

# AGENDA ORDINARY COUNCIL MEETING

Date: Wednesday, 24 September 2025

Time: 11am

Venue: Fernvale Futures Complex

1483 Brisbane Valley Highway

Fernvale 4306

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4.	Business arising out of minutes of previous meeting	-
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#### **PLANNING**

#### **SOMERSET REGIONAL COUNCIL - OFFICER'S REPORT**

To: Andrew Johnson, Chief Executive Officer

From: Tanya O'Brien, Planning Officer

Director: Luke Hannan, Director of Planning and Development

Date: 16 September 2025

Subject: Development Application No. 25669 - 3 Pointons Lane, Kilcoy

Development Application for a Development Permit for Material Change of

Use for Hardware and Trade supplies

File No: DA25669 Action Officer: PO - TO

Assessment No: 80263-10100-000

#### 1.0 APPLICATION SUMMARY

**Property details** 

Location: 3 Pointons Lane, Kilcoy Real property description: Lot 13 SP215306

Site area: 1451m² Current land use: Storage

Easements/encumbrances: Lot D SP215306 (Right of way access)

Lot A RP853323 (Stormwater Drainage) Lot B RP853323 (Stormwater Drainage)

South East Queensland Regional Plan

Land use category: Urban footprint

Planning scheme details

Planning scheme Somerset Region Planning Scheme (Version 4.2)

Zone: Centre zone

Precinct: Not within a precinct Desired settlement pattern: Not applicable

Overlays: OM8 High impact activities management area overlay

OM9 Infrastructure overlay

**Application details** 

Proposal: Hardware and Trade Supplies

Category of assessment: Code assessment

Applicant details: Garth Duffy

C/- Veris PO Box 1104

MILTON QLD 4064 Ssagi Super Pty Ltd

Owner details: Ssagi Super Pty Ltc
Date application received: 15 November 2024
Date application properly made: 6 January 2025

**Referrals** State Assessment and Referral Agency

Public notification Not required

#### RECOMMENDED DECISION

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



Source: Nearmap May 2025 Locality Plan of Lot 13 SP215306 Situated at 3 Pointon's Lane, Kilcoy

#### 2.0 PROPOSAL

This development application seeks approval for a Development Permit for Material Change of Use for Hardware and Trade supplies, on land at 3 Pointon's Lane, Kilcoy, formally described as Lot 13 SP215306.

The application is made under Version 4.2 of the Somerset Region Planning Scheme (the planning scheme). The site is located within the Centre zone. The application is required because a Hardware and Trade supplies use within the Centre zone, that is not Accepted development subject to requirements, requires a Code Assessable planning application.

The site is proposed to be used for the storage of stock and equipment associated with the existing Mitre 10 (hardware and trade supply store) located at 50 Mary Street. The development involves the construction of a new single storey shed. The shed will be 18m long by 15m wide, with an overall height of 6.458m. In addition, modifications (partial demolition) to the existing large shed on the site and extending the concrete driveway. The portion of the existing shed to remain will be 4.6m wide and 12m long with an overall height of 5.01m and will immediate adjoin the proposed new shed.

The facility will not be permanently staffed and will be accessed by Mitre 10 staff to collect and store stock and equipment on an as needs basis only. Customers will not be accessing the site. The facility will operate in line with the existing Mitre 10 trading hours, being 8am to 5pm Monday to Friday and 8am to 12pm on Saturday. The facility will not operate on Sundays.

The existing access point to Mary Street will remain unchanged, however the concrete driveway will be further extended directly to the new shed. Deliveries will continue to be received at the existing Mitre 10 store across the road, and stock/equipment will be transported over to the subject site by staff. The site is not proposed to receive deliveries directly.

### 3.0 SITE DETAILS

## 3.1 Description of the land

The site is an irregular shaped allotment with frontage to Mary Street to the east and Pointon's Lane to the north west. The site currently contains two outbuildings which are used for storage of goods and vehicles.

Surrounding lots to the east are also within the Centre zone and are typically improved with commercial shops. Residential properties are located along the remaining boundaries. The lot slopes to the east and contains three existing easements which are located within the access handle off Mary Street.

#### 3.2 Connection to electricity and telecommunications

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

#### 4.0 PLANNING LEGISLATION

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

#### 5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

## 5.1 State Planning Policy 2017

The State Planning Policy 2017 (SPP) came into effect on 3 July 2017 and is not identified as being reflected in the Somerset Region Planning Scheme. The application requires an assessment against the assessment benchmarks contained within Part E, and Council must have regard to each of the State Interests within the SPP, to the extent relevant to the application.

The application has been assessed against the assessment benchmarks and relevant state interests and the proposal is considered to comply (to the extent relevant).

