



**Minutes of Ordinary Meeting  
Held Wednesday, 25 September 2024**

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*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 G Love	(Acting Director Operations)
Mr L Hannan	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mr D Rowe	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Ms M Janke	(Communications Manager)

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**Opening of Meeting**

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

**Leave of Absence**

Nil

**Confirmation of Minutes****Resolution**

Moved – Cr Isidro

Seconded – Cr Bishop

“THAT the Minutes of the Ordinary Meeting held 11 September 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**

September

27 Family Field Day at The Condensery Somerset Regional Art Gallery, 11am – 3pm. A full program of indoor and outdoor activities to complete the school holidays.

28 Lowood Bowls 75 Year Anniversary Celebration

October

03 Inaugural Lowood Futures Advisory Committee meeting Esk Show Society Annual/General meeting, 7.00 pm., Bryden Hall, Esk Showgrounds.

On behalf of my fellow Councillor's and Staff of Somerset Regional Council, I extend sincere condolences to you and your family on the passing of your dear Father, Mr Bevan Wendt.

While most of us did not have the pleasure of knowing your dad, some of us had the privilege of attending Mr Wendt's funeral and celebrating his life through the wonderful eulogy presented by your family.

We sincerely hope you look back on those precious memories and wish you and your family peace and comfort during this time.

**Matters of public interest – Cr Bishop**

I would like to draw Council's attention to Save the Koala Day this week. Every year on the last Friday in September, Save the Koala Day raises awareness for the plight of the koala. It's also a day to educate the public on the importance of conserving the koala's natural habitat.

I am looking forward to working with our community members and Council staff as part of the Lowood Futures Advisory Group that meet in the next few weeks.

**Matters of public interest – Cr Isidro**

September

28 Lowood Bowls Club 75 anniversary

October

- 03 Esk Show Society AGM
- 07 Kings Birthday Public Holiday
- 08 Councillor training
- 09 Council Meeting

**Matters of public interest - Cr Hurley**

I would like to extend my heartfelt congratulations to the Toogoolawah and District History Group for organising an enjoyable and engaging event for the Back to Toogoolawah 120-year celebration. My children, had a wonderful time, especially enjoying the face painting. Our small town boasts a rich history, and it was delightful to see it showcased for all to appreciate.

Additionally, our team had the privilege of meeting with the members of the Regional Development Australia Ipswich and West Moreton Board last Thursday. Our Chief Executive Officer delivered a presentation highlighting the progressive nature of the Somerset region and outlining its growth and successes. The feedback from the board members was very positive.

Looking ahead to this weekend, the Lowood Memorial Bowls Club will commemorate its 75th anniversary with a morning of bowls featuring clubs from our region and neighbouring areas.

Furthermore, the Somerset Garden Competition will host an open garden weekend from 9am to 2pm on Saturday, September 28, and Sunday, September 29. It promises to be a wonderful way to enjoy the beautiful spring weather. A special thanks is due to the judges, for dedicating their time to visit each garden.

**Matters of public interest – Cr Freese**

September

- 14 Brisbane and West Moreton Showgirl and Rural Ambassador – Sub-chamber Finals – Plainland

Congratulations to Boonah Show Society's entrant who was crowned Showgirl with Toogoolawah's entrant the runner up. The Esk Show Society representative was awarded Rural Ambassador. It was great to see the majority of entrants coming from our region with the Lowood, Esk and Toogoolawah Show societies represented.

- 27 Family Field Day at the Condensery  
Another family-oriented day of interactive displays and activities. I urge all families looking for something to do to close out the school holidays to come along to this free event.

- 28 75 Years of Lowood & District Memorial Bowls Club  
Congratulations to the Lowood & District Memorial Bowls Club on their 75<sup>th</sup> anniversary which will be celebrated on Saturday. This club has gone from strength to strength and not only runs a wonderful sporting club, but also provides a valuable and affordable venue for hire in the district. It is indeed an amazing achievement to be around for 75 years and we look forward to their centenary celebrations in 2049!

- 28 – 29 Open Gardens this weekend  
Congratulations to all the entrants and particularly those that won prizes in the various categories.

October

- 02 Councillors Meet and Greet at Jimna Base Camp

Congratulations to the Brisbane Lions in reaching the AFL Grand Final on Saturday.

Also, a big congratulations to the Independent for the article “Hope for the lost “Outlook” regarding the mothballing of the Seqwater facility - Fig Tree Outlook. The abandoning of these facilities including more recently Cormorant Bay is a disgrace for the State Government and the article highlighted that really well.

### **Matters of public interest – Cr Jess**

September

- 27 The Condensery Family Field Day
- 28 Lowood Bowls Club Celebrates 75 Years  
Fernvale Lions Trash and Treasure Fair
- 28-29 Somerset Garden Competition Open Gardens

October

- 01 Create and Grow – Somerset Weeds and Pests
- 02 Come and Chat to your Councillors – Jimna Base Camp
- 04 Garth Brooks Tribute

### **Matters of public interest – Mayor Wendt**

Listening to the ABC radio this morning, I have to offer a message of congratulations, albeit for all the wrong reasons. This morning, it was announced that we had won fourth in the RACQ survey for the worst roads in Queensland. The fourth place was for the Brisbane Valley Highway, which is one of the worst unroadworthy roads in Queensland. We know the Brisbane Valley Highway is rough, with high volumes of traffic and large numbers of potholes and the roadworks are not lasting. This is hamstringing our region’s growth. We are supplying large amounts of materials from our quarries for the South East, but the state of the Highway makes it very hard to transport these materials through our region.

The Chief Executive Officer added that the D’Aguilar Highway has slipped from ninth to eighth. While this strengthens our position with demanding upgrades to occur, it is disappointing that two of our major roads are deteriorating fast, which is not good enough. The Chief Executive Officer informed the room that he and the Mayor frequently communicate with the Department of Transport and Main Roads, seeking urgent upgrades to the State highways.

### **Declarations of Interest**

No declarations of conflict of interest in the following agenda items were notified at this time.

<b>Subject:</b>	<b>Contract matter – Prensa Pty Ltd and Australian Decommissioning Services Pty Ltd (AusDecom)</b>
<b>File Ref:</b>	<b>Environmental Management – Reports - Environmental Health Reports</b>
<b>Action Officer:</b>	<b>ESM</b>

### **Background/Summary**

Prensa Pty Ltd were engaged to undertake a low value contract to assess soil contamination following an illegal dumping incident involving chemicals at Prenzlau in May 2024. The work was required urgently due to public health and environmental concerns. Under the *Local Government Regulation 2012*, quotations are not required for low value contracts. The firm was subsequently re-engaged to undertake further analysis at the request of the Department of Environment, Science and Innovation (DESI) making this a medium value contract (i.e. above \$15,000).

Endorsement is sought under section 235 of the *Local Government Regulation 2012* for Council to contract with Prensa without calling for multiple quotes.

Australian Decommissioning Services Pty Ltd (AusDecom) were engaged to undertake a medium level contract to remove and dispose of contaminated soil associated with the above event, as officers are unaware of any other supplier reasonably available to undertake this work before October 2024.

Endorsement is sought under section 235 of the *Local Government Regulation 2012* for Council to contract with Australian Decommissioning Services Pty Ltd (AusDecom) without calling for multiple quotes.

The DESI will fund Council to complete all works through the *Reimbursement scheme for orphan incidents*, provided the works are completed urgently.

### Attachments

Nil

### Recommendation

THAT Council resolves, to remove any doubt, that it is satisfied that there was only one supplier reasonably available to:

1. carry out assessment of contaminated soil at Prenzlau following an illegal dumping event and make recommendations within the required timeframes being Prensa Pty Ltd and the work was required urgently for public safety and environmental reasons.
2. carry out remediation and/or removal of contaminated soil at Prenzlau following an illegal dumping event within the required timeframes being Australian Decommissioning Services Pty Ltd and notes that the work is required to be done urgently for public safety and environmental reasons.

### Resolution

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT Council resolves, to remove any doubt, that it is satisfied that there was only one supplier reasonably available to:

1. carry out assessment of contaminated soil at Prenzlau following an illegal dumping event and make recommendations within the required timeframes being Prensa Pty Ltd and the work was required urgently for public safety and environmental reasons.
2. carry out remediation and/or removal of contaminated soil at Prenzlau following an illegal dumping event within the required timeframes being Australian Decommissioning Services Pty Ltd and notes that the work is required to be done urgently for public safety and environmental reasons.”

Carried

Vote - Unanimous

**Subject: Planning and Development Department Monthly Report – August**

<b>2024</b>
<b>File Ref: Governance – Reporting - Officer Reports</b>
<b>Action Officer: DPAD, ESM, SP, NRMO, BRO</b>

### Background/Summary

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

<b>Planning</b>			
	<b>August 2023</b>	<b>August 2024</b>	<b>FYTD</b>
<b>Received</b>			
Building Works assessable against the Planning Scheme	13	13	27
Material Change of Use	3	7	13
Reconfiguring a Lot	1	2	4
Operational Works	1	2	3
Combined Applications	2	1	1
Referral Applications	-	2	5
<b>Total</b>	<b>20</b>	<b>27</b>	<b>53</b>
<b>Decided</b>			
Refused - Council	-	-	-
Refused - Delegated Authority	-	-	-
Approved - Council	4	-	2
Approved - Delegated Authority	13	14	36
<b>Total</b>	<b>17</b>	<b>14</b>	<b>38</b>

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 on 12 April 2023.

#### ***FVLH Developments Pty Ltd v Somerset Regional Council***

##### **Planning and Environment Court Appeals No. BD1952 and BD1954 of 2023**

DA9400 at Muckerts Lane, Fernvale.

Deemed Refusal.

#### ***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 on 21 June 2023.

### Building

	<b>August 2023</b>	<b>August 2024</b>	<b>FYTD</b>
<b>Status</b>			
<b>Accepted Applications</b>	<b>46</b>	<b>61</b>	<b>135</b>

<b>Approved - Council</b>	3	4	6
<b>Approved - Private Certifier</b>	48	57	124
<b>Referral Applications</b>	-	5	7

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

## Plumbing

	August 2023	August 2024	FYTD
<b>Status</b>			
<b>Approved</b>	26	30	78
<b>Info Request</b>	2	4	10
<b>Total</b>	28	34	88
<b>Plumbing Inspections</b>	107	97	207

### 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.

Five properties have had a plumbing application approved, three of the properties have had the permits finalised with the installation of a HSTP.

### Mid-Brisbane (Fernvale Catchment) Wastewater Risk Mitigation Program

Council's plumbing inspectors have started the next phase of the Wastewater Risk Mitigation Program within the Mid-Brisbane (Fernvale Catchment). Forty-Six properties in the Fernvale Area were sent invitations to apply for an upgrade subsidy. Seven properties have volunteered for an inspection, with six inspections resulting in allocation of funding.

## 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.

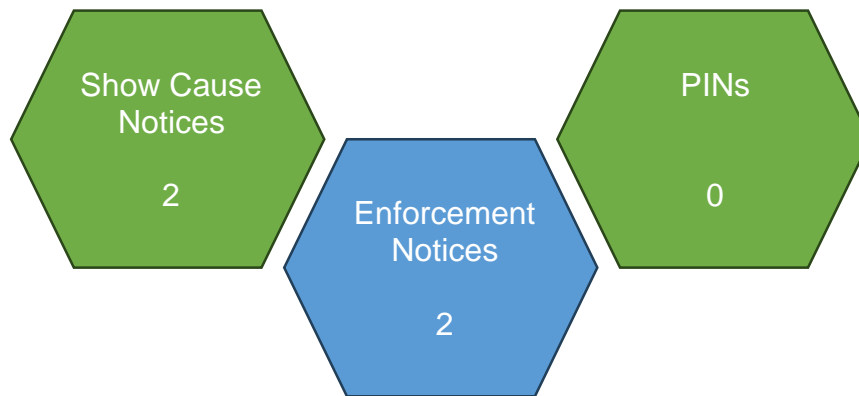
### Building Compliance Matters

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

- Permit completion reminders have been sent about existing permits in Fernvale, Lowood and Sandy Creek
- Unapproved or non-compliant buildings in Fernvale.

