create the offences listed in Attachment C.

Attachment A

Offence Codes to be Removed

Existing Offence Code	Full Name of Legislation (50 characters)	Section (50 characters)	Short / Common Description of Offence (150 characters)
PHA02	Public Health Act 2005	362D	Failure to comply with a public health direction without a reasonable excuse.

Attachment B

Offence Codes to be Amended

Existing Offence Code	New Offence Code (20 characters)	Date new code to commence	Amendment	Full Name of Legislation (50 characters)	Section (50 characters)	Short / Common Description of Offence (150 characters)
PA06		8 May 2024	Amend description of offence	Planning Act 2016	163(1)	A person must not carry out assessable development, unless all permits are in effect for development: if paragraphs 1 to 9A do not apply (para 10)
PA08		8 May 2024	Amend description of offence	Planning Act 2016	163(1)	A person must not contravene a development approval: if paragraphs 11 to 18A do not apply (para 19)
PA10		8 May 2024	Amend description of offence	Planning Act 2016	168(5)	A person must not contravene an enforcement notice: if paragraphs 20 to 21 do not apply (para 22)

Attachment C

Offence Codes to be Created

New Offence Code (20 characters)	Date new code to commence	Full Name of Legislation (50 characters)	Section (50 characters)	Short / Common Description of Offence (150 characters)
	8 May 2024	Planning Act 2016	163(1)	A person must not carry out assessable development, unless all permits are in effect for development: interfering with koala habitat (para 9A)
	8 May 2024	Planning Act 2016	164	A person must not contravene a development approval: interfering with koala habitat (para 18A)
	8 May 2024	Planning Act 2016	168(5)	A person must not contravene an enforcement notice: interfering with koala habitat (para 20A)
	8 May 2024	Plumbing and Drainage Act 2018	147(1)	A person must not contravene an enforcement notice
	8 May 2024	Plumbing and Drainage Act 2018	147(1)	A person must not deal with an enforcement notice fixed to premises in a way reasonably likely to prevent the person given the notice seeing it.
	8 May 2024	Public Health Act 2005	346(1)	Failure to comply with a requirement or direction made under s345(1)(a) to (h) or (4).

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: 29 April 2024
Subject: Lake Wivenhoe Event Considerations
File Ref: Recreation and Cultural Services – Event Management – Community
Events – Festivals – Sporting
Action Officer: DCORP

Background/Summary

In line with the Somerset Region Council's Corporate Plan (2021-2026 – see Strategies 1.1, 2.6 and 2.8) and Tourism Strategy (2021-2025 – see Theme 4.2) Council has been seeking to develop events and initiatives that activate the Region's natural assets.

Since 2019 Council has been seeking to establish outdoor recreational events on Lake Wivenhoe. At the 24 October 2023 Ordinary Meeting, Council resolved to sponsor and support Atlas Events Pty Ltd to deliver a triathlon event on Lake Wivenhoe. At the same meeting Council resolved to sponsor and support Rogue Adventure Pty Ltd to deliver an adventure-style rogaining event on Lake Wivenhoe. The two events are currently scheduled to be held on 12 and 13, and 19 and 20 October respectively.

As part of the memorandums of understanding developed for each event, the event organiser is to organise event permits through Seqwater.

Rogue Adventure has been able to procure an event permit. Atlas Events were unable to procure a permit for a triathlon event including open water swimming without Council support.

Initially, Seqwater refused the open water swimming component of the triathlon event as it did not align with Seqwater's charter to protect drinking water supplies. Following further correspondence from Council querying the decision due to the limited number of individuals (up to 400) participating in an event directly adjacent to a recognised Seqwater managed swimming location, Council received conditional advice from Seqwater that the event may proceed. See confidential attachments for further reference.

The conditional approval of the event limited the event's total capacity to 450 attendees (including participants, spectators and event staff), noting that there are only about 130 carparks available on site at the Logan Inlet Day Use Area.

When queried further regarding these limitations and that they did not consider the nearby camping and accommodation facilities available at the location (i.e. Lumley Hill Campground and Captain Logan's Camp Recreation Area), which event participants would be encouraged to patronise, Seqwater confirmed that these facilities would not be taken into consideration when issuing the event permit. See attached confidential correspondence for further reference.

Somerset Regional Council supports Seqwater in undertaking their charter to protect drinking water supplies. Council may consider, however, that this decision, decision making process and limited approval is incongruous and inconsistent with the current operational and historic activities overseen by Seqwater both within Lake Wivenhoe and other localities within the same catchment.

The inability to activate and improve recreational opportunities on Lake Wivenhoe is of particular concern as we approach the 2032 Brisbane Olympic and Paralympic Games and

Council begins advocating for sport, recreation and tourism opportunities in the Somerset Region.

Should Council wish, they may send further correspondence and seek a response regarding this issue from the Honourable Glenn Butcher, Minister for Regional Development and Manufacturing, and Minister for Water and the Honourable Cameron Dick MP, Deputy Premier, Treasurer and Minister for Trade and Investment.

Attachments

1. **CONFIDENTIAL** – Correspondence – Refusal of Event Permit on Lake Wivenhoe (Council to Seqwater), 16 February 2024
2. **CONFIDENTIAL** – Correspondence – Refusal of Event Permit on Lake Wivenhoe (Seqwater to Council), 8 March 2024
3. **CONFIDENTIAL** – Correspondence – Event Permit Lake Wivenhoe (Seqwater to Council), 22 April 2024

Recommendation

THAT Council write to the Honourable Glenn Butcher, Minister for Regional Development and Manufacturing, and Minister for Water and the Honourable Cameron Dick MP, Deputy Premier Treasurer and Minister for Trade and Investment, regarding Seqwater's inconsistent, incongruent and constrained approval of the triathlon event on Lake Wivenhoe and seek to discuss directly with the Ministers regarding a reasonable way forward to support this event and other appropriate opportunities on Lake Wivenhoe.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Michelle Francis, Sport and Recreation Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 29 April 2024
Subject: Play Our Way Program Application
File Ref: Recreation and Cultural Services – Service Provision – Recreation Facilities
Action Officer: SRO

Background / Context

In August 2023 the Australian Government Department of Health and Aged Care (the Department) announced that \$200 million would be made available through the Play Our Way Program (the Program) to deliver projects that address participation barriers faced by women and girls. Successful organisations will use the grants to;

- provide safe, inclusive, quality and sustainable facilities, equipment and initiatives; and
- help women and girls to remain involved in sport and physical activity for life.

This grant opportunity will fund projects across two streams:

- Stream 1: Facilities – for new and upgraded sport facilities and amenities, playing areas and spaces, specifically for women and girls.
- Stream 2: Participation and equipment – for modifying and/or developing sustainable and enduring sport participation programs, and/or new or upgraded equipment, specifically for women and girls.

Funding under Stream 1 must support modifying, upgrading or building facilities and playing areas or spaces for sport and physical activity, specifically for women and girls. Projects may be funded on a single or multi-year basis and grant amount can be up to 100 per cent of total project costs. Whilst no minimum co-contribution is required, co-contribution and consortium arrangements are strongly encouraged and will be viewed favourably.

Applicants will be able to apply for a minimum of \$50,000 up to a maximum of \$1,500,000; for Facility projects in small rural towns, remote communities or very remote communities as defined by the Modified Monash Model (MMM 5-7), the maximum will be \$2,000,000. Rural and remote areas (MMM3-7) have been identified as one of the priority populations for the Program.

Council Officers have identified a project suitable to be applied for under the Stream 1: Facilities Program guidelines: the Toogoolawah Community Gym Extension project.

To improve the probability of success of the Program application, it has been proposed that Council co-contribute to the project. A summary of the project is outlined in the below table. A quantity survey report has been used to estimate contributions from the Department and Council, based a Council co-contribution of 50 per cent.

	Description	Total Cost Estimate Ex GST	Department Funding	Estimated Council Contribution
Toogoolawah Community Gym extension	- Extend the Toogoolawah Community Gym by 12m to increase the	\$494,790.00	\$247,395.00	\$247,395.00

	GFA by 96 square metres			
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Expressions of Interest (EOI) for the Program closed on 29 April 2024. An EOI was submitted by Council for the project based on a 50 per cent co-contribution.

RATIONALE

The Toogoolawah Community Gym extension would provide much needed additional space for the facility. Since its opening, the combined facility has exceeded Council's expectations and has achieved record attendances. The capacity of the facility is stretched and an increase in the size of the gym space would enable the site to offer more quality services that reach community expectation. This is particularly true for women and girls, due to the need for more space to ensure privacy for fitness classes at the facility.

This project will support women and girls in our community and address the barriers to participation in sport and physical activity they often face due to geographical, infrastructure and accessibility limitations. The project will deliver a quality facility and support positive sport participation experiences in a safe, equitable, accessible, inclusive, sustainable and enduring manner. In addition, Toogoolawah has an identified MMM rating of 5 and is therefore of a high priority for this grant opportunity.

Attachments

Nil.

Recommendation

THAT Council endorse the action of the Chief Executive Officer in submitting an expression of interest to the Australian Government Play Our Way Program for the Toogoolawah Community Gym extension project which includes a proposed 50 per cent financial contribution from Council.

SOMERSET REGIONAL COUNCIL – Officer’s Report

To: Andrew Johnson, Chief Executive Officer
From: Caroline Smith, Arts & Culture Manager
Director: Daniel Rowe, Director Corporate and Community Services
Date: 16 April 2024
Subject: Somerset Libraries – Trial Saturday opening hours review.
File Ref: Community Services – Library and information Access
Action Officer: ACM

Background/Summary

The objective of this report is to seek approval to make permanent the Saturday operating hours at Kilcoy and Lowood Libraries after a six-month trial period.

Background

The 7 June 2024, Ordinary Council meeting resolved to proceed with trial opening hours at Lowood and Kilcoy Libraries for a six month period commencing in October 2023 as per the below table.

Kilcoy and Lowood Trial Library Opening Hours	Time
Monday 8.30 – 5pm	8.5
Tuesday 8.30 – 5pm	8.5
Wednesday 8.30 – 5pm	8.5
Thursday 8.30 – 5pm	8.5
Friday 8.30 – 5pm	8.5
Saturday 9.00 – 11.30pm	2.5
Total Hours	45

Officers were requested to bring a report back at the completion of the trial to Council outlining the results.

The catalyst for the proposed trial period was correspondence received by Council Officers and Councillors indicating community demand for library services on Saturdays. Previously, as indicated in the table below, all four library branches operated within traditional business hours, opening from 8.30am – 5pm, Monday to Friday.

Table 1

Esk Library	Monday – Friday 8.30 – 5pm
Kilcoy Library	Monday – Friday 8.30 – 5pm
Lowood Library	Monday – Friday 8.30 – 5pm
Toogoolawah Library	Monday 8.30 – 12.30pm Tuesday, Thursday and Friday 8.30 – 5pm (closed for lunch 12.30 – 1pm) Wednesday 1-5pm

In addition, it is noted that most library services in regions neighbouring the Somerset Region offered weekend opening hours as listed in Table 2 below.

Table 2

Woodford Library	Weekdays 8.30 – 5pm	Weekends Saturday 9-1pm
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Moreton Bay Regional Council		10 branches – trend for 9- 2pm opening
Gatton and Library Libraries	Weekdays 9- 5pm	Weekends Saturday 9 – 11.30am
Lockyer Valley Council		
Highfields Library	Varied across 13 branches	Saturday 10 – 2pm
Toowoomba City Library		Saturday 10 -2.30pm
Toowoomba Council		
Kingaroy Library	Varied across six library branches	Saturday 9 – 12pm
South Burnett Council		
Ipswich City Council	Varied across seven service points	Trend for Saturday 9 -12pm

Outcome

The tables below illustrate that the trial library hours were well received by Somerset residents with visitation on an hourly basis comparable with that during the week. It is to be noted that the trial period fell in a traditionally quieter period for libraries – December/January school holidays and also incorporated the traditional Council shutdown period from 23 December 2013 to 1 January 2024 during which two Saturdays fell when Kilcoy and Lowood libraries didn't open.

Table 3

**Kilcoy Library: Numbers of visitors by day of the week
(October 2023 – March 2024)**

	Opening hours	Average visitors per day	Average visitors per hour
Monday	8.30am – 5pm	101	12
Tuesday	8.30am – 5pm	91	11
Wednesday	8.30am – 5pm	88	10
Thursday	8.30am – 5pm	114	13
Friday	8.30am – 5pm	108	13
Saturday	9am – 11.30am	25	10

Table 4

**Lowood Library: Numbers of visitors by day of the week
(October 2023 – March 2024)**

	Opening Hours	Average visitors per day	Average visitors per hour
Monday	8.30am – 5pm	106	12
Tuesday	8.30am – 5pm	85	10
Wednesday	8.30am – 5pm	109	13
Thursday	8.30am – 5pm	103	12
Friday	8.30am – 5pm	92	11
Saturday	9am – 11.30am	32	13

Summary and Conclusion

Council may wish to continue an annual trial of Saturday opening hours at a cost pro rata of \$31, 000 inclusive of additional utilities and staff wages .

The trial demonstrated a community demand for library services in line with standard operating hours. Anecdotally, the additional hours allowed access to a 'new type' of customer that otherwise would not be able to physically access the library.

As previously noted, overall Somerset Libraries opening hours may not reflect current community needs. As such, it is proposed that a broader library service review be undertaken by Council Officers into the opening hours of all four branch libraries, alongside staff and community consultation.

A public library services review has not been undertaken in Somerset previously and will provide a roadmap of recommendations better aligning Somerset libraries with the needs of our community.

Attachments

Nil

Recommendation

THAT Council:

1. adopt the increase in opening hours to Kilcoy and Lowood Libraries as Saturdays 9am – 11.30am.
2. Provide additional operational budget to cover the increased expense.
3. Endorse Council officers to undertake a public library services review with a report to be brought back to Council.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Caroline Smith, Arts & Culture Manager
Director: Daniel Rowe, Director Corporate and Community Services
Date: 30 April 2024
Subject: Regional Arts Development Fund (RADF) – Proposed changes.
File Ref: Regional Arts Development Fund – Proposal Submission 2024-28
Action Officer: ACM

Background/Summary

Established in 1991, the Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage and is delivered in partnership with Arts Queensland to deliver local arts and cultural priorities as determined by the Somerset Community and Council.

The programs objectives are to strengthen communities and drive social change through a combination of community grants programs and Council led initiatives that:

- Increase access to the arts and cultural experiences in regional Queensland.
- Grow employment and capacity building opportunities for artists across regional Queensland.
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

Annual funding bids are made by Somerset Regional Council to Arts Queensland. These bids are based on population tiers and the co-contribution amount from Somerset Regional Council.

RADF Tier	Population	\$ % Arts Qld	\$ % Council	Arts Qld max investment
1	0 to 5,000	90	10	\$26,250
2	5,001 to 25,000	70	30	\$31,500
3	25,001 to 50,000	60	40	\$42,000
4	50,001 to 200,000	50	50	\$52,250
5	200,000 +	40	60	\$105,000

Table 1: Arts Queensland Regional Funding Tiers

Previous years have comprised the following co-contributions.

Year	Arts Queensland Contribution	Council Contribution	Total
2021- 2022	\$26, 000	\$40, 000	\$66, 000
2022 - 2023	\$26, 000	\$20, 000	\$46,000
2023 - 2024	\$27, 300	\$20, 000	\$47, 300

This year Arts Queensland have proposed a number of changes to RADF, based on consultation with local councils. Changes include;

- multi-year funding agreements to provide surety of ongoing investment;
- alignment of program to financial year to support council budget and delivery cycles;
- simplified guidelines and administrative processes; and
- reduced reporting and deep alignment to *Creative Together*.

Contracts will be offered as a two (2) plus two (2) year contract, providing Councils the opportunity to forward plan and align investment with the surety of confirmed investment from Arts Queensland.

The commencement of multi-year contracts enables Councils to consider requests for investment in ongoing projects, knowing that Arts Queensland's investment is secured for the life of the contract period.

As proposals are due to Arts Queensland by 2 May 2024 it is requested that Council endorse the proposed changes to Council's RADF program so that Somerset Regional Council's application may be submitted by the deadline.

Criteria	Current Program	Recommended Program
Funding agreement	Annual	4 years. Offered as a 2+ 2 year contract. Provides opportunity to forward plan. Provides opportunity to leverage investment and attract funding
Delivery model	Community Grants Program Council Initiated Projects Application based	Community Grants Program – 50% Council Initiated Projects – 50% 50:50 split
Assessment process	RADF Committee Four grant rounds per year Quick response	Committee Four grant rounds per year Quick response
Contribution	\$26, 000 – Arts Queensland \$20, 000 – Council Total over x4 years \$184, 000	\$30, 000 Arts Queensland \$25, 000 Council Total over x4 years \$220, 000

Attachments

Nil

Recommendation

THAT Council endorse the recommended program changes in its submission to Arts Queensland Regional Arts Development Fund proposal submission form including:

1. A two (2) + two (2) year contract.
2. A delivery model of 50 percent community grant programs and 50 percent Council initiated projects.
3. Four (4) grant rounds annually.
4. Annual funding of \$55,000, \$30,000 contribution from Arts Queensland and \$25,000 from Council, for four (4) years.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Bianca Hildenbrand, Youth and Community Development Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 30 April 2024
Subject: Somerset Youth Leaders' Camp 2024 Review
File Ref: Community Services – Youth Development – Youth Services
Action Officer: YCDO

Background/Summary

The following report contains an overview of the key projects and activities of the Youth and Community Development Officer (YCDO), Sport and Recreation Officers (SRO) and Library Technician (LT) at the Somerset Youth Leaders' Camp. The Somerset Youth Leaders' Camp is an annual Somerset Regional Council (Council) event held for young leaders in the Somerset region.

The camp was held at the Gold Coast Recreation Centre (GCRC), Tallebudgera, from Monday 15 January to Wednesday 17 January 2024. 39 student leaders from schools in the Somerset Region were invited to attend the Somerset Youth Leaders' Camp. 32 students attended. The camp was scheduled to be held from 15-17 January at the Gold Coast Recreation Centre (GCRC), Students in attendance included:

- 11 students from Kilcoy State High School (KSHS)
- 10 students from Lowood State High School (LSHS)
- 11 students from Toogoolawah State High School (TSHS)

Council provided the opportunity free of charge, inclusive of transport, activities, catering and accommodation to the youth leaders, who were invited at the discretion of their schools. The camp was supervised by the YCDO, SROs and LT. In addition, teachers from TSHS and KSHS attended the camp from 15 to 16 January. Day Visitors on 16 January included a teacher from LSHS, Mayor Graeme Lehmann and three Councillors.

The camp program, incorporating both GCRC and Council activities, aimed to engage the young people of the Region who will act as student leaders at their respective schools in 2024. This cohort are viewed as representatives for youth across Somerset. The camp program focused on relationship building, youth issues and skills in leadership and communication.

Activities facilitated by GCRC, incorporated an Adventure Camp with a Unite (teamwork) theme, including high ropes, trivia night, rock climbing, dodgeball, body boarding, team challenge, team rescue and indigenous orienteering. These activities focused on developing students' communication, teamwork and leadership skills. Sessions facilitated by Council Officers were focused on living in the Somerset Region, relationship building and ongoing collaboration opportunities. Council officers created a survey for students to complete at the end of the camp to inform future camp development.

Results from the survey, and anecdotal and supervisor feedback indicate that the Somerset Youth Leaders' Camp continues to provide positive opportunities for school leaders in the Region. The camp aims to encourage ongoing consultation and collaboration between Council and Somerset secondary school leaders.

Following the camp, attendees were recognised for their involvement in the Somerset Youth Leaders' Camp through being provided with Jerseys by Council officers. Consultation and collaboration between the schools and Council is in development. Camp participants,

teachers and additional Student Representative Council members, are aware of the ongoing collaboration opportunities.

Attachments

Nil.

Recommendation

THAT Council:

1. Receive the Somerset Youth Leaders' Camp 2024 Review report and that the contents noted.
2. Approve the Somerset Youth Leaders' Camp to be held in 2025 at the Gold Coast Recreation Centre, Sunshine Coast Recreation Centre or similar facility.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Michelle Francis, Sport and Recreation Officer
Director: Daniel Rowe, Director Corporate and Community Services
Date: 29 April 2024
Subject: 2032 Olympic and Paralympic Games Legacy Planning for the Somerset Region
File Ref: Economic Development / International Relations / 2032 Brisbane Olympic and Paralympic Games
Action Officer: DPAD and DCORP

Background / Context

Brisbane's successful bid to host the 2032 Olympic and Paralympic Games has sparked discussions about relocating the Australian Institute of Sport (AIS) from its current headquarters in Canberra to South East Queensland.

At the 21 February 2024 Ordinary Meeting, Council resolved that a report be brought back to Council to assess the opportunity associated with a public statement of the Australian Institute of Sport potentially facility movement to Queensland.

Whilst discussions regarding the relocation of the AIS have drawn comments from prominent figures within Australian sport including the former Australian Sports Commission Chairperson – John Wylie, the Australian Olympic Committee President – John Coates, the Australian Sports Commission Chief Executive Officer and the Queensland Premier, the facility has been confirmed to remain in Canberra for the foreseeable future.

The 2032 Olympic and Paralympic Games in Brisbane present an opportunity to enhance sport and recreation infrastructure and programs in the region. The Olympic and Paralympic Games in Queensland will attract investment and stimulate the local economy, create jobs, boost tourism, and contribute to the overall development of the area.

Council has been an active member of the Council of Mayors' (SEQ) *Leveraging 2032 Working Group*. Chaired by Mayor Peter Flannery, the group has actively contributed to the State-led legacy planning (*Elevate 2042*) and developed an SEQ *Leveraging Plan* outlining several initiatives including (but not limited to): Transport connectivity; Regional Identity and Investment Attraction; Event Attraction and Sport Development; Preventative Health; Sustainability and Circular Economy.

Notwithstanding, Council may wish to also focus on leveraging the upcoming Olympic and Paralympic Games and associated infrastructure development for the long-term benefit of the Somerset Region. This may include:

- Advocacy for Olympic and Paralympic Games Support: Council can actively advocate for the successful hosting of the 2032 Olympic and Paralympic Games. This includes promoting the use of Lakes Wivenhoe and Somerset and other natural assets for training and events.
- Tourism and Community Engagement: With an influx of people during the Olympic and Paralympic Games preparations, the Somerset Region can capitalise on tourism opportunities. Local businesses, hotels and restaurants can benefit from increased visitors.

Advocacy for Legacy Projects: Investing, and advocating for the investment, in legacy projects – such as improved recreational facilities, sports centres and community programs – will leave a lasting impact beyond the games.

Attachments

Nil.

Recommendation

THAT Council:

1. Resolve not to make a public statement regarding the Australian Institute of Sport potentially relocating to Queensland.
2. Prepare an advocacy document for the upcoming State Government election that includes Council's immediate goals and aspirations related to the 2032 Olympic and Paralympic Games.