#### 5.2 South East Queensland Regional Plan

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

#### 5.3 Schedule 10 of the *Planning Regulation 2017*

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

#### The proposal:

- (a) does not impact on any regulated vegetation;
- (b) does not impact on any koala habitat areas;
- (c) is not located within a koala priority area;
- (d) is not located in proximity to a Queensland heritage place or local heritage place;
- (e) is not on land designated for infrastructure;
- (f) does not involve any environmentally relevant activities.

## 5.4 Temporary local planning instruments

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

#### 5.5 Variation approvals

The property is not benefitted by any variation approvals.

#### 5.6 Somerset Region Planning Scheme (Version 4.2)

### 5.6.1 Relevant assessment benchmarks from the planning scheme

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

- (a) 6.2.1 Centre zone code;
- (b) 7.2.8 High impact activities management area overlay code;
- (c) 7.2.9 Infrastructure overlay code;
- (d) 8.2.3 Business Activities code;
- (e) 8.3.4 Reconfiguring a lot code;
- (f) 8.3.5 Services works and infrastructure code; and
- (g) 8.3.6 Transport access and parking code.

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

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

#### 5.6.2 Strategic framework assessment

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

## 5.6.3 Code compliance summary

The assessment below identifies how the development proposal achieves the relevant assessment benchmarks from the planning scheme (other than the strategic framework) and the proposal seeks an alternative outcome:

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

Relevant code	Compliance with overall outcomes	Performance outcomes
Centre zone code	Yes	PO2, PO4, PO5, PO6
Business Activities code	Yes	PO3, PO7, PO11
Services works and infrastructure code	Yes	PO1, PO2, POP4, PO5
Transport access and parking code	Yes	PO3, PO5, PO7, PO8, PO12, PO13, PO14
Relevant overlay code	Compliance with overall outcomes	Performance outcomes
Infrastructure overlay code	Yes	No alternative outcomes proposed

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

#### 5.6.4 Performance outcome assessment

#### Centre zone code

Performance outcome	Acceptable outo	come		
Building setbacks	Building setbacks			
PO2 Building setbacks: (a) contribute to the establishment of a	AO2.1  New buildings and structures are built to the primary street frontage boundary of the site,			
continuous 'main street' character; (b) assist in the provision of active	including the following main streets:			
frontages and the engagement of	Centre	Main street/s		
development with the public realm;	Kilcoy	Mary Street		
(c) facilitate the establishment of awnings				
on main streets;	AO2.2			

- (d) do not detract from the amenity of adjoining premises, in terms of privacy, access to natural light, and ventilation; and
- (e) provide for the efficient use of the site.

#### Acceptable outcome

Where an *adjoining premises* is located in the **General residential zone**, buildings and structures are setback a minimum 3 metres from the common side boundary.

#### AO2.3

New buildings and structures are setback a minimum 3 metres from the rear boundary.

### Proposal

The proposed building is not built to the primary street frontage (Mary Street) as the design of the building is constrained by the shape of the land.

In addition, the proposed shed is to be located 1.2m from the common boundary with the General Residential zone, in lieu of the 3m identified by the code.

#### Performance outcome assessment

As the site has a narrow frontage to Mary Street of approximately 4.5m which is exclusively used for the purpose of access therefore making it not practical for any built form on the site to the built to Mary Street.

A detailed survey undertaken by the applicant has identified that the adjoining residential property on Pointon's Lane is located at a higher elevation and consequently the overall overshadowing of the proposed structure is reduced.

The rear elevation of the proposed shed will not contain any windows or access points therefore reducing the impact on the privacy of the adjoining residence.

The shed is proposed to be located to the south of the existing dwelling on Pointons Lane therefore the shadowing will be minimised given the northern path of the sun in the southern hemisphere.

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

## **Centre Design**

#### PO4

Development contributes to an attractive, vibrant and well-designed town centre where:

- (a) development addresses the public realm;
- (b) building design, layout, and tenancy mix activates the street and pedestrian thoroughfares;
- (c) building services do not dominate the streetscape; and
- (d) conflict between pedestrians and vehicles is minimized.

## AO4.1

Commercial tenancies address the *primary* street frontage of the site.

## AO4.2

Building entrances are clearly recognisable from the *primary street frontage* of the site.

#### AO4.3

Ground level facades which address the *primary street frontage* incorporate a glassed area of not less than 25 percent of the total area of the external wall.

#### AO4.4

The following building elements are not visible from the *primary street frontage*:

- (a) building plant equipment (e.g. air conditioning units);
- (b) refuse storage areas; and
- (c) vehicle servicing areas.

#### AO4.5

Performance outcome	Acceptable outcome
	Car parking is provided behind the building
	alignment to the <i>primary street frontage</i> .
	AO4.6
	Vehicle crossovers are provided as follows:
	(a) common access is established with
	adjoining premises via access
	easements; or
	(b) access is taken from a minor street or rear lane; or
	(c) a single crossover is provided that is at
	least 3 metres from a crossover located
	on an <i>adjoining premises</i> .
	AO4.7
	Development is not for a service station.

