acousticworks

Proposed Residential Development
Overlander Avenue and Travellers Rest Road
Woolmar

ACOUSTIC REPORT

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Gemstone Lifestyle No 2 Pty Ltd

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1. Introduction

This report is in response to a request by Gemstone Lifestyle No 2 Pty Ltd for an environmental noise assessment of a proposed residential development to be located at Overlander Avenue and Travellers Rest Road, Woolmar. To facilitate the assessment, unattended noise monitoring was conducted for the following:

- Ambient noise levels were measured in the vicinity of nearby residence to determine the criteria for onsite activities.

Based on the results of the assessment, recommendations for acoustic treatments are specified in this report.

This report (Ref: 2023437 R01F) has been revised and has been re-issued in June 2024 in response to Somerset Regional Council's information request dated 23 May 2024 (ref. DA24741).

2. Site Description

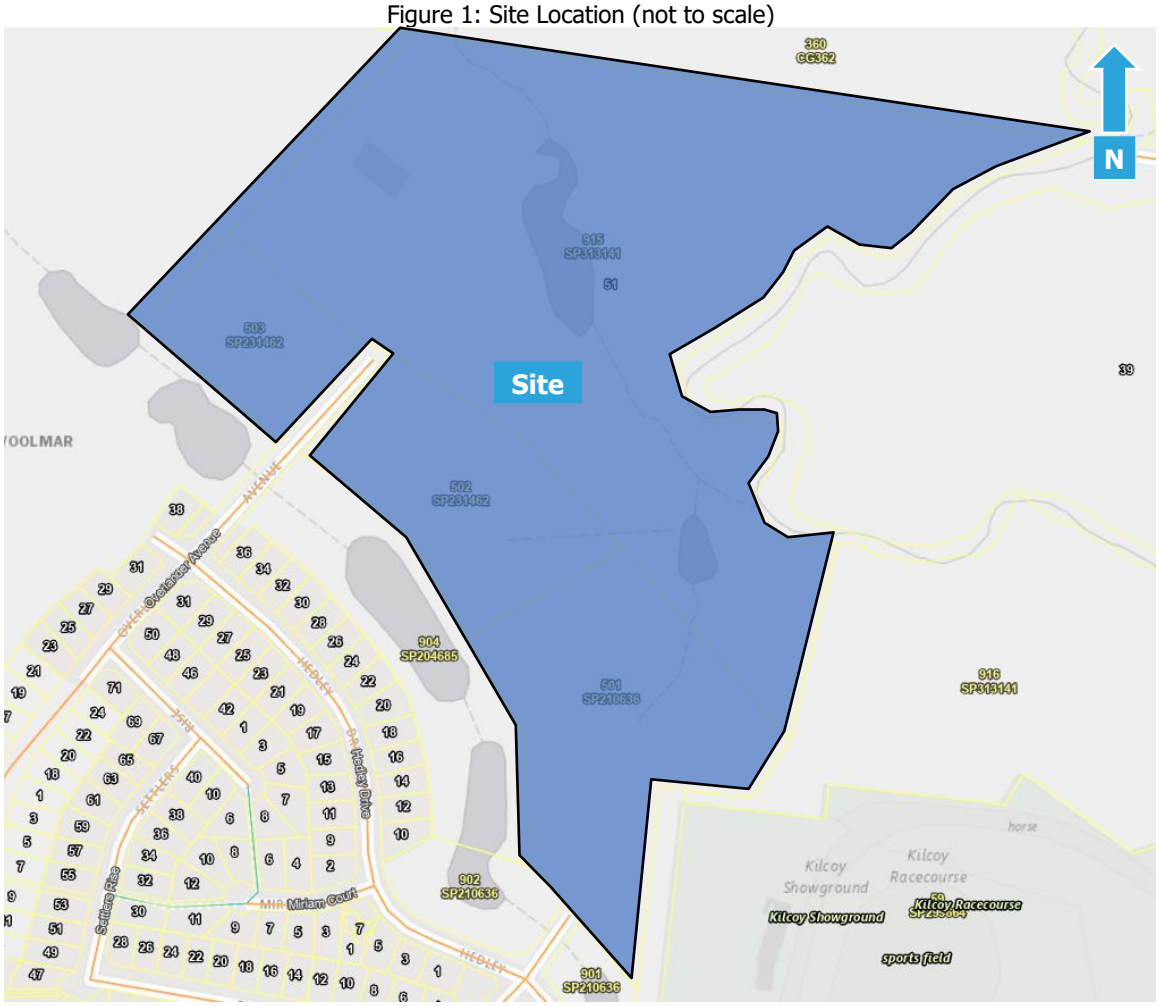
2.1 Site Location

The site is described by the following:

51 Hedley Drive, Woolmar
Lot 501 on SP210636
Lot 502 & 503 on SP231462
Lot 915 on SP313141

Refer to Figure 1 for site location.

Figure 1: Site Location (not to scale)



A comprehensive site survey was conducted on 25 November 2023 and identified the following:

a) The site is currently occupied by a vacant land and residential dwelling which will be demolished to make way for the development.
b) Kilcoy Showgrounds bounds the site to the south-east.
c) Vacant land bound the site from the northwest northeast.
d) Park lands bound the site to the south, separating it from residential dwellings.

2.2 Proposal

The proposal is to construct a residential development as follows:

- Land area: over 200,000m^2
- Total 272 residential lots, 1 club house and green space.
- Site access via Travellers Rest and Overlander Avenue.

2.3 Acoustic Environment

The surrounding area is primarily affected by local road traffic from the surrounding road network and noise from showground activities.

3. Equipment

The following equipment was used to record noise levels:

- Rion NL42 Environmental Noise Monitor
- Pulsar Sound Model 105 Sound Calibrator

The Rion NL42 Environmental Noise Monitor holds current NATA Laboratory Certification and was field calibrated before and after the monitoring period, with no significant drift from the reference signal recorded.

4. Receiver Locations

4.1 Receiver Locations

The nearest residential receiver locations were identified as follows;

1. Residential dwellings are located southwest side of site at 10-26 Hedley Drive.
2. Residential dwellings are located south of site at 1-7 Hedley Drive and 4-10 Settlers Rise.
3. Residential dwelling located south of the site side at 1 Settlers Rise.
4. Onsite Receivers
    i. Lots 241 – 245 located to the west of the Clubhouse
    ii. Lots 146 – 150 located to the south of the Clubhouse
    iii. Lots 9 – 13 located to the east of the Clubhouse

These locations were chosen as being representative of the nearest residential receivers to the proposed development. Refer to Figure 2 for these locations.

Figure 2: Receiver and noise monitor locations

4.2 Offsite Sources

To ensure a reasonable acoustic amenity is maintained for the proposed development, the nearest offsite activities were considered as shown in Figure 2 with the results of the assessment presented in Section 8. The nearest offsite sources were identified as follows:

A. Kilcoy Showground – Located adjacent the southeastern boundary and assessed based on operating hours of 8.30am to 5pm, Monday to Friday. Due to varying changes in the calendar year, it was not possible to specific Showground events, however the possible typles of events that are expected to occur include:
    - Track race days
    - Special events
    - Markets

4.3 Unattended Noise Monitoring

An Rion NL42 environmental noise monitor was placed on site at 35 Settlers Rise to measure ambient noise levels. The monitor was located in a free field position with the microphone approximately 1.4 metres above ground surface level. The noise monitor was set to record noise levels between 25 November and 4 December 2023.

The environmental noise monitor was set to record noise levels in "A" Weighting, Fast response using 15 minute statistical intervals. Ambient noise monitoring was conducted generally in accordance with Australian Standard AS1055:1997 *Acoustics – Description and measurement of environmental noise.*

5. Measured Noise Levels

The following tables present the measured ambient noise levels from the unattended noise surveys. Any periods of inclement weather or extraneous noise were omitted from the measured data prior to determining the results.

5.1 Meteorological Conditions

Meteorological observations during the unattended noise monitoring survey were obtained from the Bureau of Meteorology website (http://www.bom.gov.au/climate/data), shown in Table 1 below.

Table 1: Meteorological conditions – Beerburrum

Day	Date	Rainfall (mm)	Wind			
			9am		3pm	
			Speed (km/h)	Direction	Speed (km/h)	Direction
Saturday	25/11/2023	1.4	7	ENE	6	NE
Sunday	26/11/2023	0	9	NE	7	NE
Monday	27/11/2023	0	6	NE	9	ENE
Tuesday	28/11/2023	2.2	Calm		4	E
Wednesday	29/11/2023	42.4	4	WNW	7	NE
Thursday	30/11/2023	21.2	7	WSW	7	E
Friday	1/12/2023	0	9	NNW	6	ENE
Saturday	2/12/2023	10.6	7	W	6	ENE
Sunday	3/12/2023	0	Calm		9	NE
Monday	4/12/2023	0	7	SSE	7	ENE

5.2 Ambient Noise Levels

The ambient levels measured at the monitoring location are as follows;

Table 2: Measured ambient noise levels – all time periods

Day	Date	L90 dB(A)		
		Day	Eve	Night
Saturday	25/11/2023	37	37	35
Sunday	26/11/2023	34	39	33
Monday	27/11/2023	42	40	36
Tuesday	28/11/2023	42	40	35
Wednesday	29/11/2023	39	40*	35*
Thursday	30/11/2023	39*	37	34
Friday	1/12/2023	40	41	34
Saturday	2/12/2023	37	38	38
Sunday	3/12/2023	34	37	33
Monday	4/12/2023	41	-	34
Overall value		39	39	35

*Note heavy rainfall on 29 and 30 November were found to affect the measured noise levels, therefore the data for the affected time periods was omitted.

Refer to the appendix for a graphical representation of the noise monitoring.

6. Noise Criteria

6.1 Environmental Noise Criteria

The noise criteria as applied by Somerset Regional Council are as follows;

6.1.1 Acoustic Quality Objectives

Table 3 presents the acoustic quality objectives at noise sensitive receptors as detailed in Schedule 1 of the EPP (Noise) 2008.

Table 3: Acoustic Quality Objectives at Noise Sensitive Properties

Sensitive Receptor	Time of Day	Acoustic Quality Objectives, dB(A)		
		$L_{Aeq,adj,1hr}$	$L_{A10,adj,1hr}$	$L_{A1,adj,1hr}$
Dwelling (outdoors)	Day and Evening (7am – 10pm)	50	55	65
Dwelling (Indoors)	Day and Evening (7am – 10pm)	35	40	45
	Night (10pm – 7am)	30	35	40

6.1.2 Background Creep

The Background Creep criteria are as follows;

Time-varying noise:

$$L_{Aeq,adj,T,} \leq \text{Ambient } L_{A90,T} + 5\text{dB(A)}$$

Steady-state noise:

$$L_{A90,T} \leq \text{Ambient } L_{A90,T}$$

The time period (T) is a time interval of at least 15 minutes, or if the noise continues for less than 15 minutes, the duration of the noise source.

Based on the results of ambient noise monitoring, the project specific background creep noise limits are shown in Table 4.

Table 4: Background creep noise limits

Time Period	Noise Level Limits SPL dB(A)	
	$L_{Aeq,T}$	$L_{A90,T}$
Day 7am – 6pm	44	39
Evening 6pm – 10pm	44	39
Night 10pm – 7am	40	35

7. Environmental Noise Assessment

7.1 Clubhouse Patron Noise

Noise associated with patrons is based on a technical paper '*Prediction of Noise from Small to Medium Sized Crowds*' (Hayne et al, 2011). The paper was based upon attended noise measurements conducted at a sample of premises to account for range of patron numbers. Based on the measured levels, the resulting analysis determined that the sound power levels of a small-medium crowd could be predicted by the following equation:

L_{WAeq} = 15 log (number of patrons) + 64 dBA (approx. maximum 100 patrons)

The Lmax value is predicted by the following equation:

L_{WMax} = 11 log (number of patrons) + 81 dBA (approx. maximum 100 patrons)

Both formulas only apply for a maximum of 100 patrons. Therefore, in areas where more than 100 patrons are assessed, a simple logarithmic increase is used for the additional patrons.

I.e. where N>100,

L_{WAeq} = 15 log (100) + 64 dBA + 10 log (N/100)

L_{WMax} = 11 log (100) + 81 dBA + 10 log (N/100)

Using the above formula, the predicted overall patron sound power level is presented in Table 5.

Table 5**:** Predicted sound power levels of patrons

Location	Expected maximum number of patrons	Predicted Sound Power Level LAeq dB(A)	Predicted Sound Power Level LAmax dB(A)
Hall	150	96	105
Games Lounge	100	94	103
Roofed Outdoor Area	50	89	100

Based on omnidirectional radiation into free space, the equivalent source sound pressure levels when measured at 1m are taken to be 8dB(A) lower than the sound power levels presented. This has been calculated using the methodology contained in Chapter 6 of Engineering Noise Control Theory and Practice (Fourth Edition) by David A. Bies and Colin H. Hansen.

7.2 Onsite Activities to Offsite Receivers

Noise associated with the development was assessed based on previous measurements of similar activities. The calculations assume that the nominated activities are located at the closest representative point within the development site to each receiver location. Any relevant shielding, building transmission loss or recommended acoustic screens are taken into account for these activities.

7.2.1 Acoustic Quality Objectives

The average maximum noise source levels and predicted levels at the receiver locations are shown in Table 6. Note: L_{A10} and L_{A1} results are not shown in cases where the total duration of the events is less than the minimum time required e.g. $L_{A10(1hr)}$ requires noise events to occur for at least 360 seconds of an hour long period. LAeq results are not shown where the calculated total is less than 0dBA.

Table 6: Acoustic quality objective noise levels, 1 hour

Receiver	Receivers 1. 10-26 Hedley Drive (S) 2. 1-7 Hedley Drive & 4-10 Settlers Rise (S) 3. 1 Settlers Rise (S) Description	Source @1m dB(A)	Correction dB(A)*	Corrected dB(A)	No. of events per 1hr Day	No. of events per 1hr Eve	No. of events per 1hr Night	Duration per event	Distance (m)	Barrier (height (m)) 0	Barrier screening dB	Building TL or shield dB	Topo screening dB	Dist atten. @-6dB/dd	LAeq adj,1hr ext. dB(A) Day	LAeq adj,1hr int. dB(A) Day	LAeq adj,1hr ext. dB(A) Eve	LAeq adj,1hr int. dB(A) Eve	LAeq adj,1hr ext. dB(A) Night	LAeq adj,1hr int. dB(A) Night	Amenity LAeq Compliance			LA10 Compliance			LA1 Compliance		
																					Day/ eve	Day/ eve indoor	Night indoor	Day/ eve	Day/ eve indoor	Night indoor	Day/ eve	Day/ eve indoor	Night indoor
1	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	80	60	40	2	77					-38	25	15	24	14	22	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	80	60	40	2	77					-38	24	14	23	13	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	80	60	40	15	65					-36	27	17	26	16	24	14	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	125					-42	36	26	36	26	36	26	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	118			-17		-41	22	12	22	12	22	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	108			-15		-41	29	19	29	19	29	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	120			-16		-42	30	20	30	20	30	20	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	130			-20		-42	23	13	23	13	23	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	137					-43	27	17	27	17	27	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	128					-42	27	17	27	17	27	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	120			-20		-42	8		8		8		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sports Lounge	70		70	4	4	4	900	120			-20		-42	8		8		8		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	150			-6		-44	31	21	31	21	31	21	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	130			-20		-42	27	17	27	17	27	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														40	30	40	30	40	30	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
2	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	80	60	40	2	123					-42	21	11	20	10	18	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	80	60	40	2	123					-42	21	11	19	9	18	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	80	60	40	15	99					-40	24	14	23	13	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	245					-48	30	20	30	20	30	20	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	240			-17		-48	16	6	16	6	16	6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	230			-15		-47	23	13	23	13	23	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	234			-16		-47	24	14	24	14	24	14	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	237			-20		-47	19	9	19	9	19	9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	283					-49	21	11	21	11	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	234			-20		-47	3		3		3		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sports Lounge	70		70	4	4	4	900	234			-20		-47	3		3		3		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	240			-6		-48	28	18	28	18	28	18	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	237			-20		-47	23	13	23	13	23	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														35	25	35	25	35	25	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
3	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	80	60	40	2	110					-41	22	12	21	11	19	9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	80	60	40	2	110					-41	22	12	20	10	19	9	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	80	60	40	15	118					-41	23	13	22	12	20	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	280					-49	29	19	29	19	29	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	260			-17		-48	16	6	16	6	16	6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	250			-15		-48	22	12	22	12	22	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	250			-16		-48	24	14	24	14	24	14	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	260			-20		-48	18	8	18	8	18	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	250			-20		-48	2		2		2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sports Lounge	70		70	4	4	4	900	250			-20		-48	2		2		2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	260			-6		-48	27	17	27	17	27	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	250			-20		-48	22	12	22	12	22	12	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														34	24	34	24	34	24	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**

*Correction due to tonality and impulsiveness as per AS1055:2018.

On the condition the recommendations in Section 9 are implemented, compliance is predicted with the Acoustic Quality Objectives criteria.

7.2.2 Background Creep

The noise source levels and predicted levels at the receiver locations are shown as follows;

Table 7: Background Creep Noise Levels, 15min

Receiver	Description	Source Leq@1m dB(A)	Correction dB(A)*	Corrected dB(A)	No. of events per 15min Day	No. of events per 15min Eve	No. of events per 15min Night	Duration per event	Distance (m)	Barrier (height (m))	Barrier screening dB	Building TL or shield dB	Topo screening dB	Dist atten. @-6dB/dd	LAeq adj,T ext. dB(A) Day	LAeq adj,T int. dB(A) Day	LAeq adj,T ext. dB(A) Eve	LAeq adj,T int. dB(A) Eve	LAeq adj,T ext. dB(A) Night	LAeq adj,T int. dB(A) Night	LAeq 15 min Compliance Day	Eve	Night
	Receivers 1. 10-26 Hedley Drive (S) 2. 1-7 Hedley Drive & 4-10 Settlers Rise (S) 3. 1 Settlers Rise (S)																						
1	Criteria																				44	44	40
	Car door closure	75	2	77	20	15	10	2	77					-38	25	15	24	14	22	12	Yes	Yes	Yes
	Car start	74	2	76	20	15	10	2	77					-38	24	14	23	13	21	11	Yes	Yes	Yes
	Car passby	69		69	20	15	10	15	65					-37	27	17	26	16	24	14	Yes	Yes	Yes
	Rec area inc pool	78		78	1	1	1	900	125					-42	36	26	36	26	36	26	Yes	Yes	Yes
	Gym	79	2	81	1	1	1	900	118			-17		-42	22	12	22	12	22	12	Yes	Yes	Yes
	Cinema	85		85	1	1	1	900	108			-15		-41	29	19	29	19	29	19	Yes	Yes	Yes
	Hall (150pax)	88		88	1	1	1	900	120			-16		-42	30	20	30	20	30	20	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	1	1	1	900	130			-20		-43	23	13	23	13	23	13	Yes	Yes	Yes
	Bowls	70		70	1	1	1	900	137					-43	27	17	27	17	27	17	Yes	Yes	Yes
	Sport Courts	70		70	1	1	1	900	128					-43	27	17	27	17	27	17	Yes	Yes	Yes
	Lounge	70		70	1	1	1	900	120			-20		-42	8		8		8		Yes	Yes	Yes
	Sports Lounge	70		70	1	1	1	900	120			-20		-42	8		8		8		Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	1	1	1	900	150			-6		-44	31	21	31	21	31	21	Yes	Yes	Yes
	Music 90dBA @1m	90		90	1	1	1	900	130			-20		-43	27	17	27	17	27	17	Yes	Yes	Yes
	Total														40	30	40	30	40	30	**Yes**	**Yes**	**Yes**
2	Criteria																				44	44	40
	Car door closure	75	2	77	20	15	10	2	123					-42	21	11	20	10	18	8	Yes	Yes	Yes
	Car start	74	2	76	20	15	10	2	123					-42	21	11	19	9	18	8	Yes	Yes	Yes
	Car passby	69		69	20	15	10	15	99					-40	24	14	23	13	21	11	Yes	Yes	Yes
	Rec area inc pool	78		78	1	1	1	900	245					-48	30	20	30	20	30	20	Yes	Yes	Yes
	Gym	79	2	81	1	1	1	900	240			-17		-48	16	6	16	6	16	6	Yes	Yes	Yes
	Cinema	85		85	1	1	1	900	230			-15		-47	23	13	23	13	23	13	Yes	Yes	Yes
	Hall (150pax)	88		88	1	1	1	900	234			-16		-47	24	14	24	14	24	14	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	1	1	1	900	237			-20		-47	19	9	19	9	19	9	Yes	Yes	Yes
	Bowls	70		70	1	1	1	900	283					-49	21	11	21	11	21	11	Yes	Yes	Yes
	Sport Courts	70		70	1	1	1	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes
	Lounge	70		70	1	1	1	900	234			-20		-47	3		3		3		Yes	Yes	Yes
	Sports Lounge	70		70	1	1	1	900	234			-20		-47	3		3		3		Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	1	1	1	900	240			-6		-48	28	18	28	18	28	18	Yes	Yes	Yes
	Music 90dBA @1m	90		90	1	1	1	900	237			-20		-47	23	13	23	13	23	13	Yes	Yes	Yes
	Total														35	25	35	25	35	25	**Yes**	**Yes**	**Yes**
3	Criteria																				55	55	53
	Car door closure	75	2	77	20	15	10	2	110					-41	22	12	21	11	19	9	Yes	Yes	Yes
	Car start	74	2	76	20	15	10	2	110					-41	22	12	20	10	19	9	Yes	Yes	Yes
	Car passby	69		69	20	15	10	15	118					-41	23	13	22	12	20	10	Yes	Yes	Yes
	Rec area inc pool	78		78	1	1	1	900	280					-49	29	19	29	19	29	19	Yes	Yes	Yes
	Gym	79	2	81	1	1	1	900	260			-17		-48	16	6	16	6	16	6	Yes	Yes	Yes
	Cinema	85		85	1	1	1	900	250			-15		-48	22	12	22	12	22	12	Yes	Yes	Yes
	Hall (150pax)	88		88	1	1	1	900	250			-16		-48	24	14	24	14	24	14	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	1	1	1	900	260			-20		-48	18	8	18	8	18	8	Yes	Yes	Yes
	Bowls	70		70	1	1	1	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes
	Sport Courts	70		70	1	1	1	900	285					-49	21	11	21	11	21	11	Yes	Yes	Yes
	Lounge	70		70	1	1	1	900	250			-20		-48	2		2		2		Yes	Yes	Yes
	Sports Lounge	70		70	1	1	1	900	250			-20		-48	2		2		2		Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	1	1	1	900	260			-6		-48	27	17	27	17	27	17	Yes	Yes	Yes
	Music 90dBA @1m	90		90	1	1	1	900	250			-20		-48	22	12	22	12	22	12	Yes	Yes	Yes
	Total														34	24	34	24	34	24	**Yes**	**Yes**	**Yes**

*Correction due to tonality and impulsiveness as per AS1055:2018.

Compliance is predicted with the 15-minute background creep criteria on condition the recommendations in Section 8 are implemented.

7.3 Onsite Activities to Onsite Receivers

7.3.1 Acoustic Quality Objectives

The Environmental Protection (Noise) Policy 2008 specifies that residential sensitive receptors have an internal criterion of $LA_{eq,adj,1hr}$ of 35dBA for daytime and evening time periods and 30dBA for night time periods. A 7dBA difference is applied from inside to outside, therefore, the external criterion is 45dBA day and evening and 40dBA for night time.

Table 8: Acoustic quality objective noise levels, 1 hour

Receiver	Description	Source @1m dB(A)	Correction dB(A)*	Corrected dB(A)	No. of events per 1hr Day	No. of events per 1hr Eve	No. of events per 1hr Night	Duration per event	Distance (m)	Barrier (height (m)) 0	Barrier screening dB	Building TL or shield dB	Topo screening dB	Dist atten. @-6dB/dd	LAeq adj,1hr ext. dB(A) Day	LAeq adj,1hr int. dB(A) Day	LAeq adj,1hr ext. dB(A) Eve	LAeq adj,1hr int. dB(A) Eve	LAeq adj,1hr ext. dB(A) Night	LAeq adj,1hr int. dB(A) Night	Amenity LAeq Compliance			LA10 Compliance			LA1 Compliance		
	Receivers: 4i. Lot 241-245 (W); 4ii. Lots 146 -150 (S); 4iii. Lots 9-13 (E)																				Day/ eve	Day/ eve indoor	Night indoor	Day/ eve	Day/ eve indoor	Night indoor	Day/ eve	Day/ eve indoor	Night indoor
4i	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	20	12	8	2	22			-24		-27	6		4		2		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	20	12	8	2	22			-24		-27	5		3		1		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	20	12	8	15	20			-24		-26	7		5		3		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	103			-24		-40	13	6	13	6	13	6	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	94			-24		-39	17	10	17	10	17	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	30			-24		-30	31	24	31	24	31	24	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	71			-24		-37	26	19	26	19	26	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	28			-24		-29	33	26	33	26	33	26	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	34			-24		-31	15	8	15	8	15	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	38			-24		-32	14	7	14	7	14	7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	38			-24		-32	14	7	14	7	14	7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Lounge	70		70	4	4	4	900	76			-24		-38	8	1	8	1	8	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	48			-24		-34	23	16	23	16	23	16	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	71			-24		-37	28	21	28	21	28	21	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														37	30	37	30	37	30	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
4ii	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	20	12	8	2	7			-24		-17	16	9	14	7	12	5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	20	12	8	2	7			-24		-17	16	9	13	6	12	5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	20	12	8	15	10			-24		-20	14	7	12	5	10	3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	88			-24		-39	15	8	15	8	15	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	71			-24		-37	20	13	20	13	20	13	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	45			-24		-33	28	21	28	21	28	21	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	59			-24		-35	28	21	28	21	28	21	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	60			-24		-36	26	19	26	19	26	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	75			-24		-38	8	1	8	1	8	1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	70			-24		-37	9	2	9	2	9	2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	52			-24		-34	12	5	12	5	12	5	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Lounge	70		70	4	4	4	900	58			-24		-35	11	4	11	4	11	4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	53			-24		-34	23	16	23	16	23	16	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	59			-24		-35	31	24	31	24	31	24	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														35	28	35	28	35	28	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
4ii	Criteria																				50	35	30	55	40	35	65	45	40
	Car door closure	75	2	77	20	12	8	2	12			-24		-22	11	4	9	2	7		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car start	74	2	76	20	12	8	2	12			-24		-22	11	4	9	2	7		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Car passby	69		69	20	12	8	15	10			-24		-20	14	7	12	5	10	3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Rec area inc pool	78		78	4	4	4	900	32			-24		-30	24	17	24	17	24	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Gym	79	2	81	4	4	4	900	36			-24		-31	26	19	26	19	26	19	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Cinema	85		85	4	4	4	900	70			-24		-37	24	17	24	17	24	17	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Hall (150pax)	88		88	4	4	4	900	52			-24		-34	29	22	29	22	29	22	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Games Lounge (100pax)	86		86	4	4	4	900	87			-24		-39	23	16	23	16	23	16	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Bowls	70		70	4	4	4	900	114			-24		-41	5		5		5		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Courts	70		70	4	4	4	900	140			-24		-43	3		3		3		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Lounge	70		70	4	4	4	900	54			-24		-35	11	4	11	4	11	4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Sport Lounge	70		70	4	4	4	900	36			-24		-31	15	8	15	8	15	8	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Roofed Outdoor Area (50pax)	81		81	4	4	4	900	60			-24		-36	22	15	22	15	22	15	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Music 90dBA @1m	90		90	4	4	4	900	52			-24		-34	32	25	32	25	32	25	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Total														36	29	36	29	36	29	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**

On the condition the recommendations in Section 9 are implemented, compliance is predicted with the Acoustic Quality Objectives criteria.

8. Offsite Noise Assessment

Noise from the adjacent Kilcoy Showgrounds were measured on Saturday 25 November 2023 during a track race day between the hours of 2:00pm and 2:30pm. The measurement location was chosen as it was considered representative of the noise impacts from the Showground to be the best location to capture noise from the showgrounds. The measurement location of offsite activities at the Kilcoy Showgrounds are as shown in Figure 3.

Figure 3: Noise source and measurement location – Kilcoy Showgrounds

1 Noise Measurement Location

Noise from the showgrounds was audible over the ambient noise level at the measurement location. The results of the measurement are shown in Table 9.

Table 9: Attended measurements – Kilcoy showgrounds noise levels

Time	Site monitoring location	Activity assessed	Measurement distance from source	Measured activity noise dB(A)			Comments
				Leq,T	LA10,T	LA1,T	
2:05pm	1 (Eastern site boundary)	PA speakers, patrons, carpark activities	103m from the Showground building, 50m from carpark	54	57	64	PA system dominant, car passby audible, patrons barely audible above PA
2:15pm	1 (Eastern site boundary)	PA speakers, patrons, carpark activities	103m from the Showground building, 50m from carpark	47	49	55	car passby audible, patrons barely audible
2:25pm	1 (Eastern site boundary)	PA speakers, patrons, carpark activities	103m from the Showground building, 50m from carpark	55	63	64	Truck passby

8.1.1 Comparison with noise criteria

A comparison of the worst -case scenarios has been assessed against the environmental noise emission criteria. Based on a noise level of 55dBA at the subject site, compliance is predicted at the affected received on the condition the recommendations in Section 9 are implemented.

Table 10: Comparison with criteria

Description	Worst-case noise contribution from showgrounds at the most affected dwelling dB(A)	Acoustic Quality Objectives Internal Criteria
	LAeq,1hr	Evening $L_{Aeq,adj,1hr}$
Noise contribution from showgrounds at the most affected dwelling on the upper level	55	35

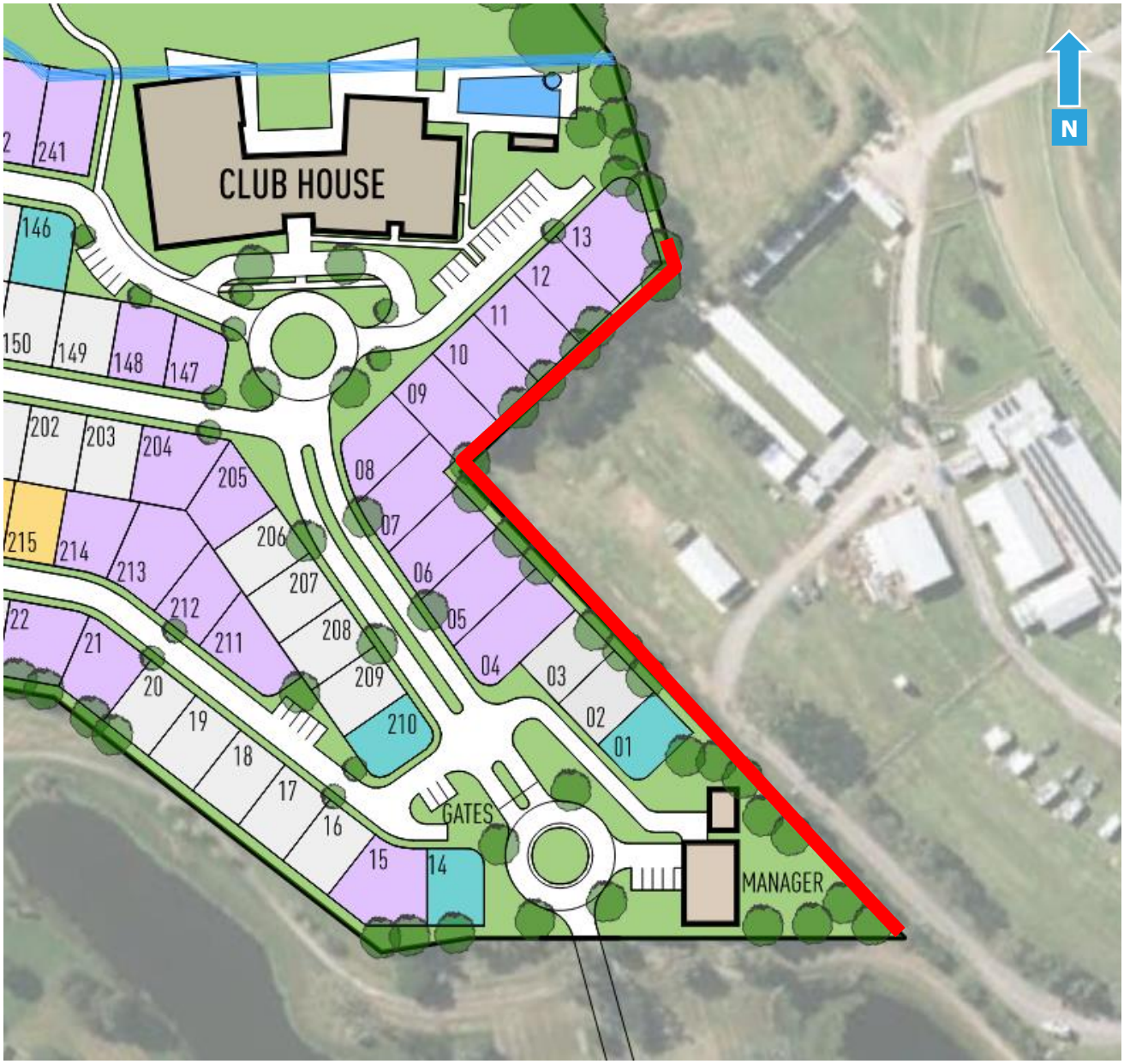
9. Recommendations

9.1 Acoustic barrier

An acoustic barrier is recommended to be constructed on ground level along lots 1-13 and managers unit as shown in Figure 4. The barrier is recommended to be built to a height of 2 metres above the finished pad level for each lot.

The acoustic barriers shall be constructed using materials that achieve a minimum surface density of at least 12kg/m^2. Suitable materials may include lapped 19mm thick pine palings with 40% overlap, 9mm fibre cement sheet, masonry, aerated concrete, 6.38mm laminate glass or other materials which satisfy the minimum surface density requirement. The barriers shall be free of gaps and holes.

Figure 4: Recommended acoustic barriers (ground level)



Acoustic barrier 2m high above pad level of each lot.

9.2 Façade Construction

Offsite noise impact from Kilcoy Showgrounds and onsite noise form the Clubhouse were assessed against the internal acoustic quality objective level of 35dBA for evening and 30dBA for night time. Refer to the following Sections for the construction requirements.

9.2.1 Construction requirements

Table 11: Recommended construction Rw ratings

Lot	Level	Rw Ratings			Glazing	Acoustic seals
		Wall	Roof	Glazing		
1	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
2	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
3	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
4	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
5	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
6	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
7	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
8	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes
9	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
10	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
11	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
12	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
13	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
146	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
147	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
148	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
149	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
150	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
241	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
242	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
243	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
244	Level 1	45	-	29	5mm tough	Yes
	Level 2	45	47	29	5mm tough	Yes
245	Level 1	45	-	29	5mm tough	Yes

Lot	Level	Rw Ratings			Glazing	Acoustic seals
		Wall	Roof	Glazing		
	Level 2	45	47	29	5mm tough	Yes
Manager	Level 1	45	-	28	5mm tough	Yes
	Level 2	45	47	28	5mm tough	Yes

9.2.1.1 Wall construction

All blockwork/masonry wall systems will achieve minimum Rw of 45. For lightweight construction, the recommended wall constructions are as follows;

- **Rw 45 -** 1 layer of 10mm sound rated plasterboard externally, minimum 76mm steel stud with 75mm glasswool batts (11kg/m3) in the cavity and 1 layer of 10mm sound rated plasterboard internally.

Note that these are not the only allowable methods of construction for the development alternative systems are available upon request. Penetrations through the external walls shall not reduce the overall acoustic performance of the installed wall system.

9.2.1.2 Roof/ceiling construction

The recommended roof constructions are as follows;

- **Rw 47** – Minimum 0.42mm sheet metal roof, Bradford Anticon 60 MD insulation over battens, 13mm standard plasterboard internally with 185mm Bradford Gold Batts R3.5 in the cavity.

Note that these are not the only allowable methods of construction for the development alternative systems are available upon request. Penetrations through the roof shall not reduce the overall acoustic performance of the installed roof system.

9.2.2 Alternative Ventilation

To achieve the required noise reductions, we recommend that the dwellings located on Lots 1-13, 146-150 and 241-245 and the Managers unit within the development have the provision for an alternative ventilation system similar to air-conditioning or mechanical ventilation to allow windows and doors to be closed.

9.3 Onsite Mechanical Plant

No information regarding mechanical services was available at the time of the assessment. We recommend that any new mechanical plant is designed to comply with the noise criteria stated in Section 6.1.2 with an assessment by qualified acoustic consultant to be conducted prior to installation.

10. Conclusion

An environmental noise assessment was conducted for the proposed retirement village to be located at Overlander Avenue and Travellers Rest Road, Woolmar. Based on the results of the assessment, compliance is predicted for all residential receivers on the condition that the recommendation in Section 9 are implemented.

If you should have any queries, please do not hesitate to contact us.

Report prepared by:

Kayleigh Duce
Acoustic Consultant
acousticworks)))

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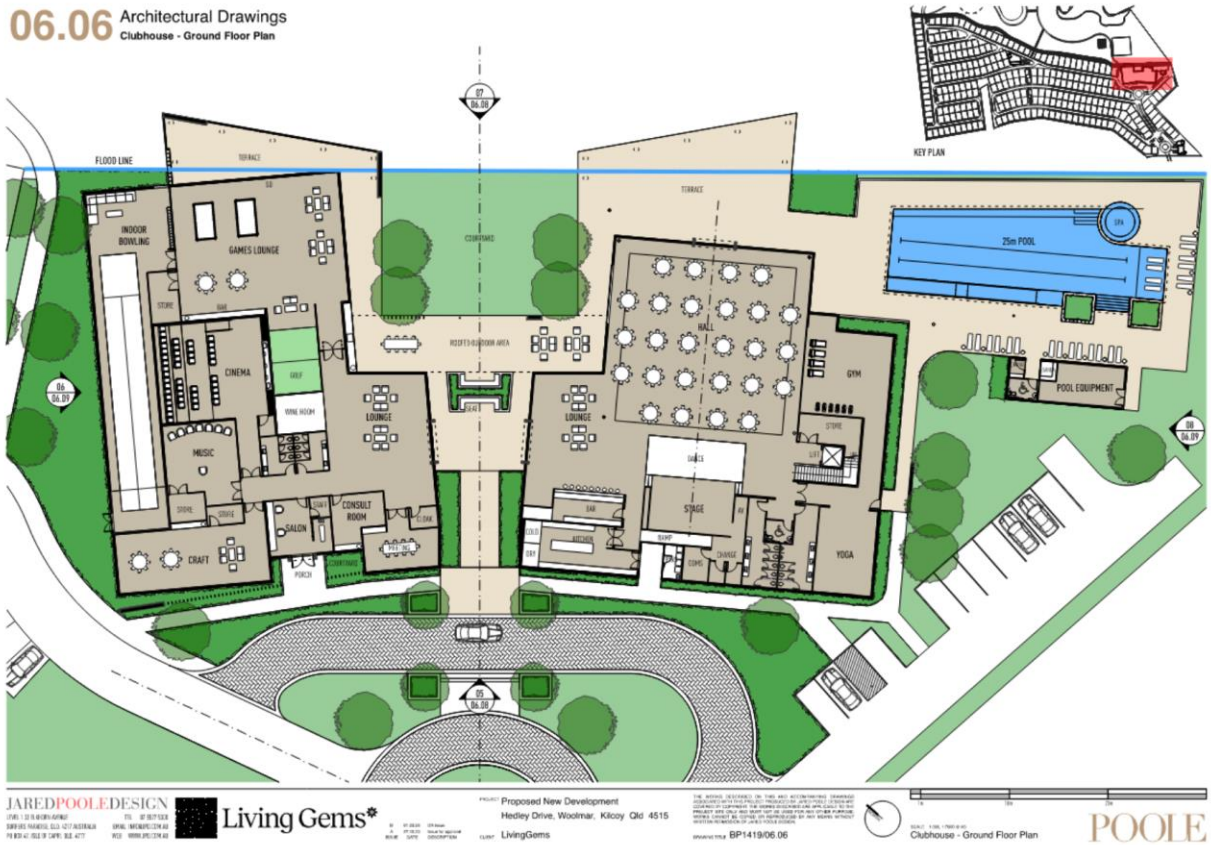
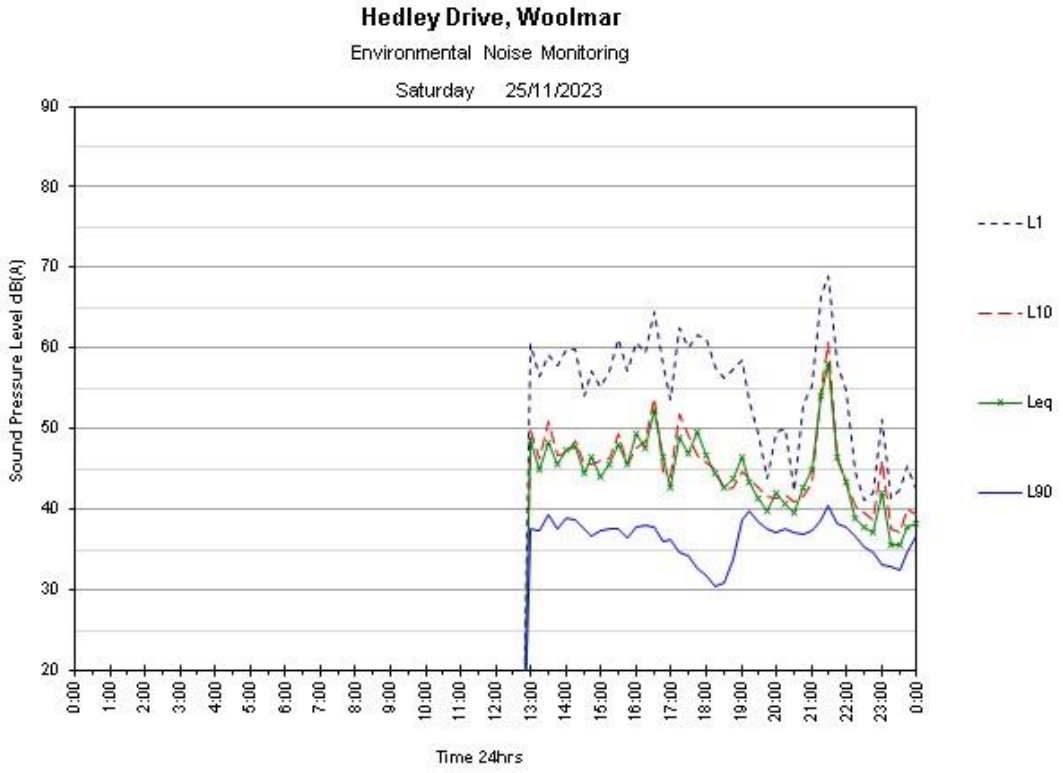
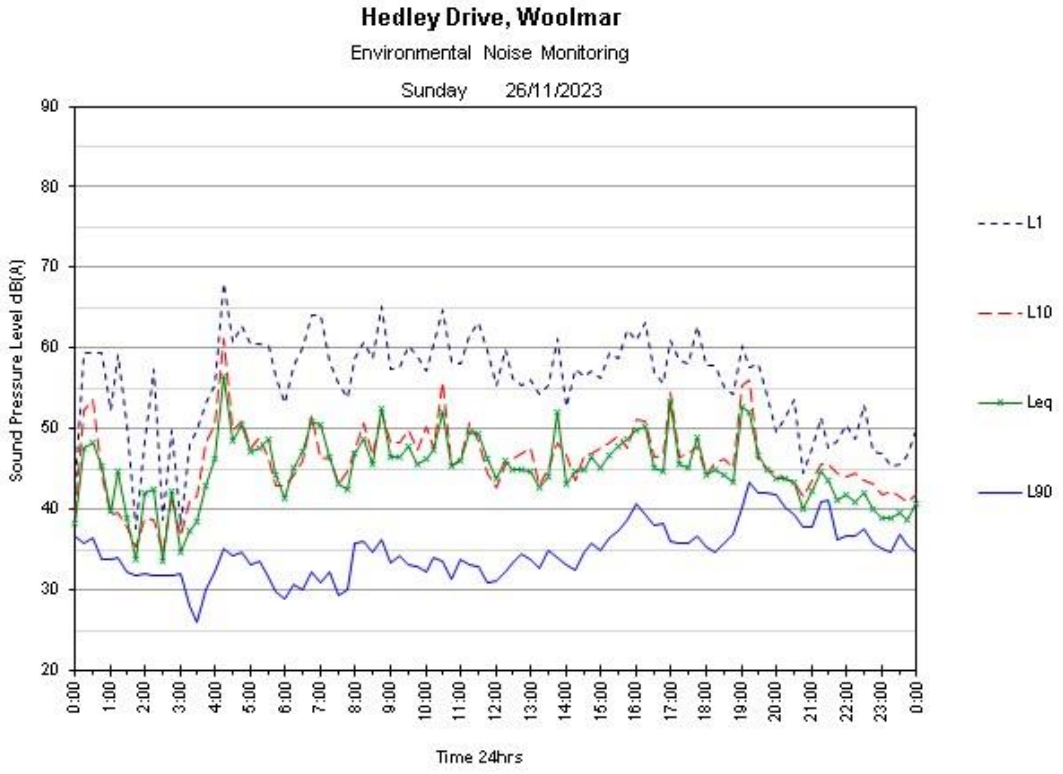
11. Appendices

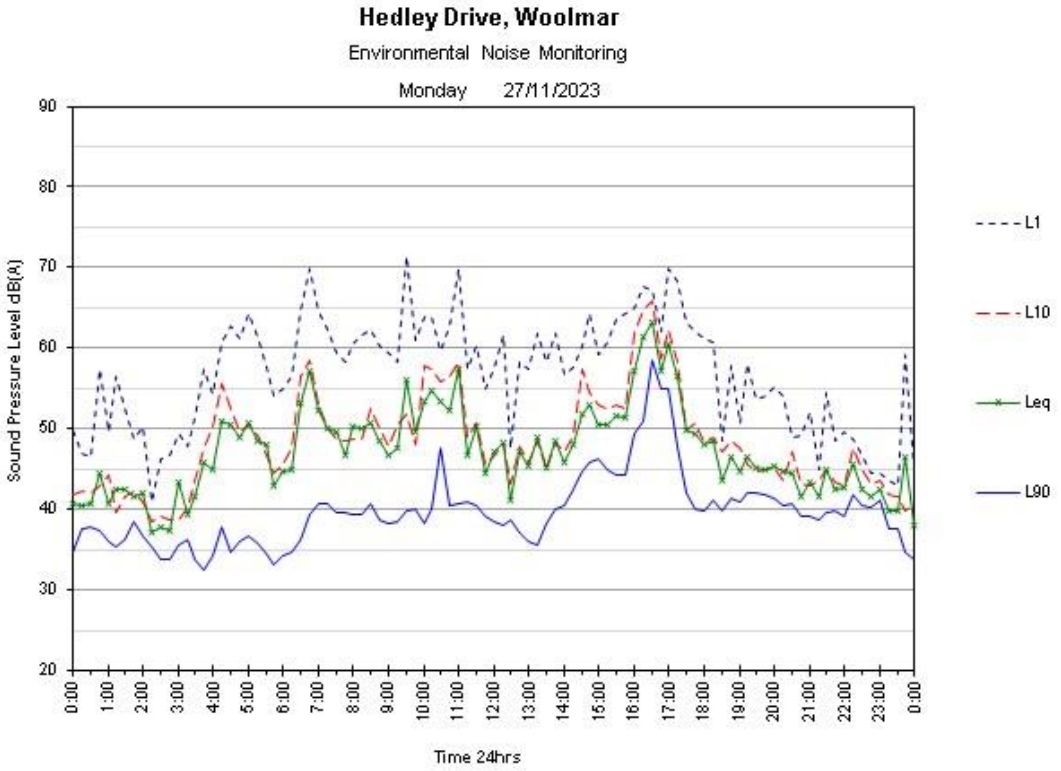
11.1 Development Plans

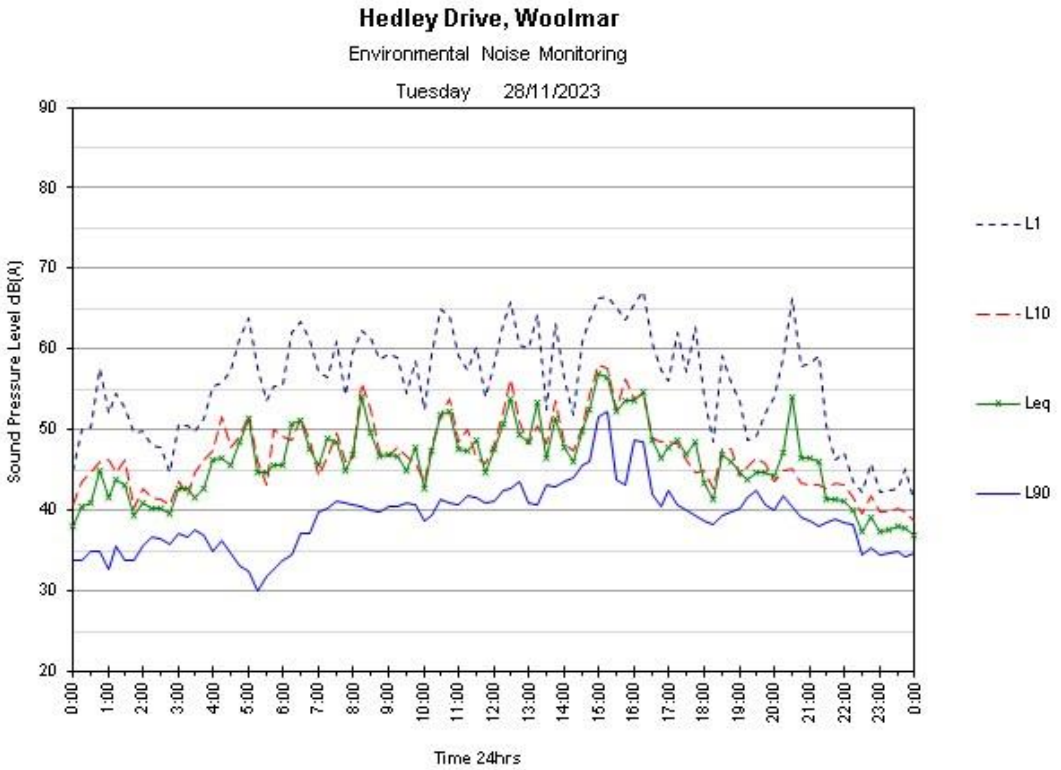


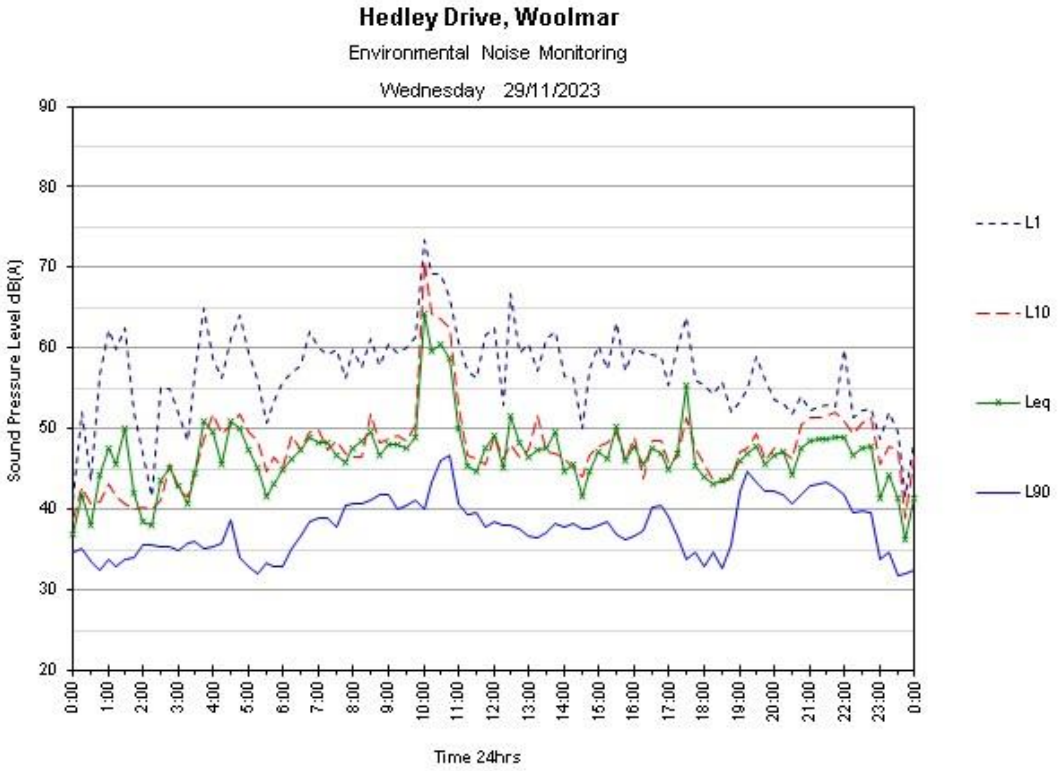
11.2 Noise Monitoring Charts

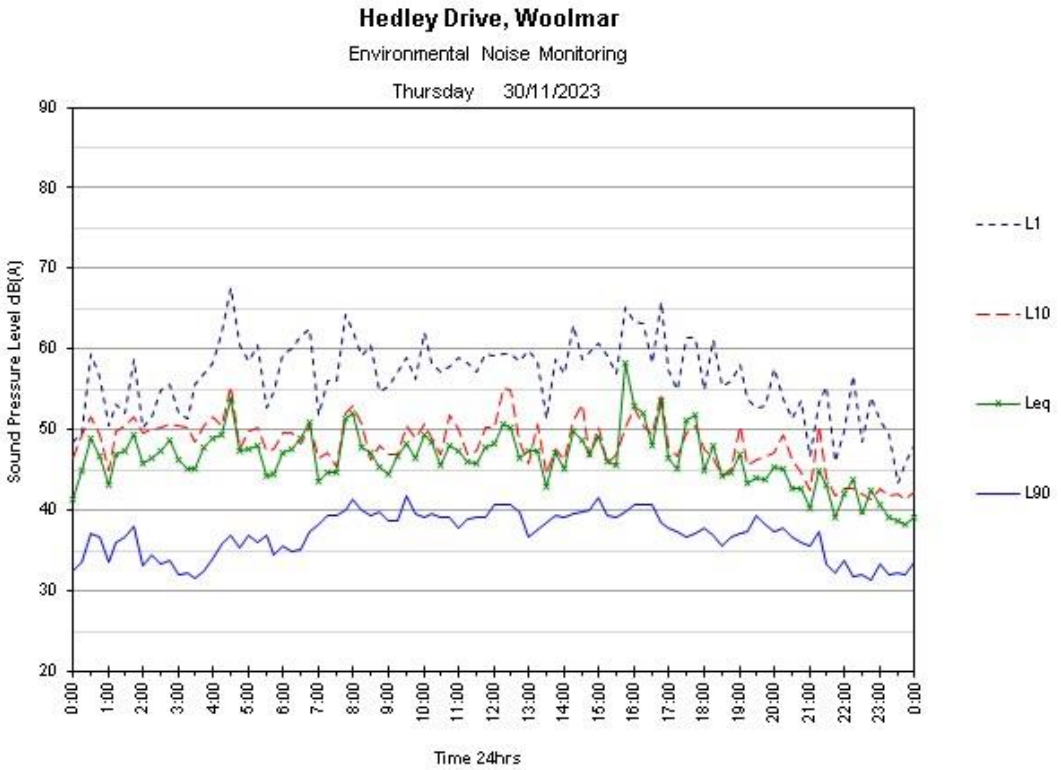





Hedley Drive, Woolmar
Environmental Noise Monitoring
Monday 27/11/2023
Sound Pressure Level dB(A)
Time 24hrs
L1
L10
Leq
L90


Hedley Drive, Woolmar
Environmental Noise Monitoring
Tuesday 28/11/2023
Sound Pressure Level dB(A)
Time 24hrs
L1
L10
Leq
L90


Hedley Drive, Woolmar
Environmental Noise Monitoring
Wednesday 29/11/2023
Sound Pressure Level dB(A)
Time 24hrs
L1
L10
Leq
L90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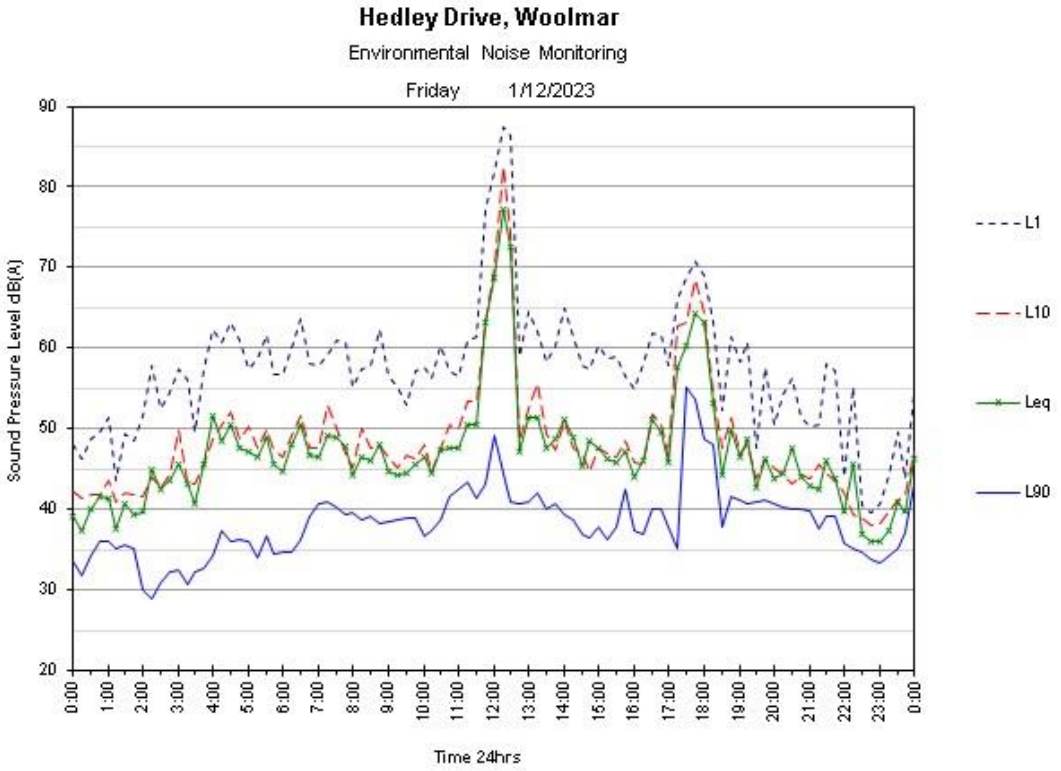
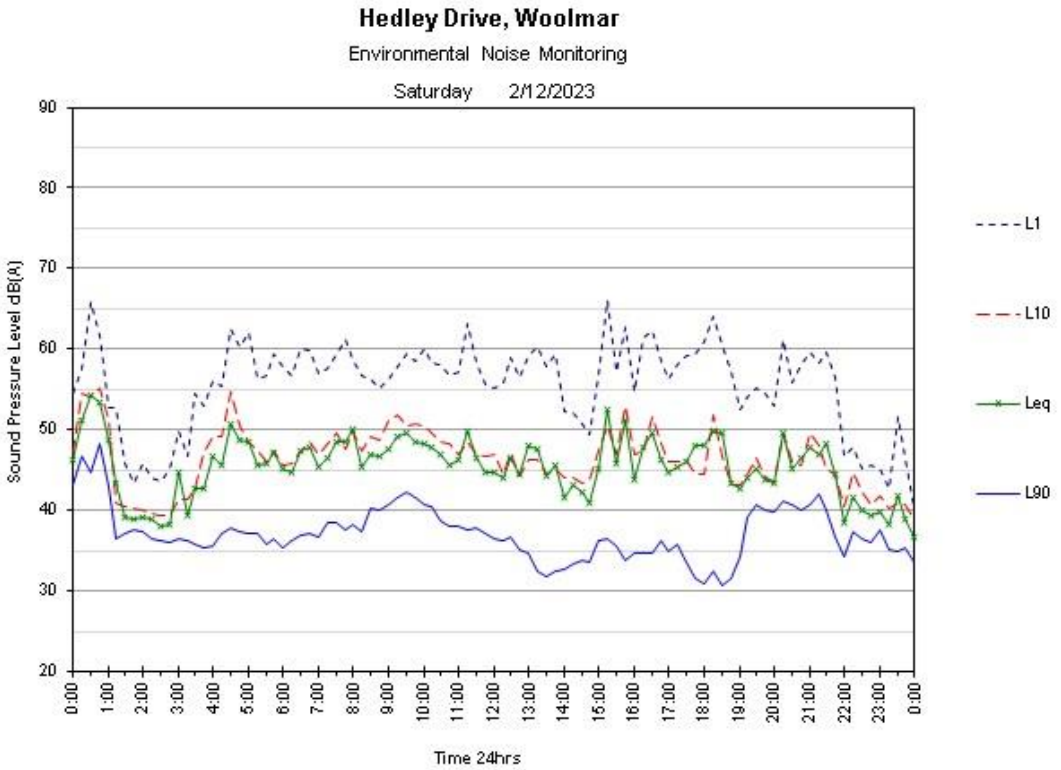
Environmental Noise Monitoring
Thursday 30/11/2023
Sound Pressure Level dB(A)
Time 24hrs
L1
L10
Leq
L90


Hedley Drive, Woolmar
Environmental Noise Monitoring
Friday 1/12/2023
Sound Pressure Level dB(A)
Time 24hrs
L1
L10
Leq
L90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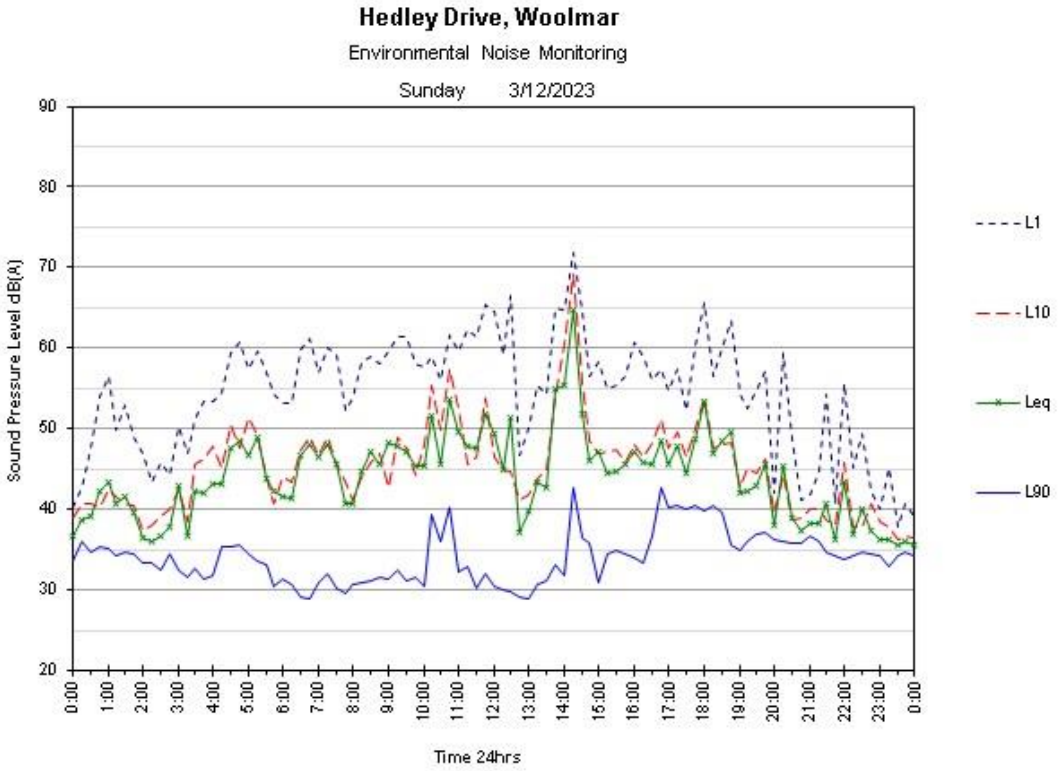
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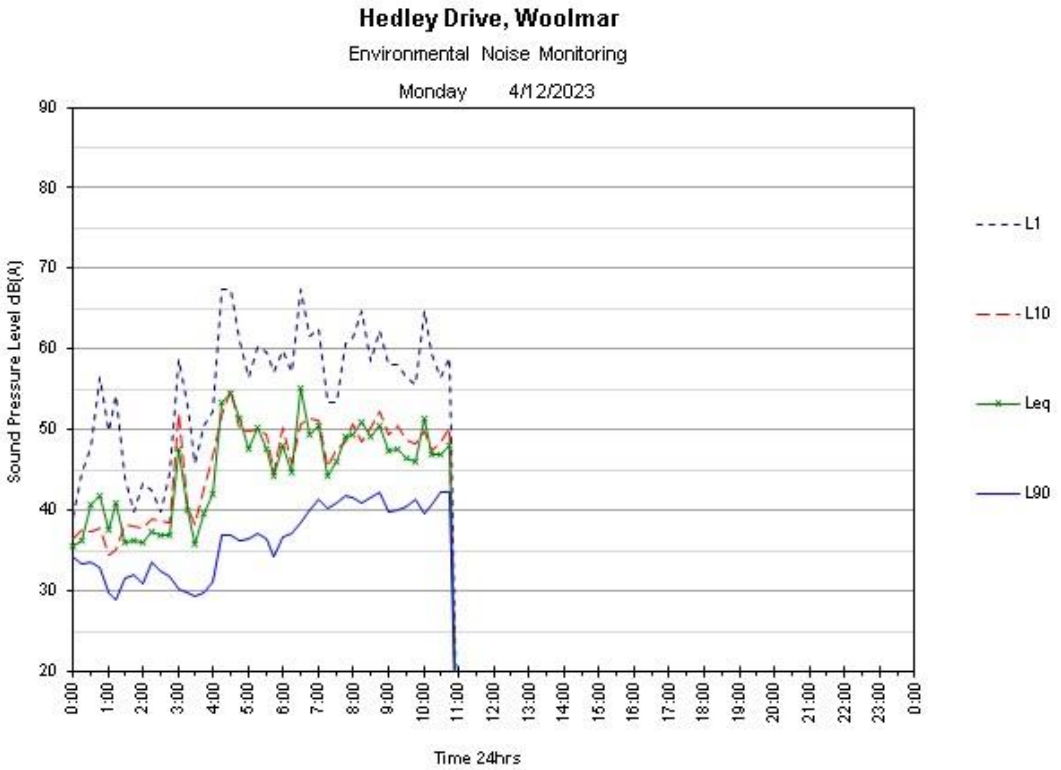
Hedley Drive, Woolmar
Environmental Noise Monitoring
Monday 4/12/2023
Sound Pressure Level dB(A)
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Traffic Engineering Report

Proposed Residential Subdivision at Hedley Drive Woolmar, QLD for GemLife

About TTM

For 30 years, we've been at the centre of the Australian development and infrastructure industry. Our unique combination of acoustics, data, traffic and waste services is fundamental to the success of any architectural or development project.

We have over 50 staff, with an unrivalled depth of experience. Our industry knowledge, technical expertise and commercial insight allow us to deliver an exceptional and reliable service.

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Revision Record

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1. Introduction

1.1. Purpose

TTM Consulting Pty Ltd (TTM) has been engaged by GemLife to prepare a Traffic Engineering Report investigating a proposed Retirement Village development at Hedley Drive Woolmar, QLD. It is understood this report will accompany a Development Application (DA) to be lodged with the Somerset Regional Council (SRC), and with referral to the State Assessment and Referral Agency (SARA).

1.2. Scope

The scope of the transport aspects investigated includes:

- Reviewing the prevailing traffic and transport conditions surrounding the site.
- Identifying parking supply required to cater for development demands.
- Assessing the parking layout to provide efficient and safe internal circulation and manoeuvring.
- Assessing the access configuration to provide efficient and safe manoeuvring between the site and the public road network for cars, service vehicles, cyclists and pedestrians.
- Identifying the service vehicle needs for the site.
- Assessing the internal service vehicle layouts to provide efficiency and safety for on-site service vehicle operation.
- Reviewing access to a suitable level of public and active transport provisions.
- Internal road hierarchy to cater for lot access, vehicle design speeds and road user amenity requirements – for new subdivisions only.
- Identification of likely traffic volumes and traffic distribution from the development.
- Identification of likely traffic impacts of development on the surrounding road network.

The development plans have been assessed against the following guidelines and planning documents:

- Somerset Regional Council Planning Scheme (Version Four), specifically:
  - Retirement Facility and residential care facility code
  - Transport, access and parking code

- Queensland State Development and Assessment Provisions (SDAP), specifically:
  - State Code 6: Protection of state transport networks
- Australian Standards for Parking Facilities, specifically:
  - Part 1: Off-street car parking (AS2890.1:2004)
  - Part 2: Off-street commercial vehicle facilities (AS2890.2:2018)
  - Part 3: Bicycle parking (AS2890.3:2015)
  - Part 6: Off-street parking for people with disabilities (AS2890.6:2009).
- Department of Transport and Main Roads 'Guide to Traffic Impact Assessment' (GTIA)
- Austroads 'Guide to Traffic Management' (GTM)
- IMEAQ 'Design Guidelines for Subdivisional Streetworks' (Queensland Streets)
- Roads and Maritime Service (RMS) 2002 *Guide to Traffic Generating Developments*

2. Site Location

The site is located at Hedley Drive Woolmar, QLD, near the intersection of Hedley Drive, Travellers Rest and Settlers Rise, as shown in Figure 2.1 and Figure 2.2. The properties description is:

- Lot 915 on SP313141
- Lot 503 on SP231462
- Lot 502 on SP231462
- Lot 501 on SP210636

Figure 2.1: Site location (Surrounding Context) Source: Google Maps

Figure 2.2: Site Location (Immediate Context) Source: Nearmap

The site is currently occupied by Rural Property.

Key site characteristics from a planning perspective include:

- Approximately 20.7ha site area.
- Emerging Community zoning.
- Located west of Kilcoy.

3. The Proposed Development

3.1. Development Profile

The development proposes a resort style Retirement Village dedicated to people over 50 years. The proposed land uses for this development are summarised in Table 3.1.

Table 3.1: Proposed land uses

Land Use	Area/Qty
Dwellings	272 Dwellings / Lots

A copy of the development plans, prepared by Jared Poole Design, is included in Appendix A.

3.2. Parking

The development plan includes the following parking supply:

- 1 garage per dwelling with capacity of 2 cars.
- 69 visitor spaces (incl. 2 PWD spaces)
- 35 Recreational Vehicle (RV) spaces.

Further details regarding the proposed parking provisions are included in Section 5.

3.3. Access

The development plan includes the following access arrangements:

- The main access is located at the south of the development, and it is composed of 2 separated lanes (in/out) from Travellers Rest. This access will accommodate cars and service vehicles with all movements permitted.
- Cyclists and Pedestrians will access the site via the same location as the vehicle access to Travellers Rest.

Further details regarding the proposed access arrangements are included in Section 6.

4. Site Travel Environment

4.1. Public Transport Facilities and Services

There are no provisions for public transport in the surrounding area where the development is located.

4.2. Active Transport Facilities

There is a shared path located adjacent to the development main entrance connecting Woolmar to Kilcoy. This connection link is shared between pedestrians and cyclists.

4.3. The Road Network

4.3.1. Road Hierarchy

The hierarchy and characteristics of roads in the immediate vicinity of the site are shown in Table 4.1.

Table 4.1: Surrounding Road Hierarchy

Road	Speed Limit	Road Configuration			Classification	Authority
		Reserve Width	Carriageway Width	Lane Configuration		
Hedley Drive	50km/h	20m	10m	2 traffic lanes	Local Road	Council
Esk Kilcoy Road	100km/h	60m	7m	2 traffic lanes	Secondary	SCR
D'Aguilar Highway	80km/h-100km/h	40m	7m	2 traffic lanes	Highway	SCR

A summary of the various intersection treatments of the roads surrounding the site and its hierarchy is shown in Figure 4.1:

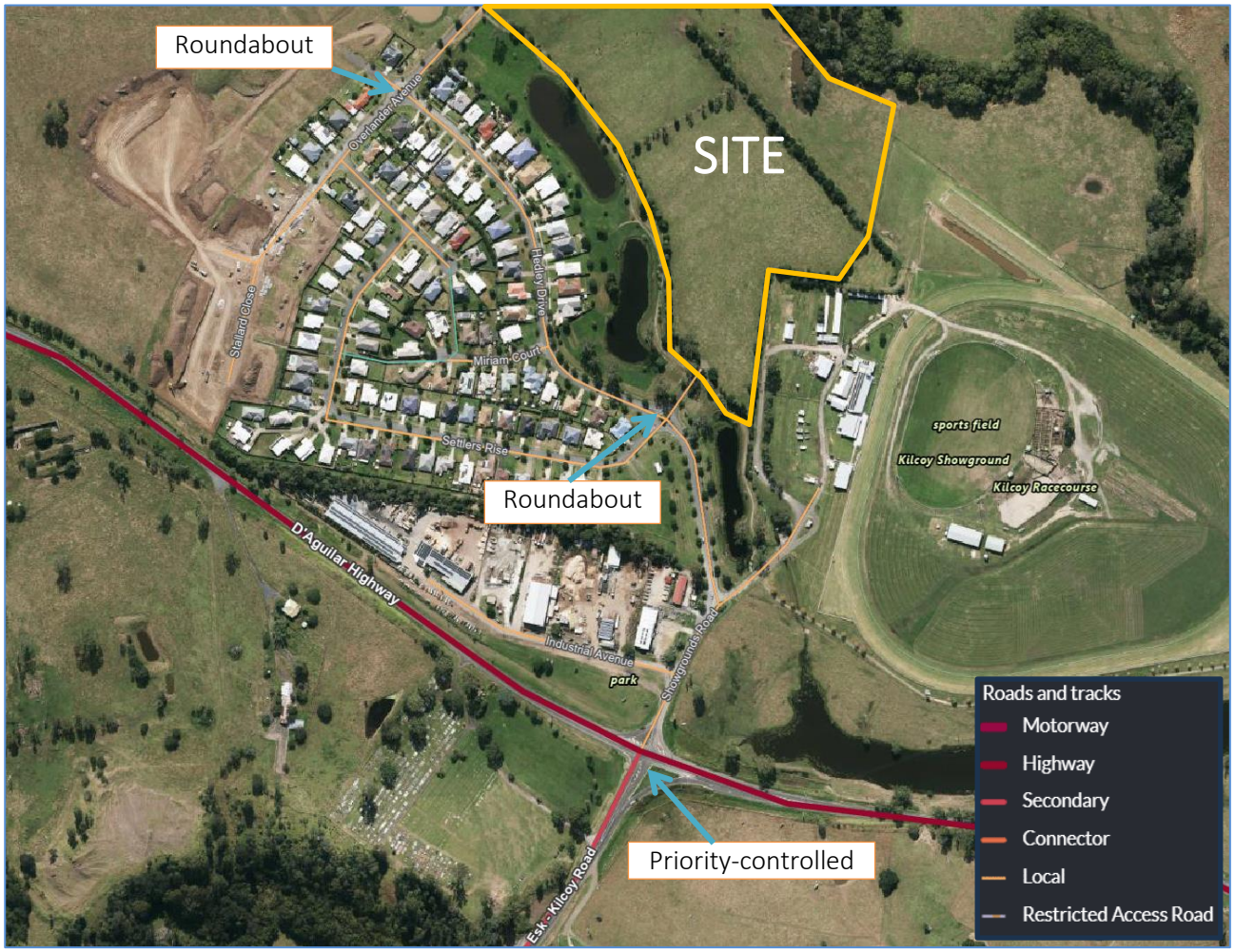


Figure 4.1: Road hierarchy around site. Source: QLD Globe

The D'Aguilar Highway/Esk Kilcoy Road intersection in specific it's a 4-way priority-controlled intersection. As demonstrated in Figure 4.2, this intersection is well designed, providing turning treatments as per Austroads Standards. TTM have done a site visit, and no significant issues regarding sight distance were found.

The turning treatments configuration were checked against the *Austroads Guide to Traffic Management Part 6 – Intersection, interchanges and Crossings Management* and they are generally in compliance with the standards.

Overall, the intersection is considered to be able to cater for a higher volume of traffic, when compared to the existing volumes.

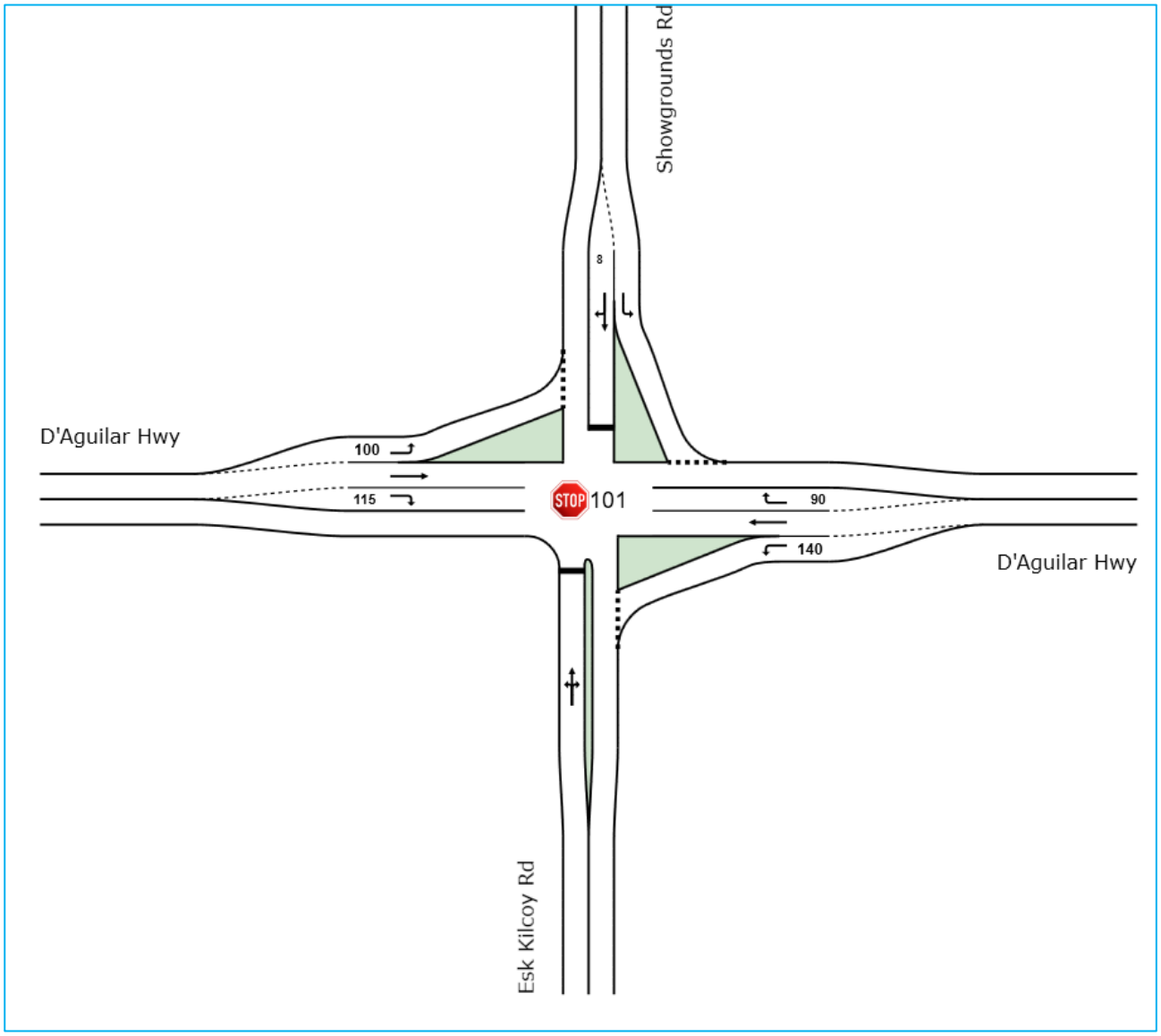


Figure 4.2: D'Aguilar Highway/Esk Kilcoy Road Intersection – SIDRA Layout

4.3.2. Existing Traffic Volumes

TTM conducted traffic surveys of the surrounding road network in November 2023 to establish base traffic conditions, the survey was realized from 7am to 6pm. This included:

- Hedley Drive/Travellers Rest/Settlers Rise
- D'Aguilar Highway/Showgrounds Road/Esk Kilcoy Road

From this data, respective morning and afternoon peak hour movements were derived. In general, the morning and afternoon peak hours were found to be between 8am-9am and 4:15pm-5:15pm, respectively.

Detailed network diagrams showing traffic movement splits at all surrounding road intersections is included in Appendix C.

4.3.3. Existing Road Network Performance

To evaluate the existing road network performance, modelling of the key intersections surrounding the development site was conducted using the SIDRA Intersection 9.0 software package. The primary intersection operational outputs used to assess intersection operations were considered to be intersection Degree of Saturation (DOS), overall intersection and worst movement delays, Level of Service (LOS) and queuing. A summary SIDRA analysis of the existing intersections is included in Table 4.2. Further details regarding the inputs and assumptions used in calibrating the SIDRA modelling is provided in Section 11.

Table 4.2: Surrounding Road Network Existing Performance – SIDRA Results Summary

Scenario	Degree of Saturation	Average Delays		Level of Service	95th Percentile Queue			
		Total Intersection	Worst Movement		South	East	North	West
AM PEAK HOUR								
Hedley Drive/Settlers Rise/Travellers Rest Intersection	2.5%	5.8 sec	10.9sec U-Turn from Hedley Dr	A	1m	1m	0m	1m
D'Aguilar Highway/Showgrounds Road/Esk Kilcoy Road Intersection	28.9%	5.2 sec	14.3sec R2 from Esk Kilcoy Rd	B	10m	1m	2m	0m
PM PEAK HOUR								
Hedley Drive/Settlers Rise/Travellers Rest Intersection	4.6%	4.7 sec	11.0sec U-Turn from Settlers Rise	A	0m	2m	0m	1m
D'Aguilar Highway/Showgrounds Road/Esk Kilcoy Road Intersection	24.5%	5.2 sec	15.9sec R2 from Esk Kilcoy Rd	C	9m	2m	1m	0m

Overall, the SIDRA analysis indicates that the surrounding road network currently operates at an acceptable LOS, with a low DOS and limited queueing on any approach.

5. Parking Provisions

5.1. Parking Supply

The car parking supply requirements for the proposed development land uses have been determined in line with Table 8.3.6.3.B of the Somerset Region Planning Scheme (SRPS).

Table 5.1 provides a summary of the parking supply requirements in line with the Planning Scheme, and the proposed provisions, for the development scheme. Each dwelling lot is proposed to include a two car garage.

Table 5.1: Car Parking Supply Requirement

Land Use / Component	Councils Requirement	Extent	Requirement	Provision
Dwelling (Residents):	1 per dwelling	272 dwellings	272 spaces	544 spaces 35 RV spaces
Dwelling (Visitors)	0.20 spaces/dwelling	272 dwellings	55 spaces	69 spaces
Total			**327 spaces**	**646 spaces**

As seen in Table 5.1, the development scheme proposes a total of 646 car parking spaces which is over the requirements of the SRPS requirements. The visitor's parking (including 2 PWD spaces) is proposed to be distributed throughout the development.

It noted that the SRPS requires one bicycle space per 100m^2 GFA for a retirement facility. However, as the development it as retirement village, each dwelling will have their own garage, allowing bicycle parking to occur within each dwelling.

On this basis, the anticipated car parking supply is considered acceptable.

5.2. Parking Layout

SRC Planning Scheme refers to AS 2890.1 for the car parking layout requirements. Table 5.2 identifies the characteristics of the proposed visitor car parking layout with respect to the AS2890.1 design provisions.

It is understood that the resident car parking will be provided individually within each dwelling and will be design as per the AS2890.1 requirements.

Table 5.2: Visitor Car Parking Design Compliance

Design Aspect	AS2890 Provision	Proposed Provision	Compliance
Parking space length	5.4m	5.4m	Compliant
Parking space width	2.6m	2.6m	Compliant
Parallel space length	6.1m	6.1m	Compliant
Parallel bay width	2.1m	2.1m	Compliant

The above parking geometry will also include a minimum of 0.3m clearances to walls or physical obstructions taller than 150mmm, as required. The development parking layouts are generally consistent with the provisions of the AS2890.1.

6. Access Arrangements

6.1. Vehicular Access

6.1.1. Location

The development access proposed as an extension of the existing Travellers Rest Road and will connect to the internal road network. This access will be used as the main access by vehicles entering or exiting the development. Therefore, no other driveways are located next to the development access.

The existing Hedley Drive/Travellers Rest Road intersection has appropriate sight distance for vehicles exiting the development. Adjacent to the site access there is a pedestrian footpath, and an informal pedestrian crossing at the southern part of the Travellers Rest Road.

6.1.2. Design

A security line is proposed to be located internal to the site, positioned close to the site entrance. A roundabout located between the security line and the site boundary is to work as an option for visitors to turn around if access to the development is declined.

The extended connection has the following configuration: A 2 x 4.5m wide lanes, median divided road, located at the south of the development. This access will accommodate access to the internal road network, catering for vehicles and service vehicles up to the size of a 10.3m Refuse Collection Vehicle (RCV).

Further details in relation to the design provisions of each access is provided as follows.

6.2. Active Transport Access

The proposed plans indicates that pedestrian and cyclist access to the development will be accomplished through the shared driveway access to the development.

The active transport access provisions are considered suitable for the proposed development.

7. Service Vehicle Arrangements

Specific service vehicle capacity requirements are not specified by SRC. As such, the service vehicle requirements have been estimated by TTM based on practical operational requirements of the site. Therefore, a 10.3m Side-lift RCV has been considered as the design vehicle for the development.

It is understood that the Side-lift RCV will perform the refuse collection for each dwelling and therefore no loading provisions are required. For the Club House, a loading bay area is proposed at the end of the eastern car parking (adjacent to the Club House). The design requirements of AS2890.2 and the proposed design are as follows:

Table 7.1: AS2890.2 Service Vehicle Loading Bay Requirements

Design Aspect	AS2890 requirement	Proposed Provision	Compliance
Bay width	3.5m	4m	Compliant
Bay length	8.8m	9m	Compliant
Vertical clearance	4.5m	No obstructions	Compliant

The site is expected to be also serviced by removalist trucks, due to the size of the dwellings and nature of the development it is expected that the service vehicles up to the size of an MRV will be sufficient to cater for this service. The furniture trucks are expected to park along the internal private roadway as required, while retaining appropriate width to allow for vehicle passing.

8. Development Stages

It is understood that the project is to be delivered in stages. A summary of the currently anticipated staging and its compliance to visitor parking supply provisions is summarised in Table 8.1. TTM notes that the proposed staging and project delivery may be subject to revisions as the project progresses.

Table 8.1: Proposed visitor parking at each development stage.

Stage	Yield	Cumulative Yield	Visitor parking required	Proposed
Stage 1	34 lots	34 lots	7 spaces	17 spaces
Stage 2	+50 lots	84 lots	17 spaces	37(+20) spaces
Stage 3	+26 lots	110 lots	22 spaces	37(+0) spaces
Stage 4	+48 lots	158 lots	32 spaces	50(+13) spaces
Stage 5	+83 lots	241 lots	49 spaces	59(+9) spaces
Stage 6	+31 lots	272 lots	55 spaces	69(+10) spaces

As shown in the table above, the minimum provisions for visitor parking are expected to be achieved during each proposed stage.

9. Development Transport Demands

9.1. Development Traffic Demands

9.1.1. Traffic Generation

To estimate the traffic generation expectations of the proposed land uses, reference is made to the Roads and Maritime Service (RMS) 2002 *Guide to Traffic Generating Developments*. This indicates the following traffic generation rates should be adopted for Retirement Village:

Table 9.1: Estimated Trip Generation

Land Use	Yield	Trip Generation Rate		Trip Generation	
		Peak	Daily	Peak	Daily
Housing for Seniors	272 dwellings	0.4 vph	2.1 vpd	109 vph	572 vpd

Regarding directional splits, in line with generally accepted traffic engineering practice this is estimated to be:

- AM Peak Hour: 30% inbound /70% outbound.
- PM Peak Hour: 60% inbound /40% outbound.

Application of the above generation rates and directional splits would result in proposed development traffic demand estimates as shown in Table 9.2.

Table 9.2: Development Traffic Demand Estimate

Land Use	Yield	Generation Rate	AM Peak Hour			PM Peak Hour			Daily Traffic
			In	Out	Total	In	Out	Total	
Retirement Village	272 Dwellings	0.4vph per dwelling	33vph	76vph	109vph	65vph	44vph	109vph	572vpd

9.1.2. Traffic Distribution

These factors have led to the following assumed traffic distribution characteristics:

- 2023 Survey – The majority of the traffic from the adjacent area to the development are from dwellings, which is expected to have a similar pattern distribution to a retirement village.
- Aerial view analysis – Analysis of the macro-infrastructure around the site.
- Review of the available local services and major trip attractors.

These traffic distribution assumptions are shown in Figure 9.1.

Figure 9.1: Assumed Development Distribution

9.2. Warrants for Further Assessment

With regards to warrants for TIA for DMTR State Controlled Roads (SCRs), the DTMR GTIA indicates that this is necessary for any intersections or road links where traffic volume increases represent 5% or more of the base traffic volumes. A comparison of the % traffic volume increases to the surrounding SCR network is shown in Traffic Network Diagram 5 in Appendix C. This comparison shows that the traffic movement demand increases will exceed 5% of some intersection movements (in either the AM or PM peak hour) and thus a TIA is also warranted for these purposes.

The development expects to exceed the 5% in traffic volumes on the Travellers Rest / Hedley Drive intersection. Therefore, TTM has included this intersection into the TIA. This assessment is provided in the following sections.

10. Future Traffic Demands

10.1. Assessment Years and Traffic Growth

The applicant has indicated that the targeted completion date for the development is 2026. On this basis, the following assessment years have been considered:

- Opening Year (Full Completion): 2026
- Design Horizon (Opening + 10 years): 2036

In accordance with Council and DTMR GTIA requirements, the respective assessment years for various roads/intersections is as follows:

- Council Roads/Intersections: Opening Year (2026) and Design Horizon (2036).
- SCR Intersections: Opening Year 2026 only

To assess future traffic demands in 2026 and 2036, the following base traffic growth assumptions have been used:

- 1.5% p.a. growth rate to all movement on Council and SRC roads, including turning movements onto/off Council roads at the SCR intersections. This growth rate is consistent with the DTMR AADT Segment Report 2020.

10.2. Committed Traffic Demands

In addition to the assumed base traffic growth, it is also considered necessary to include allowance for committed traffic from any significant approved/under-construction developments. In this instance, the primary consideration for this included the approved residential subdivision at Overlander Avenue, Woolmar. The traffic generation and distribution assumptions for this development were based on the 2023 traffic survey. This included a total generation of 106vph (peak hours) at full development completion.

10.3. Future Year Scenarios

The following future year scenarios have been derived for the purposes of the TIA:

- 2023 Survey Scenario: To establish base operations of surrounding road network, based on the existing road configuration, to compare future operations against.
- 2026/2036 Base Case Scenario: To establish base operations at opening year and the design horizon, considering base traffic growth, committed traffic demands and any changes to the road network. This will be used to compare the net impact of the proposed development traffic demands against. For these purposes, the following changes to the road network have been assumed:

For these purposes, no changes are proposed to the existing road network configuration.

- **2026/2036 Base + Development Case Scenario:** This will be used to determine road network operations with inclusion of the proposed development at opening year and the design horizon. Comparison against the Base Case scenarios will determine the overall impact of the proposed development and any necessary mitigation works required.