OPERATIONS

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Debbie Chandler, Customer Service Systems Administrator

Director: Craig Young, Director Operations

Date: 18 April 2024

Subject: Kipper Creek Road, Biarra – Request for Extension of Wheelie Bin Services

File Ref: Waste management / service provision / domestic collections (wheelie bin contract) (1597548)

Action Officer: CSSA

Background/Summary

Council has received a request for a wheelie bin service from a resident at 76 Kipper Creek Road, Biarra. Council officers originally offered a special service where a wheelie bin could be serviced from a collection point at the intersection of Kipper Creek Road and Esk Crows Nest Road. This was rejected by the resident.

Kipper Creek Road, Biarra is a gravel road for approximately 5km in length with four houses on large rural properties –

- 76 Kipper Creek Road;
- 163 Kipper Creek Road;
- 269 Kipper Creek Road;
- 308 Kipper Creek Road.

Only three of the houses along this road are currently being resided in.

Letters have been sent to the above property owners seeking their thoughts on whether they would be interested in receiving a kerbside wheelie bin service.

It is noted that the owner of 76 Kipper Creek Road had approached Council originally for a wheelie bin service, however, they did not respond to Council's letter.

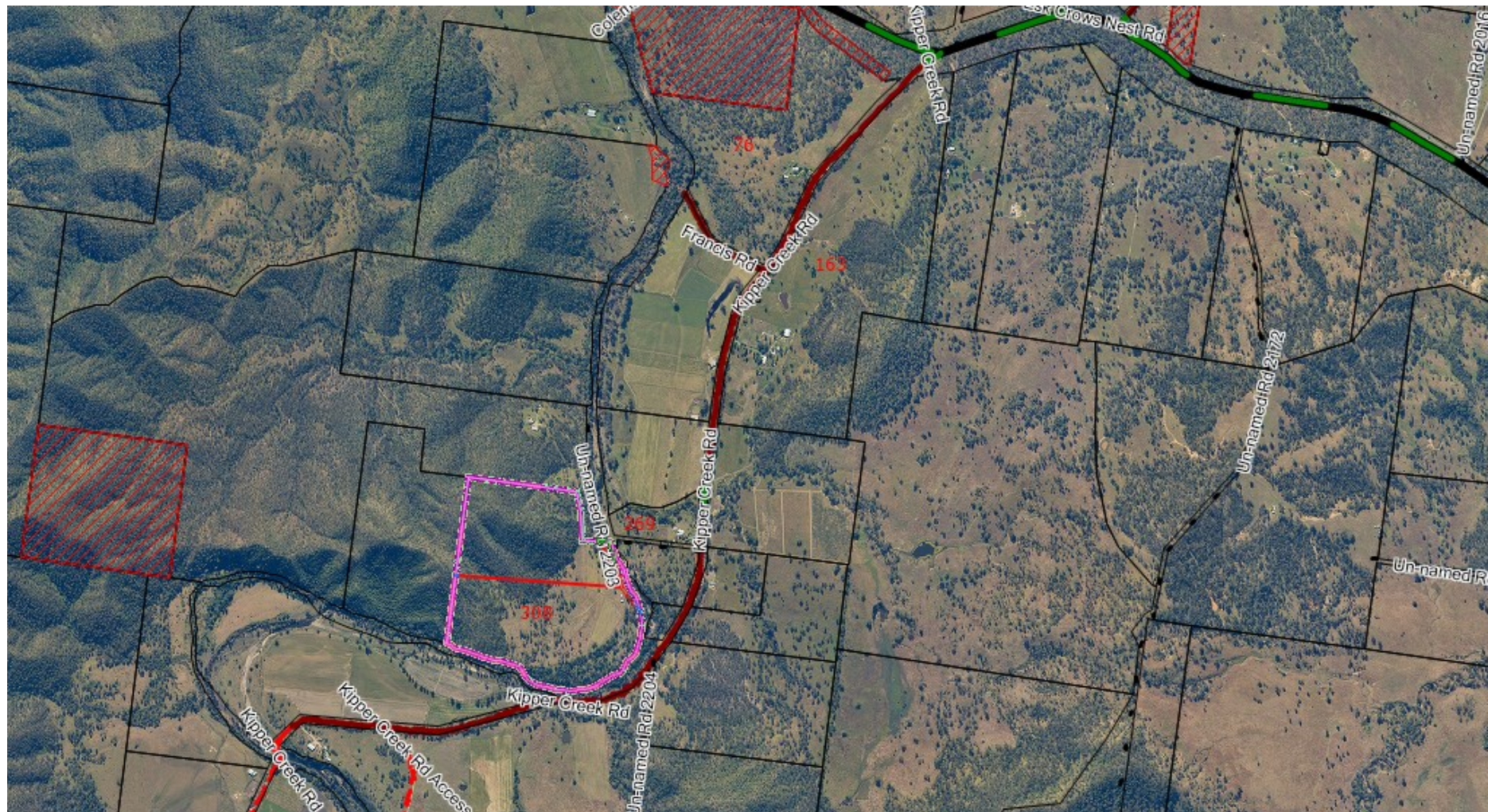
Responses were received from the other property owners of 163, 269 and 308 Kipper Creek Road who stated that they did not want a kerbside wheelie bin service because they have their own waste management in place and do not require a kerbside service.

Attachments

Location map

Recommendation

THAT Council does not extend the kerbside wheelie bin service to Kipper Creek Road, Biarra.



SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Debbie Chandler, Customer Service Systems Administrator
Director: Craig Young, Director Operations
Date: 19 April 2024
Subject: Esk Garden and Lifestyle Fair 2024 – Request for Temporary Road Closure – Heap Street, Esk – Saturday, 15 June 2024
File Ref: Council properties - usage - 2023-2024 – council hire agreements and bookings - 2023-2024 – bookings – parks and reserves (1599942)
Action Officer: CSSA

Background/Summary

At Council's Meeting held on 15 November 2023, approval was given to the Valley of the Lakes Garden Club to hold their annual Esk Garden and Lifestyle Fair on Saturday, 15 June 2024 in Pipeliner Park, Esk.

This event has been held in Pipeliner Park for the past several years. This event has been a very successful event with visitors to the event increasing each year with approximately 9,000 visitors going through the gate in 2023.

In preparation for the expected numbers, it is proposed to temporarily close Heap Street from the intersection of Esk Hampton Road and Neilsens Place from 4.30am to 3pm on Saturday, 15 June 2024 except for buses and vehicles collecting large purchases. Traffic control will be on site to direct the traffic. A copy of the approved traffic management plan is attached for your information.

This section of Heap Street has been temporarily closed for this event in previous years with no incidents or complaints. Council officers have no objections for this temporary closure providing:-

- All required approvals are sought from Department of Transport and Main Roads and the Queensland Police Service;
- Local businesses are notified of the temporary closure.

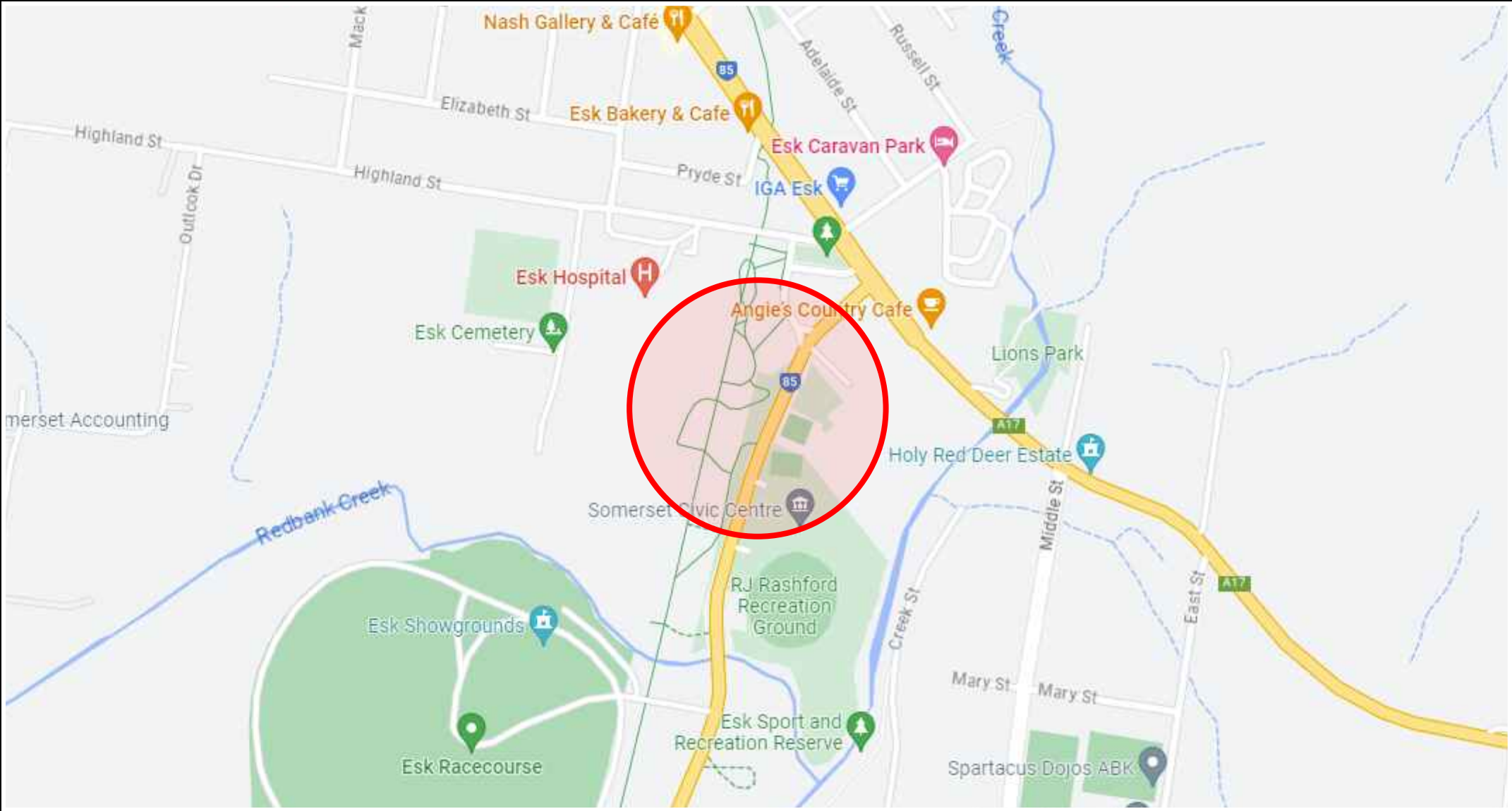
Attachments

Traffic Management Plan

Recommendation

THAT Council offers no objection to the temporary closure of Heap Street from the intersection of Esk Hampton Road to the intersection of Neilsens Place from 4.30am to 3pm on Saturday, 15 June 2024 except for authorised buses and vehicles collecting large purchases as shown in the approved traffic management plan subject to:-

- All required approvals are received from Department of Transport and Main Roads and the Queensland Police Service;
- Affected local businesses are notified of the temporary road closure.



TGS Suite Name :	TGS-23-0321-VOTLGC-ESK-Esk Hampton Rd & Heap St
Client :	Valley of the Lakes Garden Club
Client Contact :	Kerri Melville
Project Name :	2024 Esk Garden Fair
Project Location :	Esk Hampton Road & Heap Street, Esk
Project Purpose :	Special event
Proposed Operational Hours :	0430 to 1500
Designed By :	Luke Ramanah - TMD #OP208

DISCLAIMER

This traffic guidance scheme (TGS) has been designed by a traffic management design (TMD) qualified representative of Acquired Awareness Traffic Management (AATM) and is certified as compliant to all relevant technical documents and standards at the time of approval. All TGS are certified for the period of one (1) year unless otherwise specified by the review date. At that time, the TGS will be deemed as expired and a full review and reapproval process must be undertaken by a TMD qualified representative of AATM. AATM accepts no responsibility and/or liability for the implementation of an expired TGS by a client. This TGS has been designed in conjunction with the client using information provided by the client, and has been deemed suitable for the proposed works by both the TMD qualified representative of AATM and a client representative. The road layout utilised for this TGS is the most up to date imagery available at the time of design and may not account for every detail of the actual road network. In the instance where a part of the road network has changed or prevents the implementation of this TGS, the AATM Design Team must be consulted for advice and/or modifications to the TGS.



TRAFFIC GUIDANCE SCHEME



Suite Revision: 23-0321-01
Approved Date: 09/02/24
Expiry Date: 09/02/25

Acquired Awareness Traffic Management
13 Leonard Cres, Brendale QLD 4500
PO Box 5757, Brendale QLD 4500
07 3881 3008 (Available 24/7)
DTMR Registration #0043

GENERAL NOTES

01. Traffic guidance scheme (TGS) must be used in conjunction with associated notes and design risk assessment undertaken by a traffic management design (TMD) qualified person.
02. Where a traffic management plan (TMP) has been developed, the TGS must also be used in conjunction with the requirements of the TMP.
03. TGS and TMP are developed based upon client supplied information as well as information gathered by the TMD. In the event that road features and/or conditions have changed prior to or during the implementation of the TGS, AATM must be notified prior to implementation.
04. TGS must not be modified in any way, shape, or form, unless undertaken by a qualified and competent TMD or TMD qualified RPEQ. AATM must be notified of all modifications as soon as possible for record keeping purposes. Any changes to the TGS must be noted on the TGS, risk assessment, and signage record.
05. Unless otherwise indicated on the TGS, local access must be maintained at all times. This includes but is not limited to bus stops, car parks, shops, and commercial and/or residential driveways.
06. For shuttle flow and/or gating operations, portable traffic signal systems (PTSS) are the preferred treatment on all roads as AGTTM/QGTTM.
07. Work vehicles and equipment must be adequately contained within the marked work area and must not impede on the travel path of roads users including motorists, cyclists, pedestrians, and vulnerable road users.
08. All devices must be compliant with AS1742.3 and other relevant technical documents.

IMPLEMENTATION NOTES

09. TC requirements listed on this TGS are based on the minimum required to implement the TGS. Implementation times may vary and are not guaranteed to meet client requirements and/or expectations. It is the clients responsibility to communicate required implementation times to AATM so additional resources can be suggested.
10. TGS must be implemented by a qualified traffic management implementor (TMI).
11. All devices must be implemented as indicated on the TGS or within the approved tolerances listed at the bottom of this page. These tolerances do not apply to stated minimums and maximums.
12. Existing road signage including permanently posted speed limits and advisory signage, must not conflict with signage shown on the TGS. If this occurs, conflicting signage must be covered at all times during the operation of the TGS. Where there is existing signage that will affect the implementation of the TGS, AATM must be contacted immediately for guidance.
13. All devices shown on the TGS must be implemented prior to commencement of operations.
14. Recommended delineation spacing must be followed at all times. If this is not possible, AATM must be contacted immediately for guidance.
15. The condition of all devices must be examined prior to implementation to ensure they are fit for purpose and performance is not impaired.
16. Regular signage checks should be performed throughout operations. These checks must be documented on the signage record.

PORTABLE TRAFFIC SIGNAL SYSTEMS (PTSS) NOTES

17. Portable traffic signal systems (PTSS) are the preferred treatment for shuttle flow operations on all roads. Where the road speed is less than 70kmh, or is 70kmh with an AADT of less than 500, the use of traffic controllers with stop/slow bats is permissible subject to a documented risk assessment undertaken by a qualified and competent TMD.
18. Where the road speed is 80kmh or greater, or 70kmh with an AADT of greater than 500, PTSS must be used for all shuttle flow operations.
19. When operating PTSS, a 'Stop Here on Red Signal' sign must be implemented 6m prior to the control position.
20. Traffic controllers must operate PTSS from a safe location as shown on the TGS. If this is not possible, AATM must be contacted immediately for guidance.
21. PTSS must be deployed as per manufactures specifications and AATM induction training.
22. In the event of PTSS failure, traffic controllers are required to control traffic until work activities are able to cease or PTSS failure can be rectified. For additional guidance, refer to AATM SWMS.

PEDESTRIAN, CYCLIST, AND VULNERABLE ROAD USER NOTES

23. Pedestrian access must be maintained at all times by way of temporary path or detour. Where this is not possible, traffic controllers must escort pedestrians safely through the work area.
24. Where pedestrian movements are affected, signage must be provided to warn pedestrians of potential hazards and risks as well as required movements and/or detours.
25. Temporary pedestrian paths must be of suitable condition and contain ramps to allow for prams, wheelchairs, and other mobility aids.
26. Where works will affect the travel path of cyclists, advanced warning must be provided to notify road users of changes.
27. Where cyclists are required to travel in an open lane past the work area, speed reduction to 40kmh must be implemented prior to the need for cyclists to share the lane with other road users.
28. For additional guidance, refer to AATM SWMS.

SAFETY BARRIER SYSTEM NOTES

29. AATM does not provide guidance or advice in relation to the design or installation of any type of safety barrier system.
30. Any safety barrier system shown on AATM TGS are at the request of the client and are symbolic in nature only.
31. At all times, it is the responsibility of the client to obtain the correct advice, certification, and approvals required for any safety barrier system shown on a TGS prior to implementation.

QUEENSLAND POLICE SERVICE NOTES

32. As stated in the AATM WHS Manual, in the event a traffic controller receives a Queensland Police Service (QPS) or other emergency services directive, AATM requires the following:

- The first and last name, rank, and station name of the officer(s) giving the directive.

- The registration of the QPS/Emergency vehicle (if applicable).

- The QPS reference number.

- A clearly written, accurate, and signed directive including the date and time (e.g. on risk assessment or signage record).

- Immediate notification to AATM Operations by the traffic controller(s) involved.
33. Except emergency situations, the above points should be actioned prior to implementing the directive. In all situations, it is advisable to action the directive as soon as it is safe to do so.



NOTES AND LEGEND

TGS LEGEND	
	Work Area
	Safety Buffer / Exclusion Zone
	700mm Traffic Cones
	Temporary Bollards
	Multi-Message Frame & Stand
	Temporary Hazard Marker & Stand
	Barrier Board & Stand
	Traffic Controller
	Traffic Control Vehicle
	VMS Vehicle
	Cone Truck
	POD Truck
	Truck Mounted Attenuator (TMA)
	Police Officer
	Police Vehicle
	PTSS - Type 1 (Portable)
	PTSS - Type 2 (Trailer mounted)
	Variable Message Sign (VMS)
	Bus Stop
	Covered sign
	Permanently Installed Sign
	Containment Fence
	Water Filled Safety Barrier System
	Motorist Travel Path
	Pedestrian Travel Path
	Cyclist Travel Path

Distance	-10%	+25%	Distance	-10%	+25%	Distance	-10%	+25%	Distance	-10%	+25%	Distance	-10%	+25%
10	9	13	45	40	56	80	72	100	110	99	137	150	135	187
15	13	19	50	45	62	90	81	113	120	108	150	160	144	200
25	22	31	60	54	75	100	90	125	130	117	163	180	162	225
30	27	38	70	63	87	105	95	130	140	126	175	200	180	250

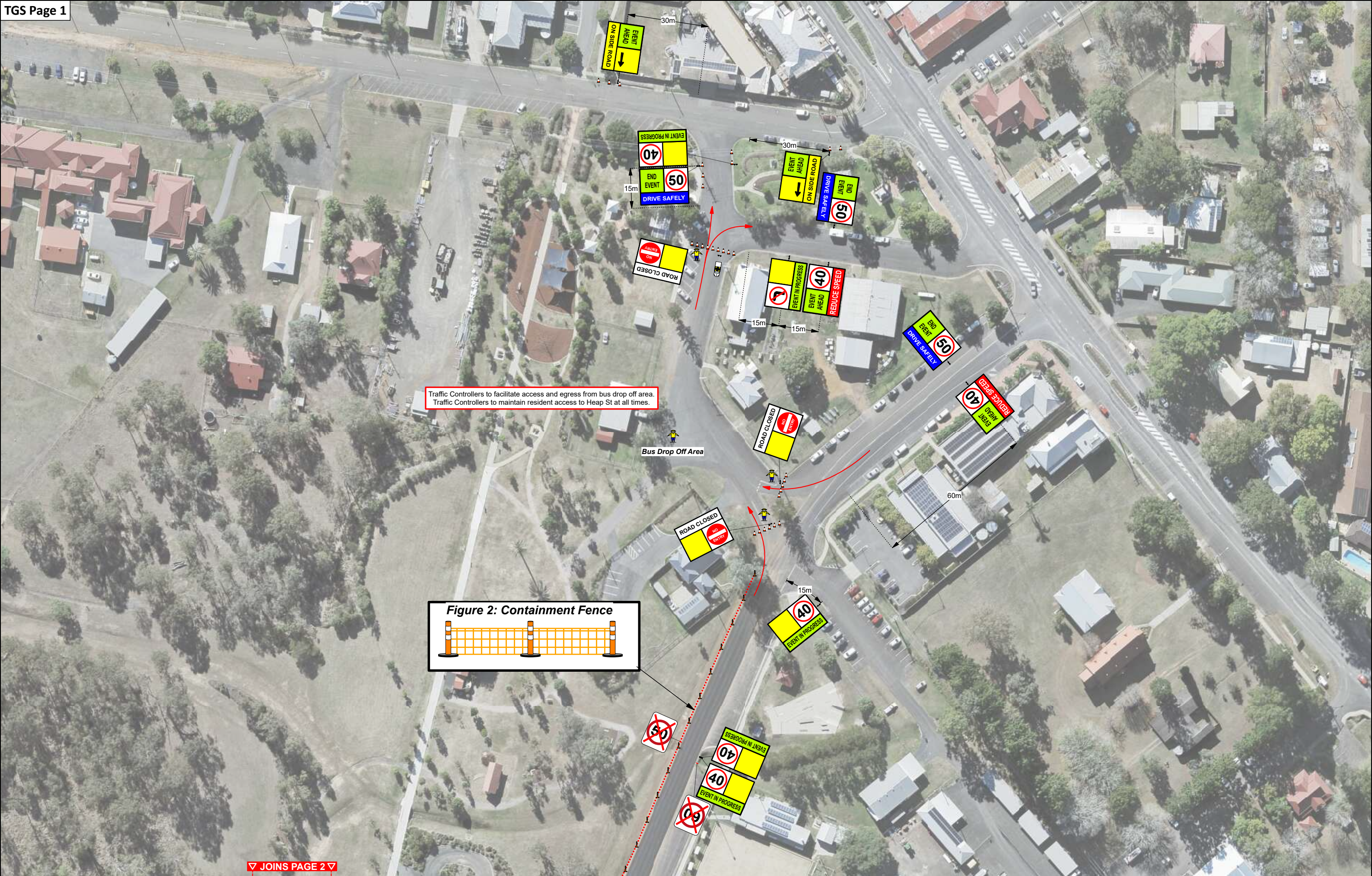


RISK ASSESSMENT & OPTION ANALYSIS

RISK SIGNIFICANCE	SIGNIFICANCE AS DEFINED IN THE RISK ASSESSMENT	RISK ASSESSMENT MATRIX					
Extreme (128)	Immediate planning and action required. High likelihood that the task will result in catastrophic / major consequences unless specified control measures are actioned. Do not proceed until task has been reviewed.	LIKELIHOOD (L)	CONSEQUENCE (C)				
			Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
High to Very High (32-64)	High priority issues requiring attention at all levels. Failure to appropriately manage these risks could have a major impact upon the safety of traffic controllers, workers, and the travelling public.	Almost certain (5)	LOW+ 4	MED+ 16	HIGH 32	V.HIGH 64	EXTREME 128
Medium to Medium+ (8-16)		Likely (4)	LOW- 2	MED- 8	MED+ 16	HIGH 32	V.HIGH 64
Low to Low+ (2-4)	Issues that do not present an obvious and ongoing threat to safety but require periodic monitoring to prevent escalation.	Moderate (3)	NEG 1	LOW+ 4	MED- 8	MED+ 16	HIGH 32
		Unlikely (2)	NEG 0.5	LOW- 2	LOW+ 4	MED- 8	MED+ 16
Negligible (0-1)	Indicates risks that have been suitably controlled and provided controls and properly maintained, appropriate levels of safety can be effectively managed.	Rare (1)	NEG 0	NEG 0.5	NEG 1	LOW- 2	LOW+ 4

