AGENDA
ORDINARY COUNCIL MEETING

Somerset
REGIONAL COUNCIL

Date:	Wednesday, 24 January 2024
Time:	9 am
Venue:	Simeon Lord Room Esk Library Building 19 Heap Street ESK

Item No.	Description	Page No
1.	Opening of Meeting	-
2.	Leave of absence	-
3.	Confirmation of Previous Minutes	-
4.	Business arising out of minutes of previous meeting	-
5.	Matters of Public Interest	-
6.	Declarable conflicts of interest	-
7.	Reception and consideration of Officers' reports	-

PLANNING AND ECONOMIC DEVELOPMENT

8.	Development Application No. 24026	5
9.	Planning and Development Department Monthly Report – December 2023	181

FINANCE

10.	Audit committee independent member	198
11.	Tender 1341 – supply and delivery of two quad axle plant trailers	199
12.	First Budget Review 2023-24	200
13.	Official opening Lowood Pool Safe and Fun for Everyone project	230
14.	Revenue policy FY2025	231
15.	Risk Management Policy	240
16.	Audit Committee Policy	247
17.	High impact temporary entertainment event fee	250
18.	Action under section 130 of the Local Government Regulation 2012	252

19.	Esk consumables store CCTV	253
20.	Finance report	254

CORPORATE AND COMMUNITY SERVICES

21.	Lowood – Old Telstra Site – Request to Lease	279
22.	The Condensery – Staged Development Plan and Master Plan	289
23.	Tender 1340 – Brisbane Valley Soccer Clubhouse Extension	291
24.	Request for Installation of Security Cameras at the Lowood Recreational Complex	293
25.	Tenancies Railway Street Lowood – Tender 1344	295
26.	Works at the Kilcoy Showgrounds	296
27.	Fernvale Sports Park Advisory Committee Meeting – 13 December 2023	298
28.	2023 Somerset Garden Competition – Post Competition Review	307
29.	Library Priorities Project: Somerset Libraries App	309
30.	Queensland Flooding – flexible grants program.	311
31.	Arts, Culture and Heritage Plan 2023- 2028: progress report	312
32.	Tourism and Promotions Report – December 2023	321
33.	Corporate and Community Services Monthly Report - December 2023	325

OPERATIONS

34.	Tender 1330 – Scrub Creek Road New Bridge Construction	335
35.	Quote 1307 – Lowood Minden Rd - Millewski Rd to Zabels Road North Intersection	337
36.	Brisbane Sporting Car Club Limited – Request to Temporarily Close a Section of Western Branch Road for a Car Rally – Saturday, 16 March 2024	339
37.	Linville Brisbane Valley Rail Trail Trailhead Masterplan	342
38.	Wildlife Warning Signs Request Assessment Procedure	345
39.	Waste Reduction and Recycling Plan Update	348
40.	Operations Report for December 2023	351

HR AND CUSTOMER SERVICE

41.	Customer Service Report – December 2023	367

CHIEF EXECUTIVE OFFICER

42.	Urban Utilities and Council Recycled Water Supply Contract	372
43.	Caretaker Period Policy	374
44.	Meeting Model Procedures (Revised November 2023)	382
45.	Delegations Register Amendments – Council to Chief Executive Officer	402
46.	Extension of funding round opening period - 2023 - 2024 Funding Rounds – Community Assistance Grants – Funding Round Dates	420

GENERAL

47.	Meetings authorised by Council	-
48.	Mayor's and Councillors' Report	-
49.	Receipt of Petition	-
50.	Consideration of notified motions THAT Council: 1. Resolve to investigate strategies to improve transport options for Somerset Youth as part of the Somerset Youth Engagement Strategy. 2. Authorise the CEO to draft and send correspondence to the Honourable Bart Mellish MP, Minister for Transport and Main Roads and Minister for Digital Services, regarding the findings of the Somerset Youth Engagement Strategy Survey and request a meeting with the Department of Transport and Main Roads representatives to discuss opportunities for improved public transport services in the Somerset Region.	-
51.	Reception of Notices of Motion for next meeting	-
52.	Items for reports for future meetings	-

CLOSED CONFIDENTIAL

53.	Administrative Action Complaint – AA7 2022 – Roubaix Properties No.3 Pty Ltd	Report provided separately

GENERAL

54.	Closure of Meeting	-

Agenda Links

Development Application No. 24026 5
Planning and Development Department Monthly Report – December 2023 181
Audit committee independent member 198
Tender 1341 – supply and delivery of two quad axle plant trailers 199
First Budget Review 2023-24 200
Official opening Lowood Pool Safe and Fun for Everyone project 230
Revenue policy FY2025 231
Risk Management Policy 240
Audit Committee Policy 247
High impact temporary entertainment event fee 250
Action under section 130 of the Local Government Regulation 2012 252
Esk consumables store CCTV 253
Finance report 254
Lowood – Old Telstra Site – Request to Lease 279
The Condensery – Staged Development Plan and Master Plan 289
Tender 1340 – Brisbane Valley Soccer Clubhouse Extension 291
Request for Installation of Security Cameras at the Lowood Recreational Complex 293
Tenancies Railway Street Lowood – Tender 1344 295
Works at the Kilcoy Showgrounds 296
Fernvale Sports Park Advisory Committee Meeting – 13 December 2023 298
Event Pathways Program – three-year mentoring program 303
2023 Somerset Garden Competition – Post Competition Review 307
Library Priorities Project: Somerset Libraries App 309
Queensland Flooding – flexible grants program. 311
Arts, Culture and Heritage Plan 2023- 2028: progress report 312
Tourism and Promotions Report – December 2023 321
Corporate and Community Services Monthly Report - December 2023 325
Tender 1330 – Scrub Creek Road New Bridge Construction 335
Quote 1307 – Lowood Minden Rd - Millewski Rd to Zabels Road North Intersection 337
Brisbane Sporting Car Club Limited – Request to Temporarily Close a Section of Western Branch Road for a Car Rally – Saturday, 16 March 2024 339
Linville Brisbane Valley Rail Trail Trailhead Masterplan 342
Wildlife Warning Signs Request Assessment Procedure 345
Waste Reduction and Recycling Plan Update 348
Operations Report for December 2023 351
Customer Service Report – December 2023 367
Urban Utilities and Council Recycled Water Supply Contract 372
Caretaker Period Policy 374
Model Meeting Procedures (Revised November 2023) 382
Delegations Register Amendments – Council to Chief Executive Officer 402
Extension of funding round opening period - 2023 - 2024 Funding Rounds – Community Assistance Grants – Funding Round Dates 420

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:	15 January 2024
Subject:	Development Application No. 24026 Development Application for a Development Permit for Material Change of Use for Shop and Office (Five Tenancies)
File No:	DA24026 Action Officer: SP-MW
Assessment No:	00826-00000-000

1.0 APPLICATION SUMMARY

Property details

Location:	1512 Brisbane Valley Highway and Simpson Street, Fernvale
Real property description:	Lot 10 RP28844 and Lot 15 RP28844
Site area:	1,822m^2
Current land use:	Dwelling house on Lot 10, Lot 15 vacant
Easements/encumbrances:	Nil identified

South East Queensland Regional Plan

Land use category:	Urban footprint

Planning scheme details

Planning scheme	Somerset Region Planning Scheme (Version 4.2)
Zone:	Centre zone
Precinct:	Not applicable
Overlays:	OM3 Biodiversity overlay OM4 Bushfire hazard overlay OM5 Catchment management overlay OM7 Flood hazard overlay OM9 Infrastructure overlay

Application details

Proposal:	Shop and offices (five tenancies)
Category of assessment:	Code assessment
Applicant details:	Urban Rise Group C/- Statewide Survey Group 3/123 Link Road VICTORIA POINT QLD 4165
Owner details:	Urban Rise Group
Date application received:	2 August 2023
Date application properly made:	2 August 2023

Referrals State Assessment and Referral Agency

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 10 RP28844 and Lot 15 RP28844
Situated at 1512 Brisbane Valley Highway and Simpson Street, Fernvale

2.0 PROPOSAL

This development application seeks approval for a development permit for material change of use for shop and office (five tenancies), on land at 1512 Brisbane Valley Highway and Simpson Street, Fernvale, formally described as Lot 10 RP28844 and Lot 15 RP28844.

The proponent has considered potential use of one of the tenancies as Health care services, however this has not been included in the application.

The tenancies are generally single storey and range in gross floor area between 100m^2 and 200m^2. Tenancy 1, facing Brisbane Valley Highway, contains a 50m^2 mezzanine. The development has a total gross floor area of 650m^2.

The development is split level, in that the tenancies are designed to step down the site, generally consistent with the slope of the land.

The development is served by 23 parking spaces, including one disabled bay adjoined by a shared area and a turn bay.

Loading and refuse facilities are located at the rear of the site, adjacent to Simpson Street. The waste storage area is proposed to be screened from the street and adjoining properties.

3.0 SITE DETAILS

3.1 Description of the land

The site comprises two regularly shaped allotments. Lot 10 has frontage to Brisbane Valley Highway at the western boundary and Lot 15 has frontage to Simpson Street at the eastern boundary. Lot 10 contained an existing house which was recently removed, while Lot 15 is vacant. The site is located to the north of the Brisbane Valley Highway and Clive Street intersection.

Adjoining lots are also within the Centre zone. The lot to the northwest contains a service station. The lot to the southeast contains a butcher shop and house.

The lot slopes down from the Brisbane Valley Highway towards Simpson Street.

3.2 Site approval history

The following relevant applications and approvals benefit the land.

Reference:	Decision date:	Description:
DA24341	30 October 2023 (Private Certifier)	Building Approval for the Demolition of the Existing Dwelling on Lot 10.

3.3 Access

Access to the site will be via new crossovers on both the Brisbane Valley Highway and Simpson Street.

As Brisbane Valley Highway is a State controlled road, the application was referred to the State Assessment and Referral Agency (SARA). SARA provided conditions regarding access arrangements, including the requirement that the development is to have a 'left in only' access arrangement from the Brisbane Valley Highway. There will also be no opportunity for a right turn into the site from the Brisbane Valley Highway. The consequence of these constraints is that all vehicles exiting the site will be required to use Simpson Street and any vehicles attending the site from the south (or via Clive Street) will be required to enter the site via Simpson Street.

Simpson Street is an Access Street (Minor) in Council's road hierarchy. The new crossover to Simpson Street will be constructed as part of the operational works for the site.

3.4 Connection to electricity and telecommunications

The land is within the Centre zone, and as such the recommended development conditions require the development to connect to the reticulated electricity and telecommunications networks in line with the planning scheme requirements.

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 4.2)

5.6.1 Relevant assessment benchmarks from the planning scheme

The following are the relevant sections of the planning scheme for the assessment of this application:

(a) 6.2.1 Centre zone code;
(b) 7.2.4 Bushfire hazard overlay code;
(c) 7.2.5 Catchment management overlay code ;
(d) 7.2.7 Flood hazard overlay code;
(e) 7.2.9 Infrastructure overlay code;
(f) 8.2.3 Business activities code;
(g) 8.3.5 Services works and infrastructure code; and
(h) 8.3.6 Transport access and parking code.

The above relevant sections may be supported by additional information contained within the balance of the planning scheme.

The site is mapped within OM003 Biodiversity overlay – Koala conservation. This map, and the provisions of the overlay code, have been superseded by new requirements within the *Planning Regulation 2017*, and as such the planning scheme provisions for koalas are taken to be of no effect.

The site is mapped within OM005 Catchment management overlay. The site is connected to reticulated sewer, and the development is subject to compliance with a stormwater management plan with respect to water quality and quantity.

Additionally, the site is mapped within the OM008 High impact activities management area overlay. As the use is not a high impact activity, as defined in the planning scheme, the overlay code does not apply.

The site is also within the buffer to a main road on OM009 Infrastructure overlay. The table of assessment for this overlay does not provide for the Infrastructure overlay code to apply where the main road is affecting land that is within the urban area.

5.6.2 Strategic framework assessment

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

5.6.3 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, PO4
Business activities code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO3, PO5
Applicable overlay code	**Compliance with overall outcomes**	**Performance outcomes**
Bushfire hazard overlay code	Yes	No alternative outcomes proposed
Catchment management overlay code	Yes	No alternative outcomes proposed

Flood hazard overlay code	Yes	No alternative outcomes proposed

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

5.6.4 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 *adjoining premises*, 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.
Applicant comment The proposed building type offers an effective setback that supports such as onsite parking, refuse collection and landscaping to accommodate the public within the site. **Alternative outcome assessment** The proposed buildings extend across the rear boundary of Lot 10 and Lot 15. It is proposed to condition amalgamation of these two lots. It is recommended that the alternative outcome be accepted in this instance.	
Centre design	
PO4 Development contributes to an attractive, vibrant and well-designed town centre where: (a) development addresses the public realm; (b) building design, layout, and tenancy mix activates the street and pedestrian thoroughfares; (c) building services do not dominate the streetscape; and (d) conflict between pedestrians and vehicles is minimized.	**AO4.2** Building entrances are clearly recognisable from the *primary street frontage* of the site. **AO4.6** Vehicle crossovers are provided as follows: (a) common access is established with *adjoining premises* via access easements; or (b) access is taken from a minor street or rear lane; or (c) a single crossover is provided that is at least 3 metres from a crossover located on an *adjoining premises.*
Applicant comment The proposed site development adds to the existing streetscape by connecting people through the medium of business and shop activities held at the subject site. The building entrances are clearly visible through from the primary road and the proposed crossover is designed in such a way that facilitates the flow of traffic on State controlled road and creates minimal impact to it.	

Alternative outcome assessment
The building entrances do not directly access the Brisbane Valley Highway, however the development includes a pathway that serves the individual tenancies.

While all movement access is provided from Simpson Street, the proposed access from Brisbane Valley Highway is adjacent to the access for the adjoining service station, with a distance is less than 3 metres. The State Assessment and Referral Agency has considered the impact of the proposed access on the functionality, safety and efficiency of the road network and has determined that the access meets their requirements.

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

Transport access and parking code

Performance outcome	Acceptable outcome
Vehicle parking and servicing	
PO3 The amount of on-site car parking and service vehicle loading/ unloading is consistent with: (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 *road* network. Car parks, service vehicle access, loading and manoeuvring areas are of suitable standard for the intended use.	**AO3.1** The minimum number of car parking spaces complies with **Table 8.3.6.3.B– Minimum car parking requirements**. **AO3.2** The service vehicle complies with **Table 8.3.6.3.B– Minimum loading vehicle requirements**.

Applicant comment
The SRC rate for office use at one space per 25m^2 GFA is considered to be high and could result in an over-supply of on-site parking relative to demand. For comparison, the following minimum car parking rates for office use have been sourced as follows:
Austroads Guide to Traffic Management: 1 space per 30m^2 GFA – 1 space per 50m^2 GFA
RTA Guide to Traffic Generating Developments: 1 space per 40 m^2 GFA

In addition, we have obtained office car parking rates from the current planning schemes of surrounding local authorities. This indicates that, with the exception of Lockyer Valley, all surrounding local authorities adopt a minimum car parking rate of one space per 30m^2 or less onerous. Therefore, it is proposed to adopt a car parking rate of one space per 30m^2 GFA for the office use. The application of the above results in a reduced parking requirement of 24 spaces. Accordingly, the proposed parking provision is expected to adequately cater for the parking demands of the development.

Alternative outcome assessment
The development has a gross floor area of 650m^2. Based on a parking rate of 1 space per 25m^2 for ground level and 1 space per 50m^2 for levels above ground level, the development generates a demand of 25 parking spaces.

The proposal has a shortfall of two spaces (including the PWD space), to provide a total of 23 parking spaces.

The majority of the surrounding councils referenced by the applicant's traffic engineer have a significant urban area and are also serviced by public transport. Council's predominantly rural environment and lack of public transport places a higher dependence upon private vehicles however it is considered the amount of parking proposed by the development will be able to accommodate the proposed uses.

Based upon the use of a 5.8m parking aisle, manoeuvring on site will be relatively tight. The parking table provided with the site plan shows eleven spaces with a width of 2.4m which is inconsistent with the advice provided by the client's traffic engineer. Officers have conditioned the requirement for 2.6m wide parking spaces, consistent with the client's traffic engineer's advice, to enable more manoeuvrability into and out of all of the parking spaces. (A wider space allows for more manoeuvring within the parking space itself.) The necessity to widen eleven of the spaces results in an overall reduction of 2.2m for the landscaping within the parking area. Officers have conditioned an amended site plan which will need to address those alterations. It is suggested the reduced landscaping width could be spread across the four landscaping beds.

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

Site access

PO5 Vehicular access points are positioned along the frontage where they do not impact on the safety, capacity and operation of the existing *road* network having regard to: (a) the amount and type of vehicular traffic; (b) the type of use and traffic generation; (c) the current and future on-street parking arrangements; (d) proximity to intersections; and (e) available sight distances.	**AO5.1** Where the *site* has two street frontages, vehicular access is provided from the minor street. **AO5.2** Direct access is not provided to an arterial or higher order *road*.

Applicant comment
The proposed building type offers an effective setback that supports use such as onsite parking, refuse collection and landscaping to accommodate the public within the site.

Alternative outcome assessment
The proposal provides for a left in only entrance from the Brisbane Valley Highway, with the remaining access to be provided from Simpson Street, the minor street for the site. The State Assessment and Referral Agency has considered the impact of the proposed access on the functionality, safety and efficiency of the road network and has determined that the access meets their requirements.

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

5.6.5 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 shop and office, which are identified as being commercial (retail) and commercial (office) respectively under *Somerset Regional Council Charges Resolution (No. 1) 2023*. The land is within Charge Area A for determining the relevant adopted charges.

The application proposes shops and offices to be used interchangeably between each of the five tenancies. Accordingly, the levied charge is to be based on the greatest demand placed on the local government trunk infrastructure networks (i.e. the charge shall be calculated using

the adopted charge for commercial (retail) as it places a higher demand on the Council networks than an office.

The draft infrastructure charges notice is attached and identifies how the levied charge for the relevant local government networks have been worked out as required by the *Planning Act 2016*.

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 Stormwater network

Stormwater as a result of the development is not anticipated to result in an adverse impact on Council's trunk stormwater network infrastructure, and no additional trunk infrastructure has been identified as being necessary to deliver the development.

Standard development conditions are recommended to ensure no actionable nuisances occur and discharge to a lawful point of discharge is achieved, as required by the Queensland Urban Drainage Manual (QUDM).

An adopted charge for the stormwater network applies.

5.7.3.3 Public parks and community land network

The proposal is not considered to result in an unreasonable impact on Council's trunk public park and community land network infrastructure, and no trunk infrastructure has been identified as being required to support the development.

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

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*, the application required referral to the State Assessment and Referral Agency (SARA) for matters relating to state-controlled roads. SARA advised that they had no objections to the approval of the development application, subject to the imposition of development conditions. SARA's referral agency response will be attached to Council's decision notice and a copy has been attached to this report for Council's reference.

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

This application seeks development approval to construct and operate a new multi-tenancy shop and office complex within the Centre zone at Fernvale.

Council officers have undertaken the assessment of the application as required by section 45 of the *Planning Act 2016*. The assessment of the proposed development has determined it to be generally:

(a) consistent with the intention of the Somerset Region Planning Scheme (Version 4.2);
(b) achieving the outcomes identified in the relevant assessment benchmarks for which the application was required to be assessed.

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. Proposal plans
2. Stormwater management plan
3. Traffic impact statement
4. SARA referral agency response
5. Draft infrastructure charges notice

RECOMMENDATION

THAT Council:

1. approve Development Application No. 24026 for a Development Permit for Material Change of Use for Shop and Office (Five Tenancies) on land situated at 1512 Brisbane Valley Highway and Simpson Street, Fernvale, formally described as Lot 10 RP28844 and Lot 15 RP28844, 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*.

DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE		
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 plans and documents listed below (including as amended in RED by Council), except where amended by these development conditions.	At all times.
	Proposed Site Plan, Drawing No DA_0301 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Roof Plan, Drawing No DA_0302 Revision 1, prepared by David Marino Design, dated 22 July 2023.	
	Elevations 1, Drawing No DA_0400 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Elevations 2, Drawing No DA_0401 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Sections, Drawing No DA_0500 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Materials, Drawing No DA_0600 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023	
	Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023	

1.2	Submit an amended site plan that: (a) shows 2600mm wide parking spaces for all car parking spaces for approval by Council, and (b) Amends the parking table below the site plan to reference 2600mm wide parking spaces for all car parking spaces.	Prior to commencement of site works.
1.3	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During site works, building works or operational works phases.
	General	
1.4	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.5	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council, including any charges that are levied but not fully paid over the subject land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.6	All development conditions of this Development Approval must be complied with at no cost to Council, unless stated otherwise in any specific development condition.	At all times.
1.7	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
	Use of premises	
1.8	This Development Approval is for the purpose of Shop and Office and may include any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses. Note: Refer to the planning scheme for other activities that may occur within the building without further planning approval.	At all times.
1.9	Provide the development in accordance with the following: (a) Shop or office—650m^2 gross floor area; (b) Area impervious to stormwater—1,714m^2.	At the commencement of the use.
1.10	Undertake the development in accordance with the following hours of operation: (a) All days—6am to 10pm.	At all times.
1.11	Refuse collection and other loading and unloading activities may only occur during the following period: (a) 7am and 6pm Monday to Friday; and (b) 8am and 5pm Saturday and Sunday.	At all times.

	Building design	
1.12	Building height must not exceed 8.5 metres above ground level.	At all times.
1.13	Construct the development in accordance with the materials listed on the approved plans.	At the commencement of the use.
1.14	The building and structures must be constructed of robust materials that are graffiti resistant.	At all times.
1.15	Install street numbering and any building name at the road frontage of the site, to enable identification by emergency services.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
	Landscaping, screening and amenity	
1.16	Landscaping is to be provided as indicated on the approved plans. The works must be undertaken in accordance with an operational works approval.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.17	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.
1.18	Provide four (4) shade trees within the parking area, comprising one tree in each landscaped bed.	Prior to the commencement of use and to be maintained.
1.19	Protect all landscaped areas and pedestrian paths adjoining any car parking areas from vehicular encroachment by wheel stops or kerbing barrier approved by Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.20	Screen loading/unloading facilities, plant areas, refuse storage and other outdoor storage facilities on the site from direct view from any adjoining road or public space.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.

1.21	Locate garbage bin areas, rainwater tanks, hot water tanks, gas bottles and air conditioners in the rear or side setbacks (including generally as shown on the approved plans) and include screening (e.g. fencing or landscaping) from view from any road frontage.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.22	Any graffiti on buildings, structures, or fences on the subject land visible from public viewing locations must be removed within 24 hours or upon direction by Council.	At all times.
	Service connections	
1.23	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.24	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.25	Remove any services made redundant as a result of the development and reinstate the land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.26	Lot 10 RP28844 and Lot 15 RP28844 are to be amalgamated by Plan of Subdivision into one parcel. This shall occur at no cost to Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
SCHEDULE 2 – ENGINEERING *Assessment Manager*		
No	**Condition**	**Timing**
	General	
2.1	Make an operational works application to Council, and pay the required fees, where the development involves assessable operational works, including as identified in the following conditions.	Prior to the commencement of any operational works.
2.2	All works are to be designed and constructed in accordance with the requirements of the *Somerset Region Planning Scheme.*	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 development conditions.	At all times.
2.4	The design and construction of civil components of the operational work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including: • 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.	As part of the development permit for operational works.
	Earthworks	
2.5	All earthworks to be constructed in accordance with *AS3798 Guidelines on Earthworks for Commercial and Residential Developments*. Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
2.6	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.7	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
2.8	The foundation design of the proposed building must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location. A copy of the Certified foundation design is to be submitted to Council.	As part of Building Application for the proposed building
	Roadworks	
2.9	Provide to Council a copy of the written approval from the Department of Transport and Main Roads to carry out works on a state-controlled road.	Prior to commencing the works.
	Vehicle access and manoeuvring	
2.10	Carry out the development in accordance with the approved Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023, except as amended by these conditions of approval.	At all times.
2.11	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with *Somerset Region Planning Scheme*.	At all times.
2.12	All construction vehicles shall enter and leave the site in a forward gear.	At all times.
2.13	All manoeuvring areas shall enable access to a single-unit truck / bus based on a 12.5 metre Design Vehicle in accordance with *Austroads* design manual.	As part of operational works for car parking.

2.14	Provide on-site car parking for 23 vehicles in accordance with *Somerset Region Planning Scheme* and as shown on the approved plans. All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with *Somerset Region Planning Scheme* and *AS2890 Parking Facilities*.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
2.15	Provide secure bicycle parking and associated support facilities for a minimum of six (6) bicycles in accordance with *Somerset Region Planning Scheme* and *AS2890.3:2015 Parking Facilities, Part 3: Bicycle Parking*.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
2.16	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete, bitumen or pavers in accordance with Australian Standards.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
2.17	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
	Stormwater	
2.18	Carry out the development in accordance with the approved Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023, except as amended by these conditions of approval.	At all times.
2.19	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.20	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.
2.21	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.22	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.

2.23	Design and construction of all stormwater drainage works must comply with the relevant sections of the *Queensland Urban Drainage Manual (QUDM)* and the *Somerset Region Planning Scheme*.	As part of operational works for stormwater.
2.24	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	At all times.
	Erosion and sediment control	
2.25	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: • Be required to install additional measures. • Be responsible for the restoration work. 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.	During site works, building works or operational works phases.
2.26	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.	During site works, building works or operational works phases.
2.27	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.
2.28	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.	At all times.
2.29	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.	Prior to carrying out any building works, and then to be maintained at all times.
SCHEDULE 3 – ENVIRONMENTAL HEALTH *Assessment Manager*		

No	Condition	Timing
	General	
3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.
3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained: (a) in a serviceable condition; and (b) in a state of good repair and efficient action; and (c) in a clean, sanitary condition; and (d) free of accumulated disused materials; and (e) free of vermin and pest infestations.	At all times.
	Noise	
3.5	Plant and machinery used in the operation of the development are to be installed to avoid creating nuisance upon surrounding premises.	At all times.
	Air	
3.6	No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.
	Light	
3.7	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.
	Water	
3.8	Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: (a) uncontaminated overland stormwater flow; (b) uncontaminated stormwater to the stormwater system; (c) contaminants lawfully released to sewer; or (d) a release in accordance with a condition of this Development Approval.	At all times.
3.9	Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times.
3.10	Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times.

3.11	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
	Waste	
3.12	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During site works, building works or operational works phases.
3.13	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.

SCHEDULE 4 – REFERRAL AGENCIES
State Assessment and Referral Agency

Pursuant to section 62 of the *Planning Act 2016*, the following referral agency responses have been received and are attached to the Decision Notice.

No	**Condition**	**Timing**
4.1	Comply with the requirements of the State Assessment and Referral Agency referral agency response 2308-36256 SRA dated 27 September 2023, or as amended.	As indicated in the response.
4.2	Provide certification to Council from a suitably qualified person or the relevant agency demonstrating that the requirements of the referral agency response have been met.	Prior to the commencement of the use.

SCHEDULE 5 – ADVICE
Assessment Manager

This approval has effect in accordance with the provisions of section 71 of the *Planning Act 2016.*

Pursuant to section 85 of the *Planning Act 2016* the approval will lapse if first change of use does not happen 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 *Planning Act 2016.*

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 *Planning Act 2016*.

The applicant has the right of appeal to the Planning and Environment Court regarding the conditions of this approval.

A reference within a development condition to a "Certificate of Occupancy" includes an "Interim Certificate of Occupancy". Where a Certificate of Occupancy is not required, the reference is taken to be a "Final Inspection Certificate" or any other similar document finalising the works.

Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".

Parts of the Somerset Region are within Fire Ant Biosecurity Zones.

If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location (*Biosecurity Regulation 2016*).

If you are unable to do so, you must apply for a biosecurity instrument permit.

Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.

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 Biosecurity Zones as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants

The *Aboriginal Cultural Heritage Act 2003* 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 provisions apply for failing to fulfil the Cultural Heritage Duty of Care.

Persons 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 Cultural Heritage Duty of Care Duty Guidelines gazetted with the Act.

Council strongly advises that you obtain a copy of the Cultural Heritage Duty of Care Guidelines and seek further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act.

Information about the cultural heritage duty of care is available at qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care

An Infrastructure Charges Notice accompanies this Development Approval and Levied Charges are applicable. Details of the current value of the Levied Charge, how the Levied Charges were calculated, how the Levied Charge may be escalated, and when payment of the Levied Charge is required can be found on the Infrastructure Charges Notice or the accompanying information notice.

From 1 July 2014, Infrastructure Charges related to the water supply and wastewater network are given by and paid to the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities, and are separate from this Development Approval and the accompanying Infrastructure Charges Notice.

Additional advice about the Infrastructure Charges Notice may be sought from Council's planning section, on (07) 5424 4000 or mail@somerset.qld.gov.au.

Authorisation to connect the approved development to the water supply and wastewater networks and for property service connections require a Water Approval from the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.

For the approval of a Plan of Subdivision, written evidence from Urban Utilities must be provided to Council to verify that the conditions of any necessary Water Approval have been complied with.

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act 1975*. A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*. Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.
This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*. Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

Attachments for the Decision Notice include:

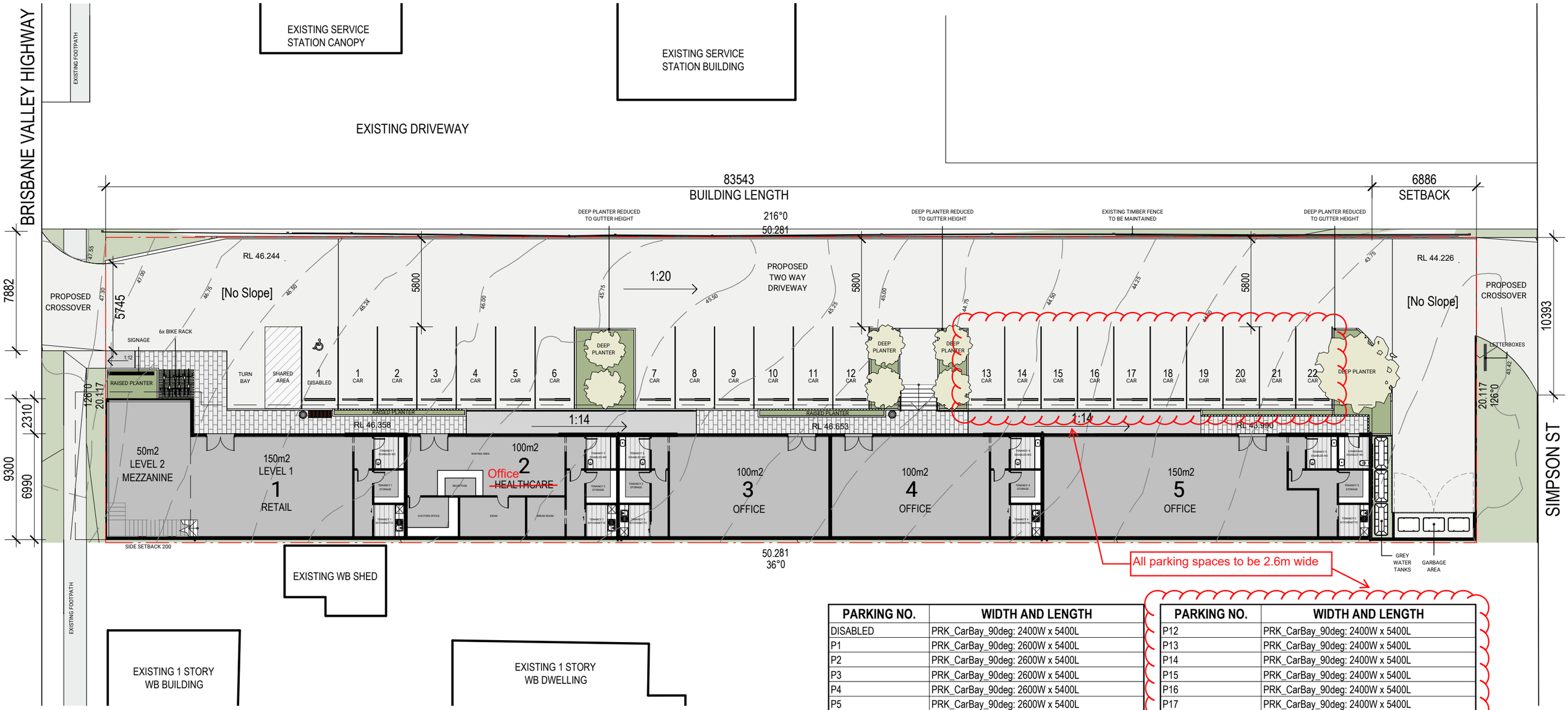
- Proposed Site Plan, Drawing No DA_0301 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Roof Plan, Drawing No DA_0302 Revision 1, prepared by David Marino Design, dated 22 July 2023.
- Elevations 1, Drawing No DA_0400 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Elevations 2, Drawing No DA_0401 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Sections, Drawing No DA_0500 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Materials, Drawing No DA_0600 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023
- Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023
- SARA referral agency response, reference 2308-36256 SRA, dated 27 September 2023

This completes the report for Development Application DA24026.

FERNVALE BUSINESS CENTRE
DEVELOPMENT APPLICATION

DEC 2023

DAVID MARINO DESIGN



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1 SITE PLAN

1 : 250

Annotated in RED by Somerset Regional Council on 17 January 2024

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8/12/2023 3:55:20 PM

Revision		
2	06/10/2023	Request for information one
1	22/07/2023	Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
PROPOSED SITE PLAN

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Drawing No. **DA_0301**

Revision **2**

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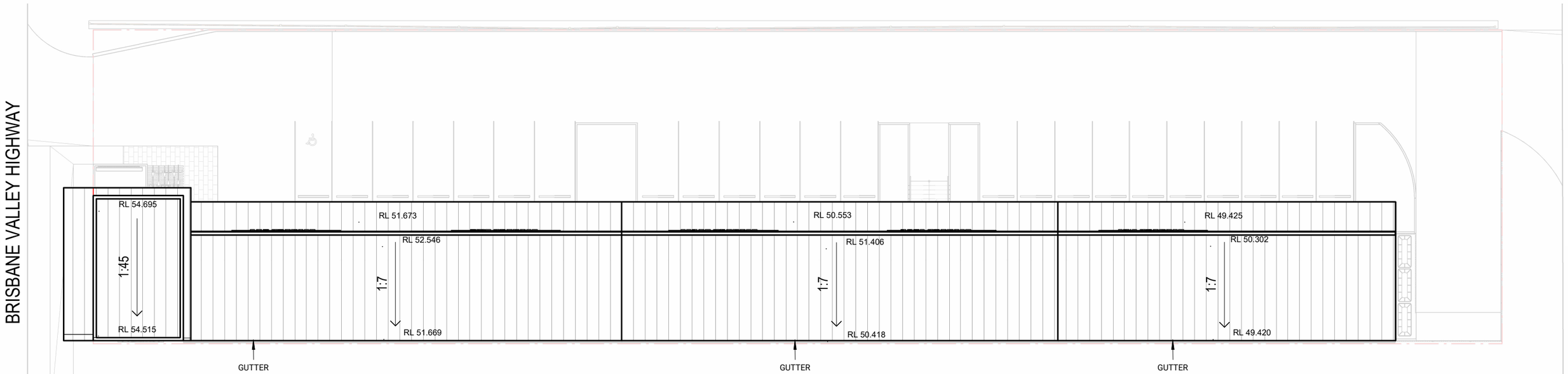

1 ROOF PLAN

1 : 250

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Revision
1 22/07/2023 Development Application

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For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
ROOF PLAN

0 1 5 10m

Drawing No. **DA_0302**

Revision **1**

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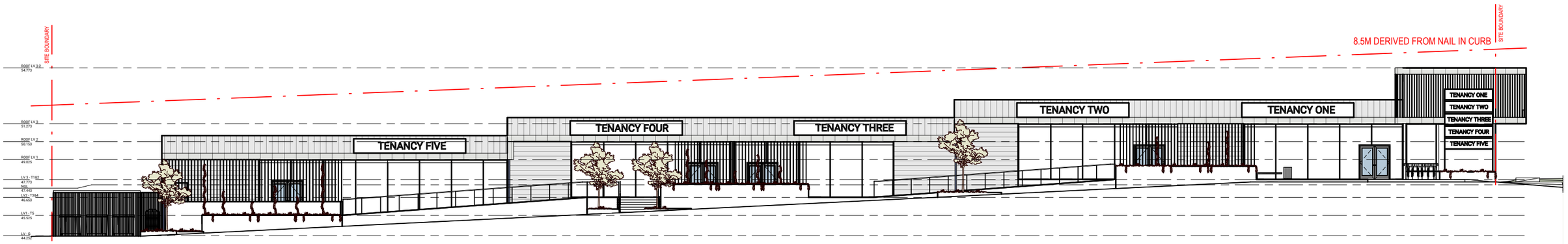

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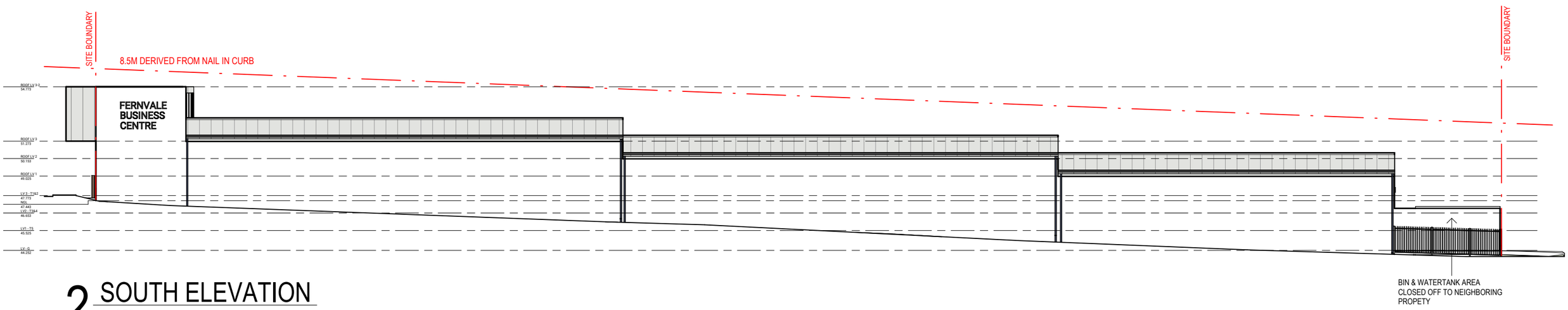

2 SOUTH ELEVATION

1 : 250

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Revision

2	06/10/2023	Request for information one
1	22/07/2023	Development Application

Project Address
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For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
ELEVATIONS 1

0 1 5 10m

Drawing No. **DA_0400**

Revision **2**

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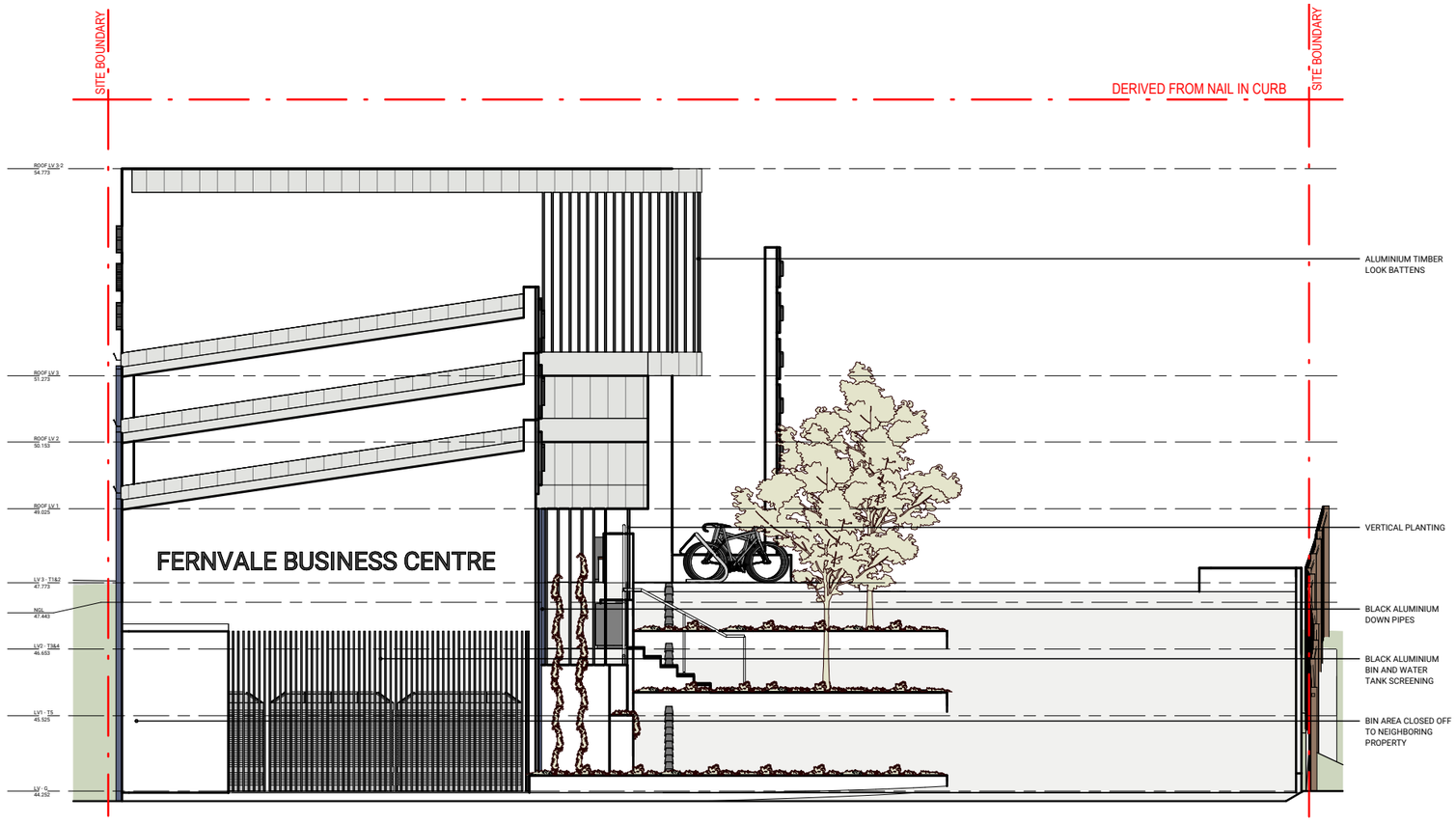

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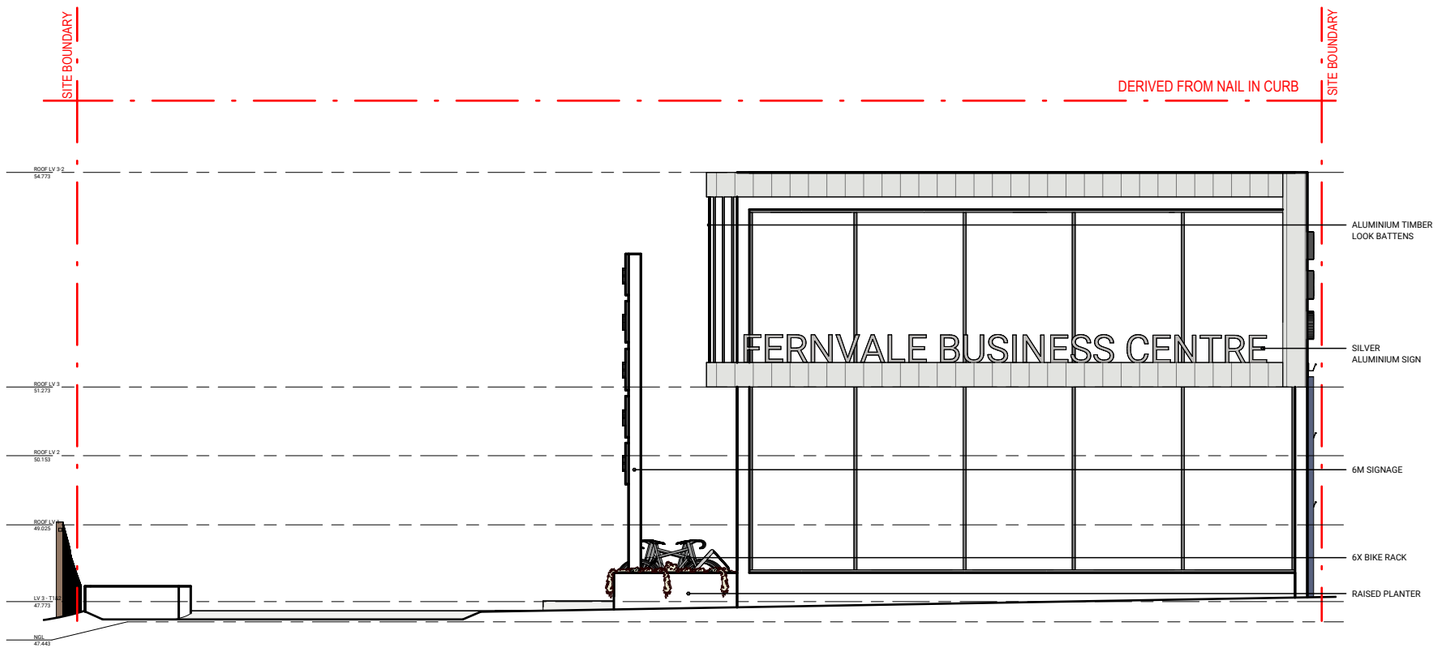

2 WEST ELEVATION
1 : 100

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Revision
2 06/10/2023 Request for information one
1 22/07/2023 Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

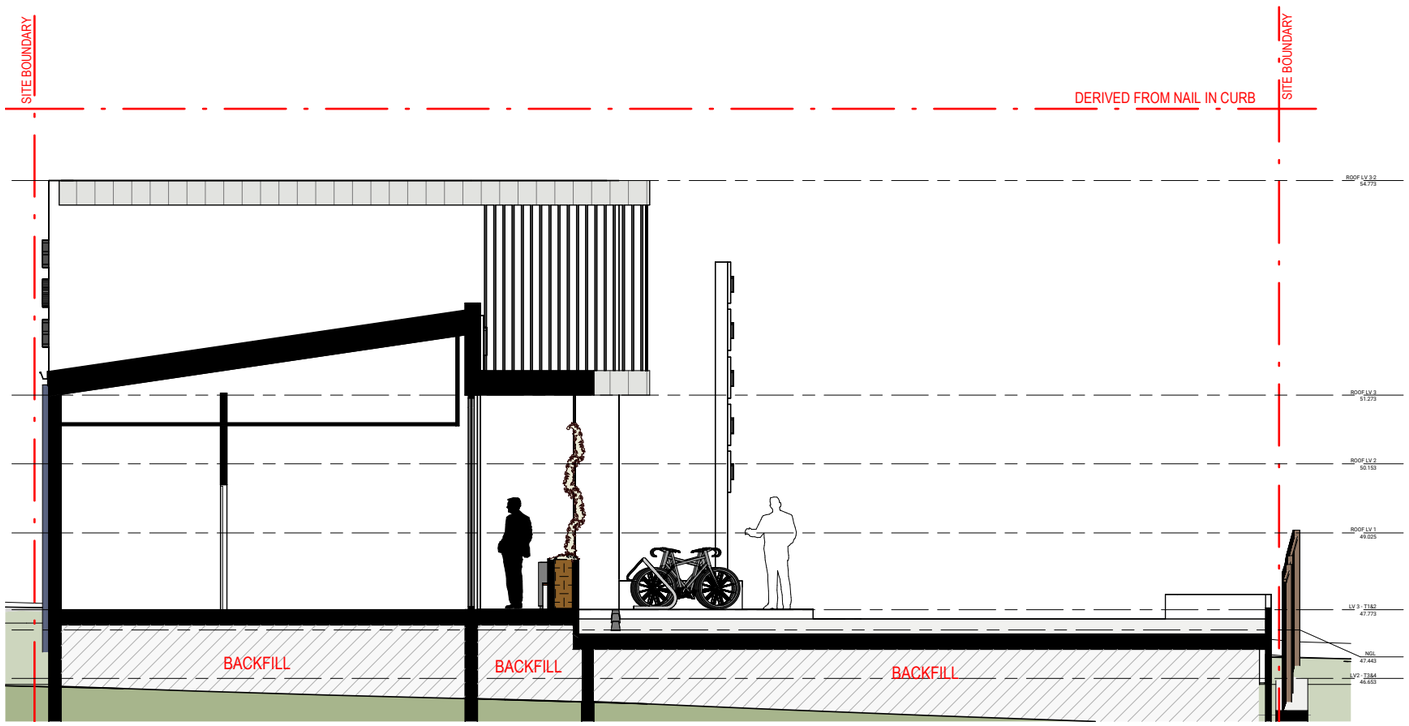
Project
FERNVALE BUSINESS CENTRE

Drawing Title
ELEVATIONS 2

Drawing No. **DA_0401**

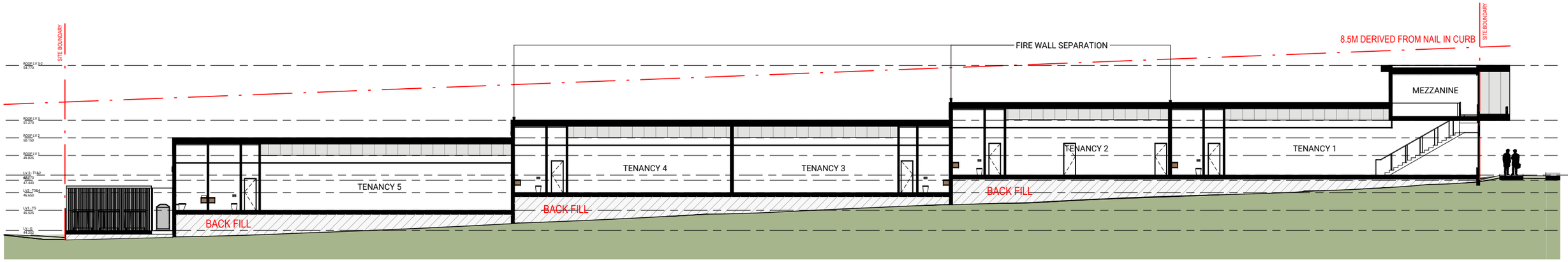
Revision **2**

Scale 1 : 100 at A3



1 SOUTH - WEST SECTION

1 : 100



2 SOUTH - EAST SECTION

1 : 250

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Revision

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1	22/07/2023	Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
BUILDING SECTIONS

0 1 5 10m

Drawing No. **DA_0500**

Revision **2**

Scale As indicated at A3

1

KNOTWOOD ALUMINIUM - SYCAMORE

- Cladding
- Battens

2

ANODISED SATIN CHARCOL GREY ALUMINIUM

- Signage

3

SMOOTH WHITE STRUCCO

- Exterior walls
- Planter boxes

4

COLOURBOND BASALT MATT FINISH

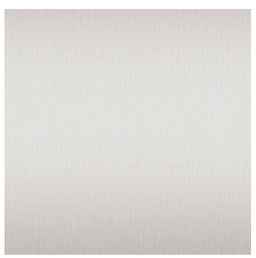
- Roofing & Capping (Standing Seam Style - Substantial Slender Rib, Wide Flat Pan)

5

COLOURBOND SHALE GREY MATT FINISH

- Feature wall cladding (Raised Panel with a reccessed groove - Narrow Pan - Horizontal)

6



METALLIC ANODISED ALUMINIUM

- Front signage
- Window mullions (clear glazing)
- Front doors
- Garbage / water tank battens

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Revision

2	06/10/2023	Request for information one
1	22/07/2023	Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
MATERIALS

Drawing No. **DA_0600**

Revision **2**

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Revision		
2	06/10/2023	Request for information one
1	22/07/2023	Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
PERSPECTIVE VIEWS

Drawing No. **DA_0700**

Revision **2**

HCE Engineers

Ref. (23151)

FERNVALE BUSINESS CENTRE
1512 BRISBANE VALLEY HIGHWAY, FERNVALE

STORMWATER MANAGEMENT PLAN
REVISION 0

Prepared For
URBAN RISE GROUP PTY LTD

HCE Engineers

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REPORT CONTROL SHEET

HCE Ref. No.:	23151
Site:	**1512 Brisbane Valley Highway, Fernvale**
Report Title:	Stormwater Management Plan

Rev No.	Date	Written By	Reviewed By	Authorised By	Signed
0	07.07.23	MN	TC	NR	
1	09.10.23	MN	GH	GH	

DISTRIBUTION

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INDEX

1. Introduction
   1.1. Information Request Response Items
2. Existing Site and Catchment Description
3. Water Quantity Management
   3.1. Overview
   3.2. Existing Conditions
   3.3. Proposed Mitigated Conditions
4. Water Quality Management
   4.1. Data
   4.2. Construction Phase
      4.2.1. Pollutants of Concern
      4.2.2. Water Quality Treatment
   4.3. Operational Phase
      4.3.1. Water Quality Treatment
   4.4. Pollutant Export Modelling
      4.4.1. Model Selection
      4.4.2. Model Setup
      4.4.3. Model Results
   4.5. Water Quality Monitoring
   4.6. Maintenance
      4.6.1. Ocean Protect OceanGuard Maintenance
      4.6.2. Ocean Protect StormFilter Maintenance

Appendix A – Concept Drawings
Appendix B – Rational Method Calculations
Appendix C – XP Rafts Results
Appendix D – MUSICX Modelling Results
Appendix E – Maintenance Guidelines
Appendix F – Flood Certificate
Appendix G – Tank Drawings

1. INTRODUCTION

HCE Engineers have been engaged to prepare a Stormwater Management Plan to accompany the development application for a proposed business centre at 1512 Brisbane Valley Highway, Fernvale.

This report identifies stormwater quality and quantity management measures that should be incorporated into the proposed site in order to satisfy Somerset Regional Council's Planning Scheme Policy.

This version of the report has been updated to addresses Items 11-13 of Councils Information Request Letter dated 18th August 2023. Each item is addressed in Section 1.1 below and/or within the body of this report.

Further to the addressing the specific stormwater management items of the Information Request the stormwater quantity and quality calculations have changed as a result of site layout amendments. Changes made are shown in blue for ease of assessment.

This report has been prepared expressly to provide commentary regarding compliance with Council requirements for the proposed development on the subject site. Information presented in this report should not be applied to properties or developments other than the subject development. No responsibility is accepted for use of any part of this report in any other context or for any other purposes or by any third party.

1.1. Information Request Response Items

Stormwater at Simpson Street frontage

Item 11
A Stormwater management plan has been prepared by HCE Engineers but has not been signed by an RPEQ. Please provide a Stormwater management plan signed by an RPEQ.

Response
The Stormwater Management Plan has been signed by an RPEQ.

Item 12
There is existing stormwater infrastructure located within the road reserve of Simpson Street where the driveway is proposed to access the street. The proposed infrastructure does not appear to address the presence of that existing infrastructure.

Please review the access layout having regard to the existing stormwater infrastructure within Simpson Street. If it is proposed to relocate or integrate the existing infrastructure to accommodate the proposed stormwater infrastructure, please demonstrate how this is proposed to be relocated or integrated in a manner that does not compromise vehicular movements or stormwater management.

Response
The existing infrastructure located within Simpson Street has been considered. As shown on the concept drawings the existing grated inlet that will be located within the crossover can be converted to a manhole with trafficable lid, whilst a new pipe and headwall can be constructed south of the crossover to capture runoff within the roadside table drain.

Item 13

The stormwater detention tank to assist discharge rates and water quality is located under the proposed driveway. Please provide detail on the stormwater detention tank, specifically in relation to its structural capabilities given it is located in a trafficable area.

Response

The pre cast tanks proposed are designed to withstand traffic loads. Refer to Appendix G for the tank drawings.

2. EXISTING SITE AND CATCHMENT DESCRIPTION

The development site is located on Lots 10 and 15 on RP28844 but is more commonly known 1512 Brisbane Valley Highway, Fernvale. The site has a total area of approximately 0.182 hectares and falls to the northeast towards Simpson Street.

Image 1: *Site Location (image from Nearmap.com)*

Council's Flood Hazard Overlay Map indicates a small portion of the site is flood affected and mapped as Low Flood Hazard as shown below. A Flood Information Certificate indicates that the 1% AEP flood level for the property is 43.48m AHD. A copy of the flood certificate can be viewed in Appendix F.

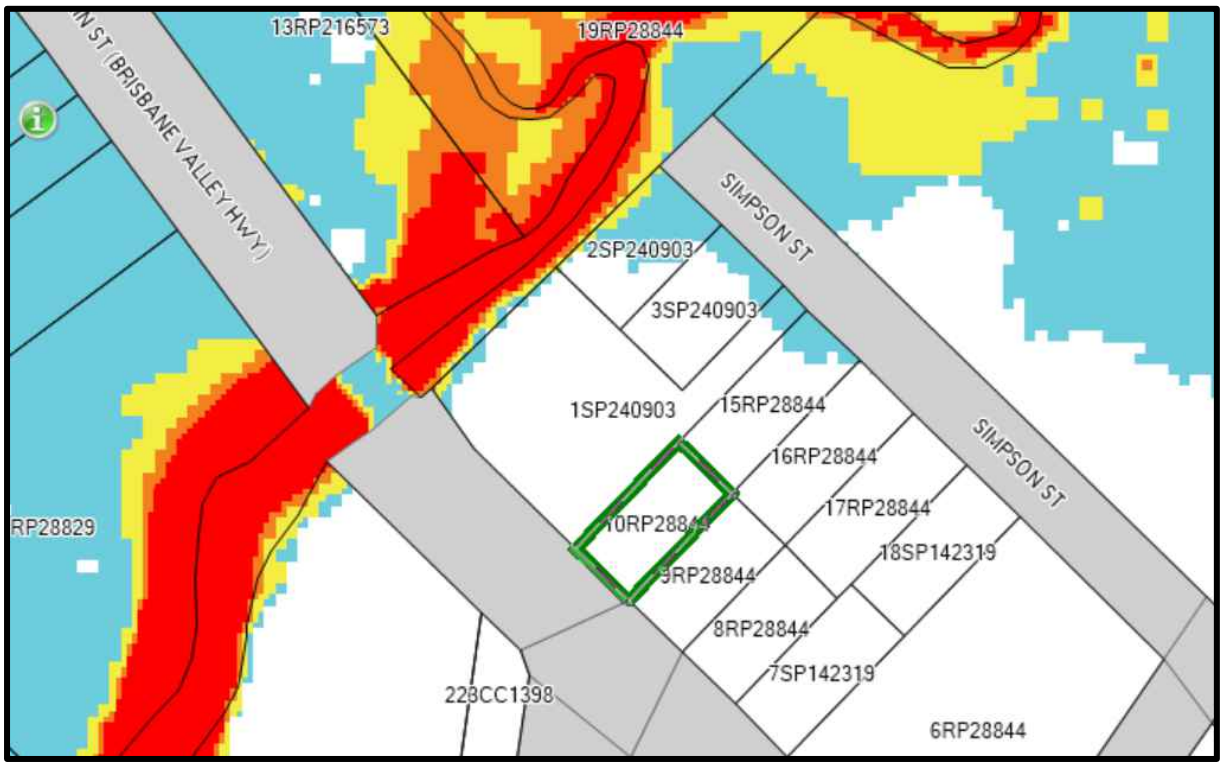


Image 2: *Flood Hazard Mapping (image from Somerset Regional Council eServices)*

The site is bound by a service station to the northwest which was recently approved (application DA19774) and is now operating and residential and commercial premises to the south east.

3. WATER QUANTITY MANAGEMENT

3.1. Overview

The development proposal is for the construction of a proposed business centre with associated carpaking and landscaping.

Somerset Regional Council's Planning Scheme Policy 4 – Design standards; Section SC6.5.9.1.2 Stormwater Quantity Design Standards requires the following:

(i) The preparation of a Site Based Stormwater Management Plan (SBSMP) for intensive and major developments demonstrates development and stormwater quantity measures are in accordance with this policy do not result in:
    a. increased peak discharges; and/or
    b. increased flood levels or volumes outside the boundaries of the site.
(ii) Assess impact of stormwater discharge from the proposed development on downstream and adjacent properties.
(iii) Identify legal point of downstream discharge and whether there is a need for any intervening easements or drainage reserves.
(iv) If retardation or detention basins are proposed, identify location and assess required size/capacity, and whether intended to be "wet" or "dry".
(v) Copies of models, mapping (i.e MapInfo), and all relevant files in an acceptable format to Council.

In this case a detention tank is proposed to mitigate developed flows leaving the site to less than or equal to existing conditions to address Point I above.

The point of discharge for the property is the existing stormwater infrastructure within Simpson Street that was constructed by the petrol station development in the neighbouring property. This stormwater system discharges into private property to the south.

A model has been set up using XP-RAFTS software package in in order to determine existing site runoff hydrographs and to determine the effectiveness of the proposed detention tank.

3.2. Existing Conditions

XP-RAFTS computer software package was used to model the peak discharges immediately downstream of the subject site under existing conditions during the 39%, 10%, 5%, 2% and 1% AEP rainfall events. The site has been represented by a single node.

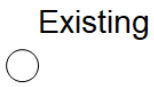


Image 3: *XP-RAFTS model set up for existing site conditions*

The table below summarises the input parameters for the XP-RAFTS model for the existing scenario.

Table 1 *– XP-RAFTS Source Node Parameters for Existing Site Conditions*

Parameter	Site Ex (Pervious)	Site Ex (Impervious)
Initial Loss (mm)	10	2
Continuing Loss (mm/hr)	2	0
Catchment Area (ha)	0.162	0.020
Impervious Percentage	5%	100%
Vectored Slope	1.0%	1.0%
Manning's n	0.045	0.025
IFD Coefficient	Fernvale	Fernvale
Storage	1.2	1.2

RAFTS is an empirical runoff routing model recognised as a suitable method to predict runoff hydrographs in the urban environments. The Rational Method is a simple hand calculation broadly accepted as being able to provide reasonable peak flow estimates in small urban catchments. The Rational Method calculation has been undertaken to verify the suitability of the RAFTS predicted flows and the results are summarised below. As it can be seen from the table below, the two methods predict similar flow rates for the site. Refer to Appendix B for Rational Method Calculations. Refer to Appendix C for XP-RAFTS outputs.

Table 2 – *Existing Peak Discharge Rates*

AEP	XP-RAFTS Existing Peak Discharge (m^3/s)	Rational Method Existing Peak Discharge (m^3/s)
39%	0.03	0.03
10%	0.05	0.05
5%	0.06	0.06
2%	0.07	0.07
1%	0.09	0.09

3.3. Proposed Mitigated Conditions

A detention tank is proposed under the carparking area to mitigate peak flows.

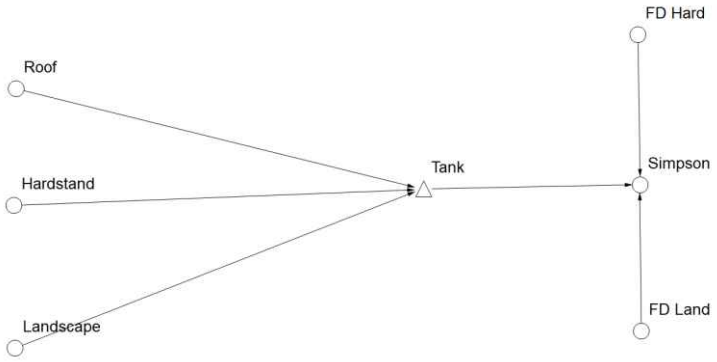


Image 4: *XP-RAFTS model set up for developed mitigated site conditions*

Table 3 below summarises the input parameters and Table 5 outlines the peak flow rates from the site under developed conditions. Refer to Appendix C for XP-RAFTS outputs.

Table 3 *– XP-RAFTS Source Node Parameters for Proposed Site Conditions*

Parameter	Roof	Hardstand
	Impervious	Impervious
Initial Loss (mm)	2	2
Continuing Loss (mm/hr)	0	0
Catchment Area (ha)	0.076	0.066
Impervious Percentage	100%	100%
Vectored Slope	1.0%	1.0%
Manning's n	0.025	0.025
IFD Coefficient	Fernvale	Fernvale
Storage	1.2	1.2

Parameter	Landscape	FD Hard
	Pervious	Impervious
Initial Loss (mm)	10	2
Continuing Loss (mm/hr)	2	0
Catchment Area (ha)	0.003	0.035
Impervious Percentage	5%	100%
Vectored Slope	1.0%	1.0%
Manning's n	0.045	0.025
IFD Coefficient	Fernvale	Fernvale
Storage	1.2	1.2

***Table 3** – XP-RAFTS Source Node Parameters for Proposed Site Conditions Continued*

Parameter	FD Land
	Pervious
Initial Loss (mm)	10
Continuing Loss (mm/hr)	2
Catchment Area (ha)	0.002
Impervious Percentage	5%
Vectored Slope	1.0%
Manning's n	0.045
IFD Coefficient	Fernvale
Storage	1.2

Detention Tank Parameters
Base RL =43.33m
Height = 0.9m
Total Volume = 72.5m^3
Outlet= 100mm orifice at base and 180mm orifice centre 600mm from base

***Table 4** – Detention Tank Performance (Developed Mitigated Conditions)*

AEP	XP-RAFTS Tank Peak Inflow Discharge (m^3/s)	XP-RAFTS Tank Peak Outflow Discharge (m^3/s)	Detention Tank Ponding Level (m)	Total Detention Tank Storage (m^3)
39%	0.06	0.01	0.42	33
10%	0.08	0.03	0.64	51
5%	0.10	0.04	0.69	55
2%	0.11	0.05	0.74	62
1%	0.12	0.06	0.85	68

Table 4 above outlines the detention basin peak inflow and outflow discharge rates. While Table 5 outlines the pre-development and post development peak discharge rates for the site.

***Table 5** – Existing & Developed Peak Discharge Rates*

ARI	XP-RAFTS Existing Peak Discharge (m^3/s)	XP-RAFTS Developed Peak Discharge (m^3/s)
39%	0.03	0.03
10%	0.05	0.04
5%	0.06	0.05
2%	0.07	0.07
1%	0.09	0.08

As it can be seen from Table 5 above, the proposed detention basin will ensure the peak discharge rates leaving the site are less than existing for the 39%, 10%, 5%, 2% and 1% AEP rainfall events. Refer to Concept design drawings attached. Refer to Appendix C for XP-RAFTS outputs.

4. WATER QUALITY MANAGEMENT

4.1. Data

MUSICX version 1.10.0 has been used to simulate the behaviour of stormwater in relation to water quality.

Healthy Waterways, Water by Design, "MUSIC Modelling Guidelines Version 3 – November 2018" were used for MUSICX model set up.

Water Sensitive Urban Design (WSUD) Engineering Guidelines were consulted for the proposed stormwater quality improvement devices.

4.2. Construction Phase

4.2.1. Pollutants of Concern

Table 8.3.5.3.B of the Somerset Region Planning Scheme (Section 8.3.5 – Services Works an Infrastructure Code) outlines the construction phase stormwater quality design objectives which may be relevant to this subdivision. Table 8.3.5.3.B is shown as Table 6 below.

***Table 6** - SQMP Construction Phase*

Issue		Design Objectives
Drainage control	Temporary drainage works	(a) Design life and design storm for temporary drainage works: • Disturbed area open for <12 months – 50% AEP flood event • Disturbed area open for 12-24 months – 20% AEP flood event • Disturbed area open for >24 months – 10% AEP flood event (b) Design capacity excludes minimum 150mm *freeboard* (c) Temporary culvert crossing – minimum 1 in 1 year ARI hydraulic capacity
Erosion control	Erosion control measures	(a) Minimise exposure of disturbed soils at any time (b) Divert water run-off from undisturbed areas around disturbed areas (c) Determine the erosion risk rating using local rainfall erosivity, rainfall depth, soil-loss rate or other acceptable methods (d) Implement erosion control methods corresponding to identified erosion risk rating
Sediment control	Sediment control measures Design storm for sediment control basins Sediment basin dewatering	(a) Determine appropriate sediment control measures using: • potential soil loss rate, or • monthly erosivity; or • average monthly rainfall (b) Collect and drain stormwater from disturbed soils to sediment basin for design storm events: • Design storm for sediment basin sizing is 80th% five day event or similar (c) Site discharge during sediment basin dewatering: • TSS < 50mg/L TSS; and • Turbidity not >10% receiving waters turbidity; and • pH 6.5-8.5
Water quality	Litter and other waste, hydrocarbons and other contaminants	(a) Avoid wind-blown litter; remove gross pollutants (b) Ensure there is no visible oil or grease sheen on released waters (c) Dispose of waste containing contaminants at authorised facilities
Waterway stability and flood flow management	Changes to the natural waterway hydraulics and hydrology	(a) For peak flow for the 100% AEP flood event, use constructed sediment basins to attenuate the discharge rate of stormwater from the site

4.2.2. Water Quality Treatment

Appropriate erosion and sediment control measures can be prepared and implemented on site during construction activities to ensure 'best management practices' are achieved.

4.3. Operational Phase

Table 8.3.5.3.C of the Somerset Region Planning Scheme (Section 8.3.5 – Services Works an Infrastructure Code) outlines the stormwater management design objectives for the post construction phase. The design objectives are summarised in Table 7 below. The development is for urban purposes and the latest census data (2021) from the Australian Bureau of Statistics indicates that the population of Fernvale is 3,629 and therefore the below post construction design objectives need to be met.

Table 7 – *Water Quality Design Objectives*

Pollutant	Minimum Reduction in Mean Annual Load
Total Suspended Solids (TSS)	80%
Total Phosphorus (TP)	60%
Total Nitrogen (TN)	45%
Gross Pollutants (>5mm)	90%

4.3.1. Water Quality Treatment

A proprietary cartridge-based filter system is proposed within the site. Refer to concept design drawings attached.

4.4. Pollutant Export Modelling

4.4.1. Model Selection

In order to determine the on-site pollutant generation, and the effectiveness of the proposed Stormwater Quality Improvement Devices, the Model for Urban Stormwater Improvement Conceptualisation (MUSICX) version 1.10.0 was used.

4.4.2. Model Setup

The MUSICX model was set up in accordance with the Healthy Waterways, Water by Design's "MUSIC Modelling Guidelines Version 3 – November 2018".

All roofwater drainage for the site and 60% of the internal driveway runoff can be discharged to the proposed stormwater cartridge system. The remaining 40% of the internal driveway will bypass the cartridge system due to site levels but runoff will still flow though an Ocean Guard. The following rainfall data and modelling time step were used.

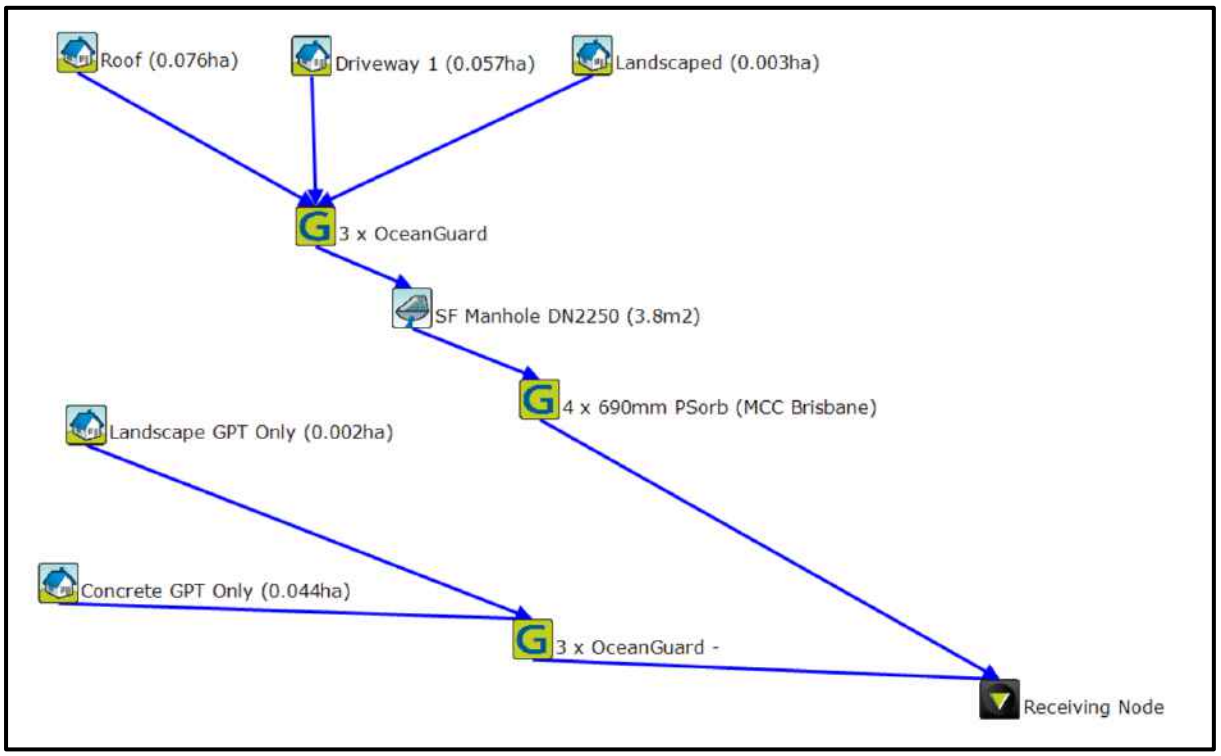


Image 5: *MUSICX Model Set Up*

Table 8 - Meteorological and Rainfall Data Reporting

Input	Data Used in Modelling
Rainfall	Kirkleigh (40318)
Time Step	6 minute
Modelling Period	01/01/1980 – 31/12/1989

Source node catchment data is as per Table 9 below. The rainfall runoff parameters and pollutant export parameters for a commercial "split catchment" have been set up according to Table A1.2 and Table B4.3 of MUSIC Modelling Guidelines – November 2018. Refer to Appendix A for the concept drawings and water quality catchment plan.

***Table 9** – MUSICX model Source Nodes*

Node	Catchment Area (ha)	Impervious Percentage	Treatment Train
Roof	0.076	100%	3 x OceanGuard → 4 x StormFilters (or equivalent)
Concrete	0.057	100%	3 x OceanGuard → 4 x StormFilters (or equivalent)
Landscaped	0.003	10%	3 x OceanGuard → 4 x StormFilters (or quivalent)
Concrete GPT Only	0.044	100%	3 x OceanGuard
Landscape GPT Only	0.002	10%	3 x OceanGuard

4.4.3. Model Results

The above proposed treatment measures have been modelled using MUSICX Version 1.10.0 and the following pollutant load-based reductions have been predicted for the site.

***Table 10** – MUSICX Modelling Results*

Target Pollutant	Required Load Based Reduction	Achieved Reduction
Total Suspended Solids (TSS)	80%	89%
Total Phosphorus (TP)	60%	60%
Total Nitrogen (TN)	45%	48%
Gross Pollutants (GP)	90%	100%

As Table 10 above demonstrates, the installation of the proposed stormwater treatment measures achieves the required reduction requirements for Total Suspended Solids, Total Phosphorus, Total Nitrogen and Goss Pollutants. The proposed treatment measures are therefore compliant with the Acceptable Outcome AO11.1 of Council's Services, works and infrastructure code.

Trace and heavy metals are usually associated with fine sediment. The proposed treatment train removes very significant proportions of suspended solids therefore it is expected that the removal of trace and heavy metals will be acceptable to adequately protect downstream habitats and ecosystems from heavy metal contamination. No major sources of hydrocarbons are expected on site.

4.5. Water Quality Monitoring

No monitoring of water quality of the runoff from the site is proposed. Untrialled stormwater quality management measures are not proposed. Additionally, the level of treatment proposed is considered best practice and little improvement in the treatment train proposed could be provided.

4.6. Maintenance

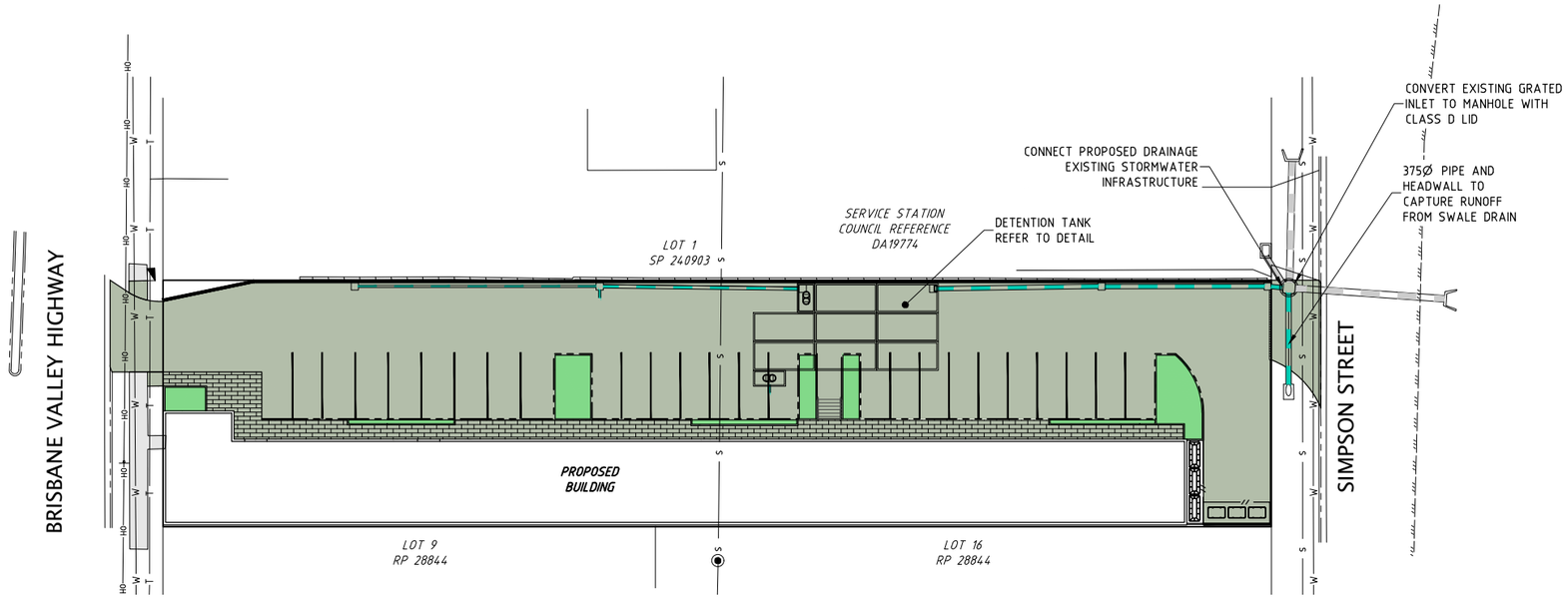
4.6.1. Ocean Protect OceanGuard Maintenance

Maintenance and cleaning of the Ocean Protect OceanGuard unit can be performed manually by lifting the filter basket by hand and emptying the contents of the basket or by vacuum cleaning using street sweeping vehicles. Cleaning frequency depends heavily on the surrounding environment and how much pollutants are generated in the area. Recommend cleaning out of the units every 3 to 4 months or when the filter basket becomes approximately 80% full. Pollutants extracted from the unit are to be disposed of at an approved waste disposal facility. OceanGuard maintenance plan and checklist are provided in Appendix E.

4.6.2. Ocean Protect StormFilter Maintenance

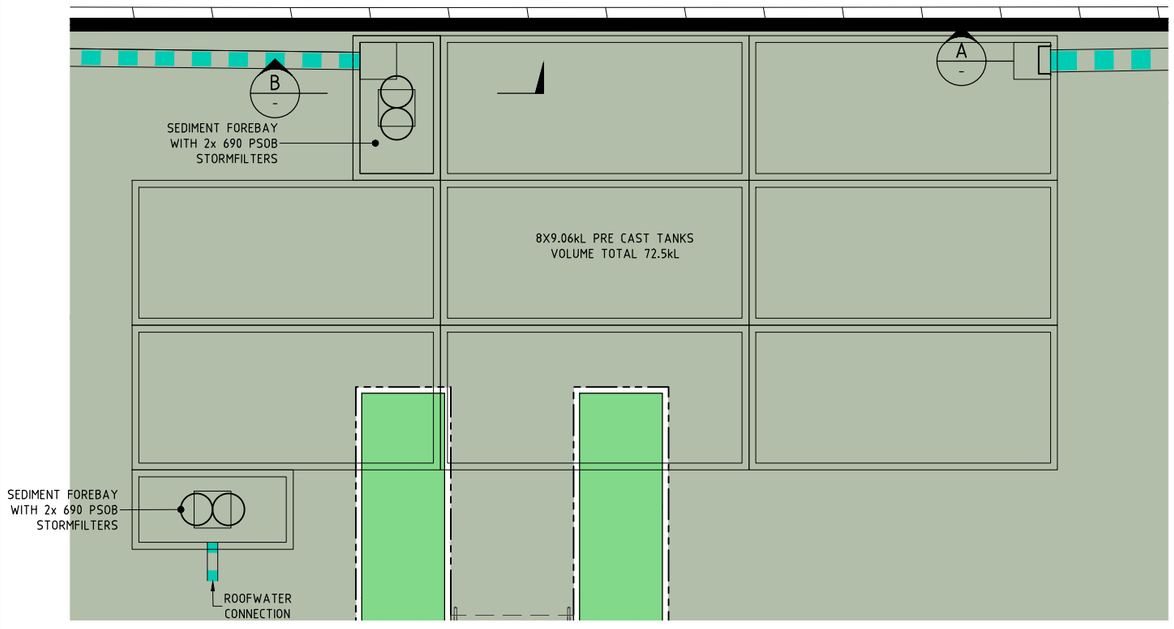
To ensure that the Stormfilter devices are operating at desired efficiency it is necessary to remove captured pollutants and material from the device at regular intervals. Stormfilter maintenance plan and checklist are provided in Appendix E.

APPENDIX A – CONCEPT DRAWINGS



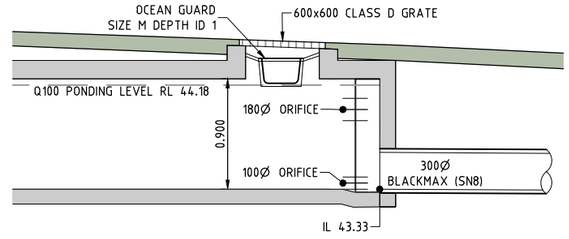
PLAN
SCALE 1:250

LEGEND
- EXISTING SURFACE CONTOURS (0.25m INTERVAL)
- EXISTING SEWERAGE
- EXISTING WATER RETICULATION
- EXISTING TELECOMMUNICATIONS
- EXISTING OVERHEAD ELECTRICAL
- EXISTING KERB AND CHANNEL
- EXISTING RETAINING WALL
- PROPOSED RETAINING WALL
- NEW CONCRETE
- EXISTING CONCRETE
- EXISTING STORMWATER DRAINAGE
- PROPOSED STORMWATER DRAINAGE
- LANDSCAPING

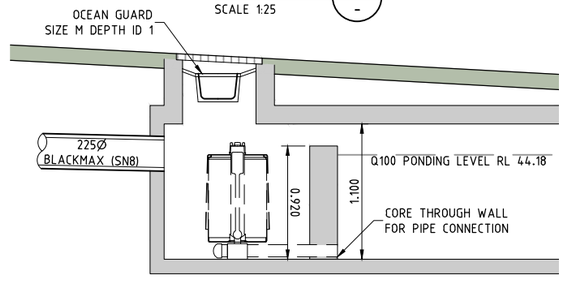


DETENTION TANK PLAN
SCALE 1:50

NOTE:
- OUTLET WEIR TO BE 5mm THICK HOT DIPPED GALVANISED STEEL OR STAINLESS STEEL
- ALL GRATED INLET TO BE FITTED WITH OCEAN PROTECT 'OCEAN GUARDS'



SECTION A
SCALE 1:25



SECTION B
SCALE 1:25

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SCALE 1:50 (A1) 0 1 2 3m (SCALE BEFORE REDUCTION)

SCALE 1:250 (A1) 0 5 10 15m (SCALE BEFORE REDUCTION)

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PROJECT	TITLE	CLIENT
1512 BRISBANE VALLEY HWY FERNVALE QLD 4306 LOT 10 & 15 RP 28844	CONCEPT STORMWATER PLAN	URBAN RISE GROUP PTY LTD

NOT FOR CONSTRUCTION. CONCEPT ONLY.

REVISION	AMENDMENT	DATE
A	ISSUED FOR DA APPROVAL	07/07/23
B	AMENDED TO SUIT REVISED SITE PLAN	09/10/23

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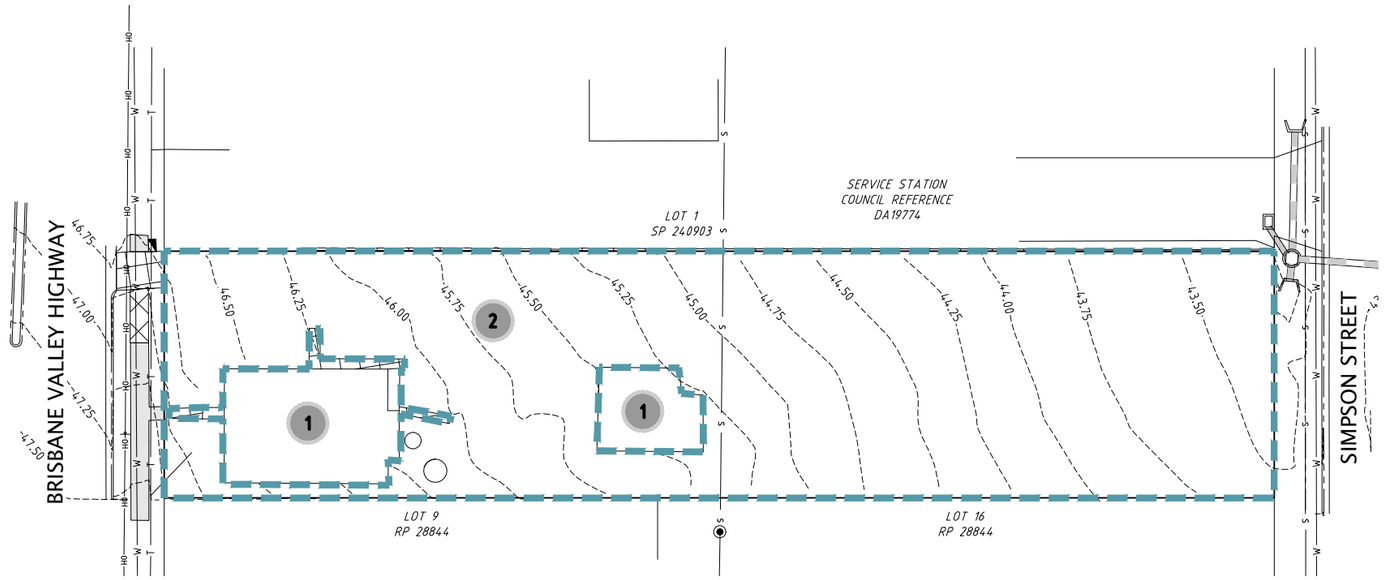
Designed	Drawn	Date
MN	MN	05/07/23

Approval No. -
Scale AS SHOWN
Drawing No. 23151-SK01
Rev. B

LEGEND

- EXISTING SURFACE CONTOURS (0.25m INTERVAL)
- EXISTING SEWERAGE
- EXISTING WATER RETICULATION
- EXISTING TELECOMMUNICATIONS
- EXISTING OVERHEAD ELECTRICAL
- EXISTING KERB AND CHANNEL
- EXISTING RETAINING WALL
- EXISTING CONCRETE
- EXISTING STORMWATER DRAINAGE
- CATCHMENT BOUNDARY
- 1 CATCHMENT LABEL



STORMWATER QUANTITY CATCHMENT PLAN

SCALE 1:250

STORMWATER QUALITY CATCHMENT AREAS		
NAME	DESCRIPTION	AREA
1	ROOF/CONCRETE	0.020ha
2	GROUND	0.162ha

THIS DESIGN HAS BEEN PREPARED BASED ON SERVICE AUTHORITY AS CONSTRUCTED INFORMATION. NO POT HOLING HAS BEEN UNDERTAKEN TO VERIFY EXISTING SERVICE LOCATIONS AND DEPTHS. IT IS THE CONTRACTORS RESPONSIBILITY TO UNDERTAKE POT HOLING TO VERIFY THE DESIGN.

SCALE 1:250 (A1) 0 5 10 15m (SCALE BEFORE REDUCTION)

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PROJECT	TITLE	CLIENT
1512 BRISBANE VALLEY HWY FERNVALE QLD 4306 LOT 10 & 15 RP 28844	EXISTING STORMWATER QUANTITY CATCHMENT PLAN	URBAN RISE GROUP PTY LTD

NOT FOR CONSTRUCTION. CONCEPT ONLY.

REVISION	AMENDMENT	DATE
A	ISSUED FOR DA APPROVAL	07/07/23

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Designed: MN | Drawn: MN | Date: 05/07/23
Approval No.: - | Scale: AS SHOWN
Drawing No.: 23151-SK02 | Rev.: A

LEGEND

- EXISTING SURFACE CONTOURS (0.25m INTERVAL)
- EXISTING SEWERAGE
- EXISTING WATER RETICULATION
- EXISTING TELECOMMUNICATIONS
- EXISTING OVERHEAD ELECTRICAL
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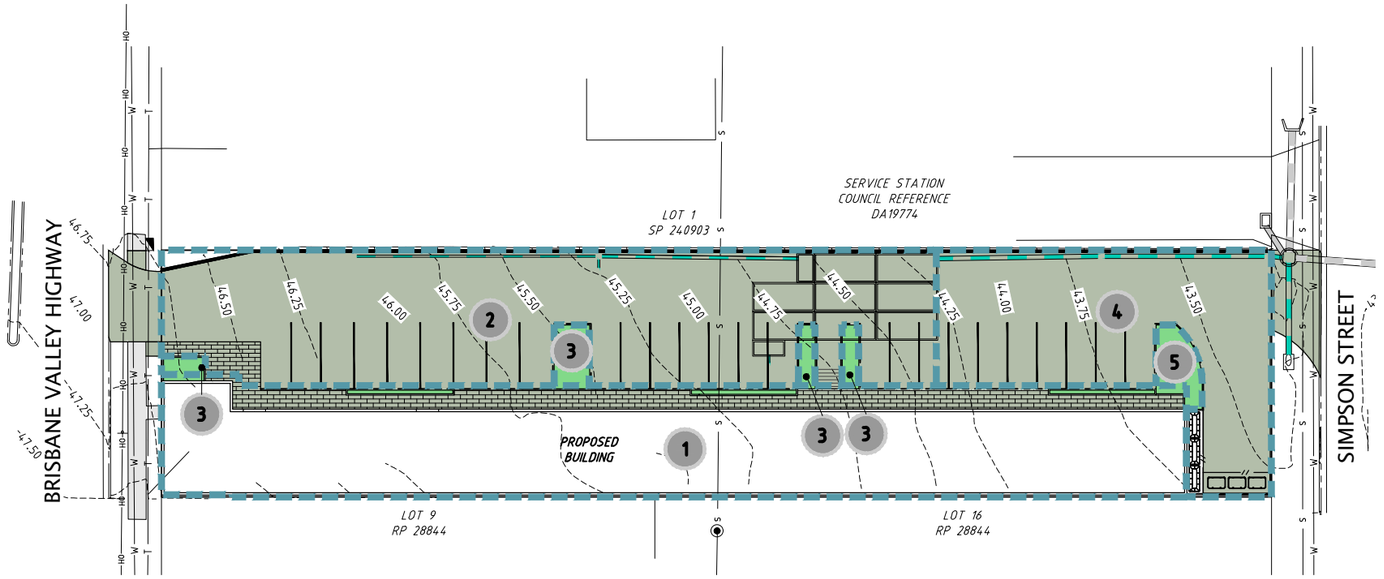
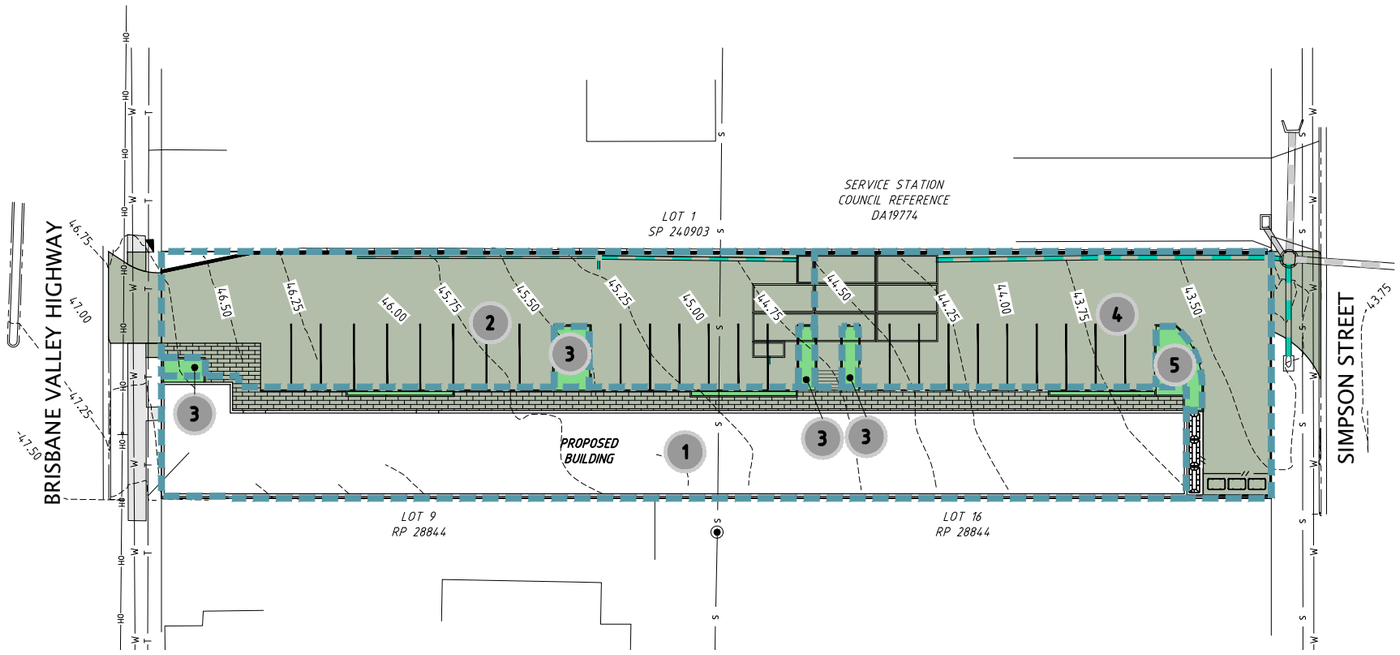
- CATCHMENT BOUNDARY
- CATCHMENT LABEL
- LANDSCAPING



STORMWATER QUANTITY CATCHMENT PLAN

SCALE 1:250

STORMWATER QUANTITY CATCHMENT AREAS		
NAME	DESCRIPTION	AREA
1	ROOF	0.076ha
2	CONCRETE	0.066ha
3	LANDSCAPE	0.003ha
4	CONCRETE FREE DRAIN	0.035ha
5	LANDSCAPE FREE DRAIN	0.002ha



STORMWATER QUALITY CATCHMENT PLAN

SCALE 1:250

STORMWATER QUALITY CATCHMENT AREAS		
NAME	DESCRIPTION	AREA
1	ROOF	0.076ha
2	CONCRETE	0.057ha
3	LANDSCAPE	0.003ha
4	CONCRETE GPT ONLY	0.044ha
5	LANDSCAPE GPT ONLY	0.002ha

THIS DESIGN HAS BEEN PREPARED BASED ON SERVICE AUTHORITY AS CONSTRUCTED INFORMATION. NO POT HOLING HAS BEEN UNDERTAKEN TO VERIFY EXISTING SERVICE LOCATIONS AND DEPTHS. IT IS THE CONTRACTORS RESPONSIBILITY TO UNDERTAKE POT HOLING TO VERIFY THE DESIGN.

SCALE 1:250 (A1) 0 5 10 15m
(SCALE BEFORE REDUCTION)

HCE Engineers
Phone: (07) 3829 1399
mail@hce-engineers.com.au
P.O Box 7214
Redland Bay
Level 1
55-57 Jardine Drive
Redland Bay
QLD 4165

PROJECT	TITLE	CLIENT
1512 BRISBANE VALLEY HWY FERNVALE QLD 4306 LOT 10 & 15 RP 28844	PROPOSED STORMWATER QUALITY AND QUANTITY CATCHMENT PLAN	URBAN RISE GROUP PTY LTD

NOT FOR CONSTRUCTION. CONCEPT ONLY.

