



**Minutes of Ordinary Meeting
Held Wednesday, 24 July 2024**

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

Present

Cr Jason Wendt	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Michael Bishop	(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)

C O N T E N T S

Application for Holding a Public Place Activity (Market) – Fernvale Moonlight Markets.....	6	Memorial Park to Hold Event – Saturday, 24 August 2024	42
Application for rebate of rates - E Summervilles Road.....	21	Fernvale School Site – Brouff Road Fernvale	58
Application for rebate of rates – England Creek Road – extractive	22	Fernvale Sports Park Advisory Committee Meeting – 12 June 2024	27
Business arising out of minutes of previous meeting	3	Items for reports for future meetings	62
C/001 - Community Assistance Grants Policy amendments	57	Leave of Absence	3
Closure of Meeting	62	LGAQ Motion - Local government support for red imported fire ant cost shifting and Waterways Barrier Works	54
Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – June 2024	52	Matters of Public Interest	3
Confidential Closed Session	58	Mayor and Councillor Reports.....	60
Confirmation of Minutes	3	Meetings authorised by Council	60
Consideration of notified motions	62	Memorandum of Understanding – Alara Qld Limited (Stepping Stones Community Wellness Hub) Community Carwash 9 Heap Street Esk.....	28
Corporate and Community Services Monthly Report - June 2024.....	32	Monthly financial report – basis of accounting	24
Customer Service Report – June 2024 .	46	Opening of Meeting.....	3
Declaration of Interest – Agenda Item 11 Application for rebate of rates - E Summervilles Road – Cr Isidro	20	Receipt of Petition.....	62
Declaration of Interest – Agenda Item 12 Application for rebate of rates – England Creek Road – extractive - Cr Isidro	22	Reception of notices of motion for next meeting.....	62
Declarations of Interest	6	Renewal of Term Lease over Lot 193 on CSH2334 – Esk Crows Nest Road	27
EX/001 – Councillors Reimbursement of Expenses Policy	56	Report of the Audit Committee meeting	19
Fernvale Country Fair 2024 – Request to Use Undeveloped Section of Fernvale		Tourism and Promotions Report – June 2024	29
		Traffic Safety Advisory Committee – 28 May 2024.....	45

Opening of Meeting

The Mayor, Cr Jason Wendt, opened the meeting at 9:00 am.

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT the Minutes of the Ordinary Meeting held 10 July 2024 as circulated to all Members of Council be confirmed”.

Carried

Vote - Unanimous

Resolution

Moved – Cr Bishop

Seconded – Cr Isidro

“THAT the Minutes of the Special Budget Meeting held 10 July 2024 as circulated to all Members of Council be confirmed”.

Carried

Vote - Unanimous

Business arising out of minutes of previous meeting

Nil

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

July

25 Somerset Business Chamber Breakfast, Lowood Show Hall, 7.00 am.

26 Kilcoy Show, 6.00 am – 8.00 pm.

27 Kilcoy Show, 8.00 am till late.

Stonehouse Moore, Sesquicentenary Festival, 8.30 am – 3.30 pm.,

Official Opening at 12.30 pm.

Toogoolawah Bird Sale, Toogoolawah Show Grounds, 8.30 pm

Safety Mad First Aid and CPR course, Alexandra Hall, Toogoolawah

Contact – 0402 617 962.

28 Stonehouse Moore, Sesquicentenary Festival, 8.30 am – 3.30 pm

31 Our House Open Day, 1.30 pm., Gardner St., Toogoolawah

Matters of public interest – Cr Bishop

The Somerset Business Chamber is promoting a business breakfast at Lowood tomorrow, Thursday 25 July which I will be attending.

I will be attending the Kilcoy Show this weekend along with many others who are excited about the event and the opportunities to showcase the area and community.

The Stone House heritage celebration is also this weekend, and many thousands of people are expected to explore this important site.

Tomorrow is International Drowning Prevention Day and although it is winter in our region and our public pool facilities are closed, I would like to highlight that the majority of drownings in Australia occur in private pools, in our dams and rivers. I urge parents to take water safety seriously.

Matters of public interest – Cr Isidro

July

- 25 Somerset Business Chamber breakfast, Lowood
Meeting Esk tennis club
- 26 Mt Glen Rock steering committee meeting, Esk
- 27 Kilcoy show
Stonehouse 150 year anniversary, Moore
- 30 Project control group Kilcoy streetscaping
Visit with Deb Frecklington
- 31 Our House open day

August

- 01 Kilcoy Recreation Ground meeting
- 03 BVRT Festival of cycling
- 12 Ekka show holiday
- 13 EDTAC, Esk
- 14 Council meeting, Esk
- 14 Somerset Business Chamber executive meeting

Matters of public interest Cr Hurley

On Saturday, 27 July I will be attending the Kilcoy Show, the committee has put allot of effort into ensuring that the 2024 show is bigger and better than ever, I urge everyone to attend.

Following the Kilcoy Show, the Stonehouse's 150th Festival is on Saturday 27 and Sunday 28 July 2024. The official opening will be held at 12.30pm.

The Somerset Business Chamber holding their "Business Breaky Bites event in Lowood on Thursday, 25 July from 7am to 9am. Tickets are still available on their website for \$25 each. Special guest speakers include Terri Cooper from Business Chamber Queensland and the Lockyer Chamber of Commerce, Industry and Tourism will give an insight into the establishment of the Shop Local, Why Leave Town Gift Card initiative.

The Annual Toogoolawah Bird Sale is on at the Toogoolawah Showgrounds on Saturday 27 July.

The Brisbane Valley Rail Trail Users Association Inc is running the BVRT Festival of Cycling on Saturday, 3 August. Fantastic event for our region!

Kilcoy Rodeo is also on at the showgrounds on Saturday, 3 August 2024.

The Prenzlau Pride Car, Motorcycle and Tractor show is on at the Lowood Showgrounds on Sunday 4 August.

Be sure to check out Council's Experience Somerset website for a full list of events happening in the Somerset region!

Matters of public interest – Cr Freese

The Somerset Business Chamber is holding a Business Breakfast at the Lowood Showgrounds on Thursday 25 July that I'll be attending. It is good to see the chamber getting around the Somerset region promoting itself.

The Kilcoy Show commences Friday 26 July and continues to Saturday 27 July. I urge everyone to support this fantastic show in our region. I will be attending the opening on Saturday along with other councillors.

The Stonehouse's 150th Festival is on Saturday 27 and Sunday 28 July 2024. I will be attending the official opening at 12:30 pm and look forward to spending time at the festival.

The Annual Toogoolawah Bird Sale is on at the Toogoolawah Showgrounds on Saturday 27 July with a range of birds on display and for sale.

The Esk Choir is having a performance in preparation for their upcoming tour of Tasmania. This teaser performance is on Tuesday 30 July at 5:30. I look forward to attending this free event and encourage everyone to come along to this teaser event and wish them well on their tour.

The Brisbane Valley Rail Trail Users Association Inc is running the BVRT Festival of Cycling on Saturday 3 August. This is another important event for our region and highlights the value of the Rail Trail with a number of rides of varying distances.

Generations of Rock show is on at the Civic Centre on Saturday 3 August featuring great rock classics from AC/DC, Alice Cooper, Bad Company, The Beatles, Creedence Clearwater Revival, Rolling Stones and many more. I would like to see everyone come along to rock the house!

Kilcoy Rodeo is on at the showgrounds on Saturday 3 August with an action-packed full rodeo program once again. This is an enormous event for our region.

The Prenzlau Pride Car, Motorcycle and Tractor show is on at the Lowood Showgrounds on Sunday 4 August. This is a very popular event and shows the support that the region gives to these types of car shows which is timely considering the approval of the Car Museum Complex at Patrick Estate at our last council meeting.

Esk Antique and Collectables Fair is on at the Civic Centre on Saturday 10 August with sellers from all over Australia gathering to sell thousands of unique antique and vintage collectable.

Jimna Acoustic Music Jam at the Jimna Sporting Club. is being held on Saturday 10 August.

Street Feast Kilcoy is on Sunday afternoon 11 August at the Kilcoy Showgrounds promising an unforgettable experience celebrating the joy of food and community.

The Ekka commences on 10 August and I'd like to wish all our exhibitors the best of luck this year. So many of our producers take this opportunity to showcase the products from our region. I'd also like to wish our local Showgirl from the Toogoolawah Show Society, Michayla Cowley, representing the West Moreton and Brisbane Valley Sub Chamber, all the best at the State Finals dinner on Friday 9 August. I'm sure she will do the region proud.

Matters of public interest – Cr Jess

July

- 24 QRIDA Pop Up Office Lowood
- 25 QRIDA Pop Up Office Kilcoy
- 26 QRIDA Pop Up Office Esk
- Somerset Business Chamber Breakfast
- 26 - 27 Kilcoy Show
- 27 - 28 Stonehouse Open Days
- 27 Toogoolawah Bird Sale
- 30 Esk Community Choir Free Concert
- 31 Somerset Dam Improvement Project Community Information Day - Somerset Dam
- General Store
- Our House Open Day

August

- 02 - 04 September The Somerset Country Canvas and Quilts Exhibition
- 03 Generations of Rock
- Kilcoy Rodeo
- 04 Prenzlau Pride Car, Bike & Music Show
- 08 Somerset Dam Improvement Community Information Day - Esk CWA Hall

Declarations of Interest

Cr Isidro declared an interest in agenda item 11, Application for rebate of rates - E Summervilles Road, and Item 12, Application for rebate of rates – England Creek Road – extractive.

Chief Executive Officer noted that the Director Operations will have a conflict of interest in agenda items 11, Application for rebate of rates - E Summervilles Road, and 12, Application for rebate of rates – England Creek Road – extractive, and Item 12 under the Employee Code of Conduct and will leave the room.

Subject:	Application for Holding a Public Place Activity (Market) – Fernvale Moonlight Markets
File:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	EHO-BW

Background/Summary

Council has received an application (Doc ID: 1640517) for Holding a Public Place Activity (Market) from Fernvale Moonlight Markets Inc. to operate community markets at the Fernvale Sports Park.

Fernvale Moonlight Markets Inc. are a non-profit organisation incorporated under the *Associations Incorporation Act 1981*.

The markets are proposed to be held at the Fernvale Sports Park in the open area north of the rugby league fields next to the cricket nets on Lot 5 SP347342. A site map has been attached showing the location of the market. The applicant has not finalised the specific layout of the market area with respect to the location of each market stall, placement of waste containers and lighting installations, and location of seating areas. A detailed site plan will be required as a condition of approval if this application is approved.

The proposed markets would be held on the first Saturday of each month beginning on 3 August 2024. Parking would be provided at the onsite carpark near the netball courts. The proposed markets would start at 4.30pm and finish at 8.30pm. Setup would begin at 3pm and dismantling would be completed by 9.30pm.

Each market event would include mobile food vehicles, market stalls and live music. The applicant has advised that a total of 50 market sites would be made available for each event.

Council regulates this activity through *Local Law No.1 (Administration) 2011*, and *Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*.

Council also requires that the applicant complete a Hire Agreement for the Fernvale Sports Park. A Hire Agreement for this use has already been approved by Council's Corporate Services Department.

Assessment of Application

Under section 9 of *Local Law No. 1 (Administration) 2011*, Council may grant an approval for an application for a temporary entertainment event only if it is satisfied that:

Criteria – LL, Section 9(1)(a)	If the prescribed activity requires a separate approval under an Act, a law of the Commonwealth or the local government's planning scheme—the separate approval has been granted; and
Officer comment	Council's planning section have advised that the proposed markets do not require an approval under the planning scheme.
Criteria – LL, Section 9(1)(b)	The proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
Officer comment	<p>The applicant has considered public health, safety and amenity when planning the market. Conditions of approval will also be applied to safeguard public health, safety and amenity and to prevent environmental harm.</p> <p>The applicant has advised that temporary lighting will be provided throughout the event.</p>
Criteria – LL, Section 9(1)(c)	If the prescribed activity is the commercial use of a local government controlled area or road—the grant of the approval is consistent with the objective of the local government of restriction of the commercial use of local government controlled areas and roads, where such activities are permitted, in recognition of the fact that the activities may otherwise enjoy an unfair commercial advantage over competitive activities conducted from fixed premises in the local government area for which rates and other charges are paid, and to which planning and other regulatory legislation applies;
Officer comment	Not applicable.
Criteria – LL, Section 9(1)(d)	The proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law for this paragraph; and

Officer comment	Subordinate Local Law No.1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 prescribes criteria for the proposed activity. An assessment against that criterion is provided below.
Criteria – LL, Section 9(1)(e)	The grant of the approval would be consistent with the purpose of any relevant local law; and
Officer comment	The proposed activity is generally consistent with Council's local laws.
Criteria – LL, Section 9(1)(f)	If the application relates to trust land—the grant of the approval would be consistent with the terms and conditions of the trust; and
Officer comment	The subject land is not trust land.
Criteria – LL, Section 9(1)(g)	If the application relates to a prescribed activity mentioned in section 5(b)—the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.
Officer comment	Not applicable.
Criteria – SLL, Section 4(1)	The prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government-controlled area or road.
Officer comment	It is unlikely that the proposed markets will unduly interfere with the proper use of the local government-controlled area. The applicant has a Hire Agreement in place with Council allowing for the use of the Fernvale Sports Park on specified days. This Hire Agreement will ensure that there are no scheduling conflicts which may interfere with the proper use of the sports park. A condition of approval will also require the applicant to maintain a current Hire Agreement with Council for the use of the Fernvale Sports Park on the days which the markets are to be held.
Criteria – SLL, Section 4(2)	There must be a public demand for the prescribed activity in respect of which the approval is sought.
Officer comment	It is considered that there is demand for this type of market within the Somerset Region.
Criteria – SLL, Section 4(3)	The physical characteristics of the local government-controlled area or road must be suitable for the prescribed activity.
Officer comment	The markets are proposed to be operated at the Fernvale Sports Park in the open area north of the rugby league fields next to the cricket nets on Lot 5 SP347342. A site map has been attached showing the location of the proposed market. The applicant has not finalised the specific layout of the market area with respect to the location of each market stall, the placement of waste containers and lighting installations, and the location of seating areas. A detailed site plan will be required as a condition of approval if this application is approved.

	<p>Entrance to the event would occur via the main access to the Park using Brouff Road. Onsite parking would be provided using the main carpark.</p> <p>It is considered that the physical characteristics of the Fernvale Sports Park are suitable for use as a venue for markets.</p>
Criteria – SLL, Section 4(4)	The prescribed activity must not cause nuisance, inconvenience or annoyance to occupiers of adjoining land, vehicular traffic or pedestrian traffic.
Officer comment	It is unlikely that the activity will cause nuisance, inconvenience or annoyance to occupiers of adjoining land. Conditions of approval would require the applicant to not cause a nuisance as defined in the <i>Environmental Protection Act 1994</i> . Conditions of approval would also require the approval holder to not cause a traffic nuisance.
Criteria – SLL, Section 4(5)	The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
Officer comment	It is expected that an appropriately conditioned approval will ensure that there are no detrimental effects on the amenity of the surrounding area.
Criteria – SLL, Section 4(8)(a)	The undertaking of the prescribed activity must not generate significant noise, dust or light pollution or other significantly adverse effects on the surrounding area.
Officer comment	The proposed markets will feature live music and temporary lighting, however it is not expected that significant noise, dust or light spillage will occur. Live music is expected to be provided primarily as background music only. Conditions of approval would require the applicant to not cause a nuisance as defined in the <i>Environmental Protection Act 1994</i> .
Criteria – SLL, Section 4(8)(b)	There must be enough toilets and sanitary conveniences, complying with the standards and requirements imposed by the local government, for the use of the public.
Officer comment	The toilet facilities provided at the Fernvale Sports Park will be made available for use during the operation of the market and are considered adequate. A condition of approval would allow Council to require further toilets to be provided if deemed appropriate.
Criteria – SLL, Section 4(8)(c)	There must be adequate provision for the disposal of waste generated by the undertaking of the prescribed activity.
Officer comment	<p>The applicant will provide wheelie bins throughout the market and will be responsible for removal of waste at the end of each market event.</p> <p>A condition of approval would require the approval holder to ensure waste collection is adequate and that any litter associated with the markets is collected at the end of each event.</p>
Criteria – SLL, Section 4(8)(d)	There must be adequate provision for people and vehicles (if relevant) to enter and leave the site of the prescribed activity.

Officer comment	The markets are proposed to be operated at the Fernvale Sports Park in the open area north of the rugby league fields next to the cricket nets on Lot 5 SP347342. Entrance to the event would occur via the main access to the Park using Brouff Road. Onsite parking would be provided using the main carpark.
------------------------	---

Attachment

Site Map

Recommendation

THAT Council approve the application subject to the conditions listed below:

No.	CONDITION
1.1	The approval holder must take all necessary action to maintain the place where the activity is carried out and be liable for the repair of any damage caused to the subject land as a result of the prescribed activity.
1.2	The approval holder must ensure sufficient lighting and illumination is provided throughout the event area.
1.3	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the public attending the activity.
1.4	The approval holder must ensure that a food licence issued under the <i>Food Act 2006</i> is obtained (to the extent that it is required) by any entities selling food at the event.
1.5	The activity is limited to the operating hours of 4.30pm to 8.30pm on the first Saturday of each month. Setup for the activity must not take place before 3pm and pack up must be completed by 9.30pm.
1.6	The approval holder must take all practicable measures to ensure that the activity does not cause environmental nuisance as defined by the <i>Environmental Protection Act 1994</i> .
1.7	Noise associated with the event must not exceed the following levels at a sensitive receptor: (a) before 7am, if the use causes audible noise; or (b) from 7am to 10pm, if the use causes noise of more than 70dB(A); or (c) from 10pm to midnight, if the use causes noise of more than the lesser of the following— (i) 50dB(A); (ii) 10dB(A) above the background level.
1.8	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the activity. The insurance certificate of currency must list Somerset Regional Council as an interested party.
1.9	The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activities proposed and the number of people expected to attend.
1.10	Members of the public attending the activity are able to utilise toilets located at the Fernvale Sports Park. Unless otherwise directed by an authorised officer of Council, no additional toilets or sanitary conveniences are required for the prescribed activity.

1.11	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.
1.12	The activity must not detrimentally affect the amenity of the area subject of this approval.
1.13	The use of tent pegs or spikes is not permitted.
1.14	The approval holder must maintain a current Hire Agreement with Council for the use of the Fernvale Sports Park on the days which the markets are to be held.
1.15	In the event of prevailing wet weather, the approval holder must contact Council's Corporate Services Department to assess the suitability of ground conditions. Should the grounds be deemed to be unsuitable for the purposes of a market, the markets will be cancelled.
1.16	The approval holder must adequately provide for the collection and disposal of waste generated at the activity.
1.17	The approval holder must ensure all litter associated with the market is collected at the end of each event.
1.18	The approval holder must provide a detailed site plan of the markets for Council approval which clearly shows the number and location of all market stalls, waste disposal facilities, lighting installations, seating areas, allocated parking areas and amenities. The site plan must be submitted to Council no later than 5pm on 31 July 2024.
1.19	The activity must be operated generally in accordance with the site plan approved by Council in condition 1.18, and the site map contained in the attachment.
1.20	A review will be undertaken in 12 months or in accordance with the hire agreement whichever comes first.