Based on the development transport demand estimates (Section 8), base traffic growth (Section 10.1) and committed traffic demands (Section 10.2), traffic network diagrams have been prepared showing traffic movements on the roads/intersections surrounding the development site for each of the above scenarios future year cases. These network diagrams are included in Appendix C with the respective diagrams identified as follows:

- **Traffic Network Diagram 1:** 2023 Survey Traffic Volumes
- **Traffic Network Diagram 2:** 2026 Committed Traffic
- **Traffic Network Diagram 3:** 2026 Base
- **Traffic Network Diagram 4:** 2026 Base + Committed Traffic
- **Traffic Network Diagram 5:** % Traffic Volumes Increase
- **Traffic Network Diagram 6:** Development Traffic Generation
- **Traffic Network Diagram 7:** 2026 Base + Committed + Development Traffic
- **Traffic Network Diagram 8:** 2036 Base
- **Traffic Network Diagram 9:** 2036 Base + Committed Traffic.
- **Traffic Network Diagram 10:** 2036 Base + Committed + Development Traffic

11. Traffic Impact Assessment

11.1. Extent of Assessment

Based on the % increase in base traffic demands, TTM has determined that the reasonable extent of assessment for this TIA would encompass the following external intersections:

SCR Network

- D'Aguilar Highway / Showgrounds Road / Esk Kilcoy Road Intersection

Council Network

- Hedley Drive / Settlers Rise / Travellers Rest Intersection

Assessment of the impacts in the opening year (2026) only for these intersections is proposed in line with DTMR GTIA. A net delay assessment has been completed based on a comparison of the base and project case results. This is included in Section 11.2.4

11.2. Intersection Operational Assessment

11.2.1. Introduction

The SIDRA Intersection 9.0 software package has been used to assess the traffic operations of the intersections within the scope of this TIA. In most instances, all default SIDRA input parameters were adopted for the analysis. Any specific deviations to defaults adopted are nominated in each section. Detailed SIDRA output reports for all the various scenarios tested are also included in Appendix D.

11.2.2. Hedley Drive / Settlers Rise / Travellers Rest Intersection

The existing intersection configuration has been analysed for the traffic volume scenarios of the opening year stage and 10 years design horizon.

Figure 11.1 shows the modelled intersection configuration. All default SIDRA modelling parameters were adopted for the purposes of the analysis.

Table 11.1 summarises the analysis outputs from the various scenarios assessed.

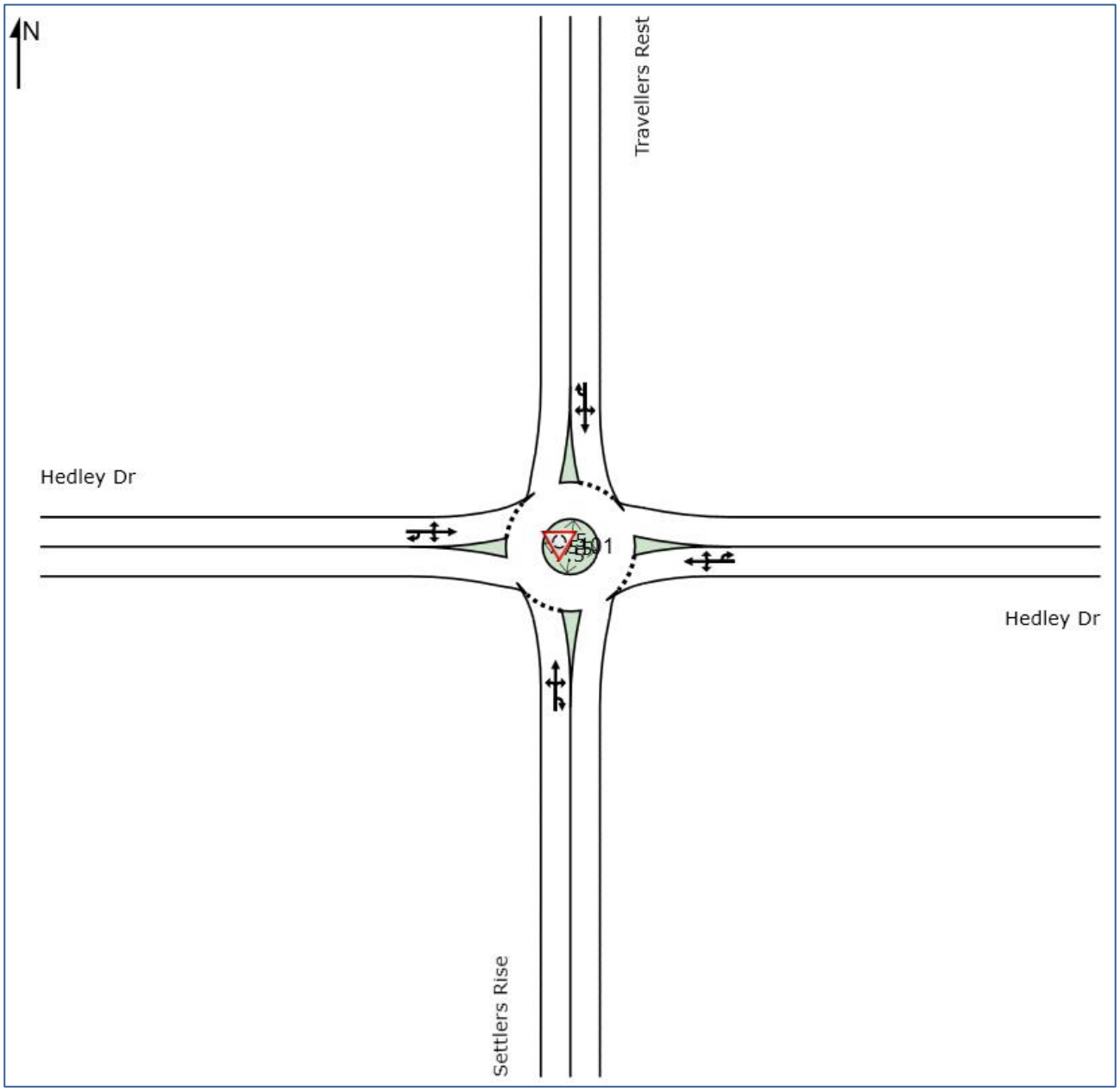


Figure 11.1: Hedley Drive / Settlers Rise / Travellers Rest Intersection – Sidra Layout

Table 11.1: SIDRA Output - Hedley Drive / Settlers Rise / Travellers Rest Intersection.

Scenario	Degree of Saturation	Average Delays		Level of Service*	95th Percentile Queue			
		Total Intersection	Worst Movement		Settlers Rise (S)	Hedley Dr (E)	Travellers Rest (N)	Hedley Dr (W)
AM PEAK HOUR								
2023 Survey	2.7%	6.0 sec	9.6sec U from Hedley Dr	A	1m	1m	0m	1m
2026 Base	2.8%	5.9 sec	9.6sec U from Hedley Dr	A	1m	1m	0m	1m
2026 Base + Committed	8.0%	5.4 sec	9.7sec U from Settlers Dr	A	1m	2m	0m	3m
2026 Base + Commited + Development	8.7%	5.4 sec	9.9sec U from Settlers Dr	A	1m	2m	2m	3m
2036 Base	3.2%	5.9 sec	9.6sec U from Hedley Dr	A	1m	1m	0m	1m
2036 Base + Committed	8.5%	5.5 sec	9.7sec U from Settlers Dr	A	1m	2m	0m	3m
2036 Base + Committed + Development	9.1%	5.4 sec	9.9sec U from Settlers Dr	A	1m	3m	3m	3m
PM PEAK HOUR								
2023 Survey	4.9%	5.2 sec	9.6sec U from Settlers Dr	A	0m	2m	0m	1m
2026 Base	5.1%	5.2 sec	9.6sec U from Settlers Dr	A	0m	2m	0m	1m
2026 Base + Committed	9.1%	5.1 sec	9.9sec U from Settlers Dr	A	0m	3m	0m	2m
2026 Base + Commited + Development	13.3%	5.5 sec	10.3sec U from Settlers Dr	A	0m	5m	1m	2m
2036 Base	5.8%	5.2 sec	9.7sec U from Settlers Dr	A	0m	2m	0m	1m
2036 Base + Committed	9.9%	5.1 sec	10.0sec U from Settlers Dr	A	0m	3m	0m	2m
2036 Base + Committed + Development	14.0%	5.5 sec	10.3sec U from Settlers Dr	A	0m	5m	1m	2m

*LOS based on worst movement. SIDRA does not provide an overall intersection LOS for priority controlled

The analysis indicates that the intersection is expected to operate at suitable levels up to the 2036 design horizon, with an overall LOS A in both peak hours and a maximum DOS of 13.5%.

Based on this assessment, the proposed development is considered to have limited to no adverse impacts on the operations of this intersection.

11.2.3. D'Aguilar Highway / Showgrounds Road / Esk Kilcoy Road Intersection

The existing intersection configuration has been analysed for the traffic volume scenarios of the opening year stage.

Figure 11.2 shows the modelled intersection configuration. All default SIDRA modelling parameters were adopted for the purposes of the analysis.

Table 11.2 summarises the analysis outputs from the various scenarios assessed.

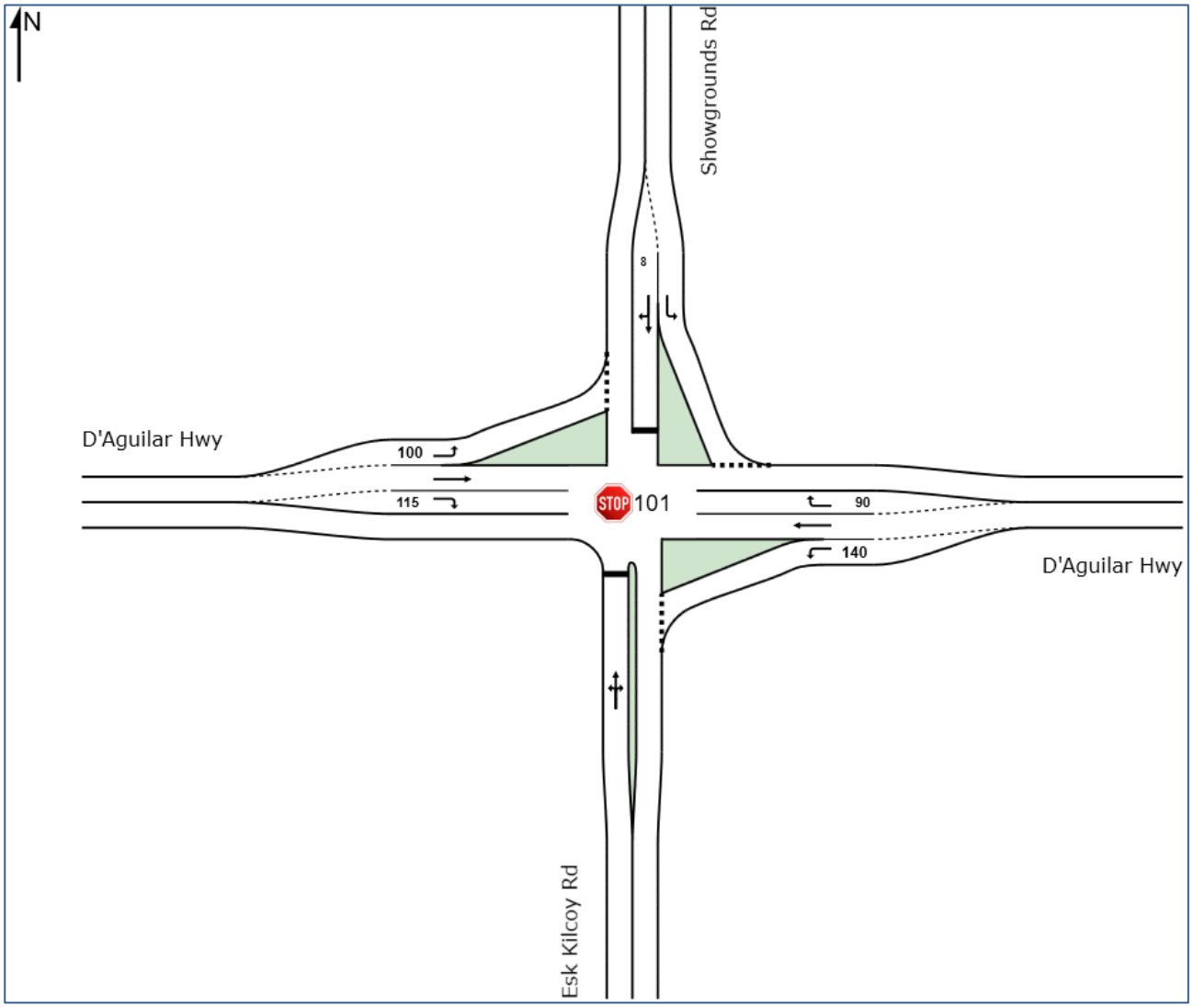


Figure 11.2: D'Aguilar Highway / Showgrounds Road / Esk Kilcoy Road Intersection – Sidra Layout

Table 11.2: SIDRA Layout - D'Aguilar Highway / Showgrounds Road / Esk Kilcoy Road Intersection.

Scenario	Degree of Saturation	Average Delays		Level of Service*	95th Percentile Queue			
		Total Intersection	Worst Movement		Esk Kilcoy Rd (S)	D'Aguilar Hwy(E)	Showgrounds (N)	D'Aguilar Hwy (W)
AM PEAK HOUR								
2023 Survey	28.9%	5.2 sec	14.3sec R2 from Esk Kilcoy Rd	B	10m	1m	2m	0m
2026 Base	31.1%	5.4 sec	15.0sec R2 from Esk Kilcoy Rd	B	11m	1m	2m	0m
2026 Base + Committed	33.2%	5.9 sec	15.9sec R2 from Esk Kilcoy Rd	C	12m	2m	4m	0m
2026 Base + Commited + Development	35.2%	6.3 sec	16.9sec R2 from Esk Kilcoy Rd	C	13m	2m	7m	0m
PM PEAK HOUR								
2023 Survey	24.5%	5.2 sec	15.9sec R2 from Esk Kilcoy Rd	C	9m	2m	1m	0m
2026 Base	26.4%	5.3 sec	16.6sec R2 from Esk Kilcoy Rd	C	10m	2m	1m	0m
2026 Base + Committed	30.3%	5.9 sec	18.8sec R2 from Esk Kilcoy Rd	C	11m	3m	3m	0m
2026 Base + Commited + Development	35.5%	6.5 sec	21.9sec R2 from Esk Kilcoy Rd	C	14m	5m	4m	0m

*LOS based on worst movement. SIDRA does not provide an overall intersection LOS for priority controlled

The analysis indicates that the intersection is expected to operate at suitable levels up to the 2026 design horizon, with an overall LOS C in both peak hours and a maximum DOS of 35.5%.

Based on this assessment, the proposed development is considered to have no significant impacts on the operations of this intersection.

11.2.4. Safety Assessment

Based on the assessment above the proposed development is not anticipated to result in any significant safety or operational impacts to the existing operations of the state-controlled road network.

The proposed development access is located on Travellers Rest Road, approximately 400m from the state-controlled intersection of D'Aguilar Highway / Showgrounds Road. The existing intersection achieves appropriate sight distances and is configured to accommodate the required design service vehicles.

All existing turn lanes are noted to be long enough to contain the anticipated vehicle queues, clear of through lanes.

Overall, the proposed development is not fundamentally changing the operations of the state-controlled road and is appropriate from a traffic engineering perspective.

11.2.5. Net Delay Assessment

In line with the requirements of the DTMR GTIA, the net impact of the development traffic on the SCR network in terms of delays has also been quantified. Based on the respective SIDRA analysis results for the 2026 Base and Base + Development scenario, a comparison of the net intersection delay of the SCR network with and without the proposed development is shown in Table 11.3.

Table 11.3: SCR Intersections – Net Intersection Delay Comparison

Intersection	Scenario	Net Intersection Delay (vehicle-minutes)	
		2026 Base	2026 Project
D'Aguilar Highway / Showgrounds Road / Esk Kilcoy Road Intersection	AM Peak Hour	73	90
	PM Peak Hour	71	90
Total Network Delay		144	181
Net Change in Delay			**+36 (+24.83%)**

*As per Section 8.3.1 of the DTMR GTIA, the net intersection delay of the development case has been calculated by adopting the '2026 Base + Development' movement delays (as derived from SIDRA) to the `2026 Base' traffic volumes to ensure that the net impact does not include significant additional delays to development traffic movements within the calculations.

In Table 11.3, it is evident that the proposed development may lead to a 24.80% increase in net intersection delays during peak hours on the SCR road network. However, it is noted that the GTIA does not differentiate between "high" volume and "low" volume roads – which is considered relevant when basing assessment on percentages. Furthermore, the GTIA does not provide any context with respect to the existing intersection design and the overall operation capacity. That is, in some instances, despite delays being increased by more than 5%, there are limited physical works that can be undertaken to mitigate an increase in average delay of less than 1 second across an entire intersection.

Table 11.2 shows that despite the 24.8% increase in net delay, the intersections maintain satisfactory functionality. The intersection is noted to be operating well below any thresholds which typically indicate the need for improvement works (LOS A, DOS 15%, Critical Delay 22sec). The left-turn from the north approach, experiences the highest traffic volume increase, still accommodates the anticipated 99th percentile queuing within the slip lane. This substantial relative increase is attributed to the presently low traffic volumes at the intersection, indicating that any significant rise in traffic will likely result in a percentage increase surpassing 5%. Notably the existing intersection was designed to cater for higher traffic volumes and presently operates well below its operational capacity.

Based on Table 11.2, it is anticipated that the development's traffic generation will not significantly impact the existing intersection, allowing it to sustain suitable operations. Consequently, TTM contends that no mitigation works are warranted to support the development.

12. Internal Road Network

12.1. Intersection Locations and Treatments

The internal roads have been planned with a carriageway width of 6m. Since these roads are intended to be private, compliance with Council Standards for road function and cross sections is not considered necessary. Instead, the design adheres to Australian Standards, Complete Streets, and Queensland Streets guidelines.

A swept paths analysis has been prepared to validate the adequacy of the proposed carriageway. The analysis confirms that the suggested carriageway is suitable for the passage of a B99 passenger vehicle and ensure the circulation of an RCV around the site. Refer to TTM Drawing 23BRT0759-1 in the Appendix B for details.

It is noted that for road segments exceeding 100 meters, the implementation of local speed control devices is recommended to ensure and manage safe vehicle speeds.

12.2. Driveway Locations

The specific locations of driveways will be resolved as required as part of Detail Design and Operations Works to minimise conflicts with adjacent road features. Based on the current set of plans, no traffic engineering issues are expected to impact the proposed driveway locations.

12.3. Active Travel Provisions

The development proposes internal shared road, with the speed limited to 20km/h. Therefore, the internal road network is also considered as provisions for active travel. Furthermore, a large “green area” at the north of the development is proposed, with gardens, dog run and a lake. Footpath is proposed connecting those areas to the internal road network.

Overall, the internal provision for footpath and linkages will provide a permeable and walkable network, aligning with pedestrian desire lines and minimising walking distances.

It is generally proposed that bicycle provisions will be accommodated on-road. Shared usage of bicycles is proposed on the carriageway of the internal road, which is considered acceptable based on the low speed environment and low traffic volumes of these roads.

13. Code Assessments

An assessment against the following codes is included in Appendix E:

- Somerset Regional Council Trasport Code
- State Code 6: Protection of state transport networks

14. Summary and Conclusions

14.1. Proposed Development

The proposed development relates to a Retirement Village located at Travellers Rest in Woolmar. The overall intention of the development is to create an integrated residential retirement subdivision. It proposes a total of 272 dwellings with on site entertainment provisions and managers facility.

14.2. Parking Arrangements

In general, the development proposes in the order of 646 parking spaces in total. This includes two parking spaces per dwelling, RV and 69 visitor spaces. The RV parking area is proposed at the northern side of the development, whilst visitor spaces are dispersed around the development.

14.3. Access Arrangements

The main access to the site is located at the southern part of the development. It is proposed connecting the existing Travellers Rest Road to a divided road connecting to the site access. It is understood that the main access will be shared between cars, cyclists and pedestrians.

14.4. Service Vehicle Arrangements

Specific service vehicle requirements are not specified by SRC, leading TTM to estimate needs based on practical considerations. Considering the need of refuse collection for the dwellings, the chosen design vehicle is a 10.4m Side-lift RCV and having the 8.8m MRV as occasional access for removalist purpose. Furthermore, a loading bay allowing a RCV to service the Club House is proposed and complies with the AS2890.2 requirements. Swept path analysis has been prepared demonstrating the functioning of the design.

14.5. Traffic Impact Assessment

TTM has estimated the traffic generation potential for the development with a total generation of 109vph (peak times) and 572vpd(daily).

Based on the traffic generation and distribution assumptions, the proposed development impacts will be limited to the intersections in close proximity to the site. Traffic volume increases to SCR roads/intersections will be higher the 5% trigger as nominated under the DTMR GTIA. However, no mitigation works are deemed to be required and the existing intersection is expected to continue to operate within typical operating parameters. This TIA included a net delay assessment of the State Controlled Road intersection.

The net delay assessment shows that the development will increase the delay by approximately 25%, compared the current existing operating conditions. However, this percentage increase is also due to a low

level of existing traffic through the intersection and it is expected that the increase in traffic won't have a significant to the intersection operation.

14.6. Conclusion

Based on the assessment contained within this report, TTM see no traffic engineering reasons why the relevant approvals should not be granted.

Appendix A Development Plans

03.01 Architectural Drawings

Master Plan

YIELD

TOTAL NUMBER OF LOTS	272

LOT SIZE

14.0m x 21.0m STANDARD LOTS	177
13.0m x 21.0m REDUCED LOTS	10
13.5m x 21.0m CORNER VILLA LOTS	23
SPECIAL LOTS	62

LEGEND

VISITOR CAR PARKING	TBC
RV PARKING	34
SITE AREA	207 007 m2 (approx)
SITE COVER	57 800 m2
TOTAL SITE OVER (LOTS + ROADS + FACILITIES)	70 209 m2
OPEN SPACE (MIN. DIMENSION OF 2m)	97 798 m2
SITE PERIMETER	2 284 m

CLUB HOUSE (subject to change)

CLUB HOUSE	3000 m2
MANAGERS	300 m2
SUMMER HOUSE	500 m2
WORKSHOP	100 m2
DOG RUN STRUCTURE	50 m2
COMMUNITY GARDENS STORE	50 m2
ENTRY STATEMENT AND GATE HOUSE	20 m2

JAREDPOOLEDESIGN
LEVEL 1 33 ELKHORN AVENUE
SURFERS PARADISE, QLD. 4217 AUSTRALIA
PO BOX 42. ISLE OF CAPRI, QLD. 4217
TEL 07 5527 5300
EMAIL INFO@JPD.COM.AU
WEB WWW.JPD.COM.AU

Living Gems

ISSUE	DATE	DESCRIPTION
I	14.02.24	RV updated
H	24.01.24	Boundaries updated
G	16.01.24	Lot numbers updated
F	06.12.23	General Revision

PROJECT Proposed New Development
Hedley Drive, Kilcoy Qld

CLIENT LivingGems

THE WORKS DESCRIBED ON THIS AND ACCOMPANYING DRAWINGS ASSOCIATED WITH THIS PROJECT PRODUCED BY JARED POOLE DESIGN ARE COVERED BY COPYRIGHT. THE WORKS DESCRIBED ARE APPLICABLE TO THE PROJECT SITE ONLY AND MUST NOT BE USED FOR ANY OTHER PURPOSE. WORKS CANNOT BE COPIED OR REPRODUCED BY ANY MEANS WITHOUT WRITTEN PERMISSION OF JARED POOLE DESIGN.

DRAWING TITLE BP1419/03.01

NORTH

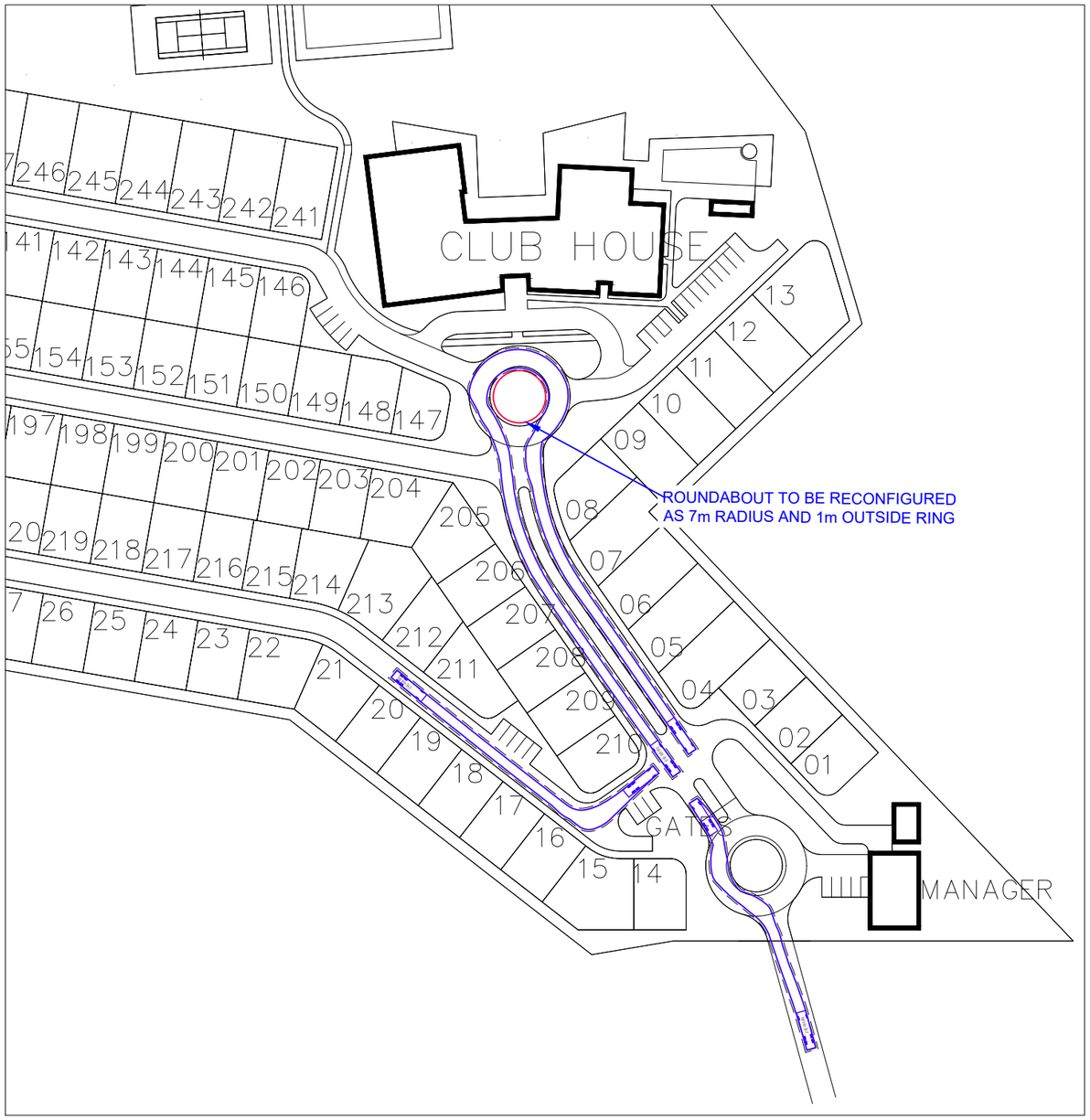
10m 50m 125m

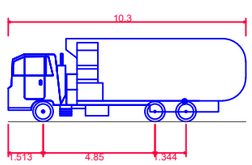
SCALE 1:2500 @ A3

Master Plan

POOLE

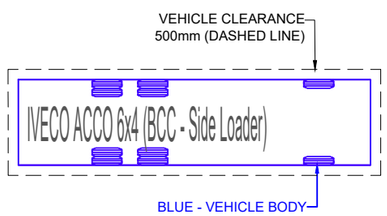
Appendix B TTM Drawings





RCV - Side Loader

Overall Length	10.300m
Overall Width	2.500m
Overall Body Height	3.600m
Min Body Ground Clearance	0.260m
Track Width	2.500m
Lock-to-lock time	6.00s
Curb to Curb Turning Radius	9.757m
Body Clearance	0.500m



FOR APPROVAL
5 Mar 2024

NOT FOR CONSTRUCTION
5 March 2024

REV.	DATE	AMENDMENT DESCRIPTION	DRAWN	CHECKED	APPROVED
A	05-03-24	ORIGINAL ISSUE	BV	MGr	MGr

SCALE 0 10 20 30 40 50m
SCALE 1:1000 AT ORIGINAL SIZE

NORTH

CLIENT: GemLife

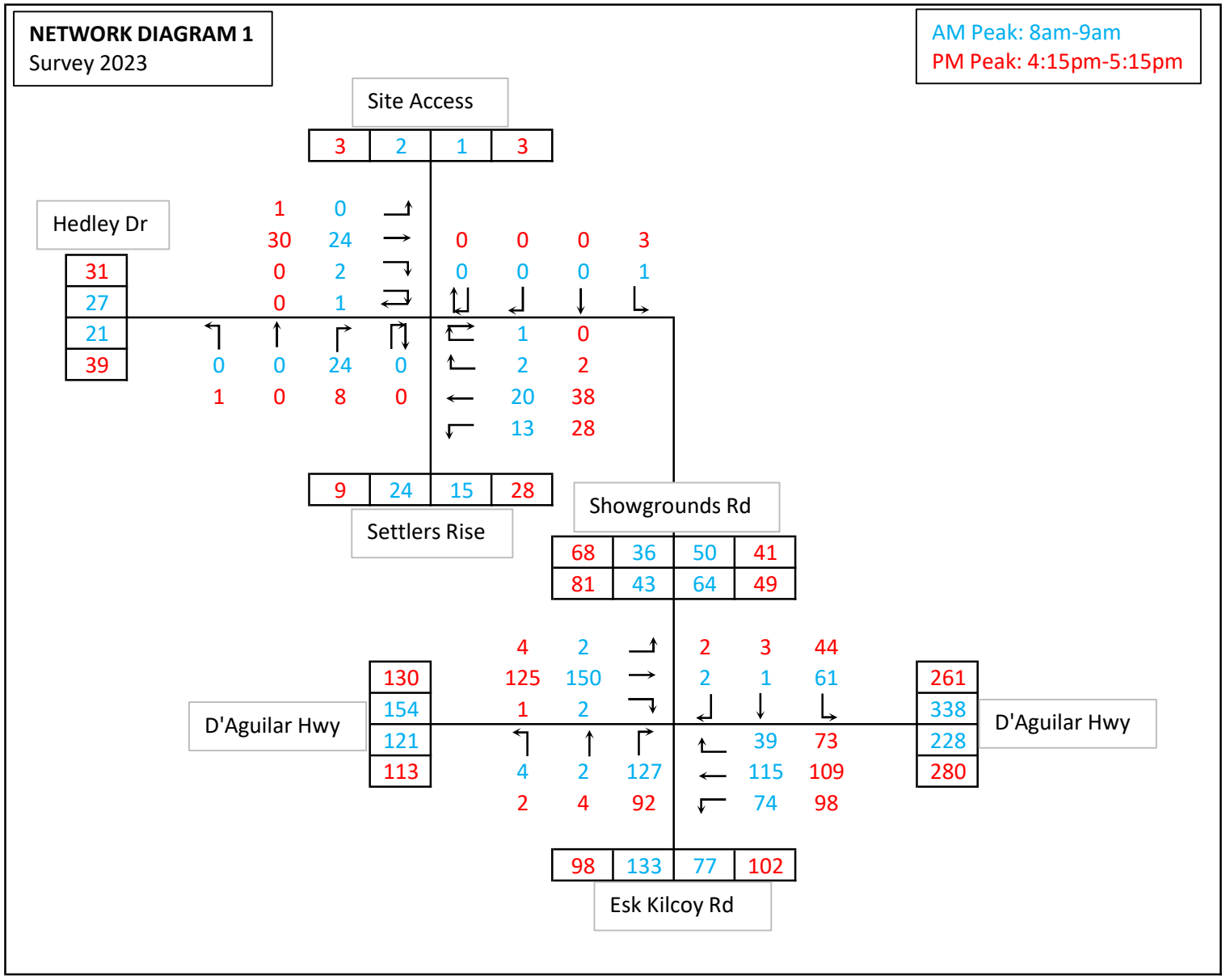
TTM CONSULTING PTY LTD
ABN 65 010 868 621
LEVEL 8, 369 Ann Street, BRISBANE QLD 4000
P.O. BOX 12015, BRISBANE QLD 4003
T: (07) 3327 9500 F: (07) 3327 9501
E: ttmbris@ttmgroup.com.au W: www.ttmgroup.com.au

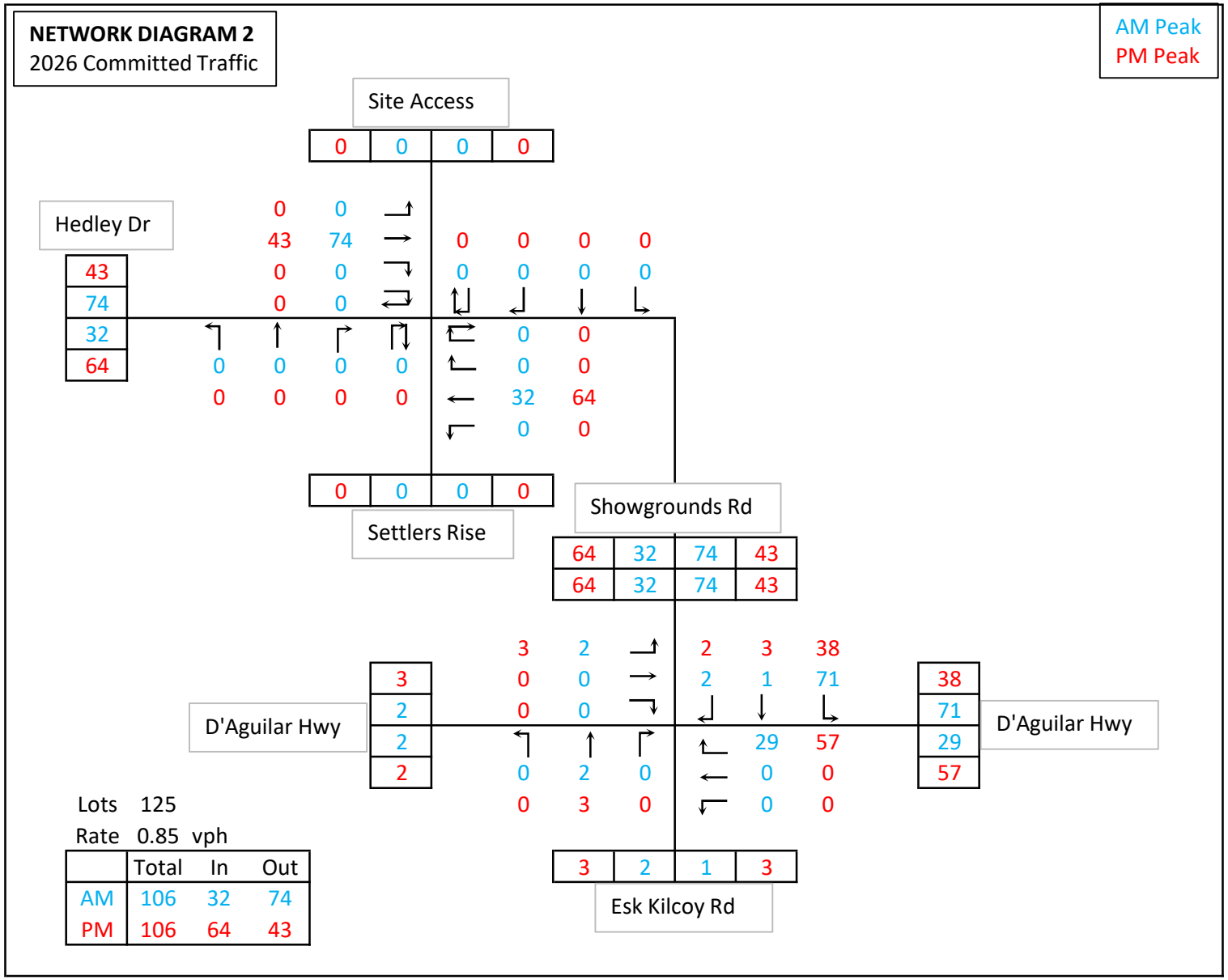
PROJECT: **Travellers Rest, Woolmar QLD**

DRAWING TITLE: **SWEPT PATH ANALYSIS**
10.3m SIDE-LOADER RCV DESIGN VEHICLE

PROJECT NUMBER	23BRT0759
ORIGINAL SIZE	A3
DRAWING NUMBER	22BRT0759-01
REVISION	A
DATE	5 Mar 2024
SHEET	1 OF 1

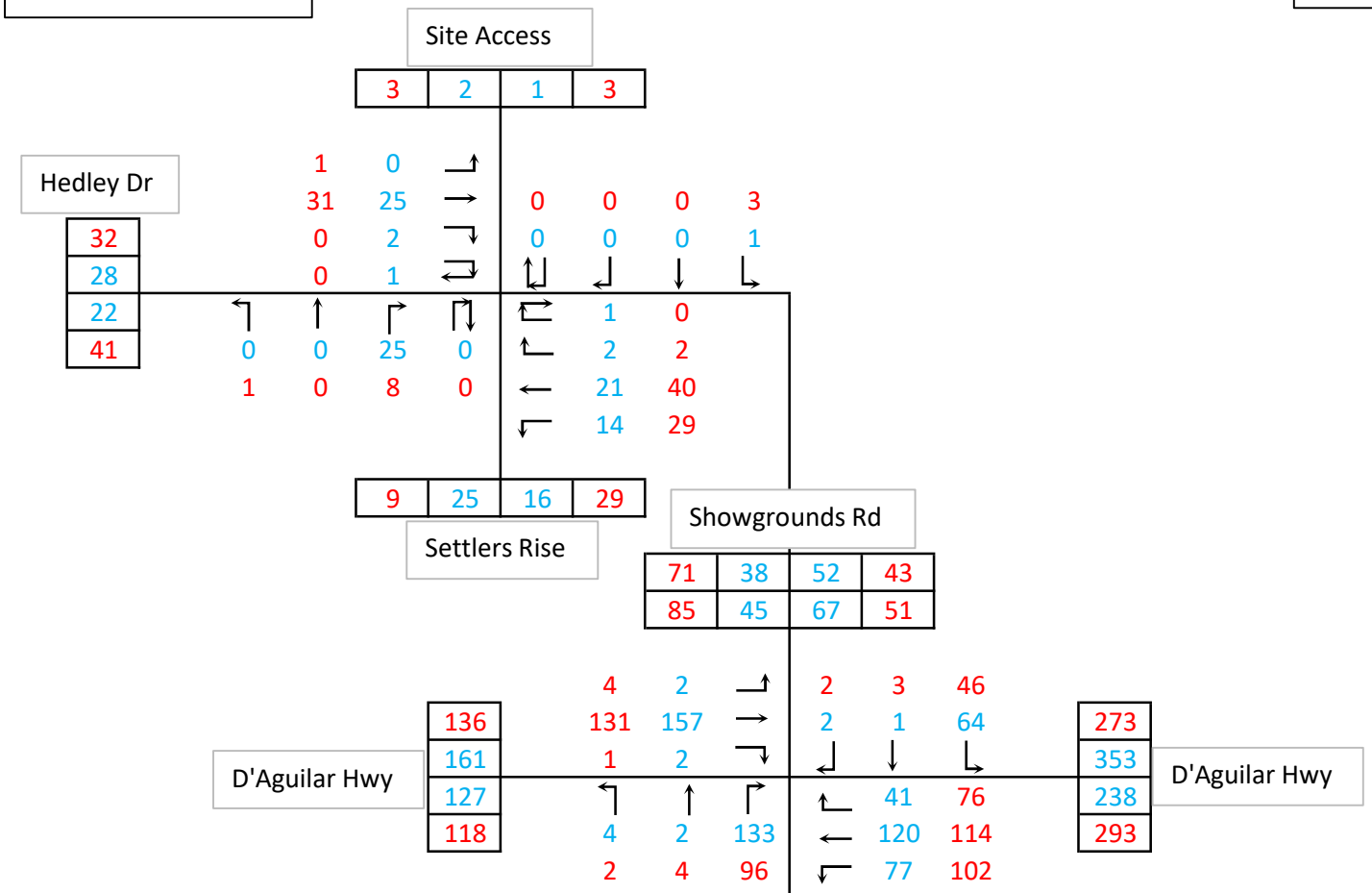
Appendix C Traffic Network Diagrams


NETWORK DIAGRAM 1
Survey 2023
AM Peak: 8am-9am
PM Peak: 4:15pm-5:15pm
Site Access
3 2 1 3
Hedley Dr
31
27
21
39
1 0
30 24
0 2
0 1
0 0 24 0
1 0 8 0
0 0 0 3
0 0 0 1
1 0
2 2
20 38
13 28
9 24 15 28
Settlers Rise
Showgrounds Rd
68 36 50 41
81 43 64 49
D'Aguilar Hwy
130
154
121
113
4 2
125 150
1 2
4 2 127
2 4 92
2 3 44
2 1 61
39 73
115 109
74 98
261
338
228
280
D'Aguilar Hwy
98 133 77 102
Esk Kilcoy Rd


NETWORK DIAGRAM 2
2026 Committed Traffic
AM Peak
PM Peak
Site Access
0 0 0 0
Hedley Dr
43
74
32
64
0 0
43 74
0 0
0 0
0 0 0 0
0 0 0 0
0 0 0 0
0 0
0 0
32 64
0 0
0 0 0 0
Settlers Rise
Showgrounds Rd
64 32 74 43
64 32 74 43
D'Aguilar Hwy
3
2
2
2
3 2 2 3 38
0 0 2 1 71
0 0 29 57
0 2 0 0 0
0 3 0 0 0
38
71
29
57
D'Aguilar Hwy
Lots 125
Rate 0.85 vph
Total In Out
AM 106 32 74
PM 106 64 43
3 2 1 3
Esk Kilcoy Rd

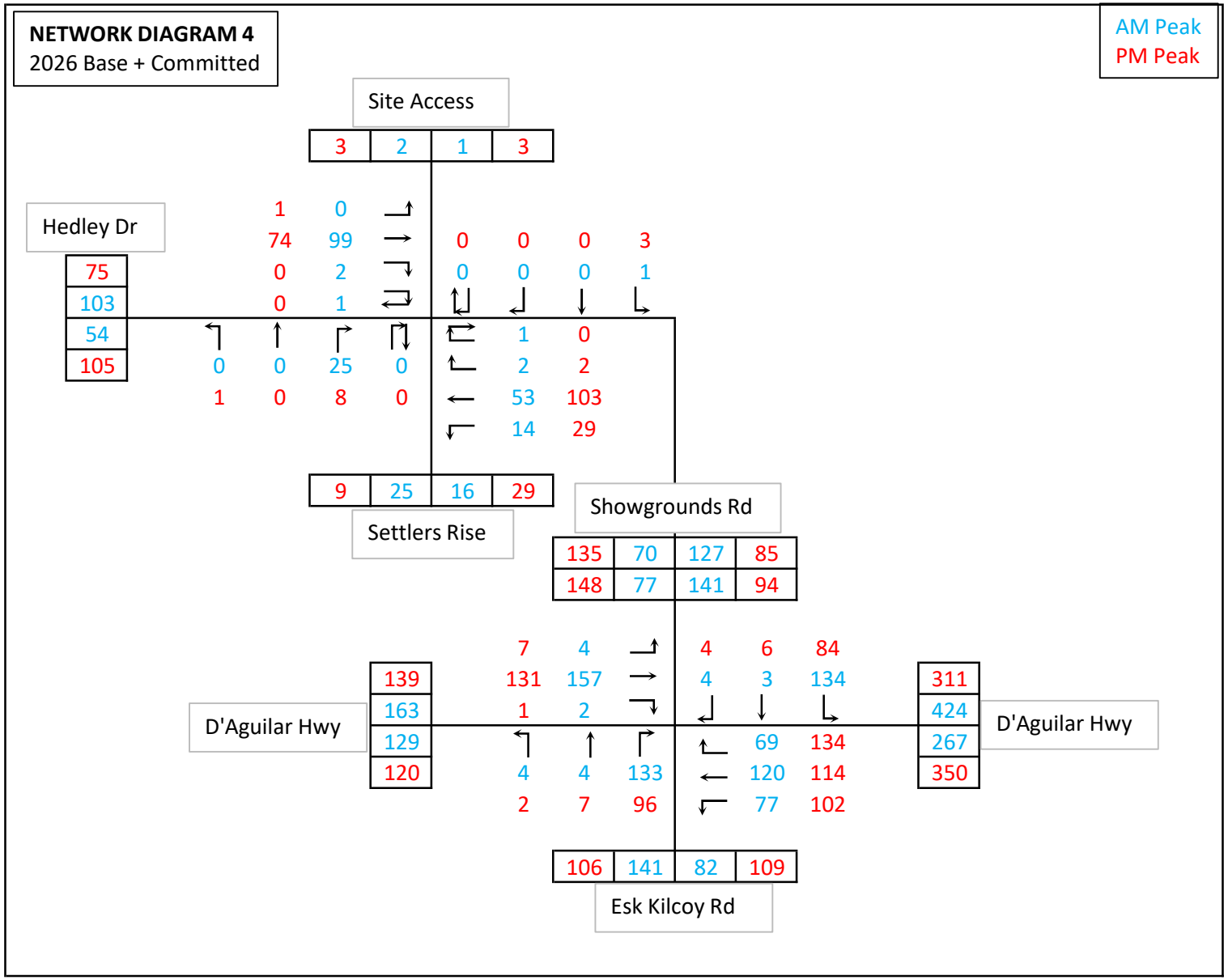
NETWORK DIAGRAM 3
2026 Base Scenario

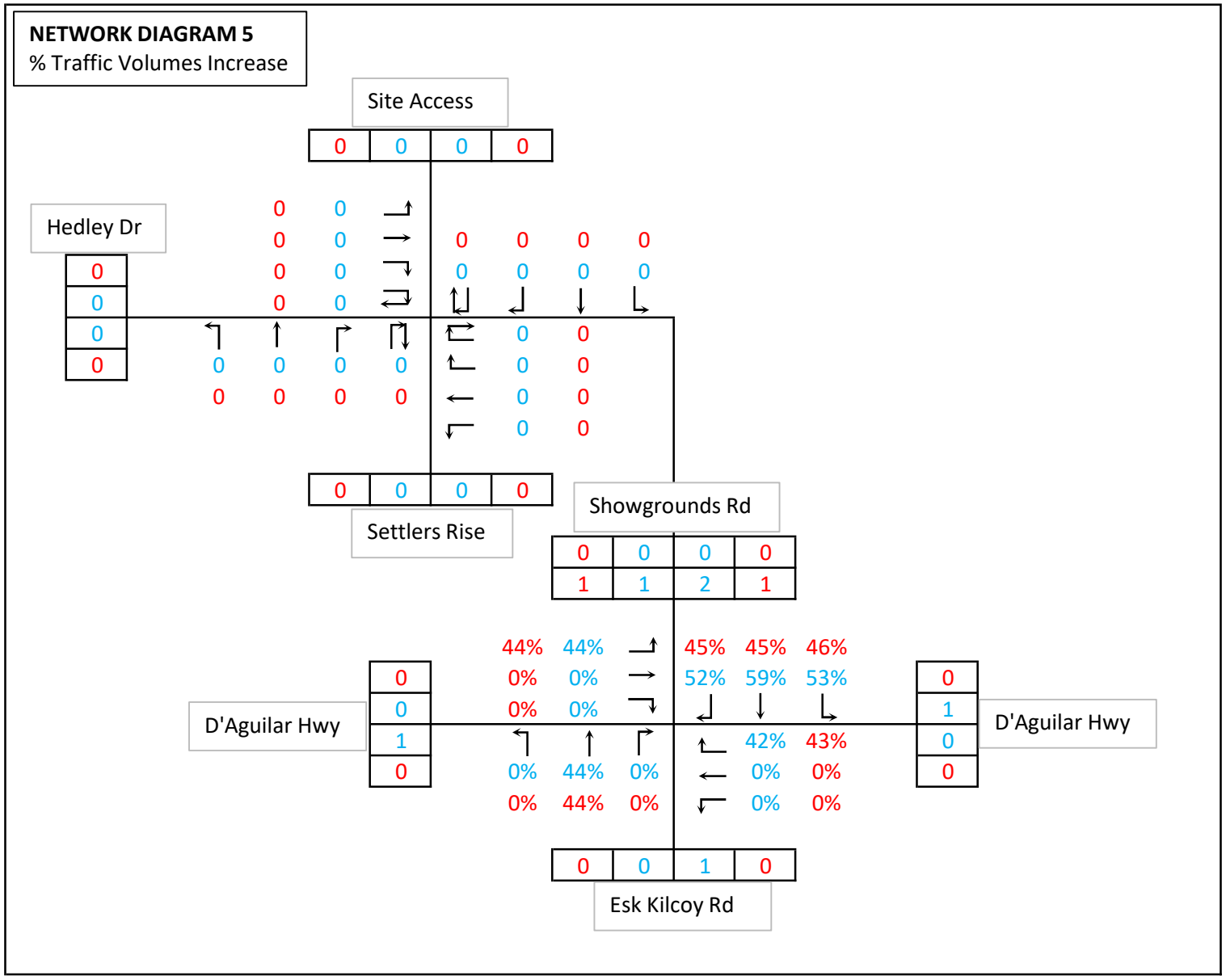
AM Peak
PM Peak



Base Traffic Growth Calculations

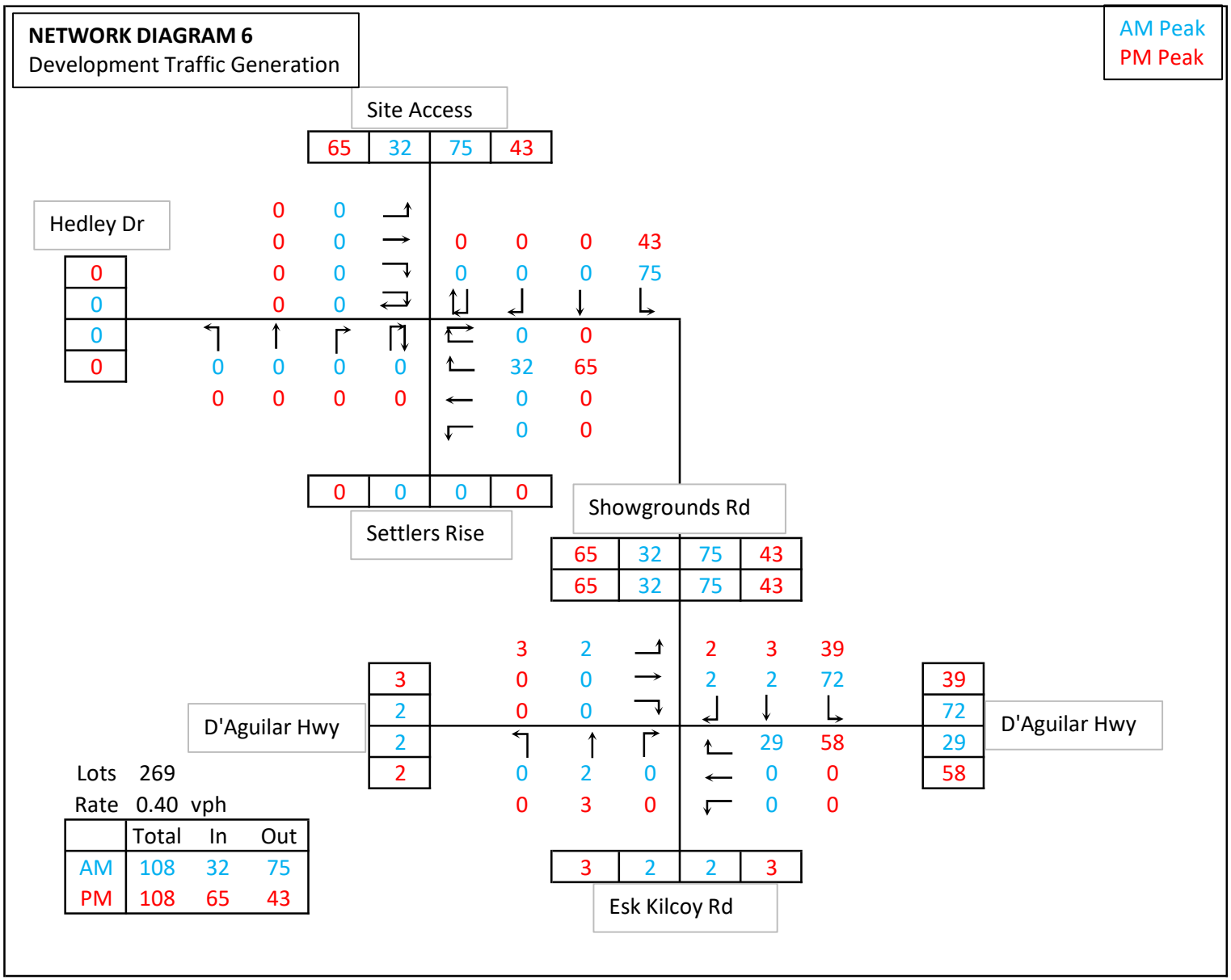
Survey Year	2023
Assessment Year	2026
Growth Rate p.a.	1.5%
Growth Factor	1.05

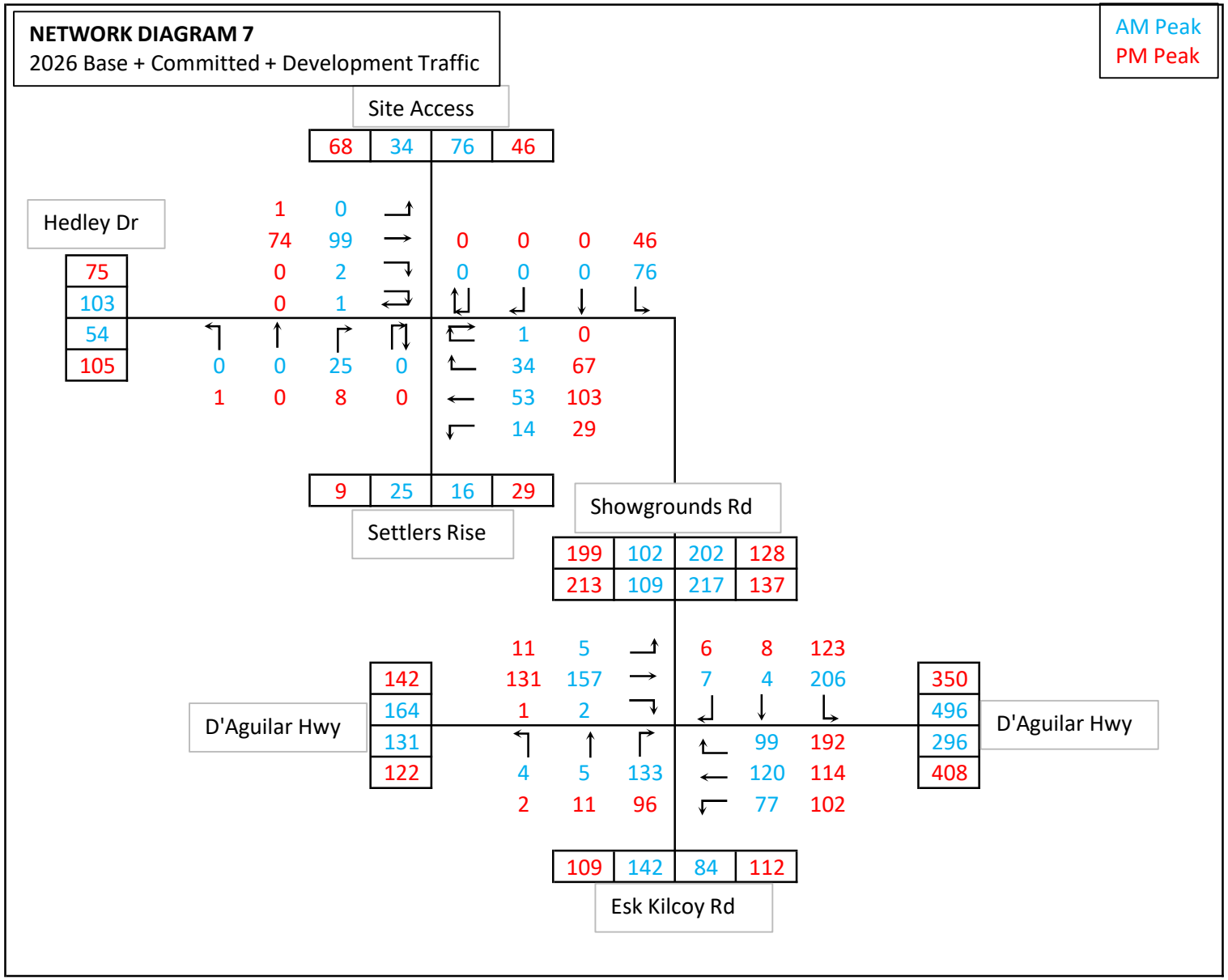

NETWORK DIAGRAM 4
2026 Base + Committed
AM Peak
PM Peak
Site Access
3 2 1 3
Hedley Dr
75
103
54
105
1 0
74 99
0 2
0 1
0 0 25 0
1 0 8 0
0 0 0 3
0 0 0 1
1 0
2 2
53 103
14 29
9 25 16 29
Settlers Rise
Showgrounds Rd
135 70 127 85
148 77 141 94
D'Aguilar Hwy
139
163
129
120
7 4
131 157
1 2
4 4 133
2 7 96
4 6 84
4 3 134
69 134
120 114
77 102
311
424
267
350
D'Aguilar Hwy
106 141 82 109
Esk Kilcoy Rd


NETWORK DIAGRAM 5
% Traffic Volumes Increase
Site Access
0 0 0 0
Hedley Dr
0
0
0
0
0 0
0 0
0 0
0 0
0 0 0 0
0 0 0 0
0 0 0 0
0 0
0 0
0 0
0 0
0 0 0 0
Settlers Rise
Showgrounds Rd
0 0 0 0
1 1 2 1
44% 44% 45% 45% 46%
0% 0% 52% 59% 53%
0% 0%
0% 44% 0%
0% 44% 0%
42% 43%
0% 0%
0% 0%
D'Aguilar Hwy
0
0
1
0
0
1
0
0
D'Aguilar Hwy
0 0 1 0
Esk Kilcoy Rd

NETWORK DIAGRAM 6
Development Traffic Generation

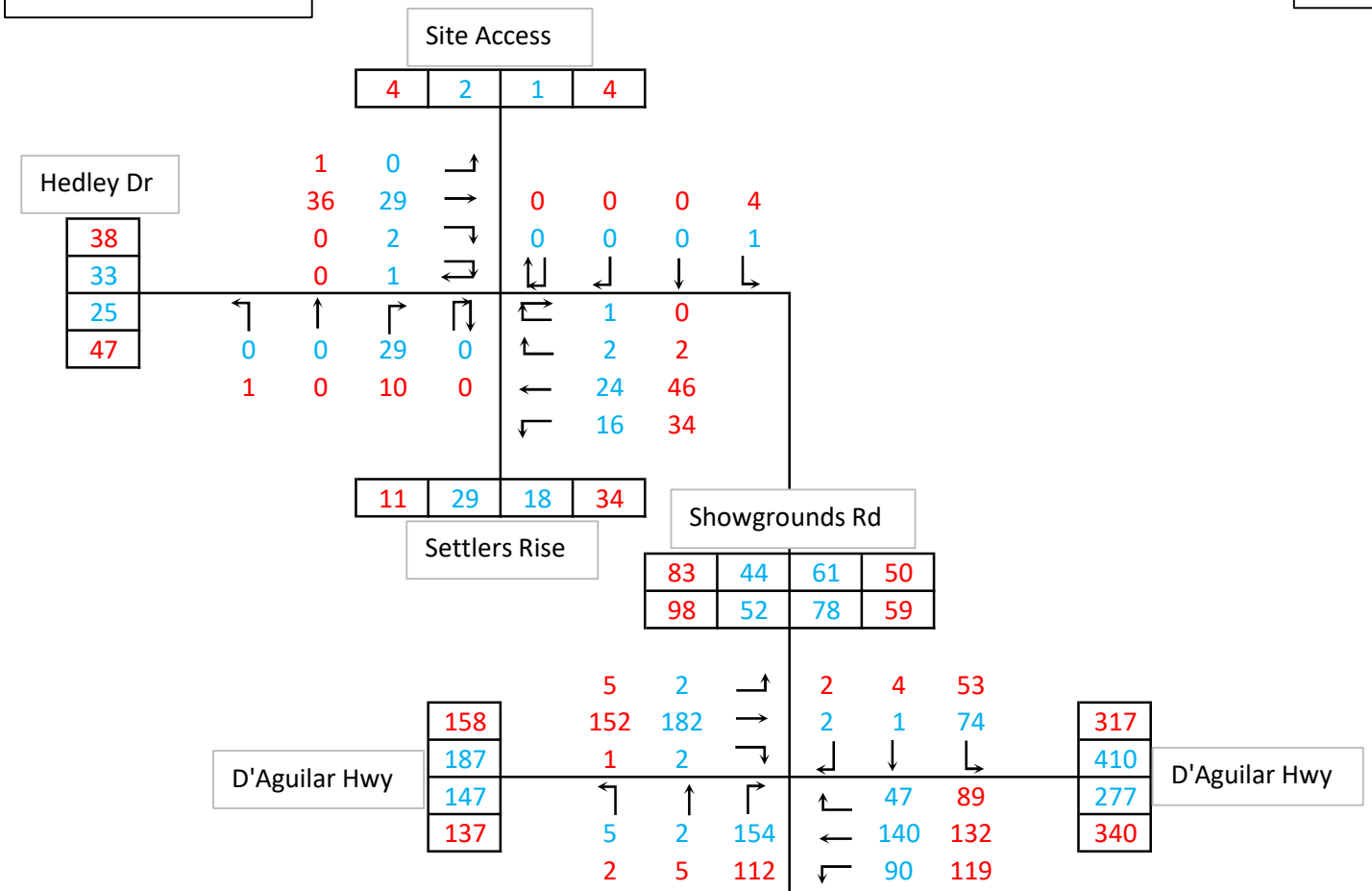
AM Peak
PM Peak


Site Access
65 32 75 43
Hedley Dr
0 0 0 0 0 43
0 0 0 0 0 75
0 0 0 0 0 0
0 0 0 0 0


NETWORK DIAGRAM 7
2026 Base + Committed + Development Traffic
AM Peak
PM Peak
Site Access
68 34 76 46
Hedley Dr
75
103
54
105
1 0
74 99
0 2
0 1
0 0 25 0
1 0 8 0
0 0 0 46
0 0 0 76
1 0
34 67
53 103
14 29
9 25 16 29
Settlers Rise
Showgrounds Rd
199 102 202 128
213 109 217 137
D'Aguilar Hwy
142
164
131
122
11 5
131 157
1 2
4 5 133
2 11 96
6 8 123
7 4 206
99 192
120 114
77 102
350
496
296
408
D'Aguilar Hwy
109 142 84 112
Esk Kilcoy Rd

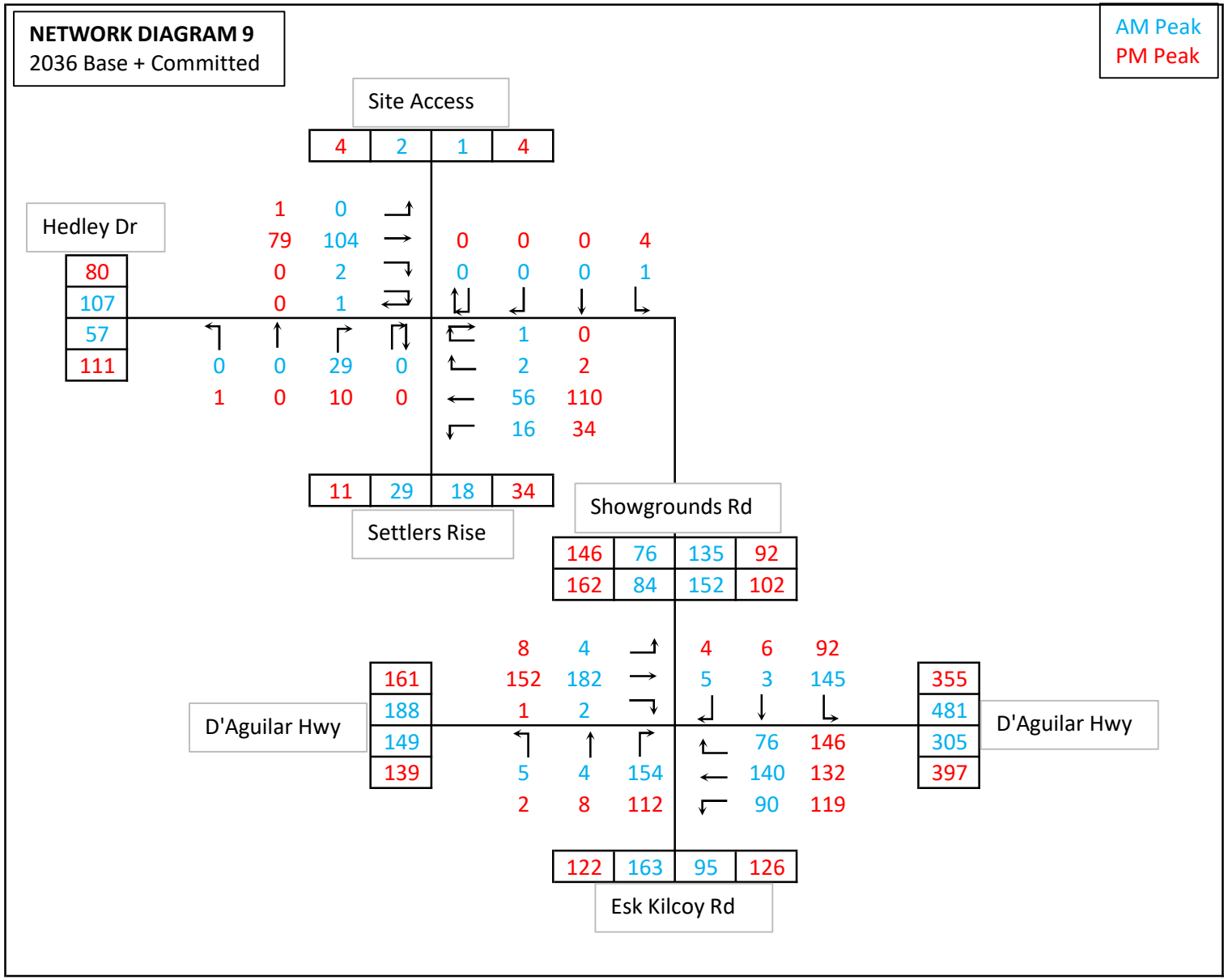
NETWORK DIAGRAM 8
2036 Base Scenario

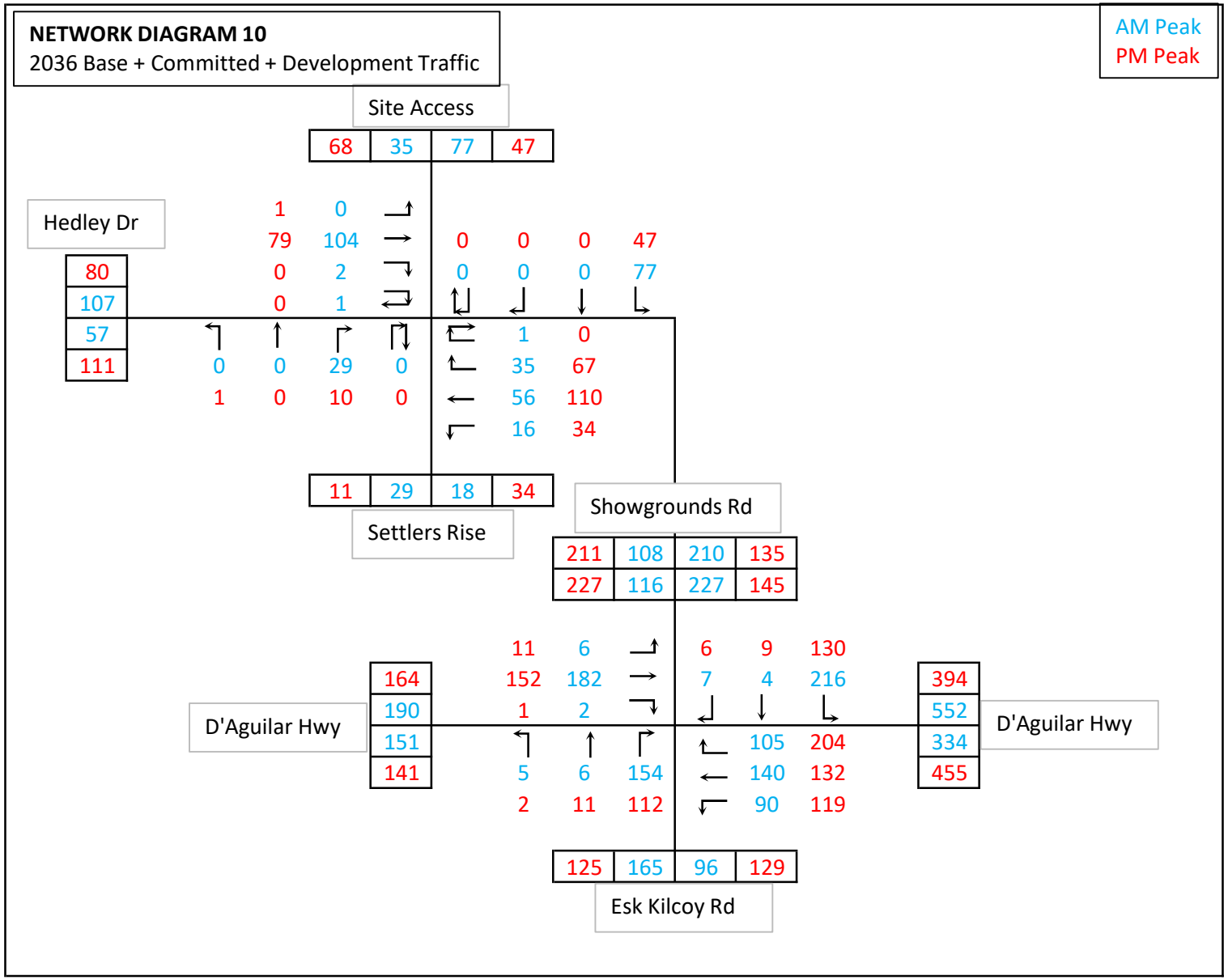
AM Peak
PM Peak



Base Traffic Growth Calculations

Survey Year	2023
Assessment Year	2036
Growth Rate p.a.	1.5%
Growth Factor	1.21


NETWORK DIAGRAM 9
2036 Base + Committed
AM Peak
PM Peak
Site Access
4 2 1 4
Hedley Dr
80
107
57
111
1 0
79 104
0 2
0 1
0 0 29 0
1 0 10 0
0 0 0 4
0 0 0 1
1 0
2 2
56 110
16 34
11 29 18 34
Settlers Rise
Showgrounds Rd
146 76 135 92
162 84 152 102
D'Aguilar Hwy
161
188
149
139
8 4
152 182
1 2
5 4 154
2 8 112
4 6 92
5 3 145
76 146
140 132
90 119
355
481
305
397
D'Aguilar Hwy
122 163 95 126
Esk Kilcoy Rd


NETWORK DIAGRAM 10
2036 Base + Committed + Development Traffic
AM Peak
PM Peak
Site Access
68 35 77 47
Hedley Dr
80
107
57
111
1 0
79 104
0 2
0 1
0 0 29 0
1 0 10 0
0 0 0 47
0 0 0 77
1 0
35 67
56 110
16 34
11 29 18 34
Settlers Rise
Showgrounds Rd
211 108 210 135
227 116 227 145
11 6
152 182
1 2
5 6 154
2 11 112
6 9 130
7 4 216
105 204
140 132
90 119
164
190
151
141
D'Aguilar Hwy
394
552
334
455
D'Aguilar Hwy
125 165 96 129
Esk Kilcoy Rd

Appendix D SIDRA Output Reports

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2023_AM_Survey (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	4	0.0	4	0.0	0.289	9.1	LOS A	1.3	9.6	0.58	1.01	0.63	48.5
2	T1	2	0.0	2	0.0	0.289	12.9	LOS B	1.3	9.6	0.58	1.01	0.63	46.4
3	R2	127	5.5	134	5.5	0.289	14.3	LOS B	1.3	9.6	0.58	1.01	0.63	48.4
Approach		133	5.3	140	5.3	0.289	14.1	LOS B	1.3	9.6	0.58	1.01	0.63	48.3
East: D'Aguilar Hwy														
4	L2	74	0.0	78	0.0	0.048	5.6	LOS A	0.2	1.4	0.02	0.54	0.02	54.2
5	T1	115	17.4	121	17.4	0.069	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	39	5.1	41	5.1	0.027	6.1	LOS A	0.1	0.9	0.28	0.55	0.28	50.8
Approach		228	9.6	240	9.6	0.069	2.9	LOS A	0.2	1.4	0.06	0.27	0.06	56.5
North: Showgrounds Rd														
7	L2	61	9.8	64	9.8	0.070	7.2	LOS A	0.2	1.9	0.38	0.61	0.38	51.0
8	T1	1	0.0	1	0.0	0.006	11.1	LOS B	0.0	0.1	0.48	0.82	0.48	48.1
9	R2	2	0.0	2	0.0	0.006	11.7	LOS B	0.0	0.1	0.48	0.82	0.48	48.1
Approach		64	9.4	67	9.4	0.070	7.4	LOS A	0.2	1.9	0.39	0.62	0.39	50.9
West: D'Aguilar Hwy														
10	L2	2	0.0	2	0.0	0.001	5.7	LOS A	0.0	0.0	0.11	0.51	0.11	52.6
11	T1	150	16.0	158	16.0	0.089	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	2	0.0	2	0.0	0.001	5.8	LOS A	0.0	0.0	0.23	0.53	0.23	52.5
Approach		154	15.6	162	15.6	0.089	0.2	LOS A	0.0	0.0	0.00	0.01	0.00	59.8
All Vehicles		579	10.2	609	10.2	0.289	5.2	NA	1.3	9.6	0.20	0.41	0.21	54.6

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_AM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	4	0.0	4	0.0	0.311	9.4	LOS A	1.5	10.8	0.59	1.03	0.68	48.1
2	T1	2	0.0	2	0.0	0.311	13.5	LOS B	1.5	10.8	0.59	1.03	0.68	45.9
3	R2	133	5.5	140	5.5	0.311	15.0	LOS B	1.5	10.8	0.59	1.03	0.68	48.0
Approach		139	5.3	146	5.3	0.311	14.8	LOS B	1.5	10.8	0.59	1.03	0.68	48.0
East: D'Aguilar Hwy														
4	L2	77	0.0	81	0.0	0.050	5.6	LOS A	0.2	1.4	0.02	0.54	0.02	54.2
5	T1	120	17.4	126	17.4	0.073	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	41	5.1	43	5.1	0.029	6.1	LOS A	0.1	0.9	0.29	0.55	0.29	50.7
Approach		238	9.7	251	9.7	0.073	2.9	LOS A	0.2	1.4	0.06	0.27	0.06	56.5
North: Showgrounds Rd														
7	L2	64	9.8	67	9.8	0.074	7.3	LOS A	0.3	2.0	0.39	0.62	0.39	51.0
8	T1	1	0.0	1	0.0	0.006	11.3	LOS B	0.0	0.2	0.49	0.83	0.49	47.9
9	R2	2	0.0	2	0.0	0.006	11.9	LOS B	0.0	0.2	0.49	0.83	0.49	47.9
Approach		67	9.4	71	9.4	0.074	7.5	LOS A	0.3	2.0	0.40	0.63	0.40	50.8
West: D'Aguilar Hwy														
10	L2	2	0.0	2	0.0	0.001	5.7	LOS A	0.0	0.0	0.12	0.51	0.12	52.6
11	T1	157	16.0	165	16.0	0.094	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	2	0.0	2	0.0	0.001	5.8	LOS A	0.0	0.0	0.24	0.53	0.24	52.5
Approach		161	15.6	169	15.6	0.094	0.2	LOS A	0.0	0.0	0.00	0.01	0.00	59.8
All Vehicles		605	10.2	637	10.2	0.311	5.4	NA	1.5	10.8	0.20	0.42	0.22	54.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_AM_Base +Comm (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	4	0.0	4	0.0	0.332	9.6	LOS A	1.6	11.8	0.61	1.04	0.74	47.6
2	T1	4	0.0	4	0.0	0.332	14.2	LOS B	1.6	11.8	0.61	1.04	0.74	45.3
3	R2	133	5.5	140	5.5	0.332	15.9	LOS C	1.6	11.8	0.61	1.04	0.74	47.4
Approach		141	5.2	148	5.2	0.332	15.7	LOS C	1.6	11.8	0.61	1.04	0.74	47.4
East: D'Aguilar Hwy														
4	L2	77	0.0	81	0.0	0.050	5.6	LOS A	0.2	1.4	0.03	0.54	0.03	54.2
5	T1	120	17.4	126	17.4	0.073	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	69	5.1	73	5.1	0.049	6.1	LOS A	0.2	1.6	0.29	0.56	0.29	50.7
Approach		266	9.2	280	9.2	0.073	3.2	LOS A	0.2	1.6	0.08	0.30	0.08	55.9
North: Showgrounds Rd														
7	L2	134	9.8	141	9.8	0.156	7.5	LOS A	0.6	4.5	0.41	0.65	0.41	50.9
8	T1	3	0.0	3	0.0	0.014	11.7	LOS B	0.1	0.4	0.51	0.86	0.51	47.6
9	R2	4	0.0	4	0.0	0.014	12.4	LOS B	0.1	0.4	0.51	0.86	0.51	47.6
Approach		141	9.3	148	9.3	0.156	7.7	LOS A	0.6	4.5	0.42	0.66	0.42	50.7
West: D'Aguilar Hwy														
10	L2	4	0.0	4	0.0	0.003	5.8	LOS A	0.0	0.1	0.16	0.51	0.16	52.4
11	T1	157	16.0	165	16.0	0.094	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	2	0.0	2	0.0	0.001	5.8	LOS A	0.0	0.0	0.24	0.53	0.24	52.5
Approach		163	15.4	172	15.4	0.094	0.2	LOS A	0.0	0.1	0.01	0.02	0.01	59.7
All Vehicles		711	9.9	748	9.9	0.332	5.9	NA	1.6	11.8	0.24	0.45	0.26	53.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_AM_Base +Comm+Dev (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	4	0.0	4	0.0	0.352	9.9	LOS A	1.7	12.8	0.63	1.05	0.79	47.0
2	T1	5	0.0	5	0.0	0.352	15.0	LOS C	1.7	12.8	0.63	1.05	0.79	44.7
3	R2	133	5.5	140	5.5	0.352	16.9	LOS C	1.7	12.8	0.63	1.05	0.79	46.9
Approach		142	5.2	149	5.2	0.352	16.7	LOS C	1.7	12.8	0.63	1.05	0.79	46.8
East: D'Aguilar Hwy														
4	L2	77	0.0	81	0.0	0.050	5.6	LOS A	0.2	1.4	0.04	0.53	0.04	54.2
5	T1	120	17.4	126	17.4	0.072	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	99	5.1	104	5.1	0.070	6.2	LOS A	0.3	2.3	0.29	0.56	0.29	50.7
Approach		296	8.8	312	8.8	0.072	3.5	LOS A	0.3	2.3	0.11	0.33	0.11	55.4
North: Showgrounds Rd														
7	L2	206	9.8	217	9.8	0.240	7.6	LOS A	1.0	7.3	0.44	0.67	0.44	50.8
8	T1	4	0.0	4	0.0	0.024	12.1	LOS B	0.1	0.6	0.53	0.88	0.53	47.2
9	R2	7	0.0	7	0.0	0.024	13.0	LOS B	0.1	0.6	0.53	0.88	0.53	47.2
Approach		217	9.3	228	9.3	0.240	7.9	LOS A	1.0	7.3	0.44	0.68	0.44	50.6
West: D'Aguilar Hwy														
10	L2	5	0.0	5	0.0	0.004	5.9	LOS A	0.0	0.1	0.20	0.50	0.20	52.2
11	T1	157	16.0	165	16.0	0.094	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	2	0.0	2	0.0	0.001	5.8	LOS A	0.0	0.0	0.24	0.53	0.24	52.5
Approach		164	15.3	173	15.3	0.094	0.3	LOS A	0.0	0.1	0.01	0.02	0.01	59.6
All Vehicles		819	9.6	862	9.6	0.352	6.3	NA	1.7	12.8	0.27	0.49	0.30	53.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2023_PM_Survey (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	2	0.0	2	0.0	0.245	8.7	LOS A	1.0	8.5	0.58	1.01	0.60	48.1
2	T1	4	0.0	4	0.0	0.245	12.4	LOS B	1.0	8.5	0.58	1.01	0.60	45.9
3	R2	92	25.0	97	25.0	0.245	15.9	LOS C	1.0	8.5	0.58	1.01	0.60	47.3
Approach		98	23.5	103	23.5	0.245	15.6	LOS C	1.0	8.5	0.58	1.01	0.60	47.2
East: D'Aguilar Hwy														
4	L2	98	1.0	103	1.0	0.064	5.6	LOS A	0.3	1.9	0.03	0.54	0.03	54.2
5	T1	109	5.5	115	5.5	0.061	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	73	4.1	77	4.1	0.049	6.0	LOS A	0.2	1.6	0.25	0.55	0.25	50.9
Approach		280	3.6	295	3.6	0.064	3.5	LOS A	0.3	1.9	0.07	0.33	0.07	55.6
North: Showgrounds Rd														
7	L2	44	11.4	46	11.4	0.047	6.8	LOS A	0.2	1.3	0.33	0.57	0.33	51.2
8	T1	3	0.0	3	0.0	0.009	10.9	LOS B	0.0	0.2	0.47	0.83	0.47	48.3
9	R2	2	0.0	2	0.0	0.009	11.5	LOS B	0.0	0.2	0.47	0.83	0.47	48.3
Approach		49	10.2	52	10.2	0.047	7.3	LOS A	0.2	1.3	0.35	0.60	0.35	50.9
West: D'Aguilar Hwy														
10	L2	4	50.0	4	50.0	0.004	6.5	LOS A	0.0	0.1	0.19	0.49	0.19	50.1
11	T1	125	6.4	132	6.4	0.070	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	1	0.0	1	0.0	0.001	5.7	LOS A	0.0	0.0	0.22	0.53	0.22	52.5
Approach		130	7.7	137	7.7	0.070	0.3	LOS A	0.0	0.1	0.01	0.02	0.01	59.6
All Vehicles		557	8.6	586	8.6	0.245	5.2	NA	1.0	8.5	0.17	0.40	0.17	54.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_PM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	2	0.0	2	0.0	0.264	9.0	LOS A	1.1	9.5	0.60	1.02	0.64	47.7
2	T1	4	0.0	4	0.0	0.264	12.9	LOS B	1.1	9.5	0.60	1.02	0.64	45.4
3	R2	96	25.0	101	25.0	0.264	16.6	LOS C	1.1	9.5	0.60	1.02	0.64	46.9
Approach		102	23.5	107	23.5	0.264	16.3	LOS C	1.1	9.5	0.60	1.02	0.64	46.8
East: D'Aguilar Hwy														
4	L2	102	1.0	107	1.0	0.066	5.6	LOS A	0.3	1.9	0.03	0.54	0.03	54.2
5	T1	114	5.5	120	5.5	0.064	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	76	4.1	80	4.1	0.052	6.0	LOS A	0.2	1.7	0.25	0.55	0.25	50.9
Approach		292	3.6	307	3.6	0.066	3.5	LOS A	0.3	1.9	0.08	0.33	0.08	55.6
North: Showgrounds Rd														
7	L2	46	11.4	48	11.4	0.050	6.9	LOS A	0.2	1.4	0.34	0.58	0.34	51.1
8	T1	3	0.0	3	0.0	0.009	11.1	LOS B	0.0	0.2	0.48	0.83	0.48	48.2
9	R2	2	0.0	2	0.0	0.009	11.7	LOS B	0.0	0.2	0.48	0.83	0.48	48.2
Approach		51	10.2	54	10.2	0.050	7.3	LOS A	0.2	1.4	0.35	0.60	0.35	50.8
West: D'Aguilar Hwy														
10	L2	4	50.0	4	50.0	0.004	6.5	LOS A	0.0	0.1	0.19	0.49	0.19	50.1
11	T1	131	6.4	138	6.4	0.074	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	1	0.0	1	0.0	0.001	5.8	LOS A	0.0	0.0	0.22	0.53	0.22	52.5
Approach		136	7.6	143	7.6	0.074	0.2	LOS A	0.0	0.1	0.01	0.02	0.01	59.6
All Vehicles		581	8.6	612	8.6	0.264	5.3	NA	1.1	9.5	0.18	0.40	0.18	54.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_PM_Base +Comm (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	2	0.0	2	0.0	0.303	9.5	LOS A	1.4	11.4	0.63	1.05	0.75	46.5
2	T1	7	0.0	7	0.0	0.303	14.4	LOS B	1.4	11.4	0.63	1.05	0.75	44.0
3	R2	96	25.0	101	25.0	0.303	18.8	LOS C	1.4	11.4	0.63	1.05	0.75	45.7
Approach		105	22.9	111	22.9	0.303	18.4	LOS C	1.4	11.4	0.63	1.05	0.75	45.6
East: D'Aguilar Hwy														
4	L2	102	1.0	107	1.0	0.066	5.6	LOS A	0.3	2.0	0.04	0.53	0.04	54.1
5	T1	114	5.5	120	5.5	0.064	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	134	4.1	141	4.1	0.091	6.0	LOS A	0.4	3.1	0.26	0.56	0.26	50.9
Approach		350	3.7	368	3.7	0.091	4.0	LOS A	0.4	3.1	0.11	0.37	0.11	54.8
North: Showgrounds Rd														
7	L2	84	11.4	88	11.4	0.091	7.0	LOS A	0.3	2.6	0.35	0.59	0.35	51.1
8	T1	6	0.0	6	0.0	0.020	11.9	LOS B	0.1	0.5	0.52	0.87	0.52	47.5
9	R2	4	0.0	4	0.0	0.020	12.8	LOS B	0.1	0.5	0.52	0.87	0.52	47.5
Approach		94	10.2	99	10.2	0.091	7.5	LOS A	0.3	2.6	0.37	0.62	0.37	50.7
West: D'Aguilar Hwy														
10	L2	7	50.0	7	50.0	0.007	6.8	LOS A	0.0	0.3	0.27	0.50	0.27	49.8
11	T1	131	6.4	138	6.4	0.074	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	1	0.0	1	0.0	0.001	5.8	LOS A	0.0	0.0	0.22	0.53	0.22	52.5
Approach		139	8.5	146	8.5	0.074	0.4	LOS A	0.0	0.3	0.02	0.03	0.02	59.4
All Vehicles		688	8.5	724	8.5	0.303	5.9	NA	1.4	11.4	0.21	0.44	0.22	53.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [D'AguilarHwy_SwhowgroundsRd_2026_PM_Base +Comm+Dev (Site Folder: Site)]

New Site
Site Category: (None)
Stop (Two-Way)

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Esk Kilcoy Rd														
1	L2	2	0.0	2	0.0	0.355	10.3	LOS B	1.7	13.9	0.69	1.07	0.89	44.9
2	T1	11	0.0	12	0.0	0.355	16.5	LOS C	1.7	13.9	0.69	1.07	0.89	42.3
3	R2	96	25.0	101	25.0	0.355	21.9	LOS C	1.7	13.9	0.69	1.07	0.89	44.2
Approach		109	22.0	115	22.0	0.355	21.1	LOS C	1.7	13.9	0.69	1.07	0.89	44.1
East: D'Aguilar Hwy														
4	L2	102	1.0	107	1.0	0.066	5.6	LOS A	0.3	2.0	0.05	0.53	0.05	54.1
5	T1	114	5.5	120	5.5	0.064	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
6	R2	192	4.1	202	4.1	0.130	6.0	LOS A	0.6	4.6	0.27	0.56	0.27	50.8
Approach		408	3.7	429	3.7	0.130	4.3	LOS A	0.6	4.6	0.14	0.40	0.14	54.3
North: Showgrounds Rd														
7	L2	123	11.4	129	11.4	0.134	7.0	LOS A	0.5	3.9	0.36	0.61	0.36	51.0
8	T1	8	0.0	8	0.0	0.032	12.9	LOS B	0.1	0.8	0.56	0.90	0.56	46.7
9	R2	6	0.0	6	0.0	0.032	14.1	LOS B	0.1	0.8	0.56	0.90	0.56	46.7
Approach		137	10.2	144	10.2	0.134	7.7	LOS A	0.5	3.9	0.38	0.64	0.38	50.6
West: D'Aguilar Hwy														
10	L2	11	50.0	12	50.0	0.011	7.2	LOS A	0.0	0.4	0.33	0.53	0.33	49.5
11	T1	131	6.4	138	6.4	0.074	0.0	LOS A	0.0	0.0	0.00	0.00	0.00	60.0
12	R2	1	0.0	1	0.0	0.001	5.8	LOS A	0.0	0.0	0.22	0.53	0.22	52.5
Approach		143	9.7	151	9.7	0.074	0.6	LOS A	0.0	0.4	0.03	0.04	0.03	59.1
All Vehicles		797	8.4	839	8.4	0.355	6.5	NA	1.7	13.9	0.24	0.47	0.26	52.7

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Vehicle movement LOS values are based on average delay per movement.
Minor Road Approach LOS values are based on average delay for all vehicle movements.
NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2023_AM_Survey (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.022	4.9	LOS A	0.1	0.7	0.11	0.63	0.11	47.3
2	T1	1	0.0	1	0.0	0.022	4.9	LOS A	0.1	0.7	0.11	0.63	0.11	31.2
3	R2	24	0.0	25	0.0	0.022	8.0	LOS A	0.1	0.7	0.11	0.63	0.11	48.0
3u	U	1	0.0	1	0.0	0.022	9.5	LOS A	0.1	0.7	0.11	0.63	0.11	48.7
Approach		27	0.0	28	0.0	0.022	7.8	LOS A	0.1	0.7	0.11	0.63	0.11	47.4
East: Hedley Dr														
4	L2	13	0.0	14	0.0	0.027	4.8	LOS A	0.1	0.9	0.05	0.52	0.05	50.1
5	T1	20	3.0	21	3.0	0.027	4.8	LOS A	0.1	0.9	0.05	0.52	0.05	51.3
6	R2	2	0.0	2	0.0	0.027	7.9	LOS A	0.1	0.9	0.05	0.52	0.05	32.8
6u	U	1	0.0	1	0.0	0.027	9.4	LOS A	0.1	0.9	0.05	0.52	0.05	51.7
Approach		36	1.7	38	1.7	0.027	5.1	LOS A	0.1	0.9	0.05	0.52	0.05	49.9
North: Travellers Rest														
7	L2	1	0.0	1	0.0	0.003	3.4	LOS A	0.0	0.1	0.17	0.57	0.17	44.9
8	T1	1	0.0	1	0.0	0.003	3.5	LOS A	0.0	0.1	0.17	0.57	0.17	46.7
9	R2	1	0.0	1	0.0	0.003	6.4	LOS A	0.0	0.1	0.17	0.57	0.17	45.9
9u	U	1	0.0	1	0.0	0.003	8.0	LOS A	0.0	0.1	0.17	0.57	0.17	16.1
Approach		4	0.0	4	0.0	0.003	5.3	LOS A	0.0	0.1	0.17	0.57	0.17	38.7
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.023	5.0	LOS A	0.1	0.7	0.13	0.49	0.13	31.7
11	T1	24	0.0	25	0.0	0.023	4.9	LOS A	0.1	0.7	0.13	0.49	0.13	51.0
12	R2	2	0.0	2	0.0	0.023	8.0	LOS A	0.1	0.7	0.13	0.49	0.13	50.4
12u	U	1	0.0	1	0.0	0.023	9.6	LOS A	0.1	0.7	0.13	0.49	0.13	51.2
Approach		28	0.0	29	0.0	0.023	5.3	LOS A	0.1	0.7	0.13	0.49	0.13	50.3
All Vehicles		95	0.6	100	0.6	0.027	6.0	LOS A	0.1	0.9	0.10	0.54	0.10	49.0