REVISION	AMENDMENT	DATE
A	ISSUED FOR DA APPROVAL	07/07/23
B	CATCHMENTS AMENDED TO SUIT REVISED SITE PLAN	09/10/23

DO NOT SCALE. CONFIRM ALL DIMENSIONS ON SITE.
Copyright ©

Designed	Drawn	Date
MN	MN	05/07/23

Approval No. -
Scale AS SHOWN
Drawing No. 23151-SK03
Rev. B

APPENDIX B – RATIONAL METHOD CALCULATIONS

RATIONAL METHOD CALCULATIONS - EXISTING SITE

Job Reference	23151
Site Address	Brisbane Valley Hwy
Council	Somerset

Number of Sub-Catchments	2	
Minor Storm Event	Q2	*(As per QUDM Table 7.02.1)*
Major Storm Event	Q100	*(As per QUDM Table 7.02.1)*

Subcatchment Summary Table

Number	Catchment Name	Catchment Description	C_{10}	tc
1	roof	Impervious Roof	0.90	10
2	ground	Fully Pervious Areas	0.55	10

Catchment Calculations (Major and Minor Storm ARI's)

Number	Area	C2	I2	Q2	C100	I100	Q100
	ha		mm/hr	m^3/s		mm/hr	m^3/s
1	0.020	0.77	110	0.005	1.00	242	0.013
2	0.162	0.47	110	0.023	0.66	242	0.072

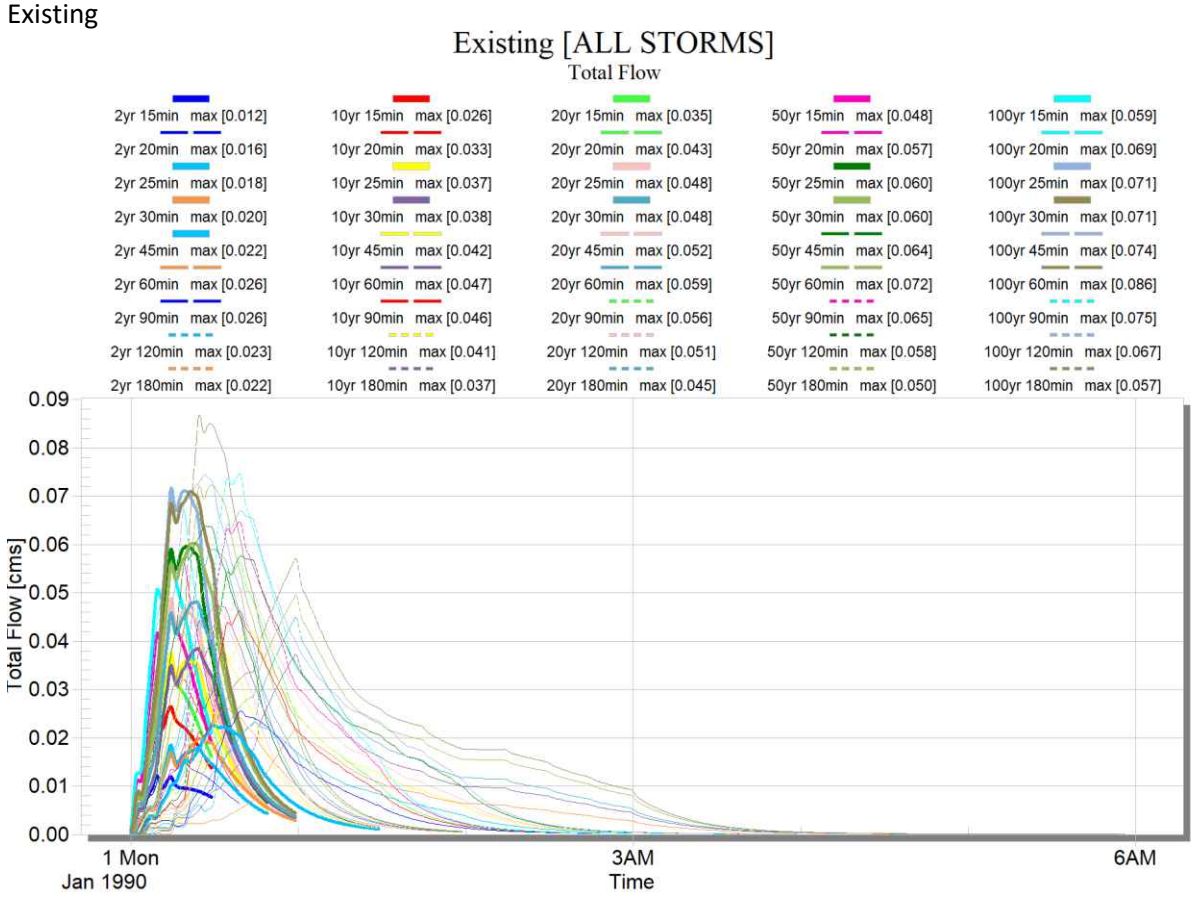
Total Runoff	Minor	0.028	m^3/s
	Major	0.085	m^3/s
Total Area		0.182	ha

Overland Flow Calculations		
Trunk SW Infrastructure		
Pipe Diameter	N/A	m
Number of Pipes	0	
Grade	0	m/m
mannings	0	
Pipe Capacity		m^3/s
Pipe Velocity		m/s
Capacity @ 3m/s		m^3/s
Overland Flow		m^3/s

All Storm ARI's		
ARI	Peak Discharge	
3 Month	0.010	m^3/s
1	0.020	m^3/s
2	0.028	m^3/s
5	0.040	m^3/s
10	0.047	m^3/s
20	0.057	m^3/s
50	0.073	m^3/s
100	0.085	m^3/s

APPENDIX C – XP RAFTS RESULTS

Existing


Existing [ALL STORMS]
Total Flow
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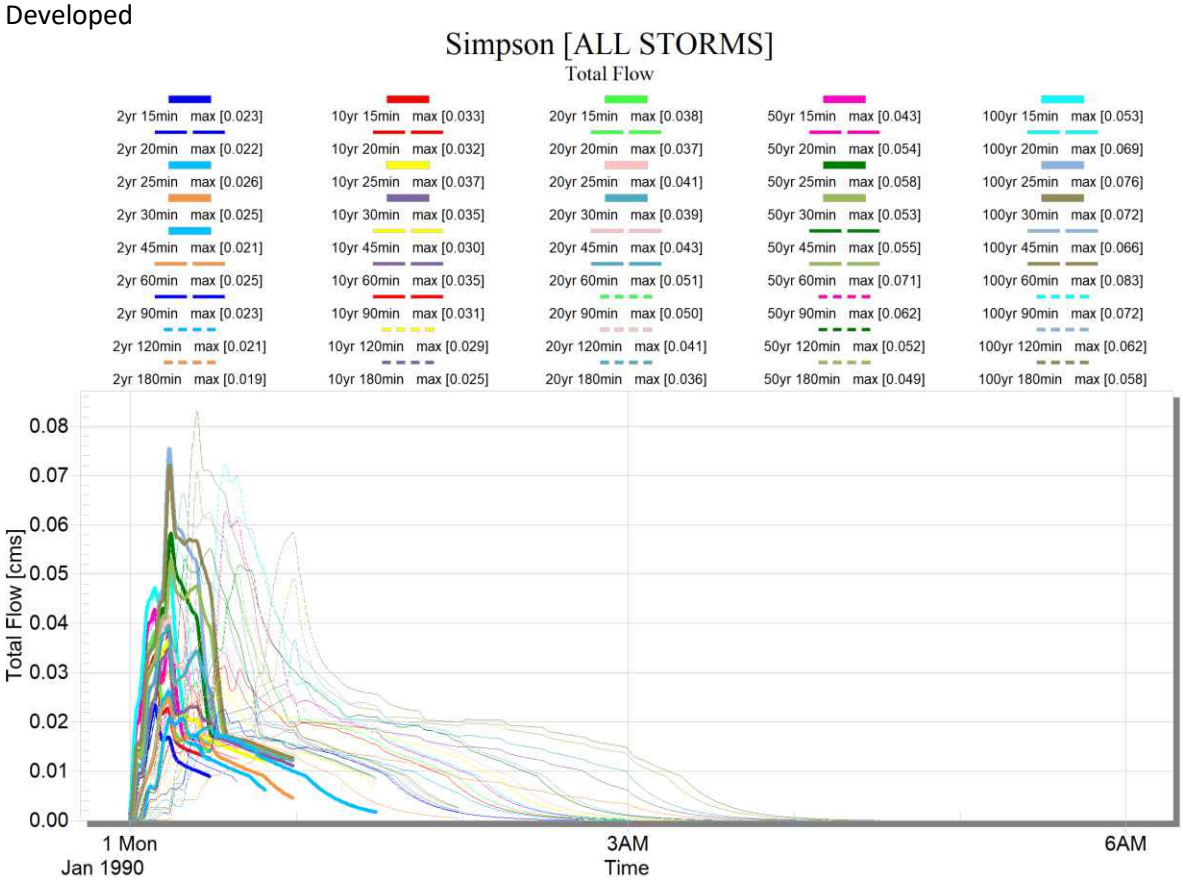
20yr 15min max [0.035]
50yr 15min max [0.048]
100yr 15min max [0.059]
2yr 20min max [0.016]
10yr 20min max [0.033]
20yr 20min max [0.043]
50yr 20min max [0.057]
100yr 20min max [0.069]
2yr 25min max [0.018]
10yr 25min max [0.037]
20yr 25min max [0.048]
50yr 25min max [0.060]
100yr 25min max [0.071]
2yr 30min max [0.020]
10yr 30min max [0.038]
20yr 30min max [0.048]
50yr 30min max [0.060]
100yr 30min max [0.071]
2yr 45min max [0.022]
10yr 45min max [0.042]
20yr 45min max [0.052]
50yr 45min max [0.064]
100yr 45min max [0.074]
2yr 60min max [0.026]
10yr 60min max [0.047]
20yr 60min max [0.059]
50yr 60min max [0.072]
100yr 60min max [0.086]
2yr 90min max [0.026]
10yr 90min max [0.046]
20yr 90min max [0.056]
50yr 90min max [0.065]
100yr 90min max [0.075]
2yr 120min max [0.023]
10yr 120min max [0.041]
20yr 120min max [0.051]
50yr 120min max [0.058]
100yr 120min max [0.067]
2yr 180min max [0.022]
10yr 180min max [0.037]
20yr 180min max [0.045]
50yr 180min max [0.050]
100yr 180min max [0.057]
Total Flow [cms]
0.09
0.08
0.07
0.06
0.05
0.04
0.03
0.02
0.01
0.00
1 Mon
Jan 1990
3AM
Time
6AM

Developed


Simpson [ALL STORMS]
Total Flow
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10yr 15min max [0.033]
20yr 15min max [0.038]
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100yr 15min max [0.053]
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20yr 30min max [0.039]
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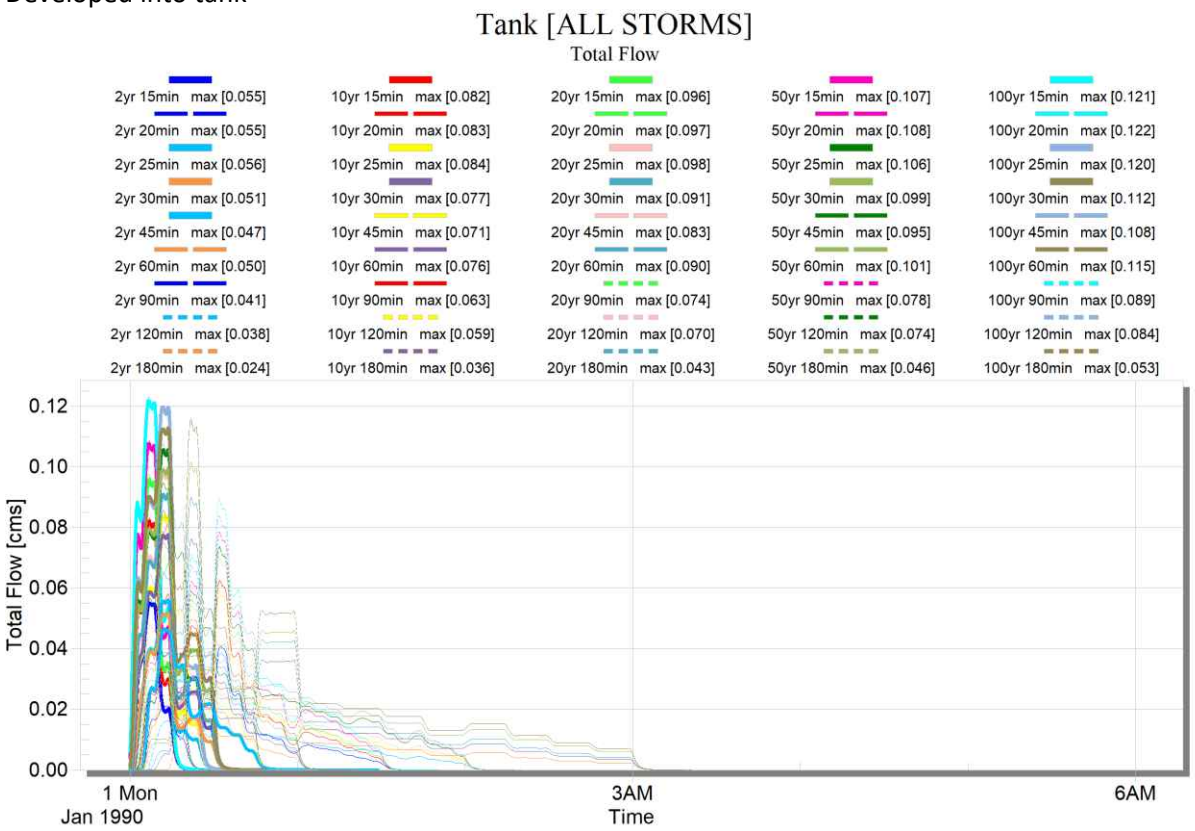
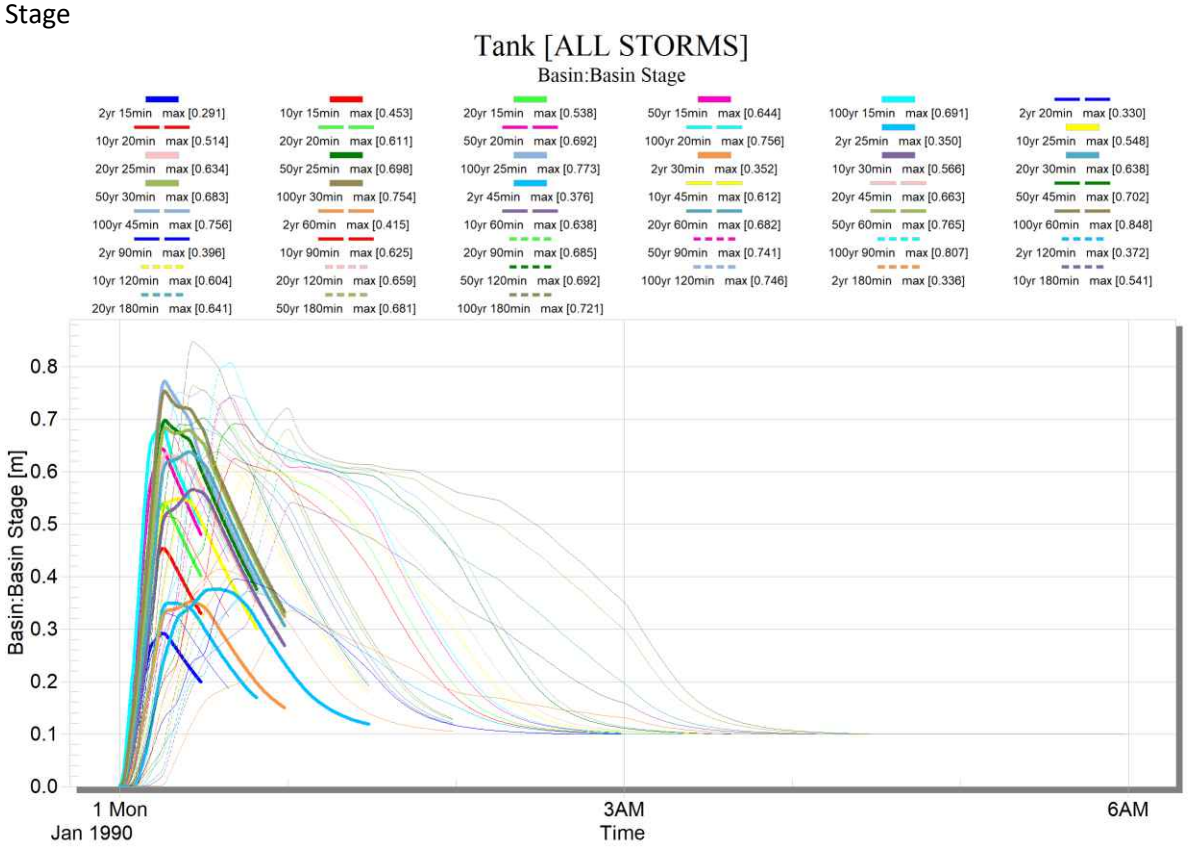
20yr 90min max [0.050]
50yr 90min max [0.062]
100yr 90min max [0.072]
2yr 120min max [0.021]
10yr 120min max [0.029]
20yr 120min max [0.041]
50yr 120min max [0.052]
100yr 120min max [0.062]
2yr 180min max [0.019]
10yr 180min max [0.025]
20yr 180min max [0.036]
50yr 180min max [0.049]
100yr 180min max [0.058]
Total Flow [cms]
0.08
0.07
0.06
0.05
0.04
0.03
0.02
0.01
0.00
1 Mon
Jan 1990
3AM
Time
6AM

Developed into tank



Stage


Tank [ALL STORMS]
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2yr 20min max [0.330]
10yr 20min max [0.514]
20yr 20min max [0.611]
50yr 20min max [0.692]
100yr 20min max [0.756]
2yr 25min max [0.350]
10yr 25min max [0.548]
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50yr 25min max [0.698]
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50yr 30min max [0.683]
100yr 30min max [0.754]
2yr 45min max [0.376]
10yr 45min max [0.612]
20yr 45min max [0.663]
50yr 45min max [0.702]
100yr 45min max [0.756]
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10yr 60min max [0.638]
20yr 60min max [0.682]
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100yr 60min max [0.848]
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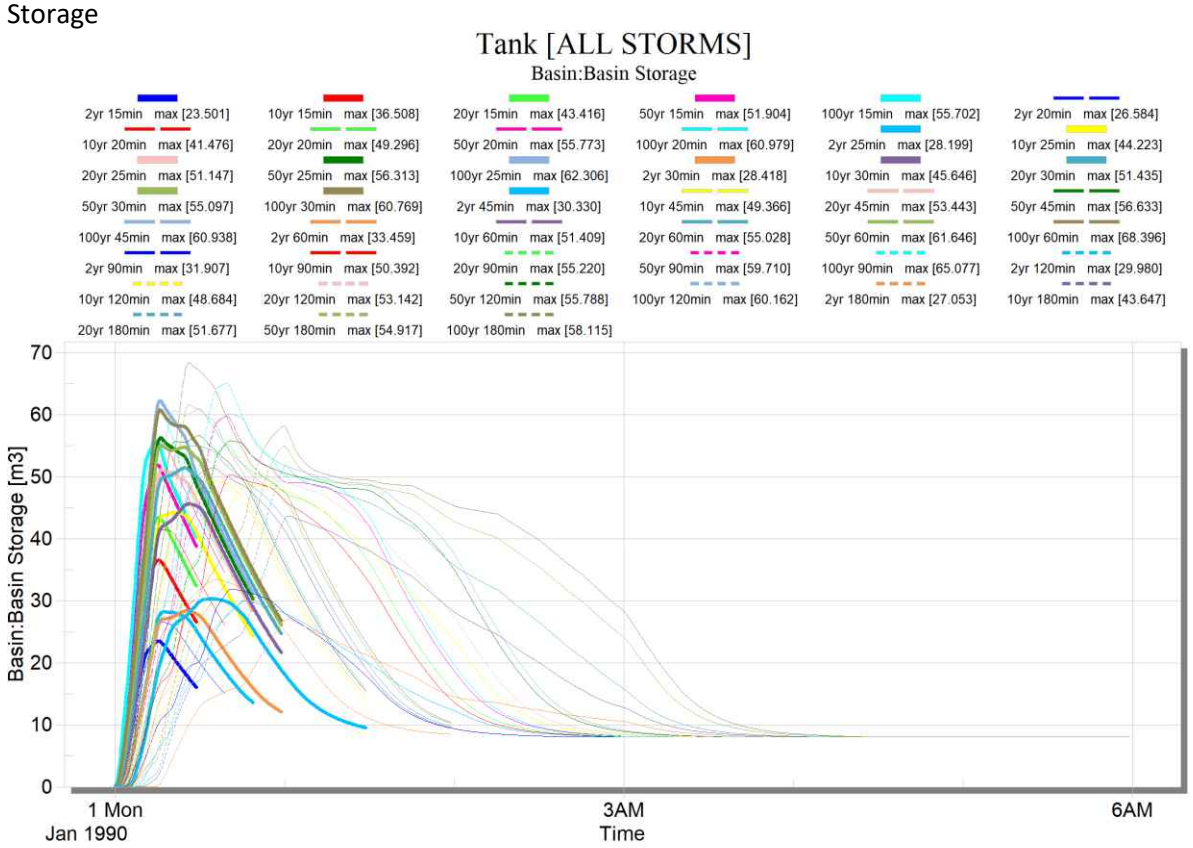
10yr 90min max [0.625]
20yr 90min max [0.685]
50yr 90min max [0.741]
100yr 90min max [0.807]
2yr 120min max [0.372]
10yr 120min max [0.604]
20yr 120min max [0.659]
50yr 120min max [0.692]
100yr 120min max [0.746]
2yr 180min max [0.336]
10yr 180min max [0.541]
20yr 180min max [0.641]
50yr 180min max [0.681]
100yr 180min max [0.721]
Basin:Basin Stage [m]
0.0
0.1
0.2
0.3
0.4
0.5
0.6
0.7
0.8
1 Mon
Jan 1990
3AM
Time
6AM

Storage


Tank [ALL STORMS]
Basin:Basin Storage
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20yr 45min max [53.443]
50yr 45min max [56.633]
100yr 45min max [60.938]
2yr 60min max [33.459]
10yr 60min max [51.409]
20yr 60min max [55.028]
50yr 60min max [61.646]
100yr 60min max [68.396]
2yr 90min max [31.907]
10yr 90min max [50.392]
20yr 90min max [55.220]
50yr 90min max [59.710]
100yr 90min max [65.077]
2yr 120min max [29.980]
10yr 120min max [48.684]
20yr 120min max [53.142]
50yr 120min max [55.788]
100yr 120min max [60.162]
2yr 180min max [27.053]
10yr 180min max [43.647]
20yr 180min max [51.677]
50yr 180min max [54.917]
100yr 180min max [58.115]
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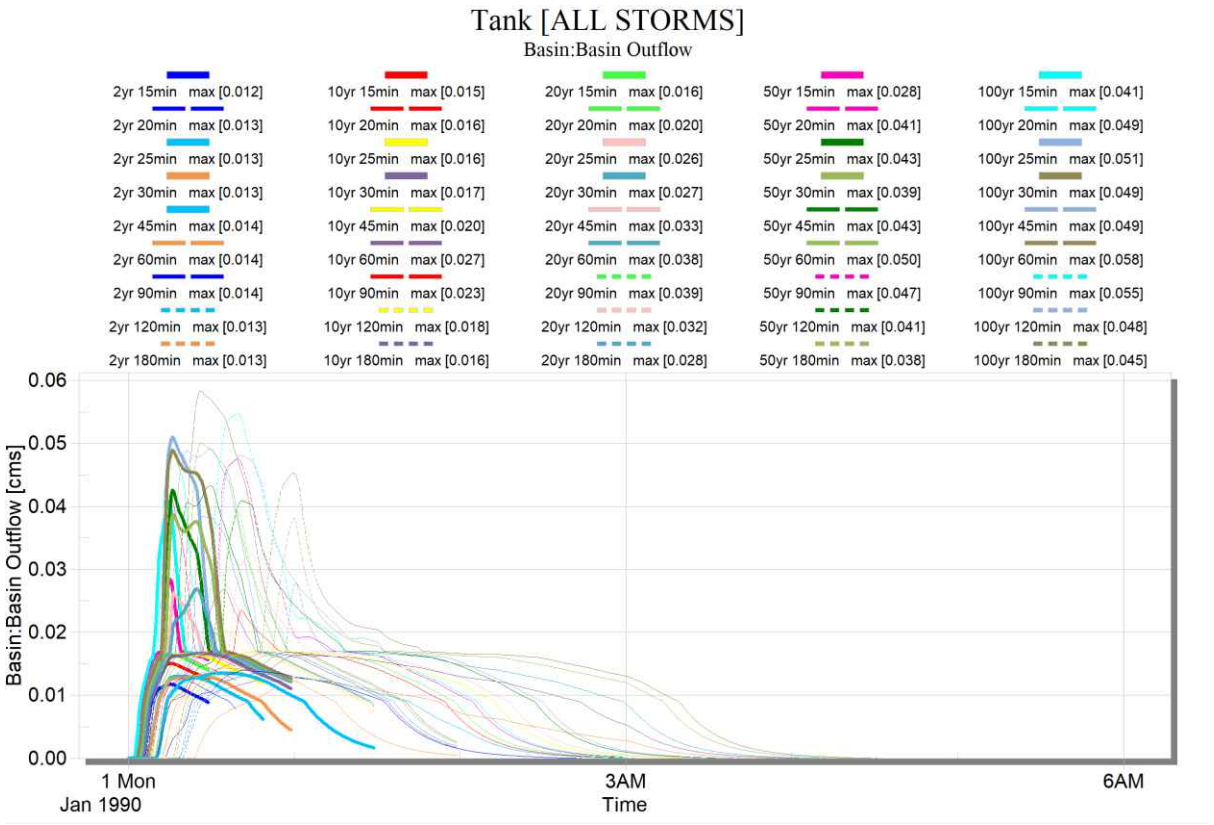
70
60
50
40
30
20
10
0
1 Mon
Jan 1990
3AM
Time
6AM

Basin outflow



APPENDIX D – MUSICX MODELLING RESULTS

Latest Run : Treatment Train Effectiveness : Receiving Node

	Sources	Residual Load	% Reduction
Flow (ML/yr)	1.475	1.475	0.0009409
Total Suspended Solids (kg/yr)	348.1	37.23	89.3
Total Phosphorus (kg/yr)	0.6845	0.2708	60.43
Total Nitrogen (kg/yr)	4.603	2.415	47.54
Gross Pollutants (kg/yr)	37.53	0	100

APPENDIX E – MAINTENANCE GUIDELINES

StormFilter®

Operations & Maintenance Manual

Stopping Pollution Entering Waterways

09/22

www.oceanprotect.com.au

Introduction	3
Health and Safety	4
How does it work?	5
Maintenance Procedures	6
Maintenance Services	8

Introduction

The primary purpose of stormwater treatment devices is to capture and prevent pollutants from entering waterways, maintenance is a critical component of ensuring the ongoing effectiveness of this process. The specific requirements and frequency for maintenance depends on the treatment device and pollutant load characteristics of each site. This manual has been designed to provide details on the cleaning and maintenance processes for the StormFilter®, as recommended by the manufacturer (Ocean Protect).

The StormFilter® is designed and sized to meet stringent regulatory requirements. It removes the most challenging target pollutants (including fine solids, soluble heavy metals, oil, and soluble nutrients) using a variety of media. For more than two decades, StormFilter® has helped clients meet their regulatory needs and, through ongoing product enhancements, the design continues to be refined for ease of use and improved performance.

Why do I need to perform maintenance?

Adhering to the inspection and maintenance schedule of any stormwater treatment device is essential to ensuring that it functions properly throughout its design life.

During each inspection and clean, details of the mass, volume and type of material that has been collected by the device should be recorded. This data will assist with the revision of future management plans and help determine maintenance interval frequency. It is also essential that qualified and experienced personnel carry out all maintenance (including inspections, recording and reporting) in a systematic manner.

Maintenance of your stormwater management system is essential to ensuring ongoing at-source control of stormwater pollution. Maintenance also helps prevent structural failures (e.g. prevents blocked outlets) and aesthetic failures (e.g. debris build up), but most of all ensures the long term effective operation of the StormFilter®.

Health and Safety

Access to a StormFilter® unit requires removing heavy access covers/grates, and it is necessary to enter a confined space. Pollutants collected by the StormFilter® will vary depending on the nature of your site. There is potential for these materials to be harmful. For example, sediments may contain heavy metals, carcinogenic substances or objects such as broken glass and syringes. For these reasons, all aspects of maintaining and cleaning your StormFilter® require careful adherence to Occupational Health and Safety (OH&S) guidelines.

It is important to note that the same level of care needs to be taken to ensure the safety of non-work personnel. As a result, it may be necessary to employ traffic/pedestrian control measures when the device is situated in, or near areas with high vehicular/pedestrian activity.

Personnel health and safety

Whilst performing maintenance on the StormFilter®, precautions should be taken in order to minimise (or, if possible, prevent) contact with sediment and other captured pollutants by maintenance personnel. The following personal protective equipment (PPE) is subsequently recommended:

- Puncture resistant gloves
- Steel capped safety boots
- Long sleeve clothing, overalls or similar skin protection
- Eye protection
- High visibility clothing or vest

During maintenance activities, it may be necessary to implement traffic control measures. Ocean Protect recommend that a separate site-specific traffic control plan is implemented as required to meet the relevant governing authority guidelines.

Whilst some aspects of StormFilter® maintenance can be performed from surface level, there will be a need to enter the StormFilter® system (confined space) during a major service. It is recommended that all maintenance personnel evaluate their own needs for confined space entry and compliance with relevant industry regulations and guidelines. Ocean Protect maintenance personnel are fully trained and carry certification for confined space entry applications.

How does it work?

Stormwater enters the cartridge chamber, passes through the filtration media and begins filling the cartridge center tube. When water reaches the top of the cartridge the float valve opens and filtered water is allowed to drain at the designed flow rate. Simultaneously, a one-way check valve closes activating a siphon that draws stormwater evenly throughout the filter media and into the center tube. Treated stormwater is then able to discharge out of the system through the underdrain manifold pipework.

As the rain event subsides, the water level outside the cartridge drops and approaches the bottom of the hood, air rushes through the scrubbing regulators releasing the water column and breaking the siphon. The turbulent bubbling action agitates the surface of the cartridge promoting trapped sediment to drop to the chamber floor. After a rain event, the chamber is able to drain dry by way of an imperfect seal at the base of the float valve.

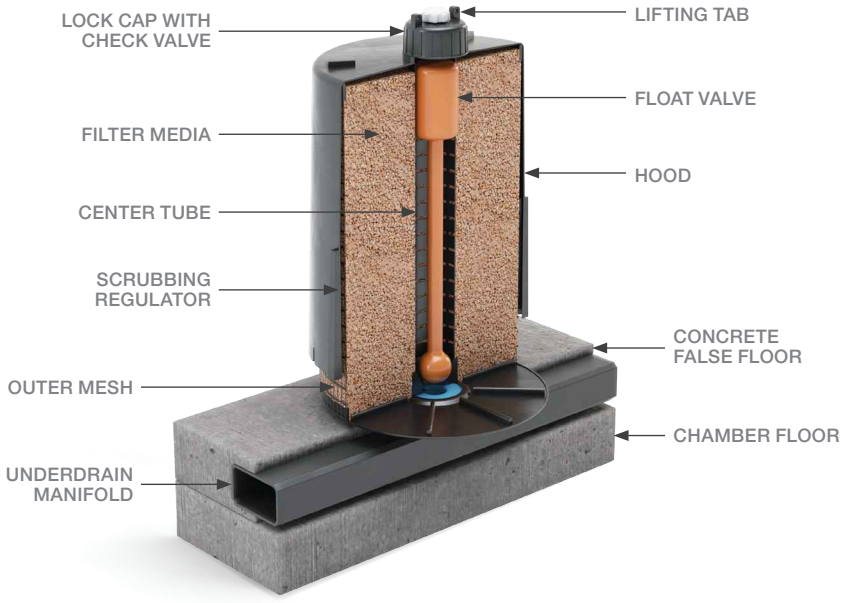


Figure 1: StormFilter® components

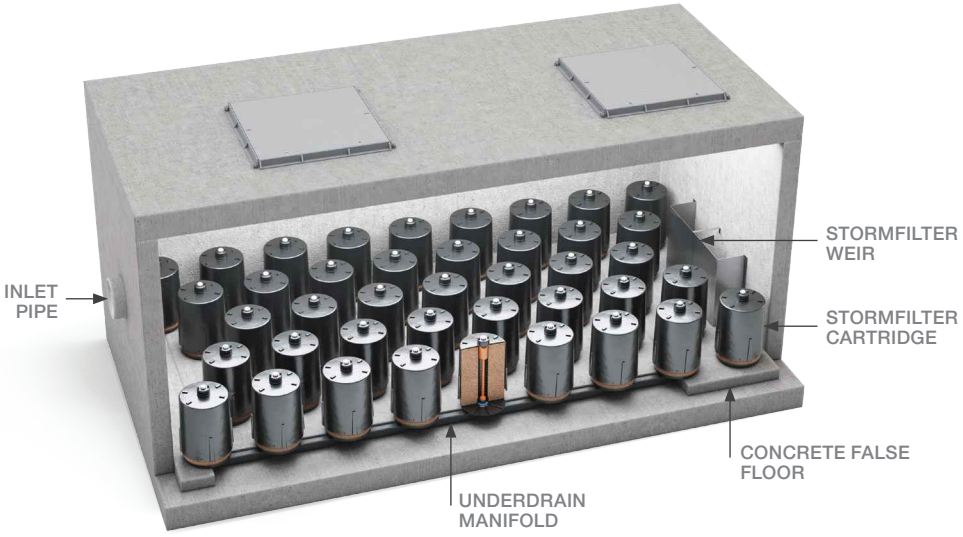


Figure 2: Example conceptual diagram of a StormFilter® system

Maintenance Procedures

To ensure optimal performance, it is advisable that regular maintenance is performed. Typically, the StormFilter® requires an inspection every 6 months with a minor service at 12 months. Additionally, as the StormFilter® cartridges capture pollutants the media will eventually become occluded and require replacement (expected media life is 1-3 years).

Primary types of maintenance

The table below outlines the primary types of maintenance activities that typically take place as part of an ongoing maintenance schedule for the StormFilter®.

Service Type	Description of Typical Activities	Frequency
Inspection	Visual Inspection of cartridges & chamber Remove larger gross pollutants Perform minimal rectification works (if required)	Every 6 Months
Minor Service	Evaluation of cartridges and media Removal of accumulated sediment (if required) Wash-down of StormFilter® chamber (if required)	Every 12 Months
Major Service	Replacement of StormFilter® cartridge media	As required

Maintenance requirements and frequencies are dependent on the pollutant load characteristics of each site. The frequencies provided in this document represent what the manufacturer considers to be best practice to ensure the continuing operation of the device is in line with the original design specification.

Inspection

The purpose of the inspecting the StormFilter® system is to assess the condition of the StormFilter® chamber and cartridges. When inspecting the chamber, particular attention should be taken to ensure all cartridges are firmly connected to the connectors. It is also an optimal opportunity to remove larger gross pollutants and inspect the outlet side of the StormFilter® weir.

Minor Service

This service is designed to ensure the ongoing operational effectiveness of the StormFilter® system, whilst assessing the condition of the cartridge media.

1. Establish a safe working area around the access point(s)
2. Remove access cover(s)
3. Evaluate StormFilter® cartridge media (if exhausted schedule major service within 6 months)
4. Measure and record the level of accumulated sediment in the chamber (if sediment depth is less than 100 mm skip to step 9)
5. Remove StormFilter® cartridges from the chamber
6. Use vacuum unit to removed accumulated sediment and pollutants in the chamber
7. Use high pressure water to clean StormFilter® chamber
8. Re-install StormFilter® cartridges
9. Replace access cover(s)

Major Service (Filter Cartridge Replacement)

For the StormFilter® system a major service is reactionary process based on the outcomes from the minor service, specifically the evaluation of the cartridge media.

Trigger Event	Maintenance Action
Cartridge media is exhausted[1]	Replace StormFilter® cartridge media[2]

[1] Multiple assessment methods are available, contact Ocean Protect for assistance

[2] Replacement filter media and components are available for purchase from Ocean Protect

This service is designed to return the StormFilter® device back to optimal operating performance.

1. Establish a safe working area around the access point(s)
2. Remove access cover(s)
3. By first removing the head cap, remove each individual cartridge hood to allow access to the exhausted media
4. Utilise a vacuum unit to remove exhausted media from each cartridge
5. Use vacuum unit to remove accumulated sediment and pollutants in the chamber
6. Use high pressure water to clean StormFilter® chamber
7. Inspect each empty StormFilter® cartridges for any damage, rectify damage as required
8. Re-fill each cartridge with media in line with project specifications
9. Re-install replenished StormFilter® cartridges
10. Replace access cover(s)

Additional Types of Maintenance

Occasionally, events on site can make it necessary to perform additional maintenance to ensure the continuing performance of the device.

Hazardous Material Spill

If there is a spill event on site, the StormFilter® unit should be inspected and cleaned. Specifically, all captured pollutants and liquids from within the unit should be removed and disposed in accordance with any additional requirements that may relate to the type of spill event. Additionally, it will be necessary to inspect the filter cartridges and assess them for contamination – and, depending on the type of spill event, it may be necessary to replace the filtration media.

Blockages

In the unlikely event that flooding occurs upstream of the StormFilter® system, the following steps should be undertaken to assist in diagnosing the issue and determining the appropriate response.

1. Inspect the upstream diversion structure (if applicable) ensuring that it is free of debris and pollutants
2. Inspect the StormFilter® unit checking the underdrain manifold as well as both the inlet and outlet pipes for obstructions (e.g. pollutant build-up, blockage), which if present, should be removed

Major Storms and Flooding

In addition to the scheduled activities, it is important to inspect the condition of the StormFilter® after a major storm event. The focus is to inspect for damage and abnormally high sediment accumulation that may result from localised erosion. Where necessary damaged components should be replaced and accumulated pollutants should be removed and disposed

.

Disposal of Waste Materials

The accumulated pollutants found in the StormFilter® must be handled and disposed of in a manner that is in accordance with all applicable waste disposal regulations. When scheduling maintenance, consideration must be made for the disposal of solid and liquid wastes. If the filter media has been contaminated with any unusual substance, there may be additional special handling and disposal methods required to comply with relevant government/authority/industry regulations.

Maintenance Services

With over a decade and a half of maintenance experience, Ocean Protect has developed a systematic approach to inspecting, cleaning and maintaining a wide variety of stormwater treatment devices. Our fully trained and professional staff are familiar with the characteristics of each type of system, and the processes required to ensure its optimal performance.

Ocean Protect has several stormwater maintenance service options available to help ensure that your stormwater device functions properly throughout its design life. In the case of StormFilter®, we offer long term pay-as-you-go contracts, pre-paid once off servicing and replacement media for cartridges.

For more information please visit www.oceanprotect.com.au

Ocean Protect supplies and maintains a complete range of filtration, hydrodynamic separation, screening and oil/water separation technologies.

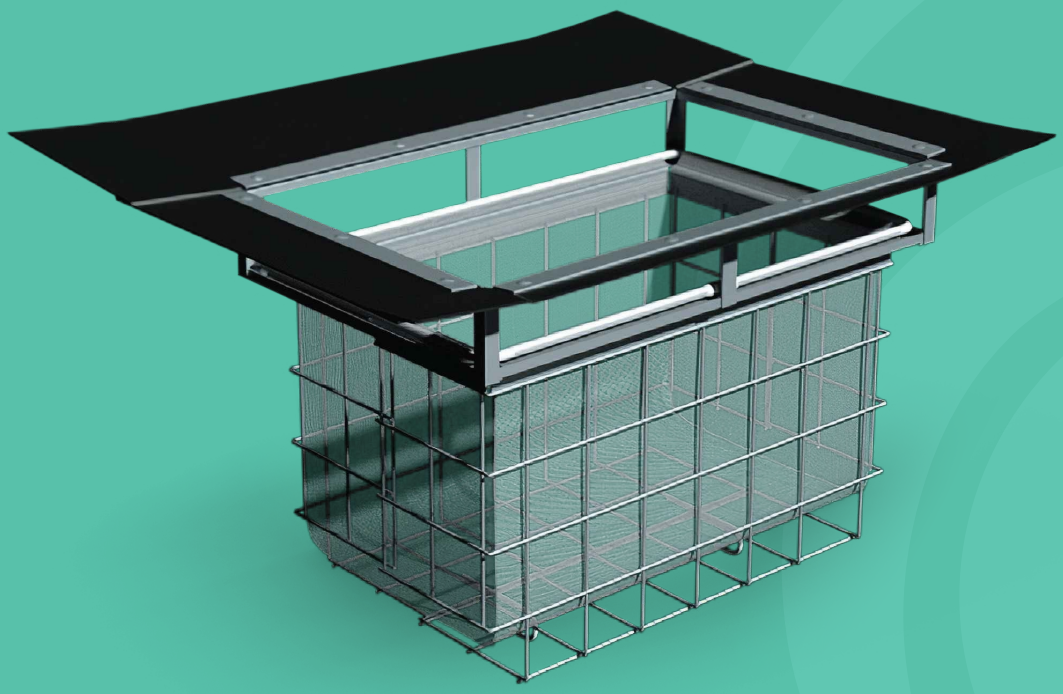
Call 1300 354 722

www.oceanprotect.com.au

OCEAN PROTECT

OceanGuard®

Operations & Maintenance Manual



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Introduction

The primary purpose of stormwater treatment devices is to capture and prevent pollutants from entering waterways, maintenance is a critical component of ensuring the ongoing effectiveness of this process. The specific requirements and frequency for maintenance depends on the treatment device and pollutant load characteristics of each site. This manual has been designed to provide details on the cleaning and maintenance processes for the OceanGuard® as recommended by the manufacturer (Ocean Protect).

The OceanGuard® technology is a gully pit basket designed to fit within new and existing gully pits to remove pollution from stormwater runoff. The system has a choice of filtration liners, designed to remove gross pollutants, solids, and other attached pollutants as either a standalone technology or as part of a 'treatment train' (e.g. with StormFilter®, Jellyfish® or biofiltration). OceanGuards are highly effective, easy to install and simple to maintain.

Why do I need to perform maintenance?

Adhering to the inspection and maintenance schedule of any stormwater treatment device is essential to ensuring that it functions properly throughout its design life.

During each inspection and clean, details of the mass, volume and type of material that has been collected by the device should be recorded. This data will assist with the revision of future management plans and help determine maintenance interval frequency. It is also essential that qualified and experienced personnel carry out all maintenance (including inspections, recording and reporting) in a systematic manner.

Maintenance of your stormwater management system is essential to ensuring ongoing at-source control of stormwater pollution. Maintenance also helps prevent structural failures (e.g. prevents blocked outlets) and aesthetic failures (e.g. debris build up), but most importantly ensures the long term effective operation of the OceanGuard®.

Health and Safety

Access to pits containing an OceanGuard® typically requires removing (heavy) access covers/grates, but typically it is not necessary to enter into a confined space. Pollutants collected by the OceanGuard® will vary depending on the nature of your site. There is potential for these materials to be harmful. For example, sediments may contain heavy metals, carcinogenic substances or sharp objects such as broken glass and syringes. For these reasons, there should be no primary contact with the waste collect and all aspects of maintaining and cleaning your OceanGuard® require careful adherence to Occupational Health and Safety (OH&S) guidelines.

It is important to note that the same level of care needs to be taken to ensure the safety of non-work personnel, as a result it may be necessary to employ traffic/pedestrian control measures when the device is situated in, or near areas with high vehicular/pedestrian activity.

Personnel health and safety

Whilst performing maintenance on the OceanGuard®, precautions should be taken in order to minimise (or when possible prevent) contact with sediment and other captured pollutants by maintenance personnel. In order to achieve this the following personal protective equipment (PPE) is recommended:

- Puncture resistant gloves
- Steel capped safety boots
- Long sleeve clothing, overalls or similar skin protection
- Eye protection
- High visibility clothing or vest

During maintenance activities it may be necessary to implement traffic control measures. Ocean Protect recommend that a separate site specific traffic control plan is implemented as required to meet the relevant governing authority guidelines.

The OceanGuard® is designed to be maintained from surface level, without the need to enter the pit. However depending on the installation configuration, location and site specific maintenance requirements it may be necessary to enter a confined space occasionally. It is recommended that all maintenance personnel evaluate their own needs for confined space entry and compliance with relevant industry regulations and guidelines. Ocean Protect maintenance personnel are fully trained and carry certification for confined space entry.

How does it work?

OceanGuard® is designed to intercept stormwater as it enters the stormwater pits throughout a site. The OceanGuard® has diversion panels that sit flush with the pit walls, this ensures that as stormwater enters at the top of the pit it is directed to the middle of the insert where the Filtration bag is situated. The filtration bag allows for screening to occur removing 100% of pollutants greater than the opening of the filtration material (200micron, 1600micron bags available).

During larger rain events the large flows overflow slots in the flow diverter of the OceanGuard® ensure that the conveyance of stormwater is not impeded thus eliminating the potential for surface flooding. As the flow subsides, the captured pollutants are held in the OceanGuard® filtration bag. The waste then starts to dry which reduces the magnitude of organic material decomposition transitioning between maintenance intervals.

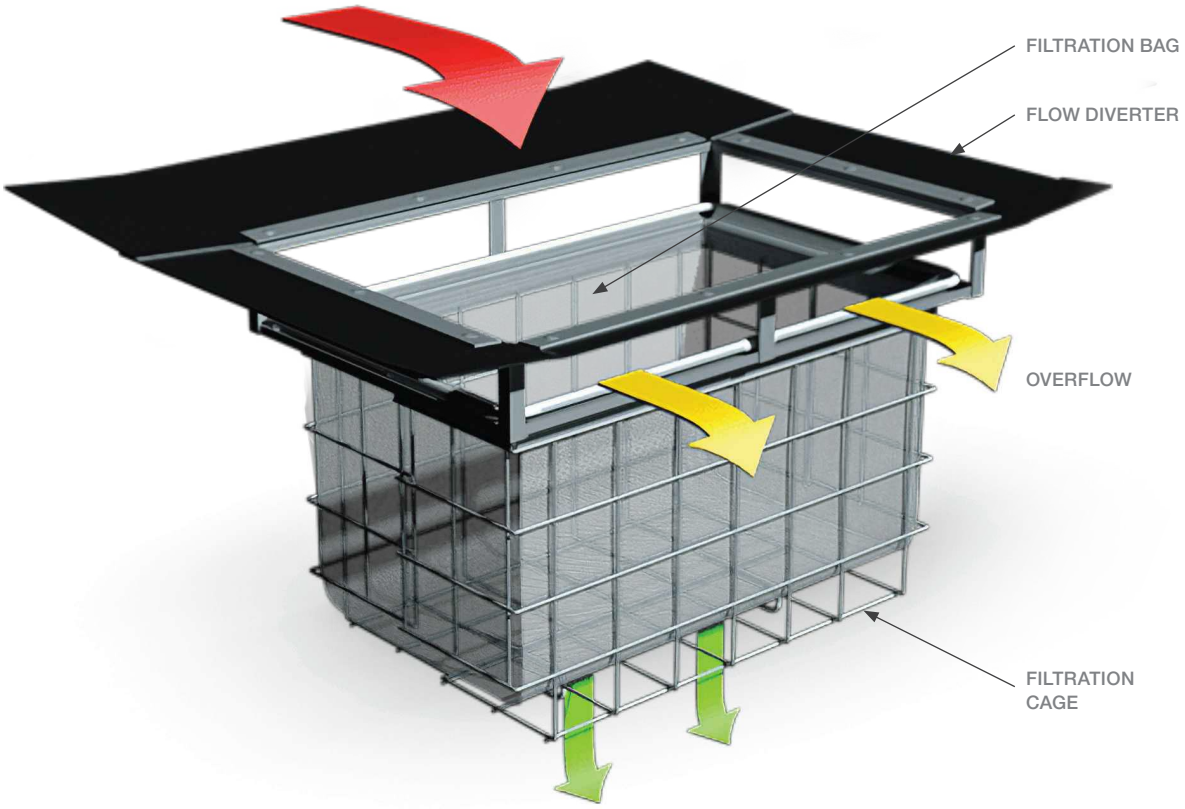


Figure 1: OceanGuard® components

Maintenance Procedures

To ensure that each OceanGuard® achieves optimal performance, it is advisable that regular maintenance is performed. The OceanGuard® requires 1-6 minor services annually (3 to 4 typical), pending the outcome of these inspections additional maintenance servicing may be required.

Primary types of maintenance

The table below outlines the primary types of maintenance activities that typically take place as part of an ongoing maintenance schedule for the OceanGuard®.

Service Type	Description of Typical Activities	Frequency
Minor Service	Filter bag inspection and evaluation Removal of capture pollutants Disposal of material	1-6 Times Annually
Major Service	Filter Bag Replacement Support frame rectification	As required

Maintenance requirements and frequencies are dependent on the pollutant load characteristics of each site. The frequencies provided in this document represent what the manufacturer considers to be best practice to ensure the continuing operation of the device is in line with the original design specification.

Minor Service

This service is designed to return the OceanGuard® back to optimal operating performance. This type of service can be undertaken either by hand or with the assistance of a Vacuum unit.

Hand Maintenance

1. Establish a safe working area around the OceanGuard®
2. Remove access cover/grate
3. Use two lifting hooks to remove the filtration bag
4. Empty the contents of the filtration bag into a disposal container
5. Inspect and evaluate the filtration bag
6. Inspect and evaluate remaining OceanGuard® components (i.e. flow diverter, filtration cage and supporting frame)
7. Rejuvenate filtration bag by removing pollutant build up with a stiff brush, additionally the filtration bag can be washed using high pressure water
8. Re-install filtration bag and replace access cover/grate

Vacuum Maintenance

1. Establish a safe working area around the OceanGuard®
2. Remove access cover/grate
3. Vacuum captured pollutants from the filtration bag
4. Remove filtration bag
5. Inspect and evaluate the filtration bag
6. Inspect and evaluate remaining OceanGuard® components (i.e. flow diverter, filtration cage and supporting frame)
7. Rejuvenate filtration bag by removing pollutant build up with a stiff brush, additionally the filtration bag can be washed using high pressure water
8. Re-install filtration bag and replace access cover/grate

Major Service (Filter Bag Replacement)

For the OceanGuard®, a major service is a reactionary process based on the outcomes from the minor service.

Trigger Event from Minor Service	Maintenance Action
Filtration bag inspection reveals damage	Replace the filtration bag[1]
Component inspection reveals damage	Perform rectification works and if necessary replace components[1]

[1] Replacement filtration bags and components are available for purchase from Ocean Protect

Additional Types of Maintenance

Occasionally, events on site can make it necessary to perform additional maintenance to ensure the continuing performance of the device.

Hazardous Material Spill

If there is a spill event on site, all OceanGuard® pits that potentially received flow should be inspected and cleaned. Specifically, all captured pollutants from within the filtration bag should be removed and disposed in accordance with any additional requirements that may relate to the type of spill event. All filtration bags should be rejuvenated (replaced if required) and re-installed.

Blockages

The OceanGuard's internal high flow bypass functionality is designed to minimise the potential of blockages/ flooding and this configuration has been field proven for over twenty years. Flooding caused by an OceanGuard® style of pit basket is extremely rare and in the unlikely event that flooding occurs around the stormwater pit the following steps should be undertaken to assist in diagnosing the issue and implementing the appropriate response.

1. Inspect the OceanGuard® flow diverter, ensuring that they are free of debris and pollutants
2. Perform a minor service on the OceanGuard®
3. Remove the OceanGuard® to access the pit and inspect both the inlet and outlet pipes, ensuring they are free of debris and pollutants

Major Storms and Flooding

In addition to the scheduled activities, it is important to inspect the condition of the OceanGuard® after a major storm event. The inspection should focus on checking for damage and higher than normal sediment accumulation that may result from localised erosion. Where necessary damaged components should be replaced and accumulated pollutants disposed.

Disposal of Waste Materials

The accumulated pollutants found in the OceanGuard® must be handled and disposed of in a manner that is in accordance with all applicable waste disposal regulations. When scheduling maintenance, consideration must be made for the disposal of solid and liquid wastes. If the filtration bag has been contaminated with any unusual substance, there may be additional special handling and disposal methods required to comply with relevant government/authority/industry regulations.

Maintenance Services

With over a decade and a half of maintenance experience Ocean Protect has developed a systematic approach to inspecting, cleaning and maintaining a wide variety of stormwater treatment devices. Our fully trained and professional staff are familiar with the characteristics of each type of system, and the processes required to ensure its optimal performance.

Ocean Protect has several stormwater maintenance service options available to help ensure that your stormwater device functions properly throughout its design life. In the case of our OceanGuard®, we offer long term pay-as-you-go contracts, pre-paid once off servicing and replacement filter bags.

For more information please visit www.oceanprotect.com.au

Ocean Protect supplies and maintains a complete range of filtration, hydrodynamic separation, screening and oil/water separation technologies.

Call 1300 354 722

www.oceanprotect.com.au

APPENDIX F – FLOOD CERTIFICATE

Property Specific Flood Information

Flood Information Certificate

Created: 05/07/2023

Disclaimer

- Council makes no warranty or representation regarding the accuracy or completeness of the flood information provided through this service. The use of the service is entirely at the risk of the user.
- Council will not be liable or responsible on any basis (including negligence) for any expense, loss, damage, cost of liability (indirect or consequential loss) arising from the use (or misuse) of, or reliance on, the information from this service.
- A property that is located within a flood-modelled area does not necessarily mean that flooding has occurred on the property.

Property:	**15RP28844**
Address:	**SIMPSON STREET, FERNVALE QLD**

The information supplied in this certificate represents the most current flooding information held by the Somerset Council at the time the certificate was created.

The property is: INSIDE a flood modelled area

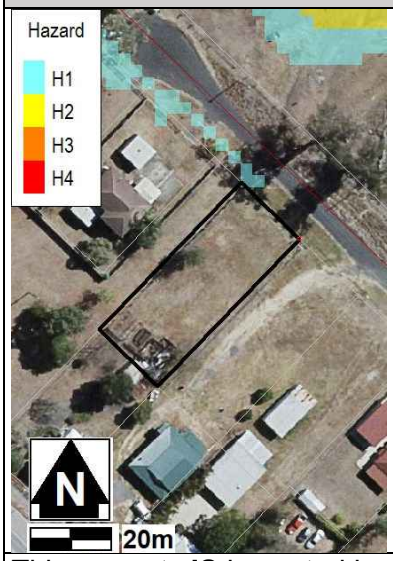
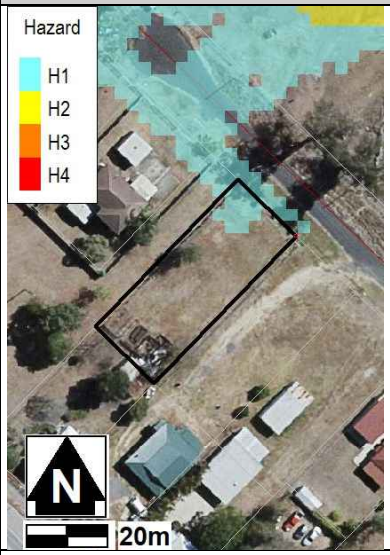
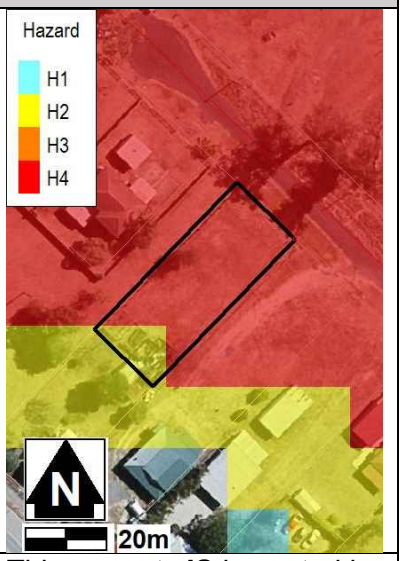
The current flood information adopted by Council for this property includes the following flood studies: Brisbane River Catchment Flood Study, Fernvale Flood Study,

The following flood information (as supplied from the relevant flood study) relates to this property:

Flood Information for 15RP28844			
	5% AEP Flood Event (High Likelihood)	**1% AEP Flood Event (Medium Likelihood)**	**0.2% AEP Flood Event (Low Likelihood)**
Max. Water Level (m AHD)	43.34	43.48	47.08
Min. Water Level (m AHD)	43.34	43.48	47.08
Max. Water Depth (m)	0.02	0.16	3.61
Min. Water Depth (m)	0.02	0.01	1.77
Max. Velocity (m/s)	0.02	0.09	0.18
Min. Velocity (m/s)	0.02	0.02	0.08
Max. Hazard (H1 to H4)	H1	H1	H4
Min. Hazard (H1 to H4)	H1	H1	H2

AEP= annual exceedance probability (see definition on page 4)
ARI = average return interval (a 100yr ARI flood has a 1% chance of occurring in any given year)
Level = elevation of the flood surface above Australian Height Datum (AHD)
Depth is based on LiDAR aerial survey data
Velocity = speed of the flowing flood water
Hazard = Hazard classification is based on the Schedule 4 in the Queensland Reconstruction Authority's Planning for stronger, more resilient floodplains Part 2 – Measures to support floodplain management in future planning schemes.

Map of flood hazards on and around property : 15RP28844

5% AEP Flood Hazard (High Likelihood)	1% AEP Flood Hazard (Medium Likelihood)	0.2% AEP Flood Hazard (Low Likelihood)
		
This property **IS** impacted by a 5% AEP flood event	This property **IS** impacted by a 1% AEP flood event	This property **IS** impacted by a 0.2% AEP flood event

H1 LOW - self evacuation possible for adults and children, vehicle stability within tolerance for large 4WD.
H2 SIGNIFICANT - working limit for trained safety workers, Vehicle evacuation.
H3 HIGH – Limit of uncompromised stability for adults (dangerous to most) .
H4 EXTREME - in excess of known stability limits

Flood Hazard Criteria

The following criteria has been used to calculate the above Flood Hazard risk on the property shown.

	Low	Significant	High	Extreme
Depth	**< 0.5**	**< 2**	**< 2**	**2 +**
Velocity	**< 1.5**	**< 2**	**< 2**	**2 +**
DxV Ratio	**< 0.6**	**0.6 to < 0.8**	**0.8 to < 1.2**	**1.2 +**

Planning and/or Building Controls

Habitable

*The Defined Flood Level for **habitable** rooms of buildings as following –*

- *Where a 1% AEP inundation line has been approved, Council adopts the Defined Flood Level of 1% AEP +500mm*
- *Where no 1% AEP inundation line has been approved, Council adopts the highest recorded flood level as the Defined Flood Level*
- *A nominated freeboard of 300mm above the Defined Flood Level.*

*Defined Flood Level for **habitable** rooms of buildings*
Council records show the existing 1% AEP inundation line is the 43.48m AHD level and the minimum Defined Flood Level should be 43.48m + 500mm + 300mm freeboard = 44.28m AHD level.

Non-habitable

*The Defined Flood Level for **non-habitable** rooms of buildings as following –*

- *Where a 1% AEP inundation line has been approved, Council adopts the Defined Flood Level of 1% AEP*
- *Where no 1% AEP inundation line has been approved, Council adopts the highest recorded flood level as the Defined Flood Level*
- *A nominated freeboard of 300mm above the Defined Flood Level.*

*Defined Flood Level for **non-habitable** rooms of buildings*
Council records show the existing 1% AEP inundation line is the 43.48m AHD level and the minimum Defined Flood Level should be 43.48m + 300mm freeboard = 43.78m AHD level.

Vulnerable Uses

*The Defined Flood Level for **vulnerable uses** (see planning scheme for definition) of rooms of buildings as following –*

- *Level of the 0.2% AEP inundation line has been approved,*
- *A nominated freeboard of 300mm above the Defined Flood Level.*

*Defined Flood Level for **vulnerable uses***
Council records show the existing 0.2% AEP inundation line is the 47.08m AHD level and the minimum Defined Flood Level should be 47.08m + 300mm freeboard = 47.38m AHD level.

Definitions	
Annual Exceedance Probability (AEP) *	Flood information is provided for a range of event likelihoods. The likelihood of these events occurring is described in terms of their Annual Exceedance Probability or AEP. AEP described the likelihood of an event with a given magnitude or greater occurring in any given year and is usually expressed as a percentage. The 1% AEP event has a 1 in 100 chance (or 1% chance) of occurring in any given year and location.
Defined flood level (DFL) *	Defined flood level means: a) Where for habitable rooms of buildings: • Level of the 1% AEP flood event plus 500mm where a 1% EP flood inundation line has been approved; or • The highest recorded flood level where no 1% AEP flood event inundation line has been approved. b) Where for vulnerable uses: • Level of the 0.2% AEP flood event plus 500mm c) Where for non-habitable buildings (except for buildings classified under the Building Code of Australia as Class 7a and Class 10): • Level of the 1% AEP flood event where a 1% AEP flood event inundation line has been approved; or • The highest recorded flood level where no 1% AEP flood event inundation line has been approved.
Freeboard *	Freeboard means 300mm above the defined flood level , which accounts for matters such as wave action and localised hydraulic behaviour which may cause a flood level to rise above the defined flood level.

If you have any enquiries regarding this certificate, please feel free to contact the following:

Somerset Regional Council:

Phone: 07 54244 000

Email: mail@somerset.qld.gov.au

GET READY SOMERSET

Somerset Regional Council is committed to strengthening its disaster preparedness and assisting the community to stay strong, connected, and resilient.
It is imperative that as individuals, and as a community, we are ready for all that Mother Nature throws at us.

Be Prepared, Plan Ahead and Stay Informed

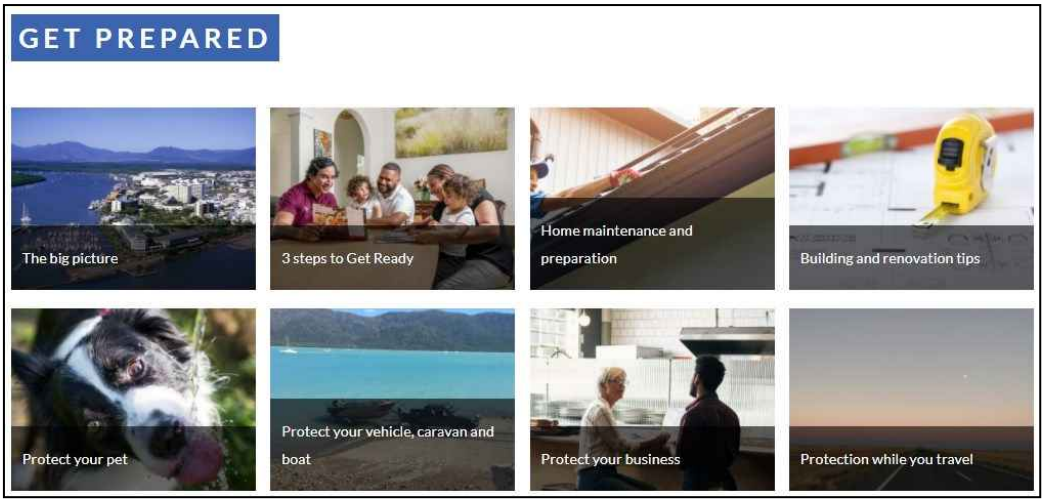
When it comes to extreme weather events in Queensland, it's not a matter of 'if' but 'when'. Queensland is the most natural disaster impacted state in Australia, exposing our communities and infrastructure to repeated damage. The Somerset region is not immune.

As Queenslanders we understand the impacts from natural disasters can include minor inconveniences such as transport delays, needing to use alternative travel routes, collecting children early from school, massive queues at the petrol station or supermarket, and loss of power or internet connection.

get ready QUEENSLAND

And then there are the alarming scenarios like flood waters moving swiftly toward your house, a loved one unable to get home, and leaving behind pets during evacuation.

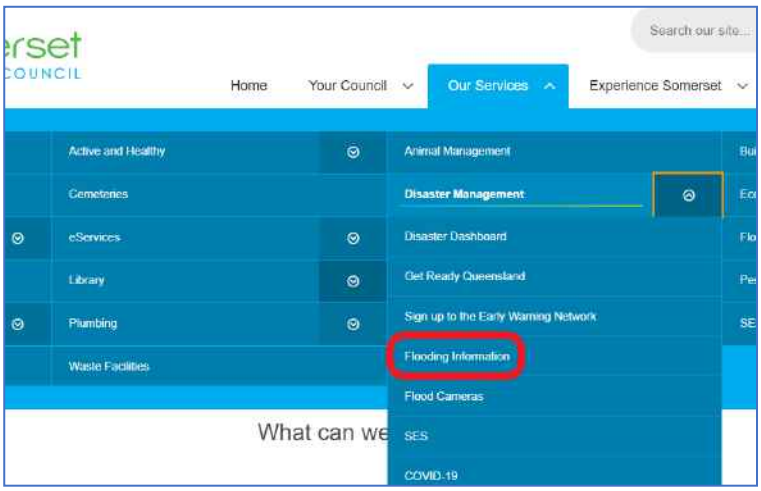
You can't control the weather or when the next disaster will hit Queensland, but you can be aware and prepared. Get Ready Queensland helps you to take the steps to protect what's most important to you. For information on how you can prepare yourself and your family visit **https://www.getready.qld.gov.au/** and Get Ready.



Flooding Information

No two floods are the same and can vary depending on the quantity, duration and location of rain falling on our catchments. There are three main types of flooding experienced in the Somerset region.

- **River flooding** happens when widespread and prolonged rain falls over a river catchment
- **Creek flooding** happens when intense rain falls over a creek catchment causing the creek levels to rise, which often occurs quickly with limited warning
- **Overland flow** happens as water travels over the land during heavy rainfall events and generally occurs over a short period of time.



After heavy rain in your area…

- Keep informed about weather patterns and weather forecasts and act quickly on any advice
- Stay away from rivers, creeks and drains
- Get to higher ground
- Never try to drive, ride or walk-through floodwater.

For more information on understanding your flood risk, visit Council's dedicated Flooding information page at **https://www.somerset.qld.gov.au/flooding-information**

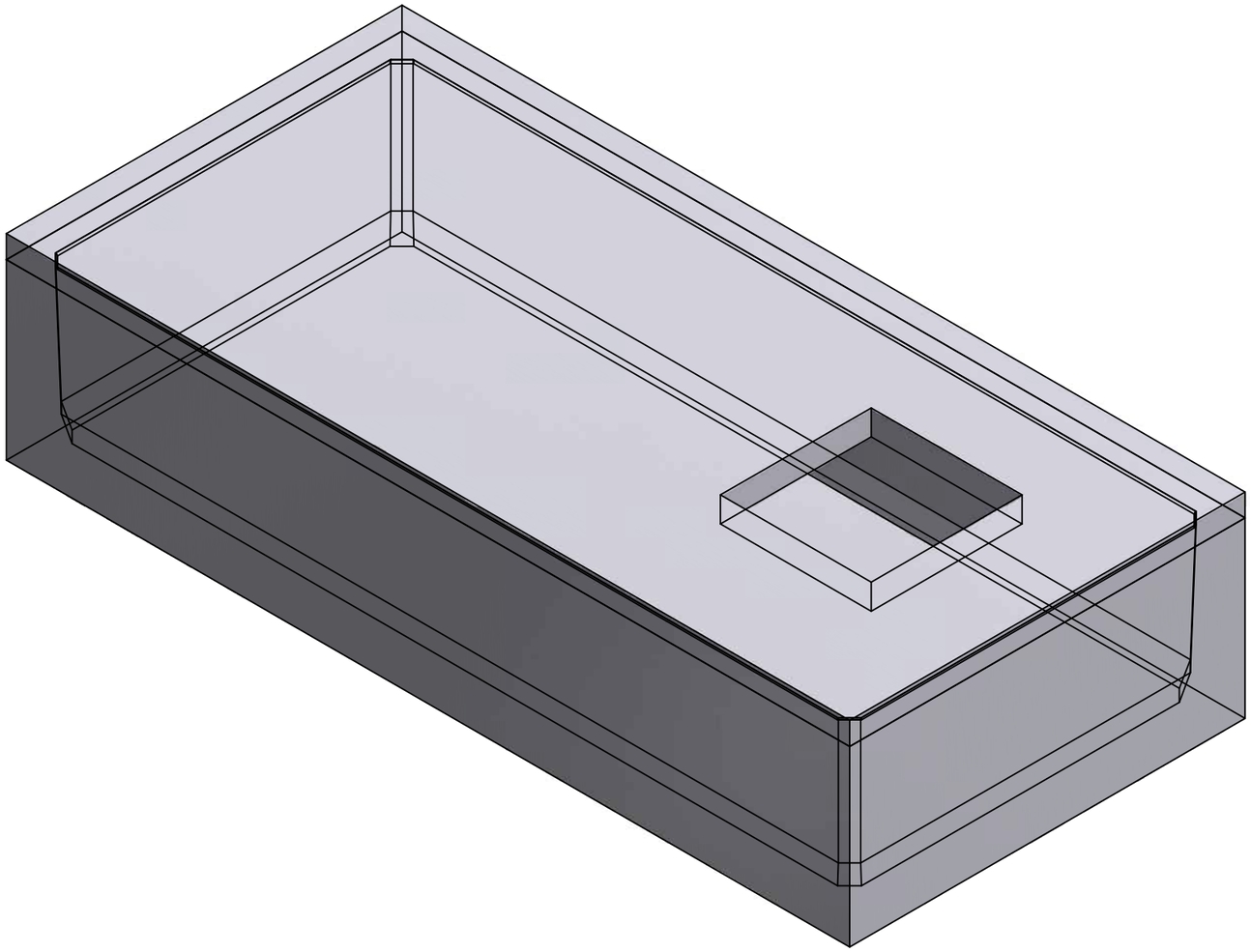
Disaster Dashboard

Visit Council's disaster dashboard at **http://disaster.somerset.qld.gov.au/** to be kept up-to-date with information during disasters such as bushfire, flooding and other severe weather events.

While there, sign up to the Early Warning Network where you can receive alerts to you phone and/or email when a weather event may impact your location.

It's free to all Somerset residents.

APPENDIX G – TANK DRAWINGS



SV.5023-900 - 3D VIEW

DRAWING INDEX	
DRAWING No.	DRAWING TITLE
SP21-CT24960-C	COVER SHEET AND DRAWING INDEX
SP21-CT24970-C	GENERAL NOTES PAGE
SP21-CT24980-C	GENERAL ARRANGEMENT
SP21-CT24990-C	PERMISSIBLE PENETRATIONS SHEETS 1,2 & 3
SP21-CT25000-C	TANK LID PENETRATION OPTIONS
SP21-CT48180-C	GENERAL LIFTING ARRANGEMENT

REV	DATE	BY	DESCRIPTION	CHK
1	08/04/21	G.T	INITIAL RELEASE	
2	11/21	G.T	GENERAL REVISION	

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Drawn	G.T	Date 9/04/2021
Check		Date
Verified		Date
Approved		Date
Request No.		

spelstormwater
joy in water
spel.com.au

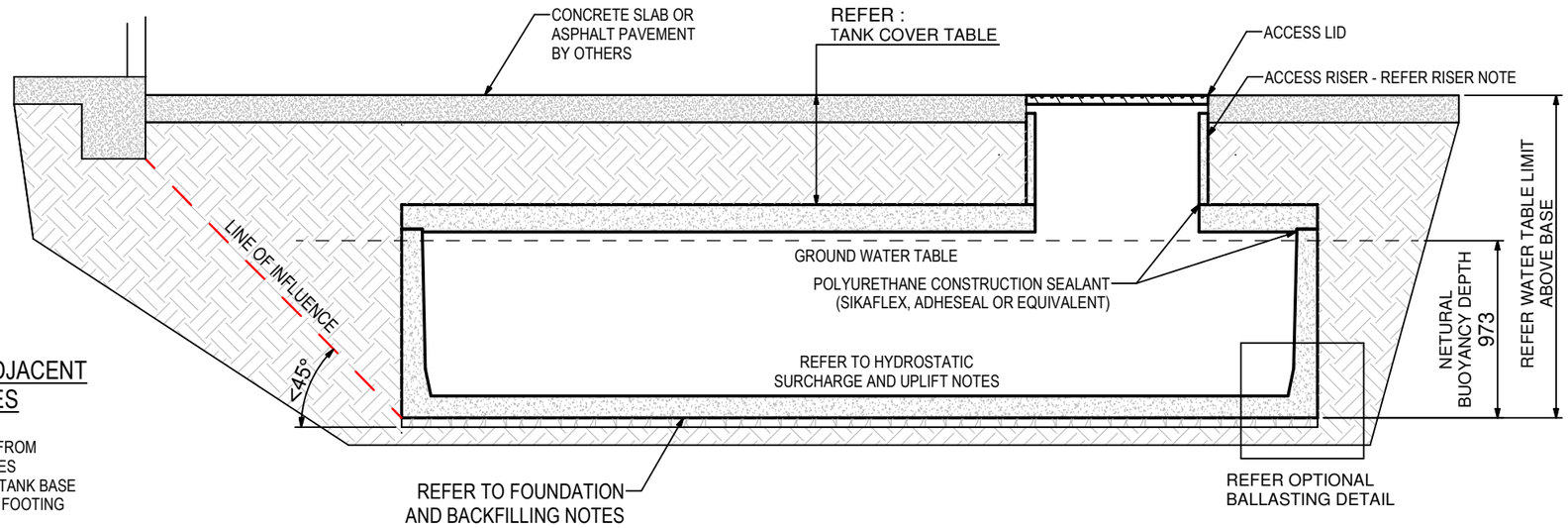
PROJECT :

TITLE
COVER SHEET AND DRAWING INDEX
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900

SCALE	SIZE	SHEET	REV
N.T.S	A3	1	2

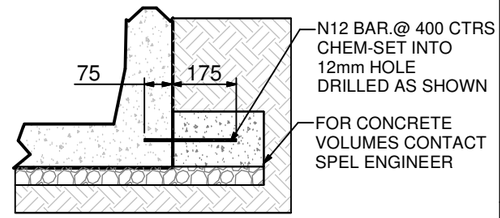
CUSTOMER CODE : DWG No. SP21-CT24960-C

SV.5023-900 COVER PAGE.dwg



TANK POSITIONING ADJACENT TO STRUCTURES

THE LINE OF INFLUENCE FROM
ADJACENT STRUCTURES
IS TO BE LESS THAN 45° FROM TANK BASE
EXCAVATION TO STRUCTURE FOOTING



OPTIONAL BALLASTING DETAIL

BOUYANCY CONTROL JOINT

ANTI-BOUYANCY CONTROL ONLY REQUIRED FOR TANKS IN HIGH WATER TABLE REFER TO HYDROSTATIC SURCHARGE AND UPLIFT NOTES

LONG SECTION

DESIGN CRITERIA

DESIGN IN ACCORDANCE WITH:
AS/NZS 1170.0 - DESIGN LOAD GENERAL REQUIREMENTS
AS/NZS 1170.1 - PERMANENT AND SUPERIMPOSED LOADS
EXPOSURE CLASSIFICATION IN ACCORDANCE WITH AS/NZS 3600 - 'B2'
THE TANK DESIGN LIFE EXPECTANCY IS UP TO 50 YRS.

HEAVY VEHICLES ARE ASSUMED TO BE WITHIN THE GROSS VEHICLE MASS (GVM) AND AXLE LIMITS PRESCRIBED BY THE QUEENSLAND DEPARTMENT OF TRANSPORT AND MAIN ROADS. THE HEAVY VEHICLES THAT THE TANK AND LID ARE DESIGNED FOR INCLUDES:

- SINGLE RIGID TRUCK
- RIGID TRUCK WITH TRAILER
- SEMI TRAILER
- B-DOUBLE
- TWIN STEER TRUCKS

WHICH REPRESENTS AXLE GROUPS OF:

- SINGLE AXLE = 9.0 TONNES
- TANDEM AXLE = 16.0 TONNES
- TRI-AXLE = 20.0 TONNES

WHEEL LOADS ARE BASED ON TANKS INSTALLED IN CONTROLLED TRAFFIC AREA (CARPARK) WITH VEHICLES OPERATING AT REDUCED SPEED.
NOTE: TANKS ARE NOT DESIGNED TO BE INSTALLED UNDER OPEN ROADS. IF W80 AND SM1600 RATING IS REQUIRED, CONSULT SPEL ENGINEERS

CONCRETE

1. TO COMPLY WITH THE REQUIREMENTS OF AS 3600-2018-CONCRETE STRUCTRES.
2. 50 MPa

TANK COVER

TANK TYPE	COVER	BASE THICKNESS	LID THICKNESS	EXTRA REINFORCEMENT	EXCAVATION kPa	WATER TABLE LIMIT ABOVE BASE
STOCK	0-2000	120	150	-	100 kPa	5000
CUSTOM	2001-2500	150	200	Y	125 kPa	7000
CUSTOM	2501-3000	150	200	Y	150 kPa	7000
CUSTOM	3001-3500	150	200	Y	175 kPa	7000

HYDROSTATIC SURCHARGE AND UPLIFT

IMPORTANT NOTE:

NEUTRAL BUOYANCY DEPTH PROVIDED IS A GUIDE ONLY. IT IS CONSERVATIVELY CALCULATED WITH ZERO SOIL COVER AND ZERO SLAB COVER. SEEK SPEL ADVISE FOR SITE SPECIFIC BALLASTING CALCULATIONS, THAT CAN TAKE INTO CONSIDERATION SOIL / SLAB COVER OVER TANK, ANY ADDITIONAL CLEAR OPENINGS IN THE TANK LID,AND ANY PENETRATIONS IN THE TANK WALLS OR BASE.

1. TANK WITH WATER LEVEL UP TO 973 FROM THE TANK BASE HAS NIL HYDROSTATIC UPLIFT (NEUTRAL BUOYANCY MARK). FOR WATER LEVELS GREATER THAN THIS CONTACT SPEL ENGINEERS FOR SITE SEPTIC BALLASTING ADVICE..

RISER NOTES:

IF PROCURING NON-"SPEL" MANUFACTURED RISERS.
THE SUPPLIER IS TO CONFIRM THE RISER IS SUITABLE FOR:

1. THE DEPTHS REQUIRED FOR THE PROJECT.
2. THE TRAFFIC RATING REQUIRED
3. 35mm MINIMUM RISER WALL THICKNESS BEARING ON TANK LID.

FOUNDATION REQUIREMENTS AND BACKFILLING

1. THE TANK MUST BE FOUNDED ON COMPACTED 50mm MINIMUM LEVELLING SUB-BASE COMPRISED OF SAND OR ROAD BASE THAT ACHIEVES CBR40 WHEN THE TANK IS SUBJECTED TO VEHICLE LOADING. CBR15 OR OTHERWISE. 5-10mm DRAINAGE GRAVEL IS AN ACCEPTABLE SUB-BASE MATERIAL WHEN TANK IS SUBJECTED TO VEHICLE LOADING, 10mm MAXIMUM TO BE STRICTLY ADHERED TO.
2. BACKFILL AROUND THE TANK WITH A WELL DRAINING GRANULAR MATERIAL IN LAYERS NO THICKER THAN 500mm. MAXIMUM VARIATION OF 500mm IN BACKFILL PLACEMENT HEIGHT FROM ONE SIDE OF TANK TO THE OTHER
3. COMPACT PAVEMENT SUBGRADES ABOVE THE TANK LID WITH LIGHT DUTY HAND OPERATED COMPACTION EQUIPMENT. DO NOT USE HEAVY MECHANICAL COMPACTION TECHNIQUES (SUCH AS VIBRATORY OR STATIC ROLLERS) ABOVE OR ADJACENT TO THE TANK WALLS WITHIN 1500mm OF TANKS WITHOUT ENGINEER'S APPROVAL
4. BACKFILL SUPPORTING BUILDINGS OR PAVEMENTS TO HAVE LEVEL 1 SUPERVISION & TESTING (PROJECT ENGINEER TO ADVISE)
5. BACKFILL SUPPORTING TRAFFICABLE PAVEMENT MUST BE LEVEL 1 SUPERVISION & TESTING. A PAVEMENT THAT IS DESIGNED TO BE SUSPENDED OVER BACKFILL SHOULD EXTEND A NOMINAL DISTANCE BEYOND THE EDGE OF THE EXCAVATION ONTO NATURAL GROUND. THE SPECIFIC DESIGN IS THE RESPONSIBILITY OF THE PROJECT ENGINEER.

LIFTING NOTES:

1. TOTAL APPROVED 15.0 t (WLL) LIMIT AS SPECIFIED ON DRAWING. CONSULT AN RPEQ ENGINEER FOR LIFTING DESIGN OF SPECIFICALLY DESIGNED TANKS WITH ADDITIONAL FIXTURES INSTALLED AND TOTAL WEIGHT EXCEEDING APPROVED 15.0 t
2. THE ERECTOR SHALL COORDINATE WITH THE SITE PROJECT ENGINEER FOR SITE ACCESS, GROUND CONDITIONS AND PLANNED LIFTING EQUIPMENT PRIOR TO TANK DELIVERY ON SITE.
3. RIGGING ARRANGEMENT SHALL ENSURE THE LOAD IS EVENLY DISTURBED BETWEEN ALL LIFTING ANCHORS.
4. ONLY USE LIFTING PINS PROVIDED WHEN LIFTING, DAMAGED LIFTING PINS SHALL NOT BE USED UNLESS CAPACITY IS VERIFIED AND APPROVED BY A RPEQ ENGINEER.

REV	DATE	BY	DESCRIPTION	CHK
1	04/21	G.T.	INITIAL RELEASE	
2	10/21	GT	GENERAL AMENDMENTS	

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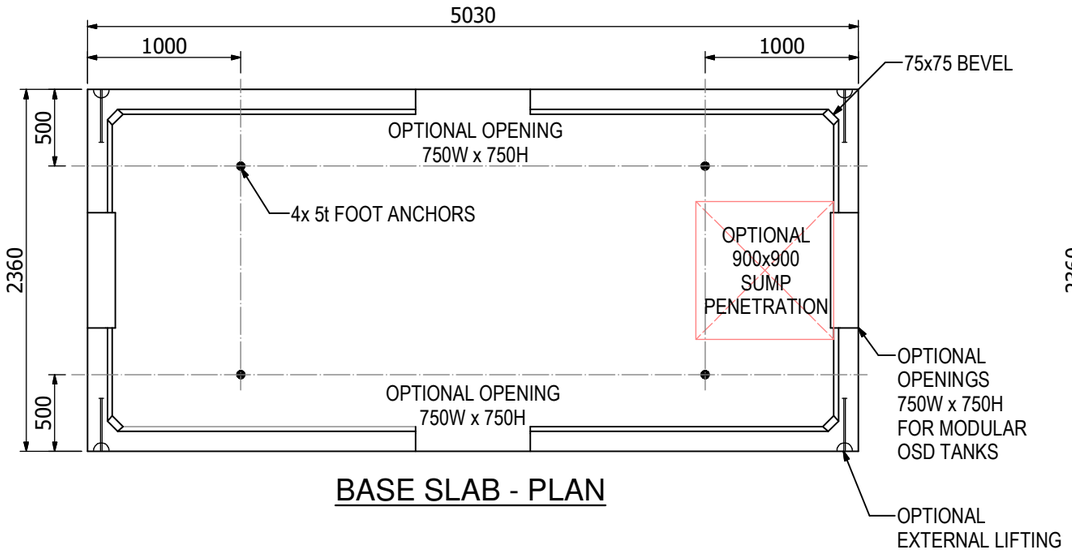
PROJECT :

TITLE GENERAL NOTES
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900

SCALE	SIZE	SHEET	REV
N.T.S	A3	1	2

CUSTOMER CODE : | DWG No. SP21-CT24970-C

SV.5023-900 NOTES PAGE.dwg



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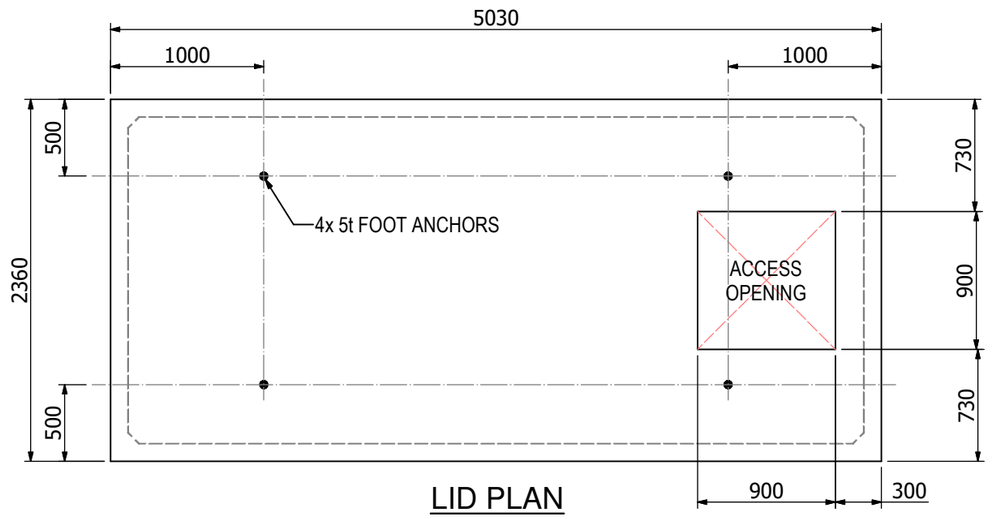
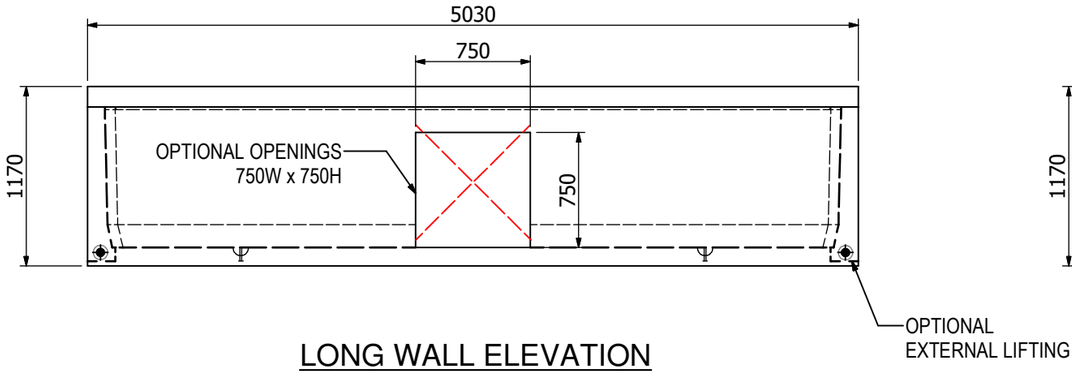


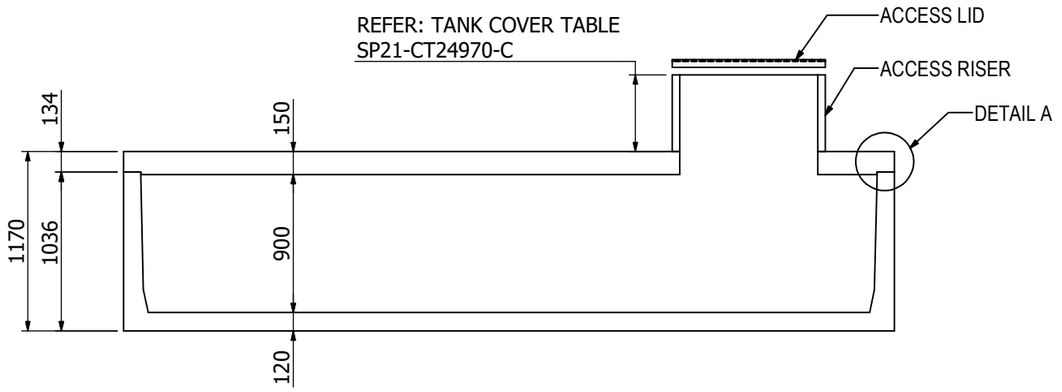
LID PLAN

NOTE:

OTHER ACCESS OPENING SIZES AND POSITIONING OPTIONS AVAILABLE SEE "TANK LID PENETRATION OPTION" DRAWING No. SP21-CT25000-C



LONG WALL ELEVATION



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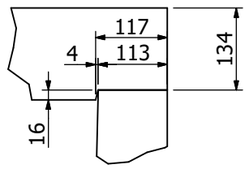
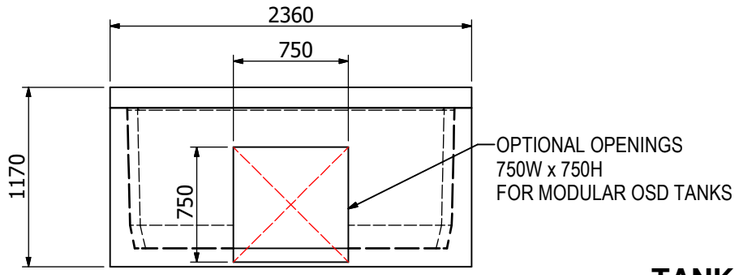


DETAIL A



SHORT WALL ELEVATION

TANK WEIGHT = 7.7t
LID WEIGHT = 4.4t
(WEIGHTS CALCULATED WITH NO PENETRATIONS IN TANK OR LID)

SV.5023-900 GENERAL ARRANGEMENT.dwg

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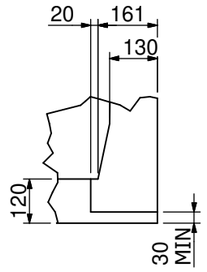
TITLE GENERAL ARRANGEMENT
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900

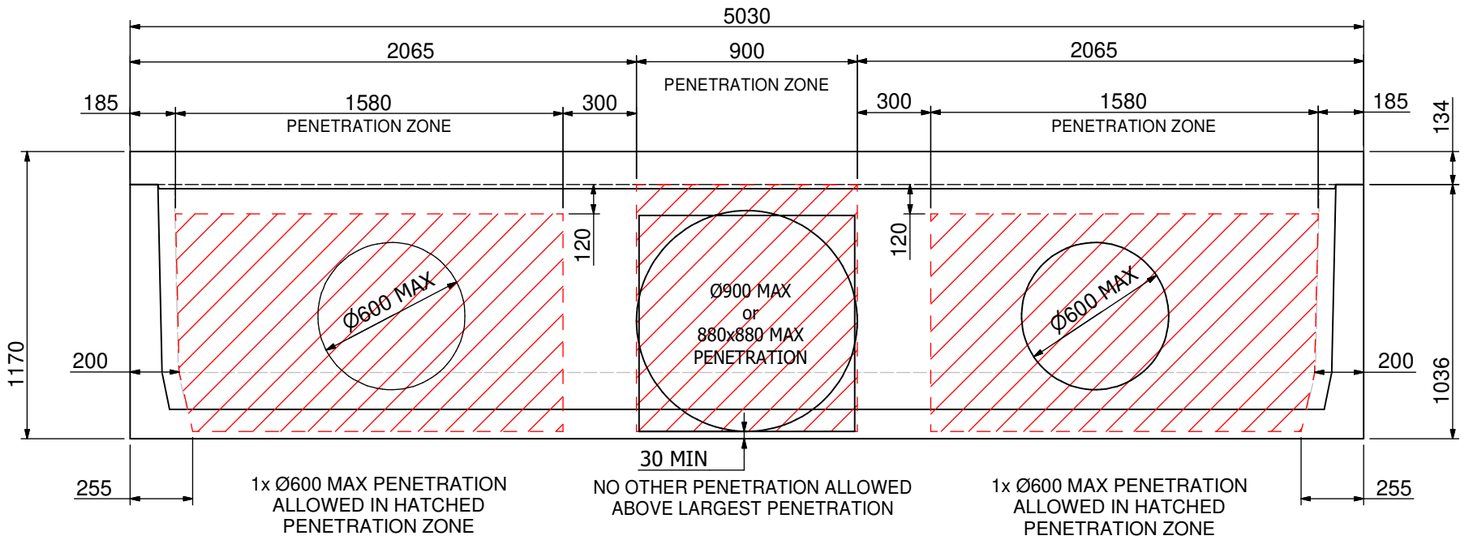
SCALE	SIZE	SHEET	REV
N.T.S	A3	1	1

CUSTOMER CODE : DWG No. SP21-CT24980-C

STOCK TANKS



TYPICAL BASE
RECESS DETAIL



LONG WALL - SINGLE LARGEST PERMISSIBLE PENETRATION

PLEASE NOTE:

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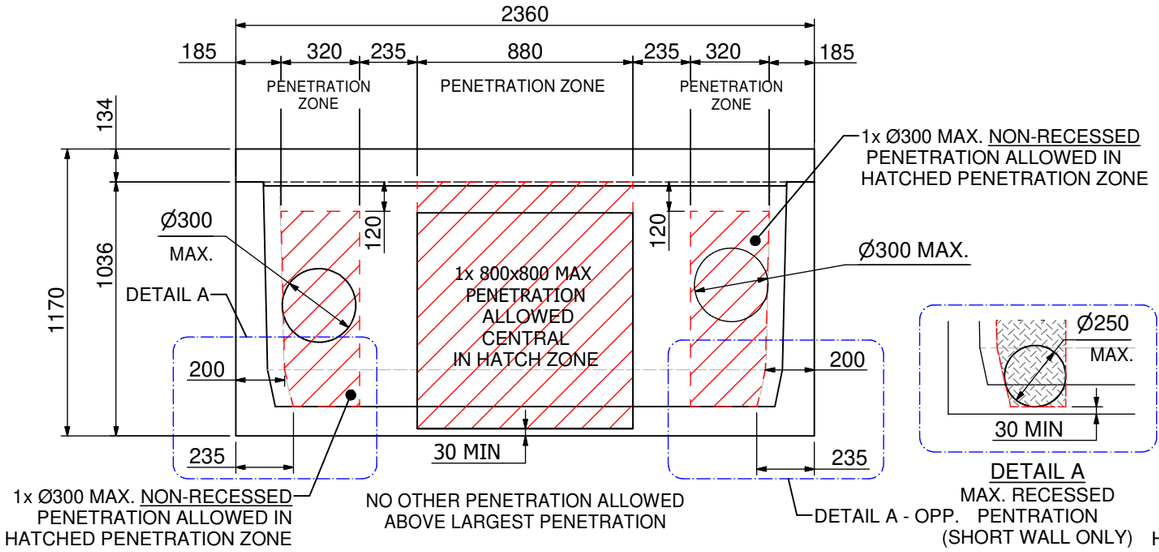
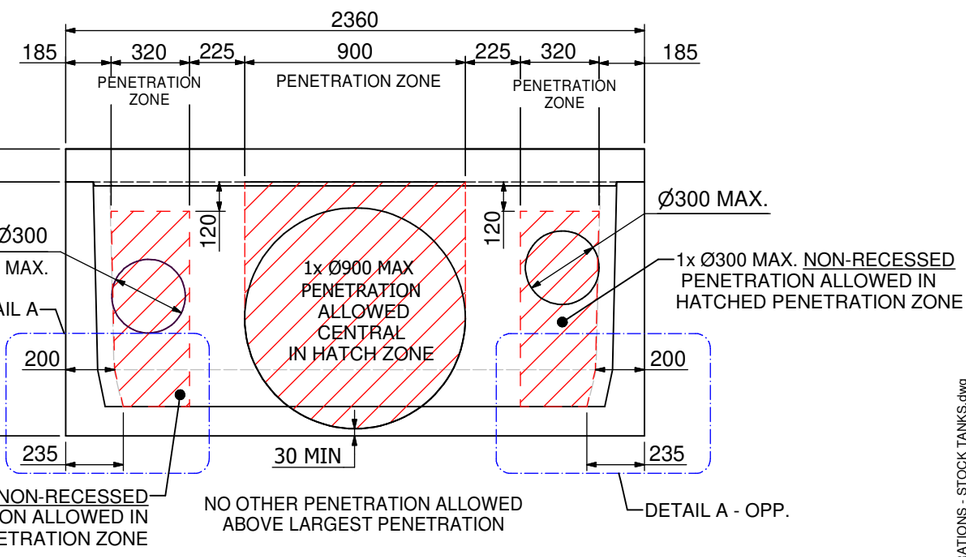
WITH STANDARD REINFORCEMENT.

IF REQUIRED PENETRATIONS ARE OUTSIDE OF THE GUIDELINES SHOWN, CONTACT SPEL WHO WILL SEEK FURTHER ENGINEERING ADVICE.

CUSTOM TANKS CAN PROVIDE PENETRATIONS OUTSIDE THESE GUIDELINES REFER.
"PERMISSIBLE PENETRATIONS - CUSTOM TANKS"
ON DRAWINGS SP21-CT24990 - C SHEET 2 & 3
FOR A GUIDE PRIOR TO TANK PRODUCTION.