Resolution

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT Council approve the application subject to the conditions listed below:

No.	CONDITION
1.1	The approval holder must take all necessary action to maintain the place where the activity is carried out and be liable for the repair of any damage caused to the subject land as a result of the prescribed activity.
1.2	The approval holder must ensure sufficient lighting and illumination is provided throughout the event area.
1.3	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the public attending the activity.
1.4	The approval holder must ensure that a food licence issued under the <i>Food Act 2006</i> is obtained (to the extent that it is required) by any entities selling food at the event.
1.5	The activity is limited to the operating hours of 4.30pm to 8.30pm on the first Saturday of each month. Setup for the activity must not take place before 3pm and pack up must be completed by 9.30pm.
1.6	The approval holder must take all practicable measures to ensure that the activity does not cause environmental nuisance as defined by the <i>Environmental Protection Act 1994</i> .
1.7	Noise associated with the event must not exceed the following levels at a sensitive receptor: (a) before 7am, if the use causes audible noise; or (b) from 7am to 10pm, if the use causes noise of more than 70dB(A); or (c) from 10pm to midnight, if the use causes noise of more than the lesser of the following—

	(i) 50dB(A); (ii) 10dB(A) above the background level.
1.8	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the activity. The insurance certificate of currency must list Somerset Regional Council as an interested party.
1.9	The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activities proposed and the number of people expected to attend.
1.10	Members of the public attending the activity are able to utilise toilets located at the Fernvale Sports Park. Unless otherwise directed by an authorised officer of Council, no additional toilets or sanitary conveniences are required for the prescribed activity.
1.11	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.
1.12	The activity must not detrimentally affect the amenity of the area subject of this approval.
1.13	The use of tent pegs or spikes is not permitted.
1.14	The approval holder must maintain a current Hire Agreement with Council for the use of the Fernvale Sports Park on the days which the markets are to be held.
1.15	In the event of prevailing wet weather, the approval holder must contact Council's Corporate Services Department to assess the suitability of ground conditions. Should the grounds be deemed to be unsuitable for the purposes of a market, the markets will be cancelled.
1.16	The approval holder must adequately provide for the collection and disposal of waste generated at the activity.
1.17	The approval holder must ensure all litter associated with the market is collected at the end of each event.
1.18	The approval holder must provide a detailed site plan of the markets for Council approval which clearly shows the number and location of all market stalls, waste disposal facilities, lighting installations, seating areas, allocated parking areas and amenities. The site plan must be submitted to Council no later than 5pm on 31 July 2024.
1.19	The activity must be operated generally in accordance with the site plan approved by Council in condition 1.18, and the site map contained in the attachment.
1.20	A review will be undertaken in 12 months or in accordance with the hire agreement whichever comes first. <i>Carried</i> <i>Vote - Unanimous</i>

Subject:	Planning and Development Department Monthly Report – June 2024
File Ref:	Governance/Reporting/Officer Reports
Action Officer:	DPAD, ESM, SP, NRMO, BRO

Report

A summary of the Department's activities during the month of June 2024 is provided for Council's information.

Planning

	June 2023	June 2024	FYTD
Building Works assessable against the Planning Scheme	8	8	102
Material Change of Use	2	4	56
Reconfiguring a Lot	6	3	24
Operational Works	2	2	22
Combined Applications	2	-	4
Referral Applications	-	2	2
Total	20	19	210
Decided			
Refused - Council	1	-	-
Refused - Delegated Authority	-	-	1
Approved - Council	4	1	25
Approved - Delegated Authority	12	14	171
Total	17	15	197

For a full list of applications received in the past 30 days, please refer to [eServices](#).

Planning and Environment Court Appeals

Rayland Development Pty Ltd v Somerset Regional Council

Planning and Environment Court Appeal No. BD1370 of 2023

DA22581 – Reconfiguring a Lot by Subdivision (two lots into 83 lots in five stages) at 60 Millar Road and 169 Fairneyview Fernvale Road, Fernvale
Refused by Council 12 April 2023

Main Constructions Pty Ltd v Somerset Regional Council

Planning and Environment Court Appeal No. BD1852 of 2023

DA21509 – Material Change of Use for Intensive Animal Industry (reuse and conversion of a Breeder Poultry Farm (5 sheds) to Free Range Broiler Poultry Farm, including 2 additional poultry sheds) – maximum capacity of 176,130 birds at 57 Zischkes Road, Coominya
Refused by Council 24 May 2023

FVLH Developments Pty Ltd v Somerset Regional Council

Planning and Environment Court Appeals No. BD1951-54 of 2023

DA9400 and DA14663 at Muckerts Lane, Fernvale
Deemed Refusals

Energex Limited v Somerset Regional Council

Planning and Environment Court Appeal No. BD2126 of 2023

DA21832 – Material Change of Use for a Low Impact Industry, Warehouse and Office and Operational Works for Vegetation Clearing at Highland Street, Esk
Refused by Council 21 June 2023

Building

	June 2023	June 2024	FYTD
Status			
Accepted Applications	73	39	661

Approved - Council	6	0	42
Approved - Private Certifier	51	39	565

An overview of the building approvals across the region is provided in Appendix 1.

Plumbing

	June 2023	June 2024	FYTD
Status			
Approved	19	28	339
Info Request	1	6	41
Total	20	34	380
Plumbing Inspections	112	106	1165

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

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

Three properties have had a plumbing application approved and finalised with the installation of a HSTP.

Development Compliance

Planning Compliance Matters

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

- Function Facilities
- Animal Keeping
- Workshops / Vehicle Sales
- Transport Depot
- Vegetation Clearing
- Large scale operational works (earthmoving)

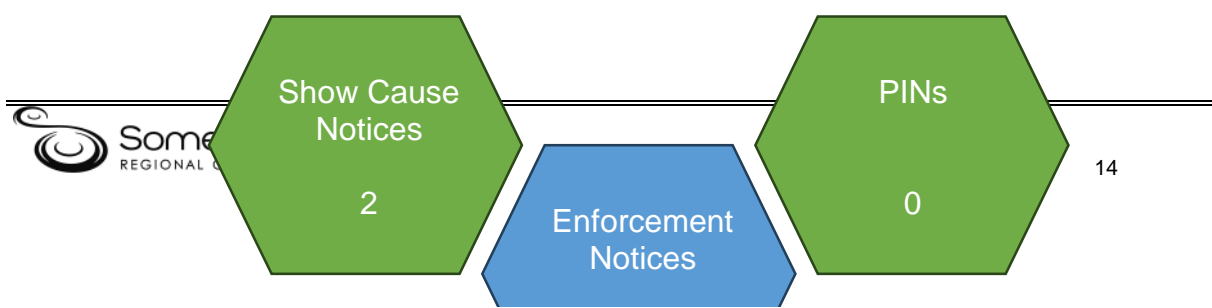
Activities located in Esk, Toogoolawah, Wanora, Coal Creek, Winya, Glamorgan Vale, Clarendon, Fernvale, Hazeldean

Building Compliance Matters

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

- Unapproved or non-compliant buildings in Biarra, Fernvale, Lowood, Sandy Creek.
- Unlawful use of a building or structure at Biarra.

Notices Issued – June 2024



Environmental Health and Regulatory Services

Food Safety Training

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

A total of 12 users completed the training during the month of June.

Swimming Pool Water Quality Monitoring

Swimming pool water sampling was not conducted during the month as pools in the region are currently not open. Sampling will recommence in conjunction with the swimming season which is expected to commence in the middle of September.

Mosquito Monitoring

Officers completed the annual mosquito surveillance program in March, for the 2023-2024 financial year. Officers have commenced planning for next year's program in conjunction with Queensland Health. The main aim of the annual surveillance program is to establish the level of confidence in:

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

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

An overview of the section activities for the month can be seen in Appendix 2.

Pest Management Invasive Animal Control

Wild Dogs – June 2024

1080 Baits

0



40

Scalps presented

Areas: Kingaham, Bryden, Fernvale, Esk

Feral Pigs – June 2024

1080 Grain

0kg



199

Scalps presented

Areas: Moore

Rabbits

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

- Hazeldean,
- Lower Cressbrook.



Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset Dam and on ground baiting at Kirkleah campgrounds.

Fox

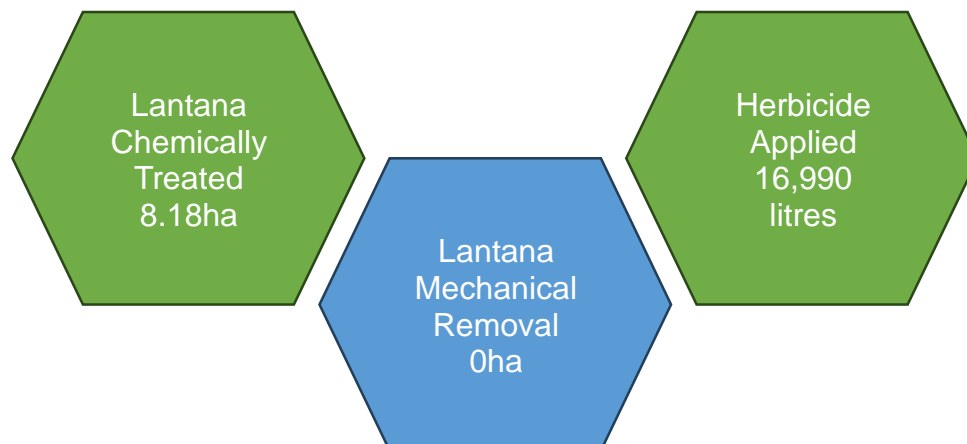
Pest Management Officers are continuing to monitor den sites that have been found and fumigated.



Fox breeding season - there has been an increase in reports of poultry being attacked and taken.

- Coominya

Pest Management Invasive Plant Control



Other Pest Weed Treatments

Mother of Millions

Fernvale, Neurum, Jimna, Diaper, Kingaham

Annual Ragweed

Colinton

Giant Rats Tail Grass

Winya, Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Coominya, Jimna, Sunday Creek

Fireweed

Fernvale, Mt Tarampa, Esk, Atkinson Dam, Jimna, Biarra, Toogoolawah, Murrumba, Winya, Glenfern, Kilcoy, Moore, Neurum, Villeneuve, Esk, Fernvale, Lowood, Glamorgan Vale, Marburg, Prenzlau, Tallegalla, Atkinson Dam, Coominya

Mother of Millions
Fernvale, Mt Beppo

Leucaena
Fernvale, Coal Creek, Marburg, Prenzlau,
Toogoolawah, Tarampa, Crossdale,
Cooneimbardi

Groundsel
Tallegalla, Esk

Prickly Pear
Villeneuve, Westvale

Yellow Bells
Toogoolawah

Lantana
Gregors Creek, Villeneuve, Neurum, Esk-Kilcoy
Road, Brisbane Valley Highway

Element 15
Funding depleted

Element 5
Funding depleted

Council managed infrastructure
Guard rails on Neurum Road

Lantana Chemical Subsidy Program

The 2023/24 lantana subsidy program was closed with all funding expended.

Compliance under the *Biosecurity Act 2014*:

	May 2023	June2024
Information notices	-	-
Biosecurity Orders	-	-
Enter and Clear action	-	-

Natural Resource Management

Land for Wildlife

- Land for Wildlife Workshop – Fire and Biodiversity, held at Kilcoy 8 June 2024.



Somerset Flora and Fauna

- Ongoing engagement with Griffith University Social Marketing team to promote Koala awareness in the Somerset region, including representation at Somerset Regional Council stall at Esk Garden Fair, 15 June 2024.
- Ongoing facilitated discussion with Council and community regarding Flying Fox roosting on private land – Esk.
- Participant in meeting with Department of Environment, Science and Innovation regarding Koala conservation measures review – 6 June 2024.

Catchment Management

- Resilient Rivers Project Updates:
 - A maintenance program (1 year) has commenced across all (6) Black Snake Creek properties (Somerset) treated through this program since inception.



- Project submissions for the Mid Brisbane River Catchment have been submitted to the Resilient Rivers Taskforce for consideration.
- The On-site Sewage System replacement program is open, with invitational letters sent to applicable customers in the Black Snake Creek Catchment area who wish to participate in the program. Officers met with Seqwater to discuss new priority area role out (pending capacity) arrangements - 11 June 2024.



Offsets – Planting

Delivery of Council's Capital Works Offsets:

- A maintenance contract has been appointed to support all of Somerset Regional Councils Brisbane Valley Rail Trail offset delivery (to date). Ongoing tasks will include a maintenance audit, opportunistic enhancements, and additional planting/s.

Collaborations

- Facilitated arrangements to undertake a control burn on the Mt Glenrock Parcel with the support of Murrumba Rural Fire Brigade. A permit to light has been issued with a burn date pending volunteer availability and suitable climatic conditions.
- Officer representation at the Esk Garden Fair – 15 June 2024.
- Officer participation in Bushcare group work at Greenhide Reserve at Moore with Friends of the Forest – 27 June 2024.



Economic Development

Major Projects

- Consultants visited the Somerset Region to photograph over 20 businesses to feature in the *Buy Local* marketing campaign.
- Development of the Business Recovery and Resilience Plan has continued, commencing consultation with local businesses.
- Consultation with the community is underway for the implementation of the Lowood Futures Strategy and Kilcoy Streetscape Revitalisation Master Plan with the calling of positions on each of the community Advisory Committees.
- Tenders have been called for the Kilcoy Ck Car Park and Aston Park upgrade, closing on 3 July.
- Quotations sought for various streetscape and building improvements as part of the Lowood Futures Strategy implementation.



Events

- University of Sunshine Coast commenced delivery of the Somerset Business Planning course with approx. 30 businesses registered.
- The Department of Employment Small Business and Training continued to host their Business Hub in Esk.
- Planning continued for delivery of 'Small Business Boost' events using the LLER grant funding.

Stakeholder Engagement

- Proactive engagement with State Government agencies, including:
 - Small Business Friendly Commissioners Office
 - Department of Employment, Small Business and Training
 - Department of State Development and Infrastructure
 - Queensland Rural Industry and Development Authority.
- Plus, other peak industry organisations including Healthy Land and Water, University of the Sunshine Coast and FutureAg Queensland.
- 40 interactions with small business owners, primary producers and/or tourism operators via town walks or workshops.
- Continued efforts to meet and build relationships with local businesses and primary producers.



Somerset Regional Council Grant Finder – June 2024



Registrations

- 3 new registrations
- 245 total registrations
- Registrations are people that have registered to our portal via the signup form and are still active.



Alerts

- 2,350 emails sent
- 176 people with active alerts
- Email alerts sent to people requesting specific profile of grants



Grants

- 1,886 grants available worth \$76.4B
- Total number of grants available within our portal.

Attachments

Nil.

Recommendation

THAT the Department of Planning and Development Monthly Report for June 2024 be received and the contents noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Bishop

“THAT the Department of Planning and Development Monthly Report for June 2024 be received and the contents noted.”

Carried

Vote - Unanimous

Subject:

Report of the Audit Committee meeting

File Ref:

Audit committee

Action Officer: DFIN

Background/Summary

Section 211 (4) of the Local Government Regulation 2012 requires a written report about the matters reviewed at an audit committee meeting and the committee's recommendations about the matters to be presented at the next meeting of Council.

The Audit Committee met on 10 July 2024.

Attachments

Report of the Somerset Regional Council Audit Committee meeting of 10 July 2024.

Recommendation

THAT the report of the Somerset Regional Council Audit Committee meeting of 10 July 2024 be received and the contents noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT the report of the Somerset Regional Council Audit Committee meeting of 10 July 2024 be received and the contents noted.”

Carried

Vote - Unanimous

**Declaration of Interest – Agenda Item 11 Application for rebate of rates - E
Summervilles Road – Cr Isidro**

I inform this meeting that I have a declarable conflict of interest in the following matters as defined by section 150EN of the Local Government Act 2009.

The nature of my interest is as follows -

This declarable conflict of interest arises because a person who is a related party of mine has an interest in this matter.

Particulars -

- (i) Name of related parties: Tony Lukritz
- (ii) The nature of my relationship with this related party is that Tony Lukritz is my brother
- (iii) The nature of the related party's interest in this matter is that my brother rents a house owned by Darren Zanow.

I wish to participate in the decision in relation to this matter for the following reason:

The interest is considered to be sufficiently remote so as not to unduly influence my impartiality.

I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009 whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

Resolution: Moved –Cr Brieschke Seconded – Cr Hurley

“THAT Cr Isidro is not required to leave the meeting and may remain and participate and vote on this matter by reason of the interest is considered to be sufficiently remote as to unduly influence her impartiality allowing her to exercise her vote in the public interest.”

Carried

Vote - Unanimous

Director Operations left the meeting at 9.14am.

Subject:	Application for rebate of rates - E Summervilles Road
File Ref:	Rate classifications\FY2025 categorisations
Action Officer:	DFIN

Background/Summary

333 E Summervilles Road Borallon - lot 4 RP891065 - 35888-00000-000 has previously been approved for and used as an extractive industry site. This property is near the Somerset-Ipswich council boundary (the Brisbane River).

A letter from ZCQ Group Pty Ltd on behalf of the developer dated 11 July 2024 is attached confirming that this company has not extracted from the site, has no plans to extract from the site and that the company intends to abandon the development rights.

ZCQ Group Pty Ltd confirms that there has been extraction from the property in the past which requires rehabilitation consistent with development approvals.

The property owner has requested a rebate of general rates of the difference between the rate assessed as category 301 (extractive) and the rates that would have been charged as rating category 3 on the basis of hardship because there is no practical means of extracting from the property. The owner also requests a rebate of extractive industry inspection levies.

The recommendation below proposes a rebate of a reduction in the general rate to category 3. Category 301 has a general rate of 7.8514% of valuation while category 3 has a general rate of 0.3981% of valuation. The rateable valuation is \$2.9M and this proposed general rate rebate would account for \$216,145.70 of the owner's request before discount.

It is not recommended that a rebate of extractive industry inspection levies (\$2,886.70 for the year) be granted as these levies fund the inspection of the property to help ensure that the property on the Brisbane River is rehabilitated to the required standard.

Attachments

Letter from ZCQ Group Pty Ltd of 11 July 2024

Recommendation

THAT a concession being a rebate of rates and charges be given to the owners of property 35888-00000-000 for the period 1 July 2024 to 30 June 2025 equal to the difference between the net general rates chargeable for the property and the net amount that would be payable if the property was categorised in rating category 3 because the payment of the rates as categorised would cause hardship.

Resolution Moved – Cr Hurley Seconded – Cr Bishop

“THAT a concession being a rebate of rates and charges be given to the owners of property 35888-00000-000 for the period 1 July 2024 to 30 June 2025 equal to the difference between the net general rates chargeable for the property and the net amount that would be payable if the property was categorised in rating category 3 because the payment of the rates as categorised would cause hardship.”

Carried

Vote - Unanimous

Declaration of Interest – Agenda Item 12 Application for rebate of rates – England Creek Road – extractive - Cr Isidro

I inform this meeting that I have a declarable conflict of interest in the following matters as defined by section 150EN of the Local Government Act 2009.

The nature of my interest is as follows -

This declarable conflict of interest arises because a person who is a related party of mine has an interest in this matter.

Particulars -

- (i) Name of related parties: Tony Lukritz
- (ii) The nature of my relationship with this related party is that Tony Lukritz is my brother
- (iii) The nature of the related party's interest in this matter is that my brother is a Manager at Zanows Quarries

I wish to participate in the decision in relation to this matter for the following reason:

The interest is considered to be sufficiently remote so as not to unduly influence my impartiality.

I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009 whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter

Resolution:

Moved –Cr Freese

Seconded – Cr Jess

“THAT Cr Isidro is not required to leave the meeting and may remain and participate and vote on this matter by reason of the interest is considered to be sufficiently remote as to not unduly influence her impartiality allowing her to exercise her vote in the public interest.”

Carried

Vote - Unanimous

Subject:	Application for rebate of rates – England Creek Road – extractive
File Ref:	Rate classifications\FY2025 - categorisations
Action Officer:	DFIN

Background/Summary

Lot 1 RP28857 on assessment 02352-80000-000 is approved for extractive industry purposes. This parcel is near the Brisbane River in Fernvale as shown below.



The property owner has written advising that:

- The land is leased to Hytec (a business of Adelaide Brighton Ltd)
- Annual payments under the lease total \$5,000
- The lease area is only a portion of the total land
- The land is used for stockpiling of materials and is otherwise under rehabilitation works with extraction of sand or gravel on this portion of land not permitted.
- As a result of the extractive industry permit that exists on this portion of land, the rates figure is significantly higher than if the permit did not exist.
- The owners' property was heavily impacted by flooding in 2022.
- The owners request a reduction in rates.

A copy of the lease was obtained by Council from the Department of Resources (DoR) on 16 July 2024 and is attached. While the lease shows an expiry date of 31 December 2023, it also indicates that the agreement is subject to options of "12 x 3 years" and the terms are assumed to be current given the content of option clause 7.1. A document transferring the lease to the current extractors on 21 April 2022 has been sighted.

It is considered:

- Clause 2.2 of the lease sets out the rentals for the property with or without post-extraction rehabilitation as being \$5,000 per annum or \$2,000 per month respectively.
- CPI adjustments apply to these amounts under clause 2.4.
- It is not Council's understanding that post-extraction rehabilitation works on the property have been completed.
- Clause 4.1 of the lease requires that "the lessee must pay one half of the rates payable on the leased premises."
- The description of the premises being leased is described in the lease as "the whole of the land".
- The survey plan with the lease shows "Lease A" as occupying 2.109ha
- The rateable valuation of the property is \$105,000 and the total area of the land is 4.978ha.

