

AGENDA ORDINARY COUNCIL MEETING

Date: Wednesday, 13 September 2023

Time: 9am

Venue: *Simeon Lord Room
Esk Library Building
19 Heap Street
Esk*

Item No.	Description	Page No
1.	Opening of Meeting	-
2.	Leave of absence	-
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4.	Business arising out of minutes of previous meeting	-
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PLANNING AND ECONOMIC DEVELOPMENT

8.	Development Application No. 23990	5
9.	Small Business Friendly Councils – Annual Report 2022-23	35

FINANCE

10.	2024 rate notices and discount periods	44
11.	Major Policy Decision exception during caretaker period	45
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13.	Application for rebate of rates - E Summervilles Road	48
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15.	Community Energy Upgrade Fund – LED streetlighting proposal	53
16.	Finance report	69

CORPORATE AND COMMUNITY SERVICES

17.	The Condensery Somerset Regional Art Gallery Advisory Committee Meeting	94
18.	Esk Recreation Grounds Advisory Committee Meeting	106
19.	The Condensery – Creative Australia Arts Projects for Organisations	111
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21.	Somerset Regional Council – Walking Network Strategy	160
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23.	Operations Report for August 2023	218

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24.	Community Assistance Grants 2023-2024 – Toogoolawah Local Ambulance Committee auspiced by Queensland Ambulance Service	235
25.	Community Assistance Grants –2023-2024 Rates Remissions	237
26.	Community Assistance Grants – Summary of Excellence Bursary Applications Awarded for August 2023	241

CHIEF EXECUTIVE OFFICER

27.	Policy Review – EX002 Standing Orders and EX008 Meeting Procedures	243
28.	Mount Glen Rock – Growing Future Tourism Grant	329

CLOSED CONFIDENTIAL

29.	Development Application No. DA14663 and Planning and Environment Court Appeal BD1953/23 - Change Application (Minor Change) for DA14663	Report provided separately
30.	Development Application No. DA14663 and Planning and Environment Court Appeal 1951/23 - Extension Application for DA14663	Report provided separately
31.	Development Application No. DA9400 and Planning and Environment Court Appeal BD1954/23 - Change Application (Minor Change) for DA9400	Report provided separately
32.	Development Application No. DA9400 and Planning and Environment Court Appeal 1952/23 - Extension Application for DA9400	Report provided separately

GENERAL

33.	Meetings authorised by Council	-
34.	Mayor's and Councillors' Report	-
35.	Receipt of Petition	-
36.	Consideration of notified motions	-
37.	Reception of Notices of Motion for next meeting	-
38.	Items for reports for future meetings	-
39.	Closure of Meeting	-

Agenda Links

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PLANNING

SOMERSET REGIONAL COUNCIL - OFFICER'S REPORT

To: Andrew Johnson, Chief Executive Officer
From: Mark Westaway, Senior Planner
Director: Luke Hannan, Director of Planning and Development
Date: 1 September 2023
Subject: Development Application No. 23990
Development Application for a Shop and Two Short Term Accommodation Units
File No: DA23990 Action Officer: SP-MW
Assessment No: 02086-00000-000

1.0 APPLICATION SUMMARY

Property details

Location: 32 Fulham Street, Toogoolawah
Real property description: Lot 1 RP49543
Site area: 369m²
Current land use: Shop
Easements/encumbrances: Nil identified

South East Queensland Regional Plan 2017

Land use category: Urban footprint

Planning scheme details

Planning scheme: Somerset Region Planning Scheme (Version Four)
Zone: Centre zone

Precinct: Not applicable
Overlays: High impact activities management area overlay

Application details

Proposal: Shop and Two Short Term Accommodation Units
Category of assessment: Code assessment

Applicant details: Post Turtle Pty Ltd
Applicant address: C/- Innovative Planning Solutions
PO Box 1043
MAROOCHYDORE QLD 4558
Date application received: 20 July 2023
Date application properly made: 20 July 2023

Referrals None required

Public notification Not required

RECOMMENDED DECISION

Approve the development application subject to the development conditions and requirements contained in the schedules and attachments of this report.



**Locality Plan of Lot 1 RP49543
Situated at 32 Fulham Street, Toogoolawah**

2.0 PROPOSAL

This development application seeks approval for a Shop and Two Short Term Accommodation Units, on land at 32 Fulham Street, Toogoolawah, formally described as Lot 1 RP49543.

The shop component of the development is located at the northern end of the site and provides a single storey building with the appearance of a second storey. The building is proposed with an awning within the road reserve that wraps around the corner of the intersection. The entrance to the shop is located at the northwest corner of the site. The shop is built to boundary along the eastern side boundary.

The short term accommodation component of the development includes two two-storey, one-bedroom self contained units. The units have a 3.0 metre setback to Cairns Croft Street and a 2.0 metre setback to the eastern side boundary. The southern unit has a 2.0 metre setback to the southern boundary of the site however the lot to the south adjacent to the subject land is an access handle for a rear lot.

Owing to the small footprint of each unit, each unit has a terrace for outdoor entertainment. Each unit also has a single car parking space.

The accommodation is designed to provide lodging for users of the Brisbane Valley Rail Trail, hence the provision of laundry facilities within the units.

3.0 SITE DETAILS

3.1 Description of the land

The subject site is regular in shape and has a northern frontage to Fulham Street (circa 9.14m) and a western frontage to Cairns Croft Street (Circa 40.32m). The site currently contains a vacant shop building. Surrounding lots include a mix of commercial and residential uses. The lot slopes gently to the east away from the Cairns Croft Street frontage.

The nature strip along the Cairns Croft Street frontage is approximately 4.5 metres wide.

3.2 Access

Access to the site will be via new crossovers to Cairnscroft Street, which is an Access Place in Council's road hierarchy. Fulham Street is identified as a Collector Street in Council's road hierarchy.

Both Fulham Street and Cairnscroft Street are not State-controlled roads. As the development proposes new access arrangements, the new crossover will require a Road Access Application from Council's Operations Department.

3.3 Connection to electricity and telecommunications

The land is within the Centre zone, and as such the development conditions require the development to connect to the reticulated electricity and telecommunications networks.

4.0 PLANNING LEGISLATION

The application will be assessed against the matters set out in section 45 and decided in accordance with section 60 of the *Planning Act 2016*.

5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

5.1 State Planning Policy 2017

A new State Planning Policy (SPP) came into effect on 3 July 2017 and is not currently reflected in the Somerset Region Planning Scheme. An assessment of the proposed development against the assessment benchmarks contained within Part E of the SPP is required.

The application has been assessed against the assessment benchmarks and the proposal is considered to comply.

5.2 South East Queensland Regional Plan 2017

The site is located within the Urban footprint. The application has been assessed against the provisions of the regional plan and the associated regulatory requirements and was considered to comply.

5.3 Schedule 10 of the Planning Regulation 2017

Schedule 10 of the *Planning Regulation 2017* establishes assessment triggers, requirements, and assessment benchmarks. No Council assessment of the development against an assessment benchmark from the Regulation was required. Where a referral agency undertakes an assessment against a matter as required by the Regulation, this is discussed in section 6.0 of this report.

5.4 Temporary local planning instruments

There are currently no temporary local planning instruments in effect within the Somerset Region.

5.5 Variation approvals

The property is not benefitted by any variation approvals.

5.6 Somerset Region Planning Scheme (Version Four)

5.6.1 Strategic framework assessment

An assessment against the strategic framework was not required as this development application was subject to code assessment.

5.6.2 Code compliance summary

The assessment below identifies how the development proposal achieves the assessment benchmarks and where the development proposal:

- (a) proposes an alternative outcome to the identified acceptable outcomes satisfying or not satisfying the corresponding performance outcomes; or
- (b) proposes an outcome where no acceptable outcome is stated in the code and the proposed outcome does not satisfy the performance outcome.

Applicable code	Compliance with overall outcomes	Performance outcomes
Centre zone code	Yes	PO2, PO5
Business activities code	Yes	No alternative outcomes proposed
Short term accommodation code	Yes	PO2, PO5
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO3, PO9, PO12
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Not applicable	-	-

The assessment of the development proposal against the performance outcomes of the applicable code(s) is discussed below.

5.6.3 Performance outcome assessment

Centre zone code

Performance outcome	Acceptable outcome
Building setbacks	
PO2 Building setbacks: (a) contribute to the establishment of a continuous 'main street' character; (b) assist in the provision of active frontages and the engagement of development with the public realm; (c) facilitate the establishment of awnings on main streets; (d) do not detract from the amenity of <i>adjoining premises</i> , in terms of privacy, access to natural light, and ventilation; and (e) provide for the efficient use of the site.	AO2.3 New buildings and structures are setback a minimum 3 metres from the rear boundary.
Proposal The subject site is a corner lot subject to front and side boundary setbacks.	
Performance Outcome Assessment The accommodation unit buildings are situated 2m from the eastern boundary and the southern boundary, noting the site is a corner lot. The adjoining land to the east and the south are contained within the Centre zone. The land to the east contains an existing commercial building and the land immediately to the south acts as an access handle. It is anticipated that the proposed setbacks will not impact on the amenity of the adjoining premises. It is recommended that the alternative outcome be accepted in this instance.	
Awnings	

<p>PO5</p> <p>The main street/s of each town centre are provided with continuous awnings. Awnings contribute to a human scale streetscape character, and promote pedestrian movement, comfort and safety.</p>	<p>A05</p> <p>Awnings are provided to the following main streets:</p> <table border="1"> <tr> <th>Centre</th><th>Main street/s</th></tr> <tr> <td>Toogoolawah</td><td>Cressbrook Street</td></tr> </table>	Centre	Main street/s	Toogoolawah	Cressbrook Street
Centre	Main street/s				
Toogoolawah	Cressbrook Street				
<p>Proposal</p> <p>Not applicable</p> <p>Performance Outcome Assessment</p> <p>The shop building is built to the street frontage of both Fulham Street and Cairnscrest Street. Despite the site not having frontage to Cressbrook Street, the proposed shop includes an awning over both Fulham Street and Cairnscrest Street. The awning design is consistent with a country town streetscape and is in line with the existing awnings provided along Fulham Street.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>					

Short term accommodation code

Performance outcome	Acceptable outcome
<p>PO2</p> <p>The use is small-scale and maintains the character and amenity of the local area.</p>	<p>A02.1</p> <p>Where located in the General residential zone - park residential precinct, Rural residential zone, Emerging community zone, or Rural zone, the <i>site</i> has a minimum area of 2,000 square metres.</p> <p>OR</p> <p>A02.2</p> <p>Where located in any other zone the site has a minimum area of 1,000 square metres.</p>
<p>Proposal</p> <p>The site is small in scale however still maintains the character and amenity of the Toogoolawah area by being appropriately designed at a scale and intensity which compliments the surrounding amenity of the township.</p> <p>Performance Outcome Assessment</p> <p>The site is located in the Centre zone. The site has an area of 369m². The proposal includes redevelopment of a small vacant area of a site, one street back from the main street of Toogoolawah and within walking distance of the Brisbane Valley Rail Trail. It is considered that the character and amenity of the area has been maintained.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	
Character and intensity	
<p>Where for short-term accommodation other than nature-based tourism or resource based tourism:</p> <p>PO5</p> <p>The <i>site</i> size, frontage width, density and <i>site cover</i>:</p> <p>(a) contributes to a streetscape appearance that is compatible with the emerging or existing character of the locality; and</p>	<p>Where for short-term accommodation other than nature-based tourism or resource based tourism:</p> <p>A05.1</p> <p>The <i>site cover</i> does not exceed 40 percent.</p> <p>A05.2</p> <p>The <i>site</i> has a minimum <i>road</i> frontage width of 20 metres.</p> <p>A05.3</p>

(b) does not result in overdevelopment of the <i>site</i> .	<p>Where for a self-contained accommodation unit, the density does not exceed 1 accommodation unit per 250 square metres of <i>site</i> area.</p> <p>OR</p> <p>A05.4 Where not for a self-contained accommodation unit, the density does not exceed 1 bedroom per 100 square metres of site area.</p> <p>Note: A self-contained accommodation unit includes a bed, food preparation facilities, a bath or shower, and a toilet and wash basin (for example, serviced apartment). Accommodation units that are not self-contained may provide a bed in each room with either private or shared bath or shower and toilet and wash basin, and food preparation facilities may or may not be provided (for example, a hotel or a backpacker hostel).</p>
<p>Proposal No comment provided. The applicant advised elsewhere the units are self-contained.</p> <p>Performance Outcome Assessment The development includes two self-contained accommodation units on a 369m² lot. The density is 1 accommodation unit per 185m² of site area.</p> <p>The proposal includes redevelopment of a small vacant area of a site, one street back from the main street of Toogoolawah and within walking distance of the Brisbane Valley Rail Trail.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	

Transport, access and parking code

Performance outcome	Acceptable outcome
Vehicle parking and servicing	
<p>PO3 The amount of on-site car parking and service vehicle loading/ unloading is consistent with:</p> <ul style="list-style-type: none"> (a) the nature of the use; (b) the traffic generation of the use; (c) the loading/ unloading needs of the use; (d) the availability of street parking in the Centre zone; and (e) the impact of the <i>road</i> network. <p>Car parks, service vehicle access, loading and manoeuvring areas are of suitable standard for the intended use.</p>	<p>A03.1 The minimum number of car parking spaces complies with Table 8.3.6.3.B– Minimum car parking requirements.</p> <p>A03.2 The service vehicle complies with Table 8.3.6.3.B– Minimum loading vehicle requirements.</p> <p>A03.3 The service vehicle is able to enter and leave the <i>site</i> in forward gear.</p> <p>A03.4 Service vehicles stand entirely within the <i>site</i> while unloading/ loading.</p>
<p>Proposal The proposed development contributes to three onsite and one offsite car spaces. The short term accommodation portion of the site is compliant with the minimum number of spaces per unit. The shop has a shortfall of two spaces, however being the shop is small in scale with two street frontages it is anticipated that the ample street parking will be available being co-located in the township centre.</p>	

Giving the context of the site and the narrowness of the lot it is anticipated that all servicing for the site will be via kerb side. The proposed kerb side option for service vehicle will not cause adverse impacts on the road network.

Performance Outcome Assessment

Short term accommodation generates demand for one space per unit. The development includes a car parking space adjacent to each unit.

A shop with a GFA of 95.34m² would generate demand for four parking spaces, one car parking space is proposed to be provided to the rear of the shop, resulting in a shortfall of three spaces.

It is considered that the short fall in car parking spaces for the shop can be dealt with via existing on street car parking. Sufficient space is provided for two on street parking spaces in Cairnscroft Street and one existing parking space on Fulham Street in front of the building.

The subject land is currently improved by an existing shop, which has been previously utilised as a butcher. The existing building did not provide any formal carparking with the existing on street car parking being relied upon for customer parking.

Owing to the small dimensions of the site, it is not possible for a service vehicle to enter and exit the site in a forward direction. This is consistent with other commercial development on small lots in Toogoolawah.

It is recommended that the alternative outcome be accepted for parking numbers but that the spaces comply with the Australian Standard.

Bicycle parking

PO9

The provision of bicycle parking, storage and end of trip facilities is appropriate having regard to the nature and scale of the *development* activity.

AO9

Bicycle parking is provided in accordance with the *Australian Standards AS2890.3* and *AUSTROADS Guide to Traffic Management Part 11: Parking*.

Proposal

It is proposed that bicycle parking will be within the individual tenancies given the small scale and nature of the uses.

Performance Outcome Assessment

There is room on site for bicycle parking for the units.

It is recommended that the alternative outcome be accepted in this instance.

Refuse storage and collection

PO12

On-site facilities are located in areas that:

- (a) provide reasonable standards of amenity to *sensitive land uses*;
- (b) maintains the amenity of *adjoining premises*;
- (c) are not visually obtrusive when viewed from the street;
- (d) are carefully sited so as to promote a cohesive streetscape in the Centre zone; and
- (e) can be conveniently accessed by contractors.

AO12.3

The refuse storage area:

- (a) is provided within the building and situated close to the point of collection; or
- (b) is an outdoor area that is:
 - (i) no closer than 3 metres to any frontage and 1.5 metres to any other *site* boundary;
 - (ii) enclosed on three sides with a screen wall extending 0.2 metres above the height of the refuse receptacles;

	<ul style="list-style-type: none"> (iii) screened by dense planting with or without mounding; and (iv) separated from <i>sensitive land uses</i> by a minimum of 10m so as to avoid any undesirable impact of odour or noise from refuse storage and collection services.
<p>Proposal</p> <p>The proposed refuse storage is located adjacent to the short-term accommodation building at the back of the site. The storage area is no closer than 3 metres to any frontage however is located within 1.5m of an adjacent driveway. The refuse storage area is enclosed and screened from view however accessible to the street for collection day.</p> <p>Performance Outcome Assessment</p> <p>The site has an area of only 369m². There is nowhere on the site that can be over 10 metres from one of the proposed short term accommodation units. The refuse storage is less than 1.5m from the southern and eastern boundaries. The refuse storage area is 10m from the nearest house on another property.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	

5.6.4 Overall outcome assessment

The proposal is considered to comply with all the relevant performance outcomes. As such, a detailed assessment of the overall outcomes was not required.

5.7 Local government infrastructure plan

5.7.1 Priority infrastructure area

The development land is located within the priority infrastructure area as shown in the Local government infrastructure plan mapping.

5.7.2 Infrastructure charges

The proposed development is for a Shop and Short term accommodation, which are identified as being a Commercial (Retail) and Accommodation (Short term) category under *Somerset Regional Council Charges Resolution (No. 1) 2022*.

A credit is applicable for the existing building that is proposed to be replaced by the shop.

The draft infrastructure charges notice is attached and includes charges for the networks identified in the below sections of this report.

This development application may be eligible for a 100% discount on infrastructure charges under Council's Tourist Accommodation Development Incentivisation (Infrastructure Charges) Policy.

5.7.3 Trunk infrastructure requirements

5.7.3.1 Drinking water and wastewater networks

The site is located within the connections area or future connections area for both the drinking water and wastewater networks as shown in Urban Utilities' Netserv Plan. The recommended conditions require the development to connect to both networks to the satisfaction of Urban Utilities.

Infrastructure charges for the drinking water and wastewater networks (where applicable) are managed by Urban Utilities separately from this development application.

5.7.3.2 Public parks and community land network

There is no adopted charge for the public parks and community land network applicable to the proposal

5.7.3.3 Stormwater network

There are no known issues with the existing drainage of the site. Standard development conditions are recommended to ensure non-worsening for other properties and discharge to a lawful point of discharge.

An adopted charge for the stormwater network applies.

5.7.3.4 Transport network

The proposal is not anticipated to result in an adverse impact on Council's trunk transport network infrastructure, and no additional trunk infrastructure has been identified as being required to deliver the development.

An adopted charge for the transport network applies.

6.0 REFERRAL

6.1 Referral agencies

In accordance with the *Planning Regulation 2017*, there are no referral agencies applicable for this application.

6.2 Third party advice

Council did not seek any third-party advice for this application.

7.0 PUBLIC NOTIFICATION

As the application is subject to code assessment, public notification was not required.

8.0 OTHER RELEVANT MATTERS

There are no other relevant matters applicable for code assessment.

9.0 CONCLUSION

The proposed development is for a material change of use for a Shop and Short term accommodation. The proposal has demonstrated compliance with acceptable outcomes of each of the applicable assessment benchmarks, or otherwise complied with the relevant performance outcomes.

It is recommended that the application be approved, subject to the imposition of reasonable and relevant conditions, as outlined in the schedules and attachments.

10.0 ATTACHMENT

1. Site Plan and External Works Plan, drawn by Arqus Design, Drawing Number A1-0-01 Issue E, dated 5 September 2023.
2. General Arrangement Plans, drawn by Arqus Design, Drawing Number A1-2-01 Issue D, dated 7 February 2023.
3. Elevations, drawn by Arqus Design, Drawing Number A2-1-01 Issue C, dated 7 February 2023.
4. External Colour Elevations, drawn by Arqus Design, Drawing Number A2-2-20 Issue C, dated 7 February 2023.
5. Unit Plans and Elevations, drawn by Arqus Design, Drawing Number A3-1-01 Issue B, dated 7 February 2023.
6. Tenancy Plan, drawn by Arqus Design, Drawing Number A3-2-01 Issue A, dated 7 February 2023.
7. Tenancy Elevations, drawn by Arqus Design, Drawing Number A3-2-02 Issue A, dated 7 February 2023.
8. Draft infrastructure charges notice

RECOMMENDATION

THAT Council:

1. approve Development Application No. 23990 for a Shop and Two Short Term Accommodation Units on land situated at 32 Fulham Street, Toogoolawah, formally described as Lot 1 RP49543, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

SCHEDULE 1 – GENERAL CONDITIONS		
Assessment Manager		
No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval. Site Plan and External Works Plan, drawn by Arqus Design, Drawing Number A1-0-01 Issue E, dated 5 September 2023. General Arrangement Plans, drawn by Arqus Design, Drawing Number A1-2-01 Issue D, dated 7 February 2023. Elevations, drawn by Arqus Design, Drawing Number A2-1-01 Issue C, dated 7 February 2023. External Colour Elevations, drawn by Arqus Design, Drawing Number A2-2-20 Issue C, dated 7 February 2023. Unit Plans and Elevations, drawn by Arqus Design, Drawing Number A3-1-01 Issue B, dated 7 February 2023. Tenancy Plan, drawn by Arqus Design, Drawing Number A3-2-01 Issue A, dated 7 February 2023. Tenancy Elevations, drawn by Arqus Design, Drawing Number A3-2-02 Issue A, dated 7 February 2023.	At all times.
	Nature and Extent of Approved Use	
1.2	The approved uses involve a shop and two Short term accommodations units only.	At all times.
1.3	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws.	At all times.
1.4	A legible copy of this development approval package is to be available on the premises.	At all times during the construction phase.
1.5	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Prior to the commencement of use.
1.6	All buildings, structures, fittings, fixtures and grounds forming part of this development must be maintained: <ul style="list-style-type: none"> • In a serviceable condition; • In a state of good repair and efficient action; • In a clean, sanitary condition; • Free of accumulated disused materials; and • Free of vermin and pest infestations. 	At all times.
	Building design	
1.7	The proposed verandah over the road reserve is to be cantilevered. <i>Note: The proposed columns for the verandah are not approved to be load bearing.</i>	As part of building application and maintained at all times.

1.8	All air conditioning units or other mechanical equipment must be visually integrated into the design and finish of the building, or otherwise fully enclosed or screened such that they are not visible from the street frontages nor adjoining properties.	As part of building application and maintained at all times.
1.9	All mechanical equipment and other service infrastructure located on the site must be fully enclosed or screened such that they are not visible from the street frontage/s, other public space, or adjoining properties.	As part of building application and maintained at all times.
1.10	No part of the site may be used for outdoor storage of materials unless specified on the Approved Plans or the conditions of this development approval.	At all times.
1.11	Building materials and hard surfaces used in landscape or streetscape works are not highly reflective, or likely to create glare, slippery or otherwise hazardous conditions.	As part of building application and maintained at all times.
SCHEDULE 2 – ENGINEERING <i>Assessment Manager</i>		
No	Condition	Timing
	GENERAL	
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, and stormwater drainage required as stated in the following conditions.	Prior to the commencement of Operational Work.
2.2	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Planning Scheme</i> .	At all times.
2.3	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	At all times.
2.4	It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including: <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	Prior to Compliance Assessment.
2.5	Obtain the relevant building approvals for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	As part of Building Works.
	GENERAL SERVICES	
2.6	Connect the development to a reticulated water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority.	Prior to commencement of use.

2.7	The applicant must provide written evidence (eg connection certificate) from each particular service provider stating either that the development has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	Prior commencement of use.
	LANDSCAPING	
2.8	Provide landscaping along the Cairnscroft Street frontage of the site, in front of the short term accommodation units. The landscaping is to include a 1 metre wide landscaped strip along the front of the Cairnscroft Street frontage consisting of low shrubs.	Prior commencement of use.
2.9	All entry statements, fences, batters, retaining walls and buffer/screen plantings must be located entirely within private land and not within the public road reserve.	At All times.
	VEHICLE ACCESS	
2.10	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Planning Scheme</i> .	At all times.
2.11	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with <i>Somerset Regional Council Planning Scheme</i> . Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.12	Make an Access Application to Council and pay the required fees where an application involves works required as stated in the conditions.	Prior Commencement of Access works.
2.13	All construction vehicles shall enter and leave the site in a forward gear	At all times.
	CAR PARKING	
2.14	Provide on-site car parking for 1 vehicle per accommodation, 1 vehicle for shop and 1 space for disabled persons in accordance with <i>Somerset Region Planning Scheme</i> . All car parking to be provided with sealed surface, line marking, or be otherwise designed in accordance with AS2890 and <i>Somerset Region Planning Scheme</i> . <i>Note: The disabled parking space can be located within Cairnscroft Street as shown on the plan.</i>	As part of Operational Works.
2.15	All on-site parking areas and access driveways must be maintained exclusively for vehicle parking and manoeuvring and kept in a tidy and safe condition at all times.	At all times.
	REFUSE STORAGE AREA	
2.16	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 metre high solid fence or wall.	Prior commencement of use.

	STORMWATER	
2.17	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.18	Stormwater drainage and flows are to have no increase in peak discharge immediately downstream of this development for a selected range of storm durations, and a selected range of AEP's up to the defined flood event.	At all times.
2.19	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.20	Stormwater drainage and flows are to have no increase in flood levels on adjoining land that may damage or adversely effect the value or potential use of the land.	At all times.
2.21	Design and construction of all stormwater drainage works must comply with the relevant section/s of the Queensland Urban Drainage Manual (QUDM) and the <i>Somerset Region Planning Scheme</i> .	As part of Operational Works.
	EROSION AND SEDIMENT CONTROL	
2.22	<p>Erosion and sedimentation controls shall be implemented in accordance with current IECA best practice, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	At all times.
2.23	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times.
2.24	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the Operational Works application.
2.25	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times.

2.26	Where vegetation is removed, the vegetation waste shall be disposed of by: i) Milling; ii) Chipping and/or mulching iii) Disposal at an approved waste disposal facility. No incineration of vegetation or waste will be permitted at the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.	At all times.
2.27	All declared weeds and pests are to be removed from the subject land and kept clear of such nuisance varieties during the course of operations.	At all times.
2.28	Apart from declared weeds and pests, areas with trees, shrubs and landscaping currently existing on the subject land must be retained where possible and action taken to minimise disturbance during construction work.	As part of Operational Works.
SCHEDULE 3 – ADVICE <i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> . [A copy of section 71 will be enclosed with the Decision Notice]		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the plan of subdivision is not provided to the local government within the 'currency period' – being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicant's appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		
This development approval is for the proposed development only. Any additional uses/structures, if triggers assessable development, may require their own planning approval and will be assessed on its own merits.		
All works shall be carried out in accordance with the <i>Workplace, Health & Safety Act (as amended)</i> and the <i>Workplace Health and Safety Regulation (as amended)</i> .		
Construction hours are 6:30 am to 6:30 pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Noise levels from construction work shall at all times comply with the requirements of the <i>Environmental Protection Act 1994</i> .		
Separate development approval is required for any building work and plumbing/drainage works necessitated by the conditions contained in this approval.		
All building work is to comply with the provisions contained in the <i>Building Act</i> ; the <i>Building Regulation</i> , the <i>Building Code of Australia</i> , the <i>Queensland Development Code</i> and relevant <i>Australian Standards</i> .		
Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.		

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants

All works shall be carried out in accordance with the *Workplace, Health & Safety Act (as amended)* and the *workplace Health and Safety Regulation (as amended)*.

The Applicant has the Right of Appeal to the Planning and Environment Court regarding the conditions of this approval.

Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit.

The current *Aboriginal Cultural Heritage Act 2003* should be adhered to.

The Act is administered by the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships. (DSDSATSIP).

The Aboriginal Cultural Heritage Act establishes a Duty of Care for Indigenous Cultural Heritage. This applies on all land and water, including freehold land. The Cultural Heritage Duty of Care lies with the person or entity conducting an activity.

Penalty proposing an activity that involves additional surface disturbance beyond that which has already occurred at the proposed site need to be mindful of the Cultural Heritage Duty of Care requirement.

Details on how to fulfil the Cultural Heritage Duty of Care are outlined in the Duty of Care Guidelines gazetted with the Act.

Council strongly advises that you contact DSDSATSIP's Cultural Heritage Coordination Unit to obtain a copy of the Duty of care Guidelines and further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act

Attachments for the Decision Notice include:

- Site Plan and External Works Plan, drawn by Arqus Design, Drawing Number A1-0-01 Issue E, dated 5 September 2023.
- General Arrangement Plans, drawn by Arqus Design, Drawing Number A1-2-01 Issue D, dated 7 February 2023.
- Elevations, drawn by Arqus Design, Drawing Number A2-1-01 Issue C, dated 7 February 2023.
- External Colour Elevations, drawn by Arqus Design, Drawing Number A2-2-20 Issue C, dated 7 February 2023.
- Unit Plans and Elevations, drawn by Arqus Design, Drawing Number A3-1-01 Issue B, dated 7 February 2023.
- Tenancy Plan, drawn by Arqus Design, Drawing Number A3-2-01 Issue A, dated 7 February 2023.
- Tenancy Elevations, drawn by Arqus Design, Drawing Number A3-2-02 Issue A, dated 7 February 2023.

This completes the report for Development Application DA23990.



RESIDENTIAL AND RETAIL DEVELOPMENT

TENANCY OPTION 2
FULHAM & CAIRNSCROFT STREET, TOOGOOLOWAH, 4313

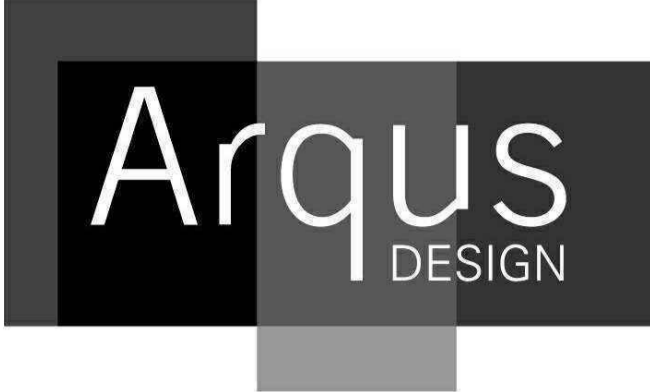
CLIENT
MR. WAYNE REX
PENWAY ENTERPRISES PTY LTD

PROJECT
FULHAM & CAIRNSCROFT STREET,
TOOGOOLOWAH, 4313

DRAWING
COVER SHEET

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP
SCALE	DATE CREATED	NORTH	
1 : 1	@A1	30.08.22	

DRAWING NUMBER	ISSUE
A0-0-01	C
ISSUED FOR	
FOR INFORMATION	



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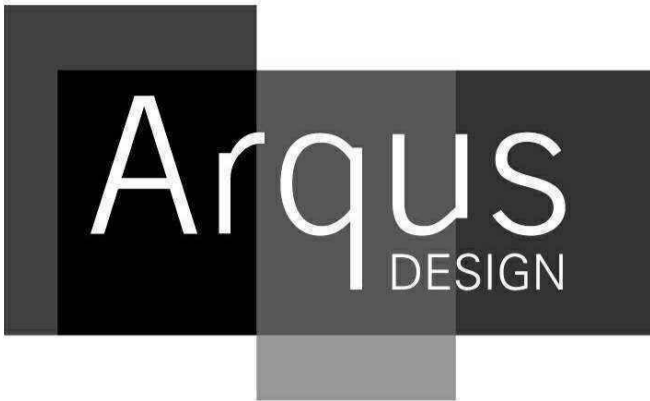
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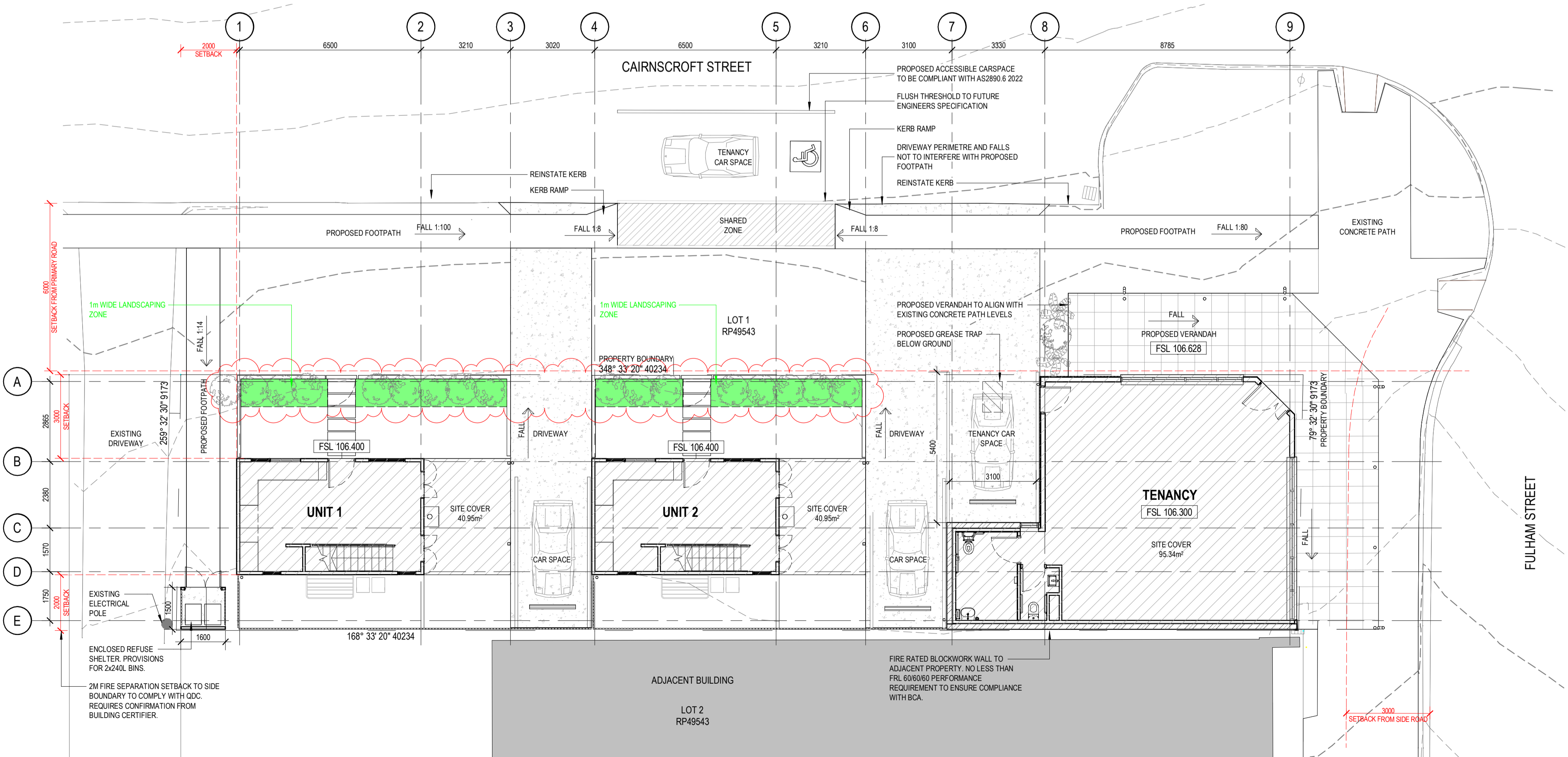
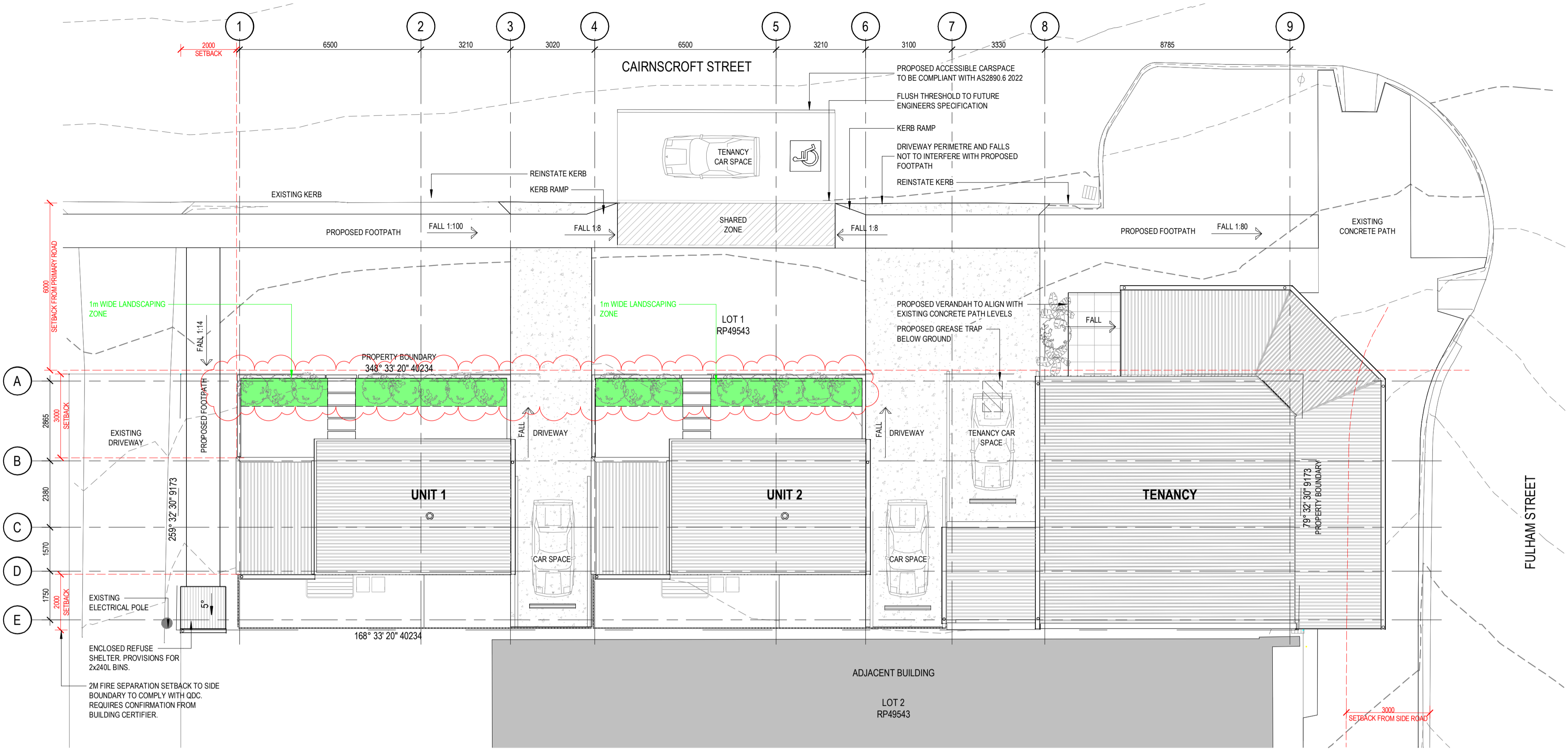
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25.08.23	FOR INFORMATION	C
01.09.23	FOR INFORMATION	D
05.09.23	FOR INFORMATION	E



SITE COVER	
UNIT SITE COVER:	40.95m² x 2 UNITS = 81.9m²
TENANCY SITE COVER:	95.34m²
LOT RP49543 AREA:	369.00m²
TOTAL SITE COVER:	177.24m²
SITE COVER PERCENTAGE:	48.03%

NOTE:

- SITE COVER CALCULATED BY DEFINITION PROVIDED BY QUEENSLAND PLANNING ACT 2016 - PLANNING REGULATION 2017, SCHEDULE 4. CURRENT AS OF 27 OCTOBER 2017.
- MAXIMUM SITE COVER OF 50% UTILISED FROM SOMERSET REGION PLANNING SCHEME VERSION 4 - GENERAL RESIDENTIAL ZONE CODE. DATED 2ND NOVEMBER 2020.
- LOT AREA UTILISED FROM INITIAL SURVEY PROVIDED BY DSG SURVEYORS.

CLIENT

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PROJECT

FULHAM & CAIRNSCROFT STREET,
TOOGOO LAH, 4313

DRAWING

SITE PLAN & EXTERNAL WORKS
PLAN

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP

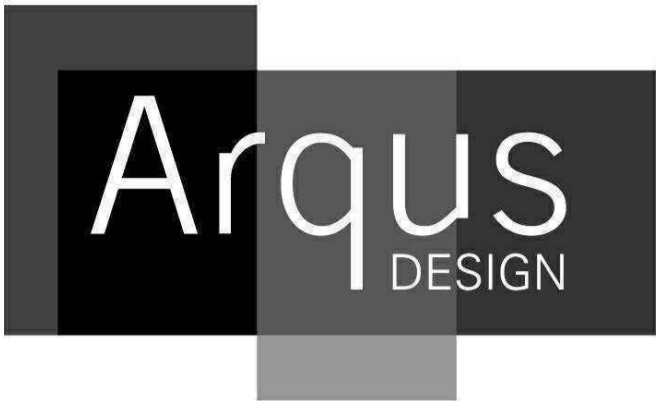
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1:200 @A3		

DRAWING NUMBER

A1-0-01

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03.02.23	CLIENT REVIEW ISSUE	C
07.02.23	FOR INFORMATION	D

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PROJECT

FULHAM & CAIRNSCROFT STREET,
TOOGOOLAWAH, 4313

DRAWING

GENERAL ARRANGEMENT PLANS

JOB NUMBER 22-0020 DESIGN SP DRAWN LS CHECKED SP

SCALE 1:100 @A1 DATE CREATED 30.08.22 NORTH
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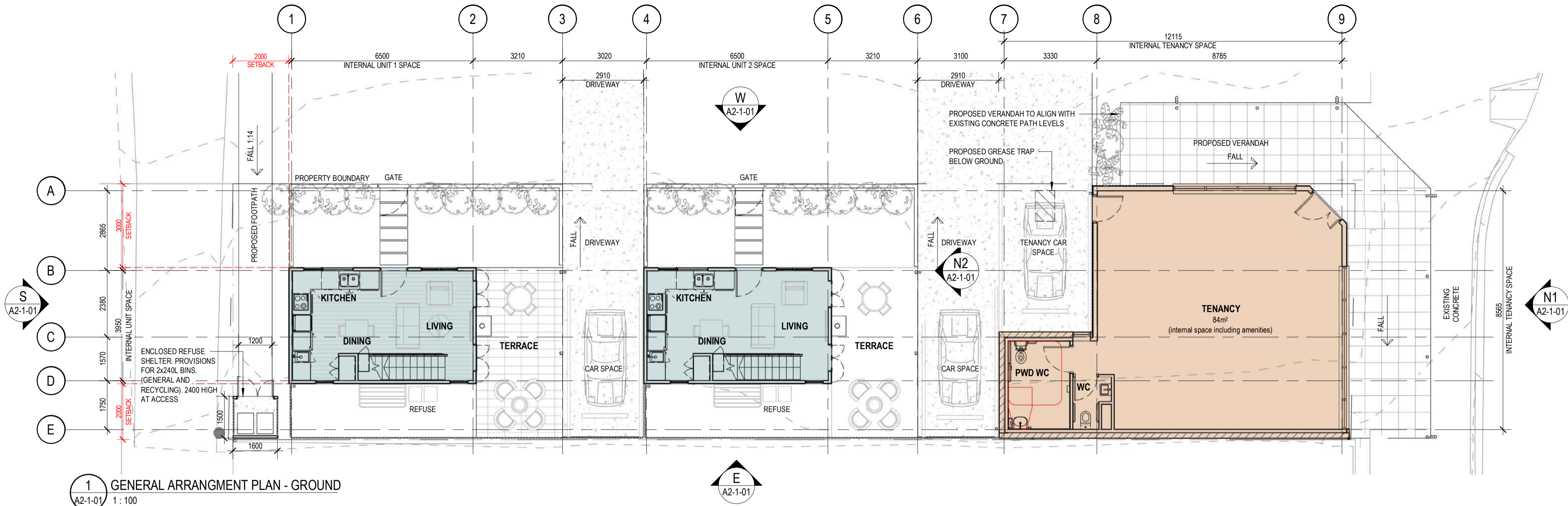
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A1-2-01 D

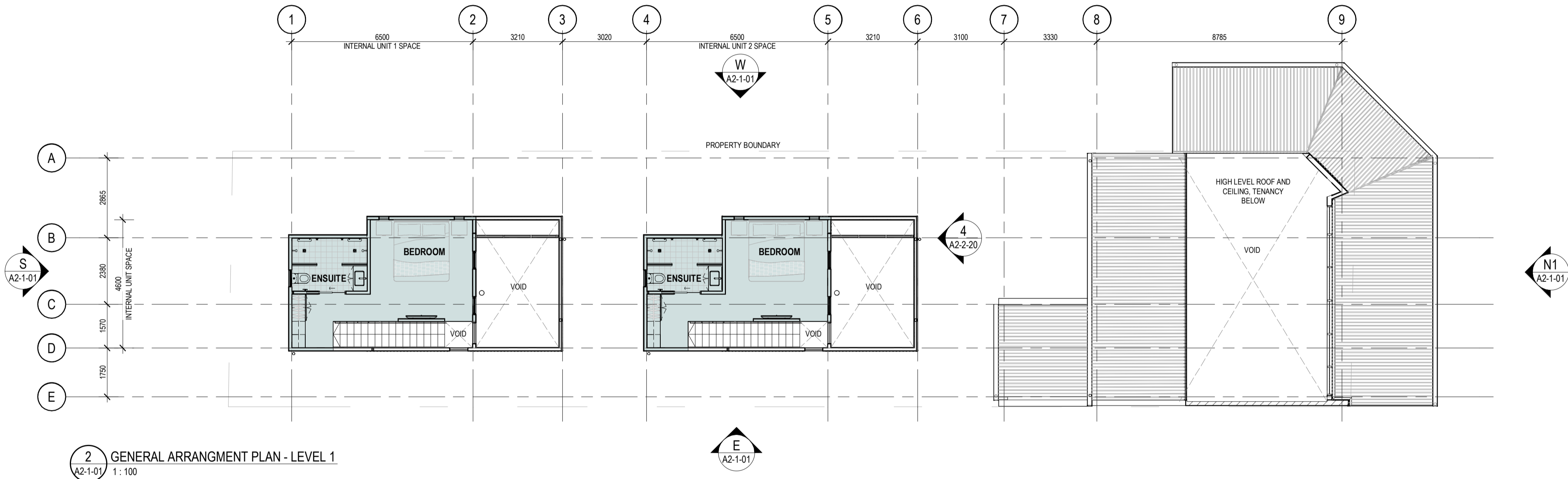
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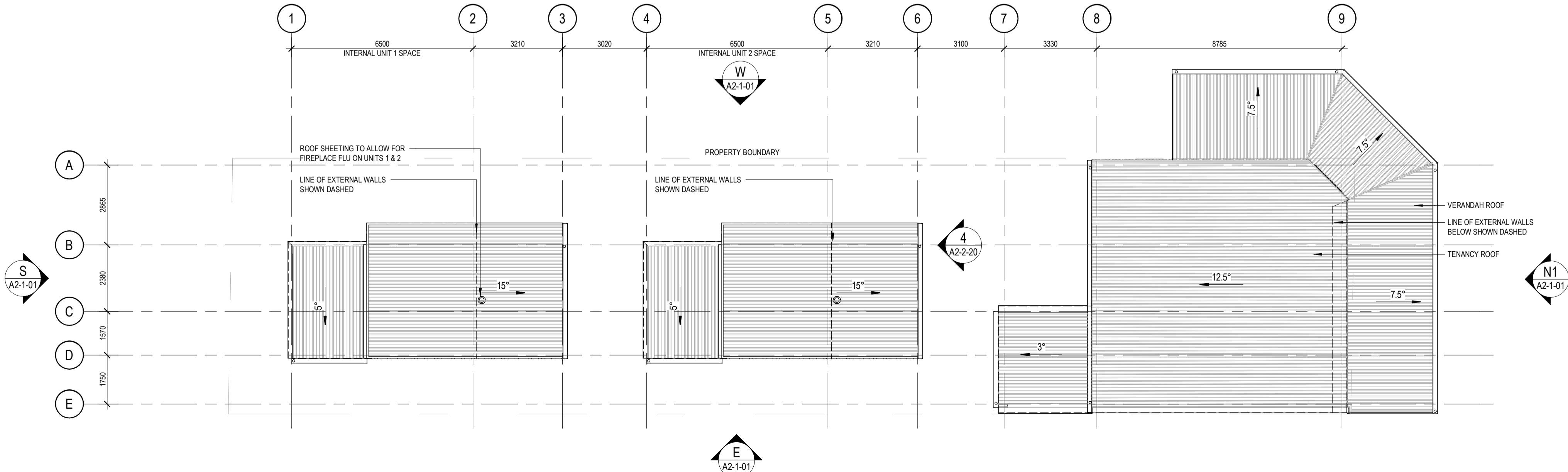
FOR
INFORMATION



1 GENERAL ARRANGMENT PLAN - GROUND
1:100



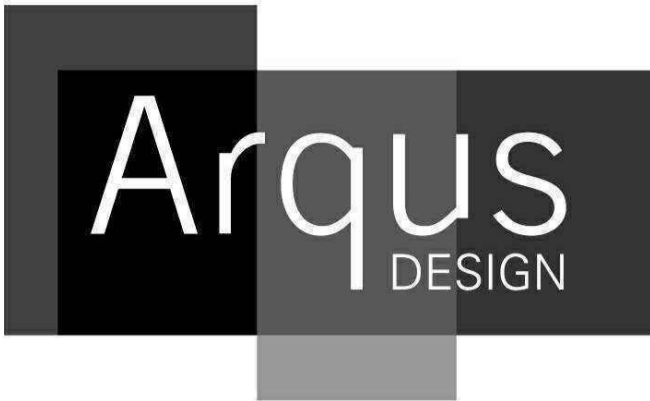
2 GENERAL ARRANGMENT PLAN - LEVEL 1
1:100



3 GENERAL ARRANGMENT PLAN - ROOF
1:100

GROSS FLOOR AREA	
UNIT GROUND FLOOR:	28.04m ²
UNIT UPPER FLOOR:	21.56m ²
TENANCY GFA:	95.34m ²
TOTAL UNIT GFA:	49.60m ² x 2 UNITS = 99.20m ²
TOTAL GROSS FLOOR AREA:	194.54m ²

NOTE:
GROSS FLOOR AREA CALCULATED BY DEFINITION
PROVIDED BY QUEENSLAND PLANNING ACT 2016 -
PLANNING REGULATION 2017, SCHEDULE 24. CURRENT AS
OF 27 OCTOBER 2017.



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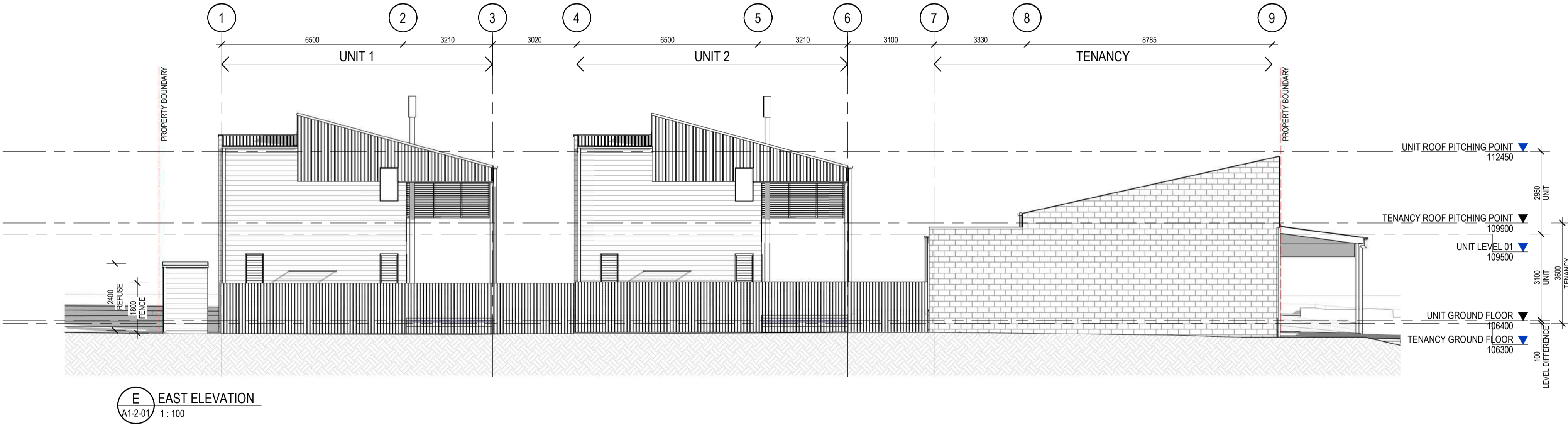
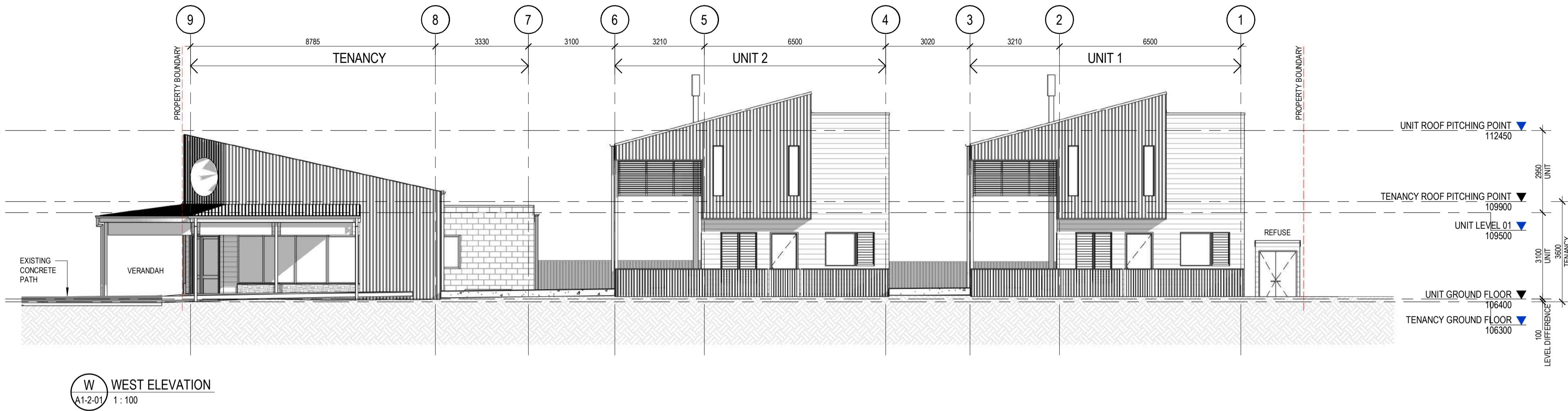
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PROJECT

FULHAM & CAIRNSCROFT STREET,
TOOGOOLOWAH, 4313

DRAWING

EXTERNAL ELEVATIONS

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP

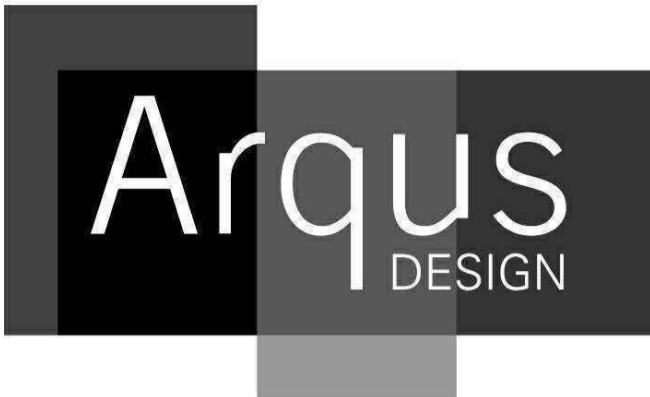
SCALE	DATE CREATED	NORTH
As indicated @A3	30.08.22	NORTH

DRAWING NUMBER

A2-1-01 C

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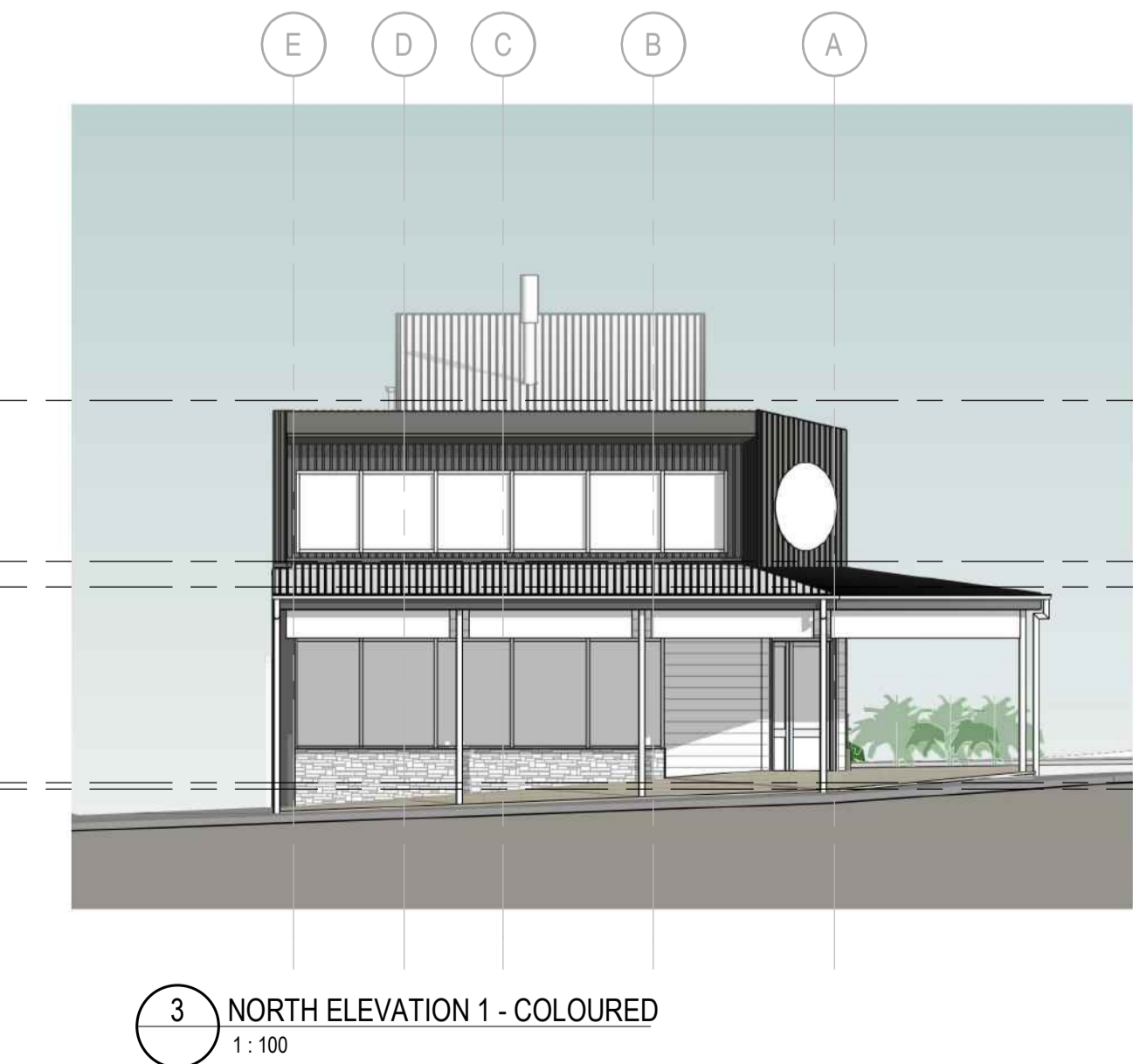
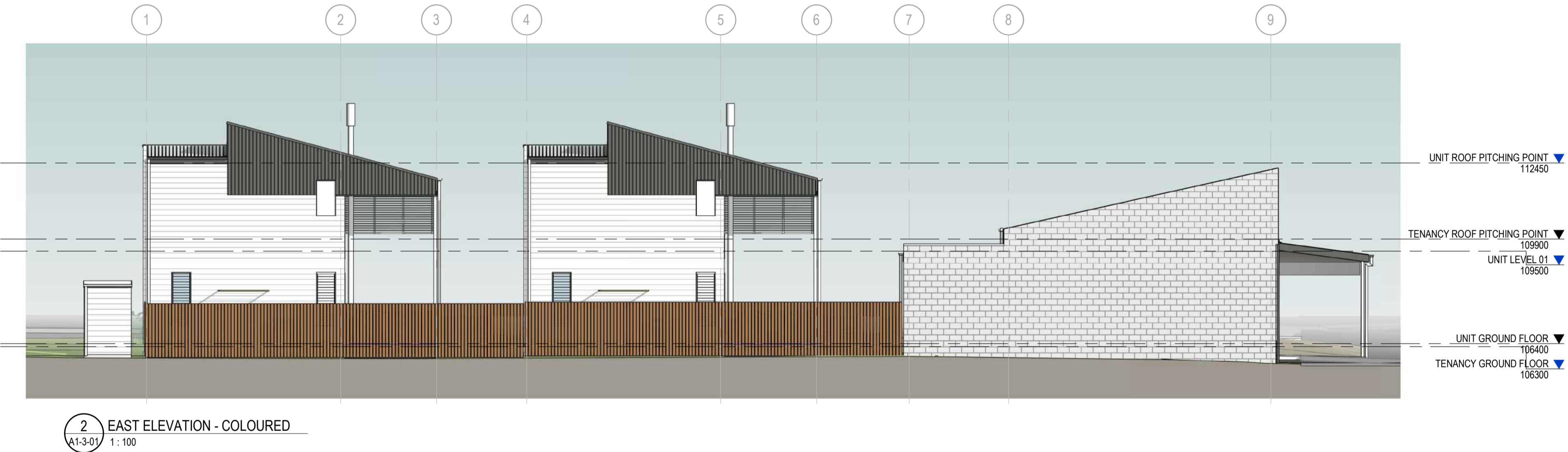
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EXTERNAL COLOUR ELEVATIONS

JOB NUMBER 22-0020 DESIGN SP DRAWN LS CHECKED SP

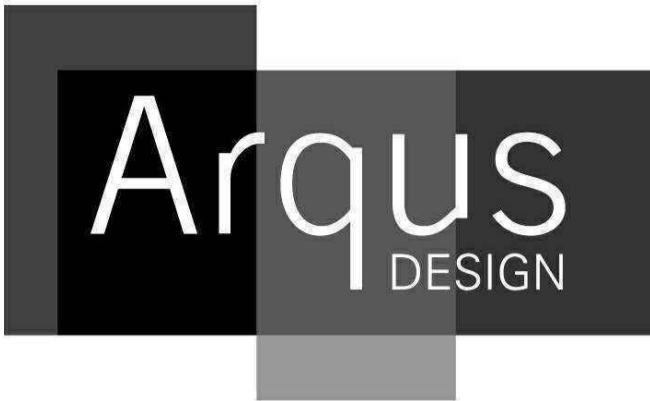
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DRAWING NUMBER

A2-2-20 C

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TOOGOOOLAWAH, 4313

DRAWING

UNIT PLANS AND ELEVATIONS

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP

SCALE	DATE CREATED	NORTH
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1 : 100 @A3		