### **Proposal**

The applicant has indicated that the site has a narrow frontage to Mary Street of approximately 4.5m and is used exclusively for the purpose of access. It is not practical for any built form on the site to be built to the Mary Street frontage.

Building services will not dominate the streetscape and conflict between pedestrians and vehicles is minimised by virtue of the minimal vehicle movements generated by the proposed use. No car parking or access works are proposed as part of this application.

#### Alternative outcome assessment

Given the shape of the existing lot with the site containing a narrow frontage to Mary Street of approximately 4.5m, built form is not able to be provided from Mary Street. Development conditions will be recommended in relation to carparking, service area and refuse storage as the ongoing use of the premises may may necessitate independent carparking spaces, service areas and refuse storage be provided.

The proposed structure will not be visible from the surrounding road/pedestrian network. The proposed scale, design and materials are consistent with the surrounding built form.

## Awnings

#### PO<sub>5</sub>

The main street/s of each town centre are provided with continuous awnings.

Awnings contribute to a human scale streetscape character, and promote pedestrian movement, comfort and safety.

## AO5

Awnings are provided to the following main streets:

Centre	Main street/s
Kilcoy	Mary Street

## Proposal

The proposed building is not constructed adjoining Mary Street, as such it does not provide an awning.

#### Performance outcome assessment

The proposed development does not include awnings which are located over a main street (Mary Street) as identified in the code.

As the site has a narrow frontage to Mary Street of approximately 4.5m which is exclusively used for the purpose of access therefore making it not practical for any built form on the site to the built to Mary Street. In turn with no built form being proposed, no awnings are proposed.

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

## **Building character**

Performance outcome	Acceptable outcome
PO6	Where located in Lowood in the Centre
The visual appearance of development	zone:
contributes to the existing or emerging built	AO6.1
form character of the town centre, with	Buildings are predominantly:
respect to the use of:	(a) constructed of timber; and
(a) materials and colours;	(b) exhibit pitched roofs made of iron.
(b) patterns and textures;	
(c) roof form and pitch;	OR
(d) eaves and awnings;	
(e) horizontal and vertical detailing; and	Where otherwise located:
(f) fenestration.	AO6.2
	No acceptable outcome provided.

#### Alternative outcome assessment

No acceptable outcome is proposed within the Kilcoy township.

Given the shape of the existing lot with the site containing a narrow frontage to Mary Street of approximately 4.5m, the proposed structure will not be visible from the surrounding road/pedestrian network. The proposed scale, design and materials are consistent with the surrounding built form.

Acceptable outcome

## Business Activities Code Performance outcome

Main Street Awnings			
PO3	AO3		
Awnings contribute to the establishment of a 'main street' character and awnings are designed and located to:  (a) provide climatic protection;  (b) contribute to the establishment of continuous shelter;  (c) integrate with adjoining shelters;  (d) ensure pedestrian safety while not causing environmental nuisance to surrounding residents; and  (e) permit the establishment of street trees; and  (f) prevent accidental damage from vehicles.	Development on main streets is provided with awnings that:  (a) abut pedestrian footpaths; (b) include under awning lighting; (c) protect the normal flow of pedestrians; (d) is continuous across the frontage/s of the site (except for vehicle access points); (e) align to provide continuity with shelter on adjoining premises; (f) extends from the face of the building or the property line; (g) do not extend past a vertical plane of 1.5 metres inside the kerb to enable street trees to be planted and grow or 0.6 metres inside the kerb where trees are established; (h) have a 0.5 metre clearance to any tree trunk and main branches; and (i) are cantilevered from the main building with any posts within the footpath being non-load-bearing.  Note - Main streets are identified in the Centre zone code.		
Proposal			

#### Proposal Proposal

The proposed building is not located on the main street and consequently is not provided with an awning.

## Alternative outcome assessment

As the site has a narrow frontage to Mary Street of approximately 4.5m which is exclusively used for the purpose of access therefore making it not practical for any built form on the site to the built to Mary Street. In turn with no built form being proposed, no awnings are proposed.

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

#### Acceptable outcome

## Interface with sensitive land uses or public open space

#### **PO7**

The business activity provides an attractive interface that enhances the visual appearance of commercial buildings that adjoin public open space and land or used or intended for sensitive land uses.

#### **A07**

Where the *business activity* adjoins a public open space and land or used or intended for use by *sensitive land uses*, the following is provided along the common boundary:

- (a) a minimum 3 metre wide landscape strip; and
- (b) screen fencing to a minimum height of 1.8 metres.

## **Proposal**

The applicant has identified that given the existing interface with the adjoining residential property to the north is characterised by the rear of the two existing sheds being located immediately adjacent the adjoining property, the proposed building is not submitted to be inconsistent with the appearance of existing commercial buildings.

Screen fencing to a height of 1.8m can be provided. Screen fencing without any landscaping is considered to be the most appropriate treatment in this instance, as the landscaping would not be visible behind a 1.8m high screening fence and would be rendered ineffective.