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_AM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.023	4.9	LOS A	0.1	0.7	0.12	0.63	0.12	47.3
2	T1	1	0.0	1	0.0	0.023	4.9	LOS A	0.1	0.7	0.12	0.63	0.12	31.2
3	R2	25	0.0	26	0.0	0.023	8.0	LOS A	0.1	0.7	0.12	0.63	0.12	48.0
3u	U	1	0.0	1	0.0	0.023	9.6	LOS A	0.1	0.7	0.12	0.63	0.12	48.7
Approach		28	0.0	29	0.0	0.023	7.8	LOS A	0.1	0.7	0.12	0.63	0.12	47.4
East: Hedley Dr														
4	L2	14	0.0	15	0.0	0.028	4.8	LOS A	0.1	0.9	0.05	0.52	0.05	50.1
5	T1	21	3.0	22	3.0	0.028	4.8	LOS A	0.1	0.9	0.05	0.52	0.05	51.3
6	R2	2	0.0	2	0.0	0.028	7.9	LOS A	0.1	0.9	0.05	0.52	0.05	32.8
6u	U	1	0.0	1	0.0	0.028	9.4	LOS A	0.1	0.9	0.05	0.52	0.05	51.7
Approach		38	1.7	40	1.7	0.028	5.1	LOS A	0.1	0.9	0.05	0.52	0.05	50.0
North: Travellers Rest														
7	L2	1	0.0	1	0.0	0.003	3.4	LOS A	0.0	0.1	0.17	0.56	0.17	44.9
8	T1	1	0.0	1	0.0	0.003	3.5	LOS A	0.0	0.1	0.17	0.56	0.17	46.7
9	R2	1	0.0	1	0.0	0.003	6.4	LOS A	0.0	0.1	0.17	0.56	0.17	45.9
9u	U	1	0.0	1	0.0	0.003	8.0	LOS A	0.0	0.1	0.17	0.56	0.17	16.1
Approach		4	0.0	4	0.0	0.003	5.4	LOS A	0.0	0.1	0.17	0.56	0.17	38.7
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.024	5.0	LOS A	0.1	0.8	0.13	0.49	0.13	31.7
11	T1	25	0.0	26	0.0	0.024	4.9	LOS A	0.1	0.8	0.13	0.49	0.13	51.0
12	R2	2	0.0	2	0.0	0.024	8.0	LOS A	0.1	0.8	0.13	0.49	0.13	50.4
12u	U	1	0.0	1	0.0	0.024	9.6	LOS A	0.1	0.8	0.13	0.49	0.13	51.2
Approach		29	0.0	31	0.0	0.024	5.3	LOS A	0.1	0.8	0.13	0.49	0.13	50.3
All Vehicles		99	0.6	104	0.6	0.028	5.9	LOS A	0.1	0.9	0.10	0.54	0.10	49.0

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_AM_Base+Comm (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.024	5.1	LOS A	0.1	0.8	0.18	0.62	0.18	47.1
2	T1	1	0.0	1	0.0	0.024	5.1	LOS A	0.1	0.8	0.18	0.62	0.18	31.0
3	R2	25	0.0	26	0.0	0.024	8.1	LOS A	0.1	0.8	0.18	0.62	0.18	47.7
3u	U	1	0.0	1	0.0	0.024	9.7	LOS A	0.1	0.8	0.18	0.62	0.18	48.4
Approach		28	0.0	29	0.0	0.024	8.0	LOS A	0.1	0.8	0.18	0.62	0.18	47.2
East: Hedley Dr														
4	L2	14	0.0	15	0.0	0.050	4.8	LOS A	0.2	1.7	0.05	0.50	0.05	50.3
5	T1	53	3.0	56	3.0	0.050	4.8	LOS A	0.2	1.7	0.05	0.50	0.05	51.5
6	R2	2	0.0	2	0.0	0.050	7.9	LOS A	0.2	1.7	0.05	0.50	0.05	33.0
6u	U	1	0.0	1	0.0	0.050	9.4	LOS A	0.2	1.7	0.05	0.50	0.05	51.8
Approach		70	2.3	74	2.3	0.050	5.0	LOS A	0.2	1.7	0.05	0.50	0.05	50.7
North: Travellers Rest														
7	L2	1	0.0	1	0.0	0.004	3.8	LOS A	0.0	0.1	0.28	0.56	0.28	44.4
8	T1	1	0.0	1	0.0	0.004	3.9	LOS A	0.0	0.1	0.28	0.56	0.28	46.2
9	R2	1	0.0	1	0.0	0.004	6.8	LOS A	0.0	0.1	0.28	0.56	0.28	45.4
9u	U	1	0.0	1	0.0	0.004	8.4	LOS A	0.0	0.1	0.28	0.56	0.28	15.9
Approach		4	0.0	4	0.0	0.004	5.7	LOS A	0.0	0.1	0.28	0.56	0.28	38.3
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.080	5.0	LOS A	0.4	2.8	0.13	0.47	0.13	31.8
11	T1	99	0.0	104	0.0	0.080	4.9	LOS A	0.4	2.8	0.13	0.47	0.13	51.2
12	R2	2	0.0	2	0.0	0.080	8.0	LOS A	0.4	2.8	0.13	0.47	0.13	50.7
12u	U	1	0.0	1	0.0	0.080	9.6	LOS A	0.4	2.8	0.13	0.47	0.13	51.4
Approach		103	0.0	108	0.0	0.080	5.0	LOS A	0.4	2.8	0.13	0.47	0.13	51.1
All Vehicles		205	0.8	216	0.8	0.080	5.4	LOS A	0.4	2.8	0.11	0.50	0.11	50.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_AM_Base+Comm +Dev (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.025	5.3	LOS A	0.1	0.8	0.23	0.61	0.23	46.9
2	T1	1	0.0	1	0.0	0.025	5.2	LOS A	0.1	0.8	0.23	0.61	0.23	30.9
3	R2	25	0.0	26	0.0	0.025	8.3	LOS A	0.1	0.8	0.23	0.61	0.23	47.6
3u	U	1	0.0	1	0.0	0.025	9.9	LOS A	0.1	0.8	0.23	0.61	0.23	48.2
Approach		28	0.0	29	0.0	0.025	8.1	LOS A	0.1	0.8	0.23	0.61	0.23	47.0
East: Hedley Dr														
4	L2	14	0.0	15	0.0	0.071	4.8	LOS A	0.3	2.5	0.05	0.56	0.05	49.3
5	T1	53	3.0	56	3.0	0.071	4.8	LOS A	0.3	2.5	0.05	0.56	0.05	50.5
6	R2	34	0.0	36	0.0	0.071	7.9	LOS A	0.3	2.5	0.05	0.56	0.05	32.4
6u	U	1	0.0	1	0.0	0.071	9.4	LOS A	0.3	2.5	0.05	0.56	0.05	50.8
Approach		102	1.6	107	1.6	0.071	5.9	LOS A	0.3	2.5	0.05	0.56	0.05	44.6
North: Travellers Rest														
7	L2	76	0.0	80	0.0	0.072	3.9	LOS A	0.4	2.5	0.30	0.53	0.30	46.8
8	T1	1	0.0	1	0.0	0.072	4.0	LOS A	0.4	2.5	0.30	0.53	0.30	48.8
9	R2	1	0.0	1	0.0	0.072	6.9	LOS A	0.4	2.5	0.30	0.53	0.30	47.9
9u	U	1	0.0	1	0.0	0.072	8.4	LOS A	0.4	2.5	0.30	0.53	0.30	15.6
Approach		79	0.0	83	0.0	0.072	4.0	LOS A	0.4	2.5	0.30	0.53	0.30	46.5
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.087	5.1	LOS A	0.4	3.0	0.20	0.48	0.20	31.6
11	T1	99	0.0	104	0.0	0.087	5.1	LOS A	0.4	3.0	0.20	0.48	0.20	50.9
12	R2	2	0.0	2	0.0	0.087	8.2	LOS A	0.4	3.0	0.20	0.48	0.20	50.3
12u	U	1	0.0	1	0.0	0.087	9.8	LOS A	0.4	3.0	0.20	0.48	0.20	51.1
Approach		103	0.0	108	0.0	0.087	5.2	LOS A	0.4	3.0	0.20	0.48	0.20	50.7
All Vehicles		312	0.5	328	0.5	0.087	5.4	LOS A	0.4	3.0	0.18	0.53	0.18	47.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2023_PM_Survey (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.009	5.0	LOS A	0.0	0.3	0.15	0.61	0.15	47.4
2	T1	1	0.0	1	0.0	0.009	5.0	LOS A	0.0	0.3	0.15	0.61	0.15	31.3
3	R2	8	0.0	8	0.0	0.009	8.0	LOS A	0.0	0.3	0.15	0.61	0.15	48.1
3u	U	1	0.0	1	0.0	0.009	9.6	LOS A	0.0	0.3	0.15	0.61	0.15	48.8
Approach		11	0.0	12	0.0	0.009	7.6	LOS A	0.0	0.3	0.15	0.61	0.15	46.7
East: Hedley Dr														
4	L2	28	0.0	29	0.0	0.049	4.8	LOS A	0.2	1.6	0.05	0.52	0.05	50.3
5	T1	38	0.0	40	0.0	0.049	4.8	LOS A	0.2	1.6	0.05	0.52	0.05	51.7
6	R2	2	0.0	2	0.0	0.049	7.9	LOS A	0.2	1.6	0.05	0.52	0.05	32.9
6u	U	1	0.0	1	0.0	0.049	9.4	LOS A	0.2	1.6	0.05	0.52	0.05	51.9
Approach		69	0.0	73	0.0	0.049	5.0	LOS A	0.2	1.6	0.05	0.52	0.05	50.6
North: Travellers Rest														
7	L2	3	0.0	3	0.0	0.005	3.4	LOS A	0.0	0.2	0.15	0.54	0.15	45.8
8	T1	1	0.0	1	0.0	0.005	3.5	LOS A	0.0	0.2	0.15	0.54	0.15	47.7
9	R2	1	0.0	1	0.0	0.005	6.4	LOS A	0.0	0.2	0.15	0.54	0.15	46.9
9u	U	1	0.0	1	0.0	0.005	7.9	LOS A	0.0	0.2	0.15	0.54	0.15	16.0
Approach		6	0.0	6	0.0	0.005	4.7	LOS A	0.0	0.2	0.15	0.54	0.15	41.6
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.026	4.9	LOS A	0.1	0.9	0.08	0.49	0.08	43.9
11	T1	30	3.0	32	3.0	0.026	4.9	LOS A	0.1	0.9	0.08	0.49	0.08	51.2
12	R2	1	0.0	1	0.0	0.026	7.9	LOS A	0.1	0.9	0.08	0.49	0.08	50.8
12u	U	1	0.0	1	0.0	0.026	9.5	LOS A	0.1	0.9	0.08	0.49	0.08	51.6
Approach		33	2.7	35	2.7	0.026	5.1	LOS A	0.1	0.9	0.08	0.49	0.08	51.1
All Vehicles		119	0.8	125	0.8	0.049	5.2	LOS A	0.2	1.6	0.07	0.52	0.07	50.0

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_PM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.009	5.0	LOS A	0.0	0.3	0.16	0.61	0.16	47.4
2	T1	1	0.0	1	0.0	0.009	5.0	LOS A	0.0	0.3	0.16	0.61	0.16	31.3
3	R2	8	0.0	8	0.0	0.009	8.1	LOS A	0.0	0.3	0.16	0.61	0.16	48.1
3u	U	1	0.0	1	0.0	0.009	9.6	LOS A	0.0	0.3	0.16	0.61	0.16	48.8
Approach		11	0.0	12	0.0	0.009	7.6	LOS A	0.0	0.3	0.16	0.61	0.16	46.7
East: Hedley Dr														
4	L2	29	0.0	31	0.0	0.051	4.8	LOS A	0.2	1.7	0.05	0.51	0.05	50.3
5	T1	40	0.0	42	0.0	0.051	4.8	LOS A	0.2	1.7	0.05	0.51	0.05	51.7
6	R2	2	0.0	2	0.0	0.051	7.9	LOS A	0.2	1.7	0.05	0.51	0.05	32.9
6u	U	1	0.0	1	0.0	0.051	9.4	LOS A	0.2	1.7	0.05	0.51	0.05	51.9
Approach		72	0.0	76	0.0	0.051	5.0	LOS A	0.2	1.7	0.05	0.51	0.05	50.6
North: Travellers Rest														
7	L2	3	0.0	3	0.0	0.005	3.4	LOS A	0.0	0.2	0.15	0.54	0.15	45.8
8	T1	1	0.0	1	0.0	0.005	3.5	LOS A	0.0	0.2	0.15	0.54	0.15	47.7
9	R2	1	0.0	1	0.0	0.005	6.4	LOS A	0.0	0.2	0.15	0.54	0.15	46.9
9u	U	1	0.0	1	0.0	0.005	8.0	LOS A	0.0	0.2	0.15	0.54	0.15	16.0
Approach		6	0.0	6	0.0	0.005	4.7	LOS A	0.0	0.2	0.15	0.54	0.15	41.6
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.027	4.9	LOS A	0.1	0.9	0.08	0.49	0.08	43.9
11	T1	31	3.0	33	3.0	0.027	4.9	LOS A	0.1	0.9	0.08	0.49	0.08	51.3
12	R2	1	0.0	1	0.0	0.027	7.9	LOS A	0.1	0.9	0.08	0.49	0.08	50.8
12u	U	1	0.0	1	0.0	0.027	9.5	LOS A	0.1	0.9	0.08	0.49	0.08	51.6
Approach		34	2.7	36	2.7	0.027	5.1	LOS A	0.1	0.9	0.08	0.49	0.08	51.1
All Vehicles		123	0.8	129	0.8	0.051	5.2	LOS A	0.2	1.7	0.07	0.52	0.07	50.1

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_PM_Base+Comm (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.010	5.3	LOS A	0.0	0.3	0.25	0.60	0.25	47.1
2	T1	1	0.0	1	0.0	0.010	5.3	LOS A	0.0	0.3	0.25	0.60	0.25	31.0
3	R2	8	0.0	8	0.0	0.010	8.4	LOS A	0.0	0.3	0.25	0.60	0.25	47.7
3u	U	1	0.0	1	0.0	0.010	9.9	LOS A	0.0	0.3	0.25	0.60	0.25	48.4
Approach		11	0.0	12	0.0	0.010	8.0	LOS A	0.0	0.3	0.25	0.60	0.25	46.3
East: Hedley Dr														
4	L2	29	0.0	31	0.0	0.091	4.8	LOS A	0.5	3.2	0.05	0.50	0.05	50.4
5	T1	103	0.0	108	0.0	0.091	4.8	LOS A	0.5	3.2	0.05	0.50	0.05	51.8
6	R2	2	0.0	2	0.0	0.091	7.9	LOS A	0.5	3.2	0.05	0.50	0.05	33.0
6u	U	1	0.0	1	0.0	0.091	9.4	LOS A	0.5	3.2	0.05	0.50	0.05	51.9
Approach		135	0.0	142	0.0	0.091	4.9	LOS A	0.5	3.2	0.05	0.50	0.05	51.2
North: Travellers Rest														
7	L2	3	0.0	3	0.0	0.005	3.6	LOS A	0.0	0.2	0.22	0.54	0.22	45.5
8	T1	1	0.0	1	0.0	0.005	3.7	LOS A	0.0	0.2	0.22	0.54	0.22	47.4
9	R2	1	0.0	1	0.0	0.005	6.6	LOS A	0.0	0.2	0.22	0.54	0.22	46.5
9u	U	1	0.0	1	0.0	0.005	8.2	LOS A	0.0	0.2	0.22	0.54	0.22	15.9
Approach		6	0.0	6	0.0	0.005	4.9	LOS A	0.0	0.2	0.22	0.54	0.22	41.3
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.058	4.9	LOS A	0.3	2.0	0.08	0.48	0.08	44.0
11	T1	74	3.0	78	3.0	0.058	4.9	LOS A	0.3	2.0	0.08	0.48	0.08	51.4
12	R2	1	0.0	1	0.0	0.058	7.9	LOS A	0.3	2.0	0.08	0.48	0.08	51.0
12u	U	1	0.0	1	0.0	0.058	9.5	LOS A	0.3	2.0	0.08	0.48	0.08	51.7
Approach		77	2.9	81	2.9	0.058	5.0	LOS A	0.3	2.0	0.08	0.48	0.08	51.3
All Vehicles		229	1.0	241	1.0	0.091	5.1	LOS A	0.5	3.2	0.07	0.50	0.07	50.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2026_PM_Base+Comm +Dev (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.010	5.7	LOS A	0.0	0.3	0.32	0.60	0.32	46.8
2	T1	1	0.0	1	0.0	0.010	5.6	LOS A	0.0	0.3	0.32	0.60	0.32	30.8
3	R2	8	0.0	8	0.0	0.010	8.7	LOS A	0.0	0.3	0.32	0.60	0.32	47.5
3u	U	1	0.0	1	0.0	0.010	10.3	LOS B	0.0	0.3	0.32	0.60	0.32	48.1
Approach		11	0.0	12	0.0	0.010	8.3	LOS A	0.0	0.3	0.32	0.60	0.32	46.1
East: Hedley Dr														
4	L2	29	0.0	31	0.0	0.133	4.8	LOS A	0.7	4.8	0.05	0.56	0.05	49.4
5	T1	103	0.0	108	0.0	0.133	4.8	LOS A	0.7	4.8	0.05	0.56	0.05	50.7
6	R2	67	0.0	71	0.0	0.133	7.9	LOS A	0.7	4.8	0.05	0.56	0.05	32.4
6u	U	1	0.0	1	0.0	0.133	9.4	LOS A	0.7	4.8	0.05	0.56	0.05	50.9
Approach		200	0.0	211	0.0	0.133	5.9	LOS A	0.7	4.8	0.05	0.56	0.05	44.6
North: Travellers Rest														
7	L2	46	0.0	48	0.0	0.043	3.6	LOS A	0.2	1.5	0.24	0.51	0.24	47.0
8	T1	1	0.0	1	0.0	0.043	3.7	LOS A	0.2	1.5	0.24	0.51	0.24	49.0
9	R2	1	0.0	1	0.0	0.043	6.6	LOS A	0.2	1.5	0.24	0.51	0.24	48.1
9u	U	1	0.0	1	0.0	0.043	8.2	LOS A	0.2	1.5	0.24	0.51	0.24	15.7
Approach		49	0.0	52	0.0	0.043	3.8	LOS A	0.2	1.5	0.24	0.51	0.24	46.4
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.068	5.2	LOS A	0.3	2.3	0.22	0.48	0.22	43.0
11	T1	74	3.0	78	3.0	0.068	5.2	LOS A	0.3	2.3	0.22	0.48	0.22	50.6
12	R2	1	0.0	1	0.0	0.068	8.3	LOS A	0.3	2.3	0.22	0.48	0.22	50.2
12u	U	1	0.0	1	0.0	0.068	9.8	LOS A	0.3	2.3	0.22	0.48	0.22	50.9
Approach		77	2.9	81	2.9	0.068	5.3	LOS A	0.3	2.3	0.22	0.48	0.22	50.5
All Vehicles		337	0.7	355	0.7	0.133	5.5	LOS A	0.7	4.8	0.13	0.54	0.13	46.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_AM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.027	5.0	LOS A	0.1	0.8	0.13	0.63	0.13	47.3
2	T1	1	0.0	1	0.0	0.027	4.9	LOS A	0.1	0.8	0.13	0.63	0.13	31.2
3	R2	29	0.0	31	0.0	0.027	8.0	LOS A	0.1	0.8	0.13	0.63	0.13	47.9
3u	U	1	0.0	1	0.0	0.027	9.6	LOS A	0.1	0.8	0.13	0.63	0.13	48.6
Approach		32	0.0	34	0.0	0.027	7.8	LOS A	0.1	0.8	0.13	0.63	0.13	47.4
East: Hedley Dr														
4	L2	16	0.0	17	0.0	0.032	4.8	LOS A	0.1	1.0	0.05	0.52	0.05	50.2
5	T1	24	3.0	25	3.0	0.032	4.8	LOS A	0.1	1.0	0.05	0.52	0.05	51.4
6	R2	2	0.0	2	0.0	0.032	7.9	LOS A	0.1	1.0	0.05	0.52	0.05	32.8
6u	U	1	0.0	1	0.0	0.032	9.4	LOS A	0.1	1.0	0.05	0.52	0.05	51.7
Approach		43	1.7	45	1.7	0.032	5.1	LOS A	0.1	1.0	0.05	0.52	0.05	50.1
North: Travellers Rest														
7	L2	1	0.0	1	0.0	0.003	3.5	LOS A	0.0	0.1	0.19	0.56	0.19	44.8
8	T1	1	0.0	1	0.0	0.003	3.6	LOS A	0.0	0.1	0.19	0.56	0.19	46.6
9	R2	1	0.0	1	0.0	0.003	6.5	LOS A	0.0	0.1	0.19	0.56	0.19	45.8
9u	U	1	0.0	1	0.0	0.003	8.0	LOS A	0.0	0.1	0.19	0.56	0.19	16.0
Approach		4	0.0	4	0.0	0.003	5.4	LOS A	0.0	0.1	0.19	0.56	0.19	38.6
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.028	5.0	LOS A	0.1	0.9	0.14	0.49	0.14	31.7
11	T1	29	0.0	31	0.0	0.028	5.0	LOS A	0.1	0.9	0.14	0.49	0.14	51.0
12	R2	2	0.0	2	0.0	0.028	8.0	LOS A	0.1	0.9	0.14	0.49	0.14	50.4
12u	U	1	0.0	1	0.0	0.028	9.6	LOS A	0.1	0.9	0.14	0.49	0.14	51.2
Approach		33	0.0	35	0.0	0.028	5.3	LOS A	0.1	0.9	0.14	0.49	0.14	50.4
All Vehicles		112	0.6	118	0.6	0.032	5.9	LOS A	0.1	1.0	0.10	0.54	0.10	49.1

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_AM_Base+Comm (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.027	5.1	LOS A	0.1	0.9	0.19	0.62	0.19	47.0
2	T1	1	0.0	1	0.0	0.027	5.1	LOS A	0.1	0.9	0.19	0.62	0.19	31.0
3	R2	29	0.0	31	0.0	0.027	8.1	LOS A	0.1	0.9	0.19	0.62	0.19	47.7
3u	U	1	0.0	1	0.0	0.027	9.7	LOS A	0.1	0.9	0.19	0.62	0.19	48.4
Approach		32	0.0	34	0.0	0.027	8.0	LOS A	0.1	0.9	0.19	0.62	0.19	47.2
East: Hedley Dr														
4	L2	16	0.0	17	0.0	0.054	4.8	LOS A	0.3	1.8	0.05	0.50	0.05	50.3
5	T1	56	3.0	59	3.0	0.054	4.8	LOS A	0.3	1.8	0.05	0.50	0.05	51.5
6	R2	2	0.0	2	0.0	0.054	7.9	LOS A	0.3	1.8	0.05	0.50	0.05	33.0
6u	U	1	0.0	1	0.0	0.054	9.4	LOS A	0.3	1.8	0.05	0.50	0.05	51.8
Approach		75	2.2	79	2.2	0.054	5.0	LOS A	0.3	1.8	0.05	0.50	0.05	50.8
North: Travellers Rest														
7	L2	1	0.0	1	0.0	0.004	3.8	LOS A	0.0	0.1	0.29	0.56	0.29	44.4
8	T1	1	0.0	1	0.0	0.004	3.9	LOS A	0.0	0.1	0.29	0.56	0.29	46.1
9	R2	1	0.0	1	0.0	0.004	6.8	LOS A	0.0	0.1	0.29	0.56	0.29	45.4
9u	U	1	0.0	1	0.0	0.004	8.4	LOS A	0.0	0.1	0.29	0.56	0.29	15.9
Approach		4	0.0	4	0.0	0.004	5.7	LOS A	0.0	0.1	0.29	0.56	0.29	38.2
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.085	5.0	LOS A	0.4	3.0	0.14	0.47	0.14	31.8
11	T1	104	0.0	109	0.0	0.085	4.9	LOS A	0.4	3.0	0.14	0.47	0.14	51.2
12	R2	2	0.0	2	0.0	0.085	8.0	LOS A	0.4	3.0	0.14	0.47	0.14	50.6
12u	U	1	0.0	1	0.0	0.085	9.6	LOS A	0.4	3.0	0.14	0.47	0.14	51.4
Approach		108	0.0	114	0.0	0.085	5.0	LOS A	0.4	3.0	0.14	0.47	0.14	51.0
All Vehicles		219	0.8	231	0.8	0.085	5.5	LOS A	0.4	3.0	0.12	0.50	0.12	50.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_AM_Base+Comm +Dev (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.028	5.3	LOS A	0.1	0.9	0.24	0.61	0.24	46.8
2	T1	1	0.0	1	0.0	0.028	5.3	LOS A	0.1	0.9	0.24	0.61	0.24	30.9
3	R2	29	0.0	31	0.0	0.028	8.3	LOS A	0.1	0.9	0.24	0.61	0.24	47.5
3u	U	1	0.0	1	0.0	0.028	9.9	LOS A	0.1	0.9	0.24	0.61	0.24	48.2
Approach		32	0.0	34	0.0	0.028	8.2	LOS A	0.1	0.9	0.24	0.61	0.24	47.0
East: Hedley Dr														
4	L2	16	0.0	17	0.0	0.075	4.8	LOS A	0.4	2.6	0.05	0.56	0.05	49.4
5	T1	56	3.0	59	3.0	0.075	4.8	LOS A	0.4	2.6	0.05	0.56	0.05	50.5
6	R2	35	0.0	37	0.0	0.075	7.9	LOS A	0.4	2.6	0.05	0.56	0.05	32.4
6u	U	1	0.0	1	0.0	0.075	9.4	LOS A	0.4	2.6	0.05	0.56	0.05	50.8
Approach		108	1.6	114	1.6	0.075	5.9	LOS A	0.4	2.6	0.05	0.56	0.05	44.7
North: Travellers Rest														
7	L2	77	0.0	81	0.0	0.074	3.9	LOS A	0.4	2.5	0.31	0.53	0.31	46.7
8	T1	1	0.0	1	0.0	0.074	4.0	LOS A	0.4	2.5	0.31	0.53	0.31	48.8
9	R2	1	0.0	1	0.0	0.074	6.9	LOS A	0.4	2.5	0.31	0.53	0.31	47.9
9u	U	1	0.0	1	0.0	0.074	8.5	LOS A	0.4	2.5	0.31	0.53	0.31	15.6
Approach		80	0.0	84	0.0	0.074	4.0	LOS A	0.4	2.5	0.31	0.53	0.31	46.4
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.091	5.2	LOS A	0.4	3.1	0.21	0.48	0.21	31.6
11	T1	104	0.0	109	0.0	0.091	5.1	LOS A	0.4	3.1	0.21	0.48	0.21	50.8
12	R2	2	0.0	2	0.0	0.091	8.2	LOS A	0.4	3.1	0.21	0.48	0.21	50.2
12u	U	1	0.0	1	0.0	0.091	9.8	LOS A	0.4	3.1	0.21	0.48	0.21	51.0
Approach		108	0.0	114	0.0	0.091	5.2	LOS A	0.4	3.1	0.21	0.48	0.21	50.6
All Vehicles		328	0.5	345	0.5	0.091	5.4	LOS A	0.4	3.1	0.19	0.53	0.19	47.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_PM_Base (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.011	5.1	LOS A	0.0	0.3	0.17	0.61	0.17	47.3
2	T1	1	0.0	1	0.0	0.011	5.0	LOS A	0.0	0.3	0.17	0.61	0.17	31.2
3	R2	10	0.0	11	0.0	0.011	8.1	LOS A	0.0	0.3	0.17	0.61	0.17	48.0
3u	U	1	0.0	1	0.0	0.011	9.7	LOS A	0.0	0.3	0.17	0.61	0.17	48.7
Approach		13	0.0	14	0.0	0.011	7.7	LOS A	0.0	0.3	0.17	0.61	0.17	46.8
East: Hedley Dr														
4	L2	34	0.0	36	0.0	0.058	4.8	LOS A	0.3	1.9	0.05	0.51	0.05	50.3
5	T1	46	0.0	48	0.0	0.058	4.8	LOS A	0.3	1.9	0.05	0.51	0.05	51.7
6	R2	2	0.0	2	0.0	0.058	7.9	LOS A	0.3	1.9	0.05	0.51	0.05	32.9
6u	U	1	0.0	1	0.0	0.058	9.4	LOS A	0.3	1.9	0.05	0.51	0.05	51.9
Approach		83	0.0	87	0.0	0.058	4.9	LOS A	0.3	1.9	0.05	0.51	0.05	50.7
North: Travellers Rest														
7	L2	4	0.0	4	0.0	0.006	3.4	LOS A	0.0	0.2	0.17	0.53	0.17	46.0
8	T1	1	0.0	1	0.0	0.006	3.5	LOS A	0.0	0.2	0.17	0.53	0.17	47.9
9	R2	1	0.0	1	0.0	0.006	6.4	LOS A	0.0	0.2	0.17	0.53	0.17	47.1
9u	U	1	0.0	1	0.0	0.006	8.0	LOS A	0.0	0.2	0.17	0.53	0.17	16.0
Approach		7	0.0	7	0.0	0.006	4.5	LOS A	0.0	0.2	0.17	0.53	0.17	42.4
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.031	4.9	LOS A	0.1	1.0	0.09	0.48	0.09	43.9
11	T1	36	3.0	38	3.0	0.031	4.9	LOS A	0.1	1.0	0.09	0.48	0.09	51.2
12	R2	1	0.0	1	0.0	0.031	7.9	LOS A	0.1	1.0	0.09	0.48	0.09	50.8
12u	U	1	0.0	1	0.0	0.031	9.5	LOS A	0.1	1.0	0.09	0.48	0.09	51.6
Approach		39	2.8	41	2.8	0.031	5.1	LOS A	0.1	1.0	0.09	0.48	0.09	51.1
All Vehicles		142	0.8	149	0.8	0.058	5.2	LOS A	0.3	1.9	0.07	0.51	0.07	50.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_PM_Base+Comm (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.012	5.4	LOS A	0.1	0.4	0.26	0.60	0.26	47.0
2	T1	1	0.0	1	0.0	0.012	5.3	LOS A	0.1	0.4	0.26	0.60	0.26	30.9
3	R2	10	0.0	11	0.0	0.012	8.4	LOS A	0.1	0.4	0.26	0.60	0.26	47.6
3u	U	1	0.0	1	0.0	0.012	10.0	LOS A	0.1	0.4	0.26	0.60	0.26	48.3
Approach		13	0.0	14	0.0	0.012	8.1	LOS A	0.1	0.4	0.26	0.60	0.26	46.4
East: Hedley Dr														
4	L2	34	0.0	36	0.0	0.099	4.8	LOS A	0.5	3.5	0.05	0.50	0.05	50.4
5	T1	110	0.0	116	0.0	0.099	4.8	LOS A	0.5	3.5	0.05	0.50	0.05	51.8
6	R2	2	0.0	2	0.0	0.099	7.9	LOS A	0.5	3.5	0.05	0.50	0.05	33.0
6u	U	1	0.0	1	0.0	0.099	9.4	LOS A	0.5	3.5	0.05	0.50	0.05	52.0
Approach		147	0.0	155	0.0	0.099	4.9	LOS A	0.5	3.5	0.05	0.50	0.05	51.2
North: Travellers Rest														
7	L2	4	0.0	4	0.0	0.006	3.6	LOS A	0.0	0.2	0.23	0.53	0.23	45.7
8	T1	1	0.0	1	0.0	0.006	3.7	LOS A	0.0	0.2	0.23	0.53	0.23	47.6
9	R2	1	0.0	1	0.0	0.006	6.6	LOS A	0.0	0.2	0.23	0.53	0.23	46.8
9u	U	1	0.0	1	0.0	0.006	8.2	LOS A	0.0	0.2	0.23	0.53	0.23	15.9
Approach		7	0.0	7	0.0	0.006	4.7	LOS A	0.0	0.2	0.23	0.53	0.23	42.1
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.062	4.9	LOS A	0.3	2.2	0.09	0.48	0.09	44.0
11	T1	79	3.0	83	3.0	0.062	4.9	LOS A	0.3	2.2	0.09	0.48	0.09	51.3
12	R2	1	0.0	1	0.0	0.062	7.9	LOS A	0.3	2.2	0.09	0.48	0.09	50.9
12u	U	1	0.0	1	0.0	0.062	9.5	LOS A	0.3	2.2	0.09	0.48	0.09	51.7
Approach		82	2.9	86	2.9	0.062	5.0	LOS A	0.3	2.2	0.09	0.48	0.09	51.3
All Vehicles		249	1.0	262	1.0	0.099	5.1	LOS A	0.5	3.5	0.08	0.50	0.08	50.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

MOVEMENT SUMMARY

Site: 101 [HedleyDr_TravellersRst_2036_PM_Base+Comm +Dev (Site Folder: Site)]

New Site
Site Category: (None)
Roundabout

Vehicle Movement Performance

Mov ID	Turn	INPUT VOLUMES [Total veh/h	HV] %	DEMAND FLOWS [Total veh/h	HV] %	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BACK OF QUEUE [Veh. veh	Dist] m	Prop. Que	Effective Stop Rate	Aver. No. Cycles	Aver. Speed km/h
South: Settlers Rise														
1	L2	1	0.0	1	0.0	0.012	5.7	LOS A	0.1	0.4	0.33	0.60	0.33	46.7
2	T1	1	0.0	1	0.0	0.012	5.7	LOS A	0.1	0.4	0.33	0.60	0.33	30.8
3	R2	10	0.0	11	0.0	0.012	8.7	LOS A	0.1	0.4	0.33	0.60	0.33	47.4
3u	U	1	0.0	1	0.0	0.012	10.3	LOS B	0.1	0.4	0.33	0.60	0.33	48.0
Approach		13	0.0	14	0.0	0.012	8.4	LOS A	0.1	0.4	0.33	0.60	0.33	46.2
East: Hedley Dr														
4	L2	34	0.0	36	0.0	0.140	4.8	LOS A	0.7	5.1	0.05	0.56	0.05	49.4
5	T1	110	0.0	116	0.0	0.140	4.8	LOS A	0.7	5.1	0.05	0.56	0.05	50.7
6	R2	67	0.0	71	0.0	0.140	7.9	LOS A	0.7	5.1	0.05	0.56	0.05	32.4
6u	U	1	0.0	1	0.0	0.140	9.4	LOS A	0.7	5.1	0.05	0.56	0.05	50.9
Approach		212	0.0	223	0.0	0.140	5.8	LOS A	0.7	5.1	0.05	0.56	0.05	45.0
North: Travellers Rest														
7	L2	47	0.0	49	0.0	0.044	3.7	LOS A	0.2	1.5	0.25	0.51	0.25	46.9
8	T1	1	0.0	1	0.0	0.044	3.8	LOS A	0.2	1.5	0.25	0.51	0.25	49.0
9	R2	1	0.0	1	0.0	0.044	6.6	LOS A	0.2	1.5	0.25	0.51	0.25	48.1
9u	U	1	0.0	1	0.0	0.044	8.2	LOS A	0.2	1.5	0.25	0.51	0.25	15.7
Approach		50	0.0	53	0.0	0.044	3.8	LOS A	0.2	1.5	0.25	0.51	0.25	46.4
West: Hedley Dr														
10	L2	1	0.0	1	0.0	0.073	5.2	LOS A	0.3	2.5	0.23	0.48	0.23	43.0
11	T1	79	3.0	83	3.0	0.073	5.3	LOS A	0.3	2.5	0.23	0.48	0.23	50.6
12	R2	1	0.0	1	0.0	0.073	8.3	LOS A	0.3	2.5	0.23	0.48	0.23	50.2
12u	U	1	0.0	1	0.0	0.073	9.9	LOS A	0.3	2.5	0.23	0.48	0.23	50.9
Approach		82	2.9	86	2.9	0.073	5.4	LOS A	0.3	2.5	0.23	0.48	0.23	50.5
All Vehicles		357	0.7	376	0.7	0.140	5.5	LOS A	0.7	5.1	0.13	0.54	0.13	46.5

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).
Roundabout LOS Method: SIDRA Roundabout LOS.
Vehicle movement LOS values are based on average delay per movement.
Intersection and Approach LOS values are based on average delay for all vehicle movements.
Roundabout Capacity Model: SIDRA Standard.
Delay Model: SIDRA Standard (Geometric Delay is included).
Queue Model: SIDRA Standard.
Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Appendix E Codes Assessments

Travellers Rest, Woolmar – Retirement Village

TTM Code Response

8.3.6 Transport, Access and Parking Code

8.3.6.1 Application

This code applies to assessing development where the Transport, access and parking code has been identified as an applicable code.

8.3.6.2 Purpose

1) The purpose of the transport, access and parking code is to ensure the safety and efficiency of the transport network is maintained and the appropriate transport and end of trip facilities are provided by development.
2) The purpose of the code will be achieved through the following overall outcomes:
   a) development provides safe, efficient and accessible movement networks for vehicles, public transport, pedestrians and cyclists;
   b) development is consistent with the transport network and functional road hierarchy;
   c) the efficiency and safety of identified transport network is not diminished by incompatible development;
   d) development enhances accessibility to, and connectivity with active and public transport modes, wherever practicable;
   e) adequate provision for service vehicles and on-site parking is provided to meet the reasonable needs of the development;
   f) access, parking, servicing and associated manoeuvring areas are designed to be safe, functional, and avoid modal conflict;
   g) car parking areas do not dominate the street or detract from the streetscape character; and
   h) adverse impacts on the environment and sensitive land uses are avoided.

8.3.6.3 Assessment benchmarks

Part A – Requirements for accepted development and assessment benchmarks for assessable development

Table 8.3.6.3.A—Requirements for accepted development and assessment benchmarks for assessable development

Performance outcomes	Acceptable outcomes	Comments
For accepted development subject to requirements and assessable development		
Parking of non-domestic vehicles associated with a dwelling house		
PO1 The parking of non-domestic vehicles in association with a dwelling house does not: (a) occur in urban residential areas; (b) detrimentally impact on the visual amenity of the residential street; (c) cause environmental nuisance to nearby sensitive land uses; and (d) impact on the safe operation of the road network.	AO1.1 A maximum of one (1) non-domestic vehicle is parked on the premises at any time in the following zones: (a) Centre zone; (b) General residential zone—Park residential precinct only; (c) Rural residential zone; and (d) Township zone. AO1.2 Non-domestic vehicles must be parked on premises where: (a) the site area is a minimum 2,000 square metres; (b) the vehicle is parked behind the rear building line of dwelling house; and (c) the vehicle can enter and leave the premises in a forward gear	**Complies with AO1.2** Vehicles are to be parked on site. Vehicles can enter and exit the site in a forward gear.
All weather access in the Rural zone		
PO2 A suitable standard of access is provided to the dwelling house	**AO2** All weather access is provided to each dwelling house in the Rural zone.	**N/A** The site is not a rural dwelling.
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	**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**	**Complies with AO3.1** The site provides the recommended minimum number of spaces. **Complies with AO3.2**

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.	**requirements.** **AO3.3** The service vehicle is able to enter and leave the site in forward gear. **AO3.4** Service vehicles stand entirely within the site while unloading/ loading.	The site provides a Refuse Collection Vehicle loading bay. No specific requirements are noted in the transport code. **Complies with AO3.3** The adopted Service vehicles are able to enter and exit the site in a forward gear. **Complies with AO3.4** Service vehicles can stand wholly on site while loading and unloading.
For assessable development		
Impacts on residential streets		
PO4 Non-residential activities do not impact on the amenity of land zoned or intended for residential purposes.	**AO4** Non-residential activities do not use residential streets for access or haulage purposes.	**Complies with AO4** The development does not use minor residential roads for access or haulage
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.	**N/A** Site access is provided through the extension of an existing cul-de-sac.
PO6 The number of crossovers and design standard is appropriate to the use, expected traffic volumes, vehicle types, and function of the road.	**AO6** The maximum number of crossovers is two for non-residential activities and one for residential activities.	**N/A** The development provides access to the site through an extension of an existing cul-de-sac**.**
Car parking locations and treatments		

PO7 Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.	**AO7.1** Car parking is located behind or within a building. **AO7.2** The location of visitor parking is discernible from the street or alternatively appropriate signage is provided.	**Complies with PO7** No car parking is provided outside of the development.
PO8 Car parking areas are sensitively designed to minimise impacts on sensitive land uses and visually soften and provide shade to ground parking.	**AO8** Screen fencing is provided next to any vehicle movement or vehicle parking areas along the side or rear boundary of a site.	**Complies with PO8** No car parking is provided outside of the development.
Bicycle parking		
PO9 The provision of bicycle parking, storage and end of trip facilities is appropriate having regard to the nature and scale of the development activity.	**AO9** Bicycle parking is provided in accordance with the Australian Standards AS2890.3 and AUSTROADS Guide to Traffic Management Part 11: Parking.	**Complies with AO9** Bicycle parking on site is to be provided in accordance with AS2890.3.
Vehicle standing and manoeuvring areas		
PO10 Vehicle standing and manoeuvring areas are of suitable standard for the intended use and the areas are constructed to a standard that avoids environmental nuisance.	**AO10** Internal manoeuvring and standing areas of the site are sealed.	**Complies with PO10**
PO11 Long driveways are designed and treated to soften their visual appearance when viewed from the street frontage.	**AO11** Internal driveways (except in the Rural zone) do not exceed 50 meters in length.	**N/A**
Refuse storage and collection		
PO12 On-site facilities are located in areas that: (a) provide reasonable standards of amenity to sensitive land uses; (b) maintains the amenity of adjoining premises; (c) are not visually obtrusive when viewed from the street;	**AO12.1** In the Centre zone refuse storage areas are located behind the front building line and are screened from view. **AO12.2** For multiple dwellings refuse storage consists of: (a) wheelie bins for up to 10 dwellings; or	**Complies PO12** Bins are to be kerbside collected.

(d) are carefully sited so as to promote a cohesive streetscape in the Centre zone; and (e) can be conveniently accessed by contractors.	(b) a suitably sized bulk refuse bin(s) where there is more than 10 dwellings. **AO12.3** The refuse storage area: (a) is provided within the building and situated close to the point of collection; or (b) is an outdoor area that is: (i) no closer than 3 metres to any frontage and 1.5 metres to any other site boundary; (ii) enclosed on three sides with a screen wall extending 0.2 metres above the height of the refuse receptacles; (iii) screened by dense planting with or without mounding; and (iv) separated from sensitive land uses by a minimum of 10m so as to avoid any undesirable impact of odour or noise from refuse storage and collection services.	
Loading and unloading		
PO13 Loading and unloading activities do not impact on the amenity of the sensitive land uses.	**AO13** Where there are adjoining sensitive land uses, refuse collection and other loading and unloading activities occurs during the following period: (a) 7.00am and 6.00pm Monday to Friday; and (b) 8.00am to 5.00pm Saturday and Sunday.	**Complies with AO13** Loading and unloading of vehicles are to be contained on-site.
Pick-up/ set-down areas		
PO14 Car parking and pick-up/set-down areas are located in areas and designed in a way that does not detract from the amenity of streetscape and maintains the safety of users.	**AO14** Car parking and pick-up/set-down areas are located so that: (a) they are visible from the road; (b) they can be overlooked from the use's buildings or associated outdoor spaces; (c) they maintain the amenity of the street and adjacent properties; and (d) pedestrians are not required to cross the pick-up/set-down areas to gain access to	**Complies with AO14**

	the building.	
Vehicular and pedestrian conflict minimisation		
PO15 The design and arrangement of access, car parking and vehicle movements on the site facilitates the safe and convenient use by delivery vehicles, staff and customers.	**AO15** Public access areas of the site are clearly separated from any area set aside for servicing the building.	**Complies with PO15**
Active transport		
PO16 Development contributes to an active transport movement network incorporating pedestrian pathways and cycleways.	**AO16** No acceptable outcome provided.	**Complies with PO16** The development connects to the existing road and footpath network
Road design standards and associated works		
PO17 The development provides for a safe, legible and efficient road network.	**AO17** No acceptable outcome provided.	**Complies with PO17** The development provides an efficient internal road network.
Service stations		
PO18 The layout of the service station provides for sufficient on-site queuing that does not impact on the safe operation of the street network.	**AO18** Minimum on-site queuing space, clear of any other access or manoeuvring path, is provided for 3 vehicles on the entry of any car wash bay or fuel pump.	**N/A** The site is not a Service Station.

State code 6: Protection of state transport networks

Table 6.2 Development in general

Performance outcomes	Acceptable outcomes	Response
Network impacts		
PO1 Development does not compromise the safety of users of the **state-controlled road** network.	No acceptable outcome is prescribed.	Complies with PO1 – refer to section 10 of TTM's report and Development Plans.
PO2 Development does not adversely impact the structural integrity or physical condition of a **state-controlled road** or **road transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO2 – refer to section 10 of TTM's report and Development Plans.
PO3 Development ensures **no net worsening** of the operating performance the **state-controlled road** network.	No acceptable outcome is prescribed.	Complies with PO3 – refer to section 10 of TTM's report.
PO4 Traffic movements are not directed onto a **state-controlled road** where they can be accommodated on the **local road** network.	No acceptable outcome is prescribed.	Complies with PO4 – refer to sections 6 and 10 of TTM's report and Development Plans.
PO5 Development involving haulage exceeding 10,000 tonnes per year does not damage the pavement of a **state-controlled road**.	No acceptable outcome is prescribed.	Refer to Civil report.
PO6 Development does not require a new **railway** level crossing.	No acceptable outcome is prescribed.	Complies with PO6. Refer to Development Plans
PO7 Development does not adversely impact the operating performance of an existing **railway crossing**.	No acceptable outcome is prescribed.	Complies with PO7.
PO8 Development does not adversely impact on the safety of an existing **railway crossing**.	No acceptable outcome is prescribed.	Complies with PO8.
PO9 Development is designed and constructed to allow for on-site circulation to ensure vehicles do not queue in a **railway crossing**.	No acceptable outcome is prescribed.	Complies with PO9.
PO10 Development does not create a safety hazard within the **railway corridor**.	No acceptable outcome is prescribed.	Complies with PO10.
PO11 Development does not adversely impact the operating performance of the **railway corridor**.	No acceptable outcome is prescribed.	Complies with PO11.
PO12 Development does not interfere with or obstruct the **railway transport infrastructure** or **other rail infrastructure**.	No acceptable outcome is prescribed.	Complies with PO12. Refer to Development Plans

Performance outcomes	Acceptable outcomes	Response
PO13 Development does not adversely impact the structural integrity or physical condition of a **railway corridor** or **rail transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO13. Refer to Development Plans
Stormwater and overland flow		
PO14 Stormwater run-off or overland flow from the development site does not create or exacerbate a safety hazard for users of a **state transport corridor** or **state transport infrastructure**.	No acceptable outcome is prescribed.	Refer to Stormwater/Flood report.
PO15 Stormwater run-off or overland flow from the development site does not result in a material worsening of operating performance of a **state transport corridor** or **state transport infrastructure**.	No acceptable outcome is prescribed.	Refer to Stormwater/Flood report
PO16 Stormwater run-off or overland flow from the development site does not interfere with the structural integrity or physical condition of the **state transport corridor** or **state transport infrastructure**.	No acceptable outcome is prescribed.	Refer to Stormwater/Flood report
PO17 Development associated with a **state-controlled road** or **road transport infrastructure** ensures that stormwater is lawfully discharged.	**AO17.1** Development does not create any new points of discharge to a **state transport corridor** or **state transport infrastructure**. AND **AO17.2** Development does not concentrate flows to a **state transport corridor**. AND **AO17.3** Stormwater run-off is discharged to a **lawful point of discharge**. AND **AO17.4** Development does not worsen the condition of an existing **lawful point of discharge** to a **state transport corridor** or **state transport infrastructure**.	Refer to Stormwater/Flood report

Performance outcomes	Acceptable outcomes	Response
Flooding		
PO18 Development does not result in a material worsening of flooding impacts within a **state transport corridor** or **state transport infrastructure**	*For a **state-controlled road** or **road transport infrastructure**, all of the following apply:* **AO18.1** For all flood events up to 1% **annual exceedance probability**, development ensures there are negligible impacts (within +/- 10mm) to existing flood levels within a **state transport corridor**. AND **AO18.2** For all flood events up to 1% **annual exceedance probability**, development ensures there are negligible impacts (up to a 10% increase) to existing peak velocities within a **state transport corridor**. AND **AO18.3** For all flood events up to 1% annual exceedance probability, development ensures there are negligible impacts (up to a 10% increase) to existing time of submergence of a **state transport corridor**. *No acceptable outcome is prescribed for a **railway corridor** or **rail transport infrastructure**.*	Refer to Stormwater/Flood report
Drainage infrastructure		
PO19 Drainage infrastructure does not create a safety hazard in a **state transport corridor**.	*For a **state-controlled road** environment, both of the following apply:* **AO19.1** Drainage infrastructure associated with, or in a **state-controlled road** is wholly contained within the development site, except at the **lawful point of discharge**. AND	Refer to Stormwater/Flood report

Performance outcomes	Acceptable outcomes	Response
	AO19.2 Drainage infrastructure can be maintained without requiring access to a **state transport corridor**. *For a **railway** environment both of the following apply:* **AO19.3** Drainage infrastructure associated with a **railway corridor** or **rail transport infrastructure** is wholly contained within the development site. AND **AO19.4** Drainage infrastructure can be maintained without requiring access to a **state transport corridor**.	
PO20 Drainage infrastructure associated with, or in a **state-controlled road** or **road transport infrastructure** is constructed and designed to ensure the structural integrity and physical condition of existing drainage infrastructure and the surrounding drainage network is maintained.	No acceptable outcome is prescribed.	Refer to Stormwater/Flood report
Planned upgrades		
PO21 Development does not impede delivery of **planned upgrades** of **state transport infrastructure**.	No acceptable outcome is prescribed.	Refer to Stormwater/Flood report

Table 6.3 Public passenger transport infrastructure and active transport

Performance outcomes	Acceptable outcomes	Response
PO22 Development does not damage or interfere with **public passenger transport infrastructure**, **active transport infrastructure** or **public passenger services**.	No acceptable outcome is prescribed.	Complies with PO22 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans

Performance outcomes	Acceptable outcomes	Response
PO23 Development does not compromise the safety of **public passenger transport infrastructure**, **public passenger services** and **active transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO23 – Refer to sections 4, 6 and 11 of TTM's report.
PO24 Development does not adversely impact the operating performance of **public passenger transport infrastructure, public passenger services** and **active transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO24 – Refer to sections 4, 6 and 11 of TTM's report.
PO25 Development does not adversely impact the structural integrity or physical condition of **public passenger transport infrastructure** and **active transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO25 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans
PO26 Upgraded or new **public passenger transport infrastructure** and **active transport infrastructure** is provided to accommodate the demand for **public passenger transport** and **active transport** generated by the development.	No acceptable outcome is prescribed.	Complies with PO26 – Refer to sections 4, 6 and 11 of TTM's report
PO27 Development is designed to ensure the location of **public passenger transport infrastructure** prioritises and enables efficient **public passenger services**.	No acceptable outcome is prescribed.	Complies with PO27 – Refer to sections 4 and 11 of TTM's report. Refer to Development Plans
PO28 Development enables the provision or extension of **public passenger services**, **public passenger transport infrastructure** and **active transport infrastructure** to the development and avoids creating indirect or inefficient routes for **public passenger services**.	No acceptable outcome is prescribed.	Complies with PO28 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans
PO29 New or modified road networks are designed to enable development to be serviced by **public passenger services**.	**AO29.1** Roads catering for buses are arterial or **sub-arterial roads**, collector or their equivalent. AND **AO29.2** Roads intended to accommodate buses are designed and constructed in accordance with: 1. Road Planning and Design Manual, 2nd Edition, Volume 3 – Guide to Road Design; Department of Transport and Main Roads;	Complies with PO29 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans

Performance outcomes	Acceptable outcomes	Response
	2. Supplement to Austroads Guide to Road Design (Parts 3, 4-4C and 6), Department of Transport and Main Roads; 3. Austroads Guide to Road Design (Parts 3, 4-4C and 6); 4. Austroads Design Vehicles and Turning Path Templates; 5. Queensland Manual of Uniform Traffic Control Devices, Part 13: Local Area Traffic Management and AS 1742.13-2009 Manual of Uniform Traffic Control Devices – Local Area Traffic Management; AND **AO29.3** Traffic calming devices are not installed on roads used for buses in accordance with section 2.3.2 Bus Route Infrastructure, Public Transport Infrastructure Manual, Department of Transport and Main Roads, 2015.	
PO30 Development provides safe, direct and convenient access to existing and future **public passenger transport infrastructure** and **active transport infrastructure**.	No acceptable outcome is prescribed.	Complies with PO30 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans.
PO31 On-site vehicular circulation ensures the safety of both **public passenger transport services** and pedestrians.	No acceptable outcome is prescribed.	Complies with PO31 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans
PO32 Taxi facilities are provided to accommodate the demand generated by the development.	No acceptable outcome is prescribed.	N/A
PO33 Facilities are provided to accommodate the demand generated by the development for community transport services, courtesy transport services, and **booked hire services** other than taxis.	No acceptable outcome is prescribed.	Complies with PO33 – Refer to sections 4, 6 and 11 of TTM's report. Refer to Development Plans

Performance outcomes	Acceptable outcomes	Response
PO34 Taxi facilities are located and designed to provide convenient, safe and equitable access for passengers.	**AO34.1** A **taxi facility** is provided parallel to the kerb and adjacent to the main entrance. AND **AO34.2 Taxi facilities** are designed in accordance with: 1. AS2890.5–1993 Parking facilities – on-street parking and AS1428.1–2009 Design for access and mobility – general requirements for access – new building work; 2. AS1742.11–1999 Parking controls – manual of uniform traffic control devices 3. AS/NZS 2890.6–2009 Parking facilities –off street parking for people with disabilities; 4. Disability standards for accessible public 5. transport 2002 made under section 31(1) of the Disability Discrimination Act 1992; 6. AS/NZS 1158.3.1 – Lighting for roads and public spaces, Part 3.1: Pedestrian area (category P) lighting – Performance and design requirements; 7. Chapter 7 Taxi Facilities, Public Transport Infrastructure Manual, Department of Transport and Main Roads, 2015.	N/A
PO35 Educational establishments are designed to ensure the safe and efficient operation of **public passenger services**, pedestrian and cyclist access and **active transport infrastructure**.	**AO35.1** Educational establishments are designed in accordance with the provisions of the Planning for Safe Transport Infrastructure at Schools, Department of Transport and Main Roads, 2011.	N/A

Queensland Government

Our reference: 2404-39872 SRA
Your reference: DA24751

26 September 2024

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

Attention: Mark Westaway

Dear Mr Westaway

Changed referral agency response—Travellers Rest Road and 51 Overlander Avenue, Woolmar

(Given under section 28 of the Development Assessment Rules)

On 4 September 2024 the State Assessment and Referral Agency (SARA) received notice of a change to the development application described below. The department has assessed the changes and now provides this changed referral agency response which replaces the response dated 27 May 2024.

Response

Outcome:	Referral agency response – with conditions
Date of response:	26 September 2024
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 for a Retirement facility (276 units and associated community facilities and managers residence)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, part 9, division 4, subdivision 1, table 1, item 1 (Planning Regulation 2017)—Development impacting on state transport infrastructure	

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

SARA reference:	2404-39872 SRA
Assessment manager:	Somerset Regional Council
Street address:	Travellers Rest Road and 51 Overlander Avenue, Woolmar
Real property description:	Lot 915 on SP313141; Lot 501 on SP210636; Lot 502 on SP231462, and Lot 503 on SP231462
Applicant name:	Ruby Developments Pty Ltd C/- Innovative Planning Solutions
Applicant contact details:	PO Box 1043 Maroochydore QLD 4558 info@ipsptyltd.com.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 Brittany Hughes, Senior Planning Officer, on (07) 4616 7332 or via email IpswichSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Kieran Hanna
Manager (Planning)

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 Ruby Developments Pty Ltd C/- Innovative Planning Solutions, info@ipsptyltd.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 for a material change of use for a Retirement facility (276 units and associated community facilities and managers residence)		
Schedule 10, part 9, division 4, subdivision 1, table 1, item 1 (Planning Regulation 2017)—Development impacting on state transport infrastructure—The chief executive administering the *Planning Act 2016* nominates the Director-General of 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 condition(s):		
1.	(a) Provide a passenger loading zone at the location shown on the Master Plan, prepared by Jared Poole Design, dated 20 August 2024, drawing title. BP1419/03.01, Issue R, as amended in red by SARA. (b) The passenger loading zone in part (a) of this condition, must be in accordance with the Disability Standards for Accessible Public Transport 2002 made under subsection 31(1) of the *Disability Discrimination Act 1992* and include the following components: (i) a parking bay, parallel to kerb, with minimum capacity for the setdown of 1 x 25-seater bus of 7.7m in length; (ii) passenger loading zone signs - R5-23 (passengers – 2 or 10 minute), placed at either end of the zone, and line marking in accordance with Queensland Manual of uniform traffic control devices, Part 11: Parking controls or the equivalent private signage; (iii) lighting in accordance with AS/NZS 1158.3.1 – Lighting for Roads and Public Spaces, Part 3.1: Pedestrian Area (Category P) Lighting – Performance and Design Requirements; (iv) access and hardstand for waiting and boarding/alighting passengers	(a) and (b) Prior to the commencement of use and to be maintained at all times for the relevant stage
2.	Provide a dedicated mini-bus lay-by parking bay on site that is: (i). designed to accommodate a 25-seater mini-bus of 7.7m in length (ii). identified by a bus zone sign R5-20 in accordance with Queensland Manual of uniform traffic control devices, Part 11: Parking controls or the equivalent private signage.	Prior to the commencement of use and to be maintained at all times
3.	(a) Provide pedestrian footpaths, including pedestrian crossing arrangements, at the location as shown on the Master Plan, prepared by Jared Poole Design, dated 20 August 2024, drawing title. BP1419/03.01, Issue R, as amended in red by SARA. (b) The pedestrian footpath in part (a) of this condition must be in accordance with the following: • Austroads Guide to Road Design Part 6A: Paths for Walking and Cycling; • Australasian Pedestrian Facility Selection Tool [V2.2.2] User Guide; • Queensland Manual of Uniform Traffic Control Devices, Part 10: Pedestrian Control; • Disability access standards; • Somerset Regional Council standards.	(a) and (b) Prior to the commencement of use and to be maintained at all times

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.	A development permit for operational work for waterway barrier works, as defined under the *Fisheries Act 1994*, may be required to be obtained before the development can be carried out. If required, the development application must be lodged or referred to the Chief Executive administering the *Planning Act 2016*. For information regarding relevant requirements, please contact the Department of Agriculture and Fisheries at info@daf.qld.gov.au or call 13 25 23.

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 6 Protection of state transport networks of the SDAP. Specifically, the development:

- does not create a safety hazard for users of state transport infrastructure or public passenger services by increasing the likelihood or frequency of a fatality or serious injury;
- does not result in a worsening of the physical condition or operating performance of the state transport network;
- does not compromise the state's ability to cost-effectively construct, operate and maintain state transport infrastructure;
- provides public passenger transport infrastructure to enable development to be serviced by public passenger transport;
- provides safe and direct access to public passenger transport infrastructure or active transport infrastructure, including access by cycling and walking.

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 of the *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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03.01 Architectural Drawings

Master Plan

YIELD

TOTAL NUMBER OF LOTS 276

LOT SIZE

	14.0m x 21.0m DWELLING TYPE C	219
	13.5m x 21.0m DWELLING TYPE B	23
	13.5m x 21.0m DWELLING TYPE A	31
	SPECIAL LOTS	3

STATISTICS

VISITOR CAR PARKING	71
RV PARKING	44
SITE AREA	221 040 m2 (approx)
SITE COVER	57 800 m2
TOTAL SITE OVER (LOTS + ROADS + FACILITIES)	70 209 m2
OPEN SPACE (MIN. DIMENSION OF 2m)	97 798 m2
SITE PERIMETER	2 284 m

JAREDPOOLEDESIGN
LEVEL 1 33 ELKHORN AVENUE
SURFERS PARADISE, QLD. 4217 AUSTRALIA
PO BOX 42. ISLE OF CAPRI, QLD. 4217
TEL 07 5527 5300
EMAIL INFO@JPD.COM.AU
WEB WWW.JPD.COM.AU

Living Gems

ISSUE	DATE	DESCRIPTION
R	20.08.24	Footpath added
Q	14.08.24	Race course removed
P	04.06.24	Layout updated
O	17.05.24	m2 area
N	10.05.24	Update RV compound

PROJECT Proposed New Development
Hedley Drive, Woolmar, Kilcoy Qld 4515

CLIENT LivingGems

THE WORKS DESCRIBED ON THIS AND ACCOMPANYING DRAWINGS ASSOCIATED WITH THIS PROJECT PRODUCED BY JARED POOLE DESIGN ARE COVERED BY COPYRIGHT. THE WORKS DESCRIBED ARE APPLICABLE TO THE PROJECT SITE ONLY AND MUST NOT BE USED FOR ANY OTHER PURPOSE. WORKS CANNOT BE COPIED OR REPRODUCED BY ANY MEANS WITHOUT WRITTEN PERMISSION OF JARED POOLE DESIGN.

DRAWING TITLE BP1419/03.01

NORTH

10m 50m 125m

SCALE 1:2500 @ A3

Master Plan

POOLE

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.

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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.

Infrastructure Charges Notice

Section 119(2) 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:	DA24751
Applicant:	Ruby Developments Pty Ltd C/- Innovative Planning Solutions PO Box 1043 MAROOCHYDORE QLD 4558
Approval description:	Development Permit for Material Change of Use for Retirement Village (276 units in 6 stages)

Premises to which the levied charge applies	
Site address:	Travellers Rest, Overlander Avenue and 51 Overlander Avenue, Woolmar
Real property description:	Lot 915 SP313141, Lot 501 SP210636, Lots 502 and 503 SP231462
Charge area:	Charge Area B

Details of the levied charge	
Charges resolution:	*Charges Resolution (No. 1) 2024*
Current amount of the total levied charge:	$1,851,077.00
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.

2 Type of infrastructure charges notice

This is an original infrastructure charges notice under section 119(2) of the *Planning Act 2016*.

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

3 How the levied charge is worked out

Stormwater network

Category	Description	Stage	Demand (+)/ Discount (-)	Demand units	Charge rate	Amount
Accommodation (long-term)	Stage 1	1	73.00	suite (3-or-more bedroom)	$247.00	$18,031.00
Accommodation (long-term)	Stage 2	2	70.00	suite (3-or-more bedroom)	$247.00	$17,290.00
Accommodation (long-term)	Stage 3	3	63.00	suite (3-or-more bedroom)	$247.00	$15,561.00
Accommodation (long-term)	Stage 4	4	65.00	suite (3-or-more bedroom)	$247.00	$16,055.00
Accommodation (long-term)	Stage 5	5	5.00	suite (3-or-more bedroom)	$247.00	$1,235.00
Accommodation (long-term)	Stage 6	6	65.00	suite (3-or-more bedroom)	$247.00	$16,055.00
Residential uses	Credit	1	-3.00	lot (3-or-more bedroom dwelling)	$2,501.00	-$7,503.00
Residential uses	Credit	4	-1.00	lot (3-or-more bedroom dwelling)	$2,501.00	-$2,501.00
				Initial charge for network		$74,223.00

Public parks and community land network

Category	Description	Stage	Demand (+)/ Discount (-)	Demand units	Charge rate	Amount
Accommodation (long-term)	Stage 1	1	73.00	suite (3-or-more bedroom)	$2,643.00	$192,939.00
Accommodation (long-term)	Stage 2	2	70.00	suite (3-or-more bedroom)	$2,643.00	$185,010.00
Accommodation (long-term)	Stage 3	3	63.00	suite (3-or-more bedroom)	$2,643.00	$166,509.00
Accommodation (long-term)	Stage 4	4	65.00	suite (3-or-more bedroom)	$2,643.00	$171,795.00
Accommodation (long-term)	Stage 5	5	5.00	suite (3-or-more bedroom)	$2,643.00	$13,215.00

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Accommodation (long-term)	Stage 6	6	65.00	suite (3-or-more bedroom)	$2,643.00	$171,795.00
Residential uses	Credit	1	-3.00	lot (3-or-more bedroom dwelling)	$3,775.00	-$11,325.00
Residential uses	Credit	4	-1.00	lot (3-or-more bedroom dwelling)	$3,775.00	-$3,775.00
					Initial charge for network	$886,163.00

Transport network

Category	Description	Stage	Demand (+)/ Discount (-)	Demand units	Charge rate	Amount
Accommodation (long-term)	Stage 1	1	73.00	suite (3-or-more bedroom)	$2,643.00	$192,939.00
Accommodation (long-term)	Stage 2	2	70.00	suite (3-or-more bedroom)	$2,643.00	$185,010.00
Accommodation (long-term)	Stage 3	3	63.00	suite (3-or-more bedroom)	$2,643.00	$166,509.00
Accommodation (long-term)	Stage 4	4	65.00	suite (3-or-more bedroom)	$2,643.00	$171,795.00
Accommodation (long-term)	Stage 5	5	5.00	suite (3-or-more bedroom)	$2,643.00	$13,215.00
Accommodation (long-term)	Stage 6	6	65.00	suite (3-or-more bedroom)	$2,643.00	$171,795.00
Residential uses	Credit	1	-3.00	lot (3-or-more bedroom dwelling)	$2,643.00	-$7,929.00
Residential uses	Credit	4	-1.00	lot (3-or-more bedroom dwelling)	$2,643.00	-$2,643.00
					Initial charge for network	$890,691.00

Summary of initial charges

Stormwater network	$74,223.00
Public parks and community land network	$886,163.00
Transport network	$890,691.00
Total initial levied charge	**$1,851,077.00**

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Notes

[1] The charge rate is the current rate of the adopted charge identified in Table 2 of the Charges Resolution, capped at the Council proportion of the maximum adopted charge.

[2] 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.

Staging summary

Information within this section is provided for guidance only. To the extent of any inconsistency, the amounts listed above will prevail.

Stage 1

Indicative amount for stormwater network	$10,528.00
Indicative amount for public parks and community land network	$181,614.00
Indicative amount for transport network	$185,010.00
Indicative amount for Stage 1	**$377,152.00**

Stage 2

Indicative amount for stormwater network	$17,290.00
Indicative amount for public parks and community land network	$185,010.00
Indicative amount for transport network	$185,010.00
Indicative amount for Stage 2	**$387,310.00**

Stage 3

Indicative amount for stormwater network	$15,561.00
Indicative amount for public parks and community land network	$166,509.00
Indicative amount for transport network	$166,509.00
Indicative amount for Stage 3	**$348,579.00**

Stage 4

Indicative amount for stormwater network	$13,554.00
Indicative amount for public parks and community land network	$168,020.00
Indicative amount for transport network	$169,152.00
Indicative amount for Stage 4	**$350,726.00**

Stage 5

Indicative amount for stormwater network	$1,235.00
Indicative amount for public parks and community land network	$13,215.00
Indicative amount for transport network	$13,215.00
Indicative amount for Stage 5	**$27,665.00**

4 Details of any charges reductions

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

5 Details of any offset or refunds

No offsets or refunds are applicable.

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6 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

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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.

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Council Chambers - 2 Redbank Street, Esk QLD 4312
Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
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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.

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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:	Matthew McGoldrick – Place Project Manager
Director:	Luke Hannan – Director Planning and Development
Date:	27 November 2024
Subject:	Purchase of land at Railway Street, Lowood – Lowood Futures Strategy
File Ref:	SRC – Properties - Acquisition and Disposal
Action Officer:	PPM/DCORP

Background/Summary

Council has a lease over the Brisbane Valley Rail Trail from Lowood to Fernvale and incorporates a number of contiguous parcels along the rail corridor. In Lowood, the primary parcel is Lot 15 RP133023. A portion of Lot 15 has a boundary with Railway Street and separates Lot 16 and Lot 17 RP 133023. Refer Appendix 2 for more detail regarding the areas (the Subject Land) which is approximately 1,060 m2.

The Subject Land is owned by the Queensland Department of Transport and Main Roads (TMR) – Trail Corridors. Council leases this portion of land from TMR. The lease expires in 2036. The parcels of land either side of the portion of land identified are owned in Freehold by Council (purchased from Queensland Rail in 2005).

The purchase of the Subject Land would provide Council with strategic ownership of the land along one side of Railway Street from Main Street to the first residences after the old foundry site. Purchasing the parcel of land would provide Council with another parcel that would facilitate opportunities for the delivery of the Lowood Futures Strategy and could be further re-arranged at a later date enabling the separation of future publicly owned property from future private property.

TMR – Trail corridors and the property division of TMR have confirmed agreement to sell to Council the Subject Land in Freehold on the basis of a current valuation.

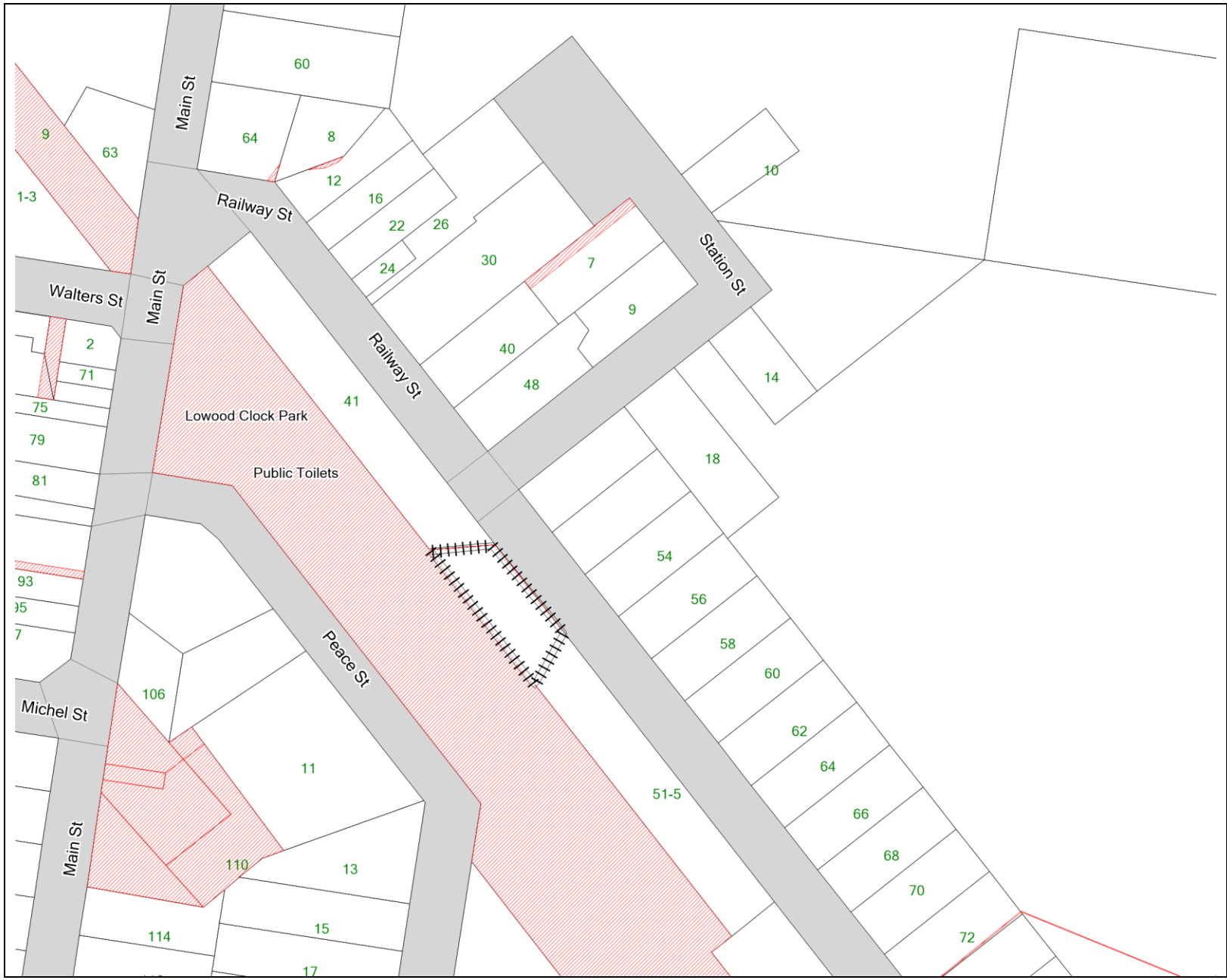
Council has received a valuation. The costs to complete the transfer, survey the parcel and register with the State would be approximately an additional $1,000. The costs to purchase the land and complete the purchase is available in the Lowood Futures – Stage 1 (Design and Construction) budget.

Attachments

Attachment 1 - **Confidential** - Valuation report part of Lot 15 RP133023
Attachment 2 - Portion of Railway St Lease Land

Recommendation

THAT Council purchase the identified portion of Lot 15 RP133023 from the Department of Transport and Main Roads and utilise the Lowood Futures Stage 1 budget for the purchase of the land and the costs associated with completing the purchase.



Somerset REGIONAL COUNCIL

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Porion of Lease area - Railway Street Lowood

Map Zoom: 0.45 km
1:2,143

Tuesday, 20 February 2024

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SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson – Chief Executive Officer
From:	Jacqui O'Connor – Business Recovery Officer
Director:	Luke Hannan – Director Planning and Development
Date:	18 November 2024
Subject:	Economic Development Strategy – 2024 Annual Scorecard
File Ref:	Planning and Development
Action Officer:	Jacqui O'Connor – Business Recovery Officer

Background/Summary

In early 2022, Somerset Regional Council engaged consultants, Lucid Economics, to assist in developing a new Economic Development Strategy for the Somerset region. The project included a detailed economic and industry analysis, background reports and preliminary stakeholder engagement through several meetings, interviews and briefings, including workshops with Somerset Regional Council's Economic Development and Tourism Advisory Committee (EDTAC).

The final Somerset Economic Development Strategy, titled *The Next Horizon*, was formally adopted by Council in December 2022. The Strategy focuses on three key strategies to grow the economy:

1. Marketing & Promotion
2. Planning for the Future
3. Facilitating Change.

A detailed action plan was developed to guide Council in addressing each of the key strategies.

Action 2.1.4 of the Strategy states, "Undertake an annual scorecard review of the Economic Development Strategy actions with a major review being undertaken after 5 years."

Attachments

2024 Annual Scorecard of the Economic Development Strategy Actions

Recommendation

THAT Council receive the 2024 annual scorecard for the Somerset Economic Development Strategy.

Somerset REGIONAL COUNCIL

Economic Development Action Plan 2024

1 MARKETING AND PROMOTION

	STRATEGY		ACTION	METRIC	KPI	TIMEFRAME Short (1-2 yr) Med (3-5yr) Long (5-10yr)	PROGRESS TRAFFIC LIGHT	PROGRESS COMMENTS
1.1.	**CLEARLY DEFINE AND ARTICULATE THE IDENTITY OF THE REGION**	1.1.1.	Actively promote key messages about the region to support its competitive advantages, opportunities and lifestyle.	Number of media releases per year	26	Ongoing		66 media releases related to economic development. 28 media releases related to lifestyle/community.
1.2.	**MARKET THE REGION AS A PREMIERE BUSINESS LOCATION**	1.2.1.	Develop a regional business investment prospectus.	Project completed	1	Short		Project completed and distributed to inbound / outbound opportunities.
		1.2.2.	Conduct a social media marketing campaign.	Number of social media posts per year	52	Ongoing		Ongoing - 28 economic development social media posts.
1.3.	**ADVOCATE FOR INFRASTRUCTURE AND SERVICES**	1.3.1.	Develop and deliver an annual advocacy campaign that highlights priorities and region-building infrastructure.	Project completed	1	Short - Ongoing		Completed as part of Council's State Election campaign.
		1.3.2.	Identify the region's catalyst enabling infrastructure needs and priorities and prepare business cases to support project funding applications to State and Federal Government funding bodies.	Number of business cases per year	1	Short		Successful business cases progressed, including securing an additional $5 million funding for Fernvale South Productivity Link from the Australian Government Heavy Vehicle Safety and Productivity Program (HVSPP). Council was successful with the following funding applications lodged under the Queensland Government's SEQ Community Stimulus Program competitive component (SEQCSP) in July 2024. - Kilcoy Multipurpose Recreation Facility Upgrade (stage 1): $5,715,520 (SEQSCP funding: $2,857,760) - Toogoolawah Swimming Pool Upgrade Project: $5,280,000 (SEQCSP funding: $2,640,000) In addition to SEQ CityDeal funding, Council has also secured $4,170,000 ($2,085,000 co-contribution) for heatwave mitigation and mature tree planting under the Federal Government's Disaster Ready Fund.
		1.3.3.	Progress options for Cormorant Bay Café redevelopment, dam access for sporting activities and mid-Brisbane River public use areas, and other relevant matters with Seqwater.	Project completed	1	Short		Seqwater have advised Council that Cormorant Bay Café after extensive analysis is not viable and will be demolished in due course. Seqwater will engage further with Council about alternative options to be considered at Cormorant Bay such as nature based playground and mobile food vendors.
		1.3.4.	Advocate for improved telecommunications, digital and NBN services to Somerset's townships and along major transport networks.	Project completed	1	Ongoing		Council continues to advocate for telecommunications improvements via the Local Disaster Management Group (LDMG) and other avenues. On-demand NBN Fibre to the Premises (FTTP) upgrades are now available in many towns and full town conversions are starting to be scheduled. NBN Fixed Wireless upgrades have also commenced which have the potential to more than double currently available speeds for many residents. Telstra attended Council meeting in July 2024 with the RDA to discuss ongoing issues and current work program.
		1.3.5.	Advance legacy opportunities for the Somerset region from the 2032 Olympic and Paralympic Games.	Opportunities clearly articulated and defined	1	Ongoing		Active participation in Council of Mayors SEQ 2032 Legacy Working Group.
		1.3.6.	Continued participation in the Somerset Lockyer Water Collaborative to progress and influence a water security project for farmers, enabling and sustaining food production.	Continued participation	1	Ongoing		Council remains highly active within the Lockyer Valley Somerset Water Collaborative.
		1.3.7.	Continue advocacy for private education investment in Fernvale.	Number of education providers contacted per year	1	Ongoing		Progressing. Council tender closed in October 2024.
		1.3.8.	Seek funding support for co-locating needed community-services such as the Toogoolawah Gateway Project.	Funding secured	1	Ongoing		Development application for facility approved. Council is awaiting the outcome of funding applications lodged under the Australian Government's Thriving Suburbs Program Round 1 (TSP) in August 2024. Total project value is $5,253,100.

Somerset REGIONAL COUNCIL

Economic Development Action Plan 2024

2 PLANNING FOR THE FUTURE

	STRATEGY		ACTION	METRIC	KPI	TIMEFRAME Short (1-2 yr) Med (3-5yr) Long (5-10yr)	PROGRESS TRAFFIC LIGHT	PROGRESS COMMENTS
2.1.	**REVIEW PLANNING ACROSS THE REGION**	2.1.1.	Review and amend the Somerset Region Planning Scheme with a focus on economic development and business facilitation.	Amendment made	1	Short		Consultant engaged and major amendment preparation and drafting as expected. Pending Council final endorsement, anticipated formal submission to the State to commence State Interest Review in late 2024 / early 2025.
		2.1.2.	Review urban footprint around major towns for expansion of residential and non-residential development.	Planning study completed	1	Short		Budget endorsed by Council to undertake Growth Management Strategy with formal engagement of consultant in early 2025.
		2.1.3.	Review current industrial land availability, demand and supply opportunities.	Planning study completed	1	Short		To be considered as part of growth management strategy in early 2025. Council officers also actively involved in the ShapingSEQ (Regional Plan) implementation with the State Government and the delivery of Priority Action 4 - Regional Industrial Land Framework and Strategy (RILFS).
		2.1.4.	Undertake an annual scorecard review of the Economic Development Strategy actions with a major review being undertaken after 5 years.	Annual scorecard produced	1	Ongoing		Annual review to be completed and presented to Council in Nov / Dec 2024.
2.2.	**PROVIDE COMMUNITY INFRASTRUCTURE TO IMPROVE LIVEABILITY**	2.2.1.	Provide multiple recreational opportunities on Mount Glen Rock for locals and visitors sustainably through the development of a long-term master plan.	Mount Glen Rock Master Plan completed	1	Short		Cultural Heritage Management Plan finalised. On site ecological study completed. Jagera Daran engaged to complete cultural heritage survey. Dates of survey are to be confirmed.
		2.2.2.	Improve profile and capacity of cultural facilities by adopting a Somerset Arts brand, improve marketing and implement a communications strategy for more effective promotion of arts, heritage and cultural events and activities.	Brand adopted	1	Short - Med		Implementation and distribution of enewsletter Creative Somerset - cross promotion of regions cultural venues including Somerset Libraries. Increased connectivity between cultural venues with joint programming such as Artist Networking Events
		2.2.3.	Undertake a site-specific assessment of the demand for new/additional facilities within existing sport and recreation facilities.	Assessment completed	1	Short		Council adopted Somerset Sporting Infrastructure Strategy 2024-2028 in July. Grant funding received for Kilcoy Master Plan through the Queensland Government South East Queensland Stimulus Program.
		2.2.4.	Review all Council held land and identify surplus sites for investment.	Review completed	1	Short		Commenced - inhouse review underway.

2.3.	**CONDUCT A CENTRE IMPROVEMENT PROGRAM FOR EACH MAJOR TOWN**	2.3.1.	Develop centre improvement strategies for each of Somerset's major towns complementary to the unique character of the town.	Program commenced	1	Short - Med		Kilcoy Streetscape Revitalisation Project Master Plan adopted by Council in December 2023. Inaugural Lowood Futures Advisory Committee meeting was held on 3 October 2024. Inaugural Kilcoy Streetscape Advisory Committee meeting was held on 10 October 2024. Stage 1 of both the Lowood Futures Strategy and Kilcoy Streetscape Revitalisation Master Plan have commenced with funding secured under the SEQ City Deal - Liveability Fund. Currently at the detailed Design Stage for both projects. Council has also secured $4,170,000 ($2,085,000 co-contribution) for heatwave mitigation and mature tree planting under the Federal Government's Disaster Ready Fund.
		2.3.2.	Develop a façade improvement program.	Program commenced	1	Short – Med		Yet to commence. Project scheduled for 2024-2025 subject to budget.
		2.3.3.	Develop town and village entrance guidelines and implementation program.	Program commenced	1	Short - Med		Yet to commence. Project scheduled for 2024-2025 subject to budget.

Somerset REGIONAL COUNCIL

Economic Development Action Plan 2024

3 FACILITATE CHANGE

	STRATEGY		ACTION	METRIC	KPI	TIMEFRAME Short (1-2 yr) Med (3-5yr) Long (5-10yr)	PROGRESS TRAFFIC LIGHT	PROGRESS COMMENTS
3.1.	**ENGAGE WITH LOCAL BUSINESSES REGARDING FUTURE GROWTH PLANS**	3.1.1.	Conduct an annual business visitation program, facilitating business initiatives and promoting regional development and investment opportunities.	Number of businesses visited per year	52	Ongoing		260 interactions with small business owners via town walks across the region OR interactions with small business owners, tourism operators and primary producers at workshops attended.
		3.1.2.	Conduct annual Somerset business forums (based around agriculture, tourism and business development).	Number of forums per year	4	Ongoing		1. Agribusiness Forum 2. Small Business Month Breakfast 3. Rail Trails Tourism Conference 4. Farmer's Night Out
		3.1.3.	Deliver workshops to build local business capacity and capability.	Number of workshops per year	6	Ongoing.		1. Tourism New Visitor Guide Launch 2. Business Planning Microcourse 3. Grant Writing Workshop 4. AI for Small Business Owners 5. Cyber Security Workshop 6. Disaster Management for Businesses
3.2.	**CONDUCT BUSINESS DEVELOPMENT ACTIVITIES TO ATTRACT INVESTMENT**	3.2.1.	Meet with potential investors and conduits.	Number of meetings per year	20	Ongoing.		63 pre-lodgement meetings held so far in 2024.
		3.2.2.	Attend industry events in targeted sectors.	Number of events attended per year	4	Ongoing.		1. West Moreton Trade and Investment Group 2. SEQ Regional Drought Resilience Plan "Planning for Action" 3. Solar and Storage Live Brisbane 4. Small Business Friendly Conference and Community Practice Workshops 5. Rural Press Club Ekka Breakfast 6. Leveraging 2032 Working Group Meeting - Council of Mayors (SEQ) 7. Launch of "Disaster Management Plan-on-a-page for Business" at the Somerset Disaster Management expo on 12 October 2024.
		3.2.3.	Undertake Council business initiatives to encourage business investment opportunities and ensure businesses are provided with an efficient, customer focused experience regarding necessary approvals.	Initiatives completed	4	Short.		BuyLocal Campaign launched on 10 October 2024 with national television coverage via Sunrise. Other internal initiatives underway include: planning website improvements; ED website improvements; LG toolbox transition to Somerset RC; fact sheets for business opportunities.
3.3.	**FACILITATE BUSINESS INVESTMENT INTO THE REGION**	3.3.1.	Provide information to prospective investors.	Number of info packets per year	20	Ongoing.		Business prospectus distributed at events listed under 3.2.2.
		3.3.2.	Provide a case manager to prospective investors.	Number of projects per year	20	Ongoing.		Case managers assigned as part of pre-lodgement meetings with the development of an improved database to enable follow-up process. 63 pre-lodgement meetings held so far in 2024.
		3.3.3.	Investigate delivery models of a concierge planning service.	Concierge planning service investigated	1	Ongoing.		Workshops completed with consultants and staff regarding process improvement opportunities and concierge delivery models. Short-listed options subject to ongoing development.
		3.3.4.	Active participation in the Queensland Small Business Friendly Councils initiative.	Maintain accreditation annually	1	Ongoing.		Attending SBF Members meeting every 2 months. Attendance at SBF State Conference in May. Provided Annual SBFC Report for FY 2023-24.

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

Report

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

Planning

	October 2023	October 2024	FYTD
Received			
Building Works assessable against the Planning Scheme	10	12	45
Material Change of Use	7	6	23
Reconfiguring a Lot	4	4	9
Operational Works	2	4	8
Combined Applications	-	1	2
Referral Applications	-	2	9
Total	**23**	**29**	**96**
Refused - Council	-	-	-
Refused - Delegated Authority	-	-	1
Approved - Council	4	2	3
Approved - Delegated Authority	10	25	55
Total	**14**	**27**	**59**

For a full list of applications received in the past 30 days, please refer to eServices.

Planning and Environment Court Appeals

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

FVLH Developments Pty Ltd v Somerset Regional Council
Planning and Environment Court Appeals No. BD1952 and BD1954 of 2023
DA9400 at Muckerts Lane, Fernvale.
Deemed Refusal.

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

Building

	October 2023	October 2024	FYTD
Status			

Accepted Applications	63	72	300
Approved - Council	3	7	19
Approved - Private Certifier	60	71	260
Referral Applications	-	4	15

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

Plumbing

	October 2023	October 2024	FYTD
Status			
Approved	33	27	141
Info Request	2	1	11
Total	35	28	152
Plumbing Inspections	87	90	414

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.

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

Development Compliance

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

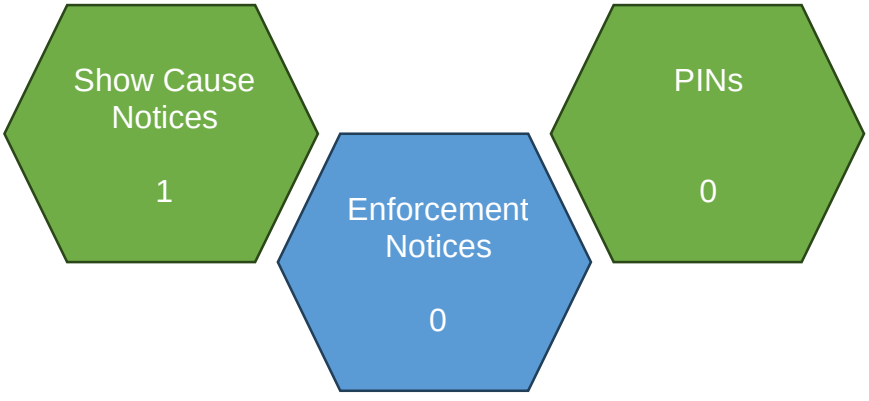
- Function Facilities
- Animal Keeping
- Workshops / Vehicle Sales
- Transport Depot
- Vegetation Clearing
- Large scale operational works (earthmoving).

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

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

- Permit completion reminders have been sent about existing permits in Cressbrook and Rifle Range.
- Unapproved or non-compliant buildings in Biarra.

Notices Issued – October 2024



Environmental Health and Regulatory Services

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

A total of 20 users completed the training during the month of October.

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

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

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

Pest Management
Invasive Animal Control

Wild Dogs – October 2024

1080 Baits	**14**		**12**	**Scalps presented**

Area's baiting: Kingaham, Moore, Coal Creek, Bryden, Dundas, Harlin, Coominya.

Feral Pigs – October 2024

1080 Grain	**0Kg**		**26**	**Scalps presented**

Area's baiting: -

Rabbits

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

- Sandy Creek
- Toogoolawah
- Esk

There has been reports of rabbits being impacted by calicivirus and myxomatosis across the region.

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

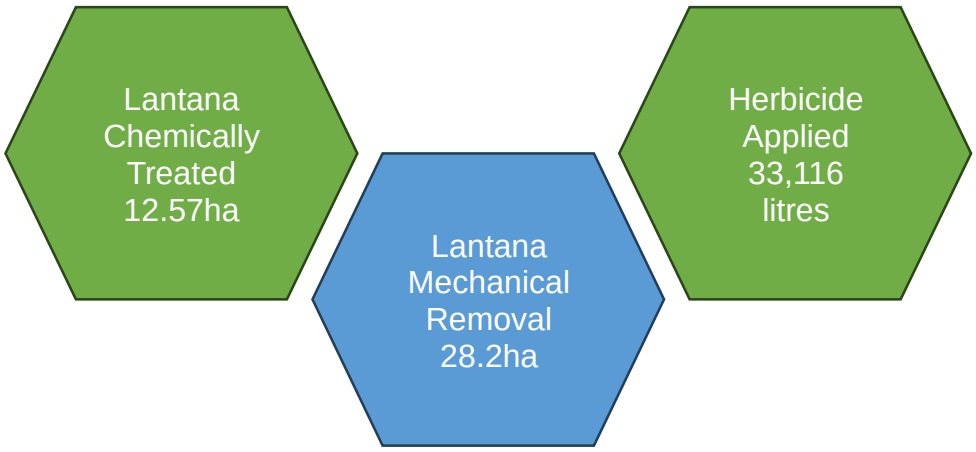
Fox

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

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

- Sandy Creek

Pest Management
Invasive Plant Control



Other Pest Weed Treatments

Mother of Millions
Fernvale

Annual Ragweed
Moore, Harlin, Kilcoy, Woolmar, Mount Beppo, Fernvale, Toogoolawah, Lowood

Giant Rats Tail Grass
Mount Kilcoy, Wivenhoe Pocket, Mount Kilcoy, Toogoolawah, Fernvale

Fireweed
Fernvale, Lowood

Leucaena
Sandy Creek, Stanley Pocket

Groundsel
Neurum, Mary Smokes Creek

Prickly Pear
Eskdale

Yellow Bells
Toogoolawah, Colinton

Lantana
Stanley Pocket, Somerset, Winya, Villeneuve, Mark Smokes, Gregors Creek,

Element 15
Kilcoy Murgon Road, D'Aguilar Highway, Esk Kilcoy, Wivenhoe Somerset Road, Brisbane Valley Highway, Mount Glorious

Element 5
Brisbane Valley Highway, D'Aguilar Highway, Esk Kilcoy Road

Council managed infrastructure
Kilcoy Fat Cattle Yards, Kilcoy Landfill, all local bridges, roadside furniture on high use local roads.

Fire Ant Suppression – Council Land

- Council responded to a public report to the National Fire Ant Eradication Program (NFAEP), of a suspected fire ant nest within the Fire Ant Suppression area. Council officers from the Pest Management and Parks and Gardens Sections investigated and it was determined that the ant nest was not a fire ant nest. This information was provided back to the NFAEP.
- Officers from the Planning and Development Department and the Operations Department have formed a Fire Ant Working Group. The working group has

been finalising the SRC Self-Management Plan in line with a letter of Cooperation signed by Council and DAF in July 2024.

Lantana Chemical Subsidy Program

The 2024/25 lantana subsidy program first round has been closed at 60 applicants.

Compliance under the *Biosecurity Act 2014:*

	September 2024	October 2024
Information notices	-	1
Biosecurity Orders	-	-
Enter and Clear action	-	-

Natural Resource Management

Land for Wildlife

- Officer representation at the SEQ Land for Wildlife Steering Committee meeting – 9 October 2024.

Somerset Flora and Fauna

- Ongoing engagement with Griffith University Social Marketing team to promote Koala awareness in the Somerset region through to December 2024, including Free Tree Day representation.
- Meeting with Healthy Land and Water 30 October 2024 to progress Koala threat management project proposals for Somerset Region.
- Delivery of the Somerset Free Tree Days – Fernvale event 19 October 2024.

Catchment Management

- Resilient Rivers Project Updates:
  - A maintenance program (1 year) is delivering across all (6) Black Snake Creek properties (Somerset) treated through this program since inception.
  - Preliminary arrangements to commence the recently award Mid Brisbane River Reserves project were progressed, with initial worksites being secured, and delivery appointments.
  - Officer meeting with SEQW to negotiate constructed/reinstated access to infrastructure at Lowood Bend river reserve - 22 and 29 October 2024.

Offsets – Planting

Delivery of Council's Capital Works Offsets:

- A maintenance contract is ongoing to support all of Somerset Regional Councils Brisbane Valley Rail Trail offset delivery (to date). Ongoing tasks will include a maintenance audit, opportunistic enhancements, and additional planting/s in Spring/Summer 2024 – Next planting is anticipated to be delivered on the Brisbane Valley Rail trail between Yimbin Station and Cemetery Road at Braemore.
- Site preparations (mulch delivery) arrangements are ongoing at Eskdale Road, Toogoolawah to facilitate a future community planting/s. The intent of the planting/s is to enhance the existing vegetation/corridor linkage through town, supporting Koala habitat and safe passage.