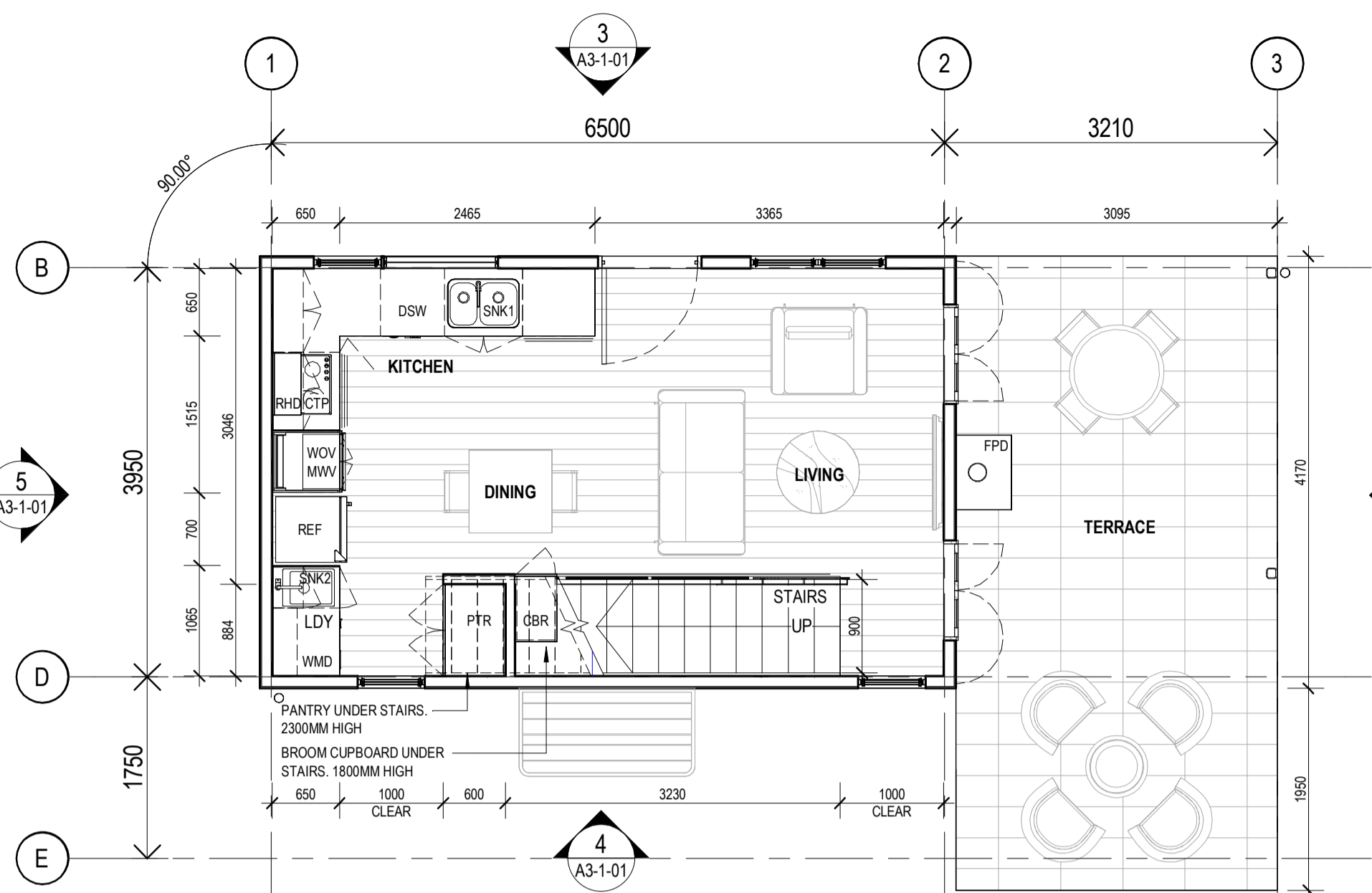
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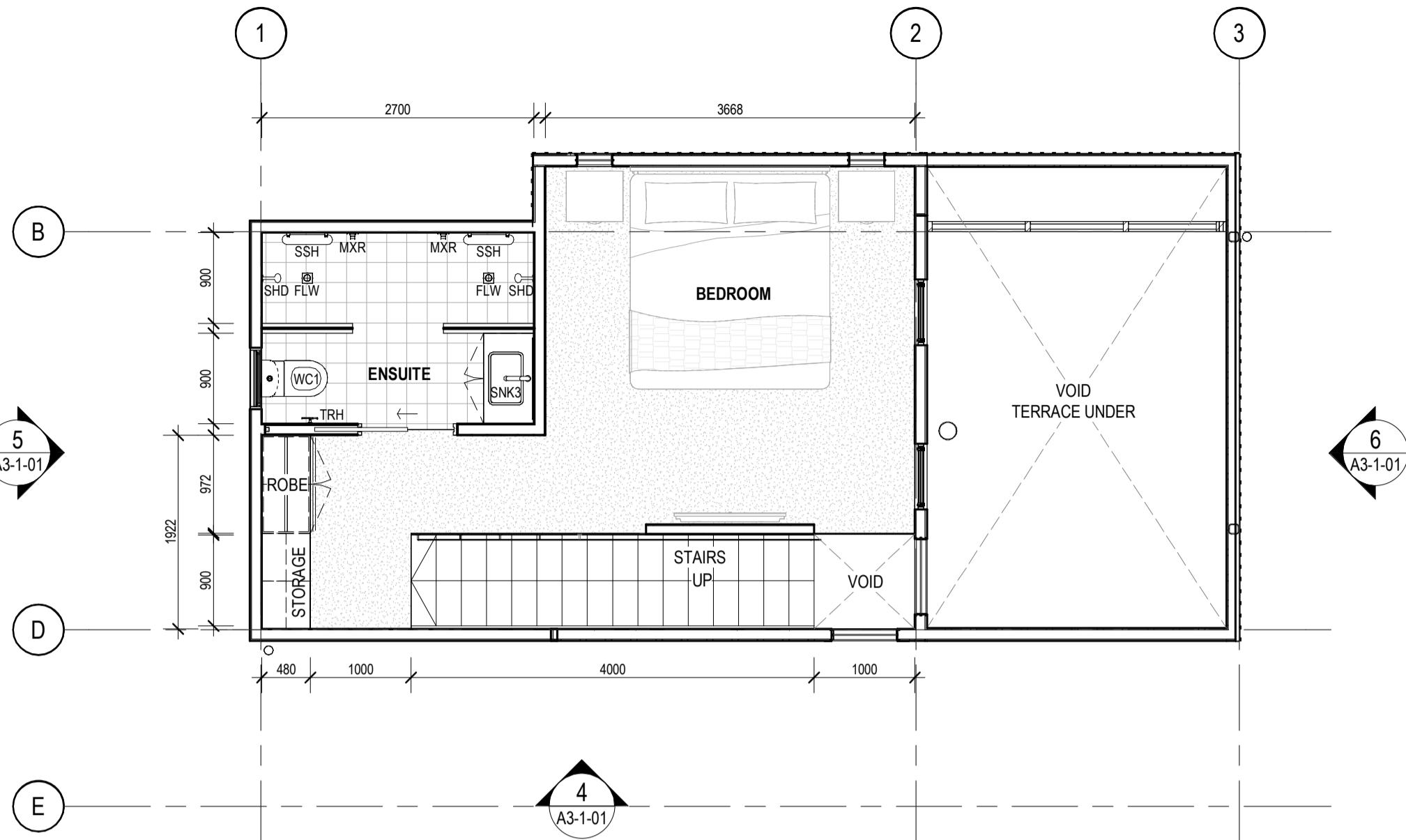
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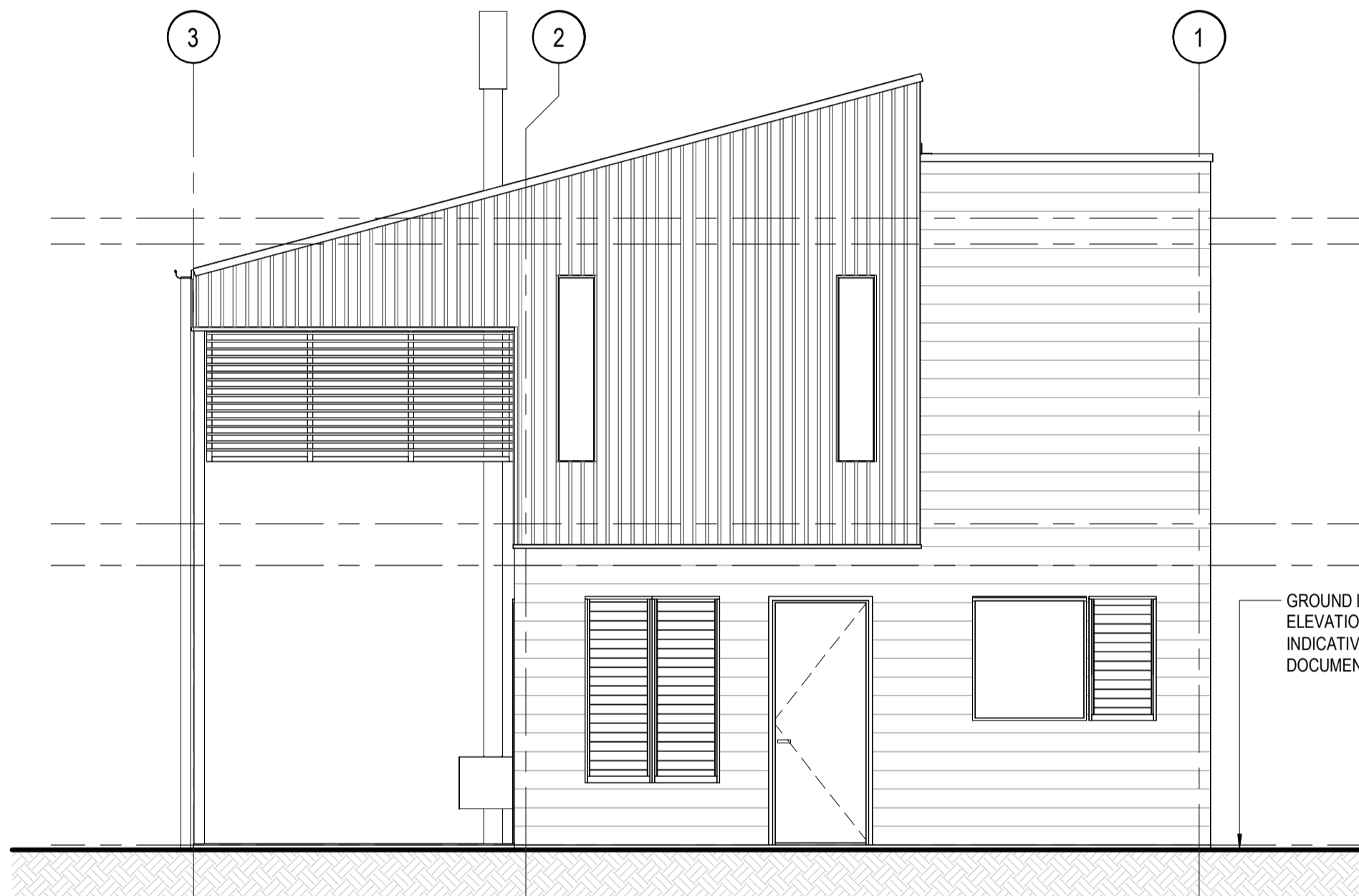
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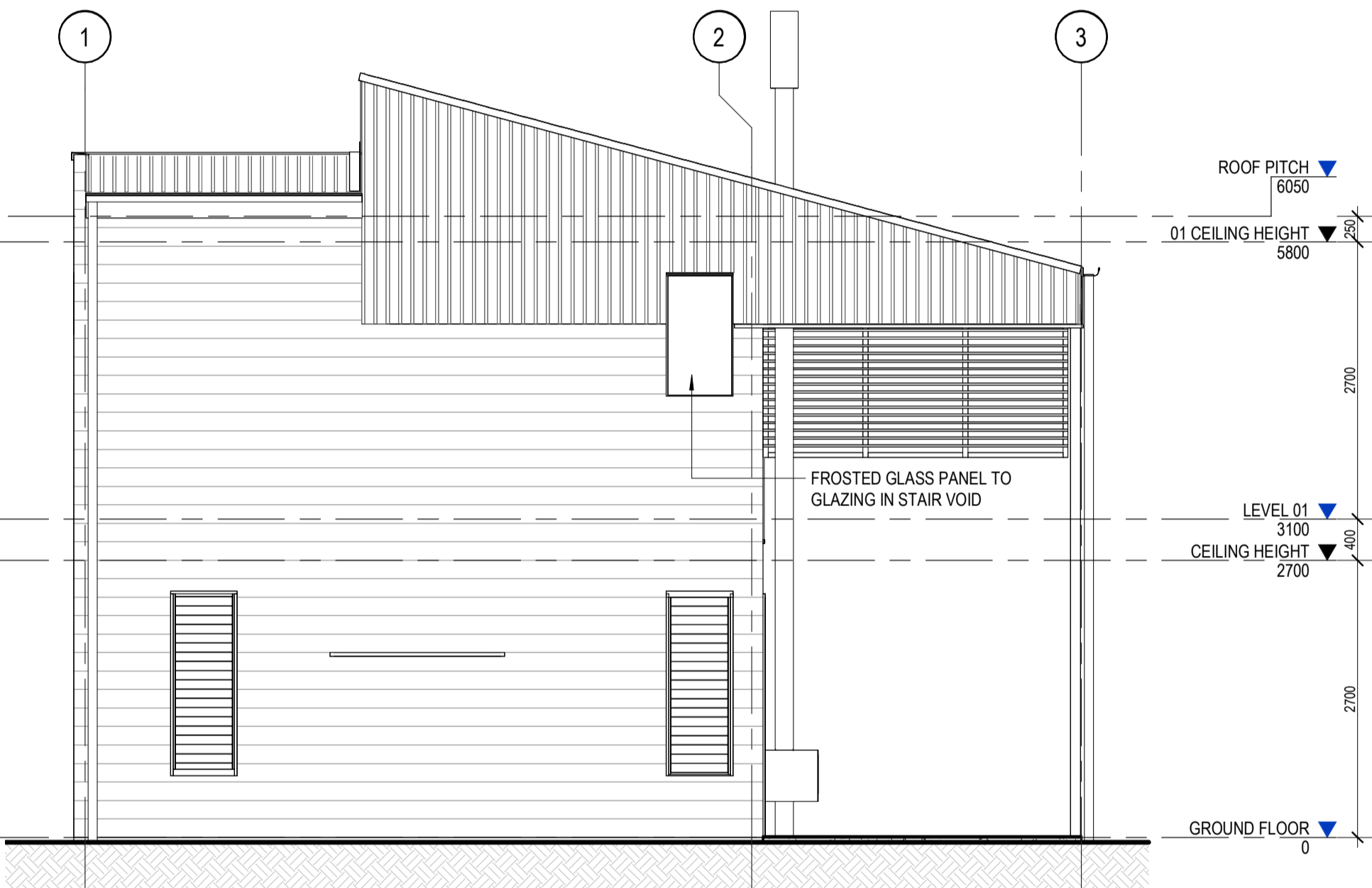
1 GROUND FLOOR PLAN
A3-1-01 1 : 50



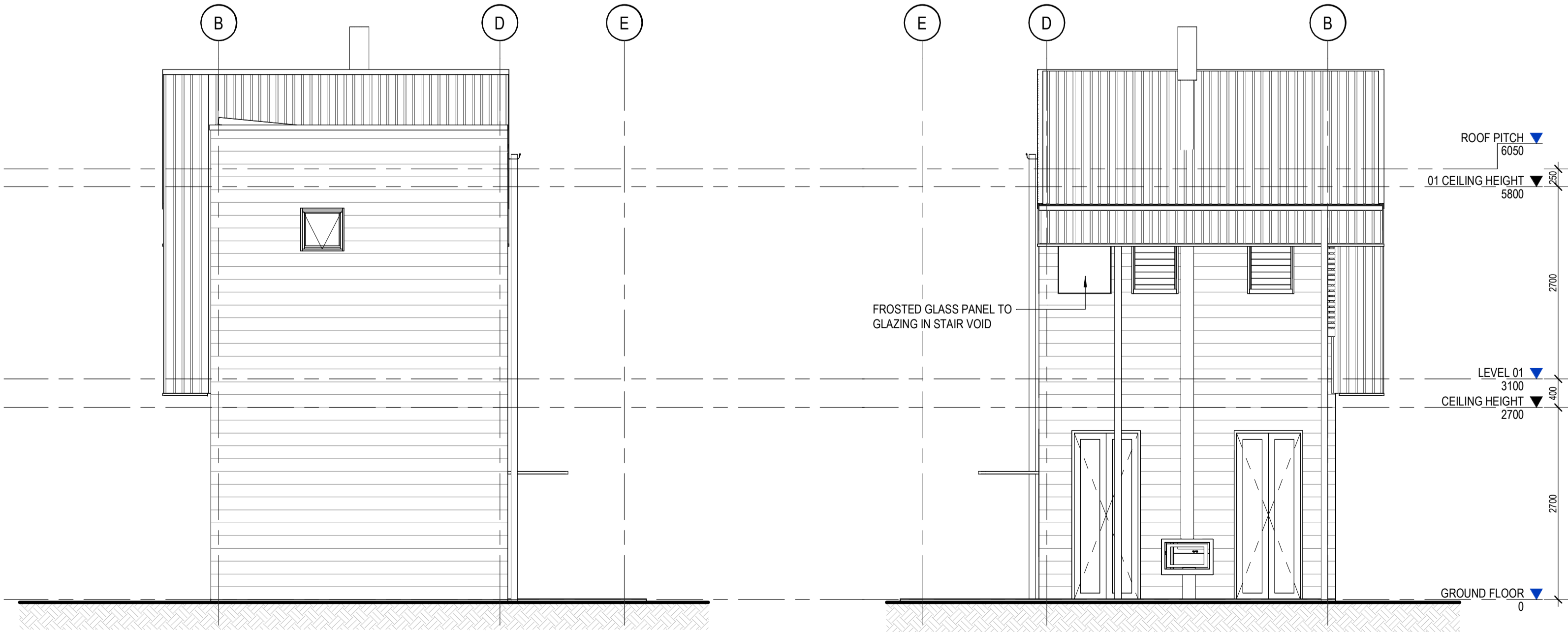
2 LEVEL 01 FLOOR PLAN
A3-1-01 1 : 50



3 WEST ELEVATION
A3-1-01 1 : 50



4 EAST ELEVATION
A3-1-01 1 : 50

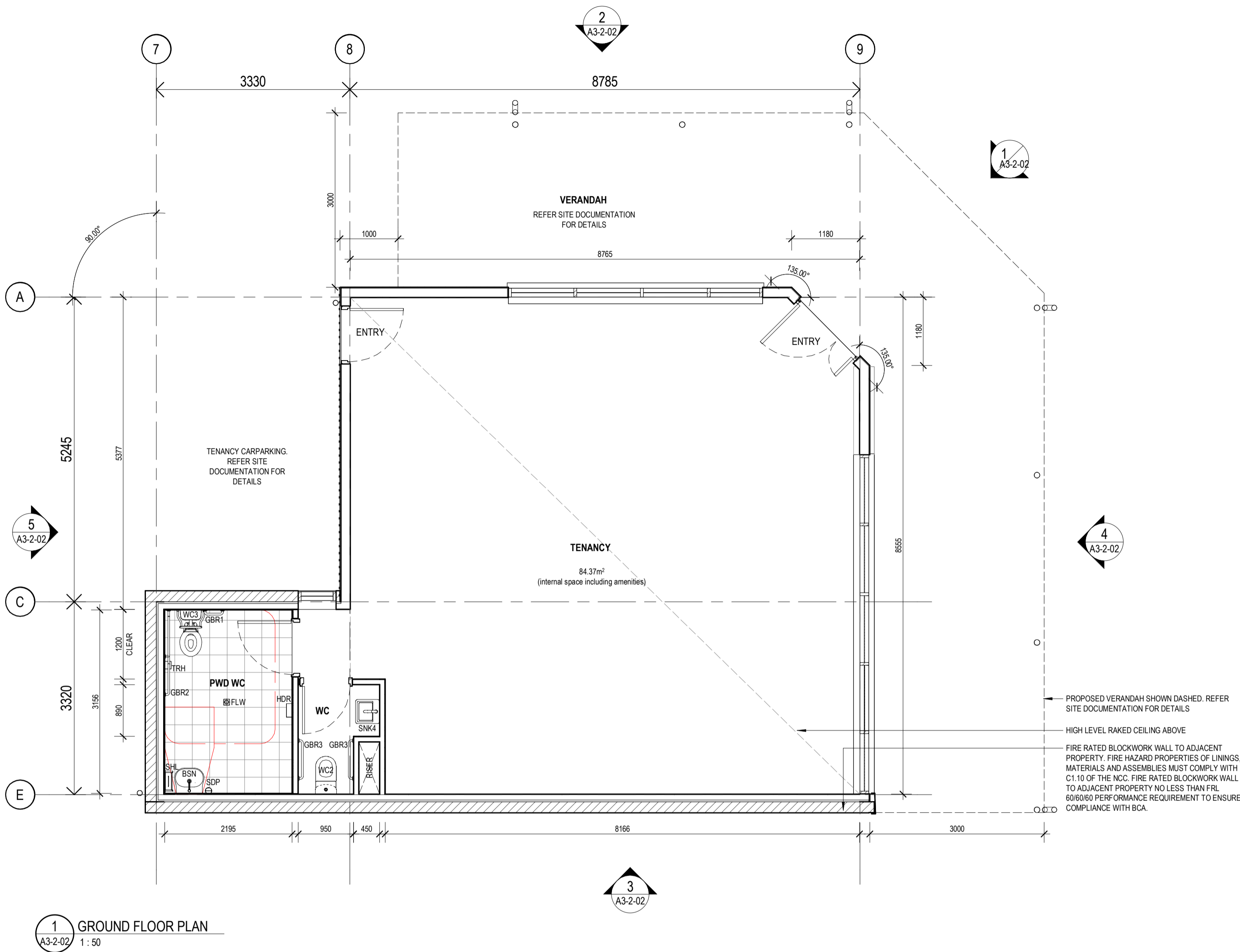


5 SOUTH ELEVATION
A3-1-01 1 : 50

6 NORTH ELEVATION
A3-1-01 1 : 50

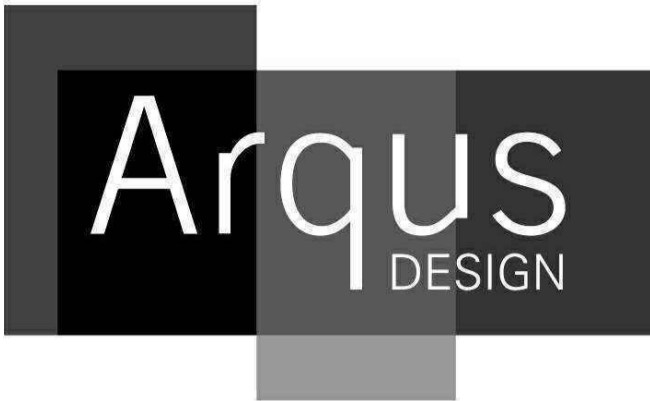
ABBREVIATIONS

CODE	DESCRIPTION
GBR	CUPBOARD BROOM
CTP	COOKTOP
DSW	DISHWASHER
FLW	FLOOR WASTE
FLW	FLOOR WASTE
FPD	FIRE PLACE DOUBLE SIDED
MMV	MICROWAVE
MXR	MIXER
MXR	MIXER
PTR	PANTRY
REF	REFRIGERATOR
RHD	RANGEHOOD
SHD	SHOWER HEAD OR ROSE
SHD	SHOWER HEAD OR ROSE
SNK1	SINK 1
SNK2	SINK 2
SNK3	SINK 3
SSH	SHOWER SHELF
SSH	SHOWER SHELF
TRH	TOILET ROLL HOLDER
WC1	WATER CLOSET TYPICAL
WMD	WASHING MACHINE AND DRYER UNIT
WOV	WALL OVEN



ABBREVIATIONS

CODE	DESCRIPTION
BSN	BASIN
FLW	FLOOR WASTE
GBR1	GRAB RAIL 1
GBR2	GRAB RAIL 2
GBR3	GRAB RAIL 3
HDR	HAND DRYER
SDP	SOAP DISPENSER
SHL	SHELF
SNK4	SINK 4
TRH	TOILET ROLL HOLDER
WC2	WATER CLOSET AMBULANT
WC3	WATER CLOSET ACCESSIBLE



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CLIENT

MR. WAYNE REX
PENWAY ENTERPRISES PTY LTD

PROJECT

FULHAM & CAIRNSCROFT STREET,
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DRAWING

TENANCY PLAN

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP

SCALE	DATE CREATED	NORTH
1 : 50 @A1	02.03.23	
1 : 100 @A3		

DRAWING NUMBER

A3-2-01 A

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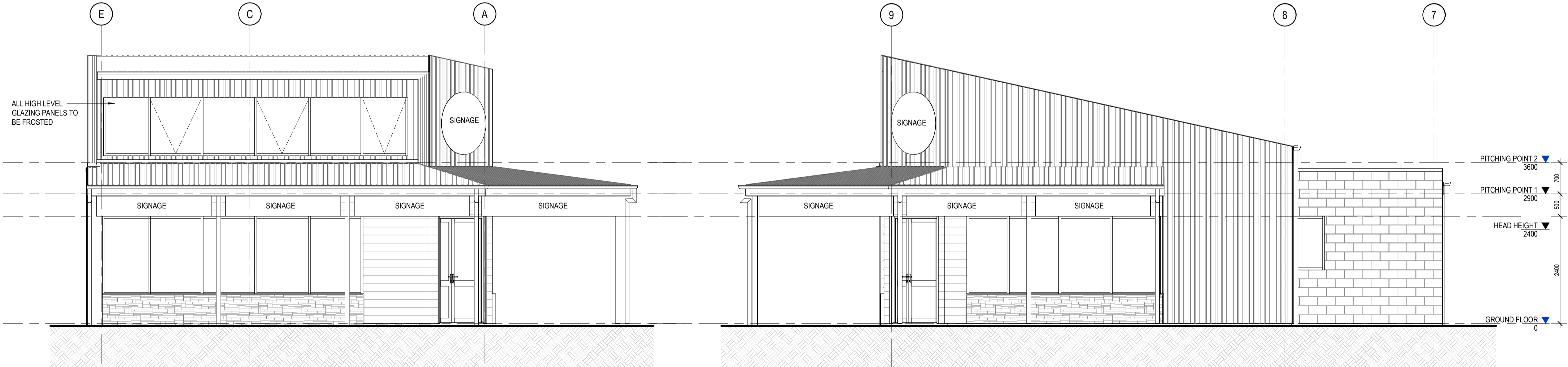
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DATE	REVISION	ISSUE
07.02.23	FOR INFORMATION	A

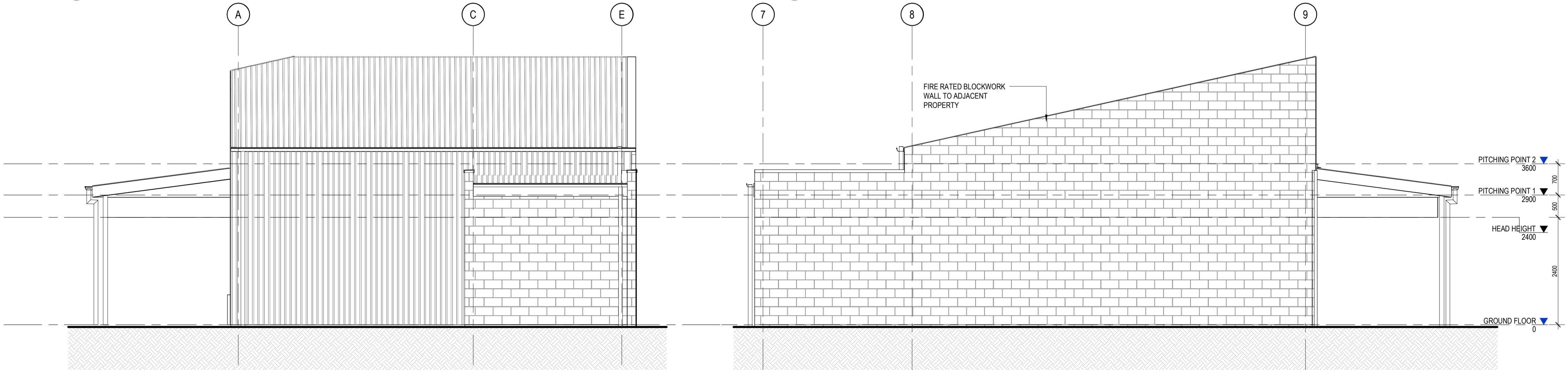


1 NORTH-WEST ELEVATION
A3-2-01/ 1: 50



4 NORTH ELEVATION
A3-2-01/ 1: 50

2 WEST ELEVATION
A3-2-01/ 1: 50



5 SOUTH ELEVATION
A3-2-01/ 1: 50

3 EAST ELEVATION
A3-2-01/ 1: 50

CLIENT

MR. WAYNE REX
PENWAY ENTERPRISES PTY LTD

PROJECT

FULHAM & CAIRNSCROFT STREET,
TOOGOLAWAH, 4313

DRAWING

TENANCY ELEVATIONS

JOB NUMBER DESIGN DRAWN CHECKED
22-0020 SP LS SP

SCALE DATE CREATED NORTH
1: 50 @A1 02.03.23
1: 100 @A3

DRAWING NUMBER

A3-2-02 A

ISSUED FOR

7/02/2023 5:02:43 PM

FOR
INFORMATION



1 CAIRNSCROFT STREET PERSPECTIVE 1
NTS



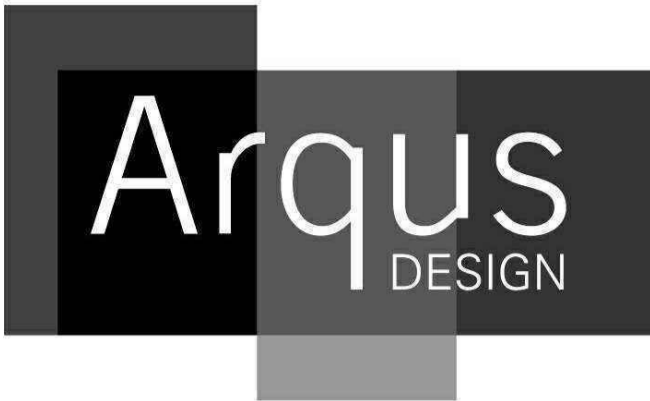
2 CAIRNSCROFT STREET PERSPECTIVE 2
NTS



3 FRONT ENTRY PERSPECTIVE
NTS



4 RETAIL ENTRY PERSPECTIVE
NTS



Integrated perspective

Arqus Design Pty Ltd
ABN 68 135 616 303

Level 2 15 Malt Street
Fortitude Valley Qld 4006
PO Box 2455
New Farm Qld 4005

Registration:
Nominated Architect: Scott Peabody
QLD: 2644
NSW: 9038
VIC: 800111 (Arqus Design 600035)

mail@arqudesign.com.au Phone 07 3358 0888
www.arqudesign.com.au Fax 07 3358 0899

NOTES

Contractors are to verify all dimensions on site before commencing any work or producing shop drawings.

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Detail applicable to the scale of the drawing published.

DATE	REVISION	ISSUE
31.08.22	CLIENT ISSUE	A
20.12.22	CLIENT ISSUE	B
07.02.23	FOR INFORMATION	C

CLIENT

MR. WAYNE REX
PENWAY ENTERPRISES PTY LTD

PROJECT

FULHAM & CAIRNSCROFT STREET,
TOOGLOOLAWAH, 4313

DRAWING

PERSPECTIVES

JOB NUMBER	DESIGN	DRAWN	CHECKED
22-0020	SP	LS	SP

SCALE	DATE CREATED	NORTH
@A1 @A3	30.08.22	

DRAWING NUMBER

A7-1-01 C

ISSUED FOR

FOR
INFORMATION

Infrastructure Charges Notice
(Section 119 of the Planning Act 2016)

Applicant: Post Turtle Pty Ltd
C/- Innovative Planning Solutions
PO Box 1043
MAROOCHYDORE QLD 4558

Application: Nature of the Development Proposed –
Description of the Development Proposed

Notice Number: XX

Date: XX

File Reference: DA23990

Amount of the Levied Charge: \$2,707.75
(Details of how these charges were calculated are shown overleaf)

Automatic Increase of Levied Charge: The amount of the levied charge is subject to an automatic increase. Refer to the General Information attached to this notice for more information on how the increase is worked out.

Land to which Charge Applies: Lot 1 RP49543

Site Address: 32 Fulham Street, Toogoolawah

Payable to: Somerset Regional Council

When Payable: CHECK s122 OF THE PLANNING ACT
(In accordance with the timing stated in Section 122 of the Planning Act 2016)

Offsets or Refunds: Not Applicable.

This charge is made in accordance with Council's **Charges Resolution (No. 1) 2022**.

Details of Calculation

Stormwater network

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (Retail)	180	Per impervious m2	\$10.95	CR Table 2	\$1,971.00
Accommodation (Short term)	2	Per bedroom	\$221.00	CR Table 2	\$442.00
Total					\$2,413.00

Discounts

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (Retail)	115	Per impervious m2	\$10.95	CR Table 2	\$1,259.25

Public parks and Community land

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (Retail)	N/A	N/A	N/A	CR Table 2	\$0.00
Accommodation (Short term)	N/A	N/A	N/A	CR Table 2	\$0.00

Discounts

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
X	X	X	X	CR Table 2	\$0.00

Transport network

Adopted Charges

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (Retail)	95	Per m2 of GFA	\$50.00	CR Table 2	\$4,750.00
Accommodation (Short term)	2	Per bedroom	\$777.00	CR Table 2	\$1,554.00
Total					\$6,304.00

Discounts

Development Description	Number of Units	Units of Measure	Charge Rate	Reference	Amount
Commercial (Retail)	115	Per m2 of GFA	\$50.00	CR Table 2	\$5,750.00

Net Charges

Development Description	Stormwater	Public Parks and Community Land	Transport	Total
-------------------------	------------	---------------------------------	-----------	-------

Commercial (retail)	\$711.75	\$0.00	\$0.00	\$711.75
Accommodation (short term)	\$442.00	\$0.00	\$1,554.00	\$1,996.00
Total	\$1,153.75	\$0.00	\$1,554.00	\$2,707.75

** In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Where there are any surplus discounts, these will not be refunded, except at Council's discretion through entering an infrastructure agreement, where the surplus discounts may be attached to the land.*

Yours faithfully

Andrew Johnson
Chief Executive Officer

Information Notice

Authority and Reasons for Charge	This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability.
Appeals	Pursuant to schedule 1 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights.
Automatic Increase Provision of charge rate (\$)	<p>An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI Index average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.</p>
GST	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.
To whom the charge must be paid	<p>Payment of the Charge must be made payable to Somerset Regional Council via Customer Service or Planning and Development Department, PO Box 117 Esk Qld 4312.</p> <p>The Infrastructure Charge has been calculated in accordance with the charges stated in Council's Charges Resolution. This notice will be escalated to time of payment to the extent permitted under legislation in force at that time.</p>

¹ 3-yearly PPI index average is defined in section 115 of the *Planning Act 2016* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

It is requested that you contact Council's Planning Department to confirm that amount payable prior to making payment.

Payment

This notice is due and payable by the due time shown. Cheques, money orders or postal notes should be made payable to Somerset Regional Council and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

Overseas Payees

Please forward your infrastructure charges payment by way of a bank draft for the required amount in Australian dollars.

Method of Payment

Payment by Mail

Confirm the current Infrastructure Charge applicable and obtain an updated payment notice from Council's Operations Department or Planning and Development Department.

Mail this updated payment notice immediately with your payment to: Somerset Regional Council, PO Box 117, Esk Qld 4312

NOTE: Cheques must be made payable to Somerset Regional Council

Payment at Council Offices

Confirm the current Infrastructure Charge applicable.

Present written confirmation of charges with your payment to Somerset Regional Council at the Customer Service Counters.

NOTE: Cheques must be made payable to Somerset Regional Council

Payment Made by Credit Card

Credit Cards accepted: Mastercard or Visa

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the Somerset Regional Council, Operations Department OR Planning and Development Department, Esk Office, during office hours, Monday to

Friday by phoning (07) 5424 4000 or email at
mail@somerset.qld.gov.au

DRAFT

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Jacqui O'Connor, Business Recovery Officer
Director: Luke Hannan, Director Planning and Development
Date: 6 September 2023
Subject: Small Business Friendly Councils – Annual Report 2022-23
File Ref: Economic Development

Background/Summary

The Somerset Regional Council signed the Small Business Friendly Councils charter on 14 April 2021 affirming its support for the region's small businesses.

The Small Business Friendly (SBF) Program aims to bring people together around a common goal to enhance the operating environment for small businesses in Queensland and provide the opportunities they need to thrive.

There are 47 organisations who have joined the SBF Program thus far. As a participating member, Council benefits from:

- A framework and tools to support councils to create a strategy and action plan to help councils be more small business friendly.
- Access to a facilitated community of like-minded organisations to discuss experiences, inform Council's own efforts, and provide support.
- Regular forums to learn more about what others are doing, discuss ideas and what councils can do to support small businesses.
- Opportunities to showcase Council activities that support small businesses, promote Council's efforts, and provide inspiration to others.
- Use of the SBF Program logo to promote Council's commitment to small businesses and raise awareness of Council's involvement in the program.
- Dedicated advice and support from the QSBC including statewide advocacy and small business assistance.

Members of the SBF Program are required to provide an annual report to the Queensland Small Business Commission (QSBC) reflecting on their efforts in relation to the charter commitments and highlighting their activities and successes.

Members must submit the report to the QSBC by 30 September each year (for the previous financial year).

Attachments

Attachment 1 – *Somerset Regional Council Small Business Friendly Councils – Annual Report 2022-23*

Recommendation

THAT Council approve the *Somerset Regional Council Small Business Friendly Councils – Annual Report 2022-23* for submission to the Queensland Small Business Commissioner.

Somerset Regional Council

Annual Report 2022-23

Member information

Details	
Organisation name:	Somerset Regional Council
Main address:	2 Redbank Street, Esk 4312
Main email:	mail@somerset.qld.gov
Main phone:	07 5424 4000
Main website URL:	www.somerset.qld.gov.au
ABN:	50 138 958 249
Charter signing date:	14/04/2021

Authorised representatives

Authorised representative details	
Full name:	Andrew Johnson
Position:	CEO
Email:	
Phone:	07 5424 4000
Proxy details	
Full name:	Luke Hannan
Position:	Director – Planning and Development
Email:	A
Phone:	07 5424 4000

Report information

Details	
Report date:	21/08/2023
Prepared by:	Luke Hannan, Director – Planning and Development
Stakeholders consulted:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Report published:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Report URL (if online):	

Charter performance

Actively communicate and engage with small businesses

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Actively engage and be mindful of small businesses, their issues and priorities when making decisions. (e.g., create a business advisory group).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)	Communicate clearly in a timely manner both formally and informally. (e.g., working at all levels to exceed your customers' expectations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c)	Engage with statewide partners where appropriate on matters affecting small businesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d)	Publish clear service standards stating what small businesses can expect from us. (e.g., in service charter, economic strategy, annual plan, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Council continues to meet quarterly with the Economic Development and Tourism Advisory Committee, which includes Councillors, council officers and small business representatives, to discuss issues and opportunities through the Somerset region.
- b) Somerset's Business Recovery Officer has held regular face to face business visits to collect business intelligence and feedback around local issues and priorities. Council has also developed an Economic Development webpage, housing information previously distributed via newsletters.
- c) Council officers have proactively engaged with State Government agencies such as the Queensland Rural Industry Development Authority (QRIDA), Department of Employment, Small Business and Training, and the Small Business Financial Counselling Service, to discuss grant programs and support State-led initiatives.
- d) In December 2022, Council adopted the Somerset *Economic Development Strategy* following extensive public consultation. The Strategy is designed to facilitate the growth and prosperity of the region's economy over the next 10-20 years and outlines how Council will positively facilitate this change and directly involve small businesses within the region.

Raise the profile and capability of small business

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Publicly recognise and value the importance of small businesses to our community and local economy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)	Encourage campaigns to promote small business and local spending (e.g., buy local).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Help small businesses develop networks, access education, and increase their capabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d)	Assist small businesses to access government, business and industry programs and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Council has regularly promoted the importance of small business in the community through regular media releases, policy amendments and promotion of focused workshops, forums and events throughout the Somerset region.
- b) Future 'buy local' campaign proposed, however reliant on receipt of grant funding.
- c) Delivery of **workforce capability workshops and recovery and resilience forums**, including:
 - Grant Writing Forums – Business, Tourism, Agriculture (Nine workshops).
 - Current Issues in Agriculture – Informative Forum and Networking Evening.
 - Navigating the Storm: Disaster Management Preparation for Business – (Three workshops).
 - Business Discovery Series: Plan on a Page, Customer Focus 101, Manage Your Digital Footprint (Three workshops).
 - Somerset Business Breakfast – Forum celebrating Small Business Month.
- d) Assisted small businesses to access government and industry programs, including:
 - Facilitating a pop-up office for QRIDA to discuss open grant opportunities and support with applications.
 - Engaging with the Small Business Financial Counselling Service, including attend the Somerset Business Breakfast.
 - Inviting representatives from DESBT to attend various workshops/forums within the Somerset region.

Promote and showcase small businesses

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Encourage and promote small business engagement via marketing and communication channels (e.g., engaging with local small businesses, collaborating with local chambers of commerce, industry groups etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)	Create awareness by promoting the Small Business Friendly Councils (SBFC) program (e.g., using the SBFC identifier online, in marketing collateral and in communication materials).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Sharing successes, ideas and learnings with other Small Business Friendly Councils and other stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d)	Allow the Queensland Small Business Commissioner to promote our Small Business Friendly Council activities and achievements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Regular engagement with the Kilcoy Chamber of Commerce, including inviting the Chamber to attend and speak at the Somerset Business Breakfast – Forum celebrating Small Business Month.
- b) Ongoing participation in the SBFC program is a stated ongoing action in the adopted and publicly available, Somerset Economic Development Strategy.
- c) Somerset's Business Recovery Officer participation in SBF Member meetings, sharing updates on SRC events and initiatives.
- d) The Queensland Small Business Commissioner visited the region to promote the SBFC activities and initiatives. In addition, a SBF representative attended the Somerset Business Breakfast to share future plans and recent achievements.

Develop and promote place-based programs for small business

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Identify, develop, promote and deliver at least two existing or new place-based programs to support businesses to start, grow and become more resilient.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Delivered multiple workshops across the Somerset region to build local business capacity and capability, including:
 - Navigating the Storm – Disaster Management Preparation for Businesses.
 - Business Discovery Workshops (Business Plans, Customer Focus and Digital Footprint).

- a) Council is also engaging with small business through the development of bespoke centre improvement strategies for each of Somerset's major towns. The Lowood Futures Strategy was completed and adopted by Council in late 2022 and is now in implementation stage and the Kilcoy Streetscape Revitalisation Project is currently under development.

Simplify administration and regulation for small business (red tape reduction)

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Limit unnecessary administration and take steps to ensure continuous business improvement.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	Make it easier for small businesses to comply with administrative and/or regulatory requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	Administer requirements in a consistent manner in collaboration with key stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	Regularly review and streamline administrative and/or regulatory arrangements to reduce red tape. (e.g., digitisation projects, process improvement).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e)	Maintain a simple, timely and cost-effective internal review and complaints management system. (e.g., actioning feedback, reviewing practices).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) to d) Led by the Executive Management Team, Council supports a proactive culture to 'review and improve', which is permeates through all council business activities.

In addition to internal business advancements to digitise and streamline business activities and transactions, Council is progressing a number of actions identified in the Somerset Economic Development Strategy, including:

- Reviewing and amending the Somerset Region Planning Scheme with a focus on economic development and business facilitation.
 - Undertaking Council business initiatives to encourage business investment opportunities and ensure businesses are provided with an efficient, customer focused experience regarding necessary approvals.
 - Conducting annual Somerset business forums (based around agriculture, tourism and business development).
 - Delivering workshops to build local business capacity and capability.
- e) Council has an adopted Administration Action Complaints Policy and Complaints Management System.

Ensure fair procurement and prompt payment terms for small businesses

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	Implement a procurement policy that gives small businesses a 'fair go' to supply goods and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)	Help small businesses find local procurement opportunities and make tendering quick and easy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c)	Pay all valid invoices from small business suppliers within a stated reasonable period (e.g., 20 calendar days from receipt of invoice).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Council has a Local Supplier Register and adopted changes to its Procurement Policy (F/008) on 10 May 2023 to provide greater advantage to local suppliers.
- b) Council actively promotes tendering opportunities for local small businesses and are easily available via the Somerset Regional Council home page.
- c) All invoices are paid within stated timeframes in accordance with supplier contracts.

Support small business resilience and recovery

Commitments		Performance self-assessment			
		● Not yet	● In progress	● Achieved	● Very well achieved
a)	With support from statewide partners, deliver short, medium, and long-term activities to support small business recovery and resilience following significant business disruption and disasters.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b)	Implement policies and practices for managing business disruption (e.g., supporting and working with small businesses to minimise disruption during capital works projects, transformational change etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) Post disasters, the Somerset Regional Council Economic Recovery Group assembles to discuss short, medium and long-term support initiatives.
- b) Council has developed and adopted an information guideline titled, *Business Continuity - A guide to doing business during construction and road upgrades*, to assist the Somerset business community in the lead-up and during the delivery of essential works. Council hopes this guide will help Somerset businesses be better prepared, more involved and improve resilience before, during and after construction.

Measure and report on our performance

Commitments	Performance self-assessment			
	● Not yet	● In progress	● Achieved	● Very well achieved
a) Seek regular feedback from small businesses to help drive continuous business improvement (e.g., surveys, engagements, councillor walks etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Monitor our performance against this charter and ensure we are meeting our commitments.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Publish a report about our performance in relation to this charter once every financial year.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Complete the SBF Accelerator Pack within 6 months of signing the charter. (for new members after 28 April 2023).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of key activities and achievements in relation to this element:

- a) - Quarterly meetings with business, tourism and agricultural sector representatives through Councils Economic Development and Tourism Advisory Committee.
 - Face to face business visits to discuss improvement opportunities with Council.
 - Follow-up emails post events to seek feedback.
- b) Annual reporting for SBFC is an opportunity to evaluate our performance against the charter. Additionally, continued participation in the SBFC program is an ongoing action item within the Economic Development Strategy and Business Recovery Officer position KPIs.
- c) This annual report will be available to public via the Council Ordinary Meeting and then via Council's Economic Development homepage.
- d) Not applicable.



Member requirements

Requirements		Performance self-assessment			
1.	Authorised representative and proxy nominated and current.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
2.	For new members - Submitted Accelerator Action Plan to the QSBC within 6 months of joining the program.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>	
3.	Actively participated in at least four Roundtable meetings in the previous F.Y	0 <input type="checkbox"/>	1-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	>4 <input checked="" type="checkbox"/>
4.	Actively participated in at least two online Community of Practice meetings in the previous FY.	0 <input checked="" type="checkbox"/>	1-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	>4 <input type="checkbox"/>
5.	Provided at least one Showcase submission to the QSBC in the previous FY.	0 <input checked="" type="checkbox"/>	1-2 <input type="checkbox"/>	3-4 <input type="checkbox"/>	>4 <input type="checkbox"/>
6.	Attended the Annual Conference in the previous FY.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
7.	Submitted Annual Report to the QSBC by 30 September for the previous FY.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		

FINANCE

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 24 August 2023
Subject: 2024 rate notices and discount periods
File Ref: Rates and government valuations – rate payments – FY2024
Action Officer: DFIN

Background/Summary

Council resolved on 21 June 2023 to allow discount of 15% on general rates where balances are paid "within 42 days after the rate notice is issued."

To save administration costs for the rating moiety from 1 January 2024 to 30 June 2024, it is recommended that Council issue rate notices and associated documents on Tuesday 16 January 2024 and use section 130 of the Local Government Regulation 2012 to set a due date of Tuesday 2 April 2024.

This would be a discount period of 70 days instead of the 42 days allowed in Council's budget resolutions.

Local Government Regulation 2012 says:

130(7) The local government may, by resolution, change the discount period to end on a later day (the new discount day).

130(8) However, if the discount period is changed under subsection (7), the local government must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

Attachments

Nil

Recommendation

THAT Council in respect of the six-monthly rating period of 1 January 2024 to 30 June 2024, confirm a rate notice issue date of 16 January 2024 and under subsections 130 (7) and (8) of the Local Government Regulation 2012, change the discount date and the due date for payment from the date implied in Council's 2023/2024 budget resolutions of 27 February 2024 to instead be 2 April 2024.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 24 August 2023
Subject: Major policy decision exception during caretaker period
File Ref: Disaster recovery funding arrangements
Action Officer: DFIN

Background/Summary

Section 90B of the Local Government Act 2009 provides that a local government must not make a major policy decision during a caretaker period for the local government. It is expected that Council will enter a caretaker period no earlier than 42 days before the announced local government election date of 16 March 2024.

A major policy decision includes a decision "to enter into a contract the total value of which is more than the greater of ... \$200,000 and 1% of the local government's net rate and utility charges.." This means that Council will not be able to enter into any contracts worth more than \$284,000 during February/ March 2024 unless an exemption is granted.

Council is currently engaging contractors to undertake works under Disaster Recovery Funding Arrangements (DRFA) as soon as these are approved by the Queensland Reconstruction Authority (QRA), have finalised designs and contract documentation in place and have met Local Government Act contracting requirements.

DRFA guidelines provide that all restoration works in respect of the February to April 2022 flooding event must be completed by 30 June 2024.

It is considered that there is a limited number of available contractors with the necessary resources to deliver required restoration works within Somerset LGA.

Council is currently awaiting QRA approval of works and it is considered that Council will be awaiting QRA approval of DRFA works early in 2024. It is considered that ceasing to engage contractors to deliver flood restoration for more than a month prior to the local government election will:

- Increase the risk that Council will be unable to complete its flood restoration program by 30 June 2024 as required by Disaster Recovery Funding Arrangements (DRFA) resulting in unnecessary financial, economic and social disadvantage to Somerset Regional Council and its residents.
- Increase the risk that Council will not be able to engage otherwise-available contract resources to restore vital local infrastructure under Disaster Recovery Funding Arrangements during February and March 2024 at a time when these resources are needed for this purpose.

Endorsement is sought for Council to apply to the Minister for an exception to the contracting provisions under s90B (2).

Council sought a similar exemption from former Minister Paul Lucas on 24 November 2011 which was granted on 30 January 2012 (document 601378).

Council requires certainty as early as possible for its design team and contractors to ensure the completion of DRFA works.

Attachments

Nil

Recommendation

THAT Council confirms that it considers that exceptional circumstances apply under section 90B of the Local Government Act 2012 in respect of contracts that Council is likely to need to enter during the 2024 caretaker period in order to complete the extensive restoration of vital local government assets damaged in the South East Queensland Rainfall and Flooding, 22 February - 5 April 2022 event that are authorised under Disaster Recovery Funding Arrangements by the final date permitted for these DRFA works which is 30 June 2024 and that Council seeks an exemption from the Minister from the major policy decision prohibition on contracts formed for undertaking DRFA approved works during the 2024 caretaker period.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Jessie Gault, Finance Cadet
Director: Geoffrey Smith, Director Finance
Date: 22 August 2023
Subject: Conversion to road reserve – L 100 SP326581 Banks Creek Road
File Ref: State Government Emergency Management Levy
Action Officer: DFIN

Background/Summary

Council owns L 100 SP326581, Banks Creek Road, Fernvale as freehold tenure. L 100 SP326581 occupies 0.606 hectares and is used for drainage and Urban Utilities purposes with easements in place to Council and Urban Utilities.

Converting the tenure of L 100 SP326581 to road reserve would:

- Manage Council risks such as dividing fence obligations
- Reduce Council operating costs
- Provide for drainage and sewerage main purposes



Attachments

Nil

Recommendation

THAT Council authorise conversion of L 100 SP326581 to road reservation.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 4 September 2023
Subject: Application for rebate of rates - E Summervilles Road
File Ref: Rate classifications\FY2023 categorisations
Action Officer: DFIN

Background/Summary

333 E Summervilles Road Borallon - lot 4 RP891065 - 35888-00000-000 has previously been approved for and used 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 28 August 2023 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. Council has not had a rating category 3 for some years however rating category 2 (farming, non-principal place of residence) is similar. 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 2 level. Category 301 has a general rate of 7.9307% of valuation while category 2 has a general rate of 0.6864% of valuation. The rateable valuation is \$1.5M and this proposed general rate rebate would account for \$108,664.50 of the owner's request before discount.

It is not recommended that a rebate of extractive industry inspection levies (\$2,749.30 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.

It is suggested given the amount of time that this property has not been extracted from that consideration be given in future to not rebating general rates to help ensure that rehabilitation of the land is completed in accordance with the development approval.

Attachments

Letter from ZCQ Group Pty Ltd of 28 August 2023

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 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.

[REDACTED]

28th August, 2023.

The Chief Executive Officer,
Somerset Regional Council,
Redbank Street, ESK. QLD. 4311.

RE; EXTRACTIVE INDUSTRY USE RIGHTS [REDACTED]
BORALLON. ASSESSMENT NUMBER; 35888-00000-000

Dear Sir,

We are writing to you to clarify the situation of extractive industries on the above mentioned lot.

This company has entered into an option to exercise an agreement with the land holder for the purpose of Extraction. Unfortunately, a successful negotiation with the Ipswich City Council for access to the site has not been forthcoming.

We now seek to abandon the Extractive Industry use rights on this site and begin the process of rehabilitation of the site with the purpose of surrendering the ERA licence from the Department of Environment and Science. An application has been made to your planning department to this affect following a consultation process with your relevant departments. Consultation has also been sort with DES in this regard.

To reiterate, there has been no extraction by this company on this site, and there is no planned extraction to take place by this company or its representatives.

We therefor request the rates notice be recalculated to reflect this circumstance.

Should you wish to discuss this, please call the undersigned at any time.

Yours Sincerely,


[REDACTED]

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 4 September 2023
Subject: Application for rebate of rates – England Creek Road – extractive
File Ref: Rate classifications\2023 - 2024 - 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 stating that:

- The land is leased to Hytec (Hytec is a business of Adelaide Brighton Ltd)
- Annual payments under the lease total \$5,000
- 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 that if the permit did not exist.
- The owners' property was heavily impacted by flooding in 2022.
- The owners request a reduction in rates.

The recommendation below proposes a rebate of a reduction in the general rate to category 2 level. Category 301 has a minimum differential general rate of \$8,035.78 while category 2 has a minimum differential general rate for the year of \$961.64. This proposed general rate rebate would account for \$7,074.14 before discount.

It is not recommended that a rebate of extractive industry inspection levies (\$2,749.30 for the year) be granted as these levies fund the inspection of the property to help ensure compliance of activities on the property with relevant approvals.

It is suggested given the amount of time that this property has not been extracted from that consideration be given in future to not rebating general rates to help ensure that rehabilitation of the land is completed in accordance with the development approval.

Attachments

Letter from the owners of Lot 1 RP28857 of 25 August 2023

Recommendation

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.

25 August 2023

Mr Geoffrey Smith
Director Finance
Somerset Regional Council
By email: mail@somerset.qld.gov.au

Dear Mr Smith,

RE: Application for consideration of concession of rates for Lot 1 RP28857

I refer to the income (land lease payment) for Lot 1 RP28857 (Powells Road, Fernvale) that is currently being paid by Hytec to [REDACTED]

The annual payment is an amount totally \$5000.00 which is for the leasing of a small portion of land only (2.1 ha) which is utilised for the stockpiling of materials. The remaining portion of land is currently under rehabilitation works and the extraction of sand and/or gravel on this portion of land is 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.

As there will be no substantial income being generated for [REDACTED] from this portion of land, we respectfully request a rates reduction. This request would be greatly appreciated and of financial assistance as our property was very heavily impacted by the flood events in February and May 2022. As a result of these flood events, we have been faced with significant hardship in relation to our farming operation.

If any further information is required, please do not hesitate to make contact.

Yours sincerely,

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 5 September 2023
Subject: Community Energy Upgrade Fund – LED streetlighting proposal
File Ref: Energy supply and telecommunications - service providers - electricity
Action Officer: DFIN

Background/Summary

The Australian Government has announced a \$100 million Community Energy Upgrades Fund to “help improve energy efficiency, reduce operating costs and lower greenhouse emissions” by supporting “local governments through co-funding energy efficiency and electrification upgrades of local government facilities.”.

Guidelines for the Community Energy Upgrades Fund are to be released with the program to open “by the end of 2023”.

Council has already installed rooftop PV solar on 26 buildings, installed energy efficient lighting at sporting and other facilities and installed energy efficient equipment at pools and other sites.

These solar and lighting initiatives are the type of projects that the Community Energy Upgrades Fund is apparently designed to support.

Council spent \$268,918 (excluding GST) on streetlighting during the past year. This is Council's largest single electricity account, and most streetlights are understood to be non-LED lights.

LED lights use about 75% less energy than halogen light bulbs and last 5 to 10 times longer (www.energy.gov.au).

The streetlights themselves are owned by the State-owned Energex even though the running costs are paid by Council. Energex' ownership of the lights complicates any proposal to reduce energy consumption/ carbon emissions by making streetlighting more energy efficient.

It is recommended that Council engage Peak Services to analyse the process and benefits and costs of replacing non-LED streetlights with LED streetlights that would form the basis of a potential grant application under the Community Energy Upgrades Fund. The objective would be for federal funds to be used for the capital costs of changing over Energex lighting to a more efficient standard. A proposal from Peak Services is attached with a quoted cost of \$28,160 excluding GST over a 12-week duration.

Attachments

Peak Services' Streetlight Upgrade and Ownership Study of 5 September 2023

Recommendation

THAT Council engage Peak Services to analyse the process and benefits and costs of replacing non-LED streetlights with LED streetlights that would form the basis of a potential grant application under the Community Energy Upgrades Fund with funding for this proposal identified from higher-than-expected Commonwealth financial assistance grants and authorise the Chief Executive Officer to prepare and submit a grant application consistent with the findings.



Somerset Regional Council

Streetlight Upgrade and Ownership Study

5 September 2023
Our ref: EG9396

Geoffrey Smith
Director of Finance
Somerset Regional Council
2 Redbank Street
ESK QLD 4312

5 September 2023

Dear Geoffrey

Streetlight Upgrade and Ownership Study

We are pleased to offer professional energy advisory services to assist with Council's Streetlight Upgrade and Ownership Study ('the Project'). We have an advisory team that have worked on many councils across Queensland, returning value to the sector through renewable energy initiatives. We also have an in house team of grant writing experts, so we understand how to construct a study and undertake the preliminary analysis that underpins a successful grant application.

We would be delighted to apply our professional advisory service to advance your project agenda.

Peak's Energy Advisory Leader and Senior Advisor Mike Fideli, has worked extensively with Council. Since 2018, Mike has delivered solar power concept design studies and feasibility assessments, as well as extended procurement and project management advisory support. He has extensive knowledge of Council's energy consumption profile, systems and has good stakeholder relations. Mike's unique insight and foundation of trust make him ideal to lead this project for Somerset.

Mike has a span of experience supporting Queensland councils with renewable energy projects. He has been engaged to deliver studies and energy audits at over two hundred and eighty (280) sites on behalf of some thirty-three (33) councils. He is an expert in Council energy analysis.

Peak is wholly owned by the Local Government Association of Queensland (LGAQ) and operate as a profit-for-purpose enterprise, built on a proud legacy of working alongside local government. 100% of our profits are returned back to Local Government through the work of the LGAQ.

What makes us a great energy partner for you:

- Experts focused on Queensland; developing fit-for-purpose, climate wise solutions.
- An experienced team who have undertaken many similar projects for other councils.
- Access to our full range of professional advisory services, through our energy and grants team.
- Easy to procure through Local Buy's Project Management Services (LB279) supplier panel.

We believe Peak is excellently placed to support your Streetlight Upgrade and Ownership Study. If you have any questions or would like us to amend our proposal, please contact me directly. I am sure that we can come up with a tailored solution that perfectly complements your needs.

Yours sincerely





Overview

BACKGROUND

The Federal Government has announced it is partnering with local government to deliver a new \$100 million Community Energy Upgrades Fund to support community facilities with energy efficient technology upgrades. The Government will co-fund upgrades with local councils and potentially unlock over \$200 million in high-impact energy upgrades to save community facilities on bills over the medium and long term. This new funding could include upgrades like replacing energy-intensive heating in council pools with heat pumps and energy efficient lighting and battery storage at sporting fields, libraries and community centres.

Somerset Regional Council has identified this package as an opportunity to advance its own energy efficiency program and to reduce council energy consumption costs. Specifically, Council has an appetite to transition its streetlights away from traditional, analogue bulbs towards more energy-efficient and cost-effective LED bulbs. Council further seeks to identify the viability of transfer of streetlights ownership to Council. The works will support compiling a grant application to solicit project funds. Data collection and analysis needs to be conducted to understand the energy consumption profile and the potential benefits to be derived by the project through options analysis – LED light upgrade & Ownership Transfer. There is also scope for a Consultation Exercise, exploring the opportunity to partner with other councils.

Council would like to undertake/investigate both of these options to advance the project. Peak will lead the Project and act as an ambassador for Council. This preliminary work will form the basis for a grant application that will be written to capture the project funding.

BASIS OF PROPOSAL

In preparation of this proposal, we have referred to discussions with and information provided by Geoffrey Smith, Director of Finance at Somerset Regional Council. We have assessed the estimated resources required to deliver the Project based on experience and learnings ascertained from similar projects managed by Peak.

Scope of Works

Phase 1a - Streetlight Upgrade and Ownership Analysis

We propose an initial streetlight data gathering exercise (consumption and ownership mapping) to understand the scale and scope of the project and funding opportunity for Somerset. We will need to profile the cost to upgrade the existing analogue bulbs to LED and measure these costs against the estimated returns to quantify the value and payback period on the project. This phase may also include a cost and benefit analysis on a new operating model which involves the transfer of ownership of the proposed new LED lights to Council, from the current streetlight owner (Energy Queensland, EQ). The potential for ownership transfer would be subject to negotiation with EQ.

1 - Streetlight Data Gathering (consumption and ownership mapping)

With Council's permission, Peak will:

- Request streetlight data from Energy Queensland. This includes but is not limited to:
 - Geolocation data for each luminaire.
 - Technology type for each luminaire.
 - Ownership information for each luminaire.
- Request streetlight data from the retailer. This includes, but is not limited to:
 - Electricity consumption data.
 - Electricity retail and network charges.

2 - Cost Modelling of the transition to LED

Utilising the streetlight data from Energy Queensland and the retailer, conduct a cost and benefit analysis to transition all non-LED streetlights to LED. This will include:

- Identification of approved LED luminaires to replace non-LED streetlights.
- Estimation of capital cost together with the whole of life cost based on cost estimate data provided by EQ.
- Return on the investment including payback period.

3 – Transfer of streetlight Ownership Cost Modelling

For the streetlights currently owned and operated by Energy Queensland, Peak will conduct a cost and benefit analysis to transfer the ownership to Council. This will be modelled on outcomes from:

- 2 – Cost Modelling of the transition to LED.
- Consultation with EQ.

3 – Scope the Next Phase and Review Grant Funding Requirement

Based on the outcome from Scope items 1 – 3, together with the Grant Funding Requirement (if available), Peak will scope the next phase of the project.

4 – Report Preparation

Peak will prepare a Streetlight Upgrade and Ownership Study Report covering the scope items. The report will outline recommendations and potential financial impacts.

Phase 1b - Consultation Exercise

1 – Consult with other Queensland Local Governments about funding opportunity

In parallel with the Options Analysis, Peak will undertake to deliver a Consultation Exercise in a bid to strengthen the ultimate Grant Funding Application. By engaging with other Queensland local governments that stand to benefit from the funding opportunity, and mobilising a consortium for the response, the case to deliver value to the sector may be strengthened with streamlined costs and project synergies. On Somerset's behalf, Peak will consult with other councils and test their interest levels in joining the consortium. The result from the consultation with other SEQ councils will assist to inform whether:

1. Somerset puts forward an initial submission and case study with other councils to follow.
2. A joint submission is created, involving a consortium of Council respondents.
3. Another proposed model is tested.

2 – Liaise with Streetlight Owner around ownership transfer

For the streetlights currently operated and/or owned by Energy Queensland, a case may also be made to transfer ownership and/or operation of the proposed new LED lights away from the existing streetlight owner to Council, in a bid to further reduce operating and maintenance costs.

Peak is well positioned to contribute to the discussion and potential negotiation between Council and Energy Queensland, informed by the Options Analysis Phase 3 – Transfer of LED Ownership Cost Modelling. Peak can undertake this service at the direction of Council.

Scope Clarifications and Assumptions

- Energy Queensland will provide cost estimate data, including not limited to, the cost of upgrading the existing analogue bulbs to LED.
- Energy Queensland will provide information on the cost of asset purchase and transfer of asset ownership.
- Council will provide information requested by Peak in relation to its delivery of the scope of works in a timely manner.
- Should Council require that Peak perform any of the Services onsite at Council premises, or premises other than the Peak Office, fees for travel, sustenance and accommodation shall be charged to the client at cost plus a 10% service fee.
- Peak will advise and assist Council to reach decisions and manage risks associated with this scope of works to the best of its ability; however, Peak is not liable for any damages arising from any commercial decisions or actions taken by Council as a result.
- Attendance of meetings in person, unless otherwise agreed in writing in advance and funded by Council (See Fees and Expenses).

Scope Exclusions

This scope of work excludes the following:

- Peak will not provide independent verification of the completeness, reasonableness or accuracy of any information or assumptions provided by Council for any Project, whether they are provided orally or in writing.
- Responsibility for decisions or works performed by others outside of Peak's control.
- Assisting Council to identify, allocate or administer any funding for the Project.
- Detailed design, documentation, approvals and/or certifications (incl RPEQ) are excluded.
- Provision of advice in respect of legal, tax, audit, accounting matters or other approval fees.
- Independent verification of the completeness, reasonableness or accuracy of any information or assumptions provided by Council for the Project, whether provided orally or in writing.
- Quality assurance of any material provided by EQ, stakeholders, consultants or others appointed by Council in respect of the Project.

Although we may recommend commercial conditions and general contract requirements (which align with our understanding of Council's needs), Council is responsible for obtaining an independent legal review of any documentation supplied.

DELIVERABLES

Peak will deliver, as agreed:

- Streetlight Upgrade and Ownership Study Report.

Program

Peak will complete the project in accordance with the following program:

Phase	Action	Estimated Duration*	Forecast Start	Forecast Completion
1a	Streetlight Upgrade and Ownership Analysis	12 Weeks	18 Sep 2023	11 Dec 2023
1b	Consultation Exercise	12 Weeks	18 Sep 2023	11 Dec 2023

Note:

1. It is assumed that the Analysis and Consultation Exercises will occur in parallel.
2. Project timing may vary subject to delays in Peak's receiving information from Council, Energy Queensland or third parties, Council review and approvals etc.

Fees and Expenses

Peak's estimated fees (excluding GST) for this project are outlined below:

Phase	Action	Hourly Rate*	Estimated Hours	Estimated Fees (ex. GST)*
1a	Streetlight Upgrade and Ownership Analysis	\$220	88	\$19,360
1b	Consultation Exercise	\$220	40	\$8,800
Total			128	\$28,160

*The Hourly Rate is a blended rate for access to Peak's specially nominated team to deliver the project. The total fee is an estimate only based on an initial assessment of the scope, scale and requirement for Council. The fee relates to actions itemised in the Scope of Works. Peak will liaise with Council prior to incurring any additional time and costs on the project.

All business expenses including travel, accommodation and meals will be on charged at cost plus a 10% service fee, or alternatively, may be booked directly by the Client.

This table identifies the applicable hourly rate for key roles and skills necessary for completion of the scope of works. Any additional hours worked will be charged at the applicable hourly rate.

Rate Card		
Role for this Agreement	Hourly Rate (\$)	
	Standard	Discounted
Director	\$285	\$245
Principal / Specialist	\$245	\$235
Senior Advisor	\$230	\$215
Intermediate Advisor	\$190	\$180
Advisor	\$170	\$160

Our Team

KEY STAFF

Mike Fideli – Energy Advisory Leader and Senior Advisor

Mike joined Peak in 2016 with an Electrical Engineering Degree from the Queensland University of Technology (QUT). Mike has a strong background in development, analysis and integration of technical products within the electrical field. Mike has worked in several technical and leadership roles within the Australian electrical and power market, for companies including Weber South Pacific and Arlec Australia.



Mike has played an integral role in providing specifications for and developing business cases for renewable energy technologies including electrical and structural suitability inspections for solar, conducting energy audits and seeking regulatory approval for geothermal exploration across Australia. Mike is a highly motivated worker with excellent leadership skills who harnesses his passion and expertise within the energy sector to identify and incorporate innovative solutions on each project.

Mike will assume responsibility as Project Lead.

Dr Charlee McLennan – Principal Advisor and Specialist Economist

Dr Char-Lee McLennan holds a PhD in Tourism Economics as well as a Bachelor of Hotel Management/Bachelor of Business (Hons I) majoring in Financial Economics and Event Management. Char-lee is currently a DSDTI Mid-Career Research Fellow with the Queensland University of Technology.



Char-lee is highly knowledgeable consultant who has considerable expertise in Grant writing, tourism strategy and planning, economic impact analyses, econometric modelling, data mining, survey design, stakeholder consultation, project management and training. She is a highly skilled researcher proficient in statistical software packages including STATA, R, SAS and Leximancer. Through Peak Services, Char-lee provides support to Councils, including grant writing, tourism and economic development, innovation and entrepreneurship, emerging industries and cost benefit analysis.

Char-lee provided the CBA and policy/strategy alignment for all three of all successful Regional Connectivity Program projects. Char-lee has developed Youth Development Strategies, economic and social benefits for project briefs and advocacy documents. Char-Lee is available to provide specialist research and key economic data to support delivery as agreed.

Charlee will provide support with delivery of the Cost Benefit Analysis.

Peter Morichovitis – Principal Advisor

Peter Morichovitis is a Procurement and Supply Chain leader with extensive experience in both the public and private sectors including government, utilities, resources, manufacturing and construction. Over the past ten years before joining Peak, Peter has been at the Council of City of Gold Coast, holding the roles of Chief Procurement Officer and Chief Information Officer. He is a Chartered Procurement and Supply Professional, and Fellow under the Chartered Institute of Procurement and Supply (CIPS).



Peter will provide support to the Project Leader as required.

Scott Greensill – Principal Advisor

Scott brings to Peak Services over 40 years' local government experience. Having worked predominantly in CEO, General Manager and other senior local government roles throughout Queensland and New South Wales, he possesses a wide understanding and detailed appreciation of today's local government environment.



Scott has extensive experience in the development and implementation of strategic and corporate plans. His consulting experience with AEC balances his deep understanding of governance and assurance. Formally qualified with a Bachelor of Business degree (majoring in Local Government) and a Master of Business Administration degree (specialising in Leadership), Scott also has attained significant academic and technical expertise. With a particular interest in governance and how it enhances overall local government leadership, Scott offers a wide range of skills and attributes to Peak's clients. In particular, Scott knows and understands "what it takes to support organisations excel across all facets of business" helping CEOs drive real improvement.

Scott will provide support to the Project Leader as required.

Brian Jackson – Director, Consulting Services

Brian has been with Peak Services (and formally LGIS) since 2011 and brings more than 20 years' experience working within the public and private sectors, in project and procurement management and advisory services. Brian's expertise encompasses roads, water, waste, property and development, business operations and technology projects. Brian is recognised as an astute manager with a proven capacity to enhance project delivery and a focus on client requirements through all phases of the project life cycle.



Brian has extensive knowledge on end to end project management, transaction management and construction management. Brian plays a strong leadership role within Peak as Director, Consulting Services. He brings an aptitude for strategic commercial partnerships and strong stakeholder relations, together with a robust technical background. Brian retains overall responsibility for Peak's Consulting Services team including Procurement Office, Professional Advisory, Grant Office and Energy Advisory.

Brian will oversee delivery of the project. Brian is the overall project accountability and escalation contact.

While not within the scope of this Proposal, Peak have a team of suitably qualified and experienced grant writers who are expertly positioned to advance the preliminary works undertaken as part of this project and progress to a grant application submission. We would be delighted to discuss this option.

