



**Minutes of the Post Election Meeting  
Held Wednesday, 10 April 2024**

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*Held in the Simeon Lord Room  
Esk Library Building  
Redbank Street, Esk*

**Present**

Cr Jason Wendt	(Mayor)
Cr Michael Bishop	(Councillor)
Cr Helen Brieschke	(Councillor)
Cr Brett Freese	(Councillor)
Cr Tiara Hurley	(Councillor)
Cr Kylee Isidro	(Councillor)
Cr Sally Jess	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr C Young	(Director Operations)
Mr L Hannan	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mr D Rowe	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Ms M Janke	(Communications Manager)

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### Opening of Meeting

The Chair, Mayor Jason Wendt, opened the meeting at 9.00am.

### Address by Mayor

Today marks the official start of something exciting for our Somerset region. That being a new councillor team, with a majority of new councillors and a new mayor after 20 faithful years of service by our previous mayor, Graeme Lehmann. I'd like to also pay homage to our outgoing councillors from last term, namely Sean Choat, Cheryl Gaedtke, and Bob Whalley. Without their dedication and commitment, Somerset wouldn't be where it is today.

I'm honoured to be your leader, but I'm by no means a proud individual. I would rather be known for being part of the 2024 councillor team that set the Somerset on a trajectory that made it the envy of other councils. We're in a unique position where we live, being surrounded by a community of country-minded people that epitomise the true heart of Australians in their love for their land, their neighbours, and their community. They look for a hand up instead of a hand out, and in doing so stimulate those around them in the community to be resilient and dig deep from within to succeed. While we sometimes feel like the poor cousins to our city neighbours when it comes to population numbers, our region supplies the water, the fresh air, and a significant amount of the food supply to keep them functioning, and as Mayor, I'm determined to not let them forget this. Money spent in Somerset, spent at the origin, provides exceptional benefits for the South East region.

I ask for a considered, respectful debate in our chambers. There's a huge diversity in our region of people, and diversity of opinion between councillors is not a bad thing, but will create a more considered result for our community. It's a tough job ahead. We have enormous challenges, record cost of living prices, record land valuations, pressure on our agricultural sector, which is our main economic driver in our region, but with every challenge comes an opportunity to take a deep look into the situation and find solutions. We can never satisfy everyone, but as long as we are driven by an ethos of working hard for the betterment of our community, in the long run it's worth the effort. I look forward to the opportunity that awaits us as a team!

### Declarations of Interest

The CEO spoke to the reason that there would be no declarations of interest considered in this meeting. This is because the matters considered are all general business matters under legislation so therefore cannot be considered.

<b>Subject:</b>	<b>Declaration of Office</b>
<b>File:</b>	<b>Councillors - Appointments</b>
<b>Action Officer Ref:</b>	<b>CEO</b>

### Background/Summary

Section 169 of the *Local Government Act 2009* requires that a person elected as a Councillor must not act in office until the Councillor makes the declaration of office.

As per Section 254 of the Local Government Regulation 2012, the declaration of office prescribed is -

*'I, \_\_\_\_\_ (insert name of councillor), having been elected/appointed as a councillor of the Somerset Regional Council, declare that I will faithfully and impartially fulfil the duties of the office, in accordance with the local government principles under the Local Government Act 2009, to the best of my judgment and ability.'*

The Declarations of Office were taken in the following order:

Name	Position	Date, time and location of declaration
Jason Robert Wendt	Mayor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.12 am
Michael Douglas Bishop	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.14 am
Helen Barbara Brieschke	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.15 am
Brett Wayne Freese	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.16 am
Tiara Klare Hurley	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.17 am
Kylee Ann Isidro	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.18 am
Sally Anne Jess	Councillor	Simeon Lord Room Esk Library Building, Heap Street, Esk Thursday 28 March 2024 at 9.19 am

**Resolution:**

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT Council confirm the Declarations of Office that took place individually in the presence of the Chief Executive Officer, Mr Andrew Johnson on Thursday 28 March 2024.”

*Vote – Unanimous*

*Carried*

<b>Subject:</b> <b>File:</b> <b>Action Officer Ref:</b>	<b>Appointment of Deputy Mayor</b> <b>Councillors - Appointments</b> <b>CEO</b>
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**Background/Summary**

Section 175 of the *Local Government Act 2009* provides that Council must appoint, by resolution, a deputy mayor from its Councillors (other than the Mayor) at the post-election meeting.

**Appointment Process**

The Mayor will invite nominations for the office of Deputy Mayor at the *Post Election Meeting*. A Councillor may nominate himself or herself for the position. If more than one nomination is received, the appointment will be decided by a majority of the votes of the Councillors present.

The Mayor called for nominations.

Councillor Helen Brieschke be nominated for the position of Deputy Mayor.

**Resolution:**

Moved – Cr Isidro

Seconded – Cr Bishop

“THAT Cr Brieschke be appointed as Deputy Mayor of Somerset Regional Council”.

*Vote – Unanimous*

*Carried*

**Subject:** Fixing of Days and Times for Holding Ordinary Meetings of Council  
**File No:** Council Meetings - Proceedings  
**Action Officer Ref:** CEO

### Background

The Local Government Regulation 2012, Section 256 (1), provides that Council must consider at the *Post Election Meeting* the day and time for holding meetings.

### ***Meetings Structure of the Previous Term***

During the previous term (2020 - 2024) Council operated under a meeting structure of two (2) Ordinary Meetings per month.

Council will hold its ordinary meeting at 9am in the Simeon Lord Room, Esk Library, 2 Redbank Street Esk, on the following dates:

Ordinary Meeting	24 April 2024
Ordinary Meeting	8 May 2024
Ordinary Meeting	29 May 2024
Ordinary Meeting	12 June 2024
Ordinary Meeting	26 June 2024
Ordinary Meeting	10 July 2024 (Budget)
Ordinary Meeting	24 July 2024
Ordinary Meeting	14 August 2024
Ordinary Meeting	28 August 2024
Ordinary Meeting	11 September 2024
Ordinary Meeting	25 September 2024
Ordinary Meeting	9 October 2024
Ordinary Meeting	30 October 2024
Ordinary Meeting	13 November 2024
Ordinary Meeting	27 November 2024
Ordinary Meeting	19 December 2024

### Recommendation

THAT Somerset Regional Council meet (unless varied) on the second and fourth Wednesday of every month in the Simeon Lord Room, Esk Library Building, Heap Street, Esk commencing at 9am, and that such meetings be Ordinary Meetings of Council.

**Resolution:**

Moved – Cr Hurley

Seconded – Cr Freese

“THAT Somerset Regional Council meet (unless varied) on the second and fourth Wednesday of every month in the Simeon Lord Room, Esk Library Building, Heap Street, Esk commencing at 9 am, and that such meetings be Ordinary Meetings of Council. Council will hold its Ordinary Meeting on the following dates:

Ordinary Meeting	24 April 2024
Ordinary Meeting	8 May 2024
Ordinary Meeting	29 May 2024
Ordinary Meeting	12 June 2024
Ordinary Meeting	26 June 2024
Ordinary Meeting	10 July 2024 (Budget)
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Ordinary Meeting	28 August 2024
Ordinary Meeting	11 September 2024
Ordinary Meeting	25 September 2024
Ordinary Meeting	9 October 2024
Ordinary Meeting	30 October 2024
Ordinary Meeting	13 November 2024
Ordinary Meeting	27 November 2024
Ordinary Meeting	19 December 2024

*Vote – Unanimous*

*Carried*

<b>Subject:</b> Appointment of Standing, Special, Advisory or Joint Committees <b>File No:</b> Council Meetings - Proceedings <b>Action Officer Ref:</b> CEO
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**Background**

As per s264 of the Local Government Regulation 2012, Council may also appoint, from its Councillors, the following:

- Standing Committees or Special Committees
- Advisory Committees
- Joint Standing Committee (two or more local governments may appoint from their Councillors).

Council may appoint a chairperson for each Committee, or if Council does not appoint a chairperson for a committee, the committee may appoint one of its members as chairperson (s267 Local Government Regulation 2012).

A quorum of a committee is the number fixed by s268 Local Government Regulation 2012.

As per s12(4)(f) of the Local Government Act the Mayor is as a member of each standing committee. As a guide it is expected that two (2) Councillors shall be appointed as Somerset Regional Council's representatives on each advisory group. Notwithstanding these appointments, any Councillor may attend any meeting as an observer.

### **Audit Committee**

#### **Recommendation**

THAT the members of the audit committee are the Mayor, Deputy Mayor and one independent member. The independent member must be either a Chartered Accountant or a Certified Practising Accountant who works in public accounting and who is not an employee of Council. The independent member in attendance shall act as Chair.

**Decision:**

Moved – Cr Bishop

Seconded - Cr Freese

“THAT the members of the audit committee are the Mayor, Deputy Mayor and one independent member. The independent member must be either a Chartered Accountant or a Certified Practising Accountant who works in public accounting and who is not an employee of Council. The independent member in attendance shall act as Chair.”

*Vote – Unanimous*

*Carried*

### **Somerset Region Local Disaster Management Group (LDMG)**

#### **Recommendation**

THAT Mayor Wendt be appointed as Chairperson of the Somerset Region Local Disaster Management Group.

THAT Cr ..... and Cr ..... be appointed as Councils' representatives on the Local Disaster Management Group.

**Decision:**

Moved - Cr Freese

Seconded – Cr Jess

“THAT:

"1. Mayor Wendt be appointed as Chairperson of the Local Disaster Management Group.

2. Cr Brieschke and Cr Isidro be appointed as Councils' representatives on the Local Disaster Management Group.”

*Vote – Unanimous*

*Carried*

### **Ipswich District Disaster Management Group (DDMG)**

### Recommendation

THAT Mayor Wendt, the Director Operations and Disaster Management Officer be authorised to attend the Ipswich District Disaster Management Group (DDMG) meetings.

**Decision:**

Moved - Cr Brieschke

Seconded - Cr Isidro

"THAT Mayor Wendt, the Director Operations and Disaster Management Officer be authorised to attend the Ipswich District Disaster Management Group (DDMG) meetings."

Vote – Unanimous

Carried

### Lockyer Valley and Somerset Water Collaborative

### Recommendation

THAT the Mayor and Chief Executive Officer be appointed as Council's representatives on the Lockyer Valley and Somerset Water Collaborative.

**Decision:**

Moved - Cr Freese

Seconded - Cr Jess

"THAT Mayor Wendt and the Chief Executive Officer be appointed as Council's representatives on the Lockyer Valley and Somerset Water Collaborative."

Vote – Unanimous

Carried

### The Conduct Breach Investigation Committee

The Conduct Breach Investigation Committee (the Committee) is a new committee and is established as a standing committee.