### Notices Issued – August 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](http://www.somerset.imalert.com.au)

A total of 34 users completed the training during the month of August.

### Swimming Pool Water Quality Monitoring

Water sampling was conducted at the Lowood Pool in preparation for opening on 1 September 2024. Samples were submitted to Queensland Health for analysis to check compliance with the *Queensland Health Water Quality Guidelines for Public Aquatic Facilities, 2019*.

Sampling on the Kilcoy and Toogoolawah Pools will recommence in September in the lead up to the opening of those pools.

### 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 – August 2024

1080 Baits

260



15

Scalps presented

Areas: Kingham, Bryden, Eskdale, Esk.

### Feral Pigs – August 2024

1080 Grain

0Kg



23

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

Lantana  
Chemically  
Treated  
2.9ha

Lantana  
Mechanical  
Removal  
0.0ha

Herbicide  
Applied  
6,675 liters.

### Other Pest Weed Treatments

#### Mother of Millions

Fernvale, Neurum, Jimna, Diaper, Kingham

#### Annual Ragweed

Moore

**Giant Rats Tail Grass**  
Mount Kilcoy, Wivenhoe Pocket

**Leucaena**  
Coal Creek, Esk, Somerset Dam

**Groundsel**  
Neurum

**Yellow Bells**  
Toogoolawah

**Element 15**

**Fireweed**  
Fernvale, Mount 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, Winya

**Prickly Pear**  
Linville

**Lantana**  
Mary Smokes, Spring Creek, Harlin, Colinton, Murrumba, Linville, Moore,

**Element 5**  
Brisbane Valley Highway, Esk Kilcoy Road

**Council managed infrastructure**  
Kilcoy depot

### Lantana Chemical Subsidy Program

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

#### Compliance under the *Biosecurity Act 2014*:

	July 2024	August 2024
Information notices	2	-
Biosecurity Orders	-	-
Enter and Clear action	-	-

## Natural Resource Management

### Land for Wildlife

- Somerset Land for Wildlife welcome 1 new property at Lake Manchester into the program in August.
- Officer representation at the SEQ Land for Wildlife Sterring Committee meeting – 28 August 2024.



### Somerset Flora and Fauna

- Ongoing engagement with Griffith University Social Marketing team to promote Koala awareness in the Somerset region.
- Officer representation at Koala Community Engagement Workshop facilitated by the Department of Environment, Science and Innovation – 1 August 2024, and SEQ Local Government Koala Working Group meeting – 6 August 2024.
- Officer presentation to Council meeting regarding existing Koala investment and future opportunity – 14 August 2024.
- Officer representation at the SEQ Flying Fox Management Meeting – 26 August 2024.

### Catchment Management

- Resilient Rivers Project Updates:
  - A maintenance program (1 year) is delivering across all (6) Black Snake Creek properties (Somerset) treated through this program since inception.
  - Project submissions for the Mid Brisbane River Catchment submitted to Resilient Rivers Project Control Group (PCG), and subsequently to the Resilient Rivers Taskforce for consideration have been approved. Subject to final contractual agreements, Council is set to receive \$776,998 to facilitate Environmental infrastructure and management across eight (8) reserve locations along the Mid-Brisbane Catchment.
  - Officer representation at the Resilient Rivers SEQ Catchment Action Plan working group meeting – 27 August 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 in Spring 2024.
- Site preparations (mulch delivery) arrangements commenced at Eskdale Road, Toogoolawah to facilitate a future community planting/s. The intent of the planting/s is to enhance the existing vegetation/corridor linkage through town, supporting Koala habitat and safe passage.

### Collaborations

- Officer participation and liaison with consultants investigating Council Fire Risk profile/s across Council managed land – 2 August 2024. The subsequent report will outline ranked risk areas, and priority mitigation options.
- Officer representation at the Queensland Fire and Biodiversity Consortium – Forum, held 7 August 2024.
- Officer participation in the Healthy Land and Water consultation regarding a future Stewardship report 16 August 2024.



## Economic Development

### Major Projects

- Consultants finalising Buy Local marketing campaign artwork, set to launch in October.
- Continued consultation with business owners to develop the Business Recovery and Resilience Plan, set to launch in October.
- Consultation with the community is underway for the implementation of the Lowood Futures Strategy and Kilcoy Streetscape Revitalisation Master Plan with the calling of meetings community Advisory Committees.
- Funding received through Disaster Recovery Funding for tree planting. Project scoping is currently underway.



- Funding application for the Federal Government's Urban Precincts and Partnerships Program is in draft and ready for submission.



### Events

- University of Sunshine Coast finished the delivery of the Somerset Business Planning course with final presentations of business plans by the business owners for feedback.
- The Department of Employment Small Business and Training continued to host their Business Hub in Esk. Lowood also commenced hosting a hub this month.
- Attendance at the 2024 Rural Press Club Ekka Breakfast with the Queensland Rural Industry and Development Authority CEO and board.
- 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 – Roundtable meeting attended
  - 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 and University of the Sunshine Coast.
- 23 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 – August 2024



### Registrations

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



### Alerts

- 2,441 emails sent
- 187 people with active alerts
- Email alerts sent to people requesting specific profile of grants



### Grants

- 2,102 grants available worth \$76.6B
- Total number of grants available within our portal.

## Attachments

Planning and Building Monthly Statistics

## Recommendation

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

### Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

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

Carried

Vote - Unanimous

**Subject:** SEQ City Deal Liveability Fund Projects – Budget Implications  
**File Ref:** Grants and Subsidies - Programs  
**Action Officer:** PPM

## Background/Summary

Council received \$1,660,000 through the SEQ City – Liveability fund. This funding did not require Council to make a contribution. Officers within the SEQ City Deal Team requested that Council identify the project/s and total project costs where Council would allocate the funding. Council officers advised that the project funding would be split in two and each half would be allocated toward the two streetscape projects.

The project in Kilcoy is the Aston Park car park and landscaping of the streetscape directly north of Aston Park. This project has an estimated cost of \$912,000. This cost has been derived by requesting estimates from contractors for the construction of the car park and

requesting estimates from landscape architects for the design and construction of the landscaping.

The project in Lowood is a car park situated between Railway Street and Station Street and the closure of the western section of the central car park and the current entry/exit onto Main Street. Estimated costs for this project is \$957,299.

The Kilcoy project would require a co-contribution of \$82,000 while the Lowood project would require a co-contribution of \$127,299. Council is not required to make a revision to the 2024 - 25 Budget because the project funding and commencement of the projects will not occur until after June 2025. This makes the co-contribution a budget item for 2025 - 26.

#### Attachments

Nil

#### Recommendation

THAT Council authorise the Chief Executive Officer to sign the Funding agreements for the two Somerset Regional Council SEQ City Deal Liveability Fund projects and that a co-contribution of \$82,000 for Kilcoy and \$127,299 for Lowood be included in the 2025 - 26 Budget.

#### Resolution

Moved – Cr Bishop

Seconded – Cr Isidro

“THAT Council authorise the Chief Executive Officer to sign the Funding agreements for the two Somerset Regional Council SEQ City Deal Liveability Fund projects and that a co-contribution of \$82,000 for Kilcoy and \$127,299 for Lowood be included in the 2025 - 26 Budget.”

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 11 September 2024.

#### Attachments

Report of the Somerset Regional Council Audit Committee meeting of 11 September 2024

#### Recommendation

THAT Council receive the report of the Somerset Regional Council Audit Committee meeting of 11 September 2024 and the contents be noted.

#### Resolution

Moved – Cr Jess

Seconded – Cr Hurley

“THAT Council receive the report of the Somerset Regional Council Audit Committee meeting of 11 September 2024 and the contents be noted.”

Carried

Vote - Unanimous

<b>Subject:</b>	<b>Kilcoy VIC Environmental Interactive Display Concept Design</b>
<b>File Ref:</b>	<b>Tourism - Visitor Information Centres</b>
<b>Action Officer:</b>	<b>TDO</b>

### Background/Summary

Per the Council resolution dated Wednesday, 22 March 2023, a concept plan has been designed for a Kilcoy Visitor Information Centre Interactive Environmental Display.

As part of Council's 2021-2025 Somerset Tourism Strategy, it is listed as an opportunity under Theme 2.6 *'Progress Plans to Upgrade the Kilcoy Environmental Interpretive Centre: Identify priorities for investment in the Interpretive Centre and undertake the necessary planning and business case preparation to inform applications for State and Federal Government funding support'*

In order to achieve this goal, it was resolved that a concept plan be developed by a consultant who specialises in the development of interactive displays to capture and engage visitors. The concept was to be for a unique Somerset environmental experience including considerations be given to improving the theatre experience and connecting the two experiences.

For additional background, Visitor Information Centres play a critical role in Queensland's tourism industry and in recent years, many have become more than just information providers, they have become tourist attractions in their own right. Of all of the Council VICs that may offer such an experience, the Kilcoy Visitor Information Centre (KVIC) is uniquely placed to capitalise on this trend, by revitalising the environmental interpretive centre to create a distinctive interactive experience symbolic of Kilcoy and the Somerset region.

In recent years visitors' expectations have increased and changed. When people travel, they are wanting experiences to engage them emotionally and provide a connection to the area that they are visiting. One way to accomplish this is by providing a dedicated space for visitors and locals to immerse themselves in Somerset in a fun and engaging way.

In its current state the environmental interpretive centre currently displays static information panels that utilise information and displays provided by external suppliers (Seqwater and Brisbane City Council, along with SEQ Catchments and Healthy Waterways, which no longer exist). The current displays are not unique to the Somerset region, are not interactive or engaging, and do not create an overall cohesive theme or experience. The touch screens on the walls host material that is outdated and are not easily able to be updated by Council officers onsite and are unsuitable for children to use as they have been placed out of reach.

An environmental interpretive centre should engage visitors with a story using interactive and changeable displays to provide a memorable and educational experience linked to the local area.

As outlined in the attached concept there is great potential to utilise Kilcoy's famous Yowie to guide visitors on a journey through Somerset and increase visitation to the town and Somerset



region. The concept outlines five key themes to be included in the display, with a number of these including aspects of the Indigenous culture relevant to Kilcoy and surrounding areas. The cartoon Yowie figure used in the concept plan is the image chosen by the Kilcoy Lions Club for the replacement photo board at Yowie Park in 2018 and has been utilised for consistency, moving forward a unique design of the Yowie could be created specifically for this display.

As can be seen in the attached document, the concept provides an overview and digital renders of how the space can be divided into different zones to encourage visitors to learn about historical and environmental themes from Somerset whilst following Kilcoy's Yowie through the display. This concept provides an overall example of what the environmental interactive centre could look like with more detailed information on content shared throughout the displays to be confirmed at the next stage of the project, particularly in collaboration with relevant stakeholders (Kilcoy community groups and Indigenous community).

Once the concept plan is approved, it is anticipated that Council officers would investigate and apply for appropriate funding from state and federal grants to support the development of this space.