#### Performance outcome assessment

The proposed setback to the sensitive land use on Pointons Lane is 1.2m and the rear elevation of the proposed shed will not contain any windows or access points. Therefore, the providing a 1.8m high solid screen fence along the common boundary is sufficient without landscaping is considered appropriate in this instance.

#### **CPTED**

## PO11

The *development* is landscaped to:

- (a) break up hardscape elements of the *development*;
- (b) present an attractive appearance to the street; and
- (c) minimise visual and nuisance impacts on nearby *premises*, particularly sensitive land uses.

#### AO11

A minimum 1 metre wide landscape strip is provided along the frontage of the *site*, except where:

- (a) vehicle crossings are provided; or
- (b) on a Main street.

Note -Main streets are identified in the Centre zone code.

#### **Proposal**

The applicant has indicated that landscaping along the frontage of the site is not considered practical given the narrow frontage the site has to both roads, which are wide enough for access only. Given the unique orientation of the site and the proposed layout, the development will not be visible in the streetscape.

#### Alternative outcome assessment

Given the shape of the existing lot with the site containing a narrow frontage to Mary Street of approximately 4.5m, it is not practical to provide a 1m wide landscaping strip along the frontage of the site.

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

#### Services, Works and Infrastructure Code

Performance outcome	Acceptable outcome	
For accepted development subject to requirements and assessable development		
P01	AO1.1	

## Performance outcome Acceptable outcome Premises have an adequate volume and Where the site is located in a reticulated water supply service catchment area, the supply of water that: (a) meets the needs of users: development is connected to the reticulated (b) is adequate for fire fighting purposes. water supply. (c) ensures the health, safety and convenience of the community; and OR (d) minimises adverse impacts on the receiving environment. AO1.2 Where the site is not located in a reticulated water supply service catchment area, the development is provided with a potable water supply. OR AO1.3 Where the site is not located in a reticulated water supply service catchment area, the development is provided with a potable water supply from a tank with a minimum storage capacity of 45,000 litres per dwelling. OR AO1.4 Where the site is not located in a reticulated water supply service catchment area, the

## PO<sub>2</sub>

Provision is made for the treatment and disposal of sewage and effluent to protect public health and prevent contamination of soils, ground water or surface water or adversely impact on water quality.

## of 10,000 litres, per *dwelling*. **AO2.1**

Where the *site* is located in a reticulated sewerage *service catchment* area, the *development* is connected to the reticulated sewerage supply.

development is connected to a potable water supply from an approved bore, and has a tank with a minimum storage capacity

OR

#### AO2.2

Where the *site* is not located in a reticulated sewerage *service catchment* area, the development is connected to an on-site and efficient on-site waste water disposal system in accordance with *Queensland*, *Plumbing and Wastewater Code* and *Australian Standard A3500*.

## PO4

Safe and reliable electricity supply is provided to the development.

#### **AO4**

Other than in the Rural zone, development is connected to a reticulated electricity supply.

#### **PO5**

Reliable telecommunications is provided to the *development*.

#### AO5

Other than in the Rural zone, *development* is connected to a telecommunications network.

#### Alternative outcome assessment

#### Acceptable outcome

The applicant has requested that the planning approval not require the connection of the development to the reticulated networks as the new building will be provided with a 10kl water tank for firefighting purposes. Staff will not be permanently based on the site and therefore no requirement to provide amenities.

It is noted that the site has the ability to be connected to each of these reticulated networks, and officers anticipate that they could be provided to the development if required.

To ensure that this the case, it is considered appropriate to condition that the site be required to connect to the networks, but not necessarily the development given the limited scale of development.

Transport, access and parking code

#### **Performance outcome** Acceptable outcome Vehicle parking and servicing AO3.1 The amount of on-site car parking and The minimum number of car parking service vehicle loading/ unloading is spaces complies with Table 8.3.6.3.Bconsistent with: Minimum car parking requirements. (a) the nature of the use: (b) the traffic generation of the use: AO3.2 (c) the loading/unloading needs of the The service vehicle complies with **Table** 8.3.6.3.B- Minimum loading vehicle (d) the availability of street parking in the requirements. Centre zone: and (e) the impact of the *road* network. AO3.3 The service vehicle is able to enter and Car parks, service vehicle access, loading leave the site in forward gear. and manoeuvring areas are of suitable standard for the intended use. AO3.4 Service vehicles stand entirely within the

#### **Proposal**

Table 8.3.6.3 B states that a Hardware and trade supplies use require one space per 40m² of gross floor area. Based on the proposed gross floor area of 370.2m², the proposed use generates a requirement for an additional nine carparking spaces.

The applicant has requested that as the use will operate in conjunction with, an ancillary to the existing Mitre 10 store. The applicant has indicated that no staff will be permanently based on the site, no customers will visit the site and the site will be used for additional storage of goods and equipment only.

site while unloading/loading.