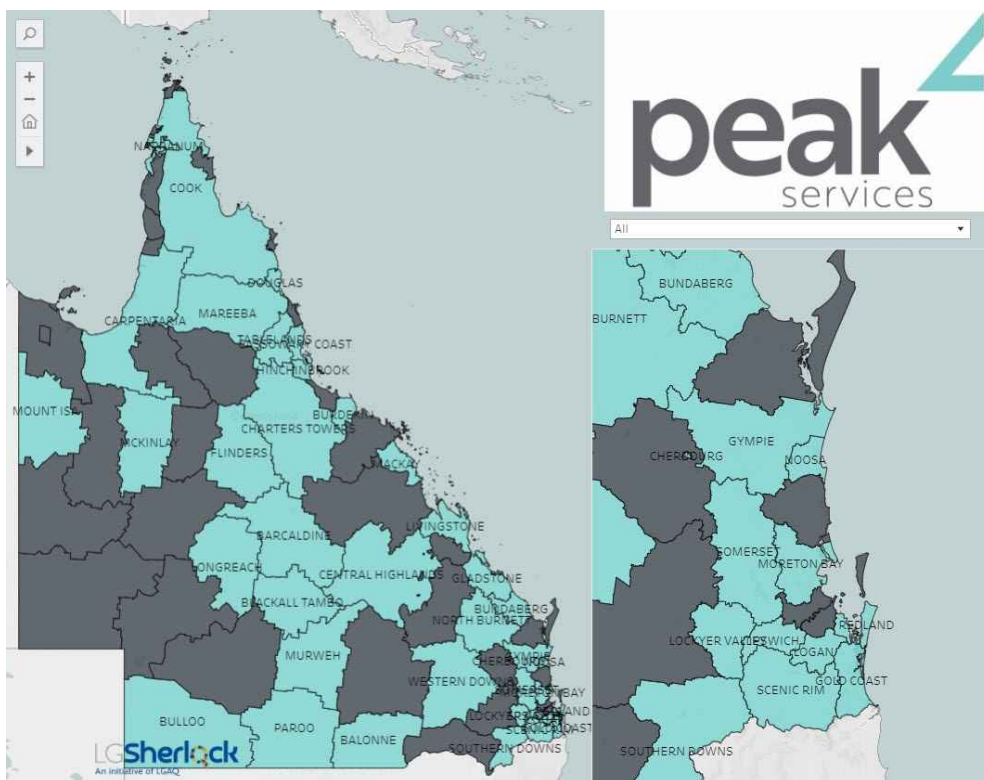
Our Track Record

Since 2016, Peak has delivered a range of renewable energy service projects on behalf of local government municipalities, saving the sector a significant cost on energy over this time.

Renewable Energy Services delivered by Peak are estimated to provide Councils with total electricity cost savings over \$4.1 million each year. This excludes savings generated from exclusive Tariff Analysis Services, which have saved our customers over \$13 million since 2015. Peak is delighted to have generated such significant outcomes for its local government partners.

Peak's Energy team have an intimate understanding of Queensland Local Governments energy requirements. Over the last 3 years, we have worked with more than 30 Councils to deliver greater energy efficiency and to reduce costs.

The map below demonstrates Peak's presence in Queensland, with LGAs highlighted in aqua representing areas our Energy team has supported.



Testimonials

Energy Audit Services - District Council of Loxton Waikerie

"Peak Services were very thorough in their onsite review making many valued observations over many different sites. This has helped us with understanding our solar needs as we lead into a tender process."



Renewable Energy Generation – Mackay Regional Council

"I wanted to let you know that I do not believe we would have come as far as we have or had as good of an outcome without the assistance of Peak, and the work of Nayim and Mike... [Peak] have been excellent to deal with and nothing too much trouble, and in fact, I have referred Peak...to the Showgrounds in Mackay who are looking at solar options."



Energy Procurement - Murweh Shire Council

"Thank you again for your assistance once again as these savings are most appreciated."



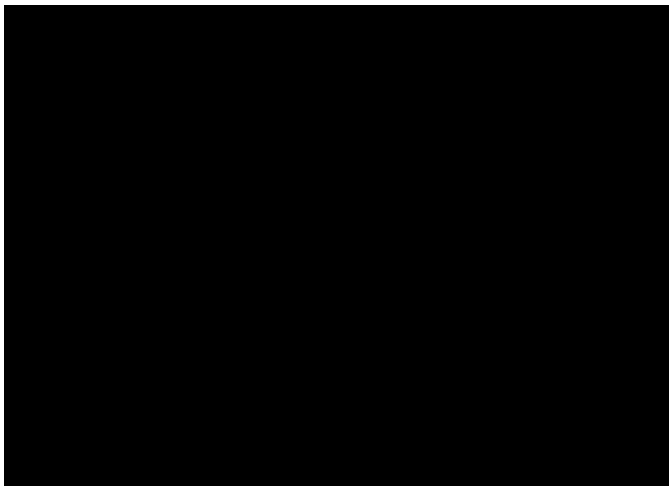
Energy Procurement - Burdekin Shire Council

"Great to have a sharp set of eyes looking out for us. Much appreciated, thanks for your efforts."



Blackall-Tambo Regional Council

"Peak were very helpful in providing clarifications and extra information to support a funding submission."



Form of Agreement

Project Name: Streetlight Upgrade and Ownership Study

Date of Proposal: 5/09/2023

Peak Project Reference: EG9396

Basis of Fee Agreement: Time and Materials

Estimated Fee Amount: \$28,160 Ex GST

Contract Terms: The Parties hereby agree to the contract defined in the following documents, in order of precedence:

- This proposal
- PEAK Terms and Conditions
- The correspondence between the parties

Acceptance: You may confirm your acceptance of this proposal in any of the following ways:

- Sign and return this document where indicated to myself or tenders@wearepeak.com.au or;
- provide us written instructions after receiving our offer; or
- by email acceptance of our offer.

EXECUTED BY THE CLIENT
SIGNED for and on behalf of Somerset
Regional Council by its authorised
representative:

EXECUTION BY THE CONSULTANT
SIGNED for and on behalf of Peak Services
by its authorised representative:



Signature of authorised representative

Signature of authorised representative

Name of authorised representative

Julian Harris – Acting CEO

Name of authorised representative

Date: / /

Date: 5/09/2023

Please confirm if this product/service is being purchased under a Local Buy Panel Arrangement

Yes ☐

Terms and Conditions

Energy



OFFER VALIDITY

The offer for provision of professional services encompassed in the proposal document remains valid for a period of 60 days, unless otherwise stated in the proposal document or agreed by Peak.

THE PARTIES

The Client means the organisation identified as the addressee in the attached proposal document. The Client's representative, unless otherwise advised by the Client, is the addressee identified in the attached proposal document.

The Consultant means: Peak Services Pty Ltd ACN 115 959 021 25 Evelyn St, Newstead, Qld 4006.

Peak Services is the business name of Peak Services Pty Ltd.

GENERAL CONDITIONS OF CONTRACT

1. All work undertaken by Peak Services is subject to the terms and conditions here set out.
2. These Terms and Conditions cannot be varied or waived, unless in writing and signed by an executive of Peak Services Pty Ltd.
3. The general conditions of contract shall be the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010)
4. In the event of conflict or inconsistency between the provisions of the Australian Standard General Conditions of Contract for Consultants (AS 4122 - 2010) and the Peak Services Terms and Conditions, the Peak Services Terms and Conditions shall take precedence.
5. If the services are being procured under a Local Buy LGA Arrangement, the relevant Local Buy Purchaser Conditions take precedence over all other Terms and Conditions.
6. Documents that comprise the contract, in order of precedence, are:
 - The Form of Agreement
 - Peak Terms and Conditions
 - AS4122-2010 General Conditions of Contract for Consultants
 - The correspondence between the parties

PEAK SERVICES INSURANCES

7. Peak Services holds, and shall maintain for a period of at least 12 months following completion of the services, the following minimum insurance levels:
 - Public Liability: \$20 million
 - Products Liability: \$20 million in the aggregate
 - Professional Indemnity: \$20 million in the aggregate

FEES

8. Peak Services fees are payable in accordance with the following provisions.
9. The fee for this assignment is outlined in the proposal above.
10. Unless otherwise stated as Fixed Price the fee for the assignment is based on the estimated time expected to be required for the project. Should the expected time change significantly, Client approval will be sought prior to incurring additional time or costs.
11. For non-fixed fee client engagements, the Hourly or Day Rates specified in the Agreement remain fixed for a period of 12 months from the date of the proposal. Peak Services may, at

the conclusion of the 12-month period, increase the Hourly or Day Rates by providing written notice to the Client.

12. Work required to be conducted outside of normal office hours will be calculated at the "out of hours" rate and requires client approval. Out of Hours rate is calculated at 1.5 times the standard hours rate for the role.
13. Peak Services reserves the right to charge interest on overdue payments at the rate of 1% per month, calculated on a pro-rata daily basis.

KEY PERSONNEL

14. The services will be completed by the key personnel identified in the consultancy Proposal – Key Staff.
15. Peak may, at its absolute discretion, substitute members of the key personnel with suitably qualified persons should the need arise.

HOURLY RATES

16. In the event that Peak is requested by the Client to perform additional services then, in the absence of a specific fee agreement for that additional work, the Client agrees to pay Peak for those services on an hourly rate basis, with the fee being calculated using the hourly rates listed below:

Peak Position	Hourly Rate (excl. GST)
Director	\$285
Principal / Specialist	\$245
Senior Advisor	\$230
Intermediate Advisor	\$190
Advisor	\$170
Project Administrator	\$120

FORCE MAJEURE AND DELAYS

17. A party shall not be liable for any failure or delay in the performance of this agreement where the failure of delay is caused by circumstances or events:
 - a) Beyond the party's reasonable control,
 - b) Which materially affect the performance of any its obligations under this agreement.

CANCELLATION

18. In the event that a Client cancels an assignment placed with Peak Services for any reason where Peak Services has undertaken work and incurred expenses in relation thereto then, even though project is not complete, the Client is liable for the fees and expenses of the percentage of the completed work to date.

OUTLAYS AND OUT-OF-POCKET EXPENSES

19. Client may elect to make travel bookings directly itself.
20. Any travel arrangements booked by Peak Services (including airfares, taxis, accommodation, meals, etc.) will be billed to Client during the month they are incurred and will have a 10% service fee added.

LIMITED LIABILITY

21. Peak Services is not liable for any loss, damage, injury, costs (including legal), claims or expenses sustained by the Client or its employees, agents or customers, arising directly or indirectly from or connected with this assignment, except for

Terms and Conditions

Energy



where Peak Services has been deemed to be negligent in the services provided.

COPYRIGHT AND OTHER INTELLECTUAL PROPERTY RIGHTS

22. Peak Services owns and maintains all intellectual property rights in the deliverables produced and grants a limited license to the Client to use the deliverables for the purpose of the Client's business.
23. The Client grants Peak Services a license to use any Client supplied information for the purposes of completing the services contemplated by this agreement.
24. The Client shall advise Peak Services in writing if any Client supplied documents or information are to be treated as confidential.

ASSIGNMENT

25. Peak Services may assign, novate, subcontract or otherwise transfer all or any part of its rights or liabilities under this arrangement without the consent of Client. The Client must execute any document reasonably required by the Peak Services to give effect to the assignment, novation or transfer.



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SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Geoffrey Smith, Director Finance
Director: Geoffrey Smith, Director Finance
Date: 31 August 2023
Subject: Finance report
File Ref: Monthly reporting/ finance
Action Officer: DFIN

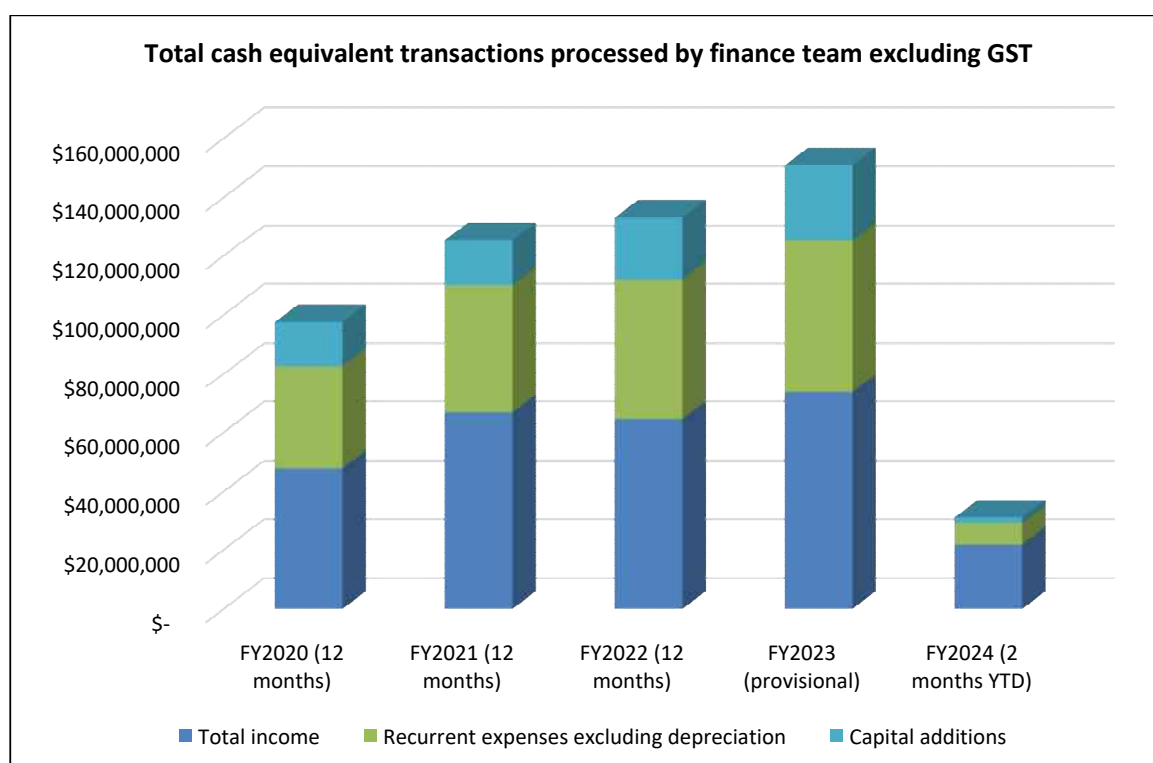
Background/Summary

Financial reports

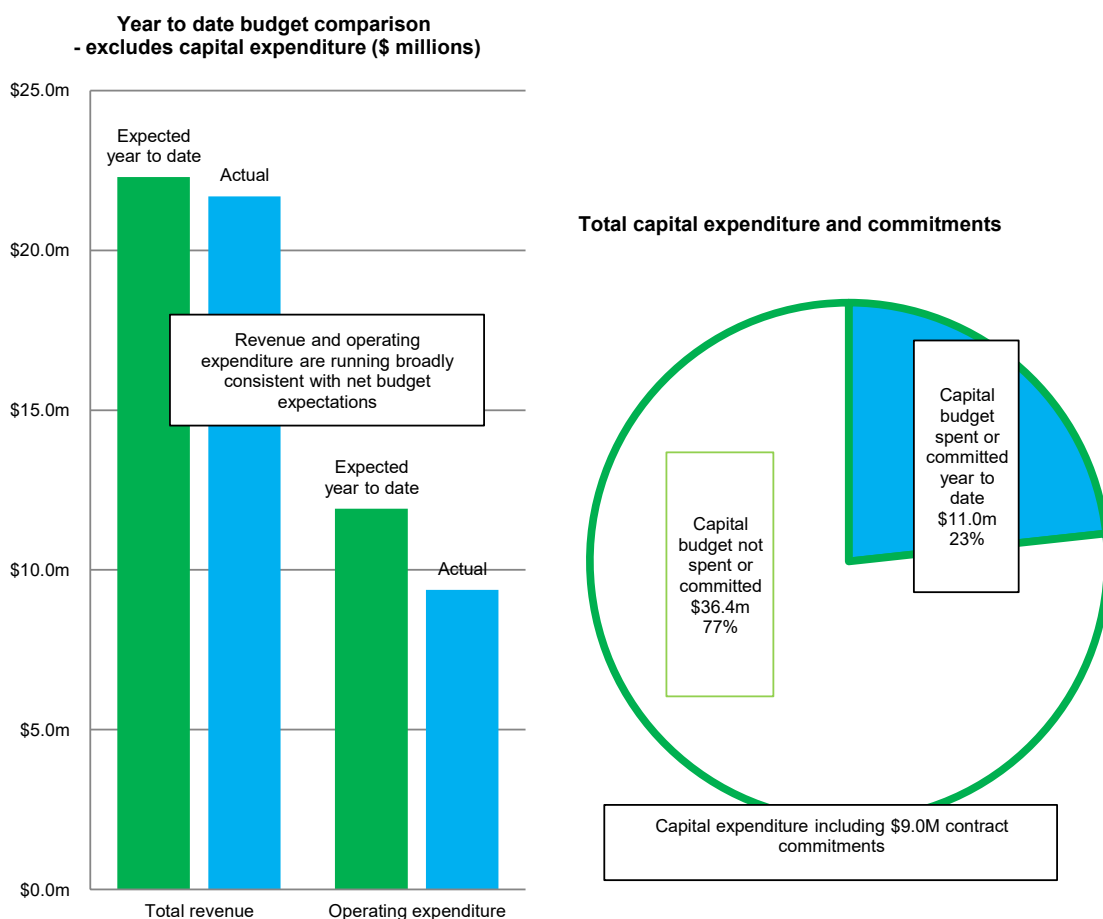
Reports for the period 1 July 2023 to 31 August 2023 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204.

Council officers have prepared FY2023 draft financial statements and provided these to audit. Audit will be on site from 4 September 2023.

The finance team has processed cash equivalent transactions (excluding GST and depreciation) to date versus previous years as below. The provisional (unaudited) total value of FY2023 transactions was 55% more than total transactions for FY2020 with increasing grant-funded capital works and contract works programs. This represents a 16%+ year-on-year increase in activity.



Provisional results for the financial year to date with 17% of the financial year completed are summarised as follows:

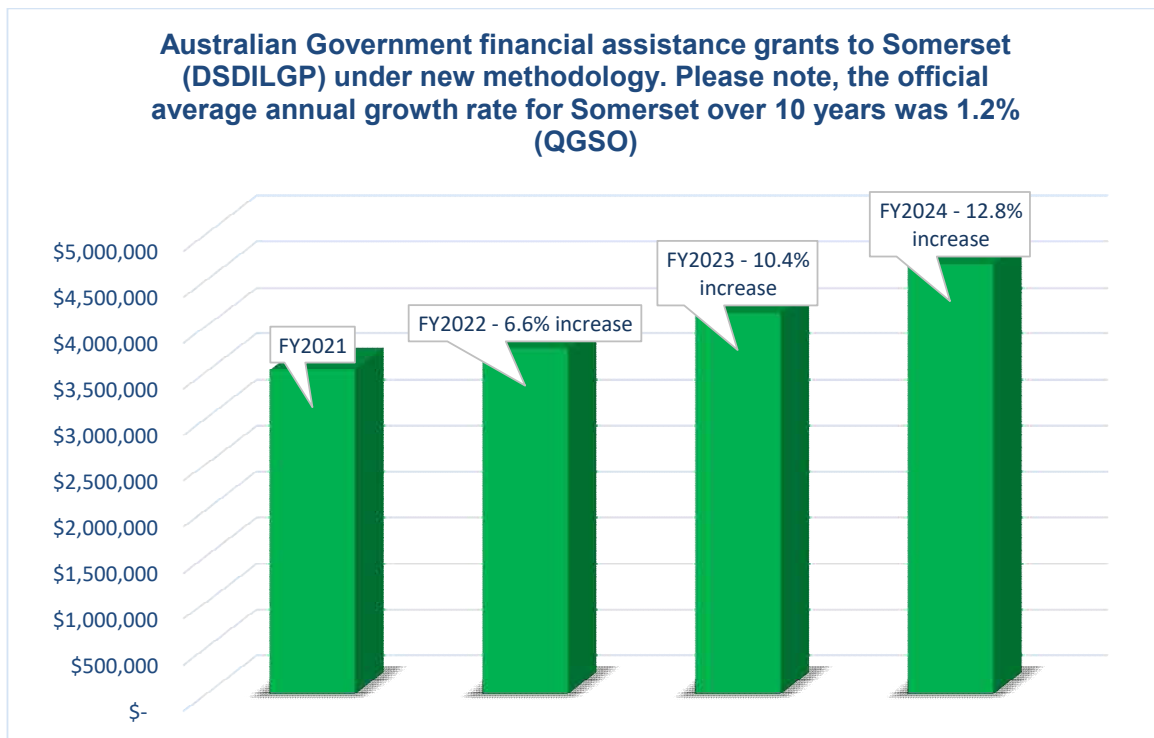


Grants

- Council is awaiting the outcome of an application made under the Australian Government's Heavy Vehicle Safety and Productivity Program (HVSP) on 8 June 2023 as follows:

	Project value	HVSP funding sought
Fernvale South Productivity Link. Construct a new road segment and seal, widen and strengthen existing roads which together would form an inter-highway connecting road along the Fernvale development area southern boundary offering most traffic a 1.92km distance saving compared to longer State-controlled routes while also avoiding Fernvale town centre	\$10,003,000	\$5,000,000

- Council officers have been preparing and lodging submissions under Disaster Recovery Funding Arrangements (DRFA) to the Queensland Reconstruction Authority (QRA).
- On 10 August 2023, the Queensland Local Government Grants Commission confirmed that there would be an additional distribution of FY2024 financial assistance grant payable to Somerset Regional Council above what had previously been advised of \$191,566. This additional amount was not anticipated and brings Council's total financial assistance grants for FY2024 to \$4.67M as below:

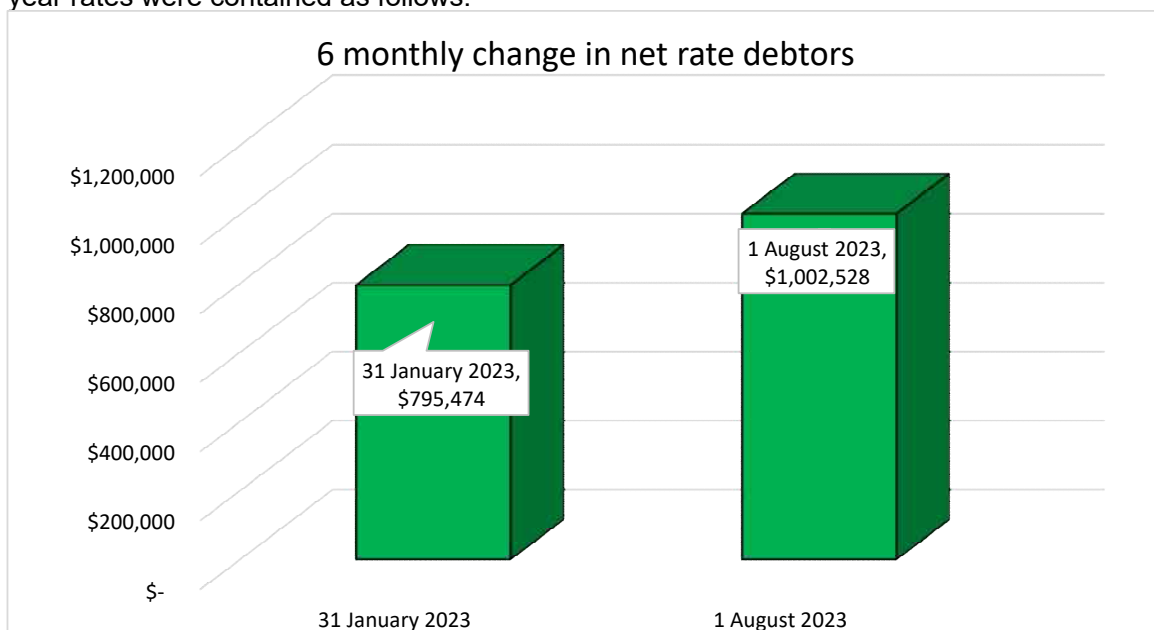


Rate recovery

An auction to recover overdue rates of 5220 Brisbane Valley Highway Esk has been set for 22 September 2023 at 11:30am at Simeon Lord Room, Esk Library Building 19 Heap Street Esk. All five properties put up for auction for overdue rates during FY2023 reached the reserve levels and were sold.

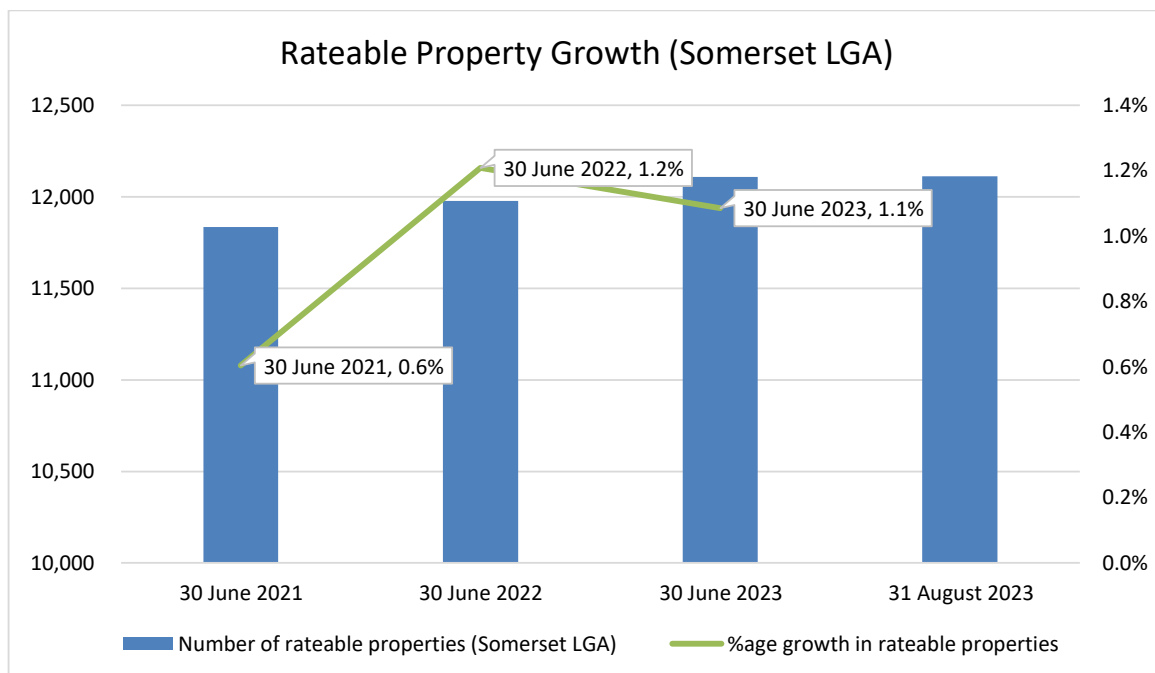
A further 11 notices of intention to sell land for overdue rates or charges were issued on 24 July 2023. No solicitors were engaged in this process to save costs for both Council and the affected property owners. Council is working with property owners and their mortgagees to avoid completion of the process by auction where possible.

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



Growth

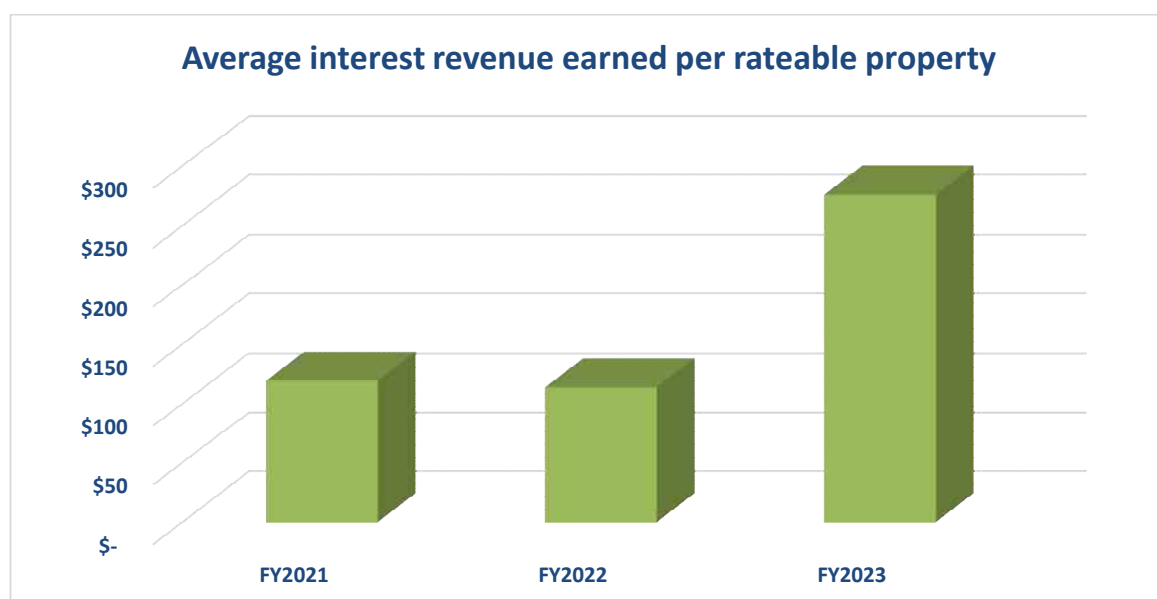
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows:



Investments

Council relies on interest revenue to keep rates at the lowest possible level. The Reserve Bank of Australia rapidly increased its target interest rate from 0.10% on 3 May 2022 to 4.10% on 7 June 2023 (ie 13 months). An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources. Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council. These currently carry a combined weighted average interest rate of 3.27%. Interest rates on the UU facilities are reviewed annually by QTC based on the rate resetting formula.

Interest revenue for FY2024 is budgeted at \$255 on average for every rateable property in Somerset.



Road maintenance and flood repairs

Council's 30 most costly road segments including both ordinary maintenance and flood repairs for the year to date were as below. Costs per linear metre where relevant has been added for context. Some roads are affected by end of year accrual accounting adjustments:

Road segment	Cost (\$000's)	Cost per linear metre (\$)
Scrub Creek (DRFA) 01671Ch1670-Ch1850	100	
Monsildale (DRFA) 08545Ch1530-Ch3750	91	41
Reinbotts RdCulvCh0.4	86	
Glamorgan Vale (bitumen) Ch9320-Ch11260	76	
Banks Ck Rd (DRFA) 05482Ch5040-Ch8210	74	
Larsens Rd (DRFA) 05607Ch3890-Ch5940	71	
Boyces Rd (DRFA) 03548Ch20-Ch2460	66	27
Linville Rd (DRFA) 04092Ch4822-Ch4823	64	
Muddy Creek Rd (DRFA) 08522Ch0-Ch1670	60	36
Voss Rd (DRFA) 02950Ch850-Ch2450	59	37
Watsons Rd (DRFA) 01527Ch630-Ch730	57	
Gregors Creek (bitumen) Ch9580-Ch12550	49	17
Zischkes Rd (DRFA) 05596Ch1080-Ch2300	48	39
Avoca Ck Rd (DRFA) 08538Ch1230-Ch2320	44	41
Bischoffs Rd (DRFA) 01713Ch450-Ch500	44	
Zischkes Rd (DRFA) 05594Ch0-Ch1050	41	39
Bischoffs Rd (DRFA) 01723Ch1620-Ch1630	40	
Watsons Rd (DRFA) 03000Ch550-Ch610	39	
Voights Rd (DRFA) 02952Ch30-Ch1440	39	28
Westvale Rd (DRFA) 08135Ch1350-Ch2420	39	36
Kennedy Rd (DRFA) 05462Ch0-Ch1250	37	30
Ivory Ck Rd (DRFA) 08338Ch10140-Ch12580	36	15
TimmCk Rd (DRFA) 08550Ch640-Ch1460	35	43
Monsildale Ck Rd (DRFA) 08544Ch880-Ch1440	34	61
Ivory Creek (DRFA) 08336Ch8000-Ch9870	31	17
Monsildale Rd (DRFA) 08546Ch3760-Ch4500	30	41
Scrub Ck Rd (DRFA) 114ScourCh1710-1910	30	
Noble Rd (DRFA) 02930Ch0-Ch1080	30	28
Sandy Ck Rd (DRFA) 08519Ch200-Ch2160	30	
Muddy Creek (DRFA) 08523Ch1670-Ch2470	29	36
Subtotal (\$000's)	1,509	

Special road maintenance/ renewal

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

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2023 to 31 August 2023 and the report on payments processed from 31 July 2023 to 30 August 2023 totalling \$10,570,411.71 and that the contents be noted.

Somerset Regional Council

Balance sheet

As at 31 August 2023

Unaudited - for internal purposes only - pending accrual adjustments

	30 June 2023 (provisional) \$000's	31 August 2023 \$000's	Change
Assets			
Operating and trust cash to account	58,397	50,918	
Rate debtors	1,269	17,658	
Other receivables	57,470	57,730	
Investment in Urban Utilities	30,726	30,726	
Inventories	746	710	
Property, plant, equipment, work in progress, land	453,718	453,837	
Total assets	602,326	611,579	
Liabilities			
Trade creditors, accruals and other liabilities	38,264	35,211	
Total liabilities	38,264	35,211	
Net community assets	564,062	576,368	2%

Somerset Regional Council
Operating results
Period 1 July 2023 to 31 August 2023

Unaudited - for internal purposes only - pending accrual adjustments

	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's) - favourable/ (unfavourable)	Comment
OPERATING PROGRAMS	19,555	10,372	12,310	1,938	
Total revenue	78,945	22,289	21,688	(601)	-1%
Capital grants and subsidies	24,868	1,604	1,604	-	\$12.4M cash is held in unacquitted grants for projects not yet finalised
Operating revenues	54,077	20,685	20,084	(601)	-1%
Operating grants and subsidies	5,373	853	129	(724)	FY24 Financial Assistance Grant was 96% prepaid in June 2023
Other revenue	2,051	956	971	15	
Nett rates and charges	30,660	16,801	16,759	(42)	
Interest earned	3,092	535	733	198	
Contributions from developers and others	-	-	-	-	
Profit/ (loss) on disposal of non-current assets	-	-	-	-	
Dividend/ tax equivalent - UU	1,968	102	103	1	
Fees and charges	2,078	785	806	21	
Contract works revenue	8,855	653	583	(70)	
Operating expenditure	59,390	11,917	9,378	2,539	4%
Labour, plant and materials - operating purposes	48,078	9,961	7,519	2,442	
Depreciation (interim)	11,312	1,956	1,859	97	

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
Unaudited - for internal purposes only
Period 1 July 2023 to 31 August 2023

Pay Period from - 01-Jul-23

Pay Period to - 31-Aug-23

Period elapsed - 17%

Ref	Description	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
Detailed cost centres						
4000-0001	CORPORATE AND COMMUNITY	(7,456)	(1,750)	(1,613)	137	Within expected limits
4000-0002	CORPORATE SUPPORT	(2,742)	(937)	(848)	89	Within expected limits
4056-1000	Sundry Income	3		34	34	
4058-1000	Qld Govt Agency Program revenue	77				
4110-2000	Corporate labour costs	(1,251)	(216)	(147)	69	
4120-2000	Corporate costs other than labour	(615)	(106)	(35)	71	
4121-2000	Insurance - property/ public liability	(383)	(383)	(362)	21	
4124-2000	Subscriptions	(77)	(77)	(70)	7	
4130-2000	Corporate buildings repairs and maintenance	(34)	(6)	(4)	2	
4760-2000	Operating costs - information technology	(568)	(142)	(259)	(117)	
4710-2000	Hardware - information technology	(43)	(7)	(5)	2	
4999-2000	Internal cost allocations	149				
4508-0002	SOMERSET CIVIC CENTRE	(601)	(104)	(80)	24	Within expected limits
4508-1000	Esk Somerset Civic Centre revenue	40	7	7		
4508-2000	Esk Somerset Civic Centre operations	(641)	(111)	(87)	24	
4300-0002	LIBRARIES	(1,094)	(190)	(139)	51	Within expected limits
4320-1000	Grant for library book purchases	126	22		(22)	
4320-2000	Purchase of new library books	(126)	(22)	(7)	15	
4355-2000	Other operating expenses - libraries	(169)	(29)	(11)	18	
4325-1000	Library operational grants	12	2		(2)	
4325-2000	Library operational grant expenditure	(9)	(2)	(2)		
4330-1000	Sundry Income - libraries	9	1	1		
4365-2000	Repairs and maintenance expenses - libraries	(59)	(10)	(8)	2	
4350-2000	Labour costs - libraries	(878)	(152)	(112)	40	
COUNCIL PROPERTIES - Income						
		357	84	86	2	Within expected limits
4565-1000	Coominya refuse and recycling facility	4	1		(1)	
4515-1000	Esk (Farm Supplies Shed) Neilsen Place	43	7	8	1	
4541-1000	Esk Motorola Tower Lakeview Park			3	3	
4522-1000	Esk Racecourse Showgrounds	2		1	1	
4561-1000	Fernvale billboard/ Fernvale sports park	11	2		(2)	
4547-1000	Fernvale Campdraft Grounds	5	1	1		
4558-1000	Fernvale communications tower sites	73	13	14	1	
4543-1000	Fernvale Community Hall	7	1	2	1	
4534-1000	Fernvale Futures Complex	18	3	1	(2)	
4566-1000	Fernvale UU lease - L99 CC3429 - Ferny Gully	1				
4514-1000	Grazing Rights - various rural properties	28	28	20	(8)	
4585-1000	Kay Avery Place					
4571-1000	Kilcoy aerodrome					
4578-1000	Kilcoy communications tower site	9	1		(1)	
4594-1000	Kilcoy Information Centre/ Healthy Land and Water lease	12	2	3	1	
4582-1000	Kilcoy Memorial Hall	11	2	2		
4586-1000	Kilcoy Motocross Club	2		2	2	
4575-1000	Kilcoy Showgrounds	46	8	21	13	
4579-1000	Kilcoy Yowie Park concessions (eg food vans)	2				
4532-1000	Lowood Enterprise Centre	28	5	5		
4533-1000	Railway Corridor Land - various locations	8	1		(1)	
4505-1000	Railway Street Lowood - various business premises	20	3		(3)	
4530-1000	Somerset Dam Coronation Hall - hire charges	15	3	3		
4512-1000	Tennis Clubs	3	1		(1)	
4567-1000	Wivenhoe Pocket NBN lease	12	2		(2)	
4500-0002	COUNCIL PROPERTIES - Expenditure	(853)	(146)	(149)	(3)	Within expected limits
4520-2000	Buildings on railway land	(141)	(24)		24	
4530-2000	Coronation Hall Somerset Dam	(23)	(4)	(9)	(5)	
4504-2000	Esk racecourse showground	(72)	(13)	(12)	1	
4524-2000	Esk Heap Street former fire station	(3)				
4548-2000	Fernvale campdraft grounds	(66)	(11)	(3)	8	
4543-2000	Fernvale community hall	(18)	(3)	(5)	(2)	
4559-2000	Fernvale PCYC	(157)	(27)	(19)	8	
4585-2000	Kay Avery Place Kilcoy	(30)	(5)	(1)	4	
4572-2000	Kilcoy airfield					
4588-2000	Kilcoy Lions Building	(0)				
4583-2000	Kilcoy Memorial Hall	(27)	(5)	(15)	(10)	Unexpected kitchen equipment replacement
4576-2000	Kilcoy racecourse showgrounds	(86)	(15)	(73)	(58)	Unbudgeted irrigation upgrade
4578-2000	Kilcoy sports centre operations - indoor	(94)	(16)	(8)	8	
4580-2000	Kilcoy sports centre operations - Hopetoun fields	(18)	(3)	(1)	2	

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
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Pay Period from - 01-Jul-23

Pay Period to - 31-Aug-23

Period elapsed - 17%

Ref	Description	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
4595-2000	Lowood Community Centre_Peace St	(1)				
4523-2000	Lowood Recreation Complex	(32)	(6)	(2)	4	
7347-2000	Lowood Telstra Site	(1)				
4511-2000	Lowood Walters Street building (former SES)	(1)				
4509-2000	Old Lowood library building (hub)	(1)				
4507-2000	Rental - Watts Bridge Airfield					
4560-2000	Repairs & maintenance - rental properties	(6)	(1)	(1)		
4587-2000	Sheepstation Hall site	(1)				
4528-2000	Storage building - 82 Ipswich St Esk costs	(0)				
4538-2000	Tennis assets	(41)	(7)		7	
4536-2000	Toogoolawah gym	(29)	(5)		5	
4506-2000	Toogoolawah old water treatment plant	(6)	(1)		1	
4591-2000	Yowie Park - Art Gallery	(0)				
4592-2000	Yowie Park - Craft Cottage	(0)				
4590-2000	Facilities maintenance coordinator					
4600-0002	COMMUNITY/ CULTURE/ RECREATION	(1,232)	(238)	(319)	(81)	Within expected limits
4605-1000	Grants - social services program - ongoing	254	44	22	(22)	
4662-1000	Grants - social services program - once off					
4680-2000	Youth development program - expenditure	(147)	(25)	(2)	23	
4660-2000	Operating expenses - social services program	(175)	(30)	(47)	(17)	
4615-2000	Community recovery officer - expenditure			(27)	(27)	100% grant funding
4663-2000	Localised Mental Health Initiative Costs			(3)	(3)	
4596-1000	Community Wellness Hubs			1	1	
4610-1000	Grants - Regional Arts Devel Fund - grants received					
4610-2000	Grants - Regional Arts Devel Fund - payments	(40)	(7)	(15)	(8)	
4620-1000	Condensery grants - various revenue					
4657-2000	Condensery grants - various expenditure			(7)	(7)	
4659-1000	Arts Qld Play Local Program grants					
4659-2000	Arts Qld Play Local Program expenditure					
4650-2000	Grants to community groups (CAG)	(183)	(32)	(14)	18	
4568-1000	Mayoral Gala Ball 2023 revenue			21	21	Final position still being tallied
4568-2000	Mayoral Gala Ball 2023 expenditure			(32)	(32)	
4645-2000	Donations from Mayoral Charity Ball Fund					
4607-1000	Qld Remembers grants					
4607-2000	Qld Remembers expenditure					
4651-2000	Recreation reserves operating expenses	(3)				
4020-1000	Toogoolawah Gym capital funding					
4616-1000	Mountain to Mountain capital funding					
4673-1000	Sporting Recurrent Grants - Other					
7340-2000	Swimming pool operations	(471)	(82)	(103)	(21)	
4665-2000	Sport and recreation program	(377)	(65)	(42)	23	
4670-1000	BBRF4_HostingQldCrossCountryStateCh					
4667-1000	Somerset Rail Trail Classic - revenue	10	10		(10)	
4674-2000	Somerset Rail Trail Classic - expenditure	(41)	(41)	(58)	(17)	
4671-1000	Sport+Recn Participant Contributions					
4672-2000	Sport+Recn Participant Program costs	(61)	(10)	(13)	(3)	
	MARKETING AND PROMOTION	(1,292)	(219)	(164)	55	Within expected limits
4555-2000	Esk Visitor Information Centre	(216)	(37)	(26)	11	
4556-2000	Fernvale Visitor Information Centre	(159)	(27)	(29)	(2)	
4554-2000	Kilcoy Visitor Information Centre	(180)	(31)	(26)	5	
4557-2000	Toogoolawah Condensery/ gallery/ visitor information	(272)	(47)	(48)	(1)	
4570-1000	Promotions revenue			1	1	
4570-2000	Promotions - other expenses	(428)	(74)	(36)	38	
4655-1000	Australia Day Community Grant					
4653-2000	Australia Day costs	(20)				
4652-2000	Community events and celebrations	(16)	(3)		3	
5000-0002	PROGRAM - HUMAN RESOURCES/ CUSTOMER SERVICE	(2,651)	(484)	(381)	103	Within expected limits
5003-1000	Grants Traineeships	150				
5110-2000	Labour costs/ customer service	(908)	(157)	(150)	7	
5150-2000	Labour costs/ human resources	(1,079)	(187)	(145)	42	
5160-2000	Other expenses - human resources	(325)	(56)	(19)	37	
4140-2000	Fringe Benefits Tax	(116)	(20)		20	
5161-2000	Personal protective items	(124)	(21)	(14)	7	
5170-2000	Staff training	(250)	(43)	(53)	(10)	
6000-0001	PROGRAM - FINANCE	34,652	16,551	16,110	(441)	Within expected limits
6105-1000	General rates	29,171	14,585	14,515	(70)	
6115-1000	Internal rates	(108)	(54)	(57)	(3)	

SOMERSET REGIONAL COUNCIL

Variance Reports

Actual versus budget workings income and expenditure by activity

Unaudited - for internal purposes only

Period 1 July 2023 to 31 August 2023

Pay Period from - 01-Jul-23

Pay Period to - 31-Aug-23

Period elapsed - 17%

Ref	Description	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
6125-1000	Interest on rates and charges	135	23	36	13	
6135-1000	Discount on general rates	(3,914)	(257)	(257)		
6107-1000	Change of ownership fees	85	42	38	(4)	
6108-1000	Ex - gratia Treasury payments (SEQWater rates)	1,429	840	840	(0)	
4051-1000	State Govt Emergency Management Levy retention	46				
6116-2000	State Govt Emergency Management Levy expense	(31)	(16)	(15)	1	
6145-1000	State pensioner rate subsidy		(229)	(229)		
6147-1000	Council pensioner rate subsidy	(2)	(1)	(1)		
4060-1000	Property search fee revenue	367	63	65	2	
6205-1000	Financial assistance grants	4,397	761	48	(713)	Grant was 100% prepaid to Council in June 2023
6279-1000	Interest income	2,957	512	697	185	
6280-1000	Share of profit - Urban Utilities	1,378				
6281-1000	Urban Utilities tax equivalent receipts	590	102	103	1	
6450-2000	Labour costs/ finance	(1,667)	(288)	(254)	34	
6520-2000	State valuations + other operating	(214)	(19)	(2)	17	
4455-2000	Stores operations	(15)	(2)	(4)	(3)	
6530-2000	Audit	(143)	(13)	(3)	10	
6601-2000	Merchant fees/ bank charges	(80)	(7)	(4)	3	
6625-2000	Bad & doubtful debts	(6)				
6805-2000	Annual leave	(1,499)				
6815-2000	Long service leave	(359)				
6820-2000	Public holidays	(725)	(73)	(62)	11	
6825-2000	Superannuation	(2,153)	(373)	(375)	(2)	
6810-2000	Sick leave	(637)	(110)	(80)	30	
6811-2000	Natural disaster leave					
6813-2000	Severance/ other					
6830-2000	Work Cover insurance and costs	(486)				
6835-2000	Pay Adjustments - Backpay					
6855-2000	COVID19 Special Leave					
6840-2000	Wet weather	(117)	(20)	(6)	14	
6845-2000	Floating plant & loose tools	(61)	(11)	(12)	(1)	
6998-2000	Employee oncost recoveries	6,315	1,093	1,129	36	
7000-0001	PROGRAM - OPERATIONS	746	(3,576)	(1,753)	1,823	Within expected limits
7000-0002	DISASTER MANAGEMENT	(64)	104	166	62	Within expected limits
7010-1000	SES / general disaster management grants	22	22	57	35	
7022-1000	SES capital grants					
7033-1000	Get Ready Queensland funding	15		1	1	
7027-1000	Flood study grants					
7026-2000	Flood study expenditure					
7023-1000	QERMF_Risk Hazard Assessment (with LVRC)					
7023-2000	QERMF_Risk Hazard Assessment (with LVRC)					
7029-1000	DCDSS_Qld BushfiresCOMA (with LVRC)	300				
7029-2000	DCDSS_Qld BushfiresCOMA (with LVRC)	(149)				
7034-1000	DRFA_BushfireSep-Dec2019_CDO					
7033-2000	Get Ready Queensland expenditure	(15)				
6136-1000	Council SES levy revenue	338	169	169		
4036-1000	Rural fire levy revenue	316	158	159	1	
4036-2000	Contributions to rural fire brigades	(316)	(158)	(159)	(1)	
7044-2000	Bushfire expenditure	(10)	(2)	(6)	(4)	
7034-2000	Other disaster management expenses	(425)	(74)	(51)	23	
7036-2000	SES plant and equipment internal hire	(76)				
7040-2000	Other operating expenses - SES	(64)	(11)	(4)	7	
7100-0001	ENGINEERING OFFICE	12,337	(1,905)	(1,632)	273	Within expected limits
7106-1000	Grant - Roads to Recovery	988				
7110-1000	Grant - Preparing Australian Communities Program	4,567				
7111-1000	Grant - Regional Roads/ TIDS	634				
7104-1000	SEQ City Deal Liveability Fund	1,660				
7108-1000	BVRT Queensland Government DTMR Grant	100				
7116-1000	Competitive Bridges Renewal Program funding	5,000				
7115-1000	Competitive Heavy Vehicle Safety & Productivity Program	1,147				
7120-1000	TMR_Walking Local Govt Grants Program					
7114-1000	Competitive URCSP_Lowood Minden /Green Valley					
7121-1000	Local Roads & Community Infrastructure grants #3					
7030-1000	Competitive Risk Resilience Grants - culverts	563				
7113-1000	Local Roads & Community Infrastructure grants #4	1,558	94	94		
7118-1000	Principal Cycle Network funding					
7024-1000	Local Economic Recovery program grants		203	203		
7123-1000	SEQ community Stimulus Program non competitive	3,661				
7132-1000	Competitive SEQCSP_EskCrowsNest-Tmba Boundary	4,740				

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Pay Period to - 31-Aug-23

Period elapsed - 17%

Ref	Description	Budget (\$000's)	Expected year to date (\$000's)	Actual (\$000's)	Variance (\$000's)	Comment
		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7133-1000	Competitive SEQCSP_Lwd-MindnRd_MindenVillage					
7134-1000	Competitive SEQCSP_LwdPool-safe & fun for everyone					
7107-1000	Black Summer Bushfire Recovery Competitive Grants	250				
4614-1000	LGGSP - Rooftop solar installations stage 2					
7565-1000	RecoveryResilienceGrant_SRC0084.2122					
7127-1000	Cash Contributions Developers			(24)	(24)	
7150-2000	Labour costs - engineering office	(2,090)	(362)	(291)	71	
7160-2000	Other operating expenses - engineering	(776)	(134)	18	152	
7415-2000	Operating expenses - depots	(262)	(45)	(53)	(8)	
7299-2000	Maintenance internal transfers	202				
7170-2000	Depreciation - roads	(6,548)	(1,133)	(1,076)	57	
7171-2000	Depreciation - underground drains	(400)	(69)	(66)	3	
7172-2000	Depreciation - bridges	(972)	(168)	(160)	8	
7173-2000	Depreciation - paths	(459)	(79)	(75)	4	
7180-2000	Depreciation - other buildings	(1,227)	(212)	(202)	10	
7200-0002	MAINTENANCE	(10,739)	(2,909)	(1,553)	1,356	Within expected limits
7200-0003	Road street and bridge maintenance	(7,420)	(2,381)	(1,471)	910	Within expected limits
7220-2000	Street maintenance	(1,047)	(181)	(247)	(66)	
7270-2000	Rural road maintenance	(6,180)	(1,070)	(119)	951	
7561-1000	Flood activation/ restoration - grants		1,307	1,307		
7569-2000	Flood activation/ restoration - expenditure		(2,403)	(2,403)		
7230-2000	Footpaths and bikeways maintenance	(113)	(20)	(9)	11	
7360-2000	Gravel operations (own roads) - nett (cost) or recovery					
7310-2000	Bridge maintenance	(80)	(14)		14	
7320-0003	Town and village facilities	(3,705)	(595)	(331)	264	Within expected limits
7330-2000	Town stewardship/ parks and gardens	(2,130)	(369)	(238)	131	
7333-2000	Maintenance - public conveniences	(820)	(142)	(65)	77	
7210-2000	Street lighting	(290)	(50)	(51)	(1)	
7346-1000	Maintenance rail corridor land - income	56	56	60	4	
7825-1000	Cemetery revenue	194	33	57	24	
7870-2000	Cemetery expenditure	(353)	(61)	(42)	19	
7321-2000	Water supplied to council	(183)	(32)	(5)	27	
7322-2000	Sewerage services to council	(104)	(18)	(40)	(22)	
7336-2000	Vandalism	(25)	(4)	(5)	(1)	
7337-2000	CCTV operations	(24)	(4)		4	
7345-2000	Maintenance of skate parks	(25)	(4)	(2)	2	
7400-0003	Workshop and depots	385	67	249	182	Within expected limits
7425-1000	Fuel rebates	88				
7416-2000	Two Way Radio Site Rental Costs	(4)	(1)		1	
7430-2000	Depreciation - plant	(1,463)	(253)	(240)	13	
7431-2000	Tyres and batteries	(120)	(21)	(17)	4	
7432-2000	Registration	(88)		(3)	(3)	
7433-2000	Workshop wages	(622)	(108)	(92)	16	
7435-2000	Vehicle leasing and plant hire	(436)	(75)	(76)	(1)	
7434-2000	Fuel and oil	(1,110)	(192)	(169)	23	
7436-2000	Parts and outside labour	(451)	(78)	(55)	23	
7449-2000	Internal plant recoveries	4,592	795	901	106	
7500-0002	RECOVERABLE WORKS	1,948	114	(40)	(154)	Within expected limits
7510-1000	Main Roads maintenance - revenue	3,442	596	493	(103)	
7560-2000	Main Roads maintenance - expenditure	(2,776)	(481)	(548)	(67)	
7556-1000	Main Roads capital works - revenue	5,350		29	29	
7556-2000	Main Roads capital works - expenditure	(4,066)		(13)	(13)	
7530-1000	Recoverable works revenue - other	7	1	1		
7580-2000	Recoverable works costs - other	(10)	(2)	(2)		
7900-0002	WASTE MANAGEMENT	(2,735)	1,021	1,306	285	Within expected limits
7905-1000	Garbage charges	4,251	2,126	2,157	31	
7925-1000	Waste fees - domestic waste	30	5	4	(1)	
7926-1000	Waste fees - commercial waste	1				
7927-1000	Waste income - recycling	80	14	5	(9)	
7942-2000	State Waste Levy	(263)				
7940-2000	Operating expenses - waste management	(3,453)	(598)	(403)	195	
7939-2000	Waste collection contract portion	(2,796)	(484)	(417)	67	
7943-2000	Depreciation - refuse management	(244)	(42)	(40)	2	
7950-2000	Waste Mgt Internal Transfers	(343)				
8000-0001	PROGRAM - PLANNING/ DEVELOPMENT	(3,985)	(30)	231	261	Within expected limits

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7960-0002	REGULATORY - ENVIRONMENT - HEALTH	(2,223)	196	297	101	Within expected limits
	Regulatory services					
7965-1000	Animal fees		399	399		
7831-1000	Fines - infringement notices	15	3	1	(2)	
7980-1000	Kennels amenity special charge	18	9	9	(0)	
7970-2000	Local laws labour and plant costs	(692)	(120)	(77)	43	
7975-2000	Other local laws costs	(55)	(9)	(5)	4	
	Environment					
7840-1000	Environmental levy	501	251	252	2	
7844-1000	Other environmental revenue					
7815-1000	Quickspray hire	10	2	1	(1)	
7852-1000	SEQ COM Black Snake Ck Revegetation					
7852-2000	SEQ COM Black Snake Ck Revegetation					
7883-2000	Bushfire Recovery - Cat D expenditure					
8145-2000	Natural resource management	(266)	(46)	(26)	20	
8022-2000	QRA_QLDbushfires_GreenArmy					
7860-2000	Other operating expenses - health and environment	(11)	(2)		2	
7845-2000	Offset planting for capital works			(5)	(5)	
7885-2000	Pest management costs	(1,242)	(215)	(183)	32	
8171-2000	Other environmental expenditure	(40)	(7)	(12)	(5)	
7881-2000	Wild animal bounties	(19)	(3)	(1)	2	
	Public health					
7809-1000	Domestic water carrier permits	2				
7810-1000	Food hygiene rates	35	18	13	(5)	
7818-1000	Other health fees	4	1	1		
7805-1000	Grants - health/ immunisation programs					
7855-2000	Labour costs - health and environment	(483)	(84)	(70)	14	
8000-0002	ECONOMIC DEVELOPMENT	(268)	(46)	(18)	28	Within expected limits
8051-2000	Lowood development properties	(1)				
8052-2000	Other economic development	(266)	(46)	(18)	28	
8021-2000	Business Recovery Officer					
8100-0002	LAND USE PLANNING	(1,582)	(196)	(53)	143	Within expected limits
8120-1000	Fees and charges - planning	661	114	130	16	
8142-2000	Planning scheme amendments	(350)				
7981-1000	Poultry industry inspection special charge	22	11	11		
7982-1000	Extractive industry inspection program special charge	32	16	18	2	
8146-2000	Subscriptions	(64)	(11)	(12)	(1)	
8155-2000	Labour costs - planning	(1,343)	(232)	(173)	59	
4160-2000	Legal Expenses	(420)	(73)	(11)	62	
8156-2000	Planning consultants	(120)	(21)	(16)	5	
8200-0002	BUILDING SERVICES	88	16	5	(11)	Within expected limits
8220-1000	Fees and charges - building	720	125	111	(14)	
7854-1000	Seqwater-wastewater risk mitigation income					
7854-2000	Seqwater-wastewater risk mitigation expenditure			(17)	(17)	
8255-2000	Labour costs - building	(619)	(107)	(89)	18	
8265-2000	Other operating expenses - building	(14)	(2)		2	
9000-0002	PROGRAM - EXECUTIVE	(1,750)	(339)	(284)	55	Within expected limits
9027-2000	Professional education expenses - Cr Brieschke	(6)	(6)	(1)	5	
9036-2000	Professional education expenses - Cr Choat	(6)	(6)		6	
9035-2000	Professional education expenses - Cr Gaedtke	(6)	(6)	(2)	4	
9037-2000	Professional education expenses - Cr Isidro	(6)	(6)	(1)	5	
9038-2000	Professional education expenses - Cr Wendt	(6)	(6)	(1)	5	
9034-2000	Professional education expenses - Cr Whalley	(6)	(6)		6	
9040-2000	Professional education expenses - Mayor Lehmann	(8)	(8)	(1)	7	
9055-2000	Operating expenses - elected members	(807)	(140)	(148)	(8)	
9065-2000	Labour costs - executive	(695)	(120)	(128)	(8)	
9070-2000	Other operating costs - executive	(204)	(35)	(2)	33	

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TOTAL BUILDINGS AND STRUCTURES	5,291	289	1,681	1,970	3,318	Within expectations
Animal Pound Large - Relocate to Esk	-	1	1	2	(2)	
Consult Implement Contractor Mgmt Framework	25	-	-	-	25	
Regional - Update Asbestos Mgmt Plan Expr2023	-	6	-	6	(6)	
Solar_LGGSP_Lowood Depot/SES	-	-	1	1	(1)	Prior year grant funded project
Solar_LGGSP_Esk Lndfl Animal Shelter	-	5	1	6	(6)	Prior year grant funded project
Solar_LGGSP_Twh Pool/ Gym	-	0	3	4	(4)	Prior year grant funded project
Solar_LGGSP_Esk Visitor Information Centre	-	5	1	6	(6)	Prior year grant funded project
Solar_LGGSP_Esk SES	-	0	1	1	(1)	Prior year grant funded project
Solar_LGGSP_Kay Avery Place Kilcoy	-	4	0	4	(4)	Prior year grant funded project
Solar_LGGSP_Twah Library	-	4	0	4	(4)	Prior year grant funded project
Solar_LGGSP_Esk Admin Additional coverage	-	37	9	46	(46)	Prior year project
Cormorant Bay SEQ 50% building Invest	-	-	1	1	(1)	
EskDepotSafetySecurityLegImprv	-	2	25	27	(27)	
Esk Landfill Upgrade EyeWash Station	15	-	-	-	15	
Kilcoy Aquatic Pool Elect Heating	-	5	46	51	(51)	Prior year budgeted project
Kilcoy Indoor Sports Development Application	-	-	35	35	(35)	
Kilcoy Showground Constr Ferling Way	220	-	-	-	220	
Kilcoy - Regional Entry Strategy Implementation	200	51	60	110	90	
Merryl Dray Shelters Flexible Funding grant	142	28	56	85	57	
Lowood - Lowood Pool Renewal	-	5	746	751	(751)	Prior year grant funded project
Esk - Animal Pound Small Car Port Wash Etc	20	-	-	-	20	}
Esk - Esk Admin New Airconditioning Syst	-	14	9	23	(23)	Prior year project completed this year
Esk - Esk Admin Roof Repl Eastern End	-	107	203	310	(310)	Prior year project completed this year
Esk Mountain To Mountain Trailhead QLER	-	-	13	13	(13)	
Esk Mountain to Mountain trails QLER	-	-	2	2	(2)	
Toogoolawah - Fiberglass Repairs Pool	-	-	50	50	(50)	Prior year budgeted project
Linville - Ditchman Park Toilets/Showers	-	-	3	3	(3)	
Jimna Landfill Rehabilitation	-	-	43	43	(43)	
Lowood - Greening Lowood Recycle Water Pipe_SEQCSP	1,400	-	139	139	1,261	Due June 2024 under funding agreement
Stormwater Insptn_Stage5	-	-	3	3	(3)	
Lockyer Water study/ contributions	-	-	58	58	(58)	
Esk Football Grnds Irrigation MIP	89	-	15	15	73	
Lowood Recreation Complex MIP upgrades	265	1	13	14	251	

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Lwd Rec Complex Drain Bridge Stabilisation	40	-	-	-	40	
Parslow Pk Upgrade Playground	150	-	-	-	150	
Pipeliners Pk Refurb Esk Amenities SEQ City Deal	300	-	-	-	300	
Clock Park Lowood Refurb Amenities	170	-	-	-	170	
Daguilar Hwy Main St Moore CCTV Camera	25	-	-	-	25	
Kilcoy CBD Streetscape Design	50	-	-	-	50	
Lwd Futures Stg1 Design Cons SEQ City Deal	400	-	-	-	400	
Esk Pipeliners Pk Field Inlet Pits Footpath	70	-	-	-	70	
Rural Stormwater Replace Culverts	100	-	-	-	100	
Updated Local Flood Mgt Plan	50	-	-	-	50	
RailTrailKiltoWoodfordInvestg	50	-	-	-	50	
Kilcoy Depot Safety Security Improvements	250	4	-	4	246	
Kilcoy Mem Hall Imp Ext Ldg/Bay SEQ City Deal	400	-	10	10	390	
Esk Animal Shelter Carport Washbay Fencing	20	-	-	-	20	
Esk Animal Shelter Security Fencing	40	-	-	-	40	
Lwd Depot Safety Security Improvements	150	9	-	9	141	
Lakeview Pk Shelter Picnic Table	30	-	-	-	30	
Fvale Spts Pk Oval Irrig SEQ City Deal	300	-	-	-	300	
Minden Pk Shelters Picnic Tables	70	-	-	-	70	
Coominya Amenities Upgrade	200	-	-	-	200	
Sandy Creek Crossing	-	1	-	1	(1)	
Lowood Rec Grounds Car Park Solar Lght Veg	-	-	45	45	(45)	Prior year budgeted project
Regional Parkland Strategy Update	50	-	-	-	50	
Toogoolawah Pool Rep Chlorine System to Salt	-	-	76	76	(76)	Prior year budgeted project
Toogoolawah Pool Pool Depth Signage	-	-	14	14	(14)	Prior year budgeted project
TOTAL ROAD Resealing	2,313	33	67	99	2,231	Within expectations
Budget	2,313	-	-	-	2,313	}
Argyle Ct Resealing	-	-	5	5	(5)	}
Esk Works Depot Resealing	-	3	2	4	(4)	}
Gloucester Ct Resealing	-	-	10	10	(10)	}
Heap St Resealing	-	-	5	5	(5)	}
Lowood Works Depot Resealing	-	12	25	37	(37)	}
Royal Dr Resealing	-	0	20	20	(20)	}
Williams St Lwd Resealing	-	1	-	1	(1)	}

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TOTAL ROAD CAPITAL	31,263	1,632	5,437	7,069	24,200	Within expectations
Banks Creek Rd Pavement Rehab	-	1	-	1	(1)	
BVRT new Bike Rack	8	-	-	-	8	
Brown St Seal Ext + kc	150	-	-	-	150	
Bunney Rd Rehab Wide	100	-	-	-	100	
Burns St Widen and underground drain	450	-	-	-	450	
Clarendon Rd Rehab and Widen	1,665	-	-	-	1,665	
Bernhagen Ln Lowood Seal Widen	-	3	26	29	(29)	
BVRT New Footpath - Main To Gully	-	-	16	16	(16)	
BVRT Renewal project	-	-	3	3	(3)	
Cressbrook St Renew Path	120	-	-	-	120	
Dumke Rd New Underground Drain	-	2	-	2	(2)	
East St Esk New Footpath	209	48	43	91	117	
Ellen St Lowood Widen+ New Kerb	70	-	-	-	70	
Esk Crows Nest Seal Extension	4,110	471	941	1,412	2,699	Funded project - competitive SEQCSP and HVSP
GlamorganVale Road widening	-	8	161	169	(169)	
Gregors Creek Rd renew dip culvert chainage 9370	-	8	31	39	(39)	
Ivory Creek Rd Seal Widen	2,775	0	12	12	2,763	Funded project - competitive PACP
King St Somerset Dam Widening	50	-	-	-	50	
Lowood Minden Rd widening - Litzows-Lukritz	2,800	776	2,976	3,752	(952)	Funded project - competitive HVSP/ tender accepted plus Energex relocation costs exceeds estimate
Lowood Minden Road intersection widenings	-	17	33	49	(49)	
Lowood MindenWiden+ Pavement Rehab Zabels Rd North	1,376	9	48	57	1,319	Funded project - competitive SEQCSP
Mack St Widen+UDrain	-	-	3	3	(3)	
Main Street Lowood Seal Widening	1,565	-	-	-	1,565	Funded project - competitive PACP
Middle St Esk Seal Widen	325	-	-	-	325	
Muckerts Ln widening	-	-	670	670	(670)	Prior year funded project - competitive BSBP
Murrumba Rd Renew Culvert	1,126	137	43	179	947	
Old Fernvale Rd Renew Culverts	40	-	-	-	40	
Cressbrook St Renew Culvert	150	-	-	-	150	
Dingyarra St underground drain	2,049	-	61	61	1,987	Funded project- competitive Disaster Ready Fund
E Summervilles Rd Pavement Rehab	-	1	-	1	(1)	
Ellen St Lwd Widen Kc	250	-	-	-	250	
England Ck Rd Renew Culvert	80	-	-	-	80	
Glamorgan Vale Rd Renew Culvert	25	-	-	-	25	

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Graham Rd LRCI Widen, kerb and underground drainage	800	-	-	-	800	
Gunyah St Widen and kerb	325	-	-	-	325	
Highland St Renew PathX	165	-	-	-	165	
Ivory Ck Rd Seal Extension LRCI	800	-	-	-	800	
Kilcoy Murgon Rd UG drain	140	-	-	-	140	
Kleinhans Ct Widen KC path	75	-	-	-	75	
Litzows Rd Seal Ext	250	-	-	-	250	
Lowood Minden SEQCSP (Zabels Rd North section)	1,430	-	8	8	1,422	Funded project - competitive SEQCSP
Main St Cmya WideKcPath	55	-	-	-	55	
Main St Lwd RenewPath	15	-	-	-	15	
McCulkins Lane Widen+Energex	250	-	-	-	250	
Peace St Lwd new Paths STIP	317	-	-	-	317	
Prenzlau Rd Wide Rehab	500	1	-	1	499	
Railway St Lwd UG drain	120	-	-	-	120	
Railway St Lwd NewPath	150	-	-	-	150	
Schroeder La SealExt	50	0	-	0	50	
Stanton St Kcy WideKcPath	200	52	37	90	110	
Wells St Rehab Path	103	0	-	0	103	
Wivenhoe Pocket Rd Pavement Rehab	-	1	-	1	(1)	
Royston St Kcy Pavement Rehab	150	68	124	192	(42)	
Royston St Kcy Pavement Rehab	-	5	1	6	(6)	
Simpson St Fvl Seal Widen+New Kerb	-	1	2	3	(3)	
Toogoolawah Biarra Rd Seal Widen	5,610	0	17	17	5,593	Funded project - competitive PACP
Waverley & Sheppards Rd Seal Extenti	-	6	166	172	(172)	Funded project - competitive BSRP
William St New Underground Drain	190	0	10	10	180	
YowieParkRenewFootpath	75	11	5	16	59	
TOTAL BRIDGES	7,050	3	23	25	7,027	Within expectations
Buaraba Creek Road Bridge Capex	-	-	2	2	(2)	
Monsildale Road Bridge Capex	50	-	-	-	50	
Neurum Rd Bridge Capex	7,000	-	21	21	6,979	
TOTAL PLANT	1,479	51	1,813	1,863	- 385	Within expectations
Plant changeover	1,479	-	1	1		
UD Quon Truck_2022.04p_8y_	-	3	-	3		
PerkinsGenerator33kva_gifted_v	-	1	-	1		