The purpose of the Committee is to make a decision about a conduct breach and determine how the conduct may be dealt with, in the event that:

- a referral notice is received from the Independent Assessor, and
- the Ordinary Council meeting loses quorum as per Section 5 of the EX002 Standing Orders (model meeting procedures).

### Recommendation

THAT:

- 1) Council endorse the formation of the Conduct Breach Investigation Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) The membership of the Committee shall comprise the Mayor and all Councillors, unless the Mayor or Councillor has a reportable conflict of interest as per Section 5 of the EX002 Standing Orders (model meeting procedures).
- 3) The chairperson of the committee will be:
  - the Mayor, or if the Mayor has a conflict of interest;
  - the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;



- appointed by the Committee.

- 4) The following Terms of Reference be adopted for the Conduct Breach Investigation Committee.

### **Terms of Reference**

#### **Conduct Breach Investigation Committee**

##### **1. Purpose**

The Conduct Breach Investigation Committee (the Committee) is established, as a standing committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is to make a decision about a conduct breach and determine how the conduct may be dealt with, in the event that:

- a referral notice is received from the Independent Assessor, and
- the Ordinary Council meeting loses quorum as per Section 5 of the EX002 Standing Orders (model meeting procedures).

##### **2. Membership**

The membership of the Committee shall comprise the Mayor and all Councillors, unless the Mayor or Councillor has a reportable conflict of interest as per Section 5 of the EX002 Standing Orders (model meeting procedures).

The chairperson of the committee will be:

- the Mayor, or if the Mayor has a conflict of interest;
- the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;
- appointed by the Committee.

When debating the matter, the eligible councillors (those who do not have a conflict of interest in the matter) can decide, by resolution, for the subject councillor who has a declarable conflict of interest in the matter, to remain in the meeting during the debate and may answer any questions put to the subject councillor through the chairperson (as permitted by and in accordance with *Making a decision about the investigation* under Clause 15 of EX007 Investigation Policy).

##### **3. Delegated Powers**

The Committee has delegated power to make a decision about an investigation or a councillor's conduct under s150AEA or 150AG of the *Local Government Act 2009* to a Standing Committee.

Section 257(2) of the *Local Government Act 2009* allows for this delegation of Council's power to a Standing Committee.

##### **4. Frequency of Meetings**

The Committee shall meet in the event that:

- a referral notice is received from the Independent Assessor,

- the Ordinary Council meeting loses quorum as per Section 5 of the EX002 Standing Orders (model meeting procedures).

The time, date and location of meetings shall be determined by:

- the Mayor, or if the Mayor has a conflict of interest;
- the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;
- the Acting Mayor.

## 5. Agenda

The agenda for each meeting shall be circulated to all Committee members at least two (2) days prior to the day of the meeting, in accordance with Clause 4.3 of EX002 Standing Orders (model meeting procedures).

## 6. Reporting

The Committee is required to keep minutes of its meetings, noting the final decision about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the *Local Government Act 2009*. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

Preparation of the report shall be the responsibility of the Council officer assigned to take the minutes of the Committee meeting.

After making a decision about the conduct breach, the Committee must make the investigation report for the investigation publicly available after the meeting in accordance with the instructions contained within *Making a decision about the investigation* under Clause 15 of EX007 Investigation Policy.

The Committee must also give a notice about the outcome of the decision to the parties in the manner specified in Clause 17 of EX007 Investigation Policy.

## 7. Review

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

<b>Decision:</b>	Moved - Cr Hurley	Seconded - Cr Freese
	"THAT:	
	1) Council endorse the formation of the Conduct Breach Investigation Committee in accordance with s264 of the Local Government Regulation 2012.	
	2) The membership of the Committee shall comprise the Mayor and all Councillors, unless the Mayor or Councillor has a	

reportable conflict of interest as per Section 5 of the EX002 Standing Orders (model meeting procedures).

- 3) The chairperson of the committee will be:
  - the Mayor, or if the Mayor has a conflict of interest;
  - the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;
  - appointed by the Committee.
- 4) The following Terms of Reference be adopted for the Conduct Breach Investigation Committee.

### **Terms of Reference**

#### **Conduct Breach Investigation Committee**

##### **1. Purpose**

The Conduct Breach Investigation Committee (the Committee) is established, as a standing committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is to make a decision about a conduct breach and determine how the conduct may be dealt with, in the event that:

- a referral notice is received from the Independent Assessor, and
- the Ordinary Council meeting loses quorum as per Section 5 of the EX002 Standing Orders (model meeting procedures).

##### **2. Membership**

The membership of the Committee shall comprise the Mayor and all Councillors, unless the Mayor or Councillor has a reportable conflict of interest as per Section 5 of the EX002 Standing Orders (model meeting procedures).

The chairperson of the committee will be:

- the Mayor, or if the Mayor has a conflict of interest;
- the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;
- appointed by the Committee.

When debating the matter, the eligible councillors (those who do not have a conflict of interest in the matter) can decide, by resolution, for the subject councillor who has a declarable conflict of interest in the matter, to remain in the meeting during the debate and may answer any questions put to the subject councillor through the chairperson (as permitted by and in accordance with *Making a decision about the investigation* under Clause 15 of EX007 Investigation Policy).

##### **3. Delegated Powers**

The Committee has delegated power to make a decision about an investigation or a councillor's conduct under s150AEA or 150AG of the *Local Government Act 2009* to a Standing Committee.

Section 257(2) of the *Local Government Act 2009* allows for this delegation of Council's power to a Standing Committee.

#### **4. Frequency of Meetings**

The Committee shall meet in the event that:

- a referral notice is received from the Independent Assessor,
- the Ordinary Council meeting loses quorum as per Section 5 of the EX002 Standing Orders (model meeting procedures).

The time, date and location of meetings shall be determined by:

- the Mayor, or if the Mayor has a conflict of interest;
- the Deputy Mayor, or if the Mayor and Deputy Mayor have a conflict of interest;
- the Acting Mayor.

#### **5. Agenda**

The agenda for each meeting shall be circulated to all Committee members at least two (2) days prior to the day of the meeting, in accordance with Clause 4.3 of EX002 Standing Orders (model meeting procedures).

#### **6. Reporting**

The Committee is required to keep minutes of its meetings, noting the final decision about whether a councillor engaged in a conduct breach and if so any decision about orders that are made under section 150AH of the *Local Government Act 2009*. Any decision that is not consistent with the recommendation of the investigation report must state in the meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

Preparation of the report shall be the responsibility of the Council officer assigned to take the minutes of the Committee meeting.

After making a decision about the conduct breach, the Committee must make the investigation report for the investigation publicly available after the meeting in accordance with the instructions contained within *Making a decision about the investigation* under Clause 15 of EX007 Investigation Policy.

The Committee must also give a notice about the outcome of the decision to the parties in the manner specified in Clause 17 of EX007 Investigation Policy.

#### **7. Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Vote – Unanimous*

*Carried*

### ***Pest Management Working Group***

#### **Recommendation**

THAT Cr....., and Cr..... be appointed as Council's representatives on the Pest Management Working Group.

#### **Decision:**

Moved - Cr Freese

Seconded – Cr Bishop

"THAT Mayor Wendt, Cr Brieschke and Cr Jess be appointed as Council's representatives on the Pest Management Working Group."

*Vote – Unanimous*

*Carried*

### ***The Condensery Somerset Regional Art Gallery Advisory Committee***

In the previous term, Council established The Condensery Somerset Regional Art Gallery Advisory Committee with the following Terms of Reference.

#### **Recommendation**

THAT:

- 1) Council endorse the Somerset Regional Art Gallery – The Condensery Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr..... be appointed as Chairperson of the Somerset Regional Art Gallery – The Condensery Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 3) Cr ..... and Cr ..... be appointed as Council's representatives on the Somerset Regional Art Gallery – The Condensery Advisory Committee.
- 4) The following Terms of Reference be adopted for The Condensery - Somerset Regional Art Gallery Advisory Committee.

#### **TERMS OF REFERENCE BACKGROUND AND PURPOSE**

Originally established as a condensed milk factory by the McConnell family in 1889, the site was repurposed into a gallery by Somerset Regional Council with support from the Australian Federal Government. The CSRAG was formally opened as the Somerset Regional Art Gallery – The Condensery on 11 December 2015 and is now known as The Condensery – Somerset Regional Art Gallery (CSRAG).

The Condensery – Somerset Regional Art Gallery (CSRAG) Advisory Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the committee is to provide advice to Council on matters concerning the operation, promotion and development of the CSRAG.

## **OBJECTIVES**

Council's central aim in establishing a CSRAG Advisory Committee is to provide advice to Council on matters concerning the operation, promotion and development of the CSRAG and to carry out the following objectives:

- Create a regionally significant art precinct including both indoor and outdoor opportunities.
- Inspire the community.
- Create space for local, regional, national and international artists to work.
- Attract tourism and recreation opportunities that capitalise on the intrinsic natural assets and established character of Somerset region.
- Improve connection with existing community groups and programs.
- Create opportunities for the community to join in the outdoor art experiences in the local region without having to travel to bigger locales.

## **MEMBERSHIP**

The membership of the committee shall comprise of:

- Two (2) elected representatives of the Council;
- Four (4) representatives from the arts community;
- Two (2) representatives from the business community;
- One (1) representative from a regional or state arts industry body

A Council representative shall chair the meeting. Chair of the CSRAG Committee is nominated by the newly elected CSRAG Committee.

Committee members will have a maximum service length of four years with a minimum rest period six (6) months.

Observers may attend by invitation.

Council will establish the CSRAG Committee by publicly advertising for expressions of interest, seeking a membership that is culturally and geographically representative of the community. Appointments will be made by Council.

To be considered for a position on a CSRAG committee, candidates will need to:

- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.

- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

## **RESPONSIBILITIES**

The primary responsibilities of the CSRAG Committee are to:

- Attend and participate in CSRAG meetings. If a member cannot attend a meeting, they should provide as much as notice as possible and send apologies to the secretariat.
- Conduct any business or issues relating to the CSRAG in a fair and transparent manner. If a committee member considers that they have a conflict of interest with respect to a particular matter, they are required to inform the secretariat of the conflict prior to the meeting.
- Positively promote and support the initiatives of the CSRAG.
- Be ambassadors for the CSRAG by promoting it as a cultural asset and supporting initiatives that will drive future development.
- Commit to the following values:
  - Be fair, honest and transparent.
  - Treat fellow members and all other associated parties with respect.
  - Treat all information raised or shared through the CSRAG committee as confidential and undertake to respect that confidentiality.
  - Acknowledge when speaking in an official capacity as a CSRAG Committee member and when making private comment.
  - Ensure public comments are respectful and not contradictory to the CSRAG Committee's objectives.