On this basis, the proposed use is not expected to generate an increase in the number of staff employed by the business, the number of customers visiting the store, and therefore the parking demand. The proposed variation to the car parking requirement of Table 8.3.6.3.B of nine spaces is therefore submitted to be acceptable.

Table 8.3.6.3.B of the Somerset Region Planning Scheme states that Hardware and trade supplies must be able to provide safe and adequate site access for the minimum size service vehicle required. As the proposed gross floor area (GFA) is below 500m², the minimum size vehicle is a Heavy Rigid Vehicle (HRV).

The applicant has indicated that deliveries will continue to be received at the existing Mitre 10 store across the road, and stock/equipment will be transported over to the subject site by staff, likely via forklift. The site is not proposed to receive deliveries directly. While the planning scheme requires the site to accommodate HRV access, including internal vehicle

#### Acceptable outcome

manoeuvring, it is not proposed to do so. The applicant is agreeable to a condition of approval prohibiting direct deliveries to the site.

#### Alternative outcome assessment

The subject land is located within the Centre zone. As such, should the development be constructed, the planning scheme identifies a number of accepted developments which will be able to occur from the site without the requirement for future material change of use applications.

While the application material relevant to this application identifies that the development will not involve the use of the site for visitors, and such no formal parking be required. Given the future opportunities for the site, it is considered reasonable for parking to be provided. An indicative layout identifying the location and number of carparking spaces was requested as part of Council's Information Request. The applicant chose not to respond to this component.

Accordingly, relevant development conditions are recommended relating to carparking spaces and service vehicles.

#### **Site Access**

#### PO<sub>5</sub>

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*.

#### **Proposal**

The applicant has identified that Mary Street frontage is the site's primary point of access, in addition to being the closest to the Mitre 10 store across the road, which the proposed use will be operating in conjunction with. It is therefore proposed to stay in use. No deliveries from trucks will be received directly to the site and goods will be transported from the store across the road by staff most likely in forklifts.

#### Alternative outcome assessment

The development proposes to utilise the existing access driveway off Mary Street. The potential impacts of the development onto the state controlled road have been assessed by the State Assessment and Referral Agency (SARA) and have been conditioned accordingly.

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

## **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.

#### A07.1

Car parking is located behind or within a building.

#### A07.2

The location of visitor parking is discernible from the street or alternatively appropriate signage is provided.

#### Acceptable outcome

#### **Proposal**

The applicant has proposed not to provide any carparking spaces on site, therefore compliance with the acceptable outcome is not achieved.

#### Alternative outcome assessment

As discussed previously, it is recommended that the alternative outcome not be accepted in this instance, and the recommended development conditions be imposed because the ongoing use of the premises may necessitate carparking spaces be provided on site.

#### Refuse storage and collection

#### PO12

On-site facilities are located in areas that:

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

#### AO12.1

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
- (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:
  - 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

## **Proposal**

The applicant has indicated that storage and collection of refuse is not considered necessary given the site will be used for additional storage of stock and equipment from the Mitre 10 store across the road. Any refuse will be taken across the road in garbage bags/wheelie bin and disposed of as part of the existing waste collection arrangement.

#### Alternative outcome assessment

Officers have considered that alternative outcome requested and disagree because the ongoing use of the premises may necessitate independent waste collection. Therefore, a condition will be recommended identifying that the site must have the provision for refuse storage areas to be located behind the front building line and are screened from view should the existing waste collection arrangement change.

#### Loading and unloading

Performance outcome	Acceptable outcome
PO13	AO13
Loading and unloading activities do not impact on the amenity of the sensitive land uses.	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.

#### **Proposal**

The applicant has identified that refuse collection will not be required from the site and all loading and unloading will occur during the specified period, which is consistent with the proposed operating hours.

#### Alternative outcome assessment

Officers have considered the alternative outcome requested and disagree because the ongoing uses of the premises may necessitate independent refuse collection and other loading and unloading activities. Therefore, a condition will be recommended identifying refuse collection and other loading and unloading activities must occur during the following period:

- (a) 8am to 5pm Monday to Friday;
- (b) 8am to 12pm on Saturday.

should the existing waste collection and loading and unloading arrangements change. It is noted that the hours outlined above are consistent with the operational hours identified by the applicant.

It is recommended that the alternative outcome not be accepted in this instance, and the recommended development conditions be imposed.

## 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 the building.

## **Proposal**

The applicant has identified that carparking areas are not identified on site.

#### Alternative outcome assessment

It is recommended that the alternative outcome not be accepted in this instance, and the recommended development conditions be imposed because the ongoing use of the premises may necessitate carparking spaces be provided on site.

#### 5.6.5 Overall outcome assessment

The proposal did not involve any alternative outcomes to the performance or acceptable outcomes. As such, an assessment of the overall outcomes was not required.