- The general rate as a percentage of valuation for rating category 301 (Land which is Extractive Industries Land) is 7.8514%.
- The general rate as a percentage of valuation farm rating category 2 is 0.5148%.

A rate rebate has been granted for many years including in 2023 as follows:

“THAT a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 July 2023 to 30 June 2024 equal to the difference between the net general rates chargeable for the property and the net amount that would be payable if the property was categorised in rating category 2 because the payment of the rates as categorised would cause hardship.”

Attachments

Letter from the owners of Lot 1 RP28857 of 12 July 2024 (some details removed)

Lease over Lot 1 RP28857 of 19 December 2021 (some details removed)

Recommendation

THAT no rebate of rates or charges be given to the owner of Lot 1 RP28857 for hardship reasons or any other reason.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT no rebate of rates or charges be given to the owner of Lot 1 RP28857 for hardship reasons or any other reason.”

Carried

Vote - Unanimous

Director-Operations returned to the meeting at 9.20am

Subject:	Monthly financial report – basis of accounting
File Ref:	External audit
Action Officer:	DFIN

Background/Summary

An extract from the interim audit report of 16 June 2024 including recommendation is attached characterised as “Monthly Reconciliations not being completed for all balance sheet accounts”.

Council’s Mayor and Chief Executive Officer have sought a meeting with the new Auditor-General regarding concerns about both about the recommendation and about Council’s ability to comply with the recommendation. This was communicated to Mr Jacques Coetzee of Queensland Audit Office (QAO) at the Audit Committee meeting of 10 July 2024.

It is considered that:

- Council is unable to reconcile accounts such as depreciation, accrued charges and provision for long service leave on a monthly basis in a way that would meet accounting standard requirements without significant additional resources
- The costs of calculating these amounts in a way that would meet accounting standard requirements on a monthly basis would significantly exceed any likely benefits including those presented by QAO in the interim audit report
- To illustrate the size of audit’s apparent expectations with accrued charges, a copy of the s237 contracts list from Council’s website as at 16 July 2024 is attached. As at the date that the most recent monthly financial report was completed (24 June 2024),

Council officers did not and could not know of the progress of (for example) contracts #1352, #1345, #1337 and #1363 totalling \$8,348,729.42, noting that this is just a portion of total contracts outstanding.

- Estimating the amount completed of these four contracts as at 24 June 2024 would not represent reconciling accruals, nor would Council officers be comfortable making such an estimate without data to support this.
- The matter has been raised as a “medium level financial reporting issue” however s204 of the Local Government Regulation (as below) sets no requirements for basis of accounting for the monthly financial report or the content or format of council monthly financial reports. We therefore are uncertain as to what standards QAO are expecting to see.
- The monthly financial reports variously state that they are “pending accrual adjustments”, “unaudited” and “for internal purposes only”
- Audit has never issued any comment about Council monthly financial reports previously. In the FY2023 final audit report, there were zero findings from QAO.
- Council officers are wholly confident that FY2024 end of year financial statements can be completed accurately over the two months provided for this purpose.

Audit has indicated that this matter will be raised in the final audit management report if not addressed to audit’s satisfaction.

204 Financial report

(1) The local government must prepare a financial report.

(2) The chief executive officer must present the financial report—

(a) if the local government meets less frequently than monthly—at each meeting of the local government; or

(b) otherwise—at a meeting of the local government once a month.

(3) The financial report must state the progress that has been made in relation to the local government’s budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Endorsement is sought for a basis of accounting statement to accompany future monthly financial reports to ensure that there is clarity around the requirements for preparing monthly financial reports.

Attachments

Report of the Somerset Regional Council Audit Committee meeting of 10 July 2024
Section 237 contracts list from Council’s website as at 16 July 2024.

Recommendation

THAT the following statement be endorsed to accompany future monthly financial reports:

“Monthly financial report - Basis of accounting

The accompanying financial report is prepared pursuant to section 204 of the Local Government Regulation 2012.

Section 204 does not require the adoption of Australian Accounting Standards.

Council aims to meet legal requirements in the preparation of monthly financial reports to enable an assessment of the progress that has been made in relation to the local government’s budget for the period of the financial year up to a day as near as practicable to the end of the month.

In doing so, because Council carries out annual assessments of certain accounts, the monthly balances of these accounts are based on known information only that is cost-

effective to collect, assess and/or calculate at the time of preparation of the monthly financial report.

These annual assessments are reflected in Council's trial balance and other financial records only at the time of their calculation.

Council does not consider that the benefits of calculating the balances of these accounts on a monthly basis would exceed the costs of obtaining relevant data and making these calculations.

Council further does not consider that estimating the balances of these accounts on a monthly basis would necessarily provide useful information to readers.

Audited annual financial statements are available on Council's website at

<https://www.somerset.qld.gov.au/your-council/annual-reports>.

The accounts where these annual assessments are made, include, but are not limited to:

- Long service leave provision
- Provisions for land restoration
- Accruals
- Prepayments
- Leases
- Contract balances
- Equity accounted investments
- Depreciation and amortisation
- Property, plant and equipment capitalisation and valuations"

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

"THAT the following statement be endorsed to accompany future monthly financial reports:

"Monthly financial report - Basis of accounting

The accompanying financial report is prepared pursuant to section 204 of the Local Government Regulation 2012.

Section 204 does not require the adoption of Australian Accounting Standards.

Council aims to meet legal requirements in the preparation of monthly financial reports to enable an assessment of the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month.

In doing so, because Council carries out annual assessments of certain accounts, the monthly balances of these accounts are based on known information only that is cost-effective to collect, assess and/or calculate at the time of preparation of the monthly financial report.

These annual assessments are reflected in Council's trial balance and other financial records only at the time of their calculation.

Council does not consider that the benefits of calculating the balances of these accounts on a monthly basis would exceed the costs of obtaining relevant data and making these calculations.

Council further does not consider that estimating the balances of these accounts on a monthly basis would necessarily provide useful information to readers.

Audited annual financial statements are available on Council's website at <https://www.somerset.qld.gov.au/your-council/annual-reports>.

The accounts where these annual assessments are made, include, but are not limited to:

- Long service leave provision
- Provisions for land restoration
- Accruals
- Prepayments
- Leases
- Contract balances
- Equity accounted investments
- Depreciation and amortisation
- Property, plant and equipment capitalisation and valuations.”

Carried

Vote - Unanimous

Subject:	Fernvale Sports Park Advisory Committee Meeting – 12 June 2024
File Ref:	COMMUNITY SERVICES - MEETINGS – 2023-24 – Fernvale Sports Park Advisory Committee
Action Officer:	DCORP

Background/Summary

The meeting of the Committee was held on Wednesday 12 June. A report of the meeting is attached for review.

Attachments

Meeting Report – Fernvale Sport Park Advisory Committee – 12 June 2024

Recommendation

THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 12 June 2024 and the contents be noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Jess

“THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 12 June 2024 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Renewal of Term Lease over Lot 193 on CSH2334 – Esk Crows Nest Road
File Ref:	Rates and Valuations\Notifications\Leases (Road Licence - Permit to Occupy - Stock Grazing Permit) (712388)
Action Officer:	CAO

Background/Summary

An email has been received from the Department of Resources seeking Council's views on the renewal of a Term Lease over Lot 193 on CSH2334, Parish of Biarra and situated off Esk Crows Nest Road, Locality of Biarra.

The term of the lease expires on 6 May 2025. The Department is looking for comments on the following:

- Would Council as Trustee be prepared to offer the current lessee a Trustee Lease or Trustee Permit over the subject area in accordance with Section 57 of the Land Act 1994 and Policy SLM/2013/495 – Leases over reserves.
- If entering into a Trustee Lease or Trustee Permit is not an option, Council's views or requirements to the granting of a new Term Lease.

The land is a Reserve for Camping Purposes and is presently leased for grazing.

In answer to the Department's questions the following advice is offered:

- Council is not prepared to offer a Trustee Lease or Trustee Permit over the subject area. Council does not wish to add additional administrative or legal workload to its existing resourcing.
- Council has no objections to the area being leased for grazing purposes, provided that it be kept free of noxious weeds.

The land is zoned rural.

Attachments

1. Site map of Lot 193 on CSH2334.

Recommendation

THAT Council advise the Department of Resources the following:

1. Council is not prepared to offer a Trustee Lease or Trustee Permit over Lot 193 as Council does not wish to add additional administrative or legal workload to its existing resourcing.
2. It has no objection to the further leasing of Lot 193 on CSH2334 for grazing purposes provided it is kept free of noxious weeds.

Resolution

Moved – Cr Jess

Seconded – Cr Brieschke

“THAT Council advise the Department of Resources the following:

1. Council is not prepared to offer a Trustee Lease or Trustee Permit over Lot 193 as Council does not wish to add additional administrative or legal workload to its existing resourcing.
2. It has no objection to the further leasing of Lot 193 on CSH2334 for grazing purposes provided it is kept free of noxious weeds.”

Carried

Vote - Unanimous

Subject:	Memorandum of Understanding – Alara Qld Limited (Stepping Stones Community Wellness Hub) Community Carwash 9 Heap Street Esk
File Ref:	2024-2025 – Council Land and Buildings
Action Officer:	CAO

Background/Summary

Alara Qld Limited is a not-for-profit organisation based in Ipswich and has in the past held a Memorandum of Understanding with Council for a Community Garden and Community Carwash on the grounds of the Stepping Stones Community Wellness Hub in 9 Heap Street, Esk.

The Memorandum of Understanding with Alara Qld Limited expired on 31 January 2024.

Alara Qld Limited wish to enter into a new Memorandum of Understanding with Council for the running of the Community Carwash on Mondays. The Community Garden no longer operates.

Attachments

Nil

Recommendation

THAT Council authorise the Chief Executive Officer to enter into a Memorandum of Understanding with Alara Qld Limited for the use of the car park area of the Stepping Stones Community Wellness Hub located in 9 Heap Street, Esk for a community carwash service from 1 July 2024 to 30 June 2027.

Resolution

Moved – Cr Freese

Seconded – Cr Hurley

“THAT Council authorise the Chief Executive Officer to enter into a Memorandum of Understanding with Alara Qld Limited for the use of the car park area of the Stepping Stones Community Wellness Hub located in 9 Heap Street, Esk for a community carwash service from 1 July 2024 to 30 June 2027.”

Carried




Vote - Unanimous


Subject:	Tourism and Promotions Report – June 2024
File Ref:	Tourism – Promotions
Action Officer:	DCORP

Background/Summary













The following is the June 2024 summary of activities for Somerset Visitor Information Centres (VIC) and the Tourism team members.


Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Inter state	International	Total
 Esk VIC	65	76	57	19	49	5	271
 Fernvale VIC	144	177	101	39	71	5	537
 Kilcoy VIC	124	143	218	37	190	37	749

 The Condensery	162	101	143	21	12	9	448
---	-----	-----	-----	----	----	---	-----

Motivators

	First	Second	Third
Esk	 Maps and Directions	 Glen Rock Gallery	 Tourist Drives
Fernvale	 Maps and Directions	 Brisbane Valley Rail Trail	 Tourist Drives
Kilcoy	 Maps and Directions	 Caravanning and Camping	 Outdoor Activities
The Condensery	 Exhibitions	 Workshops/events	 Culture and Heritage

Active Volunteers 	
Esk	10
Fernvale	19
Kilcoy	8
TOTAL	37

Digital Media

Facebook



Likes 3.8K
Followers 4.5K
(+69)
Reach 235.8K
(+17%)
Engagement 914
Link clicks 7.1K

Website



Page Views: 7602
Visitors: 3,691 new, 100 returning
Peak Time: Wednesday, 12 June
Most Popular Pages: Feel the Freedom Landing Page, Experience Somerset, Outdoor Adventure and What's on
Device Type: 63% Mobile, 27% Desktop, 10% Tablet

Instagram



1775 (+6)
Reach: 1.8K
(-19%)

Glen Rock Art Gallery (Esk Visitor Information Centre)

Glen Rock Art Gallery was pleased to host an exhibition by the Crows Nest Artists in June. With a range of landscapes, portraits and abstract art, the exhibition proved popular with visitors. The next exhibition in July will be the Somerset Art Society Mini Art Awards, with no piece of artwork over 30cm in size.

Visitor Information Centre Volunteer Famil

A volunteer familiarisation was held on Wednesday 26 June 2024 to the Sunshine Coast destination of Maleny. 29 volunteers attended the famil which stopped at Woodfordia, home of the Woodford Folk Festival, Mary Cairncross Scenic Reserve, Brouhaha Maleny and the Maleny Chocolate Company.

Planning for the next volunteer familiarisation tour will commence shortly and will be held September 2024.

Regional Tourism Organisation

A Tourism Officer attended the Let's Go Queensland Caravaning and Camping Supershow on Thursday, 6 June with QCT. Over the five-day show, 32,199 visitors attended and 250 Experience Somerset brochures were distributed by QCT and members at their stand.

The Tourism Development Officer and Promotions Officer attended the Queensland Country Tourism (QCT) Destination Management Plan launch event on Tuesday, 25 June in Toowoomba.

QCT are set to host a Somerset tourism networking event in the region over the coming months. Details will be shared with operators when they become available.

The SEQ Food Trails website was launched in early June. There is a brand-new look and QCT will take the lead with uploading of the information to the website and trails. Further updates and operators will be added to the website over coming months, along with an increased social media presence for the SEQ Food trails brand.

Tourism Operator Development

Quarterly Somerset tourism operator networking events will start in September 2024 to allow tourism businesses to connect with each other in an informal environment. Details will be sent to registered tourism businesses once details are confirmed.

Regional Event Support and Development 2023-2024

Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2024 and beyond, including agritourism, sporting, adventure race events and more.

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

- Wivenhoe Triathlon, hosted by Atlas Events (Lake Wivenhoe / Logan's Inlet, 12 and 13 October 2024)
- Rogue Escape, hosted by Rogue Adventures (Lake Wivenhoe / Logan's Inlet, 19 and 20 October 2024)

Marketing Implementation Plan

Officers are actioning the Experience Somerset Marketing Plan and associated documents and aim to complete 50 per cent of these items by 30 June 2024. Progress to date:

<i>Completed</i>	<i>On track</i>	<i>Yet to be progressed</i>	<i>Beyond 2025</i>
62%	9%	28%	2%

Marketing Campaigns

<i>Campaign</i>	<i>Results</i>
Evergreen Campaign – “Feel The Freedom” Dates active: 16 May – 14 June 2024 Objective: Increase traffic to campaign landing page experiencesomerset.com.au-feel-the-freedom/ -Mix of paid and organic digital content -EDM sent to ES database -Hardcopy guides distributed at Somerset VICs and Let's Go Caravan and Camping Supershow in Brisbane 2024	Landing page views: 4,544 Reach: 191,544 Impressions: 443,448 Unique clicks: 5,304
Special Campaign – “Esk Garden Fair 2024” Digital Campaign Dates active: 28 May – 15 June 2024 Objective: Link clicks to event's ticketing website -Mix of paid and organic digital content -Featured event in QCT industry EDM	Link Clicks: 6,426 Reach: 122,553 Impressions: 308,177 Unique clicks: 5,564

Attachments

Nil.

Recommendation

THAT Council receive the Tourism and Promotions Report for the month of June 2024 and that the contents be noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT Council receive the Tourism and Promotions Report for the month of June 2024 and that the contents be noted.”

Vote - Unanimous

Carried

Subject:	Corporate and Community Services Monthly Report - June 2024
File Ref:	SRC/Governance/Reporting
Action Officer:	DCORP

Background/Summary

Details of the Corporate and Community Services report for the month of June 2024 are as follows:

Records

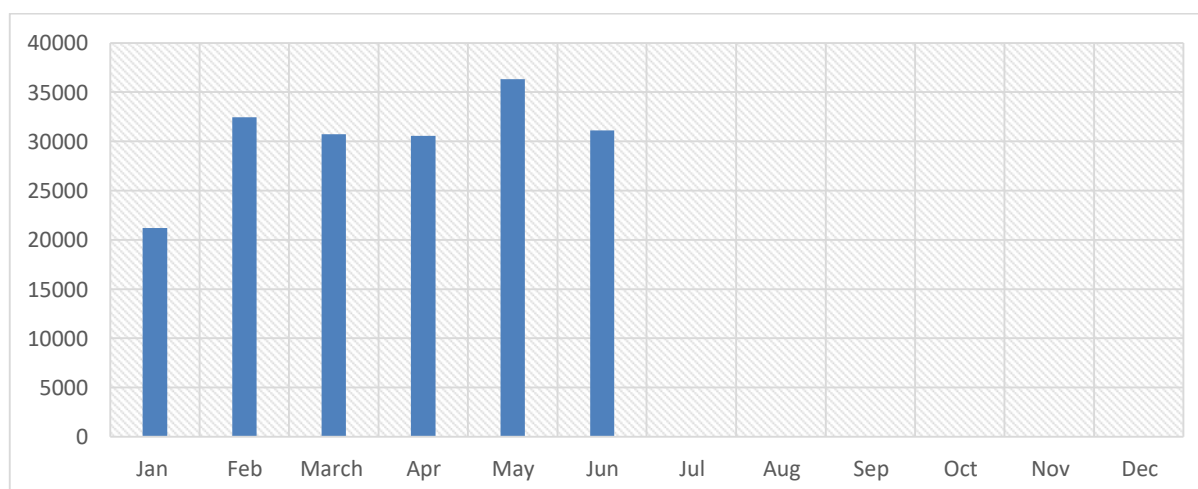
Documentation – At a Glance – June 2024

Inward/Actioned Documents – 3,462	Outward Correspondence – 1,509
Customer Service Requests – 324	Councillor Requests – 8
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 8,850	Internal Only Records Email – 10,618
Decision Notices/Workshop Outcomes –	Tender/Quotation –
Decision Notices – 1	Tenders – Tenders Zero (0)
Workshop Actions – 49	Numbered Quotations – Zero (0)

Total Documents Registered for the month of June 2024 – 12,002

Email Traffic

Somerset Regional Council mail@somerset.qld.gov.au (Corporate Mailbox)



Graph: Monthly total records for 2024

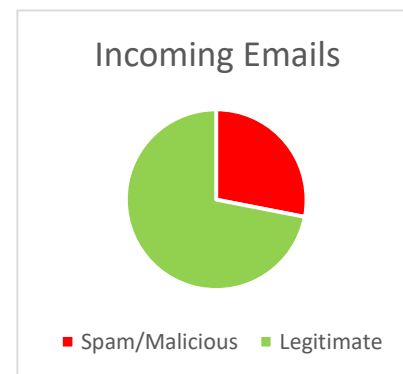
Information and Communication Technology (ICT)

With the end of the financial year, ICT's software and infrastructure upgrades continue in line with budgetary considerations and operational requirements. Work continues with implementing audit recommendations in line with target dates. ICT has continued work on existing CCTV infrastructure, equipment usability and maintenance with the Facilities team and Operations department, providing increased coverage and accessibility across the region and Council's sites.