## **DELEGATED POWERS**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

## **CONFIDENTIALITY**

All matters discussed at committee meetings, together with all material provided to members of the committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

## **MEETINGS**

The Committee shall meet, as a minimum, on a three (3) monthly basis at 3pm on the first Monday of the months of February, May, August and November.

Prior to each meeting, Committee members are issued with the agenda and any associated documents.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Meetings are not open to the public for observation.

## AGENDA

The secretariat of the CSRAG Committee is responsible for the preparation of meeting agendas and minutes. The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

Representatives shall be responsible for the placing of their issues on the agenda by emailing the secretariat via [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) ten (10) days prior to the next meeting. Items received after the deadline may not be included in the next meeting, but will be noted for inclusion on the agenda for the following meeting.

## REPORTING

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

## REVIEW

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

<b>Decision:</b>	Moved - Cr Bishop	Seconded – Cr Freese
THAT:		
1) Council endorse The Condensery Somerset Regional Art Gallery Advisory Committee in accordance with s264 of the Local Government Regulation 2012.		
2) Cr Brieschke and Cr Isidro be appointed as Council's representatives on the Somerset Regional Art Gallery – The Condensery Advisory Committee.		
3) Cr Brieschke be appointed as Chairperson of the Somerset Regional Art Gallery – The Condensery Advisory Committee in accordance with s267 of the Local Government Regulation 2012.		
4) The following Terms of Reference be adopted for The Condensery - Somerset Regional Art Gallery Advisory Committee.		

## TERMS OF REFERENCE



## **BACKGROUND AND PURPOSE**

Originally established as a condensed milk factory by the McConnell family in 1889, the site was repurposed into a gallery by Somerset Regional Council with support from the Australian Federal Government. The CSRAG was formally opened as the Somerset Regional Art Gallery – The Condensery on 11 December 2015 and is now known as The Condensery – Somerset Regional Art Gallery (CSRAG).

The Condensery – Somerset Regional Art Gallery (CSRAG) Advisory Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the committee is to provide advice to Council on matters concerning the operation, promotion and development of the CSRAG.

## **OBJECTIVES**

Council's central aim in establishing a CSRAG Advisory Committee is to provide advice to Council on matters concerning the operation, promotion and development of the CSRAG and to carry out the following objectives:

- Create a regionally significant art precinct including both indoor and outdoor opportunities.
- Inspire the community.
- Create space for local, regional, national and international artists to work.
- Attract tourism and recreation opportunities that capitalise on the intrinsic natural assets and established character of Somerset region.
- Improve connection with existing community groups and programs.
- Create opportunities for the community to join in the outdoor art experiences in the local region without having to travel to bigger locales.

## **MEMBERSHIP**

The membership of the committee shall comprise of:

- Two (2) elected representatives of the Council;
- Four (4) representatives from the arts community;
- Two (2) representatives from the business community;
- One (1) representative from a regional or state arts industry body

A Council representative shall chair the meeting. Chair of the CSRAG Committee is nominated by the newly elected CSRAG Committee.

Committee members will have a maximum service length of four years with a minimum rest period six (6) months.

Observers may attend by invitation.

Council will establish the CSRAG Committee by publicly advertising for expressions of interest, seeking a membership that is culturally and

geographically representative of the community. Appointments will be made by Council.

To be considered for a position on a CSRAG committee, candidates will need to:

- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

## **RESPONSIBILITIES**

The primary responsibilities of the CSRAG Committee are to:

- Attend and participate in CSRAG meetings. If a member cannot attend a meeting, they should provide as much as notice as possible and send apologies to the secretariat.
- Conduct any business or issues relating to the CSRAG in a fair and transparent manner. If a committee member considers that they have a conflict of interest with respect to a particular matter, they are required to inform the secretariat of the conflict prior to the meeting.
- Positively promote and support the initiatives of the CSRAG.
- Be ambassadors for the CSRAG by promoting it as a cultural asset and supporting initiatives that will drive future development.
- Commit to the following values:
  - Be fair, honest and transparent.
  - Treat fellow members and all other associated parties with respect.
  - Treat all information raised or shared through the CSRAG committee as confidential and undertake to respect that confidentiality.
  - Acknowledge when speaking in an official capacity as a CSRAG Committee member and when making private comment.
  - Ensure public comments are respectful and not contradictory to the CSRAG Committee's objectives.

## **DELEGATED POWERS**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

## **CONFIDENTIALITY**

All matters discussed at committee meetings, together with all material provided to members of the committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

## **MEETINGS**

The Committee shall meet, as a minimum, on a three (3) monthly basis at 3pm on the first Monday of the months of February, May, August and November.

Prior to each meeting, Committee members are issued with the agenda and any associated documents.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Meetings are not open to the public for observation.

## **AGENDA**

The secretariat of the CSRAG Committee is responsible for the preparation of meeting agendas and minutes. The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

Representatives shall be responsible for the placing of their issues on the agenda by emailing the secretariat via [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) ten (10) days prior to the next meeting. Items received after the deadline may not be included in the next meeting, but will be noted for inclusion on the agenda for the following meeting.

## **REPORTING**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

## **REVIEW**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Vote – Unanimous*

*Carried*

### ***Economic Development and Tourism Advisory Committee***

In the previous term of Council established the Economic Development and Tourism Advisory Committee with the following Terms of Reference.

### **Recommendation**

THAT:

- 1) Council endorse the Economic Development and Tourism Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt and Crs ..... and .... be appointed as Council's representatives on the Economic Development and Tourism Committee.
- 3) The Mayor be appointed as Chairperson of the Economic Development and Tourism Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Economic Development and Tourism Committee.

### **Terms of Reference**

#### **Economic Development and Tourism Advisory Committee**

#### **Purpose**

This Committee is established in accordance with Section 264 of the *Local Government Regulation 2012*.

The purpose of the Committee is:

- to bring together community and industry representatives to engage with Council on economic development and tourism issues and opportunities within the Somerset region;
- to advise Council in the development, marketing and management of tourism, including events, representing the interests of both the tourism industry and residents;
- to act as the initial point of community engagement for economic development and tourism related matters;
- to foster links with State and Federal Government departments and agencies, other local governments, tourism and business organisations, environmental stakeholder organisations and the community.

#### **Membership**

The membership of the committee shall comprise:

- A minimum of two (2) elected representatives from the Council;
- A representative of Seqwater, or the agency responsible for managing the recreational and related uses of Somerset and Wivenhoe dams and surrounds;
- A representative of the Regional Tourism Organisation (RTO);

- Up to two (2) community tourism sector representatives;
- Up to two (2) agricultural industry sector representatives;
- Up to three (3) business sector representatives;
- One representative from the Brisbane Valley Rail Trail Steering Committee.

An elected representative of Council shall chair the meeting.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to the Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee. Out of session meetings can be scheduled, when required.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the director/manager responsible for this function.

### **Review**

These Terms of Reference should be reviewed within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Membership revision**

The renewal cycle of membership will be staggered with the elected member term to ensure carry over and reinvigoration of the committee. Expressions of interest will be called at each renewal cycle. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved - Cr Isidro

Seconded – Cr Hurley

THAT:

- 1) Council endorse the Economic Development and Tourism Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt and all Councillors be appointed as Council's representatives on the Economic Development and Tourism Committee.
- 3) Mayor Wendt be appointed as Chairperson of the Economic Development and Tourism Committee in accordance with s267

of the Local Government Regulation 2012.

- 4) The following Terms of Reference be adopted for the Economic Development and Tourism Committee.

### **Terms of Reference**

#### **Economic Development and Tourism Advisory Committee**

##### **Purpose**

This Committee is established in accordance with Section 264 of the *Local Government Regulation 2012*.

The purpose of the Committee is:

- to bring together community and industry representatives to engage with Council on economic development and tourism issues and opportunities within the Somerset region;
- to advise Council in the development, marketing and management of tourism, including events, representing the interests of both the tourism industry and residents;
- to act as the initial point of community engagement for economic development and tourism related matters;
- to foster links with State and Federal Government departments and agencies, other local governments, tourism and business organisations, environmental stakeholder organisations and the community.

##### **Membership**

The membership of the committee shall comprise:

- A minimum of two (2) elected representatives from the Council;
- A representative of Seqwater, or the agency responsible for managing the recreational and related uses of Somerset and Wivenhoe dams and surrounds;
- A representative of the Regional Tourism Organisation (RTO);
- Up to two (2) community tourism sector representatives;
- Up to two (2) agricultural industry sector representatives;
- Up to three (3) business sector representatives;
- One representative from the Brisbane Valley Rail Trail Steering Committee.

An elected representative of Council shall chair the meeting.

##### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to the Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

##### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee. Out of session meetings can be scheduled, when required.

**Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

**Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the director/manager responsible for this function.

**Review**

These Terms of Reference should be reviewed within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

**Membership revision**

The renewal cycle of membership will be staggered with the elected member term to ensure carry over and reinvigoration of the committee. Expressions of interest will be called at each renewal cycle. Council may, by resolution, vary these Terms of Reference at any time."

*Carried*

*Vote – Unanimous*

<b>Traffic and Safety Advisory Committee</b>
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In the previous term, Council established a Traffic and Safety Advisory Committee with the following Terms of Reference.

<b>Recommendation</b>
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THAT:

- 1) Council endorse the continuation of the Traffic and Safety Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt be appointed as Chairperson of the Traffic and Safety Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 3) Crs ..... and .... be appointed as Council's representatives on the Traffic and Safety Advisory Committee.
- 4) the following Terms of Reference be adopted for the Traffic and Safety Advisory Committee -

**Terms of Reference****Traffic and Safety Advisory Committee****Purpose**

This Committee is established in accordance with s264 of the Local Government Regulation 2012.

The focus of the committee is to coordinate a response to road, traffic and public safety issues that involve input, including funding, from a range of stakeholders / agencies.

### **Membership**

The membership of the committee shall comprise:

- The Mayor and two (2) elected representatives of the Council
- Chief Executive Officer
- Director Operations
- The Council manager / delegate responsible for traffic management
- An officer responsible for the roads function within the Department
- Representatives of the Queensland Police Service

The membership can extend to include additional advisors as necessary to address emerging issues, such as:

- Council manager / delegate responsible for local law enforcement
- Representative from SEQ Water
- Representatives from other State Government Agencies

The Mayor shall chair the meeting.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to the Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet on a four (4) monthly basis. Note out of session meetings can be held at the recommendation of the Chair or Committee to address emerging issues. The time, date and location of meetings shall be determined by the Committee.

The use of electronic meetings will be permitted, however, a face to face meeting is to be held at least once per annum.

Meetings will need a quorum of at least half of the standing committee to be held.

### **Agenda**

Departmental representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

Community issues requiring multi-agency advice / funding are to be placed on the agenda through Council representatives.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting.

Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

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#### **Decision:**

Moved - Cr Jess

Seconded – Cr Brieschke



“THAT:

- 1) Council endorse the continuation of the Traffic and Safety Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt be appointed as Chairperson of the Traffic and Safety Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 3) Crs Bishop and Hurley be appointed as Council's representatives on the Traffic and Safety Advisory Committee.
- 4) the following Terms of Reference be adopted for the Traffic and Safety Advisory Committee -

### **Terms of Reference**

#### **Traffic and Safety Advisory Committee**

##### **Purpose**

This Committee is established in accordance with s264 of the Local Government Regulation 2012.

The focus of the committee is to coordinate a response to road, traffic and public safety issues that involve input, including funding, from a range of stakeholders / agencies.

##### **Membership**

The membership of the committee shall comprise:

- The Mayor and two (2) elected representatives of the Council
- Chief Executive Officer
- Director Operations
- The Council manager / delegate responsible for traffic management
- An officer responsible for the roads function within the Department
- Representatives of the Queensland Police Service

The membership can extend to include additional advisors as necessary to address emerging issues, such as:

- Council manager / delegate responsible for local law enforcement
- Representative from SEQ Water
- Representatives from other State Government Agencies

The Mayor shall chair the meeting.

##### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to the Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

##### **Frequency of Meetings**

The Committee shall meet on a four (4) monthly basis. Note out of session meetings

can be held at the recommendation of the Chair or Committee to address emerging issues. The time, date and location of meetings shall be determined by the Committee.

The use of electronic meetings will be permitted, however, a face to face meeting is to be held at least once per annum.

Meetings will need a quorum of at least half of the standing committee to be held.

### **Agenda**

Departmental representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

Community issues requiring multi-agency advice / funding are to be placed on the agenda through Council representatives.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Carried*

*Vote – Unanimous*

## **Greening Lowood Advisory Committee**

The previous term of Council established the Greening Lowood Advisory Committee to provide advice to Council on matters concerning the potential provision of recycled water from the Lowood Sewerage Treatment Plant (STP) to stakeholder groups and to assist Council coordinating activities that involve input, including funding and resolving issues between stakeholders and / or other users.

### **Recommendation**

THAT

- 1) Council endorse the continuation of the Greening Lowood Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Greening Lowood Advisory Committee."
- 3) Cr..... be appointed as Chairperson of the Greening Lowood Advisory Committee in accordance with s267 of the Local Government Regulation 2012.

The following Terms of Reference be adopted for Greening Lowood Advisory Committee

### **Purpose**

Greening Lowood Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the potential provision of recycled water from the Lowood Sewerage Treatment Plant (STP) to stakeholder groups.
- to assist Council coordinating activities that involve input, including funding and resolving issues between stakeholders and / or other users.

### **Membership**

The membership of the Committee shall comprise:

- o Two (2) elected representatives of the Council
- o One (1) representative from each of the following stakeholders:
  - Lowood and District Golf Club Inc
  - Lowood Recreational Complex Association Inc
  - Lowood and District Memorial Bowls Club Inc
  - The West Moreton landcare Group Inc
  - Lowood Show Society Inc
- o Two (2) representatives from Urban Utilities

A Council representative shall chair the meeting. Observers may attend by invitation.

Specialist services will be engaged to provide information to the committee and as such may be invited to address the committee.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

The term of this Committee will initially be for a 12-month period. Further terms of this committee will be dependent upon need and will be decided by Council resolution prior to cessation of this committee. Council may, by resolution, vary these Terms of Reference at any time.

#### **Decision:**

Moved - Cr Freese

Seconded - Cr Jess

“THAT

- 1) Council endorse the continuation of the Greening Lowood Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt and Cr Bishop be Council's representatives on the Greening Lowood Advisory Committee.”
- 3) Mayor Wendt be appointed as Chairperson of the Greening Lowood Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Greening Lowood Advisory Committee

#### **Terms of Reference**

##### **Purpose**

Greening Lowood Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the potential provision of recycled water from the Lowood Sewerage Treatment Plant (STP) to stakeholder groups.
- to assist Council coordinating activities that involve input, including funding and resolving issues between stakeholders and / or other users.

##### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- One (1) representative from each of the following stakeholders:
  - Lowood and District Golf Club Inc

- Lowood Recreational Complex Association Inc
- Lowood and District Memorial Bowls Club Inc
- The West Moreton landcare Group Inc
- Lowood Show Society Inc
- o Two (2) representatives from Urban Utilities

A Council representative shall chair the meeting. Observers may attend by invitation.

Specialist services will be engaged to provide information to the committee and as such may be invited to address the committee.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

The term of this Committee will initially be for a 12-month period. Further terms of this committee will be dependent upon need and will be

decided by Council resolution prior to cessation of this committee.  
Council may, by resolution, vary these Terms of Reference at any time."

Carried

Vote – Unanimous

### **Regional Arts Development Fund (RADF) Committee**

The Somerset Region Regional Arts Development Fund (RADF) Committee comprises community members, Council officers and a Council representative. The Committee administers applications received through the State Government RADF funding program. The Committee submits recommendations to Council about proposed allocations. The Regional Arts Development Fund Advisory Committee Terms of Reference follow.

### **Recommendation**

THAT:

- 1) Council endorse the continuation of the Regional Arts Development Fund (RADF) Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) THAT Cr ..... and Cr ..... be Council's representatives on the Regional Arts Development Fund (RADF) Advisory Committee."
- 3) ..... be appointed as Chairperson of the Regional Arts Development Fund (RADF) Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Regional Arts Development Fund Advisory Committee

### **TERMS OF REFERENCE**

#### **PURPOSE**

This Regional Arts Development Fund (RADF) Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on the delivery of the RADF program within the Somerset Regional Council area.

#### **BACKGROUND**

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality arts and arts practice for regional communities.

Arts Queensland (AQ) manages the RADF program at a State level by way of an annual funding allocation to participating Councils and through providing infrastructure support for Councils in their administration of the program. Somerset Regional Council also contributes funds to the program annually with the extent of Council's funding determined by AQ according to a ratio based on the region's population.

Committee members are expected to develop strong networks within their particular portfolio areas to promote the RADF program to the community. Committee members may also be called upon for advice or guidance from a prospective grant applicant or by the RADF Liaison Officer.

## **OBJECTIVES**

Council's central objectives in participating in the RADF program and establishing a RADF Committee are in line with the key RADF principles set out by AQ including:

- Supporting professional artists and arts workers, including those working in a cultural development context, to practise originality and innovation in the development of quality arts activities and initiatives.
- Supporting locally determined arts and cultural policies. Somerset Regional Council can determine priorities for RADF grants through its own cultural planning process.
- Supporting cultural activities not supported by other state government agencies or Council grants.
- Supporting the participation of community members in arts development projects run by professional artists and arts workers. RADF will support professional artists and cultural development practitioners to run developmental projects for community groups who enjoy participating in the arts, but who are not practising professional artists.

## **RESPONSIBILITIES**

The primary responsibilities of the Somerset Regional Council RADF Committee are to:

- Attend and participate in RADF meetings. If a member cannot attend a grant assessment meeting, they should record their assessment of all applications on an assessment sheet, and nominate the RADF Liaison Officer or another member of the Committee to present their assessments.
- Assess RADF applications and outcome reports in a fair manner. If committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment meeting.
- Ensure that funding allocated is in line with the RADF Principles, eligibility criteria and Council's Cultural Plan.
- Promote / raise cultural awareness.
- Participate in the RADF bidding and reporting cycles.
- Participate in the RADF training.
- Advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, ensuring that a quorum can be met.

Committee members are also required to:

- Be the primary vehicle for community engagement.
- Attend an induction for the RADF program.
- Sign an agreement to abide by the Code of Conduct and to:
  - be fair and honest
  - treat applicants with respect, treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
  - acknowledge when speaking in an official capacity as a RADF Committee member and when making private comment
  - ensure public comments reflect Council's Arts and Cultural Development Policy and the RADF Program Guidelines.
  - Determine events to be funded from RADF.

## **MEMBERSHIP**

The membership of the committee shall comprise:

- Two (2) elected representatives of the Council; and
- Seven (7) representatives from the Arts community.

A Council representative shall chair the meeting. The Chair of the RADF Committee is nominated by the newly elected RADF Committee.

Observers may attend by invitation.

Council will establish the RADF Committee by publicly advertising for expressions of interest, seeking a membership that is culturally and geographically representative of the community. Appointments will be made by Council.

To be considered for a position on a RADF committee, candidates will need to:

- Nominate for up to two arts portfolio areas, including creative arts/craft multimedia, visual arts, theatre, music, dance and literature/writing.
- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

### **AUTHORITY**

The Committee has no decision making authority. Recommendations are to be made to Council for their confirmation. All selected members of a RADF Committee have full voting rights. Council's RADF Liaison Officer provides administrative support to the Committee, but has no voting rights

All members of the Committee have access to the RADF Liaison Officer so that emergent matters can be tabled for consideration through the Chair at Committee meetings.

### **MEETINGS**

The Somerset Regional Council RADF program has four grant rounds per year and Committee meetings are held to assess applications from each round. A quorum will consist of at least four members. If the Chair is absent, an interim chair will be appointed by the RADF Liaison Officer to preside for that meeting.

Prior to each meeting, Committee members are issued with a package of photocopied applications.

Committee members may be required to attend up to two meetings per year in addition to the assessment meetings, to set priorities for the coming grant round or to address any issues that may arise.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Members who do not attend three consecutive meetings may be asked to vacate their position on the committee.

The RADF Liaison Officer has responsibility for the preparation of meeting agendas and minutes. Templates for these and other assessment documents are available as resources on the AQ RADF website, to ensure consistency across councils.

Meetings are not open to the public for observation.

### **TRAINING**

Under the RADF guidelines, participating Councils are expected to apportion a percentage of the RADF operational expenses to RADF Committee training. These expenses may include registration fees for training sessions, travel and incidentals. RADF Liaison Officers are required to report on the training provided in a given year in that year's annual report to AQ.

### **RADF GRANT APPROVAL PROCESS**



Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations only when they:

- Are not in line with Council's cultural policy
- Interfere with Council initiatives already in progress.

The Committee Chair may be invited to address the Ordinary Council meeting should the need arise.

### **RADF QUICK RESPONSE GRANT APPROVAL PROCESS**

A RADF Quick Response Grant is a mechanism for Council to respond to opportunities where it can be demonstrated that they have arisen at short notice and require a response that cannot be delivered within the timeframes of the standard grant rounds.

Once the RADF Committee has assessed and reached agreement on a Quick Response Grant, recommendations will be submitted to the delegated authority for approval or rejection of their application within five working days of a decision being made.