TGS NUMBER	23-0321	PREFERRED OPTION	Through the worksite	Past the worksite	Around the worksite
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ITEM	Identified		ACTIVITY / HAZARD	RISK	Existing			MITIGATION / CONTROL	Residual		
	Yes	No			L	C	Rating		L	C	Rating
01	X		Pedestrians and vulnerable road users (VRUs) required to travel through the traffic management area.	Pedestrians and VRUs struck by plant / equipment. Unauthorised access to work area.	2	5	16	Traffic controllers to escort through work area.	1	5	4
02		X	Cyclists required to travel through the traffic management area.	Cyclists struck by vehicles / plant / equipment. Unauthorised access to work area.							
03	X		Local access disrupted by traffic management treatment.	Unauthorised access to work area.	2	3	4	Access facilitated by traffic controllers.	1	3	1
04		X	Active bus stop disrupted by traffic management treatment.	Unauthorised access to work area. Buses encroaching on live lane during stops.							
05		X	Workers on foot within 1.2m from travel path.	Unauthorised access to work area causing injury or death to workers.							
06		X	Workers on foot between 1.2m and 3m from travel path.	Unauthorised access to work area causing injury or death to workers.							
07		X	Workers on foot between 3m and 6m from travel path.	Unauthorised access to work area causing injury or death to workers.							
08		X	Minimum lane width cannot be maintained past work area.	Vehicles unable to travel past work area.							
09		X	Shuttle flow arrangement or gating operations on any road type at any speed.	Injury or death to traffic controller.							
10		X	Shuttle flow arrangement or gating operations on any road type at any speed.	End of queue collisions.							
11		X	Adequate escape route not available for traffic controllers.	Injury or death to traffic controller.							
12		X	Insufficient sight distance to traffic control point.	Injury or death to traffic controller. End of queue collisions.							
13		X	Excavation present within 1.2m of travel path.	Unauthorised access to work area causing injury or death to workers and/or motorists.							
14		X	Excavation present between 1.2m and 3m of travel path.	Unauthorised access to work area causing injury or death to workers and/or motorists.							
15		X	Excavation present between 3m and 6m from travel path.	Unauthorised access to work area causing injury or death to workers and/or motorists.							
16		X	Insufficient lighting within the traffic management area.	Injury or death to traffic controller.							
17		X	Correct signage location cannot be achieved due to road conditions and/or obstructions.	No risks identified.							
18		X	Duplication of signage not possible due to road conditions and/or obstructions.	No risks identified.							
19		X	Delineation spacing increased outside of recommended values.	Vehicle crossover into work area.							
20		X	Works in proximity to an intersection with signals not in operation.	Uncontrolled vehicle movements causing injury or death to workers and/or motorists.							
21		X	Traffic controller leaving control position to reset four cones located on the centre line prior to the control position.	Vehicles leaving the queue prematurely resulting in collisions and/or injury or death to workers.							



▽ JOINS PAGE 2 ▽

	Location :	Esk Hampton Road & Heap Street, Esk		TGS Number :	23-0321	
	Cross Streets :	N/A		TGS Revision :	01	
	Work Activity :	Special event		Revision Date :	09/02/24	
	Treatment :	Full closure	Duration :	Short term	Revision By :	Luke Ramanah - TMD #OP208

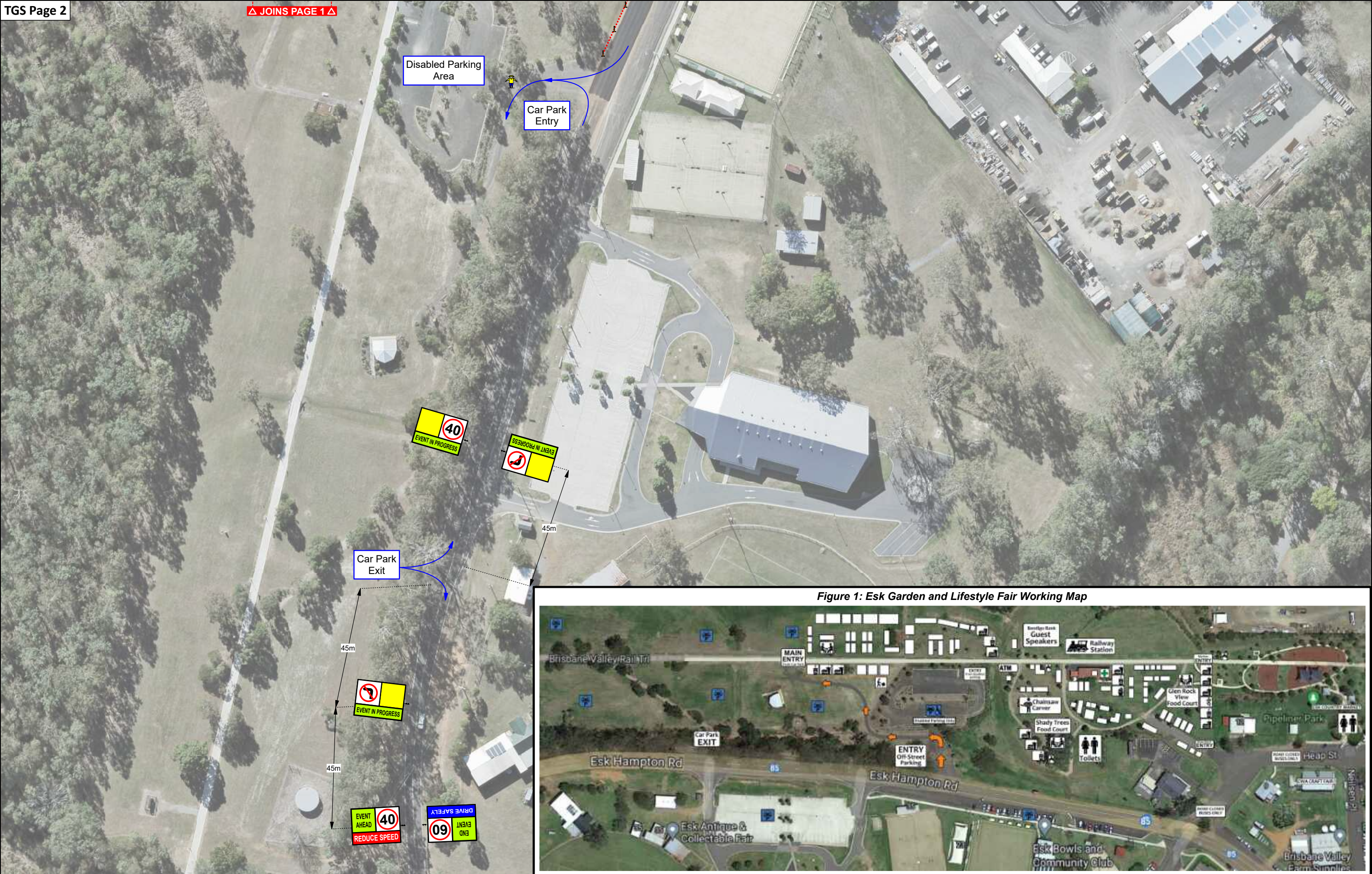


Figure 1: Esk Garden and Lifestyle Fair Working Map

	Location :	Esk Hampton Road & Heap Street, Esk		TGS Number :	23-0321	
	Cross Streets :	N/A		TGS Revision :	01	
	Work Activity :	Special event		Revision Date :	09/02/24	
	Treatment :	Full closure	Duration :	Short term	Revision By :	Luke Ramanah - TMD #OP208

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Gary Love, Manager Engineering Services
Director: Craig Young, Director Operations
Date: 24 April 2024
Subject: Permanent Road Closure – Unnamed Road #1159, Wanora
File Ref: Roads – Road Closures - Permanent (1602246)
Action Officer: MES

Background/Summary

An email has been received from the Department of Resources, with respect to a Part C - LA30 - Statement, seeking Council's further comment on an application to permanently close a section of unnamed road reserve #1159, Wanora. Council has previously responded to the Department of Resources in August 2016 and December 2021 stating its non-support for the closure of this section of road reserve. The Department have requested if Council has any further comment given the time that has passed since initial application.

The area of road reserve applied for closure is approximately 12,000m² and its proposed use is for grazing purposes.

This section of unnamed road reserve links Drapers Road West to Lloyds Road, currently the only road link between these roads is the Brisbane Valley Highway.

There are no services in the area applied to be closed.

If Council approved the road closure, Council's policy is that the area be amalgamated with the applicant's lot and not be held as separate title.

The land adjacent to the road to be closed is zoned rural.

Attachments

Attachment 1 - Drawing No LAAGIS-211.pdf

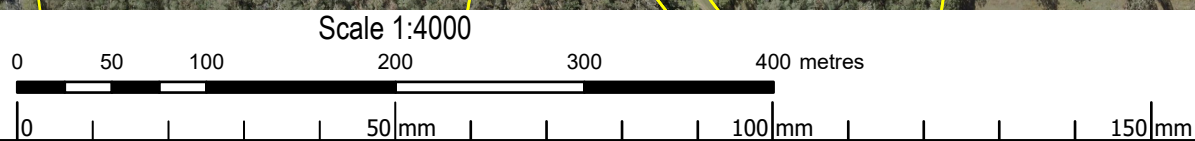
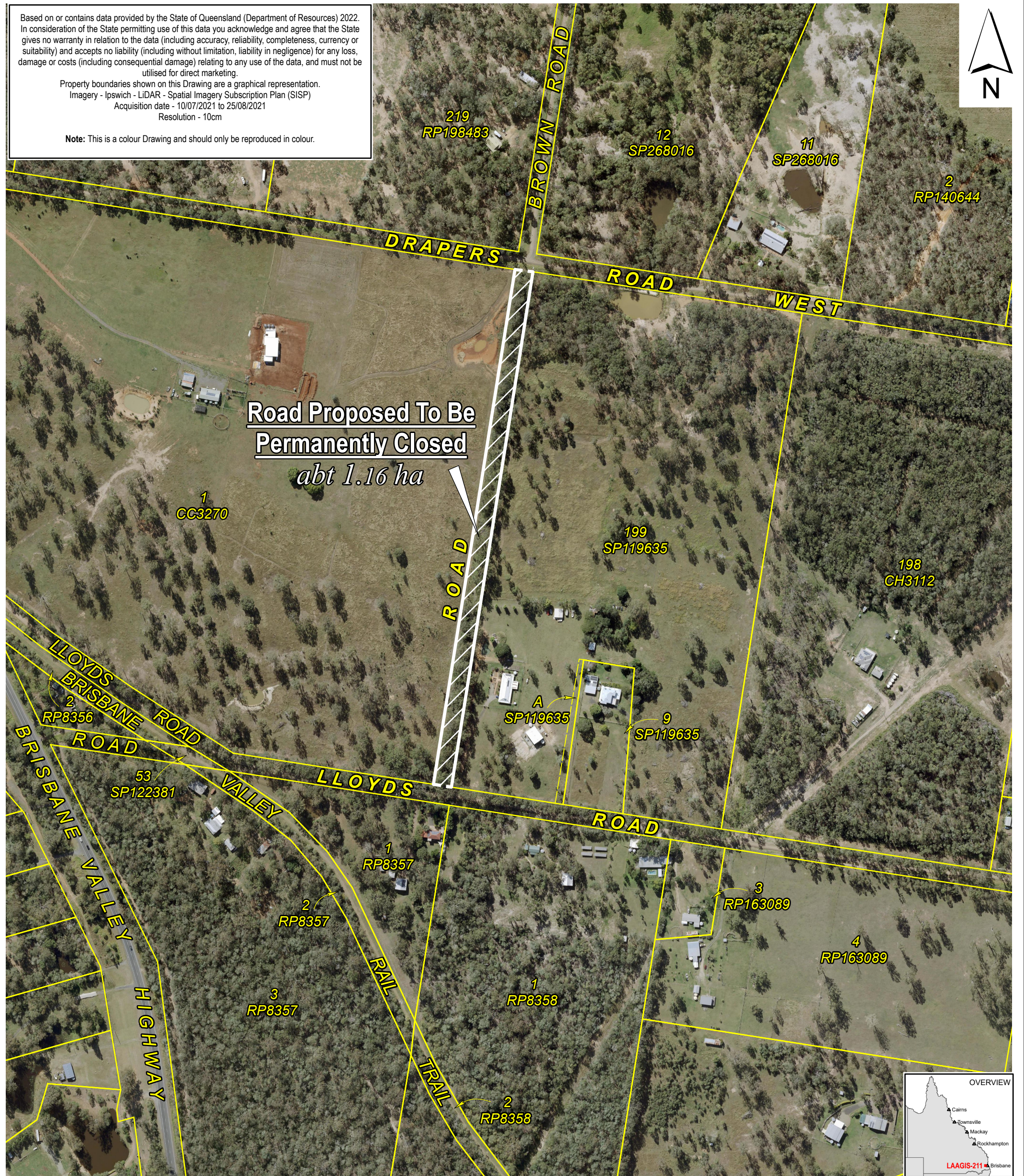
Recommendation

THAT Council advise the Department of Resources in reference to permanent closure of unnamed road reserve #1159 that Council objects to the permanent road closure applied for as this section of road may be required for access in the future.

Based on or contains data provided by the State of Queensland (Department of Resources) 2022.
In consideration of the State permitting use of this data you acknowledge and agree that the State gives no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data, and must not be utilised for direct marketing.


Property boundaries shown on this Drawing are a graphical representation.
Imagery - Ipswich - LiDAR - Spatial Imagery Subscription Plan (SISP)
Acquisition date - 10/07/2021 to 25/08/2021
Resolution - 10cm

Note: This is a colour Drawing and should only be reproduced in colour.




Horizontal Datum: GDA2020

SPATIAL INFORMATION SERVICES

 DEPARTMENT OF RESOURCES
Level 1
203 Tor Street
Toowoomba QLD 4350

© The State of Queensland
(Department of Resources) 2022

ROAD PROPOSED TO BE PERMANENTLY CLOSED 		
LOCALITY: WANORA		
LOCAL AUTH: REGIONAL COUNCIL OF SOMERSET		
eLVAS Ref: 2022/000779	Prepared by: CLB	Date: 14 July 2022
Compiled from: Spatial Cadastre, DWG16/183 & sketch in eLVAS		Map Ref: 9442 - 41412

Scale 1:4000
Original size A3

DRAWING

LAAGIS-211

115 Ortho

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Gary Love, Manager Engineering Services
Director: Craig Young, Director Operations
Date: 24 April 2024
Subject: Permanent Road Closure – Former Lot 2 RP190503 adjacent to Natan Road and Taree Road
File Ref: Roads – Road Closures - Permanent (1611741)

Action Officer: MES

Background/Summary

An automated email has been received from the Department of Resource, with respects to an LA30 - Statement, seeking Council's views on an application to permanently close a section of road reserve formerly known as lot 2 RP190503 adjacent to Natan Road and Taree Road, Vernor. This road closure request is for the purpose of a realignment of boundaries (RAL 1 into 11 lots).

The area of road reserve applied for closure is approximately 336m² and its proposed use is for amalgamation into new proposed subdivision.

This section of road reserve contains two obsolete water tanks, no longer in use, which were previously accessed by easement which are also to be removed as part of RAL.

If Council approved the road closure, Council's policy is that the area be amalgamated with the applicant's lot and not be held as separate title, which is what the applicant is proposing.

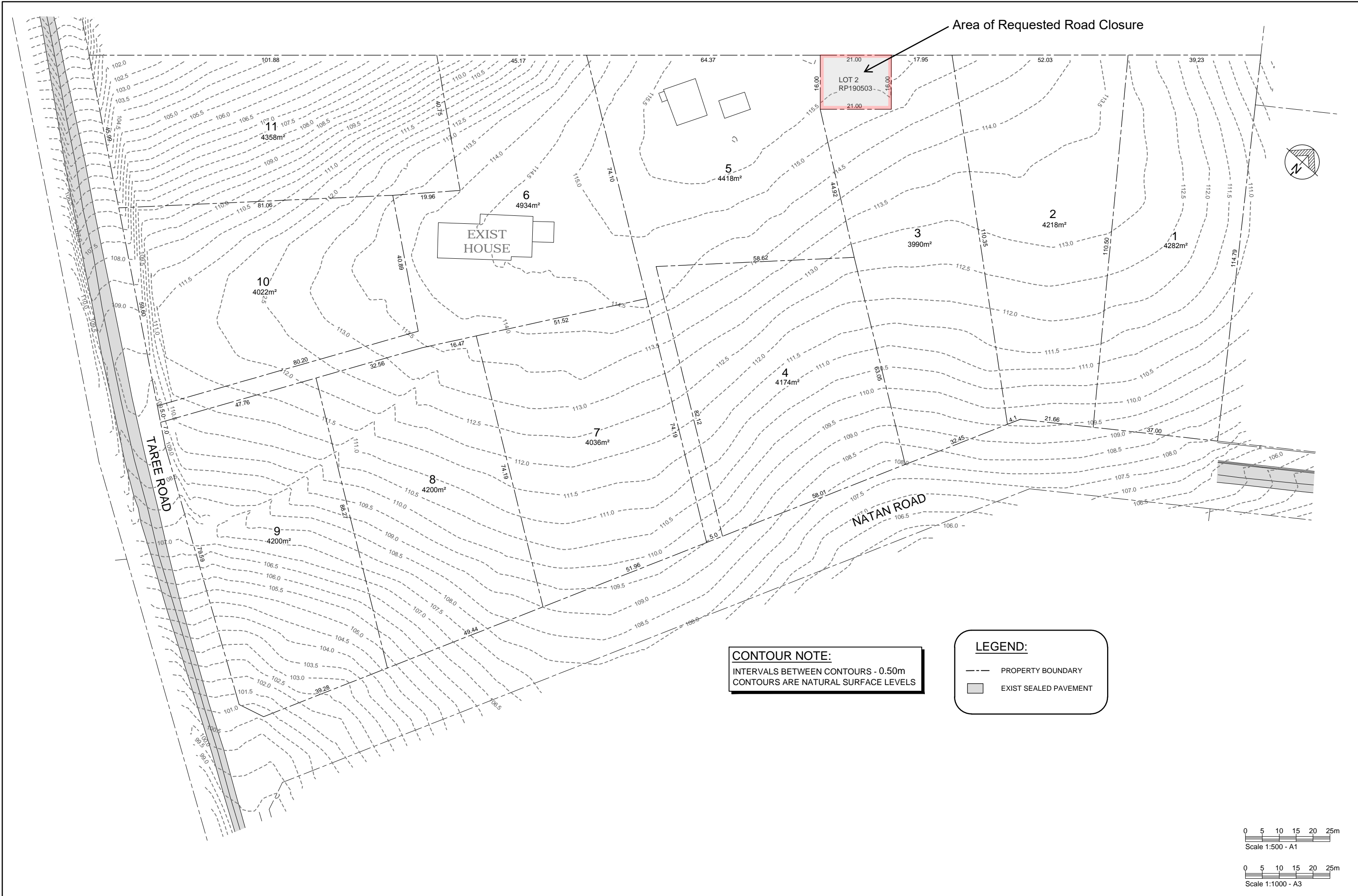
The land adjacent to the road to be closed is zoned rural.


Attachments

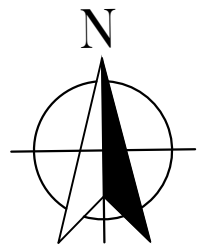
Attachment 1 – 240112 Revised MP-01.pdf
Attachment 2 - Former Lot 2 RP190503.pdf

Recommendation

THAT Council endorse the proposed road closure for Lot 2 RP190503 and that Council advise the Department of Resources that Council offers no objection to the permanent road closure applied for.



					<div>© These drawings remain the property of AM Civil Design Pty Ltd and must not be copied in any format without the written permission of the owners of the copyright.</div> <div></div>	<div>P: 07 4613 3364</div> <div>M: 0417 165 393</div> <div>E: andrew@amcivildesign.com.au</div>	<div>Client</div> <div>BLZ PROPERTY INVESTMENTS NO. 4 PTY LTD</div>	<div>Project</div> <div>RURAL RESIDENTIAL SUBDIVISION 47 TAREE ROAD VERNER</div>	<div>Title</div> <div>PRELIMINARY LOT LAYOUT PLAN</div>	<div>Drawn: APM</div>	<div>Job No.</div> <div>415</div>
										<div>Date</div> <div>AUG'2023</div>	
										<div>Designed: APM</div>	
<div>B</div>	<div>FOR APPROVAL</div>	<div>11/01/24</div>	<div>APM</div>								
<div>A</div>	<div>FOR APPROVAL</div>	<div>31/08/23</div>	<div>APM</div>								
<div>REVISIONS</div>		<div>DATE</div>	<div>DWN</div>	<div>CHK</div>	<div>APP</div>						



				Survey Data	Designed:	<div><div></div><div>P.O. Box 117 Esk QLD, 4312</div><div>Ph: (07) 5424 4000 Fax: (07) 5424 4099 Email: mail@somerset.qld.gov.au Web: www.somerset.qld.gov.au</div><div><div>Somerset</div><div>REGIONAL COUNCIL</div></div></div>	Project:	Scales	Scale: NTS
				Surveyor:	Checked:		Road Closure Application		Sheet No. 1 of 1
				Horizontal Grid	Approved:		Drawing Title:		Plan No.
Issue	Description	By	Date	Vertical Grid	RPEQ No.	Date. / /	Road Closure Application Former Lot 2 RP190503		Road Closure / 100
Amendments									

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Debbie Chandler, Customer Service Systems Administrator
Director: Craig Young, Director Operations
Date: 24 April 2024
Subject: Application for Licensed Grid – Happy Creek Road, Colinton
File Ref: Laws and enforcement / licences / gates and grids (1579491)
Action Officer: CSSA

Background/Summary

Council is in receipt of an application to install and licence a new grid on Happy Creek Road, Colinton between properties described as Lot 50 RP14947 and Lot 2 RP846222.

The applicant owns property on one side of the proposed grid and the other side is owned by another property owner. The adjacent property owner has advised that he offers no objection to the installation of the proposed grid on Happy Creek Road.

The application to install and licence a new gate was advertised in Kilcoy Sentinel on Thursday, 21 March 2024. Council received no objections at the close of the objection period, 21 April 2024.

It should be noted that any approvals issued by Council, for gates or grids, are issued subject to the condition that, Council can withdraw the permission at a later time.