Cyber Security

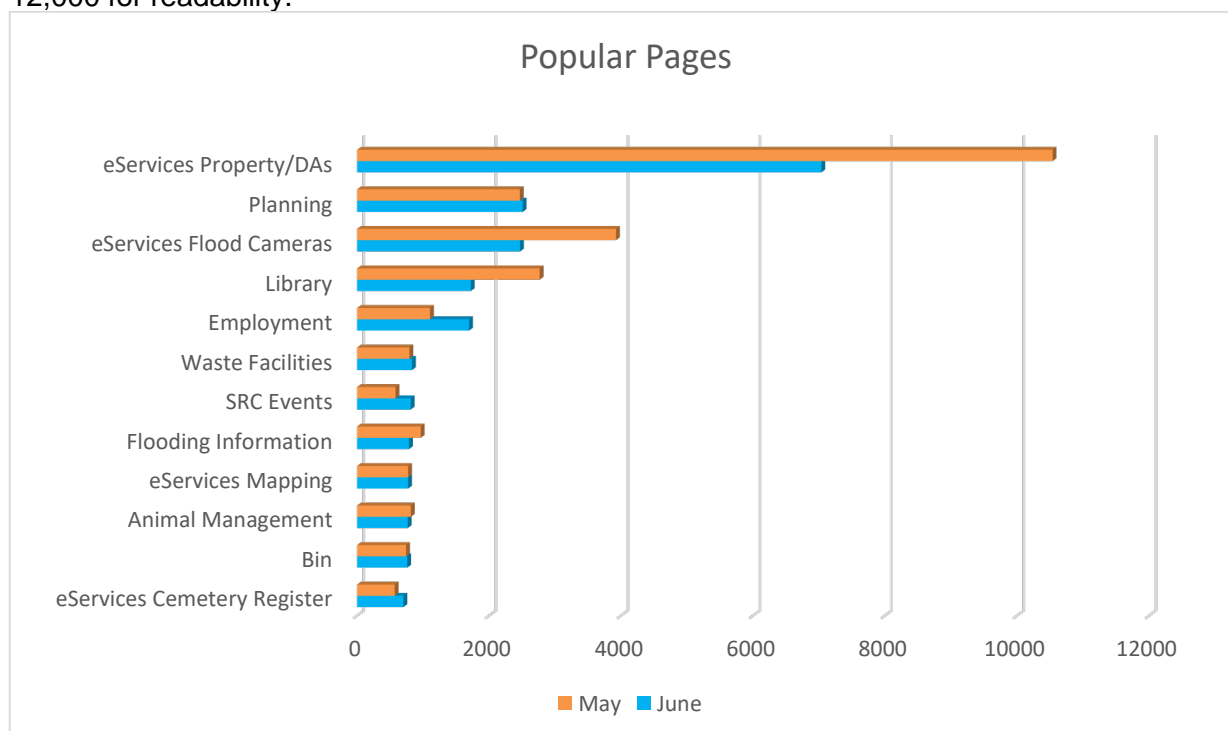
Following May, total incoming emails have decreased by 9.8 percent over June, with a decrease of 14.7 percent to legitimate emails along with a 2.8 percent increase for Spam/Malicious. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils.

A Western Australian man has been charged over the creation of 'evil twin' fake free Wi-Fi access points, which mimicked legitimate public access networks, to acquire personal data such as email addresses, social media credentials, and financial data. This is known as a 'pineapple attack', based on the appearance of the device that is used to monitor user traffic, and yet another example of why public internet sources should be avoided where possible.



Websites

The primary corporate website (someset.qld.gov.au) received 43,382 page views for June, a marginal increase from May, eServices (eservices.someset.qld.gov.au) received 18,426, with a 10 percent decrease in views. Please note that the graph below has been capped at 12,000 for readability.



Governance and Business Improvement

Annual Report




In accordance with the Local Government Regulation 2012, s190(1), the Chief Executive Officer is required to assess the local government's progress towards implementing the 5-year corporate plan and annual operational plan and include this assessment in Council's annual report. Preparations for the development of the annual report have commenced and it is noted that there have been a few minor changes in legislation with regard to Council's reporting requirements.

Policy Framework

A draft policy framework to facilitate a corporate approach to developing and reviewing strategic policies, procedures and forms is currently being refined. It will provide guidance on the types of policies and procedures within Council, the approval process and instructions on how to develop and review these on an ongoing basis.

It is intended that best efforts be made to simplify and reduce the amount and complexity of Council's policies initially, with a view to progressing the same process of simplification and reduction to Council's procedures and forms.

Arts and Culture

		
Attendance at Cultural Venues	Events	Partnerships
7,850	74	2

Events

Ready, Set, Somerset

Saturday, 12 October 2024





Somerset Regional Council will be holding their inaugural Disaster Preparedness and Emergency Services Expo (Ready, Set, Somerset) from 10am – 2pm at the Somerset Civic Centre.

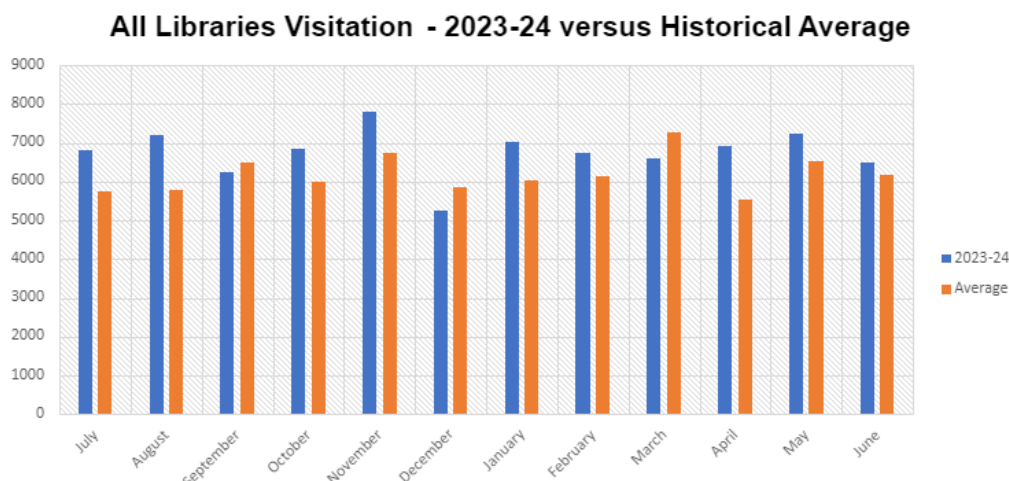
The event is shaping up to be an informative, hands on experience with the following commitments already received:

- Queensland Police Service.
- SES.
- RACQ – Mobile Disaster Office.
- Fire and Rescue.
- Rural Fire Service.
- QLD Reconstruction Authority.

The Expo will feature guest speakers, information stall holders, appropriate vendors, service providers, competitions, food trucks and demonstrations.

Somerset Libraries

			
Physical Items Circulated	Visitation	Events	New members
12,359	6,710	55	67



During 2023/24, use of Somerset Libraries has increased by 9 per cent on the historical average. Requests for and provision of technical customer support has increased significantly from the 2022/23 financial year with a 67 percent increase in tech lessons delivered and an 85 percent increase in assistance with customer walk-in tech enquiries. As customers transitioned smoothly this year to printing from their devices there has been a 4 percent decrease in library computer use on the previous financial year.

In June 769 members of the community participated in library events with 365 children attending regular and June school holiday activities. The three-month Tech Savvy and Create & Grow programs funded by the Australian and Queensland Governments under DRFA concluded in June. 195 community members participated in the Tech Savvy program and 190 participated in the Create & Grow program.





Libraries participated in the 2024 Lockyer and Somerset Regional Primary School Readers Cup competition which engaged over 100 school children with 15 teams comprised of year 5 and 6 readers.

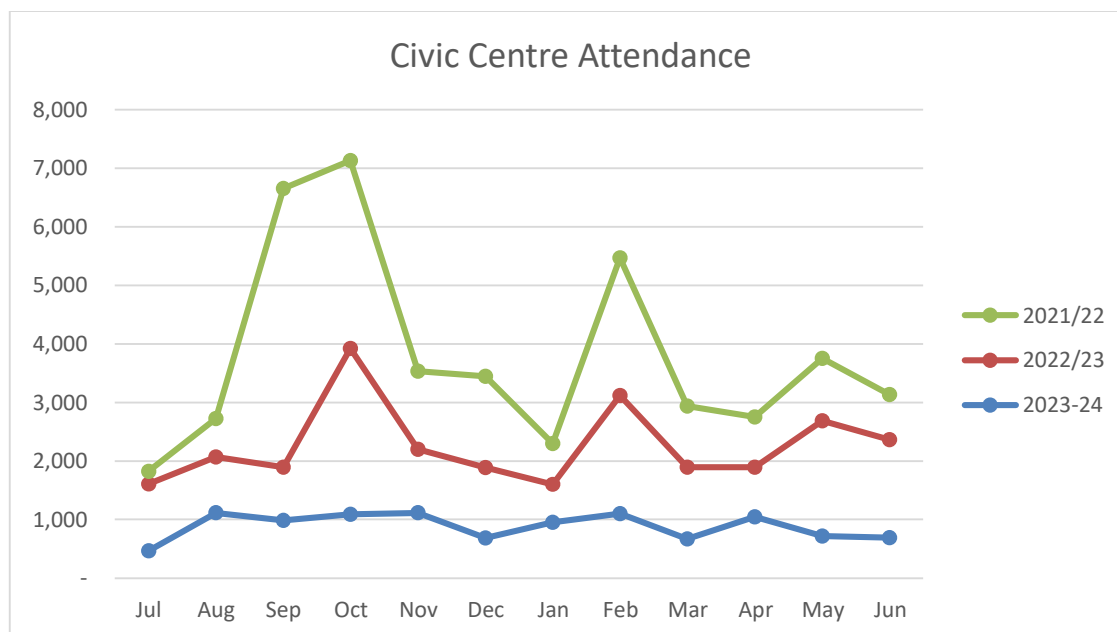
75 children and adults were engaged at Minden State School's Under 8s Day with *Stanley* the First 5 Forever trailer, stories and tech and craft activities.

In July, libraries celebrate NAIDOC Week with First Nations themed Storytimes and STEAM Squad sessions which will explore the night sky and build animal and fish traps. Kabi Kabi artist Zartisha Davis and Jinibara women Karen and Sue will celebrate NAIDOC at Kilcoy Library with art, conversation and culture.

Somerset On The Go library app will be launched on Tuesday, 30 July at Esk Library.

Somerset Civic Centre

			
Visitation	Private/ Council Events	Programmed Events	Revenue
692	8	2	\$6,120



Weekly community and stakeholder gatherings including Jammin In Esk, Esk Community Choir and dance and acting classes remain a stalwart feature of the venue.




The venue presented two performances in June with an ABBA Tribute show and a Drag Queen Trivia evening. The venue also hosted the regions first Performing Artists and Workers Networking Session with 20 local artists and arts workers attending.

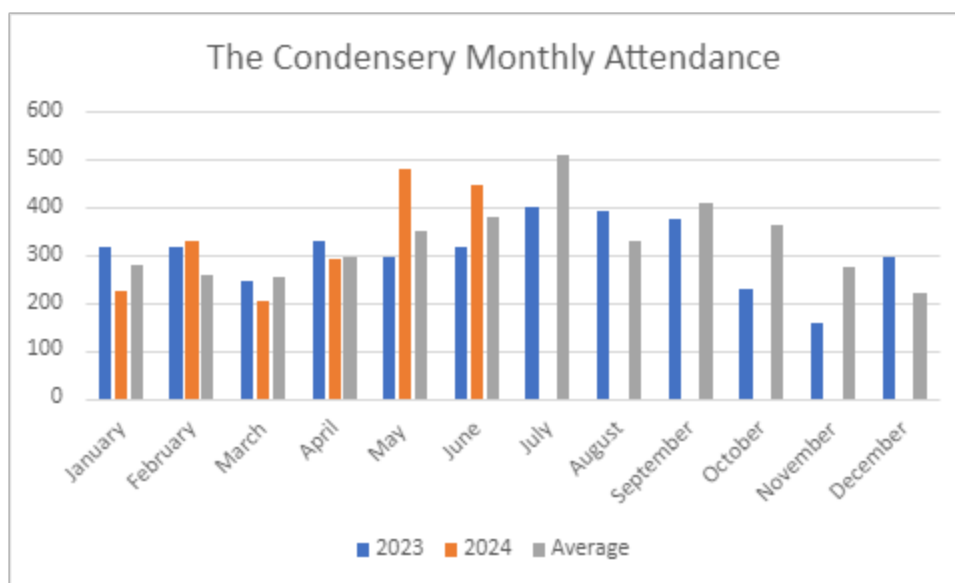
A number of workshops were hosted including Diabetes Queensland, World Elder Abuse information sessions and a social media workshop.

Program events in development and upcoming advertised events include;

- Speakeasy Cabaret: - October 2024.
- Garth Brooks Tribute show – October 2024.
- Tango Enigmatico – November 2024.
- Opera with Rebecca Kennidy – February 2025.

The Condensery

		
Visitation	Public programs	Exhibitions in development
448	9	7



- Exhibitions A Sketchbook Practice and Can you Hear Us? continued at The Condensery in June. These exhibitions have been well attended, with above-average visitation and overwhelmingly positive comments. A Sketchbook Practice is an exhibition of sketchbooks by Deb Mostert and local Somerset artists. Local artists participated in three workshops with Deb Mostert, with their sketchbooks now on display until 7 July. It is recommended this model of exhibition development continue into the future.
- After School Photo Club concluded in June. Attendees learnt about different types of cameras, light and exposure, composition, Polaroids and developed their own film photography. The students will now exhibit their work in Light Hearted an exhibition of film photography in the Condensery's bomb shelter.
- The Condensery ran Healing Garden workshops at the Esk Garden & Lifestyle Fair.
- Educator Networking Night with Simon Degroot was held. This was an exciting new offering for teachers and artists in the region with Simon Degroot to return to The Condensery later in 2024.
- A Listening Walk with Merete Megarritty was held. Visitors went for a group walk through the greenspaces around The Condensery, listening to non-human sounds.
- The Condensery held its first series of workshops in the lead up to the Environment Biennial. Five local artists participated in professional development workshops with Cara-Ann Simpson and Ben Tupas. These artists will exhibit their work created in the Biennial at The Condensery in early 2025.
- Primavera: Young Australian Artists, an exhibition from the Museum of Contemporary Art and Museums & Galleries NSW, will launch its national tour at The Condensery on 13 July. The exhibition is nationally significant and includes well-known artists from across the country. The curators of the Museum of Contemporary Art and Museums & Galleries NSW, as well as visiting artists will conduct programs at The Condensery on the weekend of 13 July.
- The Condensery's Bomb Shelter call out is open with the call out to close in July.

- The Condensery's volunteers participated in a cyanotype workshop with LeAnne Vincent.

Youth Engagement and Community Development

June 2024 – Highlights

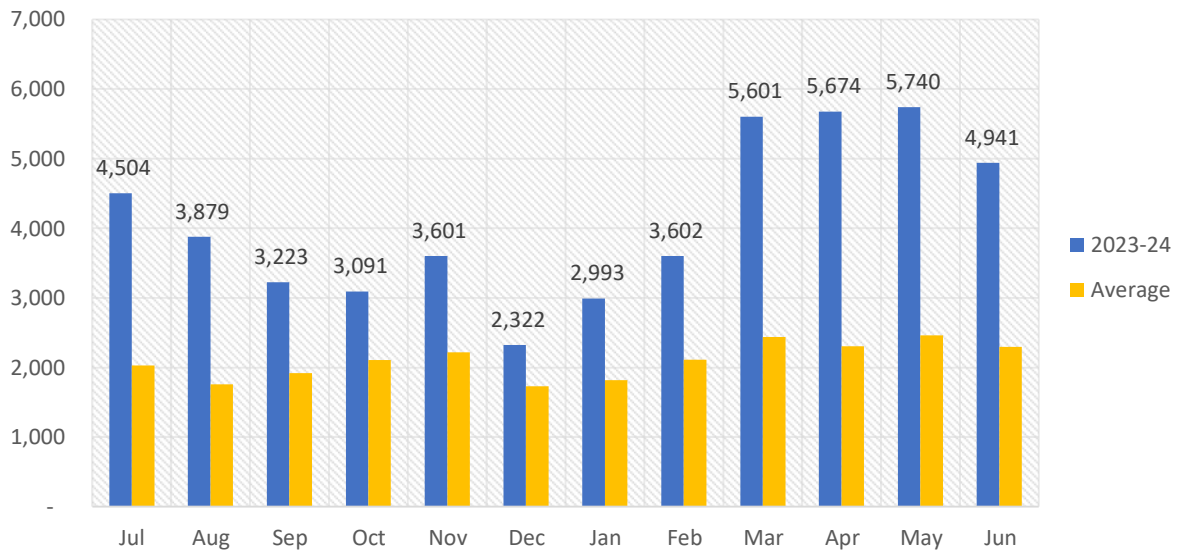
- A new craft group has been established in Toogoolawah. It is called Toogoolawah Crafters and the fledgling group meets weekly on Thursdays at the Connection Point in McConnel Park. The very popular former craft group stopped due to COVID but was unable to re-commence due to a lack of volunteers. The new group is interested in skill sharing but is also keen to make articles for the hospital, domestic and family violence victims and the homeless.
- In recognition of World Elder Abuse Awareness Day, a small group of residents enjoyed a morning tea and listened to a presentation by workers from The Advocacy and Support Centre's Seniors Legal and Support Service, which supports seniors at risk of or experiencing elder abuse. They were also made aware of the upcoming roll out of the Emergency Medical Information Booklets, which will be made available to seniors in October. These booklets, when completed and updated regularly, are a valuable resource in times of medical emergencies and disasters.
- Toogoolawah State School NAIDOC (National Aboriginal and Islanders Day Observance Committee) celebrations occurred on 19 June. Council supported the event by providing a bus, so students from Linville and Harlin State Schools were able to join in. The day included activities such as face painting, dance, badge making, indigenous games and demonstrations of Aboriginal tools and artifacts.
- The draft Housing Needs Assessment Report has been received and is being reviewed by Council officers.
- Committee meetings are taking place for the annual 'Talkin It Up' event which will be held in Ipswich this year to promote mental health awareness amongst youth. Council's Youth and Community Development Officer is assisting in the organisation and activities for the event. Somerset High Schools will be in attendance on the day.
- The Lowood Library vegetable gardens planting coordinated by the Youth and Community Development Officer has been successful with a lot of Pak Choy growing. Community members can help themselves to the food and youth groups have also assisted in watering the garden over the past few months.

Sport and Recreation

The following contains an overview of Sport and Recreation facilities, programs and projects for the month of June 2024.

Fernvale Indoor Sports Centre (PCYC Fernvale)

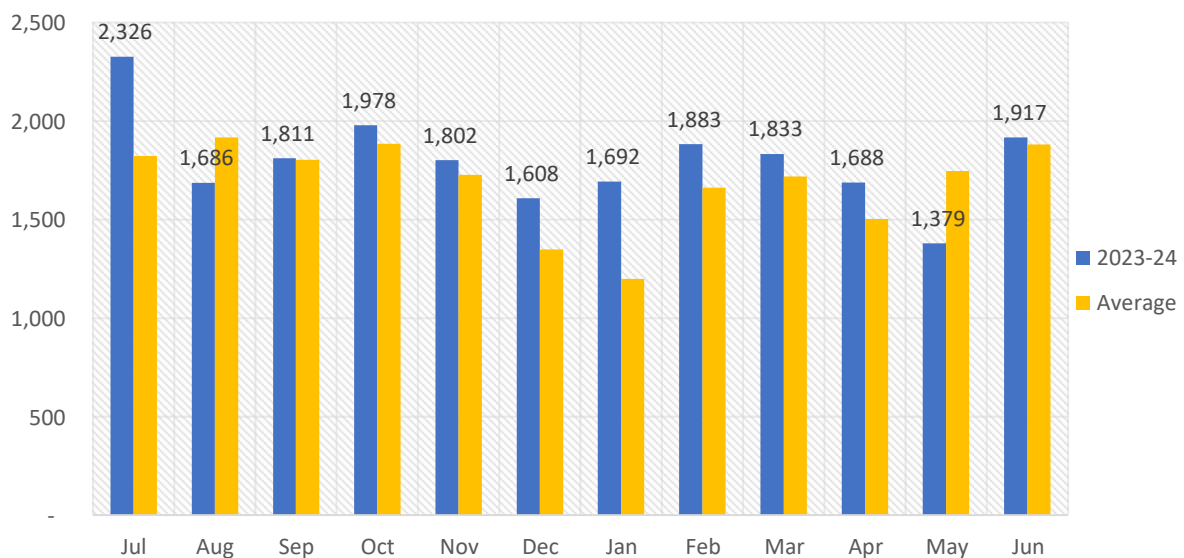
- Record Financial Year Attendance (49,171).
- Monthly Attendance Record for June (4,941).
- Comparative to Monthly Historical Average – POSTIVE +2,645 (Average – 2,296).
- Gym Membership Change - NEGATIVE -119 (Current Membership – 931).
- 51 participants took part in Boxing After Dark.
- 526 participants in fitness classes.
- 528 participants in Gymnastics and Little n Active Program.
- Three minor incidents to report – no further action required by Council.