SHORT WALL - 880x880 MAX. PENETRATION



SHORT WALL - Ø 900 MAX PENETRATION

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PROJECT :

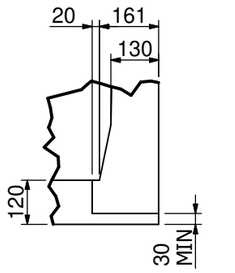
TITLE PERMISSIBLE PENETRATIONS
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900 STOCK TANKS

SCALE	SIZE	SHEET	REV
N.T.S	A3	1	2

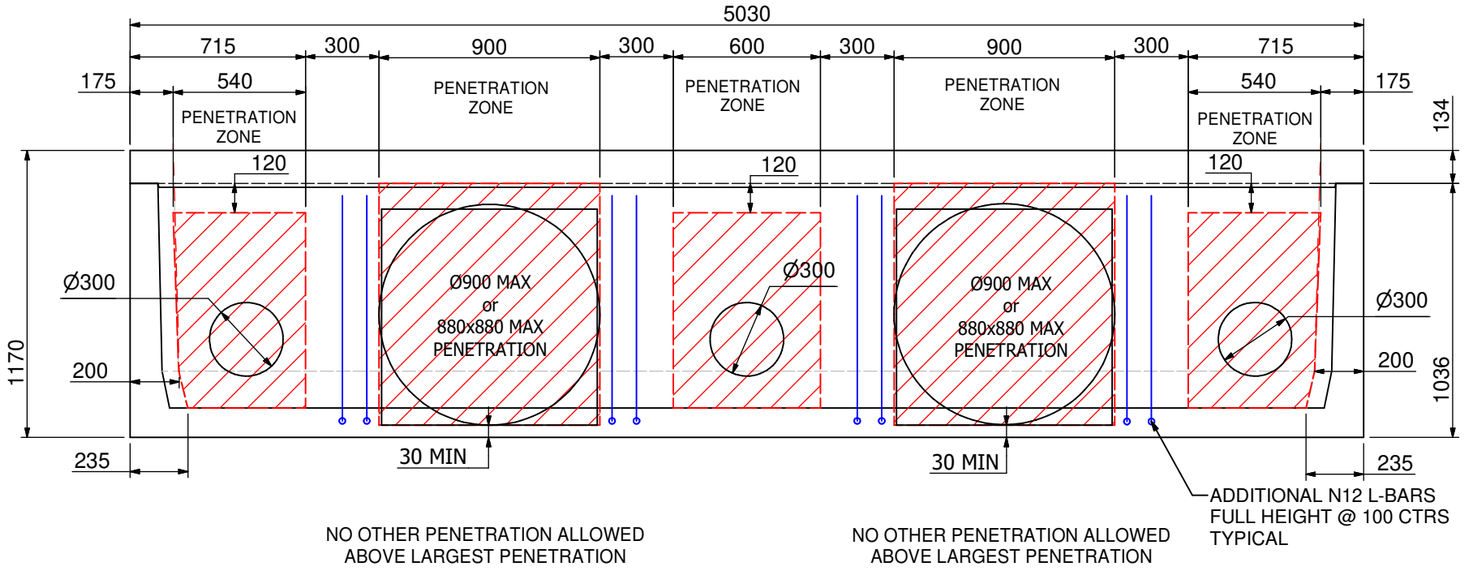
CUSTOMER CODE : | DWG No. SP21-CT24990-C

SV.5023-900 PENETRATIONS - STOCK TANKS.dwg

CUSTOM TANKS



TYPICAL BASE
RECESS DETAIL



LONG WALL - 2x LARGEST PERMISSIBLE PENETRATIONS

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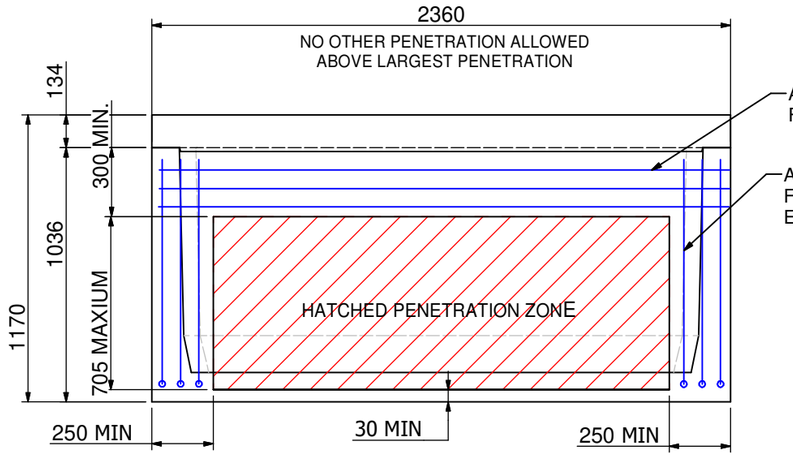
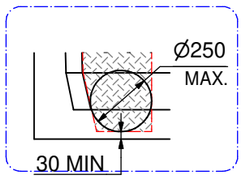
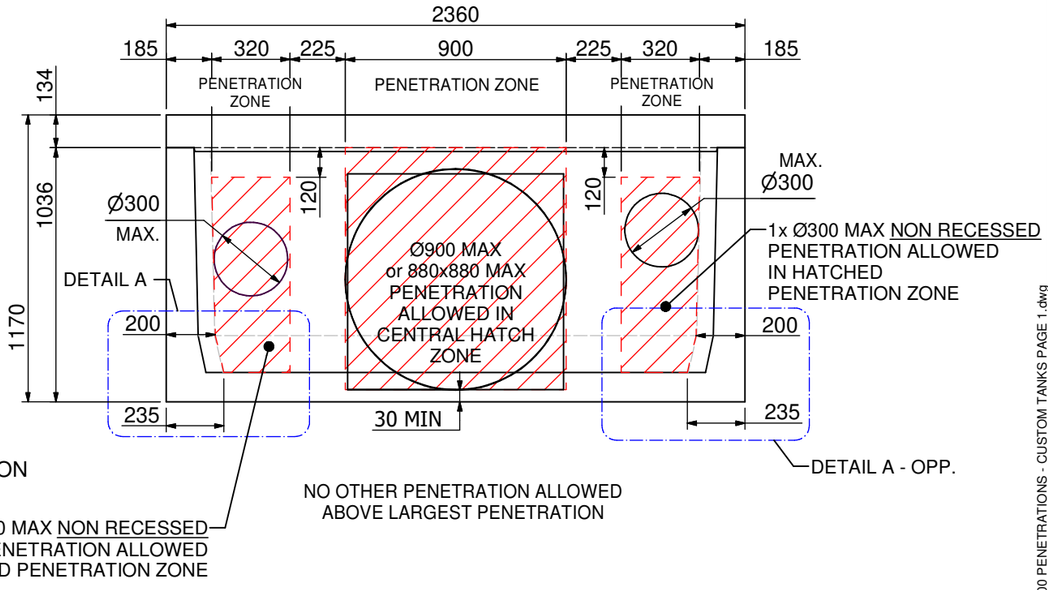
FOR ADDITIONAL PENETRATION COMBINATIONS CONTACT SPEL FOR DESIGN / ENGINEERING ASSISTANCE.



SHORT WALL - MAX. CUSTOM PENETRATION



DETAIL A
MAX. RECESSED PENTRATION
(SHORT WALL ONLY)



SHORT WALL - Ø 900 MAX PENETRATION

SV.5023-900 PENETRATIONS - CUSTOM TANKS PAGE 1.dwg

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PROJECT :

TITLE
PERMISSIBLE PENETRATIONS
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900- CUSTOM TANKS

SCALE	SIZE	SHEET	REV
N.T.S	A3	2	1

CUSTOMER CODE : | DWG No. SP21-CT24990-C

CUSTOM TANKS

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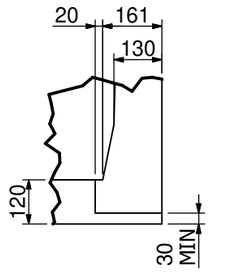
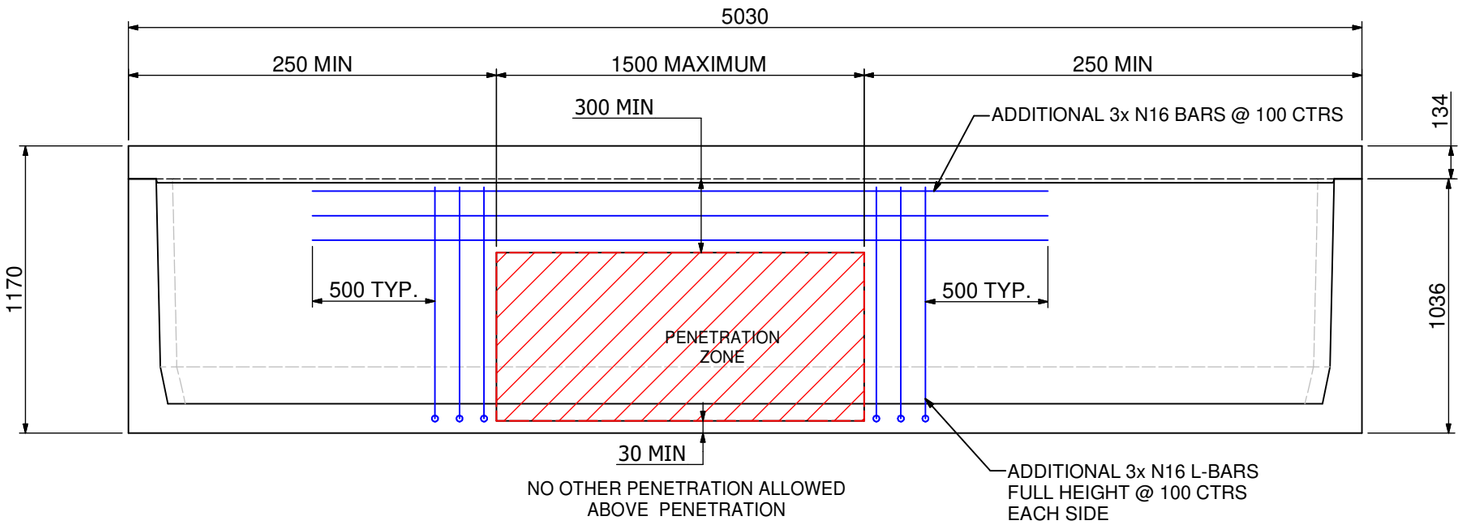


TYPICAL BASE RECESS DETAIL



LONG WALL - MAXIMUM SINGLE PENETRATION

SV.5023-900 PENETRATIONS - CUSTOM TANKS PAGE 2.dwg

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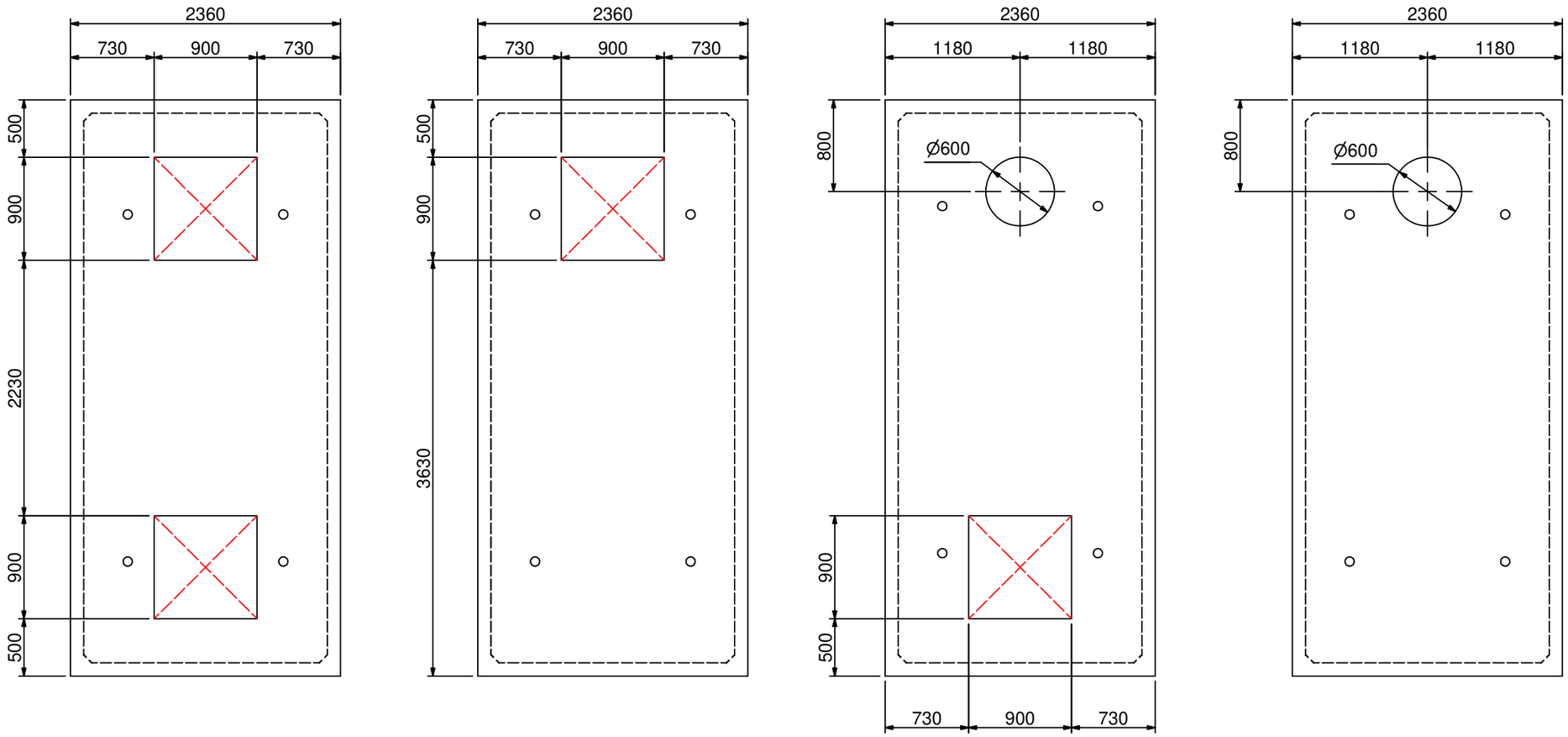
9.06 kL SPEL PRECAST CONCRETE TANK
SV.5023-900- CUSTOM TANK

SCALE	SIZE	SHEET	REV
N.T.S	A3	3	1

CUSTOMER CODE :
DWG No. SP21-CT24990-C



STANDARD LID FORMATIONS

FOR ADDITIONAL ACCESS OPENING AND POSITIONING OPTIONS
CONTACT SPEL

SV.5023-STD LID TYPES.dwg

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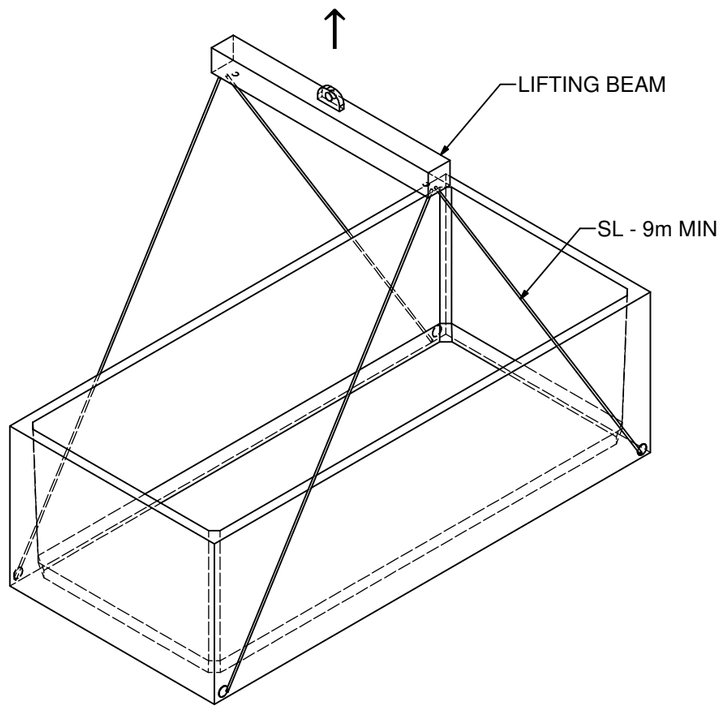
PROJECT :

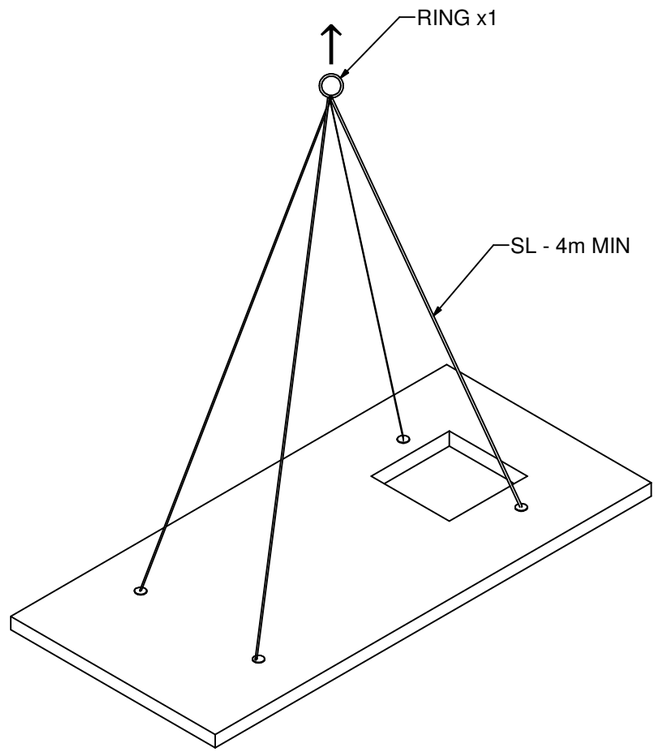
TITLE
TANK LID PENETRATION OPTIONS
SPEL PRECAST CONCRETE TANK
SV.5023

SCALE	SIZE	SHEET	REV
N.T.S	A3	1	1

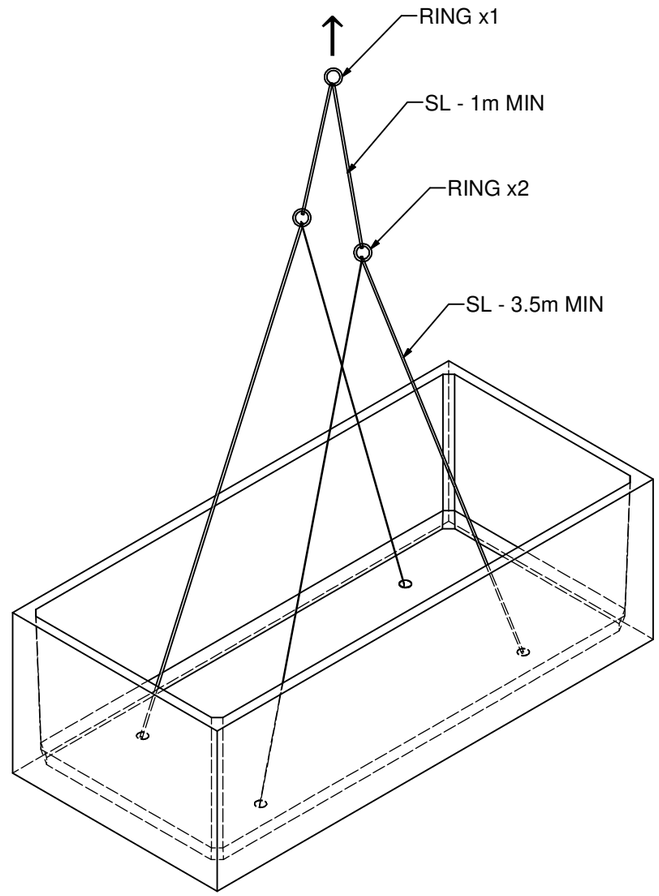
CUSTOMER CODE :
DWG No. SP21-CT25000-C



EXTERNAL LIFTING OPTION
LIFTING BEAM w/ SL=9m MIN



TYPICAL LID LIFTING
FLAT LIFT - 4 POINT LOAD
SL = 4m MIN. EACH



INTERNAL LIFTING OPTION
SL = 3.5m MIN. EACH

SV.5023- GENERAL LIFTING ARRANGEMENTS.dwg

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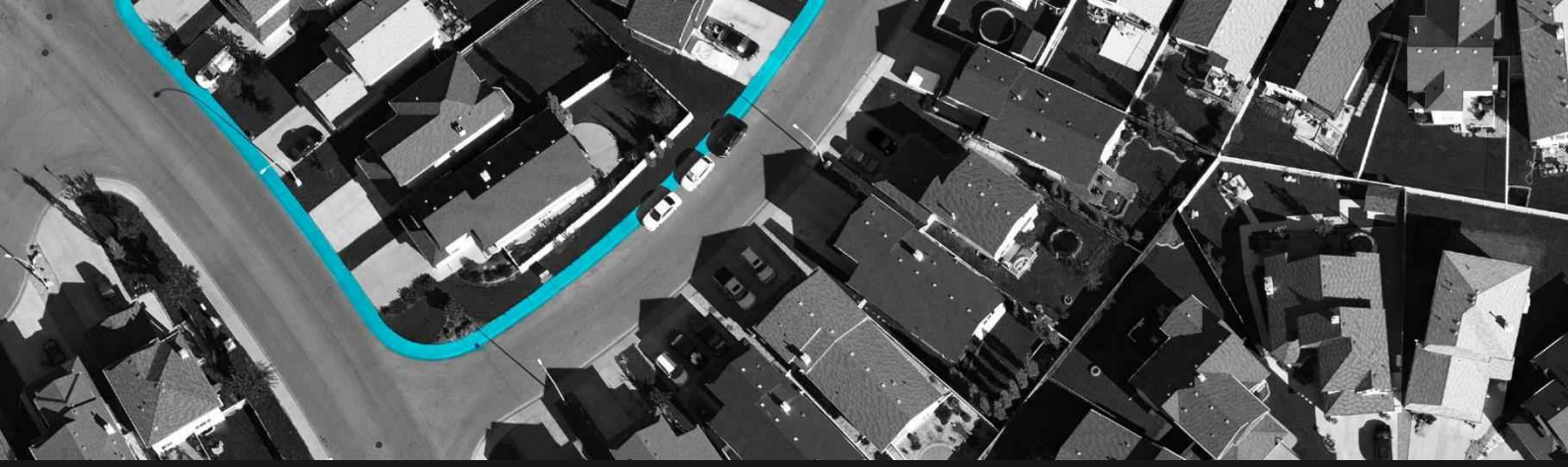
TITLE
GENERAL LIFTING ARRANGEMENT
SPEL PRECAST CONCRETE TANK
SV.5023

SCALE	SIZE	SHEET	REV
N.T.S	A3	1	1

CUSTOMER CODE :

DWG No. SP21-CT48180-C



PROPOSED DEVELOPMENT
1512 BRISBANE VALLEY HIGHWAY, FERNVALE
TRAFFIC IMPACT STATEMENT

21 JULY 2023

PREPARED FOR
URBAN RISE GROUP

PTT
TRAFFIC & TRANSPORT ENGINEERING

ECAAS
ISO 9001
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MANAGEMENT

DOCUMENT CONTROL RECORD

DOCUMENT						
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Client:	Urban Rise Group					
Project Number:	23-703					
REV	PURPOSE	DATE	AUTHOR	REVIEWER	APPROVED	SIGNED
A	FINAL	JUL-23	CB	JG	JPG (RPEQ 22233)	

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CONTENTS

1.0 INTRODUCTION 3
- 1.1 Background 3
- 1.2 Aim 3
- 1.3 Scope of Report 3

2.0 EXISTING CONDITIONS 4
- 2.1 Subject Site 4
- 2.2 Access 5
- 2.3 Road Network 5
- 2.4 Traffic Volumes 6
- 2.5 Active and Public Transport 6

3.0 PROPOSED DEVELOPMENT 7
- 3.1 Site Layout 7
- 3.2 Access 7
- 3.3 Parking 9
- 3.4 Servicing 10
- 3.5 Active Transport 12

4.0 TRAFFIC OPERATIONS 13
- 4.1 Traffic Generation 13
- 4.2 Impact on the Surrounding Road Network 13

5.0 ROAD SAFETY ASSESSMENT 14
- 5.1 Requirement 14
- 5.2 Methodology 14
- 5.3 Crash Data 14
- 5.4 Risks 15
- 5.5 Risk Assessment 15

6.0 CONCLUSIONS & RECOMMENDATIONS 17
- 6.1 Conclusions 17
- 6.2 Recommendations 17

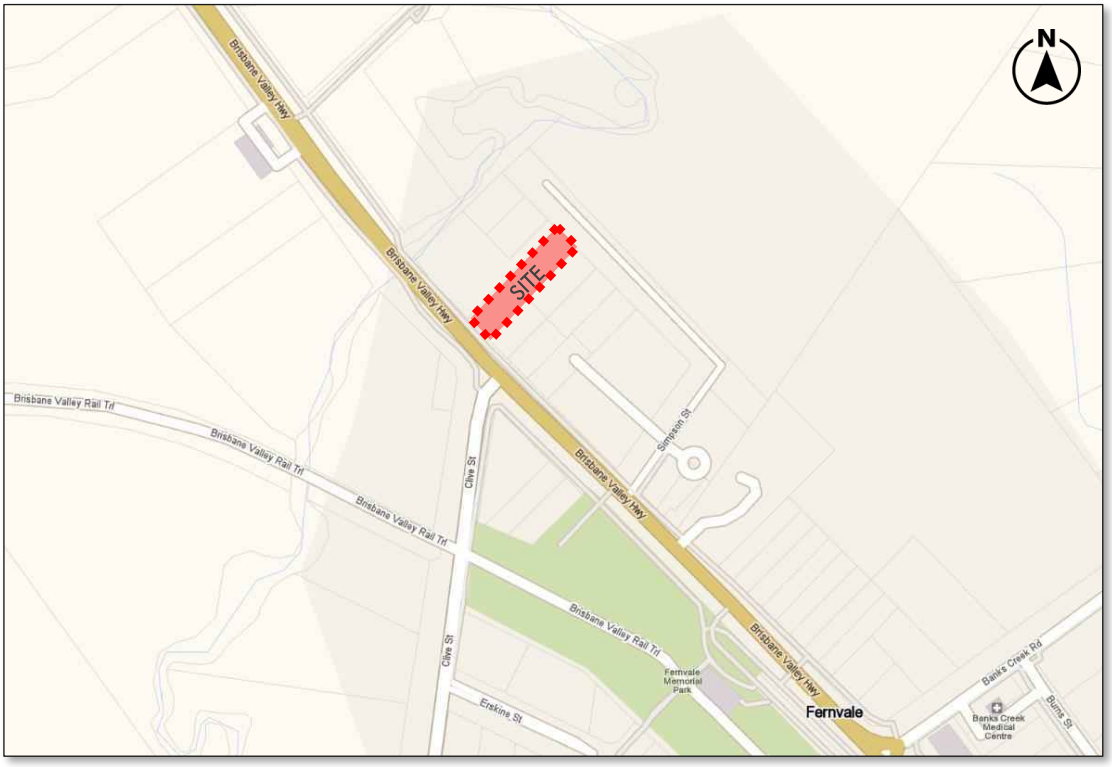
APPENDIX A TRAFFIC DATA
APPENDIX B DEVELOPMENT LAYOUT PLAN
APPENDIX C VEHICLE SWEPT PATHS

1.0 INTRODUCTION

1.1 BACKGROUND

In June 2023, PTT was commissioned by Urban Rise Group to undertake a traffic impact statement for a proposed commercial (office) development at 1512 Brisbane Valley Highway, Fernvale. The location of the subject site is shown in Figure 1.1.

Figure 1.1: SITE LOCALITY



1.2 AIM

The aim of this assessment is to evaluate the proposed development in terms of its access, car parking and servicing arrangements, peak hour traffic generation and impact on the surrounding road network.

1.3 SCOPE OF REPORT

This report begins by summarising the characteristics of the existing road network (Chapter 2), followed by a description of the scope and scale of the proposed development, including access arrangements (Chapter 3). The predicted peak hour traffic generation of the proposed development is estimated along with a consideration of its likely traffic impact on the surrounding road network (Chapter 4). A road safety assessment has been undertaken (Chapter 5) and the report concludes with a summary of key findings and recommendations (Chapter 6).

2.0 EXISTING CONDITIONS

2.1 SUBJECT SITE

The subject site is located at 1512 Brisbane Valley Highway, Fernvale and is formally described as Lots 10 and 15 on RP28844. The site comprises an area of approximately 1,820m^2 and is zoned as a 'centre' according to the Somerset Regional Council (SRC) Planning Scheme (Version 4.2). The subject site currently accommodates a single residential dwelling on the Brisbane Valley Highway frontage, as shown in Figure 2.1.

Figure 2.1: SUBJECT SITE

The subject site is bounded as follows:

- to the north by Simpson Street
- to the east by retail use
- to the south by the Brisbane Valley Highway (Main Street)
- to the west by a service station and food and drink outlet

The surrounding area includes a mix of residential, recreational, community, commercial and industrial uses, typical of a location within the Fernvale town centre.

2.2 ACCESS

The subject site currently has a single vehicular access on the Brisbane Valley Highway (Main Street), as shown in Figure 2.1.

2.3 ROAD NETWORK

2.3.1 Existing Network Attributes

Key attributes of the surrounding road network are summarised in Table 2.1.

Table 2.1: ROAD NETWORK ATTRIBUTES

ATTRIBUTE	BRISBANE VALLEY HIGHWAY	SIMPSON STREET	CLIVE STREET
Road Hierarchy	Highway	Local Road	Trunk Collector
Jurisdiction	TMR	SRC	SRC
Speed Limit (km/h)	60	50	60
Predominant Land Uses	Mixed-Use	Residential / Commercial	Residential
Cross-section	Undivided, with one lane of traffic in each direction	Un-divided with one lane of traffic in each direction	Un-divided with one lane of traffic in each direction
Road Reserve Width	30m	20m	30m
Pavement Width	12.0 - 20.0m	7.0 - 12.0m	12.0m
On-Street Parking	Yes	Yes	Yes
Footpaths	Yes	No	Yes
Bicycle Lanes	Yes	No	No
Bus Route	Yes	No	No

The Brisbane Valley Highway (Main Street) is a state-controlled road administered by the Department of Transport and Main Roads (TMR). It runs on a north-south alignment linking the Warrego Highway with the D'Aguilar Highway. In the vicinity of the subject site, the Brisbane Valley Highway is undivided with one lane of traffic and a parking lane / shoulder in each direction. The posted speed limit on the Brisbane Valley Highway adjacent to the subject site is 60km/h.

The Brisbane Valley Highway is part of the Performance Based Standards (PBS) Level 2A network, which permits B-double vehicles up to 26m in length. It is also classified as limited access (LAR2) along the subject site frontage.

Simpson Street is a short local access road, which meets the Brisbane Valley Highway at a priority-controlled T-intersection, where it forms the minor approach. The Brisbane Valley Highway / Simpson Street intersection accommodates all turn movements and is supported by a short channelised right turn lane (CHR(S)) on the Brisbane Valley Highway.

Clive Street is a trunk collector road, which forms the minor approach at an all-movements, priority-controlled T-intersection with the Brisbane Valley Highway, immediately to the south-east of the subject site. This intersection has no auxiliary turn treatments on the Brisbane Valley Highway.

2.3.2 *Road Planning*

It is understood that there are future plans to signalise the Brisbane Valley Highway / Clive Street intersection. This upgrade is likely to include a dedicated right turn lane (for Clive Street) on the Brisbane Valley Highway. However, this project is currently not committed or funded and there are no publicly available plans of the intersection upgrade.

2.4 TRAFFIC VOLUMES

We have obtained 2022 traffic data from TMR for the Brisbane Valley Highway from a nearby counter site (identification number 30006). This counter site is located approximately 1.5km to the south of the subject site. The traffic data, which is attached in Appendix A shows that typical traffic volumes on this section of the Brisbane Valley Highway were as follows:

- an AADT of approximately 8,700 vehicles per day
- a heavy vehicle proportion of around 14%

2.5 ACTIVE AND PUBLIC TRANSPORT

2.5.1 *Pedestrians and Cyclists*

There are footpaths on both sides of the Brisbane Valley Highway in the vicinity of the subject site. There are on-road bicycle lanes in both directions on the Brisbane Valley Highway proximate to the site and there is also a shared pedestrian / cycle path on the western side of the Brisbane Valley Highway, including a bridge over Ferny Gully.

There are no footpaths or cycling facilities currently provided on Simpson Street.

2.5.2 *Public Transport*

There are bus stops on the Brisbane Valley Highway located approximately 300m south-east of the subject site. These stops are serviced by the 529 route, which provides three weekday and one weekend buses in each direction between Ipswich and Lowood / Toogoolawah. Accordingly, the site is served by public transport.

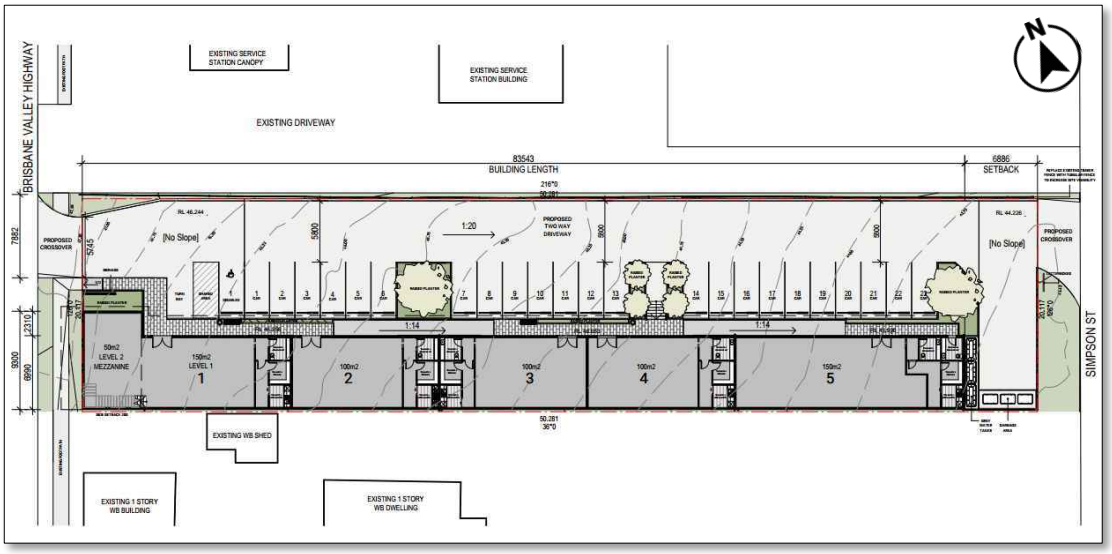
3.0 PROPOSED DEVELOPMENT

3.1 SITE LAYOUT

The development proposes a material change of use for a commercial development (office use) comprising a total of 600m^2 GFA. Five separate tenancies are proposed ranging in size from 100m^2 GFA to 150m^2 GFA.

The development proposal would be supported by a total of 23 on-site car parking spaces. The proposed site layout is shown in Figure 3.1 (and attached in Appendix B).

Figure 3.1: PROPOSED DEVELOPMENT LAYOUT



3.2 ACCESS

3.2.1 Location

Vehicular access to the development is proposed as follows:

- via a left-in only driveway on the Brisbane Valley Highway
- via Simpson Street (effectively left-in and right-out)

In terms of separation from adjacent intersections and driveways, it is estimated that the proposed access on the Brisbane Valley Highway would achieve the following:

- 6.0m metres separation from the (perpendicular) projection of the Clive Street property line
- approximately 1.5m separation from the adjacent driveway to the north, as measured along the kerb

Therefore, the proposed driveway location is consistent with the requirements of AS2890.1[1] with respect to a Category 1-2 access facility on an arterial road.

[1] Standards Australia AS/NZS 2890.1:2004 "Parking Facilities – Part 1: Off Street Carparking"

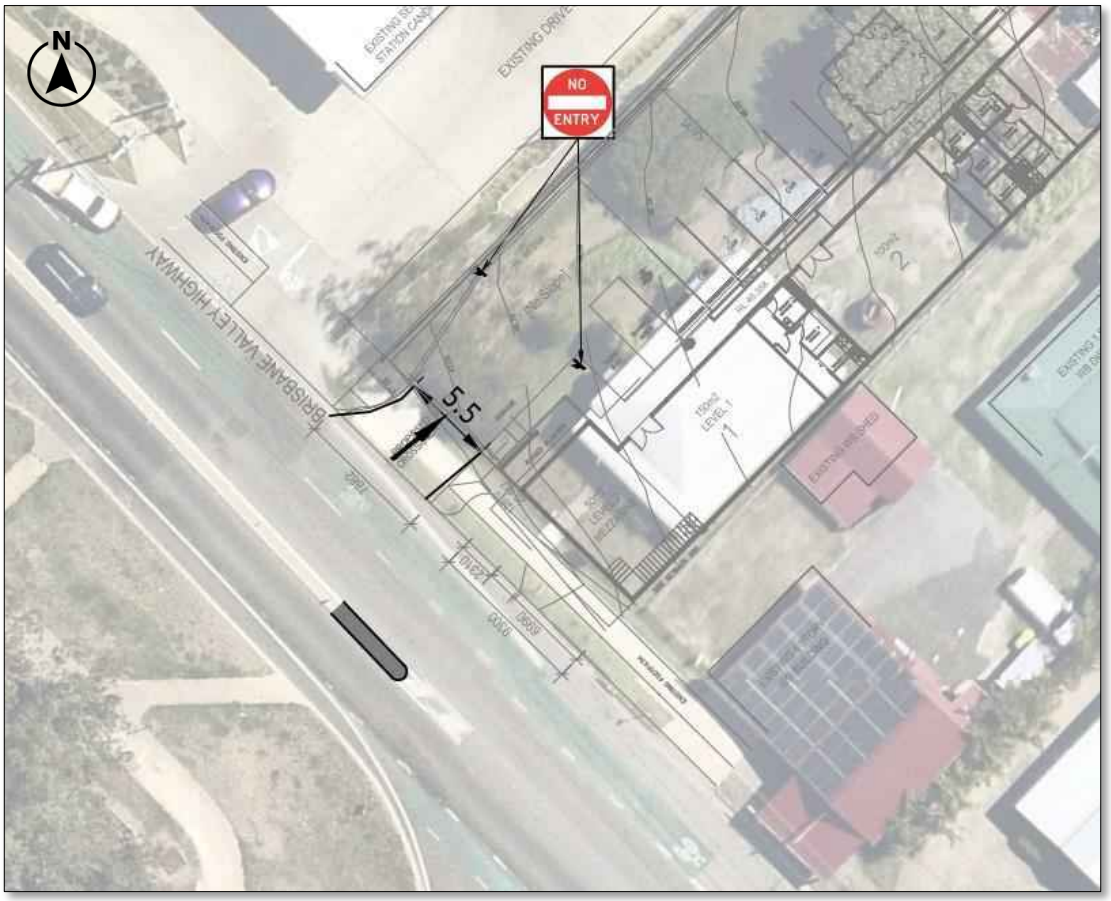
3.2.2 *Design*

The design of the left-in entry only driveway on the Brisbane Valley Highway is generally consistent with the entry component of a left-in / left-out, heavy-duty crossover in accordance with the Institute of Public Works Engineering Australasia (IPWEA) Standard Drawing RS-051.

A concept design of the Brisbane Valley Highway access is shown in Figure 3.2. The proposed driveway crossover is 5.5m wide at the property boundary. It is proposed that left-in movements would be enforced by:

- the existing concrete centre median on the Brisbane Valley Highway, which could be extended to the south
- 'no entry' signage within the site, prohibiting exit movements via the Brisbane Valley Highway

Figure 3.2: PROPOSED BRISBANE VALLEY HIGHWAY ACCESS



The Brisbane Valley Highway access would benefit from the existing southbound short auxiliary left turn lane (AUL(S)) for the adjacent property access. This would allow vehicles entering the subject site to decelerate, clear of the southbound through lane. In terms of the future signalisation of the Brisbane Valley Highway / Clive Street intersection, the location of the access is expected to be upstream of any future stop-bar and the entry-only driveway configuration would minimise any impacts on future intersection operations.

The Simpson Street access is proposed to be a 6.0m wide type 'general wide flared' driveway crossover in accordance with IPWEA Standard Drawing RS-051H. However, it is proposed that the western kerb taper would be modified (so as not to extend across the property boundary) noting that this driveway will almost exclusively operate as left-in and right-out.

3.2.3 Sight Distance

On a 50km/h road (ie Simpson Street), AS2890.1 requires a desirable sight distance of 69m, with a minimum of 45m. The available sight distance to the east is well in excess of 100m. To the west the sight distance is limited to around 50m as Simpson Street terminates with a cul-de-sac turn head. Therefore, the available sight distance complies with the desirable minimum requirements and is acceptable.

3.3 PARKING

3.3.1 Requirement

Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code identifies minimum car parking rates for office use as follows:

- one space per 25m² of GFA at ground level
- one space per 50m² of GFA above ground level

As shown in Table 3.1, the development would require a minimum provision of 23 car parking spaces based on the SRC Planning Scheme rates.

Table 3.1: CAR PARKING REQUIREMENT

USE	SCALE	PARKING RATE	REQUIREMENT
Ground Level	550m² GFA	1 space per 25m² GFA	22 spaces
Mezzanine Level	50m² GFA	1 space per 50m² GFA	1 space
Total	**600m² GFA**		**23 spaces**

3.3.2 Provision

The development layout provides a total of 23 on-site car parking spaces including one person with disability (PWD) bay. Therefore, the proposed car parking provision is consistent with the local planning scheme requirements and is expected to adequately cater for parking demand.

3.3.3 Design

The on-site parking facilities have been designed in accordance with the requirements of AS2890.1 and AS2890.6[2] in terms of minimum parking space and aisle dimensions, and is typified by:

- standard car parking spaces dimensioned 2.4m wide by 5.4m long (user class 1/1A parking)

[2] Standards Australia AS/NZS 2890.6:2009 "Parking Facilities – Part 6: Off-Street Parking for People with Disabilities"

- one PWD space dimensioned 2.4m wide by 5.4m long, with an adjacent 2.4m wide shared area
- a turnaround bay dimensioned 3.0m wide by 5.4m long
- parking aisles dimensioned a minimum of 5.8m wide

It is recommended that the dedicated turnaround bay be clearly designated as such, with car parking prohibited.

3.3.4 Queuing

AS2890.1 recommends that queuing be provided in order to allow a free influx of traffic which will not adversely affect traffic or pedestrian flows on the frontage road. For a car parking area of 23 spaces, AS2890.1 would typically (in the absence of a site-specific analysis) require a minimum queue length of two vehicles (ie 12m). However, this can be shared across multiple accesses.

The development layout provides a total of 20m of on-site queuing provision across the two site accesses (ie approximately 10.0m at each access). Accordingly, the proposed development layout provides adequate queuing provision for entering vehicles.

3.4 SERVICING

Based on Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code, the relevant design vehicle for an office development less than 500m^2 GFA is a heavy rigid vehicle (HRV).

However, given the size of the office units (ie 150m^2 GFA or smaller), it is expected that the vast majority of service vehicle movements will be by VAN, with the largest service vehicle being a 8.8m long medium rigid vehicle (MRV). In addition, the development would need to accommodate a refuse collection vehicle (RCV).

The proposed development layout would allow an MRV/RCV to:

- enter the subject site from the Brisbane Valley Highway in forward gear
- negotiate the internal road layout and access the shared loading bay
- exit back onto Simpson Street in forward gear

Swept paths demonstrating a MRV and RCV entering the site via the Brisbane Valley Highway, accessing the shared loading bay and then exiting the site back to Simpson Street in a forward gear are shown in Figure 3.3 and 3.4 respectively (and attached in Appendix C).

Figure 3.3: MRV SERVICING

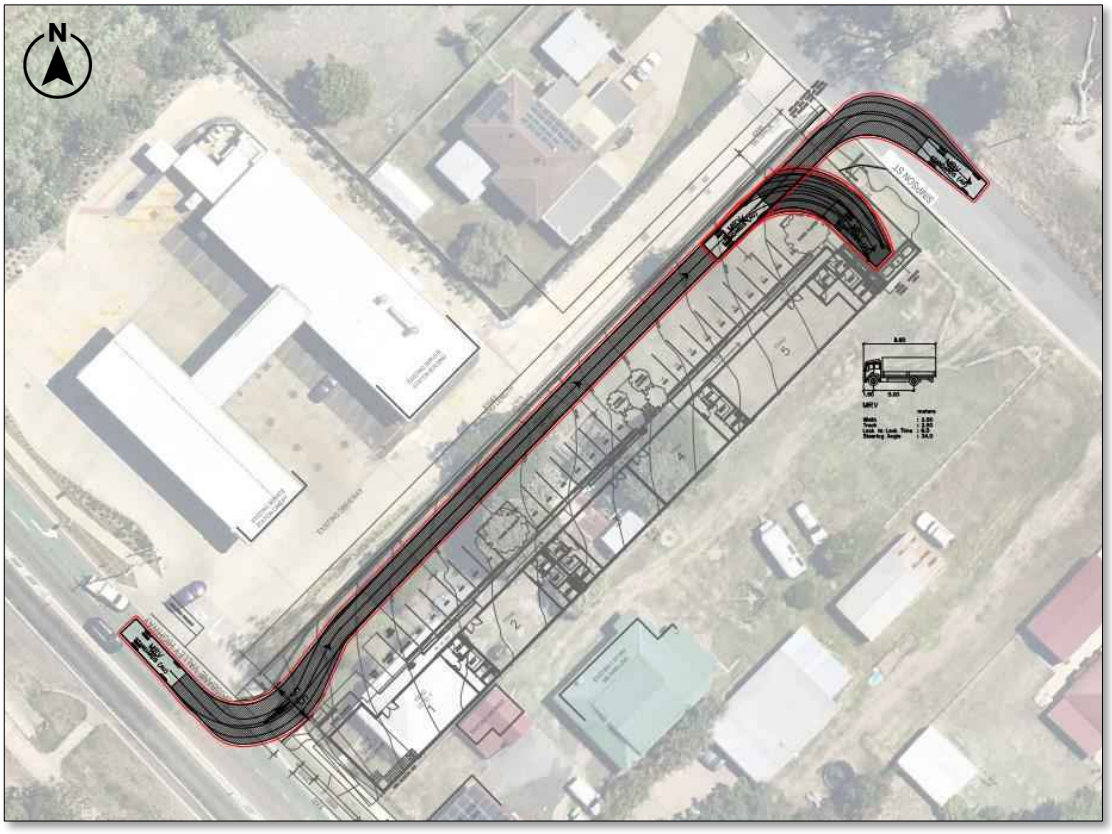
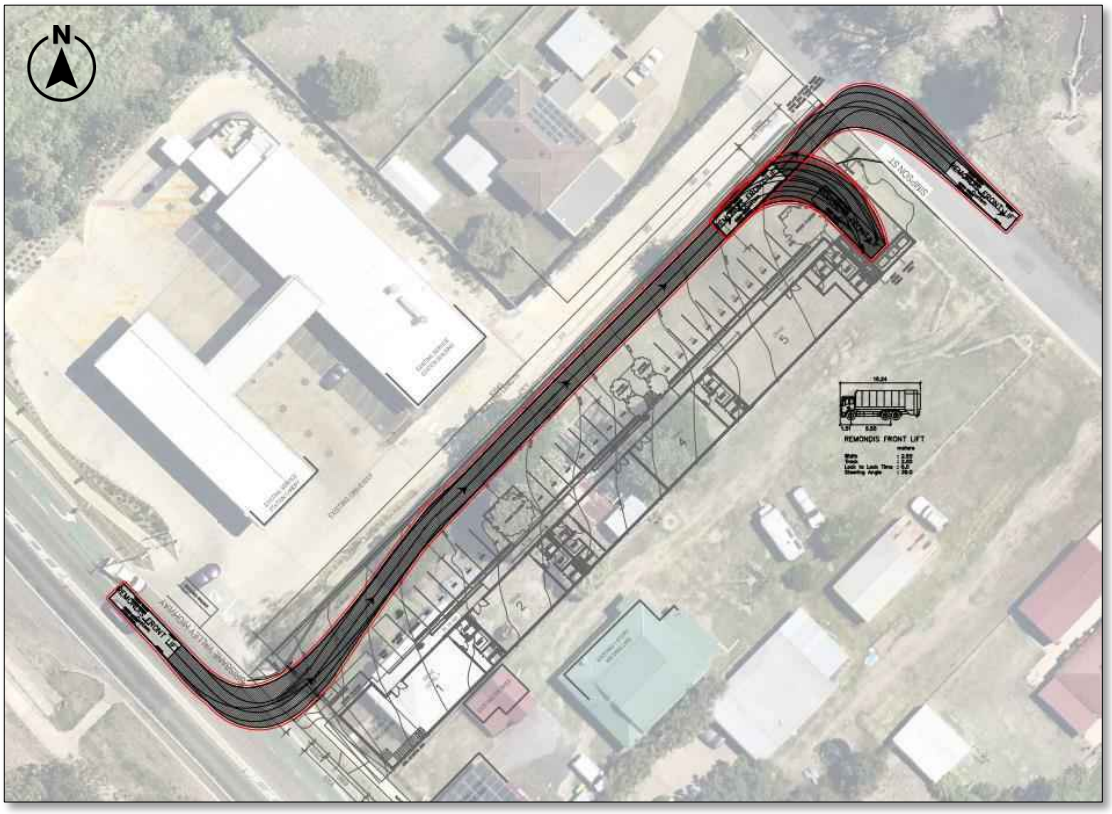


Figure 3.4: RCV SERVICING



3.5 ACTIVE TRANSPORT

3.5.1 Cyclists

Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code identifies minimum bicycle parking rates for office use of one space per 100m^2 GFA (where greater than 400m^2 GFA). Accordingly, it is recommended that six bicycle parking spaces be provided to support the development. These bicycle parking spaces could be provided in the form of rails / racks, provided in close proximity to building entry points.

3.5.2 Pedestrians

Pedestrian access to the site is proposed via a dedicated pedestrian entrance (ie separate from the driveway) on the Brisbane Valley Highway. This pedestrian access connects to an internal footpath serving each unit.

4.0 TRAFFIC OPERATIONS

4.1 TRAFFIC GENERATION

The predicted peak hour traffic generation associated with the proposed development has been based on trip generation rates identified in the Roads and Maritime Services (New South Wales), Guide to Traffic Generating Developments: Updated traffic surveys (2013). The adopted weekday morning and evening peak hour traffic generation rates are as follows:

- office morning peak hour: 1.6 trips per 100m^2 GFA
- office evening peak hour: 1.2 trips per 100m^2 GFA

The predicted increase in trip generation attributable to the proposed development is shown in Table 4.1.

Table 4.1: PEAK HOUR TRAFFIC GENERATION

USE	SCALE	TRIP RATE	TRIPS (VEH/HR)	IN:OUT SPLIT	IN:OUT (VEH/HR)
Weekday Morning Peak Hour					
Office	600m^2 GFA	1.6 trips per 100m^2 GFA	10	80 : 20	8 : 2
Weekday Evening Peak Hour					
Office	600m^2 GFA	1.2 trips per 100m^2 GFA	8	30 : 70	2: 6

4.2 IMPACT ON THE SURROUNDING ROAD NETWORK

The additional traffic generated by the proposed development equates to approximately one additional vehicle movement every six minutes and is not expected to have a significant adverse impact on the safety, amenity or capacity of the surrounding road network.

5.0 ROAD SAFETY ASSESSMENT

5.1 REQUIREMENT

The TMR Guide to Traffic Impact Assessment (GTIA) requires a risk assessment of the likelihood and consequence of safety risks being increased on the state-controlled road (SCR) network, due to the addition or modification of site accesses and development generated traffic, pedestrians or cyclists. A risk assessment has been undertaken using the methodology prescribed in Section 9.3.3 of the TMR GTIA, to assess the potential impacts of the proposal on the safety of the SCR network.

5.2 METHODOLOGY

The risks inherent on the existing state-controlled road network and associated with the addition of development generated traffic were scored using the risk scoring matrix outlined in the TMR GTIA, as reproduced in Figure 5.1. In undertaking the risk assessment:

- the likelihood of a crash was determined based on the number of similar crashes reported in the historical crash data
- the consequence of a crash was based on the Fatal and Serious Injury (FSI) Indexes reported in Part 4 of TMR's Manual of Uniform Traffic Control Devices (MUTCD) for different crash types / DCA Codes

Figure 5.1: SAFETY RISK SCORE MATRIX

		Potential consequence				
		Property only (1)	Minor injury (2)	Medical treatment (3)	Hospitalisation (4)	Fatality (5)
Potential likelihood	Almost certain (5)	M	M	H	H	H
	Likely (4)	M	M	M	H	H
	Moderate (3)	L	M	M	M	H
	Unlikely (2)	L	L	M	M	M
	Rare (1)	L	L	L	M	M

L: Low risk
M: Medium risk
H: High risk

5.3 CRASH DATA

Crash data for a 200m long section of the Brisbane Valley Highway in the vicinity of the subject site frontage and the Simpson Street intersection has been sourced from the Queensland Government Open Data Portal for the most recent available full five-year period (ie July 2017 to June 2021). Given the minimal increase in peak hour traffic volumes attributable to the proposed development, consideration of the impact of development on the safety of other parts of the state-controlled road network is not required.

The data indicates that there were four crashes resulting in injury occurred on this section of Brisbane Valley Highway over the five-year period. This included two reported crashes at the Clive Street intersection, one reported crash at the Simpson Street intersection and one reported mid-block crash as follows:

- two rear-end crashes involving vehicles turning right (DCA code 303), one at the Clive Street intersection and one at the Simpson Street intersection
- one through-right angled crash involving vehicles from adjacent approaches at the Clive Street intersection (DCA code 104)
- one mid-block crash involving a vehicle manoeuvring and entering the road from the footway (DCA code 408)

The crash history does not suggest that there are any significant existing safety issues associated with this section of the Brisbane Valley Highway and the current Clive Street and Simpson Street intersection configurations.

It is also noted that the rear-end crash at the Brisbane Valley Highway / Simpson Street intersection occurred at 2018, at which time there was no dedicated right turn treatment on the major road. The Brisbane Valley Highway / Simpson Street intersection was upgraded to include a CHR(S) treatment on the southbound Brisbane Valley Highway approach in early 2022.

5.4 RISKS

A road safety risk assessment has been undertaken for proposed access on the Brisbane Valley Highway. The following road safety risks associated with the proposed development have been identified:

- left turning traffic from the Brisbane Valley Highway into the subject site: rear end crash with left turning traffic (DCA Code 302)
- the proximity of the access to the Brisbane Valley Highway / Clive Street intersection
- impacts associated with the future signalisation of the Brisbane Valley Highway / Clive Street intersection
- interactions with the site access and the adjacent driveway to the north
- driver adherence to the proposed restrictions at the Brisbane Valley Highway site access
- additional turn movements at the Brisbane Valley Highway / Simpson Street intersection

5.5 RISK ASSESSMENT

The results of the risk assessment summarised in Table 5.1 indicate no change in the overall risk score is expected. Based on this, no mitigation measures are required, in accordance with the GTIA. However, as part of the overall risk assessment process, the following measures have been proposed at the site access to ensure it operates with adequate safety:

- limiting the site access to left-in movements only
- extension of the existing concrete median on the Brisbane Valley Highway to the south
- driveway design and signage and line-marking within the site

Table 5.1: RISK ASSESSMENT

RISK ITEM		WITHOUT DEVELOPMENT			WITH DEVELOPMENT			COOMMENTS & MITIGATION MEASURES	WITH DEVELOPMENT & MITIGATION		
		LIKELIHOOD	CONSEQUENCE	RISK SCORE	LIKELIHOOD	CONSEQUENCE	RISK SCORE		LIKELIHOOD	CONSEQUENCE	RISK SCORE
1	More left turns entering the site from Brisbane Valley Highway (rear end crash with left turning traffic: DCA Code 302)	1	1	L	2	1	L	No mitigation identified but access benefits from existing AUL(S).	2	1	L
2	Proximity of the Site Access to Clive Intersection	1	1	L	2	1	L	Limiting site access to left-in only.	2	1	L
3	Future signalisation of Brisbane Valley Highway / Clive Street intersection	1	2	L	2	2	L	Limiting site access to left-in only.	2	2	L
4	Interactions with adjacent driveway to the north	1	2	L	2	2	L	Limiting site access to left-in only.	1	2	L
5	Driver adherence to proposed turn restrictions at Brisbane Valley Highway access	1	1	L	2	1	L	Extension of concrete centre median to physically restrict right turns. Driveway design and signage / line-marking within the subject development to prevent exit movements.	2	1	L
6	Additional turn movements at the Brisbane Valley Highway / Simpson Street intersection	1	1	L	2	1	L	No mitigation identified noting that the development traffic generation is low, sight distance is good and the intersection already benefits from a CHR(S) treatment.	2	1	L

6.0 CONCLUSIONS & RECOMMENDATIONS

6.1 CONCLUSIONS

The proposed commercial (office) development at 1512 Brisbane Valley Highway, Fernvale has been evaluated in terms of its site access arrangements, car parking, servicing arrangements and impact on the surrounding road network. The main points to note are:

- the proposed commercial development (office use) comprises a total of 600m^2 GFA
- the proposed office use would be accommodated in 5 separate tenancies, ranging in size from 100m^2 GFA to 150m^2 GFA
- vehicular access is proposed via two driveways as follows:
  - a left-in only driveway on the Brisbane Valley Highway
  - Simpson Street (effectively left-in and right-out)
- a total of 23 on-site car parking spaces are proposed in support of the development, which meets SRC Planning Scheme requirements and is expected to be sufficient to meet peak car parking demand
- the design of the on-site car parking layout is generally in accordance with the requirements of AS2890.1 for user class 1/1A parking
- the design vehicle for servicing is an MRV / RCV, which can be accommodated on-site, with entry and exit is a forward gear via the Brisbane Valley Highway and Simpson Street respectively
- a dedicated pedestrian access (ie separate from the driveway) to / from the subject development is provided via the Brisbane Valley Highway
- the proposed development is expected to generate in the order of 10 additional two-way vehicle trips during the weekday morning and evening peak hours
- the proposed development is not expected to have an adverse impact on the safety and efficiency of the surrounding road network taking into account the expected traffic generation and background traffic volumes

6.2 RECOMMENDATIONS

Based on our assessment, it is recommended that:

- signage and line-marking be implemented, as shown in Figure 3.2, to reinforce left-in, entry-only operations at the Brisbane Valley Highway access
- the dedicated turnaround bay be clearly designated as such, with car parking prohibited
- six bicycle parking spaces be provided in the form of rails / racks

APPENDIX A
TRAFFIC DATA

Queensland Government

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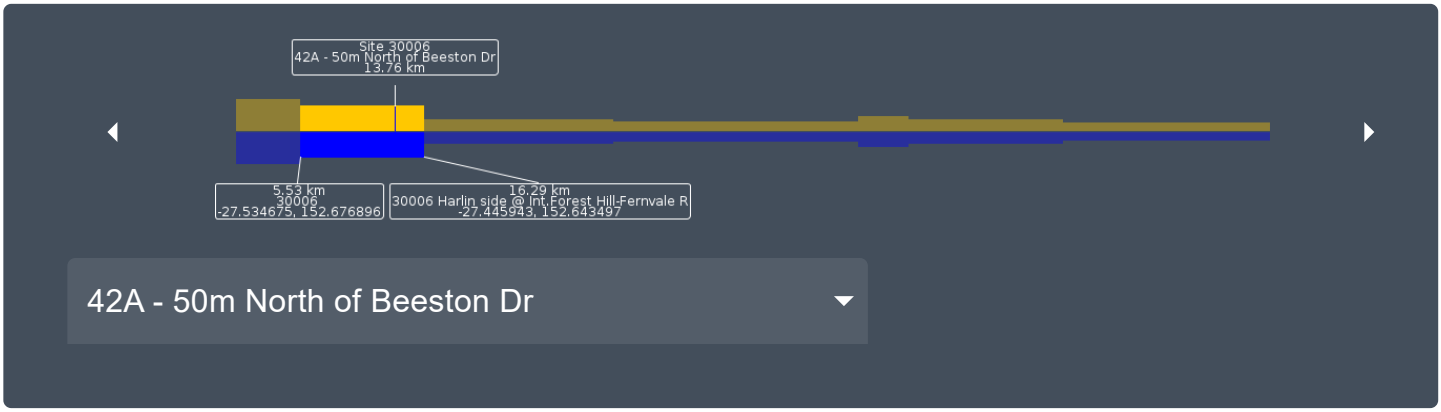
Average Annual Daily Traffic Complete Report

Filters

Year: 2022 | Road Section: 42A



Average Annual Traffic & Vehicle Kilometres Travelled

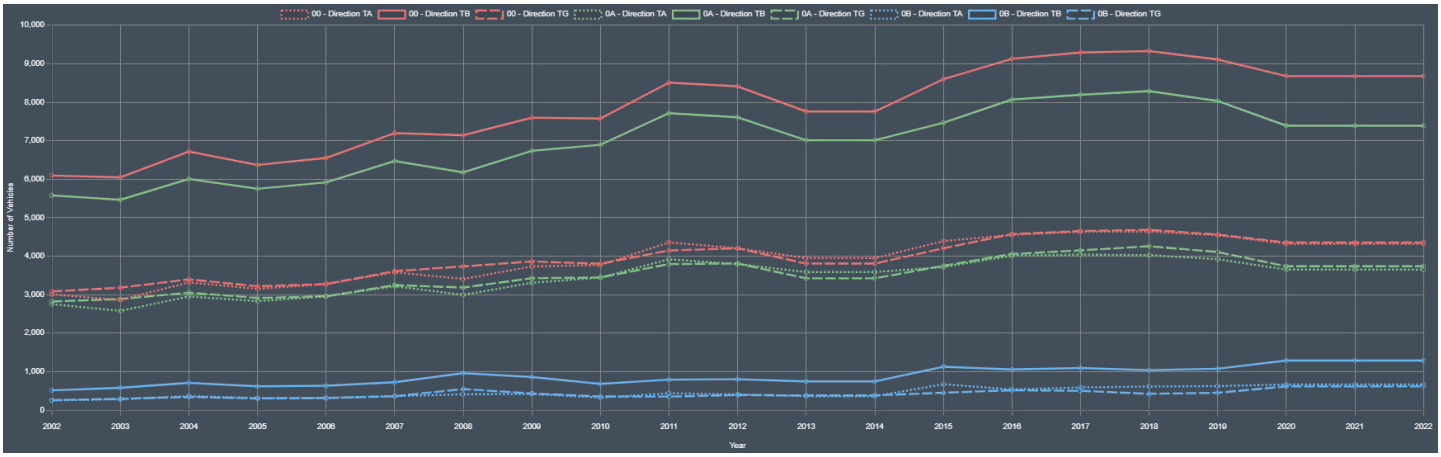
			AADT						VKT (Millions)		
			G		A		B		G	A	B
		Vehicle Classification	AADT	Class	AADT	Class	AADT	Class	VKT	VKT	VKT
☑	⊖	All vehicles	4355	100%	4321	100%	8676	100%	17.10383	16.9703	34.07412
☑	⊕	Light Vehicles	3737	85.82%	3652	84.52%	7388	85.16%	14.67669	14.34286	29.01563
☑	⊕	Heavy Vehicles	618	14.18%	669	15.48%	1288	14.84%	2.42713	2.62743	5.05849

Average Annual Daily Traffic

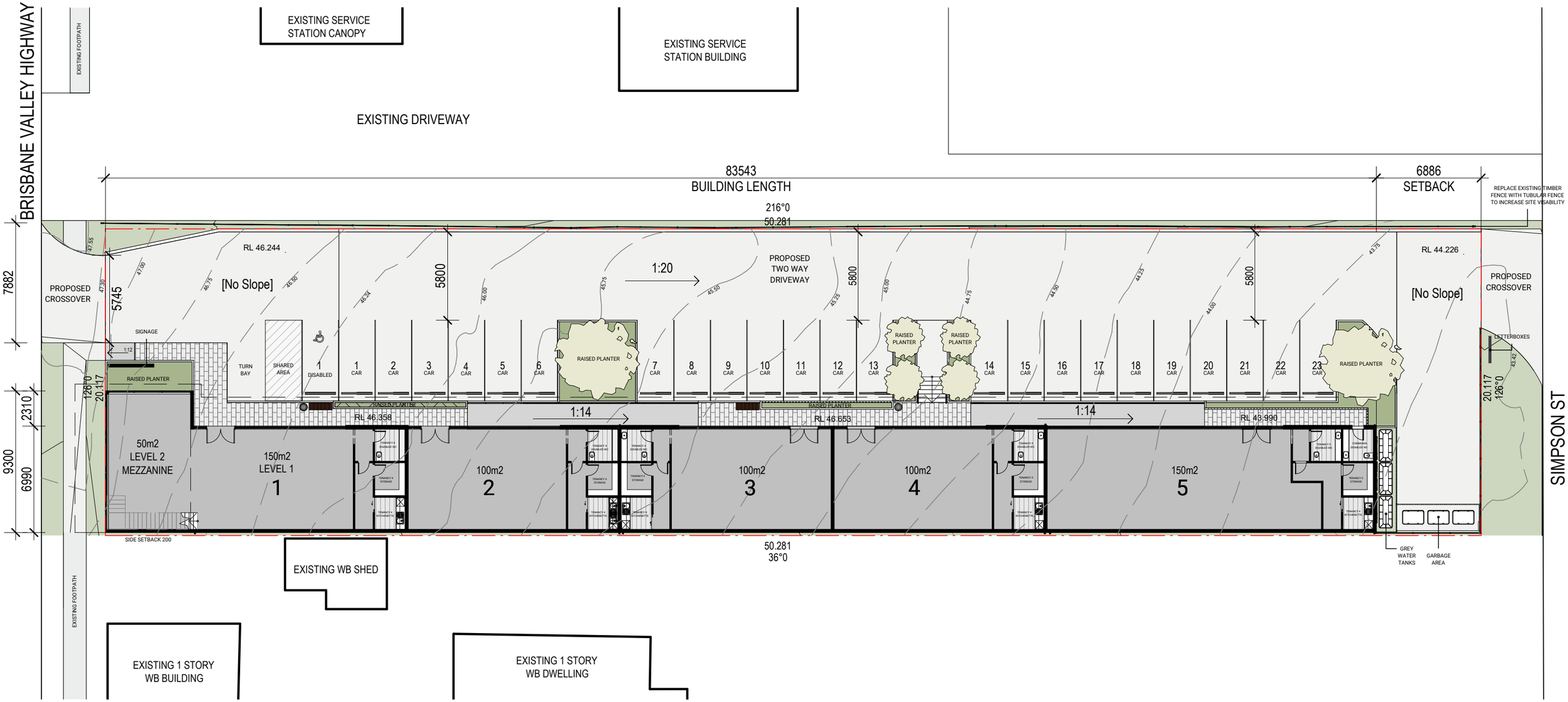
Years: 2002 - 2022

Road Section: 42A, BRISBANE VALLEY HIGHWAY (IPSWICH - HARLIN)

Site: 30006, 42A - 50m North of Beeston Dr, Through distance: 13.76



APPENDIX B
DEVELOPMENT LAYOUT PLAN



1 SITE PLAN

1 : 250

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Revision
1 15/06/2023 Development Application

26/06/2023 8:31:22 PM

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
PROPOSED SITE PLAN

0 1 5 10m

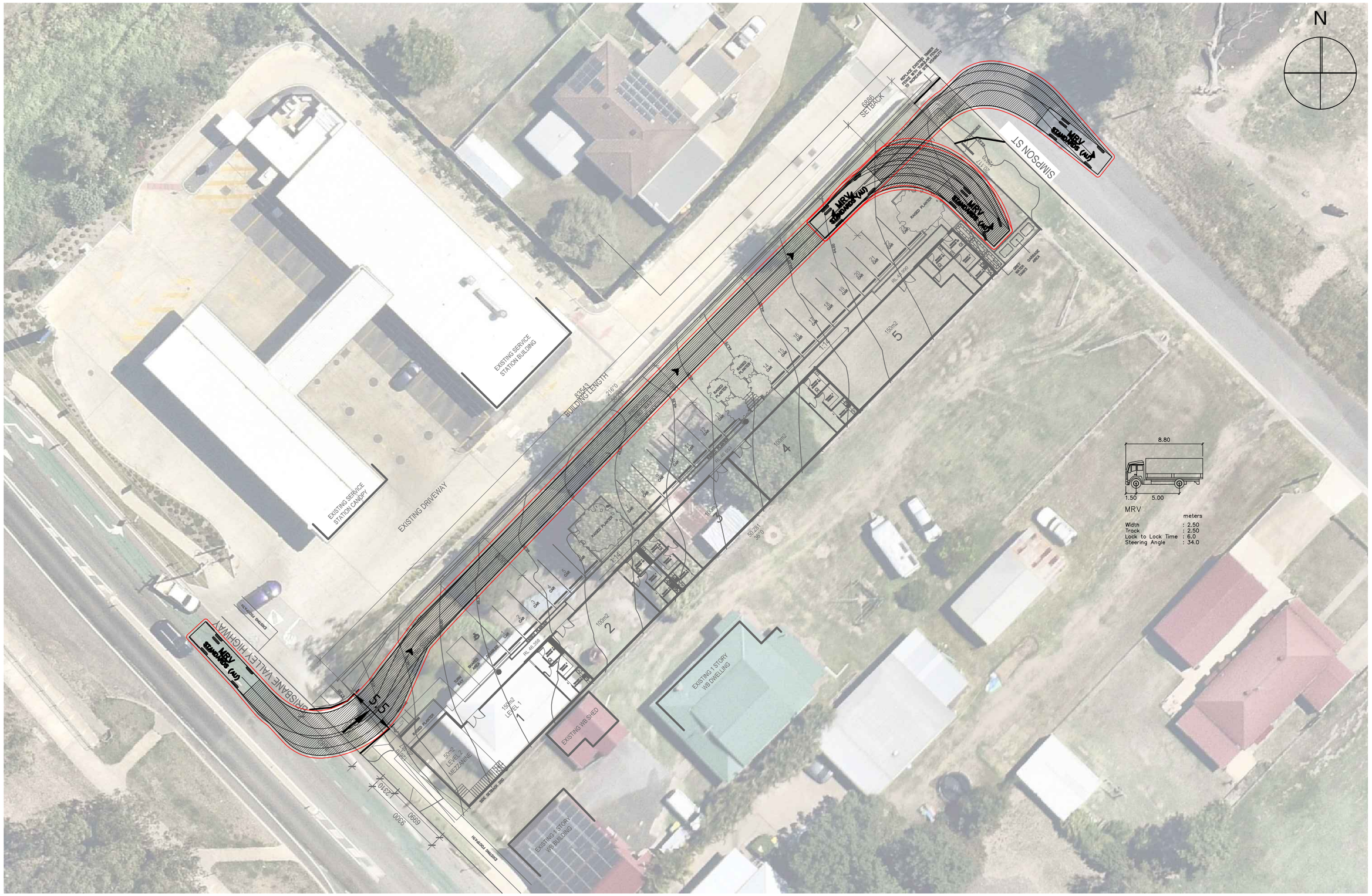
Drawing No. **DA_0301**

Revision **1**

Scale 1 : 250 at A3

120

APPENDIX C
VEHICLE SWEPT PATHS



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REV.	AMENDMENTS	DRN	DATE

PROJECT TITLE: 1512 BRISBANE VALLEY HIGHWAY, FERNVALE

DRAWING TITLE: MRV SWEPT PATHS

CLIENT: URBAN RISE GROUP

DATE:	SCALE:	DRAWN:	APPROVED:
21/07/2023	1:400@A3	CB	JG

DRAWING NO.	REV	JOB NO.
23-703-001		23-703

N

SIMPSON ST

REMONDIS FRONT LIFT

6886 SETBACK

EXISTING SERVICE STATION BUILDING

EXISTING SERVICE STATION CANOPY

EXISTING DRIVEWAY

86543 BUILDING LENGTH

216'0

BRISBANE VALLEY HIGHWAY

EXISTING 1 STORY WB DWELLING

EXISTING WB SHED

EXISTING 1 STORY WB BUILDING

RAISED PLANTER

GREASE TRAP

GARAGE AREA

100m2 4

150m2 5

100m2 3

100m2 2

157m2 LEVEL 1

51m2 LEVEL 2 MEZZANINE

RL 46.200

RL 46.600

RL 46.800

RL 46.900

RL 47.000

RL 47.100

RL 47.200

RL 47.300

RL 47.400

RL 47.500

RL 47.600

RL 47.700

RL 47.800

RL 47.900

RL 48.000

RL 48.100

RL 48.200

RL 48.300

RL 48.400

RL 48.500

RL 48.600

RL 48.700

RL

SARA reference: 2308-36256 SRA
Council reference: DA24026

27 September 2023

Chief Executive Officer
Somerset Regional Council
PO Box 117
ESK QLD 4312
mail@somerset.qld.gov.au

Attention: Mr Mark Westaway

Dear Mr Westaway

SARA referral agency response—1512 Brisbane Valley Highway and Simpson Street, Fernvale

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 17 August 2023.

Response

Outcome:	Referral agency response – with conditions
Date of response:	27 September 2023
Conditions:	The conditions in **Attachment 1** must be attached to any development approval
Advice:	Advice to the applicant is in **Attachment 2**
Reasons:	The reasons for the referral agency response are in **Attachment 3**

Development details

Description:	Development permit	Material Change of Use - Shop and Office (five tenancies)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) Development near a state transport corridor or that is a future state transport corridor	

South East Queensland (West) regional office
Level 4, 117 Brisbane Street, Ipswich
PO Box 2390, North Ipswich QLD 4305

SARA reference:	2308-36256 SRA
Assessment manager:	Somerset Regional Council
Street address:	1512 Brisbane Valley Highway and Simpson Street, Fernvale
Real property description:	Lots 10 and 15 on RP28844
Applicant name:	Urban Rise Group C/- Statewide Survey Group
Applicant contact details:	Unit 3 - 123 Link Road Victoria Point QLD 4165 planning@statewidesurvey.com.au
State-controlled road access permit:	This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision: • Approved • Reference: TMR23-040179 • Date: 25 September 2023 If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at North.Coast.IDAS@tmr.qld.gov.au
Human Rights Act 2019 considerations:	A consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 of the Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Zac Coombes, Planning Officer, on (07) 3432 2420 or via email IpswichSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Kieran Hanna
A/Manager

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Documents referenced in conditions

cc Urban Rise Group C/- Statewide Survey Group, planning@statewidesurvey.com.au

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Development permit – Material Change of Use – Shop and Office (five tenancies)		
Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) – Development near a state transport corridor or that is a future state transport corridor —The chief executive administering the *Planning Act 2016* nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	(a) The road access location is to be located generally in accordance with the Figure 3.2 – Proposed Brisbane Valley Highway Access of the Traffic Impact Assessment, prepared by PTT, dated 21 July 2023, reference 23-703 as amended in red by SARA on 27 September 2023. (b) Road access works must be provided at the Brisbane Valley Highway road access location generally in accordance with the Figure 3.2 – Proposed Brisbane Valley Highway Access of the Traffic Impact Assessment, prepared by PTT, dated 21 July 2023, reference 23-703 as amended in red by SARA on 27 September 2023 and comprise the following: (i) A left in entry only access with supporting signage and line marking to restrict exit movements; and (ii) Extension of the existing raised centre median on Brisbane Valley Highway by 5m. (c) The road access works must be designed and constructed in accordance with: (i) IPWEA, Standard Drawings, Driveways, Heavy Duty Vehicle Crossing, RS-051, General Wide Flared (ii) Department of Transport and Main Roads' Road Planning and Design Manual; and (iii) Queensland Manual of Uniform Traffic Control Devices.	(a) At all times. (b) and (c) Prior to the commencement of use.
2.	The development must be provided generally in accordance with Roof Plan prepared by David Marino Design, dated 22 July 2023, reference DA_0302 and revision 1 as amended in red by SARA on 27 September 2023 to ensure that the awning within the state-controlled road corridor is cantilevered and detachable.	At all times.
3.	(a) Stormwater management of the development must not cause worsening to the operating performance of the state-controlled road such that any works on the land must not: (i) create any new discharge points for stormwater runoff onto the state-controlled road (ii) concentrate or increase the velocity of flows to the state-controlled road (iii) interfere with and/or cause damage to the existing	At all times.

No.	Conditions	Condition timing
	stormwater drainage on the state-controlled road (iv) surcharge any existing culvert or drain on the state-controlled road (v) reduce the quality of stormwater discharge onto the state-controlled road (vi) impede or interfere with any overland flow or hydraulic conveyance from the state-controlled road (vii) reduce the floodplain immunity of the state-controlled road.	

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the *Planning Act 2016*, its regulation or the State Development Assessment Provisions (SDAP) (version 3.0). If a word remains undefined it has its ordinary meaning.
2.	Under section 33 of the *Transport Infrastructure Act 1994,* written approval is required from the Department of Transport and Main Roads (DTMR) to carry out road works on a state-controlled road prior to the works commencing. Please contact DTMR on North.Coast.IDAS@tmr.qld.gov.au with the completed application form and supporting information to make an application for road works approval. As part of the application process detailed engineering designs the proposed works, certified by a Registered Professional Engineer of Queensland will be required. The detailed design must demonstrate how the proposed works will comply with DTMR's Road Planning and Design Manual, 2nd Edition (RPDM), technical standards and policies. DTMR advises that any design submitted through the development application process is conceptual in nature and has not been reviewed in detail to confirm that all aspects of the design, including (but not limited to) provision for vulnerable road users, signals, lighting, and pavement design, meets DTMR requirements. To ensure that gaining approval does not delay construction please contact DTMR as soon as possible. Further information on applying for road works approval is available here: www.tmr.qld.gov.au/Community-and-environment/Planning-and-development/Other-matters-requiring-approval#roadworks
3.	An application for a Road Corridor Permit is required for any ancillary works and encroachments on the state-controlled road under section 50(2) and Schedule 6 of the *Transport Infrastructure Act 1994* and Part 5 and Schedule 1 of the Transport Infrastructure (State-Controlled Roads) Regulation 2006. Ancillary works and encroachments include awnings, paths or bikeways, landscaping and planting within the state-controlled road corridor. An application for a Road Corridor Permit can be made via rcp.tmr.qld.gov.au.
4.	The applicant is advised that if any works and/or connections are required to public utility services within a State-controlled road reserve, approval must be given by DTMR under the relevant public utility legislation (electricity, water/sewer, telecommunication), and in accordance with DTMR technical standards (TN163). Approvals must be obtained prior to commencing any utility works within the state-controlled road reserve. Please contact the public utility team via northcoast@tmr.qld.gov.au for further information on the application and approval process.

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the SARA's decision are:

The development complies with State code 1: Development in a state-controlled road environment of the SDAP version 3.0 subject to conditions. Specifically, the development does not:

- create a safety hazard for users of a state-controlled road
- result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads.

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- section 58 *Human Rights Act 2019*

Attachment 4—Representations about a referral agency response provisions

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Attachment 5—Documents referenced in conditions

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Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules[1] regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.

28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—

(a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or

(b) the Minister has given the concurrence agency a direction under section 99 of the Act; or

(c) the applicant has given written agreement to the change to the referral agency response.[2]

28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.

28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—

(a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and

(b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

---

1 Pursuant to Section 68 of the *Planning Act 2016*

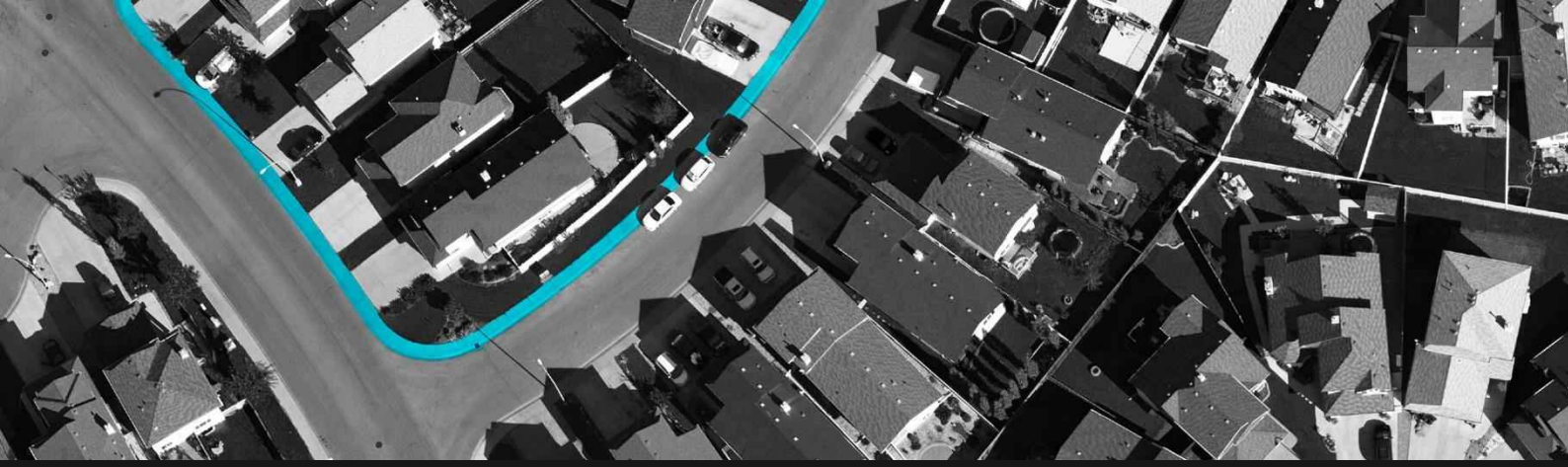
2 In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.[3]

[3] An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.



PROPOSED DEVELOPMENT
1512 BRISBANE VALLEY HIGHWAY, FERNVALE
TRAFFIC IMPACT STATEMENT

PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE

Queensland Government

SARA ref: 2308-36256 SRA

Date: 27 September 2023

21 JULY 2023

PREPARED FOR
URBAN RISE GROUP

Amended in red by SARA on
27 September 2023

PTT TRAFFIC & TRANSPORT ENGINEERING

ECAAS ISO 9001 CERTIFIED QUALITY MANAGEMENT

DOCUMENT CONTROL RECORD

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CONTENTS

1.0 INTRODUCTION 3
- 1.1 Background 3
- 1.2 Aim 3
- 1.3 Scope of Report 3

2.0 EXISTING CONDITIONS 4
- 2.1 Subject Site 4
- 2.2 Access 5
- 2.3 Road Network 5
- 2.4 Traffic Volumes 6
- 2.5 Active and Public Transport 6

3.0 PROPOSED DEVELOPMENT 7
- 3.1 Site Layout 7
- 3.2 Access 7
- 3.3 Parking 9
- 3.4 Servicing 10
- 3.5 Active Transport 12

4.0 TRAFFIC OPERATIONS 13
- 4.1 Traffic Generation 13
- 4.2 Impact on the Surrounding Road Network 13

5.0 ROAD SAFETY ASSESSMENT 14
- 5.1 Requirement 14
- 5.2 Methodology 14
- 5.3 Crash Data 14
- 5.4 Risks 15
- 5.5 Risk Assessment 15

6.0 CONCLUSIONS & RECOMMENDATIONS 17
- 6.1 Conclusions 17
- 6.2 Recommendations 17

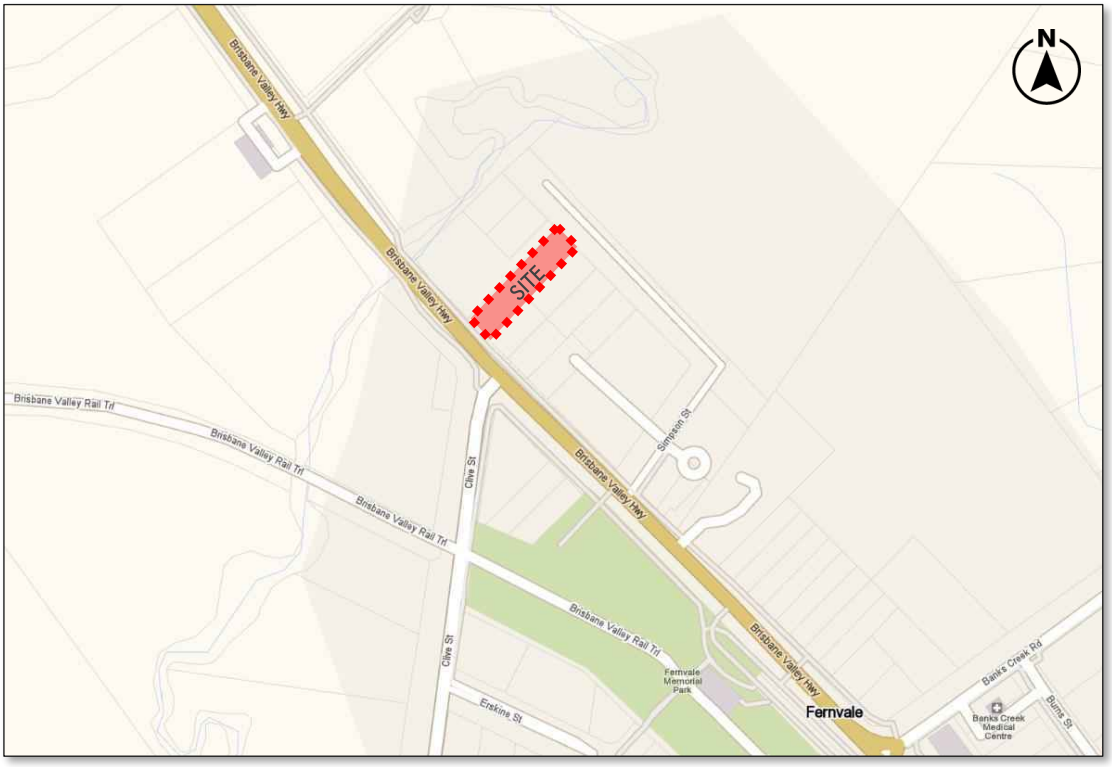
APPENDIX A TRAFFIC DATA
APPENDIX B DEVELOPMENT LAYOUT PLAN
APPENDIX C VEHICLE SWEPT PATHS

1.0 INTRODUCTION

1.1 BACKGROUND

In June 2023, PTT was commissioned by Urban Rise Group to undertake a traffic impact statement for a proposed commercial (office) development at 1512 Brisbane Valley Highway, Fernvale. The location of the subject site is shown in Figure 1.1.

Figure 1.1: SITE LOCALITY



1.2 AIM

The aim of this assessment is to evaluate the proposed development in terms of its access, car parking and servicing arrangements, peak hour traffic generation and impact on the surrounding road network.

1.3 SCOPE OF REPORT

This report begins by summarising the characteristics of the existing road network (Chapter 2), followed by a description of the scope and scale of the proposed development, including access arrangements (Chapter 3). The predicted peak hour traffic generation of the proposed development is estimated along with a consideration of its likely traffic impact on the surrounding road network (Chapter 4). A road safety assessment has been undertaken (Chapter 5) and the report concludes with a summary of key findings and recommendations (Chapter 6).

2.0 EXISTING CONDITIONS

2.1 SUBJECT SITE

The subject site is located at 1512 Brisbane Valley Highway, Fernvale and is formally described as Lots 10 and 15 on RP28844. The site comprises an area of approximately 1,820m^2 and is zoned as a 'centre' according to the Somerset Regional Council (SRC) Planning Scheme (Version 4.2). The subject site currently accommodates a single residential dwelling on the Brisbane Valley Highway frontage, as shown in Figure 2.1.

Figure 2.1: SUBJECT SITE

The subject site is bounded as follows:

- to the north by Simpson Street
- to the east by retail use
- to the south by the Brisbane Valley Highway (Main Street)
- to the west by a service station and food and drink outlet

The surrounding area includes a mix of residential, recreational, community, commercial and industrial uses, typical of a location within the Fernvale town centre.

2.2 ACCESS

The subject site currently has a single vehicular access on the Brisbane Valley Highway (Main Street), as shown in Figure 2.1.

2.3 ROAD NETWORK

2.3.1 Existing Network Attributes

Key attributes of the surrounding road network are summarised in Table 2.1.

Table 2.1: ROAD NETWORK ATTRIBUTES

ATTRIBUTE	BRISBANE VALLEY HIGHWAY	SIMPSON STREET	CLIVE STREET
Road Hierarchy	Highway	Local Road	Trunk Collector
Jurisdiction	TMR	SRC	SRC
Speed Limit (km/h)	60	50	60
Predominant Land Uses	Mixed-Use	Residential / Commercial	Residential
Cross-section	Undivided, with one lane of traffic in each direction	Un-divided with one lane of traffic in each direction	Un-divided with one lane of traffic in each direction
Road Reserve Width	30m	20m	30m
Pavement Width	12.0 - 20.0m	7.0 - 12.0m	12.0m
On-Street Parking	Yes	Yes	Yes
Footpaths	Yes	No	Yes
Bicycle Lanes	Yes	No	No
Bus Route	Yes	No	No

The Brisbane Valley Highway (Main Street) is a state-controlled road administered by the Department of Transport and Main Roads (TMR). It runs on a north-south alignment linking the Warrego Highway with the D'Aguilar Highway. In the vicinity of the subject site, the Brisbane Valley Highway is undivided with one lane of traffic and a parking lane / shoulder in each direction. The posted speed limit on the Brisbane Valley Highway adjacent to the subject site is 60km/h.

The Brisbane Valley Highway is part of the Performance Based Standards (PBS) Level 2A network, which permits B-double vehicles up to 26m in length. It is also classified as limited access (LAR2) along the subject site frontage.

Simpson Street is a short local access road, which meets the Brisbane Valley Highway at a priority-controlled T-intersection, where it forms the minor approach. The Brisbane Valley Highway / Simpson Street intersection accommodates all turn movements and is supported by a short channelised right turn lane (CHR(S)) on the Brisbane Valley Highway.

Clive Street is a trunk collector road, which forms the minor approach at an all-movements, priority-controlled T-intersection with the Brisbane Valley Highway, immediately to the south-east of the subject site. This intersection has no auxiliary turn treatments on the Brisbane Valley Highway.

2.3.2 *Road Planning*

It is understood that there are future plans to signalise the Brisbane Valley Highway / Clive Street intersection. This upgrade is likely to include a dedicated right turn lane (for Clive Street) on the Brisbane Valley Highway. However, this project is currently not committed or funded and there are no publicly available plans of the intersection upgrade.

2.4 TRAFFIC VOLUMES

We have obtained 2022 traffic data from TMR for the Brisbane Valley Highway from a nearby counter site (identification number 30006). This counter site is located approximately 1.5km to the south of the subject site. The traffic data, which is attached in Appendix A shows that typical traffic volumes on this section of the Brisbane Valley Highway were as follows:

- an AADT of approximately 8,700 vehicles per day
- a heavy vehicle proportion of around 14%

2.5 ACTIVE AND PUBLIC TRANSPORT

2.5.1 *Pedestrians and Cyclists*

There are footpaths on both sides of the Brisbane Valley Highway in the vicinity of the subject site. There are on-road bicycle lanes in both directions on the Brisbane Valley Highway proximate to the site and there is also a shared pedestrian / cycle path on the western side of the Brisbane Valley Highway, including a bridge over Ferny Gully.

There are no footpaths or cycling facilities currently provided on Simpson Street.

2.5.2 *Public Transport*

There are bus stops on the Brisbane Valley Highway located approximately 300m south-east of the subject site. These stops are serviced by the 529 route, which provides three weekday and one weekend buses in each direction between Ipswich and Lowood / Toogoolawah. Accordingly, the site is served by public transport.

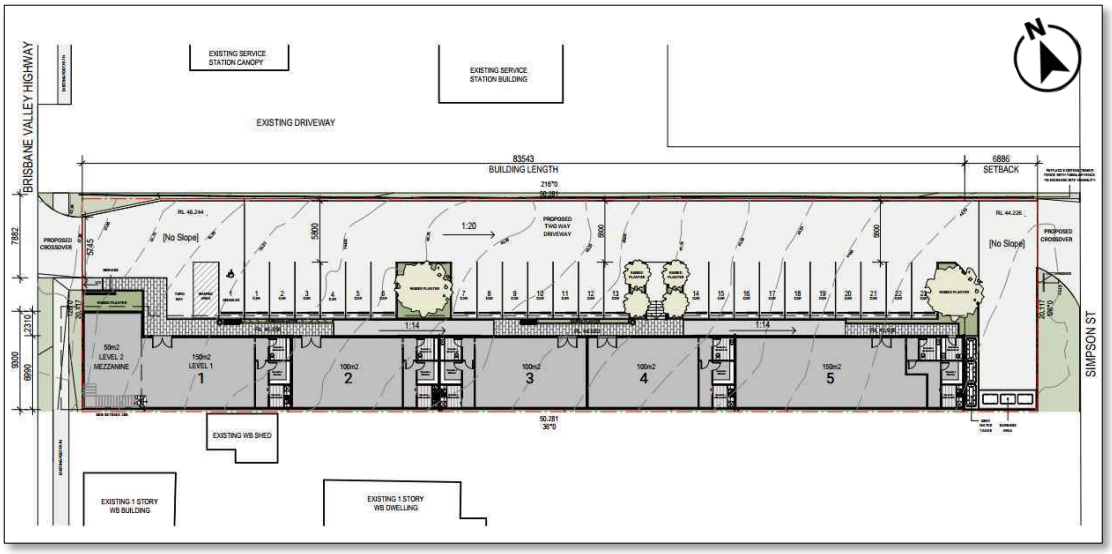
3.0 PROPOSED DEVELOPMENT

3.1 SITE LAYOUT

The development proposes a material change of use for a commercial development (office use) comprising a total of 600m^2 GFA. Five separate tenancies are proposed ranging in size from 100m^2 GFA to 150m^2 GFA.

The development proposal would be supported by a total of 23 on-site car parking spaces. The proposed site layout is shown in Figure 3.1 (and attached in Appendix B).

Figure 3.1: PROPOSED DEVELOPMENT LAYOUT



3.2 ACCESS

3.2.1 Location

Vehicular access to the development is proposed as follows:

- via a left-in only driveway on the Brisbane Valley Highway
- via Simpson Street (effectively left-in and right-out)

In terms of separation from adjacent intersections and driveways, it is estimated that the proposed access on the Brisbane Valley Highway would achieve the following:

- 6.0m metres separation from the (perpendicular) projection of the Clive Street property line
- approximately 1.5m separation from the adjacent driveway to the north, as measured along the kerb

Therefore, the proposed driveway location is consistent with the requirements of AS2890.1[1] with respect to a Category 1-2 access facility on an arterial road.

[1] Standards Australia AS/NZS 2890.1:2004 "Parking Facilities – Part 1: Off Street Carparking"

The road access location and road access works must be located and in accordance with Condition 1 (a) and (b) of the referral agency response; and designed and constructed in accordance with Condition 1 (c) of the referral agency response.

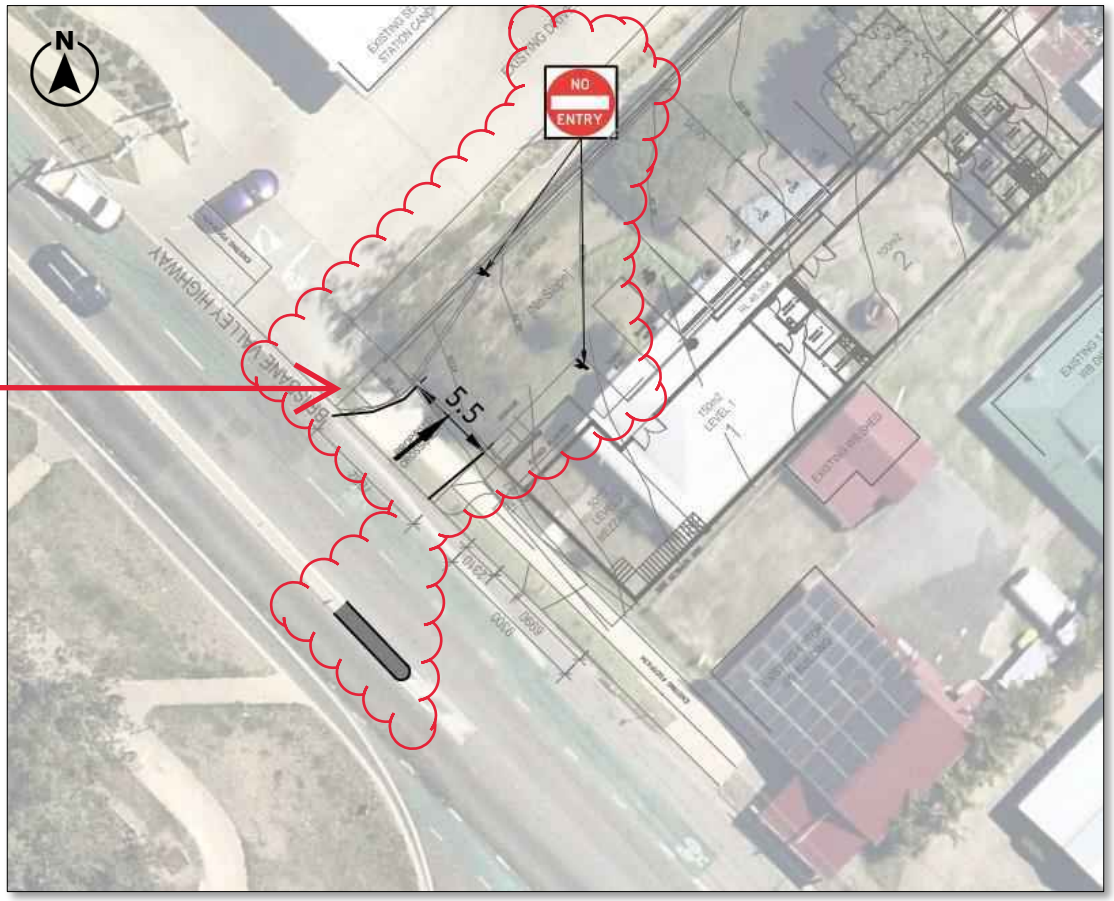
3.2.2 *Design*

The design of the left-in entry only driveway on the Brisbane Valley Highway is generally consistent with the entry component of a left-in / left-out, heavy-duty crossover in accordance with the Institute of Public Works Engineering Australasia (IPWEA) Standard Drawing RS-051.

A concept design of the Brisbane Valley Highway access is shown in Figure 3.2. The proposed driveway crossover is 5.5m wide at the property boundary. It is proposed that left-in movements would be enforced by:

- the existing concrete centre median on the Brisbane Valley Highway, which could be extended to the south
- 'no entry' signage within the site, prohibiting exit movements via the Brisbane Valley Highway

Figure 3.2: PROPOSED BRISBANE VALLEY HIGHWAY ACCESS



The Brisbane Valley Highway access would benefit from the existing southbound short auxiliary left turn lane (AUL(S)) for the adjacent property access. This would allow vehicles entering the subject site to decelerate, clear of the southbound through lane. In terms of the future signalisation of the Brisbane Valley Highway / Clive Street intersection, the location of the access is expected to be upstream of any future stop-bar and the entry-only driveway configuration would minimise any impacts on future intersection operations.

The Simpson Street access is proposed to be a 6.0m wide type 'general wide flared' driveway crossover in accordance with IPWEA Standard Drawing RS-051H. However, it is proposed that the western kerb taper would be modified (so as not to extend across the property boundary) noting that this driveway will almost exclusively operate as left-in and right-out.