Attachments

Attachment 1 - Location map

Attachment 2 – Council Standards and approach sign layout approach

Recommendation

THAT Council:

1. approve the application to install and licence a new grid to be erected between properties described as Lot 50 RP14947 and Lot 2 RP846222 as per Council's standard conditions and standard drawing SRC-ROAD-028; and
2. due to the proposed location of the grid on Happy Creek Road, Colinton, the condition of the bitumen sealing of the approaches either side of the grid for 5m be relaxed.



Standard conditions for licensed gates and grids on Council roads

General Conditions

- Applications to erect a gate and grid on a public road will only be considered on roads that are a single lane bitumen road or are classified as gravel, form, unformed, unused and unmade. The road reserve boundaries may be unfenced or fenced on one side only. The suitability of a gate or grid will be recommended by the Director Operations based on the function / characteristics of the road, location, traffic volumes and potential future use of the road.
- The following traffic volumes will be used as a guide to determining suitability of a gate or grid –
 - Less than 10 vehicles per day for gate only applications.
 - Less than 50 vehicles per day for grid applications
- The gate and grid must be constructed to Somerset Regional Council's satisfaction and in accordance with any standard plans and specifications which Somerset Regional Council may develop or adopt from time to time.
- Construction of the gate or grid must be as detailed in the application or as detailed by Somerset Regional Council.
- The holder of the permit to construct a gate or grid must ensure unrestricted movement of traffic along the road during construction and installation of the gate or grid and must take all precautions as specified by Somerset Regional Council to prevent or minimise obstruction to traffic or risk of personal injury or damage to property.
- The holder of the permit must keep the gate or grid in good and sufficient repair as per Somerset Regional Council's current requirements. A gate and grid inspection guide will be made available to the permit holder.
- The holder of the permit must maintain the road for 5 metres on each side of the gate or grid in good and sufficient repair so that traffic is not impeded or obstructed and to prevent or minimise the risk of personal injury or damage to property.
- The holder of the permit must provide and maintain any signage associated with the gate or grid as per Council's standard drawings, Gate Approach Sign Layout SRC-ROAD-27 and/or Grid Approach Sign Layout SRC-ROAD-028.
- The holder of the permit must destroy any noxious plants or weeds within the maintained area of the gate or grid.
- Public liability insurance in an amount not less than \$20,000,000 is required to be taken out and maintained by the permit holder. It must indemnify Somerset Regional Council against any legal liability.

Gates

- Gates shall be 3.7m wide (minimum) and shall be of tubular steel construction.
- Gates must be installed in accordance with Somerset Regional Council's standard drawing, Gate Approach Sign Layout SRC-ROAD-027.
- All gates on public roads are not be locked to ensure unrestricted movement of traffic along the road.

Grids

- Grids shall be of steel or concrete construction to current Department of Transport and Main Roads standard grid drawings number 1561 and 1565. The grid shall be a minimum of four (4) metres in width on single lane bitumen roads, gravel and unformed/unused roads. However, the exact width of the grid will be recommended by the Director Operations who will take into consideration the function / characteristics of the road, location, traffic volumes and potential future use of the land.
- Should an applicant wish to install a grid which is not to Department of Transport and Main Roads standards, it must have certification from a Registered Professional Engineer of Queensland.

Standard conditions for licensed gates and grids on Council roads

- Grids should be installed in conjunction with a gate and a side-track to a minimum of 3.7m width and constructed to a standard that is negotiable by normal two-wheel drive vehicles in all weather. Council may consider applications where the inclusion of a side track is not considered practical.
- All grids shall be installed in accordance with Somerset Regional Council's standard drawing, Grid Approach Sign Layout SRC-ROAD-028.

Responsibility of Permit Holder

- The permit holder will be responsible for the installation and maintenance of a gate and grid, ensure compliance at all times with the approved conditions and as per Somerset Regional Council's Gates and Grids (Application of Continuing Local Law) Local Law 2011.
- The permit holder will be required to carry out all work associated with the installation and maintenance of a gate and grid and in accordance with Council's standard gate and grid drawings SRC-ROAD-027 and SRC-ROAD-028.
- The permit holder will be responsible for all temporary and permanent signage during construction and/or maintenance in accordance with the Manual of Uniform Traffic Control Devices (MUTCD).

For further information, refer to Somerset Regional Council's, Gates and Grids on Roads Policy, OP/018.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Gary Love, Manager Engineering Services
Director: Craig Young, Director Operations
Date: 24 April 2024
Subject: Road Opening – Woodward's Lane, Hazeldean
File Ref: Roads – Road Openings - New Roads – (1608802)
Action Officer: MES

Background/Summary

Council has received correspondence from Queensland Government, Department of Resources seeking permission to carry out a road closure on Woodward's Lane, Hazeldean.

This matter was previously brought to Council for a simultaneous road opening and closure, however, Officers have received advice from the Department a simultaneous road opening and closure is not possible in this instance. As a result of this advice Council needs to rescind the previous resolution.

There are several parcels which may be affected by this road closure. These are as follows:

- Lot 3 RP 53120;
- Lot 4 RP53120; and
- Lot 62 CG1603.

Matters which will need to be considered in this request are as follows:

- Existing highset timber dwelling with various tanks, shed and fencing is located on existing Woodward's Lane road reserve and are associated with owner of Lot 3 RP53120.
- Woodward's Lane is currently mapped as unused road reserve and the existing utilised dirt access track is currently off alignment, outside of existing road reserve and on neighbouring parcel Lot 4 RP53120, which has a different property owner from Lot 3.
- Alternate road reserve access would be required to gain access to Lot 62 CG1603, which would be land locked if requested section of road closure is approved.
- This alternate road opening would have to be applied for by Council prior to approval of any road closure.

It is proposed that Council Officers make a road opening application to the Department of Resources, with all fees to be payable by the road closure applicant (including survey costs, application costs, land compensations costs etc) and that approval be provided for the requested section of Woodward's Lane to be closed.

Attachments

Attachment 1 - Woodward's Lane Road Opening and Closure

Recommendation

THAT Council

1. Rescind its resolution of 7 June 2023 "that Council endorse the proposed road opening and closure for Woodward's Lane subject to all associated costs being borne by the applicants and that the new road opening remains as unused road reserve within Councils asset system";

2. Endorse the proposed application for road opening for Woodward's Lane subject to all associated costs being borne by the applicants and that the new road opening remains as unused road reserve within Council's asset system; and
3. Subject to the completion of the road opening approve the requested section of Woodward's Lane to be closed.

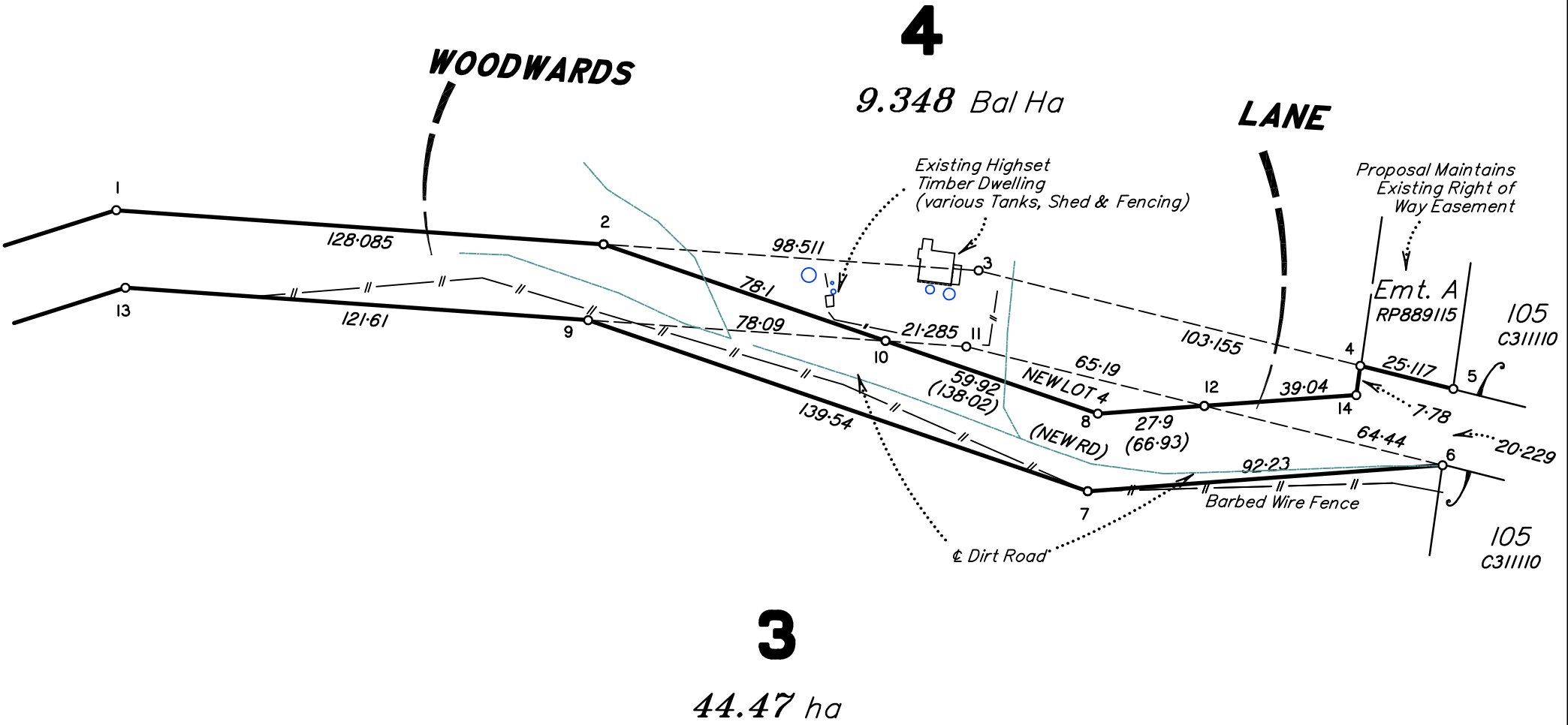
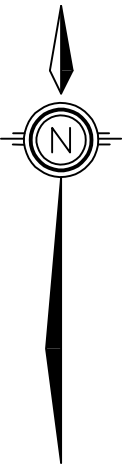
NOTE
THIS PLAN WAS PREPARED FOR VERN GILBERT & VICKERS INVESTMENTS (AUST) PTY LTD, TO ACCOMPANY AN APPLICATION TO THE SOMERSET REGIONAL COUNCIL FOR A REALIGNMENT OF A LOT, DESCRIBED IN THE PLAN AND IS NOT TO BE USE FOR ANY OTHER PURPOSE OR BY ANY OTHER PERSON OR CORPORATION. CORNERSTONE SURVEYS ACCEPT NO RESPONSIBILITY FOR ANY LOSS OR DAMAGE SUFFERED HOWSOEVER ARISING TO ANY PERSON OR CORPORATION WHO MAY USE OR RELY ON THIS PLAN IN CONTRAVENTION OF THE TERMS OF THIS NOTE. THIS NOTE IS AN INTEGRAL PART OF THIS PLAN.

Proposed Area of Closed Road

(2-3-4-14-12-11-10-2) 3047 m²

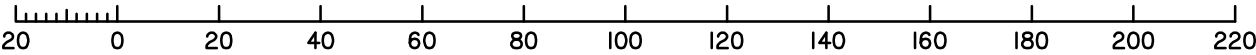
Proposed Area of New Road

(9-10-8-12-6-7-9) 3214 m²



N.B. Area of Lot 3 to be taken by New Lot 4 - 442 m²

Scale 1:1500 - Lengths are in Metres.



NOTES
1) DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND SUBJECT TO FINAL SURVEY.

PROPOSAL PLAN

Lots 3 & 4

Cancelling Lot 3 & 4 on RP53120 and part of USL, being Closed Road

LOCATION 148 WOODWARDS LANE
HAZELDEAN



Consulting Surveyors Mob 0468 646 134

joel@cornerstonesurveys.com.au

CORNERSTONE
Surveys

LOCAL AUTHORITY SOMERSET REGIONAL COUNCIL	DRAWN JA	DWG NAME J469-WOODWARDS	REFERENCE 469-01	ISSUE A DATE 15/05/2023 125
	LOCALITY HAZELDEAN			

CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Kylie Chambers, Office Administrator and Kim Frohloff, Customer Service Officer
Date: 30 April 2024
Subject: 2024 - 2025 Funding Rounds – Community Assistance Grants – Funding Round Dates
File Ref: 2024 - 2025 - Donations - Community Assistance Grant
Action Officer: EA

Background/Summary

Somerset Regional Council assists the community by allocating a set amount of funds, each financial year, to be distributed to various community groups and individuals through its Community Assistance Grants budget.

Community organisations can apply for a grant to assist with costs associated with projects, events, services or remission of some Council fees.

4. SCOPE

4.1 What this policy applies to

This policy covers:

- (a) direct financial support for community organisations, projects, events or services within the Somerset region;*
- (b) payment of general rates and Council cost recovery fees, on behalf of community organisations;*
- (c) assets given to community organisations;*
- (d) payments to individuals as excellence bursaries.*

4.2 What this policy does not apply to

- (i) This policy does not apply to grants or concessions requested by commercial organisations or individuals other than those referred to in 4.1(d) above;*
- (ii) For example, applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Queensland Urban Utilities, other utility accounts such as electricity and telecommunications or the following charges levied with Council general rates:*

- *Utility charges;*
- *Separate rates and charges;*
- *Special rates and charges; and*
- *State Government Emergency Levy.*

Previously, Council has offered two funding rounds per financial year, in August and February. To provide more clarity regarding when grant applications should be submitted to Council an opening and closing date will be advertised for the 2024 – 2025 funding rounds.

Council's Community Assistance Grants Policy – C/001 states:

Advertisements will be placed in local media for two (2) funding rounds per financial year (with the first round of each financial year including rates remission applications for that financial year). The advertisement will detail the availability and request applications be received by a specified date, addressing the selection criteria. However, organisations may be limited to two (2) applications per financial year.

Consideration is sought for the below Community Assistance Grant funding round dates for the 2024 - 2025 financial year.

Round closes	Projects must not have a start date before*
Round one (including rates remission) Open 8am Monday, 5 August 2024 Closing 5pm Friday, 30 August 2024	Friday, 27 September 2024
Round two Open 8am Monday, 27 January 2025 Closing 5pm Thursday, 20 February 2025	Friday, 28 March 2025

Attachments

Nil

Recommendation

THAT Council approve the below dates for two (2) Community Assistance Grant funding rounds in the 2024/2025 financial year. Funding rounds to be advertised on Council's website and in various media outlets four (4) weeks prior to the closing dates.

Round closes	Projects must not have a start date before *
Round one (including rates remission) Open 8am Monday, 5 August 2024 Closing 5pm Friday, 30 August 2024	Friday, 27 September 2024
Round two Open 8am Monday, 27 January 2025 Closing 5pm Thursday, 20 February 2025	Friday, 28 March 2025

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer

Date: 30 April 2024

Subject: Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – March 2024

File Ref: Community Relations – Sponsorships – Somerset Excellence Bursaries

Action Officer: EA

Background/Summary

Somerset excellence bursaries are not community grants as defined by the Local Government Regulation notwithstanding that they are to be funded from the same budget allocation as community assistance grants. As per policy, Excellence Bursaries are considered and approved at Officer level as delegated and reported to Council's Ordinary meeting monthly.

Somerset Excellence Bursary applications are considered as part of the Community Assistance Grant Policy which Council provides:

- Regional Level selection \$250
- State Level selection \$500
- National Level selection \$750
- Selection for an event hosted internationally \$1,000
- Team application (Regional, State or National) Up to \$2,000 per team/group of 4 or more individuals.

Council received four (4) excellence bursary applications in March 2024. Somerset Excellence Bursary applications for the month of March as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
Lauren Henderson	April Henderson	1595703	Swimming	Regional \$250.00	April Henderson has been selected as part of the Darling Downs girls 15 Swimming team to attend the Queensland School Sport Swimming Championships at Brisbane Aquatic Centre Chandler on 23-25 March 2024.
Nicole Bennett	Joshua Bennett	1600696	Softball	Regional \$250.00	Joshua Bennett has been selected as part of the Redcliffe Softball Association U14 representative team to attend the Softball Qld U14 State Championships at Redlands Softball Association, Ormiston Qld on 30 March 2024 - 1 April 2024.

Nicole Bennett	Lucy Bennett	1600693	Softball	Regional \$250.00	Lucy Bennett has been selected as part of the Brisbane U16 Representative Team to attend the Qld softball U16 State championships at Toowoomba Softball Association, Kearney Springs Qld on 14-14 April 2024.
Annette Eggleston	Makeea Schimke	1599761	Swimming	Regional \$250.00	Makeea Schimke has been selected as part of the Darling Downs school swimming team to attend the Queensland Representative School Sport State Swimming Championship at Sleeman Aquatic Centre, Chandler on 26-28 March 2024.

Attachments

Nil.

Recommendation

THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the month of March 2024 and the contents be noted.

SOMERSET REGIONAL COUNCIL – Officers Report

To: Andrew Johnson, Chief Executive Officer
From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator
Date: 30 April 2024
Subject: Community Assistance Grants 2023-2024
Summary of Applications - Funding Round Two Closed 1 April 2024
File Ref: Community Relations – Sponsorships – Donations
Action Officer: DHRCS

Background/Summary

A total of twenty-one applications were received for community assistance grants for Round two (2) of 2023 - 2024 financial year.

The budget allocation for 2023-2024 financial year is \$182,156.00.

Available funds as of 16 April 2024 are approximately \$90,864.89. Given the total requested recommendations for funding from this round total \$38,869.96 (plus in-kind support) there would a remaining available balance of approximately \$51,994.93 (less in-kind support) for the remainder of the financial year should all recommendations be approved.

Community assistance grants applications for round two (2) of 2023-2024 financial year are summarised below for information only. Separate decisions to be provided as per officer's reports.

Doc #	Applicant	Amount requested	Amount recommended for approval
1609105	Care4Esk	\$ 1,610.38	\$ 805.19 – 50%
1602102	Downs Trailer Club	\$ 5,000.00	\$ 2,750.00 – 50%
1589677	Fernvale School P and C	\$ 2,171.00	\$ 1,000.00 - 50%
1588329	Kilcoy Day for Girls Auspiced by Days for Girls Australia	\$ 4344.00	\$ 2,172.00 – 50%
1602175	Kilcoy Golf Club Inc	\$ 5,645.36	\$ 2,822.68 – 50%
1591601	Kilcoy Gymnastics Club Inc	\$ 9,248.00	\$ 4,624.00 – 50%
1590073	Lowood Kindergarten	\$ 4,458.02	\$ 2,229.01 – 50%
1600342	Lowood Show Society	\$ 5,000.00	\$ 1,500.00
1588144	Moore Soldiers Hall	\$ 4,000.00	\$ 2000.00 – 50%
1595866	Mount Beppo Hall	\$ 5,000.00	\$ 2,989.00– 50%
1589900	The West Moreton Landcare	\$ 4,065.00	\$ 2,032.50 – 50%
1588001	Valley of the Lakes Garden Club	In Kind Support	\$ 1,000 (approx.) + In Kind Support
Total		\$74,531.76 plus in kind support	\$38,869.96 plus in kind support

Attachments

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

Recommendation

THAT community assistance grants applications for round two (2) of 2023 - 2024 financial year as summarised in this report and set out below be approved for funding and **\$38,869.96** plus GST if applicable.(Plus in-kind support) be granted through the Community Assistance Grants budget allocation;

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Care4esK Inc.

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1600486

Action Officer: EA

Background/Summary

Amount requested:	\$1,610.38
Total cost of project:	\$1,610.38
Amount recommended to be granted:	\$805.19 – 50% of cost of project

Assessor's Summary

The applicant states:

- Care4esK is part of a network of wildlife rescuers aiding in the rescue and transport of sick and injured Koalas from across the region
- By providing the community with awareness and education, we believe their appreciation increases, and our flora and fauna is ensured of a better future.
- Last year our community wildlife information afternoon, was attended by almost 100 people. We are hoping to replicate the success of last years event.
- Several Somerset Regional Councillors and officers were in attendance last year - invitations will be extended to Council, State and Federal members again this year

Assessors Note:

Quotes are for - \$450 Welcome to country, \$525 Wildlife presentation, \$55 Venue hire, \$398.75 Signage banner, Stationery & Printing \$181.63

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

The following criteria may be used to assess grant applications:

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

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

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$805.19 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with the Care4esK Community Wildlife Day Event.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Downs Trailer Boat Club Inc Atkinson Dam

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1602102

Action Officer: EA

Background/Summary

To assist with the costs associated purchasing a ride on mower to maintain the grounds around Atkinson Dam

Amount requested:	\$5,000.00
Total cost of project:	\$5,500.00
Amount recommended to be granted:	\$ 2,750.00 – 50% of cost of project

Assessor's Summary

The applicant states:

- The group rents land around Atkinson dam from SEQ and are responsible for it's maintenance.
- The club exists on funds from memberships to cover insurance, rates and maintenance costs.
- The club is still recovering financially after the 2011 floods led to earthworks being required to move a large scale of property below a low water mark
- This mower will ensure the group can maintain the land around Atkinson Dam

Assessors Note:

SEQ water Lease agreement provided for 1 hectare of flood margin land (2015-2019, re-signed in 2020 to confirm lease end date). Section 5.4 confirms maintenance of land is required

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,750 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated purchasing a ride on mower to maintain the grounds around Atkinson Dam.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Fernvale State School Parents and Citizen Association

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1589677

Action Officer: EA

Background/Summary

To assist with the costs associated with supporting Fernvale State School to celebrate their 150th anniversary.

Amount requested:	\$2,171.00
Total cost of project:	\$2,471.00
Amount recommended to be granted:	\$1,000 – Large Scale Event

Assessor's Summary

The applicant states:

- This is a one day event
- The 150th celebration will bring the whole school community together
- Event will bring high numbers of visitors to the region which will bring financial benefits to the local economy

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

The following criteria may be used to assess grant applications:

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

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

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,000 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with supporting Fernvale State School to celebrate their 150th anniversary..

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Kilcoy Days for Girls

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1588329

Action Officer: EA

Background/Summary

To assist with the costs associated supplying a newly formed accredited team in Kilcoy with sewing materials, machines, fabrics and stationery to supply menstrual kits, care and education to disadvantaged girls globally.

Amount requested: \$4,344.00

Total cost of project: \$4,344.00

Amount recommended to be granted: \$2,172.00 – 50% of cost of project

Assessor's Summary

The applicant states:

- Our newly accredited team meets twice monthly in the Church of England hall, Kilcoy (no charge) to make menstrual kits for Days for Girls Australia who distribute the packs and education to disadvantaged girls in 65 countries worldwide.
- Our group of volunteers are learning new skills while socialising, giving team members a sense of purpose by contributing to a worldwide project benefiting the young women who receive these packs.
- We are hoping this funding will enable us to promote our activities and attract more people to join the group.
- Future income to sustain the group includes public donations, Church of England's car boot and market sales and fundraising functions.