Collaborations

- Officer participation and liaison with consultants investigating Council Fire Risk profile/s across Council managed land – meeting held 10 October with Ground truthing exercise undertaken 11 October 2024.
- Officer participation in Somerset Pest Management Working Group meeting – 24 October 2024
- Officer participation and facilitation of the Bushcare working bee at Greenhide reserve at Moore/Linville – 28 October 2024
- Officer meeting with Somerset and Wivenhoe Fish Stocking Association 29 October 2024.

Economic Development

Major Projects

- 'Buy Local' marketing campaign – Support Our Somerset - launched nationally on Thursday, 10 October via Channel Seven's *Sunrise* Weather Team.
- Somerset Business Disaster Management 'Plan on a Page' officially launched on 12 October at the Disaster Management Expo.
- Inaugural meetings held for the Lowood Futures Strategy and Kilcoy Streetscape Community Advisory Committees in October.
- Disaster Ready Funding for heatwave mitigation and mature tree planting. Project scoping is currently underway. Implementation Plan returned to funding body and awaiting funding agreement. Likely February 2025 for signed agreement and funds.
- Funding application for the Federal Government's Urban Precincts and Partnerships Program submitted in late October. Awaiting assessment.
- Meetings with Queensland Hydro to progress Community Benefits funding opportunities for Council.

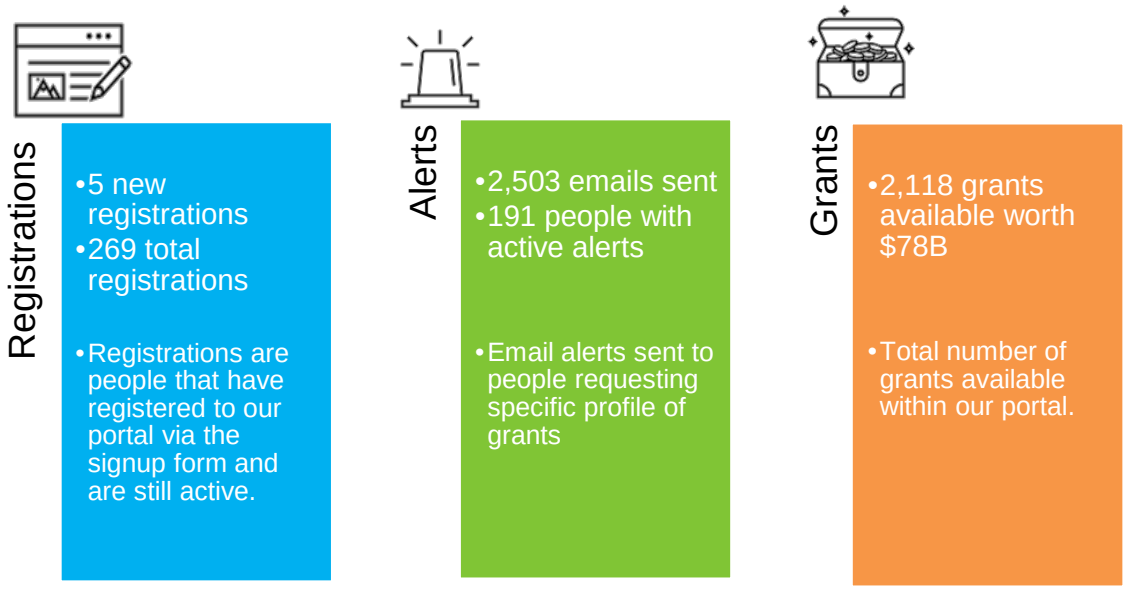
Events

- Everyday AI for Business Owners workshop delivered on Tuesday, 15 October.
- Grant Writing Workshop for Businesses delivered on Wednesday, 30 (Lowood) and Thursday, 31 October (Kilcoy).
- The Department of Employment Small Business and Training continued to host their Business Hubs in Esk and Lowood.
- Planning continued for delivery of 'Small Business Boost' events using the LLER grant funding.

Stakeholder Engagement

- Proactive engagement with State Government agencies, including:
    - Small Business Friendly Commissioners Office
    - Department of Employment, Small Business and Training
    - Queensland Rural Industry and Development Authority
- Plus, other peak industry organisations including Healthy Land and Water and University of the Sunshine Coast.
- 43 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 – October 2024



Recommendation

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

Building Approvals – October 2024

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	6	-	1	-	-	-	-
Lowood Town	-	8	-	1	-	-	-	-	3	9	-	-	-	1	-	-	9	16	-	1	-	-	-	-
Fernvale Town	2	4	-	-	-	-	-	-	1	1	-	-	-	1	-	-	3	14	1	3	-	-	-	-
Esk Town	1	2	-	-	-	-	-	-	1	2	1	1	-	2	-	-	1	3	1	1	-	-	-	-
Toogoolawah Town	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	1	1	-	-	-	-
Coominya Village	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-
Somerset Village	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kilcoy Town	3	13	-	-	-	1	-	-	-	-	-	-	-	1	-	-	4	7	-	-	-	-	-	-
Harlin Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Villeneuve Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Moore Village	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Linville Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jimna Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wanora / G'vale Area	-	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	3	5	-	1	-	-	-	-
Lwd - Minden Corridor	1	11	-	-	-	2	-	-	5	11	-	1	-	-	-	-	4	26	1	1	-	-	-	-
WHPkt / Split'dCk / F'vale	1	4	-	-	-	1	-	-	-	1	-	-	-	-	-	-	2	8	-	1	-	1	1	1
Rural Esk	1	2	-	2	-	-	-	-	-	1	-	-	-	-	-	-	1	11	-	2	-	-	-	-
Rural Cya /Atk Dam	1	1	-	-	-	-	-	-	1	3	-	-	-	2	-	-	-	5	-	-	-	-	-	-
Rural Tgh / Harlin / C'ton	3	3	-	-	-	1	-	-	1	1	-	-	-	4	-	-	1	8	-	-	-	-	-	-
Rural S'Dam / Bryden	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wool,r / Gregor Ck / H,dean	7	15	-	-	-	1	-	-	1	1	-	-	-	-	-	-	4	9	-	-	-	-	-	-
Rural Villen've / Mt Archer	-	1	-	-	-	-	-	-	-	1	-	-	1	1	-	-	-	3	-	-	-	-	-	-
Mt Kilcoy / Sand Ck /R'ston	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-
Rural Moore / Linville	-	-	-	-	-	-	-	-	-	1	-	-	1	1	-	-	-	-	-	-	-	-	-	-
Rural Jimna	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	**22**	**71**	**1**	**4**	**-**	**7**	**-**	**-**	**13**	**34**	**1**	**2**	**2**	**14**	**-**	**-**	**34**	**133**	**4**	**12**	**-**	**1**	**1**	**1**

		Private Certifier	Council	Total
"C"=Current Month Total				
"P"=Progressive Total for	Number for Month	71	7	**78**
Financial Yr	Value for the Month	$11,036,277.00	$936,886.00	**$11,973,163.00**
G:Buildoc/Reports/BuildStat	Progressive YTD No	260	19	**279**
Oct2024	Progressive YTD Value	$31,676,021.00	$2,258,688.00	**$33,934,709.00**

Appendix 2 - Environmental Services

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	24-25
Regulatory Services													
Dog Attack on a Person	1	0	0	1	-	-	-	-	-	-	-	-	2
Dog attack on Another Animal	2	3	1	3	-	-	-	-	-	-	-	-	9
Barking Dogs	10	8	5	4	-	-	-	-	-	-	-	-	27
Animal Issues - Miscellaneous	4	10	16	12	-	-	-	-	-	-	-	-	42
Dogs Wandering at Large	9	8	12	11	-	-	-	-	-	-	-	-	40
Livestock Wandering at Large	18	11	10	10	-	-	-	-	-	-	-	-	49
After Hours Emergency call out Dogs	0	0	1	0	-	-	-	-	-	-	-	-	1
After Hours Emergency call Out Stock	5	7	4	4	-	-	-	-	-	-	-	-	20
Request for Animal Traps	13	7	9	5	-	-	-	-	-	-	-	-	34
Request to Impound Animals	16	22	7	12	-	-	-	-	-	-	-	-	57
Abandoned Motor Vehicle	2	3	4	3	-	-	-	-	-	-	-	-	12
Illegal Camping	4	4	3	3	-	-	-	-	-	-	-	-	14
Visual Pollution	0	3	2	1	-	-	-	-	-	-	-	-	6
Local Law Investigations – other local law issues	3	6	4	11	-	-	-	-	-	-	-	-	24
Overgrown Allotments	4	2	5	12	-	-	-	-	-	-	-	-	23
Restricted activity – Selling Vehicles	0	0	0	0	-	-	-	-	-	-	-	-	0
Unlawful Materials on Footpath	0	0	2	0	-	-	-	-	-	-	-	-	2
Total Regulatory Services CSR's	**91**	**94**	**85**	**92**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**362**
Pest Management													
Pest Plants - Council Land	2	2	2	6	-	-	-	-	-	-	-	-	**12**
Pest Plants - Private Land	11	9	6	6	-	-	-	-	-	-	-	-	**32**
Pest Plants - Road Reserves	1	1	4	2	-	-	-	-	-	-	-	-	**8**
Pest Animals - General Enquires	2	8	7	13	-	-	-	-	-	-	-	-	**30**
Fire Ant Notifications – Council Land	0	0	0	1									**1**
Total Pest Management CSR's	**16**	**20**	**19**	**28**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**83**

Environmental Health1													
General Environ1mental Complaints	2	1	0	3	-	-	-	-	-	-	-	-	6
Food Premis2es Complaints	0	2	1	3	-	-	-	-	-	-	-	-	6
Miscellaneous Health Issues	0	0	2	3	-	-	-	-	-	-	-	-	5
Mosquito Complaints	0	0	1	0	-	-	-	-	-	-	-	-	1
Environmental Issues - Dust Nuisance	0	0	0	0	-	-	-	-	-	-	-	-	0
Environmental Issues - Light Nuisance	0	0	1	1	-	-	-	-	-	-	-	-	2
Environmental Issues - Noise Nuisance	0	3	1	2	-	-	-	-	-	-	-	-	6
Environmental Issues - Odour Nuisance	0	2	1	0	-	-	-	-	-	-	-	-	3
Environmental Issues - Smoke Nuisance	0	2	2	2	-	-	-	-	-	-	-	-	6
Environmental Issues - Water Pollution	0	1	0	0	-	-	-	-	-	-	-	-	1
Local Laws - Illegal Vending	0	0	0	0	-	-	-	-	-	-	-	-	0
Local Laws - Obstruction of Footpath by a Business	0	1	1	0	-	-	-	-	-	-	-	-	2
Litter and Illegal Dumping of Rubbish less than 200 litres	0	1	5	0	-	-	-	-	-	-	-	-	6
Illegal Dumping - over 200L	2	1	5	1	-	-	-	-	-	-	-	-	9
Illegal Dumping - Asbestos	0	0	0	0	-	-	-	-	-	-	-	-	0
Illegal Dumping – one of items – non-investigation	2	0	4	1	-	-	-	-	-	-	-	-	7
Illegal Dumping - Tyres	2	3	1	3	-	-	-	-	-	-	-	-	9
Total Environmental Health CSR's	**8**	**17**	**22**	**19**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**69**
Total all Environmental Services CSR's	**115**	**131**	**129**	**139**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**514**

Dog Registration													
Dogs Registered	4765	4804	4855	4876	-	-	-	-	-	-	-	-	**4876**
Unpaid Notices	915	903	860	840	-	-	-	-	-	-	-	-	**840**
Infringement Notice Issued	3	10	4	14	-	-	-	-	-	-	-	-	**31**

Animal Pound Operations													
Dogs	12	11	4	10	-	-	-	-	-	-	-	-	**37**
Cats	18	10	7	12	-	-	-	-	-	-	-	-	**47**
Stock	0	1	2	0	-	-	-	-	-	-	-	-	**3**
Inspections and Approvals													
Food Business Inspections	3	2	12	6	-	-	-	-	-	-	-	-	**23**
Food Business Re-inspections	0	0	0	1	-	-	-	-	-	-	-	-	**1**
Food Business Licence Applications	71	20	2	2	-	-	-	-	-	-	-	-	**95**
Kennel Inspections	0	0	0	0	-	-	-	-	-	-	-	-	**0**
Poultry Farm Inspections	0	0	0	0	-	-	-	-	-	-	-	-	**0**
Local Law - Prescribed Activity Approvals	0	1	6	2	-	-	-	-	-	-	-	-	**9**

FINANCE

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Geoffrey Smith, Director Finance
Director:	Geoffrey Smith, Director Finance
Date:	18 November 2024
Subject:	Proposed FY2025 Revenue Statement amendment – emailing of rate notices in 2025/2026
File Ref:	Budget FY2026
Action Officer:	DFIN

Background/Summary

Council may wish to expand electronic service options for delivery of future (ie FY2026) rate notices by email.

Currently 7.4% of Somerset ratepayers are registered for Council's BPay View service via their banks and receive rate notices electronically. These and all other ratepayers also receive rate notices by post to ensure certainty of legal service.

Amendments are proposed to the FY2025 Revenue Statement in preparation for the introduction of a new optional service for electronic delivery of rate notices by email with the August 2025 rate levy.

Attachments

Nil

Recommendation

THAT the FY2025 revenue statement be amended with addition of the following text:

R31. Introduction of electronic delivery of rate notices by email in 2025/2026

- As of November 2024, Council currently issues all rate notices by post but seeks to provide for the electronic delivery of rate notices by email commencing with the first rate moiety during financial year 2025/2026.
- Council also subscribes to BPay View which allows ratepayers to receive rate notices electronically via their banks in addition to postal service.
- This section of the Revenue Statement outlines the processes that must be followed by all people involved in order to manage Council's legal risks and to successfully introduce this email service.
- The email service will provide for rate notices to be issued to one email address per rateable property only, notwithstanding that a property may have more than one ratepayer owner or part-owner.
- The emailed rate notice would be as an alternative to issuing rate notices for that property by post.
- To remove any doubt, issuing rate notices by post to the postal address for the ratepayer recorded in Council's land record is Council's default method of issuing rate notices.
- The risks and potential issues that may arise with the introduction of electronic delivery of rate notices by email that this policy seeks to manage include but are not limited to (a) returned/unsuccessful emails; (b) changes of email addresses; (c) cancellations; (d) separation of joint ratepayers; (e) joint ratepayers seeking to exclude other joint ratepayers from receiving rate notices; and (f) provision of invalid consent.

- This section of the Revenue Statement concerns only the service of rate notices, and not the service of any other notice under the Local Government Act 2009 ("the Act") or any other legislation (e.g. sale of land notices, remedial notices, etc.).
- Council requires that the process implemented by Council providing for the service of rate notices for a property by a single email to one email address, will operate only in the following constrained circumstances ("the feasible scenarios"):
  (a) where there is only one ratepayer, and they have provided written consent to receiving service of the rate notices by email to a particular email address; or
  (b) where there is more than one ratepayer, and each ratepayer has provided written consent to receiving service of the rate notices by email to one particular email address; or
  (c) where there is more than one ratepayer, and not all ratepayers have provided written consent to receiving service of the rate notices by email to one particular email address, the owner of the property will continue to be served with rate notices by post to the address listed in Council's land record.
- Council considers that if Council was to serve rate notices for a property by a single email to one email address outside of the feasible scenarios, it would expose itself to non-trivial risks, including that valid service of the relevant rate notices on all ratepayers would not occur.
- Where a property has only one ratepayer, and that ratepayer consents to receiving rate notices electronically to a particular email address, Council may validly serve rate notices for that property by email to the nominated email address (feasible scenario (a)).
- Where a property has multiple ratepayers, and each of the ratepayers consent to receiving rate notices electronically to one particular email address, Council may validly serve rate notices on each of the ratepayers for that property via one email to the nominated email address (feasible scenario (b)).
- Where not all of the ratepayers for a property consent to receiving rate notices electronically to a particular email address, Council will continue to serve rate notices by post to the address listed in Council's land record (feasible scenario (c)).
- To remove any doubt, where a property has more than one ratepayer and some ratepayers have consented to receiving rate notices electronically, but others have not, Council will continue to issue rate notices by post to the postal address recorded in Council's land record.

Consent – method of obtaining, specific requirements and proposed standard form

- Council requires for the following in order to accept an application to electronically issue a rate notice by email:
  (a) the person must have consented to the notice being given electronically (section 108(1)(a) of the Regulation);
  (b) Council must reasonably expect, at the time the rate notice was given, that the notice would be readily accessible so as to be useable for subsequent reference by the person (section 108(1)(b) of the Regulation); and
  (c) any rating category statement that must or may accompany the rate notice, must either be (section 102 of the Regulation):
    (i) given with the rate notice;
    (ii) included in the rate notice; or
    (iii) included as a link (or similar method) with the electronic communication.
- Council notes that neither the Local Government Act 2009 nor the Local Government Regulation 2012 specifies the requirements for 'consent' for the purposes of section 108 of the Regulation. However, Council notes the importance of validly giving a rate notice to a person, as well as the serious consequences which may arise should a person fail to receive a rate notice and subsequently fail to pay all applicable rates or charges.
- In this context, with respect to a ratepayer consenting to receiving rate notices only to the email address of a different ratepayer (i.e. feasible scenario (b)), Council's view is that section 108(1) of the Regulation requires a ratepayer to voluntarily, specifically

and unequivocally consent to receiving rate notices electronically to a particular email address.

- Council will also take reasonably practicable steps to establish the identity of the ratepayer/s giving consent to receiving rate notices electronically.
- To remove any doubt, Council will only electronically issue rate notices for a property to a single email address. Accordingly, where more than one ratepayer is consenting to receiving rate notices electronically, the ratepayers must only include one email address on the consent form. Including more than one email address on the consent form will invalidate the form and result in rate notices continuing to be issued by post.
- In order for Council to satisfy these requirements, Council requires that ratepayers must utilise a standard consent form which must be completed by the ratepayer prior to rate notices being issued electronically. The consent form will have separate parts to be completed for where:
    (a) only one ratepayer is consenting to receiving rate notices electronically; and
    (b) more than one ratepayer is consenting to receiving rate notices electronically.
- To remove any doubt, in order to validly consent to receiving all future rate notices by email, Council requires that the ratepayer/s complete, sign and provide a consent form which will be available for download on Council's website. Council will update its records to reflect the email delivery arrangement upon receipt of a consent form completed to Council's satisfaction.
- The standard consent form will include terms and conditions reflecting this policy and any procedure approved by the Chief Executive Officer.
- The standard consent form will consist of various parts to be completed depending on the ownership structure of the relevant property.
- Where only one ratepayer is consenting to receiving rate notices electronically, only Parts 1 and 2 of the consent form must be completed.
- Where more than one ratepayer is consenting to receiving rate notices electronically, only Parts 1 and 3 of the consent form must be completed.
- Council will use the information provided in Part 1 to verify that the relevant person is a ratepayer for the relevant property. If the details included in Part 1 do not match the details in Council's land record, Council will not accept the consent form as valid and will continue to issue rate notices by post to the postal address for the ratepayer recorded in Council's land record.
- The standard consent form will require that the ratepayer/s provide:
  (a) in order to verify their identity and authorisation:
    (i) the property address;
    (ii) the property assessment number;
    (iii) the full name of all ratepayers registered in Council's land record for the property; and
    (iv) their signature (or in the case of a company or an incorporated association, the signatures of two officeholders will be required);
  (b) the email address to which they consent to receiving rate notices electronically; and
  (c) a declaration that they:
    (i) have read the relevant terms and conditions for the electronic delivery of rate notices; and
    (ii) consent to receiving all future rate notices electronically.
- The part of the standard consent form which must be completed where more than one ratepayer is consenting to receiving rate notices by email will also make clear in the declaration that all future rate notices will only be issued to the one email address identified in the form and never by both email and post.
- The standard consent form will confirm that rate notices cannot be issued electronically where the owners include multiple ratepayers and one or more of the ratepayers are not individuals (either in their own name or as trustee).
- To remove any doubt, the consent form must only be used where all of the ratepayers for the relevant property are individuals or where the ratepayer is one non-individual (eg a corporation). In circumstances where one or more ratepayers for a property are

individuals and where one or more ratepayers for a property are not individuals, Council will continue to issue rate notices by post to the postal address recorded in Council's land record.

- By completing the consent form, the ratepayer agrees that a rate notice is deemed served when it reaches their internet service provider, whether or not they have opened or read the email. Further, by signing the consent form on behalf of a corporation or incorporated association, the signatory warrants that they hold the appropriate position and authority to sign on behalf of the relevant entity.

Requests for change of email address

- Where a ratepayer notifies Council that they wish to change their nominated email address for electronic delivery of rate notices, Council requires that they complete and provide a new consent form. This applies equally with respect to properties with multiple ratepayers, meaning that all consenting ratepayers would be required to complete and sign a new consent form in order for the nominated email address to be changed in the same way that a valid email address is first recorded.
- In circumstances where multiple ratepayers have consented to receiving rate notices electronically to a single email address, requiring a new consent form to be completed in order for the nominated email address to be changed will ensure that:
  (a) all the consenting ratepayers are aware of, and have consented to, the new email address at which Council will be serving them with rate notices; and
  (b) Council has in its possession documentary evidence establishing point (a) above, on which it may later rely if issues as to service are raised by a ratepayer.
- To remove any doubt, where only one ratepayer has consented to receiving rate notices electronically, only Parts 1 and 2 of the consent form must be completed. Where more than one ratepayer has consented to receiving rate notices electronically, only Parts 1 and 3 of the consent form must be completed.
- Council must update its records to reflect the new nominated email address upon receipt of a consent form completed to Council's satisfaction.
- Rate notices issued prior to receipt of a new consent form will not be re-issued to the new nominated email address.
- Council's consent form will make clear that submitting a new consent form will only affect future rate notices, rather than any rate notice which may have been recently issued prior to the new consent form being submitted.

Cancellation of consent

- Where a ratepayer notifies Council that they no longer wish to receive rate notices by email, Council will issue all future rate notices to that ratepayer by post to the postal address recorded in Council's land record.
- To remove any doubt, if a ratepayer no longer wishes to receive rate notices by email, they must contact Council by email or otherwise in writing and inform Council accordingly. Council must update its records to reflect the new delivery arrangement upon being advised of same.
- Where there are multiple ratepayers for a property who have consented to receiving rate notices electronically and one of which has now advised that they no longer wish to receive rate notices by email, Council will terminate the existing arrangement for the electronic delivery of rate notices with future notices to be delivered by post to the postal address recorded in Council's land record until a new consent form is completed and provided. Council is unable to determine on a case-by-case basis whether the cancellation of the consent of one ratepayer is such that it is no longer reasonable for Council to expect that subsequent rate notices issued to the relevant email address would be readily accessible so as to be useable for subsequent reference by the other ratepayers (which Council must be satisfied of in order to issue a rate notice electronically).
- To remove any doubt, in circumstances where multiple ratepayers for a property have consented to receiving rate notices by email, if one ratepayer informs Council that they no longer wish to receive rate notices by email, the existing arrangement for

email delivery of rate notices will be terminated in its entirety with future notices to be delivered by post until a new consent form is completed and provided.
- Rate notices issued prior to the cancellation of consent being communicated to Council will not be re-issued by post.
- Council's consent form will make clear that the cancellation of consent to receiving rate notices by email will only affect future rate notices, rather than any rate notice which may have been recently issued prior to the cancellation of consent being communicated to Council.

Returned or unsuccessful emails

- Where Council issues a rate notice electronically to a ratepayer's nominated email address but the email is returned undelivered (for example, because the email address does not exist or the recipient's mailbox is full), in order to ensure valid service, Council will re-send (by post) the undelivered rate notice to the postal address for the ratepayer recorded in Council's land record.
- Upon an electronically issued rate notice being returned undelivered (for any reason), any arrangement for the electronic delivery of rate notices to that email address will be considered terminated with future notices to be delivered by post until a new consent form is completed and provided. This approach is mandated by the threshold requirement for the giving of rate notices electronically prescribed in section 108(1)(b) of the Local Government Regulation 2012.
- To remove any doubt, if Council receives a bounce-back or an email is returned undelivered, the electronic delivery arrangement must be terminated. In such circumstances, all future rate notices will be issued by post to the postal address for the ratepayer/s recorded in Council's land record, until such time as Council receives a new consent form completed to its satisfaction.

Separation and exclusion

- Given that Council will only issue rate notices electronically to one email address, where a ratepayer for a property seeks that they no longer receive rate notices jointly with another ratepayer to one email address, Council will inform that ratepayer that future rate notices will be posted to the postal address for the ratepayer recorded in Council's land record.
- Due to Council's obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council is unable to exclude a ratepayer from receiving rate notices at the request of another ratepayer.
- In order for Council to issue rate notices to more than ratepayer at a single email address, a consent form (available for download on Council's website) must be completed to Council's satisfaction.

Invalid consent

- Where a consent form is completed and provided to Council but found by Council to be invalid or otherwise defective, Council cannot guarantee to make contact with the preparer and will determine on case-by-case basis at Council's sole discretion whether to make contact with the relevant ratepayer/s. To remove any doubt, where Council receives a consent form that has been completed invalidly or is otherwise defective, Council may make contact with the relevant ratepayer/s to advise them that the consent form was invalid and the reasons for same.

Other matters

- Completing an email consent form does not authorise the operator of the relevant email address to act as a representative of the ratepayers with respect to the property. Rather, completing the consent form only authorises the use of an electronic delivery method for rate notices.
- To remove any doubt, completing and submitting a consent form to receiving rate notices by email does not authorise the operator of the specific email address to act for the ratepayers for the property. Any changes sought to be made, or information sought to be obtained with respect to a property by email from the email address

nominated for electronic delivery of rate notices, will not be permitted unless Council is otherwise satisfied of the identity and appropriate authorisation of the requestor.

- Given that Council will be collecting an individual's personal information when they submit a completed consent form (including the individual's email address, signature, etc.), Council is required by the Information Privacy Act 2009 ("the IP Act") to provide the individual with a collection notice (see Information Privacy Principle 2 contained as Schedule 1 to the IP Act). Council's collection notice will therefore be included on the final page of the standard consent form.

Standard consent form minimum contents

CONSENT TO RECEIVING RATE NOTICES BY EMAIL
Section 108 of the Local Government Regulation 2012
Instructions for Completion and Submission of Consent Form
You must read the **Terms and Conditions** and **Personal Information Collection Notice** on pages 4 and 5 prior to completing and submitting this consent form.
Part 1 of this consent form must always be completed in order for the form to be valid.
Complete **Part 2** of this consent form if only one ratepayer recorded in Council's land record is consenting to receiving rate notices by email. Do not complete **Part 3** of this consent form if only one ratepayer is consenting to receiving rate notice by email. Complete **Part 2.1** (and not **Part 2.2**) of this consent form if the ratepayer is an individual. Complete **Part 2.2** (and not **Part 2.1**) of this consent form if the ratepayer is a corporation or incorporated entity.
Complete **Part 3** of this consent form if more than one ratepayer is consenting to receiving rate notices by email. Do not complete **Part 2** of this consent form if more than one ratepayer is consenting to receiving rate notices by email.

This form must be submitted complete and may be delivered to Council by email, post or hand-delivered.

PART 1 – ALWAYS COMPLETE THIS PART
Property Details
(as shown on the rate notice)
Property address: _____
_____
Assessment number: _____
Name of all ratepayers recorded in Council's land record:

_____
_____
_____
_____

PART 2 – COMPLETE THIS PART IF ONLY ONE RATEPAYER CONSENTING

Details of Consent to Delivery of Rate Notices by Email
Full name of ratepayer (individual or entity) consenting to delivery of rate notices by email:

_____
Email address for delivery of rate notices:

_____
*(Note: only one email address may be provided. Refer to the **Terms and Conditions** for further information)*

Part 2.1 Consent of individual
I, _____ confirm that I have read the **Terms and Conditions** and the **Personal Information Collection Notice** and hereby consent to receiving all future rate notices from Somerset Regional Council for the property described in **Part 1** electronically by email to the email address specified in **Part 2**.

_____ _____
Signature Date

Part 2.2 Consent of corporation or incorporated association
I/we confirm that I/we have read the **Terms and Conditions** and the **Personal Information Collection Notice** and hereby confirm that _____ consents to receiving all future rate notices from Somerset Regional Council for the property described in **Part 1** electronically by email to the email address specified in **Part 2**.

_____ _____ _____
Officeholder Name Officeholder Signature Date

_____ _____ _____
Officeholder Name Officeholder Signature Date

(Note: Where a corporation is consenting to receiving rate notices by email, the consent form must be signed by two directors OR one director and the secretary OR a joint sole director and secretary.)
(Note: Where an incorporated association is consenting to receiving rate notices by email, the consent form must be signed by a member of the management committee AND the secretary OR another person authorised by the management committee of the association.)

PART 3 – COMPLETE THIS PART IF MORE THAN ONE RATEPAYER CONSENTING

Details of Consent to Electronic Delivery of Rate Notices
Full name of each ratepayer consenting to delivery of rate notices by email:
1. _____
2. _____
3. _____
4. _____
*(Note: **Part 3** of the consent form cannot be used where one or more of the ratepayers consenting to delivery of rate notices by email is not an individual. Refer to the **Terms and Conditions** for further information.)*
Email address for delivery of rate notices:
1. _____
*(Note: only one email address may be provided. Refer to the **Terms and Conditions** for further information)*

We, the abovementioned ratepayers for the property described in **Part 1**, confirm that we have read and understood the **Terms and Conditions** and the **Personal Information Collection Notice**. We hereby consent to receiving all future rate notices from Somerset Regional Council for the above property electronically by email to the single email address specified in **Part 3**.
1. _____ _____
Ratepayer Name Ratepayer Signature Date

2. _____ _____
Ratepayer Name Ratepayer Signature Date

3. _____ _____
Ratepayer Name Ratepayer Signature Date

4. _____ _____
Ratepayer Name Ratepayer Signature Date

TERMS AND CONDITIONS

1. Council uses the information provided in **Part 1** to verify that you are a ratepayer for the relevant property. If the details you include in **Part 1** do not match the details in Council's land record, Council will not accept the consent form as valid and will continue to issue rate notices by post to the postal address for the ratepayer recorded in Council's land record.
2. Where Council receives a consent form that has been completed invalidly or is otherwise defective, Council may make contact with the ratepayer(s) to advise them that the consent form was invalid and the reasons for same.
3. Council will only issue rate notices electronically to a single email address. Providing more than one email address will invalidate the form and result in rate notices continuing to be issued by post to all ratepayers.
4. Where the relevant property has more than one ratepayer recorded in Council's land record, but not all ratepayers have consented to receiving rate notices by email, all ratepayers will continue to receive rate notices by post to the postal address recorded in Council's land record.
5. **Part 3** of the consent form may only be used where all of the ratepayers for the relevant property are individuals. In circumstances where one or more ratepayers for a property are not individuals, **Part 2** of the consent form may be used for one ratepayer to consent to receiving rate notices by email. In other circumstances the owner of the property will continue to receive rate notices by post to the postal address recorded in Council's land record.
6. If Council receives a bounce-back and/or an email is returned undelivered, the electronic delivery arrangement will be terminated. In such circumstances, all future rate notices will be issued by post to the postal address for the ratepayer/s recorded in Council's land record, until such time as Council receives a new consent form completed to its satisfaction.
7. If you no longer wish to receive rate notices by email, please contact Council by email or otherwise in writing and inform us accordingly. Please note that in circumstances where multiple ratepayers for a property have consented to receiving rate notices by email, if one ratepayer informs Council that they no longer wish to receive rate notices by email, the existing arrangement for email delivery of rate notices will be terminated in its entirety with future notices to be delivered by post until a new consent form is completed and provided.
8. In order to change your nominated email address for electronic delivery of rate notices, Council requires that you complete, sign and submit a new consent form reflecting the new nominated email address.
9. Where a consent form has been submitted or a ratepayer has withdrawn their consent to receiving rate notices by email, rate notices issued prior to the submission of the consent or withdrawal of consent will not be re-issued.
10. You agree that a rate notice is deemed served when it reaches your internet service provider, whether or not you have opened or read the email.
11. By signing this form on behalf of a corporation or incorporated association, you warrant that you hold the appropriate position and authority to sign on behalf of the relevant entity.

PERSONAL INFORMATION COLLECTION NOTICE

The personal information collected on this form is required for the purpose of providing an electronic delivery of rate notices by email service and providing information to property owners. The collection of this information is authorised by the *Local Government Act 2009*. It is the practice of the Council to not disclose information to other parties except as required/authorised by law.

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

To:	Andrew Johnson, Chief Executive Officer
From:	David Finn, Venue Coordinator
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	7 November 2024
Subject:	Somerset Civic Centre - Performer in Residence Memorandum of Understanding
File Ref:	2024 – 2025 – Bookings – Somerset Civic Centre Hire Agreement and Bookings
Action Officer:	VC

Background/Summary

Somerset Regional Council has managed the Somerset Civic Centre internally since 2021.

One of a number of initiatives implemented by Council to foster community relationships and activate the venue with local artists and community organisations was the creation of a Stakeholder Agreement Memorandum of Understanding (MOU).

The Stakeholder Agreement MOU was implemented to support and develop regional performing artists and to cultivate venue usage with local community groups and creatives. Stakeholders were also eligible to become members of the Somerset Civic Centre Advisory Committee.

With the formation of the Arts, Culture and Heritage Advisory Committee in 2024, the Somerset Civic Centre Advisory Committee was dissolved and a review of the Stakeholder Agreement MOU undertaken. This was to ensure the existing agreement was fit for purpose and accessible by the wider arts community, whilst meeting the desired outcomes of Council's Arts, Culture and Heritage Plan 2023-2028.

On review of the previous MOU, officers have updated and drafted a *Performer in Residence Agreement* with the aim of ensuring accessibility for the region's community artists and groups as well as ensuring that the terms and conditions align with peer venue Artists in Residence programs.

Importantly, the updated document will enable a broad range of community artists accessibility to the venue as a rehearsal space and/or for the development of new work.

The new Performer in Residence Agreement also stipulates that performances will not be included in the agreement, with performance bookings to be treated as a separate community venue hire or performer co-share agreement. The use of a Community Venue Hire Agreement or a Performer Agreement enables the venue to share event / performance income to offset associated costs.

Attachments

Performer in Residence Memorandum of Understanding

Recommendation

THAT Council adopt the change of Stakeholder Agreement Memorandum of Understanding to Performer in Residence Memorandum of Understanding.

MEMORANDUM OF UNDERSTANDING

Somerset Civic Centre Performer in Residence

Purpose:

To provide amateur performance groups or individuals wishing to apply for the Somerset Civic Centre's Performer in Residence program, an understanding of:

- Agreed services provided by the Somerset Regional Council associated with the Performer in Residence program including usage of the Somerset Civic Centre (SCC); and
- Expectations from the amateur performance groups or individuals entering into the Performer in residence program.

Justification:

This memorandum of understanding will provide clarification relating to the agreement between the Somerset Regional Council (SRC) and the successful amateur performing group / individual associated with the Performer in Residence program.

This document will form the basis for negotiations between amateur performance groups or individuals to reach an agreement on the usage, maintenance responsibilities and future development proposed for the Somerset Civic Centre.

Performer In Residence applicant:

Name of amateur Group / individual:	
Main contact name:	
Street / mailing address:	
Email address:	
Phone / Mobile:	
Web / Socials details:	

Ground's location area and title:

Title:	Somerset Civic Centre
Street Address:	35 Esk Hampton Rd, Esk
Lot & Plan No:	Lot 195 CP899620
Parish:	Esk
Acres/Hectares:	7.51 ha

Attachments:

A site plan of the grounds located at 35 Esk Hampton Rd, Esk, inclusive of the existing structures, facilities, services and agreed areas of responsibility.

Definitions:

“Performer in Residence” successful applicant named in this Memorandum of Understanding.

“Council” Somerset Regional Council.

“Centre” Somerset Civic Centre.

“MOU” Memorandum of Understanding.

“Amateur” Non-for-profit / incorporated community arts group / non-full time individual performer

Performer in Residence Criteria

Performer in Residence is differentiated from general or other regular hirers due to the group or individual entering into the Somerset Civic Centre Performer in Residence MOU, for the purpose of rehearsals or development of new work.

Use of the venue for performances is not included in the Somerset Civic Centre Performer in Residence MOU, with performance hires treated as separate engagement including venue hire, staffing, ticketing and bar service.

Successful applicants entering into the Performer in Residence under this MOU, organisations and individuals must:

- Be an amateur performance group or individual (non-for-profit / incorporated community arts group / non-full time individual performer), located within the Somerset Regional Council region.

Reviews:

The Performer in Residence and Council agree to review this document and any other relevant documents on an annual basis or as required.

Clarification of Duties;

Council will:

- Be responsible for the ongoing management and maintenance of the centre.
- Nominate suitable staff member representatives to liaise and communicate on behalf of Council.
- Manage compliance with Council’s policies, particularly the Work Health and Safety policy, relevant legislation, local laws and venue specific policies and procedures.

Performer In Residence will:

- Follow and operate within Council's facility management requirements, including adherence to administration processes and procedures.
- Maintain responsibility for the reasonable and lawful actions of their organisation's members and patrons attending or participating at the Centre and operate as stipulated under this agreement.
- Comply with Council and government regulations in relation to Work Health and Safety, including but not limited to; facilities standards; food safety; liquor licensing and smoking regulations.
- Understand that non-compliance or breaches to any responsibilities and/or items contained within the MOU may result in cost recovery action and/or discontinuance of the MOU covering the use and access of the Centre.
- Immediately report all damage to the Somerset Civic Centre to the person designated by Council.

Performer in Residence Return to Council:

Performer in Residence agree that in return for the use of council's facility the Somerset Civic Centre at no charge, will deliver two (2) community performance activities at no charge to council. These performance activities may be delivered at the Somerset Civic Centre or at a council managed event. Valid for the duration of the MOU.

Performer in Residence rights:

Performer in Residence agreements is created to;

- Foster relationship building.
- Facilitate professional development for local artists and arts organisations.
- Create opportunities for Performer in Residence to develop and raise profiles and experience.
- and create affordable arts opportunities for the community.

The following benefits are offered to all Performer in Residence:

- Access to the venue provided exclusively to the Performer in Residence where practicable and agreed by Council at no charge.
- Storage of equipment on site in facilities provided exclusively to the Performer in Residence, where practicable and agreed by Council. Performer in Residence have the authority to agree or preclude the use of equipment by other hirers if owned or exclusively held for the Performer in Residence individual particular use.

Building and Equipment Maintenance:

Council will be responsible for the building and equipment maintenance at the Somerset Civic Centre. Noting, Council is not responsible for the replacement or maintenance of any Performer in Residence owned equipment stored in the centre. Performer in Residence may store items at their own risk and agree that Council will not incur any charges relating to such equipment.

It is Council's expectation that all Performer in Residence participants take due care when utilising the building and associated equipment. Performer in Residence are responsible for reporting any damages to Council as soon as they are noticed.

Use of the Somerset Civic Centre

The Performer in Residence and Council agree to the use of the space based on the following conditions:

Priority of access:

- The Centre will remain a multi-functional space and be utilised by different corporate, government, civic and community groups and events.
- The usage of the Centre will remain under direct control of Council and the Performer in Residence must confirm all bookings, no further than 12 months in advance, with the Venue Coordinator or Council liaison.
- The Centre occasionally plays host to large annual events, for example; annual school concerts and awards; community festivals; elections and similar; which may result in the need to discuss, cancel or alter Performer in Residence bookings. In the event of such a cancellation and where possible, Council will strive to provide Performer in Residence a notice period of 14 days.

Insurance:

Performer in Residence who are registered as a Non for Profit (NFP) or hold an ABN, must hold a minimum of $20m Public Liability insurance cover. A Certificate of Currency as proof of public liability insurance is to be presented upon signing of this agreement.

It is the responsibility of the Performer in Residence to hold adequate contents insurance for items in their ownership stored at the Centre. Council will not be held responsible for any Performer in Residence items stored at the centre.

Access to the venue

- A nominated person by Performer in Residence will be issued with a code to access the key safe onsite which will enable access to the whole venue along with an access code for the alarm system.
- Access to the Civic Centre is strictly limited to the agreed booking periods. Any access outside of the booking period, must be arranged and pre-approved by Council either verbally or in writing.
- Council reserves the right to control the Centre including all means of entry and exit, and the timing of opening and closing the doors and admission of the public (including the right to refuse admission to any person or persons).
- The Performer in Residence or guests of, must not enter the box office area or cold room without an authorised Council member of staff present.
- The Performer in Residence representative must be in attendance for the entire duration of the booked period.
- The Performer in Residence representative must not enter the venue after the agreed hire periods or outside of box office hours to collect any items left behind. Any property found in the venue will be treated as lost property and retained for a

period of four (4) weeks or until claimed by the owner. Any items remaining after a period of four (4) weeks will be disposed of, with the exception of any items of significant value which will be surrendered to the Queensland Police Service.

Ticketing

The Somerset Civic Centre reserve the right to ticket all events and performances. Ticketing arrangements will be defined in the Somerset Civic Centre performer agreement.

Cleaning

- All used spaces are to be left clean and in pre-hire condition, particularly the kitchen. Floors must be swept and / or spot cleaned at the end of an event. If the venue is left in an unclean state, the Performer in Residence will accept responsibility for and pay the cost of any additional cleaning of the venue.
- The Performer in Residence is responsible for the set up and pack up of the tables, chairs, kitchen and other relevant equipment. These items must be cleaned and returned to the allocated storage areas in a safe and neat fashion.
- The Performer in Residence may upon agreement with the venue coordinator, be permitted to launder the Centres tablecloths and linen napkins after use.

Smoking

Smoking is not permitted at the Centre or within five metres of the venue as per Smoking Laws in Queensland.

Liquor Licence

The Somerset Civic Centre is a licenced venue under the *Liquor Act 1992* and must comply with the terms of that Act and the liquor licence.

Security

The Performer in Residence must ensure that a responsible person remains after the completion of the event whilst patrons vacate the venue.

The Performer in Residence is responsible for checking that the Centre is secure prior to exit. This includes, checking that all doors and windows are locked securely (including backstage areas) and ensuring the building is armed correctly.

Copyright

The Performer in Residence must observe the provisions of the *Copyright Act* and will indemnify Somerset Regional Council and free it of any obligation in respect to this act for any actions of the Performer in Residence under this MOU.

Catering

- For the safety and health of people attending an event it is recommended that the Performer in Residence be aware of and comply with the health guidelines for safe preparation, handling and serving of food at functions as outlined Food | Local Government Toolbox (lgtoolbox.qld.gov.au)
- The Performer in Residence must ensure any third-party caterer is registered and follows Queensland Health and Council requirements.
- The kitchen must be left in a clean and tidy condition at the conclusion of an event, or the Performer in Residence will be responsible for the costs of cleaning.

Advertising

- The Performer in Residence must not place advertisements of any description or kind on any section or part of the centre or grounds, unless authorised by the Venue Coordinator.
- If the Performer in Residence advertises an event, it must be in accordance with the permitted use stated in MOU.
- The Centre agrees to list any upcoming Performer in Residence events on the Somerset Civic Centre webpage event calendar and on the Somerset Civic Centre Facebook page
- The Performer in Residence agrees to provide the Centre will any relevant marketing materials not limited to posters, images and flyers. If suitable materials are not provided, the Centre will create these on behalf of the Performer in Residence if necessary.
- The Performer in Residence agrees to tag the Centre in any relevant social media posts.
- The Performer in Residence will provide information about their organisation to be used to suit promotional advertising of the Performer in Residence events or to raise the profile of the group through marketing activities. This may include Facebook advertising, webpage event listings, quarterly SomArtset newsletter articles, and description or blurbs on the Centres ticketing platform.
- The Performer in Residence agrees to the Centre using any images from a nominated collection for use in promotional advertising of the Performer in Residence events or to raise the profile of the group through marketing activities. This may include Facebook advertising, webpage event listings, quarterly newsletter articles, and description or blurbs on the Centres ticketing platform.

Safety

- A risk assessment and safety audit of the Centre is to be conducted and documented on an annual basis to minimise, as much as reasonably possible, any risk of injury or harm to the general public, volunteers, staff, contractors, patrons and any other users. The relevant Performer in Residence must complete their own risk assessments for each event they have booked in.

- Induction for Performer in Residence will be provided prior to unsupervised access. Performer in Residence must familiarise themselves with the items listed below when planning and delivering events at the Centre and advise those attending the event of the following;

  Safe access and egress throughout the venue

  - Emergency Evacuation - exits, evacuation plan and assembly point

- Fire extinguishers and fire protection equipment
- First Aid & Medical Emergency
- Emergency contact numbers
- Calling 000
- Access / Keys – Opening the Centre
- Securing – Lock up and Closing the Centre
- Airconditioning Operation
- Kitchen Operational Procedures

- In the case of an emergency the Centre must be evacuated according to the evacuation charts clearly visible on the walls of the venue.

- The Performer in Residence must keep all emergency exits unlocked and clear for exit or entry without hinderance, at all times. Blocking a fire exit is unlawful.

Parking

Performer in Residence and their guests must park in the designated parking areas.

The Performer in Residence and their guests will be permitted to use the portico driveway for drop offs and deliveries only.

Regulations

The Performer in Residence must comply with all legal requirements relating permitted use at the centre, including obtaining any necessary approvals, working with children checks or licences required in relation to permitted use.

Booking conditions

At the beginning of each calendar year, Performer in Residence are to advise the Centre at mail@somerset.qld.qov.au of their annual requirements. Confirmed bookings included in this agreement are specified below.

Dates	Times

Any other bookings required through the year must also be made through the Centre in efforts to minimise double bookings and incompatible activities. No one will have the right to take bookings without written confirmation from Council.

Communication requirements

All communications must be in writing. Bookings are to be finalised by completing the Venue Hire Application and Agreement, which is then countersigned by the Centre or Council liaison.

Emergency contacts

- In an emergency, call 000 for the police, ambulance or fire brigade.
- An undertaking of this Performer in Residence agreement means that the venue may be unstaffed during Performer in Residence bookings. Therefore, Performer in Residence should note that there is no onsite contact, and no staff member to assist during each booked period. For access and maintenance issues contact (07) 5424 4000 (including after-hours support).

Emergency use of centre

In the case of an emergency or disaster, the centre may be designated as an emergency shelter centre as designated by Council under the provision of the Somerset Local Disaster Management Plan or other district or state level disaster management and emergency response arrangements. Council reserves the right to cancel any booking without notice in the event of the venue being required for use as an emergency shelter centre.

SIGNATORIES:
For and on behalf of:

Somerset Regional Council	) _____	) _____
	) Name:	) Name:
	) Position:	) Position:
Performer in Residence	) _____	) _____
	) Name:	) Name:
	) Position:	) Position:

Dated this _____day of _____202_____.

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Erin Moore, Corporate Administration Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	14 November 2024
Subject:	Somerset Regional Council Lease and Memorandum of Understanding to Lions Club of Fernvale Inc. - 6 Clive Street, Fernvale
File Ref:	Council Properties / Leasing-Out / 2024 – 2025 – Council Land and Buildings
Action Officer:	CAO

Background/Summary

Council owns Lot 181 CC2325, located at 6 Clive Street Fernvale, on the northern side of the intersection of the Brisbane Valley Highway and Clive Street.

The Lions Club of Fernvale Inc. currently have a ten-year Lease Agreement with Council for part of the Lot being Lease A (approximately 960 square metres) which expires on 31 December 2024.

The Lions Club of Fernvale have been maintaining the whole of the lot at its expense for the entirety of the current Lease term.

The Lions Club of Fernvale are a well-regarded community group that provide services to the local area including sponsoring and assisting a range of events and initiatives. The Lions Club of Fernvale 'Den' is also utilised for a range of community activities / services including yoga, private event bookings and meal services.

The Lions Club of Fernvale have requested to enter into a new Lease Agreement commencing 1 January 2025 for a further term of 10 years to 31 December 2034.

The Lions Club of Fernvale have requested a new agreement for the same term as the Lease in relation to continuing to maintain (e.g. mowing and weed maintenance) the whole of Lot 181 CC2325 for a fee to Council.

Attachments

Survey Plan SP261618 showing Lease A on Lot 181 CC2325.

Recommendation

THAT Council:

1. In accordance with *Local Government Regulation 2012* Section 236 (b) (ii), enter into a new Lease agreement with the Lions Club of Fernvale Inc. for Lease Area A on Lot 181 CC2325 located at 6 Clive Street in Fernvale, for a period of ten (10) years, commencing 1 January 2025 and concluding 31 December 2034.

2. Confirm it is satisfied that there is only one supplier reasonably available to undertake works to maintain Lot 181 CC2325 located at 6 Clive Street in Fernvale, being the Lions Club of Fernvale Inc., and authorise the Chief Executive Officer to enter into a Memorandum of Understanding to provide services to maintain the site for a period of ten (10) years, commencing 1 January 2025 and concluding 31 December 2034.

Land Title Act 1994 ; Land Act 1994
Form 21 Version 3

SURVEY PLAN

Sheet 1 of 1

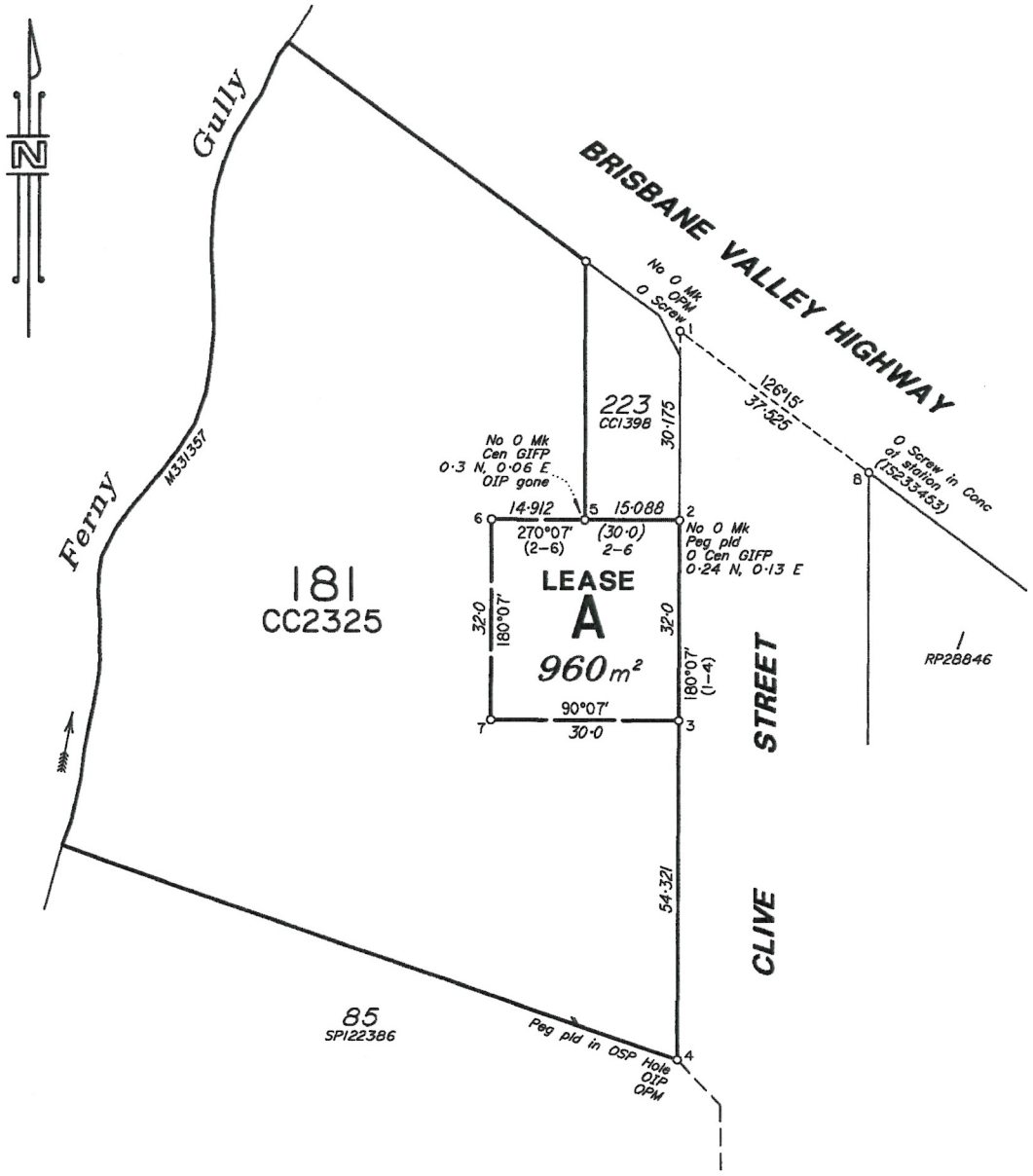
Peg placed at all new corners unless otherwise noted.

REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST	
1	0 Screw in Conc	IS233453	113°06'	13·886	Conc Footpath
3	Screw in Kerb		79°25'	13·645	
4	OIP	IS164029	174°23'	22·165	
5	OIP gone	CC1398	40°0'	1·492	

PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO	TYPE	
1 – OPM	SP180657	307°18'20"	4·36	64825		N&C
4 – OPM	F33615	162°40'	99·53	25579		new conn



0 10 20 30 40 50 60 70 80 90 100 110 120 Metres

0 50mm 100mm 150mm

State copyright reserved.

SOUTH BURNETT SURVEYS PTY. LTD. (ABN 26 010 622 189) hereby certify that the land comprised in this plan was surveyed by the corporation, by Howard John CUTLER, Cadastral Surveyor, for whose work the corporation accepts responsibility and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Survey Act 2003 and associated Regulations and Standards and that the said survey was completed on 30-4-2013

THE COMMON SEAL OF SOUTH BURNETT SURVEYS PTY LTD A.C.N. 010 622 189

Director

Date. 4/11/13

PLAN OF LEASE A

in Lot 181 on CC2345

LOCAL AUTHORITY: **SOMERSET REGIONAL COUNCIL** LOCALITY: **FERNVALE**

Meridian: CC1398 Survey Records NO

Scale: 1:800

Format: STANDARD

SP261618

ONF 4998

Copyright protects the plan/s being ordered by you. Unauthorised reproduction or amendments are not permitted.

715660210

$333.00
18/03/2014 11:04

BE 403

WARNING : Folded or Mutilated Plans will not be accepted. Plans may be rolled. Information may not be placed in the outer margins.

5. Lodged by

GLX FOR GALLAGHER LEGAL 4BA

(Include address, phone number, reference, and Lodger Code) 37557

1. Certificate of Registered Owners or Lessees.

I/We SOMERSET REGIONAL COUNCIL

(Names in full)

* as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994.

~~* as Lessees of this land agree to this plan.~~

Signature of * Registered Owners * Lessees

ROBERT BAIN
CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL

GRAEME LEHMANN
MAYOR
SOMERSET REGIONAL COUNCIL

* Rule out whichever is inapplicable

2. Planning Body Approval.

* SOMERSET REGIONAL COUNCIL
hereby approves this plan in accordance with the :
% SUSTAINABLE PLANNING ACT 2009

Dated this 12th day of February 2014

ROBERT BAIN
CHIEF EXECUTIVE OFFICER
GRAEME LEHMANN
MAYOR

* Insert the name of the Planning Body.
# Insert designation of signatory or delegation
% Insert applicable approving legislation.

3. Plans with Community Management Statement :

CMS Number :

Name :

4. References :

Dept File :
Local Govt :
Surveyor : 4998

6. Existing		Created		
Title Reference	Description	New Lots	Road	Secondary Interests
49010084	LOT 181 ON CC2325	——	——	LEASE A

Development Approval:

Lots	Orig

7. Orig Grant Allocation :

8. Map Reference :
9443-32342

9. Parish : NORTH

10. County : CHURCHILL

11. Passed & Endorsed :

By : South Burnett Surveys Pty. Ltd.
Date : 11/11/2013
Signed :
Designation : Liaison Officer

12. Building Format Plans only.

I certify that :
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;
* Part of the building shown on this plan encroaches onto adjoining * lots and road

Cadastral Surveyor/Director * Date
*delete words not required

13. Lodgement Fees :

Survey Deposit	$.
Lodgement	$.
New Titles	$.
Photocopy	$.
Postage	$.
TOTAL	$.

14. Insert Plan Number SP261618

TITLES REGISTRATION

Land Title Act 1994 and Land Act 1994

PLAN

715660210

$333.00
18/03/2014 11:04

BE 403

Lodger Name, address & phone number LODGER CODE ()

g/x gallagher Legal

L45a

Plan Number: SP 261618

DIRECTIVE WORKSHEET (Office Use Only)	LOTS
ENCUMBRANCES:	
ASSOCIATED DEALINGS:	

Crown		Standard	
Volumetric		Standard with Common	
Explanatory		Building Format	

Surveyor Certificate Completed (Date)		CT LODGED	
Barcode label attached		Mortgagee Consent	
Format of Plan completed		Name Checked	
L/G Consent within time		CISP Lodgement	
Item 3 completed		Ambulatory Boundary	
Building Format: Item 12 completed		E-mail Survey Group	
SLAM letter		Form 10	
Development Approval Date		Fees checked	
All sheets lodged			
Data Entry		New Title Directives	

Public Use Land		
Park	Access	YES/NO
Road		YES/NO

NEW TITLES

Version 3

© Queensland Titles Registry Pty Ltd 2024

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Erin Moore, Corporate Administration Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	7 November 2024
Subject:	Lions Club of Esk Inc. Licence Agreement for the Esk Railway Station Buildings – Part of Lot 134 on SP122408 Railway Street, Esk
File Ref:	Council Properties - Leasing-Out - 2024 – 2025 – Council Land and Buildings
Action Officer:	CAO

Background/Summary

The Lions Club of Esk Inc. has held a Licence Agreement over part of Pipeliner Park that includes the former railway buildings in Esk since 2007.

The Lions Club of Esk Inc. are a well-regarded community group that provide services to the local area including sponsoring and assisting a range of events and initiatives.

The current Licence Agreement has expired. The Lions Club of Esk Inc. have indicated a desire to renew tenure over the site for a period of three (3) years commencing 1 December 2024.

Attachments

Draft Licence Agreement for the Lions Club of Esk Inc.

Recommendation

THAT Council, in accordance with Local Government Regulation 2012 Section 236(b) (ii), authorise the Chief Executive Officer to enter into a Licence Agreement with the Lions Club of Esk Inc. for the use of the Esk Railway Station buildings for a three (3) year period commencing on 1 December 2024 and concluding 30 November 2027.

LICENCE

THIS AGREEMENT is made on the day of , 2024

BETWEEN **SOMERSET REGIONAL COUNCIL**
of 2 Redbank Street, Esk, Queensland **('Licensor')**

AND **LIONS CLUB OF ESK INC.**
of PO Box 111, Esk, Queensland **('Licensee')**

RECITALS

A. The Licensor is the lessee of land described as Lot 134 on SP122408 in accordance with a Sub-Lease granted by the State of Queensland (represented by the Department of Transport (currently Department of Transport and Main Roads)).

B. The Licensee has requested that the Licensor grant to the Licensee permission to enter and use the Licensed Premises.

C. The Licensor has agreed to grant to the Licensee a Licence to enter and use the Licensed Premises subject to the conditions contained in this document.

OPERATIVE PROVISIONS

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this document, except insofar as the contrary intention appears:

Claim includes any claim or legal action;

Commencement Date means the date of commencement of this Licence stated in Item 5 of Schedule 1;

Cost means any cost, charge, expense, outgoing, payment or other expenditure of any nature and, where appropriate, includes reasonable fees and disbursements payable to contractors, consultants and lawyers;

Default Rate means that rate of interest that is 5% above the rate of interest published by the Queensland Law Society from time to time as the Standard Contract Default Rate (also published as the Default Interest Rate):

Land means the land described in item 2 of Schedule 1;

Late Charge means $200 or such other amount as the Licensor notifies to the Licensee from time to time;

DRAFT

Law includes the provisions of any statute, rule, regulation, proclamation, ordinance or by-law, present or future, whether state, federal or otherwise;

Licence means this licence as amended and/or extended from time to time;

Licence Fee means the amount stated in Item 8 of Schedule 1 and includes any variation of it;

Licensed Premises means the Land, or that part of it specified in Item 4 of Schedule 1;

Licensee means the person named in Item 1 of Schedule 1 and includes:

(a) in the case of a company, its successors and permitted assigns; and
(b) in the case of a person, their legal personal representatives and permitted assigns;

Licensee's Employees means each of the Licensee's employees, contractors, agents, customers, clients, visitors, sub-licensees, licensees or others (with or without invitation) who might, at a relevant time, be upon the Land;

Licensee's Improvements means all fixtures, fittings, plant, equipment and other articles on or in the Licensed Premises that are owned by the Licensee and located or installed in the Licensed Premises at any time during the Term;

Licensor includes its successors and assigns;

Railway means any part of any railway vested in the Licensor and includes all land, buildings, communication systems and cables, structures or works connected with the Railway;

Requirement means any requirement, notice, order or direction, present or future, received from or given by any statutory, public or other competent authority;

Services means all gas, electricity, telephone, water, sewerage, drainage, fire prevention, communication, hydraulic and security services and all other services or systems:

(a) provided to the Land;
(b) available for the use of licensees or occupiers of the Land; or
(c) traversing or running through the Land;

Term means the term of this Licence as set out in Item 7 of Schedule 1.

Termination Date means the date of termination of this Licence stated in Item 6 of Schedule 1.

1.2 Interpretation

Except insofar as the contrary intention appears:

1.2.1 Words or expressions used in clause 5 and defined in *A New Tax System (Goods & Services Tax) Act 1999 (Cth)* or, if not so defined, in the *Commercial and Consumer Act 2010 (Cth),* have the same meaning in clause 5.

1.2.2 A reference in this document to an Item by number is a reference to the item so numbered in Schedule 1.

2 LICENCE PERIOD

2.1 Grant of Licence

Subject to the provisions of this Licence, the Licensor grants to the Licensee and the Licensee takes a licence of the Licensed Premises for the Term, Commencement Date and Termination Date as set out in Schedule 1.

2.2 Termination of Licence by Notice

2.2.1 Despite anything to the contrary expressed or implied in this Licence, either the Licensor or the Licensee may terminate this Licence at any time by giving notice to the other party of its intention to terminate.

2.2.2 The minimum period of notice is stated in Item 12 of Schedule 1.

2.2.3 If either party gives to the other a notice under Clause 2.2.1, this Licence shall cease upon the expiry of the period specified in that notice.

2.2.4 If the licence is terminated in accordance with Clause 2.2.1, the Licensor shall refund to the Licensee a pro rata amount of the rental paid.

3 LICENSEE'S RIGHT OF OCCUPATION

The Licensor and the Licensee agree, and it is a condition of this Licence that:

3.1 the legal right to possession and control of the Licensed Premises remains vested in the Licensor at all times;

3.2 the Licensee has a personal right of occupation of the Licensed premises on the terms specified in this License, and has no interest in nor any right of exclusive possession of the Licensed Premises or the Land;

3.3 the Licensor and its workmen and agents may enter the Licensed Premises at any time for any purpose including, without limitation, to view its condition or to perform repair and maintenance work; and

3.4 no relationship of landlord and tenant or of partnership exists between the Licensor and the Licensee nor shall any such relationship arise by virtue of this Licence or the payment of the Licence Fee or any other moneys payable pursuant to this Licence nor on any other account whatsoever.

4 LICENCE FEE AND PAYMENTS

4.1 Licence Fee

4.1.1 The Licensee must pay the Licence Fee to the Licensor.

4.1.1.1 without demand, deduction or right of set-off;

4.1.1.2 by instalments in advance on the dates set out in Item 9 of Schedule 1; and

4.1.1.3 in such manner as the Licensor directs.

4.1.2 The first instalment is to be paid on the Commencement Date.

4.1.3 The Licence Fee for any broken period is to be apportioned on a daily basis.

4.2 Licence Fee

The Licence Fee for the Term is the sum specified in Item 8 of Schedule 1.

4.3 Review of Licence Fee

Intentionally deleted.

4.4 Payment of Rates, Tax and Charges

4.4.1 Unless this document expressly provides otherwise, the Licensee must pay and discharge all Rates (except Land Tax if the law prohibits its recovery from the Licensee), whether assessed against the Licensor or directly against the Licensee.

4.4.2 If the Rates are assessed directly against the Licensee, it shall pay them to the assessing authority not later than the due date for payment.

4.4.3 If the Rates are assessed against the Licensor, the Licensee shall upon demand pay them to the Licensor or as it directs.

4.4.4 In this clause, **Rates** means any rate, tax, charge, assessment, outgoing or imposition which is, at any time during the Term, imposed upon or in respect of the Licensed Premises by any authority (including any Commonwealth, State or local authority), even though of a novel character, and whether on a capital or revenue value or any other basis.

4.5 Late Charge

4.5.1 On each occasion that the Licence Fee, or any other amount payable to the Licensor by the Licensee, is due but unpaid, the Licensee must pay the Late Charge to the Licensor.

4.5.2 The Licensee agrees that the Late Charge is a reasonable assessment of the Licensor's administrative costs incurred in billing and collecting overdue payments from the Licensee.

4.6 Interest on Overdue Money

4.6.1 In addition to any Late Charge, the Licensee must pay interest to the Licensor at the Default Rate on any Licence Fee, Costs, or other amount payable to the Licensor by the Licensee that is due but remains unpaid for seven days after the due date for payment.

4.6.2 Interest:

4.6.2.1 accrues from day to day;

4.6.2.2 is to be capitalised on the last day of each month;

4.6.2.3 is payable on the first day of each month where an amount arose in the preceding month or months; and

4.6.2.4 is to be computed from the due date for payment of the amount in accordance with the terms of this document until the date of payment.

5 GST

5.1 The consideration to be paid or provided under this document has been agreed or determined without regard to GST. Despite any other provision of this document, if a party (the Supplier) makes a supply under or in connection with this document, and GST is imposed on that supply, the consideration payable or to be provided by the other party (the Recipient) under this document is increased by, and the Recipient must pay to the Supplier in addition to that consideration, an amount equal to the GST payable by the Supplier in respect of that supply, so that the Supplier is in the same financial position after payment of the GST in respect of that supply in which it would have been if not for the imposition of GST.

5.2 The Recipient must pay any amount payable under clause 5.1 on the earlier of the day on which any monetary consideration is payable or the day on which the Supplier is obliged to pay GST in respect of the supply on which GST is imposed.

5.3 After receiving each payment due under this document from the Recipient, the Supplier must give the Recipient a tax invoice for that payment.

5.4 Despite any other provision of this document, any insurance that a party must keep current under this document must provide a full indemnity in respect of each specified risk and the party taking out the insurance must take all necessary steps to ensure that full indemnity is achieved in respect of each specified risk.

6 USE OF LICENSED PREMISES

6.1 Permitted Use

The Licensee must not use or occupy the Licensed Premises, or permit them to be used or occupied, for any purpose other than that stated in Item 10 of Schedule 1.

6.2 Alteration of Premises

Provided that the Licensee meets any requirements imposed upon it by any authority, at its cost, may make such alterations to the building as the Licensee requires to effect the permitted use of the Licensed Premises as stated in Item 10 of Schedule 1.

6.3 Restrictions on Use

The Licensee will:

6.3.1 use the Licensed Premises strictly as permitted under this Licence;

6.3.2 not encroach on the area outside the Licensed Premises or use any other land owned by the Licensor without the Licensor's prior consent;

6.3.3 at its expense, keep the Licensed Premises free and clean of weeds, pests, insects and vermin or other similar infestations and in default the Licensor will be entitled to employ

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gardeners or exterminators to carry out any weed removal or extermination at the Licensee's expense;

6.3.4 not carry on or permit any noxious or offensive act, trade, business, occupation or calling to be carried on at the Licensed Premises;

6.3.5 not cause or permit any annoyance, nuisance, grievance, damage or disturbance to other tenants or licensees or occupiers of adjacent premises;

6.3.6 not make any disturbing or irritating noises and, in the operation of any appliance, engine or machine which causes noise or vibration, operate the same in compliance with the requirements of any relevant Law, and

6.3.7 does not interfere with the Licensor's operation of rail activities on or through the Land.

6.4 No Warranty as to Use

6.4.1 The Licensor gives no warranty as to the suitability of the Licensed Premises for any purpose or the use to which the Licensed Premises may be put.

6.4.2 The Licensee will:

6.4.2.1 be deemed to have accepted this Licence with full knowledge of and subject to any prohibitions or restrictions on the use of the Licensed Premises under any Law or Requirement;

6.4.2.2 at its expense, comply with all Laws and obtain and comply with the consents or approvals of any authority which may be necessary or appropriate for the Licensee's business or occupation of the Licensed Premises; and

6.4.2.3 not by any act or omission cause or permit any consent or approval referred to in the previous sub-paragraph to lapse or be revoked.

6.5 Compliance with Laws and Requirements

6.5.1 At its expense, the Licensee must comply with and observe any Law or Requirement concerning:

6.5.1.1 the Licensed Premises; and

6.5.1.2 the use of occupation of the Licensed Premises

whether or not the Law or Requirements is addressed to or required to be complied with by either the Licensor or the Licensee or both or by any other person.

6.5.2 If any Law or Requirement is notified to or served upon the Licensee, it must promptly provide a complete copy to the Licensor.

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6.6 Exterior Signs

6.6.1 The Licensee must not erect, paint, write or attach any sign, for which the Licensee receives or is entitled to receive any rent, licence fee or other reward, upon any part of the Licensed Premises.

6.6.2 Without limiting Clause 6.6.1, the Licensee must not erect, paint, write or attach any sign upon any part of the Licensed Premises without the Licensor's prior consent.

6.6.3 Any sign erected, painted, written or attached upon any part of the Licensed Premises without the Licensor's prior consent may be taken away by the Licensor without notice at the Licensee's expense.

6.6.4 If any sign is erected, painted, written or attached upon any part of the Licensed Premises, on termination it must be removed and taken away by the Licensee and the Licensed Premises returned to its original condition at the Licensee's expense.

6.7 Services

6.7.1 The Licensee must not use any Service other than:

6.7.1.1 for its intended purpose; and

6.7.1.2 in accordance with its normal operating tolerances and limits.

6.7.2 The Licensee will pay to the Licensor the costs of repairing any damage to the services arising from misuse by the Licensee or the Licensee's Employees.

6.8 Antennae, Radios, etc.

The Licensee will not (without first obtaining the Licensor's consent):

6.8.1 affix to any part of the Licensed Premises any television or radio mast, antennae, satellite dish or similar device; or

6.8.2 use or operate any sound, picture producing or telecommunications equipment on the Licensed Premises which may cause irritation to other persons.

7 DEALINGS WITH THE LICENCE

The rights granted by this Licence are personal to the Licensee and the Licensee shall not assign, mortgage or charge those rights or any part of them in favour of any other party, or attempt to do so.

8 UTILITIES

8.1 Source of Light and Power

The Licensee will only use on the Licensed Premises light, power or heat generated by electrical current or gas supplied through meters except in the case of failure of supply when the Licensee may use other sources of energy except a naked flame.

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8.2 No Alteration to Installations

The Licensee must not:

8.2.1 make any alterations to the electrical, communication, drainage, transport, access or security installations on the Licensed Premises without the Licensor's prior consent such consent not to be unreasonably withheld;

8.2.2 install any electrical equipment which overloads or could reasonably be expected to overload the cables, switchboards or sub-boards through which electricity is conveyed to the Licensed Premises; or

8.2.3 interfere with or obstruct access to any communications cables or systems or any other installation on the Land.

8.3 Charges for Utilities

By the due date, the Licensee will pay:

8.3.1 charges for electricity, gas and water consumed on the Licensed Premises;

8.3.2 charges for any telephone service connected to the Licensed Premises; and

8.3.3 other charges and impositions imposed by any public authority for the supply of any other Service to the Licensed Premises.

9 CLEANING, MAINTENANCE AND REPAIRS

9.1 Cleaning and Maintenance

The Licensee will:

9.1.1 keep the Licensed Premises thoroughly clean and tidy;

9.1.2 keep the Licensed Premises free from rubbish, store all trade waste, refuse and garbage in proper receptacles and arrange for its regular removal from the Licensed Premises;

9.1.3 not burn any rubbish on the Licensed Premises; and

9.1.4 keep the Licensee's Improvements and the Licensed Premises maintained in good order and condition.

9.2 Licensor's Right to Require Repairs

9.2.1 The Licensor may serve a notice on the Licensee requiring it to repair, within a reasonable time, any defect the repair of which is the Licensee's obligation.

9.2.2 If the Licensee does not make the repairs to the Licensor's satisfaction, the Licensor and its agents may make the repairs at the Licensee's expense.

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9.3 Notice of Damage or Defect in Services

As soon as the Licensee becomes aware of:

9.3.1 any damage to or defect or disrepair in the Services; and

9.3.2 any circumstances likely to cause any danger, risk or hazard in or upon the Licensed Premises or to any person.

The Licensee must promptly give the Licensor notice of it.

10 INSURANCE AND INDEMNITIES

10.1 Insurance

The Licensee will keep current:

10.1.1 a public risk insurance policy which covers Licensee's liability and includes a cross waiver of liability clause for the sum stated in Item 11 of Schedule 1 or such greater sum as agreed by the Licensor and Licensee from time to time; and

10.1.2 Workers Compensation Insurance or any other insurance required by any Law to be effected by the Licensee.

10.1.3 The Licensee is responsible for maintaining a contents insurance policy against loss or damage to the fixtures, fittings and goods stored within the facility.

10.2 Licensor May Insure

10.2.1 If the Licensee fails to maintain the insurances required by this Clause 10, the Licensor may effect and maintain those insurances.

10.2.2 The Licensor's costs in doing so will be paid by the Licensee.

10.3 Licensee's Insurances

10.3.1 The Licensee will pay the deductible each time a successful claim is made on any policy of insurance and will ensure that all policies of insurance effected or required to be effected by the Licensee under this Clause 10:

10.3.1.1 are taken out with an insurer licensed to carry on business in Queensland;

10.3.1.2 are for an amount, cover risks and contain conditions which are acceptable to the Licensor and its insurer;

10.3.1.3 have no exclusions, endorsements or alterations that prejudice the rights and interests of the Licensor unless first approved by the Licensor by notice; and

10.3.1.4 note the rights and interests of the Licensor as lessee of the Licensed Premises.

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10.4 Payment and Production of Insurance Policies

10.4.1 The Licensee will promptly pay all premiums and other money payable in respect of insurances.

10.4.2 The Licensee will produce policies of insurance that the Licensee is required to effect under this Clause 10, or at the Licensor's option certificates of currency, within 14 days of request by the Licensor.

10.5 Effect on Insurance

Without the Licensor's prior consent, the Licensee will not do or omit to do anything to or upon the Licensed Premises which may:

10.5.1 vitiate or render void or voidable any insurance with respect to the Licensed Premises; or

10.5.2 conflict with any Law or Requirement or the requirements of the Licensor's insurer relating to any insurance policy in respect of the Licensed Premises.

10.6 Inflammable Substances

The Licensee must not store chemicals, inflammable liquids, acetylene, gas, alcohol, volatile or explosive oils, compounds or substances on the Licensed Premises without the written consent of the Licensor.

10.7 Exclusions of Licensor's Liability

10.7.1 The Licensee will occupy and use the Licensed Premises at the Licensee's sole risk.

10.7.2 To the full extent permitted by Law, the Licensee releases the Licensor from liability for any Claim in respect of or arising from:

10.7.2.1 any property on the Licensed Premises;

10.7.2.2 damage or injury to any person or property on the Licensed Premises; or

10.7.2.3 any of the circumstances set out in Clause 10.8,

except to the extent that the Claim results from the act or negligence of the Licensor, its employees, contractors, invitees or agents.

10.8 Indemnities

The Licensee indemnifies the Licensor against all Claims arising during or after the Term from:

10.8.1 any act, neglect or default of the Licensee or the Licensee's Employees;

10.8.2 the negligent use, willful misuse or neglect of the Services and facilities on the Licensed Premises by the Licensee, the Licensee's Employees, any other person claiming by, through or under the Licensee or any trespasser while on the Licensed Premises;

10.8.3 the Licensee's failure to give notice to the Licensor of any defect in the Services; and

10.8.4 any person's accidental death or injury or damage to property caused or contributed to by the use of the Licensed Premises by the Licensee or the Licensee's Employees,

except to the extent that the Claim results from the act or negligence of the Licensor, its employees, contractors, invitees or agents.

10.9 Failure of Services

The Licensee will have no Claim against the Licensor or be entitled to terminate this Licence solely because:

10.9.1 the Services fail to operate; or

10.9.2 the Licensor shuts down or removes any Services to repair, maintain or replace them or because of the provisions of any Law or Requirement.

11 TERMINATION BY LICENSOR

The Licensor may terminate this Licence by at least one (1) days' notice to the Licensee in any of the following events:

11.1 if the Licence Fee or any other moneys payable pursuant to this Licence are in arrears and unpaid for seven (7) days after the due date for payment whether or not any formal or legal demand shall have been made for such moneys;

11.2 if the Licensee fails to observe or comply with any covenant of this Licence which the Licensee is, expressly or impliedly, obliged to perform or observe including covenants of a negative character, and any such failure which is in the sole opinion of the Licensor capable of remedy has not been remedied by the Licensee within seven (7) days after service of a notice from the Licensor requiring the Licensee to remedy such failure;

11.3 if the Licensor or the Licensee is required by Law to vacate the Licensed Premises; or

11.4 if the Licensed Premises or any part of the Licensed Premises shall be resumed by any authority or if any authority requires the Licensed Premises or any part of the Licensed Premises to be vacated.

12 PROCEDURE FOLLOWING TERMINATION

12.1 Licensee to Yield Up

On termination the Licensee will deliver the Licensed Premises to the Licensor in good repair, order and condition to the reasonable satisfaction of the Licensor.

12.2 Removal of Licensee's Improvements

Unless otherwise agreed in writing by the Licensor, the Licensee will carry out the following works **("Licensee's Works")** at or before termination, expiry or sooner determination of this Licence:

12.2.1 remove the Licensee's Improvements from the Licensed Premises including those improvements erected during the Term of this Licence or the term of any previous licence;

12.2.2 return all altered surfaces to their condition as at the Commencement Date; and

12.2.3 restore the Services to their condition as at the Commencement Date.

12.3 Licensee's Expense

The Licensee will at its expense carry out the Licensee's Works to reasonable trade standards approved by the Licensor.

12.4 Licensee Not to Cause Damage

12.4.1 The Licensee will not damage the Licensed Premises in the performance of the Licensee's Works.

12.4.2 If the Licensee does so, it will repair any damage and leave the Licensed Premises clean.

12.4.3 If the Licensee fails to do so, the Licensor may repair and clean the Licensed Premises and recover the Costs of doing so from the Licensee.

12.5 Licensor May Carry Out the Licensee's Works

If the Licensee does not carry out the Licensee's Works, the Licensor will be entitled to complete them at the Licensee's expense and recover the Costs of doing so from the Licensee.

12.6 Failure by the Licensee to Remove Licensee's Improvements

If the Licensee fails to remove the Licensee's Improvements as required by Clause 12.2.1, the Licensor may:

12.6.1 remove and store the Licensee's Improvements at the Licensee's risk and expense; or

12.6.2 treat the Licensee's Improvements as if the Licensee had abandoned its interest in them and they had become the Licensor's property and deal with them as it thinks fit without being liable to account to the Licensee.

12.7 Licensee to Indemnify and Pay Licensor's Costs

The Licensee:

12.7.1 indemnifies the Licensor against the removal and storage of the Licensee's Improvements and against all Claims by any person claiming an interest in the Licensee's Improvements by reason of the Licensor's actions under Clause 12.6; and

12.7.2 will pay the Licensor, as a liquidated debt payable on demand, any Costs incurred by the Licensor in exercising its rights under Clause 12.6 less any money received on disposal of the Licensee's Improvements.

12.8 Earlier Breaches

Termination of this Licence will not prejudice or affect any of the Licensor's rights or remedies against the Licensee for an earlier default by the Licensee.

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13 CONTAMINATED LAND AND ENVIRONMENTAL LAWS AND REQUIREMENTS

13.1 Definitions

In this Clause 13:

Act means the *Environmental Protection Act 1994* (Old) and includes any modification or re-enactment of, or any legislative provisions substituted for, and all legislation and statutory instruments issued under such Act;

Complaint means any notice, communication or complaint alleging non-compliance with any Law or Requirement;

Compliance Costs means costs, expenses, liabilities, fines and penalties;

Comply means to take any action specified in any Law or Requirement or considered reasonably necessary by the Licensor in order to comply with any Law or Requirement and **Complied** has a corresponding meaning;

Contamination means anything which causes land to be or become contaminated land for the purposes of Contamination Laws and **Contaminate** has a corresponding meaning;

Contamination Laws means all laws, whether present or future and whether federal, state or local, which deal with pollution or the contamination of land including, but without limitation, the Act;

Environment has the meaning given to that term by the Act;

Environmental Authority means any authority or government agency dealing with assessment, identification or remediation of land affected by a Harmful Substance;

Harmful Substance means any substance which, at the date of contamination or a later date, is determined by an Environmental Authority to be harmful to human health or the Environment;

Law means a Contamination Law or a law relating to protection of the Environment, workplace health and safety or town planning;

Licence means any licence, permit, authority, approval or consent relating to the Land or required in connection with its use; and

Requirement means a requirement relating to the Environment, prevention of pollution, workplace health and safety or town planning and includes a condition of any licence.

13.2 Licensee's Obligations Regarding Contamination

The Licensee must:

13.2.1 not Contaminate or allow the Land or any adjoining premises to be Contaminated by anything done in or upon the Land;

13.2.2 comply with and observe all Laws and Requirements concerning:

13.2.2.1 the Land; or

13.2.2.2 any other land which is affected by a Law or Requirement because of the Licensee's use of the Land, whether the Law or the Requirement is addressed to, or required to be complied with by either the Licensee or Licensor or both or by any other person;

13.2.3 if any Requirement of Complaint is notified to or served upon the Licensee, promptly provide a complete copy to the Licensor;

13.2.4 if it is lawful to do so, obtain the Licensor's consent, such consent not to be unreasonably withheld, before Complying with any Law or Requirement under Clause 13.2.2; and

13.2.5 yield up the Land at the expiration or sooner determination of the Term free from all Contamination and:

13.2.5.1 if the land has been entered on the Contaminated Sites Register, with the and classified as a "former" or "released" site under the Act; or

13.2.5.2 in any other case, without the Land being classified under the Act.

13.3 Licensor's Rights

The Licensor may:

13.3.1 if the Licensee fails to comply with Clause 13.2.2:

13.3.1.1 without prejudice to any of its other rights, elect to Comply (wholly or partially) with any Law or Requirement at the Licensee's expense; and

13.3.1.2 if the Licensor elects to partially Comply with any Law or Requirement, elect to have the balance of the Law or the Requirement Complied with by the Licensee; and

13.3.2 inspect the Land for the purpose of ascertaining whether the Licensee is Complying with all Laws and Requirements or for the purpose of investigating any Complaint.

13.4 Licensee's Warranties

Except as disclosed to the Licensor prior to the execution of this Lease, the Licensee warrants to the Licensor that the Licensee:

13.4.1 has been issued with and, if required, will apply for and maintain, at its own expense, all licences;

13.4.2 has Complied with and will continue to Comply with the terms and conditions of all licences; and

13.4.3 has supplied and will continue to supply the Licensor with copies of all licences.

13.5 Other Contamination

Notwithstanding the previous provisions of this Clause 13, the Licensee shall not be responsible for the remediation of any Contamination which the Licensee can prove:

13.5.1 occurred prior to the Licensee first occupying the Land, whether pursuant to this Licence or any previous agreement or arrangement; or

13.5.2 was caused by the Licensor.

13.6 Licensee to Indemnify

The Licensee indemnifies the Licensor against all reasonable Compliance Costs and other Costs incurred or paid by the Licensor as a result of any breach by the Licensee under this Clause 13.

14 MISCELLANEOUS

14.1 Service of Notices

14.1.1 Notices to be given to the Licensee shall be posted or delivered to it at the address specified in Item 1 of Schedule 1, or at another address notified by it.

14.1.2 Notices to be given to the Licensor shall be posted or delivered to it at the address stated in this Licence or, if another address is later nominated by the Licensor, then at that address.

14.2 Further Steps

Each party will do all things and sign all further documents necessary to give full effect to this document.

14.3 Governing Law

14.3.1 The laws of Queensland govern this document.

14.3.2 Each party submits to the non-exclusive jurisdiction of the courts of Queensland.

14.4 Waiver and Variation

14.4.1 A variation of this document must be in writing and signed by the parties.

14.4.2 No right under this document can be waived except by notice in writing signed by the waiving party.

14.4.3 The waiving party does not prejudice its rights in respect of any other or subsequent breach.

14.4.4 A party does not waive its rights under this document by granting an extension or forbearance.

14.5 Severance

If a part of this document is void, illegal or unenforceable, it may be severed without affecting the validity or enforceability of the other parts.

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14.6 Entire Agreement

This document supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the parties.

14.7 Relationship of the Parties

This document is not intended to create a partnership, joint venture or relationship of principal and agent between the parties.

14.8 Costs and Stamp Duty

The Licensee shall pay:

14.8.1 the Licensor's costs of and incidental to the execution and stamping of this document; and

14.8.2 all stamp or other duty in respect of such stamping.

15 HEAD LEASE

15.1 Acknowledgement of Sub-Lease and Head Lease

15.1.1 The Licensor leased the Land from the State on the terms and conditions set out in the Sub-Lease.

15.1.2 The Licensee acknowledges that:

15.1.2.1 the Licensor's interest in the Land is pursuant to the Sub-Lease, which is a sub-lease of the Head Lease; and

15.1.2.2 the Licensee has read and understood the Sub-Lease and the Head Lease.

15.1.3 The parties acknowledge and agree that:

15.1.3.1 the Licence is subject to all reservations contained in the Head Lease and the Sub-Lease; and

15.1.3.2 it is a condition of the Head Lease that the land is used for transport, purposes ancillary to transport and other commercial and community purposes as approved by the Chief Executive.

15.1.4 The Licensee acknowledges that the Licensee must not act or omit to act or permit or cause any act or omission which will breach a term of the Sub-Lease.

15.1.5 The Licensee acknowledges that the Head Lessor and the State have the right to exercise any right or power held by the Licensor under this Licence.

15.2 Breach of Sub-Lease by Licensee

If the Licensee does, or permits to be done, any act or omission in breach of the Sub-Lease, it will be in breach of this Licence, entitling the Licensor to the remedies in clause 11.

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15.3 Licensee to Indemnify Licensor

The Licensee indemnifies the Licensor in respect of any liability of the Licensor to the State or the Head Lessor:

15.3.1 pursuant to the terms of the Sub-Lease or the Head Lease arising out of the Licensee's or the Licensee's Employees' use or occupation of the Licensed Premises or the Land; and

15.3.2 arising out of the breach or non-observance by the Licensee of the terms of the Sub-Lease in so far as they are applicable to this Licence.

15.4 Termination of the Sub-Lease

15.4.1 If the Sub-Lease terminates for any reason, this Licence automatically terminates, effective from the date of termination of the Sub-Lease.

15.4.2 The Licensor must give the Licensee notice in writing of the date of termination.

15.5 Definitions

In this clause 15:

15.5.1 **Chief Executive** means the Chief Executive for the time being of the Department administering the *Transport Infrastructure Act* 1994, who represents the State;

15.5.2 **Head Lease** means the lease of the land from the Governor in Council to the State under section 17(b) of the *Land Act* 1994;

15.5.3 **Head Lessor** means the Governor in Council, being the Lessor under the Head Lease;

15.5.4 **State** means the State of Queensland (represented by the Department of Transport (currently Department of Transport and Main Roads)); and

15.5.5 **Sub-Lease** means the lease of the Land from the State to the Licensor.

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SCHEDULE 1

Item		
1	**Licensee:**	Lions Club of Esk Inc. PO Box 111 ESK QLD 4312
2	**Land:** *Real Property Description:* **Address:**	Railway Station Building on Part of Lot 134 on SP122408 Railway Street, Esk Qld
3	**Estate or interest in land held by Licensor:**	Sub-Lease 709458627
4	**Licensed Premises:**	That part of the Land as indicated on the plan attached
5	**Commencement Date:**	1 December 2024
6	**Termination Date:**	30 November 2027
7	**Term:**	Three (3) years
8	**Licence Fee:**	$1.00 / annum
9	**Licence Fee Payment Date:**	If requested
10	**Use of Licensed Premises:**	Lions Club activities
11	**Amount of Public Risk Insurance:**	$20,000,000
12	**Termination Notice Period:**	Three months

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Executed as an Agreement

Signed on behalf of Lions Club of Esk Inc.)

this day of) _____

2024 by _____) President

in the presence of _____) _____

Signed on behalf of Somerset Regional Council)

this day of) _____

2024 by Andrew Allan Johnson) Chief Executive Officer

In the presence of _____) _____

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ATTACHMENT

(Old Esk Railway Station)

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Rachel Pitman, Governance and Business Improvement Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	14 November 2024
Subject:	C015 Information Management and Security Policy
File Ref:	CORPORATE MANAGEMENT - POLICY - Policy Development – Doc Id. 1461095, 1268095, 1125766, 711676, 1125767, 755312, 1268095, 1266868, 1238453, 1183433, 1125776, 713314, 1547166, 1546497, 1546497, 1125823, 1021096, 1024321, 1036271, 1109188, 1587461, 1587462, 1666509, 1670603, 1685556, 1685558
Action Officer:	GBIO

Background/Summary

The Queensland Ombudsman investigates complaints about the actions and decisions of Queensland local governments. The report 'Learning from experience: Insights from 20 years of Queensland Ombudsman investigation reports' (November 2022), identified that:

- 69% of reports identified an issue about policies and procedures as a factor for the problem under investigation; and
- 50% of QO reports identified a deficiency in information and records management as a factor for the problem under investigation.

Policies and procedures form the fundamental framework to guide staff on how to perform their jobs well. The Queensland Ombudsman indicates that overlapping policies can create confusion. With that in mind, the following existing Council policies have been reviewed and revised into a new policy, C015 Information Management and Security Policy:

1. C/015 Information Management Policy
2. C/012 Confidentiality Policy
3. C/013 Information Privacy Policy
4. C/016 Email Policy
5. C/022 Web Content Management Strategy
6. C/033 Closed Circuit Television (CCTV) Policy
7. F/013 Information Security Policy
8. HR/008 Email, Internet and Computer Network Usage Policy.

It is intended that best efforts be made to simplify and reduce the amount and complexity of Council's policies and procedures to:

- empower elected members and staff to confidently apply clear and transparent directions;
- improve compliance, as it will be easier to navigate, find and apply relevant policy positions;
- ensure that policies and procedures are applied fairly, consistently and predictably.

Information Management

With regard to information management, as members of a public authority, Councillors and staff have a legal obligation to comply with the *Public Records Act 2023.* The main purpose of this Act is to provide a framework for making, managing and accessing public records in a way that benefits present and future generations." (Section 3, *Public Records Act 2023*).

In accordance with Section 14(1) of the *Public Records Act 2023*,a public authority must ensure its public records are made in a way that accurately shows:

(a) the actions or decisions of the authority; and

(b) the matters that inform or contextualise the actions or decisions of the authority.

Council's C015 Information Management and Security Policy and performance management processes are integral to ensuring that Council, including Councillors and staff, adhere to the requirements of the *Public Records Act 2023.* All members of staff have a position description that includes the following as a key responsibility:

Responsible for compliance with Council's Information Management Policy, to make and electronically record full and accurate records of all relevant business activities within Council's electronic records management system.

Not only could failure to adequately keep records in Council's electronic records management system result in disciplinary action, it could leave individuals at risk of prosecution for disposal of public records (s23 of the *Public Records Act 2023)*.

As such, consideration has been given to how Council's activities can best be captured in Council's electronic documents records management system (MagiQ Documents). Technical solutions will be implemented to automatically capture records in MagiQ Documents, from other software applications, where feasible.

Information Security
With regard to information security, Council also needs to consider measures it can take to reduce the risk of loss of Council's information including:

- security requirements when purchasing software applications,
- the systems and processes that will support the software's use,
- maintaining our record keeping obligations,
- the security of personal information,
- minimising Council's risk of cyber security breach, and
- the potential need to respond to a data breach.