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EskLakeVwShelter_2022.03p_40y_	-	-	1	1		
Toro Wide Area Mower_2022p	-	-	115	115		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
MowerJD1585Series_2023.02p_3y_	-	-	75	75		
IsuzuFRR110_2023.02p_8y_held	-	-	152	152		
IsuzuFRR110_2023.02p_8y_held	-	-	152	152		
TandemAxleTrailer_2023.07p_8y_	-	-	15	15		
RapidSprayUnit_2023.08p_10y_he	-	14	-	14		
UTVkubtoa_2023.07p_10y_held	-	28	-	28		
Hino FD1124 Truck_2022.03p_8y	-	1	-	1		
2 Axle Dog TrailerSt_2022.05p_8y_	-	5	-	5		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
TOTAL CAPITAL EXPENDITURE	47,395	2,007	9,020	11,027	36,391	Within expectations

Somerset Regional Council
Investment report
As at 31 August 2023

Term deposits - operating account

Bank	Maturity	Term (days)	Rate	Amount
BEN	10/11/2023	365	4.30%	\$ 1,000,000

QTC cash fund - operating (nett rate July 2023)	4.87%	\$ 49,640,834
Mayoral Charity Ball account		\$ 36,853
Other cash balances less unrepresented payments		\$ 240,217
Total operating and trust cash brought to account		\$ 50,917,904

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

	Budget	Pro-rata budget	Actual YTD
Rates interest	\$ 134,500	\$ 23,279	\$ 35,900
Year to date interest earnings on investments	\$ 2,957,148	\$ 511,814	\$ 697,201
Total interest revenue	\$ 3,091,648	\$ 535,093	\$ 733,100
Interest earned per rateable property	\$ 255	\$ 44	\$ 61

SOMERSET REGIONAL COUNCIL

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

PAYMENTS PROCESSED FROM 31 JULY 2023 TO 30 AUGUST 2023



Line	Creditor	Payment including GST	Comments
1	ERTECH (QUEENSLAND) PTY LTD	\$ 2,775,249	Lowood Minden Road Construction Contract - ref 58492
2	A & M CIVIL CONTRACTING P/L	\$ 816,818	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref 58371
3	BROWN CONTRACTORS	\$ 696,600	Contract Infrastructure/Road Works/ Plant Hire - ref 58448
4	CASH	\$ 465,496	Payroll Transaction - ref 1CASH03
5	CASH	\$ 460,999	Payroll Transaction - ref 1CASH04
6	CASH	\$ 449,906	Payroll Transaction - ref 1CASH05
7	KARREMAN GROUP	\$ 237,889	Road Making Material/ Services - ref 58362
8	GHD PTY LTD	\$ 235,959	Asset Design, Assessment, Project Management Services - ref 58444
9	IPSWICH WASTE SERVICES	\$ 230,817	Kerbside Waste And Other Services - ref 58459
10	ONTIME GUARDRAIL P/L	\$ 149,334	Guardrail Materials And Services - ref 58410
11	G&K LAWSON CONSTRUCTIONS	\$ 147,542	Building Services - ref 58368
12	AUSTRALIAN TAXATION OFFICE	\$ 146,968	P A Y G Tax - Payroll Deductions - ref 1ATOPAY0
13	AUSTRALIAN TAXATION OFFICE	\$ 146,235	P A Y G Tax - Payroll Deductions - ref 1ATOPAY0
14	ACQUIRED AWARENESS TRAFFIC	\$ 143,134	Traffic Control Equipment/ Services - ref 58370
15	AUSTRALIAN TAXATION OFFICE	\$ 140,626	P A Y G Tax - Payroll Deductions - ref 1ATOPAY0
16	SOMERSET RURAL FIRES BRIGADES	\$ 122,087	Contribution To Rural Fire Brigades - ref 58568
17	DEPARTMENT OF RESOURCES	\$ 116,547	Valuation Roll State Levies - ref 58386
18	BELLWETHER CONSULTING	\$ 103,945	Engineering Consultancy - ref 58482
19	URBAN UTILITIES	\$ 86,574	Water / Sewerage Services - ref 58345
20	PAYCLEAR	\$ 72,340	Superannuation Contributions - ref SGL PY1P
21	PAYCLEAR	\$ 72,185	Superannuation Contributions - ref SGL PY1P
22	PAYCLEAR	\$ 71,143	Superannuation Contributions - ref SGL PY1P
23	ACQUIRED AWARENESS TRAFFIC	\$ 67,805	Traffic Control Equipment/ Services - ref 58478
24	MOORE DIGGERS & TIPPERS P/L	\$ 59,549	Plant Hire - ref 58406
25	LV ELECTRICAL CONTRACTING	\$ 58,796	Solar/ Electrical Services - ref 58557
26	KARREMAN GROUP	\$ 58,624	Road Making Material/ Services - ref 58533
27	JOHN HARRISON LOGGING &	\$ 57,711	Plant Hire - ref 58510
28	AECOM AUSTRALIA PTY LTD	\$ 55,608	Planning Consultancy - ref 58479
29	QIT PLUS PTY LTD	\$ 55,550	Disaster Management Services/ Software - ref 58415
30	SHELL ENERGY RETAIL PTY LTD	\$ 54,310	Electricity Supplies Including Streetlighting - ref 58387
31	RPQ SPRAY SEAL PTY LTD	\$ 53,063	Road Sealing Material/ Services - ref 58566
32	RPQ SPRAY SEAL PTY LTD	\$ 51,987	Road Sealing Material/ Services - ref 58347
33	DANIEL BANDITT	\$ 49,758	Building Services - ref 58546
34	BRISBANE VALLEY HIRE &	\$ 47,777	Plant Hire & Consumables - ref 58488
35	MT MARROW BLUE METAL	\$ 43,437	Road Making Materials - ref 58471
36	RPQ SPRAY SEAL PTY LTD	\$ 42,221	Road Sealing Material/ Services - ref 58524
37	URBAN UTILITIES	\$ 41,971	Water / Sewerage Services - ref 58565
38	JOHN HARRISON LOGGING &	\$ 37,260	Plant Hire - ref 58392
39	KILCOY LOCAL AREA	\$ 36,756	Contribution To Rural Fire Brigades - ref 58553
40	GJ & AL TEICHMANN	\$ 34,269	Plant Hire - ref 58496
41	MATTHEW KRANENBURG	\$ 33,396	Plant Hire - ref 58502
42	AHERN AUSTRALIA PTY LIMITED	\$ 32,439	Electric Scissor Lift - ref 58447
43	PRECAST CIVIL INDUSTRIES P/L	\$ 31,915	Concrete Products/ Services - ref 58380
44	GENENG SOLUTIONS PTY LTD	\$ 31,394	Engineering Consultancy - ref 58497
45	QLEAVE	\$ 30,319	Qleave Levy - Construction Projects - ref 58564
46	HARVEY BLACK GROUP PTY LTD	\$ 30,300	Kubota Rtv X900W - ref 58545
47	BP AUSTRALIA PTY LTD	\$ 29,842	Fuel - ref 12734869
48	GLOBAL LINEMARKING SERVICES PTY LTD	\$ 29,543	Linemarking Services - ref 58331
49	MOORE DIGGERS & TIPPERS P/L	\$ 27,761	Plant Hire - ref 58560
50	MALENY BLACK ANGUS BEEF P/L	\$ 27,489	Fencing Products/ Services - ref 58504
51	UNITED PETROLEUM PTY LIMITED	\$ 25,924	Fuel - ref 58571
52	CASH	\$ 24,167	D/Cr Pay 2 Period No 05 - ref 2CASH05
53	CASH	\$ 24,167	D/Cr Pay 2 Period No 04 - ref 2CASH04
54	CASH	\$ 24,167	D/Cr Pay 2 Period No 03 - ref 2CASH03
55	UNITED PETROLEUM PTY LIMITED	\$ 23,580	Fuel - ref 58528
56	SKYLINE LANDSCAPE	\$ 22,847	Vegetation Management Services - ref 58575
57	UNITED PETROLEUM PTY LIMITED	\$ 22,387	Fuel - ref 58426
58	ICE BLAST PTY LTD	\$ 21,269	Refrigeration/ Air Conditioning Services/ Components - ref 58333
59	DULLYS DESIGNER HOMES PTY LTD	\$ 20,928	Plant Hire/ Building Services - ref 58508
60	BRANDON & ASSOCIATES	\$ 20,038	Engineering Consultancy - ref 58485
61	TOYOTA FINANCE AUSTRALIA LTD	\$ 19,664	Vehicle Leasing - ref 1405961
62	DANIEL BANDITT	\$ 19,657	Building Services - ref 58532
63	PLAY FORCE PTY LTD	\$ 19,384	Playground Equipment/ Parts/ Services - ref 58413
64	GRI ROAD SERVICES PTY LTD	\$ 19,292	Traffic Furniture/ Services - ref 58549
65	QUALITY COMMERCIAL	\$ 18,880	Cleaning Services - ref 58418
66	SPECIALISED PAVEMENT	\$ 18,068	Street Sweeping Services - ref 58423
67	KING & COMPANY SOLICITORS	\$ 17,655	Legal Services - ref 58399
68	KARREMAN GROUP	\$ 17,088	Road Making Material/ Services - ref 58397
69	DELNORTH PTY LTD	\$ 17,078	Signage Products - ref 58385
70		\$ 17,000	Waste Water Risk Mitigation Settlement - ref 58443
Total largest 70 external payments		\$ 9,512,479	
Total payments		\$ 10,570,412	

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 31 JULY 2023 TO 30 AUGUST 2023



TRNDATE	Method	REF	NAME	Detail	Amount
31-Jul-23	NonEFT	58326	BRISBANE VALLEY COURIERS	FREIGHT SERVICES	181.50
31-Jul-23	NonEFT	58327	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	1,551.00
31-Jul-23	NonEFT	58328	BV SECURITY SERVICES (QLD) P/L	SECURITY SERVICES	2,332.00
31-Jul-23	NonEFT	58329	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	3,443.00
31-Jul-23	NonEFT	58330		EXPENSE REIMBURSEMENT	70.97
31-Jul-23	NonEFT	58331	GLOBAL LINEMARKING SERVICES PTY LTD	LINEMARKING SERVICES	29,542.71
31-Jul-23	NonEFT	58332	GRAHAM RICHARDSON	ARCHITECTURAL SERVICES	3,960.00
31-Jul-23	NonEFT	58333	ICE BLAST PTY LTD	REFRIGERATION/ AIR CONDITIONING SERVICES/ COMPONENTS	21,268.50
31-Jul-23	NonEFT	58334		EXPENSE REIMBURSEMENT	60.35
31-Jul-23	NonEFT	58335		Cancelled Cheque	Cancelled
31-Jul-23	NonEFT	58336	KEV BUTLER PLUMBING	PLUMBING SERVICES	1,300.30
31-Jul-23	NonEFT	58337	KING & COMPANY SOLICITORS	LEGAL SERVICES	7,716.50
31-Jul-23	NonEFT	58338	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	8,504.07
31-Jul-23	NonEFT	58339	LINK LOGIC PTY LTD	STORAGE & LOGISTICS - SOMERSET TOURISM BROCHURE	599.65
31-Jul-23	NonEFT	58340	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	875.16
31-Jul-23	NonEFT	58341	PEAK SERVICES PTY LTD	AFTER HOURS CUSTOMER SERVICE/ INDUSTRIAL SERVICES	2,502.50
31-Jul-23	NonEFT	58342	PORTER HIRE PTY LTD	PLANT HIRE	5,200.00
31-Jul-23	NonEFT	58343	QCWA BRANCH ESK	VENUE HIRE	90.00
31-Jul-23	NonEFT	58344	QUEENSLAND GAS AND ELECTRICAL P/L	MECHANICAL PARTS/ REPAIRS	647.35
31-Jul-23	NonEFT	58345	URBAN UTILITIES	WATER / SEWERAGE SERVICES	86,573.90
31-Jul-23	NonEFT	58346	ROYAL SEATING HIRE	EVENT HIRE SERVICES	1,250.00
31-Jul-23	NonEFT	58347	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	51,986.94
31-Jul-23	NonEFT	58348	S.E.T. PAINTING & CONTRACTING	PAINTING / MISCELLANEOUS BUILDING SERVICES	1,320.00
31-Jul-23	NonEFT	58349	SOMERSET LIQUID WASTE	SEPTIC SERVICES	3,362.94
31-Jul-23	NonEFT	58350		SPORTS BURSARY	1,000.00
31-Jul-23	NonEFT	58351	GREGORY MARK EVA	BUILDING SERVICES	4,678.19
1-Aug-23	NonEFT	58352	ARROW AMUSEMENTS	EVENT HIRE SERVICES	1,100.00
1-Aug-23	NonEFT	58353	ASBESTOS HOME INSPECTIONS P/L	ASBESTOS SERVICES	6,105.00
1-Aug-23	NonEFT	58354		BOND REFUND	411.00
1-Aug-23	NonEFT	58355		EXPENSE REIMBURSEMENT	1,000.00
1-Aug-23	NonEFT	58356	COAST & COUNTRY BUSES	BUS HIRE	519.20
1-Aug-23	NonEFT	58357		EXPENSE REIMBURSEMENT	3,995.90
1-Aug-23	NonEFT	58358	IPSWICH & DISTRICT FIRE	FIRE EQUIPMENT SERVICES	2,213.64
1-Aug-23	NonEFT	58359		SPORTS BURSARY	250.00
1-Aug-23	NonEFT	58360	MAKIKO RAMSAY	ARTS EVENT SERVICES	2,277.30
1-Aug-23	NonEFT	58361	MINDEN BUS SERVICE	BUS HIRE	1,540.00
1-Aug-23	NonEFT	58362	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	237,888.80
2-Aug-23	NonEFT	58363	BENNETT & BENNETT GROUP	SURVEYING SERVICES	13,475.00
2-Aug-23	NonEFT	58364		SPORTS BURSARY	250.00
2-Aug-23	NonEFT	58365	PRECISION ELECTRICAL QLD	ELECTRICAL/ AIR CONDITIONING SERVICES (LOCAL GOVERNMENT MUTUAL - L G M)	7,167.69
2-Aug-23	NonEFT	58366	QUEENSLAND LOCAL	LIABILITY INSURANCE PREMIUMS/ EXCESS	7,500.00
3-Aug-23	NonEFT	58367	BRISBANE VALLEY PROTEIN P/L	CATERING SERVICES/ EVENT SERVICES	13,200.00
3-Aug-23	NonEFT	58368	G&K LAWSON CONSTRUCTIONS	BUILDING SERVICES	147,541.96
3-Aug-23	NonEFT	58369	TOOGOO LAWAH STATE SCHOOL P&C	COMMUNITY ASSISTANCE GRANT	5,000.00
8-Aug-23	NonEFT	58370	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	143,133.65
8-Aug-23	NonEFT	58371	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	816,818.05
8-Aug-23	NonEFT	58372	AQUAMONIX PTY LIMITED	COMMUNICATION/ FLOOD EQUIPMENT/ SERVICES	1,848.00
8-Aug-23	NonEFT	58373	ATC WILLIAMS PTY LTD	ENGINEERING CONSULTANCY	12,540.00
8-Aug-23	NonEFT	58374	AUSTSPRAY ENVIRONMENTAL	VEGETATION MANAGEMENT SERVICES	12,622.49
8-Aug-23	NonEFT	58375	BRISBANE CITY COUNCIL	LAND FOR WILDLIFE PROGRAM PARTICIPATION	11,875.95
8-Aug-23	NonEFT	58376	BRISBANE VALLEY RAIL TRAIL	SPONSORSHIP FESTIVAL OF CYCLING	2,500.00
8-Aug-23	NonEFT	58377	BROOKS HIRE SERVICE PTY LTD	PLANT HIRE	10,265.64
8-Aug-23	NonEFT	58378	BV SECURITY SERVICES (QLD) P/L	SECURITY SERVICES	10,693.10
8-Aug-23	NonEFT	58379	CAMS TIPPING PTY LTD	PLANT HIRE	7,835.00
8-Aug-23	NonEFT	58380	PRECAST CIVIL INDUSTRIES P/L	CONCRETE PRODUCTS/ SERVICES	31,915.40
8-Aug-23	NonEFT	58381	CREEPY CRAWLY PEST CONTROL P/L	PEST CONTROL SERVICES	703.00
8-Aug-23	NonEFT	58382	GR & M DALY FAMILY TRUST	TRANSPORT SERVICES	440.00
8-Aug-23	NonEFT	58383	DANIEL BANDITT	BUILDING SERVICES	3,087.00
8-Aug-23	NonEFT	58384	DATA COM SYSTEMS (AU) PTY LTD	ICT GOODS/ SERVICES	12,513.60
8-Aug-23	NonEFT	58385	DELNORTH PTY LTD	SIGNAGE PRODUCTS	17,077.50
8-Aug-23	NonEFT	58386	DEPARTMENT OF RESOURCES	VALUATION ROLL STATE LEVIES	116,547.33
8-Aug-23	NonEFT	58387	SHELL ENERGY RETAIL PTY LTD	ELECTRICITY SUPPLIES INCLUDING STREETLIGHTING	54,310.25
8-Aug-23	NonEFT	58388	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	1,677.50
8-Aug-23	NonEFT	58389	ESK SES FINANCIAL SUPPORT	RURAL PROPERTY NUMBERING	160.00
8-Aug-23	NonEFT	58390	EZYQUIP HIRE PTY LTD	PLANT HIRE	1,462.56
8-Aug-23	NonEFT	58391	FULTON HOGAN INDUSTRIES P/L	ASPHALT	7,421.98

TRNDATE	Method	REF	NAME	Detail	Amount
8-Aug-23	NonEFT	58392	JOHN HARRISON LOGGING &	PLANT HIRE	37,260.00
8-Aug-23	NonEFT	58393	JR & SS HENDERSON	CLEANING SERVICES	5,500.00
8-Aug-23	NonEFT	58394	HOLCIM AUSTRALIA PTY LIMITED	CONCRETE PRODUCTS	3,402.77
8-Aug-23	NonEFT	58395	INFINITY INTERNATIONAL PTY LTD	FUEL	1,418.40
8-Aug-23	NonEFT	58396	GRAEME STANLEY JENSEN	EVENT ENTERTAINMENT SERVICES	2,200.00
8-Aug-23	NonEFT	58397	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	17,088.46
8-Aug-23	NonEFT	58398	KATESTONE ENVIRONMENTAL P/L	PLANNING CONSULTANCY	4,950.00
8-Aug-23	NonEFT	58399	KING & COMPANY SOLICITORS	LEGAL SERVICES	17,655.00
8-Aug-23	NonEFT	58400		BOND REFUND	839.00
8-Aug-23	NonEFT	58401	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	5,390.19
				STORAGE & LOGISTICS - SOMERSET TOURISM	
8-Aug-23	NonEFT	58402	LINK LOGIC PTY LTD	BROCHURE	185.59
8-Aug-23	NonEFT	58403	LIONS CLUB OF LOWOOD INC	CATERING SERVICES	518.50
8-Aug-23	NonEFT	58404	LOWOOD HARDWARE MITRE 10	HARDWARE	3,173.55
8-Aug-23	NonEFT	58405	MCNAMARA LAW PRACTICE	LEGAL SERVICES	5,722.75
8-Aug-23	NonEFT	58406	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	59,548.96
8-Aug-23	NonEFT	58407	ELIZABETH JANE NICHOLSON	ARTS EVENT SERVICES	870.00
8-Aug-23	NonEFT	58408	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	6,203.45
8-Aug-23	NonEFT	58409	ONF SURVEYORS	SURVEYING/ PLANNING SERVICES	4,350.00
8-Aug-23	NonEFT	58410	ONTIME GUARDRAIL P/L	GUARDRAIL MATERIALS AND SERVICES	149,333.98
8-Aug-23	NonEFT	58411	JANE ORME	ARTS EVENT SERVICES	651.00
8-Aug-23	NonEFT	58412	PETE'S HOBBY NURSERY	NURSERY PRODUCTS	165.00
8-Aug-23	NonEFT	58413	PLAY FORCE PTY LTD	PLAYGROUND EQUIPMENT/ PARTS/ SERVICES	19,383.98
8-Aug-23	NonEFT	58414	PROJEX PARTNERS PTY LTD	ENGINEERING CONSULTANCY	10,581.18
8-Aug-23	NonEFT	58415	QIT PLUS PTY LTD	DISASTER MANAGEMENT SERVICES/ SOFTWARE	55,550.00
8-Aug-23	NonEFT	58416	QLD POLICE-CITIZENS YOUTH	FERNVALE PCYC OPERATIONS	10,416.67
8-Aug-23	NonEFT	58417	QPLAY	PLAYGROUND EQUIPMENT/ PARTS/ SERVICES	2,630.65
8-Aug-23	NonEFT	58418	QUALITY COMMERCIAL	CLEANING SERVICES	18,880.16
8-Aug-23	NonEFT	58419	RIVER CITY TREES	VEGETATION MANAGEMENT SERVICES	5,005.00
8-Aug-23	NonEFT	58420	KILCOY LAUNDRY	CLEANING SERVICES	340.56
8-Aug-23	NonEFT	58421	SOMERSET BOBCAT & EXCAVATOR	PLANT HIRE	6,507.50
8-Aug-23	NonEFT	58422	SOUTHERN QUEENSLAND	REGIONAL PROMOTION SERVICES	440.00
8-Aug-23	NonEFT	58423	SPECIALISED PAVEMENT	STREET SWEEPING SERVICES	18,067.51
8-Aug-23	NonEFT	58424	STRUXI DESIGN PTY LTD	ARCHITECTURAL ENGINEERING SERVICES	15,686.00
8-Aug-23	NonEFT	58425	TRAFFIC CONTROL SUPPLIES P/L	SIGNAGE PRODUCTS	3,720.16
8-Aug-23	NonEFT	58426	UNITED PETROLEUM PTY LIMITED	FUEL	22,387.33
8-Aug-23	NonEFT	58427	CHRISTINE ELLEN WENZEL	CLEANING SERVICES	1,188.00
8-Aug-23	NonEFT	58428	WICKSY'S MOWING	VEGETATION MANAGEMENT SERVICES	346.50
8-Aug-23	NonEFT	58429	XZIBIT PTY LTD	DESIGN SERVICES	5,500.00
8-Aug-23	NonEFT	58430	BRIDGESTONE AUSTRALIA LTD	TYRES/ SERVICES/ MECHANICAL PARTS	10,796.81
8-Aug-23	NonEFT	58431	BRISBANE VALLEY SOCCER	EVENT SERVICES	300.00
8-Aug-23	NonEFT	58432	TUTT BRYANT EQUIPMENT	MECHANICAL PARTS/ REPAIRS	5,966.04
8-Aug-23	NonEFT	58433	BRISBANE VALLEY RATTLERS	EVENT SERVICES	800.00
				PLANNING CONSULTANCY/ VEGETATION	
8-Aug-23	NonEFT	58434	ECOSURE PTY LTD	MAINTENANCE	5,244.80
8-Aug-23	NonEFT	58435	JUST SPORTS N FITNESS	POOL MANAGEMENT SERVICES	16,500.00
8-Aug-23	NonEFT	58436	REGEN AUSTRALIA	VEGETATION MANAGEMENT SERVICES	1,284.80
8-Aug-23	NonEFT	58437	STAR BROADCASTING NETWORK	ADVERTISING SERVICES	2,741.20
8-Aug-23	NonEFT	58438	SIMPSON ENGINEERING GROUP P/L	PLANNING CONSULTANCY	5,390.00
8-Aug-23	NonEFT	58439	SOMERSET HEALTH AND FITNESS	SPORTS FACILITY MANAGEMENT SERVICES	14,495.78
8-Aug-23	NonEFT	58440	CRESSBROOK NEWS	NEWSPAPERS/ STATIONERY	209.11
9-Aug-23	NonEFT	58441	QUEENSLAND ATHLETIC	EVENT SERVICES	6,875.00
9-Aug-23	NonEFT	58442	SUMMIT AUTO LEASE AUST PTY LTD	VEHICLE LEASING	15,196.24
10-Aug-23	NonEFT	58443		WASTE WATER RISK MITIGATION SETTLEMENT	17,000.00
				ASSET DESIGN, ASSESSMENT, PROJECT	
10-Aug-23	NonEFT	58444	GHD PTY LTD	MANAGEMENT SERVICES	235,958.90
10-Aug-23	NonEFT	58445		SPORTS BURSARIES	1,000.00
15-Aug-23	NonEFT	58446	CASH	SUNDRY PETTY CASH	859.50
16-Aug-23	NonEFT	58447	AHERN AUSTRALIA PTY LIMITED	ELECTRIC SCISSOR LIFT	32,439.00
				CONTRACT INFRASTRUCTURE/ROAD WORKS/	
16-Aug-23	NonEFT	58448	BROWN CONTRACTORS	PLANT HIRE	696,599.57
16-Aug-23	NonEFT	58449		BOND REFUND QUICK SPRAY UNIT	289.00
16-Aug-23	NonEFT	58450	DANIEL BANDITT	BUILDING SERVICES	6,298.58
16-Aug-23	NonEFT	58451		BOND REFUND KILCOY SHOWGROUND	411.00
16-Aug-23	NonEFT	58452		BOND REFUND	689.00
16-Aug-23	NonEFT	58453		BOND REFUND	1,378.00
16-Aug-23	NonEFT	58454	FERNWOOD LANDSCAPE SUPPLIES	LANDSCAPE/ DRAINAGE SUPPLIES	5,120.00
16-Aug-23	NonEFT	58455		EXPENSE REIMBURSEMENT	441.46
16-Aug-23	NonEFT	58456	GOUGH LAW PTY LTD	LEGAL SERVICES	330.00
16-Aug-23	NonEFT	58457		BOND REFUND	289.00
16-Aug-23	NonEFT	58458		BOND REFUND	289.00
16-Aug-23	NonEFT	58459	IPSWICH WASTE SERVICES	KERBSIDE WASTE AND OTHER SERVICES	230,816.89
16-Aug-23	NonEFT	58460		BOND REFUND	441.00
16-Aug-23	NonEFT	58461	KAT CONCRETE PUMPING P/L	CONCRETE PUMPING SERVICES	1,249.60

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 31 JULY 2023 TO 30 AUGUST 2023



TRNDATE	Method	REF	NAME	Detail	Amount
16-Aug-23	NonEFT	58462		BOND REFUND	689.00
16-Aug-23	NonEFT	58463		BOND REFUND	411.00
16-Aug-23	NonEFT	58464		BOND REFUND	411.00
16-Aug-23	NonEFT	58465	KILCOY RACE CLUB	CLEANING SERVICES	5,120.00
16-Aug-23	NonEFT	58466		BOND REFUND	689.00
16-Aug-23	NonEFT	58467	KING & COMPANY SOLICITORS	LEGAL SERVICES	4,708.00
16-Aug-23	NonEFT	58468		BOND REFUND	289.00
16-Aug-23	NonEFT	58469	LINK RESOURCES TRAINING P/L	TRAINING SERVICES	10,327.50
16-Aug-23	NonEFT	58470	LOCKYER BINS	OPERATION OF REFUSE & RECYCLING CENTRES	11,177.34
16-Aug-23	NonEFT	58471	MT MARROW BLUE METAL	ROAD MAKING MATERIALS	43,437.31
16-Aug-23	NonEFT	58472		BOND REFUND	411.00
16-Aug-23	NonEFT	58473		BOND REFUND	411.00
16-Aug-23	NonEFT	58474	SAM'S TREE SERVICES	VEGETATION MANAGEMENT SERVICES	13,200.00
16-Aug-23	NonEFT	58475	SOMERSET LIQUID WASTE	SEPTIC SERVICES	2,802.45
16-Aug-23	NonEFT	58476		BOND REFUND	289.00
16-Aug-23	NonEFT	58477		BOND REFUNDS QUICK SPRAY UNIT	599.00
22-Aug-23	NonEFT	58478	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	67,804.70
22-Aug-23	NonEFT	58479	AECOM AUSTRALIA PTY LTD	PLANNING CONSULTANCY	55,608.30
22-Aug-23	NonEFT	58480		SPORTS BURSARY	500.00
22-Aug-23	NonEFT	58481	AXON PUBLIC SAFETY	IMAGERY HARDWARE, SOFTWARE AND STORAGE	508.20
22-Aug-23	NonEFT	58482	BELLWETHER CONSULTING	ENGINEERING CONSULTANCY	103,944.50
22-Aug-23	NonEFT	58483	BIZEASSET PTY LTD	MAINTENANCE & DEVELOPMENT - ASSET MANAGEMENT SYSTEM	9,900.00
22-Aug-23	NonEFT	58484	BJM AIR-CONDITIONING &	AIRCONDITIONING SERVICES	1,622.50
22-Aug-23	NonEFT	58485	BRANDON & ASSOCIATES	ENGINEERING CONSULTANCY	20,037.60
22-Aug-23	NonEFT	58486	BRISBANE VALLEY COURIERS	FREIGHT SERVICES	3,883.55
22-Aug-23	NonEFT	58487	BRISBANE VALLEY RAIL TRAIL	(USERS ASSOC) EVENT SERVICES	2,215.00
22-Aug-23	NonEFT	58488	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	47,777.20
22-Aug-23	NonEFT	58489	DBC MECHANICAL SERVICES	VEHICLE TRANSPORT SERVICES	400.00
22-Aug-23	NonEFT	58490		SPORTS BURSARY	500.00
22-Aug-23	NonEFT	58491	ERS CATERING EQUIPMENT	KITCHEN EQUIPMENT	10,175.00
22-Aug-23	NonEFT	58492	ERTECH (QUEENSLAND) PTY LTD	LOWOOD MINDEN ROAD CONSTRUCTION CONTRACT	2,775,248.77
22-Aug-23	NonEFT	58493	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	913.00
22-Aug-23	NonEFT	58494	GREGORY MARK EVA	BUILDING SERVICES	600.60
22-Aug-23	NonEFT	58495		BOND REFUND FERVALE HALL	452.00
22-Aug-23	NonEFT	58496	GJ & AL TEICHMANN	PLANT HIRE	34,268.58
22-Aug-23	NonEFT	58497	GENENG SOLUTIONS PTY LTD	ENGINEERING CONSULTANCY	31,394.28
22-Aug-23	NonEFT	58498	DAVID HALL CONSULTANT PTY LTD	EVENT ENTERTAINMENT SERVICES	1,100.00
22-Aug-23	NonEFT	58499		SPORTS BURSARY	500.00
22-Aug-23	NonEFT	58500		BOND REFUND FERVALE HALL	452.00
22-Aug-23	NonEFT	58501		EXPENSE REIMBURSEMENT	200.14
22-Aug-23	NonEFT	58502	MATTHEW KRANENBURG	PLANT HIRE	33,396.00
22-Aug-23	NonEFT	58503	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	16,419.74
22-Aug-23	NonEFT	58504	MALENY BLACK ANGUS BEEF P/L	FENCING PRODUCTS/ SERVICES	27,489.00
22-Aug-23	NonEFT	58505	TELSTRA CORPORATION LIMITED	CHANGES/ RELOCATION OF TELSTRA ASSETS	1,127.71
22-Aug-23	NonEFT	58506	ABC LOCATORS	UNDERGROUND SERVICE LOCATING	1,463.00
22-Aug-23	NonEFT	58507	AUST COMMUNICATIONS &	TWO WAY RADIO LICENCE	4,111.00
22-Aug-23	NonEFT	58508	DULLYS DESIGNER HOMES PTY LTD	PLANT HIRE/ BUILDING SERVICES	20,927.75
22-Aug-23	NonEFT	58509	GRANTGURU PTY LTD	SOFTWARE MAINTENANCE	5,390.00
22-Aug-23	NonEFT	58510	JOHN HARRISON LOGGING &	PLANT HIRE	57,711.25
22-Aug-23	NonEFT	58511	LOCAL GOVERNMENT ASSOCIATION	TRAINING SERVICES	5,850.00
22-Aug-23	NonEFT	58512	LINK LOGIC PTY LTD	STORAGE & LOGISTICS - SOMERSET TOURISM BROCHURE	959.40
22-Aug-23	NonEFT	58513	LINVILLE PROGRESS	ARTS EVENT SERVICES	2,200.00
22-Aug-23	NonEFT	58514		SPORTS BURSARY	3,000.00
22-Aug-23	NonEFT	58515	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	11,280.50
22-Aug-23	NonEFT	58516	NOOSA FILM ACADEMY PTY LTD	ARTS EVENT SERVICES	8,787.90
22-Aug-23	NonEFT	58517	O'KEEFE ELECTRICS	ELECTRICAL SERVICES	372.63
22-Aug-23	NonEFT	58518	PACIFIC WATER TREATMENT	MECHANICAL PARTS/ REPAIRS	6,733.03
22-Aug-23	NonEFT	58519	PEAK SERVICES PTY LTD	AFTER HOURS CUSTOMER SERVICE/ INDUSTRIAL SERVICES	764.50
22-Aug-23	NonEFT	58520	THE PLANNING PRACTICE PTY LTD	PLANNING CONSULTANCY	6,617.88
22-Aug-23	NonEFT	58521	PORTER HIRE PTY LTD	PLANT HIRE	6,119.95
22-Aug-23	NonEFT	58522	REALI SUPPLY	CORPORATE UNIFORMS	8,099.38
22-Aug-23	NonEFT	58523	RETRACOM HOLDINGS PTY LTD	DEMOUNTABLES HIRE	3,831.78
22-Aug-23	NonEFT	58524	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	42,221.20
22-Aug-23	NonEFT	58525	SHERRIN RENTALS PTY LTD	PLANT HIRE	8,811.00
22-Aug-23	NonEFT	58526	SOMERSET BOBCAT & EXCAVATOR	PLANT HIRE	7,030.00
22-Aug-23	NonEFT	58527	SOMERSET LIQUID WASTE	SEPTIC SERVICES	1,120.98
22-Aug-23	NonEFT	58528	UNITED PETROLEUM PTY LIMITED	FUEL	23,580.49
22-Aug-23	NonEFT	58529	ACOUSTIC LOGIC PTY LIMITED	PLANNING CONSULTANCY	1,045.00
22-Aug-23	NonEFT	58530	CAMS TIPPING PTY LTD	PLANT HIRE	6,275.00
22-Aug-23	NonEFT	58531	CIVICA PTY LIMITED	BUSINESS/ ASSET SYSTEMS SOFTWARE SERVICES	1,155.00

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TRNDATE	Method	REF	NAME	Detail	Amount
22-Aug-23	NonEFT	58532	DANIEL BANDITT	BUILDING SERVICES	19,657.39
22-Aug-23	NonEFT	58533	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	58,624.18
22-Aug-23	NonEFT	58534	QLD POLICE-CITIZENS YOUTH	FERNVALE PCYC OPERATIONS	10,416.67
22-Aug-23	NonEFT	58535	DANIEL TIMSON	BUILDING SERVICES	3,800.00
22-Aug-23	NonEFT	58536	TOOGOO LAHAW & DISTRICT	VENUE HIRE/ CATERING/ OTHER SERVICES	30.00
22-Aug-23	NonEFT	58537	YOWIE COURIERS	FREIGHT SERVICES	254.65
22-Aug-23	NonEFT	58538	BRISBANE VALLEY PROTEIN P/L	CATERING SERVICES/ EVENT SERVICES	9,563.00
22-Aug-23	NonEFT	58539	COUNCIL OF MAYORS (SEQ) P/L	SUBSCRIPTIONS & CONTRIBUTIONS	12,921.70
22-Aug-23	NonEFT	58540	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	14,394.00
25-Aug-23	NonEFT	58541		AUCTION SETTLEMENT	1,360.70
29-Aug-23	NonEFT	58542	ALICE CREATIVE	TOOGOO LAHAW CONDENSERY WEBSITE DEVELOPMENT	150.00
29-Aug-23	NonEFT	58543	APV VALUERS & ASSET	ASSET MANAGEMENT SERVICES	550.00
29-Aug-23	NonEFT	58544	BEBE'S COUNTRY WEDDINGS	CATERING SERVICES	1,759.00
29-Aug-23	NonEFT	58545	HARVEY BLACK GROUP PTY LTD	KUBOTA RTV X900W	30,300.00
29-Aug-23	NonEFT	58546	DANIEL BANDITT	BUILDING SERVICES	49,758.21
29-Aug-23	NonEFT	58547	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	4,405.50
29-Aug-23	NonEFT	58548	GARAGE SALE FOUNDATION LTD	GARAGE SALE TRAIL MEMBERSHIP	3,255.26
29-Aug-23	NonEFT	58549	GRI ROAD SERVICES PTY LTD	TRAFFIC FURNITURE/ SERVICES	19,291.80
29-Aug-23	NonEFT	58550	GTC ENTERPRISES PTY LTD ATF	CONCRETE PRODUCTS	10,293.93
29-Aug-23	NonEFT	58551	JR & SS HENDERSON	CLEANING SERVICES	2,227.50
29-Aug-23	NonEFT	58552	RG & SL HENDERSON	FODDER	600.00
29-Aug-23	NonEFT	58553	KILCOY LOCAL AREA	CONTRIBUTION TO RURAL FIRE BRIGADES	36,756.49
29-Aug-23	NonEFT	58554	KILCOY RURAL	RAPID SPRAY UNIT/TURBO GUN	15,150.00
29-Aug-23	NonEFT	58555	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	4,614.67
29-Aug-23	NonEFT	58556	LOWOOD HARDWARE MITRE 10	SIGNAGE PRODUCTS	9,281.88
29-Aug-23	NonEFT	58557	LV ELECTRICAL CONTRACTING	SOLAR/ ELECTRICAL SERVICES	58,795.70
29-Aug-23	NonEFT	58558	MAKIKO RAMSAY	ARTS EVENT SERVICES	1,391.10
29-Aug-23	NonEFT	58559	MASTER HIRE PTY LTD	PLANT & EQUIPMENT HIRE	770.27
29-Aug-23	NonEFT	58560	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	27,760.75
29-Aug-23	NonEFT	58561	NEXTRA LOWOOD	NEWSPAPERS & STATIONERY	203.00
29-Aug-23	NonEFT	58562	KELLIE O'DEMPSEY	ARTS EVENT SERVICES	4,851.00
29-Aug-23	NonEFT	58563	PLUMBING & GAS ON DEMAND	PLUMBING SERVICES	1,120.00
29-Aug-23	NonEFT	58564	QLEAVE	QLEAVE LEVY - CONSTRUCTION PROJECTS	30,319.00
29-Aug-23	NonEFT	58565	URBAN UTILITIES	WATER / SEWERAGE SERVICES	41,970.82
29-Aug-23	NonEFT	58566	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	53,063.31
29-Aug-23	NonEFT	58567	SOMERSET LIQUID WASTE	SEPTIC SERVICES	1,120.98
29-Aug-23	NonEFT	58568	SOMERSET RURAL FIRES BRIGADES	CONTRIBUTION TO RURAL FIRE BRIGADES	122,087.46
29-Aug-23	NonEFT	58569	STANMORE HORTICULTURAL	NURSERY PRODUCTS	770.89
29-Aug-23	NonEFT	58570	TELSTRA LIMITED	TELECOMMUNICATIONS SERVICES	4,623.55
29-Aug-23	NonEFT	58571	UNITED PETROLEUM PTY LIMITED	FUEL	25,923.67
29-Aug-23	NonEFT	58572		EXPENSE REIMBURSEMENT	611.90
29-Aug-23	NonEFT	58573	LOWOOD COMMUNITY ACTION	EVENT ENTERTAINMENT SERVICES	500.00
30-Aug-23	NonEFT	58574	FELICITY MADEN	FLOWERS	120.50
30-Aug-23	NonEFT	58575	SKYLINE LANDSCAPE	VEGETATION MANAGEMENT SERVICES	22,847.00
30-Aug-23	NonEFT	58576	EYE SPY SECURITY QLD PTY LTD	SECURITY/ ALARM/ CCTV SYSTEM SERVICES	1,421.54
30-Aug-23	NonEFT	58577		EXPENSE REIMBURSEMENT	82.50
30-Aug-23	NonEFT	58578	JR & SS HENDERSON	CLEANING SERVICES	754.31
30-Aug-23	NonEFT	58579	CHRISTOPHER JAMES LOGAN	FAUNA MANAGEMENT SERVICES	385.00
30-Aug-23	NonEFT	58580	RIGIT SYSTEMS	AUDIO VISUAL SERVICES AND EQUIPMENT	125.00
30-Aug-23	NonEFT	58581	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	654.00
30-Aug-23	NonEFT	58582	CHRISTENSENS BUS & COACH	BUS HIRE	495.00
31-Jul-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
31-Jul-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
31-Jul-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
31-Jul-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
31-Jul-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
31-Jul-23	EFT	2CASH03	CASH	D/CR PAY 2 PERIOD NO 03	24,166.69
31-Jul-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	842.17
31-Jul-23	EFT	1CHILSU0	Child Support Agency	PAYROLL DEDUCTIONS	460.11
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	917.43
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	428.46
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	3,176.51
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,864.66
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	12,506.46
31-Jul-23	EFT	1CFMEU0	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	352.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	297.11
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	371.04
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	580.40
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
31-Jul-23	EFT	1SUNSUP0	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	614.82

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TRNDATE	Method	REF	NAME	Detail	Amount
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	179.39
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	138.44
31-Jul-23	EFT	1TRANWU0	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	166.20
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	143.76
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	145.47
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	276.80
31-Jul-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	137.25
31-Jul-23	EFT	1ATOPAY0	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	146,968.00
31-Jul-23	EFT	1CASH03	CASH	PAYROLL TRANSACTION	465,495.54
31-Jul-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	72,339.85
31-Jul-23	EFT	12734869	BP AUSTRALIA PTY LTD	FUEL	29,842.00
1-Aug-23	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	44.00
28-Jul-23	EFT	671011	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	18,424.50
30-Jul-23	EFT	JULY 202	FREEDOM FUELS FERNVALE	FUEL	1,711.69
1-Jul-23	EFT	DA21394	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	23,829.00
31-Jul-23	EFT	MERCH 31	NATIONAL AUSTRALIA BANK	MERCH FEES	301.06
31-Jul-23	EFT	BPAY 31.	NATIONAL AUSTRALIA BANK	NAB BPAY FEES	2,498.44
4-Aug-23	EFT	TFR-TOGI	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	14,444.85
4-Aug-23	EFT	TFR-0297	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	8,193.12
28-Jul-23	EFT	27402968	AUSSIE BROADBAND LIMITED	TELECOMMUNICATIONS SERVICES	4,136.01
26-Jul-23	EFT	409	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	28.00
1-Jul-23	EFT	407	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	4.00
11-Jul-23	EFT	400	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	22.00
11-Jul-23	EFT	399	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	22.00
11-Jul-23	EFT	398	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
10-Jul-23	EFT	397	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	40.00
1-Jul-23	EFT	396	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	20.00
1-Jul-23	EFT	395	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
7-Aug-23	EFT	406	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	17.00
8-Aug-23	EFT	1526405	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	271.66
7-Aug-23	EFT	PI539533	PRINT MANAGEMENT FACILITIES	PRINTER SERVICES	6,270.00
9-Aug-23	EFT	TFR-RYAN	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	100.00
9-Aug-23	EFT	1444703	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	531.66
8-Aug-23	EFT	1405961	TOYOTA FINANCE AUSTRALIA LTD	VEHICLE LEASING	19,663.57
11-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
11-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
11-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
11-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
11-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
11-Aug-23	EFT	2CASH04	CASH	D/CR PAY 2 PERIOD NO 04	24,166.69
11-Aug-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	842.17
11-Aug-23	EFT	1CHILSU0	Child Support Agency	PAYROLL DEDUCTIONS	460.11
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	917.43
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	428.46
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	3,176.51
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	8,059.74
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	12,533.45
11-Aug-23	EFT	1CFMEUN0	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	352.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	331.75
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	321.46
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	580.40
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
11-Aug-23	EFT	1SUNSUP0	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	784.95
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	179.39
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	138.44
11-Aug-23	EFT	1TRANWU0	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	166.20
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.77
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	141.06
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	256.81
11-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	137.24
11-Aug-23	EFT	1ATOPAY0	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	146,235.00
11-Aug-23	EFT	1CASH04	CASH	PAYROLL TRANSACTION	460,998.57
11-Aug-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	72,184.55
16-Aug-23	EFT	61	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,100.00
16-Aug-23	EFT	12	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	30.00
7-Aug-23	EFT	SERENTAL	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,845.58
9-Aug-23	EFT	NAB CON	NATIONAL AUSTRALIA BANK	NAB CONNECT FEES	51.99
21-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	400.00
21-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	134.29
21-Aug-23	EFT	1ATOPAY0	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	646.00

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TRNDATE	Method	REF	NAME	Detail	Amount
21-Aug-23	EFT	1CASH05	CASH	PAYROLL TRANSACTION	2,205.22
21-Aug-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	268.58
19-Jul-23	EFT	10A	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	25.00
17-Aug-23	EFT	1275164	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	137.00
18-Aug-23	EFT	1530914	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	466.67
1-Aug-23	EFT	59000047	LEASEPLAN	VEHICLE LEASING	7,413.75
31-Jul-23	EFT	671286	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	200.00
21-Aug-23	EFT	1533831	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	4,007.46
21-Aug-23	EFT	1533840	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	5,000.00
21-Aug-23	EFT	152516	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	46.16
11-Aug-23	EFT	672694	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	24.00
11-Aug-23	EFT	672695	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	322.00
1-Jul-23	EFT	1512516-	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	531.17
1-Jul-23	EFT	1512516-	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	225.00
25-Aug-23	EFT	25823	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	72,311.84
18-Aug-23	EFT	673174	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	4,685.00
23-Aug-23	EFT	1435479	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	345.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	842.17
28-Aug-23	EFT	1CHILSU0	Child Support Agency	PAYROLL DEDUCTIONS	460.11
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	917.43
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	428.46
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,776.51
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	8,028.69
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	12,188.44
28-Aug-23	EFT	1CFMEUN0	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	352.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	343.32
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	491.14
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	588.37
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
28-Aug-23	EFT	1SUNSUP0	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	791.57
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	179.39
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	138.44
28-Aug-23	EFT	1TRANWU0	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	166.20
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	150.86
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	141.06
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	256.81
28-Aug-23	EFT	1PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	145.30
28-Aug-23	EFT	1ATOPAY0	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	140,626.00
28-Aug-23	EFT	1CASH05	CASH	PAYROLL TRANSACTION	449,905.54
28-Aug-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	71,143.01
28-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
28-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
28-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
28-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
28-Aug-23	EFT	2PAYCLE0	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
28-Aug-23	EFT	2CASH05	CASH	D/CR PAY 2 PERIOD NO 05	24,166.69
28-Aug-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
25-Aug-23	EFT	141384	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	271.67
17-Aug-23	EFT	RESEND S	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	123.67
24-Aug-23	EFT	NAB CON	NATIONAL AUSTRALIA BANK	NAB CONNECT FEES	52.19
25-Aug-23	EFT	1535927	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	270.00
29-Aug-23	EFT	E000140	CASTROL AUSTRALIA PTY LIMITED	LUBRICANTS/ MECHANICAL FLUIDS	5,125.09
28-Aug-23	EFT	28132631	AUSSIE BROADBAND LIMITED	TELECOMMUNICATIONS SERVICES	3,820.08
28-Aug-23	EFT	BPAY REV	NATIONAL AUSTRALIA BANK	BPAY REVERSAL	2,295.00
19-Aug-23	EFT	BPAY REV	NATIONAL AUSTRALIA BANK	BPAY REVERSAL	1,712.00
29-Aug-23	EFT	ACC FEES	NATIONAL AUSTRALIA BANK	BANK CHARGES	102.10
TOTAL PAYMENTS					10,570,411.71
TOTAL EFT					2,449,700.24
TOTAL NonEFT					8,120,711.47

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

To: Andrew Johnson – Chief Executive Officer
From: Caroline Smith – Arts and Culture Manager
Director: Matthew McGoldrick – Director Corporate and Community Services
Date: 1 September 2023
Subject: The Condensery Somerset Regional Art Gallery Advisory Committee Meeting
File Ref: The Condensery – Somerset Regional Art Gallery Advisory Committee
Action Officer: ACM

Background/Summary

The Condensery Somerset Regional Art Gallery Advisory Committee (CSRAG) meets each quarter to review the operations of The Condensery. The quarterly meeting of the Committee was held on Monday, 7 August 2023.

Attachments

Meeting Report for The Condensery - Somerset Regional Art Gallery Advisory Committee Meeting - 7 August 2023

Recommendation

THAT Council

1. receive the meeting report for The Condensery Somerset Regional Art Gallery committee meeting held on Monday, 7 August 2023 and the contents be noted.
2. Send a letter of thanks to Jan Godfrey and Debra Beattie for their contributions to the committee.



**Meeting Report of The Condensery – Somerset Regional Art Gallery Committee
Monday, 7 August 2023**

*At The Condensery
Factory Road Toogoolawah*

Present

Cr Helen Brieschke (Chair)	(Somerset Regional Council)
Cr Cheryl Gaedtke	(Somerset Regional Council)
Cr Graeme Lehmann	(Somerset Regional Council)
Mr Andrew Johnson	(Somerset Regional Council)
Mr Matthew McGoldrick	(Somerset Regional Council)
Ms Madeline Brewer	(Somerset Regional Council)
Ms Caroline Smith	(Somerset Regional Council)
Ms Carolyn Barker	(Committee Member)
Ms Lydia Egunnike	(Committee Member)
Ms Rebekah Butler	(Committee Member)
Ms Susan McConnel	(Committee Member)

Item 1: Opening of Meeting

The Chair, Cr Brieschke, opened the meeting at 1.03pm.

Item 2: Apologies

Nil

Item 3: Confirmation of Previous Meeting Report

General consensus "THAT the Meeting Report for The Condensery Somerset Regional Art Gallery committee meeting held 8 May 2023, as circulated to all Members, be confirmed".

Item 4: Business Arising out of Previous Meeting Reports

The Chair outlined the previous report and progress of actions.

Item 5: Correspondence

Correspondence was received from Jan Godfrey and Debra Beattie advising of their resignation from the committee.

General Consensus was that a letter of thanks be sent to Jan Godfrey and Debra Beattie for their service to the committee.

CEO advised that due as per other committee the decision has been made not to replace committee members as the term is due to finish in November and it would be unlikely to fill the position prior to then.

Item 6: The Condensery Report / Budget

The Gallery Curator presented the May - August 2023 overview of The Condensery operations and the annual report for 2022-23 year.

The following is the Curator's report

EXHIBITIONS

- Things I want to say, 6 May – 16 July
- The Good, 22 July – 1 Oct

PROGRAMS

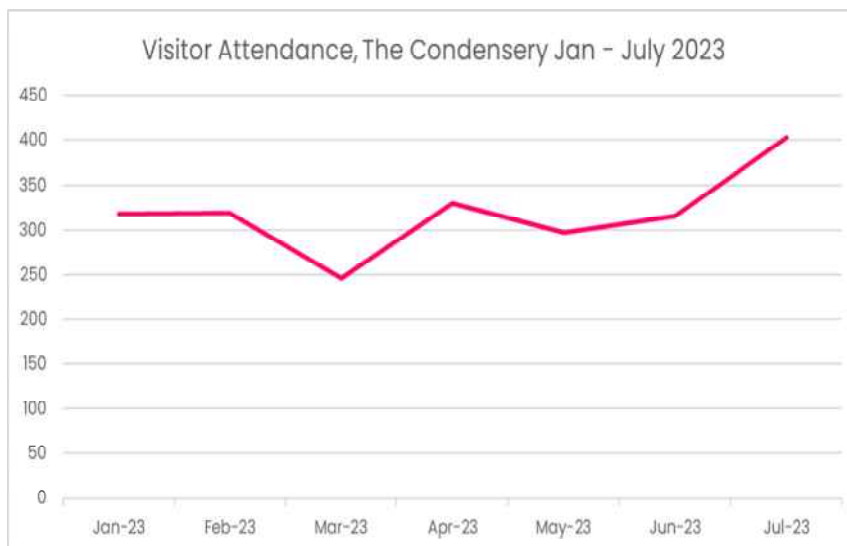
- Things I want to say Exhibition Opening Saturday 6 May 2023
 - 54 attendees
 - Featured artist talks by Jordan Azcune, Tyza Hart and Luce Nguyen-Hunt, a Welcome to Country by Jinibara custodian BJ Murphy and a guest speech by co-curator Imogen Dixon-Smith.
- Carbon Dating, Artist Talk and Cultural Burning Discussion Thursday 25 May | 3pm
 - 13 attendees
 - Featured local artists Jason Murphy and Pipier Weller, alongside lead artists, Keith Armstrong and Donna Davis.
- Art Party Saturday 1 July | 11am-3pm
 - 96 attendees
 - Included candle making workshop with Jordan Azcune, poetry performances, hat and mask making, costumes, photo booth and more.
- The Good, Exhibition Opening, Saturday 22 July 2023 | Artist tour 2pm | Launch 3pm

- 69 attendees
 - Featured artist tour from artist Anna Louise Richardson.
- Healing Garden community workshops
 - 11 workshops held with 450 locals participating.
 - Run by local artists Makiko Ramsay and Jane Nicholson
- Creation Station, children and families activity
 - Now supported by Sue Plan, First 5 Forever.
 - Fly and fly swat making workshop to coincide with The Good designed by the artist.

ATTENDANCE

- 1017 visitors for May - July
- 232 program attendees

Approx 20% of attendance was driven by events.



FEEDBACK OVERVIEW

Things I want to say:

- “Beautiful, thank you!”
- “Thank you. Very Interesting.”
- “Well-done. Lovely building, history and art.”
- “Thoroughly enjoyed.”

The Good:

- “Fantastic works about rural life. Evoked many fond memories.”
- “Terrific art.”
- “Brilliant!”
- “Wonderful.”

Art Party:

- “What a great day for a party!”
- “Such a fun day, thank you!”

MARKETING AND COMMUNICATIONS TRENDS

- EDM reach 1,062 contacts (+ 26 contact growth)

OTHER

- Madeline Brewer commenced as Gallery Curator in June
- Jake Somerville commences as Arts & Cultural Trainee in June
- Welcomed 2 new volunteers, said farewell to 2 volunteers
- M&G NSW received successful Australia Council funding for a national tour of The Good which will now tour to 11 venues nationally over 3 years.
- Excellent review of Things I want to say by Hannah Williamson - <https://www.lemonadeletters.com.au/reviews/things-i-want-to-say>
 - “Things I want to say, currently showing at The Condensery, is an excellent example of what a regional gallery can do for its community.”

UPCOMING PROGRAM MILESTONES

TASK	COMMITTEE ACTION
<ul style="list-style-type: none">• Upcoming public programs	<ul style="list-style-type: none">• Pencil in dates outlined for upcoming month, listed on website: https://thecondensery.com.au/programs/• Assist in the promotion of programs and events
<ul style="list-style-type: none">• Upcoming exhibitions	<ul style="list-style-type: none">• Pencil in opening event 7 October for <i>Intimate Immensity</i>, by Ipswich-based artist Ian Friend
<ul style="list-style-type: none">• Bomb-shelter exhibition call out for 2024	<ul style="list-style-type: none">• Seek nominations for an assessor from the advisory committee to assist with shortlisting and selection
<ul style="list-style-type: none">• Commence and confirm 2024 exhibition programs	<ul style="list-style-type: none">• Seek notional endorsement 7 Aug, seek approval for detail 6 Nov

DETAIL

1 COMPELLING PROGRAMMING

- 1.1 Curate and deliver an engaging and challenging artistic program that critically engages with broadly relevant cultural conversations and is relevant to the specificity of the Somerset experience
- 1.2 Develop and present exhibitions, commissions, performances and art projects that feature living local, regional, state and national artists of significance
- 1.3 Research and develop interpretation on art and artists that offers new ideas, broadens horizons and creates conversation
- 1.4 Develop strategic partnerships with other institutions that will broaden the impact of our work, build profile and reputation
- 1.5 Bring artists to the region to support local artistic practice, foster dialogue, creative development and expand audience engagement

Performance Indicator	Outcome
-----------------------	---------

<ul style="list-style-type: none"> Audience satisfaction 	<ul style="list-style-type: none"> Overwhelmingly positive exhibition feedback. Overwhelmingly positive event feedback.
<ul style="list-style-type: none"> Positive artist, peer and audience assessment of content and diversity of exhibitions 	<ul style="list-style-type: none"> Overwhelmingly positive industry feedback.
<ul style="list-style-type: none"> Increased local audience engagement 	<ul style="list-style-type: none"> Increase in local visitation over the past 3 months. Including off-site workshops, this is a 206% increase.
<ul style="list-style-type: none"> Interpretation material presented with each exhibition 	<ul style="list-style-type: none"> 2 x written publications produced. Exhibition labels and didactics produced with support of M&G NSW. Volunteers continued to practice Cultural Mediation.
<ul style="list-style-type: none"> New partnerships and relationships developed 	<ul style="list-style-type: none"> Developed relationships with Museums & Galleries NSW, Wagga Wagga Art Gallery.
<ul style="list-style-type: none"> New artist relationships developed 	<ul style="list-style-type: none"> Developed relationships with Jordan Azcune, Tyza Hart, Dylan Mooney, Luce Nguyễn-Hunt, Gutinarra Yunupingu, Justine Youssef, Sidney McMahon, Zenus Moonbeam, Jo Higgins, Anna Louise Richardson. Developed relationships with the representatives (Art Bank, Museums of Brisbane) of the above artists. Developed relationships with local arts groups and schools.

2 ENGAGE THE COMMUNITY

- 2.1 Facilitate participatory and life-long learning by delivering programs targeted to meet the needs of children and young people, in particular, as well as adult learners
- 2.2 Develop a new visual identity that meets our current and future communication needs, pays respect to heritage of the building and matches the cultural ambitions and expectations of the community
- 2.3 Develop a marketing and communications strategy that builds awareness of the gallery as an accessible civic space, a destination, and a focal point for the arts in our region that improves liveability, attracts investment, and drives tourism.

Performance Indicator	Outcome
<ul style="list-style-type: none"> Increased number of programs and participants engaged in activities 	<ul style="list-style-type: none"> Program output increased. 15 programs were delivered with 232 attendees visiting The Condensery.

	<ul style="list-style-type: none"> • Healing Garden community programs continued, reaching 450 participants. • The Creation Station continued. • UQ Art Museum training on cultural mediation was paused. Will resume August 2023.
<ul style="list-style-type: none"> • Visual identity designed and implemented 	<ul style="list-style-type: none"> • Branding implementation continued across all facets of The Condensery's internal and external communications.
<ul style="list-style-type: none"> • Marketing and communications strategy developed and implemented 	<ul style="list-style-type: none"> • External consultants were engaged to review The Condensery's arts and culture engagement strategies. • A market survey was conducted.

3 SUSTAINABLE GROWTH

- 3.1 Improve and upgrade our facility, site and practices in accordance with industry standards for public museums and galleries, including newly purposed infrastructure that increases display, storage and commercial capacity and enhances social engagement
- 3.2 Grow organisational capacity through increasing core staffing
- 3.3 Maintain and grow volunteer team
- 3.4 Increase and diversify income streams through new funding opportunities and commercial income generation activities such as retail and food and beverage opportunities

Performance Indicator	Outcome
<ul style="list-style-type: none"> • Amount invested in capital upgrades and improvements 	<ul style="list-style-type: none"> • Upgrade to external signage budgeted.
<ul style="list-style-type: none"> • Grow organisational capacity through increasing core staffing. 	<ul style="list-style-type: none"> • Addition of Arts and Culture trainee position at gallery alongside library staff to support the creation station on day per fortnight. • Reliance on volunteers, particularly on weekends is challenging.
<ul style="list-style-type: none"> • Number and satisfaction level of volunteers 	<ul style="list-style-type: none"> • Number of volunteers is low. The Condensery lost 2 x volunteers this period. • Call outs and advertisements for new volunteers continues.
<ul style="list-style-type: none"> • Percentage income generated through funding and commercial opportunities 	<ul style="list-style-type: none"> • Income through external grant funding is low for this quarter.

General consensus was to receive the Gallery Curator overview of operations and the annual report for 2022 -23.

Action	“That Rebekah, Lydia and Cr Brieschke along with the Gallery Curator form a group to discuss the exhibition brief for the bomb shelter 2024.”
	<u>Consensus</u>

The operating budget for 2022-23 was noted below.

INCOME	\$	TRACKING (ex GST)
Volunteers Training + Welfare	\$ 3,600.00	\$ 86.16
Insurance Costs	\$ 2,400.00	\$ -
Postage	\$ 100.00	\$ 15.05
Printing/stationary	\$ 6,440.00	\$ 724.45
Catering	\$ 1,000.00	\$ -
BlueCard	\$ 300.00	\$ -
Printing/stationaryVIC	\$ 600.00	\$ -
PGQMembership	\$ 236.00	\$ -
ExteriorSignage	\$ 15,000.00	\$ -
PromotionalWork	\$ 444.00	\$ -
Programming_ArtEdCommEng	\$ 40,000.00	\$ 4,600.00
MinorCapital	\$ 9,000.00	\$ -
BuildingRepairs	\$ 10,000.00	\$ -
ElectricalRepairs	\$ 1,000.00	\$ -
PlumbingRepairs	\$ 1,000.00	\$ 200.00
PestControl	\$ 3,000.00	\$ -
RAF - Healing Garden Hiromi Tango	\$ 24,000.00	\$ 2,277.30
Kellie O'Dempsey Residency RADF	\$ 6,650.00	\$ -
RISE	\$ 32,185.00	\$ 6,756.04
	\$ 156,955.00	\$ 14,659.00

Item 7: General business

7.1 Makers Market

Staff have reengaged with coordinators. Thinking it may be possible to coordinate with other events such as Mother's Day etc. Happy to link with other events maybe in the cooler months or a twilight event. It was noted the Healing Garden will be held on 9 December it may be possible to link with that.

7.2 Market Research

The Consultant has been engaged and provided with an overview. The results have confirmed what we knew. Predominantly the audience is over 50 and are not seeing ads yet. Most visitors are “happening” across the space. Steps have been provided to build on the Marketing and Communications. A report is to go to Council. Steps to achieve easy wins first, prioritise items after that.

7.2 External Signage

General consensus to place a banner on the Council banner poles on the Brisbane Valley Highway permanently. A report should be brought to back with consideration of the following matters:

Lifespan of the banner and how it attaches to the pole
Can they be permanently affixed to the poles
Can we promote each exhibition this way? Consensus was for Curious? The Condensery to be on the banner permanently.

General consensus for the signage at the front of the building to be acrylic option 1.

Suggestion for the exhibitions to be promoted with business along the main street. A sandwich board could be used which changes the laminated A3 poster with each exhibition.

The Mayor left the meeting at 1.53pm.

7.3 2024 Program Overview - See Appendix A

The program is not currently locked in. Timelines and programs for the committee should be about 1.5 years in advance. Moving forward August should be finalisation of the exhibition program. Financial year planning through till June 2025.

Possible programs could be

1. group exhibition in multiple forms – waterways , family history and heritage, self curated 3-5 artists
2. connect with far North Queensland and exchange with The Condensery
3. Museums and Gallery NSW – Prima Vera connect to Energy and Science.
4. Biannual exhibition of local artists with professional development of artists to occur over the year.
5. Textile – solo exhibition with workshops maybe on housing

Discussion on Dolly and Eunice Smith as a possible subject for exhibition. It would require further research and an artist who would support the practice. May be possible to explore funding opportunity for 2025.

High School seniors exhibition for the local program for 2024. It would require an eligibility criteria to be developed. Will need to touch base with the local artists to reengage. Is it possible to do a monthly or bimonthly show and share type arrangement?

Gallery Curator to develop rationales for each exhibition and local artists/ visitor events that are complimentary for the next meeting.

Item 10: Next Meeting

The next The Condensery - Somerset Regional Art Gallery Advisory Committee Meeting is proposed to be held at 1pm Monday, 6 November 2023 at The Condensery

Item 11: Closure of Meeting

Summary	There being no further business, the Chairperson closed the meeting at 3.27pm.
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Item No.	Progress of Actions / Recommendations from Previous Meetings
Ongoing Items:	
1.	<p>THAT an item be placed on a future agenda for possible considerations regarding a permanent art collection.</p> <p>In progress: Ongoing.</p>
Other Items:	
2.	<p>THAT Council prioritise stage one “The Entrance” of the masterplan document, taking into consideration feedback from gallery committee members, and obtain appropriate quotes for budgetary consideration.</p> <p>In Progress: See Item. 10. Masterplan Redevelopment.</p>
3.	<p>THAT Council fund the production of new illuminated exterior signage at The Condensery for \$14,000 (ex GST) plus \$600 (ex GST) for installation to replace outdated existing signage.</p> <p>In Progress</p>
4.	<p>THAT Council establish a shop for the sale of The Condensery and exhibition related merchandise with EFTPOS as the preferred payment system, replacing a cash only model.</p> <p>In Progress</p>
5.	<p>THAT a report be brought back to the Committee meeting presenting options for front of house staffing and the role of gallery ambassadors.</p> <p>In Progress</p>
6.	<p>THAT research into a creative/makers market be done with the view it is to be hosted on the Condensery grounds.</p> <p>In Progress</p>

Appendix A
2024 EXHIBITION SCHEDULE

24 February - 28 April 2024

Type	Group exhibition
Artform	Multiple artforms
Themes	<ul style="list-style-type: none"> • Waterways • Family history and heritage
Artists	TBC
Artworks	TBC
Leveraged events	<ul style="list-style-type: none"> • Summer period with hot weather, storms, fire and flood

4 May - 14 July 2024

Type	Solo exhibition
Artform	Painting and sculpture
Themes	<ul style="list-style-type: none"> • Architecture and structures • Industry
Artists	TBC
Artworks	TBC
Leveraged events	<ul style="list-style-type: none"> • Connect with FNQ or SEQ Art Gallery to promote intra-state tourism

20 July - 29 September 2024

Type	Touring exhibition
Artform	New media art
Themes	<ul style="list-style-type: none"> • Energy and science • Reimagining the world
Artists	TBC
Artworks	TBC
Leveraged events	<ul style="list-style-type: none"> • Connect with International Symposium of Electronic Art • Queensland Museum's World Science Festival • QUT

5 October – 1 December 2024

Type	Group exhibition with professional development, externally curated
Artform	Multiple artforms
Themes	<ul style="list-style-type: none">• Local environment
Artists	Local, identified via call-out
Artworks	TBC
Leveraged events	<ul style="list-style-type: none">• Externally curated by Cara-Ann Simpson (TBC)• Include professional development components• Theme selected by external curator• Hold biannually

7 December – 16 February 2025

Type	Solo exhibition with community engagement workshops
Artform	Textile
Themes	<ul style="list-style-type: none">• Housing and homes
Artists	TBC
Artworks	TBC
Leveraged events	<ul style="list-style-type: none">• Program community engagement workshops in the lead up

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Matthew McGoldrick, Director Corporate and Community Services
Director: Matthew McGoldrick, Director Corporate and Community Services
Date: 1 September 2023
Subject: Esk Recreation Grounds Advisory Committee Meeting
File Ref: Community Services - Meetings – 2020 – 2024 – Esk Recreation Grounds Advisory Committee

Action Officer: DCORP

Background/Summary

The Esk Recreation Grounds Advisory Committee meets each quarter to review the operations of the grounds. The quarterly meeting of the Committee was held on Tuesday, 15 August 2023.

Attachments

Meeting Report Esk Recreation Ground Advisory Committee 15 August 2023.

Recommendation

THAT Council receive the meeting report for the quarterly meeting of the Esk Recreation Grounds Advisory Committee held on Tuesday, 15 August 2023 and the contents be noted.