Kilcoy day for Girls is auspiced by Days for Girls Australia

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2172 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated supplying a newly formed accredited team in Kilcoy with sewing materials, machines, fabrics and stationery to supply menstrual kits, care and education to disadvantaged girls globally.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Kilcoy Golf Club Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1602175

Action Officer: EA

Background/Summary

To assist with the costs associated with running a Junior Golf Program

Amount requested:	\$5,000.00
Total cost of project:	\$5,645.36
Amount recommended to be granted:	\$2,822.68 – 50% of cost of project

Assessor's Summary

The applicant states:

- We are a growing club and with so many new families moving to the region, would like to expand our successful Junior Golf Program
- Program will provide weekly classes facilitated by our Community Instructors (certified through MyGolf) to encourage and support young golfers who are interested in the learning the basic fundamentals of golf.
- Aim is to have a PGA professional come in monthly and work with the juniors furthering their skills and abilities
- The club is committed to growing and nurturing our junior program as much as possible, as they are the future face of golf and our club.

Assessors Note:

Quotes are for - \$2400 PGA Coach, \$3245.36 balls and equipment

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,822.68 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with running a Junior Golf Program.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Kilcoy Gymnastics Club Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1591601

Action Officer: EA

Background/Summary

To assist with the costs associated with updating vaulting equipment

Amount requested:	\$9,248.00
Total cost of project:	\$9,248.00
Amount recommended to be granted:	\$4,624.00 – 50% of cost of project

Assessor's Summary

The applicant states:

- Current vault boards require replacement - the club has previously replaced rubber bellows (spring section), but now the wooden frames are splitting.
- The club currently offers classes Monday to Thursday at both Kilcoy and Toogoolawah with vault boards being used in all lessons.
- Transporting the vault boards between the 2 sites is no longer a viable option.
- Vault boards allow the coach to teach the skills of spring, flight and landing, which assists our students later in life in dealing with working at heights, flight and safe landings.

Assessors Note:

Quote is for - \$6250 5x competition vault board, \$359 Kids vault board, \$499 Vault safety block, \$2190 foam vaulting table

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$4,624 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with updating vaulting equipment.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Lowood and District Community Kindergarten Association

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1590073

Action Officer: EA

Background/Summary

To assist with the costs associated with removing and replacing existing air conditioning systems

Amount requested:	\$4,458.02
Total cost of project:	\$4,458.02
Amount recommended to be granted:	\$2,229.01 – 50% of cost of project

Assessor's Summary

The applicant states:

- Air conditioner systems need replacing due to age and failure
- New Air conditioning will provide a cool/warm space inside kindy building
- It will also help with cost of electricity, by providing a more energy efficient and reliable air conditioning unit

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,229.01 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with removing and replacing existing air conditioning systems.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Lowood Show Society Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1600342

Action Officer: EA

Background/Summary

To assist with the costs associated with entertainment and prizemoney for Lowood Show

Amount requested:	\$5,000.00
Total cost of project:	\$5,000.00
Amount recommended to be granted:	\$1500 Annual Agricultural Shows

Assessor's Summary

The applicant states:

- Each year we aim to provide our patrons with a very unique look for the future generations of the show exhibitors and entertainers for our history making event.
- Each section showcases the exhibitors integral part of the Lowood Show and brings their families to view that content at our jammed packed day of entertainment.
- We try to showcase the talents from everybody and which in turn brings business to the community.
- Lowood Show is holding its 117th show so we play an important role in the Somerset area.

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

The following criteria may be used to assess grant applications:

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

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

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with entertainment and prizemoney for Lowood Show.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Moore Soldiers Memorial Hall Assn. Inc.

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1588144

Action Officer: EA

Background/Summary

To assist with the costs associated with purchasing a new ride on mower.

Amount requested:	\$4,000.00
Total cost of project:	\$4,899.00
Amount recommended to be granted:	\$2,449.50 – 50% of cost of project

Assessor's Summary

The applicant states:

- The current mower is past repair and out of commission, as funds are low they cannot afford to replace
- Mowing is done by volunteer workers - area includes hall grounds, as well as all the Council verges and surrounds around the hall
- MSMH is currently used by local residents and travellers to the Somerset Region
- It is used as an emergency meeting point, centre for community social and health and well-being activities, local committee meeting place as well as local markets.
- Due to constant visitors, it is important to keep the grounds mowed for safety and to keep the area as clear as possible of snakes and vermin
- Maintaining the upkeep of the area around the hall, an attractive focal point in attracting visitors in the Somerset area, provides a safe place to visit and demonstrates pride in the region we live in.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,449.50 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with purchasing a new ride on mower.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Mount Beppo Public Hall Committee Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1595866

Action Officer: EA

Background/Summary

To assist with the costs associated with two separate projects. Firstly, the project to relevel and restoration of existing stumps of the Mt Beppo Hall and also the purchase of a ride on mower to maintain the grounds.

Amount requested:	\$5,000.00
Total cost of project:	\$5,978.00
Amount recommended to be granted:	\$2,989.00 – 50% of project cost

Assessor's Summary

The applicant states:

- Firstly the leveling of the Mount Beppo Hall and the restoration to some of the existing stumps to preserve them.
- The purchase of a ride on mower for the maintenance of the grounds of the Mount Beppo Hall.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,989 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with two separate projects. Firstly, the project to relevel and restoration of existing stumps of the Mt Beppo Hall and also the purchase of a ride on mower to maintain the grounds.

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – West Moreton Landcare Group Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1589900

Action Officer: EA

Background/Summary

To assist with the costs associated with the purchase of outdoor maintenance equipment.

Amount requested:	\$4,065.00
Total cost of project:	\$4,065.00
Amount recommended to be granted:	\$2032.50 – 50% of cost of project

Assessor's Summary

The applicant states:

- They require 2x brush cutter, a hedge trimmer, a blower and an edger for maintenance work undertaken by volunteers on the 4km stretch of revegetated corridor adjacent to the BRVT westwards from Main Street Lowood.
- The maintenance work will be undertaken by volunteers, and those undertaking SPER or Centrelink obligations
- Equipment will be used extensively during summer months when weather conditions call for regular maintenance to ensure corridor planting are cared for & their appeal to visitors and locals is maintained

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2032.50 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with the purchase of outdoor maintenance equipment..

INFORMATION ONLY - SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Valley Of The Lakes Garden Club

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1588001

Action Officer: EA

Background/Summary

To assist with the costs associated with the Esk Garden Fair

Amount requested:	In kind support
Total cost of project:	\$34,029.89
Amount recommended to be granted:	in kind support as requested

Assessor's Summary

The applicant states:

- The event is a community event - promoting community spirit with many local groups catering
- They will be inviting local and outside small businesses to promote and sell their expertise in plants, furniture and garden wares
- Esk Men's Shed, Esk Show Society and the Esk Lions Club will be catering in 2024
- Group currently has 130 members and is affiliated with Garden Clubs of Australia and Qld Council of Garden Clubs - which provide guest speakers and allow promotion of event in magazines.
- Council sponsorship would be promoted by adding logo to advertising flyers - intend to use local papers, signage, brochures and social media
- We believe involvement in gardening contributes to better health and wellbeing which is a benefit to the community
- This event will be an opportunity for locals to invite friends and family, as well as for visiting public to our region, promoting tourism in the region.
- In 2023 approx. 8000 people attended the event, many coming from outside of the Somerset region.

ASSESSORS NOTE:

Previously Council has approved grant funding for traffic control. Further discussions with the club reveal that due to the new entry fee to the show, the group will not be seeking the traffic control in addition to the in kind support.

The group have requested the following in kind support:

- Access to four power boxes and water
- Six no parking signs on swing stands
- Two parking (directional arrow) signs on swing boards
- 2 x bus parking only signs

- 18 community bins (Council cost of \$90)
- Two town stewards for a maximum of eight hours to assist with setup and pack down of the park, assisting and guiding of vehicles, cleaning, and stocking the amenities and ensuring the site is clean and secure at the end of the event. (Council cost of 8 hours wages on Saturday is approximately \$470 per person)

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding for 18 community bins, assistance of two staff members (valued at approximately \$1,000) and the additional in kind support as requested be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with the Esk Garden Fair.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Esk Pastoral Agricultural and Industrial Association Incorporated

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1589823

Action Officer: EA

Background/Summary

To assist with the costs associated with the 2024 Esk Show.

Amount requested: \$1,500.00

Total cost of project: \$0.00

Amount recommended to be granted: \$1500.00

Assessor's Summary

The applicant states:

- The funds from the Community Assistance Grant would go towards prize money for the photography, horse section and Chainsaw Racing section
- Also to cover costs for atm hire for the event.

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

The following criteria may be used to assess grant applications:

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

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

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$1500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with the 2024 Esk Show .

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Parkrun Australia Ltd. Auspiced by QCWA Esk

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1589927

Action Officer: EA

Background/Summary

To assist with the costs associated with establishing a new Parkrun event for the community of Esk

Amount requested: \$5,000.00

Total cost of project: \$7,000.00

Amount recommended to be granted: \$3,500.00

Assessor's Summary

The applicant states:

- Parkrun events are established by the local community for the local community.
- This will be achieved by providing a weekly community event of a free, timed 5km walk, jog or run every Saturday at 7am that creates a welcoming and inclusive environment.
- This event will also help build a community of socially connected individuals.
- The event will create an inclusive environment and benefit the local community through being open to all ages, cultures and genders - enabling everyone to get active and improve their health and wellbeing.
- The project aims to engage people from all backgrounds and of all fitness levels abilities and ages, both as volunteers and as walkers/runners, irrespective of gender, socio-economic status, ethnicity, disability, or mental health status.

Assessors Note:

Quote includes establishment and ongoing costs including: teardrop flags, volunteer vests, first aid kit, parkrun finish tokens, wire token holders, token sorting trays, safety cones, clipboards, lanyards and attachable ID tags, directional signage, parkrun software, parkrun licence fees, additional equipment as needed due to event growth, replacement equipment as needed

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$3500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, (Auspiced by QCWA Esk) to assist with costs associated with establishing a new Parkrun event for the community of Esk.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Lions Club of Lowood Inc

File Ref: Community Relations – Sponsorships – Donations
- Doc Id 1589466

Action Officer: EA

Background/Summary

To assist with the costs associated with the 10th Anniversary Prenzlau Automotive and Music Show

Amount requested:	\$6,000.00
Total cost of project:	\$10,665.00
Amount recommended to be granted:	\$2,500.00

Assessor's Summary

The applicant states:

- The event celebrates not only a decade of automotive enthusiasm but also 50 years of the Lions Club's community service in Lowood.
- The Lions Club's tradition of supporting local communities through disaster is at the heart of event with proceeds aiding local projects.
- The event will benefit the community by bringing together people of all ages and backgrounds to celebrate a shared passion for automotive culture.
- The event will attract visitors from outside the area which will stimulate local economy
- The proceeds from the show are invested back into the community, funding disaster relief efforts, event support and other projects that directly benefit the local population.
- The show offers an education experience by showcasing the evolution of automotive technology and design, including the introduction of motorcycles.
- It also provides a platform for local musicians and artists, enriching the community's cultural landscape.
- Volunteers gain valuable experience and skills while contributing to the success of an event that benefits their community

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with the 10th Anniversary Prenzlau Automotive and Music Show.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator

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

Date: 30 April 2024

Subject: Community Assistance Grants 2023-2024 – Toogoolawah Kindergarten Association Inc.

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1602190

Action Officer: EA

Background/Summary

To assist with the costs associated with replacing badly rusted stumps of the Toogoolawah Kindergarten building.

Amount requested:	\$6,490.00
Total cost of project:	\$12,980.00
Amount recommended to be granted:	\$5,000.00

Assessor's Summary

The applicant states:

- Currently at least one of the badly rusted stumps is hanging free, impacting the structural integrity of the building .
- The plan is to replace (-12) with galvanised adjustable stumps. Conduct a check/repair on the remaining 6 stumps, paint with kill rust and waterproof sealant.
- Without this repair, the safety concern could affect the ability to provide the community with learning opportunities.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$5,000 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with replacing badly rusted stumps of the Toogoolawah Kindergarten building.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Kim Frohloff, Customer Service Officer and Kylie Chambers, Office Administrator
Date: 30 April 2024
Subject: Community Assistance Grants 2023-2024 – Toogoolawah State School P and C
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1589462
Action Officer: EA

Background/Summary

To assist with the costs associated with purchasing musical instruments for the school's 'Musical Inclusivity for Toogoolawah'

Amount requested:	\$5,000.00
Total cost of project:	\$4,891.15
Amount recommended to be granted:	\$2445.58

Assessor's Summary

The applicant states:

- Currently students wanting to learn to play are required to purchase their own instruments.
- To ensure inclusivity, the P and C wish to implement an instrument program for students from low household income backgrounds.
- The quote supplied is for two clarinets, one alto saxophone and two flutes.
- The P and C has kindly asked for the maximum amount of \$5000 to be granted to help alleviate the financial burden on their parents.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$2445.58 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with costs associated with purchasing musical instruments for the school's 'Musical Inclusivity for Toogoolawah'.

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: 30 April 2024
Subject: Operational Plan 3rd Quarter Review 2023-24
File Ref: Corporate Management – Planning - Operational Plan
Action Officer: DCORP

Background/Summary

The Operational Plan for Somerset Regional requires reviewing at each quarter to determine progress of the items within the Plan. The 2023 - 24 plan was developed at the same time as the Budget and has a close alignment with the 2023 - 24 Budget. The 3rd Quarter review contains feedback from all officers who are responsible for items within the plan. To help interpret the report outcomes Council officers have updated the traffic lights within the report.

Council's progress of the action items within the Operational Plan 2023 - 24 are measured by the number of items that are completed or achieved for the year.

There are no actions within the current operational plan that are reported as a red traffic light. This means that there are limited external factors, budget or resourcing issues that will, at this stage hinder the achievement of the operational plan actions.

Attachments

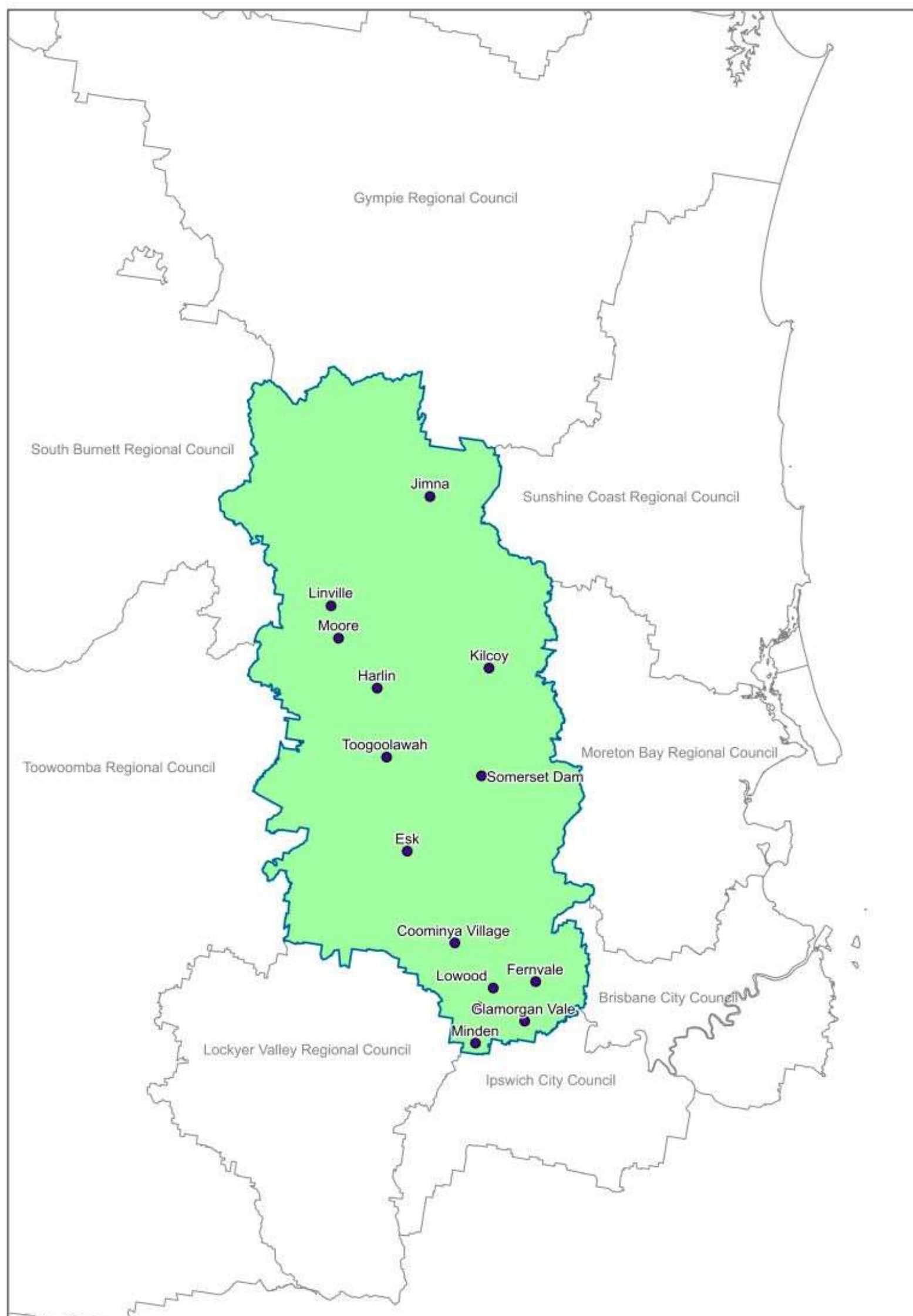
Attachment 1 – Operational Plan 2023-24 Quarter 3 Review

Recommendation

THAT Council receive the Operational Plan 2023-24 Quarter 3 review and note the progress of the action items.



OPERATIONAL PLAN 2023 – 2024





Introduction

The 2023/24 Operational Plan outlines the activities and services that as an organisation Council will deliver this year towards implementing the objectives of the Corporate Plan 2021 -2026.

Somerset Regional Council's Operational Plan is an integral cog in the wheel that drives our Corporate Planning and the organisations performance. The Operational Plan is funded through Council's annual budget and sets the years direction for each of Council's Departments. The Operational Plan articulates Council's commitment to key projects, services, activities and measures the success and areas of responsibility for 2023/24. Council is required to report quarterly on the progress of all operational plan.

The Operational Plan is aligned with other key documents to detail the implementation of strategies which are used to assist Council and the community to plan for a sustainable future. This approach ensures that efficiencies are achieved through coordinated planning and budgeting and to ensure that management is undertaken in an integrated manner.

The alignment of the Corporate Plan 2021 - 2026 and the Operational Plan for 2023/24 is centred on the key themes of Natural Somerset, Vibrant Somerset, Prosperous Somerset, Well Planned Somerset and United Somerset. These five themes guide Council's focus over the next five years and have a number of outcomes and strategies. The Corporate Plan assists in the identification of priorities, and is used to balance the delivery of services and projects within available resources.

Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission Statement

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region.

Our Five Core Values

Our values govern Council's actions and how we serve the communities of the Somerset region. Our five core values are:

1. Positive Interactions

We encourage positive interactions within the organisation and externally, and our relationships are based on integrity, honesty, openness, accountability and equity.

2. Community Champions

As community champions we will provide a foundation for long-term growth and prosperity while providing flexibility to respond to the changing needs of our community.

3. Empowered Workforce

As an organisation, we aim to provide a safe environment for our employees to further develop their productive capacity through the acquisition of skills, teamwork, empowerment and participation in the decision-making process.

4. Safety STAR (Stop, Think, Act, Review)

We recognise that to function efficiently and effectively our organisation and community must feel safe. In doing so, we will take the necessary time to stop and think, take appropriate action to protect our people, and review our processes in the spirit of continuous improvement.

5. Excellence

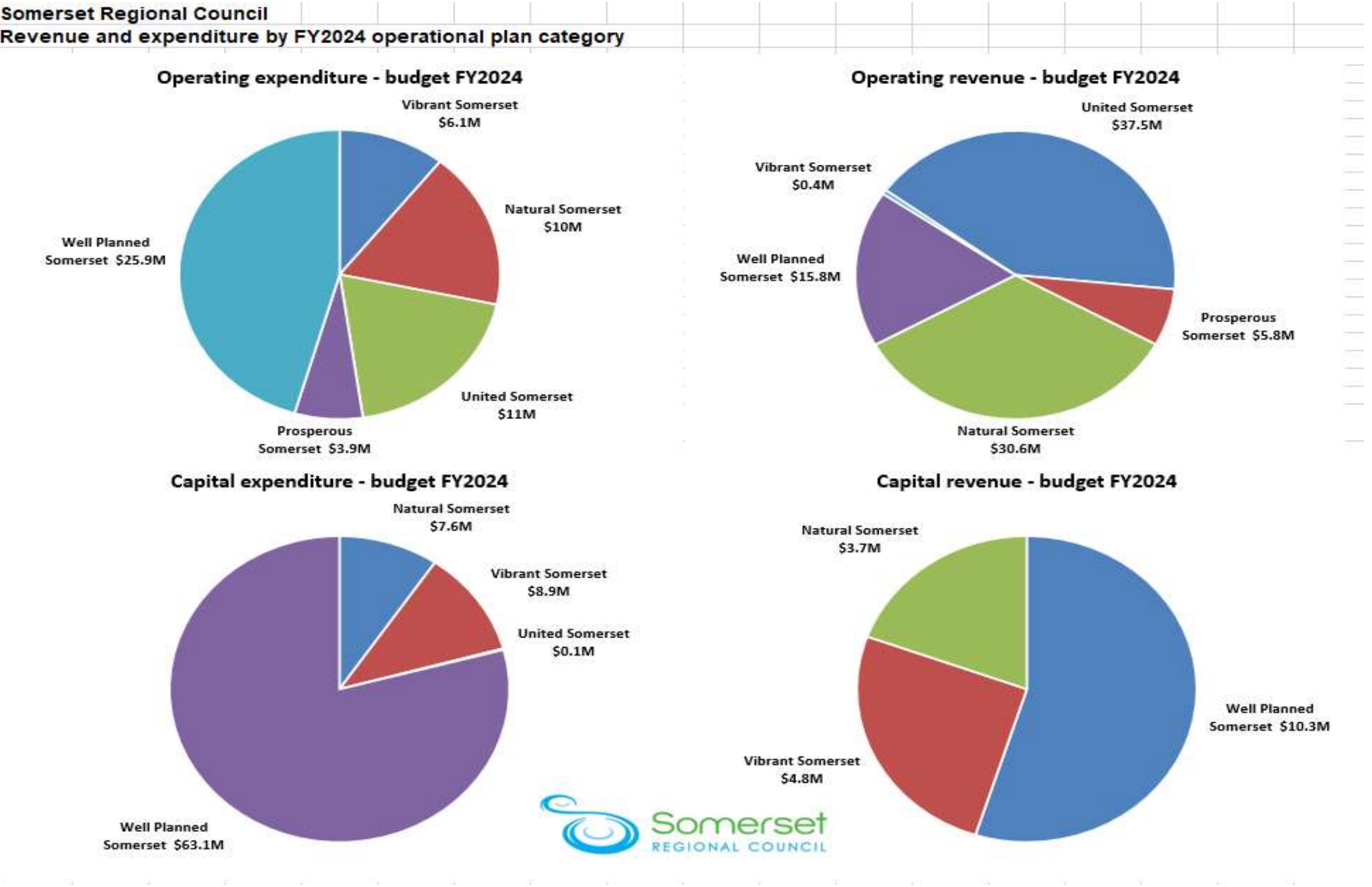
We encourage our elected representatives, employees, our community champions and our customers to be actively involved in our quest for excellence – meeting or exceeding our community's needs and expectations at the lowest cost possible.