## 5.7 Local government infrastructure plan

#### 5.7.1 Priority infrastructure area

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

## 5.7.2 Infrastructure charges

The proposed development is for Hardware and Trade supplies, which is identified as being a Commercial (Bulk Retail) under *Somerset Regional Council Charges Resolution (No. 1) 2025.* The land is within Charge Area A for determining the relevant adopted charges.

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

## 5.7.3 Trunk infrastructure requirements

As the development application is seeking approval for building works only, there are no trunk infrastructure or servicing requirements applicable to the proposal.

#### 5.7.3.1 Drinking water and wastewater networks

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

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

#### 5.7.3.2 Stormwater network

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

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

## 5.7.3.3 Public parks and community land network

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

#### 5.7.3.4 Transport network

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

#### 6.0 REFERRAL

#### 6.1 Referral agencies

In accordance with the *Planning Regulation 2017*, the application required referral to the State Assessment and Referral Agency (SARA) for matters relating to state-controlled roads. SARA advised that they had no objections to the approval of the development application, subject to the imposition of development conditions. SARA's referral agency response will be attached to Council's decision notice and a copy has been attached to this report for Council's reference.

#### 6.2 Third party advice

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

#### 7.0 PUBLIC NOTIFICATION

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

#### 8.0 OTHER RELEVANT MATTERS

There are no other relevant matters applicable for code assessment.

#### 9.0 REASONS FOR RECOMMENDED DECISION

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

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

The officer recommendation is therefore to approve the development application, subject to the recommended development conditions.

Should Council decide to refuse the development application, or make substantive changes to the recommended development conditions, Council must provide reasons for the decision to satisfy section 63(5) of the *Planning Act 2016*.

#### 10.0 CONCLUSION

The proposed development is for Hardware and trade supplies and the proposal has demonstrated with the relevant assessment benchmarks as outlined in this assessment.

Having undertaken the assessment, and considered the relevant matters identified within the report, the officer's recommendation is to approve the application.

#### 11.0 ATTACHMENT

- 1. Proposal plans
- 2. Stormwater management plan
- 3. State Assessment and Referral Agency referral agency response
- 4. Draft infrastructure charges notice

#### RECOMMENDATION

**THAT Council:** 

- approve Development Application No. 25669 for a Development Permit for Material Change of Use for Hardware and Trade supplies on land situated at 3 Pointons Lane, Kilcoy, formally described as Lot 13 SP215306, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
- 2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

	SCHEDULE 1 – GENERAL CONDITIONS Assessment Manager			
No	Condition	Timing		
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation, and the plans and documents listed below (including as amended in RED by Council), except where amended by these development conditions.  Proposed Floor Plans, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-03, Issue A, dated 3 January 2025  Elevation Plans, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-04, Issue A, dated 3 January 2025	At all times.		

	Use of premises	
1.8	The development must occur in one stage.	At all times.
	No provision for staging	
	part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	
1.7	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as	At all times.
1.6	All development conditions of this Development Approval must be complied with at no cost to Council unless stated otherwise in any specific condition of approval.	At all times.
1.5	General  The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.4	Implement the requirements and recommendations of the approved plan. The approved amended plan will form part of the Development Approval.	At all times.
	<ul> <li>Plans to be amended</li> <li>Site Plan, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-02, Issue A, dated 3 January 2025</li> </ul>	
1.3	Submit to, and obtain approval from, Council the following plans incorporating the following as detailed in these development conditions:  (a) onsite carparking and manoeuvring for nine vehicles, including any required accessible parking spaces;  (b) a dedicated area for onsite refuse container storage.	Prior to obtaining any development permit for building works or operational works.
	Amended plans and documents	
1.2	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During the construction phase.
	July 2024 Stormwater Management Plan, prepared by Hurley Consulting Engineers, Reference No. C24022AR001, dated 7 June 2024	
	Detail Survey Plan, prepared by Edwards Surveying, Drawing No. 1032-DS-01, Sheet 1 of 1, Issue A, dated 23	
	Elevations Plan, prepared by Best Sheds, Job No. 2921967875, Sheet 2 of 8, dated 30 May 2023  Floor Plan, prepared by Best Sheds, Job No. 2921967875, Sheet 4 of 8, dated 30 May 2023	

	Use of premises	
1.9	This Development Approval is for the purpose of a Hardware and Trade Supplies and may include any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses.	At all times.