3.2.3 Sight Distance

On a 50km/h road (ie Simpson Street), AS2890.1 requires a desirable sight distance of 69m, with a minimum of 45m. The available sight distance to the east is well in excess of 100m. To the west the sight distance is limited to around 50m as Simpson Street terminates with a cul-de-sac turn head. Therefore, the available sight distance complies with the desirable minimum requirements and is acceptable.

3.3 PARKING

3.3.1 Requirement

Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code identifies minimum car parking rates for office use as follows:

- one space per 25m² of GFA at ground level
- one space per 50m² of GFA above ground level

As shown in Table 3.1, the development would require a minimum provision of 23 car parking spaces based on the SRC Planning Scheme rates.

Table 3.1: CAR PARKING REQUIREMENT

USE	SCALE	PARKING RATE	REQUIREMENT
Ground Level	550m² GFA	1 space per 25m² GFA	22 spaces
Mezzanine Level	50m² GFA	1 space per 50m² GFA	1 space
Total	**600m² GFA**		**23 spaces**

3.3.2 Provision

The development layout provides a total of 23 on-site car parking spaces including one person with disability (PWD) bay. Therefore, the proposed car parking provision is consistent with the local planning scheme requirements and is expected to adequately cater for parking demand.

3.3.3 Design

The on-site parking facilities have been designed in accordance with the requirements of AS2890.1 and AS2890.6[2] in terms of minimum parking space and aisle dimensions, and is typified by:

- standard car parking spaces dimensioned 2.4m wide by 5.4m long (user class 1/1A parking)

[2] Standards Australia AS/NZS 2890.6:2009 "Parking Facilities – Part 6: Off-Street Parking for People with Disabilities"

- one PWD space dimensioned 2.4m wide by 5.4m long, with an adjacent 2.4m wide shared area
- a turnaround bay dimensioned 3.0m wide by 5.4m long
- parking aisles dimensioned a minimum of 5.8m wide

It is recommended that the dedicated turnaround bay be clearly designated as such, with car parking prohibited.

3.3.4 Queuing

AS2890.1 recommends that queuing be provided in order to allow a free influx of traffic which will not adversely affect traffic or pedestrian flows on the frontage road. For a car parking area of 23 spaces, AS2890.1 would typically (in the absence of a site-specific analysis) require a minimum queue length of two vehicles (ie 12m). However, this can be shared across multiple accesses.

The development layout provides a total of 20m of on-site queuing provision across the two site accesses (ie approximately 10.0m at each access). Accordingly, the proposed development layout provides adequate queuing provision for entering vehicles.

3.4 SERVICING

Based on Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code, the relevant design vehicle for an office development less than 500m^2 GFA is a heavy rigid vehicle (HRV).

However, given the size of the office units (ie 150m^2 GFA or smaller), it is expected that the vast majority of service vehicle movements will be by VAN, with the largest service vehicle being a 8.8m long medium rigid vehicle (MRV). In addition, the development would need to accommodate a refuse collection vehicle (RCV).

The proposed development layout would allow an MRV/RCV to:

- enter the subject site from the Brisbane Valley Highway in forward gear
- negotiate the internal road layout and access the shared loading bay
- exit back onto Simpson Street in forward gear

Swept paths demonstrating a MRV and RCV entering the site via the Brisbane Valley Highway, accessing the shared loading bay and then exiting the site back to Simpson Street in a forward gear are shown in Figure 3.3 and 3.4 respectively (and attached in Appendix C).

Figure 3.3: MRV SERVICING

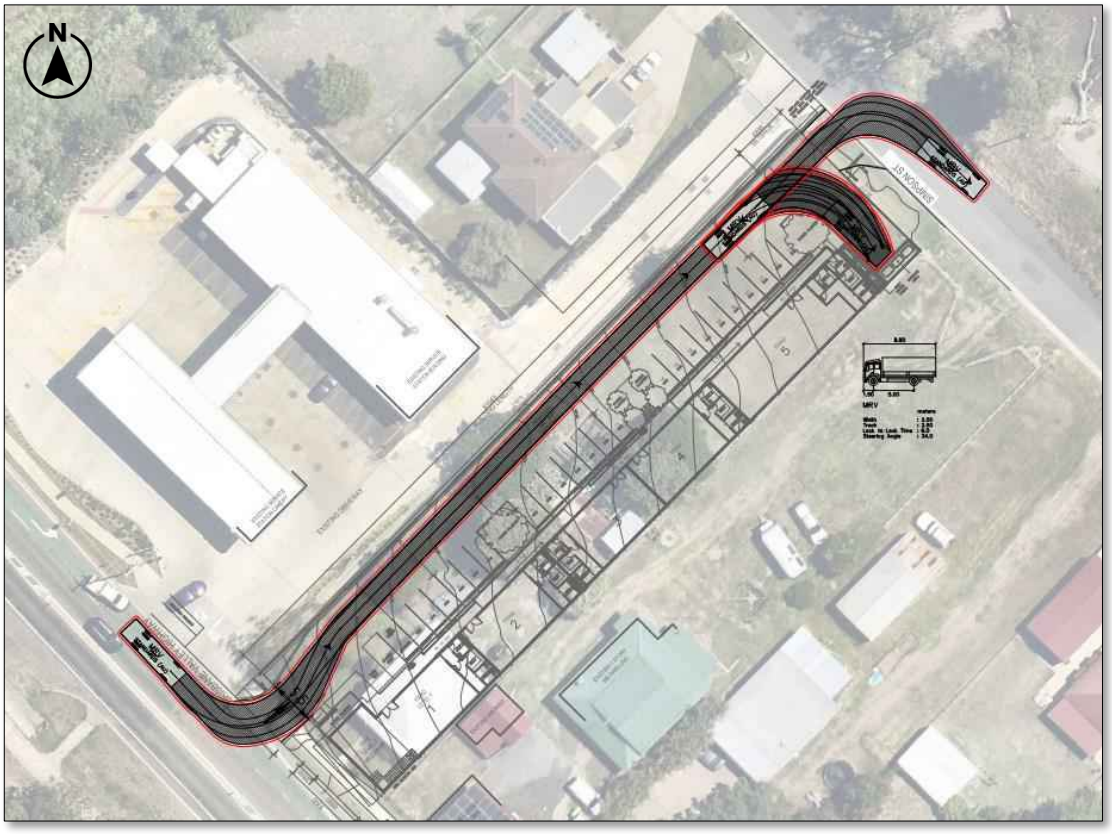
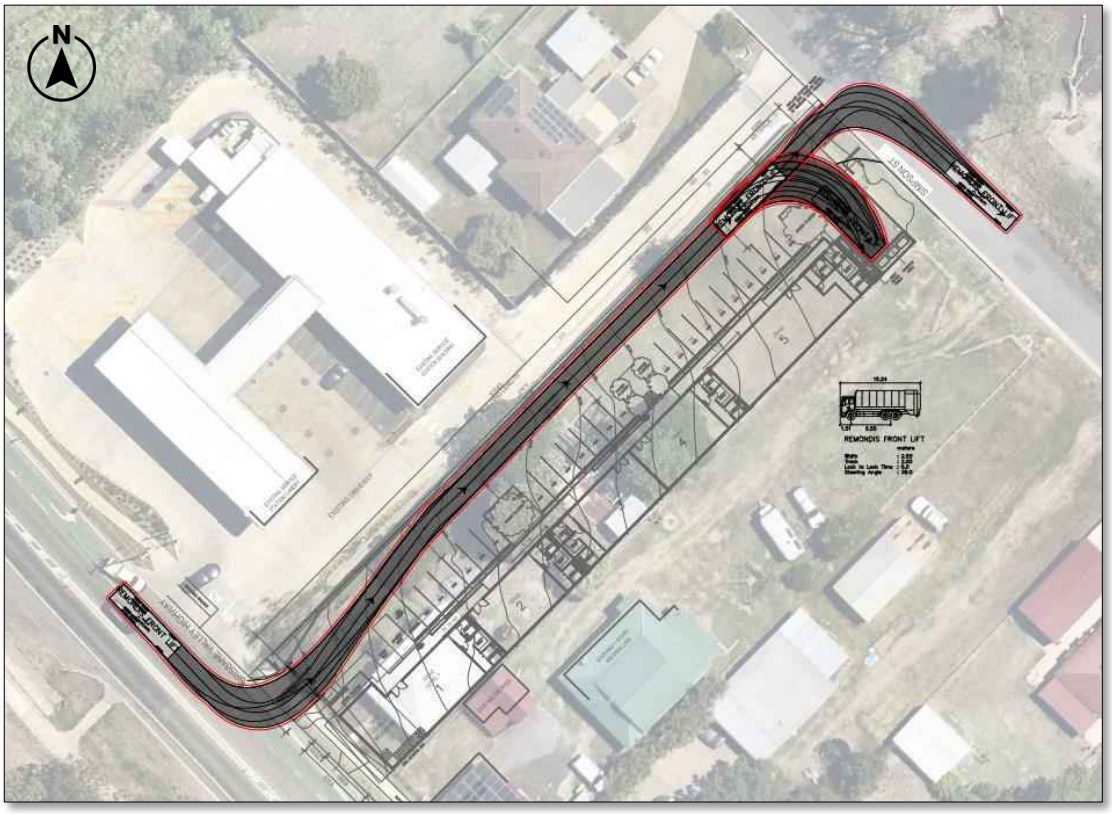


Figure 3.4: RCV SERVICING



3.5 ACTIVE TRANSPORT

3.5.1 Cyclists

Table 8.3.6.3.B of the SRC Planning Scheme Transport, Access and Parking Code identifies minimum bicycle parking rates for office use of one space per 100m^2 GFA (where greater than 400m^2 GFA). Accordingly, it is recommended that six bicycle parking spaces be provided to support the development. These bicycle parking spaces could be provided in the form of rails / racks, provided in close proximity to building entry points.

3.5.2 Pedestrians

Pedestrian access to the site is proposed via a dedicated pedestrian entrance (ie separate from the driveway) on the Brisbane Valley Highway. This pedestrian access connects to an internal footpath serving each unit.

4.0 TRAFFIC OPERATIONS

4.1 TRAFFIC GENERATION

The predicted peak hour traffic generation associated with the proposed development has been based on trip generation rates identified in the Roads and Maritime Services (New South Wales), Guide to Traffic Generating Developments: Updated traffic surveys (2013). The adopted weekday morning and evening peak hour traffic generation rates are as follows:

- office morning peak hour: 1.6 trips per 100m^2 GFA
- office evening peak hour: 1.2 trips per 100m^2 GFA

The predicted increase in trip generation attributable to the proposed development is shown in Table 4.1.

Table 4.1: PEAK HOUR TRAFFIC GENERATION

USE	SCALE	TRIP RATE	TRIPS (VEH/HR)	IN:OUT SPLIT	IN:OUT (VEH/HR)
Weekday Morning Peak Hour					
Office	600m^2 GFA	1.6 trips per 100m^2 GFA	10	80 : 20	8 : 2
Weekday Evening Peak Hour					
Office	600m^2 GFA	1.2 trips per 100m^2 GFA	8	30 : 70	2: 6

4.2 IMPACT ON THE SURROUNDING ROAD NETWORK

The additional traffic generated by the proposed development equates to approximately one additional vehicle movement every six minutes and is not expected to have a significant adverse impact on the safety, amenity or capacity of the surrounding road network.

5.0 ROAD SAFETY ASSESSMENT

5.1 REQUIREMENT

The TMR Guide to Traffic Impact Assessment (GTIA) requires a risk assessment of the likelihood and consequence of safety risks being increased on the state-controlled road (SCR) network, due to the addition or modification of site accesses and development generated traffic, pedestrians or cyclists. A risk assessment has been undertaken using the methodology prescribed in Section 9.3.3 of the TMR GTIA, to assess the potential impacts of the proposal on the safety of the SCR network.

5.2 METHODOLOGY

The risks inherent on the existing state-controlled road network and associated with the addition of development generated traffic were scored using the risk scoring matrix outlined in the TMR GTIA, as reproduced in Figure 5.1. In undertaking the risk assessment:

- the likelihood of a crash was determined based on the number of similar crashes reported in the historical crash data
- the consequence of a crash was based on the Fatal and Serious Injury (FSI) Indexes reported in Part 4 of TMR's Manual of Uniform Traffic Control Devices (MUTCD) for different crash types / DCA Codes

Figure 5.1: SAFETY RISK SCORE MATRIX

		Potential consequence				
		Property only (1)	Minor injury (2)	Medical treatment (3)	Hospitalisation (4)	Fatality (5)
Potential likelihood	Almost certain (5)	M	M	H	H	H
	Likely (4)	M	M	M	H	H
	Moderate (3)	L	M	M	M	H
	Unlikely (2)	L	L	M	M	M
	Rare (1)	L	L	L	M	M

L: Low risk
M: Medium risk
H: High risk

5.3 CRASH DATA

Crash data for a 200m long section of the Brisbane Valley Highway in the vicinity of the subject site frontage and the Simpson Street intersection has been sourced from the Queensland Government Open Data Portal for the most recent available full five-year period (ie July 2017 to June 2021). Given the minimal increase in peak hour traffic volumes attributable to the proposed development, consideration of the impact of development on the safety of other parts of the state-controlled road network is not required.

The data indicates that there were four crashes resulting in injury occurred on this section of Brisbane Valley Highway over the five-year period. This included two reported crashes at the Clive Street intersection, one reported crash at the Simpson Street intersection and one reported mid-block crash as follows:

- two rear-end crashes involving vehicles turning right (DCA code 303), one at the Clive Street intersection and one at the Simpson Street intersection
- one through-right angled crash involving vehicles from adjacent approaches at the Clive Street intersection (DCA code 104)
- one mid-block crash involving a vehicle manoeuvring and entering the road from the footway (DCA code 408)

The crash history does not suggest that there are any significant existing safety issues associated with this section of the Brisbane Valley Highway and the current Clive Street and Simpson Street intersection configurations.

It is also noted that the rear-end crash at the Brisbane Valley Highway / Simpson Street intersection occurred at 2018, at which time there was no dedicated right turn treatment on the major road. The Brisbane Valley Highway / Simpson Street intersection was upgraded to include a CHR(S) treatment on the southbound Brisbane Valley Highway approach in early 2022.

5.4 RISKS

A road safety risk assessment has been undertaken for proposed access on the Brisbane Valley Highway. The following road safety risks associated with the proposed development have been identified:

- left turning traffic from the Brisbane Valley Highway into the subject site: rear end crash with left turning traffic (DCA Code 302)
- the proximity of the access to the Brisbane Valley Highway / Clive Street intersection
- impacts associated with the future signalisation of the Brisbane Valley Highway / Clive Street intersection
- interactions with the site access and the adjacent driveway to the north
- driver adherence to the proposed restrictions at the Brisbane Valley Highway site access
- additional turn movements at the Brisbane Valley Highway / Simpson Street intersection

5.5 RISK ASSESSMENT

The results of the risk assessment summarised in Table 5.1 indicate no change in the overall risk score is expected. Based on this, no mitigation measures are required, in accordance with the GTIA. However, as part of the overall risk assessment process, the following measures have been proposed at the site access to ensure it operates with adequate safety:

- limiting the site access to left-in movements only
- extension of the existing concrete median on the Brisbane Valley Highway to the south
- driveway design and signage and line-marking within the site

Table 5.1: RISK ASSESSMENT

	RISK ITEM	WITHOUT DEVELOPMENT			WITH DEVELOPMENT			COOMMENTS & MITIGATION MEASURES	WITH DEVELOPMENT & MITIGATION		
		LIKELIHOOD	CONSEQUENCE	RISK SCORE	LIKELIHOOD	CONSEQUENCE	RISK SCORE		LIKELIHOOD	CONSEQUENCE	RISK SCORE
1	More left turns entering the site from Brisbane Valley Highway (rear end crash with left turning traffic: DCA Code 302)	1	1	L	2	1	L	No mitigation identified but access benefits from existing AUL(S).	2	1	L
2	Proximity of the Site Access to Clive Intersection	1	1	L	2	1	L	Limiting site access to left-in only.	2	1	L
3	Future signalisation of Brisbane Valley Highway / Clive Street intersection	1	2	L	2	2	L	Limiting site access to left-in only.	2	2	L
4	Interactions with adjacent driveway to the north	1	2	L	2	2	L	Limiting site access to left-in only.	1	2	L
5	Driver adherence to proposed turn restrictions at Brisbane Valley Highway access	1	1	L	2	1	L	Extension of concrete centre median to physically restrict right turns. Driveway design and signage / line-marking within the subject development to prevent exit movements.	2	1	L
6	Additional turn movements at the Brisbane Valley Highway / Simpson Street intersection	1	1	L	2	1	L	No mitigation identified noting that the development traffic generation is low, sight distance is good and the intersection already benefits from a CHR(S) treatment.	2	1	L

6.0 CONCLUSIONS & RECOMMENDATIONS

6.1 CONCLUSIONS

The proposed commercial (office) development at 1512 Brisbane Valley Highway, Fernvale has been evaluated in terms of its site access arrangements, car parking, servicing arrangements and impact on the surrounding road network. The main points to note are:

- the proposed commercial development (office use) comprises a total of 600m^2 GFA
- the proposed office use would be accommodated in 5 separate tenancies, ranging in size from 100m^2 GFA to 150m^2 GFA
- vehicular access is proposed via two driveways as follows:
  - a left-in only driveway on the Brisbane Valley Highway
  - Simpson Street (effectively left-in and right-out)
- a total of 23 on-site car parking spaces are proposed in support of the development, which meets SRC Planning Scheme requirements and is expected to be sufficient to meet peak car parking demand
- the design of the on-site car parking layout is generally in accordance with the requirements of AS2890.1 for user class 1/1A parking
- the design vehicle for servicing is an MRV / RCV, which can be accommodated on-site, with entry and exit is a forward gear via the Brisbane Valley Highway and Simpson Street respectively
- a dedicated pedestrian access (ie separate from the driveway) to / from the subject development is provided via the Brisbane Valley Highway
- the proposed development is expected to generate in the order of 10 additional two-way vehicle trips during the weekday morning and evening peak hours
- the proposed development is not expected to have an adverse impact on the safety and efficiency of the surrounding road network taking into account the expected traffic generation and background traffic volumes

6.2 RECOMMENDATIONS

Based on our assessment, it is recommended that:

- signage and line-marking be implemented, as shown in Figure 3.2, to reinforce left-in, entry-only operations at the Brisbane Valley Highway access
- the dedicated turnaround bay be clearly designated as such, with car parking prohibited
- six bicycle parking spaces be provided in the form of rails / racks

APPENDIX A
TRAFFIC DATA

Queensland Government

Disclaimer:

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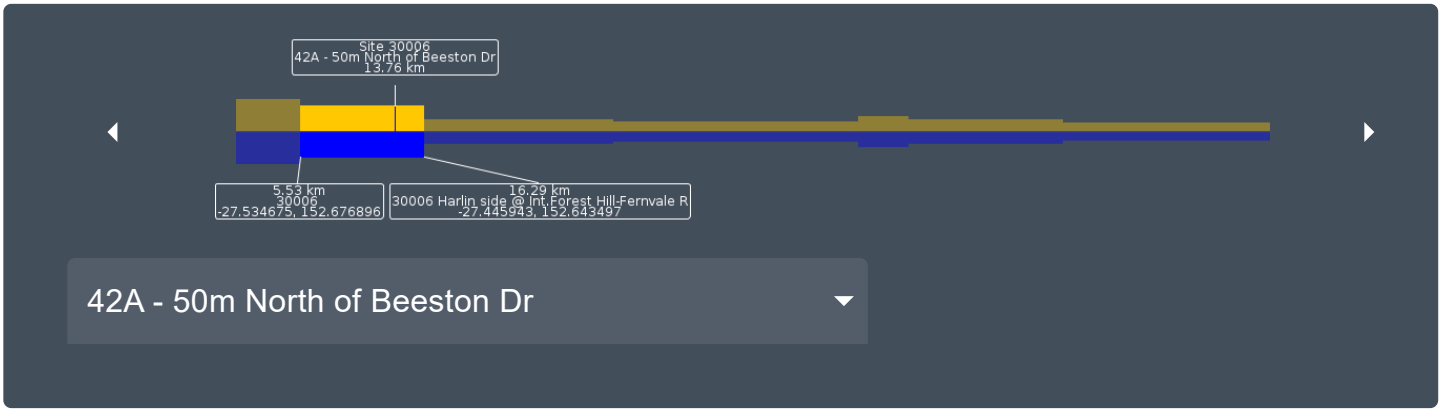
The Department of Transport and Main Roads disclaims all responsibility and liability (including without limitation, liability in negligence) for all expenses, damages and costs which you might incur as a result of the information contained in this resource being inaccurate or incomplete in any way.

Average Annual Daily Traffic Complete Report

Filters

Year: 2022 | Road Section: 42A



Average Annual Traffic & Vehicle Kilometres Travelled

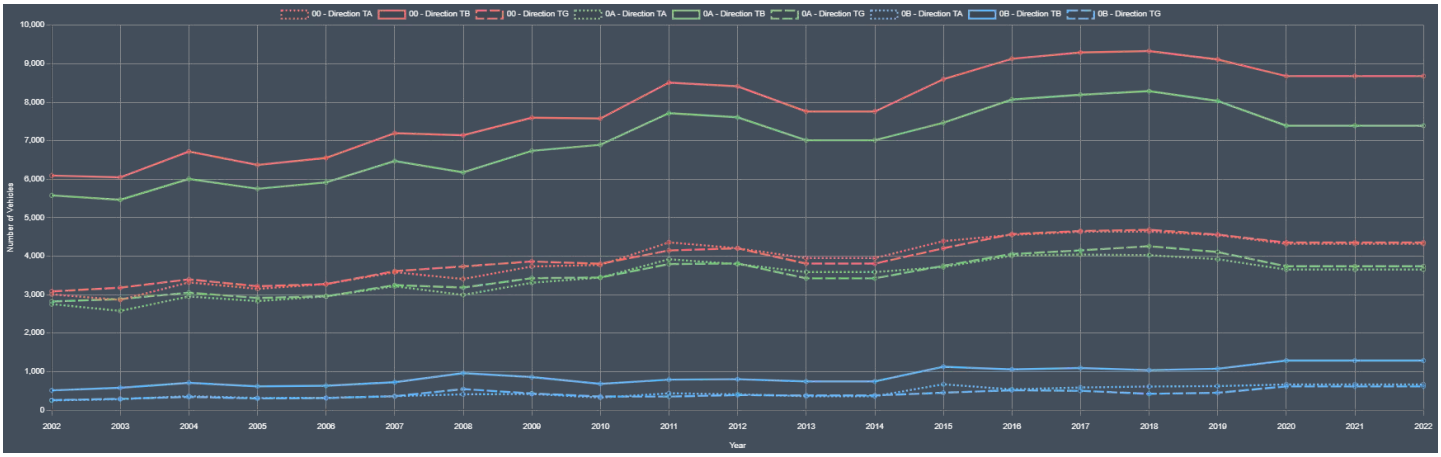
			AADT						VKT (Millions)		
			G		A		B		G	A	B
		Vehicle Classification	AADT	Class	AADT	Class	AADT	Class	VKT	VKT	VKT
☑	⊖	All vehicles	4355	100%	4321	100%	8676	100%	17.10383	16.9703	34.07412
☑	⊕	Light Vehicles	3737	85.82%	3652	84.52%	7388	85.16%	14.67669	14.34286	29.01563
☑	⊕	Heavy Vehicles	618	14.18%	669	15.48%	1288	14.84%	2.42713	2.62743	5.05849

Average Annual Daily Traffic

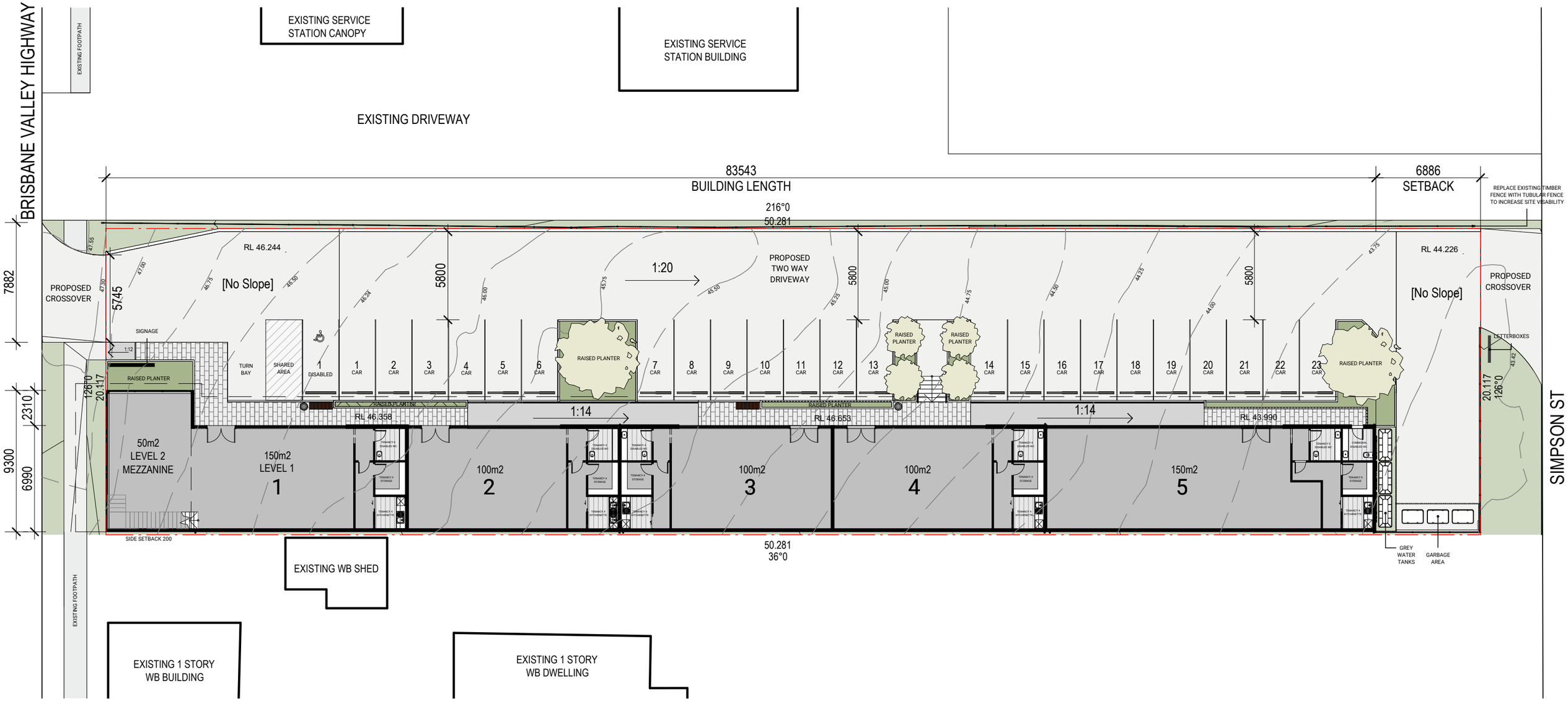
Years: 2002 - 2022

Road Section: 42A, BRISBANE VALLEY HIGHWAY (IPSWICH - HARLIN)

Site: 30006, 42A - 50m North of Beeston Dr, Through distance: 13.76



APPENDIX B
DEVELOPMENT LAYOUT PLAN



1 SITE PLAN

1 : 250

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Revision
1 15/06/2023 Development Application

26/06/2023 8:31:22 PM

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
PROPOSED SITE PLAN

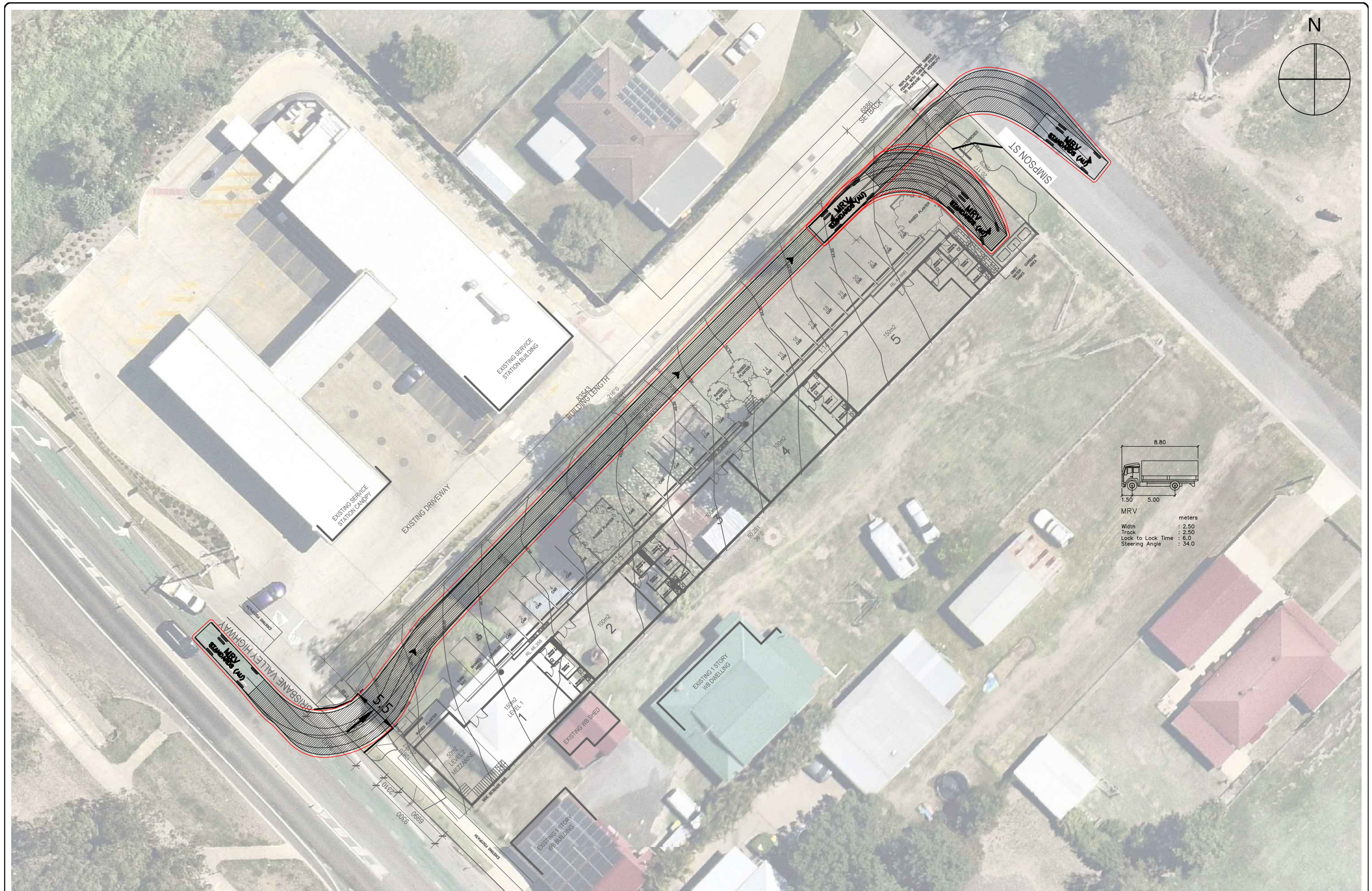
0 1 5 10m

Drawing No. **DA_0301**

Revision **1**

Scale 1 : 250 at A3

APPENDIX C
VEHICLE SWEPT PATHS



PTT	
ABN	96 067 593 962
P	07 3839 6771
WWW.	PTT.COM.AU
	Level 2, 62 Astor Tce, Spring Hill QLD 4000
TRAFFIC & TRANSPORT ENGINEERING	

REV.	AMENDMENTS	DRN	DATE

PROJECT TITLE: 1512 BRISBANE VALLEY HIGHWAY, FERNVALE

DRAWING TITLE: MRV SWEPT PATHS

CLIENT: URBAN RISE GROUP

DATE:	SCALE:	DRAWN:	APPROVED:
21/07/2023	1:400@A3	CB	JG

DRAWING NO.	REV	JOB NO.
23-703-001		23-703

N

SIMPSON ST

REMONDIS FRONT LIFT

REMONDIS FRONT LIFT

REMONDIS FRONT LIFT

6886 SETBACK

EXISTING SERVICE STATION BUILDING

EXISTING SERVICE STATION CANOPY

EXISTING DRIVEWAY

86543 BUILDING LENGTH

216'0

BRISBANE VALLEY HIGHWAY

REMONDIS FRONT LIFT

EXISTING 1 STORY WB DWELLING

EXISTING WB SHED

EXISTING 1 STORY WB BUILDING

150m2 5

100m2 4

100m2 3

100m2 2

51m2 LEVEL 2 MEZZANINE

102m2 LEVEL 1

RAISED PLANTER

GREASE TRAPS

GARAGE AREA

RL 49.200

RL 49.246

RL 49.300

RL 49.400

RL 49.600

RL 49.800

RL 49.900

RL 50.000

RL 50.200

RL 50.400

RL 50.600

RL 50.800

RL 51.000

RL 51.200

RL 51.400

RL 51.600

RL 51.800

RL 52.000

RL 52.200

RL 52.400

RL 52.600

RL 52.800

RL 53.000

RL 53.200

RL 53.400

RL 53.600

RL 53.800

RL

The development must be provided in accordance with Condition 2 of the referral agency response requiring the awning to be cantilevered and detachable.

PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE

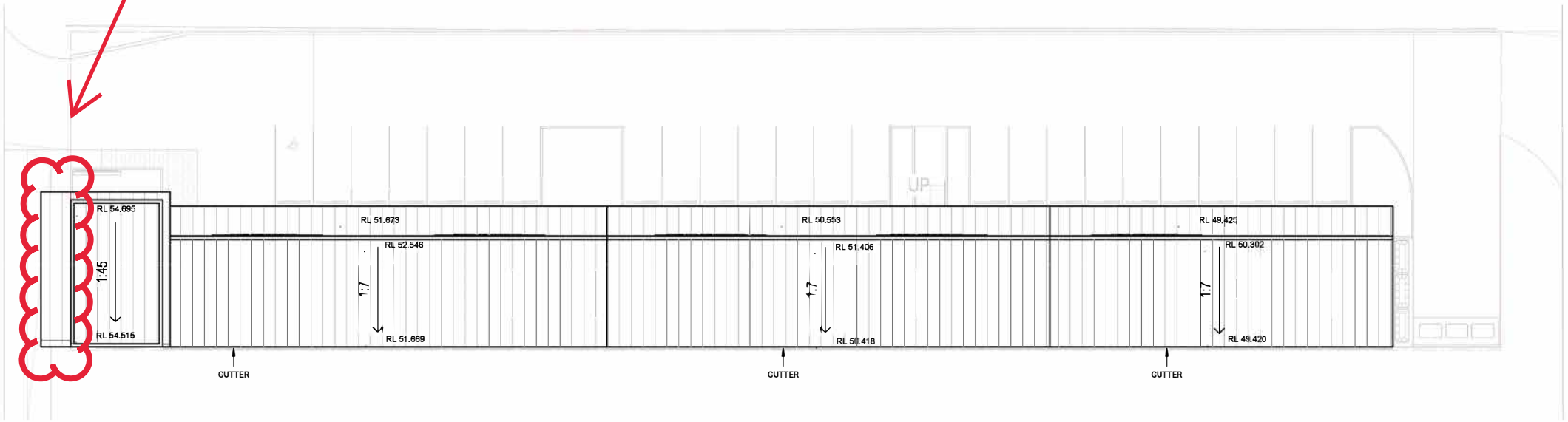
Queensland Government

SARA ref: 2308-36256 SRA

Date: 27 September 2023

Amended in red by SARA on

27 September 2023



1 ROOF PLAN
1 : 250

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Revision
1 22/07/2023 Development Application

Project Address
1512 Brisbane Valley Highway, QLD, 4306

For
DEVELOPMENT APPLICATION

Project No.
07

Project
FERNVALE BUSINESS CENTRE

Drawing Title
ROOF PLAN

0 1 5 10m

Drawing No. DA_0302

Revision 1

Scale 1 : 250 at A3

160

Our ref TMR23-040179
Your ref N/A
Enquiries Clemm Davidson

Queensland Government

25 September 2023

Department of
Transport and Main Roads

Decision Notice – Permitted Road Access Location

(s62(1) *Transport Infrastructure Act 1994*)

This is not an authorisation to commence work on a state-controlled road[1]

Development application reference number DA24026, lodged with Somerset Regional Council involves constructing or changing a vehicular access between Lot 10RP28844, the land the subject of the application, and Brisbane Valley Highway, Road ID: 42A (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address	Urban Rise Group C/- Statewide Survey Group 3/123 Link Road Victoria Point QLD 4165

Application Details

Address of Property	1512 Brisbane Valley Highway, Fernvale QLD 4306
Real Property Description	10RP28844 & 15RP28844
Aspect/s of Development	Development Permit for Material Change of Use of Premises for Shop and Office (five tenancies)

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

No.	Conditions of Approval	Condition Timing
1	The permitted road access location, a single left-in entry only access, is to be located between Lot 10 RP28844 and Brisbane Valley Highway at approximate Latitude -27.453228 Longitude 152.650440, generally in accordance with: • Figure 3.2: Proposed Brisbane Valley Highway Access within the Traffic Impact Assessment prepared by PTT, dated 21 July 2023, reference 23-703.	At all times.

[1] Please refer to the further approvals required under the heading 'Further approvals'

Program Delivery and Operations
North Coast Region / Maroochydore Office
Floor 1, 50 Wises Road Buderim QLD 4556
PO Box 1600 Maroochydore QLD 4558

Telephone +61 07 5451 7055
Website www.tmr.qld.gov.au
Email North.Coast.IDAS@tmr.qld.gov.au
ABN: 39 407 690 291

No.	Conditions of Approval	Condition Timing
2	(a) Road access works must be provided at the Brisbane Valley Highway permitted road access location and comprise the following: • A left-in entry only access with supporting signage and line marking to restrict exit movements; • Extension of the existing raised centre median on Brisbane Valley Highway by 5m. (b) The road access works must be designed and constructed in accordance with: i. IPWEA, Standard Drawings, Driveways, Heavy Duty Vehicle Crossing, RS-051, General Wide Flared; ii. Department of Transport and Main Roads' Road Planning and Design Manual; and iii. Queensland Manual of Uniform Traffic Control Devices.	Prior to the commencement of the use of the Road Access Works and to be maintained at all times.
3	Direct access is prohibited between Brisbane Valley Highway and Lot 10 RP28844 at any other location other than the Permitted Road Access Location described in Condition 1.	At all times.

Reasons for the decision

The reasons for this decision are as follows:

a) Vehicular access must not compromise safety of the users of the state-controlled road network or any other transport infrastructure.
b) Vehicular access must be consistent with the functional requirements of the state-controlled road.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.

2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
    a) starts to have effect when the development approval has effect; and
    b) stops having effect if the development approval lapses or is cancelled; and
    c) replaces any earlier decision made under section 62(1) in relation to the land.

2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.

3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

Further approvals
The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, North Coast Region, Development Assessment Team should be contacted by email at North.Coast.IDAS@tmr.qld.gov.au or on (07) 5451 7055.

Yours sincerely

Lena Hobson
Senior Town Planner

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions
Attachment D - Permitted Road Access Location Plan

Attachment A

Decision Evidence and Findings

Findings on material questions of fact:

- The objective of the *Transport Infrastructure Act 1994* (TIA) requires the establishment of a road regime that is safe and efficient.
- Section 62 of the TIA provides for the Chief Executive of the Department of Transport and Main Roads to make decisions about permitted road access locations between particular land and a state-controlled road.
- The development application is for a Development Permit for Material Change of Premises for Shop and Office (5 tenancies).
- The proposal includes a changed access and is an application under s62A of TIA.
- The proposed development is adjacent to Brisbane Valley Highway, a state-controlled road.
- Brisbane Valley Highway is a declared limited access road. The proposed access is consistent with the Limited Access Map prepared by Main Roads Department – Esk Shire, dated 21 February 1989, reference L.A.10248 and revision B.
- A single left in entry only access is proposed directly to Brisbane Valley Highway for the proposed development generally in the same location of the existing driveway.
- A separate all movements access is provided to Simpson Street to the north being a local road.
- Brisbane Valley Highway is currently divided by a central median providing one lane in each direction. The southbound lane also supports a short auxiliary left turn treatment into the adjoining service station as well as a cycle lane.
- The Traffic Impact Assessment has assessed the operations of the access with the proposed standard of road access works and demonstrated the access can perform safely.
- The proposed road access is located close to the Brisbane Valley Highway / Clive Street intersection. Extension of the existing raised centre median on Brisbane Valley Highway by 5m will mitigate potential unsafe vehicle movements attempting to enter the site from Brisbane Valley Highway northbound lane or Clive Street.
- The proposed development can be effectively implemented without significant impacts to the safety and operations of the state-controlled road network with the conditioned access works, location and standard.

Evidence or other material on which findings were based:

Title of Evidence / Material	**Prepared by**	**Date**	**Reference no.**	**Version/Issue**
Transport Infrastructure Act 1994	Queensland Government		-	-
Planning Act 2016	Queensland Government		-	-

Vehicular access to state-controlled roads policy	Department of Transport and Main Roads	2019	-	-
Guide to Traffic Impact Assessment	Department of Transport and Main Roads	2017	-	-
Road Planning and Design Manual	Department of Transport and Main Roads	-	-	2nd Edition
Limited Access Map	Main Roads Department – Esk Shire	21 February 1989	L.A.10248	B
Limited Access Gazettal Notice	Main Roads	8 April 1978	Government Gazettal No. 78, pages 1404-5	-
Confirmation Notice	Somerset Regional Council	17 August 2023	DA24026	-
Town Planning Report	Statewide Town Planning	July 2023	1512 Brisbane Valley Highway, Fernvale	-
Proposal Plan & Drawings	DM Design	July 2023	07	1
Traffic Management Plan	PTT	July 2023	23-703	A
Pre-lodgement meeting minutes	SARA	15 May 2023	2304-34166 SPL	-

Attachment B

Section 70 of TIA

Transport Infrastructure Act 1994
Chapter 6 Road transport infrastructure
Part 5 Management of State-controlled roads

---

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

(1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.

(2) A person to whom this section applies must not—

(a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or

(b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or

(c) obtain any other access between the land and the road contrary to the decision; or

(d) use a road access location or road access works contrary to the decision; or

(e) contravene a condition stated in the decision; or

(f) permit another person to do a thing mentioned in paragraphs (a) to (e); or

(g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

(3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C

Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

---

485 Internal review of decisions

(1) A person whose interests are affected by a decision described in schedule 3 (the ***original decision***) may ask the chief executive to review the decision.

(2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.

(3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—

(a) applies to the review; and

(b) provides—

(i) for the procedure for applying for the review and the way it is to be carried out; and

(ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

(1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.

(2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.

(3) The Transport Planning and Coordination Act 1994, part 5, division 3—

(a) applies to the appeal; and

(b) provides—

(i) for the procedure for the appeal and the way it is to be disposed of; and

(ii) that the person may apply to the appeal court to have the original decision stayed.

(4) Subsection (5) applies if—

(a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and

(b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.

(5) The court may order—

(a) the appeals to be heard together or 1 immediately after the other; or

(b) 1 appeal to be stayed until the other is decided.

(6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.

(7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

31 Applying for review

(1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.

(2) However, if—

(a) the notice did not state the reasons for the original decision; and

(b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)

the person may apply within 28 days after the person is given the statement of the reasons.

(3) In addition, the chief executive may extend the period for applying.

(4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

(1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.

(2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.

(3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.

(4) The chief executive is a party to the application.

(5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.

(6) The stay—

(a) may be given on conditions the relevant entity considers appropriate; and

(b) operates for the period specified by the relevant entity; and

(c) may be revoked or amended by the relevant entity.

(7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.

(8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

relevant entity means—

(a) if the reviewed decision may be reviewed by QCAT—QCAT; or

(b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

(1) A person may appeal against a reviewed decision only within—

(a) if a decision notice is given to the person—28 days after the notice was given to the person; or

(b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

(2) However, if—

(a) the decision notice did not state the reasons for the decision; and

(b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

the person may apply within 28 days after the person is given a statement of the reasons.

(3) Also, the appeal court may extend the period for appealing.

Attachment D

Permitted Road Access Location Plan

Figure 3.2: PROPOSED BRISBANE VALLEY HIGHWAY ACCESS

Program Delivery and Operations
North Coast Region / Maroochydore Office
Floor 1, 50 Wises Road Buderim QLD 4556
PO Box 1600 Maroochydore QLD 4558

Telephone +61 07 5451 7055
Website www.tmr.qld.gov.au
Email North.Coast.IDAS@tmr.qld.gov.au
ABN: 39 407 690 291

Infrastructure Charges Notice

Section 119 of the *Planning Act 2016*

1 Infrastructure charge details

Notice details	
Date:	XXX
Notice number:	XXX

Development approval to which levied charge applies	
Approval reference:	DA24026
Applicant:	Urban Rise Group C/- Statewide Survey Group 3/123 Link Road VICTORIA POINT QLD 4165
Approval description:	Development Permit for Material Change of Use for Shop and Office (Five Tenancies)

Premises to which the levied charge applies	
Site address:	1512 Brisbane Valley Highway and Simpson Street, Fernvale
Real property description:	Lot 10 RP28844 and Lot 15 RP28844
Charge area:	Charge Area A

Details of the levied charge	
Charges resolution:	*Charges Resolution (No. 1) 2023*
Current amount of the total levied charge:	$44,871.72
Automatic increase of the levied charge:	The amount of the levied charge is subject to an automatic increase. Refer to the information notice attached to this notice for more information on how the increase is worked out.
When payable: Section 112 of the *Planning Act 2016*.	Material change of use—when the change happens
Offsets or refunds:	Not applicable
Other adjustments:	Not applicable

ABN 50 138 958 249
Council Chambers - 2 Redbank Street, Esk QLD 4312
Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
(07) 5424 4000 mail@somerset.qld.gov.au somerset.qld.gov.au

2 How the levied charge is worked out

Stormwater network

Stage	Category	Development description	Demand (+) / discounts (-)	Units of measure	Adopted charge	Amount
	Commercial (retail)	New tenancies	1,714.00	m2 impervious area	$11.48	$19,676.72
	Residential uses	Existing lot/dwelling credit	-1.00	lot (3-or-more bedroom dwelling)	$4,442.00	-$4,442.00
					Total levied charge for network	$15,234.72

Public parks and community land network

Stage	Category	Development description	Demand (+) / discounts (-)	Units of measure	Adopted charge	Amount
There is no adopted charge for this network applicable to the proposed development						
					Total levied charge for network	$0.00

Transport network

Stage	Category	Development description	Demand (+) / discounts (-)	Units of measure	Adopted charge	Amount
	Commercial (retail)	New tenancies	650.00	m2 GFA	$52.82	$34,333.00
	Residential uses	Existing lot/dwelling credit	-1.00	lot (3-or-more bedroom dwelling)	$4,696.00	-$4,696.00
					Total levied charge for network	$29,637.00

Summary of levied charges

Stormwater network	$15,234.72
Public parks and community land network	$0.00
Transport network	$29,637.00
Total levied charge	**$44,871.72**

[1] In accordance with section 3.3 of the Charges Resolution, a discount may not exceed the adopted charge for each network. 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.

3 Details of any charges reductions

A reduction in the adopted charges is not applicable for this development.

ABN 50 138 958 249
Council Chambers - 2 Redbank Street, Esk QLD 4312
Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
(07) 5424 4000 mail@somerset.qld.gov.au somerset.qld.gov.au

4 Details of any offset or refunds

No offsets or refunds are applicable.

5 Other details

Should you have any questions in relation to this infrastructure charges notice, please contact Council's planning section on (07) 5424 4000 or mail@somerset.qld.gov.au.

Yours sincerely,

Andrew Johnson
Chief Executive Officer

DRAFT

ABN 50 138 958 249
Council Chambers - 2 Redbank Street, Esk QLD 4312
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(07) 5424 4000 mail@somerset.qld.gov.au somerset.qld.gov.au

ICN Information Notice

About the notice

Decision and reasons for the charge
This infrastructure charges notice has been given in accordance with section 119 of the *Planning Act 2016* to support Council's long-term infrastructure planning and financial sustainability.

Representations about this notice
The person given this infrastructure charges notice may make representations to Council within the relevant appeal period in accordance with Chapter 4, part 2, subdivision 5 of the *Planning Act 2016*.

Appeals about this notice
The person given this infrastructure charges notice may appeal the decision to be given the notice. Enclosed is an extract from the *Planning Act 2016* that details your appeal rights.

Charges for the water and wastewater networks
This infrastructure charges notice does not include details about charges or infrastructure required for the water and wastewater networks controlled by the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.

About the charge

Automatic increase provision of levied charge
The levied charge is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the charge was levied, and the PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI Index average.

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. 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.

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.

Goods and services tax (GST)
The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the *Planning Act 2016* are GST exempt.

To whom the charge must be paid
Payment of the levied charge must be made to Somerset Regional Council via Customer Service or Planning and Development Department, PO Box 117, Esk, Qld 4312.

ABN 50 138 958 249
Council Chambers - 2 Redbank Street, Esk QLD 4312
Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
(07) 5424 4000 mail@somerset.qld.gov.au somerset.qld.gov.au

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 payment by way of bank draft for the required amount in Australian dollars.

How to pay
Contact Council's planning section to obtain a payment advice notice. The payment advice notice will detail the amount payable and the methods of payment available.

Enquiries about this notice or the charge

Enquiries regarding this infrastructure charges notice should be directed to Somerset Regional Council, Planning and Development Department, during office hours, on (07) 5424 4000 or mail@somerset.qld.gov.au.

DRAFT

ABN 50 138 958 249
Council Chambers - 2 Redbank Street, Esk QLD 4312
Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
(07) 5424 4000 mail@somerset.qld.gov.au somerset.qld.gov.au

Extract of Appeal Provisions – Infrastructure Charges

Planning Act 2016

229 Appeals to tribunal or P&E Court

(1) Schedule 1 states:
   a. matters that may be appealed to:
      i. either a tribunal or the P&E Court; or
      ii. only a tribunal; or
      iii. only the P&E Court; and
   b. the person:
      i. who may appeal a matter (the ***appellant***); and
      ii. who is a respondent in an appeal of the matter; and
      iii. who is a co-respondent in an appeal of the matter; and
      iv. who may elect to be a co-respondent in an appeal of the matter.

(2) An appellant may start an appeal within the appeal period.

(3) The ***appeal period*** is:
   a. for an appeal by a building advisory agency—10 business days after a decision notice for the decision is given to the agency; or
   b. for an appeal against a deemed refusal—at any time after the deemed refusal happens; or
   c. for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises—20 business days after a notice is published under section 269(3)(a) or (4); or
   d. for an appeal against an infrastructure charges notice—20 business days after the infrastructure charges notice is given to the person; or
   e. for an appeal about a deemed approval of a development application for which a decision notice has not been given—30 business days after the applicant gives the deemed approval notice to the assessment manager; or
   f. for an appeal relating to the *Plumbing and Drainage Act 2018*:
      i. for an appeal against an enforcement notice given because of a belief mentioned in the *Plumbing and Drainage Act 2018*, section 143(2)(a)(i), (b) or (c)—5 business days after the day the notice is given; or
      ii. for an appeal against a decision of a local government or an inspector to give an action notice under the *Plumbing and Drainage Act 2018*—5 business days after the notice is given; or
      iii. for an appeal against a failure to make a decision about an application or other matter under the *Plumbing and Drainage Act 2018*—at anytime after the period within which the application or matter was required to be decided ends; or
      iv. otherwise—20 business days after the day the notice is given; or
   g. for any other appeal—20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note:
See the P&E Court Act for the court's power to extend the appeal period.

(4) Each respondent and co-respondent for an appeal may be heard in the appeal.

(5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.

(6) To remove any doubt, it is declared that an appeal against an infrastructure charges notice must not be about:
   a. the adopted charge itself; or
   b. for a decision about an offset or refund:
      i. the establishment cost of trunk infrastructure identified in a LGIP; or
      ii. the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

(1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that:
   a. is in the approved form; and
   b. succinctly states the grounds of the appeal.

(2) The notice of appeal must be accompanied by the required fee.

(3) The appellant or, for an appeal to a tribunal, the registrar, must, within the service period, give a copy of the notice of appeal to:
a. the respondent for the appeal; and
b. each co-respondent for the appeal; and
c. for an appeal about a development application under schedule 1, section 1, table 1, item 1—each principal submitter for the application whose submission has not been withdrawn; and
d. for an appeal about a change application under schedule 1, section 1, table 1, item 2—each principal submitter for the application whose submission has not been withdrawn; and
e. each person who may elect to be a co-respondent for the appeal other than an eligible submitter for a development application or change application the subject of the appeal; and
f. for an appeal to the P&E Court—the chief executive; and
g. for an appeal to a tribunal under another Act—any other person who the registrar considers appropriate.

(4) The ***service period*** is:
a. if a submitter or advice agency started the appeal in the P&E Court—2 business days after the appeal is started; or
b. otherwise—10 business days after the appeal is started.

(5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).

(6) A person elects to be a co-respondent to an appeal by filing a notice of election in the approved form:
a. if a copy of the notice of appeal is given to the person—within 10 business days after the copy is given to the person; or
b. otherwise—within 15 business days after the notice of appeal is lodged with the registrar of the tribunal or the P&E Court.

(7) Despite any other Act or rules of court to the contrary, a copy of a notice of appeal may be given to the chief executive by emailing the copy to the chief executive at the email address stated on the department's website for this purpose.

231 Non-appealable decisions and matters

(1) Subject to this chapter, section 316(2), schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.

(2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.

(3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.

(4) In this section:
decision includes:
a. conduct engaged in for the purpose of making a decision; and
b. other conduct that relates to the making of a decision; and
c. the making of a decision or the failure to make a decision; and
d. a purported decision; and
e. a deemed refusal.

non-appealable, for a decision or matter, means the decision or matter:
a. is final and conclusive; and
b. may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, any tribunal or another entity; and
c. is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, any tribunal or another entity on any ground.

232 Rules of the P&E Court

(1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.

(2) However, the P&E Court may hear and decide an appeal even if the person has not complied with rules of the P&E Court.

Schedule 1 Appeals

1 Appeal rights and parties to appeals

(1) Table 1 states the matters that may be appealed to:
   a. the P&E court; or
   b. a tribunal.

(2) However, table 1 applies to a tribunal only if the matter involves:
   a. the refusal, or deemed refusal of a development application, for:
      i. a material change of use for a classified building; or
      ii. operational work associated with building work, a retaining wall, or a tennis court; or
   b. a provision of a development approval for:
      i. a material change of use for a classified building; or
      ii. operational work associated with building work, a retaining wall, or a tennis court; or
   c. if a development permit was applied for—the decision to give a preliminary approval for:
      i. a material change of use for a classified building; or
      ii. operational work associated with building work, a retaining wall, or a tennis court; or
   d. a development condition if:
      i. the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
      ii. the building is, or is proposed to be, not more than 3 storeys; and
      iii. the proposed development is for not more than 60 sole-occupancy units; or
   e. a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
   f. a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
   g. a matter under this Act, to the extent the matter relates to the Building Act other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
   h. a decision to give an enforcement notice:
      i. in relation to a matter under paragraphs (a) to (g); or
      ii. under the *Plumbing and Drainage Act 2018*; or
   i. an infrastructure charges notice; or
   j. the refusal, or deemed refusal, of a conversion application; or
   k. a matter prescribed by regulation.

(3) Also, table 1 does not apply to a tribunal if the matter involves:
   a. for a matter in subsection (2)(a) to (d):
      i. a development approval for which the development application required impact assessment; and
      ii. a development approval in relation to which the assessment manager received a properly made submission for the development application; or
   b. a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.

(4) Table 2 states the matters that may be appealed only to the P&E Court.

(5) Table 3 states the matters that may be appealed only to the tribunal.

(6) In each table:
   a. column 1 states the appellant in the appeal; and
   b. column 2 states the respondent in the appeal; and
   c. column 3 states the co-respondent (if any) in the appeal; and
   d. column 4 states the co-respondents by election (if any) in the appeal.

(7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.

(8) In this section:
storey see the Building Code, part A1.1.

Table 1 [Extract Only]
Appeals to the P&E Court and, for certain matters, to a tribunal

Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
4 Infrastructure charges notices An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds: a. the notice involved an error relating to: i. the application of the relevant adopted charge; or *Examples of errors in applying an adopted charge:* *a. the incorrect application of gross floor area for a non-residential development* *b. applying an incorrect 'use category', under a regulation, to the development* ii. the working out of extra demand, for section 120; or iii. an offset or refund; or b. there was no decision about an offset or refund; or c. if the infrastructure charges notice states a refund will be given—the timing for giving the refund; or d. for an appeal to the P&E Court—the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount.			
The person given the infrastructure charges notice	The local government that gave the infrastructure charges notice	—	—

Table 2 [Extract Only]
Appeals to the P&E Court only

Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
[No relevant provisions]			

Table 3 [Extract Only]
Appeals to a tribunal only

Column 1 Appellant	Column 2 Respondent	Column 3 Co-respondent (if any)	Column 4 Co-respondent by election (if any)
[No relevant provisions]			

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Luke Hannan, Director Planning and Development
Director:	Luke Hannan, Director Planning and Development
Date:	17 January 2024
Subject:	Planning and Development Department Monthly Report – December 2023
File Ref:	Governance/Reporting/Officer Reports
Action Officer:	DPAD, ESM, SP, NRMO, BRO

Report

A summary of the Department's activities during the month of December 2023 is provided for Council's information.

Planning Development Applications
A total of eleven (11) development applications were received in December 2023.

Assessment Type	November 2022	December 2022	November 2023	December 2023
Building Works assessable against the Planning Scheme	13	6	6	3
Material Change of Use	9	5	6	4
Reconfiguring a Lot	2	2	4	2
Operational Works	2	2	2	1
Combined Applications	1	-	-	1
Total	**27**	**15**	**18**	**11**

The list of applications received is provided in Appendix 1.

A total of twenty-two (22) development applications were decided in December 2023.

Approved/Refused	November 2022	December 2022	November 2023	December 2023
Refused - Council	-	-	-	-
Refused - Delegated Authority	-	-	-	-
Approved - Council	10	1	1	5
Approved - Delegated Authority	23	21	11	17
Total	**33**	**22**	**12**	**22**

The list of applications decided is provided in Appendix 1A.

Planning and Environment Court Appeals

Rayland Development Pty Ltd v Somerset Regional Council
Planning and Environment Court Appeal No. BD1370 of 2023
DA22581 – Reconfiguring a Lot by Subdivision (two lots into 83 lots in five stages) at 60 Millar Road and 169 Fairneyview Fernvale Road, Fernvale
Refused by Council 12 April 2023

Main Constructions Pty Ltd v Somerset Regional Council
Planning and Environment Court Appeal No. BD1852 of 2023
DA21509 – Material Change of Use for Intensive Animal Industry (reuse and conversion of a Breeder Poultry Farm (5 sheds) to Free Range Broiler Poultry Farm, including 2 additional poultry sheds) – maximum capacity of 176,130 birds at 57 Zischkes Road, Coominya

Refused by Council 24 May 2023

FVLH Developments Pty Ltd v Somerset Regional Council
Planning and Environment Court Appeals No. BD1951-54 of 2023
DA9400 and DA14663 at Muckerts Lane, Fernvale
Deemed Refusals

Energex Limited v Somerset Regional Council
Planning and Environment Court Appeal No. BD2126 of 2023
DA21832 – Material Change of Use for a Low Impact Industry, Warehouse and Office and Operational Works for Vegetation Clearing at Highland Street, Esk
Refused by Council 21 June 2023

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

- Function Facilities
- Animal Keeping
- Workshops / Vehicle Sales
- Transport Depot
- Vegetation Clearing.

Activities located in Esk, Mount Tarampa, Toogoolawah, Wanora, Coal Creek, Winya, Glamorgan Vale, Clarendon, Fernvale, Royston, Sandy Creek, Villeneuve.

Building Development Approvals

A total of thirty-seven (37) building approvals were issued in the region for December 2023.

Assessment Type: Building Works

Status	November 2022	December 2022	November 2023	December 2023
Accepted Applications	75	46	60	41
Approved - Council	16	5	3	3
Approved - Private Certifier	59	42	48	34

The list of applications approved is provided in Appendix 2.

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

December 2023:
Unapproved or non-compliant building works in Fernvale and Hazeldean.

Unlawful use of a building at Mount Hallen.

Plumbing Compliance Permits and Inspections

A total of twenty-six (26) plumbing and drainage approvals were issued in the region for December 2023.

Assessment Type: Plumbing Approval

Status	November 2022	December 2022	November 2023	December 2023
Approved	42	20	35	26
Info Request	11	4	4	8
Total	**53**	**24**	**39**	**34**
Plumbing Inspections	107	86	110	89

The list of applications approved is provided in Appendix 3.

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

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

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

Environmental Health Services

Food Safety Training

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

A total of 60 users completed the training during the month of December.

Swimming Pool Water Quality Monitoring

Water sampling was conducted at Council's swimming pools located at the Toogoolawah, Kilcoy and Lowood. Samples were submitted to Queensland Health for analysis to check compliance with the *Queensland Health Water Quality Guidelines for Public Aquatic Facilities, 2019.*

Mosquito Monitoring

Officers have commenced planing for the 2023-2024 mosquito surveillance program in conjunction with Queensland Health. The main aim of the annual surveillance program is to establish the level of confidence in:

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

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

An overview of the section activities for the month is contained in Appendix 4.

Pest Management

Invasive Animal Control
The following is a summary of pest animal control activities for the months: November and December 2023

Wild dogs
1080 baits injected:

	November 2023	December 2023
Bryden	42	10
Monsildale	30	-
Kingaham	189	-
Yielo	51	-
Sunday Creek	113	-
Total	**425**	**10**

Dingo scalps presented:

	November 2023	December 2023
Buaraba	2	-
Kilcoy	-	9
Total	**2**	**9**

Feral pigs 1080 baits injected:

	November 2023	December 2023
SEQW- Wivenhoe Dam	-	40kg Grain
Total	**-**	**40kg Grain**

Feral pig scalps presented:

	November 2023	December 2023
Kilcoy	-	150
Biarra	-	30
Buaraba	100	-
Total	**100**	**180**

Rabbits:

- Officers have been working with landholders to control rabbit infestations in the following areas: Esk, Lowood, Coominya, Hazeldean.
- Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset Dam.

Fox:

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

Invasive Plant Control

A summary of invasive plant and other vegetation treatment activities for the month is as follows:

November 2023:

- **Mother of Millions-**Glamorganvale, Lowood, Fernvale, Coominya.
- **Annual Ragweed-** Toogoolawah, Eskdale, Neurum, Fernvale, Moore, Linville, Gregors Creek, Coominya.
- **Fireweed-** Coominya, Lowood, Minden.
- **Giant rats tail grass** –Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Coominya.
- **Groundsel-** Hazeldean.
- **Prickly Pear-** Toogoolawah, Neurum, Winya.
- **Leucaena-** Esk, Somerset Dam.
- **Lantana –** Fernvale, Mount Beppo, Marburg, Fulham, Mount Kilcoy, Bryden.
- **Council managed infrastructure-** Lowood-Minden bikeway.
- **Element 5-** D'Aguilar Highway West, Esk Kilcoy Road, Brisbane Valley Highway, Somerset Wivenhoe Road.
- **Lantana chemically treated** – 9050m^2 / 0.905Ha.
- **Herbicide applied** – 17,305L.

December 2023:

- **Giant rats tail grass** – Harlin, Colinton, Moore, Toogoolawah, Mount Kilcoy, Esk, Coominya, Lowood, Fernvale, Prenzlau, Wivenhoe Pocket.
- **Fireweed**- Moore.
- **Leucaena-** Fernvale, Coominya.
- **Annual Ragweed-** Colinton, Crossdale, Brightview, Neurum, Winya, Villeneuve, Sandy Creek.
- **Groundsel-** Sandy Creek.
- **Prickly Pear-** Fernvale, Murrumba.
- **Lantana-** Jimna, Monsaldale, Fernvale.
- **Council managed infrastructure-** Kilcoy fat cattle yards and Rodeo arena, Lowood-Fernvale Brisban Valley Rail Trail.
- **Element 5-** Esk Kilcoy Road, D'Aguilar Highway East and West, Brisbane Valley Highway.
- **Lantana mechanical control-** 30,000m^2 /3Ha
- **Lantana chemically treated** – 7,600m^2 / 0.76Ha
- **Herbicide applied** – 15,300L.

Lantana Chemical Subsidy Program

The 2023/24 program commenced on the first of August 2023, with Council receiving 68 expressions of interest to participate in the program in the first month.
As a result of the strong response from regional landholders, the first round has closed. A further round of the program may be opened in early 2024 subject to remaining budget allocation.

Compliance under the *Biosecurity Act 2014:*

	November 2023	December 2023
Information notices	-	3
Biosecurity Orders	-	-
Enter and Clear action	-	-

Regulatory Services
An overview of the section activities for the month are contained in Appendix 4.

Natural Resource Management
An overview of the section activities for the month will be reported in the January 2024 report.

Business Recovery Officer

Below is a summary of the Business Recovery Officer's (BRO) activities during the month of December 2023.

General

- Kilcoy Streetscape Revitalisation Project Master Plan formally adopted by Council.
- Attendance at Ruminati Primary Producer Program Information Session.
- Attended training session for Disaster Management Guardian IMS Situation Reporting.

Events

Workshops:

- Building Resilience Through Digital Marketing (Presented by The Training Collective – Yvette Adams).
- Planning continues for educational workshops and forums for 2024 calendar of events.

Business Communications

Proactive engagement with State Government agencies, including:

- o Small Business Friendly Commissioners Office.
- o Department of Youth Justice, Employment, Small Business and Training.

Plus, other peak industry organisations:

- o Queensland Farmers' Federation.
- o AgForce.
- o Healthy Land and Water.
- o University of the Sunshine Coast.

- 23 interactions with small business owners, primary producers and/or tourism operators via town walks or workshops.
- Continued efforts to meet and build relationships with local businesses and primary producers.

Somerset Regional Council Grant Finder – December 2023

Total registrations

7 New registrations

224 Total

Registrations are people that have registered to your portal via the signup form and are still active. Total cumulative registrations are shown above.

Total alerts

1,461 Emails sent

136 People with active alerts

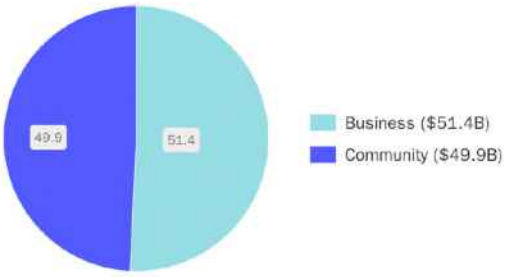
Email alerts sent to people requesting specific profile of grants

Number of grants on your portal

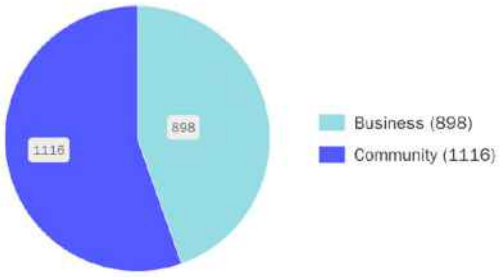
1,401 grants worth $61.4B Somerset Regional Council Staff

Total number of grants available within your portal. The total that one person can see will vary depending on their organisation type and location.

Value by category



Count by category



Many programs are for multiple categories. Programs with multiple categories have been counted in each category. The total of these segments will be more than the total available.

Recommendation

THAT the Department of Planning and Development Monthly Report for December 2023 be received and the contents noted.

Appendix 1

During December 2023 the following Development Applications were received:

Lodgement	Application No	Applicant	Property Address	Description
6 December 2023	DA24461	Collis Rappo	20 Pat Slattery Place, Lowood	BWUPS - Domestic Outbuilding (exceeding two domestic outbuildings and siting variation)
7 December 2023	DA24463	C/- GMA Certification Group	Old Fernvale Road, Vernor	MCU - Dwelling House (affected by overlays)
7 December 2023	DA24464	Baird and Hayes Surveyors and Town Planners	1189 Banks Creek Road, Banks Creek	MCU - Dwelling House (affected by overlays)
7 December 2023	DA24467	C/- Urbn Town Planning	16 Kassulke Court, Hazeldean	MCU - Dwelling House (secondary dwelling)
11 December 2023	DA24471	Project BA	Oakland Park Drive, Hazeldean	MCU - Dwelling House (secondary dwelling)
11 December 2023	DA24473	C/- Ken Drew Town Planning	91 Condamine Drive, Fernvale	BWUPS - Domestic Outbuildings (exceeding two domestic outbuildings and siting variation)
13 December 2023	DA24481	C/- Sargeant Planning	2983 Forest Hill Fernvale Road, Lowood	COMB - MCU - Preliminary Approval for Variation to the Planning Scheme - RAL - Subdivision (two lots into 52 lots)
18 December 2023	DA24490	Oriel Delbridge Sellwood	77 Kerles Road, Minden	MCU - Dwelling House (secondary dwelling)
20 December 2023	DA24514	Clark Town Planning	3405 Esk Kilcoy Road, Hazeldean	RAL - Subdivision (one lot into two lots) and Boundary Realignment (three lots into three lots)
21 December 2023	DA24519	C/- Colliers International Engineering and Design Pty Ltd	Brouff Road, Fernvale	OP Works - Civil Works Associated with Residential Subdivision (Stage 1)
22 December 2023	DA24521	C/- PSA Consulting	Eskdale Road, Toogoolawah	RAL - Subdivision (one lot into nine lots)

Appendix 1A
During December 2023 the following Development Applications were decided:

Decision Date	Application No	Approved/ Refused:	Description	Primary Address
1 December 2023	DA23828	Approved – Delegated Authority	RAL - Boundary Realignment (four lots into two lots)	65, 67 and 69 Taylor Street and 34 McCauley Street, Kilcoy
1 December 2023	DA24291	Approved – Delegated Authority	MCU - Dwelling House (affected by overlays)	11 Stanley Street, Moore
1 December 2023	DA24394	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	334 Larkhill Boundary Road, Lark Hill
1 December 2023	DA24401	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	60 Harpeng Drive, Minden
1 December 2023	DA24402	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	118 Banks Creek Road, Fernvale
1 December 2023	DA24410	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	143 Lockyer View Road, Wivenhoe Pocket
1 December 2023	DA24412	Approved – Delegated Authority	OP Works - Retaining Wall	9 Stallard Close, Woolmar
5 December 2023	DA23310	Approved – Delegated Authority	OP Works - Bulk Earthworks and Civil Components for Stage 1 and Earthworks for Stage 2 of Subdivision	Peregrine Drive, Lowood
15 December 2023	DA24312	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	15 Jacana Place, Winya
15 December 2023	DA24363	Approved – Delegated Authority	MCU - Dwelling House (siting variation)	29 Klibbe Road, Lowood
20 December 2023	DA24196	Approved – Delegated Authority	COMB: BWUPS - Domestic Outbuilding (siting variation) and OP Works - Retaining Wall	190 Banks Creek Road, Fernvale
20 December 2023	DA24302	Approved – Delegated Authority	MCU - Dwelling house (secondary dwelling)	15 Azolla Court, Fernvale
20 December 2023	DA24432	Approved – Delegated Authority	BWUPS - Outbuilding (on vacant land)	Unnamed #8204 Road, Sheep Station Creek
21 December 2023	DA23169	Approved – Council	COMB: MCU - Intensive Animal Industry (Poultry Farm - eight sheds, up to 400,000 birds), ERA - 4(2) Poultry Farm >200,000 birds and RAL - Boundary Realignment (five lots into five lots)	49 Court Avenue and Stone Gully Road, Brightview
21 December 2023	DA23663	Approved – Council	MCU - Garden Centre (and ancillary nursery)	110 Main Street, Lowood

21 December 2023	DA23939	Approved – Council	COMB: RAL - Subdivision (one lot into four lots and one balance lot) and OP Work - Roadwork, Drainage Work, Stormwater and Earthworks	Kerr Street, Kilcoy
21 December 2023	DA24325	Approved – Council	RAL - Subdivision (one lot into three lots)	67 Lakeview Drive, Esk
21 December 2023	DA24378	Approved – Delegated Authority	MCU - Dwelling House (secondary dwelling)	41 Tatham Road, Haigslea
21 December 2023	DA24471	Approved – Delegated Authority	BWUPS - Outbuilding (on vacant land and siting variation)	Oakland Park Drive, Hazeldean
21 December 2023	DA23398	Approved – Council	RAL – Subdivision (two lots into 69 lots, a drainage lot, and two balance lots in two stages) – Minor Change	Hedley Drive and Settlers Rise, Woolmar
22 December 2023	DA24440	Approved – Delegated Authority	BWUPS - Domestic Outbuilding (siting variation)	63 Green Valley Road, Minden
22 December 2023	DA24467	Approved – Delegated Authority	MCU - Dwelling House (secondary dwelling)	16 Kassulke Court, Hazeldean

Appendix 2
Details of the Approved Building Developments for December 2023:

Determined	Application No:	Approved/ Finalised:	Description	Primary Address
1 December 2023	DA24448	Approved - Private Certifier	Four New Open Carports	85 Tawney Street, Lowood
3 December 2023	DA24454	Approved - Private Certifier	New Open Carport Attached to Existing Shed	5 Fay Court, Fernvale
4 December 2023	DA24456	Approved - Private Certifier	New Secondary Dwelling	64 William Street, Kilcoy
5 December 2023	DA24458	Approved - Private Certifier	New Dwelling with attached alfresco	9 Brumby Place, Winya
5 December 2023	DA24459	Approved - Private Certifier	New Shed	41 Walnut Crescent, Lowood
5 December 2023	DA24460	Approved - Private Certifier	New Dwelling	28 Pine Tree Drive, Winya
6 December 2023	DA24462	Approved - Private Certifier	New Dwelling	15 Schroeder Lane, Fernvale
7 December 2023	DA24466	Approved - Private Certifier	New Dwelling	66 Cypress Circuit, Fernvale
7 December 2023	DA24468	Approved - Private Certifier	New Steel Structure	76 Roseborough Road, Patrick Estate
7 December 2023	DA24470	Approved - Private Certifier	Roof replacement on dwelling	965 Cooeeimbardi Road, Cressbrook
7 December 2023	DA24501	Approved - Private Certifier	Two New Patios	48 Shadywood Drive, Fernvale
8 December 2023	DA24479	Approved - Private Certifier	New Dwelling	9 Banks Creek Road, Fernvale
8 December 2023	DA24510	Approved - Private Certifier	New Shed	60 Harpeng Drive, Minden
8 December 2023	DA24511	Approved - Private Certifier	New Shed	118 Banks Creek Road, Fernvale
11 December 2023	DA24477	Approved - Private Certifier	New Dwelling	21 Grevillea Way, Rifle Range
11 December 2023	DA24484	Approved - Private Certifier	Swimming Pool	6 Golf Links Drive, Kilcoy
11 December 2023	DA24493	Approved - Private Certifier	New Shed	14 Mcinnes Street, Lowood
12 December 2023	DA24476	Approved - Private Certifier	New Open Carport	21 Varley Street, Lowood
12 December 2023	DA24483	Approved - Private Certifier	New Dwelling, Shed, Carport and Swimming Pool	6 Prospector Rise, Winya
13 December 2023	DA24480	Approved - Private Certifier	New Dwelling with attached alfresco	37 Cypress Circuit, Fernvale
13 December 2023	DA24522	Approved - Private Certifier	New Shed	18 Windsor Drive, Mount Hallen
14 December 2023	DA24488	Approved - Private Certifier	New Sign	35 Esk Hampton Road, Esk
14 December 2023	DA24496	Approved - Private Certifier	New Swimming Pool	48 Shadywood Drive, Fernvale
15 December 2023	DA24494	Approved - Private Certifier	Existing Carport	5 Kassulke Court, Hazeldean

15 December 2023	DA24505	Fees Not Paid	Alterations and Additions to Existing Dwelling and New Roofed Deck and Carport	267 Lehmanns Road, Coolana
18 December 2023	DA24495	Approved - Private Certifier	New Swimming Pool	47 Mccauleys Lane, Sandy Creek
18 December 2023	DA24498	Fees Not Paid	Replace Roof Cladding on Dwelling	5 Sunnywood Street, Fernvale
19 December 2023	DA24382	Approved - Council	New Shed	167 Steinhardts Road, Marburg
19 December 2023	DA24497	Approved - Private Certifier	Existing Swimming Pool	4769 Brisbane Valley Highway, Glen Esk
19 December 2023	DA24504	Approved - Private Certifier	New Shed	19 Jacana Place, Winya
19 December 2023	DA24509	Approved - Private Certifier	New Dwelling and Shed with Mezzanine Floor and Awning	37 Limosa Road, Lowood
19 December 2023	DA24512	Approved - Private Certifier	New Garage	7 Corella Street, Lowood
19 December 2023	DA24517	Approved - Private Certifier	New Dwelling	29 Klibbe Road, Lowood
20 December 2023	DA24451	Approved - Council	Demolition of Dwelling and Shed	87 Prospect Street, Lowood
20 December 2023	DA24518	Approved - Private Certifier	Removal Dwelling	482 Esk Crows Nest Road, Biarra
21 December 2023	DA23998	Approved - Council	Removal Dwelling	16 Percy Road, Sandy Creek
28 December 2023	DA24524	Approved - Private Certifier	New Shed	3810 Gatton Esk Road, Esk

Building Approvals – December 2023																								
Locality	New Houses				Removal Dwellings				Alterations/Additions				Commercial/Industrial				Sheds/Carports/Pools				Demolitions			
	P Cert		Council		P Cert		Council		P Cert		Council		P Cert		Council		P Cert		Council		P Cert		Council	
	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)	(C)	(P)
Glamorgan Vale Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Minden Town/Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	4	-	-	-	-	-	-
Lowood Town	-	3	-	-	-	-	-	-	-	3	-	-	-	2	-	-	5	11	-	4	-	-	1	2
Fernvale Town	4	36	-	-	-	-	-	-	1	5	-	-	-	-	-	-	3	17	-	4	-	1	-	-
Esk Town	-	2	-	-	-	-	-	-	-	-	-	-	-	2	-	-	1	6	-	2	-	-	-	-
Toogoolawah Town	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	2	-	-	-	-	-	-
Coominya Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Somerset Village	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Kilcoy Town	2	8	-	-	-	-	-	-	-	2	-	-	-	-	-	-	1	14	-	2	-	-	-	-
Harlin Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Villeneuve Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Moore Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Linville Village	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jimna Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wanora / G'vale Area	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	6	1	1	-	-	-	-
Lwd - Minden Corridor	3	11	-	-	-	1	-	-	1	5	-	1	-	1	-	-	-	19	-	3	-	-	-	-
WHPkt / Split'dCk / F'vale	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	7	-	1	-	-	-	-
Rural Esk	-	3	-	-	1	2	-	1	-	-	-	-	-	-	-	-	3	18	-	2	-	-	-	-
Rural Cya /Atk Dam	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1	4	-	-	-	-	-	-
Rural Tgh / Harlin / C'ton	-	2	-	-	-	-	-	1	1	6	-	-	-	-	-	-	-	5	-	3	-	-	-	-
Rural S'Dam / Bryden	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Wool,r / Gregor Ck / H,dean	-	2	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1	10	-	-	-	-	-	-
Rural Villen've / Mt Archer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Mt Kilcoy / Sand Ck /R'ston	2	8	-	-	-	-	1	1	-	5	-	-	-	-	-	-	2	8	-	-	-	-	-	-
Rural Moore / Linville	-	1	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Rural Jimna	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	**11**	**80**	**-**	**-**	**1**	**4**	**1**	**3**	**3**	**30**	**-**	**2**	**-**	**6**	**-**	**-**	**19**	**138**	**1**	**22**	**-**	**1**	**1**	**2**

"C"=Current Month Total "P"=Progressive Total for Financial Yr G:Buildoc/Reports/BuildStat Dec2023		**Private Certifier**	**Council**	**Total**
	Number for Month	34	3	**37**
	Value for the Month	$5,663,184.00	$183,300.00	**$5,846,484.00**
	Progressive YTD No	259	29	**288**
	Progressive YTD Value	$41,529,267.00	$1,197,209.00	**$42,726,476.00**

Appendix 3 - Plumbing

Plumbing and Drainage Approvals December 2023

Application No.	Received Date	Approval Date	Days to Approve	Water	Sew	Sept	HSTP	Ext	P&D
DA24147	16 August 2023	4 December 2023	-	Y	-	-	Y	-	Y
DA24400	13 November 2023	4 December 2023	-	-	Y	-	-	-	D
DA23733 Amended	30 November 2023	7 December 2023	-	Y	-	-	Y	-	Y
DA24424	22 November 2023	7 December 2023	-	Y	Y	-	-	-	Y
DA24136	8 September 2023	7 December 2023	-	Y	-	-	Y	-	Y
DA24450	1 December 2023	7 December 2023	-	Y	Y	-	-	-	Y
DA24437	25 October 2023	7 December 2023	-	Y	-	-	Y	-	Y
DA24429	27 November 2023	7 December 2023	-	Y	-	-	Y	-	Y
DA24391	3 November 2023	8 December 2023	-	Y	-	-	Y	-	Y
DA24439	29 November 2023	8 December 2023	-	Y	-	-	Y	-	Y
DA24442	29 November 2023	8 December 2023	-	Y	-	-	Y	-	Y
DA24313 amended	2 December 2023	8 December 2023	-	Y	Y	-	-	-	Y
DA24449	1 December 2023	8 December 2023	-	Y	Y	-	-	-	Y
DA24168	18 September 2023	8 December 2023	-	Y		-	Y	-	Y
DA24457	5 December 2023	13 December 2023	-	Y	Y	-	-	-	Y
DA23178 Amended	11 December 2023	14 December 2023	-	Y	-	-	Y	-	Y
DA24475	14 November 2023	14 December 2023	-	Y	Y	-	-	-	Y
DA24474	11 December 2023	14 December 2023	-	Y	-	-	Y	-	Y
DA24253	10 October 2023	14 December 2023	-	Y	-	-	Y	-	Y
DA24472	11 December 2023	18 December 2023	-	Y	-	-	Y	-	Y
DA24311	24 October 2023	18 December 2023	-	Y	-	Y	-	-	Y
DA24465	11 December 2023	18 December 2023	-	Y	-	AES	-	-	Y
DA24413	21 November 2023	18 December 2023	-	Y	-	Y	-	-	Y
DA24482	14 December 2023	18 December 2023	-	Y	-	-	Y	-	Y
DA24491	16 December 2023	22 December 2023	-	Y	-	-	Y	-	Y
DA24159	13 September 2023	22 December 2023	-	Y	-	-	Y	-	Y
							Total Number of Approvals:		**26**
							Average Days to Approve:		**-**

Appendix 4 - Environmental Services

Regulatory Services	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
Dog Attack on a Person	1	1	1	3	0	0	-	-	-	-	-	-	5
Dog attack on Another Animal	3	2	0	0	0	0	-	-	-	-	-	-	6
Barking Dogs	13	6	9	5	8	1	-	-	-	-	-	-	42
Animal Issues - Miscellaneous	9	1	5	6	4	4	-	-	-	-	-	-	29
Dogs Wandering at Large	12	13	6	8	20	3	-	-	-	-	-	-	62
Livestock Wandering at Large	16	13	11	18	15	6	-	-	-	-	-	-	79
After Hours Emergency call out Dogs	0	2	0	2	1	2	-	-	-	-	-	-	7
After Hours Emergency call Out Stock	7	4	3	11	17	1	-	-	-	-	-	-	43
Request for Animal Traps	5	14	6	6	3	2	-	-	-	-	-	-	36
Request to Impound Animals	19	21	13	9	11	12	-	-	-	-	-	-	85
Abandoned Motor Vehicle	1	1	3	1	0	4	-	-	-	-	-	-	10
Illegal Camping	3	3	7	4	3	3	-	-	-	-	-	-	23
Visual Pollution	2	0	0	1	1	1	-	-	-	-	-	-	5
Local Law Investigations – other local law issues	5	7	3	5	4	2	-	-	-	-	-	-	26
Overgrown Allotments	6	10	15	13	5	7	-	-	-	-	-	-	56
Restricted activity – Selling Vehicles	0	0	0	0	0	0	-	-	-	-	-	-	0
Unlawful Materials on Footpath	0	0	0	0	2	0	-	-	-	-	-	-	2
Total Regulatory Services CSR's	**102**	**98**	**82**	**92**	**94**	**48**	-	-	-	-	-	-	**516**

Pest Management	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
Pest Plants - Council Land	2	3	0	0	1	2	-	-	-	-	-	-	**8**
Pest Plants - Private Land	7	12	5	1	5	4	-	-	-	-	-	-	**34**
Pest Plants - Road Reserves	0	1	2	0	0	0	-	-	-	-	-	-	**3**
Pest Animals - General Enquires	5	11	14	15	9	3	-	-	-	-	-	-	**57**
Total Pest Management CSR's	**14**	**27**	**21**	**16**	**15**	**9**	-	-	-	-	-	-	**102**

Environmental Health	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
General Environmental Complaints	2	1	4	0	2	0	-	-	-	-	-	-	9
Food Premises Complaints	1	1	1	0	2	1	-	-	-	-	-	-	6
Miscellaneous Health Issues	1	0	1	2	0	1	-	-	-	-	-	-	5
Mosquito Complaints	0	0	0	0	0	0	-	-	-	-	-	-	0
Environmental Issues - Dust Nuisance	0	0	1	1	0	0	-	-	-	-	-	-	2
Environmental Issues - Light Nuisance	0	0	0	0	0	0	-	-	-	-	-	-	0
Environmental Issues - Noise Nuisance	2	1	2	2	0	0	-	-	-	-	-	-	7
Environmental Issues - Odour Nuisance	0	0	3	1	1	0	-	-	-	-	-	-	5
Environmental Issues - Smoke Nuisance	0	0	3	2	1	0	-	-	-	-	-	-	6
Environmental Issues - Water Pollution	1	1	0	1	0	0	-	-	-	-	-	-	3
Local Laws - Illegal Vending	0	0	0	0	0	0	-	-	-	-	-	-	0
Local Laws - Obstruction of Footpath by a Business	0	0	0	0	0	0	-	-	-	-	-	-	0
Litter and Illegal Dumping of Rubbish less than 200 litres	1	0	0	3	2	4	-	-	-	-	-	-	10
Illegal Dumping - over 200L	7	5	3	2	3	2	-	-	-	-	-	-	22
Illegal Dumping - Asbestos	3	1	0	0	0	0	-	-	-	-	-	-	4
Illegal Dumping – one of items – non-investigation	6	5	7	3	4	0	-	-	-	-	-	-	25
Illegal Dumping - Tyres	3	3	1	1	2	0	-	-	-	-	-	-	10
Total Environmental Health CSR's	**27**	**18**	**26**	**18**	**17**	**8**	-	-	-	-	-	-	**114**

Total all Environmental Services CSR's	**143**	**139**	**114**	**126**	**126**	**65**	-	-	-	-	-	-	**732**

Dog Registration	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
Dogs Registered		3496	4214	4300	4386	4429	-	-	-	-	-	-	**4429**
Unpaid Notices		2074	1325	1240	1142	1100	-	-	-	-	-	-	**1100**
Infringement Notice Issued	3	1	9	1	6	2	-	-	-	-	-	-	**22**

Animal Pound Operations	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
Dogs	10	11	7	6	11	8	-	-	-	-	-	-	**53**
Cats	10	14	8	5	11	4	-	-	-	-	-	-	**52**
Stock	28	0	0	2	16	1	-	-	-	-	-	-	**47**

Inspections and Approvals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	23-24
Food Business Inspections	6	8	8	5	6	5	-	-	-	-	-	-	**38**
Food Business Re-inspections	1	0	1	0	0	0	-	-	-	-	-	-	**2**
Kennel Inspections	0	0	0	0	0	0	-	-	-	-	-	-	**0**
Poultry Farm Inspections	0	0	0	0	0	6	-	-	-	-	-	-	**6**
Local Law - Prescribed Activity Approvals	6	1	5	3	8	4	-	-	-	-	-	-	**28**

FINANCE
SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	17 January 2024
Subject:	Audit committee independent member
File Ref:	Audit committee
Action Officer:	DFIN

Background/Summary

Council's Audit Committee Policy provides as follows:
"The members of the audit committee are the Mayor, Deputy Mayor and one independent member. The independent member must be either a Chartered Accountant or a Certified Practicing Accountant who works in public accounting and who is not an employee of Council. The independent member in attendance shall act as Chair."

Section 210 of the Local Government Regulation 2012 says:
(1) The audit committee of a local government must—
(a) consist of at least 3 and no more than 6 members; and
(b) include—
(i) 1, but no more than 2, councillors appointed by the local government; and
(ii) at least 1 member who has significant experience and skills in financial matters.

Council resolved as follows on 28 November 2018:
"THAT Eamon John Lynch and in his absence Allen Paul Whitehouse of Whitehouse Audit Pty Ltd be appointed as independent audit committee member for a five year term."

Mr Allen Whitehouse recently passed away and Mr Lynch has commenced business as Lynch Audit.

It is considered likely that legislation relating to Council audit committees will change during 2024 including in relation to newly announced Council remuneration categories.

A two-year extension is sought for the independent chair arrangements pending these potential changes.

Attachments

Nil

Recommendation

THAT Eamon John Lynch of Lynch Audit be appointed as independent audit committee chairperson for a two-year term.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Ian Boycon, Senior Procurement Officer
Director:	Geoffrey Smith, Director Finance
Date:	16 January 2024
Subject:	Tender 1341 – supply and delivery of two quad axle plant trailers
File Ref:	Corporate management\tendering\tenders
Action Officer:	Ian Boycon, Senior Procurement Officer

Background/Summary

Tenders were called for two quad axle plant trailers and the following submissions were received:

- FWR Pty Ltd
- Midland Pty Ltd
- Shephard Transport Equipment
- Peak Engineering Pty Ltd
- Aqnp Enc Pty Ltd

The lowest cost offer is from FWR Pty Ltd and the trailers offered fit the required specification and budget (after sale of trailers to be replaced).

Attachments

Confidential Tender analysis including Commercial in Confidence pricing.

Recommendation

THAT Council purchase two quad axle plant trailers from FWR Pty Ltd.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Jessie Gault, Cadet Finance Officer
Director:	Geoffrey Smith, Director Finance
Date:	15 January 2024
Subject:	First Budget Review 2023-24
File Ref:	Budget
Action Officer:	DFIN

Background/Summary

Council makes several assumptions when adopting its budget and these need to be updated periodically based on changes in actual results. The budget review included a review of major variations that have occurred since the budget was adopted in June 2023, including carry forward capital works. The Long-Term Financial Forecast must also be updated where Council amends its budget.

The changes include adjustments to operating income and expenditure as well as capital income and expenditure.

The updated Long-Term Financial Forecast incorporates the recommended budget changes.

A review of actual financial performance has been conducted in comparison to the current budget. The review focused on major changes that are currently known including unexpected costs, carry forward of capital projects and additional grant funding not yet recognised.

Management has identified capital works as at 30 June 2023 that will be completed in the 2023-24 financial year. These carry forward works will require an increase to the capital budget. Sufficient cash is available to cover these works from unspent budget because of works not finalised during the 2022-23 year.

In addition, newly funded or part funded works such as Muckerts Lane and McCulkins Lane construction and Scrub Creek bridge reconstruction are included in the draft budget.

Other changes include the Lukritz to Litzow section of Lowood-Minden Road. Please see the attachment, List of Changes in Revised Budget, outlining every change proposed.

Attachments

- Appendix A – Original Budget - Long-Term Financial Forecast (13 pages)
- Appendix B - Revised Budget - Long-Term Financial Forecast (14 pages)
- List of Changes in Revised Budget (2 pages)

Recommendation

THAT Council adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the Revised Budget Appendix B attachment and that Council reconfirm the FY2024 revenue statement and revenue policy.