Managing Risks

Somerset Regional Council recognises that risk management is an integral part of good governance and management practice. Accordingly, Council has an active system in place to manage and treat risks. This system is supported and managed by Council's CEO and Directors. Risk management principles and processes with the organisation's overall governance, strategy and planning, management, reporting processes, policies, values and culture are managed on a day to day basis.

Linking the Operational Plan to the budget

To achieve the strategies and activities contained within the key Corporate Themes, the Operational Plan is financed through the 2023/24 budget and commits Council to the allocation of resources to ensure service delivery is undertaken and completed within the year. Financial performance is monitored throughout the year with monthly reports to Council and periodic budget review undertaken to account for new information as it comes to hand.



2023/24 Operational Plan

The focus for the Operational Plan is on planning, delivery and monitoring the relevant services and projects that will translate the strategic themes into actions. Included within the following tables are specific activities, performance measures, targets and responsibilities for each of the Corporate Plan Themes.

Corporate Plan Theme	NATURAL SOMERSET									
Corporate Plan Theme Description	A place where the natural environment, scenic beauty and rural lifestyle are valued and protected									
Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion	
Promote the lakes, valleys, mountains, rivers and natural heritage in the Somerset region's branding, marketing and development.	Engage with the SEQ Water to address water, landcare, river care and related issues	Active advocacy through relevant SEQ Water representatives and the Board.	Inform	Progress options for Cormorant Bay Café and mid-Brisbane public use areas, and other relevant matters with SEQ Water.	Office of the Mayor and CEO	CEO		Council has engaged further with SEQ water with the proposed triathlon at Logan's inlet. The restrictions applied by SEQ water for this event are not ideal and Council will need to provide further direction. Cormorant Bay Café refurbishment will not proceed and Council is yet to have further conversation with SEQ water about alternative options. Ongoing planning for the replacement of Lester Kropp bridge over Stanley River continues to progress.	Ongoing	
Protect and utilise our economic assets including our agricultural land, forests and other natural resources.	Engage with agricultural and forestry sectors via Council Advisory Committees to protect and enhance economic opportunities.	Participation via these sectors in Council Advisory committees, such as the EDTAC and LDMG.	Inform	Positive Interactions with sectors in protecting and utilising agricultural, forests and natural assets	Office of the Mayor and CEO	CEO		ETDAC meeting for February did not occur due to caretaker period. Next meeting planned for May.	Ongoing	
	Work with Council of Mayors to address forestry, landcare, rivercare and related issues	Active advocacy through Council, regional organisations and Associations	Inform	Participation in South East Queensland (SEQ) Council of Mayors according to resources and priorities	Office of the Mayor and CEO	CEO		COMSEC has not met this quarter due to local government elections.	Ongoing	
	Engage with the State Environment and Water Ministers to address forestry, landcare, rivercare and related issues	Where appropriate, advocacy through relevant State Government Departments and Ministers	Inform	Positive Interactions with State Departments and Ministers	Office of the Mayor and CEO	CEO		No contact with Ministers this quarter due to caretaker period. The Lockyer Somerset water collaborative continued to implement City Deals funds, by commencing Optimisation Assessment Review (OAR). New chair has been appointed and consultants engaged for OAR.	Ongoing	
	Engage with Commonwealth Environment Minister to address forestry, landcare, rivercare and related issues	Where appropriate, advocacy through relevant Commonwealth Government Departments and Ministers	Inform	Positive Interactions with Commonwealth Departments Agencies and Ministers	Office of the Mayor and CEO	CEO		Council continues to have dialogue with the National Fire Ant Eradication Program Officials and the establishment of the Fire Ant Suppression Team.	Ongoing	
Implement contemporary and practical strategies to minimise the environmental impact of Council's operations and facilities.	Offset the environmental impacts of Council's Capital Works Program.	Deliver proportionate offsets as per Council's Offset Policy OP019.	Inform	Offsets are delivered in alignment with Council's strategic environmental priorities.	Planning and Development	NRMO		Procurement for contractor appointment for offset program delivery is ongoing.	Ongoing	
Encourage the State and Federal Governments to support a range of natural resource enhancement activities including re-forestation, land care, riparian restoration and carbon reduction initiatives.	Maintain an Environmental Levy in the Budget	Adopt an Environmental levy during the 2023/24 Budget process	Inform	Adoption of an environmental levy by 31 July 2023	Finance	DFIN		Nil for reporting period. Environmental levy adopted in July 2023.	Completed (July 2023)	
Take an active role in the maintenance and enhancement of the region's natural resources through targeted expenditure of the environment levy and other resources	Facilitate collaborative investment with key internal and external partners	Deliver projects under the Resilient Rivers initiative and disaster recovery funding arrangements.	Involve	Program delivery in alignment with Project Plan deliverables.	Planning and Development	NRMO		Existing Resilient Rivers projects (Black Snake Creek) under maintenance regime. New projects subject to institutional discussions with CoMSEQ, and State and Federal Governments (SEQ City Deal). QRA recreational assets project delivery on-target for June 30 delivery.	Ongoing	
	Promote and deliver community engagement activities.	Deliver: • Free Tree Program • National Tree Day • Land for Wildlife Program.	Inform	Delivery of Free Tree days; National Tree Day; Increase community participation in Land for Wildlife	Planning and Development	NRMO		Ongoing successful delivery.	Ongoing	
	Deliver direct investment opportunities for homeowners in partnership with Seqwater.	Deliver the On-site Wastewater Mitigation Program.	Inform	Program delivery in alignment with Project Plan deliverables.	Planning and Development	NRMO		Responsive engagement in respect of invitation letters sent to landholders.	Ongoing	
Support educational programs which promote the importance of preserving the region's natural features and opportunities for carbon reduction initiatives.	Coordinate and support regionally significant initiatives, including: • Land for Wildlife • South East Queensland Fire and Biodiversity Consortium • Healthy Land and Water (regional NRM) • Council of Mayors (SEQ) – Resilient Rivers.	Active participation in relevant forums.	Inform	Maintain membership and delivery of: • Land for Wildlife • SEQ Fire and Biodiversity Consortium • Healthy Land and Water (regional NRM) • Council of Mayors (SEQ) – Resilient Rivers.	Planning and Development	NRMO		Ongoing officer attendance and representation.	Ongoing	
Support long-term financial planning, asset management, strategic planning, emergency management and other Council processes through a considered understanding of regional conditions, including bushfire risk, flooding, and climatic change.	Implement and report on the progress of the outcomes of the Local Floodplain Management Plans and Overland Flow Assessment Report.	Progression of action items identified in the flood studies.	Inform	Annual progress report.	Operations	DOPER		The organisational cross department Steering Committee met in March to continue monitoring progress on the actions. Of note was the upgrade to the flood warning infrastructure network application for funding. Next meeting scheduled for June 2024	Ongoing	
Protect and maintain the natural assets and community amenity through the implementation of Local Laws and environment legislation.	Investigate and take necessary actions on environmental protection complaints.	Environmental Health compliance services are provided.	Inform	All complaints investigated within specified time frames.	Planning and Development	ESM		Complaints investigated within timeframes.	Ongoing	
Reduce the impacts of invasive plants and animals through Council's Biosecurity Plan – Invasive Plants and Animals.	Implement Council's Biosecurity Plan for invasive plants and animals.	Implementation of the strategic actions in Biosecurity Plan.	Inform	Successful delivery of the Biosecurity Plan strategic actions.	Planning and Development	ESM		Strategic actions progressing well.	Ongoing	
Take a long-term view of waste management issues to ensure the best outcomes for the Somerset Region.	Prepare designs and cost estimates to implement waste transfer stations master plans to improve recycling opportunities, diverting more waste streams from general landfill.	Designs prepared and costed.	Inform	Designs complete	Operations	MES		Consultant engaged to undertake design and costing work.	Jun-24	
	Continue to operate the existing waste cell at Esk Landfill with the procedures and site based management plan	Maximise the utilisation of cell space to extend the life of the cell	Inform	Operation in accordance with Environmental Protection Agency (EPA) Licence	Operations	DOPER		Review and update of Council's procedures and site based management plan well underway. Final report expected in May.	Ongoing	

Corporate Plan Theme	NATURAL SOMERSET									
Corporate Plan Theme Description	A place where the natural environment, scenic beauty and rural lifestyle are valued and protected									
Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion	
	Communicate with neighbouring Councils on the progress of waste management issues	Continue to seek opportunities with neighbouring Councils to improve waste management practices	Inform	Participation with key agencies such as SEQ Council of Mayors Waste Working Group.	Operations	DOPER		Continue to explore options with neighbouring Councils. Continue to participate in CoMSEQ Waste Working Group.	Ongoing	
	Review and update Council's Waste Reduction and Recycling Plan in accordance with contemporary practices.	Keep abreast of recent developments and investigate options	Consult	Preparation of Waste Reduction and Recycling Plan 2023-2027	Operations	DMO		Report of performance against previous plan presented to Council. Draft of new Waste Reduction and Recycling Plan underway.	May-24	
Make parks and gardens an integral part of future growth management plans.	Develop a vision for regional, neighbourhood and local parks and gardens	Parks provision and infrastructure guidelines	Consult	Guidelines progressed and presented to Council for adoption.	Operations	MES		Draft report received for review. Final report expected in late April / early May.	Apr-24	

Corporate Plan Theme Corporate Plan Theme Description	VIBRANT SOMERSET An integrated and welcoming place with something for everyone								
Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
Facilitate well-planned and aesthetically-pleasing town and village gateways that enhance the look, feel and appeal of our individual communities.	Oversight of the Somerset tourism strategy with direct themes to link to this Corporate Plan strategy.	Referring to Tourism Strategy - Progress the preparation of a town centre enhancement and wayfinding strategy.	Inform	Prepare a strategy which identifies streetscaping and place-making initiatives to enhance the entrance to Somerset's towns and villages and support with consistent branded town entry statement signage and clear and simple directional signage at strategic junctures throughout the region.	Office of the Mayor and CEO	CEO		Action is progressing and ongoing with signage review completed.	Jun-24
Implement the Arts, Culture and Heritage Plan 2023 - 2028 with focus on short term priorities and support of local artists.	Implement adopted Arts, Culture and Heritage Plan including five year action plan.	Progression and reporting of priorities and actions to Council	Inform	Quarterly report on progress of action plan to Council	Corporate and Community Services	ACM		Progress report to be submitted biannually ongoing.	Completed [ongoing]
	Position libraries to perform the integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably.	Develop and deliver programs for skills, technology and learning for the community	Engage	Increase in membership, program attendance and better outreach opportunities	Corporate and Community Services	ACM		New program of Tech Savvy (digital literacy) courses developed and delivered by library staff in conjunction with growing community engagement via increased events and workshops.	Ongoing
A resilient and connected creative community	Produce high quality, engaging and stimulating programs that connect and strengthen the community, enabling them to engage on multiple levels as practitioner and/or consumer	New audiences developed for local events, festivals, programs and activities.	Involve	Develop community knowledge, skills and experiences and improved usage of cultural facilities venues and spaces.	Corporate and Community Services	ACM		Additions to the Somerset Civic Centre, The Condensery and Somerset Libraries programming includes dance workshops for adults and children, drama workshops for children and photography workshops at The Condensery.	Completed [ongoing]
	Raise the awareness of local, state and federal funding opportunities and support to our local creatives.	Awareness and access to grants, resources and support through the delivery of Federal, State and RADF grants program	Inform	Opportunities promoted in arts newsletter and RADF grant budget 100% allocated	Corporate and Community Services	ACM		RADF program paused over caretaker period. Arts & Culture Manager still in consultation with community members over potential RADF projects.	Completed [ongoing]
A place distinguished by its environment and history	Bring practitioners to the region to support, connect and contextualise local arts practice and foster dialogue and collaboration	More professional development opportunities for local artists and creative practitioners	Involve	Develop community knowledge, skills and experiences and improved usage of cultural facilities venues and spaces.	Corporate and Community Services	ACM		Progression of two professional development opportunities for Somerset artists - A Sketchbook Practice and Environmental Biennale.	Completed [ongoing]
	Celebrate Somerset's history through collaboration across cultural venues, to develop diverse exhibitions and programming	Increased number of heritage related projects within the region	Engage	Increased awareness of Somerset's diverse cultural heritage amongst residents and visitors	Corporate and Community Services	ACM		Investigation of Recollect app - platform promoting local studies and heritage preservation - budget pending.	Ongoing
A growing sustainable creative sector	Position region and venues for investment from state and federal government and grow private support	Identify potential funding streams and sponsorship opportunities.	Engage	Grants applied for and sponsorship opportunities developed.	Corporate and Community Services	ACM		Grant application submitted via Queensland Seniors Social Isolation Program. Outcome expected October 2424.	Ongoing
	Implement a communication and marketing plan that is employed across the arts and cultural portfolio to promote events and activities.	Increase the capacity of regions events, festivals and activities to attract new audiences and better engage with local communities	Inform	Deliver and implement a marketing and communication action list with a view to delivering a body of work reflective of arts and culture strategy.	Corporate and Community Services	ACM		Somerset Civic Centre website in draft format	Ongoing
	Ensure that the development of Somerset's arts and cultural identity is well understood and supported across the organisation.	Increase staff resourcing within the Arts and Culture Department in order to provide ongoing support to the regions cultural venues and arts community.	Inform	Increase capacity of regions premier cultural venues to include three additional part-time staff positions at The Condensery and Somerset Civic Centre to service visitors and professionally deliver services.	Corporate and Community Services	ACM		Creation of part-time Learning & Engagement Officer role from Queensland Flood grant funding.	Ongoing
Facilitate community access to the wide range of sport and recreational pursuits available in the Somerset region.	Provide the highest quality recreational sports and aquatic facilities based on the resources available	Plant upgrade works undertaken at Aquatic Facilities to ensure compliance and water quality, and improve efficiency	Inform	Number of complaints about the swimming pools availability and service	Corporate and Community Services	CTM		- Salt-electrochlorination system installed at the Toogoolawah Swimming Pool, replacing the previous liquid chlorine system. Additionally, a new filtration pump and strainer were installed, as well as a new liquid chlorine system for the splash pad. The ongoing operation of the system provides certainty of operations, reduces chemical storage risks, reduces operating costs and provides a better user experience. - Electric heat pumps installed at the Kilcoy Aquatic Centre to service the learn-to-swim / therapy pool. The conversion of the heat pumps from gas to electric provides certainty of operations, eliminates gas storage risks and reduces operating costs.	Completed (September 2023)
	Provide for the sporting and recreational needs of the local communities through indoor sports centres, outdoor recreation facilities and swimming pools	Undertake an assessment of all Council owned Sports and Recreation Facilities owned by Council for the prioritised development of Council facilities	Consult	Report to Council	Corporate and Community Services	CTM / SRO		Ongoing updates to working document undertaken by SRO. Priorities TBC.	Jun-24
	Provide for the sporting and recreational needs of the local communities through indoor sports centres, outdoor recreation facilities and swimming pools	Undertake feasibility research to extend the Toogoolawah Community Gym and construct additional carparks that compliments the overall precinct including the Swimming Pool, Community Gym, Brisbane Valley Rail Trail and the Condensery	Inform	Report to Council	Corporate and Community Services	SRO		Grant application submitted for the Queensland Government Minor Infrastructure and Inclusive Facilities Fund for the TCG was unsuccessful. Funding will be sought when suitable grant funding opportunities arise.	Progression dependent on grant funding.

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	Provide for the sporting and recreational needs of the local communities through indoor sports centres, outdoor recreation facilities and swimming pools	Undertake an analysis for the long-term development of the Toogoolawah Swimming Pool	Inform	Report to Council	Corporate and Community Services	CTM		Council received and endorsed an Options Analysis for the for the long-term development of the facility. The long-term development includes the Stage One works for a new 25m eight lane pool, with widened lanes and ramp access, and new plant equipment. Stage Two works will include a new program pool and amenities facilities. A reference, 'shovel-ready', design and specification for Stage One of the works has been compiled.	Completed (April 2023)
	Provide for the sporting and recreational needs of the local communities through indoor sports centres, outdoor recreation facilities and swimming pools	Undertake Stage 2 works of the Lowood Swimming Pool Refurbishment project, including carpark refurbishments, new perimeter fencing, solar panel installation, grounds improvement and amenities improvements.	Inform	Works completed with minimal to no disruption to service	Corporate and Community Services	CTM		Carpark upgrade works completed in November 2024. 44 carparks formalised, with an additional 2 PWD and 2 drop off carparks installed. A new entry sign was also installed in November 2023. Due to unforeseen works (sewer and electrical mains relocation and upgrade), perimeter fencing, grounds and amenities improvements will not progress in 2023-24. The Lowood Swimming Pool delivered a record annual attendance for the 2023-2024 swimming season (29,718), following the completion of the majority of the refurbishment works.	Jun-24
Make efficient use of existing infrastructure by encouraging connections to services with ample capacity and carry out any works as are necessary to provide the required services to the community.	Review Somerset's Local Government Infrastructure Plan (LGIP) incorporating outcomes of infrastructure service standard reviews and strategic network planning.	LGIP review in accordance with statutory guidelines.	Inform	Commence review of LGIP review in accordance with statutory guidelines.	Planning and Development	DPAD		Review complete with Council formally resolving to amend the LGIP in November 2023 as required by the Minister's Guidelines and Rules. Procurement underway for implementation.	Completed
Increase the range of recreational opportunities by encouraging the construction and operation of regional facilities for regional visitors.	Implement externally funded infrastructure projects based on successful funding applications	Implement externally funded infrastructure projects	Involve	Percentage of externally funded infrastructure projects completed	Corporate and Community Services	DCORP		Funding opportunities available to Council have diminished due to the Commonwealth Government including Somerset Region in the Greater Brisbane area thus denying access to any applications to Regional Council funding programs. Potential ideas/major projects for funding are still being developed.	Jun-24
	Provide multiple recreational opportunities on Mount Glen Rock for locals and visitors sustainably	Develop a Master Plan for the long term development of Mount Glen Rock	Consult	Master Plan for the development of Mount Glen Rock adopted by Council	Corporate and Community Services	CTM		Nil for reporting period. Steering Committee to reconvene following conclusion of caretaker period.	Jun-24
	Enhance the recreation capacity of the Kilcoy Indoor Sports Centre to allow for increased capacity, increased gymnastics floorspace and other sporting opportunities	Prepare and submit a Development Application for the staged redevelopment of the Kilcoy Indoor Sports Centre	Engage	Development Application submitted and approved	Corporate and Community Services	SRO		A Development Application with all compliant subsidiary plans was lodged in April 2024 for Council's planning team to assess.	Pending assessment
	Create plan for the long-term development of the Fernvale Sports Park to cater for growing demand and new usage	Develop a master plan for the re-development of the Fernvale Sports Park	Engage	Master Plan for the Fernvale Sports Park adopted by Council	Corporate and Community Services	CTM		Fernvale Sports Park Master Plan adopted by Council in December 2023.	Completed (December 2023)
	Investigate and implement strategies to install sustainable irrigation systems at outdoor recreation facilities	Prepare a business case for the installation of sustainable irrigation system/s at Council recreation facilities and accordingly submit grant funding applications	Consult	Grant funding applications submitted to install sustainable irrigation systems at a minimum of one Council recreation facility	Corporate and Community Services	CTM / SRO		The grant application for the installation of an irrigation system, with field refurbishments, for the Fernvale Sports Park (Queensland Department of Tourism, Innovation and Sport - Minor Infrastructure and Inclusive Facilities program) was successful; works to be completed by 30 November 2025.	Completed (November 2023)
	Undertake an assessment of outdoor recreation trails within the Region	Undertake an assessment of the outdoor recreation trails available in the Somerset Region and prioritise Council development of trails to increase community use and visitation	Consult	Report to Council	Corporate and Community Services	TO / CTM		Progress of this activity is dependent on the recruitment of the Trails Officer position. Trails Officer scheduled to commence in April 2024.	Jun-24
Promote and maintain a high standard of public health in the community through monitoring of food handling, public health risks and the increased awareness of good hygiene practices.	Undertake annual food business inspection program.	Yearly inspections conducted.	Involve	Inspections completed.	Planning and Development	ESM		Progressing as planned.	Jun-24
	Food business, community groups and the general public are better informed about food safety.	Conduct a community awareness programs to promote food safety and hygiene practices for: • Food businesses • Community Groups • Schools and the general public. Provide free online 'I'm ALERT' food safety training.	Inform	Number of users who complete the online 'I'm ALERT' food safety training.	Planning and Development	ESM		Training numbers reported monthly to Council.	Jun-24
	Progress Mosquito Monitoring Program	Conduct yearly surveys in line with Queensland Health Plans.	Consult	Survey completed. Reports submitted to Queensland Health.	Planning and Development	ESM		Survey completed and results samples submitted to Qld Health.	Jun-24
	Investigate and take necessary actions on public health complaints.	Environmental Health compliance services are provided.	Inform	All complaints investigated within specified time frames	Planning and Development	ESM		Complaints investigated within timeframes.	Jun-24
	Progress Greening Lowood Project	Progress Greening Lowood project to increase sustainability of recreation facilities in Lowood.	Engage	Actions as agreed by Greening Lowood Advisory Committee	Corporate and Community Services	CEO		Extension of time for project delivery has been approved by State Government. Project has been to market and successful contractor appointed by Council	Jun-24