1.10	Provide the development generally in accordance with the following:  (a) Hardware and Trade Supplies proposed building – 270 m²; and  (b) Hardware and Trade Supplies existing building — 55.2 m²,	At the commencement of the use.
1.11	Hours of Operation  Undertake the development in accordance with the following operational hours (including all loading and unloading activities, and onsite refuse collection):  (c) 8am to 5pm Monday to Friday; (d) 8am to 12pm on Saturday.	At all times.
	Screen Fencing	
1.12	Construct a solid screen fence along all boundaries of the site. The screen fence is to be 1.8 metres in height and constructed of treated timber.	Prior to the commencement of use and to be maintained at all times.
1.13	Screen loading/unloading facilities, plant areas, refuse storage and other outdoor storage facilities on the site from direct view from any adjoining road or public space.	Prior to the commencement of use and to be maintained at all times.
1.14	Locate garbage bin areas, rainwater tanks, hot water tanks, gas bottles and air conditioners in the rear or side setbacks and include screening (e.g. fencing or landscaping) from view from any road frontage.	Prior to the commencement of use and to be maintained at all times.
1.15	Ensure that all external lighting is in accordance with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting so as not to cause nuisance to nearby residents or passing motorists.	Prior to commencement of use and then to be maintained
	Lighting must be maintained by the owner of the building in a safe and good working order.	
	a care and good Horning order.	
	Other necessary permits	
1.16	Obtain any necessary Development Permit for Building Work (assessable against the <i>Building Act 1975</i> ) for building work associated with the Approved Development.	Prior to carrying out building works.
	Refer to the advice notes for more information.	
	Service connections	
1.17	Connect the site to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to the commencement of the use and to be maintained at all times.

1.18	Connect the site to the reticulated electricity and	Prior to the
1.10	Connect the site to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	commencement of the use and to be maintained at all times.
		umes.
1.19	Remove any services made redundant as a result of the development and reinstate the land.	Prior to the commencement of the use.
	DULE 2 – ENGINEERING ment Manager	
No	Condition	Timing
110	General	Tilling
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, carparking, landscaping, clearing, and stormwater drainage, required as stated in the following conditions.	Prior to the commencement of Operational Work.
2.2	All works are to be designed and constructed in accordance with the requirements of the Somerset Region Planning Scheme.	At all times.
2.3	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	At all times.
2.4	It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including:  Plans and specifications must be prepared and certified with the Operational Work application.  Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements.	As part of operational works approval and construction.
2.5	Complete all operational work associated with this Development Approval, including work required by any of the development conditions. Such operational work must be carried out in accordance with the approved plans and documents or, if requiring a further approval from the Council, in accordance with the relevant further approval(s).	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
	Earthworks	
2.6	All earthworks to be constructed in accordance with AS3798. Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
	Octobrilla de la constanta de	A C a H C a
2.7	Contaminated material must not be used as fill on the site.  Any filling must be undertaken using inert materials only.	At all times.
2.8	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.

	Wat tale Assess	I
2.9	Vehicle Access  The landowner is responsible for construction and maintenance of vehicular access for the property, in accordance with Somerset Region Planning Scheme. Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.10	All vehicles shall enter and leave the site in a forward gear	At all times.
2.10	7 th vermoiss shall effect and leave the site in a forward goal	7 tt dir til 1100.
2.11	All manoeuvring areas shall enable access to a 12.5-metre heavy rigid design vehicle in accordance with Austroads design manual and Australian Standard AS:2890	As part of Operational Works application.
	Carnarking and manoguvring	
2.12	Provide on-site car parking for minimum nine vehicles, including one spaces for disabled persons in accordance with Somerset Region Planning Scheme.	As part of Operational Works application.
	All car parking and circulation areas to be provided with sealed surface, line marking and be designed in accordance with AS2890 and Somerset Region Planning Scheme.	
2.13	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways	Prior to commencement of use.
2.14	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete, bitumen or pavers in accordance with Australian Standards.	At all times.
2.15	Stormwater  Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.16	Stormwater drainage and flows are to have no increase in peak discharge immediately downstream of this development for a selected range of storm durations, and a selected range of AEP's up to the defined flood event.	At all times.
2.17	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.18	Stormwater drainage and flows are to have no increase in flood levels on adjoining land that may damage or adversely effect the value or potential use of the land.	At all times.
2.19	Design and construction of all stormwater drainage works must comply with the relevant section/s of the Queensland Urban Drainage Manual (QUDM) and the Somerset Region Planning Scheme.	As part of Operational Works application.
2.20	Stormwater Drainage shall be constructed in general accordance with Hurley Consulting Engineers, Stormwater Management Plan, Ref C24022AR001, dated 07 June 2024.	As part of Operational Works application.
		l .

2.21	Where stormwater cannot be discharged to the kerb and channel, provide inter-allotment drainage in accordance with Queensland Urban Drainage Manual (QUDM) and Somerset Region Planning Scheme.	As part of Operational Works application.
2.22	Submit permission for the discharge of stormwater drainage to a lawful point of discharge from the owners of properties affected by any stormwater discharge from the site.	As part of Operational Works application.
	Note: Such consent may require supporting engineering plans and calculations.	
	Erosion and sediment control	
2.23	Erosion and sedimentation controls shall be implemented in accordance with current IECA best practice, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:	At all times.
	<ul><li>Be required to install additional measures.</li><li>Be responsible for the restoration work.</li></ul>	
	Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.	
2.24	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times.
2.25	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the Operational Works application.
2.26	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times.
2.27	Where vegetation is removed, the vegetation waste shall be disposed of by:  i) Milling; ii) Chipping and/or mulching; iii) Disposal at an approved waste disposal facility.  No incineration of vegetation or waste will be permitted at	At all times.
	the site.	