Somerset Regional Council
Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	54,868,075	-	-	-	-	54,868,075	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,091,648	-	-	3,091,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
TOTAL FUNDS IN	108,942,665	885,518	-	37,685,176	150,000	64,341,338	1,517,915	4,362,718
FUNDS OUT								
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Labour, plant and materials	123,556,868	8,036,894	1,630,190	2,193,791	2,867,952	96,933,705	5,383,118	6,511,218
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	125,142,368	7,895,771	1,630,190	2,193,791	2,867,952	98,317,110	5,383,118	6,854,436
NET FUNDS MOVEMENT	(16,199,703)	(7,010,253)	(1,630,190)	35,491,385	(2,717,952)	(33,975,772)	(3,865,203)	(2,491,718)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(16,199,703)	-	-	(27,840,022)	-	11,396,789	-	243,530
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,010,253)	(1,630,190)	63,331,407	(2,717,952)	(45,372,561)	(3,865,203)	(2,735,248)

Somerset Regional Council
Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	54,868,075	-	-	-	-	54,868,075	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,091,648	-	-	3,091,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
Less capital items	(54,868,075)	-	-	-	-	(54,868,075)	-	-
TOTAL OPERATING REVENUE	54,074,590	885,518	-	37,685,176	150,000	9,473,263	1,517,915	4,362,718
OPERATING EXPENDITURE								
Labour, plant and materials	123,556,868	8,036,894	1,630,190	2,193,791	2,867,952	96,933,705	5,383,118	6,511,218
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Less used for capital purposes	(79,723,257)	-	-	-	-	(77,462,257)	-	(2,261,000)
TOTAL OPERATING EXPENDITURE	57,059,430	7,895,771	1,630,190	2,193,791	2,867,952	32,251,642	5,383,118	4,836,966
NET RESULT OR NET OPERATING POSITION	(2,984,840)	(7,010,253)	(1,630,190)	35,491,385	(2,717,952)	(22,778,379)	(3,865,203)	(474,248)

Dissection of capital expenditure	
New assets including upgrading, extending and improving assets and infrastructure	38,735,845
Replacement or renewals of assets	40,987,412
Total capital expenditure	79,723,257
Plant purchases	1,478,500
Capital works program (exc large repairs etc)	48,244,757
Natural Disaster Restoration	30,000,000
	79,723,257
Budget Appendix C - recurrent expenditure	2,403,000
Budget Appendix C - capital expenditure	48,244,757
Budget Appendix C - total	50,647,757

Somerset Regional Council
Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	(16,199,703)	-	-	(16,199,703)	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Depreciation funding adjustment	(11,640,319)	-	-	(11,640,319)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	(16,199,703)	-	-	(27,840,022)	-	11,396,789	-	243,530

Somerset Regional Council
Budget - adoption level
Year Ending 30 June 2024

Balance sheet or statement of financial position	30-Jun-24	30-Jun-23
Assets		
Operating and trust cash to account	36,521,283	52,720,986
Rate debtors	2,151,000	2,151,000
Other receivables	6,552,000	6,552,000
Store inventories/ gravel stockpiles	525,000	525,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	30,221,000	30,221,000
Property, plant, equipment, work in progress, land	479,286,986	411,204,048
Total assets	609,061,269	557,178,034
Liabilities		
Trade creditors, accruals and other current liabilities	32,461,000	32,461,000
Total liabilities	32,461,000	32,461,000
Net community assets	576,600,269	524,717,034
Community equity	576,600,269	524,717,034

Somerset Regional Council
Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	11,637,836	-	-	-	-	11,637,836	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	3,192,259	-	-	3,192,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
TOTAL FUNDS IN	66,837,340	907,581	-	38,723,372	153,750	21,024,988	1,555,863	4,471,786
FUNDS OUT								
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Labour, plant and materials	65,270,765	7,983,536	1,670,947	2,248,638	2,938,542	41,044,786	5,130,333	4,253,983
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Plant purchases	1,456,900	-	-	-	-	1,456,900	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	66,837,340	7,838,885	1,670,947	2,248,638	2,938,542	42,404,214	5,130,333	4,605,781
NET FUNDS MOVEMENT	-	(6,931,304)	(1,670,947)	36,474,734	(2,784,792)	(21,379,226)	(3,574,470)	(133,995)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(6,931,304)	(1,670,947)	48,445,501	(2,784,792)	(33,100,375)	(3,574,470)	(383,613)

Somerset Regional Council
Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	11,637,836	-	-	-	-	11,637,836	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	3,192,259	-	-	3,192,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
Less capital items	(11,637,836)	-	-	-	-	(11,637,836)	-	-
TOTAL OPERATING REVENUE	55,199,504	907,581	-	38,723,372	153,750	9,387,152	1,555,863	4,471,786
OPERATING EXPENDITURE								
Labour, plant and materials	65,270,765	7,983,536	1,670,947	2,248,638	2,938,542	41,044,786	5,130,333	4,253,983
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Plant purchases	1,456,900	-	-	-	-	1,456,900	-	-
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Less used for capital purposes	(23,382,130)	-	-	-	-	(23,382,130)	-	-
TOTAL OPERATING EXPENDITURE	55,425,977	7,838,885	1,670,947	2,248,638	2,938,542	30,743,233	5,130,333	4,855,399
NET RESULT OR NET OPERATING POSITION	(226,473)	(6,931,304)	(1,670,947)	36,474,734	(2,784,792)	(21,356,081)	(3,574,470)	(383,613)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	2,877,522							
Replacement or renewals of assets	20,504,608							
Total capital expenditure	23,382,130							

Somerset Regional Council
Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Depreciation funding adjustment	(11,970,767)	-	-	(11,970,767)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618

Somerset Regional Council
Budget - adoption level - second year forecast
Year Ending 30 June 2025

Balance sheet or statement of financial position	30-Jun-25	30-Jun-24
Assets		
Operating and trust cash to account	36,521,283	36,521,283
Rate debtors	2,202,213	2,151,000
Other receivables	6,707,997	6,552,000
Store inventories/ gravel stockpiles	537,500	525,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	30,940,533	30,221,000
Property, plant, equipment, work in progress, land	490,698,349	479,286,986
Total assets	621,411,875	609,061,269
Liabilities		
Trade creditors, accruals and other current liabilities	33,400,243	32,461,000
Total liabilities	33,400,243	32,461,000
Net community assets	588,011,632	576,600,269
Community equity	588,011,632	576,600,269

Somerset Regional Council
Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	1,654,087	-	-	-	-	1,654,087	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	3,296,949	-	-	3,296,949	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
TOTAL FUNDS IN	58,316,414	914,015	-	39,791,086	157,594	11,275,378	1,594,760	4,583,581
FUNDS OUT								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	57,030,697	8,182,165	1,712,724	2,304,857	3,010,892	32,235,943	5,223,782	4,360,334
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Plant purchases	1,173,300	-	-	-	-	1,173,300	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	58,316,414	8,033,898	1,712,724	2,304,857	3,010,892	33,309,334	5,223,782	4,720,927
NET FUNDS MOVEMENT	-	(7,119,883)	(1,712,724)	37,486,229	(2,853,298)	(22,033,956)	(3,629,022)	(137,346)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,119,883)	(1,712,724)	49,796,906	(2,853,298)	(34,088,775)	(3,629,022)	(393,204)

Somerset Regional Council
Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	1,654,087	-	-	-	-	1,654,087	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	3,296,949	-	-	3,296,949	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
Less capital items	(1,654,087)	-	-	-	-	(1,654,087)	-	-
TOTAL OPERATING REVENUE	56,662,327	914,015	-	39,791,086	157,594	9,621,291	1,594,760	4,583,581
OPERATING EXPENDITURE								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	57,030,697	8,182,165	1,712,724	2,304,857	3,010,892	32,235,943	5,223,782	4,360,334
Plant purchases	1,173,300	-	-	-	-	1,173,300	-	-
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Less used for capital purposes	(13,801,561)	-	-	-	-	(13,801,561)	-	-
TOTAL OPERATING EXPENDITURE	56,825,530	8,033,898	1,712,724	2,304,857	3,010,892	31,562,592	5,223,782	4,976,785
NET RESULT OR NET OPERATING POSITION	(163,203)	(7,119,883)	(1,712,724)	37,486,229	(2,853,298)	(21,941,301)	(3,629,022)	(393,204)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	8,547,822							
Replacement or renewals of assets	5,253,739							
Total capital expenditure	13,801,561							

Somerset Regional Council
Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Depreciation funding adjustment	(12,310,677)	-	-	(12,310,677)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858

Somerset Regional Council
Budget - adoption level - third year forecast
Year Ending 30 June 2026

Balance sheet or statement of financial position	30-Jun-26	30-Jun-25
Assets		
Operating and trust cash to account	36,521,283	36,521,283
Rate debtors	2,208,904	2,202,213
Other receivables	6,728,378	6,707,997
Store inventories/ gravel stockpiles	539,133	537,500
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	31,034,539	30,940,533
Property, plant, equipment, work in progress, land	492,189,233	490,698,349
Total assets	623,025,470	621,411,875
Liabilities		
Trade creditors, accruals and other current liabilities	33,522,954	33,400,243
Total liabilities	33,522,954	33,400,243
Net community assets	589,502,516	588,011,632
Community equity	589,502,516	588,011,632

Somerset Regional Council
DRAFT - Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF CASH FLOW											
FUNDS IN											
Capital grants and subsidies	54,868,075	11,637,836	1,654,087	1,670,744	1,687,818	1,705,319	1,723,257	1,741,644	1,760,490	1,779,807	1,799,607
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,091,648	3,192,259	3,296,949	3,405,896	3,519,290	3,637,327	3,760,214	3,888,167	4,021,411	4,160,182	4,304,728
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
TOTAL FUNDS IN	108,942,665	66,837,340	58,316,414	59,852,344	61,430,513	63,052,128	64,718,421	66,430,677	68,190,207	69,998,358	71,856,536
FUNDS OUT											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	123,556,868	65,270,765	57,030,697	58,524,417	60,094,605	61,567,767	63,781,333	65,513,787	66,612,337	68,836,229	70,125,466
Plant purchases	1,478,500	1,456,900	1,173,300	1,212,700	1,217,800	1,363,300	813,000	789,700	1,447,500	1,028,500	1,594,100
Loan redemption	-	-	-	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	125,142,368	66,837,340	58,316,414	59,852,344	61,430,513	63,052,128	64,718,421	66,430,677	68,190,207	69,998,358	71,856,536
NET FUNDS MOVEMENT	(16,199,703)	-	-	-	-	-	-	-	-	-	-
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(16,199,703)	-	-	-	-	-	-	-	-	-	-
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	-	-	-	-	-	-	-	-	-	-
Non-cash cost											
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057

Somerset Regional Council
DRAFT - Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF INCOME AND EXPENDITURE											
INCOME											
Capital grants and subsidies	54,868,075	11,637,836	1,654,087	1,670,744	1,687,818	1,705,319	1,723,257	1,741,644	1,760,490	1,779,807	1,799,607
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,091,648	3,192,259	3,296,949	3,405,896	3,519,290	3,637,327	3,760,214	3,888,167	4,021,411	4,160,182	4,304,728
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
Less capital items	(54,868,075)	(11,637,836)	(1,654,087)	(1,670,744)	(1,687,818)	(1,705,319)	(1,723,257)	(1,741,644)	(1,760,490)	(1,779,807)	(1,799,607)
TOTAL INCOME	54,074,590	55,199,504	56,662,327	58,181,600	59,742,695	61,346,809	62,995,164	64,689,033	66,429,717	68,218,551	70,056,929
EXPENDITURE											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	123,556,868	65,270,765	57,030,697	58,524,417	60,094,605	61,567,767	63,781,333	65,513,787	66,612,337	68,836,229	70,125,466
Plant purchases	1,478,500	1,456,900	1,173,300	1,212,700	1,217,800	1,363,300	813,000	789,700	1,447,500	1,028,500	1,594,100
Loan redemption	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL EXPENDITURE BEFORE DEPRECIATION BUT AFTER CAPITAL EXPENDITURE	125,142,368	66,837,340	58,316,414	59,852,344	61,430,513	63,052,128	64,718,421	66,430,677	68,190,207	69,998,358	71,856,536
Add depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Less used for capital purposes	(79,723,257)	(23,382,130)	(13,801,561)	(14,233,744)	(14,671,526)	(15,119,452)	(15,655,685)	(16,132,851)	(16,625,454)	(17,134,490)	(17,660,570)
TOTAL OPERATING EXPENDITURE	57,059,430	55,425,977	56,825,530	58,278,922	59,778,970	61,322,624	62,833,251	64,459,815	66,129,440	67,842,800	69,601,023
NET RESULT / OPERATING SURPLUS OR (DEFICIT)	(2,984,840)	(226,473)	(163,203)	(97,322)	(36,275)	24,185	161,913	229,218	300,277	375,751	455,906

Somerset Regional Council
DRAFT - Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
LONG TERM ASSET MANAGEMENT PLAN											
Program of capital expenditure that will provide for the sustainable management of assets and infrastructure while also improving assets and infrastructure											
Replacement or renewals of assets	40,987,412	20,504,608	5,253,739	5,695,049	6,472,035	7,661,795	8,337,672	4,688,521	7,701,404	7,660,387	6,099,979
New assets including upgrading, extending and improving assets and infrastructure	38,735,845	2,877,522	8,547,822	8,538,695	8,199,491	7,457,657	7,318,013	11,444,330	8,924,050	9,474,103	11,560,591
Total capital expenditure	79,723,257	23,382,130	13,801,561	14,233,744	14,671,526	15,119,452	15,655,685	16,132,851	16,625,454	17,134,490	17,660,570
STATEMENT OF CHANGES IN EQUITY											
Accumulated (Surplus)/ Deficit	(16,199,703)	-	-	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-	-	-	-
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Depreciation funding adjustment	(11,640,319)	(11,970,767)	(12,310,677)	(12,660,322)	(13,019,983)	(13,389,948)	(13,770,515)	(14,161,989)	(14,564,687)	(14,978,932)	(15,405,057)
TOTAL RESERVES AND EQUITY MOVEMENTS	(16,199,703)	-	-	-	-	-	-	-	-	-	-
BALANCE SHEET OR STATEMENT OF FINANCIAL POSITION											
Assets											
Operating and trust cash to account	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283	36,521,283
Rate debtors	2,151,000	2,202,213	2,208,904	2,215,965	2,223,377	2,231,139	2,239,599	2,248,444	2,257,693	2,267,367	2,277,490
Other receivables	6,552,000	6,707,997	6,728,378	6,749,887	6,772,464	6,796,107	6,821,878	6,848,820	6,876,991	6,906,458	6,937,292
Store inventories/ gravel stockpiles	525,000	537,500	539,133	540,856	542,665	544,559	546,624	548,783	551,040	553,401	555,872
Urban Utilities balances	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000
Equity in Urban Utilities	30,221,000	30,940,533	31,034,539	31,133,750	31,237,887	31,346,939	31,465,807	31,590,078	31,720,018	31,855,935	31,998,154
Property, plant, equipment, work in progress, land	479,286,986	490,698,349	492,189,233	493,762,655	495,414,198	497,143,702	499,028,872	500,999,734	503,060,501	505,216,059	507,471,572
Total assets	609,061,269	621,411,875	623,025,470	624,728,396	626,515,874	628,387,729	630,428,063	632,561,142	634,791,526	637,124,503	639,565,663
Liabilities											
Trade creditors, accruals and other current liabilities	32,461,000	33,400,243	33,522,954	33,652,458	33,788,393	33,930,744	34,085,908	34,248,125	34,417,742	34,595,161	34,780,808
Total liabilities	32,461,000	33,400,243	33,522,954	33,652,458	33,788,393	33,930,744	34,085,908	34,248,125	34,417,742	34,595,161	34,780,808
Net community assets	576,600,269	588,011,632	589,502,516	591,075,938	592,727,481	594,456,985	596,342,155	598,313,017	600,373,784	602,529,342	604,784,855
Community equity	576,600,269	588,011,632	589,502,516	591,075,938	592,727,481	594,456,985	596,342,155	598,313,017	600,373,784	602,529,342	604,784,855
ANALYSIS OF PROPERTY, PLANT, EQUIPMENT, WORK IN PROGRESS, LAND											
Gross current replacement cost	695,380,305	698,257,827	706,805,649	715,344,344	723,543,835	731,001,492	738,319,505	749,763,835	758,687,885	768,161,988	779,722,579
Accumulated depreciation	(216,093,319)	(207,559,478)	(214,616,416)	(221,581,689)	(228,129,637)	(233,857,790)	(239,290,633)	(248,764,101)	(255,627,384)	(262,945,929)	(272,251,007)
Property, plant, equipment, work in progress, land - WDV	479,286,986	490,698,349	492,189,233	493,762,655	495,414,198	497,143,702	499,028,872	500,999,734	503,060,501	505,216,059	507,471,572
Opening accumulated depreciation	(204,453,000)										

Somerset Regional Council
DRAFT - Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Current year and long term financial sustainability statement											
LOCAL GOVERNMENT REGULATION 2012 RATIOS/ financial sustainability measures											
Asset sustainability ratio - capital expenditure on the replacement of assets (renewals) divided by depreciation expense - target >90%	352%	171%	43%	45%	50%	57%	61%	33%	53%	51%	40%
Net financial liabilities ratio - total liabilities less current assets divided by total operating revenue - target <+60%	(25%)	(23%)	(22%)	(21%)	(21%)	(20%)	(19%)	(18%)	(18%)	(17%)	(16%)
Operating surplus ratio - net operating surplus divided by total operating revenue - target >0%	-6%	0%	0%	0%	0%	0%	0%	0%	0%	1%	1%
Council controlled revenue ratio - (net rates, levies and charges plus fees and charges) divided by total operating revenue	61%	61%	61%	61%	61%	61%	61%	61%	61%	61%	61%
Operating cash ratio - (operating result plus depreciation plus finance costs) divided by total operating revenue - target >0%	16%	21%	22%	22%	22%	22%	22%	22%	23%	23%	23%
Unrestricted cash expense cover ratio - (total cash and equivalents plus current investments) divided by (total operating expenditure less depreciation less finance costs) - target >4	10	10	10	10	9	9	9	9	9	8	8
Asset consumption ratio - written down replacement cost of depreciable infrastructure assets divided by current replacement cost of depreciable infrastructure assets - target >60%	69%	70%	70%	69%	68%	68%	68%	67%	66%	66%	65%
Percentage change in total gross rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	8.5%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%
Percentage change in total nett rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	8.5%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	67,220,122	-	-	62,247	-	67,157,875	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,891,648	-	-	3,891,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
TOTAL FUNDS IN	122,094,712	885,518	-	38,547,423	150,000	76,631,138	1,517,915	4,362,718
FUNDS OUT								
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Labour, plant and materials	149,840,993	8,097,394	1,630,190	2,193,791	2,913,324	123,111,958	5,383,118	6,511,218
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	151,426,493	7,956,271	1,630,190	2,193,791	2,913,324	124,495,363	5,383,118	6,854,436
NET FUNDS MOVEMENT	(29,331,782)	(7,070,753)	(1,630,190)	36,353,632	(2,763,324)	(47,864,225)	(3,865,203)	(2,491,718)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	(40,972,101)	-	11,396,789	-	243,530
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,070,753)	(1,630,190)	77,325,732	(2,763,324)	(59,261,014)	(3,865,203)	(2,735,248)

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	67,220,122	-	-	62,247	-	67,157,875	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,891,648	-	-	3,891,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
Less capital items	(67,220,122)	-	-	(62,247)	-	(67,157,875)	-	-
TOTAL OPERATING REVENUE	54,874,590	885,518	-	38,485,176	150,000	9,473,263	1,517,915	4,362,718
OPERATING EXPENDITURE								
Labour, plant and materials	149,840,993	8,097,394	1,630,190	2,193,791	2,913,324	123,111,958	5,383,118	6,511,218
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Less used for capital purposes	(105,759,510)	-	-	-	-	(103,498,510)	-	(2,261,000)
TOTAL OPERATING EXPENDITURE	57,307,302	7,956,271	1,630,190	2,193,791	2,913,324	32,393,642	5,383,118	4,836,966
NET RESULT OR NET OPERATING POSITION	(2,432,712)	(7,070,753)	(1,630,190)	36,291,385	(2,763,324)	(22,920,379)	(3,865,203)	(474,248)

Dissection of capital expenditure	
New assets including upgrading, extending and improving assets and infrastructure	64,772,098
Replacement or renewals of assets	40,987,412
Total capital expenditure	105,759,510
Plant purchases	1,478,500
Capital works program (exc large repairs etc)	48,244,757
Natural Disaster Restoration	30,000,000
	79,723,257
Budget Appendix C - recurrent expenditure	2,403,000
Budget Appendix C - capital expenditure	48,244,757
Budget Appendix C - total	50,647,757

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	(29,331,782)	-	-	(29,331,782)	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Depreciation funding adjustment	(11,640,319)	-	-	(11,640,319)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	(40,972,101)	-	11,396,789	-	243,530

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

Balance sheet or statement of financial position	30-Jun-24	30-Jun-23
Assets		
Operating and trust cash to account	29,053,219	58,385,000
Rate debtors	2,360,000	2,360,000
Other receivables	3,777,000	3,777,000
Store inventories/ gravel stockpiles	746,000	746,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	30,726,000	30,726,000
Property, plant, equipment, work in progress, land	547,837,191	453,718,000
Total assets	668,303,410	603,516,000
Liabilities		
Trade creditors, accruals and other current liabilities	39,454,000	39,454,000
Total liabilities	39,454,000	39,454,000
Net community assets	628,849,410	564,062,000
Community equity	628,849,410	564,062,000

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	16,490,353	-	-	-	-	16,490,353	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	4,016,259	-	-	4,016,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
TOTAL FUNDS IN	72,513,857	907,581	-	39,547,372	153,750	25,877,505	1,555,863	4,471,786
FUNDS OUT								
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Labour, plant and materials	71,398,331	8,045,548	1,670,947	2,248,638	2,985,048	47,063,834	5,130,333	4,253,983
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Plant purchases	1,005,851	-	-	-	-	1,005,851	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	72,513,857	7,900,897	1,670,947	2,248,638	2,985,048	47,972,213	5,130,333	4,605,781
NET FUNDS MOVEMENT	-	(6,993,316)	(1,670,947)	37,298,734	(2,831,298)	(22,094,708)	(3,574,470)	(133,995)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(6,993,316)	(1,670,947)	49,269,501	(2,831,298)	(33,815,857)	(3,574,470)	(383,613)

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	16,490,353	-	-	-	-	16,490,353	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	4,016,259	-	-	4,016,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
Less capital items	(16,490,353)	-	-	-	-	(16,490,353)	-	-
TOTAL OPERATING REVENUE	56,023,504	907,581	-	39,547,372	153,750	9,387,152	1,555,863	4,471,786
OPERATING EXPENDITURE								
Labour, plant and materials	71,398,331	8,045,548	1,670,947	2,248,638	2,985,048	47,063,834	5,130,333	4,253,983
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Plant purchases	1,005,851	-	-	-	-	1,005,851	-	-
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Less used for capital purposes	(28,950,129)	-	-	-	-	(28,950,129)	-	-
TOTAL OPERATING EXPENDITURE	55,534,495	7,900,897	1,670,947	2,248,638	2,985,048	30,743,233	5,130,333	4,855,399
NET RESULT OR NET OPERATING POSITION	489,009	(6,993,316)	(1,670,947)	37,298,734	(2,831,298)	(21,356,081)	(3,574,470)	(383,613)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	11,976,016							
Replacement or renewals of assets	16,974,113							
Total capital expenditure	28,950,129							

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Depreciation funding adjustment	(11,970,767)	-	-	(11,970,767)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

Balance sheet or statement of financial position	#REF!	#REF!
Assets		
Operating and trust cash to account	29,053,219	29,053,219
Rate debtors	2,433,145	2,360,000
Other receivables	3,894,062	3,777,000
Store inventories/ gravel stockpiles	769,121	746,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	31,678,305	30,726,000
Property, plant, equipment, work in progress, land	564,816,553	547,837,191
Total assets	686,448,405	668,303,410
Liabilities		
Trade creditors, accruals and other current liabilities	40,619,633	39,454,000
Total liabilities	40,619,633	39,454,000
Net community assets	645,828,772	628,849,410
Community equity	645,828,772	628,849,410

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	6,627,917	-	-	-	-	6,627,917	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	4,145,669	-	-	4,145,669	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
TOTAL FUNDS IN	64,138,964	914,015	-	40,639,806	157,594	16,249,208	1,594,760	4,583,581
FUNDS OUT								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	61,788,077	8,245,728	1,712,724	2,304,857	3,058,561	36,882,091	5,223,782	4,360,334
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Plant purchases	2,238,470	-	-	-	-	2,238,470	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	64,138,964	8,097,461	1,712,724	2,304,857	3,058,561	39,020,652	5,223,782	4,720,927
NET FUNDS MOVEMENT	0	(7,183,446)	(1,712,724)	38,334,949	(2,900,967)	(22,771,444)	(3,629,022)	(137,346)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,183,446)	(1,712,724)	50,645,626	(2,900,967)	(34,826,263)	(3,629,022)	(393,204)

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	6,627,917	-	-	-	-	6,627,917	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	4,145,669	-	-	4,145,669	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
Less capital items	(6,627,917)	-	-	-	-	(6,627,917)	-	-
TOTAL OPERATING REVENUE	57,511,047	914,015	-	40,639,806	157,594	9,621,291	1,594,760	4,583,581
OPERATING EXPENDITURE								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	61,788,077	8,245,728	1,712,724	2,304,857	3,058,561	36,882,091	5,223,782	4,360,334
Plant purchases	2,238,470	-	-	-	-	2,238,470	-	-
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Less used for capital purposes	(19,512,879)	-	-	-	-	(19,512,879)	-	-
TOTAL OPERATING EXPENDITURE	56,936,762	8,097,461	1,712,724	2,304,857	3,058,561	31,562,592	5,223,782	4,976,785
NET RESULT OR NET OPERATING POSITION	574,285	(7,183,446)	(1,712,724)	38,334,949	(2,900,967)	(21,941,301)	(3,629,022)	(393,204)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	13,673,057							
Replacement or renewals of assets	5,839,822							
Total capital expenditure	19,512,879							

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Depreciation funding adjustment	(12,310,677)	-	-	(12,310,677)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

Balance sheet or statement of financial position	#REF!	#REF!
Assets		
Operating and trust cash to account	29,053,219	29,053,219
Rate debtors	2,464,171	2,433,145
Other receivables	3,943,717	3,894,062
Store inventories/ gravel stockpiles	778,928	769,121
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	32,082,248	31,678,305
Property, plant, equipment, work in progress, land	572,018,755	564,816,553
Total assets	694,145,037	686,448,405
Liabilities		
Trade creditors, accruals and other current liabilities	41,114,064	40,619,633
Total liabilities	41,114,064	40,619,633
Net community assets	653,030,973	645,828,772
Community equity	653,030,973	645,828,772

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF CASH FLOW											
FUNDS IN											
Capital grants and subsidies	67,220,122	16,490,353	6,627,917	6,768,920	6,913,448	7,061,590	7,213,435	7,369,076	7,528,608	7,692,128	7,859,736
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,891,648	4,016,259	4,145,669	4,280,078	4,419,698	4,564,748	4,715,457	4,872,067	5,034,828	5,204,001	5,379,861
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
TOTAL FUNDS IN	122,094,712	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
FUNDS OUT											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	149,840,993	71,398,331	61,788,077	62,739,024	65,631,397	67,371,432	69,076,832	71,440,582	73,281,090	76,796,523	78,854,828
Plant purchases	1,478,500	1,005,851	2,238,470	2,970,450	1,807,047	1,843,327	1,962,922	1,474,236	1,560,282	24,346	-
Loan redemption	-	-	-	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	151,426,493	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
NET FUNDS MOVEMENT	(29,331,782)	-	-	-	-	-	-	-	-	-	-
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	-	-	-	-	-	-	-	-
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	-	-	-	-	-	-	-	-	-	-
Non-cash cost											
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF INCOME AND EXPENDITURE											
INCOME											
Capital grants and subsidies	67,220,122	16,490,353	6,627,917	6,768,920	6,913,448	7,061,590	7,213,435	7,369,076	7,528,608	7,692,128	7,859,736
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,891,648	4,016,259	4,145,669	4,280,078	4,419,698	4,564,748	4,715,457	4,872,067	5,034,828	5,204,001	5,379,861
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
Less capital items	(67,220,122)	(16,490,353)	(6,627,917)	(6,768,920)	(6,913,448)	(7,061,590)	(7,213,435)	(7,369,076)	(7,528,608)	(7,692,128)	(7,859,736)
TOTAL INCOME	54,874,590	56,023,504	57,511,047	59,055,782	60,643,103	62,274,230	63,950,407	65,672,933	67,443,134	69,262,370	71,132,062
EXPENDITURE											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	149,840,993	71,398,331	61,788,077	62,739,024	65,631,397	67,371,432	69,076,832	71,440,582	73,281,090	76,796,523	78,854,828
Plant purchases	1,478,500	1,005,851	2,238,470	2,970,450	1,807,047	1,843,327	1,962,922	1,474,236	1,560,282	24,346	-
Loan redemption	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL EXPENDITURE BEFORE DEPRECIATION BUT AFTER CAPITAL EXPENDITURE	151,426,493	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
Add depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Less used for capital purposes	(105,759,510)	(28,950,129)	(19,512,879)	(20,092,089)	(20,680,702)	(21,283,360)	(21,978,327)	(22,618,333)	(23,277,993)	(23,958,409)	(24,660,304)
TOTAL OPERATING EXPENDITURE	57,307,302	55,534,495	56,936,762	58,392,935	59,895,832	61,442,408	62,956,030	64,585,665	66,258,436	67,975,021	69,736,551
NET RESULT / OPERATING SURPLUS OR (DEFICIT)	(2,432,712)	489,009	574,285	662,847	747,271	831,822	994,377	1,087,268	1,184,698	1,287,349	1,395,511

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
LONG TERM ASSET MANAGEMENT PLAN											
Program of capital expenditure that will provide for the sustainable management of assets and infrastructure while also improving assets and infrastructure											
Replacement or renewals of assets	40,987,412	16,974,113	5,839,822	9,046,226	8,569,252	3,655,748	5,877,840	5,694,859	2,759,422	2,634,266	4,513,747
New assets including upgrading, extending and improving assets and infrastructure	64,772,098	11,976,016	13,673,057	11,045,863	12,111,450	17,627,612	16,100,487	16,923,474	20,518,571	21,324,143	20,146,557
Total capital expenditure	105,759,510	28,950,129	19,512,879	20,092,089	20,680,702	21,283,360	21,978,327	22,618,333	23,277,993	23,958,409	24,660,304
STATEMENT OF CHANGES IN EQUITY											
Accumulated (Surplus)/ Deficit	(29,331,782)	-	-	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-	-	-	-
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Depreciation funding adjustment	(11,640,319)	(11,970,767)	(12,310,677)	(12,660,322)	(13,019,983)	(13,389,948)	(13,770,515)	(14,161,989)	(14,564,687)	(14,978,932)	(15,405,057)
TOTAL RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	-	-	-	-	-	-	-	-
BALANCE SHEET OR STATEMENT OF FINANCIAL POSITION											
Assets											
Operating and trust cash to account	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219
Rate debtors	2,360,000	2,433,145	2,464,171	2,496,186	2,529,187	2,563,191	2,598,549	2,634,978	2,672,514	2,711,196	2,751,066
Other receivables	3,777,000	3,894,062	3,943,717	3,994,954	4,047,770	4,102,190	4,158,778	4,217,079	4,277,152	4,339,060	4,402,869
Store inventories/ gravel stockpiles	746,000	769,121	778,928	789,048	799,480	810,229	821,406	832,921	844,786	857,014	869,617
Urban Utilities balances	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000
Equity in Urban Utilities	30,726,000	31,678,305	32,082,248	32,499,066	32,928,725	33,371,435	33,831,778	34,306,061	34,794,756	35,298,379	35,817,469
Property, plant, equipment, work in progress, land	547,837,191	564,816,553	572,018,755	579,450,521	587,111,241	595,004,653	603,212,465	611,668,808	620,382,114	629,361,591	638,616,838
Total assets	668,303,410	686,448,405	694,145,037	702,086,994	710,273,621	718,708,916	727,480,194	736,517,066	745,828,540	755,424,458	765,315,078
Liabilities											
Trade creditors, accruals and other current liabilities	39,454,000	40,619,633	41,114,064	41,624,254	42,150,162	42,692,045	43,255,511	43,836,039	44,434,208	45,050,649	45,686,021
Total liabilities	39,454,000	40,619,633	41,114,064	41,624,254	42,150,162	42,692,045	43,255,511	43,836,039	44,434,208	45,050,649	45,686,021
Net community assets	628,849,410	645,828,772	653,030,973	660,462,740	668,123,459	676,016,871	684,224,683	692,681,027	701,394,332	710,373,809	719,629,057
Community equity	628,849,410	645,828,772	653,030,973	660,462,740	668,123,459	676,016,871	684,224,683	692,681,027	701,394,332	710,373,809	719,629,057
ANALYSIS OF PROPERTY, PLANT, EQUIPMENT, WORK IN PROGRESS, LAND											
Gross current replacement cost	763,930,510	775,906,526	789,579,583	800,625,446	812,736,896	830,364,508	846,464,995	863,388,469	883,907,040	905,231,183	925,377,740
Accumulated depreciation	(216,093,319)	(211,089,973)	(217,560,828)	(221,174,924)	(225,625,655)	(235,359,855)	(243,252,530)	(251,719,660)	(263,524,926)	(275,869,592)	(286,760,901)
Property, plant, equipment, work in progress, land - WDV	547,837,191	564,816,553	572,018,755	579,450,521	587,111,241	595,004,653	603,212,465	611,668,808	620,382,114	629,361,591	638,616,838
Opening accumulated depreciation	(204,453,000)										

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Current year and long term financial sustainability statement											
LOCAL GOVERNMENT REGULATION 2012 RATIOS/ financial sustainability measures											
Asset sustainability ratio - capital expenditure on the replacement of assets (renewals) divided by depreciation expense - target >90%	352%	142%	47%	71%	66%	27%	43%	40%	19%	18%	29%
Net financial liabilities ratio - total liabilities less current assets divided by total operating revenue - target <+60%	6%	8%	8%	9%	9%	10%	10%	11%	11%	12%	12%
Operating surplus ratio - net operating surplus divided by total operating revenue - target >0%	-4%	1%	1%	1%	1%	1%	2%	2%	2%	2%	2%
Council controlled revenue ratio - (net rates, levies and charges plus fees and charges) divided by total operating revenue	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
Operating cash ratio - (operating result plus depreciation plus finance costs) divided by total operating revenue - target >0%	17%	22%	23%	23%	23%	23%	23%	23%	24%	24%	24%
Unrestricted cash expense cover ratio - (total cash and equivalents plus current investments) divided by (total operating expenditure less depreciation less finance costs) - target >4	8	8	8	8	7	7	7	7	7	7	6
Asset consumption ratio - written down replacement cost of depreciable infrastructure assets divided by current replacement cost of depreciable infrastructure assets - target >60%	72%	73%	72%	72%	72%	72%	71%	71%	70%	70%	69%
Asset renewal funding ratio - total of planned capital expenditure on infrastructure asset renewals over 10 years divided by total of required capital expenditure on infrastructure asset renewals over 10 years	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council
Leverage ratio - (book value of debt divided by total operating revenue less total operating expenditure) add depreciation and amortisation	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt
Population growth ratio - (prior year estimated population divided by previous year estimated population) minus 1	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Percentage change in total gross rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	8.1%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%
Percentage change in total nett rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	7.9%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%

Somerset Regional Council
Draft Revised Budget for the Year Ending 30 June 2024
List of Changes from Original Budget

Item	Current budget	Movement	Revised budget	Comment/ source
	-$ 19,983,121	-	-$ 19,983,121	
Solar - Lowood Depot / SES - Local Government Grants and Subsidies Program	$ -	$ 2,000	$ 2,000	Works carried forward from prior year 22/23
Solar - Esk Landfill / Animal Shelter - Local Government Grants and Subsidies Program	$ -	$ 12,000	$ 12,000	Works carried forward from prior year 22/23
Solar - Toogoolawah Pool / Gym - Local Government Grants and Subsidies Program	$ -	$ 8,000	$ 8,000	Works carried forward from prior year 22/23
Solar - Esk Visitor Information Centre - Local Government Grants and Subsidies Program	$ -	$ 12,000	$ 12,000	Works carried forward from prior year 22/23
Solar - Esk SES - Local Government Grants and Subsidies Program	$ -	$ 2,000	$ 2,000	Works carried forward from prior year 22/23
Solar - Kay Avery Place Kilcoy - Local Government Grants and Subsidies Program	$ -	$ 8,000	$ 8,000	Works carried forward from prior year 22/23
Solar - Toogoolawah Library - Local Government Grants and Subsidies Program	$ -	$ 8,000	$ 8,000	Works carried forward from prior year 22/23
Solar - LGGSP - Esk Admin Additional coverage	$ -	$ 60,000	$ 60,000	Council resolution 21 June 23
Local Government Grants and Subsidies Program - Solar Funding	$ -	-$ 62,247	-$ 62,247	Remaining grant funding not already budgeted in the current financial year
Kilcoy Aquatic Centre - Electric heating - Budget Carried forward	$ -	$ 51,000	$ 51,000	Budget of $45,000 carried over from prior year with additional $6,000
Lowood Pool 'Safe and Fun for Everyone' Capital carried over	$ -	$ 806,000	$ 806,000	Works carried forward from prior year 22/23
South East Queensland Community Stimulus Program Funding including Lowood Pool 'Safe and Fun for Everyone' Capital carried over	-$ 4,739,892	-$ 403,000	-$ 5,142,892	Remaining grant funding not already budgeted in the current financial year
Esk Admin - New Airconditioning System	$ -	$ 31,000	$ 31,000	To reflect actual cost incurred during the current financial year
Esk Admin - Roof Replacement Eastern End	$ -	$ 330,000	$ 330,000	To reflect actual cost incurred during the current financial year
Toogoolawah Pool - Fibreglass Repairs	$ -	$ 50,000	$ 50,000	Works carried forward from prior year 22/23
Lowood Rec Complex Upgrade	$ -	$ 45,000	$ 45,000	Budget of $25,000 carried over from prior year with additional $20,000
Toogoolawah Pool - Replacement of Chlorine System to Salt	$ -	$ 76,000	$ 76,000	Budget of $75,000 carried over from prior year with additional $1,000
Glamorgan Vale Road Widening	$ -	$ 250,000	$ 250,000	Budget of $33,000 carried over from prior year with additional $217,000
Highland Street New Path	$ -	$ 150,000	$ 150,000	To reflect actual cost incurred during the current financial year - Cost for Urban Utilities Water Pipeline
Lowood Minden Road - Lukritz to Litzow	$ 2,800,000	$ 5,600,000	$ 8,400,000	Tender responses, variations, and energex costs were higher than expected
Lowood Minden Road - Heavy Vehicle Safety Productivity Program	-$ 1,147,363	-$ 852,637	-$ 2,000,000	HVSPP funding carried forward from prior year 22/23. Budget of $580,000 carried over from prior year with additional $90,000.
Muckerts Lane Widening	$ -	$ 670,000	$ 670,000	Unexpectedly high Energex costs
Black Summer Bushfire Recovery - Grant	-$ 250,000	-$ 800,000	-$ 1,050,000	Remaining grant funding not already budgeted in the current financial year
Royston Street - Pavement Rehabilitation	$ 150,000	$ 220,000	$ 370,000	Budget of $220,000 carried over from prior year.
Waverley & Sheppards Road Seal - Capital carried forward	$ -	$ 1,587,000	$ 1,587,000	Budget of $1,587,000 carried over from prior year
Black Summer Bushfire Recovery	-$ 250,000	-$ 500,000	-$ 750,000	Remaining grant funding not already budgeted in the current financial year
STIP - Lowood State High School - Footpath - Peace Street	$ 317,000	$ 50,000	$ 367,000	Grant funding of $317,000, due to price increase of materials another $50,000 is required to reflect actual costs
Personal Protective Equipment Removal From Stores	$ 100,800	$ 45,372	$ 146,172	Once off increase in funding to allow for inventory stock to be converted to consumable stock.
Upgrade Moore sewer system	$ 80,000	$ 57,000	$ 137,000	Workshop recommended action 9 August 2023 - Upgrade sewer system to allow for pumping of system to transpiration area
Upgrade Linville sewer system	$ 50,000	$ 100,000	$ 150,000	Workshop recommended action 9 August 2023 - Upgrade sewer system to allow for pumping of system to transpiration area
Civic Centre box office renovation	$ 50,000		$ 50,000	Council decision - 21 December 2023
Resurface McConnel Park Concrete Cricket Pitch	$ -	$ 15,000	$ 15,000	Workshop recommended action 12 December 2023 - Reallocation of budget - surplus money from the football fields refurbishment

Esk Football grounds field refurbishment	$ 15,000	-$ 15,000	$ -	Workshop recommended action 12 December 2023 - Reallocation of budget - surplus money from the football fields refurbishment
Scrub Creek Betterment	$ -	$ 5,266,153	$ 5,266,153	Council decision - 19 July 2023
Scrub Creek Bridge Construction	$ -	-$ 4,734,163	-$ 4,734,163	Council decision - 19 July 2023
Funding commitment Qld All Schools Cross Country Championships at Toogoolawah Golf Course	$ 12,500	$ 12,500	$ 25,000	Council decision - 11 October 2023
Kilcoy Racecourse Water Upgrade	$ -	$ 48,000	$ 48,000	Council decision - 8 February 2023 - Unbudgeted water upgrade
Interest Revenue	-$ 1,200,000	-$ 800,000	-$ 2,000,000	Interest rates are higher than expected
Lowood Minden Road - Zabels Road North	$ 1,375,900	$ 724,100	$ 2,100,000	To reflect tenders received
Design, strengthening and widening on Muckerts Lane and McCulkins Lane, Fernvale	$ -	$ 10,003,000	$ 10,003,000	Design, strengthening and widening on Muckerts Lane and McCulkins Lane, Fernvale
HVSPP - Muckerts Lane and McCulkins Lane funding	-$ 1,147,363	-$ 5,000,000	-$ 6,147,363	Funding for Design, strengthening and widening on Muckerts Lane and McCulkins Lane, Fernvale
Accumulated Surplus	-$ 16,199,703	-$ 13,132,079	-$ 29,331,782	

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	10 January 2024
Subject:	Official opening Lowood Pool Safe and Fun for Everyone project
File Ref:	Grants/ SEQCSP
Action Officer:	DFIN

Background/Summary

The $4M Lowood pool upgrade and other projects including Greening Lowood, the Lowood Minden Road/ Zabels Road North intersection upgrade and Esk Crows Nest Road upgrade are jointly funded with the State Government (the former Department of State Development Infrastructure Local Government and Planning) under the SEQ Community Stimulus Program.

Under the funding agreements, all of these projects are due for completion by 30 June 2024.

It is recommended that Council invite relevant State representatives including the Deputy Premier to an official opening of Lowood pool. The proposed official opening would take place after the induction of the new Council (potentially 8 April 2024) and before the close of the extended swimming season.

Requirements for opening events required under SEQCSP funding arrangements are set out in https://www.statedevelopment.qld.gov.au/__data/assets/pdf_file/0016/43405/funding-acknowledgement-requirements.pdf and https://www.statedevelopment.qld.gov.au/__data/assets/pdf_file/0017/52244/2021-24-seqcsp-program-guidelines.pdf.

Attachments

Nil

Recommendation

THAT the Chief Executive Officer be authorised to set a date and other details for an official opening of the new Lowood pool in mid-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:	8 January 2024
Subject:	Revenue policy FY2025
File Ref:	Financial management – budgeting – budget
Action Officer:	DFIN

Background/Summary

S193 of Local Government Regulation 2012 requires Council to review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year (FY2025).

A proposed revenue policy is recommended for adoption consistent with this requirement and consistent with revenue policy FY2024.

Attachments

Revenue policy FY2024

Recommendation

THAT Council adopt F001 Revenue Policy FY2025 (Appendix C)

Policy Subject/Title:	**Revenue Policy FY2024**
Policy Number:	**F/001**

Policy Subject/Title:	Revenue Policy FY2024
Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	*Local Government Act 2009* and Regulation
Related Policies / Procedures:	Revenue statement
Authorised by:	Somerset Regional Council
Authorised on:	12 April 2023 [Doc Id 1498527]
Review/Amendment dates:	This policy is reviewed annually

1. OBJECTIVE

Council aims to fulfil a statutory requirement through adoption of this revenue policy under section 193 of the Local Government Regulation 2012.

2. BACKGROUND

Council is required to review its revenue policy each financial year under section 193 of the Local Government Regulation 2012.

3. PURPOSE

The revenue policy sets guidelines for the development of Council's budget, revenue measures and other financial matters as outlined.

4. SCOPE

The policy applies to Somerset Regional Council and all persons and entities that contribute or might contribute revenue to the Council.

5. POLICY

Section numbers referred to below relate to the Local Government Regulation 2012.

• s193(1)(a)(i) The principles that the local government intends to apply in the financial year for levying rates and charges

Rates and charges are levied to enable Council to meet its recurrent and capital costs.

Differential general rates will be levied on all rateable land in the Region. In Council's opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land.

In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding all irrelevant considerations.

For the 2023/2024 financial year, the Council will levy general rates on land on the basis of differential rating categories determined having regard to a variety of matters including but not limited to: -

- land use;
- land location;
- availability of services;
- consumption of services;
- land area;
- valuation; and
- such other relevant qualities of the land or its use.

For utility charges, and other rates or charges for particular services or functions (regulatory

or otherwise) the guiding principle is that of user pays, with the overall level of revenue raised by each charge being based so far as practicable upon the full cost price of providing the service or facility concerned.

Council will meet legal requirements for the cost effective levying of rates including providing all required information on rate documents.

• s193(1)(a)(ii) The principles that the local government intends to apply in the financial year for granting concessions for rates and charges

Council may grant rate remissions or deferrals on the grounds of financial hardship on a case-by case but consistent basis.

Financial hardship does not necessarily mean simple inability to pay.

Council will administer the State Government Pensioner Rate Subsidy Scheme under the scheme rules for the maximum benefit of landowners.

Council may allow concessions to certain classes of pensioner landowners for rating equity reasons. The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(a)(iii) The principles that the local government intends to apply in the financial year for recovering overdue rates and charges

Council will inform ratepayers with arrears of rates of the powers it may use in collecting outstanding rates including legal action, application of interest penalties, loss of discounts, release of information to mortgagees and other parties with interests in properties, sale of lands and any other potential action.

Council may offer assistance to people to access their own superannuation if applicable.

Council's recovery action will be cost effective.

Council will not enter into arrangements that limit its legal power to recover rates.

Following each rating period, Council will forward reminder letters to owners with overdue rates where appropriate or courtesy advices to ratepayers who have missed discounts.

Legal rate recovery actions or referrals to debt collectors may be authorised by the Chief Executive Officer.

Council is to receive twice each financial year recommendations for sale of lands for overdue rates actions covering all properties for which actions may legally be commenced except where the overdue rates or charges exceed the rateable valuation of the land. Where this situation applies, a recommendation to acquire the land for overdue rates may be made.

Where Council invokes section 130 (7) of the Local Government Regulation 2012 to set a later discount date than indicated on a rate notice and this has clearly resulted in a credit balance for a local ratepayer equal to the discount available, Council will write to the local ratepayer advising that the account is in credit.

Council is to receive a recommendation to commence sale of land for overdue rates and charges action whenever an infrastructure charge becomes overdue for a period of more than three years.

• s193(1)(a)(iv) The principles that the local government intends to apply in the financial

year for cost-recovery methods

Council may seek to recover costs of the matters permitted under section 97 of the Local Government Act 2009.

Costs to be recovered with cost-recovery fees may include all direct and indirect costs of the providing the relevant facility, service or activity including cash and non-cash costs and including but not limited to the cost of capital, corporate overheads and depreciation.

Council will not seek to impose a taxation component for any cost-recovery fee.

Council may charge less than the full cost of providing the relevant facility, service or activity when setting any cost-recovery fee.

• s193(1)(b) The purpose of concessions granted for rates and charges

Various concessions may be granted for rates and charges including retaining the concessions of a predecessor council or for any of the matters permitted by law as it is assumed that the types of concessions allowable by law are permitted for a valid purpose.

The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(c) The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development

Developers may be required to pay the full costs of any increased capacity in the physical infrastructure due to any new developments, and where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new developments.

6. EFFECTIVE FROM

This policy is effective from 12 April 2023 in respect of the 2023/2024 financial year.

7. CONTROLS

This policy is subject to controls outlined in the financial management risk register.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 12 April 2023.

Signed: Dated: 12 April 2023

Policy Subject/Title:	**Revenue Policy FY2025**
Policy Number:	**F/001**

Policy Subject/Title:	Revenue Policy FY2025
Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	*Local Government Act 2009* and Regulation
Related Policies / Procedures:	Revenue statement
Authorised by:	Somerset Regional Council
Authorised on:	24 January 2024
Review/Amendment dates:	This policy is reviewed annually

1. OBJECTIVE

Council aims to fulfil a statutory requirement through adoption of this revenue policy under section 193 of the Local Government Regulation 2012.

2. BACKGROUND

Council is required to review its revenue policy each financial year under section 193 of the Local Government Regulation 2012.

3. PURPOSE

The revenue policy sets guidelines for the development of Council's budget, revenue measures and other financial matters as outlined.

4. SCOPE

The policy applies to Somerset Regional Council and all persons and entities that contribute or might contribute revenue to the Council.

5. POLICY

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Differential general rates will be levied on all rateable land in the Region. In Council's opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land.

In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding all irrelevant considerations.

For the 2024/2025 financial year, the Council will levy general rates on land on the basis of differential rating categories determined having regard to a variety of matters including but not limited to: -

- land use;
- land location;
- availability of services;
- consumption of services;
- land area;
- valuation; and
- such other relevant qualities of the land or its use.

For utility charges, and other rates or charges for particular services or functions (regulatory or otherwise) the guiding principle is that of user pays, with the overall level of revenue raised

by each charge being based so far as practicable upon the full cost price of providing the service or facility concerned.

Council will meet legal requirements for the cost effective levying of rates including providing all required information on rate documents.

• s193(1)(a)(ii) The principles that the local government intends to apply in the financial year for granting concessions for rates and charges

Council may grant rate remissions or deferrals on the grounds of financial hardship on a case-by case but consistent basis.

Financial hardship does not necessarily mean simple inability to pay.

Council will administer the State Government Pensioner Rate Subsidy Scheme under the scheme rules for the maximum benefit of landowners.

Council may allow concessions to certain classes of pensioner landowners for rating equity reasons. The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(a)(iii) The principles that the local government intends to apply in the financial year for recovering overdue rates and charges

Council will inform ratepayers with arrears of rates of the powers it may use in collecting outstanding rates including legal action, application of interest penalties, loss of discounts, release of information to mortgagees and other parties with interests in properties, sale of lands and any other potential action.

Council may offer assistance to people to access their own superannuation if applicable.

Council's recovery action will be cost effective.

Council will not enter into arrangements that limit its legal power to recover rates.

Following each rating period, Council will forward reminder letters to owners with overdue rates where appropriate or courtesy advices to ratepayers who have missed discounts.

Legal rate recovery actions or referrals to debt collectors may be authorised by the Chief Executive Officer.

Council is to receive twice each financial year recommendations for sale of lands for overdue rates actions covering all properties for which actions may legally be commenced except where the overdue rates or charges exceed the rateable valuation of the land. Where this situation applies, a recommendation to acquire the land for overdue rates may be made.

Where Council invokes section 130 (7) of the Local Government Regulation 2012 to set a later discount date than indicated on a rate notice and this has clearly resulted in a credit balance for a local ratepayer equal to the discount available, Council will write to the local ratepayer advising that the account is in credit.

Council is to receive a recommendation to commence sale of land for overdue rates and charges action whenever an infrastructure charge becomes overdue for a period of more than three years.

• s193(1)(a)(iv) The principles that the local government intends to apply in the financial year for cost-recovery methods

Council may seek to recover costs of the matters permitted under section 97 of the Local Government Act 2009.

Costs to be recovered with cost-recovery fees may include all direct and indirect costs of the providing the relevant facility, service or activity including cash and non-cash costs and including but not limited to the cost of capital, corporate overheads and depreciation.

Council will not seek to impose a taxation component for any cost-recovery fee.

Council may charge less than the full cost of providing the relevant facility, service or activity when setting any cost-recovery fee.

• s193(1)(b) The purpose of concessions granted for rates and charges

Various concessions may be granted for rates and charges including retaining the concessions of a predecessor council or for any of the matters permitted by law as it is assumed that the types of concessions allowable by law are permitted for a valid purpose.

The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(c) The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development

Developers may be required to pay the full costs of any increased capacity in the physical infrastructure due to any new developments, and where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new developments.

6. EFFECTIVE FROM

This policy is effective from 24 January 2024 in respect of the 2024/2025 financial year.

7. CONTROLS

This policy is subject to controls outlined in the financial management risk register.

8. DATE OF RESOLUTION

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

Signed: Dated:

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	8 January 2024
Subject:	Risk Management Policy
File Ref:	Insurance
Action Officer:	DFIN

Background/Summary

The Australian Bureau of Statistics insurance cost index (A3602878J) increased by 14.7% in the year to 30 September 2023.

This compares to the national consumer price index (CPI) which increased by 5.4% over the same period.

Council has been actively managing property insurances for many years as set out in the risk management policy.

The most significant changes to this policy were resolved during the current term of Council (2020 to 2024).

A review of the risk management policy is sought to:

- Confirm that Council remains comfortable with the current self-insurance strategy. The audited written down value of Council's buildings and other structures on 30 June 2023 was $63.253M. It is proposed to increase the self-insurance cash reserve to $53.804M.

- Update and remove outdated content from the policy.

Attachments

Risk Management Policy

Recommendation

THAT Council replace Risk Management Policy F/005 with Risk Management Policy F/005 dated 8 January 2024.(Appendix D)

Somerset
REGIONAL COUNCIL

Policy Subject/Title:	**RISK MANAGEMENT POLICY**
Policy Number:	**F/005**

Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	*Local Government Act* and Regulation
Authorised by:	Somerset Regional Council
Authorised on:	25 March 2015 [Doc ID 809014]
Review / Amendment dates:	13 September 2017 (Doc ID 982508) 27 June 2018 (Doc ID 1045262) 13 May 2020 (Doc ID 1196918) 24 June 2020 (Doc ID 1206979) 14 October 2020 (Doc ID 1235888) 25 November 2020 (Doc ID 1248438) 24 March 2021 (Doc ID 1279131) 26 May 2021 (Doc id 1296590)

1. OBJECTIVE

Pursuant to the Local Government Regulation 2012, Council is required to record certain risks and control measures for those risks in addition to other risk management requirements.

2. PURPOSE

To meet statutory and other requirements about risk.

3. SCOPE

The policy applies to Somerset Regional Council.

4. POLICY

Risk management is the identification, analysis, assessment, treatment, monitoring and review of risks.

Council believes that there may be an opportunity to save money by establishing a formal framework for managing risk.

This framework may encompass some elements of the relevant standard.

Council's Operational Plans shall include a reference to maintenance of a risk management framework and risk register to the satisfaction of audit.

Council's system improvement request process shall be maintained for risk management purposes including acting as a risk register in conjunction with financial internal controls.

A common sense approach shall be taken to risks considered acceptable in the context of the cost of managing those risks.

Where the cost of managing a particular risk is not covered within an existing budget, the matter should be brought before Council to determine whether the cost is justified or whether the risk is acceptable.

All Council employees should be made aware of the risk management framework including newly inducted employees.

The risk register will cover the following sources of risk:

- personnel/ human
- legal
- reliance on others
- financial/market activities
- technology/technical
- business continuity
- natural events

Council will hold comprehensive insurance coverage for building and plant assets which at a minimum will include all assets with a replacement cost of more than $100,000 excluding any

assets identified by resolution that are not to be replaced.

Council will hold insurances such as public liability insurance, professional indemnity insurance and workers compensation insurance to the minimum coverage levels required by law.

Council identifies that the holding of cash reserves is in part for the management of risk such as natural disaster risk.

An insurance deductible of up to and including $7,500 is considered appropriate for motor vehicle cover.

An insurance deductible of up to and including $1,000,000 is considered to be appropriate for property protection given Council's financial position.

Removal of flood coverage is considered appropriate for property protection insurance given Council's financial position.

Removal of property insurance coverage for low value, isolated and resilient to damage assets identified on 30 April 2020 by LGM Assets totalling $3,576,696 in document 1193757 is considered appropriate given Council's financial position.

Removal of property insurance coverage for Kilcoy aquatic centre main pool, mushroom pool and wading pool, Lowood adult and child pools and Toogoolawah adult and child pools which were identified as having "significant resilience" by LGM Assets on 18 September 2020 in document 1228590 is considered appropriate given Council's financial position.

Removal of marine hull commercial insurance coverage is considered appropriate given Council's financial position.

Effective 30 June 2021, Council will self-insure its buildings and other structures and not carry external insurance for these assets.

Removal of engineering / machinery breakdown insurance coverage is considered appropriate given Council's financial position

A quarantined self-insurance cash reserve of $43.804 million will be created from retained earnings representing the current value of Council's credit facilities to Urban Utilities to help manage associated risk. Council understands and accepts the risk of this self-insurance strategy which will be offset by the benefits of cumulative avoided insurance premiums and which is appropriate given Council's strong financial position.

Council's financial management risk and control register is to be kept as a registered document within Council's document management system.

Each year before 30 June, a link to the financial management risk register is to be provided to all officers within the finance department requesting a review of relevant sections and seeking feedback to Manager Finance within 14 days. Within 14 days of the receipt of feedback, Manager Finance and the Chief Executive Officer will consider responses and determine whether to change any part of the risk register and internal controls.

Council will not re-engage a consultant in respect of any project where the feasibility study was done by that consultant. This includes any firm which comprises any key personnel from the originally-engaged firm and also includes any other consultants associated with the original feasibility study including consulting engineers, quantity surveyors, architects and the like.

Consultants will be informed of this policy position prior to being engaged to undertake any feasibility study or similar work.

Feasibility study in this context excludes design or pre-design of replacement Council assets.

This control measure is in place to manage the risk or perception of risk that consultants may not always act in Council's best interests.

5. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 26 May 2021.

Signed: Dated: 26 May 2021

Somerset
REGIONAL COUNCIL

Policy Subject/Title: RISK MANAGEMENT POLICY

Policy Number: F/005

Responsible Officer: Director Finance

Related Policies / Procedures: *Local Government Act* and Regulation

Authorised by: Somerset Regional Council

Authorised on: 25 March 2015 [Doc ID 809014]

Amendments:
13 September 2017 (Doc ID 982508)
27 June 2018 (Doc ID 1045262)
13 May 2020 (Doc ID 1196918)
24 June 2020 (Doc ID 1206979)
14 October 2020 (Doc ID 1235888)
25 November 2020 (Doc ID 1248438)
24 March 2021 (Doc ID 1279131)
26 May 2021 (Doc id 1296590)

1. OBJECTIVE
Pursuant to the Local Government Regulation 2012, Council is required to record certain risks and control measures for those risks in addition to other risk management requirements.

2. BACKGROUND
Internal audit prompted the adoption of a risk management policy in 2015.

3. PURPOSE
To meet statutory and other requirements about risk.
To document Council's insurance strategy.

4. SCOPE
The policy applies to Somerset Regional Council.

5. POLICY

Risk management is the identification, analysis, assessment, treatment, monitoring and review of risks.

Under LGR2012, Council must keep a written record stating the following—
(a) the risks the local government's operations are exposed to, to the extent they are relevant to financial management;
(b) the control measures adopted to manage the risks.

Council's financial management risk and control register is to be kept as a registered document within Council's document management system to meet Council's statutory requirements.

Council's Operational Plans shall include a reference to maintenance of a risk management framework and risk register to the satisfaction of audit.

Each year before 30 June, a link to the financial management risk register is to be provided to all officers within the finance department requesting a review of relevant sections and seeking feedback to Director Finance within 14 days. Within 14 days of the receipt of feedback, Director Finance and the Chief Executive Officer will consider responses and determine whether to change any part of the risk register and internal controls.

Council believes that there may be an opportunity to save money by establishing a formal framework for managing risk. This framework may encompass some elements of the relevant standard.

Effective 30 June 2021, Council will self-insure its buildings and other structures and not carry external insurance for these assets.

Not carrying marine hull commercial insurance coverage or engineering / machinery breakdown insurance coverage is considered appropriate given Council's financial position.

A quarantined self-insurance cash reserve of $53.804 million will be maintained representing the value of Council's credit facilities to Urban Utilities to help manage associated risk. Council understands and accepts the risk of this self-insurance strategy which will be offset by the benefits of cumulative avoided insurance premiums and which is appropriate given Council's financial position.

6. DATE OF RESOLUTION

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

Signed: ……..…… Date: …….

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	18 December 2023
Subject:	Audit Committee Policy
File Ref:	Audit Committee
Action Officer:	DFIN

Background/Summary

The Audit Committee is a Council committee with statutory responsibilities for financial risk management matters.

Local Government Regulation 2012 s209 links the remuneration category of a local government to the requirement for a council to have an audit committee. Category 3 and higher councils (defined as "large local governments") must have an audit committee.

Council's audit committee policy states that Council will have an audit committee and says:

"The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger".

On 13 December 2023 the Local Government Remuneration Commission confirmed that existing council categories 1 to 8 will be renumbered to A1, A2, A3, B1, B2, B3, C1, C2, C3, D2, D3, E2 and F2 from July 2024. Somerset will move from category 2 to category B2 which is the same category as most current category 3 councils (eg Scenic Rim Regional Council).

It is inferred that Somerset is now considered to be a "large local government".

A change is recommended to the audit committee policy to:

- Remove any references to category numbers
- Confirm that Council will move to four audit committee meetings per year from 1 July 2024, consistent with the intent of the current policy wording

Attachments

Audit Committee Policy

Recommendation

THAT the following text in the audit committee policy be deleted:
"The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger"

And replaced with:
"The Audit Committee shall meet two times per year until 30 June 2024 and four times per year from 1 July 2024"

Somerset
REGIONAL COUNCIL

Policy Subject/Title:	**AUDIT COMMITTEE POLICY**
Policy Number:	**F/006**

Responsible Officer:	Director Finance
Legislative or Regulatory Reference:	Local Government Act and Regulation
Authorised by:	Somerset Regional Council
Authorised on:	14 May 2014 [Doc ID 755298]
Review / Amendment dates:	13 May 2015 [Doc ID 818241] 10 June 2015 25 November 2015 [Doc ID 965028] 28 March 2018 [Doc Id 1024321] 26 June 2019 [Doc ID 1123237] 24 July 2019 [Doc ID 1129562] 24 March 2021 [Doc ID 1279128]

1. OBJECTIVE

This policy has been adopted to ensure Council fulfils its legal obligations.

2. PURPOSE

To meet statutory requirements about audit committee.

3. SCOPE

The policy applies to Somerset Regional Council.

4. POLICY

Council shall have an audit committee.

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

The audit committee shall review matters as required by law and shall report to the Council in accordance with legal requirements.

The Audit Committee has specific responsibility for oversighting the effectiveness of Council's fraud and corruption control framework.

- *"Attendance at an Audit Committee meeting by audio link or audio visual link is permitted consistent with section 254K of the Local Government Regulation 2012 (or successor legislation)*

- *The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger"*

5. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by Somerset Regional Council at the Ordinary Meeting of 14 May 2014. This policy was reviewed and amended on 24 March 2021.

Signed: Dated: 24 March 2021

SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Geoffrey Smith, Director Finance

Director: Geoffrey Smith, Director Finance

Date: 2 January 2024

Subject: High impact temporary entertainment event fee

File Ref: Setting of cost recovery fees

Action Officer: DFIN

Background/Summary

The FY2024 Register of Cost-Recovery Fees includes the following:

Item	Charges for 2023/2024	
Temporary entertainment events		
Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)	$427.00	
Application for operation of a temporary entertainment event - where 1,000 people or more will attend (subject to surcharge for multiple events as below)	$855.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application	NA	
Administration surcharge - charged when approval covers multiple events	$59.00	per additional event

It is considered that the above fee structure may not be appropriate for large high impact events like the recently-approved Elements Festival. The Elements Festival, which is promoted by a for-profit entity, expects to attract around 5,000 attendees and will feature amplified music to 12am over multiple days. It is understood that several days of officer time were involved in the assessment process and a $1,600 peer review consultant cost was met by Council.

A fee change is recommended in respect of high impact entertainment events.

Attachments

Nil

Recommendation

THAT the following text in the FY2024 Register of Cost-Recovery Fees:

"Item	*Charges for 2023/2024*	
Temporary entertainment events		
Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)	*$427.00*	
Application for operation of a temporary entertainment event - where 1,000 people or more will attend (subject to surcharge for multiple events as below)	*$855.00*	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming	*NA*	

part of the application		
Administration surcharge - charged when approval covers multiple events	*$59.00*	*per additional event"*

Be deleted and the below text be added in the relevant locations:

Item	Charges for 2023/2024	
Temporary entertainment events		
Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)	$427.00	
Application for operation of a temporary entertainment event - where 1,000 people to 1,999 people inclusive will attend (subject to surcharge for multiple events as below)	$855.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 people or less will attend the event	NA	
Application for operation of a low-impact temporary entertainment event – where 2,000 or more people will attend (subject to surcharge for multiple events as below) A "low impact temporary entertainment event" is one where the event does not meet the definition of a high impact event as below.	$855.00	
Application for operation of a high-impact temporary entertainment event – where 2,000 or more people will attend (subject to surcharge for multiple events as below) A "high impact temporary entertainment event" is one where the applicant or promoter is a for-profit entity and where the event includes amplified music to be played after 8:30pm over two or more nights.	$5,000.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 or more people will attend the event	At cost	
Administration surcharge - charged when approval covers multiple events (not including "high impact temporary entertainment event")	$59.00	per additional event

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	4 January 2024
Subject:	Action under section 130 of the Local Government Regulation 2012
File Ref:	Rates and government valuations – rate payments – FY2024
Action Officer:	DFIN

Background/Summary

It is recommended that Council use section 130 of the Local Government Regulation 2012 to potentially save administrative costs in respect of rate payments received on 3 and 4 April 2024. The due date showing on rate notices that issue on 16 January 2024 will be 2 April 2024.

The regulation says:

s130(7) The local government may, by resolution, change the discount period to end on a later day (the new discount day).

s130(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, under subsections 130 (7) and (8) of the Local Government Regulation 2012, change the discount date and the due date for payment for the current rating period to 4 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:	3 January 2024
Subject:	Esk consumables store CCTV
File Ref:	Workplace health and safety
Action Officer:	DFIN

Background/Summary

Council's CCTV Policy includes as follows: "18. No fixed new CCTV camera position is to be established without a Council resolution."

There have been previous workplace health and safety incidents in the vicinity of the Esk store including recent examples involving people who are not Council employees. Process changes are being made and are proposed at the store to manage ongoing operating costs while ensuring access which CCTV coverage would facilitate.

For audit and workplace health and safety reasons, two new fixed CCTV positions are sought for the Esk consumables store.

It is considered that a basic CCTV camera package including two cameras installed where there is already appropriate Council communications and power in place would cost less than $1,000. There is an existing CCTV recorder available.

Attachments

Nil

Recommendation

THAT consistent with CCTV policy clause 18, Council endorse the installation of two new fixed CCTV positions at the Esk consumables store.

SOMERSET REGIONAL COUNCIL - Officer's Report

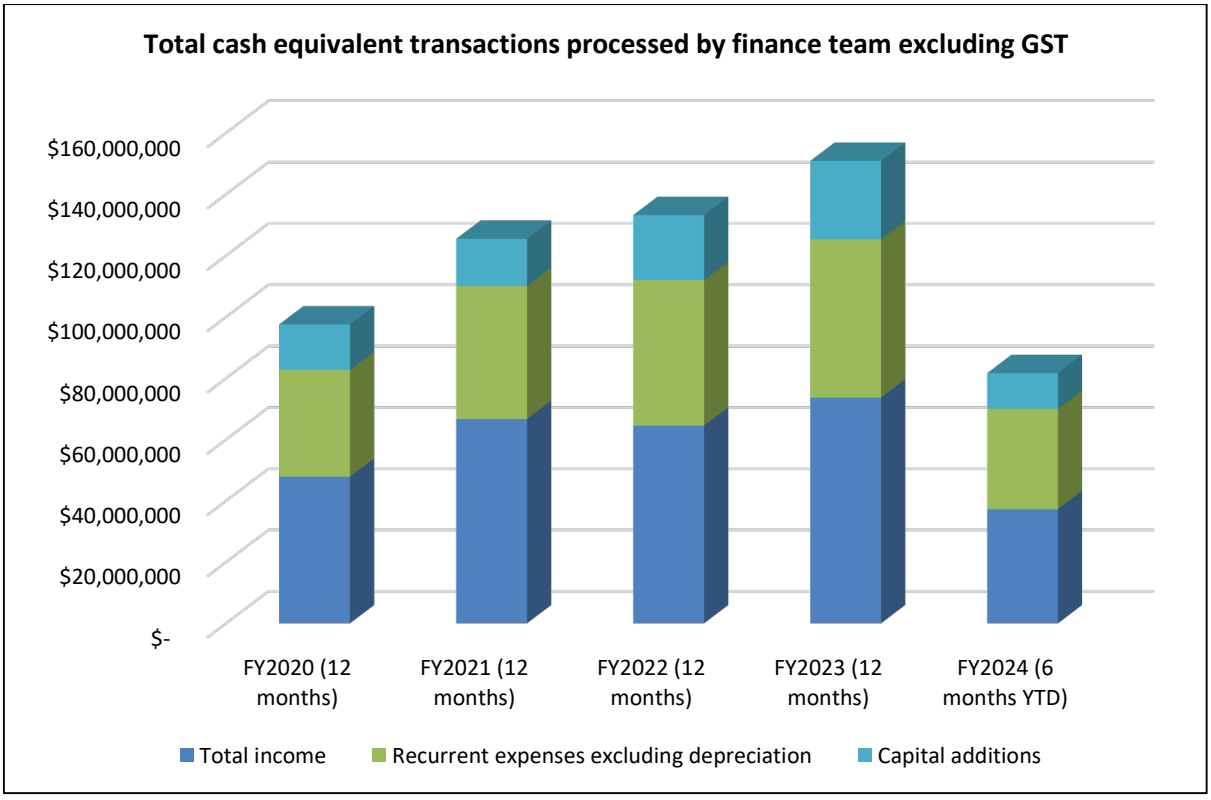
To:	Andrew Johnson, Chief Executive Officer
From:	Pauline Banditt, Senior Finance Officer
Director:	Geoffrey Smith, Director Finance
Date:	5 January 2024
Subject:	Finance report
File Ref:	Monthly reporting/ finance
Action Officer:	DFIN

Background/Summary

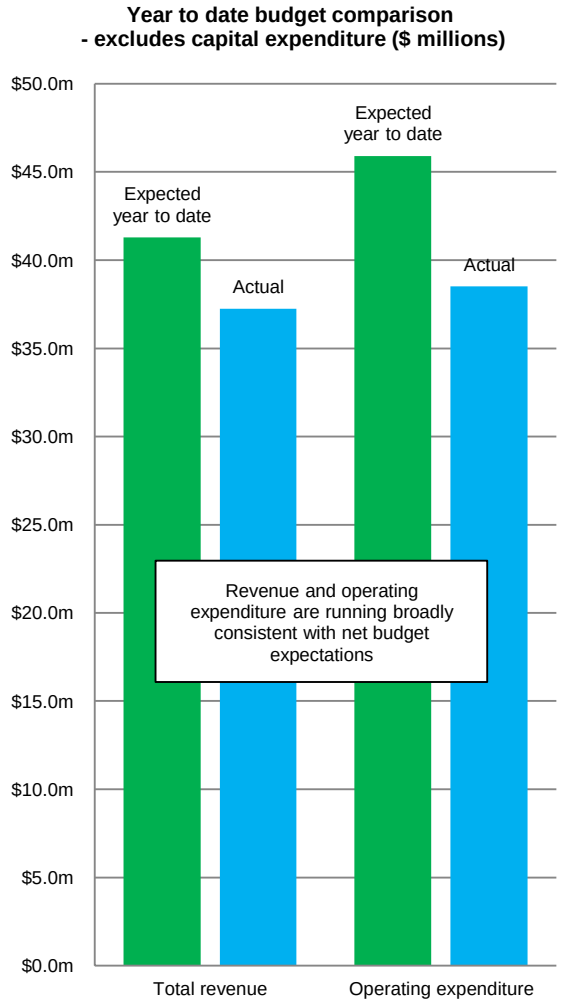
Financial reports

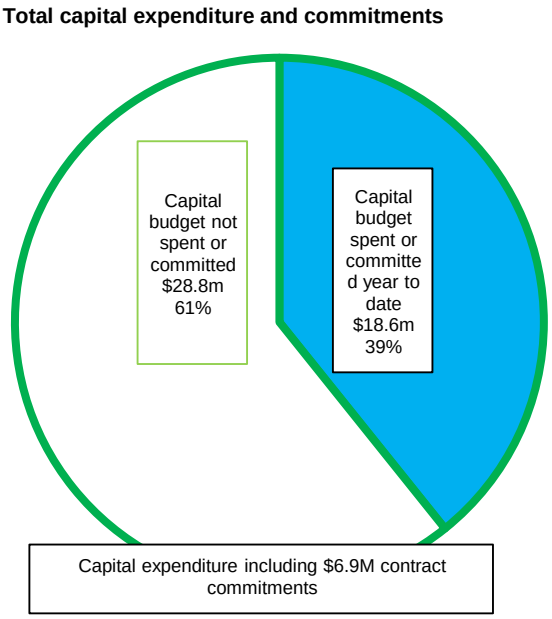
Reports for the period 1 July 2023 to 4 January 2024 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204.

The finance team has processed cash equivalent transactions (excluding GST and depreciation) to date versus previous years as below. Total FY2023 transactions were 55% greater than FY2020 transactions. This represents a 16%+ year-on-year increase in overall activity. Total transactions after six months of FY2024 are tracking above those of FY2023.



Provisional results for the financial year to date with 51% of the financial year completed are summarised as follows:





Audit

During December 2023 Queensland Audit Office advised that the external audit contract for council has been awarded for at least three years to Bentleys Brisbane (Audit) who are a former internal auditor of council. An audit fee will be advised in due course. Bentleys Brisbane will replace PricewaterhouseCoopers as external auditor.

Council's internal auditors O'Connor Marsden and Associates are in the process of completing audits about cyber security and fraud risk management.

Grants

- Council is awaiting the outcome of funding applications lodged under the Queensland Resilience and Risk Reduction Fund (QRRRF) in October/November 2023:

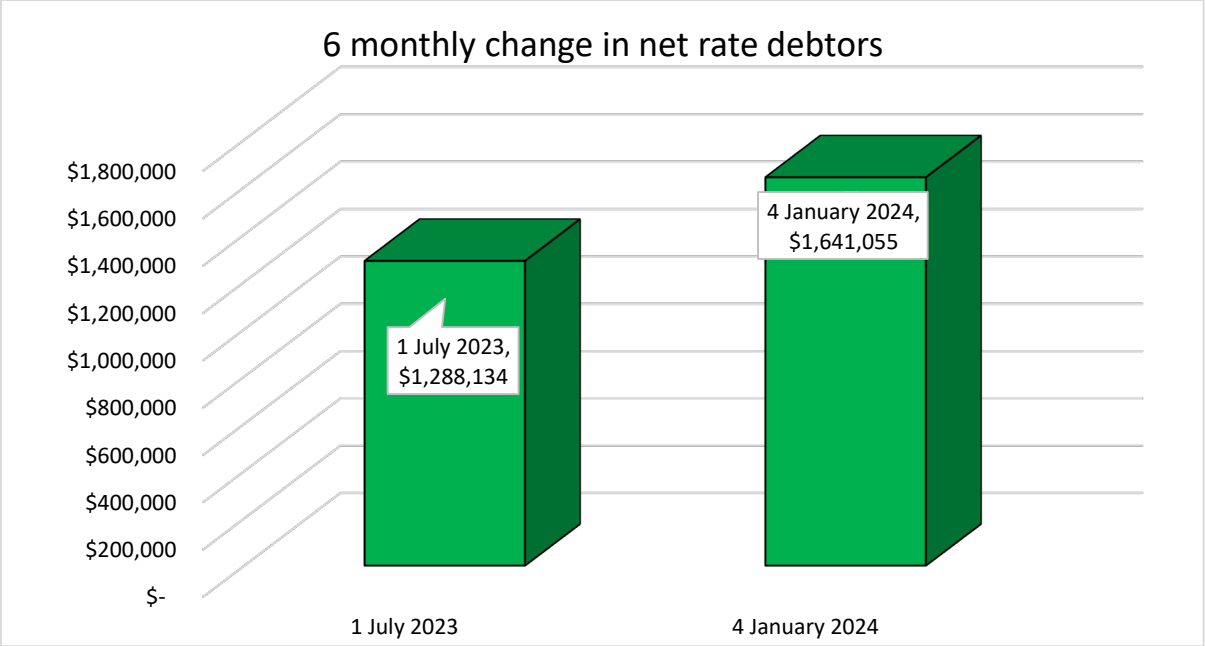
	Project value	QRRRF funding sought
Moore 1A flood/overland flow risk mitigation project	$303,280	$151,640
Fernvale 2A flood/overland flow risk mitigation project	$461,726	$230,863

- Council is in the process of applying for funding under various competitive programs for projects including replacing streetlights with LED (Commonwealth Community Energy Upgrade Fund), Street tree planting (Commonwealth Disaster Ready Fund Round 2), Toogoolawah Gateway Centre, Toogoolawah Pool upgrade, Kilcoy Indoor Sports Centre upgrade, and Mt Glen Rock recreation facilities (both Commonwealth Thriving Suburbs Program and State SEQ Community Stimulus Program). An application will also be made for Mt Glen Rock under the State Growing Future Tourism Program.

Rates

Council officers are preparing to issue rates notices on 16 January 2024 with a due date of 2 April 2024.

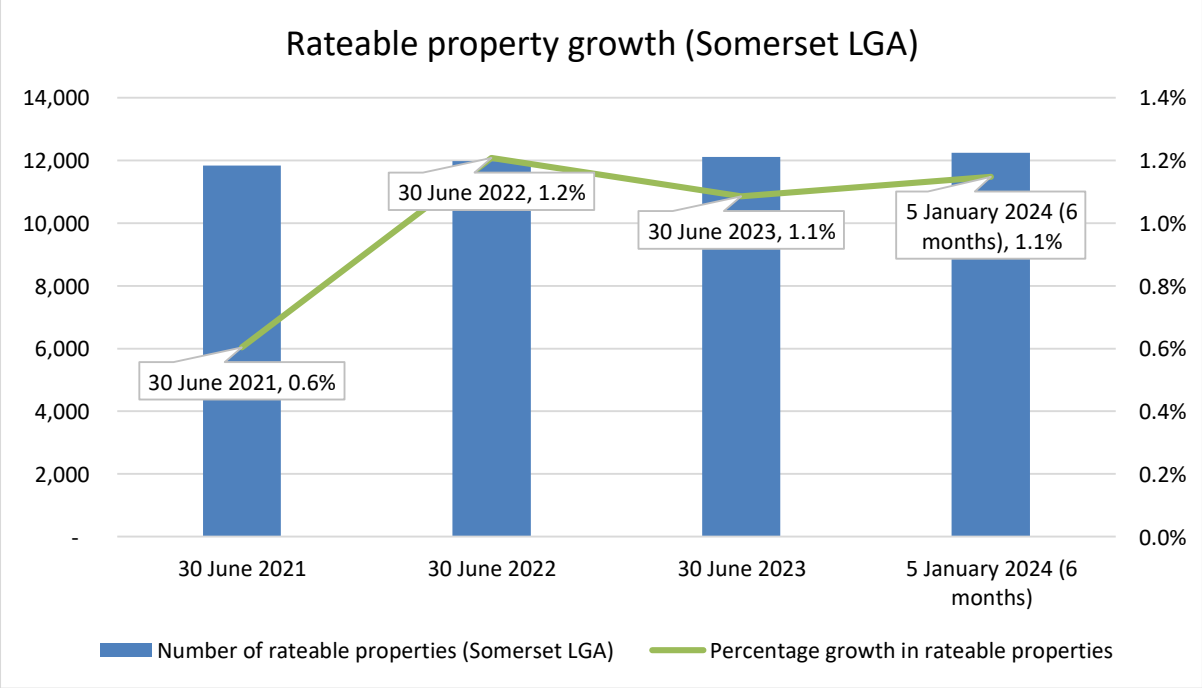
Council issues rate notices each six months. Total rate debtors prior to the issue of current half year rates were contained as follows:



Around $148,564 of this $352,921 (42%) increase is in respect of one property owner who is an accommodation provider.

Growth

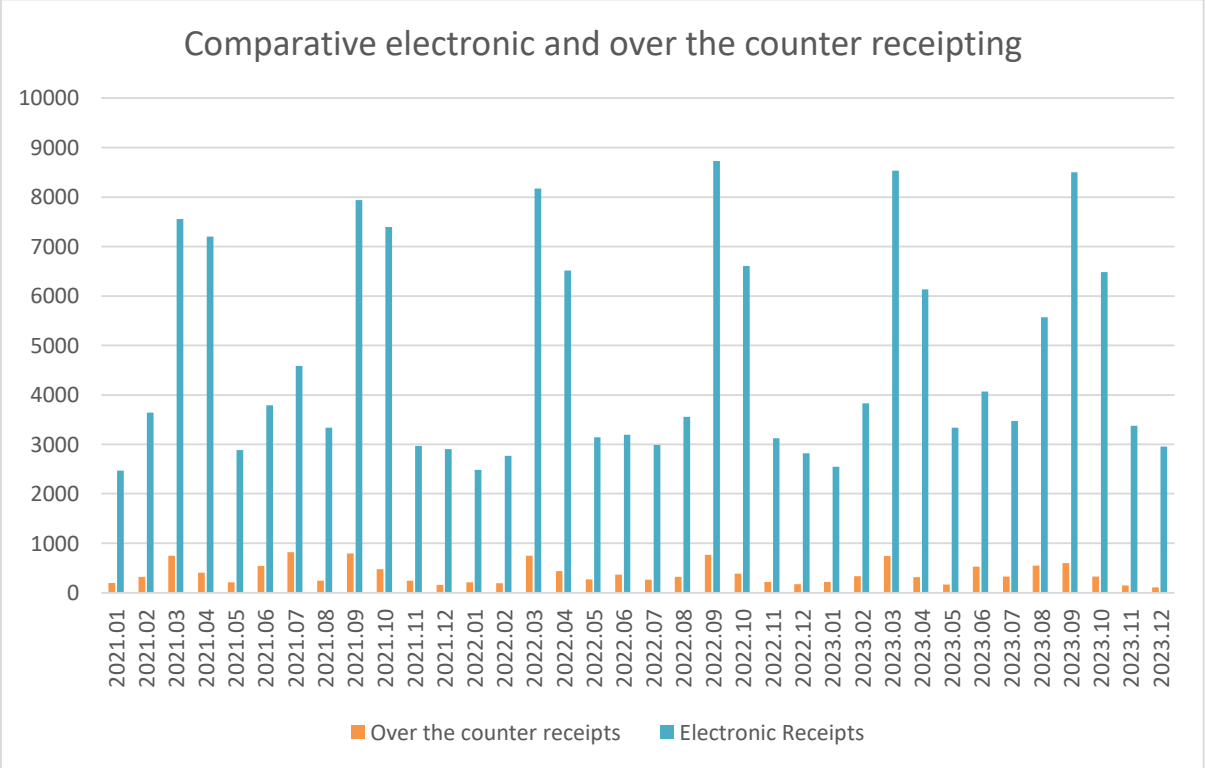
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows. The percentage growth during the first six months of FY2024 exceeds the percentage growth of the whole of FY2023.



Comparative electronic and over the counter receipting

Total receipt numbers have been increasing substantially over the past 3 years. Council has been working to make electronic receipting more convenient for customers and the proportion of electronic receipts has been growing.

During the current financial year Council has introduced a new direct debit payment option for rates and has introduced other electronic means of replacing cash and manual receipts as shown below.



Investments
Council relies on interest revenue to keep rates at the lowest possible level. The Reserve Bank of Australia rapidly increased its target interest rate from 0.10% on 3 May 2022 to 4.35% on 6 December 2023.

An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources. Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling $53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council.

These currently carry a combined weighted average interest rate of 3.27%. Interest rates on the UU facilities are reviewed annually by QTC based on the rate resetting formula.

Interest revenue for FY2024 is budgeted at $252 on average for every rateable property in Somerset. After six months, actual interest revenue is $193 per property compared to pro rata budget of $131 per property.

Road maintenance and flood repairs
Council's 30 most costly road segments including both ordinary maintenance and flood repairs for the year to date were as below.

Costs per linear metre where relevant has been added for context:

Road segment	Cost ($000's)	Cost per linear metre ($)
Tooloorum Rd (flood repairs) 07752Ch3000-Ch6620	131	36
Glamorgan Vale Rd (flood repairs) 06311Ch7438-Ch7470	128	
Esk Crows Nest Rd (flood repairs) 08911Ch4420-Ch4440	127	
Mount Byron Rd (flood repairs) 07927Ch10960-Ch12850	119	63
Kangaroo Ck Rd (flood repairs) 03180Ch3220-Ch6820	112	31

Scrub Creek Rd (flood repairs) 01671Ch1670-Ch1850	100	554
Western Branch Rd (flood repairs) 08642Ch22640-Ch25070	96	40
Monsildale Rd (flood repairs) 08545Ch1530-Ch3750	91	41
Reinbotts Rd CulvCh0.4	86	
Stirlings Rd (flood repairs) 07785Ch550-Ch3000	82	33
Western Branch Rd (flood repairs) 08639Ch19880-Ch21920	81	40
Loughrans Rd (flood repairs) 05629Ch0-Ch2200	78	35
Eastern Branch Rd (flood repairs) 08554Ch870-Ch2720	75	41
Banks Ck Rd (flood repairs) 05482Ch5040-Ch8210	74	23
Banffs La (flood repairs) 05618Ch20-Ch2070	71	35
Larsens Rd (flood repairs) 05607Ch3890-Ch5940	71	35
Sim Jue Creek Rd (flood repairs) 07758Ch1120-Ch3120	69	34
Glenhowden Rd (flood repairs) 08290Ch2430-Ch4480	68	33
Boyces Rd (flood repairs) 03548Ch20-Ch2460	66	27
Mount Byron Rd (flood repairs) 07884Ch6040-Ch7480	66	46
Kiernan La (flood repairs) 05615Ch20-Ch1560	65	42
Linville Rd (flood repairs) 04092Ch4822-Ch4823	64	
Grieves Rd (flood repairs) 08286Ch5060-Ch7720	63	24
Banks Ck England Ck Rd (flood repairs) 05476Ch240-Ch2910	63	24
Beutel Rd (flood repairs) 05514Ch0-Ch1680	63	37
Harris Rd (flood repairs) 05053Ch1040-Ch3310	62	27
Dunore Rd (flood repairs) 07776Ch30-Ch1870	60	33
Muddy Creek Rd (flood repairs) 08522Ch0-Ch1670	60	36
Voss Rd (flood repairs) 02950Ch850-Ch2450	59	37
Mount Byron Rd (flood repairs) 07880Ch2080-Ch3830	59	34
Subtotal ($000's)	**2,409**	

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

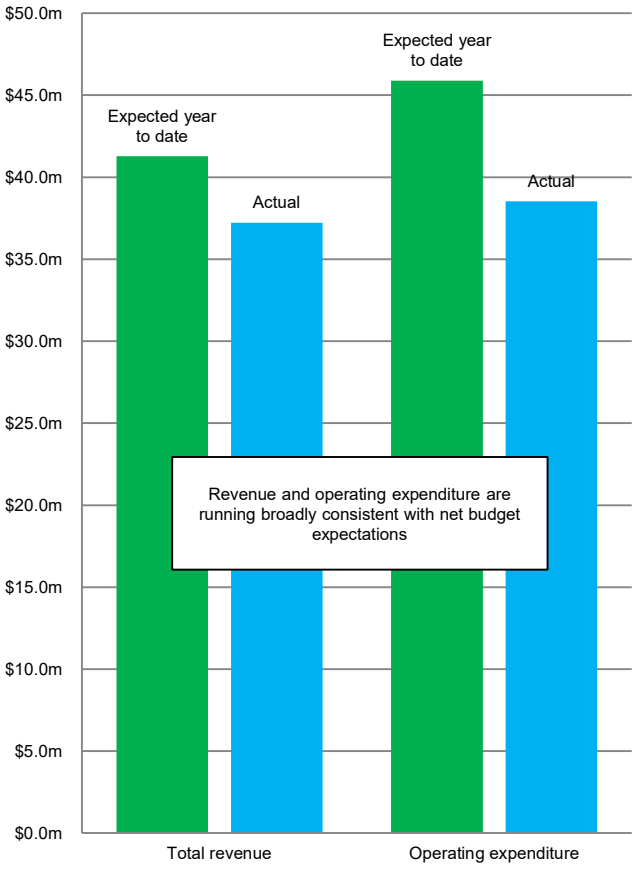
THAT Council receive the financial reports for 1 July 2023 to 4 January 2024 and the report on payments processed from 8 December 2023 to 5 January 2024 totalling $5,534,792.92 and that the contents be noted.