**Meeting Report for
Esk Recreation Grounds Advisory Committee Meeting
Held Tuesday, 15 August 2023**

*Held at Esk Country Golf Club
Hampton Road
ESK*

Representatives

Cr Kylee Isidro	(Somerset Regional Council)
Mr Matthew McGoldrick	(Somerset Regional Council)
Mr Ian McIntyre	(Esk Country Golf Club Inc.)
Mr Ben Drynan	(Esk Pastoral Agricultural & Industrial Assn Inc.)
Mr Jim Kruger	(Esk Campdraft Association Inc)
Mr Paul Clifford	(Esk Jockey Club)

Item 1: Opening of Meeting

As Cr Whalley was absent Cr Isidro chaired the meeting. Cr Isidro opened the meeting at 4.09pm.

Item 2: Apologies

John Drynan
Luke Latter
Carmel Lynch
Graeme Lynch
Cr Whalley

Item 3: Confirmation of Previous Meeting Report

Previous meeting report corrections – Ben Drynan is Esk Show Society representative not Campdraft.

Consensus “That the Meeting Report of the Esk Racecourse Advisory Committee Meeting held Tuesday, 16 May 2023 as circulated to all Members be confirmed”.

Item 4: Business Arising out of Previous Meeting Reports

Bryden Hall toilets fixed – Ben noted Thank you for the prompt action.

Progress of retaining wall please? Matthew to investigate and come back to the committee via email.

Grandstands – Show has lodged as a grant application. Is Council waiting on anything from Show? Matthew advised no only if groups wanted it included in the budget discussions.

Paul Clifford joined the meeting at 4.14pm

Ring fence – SEQ Onsite services – refresh the quote and break down costs over three year period. Matthew to chase.

Item 5: Financial Report

An overview was given of recurrent revenue and recurrent expenditure of the Esk Showground for the quarter to 30 June 2023.

Esk Showgrounds								
Quarterly Income and Expenditure To 30 June 2023								
Quarter ending:	30/09/2022	31/12/2022	31/03/2023	30/06/2023	TOTAL YTD 2022-2023	Budget 2022-2023	Prior Year Total 30/06/2022	Prior Year Budget 2021-22
Revenue	1,552	680	1,167	860	4,259	2,400	2,955	2,400
Expenditure								
Fixed Costs	1,326	-	1,326	-	2,652	2,324	2,316	2,324
Maintenance & Amenities Upgrade	5,323	18,157	9,965	15,165	48,610	29,630	28,971	38,240
Capital projects								
	-	-	-		-	-		
	-	-			-	-		
	-	-			-	-		

General consensus “THAT the Financial report be received and noted.”

Item 6: Correspondence

Submissions for capital items from each of the groups.

Breach of conditions – Nash Horse Trekking

- Investigation of the breach noted as Council error. Thanks, noted for investigation from Esk Country Golf Club and the chair.

Item 7: General Business

7.1 Booking Calendar

Noted that an overlap with Golf Club and Nash Horse Trekking exists on 2 September 2023. Council to ensure that times are ok. Golf Club confirmed that it was ok with an overlap providing that they know the times for the overlap.

Discussion on the booking calendar and March 2024.

Groups to provide dates for 2024 calendar by next meeting.

7.2 Possible Budget items

Discussion on the submissions of items for possible budget inclusion by each of the group.

Esk Jockey Club

- Water tank (Grant application underway)
- Permanent shade shelter on the hill
- Repaint of horse stall, undercover area and bookies stand (maintenance not capital)

Esk Campdraft Association Inc.

- Extra building module (Grant application underway)
- Replace roof on existing bar/kitchen – (maintenance not capital)
- Construction of permanent roof over announcers' box
- Extension of the potable water – if just water this could be done as a maintenance item. Show and Campdraft would like power included. Matthew noted that the switchboard is not capable of a bigger capacity. Campdraft asked how we go about upgrading seeking that the upgrade be done as possible. Matthew advised that the switchboard is included in the \$630k. Show would like to see that the power upgrade is future proofed. Matthew advised that the water maybe able to be trench with power laid at the same time but not connected till switchboard upgrade

Esk Country Golf Club

- 4x9m extension to the existing equipment shed

Esk Show Society

- Improvements to the front entry area including an admission booth. Show Society would like to see a redesign of the area.

Matthew advised of the ineligibility of Council to apply for Growing Regions as Council has been reclassified into Thriving Suburbs. Council will continue to apply under the Thriving Suburbs application. Matthew has received a quotation for the AEC Group for economic assessment. This becomes the basis for a Cost Benefit Analysis to support the application. The Show Society's displeasure at being ineligible for funding was noted.

Campdraft acknowledged that the biggest constraint to the site is the physical boundaries. Council should look to purchase further land to allow the site to grow. Matthew advised of previous discussions to purchase adjoining sites. Matthew asked groups to continue to look for opportunities to improve revenue. Cr Isidro suggested single day events that don't affect the Golf Club and may stay on the other side of the race track may be suitable.

Esk Show Society

Raised the question of progress of items prior to quarterly meeting.

Esk Campdraft

Nil

Esk Jockey Club

Nil

Esk Country Golf Club

Non compliance with entrance and exit times by user groups is a risk to all users.

User group challenge – fun golf day at the Golf Club -\$5 entry along the lines of pub golf day with all user groups including Council proceeds to go to charity. 8 October agreed to Golf Club to do a flyer.

Item 8: Next Meeting

The next meeting will be held on Tuesday, 21 November 2023 and will be held at Esk Country Golf Club, 152 Hampton Road, Esk commencing at 4pm.

Item 10: Closure of Meeting

Summary	There being no further business, the Chairperson closed the meeting at 5:16pm.
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SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Madeline Brewer, Gallery Curator
Director: Matthew McGoldrick, Director Corporate and Community Services
Date: 29 August 2023
Subject: The Condensery – Creative Australia Arts Projects for Organisations
File Ref: Grants and Subsidies – Programs - Special Purpose
Action Officer: GC

Background/Summary

Council has the opportunity to apply for grant funding through two organisations, Creative Australia's *Arts Projects for Organisations* – a program which funds activities that deliver benefits to the arts sector and wider public and Regional Arts Fund (RAF) *Project Grants* - which provide major funding for high-quality arts projects benefitting regional or remote artists, arts workers, audiences, and communities.

The Condensery is seeking to apply for funding from both organisations for an Environment Biennial exhibition, to be delivered in late 2024.

It is proposed that The Condensery establish a biannual exhibition, launching in late-2024, devoted to the broader themes of the environment and evocation of place, underpinned by substantial arts development objectives and an extensive engagement program.

The biannual exhibition would be curated by an external curator, which will then rotate each two-year iteration. The external curator would be engaged to undertake the extensive research around the exhibition's themes and conduct a series of studio visits and curatorial discussions with local artists, who would make and present new work for the exhibition.

The curator would work closely with each of the artists selected (also rotating each two-year iteration) to develop their ideas and stories, provide advice and support and ultimately collaborate on the selection of their strongest work for the exhibition. The close working relationship established will ensure significant professional development opportunities ensue.

In addition, the appointed curator would select a complement of artists from across Australia for inclusion that meet the aims and objectives of the exhibition and enrich the work of local artists. The pairing of local and inter or intra-state artists extends audience engagement opportunities for local artists – as well-known names will attract new visitors – and develops new markets for their work.

Once the exhibition is presented at The Condensery a suite of programs including artist talks, workshops and activities will extend and enhance audience engagement. Offsite programs such as local studio tours and trails could also be organised to feature local artists and their practices and introduce their work to larger audiences.

This project will have three key stages:

- Curatorial research, including a call out for participation from artists living in the Somerset Region and identification of inter/intra-state artists.
- Professional and creative development, including workshops with the curator, studio visits with participating artists and site visits to The Condensery.
- Exhibition period, including continued community engagement.

In the interim, additional supplementary funding will be sourced. \$55,000 has been applied for, with the closing dates for this grant opportunity with Creative Australia concluding Tuesday 5 September 2023 at 3pm AEDT.

Attachments

Nil

Recommendation

THAT Council endorse the actions of the Chief Executive Officer for the lodgement of grant applications to Regional Arts Fund (RAF) Project Grants for an amount of \$29,450 and Creative Australia's Arts projects for Organisations for an amount of \$55,000.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Daniel Rowe, Community and Tourism Manager
Andrew Jaremenko, Sports and Recreation Officer

Director: Matthew McGoldrick, Director Corporate and Community Services

Date: 24 August 2023

Subject: Toogoolawah Swimming Pool Audit and Options Analysis

File Ref: Council Properties / Design and Construction / Toogoolawah Swimming Pool

Action Officer: CMT

Background/Summary

The Toogoolawah Swimming Pool (TSP) was largely constructed to its current configuration in approximately 1975. The facility currently contains a six lane 25m outdoor pool, toddler / wading pool, splashpad, amenities facility and community gym.

Recent significant upgrades to the facility include the installation of a fibre glass liner in 2012, replacement of pool filters in 2017, and construction of the community gym and splash pad with associated treatment infrastructure and grounds expansion in 2022.

In 2022, Council engaged Geneng Solutions to undertake an audit of all infrastructure on site at the Toogoolawah Swimming Pool and prepare an analysis of various development options for Council's consideration.

In November 2022, Geneng Solutions submitted the Toogoolawah Swimming Pool Aquatic Facility Report and Aquatic Centre Audit to Council. The results of this report were presented to Council in February 2023. This presentation also featured a preliminary discussion of long-term development options for the site.

The report highlighted issues with aging infrastructure throughout the facility including the 25m pool and plant equipment, and toddler / wading pool and shade structure.

In addition to the aging infrastructure, there is also a number of safety and performance issues with the facility including, but not limited to:

- No disabled (ramp) access to the 25m pool
- Non-compliant depths for diving
- Narrow lane width
- Small pool size unable to cater multiple user groups simultaneously
- Low pool volume turn-over not compliant with modern guidelines (currently about six hours and should be under four hours)
- Cross contamination of the 25m pool and toddler / wading pool

Council will be undertaking priority repair and minor upgrade works in August 2023 to replace aging plant equipment and improve facility efficiency. These works will complement any future facility upgrades and include:

- Replacing the 25m pool filtration pump
- Replacing the 25m pool strainer
- Replacing the 25m pool liquid chlorination system with a new salt electro-chlorination system
- Replacing the 25m pool acid pump
- Installing a new liquid chlorination system for the splash pad

Following initial discussions with Council in February, Geneng Solutions has developed an Options Analysis Report for the long-term development of the Toogoolawah Swimming Pool (July 2023 – refer attached).

There are four options provided to Council. Each option includes works that will be done in stages and will ensure the long-term viability and sustainability of the facility. Medium to Long Term - Stage 1 would include the construction of the new 25m pool and demolition of the toddler / wading pool. Long Term - Stage 2 may include the construction of the new program pool, construction of new amenities and relocation of the carpark facilities.

It is proposed to continue progressing plans for the development of the facility. To enable this to happen Council need to create concept plans and tender specifications for the Works included in the Stage 1 Development. The Stage 1 development works are included in Option C within the report, excluding the option to provide a New Toddler Pool. These works would have an adjusted Budget Price of \$5,200,000. In carrying out these works Council would have included within the project scope the allowance for pipework and equipment sizing to allow for those additional upgrade works within Option D. The additional works within Option D would be “future proofing” the facility for expansion should funding become available and community needs change.

Attachments

1. Toogoolawah Swimming Pool Investigation – Options Analysis Report
2. Toogoolawah Aquatic Facility Audit Report

Recommendation

THAT Council note the report and endorse Council Officers continuing investigations into the upgrade of the Toogoolawah Swimming Pool in line with the report recommendations for Option C excluding replacement of the Toddler Pool that allows for a future second stage of a two-stage development.

July 2023

TOOGOOLAWAH POOL INVESTIGATION

Analysis Report for Pool Upgrade

Prepared for

SOMERSET REGIONAL COUNCIL

Commercial in Confidence

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1 INTRODUCTION AND SCOPE

The Toogoolawah Swimming Pool, located in the town of Toogoolawah in the Somerset region of Queensland, is understood to have originally opened in 1975. The facility hosts a mixture of aquatic facilities including:

- 25 m lap pool
- Toddler / Wading pool
- Splashpad / Waterplay

Construction of an adjacent gymnasium has reinforced this facility as a community hub for the town and its surrounding localities. The pool shell was previously lined with a fibre glass liner in 2012 and its filtration systems were replaced in 2017. The splashpad and waterplay area, including its associated treatment were constructed in 2022.

Aging structural elements require attention for future sustainably as a fit-for-purpose aquatic centre. Council commenced investigations, engaging GenEng Solutions with the support of Aquatic One, to undertake a condition audit and develop options to address a short-term response and a longer-term outcome for the facility to service its community's needs.

This report provides a summary of an audit completed by Aquatic One and consideration of options for future development of the facility.

2 POPULATION AND POOL USAGE

Toogoolawah is located 15 minutes' drive from the regional administration centre of Esk and 30 minutes' drive from Kilcoy. The 2021 ABS census reports the population of Toogoolawah town as 954 persons, with a median age of 59 years. Given the pool's location it is likely that an upgraded facility would attract a wider catchment than just this township. A wider catchment population base of over 3,000 persons is estimated, for an upgraded pool.

Monthly visitation numbers have been provided in Tables 2.1 and 2.2 below. Table 2.1 provides visitation numbers for the swimming pool prior to the combined operation of the swimming pool and community gym. Table 2.2 shows visitation numbers of combined patronage of the Toogoolawah swimming pool and community gym. It should be noted that the swimming pool operates from mid- September to mid-April annually and the facilities commenced operating as a combined facility from September 2022.

An average of approximately 11,000 total visitations were recorded at the Toogoolawah pool in the prior seven (7) years. Total visitation numbers have increased substantially with the opening of the gym, noting that reduced visitation numbers occurred in 2019/20 until 2021/22 due to the pandemic.

Council operates two (2) other aquatic centres in the region. The recently upgraded facility at Lowood has an eight (8) lane all-abilities access, 25 m x 21 m pool and a 12 m x 9 m splashpad with waterplay features. Kilcoy Aquatic Centre has a six (6) lane 25 m x 13 m competition pool, a heated three (3) lane 17 m x 11 m with depth of 1 m hydrotherapy/learn-to swim/cool down pool and a 14 m x 6 m children's splash area.

3 PREVIOUS POOL INVESTIGATIONS

An Aquatic Centre Condition Report was previously prepared by Aquatic One in November 2022. This report provided detailed observations on conditions of each of the facility's operational elements. It also provided a description of each element; its condition (including a rating); remaining useful life; observation of any shortfalls; and suggested rectifications.

Following the condition report, Aquatic One, in conjunction with GenEng, prepared an Aquatic Facility Audit Report (refer to Attachment A of this report). The audit report provided a more detailed picture of each facility's element, their capability, and a discussion on key concerns with potential solutions. The audit report concluded that *"Overall, the facility is aged and presents several non-compliances with current standards, codes, and practices. Issues requiring immediate attention have been identified, however as a whole the balance must be weighed between bringing individual components of the existing system up to standard versus replacing the entire system."*

The Aquatic Facility Audit Report was presented to a Council workshop for discussion. It is intended that this current report assesses potential solutions and based on an analysis of these solutions, develop options for consideration based on the above conclusion.

It should be noted that Council has already commenced early works addressing some issues identified, however, these works have been included in options development of this report to acknowledge the total package of work responding to the audit.

4 CURRENT POOL SITUATION

It should be noted that structural dimensions of the 25 m Lap Pool presents some large issues. The pool is very narrow overall, with lanes being nominally 1,800 mm wide. Typical lane widths for pools are between 2,000 mm and 2,500 mm depending on their purpose. Narrowness of lane widths precludes an operator from being able to run certain courses in a pool.

GenEng commissioned Aquatic One to undertake a site audit of existing aquatic elements of Toogoolawah Swimming Pool. This Aquatic Facility Audit Report is included as Attachment A in this report.

Each facility element was inspected with a focus on compliance, structural and operational condition, water treatment quality, and suitability for use. Table 4.1 below provides a summary of element condition rating, estimated remaining useful life, and comments on issues to be addressed:

Table 4.1:
Summary of Pool,
Plant and
Equipment
Condition
Asset

	Condition	Estimated Remaining Useful Life	Comments on Issues to be Addressed
25 m Lap Pool	Poor	10 years	<ul style="list-style-type: none"> – Fiberglass liner deteriorating – Pool structure is lower at its deep end indicating movement – Based on the pool shell structure, and the filter and pump age, the system is unlikely to meet the current standard turnover rate for water compliance – No compliant disabled access – Pool dimensions not compliant with a lap pool – Scum gutters producing very little skimming action – No visible signs of equipotential bonding - possible high risk to swimmers. – Floor grate covers not to current standards - potential finger entrapment risk – Minor cracking in concourse
Toddler / Wading Pool	Very poor	5 years	<ul style="list-style-type: none"> – Pool finishes aged and in poor condition – Suspected poor seal and low circulation in scum gutters – Pool is out of level which indicates movement of the structure – Shared filtration system with 25 m pool presents cross-contamination risks – Rusted supports on shade structure - structural stability may be of concern
Waterplay Area	Very good	25 years	<ul style="list-style-type: none"> – Proximity to the 25m pool presents low risk of young patrons running and falling into the pool
25 m Equipment Room	Average	>10 years	<ul style="list-style-type: none"> – Room size small for equipment – Presents several non-conformances with AS3780 as well as several safety risks – Spatial and storage limitations
Outdoor Filter Court		N/A	<ul style="list-style-type: none"> – Poor installation and placement of equipment with no safe working access – Uncovered equipment showing signs of premature weathering and aging – Pipes require supports and some repair
Waterplay Equipment Room	Very good	25 years	<ul style="list-style-type: none"> – No extraction fan, noticeable increase in internal temperature
25 m / Wading Pool Filtration		Poor to Average	<ul style="list-style-type: none"> – Filtration pump poor condition – Combined system allows cross contamination of water quality

5 FACILITY ELEMENTS SOLUTIONS

Options identification will, in most part, depend on balancing Council's long-term capital financial investment objectives, compliance (risk approach), and meeting community needs. Given the requirement to address short-term needs, which may or may not be integrated into a long-term option, solutions for each individual element requires identification. Based on shortfalls, issues identified in the audit report and as summarised in Table 4.1 above, element solutions are discussed in this section.

5.1 Pool Structure

Solutions developed to address the pool structure are included in Table 5.1 below. Solutions can be divided into two (2) approaches:

- retention of existing structure, or
- replacement in whole or part of the shell.

Solutions PS1 and PS2 provide the lowest costs and extend the pool's useful life, however, they do not address limitations of the current pool (width and accessibility) in terms of limited useability and sub-optimal circulation rates. Both solutions PS3 and PS4 address these limitations and provide an ultimate outcome for the community.

Based on short-term improvement, solution PS2 would provide the lowest cost useful life extension but will be subject to availability of suitable contractors to paint the current liner. PS4 would be the highest cost long-term solution as all limitations would be overcome and it would guarantee the longest-term performance due to improved foundations, integrity of structure without joins and an opportunity to address flood impacts.

Table 5.1: Pool Structure Solutions

Solution No	Description	Notes	Advantages	Disadvantages
PS1	Retain existing pool and refurbish existing fibreglass liner	<ul style="list-style-type: none"> – Condition of pool shell unknown – Uncertain remaining life (possibly 5 years) – Limited fibreglass pool repair contractors available 	<ul style="list-style-type: none"> – Lowest capital cost – Shortest construction timeframe (off season) – Existing shade sail and concourses retained 	<ul style="list-style-type: none"> – Existing limitations not addressed (lane widths, accessibility) – Very limited extension of useful life – No change to water circulation rates
PS2	Retain existing pool and provide new liner	<ul style="list-style-type: none"> – Replace existing fibreglass liner with vinyl liner – Likely 10-year lifespan extension – Condition of shell underneath unknown – Limited vinyl liner contractors available 	<ul style="list-style-type: none"> – Low capital cost – Shortest construction timeframe subject to latent conditions – Existing shade sail and concourses retained 	<ul style="list-style-type: none"> – Existing limitations not addressed (lane widths, accessibility) – Limited extension of useful life – No change to water circulation rates
PS3	Modify existing pool shell with additional swimming lanes and access ramp	<ul style="list-style-type: none"> – Remove and replace walls, extend floor – Provision of a new balance tank and upgraded pipework – Construction of new shade sails and concourses – Continued risk with remainder of pool shell – Remaining useful life extended but subject to latent conditions of remaining sections 	<ul style="list-style-type: none"> – Addresses some existing limitations (lane widths and ramp access) – Filtration turnover can be rectified through pipework changes and gutter profile update 	<ul style="list-style-type: none"> – Does not address floor profile and depths – Possible latent condition issues as structural condition below liner unknown – Cost likely to be in same order as new pool shell
PS4	Provision of new pool including eight (8) lane width and access ramp	<ul style="list-style-type: none"> – Demolition of existing pool, concourse, and shade structure – Construction of new 25 m x 8-lane pool including ramp and balance tank with new pipework – Construction of new shade sails – Installation of new concourse 	<ul style="list-style-type: none"> – New structure offers 50 years useful life – Impact of extreme flooding events considered – Reduction in latent condition risks of existing structure – Opportunity for current patrons to have contemporary pool experience 	<ul style="list-style-type: none"> – Highest cost

5.2 Plant Room, Treatment and Filter Court

Solutions developed for the plant room, treatment and filter court are included in Table 5.2 below. The two (2) solutions also represent short and long-term approaches. Solution PR1 retains the existing plant room with minor upgrades to improve layouts and access as well as a replacement of filter pump and construction of a filter court roof to halt further deterioration of filter equipment. Solution PR2 offers a longer-term solution for a new building and improved treatment, however initial cost is more substantial.

It would be preferable to link solution PR1 to a short-term solution for the pool shell, but any upgrade of equipment should be compatible with a longer-term pool solution. Long-term solution PR2 could be linked to solution PS4 above, as construction compatibility would be more efficient.

Table 5.2: Plant Room, Treatment and Filter Court Solutions

PLANT ROOM, TREATMENT AND FILTER COURT

Solution No	Description	Notes	Advantages	Disadvantages
PR1	Minor upgrade to existing plant room, filtration pump replacement, and filter court roof	<ul style="list-style-type: none"> – Rearrange equipment area to overcome access issues, (including heater relocation, pipework support and chemical storage tank repairs) – Roof over filter court – Filtration pump replacement – 5-year approach 	<ul style="list-style-type: none"> – Access issues around plant room removed/reduced – Minor condition issues resolved – Filtration pump improves water turn over – Filter court roof delays replacement of filter shells – Lowest capital cost 	<ul style="list-style-type: none"> – No improvement to filtration system capacity – Access around pumping room not rectified – Chemical storage issues not rectified – Equipment still located in outdoors area (weathering) – Loading area still a slip hazard
PR2	New plant building including improved treatment	<ul style="list-style-type: none"> – Replace existing pump room and filter court – New chemical dosing and pumping equipment – Provide two (2) additional filters to supplement current filters – New filter manifold and pump to suit – Relocation and protection of heat pumps to another location on site – 10-year approach 	<ul style="list-style-type: none"> – Filtration capacity and performance increased – Access issues around plant room removed/reduced – Chemical storage issues reduced – Longevity of filters and control equipment increased – Chemical supply reliability improved – Safety risks reduced – Impact of extreme flooding events considered 	<ul style="list-style-type: none"> – Initial cost – Spatial provisions for future pool required in Stage 1 in new plant room. If pool does not proceed, it will be wasted space – Current room not available without a moderate change to layout

5.3 Amenities Building

Solutions developed for the amenities building are included in Table 5.3 below. Solution AM1 is business as usual with retention of the existing building and maintenance activities to be conducted. Solution AM2 involves minor upgrading which can be undertaken in conjunction with longer-term solutions listed in the sections above (if funding can be obtained for those long-term solutions), or alternatively undertaken as prioritised in the normal course of budget programming.

No major replacement requirements were identified at this time; therefore, no long-term solution was identified.

Table 5.3: Amenities Building Solutions

AMENITIES BUILDING				
Solution No	Description	Notes	Advantages	Disadvantages
AM1	Retain existing amenities building	– No work	– No cost	– No improvement to facilities
AM2	Minor refurbishment of existing amenities and lifeguard room	– Replacement of tiling - Update amenities	– Improved patron experience	– Initial cost

5.4 Toddler/Wading Pool

Solutions developed for the toddler/wading pool are included in Table 5.4 below. Similar to solutions for the pool shell, there are two (2) approaches to an outcome for this element. Solutions TP1 and TP2 retain the existing pool with renovated surfaces, but the latter solution includes a new independent treatment facility to remove potential risk of cross contamination to the 25 m pool. This is a critical issue in the management of water quality in aquatic facilities and should be addressed.

Solution TP3 involves replacement of the toddler/wading pool and incorporates an independent treatment system. Location of this replacement pool on the restricted site to link to lifeguard station and site lines to the 25 m pool will be a priority. In either of the above scenarios, a new independent treatment system is required, as the priority is to avoid cross contamination with the 25 m pool water thus avoiding a serious health risk.

An alternative to all of the above is solution TP4, which involves removal of the toddler/wading pool and replacing it with a concourse area and retention of the existing shade structure. This solution removes risk of contamination, improves sight lines to the 25 m pool and is a low-cost outcome. It should be noted that unlike the recent upgrade of the Lowood Aquatic Centre which involved removing the toddler pool and replacing it with a splashpad and waterplay facility, the Toogoolawah pool already has such a facility which caters for younger patrons. Therefore, other than the business as usual of solution TP1, solution TP4 offers the lowest cost and one that can be delivered prior to, or in conjunction with, other elements.

Table 5.4: Toddler/Wading Pool Solutions

Solution No	Description	TODDLER/WADING POOL Notes	Advantages	Disadvantages
TP1	Retain the existing toddler pool renovating surfaces	<ul style="list-style-type: none"> – Minimum works approach purely rectifying condition issues with finishes 	<ul style="list-style-type: none"> – Low-impact and low-cost – Aesthetic improvement to pool 	<ul style="list-style-type: none"> – Structural movement issues not addressed – Water circulation and cross-contamination issues not addressed
TP2	Retain the existing pool renovating surfaces and supply and install new independent treatment facilities	<ul style="list-style-type: none"> – Will require concourse replacements – Provision of a local plant room including pumps, filters, heating, and disinfection 	<ul style="list-style-type: none"> – Independent treatment – Removes risk of contamination of main pool 	<ul style="list-style-type: none"> – Notable cost given waterplay area caters for young pool patrons – Structural movement issues not addressed – Additional plant operation and maintenance costs – No improvement to pool functionality
TP3	Replace the existing toddler pool with a new wading pool	<ul style="list-style-type: none"> – Demolish existing toddler pool – Construction replacement wading pool with independent treatment system 	<ul style="list-style-type: none"> – New pool allows for new functionality, layout improvements and extended lifespan – Able to meet current guidelines 	<ul style="list-style-type: none"> – Notable cost given waterplay area caters for young pool patrons – Additional plant operation and maintenance costs
TP4	Replace the existing toddler pool with concourse area	<ul style="list-style-type: none"> – Remove the existing toddler pool – Provide concourse area between the existing pool and the existing amenities area – Retain shade structure with some maintenance 	<ul style="list-style-type: none"> – Valuable covered space for seating, tables, or other uses, noting that clear sight is required between lifeguards and main pool – Low-cost works 	<ul style="list-style-type: none"> – Loss of facility for patrons

6. OPTIONS DEVELOPMENT

While the above assessment focussed on individual elements, these can be combined into project options which reflect two (2) themes:

- a business-as-usual approach with retention of existing structures, and
- a redevelopment of the facility as an Aquatic Centre with a contemporary service offering. Recent installation of the splashpad with waterplay prompts the latter approach.

6.1 Business as Usual Options:

Two (2) options have been identified in a business-as-usual approach and details are identified in Table 6.1 below. Both options A and B reflect the same lower service standard which is less than other Council Aquatic Centres. The focus of these options is to extend the useful life of structures.

Table 6.1: Business as Usual Options

Option	Individual elements solutions	Description	Preliminary Estimate#	Outcome	Comment
A	PS1 + PR1 + AM1 + TP1	<ul style="list-style-type: none"> – Paint existing liner – Minor upgrade to pump room – New filter pump (currently underway) – Roof for filter court – Retain existing amenities – Renovate toddler pool surface 	\$330,000 Excl. current works	<ul style="list-style-type: none"> – Little extension in useful life (5years) – Current standard of service – Treatment process slightly improved with new pump 	<ul style="list-style-type: none"> – No outcome to improve experience or encourage additional users – Pool limitations remain – Continue to maintain structures – Treatment focus
B	PS2 + PR1+ AM1 + TP2	<ul style="list-style-type: none"> – Replace liner – Minor upgrade pump room – New filter pump – Retain existing amenities – Roof on filter court – Provision of separate toddler pool treatment system 	\$1,960,000 Excl. current works	<ul style="list-style-type: none"> – Extra additional useful life – Current standard of service – Continued inefficient operations 	<ul style="list-style-type: none"> – Same as option A – Lower risk of contamination and health risks

6.2 Options for Improved Service Level

Two (2) options have been identified for improving service levels and details are identified in Table 6.2 below.

Option C is a combination of replacement elements such as pool structure, pump room, and toddler pool but retaining the amenities with an upgrade. This option should also include removal of the toddler pool as it could be considered redundant due to recent installation of the splashpad, and waterplay features.

Option D provides for an extension of service offering by providing a heated program pool for all year swimming and learn to swim. The toddler pool is to be removed and amenities replaced with the incorporation of an enclosed program pool and its pump room.

Table 6.2: Improved Service
Options

Option	Individual elements solutions	Description	Preliminary Estimate#	Outcome	Comment
C	PS4 + PR2 + AM2 + TP3	<ul style="list-style-type: none"> – New 25 m x 8-lane pool with accessibility ramp – New pump room and reuse equipment – Upgrade amenities 	\$5,200,000 Excl. current works	<ul style="list-style-type: none"> – New useful life – Contemporary standard of service – Efficient operations 	<ul style="list-style-type: none"> – Equivalent service level – Option to delete toddler pool as splashpad in operation
D	PS4 + PR2 + TP4 and new program pool and amenities	<ul style="list-style-type: none"> – New 25 m x 8-lane pool with accessibility ramp – Replace pump room – Program pool – New amenities – Treatment system using replaced equipment – Demolish toddler pool – Relocation of carpark 	\$8,840,000 Excl. current works	<ul style="list-style-type: none"> – New useful life – Contemporary standard of service – Efficient treatment operations 	<ul style="list-style-type: none"> – Service level increased with addition of program pool – Cross contamination risk removed

7.1 Issues for Analysis

Issues for use in analysis have been identified for consideration as below:

- Service Demand: Prior to consideration of investment in a facility which has multiple decades of useful life, capacity for service delivery over its life should be considered. Usage will increase over the life of the pool as well as usage type. Pool dimensional standards have changed over the life of the existing pool, and a pool is now used for a variety of activities. Hence renaming of swimming pools to aquatic centres.
- Service Type and Equality: Provision of aquatic service type across the region may require consideration of equality in standard of service provision. In this instance, the narrow width of the Toogoolawah pool should be taken into consideration, and any upgrade reflect a similar level of service as other pools in the region.
- Accessibility: There is currently poor accessibility to the pool structure for patrons with limited mobility. Any structural change should consider provision of an all-abilities access as required by legislation. It has been observed from recent inclusion of access ramps in pool structures that younger children find it less intimidating to access the pool.
- Whole of Life Costs: Under asset management requirements, whole of life costs of an asset should be considered in the options analysis. Substantial investment in the provision of a pool facility requires appropriate maintenance investment to avoid early intervention in replacement.
- Operation Cost: Pool operations have potential to create a high risk to the health and welfare of its patrons. Operational costs will need to reflect demand for improved water quality treatment associated with higher pumping costs with increased turnover and pool size. There may be a requirement for additional pool safety personnel if additional water structures are included.
- Long-term Financial Plan / Financial Sustainability: Projects may significantly impact Council's long-term financial plan regardless of options chosen. Capital cost will influence the level of depreciation expenses going forward.

7.2 Options Comparison

Table 7.1 below shows an options comparison for assessment of how the four (4) options address the above-mentioned issues for analysis:

Table 7.1: Operations Comparison
per Option

Issue	Option A	Option B	Option C	Option D
Service demand	<ul style="list-style-type: none"> – Provides same current service standard – Allows time to respond to a step change to service demand (5 years) 	<ul style="list-style-type: none"> – Provides same current service standard – Allows time to respond to a step change to service demand (10 years) 	<ul style="list-style-type: none"> – Provides additional service through pool upgrades to current requirements – Limits future step change 	<ul style="list-style-type: none"> – Provides preferred outcomes for service demand for current and future users
Service type and quality	<ul style="list-style-type: none"> – Provides similar service standard to other towns – Water quality compliance risk remains – Minor Improvement to facility's amenity 	<ul style="list-style-type: none"> – Provides similar service standard to other towns – Water quality compliance risk removed – Minor Improvement to facility's amenity 	<ul style="list-style-type: none"> – Provides similar service standard to other towns – Water quality compliance risk removed – major improvement to facility's amenity 	<ul style="list-style-type: none"> – Provides service exceeding that of other towns – Water quality compliance risk removed – Provides ultimate outcome for a contemporary aquatic centre
Accessibility	<ul style="list-style-type: none"> – No change to accessibility 	<ul style="list-style-type: none"> – No change to accessibility 	<ul style="list-style-type: none"> – Included in new structures 	<ul style="list-style-type: none"> – Included in new structures
Whole of life costs	<ul style="list-style-type: none"> – Marginally extends useful life of existing asset – Maintenance costs may be higher than other options with current structures remaining 	<ul style="list-style-type: none"> – Extends useful life by another 20% – Maintenance costs may be higher than other options with current structures remaining 	<ul style="list-style-type: none"> – Demolition cost of existing pool and depending on location rehabilitation of existing site – Maintenance costs of new facilities may be lower in initial years – Additional depreciation expense 	<ul style="list-style-type: none"> – Demolition cost of existing pool and depending on location rehabilitation of existing site – Maintenance costs of new facilities may be lower in initial years – Additional depreciation expense
Operational Cost	<ul style="list-style-type: none"> – Operational costs will not be improved 	<ul style="list-style-type: none"> – Operational costs will not be improved 	<ul style="list-style-type: none"> – Operating costs for additional toddler pool increased – Pool treatment more efficient 	<ul style="list-style-type: none"> – Operational costs increased for program pool – New pool treatment more efficient
Long Term Financial Plan/ Financial Sustainability	<ul style="list-style-type: none"> – Lowest impact to financial sustainability by delaying capital expense 	<ul style="list-style-type: none"> – Higher capital cost to Option A 	<ul style="list-style-type: none"> – Substantial impact to financial sustainability given greater capital and operational costs 	<ul style="list-style-type: none"> – Most significant impact to financial sustainability given greater capital and operational costs

7.3 Options Consideration

Business as usual Options A and B represent a short-term outcome only and eventually Council may have to consider the longer-term outcomes of Options C and D. However, costs Options C and D are substantial, and Council may need time to develop a project to achieve construction-ready plans and to source external grants for project implementation. While cost is a consideration, the length of time the Toogoolawah community forgoes an equivalent service provided to other communities in the region is also a priority.

A delay in outcome may also provide time for the pool construction market to stabilise. However, there is considerable uncertainty in this space as the number of pool contractors are limited. Also, availability of grants into the future may be impacted by alternative demands on public funds. Therefore, the decision of staging options will depend on Council's appetite to fund long-term outcomes of an ultimate configuration.

Selection of an interim option will guide timeframes for project staging. Option A will achieve the lowest cost outcome and shortest time for community to wait to access an equitable service. Option B will extend this period, however risk of cross contamination of water quality between pools will remain for a longer period, keeping in mind the need for an additional treatment system for the toddler pool.

The waterplay area is suitable as proven in the recent Lowood Aquatic Centre upgrade. Water awareness and learn to swim is best achieved in the 25 m pool with appropriate bench aids and teacher support.

Options C and D provide an ultimate service offering for a high performing aquatic centre. This proposed service offering for Toogoolawah matches that of Kilcoy. Options C and D would be favoured however, the site area is small which will limit the size of a program pool as well as requiring reconstruction of amenities and carpark at a longer distance from the facility. These options would require further detailed investigation.

Given the extensive and compartmentalised nature of Options C and D, it would be pragmatic to undertake these works over stages. Stage 1 would include the construction of a new compliant 25 m pool and associated plant room works, with the toddler pool to be demolished. Stage 2 would include the construction of a new enclosed program pool and new amenities building.

8 CONCLUSION

Option D which includes provision of a new 25 m x 8-lane compliant pool, enclosed program pool connected to new amenities building, and replacement plant room provides an ultimate solution for servicing the Toogoolawah Area.

Detailed investigations will be required to develop a concept for Options C and D to prepare project-ready documentation for grant applications.

Project delivery stages are as follows:

- Stage 1:

New compliant 25 m x 8-lane pool with associated plant room and removal of toddler pool

- Stage 2:

New enclosed program pool and new amenities building

Timing of stages are to be aligned with Council's financial planning, including availability of appropriate grant funding.

Option A which involves paint treatment of the existing liner, a minor upgrade to the pump room, new filter pump, roof for filter court, retaining existing amenities, and renovating the toddler pool surface, will provide for current service with the useful life of the facility extended. This will allow time to develop Option D in readiness for project delivery. A risk of cross contamination will remain, and diligent monitoring of this potential will be required to continue.

As previously noted, Council has commenced a staging of elements of Option A however, they have been included in this report as a package being delivered in stages.

9 RECOMMENDATIONS

Recommendations of this analysis report are that Council consider the above conclusions and the following proposed actions for implementation:

- Continue to implement delivery of scope of works identified in Option A
- Maintain diligent monitoring of potential cross contamination between current pools
- Prepare a concept design report outlining the scope of the long-term staged development of Toogoolawah Aquatic Centre, based on Options C and D of this report
- Subject to preparation of the concept design report and acceptance by Council, undertake full design and construction documentation of the project
- Prepare project estimates for inclusion of the project in Council's long term financial planning
- Prepare grant applications as appropriate to align with the long-term financial plan.

Aquatic Facility Audit

AQ1-0271-DR2, Revision A

Toogoolawah Swimming Pool

GENENG SOLUTIONS

PROJECT DETAILS

Project: Toogoolawah Swimming Pool
Area: 25m Pool, Wading Pool, Splashpad
Client: Geneng Solutions
Reference: AQ1-0271-DR2, Revision A

REVISION SCHEDULE

Revision	Date	Description	By
A	10/11/22	For client review	LHB

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INTRODUCTION



Figure 1: Toogoolawah Swimming Pool

Aquatic One was commissioned by Geneng Solutions to undertake a site audit of the existing aquatic elements at the Toogoolawah Swimming Pool in Toogoolawah, Queensland. This report details the findings of the audit of the centre, and provides a condition report on the swimming pools and filtration plant currently installed.

A representative from Aquatic One attended site in November 2022 and inspected the pools as well as the filtration and sanitation plant installed for the aquatic elements at site. Focus was given to equipment condition, filtration and sanitation, operation and suitability for use.

This report and associated documents are based on site visit observations and interviews with staff. Whilst all investigation and reporting works have been undertaken by experienced aquatic personnel and qualitative assessments and predictions have been made based on relevant experience, it is not possible to quantify opinionative elements such as general condition or predict with complete accuracy elements such as expected lifespan. These factors should be taken into consideration whilst reading this report.

This report references a number of standards and codes as required by the site observations. References to 'NCC' refer to the National Construction Code. Australian Standards are referred to by their standards number and year of publication, eg. AS 3780-2008.

Any approximate cost figures provided within this report are rough approximations only, intended to provide a concept as to the magnitude of the cost expected for works described. They are not intended to be used for accurate budgeting, funding or works quoting.

SITE DESCRIPTION

GENERAL OVERVIEW

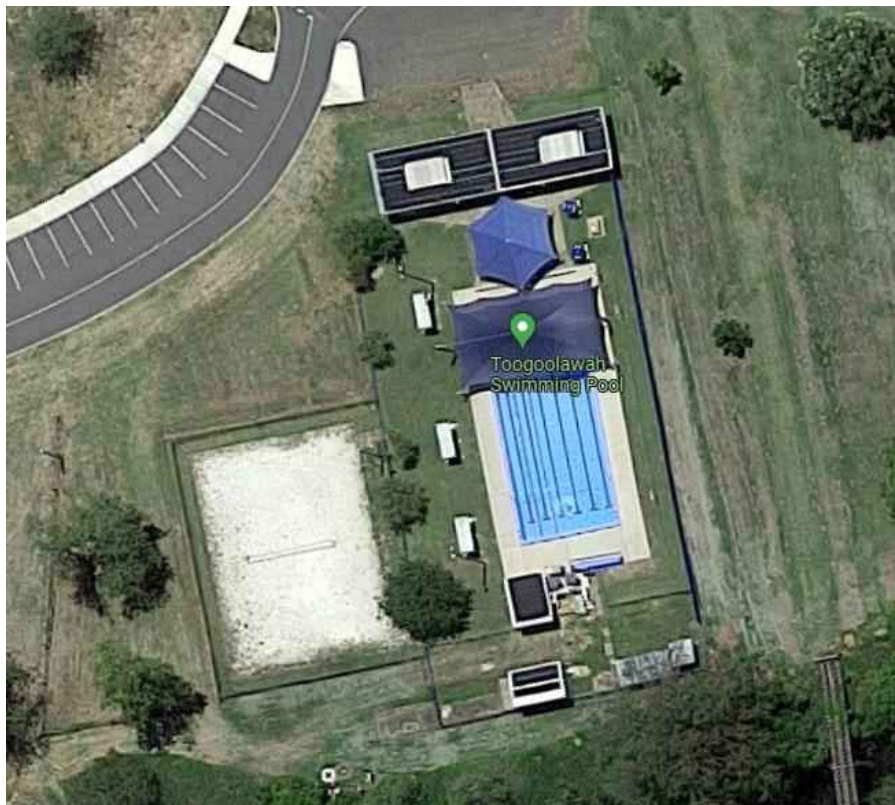


Figure 2: Aerial Photo of the Facility

The Toogoolawah Swimming Pool is a public swimming pool located in the town of Toogoolawah in the Somerset region of Queensland. The centre hosts a mixture of aquatic facilities including:

- Outdoor 25m Lap Pool
- Outdoor Wading Pool
- Outdoor Splashpad

Whilst the full history of the facility is not known, it's understood that the facility originally opened in 1975. The 25m pool, wading pool and change rooms are relatively unchanged from this initial opening configuration, whilst the following major works have been identified

- Fibreglass liner added to 25m pool (date unknown)
- 25m pool filters replaced in 2017
- Gymnasium constructed in 2022
- Zero-depth splashpad constructed in 2022

Limited as-constructed documentation was available at the time of the inspection. At the time of the inspection, all pools were full of water and all filtration systems were operational.

SWIMMING POOL DESCRIPTION

OUTDOOR 25M POOL

The pool is a 25m long x 11m wide 6-lane reinforced concrete lap pool with the shallow end to north and the deep end to the south. The pool is 0.9m deep at the shallow end, grading down to 1.5m deep and continuing to approximately 1.9m deep 3m from the end wall of the pool.

Dive blocks are placed across the deep end of the pool, whilst climb-outs are provided in the four corners. A removable aluminium step system is provided in one shallow end corner.

The pool has a painted fiberglass internal liner.

OUTDOOR WADING POOL

The pool is a shallow concrete wading pool, nominally 6m x 4.5m. The depth of the pool is variable throughout the pool but is typically approximately 350mm – 450mm. A step entry provides access from one side, whilst the pool has a raised hob to the perimeter.

The pool is generally tiled, with various pebblecrete inserts in various regions.

OUTDOOR SPLASHPAD

The splashpad is a zero-depth splashpad, nominally 16m x 11.5m. The splashpad is fitted with a variety of proprietary waterplay toys as supplied by Playscape Creations.

The majority of the water volume for the system is stored in a pair of balance tanks below ground near the equipment room.

POOL WATER CIRCULATION

OUTDOOR 25M POOL

In the 25m pool, water circulation is provided through the following means:

1. Filtered water is delivered into the pool through a row of floor return fittings located along the centre of the pool. It's suspected that these fittings have been installed over the previous centre return channel.
2. Soiled water exits the pool through two means;
 - a. Overflowing scum gutters located along the two long walls of the pool and flowing back to the drawoff tank in the equipment room.
 - b. Flowing through a floor outlet grate through underground pipework and into the drawoff tank at a low level. A regulation valve on this line allows the balance of floor return to wall return to be adjusted.

OUTDOOR WADING POOL

In the wading pool, water circulation is provided through the following means:

1. Filtered water is delivered into the pool through three floor returns located in the floor of the pool. These floor returns are plumbed into the end of the centre return channel for the 25m pool, effectively receiving a portion of the filtered water flow from the 25m pool. A section through the pools exemplifying this is provided below.
2. Soiled water overflows a scum gutter along the northern wall of the pool, collecting into an underground pipe and flowing back to the common draw-off tank under the plant room floor.

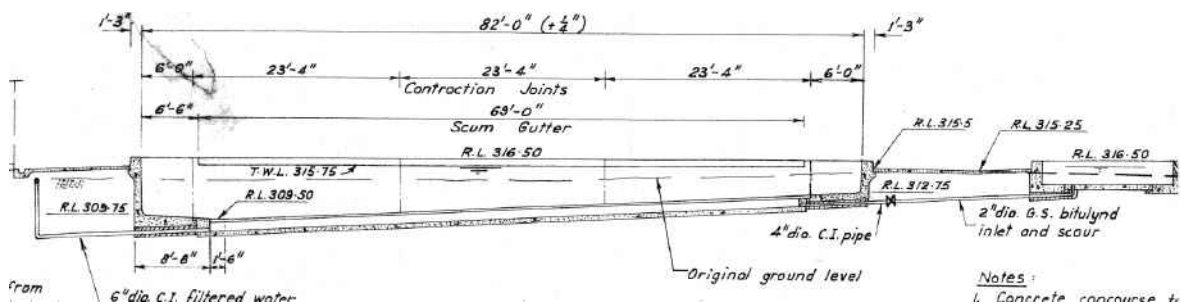


Figure 3: Section through 25m/wading pool FWR channel

OUTDOOR SPLASHPAD

As the splashpad contains no standing water, its circulation operates under a different concept to the pools.

1. The water volume for the system is stored in a pair of concrete tanks below the ground. The two tanks are connected via low-level balance lines to allow the tanks to operate as one large single tank. The tanks are identified as the 'soiled' tank and the 'filtrate' tank.
2. Soiled water is drawn from the soiled tank, filtered and returned to the filtrate tank. Whilst the feature system is shut down, the water then flows back from the filtrate tank to the soiled tank through the balance lines.
3. When the feature pump turns on, it draws water from the filtrate tank and delivers it to the various splashpad features. The water lands on the pad, collecting in drains and flowing through underground pipework back to the soiled water tank.

FILTRATION PLANT

Two filtration systems are present onsite; one servicing the 25m and wading pool with a second servicing the splashpad. They are located in three areas on the southern end of site.

1. An indoor pump room, containing the filtration pump for the 25m pool, the chlorine storage tank and dosing pumps and the chemical controller for the 25m pool.
2. An outdoor filter court, containing the filters for the 25m pool and the heaters for the 25m pool.
3. A splashpad equipment room containing the filtration and feature circulation plant for the splashpad.

OUTDOOR 25M POOL / WADING POOL

The filtration plant works through the following principles.

- After arriving in the draw-off tank in the equipment room, a single cast-iron pool filtration pump draws water from this tank through a single poly-bodied hair and lint strainer. The pump passes the water through two fiberglass sand filters located in the filter court outside. After the filters, the water collects into a common filtered water manifold in the filter court before dropping back

into the ground and delivering filtered water to the southern end of the centre channel of the 25m pool.

- A pipe extending from the northern end of the 25m pool channel connects into the wading pool to deliver filtered water to this pool.
- A chemical controller obtains a continual sample stream of water from the filtration system and measures the free chlorine and pH levels of the pool water. From these measurements:
 - A chlorine dosing pump located adjacent the bulk chlorine tank draws chemical from this tank and delivers into the filtered water manifold when the chlorine level drops below the set point.
 - An acid dosing pump located in the acid room draws hydrochloric acid from a bulk tank and delivers into the filtered water manifold when the pH level raises above the set point.
- Three pool heater circulation pumps draw filtered water from the filtered water return manifold and pass it through three electric heat pumps located in the outdoor filter court. The heated water is returned to the filtration stream.
- A solar heater circulation pump draws water from the filtered water return manifold and passes it through a solar collector on the roof of the amenities building before returning it to the filtered water manifold.
- An overflow from the drawoff tank discharges excess water from the pool system to prevent flooding whilst a manual mains water valve inside the tank is manually opened to maintain a minimum water level. A mechanical float valve is located at a lower level in the tank however at the time of the inspection this valve was flooded.
- A backwash holding tank located adjacent the pump room receives backwash water from the filters, discharging to sewer via a submersible pump.

OUTDOOR SPLASHPAD

The filtration plant works through the following principles.

- A pair of plastic pool pumps draw water from the soiled water tank and pass it through three spherical sand filters located in the splashpad equipment room. After the filters, the water collects into a common filtration manifold, flows through the equipment room and drops back into the ground to return to the filtrate tank.

- A chemical controller obtains a continual sample stream of water from the filtration system and measures the free chlorine and pH levels of the pool water. From these measurements:
 - A chlorine dosing pump located adjacent the bulk chlorine tank draws chemical from this tank and delivers into the filtered water manifold when the chlorine level drops below the set point.
 - An acid dosing pump located in the acid room draws hydrochloric acid from a bulk tank and delivers into the filtered water manifold when the pH level raises above the set point.
- A UV sanitizer is located downstream of the filters on the filtered water return manifold.
- No pool heating system is present.
- A stormwater overflow and automatic water make-up system is present in the balance tank system.
- The feature pumps draw water from the filtrate tank and deliver to the various pool features.

SITE OBSERVATIONS

SITE REPORT

A site inspection report is provided to accompany this audit document. This site inspection report contains all the specific observations, equipment and element descriptions, element photos and the like as observed onsite. It is to be read in full as an appendix to this report.



Figure 4: Report Cover Page

Key items from this report have been extracted and discussed within the following *Discussion* section to expand on the information provided where deemed appropriate, however not all items in the site report are replicated within this document.

DISCUSSION

This section discusses items raised in the site report of key concern or requiring additional information.

OUTDOOR WADING POOL

OVERALL INSTALLATION



Figure 5: Wading Pool

The wading pool presents a couple of concerns, namely:

- The pool appears to be out of level. It's not known as to whether this is ongoing structural settlement or simply poor construction tolerances initially.
- The finishes in the pool are in poor condition. The pebblecrete finish has already come away in several locations and is identified as drummy in others.
- The flow through the pool, whilst not quantifiable during the inspection, appears to be low. To meet current Queensland Health guidelines a

minimum flow of 3 L/s is required, with a recommended flow of 6 L/s. Based on all the available flow through the pool leaking under the angle along the front of the gutter, the total flow is approximated at less than 1 L/s.

- Due to the young patronage, the wading pool is classified as a high-risk pool. By integrating it with the 25m pool, a cross contamination risk is generated where contaminations from the wading pool can end up in the 25m pool. The pool should be provided with a separate filtration system.

There are two potential solutions for this pool:

- Short term – Rectify the finishes and provide a standalone filtration system of suitable flow for the pool.
- Long term – Remove the pool and replace with something more appropriate, whether this is another aquatic element or simply paving to utilize the spatial area now that the splashpad is constructed.

OUTDOOR 25M POOL

POOL SIZE AND SHAPE



Figure 6: 25m Pool

The intrinsic shape of the 25m pool presents some large issues:

- The pool is very narrow overall, with the lanes being nominally 1,800mm wide. Typical lane widths for pools are between 2,000mm and 2,500mm depending on the purpose. The operator has advised that she is unable to run certain courses in the pool due to the lane width.
- No disabled access provision is offered. The temporary steps in one corner of the pool have been identified by the operator as unsuitable for elderly patrons due to the step heights, with the added issue that they block a lane.
- The shallow end of the pool is only 900mm deep, which is considered quite shallow for lap pools.
- The raised hob of the pool is understood to be an important element for flood issue mitigation, reducing the potential for floodwaters to enter the pool during flood events.

Resolving the above issues typically requires replacement of the pool.

POOL CIRCULATION SYSTEM



Figure 7: Scum Gutter in Lap Pool

Circulation through the pool is understood to be poor, with the following limitations.

- The scum gutter on the pool is very narrow, likely the result of a previous G-gutter style system being retrofitted with the fiberglass liner. At the time of the inspection, the gutter was flooded. This is a result of several factors:
 - Undersized gutter shape
 - Insufficient soiled water gravity pipework from the gutters to the tank.
 - Water level operating too high in the draw-off tank.
- Water delivery into the pool through the single centre return channel with the grated outlets is likely to be resulting in poor circulation in the corners of the pool.
- Whilst insufficient equipment is provided to allow the filtration system flow to be determined, based on the installed pump and the resultant outlet pressure it's estimated to be at approximately 20 L/s. This results in a turnover of approximately 5.5 hours in the pool. To comply with the current Queensland Health guidelines, the lap pool should have a turnover of no

longer than 4 hours, possibly even less if high bather loads (such as regular swimmers or school carnivals use the pool).

- The outlet in the floor of the pool to the drawoff tank is not fitted with a rated suction cover.

The filtration system is typically maintaining water quality with low bather loads, but is understood to struggle in busier summer periods. Rectifying the above issues requires significant works, including:

1. Replacement of flow and return pipework to improve flow capacity
2. Replacement of scum gutters.
3. Replacement of grated outlets from centre return channel with sideways-dispersing floor return fittings.
4. Improvement of filtration pump sizing and inlet pipework.

POOL SHELL CONDITION



Figure 8: 25m End Wall

The pool shell is generally in poor condition, with the following key observations.

- The fiberglass liner within the pool is deteriorating. The gel coat is wearing away in several locations, especially on the tops of the walls. Council has identified a difficulty in finding fiberglass contractors.
- The history of the fiberglass liner is not known. Typically, these liners are installed as a low-budget method of rectifying concrete structural issues when pools are due for refurbishment. There may be issues with the underlying concrete structure, however without removing at least portions of the liner it's difficult to confirm.
- The pool appears to have sunk towards the deep end. The level of water over the scum gutter edges is inconsistent but is generally 10-20mm deeper towards the deep end of the pool. This is indicative of subgrade movement.

OUTDOOR SPLASHPAD

OVERALL INSTALLATION



Figure 9: Splashpad

The outdoor splashpad is generally in good condition. The only issue identified is the risk of patrons running around the splashpad accidentally falling into the 25m pool. The distance between the two pools is reasonable, however if the pool width is extended in a future project then this must be considered.

INDOOR PUMP ROOM

ROOM SIZE



Figure 10: Indoor Pump Room Building

The indoor pump room contains the filtration pump for the 25m pool as well as the chemical control system, chlorine storage tank and acid storage tank. The following primary issues were identified.

- The room is quite small, with limited access through the room. Given the proximity of the chlorine tank and the drawoff tank in the room the risks are increased.
- The filtration pump is in poor condition.
- The drawoff tank presents poor access for maintenance.
- The unloading bay for chemical and equipment deliveries is not a hardstand area. Weather can impact the potential for deliveries.
- The chemical storage in general is poor as discussed in the next section.

It is recommended to rebuild the equipment space to rectify the issues and general spatial limitations is one of the primary problems.

CHLORINE STORAGE



Figure 11: Chlorine storage tank in bund

The site contains a small bulk chlorine storage tank located inside the pump room. Compliance for bulk chlorine storage is generally covered by AS3780:2008 *The Storage and Handling of Corrosive Substances*. The following issues were identified onsite:

- The bund itself is too low to comply with the standard. A PVC curtain has been provided around the tank to reduce the potential for splash, however this is likely to be pushed back during a fill procedure to see the level indicator.
- The level indicator is stained and not marked with volumetric levels.
- The overflow is not 50% larger than the inlet pipe.
- The chlorine pumps are mounted high on the wall above the tank, making maintenance difficult and increasing the risk of chlorine contact with eyes.
- The truck unloading bay is not a bunded catch area. Instead, the area is natural materials, which introduce a spill contamination risk and also a slip injury risk.
- The location of the safety shower in this area may potentially be obscured by the truck during deliveries.

ACID STORAGE



Figure 12: Acid Storage Tank

The site contains a bulk acid storage tank, which is manually filled by operators from 5L drums. The following issues were identified onsite:

- The tank can hold up to 500L. Anything above 250L is classified as bulk storage in accordance with AS3780:2008.
- The manual pouring of acid increases fume generation, which is degrading metal components in the room.
- Cabling in the room is poorly run.

OUTDOOR FILTER COURT

GENERAL LAYOUT



Figure 13: Outdoor Filter Court

The outdoor filter court contains the sand filters for the 25m pool as well as the heating system. The following primary issues were identified.

- The equipment is weathering at an accelerated rate due to the exposure to the elements. The filters are only five years old however are showing moderate signs of vessel degradation. A roof to this area would extend equipment life.
- Access around the heat pumps and the heater circulation pumps is very poor. To access the heater circulation pumps, the operators must crawl under the heater units.
- The pipework installation for the heaters is poor, whilst the chemical dosing lines for the pool require attention.

As part of the indoor pump room replacement, it's recommended to shift the heaters elsewhere onsite and provide a covered area for the filters.

SPLASHPAD EQUIPMENT ROOM

OVERALL INSTALLATION



Figure 14: Splashpad Equipment Room

As the facility is practically new, few observations were made in the splashpad equipment room. The main item of note involves ventilation of the room, with no positive ventilation provided and the room temperatures observed as high when the doors are closed.

CONCLUSION

Overall, the facility is aged and presents several non-compliances with current standards, codes and practices. Issues requiring immediate attention have been identified, however as a whole the balance must be weighed between bringing individual components of the existing system up to standard versus replacing the entire system.

- Originally built in 1975, the 25m pool shell is approaching 50 years which is the typical design life for most concrete pools. The intrinsic shape issues of the pool and subsequent substantial works required to rectify this makes refurbishment of the pool a difficult and potentially expensive exercise, with a likely reduced design life. Full replacement of the pool is considered to likely be the most practical solution for achieving optimal outcomes for the pool.
- The wading pool presents a moderate risk to patron safety due to the cross-contamination risk. Rectifying the filtration system and finishes issues can be achieved with a relatively reasonable cost in a short term approach, however the structural movement and age of the pool raises questions regarding the long-term suitability of the pool.
- Chemical storage presents several concerns without a simple resolution. This item will likely require further discussion and investigation to develop a fit-for-purpose solution for site depending on Council's long term plans for the centre.
- Whilst the splashpad filtration system is spacious and well laid out, the 25m system presents several layout issues and little ability to increase the filtration system capacity. It's recommended to demolish the existing plant room and provide a new room of sufficient size to capture the filtration and chemical storage equipment in alignment with modern standards. Whilst the filters and some of the chemical equipment can be re-used, a full replacement may be warranted to suit the extended lifespan of the system.

EQUIPMENT ASSET REGISTER

All equipment investigated during the audit has been identified and listed in the site inspection report. The elements identified in the report is detailed as follows.

Equipment Type

Generalised description of the equipment

Equipment Identifier

Brief descriptor of the asset

Equipment Make / Model / Serial Number

General description of the equipment manufacture, with specific serial numbers of equipment item, where identifiable on site.

Equipment Condition

Factors such as casing condition, water tightness, rust presence and physical damage are taken in to consideration to make a qualitative assessment of the general overall physical condition of the equipment. The ratings provided are as follows:

- 5 – Very Poor. The equipment is not functioning or has a critical issue preventing operation.
 - 2 – Poor. The equipment is severely damaged, rusted, worn or the reliability is questionable.
 - 3 – Average. The equipment is moderately damaged, rusted or worn but the reliability is sound.
 - 2 – Good. The equipment contains a normal level of damage, rust or wear expected for the age of the equipment.
 - 1 – Very Good. The equipment contains only minor blemishes or marks, and
- Estimated Replacement Year / Cost

Remaining Life and Replacement Cost

An approximation of the estimated remaining life before full replacement or major overhaul is required and a nominal budget value of the equipment item excluding labour and installation costs.

OPERATIONS
SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Gary Love, Engineering Services Manager
Director: Craig Young, Director Operations
Date: 4 September 2023
Subject: Somerset Regional Council – Walking Network Strategy
File Ref: Government Relations / State and federal Government Liaison / 2022 - 2025 - State and Federal Government Departments - Liaison
Action Officer: ESM (Gary Love)

Background/Summary

Council Officers, with 50% support funding from the Department of Transport and Main Roads, undertook a Walking Network Study for five towns in the Somerset Region:

- Fernvale;
- Lowood;
- Esk;
- Toogoolawah; and
- Kilcoy.

This Walking Network Study involved engagement with stakeholders within each of the five towns with regards to the understanding of priority walking routes, community requirements and the provision of associated furniture i.e. street trees etc.

Feedback from stakeholders and community groups took the form of an online survey and workshops and the information received was gathered together to produce a final report providing information which can assist in developing strategic capital projects within the Somerset Region.

Attachments

Attachment 1 - 20230525 Final Report.pdf
Attachment 2 - Stakeholder Engagement Plan.pdf

Recommendation

THAT Council adopt the Walking Network Strategy Final Report.

Somerset Regional Council Walking Masterplan

Walking Network Planning for Kilcoy, Toogoolawah, Esk, Fernvale, Lowood

May 2023



ProjexPartners
PROJECT MANAGEMENT | ENGINEERING | PLANNING



 **Sidelines**
TRAFFIC
let's keep them safe

Document control

This report was prepared by Prue Oswin at Sidelines Traffic Pty Ltd for **Somerset Regional Council**.

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Amendment record

Version	Date	Author	Description
D1	19/05/2023	P.Oswin	Draft Report
Final	25/05/23	P.Oswin	Final Report

Registered Professional Engineer of Queensland (RPEQ)

RPEQ	Prue Oswin (RPEQ 19345)
RPEQ Signature	
Date	25/05/23

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1 Introduction

1.1 Background

The Somerset Regional Council Walking Masterplan includes Walking Network Plans (WNPs) for Fernvale, Lowood, Esk, Toogoolawah and Kilcoy. The five plans are intended to:

1. Guide future investment in the townships to improve walkability
2. Support access to key destinations in the town includes centres, schools, shopping facilities and public transport
3. Identify the principal walking routes for each community, that developing networks should connect to.

The plans are not intended to be used to plan infrastructure within greenfield sites. This guidance is provided in the [Street Design Manual: Walkable Neighbourhoods \(Institute of Public Works Engineering Australasia, Queensland, 2020\)](#).

Figure 1 shows the five towns included in the study.

Figure 1: Towns included in the study



1.2 Townships

Total distance between the five towns in this study is approximately 100km. Census information from 2021, shows the populations of the towns ranging from under just under one-thousand people (1000) in Toogoolawah to almost four thousand in Lowood (4000)

A Walking Network Plan has been developed for each town around the town centre (primary attractor) and other secondary attractors, identified in the project brief and listed below in Table 1.2.1

Table 1.2.1: Secondary attractors

FERNVALE	LOWOOD	ESK	TOOGLOOLAWAH	KILCOY
<ul style="list-style-type: none"> - Village Shopping Centre - Fernvale State School - Information centre - Goodstart Early Learning - Local Businesses 	<ul style="list-style-type: none"> - Lowood State High School, State Kindergarten and Child Care - Lowood Golf Course - Blue Care Glenwood - Lowood Recreation Reserve - Haslingden Park - Lowood Showgrounds and camping 	<ul style="list-style-type: none"> - Esk State School - Esk IGA - Esk Caravan Park - Esk hospital - Esk kindergarten - Esk sports clubs - Esk Traders 	<ul style="list-style-type: none"> - Toogoolawah State School - Toogoolawah State High School - Traders - Childcare - Blue Care 	<ul style="list-style-type: none"> - Kilcoy State High School - Kilcoy State School - Kilcoy IGA - Traders/CBD - Hospital - Kindergarten - Aloaka Lodge & Child Care

Demographic factors may influence who wants to walk, who has to walk and where they want to go. Table 1.2.2 contains a relevant snapshot of 2021 census data for towns in the masterplan.

Table 1.2.2: Demographic data from census

TOWN & POPULATION	HOUSEHOLD SIZE & AVE VEHICLES	COMMENTS DEMOGRAPHICS & INCOME	TOP INDUSTRIES OF EMPLOYEMENT
Kilcoy - 2,351	<ul style="list-style-type: none"> - 2.7 people - 1.9 vehicles 	<ul style="list-style-type: none"> - Resident age similar to Qld average - Median household income, 25% less than Qld average 	<ul style="list-style-type: none"> - Meat processing (39%) - Secondary education - Aged care - Beef farming - Primary education
Toogoolawah - 957	<ul style="list-style-type: none"> - 2.1 people - 1.6 vehicles 	<ul style="list-style-type: none"> - Double national average, people 60+ - Median household income, half Qld average 	<ul style="list-style-type: none"> - Primary education (2.5%) - Secondary education - Aged care - Supermarket - Hospitals
Esk - 1,230	<ul style="list-style-type: none"> - 2 people - 1.6 vehicles 	<ul style="list-style-type: none"> - High proportion of older people (aged 55-84) compared to national - Median household income, half Qld average 	<ul style="list-style-type: none"> - Local government administration - Cafes and restaurants - Aged care residential services - Other social services - Accommodation
Lowood - 3,873	<ul style="list-style-type: none"> - 2.7 people - 2.2 vehicles 	<ul style="list-style-type: none"> - Resident age, similar to Qld average - Median household income, two-thirds national average - Higher rates of long-term health conditions compared to Qld. 	<ul style="list-style-type: none"> - Supermarket - Road freight - Social assistance services - Meat processing - Primary education
Fernvale - 3,193	<ul style="list-style-type: none"> - 3 people - 2.2 vehicles 	<ul style="list-style-type: none"> - Median household income similar to national average - More children and less older people than national average 	<ul style="list-style-type: none"> - Hospitals - Supermarket - Road freight - Primary education - Defence

2 Methodology

2.1 Overview

The methodology for Walking Network Plans (WNP) is described in the [Department of Transport and Main Roads \(TMR\) website](#). This methodology was adapted for the Somerset Region WNP's, to account for:

- Geographical challenges. The Masterplan will deliver plans for 5 separate communities, with the total distance being approximately 100km between communities.
- Resource constraints. Somerset Regional Council has a rate payer base of approximately 25,000 people. It has a small engineering department responsible for all engineering services (roads, drainage, development, active transport). The methodology acknowledges the limited staff resources in this context.

The modified approach included:

1. Developing draft network maps using TMR Methodology
2. Preliminary site investigations to identify key features and context for each town and inform consultation
3. Stakeholder engagement Phase 1 – Community engagement
4. Stakeholder engagement Phase 2 – Industry engagement
5. Finalisation, recommendations and information handover

2.2 Draft walking network plans

Consistent with TMR WNP guidance, census mesh-block data was used to identify shortest priority routes to the primary attractor in each township. The Victorian *Guidelines for Developing Principal Pedestrian Networks, July 2015*, which the TMR WNP methodology is taken from, recommends the mesh-block approach for larger towns. Given the size of the Somerset communities, it may be less relevant in this context.