#### Attachments

Kilcoy Visitor Information Centre Interpretive Space Concept

#### Recommendation

THAT Council:

1. Endorse the concept plan for the Kilcoy Visitor Information Centre Interactive Display.
2. Authorise the Chief Executive Officer to prepare and submit grant funding applications with a co-contribution of up to fifty percent towards the works.

#### Resolution

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT Council:

1. endorse the concept plan for the Kilcoy Visitor Information Centre Interactive Display.
2. authorise the Chief Executive Officer to prepare and submit grant funding applications with a co-contribution of up to fifty percent towards the works.”

Carried

*Vote - Unanimous*

<b>Subject:</b>	<b>RADF – Round One 2024-25 – Administrative adjustment</b>
<b>File Ref:</b>	<b>RADF – 2024-25</b>
<b>Action Officer:</b>	<b>ACM</b>

#### Background/Summary

At its ordinary meeting on 11 September 2024, Council resolved to approve the Regional Arts Development Fund application from Toogoolawah and District History Group Inc for the 120 Year Celebration Concert for the amount of \$3,145 excluding GST.

Due to an administrative oversight Toogoolawah and District History Group Inc were advised that the amount approved by Council was \$3,415. Upon receipt of approval the Toogoolawah and District History Group Inc committed additional funds to delivering the concert.

Council have sufficient RADF budget to cover the additional funds required for the oversight.

#### Attachments

Nil

#### Recommendation

THAT Council approve an increase of \$270 excluding GST to the Regional Arts Development Fund application from Toogoolawah and District History Group Inc for the 120 Year Celebration Concert.

#### Resolution

Moved – Cr Jess

Seconded – Cr Hurley

“THAT Council approve an increase of \$270 excluding GST to the Regional Arts Development Fund application from Toogoolawah and District History Group Inc for the 120 Year Celebration Concert.”

Carried





*Vote - Unanimous*

**Subject:** Tourism and Promotions Report – August 2024  
**File Ref:** Tourism – Promotions  
**Action Officer:** CTM













#### Background/Summary


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

#### Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
 <b>Esk VIC</b>	75	66	67	5	71	4	288
 <b>Fernvale VIC</b>	139	167	91	40	33	12	482
 <b>Kilcoy VIC</b>	69	102	178	43	226	19	594
 <b>The Condensery</b>	97	101	71	21	12	5	307

**Motivators**

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

Active Volunteers 	
<b>Esk</b>	10
<b>Fernvale</b>	17
<b>Kilcoy</b>	9
<b>TOTAL</b>	36

**Digital Media****Facebook**

Likes 4K  
Followers 4.7K (+104)  
Reach 94.1K (+234%)  
Engagement 875  
Link clicks 3.5K

**Website**

**Page Views:** 12,059  
**Visitors:** 7,243 new, 638 returning  
**Peak Time:** Saturday, 17 August  
**Most Popular Pages:** Win A Somerset Holiday, Experience Somerset, Lowood, Truck Show, What's On  
**Device type:** Desktop: 22%, Mobile 65%, Tablet 13%

**Instagram**

Followers 1802 (+11)  
Reach: 1.6K (+14%)

### **Glen Rock Art Gallery (Esk Visitor Information Centre)**

The August exhibition at Glen Rock Art Gallery featured local oil painter Noela Lowien and quilter Jodie Wade. Titled, "Somerset Country – Canvas and Quilts" the exhibition represents the stunning beauty, vibrant light and rich colours of the Somerset region.

### **Visitor Information Centre Volunteer Famil**

Planning for the next volunteer familiarisation tour has been completed and will be held on Wednesday 25 September 2024. The famil will take in Somerset experiences at Prenzlau, Coominya and Lake Atkinson.

### **Regional Tourism Organisation**

Queensland Country Tourism (QCT) hosted a Somerset tourism networking event in the region on Thursday, 15 August. The networking event held at the Esk Grand Hotel, welcomed 40 guests including the QCT board members, SRC Councillors and staff, Somerset tourism operators and neighbouring Councils.

QCT will be launching their new brand at the end of October 2024.

### **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 have been sent to registered tourism businesses through the monthly tourism operator e-newsletter.

### **Regional Event Support and Development 2024-2025**

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)
- Legends of Beef, hosted by Brisbane Valley Farm Direct (Toogoolawah Showgrounds, 29 March 2025)

### **Marketing Implementation Plan**

Officers are actioning the Experience Somerset Marketing Plan and associated documents. Progress to date:

<i>Complete</i>	<i>On track</i>	<i>Yet to be progressed</i>	<i>Behind/Beyond 2025</i>
62%	18%	18%	2%

### **Marketing Campaigns**

*A demonstration of how recent campaign-work increased visitation to [experiencesomerset.com.au](http://experiencesomerset.com.au):*

<i>Campaign</i>	<i>Total website visits:</i>	<i>New visitors to website:</i>

Average visitation to experiencesomerset.com.au during business-as-usual period, one month prior to Winter 2024 campaign:	5,388	2,215
Winter 2024 campaign: "WIN a Holiday and get that Somerset Smile!"	11,939	7,178
Increase in visitation to experiencesomerset.com.au as a direct result of campaign:	+122%	+224%

*A demonstration of how recent campaign-work increased Experience Somerset's EDM database:*

EDM contacts prior to campaign:	EDM contacts post campaign:	Increase in contacts as direct result of campaign:
5,140	7,435	+45%

*Recent Campaign Results:*

<i>Campaign</i>	<i>Results</i>
Winter 2024 campaign: "WIN a Holiday and get that Somerset Smile!" Campaign objective 1: Drive traffic to campaign landing page on experiencesomerset.com.au Campaign objective 2: Generate new leads for Experience Somerset EDM database (email contacts)	New leads: 2,295 new emails Landing page visits: 3,709 Campaign page views: 5,182 Reach: 81,597 Impressions: 206,596
Spring 2024 campaign: "Unlock Next-Level Adventures in Somerset" Season: Spring 2024 Campaign objective: Drive traffic to campaign landing page on experiencesomerset.com.au	Officers preparing for the campaign, due to go live mid-September 2024. Results will be available after campaign completion in November 2024.

**Attachments**

Nil

**Recommendation**

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

**Resolution**

Moved – Cr Brieschke

Seconded – Cr Bishop

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

Carried

*Vote - Unanimous*

**Subject:** Corporate and Community Services Monthly Report - August 2024  
**File Ref:** SRC – Governance - Reporting  
**Action Officer:** DCORP

**Background/Summary**

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

## Records

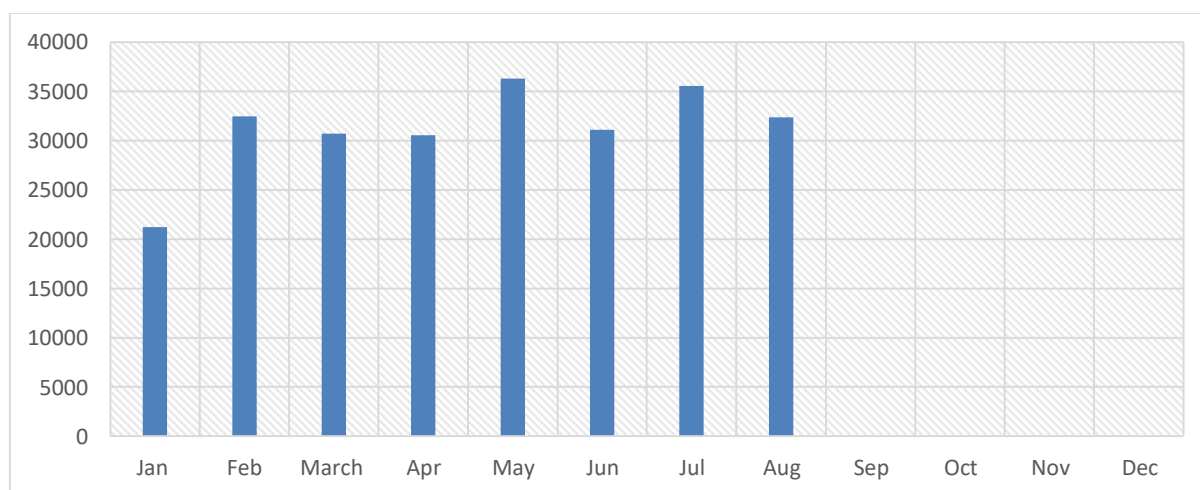
### Documentation – At a Glance – August 2024

Inward/Actioned Documents – 3,476	Outward Correspondence – 1,459
Customer Service Requests – 365	Councillor Requests – nine (9)
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 9,092	Internal Only Records Email – 12,154
Decision Notices/Workshop Outcomes –	Tender/Quotation –
Decision Notices – 46	Tenders – Tenders Zero (0)
Workshop Actions – 25	Numbered Quotations – Zero (0)

Total Documents Registered for the month of August 2024 – 10,693

### Email Traffic

Somerset Regional Council [mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au) (Corporate Mailbox)



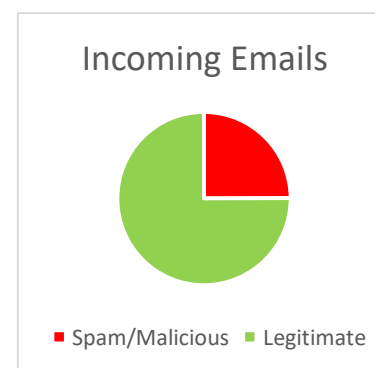
Graph: Monthly total records for 2024

## Information and Communication Technology (ICT)

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 is working closely with the Facilities team in ongoing repairs and maintenance with existing CCTV infrastructure providing better coverage and security at Council's sites. A complete review of all Council data systems is currently in progress, where existing systems and processes will be analysed to ensure appropriate data handling.

### Cyber Security

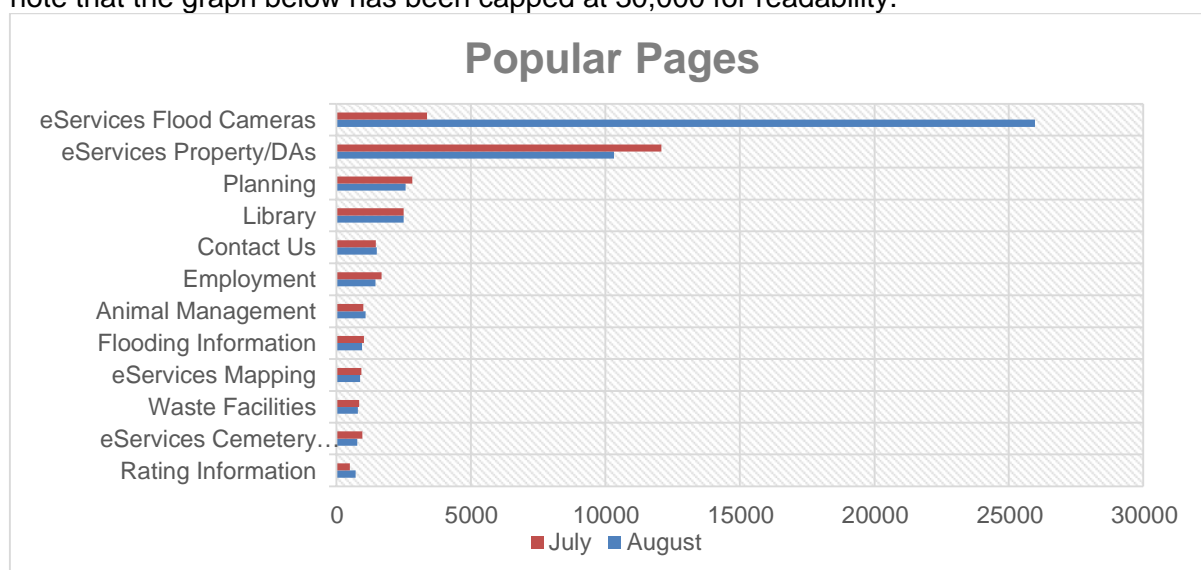
Total incoming emails have increased by 7.5 percent over August, with an increase of 11.4 percent to legitimate emails and a decrease of 4.6 percent for Spam/Malicious. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils. Council continues to conduct internal quarterly phishing tests.