Corporate Plan Theme Corporate Plan Theme Description		PROSPEROUS SOMERSET								
		A place that embraces economic opportunities								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
21	Implement the Somerset Tourism Strategy 2021-2025 with a focus on short-term priorities for supporting visitor attraction and destination management.	Implement adopted Tourism Strategy including themes and twelve strategies.	Progression and reporting of the twelve strategies contained within the Tourism Strategy.	Involve	Report on progress of strategies reported quarterly to the EDTAC and Council	Marketing and Tourism	CEO		No EDTAC meeting this quarter due to Caretaker period. Progress report to go to next EDTAC in May.	Ongoing
22	Delivery of the Somerset Economic Development Strategy action plan that focus on three key strategies to grow the economy: Marketing and promotion; Planning for the future; and Facilitating change.	Undertake an annual scorecard review of the Economic Development Strategy actions (with a major review being undertaken after 5 years).	Annual scorecard of actions in the Somerset Economic Development Strategy.	Consult	Delivery of annual scorecard in December 2023.	Planning and Development	DPAD		Annual scorecard review of the Economic Development Strategy presented and adopted by Council in December 2023.	Completed
		Engage with local businesses regarding future growth plans.	1. Conduct an annual business visitation program, facilitating business initiatives and promoting regional development and investment opportunities. 2. Conduct annual Somerset business forums (based around agriculture, tourism and business development). 3. Deliver workshops to build local business capacity and capability.	Engage	52 businesses visited per year. 4 forums per year. 6 workshops per year.	Planning and Development	DPAD		38 interactions with small business owners via town walks across the region OR interactions with small business owners, tourism operators and primary producers at workshops attended. No workshops / forums held this quarter.	Ongoing
		Conduct business development activities to attract investment.	1. Meet with potential investors and conduits. 2. Attend industry events in targeted sectors. 3. Undertake Council business investment initiatives to encourage business investment opportunities and ensure businesses are provided with an efficient, customer focused experience regarding necessary approvals.	Engage	20 meetings per year with potential investors. Attend 4 industry events. Complete 4 business improvement initiatives.	Planning and Development	DPAD / ESM / SPO		Attended 2 x Trade and Investment Queensland online workshops: eCommerce 101; International Social Media Marketing. Initiatives underway include: planning website improvements; ED website improvements; LG toolbox transition to Somerset RC; fact sheets for business opportunities.	Jun-24
		Facilitate business investment into the region.	1. Provide information to prospective investors. 2. Provide a case manager to prospective investors. 3. Investigate delivery models of a planning concierge planning service. 4. Active participation in the Queensland Small Business Friendly Councils initiative.	Engage	Provide at least 20 information packs per year. Provide a case manager to at least 20 projects per year. Investigate options for the implementation of a planning concierge service. Maintain accreditation with the Queensland Small Business Friendly Councils initiative.	Planning and Development	DPAD		Meetings with prospective consultants and internal staff regarding process improvement opportunities and concierge delivery models. Further progress expected in early 2024. BRO attending SBF Members meeting every 2 months.	Jun-24
23	Continue to operate Council's Visitor Information Centres (VICs) to the highest possible standards.	Maintain the highest standard of Visitor Information Centres based on resources available	Undertake feasibility research to create an engaging and interactive experience at the Kilcoy Visitor Information Centre.	Consult	Report to Council	Corporate and Community Services	TDO		Consultation with external consultants to develop a concept plan to create an engaging and interactive experience for the Kilcoy VIC.	Mar-24
24	Collaborate with regional and State tourism bodies on tourism promotion and destination management.	Support coordinated promotional activities	Creation, development and distribution of an Experience Somerset Branding Toolkit for use by Somerset tourism operators	Inform	Progress of the Branding Toolkit development and delivery to operators reported quarterly to the EDTAC and Council	Corporate and Community Services	PO		Branding Guidelines and Operator Toolkit documents finalised. Documents presented to Council on 11 October 2023 and to Tourism Operators at ES networking event on 16 November 2023.	Ongoing
		Attract and / or encourage the event relocation to the Somerset Region	Proactively encourage existing event operators to relocate established events or the development of new events within the Somerset Region	Engage	Minimum of one new event attracting visitors held in Somerset	Corporate and Community Services	CTM / PO		Inaugural Legends of Beef took place at Toogoolawah Showgrounds on 24 February 2024, delivered by Brisbane Valley Farm Direct, under Council guidance. Planning continues for new Council supported events; a) Wivenhoe Triathlon at Logan's Inlet on 12-13 October 2024, delivered by Atlas Events ; b) Rogue Escape at Logan's Inlet on 19-20 October 2024, delivered by Rogue Adventure.	Ongoing
		Provide enhanced tourism research and information dissemination with Somerset Tourism Operators	Compile relevant Somerset tourism data (e.g. visitation - type, length etc. -, spend, occupancy rates) and disseminate information in engaging formats to Somerset tourism operators	Inform	Minimum of one graphically designed reports provided to Somerset tourism operators and EDTAC	Corporate and Community Services	TDO		Brisbane Valley Rail Trail Visitor Research Program has concluded. Council has engaged a consultant to undertake an accommodation review of the region to understand options available and the future needs.	Ongoing
		Experience Somerset Visitor Guide	Develop a new edition of the Experience Somerset Visitor Guide for 2024-2025. Develop new and engaging content for the visitor guide. Engage with tourism operators to advertise in the guide and promote the region as a tourism destination.	Engage	Launch new edition in 2024. of adverts within the new edition.	Sale Corporate and Community Services	TDO / PO		Planning continues and is on track for delivery of a new visitor guide by May 2024. Associated collateral will be launched simultaneously, including a new destination video and website updates. 33 tourism businesses purchasing advertising in the Guide.	Apr-24
		Create and promote effective economic and tourism opportunities through the Economic Development and Tourism Committee	Promotion of the Somerset throughout greater SEQ in a co-ordinated and considered way	Involve	Effective Operation of the Economic Development and Tourism Advisory Committee	Marketing and Tourism	CEO and CMM		No EDTAC meeting this quarter due to Caretaker period.	Ongoing
25	Continue to engage and collaborate with regional, State and national stakeholders on strategies to support the development of a diverse, strong and resilient regional economy.	Utilise opportunities arising from Council business to engage and collaborate with regional, State and national stakeholders	Council take local opportunities up directly with stakeholders as appropriate. Council continues to advocate via key bodies such as the COMSEQ, LGAQ, ALGA and other forums as presented.	Inform	Liaising with in key bodies such as COMSEQ, LGAQ and ALGA about local matters to assist with advocating to government stakeholders. Direct engagement with relevant government stakeholders according to resources and priorities.	Office of the Mayor and CEO	CEO		Council has liaised directly with LGAQ in the last quarter. The main focus has been associated with outstanding motions, in particular the motion associated with the election of the policy executive.	Ongoing

Corporate Plan Theme Corporate Plan Theme Description		PROSPEROUS SOMERSET								
		A place that embraces economic opportunities								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
26	Continue to develop infrastructure plans, taking into consideration potential urban growth and opportunities for economic development.	Review, improve and amend the Somerset Region Planning Scheme, with a focus on economic development and business facilitation.	Somerset Region Planning Scheme Version 5.	Engage	Commencement of State Interest Review and public consultation stages.	Planning and Development	SPO		Work loads and recruitment challenges has resulted in a delay in the progress of the Somerset Region Planning Scheme amendment. Issues paper was received by Council and formal resolution to amend the planning scheme was made at the Ordinary Council Meeting on 21 December 2023.	Jun-24
		Review of: - Urban footprint around major towns for expansion of residential and non-residential development - Current industrial land availability, demand and supply opportunities.	Updated planning studies to inform and influence both regional plan and planning scheme reviews.	Inform	Commenced review of: - Urban footprint around major towns for expansion of residential and non-residential development - Current industrial land availability, demand and supply opportunities.	Planning and Development	SPO		The scope of review for the ShapingSEQ (SEQ Regional Plan) update precluded a holistic review of the Somerset urban footprint. Notwithstanding, the review of strategic documents that will be utilised to inform the next Somerset Region Planning Scheme are anticipated to commence in 2024.	Jun-24
		Develop centre improvement strategies for each of Somerset's major towns complementary to the unique character of the town.	1. Delivery of a Kilcoy Streetscape Revitalisation Project. 2. Commenced delivery of the Lowood Futures Strategy.	Involve	An adopted Kilcoy Streetscape Revitalisation Project that is developed collaboratively with the community and local business. Engagement with Lowood community on implementation of Lowood Futures Strategy and Stage 1 commencement.	Planning and Development	DPAD / SPO / ESM		Kilcoy Streetscape Revitalisation Project completed with the Master Plan Report adopted by Council at the Ordinary Council Meeting on 21 December 2023. Lowood Futures Strategy implementation to commence in early 2024 with commencement of Project Place Manager.	Complete (ongoing)
27	Identify the region's catalyst enabling infrastructure needs and priorities and prepare business cases to support project funding applications to State and Federal Government funding bodies.	Identify and make application for external funding/subsidy	External funding /subsidy for capital works are maximised.	Inform	Percentage of capital works funded externally	Finance	DFIN		39.3% of all audited FY2023 capital additions were funded by capital grants.	Oct-24
28	Pro-actively develop Council partnerships with local industry, community and government agency stakeholders to provide a unifying voice for the Somerset region when lobbying State and Federal Governments on key economic or infrastructure issues.	Create and promote effective economic and tourism opportunities through the Economic Development and Tourism Advisory Committee	Promotion of the Somerset throughout greater SEQ in a co-ordinated and considered way	Involve	Effective Operation of the Economic Development and Tourism Advisory Committee	Office of the Mayor and CEO	CEO		No EDTAC meeting this quarter due to Caretaker period. COMSEQ Olympic Legacy working group has also not met during this period.	Ongoing
29	Implement the Somerset Tourism Strategy 2021-2025 with a focus on short-term priorities for supporting visitor attraction and destination management.	Build Local Tourism Partnerships	Increase operator engagement with Council and the industry as a whole through mentoring and tourism development programs.	Engage	- Increase number of Somerset operators utilising ATDW - Increase operator involvement in the BoQE program - Increased number of operators participating in SEQ Food trails network - Implement Somerset tourism development programs tailored to our region	Corporate and Community Services	TDO		TDO is regularly engaging with Somerset tourism operators and developing relationships, particularly with new operators. Monthly EDM sent to operators and event organisers. Transformational Experiences Mentoring Program (TEMP) concluded in November 2023, with TEMP follow-ups over the next six months. Somerset has 33 current businesses listed on ATDW along with another 27 listings for free attractions and destinations. Awaiting additional information about ATDW platform updates. Best of Queensland Experience Program results expected in May 2024. Awaiting new SEQ Food Trails platform to roll out by SQCT to occur over coming months. Tourism networking event alongside launch event scheduled for May 2024, followed by an event each quarter.	Ongoing
		Investigate Visitor Accommodation options for the region	Undertake a comprehensive visitor accommodation study of current accommodation offerings and opportunities available in the region.	Engage	Report to Council outlining current situation, market needs and opportunities for accommodation providers in the region	Corporate and Community Services	TDO		Consultant has commenced, public survey completed with 606 results, project overview to be presented to Council followed by workshop with officers and focus groups.	Jun-24
		Undertake an Annual Review of Tourism Strategy Implementation Priorities	Undertake an annual review of strategy implementation priorities to: renew commitment to on-going priority initiatives; and identify and commit to new opportunities - including those which capitalise on the 2032 Olympic Games - as circumstances and resources warrant	Consult	Report to EDTAC and Council	Corporate and Community Services	CTM		Nil to report for period. Review to be held post caretaker period.	Jun-24
		Implementation of the Experience Somerset Marketing Plan 2023-2025	Undertake implementation of the Experience Somerset Marketing Plan 2023-2025	Inform	- Action 50% of the strategic recommendations - Quarterly updates provided to the EDTAC	Corporate and Community Services	PO		Campaign implementation undertaken. Consultation with staff regarding action item allocation complete. Confirmed allocations presented to staff for their action.	Ongoing
		Develop Electronic Direct Mail (EDM) Marketing database	Instigate and grow Experience Somerset EDM database for tourism marketing purposes	Inform	- EDM database of 1200 unique contacts - Produce minimum of 3 EDM campaigns and report to Council on success	Corporate and Community Services	PO		Win a Somerset Escape competition and leads campaign at Moreton Bay Expo attracted 2149 entries.	Ongoing
		Define the Experience Somerset Brand	Define the Experience Somerset brand through further developing key messaging, hero experiences, itineraries, imagery and video content; and by producing a combination of seasonal and evergreen promotional campaigns.	Inform	- Deliver 3 seasonal campaign and 1 evergreen campaign - Development of new travel itineraries featuring defined hero experiences and imagery	Corporate and Community Services	PO		The Summer campaign delivered through digital channels directing target audiences to the Experience Somerset website. The Summer campaign reached 159,072 people and delivered over 417,793 impressions, and 6,346 unique visits to the website. Preparations underway to release a collaborative campaign with Lockyer Valley Regional Council in May 2024. Campaign to promote an itinerary through Somerset and Lockyer Valley and target the caravan and camping marketing from Brisbane.	Ongoing
30	Promote financial assistance grants to community organisations to support them in undertaking community service activities	Promote Community assistance grants to community organisations for projects events and services that benefit the community	Small projects are completed which provide a benefit or service to the local community	Inform	Number of community groups supported	Human Resources and Customer Service	DHRCS		Round 2 of the Community Assistance Grants program closes 1 April 2024.	Ongoing

Corporate Plan Theme		WELL PLANNED SOMERSET								
Corporate Plan Theme Description		A place where planning and design look to the future								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
31	Apply a planned approach to roadworks and drainage to ensure all roads in the Somerset region receive appropriate maintenance in a structured, timely and efficient way.	Develop a five (5) year road reseal program for the sealed road network based on age, condition and demand.	Multi year reseal program.	Inform	Percentage of network resealed per year •Program completed on time.	Operations	MES		5 year reseal program completed.	Completed
		Develop an asset condition inspection program for roads, stormwater and pathway assets based on asset hierarchy.	Asset inspection program.	Inform	Percentage of programmed inspections completed.	Operations	DOPER		Asset inspection program completed.	Completed
		Review unsealed roads maintenance prioritisation methodology and practices.	Updated practices and program of works.	Inform	Compliance with Intervention Levels	Operations	WM		Levels of service, intervention levels and response times documented.	Completed
		Review roadside vegetation management practices.	Updated practices and program of works.	Inform	Compliance with Intervention Levels	Operations	WM		Levels of service, intervention levels and response times documented.	Completed
32	Match closely the pricing and provisions of Council services to the costs of providing those services, particularly the costs of maintaining and constructing infrastructure.	Define service standards for roads, vegetation management and pedestrian facilities within existing budget levels.	Documented service standards.	Consult	Service Standard Presented to Council for adoption	Operations	DOPER		Levels of service, intervention levels and response times documented.	Completed
		Program various phases of the projects and achieve completion on time,	Undertake capital works program for roadworks and drainage projects	Inform	Completion of time and budget within resource and weather limitations.	Operations	WM		Capital works program is progressing well, given the ongoing market pressure on resources and material. Project budgets are being tested as the market is demanding more, when compared to when budget estimates were prepared, resulting in projects being redesigned, scope changed and/or delivered by internal teams.	Jun-24
		Deliver RMPC contract to achieve agreed outcomes as determined by the State, provide feedback to Department of Transport and Main Roads Programs and Plans.	Reports and recommendations are provided to Department Main Roads in accordance with Council's stewardship role	Inform	Successful negotiation and delivery of the RMPC. Feedback to DTMR strategic plans and programs as required.	Operations	WM		Council successfully negotiated an increase in the RMPC budget to enable ongoing safety maintenance to occur as original budget almost exhausted.	Ongoing
		Develop and maintain a four year works program for the Northern South East Queensland Regional Road Transport Group (NSEQ RRTG) and implementation of the program as approved by the NSEQ RRTG	Active participation in the NSEQ RRTG	Collaborate	Delivery of Transport Infrastructure Development Scheme (TIDS) program	Operations	MES		Council staff continue to chair the Technical Committee and lead by example, ensuring all required works, recognition signage and 4 year programs are submitted in a timely fashion.	Jun-24
33	Maintain a regional approach to planning and deliver regionally significant infrastructure in a coordinated manner with other local government authorities and State Government agencies.	Assist community to participate in road and traffic management and community /road safety initiatives	Facilitative process through Traffic and Safety Advisory Committee meetings	Inform	Level of participation of Traffic and Safety Advisory Committee(TSAC) and outcomes implemented	Operations	DOPER		Traffic and Safety Advisory Committee met in November 2023. Next meeting to be held prior to the end of the Financial year.	Ongoing
		Continued participation in the Somerset Lockyer Water Collaborative to progress and influence a water security project for farmers, enabling and sustaining food production.	Progress the detailed business case via the Somerset Lockyer Water collaborative, taking the next steps to influence governments to fund this vital project.	Inform	Participation in Lockyer Somerset Water Collaborative according to resources and priorities	Office of the CEO and the Mayor	CEO		Council continues to be actively involved in the Lockyer Somerset Water Collaborative with funds now released from the SEQ City Deal to enact the next phases. The Optimisation Assessment Review project has now commenced with consultants appointed. Further, a new chairperson has commenced.	Jun-24
		Inform Council and the community about elements of regional state and national land use and development plans and strategies which are relevant to the Somerset Region	Council and the Community are informed about regional, state and national land use and development plans and strategies which are relevant to the Somerset Region	Inform	Participation in Council of Mayors and LGAQ according to resources and priorities	Office of the CEO and the Mayor	CEO		Council has limited engagement with COMSEQ and LGAQ during this quarter due to caretaker period.	Jun-24
		Participation in local and regional forums and strategies	Participation in local and regional forums	Collaborate	Council is represented on appropriate groups including: Council of Mayors	Office of the CEO and the Mayor	CEO		No COMSEQ meetings this quarter due to local government elections.	Jun-24
34		Attend local meetings of business community and government organisations	Input provided at meetings as requested	Inform	Attend meetings for key issues and updates; Streamline arrangements by using inter-agency groups and forums	Office of the CEO and the Mayor	CEO		Council attends various meetings associated with business and community groups as appropriate, albeit limited this quarter.	Jun-24
		Identify the region's catalyst enabling infrastructure priorities and prepare business cases to support project funding applications to State and Federal Government funding bodies.	External funding /subsidy for capital works are maximised.	Inform	Number of business cases per year. Percentage of capital works funded externally.	Office of the CEO and the Mayor	CEO / DFIN / DOPER / DPAD		39.3% of all audited FY2023 capital additions were funded by capital grants.	Oct-23
	Utilise all available funding and revenue raising mechanisms as appropriate to maintain assets and deliver Council services.	Draft budget resolutions that meet legal and other requirements	Sustainable budget to be adopted by Council by 31 July each year	Consult	Sustainable budget to be adopted by Council by 31 July 2023	Finance	DFIN		Nil for reporting period. Sustainable FY2024 budget meeting all legal requirements and State financial sustainability targets was adopted on 21 June 2023	Jul-23
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	A differential rating system favouring certain classes of land will be maintained	Inform	Sustainable budget to be adopted by Council by 31 July 2023	Finance	DFIN		Nil for reporting period. A differential general rating system incorporating 50 rating categories was adopted with Council's FY2024 budget on 21 June 2023	Jul-23

Corporate Plan Theme Corporate Plan Theme Description		WELL PLANNED SOMERSET								
		A place where planning and design look to the future								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	Special charges are included in the draft budget to recover relevant costs from specified land owners.	Inform	Sustainable budget to be adopted by Council by 31 July 2023	Finance	DFIN		Nil for reporting period. A special charging system incorporating 8 special charges was adopted with Council's FY2024 budget on 21 June 2023	Jul-23
35	Develop a rolling ten-year financial plan incorporating forecast rates and charges requirements, debt levels, grants and subsidies, and current and proposed capital and operating costs.	Review and update asset management plans.	Review and update the Footpath asset management plan.	Inform	Adoption by Council	Operations	MES		Development of the Footpath Asset Management Plan commenced. Anticipate draft available for review in June.	Jun-24
		Ten year financial plan prepared by 31 July each year to enable approval of any new loans if required	Ten (10) year financial plan	Inform	Ten year financial plan prepared by 31 July 2023 to enable approval of any new loans if required	Finance	DFIN		Nil for reporting period. Ten year financial plan/forecast was adopted with Council's FY2024 budget on 21 June 2023	Jul-23
36	Provide an active and responsive suite of development management services to ensure that Council's Planning Scheme remains contemporary and relevant to the communities it serves, and development applications are determined in a timely manner.	Continue to participate in the program for electronic development application tracking	Development application tracking system available to users on line	Inform	Software system installed and maintained	Corporate and Community Services	MIS		Development application tracking system continues to be available, with 11,600 views for the quarter.	Jun-24
		Maintain development services and applications are processed in a timely manner.	Development applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis. Positive community feedback.	Planning and Development	SPO		Applications continue to be assessed in a timely manner.	Ongoing
		Proactive development assessment compliance programs for poultry farms and extractive industry.	Inspection programs undertaken in accordance with agreed timeframes.	Engage	Improved regulatory compliance of all approved poultry farms and extractive industries.	Planning and Development	SPO		The extractive industry and poultry farm inspection programs are undertaken on a bi-annual basis and are anticipated to be completed in early 2024. The kennel inspection program is completed annually and expected to be finalised by June 2024.	Ongoing
		Investigate and take action on complaints related to planning, building and plumbing matters.	Planning, building and plumbing services are provided.	Inform	All complaints investigated within specified timeframes.	Planning and Development	SPO / SBC		Complaints continue to be managed within appropriate timeframes in accordance with Council policy and within resource limitations.	Ongoing
		Maintain building and plumbing services and application processing in a timely manner.	Building and plumbing applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis.	Planning and Development	SBC		Applications continue to be assessed in a timely manner.	Ongoing
37	Provide all towns with open space areas and access to recreational facilities that are safe and meet the needs of residents and visitors to the region.	Identify gaps between Parks DSS and existing park infrastructure	Inform long term capital works program.	Inform	Audit of all parks and recreational open space against DSS.	Operations	MES		Initial draft of the infrastructure guidelines and undertake gap analysis received, currently being reviewed.	Jun-24
38	Develop flood mitigation plans to enable improved forecasting, immunity and development control.	Develop long term capital works program based on recommendations of various flood and overland flow studies.	Integrated catchment plan released to public.	Inform	Adoption by Council	Operations	DMO		Incorporated into the 5 year capital works program.	May-24
39	Provide an efficient and effective response to disasters and major emergencies in the region, incorporating resilience, where possible, to mitigate ongoing effects.	Conduct disaster exercises to review and improve LDMG functions and communication with MESG	Act as control authority for threat of flood, cyclone, storm and earthquake as per Disaster Management Plan.	Involve	A minimum of 1 mock exercise performed.	Operations	DMO		Exercise carried out in the lead up to summer. Predicted bad fire season did not occur due to ongoing rain over the summer period.	Ongoing
		Provide support to control authority for disaster events.	Matters discussed at Local Disaster Management Group (LDMG) meetings	Involve	Quarterly LDMG meetings are held	Operations	DMO		LDMG meeting held in February. Next meeting to be held in May, which will include additional training for new Councillors coming onboard.	Ongoing
		Ensure Incident Management Team numbers are maintained and suitably trained	Numbers of staff are reviewed and training provided as per the Qld Disaster Management Training Framework (QDMTF)	Inform	Numbers above 20 are maintained at all times, and no training gaps as per the QDMTF	Operations	DMO		Staff development continues.	Ongoing
		Mapping all local resources available to be used in disaster response as well as vulnerable communities and local blackspots in greater detail than the current national map.	An online resource on the Council's Disaster dashboard with this data collated	Informal round table discussion	Improved efficiency with response and recover resulting in stronger resilience	Corporate and Community Services	CDC		Legacy project from Bushfire Recovery Officer's Role. Currently still no resources to action this initiative.	Ongoing