The mesh-block data process was also used to map routes to 1-3 additional secondary attractors in each town. Secondary attractors that were also residences (such as retirement villages), were not selected, as the trip generation was already captured in the mesh block data. Draft walking network plans for all towns are provided in Appendix 1. Examples of plans are provided below in Figures 2.2.1 and 2.2.2

Figure 2.2.1: School children crossing William St in Kilcoy

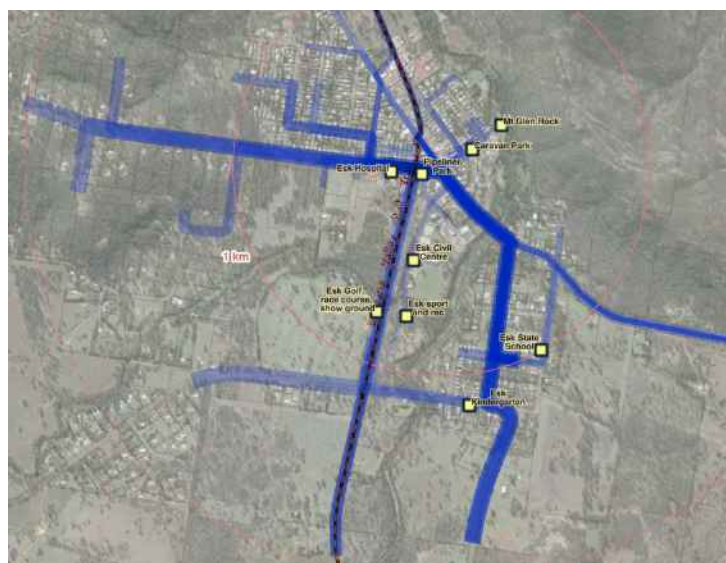
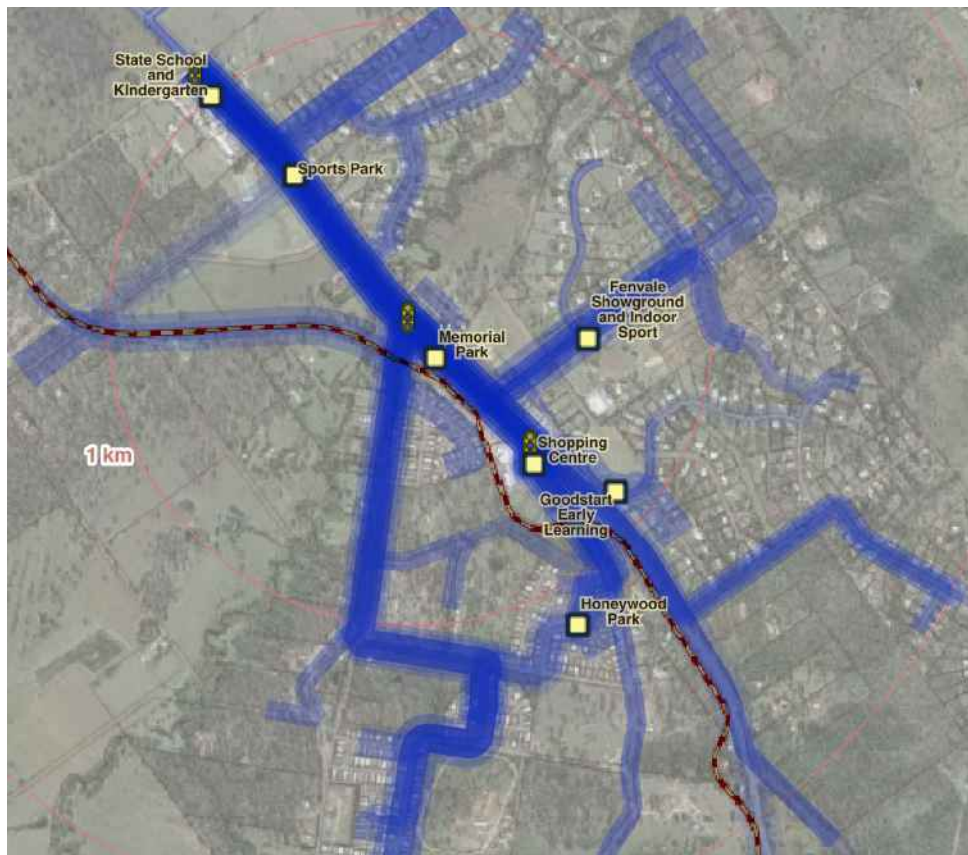


Figure 2.2.2: Draft walking network plan for Lowood



2.3 Preliminary site investigations

Preliminary site investigations were undertaken in each town to understand the context for the plans, and the types of issues that might need to be explored in community engagement. Figures 2.3.1 to 2.3.5 show the various issues identified in each town during preliminary site investigations. This process was useful for informing survey questions and confirming key stakeholders in each community.

Figure 2.3.1: School children crossing William St in Kilcoy



Figure 2.3.2: Toogoolawah Main Street with Centre Parking and Shaded Awnings



Figure 2.3.3: Exposed crossing location in central Esk



Figure 2.3.4: Busy and wide crossing of Brisbane Valley Highway in Fernvale



Figure 2.3.5: Complex and wide crossing in central Lowood



2.4 Engagement Process

Community engagement is a core component of [TMR's Walking Network Planning process](#) (WNP). The process incorporates 6 distinct stages and consultation with the following stakeholders:

- **Internal and industry stakeholders** including Council departments and Transport and TMR.
- **External stakeholders** including community groups, organisations, businesses, residents and other interested parties.

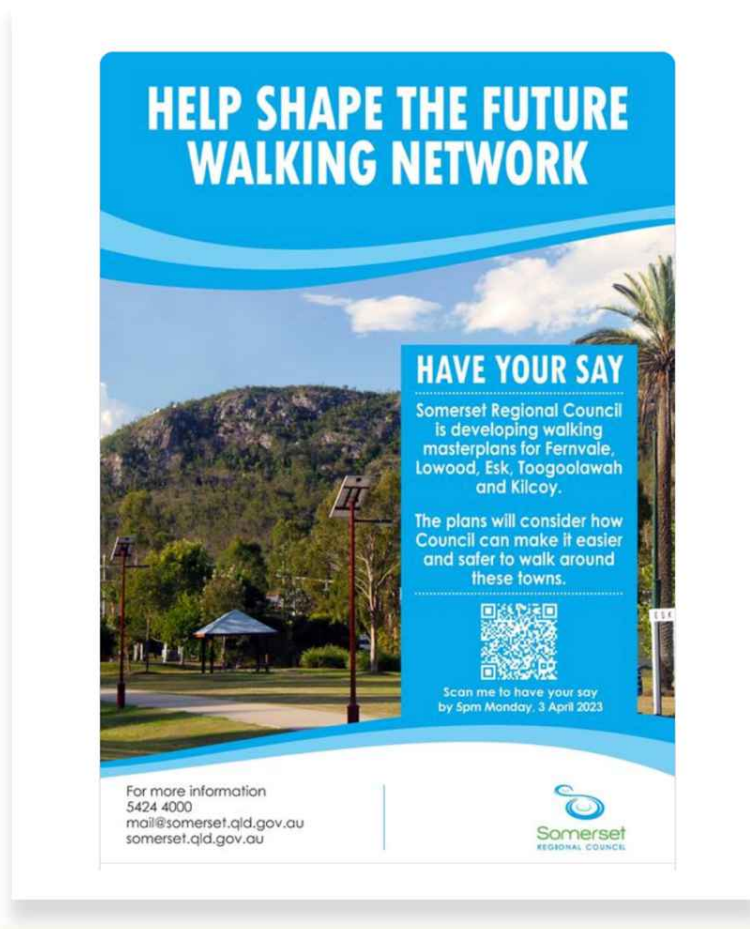
In the TMR WNP process, consultation occurs in Stage 2, as part of a stakeholder workshop.

The Somerset WNP engaged with 5 separate communities, located up to 75km apart. To provide effective and inclusive engagement across the region, a modified process was adopted incorporating two distinct phases:

- Phase 1 - external stakeholder survey, tailored to specific communities with a supported roll out to ensure inclusivity and equity across communities. The survey was used to inform the development of draft network maps
- Phase 2 - industry stakeholder workshops to confirm priorities, identify missing links and discuss complimentary projects that could support the delivery of the plan.

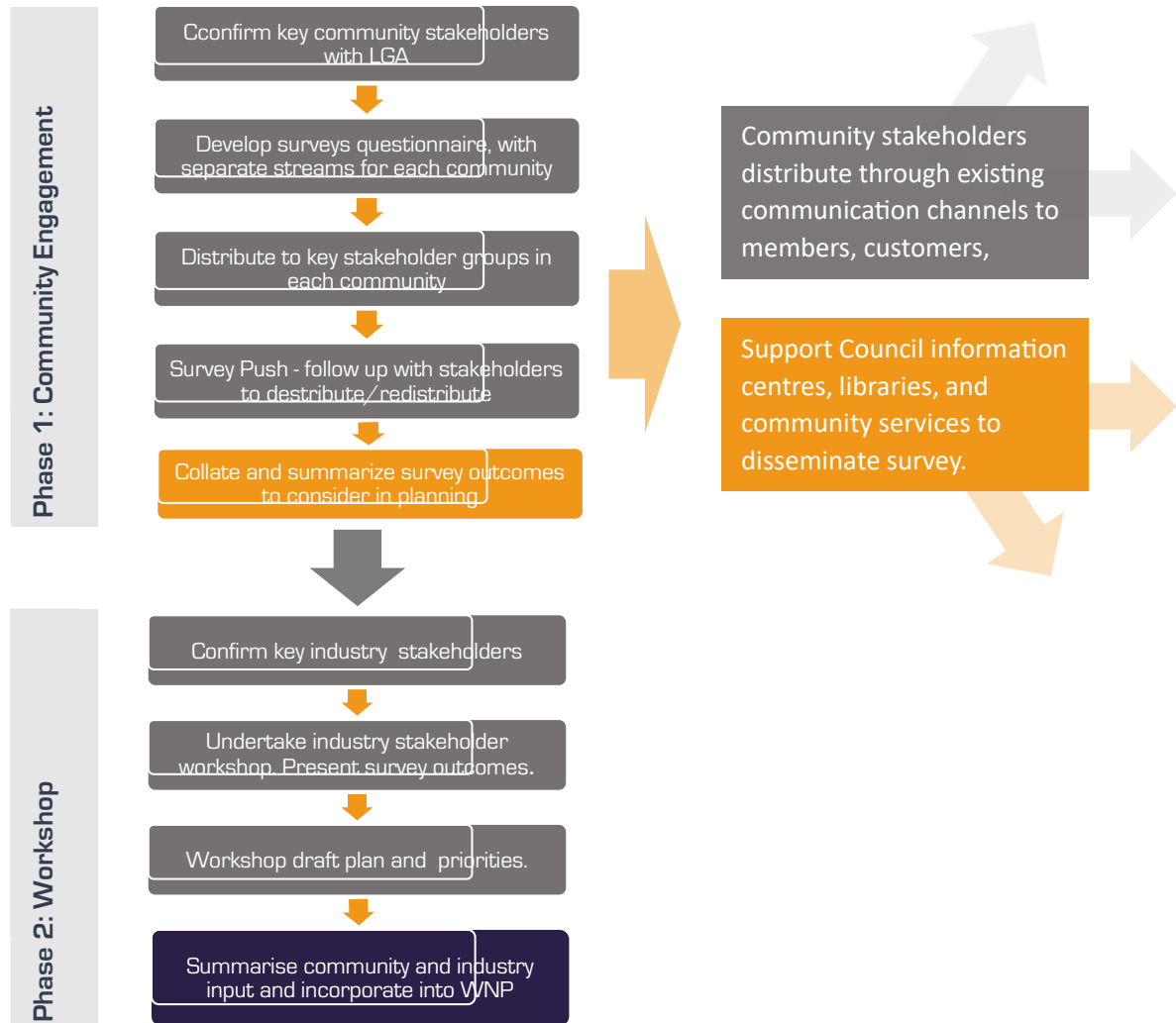
Figure 2.4.1 below shows the Facebook Flyer that was used to advertise the community survey.

Figure 2.4.1 Facebook flyer publicising survey



A Stakeholder Engagement Plan was developed to define roles and responsibilities for Council and consultants. The Stakeholder Engagement Plan is included in Appendix A2. Figure 2.4.2 below describes the activities in each stage of consultation.

Figure 2.4.2: Stakeholder Engagement Process



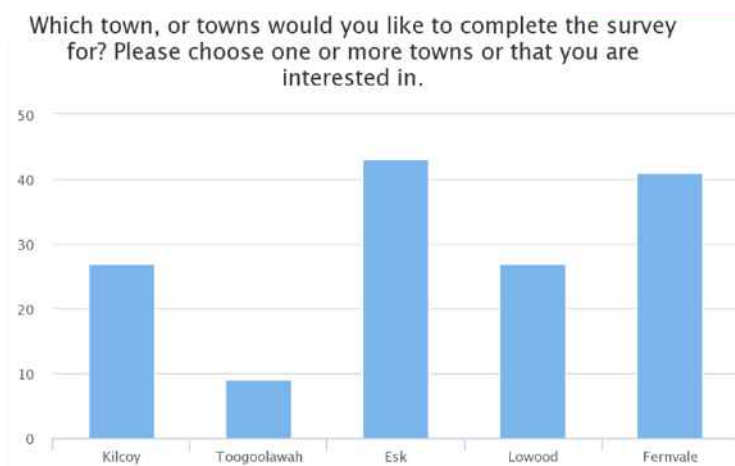
3 Survey Results

3.1 Overview

The community survey was open for three weeks and received 130 responses. Key observations from the survey results included:

- Almost three-quarters of people surveyed identified as female.
- 11 respondents identified as having a disability.
- Most respondents indicated they lived or worked in the towns.
- Special effort was made to reach out to places that provided housing or services for people with disabilities, older people, and children.

Respondents were given the option of commenting on one, or more communities. All towns, except Toogoolawah received response rates, that made it easy to identify priorities. (see Figure 3.1)

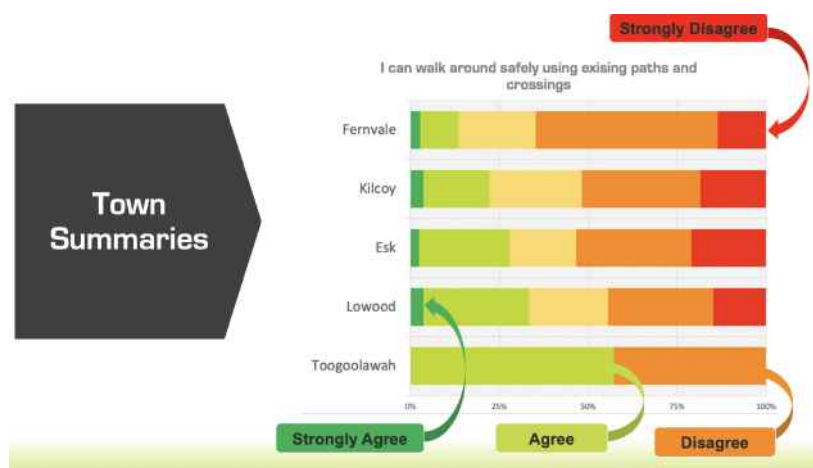


Appendix 4 contains survey summaries for each town, including where safer crossings, new paths and more trees are needed.

3.2 Overview of Townships

Survey responses provided a gauge of how safe people felt using the existing paths and crossings. Figure 3.2 below shows that more than 50% of community members surveyed about Fernvale, Esk and Kilcoy, disagreed that they could walk around their towns safely.

Figure 3.2: Response rates for individual towns

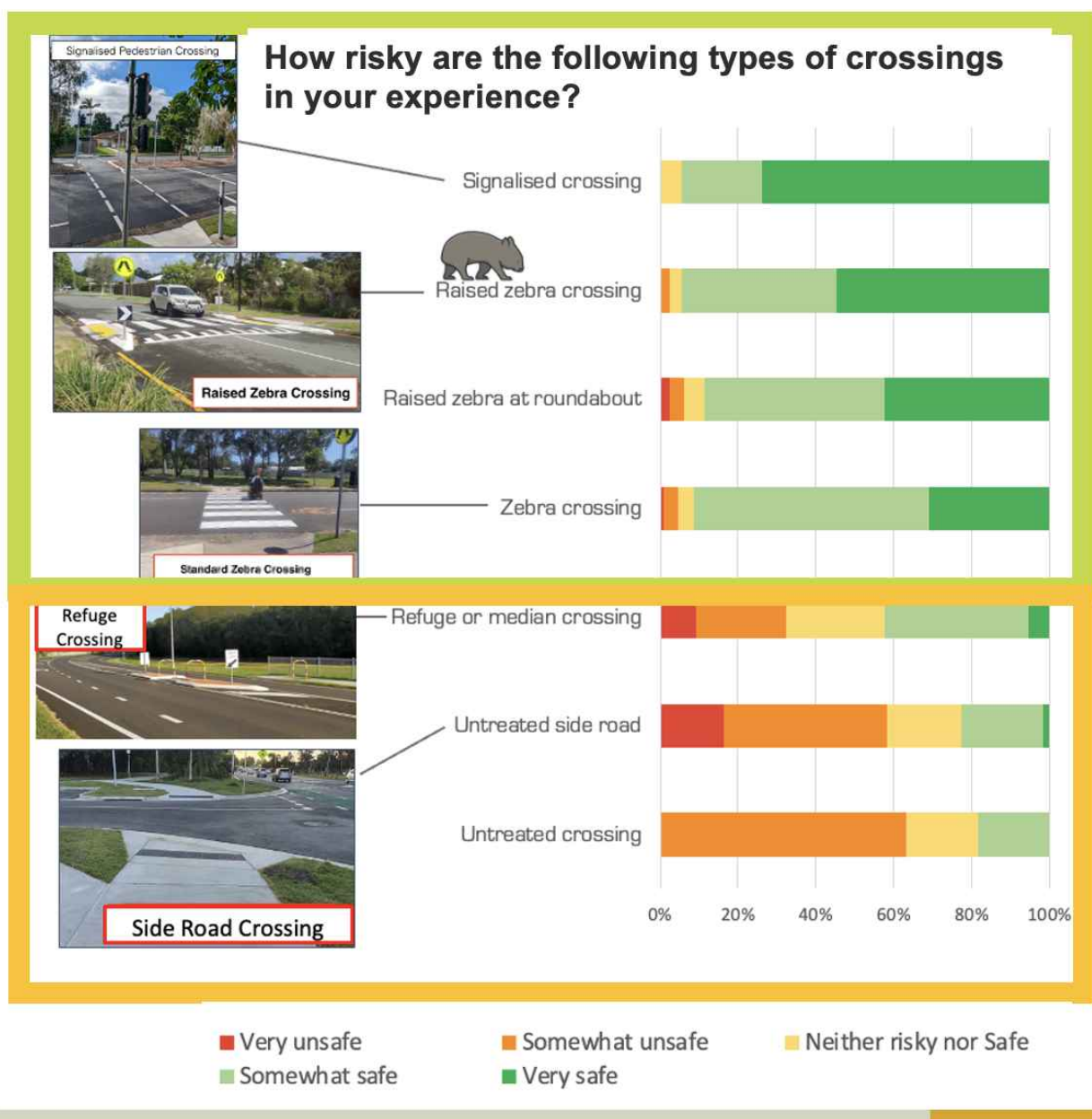


3.3 Crossings

Community experiences using crossings were captured in the surveys. Figure 3.3 below shows interesting results around level of safety for different crossing types. Almost all community members reported feeling very safe or somewhat safe on signalised crossings, raised zebra crossings and zebra crossings. Less than 50% of community members felt very safe on refuge crossings, untreated side roads and side roads.

This data will be useful when considering the types of crossing treatments meet the needs community members.

Figure 3.3: Response rates for individual towns



3.4 Paths, crossings, and trees for each community

Specific map-based questions allowed community members to identify where better they wanted improvements. Community members were asked:

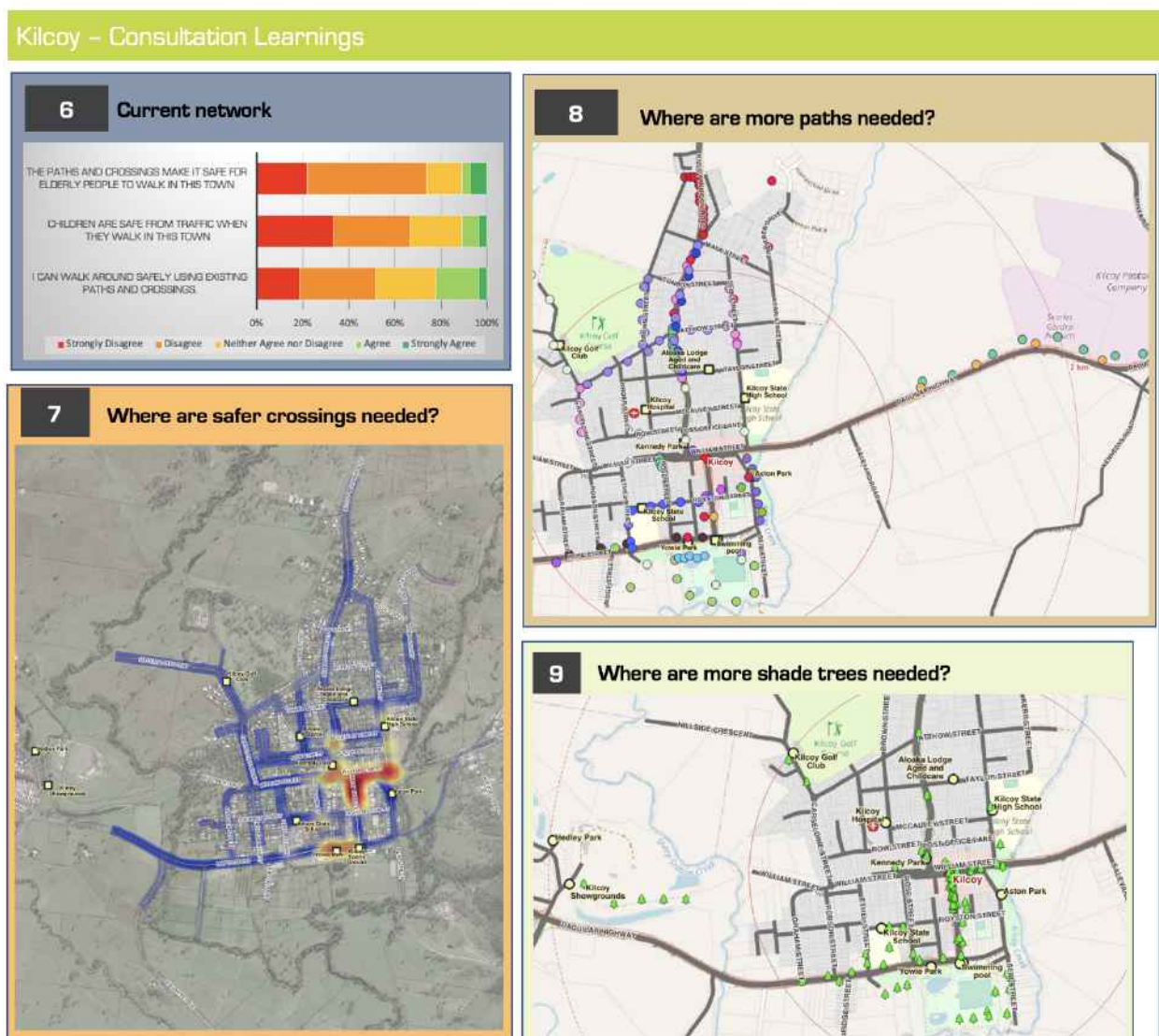
- Are there any places where new footpaths or shared paths are need in this town?
- Are there any places where safer crossings are needed?
- Are there any places where more shade trees are needed?

Map questions capture *where* improvements are needed to facilitate walking. Results should be stored on Council's and State Government maps to inform future plans, including plans related to:

- Active transport network investment
- New development and Local Government Infrastructure Program Investment
- New road safety or capacity improvements to intersections, streets and roads
- Streetscape projects
- Rail trail improvements
- School Transport Infrastructure Projects

Figure 3.4 below provides an example of the results that map based questions can provide.

Figure 3.4: Results of map-based questions plotted for Kilcoy



Appendix A4 report contains a two-page summary for each community that summarises key information from the survey and presented in the Stakeholder Workshop. Electronic versions of walking networks, crossing hot spots, path and tree requests were also developed.

4 Stakeholder Workshop

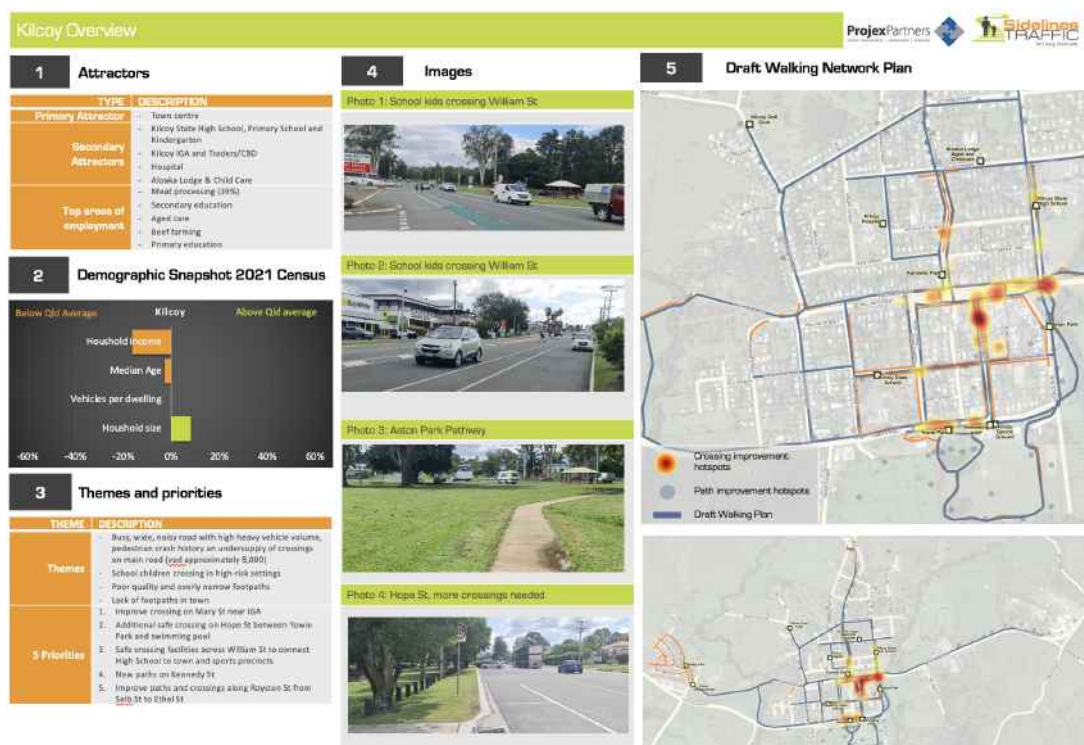
A workshop was held in Kilcoy on the 3rd May 2023. The workshop was attended by 13 people from Council and TMR. Council had representatives attending from engineering, maintenance, parks and facilities and planning. Members brought professional and lived experience to the workshop.

The workshop attendees were presented with draft walking network plans, as well as community consultation outcomes. Participants were given a two-page summary for each community which contained:

- Key survey results included maps showing where community members want safer crossings, new paths, and more trees
- Network maps, showing primary and secondary routes
- Specific requests from the community.
- Top five priorities for each community.

Figure 4.1 below provides a snapshot of the handout that was provided at the workshop.

Figure 4.1: Snapshot of handout provided to workshop participants



The workshop was used to test walking network plans. Appendix A3 provides shows comments provided on Draft Working Network Plans in the workshop.



5 Priorities For Each Town

Following the stakeholder workshop, the walking network plans and shortlist for each town was updated. Table 5.1 below describes the priorities for each town.

These priorities were mapped and presented to Councillors in a Council meeting on 24th May. Summaries for each town are provided in Appendix A6.

Table 5.1: Priorities for each town

TOWN	COMMENTS DEMOGRAPHICS & INCOME
Kilcoy	<ol style="list-style-type: none"> 1. Crossing on William - connect High School to town & sports 2. Safer crossing on Mary St near IGA 3. New paths on Kennedy St to connect to existing and new development 4. New crossing on Hope St between Yowie Park and pool 5. New path D'Aguilar Hwy to meat processing
Toogoolawah	<ol style="list-style-type: none"> 1. Improve crossings at Fulham and Cresbrook and connect to rail trail 2. Improve paths and crossings in vicinity of Toogoolawah Kindergarten 3. Construct path on Factory Road to connect to Gallery and Rail Trail. 4. Crossing on Condensary Rd 5. Improve crossings on Dingyara St 6. New path on Eskdale Road 7. Improve crossings at Toogoolawah High School
Esk	<ol style="list-style-type: none"> 1. New crossings across Brisbane Valley Hwy at Hassle St 2. New path on Esk Hampton Rd from 100km/h zone to rail trail 3. New path on Middle St from kindergarten to Ipswich Rd (bridge) 4. New path on Middle St from kindergarten to Ipswich Rd (bridge) 5. Improve crossings on Brisbane Valley Hwy from bridge to town centre 6. Connect and sign recreational trails and culvert crossing at bridge
Lowood	<ol style="list-style-type: none"> 1. Consider these priorities into Lowood Future Plan 2. Provide crossing across Main Street just east of Railway St 3. Provide crossing of Railway St – adjacent to Main St 4. Improve crossing on rail trail at Prospect St 5. New pathway from rail trail to estate access on Clarendon Rd
Fernvale	<ol style="list-style-type: none"> 1. New path Forest Hill Fernvale Rd connecting from kindergarten to school 2. Construct safe BVH crossings in town centre: 3. •Fernvale/Fairyview Rd 4. •Between Banks Crk Rd and Simpson St 5. •Clive St 6. Crossing on BVH near Schmidt Rd to connect to sports field 7. New path on Forest Hill Fernvale Road to Rail Trail near Goan Lane 8. New path on Condamine St to connect to new estates and river



6 Conclusion and Recommendations

This project has produced the following outputs that may be used to guide future improvements to the walking networks in Kilcoy, Toogoolawah, Esk, Lowood and Fernvale:

1. A .pdf Walking Network Plan for each community showing primary and secondary routes. The plans are provided in Appendix A3 of this report and in GIS format
2. A 2- page summary for each town which contains community survey results included places where the community has requested paths, crossings, and trees listed in Appendix A4
3. 5-10 top priorities for each township listed in Section 5 and Appendix A6
4. GIS layers will also be provided to Somerset Regional Council showing:
 - The walking network plan routes
 - Hot spots for where safer crossings are needed
 - Places where new paths are needed
 - Places where trees are need

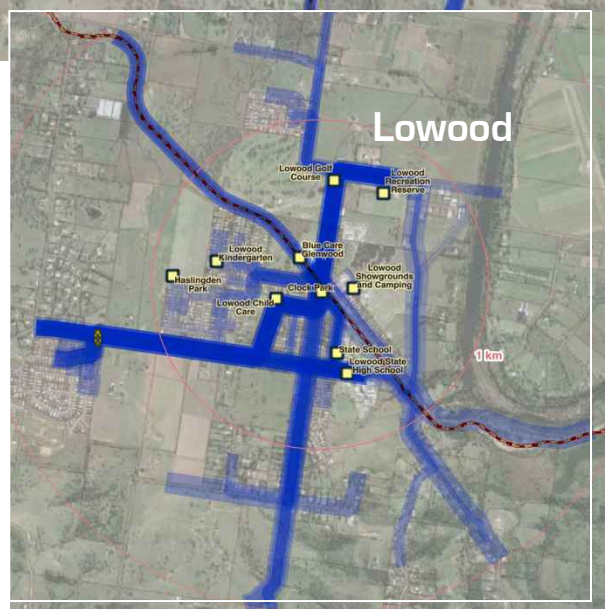
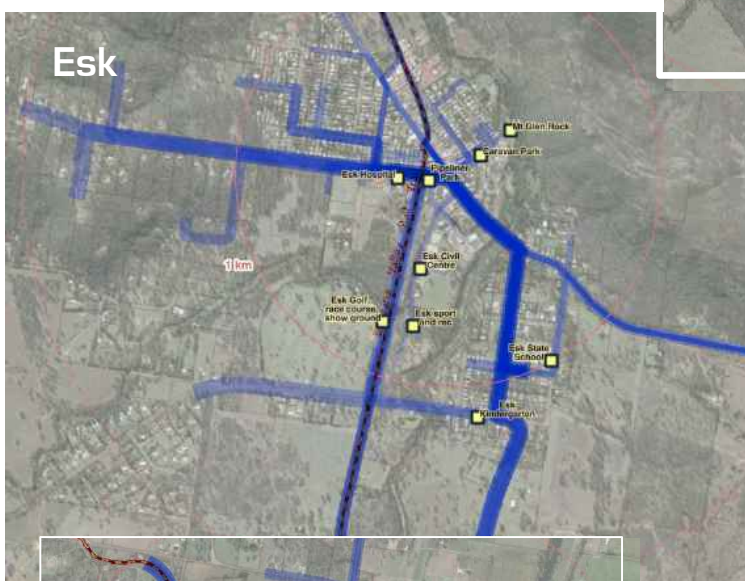
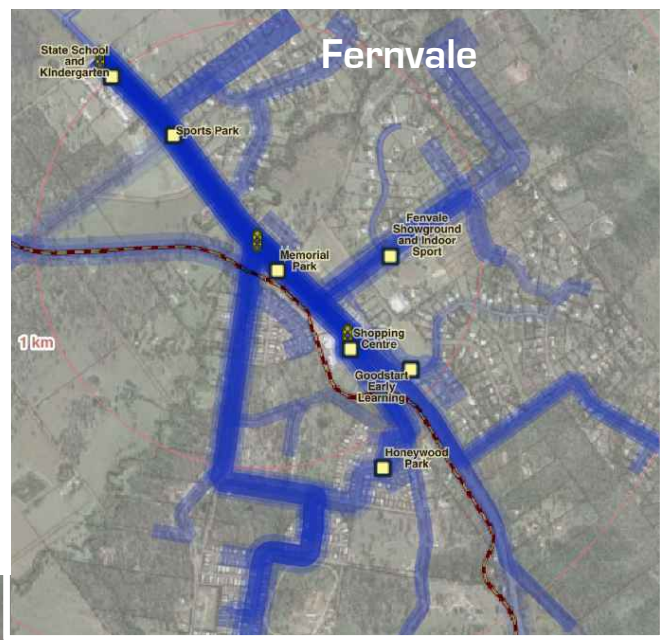
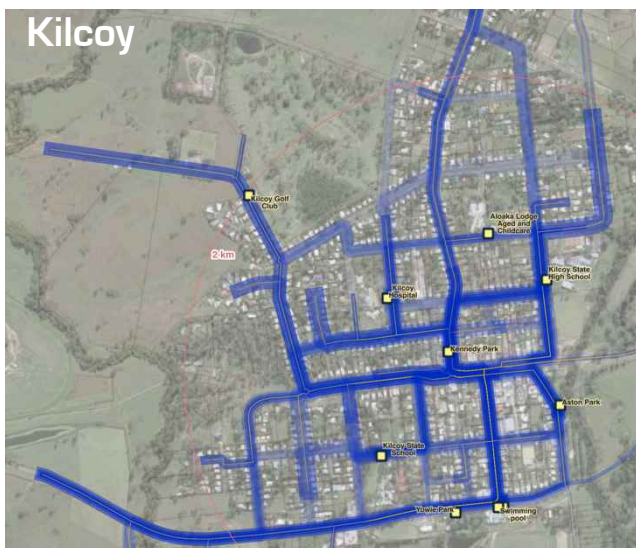
It is recommended that mapping information is stored on Council's GIS servers and Shared with TMR North Coast Region and Walking Team, so that it can be considered in future works associated with:

- Active transport network investment
- New development and Local Government Infrastructure Program Investment
- New road safety or capacity improvements to intersections, streets, and roads
- Streetscape projects
- Rail trail improvements
- School Transport Infrastructure Projects

Appendices

A1 Draft network maps

A1 Draft Walking Network Maps





A2 Stakeholder Engagement Plan

Somerset Walking Masterplan

Stakeholder Engagement Plan

8th March 2023





Document control

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Amendment record

Version	Date	Author	Description
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1 Introduction

1.1 Objectives

The objectives of the plan are:

- Clearly define roles and responsibilities for community engagement between
 - Somerset Regional Council – Communications (SRC-C)
 - Somerset Regional Council – Project Manager (SRC-PM)
 - Projex Partners – Project Manager (PM)
 - Sidelines Traffic – Active Transport Engineer (SL)
- Define an efficient and inclusive engagement strategy for the project
- Identify additional ways the project team may support and inclusive and equitable engagement process

1.2 Engagement Process

Community engagement is a core component of [TMR's Walking Network Planning process](#) (WNP). The TMR process incorporates 6 distinct stages and includes consultation with the following stakeholders:

- **Internal and industry stakeholders** include other Council departments and Transport and Main Roads.
- **External stakeholders** include community groups, organisations, businesses, residents and other interested parties.

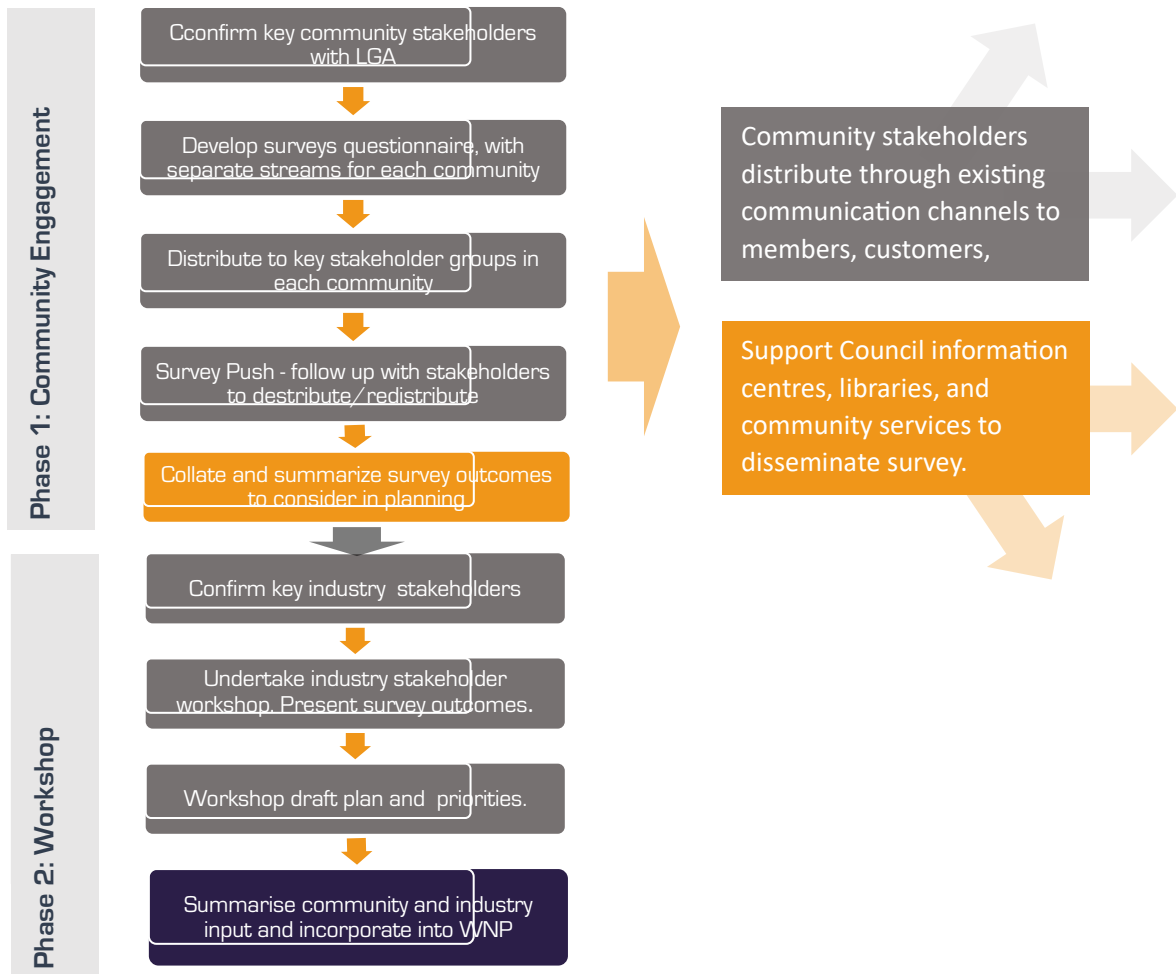
In the TMR WNP process, consultation stakeholders occur in Stage 2, in a stakeholder workshop.

The Somerset WNP will engage with 5 separate communities, located up to 75km apart. To undertake effective and inclusive engagement, a modified process has been adopted incorporating two distinct phases:

- Phase 1 - external stakeholder survey tailored to specific communities
- Phase 2 - industry stakeholder workshops.
-
- Figure 1 describes the activities in each stage of consultation.



Figure 1-1: Stakeholder Engagement Process



1.3 Roles and responsibilities

Roles and responsibilities for the community engagement process are described in Table 1.

Table 1: Roles and Responsibilities

ITEM	DESCRIPTION	RESPONSIBLE	DELIVERABLES
1	Draft survey and introduction content. QR Code to Survey	SL	Link to Web Survey Creator .
2	Draft stakeholder list for survey	SRC and SL	List (See Attachment 1)
3	Poster/Flyer at Council Officers	SRC-C	
4	Distribute survey to stakeholders	SRC-C	Council website, Emails, Flyers (see Table 2)
5	Support survey roll out	SL	Follow up calls, FB. Pop-ups??

2 External Stakeholder Engagement

Input from external stakeholders will be sought through an online survey. This survey will be hosted by [Web Survey Creator](#) through Sidelines Traffic PTY LTD. From March 20th to April 3rd. Web Survey Creator is used for the following reasons:

- It is a sophisticated platform that allows data to be collected in heat maps. This allows community members to easily identify multiple sites of concern on a smart phone, tablet, or computer.
- [Web Survey Creator](#) data is stored in Australia and complies with Australian Privacy requirements.

Council will be responsible for initial distribution of the survey to stakeholders in each community. The intent is for these stakeholders to distribute through their communication channels. Table 2 describes how the survey will be rolled out through the region.

Table 2.1: STAKEHOLDER ENGAGEMENT CHANNELS AND RESPONSIBILITIES

ENGAGEMENT CHANNELS	INCLUDED STAKEHOLDERS	SUGGESTED COMMUNICATIONS	RESPONSIBLE TEAM
Registered Stakeholders and Groups	<ul style="list-style-type: none"> - Registered groups - Information centres - Councilors - Rail trail user group - Business Associations - Lions Clubs & CWA - Child Care, Kindergarten 	<ul style="list-style-type: none"> - Email project description and survey link - Follow up email at end of week one 	<ul style="list-style-type: none"> - SRC-C - SL follow up by sharing on FB
Targeted Stakeholders	<ul style="list-style-type: none"> - Schools - Retirement villages - People with disability 	<ul style="list-style-type: none"> - Call school/facility to let them know about survey - Follow up email - end week one - Ask schools to share with P&C - Secondary colleges to students - At request, attend retirement village to collect responses 	<ul style="list-style-type: none"> - SL - SL - SL - SL
Council Facilities	<ul style="list-style-type: none"> - Council information centres, libraries and notice boards 	<ul style="list-style-type: none"> - Install posters in Council facilities 	<ul style="list-style-type: none"> - SRC
All Stakeholders	<ul style="list-style-type: none"> - All community members 	<ul style="list-style-type: none"> - Website project description and survey link - Notice in local papers - Push on Council Social Media - Share on community pages 	<ul style="list-style-type: none"> - SRC-C - - SRC-C - SRC-C - SL
Other engagement	<ul style="list-style-type: none"> - People not able to complete survey - 	<ul style="list-style-type: none"> - Note on flyers/webpage. People who are not able to complete the survey may provide input at Council service centres or libraries? 	<ul style="list-style-type: none"> - SRC
Disability support	<ul style="list-style-type: none"> - People with disability 	<ul style="list-style-type: none"> - Email groups listed on Council Disability Services Page. 	<ul style="list-style-type: none"> - SRC-C
Business Community and Customers	<ul style="list-style-type: none"> - Local businesses - Customers - Visitors 	<ul style="list-style-type: none"> - Email communications - Option to provide posters - Option to provide 'Pop-UP' 	<ul style="list-style-type: none"> - SRC

Key stakeholders in each community are listed in the Table 3 below.



Table 2.2: KEY STAKEHOLERS IN THE COMMUNITY

FERNVALE	LOWOOD	ESK	TOOGLOOLAWAH	KILCOY
<ul style="list-style-type: none"> - Village Shopping Centre - Fernvale State School - Information centre - Goodstart Early Learning - Local Businesses 	<ul style="list-style-type: none"> - Lowood State High School - Lowood State School - Lowood Kindergarten and Child Care - Lowood Golf Course - Blue Care Glenwood - Lowood Recreation Reserve - Haslingden Park - Lowood Showgrounds and camping 	<ul style="list-style-type: none"> - Esk State School - Esk IGA - Esk Caravan Park - Esk hospital - Esk kindergarten - Esk sports clubs - Esk Traders 	<ul style="list-style-type: none"> - Toogoolawah State School - Toogoolawah State High School - Traders - Childcare - Blue Care 	<ul style="list-style-type: none"> - Kilcoy State High School - Kilcoy State School - Kilcoy IGA - Traders/CBD - Hospital - Kindergarten - Aloaka Lodge & Child Care

2.1 Inclusivity and Equity

Key principles for community engagement include inclusivity and equity. The following actions have been developed to address these issues:

- Note on flyers/webpage. People who are not able to complete the survey may provide input at Council service centres libraries or information centres?
- Focus on facilities, groups and organisations that provide for children, elderly people and people with disability.
- At request of retirement villages/care facilities conduct pop-up engagement opportunity. SL attends site to assist with surveys/talk to residents.

3 Industry Stakeholder Consultation

Industry Stakeholder Engagement will be conducted in the form of two in person workshops. Key stakeholders for these workshops are described in Attachment 4.1 The workshops are proposed to be conducted in April 2023 at Somerset Regional Council offices.

4 ATTACHMENTS

Normal text. Example of citation based on the Australian Guide to Legal Citation (AGLC) Version 4.¹ The AGCL referencing is well suited to professional reports because it does not interrupt the flow. Where a reference is cited more than once use the first author's name followed by the number of the first appearance in brackets, as per the example below.²

4.1 TMR SUGGESTED STAKEHOLDER LIST

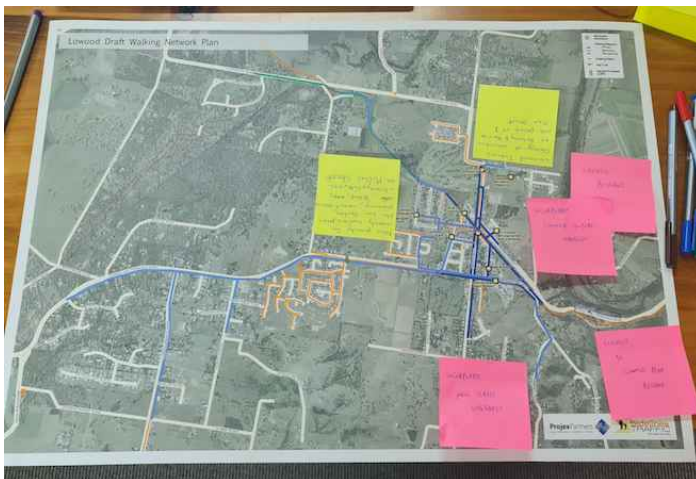
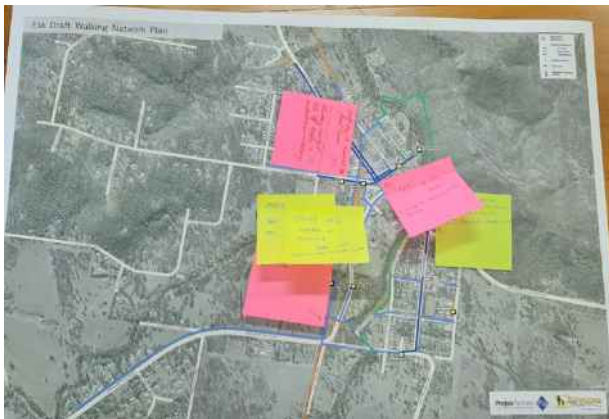
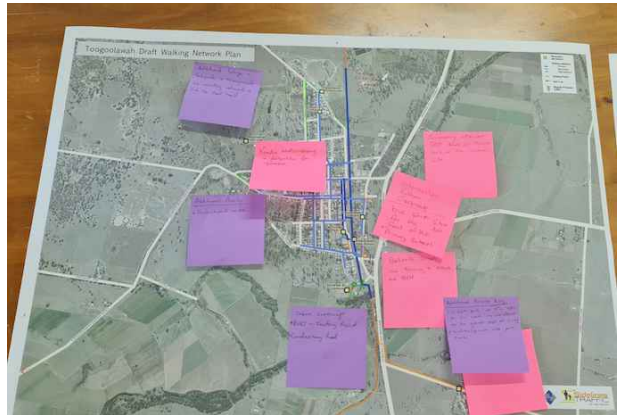
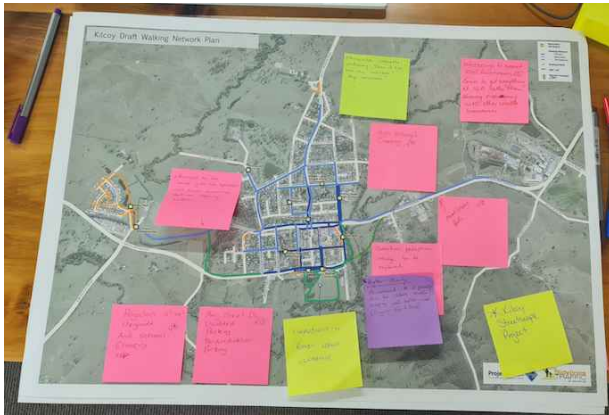
Table 4.1: TMR STAKEHOLDER LIST

INTERNAL	EXTERNAL
Council/TMR stakeholders Strategic land use planner Transport planner/traffic engineer Asset/works manager or engineer Urban designer/landscape architect Recreation/parks/sports planner Community development officer Economic development officer Active transport planner/engineer GIS officer LG grant officer TMR Road Safety Officer TMR District representative Interested elected representative/s	School principal and/or student representative Access and inclusion/disability groups Chamber of Commerce Heart Foundation walking groups Older people Indigenous groups Parents/carers (including people walking with prams) Representatives from major local facilities such as a hospital, retail precinct, resident association, sporting groups, PCYC and so on Other government departments such as: Department of Seniors, Disability and Aboriginal and Torres Strait Islander Partnerships Department of Communities, Housing and Digital Economy Department of Tourism, Innovation and Sport Queensland Health. Tourism organisations/services Queensland Walks 10,000 Steps Other community transport groups such as bicycle user groups (BUGs) and Bicycle Queensland

¹ Melbourne University Law Review Association Inc and Melbourne Journal of International Law Inc, *Australian Guide to Legal Citation* (Guide, Fourth Edition, 2018) <<https://law.unimelb.edu.au/mulr/aglc/about>>

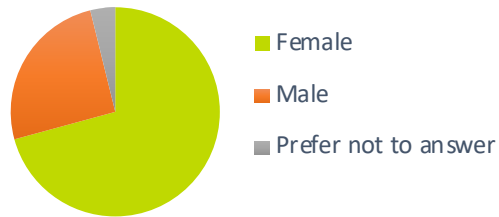
² Melbourne University Law Review Association Inc (n 1)

A3 Workshop Outputs

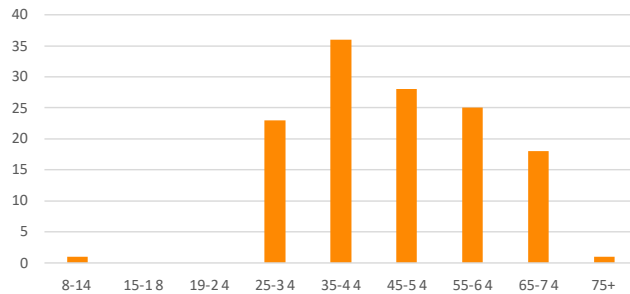


A4 Workshop Summaries

1 Gender of respondents



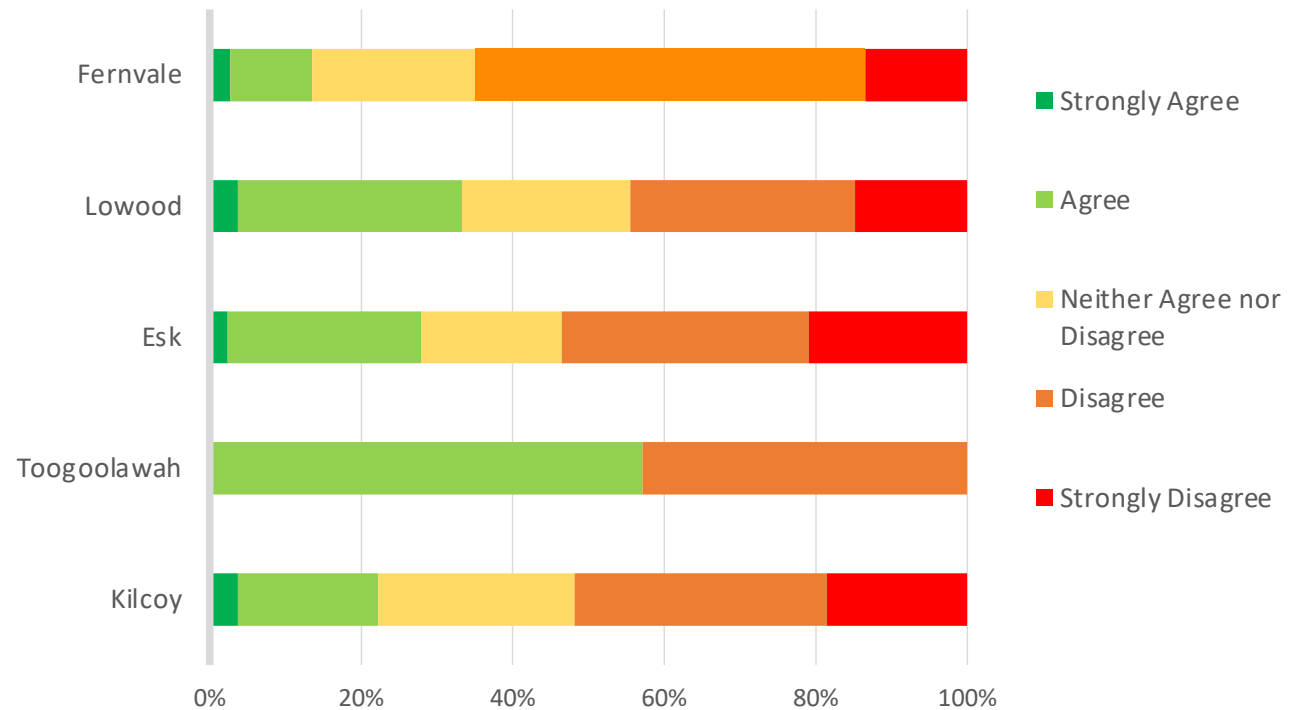
2 Age of respondents



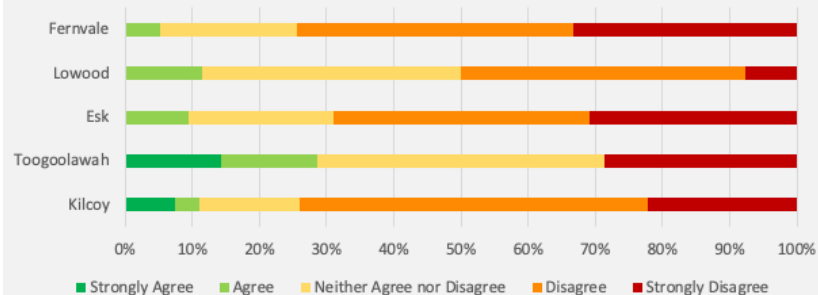
4 Older people and younger people



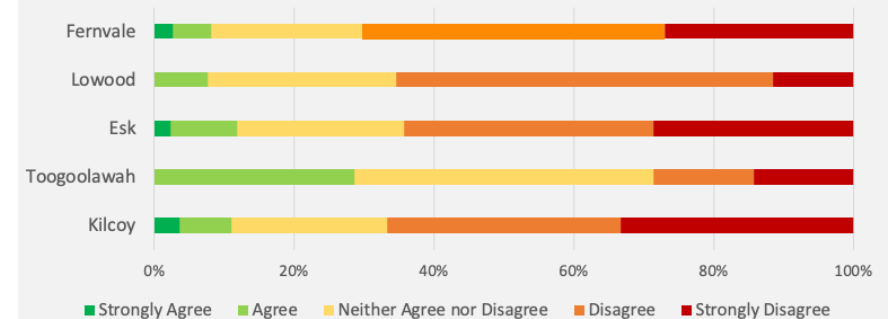
3 I can walk around safely using existing paths and crossings



The paths and crossings make it safe for elderly people to walk in this town

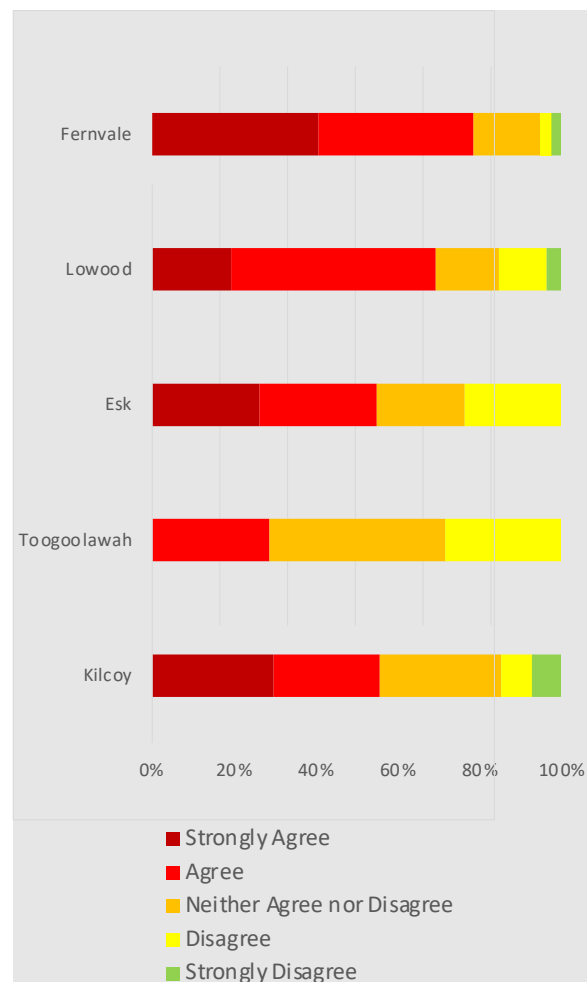


Children are safe from traffic when they walk in this town



5

I sometimes avoid walking because the crossings aren't safe enough



How safe are the following types of crossings?



Signalised crossing



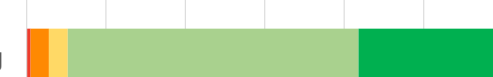
Raised zebra crossing



Raised zebra at roundabout



Zebra crossing



Refuge or median crossing



Untreated side road



Untreated crossing



0% 20% 40% 60% 80% 100%

Very unsafe

Neither risky nor Safe

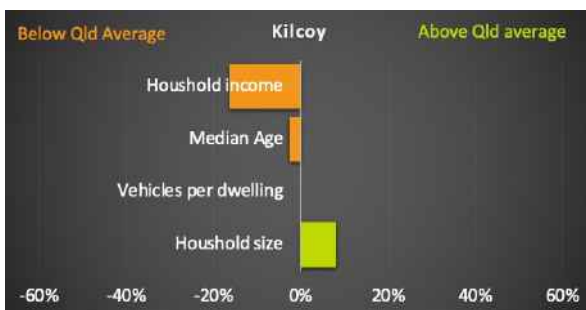
Somewhat unsafe

Somewhat safe

1 Attractors

TYPE	DESCRIPTION
Primary Attractor	- Town centre
Secondary Attractors	- Kilcoy State High School, Primary School and Kindergarten
	- Kilcoy IGA and Traders/CBD
	- Hospital
Top areas of employment	- Aloaka Lodge & Child Care
	- Meat processing (39%)
	- Secondary education
	- Aged care
	- Beef farming
	- Primary education

2 Demographic Snapshot 2021 Census



3 Themes and priorities

THEME	DESCRIPTION
Themes	- Busy, wide, noisy road with high heavy vehicle volume, pedestrian crash history an undersupply of crossings on main road (vpd approximately 8,000)
	- School children crossing in high-risk settings
	- Poor quality and overly narrow footpaths
	- Lack of footpaths in town
5 Priorities	1. Improve crossing on Mary St near IGA
	2. Additional safe crossing on Hope St between Yowie Park and swimming pool
	3. Safe crossing facilities across William St to connect High School to town and sports precincts
	4. New paths on Kennedy St
	5. Improve paths and crossings along Royston St from Seib St to Ethel St

4 Images

Photo 1: School kids crossing William St



Photo 2: School kids crossing William St



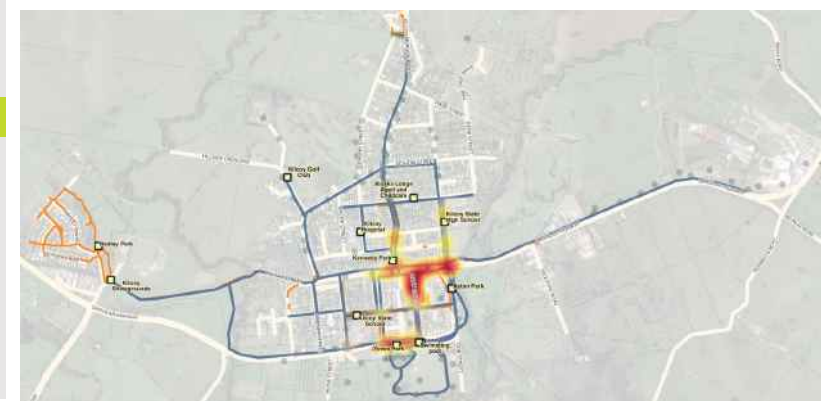
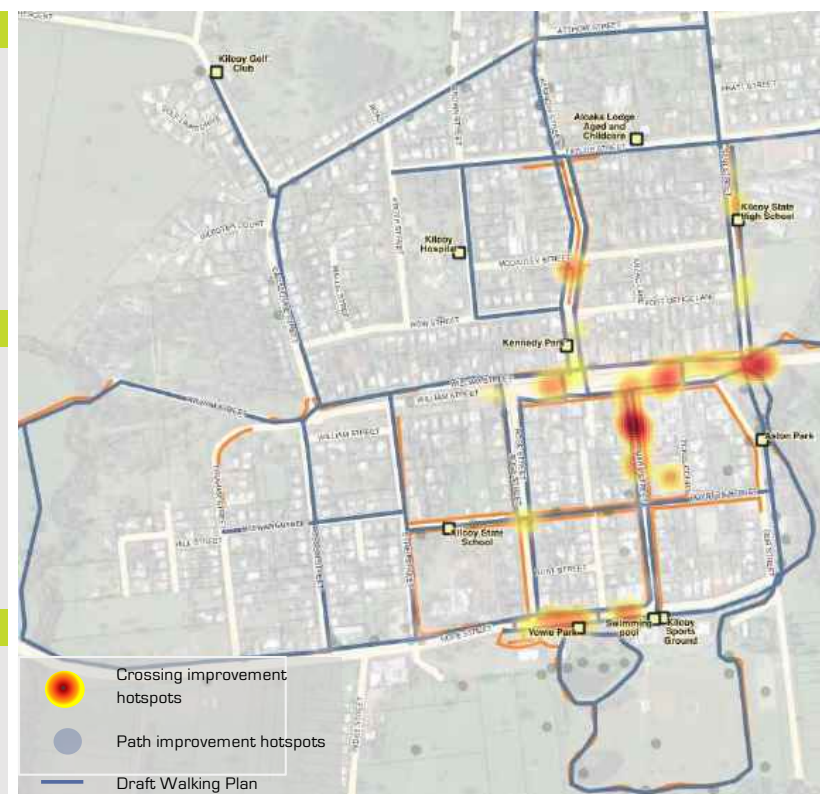
Photo 3: Aston Park Pathway



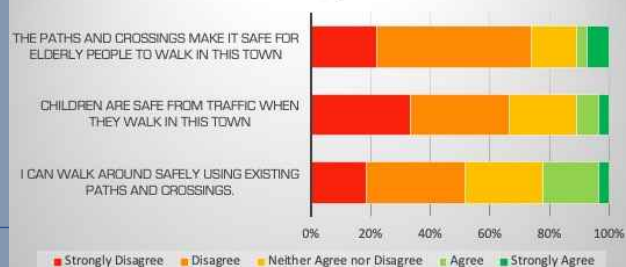
Photo 4: Hope St, more crossings needed



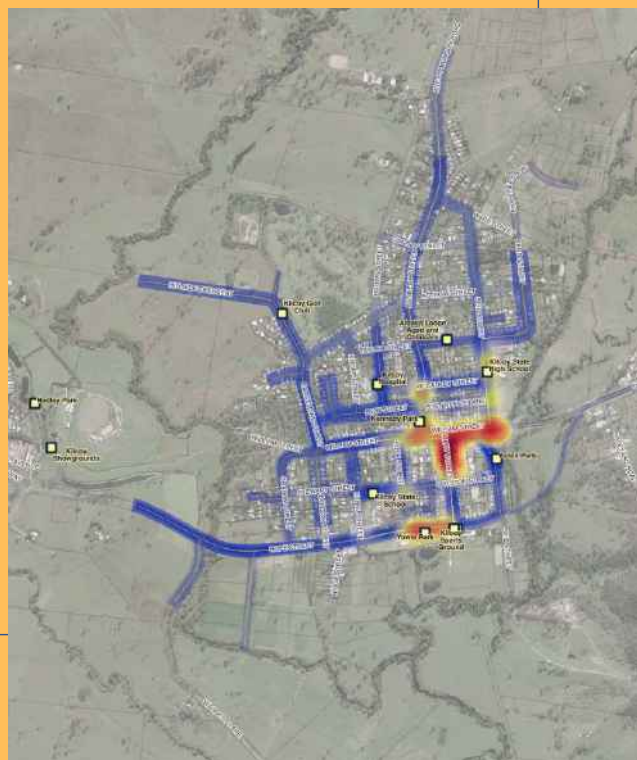
5 Draft Walking Network Plan



6 Current network



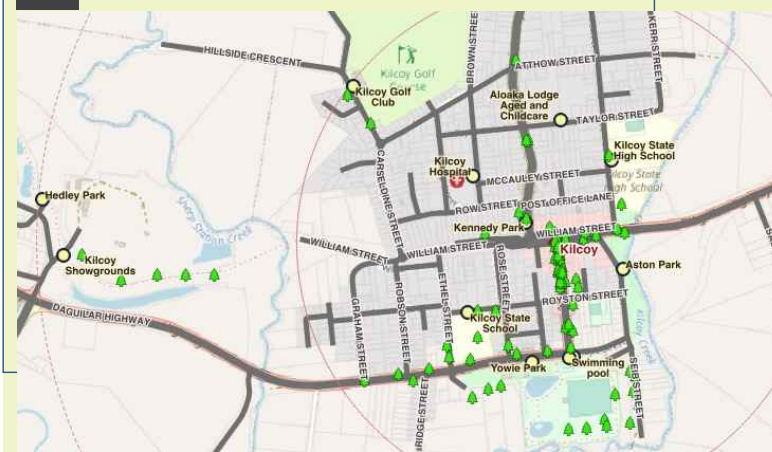
7 Where are safer crossings needed?



8 Where are more paths needed?



9 Where are more shade trees needed?



10 What the community said

More lighting on footpaths

Shade planting and cracking down on cars parked on footpaths is desperately needed in all towns. Streets with limited traffic do not necessarily warrant footpaths but should have shade trees.

Reinstating the Kilcoy Heavy Vehicle Bypass is the only way to remove majority of the risk for pedestrians. Engaging local property owners of buildings along the Mary and William Street access points to see what they would be prepared to invest to improve the overall amenity of the streets in context of an overall Kilcoy Beautification plan (planning scheduled 2024-2026) The widening of the streets only encourages vehicles to use a 3rd lane and double parking of long-bay vehicles. The sweep of the intersection is difficult for pedestrians as you cannot see safely what vehicle is coming from the East.

We have so many caravans and meat trucks driving through our town it would be good to make crossing and walking safer for the locals enjoying a day out.