Somerset REGIONAL COUNCIL

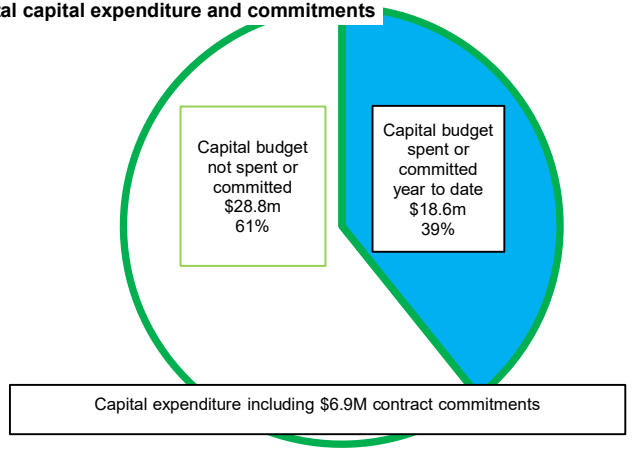
Operating and capital financial summary - provisional, unaudited
Period 1 July 2023 to 4 January 2024

Percentage of year completed = 51%

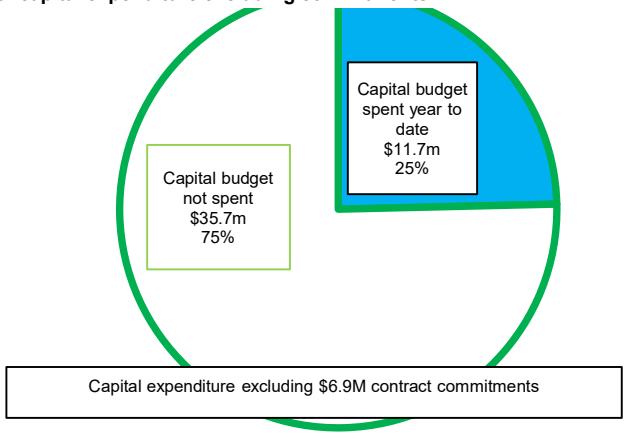
Year to date budget comparison
- excludes capital expenditure ($ millions)



Total capital expenditure and commitments



Total capital expenditure excluding commitments



Somerset Regional Council
Balance sheet
As at 4 January 2024
Unaudited - for internal purposes only - pending accrual adjustments

	30 June 2023 $000's	4 January 2024 $000's	Change
Assets			
Operating and trust cash to account	58,397	46,378	
Rate debtors	1,269	1,641	
Other receivables	57,470	57,000	
Investment in Urban Utilities	30,726	30,726	
Inventories	746	1,082	
Property, plant, equipment, work in progress, land	453,718	459,271	
Total assets	602,326	596,098	
Liabilities			
Trade creditors, accruals and other liabilities	38,264	33,318	
Total liabilities	38,264	33,318	
Net community assets	564,062	562,780	0%

Somerset Regional Council
Operating results
Period 1 July 2023 to 4 January 2024
Unaudited - for internal purposes only - pending accrual adjustments

	Budget ($000's)	Expected year to date ($000's)	Actual ($000's)	Variance ($000's) - favourable/ (unfavourable)	Comment	
OPERATING PROGRAMS	**19,555**	**(4,604)**	**(1,279)**	**3,325**		
Total revenue	**78,945**	**41,288**	**37,240**	**(4,048)**		-5%
Capital grants and subsidies	24,868	15,006	15,010	4	$13.2M cash is held in unacquitted grants for projects not yet finalised	
Operating revenues	**54,077**	**26,282**	**22,230**	**(4,052)**		-7%
Operating grants and subsidies	5,373	2,654	564	(2,090)	FY24 Financial Assistance Grant was 96% prepaid in June 2023	
Other revenue	2,051	1,049	1,143	94		
Nett rates and charges	30,660	15,330	15,099	(231)		
Interest earned	3,092	1,605	2,363	758	Interest rates are higher than budgeted	
Contributions from developers and others	-	-	-	-		
Profit/ (loss) on disposal of non-current assets	-	-	-	-		
Dividend/ tax equivalent - UU	1,968	307	392	85		
Fees and charges	2,078	1,401	1,468	67		
Contract works revenue	8,855	3,935	1,201	(2,734)	Contract works commissioned by State are lower than expected including any component of SEQ City Deal Brisbane Valley Highway funding	
Operating expenditure	**59,390**	**45,892**	**38,519**	**7,373**		12%
Labour, plant and materials - operating purposes	48,078	40,019	32,755	7,264		
Depreciation (interim)	11,312	5,873	5,764	109		

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
Unaudited - for internal purposes only
Period 1 July 2023 to 4 January 2024

Pay Period from - 01-Jul-23
Pay Period to - 04-Jan-24
Period elapsed - 51%

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)**	**(4,170)**	**(3,790)**	**380**	Within expected limits
4000-0002	**CORPORATE SUPPORT**	(2,742)	(1,723)	(1,531)	192	Within expected limits
4056-1000	Sundry Income	3	1	36	35	
4058-1000	Qld Govt Agency Program revenue	77	39	39		New contract to be signed
4110-2000	Corporate labour costs	(1,251)	(649)	(538)	111	
4120-2000	Corporate costs other than labour	(615)	(319)	(240)	79	
4121-2000	Insurance - property/ public liability	(383)	(383)	(377)	6	
4124-2000	Subscriptions	(77)	(77)	(74)	3	
4130-2000	Corporate buildings repairs and maintenance	(34)	(17)	(19)	(2)	
4760-2000	Operating costs - information technology	(568)	(295)	(316)	(21)	
4710-2000	Hardware - information technology	(43)	(22)	(42)	(20)	
4999-2000	Internal cost allocations	149				
4508-0002	**SOMERSET CIVIC CENTRE**	(601)	(312)	(237)	75	Within expected limits
4508-1000	Esk Somerset Civic Centre revenue	40	21	66	45	
4508-2000	Esk Somerset Civic Centre operations	(641)	(333)	(303)	30	
4300-0002	**LIBRARIES**	(1,094)	(570)	(446)	124	Within expected limits
4320-1000	Grant for library book purchases	126	65	63	(2)	
4320-2000	Purchase of new library books	(126)	(65)	(48)	17	
4355-2000	Other operating expenses - libraries	(169)	(88)	(52)	36	
4325-1000	Library operational grants	12	6	20	14	
4325-2000	Library operational grant expenditure	(9)	(5)	(8)	(3)	
4330-1000	Sundry Income - libraries	9	4	3	(1)	
4365-2000	Repairs and maintenance expenses - libraries	(59)	(31)	(36)	(5)	
4350-2000	Labour costs - libraries	(878)	(456)	(388)	68	
	COUNCIL PROPERTIES - Income	357	195	175	(20)	Within expected limits
4565-1000	Coominya refuse and recycling facility	4	2		(2)	
4515-1000	Esk (Farm Supplies Shed) Neilsen Place	43	22	23	1	
4541-1000	Esk Motorola Tower Lakeview Park		9	9		
4522-1000	Esk Racecourse Showgrounds	2	1	1		
4561-1000	Fernvale billboard/ Fernvale sports park	11	6	9	3	
4547-1000	Fernvale Campdraft Grounds	5	2	1	(1)	
4558-1000	Fernvale communications tower sites	73	38	14	(24)	Annual lease
4543-1000	Fernvale Community Hall	7	4	4		
4534-1000	Fernvale Futures Complex	18	9	3	(6)	
4566-1000	Fernvale UU lease - L99 CC3429 - Ferny Gully	1	1		(1)	
4514-1000	Grazing Rights - various rural properties	28	15	5	(10)	
4585-1000	Kay Avery Place					
4571-1000	Kilcoy aerodrome					
4578-1000	Kilcoy communications tower site	9	4		(4)	
4594-1000	Kilcoy Information Centre/ Healthy Land and Water lease	12	6	10	4	
4582-1000	Kilcoy Memorial Hall	11	6	5	(1)	
4586-1000	Kilcoy Motocross Club	2	1	2	1	
4575-1000	Kilcoy Showgrounds	46	24	51	27	
4579-1000	Kilcoy Yowie Park concessions (eg food vans)	2	1	1		
4532-1000	Lowood Enterprise Centre	28	14	17	3	
4533-1000	Railway Corridor Land - various locations	8	4		(4)	
4505-1000	Railway Street Lowood - various business premises	20	10		(10)	Annual lease
4530-1000	Somerset Dam Coronation Hall - hire charges	15	8	7	(1)	
4512-1000	Tennis Clubs	3	2		(2)	
4567-1000	Wivenhoe Pocket NBN lease	12	6	13	7	
4500-0002	**COUNCIL PROPERTIES - Expenditure**	(853)	(442)	(497)	(55)	Within expected limits
4520-2000	Buildings on railway land	(141)	(73)	(22)	51	
4530-2000	Coronation Hall Somerset Dam	(23)	(12)	(26)	(14)	Higher than expected cleaning contract rates
4504-2000	Esk racecourse showground	(72)	(38)	(50)	(12)	Unbudgeted economic consultancy ahead of grant application
4524-2000	Esk Heap Street former fire station	(3)	(1)		1	
4548-2000	Fernvale campdraft grounds	(66)	(34)	(18)	16	
4543-2000	Fernvale community hall	(18)	(9)	(19)	(10)	Higher than expected ground maintenance hours
4559-2000	Fernvale PCYC	(157)	(81)	(65)	16	
4585-2000	Kay Avery Place Kilcoy	(30)	(16)	(3)	13	
4572-2000	Kilcoy airfield					
4588-2000	Kilcoy Lions Building	(0)				
4583-2000	Kilcoy Memorial Hall	(27)	(14)	(33)	(19)	Unbudgeted catering equipment

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
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Period elapsed - 51%

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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
4576-2000	Kilcoy racecourse showgrounds	(86)	(44)	(115)	(71)	Unbudgeted water upgrade (contributed to by Kilcoy Race Club)
4578-2000	Kilcoy sports centre operations - indoor	(94)	(49)	(40)	9	
4580-2000	Kilcoy sports centre operations - Hopetoun fields	(18)	(10)	(6)	4	
4595-2000	Lowood Community Centre_Peace St	(1)		(1)	(1)	
4523-2000	Lowood Recreation Complex	(32)	(17)	(92)	(75)	Unbudgeted upgrade to recreation complex
7347-2000	Lowood Telstra Site	(1)				
4511-2000	Lowood Walters Street building (former SES)	(1)	(1)		1	
4509-2000	Old Lowood library building (hub)	(1)	(1)		1	
4507-2000	Rental - Watts Bridge Airfield					
4560-2000	Repairs & maintenance - rental properties	(6)	(3)	(2)	1	
4587-2000	Sheepstation Hall site	(1)				
4528-2000	Storage building - 82 Ipswich St Esk costs	(0)				
4538-2000	Tennis assets	(41)	(21)		21	
4536-2000	Toogoolawah gym	(29)	(15)	(4)	11	
4506-2000	Toogoolawah old water treatment plant	(6)	(3)	(1)	2	
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)	(660)	(684)	(24)	Within expected limits
4605-1000	Grants - social services program - ongoing	254	132	155	23	
4662-1000	Grants - social services program - once off			10	10	
4680-2000	Youth development program - expenditure	(147)	(76)	(35)	41	
4660-2000	Operating expenses - social services program	(175)	(91)	(187)	(96)	Over expenditure was necessary to acquit grants from previous years (eg. Housing needs consultancy)
4615-2000	Community recovery officer - expenditure		(99)	(99)		Grant funded
4663-2000	Localised Mental Health Initiative Costs			(17)	(17)	Previous year grant funded
4596-1000	Community Wellness Hubs			2	2	
4610-1000	Grants - Regional Arts Devel Fund - grants received			27	27	
4610-2000	Grants - Regional Arts Devel Fund - payments	(40)	(21)	(25)	(4)	
4620-1000	Condensery grants - various revenue			28	28	
4657-2000	Condensery grants - various expenditure			(9)	(9)	
4659-1000	Arts Qld Play Local Program grants					
4659-2000	Arts Qld Play Local Program expenditure					
4650-2000	Grants to community groups (CAG)	(183)	(95)	(80)	15	
4568-1000	Mayoral Gala Ball 2023 revenue			37	37	FY2024 sponsorship revenue mainly received in FY2023
4568-2000	Mayoral Gala Ball 2023 expenditure			(52)	(52)	
4645-2000	Donations from Mayoral Charity Ball Fund			(9)	(9)	
4607-1000	Qld Remembers grants					
4607-2000	Qld Remembers expenditure			(5)	(5)	
4651-2000	Recreation reserves operating expenses	(3)	(1)		1	
4020-1000	Toogoolawah Gym capital funding					
4616-1000	Mountain to Mountain capital funding		94	94		
4673-1000	Sporting Recurrent Grants - Other			10	10	
7340-2000	Swimming pool operations	(471)	(245)	(292)	(47)	Unbudgeted Pool Tiling/Safety signage
4665-2000	Sport and recreation program	(377)	(196)	(134)	62	
4670-1000	BBRF4_HostingQldCrossCountryStateCh					
4667-1000	Somerset Rail Trail Classic - revenue	10	10	14	4	
4674-2000	Somerset Rail Trail Classic - expenditure	(41)	(41)	(81)	(40)	
4671-1000	Sport+Recn Participant Contributions					
4672-2000	Sport+Recn Participant Program costs	(61)	(31)	(36)	(5)	
	MARKETING AND PROMOTION	(1,292)	(658)	(570)	88	Within expected limits
4555-2000	Esk Visitor Information Centre	(216)	(112)	(70)	42	
4556-2000	Fernvale Visitor Information Centre	(159)	(82)	(111)	(29)	
4554-2000	Kilcoy Visitor Information Centre	(180)	(93)	(84)	9	
4557-2000	Toogoolawah Condensery/ gallery/ visitor information	(272)	(141)	(162)	(21)	
4570-1000	Promotions revenue			6	6	
4570-2000	Promotions - other expenses	(428)	(222)	(153)	69	
4655-1000	Australia Day Community Grant			8	8	
4653-2000	Australia Day costs	(20)		(4)	(4)	
4652-2000	Community events and celebrations	(16)	(8)		8	

SOMERSET REGIONAL COUNCIL
Variance Reports
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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
5000-0002	**PROGRAM - HUMAN RESOURCES/ CUSTOMER SERVICE**	**(2,651)**	**(1,377)**	**(1,256)**	**121**	Within expected limits
5003-1000	Grants Traineeships	150	77	57	(20)	Fewer traineeships
5110-2000	Labour costs/ customer service	(908)	(472)	(446)	26	
5150-2000	Labour costs/ human resources	(1,079)	(560)	(499)	61	
5160-2000	Other expenses - human resources	(325)	(168)	(87)	81	
4140-2000	Fringe Benefits Tax	(116)	(60)	(35)	25	
5161-2000	Personal protective items	(124)	(64)	(49)	15	
5170-2000	Staff training	(250)	(130)	(197)	(67)	Over expenditure of $34k is for Team Building event
6000-0001	**PROGRAM - FINANCE**	**34,652**	**17,681**	**16,135**	**(1,546)**	Within expected limits
6105-1000	General rates	29,171	14,585	14,229	(356)	Unexpected valuation cancellations and reductions
6115-1000	Internal rates	(108)	(54)	(57)	(3)	
6125-1000	Interest on rates and charges	135	70	140	70	
6135-1000	Discount on general rates	(3,914)	(1,957)	(1,857)	100	Fewer ratepayers took advantage of discounts than expected
6107-1000	Change of ownership fees	85	42	38	(4)	
6108-1000	Ex - gratia Treasury payments (SEQWater rates)	1,429	714	714	(0)	
4051-1000	State Govt Emergency Management Levy retention	46	23	23		
6116-2000	State Govt Emergency Management Levy expense	(31)	(16)	(15)	1	
6145-1000	State pensioner rate subsidy			(4)	(4)	
6147-1000	Council pensioner rate subsidy	(2)	(1)	(1)		
4060-1000	Property search fee revenue	367	190	190		
6205-1000	Financial assistance grants	4,397	2,283	96	(2,187)	Grant was 94% prepaid to Council in June 2023
6279-1000	Interest income	2,957	1,535	2,223	688	Interest rates are higher than budgeted
6280-1000	Share of profit - Urban Utilities	1,378				
6281-1000	Urban Utilities tax equivalent receipts	590	307	392	85	
6450-2000	Labour costs/ finance	(1,667)	(865)	(822)	43	
6520-2000	State valuations + other operating	(214)	(56)	(38)	18	
4455-2000	Stores operations	(15)	(4)	(11)	(7)	
6530-2000	Audit	(143)	(37)	(55)	(18)	
6601-2000	Merchant fees/ bank charges	(80)	(41)	(39)	2	
6625-2000	Bad & doubtful debts	(6)				
6805-2000	Annual leave	(1,499)				
6815-2000	Long service leave	(359)				
6820-2000	Public holidays	(725)	(290)	(266)	24	
6825-2000	Superannuation	(2,153)	(1,118)	(1,100)	18	
6810-2000	Sick leave	(637)	(331)	(235)	96	
6811-2000	Natural disaster leave					
6813-2000	Severance/ other			(2)	(2)	
6830-2000	Work Cover insurance and costs	(486)	(486)	(601)	(115)	Unexpectedly high insurance premium
6835-2000	Pay Adjustments - Backpay			(6)	(6)	
6855-2000	COVID19 Special Leave					
6840-2000	Wet weather	(117)	(61)	(26)	35	
6845-2000	Floating plant & loose tools	(61)	(32)	(59)	(27)	
6998-2000	Employee oncost recoveries	6,315	3,279	3,284	5	
7000-0001	**PROGRAM - OPERATIONS**	**746**	**(14,234)**	**(10,481)**	**3,753**	Within expected limits
7000-0002	**DISASTER MANAGEMENT**	(64)	53	47	(6)	Within expected limits
7005-1000	SES operating grants	22	22	22	0	
7010-1000	SES capital grants		57	57		
7033-1000	Get Ready Queensland funding	15	15	15	1	
7027-1000	Flood study grants					
7028-2000	Flood study expenditure			(51)	(51)	relates to updgrade of guardi
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)				
7031-1000	DFRA_BushfireRecoveryProgram_2020		50	50		Previous year grant funded
7033-2000	Get Ready Queensland expenditure	(15)				
6136-1000	Council SES levy revenue	338	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)	(5)	(10)	(5)	
7034-2000	Other disaster management expenses	(425)	(221)	(186)	35	

SOMERSET REGIONAL COUNCIL
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		Revenue or (cost)	Revenue or (cost)	Revenue or (cost)	Favourable (Unfavourable)	
7036-2000	SES plant and equipment internal hire	(76)				
7040-2000	Other operating expenses - SES	(64)	(33)	(19)	14	
7100-0001	**ENGINEERING OFFICE**	12,337	(1,218)	(753)	465	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		4	4	
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	4,058	4,058		
7120-1000	TMR_Walking Local Govt Grants Program					
7114-1000	Competitive URCSP_ Lowood Minden /Green Valley					
7121-1000	Local Roads & Community Infrastructure grants #3		292	292		
7030-1000	Competitive Risk Resilience Grants - culverts	563	141	141		
7113-1000	Local Roads & Community Infrastructure grants #4	1,558				
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				
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		700	700		
7127-1000	Cash Contributions Developers			(24)	(24)	
7150-2000	Labour costs - engineering office	(2,090)	(1,085)	(893)	192	
7160-2000	Other operating expenses - engineering	(776)	(403)	(172)	231	
7415-2000	Operating expenses - depots	(262)	(136)	(167)	(31)	Higher than expected Depot upgrades
7299-2000	Maintenance internal transfers	202				
7170-2000	Depreciation - roads	(6,548)	(3,400)	(3,337)	63	
7171-2000	Depreciation - underground drains	(400)	(208)	(204)	4	
7172-2000	Depreciation - bridges	(972)	(505)	(495)	10	
7173-2000	Depreciation - paths	(459)	(238)	(234)	4	
7180-2000	Depreciation - other buildings	(1,227)	(637)	(625)	12	
7200-0002	**MAINTENANCE**	(10,739)	(11,378)	(8,589)	2,789	Within expected limits
7200-0003	**Road street and bridge maintenance**	(7,420)	(9,594)	(7,054)	2,540	Within expected limits
7220-2000	Street maintenance	(1,047)	(544)	(496)	48	
7270-2000	Rural road maintenance	(6,180)	(3,209)	(668)	2,541	Adjustments between ordinary road maintenance expenditure and flood restoration expenditure
7561-1000	Flood restoration - grants		9,461	9,461		
7569-2000	Flood restoration - expenditure		(15,201)	(15,201)		
7230-2000	Footpaths and bikeways maintenance	(113)	(59)	(112)	(53)	
7360-2000	Gravel operations (own roads) - nett (cost) or recovery			(5)	(5)	
7310-2000	Bridge maintenance	(80)	(42)	(33)	9	
7320-0003	**Town and village facilities**	(3,705)	(1,898)	(1,634)	264	Within expected limits
7330-2000	Town stewardship/ parks and gardens	(2,130)	(1,106)	(929)	177	
7333-2000	Maintenance - public conveniences	(820)	(426)	(421)	5	
7210-2000	Street lighting	(290)	(151)	(144)	7	
7346-1000	Maintenance rail corridor land - income	56	56	60	4	
7825-1000	Cemetery revenue	194	100	111	11	
7870-2000	Cemetery expenditure	(353)	(183)	(136)	47	
7321-2000	Water supplied to council	(183)	(95)	(60)	35	
7322-2000	Sewerage services to council	(104)	(54)	(75)	(21)	
7336-2000	Vandalism	(25)	(13)	(26)	(13)	
7337-2000	CCTV operations	(24)	(13)	(2)	11	
7345-2000	Maintenance of skate parks	(25)	(13)	(12)	1	
7400-0003	**Workshop and depots**	385	114	99	(15)	Within expected limits
7425-1000	Fuel rebates	88				
7416-2000	Two Way Radio Site Rental Costs	(4)	(2)	(3)	(1)	
7430-2000	Depreciation - plant	(1,463)	(759)	(745)	14	
7431-2000	Tyres and batteries	(120)	(62)	(60)	2	
7432-2000	Registration	(88)	(88)	(89)	(1)	
7433-2000	Workshop wages	(622)	(323)	(348)	(25)	
7435-2000	Vehicle leasing and plant hire	(436)	(226)	(222)	4	
7434-2000	Fuel and oil	(1,110)	(576)	(624)	(48)	

SOMERSET REGIONAL COUNCIL
Variance Reports
Actual versus budget workings income and expenditure by activity
Unaudited - for internal purposes only
Period 1 July 2023 to 4 January 2024

Pay Period from - 01-Jul-23
Pay Period to - 04-Jan-24
Period elapsed - 51%

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)	
7436-2000	Parts and outside labour	(451)	(234)	(254)	(20)	
7449-2000	Internal plant recoveries	4,592	2,384	2,444	60	
7500-0002	**RECOVERABLE WORKS**	1,948	(369)	(1,026)	(657)	Within expected limits
7510-1000	Main Roads maintenance - revenue	3,442	1,097	1,097		
7560-2000	Main Roads maintenance - expenditure	(2,776)	(2,132)	(2,132)		Contract limits may be met before June 2024
7556-1000	Main Roads capital works - revenue	5,350	2,778	41	(2,737)	Contract works commissioned by DTMR are lower than expected including any component of SEQ City Deal BVH funding
7556-2000	Main Roads capital works - expenditure	(4,066)	(2,111)	(14)	2,097	As above re DTMR
7530-1000	Recoverable works revenue - other	7	4	3	(1)	
7580-2000	Recoverable works costs - other	(10)	(5)	(21)	(16)	
7900-0002	**WASTE MANAGEMENT**	(2,735)	(1,322)	(160)	1,162	Within expected limits
7905-1000	Garbage charges	4,251	2,126	2,154	28	
7925-1000	Waste fees - domestic waste	30	16	18	2	
7926-1000	Waste fees - commercial waste	1	1		(1)	
7927-1000	Waste income - recycling	80	42	54	12	
7942-2000	State Waste Levy	(263)	(136)	(49)	87	
7940-2000	Operating expenses - waste management	(3,453)	(1,793)	(844)	949	Kilcoy landfill rehabilitation is below budget
7939-2000	Waste collection contract portion	(2,796)	(1,452)	(1,369)	83	
7943-2000	Depreciation - refuse management	(244)	(126)	(124)	2	
7950-2000	Waste Mgt Internal Transfers	(343)				
8000-0001	**PROGRAM - PLANNING/ DEVELOPMENT**	**(3,985)**	**(1,574)**	**(1,103)**	**471**	Within expected limits
7960-0002	**REGULATORY - ENVIRONMENT - HEALTH**	(2,223)	(841)	(602)	239	Within expected limits
	Regulatory services					
7965-1000	Animal fees		324	324		
7831-1000	Fines - infringement notices	15	8	13	5	
7980-1000	Kennels amenity special charge	18	9	9	(0)	
7970-2000	Local laws labour and plant costs	(692)	(359)	(252)	107	
7975-2000	Other local laws costs	(55)	(28)	(16)	12	
	Environment					
7840-1000	Environmental levy	501	251	251	1	
7844-1000	Other environmental revenue			2	2	
7815-1000	Quickspray hire	10	5	1	(4)	
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)	(138)	(86)	52	
8022-2000	QRA_QLDbushfires_GreenArmy					
7860-2000	Other operating expenses - health and environment	(11)	(6)	(3)	3	
7845-2000	Tree Planting			(18)	(18)	
7885-2000	Pest management costs	(1,242)	(645)	(575)	70	
8171-2000	Other environmental expenditure	(40)	(21)	(37)	(16)	
7881-2000	Wild animal bounties	(19)	(10)	(7)	3	
	Public health					
7809-1000	Domestic water carrier permits	2	1	1		
7810-1000	Food hygiene rates	35	18	18	1	
7818-1000	Other health fees	4	2	2		
7805-1000	Grants - health/ immunisation programs					
7855-2000	Labour costs - health and environment	(483)	(251)	(229)	22	
8000-0002	**ECONOMIC DEVELOPMENT**	(268)	(139)	(81)	58	Within expected limits
8051-2000	Lowood development properties	(1)	(1)		1	
8052-2000	Other economic development	(266)	(138)	(81)	57	
8021-2000	Business Recovery Officer					
8100-0002	**LAND USE PLANNING**	(1,582)	(640)	(489)	151	Within expected limits
8120-1000	Fees and charges - planning	661	343	397	54	
8142-2000	Planning scheme amendments	(350)		(3)	(3)	
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)	(33)	(18)	15	
8155-2000	Labour costs - planning	(1,343)	(697)	(552)	145	
4160-2000	Legal Expenses	(420)	(218)	(263)	(45)	

SOMERSET REGIONAL COUNCIL
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Period elapsed - 51%

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)	
8156-2000	Planning consultants	(120)	(62)	(79)	(17)	
8200-0002	**BUILDING SERVICES**	88	46	69	23	Within expected limits
8220-1000	Fees and charges - building	720	374	374		
7854-1000	Seqwater-wastewater risk mitigation income					
7854-2000	Seqwater-wastewater risk mitigation expenditure			(17)	(17)	
8255-2000	Labour costs - building	(619)	(321)	(283)	38	
8265-2000	Other operating expenses - building	(14)	(7)	(5)	2	
9000-0002	**PROGRAM - EXECUTIVE**	(1,750)	(930)	(784)	146	Within expected limits
9027-2000	Professional education expenses - Cr Brieschke	(6)	(6)	(1)	5	
9036-2000	Professional education expenses - Cr Choat	(6)	(6)	(2)	4	
9035-2000	Professional education expenses - Cr Gaedtke	(6)	(6)	(4)	2	
9037-2000	Professional education expenses - Cr Isidro	(6)	(6)	(2)	4	
9038-2000	Professional education expenses - Cr Wendt	(6)	(6)	(3)	3	
9034-2000	Professional education expenses - Cr Whalley	(6)	(6)	(2)	4	
9040-2000	Professional education expenses - Mayor Lehmann	(8)	(8)	(2)	6	
9055-2000	Operating expenses - elected members	(807)	(419)	(413)	6	
9065-2000	Labour costs - executive	(695)	(361)	(343)	18	
9070-2000	Other operating costs - executive	(204)	(106)	(12)	94	

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

Unaudited - for internal purposes only

Description	Estimate ($000's)	Actual since 1 July 2023 ($000's)	Committed costs ($000's)	Total actual and committed ($000's)	Budget Variance - Favourable/ (Unfav) ($000's)	Comments
TOTAL BUILDINGS AND STRUCTURES	**5,291**	**1,943**	**536**	**2,479**	**2,809**	**Within expectations**
Animal Pound Large - Relocate to Esk	-	1	1	2	(2)	
Consult Implement Contractor Mgmt Framework	25	6	17	23	2	
Regional - Cemetery Concrete Plinths Lawn Bm Sect	-	11	1	12	(12)	
Regional - Cemetery Concrete Plinths Lawn Bm Sect	-	2	-	2	(2)	
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)	
Esk Depot Safety Security Legal Imprv	-	43	1	44	(44)	
Esk Landfill Upgrade EyeWash Station	15	-	-	-	15	
Esk Sim Lord Room Upgrade	-	5	-	5	(5)	
Kilcoy Aquatic Pool Elect Heating	-	51	-	51	(51)	Prior year budgeted project
Kilcoy Indoor Sports Development Application	-	6	29	35	(35)	
Kilcoy Showground Constr Ferling Way	220	-	-	-	220	
Kilcoy - Regional Entry Strategy Implementation	200	117	-	117	83	
Fernvale Memorial Park Master Planning	-	-	11	11	(11)	
Merryl Dray Shelters Flexible Funding grant	142	73	12	85	57	
Lowood - Lowood Pool Renewal	-	771	34	806	(806)	Prior year grant funded project
Esk - Animal Pound Small Car Port Wash Etc	20	-	-	-	20	}
Esk - Esk Admin New Airconditioning Syst	-	31	0	31	(31)	Prior year project completed this year
Esk - Esk Admin Roof Repl Eastern End	-	315	12	327	(327)	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
Moore - MooreToiletsWaterSupplyExFtpth	-	1	-	1	(1)	
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

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

Unaudited - for internal purposes only

Description	Estimate ($000's)	Actual since 1 July 2023 ($000's)	Committed costs ($000's)	Total actual and committed ($000's)	Budget Variance - Favourable/ (Unfav) ($000's)	Comments	
Stormwater Insptn_Stage5	-	-	3	3	(3)		
Lockyer Water study/ contributions	-	-	58	58	(58)		
Esk Football Grnds Irrigation MIP	89	9	9	18	70		
Lowood Recreation Complex MIP upgrades	265	14	9	23	242		
Lwd Rec Complex Drain Bridge Stabilisation	40	8	-	8	32		
Parslow Pk Upgrade Playground	150	-	-	-	150		
Pipeliner Pk Refrb Esk Amenities	300	-	-	-	300		
Clock Park Lowood Refurb Amenities	170	-	-	-	170		
Daguilar Hwy Main St Moore CCTV Camera	25	-	19	19	6		
Kilcoy CBD Streetscape Design	50	3	-	3	47		
Lwd Futures Stg1 Design Cons SEQ City Deal	400	-	-	-	400	Council resolution proposes SEQ City Deal funding	
Esk Pipeliner Pk Field Inlet Pits Footpath	70	8	0	8	62		
Rural Stormwater Replace Culverts	100	10	-	10	90		
Updated Local Flood Mgt Plan	50	-	-	-	50		
RailTrailKilctoWoodfordInvestg	50	-	-	-	50		
Kilcoy Depot Safety Security Improvements	250	6	-	6	244		
Kilcoy Mem Hall Imp Ext Ldg/Bay	400	12	4	16	384		
Esk Animal Shelter Carport Washbay Fencing	20	-	-	-	20		
Esk Animal Shelter Security Fencing	40	35	-	35	5		
Lwd Depot Safety Security Improvements	150	17	0	17	133		
Lakeview Pk Shelter Picnic Table	30	-	-	-	30		
Fvale Spts Pk Oval Irrig	300	-	232	232	68		
Minden Pk Shelters Picnic Tables	70	-	-	-	70		
Coominya Amenities Upgrade	200	-	-	-	200		
Sandy Creek Crossing	-	2	3	5	(5)		
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	-	71	4	76	(76)	Prior year budgeted project	
Toogoolawah Pool Pool Depth Signage	-	14	-	14	(14)	Prior year budgeted project	
SEQ_CityDeal Brisbane Valley Highway safety contribution	-	4	-	4	(4)		
TOTAL ROAD Resealing	**2,313**	**65**	**243**	**308**	**2,006**	**Within expectations**	
Budget	2,313	-	-	-	2,313		}
Alpine Ct Resealing	-	1	-	1	(1)		}
Anderson La Resealing	-	-	12	12	(12)		}
Ann St Esk Resealing	-	2	-	2	(2)		}

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

Unaudited - for internal purposes only

Description	Estimate ($000's)	Actual since 1 July 2023 ($000's)	Committed costs ($000's)	Total actual and committed ($000's)	Budget Variance - Favourable/ (Unfav) ($000's)	Comments
Argyle Ct Resealing	-	-	5	5	(5)	}
Aspen Dr Resealing	-	1	-	1	(1)	}
Bischoffs Rd Resealing	-	-	1	1	(1)	}
Braemore La Resealing	-	9	0	10	(10)	}
Buaraba CreekRd Resealing	-	15	164	178	(178)	}
Burnside Ct Resealing	-	1	-	1	(1)	}
Cedar Av Resealing	-	2	-	2	(2)	}
Colinton St Resealing	-	2	4	6	(6)	}
CormackSt Resealing	-	1	-	1	(1)	}
Crest Ct Resealing	-	1	-	1	(1)	}
Dunlop Rd Resealing	-	1	-	1	(1)	}
EastSt Resealing	-	1	-	1	(1)	}
Esk Works Depot Resealing	-	4	0	4	(4)	}
FrancisTceEskResealing	-	1	-	1	(1)	}
Gloucester Ct Resealing	-	-	10	10	(10)	}
Heap St Resealing	-	0	5	5	(5)	}
HighlandStResealing	-	2	-	2	(2)	}
Lowood SES Depot Resealing	-	1	-	1	(1)	}
Lowood Works Depot Resealing	-	18	19	37	(37)	}
MaronghiStResealing	-	0	1	1	(1)	}
McConnelStResealing	-	0	2	2	(2)	}
Royal Dr Resealing	-	-	20	20	(20)	}
Williams St Lwd Resealing	-	1	-	1	(1)	}
TOTAL ROAD CAPITAL	**31,263**	**9,405**	**3,126**	**12,530**	**18,735**	**Within expectations**
Banks Creek Rd Pavement Rehab	-	65	55	119	(119)	
BVRT new Bike Rack	8	7	-	7	1	
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	78	989	1,066	599	
Bernhagen Ln Lowood Seal Widen	-	3	26	29	(29)	
BVRT New Traffic Furniture	-	11	-	11	(11)	
BVRT New Footpath - Main To Gully	-	-	16	16	(16)	
BVRT Renewal project	-	-	3	3	(3)	
Cressbrook St Renew Path	120	116	-	116	4	

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

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Dumke Rd New Underground Drain	-	2	-	2	(2)	
East St Esk New Footpath	209	190	12	202	7	
Ellen St Lowood Widen+ New Kerb	70	88	1	89	(19)	
Esk Crows Nest Seal Extension	4,110	1,856	524	2,380	1,730	Funded project - competitive SEQCSP and HVSPP
GlamorganVale Road widening	-	99	76	175	(175)	Prior year budgeted project
Gregors Creek Rd renew dip culvert chainage 9370	-	10	0	10	(10)	Prior year grant funded project
Highland St New Path	-	150	-	150	(150)	Prior Year grant funded Mountain to Mountain Project
Ivory Creek Rd Seal Widen	2,775	12	-	12	2,763	Funded project - competitive PACP
King St Somerset Dam Widening	50	39	7	46	4	
LindemansRdNewFootpath	-	- 1	-	- 1	1	
Lowood Minden Rd widening - Litzows-Lukritz	2,800	4,746	33	4,779	(1,979)	Funded project (competitive HVSPP)/ 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	67	42	108	1,268	Funded project - competitive SEQCSP
Mack St Widen+UDrain	-	-	3	3	(3)	
Main St Lowood Seal Widen+New Kerb	-	18	-	18	(18)	
Main Street Lowood Seal Widening	1,565	-	-	-	1,565	Funded project - competitive PACP
Middle St Esk Seal Widen	325	-	1	1	324	
Muckerts Ln widening (Bushfire mitigation)	-	0	670	670	(670)	Prior year funded project - competitive BSBRP
Murrumba Rd Renew Culvert	1,126	450	99	549	577	
Old Fernvale Rd Renew Culverts	40	31	-	31	9	
Prospect Street new path	-	1	-	1	(1)	
Cressbrook St Renew Culvert	150	-	-	-	150	
Dingyarra St underground drain	2,049	16	46	61	1,987	Funded project- competitive Disaster Ready Fund
E Summervilles Rd Pavement Rehab	-	25	14	39	(39)	
Ellen St Lwd Widen Kc	250	74	35	109	141	
England Ck Rd Renew Culvert	80	-	-	-	80	
Glamorgan Vale Rd Renew Culvert	25	-	-	-	25	
Graham Rd LRCI Widen, kerb and underground drainage	800	-	-	-	800	Funded project - LRCIP - Due June 2025
Gunyah St Widen and kerb	325	321	59	380	(55)	
Highland St Renew PathX	165	-	-	-	165	
Ivory Ck Rd Seal Extension LRCI	800	0	-	0	800	Funded project - LRCIP - Due June 2025
Kilcoy Murgon Rd UG drain	140	-	-	-	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

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

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Main St Cmya WideKcPath	55	-	-	-	55	
Main St Lwd RenewPath	15	13	-	13	2	
McCulkins Lane Widen+Energex	250	-	0	0	250	
Peace St Lwd new Paths STIP	317	0	-	0	317	
Prenzlau Rd Wide Rehab	500	335	115	450	50	
Railway St Lwd UG drain	120	-	-	-	120	
Railway St Lwd NewPath	150	0	-	0	150	
Schroeder La SealExt	50	25	-	25	25	
Stanton St Kcy WideKcPath	200	91	2	94	106	
Wells St Rehab Path	103	16	17	33	70	
Wivenhoe Pocket Rd Pavement Rehab	-	41	-	41	(41)	
MaryStEskRenewFootpath	-	1	-	1	(1)	
Royston St Kcy Pavement Rehab	150	142	101	243	(93)	Prior year budgeted project
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	7	9	17	5,593	Funded project - competitive PACP
Waverley & Sheppards Rd Seal Extenti	-	107	91	198	(198)	Prior year funded project - competitive BSBRP
Waverley Shephard Wide Pavemt Rehb	-	82	39	121	(121)	Prior year funded project - competitive BSBRP
William St New Underground Drain	190	27	2	28	162	
YowieParkRenewFootpath	75	11	5	16	59	
TOTAL BRIDGES	**7,050**	**10**	**32**	**41**	**7,009**	**Within expectations**
Buaraba Creek Road Bridge Capex	-	-	2	2	(2)	
Monsildale Road Bridge Capex	50	-	-	-	50	
Neurum Rd Bridge Capex	7,000	10	30	39	6,961	Funded project - competitive BRP
TOTAL PLANT	**1,479**	**249**	**2,986**	**3,236**	**(1,757)**	**Within expectations**
Plant changeover	1,479	- 50		- 50		Proceeds of sale yet to be transacted
UD Quon Truck_2022.04p_8y_	-	3	-	3		
PerkinsGenerator33kva_gifted_v	-	1	-	1		
EskLakeVwShelter_2022.03p_40y_	-	-	1	1		
Toro Wide Area Mower_2022p	-	-	115	115		
MowerJD1585Series_2023.02p_3y_	-	75	-	75		
MowerJD1585Series_2023.02p_3y_	-	75	445	520		
MowerJD1585Series_2023.02p_3y_	-	75	-	75		
LoaderKomatsu_2023.10p_8y_ORDE	-	-	276	276		
BelcoPlantTrailer_2024.??p_5y_	-	-	14	14		

Somerset Regional Council

Capital works / actual versus budget

Period 1 July 2023 to 4 January 2024

Unaudited - for internal purposes only

Description	Estimate ($000's)	Actual since 1 July 2023 ($000's)	Committed costs ($000's)	Total actual and committed ($000's)	Budget Variance - Favourable/ (Unfav) ($000's)	Comments
BelcoPlantTrailer_2024.??p_5y_	-	-	14	14		
IsuzuFRR110_2023.02p_8y_held	-	3	152	154		
IsuzuFRR110_2023.02p_8y_held	-	3	152	154		
TandemAxleTrailer_2023.07p_8y_	-	15	-	15		
RapidSprayUnit_2023.08p_10y_he	-	15	-	15		
UTVkubtoa_2023.07p_10y_held	-	28	-	28		
Hino FD1124 Truck_2022.03p_8y	-	1	-	1		
2 Axle Dog TrailerSt_2022.05p_8y_	-	5	-	5		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDTruckFelcoWaterTank2023.03p_	-	-	325	325		
UDQuonTruck_2024.0?p_8yr_???	-	-	292	292		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		
IsuzuFRR_CrewCab_2024.??_8yr_?	-	-	187	187		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
SESFordRangerDCab4x4_2023.05p	-	-	88	88		
TOTAL CAPITAL EXPENDITURE	**47,395**	**11,672**	**6,923**	**18,595**	**28,802**	**Within expectations**

Somerset Regional Council
Investment report
As at 4 January 2024

Term deposits - operating account

Bank	Maturity	Term (days)	Rate	Amount
BEN	11/11/2024	365	5.20%	$ 1,000,000

QTC cash fund - operating (nett rate December 2023)	4.91%	$ 44,595,595
Mayoral Charity Ball account		$ 59,741
Other cash balances		$ 722,836
Total operating and trust cash brought to account (unrestricted)		$ 46,378,173
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	$ 69,837	$ 140,029
Year to date interest earnings on investments	$ 2,957,148	$ 1,535,442	$ 2,223,019
Total interest revenue	$ 3,091,648	$ 1,605,279	$ 2,363,048
Interest earned per rateable property	$ 252	$ 131	$ 193

	State target (minimum)	Actual YTD
Unrestricted cash expense ratio	4	9

SOMERSET REGIONAL COUNCIL
REPORT ON LARGEST 70 PAYMENTS PROCESSED (EXCLUDING INVESTMENTS AND INTERNAL PAYMENTS)
PAYMENTS PROCESSED FROM 8 DECEMBER 2023 TO 5 JANUARY 2024

Line	Creditor	Payment including GST	Comments
1	CPM GROUP PTY LTD	$ 924,709	Flood Restoration Contract Services - ref 59261
2	CASH	$ 495,965	Payroll Transaction - ref 1CASH13
3	CASH	$ 478,321	Payroll Transaction - ref 1CASH14
4	BROWN CONTRACTORS	$ 375,071	Contract Infrastructure/Road Works/ Plant Hire - ref 59263
5	NAB BUSINESS VISA	$ 309,004	Credit Card Purchases - ref NAB VISA
6	IPSWICH WASTE SERVICES	$ 293,888	Kerbside Waste And Other Services - ref 59285
7	ALL TREE WORKS	$ 190,157	Vegetation Management Services - ref 59249
8	AUSTRALIAN TAXATION OFFICE	$ 161,937	P A Y G Tax - Payroll Deductions - ref 1ATOPAY1
9	KARREMAN GROUP	$ 157,968	Road Making Material/ Services - ref 59286
10	AUSTRALIAN TAXATION OFFICE	$ 157,538	P A Y G Tax - Payroll Deductions - ref 1ATOPAY1
11	ACQUIRED AWARENESS TRAFFIC	$ 133,861	Traffic Control Equipment/ Services - ref 59265
12	A & M CIVIL CONTRACTING P/L	$ 119,066	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref 59262
13	BELLWETHER CONSULTING	$ 116,067	Engineering Consultancy - ref 59267
14	A & M CIVIL CONTRACTING P/L	$ 101,186	Contract Road, Bridge, Trail & Park Construction, Maintenance Services/ Materials - ref 59299
15	PAYCLEAR	$ 78,016	Superannuation Contributions - ref SGL PY1P
16	PAYCLEAR	$ 76,681	Superannuation Contributions - ref SGL PY1P
17	TOTAL BUILDING MAINTENANCE	$ 76,612	Town Steward Services - ref 59297
18		$ 76,250	Refund Retention - ref 59322
19	RPQ SPRAY SEAL PTY LTD	$ 69,494	Road Sealing Material/ Services - ref 59328
20	SAM'S TREE SERVICES	$ 58,080	Vegetation Management Services - ref 59293
21	KING & COMPANY SOLICITORS	$ 47,423	Legal Services - ref 59319
22	HARRISON INFRASTRUCTURE	$ 44,862	Engineering Services - ref 59318
23	DULLYS DESIGNER HOMES PTY LTD	$ 34,542	Plant Hire/ Building Services - ref 59325
24	BP AUSTRALIA PTY LTD	$ 28,952	Fuel - ref 12988985
25	CASH	$ 24,167	D/Cr Pay 2 Period No 14 - ref 2CASH14
26	CASH	$ 24,167	D/Cr Pay 2 Period No 13 - ref 2CASH13
27	MATTHEW KRANENBURG	$ 22,698	Plant Hire - ref 59287
28	O'CONNOR MARSDEN &	$ 22,275	Internal Audit Services - ref 59321
29	BRISBANE VALLEY HIRE &	$ 22,006	Plant Hire & Consumables - ref 59271
30	CONPLANT PTY LTD	$ 21,423	Plant Hire/ Mechanical Parts/ Repairs - ref 59273
31	MOORE DIGGERS & TIPPERS P/L	$ 21,388	Plant Hire - ref 59255
32	GJ & AL TEICHMANN	$ 20,823	Plant Hire - ref 59278
33	TOYOTA FINANCE AUSTRALIA LTD	$ 20,066	Vehicle Leasing - ref 1444764
34	AUSTSPRAY ENVIRONMENTAL	$ 19,254	Vegetation Management Services - ref 59266
35	BELCO CUSTOM TRAILERS	$ 16,450	Trailers - ref 59326
36	SPECIALISED PAVEMENT	$ 16,063	Street Sweeping Services - ref 59296
37	SUMMIT AUTO LEASE AUST PTY LTD	$ 15,389	Vehicle Leasing - ref 59314
38	CASH	$ 14,744	Payroll Transaction - ref 1CASH14
39	PAYCLEAR	$ 13,805	Superannuation Contributions - ref 1PAYCLE1
40	PAYCLEAR	$ 13,313	Superannuation Contributions - ref 1PAYCLE1
41	LOCKYER HIRE PTY LTD	$ 13,127	Plant Hire - ref 59288
42	GENENG SOLUTIONS PTY LTD	$ 12,702	Engineering Consultancy - ref 59280
43	REFLECTIVE SIGNS & DECALS P/L	$ 11,394	Signage Products - ref 59291
44	SOMERSET BOBCAT & EXCAVATOR	$ 10,925	Plant Hire - ref 59294
45		$ 10,500	Rating Settlement - ref 59264
46	DANIEL BANDITT	$ 9,677	Building Services - ref 59274
47	GTC ENTERPRISES PTY LTD ATF	$ 9,638	Concrete Products/ Services - ref 59282
48	PAYCLEAR	$ 8,132	Superannuation Contributions - ref 1PAYCLE1
49	PAYCLEAR	$ 7,933	Superannuation Contributions - ref 1PAYCLE1
50	STAR BROADCASTING NETWORK	$ 6,531	Telecommunications Site Rental - ref 59259
51	AUSTRALIAN TAXATION OFFICE	$ 6,507	P A Y G Tax - Payroll Deductions - ref 1ATOPAY1
52	PRINT MANAGEMENT FACILITIES	$ 6,270	Printer Services - ref PI559574
53		$ 5,120	Expense Reimbursement - ref 59279
54	SHELL ENERGY RETAIL PTY LTD	$ 4,885	Electricity Supplies Including Streetlighting - ref 59276
55	LET THERE BE LIGHT ELECTRICAL	$ 4,824	Electrical Services - ref 59320
56	ESK PLUMBING & DRAINAGE	$ 4,720	Plumbing Services - ref 59277
57	RB & MD PEARCE	$ 4,125	Bus Hire - ref 59257
58	BRISBANE VALLEY COURIERS	$ 4,027	Freight Services - ref 59250
59	NATIONAL AUSTRALIA BANK	$ 3,900	Bank Charges - ref BPAY DIS
60		$ 3,691	Refund Retention - ref 59323
61	SUPAGREEN LAWN PROGRAMMES P/L	$ 3,300	Vegetation Management Services - ref 59329
62	JR & SS HENDERSON	$ 3,182	Cleaning Services - ref 59252
63	REGEN AUSTRALIA	$ 3,132	Vegetation Management Services - ref 59260
64	ONF SURVEYORS	$ 2,530	Surveying/ Planning Services - ref 59290
65	BRISBANE VALLEY RAIL TRAIL	$ 2,500	Australia Day Ride Sponsorship - ref 59269
66	PAYCLEAR	$ 2,493	Superannuation Contributions - ref SGL PY2P
67	PAYCLEAR	$ 2,493	Superannuation Contributions - ref SGL PY2P
68	NATIONAL AUSTRALIA BANK	$ 2,415	Bank Charges - ref BPAY 30.
69	WALLUM NURSERIES PTY LTD	$ 2,279	Nursery Products - ref 59298
70	PAYCLEAR	$ 2,017	Superannuation Contributions - ref 1PAYCLE1
	Total largest 70 external payments	**$ 5,088,643**	
	Total payments	**$ 5,534,793**	

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 8 DECEMBER 2023 TO 5 JANUARY 2024

TRNDATE	Method	REF	NAME	Detail	Amount
11-Dec-23	NonEFT	59249	ALL TREE WORKS	VEGETATION MANAGEMENT SERVICES	190,157.00
11-Dec-23	NonEFT	59250	BRISBANE VALLEY COURIERS	FREIGHT SERVICES	4,027.10
11-Dec-23	NonEFT	59251		BOND REFUND	411.00
11-Dec-23	NonEFT	59252	JR & SS HENDERSON	CLEANING SERVICES	3,182.19
11-Dec-23	NonEFT	59253	KILCOY RACE CLUB	AUSTRALIA DAY SPONSORSHIP	1,650.00
11-Dec-23	NonEFT	59254		BOND REFUND	441.00
11-Dec-23	NonEFT	59255	MOORE DIGGERS & TIPPERS P/L	PLANT HIRE	21,387.50
11-Dec-23	NonEFT	59256		BOND REFUND	500.00
11-Dec-23	NonEFT	59257	RB & MD PEARCE	BUS HIRE	4,125.00
11-Dec-23	NonEFT	59258		Cancelled Cheque	Cancelled
11-Dec-23	NonEFT	59259	STAR BROADCASTING NETWORK	TELECOMMUNICATIONS SITE RENTAL	6,531.20
11-Dec-23	NonEFT	59260	REGEN AUSTRALIA	VEGETATION MANAGEMENT SERVICES	3,131.70
14-Dec-23	NonEFT	59261	CPM GROUP PTY LTD	FLOOD RESTORATION CONTRACT SERVICES	924,708.74
14-Dec-23	NonEFT	59262	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	119,065.87
15-Dec-23	NonEFT	59263	BROWN CONTRACTORS	CONTRACT INFRASTRUCTURE/ROAD WORKS/ PLANT HIRE	375,070.74
18-Dec-23	NonEFT	59264		RATING SETTLEMENT	10,500.00
19-Dec-23	NonEFT	59265	ACQUIRED AWARENESS TRAFFIC	TRAFFIC CONTROL EQUIPMENT/ SERVICES	133,861.04
19-Dec-23	NonEFT	59266	AUSTSPRAY ENVIRONMENTAL	VEGETATION MANAGEMENT SERVICES	19,253.54
19-Dec-23	NonEFT	59267	BELLWETHER CONSULTING	ENGINEERING CONSULTANCY	116,066.50
19-Dec-23	NonEFT	59268		BOND REFUND	441.00
19-Dec-23	NonEFT	59269	BRISBANE VALLEY RAIL TRAIL	AUSTRALIA DAY RIDE SPONSORSHIP	2,500.00
19-Dec-23	NonEFT	59270	BUDGET TURF	TURF	275.00
19-Dec-23	NonEFT	59271	BRISBANE VALLEY HIRE &	PLANT HIRE & CONSUMABLES	22,006.20
19-Dec-23	NonEFT	59272	CASH	SUNDRY PETTY CASH	844.00
19-Dec-23	NonEFT	59273	CONPLANT PTY LTD	PLANT HIRE/ MECHANICAL PARTS/ REPAIRS	21,422.50
19-Dec-23	NonEFT	59274	DANIEL BANDITT	BUILDING SERVICES	9,677.31
19-Dec-23	NonEFT	59275	DAVID MOORE & ASSOCIATES PTY LTD	PLANNING CONSULTANCY	1,760.00
19-Dec-23	NonEFT	59276	SHELL ENERGY RETAIL PTY LTD	ELECTRICITY SUPPLIES INCLUDING STREETLIGHTING	4,884.73
19-Dec-23	NonEFT	59277	ESK PLUMBING & DRAINAGE	PLUMBING SERVICES	4,719.50
19-Dec-23	NonEFT	59278	GJ & AL TEICHMANN	PLANT HIRE	20,823.00
19-Dec-23	NonEFT	59279		EXPENSE REIMBURSEMENT	5,120.09
19-Dec-23	NonEFT	59280	GENENG SOLUTIONS PTY LTD	ENGINEERING CONSULTANCY	12,702.25
19-Dec-23	NonEFT	59281		BOND REFUND	411.00
19-Dec-23	NonEFT	59282	GTC ENTERPRISES PTY LTD ATF	CONCRETE PRODUCTS/ SERVICES	9,638.30
19-Dec-23	NonEFT	59283		Cancelled Cheque	Cancelled
19-Dec-23	NonEFT	59284		REFUND PROPERTY SEARCH	336.00
19-Dec-23	NonEFT	59285	IPSWICH WASTE SERVICES	KERBSIDE WASTE AND OTHER SERVICES	293,887.53
19-Dec-23	NonEFT	59286	KARREMAN GROUP	ROAD MAKING MATERIAL/ SERVICES	157,967.83
19-Dec-23	NonEFT	59287	MATTHEW KRANENBURG	PLANT HIRE	22,698.00
19-Dec-23	NonEFT	59288	LOCKYER HIRE PTY LTD	PLANT HIRE	13,126.92
19-Dec-23	NonEFT	59289	NEXTRA LOWOOD	NEWSPAPERS & STATIONERY	184.80
19-Dec-23	NonEFT	59290	ONF SURVEYORS	SURVEYING/ PLANNING SERVICES	2,530.00
19-Dec-23	NonEFT	59291	REFLECTIVE SIGNS & DECALS P/L	SIGNAGE PRODUCTS	11,394.13
19-Dec-23	NonEFT	59292	REGEN AUSTRALIA	VEGETATION MANAGEMENT SERVICES	1,922.58
19-Dec-23	NonEFT	59293	SAM'S TREE SERVICES	VEGETATION MANAGEMENT SERVICES	58,080.00
19-Dec-23	NonEFT	59294	SOMERSET BOBCAT & EXCAVATOR	PLANT HIRE	10,925.00
19-Dec-23	NonEFT	59295	SOMERSET LIQUID WASTE	SEPTIC SERVICES	615.49
19-Dec-23	NonEFT	59296	SPECIALISED PAVEMENT	STREET SWEEPING SERVICES	16,062.75
19-Dec-23	NonEFT	59297	TOTAL BUILDING MAINTENANCE	TOWN STEWARD SERVICES	76,611.70
19-Dec-23	NonEFT	59298	WALLUM NURSERIES PTY LTD	NURSERY PRODUCTS	2,278.60
19-Dec-23	NonEFT	59299	A & M CIVIL CONTRACTING P/L	CONTRACT ROAD, BRIDGE, TRAIL & PARK CONSTRUCTION, MAINTENANCE SERVICES/ MATERIALS	101,185.87
19-Dec-23	NonEFT	59300		CHRISTMAS LIGHTS COMPETITION PRIZE	150.00
19-Dec-23	NonEFT	59301		CHRISTMAS LIGHTS COMPETITION PRIZE	250.00
19-Dec-23	NonEFT	59302		CHRISTMAS LIGHTS COMPETITION PRIZE	300.00
19-Dec-23	NonEFT	59303		CHRISTMAS LIGHTS COMPETITION PRIZE	300.00
19-Dec-23	NonEFT	59304	GREGORY MARK EVA	BUILDING SERVICES	517.00
19-Dec-23	NonEFT	59305		CHRISTMAS LIGHTS COMPETITION PRIZE	250.00
19-Dec-23	NonEFT	59306	JR & SS HENDERSON	CLEANING SERVICES	440.00
19-Dec-23	NonEFT	59307		CHRISTMAS LIGHTS COMPETITION PRIZE	300.00
19-Dec-23	NonEFT	59308		CHRISTMAS LIGHTS COMPETITION PRIZE	150.00
19-Dec-23	NonEFT	59309		CHRISTMAS LIGHTS COMPETITION PRIZE	250.00
19-Dec-23	NonEFT	59310		CHRISTMAS LIGHTS COMPETITION PRIZE	150.00
19-Dec-23	NonEFT	59311		REFUND DOUBLE PAYMENT	436.00
19-Dec-23	NonEFT	59312		CHRISTMAS LIGHTS COMPETITION PRIZE	300.00
19-Dec-23	NonEFT	59313	SOUTHERN QUEENSLAND	REGIONAL PROMOTION SERVICES	1,100.00

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 8 DECEMBER 2023 TO 5 JANUARY 2024

TRNDATE	Method	REF	NAME	Detail	Amount
19-Dec-23	NonEFT	59314	SUMMIT AUTO LEASE AUST PTY LTD	VEHICLE LEASING	15,388.68
19-Dec-23	NonEFT	59315		CHRISTMAS LIGHTS COMPETITION PRIZE	150.00
19-Dec-23	NonEFT	59316	CRESSBROOK NEWS	NEWSPAPERS/ STATIONERY	247.25
19-Dec-23	NonEFT	59317		CHRISTMAS LIGHTS COMPETITION PRIZE	250.00
20-Dec-23	NonEFT	59318	HARRISON INFRASTRUCTURE	ENGINEERING SERVICES	44,861.74
20-Dec-23	NonEFT	59319	KING & COMPANY SOLICITORS	LEGAL SERVICES	47,422.54
20-Dec-23	NonEFT	59320	LET THERE BE LIGHT ELECTRICAL	ELECTRICAL SERVICES	4,823.71
20-Dec-23	NonEFT	59321	O'CONNOR MARSDEN &	INTERNAL AUDIT SERVICES	22,275.00
20-Dec-23	NonEFT	59322		REFUND RETENTION	76,250.00
20-Dec-23	NonEFT	59323		REFUND RETENTION	3,690.54
20-Dec-23	NonEFT	59324		CHRISTMAS LIGHTS COMPETITION PRIZE	250.00
20-Dec-23	NonEFT	59325	DULLYS DESIGNER HOMES PTY LTD	PLANT HIRE/ BUILDING SERVICES	34,541.60
21-Dec-23	NonEFT	59326	BELCO CUSTOM TRAILERS	TRAILERS	16,450.43
21-Dec-23	NonEFT	59327	INFINITY INTERNATIONAL PTY LTD	FUEL	1,442.47
21-Dec-23	NonEFT	59328	RPQ SPRAY SEAL PTY LTD	ROAD SEALING MATERIAL/ SERVICES	69,494.15
21-Dec-23	NonEFT	59329	SUPAGREEN LAWN PROGRAMMES P/L	VEGETATION MANAGEMENT SERVICES	3,300.00
18-Dec-23	EFT	1373292	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	481.67
8-Dec-23	EFT	1444764	TOYOTA FINANCE AUSTRALIA LTD	VEHICLE LEASING	20,066.43
11-Dec-23	EFT	1535910	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	220.00
11-Dec-23	EFT	1538600	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	877.50
31-Dec-23	EFT	12988985	BP AUSTRALIA PTY LTD	FUEL	28,951.68
18-Dec-23	EFT	1ATOPAY1	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	161,937.00
22-Dec-23	EFT	1ATOPAY1	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	6,507.00
22-Dec-23	EFT	1ATOPAY1	AUSTRALIAN TAXATION OFFICE	P A Y G TAX - PAYROLL DEDUCTIONS	157,538.00
18-Dec-23	EFT	1CASH13	CASH	PAYROLL TRANSACTION	495,964.63
22-Dec-23	EFT	1CASH14	CASH	PAYROLL TRANSACTION	14,744.28
22-Dec-23	EFT	1CASH14	CASH	PAYROLL TRANSACTION	478,321.21
18-Dec-23	EFT	1CFMEUN1	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	284.80
22-Dec-23	EFT	1CFMEUN1	CFMEU CONSTRUCTION & GENERAL	PAYROLL DEDUCTIONS	284.80
18-Dec-23	EFT	1CHILSU1	Child Support Agency	PAYROLL DEDUCTIONS	518.43
22-Dec-23	EFT	1CHILSU1	Child Support Agency	PAYROLL DEDUCTIONS	518.43
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	428.46
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,016.51
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	8,132.37
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	13,312.72
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	323.33
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	526.43
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	519.70
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	143.59
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	188.39
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	176.17
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.59
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	155.52
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	279.68
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	146.55
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	147.99
18-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	173.23
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	214.19
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	898.60
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	979.09
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	428.46
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	110.00
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,016.51
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	30.00
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	7,932.54
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	13,804.51
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	329.62
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	60.00

SOMERSET REGIONAL COUNCIL
REPORT ON PAYMENTS PROCESSED FROM 8 DECEMBER 2023 TO 5 JANUARY 2024

TRNDATE	Method	REF	NAME	Detail	Amount
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	502.43
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	396.83
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	167.29
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	200.00
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	190.16
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.35
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	175.03
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	183.02
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	161.37
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	157.06
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	285.14
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	154.99
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	147.99
22-Dec-23	EFT	1PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	183.20
18-Dec-23	EFT	1SUNSUP1	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	970.97
22-Dec-23	EFT	1SUNSUP1	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	65.56
22-Dec-23	EFT	1SUNSUP1	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	875.85
18-Dec-23	EFT	1TRANWU 1	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
22-Dec-23	EFT	1TRANWU 1	TRANSPORT WORKERS UNION	PAYROLL DEDUCTIONS	29.00
18-Dec-23	EFT	2CASH13	CASH	D/CR PAY 2 PERIOD NO 13	24,166.69
22-Dec-23	EFT	2CASH14	CASH	D/CR PAY 2 PERIOD NO 14	24,166.69
18-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
18-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
18-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
18-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
18-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
22-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	760.04
22-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	182.41
22-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	850.00
22-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
22-Dec-23	EFT	2PAYCLE1	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	152.01
12-Dec-23	EFT	ACC FEE	NATIONAL AUSTRALIA BANK	BANK CHARGES	86.50
30-Nov-23	EFT	BPAY 30.	NATIONAL AUSTRALIA BANK	BANK CHARGES	2,415.44
21-Dec-23	EFT	BPAY DIS	NATIONAL AUSTRALIA BANK	BANK CHARGES	3,900.00
15-Dec-23	EFT	DISHON C	NATIONAL AUSTRALIA BANK	DISHONOURED CHQ	661.36
14-Dec-23	EFT	INVEST 1	QUEENSLAND TREASURY CORP	INVESTMENT MOVEMENT	400,000.00
30-Nov-23	EFT	MERCH 30	NATIONAL AUSTRALIA BANK	BANK CHARGES	259.43
30-Nov-23	EFT	NAB CON	NATIONAL AUSTRALIA BANK	BANK CHARGES	52.19
8-Dec-23	EFT	NAB VISA	NAB BUSINESS VISA	CREDIT CARD PURCHASES	309,003.82
7-Dec-23	EFT	PI559574	PRINT MANAGEMENT FACILITIES	PRINTER SERVICES	6,270.00
7-Dec-23	EFT	SE RENTA	NATIONAL AUSTRALIA BANK	PRINTER SERVICES	1,845.58
18-Dec-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	78,015.88
22-Dec-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	559.51
22-Dec-23	EFT	SGL PY1P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	76,681.41
18-Dec-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
22-Dec-23	EFT	SGL PY2P	PAYCLEAR	SUPERANNUATION CONTRIBUTIONS	2,492.89
11-Dec-23	EFT	SPER FEE	STATE PENALTIES ENFORCEMENT	REFER FINES TO STATE DEBT COLLECTOR	156.40
20-Dec-23	EFT	16	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	1,725.00
20-Dec-23	EFT	65	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	300.00
20-Dec-23	EFT	315	SOMERSET REGIONAL COUNCIL	RECEIPTING & COST REALLOCATIONS	10.00
			TOTAL PAYMENTS		5,534,792.92
			TOTAL EFT		2,367,959.61
			TOTAL NonEFT		3,166,833.31

CORPORATE AND COMMUNITY SERVICE
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:	21 December 2023
Subject:	Lowood – Old Telstra Site – Request to Lease
File Ref:	Land and Buildings - Planning
Action Officer:	DCORP

Background/Summary

Council have received a request from The West Moreton Land Care Group Inc (WMLC) to develop the Old Telstra Site at 110 - 112 Main Street Lowood into a Garden Centre. WMLC advised that they propose to stage the project in two parts. Those parts of the developed design which would permit use of the site as a garden centre and office where the site is not open to the public. The second stage of the project would be to add the sales area and administration office and the entry statement.

The West Moreton Land Care Group Inc are not for profit community and are registered with the Australian Charities and Not-For-Profits Commission (ACNC). Therefore, should Council wish to enter into a lease with The West Moreton Land Care Group Inc it may do so without tendering the parcel pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012 which states (1) that subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if*
(b) the valuable non- current asset is disposed of to –
(ii) a community organisation.

Should WMLC in future chose to sub lease the site, they would need to seek Council's permission before entering into the lease or other arrangement.

As the site is Council property and Council is currently undertaking the Lowood Futures Strategy Council may choose to help activate the site as a Garden Centre by making an allocation in the 2024/25 budget for Stage 1 of the proposal.

Attachments

Attachment 1 – West Moreton Land Care – Project proposal
Attachment 2 – Aerial of the Main Street Site

Recommendation

THAT Council

1. resolve that pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012, Council will dispose of 110-112 Main Street Lowood to* The West Moreton Land Care Group Inc as it is a Community Group.
2. support The West Moreton Land Care Group Inc in utilising 110-112 Main Street Lowood site as a Garden Centre by preparing a lease document.
3. consider making an allocation in the 2024/25 budget for Stage 1 of the proposal to activate the site as a Garden Centre.

Garden Centre Proposal

Members of West Moreton Landcare Group Inc (WML) welcomed the meeting with Somerset Regional Council's officer, Matthew McGoldrick, to discuss the most recent action addressing long standing zoning issues associated with the Council owned property at 110-112 Main Street Lowood.

The proposal to establish a shared use Garden Centre on the site under a long term lease arrangement between Somerset Regional Council and WML was also considered, as was a sub-lease arrangement between WML and Peter Bevan, for the development and management of the plant nursery.

From WML's perspective, a review of the Architectural report by Graham Richardson Associates for consideration, as part of a development application to Somerset Regional Council, certainly appears to capture the essence of how the proposed Garden Centre could contribute to Council's plan to "green" Lowood, and contribute to the economic viability of the town centre.

We note the report acknowledges the current assets on site, such as the 4 bay steel shed, and identifies and factors in key development hurdles such as the current lack of on-site amenities, the need to reconnect services such as water, sewerage and power and consider stormwater run-off. Other on site matters needing to be addressed include fencing upgrades to ensure site security.

West Moreton Landcare

Preliminary Actions:

As a result of these discussions, and subject to the acceptability of conditions Somerset Regional Council imposes on the proposed development associated with the 110-112 Main Street Lowood property, WML welcomes the opportunity to:

* advance negotiations to establish a minimal cost renewable and reviewable lease arrangement between Somerset Regional Council and WML – (*propose 5 years to 2023-2028, renewable again in 2028 and again from 2033 to 2038)*

* permit the staged establishment and operation of a shared-use Garden Centre on site 110-112 Main Street Lowood under a 5 x 5 x 5 year sub-lease arrangement with Peter Bevan and/or an approved associate

* investigate grant options through the State and Federal governments, NGO's and the private sector, with support and/or endorsement by Somerset Regional Council as the landowner, to assist with establishment costs associated with the proposed shared use Garden Centre

* utalise the shared use Garden Centre's administrative centre to manage WML's SPER and Government funded Work Programs that provide additional on-ground working volunteers for the rail trail

* utalise the shared use Garden Centre's facilities to conduct gardening workshops, share plant and weed information, conduct propagation sessions for WML members, volunteers and gardening enthusiasts and to encourage WML members and associates to assist with hands-on plant management activities, both at the Garden Centre and along the Lowood/Clarendon section of the rail trail.

* use the property as a secure out of hours parking area for WML owned maintenance equipment used on the rail trail

Greening Lowood:

WML commends Somerset Regional Council's goal to "green" Lowood and advance the implementation of the town's future long term strategy.

Notwithstanding both the opportunities and challenges that abound with the proposed shared-use Garden Centre, we believe it has the potential to underpin community interest in, and support for a "greener" Lowood.

So too, should Lowood High School's plans to conduct Ag studies on their newly acquired property adjacent to their current school grounds contribute to Lowood's green credentials.

The Garden Centre has the potential serve as an ideal base for discussions, networking, and the development of community and business based partnerships, to support Somerset Regional Council's goal to establish Botanical Gardens on the outskirts of Lowood.

Such discussions could relate to the need for a Master Plan for the Botanical Gardens, what expertise is available to support both the planning and implementation process, and what funding and in-kind resources might be sourced to advance development of the Botanical Gardens.

Lowood's community is clearly benefiting from the foresight and dedicated revegetation efforts of Peter Bevan and his network of dedicated supporters and hard working rail trail volunteers

Their activities, past and present, and the wide ranging projects on the Lowood/Clarendon section of the rail trail have involved many and varied partnerships between the 3 levels of Government, local businesses, community groups and individual supporters.

These partnerships have all helped to:

* *substantially enhance community pride*

* *create new business opportunities in Lowood*

* *draw visiting garden enthusiasts, garden clubs and garden specialists to the Somerset region*

* *improve Lowood's appeal as a tourist destination and point of interest for local and visiting bikers and hikers, and travellers utalising such facilities as the local showgrounds*

* *significantly improve the town's appearance*

* *create new partnership opportunities to the betterment of the community*

WML is appreciative of Council's generosity in allowing WML to store, free of charge for the past 2 years, furniture and other equipment in the 4 bay steel shed on the Main Street property. This equipment could be well used during the establishment of the new Garden Centre.

As stated previously, WML is confident the shared use Garden Centre certainly has the potential to compliment Council's plans to create an attractive and active green space in Lowood's central business centre.

The Centre could also serve as a base for meetings associated with the development and long term implementation of the Master plan that will result in Lowood's vision to create Lowood's Botanical Gardens on the outskirts of town, become a reality.

WML welcomes the opportunity to have a role in that initiative.

West Moreton Landcare

Proposed implementation:

WML acknowledges there are many steps involved in advancing the development of a Garden Centre at 110-112 Main Street, Lowood. The first, of course, being Council's formal development approval of the site and consideration of any associated conditions that may stem from that approval.

Other priorities to be addressed include:

* the lack of amenities, sewerage, water and power connections,

* storm water runoff

* site security (fencing, solar powered sensor lights, cctv system)

Development priorities include:

* installation of shade shelters, plant stands, irrigation systems, water tanks for storm water runoff from the building, signage

Subsequent actions:

Notwithstanding the initial imperatives to the site's advancement as a shared use Garden Centre, WML welcomes further discussions with Somerset Regional Council's regarding the need to :

(1) explore funding options and partnership opportunities to assist with plant nursery facilities
(2) identify and consult with a wide range of partners, including experts in the design, planning and implementation of Botanical Gardens regarding the development of a "Lowood Botanical Gardens" Master plan.
(3) consult with a wide range of partners to explore funding options and work programs to assist with the long term staged development of the Botanical Gardens as outlined in the Master Plan

West Moreton Landcare

Other considerations – Free Trees Distribution Centre

WML and member, Peter Bevan, would like to place before Somerset Regional Council, for their consideration, the option to take advantage of having the shared use Garden Centre in Lowood (*which is proposed to be open to the public and operating 7 days a week*) serve as a year round distribution centre for Council's "free trees" program for eligible ratepayers.

Such a program could run similar to the free voucher rubbish disposal system, whereby ratepayers are provided with a voucher entitling them to their free Australian native trees or plants at an agreed price (*eg. tubestock $2.75gst incl indexed to the rate of inflation*). Ratepayers could be guided on the plants best suited to their individual garden and soil conditions.

This year round service could provide residents with the option to select their plants when time and weather conditions were most favourable to them. The vouchers could then be collated and submitted to Somerset Council for reimbursement.

A similar scheme is currently operated by Lockyer Council's "land for wildlife" registered landholders.

The benefits of having an all year round Garden Centre for the distribution of approved Australian native plant tubestock to eligible Somerset residents include:

** having a broad time frame for residents to collect their plants*

** receiving advice about plants best suited to garden sizes and soil suitability*

** being able to select from a range of locally grown or propagated Australian native plants that are weather hardened to suit local conditions*

** the opportunity to choose planting times suited to prevailing weather conditions*

West Moreton Landcare

The benefits to Council could include:

** reduced Council staff costs associated with the management and distribution of the plants*

** the opportunity to promote to the Somerset region's newer residents the goal to "green" Lowood*

** strong endorsement by the community for the Council's recently adopted "Lowood Futures Strategy"*

Final comments:

Thank you for the opportunity to provide some comments to advance discussions about the proposed Garden Centre in Lowood and its future, and to incorporate preliminary comments in relation to the long term planning and development of Botanical Gardens in Lowood.

Jean Bray (Member WML Executive)

West Moreton Landcare

West Moreton Landcare

Somerset
REGIONAL COUNCIL

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Telstra Site - Lowood

Map Zoom: 0.2191 km
1:1,043

Wednesday, 17 February 2021

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SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson Chief Executive Officer
From:	Caroline Smith – Manager – Arts and Culture
Director:	Matthew McGoldrick – Director Corporate and Community Services
Date:	16 January 2024
Subject:	The Condensery – Staged Development Plan and Master Plan
File Ref:	Properties - Planning
Action Officer:	DCORP - MAC

Background/Summary

This report has been prepared to provide an overview of previous master plans for The Condensery and grounds and recommend development concepts to progress the growth of the gallery.

It is noted that the architecturally designed building expansion plans presented to Council in March 2022 were a significant leap forward for the gallery. This report proposes a development stage prior to that one which will foster growth and visitation, growing The Condensery' s annual visitation from 5000 visitors per year to 50 000 with expanded facilities such as a café and shop, workshop, and outdoor dining and event space.

This stage one development offers more managed, achievable growth with less risk and at a lower cost.

Development Plans - Historical
On the 29 May 2019 Council accepted a report which presented The Condensery Master Plan. Council resolved as follows:

"THAT the Somerset Regional Art Gallery – The Condensery Master Plan draft sculptural garden design be received. Further reporting back to Council on the draft plans will occur along with consultation following clarification of scoping with O2."

Since 2019 Council has not progressed the Master Plan.

At the Special Meeting of the advisory committee meeting held on Thursday, 31 March 2022, the committee was presented with a proposal to develop The Condensery building further as a focus of a development plan to enable the facility to:

- expand what is offered to the community of Southeast Queensland,
- provide an art workshop space,
- provide an improved entrance and shop,
- include better office accommodation,
- provide a restaurant/café, and
- provide the facilities for handling art works and institutional loans.

The additional facilities were to allow the gallery to host a broader variety of art exhibitions and workshops with an emphasis on hosting major exhibitions and loans from institutions and collections across Australia.

At the time, the Committee were asked to consider the plans and provide feedback on the proposal. Feedback was provided and several questions asked about issues concerning access, feasibility/viability, staffing and use of the facility as a venue when the gallery is closed. Definitive responses were able to be provided in most instances without requiring a change to the preliminary design.

Due to associated project and resourcing costs these development plans have not progressed through Council.

Development Plans - Current
To progress The Condensery' s growth, interim project plans have been developed.

These plans have been based on the preliminary architectural designs and would also;

- expand what is offered to the community of Southeast Queensland,
- provide an art workshop space,
- provide an improved entrance and shop,
- provide a restaurant/café, and
- provide the facilities for handling art works and institutional loans.

From an operational and programming perspective these revised development plans would require additional staffing to run it. Increased staffing levels would allow for the realisation of major loans and commercial opportunities to be pursued such as fee for service workshops, retail and venue hire.

It is anticipated that the café/restaurant could be run and staffed by a lessee which would alleviate the need for Council/ volunteer staff on a weekend.

An indicative project estimate has been prepared with this development hereby known as Stage One.

Landscape Plans and car parking.
Alongside staged building development plans, Officers have met with landscape architects to tie in proposed building development plans with revised landscape works so all prospective development works are brought together in one document. It is recommended that should these revised landscape works be supported, that these supersede The Condensery Master Plan draft sculptural garden. Additionally, car parking has been identified as a requirement of any further expansion/ development of The Condensery and would need to be designed accordingly.

Consideration must also be given to understanding community need and demand around the proposed development. This will include community consultation and the most appropriate methods to use which are critical to planning arts and cultural venues that are relevant, responsive, and sustainable.

Attachments

Nil

Recommended Action

THAT Council take the following actions:

1. appoint a Quantity surveyor,
2. prepare a feasibility report,
3. consider how and when community consultation should occur and how extensive that Community consultation should be,
4. if the project feasibility indicates a viable facility moving forward then Council would also need to endorse the project designs and landscape works and utilise the design, feasibility and community consultation in future funding applications for the facility,
5. incorporate into the 2024/25 budget considerations an amount of $175,000 required for additional items that would include:
    - Landscape plan design development
    - Car parking design
    - Quantity surveyor (if required)
    - Feasibility report and
    - Development application

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:	12 January 2024
Subject:	Tender 1340 – Brisbane Valley Soccer Clubhouse Extension
File Ref:	CORPORATE MANAGEMENT - TENDERING – QUOTATIONS - 2023 – 2024 – Tender - Tender 1340
Action Officer:	CTM

Background/Summary

In May 2023, Council was notified of the successful application through Queensland Government Minor Infrastructure Program – Round 1 to undertake works to extend the Brisbane Valley Soccer (BVS) Clubhouse based at the Lowood Recreational Complex, to construct toilet and changeroom facilities.

The total value of the project, including Council contributions, is $412,909 including GST.

On 29 November 2023, a call for tenders was publish for Tender 1340, extension of the BVS Clubhouse. Tenders closed on 5 January 2024, and were promoted and collected through vendor panel.

A tender site visit was held on 8 December 2023. Three contractors were represented at the tender site visit.

Two conforming tender responses and one non-conforming response were received.

A summary of the scoring and prices of the conforming tender responses is provided as a confidential attachment to this report. Criteria that were considered as part of the tender assessment included price (60 per cent), methodology for the proposed program (15 per cent), relevant experience and key personnel (15 per cent) and development of competitive local business (10 per cent).

Tender responses were also reviewed and assessed by an independent third-party as part of the tender panel evaluations. The third-party panel member was appropriately qualified and experienced. A confidential recommendation from the third-party panel member is attached for reference.

Having reviewed all conforming tender responses, the panel found the tender from Daniel Banditt Constructions Pty Ltd represented the best value for money for Council per the selection criteria.

The total value of the project when complete, including Council contributions, is $412,909 including GST.

Attachments

1. Confidential - Summary of Tender Evaluation – Tender 1340
2. Confidential - Independent Summary of Tender Evaluations with Recommendation for – Tender 1340

Recommendation

THAT Council accept the tender response from Daniel Banditt Constructions Pty Ltd for Tender 1340 – Brisbane Valley Soccer Clubhouse Extension totalling $372,549 including GST.

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:	15 January 2024
Subject:	Request for Installation of Security Cameras at the Lowood Recreational Complex
File Ref:	Recreational and Cultural Services / Service Provision / Recreation Facilities
Action Officer:	CTM

Background/Summary

Council has received a request from the Lowood Recreational Complex (LRC) Association for consideration to be given to install security cameras at the LRC (see attachment for reference).

The request follows multiple incidences of vandalism, break ins, theft and anti-social behaviour at the facility in 2024, with the most recent incident occurring between 17 and 20 December. All incidences have results in costs incurred to Council, the LRC Association, the Lowood Tarampa District Junior Rugby League Football Club and the Brisbane Valley Soccer Club.

Council has taken steps recently to mitigate against further such incidences, including the installation of solar lighting in the LRC carpark and removal of vegetation from the gully to improve facility visibility from the carpark and Lindemans Rd. Incidences of anti-social behaviour have continued despite the implementation of these strategies.

In 2024, Council will be investing further into the LRC with the extension of the Brisbane Valley Soccer Clubhouse to include changerooms and toilet facilities, and the 'Greening Lowood' sustainable irrigation project. It is also expected that the LRC Association, Lowood Mount Tarampa District Junior Rugby League Football Club and Brisbane Valley Soccer Club will continue to invest in equipment and facility improvements as their clubs continue to grow.

Council Officers have sourced quotations to supply and install security cameras at the facility. The quotes range from $8,700 to $10,500 including GST, depending on the quality of the camera utilised.

Should Council wish to install security cameras at the facility, the works could be considered for inclusion in the 2023-2024 capital works program as part of the next budget review process.

Should the installation of cameras progress, approval would be required in line with Clause 18 of the Council Closed Circuit Television (CCTV) Policy (C/033). Clause 18 of the Council Closed Circuit Television (CCTV) Policy (C/033) states that "No fixed new CCTV camera position is to be established without a Council resolution."

It is proposed that up to nine (9) CCTV cameras would be installed to adequately capture security vision at the facility and focus on the primary areas of anti-social behaviour – around the clubhouse facilities and at the primary pedestrian access points (i.e. bridge access points). More cameras may be installed in the future to increase coverage as the facility usage increases.

Any installation would not provide the LRC Association or the clubs with live access to the security cameras. Rather, the stakeholders would have to make a request to the Council CEO for copies of recordings from specific times and dates, in response to an incident.

Attachments

1. Confidential - Correspondence – Lowood Recreational Complex Security Camera Installation Request – Lowood Recreational Complex Association, 20 December 2023

Recommended Action

THAT Council:

1. At a future budget review, endorse an allocation of $12,000 to install CCTV cameras at the Lowood Recreational Complex.
2. Per the Council Closed Circuit Television Policy (C/033), approve the installation of up nine (9) closed circuit television cameras at the Lowood Recreational Complex.

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:	24 January 2024
Subject:	Tenancies Railway Street Lowood – Tender 1344
File Ref:	Property - Planning
Action Officer:	DCORP

Background/Summary

Council owns the Freehold title to Lots 16 and 17 SP133023 Railway Street Lowood. The two parcels have tenancy arrangements in place which permits the building owner to leave their building on Council's land for the duration of the agreement. All of the agreements expire on the 30 June 2024.

On 29 November 2023 Council resolved as follows:
"THAT Council
1. advise the tenants of Lots 16 and 17 SP133023 that it is Council's intention to commence planning for the future of the site and as such offer a limited tenancy agreement by tender for their premises for a one year term with an option of another one year term.
2. invite the existing Tenants to express interest in a future tenancy or ownership of a facility on Railway Street."

Letters were sent to each of the tenants advising of Council's intention to plan for the future and only offer a limited tenancy of one year plus an option for one year. Tenders were advertised and Tender documents were sent directly to each of the Tenants. Tenants were provided copies of the Tender on 7 December 2023. Tenders closed at mid-day on 10 January 2024. The days allowed for submission of Tenders were in excess of the 21 days required by legislation due to the Christmas and New Year holiday period.

There are six tenancies on Lots 16 and 17 SP133023. The details of the Tenant's existing rental and tender offer are included in the confidential attachment. Four tenders were received, noting two were late. However, with the reasons provided, a decision was made to accept the late tenders. One of the responsible parties on one of the existing tenancies has advised that they will no longer be a party to future tenancy agreements should Council accept their offer.

Attachments

Attachment 1 – Confidential - Tender 1344 summary of tenders received.
Attachment 2 – Confidential - advice from tenant 2 about the change of name of the tenant

Recommendation

THAT Council

1. accept the tenders received for tenancies two (2) to six (6) for one year plus an option for one year for the sites rented by tenancy agreements to the existing tenants with the exception of tenancy two (2) where the parties have changed, and
2. authorise the Chief Executive Officer to finalise the tenancy agreements where the tenants have chosen to tender for new tenancy arrangements and determine the status of the tenancies that were not tendered and take appropriate action as necessary and report to Council prior to June 2024.

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:	24 January 2024
Subject:	Works at the Kilcoy Showgrounds
File Ref:	Facilities - Planning
Action Officer:	DCORP

Background/Summary

The Kilcoy Recreation Grounds continues to be a very busy Council facility with a full calendar of events for each of the site-based clubs. The clubs have requested the following projects for consideration for the 2024/25 financial year, they are:

- General area lighting to the areas between the Ken and Mary Nunn Pavilion and the Campdraft/Rodeo arena and an area to the south of the main arena. This would utilise the existing main arena light poles. These works would significantly reduce the need for the clubs to hire general area lighting. The Show Society in particular is impacted significantly by the lack of general area lighting to the side show alley area. A quotation was obtained from T2 electrical for these works – total cost of works $25k,
- The polocrosse field reconfiguration works requires filling in of the drain to the southeast area of the inside of the race track. These works once complete will enable re-alignment of the fields to allow for the training track to be installed – cost of work $85k. In addition to the filling and leveling works the area filled will require regressing and a period of care and installed of the field markers to indicate the extent of the fields – approximate cost $15k,
- An additional polocrosse field to the north of the 1200 metre chute needs to be prepared for the polocrosse club. This is part of the Master Plan. These works will enable five polocrosse fields to be in use at the same time. This will enable larger events and in particular the State Championships or similar. In addition to the creation of a field the clubs have asked that water be extended to the area to the north of the field to enable event camping – cost of work $15k, cost of water $10k, and
- The Ken and Mary Nunn Pavilion (canteen) has been requested to be extended to the east and to the west. The construction would be of the same elevated pitched roof with concrete floor and a single light for each extension, the other Pavilion building would be extended to the West (potentially) if the installation of the extension does not affect the site lines for the judges and spectators and only if the extension to the canteen is not sufficient for the Working Cow Horse club. In addition to the extension the building would require additional concrete protection around the building underneath the awning areas where there is currently no concrete. The small Judges box used by the Polocrosse may also be relocated to an area more toward the western end of the ken and Mary Nunn Pavilion – total estimated costs of works $200,000.

Once complete, these works would complete a significant works towards the Kilcoy Recreation Grounds master plan.

Council may wish to include the above projects on the forward works list for consideration in the 2024/25 budget deliberations.

Further, Council is presently liaising with the Kilcoy Race Club about installing the new pump shed, track watering system and training track. Racing Queensland and the Kilcoy Race Club will fund all of these works.

Attachments

Nil

Recommendation

THAT Council includes the following projects at the Kilcoy Recreation Grounds on the forward works list for consideration in the 2024/25 budget deliberations:

- General area lighting $25,000
- Polocrosse field drainage works, fifth polocrosse field, including establishment of water for event camping $125,000.
- Ken and Mary Nunn Pavilion works $200,000.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Andrew Jaremenko, Sports and Recreation Officer
Director:	Matthew McGoldrick, Director Corporate and Community Services
Date:	4 January 2024
Subject:	Fernvale Sports Park Advisory Committee Meeting – 13 December 2023
File Ref:	COMMUNITY SERVICES - MEETINGS – 2022-2023 – Fernvale Sports Park Advisory Committee
Action Officer:	SRO

Background/Summary

The meeting of the Fernvale Sports Park Advisory Committee was held on Wednesday, 13 December 2023 at the Fernvale Sports Park. A report of the meeting is attached for review.

The meeting involved significant discussions with the Committee regarding the Master Plan Final Report and its acceptance by Council, tender update for irrigation and field refurbishment works to be undertaken, an update for the Expressions of Interest for a private school to lease adjacent Council freehold land and utilise the Fernvale Sports Park facilities and a stakeholder review.

Attachments

1. Meeting Report – Fernvale Sport Park Advisory Committee – 13 December 2023
2. Operating and Project Budget Year to Date Financial Review (as at 30 November 2023)

Recommendation

THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 13 December 2023 and the contents be noted.

Meeting Report for Fernvale Sports Park Advisory Committee Meeting Held Wednesday, 13 December 2023

Held at Fernvale Sports Park Meeting Room

Present

Cr Bob Whalley (chairperson)	Somerset Regional Council
Matthew McGoldrick	Somerset Regional Council – Director of Corporate and Community Services (DCORP)
Daniel Rowe	Somerset Regional Council – Manager of Community and Tourism (CTM)
Andrew Jaremenko	Somerset Regional Council - Sports and Recreation Officer (SRO)
Graham Smith	Brisbane Valley Rattlers Australian Football Club Inc. – President
Rebecca Edwards	Somerset Storm Netball Club Inc. – President
David Raine	Fernvale State School – Principal
Eleesa Lewis	Marburg-Mt Crosby Cricket Club - Treasurer

Item 1: Opening of Meeting

Councillor Bob Whalley (chairperson) opened the meeting at 6.00pm.

Item 2: Apologies

Cr Jason Wendt – Somerset Regional Council
Luke Morgan – Marburg Mount Crosby Thunder Cricket Club
Darren Bunter – Brisbane Valley Rattlers AFC
Ashleigh Cutler – Somerset Storm Netball Club

Item 3: Confirmation of Previous Meeting Report

Previous meeting report circulated and reviewed by all present.

Decision Moved – Eleesa Lewis Seconded – David Raine
"That previous meeting report be accepted by the Fernvale Sports Park Advisory Committee".

Carried

Item 4: Business Arising out of Previous Meeting Reports

1. Oval Refurbishments and Levelling (CTM)
   - Reduced scope of work being delivered (tank and pump), following tender response exceeding budget.

- Council prepared another scope report for Minor Infrastructure and Inclusive Facilities (Qld Department of Tourism, Innovation and Sport) grant program for field refurbishments including irrigation supply and install, field levelling and returfing. Application submitted in November 2023.
- Recycled water pipeline to FSP fully commissioned.
- David Raine stated that FSS supports the project but noted different terminology in the application of the playing surfaces may have been more suitable.
- **Ongoing action.**

2. Fernvale Sports Park Draft Master Plan (SRO)
   - Final Master Plan report presented to, and adopted, by Council at an Ordinary meeting in November.
   - Remain as standing agenda item for continual reference to remain relevant.
   - **Completed**

3. Fernvale Sports Park School Expression of Interest (DCORP)
   - Process progressing, currently under legal review.
   - To remain as a standing agenda item for reference.
   - Discussion regarding managing the needs of community groups and clubs with a school.
   - Council to consider stakeholder feedback in developing and finalising school access agreements.
   - **Ongoing action**

4. Stakeholder Maintenance Requests (SRO)
   - AFL and cricket light audits completed.
   - Fence Picket Repair quotes involve significant cost. SRO to investigate repair options such as chain mesh fencing and research clubs with similar fencing.
   - **Ongoing action**

5. BVR TV Installation Request (SRO)
   - Approval granted by all stakeholders for installation of two screens.
   - CTM reminded stakeholders to request letter of approval from Council for works. A layout plan / mud map of proposed work is to be included with such a request.
   - **Completed**

ACTION: BVRAFC to submit correspondence to Council requesting approval to undertake installation.

Item 5: Financial Report

CTM gave overview of the operating expenditure at the facility for the 2023-24 financial year to date as at 30 November 2023 (see attachment).

Also advised meeting that Council had changed electricity providers and the listed electricity charge was most likely an error. To be confirmed next meeting.

Decision Moved – Graham Smith Seconded – Rebecca Edwards
"That the Financial Report be accepted by the Fernvale Sports Park Advisory Committee".

Carried

Item 6: General Business

6.1 Bookings Calendar
- All standard bookings as normal
    - BVRAFC and SSNC to confirm AFL/netball schedules in due course.
    - MMCTCC to confirm cricket schedule for remainder of season.
    - SRO advised of confirmed booking re Fernvale State School 150th Anniversary celebration 11 May 2024 for community cricket match.
    - SRO advised of Somerset Rail Trail Classic tentative date of 21 July 2024.

ACTION: All users to submit correspondence to Council confirming season and bookings schedule.

6.2 Projects Update - Oval Irrigation System Install and Field Levelling (CTM)
- As per item 4.1.
- **Ongoing**

6.3 Fernvale Sports Park Draft Master Plan Update
- As per item 4.2.
- **Completed**

6.4 Facility MOU Review (SRO)
- Stakeholders met to discuss MOU 5 December 2023.
- Items including cage access, canteen equipment usage including fridges, priority access for "in season sports", cleaning protocols and improved communication.
- Stakeholders requested the following to be followed up:
    - Extra permanent bins – **Completed.**
    - External lighting adjustment – **Unchanged** (timer not sensors).
    - Fire Extinguishers inspection check – **Ongoing** – new contractor appointed.
    - Gutter Clean for Clubhouse – **Completed.**
    - Grant support of PA system installation – **Ongoing –** Stakeholders to request Council letter of support and provide mud map of intended work.
    - eSwitch access for multiple users over same day – Manual access code to power box provided and SRO to investigate app usage by multiple club members on the one day – **Ongoing.**
    - Lost Property – Stakeholders agreed to streamline lost property process.

6.5 GS (BVRAFC) informed meeting of new Junior AFL Format - Junior Super Kick.

6.6 AL (MMCTCC) requested training lights for FSP cricket nets to expand training.

6.7 Chairperson (Cr Whalley) thanked user groups for their attendance and especially for their drive, passion and future vision. He also thanked DCORP for always striving for funding and budget increases for the facility and wished him well with his new position within Council.

Item 7: Next Meeting

The next meeting in 2024 is TBC following Council elections, which are scheduled for March 2024.

Item 8: Closure of Meeting

Summary There being no further business, the Chairperson closed the meeting at 7.22pm.

			July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
7330-0-200	Fernvale Sports	Maintenance Contract	12,080.65	24,161.30	-	12,080.65									48,322.60
7330-0-202	Fernvale Sports	Refuse removal	-	-	-	-									-
7330-0-203	Fernvale Sports	Electricity	1,438.51	-	-	1,689.79	9,563.20								12,691.50
7330-0-204	Fernvale Sports	Electricity/RiverP	-	84.05	-	-	133.57								217.62
7330-0-205	Fernvale Sports	Security Locks	20.00	-	81.82	-	81.82								183.64
7330-0-206	Fernvale Sports	Irrigation repairs	-	-	-	-									-
7330-0-207	Fernvale Sports	Pest Control	-	-	-	-									-
7330-0-208	Fernvale Sports	SignsNameOvalNetball	-	-	-	-									-
7330-0-210	Fernvale Sports	Pest Control	-	-	-	-									-
7330-0-211	Fernvale Sports	RCDTesting	-	-	-	-									-
7330-0-212	Fernvale Sports	Remove cricket pitch	-	-	-	-									-
7330-0-213	Fernvale Sports	Mulch soil	-	-	-	-									-
7330-0-214	Fernvale Sports	RepFieldingRd pump	-	-	-	-									-
7330-0-215	Fernvale Sports	Tree maintenance	-	-	-	-	-								-
7330-0-216	Fernvale Sports	Oval maintenance	-	1,418.18	-	-									1,418.18
7330-0-218	Fernvale Sports	Plumbing repairs	-	-	-	-									-
7330-0-219	Fernvale Sports	Carpentry Repairs	-	-	-	400.00									400.00
7330-0-220	Fernvale Sports	Painting Maintenance	-	-	-	-									-
7330-0-221	Fernvale Sports	Fencing Maintenance	-	-	-	-									-
7330-0-222	Fernvale Sports	Grounds Maintenance	-	-	-	-									-
7330-0-223	Fernvale Sports	Sanitary Services	448.43	-	448.40	-									896.83
7330-0-224	Fernvale Sports	31207362988ELECFvaleSptAFL	230.66	537.63	136.94	58.97	66.45								1,030.65
			$ 14,218.25	**$ 26,201.16**	**$ 667.16**	**$ 14,229.41**	**$ 9,845.04**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 65,161.02**

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Veronica Eagle, Tourism Development Officer
Director:	Matthew McGoldrick, Director Corporate and Community Services
Date:	17 January 2024
Subject:	Event Pathways Program – three-year mentoring program
File Ref:	Tourism/Promotions
Action Officer:	TDO

Background/Summary

Southern Queensland Country Tourism (SQCT), Somerset Region's Regional Tourism Organisation (RTO), with support from Council obtained contestable funding to run a three-year mentoring program for community event organisers to grow an event within the Somerset region.

The Event Pathway Program is a mentoring program run over a three-year period to assist one community group per Local Government Area to develop skills to grow a local event. The program will be primarily run via online sessions with a mentor and will assist the community group to develop strong foundations to grow their event while creating a meaningful experience for visitors.

Topics covered include; organised and central filing system, events management plan, operational planning, volunteer program, training program development, priority action plan and development of a three-year event strategy specific to the event.

Mentoring Program Eligibility
To be considered for the mentoring program, the community event must meet the following eligibility requirements:

- The event must occur within the Somerset Regional Council boundary,
- The event must be managed by a Somerset Community Group,
- Positively promote the Somerset region and attract visitors,
- Have Council event approval (if applicable),
- Commit to the three-year program.

Council called for expressions of interest (EOI) from events organisers on Monday, 8 January via the Event organiser newsletter. Two expressions of interest were received from eligible Somerset community groups.

Based on a review of the quality of EOIs and number of eligible places within the program it is recommended that Council should present Valley of the Lakes Garden Club with the Esk Garden and Lifestyle Fair for the three-year mentoring program. The Esk Garden and Lifestyle Fair has been operating as an annual event in Somerset since 2016 and is continuing to grow and attract significant visitation to the region.

Attachments

SQCT Event Pathway Program Overview
Expression of Interest 1 – CONFIDENTIAL
Expression of Interest 2 - CONFIDENTIAL

Recommendation

THAT Council accept the Expressions of Interests and recommend Valley of the Lakes Garden Club with the Esk Garden and Lifestyle Fair for the three-year Event Pathway Program.

	Year 1	Year 2	Year 3
THEME	**BUILDING STRONG FOUNDATIONS**	**ACHIEVING OPERATIONAL EFFICIENCIES**	**ENSURING A MEMORABLE EVENT EXPERIENCE**
Face-to-Face	- rEVENTS to run strategic planning day	- rEVENTS to run Operational Review and deliver training on operational processes	- rEVENTS to review all material and processes, debrief program and assist with strategic future planning
Online Mentoring	<u>10 – 8 months out</u>: Complete 7-week program: rather than join live sessions, 1 on 1 mentoring for 2 x 1hr per week (eg *Monday run through templates, Friday follow up*) <u>7 – 3 months out</u>: 1 x 2hr session once a month	1 x 2hr session once a month	1 x 2hr session once a month
'Phone a friend' hours as needed with an expert (30 min blocks)	10 hrs	10 hrs	10hrs
Outcomes & deliverables	1) Organised, centralised filing system. 2) Event Management Plan 3) Operations plan 4) Establish Volunteer Program 5) Training and documentation to complete a post event review that supports future event success. 6) Creation of a priority action plan from review. 7) Top level 3-year Event Strategy	1) Review year 1documentation 2) Detailed operations plan 3) Update 3-year Event Strategy 4) Update Event Management Plan 5) Review Volunteer Program 6) Update Three-year financial plan with targets 7) Detailed Sponsorship strategy and prospectus 8) Detailed Marketing plan 9) Detailed Sustainability Plan	1) Review year 2 documentation 2) Detailed Event Management Plan 3) 5-year Strategic Plan 4) Summary document containing future recommendations from rEVENTS (*can be included in 5-year Strategic Plan*) 5) Update detailed operations plan 6) Review Volunteer Program 7) Detailed Three-year financial plan with targets

	8) Three-year financial plan with targets 9) Basic Sponsorship strategy and prospectus 10) Marketing plan 11) Sustainability Plan 12) Event staffing & succession plan 13) Grant writing support	10) Event staffing & succession plan	8) Update detailed sponsorship strategy and prospectus 9) Update detailed Marketing plan 10) Update detailed Sustainability Plan 11) Event staffing & succession plan
Estimated time commitment for event team across the year*	200 hours	150 hours	200 hours

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson – Chief Executive Officer
From:	Carole Labram, Tourism Officer
Director:	Matthew McGoldrick – Director Corporate and Community Services
Date:	24 January 2024
Subject:	2023 Somerset Garden Competition – Post Competition Review
File Ref:	Tourism – 2023 – Events – Somerset Garden Competition
Action Officer:	TO - CL

Background/Summary

From Saturday, 17 June 2023 to Friday, 8 September 2023 the annual Somerset Garden Competition was open for registrations. 16 entries, across all categories were received from throughout the Somerset region from Moore in the North to Lowood in the South. There were 10 fewer entries in 2023 compared to 2022, mostly due to drier weather conditions.

The awards presentation was held on Tuesday, 26 September 2023 and the Open Gardens were held on Saturday, 7 October to Sunday, 8 October 2023. While feedback has been generally positive, a number of opportunities for improvements have been identified.

Competition Categories:

- Over the past few years, the numbers of businesses and community groups entering the competition have declined.
- There were 5 new entries into the garden competition in 2023, which represented nearly one third of entries. Feedback from new entrants expressed concern that newly established gardens could not compete with well-established gardens.
- Feedback from entrants in both 2022 and 2023 has indicated that some of the bonus categories require refreshing due to the same gardens winning repeatedly. The current categories include:
    - Best native garden (original category)
    - Best edible garden (original category)
    - Best waterwise garden (original category)
    - Best repurposed/upcycled garden (introduced in 2023)

Proposal 1: Combine the Business and Community Group major categories.

Proposal 2: Introduce a new major category for Best First Time Entrant. In 2024, it is also recommended that first time entrants from 2022 and 2023 also be invited to enter in this category.

Proposal 3: Update the bonus categories in the following way:

- *Replace Best Native Garden with Best Habitat Garden: These gardens will attract and support native wildlife and insects and feature native plants and habitat features such as hollows, nest boxes, hives and ponds/water sources. The garden may also include features to help native wildlife travel around more easily and protect wildlife from introduced species.*
- *Replace Best Edible Garden with Best Floral Garden: These gardens will have a strong visual impact and represent a selection of annuals, perennials and/or bulbs and include flowering native or introduced species conducive to the regional climate. It may also include edible flowering plants.*
- *Replace Best Waterwise Garden with Best Environmentally Sustainable Garden: These gardens focus on being environmentally sustainable. They may include features like compost, water tanks, worm farms, mulch and native plants. Plants*

are grown, propagated and/or locally sourced and there is an edible component. Minimal to no use of commercial pesticides.

- *Retain Best Repurposed/upcycled Garden*

Judging:

- Entrants have continued to express interest in an impartial judge not associated with any Council but with an interest and/or expertise in horticulture and landscape design.

Attachments

Nil

Recommendation

THAT Council:

1. Receive the 2023 Somerset Garden Competition – Post Competition Review and that the contents be noted.
2. Endorse proposals 1 to 3, to be applied in planning for the 2024 Somerset Garden Competition.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Caroline Smith, Arts and Culture Manager
Director:	Matthew McGoldrick, Director of Corporate and Community Services
Date:	15 January 2024
Subject:	Library Priorities Project: Somerset Libraries App
File Ref:	Grants and Subsidies – Programs – Special Purpose
Action Officer:	ACM

Background/Summary

The State Library of Queensland's Library Priorities Projects to run a pilot program to enhance community access to Somerset Libraries' physical and digital collections, its programs and services, and the region's shared stories and local history.

The project will pilot two new forms of software:

1. *Solus* Library App
2. special collection management and community engagement platform, *Recollect.*

1. The Solus Library App will transform community access to Somerset Libraries' collections and services by providing:

   - Mobile access to the library's physical and digital collections and the full range of library services
   - Personalised library account management so customers can renew their loans and reserve library items on the go
   - Self-check lending straight from a library's shelf or digital provider
   - Push notifications for reminders – events, loan expiries, reserve pickups, critical Council alerts

   Implementing a Library App will meet priority 1.9 of Council's *Arts, Culture and Heritage Plan 2023 - 2028*

   1.9 Position Libraries to perform the integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably.

2. As captured in Somerset's *Art, Culture & Heritage Plan 2023-2028* the community values connection and its identity and memories. The region's historical societies have expressed concern about future preservation of and access to their collections.

   The heritage collection management platform *Recollect* will assist with the preservation of the region's historical materials for future generations, provide superior digital access to historical images, documents, oral and video histories and enable the community to share their historical treasures and family stories. Recollect's annual subscription cost includes cloud storage for storing digital records [images, audio or video files]. Recollect is unique in that it facilitates connection and sharing of stories and collections between the Council and the community. Both Council officers and the community can build collections, interact with the wider community to investigate, pursue, and enrich their stories and drive critical areas of collecting that are currently underrepresented including First Nations and culturally diverse communities.

   Implementing *Recollect* will meet priority *2.2* of Council's *Arts, Culture and Heritage Plan 2023 - 2028*

Secure and increase accessibility to the region's heritage and history collections through deployment of a collections database across Council and heritage groups with no transfer of ownership.

There is sufficient 2023-24 Library Priority Project funding available to purchase both the Library App and Recollect. Accordingly, Council may wish to make a submission to participate in this pilot program.

Under the terms of Library Priority Project funding up to 50% of the allocated subsidy may be used for purposes other than library collections.

The cost of implementing both programs would total $26,060.00, just over 20% of Council's allocated collections budget. If the pilot project is successful and we want to continue to use one or both products, Council will need to apply annually for permission to continue to use Library Priority Project funding for this purpose.

Attachments

Nil

Recommendation

THAT Council supports Somerset Libraries' Library Priority Project submission to pilot the *Solus Library App* and the special collection management and community engagement platform, *Recollect.*

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Caroline Smith, Arts and Culture Manager
Director:	Matthew McGoldrick, Director of Corporate and Community Services
Date:	15 January 2024
Subject:	Queensland Flooding – flexible grants program.
File Ref:	Grants and Subsidies – Programs – Flexible Funding Program
Action Officer:	ACM

Background/Summary

In June 2023 Council applied to the Queensland Flooding grant program for a suite of performance and art activities designed and delivered by a community arts worker with experience in developing creative arts programs for children, young people and marginalised regional Queenslanders.

The suite of activities and program more broadly was to address the impacts of flooding on the community of the Somerset region, leading to greater awareness and understanding of psychological and social effects, and environmental factors - building resilience and providing a nurturing and supportive outlet for residents to creatively express their thoughts, cares, and uncertainties. Workshops and activities were to be developed around the broad theme of flood and the experience of flooding within the Somerset community, through the visual arts, creative writing and the performing arts.

The application which totalled $92, 834.00 was successful with Council notified of the outcome on December 21, 2023.

Given the late notification of the successful outcome and with allocated funding and the program of events and activities to be completed by June 2024. Accordingly, Council should seek an extension and variation to the grant application. Council Officers will liaise directly with community and arts practitioners to deliver the engagement program rather than employ a dedicated community arts worker.

This project, which will take place around the region will build wellbeing and improve physical and mental health outcomes for the Somerset community.

Attachments

Nil

Recommended Action

THAT Council request an extension to the Queensland Flooding – flexible grants program and variation to the grant application.

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:	3 January 2024
Subject:	Arts, Culture and Heritage Plan 2023- 2028: progress report
File Ref:	Community Services - Planning – Community Plans
Action Officer:	ACM

Background/Summary

A summary of actions from the implementation of Council's Arts, Culture and Heritage Plan 2023 – 2028 is provided for Council's information.

Somerset Regional Council Operational Plan 2023 – 2024

To provide reports on the implementation of adopted Arts, Culture and Heritage Plan 2023 – 2028 including five-year action plan.

Actions achieved include;

1.1 Produce high quality, engaging programs that connect and strengthen the community, enabling them to engage on multiple levels as practitioner and/or consumer.
Regular program of approximately 600 events held across Council's cultural venues in 2023. Of note - delivery of inaugural Kilcoy Multicultural Festival in May 2023. Attendance of 600 with residents a vital part of the program.

1.2 Engage *local practitioners in programs through showcase or audience engagement.*
25% of the workshops delivered at The Condensery in 2023 were delivered by local artists and creatives.

1.8 *Bring practitioners to the region to support, connect and contextualise local arts practice and foster dialogue and collaboration.*
Over 40 workshops delivered. These included a creative grant writing workshop, how to deliver a community event workshop, pop-up recording studio for the regions musicians and one early career artist mentorship.

1.9 *Position Libraries to perform integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably.*
Growing attendance at events from 2023 - 2024. 543 events held and 6853 attending a program of regular & special activities offered at all branches around the region.

3.7 *Facilitate skills training to strengthen artists creative business practice.*
Creative skills development program is ongoing and is delivered through the Regional Arts Development Fund (RADF). Three (x3) skills development workshops were delivered at the Somerset Civic Centre in 2023 with three future workshops schedule for mid-2024.

Attachments

Attachment 1: Progress report: Arts, Culture and Heritage Plan 2023 – 2028.

Recommendation

THAT the report be received and the contents noted.

Somerset
REGIONAL COUNCIL

Arts, Culture and Heritage Plan
2023 – 2028

Introduction

The Somerset Arts, Culture and Heritage Plan 2023 - 2028 outlines a vision to position the Somerset region as a place that embraces local art and history and is positioned to be a destination offering a complement of cultural, recreational and environmental activities.

The purpose of the Somerset Arts, Culture and Heritage Plan 2023-2028 is:

• to guide the strategic development of the arts, culture and heritage in Somerset
• to support Council's role and responsibilities for arts, culture and heritage and direct its investment in projects, programs, services and infrastructure
• to make transparent Council's strategic direction and have a platform for investment and partnership, including its partnership with the community.

The Plan complements and works in chorus with related Somerset Regional Council strategies including The Somerset Tourism Strategy 2021-2025, Economic Development Strategy, and The Somerset Region Planning Scheme.

The Somerset Arts, Culture and Heritage Plan 2023-2028 sits as an overarching document that informs and contextualises the individual strategic plans of the Somerset Libraries, Somerset Civic Centre and The Condensery.

In adopting the Arts, Culture and Heritage Plan 2023-2028, Somerset Regional Council commits to:
• inform, seek feedback, and collaborate with the community
• deliver outcomes for the whole of the community that reflect and strengthen social and cultural diversity
• report against clear and measurable performance indicators
• inspire life-long learning, knowledge and connection as a cornerstone of wellbeing and inclusion
• celebrate local stories to enhance a sense of place and community pride
• acknowledge the value investment into arts, culture and heritage makes in achieving the outcomes of its Corporate Plan.

Actions set out in the Somerset Arts, Culture and Heritage Plan 2023-2028 interrelate to create a strategic approach to setting a strong

VISION

Somerset is a region of vibrant villages, identifiable by their arts and cultural experiences, connected communities and rich histories.

PRORITIES

1. A resilient and connected community
2. A place distinguished by its environment and history
3. A growing sustainable region

Our Five Core Values

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

1. Positive Interactions

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

2. Community Champions

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

3. Empowered Workforce

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

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

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

5. Excellence

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

WORKING WITH SHARED VALUES

1. Excellence

We are committed to offering exceptional art and cultural experiences through programming and services

2. Engagement and Access for All

We offer space for everyone and believe that through engagement with art, culture and history we can know the world, each other and ourselve

3. Country and Heritage

We care for and enhance the unique historical narrative of the region, and embrace and promote the Somerset region's heritage, to incorporate both First Nations and European cultural heritage.