### Websites

The primary corporate website ([somerset.qld.gov.au](http://somerset.qld.gov.au)) received 48,875 page views for August, a 6 percent decrease from July, eServices

([eservices.somerset.qld.gov.au](https://eservices.somerset.qld.gov.au)) received 43,438, with an 89 percent increase in views. Please note that the graph below has been capped at 30,000 for readability.






### Governance and Business Improvement

#### *Policy Review – Draft C015 Information Management and Security Policy*

Consultation was undertaken with the Team Somerset Management Committee for the draft Information Management and Security Policy. Feedback has been incorporated and the accompanying procedures will now be progressed. Anticipated that the Information Management and Security Policy will be presented for Council's consideration at an Ordinary Meeting in November 2024, with the accompanying procedures to be forwarded to the Chief Executive Officer shortly thereafter.

### Arts and Culture

		
Attendance at Cultural Venues	Events	Partnerships
10,289	96	1

### Events





Preparations for the inaugural Disaster Preparedness and Emergency Services Expo continue to progress with three event sponsors now secured. These sponsors are:

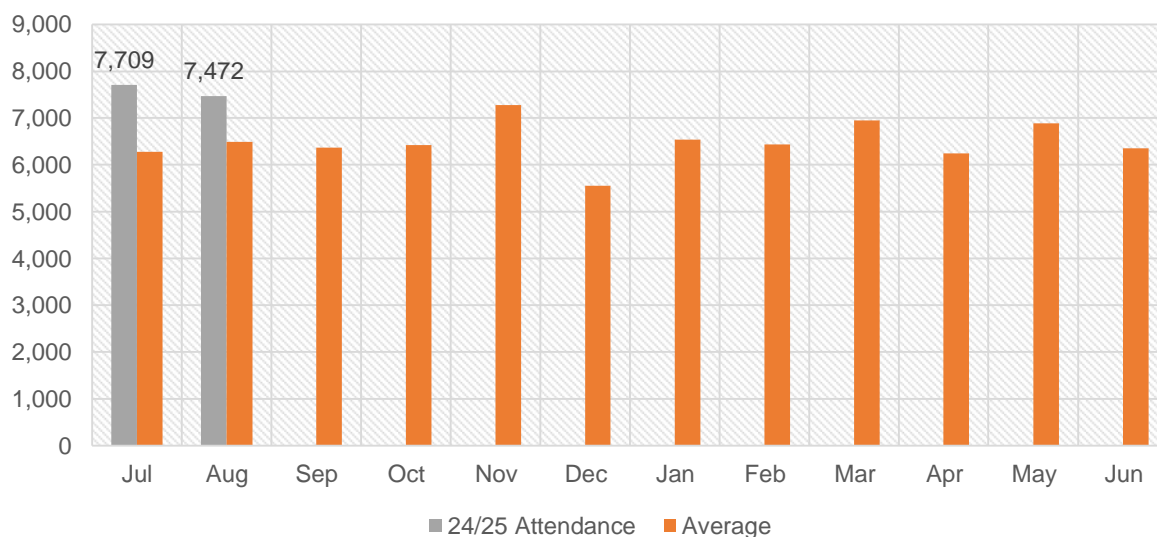
- QLD Hydro
- A and M Civil
- River 94.9

Final confirmation of on-site equipment to be provided by vendors and volunteer groups is currently being collated.

Signage has been finalised and the promotion of the event has begun.




**Somerset Libraries**

			
Physical Items Circulated	Visitation	Events	New members
13,017	7,940	59	90

**Somerset Libraries Attendance 24 - 25**

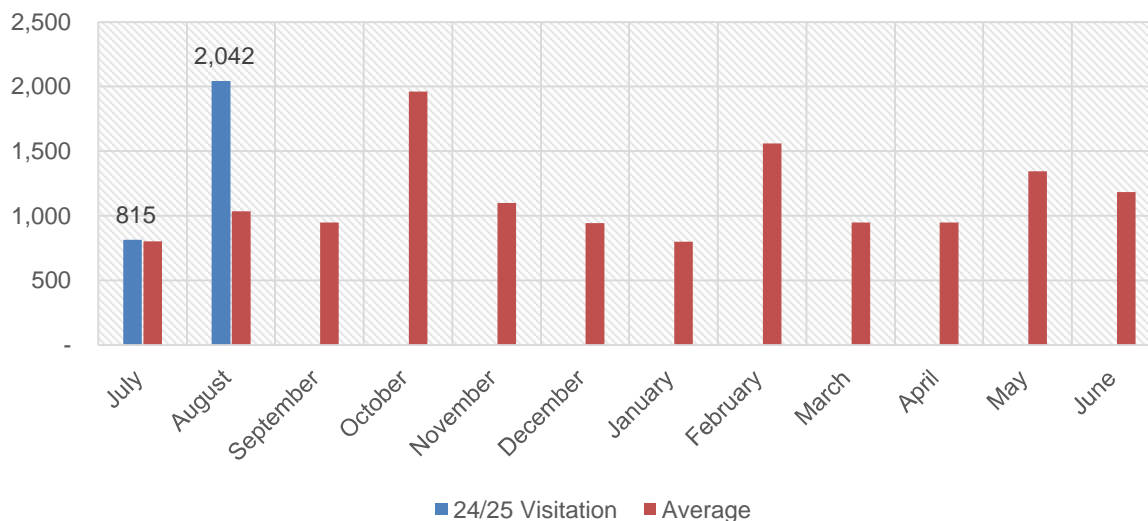
- Author Simon Cleary shared his new book *Everything is Water* with 48 locals at Somerset Civic Centre on Saturday, 17 August. Simon was joined by Somerset writers Donita Bundy and Susan Pitkin in a lively panel discussion. Much of *Everything is Water* is set in the Somerset region and many locals, including Mayor Jason Wendt, provided Simon with assistance, resources and information during his 344 kilometre walk along the Brisbane River.
- In August, library visitation continued to exceed the historical average with a 19% increase in customers through the doors. Programs and activities continued to bring the community into libraries with 145 adults attending creative and wellbeing sessions and the First 5 Forever early literacy program outreaching to 37 under 5s. In total, 534 kids, teens and adults participated in creative, learning and literacy library programs.
- Libraries Facebook activity has started to positively engage our community. With 1,300 followers, there has been a 109% increase in followers between July and August.
- School holidays commence on Monday, 16 September and libraries are running 13 sessions that will nurture and grow children's creative expression including marbling, mark making, papier-mâché and appliqué.

**Somerset Civic Centre**

		
Visitation	Private - Council Events	Programmed Events
2,042	37	0



## Civic Centre Attendance 24 - 25



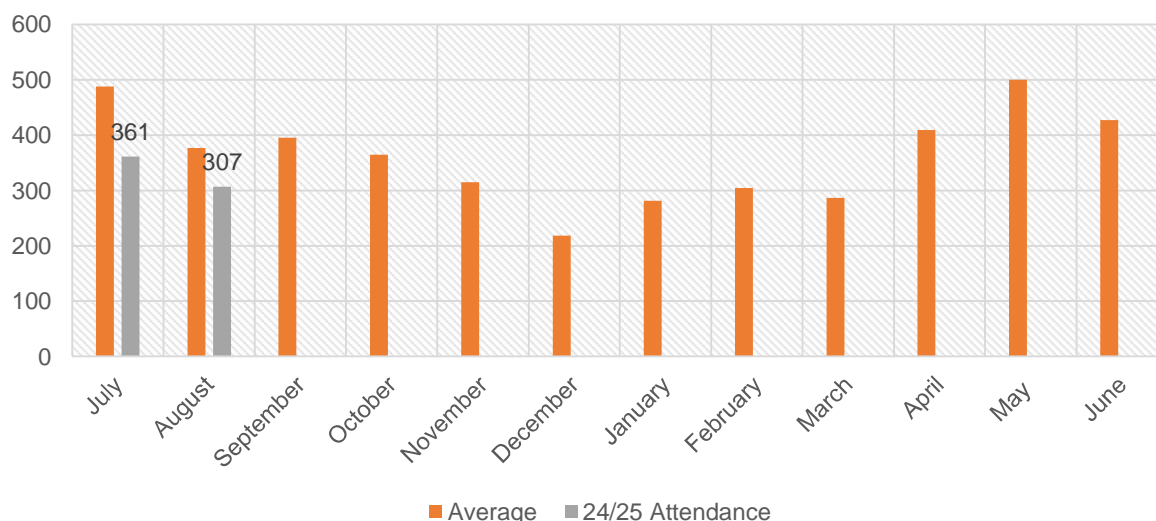
- Stakeholder venue usage included rehearsals for the Esk Community Choir, adult ballet, adult tap, children's ballet and children's acting classes. These community groups continue to utilise the venue well with approximately 252 community participants utilising the venue during the month of August.
- The Esk Community Choir has been working hard over the past couple of months preparing for the St Cecilla Performance Challenge, an eisteddfod hosted by St Cecilla Productions in Tasmania. Prior to the trip, the choir presented a showcase of the songs being performed with a pre-tour concert for 40 guests.
- Another community stakeholder presented Generations of Rock, a three-hour show presenting local artists to 190 guests.
- Local bookings also filled the calendar through August with the Antiques & Collectable Fair (600 guests), Valley of the Lakes Garden Club (80 guests), private bookings (600 guests), an auction event (30 guests) and QUT conducting workshops (32 guests).
- Rounding off the month of August were four council bookings with approximately 208 attendees.
- Development of the [www.somersetciviccentre.com.au](http://www.somersetciviccentre.com.au) web page was completed in August with final event pages loaded. A preliminary overview of the web site was presented to the Arts, Culture and Heritage Advisory Committee 26 August.
- Acoustic tiles have arrived awaiting installation for the stage and foyer areas. These tiles will improve the venue reverberance resulting in better intelligibility, both for the foyer area as well as the stage area.

### The Condensery

 <p>Visitation</p>	 <p>Public programs</p>	 <p>Exhibitions in development</p>
---	--	---

307	0	5

### The Condensery Attendance 24 - 25



### Exhibitions and Events

- Throughout August, The Condensery displayed the national tour of Primavera: Young Australian Artists a touring exhibition from the Museum Contemporary Art (MCA) Sydney and Museums and Galleries New South Wales. Concurrently, Light Hearted was opened in The Condensery's Bomb Shelter. It is an exhibition that shares photographs taken by young Somerset artists who participated in The Condensery's after school photo club in Term Two.
- Preparations are underway for Soft Pressing by Simon Degroot and Something Blue by LeAnne Vincent. These exhibitions open in September.
- The Condensery's Bomb Shelter call out was assessed with an exceptional 38 applications received.

### Youth Engagement and Community Development

#### August 2024 – Highlights

- The annual Talkin' It Up Mental Health awareness event for youth took place on the 2 August. 11 schools participated with a total of 146 students attending. Talkin' It Up Forum delivers information for students that can be introduced back into the education setting. It encourages positive mental health experiences through fun participation in activity-based Wheel of Wellbeing workshops.
- The Youth and Community Development Officer (YCDO) participated in the Lowood State High School's Anti-Bullying Day 16 August and provided free snow cones for the students. Students had to complete an activity related to anti-bullying to receive a snow cone.
- The YCDO also attended Lowood State Primary School's Open Day to provide families with information on upcoming school holiday events in conjunction with promoting the wellness hubs. Unfortunately, not many families were able to attend.