Legislative Changes – Public Records Act and IPOLA
The *Public Records Act 2023* (PRA) was passed by the Queensland Parliament in late November 2023. The State Government notes that the PRA aims to:

- *Provide greater clarity about recordkeeping requirements to public authorities through introduction of mandatory standards and supporting guidelines.*
- *Promote First Nations perspectives and advice through establishment of a First Nations Advisory Group and inclusion of principles relating to First Nations records.*
- *Support contemporary digital public sector services.*
- *Recognise the value of information as an asset.*
- *Help protect our records, particularly records of enduring value to Queensland.*

Some of the key changes to the PRA include:

- a new offence for the attempted unlawful disposal of public records,
- longer time periods for the commencement of prosecution of specific offences, including unlawful or attempted unlawful disposal of a public record, and
- updates to definitions, including 'format-agnostic' definitions of 'public record' and 'disposal' to reflect the contemporary recordkeeping environment.

The PRA provisions will commence from 5 December 2024.

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) was passed by Queensland Parliament on 29 November 2023. This legislation creates amendments to the *Information Privacy Act 2009*, *Right to Information Act 2009* and related provisions in other

legislation. The Office of the Information Commissioner indicate that the aim of the amendments are to:

- *Better protect personal information and provide appropriate responses and remedies for data breaches and misuse of personal information by agencies*
- *Clarify and improve the operation of information privacy and right to information frameworks*
- *Support the operation of the administrative scheme which will provide for the proactive release of Cabinet documents.*
- *Commencing on assent - Changed definition of photocopy (to copy)*
- *The transfer of reporting on the functions of the Acts, to the Office of the Information Commissioner, is to be advised.*

Most IPOLA reforms will come into effect from 1 July 2025, with the commencement of Mandatory Notification of Data Breach scheme in local government to commence 1 July 2026.

Measures are being taken to prepare Council for the implementation of IPOLA. However, Council's record keeping practices need to be refined / complied with so we know what data Council have, and where, in the event there is a data breach.

Poor record keeping leaves Council at risk of:

- poor decision making (due to loss of historical record and considerations when making a decision)
- accusations such as corrupt conduct and lack of transparency,
- errors when responding to RTI / IP requests and
- negative PR.

Good record keeping practises strengthen Council's ability to prove the integrity of our Team (both Councillors and staff) and adequately defend itself should it's decision making processes be called into question.

Action Required, Policy Adoption and Implementation

- The data classification project currently underway will identify what information Council holds and where. An assessment of the need for various software, systems, etc. that store data will then be undertaken to ascertain whether the number of these can be reduced, thereby reducing Council's risk. A Software Liaison will then be nominated in a procedure supporting this policy for each software, system, etc. to be retained. The data classification project is anticipated to be completed in 2025.
- Preparation of a new training module to be undertaken in Skytrust and completion by Councillors and staff.
- Software Liaison to undertake the free RTI training available online provided by the Office of the Information Commissioner.
- Review of the guidelines and materials currently being developed to accommodate the commencement of IPOLA and amend the Information Management and Security Policy, accompanying procedures and training modules, as required. Should Council be amenable to the policy changes, suggest that the policy be submitted for adoption at an Ordinary Council meeting in June 2025, with an effective date to coincide with the IPOLA commencement date (1 July 2025).

C015 Information Management and Security Policy is submitted for Council's consideration.

Attachments

Attachment 1 – C/015 Information Management Policy as at 10 February 2021 (current)
Attachment 2 – C/012 Confidentiality Policy as at 11 July 2013 (current)
Attachment 3 – C/013 Information Privacy Policy as at 14 May 2014 (current)
Attachment 4 – C/016 Email Policy as at 11 March 2020 (current)
Attachment 5 – C/022 Web Content Management Strategy as at 24 July 2013 (current)
Attachment 6 – C/033 Closed Circuit Television (CCTV) Policy as at 24 April 2019 (current)
Attachment 7 – F/013 Information Security Policy as at 21 February 2024 (current)

Attachment 8 – HR/008 Email, Internet and Computer Network Usage Policy as at 14 March 2018 (current)
Appendix A - C015 Information Management and Security Policy

Recommendation

THAT Council:

1. repeal the following existing Council policies:
   - Attachment 1 – C/015 Information Management Policy as at 10 February 2021 (current)
   - Attachment 2 – C/012 Confidentiality Policy as at 11 July 2013 (current)
   - Attachment 3 – C/013 Information Privacy Policy as at 14 May 2014 (current)
   - Attachment 4 – C/016 Email Policy as at 11 March 2020 (current)
   - Attachment 5 – C/022 Web Content Management Strategy as at 24 July 2013 (current)
   - Attachment 6 – C/33 Closed Circuit Television (CCTV) Policy as at 24 April 2019 (current)
   - Attachment 7 – F/013 Information Security Policy as at 21 February 2024 (current)
   - Attachment 8 – HR/008 Email, Internet and Computer Network Usage Policy as at 14 March 2018 (current)

2. adopt *C/015 Information Management and Security Policy (Appendix A)*, with an effective date of 5 December 2024.

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **Information Management Policy**

Policy Number: **C/015**

Responsible Officer:	Director Corporate and Community Services
Related Policies / Procedures:	C/016 Email Policy
Authorised by:	Somerset Regional Council
Authorised on:	23 February 2011 (Doc Id 552989)
Review / Amendment dates:	24 April 2018 [Doc Id 1029707] 10 February 2021 [Doc Id 1266868]

1. PURPOSE

The purpose of this policy is to ensure the integrity and completeness of all information being managed by Council.

2. SCOPE

This policy applies to all staff who are responsible for dealing with public records. All staff and Councillors have a personal legal obligation under the *Public Records Act 2002* for the proper management of Council's public records. Individual responsibilities include, but are not limited to:

- Being aware of corporate information systems;
- Attending appropriate training courses provided;
- Ensuring all documents created by the individual are registered;
- Asking for assistance when needed, either for training or system related problems;
- Complying with all protocols for managing corporate information.

This policy does not apply to Council's personnel records.

3. DEFINITIONS

a) Public Record – is any form of recorded information, both received and created, that provides evidence of the decisions and actions of a public authority while undertaking its business activities. Records are based on content (what is being documented), not the format used or where they are located (e.g. business systems, mobile devices). The term includes, but is not limited to:

- Emails, texts and instant messages
- Incoming correspondence
- Outgoing correspondence
- Timesheets
- Telephone conversations
- Faxes
- Financial transactions
- Internal documents and correspondence (e.g. maps, plans, photographs, reports, memos)
- Inspection reports
- Warranty documents
- File notes
- Files
- Social media posts

b) Staff – includes a person employed on a temporary, part-time or full-time basis and, also, includes a person engaged to perform standard employee functions under a contract for services.

4. POLICY

a) Proper Management of Public Records

(i) The definitions section of this policy provides useful guidance on what constitutes a public record for the purposes of this policy. As further guidance a public record is any document that meets one or more of the following criteria:

- Does it convey information essential or relevant in making a decision?
- Does it convey information upon which others will be, or are likely to be making decisions affecting the Council's operations, or rights and obligations under legislation?
- Does it commit Council to certain causes of action or the commitment of resources or provision of services?
- Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- Is the information likely to be needed for future use, or is it of historical value or interest?

(ii) The accepted procedures for dealing with these public records are outlined below. Advice about the proper document management procedures applicable to a public record other than those provided in this policy should be directly sought from Council's Records Section.

- **Emails**
  Staff, and Councillors, receiving and sending business related emails, texts and instant messages are responsible for ensuring that all details are registered in Magiq, being Council's Electronic Document Records Management System (EDRMS) in accordance with documented procedures. Please refer to the separate Email policy for further details.

- **Incoming Correspondence**
  Incoming correspondence will be registered in Council's EDRMS by the Records staff and forwarded to the responsible officer. Documents will be distributed via the responsible officer's Task List for appropriate action. It is every officer's responsibility to check their task list on a regular basis.

  Exceptions to electronic distribution will be:

  - Documents containing pages larger than A3 in size;
  - Hard copied items that cannot be scanned (books, annual reports, etc.)
  - Forms, surveys and other documents that require signatures or items to be filled out by the Council or a representative.

- **Outgoing Correspondence**
  Officers producing outgoing correspondence will be responsible for ensuring that the correspondence is registered in Council's EDRMS in accordance with documented procedures. Registration details are to be recorded on the Outgoing Mail Sheet within a reasonable timeframe (maximum 3 days) and forwarded to Records for checking / keeping. Duplicate copies forwarded to Records will not be recorded or retained unless there is a legislative obligation to retain a hard copy.

- **Timesheets**
  All timesheets will be recorded accurately into Council's Financial Management System (FMS) by relevant staff. These staff will be responsible for inputting the information as provided and will not be responsible for any inaccurate or incomplete information so provided.

- **Telephone Conversations**
  Notes concerning business related telephone conversations are to be entered in Council's EDRMS if considered appropriate by the officer engaged in the relevant conversation. Accountability for this requirement rests solely with the officer involved in the conversation. If the conversation is integral to a decision making process, it is appropriate that it be recorded. Recordings of conversations are to be treated in the same manner.

- **Faxes**
  Incoming and outgoing faxes are to be dealt with in the same manner as incoming and outgoing correspondence.

- **Financial Transactions**
  All financial transactions of the Council are to be recorded in the Financial Management System (FMS). Once finalised, completed source documents are to be forwarded to Records for archiving.

- **Internal Documents and Correspondence**
  All internal correspondence is to be dealt with in the same manner as external correspondence and registered in Council's EDRMS. It is only necessary to register the final version of documents i.e. draft versions do not need to be registered. For Officer's Reports, the final version, is the version of document considered by Council at its meeting, albeit that this may be different to the version included with the agenda. Council's meeting agenda is registered as a document, in its entirety.

- **Inspection Reports**
  Inspection reports are to be maintained and registered in Council's EDRMS. All updates are to be input into the EDRMS. This is usually done through the Customer Request System.

- **Warranty documents**
  Warranty documents will be captured in Council's EDRMS under a specific warranties folder and once captured, are to be assigned as tasks to the most relevant officer (eg the workshop supervisor for mobile plant warranties) to manage the risk of Council commissioning

maintenance over an item that is covered by warranty.

- **File Notes**
  File notes, including hand written notes, must also be entered into Council's EDRMS.

- **Files**
  Officers that borrow files accept responsibility for the location and security of those files until they are returned to the Records Section. Files must be returned to the Records Section when no longer required. If a file is passed from one officer to another, it is the responsibility of the first officer to notify the Records Section of the changing location.

- **Social Media Posts**
  Staff and Councillors making social media posts that relate to Council business / activities are responsible for ensuring that all details are registered in Council's Electronic Document Records Management System (EDRMS).

b) Amendments to Public Records

Any amendments made to Council information must be auditable. Audit trail requirements include:

- Date of amendment
- Reason of amendment
- Officer responsible for amendment
- Authority for amendment
- Notification of stakeholders of information (if appropriate)

c) Retention and Disposal of Public Records

All public records in the form of corporate documentation will be retained and disposed of in accordance with the approved Queensland State Archives Retention and Disposal Schedules. Details of the Schedules are available by contacting the Records Section.

Matters relating to subdivision applications, material change of use, Council infrastructure, non-class 10 structures and matters considered of cultural significance will all receive permanent retention classifications as per the above mentioned Schedules.

Individual officers are not to dispose of public records. The disposal of any such documentation will be carried out under the direction of the Records Section.

d) Training

System administrators of all Council information systems are responsible for ensuring that adequate training is available to all staff, both at induction and on an ongoing basis, to ensure their capabilities meet their responsibilities.

System administrators are not, however, responsible for auditing staff capabilities. It is the responsibility of each Department to ensure that all relevant staff attends training necessary for the development and / or maintenance of skills applicable to their position with Council.

5. DATE OF RESOLUTION

This amended policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 24 April 2018.

Signed: Date: 24 April 2018.

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **Confidentiality Policy**

Policy Number: **C0/12**

Responsible Officer: Director Corporate and Community Services

Legislative or Regulatory Reference: *Local Government Act 2009*

Authorised by: Somerset Regional Council

Authorised on: 24 November 2010 (Doc Id 544087)

Review / Amendment dates: 11 July 2013 (Doc Id 711676)

INTRODUCTION

This policy records the Council's commitment to preserving the confidentiality of information held by the Council.

1. PRINCIPLES

Council holds information about a range of matters relating to Council business and to the residents of the Region.

Council cannot always know in advance which information if released will cause negative outcomes for the Council and/or residents.

To minimise risks to the Council and residents, the Council will preserve the confidentiality of such information, to the fullest extent possible.

There are a number of laws which require the Council to make information available to members of the public or government bodies. The Council will fully comply with its obligations under those laws.

The Council will designate particular information or classes of information as "confidential", to clarify that such information must be dealt with in a certain way.

2. SCOPE

This policy applies to all information designated as confidential which is held by Council.

All Councillors and Council officers must comply with this policy and are responsible for giving effect to it.

3. DEFINITIONS

Confidential information is information generally not known by or available upon request to, the public which:

- Identifies and relates to a particular individual/or
- Carries a risk that, if released or improperly used, would cause harm to the Council or a member of the community, or give an unfair advantage to someone.

The following classes of information must always be treated as confidential:

a) Legal advice received by Council, including the request for legal advice, the substance or effect of that legal advice, or any conclusions reached in that legal advice, or any reasoning upon which those conclusions were reached, or any course of action recommend in that legal advice;

b) Information provided to Council on the condition that it is kept confidential;

c) Information dealing with the appointment, dismissal, discipline or appraisal of employees;

d) Information dealing with industrial matters affecting employees;

e) Information associated with the preliminary budget;

f) Information dealing with rating concessions;

g) Information associated with contracts proposed by the Council;

h) Information associated with starting or defending legal proceedings;

i) Information dealing with the security of property;

j) Information dealing with trade secrets of any person or body;

k) Information considered and discussed in meetings closed to the public, pursuant to *Local Government Act 2009*;

l) Commercial-in-confidence information associated with any person or body;

m) Names and/or addresses of complainants or witnesses; or

n) Any information designated as confidential by the Chief Executive Officer, until such time as Council resolves that the Chief Executive Officer's confidentiality designation should be removed.

Council Officer includes employees, contractors, volunteers and all other past and present, who perform work on behalf of Council.

Information includes discussions, documents, electronic data or knowledge.

4. POLICY

The Council will preserve the confidentiality of confidential information as far as possible under the law.

Confidential information must not be released to any person unless:

- The information relates only to that person (i.e. it is solely information about the person; or
- It is information that relates to a person, and that person has provided Council with written authority to release the information to someone else; or
- The release is necessary for the conduct of Council's business and is in the public interest;

- The Council is obliged by law to release the information to that person.

If a Councillor or Council officer is unsure whether a document is confidential or not the Councillor or officer must consult with the Chief Executive Officer (or his delegate) before taking any action in relation to the documents that may result in them becoming available to a member of the public.

A Councillor or Council officer must not access Council information except to the extent that it is necessary to do so in order to perform official duties.

5. REVIEW

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

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

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

6. DATE OF RESOLUTION

This original Policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of Wednesday 24 November 2010.

Signed: Date: 11 July 2013

Somerset
REGIONAL COUNCIL

Policy Subject/Title:	**Information Privacy Policy**
Policy Number:	**C/013**

Responsible Officer:	Director Corporate and Community Services
Legislative or Regulatory Reference:	*Information Privacy Act 2009*
Related Policies / Procedures:	Confidentiality Policy Employee Code of Conduct
Authorised by:	Somerset Regional Council
Authorised on:	24 November 2010 (Doc Id 544089)
Review / Amendment dates:	14 May 2014 (Doc Id 755312)

1. Introduction

Somerset Regional Council is committed to protecting the privacy of individuals. Council will take all reasonable steps to ensure that the collection, use, disclosure and handling of all personal information, by Council, complies with the relevant legislation.

2. Principles

The Information Privacy Act 2009 sets out the relevant Information Privacy Principles. Compliance by Council with these Principles will enable the protection of personal information which can identify an individual.

3. Scope

This policy applies to all personal information held by Council. All Councillors and Council officers must comply with this policy and are responsible for giving effect to it.

4. Definitions

Access – means providing an individual with personal information about himself/herself that is held by Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.

Collection – means gathering, acquiring or obtaining personal information from any source and by any means, including information that the Council has come across by accident or has not requested, but does not include information given freely by an individual.

Consent – means voluntary agreement to some act, practice or purpose.

Council officer – includes employees, contractors, volunteers and all others, past and present, who perform work on behalf of Council.

Disclosure – means the release of personal information to persons or organisations outside the Council, including the placing of information on Council's website. It does not include giving individuals personal information about themselves.

Personal Information – means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is in;

- Generally available publications,
- Material kept in public records and archives such as the Commonwealth or State archives, or
- Anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

Sensitive Information – means information or an opinion that may give rise to discriminatory practices based on an individual's:

- Racial or ethnic origin
- Political opinions
- Membership of a political association, a professional or trade association or a trade union
- Religious beliefs or affirmations
- Philosophical beliefs
- Sexual preferences or practices
- Criminal record, or
- Health

Use – means the handling of personal information within Council including the inclusion of personal information in a publication

5. Policy

The Information *Privacy Act 2009* sets out the ways in which Council must handle personal information. It, also, gives individuals the right to request a copy of their personal information and to ask for documents to be amended if they are inaccurate or out of date.

When assessing whether it is in the public interest to disclose personal information, the Council will consider the factors detailed in the Information Privacy Act 2009, being those matters that:

- Are irrelevant to deciding the public interest;
- Favour disclosure in the public interest; and
- Favour non-disclosure in the public interest.

5.1 Openness

A copy of this policy will be available for public access at each of Council's service centres and on its website at www.somerset.qld.gov.au

Types of personal information held by Council include, for example:

- Names and addresses
- Telephone numbers
- Age and/or date of birth
- Property ownership and/or occupier details
- Animal ownership
- Payment histories
- Pensioner/concession details
- Library membership

Disclosure of personal information is only made after prior written consent of the individual or for the purposes stated in clause 5.4.11.

5.2 Anonymity

The Council will, wherever it is lawful and practicable, offer individuals the option of

not identifying themselves when entering into transactions with Council.

5.3 Sensitive Information

The Council will not collect sensitive personal information about an individual unless:

- Consent is provided by the individual,
- Collection is required by law,
- Collection is necessary to prevent or lessen a serious threat to life, health, safety or welfare of an individual, or
- Collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

5.4 Information Privacy Principles

5.4.1 Collection of Personal Information (lawful and fair)
All personal information collected by Council will be used only for the purpose of conducting Council business and for the provision of services to the community.

Council will only collect personal information in a lawful and fair manner for a purpose directly related to and necessary to fulfil a function or activity of Council.

5.4.2 Collection of Personal Information (requested from an individual)
When Council requests personal information or information of a type that would include the personal information from an individual, it will take all reasonable steps to ensure that the individual is generally aware of the purpose of the collection.

Council will advise the individual if the collection of the personal information is authorised or required under a law and the applicable law authorising the collection.

Council will, also, advise the individual if their personal information will be disclosed to another entity and the name of that entity either before the personal information is collected or as soon as practicable after the personal information is collected.

5.4.3 Collection of Personal Information (relevance)
Council will take all reasonable steps to ensure that personal information collected is relevant to the purpose for which it is collected, is complete and up to date. The collection of personal information will not be done in a way that is an unreasonable intrusion into the personal affairs of the individual.

5.4.4 Storage and Security of Personal Information
All reasonable steps will be taken to protect the personal information Council holds from loss, unauthorised access, use, modification, disclosure or any other misuse.

Council will take all reasonable steps to prevent unauthorised use of disclosure of personal information by contractors engaged for the provision of a service to Council.

Information is stored on Council's databases which are protected by passwords and other security measures with backup copies stored at offsite facilities.

5.4.5 Providing Information About Documents Containing Personal Information
Council will take all reasonable steps to ensure that a person can find out whether it has control any documents containing personal information, the type of personal information, the main purpose for which the personal information is used, and how an individual can obtain access to a document containing personal information.

5.4.6 Access to Documents Containing Personal Information
An individual may make a written request to access their own personal information under the information Privacy Act 2009. Council will provide access to requested information unless it is authorised or required under an access law to refuse to give the access the individual is seeking or the documents is excluded from the operation of an access law. Suitable identification must be provided prior to an individual accessing the documents requested.

5.4.7 Amendment of Documents Containing Personal Information
Council will amend documents containing personal information if requested by an individual if the documents are shown to be inaccurate, incomplete or out of date.

5.4.8 Checking of Accuracy of Personal Information Before Use by Council
Council will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.

5.4.9 Use of Personal Information Only for Relevant Purpose
Council will only use the parts of personal information that are directly relevant to fulfilling the particular purpose for which it was collected.

5.4.10 Limits on Use of Personal Information
Personal information collected by the Council for a particular purpose will not be used for another purpose unless:

- All reasonable steps are taken to obtain the written consent of the individual to use the personal information for another purpose; or
- Council is satisfied that the use is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- Use of personal information for another purpose is authorised or required by law; or
- Council is satisfied that use of the personal information for another purpose is necessary for:
    - The prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
    - The enforcement of laws relating to the confiscation of the proceeds of crime;
    - The protection of the public revenue;
    - The prevention, detection, investigation or remedying of

seriously improper conduct;
- The preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal;

- The other purpose is directly related to the purpose for which the information was obtained, or
- The use of the personal information is necessary for research or the compilation or analysis of statistics in the public interest; does not identify any particular individual the subject of the personal information; and it is not practicable to obtain the agreement of each individual the subject of the personal information before its use.

5.4.11 Limits on Disclosure
Council will not disclose personal information to a person, body or agency (other than the individual concerned) unless -

- The individual concerned is reasonably likely to have been aware, or made aware under 5.4.1, that information of that kind is usually passed to that person, body or agency; or

- The individual concerned has consented to the disclosure; or

- The Council believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or

- The disclosure is required or authorised by law, or

- The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty or for the purpose of the protection of public revenue, the Council shall include in the record containing that information, details of the disclosure.

A person, body or agency to whom personal information is disclosed under this clause, shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Council will ensure that disclosure of personal information does not occur unless the disclosure is for the purpose of distributing materials for and on behalf of Council or when a third party has been contracted by Council, for the sole purpose of assisting Council in providing services to the community.

Council will disclose personal information to other Government entities or agencies for the purpose of validating databases held by that entity or agency.

5.5 Complaints

If an individual is not satisfied with the manner in which Council has handled their request to access their personal information, they may lodge a formal complaint

under Council's General Complaints Process

6.0 Date of Resolution

This original policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of Wednesday 24 November 2010.

Signed: Date: 14 May 2014

Somerset
REGIONAL COUNCIL

Policy Subject/Title:	**Email Policy**
Policy Number:	**C/016**

Responsible Officer:	Director Corporate and Community Services
Legislative or Regulatory Reference:	*Public Sector Records Act 2002***,** *Local Government Act 2009*, Information Standard 40: Recordkeeping (IS40), and Information Standard 31: Retention and Disposal of Public Records (IS31).
Related Policies / Procedures:	C/015 Information Management Policy
Authorised by:	Somerset Regional Council
Authorised on:	23 February 2011 (Doc Id 552989)
Review / Amendment dates:	28 March 2018 [Doc Id 1024321] 11 March 2020 [Doc Id 11834343]

1. INTRODUCTION

Best practice recordkeeping ensures that service delivery is of high quality, that business continuity is maintained and that Somerset Regional Council remains accountable to the community.

Somerset Regional Council uses an Electronic Document Records Management System (EDRMS) to capture and manage records. As with records in other formats, emails that document any business activity or transaction must be captured into the recordkeeping system. This is the responsibility of all staff.

This policy forms part of the Council's information management policy framework. For further information please see the Information Management Policy and Records Business Rules.

2. PURPOSE

The purpose of this policy is to advise all staff of their obligations in relation to managing emails that are public records.

3. SCOPE

This policy applies to emails, created internally and externally, that are public records, as defined by the *Public Records Act 2002*. It also applies to anyone employed by Council, including casual and temporary staff, contractors and consultants, and Councillors.

4. REGULATORY AND LEGAL FRAMEWORK

This document has been created in accordance with recordkeeping legislation, procedures, standards and guidelines which define best practice recordkeeping for Queensland public authorities. This policy complies with the following key documents;

- *Public Sector Records Act 2002*
- *Local Government Act 2009*,
- Information Standard 40: Recordkeeping (IS40), and
- Information Standard 31: Retention and Disposal of Public Records (IS31).

5. DEFINITIONS

An email is a **public record** if it was made, sent or received in the course of conducting business and;

- It documents a business decision, or
- It documents advice given or received in the course of business, or
- It is required by legislation, a regulatory instrument or another policy to be kept as evidence of a business transaction.

Emails that are not public records have short term informational value and are only required to be retained for a short time, while they are needed for reference purposes. These are referred to as **ephemeral documents**. Examples of ephemeral documents include;

- Duplicate or cc (courtesy copy) emails that are used only for reference or information purposes and not as a public record
- Emails that are part of a distribution list
- Meeting/appointment notifications
- Spam and unsolicited advertising material
- Out of office notifications
- Automated replies

6. CREATING EMAILS

Council requires staff to ensure emails that are public records include all necessary details for a record to be full and accurate. This means any record must contain content and context and it must have a structure. The following points will assist in creating a full and accurate email record:

a) Ensure the subject line is a summary of the document or an action statement. It may also contain a file reference or a document identification number for the document attached or to be associated

b) Any attachments to an email should be referred to by filename in the message

c) Include a signature and salutation block. Do not include your personal email address in this salutation block, but include Council's corporate address of mail@somerset.qld.gov.au instead

d) Include a disclaimer concerning dissemination or distribution of contents to/by unintended recipients

7. CAPTURING EMAILS

The following actions will ensure all emails that are public records are captured into InfoXpert, and that they meet the requirements of the *Public Records Act 2002* and Information Standard 40: Recordkeeping.

a) All internally and externally created emails that are identified as public records should be captured as soon as possible into EDRMS. Council's address for all externally created emails is mail@somerset.qld.gov.au. Do not use your personal email address for receiving external emails.

b) All staff are responsible for initiating the capture of emails that are public records by submitting emails to records for capture. This can be achieved by forwarding an external email to Records or by including Records as a cc (courtesy copy) on any internally generated email.

c) Email threads (a series of replies back and forth pertaining to a certain message) are to be captured as each email is sent or received. As capture becomes a routine component of the business process, the risk of non-capture of records is reduced.

d) Capture of emails sent to multiple recipients is to be initiated by;

- The sender (for internally created emails only) or
- The recipient who is most directly involved in the business transaction or has designated responsibility for the issues, tasks or project.

8. NETWORK DRIVES

Storing emails in network drives or in private folders does not ensure accessibility. Therefore, staff are required to capture emails that are public records into InfoXpert in accordance with this policy.

As stated previously, all staff are required to capture emails that are public records as soon as they are sent or received (or as soon as possible). However, all staff exiting the organisation are required to check their email inbox before leaving to ensure all emails that are public records are captured.

9. EPHEMERAL EMAILS

Ephemeral emails are not to be captured into InfoXpert, as they are not public records. They may be deleted from your email inbox when they are no longer required for reference.

10. MAINTAIN ACCESSIBILITY

Emails that are public records must be available to review and use over their lifetime. Staff can access emails that are public records in accordance with access rights outlined in InfoXpert business rules.

11. MAINTAIN INTEGRITY

Emails assessed as public records cannot be altered after they have been sent or received. If an email that is a public record is forwarded or amended and sent to someone else in the course of business, it must be captured as a new public record.

12. DELETION

When an email that is a public record has been captured into EDRMS, staff are permitted to delete that email. If there is uncertainty or confusion about whether an email is a public record or whether it can be deleted or not, please consult with Records.

13. DISPOSAL

Records may only be disposed in accordance with Council's approved retention and disposal schedule and the General Retention and Disposal Schedule for Administrative Records. This includes emails that are public records.

14. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 February 2011.

Signed: Date: 11 March 2020

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **Web Content Management Strategy**

Policy Number: **C/022**

Responsible Officer:	Communications Coordinator
Related Policies / Procedures:	Information Privacy Policy Information Management Policy Style Guide Policy Brand Identity Guidelines
Authorised by:	Somerset Regional Council
Authorised on:	24 July 2013 (Doc Id 713314)
Review / Amendment dates:	

1. OBJECTIVE

The intention of this Web Content Management Strategy is to ensure all information on Council's corporate website is updated regularly and is correct and current. This policy aims to clearly identify the key principles by which information needs to be managed and uploaded, the criteria by which we judge the quality of information and the life cycle of information and documents on Council's website.

This policy is to ensure information uploaded onto Council's website is in line with Council's corporate image, brand identity guidelines and that all information, forms and publications are accurate, timely and reflect Council's corporate and professional image.

2. PURPOSE

The purpose of this policy is to ensure all staff are aware of Council's commitment in delivering a corporate and professional image to ratepayers, residents and visitors and that this image extends to Council's corporate website (www.somerset.qld.gov.au). This policy also reiterates the importance of distributing current and accurate information that complies with Council's Style Guide Policy and Brand Identity Guidelines.

3. SCOPE

This policy applies to all Council employees and contractors who request or want information, notices, events, etc published on Council's corporate website.

4. POLICY

These are the official guidelines for Somerset Regional Council staff creating or contributing information or documents for uploading onto Council's website.

Each Council employee who would like content uploaded to Council's corporate website must fill out a Website Information Request Form with their name and department and have their department manager sign off on the completed document after sighting the proposed change or amendment to Council's website.

Documents that are regularly (daily, weekly or fortnightly) uploaded onto Council's website (specifically: agendas, minutes and media releases) do not require a Website Information Request Form to be filled out. These documents are directly emailed to the IT coordinator for uploading at the same time they are distributed to the public.

A Website Information Request Form must be signed by Council's Chief Executive Officer if a staff member is proposing to make a significant change/s to Council's corporate website or if a request is made to upload new information.

All Council employees must ensure the information, document or publication that is uploaded onto Council's page meets Council's Style Guide Policy and Brand Identity Guidelines. Council employees who are unsure of any document or publication should consult with Council's Communications Coordinator to ensure the document, form or publication meets Council's Style Guide.

All requests from external organisations, community groups or residents seeking to have information publicised, promoted or included on Council's website must put their request in

writing. Their request must detail what information or otherwise they are seeking to have included on Council's website, why, how this is relevant to Somerset Regional Council residents and an expiry date (when the information can be removed from the website). The recipient (Council employee) of this request must then fill out a Website Information Request Form and attach a copy of the external request to the form and have it signed by their department manager.

Each Website Information Request Form must have an expiry date or a review date listed. An expiry date is when the information needs to be removed from the website. An expiry date will apply to all event information, lost and found and similar documents uploaded onto Council's website. A review date is applicable to all documents that are not time specific. A review date must not be more than 12 months from the date of request logged on the Website Information Request Form. The employee completing the Website Information Request Form is responsible for ensuring the information is reviewed and updated. A blanket expiry date will apply to certain documents and or publications on Council's webpage. These documents include (but are not limited to):

- media releases are removed from Council's website six months from date of release

- agendas are removed and replaced with current Council minutes twice a month

- Minutes are removed two years from date of publication on website

- images uploaded to Council's gallery will be removed 12 months from date of publication on website

- budget material replaced with current budget information annually

Once the Website Information Request Form is completed and signed by the relevant department manager it needs to be submitted to the IT Coordinator for uploading. The employee who made the request will receive an email confirming the request once the information has been uploaded onto Council's website.

The IT Coordinator and Communications Coordinator will regularly check the Website Content Management diary to ensure information on Council's website is removed and or reviewed by appropriate staff.

An employee must inform the IT Coordinator immediately if they notice any incorrect or out of date information on Council's website to ensure it can be rectified.

Council's website allows for promotion of three key events on the home page. These three specific promotional areas (located in the middle of Council's homepage) will be updated weekly at the same time and will remain on Council's webpage in the specific spot for one week. Council's communications coordinator will liaise with Council's IT coordinator to determine what key projects, events or surveys are worthy of filling this specific spot each week. Only three individual topics can be promoted each week and priority will be given to upcoming events, promotions or surveys or events where deadlines, rsvp dates are required.

Each individual Council department will appoint one person with the responsibility of reviewing documents relevant to their department at the end of each month. This employee will be responsible for liaising with the IT coordinator and communications coordinator to ensure old contents on Council's website is removed, new content is uploaded and that documents on the site conform to Council's Style Guide Policy. This procedure is to ensure correct information is displayed on Council's website at all times.

5. EFFECTIVE FROM

24 July 2013

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 July 2013.

Signed: Date: 24 July 2013

Somerset
REGIONAL COUNCIL

Policy Subject/Title:	**Closed Circuit Television (CCTV) Policy**
Policy Number:	**C/033**

Responsible Officer:	Director Corporate and Community Services
Related Policies / Procedures:	Information management policy
Authorised by:	Somerset Regional Council
Authorised on:	23 May 2018 [Doc ID 1036271]
Amendments:	24 April 2019 [Doc ID 1109188]

1. OBJECTIVE

This policy guides the application and operation of Council's Closed Circuit Television (CCTV) system and the collection and management of associated personal information.

The CCTV system must be affordable for the community but provide an effective service.

2. BACKGROUND

Council strives to provide a safe and secure environment for residents, visitors and employees. In order to achieve this, Council has installed a number of cameras for security, public safety and crime prevention.

3. PURPOSE

Council understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from CCTV will be collected, stored, retained, disclosed and disposed of.

The purpose of the CCTV Program is to:

- Identify, manage, deter and reduce criminal behaviour, particularly in respect of Council resources
- Provide police with appropriate evidence to prosecute criminal offences
- Provide information about weather events.

4. SCOPE

This policy applies to Council controlled CCTV within the Council local government area.

5. POLICY

Personal Information and Collection

1. Under the *Information Privacy Act 2009* (IPA), personal information is any information or opinion about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

2. When the CCTV cameras record an image, they are recording personal information. Pursuant to the IPA, Council as a government body has to ensure that it complies with the Information Privacy Principles (IPP). In accordance with IPP 1-3, Council will only collect information where it is for a lawful purpose and it is relevant to the purpose of collection. Council will advise the public both on its website and on collection notices attached to and/or closely associated with the CCTV cameras, why it is collecting information and to whom it intends to provide the information to. For body-worn cameras and vehicle mounted cameras, the collection notices will be placed adjacent to the cameras.

3. Members of the public are able to access information about why information is being collected and who it is intended to disclose it to through the placement of collection notices at

the CCTV site. Each fixed CCTV site has been selected based on criteria that ensure collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection. While fixed CCTV cameras are placed so as not to be unnecessarily intrusive, body cameras and vehicle cameras necessarily travel with relevant employees, partly for the protection of those employees.

4. The collection of any personal information will be undertaken by authorised personnel. These personnel will be engaged in monitoring the CCTV footage, and where required accessing and downloading personal information (ie video images). Footage from body and vehicle cameras will be collected by the officer in charge of the camera and will be held for no more than seven days unless there is written authorisation from the Chief Executive Officer or delegate to retrieve and retain specifically identified (by location, time and content) footage.

5. Council will make best endeavours to ensure the accuracy of the personal information with accurate meta data recorded with the footage where possible (including date and time).

Management of Personal Information

6. The Director Corporate and Community Services is responsible for the CCTV system. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Director Corporate and Community Services will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

Storage of Personal Information

7. IPP 4 requires Council to protect any personal information against: loss; unauthorised access, use, modification or disclosure; and any other misuse.

8. The information collected by the CCTV system is stored digitally and is stored as confidential. Any footage or information that is released will be stored in Council's Records Management system under a specified subject file path.

Retention of Personal Information

9. All fixed CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of seven days. Footage from body and vehicle cameras will be automatically deleted after seven days (unless retrieved).

10. Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of seven (7) years.

Disposal of Personal Information

11. Any CCTV recordings that have not been downloaded and are subject to the seven days retention, will be automatically overwritten and the information will be consequently disposed.

12. Any recordings of images downloaded from the CCTV system and subsequently retained in Council's records management system, will be disposed of in accordance with Information Standard 40 – retention and disposal of public records.

Disclosure of Personal Information

13. Council will only disclose personal information in accordance with the purpose for which it was obtained.

14. Council may disclose personal information in the following circumstances:

a) To the Queensland Police Service for law enforcement services

b) Where required to or compelled by law

c) Under an Information Privacy Act request

d) Under a Right to Information request

e) In case of emergency or serious threat to the life, health, safety or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Services. Such agencies however will be limited to those agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service or the State Emergency Services.

15. Any authorised personnel requiring access to recover (whether that is to capture, copy or download) CCTV recordings will be required to obtain written approval from Council. In order to grant approval, the Director Corporate and Community Services must be satisfied that the appropriate documentation has been completed, that the request falls within the policy and that the disclosure or dealing will not be contrary to the IPA.

16. A record within Council's Records Management system will be kept of any disclosure that is made, including a copy of the document requesting disclosure and the disclosed images or recordings.

Affordable – effective asset management

17. The CCTV system will be a reactive system based on retrieval of historical imagery with no active overwatch of current images, video or other data.

18. No fixed new CCTV camera position is to be established without a Council resolution. Body cameras and vehicle cameras are only to be used by regulatory services officers.

Definitions

- Closed circuit television (CCTV) refers to the use of closed circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.

- Council refers to the Somerset Regional Council.

- Emergency Service Providers refers to the Queensland Police Service, Queensland Fire and Rescue Service, Queensland Ambulance Service and the State Emergency Service.

- Employee refers to any employee, contractor, volunteer etc. of the Council.

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 23 May 2018 and amended on 24 April 2019.

Signed: Date: 24/04/19

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **INFORMATION SECURITY POLICY**

Policy Number: **F/013**

Responsible Officer:	Director Finance
Related Policies / Procedures:	F/005 Risk Management Policy C/012 Confidentiality Policy C/013 Information Privacy Policy C/015 Information Management Policy C/016 Email Policy C/033 CCTV Policy HR/001 Code of Conduct HR/008 Email, internet and computer network usage Policy
Authorised by:	Somerset Regional Council
Authorised on:	28 October 2020 [Doc Id 1239435]
Amendments:	9 February 2022 [Doc Id 1369082] 27 September 2023 [Doc Id 1546497] 21 February 2024 [Doc Id 1587461]

1. OBJECTIVE

To ensure direction and cohesion on the importance of information security.

To establish a consistent approach to the implementation of information security to protect information assets and associated physical assets against unauthorised use or accidental modification, loss or release.

2. BACKGROUND

Somerset Regional Council recognises that a significant level of information risk exists due to a growing reliance on digital platforms and is committed to maintaining a focus on information security through a variety of policy and technical controls. Risks and the effectiveness of controls intended to manage those risks are periodically reviewed based on the traditional three objectives of confidentiality, integrity, and availability.

- Confidentiality – ensuring that information is only accessed by authorised users and for authorised purposes.
- Integrity - ensuring the authenticity, accuracy and consistency of information.
- Availability – ensuring that information is accessible by authorised users as required.

3. PURPOSE

To define the approach to maintaining and promoting a culture of information security where relevant stakeholders make effective risk-based decisions to protect critical and sensitive information used throughout Council from being compromised.

4. SCOPE

This policy applies to all users of Council's information systems including employees, contractors, third-party providers and Councillors.

5. POLICY

Definitions

- Authorised individual - a named individual who has been explicitly granted access to a system or resource.
- ICT - Information and communication technology.
- Information security – the protection of Council's data, applications, networks, computer systems and process control systems from unauthorised access, alteration, or destruction.
- Least privileged - cyber security concept promoting minimal user profile privileges on computers based on task necessities.
- Need-to-know – information access controls that deny access by default unless explicitly authorised by the information owner.
- Privileged account - an account that permits administrative-level changes.
- System - ICT equipment storing, transmitting or processing digital information.

Moratorium on new software

- No new software or systems that would be used for the capture and recording of personal information is to be acquired (including purchased, leased or acquired as software as a service) until the completion of agreed actions in sections 3.1, 3.3 and 3.5 in the internal audit report "Information Security Control Environment" of February 2023 (document 1581771).

Approved Access and Account Management

- An appropriately authorised permission form is to be provided before any new or changed access or permissions are provided, and users are to be positively identified prior to being granted access.
- Access is based on the security principles of least privilege and need to know, with group membership used to define access where possible.
- Privileged accounts must be limited to authorised individuals responsible for administering the system and are not be used to perform non-privilege level tasks.
- Where feasible technical controls will generate alerts for new or changed user and computer accounts.
- Network user and computer accounts are to be removed when no longer required and reviewed at least every two months to identify any orphaned accounts based on recent usage.
- Physical access is to be removed if no longer required.
- Shared or anonymous access is not permitted to any system containing critical and sensitive information. Library circulation computers are the only exception due to workflow requirements, and these are to have access only to internal library emails and the library management system.

- Personal accounts are not to be used to access or control systems containing Council information.
- All users have a responsibility to manage access to their systems and credentials.
- Systems will be logged and monitored for potential inappropriate access.
- Remote access to Council systems is by exception and will require director and CEO approval. Access to corporate information will be provided only via Council supplied assets except in the following circumstances:
    - o Approved vendor access to specific systems for support purposes.
    - o Councillor devices which are only permitted to access corporate email.
    - o At the discretion of the CEO in emergency circumstances such as a defined disaster. Remote access details and credentials are configured by ICT staff and not to be provided to end users.
    - o Where Council policy specifically permits

Password Controls

- Digital assets are to be secured by a minimum of unique identifier and authenticator, and additional factors where possible.
- Passwords are to have sufficient factors, length and complexity to delay an attacker's attempt in systematically checking all possible passwords until the correct one is discovered (dictionary attack).
- To protect against credential re-use attacks passwords are not to be re-used on multiple systems other than where single sign-on (SSO) has been implemented.
- Passwords are to be changed every six months.
- Passwords assigned to specific users are not to be shared.
- Vendor supplied and/or default passwords are not to be used on any system.
- Password management standards will be implemented as a technical control where possible on all system and user accounts, and by policy control and awareness campaigns where technical controls are not feasible.
- Privilege passwords for systems must be stored in a secured location that provides adequate access controls, role-based delegation and auditing.
- If a shared password is required to be used to access specific information this password is to be changed immediately upon changes to membership of the group accessing the information.
- Effective 30 June 2024, unless authorised by the CEO in writing for any nominated system, multifactor authentication will be installed in all systems, passwords in all systems will be forced to be changed every six months with a standard of at least 14 characters and the previous five passwords of the user will be unable to be used.

Physical Security Controls

- Access to Council corporate facilities is restricted to authorised personnel, requiring a signed-out key or fob assigned specifically to a user. Fob access is monitored, and higher security areas restricted to specific users. Corporate facilities are also secured by monitored alarm systems when unattended.
- Visitors to corporate facilities including contractors are required to identify themselves before entry, noted in the entry log and where practical, accompanied by authorised personnel.
- Physical access to the corporate network is restricted by various physical and technical controls.
- A 10-minute screen password protected auto lock will be put in place on all Council computers, tablets and phones (by ICT where the device is issued/controlled by ICT) or by the user where the device is controlled by the user.
- All computer users will manually lock their screens when or if the screen is out of sight of the user.

- All employees who keep or use personal identifiable and sensitive information that is in paper or other format that is readable by unauthorised persons will be required to remove that information from sight outside of normal working hours.
- Contractual arrangements with cleaners and other suppliers attending workplaces out of hours will contain relevant privacy/ probity requirements about Council information.

ICT Assets

- The current status of electronic assets that may contain data is recorded in an asset register that is audited periodically. Hardware and software discovery tools including mobile device management (MDM) software are also used to monitor assets and installed software.
- Assets assigned to a specific user such as laptops, mobile phones or software are the responsibility of that user and should be physically secured and always locked when not in direct use. The loss of any asset likely to contain data is to be reported to ICT immediately and will be dealt with in accordance with s307A of the Local Government Regulation 2012 (or successor legislation).
- Software installation is restricted through technical controls.
- ICT staff retain the right to remove, block or erase any hardware or software that is deemed unsuitable or unacceptable to the Council.
- Assets are to be securely disposed of when retired from service.

Security Awareness

- Information security training will be conducted via Council's electronic Learning Management System (eLMS) for all staff, contractors and Councillors with network access to critical and sensitive information. This training will reinforce that breaches of the information security policy or supporting policies including acceptable use policies may result in disciplinary action.
- This training will be delivered upon commencement and/or when users are first granted access, with follow-up annual mandatory training. Training and awareness campaigns may be tailored to specific stakeholders.
- Quarterly email phishing testing will be conducted for all staff, contractors and Councillors with access to corporate email. Staff, contractors and Councillors who fail phishing tests will be advised of the failures within 30 days and these staff, contractors and Councillors will be required to undertake and pass refresher information security training.
- Disciplinary action will be taken for all employees who fail phishing tests more than once in a three-year period.
- Every staff newsletter issued with fortnightly pay slips will contain an article about cyber security.
- Each quarterly Team Somerset Management Committee (TSMC) meeting will include ICT systems and cyber security as a standing agenda item.

Data Ownership

- Ownership, classification and responsibility for data and systems shall be set by the Chief Executive Officer in writing subject to default ownership, classification and responsibility as outlined in this policy.
- Council's data hierarchy shall be set by the Chief Executive Officer in writing subject to the identification through this policy that financial data and particularly payroll and accounts payable data is Council's most critical data.

Data Category	Responsible	Accountable	Classification
Financial *including payroll/ accounts payable/ financial/ rating system and ephemeral data* on data drive*	DFIN	DFIN	Most critical

Corporate records *including EDRMS and physical records*	DCORP	DCORP	
Spatial *including ephemeral data* on data drive but excluding Planning Scheme*	DOPER	DOPER	
Planning and Development *including ephemeral data* on data drive and Planning Scheme spatial data*	DPAD	DPAD	
Human Resources *including ephemeral data* on data drive*	DHRCS	DHRCS	
Executive *including ephemeral data* on data drive*	CEO	CEO	
Operations *including ephemeral data* on data drive, CAD, flood studies, LIDAR, Reflect*	DOPER	DOPER	
Tourism and marketing *including ephemeral data* on data drive*	DCORP	DCORP	

*When ephemeral data has been captured into the document management system it becomes a corporate record and the original should be deleted.

Review Process

- A review of Council's cyber security at a practical level will be requested as part of internal audit processes at least every three years.

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 21 February 2024.

Signed: ……..……. Date: 21 February 2024

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **Email, internet and computer network usage policy**

Policy Number: **HR/008**

Responsible Officer:	Chief Executive Officer
Legislative or Regulatory Reference:	*Local Government Act 2009* and regulations
Related Policies / Procedures:	Code of Conduct - Policy HR/001
Authorised by:	Somerset Regional Council
Authorised on:	14 March 2018
Review / Amendment dates:	14 May 2014 14 March 2018 [Doc ID 1021096]

1. OBJECTIVE

To provide a guideline for the use of Council provided computer resources including mobile telephones, internet and email.

2. BACKGROUND

This policy sets out the standards of behaviour expected of persons using Somerset Regional Council ("Council") email, internet and computer network, or when making reference to Council on external sites.

3. SCOPE

The Policy applies to all employees and Councillors utilising the Council computer network or related equipment except where employment contract conditions permit.

4. PRINCIPLES

4.1 This policy describes appropriate use of Council provided computer resources including Internet and email.

4.2 All Council policies and requirements with regard to ethical behaviour, fraud risk management and records procedures also apply.

5. APPLICATION OF POLICY

5.1 This policy applies to all people who use Council's computer network by any means ("users").

5.2 This policy also sets out the type of surveillance that will be carried out in Council's workplace, relating to the use of Council's computer network.

5.3 This policy does not form part of any employee's contract of employment, nor does it form any part of any other user's contract for service.

6. DEFINITIONS

6.1 "Confidential information" includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as pricing information such as internal cost and pricing rates, production scheduling software, special supply information, marketing or strategy plans, exclusive supply agreements or arrangements, commercial and business plans, commission structures, contractual arrangements with third parties, tender policies and arrangements, financial information and data, sales and training materials, technical date, schematics, proposals and intentions, designs, policies and procedures documents, concepts not reduced to material form, information which is personal information for the purposes of privacy law, and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential;

6.2 "Computer surveillance" means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of Council's computer network (including but not limited to the sending and receipt of emails and the accessing of websites).

6.3 "Computer network" includes all Council internet, email and computer facilities which are used by users, inside and outside working hours, in the workplace of Council (or a related corporation of Council) or at any other place while performing work for Council (or a related corporation of Council). It includes, but is not limited to, desktop computers, laptop computers, blackberries, palm pilots, PDA's, other handheld electronic devices, smart phones and similar products, and any other means of accessing Council's email, internet and computer facilities (including but not limited to, a personal home computer which has access to Council's IT systems).

6.4 "Intellectual property" means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade name, and all confidential information and including know-how and trade secrets.

6.5 "Person" includes any natural person, company, partnership, association, trust, business or other organisation or entity of any description and a person's legal personal representative(s), successors, assigns or substitutes.

7. USE OF INTERNET, EMAIL AND COMPUTERS

7.1 Where use is allowed, users are entitled to use Council's computer network only for legitimate Council business purposes.

7.2 Users are permitted to use Council's computer network for limited and reasonable personal use. However any such personal use must not impact upon the user's work performance or Council's resources or violate this policy or any other Council policy.

7.3 A user must not use Council's computer network for personal use if that use interferes with the efficient business operations of Council or relates to a personal business of the user.

7.4 Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any user in the course of using the computer network for the user's personal purposes.

8. REQUIREMENTS FOR USE

8.1 Users must comply with the following rules when using Council's computer network -

(a) users must use their own username/login code and/or password when accessing the computer network.

(b) users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.

(c) users should protect their username/login code and password information at all times and not divulge such information to any other person, unless it is

necessary to do so for legitimate business reasons.

(d) users should ensure that when not in use or unattended, the computer system is secured.

(e) If a user receives an email which the user suspects contains a virus, the user should not open the email or attachment to the email and should immediately contact the Systems Administrator for assistance.

(f) If a user receives an email, the content of which (including an image, text, materials or software) is in breach of this policy, the user should immediately delete the email. The user must not forward the email to any other person.

9. EMAIL

9.1 Email messages are an electronic form of correspondence. Individuals shall be responsible for ensuring that all appropriate Records procedures are complied with in relation to the receipt or dispatch of email as with all correspondence. Email users should be aware of the necessity to follow-up certain email messages with a signed hard copy communication where the circumstances require such.

9.2 All care should be taken to ensure that email messages are addressed correctly and that suitable security measures are taken when emailing confidential information.

9.3 Please be aware of attachment size when attempting to send an email, and reduce size as appropriate by converting to PDF, zipping or send information by other means such as CD.

9.4 Please note that Council email addresses are provided for work purposes and are not normally to be used for private matters.

10. COUNCIL WEBSITE

10.1 The Information Technology section will be responsible for the production, content and maintenance of the Council website, although some parts of the website may be updated by other staff with prior approval. All content is to adhere to the style and standards contained within the content management system framework.

10.2 Approval of the relevant Director will be required before any new web page is established. Each Director is responsible for the accuracy and maintenance of all material emanating from their department.

10.3 Where appropriate, all information submitted for inclusion should include a review or expiry date.

11. UNACCEPTABLE OR PROHIBITED CONDUCT AND USE

Unacceptable or prohibited conduct and use includes, but is not limited to:

11.1 Accessing, distributing or displaying unacceptable, illegal or potentially offensive content. This applies to material in any format and includes any material that is unlawful, obscene, threatening, abusive, libellous or hateful, of a sexual nature,

indecent or pornographic and encourages conduct that would constitute a criminal offence, gives rise to liability, or otherwise violates any local or national law.

11.2 Use of email for the distribution of hoaxes, chain letters, or advertisement or sending rude, obscene or harassing messages (including jokes).

11.3 Use of the Internet, email or Council network to conduct any commercial business that is not the business of Council (excluding personal banking), or for excessive personal use.

11.4 Use of the Internet to advertise, sell or purchase illegal materials and/or services, and soliciting, responding to or discussing any illegal actions over the Internet.

11.5 Intentional or negligent damage to equipment, systems, software or data belonging to Somerset Regional Council, whether such damage is physical, caused by propagation of computer viruses or other damaging software, or by any other means.

11.6 Transmission of comments or information that:

(a) may be defamatory or could adversely impact the image or reputation of Council; a defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people;

(b) is illegal, unlawful or inappropriate;

(c) may be perceived to be unethical or a conflict of interest, or

(d) provides confidential Council information to individuals or organisations unauthorised to receive such information, or

(e) contains an employee's personal view/opinion relating to any matter affecting Council;

(f) affects the performance of, or causes damage to Council’s computer system in any way.

11.7 Attempting unauthorised access to, or distribution of, information held by Council (including information provided by other parties), or allowing unauthorised access to this material.

11.8 Attempting unauthorised monitoring of electronic communications by any means.

11.9 Unauthorised duplication, storage or distribution of copyright protected material including but not limited to software, music or movies.

11.10 Infringement of license agreements and other contracts, including installation of Council owned software on a home computer.

11.11 Violation of the privacy of individuals or entities that are creators, authors, users or subjects of the information resources.

11.12 Allowing others to send email using your account (not including authorisation given to support staff or personal assistants), or distributing passwords to non-authorised persons.

11.13 Downloading, installing or utilising software (including games) on a Council computer or device without specific approval from the Information Technology section or CEO. Unauthorised software puts the network at risk and may violate licensing agreements. Under no circumstances should users modify software or hardware environments on Council's computer network.

11.14 Connecting unauthorised devices to the Council computer network. To clarify, employees and Councillors connecting any device that is not owned by Somerset Regional Council to any device in Council's network without the express written approval of the Chief Executive Officer is prohibited.

11.15 Violating copyright or other intellectual property rights;

11.16 Creating legal or contractual obligations on behalf of Council unless expressly authorised by Council;

11.17 Disclosing any confidential information of Council or any customer, client or supplier of Council's unless expressly authorised by Council;

11.18 Gaining unauthorised access (hacking) into any other computer within Council or outside Council, or attempt to deprive other users of access to or use of Council's computer network;

11.19 Using Council's computer facilities for personal gain, for example running a personal business.

12. SECURITY AND MONITORING

12.11 The Information Technology section is responsible for the overall security of the Council systems and data however individuals are personally responsible and accountable for their use of Council Internet, email or computer resources.

12.12 The Information Technology section will report to the Director of Corporate and Community Services and the Chief Executive Officer when the actions of a staff member breach the policy or subsequent guidelines, or result in unacceptable risk to the network.

12.13 It should be noted that all equipment, systems, data and network traffic may be monitored at any time and Council reserves the right to prevent (or cause to be prevented) the delivery of an email sent to or from a user, or access to an internet website by a user, if the content of the email or the internet website is considered to meet any of the criteria contained in Clause 11 of this Policy.

12.14 If an email is prevented from being delivered to or from a user, the user will receive a prevented delivery notice. The notice will inform the user that the delivery of the email has been prevented. The notice will not be given if delivery is prevented in the belief that -

(a) the email was considered to be SPAM or contain potentially malicious software; or

(b) the content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or data stored on any of Council's equipment;

(c) the email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive.

12.15 Quarterly testing of all people covered by the policy (ie employees and Councillors) assigned Council electronic devices will be carried out by sending emails that resemble infected emails or otherwise relevantly testing all officers or selected officers (including randomly selected officers) and recording the number and other details of officers who open attachments or links in those emails and similar vectors. Test results will be recorded on both employee files and in Council's document management system. This testing will follow general awareness information provided to relevant persons about the policy requirement and about the potential implications of malware. The outcomes of the testing will help inform Council's further cybersecurity strategies including whether further training is required and the main sources/ areas of risk. Responses to identified risk demonstrated on a repeat basis include potential disciplinary action and additional physical controls on relevant devices.

13. TYPE OF SURVEILLANCE IN COUNCIL'S WORKPLACE

13.1 On a continuous and ongoing basis during the period of this policy, Council will carry out computer surveillance of any user at such times of Council's choosing and without further notice to any user.

13.2 Computer surveillance occurs in relation to -

(a) storage volumes;

(b) internet sites - every internet site visited is recorded including the time of access, volume downloaded and the duration of access;

(c) download volumes;

(d) suspected malicious code or viruses;

(e) emails - the content of all emails received, sent and stored on the computer network (this also includes emails deleted from the Inbox); and

(f) computer hard drives - Council may access any hard drive on the computer network.

13.3 Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into suspected misconduct.

13.4 Council may use and disclose the computer surveillance records where that use or disclosure is for -

(a) a purpose related to the employment of any employee or related to Council's business activities; or

(b) use or disclosure to a law enforcement agency in connection with an offence; or

(c) use or disclosure in connection with legal proceedings; or

(d) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

14. PASSWORDS

Network user password standards are as follows:

- Minimum 6 characters.
- Must have a mix of upper and lower case, plus at least one number or other non-alphabetical character (eg Password1).
- Don't use your username as your password.
- Cannot be any of your last 4 passwords.
- User passwords are not normally to be shared, and should be changed regularly to ensure security.
-

15. ADDITIONAL COSTS

15.1 Council has met all costs associated with the provision of the computer network and access to the Internet including access line rental.

15.2 Any additional costs incurred by personal use of the Internet or Council network must be met by the officer incurring the charge. This includes but is not limited to printing costs, excess bandwidth charges or specific charges to utilise a particular web site.

16. VIOLATION AND ENFORCEMENT

16.1 Violation of this policy will be taken seriously and may result in the suspension or cancellation of access to electronic facilities and/or result in disciplinary action including possible termination of employment and civil or criminal liability depending on the circumstances.

16.2 Users must comply with the requirements of this. Any breach of this policy may result in disciplinary action which may include termination of employment (or for persons other than employees, the termination or non-renewal of contractual arrangements).

16.3 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of Council's computer network whether permanently or on a temporary basis.

17. VERSION

This version of the policy became effective on 14 March 2018.

18. CONTROLS

This policy is subject to controls as outlined within the policy.

19. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 14 March 2018.

Signed: Date: 14 March 2018

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

Policy Subject/Title:	**Email, internet and computer network usage policy**
Policy Number:	**HR/008**
Amendment Dates:	14 May 2014 14 March 2018

I acknowledge:

- Receiving the Somerset Regional Council Policy HR/008;
- That I understand the content of the policy;
- That I should comply with the policy; and
- That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment

Your Name: .....

Signed: .....

Date: .....

Somerset
REGIONAL COUNCIL

Policy Subject/Title: **Information Management and Security Policy**

Policy Number: **C015**

Responsible Officer:	Director Corporate and Community Services
Legislative References:	*Information Privacy Act 2009* *Local Government Act 2009* *Public Records Act 2023* *Right to Information Act 2009* Local Government Regulation 2009
Related Documents	F005 Risk Management Policy F012 Business Continuity Plan Policy HR001 Code of Conduct Code of Conduct for Councillors in Queensland C020 Social Media Policy – Guidelines for Use C021 Style Guide Policy Essential 8 Framework and Information Security Manual: Australian Signals Directorate, Cyber Security Terminology < Cyber Security Terminology | Cyber.gov.au > National Institute of Standards and Technology, US Department of Commerce, Computer Security Resource Centre 'Glossary' < Glossary | CSRC (nist.gov) > Queensland Government's Information Security Standard (IS18:2018) Queensland State Archives: Records governance policy v1.0.2 Queensland State Archives: Records governance policy implementation guideline v1.0.1

Related Forms:	*Right to Information and Information Privacy Access Application* CCTV Information Request Form (F563) Employee Permissions (F841)
Authorised by:	Somerset Regional Council
Authorised on:	27 November 2024 (Doc Id)
Effective date:	5 December 2024
Review / Amendment dates:	

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1. PURPOSE

The purpose of this policy is to:

- transform information management from an operational function to a strategic enabler, supported at all levels of Council and
- document Council's commitment to take all reasonable steps to ensure:

    - the integrity and completeness of information being made, managed and preserved by Council[1];
    - a strong foundation for systematically and effectively managing complete and reliable records and information[2];
    - the security of confidential information held by Council;
    - the protection of personal information collected, stored, handled, accessed, amended, managed, transferred, used or disclosed by Council[3].
    - the discoverability and accessibility of records and information[4];
    - compliance with requests to access records in accordance with the provisions of the *Right to Information Act 2009*, the *Information Privacy Act 2009* and by Court Order;
    - a consistent approach to the implementation of information security to protect *Corporate Information*, information assets and associated physical assets against unauthorised use or accidental modification, loss or release; and
    - maintaining business continuity.

2. SCOPE

This policy applies to all *Corporate Information*, including, but not limited to, *Public Records*, *Confidential Information*, and *Personal Information*. All *Elected Members* and *Staff* must comply with this policy.

As members of a *Public Authority*[5], all *Elected Members* and *Staff* have a responsibility to make and manage full and accurate records of Council actions or decisions[6] and actively support compliance with Queensland State Archives Records Governance Policy requirements[7].

All *Elected Members* and *Staff* are also responsible for protecting information held by Council. This protection includes:

- not releasing information that the *Elected Members* and *Staff* know, or ought reasonably to know, is *Confidential Information*[8]*;*
- not using *Confidential Information* to gain an advantage (personally or for someone else) or to cause detriment to the local government[9];
- not disclosing *Personal Information* unless allowable by the *Information Privacy Principles* or other relevant legislation
- maintaining and promoting a culture of information security to protect *Corporate Information.*

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[1] Schedule 1 'Public record principles', *Public Records Act 2023*.
[2] Queensland State Archives: Records governance policy v1.0.2, p. 1.
[3] s6, *Information Privacy Act 2009.*
[4] Queensland State Archives: Records governance policy v1.0.2, p. 1.
[5] s8, *Public Records Act 2023.*
[6] Part 2, Division 2, *Public Records Act 2023.*
[7] Queensland State Archives: Records governance policy v1.0.2; Queensland State Archives: Records governance policy implementation guideline v1.0.1.
[8] s171, *Local Government Act 2009;* s200 *Local Government Act 2009.*
[9] s171, *Local Government Act 2009;* s200 *Local Government Act 2009.*

The responsibility to protect *Confidential Information* and *Personal Information* remains in effect even when *Elected Members* or *Staff* cease their role with Somerset Regional Council.

Individual responsibilities include, but are not limited to:

- being aware of *Corporate Information Systems*
- being competent in the use of Council's *Electronic Document Records Management System* (*EDRMS*), if you have authorised access to this system;
- ensuring all documents created or that need to be created by the individual are registered in Council's *Electronic Document Records Management System* (*EDRMS*);
- only viewing or retrieving *Corporate Information, Confidential Information* and *Personal Information*, and any other resources that are required for the functioning of their position
- protecting information held by Council, including *Corporate Information, Public Records*, *Confidential Information* and *Personal Information*,
- protecting information that could identify an individual,
- ensuring cyber security measures are complied with,
- attending appropriate training courses provided, and asking for assistance when needed, either for training or system related problems;
- complying with all policies and procedures that relate to the management of *Corporate Information*.

Third Party Providers are also responsible for protecting *Corporate Information*, *Confidential Information* and *Personal Information.* All reasonable steps will be taken to protect information Council holds from loss, unauthorised access, use, modification, disclosure or any other misuse. This includes taking all reasonable steps to prevent unauthorised use by contractors engaged for the provision of a service to Council.

3. DEFINITIONS

a)	*Access*	means providing an individual with personal information about himself / herself that is held by Council. This may include allowing that individual to inspect personal information or to obtain a copy of the personal information.
b)	*Associated Document*	*Corporate Information* that relates to the same topic or task
c)	*Authorised Individual/s*	a named individual who has been explicitly granted permission to use a system, application, resource or facility.
d)	*Authorised Person/s*	an individual appointed in order to investigate, monitor and enforce compliance with various legislation within the parameters of a local government.
e)	*Confidential Information*	is information generally not known by or available upon request to the public. This includes information that: - identifies and relates to a particular individual, or - carries a risk that, if released or improperly used, would cause harm to the Council or a member of the community, or give an unfair advantage to someone.

For clarity, the following classes of information must always be treated as confidential:

(i) legal advice received by Council, including the request for legal advice, the substance or effect of that legal advice, or any conclusions reached in that legal advice, or any reasoning upon which those conclusions were reached, or any course of action recommend in that legal advice;

(ii) information provided to Council on the condition that it is kept confidential;

(iii) information dealing with the appointment, dismissal, discipline or appraisal of employees;

(iv) information dealing with industrial matters affecting employees;

(v) information associated with the preliminary budget;

(vi) information dealing with rating concessions;

(vii) information associated with contracts proposed by the Council;

(viii) information associated with starting or defending legal proceedings;

(ix) information dealing with the security of property;

(x) information dealing with trade secrets of any person or body;

(xi) information considered and discussed in meetings closed to the public, pursuant to the *Local Government Act 2009* and Local Government Regulation 2012[10];

(xii) commercial-in-confidence information associated with any person or body;

(xiii) names and / or addresses of complainants or witnesses; or

(xiv) any other information designated as confidential by the Chief Executive Officer, unless Council resolves otherwise. For example, a report is presented to Council

[10] s254J Local Government Regulation 2012.

designated as Confidential by the CEO, Council can then read the agenda and make a determination as to whether it is confidential or not. Council can resolve THAT this matter be discussed in open session and / or the confidentiality designation for this matter be removed / direct CEO to remove the confidential designation on this matter.

f)	*Corporate Information*	includes, but is not limited to, *Public Record*/s, discussions, documents, electronic data or knowledge.
g)	*Corporate Information Systems*	Any software, programs or platforms utilised by *Elected Members* and *Staff* including, but not limited to Skytrust, Onedrive, Sharepoint, Reflect, Civica Practical, Guardian, etc. that contain *Corporate Information*.
h)	*Corporate Social Media Accounts*	includes the Somerset Regional Council Facebook page, Instagram and LinkedIn accounts.
i)	*Corporate Website*	means < www.somerset.qld.gov.au >
j)	*Cyber Security Event/s*	an occurrence of a system, service or network state indicating a possible breach of security policy, failure of safeguards or a previously unknown situation that may be relevant to security.
k)	*Cyber Security Incident/s*	an unwanted or unexpected cyber security event, or a series of such events, that has either compromised business operations or has a significant probability of compromising business operations.
l)	*Data Owner*	is accountable for specified Council activities and may also be responsible for those activities on a day to day basis individually, or with the assistance of other *Authorised Individual/s* (as specified in Clause 4.4.1 of this policy).
m)	*Data Breach*	any kind of unauthorised access, disclosure or loss of *Personal Information.*
n)	*Disciplinary Action*	may include: - suspension, disconnection or cancellation of access to *Systems* (all or part) either permanently or on a temporary basis, - issuing a warning, - termination of employment, - termination or non-renewal of contractual arrangement, - civil or criminal liability and / or prosecution.

o)	*Elected Members*	the Mayor, Deputy Mayor and Councillors.
p)	*Electronic Document Records Management System* or *EDRMS*	is MAGIQ Documents software. All other *Corporate Information Systems* utilised by Council are not Council's *Electronic Document Records Management System*.
q)	*Ephemeral Documents*	emails that are not *Public Records*, have short term informational value and are only required to be retained for a short time (while they are needed for reference purposes). Examples of *Ephemeral Documents* include: - duplicate or cc (courtesy copy) emails that are used only for reference or information purposes and not as a public record - emails that are part of a distribution list - meeting / appointment notifications - spam and unsolicited advertising material - out of office notifications - automated replies.
r)	*Financial Management System*	is Civica Practical. All other *Corporate Information Systems* utilised by Council are not Council's *Financial Management System*.
s)	*Group Membership*	a method of providing the same access permission to a defined group of *Authorised Individuals*. Membership of each defined group is specified in C015 – P01 ICT Management and Security Procedure.
t)	*ICT*	Information Communication Technology
u)	*Information Privacy Principles*	as outlined in Schedule 3 'Information privacy principles' of the *Information Privacy Act 2009*[11].
v)	*Least Privilege*	information security concept promoting minimal user profile privileges based on the task necessities of an *Authorised Individual* in the context of their appointed role.
w)	*Need To Know*	information access controls that deny access by default unless explicitly authorised by the *Data Owner*.
x)	*Non-Corporate Websites*	means other than Council's *Corporate Website* e.g. < www.experiencesomerset.com.au >. Responsibility for *Non-Corporate Websites* is with the relevant section's Manager or Team Leader.

[11] Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

y) *Personal Information* — as per definition in the *Information Privacy Act 2009*[12].

Note that the definition of 'individual' in the Acts Interpretation Act 1954 (Qld) is 'a natural person'[13]. A natural person can only be a living person, however care should be taken when handling information of the deceased, as it may also be personal information of the living, for example, a family member.

Types of personal information held by Council may include, but are not limited to:

- names and addresses
- telephone numbers
- age and/or date of birth
- property ownership and/or occupier details
- animal ownership
- payment histories
- pensioner/concession details
- library membership
- photograph/s or other pictorial representation of a person.

Documents to which the *Information Privacy Principles* do not apply include, but are not limited to:

- generally available publications, for example, White Pages Australia directory; information or documents available on readily available websites;
- anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition;
- material kept in public records and archives such as the Commonwealth or State archives that is not in a restricted access period under the *Information Privacy Act 2009*;
- those contained in a public interest disclosure;
- those relevant to an investigation into corruption.[14]

z) *Privacy Officer* — the Director Human Resources and Customer Service and the Director Corporate and Community Services.

aa) *Privileged Access* — is access by an *Authorised Individual* that has permission to:

- make changes at an administrator level, and / or
- access higher security areas restricted to specified *Authorised Individuals*.

[12] Definition of 'Personal Information', Schedule 5 Dictionary, *Information Privacy Act 2009*; s12 *Information Privacy Act 2009*.
[13] Schedule 1 Meaning of commonly used words and expressions, *Acts Interpretation Act 1954*.
[14] Schedule 1 Documents to which the privacy principles do not apply, *Information Privacy Act 2009*.

bb) *Public Authority* — as per definition in the *Public Records Act 2023*[15].

cc) *Public Record/s* — as per definition in the *Public Records Act 2023*[16].

As further guidance, a *Public Record* is any document that meets one or more of the following criteria:

- Does it provide evidence of the actions and / or decisions of a *Public Authority* while undertaking its activities (e.g. exercise of its statutory, administrative or other public responsibilities)?
- Does it provide context to a *Public Record*?
- Does it convey information essential or relevant in making a decision?
- Does it convey information upon which others will be, or are likely to be making decisions affecting the Council's operations, or rights and obligations under legislation? e.g. does it document advice given or received in the course of business.
- Does it commit Council to certain causes of action or the commitment of resources or provision of services? e.g. does it document a business decision.
- Does it provide evidence of a business transaction?
- Does it convey information about matters of public safety or public interest, or involve information upon which contractual undertakings are entered into?
- Is the information likely to be needed for future use, or is it of historical value or interest?

Public Records are based on content (what is being documented), not the format used or where they are located (e.g. *Corporate Information Systems,* social media accounts, mobile devices, non-Corporate email accounts, etc.).

The term includes, but is not limited to:

- emails, texts and instant messages
- incoming correspondence
- outgoing correspondence
- timesheets
- telephone conversations
- financial transactions
- internal documents and correspondence (e.g. maps, plans, drawings, photographs, reports,

[15] s8, *Public Records Act 2023*.
[16] s9, *Public Records Act 2023*.

memos)
- inspection reports
- warranty documents
- file notes
- files
- social media posts, comments and messages
- videos and body worn camera footage
- data and content produced in software.

dd) *Software Liaison/s* — includes all staff who hold a nominated role in Council's organisational structure and are listed as a *Software Liaison* for a specified *Corporate Information System* in C015 – P02 Records Management and Security Procedure.

ee) *Staff* — includes a person employed by Somerset Regional Council on a temporary, part-time or full-time basis and, also, includes a person engaged to perform standard employee functions under a contract for services (e.g. contractor, consultant, etc.).

ff) *System/s* — includes anything that stores, transmits, or processes digital information, including but not limited to:

- any Council issued *ICT* equipment e.g. computers, tablets, phones, printers, scanners, etc.
- computer programs
- software applications
- cloud-based applications
- closed circuit television (CCTV) system.

gg) *Third Party Providers* — service providers, integrators, vendors, telecommunications and infrastructure support that are external to the organisation.[17]

4. POLICY

4.1 PROPER MANAGEMENT OF PUBLIC RECORDS

4.1.1 What is a Public Record?

The definitions section of this policy provides useful guidance on what constitutes a *Public Record* for the purposes of this policy.

Failure to adequately keep records in Council's *Electronic Document Records Management System* (*EDRMS*) may result in *Disciplinary Action* and could leave individuals at risk of prosecution for unlawful disposal of public records[18]. Disposing of a public record includes,

[17] 'Third-party Providers – Glossary', National Institute of Standards and Technology < Third-party Providers - Glossary | CSRC (nist.gov) >.
[18] s23 *Public Records Act 2023*.

but is not limited to, destroying, deleting, altering or damaging a record in such a way that the accuracy and / or integrity of the record is compromised.[19]

The accepted process for dealing with a *Public Record* is outlined in this policy. Advice about the proper document management process applicable to a *Public Record*, other than those provided in this policy, should be directly sought from C015 – P02 Records Management and Security Procedure or Council's Records Team.

- **Emails, texts and instant messages**
  Staff, and *Elected Members*, receiving and sending business related emails, texts and instant messages are responsible for ensuring that all details are registered in Council's *EDRMS* in accordance with instructions provided in C015 – P02 Records Management and Security Procedure. This includes emails, texts and instant messages relating to Council business received to a non-Corporate email account, phone or instant message service.

  Emails that are not *Public Records*, have short term informational value and are only required to be retained for a short time (while they are needed for reference purposes) are referred to as *Ephemeral Documents. Ephemeral Documents* are not required to be registered in Council's *EDRMS* because they do not meet the definition of a *Public Record.*

  The use of non-Corporate email accounts when conducting official Council business is prohibited and could result in *Disciplinary Action*. Should an email relating to official Council business be received to a non-Corporate account, the receiver should respond to the sender and direct them to use the Council issued email address (the Councillor's official Somerset Regional Council issued email address, or for staff, < mail@somerset.qld.gov.au >).

  The use of social media platforms to conduct official Council business where settings enable messages to be deleted / removed upon opening / being read in the first instance is prohibited and could result in *Disciplinary Action*. Examples of these platforms include, but is not limited to, Snapchat and WhatsApp. The use of social media platforms where messages can be removed instantaneously (or close to) creates an unreasonable risk to the loss and destruction of *Public Records*.

- **Incoming Correspondence**
  Incoming correspondence will be registered in Council's *EDRMS* by the Records Team and forwarded to the responsible officer. Documents will be distributed via the responsible officer's Task List for appropriate action. It is every officer's responsibility to check their task list on a regular basis.

  Exceptions to electronic distribution will be:

  - documents containing pages larger than A3 in size;
  - hard copied items that cannot be scanned (books, annual reports, etc.)
  - forms, surveys and other documents that require signatures or items to be filled out by the Council or a representative.

- **Outgoing Correspondence**
  Staff and *Elected Members* producing outgoing correspondence will be responsible for ensuring that the correspondence is registered in Council's *EDRMS* in accordance with C015 – P02 Records Management and Security Procedure.

[19] see definition of 'dispose' in Schedule 3 'Dictionary', *Public Records Act 2023*.

Physical outgoing correspondence (hard copy) that:

- is a *Public Record*,
- is not registered electronically,
- does not have a digital signature applied, and
- contains a signature that needs to be documented in Council's *EDRMS,*

must be left with an appropriately sized and addressed envelope in the Outgoing Mail tray located in the vicinity of the Records Team for scanning and registration into Council's *EDRMS*. After scanning and registering, the Records Team will seal the hard copy documents in the addressed envelope provided in readiness for the Customer Service Team to complete the outgoing mail process.

- **Timesheets**
  All timesheets will be recorded accurately into Council's *Financial Management System* by relevant officers. These officers will be responsible for inputting the information as provided and will not be responsible for any inaccurate or incomplete information so provided.

- **Telephone Conversations**
  Notes concerning business related telephone conversations are to be entered in Council's *EDRMS* if considered appropriate by the *Elected Member* or *Staff* engaged in the relevant conversation. Accountability for this requirement rests solely with the *Elected Member* or *Staff* member involved in the conversation. If the conversation is integral to a decision making process, it is appropriate that it be captured. Recordings of conversations are to be treated in the same manner.

- **Financial Transactions**
  All financial transactions of the Council are to be recorded in the *Financial Management System*.

- **Internal Documents and Correspondence**
  All internal correspondence, including email correspondence, is to be dealt with in the same manner as external correspondence and registered in Council's *EDRMS* if it is a *Public Record*.

  For Officer's Reports, the final version is the version of document considered by Council at its meeting, albeit that this may be different to the version submitted by *Staff* for the draft agenda. Council's meeting agenda, being the final version as distributed to Councillors for consideration, is registered as a document, in its entirety.

- **Inspection Reports**
  All versions of inspection reports are to be maintained and registered in Council's *EDRMS*.

- **Warranty documents**
  Warranty documents will be captured in Council's *EDRMS* under a specific warranties folder and once captured, are to be assigned as tasks to the most relevant officer (e.g. the workshop supervisor for mobile plant warranties) to manage the risk of Council commissioning maintenance over an item that is covered by warranty.

- **File Notes**
  File notes, including hand written notes, must also be entered into Council's *EDRMS*.

- **Files**
  Staff that borrow files accept responsibility for the location and security of those files until they are returned to the Records Team. Files must be returned to the Records Team when no longer required. If a file is passed from one *Staff* member to another, it is the responsibility of the first *Staff* member to notify the Records Team of the changing location.

- **Social Media Posts**
  It is acknowledged that social media is a tool used by both *Elected Members* and *Staff to* to promote Council and its activities. Social media posts that are a direct share of material prepared and posted by *Staff* are not required to be registered, as these will be captured in Council's *EDRMS* by the *Staff* member who has produced and sought approval for public release of the material.

  Staff and *Elected Members* making social media posts that relate to Council business and activities, other than reposting of material prepared and posted by *Staff*, are responsible for ensuring that details are registered in Council's *EDRMS*, if they meet the definition of a *Public Record.* This includes any comments made on social media posts, unless the comment is simply tagging another social media user with no other comment or wording. A screenshot of the post and / or comment is sufficient.

  Elected Members and *Staff* should encourage members of the public to use email for Council matters due to the benefits of record keeping and the potential to provide a considered response where necessary.

- **Videos and body worn camera footage**
  Staff that produce videos or body worn camera footage are responsible for ensuring that C015 – P04 Body Worn Camera and Recording Phone Calls Procedure is adhered to.

- **Data produced in software (e.g. Skytrust, Reflect, Civica Practical, etc.)**
  Software Liaisons are responsible for ensuring that the data and content in *Corporate Information Systems* is registered into Council's *EDRMS*.

  Software Liaisons are also responsible for compliance with requests to access records in accordance with the provisions of the *Right to Information Act 2009*, the *Information Privacy Act 2009* and by Court Order.

4.1.2 Creating and Registering a Public Record

Public Records require all necessary details for a record to be full and accurate, including all attachments. This means that any *Public Record* must contain content, context and have a structure.

To create a full and accurate *Public Record*:

- Ensure the subject line is a summary of the document or an action statement. It may also contain a file reference or a document identification number for the document attached or an *Associated Document*.

- Include a signature or salutation block.

- If sending an email, include a disclaimer concerning dissemination or distribution of contents to / by unintended recipients.

To ensure information security and business continuity, when creating and registering *Public Records*, the following action must be taken:

- All internally and externally created emails that are identified as *Public Records* should be captured in Council's *EDRMS* as soon as possible, and within two (2) business days. Once the email has been captured in Council's *EDRMS,* it should be deleted from the *Authorised Individual's* email account.

  If there is uncertainty or confusion about whether an email is a *Public Record*, or whether it can be deleted or not, the Records Team should be consulted.

- If sending an email external to the organisation (someone other than *Elected Members* or *Staff*), Council's corporate email address should be used: < mail@somerset.qld.gov.au >, External emails should be received via Council's corporate email address < mail@somerset.qld.gov.au >, not the email address issued to an *Authorised Individual*. Failure to do so may result in *Disciplinary Action*.

- When sending an email to multiple recipients and at least one of these is external to the organisation, the BCC (blind carbon copy) option should be used to protect the privacy of the recipients, and Council's individually issued email addresses. This negates the possibility of external parties emailing a *Staff* member directly, instead of through < mail@somerset.qld.gov.au > as required by this policy.

- Email threads (a series of replies back and forth pertaining to the same message) are to be captured as each email is sent or received. As capture becomes a routine component of the business process, the risk of non-capture of records is reduced.

- External emails, being those received from people other than *Elected Members* and *Staff*, are to be registered by Council's Records Team. These emails should be received via Council's corporate email address: < mail@somerset.qld.gov.au >.

- For internal emails (emails sent between *Staff*), it is the responsibility of the sender to register the email in Council's *EDRMS*. Should the recipient of an internal email respond, the recipient becomes the sender and is therefore responsible for registering the response in Council's *EDRMS.*

- Should *Elected Members* send or receive *Public Records* via email, they are required to forward or bcc (blind carbon copy) < mail@somerset.qld.gov.au > to enable the Records Team to capture the records in Council's *EDRMS*.

- *Staff* who have been granted an exemption by the Chief Executive Officer to specified requirements contained within this policy are listed in C015 – P02 Records Management and Security Procedure, along with:

  - the specific requirements they are exempted from, and
  - the alternative process they are required to follow.

4.1.3 Amendments to Public Records

Any amendments made to Council information must be auditable. Audit trail requirements include:

- Date of amendment

- Reason for amendment
- *Staff* member responsible for amendment
- Authority for amendment
- Notification of stakeholders of information (if appropriate).

Emails assessed as *Public Records* cannot be altered after they have been sent or received. If an email that is a *Public Record* is forwarded or amended and sent to someone else in the course of business, it must be captured as a new *Public Record*.

4.1.4 Retention and Disposal of Public Records

All *Public Records* will be retained and disposed of in accordance with the approved Queensland State Archives Retention and Disposal Schedules. Details of the Schedules are available by contacting the Records Team.

Elected Members and *Staff* are not to dispose of *Public Records*. The disposal of documentation will be carried out by the Records Team and *Software Liaisons*, at the direction of the Chief Executive Officer.

It should be noted that once a document is registered into Council's *EDRMS*, the copy of the registered document stored in a Council *System* should be deleted.

4.1.5 Software Liaisons

Staff appointed to a Director role and *Software Liaisons* are responsible for ensuring that:

- the data and content in *Corporate Information Systems* is registered into Council's *EDRMS*
- only appropriate and approved documentation or data is captured in *Corporate Information Systems* e.g. copies of photographic identification is not to be recorded in Council's *Corporate Information Systems*.

Software Liaisons are staff who hold a nominated role in Council's organisational structure and are listed as a *Software Liaison* for a specified *Corporate Information System*. They are required to be:

- a regular user of the *Corporate Information System* for which they are appointed,
- well versed in its use and capacity, and
- capable of providing training to relevant *Staff* in the use of the *Corporate Information System*.

Further guidance relating to the *Software Liaisons'* role and the appointment process is contained within C015 – P02 Records Management and Security Procedure.

Upon receipt of requests for *Public Records* (e.g. Right to Information applications, Information Privacy Applications, Court Orders), *Software Liaisons* are responsible for:

- searching *Corporate Information Systems* for requested documents,
- auditing documents found matching the search criteria to ensure they are registered in Council's *EDRMS,* and
- providing a signed memorandum to the Director Corporate and Community Services and the Records Team Leader, advising the extent of the search undertaken, the results of the audit and attaching a schedule of documents.

Software Liaisons are responsible for disposing of copies of *Public Records* held in *Corporate Information Systems*, other than Council's *EDRMS,* consistent with Council's retention and disposal schedule, at the direction of the Chief Executive Officer.

It should be noted that for business continuity purposes, all *Corporate Information Systems* and *Systems* must have a member of the Information Services Team nominated as an administrator.

4.1.6 Security and Monitoring

Software Liaisons designated for *Corporate Information Systems* in accordance with C015 – P02 Records Management and Security Procedure, are responsible for ensuring that adequate training is available to all *Staff*, both at induction and on an ongoing basis, to ensure *Staff* capabilities are sufficient to meet their responsibilities.

Software Liaisons will be responsible for auditing staff capabilities on a quarterly basis. This may take the form of auditing the data and content contained in a *Corporate Information System* with that registered in Council's *EDRMS*, or undertaking any other relevant means of testing the security and accuracy of Council's *Corporate Information* and *Systems*. This testing may be conducted for all *Authorised Individuals* or selected *Authorised Individuals* (including by random selection).

Audit results will be recorded on employee personnel files in Council's *Electronic Document Records Management System*. The outcome of auditing will help inform Council's cybersecurity and record keeping strategies, including whether additional training is required, and the main sources / areas of risk. Unsatisfactory audit results, demonstrated on three (3) occasions, may result in *Disciplinary Action* and additional controls being implemented for relevant *Systems*.

Software Liaisons will report to their Director, the Chief Executive Officer and the Manager Information Services when the actions of an *Elected Member*, *Staff* member or *Authorised Individual* have breached, or are suspected to have breached, this policy and / or any other Council policies or procedures.

If *Software Liaisons* have concerns about staff capabilities at any time, especially post-audit, they must raise this with their Director,the Chief Executive Officer and the Manager Information Services.

4.1.7 Exit Process

It is the responsibility of the *Elected Member* or *Staff* member exiting the organisation to ensure that any work product contained in Council's *Systems* is dealt with appropriately. This may include, but is not limited to:

- ensuring all *Public Records* have been registered into Council's *EDRMS;*
- *Public Records* that have been registered into Council's *EDRMS* have been deleted from the *System* in which they were originally created / stored;
- draft documents that do not constitute a *Public Record* are deleted;
- position manuals / instructions / proforma documents updated and supervisor notified of their location.

Should the *Elected Member* or *Staff* member fail to complete this process, the responsibility for undertaking the required tasks will fall to the *Software Liaison*, in the event it is an *Elected Member*, or the *Staff* member's supervisor, should it be a member of *Staff*.

4.2 PROPER MANAGEMENT OF CONFIDENTIAL AND PERSONAL INFORMATION

4.2.1 How is *Confidential Information* to be treated?

Elected Members and *Staff* will preserve the confidentiality of *Confidential Information*, to the fullest extent possible. *Confidential Information* will only be released when Council is obliged to do so in accordance with relevant legislative provisions.

Confidential Information must not be released to any person unless:

- the information relates only to that person (i.e. it is solely information about the person); or
- it is information that relates to a person, and that person has provided Council with written authority to release the information to someone else; or
- the release is necessary for the conduct of Council's business and is in the public interest; or
- the Council is obliged by law to release the information to that person.

If *Elected Members* or *Staff* are unsure whether information or a document is confidential, the *Elected Members* or *Staff* must consult with the Chief Executive Officer (or the Chief Executive Officer's delegate) before taking any action that may result in the information or document becoming available to a member of the public.

Elected Members and *Staff* must not access *Corporate Information* except to the extent that it is necessary to do so in order to perform official duties.

Failure to protect *Confidential Information* will result in *Disciplinary Action* and could leave individuals at risk of prosecution for:

- releasing information that *Elected Members* or *Staff* know, or ought reasonably to know, is *Confidential Information*,
- using *Confidential Information* acquired as *Elected Members* or *Staff* to gain an advantage (personally or for someone else),
- using *Confidential Information* acquired as *Elected Members* or *Staff* to cause detriment to the local government.[20]

The responsibility to protect *Confidential Information* remains in effect even when *Elected Members* or *Staff* cease their role with Somerset Regional Council.[21]

4.2.2 How is *Personal Information* to be treated?

Personal Information is to be treated in accordance with the *Information Privacy Act 2009* and the *Information Privacy Principles*[22] contained therein.

All personal information collected by Council will only be used for the purpose of conducting Council business and for the provision of services to the community. Personal information sought by Council will be the minimum required to undertake Council business e.g. identifying the personal information needed to do our job, and limiting the collection of personal information to only that.

Council will not retain copies of identification documents (e.g. drivers licences, pensioner cards, etc.) once they have been sighted by the relevant *Staff* member to verify a person's identity, unless there is a legislated or internal control reason for doing so. This includes

[20] s171, *Local Government Act 2009*; s200 *Local Government Act 2009*.
[21] s171, *Local Government Act 2009*; s200 *Local Government Act 2009*.
[22] Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

identification documents belonging to *Elected Members*, *Staff*, customers and any other individual that may have business dealings with Council. Further instructions relating to the management of identification documents can be found in Council's C015 – P02 Records Management and Security Procedure.

An individual may make a written request to access their own personal information by completing a 'Right to Information and Information Privacy Access Application'. Suitable photographic identification must be sighted by the relevant *Staff* member, prior to an individual accessing the documents requested (i.e. drivers licence, passport, 18+ card).

Council will not disclose personal information to a person, body or agency (other than the individual concerned) unless:

- the disclosure is for the purpose of distributing materials for and on behalf of Council, or when a third party has been contracted by Council, for the sole purpose of assisting Council in providing services to the community;
- for the purpose of validating information in databases held by other Government entities or agencies;
- the requirements of Clause 11 of the *Information Privacy Principles* have been met[23].

Council must take all reasonable steps to ensure that the person, body or agency to which personal information is disclosed to does not use or disclose the information for a purpose other than the purpose for which it was given[24].

Should personal information be disclosed by Council for a purpose outlined in Section 11(1)(e) of the *Information Privacy Principles*, Council must include with the document, a note of disclosure[25]. This will include details about what was disclosed, and to whom.

4.2.3 Closed Circuit Television (CCTV) Cameras, Body Worn Cameras and Vehicle Mounted Cameras (Dash Cam)

Council strives to provide a safe and secure environment for residents, visitors and *Staff*. Council has installed a number of cameras for security, public safety, crime prevention and verification purposes.

Closed circuit television (CCTV) refers to the use of CCTV cameras to capture and transmit a signal to a specific place. These cameras may be fixed or may be mobile.

Any proposed new fixed CCTV camera positions, or changes to existing fixed CCTV camera positions, will require a resolution of Council prior to installation or the proposed changes being made. However, fixed CCTV cameras proposed to be installed inside a Council facility are approved by the Chief Executive Officer. Careful consideration must be given to whether the *Personal Information* collected:

- directly relates to a function of Council,
- what the CCTV camera surveillance is intended to achieve,
- whether installation is necessary to achieve this purpose
- whether there is an alternative strategy to achieve the purpose[26].

Fixed CCTV cameras are usually installed for security and public safety purposes.

[23] Schedule 3 Information privacy principles, *Information Privacy Act 2009*.
[24] s11(3), Schedule 3 Information privacy principles, *Information Privacy Act 2009*.
[25] s11(2), Schedule 3 Information privacy principles, *Information Privacy Act 2009*.
[26] IPP1, Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

Council controlled CCTV will:

- be affordable to the community, but provide an effective service;
- be a reactive system based on retrieval of historical imagery or recordings, with no active overwatch of current images, video or other data (with the exception of flood cameras, which are readily accessible from Council's Disaster Portal in real time);
- provide information about weather events;
- be used to identify, manage, deter and reduce criminal behaviour, particularly in respect of Council resources;
- assist police in obtaining evidence to prosecute criminal offences
- verify a sequence of events
- be located at a site that ensures collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection.

Elected Members, *Staff* and visitors in the vicinity of Council facilities are likely to have their image and voice captured on Council's CCTV system, which may be monitored and retained in accordance with this policy. Council gives no warranty or assurance about the confidentiality or privacy of any *Personal Information* disclosed whilst using *Corporate Information Systems* for personal purposes, or when using Council *Systems* or personally owned devices in the vicinity of Council's CCTV system.

Body Worn Cameras will be used by *Authorised Persons*, at present limited to the Regulatory Services Team, to:

- provide a visual deterrent to moderate aggressive behaviours by persons towards *Authorised Persons;*
- inspire professional conduct by *Authorised Persons;*
- improve collection of evidence;
- reduce administrative reviews, decisions and complaints against *Authorised Persons;*
- minimise errors, mistake of fact and improve successful resolution of matters; and
- improve administrative efficiency allowing for increased field time and better engagement addressing customer requests.

Similarly, Vehicle Mounted Cameras (Dash Cam) will be used by *Authorised Individuals* to undertake tasks including, but not limited to:

- verifying delivery of notices
- auditing of roads, signage and to undertake rumble tests.

While CCTV cameras are placed so as not to be unnecessarily intrusive, body-worn cameras and vehicle mounted cameras by necessity travel with relevant *Staff*, partly for the protection of the *Staff.* To negate the risk of these cameras being unnecessarily intrusive, *Authorised Persons* are required to comply with the provisions contained within C015 – P04 Body Worn Camera and Recording Phone Calls Procedure.

Collection of Personal Information

Council will only collect *Personal Information* where it is for a lawful purpose and the purpose of collection directly relates to fulfilling a function or activity of Council[27]. For clarity, when Council controlled cameras record an image or voice, it is recording *Personal Information*.

[27] IPP1, Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

Council will advise the public both on its website and on collection notices in the vicinity of CCTV cameras, why it is collecting information and to whom it intends to provide the information[28].