The Council RADF Liaison Officer will complete arrangements for successful applications within 30 working days of approval being given.

The Council RADF Liaison Officer will submit a report for noting to the next Ordinary Council meeting advising of Quick Response grant approvals.

### **CONFIDENTIALITY**

All matters discussed at Committee meetings, together with all material provided to members of the Committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

### **PERFORMANCE INDICATORS**

RADF Liaison Officers are required to submit an Annual Report to AQ in February each year and prepare a detailed bid for funding for the following financial year. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and its committee in any given year.

#### ***Decision:***

Moved - Cr Freese

Seconded – Cr Brieschke

“THAT

- 1) Council endorse the continuation of the Regional Arts Development Fund (RADF) Advisory Committee in accordance with s264 of the Local Government Regulation 2012.

- 2) Cr Bishop and Cr Isidro be Council's representatives on the Regional Arts Development Fund (RADF) Advisory Committee."
- 3) Cr Isidro be appointed as Chairperson of the Regional Arts Development Fund (RADF) Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Regional Arts Development Fund Advisory Committee

## **TERMS OF REFERENCE**

### **PURPOSE**

This Regional Arts Development Fund (RADF) Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on the delivery of the RADF program within the Somerset Regional Council area.

### **BACKGROUND**

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality arts and arts practice for regional communities.

Arts Queensland (AQ) manages the RADF program at a State level by way of an annual funding allocation to participating Councils and through providing infrastructure support for Councils in their administration of the program. Somerset Regional Council also contributes funds to the program annually with the extent of Council's funding determined by AQ according to a ratio based on the region's population.

Committee members are expected to develop strong networks within their particular portfolio areas to promote the RADF program to the community. Committee members may also be called upon for advice or guidance from a prospective grant applicant or by the RADF Liaison Officer.

### **OBJECTIVES**

Council's central objectives in participating in the RADF program and establishing a RADF Committee are in line with the key RADF principles set out by AQ including:

- Supporting professional artists and arts workers, including those working in a cultural development context, to practise originality and innovation in the development of quality arts activities and initiatives.
- Supporting locally determined arts and cultural policies. Somerset Regional Council can determine priorities for RADF grants through its own cultural planning process.
- Supporting cultural activities not supported by other state government agencies or Council grants.

- Supporting the participation of community members in arts development projects run by professional artists and arts workers. RADF will support professional artists and cultural development practitioners to run developmental projects for community groups who enjoy participating in the arts, but who are not practising professional artists.

## **RESPONSIBILITIES**

The primary responsibilities of the Somerset Regional Council RADF Committee are to:

- Attend and participate in RADF meetings. If a member cannot attend a grant assessment meeting, they should record their assessment of all applications on an assessment sheet, and nominate the RADF Liaison Officer or another member of the Committee to present their assessments.
- Assess RADF applications and outcome reports in a fair manner. If committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment meeting.
- Ensure that funding allocated is in line with the RADF Principles, eligibility criteria and Council's Cultural Plan.
- Promote / raise cultural awareness.
- Participate in the RADF bidding and reporting cycles.
- Participate in the RADF training.
- Advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, ensuring that a quorum can be met.

Committee members are also required to:

- Be the primary vehicle for community engagement.
- Attend an induction for the RADF program.
- Sign an agreement to abide by the Code of Conduct and to:
  - be fair and honest
  - treat applicants with respect, treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
  - acknowledge when speaking in an official capacity as a RADF Committee member and when making private comment
  - ensure public comments reflect Council's Arts and Cultural Development Policy and the RADF Program Guidelines.
  - Determine events to be funded from RADF.

## **MEMBERSHIP**

The membership of the committee shall comprise:

- Two (2) elected representatives of the Council; and
- Seven (7) representatives from the Arts community.

A Council representative shall chair the meeting. The Chair of the RADF Committee is nominated by the newly elected RADF Committee.

Observers may attend by invitation.

Council will establish the RADF Committee by publicly advertising for expressions of interest, seeking a membership that is culturally and

geographically representative of the community. Appointments will be made by Council.

To be considered for a position on a RADF committee, candidates will need to:

- Nominate for up to two arts portfolio areas, including creative arts/craft multimedia, visual arts, theatre, music, dance and literature/writing.
- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

### **AUTHORITY**

The Committee has no decision making authority. Recommendations are to be made to Council for their confirmation. All selected members of a RADF Committee have full voting rights. Council's RADF Liaison Officer provides administrative support to the Committee, but has no voting rights.

All members of the Committee have access to the RADF Liaison Officer so that emergent matters can be tabled for consideration through the Chair at Committee meetings.

### **MEETINGS**

The Somerset Regional Council RADF program has four grant rounds per year and Committee meetings are held to assess applications from each round. A quorum will consist of at least four members. If the Chair is absent, an interim chair will be appointed by the RADF Liaison Officer to preside for that meeting.

Prior to each meeting, Committee members are issued with a package of photocopied applications.

Committee members may be required to attend up to two meetings per year in addition to the assessment meetings, to set priorities for the coming grant round or to address any issues that may arise.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Members who do not attend three consecutive meetings may be asked to vacate their position on the committee.

The RADF Liaison Officer has responsibility for the preparation of meeting agendas and minutes. Templates for these and other assessment documents are available as resources on the AQ RADF website, to ensure consistency across councils.

Meetings are not open to the public for observation.

### **TRAINING**

Under the RADF guidelines, participating Councils are expected to apportion a percentage of the RADF operational expenses to RADF

Committee training. These expenses may include registration fees for training sessions, travel and incidentals. RADF Liaison Officers are required to report on the training provided in a given year in that year's annual report to AQ.

### **RADF GRANT APPROVAL PROCESS**

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations only when they:

- Are not in line with Council's cultural policy
- Interfere with Council initiatives already in progress.

The Committee Chair may be invited to address the Ordinary Council meeting should the need arise.

### **RADF QUICK RESPONSE GRANT APPROVAL PROCESS**

A RADF Quick Response Grant is a mechanism for Council to respond to opportunities where it can be demonstrated that they have arisen at short notice and require a response that cannot be delivered within the timeframes of the standard grant rounds.

Once the RADF Committee has assessed and reached agreement on a Quick Response Grant, recommendations will be submitted to the delegated authority for approval or rejection of their application within five working days of a decision being made.

The Council RADF Liaison Officer will complete arrangements for successful applications within 30 working days of approval being given.

The Council RADF Liaison Officer will submit a report for noting to the next Ordinary Council meeting advising of Quick Response grant approvals.

### **CONFIDENTIALITY**

All matters discussed at Committee meetings, together with all material provided to members of the Committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

### **PERFORMANCE INDICATORS**

RADF Liaison Officers are required to submit an Annual Report to AQ in February each year and prepare a detailed bid for funding for the following financial year. These reports contain detailed criteria for assessing the performance and effectiveness of the RADF program and its committee in any given year.”

Carried

Vote – Unanimous

### **Somerset Civic Centre Advisory Committee**

The Somerset Civic Centre Advisory Committee was established under the previous term of Council as the Council wanted to revitalize the space after taking over the management of the Centre. The committee comprises community members, Council officers and two Council representatives. Council's central aim in establishing a Somerset Civic Centre Advisory Committee was to provide advice to Council on matters concerning the operation, promotion and development of the Somerset Civic Centre. The Somerset Civic Centre Advisory Committee Terms of Reference follow.

### **Recommendation**

THAT

- 1) Council endorse the continuation of the Somerset Civic Centre Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Somerset Civic Centre Advisory Committee.”
- 3) ..... be appointed as Chairperson of the Somerset Civic Centre Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Somerset Civic Centre Advisory Committee

### **TERMS OF REFERENCE**

#### **BACKGROUND AND PURPOSE**

The Somerset Civic Centre was officially opened in January of 2013. The \$4.4 million project was spearheaded by Somerset Regional Council, with \$2 million of funding contributed from the Australian Government. It was Council's hope that the 1,600 square metre, 350-seat capacity Somerset Civic Centre would fill the void left by the loss of the 101-year-old Lyceum Hall, which was destroyed by fire in May 2010.

From 2013 to 2021, the venue was managed externally by contractor Venue Management Services (VMS). In 2021, Council made the decision to manage the venue internally and establish an advisory committee to provide direction to Council on matters relating to the development and management of the Somerset Civic Centre.

The Somerset Civic Centre Advisory Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the committee is to provide advice to Council on matters concerning the operation, promotion and development of the Somerset Civic Centre.

### **OBJECTIVES**

Council's central aim in establishing a Somerset Civic Centre Advisory Committee is to provide advice to Council on matters concerning the operation, promotion and development of the Somerset Civic Centre and to carry out the following objectives:

- Create a regionally significant venue that produces high quality entertainment and acts as a hub for the creative and performing arts.
- Inspire and support community organisations in use of Civic Centre venue to improve activation, community service delivery and facility management.
- Create space for local, regional, national and international creative practitioners to practice and present their craft.
- Attract tourism and recreation opportunities that capitalise on the intrinsic natural assets and established character of Somerset region.
- Improve connection with existing community groups and programs.
- Create opportunities for the community to access high quality entertainment and performances in the local region without having to travel to bigger locales.
- Increase the active involvement of youth, seniors, arts and community groups in arts and cultural events and programs.
- Promote a learning, educated and aware community through promotion of arts workshops and accessible programs.

## **MEMBERSHIP**

The membership of the committee shall comprise of:

- Two (2) elected representatives of the Council;
- Four (4) representatives from the community;
- One (1) representative from a regional or state industry body

A Council representative shall chair the meeting. Chair of the Somerset Civic Centre Advisory Committee is nominated by the newly elected Somerset Civic Centre Advisory Committee.

Observers may attend by invitation.

Council will establish the Somerset Civic Centre Advisory Committee by publicly advertising for expressions of interest, seeking membership that is culturally and geographically representative of the community. Appointments will be made by Council. The criteria for appointing community representatives shall be based on providing balance to the committee in terms of geographic coverage, stakeholder interest and involvement in the arts community.

To be considered for a position on the committee, candidates will need to:

- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.
- Provide a current CV highlighting relevant experience in the theatre, performance, entertainment or creative industries and outlining any qualifications, previous experience or membership to locally based performing groups.

## **RESPONSIBILITIES**

The primary responsibilities of the Somerset Civic Centre Advisory Committee are to:

- Attend and participate in Somerset Civic Centre Advisory Committee meetings. If a member cannot attend a meeting, they should provide as much as notice as possible and send apologies to the secretariat.
- Members who do not attend three consecutive meetings may be asked to vacate their position on the committee.