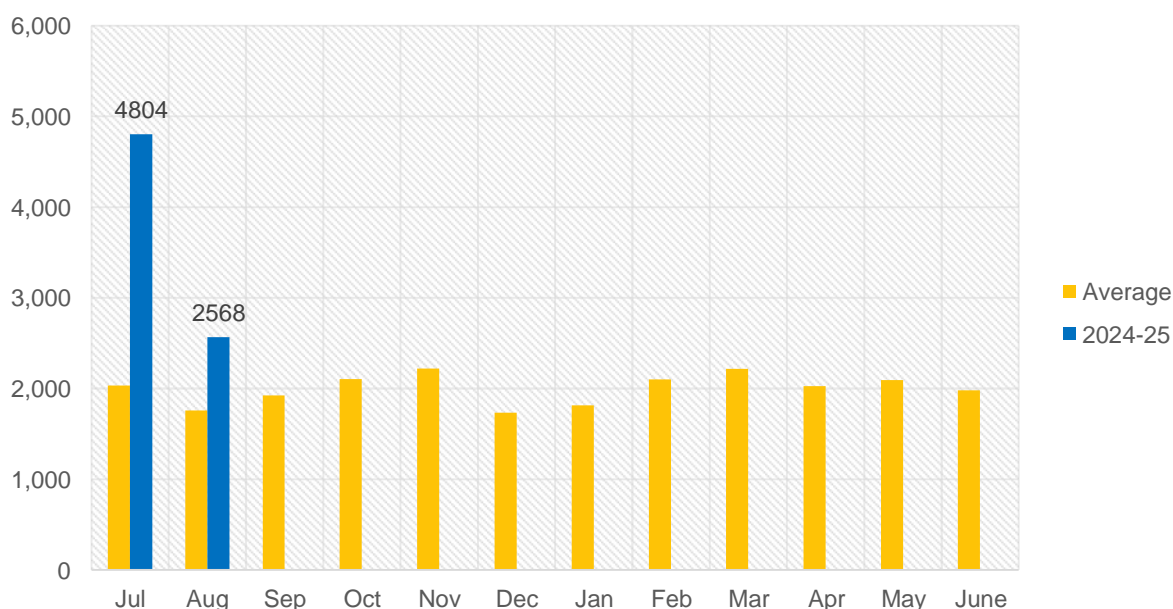
- The Community Development Coordinator is an active member of the West Moreton Health's Consumer and Community Advisory Council and this month was able to raise awareness with the board members around the need to improve access to health services and the amount of young people reliant upon vapes in the region.
- The need for emergency assistance within the region continues to grow with food, clothing and sleeping bags provided. As well as offering support from Esk, funds are provided to Mercy at Lowood and the Anglican Church at Kilcoy to help distribute funds equitably throughout the region.
- Planning for September's RUOK Day was underway with activities to be held at Lowood Schools. The Regional Seniors event will be held again in October, with organisation of stall holders and activities being advanced during the month. This year it will also include a workshop for seniors to be better prepared for disasters and medical emergencies.

### Sport and Recreation

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

#### *Fernvale Indoor Sports Centre (PCYC Fernvale)*

- Comparative to Monthly Historical Average – POSITIVE +811 (Average – 1,757).
- Gym Membership Change – POSITIVE +129 (Current Membership – 1,018).
- 93 participants took part in Boxing After Dark.
- 546 participants in fitness classes.
- 826 participants in Gymnastics and Little n Active Program.
- Four minor incidents to report – no follow up required by Council.

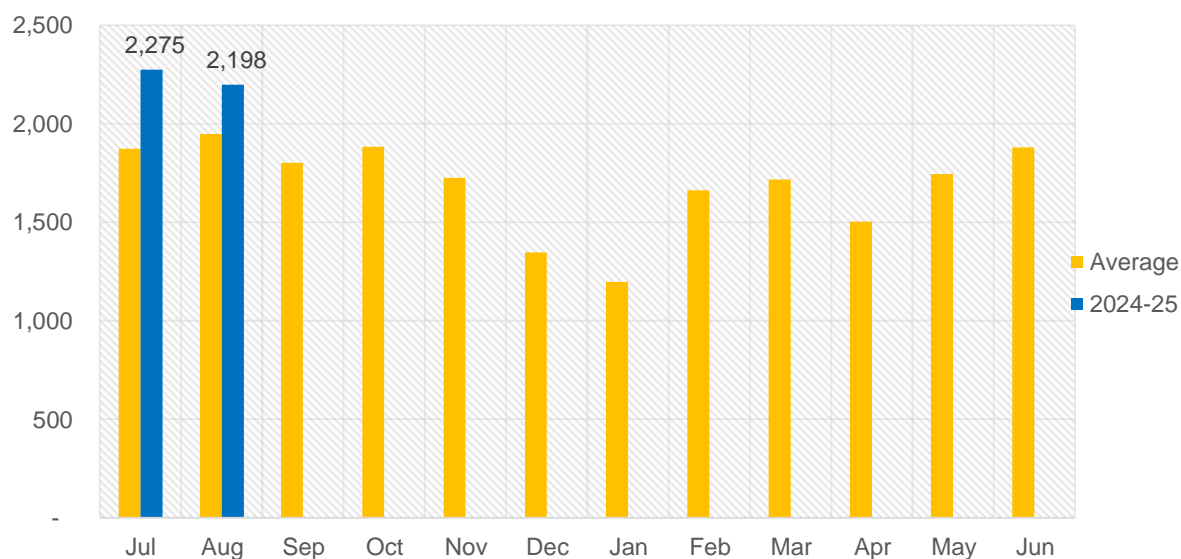


Graph: Monthly Attendance of the Fernvale Indoor Sports Centre - 2024-25 versus Average

#### *Kilcoy Indoor Sports Centre*

- Comparative to Monthly Historical Average - POSITIVE +250 (Average – 1,948).
- Gym Membership Change – POSITIVE +12 (Current Membership – 97).

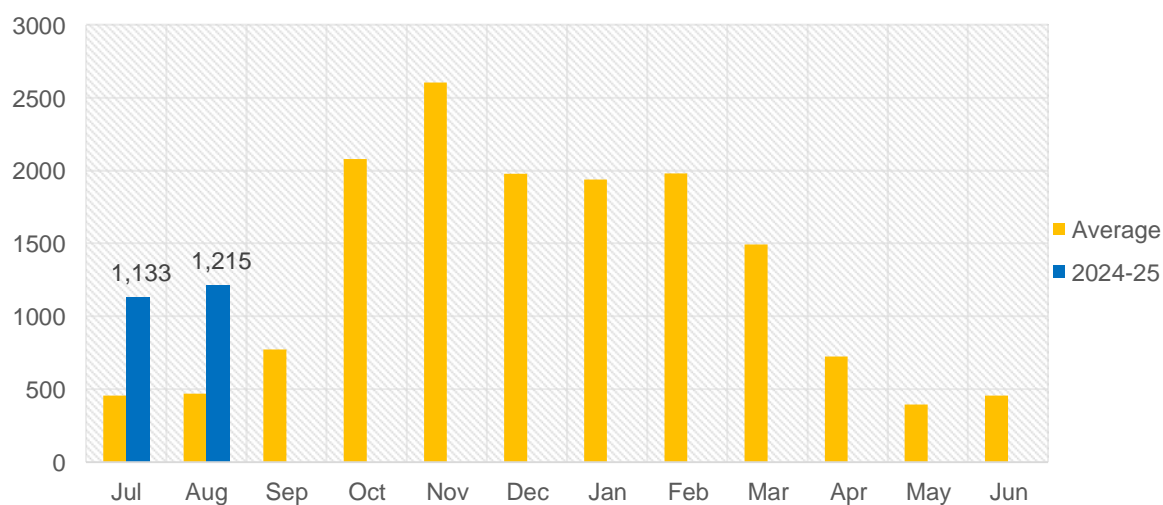
- 134 participants in Army Cadets.
- 110 participants in All Abilities Program.
- 350 participants in Gymnastics.
- No incidents to report.



Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2024-25 versus Average

#### *Toogoolawah Swimming Pool and Community Gym*

- Monthly Attendance Record for August (1,215).
- Comparative to Monthly Historical Average – POSITIVE +745 (Average – 470).
- Gym Membership Change – POSITIVE +12 (Current Membership - 90).
- 142 patrons utilised exercise physiologist and therapist.
- The swimming pool is currently closed for the winter period and is scheduled to open on 14 September. During pool closure, the gym continues to operate per winter period operating times.
- Off-season maintenance for the pool has been finalised and a pre-season site inspection and meeting was undertaken.
- No incidents to report.



Graph: Monthly Attendance of the Toogoolawah Swimming Pool and Community Gym - 2024-25 versus Average

#### *Lowood Swimming Pool*

- Off-season maintenance for the pool has been finalised and a pre-season site inspection and meeting was undertaken.
- The Lowood Swimming Pool opened on 31 August and saw around 200 people attend the opening day.

#### *Kilcoy Aquatic Centre*

- The swimming pool is currently closed for the winter period and is scheduled to open on 14 September. Off season maintenance works have been finalised including repair works on the Learn to Swim Pool / Therapy pool. An outdoor shelter has been installed to protect swimming pool plant including heating and filtration infrastructure from the elements.

#### *Sport and Recreation Highlights and Projects*

- The two Minor Infrastructure and Inclusive Facilities program projects, co-funded by the Queensland Government, continue to progress. A pre-construction conditions extension request was submitted in August for the Fernvale Sports Park Field Upgrade project and a project manager was approved for the Toogoolawah Community Gym Extension project. Tender documentation for both projects are in progress.
- The Brisbane Valley Soccer Clubhouse Extension project continues to progress with works involving heavy machinery and earthworks to be undertaken following the final sporting fixture of the season in mid-September. The project is co-funded by the Queensland Government through the Minor Infrastructure Program.
- The Sport and Recreation Officer (SRO) assisted in the coordination of the final day of the annual Somerset Interschool Sports Cup on Friday, 23 August. Students from Kilcoy, Lowood and Toogoolawah State High Schools (SHS) competed in netball and touch football, after playing volleyball and soccer at the first event. Kilcoy SHS was the overall winner in 2024, also taking home four individual sport shields, whilst Lowood and Toogoolawah SHS each took home two shields. Somerset Deputy Mayor, Cr Helen Brieschke, attended the event and presented the Somerset Sports Cup Trophy and Shields. The event was hosted by Toogoolawah SHS on each occasion and included over 500 junior and senior students from the three schools. Council provided transport for travelling schools, the event trophy and shields, first aid services and general event and coordination support.
- The Esk Tennis Club hosted a 130th year anniversary event at the Esk Tennis Courts on Saturday, 31 August. The club is the oldest tennis club in Somerset and the second oldest in Queensland. The SRO supported the event by providing promotional items and historical documents for display.
- The SRO organised signage for the Old Esk Railway Station Parkrun to be installed at the Esk Recreation Grounds in preparation for the upcoming weekly event.

#### **Attachments**

Nil

#### **Recommendation**

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

#### **Resolution**

Moved – Cr Freese

Seconded – Cr Bishop

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

Carried

*Vote - Unanimous*

<b>Subject:</b>	<b>Proposed road name change – Seib Street, Kilcoy</b>
<b>File Ref:</b>	<b>Roads – Road name documentation from 1 July 2015 (1624109)</b>
<b>Action Officer:</b>	<b>QAO/SES</b>

### Background/Summary

A Customer Service Request enquiry regarding the appropriate property address for Lot 5 SP325727 has brought to light the following situation.