4. Dare to Dream

We aspire to evolve our programming and services to meet and exceed the cultural needs of our community. We demonstrate cultural leadership that builds the reputation and profile of our region.

Priorities	Output	Measure	Status	Highlights
Definition	Output is the "what we do" and should be achievable within a single financial year even if the activity goes over multiple years. E.g. it's a plan or it's an implementation or it's an event.	Measure is the "what/how was achieved" and should be shown so that a commentary provided against the action. E.g. how well and how many?		
A resilient and connected community				
Produce high quality, engaging programs that connect and strengthen the community, enabling them to engage on multiple levels as practitioner and/or consumer.	Recognise arts and culture as an important driver of increased community participation, safety and wellbeing, ensuring creative programs across Councils cultural venues are accessible and create opportunities for diverse communities.	Number of programs offered and attendance/feedback.	Achieved (ongoing)	*Regular program of approx. 600 events held across Council's cultural venues in 2023. Of note - delivery of inaugural Kilcoy Multicultural Festival in May 2023. Attendance of 600 with residents a vital part of the program. Planning is underway for 2024's event.*
Engage local practitioners in programs through showcase or audience engagement.	Provide career development opportunities and increase visibility for emerging artists and local creatives through programming opportunities at the Civic Centre, Libraries and The Condensery	Number of local practitioners engaged in annual programming and increased community awareness.	Achieved (ongoing)	*25% of workshops delivered at The Condensery were delivered by local artists and creatives.*
Present annual curated shows of local artists work as part of The Condensery's exhibition program.	Increase visibility of local creative practitioners through annual program	Annual show presented and delivered	In progress	
Establish an identified First Nations position at The Condensery that sits within the team however has responsibility for First nations connection across SRC.	Investigate relevant funding streams and bodies able to support this position.	Opportunities for funding are identified.	Not yet commenced	
Facilitate inter-generational connections with community groups through partner programming such as that highlighted in the Youth Engagement strategy.	Develop a range of initiatives including programming opportunities and exhibitions focused in increasing the diversity of activities and opportunity to partner with community groups	New approach explored. Increased number of young people engaged and participating in arts and culture events.	Not yet commenced	
Establish a cross-disciplinary and cross portfolio creative wellbeing program	Develop community resilience and wellbeing through arts and cultural activities and programming through partnership across Council.	Number of artists and non-arts organisations working together to build positive wellbeing and address key community, social and environmental issues.	In progress	*Healing Garden exhibition has connected with over 700 residents accross the region, engaging two local practitioners to deliver workshops across community organisations such as schools, libraries and nursing homes.*

Priorities	Output	Measure	Status	Highlights
Connect the community and Somerset Civic Centre through presentation of one professional community theatre project per year, created in collaboration with professional theatre makers who are specialists in this field under s distributed development model	Actively support and explore opportunities to collaborate with commercial and community based theatre operators	Performance delivered annually. 'Theatrical opportunities for community increased.	Not yet commenced	
Bring practitioners to the region to support, connect and contextualise local arts practice and foster dialogue and collaboration.	Build artist career sustainability by programming skill development workshops and offering mentoring opportunities. Build the capacity of regional artists and art galleries to generate income and build entrepreneurship and business skills.	Number of workshops delivered. Number of mentorship opportunities delivered	Achieved (ongoing)	*Over 40 workshops delivered. These included a creative grant writing workshop, how to deliver a community event workshop, pop-up recording studio for the regions musicians and one early career mentorship.*
Position Libraries to perform integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably	Through workshops, after-school programs and resource management, provide an annual program that expands literacy health for the entire Somerset region.	Number of programs offered. Increase/persons attending	Achieved (ongoing)	*Increase in attendance and number of events offered from 2023 - 2024. 543 events held and 6853 attending from a regular & special program activities offered at all branches around the region.*
Provide library services where people gather through pop up facilities and co-location	Increase visibility of regions libraries and offerings through use of Council's community facilities and parks, to engage with residents at a local level	Number of events offered, sites attended and persons attending	In progress	*Trial First Five Forever Storytimes at The Condensery.*
A place distinguished by its environment and history.				
Utilise RADF to assist with networking the region's heritage groups, for information sharing and learning as well as take a strategic approach to history preservation.	Provide support for projects that document, preserve and promote key Somerset cultural heritage sites and other forms of tangible and intangible heritage.	Number of opportunities created for residents and visitors to the region to connect with heritage.	Not yet commenced	
Secure and increase accessibility to the region's heritage and history collections through deployment of a collections database across Council and heritage groups with no transfer of ownership.	Refresh digital presence across Council assets and additional sites, e.g. directories.	Level of website and social media visits and interaction.	Not yet commenced	
Review and publish 'Confidence and Tradition' (last published in 1988) to capture the region's stories including people, architecture and events.	Provide an opportunity for interpretation and promotion of place-specific stories, history and culture	Publication of updated Confidence and Tradition. Number of copies distributed.	Not yet commenced	

Arts, Culture & Heritage Plan				
Priorities	**Output**	**Measure**	**Status**	**Notes**
Definition	**Output is the "what we do" and should be achievable within a single financial year even if the activity goes over multiple years. E.g. it's a plan or it's an implementation or it's an event.**	**Measure is the "what/how was achieved" and should be shown so that a commentary provided against the action. E.g. how well and how many?**		
A place distinguished by its environment and history.				
Celebrate Somerset's history through collaboration across cultural venues, to develop diverse exhibitions and programming	Develop and support the delivery of creative projects that celebrate the heritage of the region. This includes investigating Recollect app for the regions local history groups and Somerset Libraries.	No of programs and attendees. Recollect implemented.	In progress	*Initial investigation of Recollect collection management software. Platform would work as a one stop shop that could display regions historical collections and provide easy access for our community.*
Value and protect the identity and character of the regions individual townships as per Council's Economic strategy	Develop and support arts and cultural experiences that are responsive to and reflective of our unique region.	Contribute to relevant planning and design processes to ensure places for visual and public arts	In progress	
Establish a biannual art exhibition supported by a program that attracts artists and supports the making of works that showcase the regions natural environment	Identify funding opportunities to provide financial assistance for local /emerging artists to support exhibition project.	Number of successful grant opportunities obtained and successful program delivered.	In progress	*Successful with RAF grant application. Further funding opportunities currently being investigated. Planning for exhibition in the initial stages.*
Activate and contemporise the Kilcoy Visitor Information Centre and integrate the visitor experience with the surrounding parkland to present a place of history, creativity an environment leveraging neighbouring community groups.	Align with Tourism strategies and plans and create opportunities for visitors to connect with local arts and culture.	Extent to which cultural spaces and places attract visitors.	In progress.	*Tourism team progressing with concept design and costings in draft stage.*
Explore a partnership with QMF to present a local place based music festival that attracts tourists	Scope partnership opportunity with QMF and State Government/ Community based event operators'	Opportunity for annual festival or event explored.	In progress	*Initial discussions held with QMF*

Arts, Culture & Heritage Plan				
Priorities	**Output**	**Measure**	**Status**	**Notes**
A growing sustainable creative sector				
Increase cross-portfolio and cross Council collaboration to strengthen services to community and build the value of the arts, culture and heritage in the region.	Explore arts and culture funding relative to other areas of Council and alignment with other Council strategies and plans.	Number of funding opportunities identified and opportunities for joint programming delivered.	In progress	*Investigation of Grow Cultural Tourism event feasibility study*
Establish a communication and audience engagement plan that's employed across the arts and cultural portfolio to promote events and activities including the establishment of a shared brand and appropriate digital media channels.	Increase community awareness of the local arts and culture prestige and offer. Engage a broad audience with opportunities to experience local arts and culture.	Level of website and social media engagement. Promotion in the quartile arts newsletter	In progress	*Application of communication plan at The Condensery and Somerset Civic Centre. Quotes obtained for establishment of standalone SCC website.*
Leverage and extend the newly established Somerset Arts ad Cultural communication platforms to promote community events and programs.	Develop multiplatform advertising channels. Support artists and cultural organisations to make effective use of relevant promotional mechanisms and organisational networks.	Level of website and social media engagement. Promotion in the quartile arts newsletter	In progress	*Application of communication plan at The Condensery and Somerset Civic Centre. Updating of Arts & Culture directory in progress.*
Establish a cross-portfolio engagement and communications plan to collectively target specific markets (e.g. schools), and consider extending the arts trails brochure to include complementary activities such as markets and food.	Support artists and cultural organisations to make effective use of relevant promotional mechanisms and organisational networks. In collaboration with artists and local producers and organisations, explore concept of developing expanded arts trail	Expanded arts trail brochure produced. Number of artists and cultural institutions supported to make use of relevant promotional mechanisms and networks.	In progress	*Initial discussions held regarding Arts Trail.*
Establish a multi- artform, independent artists space for connection, ideas and new work development.	Investigate cultural use of underutilised public, private and commercial places.		Yet to commence.	

Arts, Culture & Heritage Plan				
Priorities	**Output**	**Measure**	**Status**	**Notes**
Leverage Brisbane Valley Rail Trail to promote the arts, culture and history of the region.	Explore opportunities and options for utilising the history and physical asset that is the Brisbane Valley Rail Trail.	Number of opportunities (funding and programming) provided for residents and visitors to connect with regions unique culture and stories.	Yet to commence	
Facilitate skills training to strengthen artists creative business practice.	Coordinate and facilitate workshops and seminars for artists	Three skills development workshops delivered annually	Achieved (ongoing)	*Program is ongoing and is delivered through the Regional Arts Development Fund (RADF). Series (x3) skills development workshops delivered at the Somerset Civic Centre annually.*
Position region and venues for investment from state and federal governments and grow private support.	Communicate and promote the community and economic benefits of investing in arts and culture. Advocate for private sector support for local arts and culture organisations through investigation of philanthropic models, target meetings and acting as a connector between private sector and local arts organisations	Number of funding opportunities identified	In progress	*Initial meeting held with Nestle.*

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:	16 January 2024
Subject:	Tourism and Promotions Report – December 2023
File Ref:	Tourism – Promotions
Action Officer:	CTM

Background/Summary

The following is the December 2023 summary of activities for Somerset Visitor Information Centres (VIC) and the Tourism team members.

Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
Esk VIC	61	41	31	3	14	0	150
Fernvale VIC	81	73	50	16	25	7	249
Kilcoy VIC	99	78	162	31	59	15	432
The Condensery	79	44	40	14	11	0	188

Motivators

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

Active Volunteers	
Esk	8

Fernvale	20
Kilcoy	9
TOTAL	37

Digital Media

Facebook

Likes 3.5K (+54)
Followers 4,152 (+64)
Reach 125.3K (+358%)
Reactions 389
Comments 30
Shares 30
Link clicks 4,507

Website

Page Views: 13,260
Visitors: 5,260 new, 60 returning
Peak Time: Tuesday, 26 December
Most Popular Pages: Experience Somerset, Summer landing page, Events and Markets, Markets and Experiences on the water
Device Type: 79% Mobile, 13% Desktop, 8% Tablet

Instagram

1692 (=)
Reach: 2723 (+297%)

Glen Rock Art Gallery (Esk Visitor Information Centre)
The Glen Rock Stitchers held their annual Christmas sale at the Glen Rock Gallery. Featuring all handmade and hand-crafted items from local women. The sale proved very popular with visitors and locals alike, with many purchasing last minute stocking fillers. The money raised from the sale goes directly back to each Stitcher, to help them purchase material for the next year.

Glen Rock Stitchers meet every Thursday at the St Agnes Hall in Esk.

Visitor Information Centre Volunteer Famil
The end of year famil was held on 6 December 2023 to celebrate the year and International Volunteers Day. The Famil took place in Moore and Linville, visiting numerous tourism operators. A Christmas celebration and the presentation of service badges was held at the Linville Hotel.

Somerset Christmas Lights Competition 2023
Delivery and judging for the Somerset Christmas Lights competition continued through November. 26 entries were received across 10 categories, including 6 first time entrants.
An awards ceremony was held at the Somerset Civic Centre on Friday, 8 December. The event was well attended.

Trade Shows
A stand has been secured for the Moreton Bay Expo in February 2024. Operators have been invited to attend via the tourism operator newsletter sent out at the end of November. Currently one operator has expressed interest in attending the Expo. Council will be running a competition to win a prize within the region for those attending the show.

Regional Tourism Organisation
Southern Queensland Country Tourism (SQCT) will be hosting in region sessions in early 2024 to discuss their destination management plan and RTO rebranding with Somerset operators. Information will be share once available.

SQCT will run a three-year Event Pathway Program to help community-based events to grow within the region. This program will be run by the Tilma Group. Council will see expressions of interest for one Somerset Community Event Group to participate in the program from early 2024.

Tourism Operator Development
The Best of Brisbane Region Experiences Support Program and Transformational Experiences Mentoring Program concluded with a final session with all mentees on Thursday, 16 November. Mentees have been and will continue to work towards reaching the Best of Queensland Experience Status for 2024, with the results expected to be released in May 2024.

The advertising prospectus for the next edition of the Experience Somerset Visitor Guide 2024-2025 has been sent to tourism operators. The Guide is scheduled to be released in Autum 2024.

Regional Event Support and Development 2023-2024
Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2023-2024, including agritourism, sporting, adventure race events and more.

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

- Free Australia Day BVRT Bike Ride, hosted by Brisbane Valley Rail Trail Users Association, (BVRT, Fernvale to Esk, 26 January 2024)
- The Kilcoy Australia Day Gift, hosted by the Kilcoy Race Club, (Kilcoy Recreation Grounds / Kilcoy Racecourse, 26 January 2024)
- Legends of Beef 2024, hosted by Brisbane Valley Farm Direct (Toogoolawah Showgrounds, 24 February 2024)
- Queensland Athletics All Schools Cross Country Championships, hosted by the Toogoolawah Golf Club (Toogoolawah Golf Course, 11 May 2024)
- Wivenhoe Triathlon, hosted by Atlas Events (Lake Wivenhoe / Logan's Inlet, 12 and 13 October 2024)
- Rogue Escape, hosted by Rogue Adventures (Lake Wivenhoe / Logan's Inlet, 19 and 20 October 2023)

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

Tourism and Marketing Activities
Promotions Officer continues to:

- Prepare content for Summer 2023/2024 campaign.
- Develop concept for video component of 2024 Queensland Tourism Industry Council Top Tourism Town Awards Submissions.
- Prepare for Experience Somerset content capture – Imagery and Video for 2024 regional visitor guide, website update, destination video update and more.

Attachments
Nil.

Recommendation

THAT Council receive the Tourism and Promotions Report for the month of December 2023 and that the contents be noted.

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:	16 January 2024
Subject:	Corporate and Community Services Monthly Report - December 2023
File Ref:	Information Management – Reporting – Corporate Services Report
Action Officer:	DCORP

Background/Summary

Details of the Corporate and Community Services report for the month of December 2023 are as follows:

Records

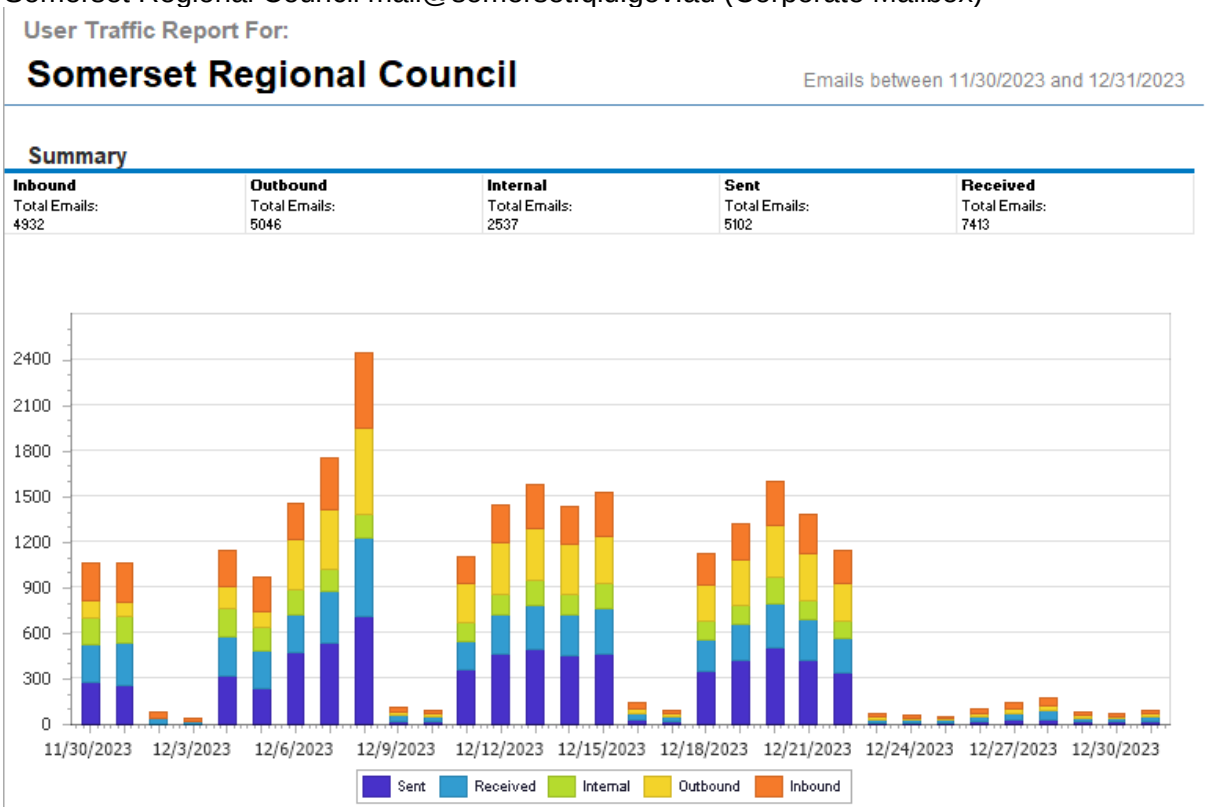
Documentation – At a Glance – December 2023

Inward/Actioned Documents – 2861	Outward Correspondence - 1290
Customer Service Requests - 236	Councillor Requests – 12 (Twelve)
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 12,515	Internal Only Records Email – 7,659
Decision Notices/Workshop Outcomes – Decision Notices – Twenty Six (26) Workshop Actions – Twenty Three (23)	Tender/Quotation – Tenders – One (1) Numbered Quotations – 0

Total Documents Registered for the month of December 2023 – 6996

Email Traffic

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



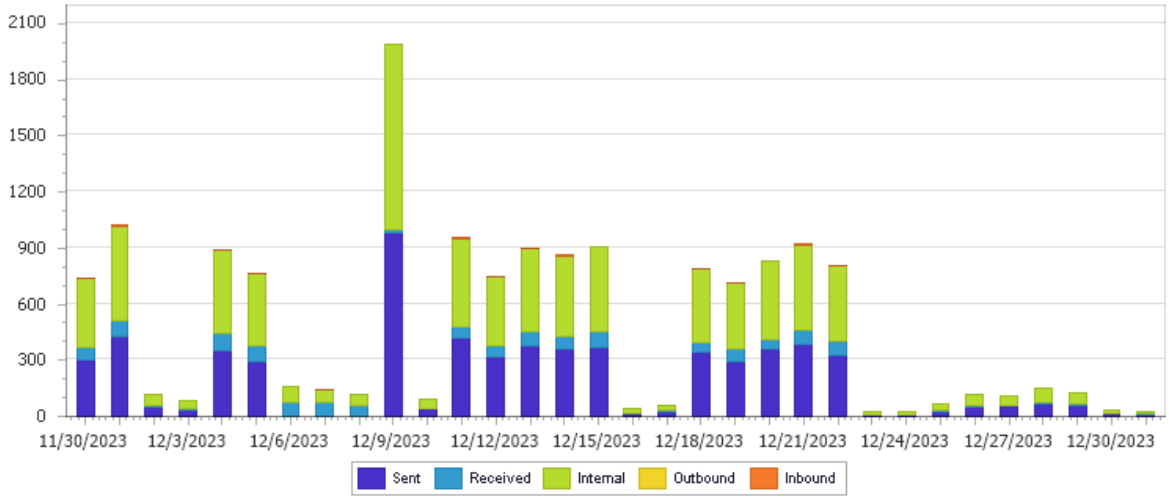
User Traffic Report For:

Records

Emails between 11/30/2023 and 12/31/2023

Summary

Inbound	Outbound	Internal	Sent	Received
Total Emails: 37	Total Emails: 0	Total Emails: 7622	Total Emails: 1259	Total Emails: 8400

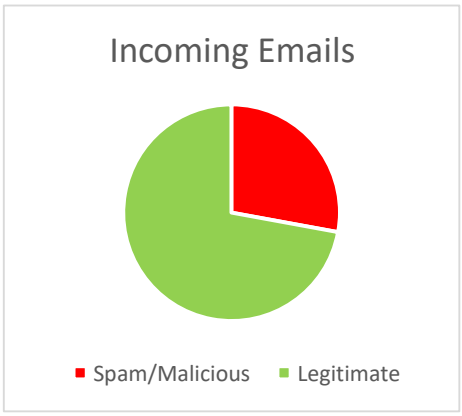


Information and Communication Technology (ICT)

ICT's ongoing strive to continue staying within budgetary considerations and operational requirements for software and infrastructure has not strayed for the conclusion of 2023.

ICT is working closely with the planning department towards an "Animal Allowance" calculator for council's eServices portal, providing residents the ability to make general inquiries on the permitted animals based on their property. These changes will both improve resident information accessibility and decrease time consumption for residents.

Cyber Security

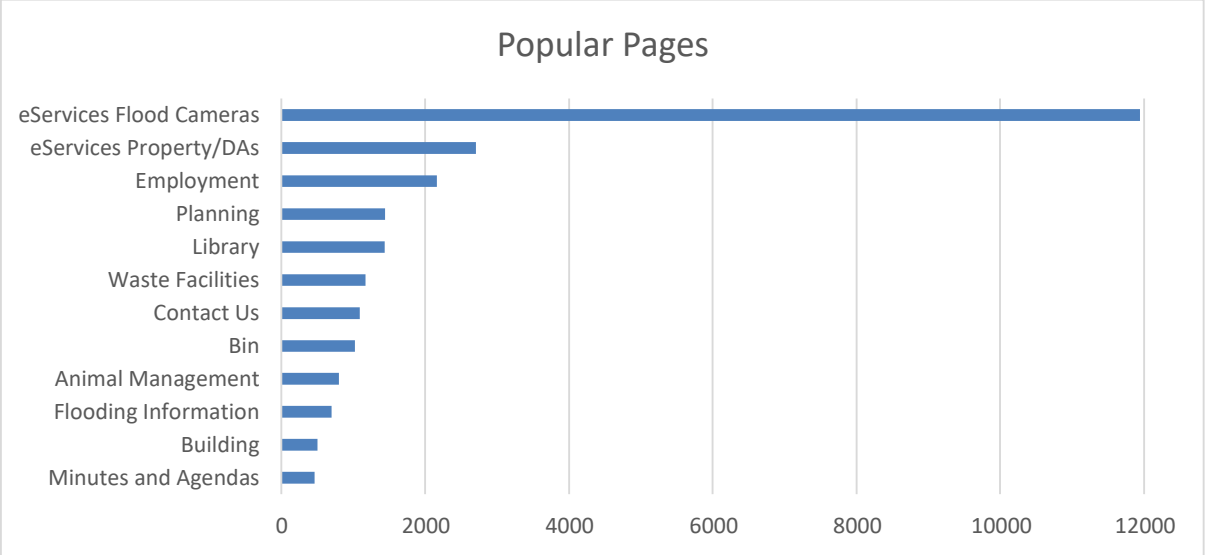


As the year comes to an end the total volume of emails decreased by 18% overall, however malicious emails remain at a steady 28% of that total. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils. Email phishing tests are periodically carried out by Council to raise awareness for end users, with a 99.4% success rate in the previous campaign.

However with more and more malicious cybersecurity threats and attacks occurring to Australian resources and organisations daily requires ICT to stay agile and aware. Some of these attacks more harmful than the others, with a devastating blow a week before Christmas to St Vincent's Hospital in Victoria. St Vincent's staff found evidence of stolen health data containing the details of patients' personal data including private information such as conditions or diagnosis. It has been reported that no data has been dispersed at this stage and that the Australian Cyber Security Centre is working closely with St Vincent's in the wake of this incident.

Council's ICT teams are actively working toward the betterment of our cybersecurity infrastructure with relevant training and technology, however with each day new threats arise to the part. Evidently it is becoming more important that regardless of what data users may consume, that users stay aware of potential ongoing threats.

Websites
The primary corporate website (somerset.qld.gov.au) received 31,521 page views for the month, and eServices (eservices.somerset.qld.gov.au) received 23,386, with large numbers for the eServices flood cameras due to the heavy weather over the Christmas break.



Governance and Business Improvement
Local Laws
A review of Subordinate Local Law No. 2 (Animal Management) 2011 (SLL No.2) and Subordinate Local Law No. 1.5 (Keeping of Animals) 2011 (SLL No. 1.5) was conducted under the Animal Subordinate Local Law Review Project.

At Council's Ordinary Meeting of 29 November 2023, it was resolved that Council would proceed with making, and make the subordinate local laws, as advertised.

By virtue of section 32 of the *Statutory Instruments Act 1992*, the subordinate local laws commence on the date notice is published in the gazette. The making of the subordinate local laws was advertised in the Queensland Government Gazette on 22 December 2023. The new subordinate local laws are available on Council's website.

Delegations
LGAQ released an update to its delegations' registers on 3 November 2023. These have been reviewed, and a report prepared for Council's consideration.

Arts and Culture

Attendance at Cultural Venues	Events	Partnerships
6237	46	8

Events

Somerset Celebrates – Australia Day 2024
Friday, January 26 2024
The event will consist of a Citizenship Ceremony, Australia Day Awards, and catered morning tea. Post formalities attendees will enjoy live music, a jumping castle and face painting for the kids and an Australia native fauna display and photo opportunity.

Judging for the Australia Day Community Award has concluded, and nominees have been notified. Individuals that submitted nominations for the awards have also been sent an invitation to attend the event.

Council will once again participate in hosting an Australia Day Ambassador. Dr Robert McGregor being announced as the 2024 Australia Day Ambassador that is to be aligned with Somerset Regional Council.

Kilcoy Multicultural Carnival – May 2024
The inaugural Kilcoy Multicultural Carnival hosted in May 2023 proved to be very popular with feedback and attendance exceeding expectations. Post event funding was sought to host the event again in May 2024.

The Department of Environment and Science advised Council on Monday, November 27 2023, that Council had been successful in their funding application and were to receive a $7,000 contribution towards the event.

The previous sponsor, Kilcoy Global Foods, have confirmed sponsorship for the 2024 Carnival.

Preliminary meetings have been held prior to Christmas relating to the creation of a steering committee and cultural performances for the event, with the first steering committee meeting due to be scheduled for early February.

Alternate sites were assessed for the 2024 Carnival; however, the carnival will be returning to Yowie Park. This decision was made based on availability, location, and favourable feedback.

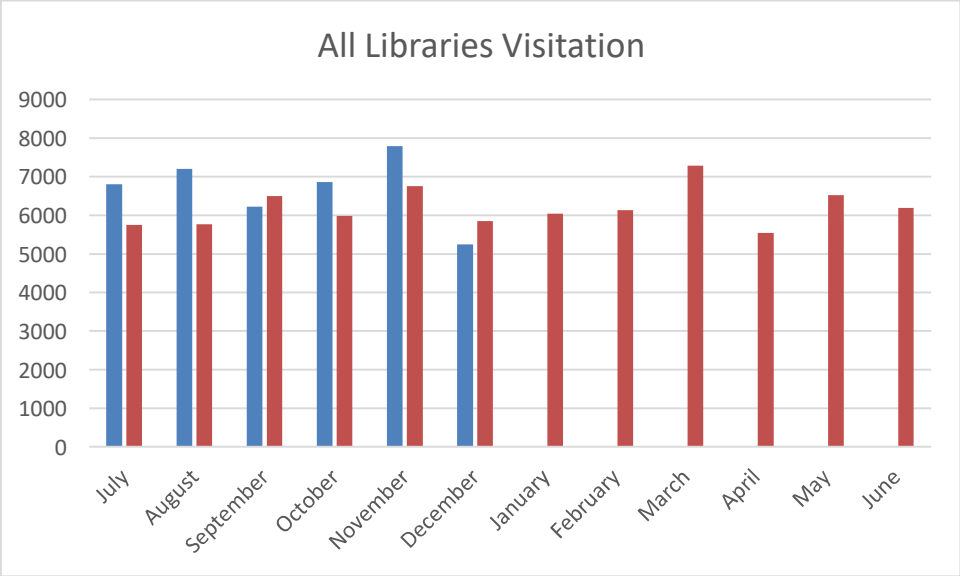
Somerset Libraries

Physical Items Circulated
11,403

Total visitation
5376

Events and Activities
26

New Members
58



Legend Table

Despite the shorter month libraries were busy during December with 558 adults, teens and children participating in a wide range of craft, learning and book related activities. Highlights included the Library's participation in Lowood Early Years end of year celebration. 127 children and adults spent time under the shade of First 5 Forever marquee listening to stories, playing games and painting.

During December 274 children participated in the Summer Holiday Program. Activities included cookie decoration, Christmas present wrapping and badgemaking.

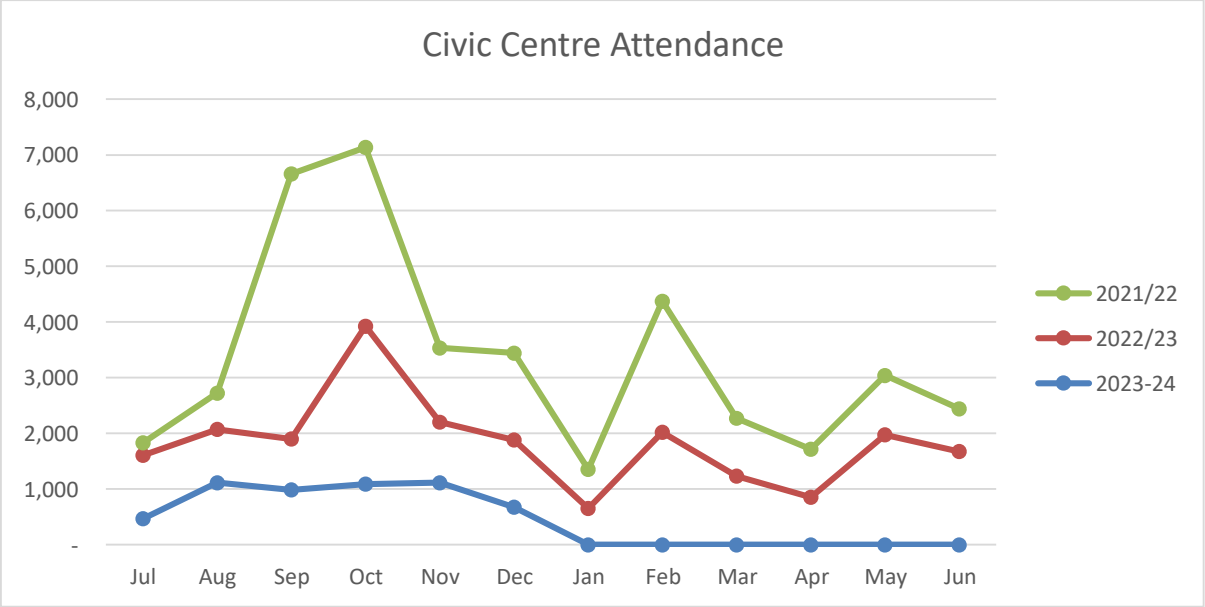
In January the Library is partnering with QAGOMA to deliver the art experience, *The Castle of Tarragindi on Tour*. Created by Brisbane artist Natalya Hughes the program comprises drawing and digital art activities which have been set up as art stations in each library.

Visits to Toogoolawah [24%] and Lowood [4%] libraries continue to rise with a sharp decline in use of Esk Library [44%].

In the lead up to Christmas and the New Year the Library's wifi and computers continued to be well used in all four library locations with 436 hours clocked up on library computers. Formal computer lessons were conducted over 17 hours and 355 customers were assisted with their devices, on computers or to print or scan.

Somerset Civic Centre

Visitation	Private - Council Events	Programmed Events	Revenue
673	16	2	$1,103.36



December was slower coming into the Christmas season for the Somerset Civic Centre. With only a small number of end of year events and council use for workshops slowing down heading into the break.

Friday 8 and Friday 15 December proved to be very active days with Roller Bae, SES Christmas party, Christmas Light Awards and our final programmed event for 2023 – Festival of Small Halls.

Feedback from the Festival of Small Halls was positive, though due to the time of year we did see a limited uptake in ticket sales. The quality of the music acts was outstanding, however due to logistical comments from the tour provider, it has been recommended that potentially tourism or the communities' team could work with any interested non-for-profit groups in the area to support future opportunities of hosting this tour.

In December, a photoshoot was done to provide new and updated images to help promote the venue as a multifaceted space to private hirers and community groups alike.

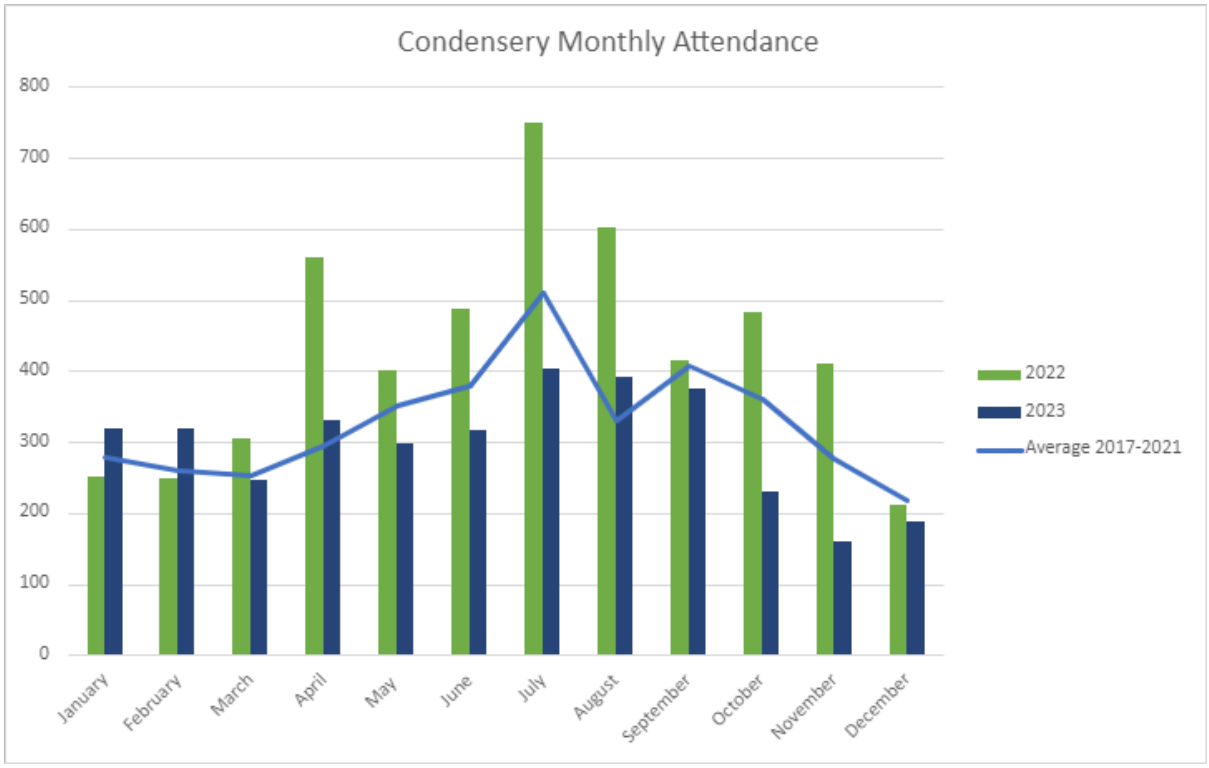
Coming into 2024 the Somerset Civic Centre team are preparing for a number of community based performing arts projects as well as the first Somerset KidsQuest to be held in February.

The Condensery

Visitors
188

Public and Educational Programs
2

Exhibitions presented and in development
10



In December Intimate Immensity by Ian Friend and Littoralis by Anita Holsclaw concluded. These exhibitions closed on 3 December and received good feedback. The final public program for this event was an artist talk by Ian Friend on 1 December.

Healing Garden and Remnants - Impressions opened at The Condensery on 9 December. This opening had an attendance of 115 people and featured a series of workshops, talk from artist Hiromi Tango and free lunch. In total, over 670 locals have contributed to Healing Garden. Locals can continue to contribute to the exhibition now it is open. There have been positive comments on the large metal flower sculpture in front of The Condensery, installed as part of Healing Garden.

The Condensery successfully received Arts Queensland funding for Lionel Fogarty's exhibition in late-2024.

Preparations are underway for launching the 2024 exhibition program at The Condensery.

The Condensery was closed from 4 December to 8 December for installation, then from 23 December until the New Year.

Community Development

Youth Engagement

The Somerset Housing Needs Assessment (HNA) is in progress with consultants preparing an initial desktop report. The HNA is an outcome of the Somerset Social Plan and focusses on housing needs for older person, persons living with a disability, and crisis and emergency accommodation. The next stage will proceed early in the new year and include a resident survey and two focus group meetings.

The Youth Engagement Strategy is currently under development. Preliminary work continued through December.

A Memorandum of Understanding for the establishment of the emergency food bank based from the old Toogoolawah Community Gym in McConnel Park was signed with the Anglican Church of Esk and Toogoolawah. Food distribution commenced in early December. The aim of this service is to provide small parcels of food, to help people stretch their budget to pension or pay day. Toogoolawah has seen a greater take up than in Esk, with two attendees being referred for further assistance to the Somerset Region Support Service.

Council's Youth and Community Development Officer attended the Mercy Early Year's Christmas Party on 13 December at Clock Park in Lowood. This event attracted around 70 families. Attendance at event enabled the Officer to share information about the school holiday program and support services offered by Council. The Community Development Coordinator attended Able Australia's Christmas break up at Lowood on 18 December. Able support people over 60 years with an active living program. Council has been partnering by providing Movement to Music for this group and it was good to hear how this has helped people with their mobility and mental health.

On 8 December Council held the Rollabae Disco event utilising the Somerset Civic Centre carpark. This was the second year the event was held. The event was held during the late afternoon - early evening on the last day of the school term. About 200 people attended. Food vendors were also in attendance, allowing families to stay and enjoy the start of the school holidays.

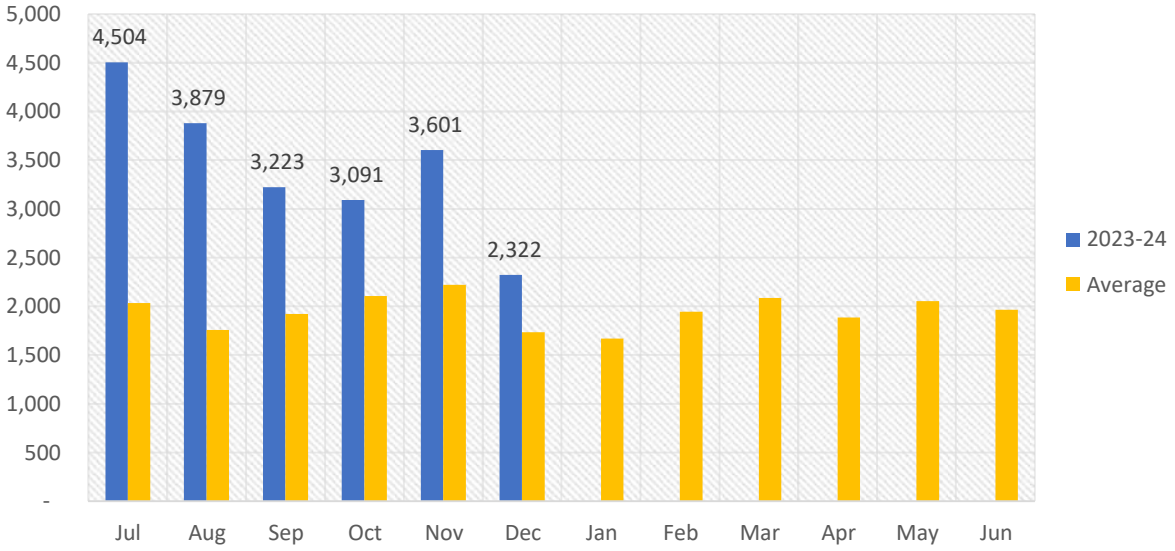
The Youth and Community Development Officer continued preparations for the Somerset Youth Leaders Camp to be held from 15 to 17 January 2024 at the Tallebudgera Outdoor and Environmental Education Centre. The Camp will be attended by over 30 students from across the Kilcoy, Lowood and Toogoolawah State High Schools. Teachers from Lowood and Toogoolawah State High Schools will also be in attendance. The camp will focus on developing student leadership skills and engaging with youth leaders regarding Somerset youth issues and Council polices.

Sport and Recreation

The following contains an overview of Sport and Recreation facilities, programs and projects for the month of December 2023.

Fernvale Indoor Sports Centre (PCYC Fernvale)

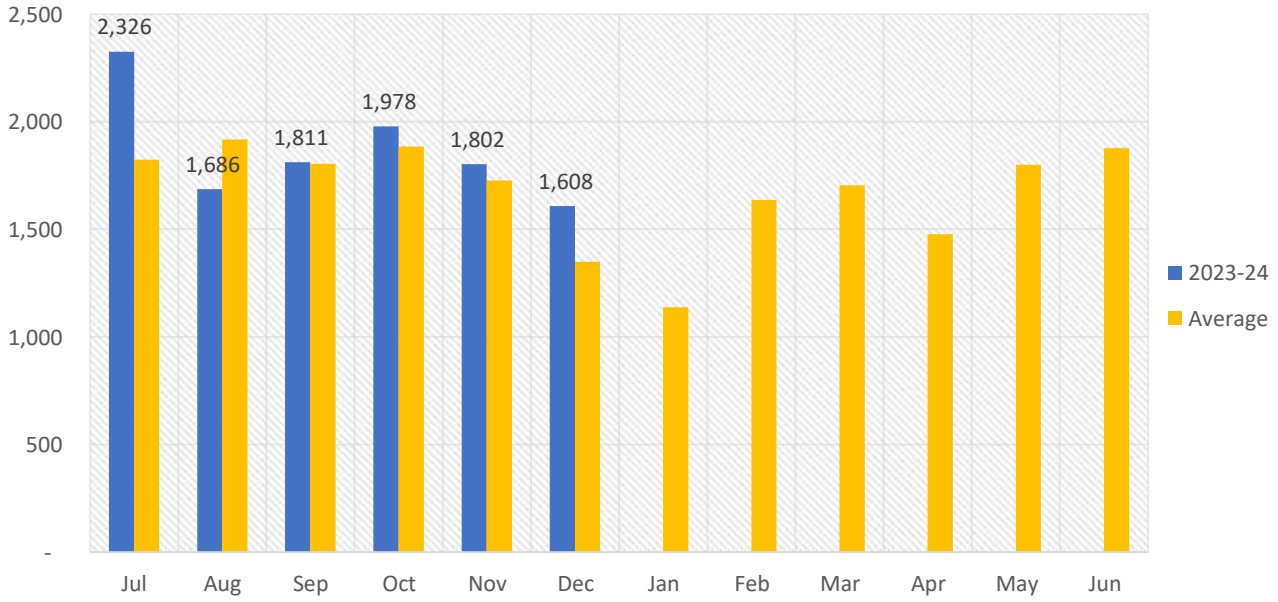
- Comparative to monthly historical average – positive (Average – 2,106).
- Gym membership change – decreased -180 (Current membership – 826).
- Launch of new infant and toddler program – "Playtime".
- 24 young people attended driving lessons as part of "Braking the Cycle" program.
- One person received their provisional licence and staff undertook program training.
- Recreational gymnastics students presented their end of year showcase with 115 students in attendance.
- No incidents to report.



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

Kilcoy Indoor Sports Centre

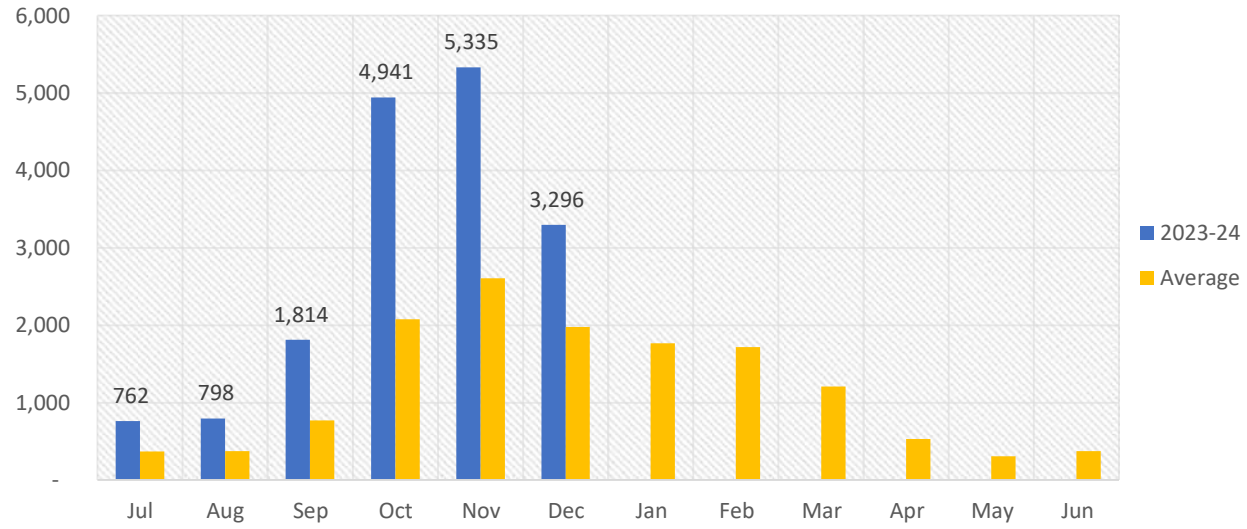
- Comparative to monthly historical average - positive +472 (Average – 1,977).
- Gym membership change – negative -10 (Current Membership –110).
- Increased response to government program for knee and hip rehabilitation with physio and physiologist now co-funded by centre.
- Continued growth of all abilities program.
- No incidents to report.



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

Toogoolawah Swimming Pool and Community Gym

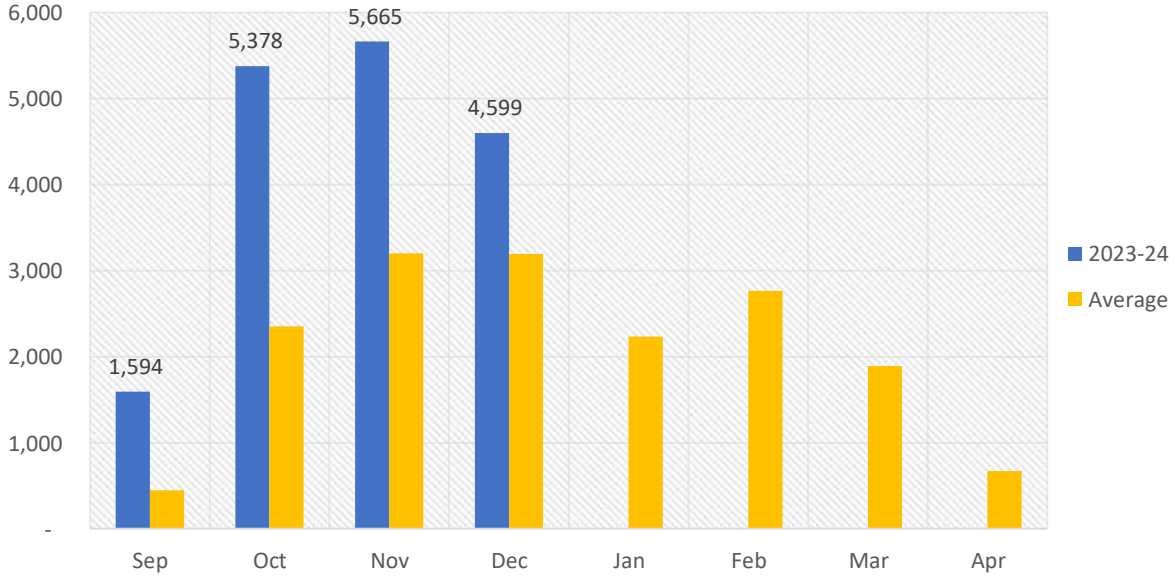
- Monthly attendance record for December (3,296).
- Comparative to monthly historical average – positive (Average – 1,977).
- Gym membership change – negative - five (Current membership - 47).
- Awarded Swim School of Excellence with AUSSWIM.
- State school after care programs from across region held break up parties.
- One minor incident to report – minor theft from reception – No council action required.



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

Lowood Swimming Pool

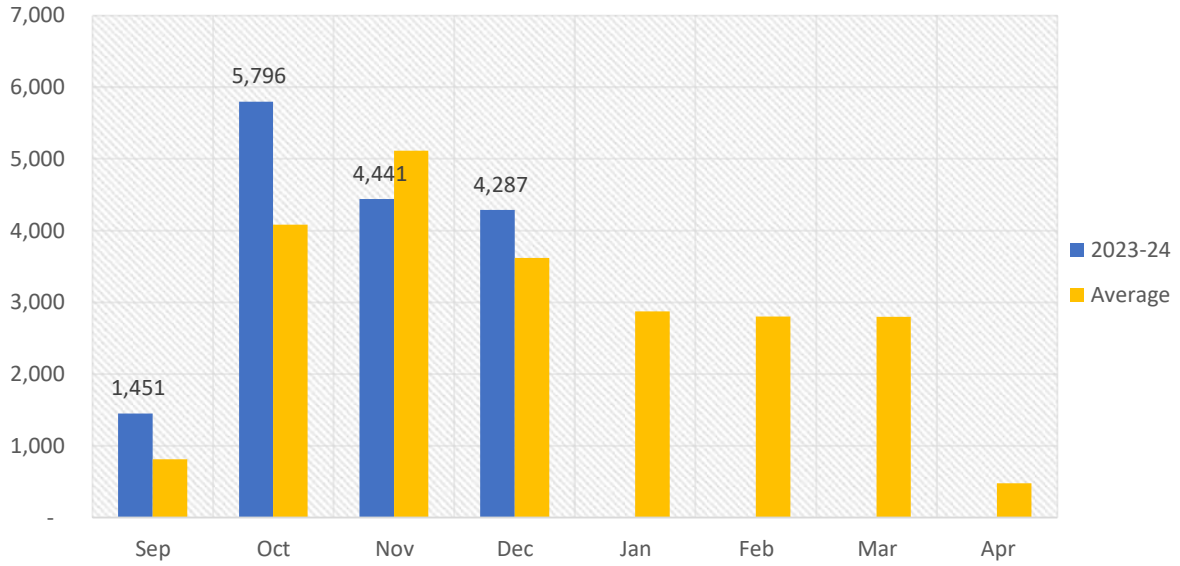
- Comparative to monthly historical average – positive (Average – 4,309)
- Lowood Swimming Club recommenced with three Wednesday night trials.
- Learn-to-Swim and aqua aerobics programs continued to grow.
- Four shutdowns due to storm activity and lightning.
- Four minor incidents. No Council follow up required.



Graph: Monthly Attendance of the Lowood Swimming Pool - 2023-24 versus Average

Kilcoy Aquatic Centre

- Comparative to monthly historical average – positive (Average – 3,620).
- No incidents to report.



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

Sport and Recreation Highlights and Projects

- The Marburg Mount Crosby Thunder Cricket Club held a rescheduled celebration match for the launch of cricket at the Fernvale Sports Park. The day - night limited over match saw the Thunder host the charity driven Wanderers Cricket Club (Brisbane) in a close contest. Mayor Lehmann was on hand to officially open the use of the turf wicket for competition cricket matches and bowled the first official ball of the contest.

- Council Officers facilitated a successful grant funding application through the Queensland Reconstruction Authority Emergency Response to repair and upgrade the irrigation system at the Hopetoun Sports Fields. The works will be delivered in collaboration with the Kilcoy District Football Club (Kilcoy Yowies) An irrigation site review took place in December. Upgrade and repair works will include installation of a second pump to ensure sufficient water supply to the facility for irrigation purposes along with a fully automated system.

- Planning continued for Minor Infrastructure Projects, including the installation of an irrigation system and field refurbishments (including the installation of new goal posts) at the Esk Recreation Reserve and the extension of the Brisbane Valley Soccer Clubhouse to include amenities facilities at the Lowood Recreational Complex.

- Pool Movie Nights were held across the region as part of the Christmas School Holiday Program at the aquatic facilities in Kilcoy, Lowood and Toogoolawah. Council provided free entry and community BBQ. Kilcoy Aquatic Centre hosted over 300 patrons. Storms forced the rescheduling of the Lowood and Toogoolawah events to the following week. Both facilities still had over 200 patrons enjoy the events. SES volunteers ensured Santa was on hand to present lollies to the younger attendees.

Attachments

Nil

Recommendation

THAT Council receive the Corporate and Community Services report for December 2023 and the contents be noted.

OPERATIONS
SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Raad Jarjees, Works Manager (WM)
Director:	Craig Young, Director Operations
Date:	12 January, 2024
Subject:	Tender 1330 – Scrub Creek Road New Bridge Construction
File Ref:	Corporate Management\Tendering-Quotation\Tenders
Action Officer:	Raad Jarjees

Background/Summary

A new bridge is to be constructed at the Scrub Creek Road crossing of the Brisbane River, Braemore. This new bridge will replace the existing causeway severely damaged as part of the February 2022 floods and is being replaced under the State and Federal Government's betterment program.

The aim of the project is to construct a concrete bridge to replace the old causeway and to improve flood immunity for the Scrub Creek Road and will include the following elements:

- The construction of a new concrete bridge and approaches;
- Earthworks including channel reshaping;
- Demolition and remove of the old concrete causeway and culverts;
- Associated landscape work; and
- Road furniture and signage.

Funding
Funding has been secured through the State and Federal Government's Betterment program, including a Council contribution.

Procurement
Tenders were invited for the Scrub Creek Road bridge construction project. Tenders were released on 17 November 2023 and closed on 20 December 2023. A total of eight tenders were received with six being assessed as being conforming tenders and two non-conforming tenders. The conforming tenders were assessed by the assessment panel in accordance with Council's Procurement Policy and the section criteria as outlined in the tender documents.

All tenderers and their evaluated scores are tabled below, ranked from highest to lowest.

Tender	Name of Tender	Price Score	Overall Score
1	Silverstrand Development Pty Ltd	10	9.17
2	CPM	8.3	8.27
3	Doval	7.1	7.59
4	Pentacon	7.1	7.37
5	SGQ	6.4	7.22
6	CMC	5.6	6.75
7	Ark Construction Group	Non-conforming	
8	Davbridge	Non-conforming	

Silverstrand Development Pty Ltd (SDP)
SDP's price is the lowest price received. The submission provided detailed methodology and a compliant program that meets the timeline specified in the tender request. SDP has a good track record of working on similar and larger projects.

CPM Civil (CPM)
CPM's price is the second lowest price received. The submission included detailed methodology and a compliant program that meets the timeline specified in the tender request. CPM has a good track record of working with SRC and have delivered similar and larger bridge projects.

Doval Constructions QLD Ltd
Doval's price was the third lowest price received. Doval provided detailed methodology and a program that meets the timeline specified. Doval has good track records of working on similar and larger projects.

Pentacon Pty Ltd
Pentacon's submission was compliant with detailed methodology provided and a conforming program. However, upon evaluation, it did not demonstrate a clear competitive edge when compared to the top three rated tenders above.

SGQ Pty Ltd
SGQ's submission was compliant, with substantial efforts put into preparing the construction methodology and a detailed program. However, when compared to others, the submission does not rank in the top three for overall best value index.

CMC Pty Ltd
CMC's tender price was the highest price received. The submission was of high quality included detailed methodology and compliant program. However, when the price index is considered, the submission ranked in the bottom three for best value index.

Ark Construction Group
Ark's submission included a construction program extending beyond the specified timeline outlined in the tender request, extending up to November 2024. The submission is considered non-conforming due to its extended program.

Davbridge Constructions
Davbridge's submission included a construction program extending beyond the specified timeline, reaching November 2024. The submission is deemed non-conforming as it does not satisfy the specified program constraints outlined in the tender request.
.

Attachments
CONFIDENTIAL ATTACHMENT – Tender Assessment Summary Sheet

Recommendation
THAT Council awards Tender 1330 – the construction of a concrete bridge on Scrub Creek Road to Silverstrand Development Pty Ltd for an estimated tender price of $3,886,887.40 (inclusive of GST).

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Raad Jarjees, Works Manager (WM)
Director:	Craig Young, Director Operations
Date:	16 January, 2024
Subject:	Quote 1307 – Lowood Minden Rd - Millewski Rd to Zabels Road North Intersection
File Ref:	Corporate Management\Tendering-Quotation\Tenders
Action Officer:	Raad Jarjees

Background/Summary

This project is located on Lowood Minden Road between the intersection of Lowood Minden Road and Millewski Road to the intersection of Lowood Minden Road and Zabels Road North. The aim of the project is to reconstruct, resurface and widen Lowood Minden Road, and also improve the intersection of Lowood Minden Road and Zabels Road North, which includes the following works:

- Road reconstruction and resurfacing;
- Road widening;
- Pavement stabilisation;
- Drainage works and stormwater structures;
- Landscape, line marking, road furniture;
- Other associated works as per the design plans;
- Managing works adjacent to PUP;
- Traffic Management.

The project consists of two Separable Portions:

- Separable portion one (SP1) from intersection of Lowood Minden Road and Zabels Road North to intersection of Lowood Minden Road and Millewski Road; and
- Separable portion two (SP2) Intersection of Lowood Minden Road and Zabels Road North.

Funding

Council has grant agreements in place for the construction of two sections of Lowood Minden Road:

- State SEQCSP-funded section at the intersection of Lowood Minden Road with Zabels Road North with a budget of $1,375,900. The 2021 grant agreement requires this section to be completed by 30 June 2024. The section is referred to as "separable portion 2) or SP2;
- Commonwealth HVSPP-funded section from chainage 8.13km at the intersection of Lowood Minden Road and Zabels Road north to 9.45km near the intersection of Lowood Minden Road and Millewski Road with a grant agreement project value of $1,434,204. The 2022 grant agreement requires this section to be completed by 30 May 2025. The section is referred to as "separable portion 1) or SP1.

The total expected project value in the funding agreements is $2,810,104 (excluding GST).

Both funding programs have been significant funding sources for Somerset Regional Council. SEQCSP 2021-2024 round provided around $8M in agreed total funding. HVSPP recently provided $5M funding for constructing/upgrading Muckerts and McCulkins Lanes along with other major projects funded.

Procurement

Request for Quote (RFQ) were invited for the Separable Portion two SP2 Intersection of Lowood Minden Road and Zabels Road North via Vendor Panel – local Buy. The RFQ was

released on 12 December 2023 and closed on 12 January 2024. Two quotes were received which are deemed conforming. They were evaluated by the assessment panel in accordance with Council's Procurement Policy and the selection criteria as outlined in the RFQ documents.

All quotes and their evaluated scores are tabled below, ranked from highest to lowest.

Tender	Name of Tender	Price Score	Overall Score
1	Brown Contractors	10	9.42
2	RG Civil	9.8	8.97

Brown Contractors
Brown Contractors' submitted a conforming quote and a program that meets the timeline specified. A detailed methodology and staging were provided. Brown Contractors also provided good track records of working on similar projects. The company is locally based and has the highest overall best value index score for this project.

RG Civil Pty Ltd
RG Civil submitted a competitive quote, with a compliant program with detailed methodology and staging. The company has completed a number of similar projects. RG Civil scored lower than Brown Contractors in the overall best value index for this project.

Attachments

CONFIDENTIAL ATTACHMENT – Tender Assessment Summary Sheet

Recommendation

THAT Council award Quote 1307 Lowood Minden Road – Separable Portion two SP2 Intersection of Lowood Minden Road and Zabels Road North upgrade to Brown Contractors for an estimated lumpsum price of $2,241,260.81 inclusive of GST.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Debbie Chandler, Customer Service Administrator
Director:	Craig Young, Director Operations
Date:	10 January 2024
Subject:	Brisbane Sporting Car Club Limited – Request to Temporarily Close a Section of Western Branch Road for a Car Rally – Saturday, 16 March 2024
File Ref:	Roads - road closures - temporary (Doc Id1574035)
Action Officer:	CSSA

Background/Summary

A request has been received from Brisbane Sporting Car Club Limited seeking permission to temporarily close a section of Western Branch Road from the intersection of Western Branch Road and River Road, Mt Stanley to the boundary of Western Branch Road and Linville Forest Road between 0700 hours to 1900 hours for a car rally.

This section of road has been temporarily closed in previous years to hold this event, and no complaints have ever been received.

The rally will be based at the Manumbar Campdraft Association grounds at Manumbar, and most of the rally will be conducted on closed Forestry roads within Gallangowan, Elginvale, East Nanango Forest and South Nanango State Forest. There is only one stage of the rally being held on a section of Western Branch Road from the intersection of Western Branch Road and River Road, Mt Stanley to boundary of Western Branch Road and Linville Forest Road (shire boundary between Somerset Regional Council and South Burnett Regional Council). Traffic control officials will be used to control this road closure and a traffic management plan will be provided.

There will be a maximum number of 50 entrants with minimal impact on public traffic.

The car club has advised:-

- Public notices will be placed in local newspapers two weeks prior to the rally;
- Road closure notification boards will be placed on affected roads and within the State Forest at least four weeks before the rally;
- Forestry lessees have been advised of the date and times of the event by HQ Plantations;
- Agreement on the use of facilities at the campdraft grounds has been reached with the Manumbar Campdraft Association;
- HQ Plantations Pty Ltd has given approval for the road closures within the State Forest.

Attachments

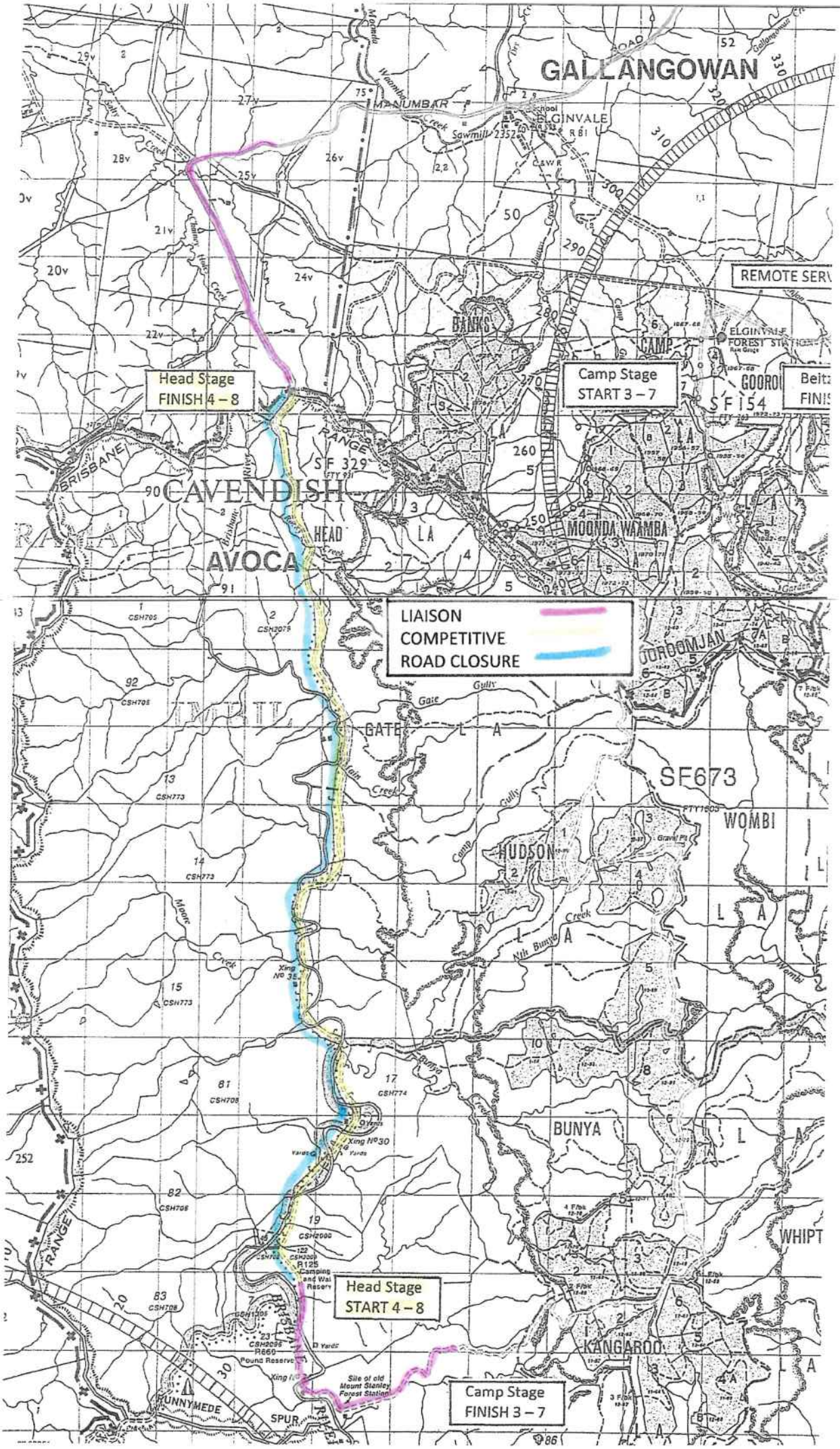
Attachment 1 – Map

Recommendation

THAT approval be given to Brisbane Sporting Car Club Limited to temporarily close the section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road on Saturday, 16 March 2024 to hold their rally subject to the following conditions:-

- The section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road must only be closed from 0700 hours to 1900 hours on Saturday, 16 March 2024;

- All work on Council controlled roads must be carried out in accordance with the Manual of Uniform Traffic Control Devices and any other relevant state standards, regulations or laws;
- Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event;
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road;
- Provide to Council a copy of the public liability insurance to the value of $20,000,000 with Somerset Regional Council being listed as an interested party;
- A letter drop to all neighbouring/affected properties advising them of the road closure.
- Set up a detour to traffic through River Road as per the Manual of Uniform Traffic Control Devices.


GALLANGOWAN
MANUMBAR
ELGINVALE
REMOTE SERV
BANKS
CAMP
ELGINVALE FOREST STATION
Head Stage
FINISH 4 – 8
Camp Stage
START 3 – 7
SF 154
SF 329
BRISBANE
CAVENDISH
HEAD
AVOCA
MOONDA WAAMBA
LIAISON
COMPETITIVE
ROAD CLOSURE
JOORDOMJAN
GATE
SF673
WOMBI
HUDSON
BUNYA
WHIPT
KANGAROO
Head Stage
START 4 – 8
Camp Stage
FINISH 3 – 7
SUNNYMEDE
SPUR
RANGE

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Craig Young, Director Operations
Director:	Craig Young, Director Operations
Date:	12 January 2024
Subject:	Linville Brisbane Valley Rail Trail Trailhead Masterplan
File Ref:	PARKS AND RESERVES – PLANNING - Reserves
Action Officer:	MES

Background/Summary

In April 2022, Council supported the proposed joint funding arrangement with the Department of Transport and Main Roads to develop a masterplan for the Linville Brisbane Valley Rail Trail(BVRT) Trailhead, including the camping area. The key objectives of the masterplan were as outlined below.

Objectives of the master plan, is to incorporate:

1. *The safe movement of trail users along the trail, with minimal conflict with camping vehicles;*
2. *The safe movement of campers from camping areas to facilities and town;*
3. *Identified camping area(s);*
4. *The promotion of the historic values of the site, including the carriages, building and associated rail infrastructure;*
5. *Strong linkages back to the town and nearby playground;*
6. *The use of endemic species in landscaping;*
7. *A cost-effective solution that minimises ongoing maintenance costs.*

A preliminary draft was prepared and presented to the Brisbane Valley Rail Trail Steering Committee for initial feedback, which informed the final draft that was released for public consultation in July 2023. Council Officers held a drop-in information session at the Linville Hall on 27 July 2023, where approximately forty (40) people attended over the four-hour session. Council simultaneously commenced an online "Have Your Say" campaign, which closed on the 31 August 2023. A total of thirty-eight (38) responses were received via the online survey. Two formal responses were received from the Linville Progress Association and The Australian Trail Horse Riders Association. Overall, throughout the consultation, there was overall support for the concept and good feedback to be incorporated in future detailed design.

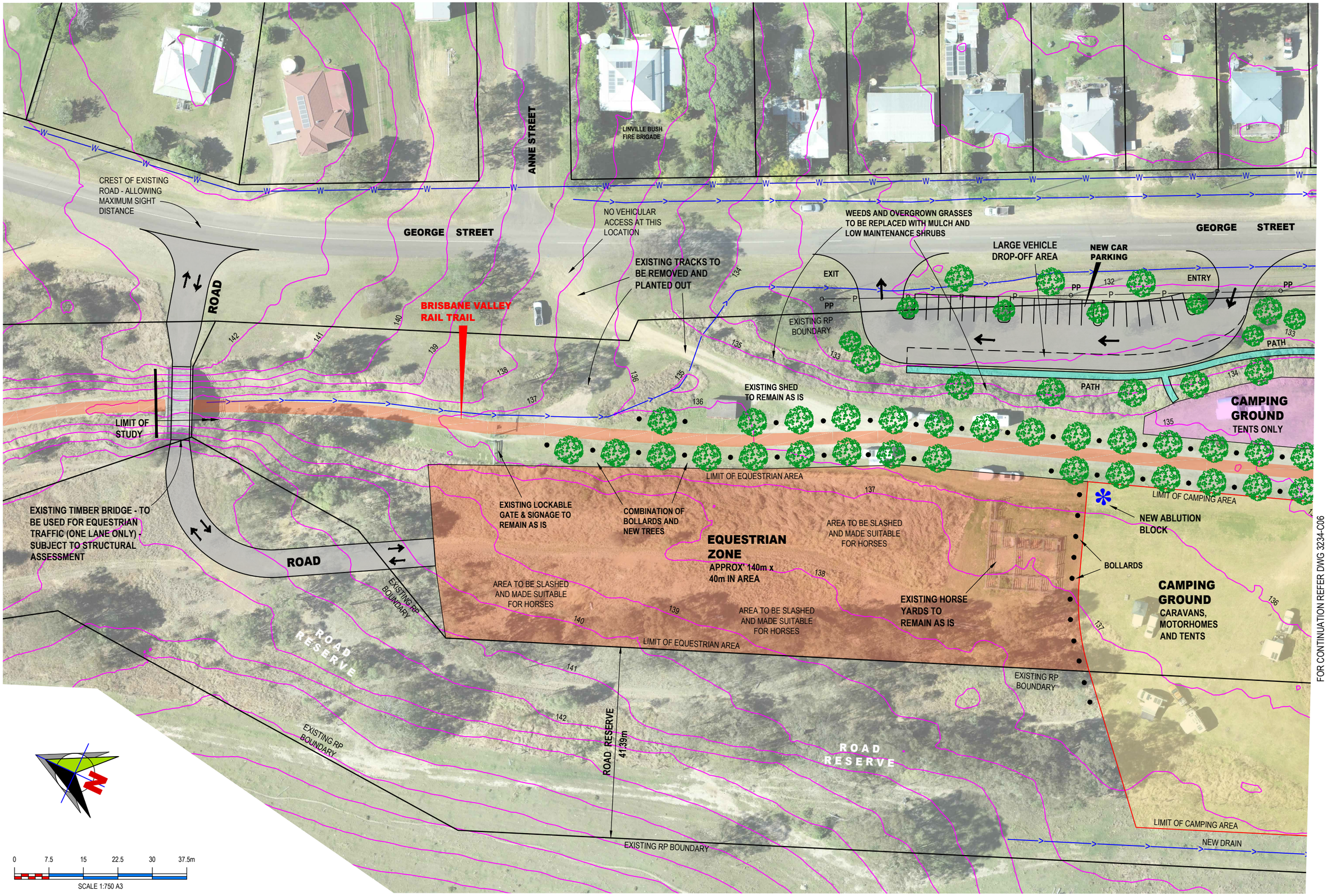
The final concept plans have been attached to this report for Council's adoption to allow Officers to continue with detailed design and seek external funding for implementation of the masterplan. Detailed design will go through additional community consultation to ensure the design continues to deliver on the objectives of the masterplan.

Attachments

Linville BVRT Trailhead Masterplan

Recommendation

THAT Council adopt the Linville BVRT Trailhead Masterplan concept for the purposes of detailed design and seeking grant funding as opportunities arise.



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PLAN DETAILS:

Designed:	CF
Drawn:	JF
Checked:	CF
Datum:	AHD
Date:	27-10-2022

Director CHRIS FULCHER
(FOR & ON BEHALF OF CONTOUR C/E PTY LTD)

PLAN AMENDMENTS:

Rev	Date	Comment	Altered	Checked
A	11-01-23	CHANGES TO SUIT COUNCIL RECOMMENDATIONS	HH	CF

PROPOSED UPGRADE WORKS AT LINVILLE TRAILHEAD, BRISBANE VALLEY RAIL TRAIL, FOR SOMERSET REGIONAL COUNCIL

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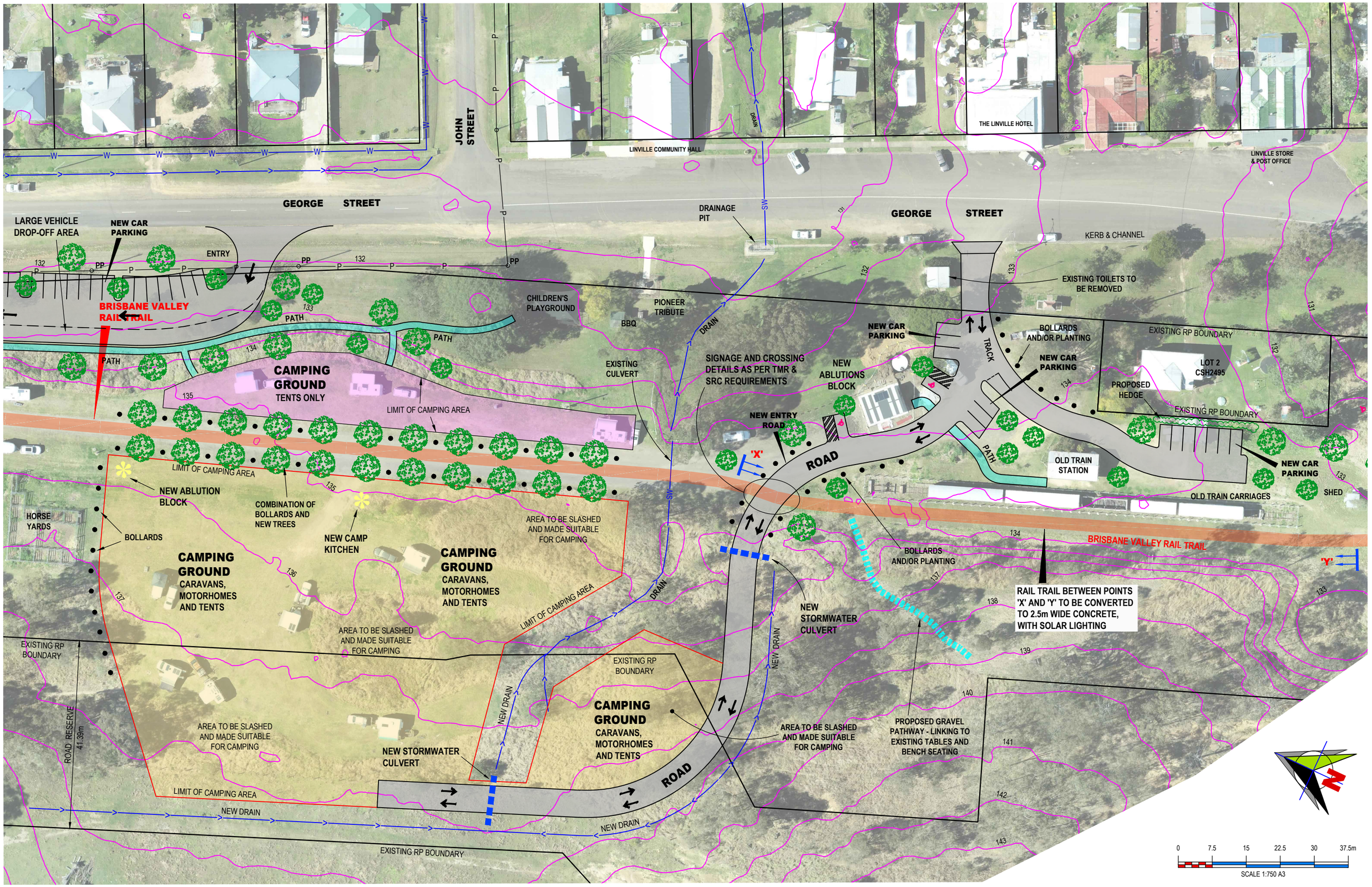
PLAN TITLE:

EQUESTRIAN ZONE LAYOUT PLAN

FOR APPROVAL - NOT FOR CONSTRUCTION

PLAN No: 3234 - C07 REVISION: A

FILE LOCATION: G:_CONTOUR PROJECTS\3234 - LINVILLE TRAILHEAD\3234-C07A.DWG



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PLAN DETAILS:

Designed:	CF
Drawn:	JF
Checked:	CF
Datum:	AHD
Date:	25-10-2022

Director: CHRIS FULCHER
(FOR & ON BEHALF OF CONTOUR C/E PTY LTD)

PLAN AMENDMENTS:

Rev	Date	Comment	Altered	Checked
A	11-01-23	MINOR CHANGES SUGGESTED BY COUNCIL	HH	CF
B	19-01-23	MINOR CHANGES TO CAR PARK	HH	CF

PROPOSED UPGRADE WORKS AT LINVILLE TRAILHEAD, BRISBANE VALLEY RAIL TRAIL, FOR SOMERSET REGIONAL COUNCIL

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PLAN TITLE:

CAR PARKING AND CAMPING GROUND LAYOUT PLAN

FOR APPROVAL - NOT FOR CONSTRUCTION

PLAN No: 3234 - C06 REVISION: B

FILE LOCATION: G:_CONTOUR PROJECTS\3234 - LINVILLE TRAILHEAD\3234-C06B.DWG

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Chol Lueth, Civil Designer
Director:	Craig Young, Director Operation
Date:	09 January 2024
Subject:	Wildlife Warning Signs Request Assessment Procedure
File Ref:	Roads – Bridges – Drainage/Traffic Furniture
Action Officer:	CD

Background/Summary

Council has received increasing numbers of requests for installation of wildlife warning signs to be installed in the region. Currently there are no clear guidelines or standards in relation to the size, type, and number of wildlife warning signage to be installed at any given location.

The Manual of Uniform Traffic Control Devices (MUTCD) outlines in section 4.11.6.1 that:

Wildlife warning signs shall be installed when:

- *wildlife frequently encroaches onto the road or roadside in localised areas when there is a significant traffic volume, or*
- *where drivers are unlikely to expect wildlife.*

As a largely rural region, drivers should expect wildlife on all roads, so the first point is largely the only direction given to Council officers when assessing requests. It is unsustainable to install wildlife warning signage on every road where wildlife is sighted due to the initial and continuing costs associated with signage and decrease in slashing efficiency.

Wildlife warning signage is installed as a warning to road users indicating the possibility of animals on any given section of road. Wildlife warning signage is not specifically intended to perform an animal preservation act and their effectiveness for this purpose has not been shown to provide any reduction in animal collisions.

Council Officers have undertaken a review of documentation from Local Councils within the SEQ Region with regards to the effectiveness of these type of signs. Evidence suggests that Local Councils install wildlife warning signage to "be seen to be doing something" but in essence, they make little difference in reducing vehicular collisions with animals.

States such as the Australian Capital Territory that have previously trialled these signs, no longer install them in urban roads and only in limited rural areas due to little supporting evidence of their effectiveness in preventing animal collisions.

Options available to Council when considering a request to install wildlife signage are:

1. Reject the request;
2. Approve the request;
3. Undertaken an assessment of the requested road, utilising the following criteria or as in attached the assessment flowchart:
    - Assess the type of animal found in the area (if the animal is environmentally significant from state classification or within established wildlife conservation area or animal species is listed as endangered);
    - Assess adjacent habitat (roadside environment i.e. wildlife corridors);
    - Assess existing wildlife warning signs within the area;
    - Review traffic volumes and speeds (500 vehicle per day with 20% or greater heavy vehicles with posted speed of 60 km/h or higher);
    - Review crash data (number and severity of recorded crashes and if any are animal-related), and;
    - Review the number of recorded animal related crashes, if available.

To streamline the assessment process the attached request flow chart has been developed.

Attachments

Wildlife Warning Signage Request Flow Chart

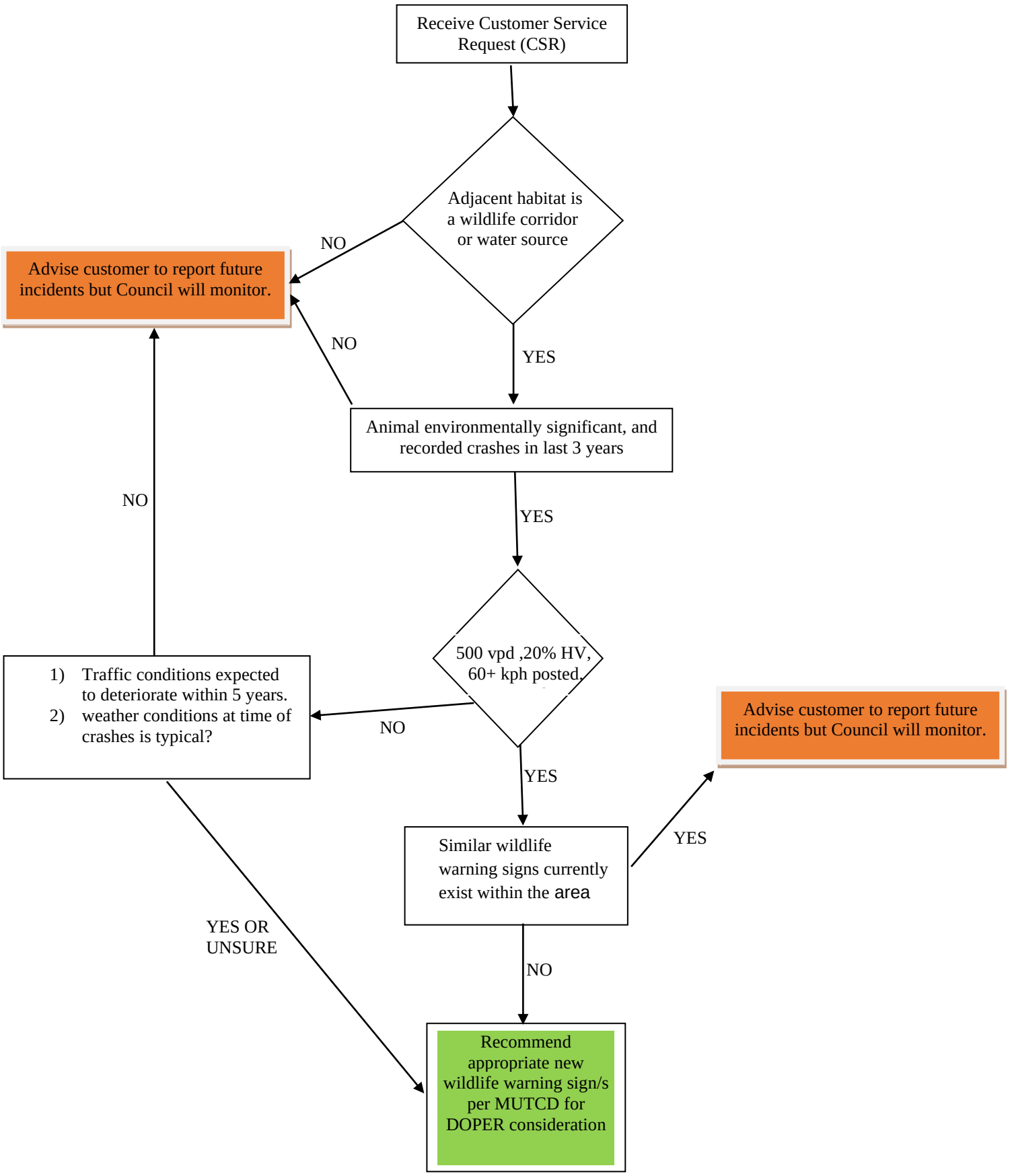
Recommendation

THAT Council when they receive a request for Wildlife warning signage to be installed; undertake an assessment of the requested road, utilising the following criteria or as in attached assessment flowchart:

- Assess the type of animal found in the area (if the animal is environmentally significant from state classification or within established wildlife conservation area or animal is a species listed as endangered);
- Assess adjacent habitat (roadside environment i.e. wildlife corridors);
- Assess existing wildlife warning signs within the area;
- Review traffic volumes (500 vehicle per day with 20% or greater heavy vehicles with posted speed of 60 km/h or higher);
- Review crash data (number and severity of recorded crashes and if any are animal-related), and;
- Review the number of recorded animal related crashes, if available.

WILDLIFE SIGNAGE REQUEST – ASSESSMENT

FLOWCHART



SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Craig Young, Director Operations
Director:	Craig Young, Director Operations
Date:	8 January, 2024
Subject:	Waste Reduction and Recycling Plan Update
File Ref:	Waste management/planning/waste reduction strategies
Action Officer:	DOPER

Background/Summary

Council is obligated to have a waste minimisation plan and Council's current Waste Reduction and Recycling Plan was for 2018-2022.

The update of the plan was deferred due to:

- Ongoing changes to the waste management legislative environment;
- Resources focused on capping Jimna and Kilcoy former landfills;
- Resources focused on construction of the new landfill cell at Esk landfill;
- Council's ongoing participation in the Council of Mayors SEQ Waste Management Plan, released publicly on 12 November 2021;
- The extensive flooding March and May 2022 and associated restoration works; and
- Resources focused on rolling out the region wide kerbside recycling collection in 2022;

The previous plan had four (4) primary initiatives:

- Promote the waste hierarchy message of the 3 R's – Reduce, Reuse, Recycle. Council as part of the Council of Mayors SEQ has been able to participate in regionally consistent education and messaging.
- Through recycling, re-use and composting help in reducing the amount of waste that makes its way to landfill. Significant improvements have been made resulting in diversion of much green waste and recyclable materials being diverted from landfill.
- Investigate opportunities to partner with neighbouring Council areas to address management of all waste streams, including reduction, reuse, recycling and waste to energy projects. Over the time of the plan, Council has actively participated in multiple partnering opportunities.
- Promote recycling within Council owned buildings. Council continues to strive to provide leadership in this initiative.

The waste environment has changed since 2018 with major state and federal legislation changes specifically in relation to recycling. During this time of change Council has continued to implement the Waste Reduction and Recycling Plan and below is an assessment of performance against the strategies identified for each of these primary initiatives.

Waste Reduction and Recycling Plan 2019-2022 Performance

Strategy	Status	Comment
Initiative: Promote the waste hierarchy message of the 3 R's - Reduce, Reuse, Recycle		
Participate in recycling week each year by issuing press releases and/or social media posts promoting recycling	Ongoing	Council continues to promote recycle week and other waste reduction SEQ or statewide education programs on its various social medial platforms.
Communicate with schools regarding recycling week and how all the community can participate	Ongoing	Council officers continue to work with local schools on recycling week programs.

Strategy	Status	Comment
Place a link on Council's website highlighting recycling activities.	Complete	Council most recently updated this link following the rollout of kerbside recycling bins in the collection zone. https://www.somerset.qld.gov.au/recycling
Initiative: Through recycling, re-use and composting help in reducing the amount of waste that makes its way to landfill		
Installation of E-waste facilities at council's four Refuse and Recycling Centres	Complete	An e-waste collection bin is located at each of the four sites.
Continue to provide recycling opportunities at each of our facilities – i.e. Esk, Kilcoy Coominya and Harlin	Ongoing	Each facility has opportunities for recycling, with separation of reusable material actively encouraged.
Establish detailed data collection to help measure the quantities received each year to help the understanding of our waste streams and any increase/decrease in behaviour. Look at utilising technology to assist in the recording of data and possible issuing of receipts.	Ongoing	Weighbridge installed at Esk Refuse and Recycling Centre as the only working landfill in the region.
Promote the Tip Shops in our region by highlighting those activities as part of Recycling Week and at other times throughout the year, i.e. Council Quarterly newsletter	Ongoing	While Council no longer produces a quarterly newsletter, the Tip Shops are promoted both through their prominent position in the sites and when opportunities arise.
Look at options for providing free dumping of green waste to promote that activity and divert green waste away from landfill	Complete	Council does not charge for domestic quantities of chippable green waste that is separated and delivered in light vehicle.
When installing surfacing to playgrounds, look favourably on suppliers who utilise recycled or renewable materials.	Complete	This is considered as part of the procurement process.
Through education and training, increase the amount of recovered material at each of our facilities. For example, a 10% rise in recyclable material recovered across all streams.	Partially complete	The changing landscape of waste management in Queensland, containers collections scheme and the introduction of kerbside recycling by Council has increased the amount of recyclable material collected, however, this may not be specifically at each of our facilities.
Look for options to deal with recyclables that currently have limited markets at present, for example glass.	Complete	The federal and state waste policies have changed considerably since the writing of the plan. Council introduced kerbside waste collection in Sept 2022 and diverted over 900T from landfill in the first 12 months.
Communicate with peak recycling bodies to see what assistance they might be able to give us with recycling initiatives, and in particular finding of markets for recyclable material	Complete	Council has actively participated in two collaborative processes with SEQ Council of Mayors Waste Management Working Group and the South West Sub-Regional Waste Alliance to explore and exploit opportunities that exist regionally. The federal and state waste policies have changed considerably since the writing of the plan, negating further need to explore this action any further.
Support the CRPO scheme when it becomes operational	Complete	Council provided sites for establishment of pop up container collection scheme operators to work from and continue to work with COEX to ensure the region continues to be serviced.
Initiative: Investigate opportunities to partner with neighbouring Council areas to address management of all waste streams, including reduction, reuse, recycling and waste to energy projects		

Strategy	Status	Comment
Council will look at forming alliances with neighbouring Council areas to explore opportunities to possibly manage waste collection at a regional level. This could have significant benefits for Somerset due to the size and scale of those Councils who we are hoping to partner with. All waste streams will be investigated as part of this process.	Complete	Council has actively participated in two collaborative processes with SEQ Council of Mayors Waste Management Working Group and the South West Sub-Regional Waste Alliance to explore and exploit opportunities that exist regionally. The findings of these studies have informed other activities of Council, including Council's kerbside waste collection service.
Initiative: Promote recycling within Council owned buildings		
Develop a waste minimisation strategy for Council buildings	Complete	Council has implemented active and passive educational programs and opportunities for diversion from landfill at Council buildings.
Provide recycling bins at each of Council buildings to allow for recyclable materials to be placed in suitable bins.	Complete	Recycling bins have been installed at all Council facilities.

Overall, the strategy has been successful and delivered on its key initiatives. In preparation for the next plan, it is proposed to continue to focus on these initiatives, while the strategies may be further refined.

FOGO or food organics, garden organic services are being trialled and rolled out through SEQ, however, the tyranny of distance combine with the small rate base in the Somerset region makes the introduction of a third bin unsustainable without external funding support. It is proposed that Somerset takes a local based solution in this space, investigating opt in kitchen tidies and compositing education and equipment, subject to funding becoming available.

Kerbside recycling education will be informed by ongoing audits in conjunction with IWS.

To further improve recycling at the transfer stations, Council officers have been working with consultants to develop informed master plans for the three major transfer stations. Modern transfer stations encourage customers to separate their waste streams by making it convenient to unload recyclable material before getting to the landfill point. Upon completion of these master plans, external funding will be sought for improving our transfer stations.

Council officers seek endorsement of these strategies prior to developing the waste management plan for community consultation.

Attachments

NIL

Recommendation

THAT Council Officers prepare a Waste Management Plan for community consultation in 2024, based on the approach of developing a sustainable strategy to meet Council's legislative obligations to minimise waste going to landfill and maximise opportunities for increased reuse and recycling of waste streams.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Karen Haer, Executive Assistant Operations
Director:	Craig Young, Director Operations
Date:	24 January 2024
Subject:	Operations Report for December 2023
File Ref:	Governance – Reporting – Officer Reports
Action Officer:	EAO

Background/Summary

Details of the Operations report for the month of December 2023 are as follows:

Engineering Services Team

The Engineering Services Design Team is finalising its design delivery for the 2023-2024 budget design program, with designs being readied for issue or finalised for the following Capital Works projects:

- Brown Street, Kilcoy;
- England Creek Road, England Creek;
- Kleinhans Court, Lowood;
- Highland Street, Esk; and
- Kilcoy Transfer Station, Kilcoy.

The team have also started the design of works for future funding opportunities including:

- Minden State School drop-off, STIP 2023-2024 program application;
- Lions Park Carpark, Esk.

The team also continued work with external consultants to progress designs for the projects below:

- Beeston Road Intersection, Fernvale – Harrison Infrastructure Group; design 90% completed and under review;
- Richard Street, Esk – Harrison Infrastructure Group; design 90% completed and under review;
- Toogoolawah Biarra Road – Engeny – issued For Tender;
- Fulham St, Toogoolawah – Contour Consulting Engineers; design 80% completed and under review;
- Muckerts and McCulkins – Engeny; concept design 10% complete;
- West Road / Patrick Estate Road, Patrick Estate – GHD; still to start;
- Clive St, Fernvale – NK Transportation; concept design 25% complete; and
- Lowood to Tarampa Footpath, Tarampa – Projex Partners; concept design 25%.

These external design projects will be managed and delivered Q2 2024.

The team continues to provide engineering support to the works department on several projects such as:

- Esk Crow Nest Road Stage 2;
- Wells Street, Linville; and
- Railway Street, Lowood

The Engineering Services Team provided engineering development advice to the Planning Department and assessment and applicant response to Operational Work applications with no (0) new operational works applications being properly received in December.
Development projects which are due to begin construction and have undergone Operational Works Prestart meetings include:

- Clarendon Road.

This team again note the current major developments currently under construction, within the "On Maintenance" period and those due to come "Off Maintenance" within the next 12 months include:

- Clarendon Road, Stage 1 of 88 lot subdivision;
- Parklands at Clarendon Stages 2D & 2E;
- Pine Tree Hill, Kilcoy Stages 3 to 6;
- Hedley Park Stage 7 – Off Maintenance completed 11th December 2023;
- Hedley Park Stage 8 – On Maintenance completed 11th December 2023;
- Windsor Drive, Mount Hallen Stage 5C;
- Overlander Avenue, Kilcoy – earthwork fill to the 0.2% AEP inundation line, "On Maintenance" inspection to be undertaken 12th January 2024.

The Engineering Services Parks and Gardens Team continues to oversee operations in the area with the recent rainfall making the mowing crew extremely busy undertaking mowing in the region's towns, parks and cemeteries. The team have also undertaken major maintenance works on the median in Esk with plantings removed and mulch spread to provide a safety working area for the Parks and Garden Team.

The Engineering Services Facilities Team continue to undertake maintenance on all Council Buildings and assist in the delivery of the 2024 / 2025 capital works budget.

The Engineering Services Team did not set out traffic counters in the last weeks of December with the Christmas Holidays approaching. This team 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.

	Dec-23	Dec-22
Land Access Permit	33	50
Property Access Applications	18	10
National Heavy Vehicle Regulator Permits Processed	6	4

The Engineering Services Team have continued inspections of Council Road assets with an inspection of all speed signage 75% complete and asset system updated to ensure council record are current.

Works Team

Completed Projects through 2023/24:

- Old Fernvale Road – headwall, grass swale;
- Waverley and Sheppards Road, Lake Manchester – Stage 1: Two-coat bitumen seal;
- Esk Crows Nest Road, Eskdale - Stage 1 – major road realignment. Seal from end of current sealed section to Maria Creek Road (4km);
- Glamorganvale Road, Wanora – Rehabilitate and widen road from Brisbane Valley Highway to Browns Bridge (1.65km);
- Prospect and William Street, Lowood - stormwater installation;
- Schroeder Lane, Fernvale - Seal Intersection with Fairney View Fernvale Road;
- Lowood Minden Road between Litzows Road and Lukritz Road – widening, pavement stabilisation, sealed shoulders, culverts and pipes;
- Pipeliner Park, Esk - Field inlet pits; bollard removal and re-installation;
- Main Street / Michel Street, Lowood – Streetscape, restore faux-brick footpath with new stencil;

- Cressbrook Street, Toogoolawah – Streetscape, restore faux-brick footpath with new stencil – contractor: Brick'n'Pave;
- Prenzlau Road, Prenzlau - pavement widening (awaiting 14mm seal, line-marking and signage);
- Ellen Street, Lowood - Stages 1&2 - K&C North side from Park Street to Church Street (130m); K&C South side from Park Street to Church Street (130m); awaiting asphalt overlay 01 December (weather permitting).

Projects underway:

- Royston Street, Kilcoy, between Mary and Rose Streets – replace footpaths, kerb & channel sections;
- Stanton Street, Kilcoy – intersection works with Royston Street, kerb & channel;
- Murrumba Road culverts – replace existing corrugated structures with RCBC and RCB's;
- Gunyah Street, Toogoolawah - Cairnscroft Street to Drem Street, South Side, laying of pipes; K&C;
- Esk Crows Nest Road, Eskdale - Stage 2 – Esk Crows Nest Strategic Regional Connector - Toowoomba Boundary section;
- King Street, Somerset Dam Bitumen Infill (substantive completion achieved 17/10/23 - awaiting 2-coat seal);
- East Street, Esk State School - New footpaths, K&C and infill (substantive completion achieved 12th Oct 2023; awaiting 2-coat seal).