Council are not required to display collection notices in the vicinity of Body Worn Cameras, as exemptions to the Information Privacy Principles apply when undertaking functions or activities as an enforcement agency.[29] For clarity, Council, as an enforcement agency, is not subject to Information Privacy Principles 2, 3, 9, 10 or 11 when undertaking functions or activities directed to the prevention, detection, investigation, prosecution or punishment of offences and other breaches of laws for which penalties or sanctions may be imposed.[30]

Council will treat the *Personal Information* collected by Council controlled CCTV, including images and sound, in accordance with Clause 4.2.2 of this policy, the *Information Privacy Act 2009* and the *Information Privacy Principles*[31] contained therein. The collection of *Personal Information* will be undertaken by:

- an *Authorised Individual* engaged in monitoring the CCTV footage, and tasked with accessing and downloading *Personal Information* (i.e. video images), when required; or
- an *Authorised Person* issued with a body worn camera or an *Authorised Individual* issued with a vehicle mounted camera, who will access and download *Personal Information* (i.e. video images), when required.

Council will make best endeavours to ensure the *Personal Information* has accurate meta data recorded with the footage where possible (including date and time).

Storage, Retention and Disposal of Personal Information

Any *Personal Information* that is captured by Closed Circuit Television (CCTV) Cameras, Body Worn Cameras and Vehicle Mounted Cameras (Dash Cam) must be adequately protected against misuse, loss, unauthorised access and disclosure[32]. This means protecting both the stored camera footage and cameras when surveillance monitoring takes place.

Storage, retention and disposal of *Personal Information* will be managed in accordance with this policy and its Related Documents.

It should be noted that:

- CCTV recordings, whether they contain *Personal Information* or not, will be retained by Council for a minimum of seven (7) days. CCTV recordings that have not been downloaded, will be automatically overwritten and the information consequently disposed of.
- Recordings obtained via a body worn camera or vehicle mounted camera will be held for no more than seven (7) days, unless footage specifically identifiable by location, time and content is retrieved and retained by an *Authorised Person* or *Authorised Individual* with the permission of the Chief Executive Officer (or the Chief Executive Officer's delegate).

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[28] IPP2 and IPP3, Schedule 3 Information privacy principles, *Information Privacy Act 2009*.
[29] s29, Information Privacy Act 2009; definition of 'law enforcement agency', Schedule 5, *Information Privacy Act 2009*; s1(b), Schedule 1 Information privacy principles, *Information Privacy Act 2009*.
[30] s29, Information Privacy Act 2009; definition of 'law enforcement agency', Schedule 5, *Information Privacy Act 2009*; s1(b), Schedule 1 Information privacy principles, *Information Privacy Act 2009*.
[31] Schedule 3 Information privacy principles, *Information Privacy Act 2009*.
[32] IPP4, Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

- Any recordings or images downloaded from Council controlled cameras and retained in in Council's *EDRMS* will be disposed of in accordance with the General Retention and Disposal Schedule.[33]

Disclosure of Personal Information
Council will only disclose *Personal Information* obtained via Council controlled cameras in accordance with the purpose for which it was obtained, or in the following circumstances:

- to the Queensland Police Service for law enforcement services;
- when complying with requests to access records in accordance with the provisions of the *Right to Information Act 2009*, the *Information Privacy Act 2009* and by Court Order;
- where required or compelled to by law;
- in case of emergency or serious threat to the life, health, safety or welfare of an individual or to the public e.g. Council may provide CCTV footage to agencies other than the Queensland Police Services, limited to those agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service, Queensland Ambulance Service or the State Emergency Services; or
- a legislated exception applies[34].

A request to access CCTV recordings will need to be made in writing to Council, preferably via Council's CCTV Information Request Form (F563). The Director Corporate and Community Services will need to assess the approval and provide a written decision to refuse, or approve the request in whole or in part, if satisfied that:

- the written request provides sufficient and specific information about the recordings requested,
- there is sufficient evidence for a decision to be made about whether the disclosure is justified, and
- the disclosure will not be contrary to the *Information Privacy Act 2009*.

In the event of a privacy complaint, the onus will be on Council to demonstrate that disclosing the *Personal Information* acted in compliance with the privacy principles.

A record of the request, decision and any documents, images or recordings disclosed will be kept in Council's *EDRMS*.

4.2.4 Security and Monitoring
The proper management of *Confidential Information* and *Personal Information* will be monitored in accordance with the process outlined in both Clauses 4.1.6and 4.4.5 of this policy.

4.2.5 Data Breach
Data Breach is any kind of unauthorised access, disclosure or loss of *Personal Information*. Examples of a potential *Data Breach* include, but are not limited to:

- opening an email and clicking on a link or attachment that may not be from the sender it purports to be from
- failing to use the BCC function on an email to a party external to Council
- sending an email containing personal information to the wrong person

[33] General Retention and Disposal Schedule, Queensland Government < General Retention and Disposal Schedule (GRDS) | For government | Queensland Government >.
[34] IPP10, Schedule 3 Information privacy principles, *Information Privacy Act 2009*; IPP11 (1)(e), Schedule 3 Information privacy principles, *Information Privacy Act 2009*.

- unauthorised access to personal information by an employee (outside the scope of their employment)
- losing a thumb drive on public transport
- something sensitive dropping out of your bag in a public place
- failing to lock your Council issued computer when it is unattended
- leaving hard copy documents containing *Personal Information* unattended or accessible to unauthorised persons
- having Council issued *ICT* equipment (e.g. computers, phones, etc.) misplaced or stolen.

Possible consequences of a data breach include the following examples of harm provided by the Office of the Australian Information Commissioner:

- *financial fraud, including unauthorised credit card transactions or credit fraud*
- *identity theft causing financial loss or emotional and psychological harm*
- *family violence*
- *physical harm or intimidation.*[35]

Council is committed to preventing, detecting and responding to data breaches quickly and effectively. Council uses the following measures to minimise the likelihood of an information security or data breach:

- technical controls (minimising access and modification capabilities, *Least Privilege*, *Need to Know*, etc.)
- administrative controls (policies, procedures, contractual obligations retention and destruction schedules)
- physical controls (locked doors, swipe card access to Council buildings, etc)
- *Staff* training
- creating a culture of reporting.

When contracting with parties external to Council, and those parties will have access to or manage Council data, Council must ensure that there are conditions within the contract with the chosen vendor that indicate:

- that the vendor is bound to comply with Queensland legislation relating to privacy
- that Council has the right to check that the vendor is doing what they say they will with the data, e.g. fulfilling their contractual obligations, legislative obligations, etc.

Council is committed to empowering *Staff* to report breaches, including those they:

- are directly involved with, and
- may see as a bystander.

4.2.6 Data Breach Response Plan

Council's C015 – P03 Data Breach Response Plan is designed to help Council limit the consequences of a breach, including the risk of harm to individuals whose privacy has been affected. **It should be noted that Council will not make ransom payments.**

Should a *Staff* member know, suspect or become aware of a potential *Data Breach*, the *Staff* member must report it to a *Privacy Officer* immediately, and depending on the nature of the potential breach, the ICT Team. The *Staff* member will need to complete a C/015 – P03 – 01

[35] Office of the Australian Information Commissioner, *Data breach preparation and response: A guide to managing data breaches in accordance with the Privacy Act 1998 (Cth) – July 2019,* page 8, Data breach preparation and response (oaic.gov.au).

Data Breach form for the *Privacy Officer/s* to action and ensure the form is registered to Council's *EDRMS*.

4.2.7 Cyber Incident Response Plan (CIRP)

Council's ICT – OP04 Cyber Incident Response Plan supports an effective and coordinated response to cyber incidents, including post-incident reviews to improve future response.

A *Cyber Security Event* occurs when something is detected and requires further analysis to determine if a *Cyber Security Incident* has occurred. Should it be determined that the *Cyber Security Event* should be classified as a *Cyber Security Incident*, Council's Cyber Incident Response Plan will be enacted.

4.3 COUNCIL WEBSITES AND SOCIAL MEDIA ACCOUNTS

The ICT Team will be responsible for the production and maintenance of Council's *Corporate Website.* The production and maintenance of all other *Non-Corporate Websites* sites are the responsibility of the relevant section's Manager or Team Leader.

Requests for additional *Non-Corporate Websites* require Council approval. Approval for new pages on existing *Corporate Websites* or *Non-Corporate Web*sites are to be approved by the relevant Director.

The Communications Manager will be responsible for the production, maintenance and registration of posts and comments on Council's *Corporate Social Media* accounts. The production, maintenance and registration of all other Council social media accounts are the responsibility of the relevant Manager.

4.3.1 Website Content

Each Director is responsible for the accuracy and maintenance of all content relevant to their Department and as such, are required to sign the Website Information Request Form prior to any proposed changes being made. *Staff* are responsible for the provision and maintenance of content.

All content to be uploaded to Council's websites must comply with Council's C021 Style Guide Policy and Brand Identity Guidelines. Should further clarification be required, *Staff* should consult the Communications Manager.

The *Staff* member completing the Website Information Request Form is responsible for ensuring the information is reviewed and updated.

4.3.2 Promotions

Council's *Corporate Website* allows for promotion of key events on the home page. These specific promotional areas (located in the middle of Council's homepage) will be updated weekly and will remain on Council's webpage in that specific spot for one (1) week.

Council's Communications Manager will determine what content fills these spots each week. Priority will be given to upcoming events, promotions, surveys or events where RSVP dates or deadlines apply.

4.3.3 Exceptions

Documents that are regularly (daily, weekly or fortnightly) uploaded onto Council's *Corporate Website* (i.e. agendas, minutes and media releases) do not require a Website Information Request Form to be filled out. These documents are directly emailed to the ICT Team for uploading to the *Corporate Website* at the same time they are distributed to the public.

Blanket expiry dates will apply to specified content on Council's *Corporate Website* as follows:

- media releases are removed six (6) months from date of release
- agendas are removed and replaced with current Council minutes twice per month
- minutes are removed two (2) years from date of publication
- images uploaded to Council's gallery will be removed 12 months from date of publication
- budget material removed and replaced with current budget information annually.

4.3.4 Auditing of Website Content

Each Council department will appoint one (1) person with the responsibility of:

- reviewing website content for their department every six (6) months
- liaising with the relevant person / people to amend or remove content, as required.

The Communications Manager will regularly check the Website Content Management diary to ensure information on Council's websites is current. Should an *Elected Member* or *Staff* member notice content that requires amendment, the Communications Manager should be notified.

4.4 PROTECTION OF CORPORATE INFORMATION AND CYBERSECURITY

Somerset Regional Council recognises that a significant level of information risk exists due to a growing reliance on digital and cloud-based platforms, as well as the introduction of Artificial Intelligence (AI) based software. Council is committed to maintaining a focus on information security through a variety of policy and technical controls. Risks and the effectiveness of controls intended to manage those risks are periodically reviewed based on the following objectives:

- Confidentiality – ensuring that information is only accessed by an *Authorised Individual* and for authorised purposes.
- Integrity – ensuring the authenticity, accuracy and consistency of information.
- Availability – ensuring that an *Authorised Individual* is able to access information required to perform their appointed role.

Moratorium on new software

No new *Systems* (including software) that would be used for the capture and recording of *Personal Information* is to be acquired (including purchased, leased or acquired as software as a service) until the completion of agreed actions in sections 3.1, 3.3 and 3.5 in the internal audit report "Information Security Control Environment" of February 2023 (Document ID 1581771).

The following measures must be adhered to in order to minimise risk to Council's *Corporate Information.*

4.4.1 Data Classification Framework

In order to implement mitigation strategies to protect Council's *Corporate Information*, Council needs to identify its assets and the level of protection required from various threats. The Chief Executive Officer is responsible for establishing and maintaining Council's Data Classification Framework, data hierarchy and specifying a *Data Owner* (including responsible and accountable *Staff*).

The below table documents the Chief Executive Officer's data hierarchy, with Financial data, particularly payroll and accounts payable, being identified as Council's most critical data.

Data Category	Responsible (DATA OWNER)	Accountable	Classification
Financial *including payroll/ accounts payable/ financial/ rating system and ephemeral data* on data drive*	DFIN	DFIN	Most critical
Corporate records *including EDRMS and physical records*	DCORP	DCORP	
Spatial *including ephemeral data* on data drive but excluding Planning Scheme*	DOPER	DOPER	
Planning and Development *including ephemeral data* on data drive and Planning Scheme spatial data*	DPAD	DPAD	
Human Resources *including ephemeral data* on data drive*	DHRCS	DHRCS	
Executive *including ephemeral data* on data drive*	CEO	CEO	
Operations *Including ephemeral data* on data drive, CAD, flood studies, LIDAR, Reflect*	DOPER	DOPER	
Tourism and marketing *including ephemeral data* on data drive*	DCORP	DCORP	

Further information relating to Council's Data Classification Framework can be found in C015 – P01 ICT Management and Security Procedure.

4.4.2 Data Backups and Recovery

Ensuring reliable information backups is crucial for protection against data loss and business continuity. It also contributes to overall business resilience.

Backup controls are implemented to ensure:

- recovery from loss of data or systems,
- access to backup copies of information,
- data in Council's *Systems* is maintained and tested in a manner reflective of its classification in the Data Classification Framework.

Data backup and restoration processes mitigate the security risk of losing access to *Systems* or important data as part of a ransomware or other destructive form of attack. Regularly testing restoration backups ensure the integrity of the backup is not compromised and can be relied upon as part of a disaster recovery exercise.

Further instructions relating to data backup and recovery can be found in C/015 – P01 ICT Management and Security Procedure, ICT – OP01 Business Continuity Plan and ICT – OP06 ICT Team Manual.

4.4.3 Physical Security Controls

Access to Council's corporate facilities is restricted to *Authorised Individuals*, requiring a signed-out key or fob assigned to a specific *Authorised Individual*. Fob access is monitored, and higher security areas are restricted to *Authorised Individuals* granted *Privileged Access*.

Corporate facilities are also secured by monitored alarm systems when unattended.

Visitors to corporate facilities, including contractors, are required to:

- identify themselves before entry,
- note details in the entry log (where practical), and
- be accompanied by an *Authorised Individual.*

Physical access to Council's *Corporate Information Systems* or *Systems* are restricted by various physical and technical controls, including, but not limited to:

- A 10 minute screen password protected auto lock on all Council computers, tablets and phones (by Council's ICT Team if the device is issued by / controlled by ICT on Council's behalf) or by the *Authorised Individual* if the device is controlled by the *Authorised Individual* (for example, a device to which Council's C040 Opt-In Bring Your Own Device policy applies).
- All *Authorised Individuals* manually locking their computer screens when or if the screen is out of sight of the *Authorised Individual.* Failure to do so may result in *Disciplinary Action*.
- All *Staff* who keep or use paper based documents, or information in any other format readable by unauthorised individuals (e.g. removable storage media), containing:

    - *Confidential Information*,
    - *Personal Information*, or
    - *Corporate Information* that is not publicly available,

    will be required to secure the information from unauthorised access, when it is out of sight of the *Authorised Individual*, and especially outside normal business hours. Lockable cabinets and drawers are available to *Authorised Individuals* for security purposes. For clarity, it is a required that all *Staff* have a desk clear of sensitive information. Failure to do so may result in *Disciplinary Action*.

    Contractual arrangements with cleaners and other suppliers attending corporate facilities outside normal business hours will contain relevant privacy and probity requirements.

4.4.4 Change Management, Approved Access and Account Management

Change management mitigates risks, promotes smooth transition to new technologies and fosters a positive and adaptive culture in evolving technological landscapes. Changes to technologies used in the workplace environment, especially when transferring software from development to the operational environment, may impact on the integrity and availability of Council *Systems.*

Change Management

- The only authorised *Systems* for undertaking Council business are contained within the ICT Service Catalogue. Proposals or requests for new *Systems*, or major changes to existing *Systems*, are to be submitted to the Information Services Manager, in writing, with the following information:

- reason for purchasing, proposed use, desired outcome;
- options available from multiple service providers, if possible;
- initial cost, hardware costs, servicing costs, technical support costs, possible upgrade costs;
- compatibility with existing and planned *Systems*
- multi-factor authentication and other security capabilities;
- details of data intended to be held in the *System* for data breach notification and response purposes;
- details from the provider on data backups, ownership, retention and contract termination conditions, and, if personal or confidential data is to be held, details from the provider on data sovereignty, privacy and security;
- vendor business continuity plan.

The Information Services Manager will assess the proposal and provide feedback before submitting to the Chief Executive Officer for a final decision. Should the Chief Executive Officer approve the purchase and implementation of a new *System*, it will be added to the ICT Service Catalogue, a *Software Liaison* appointed and the Data Breach Response Plan and Cyber Incident Response Plan updated (if required).

Further instructions relating to implementation of approved new *Systems* or major changes to existing *Systems* is contained in C015 – P01 ICT Management and Security Procedure.

Approved Access

- A completed Employee Permissions Form (F841) is required prior to any new access or permissions, or changes to access or permissions, being implemented for each *Authorised Individual*. The *Authorised Individual* is to be positively identified prior to access being granted.

- Access is based on the security principles of *Least Privilege* and *Need to Know*, with *Group Membership* used to define access where possible. Attempting unauthorised access, allowing unauthorised access, or the unauthorised distribution of *Corporate Information* will result in *Disciplinary Action*.

- *Privileged Access* must be limited to *Authorised Individuals* responsible for administering a *System* and must not be used to perform tasks that can be undertaken at a non-privileged level of access.

- Where feasible, technical controls will generate alerts for new access or permissions, or changed access or permissions.

- Network user and computer accounts are to be removed when no longer required and reviewed at least every two (2) months to identify any orphaned accounts, based on recent usage.

- Physical access is to be removed if no longer required.

- Shared or anonymous access is not permitted to any *System*. Library circulation computers are the only exception due to workflow requirements, and these must only have access to internal library emails and the library management system.

- *Authorised Individuals* have a responsibility to manage and protect access to their *Systems,* credentials and contact phone numbers. This includes:

  - securing *Systems* when not in use or unattended to prevent unauthorised use;
  - using their own user name / login / passwords, etc;

- sending emails using their own email account;
- providing the publicly available Council phone numbers to people external to the organisation, rather than a direct extension line or mobile phone number (where possible);
- keeping Council issued equipment secure and in good working order,
- protecting *Systems* from intentional or negligent damage, be it:

  - physical damage,
  - damage caused by propagation of computer viruses or other damaging software,
  - downloading, installing, using or modifying software or hardware on a *System* without approval from the ICT Team,
  - connecting a device (i.e. USB, external storage devices, mobile phones, etc.) not owned by Somerset Regional Council and approved by ICT, without the express written approval of the Chief Executive Officer,
  - or by any other means.

- *Systems* should only be used for legitimate Council business purposes. Failure to do so will result in *Disciplinary Action*. *Systems* will be logged and monitored for potential inappropriate and / or unauthorised access,use, habits or behaviours. For example:

  - Email addresses issued to *Authorised Individuals* are provided for work purposes and should not be used for personal matters.
  - Council's phone system may monitor and record phone calls at any time.
  - *Elected Members*, *Staff* and visitors in the vicinity of Council facilities are likely to have their image and voice captured on Council's CCTV system, which may be monitored and retained in accordance with this policy.

  Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed whilst using Council *Systems* for personal purposes, or when in the vicinity of Council's CCTV system.

- Remote access to Council *Systems* is by exception and will require approval from the *Authorised Individual*'s Director and the Chief Executive Officer. Access to *Corporate Information* will be provided only via Council supplied assets except in the following circumstances:

  - where Council policy specifically permits;
  - vendor access is approved to specific *Systems* for support purposes;
  - at the discretion of the Chief Executive Officer in emergency circumstances such as a defined disaster. Should this scenario apply, the remote access details and credentials are configured by the ICT Team and are not to be provided to end users.

4.4.5 Security and Monitoring

All *Elected Members*, *Staff* and *Authorised Individuals* are responsible for the security of *Corporate Information* and *Systems*. Failure to do so may result in financial losses, reputational damage, operational disruption, legal consequences and a range of negative impacts to overall business resilience and sustainability.

All *Systems* and network traffic may be monitored at any time. *Elected Members*, *Staff* and visitors in the vicinity of Council facilities are likely to have their image and voice captured on Council's CCTV system, which may be monitored and retained in accordance with this policy.

Council may undertake surveillance of Council's *Systems*, for any *Authorised Individual*, at any time, without providing notice to the *Authorised Individual.* This includes the review of images and sounds captured on Council's CCTV systems of *Elected Members* and *Staff.*

Surveillance may also occur in relation to:

- storage volumes
- internet sites (every internet site visited is recorded, including the time of access, volume downloaded and the duration of access);
- suspected malicious code or viruses;
- emails (the content of all emails received, sent and stored including emails deleted from the Inbox);
- any storage location, whether computer network or cloud
- workplace actions and behaviour
- checking facts or a timeline.

Council has met all costs associated with the provision of *Systems* and access to the Internet, including access line rental. Any additional costs incurred due to personal use of the Internet or Council network must be met by the person enabling such costs to be incurred, including but not limited to, excess bandwidth charges, printing costs, specific charges to utilise a particular website, etc. *Disciplinary Action* may also be taken.

Council retains logs, backups and archives of all *System* activities and retains CCTV footage in accordance with this policy. The contents therein are the property of Council and may be used for various purposes, including but not limited to, auditing, complying with requests to access records (in accordance with the provisions of the *Right to Information Act 2009*, the *Information Privacy Act 2009*, or by Court Order), undertaking workplace investigations, ensuring compliance with Council policies, etc.

The ICT Team reserves the right to prevent (or cause to be prevented) the delivery of an email or access to an internet website, if such email or access poses a potential risk to *Corporate Information* or *Systems.*

The Information Services Team will undertake quarterly testing of *Authorised Individual*'s compliance with this policy. This may take the form of sending emails that resemble infected emails, auditing email use and *Public Record* registration, or undertaking any other relevant means of testing the security and accuracy of Council's *Corporate Information* and *Systems*. This testing may be conducted for all *Authorised Individuals* or selected *Authorised Individuals* (including by random selection).

Test results will be recorded on employee personnel files in Council's *EDRMS*. The outcome of testing will help inform Council's cybersecurity and record keeping strategies, including whether additional training is required, and the main sources / areas of risk. Unsatisfactory test results to identified risk, demonstrated on a repeat basis, will result in *Disciplinary Action* and additional controls being implemented for relevant *Systems*. It should be noted that:

- *Elected Members* and *Staff* that fail phishing tests will be advised of the failure within 30 days, and will be required to undertake and pass Information Management and Security refresher training, and
- *Disciplinary Action* will be taken for all *Staff* who fail phishing tests more than once in a three year period.

The Information Services Team will report to the relevant Director and Chief Executive Officer when the actions of an *Elected Member*, *Staff* member or *Authorised Individual* have breached, or are suspected to have breached, this policy and/or any other Council policies or procedures.

If the Information Services Team have concerns about staff capabilities at any time, especially post-test, they must raise this with the relevant Director and/or the Chief Executive Officer, in writing.

4.4.6 Password Controls

- *Systems* are to be secured by a minimum of unique identifier and authenticator, and multi-factor authentication where possible.

- Passwords are to have sufficient factors, length and complexity to delay an attacker's attempt in systematically checking all possible passwords until the correct one is discovered (dictionary attack).

- Passwords are not to be shared.

- Vendor supplied and/or default passwords are not to be used on any *System*.

- Password management standards will be implemented as a technical control where possible on all *Systems*, and by policy control and awareness campaigns where technical controls are not feasible.

- *Privileged Access* passwords for *Systems* must be stored in a secured location that provides adequate access controls, role-based delegation and capacity for auditing.

- **EFFECTIVE 30 JUNE 2024, unless authorised by the Chief Executive Officer in writing for any nominated *System*:**

    - **Multi-factor authentication will be installed in all *Systems***
    - **passwords in all *Systems* will be forced to be changed every six (6) months**
    - **the password standard will be at least 14 characters**
    - **the previous five (5) passwords of the user will be unable to be used.**

4.4.7 Cloud Services

Cloud Services can involve shared responsibility for information security between the cloud service provider and Council as the cloud service customer. Responsibilities for both the cloud service provider and Council must be defined and implemented appropriately in order to manage information security risks[36].

Relevant considerations when making this assessment are outlined Clause 4.4.4 'Change Management' of this policy and in Council's C015 – P01 ICT Management and Security Procedure.

Elected Members and *Staff* are not permitted to use work credentials, such as Council issued email address or phone number, for personal matters as it increases the risk of the Council issued email address or phone number being captured in a *Data Breach*. For example, using a work email address to log in to your personal accounts for myGov, Medibank, electricity provider, etc. means your Council issued contact details may be compromised and increase the risk to Council of a *Data Breach* occurring.

4.4.8 Artificial Intelligence (AI)

Generative artificial intelligence (AI) is a type of AI used to create new content, including text, audio, images and videos in response to prompts input by a person. Some generative AI

[36] Note s33 of the *Information Privacy Act 2009* relating to the transfer of an individual's personal information to an entity outside of Australia.

systems are unsecured (e.g. Chat GPT) and others claim to be secured (e.g. Microsoft 365 Copilot).

The use of generative AI systems presents a significant risk to Council's *Corporate Information*, *Confidential Information* and *Personal Information*. Council's Chief Executive Officer may permit specified *Authorised Officers* to use a specific generative AI system within specified parameters. These requirements will be specified in C015 – P01 ICT Management and Security Procedure.

Authorised Officers must take steps to verify AI generated information is accurate and unbiassed, as the quality of the AI generated material may be compromised if incorrect or biased information is inputted and ingested by the program being used i.e. there is capacity to 'poison' the AI generated material.

4.4.9 Review Process

A review of Council's information security at a practical level will be requested as part of internal audit processes at least every three (3) years.

4.5 TRAINING AND SECURITY AWARENESS

Information Management and Security training is required to be undertaken by all *Elected Members* and *Staff.* This training will reinforce that breaches of this policy, or associated policies and procedures, may result in *Disciplinary Action*.

Training will be delivered upon commencement of employment, with annual refresher training to be undertaken. Additional training and awareness campaigns may be tailored to specific individuals, groups or teams if auditing or testing indicates that it is required in order to adequately manage risk to Council's *Corporate Information* and *Systems*.

Software Liaisons will be required to undertake additional training on Right to Information and Information Privacy applications annually.

Supervisors and *Software Liaisons* are responsible for providing additional training, when required. Should the Information Management and Security training provided not include guidance for a specific problem regularly identified during the auditing / testing process, *Software Liaisons* will liaise with the Information Services Team to amend the Information Management and Security training, where necessary.

Supervisors of *Staff* are responsible for:

- ensuring *Staff* are performing to a satisfactory standard,
- enabling *Staff* to attend any training necessary for the development and / or maintenance of skills applicable to their position with Council, and
- managing performance and taking *Disciplinary Action* where required, if Council's legislated information management and security obligations, as outlined in this policy and associated procedures, are not being met.

Security awareness will be promoted by including:

- an article about cyber security in every staff newsletter issued with fortnightly pay slips, and
- a standing agenda item on each quarterly Team Somerset Management Committee (TSMC) meeting for 'ICT Systems and Cyber Security'.

5. DATE OF RESOLUTION

This policy was endorsed by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 27 November 2024, with an effective date of 5 December 2024.

Signed: Date: 27 November 2024

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson – Chief Executive Officer
From:	Carole Labram, Tourism Officer
Director:	Daniel Rowe – Director Corporate and Community Services
Date:	27 November 2024
Subject:	2024 Somerset Garden Competition – Post Competition Review
File Ref:	Tourism – 2024 – Events – Somerset Garden Competition
Action Officer:	TO

Background/Summary

From Monday 1 July 2024 to Thursday, 5 September 2024 the annual Somerset Garden Competition was open for registrations. 16 entries, across all categories were received from throughout the Somerset region from Villeneuve in the North to Fairney View in the South. The number of entries was consistent with 2023.

The awards presentation was held on Wednesday, 18 September 2024 and the Open Gardens were held on Saturday, 28 September to Sunday, 29 September 2024. 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. In 2024, the Business and Community Group category was combined and still received only 2 entries.
- Feedback has been received that there are a number of people that have small courtyard gardens, or gardens predominantly made out of pot plants, who wish to enter but there is no suitable category for that type of garden.

Proposal : Replace the Business and Community Group major category with a Best Tiny Garden Category. These gardens will comprise of a small area (e.g. courtyard, patio or balcony), and can include potted plants, raised garden beds and/or inground garden beds. The gardens do not need to include a lawn component. This will complement the competition by offering a third size category and encourage people living in units, lifestyle villages, aged care or caravan parks to enter.

Judging:

- In 2024, the Valley of the Lakes Garden Club was invited to nominate a judge to participate in the 2024 Somerset Garden Competition. Carol Blacklock was nominated and proved to be a valuable addition to the judging team.

Attachments

Nil

Recommendation

THAT Council receive the 2024 Somerset Garden Competition – Post Competition Review and endorse the proposed change, to be applied in planning for the 2025 Somerset Garden Competition.

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson - Chief Executive Officer
From:	Caroline Smith – Arts and Culture Manager
Director:	Daniel Rowe – Director Corporate and Community Services
Date:	15 November 2024
Subject:	South East Queensland (SEQ) City Deal Public Art Initiatives
File Ref:	Grants and Subsidies - Programs - SEQ City Deal
Action Officer:	ACM

Background/Summary

The Australian Government, Queensland Government and Council of Mayors (SEQ) have announced the release of the South East Queensland (SEQ) City Deal Public Art Initiatives to enhance place-making and promote a more liveable SEQ through public art and architecture.

As part of the initiative, Somerset Regional Council is confirmed to receive a non-competitive allocation of $400,000.

To best ensure value for money and a proliferation of artworks across the Somerset region it is proposed that Council utilise the funding to commission contemporary art installations for placement along the Brisbane Valley Rail Trail (BVRT).

The installations would be guided by a Public Art Delivery Plan to be developed by consultants. The Plan will define the expectations of Council, the community and local arts industry to guide the development of public art along the BVRT. The Plan would inform a call for applications by identifying possible sites, appropriate themes and types of public art works, whilst also providing guidelines for the installation and maintenance of works ongoing.

Guidelines for the City Deal Public Art Initiatives program require Council to develop and submit projects for assessment and approval by 25 May 2025 (TBC), with projects to be confirmed in August 2025 (TBC). All works must be completed by 31 March 2027.

Council will require an allocation of funds to engage external consultants for the development and implementation of a Public Art Delivery Plan at a future budget review. Given the timeframes and the grant process, the cost of these works would not be retrospectively funded under the Public Art Initiative.

The SEQ City Deal Public Art Initiatives provides Council with an opportunity to elevate the region's unique identity and history, alongside the provision of additional cultural tourism product. A Public Art Delivery Plan will provide Council with a clear framework under which to assess public art proposals supported by community consultation.

Attachments

Nil

Recommendation

THAT Council:

1. Endorse officers to submit an application to the South East Queensland City Deal Public Art Initiative to install contemporary art installations along the Brisbane Valley Rail Trail guided by the development and implementation of a Public Art Delivery Plan.

2. Endorse officers to proceed with engaging external consultants for the development and implementation of a Public Art Delivery Plan and allocate $35,000 toward the project at a future budget review.

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Veronica Eagle, Tourism Development Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	Tuesday, 19 November 2024
Subject:	Somerset Visitor Accommodation Review Report
File Ref:	Tourism / Tourism Development
Action Officer:	TDO

Background/Summary

To implement one of the actions within the Somerset Tourism Strategy 2021-2025, Council appointed a consultant to undertake a review of the current accommodation options within the region. The assessment has focused on accommodation supply and demand, market preferences and investment opportunities for the region.

The assessment uses desktop data, visitor surveys and operator and industry consultations to understand the background, needs and preferences of visitors, the current accommodation situation within Somerset.

The report includes a current overview of available tourism accommodation, factors driving visitor preferences, the need for investment within the region and recommendations for enhancing accommodation in Somerset.

The report includes 16 recommendations for Council's action to attract additional investment into tourism within the Somerset Region. Should Council endorse these recommendations, they would be incorporated into a new tourism strategy or destination management plan to be drafted in the 2026 financial year.

Attachment

Somerset Visitor Accommodation Review 2024

Recommendation

THAT Council receive the Somerset Visitor Accommodation Review Report and endorse the recommendations to improve investment into tourism within the Somerset Region.

Somerset Visitor Accommodation Review

Presented by Lingo PR & Digital
As at October 2024

Executive summary

This Accommodation Supply Gap Analysis and Investment Strategy has been commissioned as the natural progression from Somerset Regional Council's 2023 Tourism Marketing Action Plan. This plan identified a shortage of short-term accommodation stock in the area and the need for greater accommodation supply to capitalise on future growth and demand for tourism accommodation services in region.

With South-East Queensland in a prime location for tourism and economic growth, particularly with the 2032 Olympics looming, Council is well positioned to nurture tourism in region.

This gap analysis provides an audit of accommodation currently within the region, explores key accommodation typologies that are suitable for Somerset and identifies mechanisms that Council can implement to foster accommodation investment in region.

Acknowledgement of country:

Somerset Regional Council acknowledges the Traditional Custodians of the Country. We embrace and promote the Somerset region's heritage to incorporate all cultures, their beliefs and aspirations.

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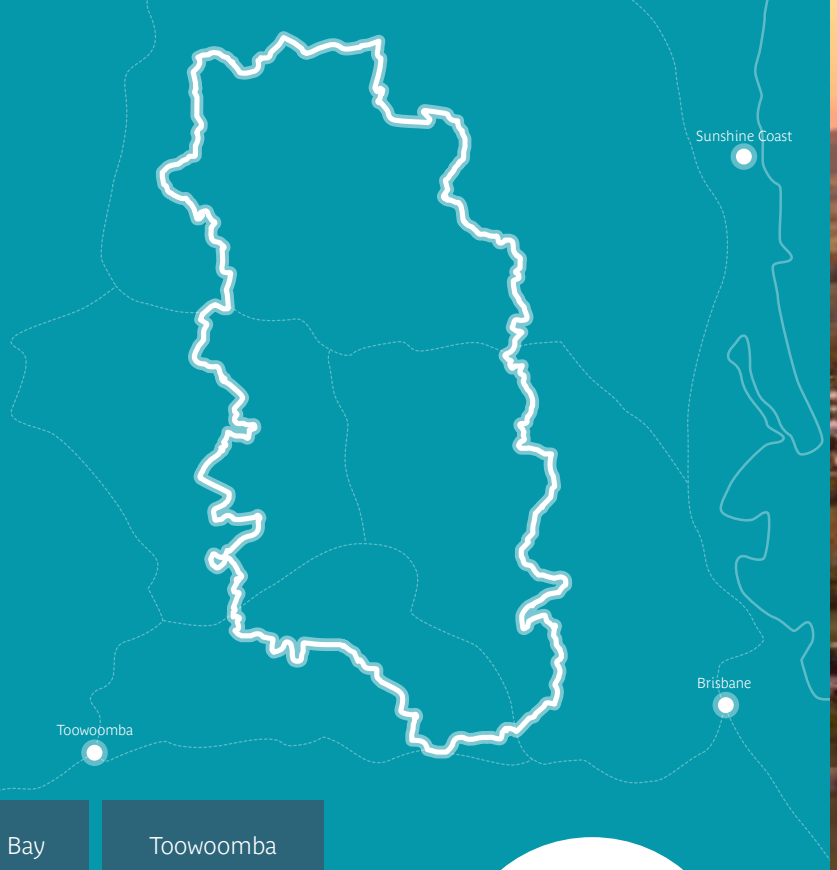
Somerset at a glance

The Somerset Regional LGA is conveniently located in South East Queensland close to the major tourism nodes of Brisbane, Toowoomba and the Sunshine Coast.

The region is known for its waterways and lakes as well as its unique villages including Esk, Toogoolawah, Kilcoy and Linville.



Top Visiting LGAs

Brisbane City	Ipswich City	Moreton Bay	Toowoomba
24.42%	13.28%	12.88%	11.34%

132,085
Overnight visitors in 2023*

Somerset Region Accommodation Supply Summary

120
unique properties

1,378
room listings

8,807
beds*

Accommodation supply

The following information has been collated based upon an accommodation audit of available suppliers in region. A variety of methodologies were utilised to conduct this audit including a desktop review of regional accommodation listings and mobility data tracking through Localis Research. Please note a filter was applied to this mobility data with the intention of excluding highway road traffic. The resulting visitation data therefore does not include through traffic in region.

Supply overview

Jan to Dec 2023

An audit of accommodation in the 2023 year across the Somerset Regional Council LGA identified 120 unique properties and a total of 1,378 room listings. This accounted for a total annual bed capacity of 8,807 beds.

120
unique properties

1,378
room listings

8,807
beds*

Average listing
$248.28

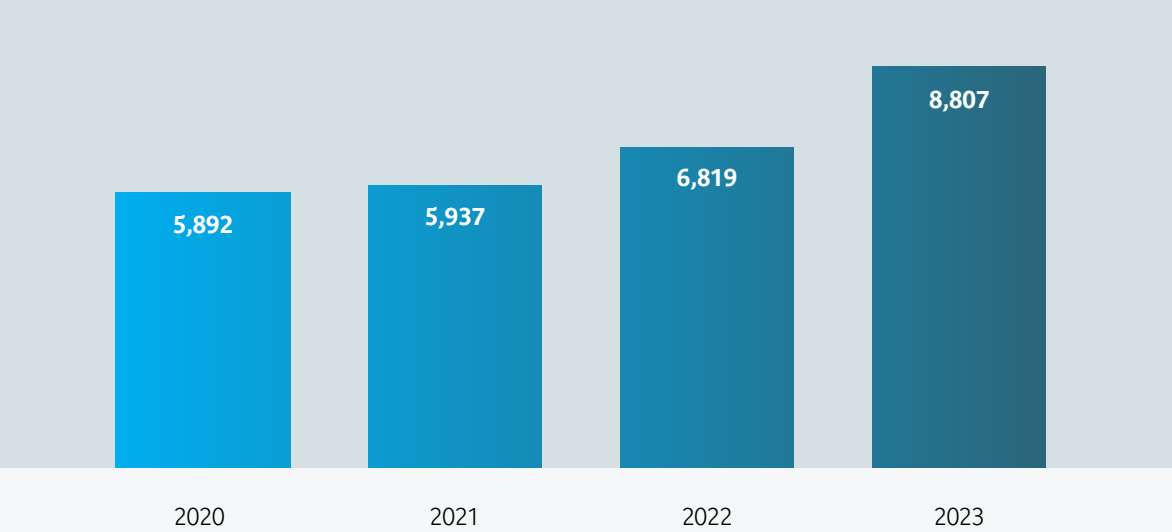
Average review score of
4.94 stars

Regional Comparison (By Month)

Average Monthly Data

Local Government Area	Total Bed Capacity	Listing Count	Unique Address Count	Average Listing Price	Average Review Score
Somerset Regional	804	172	120	$265.05	4.94
Scenic Rim Regional	2,642	876	532	$287.29	4.79
Toowoomba Regional	2,240	730	446	$182.68	4.86
Sunshine Coast Regional	29,394	10,616	5,001	$365.99	4.7

Somerset Annual Bed Capacity Over Time



Supply breakdown

Volume Of Accommodation By Type

The low number of listings and overall total capacity indicates that smaller, boutique style accommodation experiences make up the majority of the accommodation pool.

A desktop audit and review of regional listings indicates that low quality accommodation (3 star and under) dominates the accommodation pool comprising of motels, campsites and non-self-contained accommodation stocks.

The low proportion of high-quality accommodation is indicative of a lack of investment in contemporary, upscale accommodations and indicates that there is a clear gap in region for this style of accommodation.

A high level of seasonality, high occupancy on weekends and the smaller pool of listings, suggest accommodation stock is not diversified enough in region.

Property Type	Number of Properties
Camp Grounds	15
Hotel	9
Motel/Motor Inn	7
Indoor Lodging	10
Cabins or Self-Contained	3
B&B	2
Farmstay	6
Lodge	2
Caravan/Holiday Park	3
Cottage	2
Glamping	3

Demand for visitor accommodation

The following pages provide an overview of accommodation demand and growth indicators for the Somerset Regional Council LGA. This has been determined by:

- Data from Tourism and Events Queensland
- Data provided by Localis Technologies
- Research of past and potential visitors (605 survey responses)
- Consumer research of the Australian market from Tourism Australia
- Segment profiling using Roy Morgan data supplied by Southern Queensland Country

Factors driving demand

Domestic OVE in Queensland Country $1.6billion

Up 2.6%

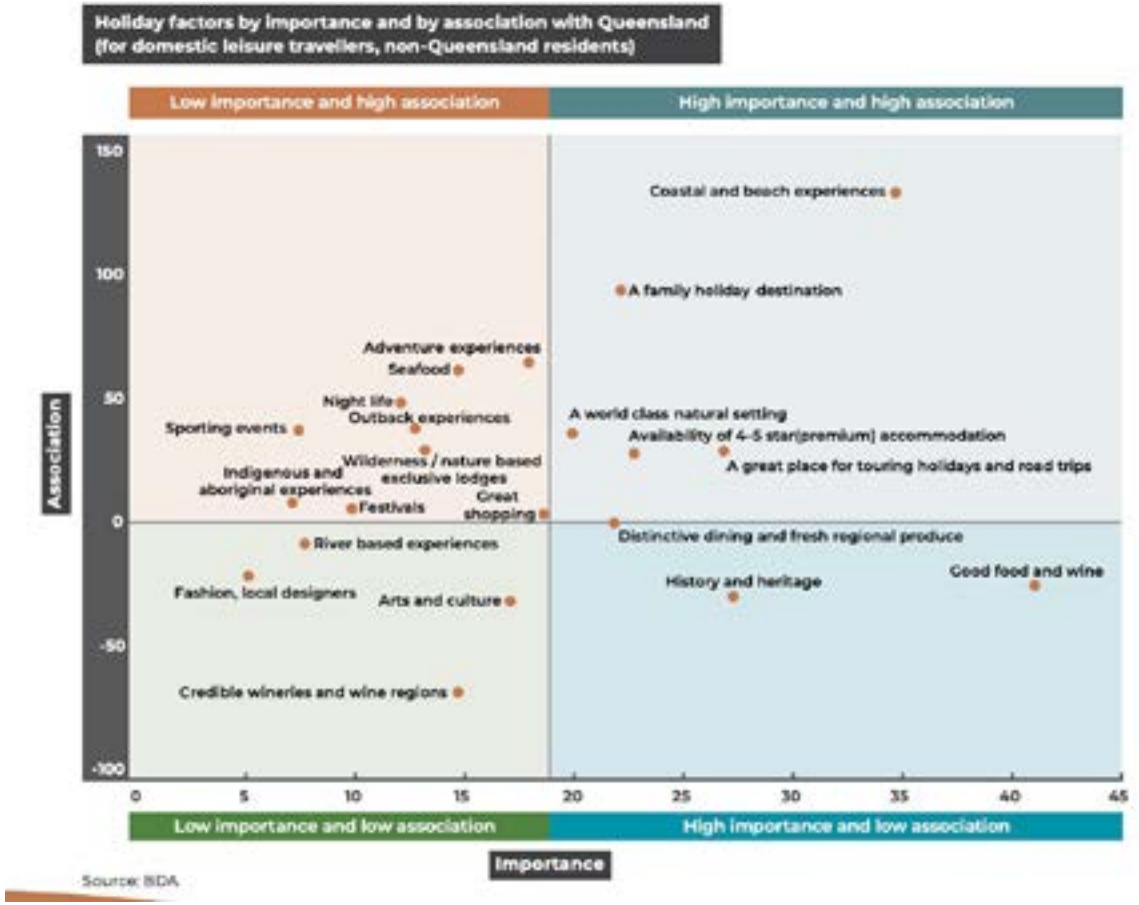
Visitor satisfaction extremely high

4.94 **average review score**

97% **of all visitors surveyed said they would return**

- Key visitor source locations (Brisbane, Gold Coast and SEQ) are attracting record visitation
- Queensland currently leads the nation in turns of RevPAR and occupancy growth – making it very investment attractive
- Domestic OVE in Queensland Country reached a new record of $1.6billion (up 2.6%) for the year ending March 2024.
- Visitor satisfaction in region is extremely high – with a 4.94 average review score. 97% of all visitors surveyed said they would return.
- A weakening Australia dollar favours domestic travel.

In 2021, the Queensland Tourism Industry Reference Panel^ commissioned BDA to review 'travel importance factors' for Australians and international visitors. This research identified that Queensland ranked above the Australian interstate average for many of the most important associations. Of these, Somerset is in a unique position to leverage these preferences, particularly travellers preference for "family destinations", "a great place for touring and road trips", and an increasing interest in natural settings, history and heritage (particularly relevant for the Brisbane Valley Rail Trail).



Market preferences and in-destination behaviour

Understanding how markets are attracted to destinations by accommodation choice is an important element in the development of suitable destination product.

People staying in different types of accommodation will have different interests, will want to do difference types of things and will plan to visit different types of attractions at different times of the year.

The following pages dig deeper into market preferences for visitors to the Somerset Region by way of preferred accommodation type and the experiences they seek out.

Understanding both factors is key for ensuring the right type of experiences and accommodation types can be curated to foster investment.

To achieve these insights, a survey of visitors who had and had not been prior to Somerset Regional Council was facilitated. Further data by BDA was also analysed.

Market preference for accommodation

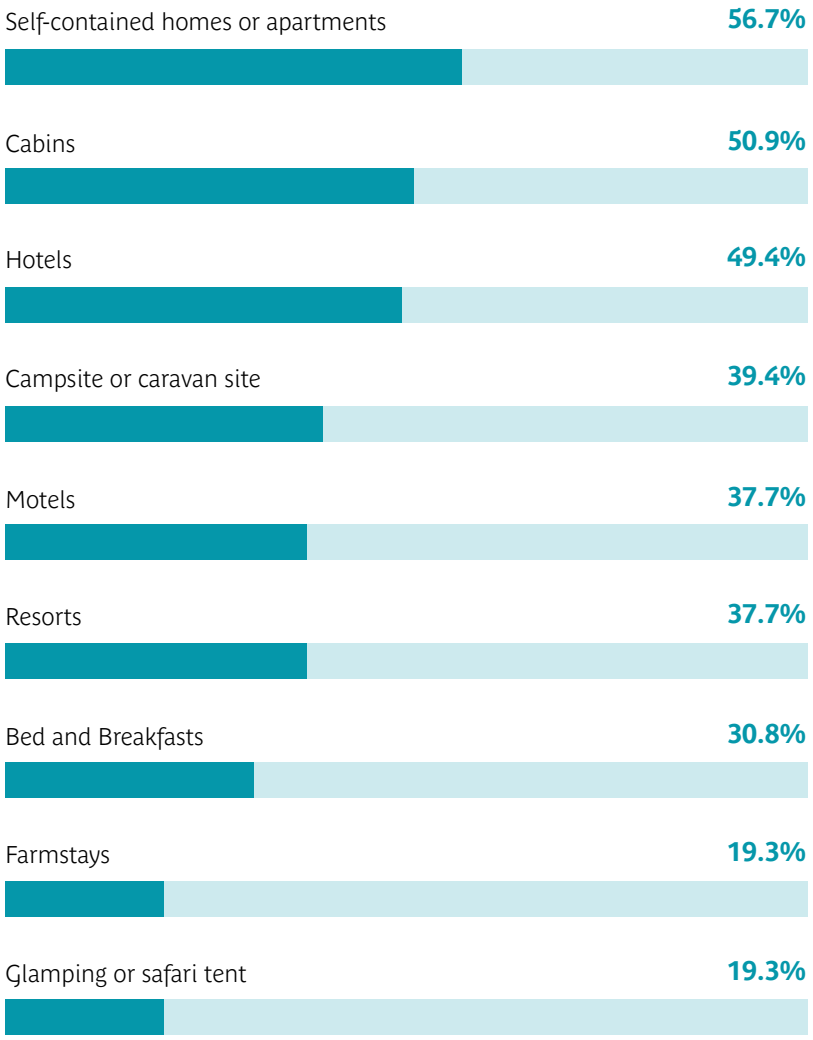
A survey of 606 visitors found:

- 80% preferred to book quality accommodation – higher than 3 stars
- Of those that had been before, 39% stayed in a caravan or campsite, 21% with friends or family and 16% in a motel
- 56% used Google as their primary source of research for booking accommodation
- 65% booked direct with the accommodation provider
- 99.7% of those surveyed said they would return
- Self-contained accommodation was the preferred style of accommodation type across those that had
- 46.5% who had not visited before said they did not know much about the region

Preferred accommodation type of those surveyed

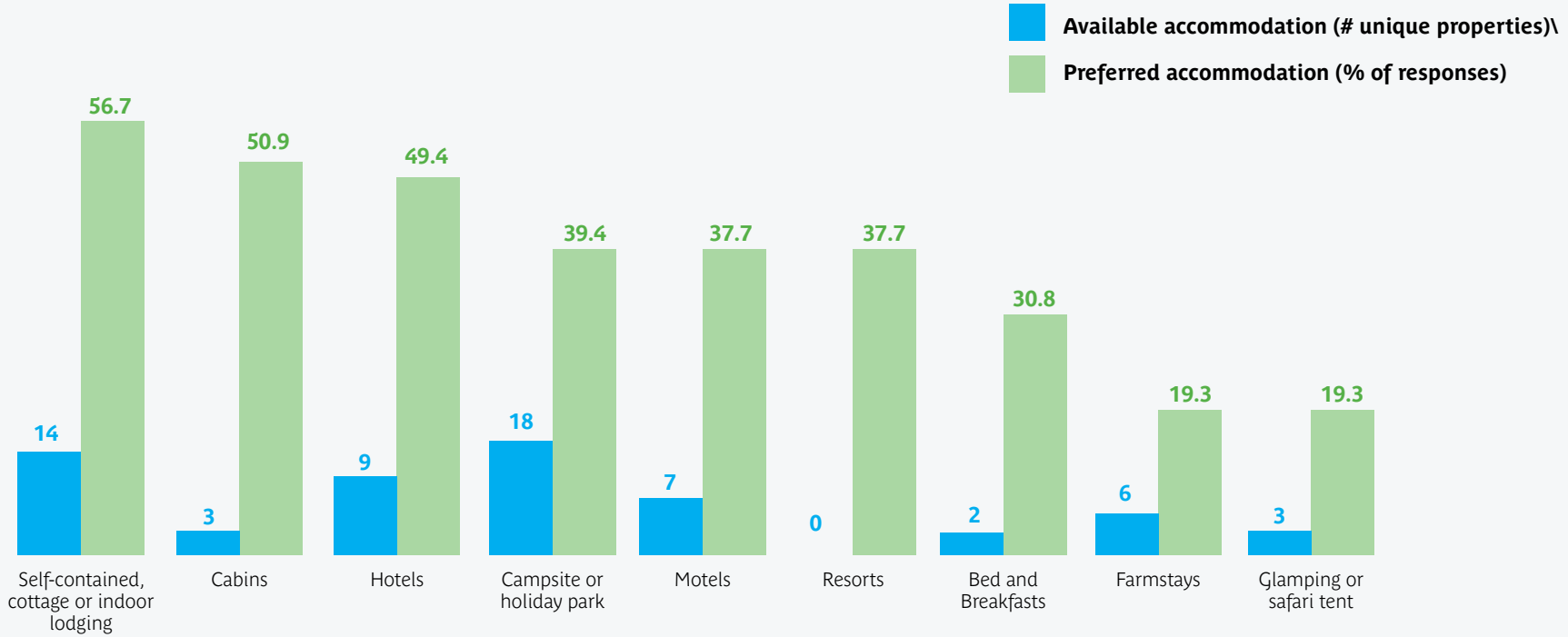
77.6%	13.2%	9.2%
3.5 – 4 stars	**3 stars**	**4.5 – 5 stars**

Preferred Accommodation Type By Category



Accommodation gap analysis

What is available vs market preferences



Gap analysis key takeaways

Supply of visitor accommodation within Somerset is well below that of surrounding LGAs.

Somerset is in a unique position to capture and convert more of their surrounding drive market into overnight visitors provided there existed an adequate supply of accommodation.

Visitor preferences for self-contained, high quality 3-4 star plus accommodation is not currently being met within the Somerset region.

Existing smaller boutique accommodation styles have limited rooms and therefore are subject to a high level of seasonality. Typically, the smaller accommodation providers will not be able to meet demand over weekends or peak holiday seasons.

There is a clear opportunity for the region to supply more niche, slightly more upscale accommodation options. Quality accommodations will attract a higher spending visitor and meet the needs of the broader holiday/leisure market.

Realities of the current accommodation pool

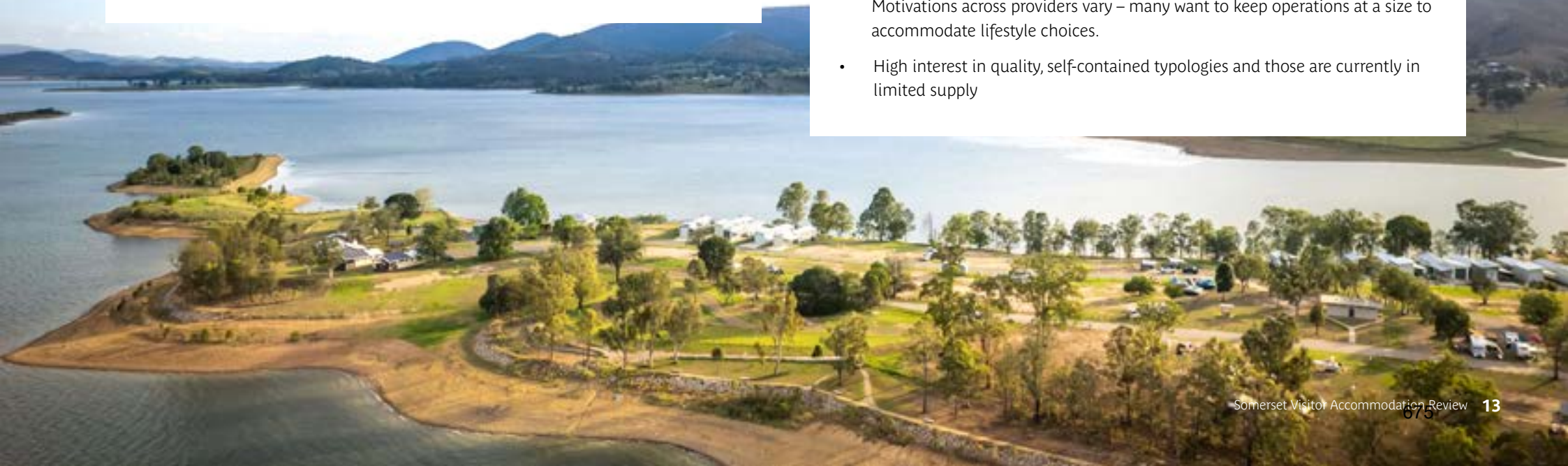
Strengths

- High occupancy rate Friday to Sunday – indicates strong visitor demand
- Queensland currently leads the nation in turns of RevPAR and occupancy growth – making it very investment attractive
- Visitor satisfaction in region is extremely high – with a 4.94 average review score
- 97% of all visitors surveyed said they would return
- Peri-urban locations are in high demand – close connectivity to major cities
- Villages present a unique experience only able to be replicated by likes of the Scenic Rim and some areas of the Sunshine Coast

Weaknesses

- Low quality accommodation types dominate the current supply pool
- Improving quality supply could be restricted by limited resources of smaller operators
- Attracting larger players to region could be limited due to no office RevPAR data and a lack of existing flagship providers
- High level of seasonality
- Limited jurisdiction of lakes areas
- Limited capacity from some existing operators to expand or lift quality of accommodations

  Motivations across providers vary – many want to keep operations at a size to accommodate lifestyle choices.
- High interest in quality, self-contained typologies and those are currently in limited supply



Market preference for experiences

BDA experience preferences

BDA conducted analysis that reviewed travel importance factors for visitors. The highest rated associations were for:

High Importance and High Association With Queensland

1. Coastal and beach experiences
2. A great place for touring
3. Availability of premium accommodation
4. A family destination
5. A world-class natural setting

High Importance and Low Association With Queensland

1. Distinctive dining and fresh regional produce
2. History and heritage
3. Good food and wine

It appears that the Somerset region has what travellers value the most. Specifically:

1. A great place for touring
2. A family destination
3. A world-class natural setting
4. History and heritage

These should be the authentic experiences that Council seeks to own – there is clear demand for these travel factors and it appears, a low association with some of these regionally.

Authentic Experiences Somerset Could Own

Cycling tourism

Nature based experiences

Arts and heritage

Village touring

MARKET PREFERENCES – SURVEY RESULTS

Of those surveyed, preferred experiences overwhelming revolved around touring, bush walking and nature, food and watersports.

79% liked touring and day trips

65% liked bushwalking

61% liked wine tasting and dining

32% liked watersports

The main reason those surveyed had visited the region:

27% to visit friends or relatives

20% to caravan or camp

11% to dine at a country pub

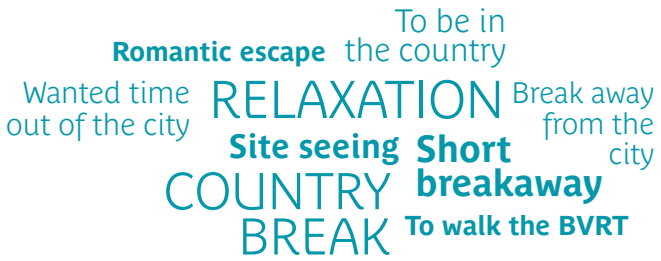
11% to ride the BVRT

7% for boating or fishing

2.9% to visit The Condensery

18% of respondents completed an open-ended response for Other.

Of those, there was a consistent theme around wanting a short escape from the city.



There is commonality between the BDA research and the research conducted specifically for this report, particularly around visitor preferences for touring, nature-based activities and interest in heritage and outdoor activities such as The Brisbane Valley Rail Trail.

In order to develop these experiences, however, accommodation volume, quality and supporting infrastructure needs to be developed.

The Case for Investment

Building the accommodation pool in region would allow Somerset Regional Council to leverage their authentic experiences and consumer trends that are driving domestic visitation, capturing a greater share of the Queensland Country visitation pool.

The following pages present a deeper dive into the strategy for achieving this, will explore Council's role in creating investment attractive conditions and will identify priority accommodation typologies that will align with the authentic experiences that Council should seek to own.

What Makes a Region Investment Attractive?

For the purposes of this study, we interviewed BEDAs Investment Arm and reviewed investment strategies and research papers relating to the Australian domestic visitor market. This research identified a number of factors that could influence investment decision-making and interest.

Factor One: RevPar Performance

Revenue per available room (RevPAR) is a metric used in the hospitality industry to measure hotel performance as it provides an indicator as to the property's ability to fill available rooms at an acceptable average rate.

RevPAR is calculated by dividing a hotel's total room revenue by the total number of available rooms in the period being measured.

The figure is used by investors to gauge a property's existing performance and as a comparison tool to compare the property with others on the market.

Currently, with the accommodation pool of a small, boutique nature, there is no RevPAR tracking for the Somerset region.

Factor Two: Established Properties

With the cost of construction and increased limitations for financing new builds, larger investors are increasingly seeking out already established properties. Existing properties provide a tangible, known quantity with existing business performance data and visitation history.

With the accommodation pool in Somerset still deemed in its infancy, this presents a challenge and anecdotally indicates that smaller, private investors and players will be required in the short-term to develop properties that may be of future interest to larger investors.

Factor Three: Authentic Experiences

Private investors in the tourism space are increasingly looking for properties that present unique, authentic experiences – giving the property purpose and an individual offering that drives demand.

Somerset has a number of assets in region that can foster the further development of authentic and unique experiences. Namely, The Brisbane Valley Rail Trail, nature-based experiences and village touring.

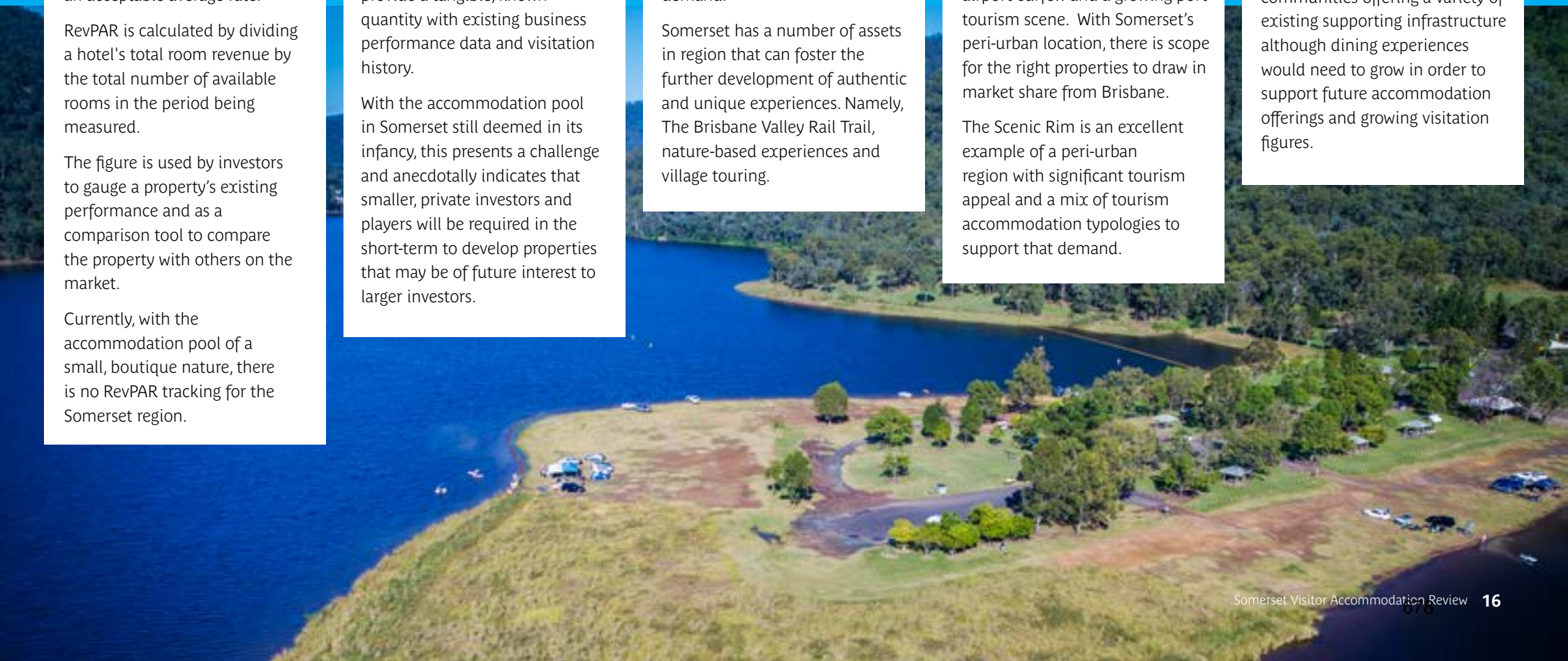
Factor Four: Peri-Urban Accessibility

Accessible properties close to major nodes and travel infrastructure are key for both investors and attracting visitors. Brisbane is one of the few airports in Australia with no airport curfew and a growing port tourism scene. With Somerset's peri-urban location, there is scope for the right properties to draw in market share from Brisbane.

The Scenic Rim is an excellent example of a peri-urban region with significant tourism appeal and a mix of tourism accommodation typologies to support that demand.

Factor Five: Supporting experiences in region

Investors are looking for properties that have supporting surrounding infrastructure and experiences. Again, Somerset is well positioned here with village communities offering a variety of existing supporting infrastructure although dining experiences would need to grow in order to support future accommodation offerings and growing visitation figures.



Current investment considerations

Acknowledging the research and factors that influence investment, the immaturity of the Somerset Accommodation Pool presents both challenges and opportunities for Council.

Challenges

- When much accommodation currently doesn't exist, there is no way to demonstrate RevPAR and ROI
- Fuel costs and inflation pressure favour the short drive market which could make investment so close to Brisbane a hard sell
- Council would need to be able to demonstrate a sure and reliable supply of local labour and accommodations to support construction and infrastructure projects in region
- A lift in the volume and quality of accommodation pool will consist of working with smaller operators who may not have the financial capacity or inclination to make the required upgrades
- Materials sourcing and labour sourcing in outer lying villages may be an issue
- Dining experiences will also need to develop as the accommodation pool grows

Opportunities

- Leveraging the proximity and per-urban appeal for investors considering Brisbane and surrounding areas
- Readily accessible to Brisbane Airport and Port Nodes for touring and authentic travel experiences
- A number of unique experiences that can be "owned" such as village touring and the Brisbane Valley Rail Trail
- Available parcels of land that might suit activation

Defining council's role

Council's role should primarily focus upon creating and nurturing investment friendly conditions. Specifically by:

PLACEMAKING	LAND ACTIVATION	DEVELOPING DEMAND DRIVERS	SUPPORTING INFRASTRUCTURE	INVESTMENT ATTRACTION
Curating village streetscapes to make them more visually appealing and to encourage longer time spent in villages.	Identify the activation and development of land owned by council for accommodation and mixed-use purposes that will align with and support preferred tourism experiences in region.	Foster the development of assets or regional experiences that will drive demand for accommodation and services in region.	Identify and improve key infrastructure that will attract tourists and improve their experience when in region.	Consider pathways for investment at a local level in the short term and bigger players in the long-term to start an adequate investment pipeline of projects.
Consider incentives or schemes to improve street presentation and nurture heritage facades and "village" aesthetics.	Consider how existing Council assets can be activated further with tourism and mixed use applications in mind.	Curate demand drivers around the preferred experiences identified in this reports market research.	Consider the wider infrastructure required for attracting investment in region – particularly labour, materials and local accommodations for workers.	Develop a plan for educating and upskilling smaller operators to foster their interest in developing the accommodation supply.
Consider the placement of facilities such as toilets, public seating and caravan parking in areas that will promote exploration of villages.		Consider how existing demand drivers could be improved or enhanced to grow tourism in-region.	Invest in accessibility improvements such as footpath quality to connect villages to key operators and attractions.	Advocate for operators looking to lift the quality or volume of their accommodation offering by way of connecting them with grant and funding opportunities.
Use events and marketing to foster foot traffic and create a sense of "place" in villages.				Foster an investment attractive environment through incentives for operators that will enhance streetscapes and a dedicated investment attraction policy.

Priority Investment Opportunities

Through consultation with Council and the research obtained through this accommodation gap analysis including consultation with key industry stakeholders and Brisbane Economic Development Agency (BEDA), a number of priority investment projects have been identified below.

Recreational Facilities | FERNVALE & LINVILLE

There is scope to utilise Council land for multi-purpose recreational uses, specifically in Fernvale and Linville. Enhancing the proposed masterplan at Fernvale, Council could create recreational areas with increased camping and leisure facilities to create a multi-use space that can accommodate community, sporting and tourism uses.

Similarly, the proposed masterplan for Linville should allow for more modern camping and recreational facilities for campers, including a more accessible driveway/entrance and facilities to enhance the use of the Brisbane Valley Rail Trail such as e-bike charging and water stations.

Placemaking | Esk, Linville & Toogoolawah

Placemaking strategies for Somerset's visitor attractive villages of Esk, Linville and Toogoolawah will aid Council's tourism growth goals by enhancing the "authentic" village experiences on offer, promoting the perception of vibrant villages worthy of exploration and ensuring the viability and growth of retail and hospitality trades – essential for driving demand for tourism in region.

These villages present excellent opportunities for enhanced placemaking. This might involve:

- Improvements to existing footpaths to allow for better accessibility and ensuring connectivity of village spaces to local accommodations and facilities
- Plantings and vegetation to enhance the "village" flavour of the streetscapes
- Shopfront improvements by way of fascias and fronts to improve visual presentation and enhance the heritage and village nature of the streets
- Funding and resourcing for local pop-ups and tenancy regeneration initiatives
- Interpretive art pieces in each village and throughout the Brisbane Valley Rail Trail to activate all spaces and create a single touring piece connecting the villages and local assets

Case Study: Nolans Block

Located in Crows Nest, the centuries old heritage building Nolans Block was reimagined as a regional tourism attraction with help from Toowoomba Regional Council's Heritage Incentives Scheme.

Council approved $10,000 towards the redevelopment of the site, specifically for the refurbishment of the building's frontage to retain its heritage feel and provide an appealing, connected village attraction.

The block has now been given a new given a new life and houses 8 unique shops offering a patisserie and cafe, a European inspired restaurant, homewares store, fashion boutique, antiques store and more.

Since its inception, the Heritage Incentives Scheme has approved over $135,000 in heritage conservation works.

Priority Investment Opportunities

Land Activation

There is scope to activate Council owned land in Toogoolawah and Esk to facilitate mixed use developments encompassing accommodation, dining and retail.

Land activation usually involves a lease or tender for sale style arrangement where the land is either sold at an incentivised rate (refer to our case study in this report on Walhalla Star Hotel) or leased to a commercial tenant.

It is recommended that Council looks to audit key villages to identify sites that might be suitable for activation. Anecdotally, sites may include the Fernvale Recreation Grounds, the main street of Linville or The Condensery in Toogoolawah.

Leases typically are in one of three forms:

- Council carries out the development in line with the tenant's design requirements and recovers the cost through a higher rent.
- The tenant carries out the development to the agreed design and the cost is reflected in a lower rent.
- The tenant carries out the development to the agreed design and is reimbursed by council. Rent is then set with no consideration of development costs.

The Condensery is a strong regional asset that has excellent scope to be activated and become a flagship demand driver for tourism in region.

Case Study: Howard Smith Wharves

As part of their 2012 investment strategy, Brisbane City Council identified a number of CBD locations suitable for activation, one of which was Howard Street Wharves.

In August 2013, Brisbane Lord Mayor Graham Quirk formally called for proposals to develop the 3.43-hectare Howard Smith Wharves site.

The tender process was managed by Savills.

The successful proposal was made by HSW Consortium who were offered a 99-year lease for the land.

The $110 million dollar project was funded to the tune of $70million from US-based fund manager, PGIM Real Estate, leaving Australian banks with a limited exposure to the prized project.

BCC is expected to receive more than $528 million as part of the 99-year lease terms.

The development has been such a success, Council has more recently supported increased visitation by increased public infrastructure and citycat access to the site.

Priority Investment Opportunities

Land Activation | MOUNT GLEN ROCK

Mount Glen Rock presents one of Council's largest opportunities for a tourism demand driver in region. The 127 hectares of freehold property was purchased by Council in October 2020 with the intention of utilising the area for recreation and nature-based activities. Council is also the trustee for the adjoining 81 hectares of reserve land surrounding Mount Glen Rock.

Once completed, the site will offer hiking trails and other suitable recreational opportunities.

As identified earlier in this report, there is a strong demand for authentic, nature-based tourism experiences in close proximity to Brisbane. It is recommended that progressing the plans for Mount Glen Rock remain a high priority for Council as the increased visitation that this asset will attract, will prove critical for attracting further investment in the region's accommodation pool.

Government funding should be sought to expediate forward momentum for this project.

Council should undertake an audit of existing tracks and trail infrastructure available within region to determine future investment priorities.

Case Study: Currumbin Eco-Parklands

Activation of the Currumbin Eco-Parkland project delivers on a commitment by the Queensland Government, to protect an important and unique 148-hectare parcel of land at Currumbin.

A $31 million dollar investment plan will unlock the eco-tourism potential of the land and transform it into the one of the largest eco-parks in Australia.

Upon completion the park will feature:

- A koala rehabilitation centre
- Tracks, trails, boardwalks
- Nature play area and greenspaces
- Walking trails, lookouts and picnic areas

Priority Investment Opportunities

Asset Activation | BRISBANE VALLEY RAIL TRAIL

The Brisbane Valley Rail Trail is a significant tourism asset for the region that should be leveraged further to grow visitation and nurture future accommodation investment.

While still largely in its infancy, there is scope to activate the trail to develop its potential as a major tourism driver for the region.

Activation strategies might include:

- Council to prioritise support for events and initiatives that seek to activate the trail
- Incentives for event organisers to utilise aspects of the rail trail
- Clustered events around Rail Trail village points (such as markets in Esk)
- Like the case study below, consider ways to activate the trail further either with art or heritage related installations.

Consideration should also be given as to how the trail can be used to further enhance the operations of local businesses in region.

An education program should be developed for local business operators to educate them on the value of the trail, identify ways they can leverage their association with the trail and nuture complementary services and products so as to create an authentic "rail trail" experience for visitors.

Case Study: The Great Victorian Rail Trail

The Great Victorian Rail Trail in Victoria's High Country runs from Tallarook to Mansfield and can be explored on foot, bike or horse.

As the trail crosses multiple local government areas and involves a high number of stakeholders, a Memorandum Of Understanding was established between all parties, to ensure all were working towards a common goal and to clearly delegate rights and responsibilities.

The trail now has one central source for marketing but a diversity of groups and players who all work together to deliver a seamless, cross LGA experience for visitors.

As a group, it was identified that the trail needed a broader tourism appeal to manage seasonality and reach a diverse group of visitors. As such, an art trail was also implemented throughout the trail.

Local event organisers and community groups are also incentivised by way of funding and grants to foster the activation of the trail and its wider use as a tourism asset.

Preferred accommodation typologies

The following accommodation typologies should be prioritised for the region. These typologies align with market demand and the authentic experiences that the region should be seeking to own.

Boutique hotels with dining options

Star rating
4 – 5

Style
Luxury

Key markets
Luxury travellers, couples, international travellers

Facilities
Onsite manager, onsite restaurant, high level of finishes, onsite reception, quality social spaces such as a bar or lounge area

Possible locations
Esk and Toogoolawah

There is currently no flagship premium accommodation provider in the Somerset region. Toogoolawah presents a premium opportunity for a property of this nature which could be supported by surrounding infrastructure such as The Condensery and the dining and gallery experiences also on offer within Toogoolawah.

With no existing properties of this type, however, attracting a larger scale investor may not be initially feasible. Based upon this, the following two case studies provide examples of highly successful properties that were first brought to market by small players with the support of their respective local Councils.

Case Study: Walhalla Star Hotel | Victoria

Once one of Australia's richest towns and the sleepy village of Walhalla is located in regional Victoria, 2.5 hours from Melbourne. Now home to just 20 residents, the town was a quiet hobby village with no connection to electricity, mobile phone or internet service until Council was approached by a private investor wanting to create a replica of the old Star Hotel in town.

Council sold the land to the investor at an incentivised rate and lobbied in support of the development (particularly as there was initially high opposition to the investment). The motel is now one of the most recognised tourism properties in Victoria and is internationally brochured.

The motel offers 12 rooms with private bathrooms plus an onsite restaurant and licensed lounge area. Visitors can take accommodation packages that include dinner and breakfast. The motel offers EV charging facilities, is wheelchair accessible and receives international media attention due to its village like atmosphere and stunning streetscape.

Council would need to consider its legislative obligations before pursuing a similar course of action.

Case Study: Hazeldean Estate | Scenic Rim QLD

Located in the Scenic Rim, Hazelwood Estate was a privately owned 30-hectare polo and wagyu cattle farm. In 2020, the owners at the time successfully secured $1.8million through the State Government's Attracting Tourism Fund which was supported by Scenic Rim Council.

The funds allowed the property to be developed which included three luxury pavilions, 16 eco cabins, a refurbishment of the existing homestead and development of a restaurant and cocktail bar and cellar door.

The project was completed in late 2021 and was recently sold to Northern Escapes Collection (owned by Morris Group).

Now named Beechmont Estate, the property is a flagship provider in region and attracts more than 20,000 visitors annually.

Motel refurbishments

Star rating
4

Style
Modern and comfortable motel rooms

Key markets
Business travellers, families, holiday/leisure makers

Facilities
Modern and comfortable finishes, onsite parking, close proximity to villages

Possible locations
Esk, Toogoolawah and Kilcoy

Case Study: The Berry View Motel | NSW

Once a tired 1950s style drive-in motel, The Berry View motel has been freshly renovated with a popular mid-century facelift and now attracts visitors just to stay for a photographic opportunity. The renovation saw the construction of additional deluxe suites and an infinity edge swimming pool for guests. The motel offers a total of 13 rooms plus onsite parking.

The on-trend retro look features eye catching doors and chic, light filled rooms. The motel is located within the popular tourist down of Berry, NSW and has regularly been featured in national media stories.

Council owned recreational spaces

Star rating
3

Style
Self-contained camping and caravan facilities

Key markets
Holiday and leisure makers

Facilities
Recreation facilities such as BBQs, hot showers and modern toilet amenities, amphitheatre and meeting/ community rooms.

Possible locations
Fernvale, Linville

Case study Coonalpyn Caravan Park | SA

Coonalpyn Caravan Park is a Council owned and operated space that adopts a self-managed approach to onsite facilities.

To deliver this, Council has installed a payWave system for the purchase of power at the powered caravan sites. The fee associated with the powered site is $15/ per night.

Upon successfully completing the payWave transaction, patrons are supplied with power to their chosen site. If a patron wishes to extend their stay beyond the initial period, patrons simply payWave again for another night's accommodation.

Unpowered sites are offered free of charge.

The grounds also offer "Pay as you use" shower units that also utilise the payWave system. Once activated, patrons have access to a designated 5 minute shower which can be extended with another payWave transaction.

This could be a feasible solution for the likes of Fernvale or Linville to better manage camping areas without the cost of and need for an onsite manager.

There may be some compliance work that needs to be explored around such a concept, however, particularly with regards to the sale of power for the sites.

Under section 88 of the National Energy Retail Law, any individual that sells energy must hold a retail authorisation of an exemption from the Australian Energy Regulator, when operating in the National Energy Customer Framework jurisdictions (Queensland, NSW, ACT, and Tasmania).

Should Council be interested in a similar system, retail power exemptions would need to be further explored.

Eco pods or cabins

Star rating
4 – 5 stars

Style
Luxury self-contained eco cabins

Key markets
Luxury or green travellers, couples

Facilities
Sustainable buildings, views or natural surrounds, self-contained, EV charging facilities.

Possible locations
Lake areas, on-farm or close to village locations and attractions.

Case Study: Wanderpods | Scenic Rim QLD

Wander Pods are fully self-sustained pod style cabins that are strategically placed in stunning nature-based locations. There are currently Wanderpod cabins in the Scenic Rim (QLD) and Kangaroo Island (SA). The pods are designed to connect visitors with the surrounding country so feature visually stunning aspects and blend sustainable construction with luxury finishes. The Pods are fully off grid with the goal of zero-waste stays and can sleep between 2 and 4 people. The pods are designed to immerse visitors in nature, so no TVs or entertainment devices are available within the pods.

The Wander Pod in the Scenic Rim is housed on The Overflow Estate. The owners behind this property successfully secured funding for the pods as part of the Queensland Government's $25 million Growing Tourism Infrastructure grants program. From the program, $1.33 million was invested towards the construction of the 5 sustainable pods on the property.

Themed self-contained accommodation

Star rating
3.5 – 4.5

Style
Quality and unique accommodations, themed to align with country experiences or the rail trail.

Key markets
Couples, families, holiday travellers.

Facilities
Themed experience, self-contained facilities with onsite parking.

Possible locations
Toogoolawah, Linville

Drawing upon the uniqueness of the Brisbane Valley Rail Trail, Somerset has a number of locations that could suite stationmaster inspired cottages or carriageway themed accommodations. These could be refurbished carriageways although we suspect newly constructed dwellings would be more cost effective.

The region's rail history presents a unique opportunity to create rail themed accommodation styles that will service and cross promote the Brisbane Valley Rail Trail.

The station at Linville for instance could incorporate boutique accommodations to complement the proposed masterplan for Linville, support visitors along the Brisbane Valley Rail Trail and share excess demand for accommodation on weekends as experienced by the Linville Hotel.

Case Study: Nambucca Valley Train Carriages | NSW

Built brand new and modelled from Great Eastern Rail Carriages from the 1800s, these self-contained carriages offer an ensuite bathroom, kitchen and balcony.

The accommodation is located 200m from the North Coast Railway line and was themed to align with this positioning. Two carriageways are available with onsite parking.

Advocate. Educate. Innovate.

Developing a holistic plan for the future.

Key actions for moving forward with accommodation investment in region.

Recommendations for moving forward

With accommodation in region in its infancy, Council will need to consider both a short-term and long-term approach to improving supply within region.

Short-Term

Private Investors

Long-Term

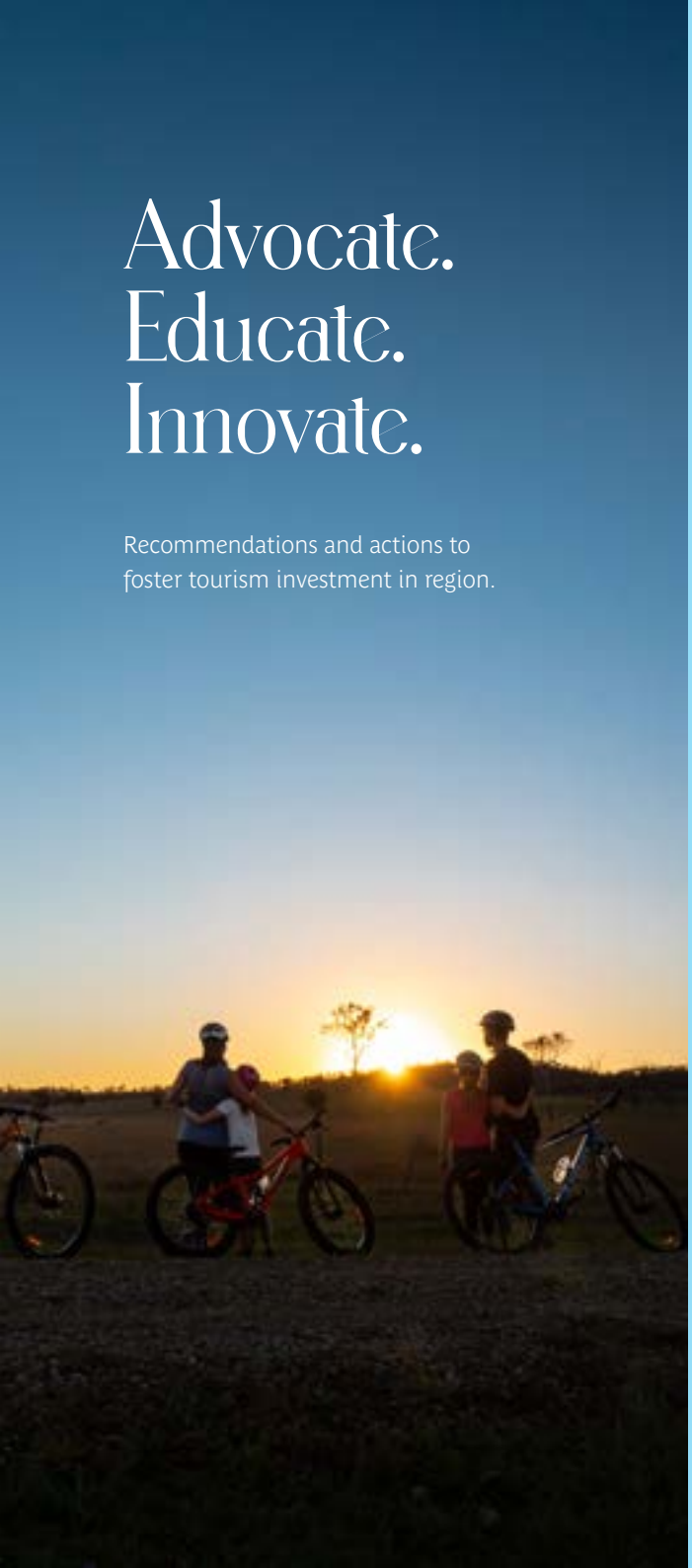
Larger-scale investment groups

As flagged throughout this report, in in the initial stages, Council will be relying on smaller, players and innovators to grow the accommodation pool in the short term and this means their skill level and financial capabilities may be limited.

It is recommended that Council looks to implement an investment strategy with a focus on advocacy, education and innovation as the means for widening and improving the accommodation pool.

Advocate. Educate. Innovate.

Recommendations and actions to foster tourism investment in region.



Advocate

- Develop a succinct case for investment using RevPar, occupancy and visitor data combined with ownership of the region's authentic experiences
- Engage with brokers and key investment groups including BEDA
- Investigate the merit in creating a peri-urban investment Council with appropriate SEQ Local Government authorities (e.g. Scenic Rim, Lockyer Region, Moreton Bay, etc.) through the Council of Mayor's SEQ
- Advocate for investment in region through the establishment and use of investment specific marketing tools (for example - www.investscenicrim.com.au)

Educate

- Educate existing and potential local operators on new opportunities in the agritourism/ on-farm space
- Guide and support operators wanting to improve their accommodation facilities and capabilities through information sessions, EOI programs and a concierge service to connect them with funding and grants
- Develop a mentoring program in partnership with Queensland Country Tourism for business owners interested in developing events, services or enhancements for the Brisbane Valley Rail Trail
- Develop mentoring and education programs for existing local business owners around the opportunities of the Brisbane Valley Rail Trail. The first step in this program will be the Rail Trails and Tourism Conference being held November 2024

Innovate

- Proactively welcome investment and future visitation by addressing infrastructure issues
- Adopt a curatorial role to key Council villages to attract more dining and retail experiences
- Develop a placemaking plan and budget including funding for business owners to improve their facias and fronts to create a sense of place and appeal with a strong heritage / village feel
- Allocate funds in the tourism budget for placemaking – specifically events and activities to ensure sustainable streetscapes – villages that thrive and are vibrant, are visitor attractive and accordingly have longevity.
- Undertake an audit of existing tracks and trail infrastructure available within region to determine future investment priorities
- Audit land and/or property in region to identify sites that might be suitable for activation, particularly around the Condensery in Toogoolawah, areas in Linville and the Fernvale Recreation Grounds
- Seek to incorporate a ten-year investment action plan as part of any future Destination Management Plans for the region. Investment specific actions to be incorporated include nominating land holdings for activation and priorities for progressing demand drivers in region such as Mount Glen Rock and the Brisbane Valley Rail Trail
- Draw upon learnings from the Great Victorian Rail Trail to develop an MOU and work with stakeholders to drive development of the assets

APPENDICIES

Documents Reviewed:

Brisbane Valley Rail Trail (BVRT) Visitor Research Program – Phase 2 Report,
The Service Innovation Alliance, December 2023.

Deloitte 2023 Tourism Market Outlook,
Deloitte Access Economics, September 2023.

Moreton Bay Regional Council Investment Attraction Policy, Moreton Bay Regional Council, Version 3, May 2022.

Next Generation Tourism Planning: A Guideline For Planners In Queensland, Queensland Government, 2017.

Outback and Southern Queensland Country Tourism Region: Perfect For Tourism Investment,
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Somerset Region: Accommodation Pre-Feasibility Study,
EarthCheck Pty Ltd, December 2015.

Somerset Regional Council Esk Racecourse,
Showgrounds and Golf Course Master Plan, CPRGroup 2019.

Somerset Regional Council Linville Masterplan,
Somerset Regional Council, drafts A and B, October 2022.

Somerset Regional Council Master Plan Report: Fernvale Recreation Grounds, August 2021.

Somerset Regional Council Mount Glen Rock Master Plan: Background Research Report,
Otium Planning Group Pty Ltd, October 2021.

Somerset Regional Council Tourism Marketing Action Plan 2023, Lingo PR and Digital, March 2023.

Somerset Region Planning Scheme, Somerset Regional Council, Version 4, December 2021.

Southern Queensland Country Regional Snapshot,
Tourism and Events Queensland, September 2023.

Tourism Investment Monitor 2022 – 2023,
Australian Trade and Investment Commission Tourism Research Australia, Commonwealth of Australia, February 2024.

Towards 2032: Reshaping Queensland's Visitor Economy To Welcome The World, Queensland Tourism Industry Reference Panel, June 2022.

Consultation Schedule:

Accommodation Operators and Suppliers:

Esk Caravan Park

Rail Trail Refuge

Walhalla Star Hotel

Northern Escapes Collection

EcoStructures Australia

Regional Tourism Agencies

Queensland Country (formerly Southern Queensland Country)

Brisbane Economic and Development Association

Local Government & Industry Associations

Peri-Urban Councils of Victoria

Somerset Regional Council

Mansfield Shire Council Victoria

Consumer Research and Data Sets

Consumer Research

For this report, an online survey was conducted amongst visitors that had and had not visited the region prior. This research was conducted to achieve the following objectives:

1. Determine interest in the Somerset Region as a visitor destination
2. Understand motivations for visiting Somerset specifically and also domestic travel in general
3. Understand consumer sentiments for their time in region
4. Identify preferred accommodation typologies

A total of 606 survey responses were received using an online survey platform. Survey respondents were sourced from Facebook advertising, through the Experience Somerset consumer database and via a small promotion via the Queensland Country industry newsletter.

Data Sets

* Localis Research Geofence, 2023 data set for visitation and bed supply in the Somerset Regional Council LGA.

Domestic Tourism Snapshot, year ending September 2023, Tourism and Events Queensland.

Australian Accommodation Monitor Summary 2022 – 2023, STR Global, September 2023.

Somerset Region Roy Morgan Data for 1 January 2023 – December 2023, Roy Morgan for Southern Queensland Country, January 2024.

This report was prepared by Lingo PR and Digital Pty Ltd, October 2024.

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SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Sandra McFeeters, Community and Tourism Manager
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	19 November 2024
Subject:	Esk Garden Fair 2025 – Request for Council Support
File Ref:	Tourism / Tourism Development
Action Officer:	CTM

Background/Summary

The Valley of the Lakes Garden Club (the Garden Club) have approached Somerset Regional Council to sponsor the 2025 Esk Garden Fair event. The Esk Garden Fair will be held on Saturday, 21 June 2025 in Pipeliner Park, Esk.

This event has been held in Pipeliner Park since its inception in 2016, with visitors to the event increasing each year. The estimated attendance in 2024 was 6,500, an increase of 490% from the first event. It is estimated that visitor attendance in 2025 will reach 7,000 with about 100 stall holders to be in attendance.

The Garden Club has submitted an Event Sponsorship Business Case for Council's consideration, outlining a greater level of staffing and resource support required to run the 2025 Esk Garden Fair event.

Each year Council has had a promotional stall at the event to promote Council and the Experience Somerset brand to visitors attending the event.

Since 2016 Council has provided sponsorship to the event through Community Assistance Grants with in kind support including; two staff members to help with waste management and cleaning of the Council toilet block, the use of bins, witches hats, bollards and signage. In 2020/2021 Council purchased bollards, piggy tails, safety bunting and safety mesh for use by the Garden Club and have supplied 20 community bins per year.

For the 2024 event Council provided in kind support to the value of $1,130 through the Community Assistance Grants program. Additional support was provided through social media promotion of the event.

The Garden Club committee are currently undertaking a three-year Event Pathways Mentoring Program through Queensland Country Tourism which Council are supporting financially with a contribution of $2,000 (excluding GST) per year.

As part of this program the committee have identified two significant issues for the future success of the event:

1. Insufficient signage, waste management, power and traffic control.
2. Lack of access to suitable able-bodied volunteers.

The current and requested volunteer staffing and resources are detailed in the attached business case. To summarise, the Garden Club request the following resources for the 2025 event:

Friday, 20 June 2025 – Set Up Day
- 30 x rubbish bins
- 10 x recycle bins
- Bus signage

- 5 x power boxes
- 2 x water outlets
- 4 x staff from 8am to 2pm to help set up gazebos, fencing and signage (estimated cost of $1,000)

Saturday, 21 June 2025 – Event Day

- Two (2) x staff from 7.30am to 3pm to clean and maintain permanent toilets and hire toilets (estimated cost of $2,200)
- One (1) x staff from 8am to 4pm to manage rubbish removal on the day (estimated cost of $1,500)
- Four (4) x staff from 3pm to 5.30pm to help take down gazebos, fencing and other various tasks ($1,200)

It is estimated that the cost to Council for providing the requested will be $5,900.

The Garden Club have also requested additional staffing support of six people to assist committee volunteers on the day at the gates and to sell raffle tickets, which would cost an estimated $4,100. It would not be appropriate for Council officers to be collecting funds and handling cash on behalf of a third party.

The total requested staffing and value-in-kind support is estimated at $10,000. This is a 510% increase in Council support from 2021/22. With the additional Event Pathways sponsorship, it would take Council support of this event close to $12,000.

The sponsorship request has links to Council's Corporate Plan 2021-2026 and the Somerset Tourism Strategy 2021-2025, as follows:

- Corporate Plan 2021-2026
    - Strategy 3.5 – *Continue to engage and collaborate with regional, State and national stakeholders on strategies to support the development of a diverse, strong and resilient regional economy*.
- Tourism Strategy 2021-2025
    - Opportunity 4.2 – *Explore a More Strategic and Coordinated Approach to Events Planning and Promotion.*
    - *Opportunity 5.1 - Build Local Tourism Partnerships.*

Given the economic significance of the event, its links to Council's Corporate Plan (2021-2026) and Tourism Strategy (2021-2025), it is recommended that Council provide support to the Garden Club per the attached business case (except for the six staff requested to support admission and raffle ticket sales).

In exchange for sponsorship, Council may wish for the Garden Club to commit to the following:

- Partner status and logos, positioned on all promotions.
- Access to all captured content (e.g. videos and images) taken for the event.
- A speaking opportunity for the Mayor or his delegate at the event.
- A chance to engage Councillors where possible, in lead up to promotional events.