The allocation of property address numbers in the section of Seib Street, Kilcoy on the northern side of Hope Street commences with number 1 on the western side of the street, with numbers then increasing in a northerly direction.

To date, no property address numbers have been allocated to properties fronting onto the section of Seib Street south of Hope Street.

With the development of Lots 3, 4 and 5 SP325727 at the junction of Seib and Walker Streets, property addresses 1 Walker Street and 3 Walker Street have been allocated to Lot 4 and Lot 3 respectively. Due to historical property numbering as outlined above, no logical property number is available for allocation to Lot 5 SP325727 with its frontage facing onto the section of Seib Street south of Hope Street.

To allow the allocation of appropriate property addresses number to Lot 5 SP325727 and other properties on the section of Seib Street south of Hope Street, it is necessary to rename this section of road.

The use of a cardinal suffix as part of a street name does not comply with Australian - New Zealand Standard “Rural and urban addressing” AS/NZS 4819:2011.

However, in view of:

- a) the historical use of the current street name of Seib Street; and
  - b) this street name being currently assigned as the street address for Lot 5 SP325727;
- it is considered that the most suitable option in this instance is to rename this section of Seib Street (south of Hope Street) as Seib Street South.

Lot 5 SP325727 would then be allocated the property address number 4 Seib Street South (number 2 being reserved for the optional street frontage for Lot 4 SP325727) with numbering assignment in accordance with AS - NZS 4819:2011 – odd and even numbers on the left and right-hand sides respectively.

### Attachments

Attachment A – map showing proposed renaming of Seib Street south of Hope Street.

### Recommendation

THAT the section of Seib Street south of Hope Street be renamed Seib Street South



**Resolution**

Moved – Cr Isidro

Seconded – Cr Bishop

“THAT the section of Seib Street south of Hope Street be renamed Seib Street South.”

Carried*Vote - Unanimous*

**Subject:** Customer Service Report – August 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 August 2024 is provided below for Council’s information.

## Summary for August 2024



3,126

**TOTAL  
PHONE  
CALLS**



2,934

**PHONE CALLS  
RECEIVED DURING  
BUSINESS  
HOURS**



140

**PHONE CALLS  
RECEIVED  
AVERAGE  
PER DAY**



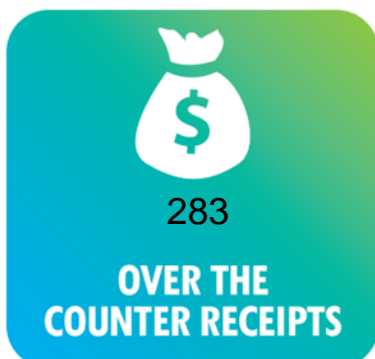
18

**PHONE CALLS  
RECEIVED BY  
AFTER HOURS  
CALL CENTRE**

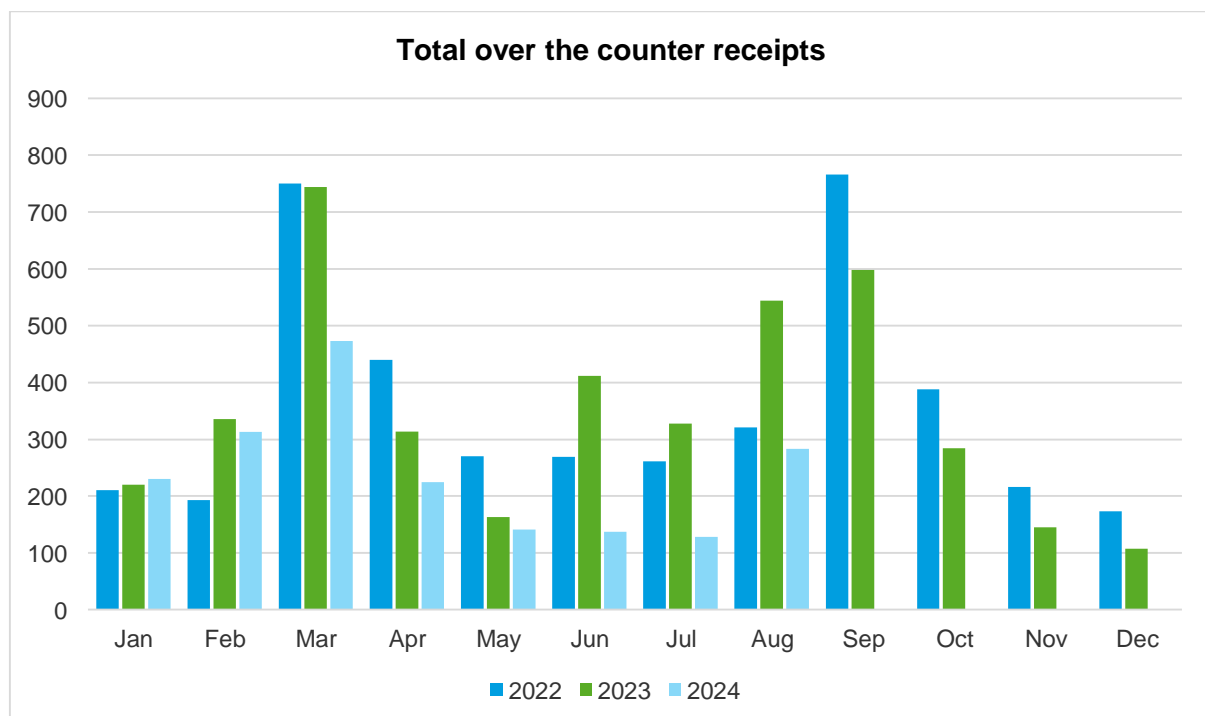
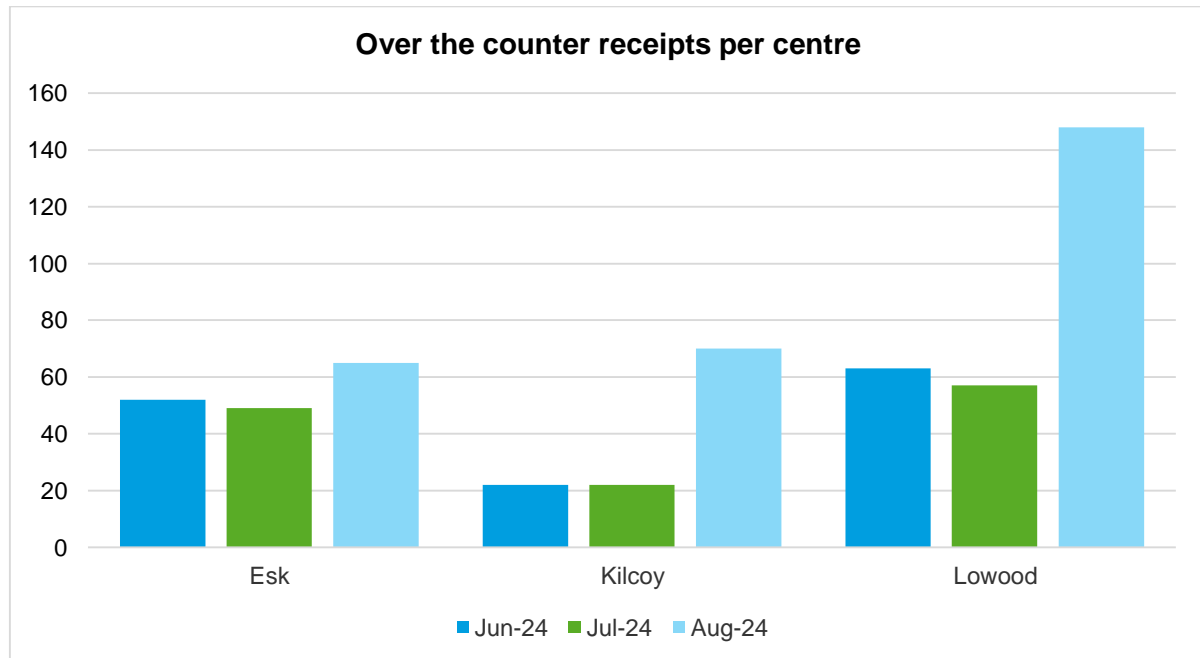


9

**PHONE CALLS  
REFERRED TO  
AFTER HOURS  
DUTY OFFICER**

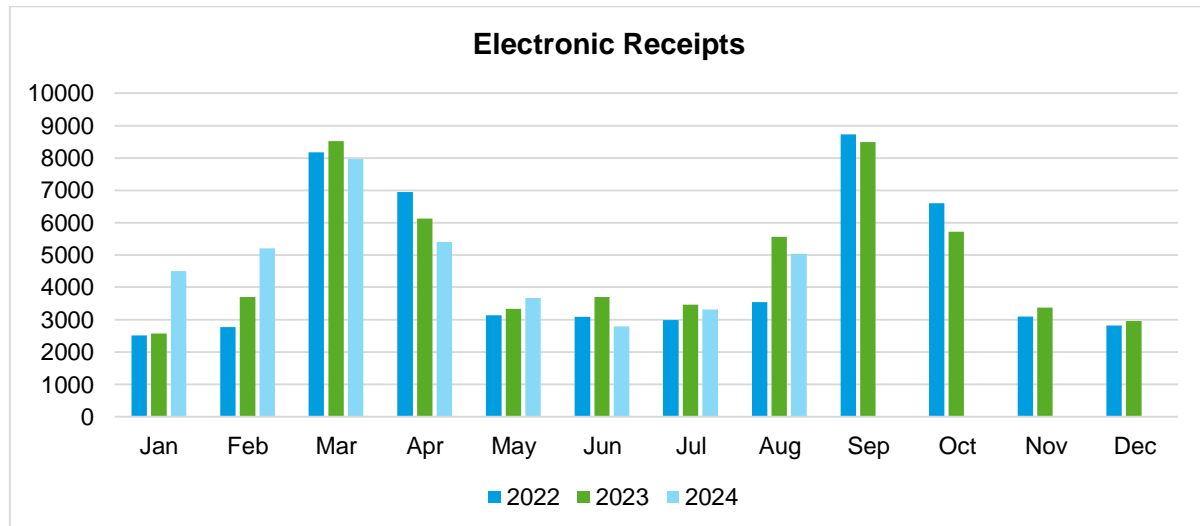


The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for August 2024. These numbers include cheques that were posted into the Council. In total there was 283 financial transactions across the three customer service centres with 65 at Esk Administration Centre, 70 at Kilcoy Customer Service Centre and 148 at Lowood Customer Service Centre for August 2024.