- Conduct any business or issues relating to the Somerset Civic Centre in a fair and transparent manner. If a committee member considers that they have a conflict of interest with respect to a particular matter, they are required to inform the secretariat of the conflict prior to the meeting.
- Positively promote and support the initiatives of the Somerset Civic Centre.
- Be ambassadors for the Somerset Civic Centre by promoting it as a cultural asset and supporting initiatives that will drive future development.
- Commit to the following values:
  - Be fair, honest and transparent.
  - Treat fellow members and all other associated parties with respect.
  - Treat all information raised or shared through the Somerset Civic Centre Advisory Committee as confidential and undertake to respect that confidentiality.
  - Acknowledge when speaking in an official capacity as a Somerset Civic Centre Advisory Committee member and when making private comment.
  - Ensure public comments are respectful and not contradictory to the Somerset Civic Centre Advisory Committee's objectives.

## **DELEGATED POWERS**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

## **CONFIDENTIALITY**

All matters discussed at committee meetings, together with all material provided to members of the committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

## **MEETINGS**

The Committee shall meet, as a minimum, on a three (3) monthly basis at 1pm on the fourth Monday of the months of February, May, August and November.

Prior to each meeting, Committee members are issued with the agenda and any associated documents.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Meetings are not open to the public for observation.



## AGENDA

The secretariat of the Somerset Civic Centre Advisory Committee is responsible for the preparation of meeting agendas and minutes. The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

Representatives shall be responsible for the placing of their issues on the agenda by emailing the secretariat via [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) ten (10) days prior to the next meeting. Items received after the deadline may not be included in the next meeting, but will be noted for inclusion on the agenda for the following meeting.

## REPORTING

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

## REVIEW

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved – Cr Brieschke

Seconded – Cr Freese

“THAT

- 1) Council endorse the continuation of the Somerset Civic Centre Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr Isidro and Cr Jess be Council’s representatives on the Somerset Civic Centre Advisory Committee.”
- 3) Cr Isidro be appointed as Chairperson of the Somerset Civic Centre Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Somerset Civic Centre Advisory Committee

### **TERMS OF REFERENCE BACKGROUND AND PURPOSE**

The Somerset Civic Centre was officially opened in January of 2013. The \$4.4 million project was spearheaded by Somerset Regional Council, with \$2 million of funding contributed from the Australian Government. It was Council’s hope that the 1,600 square metre, 350-seat capacity Somerset Civic Centre would fill the void left by the loss of the 101-year-old Lyceum Hall, which was destroyed by fire in May 2010.

From 2013 to 2021, the venue was managed externally by contractor Venue Management Services (VMS). In 2021, Council made the decision to manage the venue internally and establish an advisory

committee to provide direction to Council on matters relating to the development and management of the Somerset Civic Centre.

The Somerset Civic Centre Advisory Committee is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the committee is to provide advice to Council on matters concerning the operation, promotion and development of the Somerset Civic Centre.

### **OBJECTIVES**

Council's central aim in establishing a Somerset Civic Centre Advisory Committee is to provide advice to Council on matters concerning the operation, promotion and development of the Somerset Civic Centre and to carry out the following objectives:

- Create a regionally significant venue that produces high quality entertainment and acts as a hub for the creative and performing arts.
- Inspire and support community organisations in use of Civic Centre venue to improve activation, community service delivery and facility management.
- Create space for local, regional, national and international creative practitioners to practice and present their craft.
- Attract tourism and recreation opportunities that capitalise on the intrinsic natural assets and established character of Somerset region.
- Improve connection with existing community groups and programs.
- Create opportunities for the community to access high quality entertainment and performances in the local region without having to travel to bigger locales.
- Increase the active involvement of youth, seniors, arts and community groups in arts and cultural events and programs.
- Promote a learning, educated and aware community through promotion of arts workshops and accessible programs.

### **MEMBERSHIP**

The membership of the committee shall comprise of:

- Two (2) elected representatives of the Council;
- Four (4) representatives from the community;
- One (1) representative from a regional or state industry body

A Council representative shall chair the meeting. Chair of the Somerset Civic Centre Advisory Committee is nominated by the newly elected Somerset Civic Centre Advisory Committee.

Observers may attend by invitation.

Council will establish the Somerset Civic Centre Advisory Committee by publicly advertising for expressions of interest, seeking membership that is culturally and geographically representative of the community. Appointments will be made by Council. The criteria for appointing

community representatives shall be based on providing balance to the committee in terms of geographic coverage, stakeholder interest and involvement in the arts community.

To be considered for a position on the committee, candidates will need to:

- Indicate which groups they represent within the community: young people (under 26), people with a disability, older people (55+), female, male, Indigenous people, Torres Strait Islanders, culturally and linguistically diverse individuals and Councillors.
- Provide a current CV highlighting relevant experience in the theatre, performance, entertainment or creative industries and outlining any qualifications, previous experience or membership to locally based performing groups.

### **RESPONSIBILITIES**

The primary responsibilities of the Somerset Civic Centre Advisory Committee are to:

- Attend and participate in Somerset Civic Centre Advisory Committee meetings. If a member cannot attend a meeting, they should provide as much as notice as possible and send apologies to the secretariat.
- Members who do not attend three consecutive meetings may be asked to vacate their position on the committee.
- Conduct any business or issues relating to the Somerset Civic Centre in a fair and transparent manner. If a committee member considers that they have a conflict of interest with respect to a particular matter, they are required to inform the secretariat of the conflict prior to the meeting.
- Positively promote and support the initiatives of the Somerset Civic Centre.
- Be ambassadors for the Somerset Civic Centre by promoting it as a cultural asset and supporting initiatives that will drive future development.
- Commit to the following values:
  - Be fair, honest and transparent.
  - Treat fellow members and all other associated parties with respect.
  - Treat all information raised or shared through the Somerset Civic Centre Advisory Committee as confidential and undertake to respect that confidentiality.
  - Acknowledge when speaking in an official capacity as a Somerset Civic Centre Advisory Committee member and when making private comment.
  - Ensure public comments are respectful and not contradictory to the Somerset Civic Centre Advisory Committee's objectives.

### **DELEGATED POWERS**

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **CONFIDENTIALITY**

All matters discussed at committee meetings, together with all material provided to members of the committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement.

All matters discussed by the committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

### **MEETINGS**

The Committee shall meet, as a minimum, on a three (3) monthly basis at 1pm on the fourth Monday of the months of February, May, August and November.

Prior to each meeting, Committee members are issued with the agenda and any associated documents.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Meetings are not open to the public for observation.

### **AGENDA**

The secretariat of the Somerset Civic Centre Advisory Committee is responsible for the preparation of meeting agendas and minutes. The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

Representatives shall be responsible for the placing of their issues on the agenda by emailing the secretariat via [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) ten (10) days prior to the next meeting. Items received after the deadline may not be included in the next meeting, but will be noted for inclusion on the agenda for the following meeting.

### **REPORTING**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

### **REVIEW**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

Carried

Vote – Unanimous

#### **Mount (Mt) Glen Rock Steering Committee**

The Mount Glen Rock Steering Committee is a standing committee of the Somerset Regional Council, reporting to the Council via the Chief Executive Officer. The Mount Glen Rock Steering Committee Terms of Reference follow.

#### **Recommendation**

THAT

- 1) Council endorse the continuation of the Mt Glen Rock Steering Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Mayor Wendt, Cr ..... and Cr ..... be Council's representatives on the Mt Glen Rock Steering Committee."
- 3) Mayor Wendt be appointed as Chairperson of the Mt Glen Rock Steering Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Mount Glen Rock Steering Committee.

#### **TERMS OF REFERENCE**

##### **PURPOSE**

The role of the Mount Glen Rock Steering Committee is to provide project guidance for the development of the Mount Glen Rock reserve and freehold land into an adventure park for the enjoyment of visitors and community of the Somerset Region.

The Steering Committee will provide input into the development of the project management plan, defining project objectives and assist the project team to identify and monitor potential risks, priorities and timelines.

The Steering Committee will provide continued clarity regarding the overall project rationale and provide guidance in communicating this rationale with the public.

The initial focus of the steering committee is to deliver the works associated with the Bushfires Local Economic Recovery program, meanwhile ensuring that early works remain cognisant of future aspirations for Mount Glen Rock.

#### **Membership**

The membership of the Mount Glen Rock Steering Committee will be comprised of:

- SRC Chief Executive Officer
- Mayor Wendt (Chair)
- Councillor
- Councillor
- SRC Director Operations
- SRC Director Corporate and Community Services
- SRC Trails Officer -

Other SRC Officers (such as planning and communications) will also attend at the CEO's request to provide subject matter expertise as required.

Consultants or other external expertise will attend the meeting upon invitation of the CEO.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a six (6) monthly basis, noting that the Steering Committee may meet on a more regular basis as the project requires.

Out of session decisions are allowable to facilitate agile solutions, and these will be noted in the minutes at the following scheduled Steering Committee meeting.

### **Reviews**

The Committee shall review the Terms of Reference and project management plans on an as required basis.

### **Duties of Committee Members**

The duties of the Committee Members include:

- a) Actively contribute to the development of the vision for Mount Glen Rock;
- b) Oversight for delivery of infrastructure;
- c) Review the project against key milestones and set budgets;
- d) Consider the risks and community engagement needs for the various stages = positive interactions;
- e) Guide the project team delivering on the ground works;
- f) Identify opportunities and threats to the project;
- g) Prioritise competing outputs or resourcing needs; and
- h) Being a community champion for the project, advocating the strengths and rationale of the project.
- i) Report back to full Council periodically.
- j) Report back to the Economic Development and Tourism Committee periodically.

#### **Decision:**

Moved – Cr Jess

Seconded - Cr Isidro

“THAT

1. Council endorse the continuation of the Mt Glen Rock Steering Committee in accordance with s264 of the Local Government Regulation 2012.
2. Mayor Wendt and all Councillors be Council's representatives on the Mt Glen Rock Steering Committee.”
3. Mayor Wendt be appointed as Chairperson of the Mt Glen Rock Steering Committee in accordance with s267 of the Local Government Regulation 2012.
4. The following Terms of Reference be adopted for the Mount Glen Rock Steering Committee.

#### **TERMS OF REFERENCE PURPOSE**

The role of the Mount Glen Rock Steering Committee is to provide project guidance for the development of the Mount Glen Rock reserve and freehold land into an adventure park for the enjoyment of visitors and community of the Somerset Region.

The Steering Committee will provide input into the development of the project management plan, defining project objectives and assist the project team to identify and monitor potential risks, priorities and timelines.

The Steering Committee will provide continued clarity regarding the overall project rationale and provide guidance in communicating this rationale with the public.

The initial focus of the steering committee is to deliver the works associated with the Bushfires Local Economic Recovery program, meanwhile ensuring that early works remain cognisant of future aspirations for Mount Glen Rock.