Graph: Monthly Attendance of the Fernvale Indoor Sports Centre - 2023-24 versus Average

Kilcoy Indoor Sports Centre

- Comparative to Monthly Historical Average - POSTIVE +36 (Average – 1,881).
- Gym Membership Change – POSITIVE +11 (Current Membership – 82).
- 148 participants in Army Cadets.
- 110 participants in All Abilities Program.
- 384 participants in Gymnastics.
- No incidents to report.

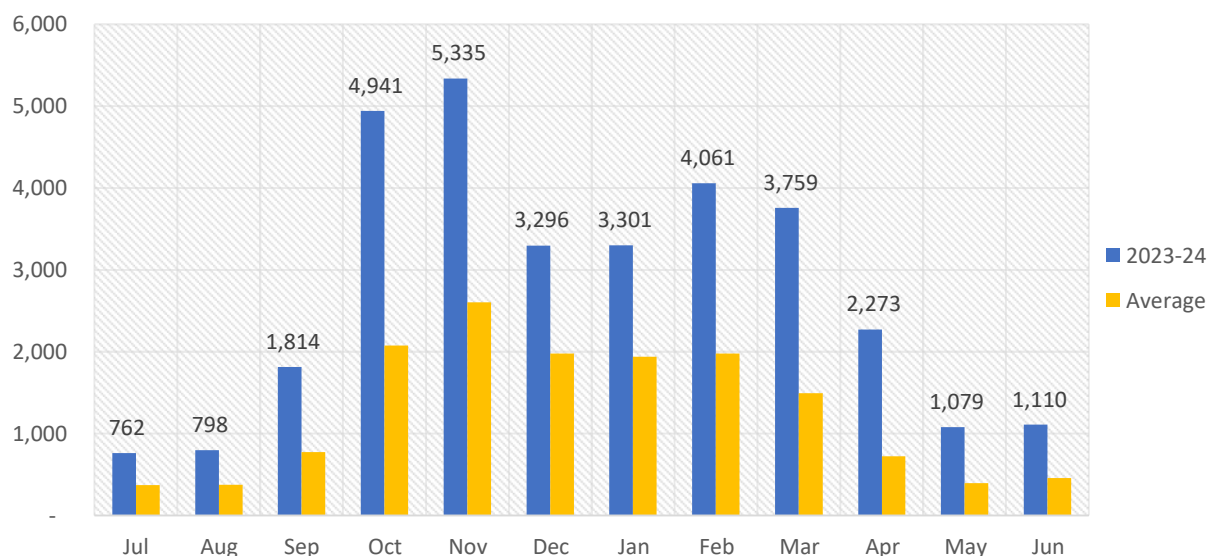


Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2023-24 versus Average

Toogoolawah Swimming Pool and Community Gym

- Record Financial Year Attendance (32,529).
- Monthly Attendance Record for June (1,110).
- Comparative to Monthly Historical Average – POSTIVE +654 (Average – 456).
- Gym Membership Change – POSITIVE +7 (Current Membership - 75).
- 122 patrons utilised exercise physiologist and therapist.
- The swimming pool is currently closed for the winter period. During this time the gym continues to operate per winter period operating times.

- Off-season maintenance continues, including servicing of all pool equipment, filters and heaters.
- No incidents to report.



Graph: Monthly Attendance of the Toogoolawah Swimming Pool and Community Gym - 2023-24 versus Average

Lowood Swimming Pool

- The swimming pool is currently closed for the winter period. Off season maintenance works continue including servicing of all pool equipment, filters and heaters.

Kilcoy Aquatic Centre

- The swimming pool is currently closed for the winter period. Off season maintenance works continue including servicing of all pool equipment, filters and heaters.

Sport and Recreation Highlights and Projects

- Somerset Rail Trail Classic registration numbers continue to grow with over 800 participants registered by the end of June, well in front of last year's numbers. Council officers, in conjunction with the event coordinator 'Atlas Events', have finalised planning, marketing and logistics tasks including social media and email promotions, traffic management, event permits, sponsorship, and race logistics for the event to be held on 21 July.
- Somerset Skateboard Championships were held at Esk Skate Park on 26 June. Pacific Action Sports worked with Council officers to present the free event, Rumble Roadshow, that included four interstate professional skaters who presented a coaching clinic, trick display and skate competition to 50 participants. Competitors included both local and external entries across a broad range of youth age groups for this school holiday event. Fernvale PCYC was on hand to provide a community BBQ and Mayor Jason Wendt and Cr Kylie Isidro attended to present trophies.
- Final design and tender documentation is currently being finalised for the Fernvale Sports Park Field upgrade, which includes the installation of an irrigation system and field refurbishments of the main oval. The project is being co-funded by the Queensland Government through the Minor Infrastructure and Inclusive Facilities Program.

- Planning has begun following the successful Round 2 Minor Infrastructure and Inclusive Facilities Fund application for the Toogoolawah Community Gym Extension project. The project is co-funded by the Queensland Government.
- Works were completed on the Esk Football Grounds irrigation and field refurbishment project including laying of topsoil, new goal posts and a fully automated irrigation system. Works continue to progress at the Brisbane Valley Soccer Club clubhouse extension. The projects are co-funded by the Queensland Government through the Minor Infrastructure Program.
- Council officers attended the Minden State School Under 8s day. Over 100 students and parents were in attendance to take part in various sporting and healthy activities.
- The Winter School Holiday Sport and Movie Magic Night was held at Fernvale Indoor Sports Centre on 27 July. The free event, coordinated by Council officers and PCYC staff, comprised of an activity session allowing children to try sports like basketball, gymnastics, futsal, volleyball and dodgeball followed by a free sausage sizzle and free indoor movie 'Shrek' on the blow up big screen. 100 young people and 50 parents took part.
- Sport and Recreation officers have received further funding to work with State High Schools across the region. Council received a First Nations Sport and Recreation grant from the Queensland Government to run a program, which involves first nations students from Lowood, Toogoolawah and Kilcoy State High Schools. The program will include rugby league and basketball and has been expanded following the success of last year's program held at Lowood State High School.

Attachments

Nil

Recommendation

THAT Council receive the Corporate and Community Services monthly report for June 2024 and the contents be noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

"THAT Council receive the Corporate and Community Services monthly report for June 2024 and the contents be noted."

Carried

Vote - Unanimous

Subject:	Fernvale Country Fair 2024 – Request to Use Undeveloped Section of Fernvale Memorial Park to Hold Event – Saturday, 24 August 2024
File Ref:	2024-2025 – Council hire agreements and bookings – parks and reserves Doc Id 1636254
Action Officer:	CSSA

Background/Summary

The Apostolic Church of Queensland, Brightview, has requested the use of the undeveloped section of Fernvale Memorial Park between the Fernvale Visitor Information Centre and the Fernvale Rural Fire Brigade to hold their annual Country Fair on Saturday, 24 August 2024.

The Country Fair has a variety of stalls including baked goods, fresh fruit and vegetables, gardening goods, handmade crafts, children's entertainment, animal farm and various food vans.

The organisers are seeking approval to set up on Friday, 23 August 2024 for the markets to start at 7am and finish at 12pm on Saturday, 24 August 2024.

The predicted number of attendees, 250 adults and 150 children.

The organiser is seeking assistance from Council to provide community bins and access to power.

A check of the BVRT event website found that this event would not interfere with any cycling events registered with TMR for this weekend.

Attachments

Site plan

Recommendation

THAT Council approve the use of the undeveloped section of Fernvale Memorial Park between Fernvale Visitor Information Centre to the Fernvale Rural Fire Brigade to hold their country fair on Saturday, 24 August 2024 subject to the following conditions:

- The event is to be held between the hours of 7am and 12pm on Saturday, 24 August 2024. Setting up of the event is approved to start at 12pm on Friday, 23 August 2024;
- All displays and vehicles are to be removed from the site by 5.30pm on Saturday, 24 August 2024;
- The area is to be kept in a clean and tidy state and the approval holders are required to adequately provide for the collection and disposal of waste generated by the event. Council will assist by supplying five community bins;
- It is required that the following toilet facilities are provided:

	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<400	1	2	2	5	2

- It is noted the number of toilets to be provided include the number of existing public toilets within Fernvale Memorial Park. The approval holder will be required to keep the public toilet facilities clean and stocked up with supplies during and after the event. Further, the toilets within the Fernvale Visitor Information Centre are not available to be used by patrons at this event, patrons must be directed to the public toilets within Fernvale Memorial Park, or any other temporary amenities provided for this event;
- Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties;
- All temporary signage for the event must be displayed on private property only and are only to be displayed fourteen (14) days before the event and all signage must be removed from display one day after the event;
- There is to be no vehicular access into the park unless for setting up and removing displays;

- Parking is not permitted on the western side of the Brisbane Valley Rail Trail.
- The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity;
- The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend;
- The activity must not detrimentally affect the amenity of the area subject of this approval;
- The approval holder must have public liability insurance in an amount not less than \$20,000,000 to hold this event and it must state that Somerset Regional Council is an interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event;
- The approval holder will be responsible for ensuring that all providers of activities will have current public liability insurance in an amount not less than \$20,000,000;
- If food is to be sold at the event for profit, a food business licence must be obtained from Council. Some exemptions do apply for non-profit organisations; please contact Council's Environmental Health Section for further information;
- The approval holder must ensure that all requirements are met under the National Fire Ant Eradication Program for movement of pot plants, mulch, manure and other material that maybe moved within Fire Ant Biosecurity Zones for this event by visiting www.fireants.org.au

AND THAT Council will assist with the supply of five community bins for waste disposal and provide access to power the event.

AND FURTHER THAT the applicant be made aware that the volunteers are not permitted to park on the western side of the Brisbane Valley Rail Trail as shown on their site plan.

Resolution

Moved – Cr Brieschke

Seconded – Cr Hurley

“THAT Council approve the use of the undeveloped section of Fernvale Memorial Park between Fernvale Visitor Information Centre to the Fernvale Rural Fire Brigade to hold their country fair on Saturday, 24 August 2024 subject to the following conditions:

- The event is to be held between the hours of 7am and 12pm on Saturday, 24 August 2024. Setting up of the event is approved to start at 12pm on Friday, 23 August 2024;
- All displays and vehicles are to be removed from the site by 5.30pm on Saturday, 24 August 2024;
- The area is to be kept in a clean and tidy state and the approval holders are required to adequately provide for the collection and disposal of waste generated by the event. Council will assist by supplying five community bins;
- It is required that the following toilet facilities are provided:

	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<400	1	2	2	5	2

- It is noted the number of toilets to be provided include the number of existing public toilets within Fernvale Memorial Park. The approval holder will be required to keep the public toilet facilities clean and stocked up with supplies during and after the event. Further, the toilets within the Fernvale Visitor Information Centre

are not available to be used by patrons at this event, patrons must be directed to the public toilets within Fernvale Memorial Park, or any other temporary amenities provided for this event;

- Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties;
- All temporary signage for the event must be displayed on private property only and are only to be displayed fourteen (14) days before the event and all signage must be removed from display one day after the event;
- There is to be no vehicular access into the park unless for setting up and removing displays;
- Parking is not permitted on the western side of the Brisbane Valley Rail Trail.
- The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity;
- The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend;
- The activity must not detrimentally affect the amenity of the area subject of this approval;
- The approval holder must have public liability insurance in an amount not less than \$20,000,000 to hold this event and it must state that Somerset Regional Council is an interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event;
- The approval holder will be responsible for ensuring that all providers of activities will have current public liability insurance in an amount not less than \$20,000,000;
- If food is to be sold at the event for profit, a food business licence must be obtained from Council. Some exemptions do apply for non-profit organisations; please contact Council's Environmental Health Section for further information;
- The approval holder must ensure that all requirements are met under the National Fire Ant Eradication Program for movement of pot plants, mulch, manure and other material that maybe moved within Fire Ant Biosecurity Zones for this event by visiting www.fireants.org.au

AND THAT Council will assist with the supply of five community bins for waste disposal and provide access to power the event.

AND FURTHER THAT the applicant be made aware that the volunteers are not permitted to park on the western side of the Brisbane Valley Rail Trail as shown on their site plan."

Carried

Vote - Unanimous

Subject: Traffic Safety Advisory Committee – 28 May 2024

File Ref:	2024 Traffic Safety Advisory Committee
Action Officer:	ESO

Background/Summary

The quarterly meeting of the Traffic Safety Advisory Committee was held on Tuesday, 28 May 2024.

Attachments

Meeting Report for the Traffic Safety Advisory Committee.

Recommendation

THAT Council receive the meeting report of the Traffic Safety Advisory Committee held on Tuesday, 28 May 2024 and the contents be noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT Council receive the meeting report of the Traffic Safety Advisory Committee held on Tuesday, 28 May 2024 and the contents be noted.”

Carried

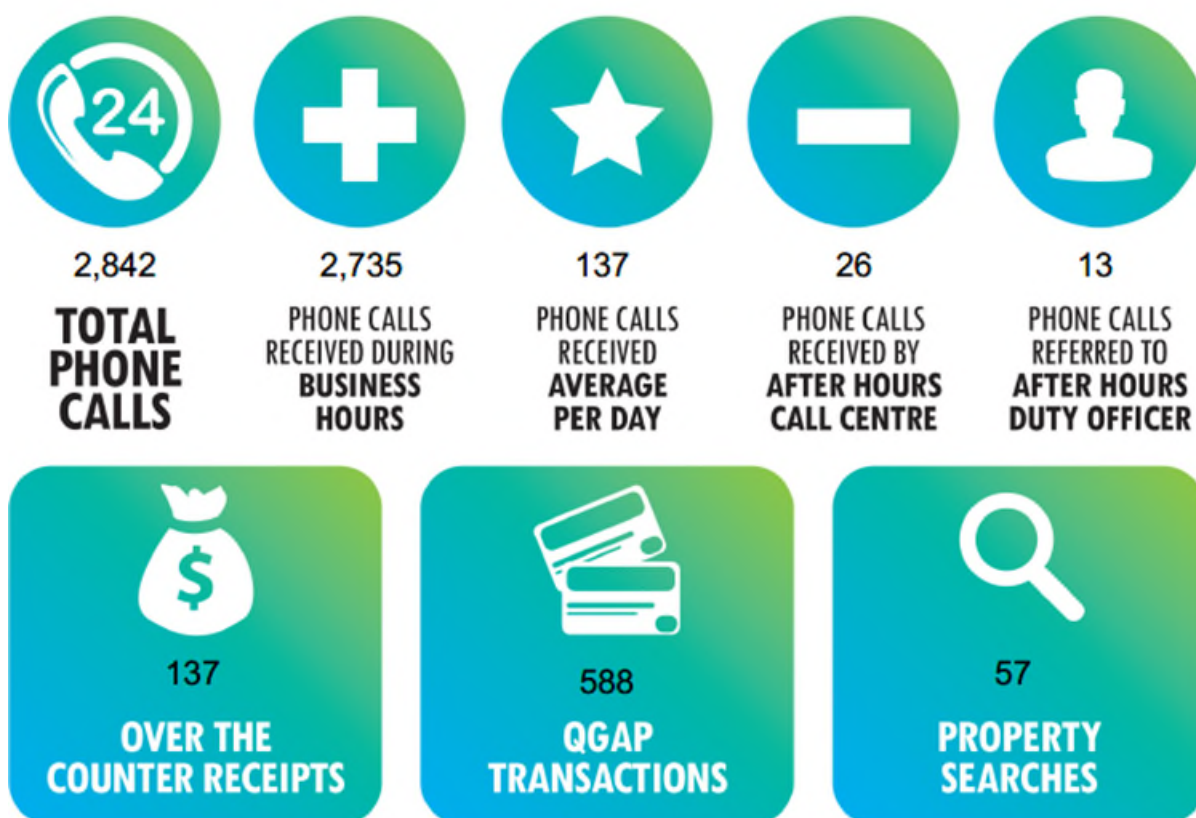
Vote - Unanimous

Subject:	Customer Service Report – June 2024
File Ref:	Officers Report
Action Officer:	CSC

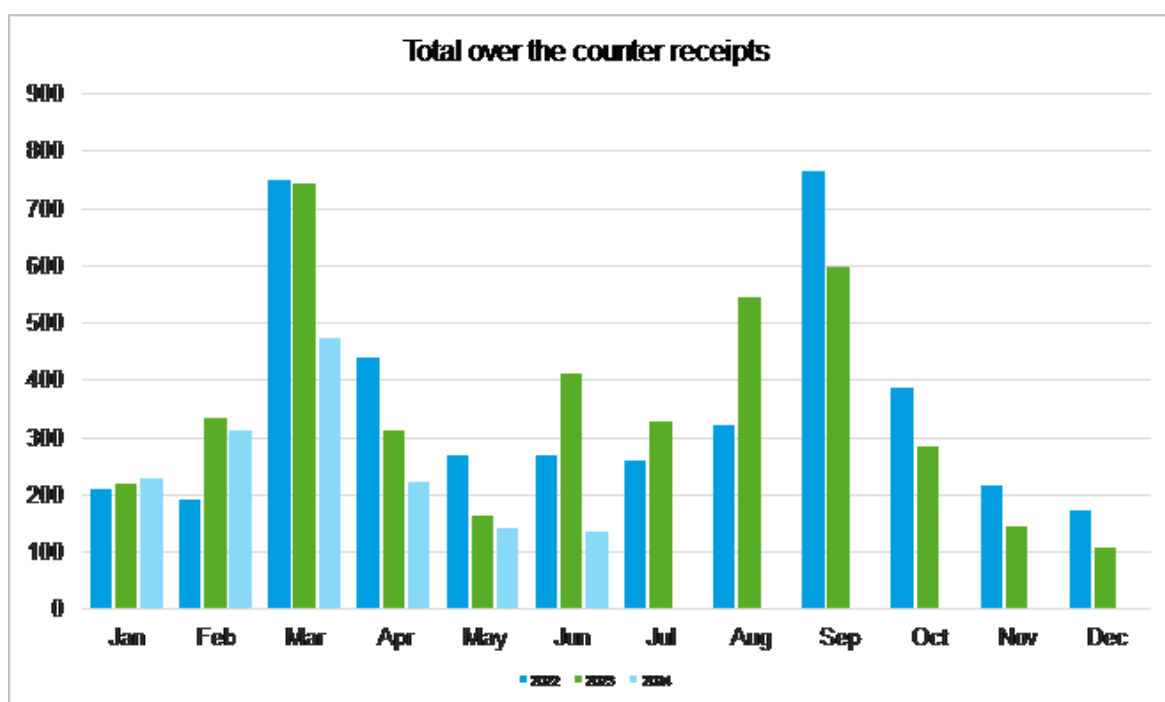
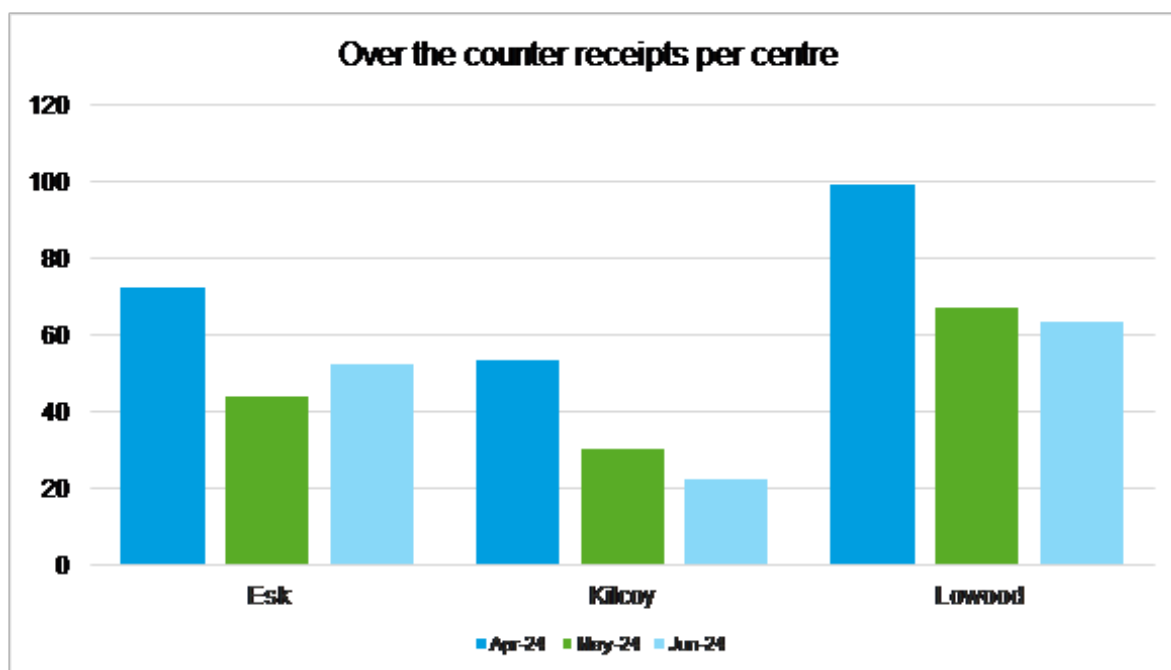
Background/Summary

In delivering on Council’s Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of June 2024 is provided below for Council’s information.