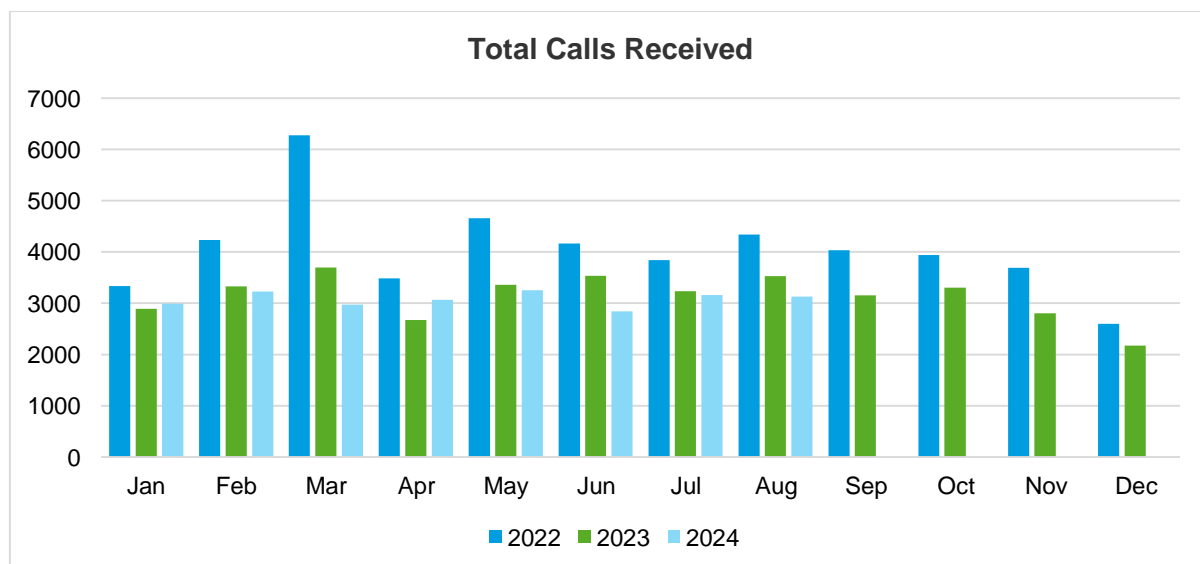




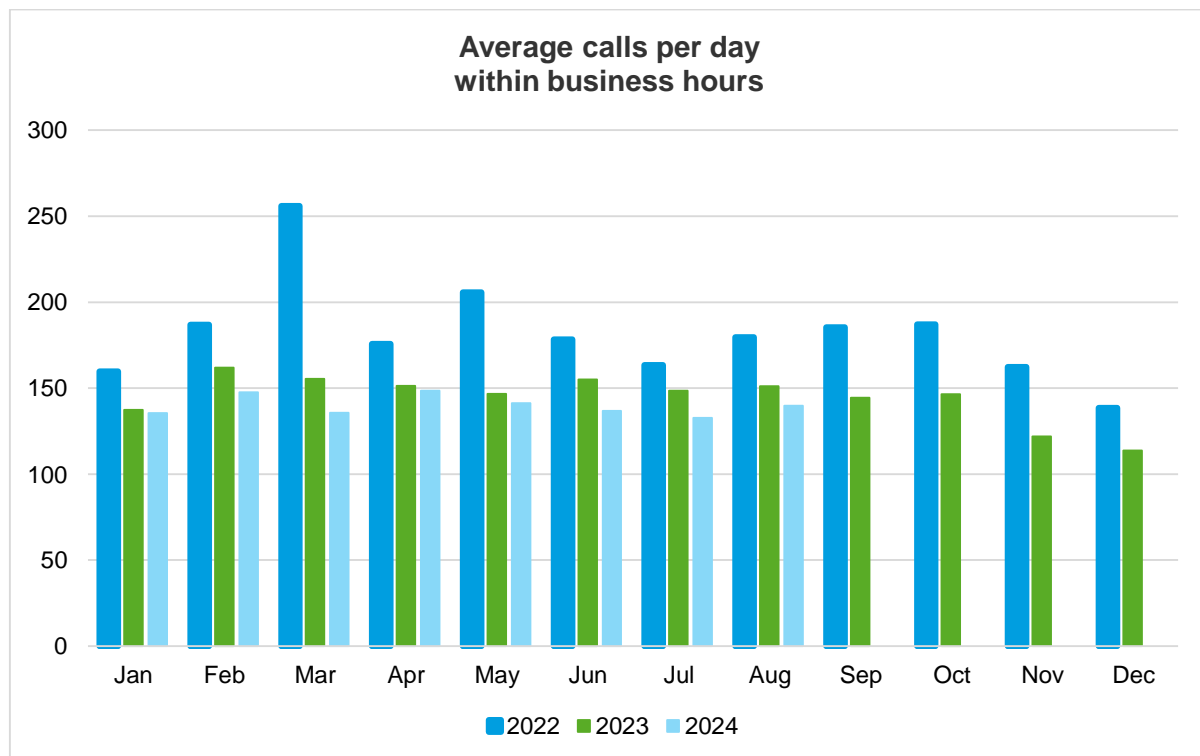
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc. Compared to July 2024 there was an increase of 1724 transactions, this increase was due to rates being issued in August.



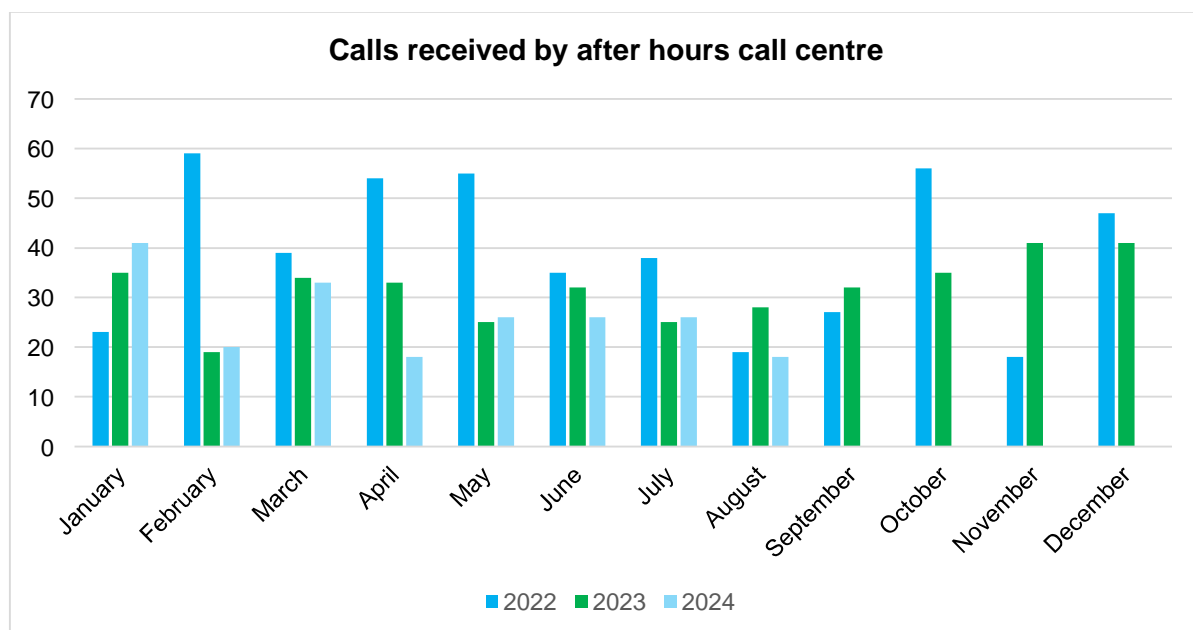
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 3,1260 calls received for the month August 2024. This is a decrease of 34 calls compared to July 2024. Compared to August 2023 there was a decrease of 401 calls for the month.



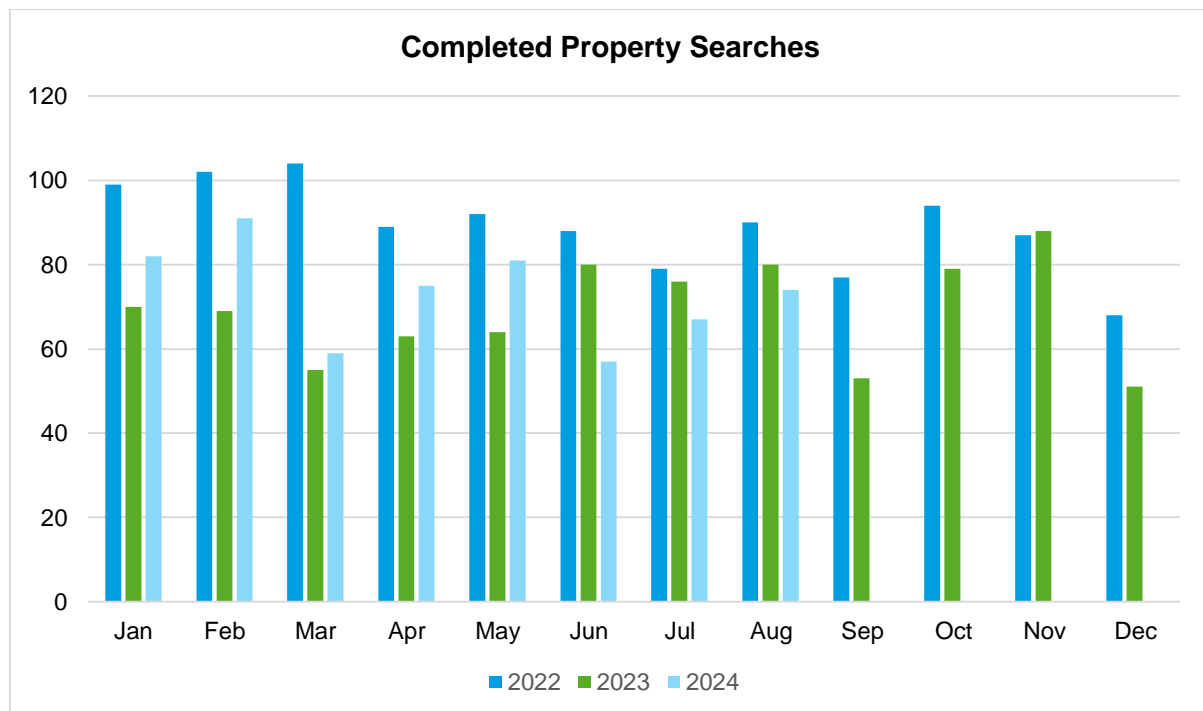
Listed below is a comparison of the average calls received per day within business hours. On average there were 140 calls received each business day for August 2024, which was an increase of 7 calls on average per day from July 2024. Compared to August 2023 there was a decrease of 11 calls on average per day.



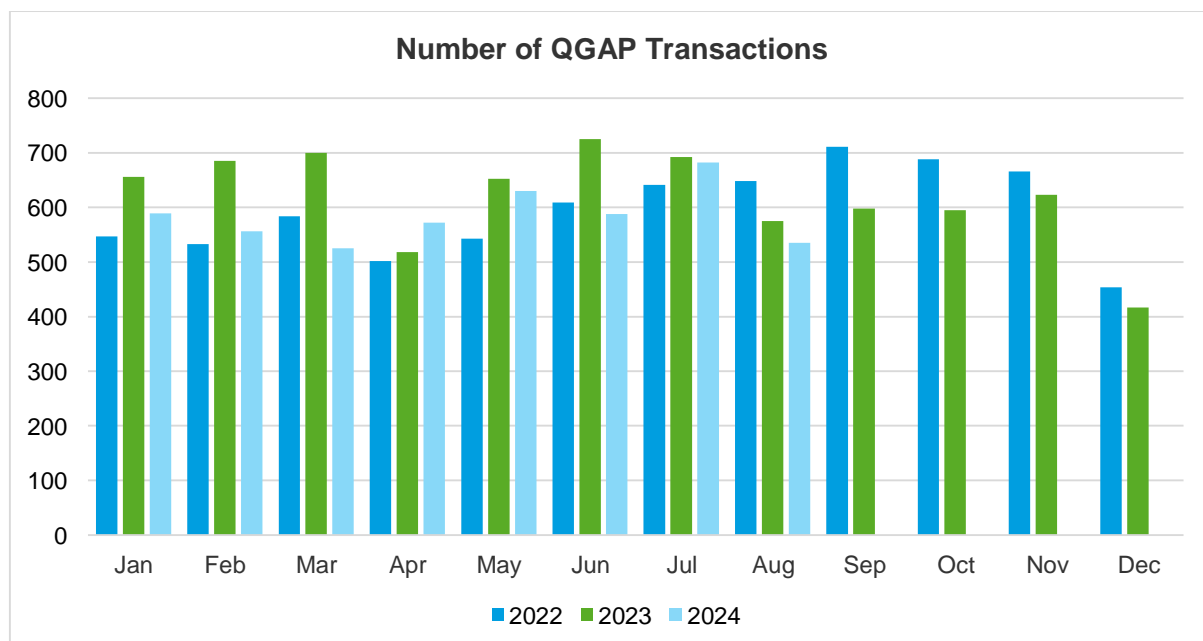
There were 2,934 calls received during business hours and 192 out of hours. Of the 192 calls received out of hours, 18 calls were transferred to the afterhours call centre. There was a decrease of 8 calls to Council's afterhours provider compared to July 2024.