### **Membership**

The membership of the Mount Glen Rock Steering Committee will be comprised of:

- SRC Chief Executive Officer
- Mayor Wendt (Chair)
- Councillor
- Councillor
- SRC Director Operations
- SRC Director Corporate and Community Services
- SRC Trails Officer -

Other SRC Officers (such as planning and communications) will also attend at the CEO's request to provide subject matter expertise as required.

Consultants or other external expertise will attend the meeting upon invitation of the CEO.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a six (6) monthly basis, noting that the Steering Committee may meet on a more regular basis as the project requires.

Out of session decisions are allowable to facilitate agile solutions, and these will be noted in the minutes at the following scheduled Steering Committee meeting.

### **Reviews**

The Committee shall review the Terms of Reference and project management plans on an as required basis.

### **Duties of Committee Members**

The duties of the Committee Members include:

- a) Actively contribute to the development of the vision for Mount Glen Rock;
- b) Oversight for delivery of infrastructure;
- c) Review the project against key milestones and set budgets;

- d) Consider the risks and community engagement needs for the various stages = positive interactions;
- e) Guide the project team delivering on the ground works;
- f) Identify opportunities and threats to the project;
- g) Prioritise competing outputs or resourcing needs; and
- h) Being a community champion for the project, advocating the strengths and rationale of the project.
- i) Report back to full Council periodically.
- j) Report back to the Economic Development and Tourism Committee periodically.

Carried

*Vote – Unanimous*

## RECREATION GROUNDS / SHOWGROUNDS / SPORTS GROUNDS

### ***Esk Recreation Grounds Advisory Committee***

#### **Recommendation**

THAT

- 1) Council endorse the continuation of the Esk Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Esk Recreation Grounds Advisory Committee.
- 3) Cr..... be appointed as Chairperson of the Esk Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Esk Recreation Grounds Advisory Committee

#### **Terms of Reference**

##### **Purpose**

Esk Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Esk Showgrounds, Sport and Recreation Reserve (72 Esk Hampton Road, Esk)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

##### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders:
  - o Esk Pastoral Agricultural and Industrial Association Inc
  - o Esk Campdraft Association Inc
  - o Esk Jockey Club Inc
  - o Esk Country Golf Club Inc

A Council representative shall chair the meeting. Observers may attend by invitation.



### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved - Cr Bishop

Seconded – Cr Hurley

“THAT

- 1) Council endorse the continuation of the Esk Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr Brieschke and Cr Freese be Council's representatives on the Esk Recreation Grounds Advisory Committee.
- 3) Cr Brieschke be appointed as Chairperson of the Esk Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Esk Recreation Grounds Advisory Committee

## **Terms of Reference**

### **Purpose**

Esk Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Esk Showgrounds, Sport and Recreation Reserve (72 Esk Hampton Road, Esk)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders:
  - o Esk Pastoral Agricultural and Industrial Association Inc
  - o Esk Campdraft Association Inc
  - o Esk Jockey Club Inc
  - o Esk Country Golf Club Inc

A Council representative shall chair the meeting. Observers may attend by invitation.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Carried*

*Vote – Unanimous*

## **Fernvale Recreation Grounds Committee**

### **Recommendation**

THAT

- 1) Council endorse the continuation of the Fernvale Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Fernvale Recreation Grounds Advisory Committee.
- 3) ..... be appointed as Chairperson of the Fernvale Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Fernvale Recreation Grounds Advisory Committee

### **Terms of Reference**

#### **Purpose**

Fernvale Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Fernvale Hall and Col Powell Park (32 Banks Creek Road, Fernvale)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders:
  - o Fernvale Campdraft Association Inc
  - o Lowood-Fernvale District Hack and Pony Club Inc
  - o Oz Endurance (Q) Inc
- One (1) representative from each of the following stakeholders:
  - o National Rodeo Association

A Council representative shall chair the meeting. Observers may attend by invitation.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved - Cr Freese

Seconded – Cr Bishop

“THAT

- 1) Council endorse the continuation of the Fernvale Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.

- 2) Cr Hurley and Cr Brieschke be Council's representatives on the Fernvale Recreation Grounds Advisory Committee.
- 3) Cr Brieschke be appointed as Chairperson of the Fernvale Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Fernvale Recreation Grounds Advisory Committee

#### **Terms of Reference**

##### **Purpose**

Fernvale Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Fernvale Hall and Col Powell Park (32 Banks Creek Road, Fernvale)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

##### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders:
  - o Fernvale Campdraft Association Inc
  - o Lowood-Fernvale District Hack and Pony Club Inc
  - o Oz Endurance (Q) Inc
- One (1) representative from each of the following stakeholders:
  - o National Rodeo Association

A Council representative shall chair the meeting. Observers may attend by invitation.

##### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

##### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

##### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

#### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

#### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Vote – Unanimous*

*Carried*

### ***Kilcoy Recreation Grounds Committee***

#### **Recommendation**

THAT

- 1) Council endorse the continuation of the Kilcoy Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Kilcoy Recreation Grounds Advisory Committee.
- 3) Cr..... be appointed as Chairperson of the Kilcoy Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Kilcoy Recreation Grounds Advisory Committee

#### **Terms of Reference**

##### **Purpose**

Kilcoy Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Kilcoy Showground, Recreation and Racecourse Reserve (26 Showgrounds Road, Woolmar)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

##### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders;
  - o Kilcoy Campdraft and Rodeo Committee Inc
  - o Kilcoy Pastoral, Agricultural and Industrial Society Inc
  - o Kilcoy Pony Club Inc
  - o Kilcoy Race Club Inc
  - o Stanley Rivers Polocrosse Club Inc
- One (1) representative from each of the following stakeholders:
  - o The Kilcoy Rodeo Committee Inc.
  - o Queensland Working Cow Horse Club Inc.

A Council representative shall chair the meeting. Observers may attend by invitation.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved - Cr Jess

Seconded - Cr Hurley

"THAT

1) Council endorse the continuation of the Kilcoy Recreation Grounds Advisory Committee in accordance with s264 of the Local Government Regulation 2012.

2) Cr Brieschke and Cr Isidro be Council's representatives on the

Kilcoy Recreation Grounds Advisory Committee.

3) Cr Brieschke be appointed as Chairperson of the Kilcoy Recreation Grounds Advisory Committee in accordance with s267 of the Local Government Regulation 2012.

4) The following Terms of Reference be adopted for the Kilcoy Recreation Grounds Advisory Committee

**Terms of Reference**

**Purpose**

Kilcoy Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Kilcoy Showground, Recreation and Racecourse Reserve (26 Showgrounds Road, Woolmar)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

**Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders;
  - o Kilcoy Campdraft and Rodeo Committee Inc
  - o Kilcoy Pastoral, Agricultural and Industrial Society Inc
  - o Kilcoy Pony Club Inc
  - o Kilcoy Race Club Inc
  - o Stanley Rivers Polocrosse Club Inc
- One (1) representative from each of the following stakeholders:
  - o The Kilcoy Rodeo Committee Inc.
  - o Queensland Working Cow Horse Club Inc.

A Council representative shall chair the meeting. Observers may attend by invitation.

**Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

**Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.



### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Carried*

*Vote – Unanimous*

## **Fernvale Sports Park Advisory Committee**

### **Recommendation**

THAT

- 1) Council endorse the continuation of the Fernvale Sports Park Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr ..... and Cr ..... be Council's representatives on the Fernvale Sports Park Advisory Committee
- 3) Cr..... be appointed as Chairperson of the Fernvale Sports Park Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Fernvale Sports Park Advisory Committee

### **Terms of Reference**

#### **Purpose**

Fernvale Sports Park Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Fernvale Sports Park (31 Brouff Road, Fernvale)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council

- Two (2) representatives from each of the following stakeholders:
  - o Brisbane Valley Rattlers Australian Football Club Inc
  - o Somerset Storm Netball Club Inc
  - o Marburg Mt Crosby Thunder Cricket Club Inc

A Council representative shall chair the meeting. Observers may attend by invitation.

### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

### **Decision:**

Moved - Cr Bishop

Seconded - Cr Brieschke

"THAT

- 1) Council endorse the continuation of the Fernvale Sports Park Advisory Committee in accordance with s264 of the Local Government Regulation 2012.
- 2) Cr Jess and Cr Freese be Council's representatives on the Fernvale Sports Park Advisory Committee.
- 3) Cr Freese be appointed as Chairperson of the Fernvale Sports Park Advisory Committee in accordance with s267 of the Local Government Regulation 2012.
- 4) The following Terms of Reference be adopted for the Fernvale

### Sports Park Advisory Committee

#### **Terms of Reference**

##### **Purpose**

Fernvale Sports Park Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Fernvale Sports Park (31 Brouff Road, Fernvale)
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

##### **Membership**

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives from each of the following stakeholders:
  - o Brisbane Valley Rattlers Australian Football Club Inc
  - o Somerset Storm Netball Club Inc
  - o Marburg Mt Crosby Thunder Cricket Club Inc

A Council representative shall chair the meeting. Observers may attend by invitation.

##### **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

##### **Frequency of Meetings**

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

##### **Agenda**

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

##### **Reporting**

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this

Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

**Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time."

*Carried*

*Vote – Unanimous*

<b>Subject:</b>	<b>Appointment of Council Representatives on Various Functional Committees / Bodies / Organisations</b>
<b>File No:</b>	<b>Councillors - Committee Representatives</b>
<b>Action Officer Ref:</b>	<b>CEO</b>

The role of a Functional Committee is to provide advice and/or recommendations to the Council on specific functional areas. These Committees directly relate to Council functional areas.

Local Government Bodies / Organisations are industry specific groups that provide a spectrum broader than Council's perspective, but which is still relevant to Council's functions.

Community Bodies / Organisations are more broad and not as directly related to Council's functions, although of relevance on a community and local business level.

***Queensland's Radioactive Waste Store Management Advisory Committee***

**Recommendation**

THAT the Mayor and Chief Executive Officer be Council's representatives on the Esk Radioactive Waste Advisory Committee

**Decision:** Moved – Cr Isidro                      Seconded – Cr Hurley

"THAT the Mayor and Chief Executive Officer be Council's representatives on Queensland's Radioactive Waste Store Management Advisory Committee (QRWSMAC)."

*Carried*

*Vote – Unanimous*

***Healthy Waterways***

**Recommendation**

THAT Crs ..... be Council's representatives on Healthy Waterways.

**Decision:** Moved – Cr Freese                      Seconded – Cr Brieschke

"THAT Mayor Wendt be Council's representatives on Healthy Waterways."

*Vote – Unanimous*

*Carried*

**Northern South East Regional Road and Transport Group**

**Recommendation**

THAT Crs ..... be Council's representatives on the Northern South East Regional Road and Transport Group (RRTG).