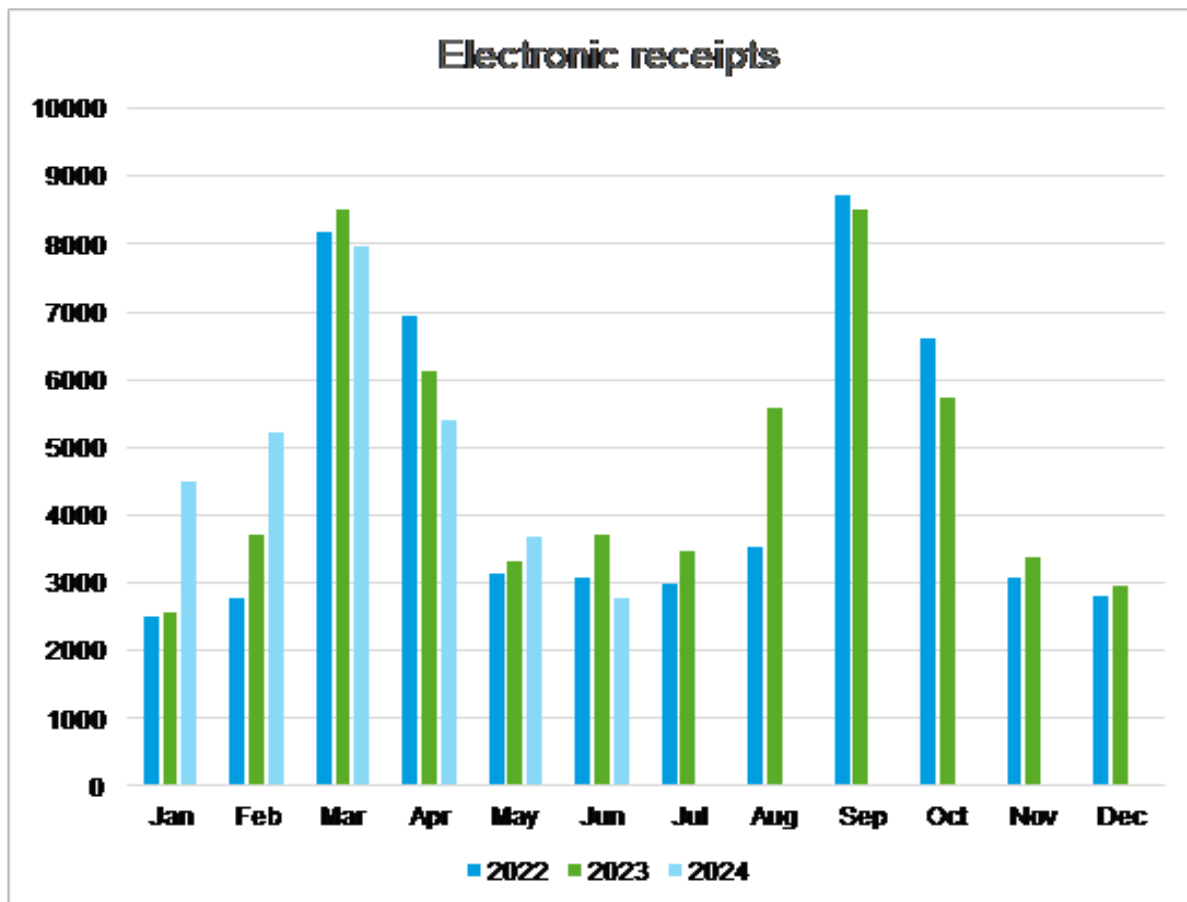
Summary for June 2024



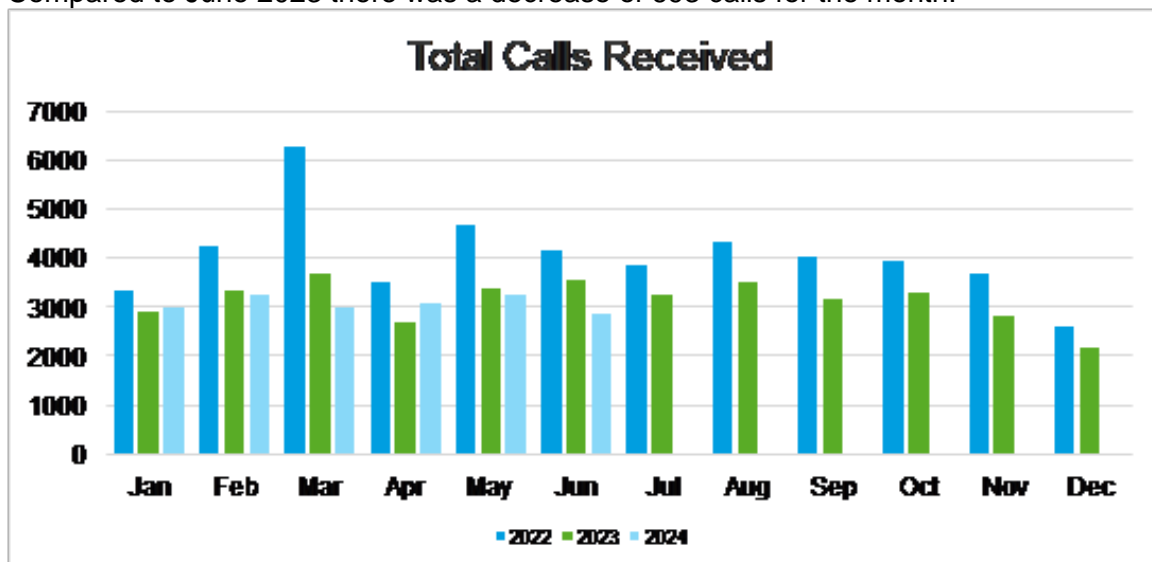
The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for June 2024. These numbers include cheques that were posted into the Council. In total there was 137 financial transactions across the three customer service centres with 52 at Esk Administration Centre, 22 at Kilcoy Customer Service Centre and 63 at Lowood Customer Service Centre for June 2024.



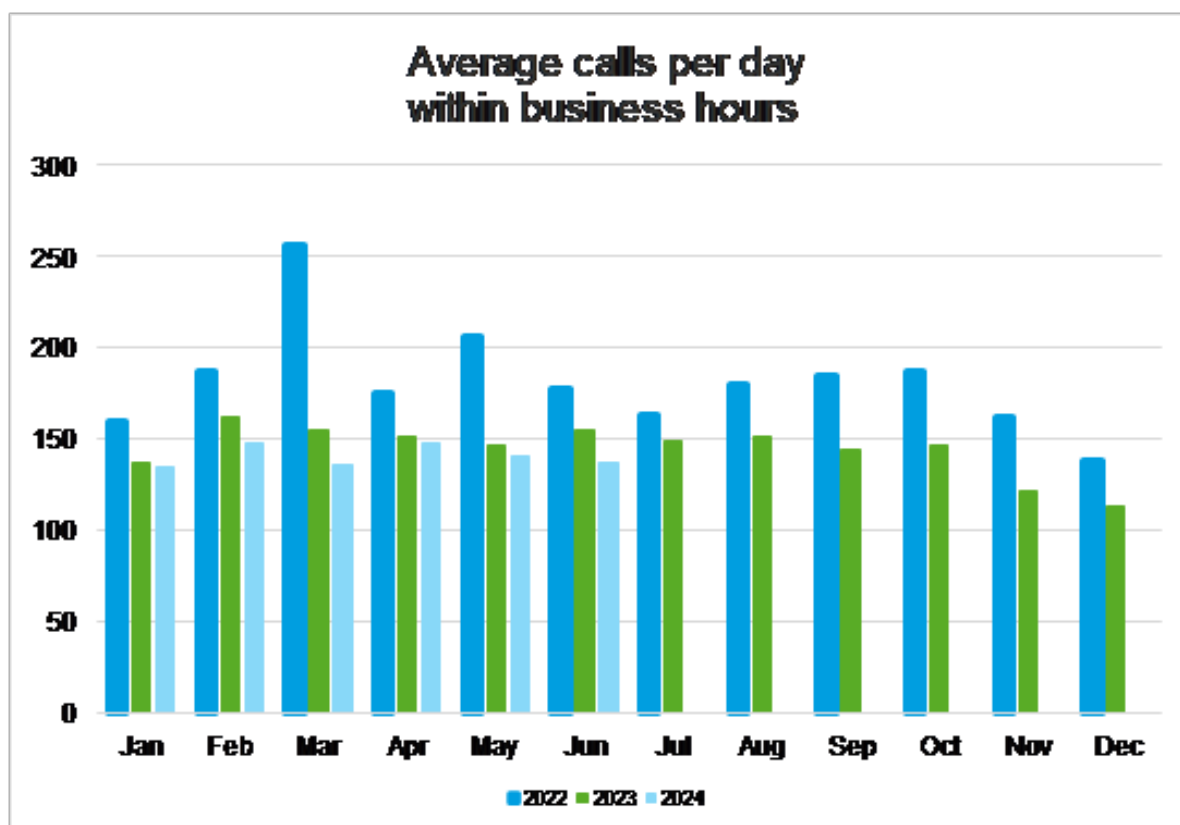
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc. Compared to May 2024 there was a decrease of 887 transactions.



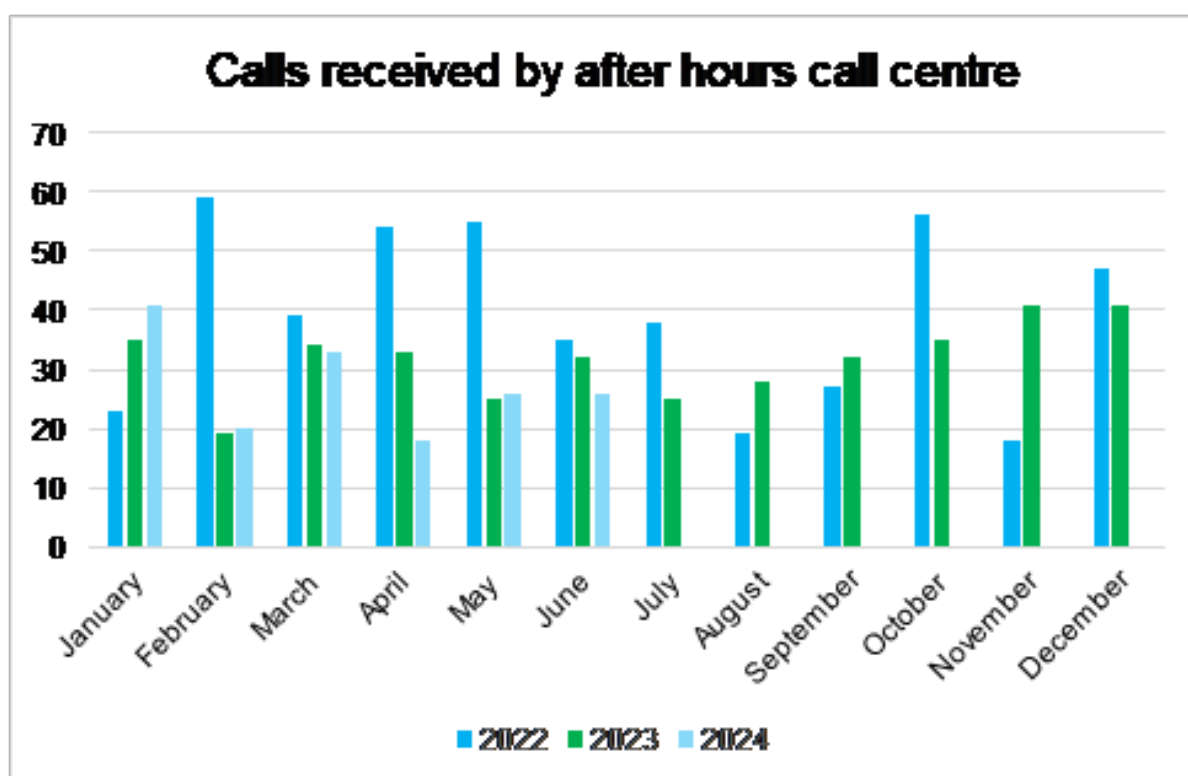
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 2,842 calls received for the month June 2024. This is a decrease of 410 calls compared to May 2024. Compared to June 2023 there was a decrease of 693 calls for the month.



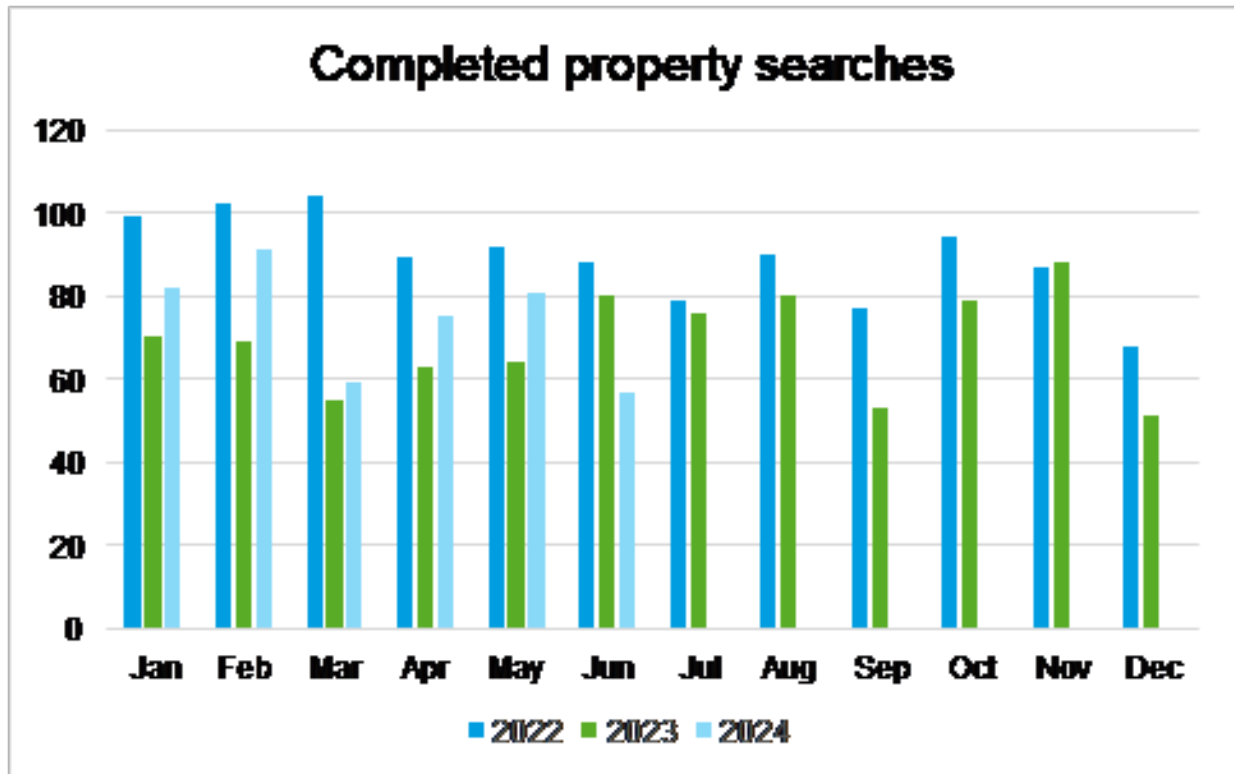
Listed below is a comparison of the average calls received per day within business hours. On average there were 137 calls received each business day for June 2024, which was a decrease of four calls on average per day from May 2024. Compared to June 2023 there was a decrease of 18 calls on average per day.



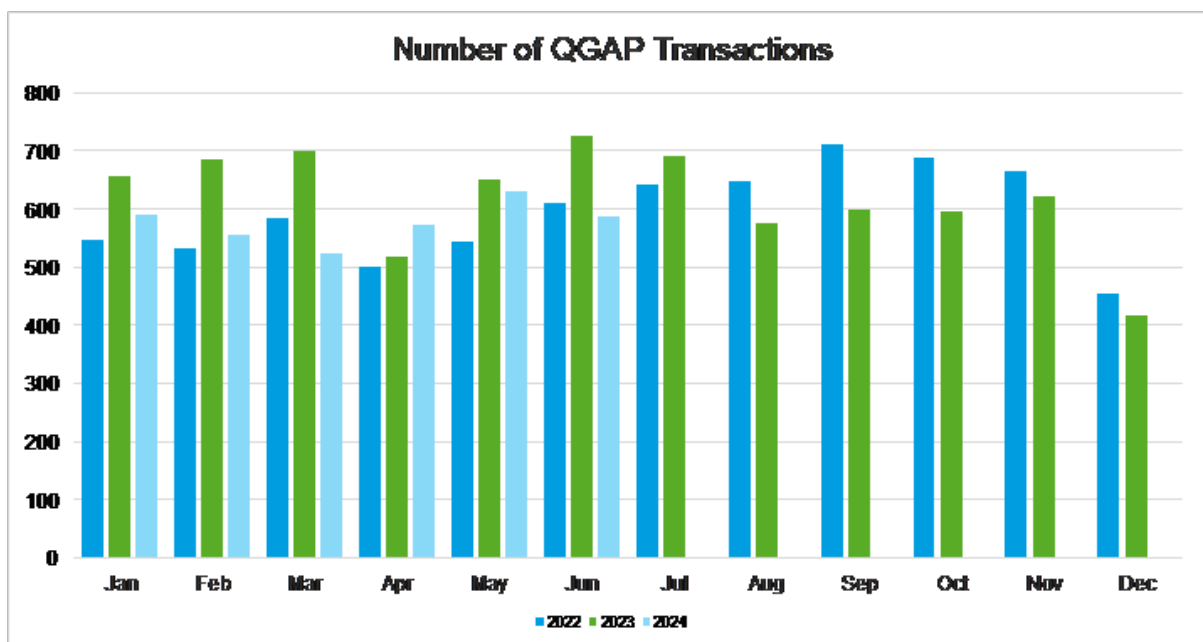
There were 2,735 calls received during business hours and 107 out of hours. Of the 107 calls received out of hours, 13 calls were transferred to the afterhours call centre. There was a decrease of three calls to Council's afterhours provider compared to May 2024.



For the month of June 2024 there were 57 property searches completed for prospective purchasers. This decreased by 24 completed searches for the month compared to May 2024.



There were 588 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in June 2024. On average there were 29 transactions per business day in June.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for June 2024* and the contents be noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Jess

“THAT Council receive the *Customer Service Report for June 2024* and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – June 2024
File Ref:	Community Relations – Sponsorships – Somerset Excellence Bursaries
Action Officer:	EA

Background/Summary

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

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

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

Council received two (2) excellence bursary applications in June 2024. Somerset Excellence Bursary applications for the month of June as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
Caitlin King	Caitlin King	1616163	Soccer	State \$500	Caitlin King has been selected as part of the QCSA Ladies team to attend the Christian Football Federation Association National Titles at Victorian State Football Centre Sports Complex in Bundoora Victoria on 04-07 October 2024.