For the month of August 2024 there were 74 property searches completed for prospective purchasers. This increased by 7 completed searches for the month compared to July 2024.



There were 535 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in August 2024. On average there were 31 transactions per business day in August which there was a decrease of five transaction on average per day compared to July 2024.



### Attachments

Nil

<b>Recommendation</b>
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THAT Council receive the Customer Service Report for August 2024 and the contents be noted.

**Resolution**

Moved – Cr Jess

Seconded – Cr Brieschke

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

Carried*Vote - Unanimous*

<b>Subject:</b>	<b>Community Assistance Grants – Somerset Excellence Bursaries for approval by CEO – August 2024</b>
<b>File Ref:</b>	<b>Community Relations – Sponsorships – Somerset Excellence Bursaries</b>
<b>Action Officer:</b>	<b>ESO - KG</b>

<b>Background/Summary</b>
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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.
- 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)

Council received three (3) excellence bursary applications in August 2024. Somerset Excellence Bursary applications for the month of August as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
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Max Hoban	Max Hoban	<a href="#">1651505</a>	Soccer	State \$500	Max Hoban has been selected as part of the Queensland Christian Soccer Association Senior Men's team to attend the Christian Football Federation National Titles at Bundoora Victoria 04-07 October 2024.
Julie Eaddy	Ryder Cochran	<a href="#">1644894</a>	Golf	State \$500	Ryder Cochran has been selected as part of the Boys 9 Golf team to attend the Australian Open Golf Tournament at Links Hope Island on 24-25 September 2024.
Jesse Heck	Jesse Heck	<a href="#">1656528</a>	Soccer	State \$500	Jesse Heck has been selected as part of the Queensland Christian Soccer Association Senior Men's team to attend the Christian Football Federation National Titles at Bundoora Victoria on 04-07 October 2024.

#### Attachments

Nil

#### Recommendation

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

#### Resolution

Moved – Cr Bishop

Seconded – Cr Jess

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

Carried

Vote - Unanimous

<b>Subject:</b>	<b>Community Assistance Grants 2024-2025 – Returned and Services League of Australia Lowood Sub Branch Inc.</b>
<b>File Ref:</b>	<b>Community Relations – Sponsorships – Donations - Doc Id 1664525</b>
<b>Action Officer:</b>	<b>ESO – KG</b>

### Background/Summary

Rates remission assessment 02593-10000-000 for period 01-07-2024 to 30-06-2025:

General rates for period 01-07-2024 to 30-06-2025	\$2,439.50
Total cost of project:	\$2,439.50
Amount recommended to be granted:	\$2,439.50

### Assessor's Summary

Returned and Services League of Australia Lowood Sub Branch Inc. has requested remission of Council rates payable at property located at 2819 Forest Hill Fernvale Road, Lowood Qld 4311 and described as PTC L1 RP205360 for the period 01-07-2024 to 30-06-2025.

Net balance of general rates as at 1 July 2024 for the period (early payment discount applied):

Net rates figure for period:

1 July 2024 to 31 December 2024	\$1,219.75
1 January 2025 to 30 June 2025	\$1,219.75
<b>Total</b>	<b>\$2,439.50</b>

As per Council's Community Assistance Grant Policy C/001 applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Queensland Urban Utilities, other utility accounts such as electricity and telecommunications or the following charges levied with Council general rates:

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

The abovementioned charges levied with Council rates are not included in Councils rates remission and will require payment.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$2,439.50 be granted as rates remission for assessment 02593-10000-000 through the Community Assistance Grants budget allocation.

### Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT the application as summarised in this report be approved for funding and \$2,439.50 be granted as rates remission for assessment 02593-10000-000 through the Community Assistance Grants budget allocation.”

Carried

*Vote - Unanimous*

**Subject:**

**Model Meeting Procedures (Revised July 2024)**

**File Ref:**

**Corporate Management – Policy – Policy Development**

**Action Officer:** EA

### Background/Summary

The Department of Housing, Local Government, Planning and Public Works have released a new version of Model Meeting Procedures (Revised July 2024). The *Local Government Act 2009* prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

The key clarifications relate to the role of the chairperson at ordinary and special meetings as well as committee meetings. The amendments also include the details for acting arrangements in the event the chairperson or deputy mayor are unavailable.

### Attachments

Model Meeting Procedures (Revised July 2024)

### Recommendation

THAT Council adopt the Model Meeting Procedures, revised July 2024 (appendix A).

#### Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT Council adopt the Model Meeting Procedures, revised July 2024 (appendix A).”

Carried

Vote - Unanimous

### Meetings authorised by Council

Nil

### Mayor and Councillor Reports

#### Cr Brieschke – Councillor Report

September

- 11 Audit Committee Meeting
- Ordinary Council Meeting
- Workshop Meeting
- 12 Esk Hospital Auxiliary AGM, Esk
- 14 Back to Toogoolawah 120 Year Celebration
- 19 Funeral of Mr Bevan Wendt, Marburg
- Regional Development Australia Meeting, Fernvale
- 21 Esk Lions Change Over, Esk Bowls Club
- 22 Lions Camp Duckadang Open Day, Linville

The Esk Hospital Auxiliary held their Annual/General meeting last week with a full committee returned to the executive. The Auxiliary are to be congratulated on a very busy year of activities, raising funds for and supporting the Esk Hospital on behalf of our community. Former Councillor Laurie Whitham retired from his position as Patron of the Auxiliary and was duly thanked for his many years of support.

While declaring my active role in the Back to Toogoolawah 120 Year Celebration, 14 September, I would like to report that the event went extremely well, with many people taking advantage of the historic displays around town.

The Anglican and Uniting Churches, RSL Hall and Toogoolawah Pool provided displays in addition to displays in and outside of the Toogoolawah History Museum. The Pictures received good patronage as did the Six A Side Cricket and it was so good to see McConnell Park filled with teams waiting to have a go including a keen representation of Council staff. I believe many visitors also took advantage of the new exhibition at The Condensery.

The Esk Lions Club held their Change Over on Saturday, with visiting Lions from the Somerset and neighbouring regions attending.

Esk Lions are to be congratulated for the outstanding service to the community through the operation of the Centrelink Office and Op Shop in Esk, Light up Esk Christmas event and recent support for the Esk Bowls Club. These services are a daily task for Lions members, and they are very proud to be serving their community.

We had the opportunity to attend the Lions Camp Duckadang Open Day at Linville on Sunday. A tour of the facility showcased a great country retreat for any group wanting to take advantage of the peace and quiet and beautiful countryside. The Camp boasts a pool, put-put golf, volleyball and basketball courts, ropes course, canoeing, rock wall and the new addition of an impressive flying fox.

#### **Cr Bishop – Councillor Report**

I attended the award ceremony for the Somerset Garden Competition and congratulate all the contributors. I would like to thank Searles for their sponsorship of the event and commend Council officers on their great work with this important Spring event.

The inaugural Esk Park Run was held on Saturday 21st September and over 150 runners (most from outside the region) enjoyed the positive vibe.

Somerset Business Chamber held their first AGM in Esk last Wednesday and it was great to note the membership had already increased and was growing.

The Annual Somerset Teddy Bears' Picnic last Thursday was a huge success and once again, I acknowledge the work of Council Officers in organising and facilitating this event in the school holidays.

Along with other Councillors, I attended the Camp Duckadang Open day on Sunday. This is a wonderful asset which is well run by the Lions Club.

#### **Cr Isidro – Councillor Report**

September

- 12 RUOK Day
- BV Interagency Meeting, Lowood
- 25 Council Meeting

#### **Cr Hurley – Councillor Report**

September

- 14 Toogoolawah 120 Year Anniversary Celebration
- 18 Somerset Business Chamber AGM, Esk
- 19 Regional Development Australia Ipswich and West Moreton Board Meeting
- 19 Toogoolawah Campdraft Association Meeting, Toogoolawah

#### **Cr Freese – Councillor Report**



## September

- 12 West Moreton Landcare Group AGM - Marburg Show Hall.
- 13 Lowood Lions Trivia Night – Lowood Bowls Club
- 14 Back to Toogoolawah – 120 Years Celebrations  
 Congratulations to the organizing committee for a wonderful day. It was great to see the township showcased in so many different ways.  
 Kilcoy Fire and Rescue 60<sup>th</sup> Anniversary -Kilcoy  
 Art Exhibition Opening at Condensery - Soft Pressing and Something Blue –  
 Brisbane Valley & West Moreton Sub Chamber Regional Showgirl & Rural  
 Ambassador Finals – Plainland
- 16 Fernvale Inc Monthly Meeting
- 18 Somerset Business Chamber AGM - Esk  
 Teddy Bears Picnic – Somerset Civic Centre  
 Another wonderful and fun filled event in our region. It was a joy to be there for a short while in the morning.  
 RDA Meeting – Fernvale Futures
- 22 Open Day at Lion's Camp Duckadang  
 This was my first trip to the camp and I was amazed at the facility and its size. I really is a little jewel in the Somerset Region and a facility that I feel has even further potential. Particularly considering it's ability to accommodate 100 people and a number of vans. It was great to see that they have their eyes on the Olympic games and looking at offering it as a facility to help climatise teams to the Australian environment. I wish them well in this endeavor and trust SRC can assist in this goal.

**Cr Jess – Councillor Report**

## September

- 10 and 12 Somerset Garden Competition Judging
- 14 Kilcoy Fire and Rescue 60 Years Celebration  
 Back to Toogoolawah 120 Years Celebration  
 The Condensery Exhibition Opening – Soft Pressings & Something Blue
- 18 Somerset Garden Competition Awards Presentation  
 Somerset Business Chamber Annual General Meeting
- 19 Teddy Bears Picnic  
 Regional Development Australia Ipswich and West Moreton Meeting
- 21 Inaugural Old Esk Railway Station Park Run
- 22 Camp Duckadang Open Day

Deepest sympathy to Mr Mayor and his family on the passing of Bevan Wendt.

Deepest sympathy to Nola Bird and the Esk Men's Shed members on the passing of Stephen Bird.

Congratulations to Esk Show Society's Rural Ambassador and Toogoolawah Show Society's Show Girl who both represented their respective Show Society's at the West Moreton and Brisbane Valley Sub Chamber Regional Finals on Saturday 14 September. Esk Show Society's Rural Ambassador took out the Rural Ambassador title and Toogoolawah Show Society's Show Girl was Show Girl Runner Up. Esk Show Society's Rural Ambassador will go onto represent the Sub Chamber at the 2025 State Finals at the Ekka. Congratulations to Kilcoy local who won the Underhand World Championship at the Perth Royal.

The Condensery is seeking volunteers. If you have a passion for art, I encourage you to reach out to [thecondensery@somerset.qld.gov.au](mailto:thecondensery@somerset.qld.gov.au)

**Resolution**

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT the verbal and written reports of Mayor Wendt and 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 9.45am.