The 2025 financial year budget does not include an allocation to support this event. Council could approve the sponsorship and resolve that the budget required be identified at a future budget review.

Should Council wish to sponsor the event it would be proposed that the parties enter into a Memorandum of Understanding to clarify each party's role and responsibilities.

There are external grant opportunities available for the Garden Club to apply for including the Queensland Destination Events Program run by Tourism and Events Queensland which offers grant funding of up to $100,000 for regional events and can be used towards marketing, development, specialised personnel and hire of equipment. The funding round for events up

to August 2025 has already closed. Council can provide support to the Garden Club to apply for this funding in the future.

Attachments

Nil

Recommendation

THAT Council commit to sponsoring the 2025 Esk Garden Fair event through in-kind support valued at $7,900, under the condition that a Memorandum of Understanding be agreed upon by all parties, with funding to be allocated at a future budget review.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson – Chief Executive Officer
From:	Michelle Francis – Sport and Recreation Officer
Director:	Daniel Rowe – Director Corporate and Community Services
Date:	19 November 2024
Subject:	Tender 1387 – Construction of the Toogoolawah Community Gym Extension
File Ref:	TENDERING – QUOTATIONS - 2024 – 2025 Tenders - Tender 1387 – Construction of the Toogoolawah Community Gym Extension
Action Officer:	SRO

Background/Summary

In July 2024, Council was notified of the successful application through the Queensland Government Minor Infrastructure and Inclusive Facilities Fund to extend the Toogoolawah Community Gym. The scope of works for the project includes extending the current building, like for like, a further 12 metres to provide approximately 96 square metres of extra floor space.

The Minor Infrastructure and Facilities Fund is administered by the Queensland Department of Tourism and Sport, with projects to be completed by 30 November 2025.

On 15 October 2024 a call for Tender was published for Tender 1387, for the Construction of the Toogoolawah Community Gym Extension. Tenders closed on 5 November 2024 and were promoted and collected through VendorPanel.

A mandatory Tender site visit was held on 23 October 2024. Three contractors were represented at the Tender site visit.

Council received a total of three conforming Tender responses and two alternative Tender response/s.

A summary of the conforming scoring and prices for the Tender is provided as a confidential attachment to this report. Criteria that were considered as part of the Tender assessments included price (60 per cent), relevant experience (10 per cent), key personnel skills and experience (10 per cent), Tenderers' resources (10 per cent) and demonstrated understanding (10 per cent).

A 10 per cent additional price weighting was allowed for tenderers local to the Somerset Region. One Tender response met Council's definition of a local supplier and received the additional price weighting.

The panel reviewed the three conforming Tender responses and found that the response from Daniel Banditt Constructions Pty Ltd represented the best value for money for Council per the selection criteria.

Tender responses were also reviewed by an independent third-party as part of the Tender panel evaluations. The third-party panel member was appropriately qualified and experienced.

Attachments

Confidential - summary of Tender Evaluations – including recommendation from independent third party – Tender 1387 – Construction of the Toogoolawah Community Gym Extension

Recommendation

THAT Council accept the tender response from Daniel Banditt Constructions Pty Ltd for Tender 1387 – Construction of the Toogoolawah Community Gym Extension, totalling $364,826 including GST.

SOMERSET REGIONAL COUNCIL – Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Daniel Rowe, Director Corporate and Community Services
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	19 November 2024
Subject:	Showgrounds Network Review Report
File Ref:	Recreation and Cultural Facilities / Service Provision / Recreation Facilities
Action Officer:	DCORP

Background/Summary

Participation in equestrian activities is popular within the Somerset region. There are five showground facilities (two of which are privately owned) and three additional privately owned sites within the region that provide comprehensive facilities to support a multitude of equestrian activities.

Council owns and manages the Fernvale Recreation Grounds (Fernvale Memorial Hall and Col Powel Park), the Esk Racecourse and Showgrounds (racecourse, showgrounds and golf course) and the Kilcoy Showgrounds (racecourse and showgrounds).

Since 2020, master plans of the three Council-owned and managed sites have been developed and adopted. These master plans feature a number of high-cost and competing projects. To review and re-prioritise investment across the three facilities, Council has engaged consultants to review the Council's recreation grounds - showgrounds within a regional and equestrian activities context.

Consultants have reviewed existing master plans and undertaken additional consultation with Advisory Committees of the respective sites to identify high priority projects across the three facilities. Not all original projects have been identified within the report, with the preference to focus on projects that have emerged through consultation with the Advisory Committees. Priority projects for the Recreation Ground facilities are as follows:

- Esk
    - Refurbishment and extension of the Jockey Club Dining Hall.
    - Golf Club storage shed extension.
- Fernvale
    - Upgrade surface of the campdraft - main arena to support existing users and re-establish prior users including endurance, barrel racing and rodeo.
- Kilcoy
    - Realign internal road network.
    - Construct new show pavilion and office.
    - Develop new maintenance shed precinct.

Regarding the Kilcoy Recreation Grounds, the above projects are required to be undertaken to enable expansion of the main pavilion and for the development of the tie-up stall precinct for the Race Club to continue to host provincial race meets at the venue.

Attachment

Somerset Region Showgrounds Network Review

Recommendation

THAT Council receive the Somerset Region Showgrounds Network Review Report and endorse the re-prioritisation of infrastructure projects regionally.

Somerset Region

Showgrounds Network Review

Final Report
November 2024

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Image Credits:
Front Page - Fernvale Campdraft Facebook page
Inside Cover - Stanley River Polocross Facebook page

Prepared by:

Version Control:

V1: 18 September 2024 - Draft Report
V2: 8 October 2024 - Final Draft Report
V3: 18 November 2024 - Final Report

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Executive Summary

Image Credit:
Queensland Working Cow Horse Club Facebook page

Participation in equestrian activities is popular within the Somerset region. There are five showgrounds (two of which are privately owned) and three additional privately owned sites within the region that provide comprehensive facilities to support a multitude of equestrian activities. Whilst consideration of the private venues has been undertaken, recommendations within this report only apply to the Council-owned sites.

Since 2020, master plans of the three Council-owned and managed sites have been undertaken with a large number of high-cost projects identified by site stakeholders to further enhance use of the sites.

Additional consultation with advisory committees has identified any additional site user groups and changed project priorities. Not all original projects have been identified within this report, with the preference to focus in on projects that have emerged through the consultation phase.

To aid prioritisation of investment a decision making framework has been developed with the following projects identified as high priorities across the three sites.

Esk Showgrounds
- Refurbish and extend the Jockey Club and dining pavillion.
- Golf club storage shed extension.

Fernvale Recreation Grounds
- Upgrade surface of campdraft/main arena to support re-establishment of prior users including endurance, barrell racing and rodeo.

Kilcoy Recreation Grounds
- Realign internal road network.
- Construct new show pavillion and office.
- Develop new maintenance shed precinct and relocate deco pits for race club.

The above projects are required to be undertaken to enable expansion of the main pavillion and for the development of the tie-up stall precinct for the race club to continue to host provincial race meets at the venue.

Region-wide
- Reference to the development of a covered arena was considered within all three master plans. With no existing faciltiy within the region it is recommended that a feasibility study be undertaken to establish need and preferred location.

Background

Image Credit:
Toogoolawah Charity Rodeo Facebook page

Project Purpose

The Somerset Region is home to five major showgrounds precincts, also referred to as recreation grounds. Three of the five sites are controlled and directly managed by Somerset Regional Council whilst two are privately owned and managed by the respective Show Societies.

Over the past five years, Council has completed and endorsed master plans of its three showgrounds – Esk, Fernvale and Kilcoy. The total value of identified projects is in the order of $20M, which will escalate once specific details of the projects are determined and uncosted projected are fully scoped. Council resources are unavailable to deliver all initiatives from internal budgets, and requires significant funds from partnering organisations such as external grant bodies and the user groups.

Duplicate projects were also identified across the sites – most notably the development of a covered arena. Whilst not required at every venue, it was incorporated on the Master Plans to further consider the possibility and recognise that there is a need in the region.

This Showgrounds Network Review aims to:

1. Undertake a holistic review of all projects identified on the respective Master Plans and identify changes in the recommendations, including:
   - completed projects
   - projects that are no longer required due to altered site usage
   - changed priorities due to altered site usage, change in existing facility condition and/or requirements of peak bodies.
2. Understand the various equine disciplines undertaken in the region to critically assess existing and future demand for facilities at the showgrounds, and the associated need for facility improvements.
3. Identify opportunities for additional disciplines and ancillary services that support equine activities to be based in the region.
4. Determine, through assessment of genuine demand and community value, the future facility development priorities for Council.

The outcomes of this Review are intended to guide Council's investment decisions, including opportunities to seek external grant funding, to support the continued advancement of facilities at the Showgrounds.

In uencing Factors

This report directly links to Council's score strategic planning documents including the Corporate Plan and The Operational Plan as outlined below.

CORPORATE PLAN 2021-2026

Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality e cient services and facilities to all communities of the Somerset region.

Strategic Planning & Performance Framework

Natural Somerset

Well Planned Somerset

Prosperous Somerset

United Somerset

Vibrant Somerset

OPERATIONAL PLAN 2024-2025

Activity

Undertake a review of recreational grounds to determine long-term facility development priorities

Output

Comprehensive report outlining the recreational grounds of somerset (showgrounds and racecourses), their positioning within the SEQ equine facilities network, review of facility master plans, long term regional development priorities and facility gap analysis.

The three endorsed showgrounds master plans will be further explored in more details in the following sections.

The following Council Plans influence development, management and operation of Showgrounds sites in the region.

- Somerset Region Planning Scheme v4.2.
- Subordinate Local Law No. 1.6 - Operation of Camping Grounds 2015.
- Subordinate Local Law No. 1.8 - Operation of Caravan Parks 2015.
- Subordinate Local Law No. 1.12 - Operation of Temporary Entertainment Events 2011 (amendment Subordinate Local Law No. 1 2015).

The Equine Network

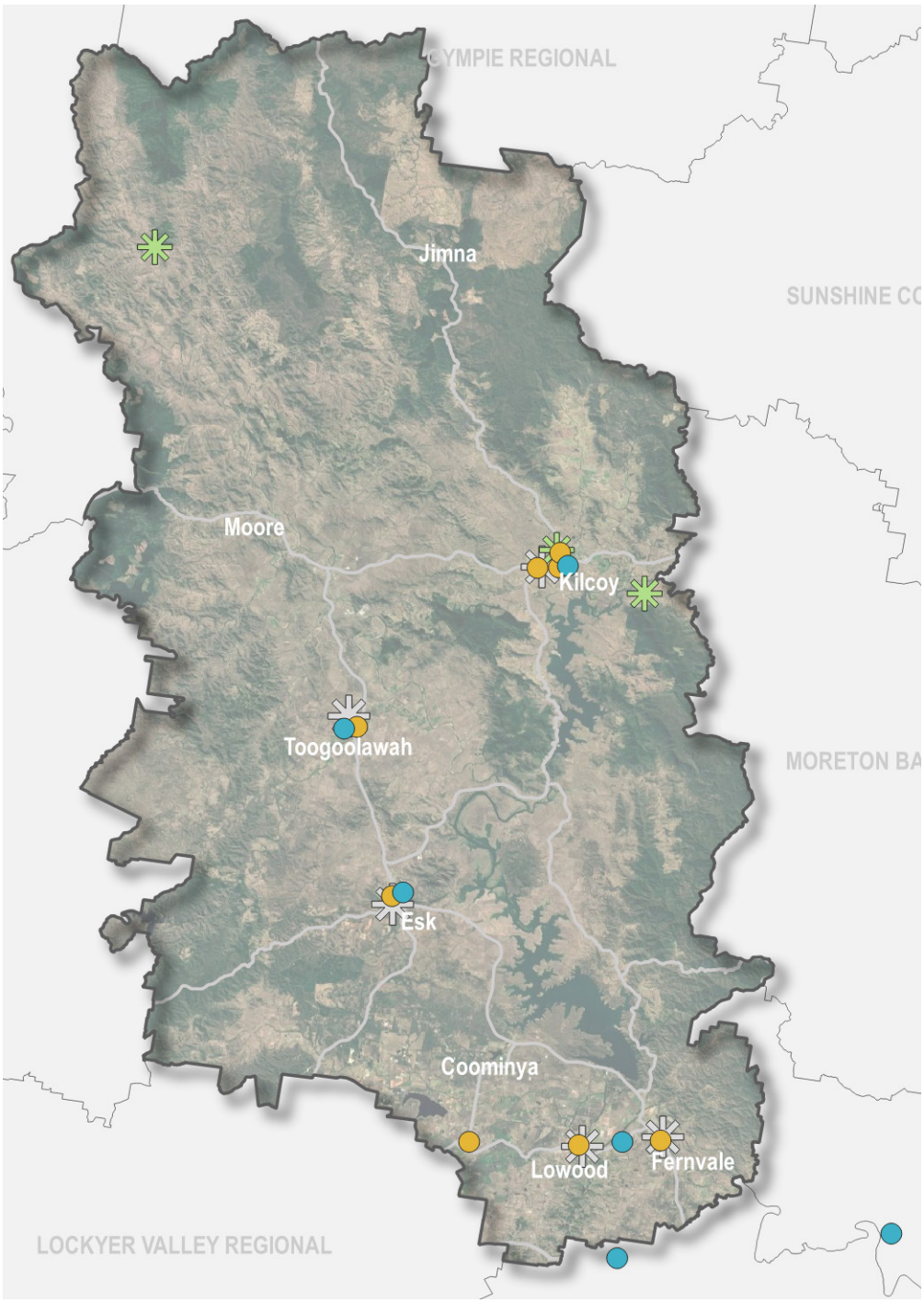
mage Credits:
Lowood Show Society Facebook page

The equine industry is broader than user groups of the showgrounds, with a significant economy associated with the support services, including:

- veterinary services
- equine therapists
- horse breaking/training/retraining providers
- farriers
- equine dentists
- produce stores
- hay suppliers
- accommodation providers
- tradespersons and suppliers of goods and services relating to facilities and activities.

Two of the primary support services – vets and produce stores – are identified on the map alongside the showgrounds and primary private equine facilities in the region. All of the above support services are available within the region as mobile service providers rather than a fixed location. Additional equine-specialist vets and hospitals have been identified outside of the region.

All venues are adequately serviced by these ancillary services, and there are no apparent gaps that could be considered a concern for event organisers or user groups at any given facility.



There are a multitude of different activities and disciplines involving horses, ranging from casual trail riding to formal hacking (led and ridden) to rodeo and western disciplines involving cattle.

A summary of the activities undertaken within showgrounds is provided in the table below.

Discipline/Activity	Council Managed			Privately Owned and Managed	
	Esk Showground	Fernvale Recreation Grounds	Kilcoy Recreation Grounds	Lowood Showgrounds	Toogoolawah Showgrounds
Barrel Racing		~	✓	✓	✓
Campdraft	✓	✓	✓		✓
Equestrian (Other)				✓	
Endurance Riding		~*			
Hacking	✓	✓	✓	✓	✓
Horse Racing	✓		✓		
Polocrosse			✓		
Pony Club		~	✓		✓
Rodeo		~	✓	✓	✓
Show Jumping	✓		✓	✓	✓
Trail Riding	*			*	*
Western Performance		~	✓		

~ Previously undertaken at the site; not in past 12 months.
* Use grounds as a base to access the Brisbane Valley Rail Trail and/or other trails.

Barrel Racing

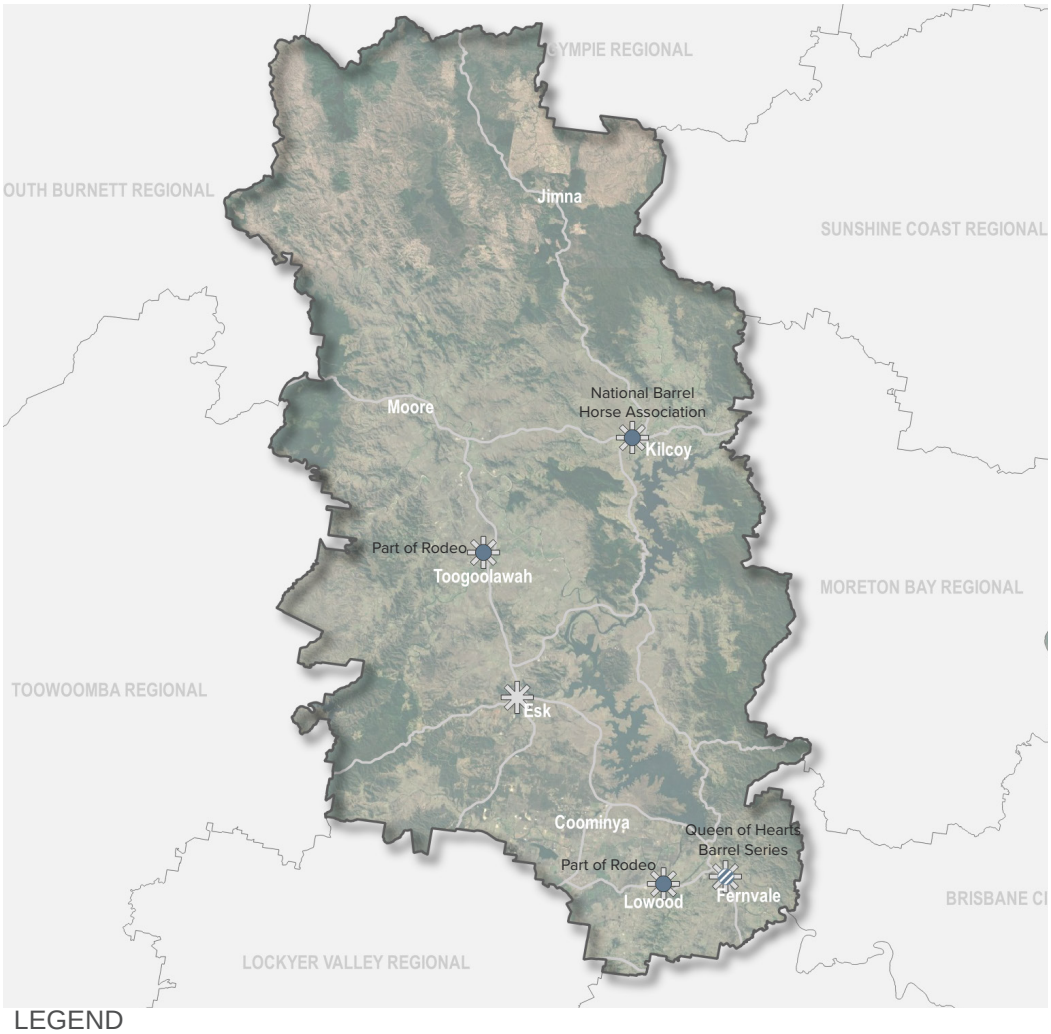
Event in which a horse and rider attempt to run a cloverleaf pattern around preset barrels in the fastest time.

Peak Body

- Australian Barrel Horse Association
- Australian Rodeo Federation
- National Barrel Horse Association

Key Facilities Required

- Large outdoor sand arena with fencing
- Lights preferred
- Parking for car and floats, goosenecks and/or horse trucks



LEGEND

- Existing barrel racing locations
- Previously used site for barrel racing
- Showgrounds

Assessment

Barrel racing is undertaken at various venues throughout the region and at many venues in surrounding areas. There are limited infrastructure requirements, with the course able to be set up in most multipurpose sand arenas.

Barrel racing is either conducted as an event within a rodeo or as a stand alone activity (often as part of a series) – both forms are undertaken in Somerset. Regular hire previously occurred at Fernvale Showgrounds and there is an expressed interest for a club to regularly hire (monthly) Toogoolawah Showgrounds.

Gaps

Nil – usage is possible at any of the Showgrounds if the surface is suitably ripped.

Opportunities

Barrel racing would likely return to Fernvale Showgrounds for regular use if the surface quality was improved and did not require ripping of the sand prior to each use.

Campdraft

Rider cuts out a beast from a herd of cattle, turns the beast two to three times and then moves the beast out to a large arena around pegs in a gure eight before guiding it through two pegs known as the gate.

Peak Body

National Campdraft Council of Australia

Key Equine Facilities

- Large fenced arena connected to smaller fenced area (camp)
- Cattle yards
- Horse yards
- Elevated announcers box
- Suitable access for horse and cattle trucks, floats, goosenecks
- Camping facilities
- Water and power

LEGEND

Existing Campdraft Groups

Showgrounds

Assessment

Campdrafting is undertaken at four of the five showgrounds plus one private facilitiy in Mt Stanley.

These campdrafts all provide for local-level campdrafting (although attracting elite competitors), whilst Queensland's premier campdraft is held each year at Warwick Showgrounds.

The existing facilities are generally sufficient to host each event, with the limiting factor generally being the number of cattle available for each event. Nominations are generally capped based on cattle supply.

Gaps

Nil - sufficient facilities are available to host campdrafts within the region.

Opportunities

Each venue generally hosts only one event per year. Where there is site availability, there is potential to host multiple campdrafts per year at the existing venues.

Equestrian (other)

Dressage:	Horse and rider perform a series of predetermined movements, known as ‘ gures’ or ‘movements’ in an arena. In all competitions, the horse has to show the three paces: walk, trot and canter as well as smooth transitions within and between these paces.
Carriage driving:	Drivers compete in demanding phases, similar to those in the popular ridden sport of eventing.
Eventing:	Equestrian event which comprises dressage, cross-country and show jumping.
Vaulting:	Gymnastics on horseback.

Peak Body

- Equestrian Qld
- Pony Club Qld

Equine Disciplines

- Dressage
- Carriage Driving
- Eventing
- Vaulting

Key Equine Facilities

Dressage:
- 20m x 40-60m arena with 12 lettered markers.
- Indoor sand or outdoor grass arena.

Eventing:
- Open grass arena with perimeter fencing for showjumping and dressage
- Cross-country course (at least 1km in length – longer preferred)

Carriage Driving:
- Large open grass arena that can be set up for the various event elements, including a 80m x 20m arena and an obstacle course.

Vaulting:
- Large open grass arena with perimter fencing.

Groups within Somerset

There are no formal regular user groups or events of these disciplines.

Lowood Showgrounds recently hosted the Queensland State Carriage Driving Championships as a one-off event.

Assessment

There are limited formal opportunities to regularly undertake these activities within the Somerset Region. Carriage driving, dressage and vaulting can be undertaken within multipurpose grass arenas, which are available at all showgrounds except Fernvale. Eventing requires specific facilities which are not available in the region, and only available at limited locations throughout South East Queensland that have sufficient land to construct a cross-country course. Elite dressage facilities are available nearby at the Queensland State Equestrian Centre in Caboolture.

Gaps

There are no formal user groups seeking these activities, however, residents are likely to travel outside the region to participate in their preferred discipline. Apart from eventing, multipurpose facilities available at most of the showgrounds are suitable to accommodate the activities. There is no demonstrated demand at this stage to construct a cross country course.

Opportunities

Four of the five showgrounds are suitable to accommodate most of these equestrian disciplines, should demand become apparent. No specific facility development is required.

Endurance

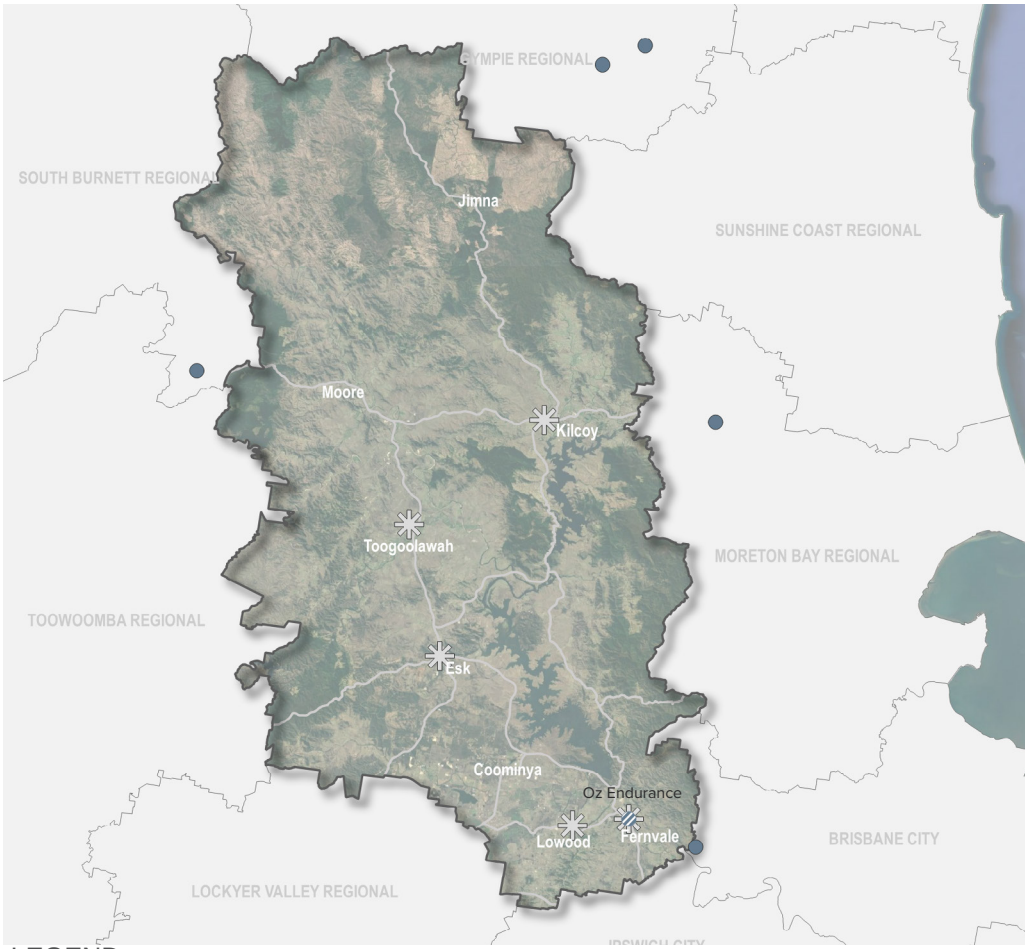
Competitive long-distance riding over challenging terrain. Distances vary from 5km to 160km in a day. It is a test of tness and stamina that requires careful management of a horse's heart rate and soundness.

Peak Body

Queensland Endurance Riders Association

Key Equine Facilities

- 5km - 160km trail network
- Camping facilities
- Trot up/vetting area
- Suitable access for horse floats, goosenecks and trucks



LEGEND

- Endurance Clubs (no longer operating at site)
- Previously used site for endurance riding
- Showgrounds

Assessment

There is currently no endurance riding groups known to be based in the Somerset Region. There are groups offering endurance riding in each direction immediately beyond the region's boundaries.

Stirling's Crossing Equestrian Complex located at Imbil (north of the region) is one of Queensland's premier endurance riding facilities.

Gaps

Based on the locations of existing groups, there appears to be no specific gap for this discipline in the region.

Opportunities

The discipline is heavily reliant on access to suitable distance of trails with challenging terrain and attractors such as water crossings. Existing groups based outside the region may identify suitable locations within the region but are unlikely to require specific development. Showgrounds may be used as camping/staging areas on a hire basis, if suitable trails are easily accessed from these venues.

Hacking

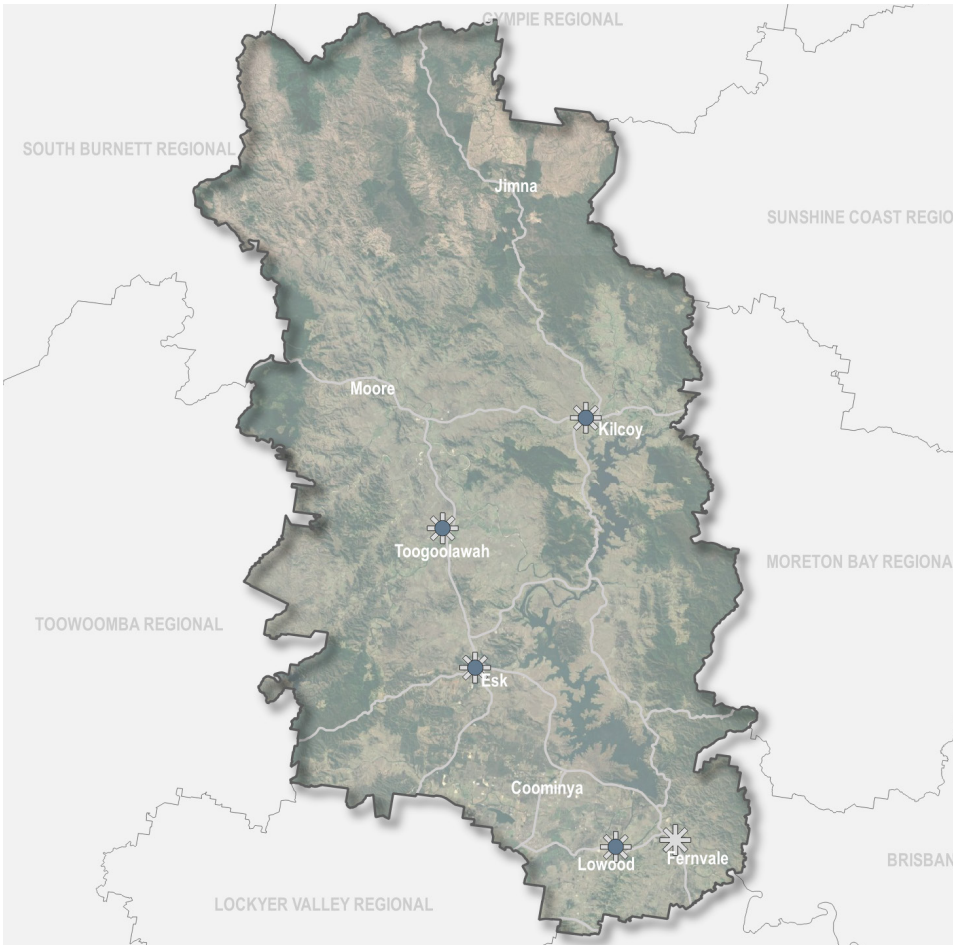
Show horses are exhibited in three divisions based on horse height and conformation; Pony, Galloway and Hack. The horse should work (led or ridden) with a nicely rounded back, naturally elevated in front and head flexed at the poll.

Peak Bodies

- Equestrian Queensland
- Qld Ag Shows
- Qld Chamber of Agricultural Societies
- Show Horse Council of Qld

Key Equine Facilities

- Large open grassed, preferably fenced arena
- Suitable access for horse and cattle trucks, floats, goosenecks



LEGEND

Existing hacking locations

Showgrounds

Assessment

Hacking or show horse is a popular discipline within the annual shows at the four showgrounds – Esk, Kilcoy, Lowood and Toogoolawah. The activity is generally not undertaken outside of the show circuit, except by some pony clubs as a discrete event. Kilcoy Pony Club does not run a hack event.

There are no specific facility requirements except large open grassed areas that can be split into at least four rings (via temporary bunting or similar) for judging of separate classes.

Gaps

Nil - sufficient facilities are available to host this activity within the region.

Opportunities

Nil

Horse Racing

Flat track racing of thoroughbred horses around a circuit at varying distances for prize money.

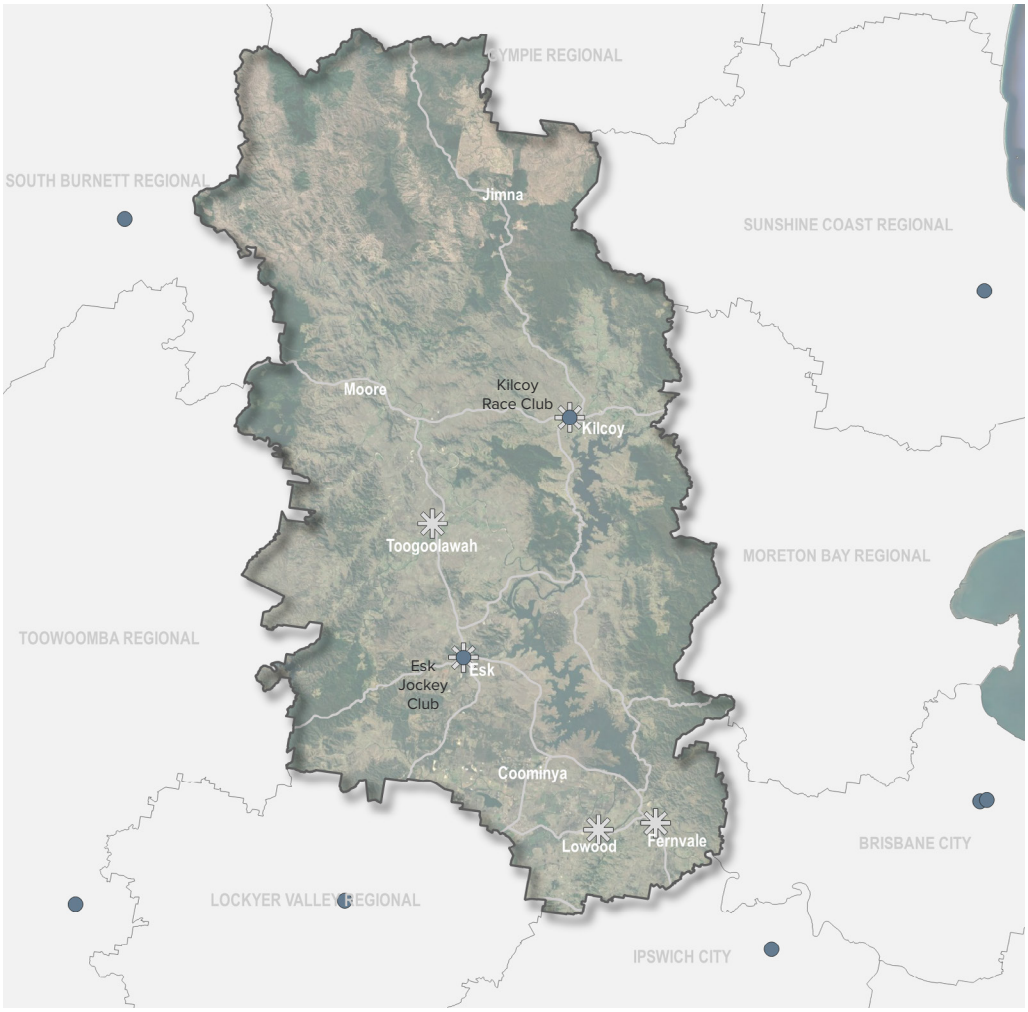
Peak Body
Racing Qld

Disciplines
- Flat track horse racing

Key Facilities Required
Racing Queensland mandate facility standards depending on the level of racing undertaken at the venue (Metro, Provincial and Country). The higher the standard of racing, the higher standard and quantity of facilities required. Specific requirements are documented and available from Racing Queensland.

Provincial (Kilcoy)
- quality turf track, safe tie-up stalls, swab boxes and mounting yard, male and female jockey facilities, restricted area for float and horse transport parking, and suitable facilities for live broadcast.

Country (Esk)
- safe track and ancillary facilities.



LEGEND
- Existing Racing Clubs
- Showgrounds

Assessment
The two race tracks adequately service the region, catering for two of the three standards of thoroughbred racing.

There is no demand for Metro-standard racing within the region, with all meets of this standard held at Eagle Farm, Doomben, Ipswich, Sunshine Coast or Gold Coast racecourses.

Maintenance of the facilities to meet Racing Queensland standards is vital to ensure future security of meets in the annual calendar.

Gaps
There are no formal training tracks currently available in the region – noting that some private pre-training facilities may be present.

Opportunities
The racing industry is a significant economic contributor to local economies through demand for various goods and services, and provides significant employment opportunities. The establishment of a training track is desirable at Kilcoy, to coincide with the Provincial standard of racing at the venue. Use of the training track will dictate demand for additional facilities such as permanent racing stables at or nearby the grounds.

Polocrosse

A team sport on horseback on a playing pitch, whereby riders carry a racquet with netted end and aim to score goals by throwing the ball through the opponent's goalposts.

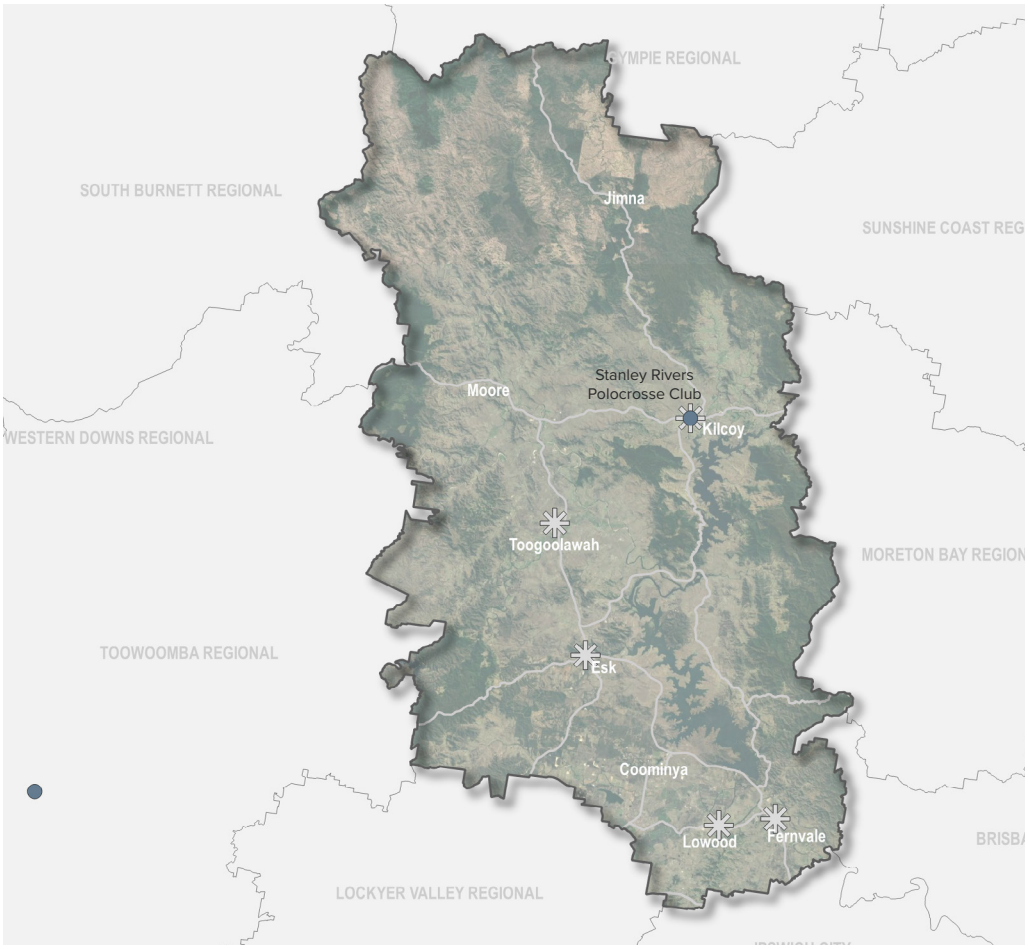
Peak Body

Polocrosse Qld

Key Equine Facilities

Polocrosse Fields Preferred Dimensions:

- Playing area: 146.5m x 55m
- Safety overruns: 3m on sideline and 12m on each end
- Distances between fields:
- Between fields 10m min.
- Fields end to end 24m min.
- Fields end to side 22m min.



LEGEND

Existing Polocrosse Clubs

Showgrounds

Assessment

There are 10 polocrosse clubs in the South-East Queensland district, from the NSW border to Tansey (Gympie Region) in the north and west to Oakey.

The delivery model of the sport differs from traditional sports, whereby training is generally undertaken in blocks of time (rather than weekly or fortnightly) and competitions are held at respective venues where all clubs travel to the host venue over a weekend, thereby requiring a large number of fields to cater for the influx of participants for the event.

Gaps

Nil – one venue is sufficient in the region.

Opportunities

The development of an additional field at Kilcoy will cater for the high participation numbers at the events hosted at the venue, albeit only once per year.

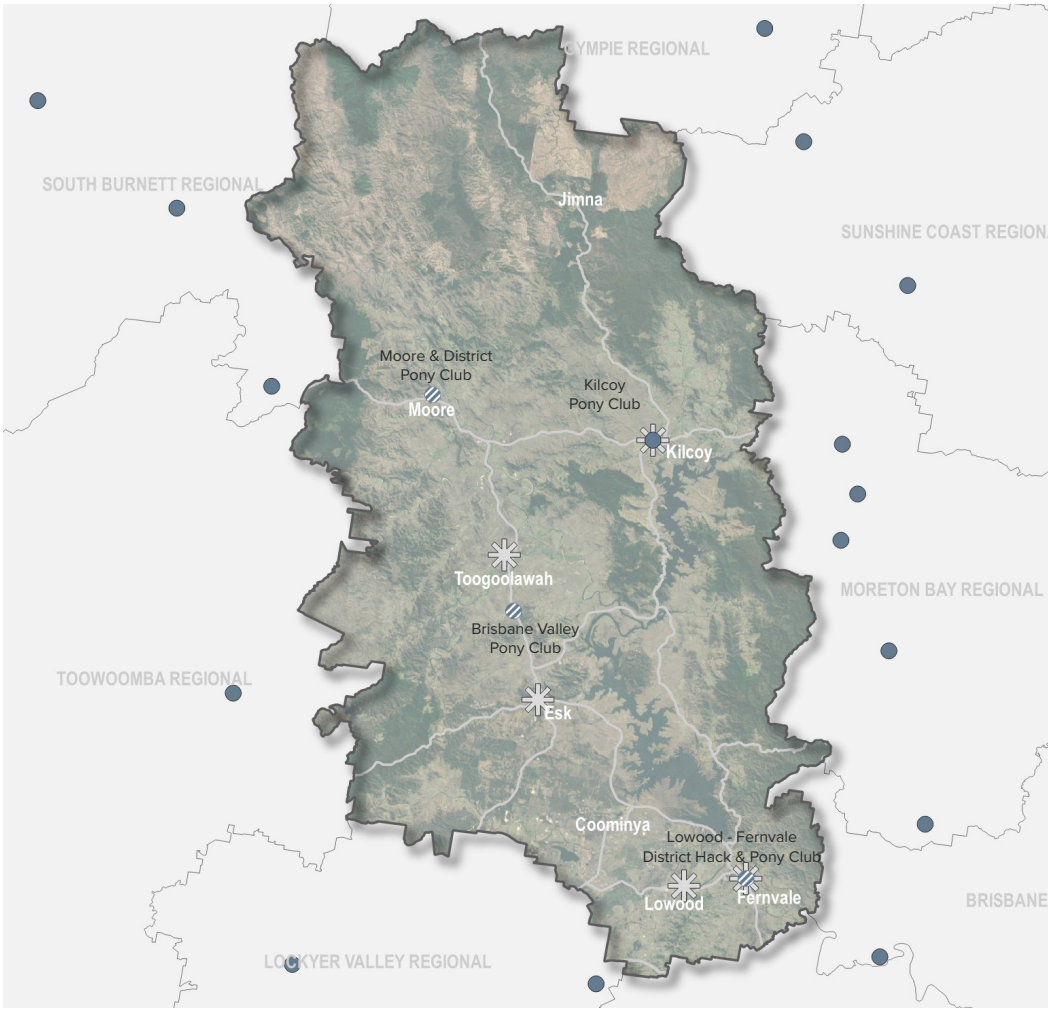
Pony Club

Training and competition for children and adult riders in various disciplines; particularly favoured for introductory levels of competition.

Peak Body
Pony Club Qld

Disciplines
- Gymkhana & Sporting
- Dressage
- Jumping
- Eventing
- Combined training
- Tetrathlon & Quiz

Key Facilities Required
- Large outdoor grass arena
- May have covered sand arena or outdoor sand dressage arena
- Round yard
- Horse yards/stables
- Parking for car and floats, goosenecks and/or horse trucks



LEGEND

Existing Pony Clubs

Pony Clubs (not currently operating)

Showgrounds

Assessment
One pony club is currently in operation in the region (at Kilcoy), with three clubs ceasing to operate in recent years. There are a multitude of pony clubs surrounding the region in all directions, which are available should residents seek to participate in pony club.

Pony Club Australia are reporting a continual decline in participation across the country, which is leading to the closure of clubs.

Gaps
Nil – sufficient facilities are available for pony club activities should demand exist.

Opportunities
The existing showgrounds are all suitable to accommodate pony club, should local demand exist in the future. Access to be negotiated with the managing entity of the grounds.

Rodeo

A variety of activities that combine in a single event for spectator enjoyment, including bull riding, bronc riding, barrel racing, steer wrestling, steer roping and others at the discretion of the organising committee.

Peak Body

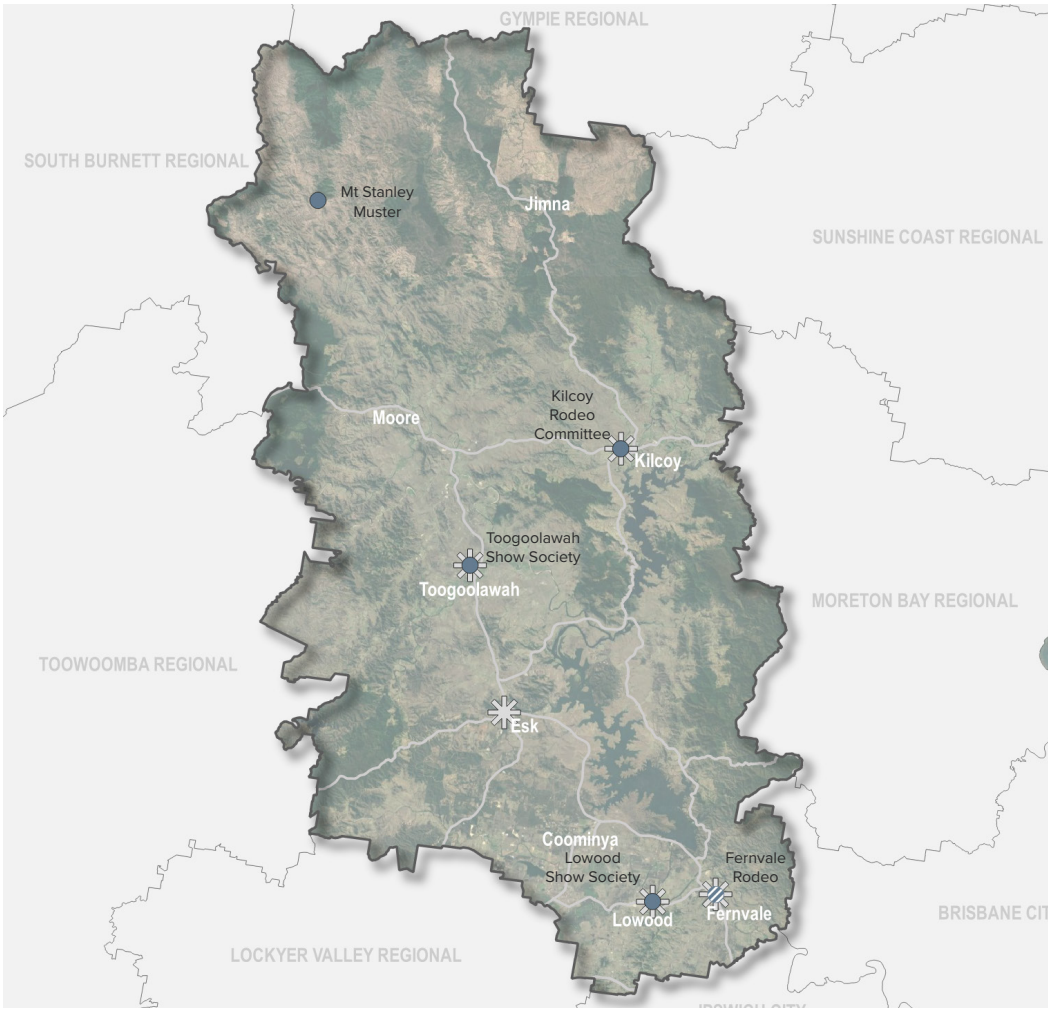
Australian Rodeo Federation (incorporating 9 peak bodies).

Disciplines

- Bronc Riding
- Bull Riding
- Roping
- Rope and Tie
- Steer Wrestling
- Barrel Racing

Key Facilities Required

- Sand-based arena with cattle panels around perimeter
- Chutes (can be hired)
- Camp
- Cattle yards with loading ramp
- Elevated announcer's platform/box
- Camping area
- Lights preferred
- Parking for car and floats, goosenecks and/or horse trucks



LEGEND

- Existing Rodeo activities
- Rodeos (no longer held at the venue
- Showgrounds

Assessment

There are multiple rodeos held across the region, offering opportunities for locals and visitors to either participate or spectate. Generally each facility hosts one rodeo per annum as part of a broader rodeo circuit.

Facility conditions at Fernvale forced an external organiser to relocate the event elsewhere. Most showgrounds within and external to the region are suitable to host rodeos, with available facilities dictating the specific events on the program.

Gaps

Elite rodeo competitions are held at Queensland State Equestrian Centre and indoor entertainment centres. There is no requirement for an elite rodeo facility in the Somerset Region.

Opportunities

An upgrade to the surface at Fernvale Showgrounds may result in the return of a rodeo to the venue in the future, should an approach be made to event organisers.

Show Jumping

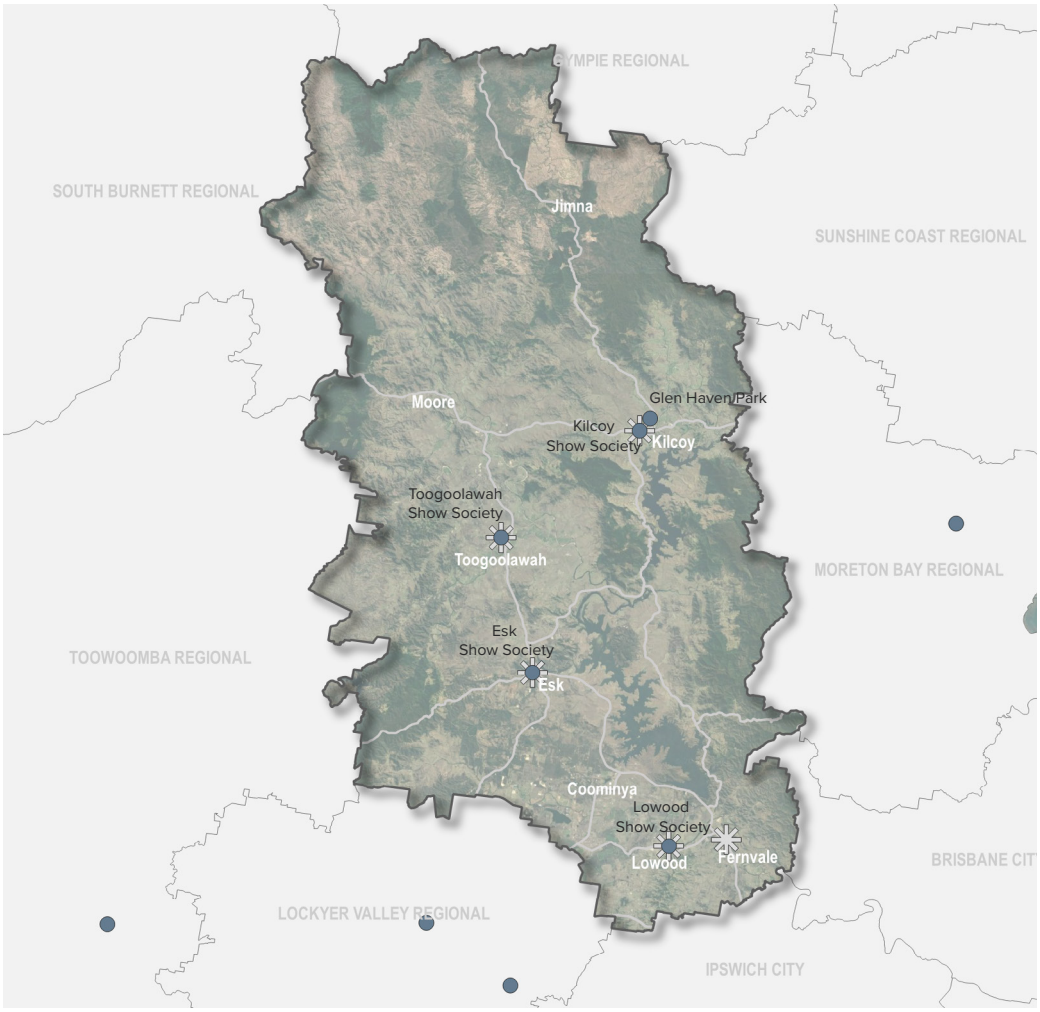
Horse and rider are required to complete a course of 10 to 13 jumps at a particular height, the objective of which is to test the combination's skill, accuracy and timing.

Peak Body

- Pony Club Qld
- Equestrian Qld

Key Facilities Required

- Large open grassed area with soft ground and boundary fencing
- May utilise sand (or similar) covered or outdoor arenas, pending the depth of sand.
- Specific requirements increase at national and international level
- Parking for car and floats, goosenecks and/or horse trucks.



LEGEND

Existing Show Jumping locations

Showgrounds

Assessment

There is one known private dedicated showjumping facility in the region at Kilcoy. No other facilities are used for showjumping except as part of the annual shows in Kilcoy, Esk, Lowood and Toogoolawah. These four showgrounds have suitable facilities to accommodate showjumping on a more regular basis should the ground conditions be suitable. Due to multiuse of facilities, competition arenas become compacted which is detrimental to attracting showjumping activities. Dedicated jump clubs are based in nearby localities, including Caboolture, Laidley, Gatton and Toowoomba, with residents likely to travel to these venues for participation.

Gaps

There is no dedicated jump club within the region, nor grounds that are suitably maintained for regular jumping use.

Opportunities

Should demand become apparent, increased maintenance of multipurpose grass arenas, including frequent aeration and irrigation, would be suitable to accommodate regular show jumping activities.

Trail Riding

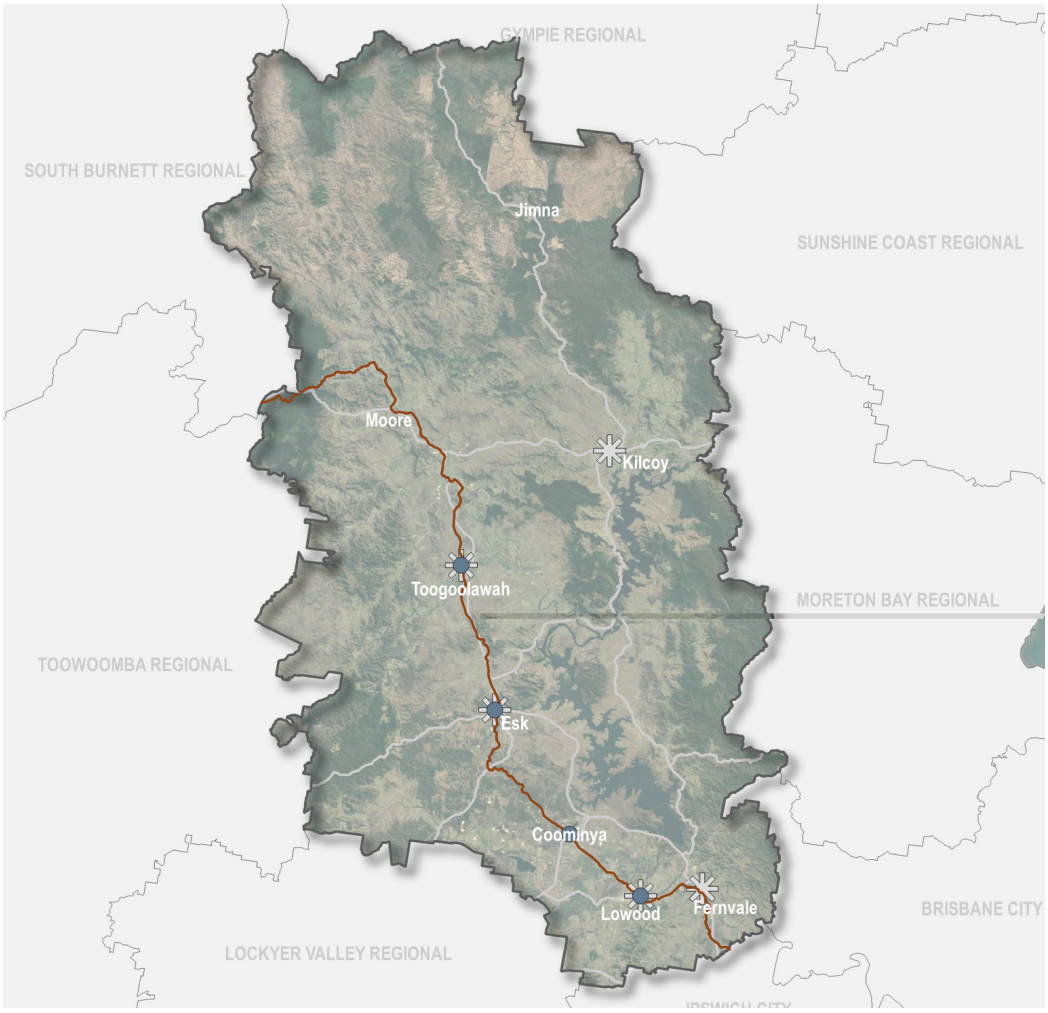
Casual riding of a horse on an unpaved surface for pleasure. May be unorganised or in an organised group, usually from 1 hour, potentially up to several days long.

Peak Body

Australian Trail Riding Association

Key Facilities Required

- Short or long distance unsealed trails.
- Staging area for car and float parking with access to water.



Assessment

The region features many public and private trails suitable for horse riding, with the pinnacle being the Brisbane Valley Rail Trail and adjunct trails around Wivenhoe Dam. BVRT provides a unique multi-day experience rarely available elsewhere, with different sections of the trail hosting casual riders through to organised multi-day events.

Large groups seeking to use the BVRT often utilise one of the nearby showgrounds (particularly Esk, Lowood and Toogoolawah) for camping and/or as a staging area. This use of the showgrounds directly injects funds to the managers whilst facilitating broader impact to the economies of the local communities.

Gaps

Nil known.

Opportunities

Use of Esk Showgrounds for camping by BVRT users has significantly reduced in recent years due to restrictions placed on hirers, such as early morning exit to accommodate golf activities. Improvements to operational arrangements could enhance usage of the showgrounds for this purpose, and broader economic impact on the Esk community.

Western Performance

A variety of activities with different requirements, many involving working with cattle and/or the ability of the horse to undertake western movements.

Peak Body

- Western Dressage Assoc of Qld
- Qld Reigning Horse Assoc
- National Cutting Horse Assoc.
- Australian National Working Equitation Qld Inc.
- Team Penning Australia

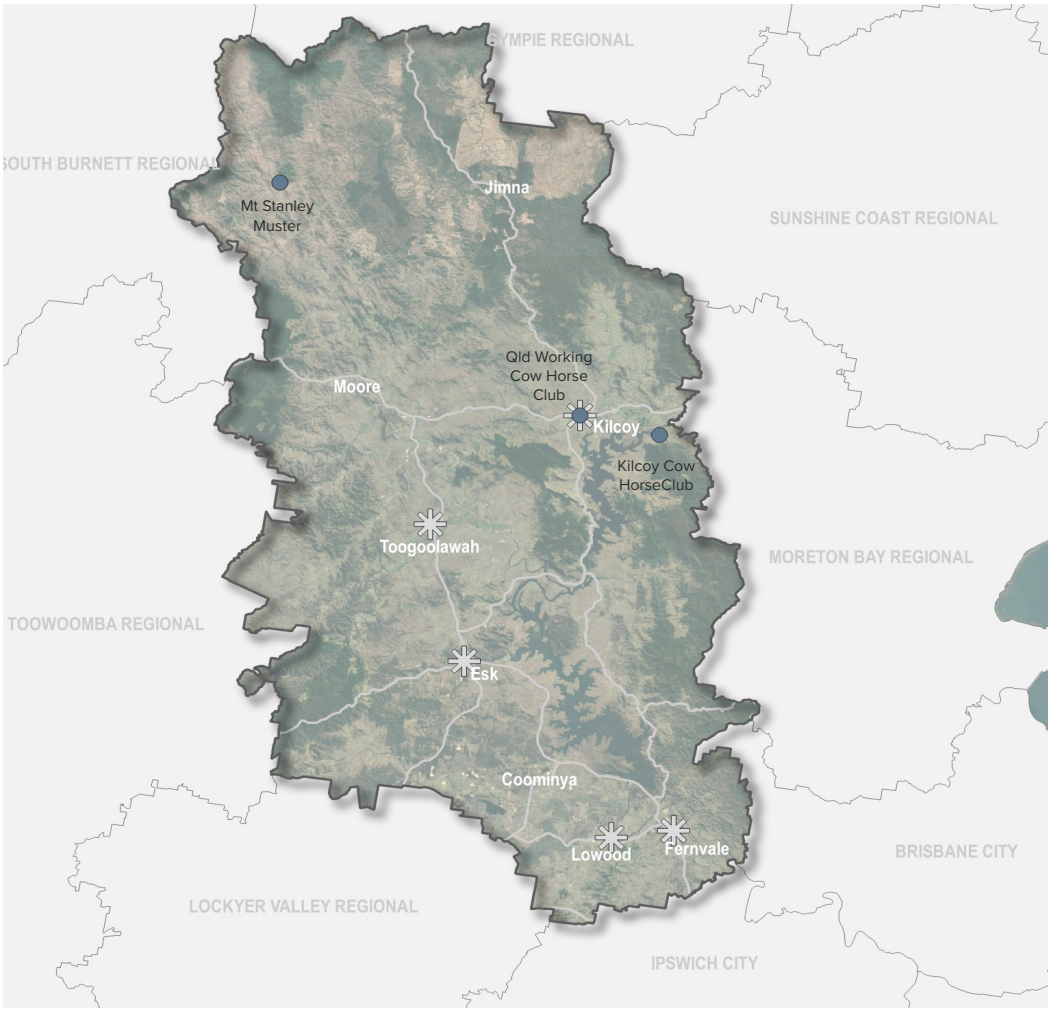
Equine Disciplines

- Western Dressage
- Working Equitation
- Reigning
- Cutting
- Team Sorting
- Team Penning
- Stockman's Challenge

Key Equine Facilities

Varies according to discipline. Generally:

- Covered or uncovered sand arena with adjacent cattle yards and loading ramp
- Lights preferred.
- Elevated annoucer's platform/box.
- Areas for car, float, gooseneck and truck parking.



Assessment

There are three primary venues that offer various western disciplines, with highest frequency activities at Kilcoy Showgrounds and the nearby private venue at Mount Archer. All venues are used for a combination of training clinics and competitions. Clinics are undertaken frequently to cover the various disciplines, often being conducted over a full day. For the comfort of riders, the availability of a covered arena is preferred but not essential.

Gaps

There are no venues in the Somerset Region with a covered arena, with the nearest such facilities at Caboolture Showgrounds, Queensland State Equestrian Centre and Gatton Showgrounds.

Some western disciplines are not known to be conducted in the region, such as Working Equitation, but these are available in nearby areas such as Nanango, Kilkivan, Samford, Rosewood and Toowoomba.

The popular disciplines of reining, cutting, team penning and team sorting are available in the north of the region, but not in the southern areas.

Opportunities

Facilities at Fernvale are ideal to support a range of western performance disciplines, should the surface be improved.

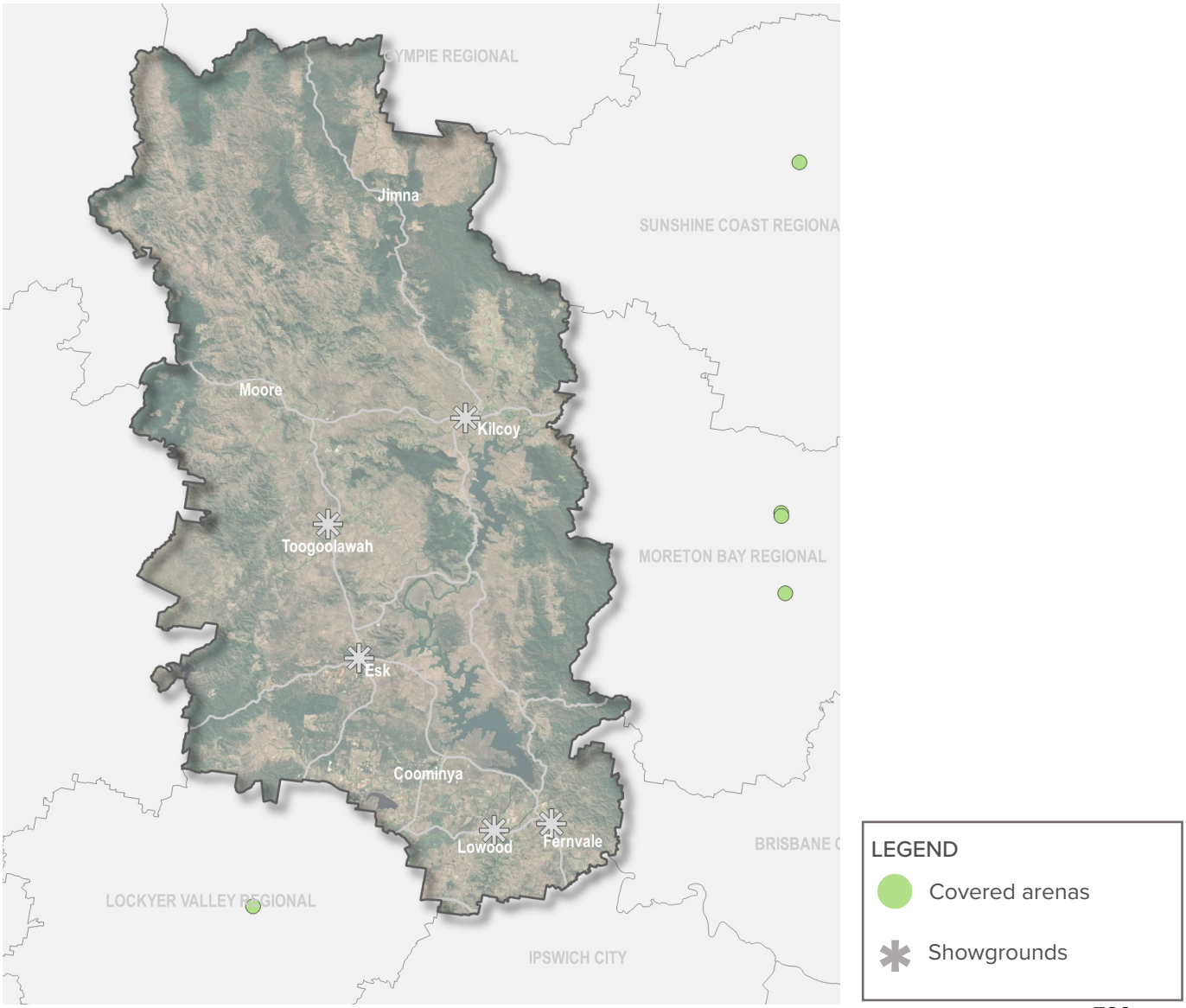
Covered Arena

There is currently no Council-owned and publicly available covered equestrian arena in the Somerset Region, which has been continually identified as a gap in various stakeholder discussions. At least one public covered arena is available in the surrounding local government areas (refer to map), with additional private facilities not shown due to varying availabilities.

Covered arenas vary in size and accommodate different disciplines depending on surface type, depth and supporting facilities. They provide for all weather access to activities and provide protection from the sun, which is particularly important for participants in full-day events, training and clinics. The multifunctionality of the venues combined with the popularity of various equine disciplines throughout the region indicates, at a high level, that the provision of a covered arena would be well utilised.

The three Master Plans for Esk, Fernvale and Kilcoy Showgrounds considered the need for a covered equestrian arena, with both Fernvale and Kilcoy identifying a facility on the endorsed plans. All showgrounds, including privately owned venues, have site limitations that would impact on the deliverability and/or success of such a venue. It should be considered that the preferred site for the development of a covered arena is an alternative non-showgrounds location.

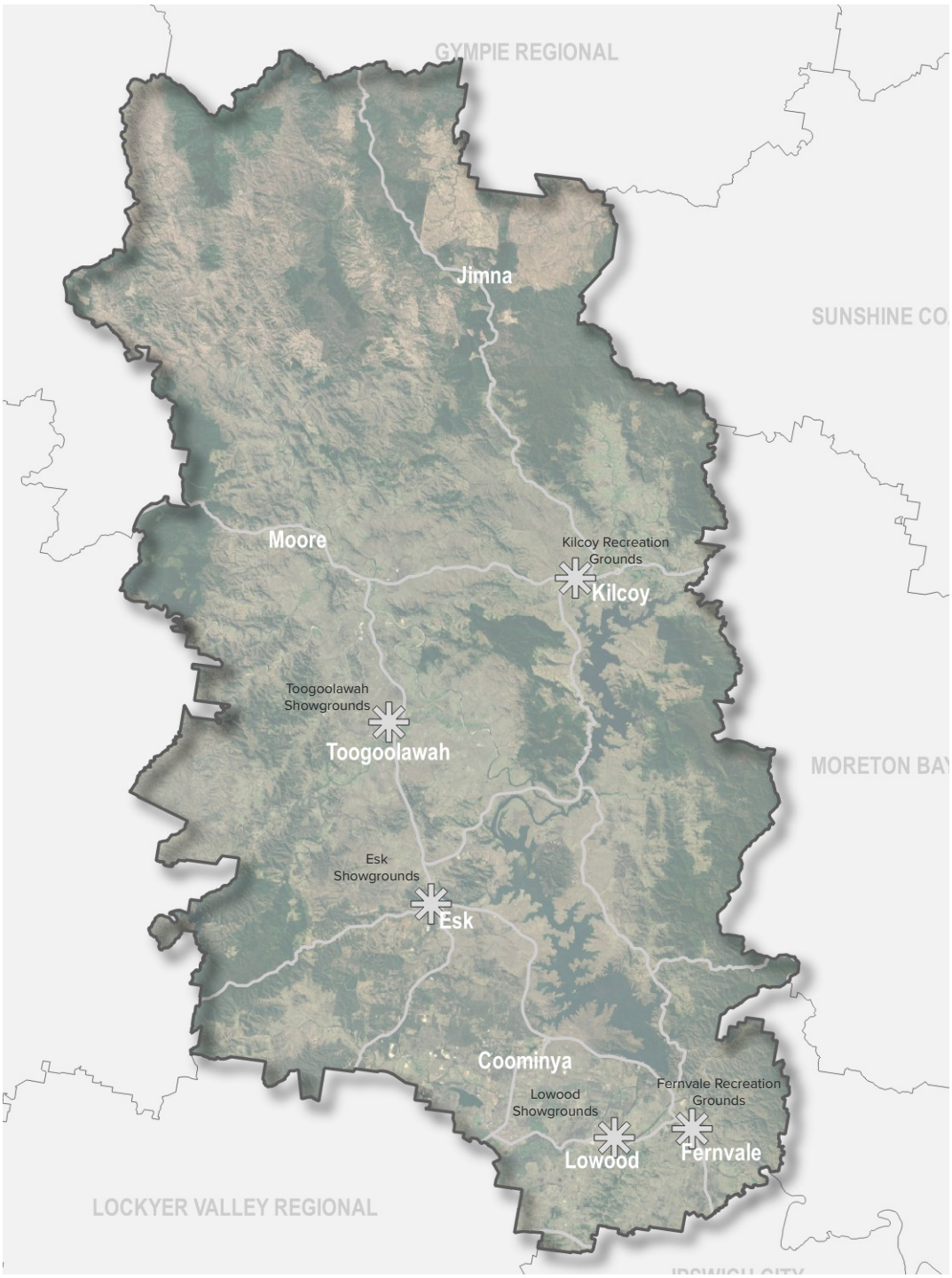
A specific feasibility assessment is required to make final determinations on the genuine demand and likely success of a covered arena, and the preferred site that takes into account land availability/suitability to accommodate the arena and ancillary facilities and accessibility to the majority of potential users from within the region.



Existing Showgrounds Network

Image Credit:
Photo: Kilcoy Race Club

The five showgrounds within the region are mapped below. Details of each site including site constraints, existing usage, site master plans and identified projects are provided within this section.



Esk Showgrounds

Site Details

Address:	72 Esk Hampton Road, Esk
Real Property Description:	Lot 17 on SP161919
Zone:	Recreation and Open Space
Ownership:	Crown - Council as Trustee
Reserve Purpose:	Reserve for Showgrounds, Sport and Recreation

Site Constraints

Usage Constraints:

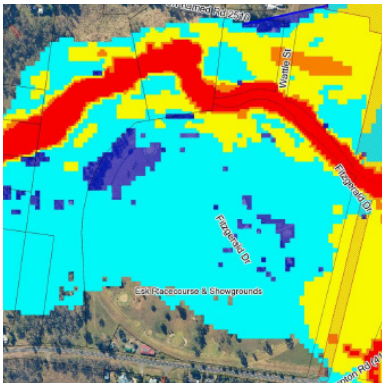
- Very high site usage by the golf club limits capacity to accommodate additional regular user groups.

Facility Constraints

- Golf tees and greens are directly adjacent the showgrounds area and activities can not be undertaken concurrently.
- Inefficient placement of buildings restricts functionality of open spaces north of the race track.
- Some facilities are ageing and no longer meet required standards or expectations.
- Sight lines are required to be maintained for race meets.
- Limited pathways and accessibility for people with a disablity or mobility issues.

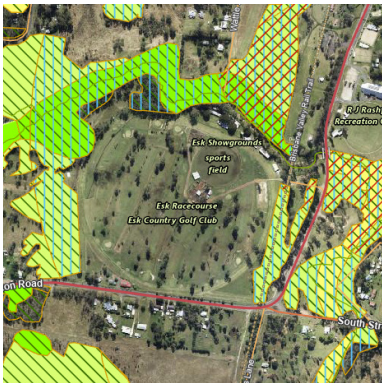
Planning Constraints

Mapping layers from the Somerset Region Planning Scheme Version 4.2 are identifed below.



Flood Hazard

Services



Biodiversity - MSES

Other applicable layers include:

- Bushfire Hazard
- Catchment Management
- HIA (High Impact Area) Management Area
- Infrastructure
- Scenic Amenity

Koala Habitat

Main Arena and Buildings

Cattle Yards

Bar & Seating Area

Race Track

Yards and Camp

Bryden Hall

2020 Master Plan

Recent Project Changes

The status of the following projects has been altered since the Master Plan was developed, due to action or investment by user groups/Council or a change in site usage.

Project	Organisation	Status
Water supply to cattle yards.	Council	Complete
Replacement of race track running rail (partial).	Jockey Club	Complete
Repair of cracked wall within Jockey Club.	Council	Complete
Additional water tanks and connection to Golf Club recycled water tank.	Jockey Club	Complete
Bryden Hall – repainting and roofing repairs.	Show Society	Complete
Extension of storage shed.	Golf Club	Underway

Existing Infrastructure

1. Stables
2. Cattle yards
3. Racetrack
4. Stud cattle ring
5. Swabbing stall
6. Picnic seating
7. Open canteen with bbq and drinks fridge
8. 2 x aged demontables 1 x new. Turf club. Show society (north). Storage, admin.
9. 3 bay covered betting shed TAB building
10. Bar (refurbished) incl. PWD amenities
11. 2 portable grandstands and 8 fixed picnic tables
12. Saddling enclosure, main stewards tower
13. Jockey club building (incl. caretaker accommodation
14. Chaille pavilion
15. Bryden Hall
16. Poultry pavilion
17. Water pump
18. Arena
19. 5 bay undercover area
20. Portable grandstand
21. Office
22. Toilet block
23. Undercover cattle draft
24. Golf club storage shed
25. Showcase enclosure
26. Horse show rings
27. Golf course
28. Golf clubhouse
29. Water tanks

Overlay Key

- Somerset Regional Council Koala Overlay Zone
- DNRME Endangered Regional Ecosystem Zones

Legend

- Entry Point
- Proposed new structures
- Campdraft camping zone
- Showhorse parking

Existing Services

- Property Boundary
- Existing Sewer Lines
- Existing Water Lines
- Existing Power Lines

Usage Changes
The following table represents the number of days the facility is used by each group for the past three years. The total number of days per year is represented across, noting that golf and grounds maintenance has been excluded.

User Group	Events/Regular Usage	Days Used Annually			Trend
		2021	2022	2023	
Esk Jockey Club	3 race meets	9	6	9	Stable
Esk Show Society	Annual Show and Camp and Jam Event	13	14	14	Stable
Esk Campdraft Association	Annual event	3	4	3	Stable
Esk Country Golf Club	Average 20 days per month – social & competition	244	219	242	Stable
Other	Private* Grounds Maintenance	16 0	10 5	5 10	Decreasing Increasing

**Mainly Rail Trail Riders*

Park Run is a new user that has emerged in 2024. They intend to deliver weekly park runs starting within the site at times that don't conflict with golf activities.

Investigation into purchase of additional land for the golf club was undertaken as part of the master plan however was deemed not feasible. The inability to conduct concurrent activities whilst golf is occuring is restricting hire and use of the showgrounds facilities, particularly with the added attractor of the Brisbane Valley Rail Trail directly adjacent the site.

The master plan identifies a number of building upgrades across the site and consolidation of the built infrastructure may present opportunities for greater separation of facilities to increase site use.

Revised Priorities

The original master plan identifies 25 projects at an estimated cost of almost $370,000, subject to specific designs. This included:

- 9 projects to improve activity-related areas
- 9 building-related projects
- 7 ancillary site projects.

Project rank is reflective of realistic sequencing, taking into account dependencies between projects and group priorities. Key projects identified below will evolve the site to enhance usage levels, experience and/or safety. Exclusion of particular projects does not indicate that they are not required; rather, they can be undertaken by user groups and/or Council as required.

Project		Rationale	Rank
E1	Arena redevelopment and resurfacing.	Heavily compacted and hasn't been redeveloped in over 30 years.	High
E2	Stockproof fencing and boundary fencing to stud cattle area.	Animals within this area are not properly secure and risk of escaping.	High
E3	Extension of jockey clubhouse and dining pavilion.	Ageing and no longer fit for purpose.	High
E4	Additional amenities and pathways for people with a disability.	Improved accessibility to the site. No formal pathways and PWD bathroom facilities are located in the far west corner of the site.	High
E5	Upgrade of arena fencing.	Maintenance and upkeep.	High
E6	Additional electrical supply points for camping around arena.	Previous supply points removed for safety and groups want them reinstated.	High
E7	Upgrade of campdraft announcers box including new roof and flooring.	Ageing and not fit for purpose. Floor is rotting.	Medium

Fernvale Recreation Grounds

Site Details

Address:	32 Banks Creek Road, Fernval
Real Property Description:	Lot 7 RP214853 Lot 900 RP844992 (Stumer Park)
Zone:	Community Facilities
Ownership:	Council

Site Constraints

Usage Constraints:

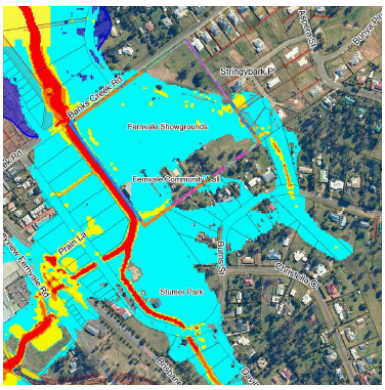
- The facility is located directly adjacent to a residential area, which places time restrictions on the use of loud speakers and other noisy activities late in the evening or early in the morning, both of which are desired during campdraft events.
- Some facilities are allocated to groups that no longer function at the grounds, with no access available to remaining groups. Provision of access would limit the need for temporary hire or new permanent facilities.

Facility Constraints

- Sloping grounds restricts ability for parts of the site to be used for activities and/or safe car/float/truck parking.
- Large stormwater drain to the north of the site restricts north-south movements.
- Formal car parking areas are heavily used by patrons of the onsite PCYC.
- Poor condition of the arena limits use due to concerns for animal safety.

Planning Constraints

Mapping layers from the Somerset Region Planning Scheme Version 4.2 are identifed below.



Flood Hazard

Services

Other applicable layers include:

- HIA (High Impact Area) Management Area

Camp and Main Arena

Cattle Yards & Access Bridge

Pony Club Arena

Campdraft Facilities

Public Amenities

Horse Yards

2021 Master Plan

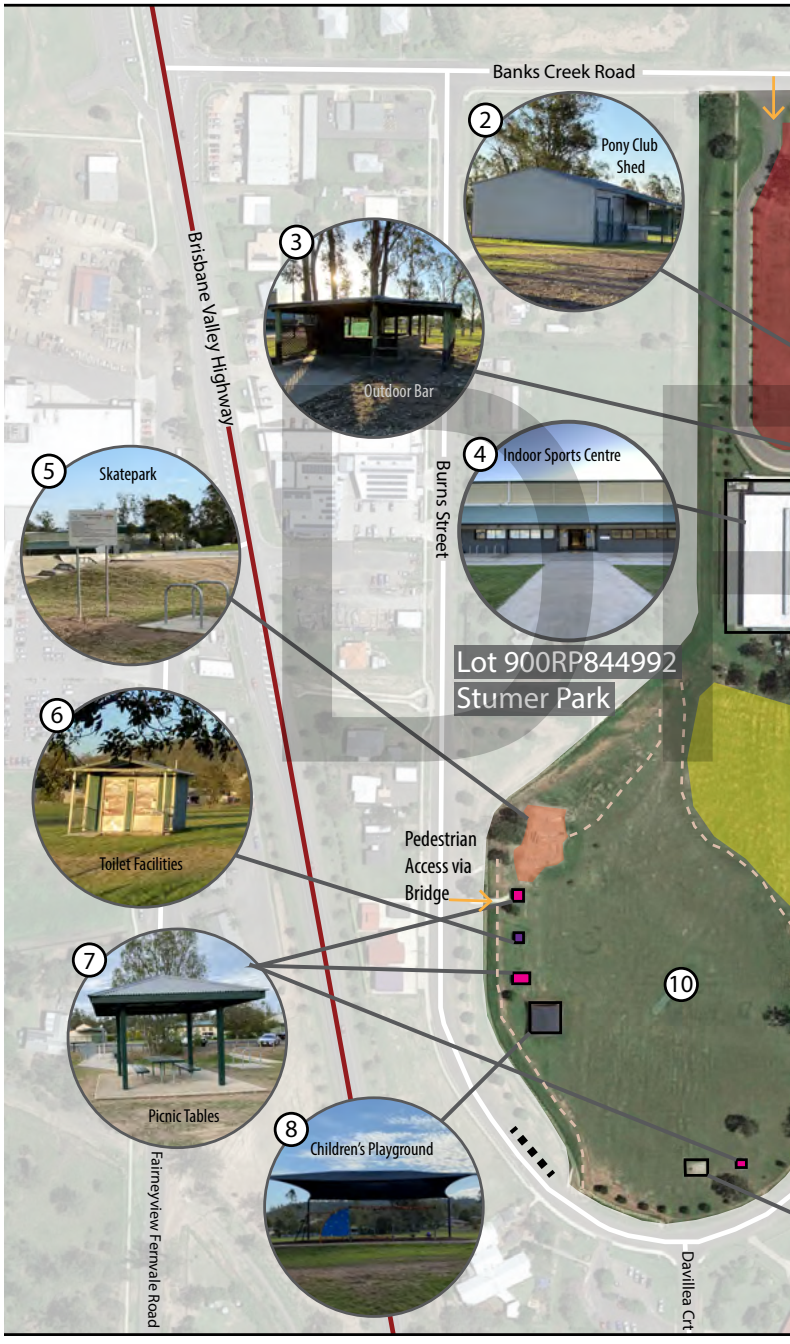
Recent Project Changes

The status of the following projects has been altered since the Master Plan was developed, due to action or investment by user groups/Council or a change in site usage.

Project	Organisation	Status
Dedicated entry for service vehicles for cattle, horses, etc.	Council	Complete (with next)
Crossing required to create culvert and level so that campdraft floats can access.	Council	Complete (with above)
Upgrade outdoor bar	Council	Demolished, not replaced
Council to investigate the removal of the cross fall within the main arena.	Council	Investigation and cost estimate complete.

Fernvale Recreation Grou

Lot 7 on RP214853 and Lot 900 on



Note: Not to scale - dimensions and measurements are approximates only

nds Precinct Site Plan

RP 844992

Wall Planning & Environmental Consulting

Legend

- Highway
- Local Road
- Site Access
- Existing Building
- Drain
- Camping area (power & water)
- Campdraft Camping Amenities
- Pony Club Shed
- Indoor Sports Centre
- Car Park
- Community Hall
- Girl Guides Shed
- Secretary/ Announcers Box
- Campdraft Arena
- Campdraft Warm Up Area
- Pony Club Yard
- Campdraft camping area
- Earth Mound
- Skatepark
- Picnic Table
- Chicane
- Toilet Facilities

Site Plan

Project:

Fernvale Recreation Grounds Master Plan

Location

Fernvale, Queensland

Local Authority

Somerset Regional Council

20 January 2021 MP

Source: Google Map Imagery 2021

Usage Changes
The following table represents the number of days the facility is used by each group for the past three years. The total number of days per year is represented across.

In 2024 there has only been 4 days of use, all by campdraft.

User Group	Events/Regular Usage	Days Used Annually			Trend
		2021	2022	2023	
Fernvale Campdraft Association	Annual event	1	4	4	Stable*
Lowood Fernvale Pony Club~	Musters	2	0	0	Decreasing; ceased use of the site
Brisbane Valley Cow Horse Association	Ranch Sorting	7	7	2	Decreasing; ceased use of the site
OZ Endurance	Trail Riding	3	11	0	Variable, no use of the site recently
Other	Camping (group or caravan) Barrel Racing Grounds Maintenance	5 4 0	5 0 0	4 9 0	Decreasing Increasing^

* The Campdraft Association previously ran two events per year but, due to the condition of the arena and risk of financial loss associated with cancellation resulting from rain, only one event is held per year. Improved surface conditions will trigger reconsideration.

^ No barrel racing has been undertaken so far in 2024 due to surface conditions. An improved surface will likely see a return to the venue, with potential higher use.

~Lowood Fernvale Pony Club has not been operational for over 2 years however has indicated intent to Council to re-establish activities and has confirmed ongoing access to the storage shed is required.

There is a high number of regular hire of the Fernvale Hall by a church group and community groups including artists, girl guides and martial arts.

Revised Priorities

The original master plan identifies 32 projects for both the Fernvale Recreation Grounds and adjacent Stumer Park at an estimated cost of $1.4 million plus extra for specific projects that could not be costed, subject to design. Key projects for the site, based on most recent stakeholder engagement, include:

Project		Rationale	Rank
F1	Upgrade surface of campdraft/main arena.	Current clay-based surface is poor quality and very hard. Small volumes of rain (less than 10mm) forces the cancellation of events.	High
F2	Develop new bar/canteen for events.	Former bar demolished. Located in suitable position to service users and spectators of activities in the main arena.	High
F3	Replace Secretary/Announcer box to ensure security and include lighting, windows and air conditioning and onsite medical room.	Existing structure is deteriorated. New structure to be multifunctional and comfortable for persons that use the facility for full days at a time.	High
F4	Create sense of arrival at entrance point with night time presence.	Enhances site identification for patrons and offers opportunity to showcase history of the area.	High
F5	Develop camping and caravanning facilities at the site.	Limited camping areas for competitors and spectators during campdraft events. Identified in Council's draft Caravanning and Camping Strategy.	Medium
F6	Gravel/pave the entrance to connect Stumer Park with the Showground parcel.	All weather access to traverse current grassed area. Provides clear access point to prevent damage to other grassed areas.	Medium
F7	Install lights to main arena. *Feasibility to be determined based on frequency of future use.*	Temporary light towers are currently hired in for events.	Low

Kilcoy Recreation Grounds

Site Details

Address:	26 Showgrounds Road, Woolmar
Real Property Description:	Lot 59 SP299664 Lot 916 SP313141 Lot 8 CG3953
Zone:	Community Facilities
Ownership:	Council

Site Constraints

Usage Constraints:

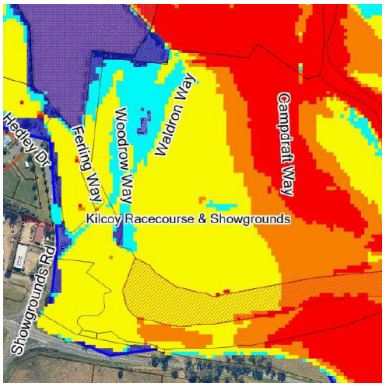
- Very high site usage on weekends; limited capacity to accommodate additional regular user groups.
- Minimal area available for horse floats and trucks to park on race days, with physical separation required to general patrons.
- Evening activities are restricted due to lack of lighting to required standards across the entire activity area.

Facility Constraints

- Inefficient placement of buildings restricts functionality of open spaces.
- Some facilities are ageing and no longer meet required standards or expectations.
- High level of usage limits the ability to construct additional facilities within activity areas.
- Sight lines are required to be maintained for television coverage of race meets.

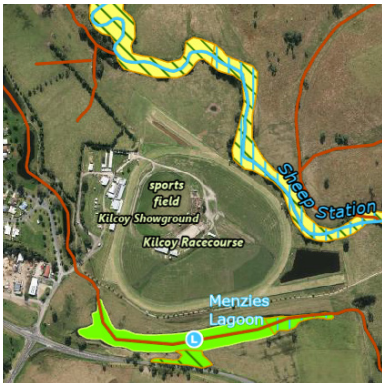
Planning Constraints

Mapping layers from the Somerset Region Planning Scheme Version 4.2 are identifed below.



Flood Hazard

Services



Biodiversity - MSES

Other applicable layers include:

- Biodiversity
- Koala Conservation
- Bushfire Hazard
- Catchment Management
- HIA (High Impact Area) Management Area
- Infrastructure
- Stock Route

Main Arena and Buildings

Cattle Yards

Polocrosse Field

1200m Chute - Race Track

Rodeo Arena

Trackside Pavillion

2022 Master Plan

Recent Project Changes

The status of the following projects has been altered since the Master Plan was developed, due to action or investment by user groups/Council or a change in site usage.

Project	Organisation	Status
Construct a new 1200m start chute for the race track.	Council & Race Club	Complete
Upgrade automatic irrigation system for the race track, including new pumps.	Race Club	Complete
Purchase four grandstands on skids.	Rodeo Association	Complete
Install lighting to the main arena.	Council	Complete
Purchase relocatable loading ramp and remove deco pile in float parking area.	Show Society	Grant Application - awaiting notificaiton.
Filling of drain and relocation of Polocrosse Field 1.	Council	In draft 2024/25 budget
Realignment and construction of internal road network.	Council	In draft 2024/25 budget

LEGEND

New / upgraded buildings

Existing buildings to be retained

1 Race Track
- New chute for 1200m start
- Automatic irrigation system

2 Ancillary Camping Area
- Non-powered and powered sites with water
- Elevated and equitable toilets and showers
- Dump point (subject to planning approval)

3 New access track to camping facilities

4 New additional Polocrosse field

5 New internal road network - sealed asphalt
- Two-way internal road
- Access to internal race track area suitable fo 27m vehicle

6 New 10m wide training track
- 2m between for drainage

7 Main building extension
- Refurbished/reconfigured jockey rooms & club office
- Covered viewing to lawn area
- Event equipment storage
- Additional toilets

8 Shade structure over concrete tiered seating

9 Show Pavilion and office
- Demolish existing and build new multi-purpose pavilion and dedicated show office with mezzanine level for storage

10 Main Arena
- New lighting with backlighting to external areas
- Continued refurbishment of fence
- Future irrigation to support surface improvements

11 Rodeo Arena
- New Lighting
- Install chutes to the north
- Refurbishment/upgrade of fence

12 Ken & Mary Nunn Pavilion
- Covered area extended to the east and west between buildings by one bay (bar facilities t be relocated to the west)

13 Upgrade and refurbish cattle yards, camp, day yards wash bays and stable block

14 Reconfigured Polocrosse fields
- Infill and ground levelling
- Future irrigation

15 Power and water to support camping

16 Existing commentators box to be relocated

17 Stables and training facilities (40 no.)
- Walker and sand roll

18 Potential future multi-purpose equestrian covered arena

19 Potential to secure land parcels for future communit use and/or overflow event car parking

20 Entry Statement and new ticket box
- New site signage and public art with lighting
- Improved pedestrian entry and wayfinding

21 Queensland Urban Utilities sewer pump station

22 Multi-purpose open area
- Event lawn and possible side show alley
- Overflow parking

23 General car parking

24 Wedding / function gazebo within the lakes parkland area with existing road access and parking

25 Existing waste dump point

1:3000 A3

0m 20m 40m

744

Usage Changes
The following table represents the number of days the facility is used by each group for the past three years. The total number of days per year is represented across, noting that grounds maintenance has been excluded.