Ellena Papadopoulos	Ellena Papadopoulos	1635630	Soccer	State \$500	Ellena Gene Papadopoulos has been selected as part of the QCSA Ladies National Team to attend the National Titles at Victorian State Football Centre Sports Complex in Bundoora Victoria on 04-07 October 2024.
Nicole Bennett	Nicole Bennett	1629347	Over 35 Women's Softball	State \$500	Nicole Bennett has been selected as part of the Tasmanian team to attend the Over 35 Women's National Softball Championships at Blacktown Olympic Park NSW on 9-14 July 2024. Due to the decline of women's softball teams, Nicole and 5 other Queenslanders attended an event in Tasmania to then be selected as part of a joint team.
Rebecca Shearer	Hanna Shearer	1630207	Football (soccer)	International \$1000	Hanna Rose Shearer has been selected as part of the Wynnum Wolves Girls Under 17 Team to attend Germany's Bundesliga Borussia Dortmund at Dortmund Germany in September 2024 .
Susan Jones	Florence Hamilton	1632092	Football	Regional \$250	Florence Hamilton has been selected as part of the Metwest U10-U12 girls football team to attend the Queensland Representative School Sport Football State Championships at Townsville on 01-04 August 2024.
Anita Brown	Anita Brown	1636512	Indoor Bias Bowls	State \$500	Anita Brown has been selected as part of the Queensland Lead Ladies Pairs team to attend the Australian Indoor Bias Bowls Championships at Tanunda South Australia on 26-31 August.
Annette Dunstan	Annette Dunstan	1636511	Indoor Bias Bowls	State \$500	Annette Dunstan has been selected as part of the Queensland Skip

					Ladies Pair team to attend the Australian Indoor Bias Bowls Championships at Tanundra South Australia on 26-31 August 2024.
--	--	--	--	--	---

Attachments

Nil.

Recommendation

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

Resolution

Moved – Cr Brieschke

Seconded – Cr Hurley

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

Carried

Vote - Unanimous

Subject:	LGAQ Motion - Local government support for red imported fire ant cost shifting and Waterways Barrier Works
File Ref:	Local Government Association of Queensland 2024 - 2028
Action Officer:	EA

Background/Summary

The Local Government Association of Queensland (LGAQ) Annual Conference provides a forum for the debate of motions that are of State and National significance and have implications to Local Government operations.

Member Councils submit motions for consideration by a committee established by LGAQ. If the committee endorses the motions, these are then debated at the Annual Conference and if voted for, the LGAQ implements the intent of the motion in the year following the conference. Motions are required to be resolved by Council resolution and have to be submitted by 29 July.

It should be noted that there is no guarantee that a motion will be accepted for debate as part of the Conference Agenda.

Proposal 1 – Fire Ants

As of 1 July 2024, Fire Ant Eradication Program changes will see local governments shouldering the responsibility of red imported fire ant suppression on their land. Prior to this the Federal and State Governments had coordinated all eradication and suppression activity.

Shifting of this important biosecurity activity adds to the mounting cost shifting responsibility local governments are juggling as they fight to remain financially sustainable.

Funding should accompany the shifting of this important responsibility to allow local governments to resource appropriately as they take up the fight against red imported fire ants.

Red imported fire ants cause risk to Australia's environment and agriculture including:

- Feeding on fauna that nests or feeds on the ground including insects, lizards, spiders, frogs, birds and mammals
- Displacing or eliminating native species
- Eating and damaging seeds, possible causing major ecosystem changes over time
- Disturbing insects and animals that pollinate native plants, which may also cause long-term changes to the vegetation of bushland areas
- Attacking bird species that have ground-based feeding habits.

(Source: National Fire Ant Eradication Program)

Increasing nest densities across greater Brisbane and the Gold Coast are resulting in higher risk of red imported fire ants being moved to new areas, undermining eradication efforts.

According to the Invasive Species Council, red imported fire ants have the potential to devastate Australia's environment and agriculture, costing our economy over \$2 billion annually and up to 650,000 extra medical visits every year as they sting Australians at the park or in the backyard.

Without appropriate funding to support delivery of red imported fire ant suppression activity, the State Government risks red imported fire ant infestations spreading. This much needed funding is critical to the success of containment areas.

Proposal 2 – Water Way Barrier Works

Following the 2011 and 2013 floods arrangements and exemptions were put in place for like for like replacement of assets such as culverts floodways etc. These arrangements and exemptions are now being reviewed and these assets (with a previous approval) are now required to be retrofitted or replaced to conform with current standards.

Council does note that this exemption goes on to then state that *provisions in the Self Assessable Code allow for a like for like replacement with the requirement to upgrade the fish passage provisions at the works within two years of the completion of the works*. It is noted by Council that this two year timeframe would be outside the typical Natural Disaster Relief and Recovery Arrangement requirements, effectively moving the cost of making these long lived assets fish passage compliant at the Local Government's expense.

This requirement is now being enforced, some 10 years post restoration of assets. In discussions with neighbouring Councils, Regional Road Groups and LGAQ, it is Council's belief that many structures around the state were restored on a like for like basis during these two events and would also be candidates for the Department of Agriculture and Fisheries retrospective compliance enforcement.

In addition, Council has had advice from fish experts that some waterways that are identified as purple and red have minimal/no value for fish habitat, are unable to support fish population due to elements such as salinity, acidity and other environmental factors. In the opinion shared with Council there is little benefit in having fish passage compliant structures on these waterways as the waterway is in such a poor state it cannot sustain a fish population. Further, it was advised that investment into high value waterways to ensure structures are fish passage compliant is a much better investment of public funds.

Attachments

Nil

Recommendation

THAT Council put forward the following resolutions at the next Local Government Association of Queensland (LGAQ) Conference:

1. The LGAQ calls on the State government to provide \$300,000 annually to each council to support the shift of red imported fire ant suppression, management and treatment costs under the Queensland Government's Fire Ant Suppression Taskforce Plan 2022-23 to 2025-26.
2. The LGAQ calls on the State government to:
 - a) Cease all current actions and undertake no further action against non-conforming waterway barrier works undertaken during the exemption given in the 2011 and 2013 floods; and
 - b) Review the Queensland waterways for waterway barrier works with the view of reflecting risk to fish population.

Resolution

Moved – Cr Isidro

Seconded – Cr Bishop

“THAT Council put forward the following resolutions at the next Local Government Association of Queensland (LGAQ) Conference:

1. The LGAQ calls on the State government to provide \$300,000 annually to each council to support the shift of red imported fire ant suppression, management and treatment costs under the Queensland Government's Fire Ant Suppression Taskforce Plan 2022-23 to 2025-26.
2. The LGAQ calls on the State government to:
 - i) Exempt councils with limited own-source revenue or smaller capital programs from mandatory upgrades of culverts replaced like for like following disaster recovery works.
 - ii) Establish a state-funded program to assist councils in funding the necessary upgrades to culvert crossings, particularly those identified as non-compliant for red/purple streams.

Carried

Vote - Unanimous

Subject:	EX/001 – Councillors Reimbursement of Expenses Policy
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

Section 250 of the Local Government Regulation 2012 (the Regulation) specifies that:

- Council must adopt an expenses reimbursement policy; and
- a local government may, by resolution, amend its expenses reimbursement policy at any time.

The objective of this policy is to comply with the legislative requirement to adopt an expenses reimbursement policy and authorise the:

- payment of reasonable expenses incurred, or to be incurred, by Councillors, for discharging their duties and responsibilities as Councillors.
- provision of facilities to Councillors for that purpose.

This policy applies to the Mayor, Deputy Mayor and Councillors and deals with reimbursement of expenses or provision of a facility to Councillors but does not apply to the conduct of civic functions or the remuneration of Councillors.

The attached policy has been reviewed and amended in accordance with legislative and remuneration commission changes.

Attachments

EX/001 – Councillors Reimbursement of Expenses Policy

Recommendation

THAT Council adopt policy EX/001 – Councillors Reimbursement of Expenses as per Appendix A.

Resolution

Moved – Cr Freese

Seconded – Cr Brieschke

“THAT Council adopt policy EX/001 – Councillors Reimbursement of Expenses as per Appendix A.”

Carried

Vote - Unanimous

Subject:	C/001 - Community Assistance Grants Policy amendments
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

Council has previously adopted a Community Assistance Grants Policy (CAG) – C/001. This policy has undergone several amendments overtime.

After a recent review, amendments to the CAG policy have been suggested. These are to facilitate the addition of teams into the excellence bursaries, clarify criteria used to assess the grant applications and an increase in events allocations to reflect recent inflation and increase in costs.

Attachments

C/001 – Community Assistance Grants Policy

Recommendation

THAT Council adopt policy C/001 – Community Assistance Grants as per Appendix B.

Resolution

Moved – Cr Hurley

Seconded – Cr Bishop

“THAT Council adopt policy C/001 – Community Assistance Grants as per Appendix B.”

Carried

Vote - Unanimous

Confidential Closed Session

Resolution

Moved Cr Hurley

Seconded – Cr Brieschke

“THAT in accordance with Section 254 (J) (1) (3) (g) of the Local Government Regulation 2012 Council move into a closed session to discuss Fernvale School Site – Brouff Road Fernvale at 9.48am.

Carried*Vote - Unanimous*

Cr Bishop left the meeting at 9:48am and returned at 9:51am.

Resolution

Moved – Cr Brieschke

Seconded – Cr Jess

“THAT Council move out of a closed session at 10.00am and be once again open to the public.”

Carried*Vote - Unanimous*

Subject:	Fernvale School Site – Brouff Road Fernvale
File Ref:	Council Properties - Planning
Action Officer:	DCORP

In accordance with section 254J (1) of the Local Government Regulation 2012 Council may close a council meeting to the public. Section 254J (3) states further, a Local Government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its Councillors or members consider it necessary to close the meeting to discuss one or more of the following matters:

- (g) Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Recommendation

THAT Council tender the lease of the School Site at Fernvale (Lot 1 RP28833 and Lot 1 RP 141219) to the panel of five Education Providers that submitted an Expression of Interest (as the Panel of Providers) and that the Tender be subject to:

1. A commitment by Council to the Terms and Conditions of the Draft Lease, Draft Agreement to Lease and Significant User Agreement and confirm that these documents form the basis of the Tender and any future negotiations with the successful tenderer, subject to agreed amendments.
2. Council endorsing the use of the Agreement to Lease, Lease and Significant User agreement in a request for Tender (Request for Tender 1338) for the Lease of the School Site at Brouff Road, Fernvale.
3. A commitment by Council to contribute 50 per cent of the total external infrastructure costs or \$5 million, whichever is lesser, subject to the education provider entering into an infrastructure agreement with Council and other terms considered reasonable by the Chief Executive Officer.

4. The price component of the Tender will be decided by an assessment of the annual contributions toward the operations and maintenance of the Fernvale Sports Park and the provision of the quotes provided to the Education Providers from suitably qualified master planning consultants.
5. The qualitative component of the Tender will be decided by utilising the data provided by the Education providers through the EOI and Tender process.
6. That the Tender assessment panel be made up of three Council staff, with an invitation being sent to an independent expert panel member.

Resolution

Moved – Cr Bishop

Seconded – Cr Freese

“THAT Council tender the lease of the School Site at Fernvale (Lot 1 RP28833 and Lot 1 RP 141219) to the panel of five Education Providers that submitted an Expression of Interest (as the Panel of Providers) and that the Tender be subject to:

1. A commitment by Council to the Terms and Conditions of the Draft Lease, Draft Agreement to Lease and Significant User Agreement and confirm that these documents form the basis of the Tender and any future negotiations with the successful tenderer, subject to agreed amendments.
2. Council endorsing the use of the Agreement to Lease, Lease and Significant User agreement in a request for Tender (Request for Tender 1338) for the Lease of the School Site at Brouff Road, Fernvale.
3. A commitment by Council to contribute 50 per cent of the total external infrastructure costs or \$5 million, whichever is lesser, subject to the education provider entering into an infrastructure agreement with Council and other terms considered reasonable by the Chief Executive Officer.
4. The price component of the Tender will be decided by an assessment of the annual contributions toward the operations and maintenance of the Fernvale Sports Park and the provision of the quotes provided to the Education Providers from suitably qualified master planning consultants.
5. The qualitative component of the Tender will be decided by utilising the data provided by the Education providers through the EOI and Tender process.
6. That the Tender assessment panel be made up of three Council staff, with an invitation being sent to an independent expert panel member.

*Carried**Vote - Unanimous*

Meetings authorised by Council

Nil

Mayor and Councillor Reports**Cr Brieschke – Councillor Report**

July

- 10 Audit Committee Meeting
Ordinary Council Meeting
2025 Budget Meeting
Workshop Meeting
- 13 Funeral of the late Mrs M Tompkins
Esk Races
Opening of the 'Primavera' Exhibition, main gallery and 'Light Hearted' in the Bomb Shelter at The Condensery, Somerset Regional Art Gallery.
- 17 Councillor Come and Chat, Clock Park and tour of the BVRT gardens, Lowood.
- 18 Citizenship Ceremony, Somerset Civic Centre
- 19 Funeral of the late Mr L Clements
- 20 Care for Esk Community Wildlife Information Day
- 21 Somerset Rail Trail Classic, Esk and Fernvale
- 22 Kilcoy Days for Girls, Packing Party and workshop

It was great to see 150 riders, including some Somerset Team members, start off at Esk Railway Station on Sunday morning for the bike leg of the Somerset Rail Trail Classic. It was also great to see them ride in at the finish line – still smiling. I would like to thank the BV Rail Trail Users Association for their assistance on the morning at Esk, as everything ran smoothly, and about 150 riders were on the path ready to go. In all, I think the event was a huge success with about 1000 participants and a lot more family and friends at the finish line in Fernvale.

I had the pleasure of attending the Kilcoy, Days for Girls Packing Party and workshop on Monday.

Days for Girls is a worldwide organisation that raise funds to make menstrual kits and provide health education for girls and women who are affected by poverty or are restricted by cultural beliefs.

Team Leader, Sue Taylor explained the reason for the Days for Girls name is the kit essentially allows these girls and women to continue to go to school or work, when they would normally be isolated during this time.

The ladies in the Kilcoy group come together once a month to make the kits and the Anglican Church Hall was a hive of activity on Monday as they sewed and chatted through the afternoon.

Cr Bishop – Councillor Report

Over the last fortnight along with other Councillors I have been busy and out and about in the community attending the country markets. I make a particular note of the meet the Councillors at Lowood last week with the opportunity to explore a little bit of the Brisbane Valley Rail Trail. I am so very impressed with the significant amount of work done by the local Landcare group in Planting and nurturing Australian native gardens along the length of the BVRT.

I have also attended;

- Condensery Art Exhibition Opening Primavera- Saturday 13 July

- Citizenship Ceremony 18 July
- Care4Esk Wildlife Day- Saturday 20 July
- Lowood Lions Handover- Saturday 20 July
- BVRT Classic - Sunday 21

Cr Isidro – Councillor Report

July

- 10 Somerset Business Chamber executive meeting, via Teams
- 11 Brisbane Valley Interagency meeting, Fernvale
- 13 Stanley River Rural Fire Brigade operations ice breaker, Kilcoy
- 13 Condensery Exhibition opening, Toogoolawah
- 16 Site visit to Palmwoods
- 18 Citizenship Ceremony
- 20 Care4Esk information day, Esk
- 20 Lowood Lions Changeover
- 21 Somerset Classic fun run
- 24 Council meeting, Esk

Cr Hurley – Councillor Report

July

- 10 Somerset Business Chamber Executive Meeting via Teams
- 13 Judging fashions on the Field Judging at the Esk Races – Saturday, 13 July 2024
- 16 Toogoolawah Campdraft Committee meeting
- 17 Meet the Councillors meeting at Clock Park Lowood and Tour of the Rail trail Gardens
- 18 Citizenship Ceremony at Esk Civic Centre
- 20 Care4esk Community Wildlife Information Day
Esk Campdraft Youth Clinic, Esk Showgrounds
- 21 Somerset Rail Trail Classic

Cr Freese – Councillor Report

- Tour of Wind Farm at Dulacca - Thursday 11 July
- Esk Races - Saturday 13 July
- Fernvale Community Inc Monthly meeting - Monday 15 July
- Tour of Gemlife over 50's retirement village at Palmwoods - Tuesday 16 July
- Meet the Councillors meeting at Clock Park Lowood and Tour of the Rail Trail Gardens - Wednesday 17 July
- Citizenship Ceremony at Esk Civic Centre - Thursday 18 July
- Care4esk Community Wildlife Information Day - Saturday 20 July
- Lowood Lions Changeover Dinner - Saturday 20 July
- Rail Trail Fun Run - Sunday 21 July
- Lowood Recreation Complex Committee meeting - Tuesday 23 July

Cr Jess – Councillor Report

July

- 13 The Condensery - Primavera: Young Australian Artists and Light Hearted exhibition
- 17 Come and Chat with Your Councillors
- 18 Australian Citizenship Ceremony
- 20 Care4esk Community Wildlife Information Day
Lowood Lions Changeover Dinner
- 21 Somerset Rail Trail Classic

Resolution

Moved – Cr Hurley

Seconded – Cr Bishop

“THAT the verbal and written reports Councillors Brieschke, Bishop, Freese, Hurley, Isidro and Jess be received.”

Carried

Vote - unanimous

Receipt of Petition

Nil

Consideration of notified motions

Nil

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings

Nil

Closure of Meeting

Summary

There being no further business, the Mayor, Cr Jason Wendt closed the meeting at 10.07 am.

Appendix A



Policy Subject/Title: COUNCILLORS' REIMBURSEMENT OF EXPENSES POLICY

Policy Number: EX/001

Responsible Officer: Director Corporate and Community Services

Legislative or Regulatory Reference: Local Government Regulation 2012, Sections 249 - 252

Related Policies / Procedures: F/008 Procurement Policy
HR/007 Study Assistance Policy
PED/04 Development Matters and the Role of Councillors Policy
Code of Conduct for Councillors in Queensland
C/015 Information Management Policy
C/016 Email Policy
F/013 Information Security Policy

Authorised by: Somerset Regional Council

Authorised on: 2 April 2008

Review / Amendment dates: 11 March 2009
23 March 2011
13 June 2012
11 July 2013
14 May 2014
23 June 2016 [Doc Id 892518]
27 May 2020 [Doc Id 1200092]
24 July 2024

1. OBJECTIVE

The objective of this policy is to comply with the legislative requirement to adopt an expenses reimbursement policy¹ and authorise the:

- payment of reasonable expenses incurred, or to be incurred, by Councillors, for discharging their duties and responsibilities as Councillors.
- provision of facilities to Councillors for that purpose.²

2. PURPOSE

The purpose of the policy is to ensure that Councillors, including the Mayor, can receive reimbursement of reasonable expenses and be provided with necessary facilities in performance of their role.

3. SCOPE

This policy applies to the Mayor, Deputy Mayor and Councillors. This policy deals with reimbursement of expenses or provision of a facility to Councillors but does not apply to the conduct of civic functions or the remuneration of Councillors.

4. PRINCIPLES

It is the responsibility of Council to determine what is required by Councillors in carrying out their civic responsibilities taking into account the role of the Councillor, Council's annual budget and community expectations.

Council must be mindful of the *local government principles*³ and the legislative requirements of the *Local Government Act 2009* (the Act) when determining legitimate types of expenses and facilities for Councillors. Further guidance relating to the *local government principles* can be found in the Code of Conduct for Councillors in Queensland, as amended by the Queensland Government, from time to time.

5. BACKGROUND

5.1 Legislation

Section 250 of the Local Government Regulation 2012 (the Regulation) specifies that:

- Council must adopt an expenses reimbursement policy;⁴ and
- a local government may, by resolution, amend its expenses reimbursement policy at any time.⁵

Section 251 of the Regulation requires Council to publish the policy on the local government's website.

Section 252 of the Regulation provides that a meeting at which a proposed expense reimbursement policy is discussed cannot be closed to the public.

¹ s250 of the Local Government Regulation 2012.

² s249 of the Local Government Regulation 2012.

³ s4(2) of the *Local Government Act 2009*.

⁴ s250(1) of the Local Government Regulation 2012.

⁵ s250(2) of the Local Government Regulation 2012.

5.2 Related Policies

See also: F/008 Procurement Policy
HR/007 Study Assistance Policy
PED/04 Development Matters and the Roles of Councillors Policy
C/015 Information Management Policy
C/016 Email Policy
F/013 Information Security Policy

6. DEFINITIONS

Council Business: Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, perform ceremonial activities, or achieve business objectives of the Council. Council business should result in a benefit being achieved either for the local government and/or the local community. This includes:

- Preparing for, attending and participating in Council meetings, committee meetings, workshops, deputations and inspections;
- Attending conferences of local government industry associations or professional bodies (ie LGAQ, ALGA, etc.);
- Attending civic ceremonies and community events such as representing Council at Anzac Day ceremonies or opening a school fete, where they have been formally invited in their capacity as Councillor to undertake the official duty;
- Attending public meetings, annual meetings or presentation dinners where invited as a Councillor;
- Attending meetings of community groups as appointed by Council or invited by community groups to speak about Council Programs or initiatives;
- Attending meetings concerning development applications where arranged in accordance with PED/04 Development Matters and the Role of Councillors Policy; and
- Attending meetings / inspections with constituents (residents, ratepayers, community groups, etc.) where details of the issue are consistent with the actions contained in Council's Operational Plan.
- Attending or participating in a community event, community group or being a representative on a board, as a community member, is not regarded as 'Official Council Business.'