Corporate Plan Theme Corporate Plan Theme Description		UNITED SOMERSET An active place which values participation								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
40	Deliver efficient and effective customer services to all communities of the Somerset Region.	Records system is maintained in accordance with legislative requirements and Council's Records Strategic Plan	Capture and maintain appropriate Corporate memory	Inform	Records are maintained reliably and securely.	Corporate and Community Services	RTL		Continuing to provide records oversight and engage with internal stakeholders to improve recordkeeping accuracy and consistency.	Ongoing
		Maintain a reporting system to ensure Council maintains responses to community requests within applicable timeframes	Increase in percentage of response to correspondence within set timeframes	Inform	Management reports on correspondence activity are produced fortnightly	Corporate and Community Services	RTL		Correspondent reports continue to be provided to management to inform response times.	Ongoing
		Continue to provide online eServices including property information and mapping	eServices property information and mapping available to users on line	Inform	eServices available and maintained	Corporate and Community Services	MIS		eServices maintained 99% uptime with 274,863 visits for the quarter.	Ongoing
		Promote customer service throughout the organisation based on council's commitment for continuous and sustainable improvement	Promote a customer focused team where positive interactions are recognised and valued while treating complaints fairly in an accountable manner to improve service delivery.	Consult	Monthly Customer Service report.	Human Resources and Customer Service	CSC		Monthly Reports provided to Council highlighting customer service activities for the third quarter of 2023/2024.	Ongoing
		Promote the Queensland Government Agency services available at the Lowood Customer Service Centre	Provision of services provided at Lowood QGAP agency.	Inform	Continuation of funding to maintain QGAP services to the Somerset community.	Human Resources and Customer Service	CSC		Development of a cost neutral advertising campaign to promote location and service that QGAP Lowood provides with the aim of informing the community and local community groups.	Jun-24
		Ensure efficiencies within customer service processes and systems.	Review systems and processes to ensure we are best meeting the needs of our customers	Inform	Continuous review of processes and systems	Human Resources and Customer Service	CSC		Continuing review of customer service-related processes with particular focus on processes that can move towards being paperless.	Ongoing
41	Provide appropriate opportunities for community involvement, participation and input to Council planning and decision-making.	Develop youth consultation framework for projects, programs and new initiatives	Utilise the consultation and collaboration program with Somerset secondary schools to increase opportunities for engagement to help inform Councils understanding of youth needs.	Engage	Increased positive youth interactions with Council	Corporate and Community Services	YCDO		Internal stakeholder meeting to help inform consultants on utilising youths' input. Youth Engagement Draft in development.	Jun-24
		Alongside specific consultation for projects etc (have your say) utilise existing advisory committees to engage with key community representation.	Council Advisory Committees to be utilised as an opportunity to engage and seek feedback from key stakeholders as Council business as appropriate to the committee	Engage	Opportunities to be provided in Council Advisory Committees to seek feedback from members	Office of the Mayor and CEO	CEO		No advisory committee meetings this quarter due to caretaker period.	Ongoing
		Continue to provide online community engagement via Have Your Say	Community engagement available online via Have Your Say	Inform	Have Your Say available and maintained	Corporate and Community Services	MIS		Have Your Say continues to be available with 433 visits for the quarter. The Somerset Housing Needs survey had the most engagement.	Ongoing
42	Raise awareness within the community of the range of Council services available, encouraging positive interactions for community members when accessing services.	Implement the Youth Engagement strategy including the development of a program of activities and a focus on advocacy and support	Youth have increased opportunities and capacity to participate in the development and delivery of programs, activities and projects and have increased awareness of those currently available	Involve	Increased positive community engagement in programs, activities and projects	Corporate and Community Services	YCDO		Youth engagement completed and being used to develop draft Youth Engagement Strategy.	Jun-24
		Develop priorities for action from themes identified in the Somerset Social Plan	Priority actions are identified through consultation with Interagency partners	Consult	Short list of priority actions for this operational plan are agreed upon	Corporate and Community Services	CDC		Current focus of interagency has been on housing needs and financial support. In consultation with Councillors. To develop a list of other priorities by June 2024	Jun-24
		Maintain systems and prepare reports that meet the legal and accounting requirements in full	Achieve unqualified audit certificate for annual financial statements	Inform	Obtain unqualified audit certificate by 31 October each year.	Finance	DFIN		Audit certification was obtained on 20 October 2023. The QAO reported zero findings or deficiencies for Council in their FY2023 closing report.	Oct-23
		Demonstrate to external auditors that a risk management framework and risk register is in place prior to audit certification.	A risk management framework and risk register are maintained.	Inform	No audit comment received in relation to non-maintenance of a risk management framework and risk register	Finance	DFIN		The QAO reported zero findings or deficiencies for Council in their FY2023 closing report of 19 October 2023 including any finding in relation to the non-maintenance of a risk management framework and risk register.	Oct-23
		Create a multi-sectorial action group to progress actions identified in the Somerset Social Plan.	Form action group from expressions of interest with agreed terms of reference	Involve	Terms of Reference are robust and lead to a sustainable action group	Corporate and Community Services	CDC		Nil to report for period. Expressions of interest to be called during the next quarter with group to be selected by late June 2024.	Jun-24
		Somerset Social Plan action group commences working on highest priority projects which match their skills, interests and capabilities	Selected action items are progressed	Collaborate	Improved community wellbeing through the development of specific actions	Corporate and Community Services	CDC		Nil to report for period. Actions to commence early in 2024/2025 financial year	Ongoing
		Enhance and build upon existing recovery services and initiatives according to feedback expressed.	Organise community activities to inform residents of recovery services and resources .	Inform	Somerset residents are better connected to their community and the services which are available to assist them.	Corporate and Community Services	CRRO		Mad Hatter's Tea Party planned for April school holidays will feature a stall including Birdie Tree information and other resources from the West Moreton Health Disaster Recovery Team. Lowood YouthFest planned for Youth Week in April will also include a stall with disaster recovery and awareness information to help inform youth and their families.	Ongoing

Corporate Plan Theme		UNITED SOMERSET								
Corporate Plan Theme Description		An active place which values participation								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
		Enable emergency preparedness in community with a specific focus on those with unique needs such as those living with a disability or with disadvantage.	Somerset residents with diverse needs are more prepared for future disasters.	Engage	More Somerset residents have prepared their own disaster readiness plans and have better understanding of their own risks.	Corporate and Community Services	CRRO		Meeting to finalise outcomes of the Building Inclusive Disaster Resilient Communities Project completed with items prioritised for future follow up to continue to build more resilient and disaster ready communities for the most vulnerable communities, with a focus on those living with a disability..	Jun-24
		Provide resources which are easily accessible to community and which foster an awareness of disaster recovery in the Somerset Region.	Assemble appropriate information and resources for the various groups in the Somerset region and have them readily available with multiple modes of access.	Inform	More residents have improved access to response and recovery information that will assist residents during and after a disaster.	Corporate and Community Services	CRRO		Video featuring Somerset residents who live with a disability, discussing their experiences during disasters, with an emphasis on preparedness, has been finalised and is ready to be uploaded onto the Disaster Dashboard. All Hazards Booklet, which will include all needed information in one place, will continue to be made available to residents as required. More preparedness kits for new residents have been packed and are ready for distribution for more real estate agents.	Jun-24
		Raise awareness of Council services via website	Review and improve information provided via Council website	Inform	Council website updated and structure refined based on analytics	Corporate and Community Services	MIS		Continuing to engage with stakeholders based on analytics.	Ongoing
		Conduct an ongoing compliance program for dogs and kennels across the region.	Delivery of a proactive compliance program for dog kennels is provided.	Inform	Inspection program is delivered in line with specified timeframes. Compliance with conditions of approval.	Planning and Development	ESM		Program not commenced in third quarter; to be delivered in the fourth quarter.	Ongoing
		Investigate and take action on animal control complaints and regulatory compliance matters.	Animal monitoring and regulatory services are provided. Review of relevant animal management and keeping subordinate local laws.	Inform	All complaints investigated within specified timeframes. Delivery of the Animal Subordinate Local Law Project.	Planning and Development	ESM		Complaints investigated in a timely manner and in accordance with Council policy. Note, need to remove: Delivery of the Animal Subordinate Local Law Project.	Ongoing
		Encourage responsible pet ownership by providing: • accurate and timey responses to all queries concerning animal ownership • relevant information on Council's website, social media and administration facilities.	Effective animal monitoring and control services are provided.	Inform	Number of valid complaints about responses. Number of articles published. Website information is relevant and up to date. Community feedback.	Planning and Development	ESM		Information provided through Council's website, media releases and officer contact.	Ongoing
		Conduct public consultation meetings of important community issues and invite submissions	Better informed community and Council	Consult	Number of public meetings held and number of advertisements inviting submissions	All Directors	DCORP		Stakeholder consultation for the Somerset Housing Needs Analysis and Visitor Accommodation Review projects commenced in late March 2024. Results to be presented to Council in due course.	Jun-24
		Produce contemporary development assessment and planning scheme information incorporating relevant legislation and policy.	Accessible and contemporary information on Council's website and other mediums as required.	Inform	Well informed customers. Community feedback. Numbers of counter and telephone enquiries.	Planning and Development	SPO		Development application tracking system continues to be available on Council's website.	Ongoing
43	Manage Council's financial resources effectively and efficiently, in order to meet the service level obligations to the community.	Maintain and update Council's fleet in accordance with budgeting limits.	Efficient and effective Fleet Management	Inform	Extent of plant usage. Cost of maintenance per plant item.	Operations	WM		Fleet maintenance and replacement undertaken within acceptable timeframes. Replacement lead times and prices are starting to ease, however, still not back to pre-pandemic levels. This has been managed through procurement occurring earlier and better trade-in prices at auction.	Jun-24
	Investigate the use of technology to enhance Council processes	Technology solutions performing efficiently and effectively.	Inform	Installation completed of computer hardware and software as defined in the budget	Corporate and Community Services	MIS		Upgrades continue in line with budget, with increased focus on flexibility and resilience.	Jun-24	
	Maintain systems and prepare reports that meet the legal and accounting requirements in full	Achieve unqualified audit certificate for annual financial statements	Inform	Obtain unqualified audit certificate by 31 October each year.	Finance	DFIN		Audit certification was obtained on 20 October 2023. The QAO reported zero findings or deficiencies for Council in their FY2023 closing report.	Oct-23	
	Demonstrate to external auditors that a risk management framework and risk register is in place prior to audit certification.	A risk management framework and risk register are maintained.	Inform	No audit comment received in relation to non-maintenance of a risk management framework and risk register	Finance	DFIN		The QAO reported zero findings or deficiencies for Council in their FY2023 closing report of 19 October 2023 including any finding in relation to the non-maintenance of a risk management framework and risk register.	Oct-23	
44	Commit to education, continuous learning and skills development for Councillors and employees to keep pace with changes and current issues.	Provide considered, professional guidance and training to assist Councillors in in performing their duties	Increased knowledge on relevant issues and legislative changes. Enable effective streamlined decision-making	Inform	Number of workshops, seminars and conferences attended.	Office of the CEO and Mayor	CEO		No seminars or conferences attended this quarter due to caretaker period.	Ongoing
	Provide Councillors with sufficient resources to perform their role.	Councillors equipped to perform role effectively.	Involve	Councillors satisfaction with resource provisions	Office of the CEO and Mayor	CEO		Councillors have been provided necessary resources to perform their role.	Ongoing	
	Implement and maintain corporate communications with all employees and Councillors.	Communication with employees and Councillors on relevant issues delivered through various means with a view to add improvements through technological advances.	Inform	Number of formal communications issued.	Human Resources and Customer Service	DHRCS		Fortnightly staff newsletter continues to be distributed with payslips with other key communications conducted via email and / or SMS where appropriate. Improvement in communication through technology via Introduction of a Termination Workflow via MagiQ records management system.	Ongoing	

Corporate Plan Theme Corporate Plan Theme Description		UNITED SOMERSET								
		An active place which values participation								
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion
45		Provide training for all new employees upon commencement to enhance Council's commitment to continuous learning and skills development opportunities.	Provide all new employees with formal induction training covering Council procedures, policies and legislative requirements.	Involve	Monthly on-boarding procedures conducted.	Human Resources and Customer Service	DHRCS		All new employees subject to formal induction procedures, including but not limited to, Skytrust induction modules prior to commencement and monthly corporate induction programs as scheduled.	Ongoing
		Promote study assistance policy and encourage staff to embrace continued learning and development opportunities through approved formal studies.	Enhanced staff professional development and career path opportunities within the organisation.	Involve	Number of study assistance applications approved.	Human Resources and Customer Service	DHRCS		Approved study assistance / cadetship arrangements continuing for two employees undertaking degree level qualifications; one approved study assistance arrangement progressing for an employee undertaking diploma level studies. One new study assistance application received in Q2 2023/2024 approved for dual diploma level qualification.	Ongoing
	Develop an empowered workforce to maximise workplace productivity and efficiency supported by sound human resource management practices.	Promote the core team values contained within the Corporate Plan to enable a unified productive organisation	Employees embracing the team values	Involve	Active engagement and messaging with staff. Included in onboarding of new staff. Undertake staff survey.	Office of the CEO and Mayor	CEO		CEO attends and presents at all staff inductions. CEO continues to provide monthly reports within staff newsletter and other staff meetings. Joint Consultative Meeting was held this quarter.	Ongoing
		Continued review, improvement and development of standardised Human Resources policies and procedures	Policies and procedures reviewed, developed and presented to Council for adoption.	Involve	Policies and procedures accepted by Council.	Human Resources and Customer Service	DHRCS		Review of all human resource policies and procedures continuing with a minor amendment to the reviewed Recruitment and Selection Policy to be presented to Council for adoption in Q4.	Ongoing
		Enhance recruitment practices with an aim to maximise organisational productivity and efficiency.	Continual review and improvement of recruitment, onboarding and retention practices.	Involve	Measured and improved recruitment and retention rates.	Human Resources and Customer Service	DHRCS		Council continues to experience ongoing high levels of recruitment in the third quarter of 2023/2024. Continued focus on the review and improvement of associated recruitment and onboarding processes and procedures in order to simplify the application and induction process for potential candidates. All applications now registered directly to MagiQ, Council's records management system - process improvement.	Ongoing
		Continued advocacy for external government funding for relevant labour market programs	Opportunities sources and applications submitted for traineeship, apprenticeship and other relevant labour market programs.	Inform	Number of successful applications	Human Resources and Customer Service	DHRCS		Council successful in bid for allocation of traineeships and apprenticeships placements via the Skilling Queenslanders for Work funding program via LGAQ with three traineeship placements allocated for 2023/2024. Recruitment for these positions conducted over Q2 and Q3, with successful candidates to commence in Q4.	Ongoing
		Enhance and enable Council's performance development system.	Coordination of annual performance appraisal process for all employees.	Involve	Performance appraisals conducted annually.	Human Resources and Customer Service	DHRCS		Performance appraisals for various departments continuing with monthly tracking / reporting available to management via Skytrust data records. Review of systems to manage the process under review with consideration of MagiQ or Skytrust systems to further enhance the process.	Ongoing
		Implementation of strategic initiatives and key projects to support safety performance improvements across the organisation.	Safety Management System that aligns with the requirements of Occupational Health and Safety Management Systems AS/NZS 4801 and ISO 45001, complies to legislation and Local Government Workcare	Involve	Satisfactory results of external WHS audits completed on Councils Safety Management System	Human Resources and Customer Service	WHS		A WHS Management System is implemented. The system was audited in July 2023 by LGW consultant and passed the benchmark. An action plan was developed for NCRs and OFIs and is being progressed. LGW are provided with quarterly updates.	Ongoing
		Continued improvement and development of WHS system through provision of efficient and effective access to all staff	WHS system that improves efficiency, simplicity, involvement and understanding.	Inform	Improved WHS Management system that is more efficient for the end user to find WHS information and forms.	Human Resources and Customer Service	WHS		All WHS documentation now published to Skytrust which is accessible by 100% of employees. Computers have been installed at Esk, Kilcoy and Lowood Depots for workers to use to access information. Elected HSRs are in place and the WHS Committee meets 2 monthly. Opportunities for improvement system is in place.	Ongoing
		Provision of staff access to relevant WHS policies, current reporting and other relevant WHS Documentation	Reviewed WHS Policy and documentation content, with approved and current versions available on the WHS Intranet.	Inform	WHS document review is scheduled, measured to AS/NZS 4801, ISO 45001 and legislation. Latest versions of WHS documents are available on the intranet	Human Resources and Customer Service	WHS		All WHS documentation now published to Skytrust which is accessible by 100% of employees. Computers have been installed at Esk, Kilcoy and Lowood Depots for workers to use to access information. Documents due for review are automated in Skytrust. A comprehensive monthly WHS Report is prepared for the Team Somerset Management Committee. Detailed information on incidents and hazards reported, training compliance, procedural amendments and other information is provided to the WHS Committee.	Ongoing
46		Staff are consulted and have opportunity to express views and contribute on WHS processes and tasks that affect their Health and Safety	Review the established consultation processes to ensure they are embedded, consistent and reasonable to capture a suitable cross-section of staff	Consult	Evidence of consultation available and stored within document management system	Human Resources and Customer Service	WHS		Worker elected Health and Safety Representatives are in place. WHS Committee meet 2 monthly. Minutes from WHS Committee meetings are published to Skytrust and a hard copy placed on noticeboards. Newsletter articles and updates are provided in the fortnightly Team Somerset Newsletter. WHS is integrated with staff meetings.	Ongoing
		Commit to WHS education, continuous learning and skills development for staff	All staff provided with a determined WHS training and induction to meet WHS compliance requirements	Consult	Proactive planning of WHS specific training needs at every annual performance appraisal.	Human Resources and Customer Service	WHS		Progress has been made on the leadership development program. WHS inductions are mandatory for all new employees and must be recompleted at regular intervals. Face-to-face WHS presentation at new starter corporate induction day. WHS Contractor Induction on Skytrust. Monthly WHS Report tracks employee compliance with mandatory training. Various group training was arranged in the quarter.	Ongoing
	Advocate to all levels of government and relevant industry leaders for the provision and enhancement of appropriate services and infrastructure, in the best interests of the communities of the Somerset region.	Research alternative education options for the Region	Research alternative education solutions for disengaged and at risk students, including options for alternative vocational training opportunities that may be supported and advocated for	Consult	- Report to Council - Increased stakeholder awareness of educational options available to Somerset Youth	Corporate and Community Services	CDC / YCDO		Due to the priorities of the education providers, it is unlikely that any alternative school can be established in the region. There could be an opportunity in the long term to advocate for one to be included in the Caboolture West development, to facilitate access for Kilcoy disengaged students, if Council wanted to pursue this. In the shorter term, additional home schooling options will be investigated along with possible local traineeships for those older students eligible to participate.	Ongoing
		Research social and community housing need for the Region	Undertake an analysis to determine the housing need of older persons, person living with a disability and the need for emergency accommodation.	Consult	Report to Council on the housing needs of target groups within Somerset	Corporate and Community Services	CDC		Consultants have undertaken a desktop analysis of the region's needs and presented their findings. A Have Your Say Survey will be finalised mid April, with results from the desktop study and survey informing two focus groups, before the final recommendations are presented to Council	Jun-24

Corporate Plan Theme		UNITED SOMERSET									
Corporate Plan Theme Description		An active place which values participation									
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Comments Regarding Progress Q3	Due for Completion	
47		Develop partnerships with other community recovery services and improve communication between recovery support networks for the benefit of Somerset residents.	Collaborate with other agencies to provide resources and grant funding for community groups and individuals in the Somerset region to achieve identified goals.	Consult	Somerset Residents and community groups have improved access to opportunities and resources.	Corporate and Community Services	CRRO		Planning for the Lowood YouthFest proceeded during this quarter with the event to be held at the Lowood State School Oval being planned for Friday 12 April. Services relevant to youth will be in attendance, in addition to emergency services displays, activities and a concert to encourage participation.	Apr-24	
		Develop an annual advocacy campaign that highlights priorities and region-building infrastructure.	Completed advocacy campaign disseminated to relevant State and Federal Governments stakeholders.	Engage	Media and stakeholder recognition.	Office of the CEO and Mayor	CMM / DPAD		Positive Communication and highlights of Council's region-building infrastructure regularly reported and updated on website and other media	Ongoing	
		Progress options for Cormorant Bay Café redevelopment, dam access for sporting activities and mid-Brisbane River public use areas, and other relevant matters with Seqwater.	Projects completed.	Engage	Positive interactions with Seqwater and the community.	Office of the CEO and Mayor	CEO / DPAD /CTM		Cormorant Bay Café redevelopment will not proceed due to the lack of a viable lessee and that the costs to improve the facility to current standards is prohibitive. Council have accepted two proposals for dam activation activities for October 2024, being Rogue Raid and a Triathlon event. The Triathlon event has very restrictive approval and may not proceed.	Ongoing	
		Advance legacy opportunities for the Somerset region from the 2032 Olympic and Paralympic Games.	Proactive participation and engagement in the CoMSEQ and other legacy forums.	Engage	Opportunities for Somerset clearly articulated and defined.	Office of the CEO and Mayor	CEO / DPAD		No COMSEQ meetings this quarter due to local government elections.	Ongoing	
		Advocate for improved telecommunications, digital and NBN services to Somerset's townships and along major transport networks.	Collaborate with relevant agencies on funding and infrastructure delivery opportunities for the Somerset region.	Engage	Positive interactions with relevant agencies and projects delivered.	Office of the CEO and Mayor	CEO / DPAD / DCORP / MIS		Continuing to engage with telecommunications service providers for improvements	ongoing	
		Continued advocacy for private education investment in Fernvale.	Private education investment in Fernvale.	Engage	Positive engagement with education providers and peak bodies.	Office of the CEO and Mayor	CEO / DPAD / DCORP		Nil for reporting period. Tender process to be undertaken in 2024 following conclusion of caretaker period.	Jun-24	
		Engage with various government and industry groups and leaders to enhance services and infrastructure representative of community needs	Active involvement is State and Local Government working groups such as the COMSEQ activated projects and LGAQ supported initiatives. Engage with heads of State Departments to enable local matters to be heard.	Inform	Participation in COMSEQ working groups and special projects. Meetings held with department heads about local matters	Office of the CEO and Mayor	CEO		No COMSEQ meetings this quarter due to local government elections.	Ongoing	
		Maintain collaborative partnerships with the Somerset region's business, non-government and community-based organisations to ensure a unified approach to national, state and regional advocacy.	Utilise Council Advisory Committees to work in partnership with the region's business, non-government and community based organisations	Encourage participation of the region's business, non-government and community based organisations in Council Advisory committees	Involve	Matters raised, discussed and action as appropriate, via business and community representatives	Office of the CEO and Mayor	CEO		No advisory committee meetings this quarter due to caretaker period.	Ongoing
		Work with consultants to develop a social plan and once accepted by Council commence implementing actions and recommendations	Encourage participation by the community so residents have an opportunity to share their thoughts and aspirations on selected issues	Involve	Items raised discussed and incorporated into the social plan where practicable	Corporate and Community Services	CDC		Priorities from social plan in progress with an ongoing opportunity for residents to have their say on issues which are important to them. Housing Needs Assessment survey in progress.	Ongoing	
		Engage with relevant agencies, government departments and services to progress recommendations and actions	Involve	Agencies, government departments and services are made aware of the recommendations and actions	Corporate and Community Services	CDC		Discussed housing needs assessment with relevant interagency participants to raise awareness and increase participation. Attended meetings with West Moreton and Brisbane North Health and Brisbane North PHN regarding various health needs.	Ongoing		