Ongoing projects:

- Mowing and slashing works on Council roads;
- Crews continue to complete CSR's;
- General maintenance of Council's civil infrastructure.

REPA Works

A total of 69 submissions have been lodged with QRA for Reconstruction of Essential Public Assets. All submissions have been assessed and approved. The categories for the submissions are Unsealed Roads, Sealed Roads, Drainage, and Individual Sites (e.g., landslips). The assistance by the Queensland Reconstruction Authority (QRA) is acknowledged.

Drainage packages are progressively being documented to enable calling of quotations. This will be followed by Sealed Roads packages and Individual Sites.

All works are required to be completed by the end of June 2024.

Flood Repair Works underway - carried out by Contractors.

- A & M Civil – Fernvale Region; Esk region. Drainage Packages One and Two;
- CPM Contractors – East Wivenhoe Region; Jimna / Monsildale Region; Kilcoy Region.

Flood Repair Works underway - carried out by SRC.

- Northern Grader Crew – Toogoolawah region.

Flood Repair Works - carried out by Contractors – completed.

- Browns Contracting – Mount Stanley Region; Harlin & Moore region. Drainage Package Three;
- A & M Civil – Coominya region.

Other Works being carried out by Contractors.

- Kilcoy Landfill – capping of landfill – Harrison contractor;
- Waverley and Sheppards Road, Lake Manchester – Stage 2: road-widening and fire exclusion zone – Sam's Tree Services, A&M Civil;
- Repair of Hine Road bridge - Timber Restoration Services (TRS);

- Clarendon Road, Lowood - Stage 2 - Rehabilitate and widen to 9m road from O'Reillys Weir Road to Wyatts Road (3.3km) – A&M Civil;
- Kilcoy Depot, Esk Depot, Lowood Depot – safety, security, and legislative improvements (various contractors);
- Savages Crossing, Fernvale - Reinstate carpark surfaces, replace bollards and signage. Install flood boom gates on approach roads – (all works completed except boom gate installation) A&M Civil;
- Twin Bridges, Fernvale - Reinstate carpark surfaces, replace bollards and signage, re-align site access gate/arrangements. Install flood boom gates on approach roads – (all works completed except boom gate installation) A&M Civil;
- Burtons Bridge, Borallon – reinstate carpark surfaces, replace bollards including re-alignment of exclusion measures to better manage launch access point/s to the river. Install flood boom gates on approach roads – (all works completed except boom gate installation) A&M Civil.

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 (weather permitting).

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet;
- Quarterly inspection of cloth lifting slings;
- Three new John Deere 1585 outfront mowers fit out is completed and the mowers have been handed over to the mowing crews;
- Christmas shut down period has commenced, and workshop has been busy with the following items of plant having repairs done. The rest of the Christmas shut maintenance items will be recorded in January's report.

    1. P.113 John Deere grader had front axle bushes and blade circle saddle bushes replaced as well as wear strips in blade. We also replace seals in front blade lift cylinder;
    2. P.574 Bridge truck has had repairs to front suspension and a few other minor repairs, and will now go in for annual crane service and five-year inspection;
    3. P.246 JCB backhoe has had the wear strip in the extendable backhoe boom replaced and the air conditioning has had a leak repaired and serviced;
    4. P,265 Ammann roller has had a couple of broken bolts replaced and new scrapper rubbers fitted, as well as a couple of minor maintenance issues repaired;
    5. P.763 tandem trailer has had all new rubber fitted to the floor; this trailer is used to transport small roller used by the Bitumen crew.

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.;
- Welders have carried out repairs to slashers and other grass cutting equipment;
- Welders have fabricated and installed a new handrail on the walk way in Piper Liner Park, this new galvanised hand rail replaces an old timber rail, a second rail will be replaced early in the new year;
- Carry out operation inspections on all playground equipment in the region. Carry out repairs where required.

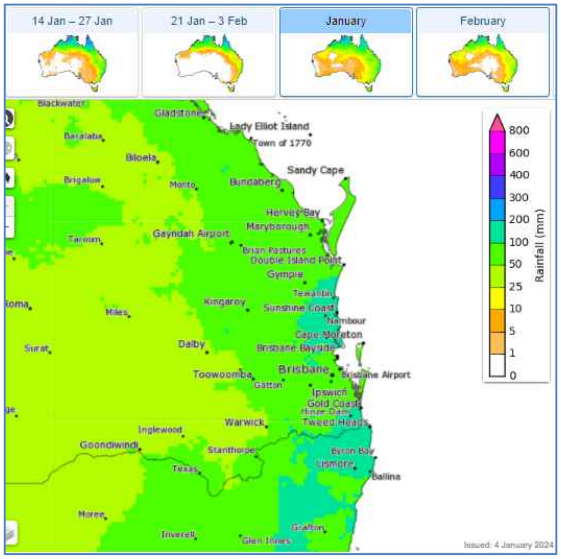
Weather Outlook

For January, rainfall is likely (60 to 80% chance) to be above median for Victoria, most of NSW, southern and south-east Queensland, eastern SA and eastern Tasmania. Below median

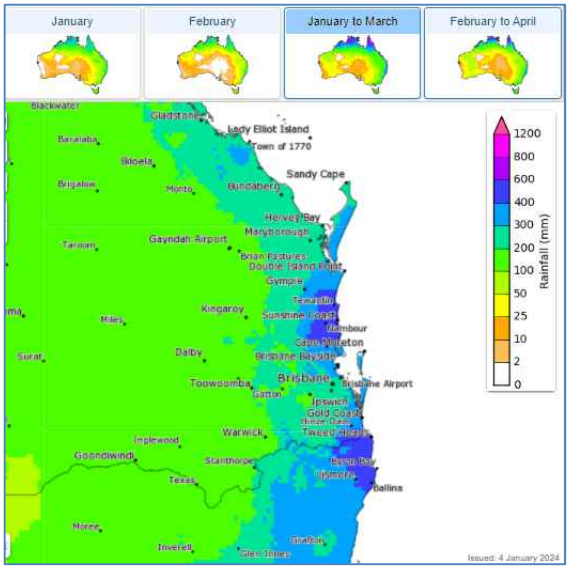
rainfall is likely to very likely (60% to greater than 80% chance) for northern and western WA and north-east Queensland.

Past accuracy of January to March long-range forecasts for the chance of above median rainfall is moderate to high for most of Australia, including south-east Queensland.

Outlook for January (these are the most likely totals – i.e. 75% chance)



Outlook for January to March (these are the most likely totals – i.e. 75% chance)



Disaster Management

The following activities were conducted in December 2023:

- Conducted a series of lunch-and-learn sessions for Local Disaster Coordination Centre staff (36 attended) in the following locations;
    - Kilcoy conference room;
    - Esk Simeon Lord room – two (2) sessions;
- Met with Lockyer Valley Regional Council to discuss disaster management arrangements between the two LGAs;
- Conducted training in WaterRide for key operations staff (3);
- Council received copies of new LiDAR for review;
- New advisor joined the Local Disaster Management Group – Qld Hydro;
- Disaster Dashboard modified to only show Bushfire Warnings for incidents within the Somerset region. Previously it was showing all incidents in Queensland.

Activations/Operations:

- Local Disaster Coordination Centre staff were contacted regarding availability over the Christmas shutdown due to the forecast of potential major storms in the region;

- A number of storms tracked across our region Christmas/Boxing Days and were being monitored closely over that period. No major rainfall or damage reported.

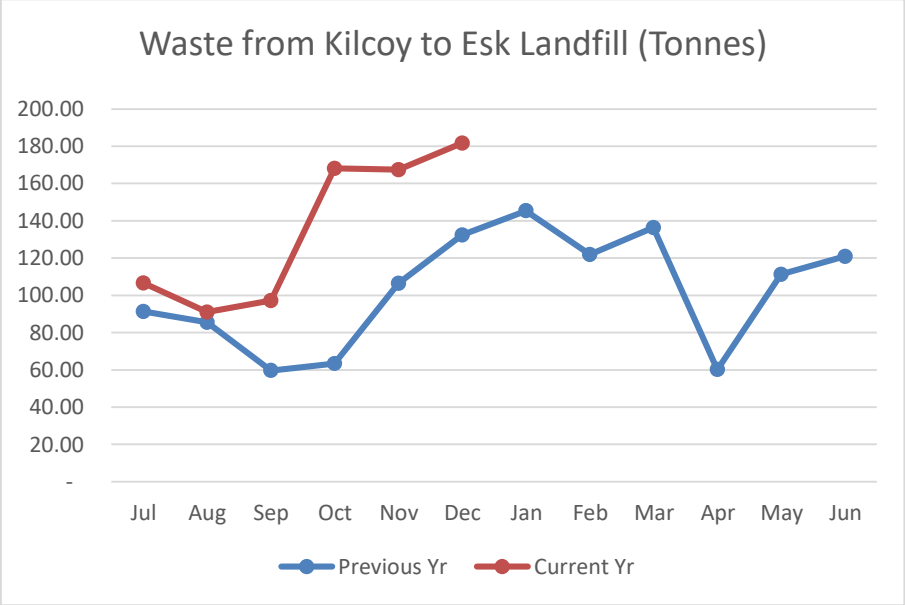
Waste Management
Kerbside Collection Contract – Ipswich Waste

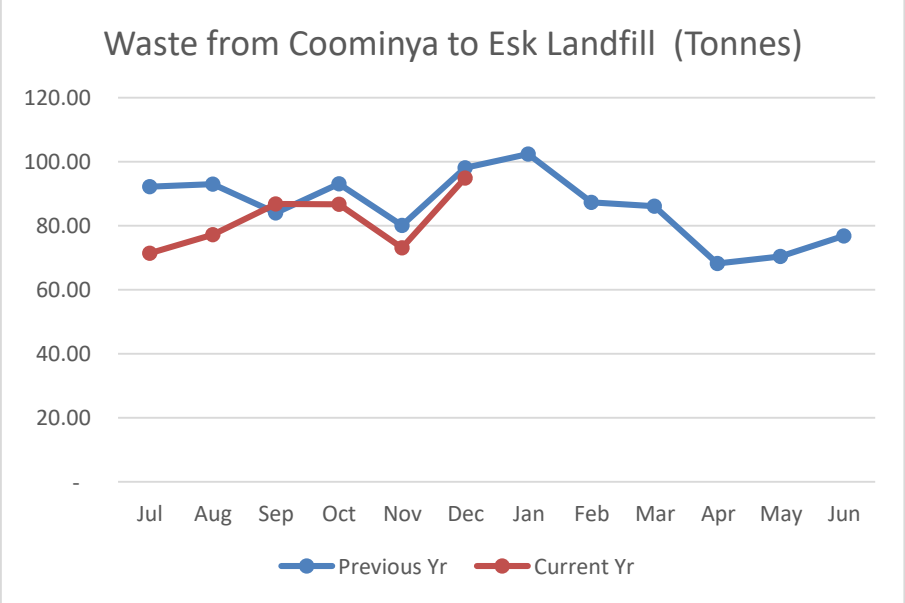
During the month of December 2023, there were 57,148 kerbside services performed –

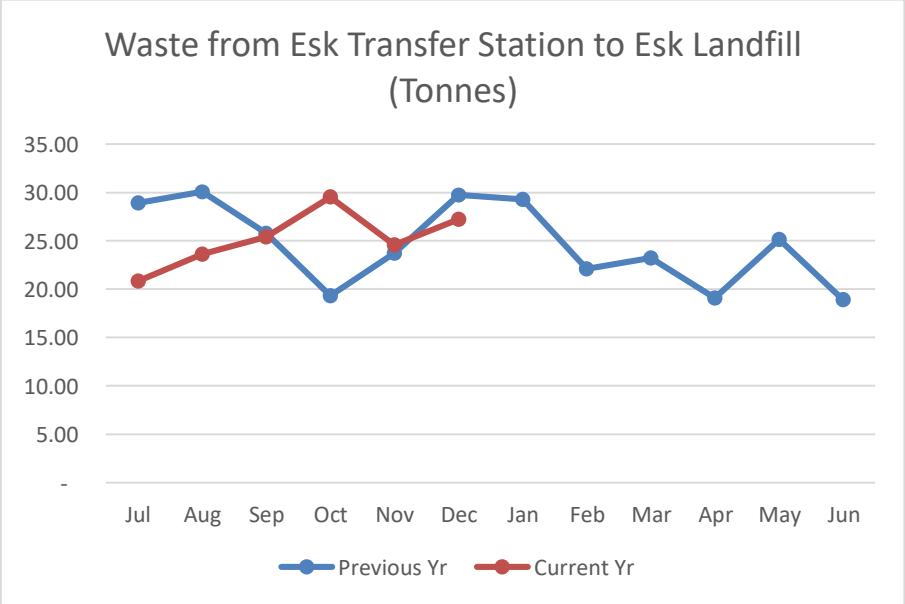
- General waste services – 42,655 with 86% presentation rate;
- Recycling services – 14,493 with 59% presentation rate.

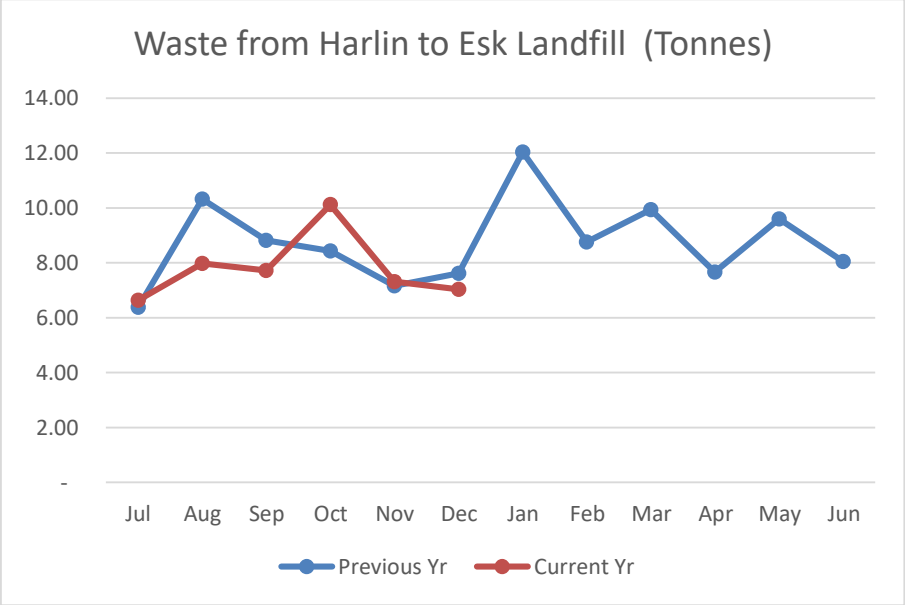
A milestone was reached during the month of December, Ipswich Waste undertook their one million kerbside collection.

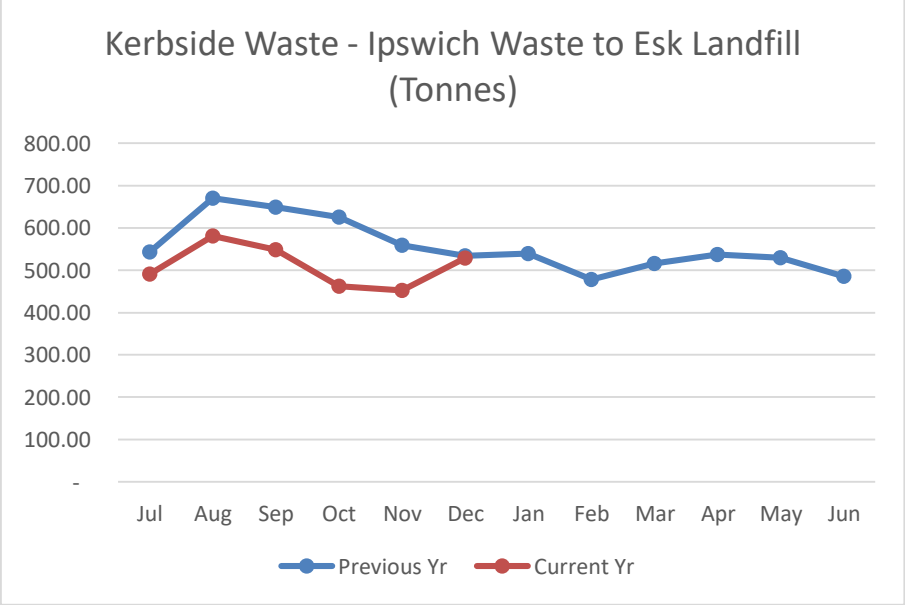
Council's landfill gas flaring project has achieved a major milestone with two test wells and 75m of laterals now installed. This will enable testing to be undertaken in early 2024 to identify the volumes of gas that can be flared for carbon credits.

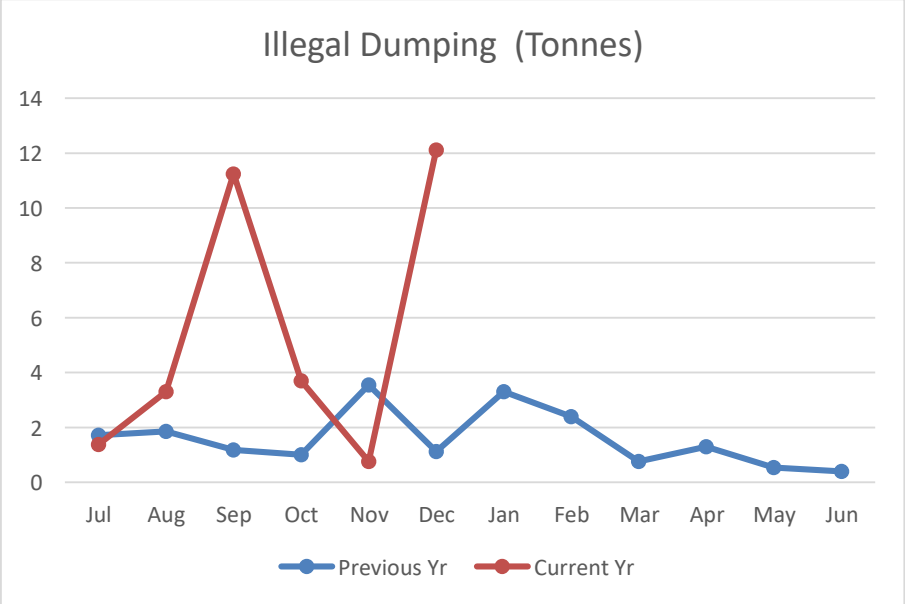

Waste from Kilcoy to Esk Landfill (Tonnes)
200.00
180.00
160.00
140.00
120.00
100.00
80.00
60.00
40.00
20.00
-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr

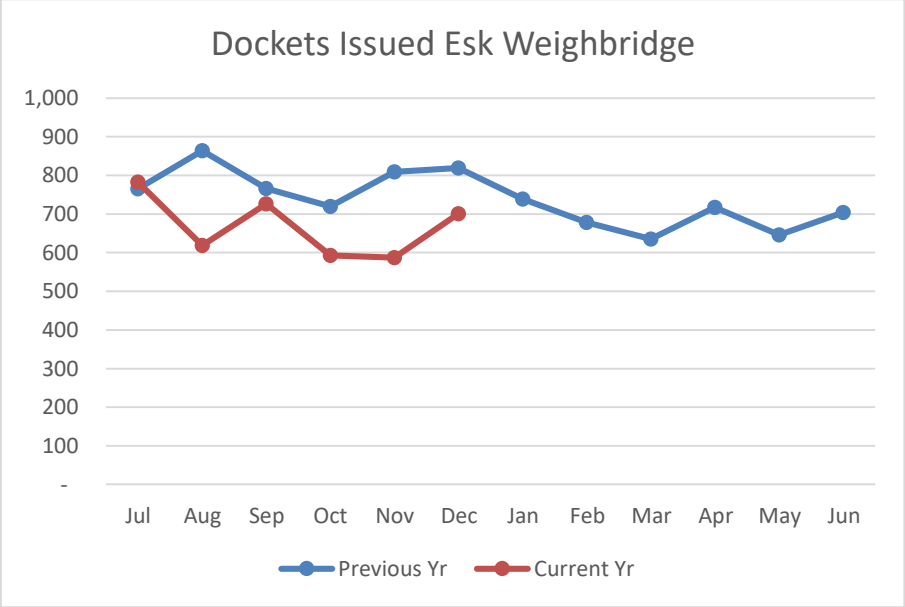

Waste from Coominya to Esk Landfill (Tonnes)
120.00
100.00
80.00
60.00
40.00
20.00
-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr


Waste from Esk Transfer Station to Esk Landfill (Tonnes)
35.00
30.00
25.00
20.00
15.00
10.00
5.00
-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr


Waste from Harlin to Esk Landfill (Tonnes)
14.00
12.00
10.00
8.00
6.00
4.00
2.00
-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr


Kerbside Waste - Ipswich Waste to Esk Landfill (Tonnes)
800.00
700.00
600.00
500.00
400.00
300.00
200.00
100.00
-
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr


Illegal Dumping (Tonnes)
14
12
10
8
6
4
2
0
Jul
Aug
Sep
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Previous Yr
Current Yr

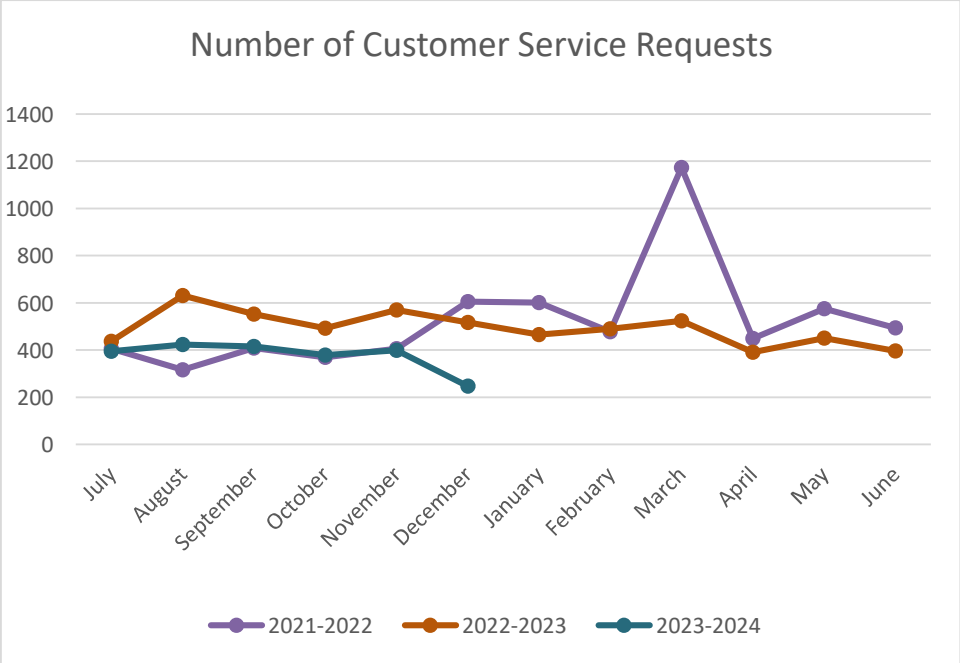


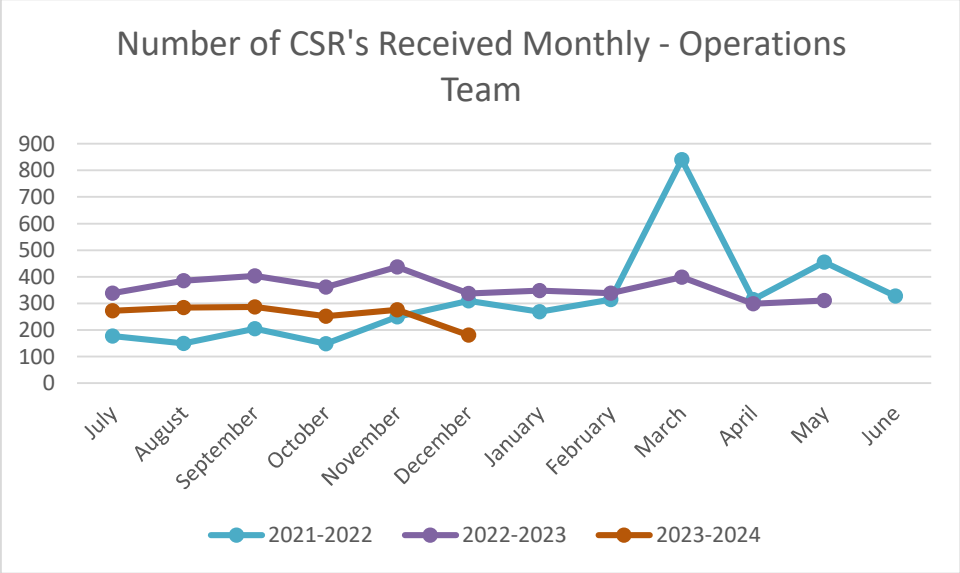
Approved Park - Community Events

26 Jan 24 – BVRTUA – Cycling Event – Fernvale to Esk – to be approved.

Customer Service Requests

Council received 247 customer service requests for the month of December 2024 on Council's corporate customer service system. A copy of the report is attached for your information.





	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Cemeteries	1	1	1	3	0	1
Disaster Management	0	0	1	1	0	0
Departmental reviews	0	0	2	0	0	0
Fences on roadways	0	1	0	0	0	0
Illegal dumping clean ups	20	14	11	8	11	7
Overgrown Council land	2	1	2	3	1	0
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9	7	11	7	3
Roads - bitumen	25	20	13	21	16	10
Roads - gravel	18	13	8	14	17	9
Roads - drainage	8	5	7	10	15	8
Roads - culverts	3	1	2	0	1	2
Roads - vegetation	19	14	25	15	38	21
Roads - footpaths	3	5	8	12	4	4
Roads - linemarking	1	1	2	0	0	0
Roads - bridgework	0	0	1	0	1	0
Roads - traffic furniture	16	17	15	25	20	7
Rural Property Number	1	4	2	5	5	3
Stormwater issues within private properties	1	0	0	1	0	3
Waste management		0	1	1	0	0
Wheelie bins	0	0	0	0	0	0
Cancellation of extra services	0	19	9	2	2	2
Damaged lids and wheels	11	15	9	15	11	8
Replacement Split Bins	29	24	32	18	32	18
New Services	21	28	24	24	21	28
Extra services	4	6	10	3	12	10
Stolen/Non Delivery of New Bins	5	16	9	13	8	7

Missed services	8	3	6	1	1	0
Contractor requests/complaints	3	2	4	2	1	2
Facilities	0	0	0	0	0	0
Air conditioning	2	1	0	3	1	0
Carpentry, painting, tiling & flooring	11	12	10	5	2	2
Electrical	5	7	6	4	7	1
Equipment, furniture & fixtures	10	10	8	6	7	3
Grounds maintenance	1	5	4	4	2	1
Pest Control	2	1	1	0	2	0
Plumbing	23	19	29	13	24	11
Roofing and guttering	2	0	0	3	2	0
Security, locks & CCTV	2	2	6	0	3	4
Signage	0	4	6	5	1	0
Vandalism	7	2	2	0	1	3
Cleaning	5	2	4	1	0	3
	272	284	287	252	276	181

Attachments

Attachment 1 - Customer service report for December 2023

Recommendation

THAT Council receive the Operations monthly report for December 2023 and the contents be noted.

Service Request by Types

Date Created To: >= 1/12/2023, Date Created From: <= 31/12/2023

Categories	Total
\Customer Service Requests\Animal\Dog, Barking Dogs at Private residences	1
\Customer Service Requests\Animal\Dog, Miscellaneous	1
\Customer Service Requests\Animal\Dog, Wandering at Large	3
\Customer Service Requests\Animal\Livestock, Miscellaneous	2
\Customer Service Requests\Animal\Livestock, Wandering at Large	6
\Customer Service Requests\Animal\Trap, Cat	2
\Customer Service Requests\Declared Plants, Animals\Declared Animals, General Enquiries	3
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Council Land	2
\Customer Service Requests\Declared Plants, Animals\Declared Plants, Private Property	4
\Customer Service Requests\Environmental Health Issues\Food Premises Complaints	1
\Customer Service Requests\Environmental Health Issues\Miscellaneous Health Issues	1
\Customer Service Requests\Impounding\Request to Impound Dogs, Cats	11
\Customer Service Requests\Impounding\Request to Impound Motor Vehicles	4
\Customer Service Requests\Local Laws\Other Local Law issues	2
\Customer Service Requests\Local Laws\Visual Pollution	1
\Customer Service Requests\Parks\Mowing	2
\Customer Service Requests\Rural Property Numbering\New RPN	2
\Customer Service Requests\Rural Property Numbering\Replacement RPN	1
\Customer Service Requests\Signs - Information - Promotion\Illegal Signs	1
\Customer Service Requests\Wheelie Bins\Cancellation of Service	2
\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	7
\Customer Service Requests\Wheelie Bins\Damaged Wheelie bin, Broken Wheels - missing wheels - rusted axle	1
\Customer Service Requests\Wheelie Bins\Damaged-Replacement Bin - split - broken - broken handle on back of bin - broken clips for axle	18
\Customer Service Requests\Wheelie Bins\Extra Wheelie Bin Service	10
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, Existing Premises by Owner	13
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Owner	9
\Customer Service Requests\Wheelie Bins\New Wheelie Bin Service, New Premises by Plumbing Form	6
\Customer Service Requests\Wheelie Bins\Stolen Wheelie Bin - replacement wheelie bin required	7
\Customer Service Requests\Impounding\Request to Impound Livestock (Photos)	1
\Customer Service Requests\Signs - Information - Promotion\Info, Promotional signs - miscellaneous	1
\Customer Service Requests\Drainage Issues within Properties\Drainage Easements	1
\Customer Service Requests\Wheelie Bins\Miscellaneous Requests	1

Categories	Total
\Customer Service Requests\Drainage Issues within Properties\Stormwater Issues - Other	2
\Customer Service Requests\Environment Issues\Contaminated Land	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	1
\Customer Service Requests\Illegal Dumping\One of items - non-investigative - green waste - mattress - camp chair - couch cushion - fridge etc	2
\Customer Service Requests\Illegal Dumping\Mixed Domestic or Commercial Waste - Littering - up to 200 L in size - amount up to wheelie bin size	4
\Customer Service Requests\Building Department Issues\Building Department Enquiries	2
\Customer Service Requests\Plumbing Issues - Private Property\Internal Plumbing issues	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Atkinsons Dam Road - 0586	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Atthow Street - 0588	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Brisbane Valley Highway - RMPC - 0042	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Ellen Street - 1780	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Flanagan Street - 1901	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Glamorgan Vale Road - 1979	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Old Fernvale Road - 3122	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Prospect Street - 3290	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Winya Road - 3929	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Cedarvale Road - 0885	2
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Cooeeimbardi Road - 0956	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Loughrans Road - 2753	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Stallmann Road - 3600	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Woodwards Lane - 3954	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Zernike Lane - 3992	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Chaille Road - 0893	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Christella Court - 0910	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Ezra Drive - 1842	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Schulz Road - 3479	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Sea Eagle Drive - 3489	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside	1

Categories	Total
Drainage\Seib Street - 3495	
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Wolffs Lane - 3938	1
\Customer Service Requests\Roads - Bridges - Drainage\Culvert Maintenance\Burns Street - 0826	1
\Customer Service Requests\Roads - Bridges - Drainage\Culvert Maintenance\Flanagan Street - 1901	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Brouff Road - 0797	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Brisbane Valley Rail Trail BVRT Fernvale Lowood - 0786	2
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Carseldine Street - 0869	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Clarendon Road - 0920	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Denning Street - 1691	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Dunlop Road - 1734	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Glen Esk Road South - 1985	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Gloucester Court - 1998	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Honeywood Drive - 2412	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Hopkins Place - 2417	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Littlewood Street - 2739	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Lowood Hills Road - 2763	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Minden Post Office Road - 2933	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Monsildale Road - 2957	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Rashford Street - 3320	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Robson Street - 3384	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Seibs Road - 3497	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Taree Road - 3692	1
\Customer Service Requests\Roads - Bridges - Drainage\Vegetation\Wattle Road Coominya - 3848	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Atkinsons Dam Road - 0586	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Heap Street - 2348	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Kerr Street - 2569	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Nottingham Drive - 3084	1
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Seibs Road - 3497	1

Service Request by Types

Date Created To: >= 1/12/2023, Date Created From: <= 31/12/2023

Categories	Total
\Customer Service Requests\Roads - Bridges - Drainage\Traffic Furniture\Settlers Rise - 3506	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Brisbane Valley Rail Trail BVRT Fernvale Lowood - 0786	2
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Cressbrook Street - 1613	1
\Customer Service Requests\Roads - Bridges - Drainage\Footpaths\Mary Street Kilcoy - 2872	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Voss Road - 3813	1
\Customer Service Requests\Roads - Bridges - Drainage\Roadside Drainage\Dunlop Road - 1734	1
\Customer Service Requests\Roads - Bridges - Drainage\Gravel\Rasmussen Road Mount Archer - 3325	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Esk racecourse showgrounds	1
\Customer Service Requests\Facilities Maintenance\Carpentry, painting, tiling, flooring\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Lowood Jensen Swamp Reserve	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Lowood works depot	1
\Customer Service Requests\Facilities Maintenance\Electrical\Toogoolawah Condensery	1
\Customer Service Requests\Facilities Maintenance\Equipment, furniture and fixtures\Esk Somerset Civic Centre	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 Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Grounds maintenance\Fernvale Community Hall	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Coominya park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Pipeliner Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Esk Somerset Civic Centre	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Fernvale skate park	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Harlin Sim Lord Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy racecourse showgrounds	3
\Customer Service Requests\Facilities Maintenance\Plumbing\Moore Stanley Gates Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Toogoolawah CBD - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Esk Visitor Information Centre	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Kilcoy Memorial Hall	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Kilcoy Yowie Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Security, locks and CCTV\Lowood Recreation Complex	1

Service Request by Types

Date Created To: >= 1/12/2023, Date Created From: <= 31/12/2023

Categories	Total
\Customer Service Requests\Facilities Maintenance\Vandalism\Esk Pipeliner Park - public toilet	1
\Customer Service Requests\Facilities Maintenance\Vandalism\Kilcoy Anzac Park - public toilet	1
\Customer Service Requests\Cemeteries	1
\Customer Service Requests\Facilities Maintenance\Cleaning\Colinton truck stop - public toilets	1
\Customer Service Requests\Animal\Dog, Attacks - After Hour Callouts	2
\Customer Service Requests\Animal\Livestock, Wandering at Large - After Hour Callouts	1
\Customer Service Requests\Parks\Maintenance requests for parks except for Savages Crossing and Twin Bridges	1
\Customer Service Requests\Facilities Maintenance\Plumbing\Kilcoy Community Wellbeing Hub	1
\Customer Service Requests\Roads - Bridges - Drainage\Bitumen\Northbrook Parkway - 4023	1
\Customer Service Requests\Animal\Animals, Miscellaneous\Animals, Micellaneous - 1 July 2021 to	1
\Customer Service Requests\Overgrown Allotments\2023 - Privately Owned Land Overgrown	7
\Customer Service Requests\Facilities Maintenance\Vandalism\Lowood Clock Park	1
Total Service Requests:	247

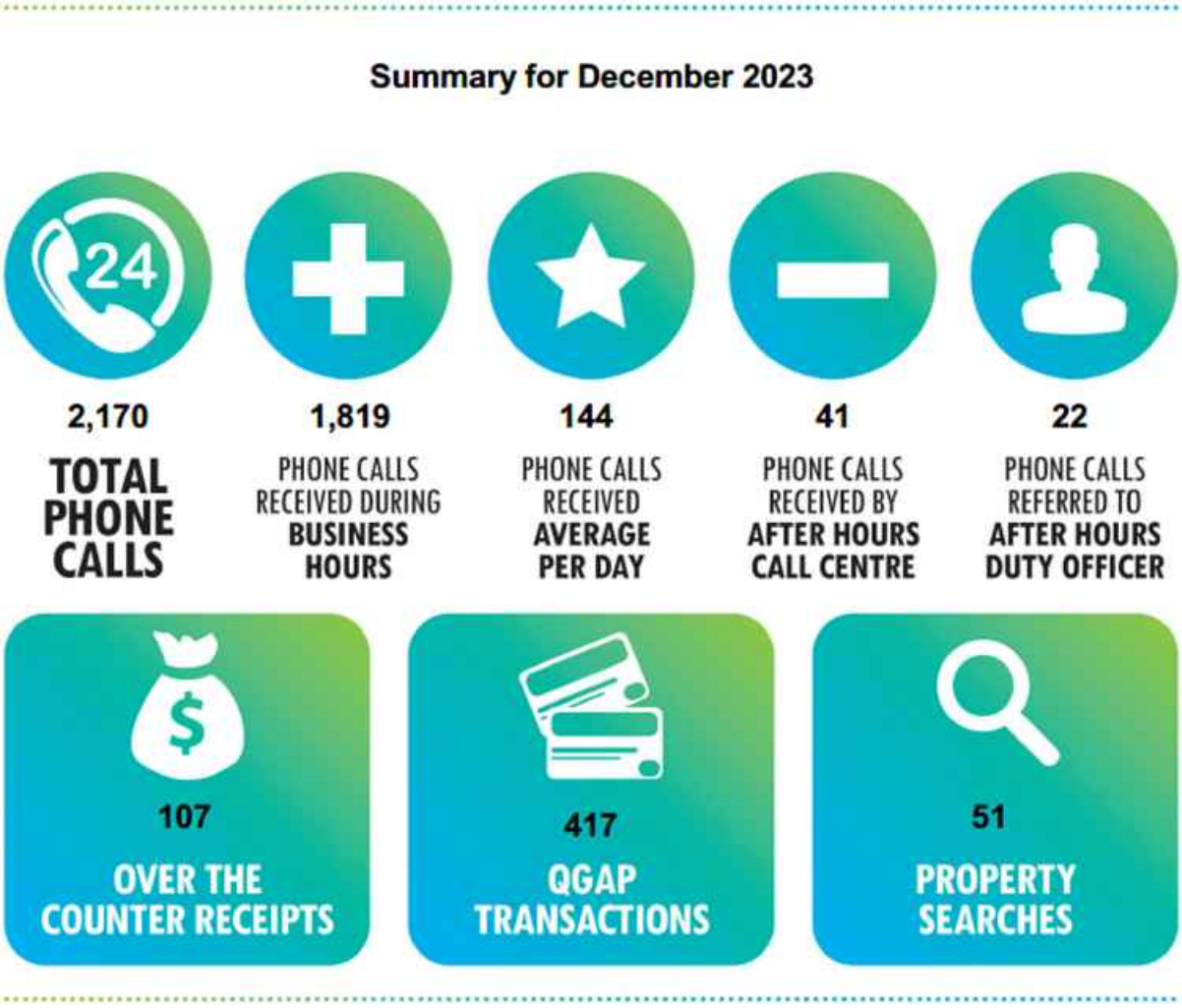
HR AND CUSTOMER SERVICE

SOMERSET REGIONAL COUNCIL - Officer's Report

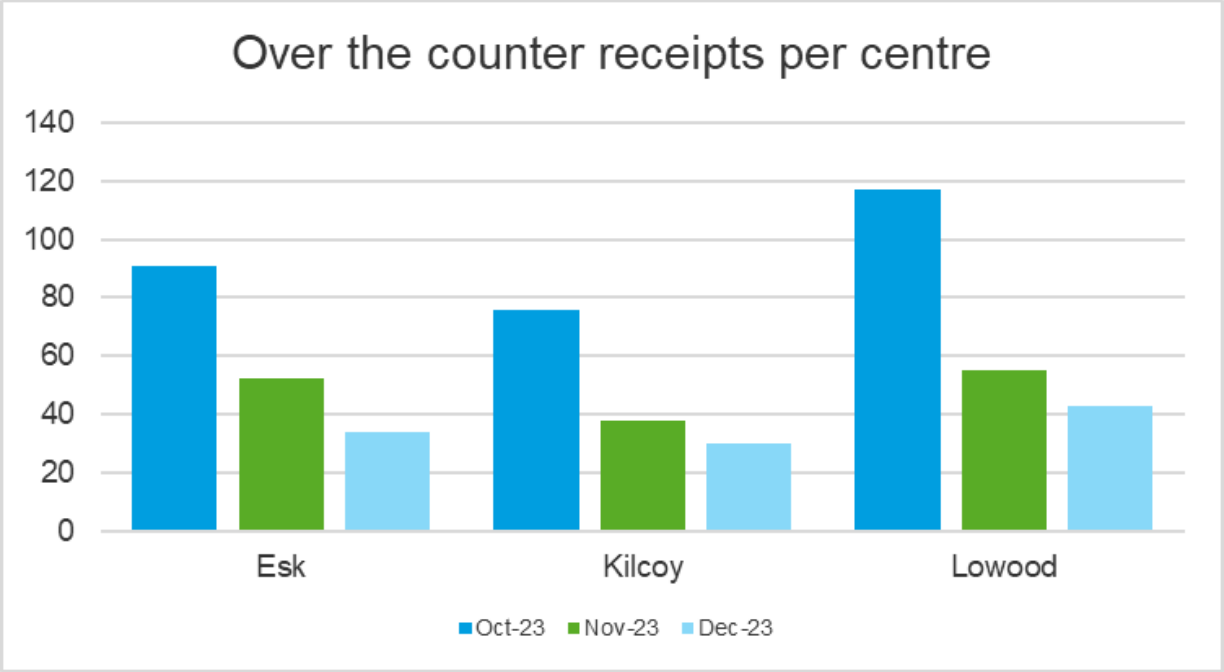
To:	Andrew Johnson, Chief Executive Officer
From:	Allison Brunton, Customer Service Coordinator
Director:	Kerri-Lee Jones, Director HR and Customer Service
Date:	12 December 2023
Subject:	Customer Service Report – December 2023
File Ref:	Officers Report
Action Officer:	CSC

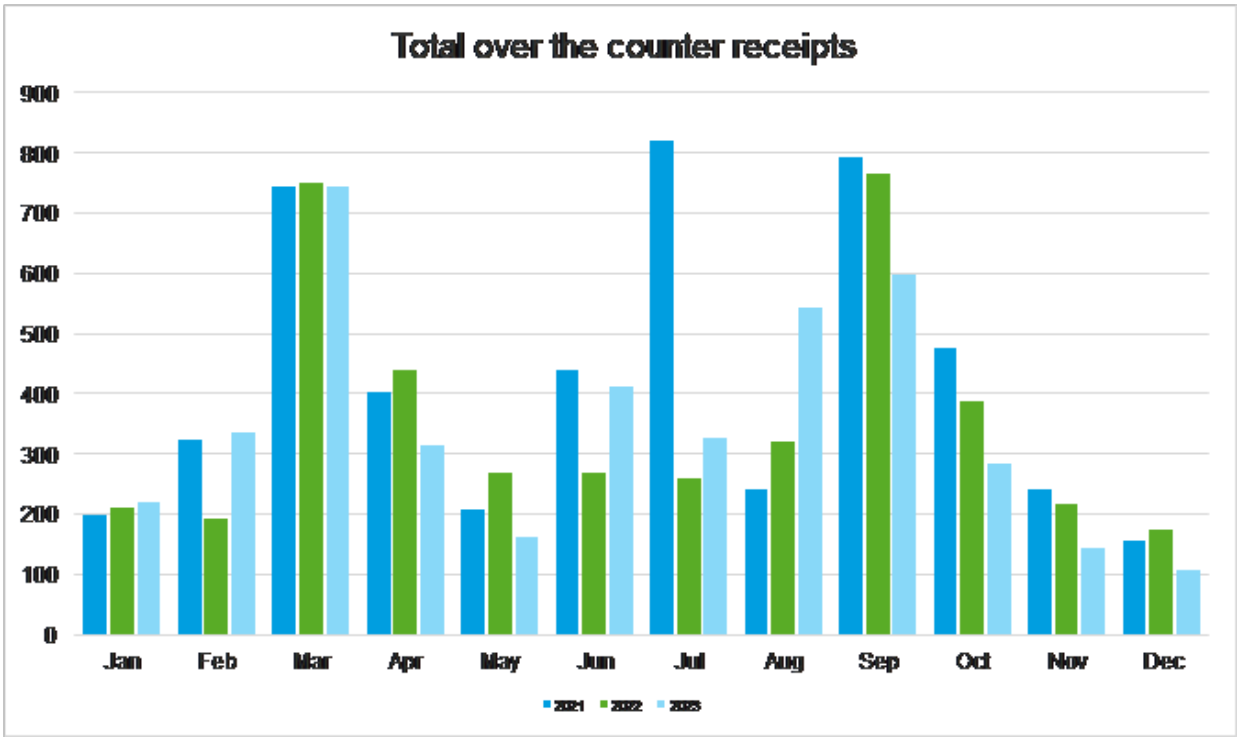
Background/Summary

In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of December 2023 is provided below for Council's information.

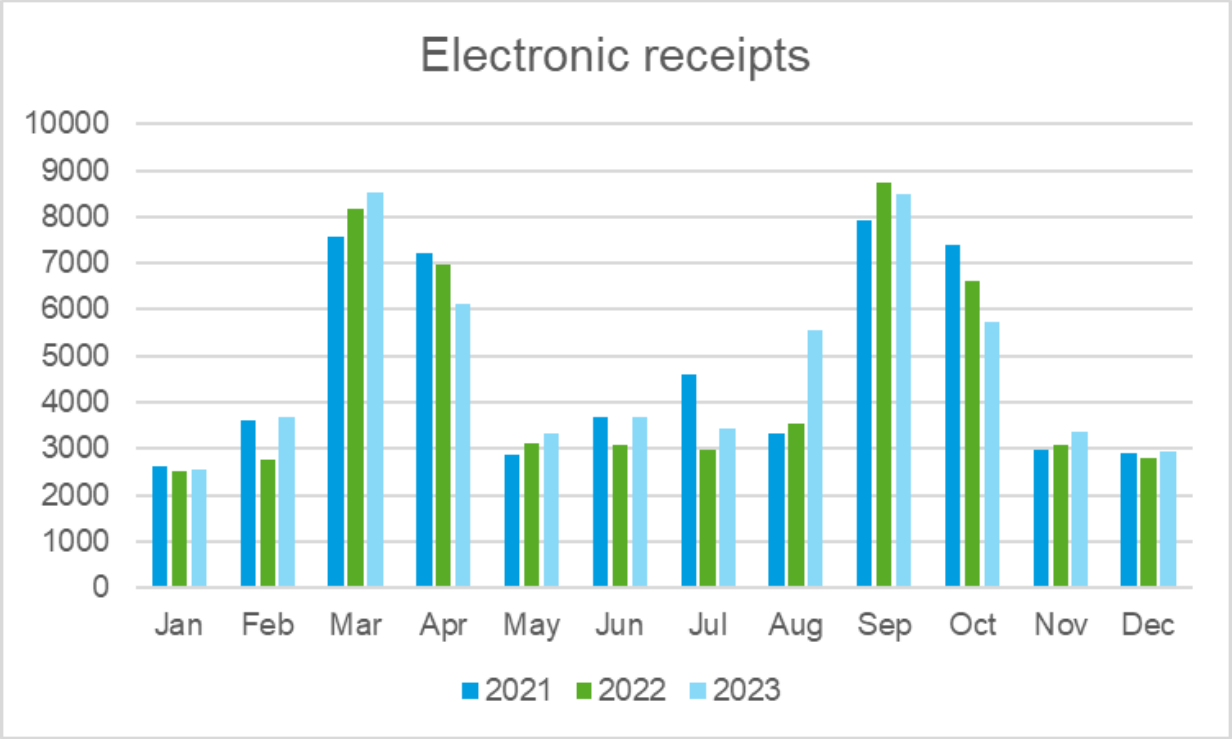


The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for December 2023. These numbers include cheques that were posted into the Council. In total there was 107 financial transactions across the three customer service centres with 34 at Esk Administration Centre, 30 at Kilcoy Customer Service Centre and 43 at Lowood Customer Service Centre for December 2023.

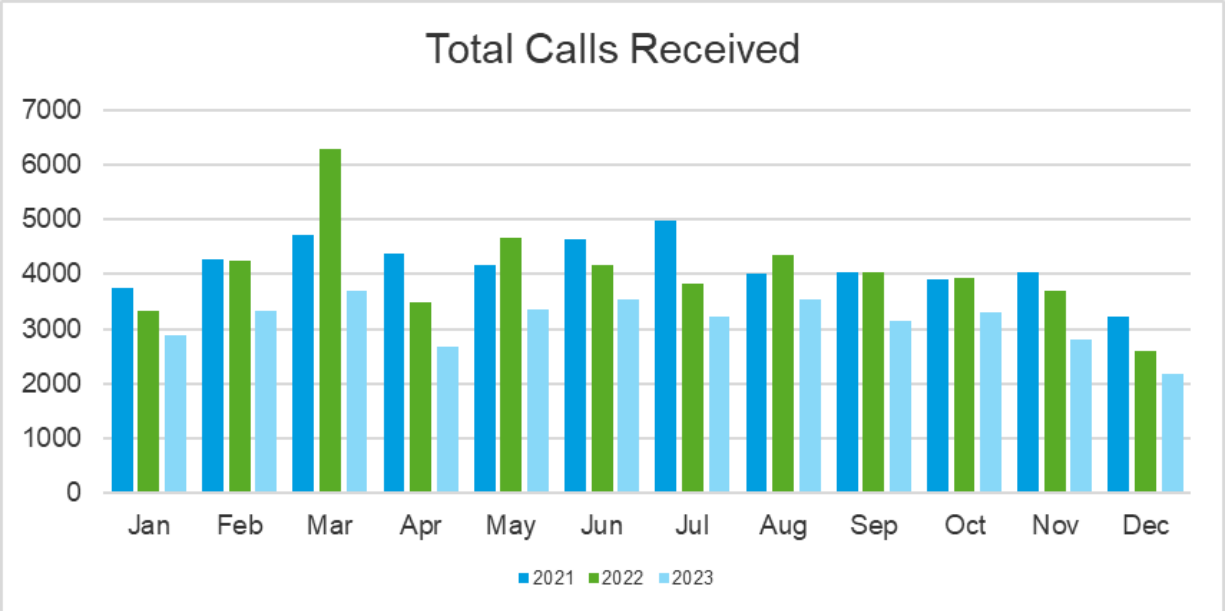




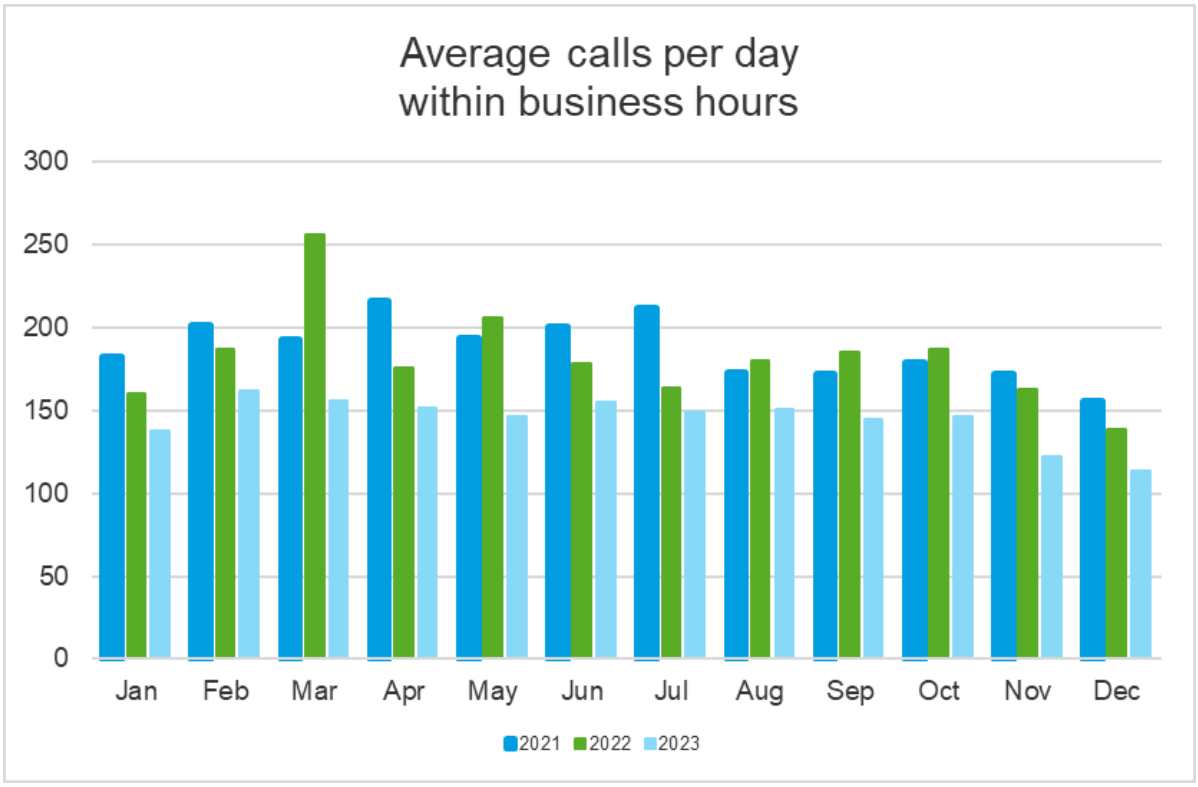
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc.



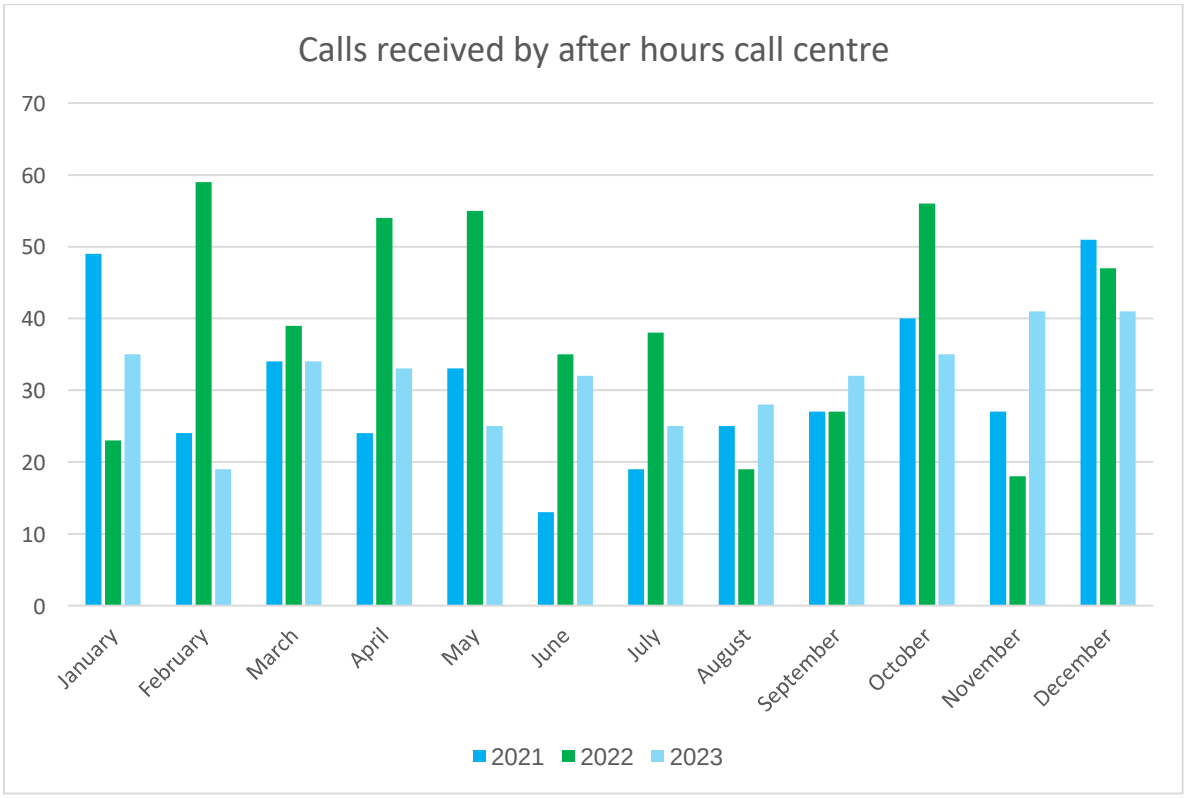
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 2,170 calls received for the month December 2023. This is a decrease of 633 calls compared to November 2023. Compared to December 2022 there was a decrease of 426 calls for the month. Over previous years, there are normally less calls received in the month of December which can also be attributed to the less business days due to Christmas closure. December 2023 was the lowest number of calls received for the previous four years.



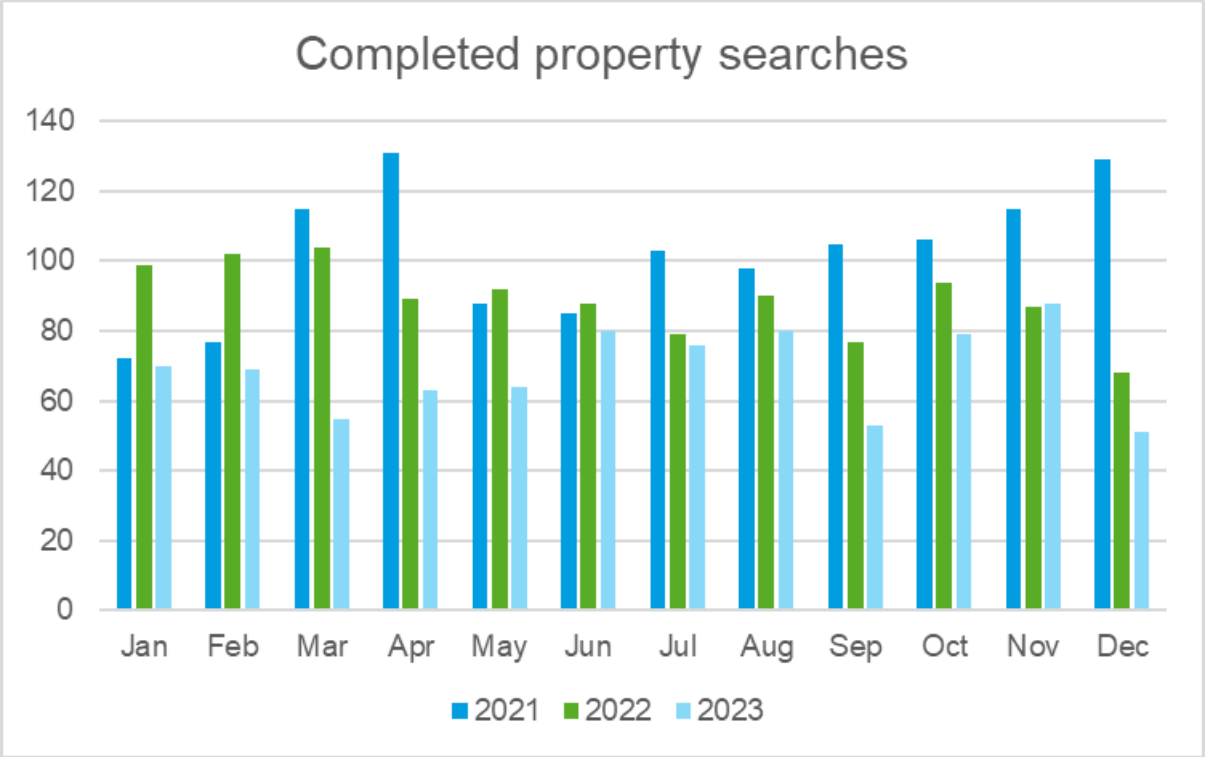
Listed below is a comparison of the average calls received per day within business hours. On average there were 114 calls received each business day for December 2023, which was a decrease of 8 calls on average per day from November 2023. Compared to December 2022 there was a decrease of 24 calls on average per day.



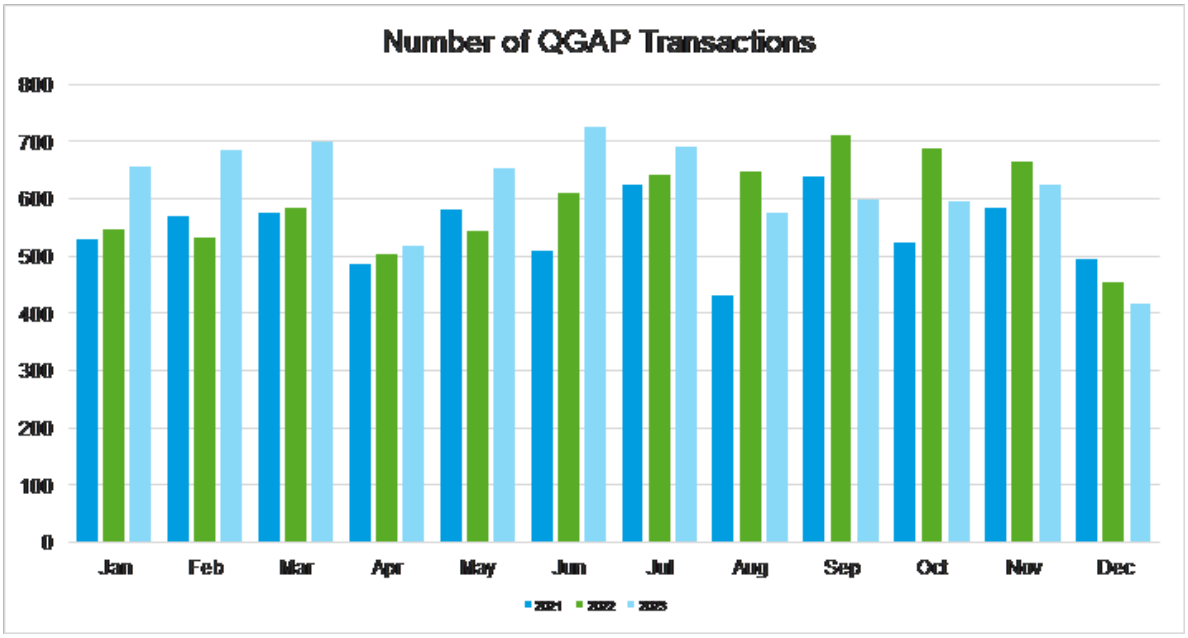
There were 1,819 calls received during business hours and 209 out of hours with 142 calls received between the Christmas - New Year closedown period. Of the 351 calls received out of hours, 41 calls were transferred to the afterhours call centre.



For the month of December 2023 there were 51 property searches completed for prospective purchasers. This decreased by 37 completed searches for the month compared to November 2023.



There were 417 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in December 2023. On average there were 26 transactions per business day in December which there was a decrease of two transactions on average per day compared to November 2023.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for December 2023* and the contents be noted.

CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Craig Young, Director Operations
Director:	Craig Young, Director Operations
Date:	16 January 2024
Subject:	Urban Utilities and Council Recycled Water Supply Contract
File Ref:	Utilities Departments Liaison – 2023 – 2024 QUU
Action Officer:	CEO

Background/Summary

In 2019, the Council commenced the journey to reduce its reliance on raw water from the mid-Brisbane River for irrigating the Fernvale Sports Park to utilising Class A treated recycled water from the new Lowood Sewage Treatment Plant (LSTP). This project has the potential to achieve multiple benefits by reducing the amount of raw water taken from the mid-Brisbane River, reducing the level of treated effluent pumping back into the mid-Brisbane River and ensuring the security of water supply to the sports park, enabling the fields to be maintained to a regional standard. Council has worked collaboratively with Uban Utilities to provide similar outcomes in Kilcoy with recycled water utilised on the Kilcoy Recreation Grounds.

Council arranged for the design and developed the business case for this infrastructure in consultation with Urban Utilities and successfully obtained a grant to construct a recycled water main from the LSTP to Fernvale Sports Park. A local contractor completed the recycled water supply line construction following a competitive market process in 2022. Urban Utilities completed the connecting pipeline in late 2023 and commissioned the pipeline just before Christmas.

Council Officers have been working with Urban Utilities to establish a supply contract for recycled water for community benefit on the sports park in Fernvale based on the principles of initial discussions in 2019. It is vital that the supply contract allows for future growth of the scheme as the Fernvale Sports Park Masterplan is delivered over time.

Council Officers have reached an agreement in principle in early 2024, subject to finalising a few final operational clauses. It is anticipated that these minor changes will be finalised in early February, about which time the storage tanks will be installed at Fernvale Sports Park.

Further, on completion of the proposed Greening Lowood project, the water pricing contract will be expanded in negotiation with Urban Utilities to include this recycled water scheme. Unfortunately, the Greening Lowood project received no offers after going out to market in December 2023. Council Officers will readvertise the project tender shortly, with a decision to be made after the Council caretaker period. This will have a roll-on effect on delivery timeframes and impact the SEQ Community Stimulus Program (SEQCSP) grant funding associated with the Greening Lowood project. Under the SEQCSP, all projects are supposed to be completed by 30 June 2024. Accordingly, it is imperative that Council immediately apply to the Department of Housing, Local Government and Public Works for an extension of time.

Attachments

Confidential Attachment

Recommendation

THAT

1. The Chief Executive Officer be authorised to enter into a recycled water supply contract with Urban Utilities to secure recycled water for community benefit.

2. Council endorses the action of the CEO in writing to the Department of Housing, Local Government and Public Works for an extension of time for the Greening Lowood Project due to circumstances beyond Council's direct control.

SOMERSET REGIONAL COUNCIL - Officer's Report

From:	Andrew Johnson, Chief Executive Officer
Date:	15 January 2024
Subject:	Caretaker Period Policy
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

In providing good governance and informing councillors and council staff of responsibilities during the mandatory caretaker period prior to and during local government quadrennial elections, a Caretaker Period Policy EX/009 has been prepared.

The Caretaker Period for the 2024 Local Government quadrennial election commences on 29 January 2024 and concludes at the conclusion of the election, which is the day on which the last declaration of a poll conducted in the election is displayed in the office of the returning officer.

Council is requested to consider the adoption of the Caretaker Period Policy EX/009 ahead of the 2024 quadrennial election.

Attachments

Proposed Caretaker Period Policy – EX/009.

Recommendation

THAT the Somerset Regional Council Caretaker Period Policy – EX/009 (Appendix A) be adopted.

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **CARETAKER PERIOD POLICY**

Policy Number: **EX/009**

Responsible Officer:	Chief Executive Officer
Legislative or Regulatory Reference:	Local Government Act 2009 (the Act) Local Government Electoral Act 2011
Related Policies / Procedures:	EX/004 Acceptable Request Guidelines EX/001 Councillors' Reimbursement of Expenses HR/001 Employee Code of Conduct Councillor Code of Conduct (Statutory)
Authorised by:	Somerset Regional Council
Authorised on:	[Date of Decision / Doc ID of Decision]
Amendments:	[Date and Doc ID of any subsequent amendments]

1. PURPOSE

To inform Councillors and Council staff of responsibilities during the mandatory **caretaker period** prior to and during Local Government elections.

2. SCOPE & AUTHORITY

This policy is applicable to all Councillors and to Council employees, contractors or volunteers. This policy applies to quadrennial elections, but not fresh elections or by-elections.

This is a discretionary policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states:

> *9 Powers of local governments generally*
>
> *(1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.*

Whilst it is not mandatory for Councils to have a discrete policy on Caretaker Period arrangements, significant regulatory direction is provided by the Local Government Act (Qld) 2009, particularly Part 5, sections 90A to 90D and these are expanded upon in the following Council Policy.

3. POLICY STATEMENT

3.1 General Principles

(a) Council affirms its commitment during the caretaker period to:
   i. the efficient and transparent continuation of Council's day to day business;
   ii. transparent actions and decision-making;
   iii. the suspension of major policy decisions;
   iv. maintaining the neutrality and independence of Council employees; and
   v. the principle that the use of public funds for electoral purposes is unacceptable.

(b) Council acknowledges that during the caretaker period, Councillors who are also candidates may make election commitments which they intend to honour if they are re-elected. Councillors making such commitments must make it clear that these commitments are being made in their role as a candidate, rather than any kind of commitment being made on behalf of the Council or which reflects the majority view of Council.

(c) Councillors must take particular care in any campaign activity to ensure that there can be no possible perception of use of Council provided resources for activity that could be perceived as being in relation to the Councillor's campaign.

(d) Council will continue to meet during the caretaker period for the purpose of making appropriate and compliant decisions in the public interest.

(e) Councillors must not use information gained during the course of their role as Councillors to disparage or discredit Council or Councillors. Such disparaging or discrediting may be a breach of the Code of Conduct for Councillors.

3.2 Major policy decision

(a) Council shall not make major policy decisions during a caretaker period except with permission of the Minister.

(b) If Council considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, Council shall apply to the Minister for approval If the Minister is satisfied that it is necessary for Council to make the major policy decision in the public interest, Council shall abide by any conditions which the Minister sets in relation to the policy decision.

(c) A major policy decision made by Council during a caretaker period without the approval of the Minister is invalid. A contract is void if it is the subject of a major policy decision that is invalid.
(d) A person who acts in good faith in relation to a major policy decision of Council, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of the invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage.

3.3 Council employees

(a) Council employees shall maintain the normal business activities of Council during the caretaker period.
(b) Council employees shall execute their official duties and responsibilities as a Council employee in accordance with the Local Government Act 2009, Council's Code of Conduct for Employees and Council's corporate values and take all reasonable steps to avoid any real or perceived partisanship when acting in an official capacity in order to protect the organisation's integrity and ability to impartially serve any incoming Council following an election.
(c) Council employees may in a personal or private capacity provide support or assistance to a Councillor or a candidate in their own time, providing that any support or assistance provided does not breach legislation or Council's Code of Conduct for Employees, and the Council employee takes all reasonable steps to ensure that in providing any support or assistance they are acting as a private citizen and not perceived as acting in an official capacity as a Council employee.
(d) Councillor support staff shall continue to provide support for Council endorsed activities and core Council business but not election or politically related matters.
(e) Any Council employee proposing to stand as a candidate for the election must be absent on leave from the date they formally nominate and become a candidate for the election to the end of the caretaker period.
(f) As per section 203 of the Local Government Electoral Act 2011, a Council employee who nominates as a candidate is entitled to a leave of absence from their appointment for a period of not more than two (2) months in order to contest the election.

3.4 Election material

(a) In accordance with section 90D of the Act, Council shall not publish or distribute election material intending to influence an elector about voting at an election or affect the result of an election.

3.5 Use of Council resources during caretaker period

(a) Councillors are entitled to use Council resources and facilities as outlined in the Councillor Expenses Reimbursement Council Policy for routine activities in the fulfilment of their roles and responsibilities as Councillors, until their term of office comes to an end.
(b) Councillors and Council employees shall not use Council equipment or resources for election purposes.
(c) Where a Councillor is provided use of a Council vehicle, the Councillor may continue to use that vehicle until their term of office comes to an end provided that they do not affix or allow to be affixed or remain affixed any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election.

3.6 Requests for information

(a) Councillors must not request information or advice from Council staff to assist with political or electioneering activities unless they identify themselves as being in the role of a candidate.

(b) Requests for information by candidates (including Councillors in their role as a candidate) will be dealt with as per the process for a request by a member of the public.
(c) Requests by candidates for information that is outside the public domain (for example, information that has not been published) will be referred to the appropriate agency.
(d) Councillors may continue to request information and advice from Council staff in order to conduct day to day Council business as per the Councillors Acceptable Requests Guidelines. Councillors must therefore ensure that they inform the CEO (or staff member) of the nature of the proposed Council decision or issue when requesting information and advice.

3.7 Councillor correspondence

(a) Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period.
(b) In responding to such correspondence, the Councillors shall not purport to make policy commitments binding the incoming Council.

3.8 Media

(a) The CEO shall be the official spokesperson of Council during the caretaker period.
(b) Media releases by the organisation during the caretaker period must be of public interest, relate to routine Council business, rather than new policy or major projects and must not be reasonably construed as being for political purposes.
(c) During the caretaker period, Council shall respond to media enquiries that relate to routine operational matters only.
(d) Media releases shall not be attributed to individual Councillors during the caretaker period.
(e) Media events may continue to be held during the caretaker period provided the media event relates to routine Council business and is not used for political purposes.
(f) If a Councillor is at a media event and is asked a political question, the Councillor, if seeking re-election, shall respond in their capacity as a candidate or, if not seeking re-election, shall respond as an individual. Councillors should ensure to distinguish their individual opinion from the majority view of the elected Council. Under no circumstances should a response to attributed to Council.

3.9 Council's website and social media platforms

(a) Updates of Council's website shall be limited to the following:
    i. uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
    ii. road work updates or road closures;
    iii. health or emergency warnings;
    iv. material that is purely factual regarding Council's decisions or operations;
    v. updates to existing forms;
    vi. aesthetic changes;
    vii. fixing broken links or repairing web issues; and
    viii. compliance with legislative requirements.
(b) Social media hosted or published by Council shall carry a notice to exclude political comment. No response shall be made to any political comments posted and any such comments shall be removed.

3.10 Civic and community events

(a) Councillors may continue to represent Council at civic events and community events during the caretaker period, provided the event meets one or more of the following criteria:
    i. it is a planned event endorsed by the full Council;
    ii. it is, or plans to be, routinely held at the same time each year;

iii. it is a commemorative or anniversary event held on or near the anniversary date;
iv. it is an event to be hosted by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, for example citizenship ceremonies or hosting VIP guests to the region.

(b) There shall be no community awards, recognition and civic receptions during the caretaker period with the exception of citizenship ceremonies, which shall continue as normal.

3.11 Community engagement

(a) Community engagement activities, including but not limited to surveys, polls – either formal or informal and invitations to put forward submissions, should be avoided during the caretaker period except where the community engagement is part of an ongoing project that requires the engagement as part of a program approved prior to the caretaker period or is a legislative requirement.
(b) Where community engagement has occurred prior to the caretaker period but the results have not yet been presented to Council – either formally or informally, results of the engagement shall not be provided to Council until the caretaker period has concluded.

3.12 Community grants and Sponsorship

(a) Activities approved under Council's Community Grants Policy prior to the commencement of the caretaker period may continue during a caretaker period in accordance with the policy.
(b) Any funding round for community grants that is open during the caretaker period shall remain open, but applications received during this time shall not be determined until after the election.
(c) During the caretaker period, representation to Council to support community funding or sponsorship must be referred to the CEO for approval on the basis that if it is part of an on-going or recurrent project or of exceptional benefit to the community or timing is critical.

3.13 Councillor training and development

(a) During the caretaker period, Council will not fund or conduct any training or professional development activities for Councillors.

4. RISK

This policy addresses the risk that prior to a local government election, during the defined "caretaker period", actions and decisions could be made by Councillors or Council employees which could be perceived as influencing voters or having a significant impact on the incoming Council. This policy contains provisions that mitigate this risk whilst allowing Councillors and Council employees to continue the ordinary business of Council in a responsible, transparent and legally compliant manner.

5. DEFINITIONS

CEO means the Chief Executive Officer of the Somerset Regional Council appointed in accordance with the Local Government Act (Qld) 2009. This includes a person acting in this position.

Council means Somerset Regional Council, its elected Councillors, its management and its employees.

Council Employees means all permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Caretaker period means as defined in s90A of the Local Government Act (Qld) 2009 which is as the period during an election for the Council that starts on the day when the public notice of the

holding of the election is given under s25(1) of the Local Government Electoral Act 2011 and ends at the conclusion of the election, which is the day on which the last declaration of a poll conducted in the election is displayed in the office of the returning officer. There is no caretaker period during a by-election or fresh election.

Civic events mean public events that Council initiates, manages or has full responsibility for.

Community events means events including but not limited to media launches, promotional events, community engagement events, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions and local fairs.

Council resources include but are not limited to employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council, hospitality, stationery, property, facilities, website, vehicles, administrative tools and telecommunication devices.

Election material includes but is not limited to anything able to, or intended to, influence an elector about voting at an election or affect the result of the election.

Major policy decision means as defined in the Local Government Act (Qld) 2009 which is a decision:

(a) about the appointment of a chief executive officer of the local government; or
(b) about the remuneration of the chief executive officer of the local government; or
(c) to terminate the employment of the chief executive officer of the local government; or
(d) to enter into a contract the total value of which is more than the greater of the following –
    i. $200,000;
    ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report, or
(e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
(f) to make, amend or repeal a local law; or
(g) to make, amend or repeal a local planning instrument under the Planning Act; or
(h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to –
    i. vary the category of development or category of assessment of development, or
    ii. vary the assessment benchmarks or criteria for accepted development that would apply to the development, or
    iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
(i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to –
    i. further vary the category of development or category of assessment of development; or
    ii. further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
    iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

6. DATE OF RESOLUTION

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

Signed: _____ Date: _____

SOMERSET REGIONAL COUNCIL - Officer's Report

From:	Andrew Johnson, Chief Executive Officer
Date:	16 January 2024
Subject:	Model Meeting Procedures (Revised November 2023)
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

The Department of Housing, Local Government and Public Works have released a new versions of Model Meeting Procedures (Revised November 2023). The *Local Government Act 2009* prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

The key amendments to the MMP as outlined by the Department are identified as:

- The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to local governments by the Office of the Independent Assessor (OIA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.
- A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.
- When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)
- A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.
- Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act or another Act provides that the local government must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.
- Unsuitable meeting conduct by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.
- If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the local government is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.

Attachments

Model Meeting Procedures (Revised November 2023).

Recommendation

THAT Council adopt the Model Meeting Procedures, revised November 2023 (Appendix B).

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised November 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	

Queensland Government

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Contents

Purpose of the Model Meeting Procedures 4
Meeting Principles 4
Background 4
Application 5
Processes 5
1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting 5
2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting 6
3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor 7
4. Prescribed Conflict of Interest 11
5. Declarable Conflict of Interest 12
6. Reporting a Suspected Conflict of Interest 15
7. Loss of Quorum 16
8. Recording Prescribed and Declarable Conflicts of Interest 17
9. Closed Meetings 18

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

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

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 local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, 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. 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.

1.10. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):

***Note**: 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 local government meeting as a suspected conduct breach. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

2.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.

2.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

2.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.

2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.

2.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.

2.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

2.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.

2.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

2.9. The chairperson then resumes the role of chairperson, and the meeting continues.

***Note**: Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note**:** *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraph 1.9.2 of this document.*

3.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note*: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. 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 section 238(2)(a), (b) or (c) of the COBA.

3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.

3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.

3.3.4. The subject councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.

3.3.5. The subject councillor who has a declarable conflict 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 a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.

3.3.6. 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 eligible councillors (do not have a COI in the matter) 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.

3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.

3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

3.4.1. 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

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

***Note**: Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.*

3.5. If a decision is reached that the subject councillor has engaged in a conduct breach, 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 local government 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 local government is reasonably satisfied is true.

3.6. The local government may order that no action be taken against the councillor or make one or more of the following:

3.6.1. An order that the councillor make a public apology, in the way decided by the local government,

3.6.2. An order reprimanding the councillor for the conduct breach

3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

3.6.4. An order that the councillor be excluded from a stated local government meeting

3.6.5. 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)

3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

3.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

3.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

3.7. 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 the local government and if relevant any orders made by resolution.

3.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

4. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government 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,

4.1. 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 local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

4.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract

4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission

4.3.3. The name of any entity, other than the councillor, that has an interest in the matter

4.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter

4.3.5. Details of the councillor's and any other entity's interest in the matter.

4.4. 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.

4.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government 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).

5.1. 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.

5.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:

5.2.1. 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 local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

5.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.

5.3. 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:

5.3.1. The nature of the declarable conflict of interest

5.3.2. 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.

5.3.3. 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.

5.4. 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.

5.4.1. 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.

5.4.2. 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.

5.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.

5.4.4. 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.

5.5. 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.

5.6. 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:

5.6.1. How does the inclusion of the councillor in the deliberation affect the public trust

5.6.2. How close or remote is the councillor's relationship to the related party

5.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

5.6.4. 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

5.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community

5.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting

5.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?

5.7. 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.

5.8. 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 local government meeting about the same matter e.g., workshops.

5.9. 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).

5.10. 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.

6. Reporting a Suspected Conflict of Interest

6.1. 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.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. 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.

6.6. If the belief or suspicion of a COI relates to more than one councillor. The parts 5.1 to 5.5 of these procedures must be complied with in relation to each councillor separately.

7. Loss of Quorum

7.1. 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:

7.1.1. 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

7.1.2. Defer the matter to a later meeting

7.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

7.2. The local government 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.

7.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.

7.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

7.4.1. The mayor or chief executive officer, or

7.4.2. A standing committee, or joint committee of the local government, or

7.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or

7.4.4. Another local government for a joint government activity.

7.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council

7.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:

7.5.1. The mayor or

7.5.2. A standing committee.

7.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

7.6.1. The mayor, or

7.6.2. The Establishment and Coordination Committee, or

7.6.3. A standing committee of the local government.

7.7. 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.

8. Recording Prescribed and Declarable Conflicts of Interest

8.1. 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):

8.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

8.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

8.1.3. 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

8.1.4. Any decision then made by the eligible councillors

8.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

8.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

8.1.7. The name of each eligible councillor who voted on the matter and how each voted.

8.2. 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:

8.2.1. 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.

8.3. Where a decision has been made under section 4 above – the minutes must include:

8.3.1. The decision and reasons for the decision, and

8.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

9. Closed Meetings

9.1. A local government 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 s242J(3) of the COBR:

9.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

9.1.2. Industrial matters affecting employees

9.1.3. The local government's budget, which does not include the monthly financial statements

9.1.4. Rating concessions

9.1.5. 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

9.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

9.1.7. 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

9.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*

9.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State

9.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.

9.2. A local government 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.

9.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the local government meeting, and the local government must resolve to:

9.3.1. 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:

9.3.2. Defer the matter to a later meeting when a quorum may be available

9.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

9.4. None of the above will be considered, discussed, voted on or made during a closed session.

9.5. 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 section 171(3) of the LGA or section 173(3) of the COBA).

9.6. To take a matter into a closed session the local government must abide by the following:

9.6.1. Pass a resolution to close all or part of the meeting

9.6.2. 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)

9.6.3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.

9.6.4. 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:	Rachel Pitman, Governance and Business Improvement Officer
Director:	Matthew McGoldrick, Director Corporate and Community Services
Date:	11 December 2023
Subject:	Delegations Register Amendments – Council to Chief Executive Officer
File Ref:	GOVERNANCE - AUTHORISATIONS – Delegations – Council to Chief Executive Officer – Doc Id. 1559445
Action Officer:	GBIO

Background/Summary

A review of Council's delegations from Council to the Chief Executive Officer has been undertaken for legislation that has been amended.

In reviewing the delegations register, consideration has been given to the template maintained by the Local Government Association of Queensland (LGAQ), the existing level of delegations to the Chief Executive Officer, and the types of operational decisions to be made on a regular basis. Importantly, any power delegated by the Council may continue to be dealt with by the elected body itself.

As a result of the review, proposed changes have been categorised as either:

- amendments to existing delegations,
- removal of delegations, or
- new delegations.

Attachments

Attachment A - Amendment to Existing Delegations
Attachment B - Removal of Delegations
Attachment C - New Delegations

Recommendation

THAT:

(i) Council approve the amendments to the existing delegations to the Chief Executive Officer as they appear in Attachment A;
(ii) Council remove the delegations to the Chief Executive Officer included in Attachment B;
(iii) Council approve the new delegations to the Chief Executive Officer as they appear in Attachment C.

ATTACHMENT A

AMENDMENT TO EXISTING DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
37.	Chief Executive Officer	Power, as an administering authority, to decide to approve an application to amalgamate environmental authorities or refuse an amalgamation application to which section 247(1)(b) applies and impose conditions on the amalgamated environmental authority.	Section 247 *Environmental Protection Act 1994.*	24 January 2024 (originally adopted 30 October 2013)	
44.	Chief Executive Officer	Power, as an administering authority, to: (a) cancel, suspend or extend the suspension of an environmental authority if an event mentioned in section 278(2) has occurred; (b) follow the procedures in Chapter 5, Part 11, Division 2; (c) give notice of the decision; and (d) record the action in the relevant register.	Sections 278, 279, 280, 281, 282, 283 and 284 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 27 April 2016)	
46.	Chief Executive Officer	Power, as an administering authority, to: (a) approve or refuse an application made by the holder of an environmental authority to suspend or extend the suspension of the environmental authority; (b) record the decision in the appropriate register; and (c) if the decision is to refuse, give the holder an information notice about the decision.	Sections 284C and 284F *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
66.	Chief Executive Officer	Power, as a local government mentioned in sections 320A(3)(a) or 320A(3)(b), to within 24 hours after becoming aware of the matter mentioned in section 320A(3)(a) or (b), give the administering authority written notice.	Section 320DB(2) *Environmental Protection Act 1994*	24 January 2024 (originally adopted 8 June 2022)	
69.	Chief Executive Officer	Power, as an administering authority, to ask for further information and extend the time for making a request under subsection (2).	Section 326F *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
73.	Chief Executive Officer	Power, as an administering authority, to require a person or public authority to apply to the administering authority for the issue of a transitional environmental program.	Section 332 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
74.	Chief Executive Officer	Power to apply for the issue of a transitional environmental program to the administering authority for approval.	Section 333 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
75.	Chief Executive Officer	Power, as an administering authority, to by written notice require the person or public authority that submitted the draft transitional environmental authority to give further information.	Section 334(1) *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
76.	Chief Executive Officer	Power to make a submission in relation to an application for the issue of a transitional environmental program.	Section 335 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
78.	Chief Executive Officer	Power, as an administering authority, to seek advice, comment or information about an application for the issue of a transitional environmental program.	Section 336A *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
79.	Chief Executive Officer	Power, as an administering authority, to extend the period for decision about an application for the issue of a transitional environmental program and approve a transitional environmental program.	Section 337 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
80.	Chief Executive Officer	Power, as an administering authority, to:- a) approve a transitional environmental program with or without conditions; or b) refuse to approve a transitional environmental program.	Section 339(1) and (2) *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
82.	Chief Executive Officer	Power, as an administering authority, to:- (a) where the administering authority approves the application – issue the transitional environmental program; and (b) where the administering authority refuses the application or imposes conditions – give an information notice.	Section 340 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
83.	Chief Executive Officer	Power, as an administering authority, to approve an application for a transitional environmental program if there has been substantial compliance with public notice requirements.	Section 342 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
88.	Chief Executive Officer	Power, as administering authority, to – • grant an application for a temporary emissions licence, with or without conditions, as submitted or on different terms than have been requested in the application; or • refuse to grant the application for a temporary emissions licence; and • where necessary, give an information notice.	Sections 357C, 357D, 357E and 357F *Environmental Protection Act 1994*	24 January 2024 (originally adopted 27 April 2016)	
90.	Chief Executive Officer	Power, as holder of a temporary emissions licence, to give written agreement to the amendment of the licence.	Section 357J(b) *Environmental Protection Act 1994*	24 January 2024 (originally adopted 30 October 2013)	
97.	Chief Executive Officer	Power, as the land's owner, to:- (a) make a written submission to the administering authority in response to a show cause notice issued pursuant to section 375; (b) make the declaration mentioned in section 375(2)(e); and (c) include a copy of any investigation report mentioned in section 375(4).	Section 376 *Environmental Protection Act 1994*	24 January 2024 (originally adopted 27 April 2016)	

Stock Route Management Act 2002

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
25.	Chief Executive Officer	Power to provide any information that the Minister may require in relation to: (a) details of amounts received by Council under the *Stock Route Management Act 2002*; and (b) functions or powers performed or exercised or required to be performed or exercised by Council under the *Stock Route Management Act 2002.*	Section 188 *Stock Route Management Act 2002*	24 January 2024 (originally adopted 28 September 2016)	

ATTACHMENT B

REMOVAL OF DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
81.	Chief Executive Officer	Power, as an administering authority, to impose on an approval of a draft transitional environmental program:- (a) any conditions the authority must impose under a regulatory requirement; and (b) any other conditions the administering authority considers appropriate.	Section 339(2) *Environmental Protection Act 1994*	30 October 2013	
136.	Chief Executive Officer	Power, as an administering authority, to request written notice of damage caused to land or something on the land by a person who enters land under an entry order.	Section 578 *Environmental Protection Act1994*	30 October 2013	

Stock Route Management Act 2002

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
24.	Chief Executive Officer	Power to pay half of the amounts referred to in subsection (1) to the department.	Section 187A *Stock Route Management Act 2002*	28 September 2016	

Waste Reduction and Recycling Act 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
32.	Chief Executive Officer	Power, as a local government affected by the waste levy, to receive an annual payment from the chief executive and use that payment to mitigate any direct impacts of the waste levy on households in Council's local government area.	Sections 73D(1) and (2) *Waste Reduction and Recycling Act 2011*	23 September 2020	
33.	Chief Executive Officer	Power, as a local government affected by the waste levy that receives an annual payment from the chief executive, to include a statement on rate notices that informs the ratepayer of the amount paid to the local government and the purpose of the payment.	Section 73D(4) *Waste Reduction and Recycling Act 2011*	23 September 2020	

Waste Reduction and Recycling Regulation 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power to give the information required by sections 41Q(2) and 41Q(3) to the Chief Executive	Section 41Q *Waste Reduction and Recycling Regulation 2011*	25 March 2015	
2.	Chief Executive Officer	Power to give the information required by sections 41ZL(1) and 41ZL(2) to the Chief Executive.	Section 41ZL *Waste Reduction and Recycling Regulation 2011*	25 March 2015	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
3.	Chief Executive Officer	Power to prepare an emergency plan and keep it up to date.	Section 41ZM *Waste Reduction and Recycling Regulation 2011*	25 March 2015	

ATTACHMENT C

NEW DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an administering authority, to:- (a) de-amalgamate an environmental authority; (b) issue the de-amalgamated environmental authorities; (c) impose conditions on each de-amalgamated environmental authority to the extent necessary for the de-amalgamation; and (d) include each environmental authority in the relevant register.	Section 250C *Environmental Protection Act 1994.*	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to:- (a) grant or refuse the temporary authority; and (b) if the decision is refuse, give an information notice for the decision.	Section 316GD *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to:- (a) impose conditions on the authority; and (b) notify the applicant of the proposed conditions.	Section 316GE *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to give the temporary authority to the applicant.	Section 316GF *Environmental Protection Act 1994*	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give the administering authority the requested information and ask the administering authority to extend the information response period.	Sections 334(3) and (4) *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power to give public notice of the application for the issue of a transitional environmental program.	Section 335 (2) *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as an administering authority when issuing a transitional environmental program, to include a note in the environmental authority.	Section 343A *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to give written notice of the matters listed in section 352(1).	Section 352 *Environmental Protection Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as the owner of land, to make an inclusion request and respond to any request for further information from the administering authority.	Section 379B and 379C *Environmental Protection Act 1994*	24 January 2024	

Fire and Emergency Services Act 1990

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, at the direction of an authorised fire officer, to exercise a power conferred upon the authorised fire officer.	Section 59 *Fire and Emergency Service Act 1990*	24 January 2024	
	Chief Executive Officer	Power, as occupier of the land, to: (a) take all reasonable steps to extinguish or control the fire; and (b) report the existence and location of the fire to a person identified in subsection 67(b).	Section 67 *Fire and Emergency Service Act 1990*	24 January 2024	
	Chief Executive Officer	Power, as occupier of land, to: (a) enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and (b) take on to the land, equipment for extinguishing or controlling the fire; and (c) take all reasonable measures to extinguish or control the fire.	Section 68(1) *Fire and Emergency Service Act 1990*	24 January 2024	
	Chief Executive Officer	Power, as occupier of land, to direct persons to:- (a) enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and (b) take on to the land, equipment for extinguishing or controlling the fire; and (c) take all reasonable measures to extinguish or control the fire.	Section 68(1) *Fire and Emergency Service Act 1990*	24 January 2024	

Land Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as lessee, to:- (a) provide the Minister with an improvements report; (b) give the Minister information, or further information, about a building or other structure on the lease land; and (c) give the Minister a report about the condition of the buildings and other structures on the lease land.	Sections 156(2) and (4) *Land Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as lessee, to within the reasonable period stated in the notice, make written submissions about any matter relevant to the reasons for the chief executive's proposal.	Section 157B(2)(a)(iii) *Land Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as trustee, to consult with the Chief Executive.	Section 159A(2) *Land Act 1994*	24 January 2024	
	Chief Executive Officer	Power, as covenantee, to sign a document wholly or partly discharging the covenant.	Section 373D(2) *Land Act 1994.*	24 January 2024	
	Chief Executive Officer	Power, as a holder of a registered interest in the land whose interest may be affected by the proposed carbon abatement interest, to consent to the proposed grant.	Section 373U(c) *Land Act 1994.*	24 January 2024	
	Chief Executive Officer	Power, as caveator, to sign the caveat.	Section 389C *Land Act 1994.*	24 January 2024	
	Chief Executive Officer	Power, as an offeree, to apply for an extension.	Section 403R(3) *Land Act 1994*	24 January 2024	

Petroleum and Gas (Production and Safety) Act 2004

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 427(1), to give the relevant pipeline licence holder a notice stating:- (a) details of the proposed road or proposed change; and (b) that the holder may, within a stated period, lodge submissions to the authority about the proposal at the office of the authority stated in the notice.	Section 427(2) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 427(1), to give the holder notice of the decision to implement the proposal.	Section 427(5) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 429(1), to comply with the request from the holder.	Section 429(2) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as a public land authority in the circumstances set out in subsection 431(1), to give the holder a works direction.	Section 431(2) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public land authority, to ensure the works the subject of the direction are carried out.	Section 432(2) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as a public land authority, to recover from the holder as a debt any reasonable costs the authority incurs in ensuring the works are carried out.	Section 432(3) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as an owner of land, to consult with the applicant about the proposed permission and conditions and lodge submissions.	Section 465(2)(c) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as an owner of land, to agree with the authority holder that the equipment or improvements need not be removed from the land.	Section 560(3) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as an owner or occupier of land, to agree to a shorter period of notice to enter the land.	Section 799F(1)(b) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	
	Chief Executive Officer	Power, as an owner or occupier of land, to give consent to the authorised person entering the land and sign an acknowledgement of the consent.	Section 779G(4) *Petroleum and Gas (Production and Safety) Act 2004*	24 January 2024	

Plumbing and Drainage Act 2018

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give an enforcement notice to the owner of premises requiring the owner to take stated action.	Section 143(2) *Plumbing and Drainage Act 2018*	24 January 2024	

Stock Route Management Regulation 2023

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, in the circumstances listed in subsection 9(1), where the original permit had included the correct particular and the revised permit fee would have been less than the original permit fee, to:- (a) refund the amount of the difference between the fees to the holder; or (b) reduce the original permit fee by the amount of the difference between that fee and the revised permit fee.	Section 9(3) *Stock Route Management Regulation 2023*	24 January 2024	

Waste Reduction and Recycling Act 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the operator of a waste disposal site with a resource recovery area, to:- (a) make a written submission to the chief executive; or (b) take stated actions.	Section 72VA(3)(e) *Waste Reduction and Recycling Act 2011*	24 January 2024	
	Chief Executive Officer	Power to use a relevant payment to mitigate the direct effects of the waste levy on households in the local government's local government area.	Section 73DC(1) *Waste Reduction and Recycling Act 2011*	24 January 2024	
	Chief Executive Officer	Power to ensure the first rates notice issued to an entity after receiving a relevant payment state the matters listed in subsection 73DD(1).	Section 73DD(1) *Waste Reduction and Recycling Act 2011*	24 January 2024	
	Chief Executive Officer	Power to satisfy the Chief Executive that Council has informed the intended recipients of the misinformation of how the misinformation is false or misleading.	Section 73DE(2) *Waste Reduction and Recycling Act 2011*	24 January 2024	

Waste Reduction and Recycling Regulation 2023

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to prepare an emergency plan and keep it up to date.	Section 56 *Waste Reduction and Recycling Regulation 2023*	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power as a local government recycling provider who operates or provides a kerbside recycling collection service to give the chief executive the information prescribed in subsection 83(1) for the financial year	Section 83(1) *Waste Reduction and Recycling Regulation 2023*	24 January 2024	
	Chief Executive Officer	Power as a local government recycling provider who operates or provides a recycling service other than a kerbside recycling collection service to give the chief executive information about the percentage of households within the service area with access to the service.	Section 83(2) *Waste Reduction and Recycling Regulation 2023*	24 January 2024	

Work Health and Safety Regulation 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to manage psychosocial risks under part 3.1.	Section 55C *Work Health and Safety Regulation 2011*	24 January 2024	

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Helen Golinski, Executive Assistant
Date:	17 January 2024
Subject:	Extension of funding round opening period - 2023 - 2024 Funding Round – Community Assistance Grants – Funding Round Dates
File Ref:	2023 - 2024 - Donations - Community Assistance Grant
Action Officer:	EA

Background/Summary

Council has previously resolved the dates for Community Assistance Grants (CAG) Funding Rounds for the 2023 – 24 year.

Due to the 2024 Local Government Elections and caretaker period being declared (usually February to April). Council is unable to make new decisions to allocate funds for CAG's however funds that were allocated prior in accordance with legislative requirements may be distributed during the caretaker period.

As the caretaker period will start prior to the round opening, it is proposed to extend the closing date of Funding Round two from Friday, 1 March 2024 to Monday, 1 April 2024 and extend the project starting date to 24 April 2024.

Round closes	**Projects must not have a start date before***
Round two Open 8am Monday, 5 February 2024 Closing 5pm Monday, 1 April 2024	24 April 2024

Recommendation

THAT Council approve the amendment the project start date and closing date for Community Assistance Grant funding round two in the 2023/2024 financial year.

Round closes	**Projects must not have a start date before***
Round two Open 8am Monday, 5 February 2024 Closing 5pm Monday, 1 April 2024	24 April 2024