Councillors: Includes the Mayor, Deputy Mayor and other Councillors, unless specifically identified.

Expenses: Expenses are payments reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Facility: Facilities provided to Councillors that are the "tools of trade" (eg: Council supplied laptop computer) and are required to enable them to perform their duties with relative ease and at a standard appropriate to fulfill the community expectation for their role.

Reasonable: Councils must make sound judgments and consider what is prudent, responsible and acceptable to the community when determining appropriate levels of facilities and expenditure.

Regional: includes the local government regions that are members of the Council of Mayors (SEQ) and any other local government areas directly adjacent to the Somerset Region.

7. PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer subject to:

- the limits outlined in this policy;
- the limits outlined in the budget;
- Council endorsement by resolution, where required;
- in the case of reimbursement of expenses, production of receipts and tax invoices, or evidence that such expenses have been paid, is required prior to reimbursement; and
- expense reimbursement must be claimed within two (2) months of such expense having been paid by the Councillor. Claims for reimbursements outside of this period will not be accepted.

7.1 Expense Categories

(a) Conferences / Workshops / Training / Meetings

Council will reimburse expenses incurred for:

- attendance at Regional, State or National Local Government associated conferences, subject to attendance approved by Council; as a guide, Councillor representation at approved conferences should consist of the Mayor and up to two Councillors, with the exception of the annual LGAQ conference where attendance may be offered to all.
- attendance at Regional meetings and workshops associated with a Councillor's responsibilities; and
- mandatory training as deemed necessary via legislation.

(b) Discretionary Professional Development

Discretionary professional development (DPD) that is considered desirable to an individual Councillor to help them fulfil their role must be determined by a resolution of Council. Before consideration by Council, the Chief Executive Officer will assess the DPD request using the same framework as Councils Study Assistance Policy HR/007 and provide a recommendation via a report to Council. An example of DPD would be a Diploma in Local Government.

(c) Travel as required to represent Council

Council may reimburse local and, in some cases, interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the local government's region.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council business will be the responsibility of the Councillor incurring the fine. This does not include toll fees.

(d) Travel Bookings

All Councillor travel approved by Council will be booked by Council Officers and paid for by Council.

Economy class is to be used where possible although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (eg cost of partner or spouse accompanying the Councillor).

Where a Councillor requests to purchase or upgrade to a business class airfare, the Councillor will be required to fund the difference between the shelf price of an economy airfare ticket and the business airfare ticket at the time of the booking with the same airline (unless business class is approved as per above under certain circumstances). Necessary evidence must be collected and recorded at the time of the flight booking to ensure that the price difference between economy and business class costs is known.

(e) Travel/Transfer Costs

Any travel/transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. (e.g. Trains, taxis, buses and ferry fees, toll fees).

Cab charge vouchers may also be used if approved by Council where Councillors are undertaking duties relating to the business of Council. Council will provide reimbursement for parking costs paid by Councillors while attending to official Council business.

(f) Private Vehicle Usage

Councillor's private vehicle usage may be reimbursed by Council if the travel is for the purpose of undertaking Council business. To help defray the administrative costs of processing individual mileage claims, Council will pay the amounts set out in the Reimbursement Schedule attached to this Policy for Private Vehicle Allowances, by fortnightly instalments.

(g) Accommodation

All Councillor accommodation for Council business will be booked by a Council Officer

and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillor's accommodation should be three or four star rating.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Where accommodation is provided outside of the region, Council may pay an additional Incidental Daily Allowance as set out in the Reimbursement Schedule attached to this policy to cover additional incidental costs (phone calls, newspapers, laundry/dry cleaning etc.) incurred while Councillors are travelling and staying away from home overnight.

(h) Meals

Councillors are entitled to be reimbursed for the cost of a meal when:

- the Councillor incurs the cost personally; and
- the meal was not provided at the Regional Meeting or within the registration costs of the approved activity/event or during an approved flight.

(i) Hospitality Expenses

Council may reimburse the Mayor's hospitality expenses deemed necessary in the conduct of Council business as set out in the Reimbursement Schedule attached to this Policy.

8. FACILITIES

8.1 Provision of Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Councillors will be provided with a sim-activated laptop computer to reduce cyber security risks, assist with record keeping, ensure efficient practices of meeting agendas, provide virtual connectivity for meetings, and assist with the security of data. Councillors should be mindful of their record keeping and information security obligations, as outlined in Council policies: C/013 Information Security Policy, C/015 Information Management Policy and C/016 Email Policy.

8.2 Private use of Council-owned facilities

Based on the principle that *no private benefit is to be gained* the facilities provided to Councillors by local governments are to be used only for council business unless prior approval has been granted by resolution of Council.

The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use.

8.3 Facilities Categories

(a) Administrative tools

Administrative tools are available, within Council offices, to assist Councillors, as required, in their role. Administrative tools include:

- office space and meeting rooms
- stationery
- access to printers and photocopiers
- publications
- internet access

Limited secretarial support may also be provided for Mayors and Councillors.

(b) Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities which fall under Council's asset replacement program.

(c) Name Badge/Safety equipment for Councillors

Council will provide Councillors with:

- a name badge.
- the necessary safety equipment for use on official business, eg safety helmet/boots.
- car door magnets and corflute signs for public meetings.

(d) Private Use of Vehicles

The Mayor will be provided with a fully maintained motor vehicle of appropriate standard for use on Council business and for private purposes. Council will meet all operating costs for the Mayor's Council-owned vehicle. The Mayor's Council-owned vehicle may be driven by the Mayor or an immediate family member.

(e) Telecommunications Needs

With the exception of the Mayor, Councillors will provide their own mobile phone, or equivalent device, to assist them in undertaking their role and ensure timely communication with Council. Council will pay a Communications Allowance as set out in the Reimbursement Schedule attached to this Policy, payable in fortnightly instalments to Councillors to help defray expenses (eg phone plans, telephone calls, mobile telephone calls, home internet connection, other network connection costs) paid by Councillors personally in association with their role as a Councillor and to generally address the needs of the local community.

(f) Insurance Cover

A local government will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. The local government will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

(g) Fuel Costs

Fuel for a Council owned vehicle used for official Council business, will be provided or paid for by Council.

9. CLAIMS FOR REIMBURSEMENT

All claims for reimbursement of expenses will be made on the approved form and submitted with original receipts to the Chief Executive Officer for approval.

Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may breach the Local Government Act and/or represent an offence under the Criminal Code and may be referred to the Crime and Corruption Commission.

10. EFFECTIVE FROM

This policy will take effect from date of resolution. However, the payments as outlined in Schedule 1 will be back dated to the commencement of the 2024/25 financial year with adjustments made to reflect the content of this policy. The previous Expenses Reimbursement Policy will cease to have effect from the date of resolution.

11. REPORTING

A report summarising all expenditure in relation to this policy shall be included in Council's Annual Report.

12. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by Somerset Regional Council at the Ordinary Meeting of 24 July 2024.

13. REVIEW

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

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

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

<i>Originally Adopted by Council</i>		
Council Decision	Date: 2 April 2008	Doc Id. 559319 (pg 3)
<i>Amendment 1 –</i>		
Council Decision	Date: 11 March 2009	Doc Id. 395341 (pg 62)
<i>Amendment 2 –</i>		
Council Decision	Date: 23 March 2011	Doc Id. 557910
<i>Amendment 3 –</i>		
Council Decision	Date: 13 June 2012	Doc Id. 623870
<i>Amendment 4 –</i>		
Council decision	Date: 11 July 2013	Doc Id. 711676
<i>Amendment 5 –</i>		
Council Decision	Date: 14 May 2014	Doc Id. 755324
<i>Amendment 6 –</i>		
Council decision	Date: 23 June 2016	Doc Id. 892518
<i>Amendment 7 -</i>	Date: 27 May 2020	
Council Decision		Doc Id. 1200092
<i>Amendment 8 -</i>	Date: 24 July 2024	
Council Decision		Doc Id. ????????

Signed:

Dated: 24 July 2024

Reimbursement Schedule

Vehicle Allowances (as at commencement of 2024/25 financial year)

Deputy Mayor	\$23,275 per annum
Councillor	\$18,871 per annum
Incidental Allowance	\$30 per day
Meals - Any meal reimbursements shall not be more than	\$60 per meal
Any meal reimbursements shall not be more than	\$150 per day
Hospitality Expenses (Mayor only)	\$1,000 per annum
Communications Allowance	\$3,000 per annum

CPI Increases

The amounts prescribed in this section shall apply for the financial year but shall increase by the CPI (based on the all indexes rate, Brisbane for the March quarter) annually thereafter from 1 July of each year. Allowances shall be rounded to the nearest multiple of \$10.00.

Appendix B



Policy Subject/Title: COMMUNITY ASSISTANCE GRANTS POLICY

Policy Number: C/001

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference: Local Government Regulation 2012

Authorised by: Somerset Regional Council

Authorised on: 23 July 2008 [Doc Id 331891]

Review / Amendment dates:

- 14 July 2010 [Doc Id 464181]
- 24 July 2012 [Doc Id 629318]
- 8 October 2014 [Doc Id 781966]
- 11 November 2015 [Doc Id 852057]
- 11 October 2017 [Doc Id 995893]
- 28 March 2018 [Doc Id 1024321]
- 27 November 2019 [Doc Id 1160557]
- 29 July 2022 [Doc Id 1418869]
- 24 July 2024 [Doc Id]

1. OBJECTIVE

The objective of this policy is to comply with the legislative requirement to adopt a community grants policy¹ and ensure:

- the grant will be used for a purpose that is in the public interest;
- the community organisation meets the criteria stated in the community grants policy; and
- the grant is given in a way that is consistent with the community grants policy.²

2. PURPOSE

The purpose of the policy is to ensure that funding and assistance made available by Council:

- aims to build community capacity and/or provides supplementary funding;
- assists with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Somerset region; and
- enhances Council's profile in the community.

This policy will:

- ensure public money and in-kind assistance to community organisations and individuals within the Somerset region is distributed in an open, accountable and equitable manner;
- enable community assistance grant funds to be utilised for projects, events and services that benefit the community and further Council's aims and objectives for the region;
- identify how the Community Assistance Grants program is promoted to the community;
- determine the criteria for assessing community grant applications; and
- outline the process for distributing grant funding.

3. SCOPE

3.1 What this policy applies to

This policy covers:

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

3.2 What this policy does not apply to

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

¹ s195 of the Local Government Regulation 2012.

² s194 of the Local Government Regulation 2012.

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

4. BACKGROUND

4.1 Legislation

Section 194 of the Local Government Regulation 2012 (the Regulation) allows Council to give a grant to a community organisation if satisfied:

- the grant will be used for a purpose that is in the public interest;
- the community organisation meets the criteria stated in the community grants policy; and
- the grant is given in a way that is consistent with the community grants policy.³

Section 195 of the Regulation specifies that Council must adopt a policy about local government grants to community organisations, which includes criteria for a community organisation to be eligible for a grant from the local government.

Schedule 8 Dictionary of the Regulation defines 'community organisation' as:

- a) an entity that carries on activities for a public purpose; or
- b) another entity whose primary object is not directed at making a profit.

Council must:

- allow public access to the community grants policy;⁴
- keep written records stating:
 - the risks local government's operations are exposed to, to the extent they are relevant to financial management,
 - the control measures adopted to manage the risks; and
 - include a copy of its community grants policy with these written records;⁵
- include a summary of the local government's expenditure on grants to community organisations for the financial year in its annual report.⁶

4.2 Principles

Grants should be provided in an equitable manner. That is, grants should not benefit one group of the community and exclude another. Arrangements for making grants, should be made on a whole of region basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained. The process of awarding grants should be open and accountable.

5. POLICY

5.1 The main process

In granting direct financial support for community organisations, projects, events or services,

³ s194 of the Local Government Regulation 2012.

⁴ s199 of the Local Government Regulation 2012.

⁵ s164 of the Local Government Regulation 2012.

⁶ s189 of the Local Government Regulation 2012.

Council will use the following process:

- As part of Council's annual budget considerations, an amount will be decided upon which is available for making grants to community organisations. This decision may specify amounts for the different types of grants covered by this policy. A limit for individual grants may be set.
- Advertisements will be placed in local media for two (2) funding rounds per financial year (with the first round of each financial year including rates remission applications for that financial year). The advertisement will detail the availability and request applications be received by a specified date, addressing the selection criteria. However, organisations may be limited to two (2) applications per financial year with a lower priority given to applicants that have been funded within the previous 12 months.
- Applicants shall meet one of the following classifications:
 - a) a sporting / leisure / cultural organisation which is a non-profit group whose primary aim is to advance the social, cultural, leisure or sporting needs of its members and/or residents of the Somerset region;
 - b) a charitable organisation that is a non-profit group whose primary aim is to improve the quality of life of under-privileged sections of the community within the Somerset region;
 - c) a community service provider whose primary aims are to provide a community service to all or specific sections of the community within the Somerset region;
or
 - d) an educational institution within the Somerset region.
- Applicants for community assistance grants must be either incorporated entities or the grants must be auspiced by an incorporated organisation.
- When the advertisement has been issued, Councillors and Council staff may encourage organisations to apply, but should not indicate if an application is likely to succeed.

The following criteria may be used to assess grant applications:

- Non-recurrent grants of between \$500 and \$5,500 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending on the availability of funds and the merit of projects, activities or events.
- Applications will be accepted for one (1) application per funding round (total of two (2) per financial year) and one rates remission (if applicable), per community organisation. Applicants must have met acquittal conditions for previous Council grants prior to the opening of the next funding round in order for their later application to be accepted for consideration.
- Maximum funding of \$5,500 per application unless exceptional circumstances can be demonstrated.
- Funding for events held within the Somerset Region will be considered at the following levels:

Small scale event up to \$750

- 100 or less patrons expected; or
- Restricted to a particular group of patrons (e.g. membership required)

Large scale event up to \$1,500

- 100 – 1000 patrons expected to attend
- The first annual event for a group/organisation
- Event will be advertised throughout the Somerset Region

Annual Agricultural Shows up to \$2,000

- Restricted to annual agricultural shows held within the Somerset Region.

Large scale regional event up to \$3,000

- An event with 1000 or more patrons expected
- Evidence of previous event success provided (i.e. not a first annual event). First or previous annual events are to have met the criteria of a large scale event.
- Unrestricted attendance
- Event will be advertised throughout the Somerset Region

- Ticket sales and entry fees are not considered membership.
- Additional consideration may be provided to grant applications which involve a co-contribution from the applicant and/or where the applicant has sought additional grant funding, sponsorship, or donations from other sources for the relevant project. Council typically prefers 50% co-contribution to funding applications (e.g. project based) that are not an event.
- Because Council's intent is to use grants to enhance its profile in the community, Council would prefer not to provide funding for fundraising events but rather fund the cause that is the subject of the fund-raising event directly where appropriate.
- Council will give lower priority to applicants that have been funded within the previous 12 months.
- Council would prefer to not fund general recurrent costs of community organisations such as uniforms, insurance, or salaries.
- Council would prefer not to fund government entities through community assistance grants. Council will not fund entities that operate more than 30 gaming machines through community assistance grants.
- Council will not approve funding for projects, activities, or events if the project, activity or event is conducted on privately owned property without relevant Council approvals and insurances, or the proposed project, activity or event would entail improvements to this property which could potentially benefit an individual or business.
- Applicants will be required to:
 - a) demonstrate the community benefit that the project, event or service will provide.
 - b) provide a copy of the organisation's most recently audited financial statements where the organisation is legally required to be audited; or a copy of the organisation's most recent unaudited financial statements together with

relevant verification statement and copies of bank statements at the balance date (balance date being the closing date of financial statements representing all of the organisation's bank accounts and loans).

- c) provide details of the organisation's status in relation to GST.
 - d) provide written quotations, where applicable, to support the amounts included in the application.
 - e) provide details demonstrating that any other approvals required for the application have been obtained. For example, where the application is for funding the building of a shed on Council land, the applicant must obtain an approval from Council, as the property owner, prior to lodging the funding application.
 - f) provide details of any financial contribution to be made by the organisation or from another grant program, as preference may be given to applications that include such co-contributions.
 - g) acknowledge their understanding that where a community assistance grant is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.
- Applications that do not include all supporting documentation will not be considered further.
 - After the closing date, the Chief Executive Officer (CEO) or delegate will consider all the applications and assess them against the criteria. In this process the CEO or delegate may request additional information from the applicants and may conduct interviews.
 - The CEO or delegate will make recommendations in relation to the grants to be awarded. Council will consider the recommendations and decide what grants are to be awarded.
 - Notwithstanding the closing dates of funding rounds, applications submitted outside of funding rounds may be considered by Council where the community organisation can demonstrate exceptional circumstances that would necessitate application outside of specified funding rounds.
 - Councillors have no discretionary funds available to them and as such cannot, as an individual, make any decision regarding the allocation of Community Assistance Grants.

5.2 Acknowledgements

Grant recipients are required to acknowledge;

- support provided to the organisation; and
- Promotional material and at the event

5.3 Acquittals

Successful applicants will be required to lodge an acquittal statement evidencing the expenditure of the grant. Any unspent funding must be returned to Council. Acquittal statements are to be lodged prior to the end of the financial year for which the grant was awarded, unless an extension is granted for the expenditure of the funds. Successful applicants will be precluded from receiving further grants until previous grants have been acquitted.

Grants provided for rates remissions will not be required to provide an acquittal.

5.4 Time limit on claiming grants

Grantees are required to claim grants via a tax invoice within three (3) months of the date of approval unless an extension is sought and granted. Grants after this period, where no extension has been approved, will be cancelled. Notification of grant approval will advise of the time limit and potential implications.

6 Somerset Excellence Bursaries

Council may decide to make a grant to individuals and / or teams in order to encourage academic, cultural and sporting excellence. These applications must be received by Council prior to the event.

Applications for assistance shall be in writing and provide details of the selection as either an individual or team at Regional, State or National level; the venue where the event / competition is to take place; details of the achievements leading up to the selection; and confirmation of their residence within the Somerset Region.

6.1 Conditions for Team applications:

- If event attendance is via nomination not selection (regional, state or national) a covering letter is to be provided detailing the teams reason for attendance and benefits to its members, for consideration by council.

The level of financial assistance to be granted is based on level of selection as follows:

Regional Level selection - \$250

- Representation of a region, district, or area.

State Level selection - \$500

- Representation of an Australian state or territory.

National Level selection - \$750

- Representation of Australia.

Selection for an event hosted internationally - \$1,000.

Team application (Regional, State or National) up to \$2,000

- per team/group of four (4) or more individuals.

Nomination (not selection) of a team to attend an event or training program up to \$1,000

- per team/group for nomination fees of four (4) or more individuals, whichever is lesser.

Successful excellence bursary applicants will be required to lodge an acquittal statement evidencing the expenditure of the grant. Any unspent funding must be returned to Council. Acquittal statements are to be lodged prior to the end of the financial year for which the grant was awarded, unless an extension is sought and granted for the expenditure of the funds. Successful applicants will be precluded from receiving further grants until previous grants have

been acquitted.

Somerset excellence bursaries are not community grants as defined by the Local Government Regulation notwithstanding that they are to be funded from the same budget allocation as community assistance grants.

Completed applications must be received prior to the event / competition start date to be eligible. Excellence Bursaries will be considered and approved at Officer level as delegated and reported to Council's Ordinary meeting monthly.

7. CONTROLS

The expenditure will be subject to the normal accounting controls.

No person may give an indication of the likely success of an application until the decision has been made by Council or by the delegated officer (if the application is for an Excellence Bursary).

Projects, events, activities, achievements or services that commence prior to the grant application being approved by Council, will not be eligible or supported.

A summary of all grants provided shall be included in the annual report.

8. DATE OF RESOLUTION

This original policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 July 2008. This policy was last reviewed and amended on 24 July 2024.

Signed:

Date: 24 July 2024.