User Group	Events/Regular Usage	Days Used Annually			Trend
		2021	2022	2023	
Stanley River Polocrosse Club	Practice days and 1 event per year	4	4	10	Increasing
Kilcoy Pony Club	Musters and 2-day events	2	8	4	Increasing
Kilcoy Race Club	Race meets	46	65	68	Increasing
Kilcoy Show Society	Annual Show	8	0*	7	Stable
Kilcoy Campdraft Committee	Annual events	3	9	6	Increasing
Kilcoy Rodeo Committee	Annual event	4	3	6	Increasing
Qld Working Cow Horse Club Inc	3 day hires (Friday to Sunday)	14	15	21	Increasing
Other	Camping (group or caravan) Private Grounds Maintenance	32 18 20	19 24 16	6 15 15	Decreasing

**Annual Show Cancelled*

Revised Priorities

The original master plan identifies 29 projects at an estimated cost of almost $15 million, subject to specific designs. This included:

- 16 projects to improve activity-related areas
- 7 building-related projects
- 6 ancillary site projects.

Project ranks are reflective of realistic sequencing, taking into account dependencies between projects and group priorities. Key projects identified below will evolve the site to enhance usage levels, experience and/or safety. Exclusion of particular projects does not indicate that they are not required; rather, they can be undertaken by user groups and/or Council as required.

Project		Rationale	Rank
K1	Realign internal road network, relocate the polocrosse fields and fill drain.	Improves vehicle circulation and pedestrian safety. Enables future expansion of main pavillion, development of the tie-up stalls and development of the horse training track.	Very High
K2	Construct new consolidated show pavilion and office with mezzanine storage.	Consolidates show facilities (pavilions and office) with connectivity to show activities, and provides a venue for large functions and events at the site during the show and for the community.	High
K3	Develop new tie-up stall precinct and mounting yard/ parade ring.	Required to meet Racing Queensland criteria to retain race meets at current standard – insufficient number and deteriorating quality of tie-up stalls for race meets and limited public viewing of horses.	High
K4	Extend main pavillion to include storage, amenities, jockey facilities and admin.	Required to meet Racing Queensland criteria to retain race meets at current standard. Improves site aesthetics and provides additional space for administration of site activities.	High
K5	Install lighting to rodeo arena.	Provides capacity for night events within the arena for multiple users including rodeo, pony club, cow horse club, campdraft. More cost-effective than hiring portable lights over the long term.	High
K6	Resurface rodeo arena.	Sand too fine for current activities. Improves safety for participants.	High
K7	Develop a horse training track.	Desired inclusion at the site from Council, Race Club and Racing Qld. Potential to attract horse trainers to the region.	Medium
K8	Extend the roofline of the Ken & Mary Nunn Pavilion (towards shed).	Provides additional all-weather functional space for polocrosse, pony club, campdraft, working cow horse and rodeo events. Avoids further restricting sight lines to the race track during meets.	Medium
K9	Construct new maintenance shed, deco pits and storage shed for racing barriers, and demolish existing.	Opens up existing congested and inefficient space for parking and new racing infrastructure. Increases size of storage due to additional maintenance for proposed training track. Storage for barriers and machinery is required to ensure security and weather protection.	Medium
K10	Install an automated irrigation system for the main arena and polocrosse fields.	Maintains the fields and arena to a high standard and improves player safety.	Medium
K11	Extend poultry pavilion (on end).	Provides additional storage for the show society and all-weather access for judges and exhibitors.	Medium
K12	Construct horse stabling complex (subject to feasibility).	Provision of permanent stables and ancillary infrastructure has the potential to attract trainers to the region and drive economic benefit. Maximises use and return on investment from the training track.	Low

Loowood Showgrounds

Site Details

Address:	Station Street, Lowood
Real Property Description:	Lot 1 RP67865 Lot 2 RP184905 Lot 2 RP68074
Zone:	Recreation and Open Space
Ownership:	Private freehold

Site Constraints

Usage Constraints:

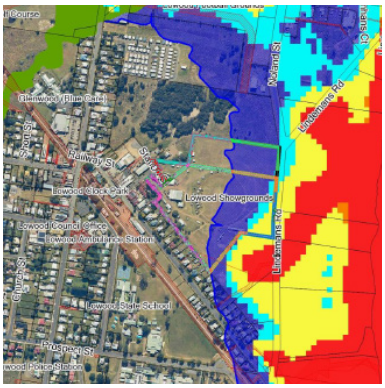
- Existing development permit allows 35 campground sites, which is insufficient during peak periods and to accommodate larger groups.

Facility Constraints

- Nil

Planning Constraints

Mapping layers from the Somerset Region Planning Scheme Version 4.2 are identifed below.



Flood Hazard

Services

Other applicable layers include:

- HIA (High Impact Area) Management Area
- Infrastructure
- Scenic Amenity

Regular Usage

Show

- Breed shows.
- Equestrian events including hacks, jumping, led and ridden classes.
- Show Ball.

Rodeo

- Held 2nd week in November.
- NRA – 5,000 attendees.
- Contracted out - $20,000 - $30,000.
- Includes barrel racing.

Rail Trail

- Bike riders and horse riders camp at grounds.
- Use yards and stables.
- Predominantly in cooler months April to September.

State Showdriving Championships

- New event held in September 2024.
- Hosted by Australian Carriage Driving Society Qld Branch.

Other

- BNS, Motor Bike Clubs, Dog and Poultry Shows, Gymnastics Club, Christmas Carnival.
- Caravanning and Camping is a major revenue source.

Planned Facility Improvements

- Upgrades to guttering on some buildings required as impacts roads during heavy rain – need to divert water away.
- Upgrades to buildings done over time using grant funds. Poultry pavilion was finalised recently.

747

Main Arena and Buildings

Horse Yards

Prime Cattle Area

Secretary Office & Gymnastics (upper)

Poultry Pavillion

Bar & Main Pavillion

Toogoolawah Showgrounds

Site Details

Address:	Ivory Creek Road, Toogoolawah
Real Property Description:	Lot 1 RP7753
Zone:	Recreation and Open Space
Ownership:	Private freehold

Site Constraints

Usage Constraints:

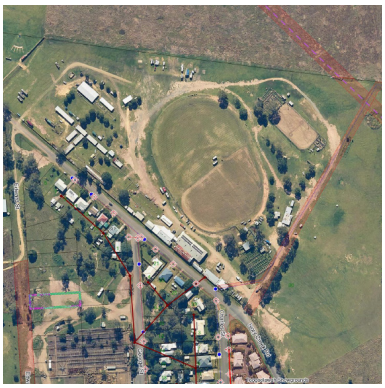
- No known usage constraints

Facility Constraints

- No known facility constraints

Planning Constraints

Mapping layers from the Somerset Region Planning Scheme Version 4.2 are identifed below.



Services

Other applicable layers include:

- HIA (High Impact Area) Management Area
- Infrastructure

Regular Usage

Show

- Breed shows.
- Equestrian events including hacks, jumping, led and ridden classes.

Rodeo

- Includes horse events such as barrel racing
- Number of competitors varies each year

Campdraft

- Held over 4 days
- 1500 competitors
- Use whole showgrounds area for camping

Rail Trail

- Bike riders and horse riders camp at grounds
- Groups of 2 to 50 horse riders
- Use yards and stables
- Predominantly in cooler months April to September

Other

- Bird Sale, Working Dob Trials and Sale, Junior Cattle Camp, Bulls Sales, Large Private Functions including weddings, funerals and 21st birthdays.
- Caravanning and Camping is a major revenue source.
- Barrel Racing CLub seeking to hire monthly.

Planned Facility Improvements

- Additional toilets, showers, laundry and camp kitchen nearby the rodeo arena
- Bitumen in front of caretakers area
- Renew set of 16 stables

Main Arena

Horse Stables

Rodeo Arena

Campdraft Announcers Box

Pavillion

Cattle Yards

Network Priorities

Image Credit:
Esk Jockey Club - Esk Races Facebook page.

A clear and consistent process to aid rational decision making related to new and or improved facilities at Showgrounds has been developed.

Requests can be assessed using the framework to ensure relevant factors are considered before committing to project investment.

Decision Making Framework

1. Will multiple groups and/or activities benefit from the project?
2. Does the project increase activation of the site, including new uses?
3. Are safety concerns/issues addressed by the project?
4. Will the project improve access to the site for people with a disability or mobility issues?
5. Will the project support increased visitation/economic and social benefit to the region?
6. Is spatial efficiency and/or long term cost saving achieved by the project?
7. Does the project address peak body requirements?
8. Is the project required to be undertaken to enable another priority project to be undertaken?
9. Existing facilities are at capacity?

Project ranking can be assessed on the following basis:

PROJECT RANKING	DECISION MAKING FRAMEWORK ASSESSMENT	PROJECT DEVELOPMENT TIMING
Very High - High	Meets 4 or more criteria	0 to 5yrs
Medium	Meets 3 of the criteria	6 to 10 yrs
Low	Meets 1 or 2 of the criteria	10+ yrs

Projects can be elevated in priority where major risk or safety factors are involved or where the project is required to be undertaken to enable another high priority project to be developed.

Key projects for each site that were identified during consultation have been assessed using the framework and projects have been prioritised in the tables overleaf. Projects with an asterick have been identified as suitable for external funding opportunities.

Project		Decision Making Framework	Rank
E3	Extension of jockey clubhouse and dining pavillion.	Supports multiple groups/activities; addresses peak body requirements; improves site accessibility; increases activation of the site.	Very High
F1	Upgrade surface of campdraft/main arena.	Supports multiple groups; addresses safety concern; increases activation; potential to increase visitation if event return to the site.	Very High
K1	Realign internal road network, relocate the polocrosse fields and fill drain.	Supports multiple groups, required to enable other high priority projects to occur, improves safety of patrons, improves spatial efficiency.	Very High
K2*	Construct new consolidated show pavilion and office with mezzanine storage in new location.	Dependency project required to improve spatial efficiency; supports multiple groups; increases activation of the site.	High
K9*	Construct new maintenance shed, deco pits and storage shed for racing barriers, and demolish existing.	Improved spatial efficiency; dependency project to allow expansion of main pavillion building.	High
R1	Undertake a feasibility study for development of a covered arena within the region.	Supports multiple groups; increases visitation to the region; provides economic benefit.	High
E1	Arena redevelopment and resurfacing.	Supports multiple groups activities; increases activation; addresses safety, potential increased visitation to the region.	High-Medium
K3*	Develop new tie-up stall precinct and mounting yard/ parade ring.	Peak body requirement; addresses safety; supports multiple groups.	Medium
K5*	Install lighting to rodeo arena.	Supports multiple groups; increased activation of the site; cost savings (reduce hire costs).	Medium
K7*	Develop a horse training track.	Increased activation and visitation and economic benefit to the region.	Medium
F7*	Install lights to main arena. *Feasibility to be determined based on frequency of future use and impact on nearby residences.*	Increases activitation; supports multiple groups; provides cost savings (reduced hire costs).	Medium
K4*	Extend main pavillion to include additional amenities, jockey facilities, race club administration area and storage.	Supports multiple groups; increased site activation; improved spatial efficiency; meets peak body requirements; potential increased visitation to the site.	Medium
F2	Develop new bar/canteen for events.	Potential to be used by multiple groups for site events, increased site activation; existing facilities operating at capacity.	Medium
F5	Develop camping and caravanning facilities.	Increased activation of the site, supports mulitple groups, increased economic benefit to the region.	Medium

Project		Decision Making Framework	Rank
E2	Stockproof fencing and boundary fencing to stud cattle area.	Addresses safety; supports multiple groups.	Low
E5	Upgrade of arena fencing.	Supports multiple groups; addresses safety concern.	Low
E6	Additional electrical supply points for camping around arena.	Supports multiple groups, increases activation.	Low
E7*	Upgrade of campdraft announcers box including new roof and flooring.	Addresses safety concern.	Low
K6	Resurface rodeo arena.	Supports multiple groups, improves safety of participants.	Low
K8	Extend the roofline of the Ken & Mary Nunn Pavilion (towards shed).	Supports multiple groups.	Low
K10*	Install an automated irrigation system for the main arena and polocrosse fields.	Supports multiple groups; improved ground safety.	Low
K11	Extend poultry pavilion (on end).	Existing facility at capacity.	Low
F3*	Replace Secretary/Announcer box to ensure security and include lighting, windows and air conditioning and onsite medical room.	Addresses safety concern.	Low
F4	Create sense of arrival at entrance point with night time presence.	Supports multiple groups.	Low
F6	Gravel/pave the entrance to connect Stumer Park with the Showground parcel.	Supports multiple groups.	Low
K12*	Construct horse stabling complex (subject to feasibility).	Increased economic benefit to the region.	Low
E4	Additional amenities and pathways for people with a disability.	Supports multiple groups, improves accessibility to the site.	Low

Somerset Region

Showgrounds Network Review

Final Report
November 2024

Somerset
REGIONAL COUNCIL

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Felicite Cootes, Promotions Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	12 November 2024
Subject:	Brisbane Valley Rail Trail Users Association Australia Day Bike Ride Event – Sponsor Request
File Ref:	Recreation and Cultural Services – Event Management – Community Events – Festivals – Sporting
Action Officer:	PO

Background / Context

As per previous years, Somerset Regional Council has received a request from the Brisbane Valley Rail Trail Users Association (BVRTUA) to sponsor the eighth annual Brisbane Valley Rail Trail (BVRT) Australia Day Bike Ride on Sunday, 26 January 2025.

The request is for $2,750 and value in-kind support.

The event is a family bike ride along the Brisbane Valley Rail Trail from Fernvale to Esk to celebrate Australia Day. The event has grown in popularity since its inaugural iteration in 2018 and attracted 331 registrations at the 2024 event. The event committee has indicated that the 2025 event will attract a similar number.

Previously the ride was a free event, but following an increase in insurance premiums, the event committee has decided to charge a participation fee of $20 per adult, while children will continue to participate for free. Attendees will also have the option to book a transfer service (from Esk back to Fernvale) for $35 per person and a gourmet breakfast burger for $10 at the finish line.

While the above charges will help to alleviate some of the financial burden to the BVRTUA, the Committee has advised that there are still significant costs associated with running the event, that require consideration. These include coach and truck hire, return transport for participants and their bikes, professional photography and public liability insurance.

Previously, Council sponsored $2,500 for the 2024 event.

Should Council choose to sponsor the event. Funds would be allocated within the existing Australia Day event budget.

Attachments

Nil

Recommendation

THAT Council agree to sponsor $2,750 and provide value-in-kind support to the eighth annual Brisbane Valley Rail Trail Australia Day Bike Ride event on Sunday, 26 January 2025 utilising the Australia Day Event budget.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Felicite Cootes, Promotions Officer
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	13 November 2024
Subject:	Kilcoy Race Club Summer Festival of Racing and Sprinting – Sponsor Request
File Ref:	Recreation and Cultural Services – Event Management – Community Events – Festivals – Sporting
Action Officer:	PO

Background / Context

Council has received a request from the Kilcoy Race Club to provide sponsorship for the Festival of Racing and Sprinting to be held at the Kilcoy Recreation Grounds from 21 November to 31 January 2025.

The request is for $2,200 including GST.

The festival encompasses the following race days and events:

- Kilcoy Christmas Cup Race Day on Thursday, 12 December 2024
- New Year Cup Race Day on Thursday, 2 January 2025
- Kilcoy Australia Day Racing Carnival on Sunday, 26 January 2025, including the coveted "Kilcoy Gift" sprint events

Previously, Council sponsored $1,650 including GST, toward the Australia Day Kilcoy Gift events.

Should Council choose to sponsor the event, funding would be allocated through the Australia Day events budget.

Attachments

Nil

Recommendation

THAT Council provide sponsorship of $2,200 including GST to the Kilcoy Race Club for the Kilcoy Race Club Summer Festival of Racing and Sprinting, including the Kilcoy Australia Day Racing Carnival, to be held at the Kilcoy Recreation Grounds.

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Sandy McFeeters, Community and Tourism Manager
Director:	Daniel Rowe, Director Corporate and Community Services
Date:	18 November 2024
Subject:	Tourism and Promotions Report – October 2024
File Ref:	Tourism – Promotions
Action Officer:	CTM

Background/Summary

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

Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of State	Interstate	International	Total
Esk VIC	96	33	70	29	37	0	265
Fernvale VIC	236	166	105	56	30	9	602
Kilcoy VIC	192	138	175	69	110	48	732
The Condensery	84	48	72	8	8	5	225

Motivators

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

Active Volunteers	
Esk	10
Fernvale	16

Kilcoy	7
TOTAL	33

Digital Media

Facebook

Likes 4K
Followers 4.7K (+45)
Reach 165K (+55%)
Engagement 589
Link clicks 3.7K

Website

Page Views: 14,678
Visitors: 4,770 new, 350 returning
Peak Time: Monday, 7 October
Most Popular Pages: Spring Campaign landing page, Experience Somerset, Markets, What's On
Device type: Desktop:19%, Mobile 71%, Tablet 9%

Instagram

Followers 1818 (+14)
Reach: 1.1K (+38%)

Glen Rock Art Gallery (Esk Visitor Information Centre)
The October exhibition at Glen Rock Art Gallery is by two local Esk artists and friends Jan Godfrey and Ros Rowett. Titled 'Birds of a Feather' Ros Rowett feels most at home with acrylic paint on canvas and has used the landscapes, birds, plants and flowers as the inspiration behind her work.

Jan Godfrey, a talented potter, draws on her love of gardening in the rain and the wet earth which extends to playing with clay. Jan takes great joy out of hand building and enjoys the process of forming and heating the clay to produce her sculptures. Her works represent some of the many species of birds that call her Esk garden home.

Visitor Information Centre Volunteer Famil
The next Volunteer Famil is scheduled for Tuesday, 3 December 2024 with planning currently underway.

Regional Tourism Organisation
Queensland Country Tourism (QCT) launched their new brand on Tuesday, 29 October 2024 at Gabbinar Homestead. Two Somerset operators along with members of the tourism team attended the launch. New QCT collateral will be launching in coming months including a website, destination video and visitor guide.

QCT are developing an accessible visitor guide which will include selected Somerset tourism operators. Consultants have visited operators including The Condensery | Somerset Regional Art Gallery and photographers have been in the region to capture images for this project.

Tourism Operator Development
The next quarterly Somerset tourism operator networking event is scheduled in Kilcoy on Thursday, 28 November 2024.

Regional Event Support and Development 2024-2025
Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2024 and beyond, including agritourism, sporting, adventure race events and more.

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

- Somerset Multisport Festival, hosted by Atlas Events (Lake Wivenhoe / Logan's Inlet, 12 and 13 October 2024)
- Rogue Escape, hosted by Rogue Adventures (Lake Wivenhoe / Logan's Inlet, 19 and 20 October 2024)
- Legends of Beef 2025, hosted by Brisbane Valley Farm Direct (Toogoolawah Showgrounds, 29 March 2025)

Post event report regarding the Somerset Multisport Festival and Rogue Escape will be presented to Council in due course.

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

Complete	*On track*	*Yet to be progressed*	*Behind/Beyond 2025*
68%	15%	16%	2%

Marketing Campaigns
A demonstration of how recent campaign-work increased visitation to experiencesomerset.com.au:

	Total website visits:	New visitors to website:
Average visitation to experiencesomerset.com.au during business-as-usual period, one month prior to Spring 2024 campaign:	4,970	4,733
Spring 2024 campaign: **"Unlock Next-Level Adventure in Somerset"**	9,243	9,094
Increase in visitation to experiencesomerset.com.au as a direct result of campaign:	⇧ 86%	⇧ 93%

Recent Campaign Results:

Campaign	*Results*
Spring 2024 campaign: **"Unlock Next-Level Adventures in Somerset"** Season: Spring 2024 Campaign objective: Drive traffic to campaign landing page on experiencesomerset.com.au	Landing page views: 4,495 Reach: 218,817 Impressions: 529,562

Media Engagement / Public Relations:

Item	*Estimated Value to Council*	*Actual cost to Council*
Article: "Spring into Somerset for Unlimited Country Adventures" blogs published by: - Caravanning Queensland - Drive Queensland	$1,000	$0
Article: "Queensland Country Drives in Somerset Get the Green Light" blogs published by: - Drive Queensland - RACQ Road Ahead / EDM (secured for future edition)	$5,175	$0

TV segment: Channel 7's Weekender Program. Pitched Camping Wivenhoe, Esk Beef and Picnic Society for RACQ EV campaign segment presented by Alistair McLeod. Airing on Channel 7 on Sunday, 10 November 2024 at 5.30pm	$8,250	$0
Total potential savings to Council for publicity during the Spring campaign:		*$14,425*

Rail Trails and Tourism Conference

Officers assisted with the Rail Trails and Tourism Conference in partnership with Bicycle Queensland, held on 6-7 November 2024 at the Somerset Civic Centre. The event attracted 130 attendees over the two-day conference. Registered attendees included several from interstate and out-of-region, and an increase in accommodation bookings in Esk on 6 November has been noted. Experience Somerset developed and sponsored the program, ticketing and marketing of the event and ran the evening networking event at the Esk Grand Hotel on 6 November 2024. The networking event attracted 35 attendees.

Attachments

Nil

Recommendation

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

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson – Chief Executive Officer
From:	Daniel Rowe – Director Corporate and Community Services
Director:	Daniel Rowe – Director Corporate and Community Services
Date:	18 November 2024
Subject:	Corporate and Community Services Monthly Report - October 2024
File Ref:	SRC/Governance/Reporting
Action Officer:	DCORP

Background/Summary

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

Records

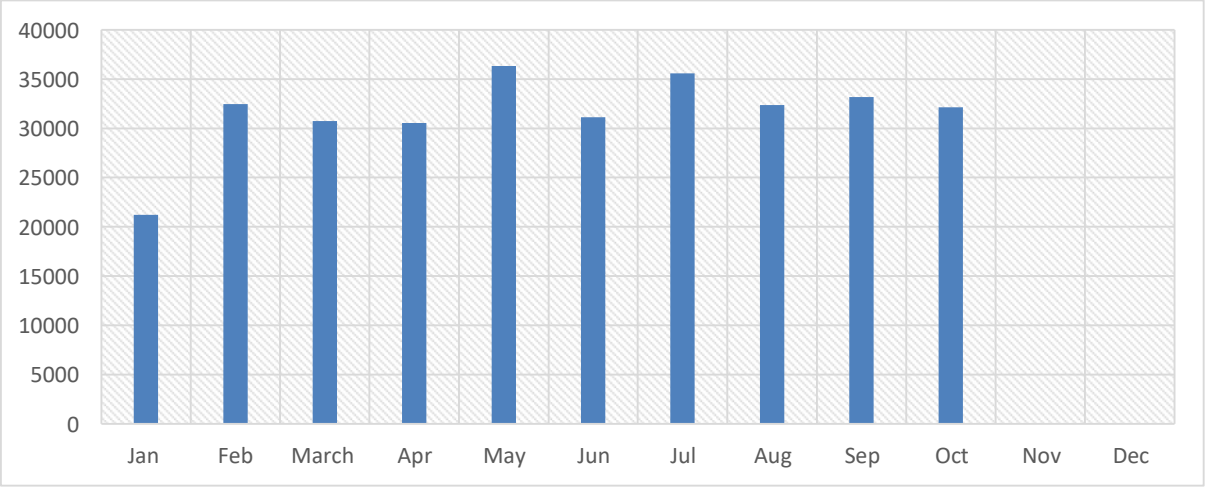
Documentation – At a Glance – October 2024

Inward/Actioned Documents – 3,151	Outward Correspondence – 2,357
Customer Service Requests – 408	Councillor Requests – 14
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 8,850	Internal Only Records Email – 11,559
Decision Notices/Workshop Outcomes – Decision Notices – 32 Workshop Actions – 21	Tender/Quotation – Tenders – Tenders Zero (0) Numbered Quotations – Zero (0)

Total Documents Registered for the month of October 2024 – 10,859

Email Traffic

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



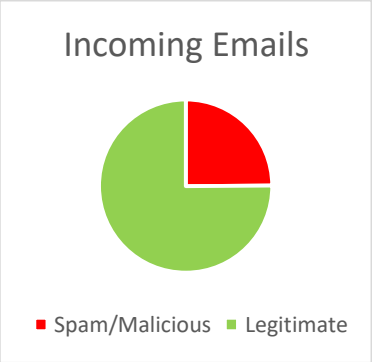
Graph: Monthly total records for 2024

Information and Communication Technology (ICT)

ICT's software and infrastructure upgrades continue in line with budgetary considerations and operational requirements. Work continues with implementing audit recommendations in line with target dates. ICT is working on and reviewing documentation and procedures to ensure organisational tasks are consistent and complete. ICT have been working with facilities, reviewing existing CCTV infrastructure to ensure they are compliant.

Cyber Security

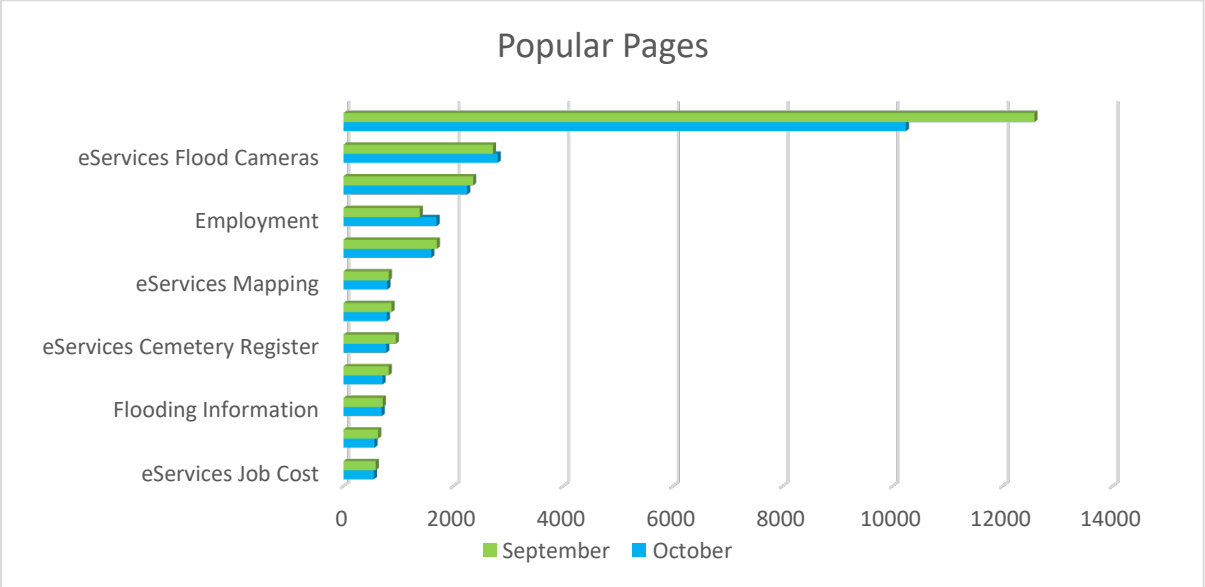
Total incoming emails have increased by 7.7 percent over October, with an increase of 9.2 percent to legitimate emails and an increase of 3 percent for Spam/Malicious. During October, there had been 26 failed malicious sign-in attempts to staff Office365 accounts, showing the importance of Multi-factor Authentication (MFA) as a defence.



Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils. Council continues to conduct internal quarterly phishing tests, which any staff member who fails the test will require additional training for compliance.

Websites

The primary corporate website (somerset.qld.gov.au) received 42,114 page views for October, a 10 percent decrease from September, eServices (eservices.somerset.qld.gov.au) received 20,545, with a minor decrease in views. Please note that the graph below has been capped at 14,000 for readability.



Governance and Business Improvement

Annual Report

The annual report has been prepared and submitted for Council's consideration at the Ordinary meeting scheduled for 13 November 2024. Once adopted, it will be available on Council's website and a copy will be uploaded to the State Library of Queensland.

Delegations

Following Council's decision at the Ordinary Meeting scheduled for 9 October 2024, changes were made to the *Delegations Register – Council to Chief Executive Officer*. All staff were notified to enable amendments to be made to any proforma forms/correspondence that refer to delegations contained within this register.

LGAQ released an update to its delegations registers on 30 September 2024. These will be reviewed, and a report prepared for Council's consideration.

In accordance with Section 257 of the LGA, Council must review its delegations to the Chief Executive Officer on an annual basis. Traditionally, this task has been undertaken following the February release of the templates maintained by the Local Government Association of Queensland (LGAQ). However, there have been delays in the February updates being made

available to Councils which puts undue pressure on staff to complete this task when end of financial year deadlines are imminent. As such, it has been decided that the annual review will be undertaken upon the release of LGAQ's August updates, or in this case the documents made available on 30 September 2024.

State Penalties Enforcement Regulation (SPER) Codes
Queensland Treasury have confirmed that the changes to SPER Codes requested by Council at the Ordinary Meeting of 9 October 2024 are now in effect. Staff have been notified of the SPER Codes that are now available for use.

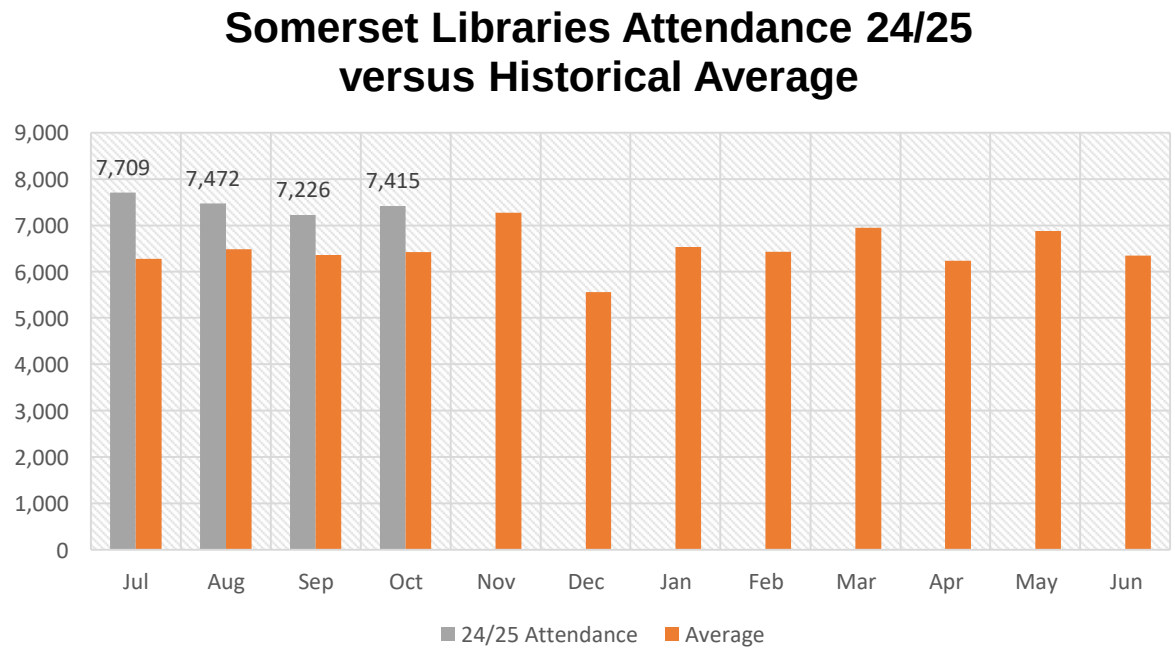
Arts and Culture

Attendance at Cultural Venues	Events	Partnerships
9,966	161	4

Events
2025 Australia Day Awards
The 2025 Australia Day Award nomination process was launched on 1 October 2024. Current marketing has consisted of posters and flyers in key Council locations and Facebook. With minimal nominations received, a more extensive marketing campaign is being rolled out to increase nominations.

Somerset Libraries

Physical Items Circulated	Visitation	Events	New members
13,598	8,138	58	76



- Technical issues with the *Somerset On The Go* Library app have been resolved and it will be rolled out to the community in November.

- Libraries have a new promotional brochure which markets all Library services, collections and the *Somerset On The Go* app. It will be released mid-November with the *Somerset On The Go* app.

- Visits to libraries continued to rise with an overall increase against the historical average of 17% despite a 15% decrease in visitation at Esk Library.

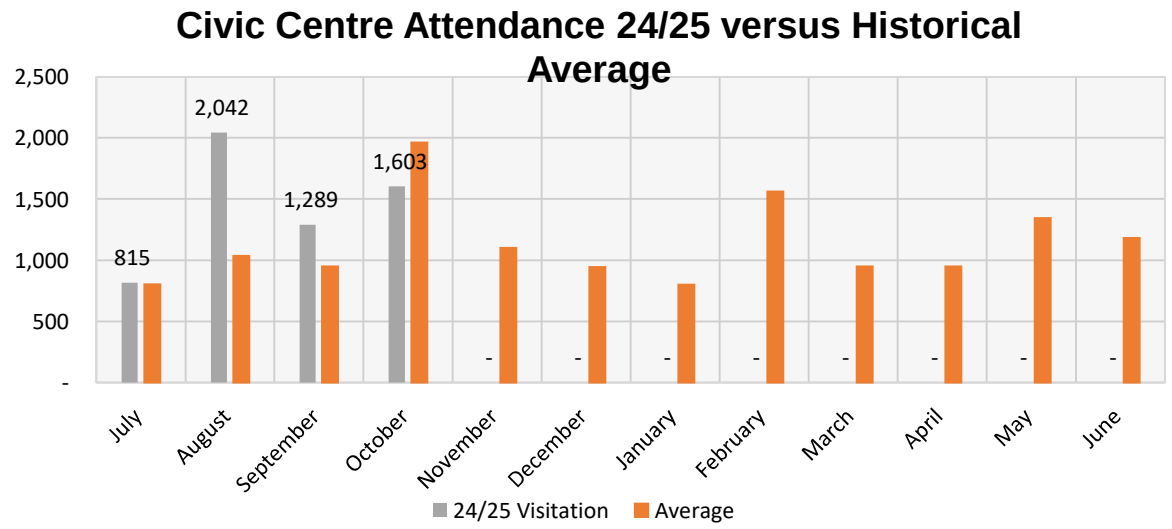
- Customer requests for technical support (838 walk-ins), 1:1 lessons (39.5 hours) and use of public computers (727 hours) are still in high demand across the region.

- October was a bumper month for programs and outreach with a total of 946 members of the community participating in activities and celebrations. Library outreach included delivery of a Brisbane Children's Writers Festival workshop at Esk for local schools, and participation in the Seniors Expo, Brisbane Valley History Expo at the Civic Centre, and Spooky Somerset.

- Onboarding of the new heritage collection management system 'Recollect' has commenced and is due to be completed in April 2025.

Somerset Civic Centre

Visitation	Private/ Council Events	Programmed Events
1,603	101	2



- October utilisation included 103 bookings. These bookings included our regular community hirers who utilised the space for rehearsals, Council events and workshops, commercial and community events and curated performances.

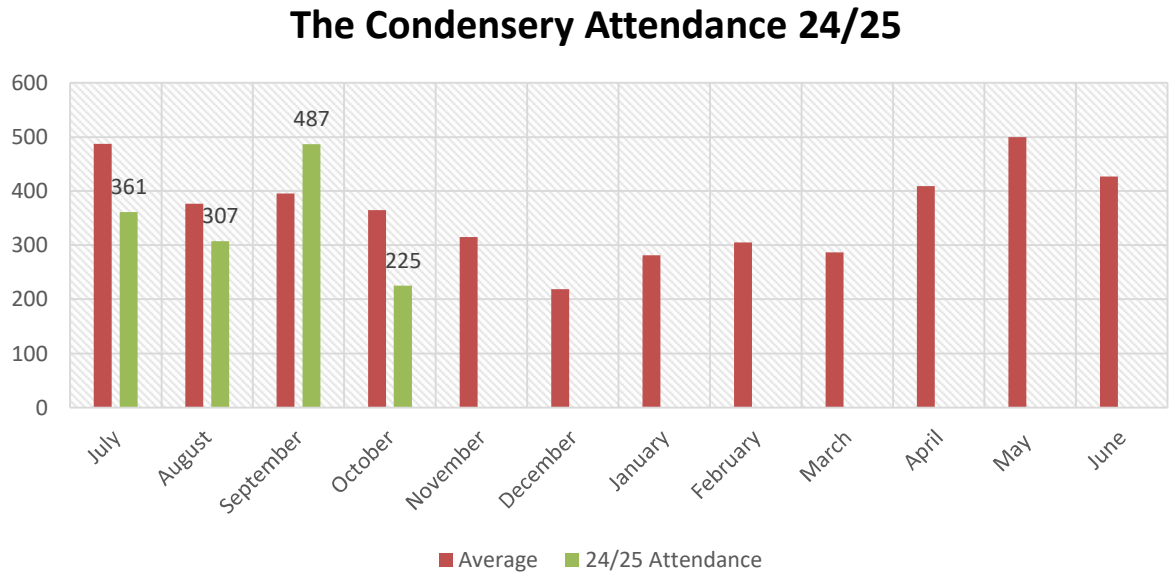
- Of note, Friends in Low Places – The Garth Brooks Experience was well attended with 231 tickets sold.

- Somerset Civic Centre also hosted three Expos including the Emergency Services Expo, Seniors Day and the inaugural Brisbane Valley History EXPO. Seniors Day and the Brisbane Valley History Expo have placed tentative date holds for 2025.

- Valley of the Lakes Garden Club held their regional meeting in October with neighbouring clubs invited to join the event with attendance up 60%.

The Condensery

Visitation	Public programs	Exhibitions in development
225	0	15



Exhibitions and Events

- Exhibitions; Soft Pressing by Simon Degroot and Something Blue by LeAnne Vincent continued at The Condensery.

- Lionel Fogarty and Elysha Rei's exhibitions Moiyum wungumbil mugerra bullonga and 余白の美: Yohaku no bi (the beauty of empty space) respectively are in development for the upcoming holiday period, set to open 23 November 2024. The opening event will be 30 November 2024 featuring poetry performances, Smoking Ceremony and Corrobboree with Jinibara Dancers.

- Preparations are underway for The Condensery's 2025 exhibition program, including the inaugural Harvest Biennial, launching February 2025 and featuring the work of five local Somerset artists.

- The Condensery's Family Field Day was successful, engaging 108 children and families throughout the day.

- The Condensery's Made It Market is progressing, scheduled for 23 November 2024.

Youth Engagement and Community Development

- *Seniors Day – 25 October*

  The Seniors Day event took place on 25 October, where 112 seniors attended a free morning tea, lunch, entertainment, expo, and an emergency preparedness workshop. Unfortunately, 13 seniors did not attend, although 2 additional participants arrived without a booking and were accommodated. Approximately 50% of attendees completed the feedback survey, with most reporting that the social nature of the event was their primary reason for attending, followed by access to information. When asked about their favourite part of the event, most valued the information sessions, particularly the emergency medical information booklet workshop, which received 90%

positive feedback. Overall, the event was very well-received and appreciated by the attendees.

- *Spooky Somerset – Halloween Event – 31 October*
  On 31 October, Council hosted its first-ever Halloween event, *Spooky Somerset*, in Lowood. This free event included face painting, Ottaba Llamas, DJ Bex, a BBQ, and the participation of local support services offering information and Halloween-themed prizes. Over 300 people attended, and the event was well-received, with positive feedback from both the public and the stallholders.

- *Lowood Library Community Garden*
  The community garden at Lowood Library was planted with the support of local parents and children. The garden has been well-received by library attendees, and children have actively participated in its ongoing care, including watering and maintenance.

- *Youth Mental Health First Aid Training*
  The Youth and Community Development Officer completed a two-day Youth Mental Health First Aid course, facilitated by West Moreton Health. This training is instrumental in enhancing our capacity to support young people in the community with mental health challenges.

- *Lowood State High School Support Service Meeting – 16 October*
  On 16 October, a meeting took place at Lowood State High School with a range of local service providers to discuss current issues and trends affecting students. The meeting focused on available programs and initiatives, and how service providers can better support both the students and their families.

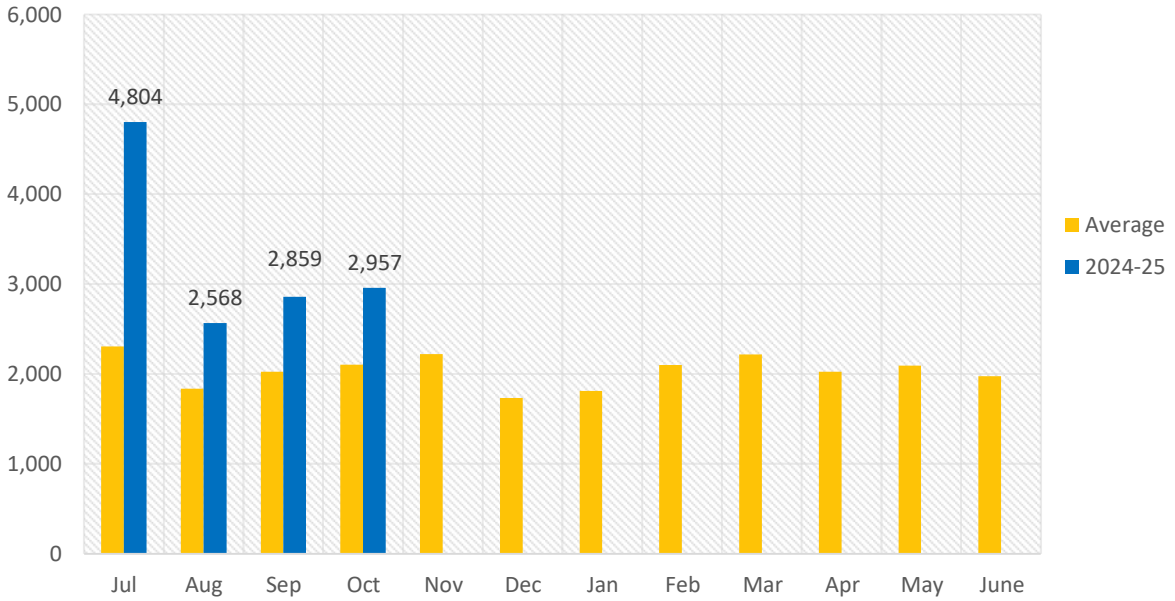
- *South-East Qld Community Development Meeting*
  Council's Community Development Coordinator and Youth and Community Development Officers attended a meeting with other community development officers at Beerwah**.** Hosted by Sunshine Coast Council, it gave officers from various councils a chance to reflect on their practice and learn from each other.

Sport and Recreation

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

Fernvale Indoor Sports Centre (PCYC Fernvale)

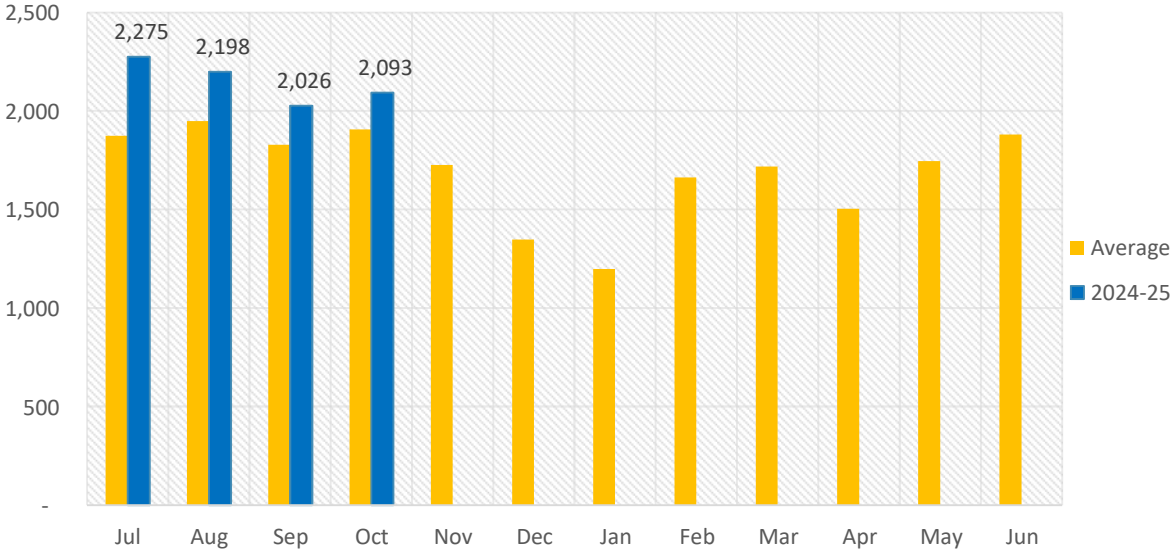
- Comparative to Monthly Historical Average – POSITIVE +757 (Average –2,200).
- Gym Membership Change – POSITIVE +34 (Current Membership – 1,055).
- High numbers in social programs, including 89 participants in Boxing After Dark.
- 242 Gymnastics members and 67 Term 4 Little n Active members.
- Four minor incidents – no further action required by Council.



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

Kilcoy Indoor Sports Centre

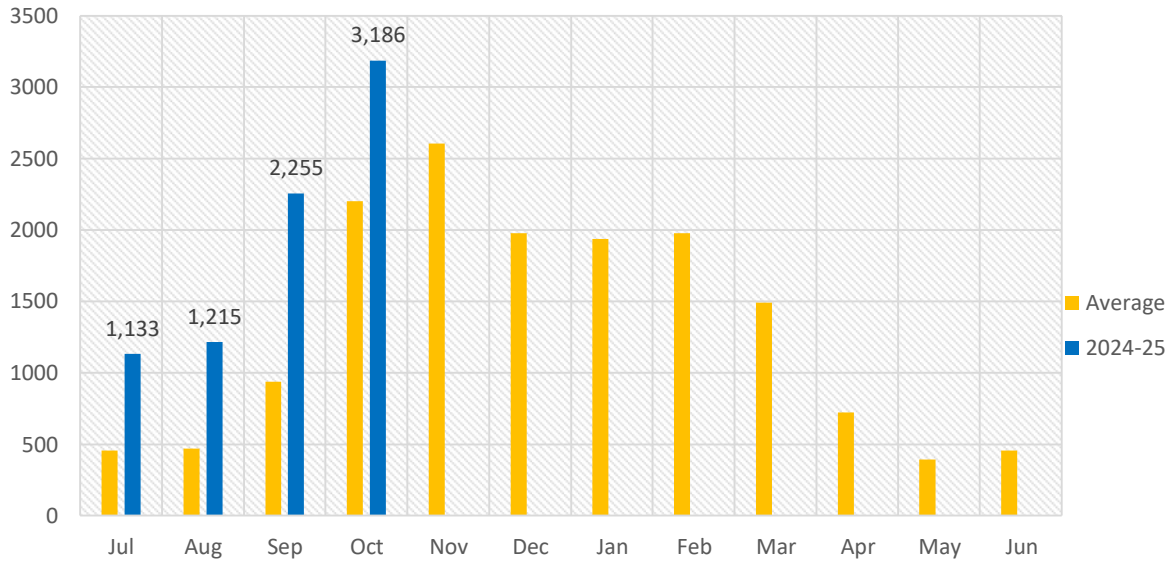
- Comparative to Monthly Historical Average - POSITIVE +186 (Average – 1,907).
- Gym Membership Change – POSITIVE +10 (Current Membership – 111).
- 135 participants in Army Cadets.
- 190 participants in school programs.
- 250 participants in Gymnastics.
- Secured a school based trainee through TAFE QLD.
- No incidents to report.



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

Toogoolawah Swimming Pool and Community Gym

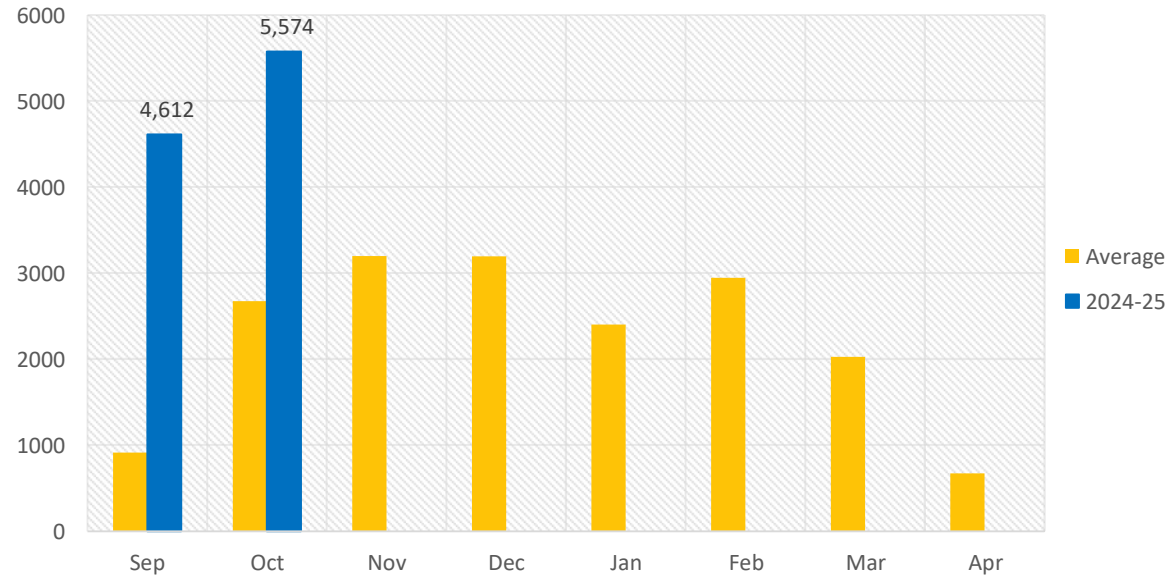
- Comparative to Monthly Historical Average – POSITIVE +984 (Average – 2,202).
- Gym Membership Change – POSITIVE +4 (Current Membership - 105).
- 110 gym entries via Fitness Passport.
- 402 Learn to Swim participants.
- 245 Swim Squad participants.
- No incidents to report.



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

Lowood Swimming Pool

- Record Monthly Attendance for October (5,574).
- Comparative to Monthly Historical Average – POSITIVE +2,899 (Average – 2,675).
- 205 children enrolled in Learn to Swim program.
- Record Aqua Aerobic numbers.
- Lowood Swimming Club averaging 60 participants on Tuesday nights.
- Pool closed briefly three times due to storm activity.
- No incidents to report.

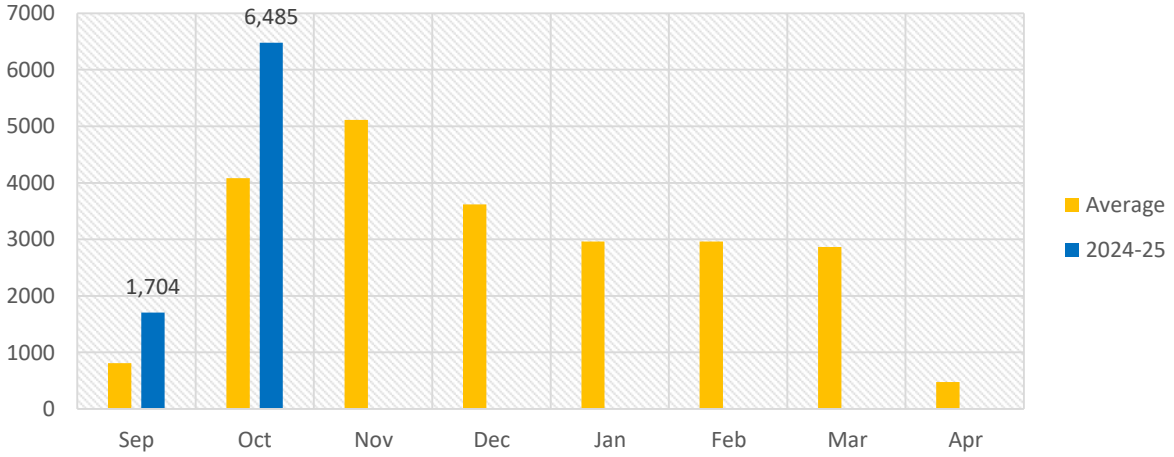


Graph: Monthly Attendance of the Lowood Swimming Pool - 2024-25 versus Average

Kilcoy Aquatic Centre

- Record Monthly Attendance for October (6,485).
- Comparative to Monthly Historical Average – POSITIVE +2,401 (Average – 4,804).
- 209 participants took part in Aqua Aerobics.
- 239 children enrolled in Learn to Swim program.
- 389 members attended Swimming Club.
- Ten local State Schools and Community Groups regularly use the facility.
- Pool closed briefly four times due to storm activity.

- No incidents to report.



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

Sport & Recreation Highlights and Projects

- A request for the pre-construction conditions end date to be extended to 30 April 2025 for the Fernvale Sports Park Field Upgrade project has also been approved. The projects are co-funded by the Queensland Government through the Minor Infrastructure and Inclusive Facilities Fund.

- The Brisbane Valley Soccer Club clubhouse extension project works were completed. The extension includes male, female and disabled toilets with shower and changerooms for players. The project is co-funded by the Queensland Government through the Minor Infrastructure Program.

Attachments

Nil

Recommendation

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

OPERATIONS
SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Debbie Chandler, Customer Service System Administrator
Director:	Craig Young, Director Operations
Date:	15 November 2024
Subject:	Request for Temporary Closure of Carpark for Somerset Children's Christmas Party at Lowood Clock Park on Wednesday, 18 December 2024
File Ref:	Council properties – usage – 2024-2025 – Council hire agreements and bookings and parks and reserves
Action Officer:	CSSA

Background/Summary

Lowood Mercy Hub is hosting their annual Somerset Children's Christmas Party in Lowood, Clock Park on Wednesday, 18 December 2024 from 7am to 12pm. Last year, the event attracted approximately 80 families and offered fun activities for children, such as Christmas crafts, games, and visits from local emergency services, including police, firefighters, ambulance, and SES, who will display their vehicles for children to explore.

In order to provide a safe event for attendees, particularly children, by reducing vehicle traffic and providing a secure area for emergency vehicles to park, event holders are seeking approval to close part of the carpark adjacent to the park, between the former railway building and the park conveniences. The temporary closure of this section of the carpark has been successfully closed for several events and has caused no disruption to surrounding businesses.

Attachments

Map showing section of carpark to be closed

Recommendation

THAT Council approve the temporary partial closure of the Walters Street carpark, Lowood on Wednesday, 18 December 2024 from 7am to 12pm to facilitate the holding of the annual Somerset Children's Christmas Party hosted by Lowood Mercy Hub as shown on attachment 1 of this report.

THAT Council

1. approve the temporary partial closure of Walters Street carpark, Lowood on Wednesday, 18 December 2024 as shown on the site plan from 7am to 12pm to hold the annual Somerset Children's Christmas Party subject to the following conditions:-

- The area is to be kept in a clean and tidy state and you are required to adequately provide for the collection and disposal of waste generated by the event.
- It is noted that toilet facilities are available. These public toilets are serviced by Council Monday to Friday of each week. Therefore, should these facilities require cleaning or stocking up of supplies during or after your event, you will be required to ensure that these facilities are kept clean and supplied with the necessary stock.
- Should a temporary shade structure be required, only a standalone marquee (no tent pegs or spikes) is permitted to be used.
- Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.

- All temporary signage for your event must be displayed on private property only and are only to be displayed 14 days prior to the event and all signage must be removed from display one day after the event.
- There is to be no vehicular access into the park.
- The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
- The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend.
- The activity must not detrimentally affect the amenity of the area.
- The approval holder must have public liability insurance in an amount not less than $20,000,000 to hold this event and it must state that Somerset Regional Council is an interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event.

- Hereby indemnify and release Somerset Regional Council, the Council's employees, officers, agents and contractors against all liability, loss, costs and expenses arising from or incurred in connection with anything (including damage, loss, injury and death) caused or contributed to by the Event Organiser's act, omission, negligence or default or the Event Organiser's or event participant's use of the Licensed Area, except to the extent it is caused by an Indemnified Party's negligent acts or omissions.

2. assist Lowood Mercy Hub by providing five community bins for waste disposal and two road closed signs on stands.

Main St
Lowood Clock Park
Public Toilets
Peace St
30
40
46

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Debbie Chandler, Customer Service System Administrator
Director:	Craig Young, Director Operations
Date:	19 November 2024
Subject:	Approval to Hold Community Christmas Carols at Fernvale Memorial Park on Saturday, 21 December 2024 at Lowood Clock Park
File Ref:	Council properties – usage – 2024-2025 – Council hire agreements and bookings and parks and reserves (1673958)
Action Officer:	CSSA

Background/Summary

Fernvale Community Church is seeking approval to host their annual Community Christmas Carols night in Fernvale Memorial Park on Saturday, 21 December 2024 from 6pm to 8.30pm.

This event has been held for the last several years with no issues or complaints being received from neighbouring properties. It is expected to have an attendance rate of approximately 400 persons.

Activities at this event include Fernvale Lions providing a BBQ, nativity scene, community Christmas carols, BBQ, ice-cream and coffee vans.

Attachments

Site plan of Fernvale Memorial Plan

Recommendation

THAT Council approve the holding of the annual Community Christmas Carols night in Fernvale Memorial Park on Saturday, 21 December 2024 from 6pm to 8.30pm hosted by Fernvale Community Church as shown on attachment 1 of this report and subject to the following conditions:-

1. The approval is limited to the area of the park as identified on the approved site plan.
2. The approval holder must display this approval at the approved event and must produce the approval inspection by an authorised person on demand.
3. The event is to be held between the hours of 6pm and 8.30. Set up for the event may start from 2pm.
4. All displays, stalls, vehicles are to be removed from the site by 9.30 on Saturday, 21 December 2024.
5. No tent pegs or stakes to be used within the park for setting up of gazebos and bunting.
6. Camping is not permitted on Council land.
7. The area is to be kept in a clean and tidy state and you are required to adequately provide for the collection and disposal of waste generated by the event.
8. Vehicles are not permitted in the park unless the approval holder has sought prior approval.
9. The approval holder must provide and maintain the following number of toilets and sanitary conveniences for the projected number of people attending the event as per your application –

	Males			**Females**	
	WC	Urinals	Hand Basins	WC	Hand Basins
<100	1	2	2	2	2
<200	1	2	2	3	2
<300	1	2	2	4	2

<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

10. The number of toilets and sanitary conveniences include the number of existing public toilets within the park. Further, these facilities will require cleaning and/or stocking up of supplies.
11. Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.
12. Activities at this event must not cause a nuisance as defined by the *Environmental Protection Act 1994* and not cause a nuisance for neighbouring properties.
13. All temporary signage for your event must be displayed on private property only and are only to be displayed 14 days prior to the event and all signage must be removed from display one day after the event.
14. The approval holder must make all arrangements associated with the safe running of the event.
15. The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
16. The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend.
17. The activity must not detrimentally affect the amenity of the area.
18. Any change to the details provided to Council regarding this event shall be notified to Council in writing.

Licences/Permits

19. The approval holder must ensure that a food licence issued under the *Food Act 2006* is obtained (to the extent that is required) by all stall holders selling food at the event by contacting the Environmental Health Section of Somerset Regional Council for further information.
20. The approval holder is responsible to ensure food operators have required appropriate food business licences.

Public Liability Insurance

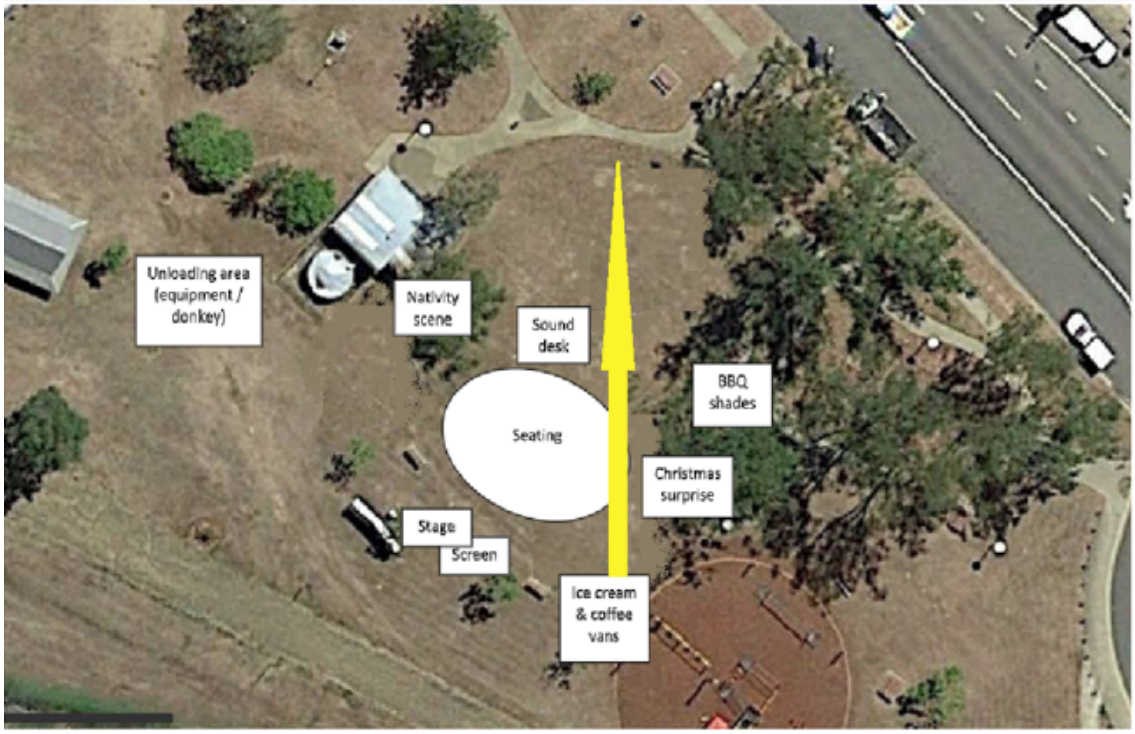
21. The approval holder must have public liability insurance in an amount not less than $20,000,000 to hold this event and it must state that Somerset Regional Council is an interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event.
22. Hereby indemnify and release Somerset Regional Council, the Council's employees, officers, agents and contractors against all liability, loss, costs and expenses arising from or incurred in connection with anything (including damage, loss, injury and death) caused or contributed to by the Event Organiser's act, omission, negligence or default or the Event Organiser's or event participant's use of the Licensed Area, except to the extent it is caused by an Indemnified Party's negligent acts or omissions.

Assistance approved by Council -

23. Supplying five community bins to Fernvale Memorial Park to assist with waste management during the event.

24. Providing access to power supply. You will require keys to unlock the power boxes and you will be required to pick the keys up from Council's office in **Fernvale** by **5pm** on **Friday, 20 December 2024** and returned on the following business day.

    If the approval holder fails to collect keys from the nominated Council office prior to the event and request that a Council officer attend outside of working hours to deliver keys or provide access, you will be required to pay a call out fee of $400.



Carols in the Park – site plan

SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Debbie Chandler, Customer Service System Administrator
Director:	Craig Young, Director Operations
Date:	19 November 2024
Subject:	Clean Up Australia Day 2025
File Ref:	Waste management / campaigns / Clean Up Australia Day (1685237)
Action Officer:	CSSA

Background/Summary

Clean Up Australia Day 2025 will be held on Sunday, 2 March 2025 and will be a very special year for Clean Up Australia Day. They will be celebrating their 35th year.

Clean Up Australia Day is the largest led Clean Up event of the year within Australia and is a great opportunity for communities and Councils to work together in cleaning up the local environment of litter and other rubbish.

In previous years, Somerset Regional Council has participated in this very worthwhile campaign by assisting many community groups who have registered with Clean Up Australia by removing the collected litter and other dumped materials from a location that is nominated before the event.

Other local governments have assisted by:-

- Hosting and running Council led Clean Up events;
- Reviewing local registrations to ensure they are safe; and
- Promoting events through various channels, producing signage, galvanising local media and leveraging community networks.

This report is being presented to seek Council's guidance on whether they wish to continue with the same support as done in previous years or take the opportunity to increase the level of support, for example, increasing the level of promotion of this event through Council's media.

Attachments

Nil

Recommendation

THAT Council support Clean Up Australia Day 2025 by removing litter from registered clean up sites providing the location is nominated before the event and that Council undertake a media campaign for the 2025 Clean Up Australia Day.

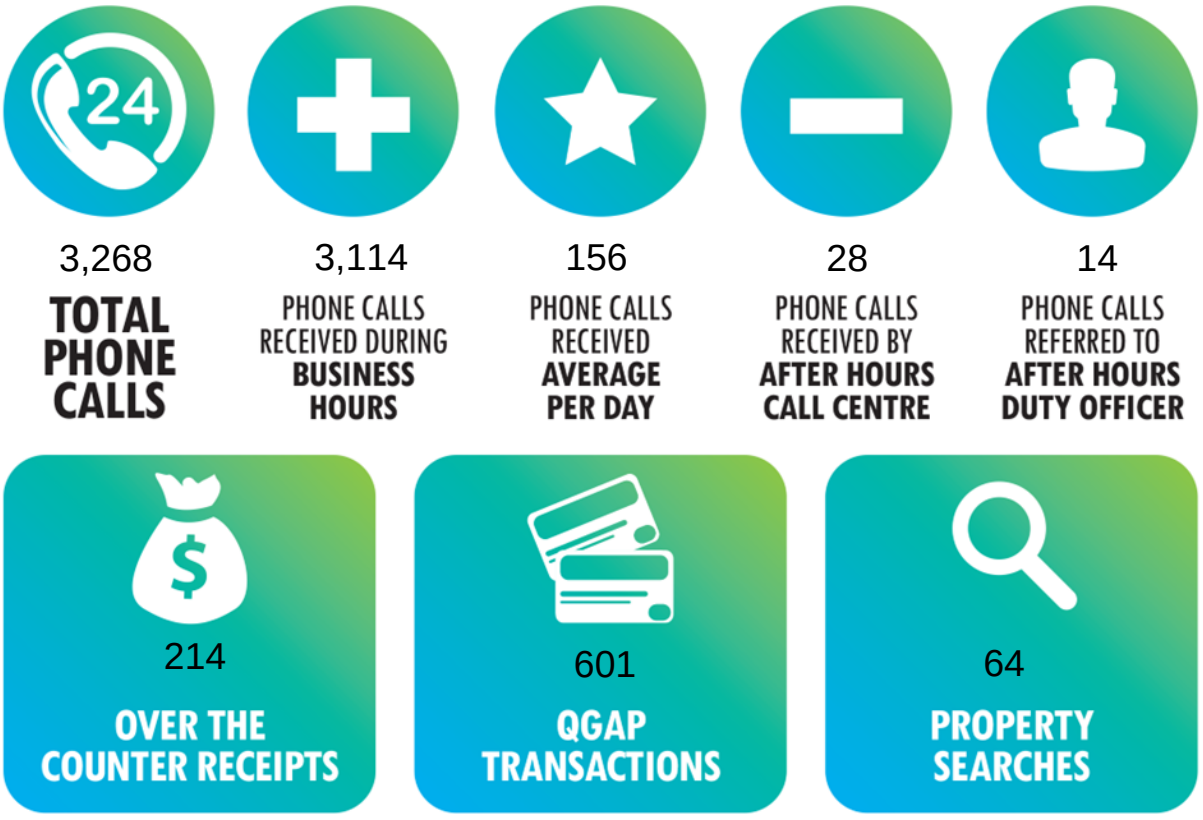
HR AND CUSTOMER SERVICE
SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Allison Brunton, Customer Service Coordinator
Director:	Kerri-Lee Jones, Director HR and Customer Service
Date:	14 November 2024
Subject:	Customer Service Report – October 2024
File Ref:	Officers Report
Action Officer:	CSC

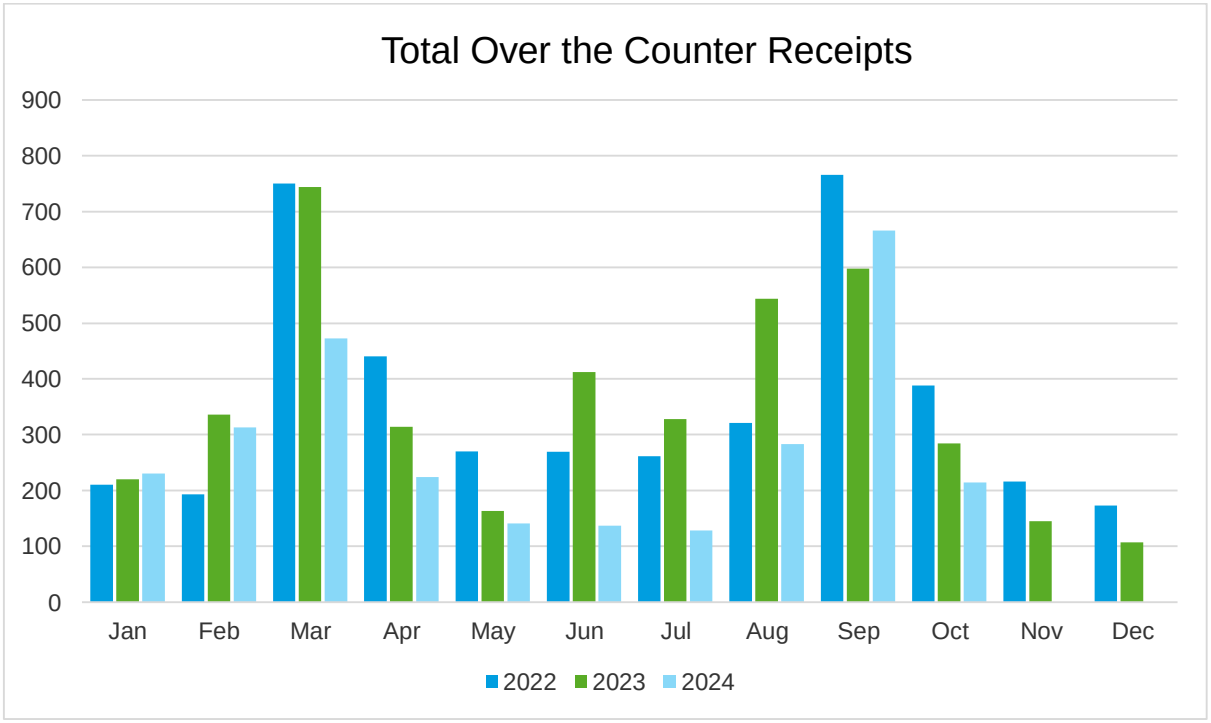
Background/Summary

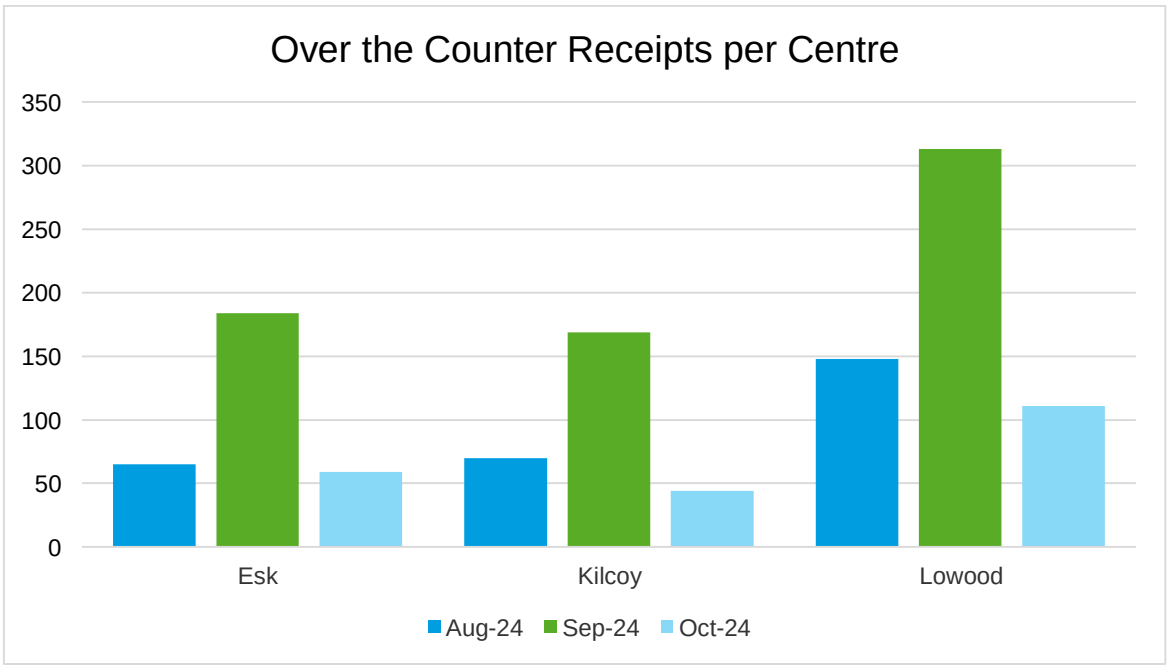
In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of October 2024 is provided below for Council's information.

Summary for October 2024

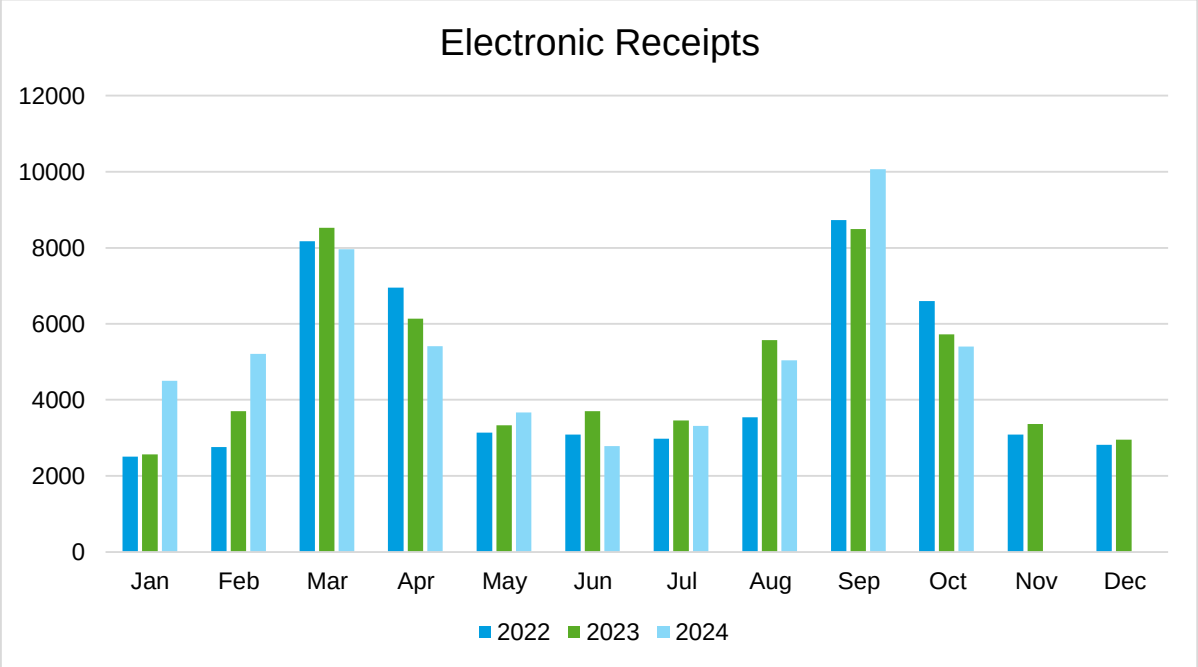


The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for October 2024. These numbers include cheques that were posted into the Council. In total there was 214 financial transactions across the three customer service centres with 59 at Esk Administration Centre, 44 at Kilcoy Customer Service Centre and 111 at Lowood Customer Service Centre for October 2024.

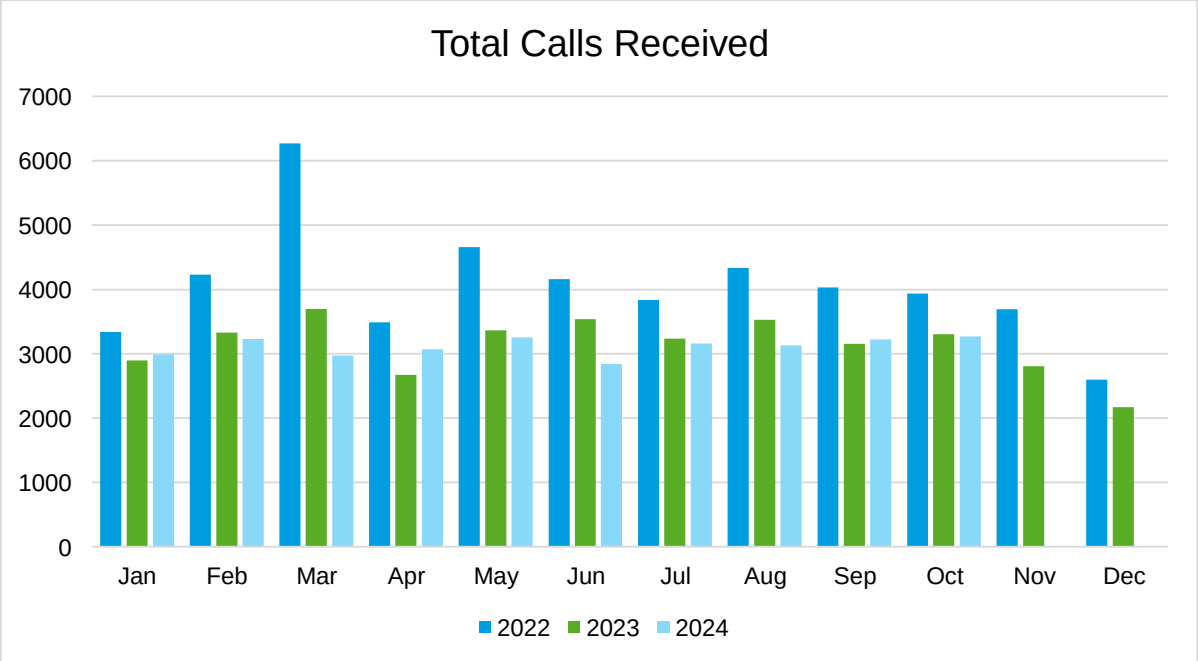




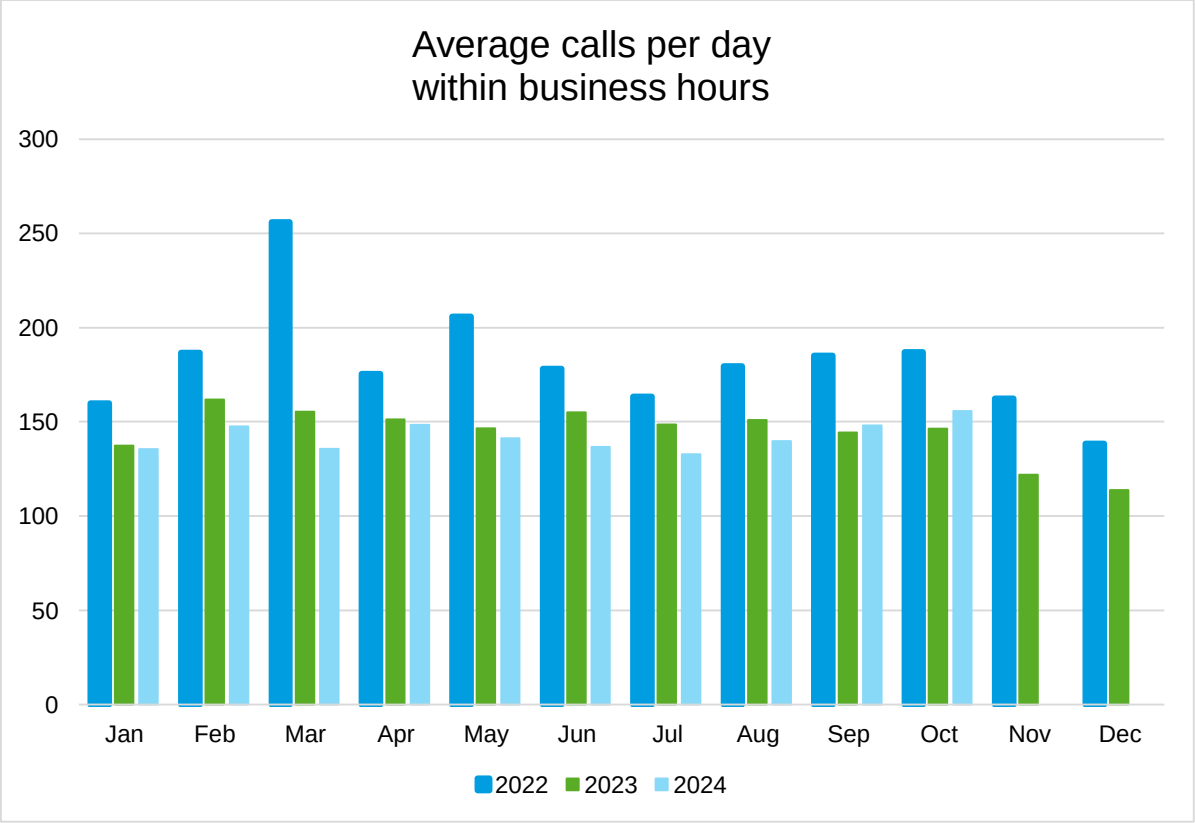
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc. For the month of October there were 5,403 transactions. Compared to September 2024 there was a decrease of 4,665 transactions, this decrease was due to rates being issued in August and due early October.



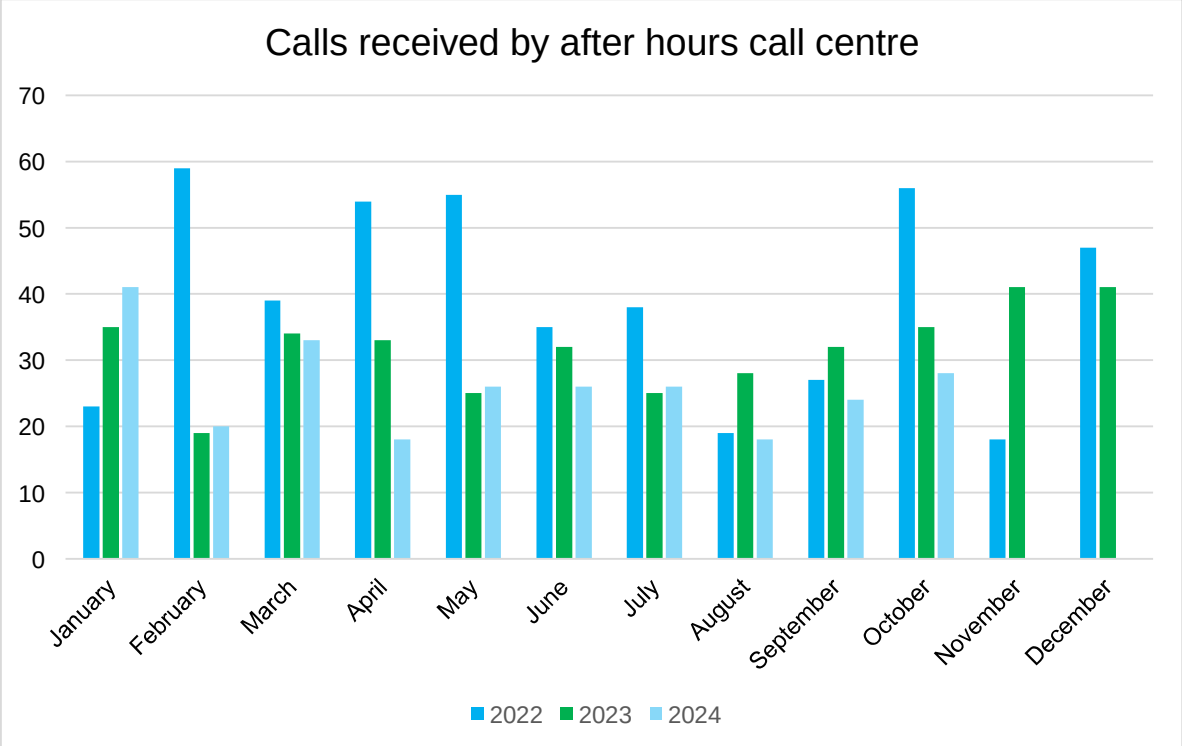
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 3,263 calls received for the month October 2024. This is an increase of 45 calls compared to September 2024. Compared to October 2023 there was a decrease of 34 calls for the month.



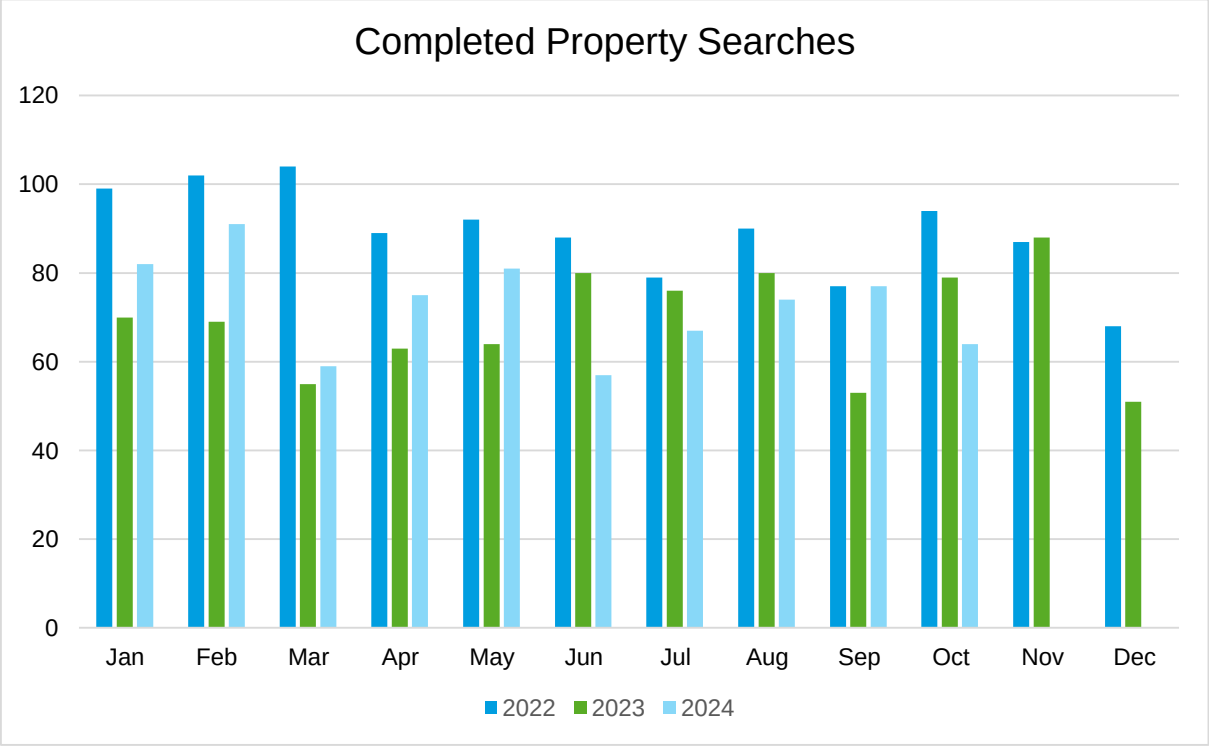
Listed below is a comparison of the average calls received per day within business hours. On average there were 156 calls received each business day for October 2024, which was an increase of 8 calls on average per day from September 2024. Compared to October 2023 there was an increase of 9 calls on average per day.



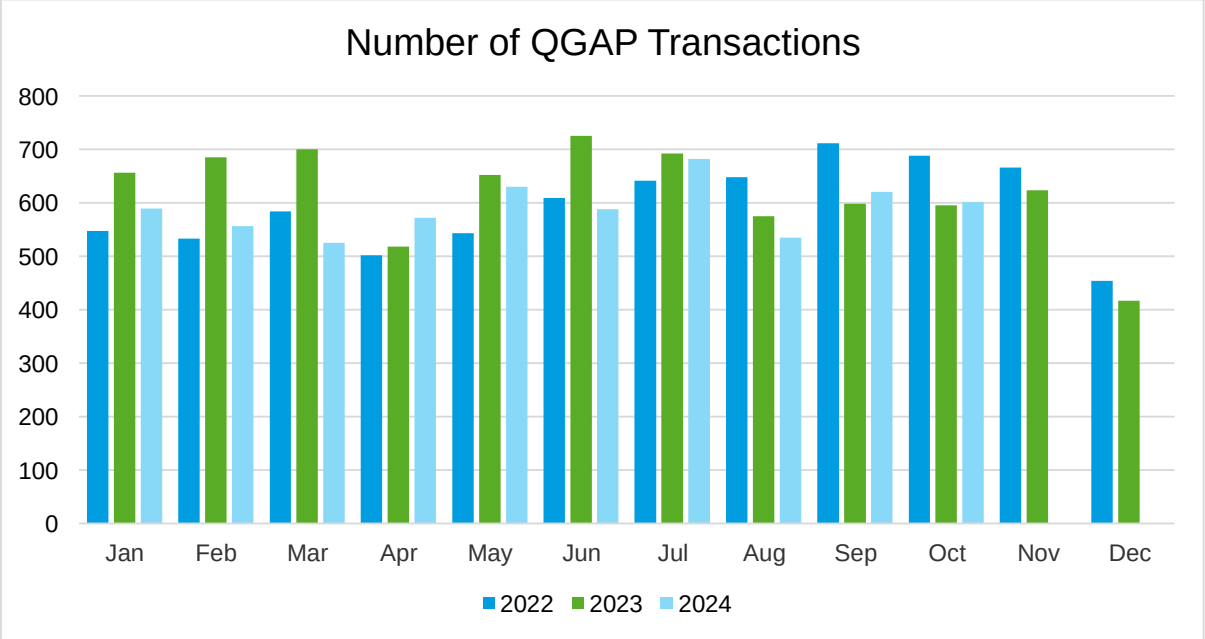
There were 3,114 calls received during business hours and 154 out of hours. Of the 154 calls received out of hours, 28 calls were transferred to the afterhours call centre. There was an increase of four calls to Council's afterhours provider compared to September 2024.



For the month of October 2024 there were 64 property searches completed for prospective purchasers. This decreased by 13 completed searches for the month compared to September 2024.



There were 601 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in October 2024. On average there were 30 transactions per business day in October.



Attachments

Nil

Recommendation

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

CHIEF EXECUTIVE OFFICER
SOMERSET REGIONAL COUNCIL - Officer's Report

To:	Andrew Johnson, Chief Executive Officer
From:	Kristy Gloag, Executive Support Officer
Date:	20 November 2024
Subject:	Community Assistance Grants – Somerset Excellence Bursaries approved by CEO – September and October 2024
File Ref:	Community Relations – Sponsorships – Somerset Excellence Bursaries
Action Officer:	ESO - KG

Background/Summary

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

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

- Regional Level selection $250
- State Level selection $500
- National Level selection $750
- Selection for an event hosted internationally $1,000
- Team application (Regional, State or National) Up to $2,000 per team/group of 4 or more individuals.
- Nomination (not selection) of a team to attend an event or training program Up to $1,000 per team/group for nomination fees of four (4) or more individuals.(Whichever is lesser)

Council received four (4) excellence bursary applications in September 2024 and three (3) excellence bursary applications in October 2024. Somerset Excellence Bursary applications are as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
September 2024					
Lisa Maree Bechly	Brax Bechly	1660536	Discus and Shotput	Regional $250	Brax Bechly has been selected as part of the Darling Downs School sport 10-12 Years Track and Field Team to attend the State Championships at QEII Stadium ,Nathan, 8 - 10 October 2024.
Karen Lehmann	Joshua Lehmann	1658817	Track and field	Regional $250	Joshua Lehmann has been selected as part of the Metropolitan West School Sport 13-19 years Track and Field Team to attend the Queensland Representative School

					Sport Track and Field Championships at Nathan-QSAC on 11-14 October 2024.
Max Jaremenko	Max Jaremenko	1666813	Soccer	State $500	Max Jaremenko has been selected as part of the QCSA Development Mens team to attend the Christian Football Federation Australia National Titles at Victorian State Football Centre Complex Bundoora Victoria on 4 - 7 October 2024.
Tremane Castillo	Tremane Castillo	1663380	Soccer	State $500	Tremane Castillo has been selected as part of the QCSA Development Mens team to attend the National Titles at Victorian State Football Centre Complex Bundoora Victoria on 4 - 7 October 2024.
October 2024					
Kimberley Bichel	Lachlan Bichel	1671243	Futsal	International $1,000	Lachlan Bichel has been selected as part of the Australian team to attend the Jiangmen Futsal Festival in China during July to August 2025.
Tamara Carvolth	Blake Carvolth	1669913	Athletics	Regional $250	Blake Carvolth has been selected as part of the Darling Downs School Track and Field team to attend the State Championships at Queensland State Sport and Athletic Centre (QEII Stadium) on 8 - 10 October 2024.
Joanna Rollston	Lochlan Rollston	1679230	Rugby 7's	International $1,000	Lochlan Rollston has been selected as part of the 2024 RSA Barbarian team to attend the Global Youth Sevens at Dilworth College, Auckland New Zealand on 13 - 15 December 2024.

Attachments

Nil

Recommendation

THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the months of September and October 2024 and the contents be noted.