Kilcoy high school definitely needs a crossing on Seib street. There a children with disabilities at this school and it is very unsafe, especially for them, cross the road
There needs to be a walking track from Sandy creek rd to Kilcoy instead of walking on the highway

Replacement of flood affected paths around Hopetoun Sports ovals. An alternate path for our Saturday parkrunners/par walkers to use along Fred Greensill Lake (council permission denied for parkrun to use existing paths in the park area near playground/toilet). Each year our event attracts over 1500 participants use these park paths. We would love them to be safe for all.

Dog control

Hopetoun yowie park and Ashton park walkways need to be upgraded. Current bitumen is cracking undulating/lifting and trip hazard. Needs to be replaced

As a parent of a student at the high school, I have concerns about children crossing the road at the busiest time of day. I'm surprised no one has been hit by a vehicle (to my knowledge) and I feel it's only a matter of time. Let's do something before it's too late.

Lighting along walking paths at Yowie park.

Mount Kilcoy has a bus service that costs money if you "live too close" to the school but the area doesn't provide any safe walkways or bike paths to use in lieu of a paid bus service.

Children safety when walking to school. The area west of the clock roundabout on William St to Rose street is EXTREMELY dangerous and a focus on this area for the safety of school children should be prioritised! Especially if they are coming from the Northern end of town.

It'd be lovely to have some walking tracks and maintained parkland near the Pine Tree Hill Estate. Walking along the streets are very unsafe with oncoming traffic.

There should be more monitoring and education to endure people keep their dogs on leash at Yowie and Hedley Park as these park users with dogs off leash are the biggest threat to public safety in my opinion and are encountered every time I use the park (3 or more times a week).

More concrete footpaths along streets. More accessible shopfronts. Seats inside the fence at the playground so parents can watch their kids

Consider blind spots in the hills surrounding Kilcoy State School e.g. Rose St/Royston St and Ethel St near the school. Both are currently very dangerous.

Toogoolawah Overview

1 Attractors

TYPE	DESCRIPTION
Primary Attractor	<ul style="list-style-type: none"> - Town centre - Toogoolawah State School
Secondary Attractors	<ul style="list-style-type: none"> - Toogoolawah State High School - Traders - Childcare
Top areas of employment	<ul style="list-style-type: none"> - Blue Care - Primary education (2.5%) - Secondary education - Aged care - Supermarket - Hospitals

2 Demographic Snapshot 2021 Census



3 Themes and Priorities

THEME	DESCRIPTION
Themes	<ul style="list-style-type: none"> - Very wide roads leave pedestrians exposed and require long sight lines and gaps in traffic to cross safely - Lack of crossings in the main street and connectivity to rail trail - Narrow verges and wide roads, reduce space for retrofits
5 Priorities	<ol style="list-style-type: none"> 1. Improve crossings at intersection of Fulham and Cresbrook St and connect to rail trail 2. Improve paths and crossings in vicinity of Toogoolawah Kindergarten 3. Construct path on Factory Road to connect to Gallery and Rail Trail 4. Improve crossings on Dingyarra St 5. New path on Eskdale Road

4 Images

Photo 1: Main street



Photo 2:



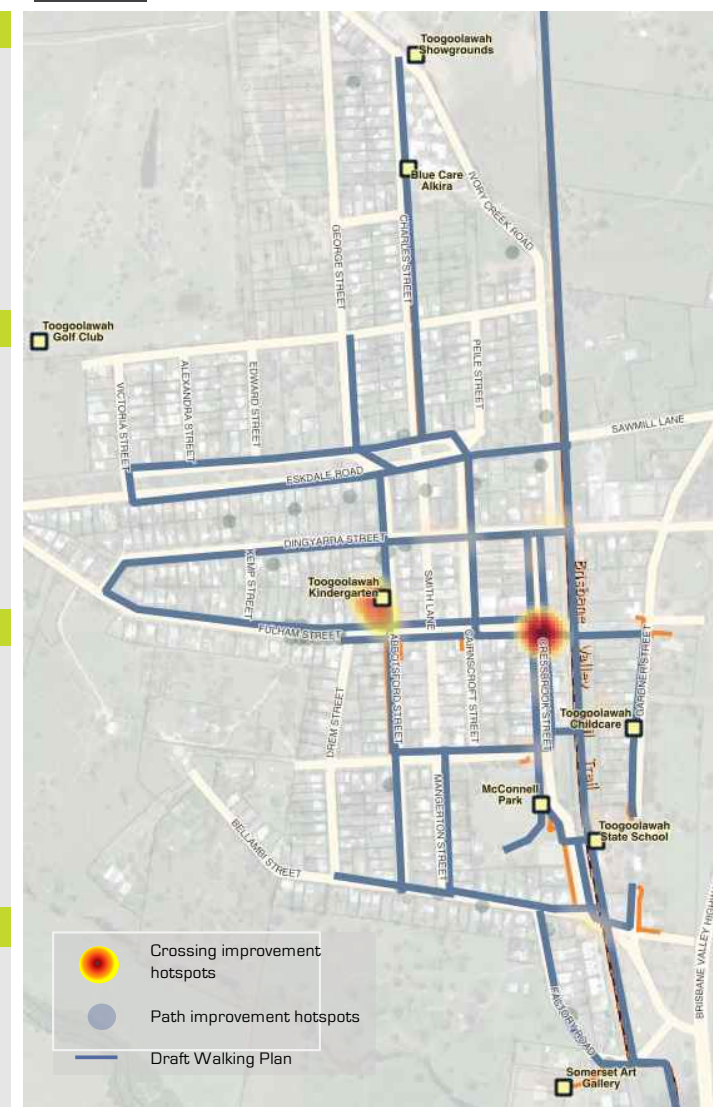
Photo 3:



Photo 4:



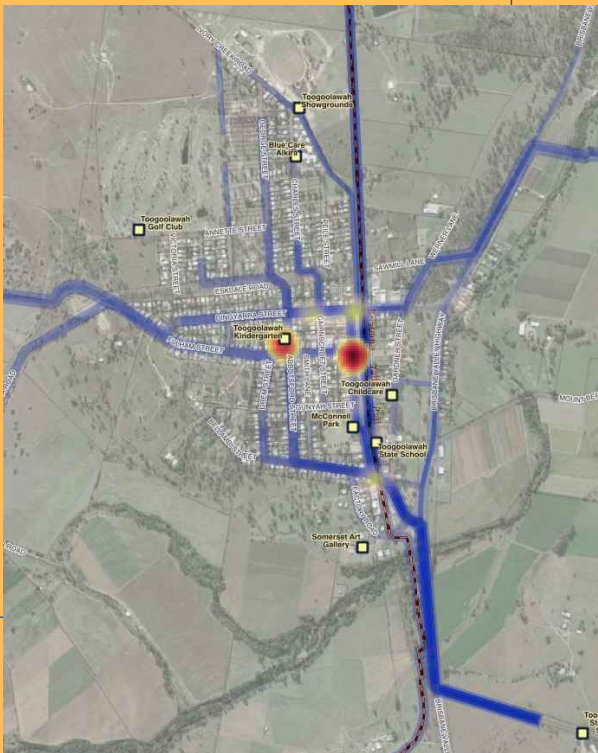
5 Draft Walking Network Plan



6 Current network



7 Where are safer crossings needed?



8



9 Where are more shade trees needed?



10 What the community said

more street lighting Ivory Creek Road towards showgrounds

Stormwater drainage in Factory Road toogoolawah with walking pathway to swimming pool and condensary

Many children walk this street to access the swimming pool and gym facilities, and with no walking footpath. It is very dangerous and unsafe.

Esk Overview

1 Attractors

TYPE	DESCRIPTION
Primary Attractor	<ul style="list-style-type: none"> - Town centre - Esk State School and kindergarten
Secondary Attractors	<ul style="list-style-type: none"> - Esk IGA - Esk Caravan Park - Esk hospital
Top areas of employment	<ul style="list-style-type: none"> - Esk sports clubs - Local government administration - Cafes and restaurants - Aged care residential services and other social service - Accommodation

2 Demographic Snapshot 2021 Census



3 Themes and Priorities

THEME	DESCRIPTION
Themes	<ul style="list-style-type: none"> - 5200 vpd (2021) on main street - Busy road with centre median including some refuge crossings - Lack of crossings on main road east on Hassle St - Safety issues for residents living on estates on Esk Hampton Rd (1,200 vpd) - Lack of connectivity and signage around recreational trails
6 Priorities	<ol style="list-style-type: none"> 1. New path on Esk Hampton Rd from 100km/h zone to rail trail 2. New crossings across Brisbane Valley Hwy at Hassle St 3. New path on Middle St from kindergarten to Ipswich Rd (bridge) 4. New crossing on Middle St to service school 5. Improve crossings on Brisbane Valley Hwy from bridge to town centre 6. Connect and sign recreational trails and culvert crossing at bridge

4 Images

Photo 1: Crossing Ipswich St



Photo 2: Middle St between school & childcare



Photo 3: Middle St crossing near school



Photo 4: Esk Hampton Road



5 Draft Walking Network Plan

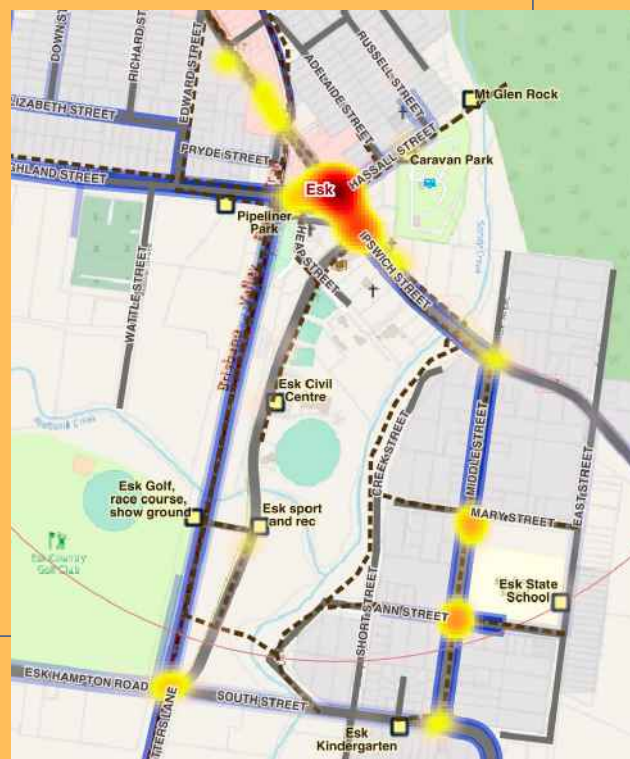


Esk – Consultation Learnings

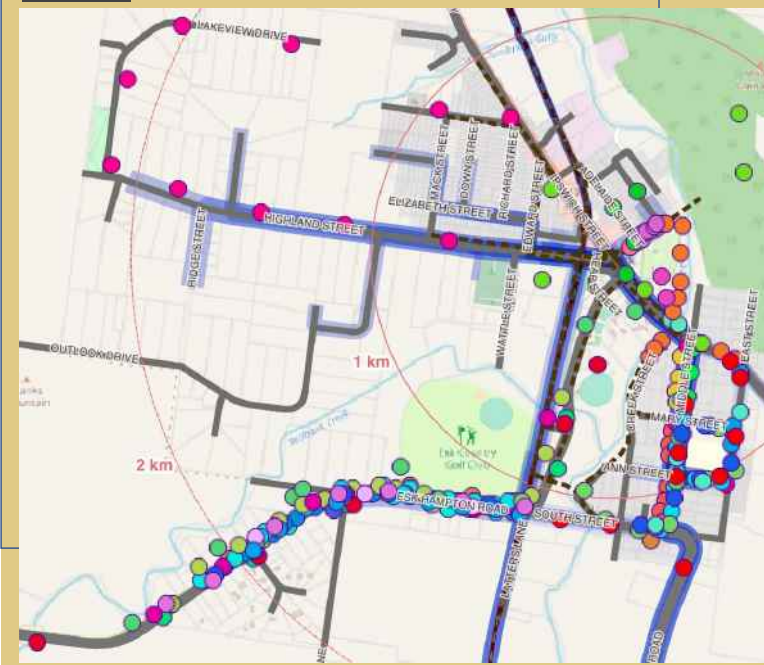
6 Current network



7 Where are safer crossings needed?



8 Where are more paths needed?



9 Where are more shade trees needed?

Shade and cracking down on cars parked on footpaths is desperately needed in all towns.

Streets with limited traffic but no paths should have shade trees.

A focus on natural shade, such as trees or trellises...there is over-reliance on structures, which protect from sun without cooling effects.

Evapotranspiration, makes trees and vegetation more efficient and aesthetically pleasing town may encourage more visitors in hot months. Esk is very unpleasant to walk around on hot days, I avoid it at all costs. It also makes me use my car more during hot periods.



10 What the community said

Crossings better crossing of main road near park. This is really scary

Enhance existing crossings as Zebras or Raised Zebras to control car speed, main concern is speed vehicles travel through town and ability of some people to judge speed and make decision to cross or not cross.. reducing speed to 50kph in town will make crossing safer, with medians or refuges, similar to fernvale. More paths in streets and painted crossings on main roads and side roads. Heavy vehicle bypass

Zebra crossing/s through town...we only have one median crossing, with the amount of heavy vehicles...it is dangerous.

All streets through Esk 50km ph & 40km ph through the shopping precinct. "better signage to dismount from bike in pipeline park. I've witnessed near misses Need marked crossings, drivers and pedestrians confused otherwise.

Maintenance paths in esk need replacing they are uneven and cracked, water station across from Bakery doesn't work. so much money spent on visitors.

More paths Footpaths to walk into town essential as high speed and volume of traffic is very dangerous. An accident waiting to happen!

Esk Hampton Rd needs a footpath to make it safe to walk. A petition was signed and delivered by neighbour on Esk Hampton Rd. I would and need to walk if it was safe.

A footpath to Esk Hampton Rd is very much needed...a lot of young families with kids live here would use the footpath but it is currently far too unsafe.

Esk Hampton Rd has no visible traffic control, excessive speed and no footpaths is dangerous. People are using scooters and walkers on edges of road due to no safe path. On right end side of road entering the town from Redbank Creek end...Crossing on bend is a challenge and heavily used by walkers and riders. Footpaths and speed monitoring requested for some time. Concrete path from Pipeliner Park along Esk Hampton Rd to 100km speed zone would significantly reduce risk and encourage more walking

A good footpath on northern side of Hassall St between Adelaide St and Russell St. There is a lot of pedestrians from caravan park to main street but more importantly ALARA disability services at Lutheran church in Russell St have clients in wheel chairs and are forced onto road to get to main street or find it difficult on unmade footpath.

I live Langton's lane/ Esk Hampton rd I can't walk to park because there is no way I can get pram to rail trail. I see parents with prams on road, which I consider unsafe, with Toowoomba traffic

"The rail trail should not allow bicycle's through the kids park at pipeliner park

Walking paths, wide enough for foot and wheelchairs. Highland street and Lakeview Dr, many people walk for exercise and share roads with cars and trucks.

Elderly use roads on mobility scooters, one lady rides from around Brough Cr into town against traffic so she can see as elderly aren't able to turn to check behind.

More footpaths in general, there are only footpaths in the main street area.

School access and accessible infrastructure

important to ensure safety of children walking to school. I don't feel comfortable allowing children to walk to school especially around **council building in town with the renovation, council depot entrance** and lack of footpaths/crossing to and around school.

no safe walk from town to kindy and school, families use rail trail where they can.

If it was safer, more kids would walk or ride to school

Zebra crossing for the school.

"Need to be more accessible for disabled / elderly in scooters and wheelchairs and families with prams and young children

There is no paths from rail trail at creek street to kindergarten or school. The path on ipswich street also does not connect to school. These are vital path networks needed in the community"

"Stranger danger" is damaging .. has no place in communications such as this.

Footpaths around Primary, safer parking on pick up side, footpaths on short St, **Recreational links** Link trails around town with safe road crossings across BVH at end of Sandy Creek trail to join old horse bypass, and across Esk Hampton road to get from old horse bypass to show grounds.

Existing Heritage Trail is an excellent walk, it needs to be made safe again and a creek crossing under Brough bridge to transverse from Creek St to Lyons Park and beyond. Rail trail concrete areas are excellent for walking.

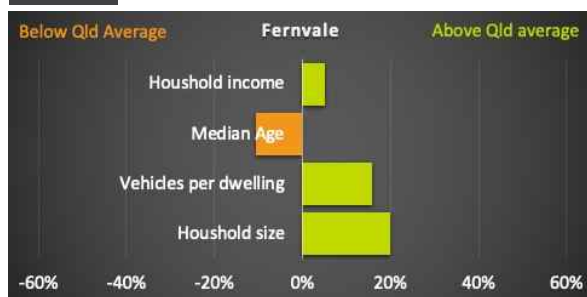
It would boost safety and tourism to have a safe footpath with shaded seats, bubblers, etc to facilitate safe exercise and ...improve physical and mental health of locals. Tourists would love too and it would compliment rail trail

Fernvale Overview

1 Attractors

TYPE	DESCRIPTION
Primary Attractor	<ul style="list-style-type: none"> - Town centre - Village Shopping Centre
Secondary Attractors	<ul style="list-style-type: none"> - Fernvale State School - Information centre - Goodstart Early Learning
Top areas of employment	<ul style="list-style-type: none"> - Local businesses - Hospitals - Supermarket - Road freight - Primary education - Defence

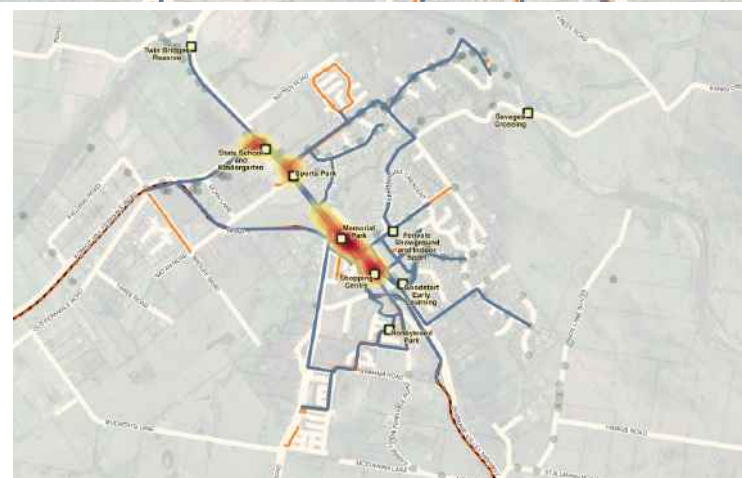
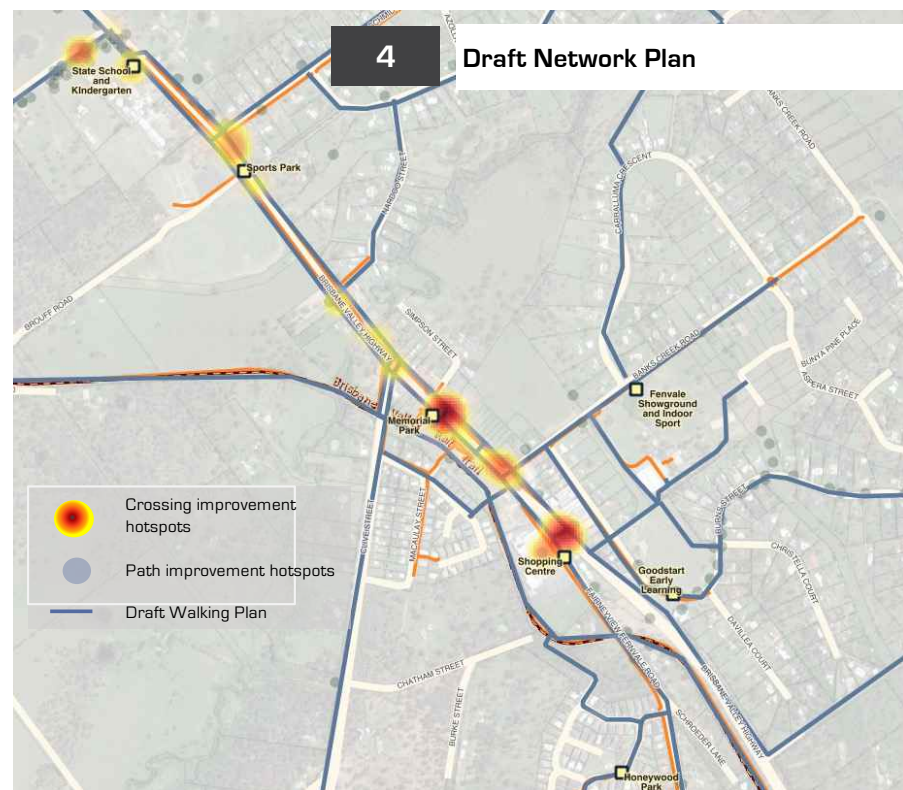
2 Demographic Snapshot 2021 Census



3 Themes and Priorities

THEME	DESCRIPTION
Themes	<ul style="list-style-type: none"> - Busy, wide, noisy road with high vehicle and heavy vehicle volumes 9,000 vpd (2021) - Undersupply of crossings on main road in town centre, sports facilities and shopping - School children crossing in high-risk settings - Good pathways in new estates - Lack of paths in northeast and older estates
5 Priorities	<ol style="list-style-type: none"> 1. New path on Forest Hill Fernvale Road connecting from kindergarten to primary school 2. Improve crossings in centre of town, particularly near shopping centre and cafes/shops at centre of town. 3. Improve crossing at Banks St Road to connect to sports field 4. New path on Condamine St to connect to new estates and river 5. New path on Forest Hill Fernvale Road to Rail Trail near Goan Lane

4 Draft Network Plan



5 Images

Photo 1: Students congregating at bus stop central Fernvale



Photo 2: Pedestrians crossing to access shops



Photo 3: Footpath opposite school



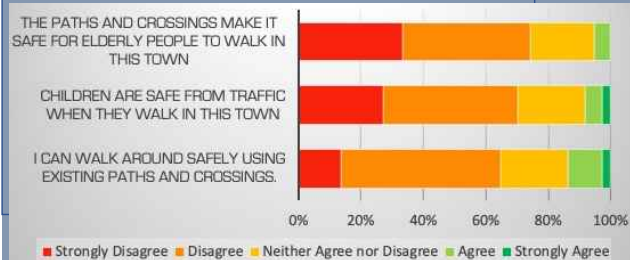
Photo 4: Refuge crossing central Fernvale



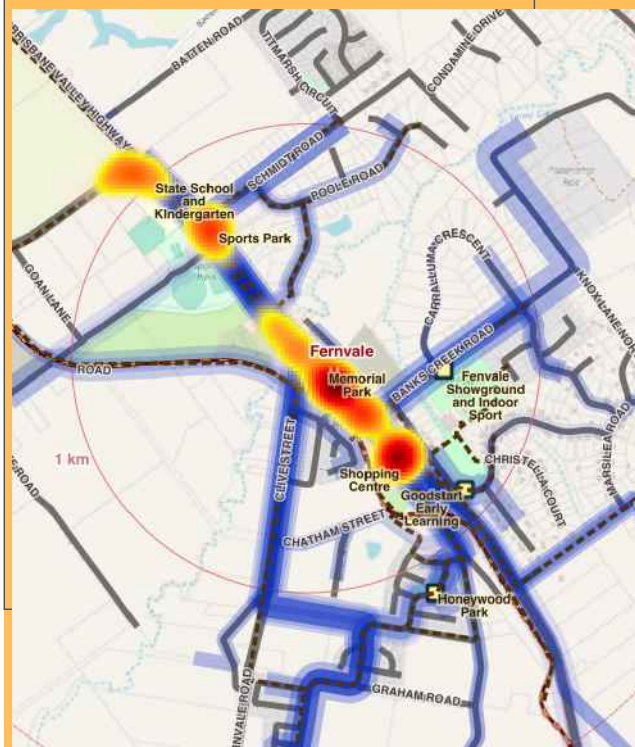
Photo 5: Condamine Dr



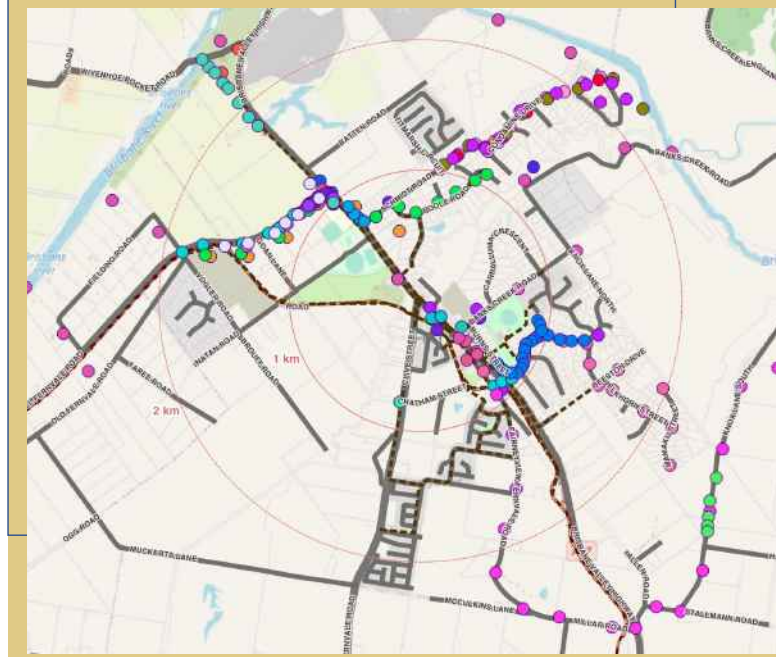
6 Current network



7 Where are safer crossings needed?



8 Where are more paths needed?



9 Where are more shade trees needed?



10 What the community said

Access for people with disabilities

I have a friend who is nearly blind and it is very scary for him trying to cross the highway in Fernvale to get groceries. He would like to use an electric scooter but there is nowhere safe to cross the road. Aged care facility on Clive st needs urgent attention, lots of people walking to and from and connections through new development all through to Woolworths.

New paths

It is very dangerous having to walk on roads, more housing equals more vehicles and some are in too much of a hurry and near misses occur more often than not now days.

Build footpaths for the safety of pedestrians.

New developments should be connected so children don't have to go on roads to visit mates in another estate.

lack of footpaths on older streets, particularly narrow, busy streets access to back of woolies from the rail trail network of paths in built up areas to main town

School

Improvements to crossing at school is an urgent action.

Accessing school from home is difficult even though we are 2 blocks away because no footpaths to walk or ride on.

A path from BV Hwy on Forest Hill Rd from SS to Kindy. Young mums with prams and young kids walk in drain and gutters to drop children off. Very dangerous at corner of hwy/school.

more safe crossings and footpaths near school – hwy is dangerous and Lowood Rd has no crossings. path around corner to kindy footpaths near school, need path from parking on forest hill to kindy. Bikes should be included. Too many kids are driven to school because it's unsafe to ride.

Crossings in town

Improve safe crossing in centre of town is a priority.

two recent refuge crossings are a joke for disabled people no pedestrian crossing markers and approach ramps too steep for a motorised wheelchair or such

Crossings for children to safely cross hwy when catching bus

Crossing main road in Fernvale is extremely unsafe, being a state controlled Road Council need to pressure TMR to put lights in.

Widen the median on highway between Clive and Rural Fire Brigade. Street-scaping and traffic calming to improve amenity and slow traffic Regulations limiting parking of heavy vehicles in town.

Too much footpath signage.

"Somewhere safe to cross the highway (Bakery and Café), many people cross there daily, The rail trail brings riders, but town isn't bike friendly. Paths poorly maintained especially near school - burr.

More traffic lights, more wide paths and raised zebra crossings

"We need traffic lights on the BVH at intersection with-Banks Creek Road, Clive Road, Woolworths intersection and Lowood turnoff. THESE INTERSECTIONS ARE DEATHTRAPS."

Roundabouts at major intersections along hwy and safer crossing

The BVH in town needs more crossing at the Bakery

safe crossings along highway and at main side streets.

Recreation

Connect to recreation areas and river for children and tourists.

Maintenance. Make town horseman clean up horse poop. Mow verges where there are no footpaths and residents don't mow them Bitumen dirt roads, higher risk of rolling ankles and rocks flicking up. Maintain footpaths to keep smooth

Lower Speeds Traffic calming entering town, 2m paths hanged

speed limits especially along Forest Hill Fernvale Road.

Shade trees More shade trees main road! It's "very" hot in summer, and lack of shade deters walking around Fernvale.

Some shade tree plantings needed (similar to Woodford)

street lights on Schmidt Rd

4 Images

TYPE	DESCRIPTION	
Primary Attractor	<ul style="list-style-type: none">- Town centre- Lowood State High School, State School, Kindergarten and Child Car	
Secondary Attractors	<ul style="list-style-type: none">- Lowood Golf Course- Blue Care Glenwood- Lowood Recreation Reserve	
	<ul style="list-style-type: none">- Haslingden Park- Lowood Showgrounds and camping- Supermarket	
Top areas of employment	<ul style="list-style-type: none">- Road freight- Social assistance services	
	<ul style="list-style-type: none">- Meat processing- Primary education	

Photo 1: Main St and Railway St, crossings needed



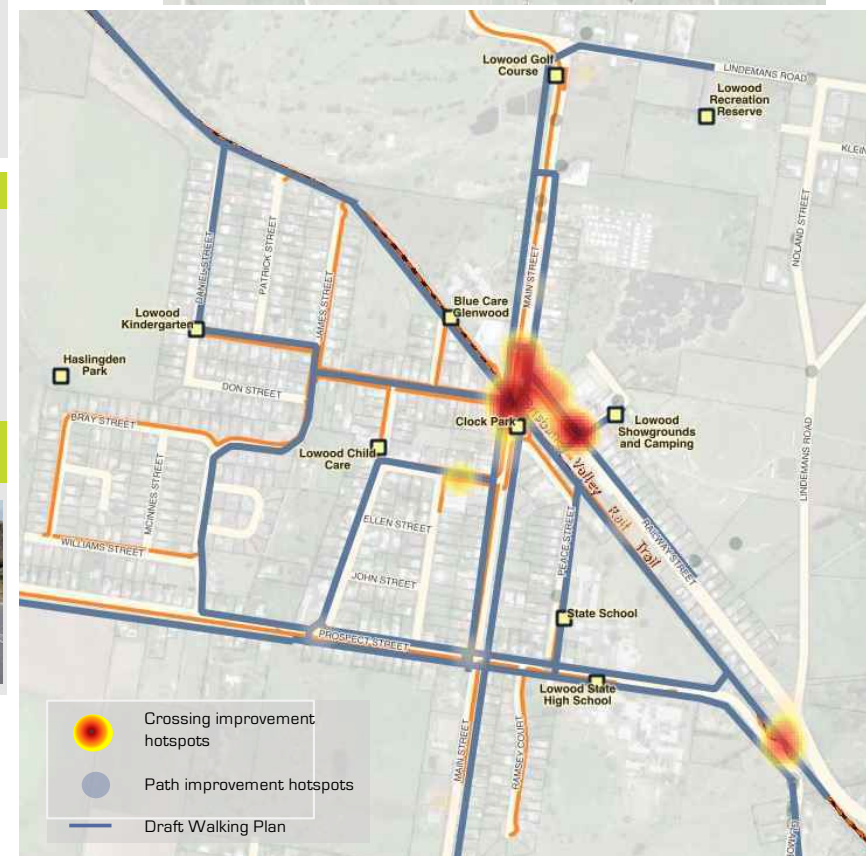
Photo 2: Lack of connection on pathway



Photo 3: Clarendon Rd – connect estate to rail trail



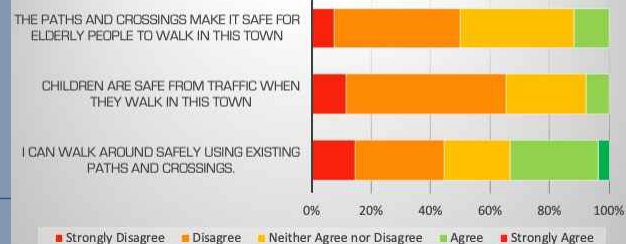
Photo 4: Rail trail crosses Prospect St, site of concern



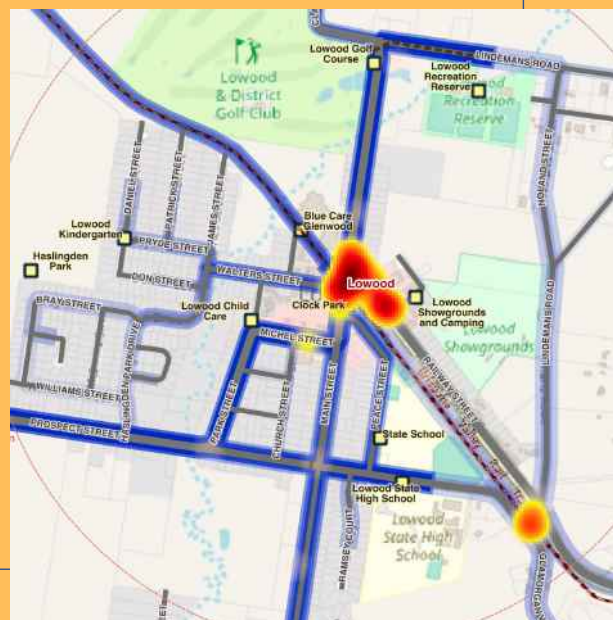
3 Themes and Priorities

THEME	DESCRIPTION	
Themes	<ul style="list-style-type: none"> - Rail trail intersecting with local paths in town centre - Crossings in centre of town don't support safe movements for all users. 	
5 Priorities	<ol style="list-style-type: none"> 1. Improve crossings at intersection of Main Street and Railway St 2. Improve crossing on rail trail at Prospect St 3. New pathway from rail trail to estate access on Clarendon Rd 	

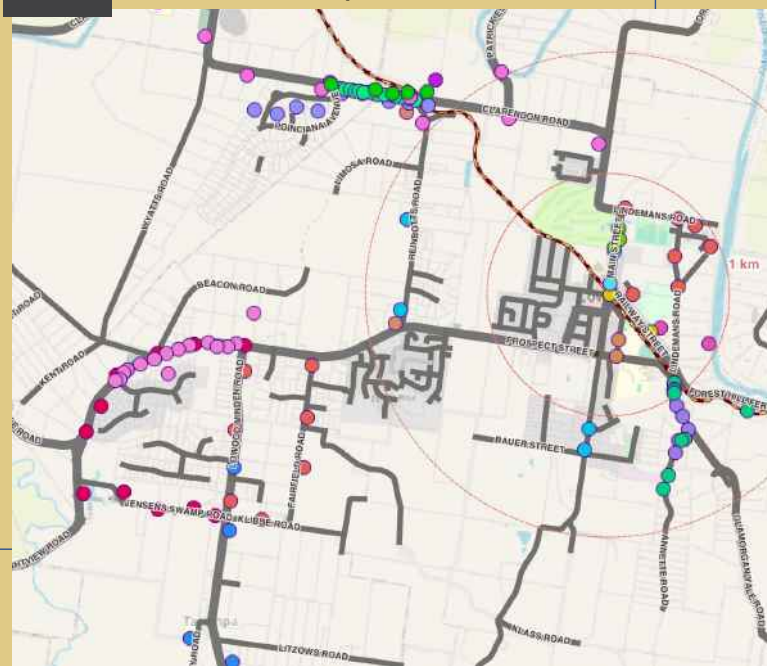
6 Current network



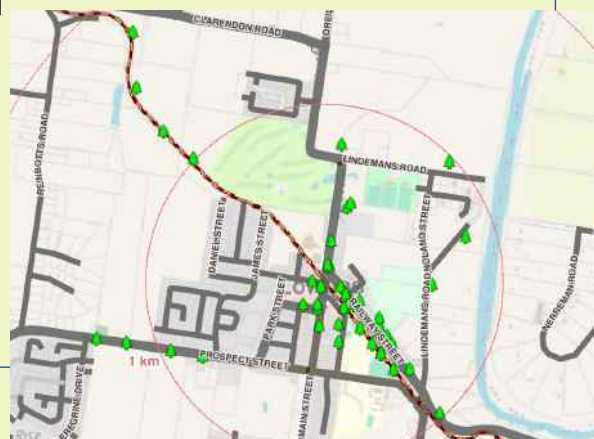
7 Where are safer crossings needed?



8 Where are more paths needed?



9 Where are more shade trees needed?



10 What the community said

More lighting and security cameras in Clock Park.

Please provide a path from the new estate at parklands at Clarendon to the rail trail

Diverting heavy traffic away from pedestrian areas.

24 hour manned police station in Lowood, to help combat the amount of kids/teens committing offences in the area. Cameras installed at clock park down to skate park where teens congregate and cause problems/fights especially during school hours.

Please avoid installing traffic lights on the road through Fernvale. Will only cause congestion.

Please refer to the Austroad Standards

Please connect Annette Rd to lowood town for schools, connection to the rail trail and lowood town.

Street lights like the ones on the rail trail

"Footpaths in the new parklands estate that connect down to clarendon road to the rail trail so we can walk and ride safely from the estate into town.

Footpath along clarendon road and reinbots road"

Please consider Minden village, there is nowhere safe to walk around here

The new parklands at clarendon estate needs a connection path to the rail trail at a minimum. The estate has no safe walking or bicycle paths, a connector path to the entrance of the estate would ensure safe passage to lowood and fernvale from the estate on bike or by foot.

Footpaths and walkways in the parklands estate, to Clarendon state school and rail trail.

Just need a dedicated footpath between Blue Gum Dr and Lowood Minden Rd, lots of children walk this road to get to the school buses plus all the residents that pay rates have no safe access to walk into town, to join the existing paths.

Could you please extend the current walkway from the Minden turn out to Blue Gum Drive. There is current no safe walkway to this point. There are a number of children that walk along this section of road to catch the bus from the intersection. They are forced to walk on the road as they pass the drain. Thank you

Foot path and crossing from Parklands at Clarendon, Rifle Range to the rail trail please. Lots of kids wanting to use the rail trail and getting on and off a variety of school buses

Rail trail at between Fernvale and Vogel Rd is spooky to walk alone and I would like to see an alternative path alongside the main road from the school to the rail trail on Forest Hill Fernvale Road.



A5 Walking Network Plans

A6 Town Summary

A5.1 Kilcoy

Kilcoy Priorities

1	Crossing on William - connect High School to town & sports
2	Safer crossing on Mary St near IGA
3	New paths on Kennedy St to connect to existing and new development
4	New crossing on Hope St between Yowie Park and pool
5	New path D'Aguilar Hwy to meat processing



A5.2 Toogoolawah

Toogoolawah Priorities

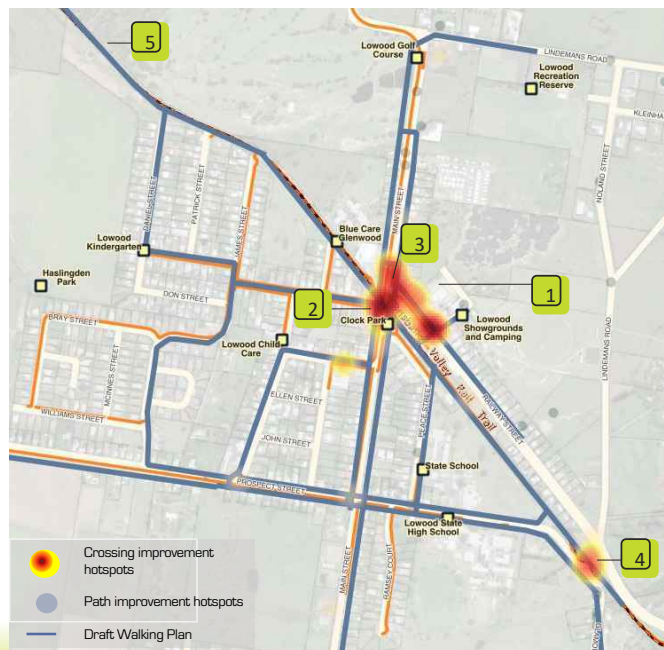
1	Improve crossings at Fulham and Cresbrook and connect to rail trail
2	Improve paths and crossings in vicinity of Toogoolawah Kindergarten
3	Construct path on Factory Road to connect to Gallery and Rail Trail. Crossing on Condensary Rd
4	Improve crossings on Dingyarra St
5	New path on Eskdale Road
6	Improve crossings at Toogoolawah High School



A5.5 Lowood

Lowood Priorities

1	Consider these priorities into Lowood Future Plan
2	Provide crossing across Main Street just east of Railway St
3	Provide crossing of Railway St – adjacent to Main St
4	Improve crossing on rail trail at Prospect St
5	New pathway from rail trail to estate access on Clarendon Rd



A5.3 Esk

Esk Priorities

1	New crossings across Brisbane Valley Hwy at Hassle St
2	New path on Esk Hampton Rd from 100km/h zone to rail trail
3	New path on Middle St from kindergarten to Ipswich Rd (bridge)
4	New path on Middle St from kindergarten to Ipswich Rd (bridge)
5	Improve crossings on Brisbane Valley Hwy from bridge to town centre
6	Connect and sign recreational trails and culvert crossing at bridge



A5.4 Fernvale

Fernvale Priorities

1	New path Forest Hill Fernvale Rd connecting from kindergarten to school
2	Construct safe BVH crossings in town centre: <ul style="list-style-type: none"> Fernvale/Fairyview Rd Between Banks Crk Rd and Simpson St Clive St
3	Crossing on BVH near Schmidt Rd to connect to sports field
4	New path on Forest Hill Fernvale Road to Rail Trail near Goan Lane
5	New path on Condamine St to connect to new estates and river



Somerset Walking Masterplan

Stakeholder Engagement Plan

8th March 2023





Document control

This report was prepared by Prue Oswin at Sidelines Traffic Pty Ltd for Somerset Regional Council

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Amendment record

Version	Date	Author	Description
DT1.0	8 March 2023	Prue Oswin	report

Registered Professional Engineer of Queensland (RPEQ) certification

RPEQ	Prue Oswin (RPEQ 19345)
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1 Introduction

1.1 Objectives

The objectives of the plan are:

- Clearly define roles and responsibilities for community engagement between
 - Somerset Regional Council – Communications (SRC-C)
 - Somerset Regional Council – Project Manager (SRC-PM)
 - Projex Partners – Project Manager (PM)
 - Sidelines Traffic – Active Transport Engineer (SL)
- Define an efficient and inclusive engagement strategy for the project
- Identify additional ways the project team may support and inclusive and equitable engagement process

1.2 Engagement Process

Community engagement is a core component of [TMR's Walking Network Planning process](#) (WNP). The TMR process incorporates 6 distinct stages and includes consultation with the following stakeholders:

- **Internal and industry stakeholders** include other Council departments and Transport and Main Roads.
- **External stakeholders** include community groups, organisations, businesses, residents and other interested parties.

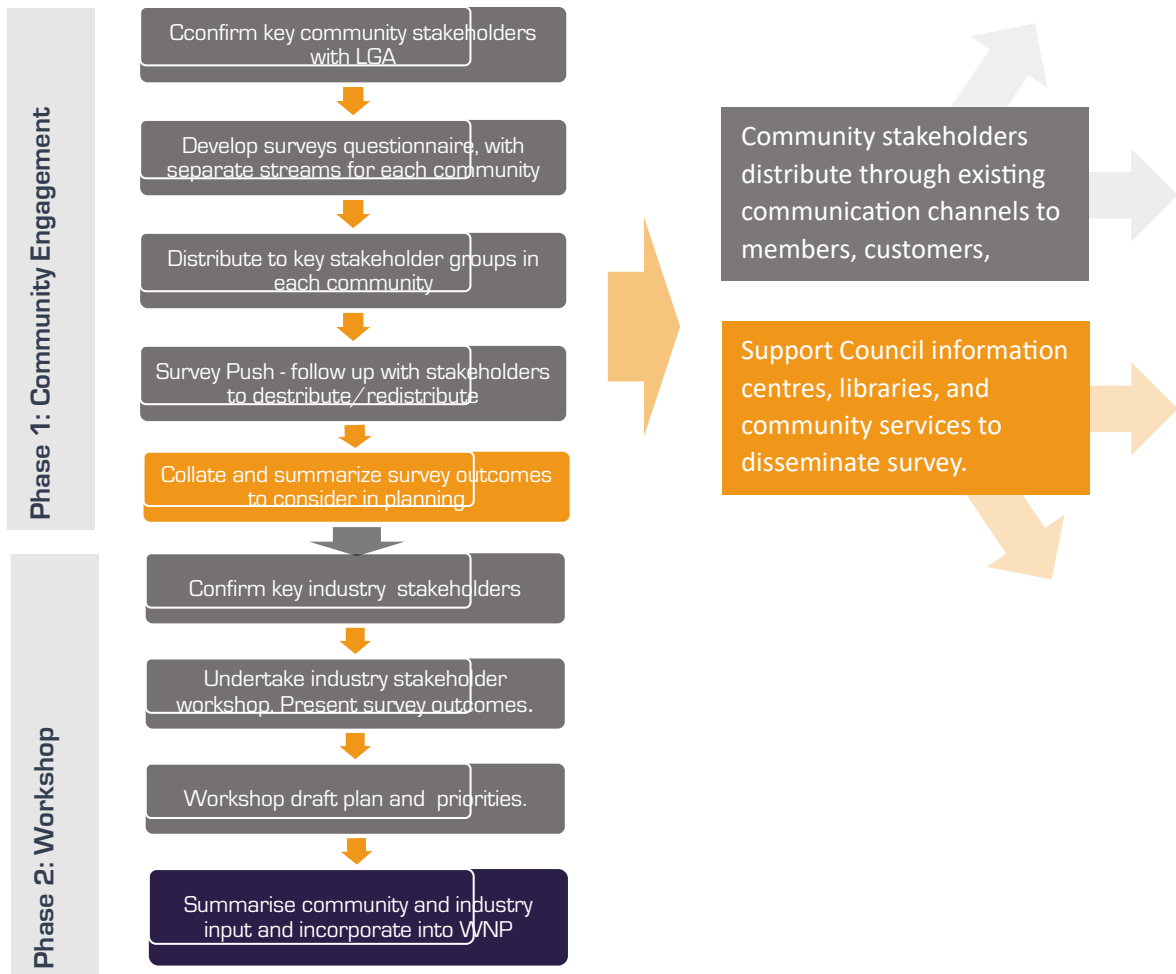
In the TMR WNP process, consultation stakeholders occur in Stage 2, in a stakeholder workshop.

The Somerset WNP will engage with 5 separate communities, located up to 75km apart. To undertake effective and inclusive engagement, a modified process has been adopted incorporating two distinct phases:

- Phase 1 - external stakeholder survey tailored to specific communities
- Phase 2 - industry stakeholder workshops.
-
- Figure 1 describes the activities in each stage of consultation.



Figure 1-1: Stakeholder Engagement Process



1.3 Roles and responsibilities

Roles and responsibilities for the community engagement process are described in Table 1.

Table 1: Roles and Responsibilities

ITEM	DESCRIPTION	RESPONSIBLE	DELIVERABLES
1	Draft survey and introduction content. QR Code to Survey	SL	Link to Web Survey Creator .
2	Draft stakeholder list for survey	SRC and SL	List (See Attachment 1)
3	Poster/Flyer at Council Officers	SRC-C	
4	Distribute survey to stakeholders	SRC-C	Council website, Emails, Flyers (see Table 2)
5	Support survey roll out	SL	Follow up calls, FB. Pop-ups??

2 External Stakeholder Engagement

Input from external stakeholders will be sought through an online survey. This survey will be hosted by [Web Survey Creator](#) through Sidelines Traffic PTY LTD. From March 20th to April 3rd. Web Survey Creator is used for the following reasons:

- It is a sophisticated platform that allows data to be collected in heat maps. This allows community members to easily identify multiple sites of concern on a smart phone, tablet, or computer.
- [Web Survey Creator](#) data is stored in Australia and complies with Australian Privacy requirements.

Council will be responsible for initial distribution of the survey to stakeholders in each community. The intent is for these stakeholders to distribute through their communication channels. Table 2 describes how the survey will be rolled out through the region.

Table 2.1: STAKEHOLDER ENGAGEMENT CHANNELS AND RESPONSIBILITIES

ENGAGEMENT CHANNELS	INCLUDED STAKEHOLDERS	SUGGESTED COMMUNICATIONS	RESPONSIBLE TEAM
Registered Stakeholders and Groups	<ul style="list-style-type: none"> - Registered groups - Information centres - Councilors - Rail trail user group - Business Associations - Lions Clubs & CWA - Child Care, Kindergarten 	<ul style="list-style-type: none"> - Email project description and survey link - Follow up email at end of week one 	<ul style="list-style-type: none"> - SRC-C - SL follow up by sharing on FB
Targeted Stakeholders	<ul style="list-style-type: none"> - Schools - Retirement villages - People with disability 	<ul style="list-style-type: none"> - Call school/facility to let them know about survey - Follow up email - end week one - Ask schools to share with P&C - Secondary colleges to students - At request, attend retirement village to collect responses 	<ul style="list-style-type: none"> - SL - SL - SL - SL
Council Facilities	<ul style="list-style-type: none"> - Council information centres, libraries and notice boards 	<ul style="list-style-type: none"> - Install posters in Council facilities 	<ul style="list-style-type: none"> - SRC
All Stakeholders	<ul style="list-style-type: none"> - All community members 	<ul style="list-style-type: none"> - Website project description and survey link - Notice in local papers - Push on Council Social Media - Share on community pages 	<ul style="list-style-type: none"> - SRC-C - SRC-C - SRC-C - SL
Other engagement	<ul style="list-style-type: none"> - People not able to complete survey - 	<ul style="list-style-type: none"> - Note on flyers/webpage. People who are not able to complete the survey may provide input at Council service centres or libraries? 	<ul style="list-style-type: none"> - SRC
Disability support	<ul style="list-style-type: none"> - People with disability 	<ul style="list-style-type: none"> - Email groups listed on Council Disability Services Page. 	<ul style="list-style-type: none"> - SRC-C
Business Community and Customers	<ul style="list-style-type: none"> - Local businesses - Customers - Visitors 	<ul style="list-style-type: none"> - Email communications - Option to provide posters - Option to provide 'Pop-UP' 	<ul style="list-style-type: none"> - SRC

Key stakeholders in each community are listed in the Table 3 below.



Table 2.2: KEY STAKEHOLERS IN THE COMMUNITY

FERNVALE	LOWOOD	ESK	TOOGLOOLAWAH	KILCOY
<ul style="list-style-type: none"> - Village Shopping Centre - Fernvale State School - Information centre - Goodstart Early Learning - Local Businesses 	<ul style="list-style-type: none"> - Lowood State High School - Lowood State School - Lowood Kindergarten and Child Care - Lowood Golf Course - Blue Care Glenwood - Lowood Recreation Reserve - Haslingden Park - Lowood Showgrounds and camping 	<ul style="list-style-type: none"> - Esk State School - Esk IGA - Esk Caravan Park - Esk hospital - Esk kindergarten - Esk sports clubs - Esk Traders 	<ul style="list-style-type: none"> - Toogoolawah State School - Toogoolawah State High School - Traders - Childcare - Blue Care 	<ul style="list-style-type: none"> - Kilcoy State High School - Kilcoy State School - Kilcoy IGA - Traders/CBD - Hospital - Kindergarten - Aloaka Lodge & Child Care

2.1 Inclusivity and Equity

Key principles for community engagement include inclusivity and equity. The following actions have been developed to address these issues:

- Note on flyers/webpage. People who are not able to complete the survey may provide input at Council service centres libraries or information centres?
- Focus on facilities, groups and organisations that provide for children, elderly people and people with disability.
- At request of retirement villages/care facilities conduct pop-up engagement opportunity. SL attends site to assist with surveys/talk to residents.

3 Industry Stakeholder Consultation

Industry Stakeholder Engagement will be conducted in the form of two in person workshops. Key stakeholders for these workshops are described in Attachment 4.1 The workshops are proposed to be conducted in April 2023 at Somerset Regional Council offices.

4 ATTACHMENTS

Normal text. Example of citation based on the Australian Guide to Legal Citation (AGLC) Version 4.¹ The AGCL referencing is well suited to professional reports because it does not interrupt the flow. Where a reference is cited more than once use the first author's name followed by the number of the first appearance in brackets, as per the example below.²

4.1 TMR SUGGESTED STAKEHOLDER LIST

Table 4.1: TMR STAKEHOLDER LIST

INTERNAL	EXTERNAL
Council/TMR stakeholders Strategic land use planner Transport planner/traffic engineer Asset/works manager or engineer Urban designer/landscape architect Recreation/parks/sports planner Community development officer Economic development officer Active transport planner/engineer GIS officer LG grant officer TMR Road Safety Officer TMR District representative Interested elected representative/s	School principal and/or student representative Access and inclusion/disability groups Chamber of Commerce Heart Foundation walking groups Older people Indigenous groups Parents/carers (including people walking with prams) Representatives from major local facilities such as a hospital, retail precinct, resident association, sporting groups, PCYC and so on Other government departments such as: Department of Seniors, Disability and Aboriginal and Torres Strait Islander Partnerships Department of Communities, Housing and Digital Economy Department of Tourism, Innovation and Sport Queensland Health. Tourism organisations/services Queensland Walks 10,000 Steps Other community transport groups such as bicycle user groups (BUGs) and Bicycle Queensland

¹ Melbourne University Law Review Association Inc and Melbourne Journal of International Law Inc, *Australian Guide to Legal Citation* (Guide, Fourth Edition, 2018) <<https://law.unimelb.edu.au/mulr/aglc/about>>

² Melbourne University Law Review Association Inc (n 1)

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Craig Young, Director Operations
Director: Craig young, Director Operations
Date: 01 September 2023
Subject: Traffic Safety Advisory Committee – 17 August 2023
File Ref: 2020 – 2024 Traffic Safety Advisory Committee

Action Officer: EA

Background/Summary

The quarterly meeting of the Traffic Safety Advisory Committee was held on Thursday, 17 August 2023

Attachments

Meeting Report for the Traffic Safety Advisory Committee

Recommendation

THAT Council receive the meeting report of the Traffic Safety Advisory Committee held on Thursday, 17 August 2023 and the contents be noted.



**Meeting Report of Traffic Safety Advisory
Committee Meeting
Thursday, 17 August 2023**

Held via TEAMS

Present

Cr Helen Brieschke	Somerset Regional Council, Deputy Mayor
Cr Jason Wendt	Somerset Regional Council
Cr Cheryl Gaedtke	Somerset Regional Council
Andrew Johnson	Somerset Regional Council, CEO
Craig Young	Somerset Regional Council, DOPER
Gary Love	Somerset Regional Council, ESM
Steve Brennan	Somerset Regional Council ESM
Matthew Dean	QPS Esk
Justin Wilcocks	QPS Toogoolawah
Stuart Gardner	TMR
Malcolm Liley	QPS Caboolture
Brayden Tucker	QPS Moore
Leanne Stokes	TMR
James Bromley	QPS Lowood
Martin Jones	TMR
Troy Beahan	SEQWater

1. Opening of Meeting

Mayor Lehmann was unable to chair the meeting, so Deputy Mayor Cr Helen Brieschke chaired the meeting.

The Chair, Cr Helen Brieschke opened the meeting at 11.37am.

2. Apologies

Mayor Lehmann
Cr Choat
Danial Clarke
Robert Mothersole

3. Confirmation of Previous Meeting report

Confirmation of the previous meeting report of 16 March 2023.

4. Business Arising out of Previous Meeting Report

Slow Down Stickers – Ipswich Street Esk

Unfortunately, the survey results/data has shown that the stickers have made no difference to the speeds in Ipswich Street Esk.

Update on flood camera - Paddy Gully

TMR – Marty – has been budgeted. Update to be provided at next meeting.

CCTV camera/cameras in Moore – Moore Police

Council has budgeted for an amount to install. Council manager is working through the install process and will consult further with Moore Police prior to install.

5. Standing items

Hooning activities including Hay Road and Coominya Connection Road update from QPS.

Matthew Dean QPS (Esk) has been taking the lead on hooning in collaboration with neighbouring police station and CIB and working through the matter. Has been found that the hooning does tie in with other illegal activities in the area. Hoons are regularly moving through each location. QPS has put in place further enforcements to try and negate this moving forward. Targeted enforcements will continue by QPS. Council offered assistance wherever they can. Matthew advised that if the matters can be reported even after the fact will be a great help to QPS. Cr Brieschke suggested contact with Somerset Dam and Districts Neighbourhood Watch to further enhance those reports. Matthew advised QPS are attending their next meeting.

6. General Business

General Business

- a. Discussion of policing in Somerset Including Camera trailers – QPS/CEO/DOPER Report to come to next meeting.
- b. Traffic Entry Treatments (TETS) progress including Glamorgan Vale and Esk – TMR
Craig outlined a perceived increase in speed in Esk. Marty(TMR) said that it was hard to outline in previous areas was the reduction in speed was attributed to as we dropped speed to 50 and did the TETS at the same time, so impossible to know if or what actually made the difference.

Previous treatments at Nigi showed no signs of working. Fernvale treatments currently look faded and not very aesthetic. Esk is not necessarily signed very well, maybe now we do an audit of the signs and then do a tube count a few months later. Leanne (TMR) lots of other things to distract in the main street of Esk. Martin(TMR) let's look at signage first as its relatively cheap and easy if it fixes the problem. CEO advised Danial (TMR) has also previously explained the maintenance issues including leaving a patchwork of bitumen after repair.

- c. Malcolm Lilley advised that a fixed number plate camera is in the works for the western side of Kilcoy.
 - d. Cattle wandering at large through Somerset Dam village. QPS advised working with a landowner re wandering stock.
 - e. Somerset Dam and Districts Neighbourhood Watch requesting a chicane at the intersection of Esk Kilcoy Road and Wivenhoe Somerset Road. Matt(QPS) there has been no reported traffic incidents over the last three months. It was noted that there was recently a vehicle set a light at this location.
 - f. Rail Trail riders coming out on to Linville Road at Leos Bridge. Craig(SRC)Personal choice but nothing wrong with the trail. Brayden(QPS) through discussion with the Rail Trail and Out There Cycling. There have been cases of tacks being placed on the trail. CCTV cameras have been placed out but nothing took place at that time. Craig(SRC) to keep in touch with the BVRT team. Cr Gaedtke to pass on details of horse riders using the trail.
 - g. Justin(QPS)- Cattle along Gregors Creek Road was a nightly occurrence for a while but has dropped on now. Steve (SRC) officers have been out to multiple landowners in relation to stock wandering. Officers believe that problem has been somewhat rectified.
 - h. Justin(QPS)- Poll Crandell Park lots of transient use at the moment used by walkers and children going to high school. Is there a way that we can increase visibility and place cameras in that area. Craig advised that Council can immediately do a crown lift of vegetation in the area to increase visibility prior to anything else occurring. SRC to check if 20-hour signs are in place. CEO advised that review of 20 hours to occur across the region.
 - i. Old Mount Beppo Road is still very narrow, expected that traffic will increase with the opening of the Multiuse Hall. Craig (SRC) we can try and see if that fits into the schools funding program. SRC has nothing on current funding cycles.
 - j. Dingyarra Street and Brisbane Valley Highway intersection. CEO(SRC) advised that Council has a resolution on the books to discuss with TMR and this intersection is part of this priority list.
 - k. Road markings – more signage in Harlin particularly over the bridge to decrease speed. Marty(TMR) to add to inspection when looking at Esk.
- Cr Wendt joined the meeting at 12.07pm.
- l. Cr Choat passed on the thanks from the residents of Claus Road for the battering of the road.
 - m. Esk Crows Nest Road works SRC Works Manager to liaise with QPS about the timelines for the works.

- n. Troy (SEQWATER) any update on Hine Road Bridge. Craig (SRC) advised that going through procurement at the moment hoping to have complete by school holidays.
- o. Cr Wendt- Claus Road having a large amount of traffic at the moment with the works on the Brisbane Valley Highway is there anything that QPS can do in relation to that as the road surface won't sustain that. James(QPS) to pass on to Marburg Police Anthony Garland to do some further enforcement.

7. Next Meeting

The next Traffic Safety Advisory Committee Meeting is proposed to be held at 11.30am Thursday, 23 November 2023 at Sim Lord Room Esk Library Building, 19 Heap Street Esk.

8. Closure of Meeting

Summary There being no further business, the Chairperson closed the meeting at 12.20pm.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Craig Young, Director Operations
Director: Craig Young, Director Operations
Date: 5 September 2023
Subject: Operations Report for August 2023
File Ref: Governance – Reporting – Officer Reports
Action Officer: CSSA

Background/Summary

Engineering Services Team

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

- Kilcoy Transfer Station
- Gunyah Street, Toogoolawah
- Prenzlau Road, Prenzlau
- Cressbrook Street Culverts, Toogoolawah

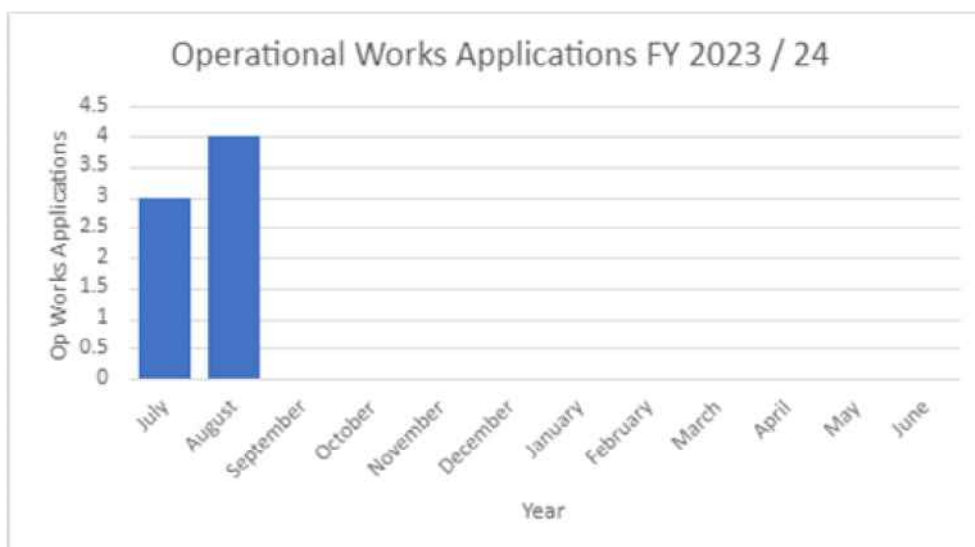
The team also created scoping documentation and issued requests for quotes for the following design projects:

- Beeston Road Intersection, Fernvale
- West Road / Patrick Estate Road, Patrick Estate
- Fulham Street, Toogoolawah
- Richard Street, Esk
- Clive Street, Fernvale
- Lowood to Tarampa Footpath, Tarampa

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

- Murrumba Road Culverts
- Esk Crow Nest Road Stage 2
- East Street / Mary Street Footpath
- Prenzlau Road

The Engineering Services Team provided engineering development advice to the planning department and assessment and applicant response to Operational Work applications with four new operational works applications being received in August:



The Engineering Services Development Team have also carried out “Off Maintenance” inspections for Parkland at Clarendon Stage 2B & 2C. Adding an additional 1.4km of sealed road network to Council’s asset system. This team note the current major developments currently “On Maintenance” and due to come “Off Maintenance” within the next 12 months include:

- Parklands at Clarendon Stages 2D & 2E
- Pine Tree Hill, Kilcoy Stages 3 to 6
- Hedley Park Stage 7
- Windsor Drive, Mount Hallen Stage 5C

The Engineering Services Parks and Facilities Team continues to oversee operations in the parks and facilities areas. This team carried out a priced audit comparison with respect to a new internal mowing crew against an existing external contractors mowing crew undertaking cemetery mowing works. The results indicated that there would be a financial benefit to Council in the creation of a new internal mowing crew to carry out these works and CEO approval has been provided to form this dedicated team. The facilities team are continuing the testing of suspected asbestos throughout many of Councils facilities.

The Engineering Services Team continue to set out traffic counters within the region, and provide continual assessment of Council infrastructure to ensure our information remains current within our asset and GIS systems, with all signage requirements being reviewed within our main town areas as well as overseeing works within road reserve applications, property access applications and heavy vehicle permits.

	Aug-23	Aug-22
Land Access Permit	22	47
Property Access Applications	22	34
National Heavy Vehicle Regulator Permits Processed	9	20

All traffic counters are in place within the region and are due to be picked up by Friday 8 September 2023.

Brisbane Valley Rail Trail counters are updated every quarter and are due to be updated at end of September.

Works Team

Completed Projects through 2023 / 24:

- Old Fernvale Road – headwall, grass swale.
- Waverley and Sheppards Road, Lake Manchester – Two-coat bitumen seal.

Projects underway:

- Prospect and William Street, Lowood - stormwater installation – final stage on hold pending supply of concrete pipes.
- Esk Crows Nest Road, Eskdale - Stage 1 – 98% complete – awaiting line-marking.
- Glamorganvale Road, Wanora – Road widening – 98% complete – awaiting line-marking.
- Murrumba Road culverts – replace existing corrugated structures with RCBC and RCB's
- Royston Street, Kilcoy, between Mary and Rose Streets – replace footpaths, kerb & channel sections.
- Stanton Street, Kilcoy – intersection works with Royston Street; kerb & channel.
- Kilcoy Landfill – rehabilitation of landfill.
- East Street, Esk State School - new footpaths, K&C and infill.
- Gunyah Street, Toogoolawah - Cairnsfoot Street to Drem Street, South Side, laying of pipes; K&C.

Ongoing projects:

- Mowing and slashing works on Council and DTMR
- Crews continue to complete CSR's
- Maintenance to flood affected roads continues throughout the region.
- General maintenance of Council's civil infrastructure

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet.
- Damaged drawbar on Float trailer P.783 was removed and replaced with a new drawbar which was fabricated inhouse, trailer is back in service.
- P.502 Ausroads road maintenance truck has had a damaged spreader box which has been repaired and placed back into service.
- A new Kubota RTV -X900 side by side, has arrived and will have a Rapid Spray twin wheel unit mounted in the rear tray, this unit is currently being outfitted in the workshop and will be used by the Environmental Services, this is a new unit not a replacement one.
- One new lease vehicle has arrived, a Toyota RAV4 Hybrid which is Council's second Hybrid vehicle.
- Half yearly service of Floating Plant Group 1 is almost complete.
- Quarterly inspection of all council cranes is almost complete.

Workshop – Fabrication

- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.
- Welding bay are in the process of fabricating new barriers and bollards for the tipping area of Coominya transfer station, once complete this will be installed.
- Fabricate new security gate at Twin Bridges Fernvale, (gate to be installed by contractor)
- P.248 excavator mud bucket repairs and replace hard facing on bucket wear edges

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes and sealing of patches and pavement repairs over the TMR network.
- Weed spraying throughout the TMR network.
- Ongoing signage and guidepost repairs continue throughout the TMR network.
- Slashing and mowing throughout the TMR network.

Flood Repair Works underway - carried out by Contractors

- Browns Contracting – REPA / QRA flood repair works: Mount Stanley Region; Harlin & Moore region.

- A & M Civil – REPA / QRA flood repair works: Coominya region; Fernvale Region; Esk region.
- CPM Contractors – REPA / QRA flood repair works: East Wivenhoe Region; Jimna / Monsildale Region; Kilcoy Region.

Flood Repair Works underway - carried out by SRC

- Kilcoy Construction and Maintenance Crew 2 – REPA / QRA flood repair works: Toogoolawah region
- Northern Grader Crew – REPA / QRA flood repair works: Toogoolawah region

Other Works carried out by Contractors

- Ertech Contractors is continuing with the reconstruction of Lowood Minden Road between Litzows Road and Lukritz Road – approximately 70% complete.

Weather Outlook

For September to November, below median rainfall is likely to very likely (60% to greater than 80% chance) for most of Australia.