**Decision:**

Moved - Cr Jess

Seconded - Cr Freese

"THAT Cr Hurley be Council's representative on Northern South East Regional Road and Transport Group (RRTG). Should Cr Hurley be unable to attend a NSEQ RRTG function, that Cr Bishop attend as the proxy."

*Vote – Unanimous*

*Carried*

**Rural Fire Brigade Coordination Committees  
Somerset Regional Council Local Area Finance Committee  
Somerset Rural Fire Coordination Committee (Esk Group)  
Stanley River Rural Fire Coordination Committee (Stanley River)**

**Recommendation**

THAT the Mayor and Cr ..... be Council's representatives on the Somerset Regional Council Local Area Finance Committee.

**Decision:**

Moved - Cr Bishop

Seconded - Cr Isidro

"THAT the Mayor and Cr Freese be Council's representatives on the Somerset Regional Council Local Area Finance Committee."

*Vote – Unanimous*

*Carried*

THAT the Mayor and Cr ..... be Council's representatives on the Somerset Rural Fire Coordination Committee (Esk Group).

**Decision:**

Moved - Cr Brieschke

Seconded - Cr Isidro

"THAT the Mayor and Cr Freese be Council's representatives on the Somerset Rural Fire Coordination Committee (Esk Group)"

*Vote – Unanimous*

*Carried*

THAT the Mayor and Cr ..... be Council's representatives on the Stanley River Rural Fire Coordination Committee (Stanley River)

<b>Decision:</b>	Moved - Cr Isidro	Seconded - Cr Jess
	"THAT the Mayor and Cr Freese be Council's representatives on the Stanley River Rural Fire Coordination Committee (Stanley River)	
	<i>Vote – Unanimous</i>	
		<u><i>Carried</i></u>

## REGIONAL RECOVERY GROUPS

### *Human Social Recovery Sub-Group*

#### Recommendation

THAT Cr ..... and Cr ..... be Council's representatives on the Human Social Recovery Sub-Group.

<b>Decision:</b>	Moved - Cr Freese	Seconded - Cr Brieschke
	"THAT Cr Bishop and Cr Jess be Council's representatives on the Human Social Recovery Sub-Group."	
	<i>Vote – Unanimous</i>	
		<u><i>Carried</i></u>

### *Economic Recovery Sub-Group*

#### Recommendation

THAT Cr ..... and Cr ..... be Council's representatives on the Economic Recovery Sub-Group.

<b>Decision:</b>	Moved – Cr Bishop	Seconded – Cr Isidro
	"THAT Cr Hurley and Cr Jess be Council's representatives on the Economic Recovery Sub-Group."	
	<i>Vote – Unanimous</i>	
		<u><i>Carried</i></u>

### *Infrastructure Recovery Sub-Group*

#### Recommendation

THAT Cr ..... and Cr ..... be Council's representative on the Infrastructure Recovery Sub-Group.

<b>Decision:</b>	Moved – Cr Hurley	Seconded - Cr Isidro
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"THAT Cr Brieschke and Cr Freese be Council's representatives on the Infrastructure Recovery Sub-Group."

Carried

Vote – Unanimous

#### **Natural Environment Recovery Sub-Group**

#### **Recommendation**

THAT Cr ..... and Cr ..... be Council's representatives on the Natural Environment Recovery Sub-Group.

**Decision:**

Moved – Cr Jess

Seconded - Cr Brieschke

"THAT Cr Bishop and Cr Isidro be Council's representatives on the Natural Environment Recovery Sub-Group."

Carried

Vote – Unanimous

#### **COMMUNITY GROUPS - GENERAL**

#### **Somerset Business Chamber (formerly Kilcoy Chamber of Commerce and Community Inc)**

#### **Recommendation**

THAT Cr ..... be Council's representatives on the Somerset Business Chamber.

**Decision:**

Moved – Cr Jess

Seconded – Cr Brieschke

"THAT Cr Isidro and Cr Hurley be Council's representatives on the Somerset Business Chamber."

Carried

Vote – Unanimous

#### **Kilcoy Progress Alliance Committee**

#### **Recommendation**

THAT Cr ..... be Council's representatives on the Kilcoy Progress Alliance Committee.

**Decision:**

Moved – Cr Bishop

Seconded - Cr Brieschke

"THAT Cr Isidro be Council's representatives on the Kilcoy Progress Alliance Committee."

Carried

Vote – Unanimous

**Lowood Recreational Complex Association Inc**

**Recommendation**

THAT Cr ..... and Cr ..... be Council's representatives on the Lowood Recreational Complex Association Inc.

**Decision:** Moved - Cr Brieschke                      Seconded - Cr Bishop  
"THAT Cr Freese and Cr Jess be Council's representatives on the Lowood Recreational Complex Association Inc.  
Vote -

**Somerset Dam District Progress Association**

THAT Cr ..... be Council's representative on the Somerset Dam District Progress Association.

**Decision:** Moved – Cr Brieschke                      Seconded - Cr Bishop  
"THAT Cr Hurley be nominated as the attending Councillor and Cr Jess be nominated as the proxy to attend as Council's representative on the Somerset Dam District Progress Association."  
Carried  
Vote - Unanimous

**Somerset Dam Neighbourhood Watch**

**Recommendation**

THAT Cr ..... be Council's representatives on the Somerset Dam Neighbourhood Watch.

**Decision:** Moved – Cr Bishop                      Seconded - Cr Brieschke  
"THAT Cr Hurley be Council's representatives on the Somerset Dam Neighbourhood Watch."  
Carried  
Vote – Unanimous

**Somerset Wivenhoe Fishstocking Association (SWFSA)**

THAT Cr ..... be Council's representative on the Somerset Wivenhoe fish stocking Association (SWFSA).

**Decision:** Moved – Cr Isidro                      Seconded - Cr Brieschke



"THAT Mayor Wendt and Cr Freese be Council's representative on the Somerset Wivenhoe Fish stocking Association (SWFSA)."

Carried

Vote – Unanimous

#### **West Moreton Landcare Group**

THAT Cr ..... be Council's representative on the West Moreton Landcare Group.

**Decision:**

Moved – Cr Hurley

Seconded - Cr Brieschke

"THAT Cr Bishop be the attending councillor and Cr Freese be the proxy Council's representative on the West Moreton Landcare Group."

Carried

Vote – Unanimous

#### **LOCAL GOVERNMENT BODIES / ORGANISATIONS**

##### **South East Queensland Regional Planning Committee (SEQ RPC)**

The SEQ RPC was established by the Minister for Planning under section 14(1) of the Planning Act. Its membership includes the region's 12 mayors and relevant Queensland Government ministers. The SEQ RPC is an important advisory body that will play an ongoing role in the delivery of ShapingSEQ 2023 and subsequent implementation actions, including: the South East Queensland Infrastructure Supplement (SEQIS); legacy infrastructure delivery to support Brisbane 2032; and responding to issues identified through the SEQ Growth Management Plan (GMP).

##### **Recommendation**

THAT Mayor Wendt and Director Planning and Development be authorised to attend the South East Queensland Regional Planning Committee meetings.

**Decision:**

Moved - Cr Hurley

Seconded - Cr Isidro

"THAT Mayor Wendt and Director Planning and Development be authorised to attend the South East Queensland Regional Planning Committee meetings.."

Carried

Vote – Unanimous

##### **Council of Mayors South East Queensland (COMSEQ)**

Meetings of the Council of Mayors South East Queensland are held approximately on a 12-week cycle. The forum comprises the Mayors and Chief Executive Officers of the member Councils in South East Queensland.

##### **Recommendation**

THAT the Mayor Wendt be appointed as Council's Director to the Council of Mayors South East Queensland Inc and Andrew Johnson, Chief Executive Officer be appointed as a delegate to the Council of Mayors South East Queensland.

**Decision:**

Moved - Cr Freese

Seconded - Cr Bishop

“THAT the Mayor Cr Jason Wendt be appointed as Council’s Director to the Council of Mayors South East Queensland Inc and Andrew Johnson, Chief Executive Officer be appointed as a delegate to the Council of Mayors South East Queensland.”

Carried

Vote – Unanimous

**Council of Mayors South East Queensland (COMSEQ) Resilient Rivers Taskforce**

THAT Mayor Wendt and Council’s Natural Resource Management Officer be authorised to attend the Council of Mayors Resilient Rivers Taskforce meetings.

**Decision:**

Moved - Cr Jess

Seconded - Cr Brieschke

“THAT Mayor Cr Wendt and Council’s Natural Resource Management Officer be authorised to attend the Council of Mayors Resilient Rivers Taskforce meetings.

Carried

Vote – Unanimous

**Council of Mayors South East Queensland (COMSEQ) 2032 Regional Legacy Working Group**

**Recommendation**

THAT Mayor Wendt be authorised to attend the Council of Mayors South East Queensland (COMSEQ) 2032 Regional Legacy Working Group meetings.

**Decision:**

Moved - Cr Hurley

Seconded - Cr Isidro

“THAT Mayor Cr Jason Wendt be authorised to attend the Council of Mayors South East Queensland (COMSEQ) 2032 Legacy Working Group meetings.”

Carried

Vote – Unanimous

**Council of Mayors South East Queensland (COMSEQ) Waste Working Group**

**Recommendation**

THAT Mayor Wendt and Director Operations be authorised to attend the Council of Mayors South East Queensland (COMSEQ) Waste Working Group meetings.

**Decision:**

Moved - Cr Bishop

Seconded - Cr Brieschke

“THAT Mayor Cr Jason Wendt and Director Operations be authorised to attend the Council of Mayors South East Queensland (COMSEQ) Waste Working Group meetings.”

Carried

*Vote – Unanimous*

<b>Subject:</b>	<b>Superannuation for Councillors</b>
<b>File:</b>	<b>Councillors - Remuneration</b>
<b>Action Officer Ref:</b>	<b>CEO</b>

#### **Recommendation**

THAT in accordance with Section 226 of the *Local Government Act 2009*, Somerset Regional Council take part in a voluntary superannuation scheme for Councillors and in accordance with Section 226 of the *Local Government Act 2009*, to make a contribution for any Councillor wishing to enter into an arrangement and for Council to make contributions to a scheme of the Councillor's choosing.

**Decision:** Moved – Cr Freese                      Seconded - Cr Brieschke

“THAT in accordance with Section 226 of the Local Government Act 2009, Somerset Regional Council take part in a voluntary superannuation scheme for Councillors and in accordance with Section 226 of the Local Government Act 2009, to make a contribution for any Councillor wishing to enter into an arrangement and for Council to make contributions to a scheme of the Councillor's choosing.”

*Carried*

*Vote – Unanimous*

#### **Closure of Meeting**

There being no further business Mayor Wendt closed the Somerset Regional Council Post Election Statutory Meeting at 9.38am.