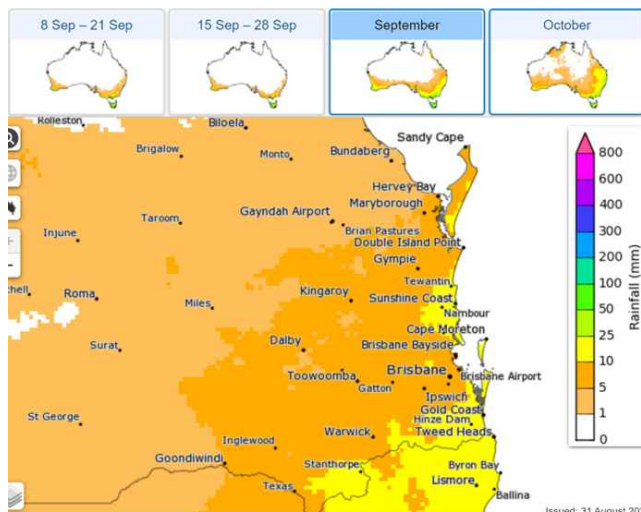
For September to November, above median maximum temperatures are very likely (greater than 80% chance) for almost all of Australia.

For September to November, warmer than median minimum temperatures are likely (60 to 80% chance) to very likely for most of western and southern Australia.

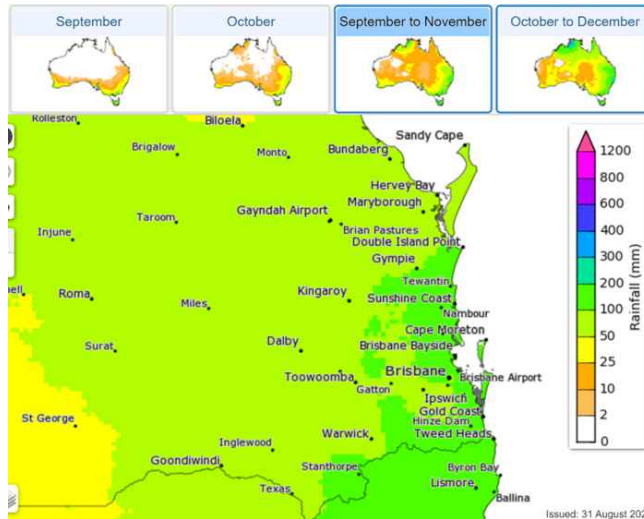
The long-range forecast is influenced by several factors, including likely El Niño development and positive Indian Ocean Dipole development, and record warm oceans globally.

Bushfire will remain a risk for the Somerset region over the coming season due to drier conditions forecasted and an increase of fuel loads following the 2022 rain events.

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



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

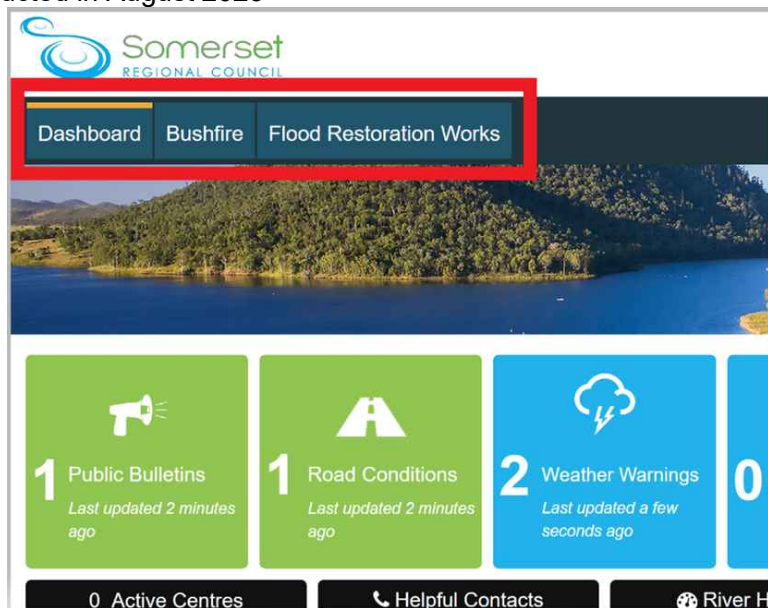


Disaster Management

The following activities were conducted in August 2023

Council's Disaster Dashboard was upgraded to allow for easier customisation by staff. The dashboard has gone live.

- Application submitted as part of the Emergency Response Fund (QRA) to repair the irrigation system at the Kilcoy District Rugby League fields that was damaged in the floods of 2022 has gone to the next stage and we are hoping for an approval soon.
- Council has installed the new Flood Intelligence Dashboard within



Guardian. Configuration of that will take several months and will be complete before December 2023.

- Urban Utilities are connecting water to the Jimna 110k litre bushfire tank. This is being done by Urban Utilities (at no cost to Council) to assist Qld Rural Fire should water be required to fight fires in the area.
- Shipping container has been purchased to be used to store Evacuation Centre equipment and will be located at the Lowood SES compound. It is currently being stored at the Lowood Works Depot awaiting installation and relevant building approvals.
- Flood Modelling Data has been provided by Council to Urban Utilities to assist them with their installation of WaterRide.
- Council has attended meetings with Toowoomba Regional Council to discuss the future Cressbrook Dam safety upgrades.
- Council has contributed to the Commonwealth Disaster Funding survey, highlighting in particular;
 - The need for rapid approval for restoration of unsealed road network after a flood and to reduce the administrative burden to allow for a quick response, and the

- Importance and increased need for betterment/resilience funding outside of a disaster/response situation i.e. lets prepare for the next events rather than respond after the next one to improve the resilience of our community.
- Council has been in discussions with the Cressbrook Creek Irrigators, Toowoomba Regional Council, and the Department of Resources to ensure that the weirs downstream of Cressbrook Dam are maintained at suitable levels.
- Updates have been posted on social media supporting Qld Rural Fire preparedness messages.
- Qld Rural Fire brigades confirmed bushfire water tanks in the region are all full leading into the fire season and will be maintained by each brigade.
- The Ipswich District Disaster Management Plan was reviewed, and comments relayed back to Queensland Police.
- Council completed IGEM's Local Disaster Management Plan review.
- Staff met with Qld Rural Fire Bushfire Mitigation section to discuss future risk reduction.

Hazard Specific Preparedness - Bushfire

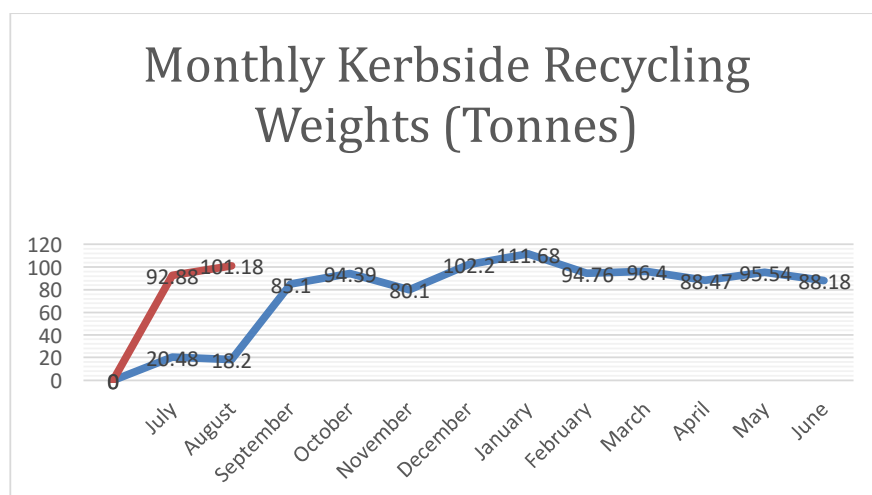
- Moore Linville Brigade have successfully conducted a number of hazard reduction burns in Moore/Linville, in particular areas along the Brisbane Valley Rail Trail
- Slashing will be expanded in the Linville Camping Grounds to assist in mitigating any bushfire risk in that area.
- A fire break at Breens Lane, off Esk-Crows Nest Road has now been completed. Biarra Brigade have expressed their gratitude and believe that this will assist in protecting the township of Esk in the event of a large uncontrolled bushfire.

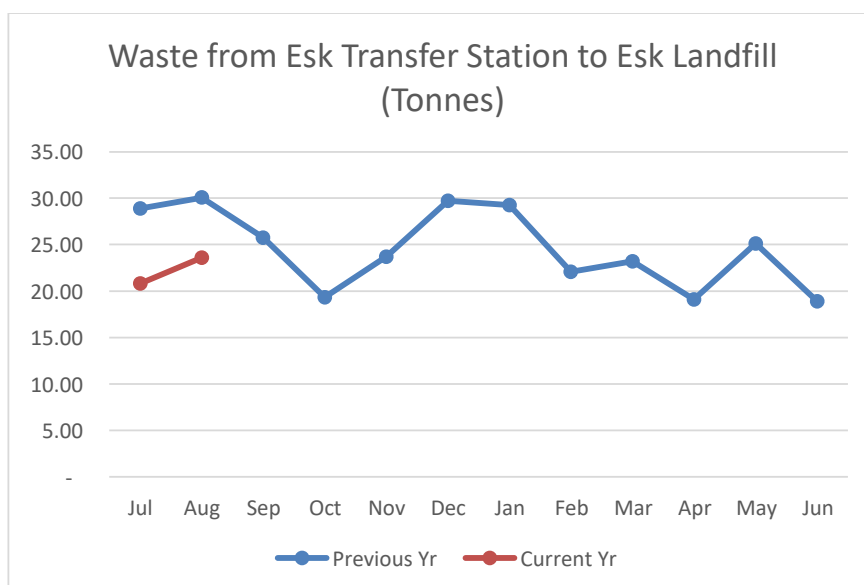
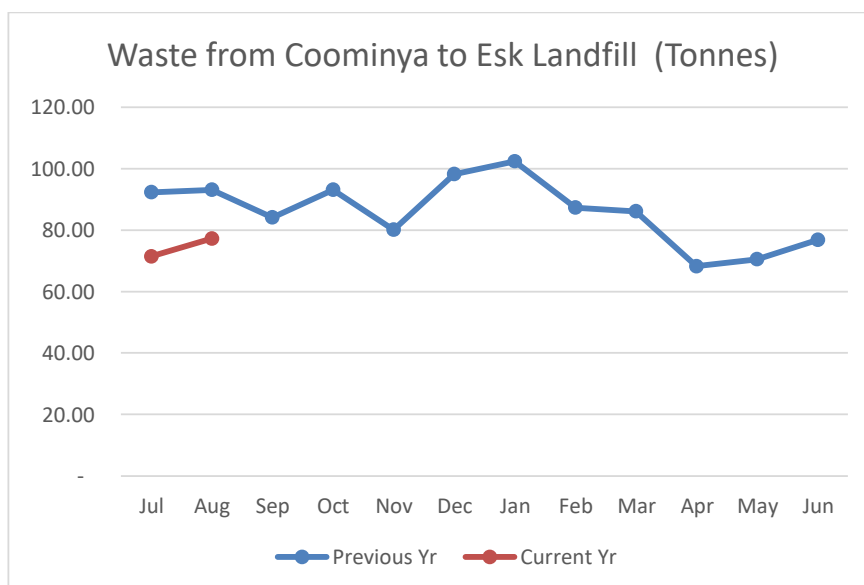
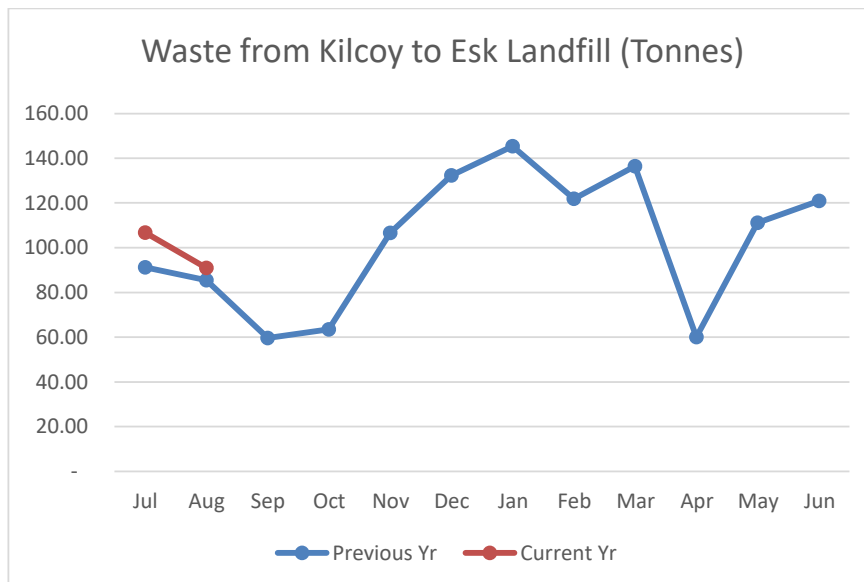
Waste Management

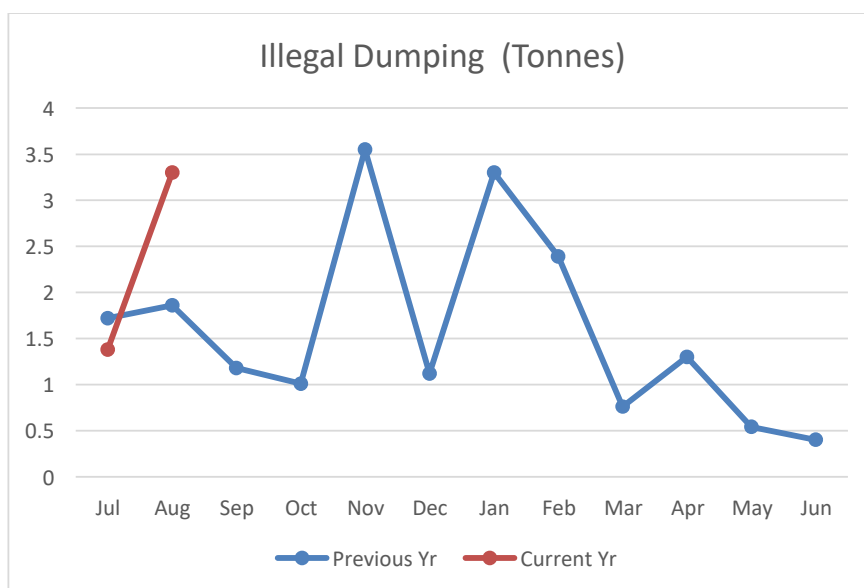
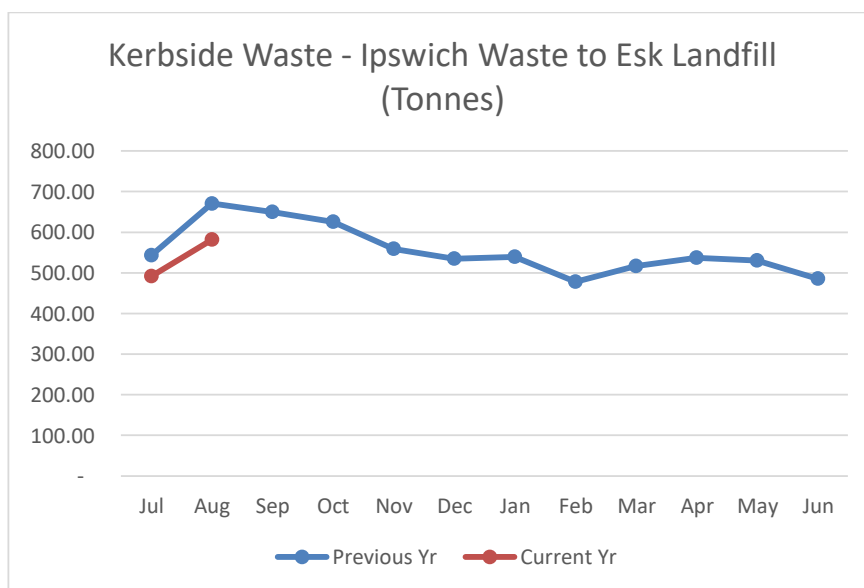
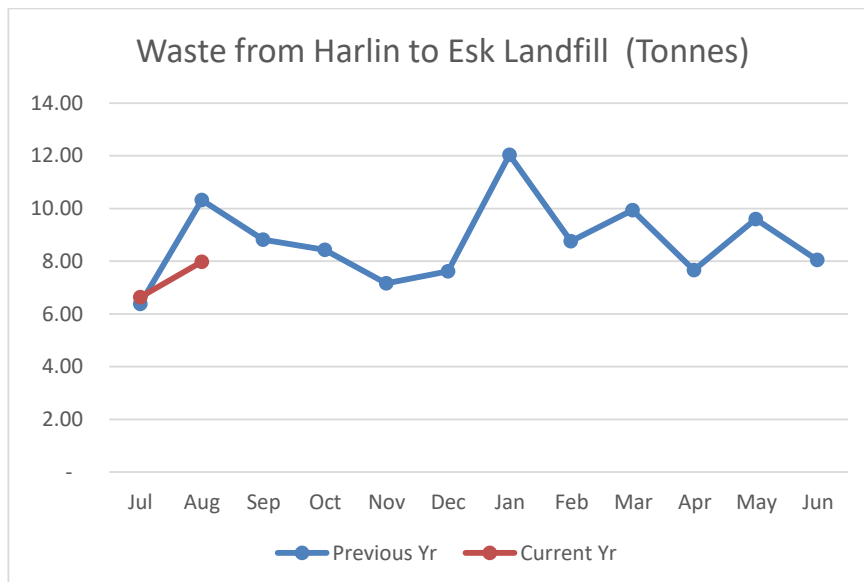
Kerbside Collection Contract – Ipswich Waste

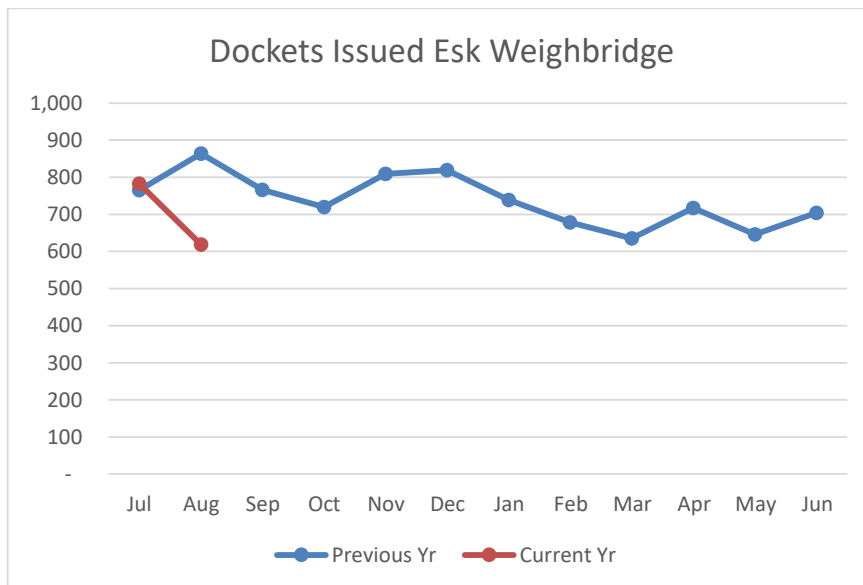
During the month of August 2023, there were 63,757 kerbside services performed –

- General waste services – 47,180 with 88% presentation rate
- Recycling services – 16,577 with 68% presentation rate









Approved Park/Community Events

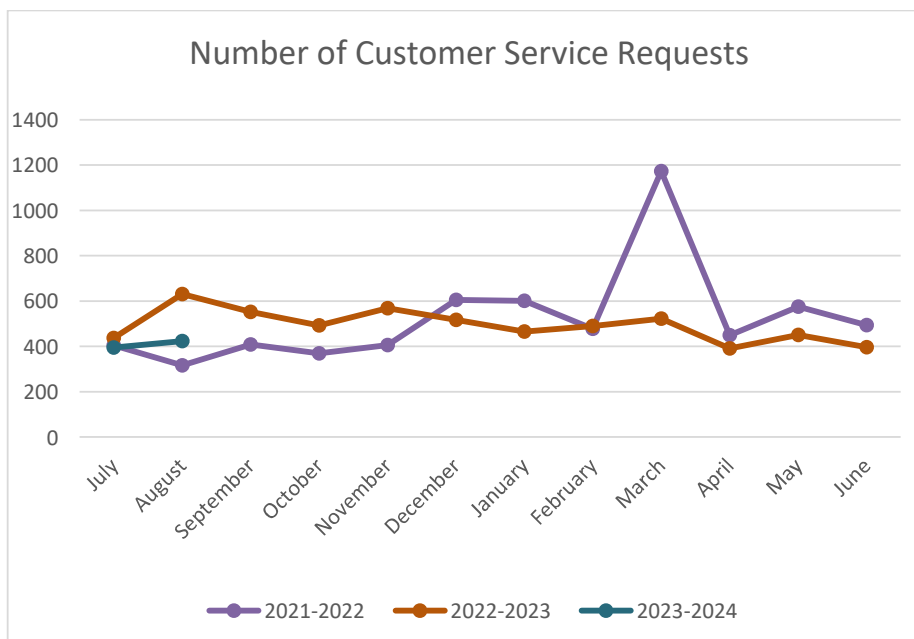
Esk Markets – Esk Pipeliner Park – every Saturday

19 August 2023 – Fernvale Country Markets – Brightview Apostolic Church – Fernvale Memorial Park

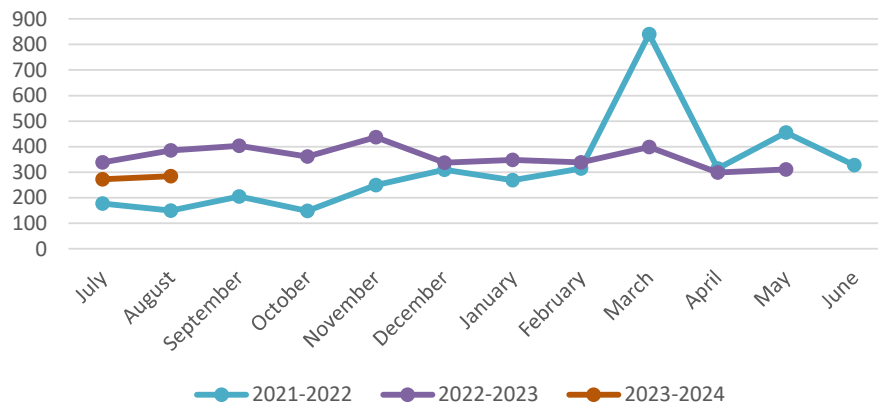
26 August 2023 – Lowood District Community Kindergarten Fete – Clock Park, Lowood

Customer Service Requests

Council received 423 customer service requests for the month of August 2023 on Council's corporate customer service system. A copy of the report is attached for your information.



Number of CSR's Received Monthly - Operations Team



	Jul-23	Aug-23
Cemeteries	1	1
Disaster Management	0	0
Departmental reviews	0	0
Fences on roadways	0	1
Illegal dumping clean ups	20	14
Overgrown Council land	2	1
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9
Roads - bitumen	25	20
Roads - gravel	18	13
Roads - drainage	8	5
Roads - culverts	3	1
Roads - vegetation	19	14
Roads - footpaths	3	5
Roads - linemarking	1	1
Roads - bridgework	0	0
Roads - traffic furniture	16	17
Rural Property Number	1	4
Stormwater issues within private properties	1	0
Waste management		0
Wheelie bins	0	0
Cancellation of extra services	0	19
Damaged lids and wheels	11	15
Replacement Split Bins	29	24
New Services	21	28
Extra services	4	6
Stolen/Non Delivery of New Bins	5	16

Missed services	8	3
Contractor requests/complaints	3	2
Facilities	0	0
Air conditioning	2	1
Carpentry, painting, tiling & flooring	11	12
Electrical	5	7
Equipment, furniture & fixtures	10	10
Grounds maintenance	1	5
Pest Control	2	1
Plumbing	23	19
Roofing and guttering	2	0
Security, locks & CCTV	2	2
Signage	0	4
Vandalism	7	2
Cleaning	5	2
	272	284

Attachments

Customer service report for August 2023 – attachment 1

Recommendation

THAT Council receive the Operations Report for August 2023 and the contents noted.

**Service Request by Types**

**Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023**

5-Sep-2023

Categories	Total
\Customer Service Requests\Animal\Dead Animals - Private Property	1
\Customer Service Requests\Animal\Dog, Attack on a Person	1
\Customer Service Requests\Animal\Dog, Attack on an Animal	2
\Customer Service Requests\Animal\Dog, Barking Dogs at Private residences	6
\Customer Service Requests\Animal\Dog, Miscellaneous	1
\Customer Service Requests\Animal\Dog, Wandering at Large	13
\Customer Service Requests\Animal\Livestock, Wandering at Large	13
\Customer Service Requests\Animal\Trap, Cat	14
\Customer Service Requests\Declared Plants, Animals\Declared Animals, General Enquiries	11
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Council Land	3
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Private Property	12
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Road Reserves	1
\Customer Service Requests\Environment Issues\General Environmental Complaints	1
\Customer Service Requests\Environmental Health Issues\Miscellaneous Health Issues	1
\Customer Service Requests\Fences on Roadways and Council land\Other Fencing on Roadways, Council Land	1
\Customer Service Requests\Impounding\Request to Impound Dogs, Cats	20
\Customer Service Requests\Impounding\Request to Impound Livestock	1
\Customer Service Requests\Impounding\Request to Impound Motor Vehicles	1
\Customer Service Requests\Local Laws\Other Local Law issues	7
\Customer Service Requests\Environment Issues\Noise Nuisance	1
\Customer Service Requests\Overgrown Allotments\Council Owned Land	1
\Customer Service Requests\Parks\Barbecue	1
\Customer Service Requests\Parks\Lighting (Parks)	2
\Customer Service Requests\Parks\Signs	2
\Customer Service Requests\Rural Property Numbering\New RPN	4
\Customer Service Requests\Wheelie Bins\Cancellation of Service	19
\Customer Service Requests\Wheelie Bins\Complaints of Wheelie Bin Contractor	1
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken hinges on lid - split lid - broken handle on lid - replacement lid required	11
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken Wheels - missing wheels - rusted axle	4
\Customer Service Requests\Wheelie Bins\Damaged-Replacement Bin - split - broken - broken handle on back of bin - broken clips for axle	24
\Customer Service Requests\Wheelie Bins\Extra Wheelie Bin Service	6
\Customer Service Requests\Wheelie Bins\Missed Wheelie Bin Service	3
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, Existing Premises by Owner	2
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Owner	6

**Service Request by Types**

**Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023**

5-Sep-2023

Categories	Total
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Plumbing Form	20
\Customer Service Requests\Wheelie Bins\Stolen Wheelie Bin - replacement wheelie bin required	16
\Customer Service Requests\Planning Department Issues	2
\Customer Service Requests\Animal\Cat, Miscellaneous	5
\Customer Service Requests\Wheelie Bins\Miscellaneous Requests	1
\Customer Service Requests\Environment Issues\Water Pollution	1
\Customer Service Requests\Local Laws\Illegal Camping	3
\Customer Service Requests\Illegal Dumping\Mixed Domestic or Commercial Waste - Illegal Dumping - An amount over 200 Litres in size - larger than a wheelie bin	5
\Customer Service Requests\Illegal Dumping\Tyres	3
\Customer Service Requests\Illegal Dumping\Asbestos	1
\Customer Service Requests\Illegal Dumping\One of items - non-investigative - green waste - mattress - camp chair - couch cushion - fridge etc	5
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Blunt Street - 0718	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Bunney Road - 0821	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Claus Road - 0926	3
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Dingyarra Street - 1699	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Gregors Creek Road - 2255	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Ivory Creek Road - 2450	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lowood Minden Road - 2766	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Lukritzs Road - 2780	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Mary Smokes Creek Road - 2868	2
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Patrick Estate Road - 3214	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Prenzlau Road - 3281	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Robyn Terrace - 3387	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Royston Street - 3416	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Vernor Road Wivenhoe Pocket - 3789	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Wivenhoe Pocket Road - 3935	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\E Summervilles Road - 1742	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Eskdale Ivory Creek Road - 1820	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Hecks Road - 2350	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Heers Road - 2355	1

**Service Request by Types****Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023**

5-Sep-2023

Categories	Total
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Leschkes Road - 2699	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\OLearys Lane Harlin - 3138	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Sandy Creek Road Linville - 3449	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Waldron Way - 3824	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Wolffs Lane - 3938	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Yield Road - 3975	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Borgan Road - 0734	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Ezra Drive - 1842	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Nottingham Drive - 3084	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Reinbotts Road - 3344	1
\Customer Service Requests\Roads - Bridges - Drainage\Culvert Maintenance\Webster Court - 3857	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Dingyarr Street - 1699	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Fernvale Road - 1880	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Hecks Road - 2350	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Hope Street - 2415	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Ipswich Street Esk - 2442	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Larsens Road - 2682	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Mary Smokes Creek Road - 2868	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Pryce Street - 3293	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Rifle Range Road - 3371	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Vineyard Road - 3803	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Brightview Road - 0783	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Brisbane Valley Highway - RMPC - 0042	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\DAguilar Highway - Kilcoy - Blackbutt Range - RMPC - 0043	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Esk - Hampton Road - RMPC - 0414	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Esk - Kilcoy Road - RMPC - 0405	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Forest Hill - Fernvale Road - RMPC - 0412	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Jenkinsons Road - 2483	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Kestrel Street - 2577	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic	1

**Service Request by Types**

**Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023**

5-Sep-2023

Categories	Total
Furniture\Lowood Minden Road - 2766	
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Main Street Lowood - 2807	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Peace Street - 3222	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Row Street - 3411	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Staghurst Road - 3597	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Villeneuve Road - 3797	2
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Westvale Road - 3894	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Wivenhoe Pocket Road - 3935	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Glamorgan Vale Road - 1979	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Gunyah Street - 2272	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Kennedy Street Kilcoy - 2555	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Main Street Lowood - 2807	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Main Street North Moore - 2817	1
\Customer Service Requests\Roads - Bridges - Drainage\Linemarking\Neurum Road - 3052	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Mount Kilcoy Road - 2982	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Elizabeth Street - 1775	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Gatton Esk Road - 4144	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Kipper Creek Road Biarra - 2609	1
\Customer Service Requests\Animal\Dog Registrations	1
\Customer Service Requests\Facilities Maintenance\Air-conditioning\Kilcoy Information Centre	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring	2
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Esk Administration Office	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Fernvale Community Hall	2
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Fernvale indoor sports centre	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy library	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Lowood Jensen Swamp Reserve	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Lowood works depot	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Minden Village Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Toogoolawah Lions Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning	1

**Service Request by Types**

**Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023**

5-Sep-2023

Categories	Total
\Customer Service Requests\Facilities Maintenance\Cleaning\Fernvale Community Hall	1
\Customer Service Requests\Facilities Maintenance\Electrical\Esk library	2
\Customer Service Requests\Facilities Maintenance\Electrical\Kilcoy racecourse showgrounds	2
\Customer Service Requests\Facilities Maintenance\Electrical\Somerset Dam Coronation Hall	1
\Customer Service Requests\Facilities Maintenance\Electrical\Toogoolawah library	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy Anzac Park - public toilet	3
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy library	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy William St - public toilet	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Kilcoy Yowie Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Lowood Jensen Swamp Reserve	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Moore Stanley Gates Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Coominya refuse and recycling facility	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Esk library	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Esk Somerset Civic Centre	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Kilcoy Yowie Park - Craft Cottage	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Toogoolawah library	1
\Customer Service Requests\Facilities Maintenance\Pest control\Esk Somerset Civic Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Administration Office	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Pipeliner Park - public toilet	2
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Rec Reserve - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Somerset Civic Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Harlin refuse and recycling facility	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy William St - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Lowood Clock Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Lowood library	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Lowood works depot	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Moore	6

**Service Request by Types**

Date Created To: >= 1/08/2023, Date
Created From: <= 31/08/2023

5-Sep-2023

Categories	Total
Stanley Gates Park - public toilet	
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah Lions Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Signage\Fernvale Futures Complex	2
\Customer Service Requests\Facilities Maintenance\Signage\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Signage\Lowood Recreation Complex	1
\Customer Service Requests\Facilities Maintenance\Vandalism\Coominya railway station	1
\Customer Service Requests\Facilities Maintenance\Vandalism\Fernvale Memorial Park - public toilet	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Esk Hampton Road	1
\Customer Service Requests\Cemeteries	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Colinton truck stop - public toilet	1
\Customer Service Requests\Animal\Dog, Attacks - After Hour Callouts	2
\Customer Service Requests\Animal\Livestock, Wandering at Large - After Hour Callouts	4
\Customer Service Requests\Parks\Maintenance requests for parks except for Savages Crossing and Twin Bridges	4
\Customer Service Requests\Facilities Maintenance\Electrical\Esk Stepping Stones Community Wellbeing Hub (formerly Connection Point)	1
\Customer Service Requests\Overgrown Allotments\2023 - Privately Owned Land Overgrown	10
<i>Total Service Requests:</i>	423

**HR AND CUSTOMER SERVICE
SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 17 August 2023
Subject: Community Assistance Grants 2023-2024 – Toogoolawah Local Ambulance Committee auspiced by Queensland Ambulance Service
File Ref: Community Relations – Sponsorships – Donations - Doc Id 1534295
Action Officer: DHRCS

Background/Summary

To assist with the costs associated with hosting a dinner dance on 9 September 2023 to celebrate 100 years of continual service by the Toogoolawah Ambulance Service to the Somerset region.

Amount requested:	\$ 1,000.00
Total cost of project:	\$ 10,834.50
Amount recommended to be granted:	\$ 1,000.00

Assessor's Summary

The applicant states:

- The Toogoolawah Local Ambulance Committee (LAC) is hosting a dinner dance to celebrate 100 years of continual service to the Toogoolawah, Esk, Colinton, Mount Stanley, Linville and Somerset Dam districts.
- Toogoolawah became a self-governing centre for QATB now QAS in 1923 with the first continuous Local Ambulance Committee being formed in 1923.
- The event aims to highlight the history and dedication of the Toogoolawah QAS and LAC members over the past 100 years.
- The group considers the event a great opportunity to provide community education, promotion and expectations of the Toogoolawah Station and LAC.
- It is proposed that majority of the event costs will be covered by ticket sales, LAC contributions and donations. Tickets for the event will be \$40 each.

The group have requested consideration via their application form for an out of funding round application due to the timeline of the event.

Please see below excerpt from Councils Community Assistance Grant Policy C/001 regarding sponsorship of events in the Somerset region:

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

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

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,000 as event sponsorship be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with hosting a dinner dance on 9 September 2023 to celebrate 100 years of continual service by the Toogoolawah Ambulance Service to the Somerset region.

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Tiara Hurley, Executive Assistant Support
Director: Kerri-Lee Jones, Director Human Resources and Customer Service
Date: 1 September 2023
Subject: Community Assistance Grants –2023-2024 Rates Remissions
File Ref: Community Relations – Sponsorships
Action Officer: DHRCS

Background/Summary

Council has received thirteen (13) applications for rates remission for the 2023/2024 financial year (rating periods 1 July 2023 – 31 December 2023 and 1 January 2024 – 30 June 2024) in the Community Assistance Grants funding round one for 2023-2024.

The total Community Assistance Grant budget allocation for the 2023-2024 financial year is \$182,156 with a total of \$171,844.70 remaining as at 1 September 2023. The total requested funding for rates remission in funding round one is \$20,349.18 if all applications are approved the amount of \$151,495.52 will be available for the remainder of the financial year.

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.

Net balance of general rates as of 1 July 2023 for the period (early payment discount applied):

Doc Id:	Applicant	Address	Rates net balance 2023-2024
1531863	Brisbane Valley Pony and Hack Club Inc.	23 Huntley Road, Ottaba QLD 4313 described as L174 SP268013 Reserve 188 PO217751 Rates Assessment: #05205-00000-000	\$ 936.38 \$ 936.38 \$ 1,872.76
1526876	Esk Bowls and Community Club Inc	23 Esk Hampton Road, Esk QLD 4312 described as PTC L195 CP899620 L270 CSH2475: PT (NON-SPECIFIC) RESERVE 36 AND PTC L196 CP899620: (NON-SPECIFIC) RESERVE 961	\$ 562.53 \$ 562.53 \$ 1,125.06

		Rates Assessment: #00542-51000-000	
1534568	Folk Art Cooperative	8 Railway Street, Lowood QLD 4311 described as L9 SP251952 Rates Assessment: #01023-00000-000	\$ 562.53 \$ 562.53 \$ 1,125.06
1539128	Glamorgan Vale Tennis Club Inc	702 Glamorgan Vale Road, Glamorgan Vale QLD 4306 described as L1 RP165529 Rates Assessment: #34821-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1534465	Hopetoun Masonic Lodge No. 172 U.G.L.Q	Mary Street, Kilcoy QLD 4515 described as L1 RP92224 Rates Assessment: #80098-00000-000	\$ 887.09 \$ 887.09 \$ 1,774.18
1538275	Linville Progress Association	40 George Street Linville QLD 4314 described as L7-8 RP15015 Rates Assessment: #00947-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1538059	Lions Camp Duckadang	117 Avoca Creek Road, Avoca Vale QLD 4314 described as L1 RP144325 Rates Assessment: #05521-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1523255	Lowood and District Golf Club Inc.	Main Street, Lowood QLD 4311 described as L23 SP197986 Rates Assessment: #01189-00000-000	\$ 1,289.56 \$ 1,289.56 \$ 2,579.12
1538145	Lowood and District Memorial Bowls Club Inc.	157 Main Street, Lowood and described as L96 CC3505 Rates Assessment: #01154-10000-000	\$ 728.36 \$ 728.36 \$ 1,456.72
1535556	Lowood Masonic Lodge	17 Church Street, Lowood QLD 4311 described as L1 RP55551 Rates Assessment: #01403-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1537572	Moore Soldiers Memorial Hall	9 Main Street North Moore QLD 4314 described as L321 M5621 & L2 RP4209 Rates Assessment: #01568-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1538406	Returned Service League Esk	187 Ipswich Street, Esk QLD 4312 described as L1 RP20861 Rates Assessment: # 00439-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60

1539953	Returned Services League Lowood (Application for rates remission was received after the close of Funding Round 1)	2819 Forrest Hill Fernvale Road, Lowood QLD 4311 described as L1 RP205360 Rates Assessment" #02593-10000-000	\$ 973.34 \$ 973.34 \$ 1,946.68
TOTAL			\$20,349.18

Attachments

Nil

Recommendation

THAT Council approve the community assistance grant applications as summarised in this report and grant the following groups remission of nett Council rates for the 2023 – 2024 financial year as per the Community Assistance Grant Policy C/001:

Doc Id:	Applicant	Address	Rates net balance 2023-2024
1531863	Brisbane Valley Pony and Hack Club Inc.	23 Huntley Road, Ottaba QLD 4313 described as L174 SP268013 Reserve 188 PO217751 Rates Assessment: #05205-00000-000	\$ 936.38 \$ 936.38 \$ 1,872.76
1526876	Esk Bowls and Community Club Inc	23 Esk Hampton Road, Esk QLD 4312 described as PTC L195 CP899620 L270 CSH2475: PT (NON-SPECIFIC) RESERVE 36 AND PTC L196 CP899620: (NON-SPECIFIC) RESERVE 961 Rates Assessment: #00542-51000-000	\$ 562.53 \$ 562.53 \$ 1,125.06
1534568	Folk Art Cooperative	8 Railway Street, Lowood QLD 4311 described as L9 SP251952 Rates Assessment: #01023-00000-000	\$ 562.53 \$ 562.53 \$ 1,125.06
1539128	Glamorgan Vale Tennis Club Inc	702 Glamorgan Vale Road, Glamorgan Vale QLD 4306 described as L1 RP165529 Rates Assessment: #34821-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1534465	Hopetoun Masonic Lodge No. 172 U.G.L.Q	Mary Street, Kilcoy QLD 4515 described as L1 RP92224 Rates Assessment: #80098-00000-000	\$ 887.09 \$ 887.09 \$ 1,774.18

1538275	Linville Progress Association	40 George Street Linville QLD 4314 described as L7-8 RP15015 Rates Assessment: #00947-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1538059	Lions Camp Duckadang	117 Avoca Creek Road, Avoca Vale QLD 4314 described as L1 RP144325 Rates Assessment: #05521-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1523255	Lowood and District Golf Club Inc.	Main Street, Lowood QLD 4311 described as L23 SP197986 Rates Assessment: #01189-00000-000	\$ 1,289.56 \$ 1,289.56 \$ 2,579.12
1538145	Lowood and District Memorial Bowls Club Inc.	157 Main Street, Lowood and described as L96 CC3505 Rates Assessment: #01154-10000-000	\$ 728.36 \$ 728.36 \$ 1,456.72
1535556	Lowood Masonic Lodge	17 Church Street, Lowood QLD 4311 described as L1 RP55551 Rates Assessment: #01403-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
1537572	Moore Soldiers Memorial Hall	9 Main Street North Moore QLD 4314 described as L321 M5621 & L2 RP4209 Rates Assessment: #01568-00000-000	\$ 705.80 \$ 705.80 \$ 1,411.60
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TOTAL			\$20,349.18

SOMERSET REGIONAL COUNCIL – Officers Report

To: Andrew Johnson, Chief Executive Officer

From: Tiara Hurley, Executive Assistant Support

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

Date: 31 August 2023

Subject: Community Assistance Grants – Summary of Excellence
Bursary Applications Awarded for August 2023

File Ref: Community Relations – Sponsorships – Somerset Excellence Bursaries

Action Officer: CEO / DHRCS

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 five (5) excellence bursary applications for August 2023. Somerset Excellence Bursary applications awarded for the month of August 2023 as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
Julie Eaddy	Ryder Cochran	1528173	Golf	National \$750	Ryder has been selected to represent Australia in the Australian Junior Masters under 9 boys division from the 18-19 th December 2023 at the Moonah Links Golf Club, Melbourne.
Karen Lehmann	Joshua Lehmann	1532621	Cross Country	State \$500	Joshua has been selected to represent Queensland at the Australian Cross Country Championships from 25 – 28 August at Stromlo Forest in Canberra.

Jesse Heck	Jesse Heck	1533433	Soccer	State \$500	Jesse has been selected as part of the under 21 state team to represent Queensland at the QCSA State Titles being held at Chancellor Park Soccer Club in Palmview Queensland from 28 September to 2 October 2023.
Sarah Mawer	Isla Mawer	1536898	Long Jump and Triple Jump	Regional \$250	Isla has been selected to represent the Darling Downs region at the School State Athletic Championships for long jump and triple jump being held at the Queensland State Athletics Stadium from 12-15 October 2023.
Nicole Bennett	Lucy Bennett	1535618	Softball	Regional \$250	Lucy has been selected to represent Brisbane in the Under 16s Girls Softball Team at the State Championships in Mackay 16-18 September 2023.

Attachments

Nil.

Recommendation

THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the month of August 2023 and the contents be noted.

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

From: Andrew Johnson, Chief Executive Officer
Date: 28 August 2023
Subject: Policy Review – EX002 Standing Orders and EX008 Meeting Procedures
File Ref: CORPORATE MANAGEMENT - POLICY - Policy Development – Doc
Id. 1080792, 1271115, 1455025, 1455026, 1474464, 1486826 (current
EX002 Standing Orders), 1486827 (current EX008 Meeting Procedures),
1532298

Action Officer: EA

Background/Summary

Council have previously resolved to adopt the following documents developed by the Department of State Development, Infrastructure, Local Government and Planning (the Department):

- best practice standing orders, and
- model meeting procedures.

The Department have released new versions of these documents as follows:

- Best Practice Standing Orders for Local Government and Standing Committee Meetings (June 2023), and
- Model Meeting Procedures (revised June 2023).

The Department has indicated that amendments made are of a minor nature, designed to ensure better consistency with the *Local Government Act 2009*.

The following is a summary of the changes made to the Best Practice Standing Orders for Council's consideration and attention:

- Addition of Clauses 11.5, 11.6, 11.7 outlining what information needs to be noted in the minutes relating to conflicts of interest;
- Clause 12 has been amended and expanded for dealing with a loss of quorum;
- It is noted that Clause 13.2 is missing, however this is likely to be a typographical error as the content formerly in 13.2 appears in 13.1;
- Clause 23.9 has an additional dotpoint added relating to Meeting Conduct;
- Clause 25, dealing with 'Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)', has been expanded and reformatted;
- Clause 28, relating to Closed Session, has been expanded with changes made to 28.1, 28.3 and the addition of 28.5;
- Minor additions to wording have been made to Clause 3, 4.3, 9.1, 9.3, 9.4, 23.2, 23.3, 23.7, 23.9, 28.3; and
- References to the *City of Brisbane Act 2019* or City of Brisbane Regulation 2012 have been made to Clauses 9, 10, 10.5, 10.9, 10.10, 10.12, 11.4, 12.1, 17.7.

A local government's standing orders and meeting procedures must be consistent with the model meeting procedures. As the content of the Model Meeting Procedures (revised June 2023) is contained within the Best Practice Standing Orders for Local Government and Standing Committee Meetings (June 2023), it is recommended that:

- Council adopt the Best Practice Standing Orders for Local Government and Standing Committee Meetings (June 2023)
- repeal EX008 Meeting Procedures.

It is also recommended that Section 25.33 of the Best Practice Standing Orders for Local Government and Stand Committee Meetings (June 2023) be amended to refer to Section 10, rather than Section 4. It is believed that this was a typographical error when transferring the contents of the model meeting procedure content to the best practice standing orders document.

Attachments

Attachment 1 – CURRENT – EX002 Standing Orders adopted 18 January 2023 Attachment 2 – NEW – EX002 Standing Orders (including amendment to Clause 25.33) Attachment 3 – CURRENT – EX008 Meeting Procedures adopted 18 January 2023 Attachment 4 – NEW – Amended Model Meeting Procedures June 2023
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Recommendation

THAT Council:

- (i) adopt EX002 Standing Orders (Attachment 2), replacing EX002 Standing Orders adopted 18 January 2023 (Attachment 1);
- (ii) repeal EX008 Meeting Procedures adopted 18 January 2023 (Attachment 3).



Policy Subject/Title: Standing Orders

Policy Number: EX/002

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: EX/004 Acceptable Requests Guidelines
EX/007 Investigation Policy
EX/008 Meeting Procedures

Authorised by: Somerset Regional Council

Authorised on: 18 January 2023 (Doc Id 1474464)

Amendments: 24 February 2021 (Doc Id 1271115)
9 November 2022 (Doc Id 1455025, 1455029)
18 January 2023 (Doc Id 1474464)

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 18 January 2023.

Signed:

Date: 18 January 2023

Best practice example standing orders for local government and standing committee meetings

November 2022

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	O04	P Cameron	Director G&C

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An electronic copy of this report is available on the Department of State Development, Infrastructure, Local Government and Planning' website at www.statedevelopment.qld.gov.au/local-government

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Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the [model meeting procedures](#) and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1 These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Presiding officer

- 2.1 The mayor will preside at a meeting of local government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairperson for a committee meeting. This chairperson will normally preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.5 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of business

- 3.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.*

4. Agendas

- 4.1 The agenda may contain:
- notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - deputations and delegations from the community that are approved to attend
 - any other business the council determines by resolution be included in the agenda.
- 4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- 4.3 The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of indigenous regional councillors, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for

the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.

- 4.4 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Quorum

- 5.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
 - received and referred to a committee or officer for consideration and a report to the council, or
 - not be received because it is deemed invalid.
- 6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

- 7.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g., 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 7.5 The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period shall be allowed (e.g. 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

- 8.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan or contract—the value of the gift, loan or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,
 - the nature of the councillor's relationship to the other entity
 - details of the councillor's, and any other entity's, interest in the matter.
- 9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.
- Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.
- 9.5 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX(2) of the LGA.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. The eligible councillors must then make a decision under 150EX(2) of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest;
 - if it arises because of the councillor's relationship with a related party:
 - I. the name of the related party to the councillor; and
 - II. the nature of the relationship of the related party to the councillor; and
 - III. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - I. the name of the other person; and
 - II. the nature of the relationship of the other person to the councillor or related party; and
 - III. the nature of the other person's interest in the matter; and
 - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of

interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.

- 10.6 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
 - how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in 150ET(3) of the LGA .

- 10.10 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in 150ET(4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

11. Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 11.1 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.
- 11.4 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under 150ES of the LGA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.



12. Loss of quorum

- 12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, as described in 257 of the LGA unless the matter cannot be delegated under this section
 - decide by resolution to defer the matter to a later meeting
 - decide by resolution not to decide the matter and take no further action in relation to the matter.
- 12.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4 If the matter cannot be delegated under an Act, the councillors with a conflict of interest should seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

Motions

13. Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 13.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14. Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
 - deferred to the next meeting.

15. Motion to be seconded

- 15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16. Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17. Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.

- 17.7 In accordance with section 254H of the LGR, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

18. Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19. Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

20. Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.1 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21. Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- I. that the question/motion be now put before the meeting;
 - II. that the motion or amendment now before the meeting be adjourned;

- III. that the meeting proceeds to the next item of business,
 - IV. that the question lie on the table;
 - V. a point of order;
 - VI. a motion of dissent against the chairperson's decision;
 - VII. that this report/document be tabled;
 - VIII. to suspend the rule requiring that (insert requirement);
 - IX. that the meeting stands adjourned.
- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

- 21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22. Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following process must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
 - ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct; and/or
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
 - an order reprimanding the councillor for the conduct; and/or.
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
 - details of any order issued is recorded in the minutes of the meeting
 - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
 - the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA)

to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

24. General conduct during meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 23.9 dot point two of this document.

- 25.1 When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:
 - 25.1.1 Consistent with the local government principle of transparent and accountable decision making in the public interest, a local government must deal with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(f) of the LGR to discuss the allegation.
 - 25.1.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
 - 25.1.3 If the complainant is a councillor, that councillor also has a declarable conflict of interest in the matter and must follow the declarable conflict of interest meeting

procedures in section 10. If the complainant councillor wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 10. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

25.1.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.

25.1.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

25.2 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
- an order reprimanding the councillor for the conduct;
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
- an order that the councillor be excluded from a stated council meeting;
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.3 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.

25.4 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

25.5 The chairperson must ensure the meeting minutes reflect the resolution made.

26. Disorder

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

- 26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and non-attendance

27. Attendance of public and the media at meeting

- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

28. Closed session

- 28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO;
 - industrial matters affecting employees;
 - the council's budget which does not include the monthly financial statements;
 - rating concessions;
 - legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
 - matters that may directly affect the health and safety of an individual or a group of individuals;
 - negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
 - negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967;
 - a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;
- delegate the matter,
 - decide by resolution to defer to a later meeting,
 - decide by resolution to take no further action on the matter.

Note: *None of the above will be voted on during a closed session.*

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- no resolution can be made while in a closed meeting (other than a procedural resolution).

29. Teleconferencing of meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference of the LGR.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio visual link.*

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*



Policy Subject/Title: Standing Orders

Policy Number: EX/002

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: EX/004 Acceptable Requests Guidelines
EX/007 Investigation Policy

Authorised by: Somerset Regional Council

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27 September 2023 (Doc Id ____)

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 27 September 2023.

Signed:

Date:

Best practice example standing orders for local government and standing committee meetings

June 2023

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An electronic copy of this report is available on the Department of State Development, Infrastructure, Local Government and Planning' website at www.statedevelopment.qld.gov.au/local-government

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Intent

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the [model meeting procedures](#) and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Presiding officer

- 2.1. The mayor will preside at a meeting of local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.*

4. Agendas

- 4.1. The agenda may contain:
- notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - deputations and delegations from the community that are approved to attend
 - any other business the council determines by resolution be included in the agenda.
- 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

- 4.3. The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- 4.4. Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
 - be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
 - that the petition be received

- received and referred to a committee or officer for consideration and a report to the council, or
- not be received because it is deemed invalid.

6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

7.1. A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).

7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.

7.5. The chairperson may terminate an address by a person in a deputation at any time where:

- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards councillors or others.

7.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g. 15 minutes) and no more than three (3) speakers

shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.

- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
 - refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at or before the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - for a gift, loan or contract—the value of the gift, loan or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,

- the nature of the councillor's relationship with the entity,
- details of the councillor's, and any other entity's, interest in the matter.

9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest;
 - if it arises because of the councillor's relationship with a related party:
 - I. the name of the related party to the councillor; and
 - II. the nature of the relationship of the related party to the councillor; and
 - III. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - I. the name of the other person; and
 - II. the nature of the relationship of the other person to the councillor or related party; and
 - III. the nature of the other person's interest in the matter; and
 - IV. the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*

- 10.6. The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
 - how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting

while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.

- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.

- 11.1. The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillors participation.

- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.
- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):
- The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest
 - The particulars of the prescribed or declarable conflict of interest provided by the councillor
 - The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest
 - Any decision then made by the eligible councillors
 - Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
 - The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision
 - The name of each eligible councillor who voted on the matter and how each voted.
- 11.6. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA – the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible councillor who voted, and how each eligible councillor voted.

12 Loss of quorum

12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the council
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter.

12.2. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- The mayor or chief executive officer, or
- A standing committee, or joint committee of council, or
- The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or
- Another local government for a joint government activity.
- The Establishment and Coordination Committee – only applies to Brisbane City Council

12.3. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

12.4. The council may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

- The mayor or
- A standing committee.

12.5. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

- The mayor, or
- The Establishment and Coordination Committee, or
- A standing committee of the council.

12.6. If the matter cannot be delegated under an Act, The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.

13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:

- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
- The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.

13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14 Absence of mover of motion

14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another councillor at the meeting, or
- deferred to the next meeting.

15 Motion to be seconded

- 15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.

- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the *City of Brisbane Regulation 2012(COBR)*, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- I. that the question/motion be now put before the meeting;
- II. that the motion or amendment now before the meeting be adjourned;
- III. that the meeting proceeds to the next item of business,
- IV. that the question lie on the table;
- V. a point of order;
- VI. a motion of dissent against the chairperson's decision;
- VII. that this report/document be tabled;
- VIII. to suspend the rule requiring that (insert requirement);
- IX. that the meeting stands adjourned.

21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:

- has failed to comply with proper procedures;
- is in contravention of the legislation; or

- is beyond the jurisdiction power of the council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:

21.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

21.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.

- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the Code of Conduct for Councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 23.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.

- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure:
- details of any order issued is recorded in the minutes of the meeting
 - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council as suspected inappropriate conduct
 - The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
 - If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: *Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

24 General conduct during meetings

- 24.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

- 24.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 24.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 24.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

25 Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 23.9 dot point two of this document requires that the local government must complete an investigation into the alleged conduct.

- 25.1 The investigation must be conducted in a way that is consistent with the local government's investigation policy including:
- consistent with any recommendations from the IA, or
 - In another way decided by resolution of the council.
- 25.2 After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA or for the Brisbane City Council section 238(2)(a),(b) or (c) of the COBA.
- 25.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:
- 25.3.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.

- 25.3.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 25.3.3 If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 10. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 10. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 25.3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
 - decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
 - decide, by resolution, not to decide the matter and take no further action in relation to the matter.
- 25.3.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true
- 25.3.6 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
- an order reprimanding the councillor for the conduct;
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
- an order that the councillor be excluded from a stated council meeting;
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g. that the councillor is ordered to resign from an appointment representing the local government on a state board or committee);
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct:
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

25.4 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future.

25.5 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have made.

25.6 The minutes of the meeting must reflect the decision made.

26 Disorder

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

26.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and non-attendance

27 Attendance of public and the media at meeting

- 27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 27.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

28 Closed session

- 28.1 A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section 242J(3) of the COBR:
- Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
 - industrial matters affecting employees;
 - the council's budget which does not include the monthly financial statements;
 - rating concessions;
 - Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government;
 - matters that may directly affect the health and safety of an individual or a group of individuals;
 - 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;
 - negotiations relating to the taking of land by the council under *the Acquisition of Land Act 1967*;
 - A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
- 28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated,
- decide by resolution to defer the matter to a later meeting when a quorum may be available,
- decide by resolution not to decide the matter and take no further action in relation to the matter.

Note: *None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*

28.4 To take a matter into a closed session the council must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated
- no resolution can be made while in a closed meeting (other than a procedural resolution).

28.5 None of the above will be considered, discussed, voted on or made during a closed session.

29 Teleconferencing of meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

29.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*



Policy Subject/Title: Meeting Procedures

Policy Number: EX/008

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: EX/002 Standing Orders
EX/004 Acceptable Requests Guidelines
EX/007 Investigation Policy

Authorised by: Somerset Regional Council

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This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 18 January 2023.

Signed:

Date: 18 January 2023

Model Meeting Procedures

Revised November 2022

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Date	Version Number	Name	Approved
10 November 2022	003	P Cameron	DG

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), Local Government Regulation 2012 (LGR), the *City of Brisbane Act 2010* (COBA) and the City of Brisbane Regulation 2012 (COBR). However, model meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

Background

As required under section 150F of the LGA this document sets out:

- the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors,
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting,
- the processes for dealing with conflicts of interests and recording them,
- the process for dealing with a loss of quorum, and
- procedures for closed meetings.

Application

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings, that are consistent with the model meeting procedures.

If there is any inconsistency, then the council is taken to have adopted the model meeting procedures to the extent of the inconsistency. If a council chooses to continue using existing standing orders, the council must review them to ensure that they are consistent with the requirements of these model meeting procedures.

To assist council, the Department has published best practice example standing orders that councils can choose to adopt. These are published on the [departmental website](#).

A council must conduct its meetings in a manner that is consistent with either the model meeting procedures or its own standing orders meeting procedures.

Processes

■ Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting.

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct,
 - 1.3.2 apologising for their conduct,
 - 1.3.3 withdrawing their comments.
- 1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.3, the chairperson may make one or more of the orders below:

- 1.7.1 an order reprimanding the councillor for the conduct,
 - 1.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairperson must ensure:
- 1.9.1 details of any order issued is recorded in the minutes of the meeting
 - 1.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
 - 1.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

Note: *Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and City of Brisbane Act 2010 (COBA) to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.*

■ Meeting Process for Dealing with Suspected Inappropriate Conduct which has been Referred to a Local Government by the Independent Assessor

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document.

In either case, the council must complete an investigation into the alleged conduct:

- consistent with any recommendations from the IA; and

- consistent with the council's investigation policy; or
- in another way decided by resolution of the council.

After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under 257 of the LGA or 238 of the COBA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA.

- 2.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under 254J(3)(f) of the LGR or 242J(3)(f) of the COBR to discuss the allegation.
- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with 257 of the LGA or 238 of the COBA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in

2.6, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

2.6 The council may order that no action be taken against the councillor or make one or more of the following:

- 2.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct,
- 2.6.2 an order reprimanding the councillor for the conduct,
- 2.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense,
- 2.6.4 an order that the councillor be excluded from a stated council meeting,
- 2.6.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee),
- 2.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct,
- 2.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

2.7 A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.

2.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.

2.9 The chairperson must ensure the meeting minutes reflect the resolution made.

■ Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
 - 3.3.1 if it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 3.3.2 if it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 3.3.3 the name of any entity, other than the councillor, that has an interest in the matter
 - 3.3.4 the nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter
 - 3.3.5 details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

■ Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under 150EO of the LGA and 177C of the COB, and ordinary business matters prescribed in 150EF of the LGA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under 150EW of the LGA or 177T of COBA applies.

When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - 4.3.1 the nature of the declarable conflict of interest
 - 4.3.2 if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party
 - ii. the nature of the relationship of the related party to the councillor
 - iii. the nature of the related party's interest in the matter
 - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person
 - ii. the nature of the relationship of the other person to the councillor or related party
 - iii. the nature of the other person's interest in the matter, and
 - iv. the value of the gift or loan and the date the gift or loan was made.

- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors.

The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.

- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with 150ET of the LGA and 177Q of COBA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:

- 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust
- 4.9.2 how close or remote is the councillor's relationship to the related party

- 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 4.10 If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA or 177S of the COBA.

■ Reporting a Suspected Conflict of Interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who

believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

- 5.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 5.5 If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

■ Loss of Quorum

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - 6.1.1 delegate the consideration and decision on the matter, pursuant to 257 of the LGA or 238 of the COBA unless the matter cannot be delegated; or
 - 6.1.2 defer the matter to a later meeting
 - 6.1.3 not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3 If the matter cannot be delegated under an Act, the councillors with a conflict of interest may seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

■ Recording Prescribed and Declarable Conflicts of Interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- a. the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest,
- b. the particulars of the prescribed or declarable conflict of interest provided by the councillor,
- c. the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest,
- d. any decision then made by the eligible councillors,
- e. whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval,
- f. the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision,
- g. the name of each eligible councillor who voted on the matter and how each voted.

If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- a. the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

Where a decision has been made under section 4.6 above – the minutes must include:

- a. the decision and reasons for the decision, and

- b. the name of each eligible councillor who voted, and how each eligible councillor voted.

■ Closed Meetings

Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- a. appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, for senior executive employees,
- b. industrial matters affecting employees,
- c. the local government's budget, which does not include the monthly financial statements,
- d. rating concessions,
- e. legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government,
- f. matters that may directly affect the health and safety of an individual or a group of individuals,
- 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,
- h. negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*,
- i. a matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

A council meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

- a. delegate the matter unless the matter cannot be delegated,
- b. decide by resolution to defer the matter to a later meeting,
- c. decide by resolution to take no further action on the matter,

None of the above will be considered, discussed, voted on or made during a closed session.

If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

To take a matter into a closed session the council must abide by the following:

- a. Pass a resolution to close the meeting.
- b. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- c. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
- d. Not make a resolution while in a closed meeting (other than a procedural resolution).

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised June 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	

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Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

As required under section 150F of the LGA this document sets out:

- the process for how a chairperson of a local government meeting may deal with instances of unsuitable meeting conduct by councillors
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting
- the processes for dealing with conflicts of interests and recording them
- the process for dealing with a loss of quorum
- procedures for closed meetings.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

Processes

1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting.

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1. An order reprimanding the councillor for the conduct
 - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Following the completion of the meeting, the chairperson must ensure:
 - 1.9.1. Details of any order issued is recorded in the minutes of the meeting
 - 1.9.2. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council as suspected inappropriate conduct
 - 1.9.3. The council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.11. If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and COBA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent

Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

2. Meeting Procedures for Dealing with Suspected Inappropriate Conduct including that which has been Referred to a Local Government by the Independent Assessor

Pursuant to Chapter 5A, Part 3, Division 5 of the LGA (Referral of suspected inappropriate conduct to local government) a referral from the Independent Assessor (IA) of suspected inappropriate conduct or an instance of suspected inappropriate conduct that may arise from circumstances under paragraph 1.9.2 of this document, requires that the local government must complete an investigation into the alleged conduct.

2.1. The investigation must be conducted in a way that is consistent with the local government's investigation policy including:

2.1.1. consistent with any recommendations from the IA, or

2.1.2. In another way decided by resolution of the council.

2.2. After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section [457257](#)(2)(a) or to a standing committee section 257(2)(b) of the LGA or [for the Brisbane City Council](#) section 238(2)(a),(b) or (c) of the COBA.

2.3. When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

2.3.1. The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(3)(f) of the LGR or section 242J(3)(f) of the COBR to discuss the allegation. No resolution for a decision can be made in the closed session.

2.3.2. The subject councillor has a declarable conflict of interest in the matter but may remain in the meeting (unless council decides otherwise), during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition

that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in inappropriate conduct and what, if any, penalty to impose if the councillor is found to have [engaged in](#) inappropriate conduct.

2.3.3. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

2.4. The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do 1 of the following:

2.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

2.4.2. Decide, by resolution, to defer the matter to a later meeting or

2.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter.

2.5. If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

2.6. The council may order that no action be taken against the councillor or make one or more of the following:

2.6.1. An order that the councillor make a public admission that the councillor has engaged in inappropriate conduct

- 2.6.2. An order reprimanding the councillor for the conduct
- 2.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- 2.6.4. An order that the councillor be excluded from a stated council meeting
- 2.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
- 2.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- 2.6.7. An order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 2.6.8. A council may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by council and if relevant any orders they have [made](#).
- 2.8. The minutes of the meeting must reflect the decision made.

3. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 3.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 3.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

- 3.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
- 3.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
- 3.3.3. The name of any entity, other than the councillor, that has an interest in the matter
- 3.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter
- 3.3.5. Details of the councillor's and any other entity's interest in the matter.
- 3.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 3.5. Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

4. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

- 4.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.
- 4.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:
 - 4.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting at the time when the matter is to be discussed.
 - 4.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

4.3.1. The nature of the declarable conflict of interest

4.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

4.3.3. if it arises because of a gift or loan from another person to the councillor or a related party:

- the name of the other person and
- the nature of the relationship of the other person to the councillor or related party and
- the nature of the other person's interest in the matter and
- the value of the gift or loan and the date the gift or loan was made.

4.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

4.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

4.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.

4.4.3. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible

to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

- 4.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
 - 4.6.1. How does the inclusion of the councillor in the deliberation affect the public trust
 - 4.6.2. How close or remote is the councillor's relationship to the related party
 - 4.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
 - 4.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
 - 4.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
 - 4.6.6. How does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting
 - 4.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 4.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 4.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of

the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.

4.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

4.10. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

5. Reporting a Suspected Conflict of Interest

5.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

5.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.

5.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.

5.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.

5.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where

the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.

6. Loss of Quorum

6.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

6.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

6.1.2. Defer the matter to a later meeting

~~6.1.2.6.1.3.~~ Not to decide the matter and take no further action in relation to the matter.

6.2. The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

6.3. The council must not delegate a power that an Act says must be decided by resolution of the council under section 257(3) of the LGA or section 238(3) of the COBA.

6.4. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

6.4.1. The mayor or chief executive officer, or

6.4.2. A standing committee, or joint committee of council, or

6.4.3. The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or

6.4.4. Another local government for a joint government activity.

~~6.4.4.6.4.5.~~ The Establishment and Coordination Committee – only applies to Brisbane City Council

6.5. The council may only delegate a power to make a decision about a councillors conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:

6.5.1. The mayor or

6.5.2. A standing committee.

6.6. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

6.6.1. The mayor, or

6.6.2. The Establishment and Coordination Committee, or

6.6.3. A standing committee of the council.

6.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

7. Recording Prescribed and Declarable Conflicts of Interest

7.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

7.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

7.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

7.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

7.1.4. Any decision then made by the eligible councillors

7.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

7.1.6. The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

7.1.7. The name of each eligible councillor who voted on the matter and how each voted.

7.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

7.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

7.3. Where a decision has been made under section 4 above – the minutes must include:

7.3.1. The decision and reasons for the decision, and

7.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

8. Closed Meetings

8.1. A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section ~~s252J~~s242J(3) of the COBR:

8.1.1. Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

8.1.2. Industrial matters affecting employees

8.1.3. The local government's budget, which does not include the monthly financial statements

8.1.4. Rating concessions

8.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

8.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

8.1.7. 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

8.1.8. Negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*

8.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

8.2. A council meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by

another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

8.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the council meeting and the council must resolve to:

8.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:

8.3.2. Defer the matter to a later meeting when a quorum may be available

8.3.3. Not to decide the matter and take no further action in relation to the matter.

8.4. None of the above will be considered, discussed, voted on or made during a closed session.

8.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting ([a failure to do so could be a contravention of see section 171\(3\) of the LGA or section 173\(3\) of the COBA](#)).

8.6. To take a matter into a closed session the council must abide by the following:

8.6.1. Pass a resolution to close all or part of the meeting

8.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)

8.6.3. If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated

8.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer
From: Daniel Rowe, Community and Tourism Manager
Director: Matthew McGoldrick, Director Corporate and Community Services
Date: 1 September 2023
Subject: Mount Glen Rock – Growing Future Tourism Grant
File Ref: Parks and Reserves / Planning / Mount Glen Esk Development
Action Officer: CTM

Background/Summary

At Councils meeting of 23 August 2023 Council resolved "THAT Council endorse Officers preparing and submitting an Expression of Interest to the Growing Future Tourism Fund for the Mount Glen Rock Summit Hiking Trail and Southern Escarpment Sport Climbing Project based on a 50 per cent Council contribution."

After further investigation of guidelines it has been confirmed that the funding cannot be applied to the Southern Escarpment Sport Climbing part of the expression of interest.

Officers propose to continue with the submission for the Mount Glen Rock Summit Hiking Trail Project only.

Attachments

Nil

Recommendation

THAT Council endorse Officers preparing and submitting an Expression of Interest to the Growing Future Tourism Fund for the Mount Glen Rock Summit Hiking Trail Project based on a 50 per cent Council contribution.