2.28	All declared weeds and pests are to be removed from the subject land and kept clear of such nuisance varieties during the course of operations.	At all times.			
SCHE	SCHEDULE 3 – ENVIORNMENTAL HEALTH				
	sment Manager				
No	Condition	Timing			
	General	<b>.</b>			
3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.			
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.			
3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained:  (a) in a serviceable condition; and (b) in a state of good repair and efficient action; and (c) in a clean, sanitary condition; and (d) free of accumulated disused materials; and (e) free of vermin and pest infestations.	At all times.			
3.4	Air  No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.			
	Light				
3.5	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.			
	Materia				
3.6	Water  Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for:  (a) uncontaminated overland stormwater flow; (b) uncontaminated stormwater to the stormwater system; (c) contaminants lawfully released to sewer; or (d) a release in accordance with a condition of this Development Approval.	At all times.			
	l NAC A				
0 =	Waste	A c II c'			
3.7	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	At all times.			

3.8	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.
SCHE	DULE 4—REFERRAL AGENCIES	

As Indicated

No.

Condition

	00:10:10:1	9
The foll	owing referral agency responses have been received and are	attached to the Decision
Notico		

Timing

Notice.		
	State Assessment and Referral Agency referral agency response	
4.1	Comply with the requirements of the referral agency response 2501-44281 SRA dated 23 July 2025, or as amended.	As indicated in the referral agency response.
4.2	Provide certification to Council from a suitably qualified person or the relevant agency demonstrating that the requirements of the referral agency response have been met.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.

## SCHEDULE 5 – INTERPRETATION AND ADVICE

Assessment Manager

#### Interpretation

Notes contained within a development condition are part of the condition.

Interpretation notes in this schedule form part the development conditions.

Advice notes contained within a development condition are not part of the condition and are provided for additional guidance specific to the condition.

Advice statements contained within this schedule are provided for guidance about the development. Advice statements are not exhaustive and are provided to assist applicants in meeting their obligations under other instruments.

Where the timing in a development condition requires compliance "prior to obtaining any development permit for building works or operational works" and no development permit is required for the relevant works, the timing in the condition is taken to require compliance "prior to carrying out any site works, building works, or operational works".

Where the timing in a development condition requires compliance "prior to obtaining a development permit for building works", and the development is not on a Heritage Place, this requirement does not apply to a development permit that is for demolition works only.

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

#### Advice

This approval has effect in accordance with the provisions of section 71 of the Planning Act 2016, and development may commence in accordance with section 72.

Currency Period - Pursuant to section 85 of the Planning Act 2016 the approval will lapse if the development does not commence within the 'currency period' – being six (6) years starting the day the approval takes effect.

The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the *Planning Act 2016*.

The *Planning Act 2016* provides for a person to make a change to this development application outside the applicant's appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.

Dust pollution arising from the construction and maintenance of the works required by this approval are the applicant's responsibility. The applicant must comply with any lawful instruction from Council Operations department if in Council's opinion a dust nuisance exists.

The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the *Planning Act 2016*. For particular applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the *Planning Act 2016*).

Landowners are responsible for the construction and maintenance of any vehicular access for the property, from the road carriageway to property boundary in accordance with Council's standards.

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

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act* 1975.

A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*.

Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.

All building work is to comply with the provisions contained in the *Building Act*; the *Building Regulation*, the *Building Code of Australia*, the *Queensland Development Code and relevant Australian Standards*.

This Development Approval for material change of use does not include an approval to carry out any plumbing and drainage works.

Separate approvals may be required for carrying out any plumbing and drainage works required to facilitate this development approval

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

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

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

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

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

The Fire Ant Biosecurity Zones as well as general information can be viewed on the DAF website <a href="https://www.daf.qld.gov.au/fireants">www.daf.qld.gov.au/fireants</a>.

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

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

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

This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011.

Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

Any works within or adjacent to waterways may require approval by the Department of Agriculture and Fisheries as per the Fisheries Act 1994.

The Applicant should review their obligations and submit to the department any further Development Applications that may be required.

https://www.business.qld.gov.au/industries/farms-fishing-

forestry/fisheries/development/waterways/barriers

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

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

Penalty proposing an activity that involves additional surface disturbance beyond that which has already occurred at the proposed site need to be mindful of the cultural heritage duty of care requirement.

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

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

Information about the cultural heritage duty of care is available at <a href="https://www.qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care">www.qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care</a>

All Operational Work is to comply with relevant codes for design and construction.

Construction hours are 6:30 am to 6:30 pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Noise levels from construction work shall at all times comply with the requirements of the *Environmental Protection Act 1994*.

Upon receiving the certification by a RPEQ, and submission and approval of as constructed drawings and documentation, Council will accept the works as "On Maintenance".

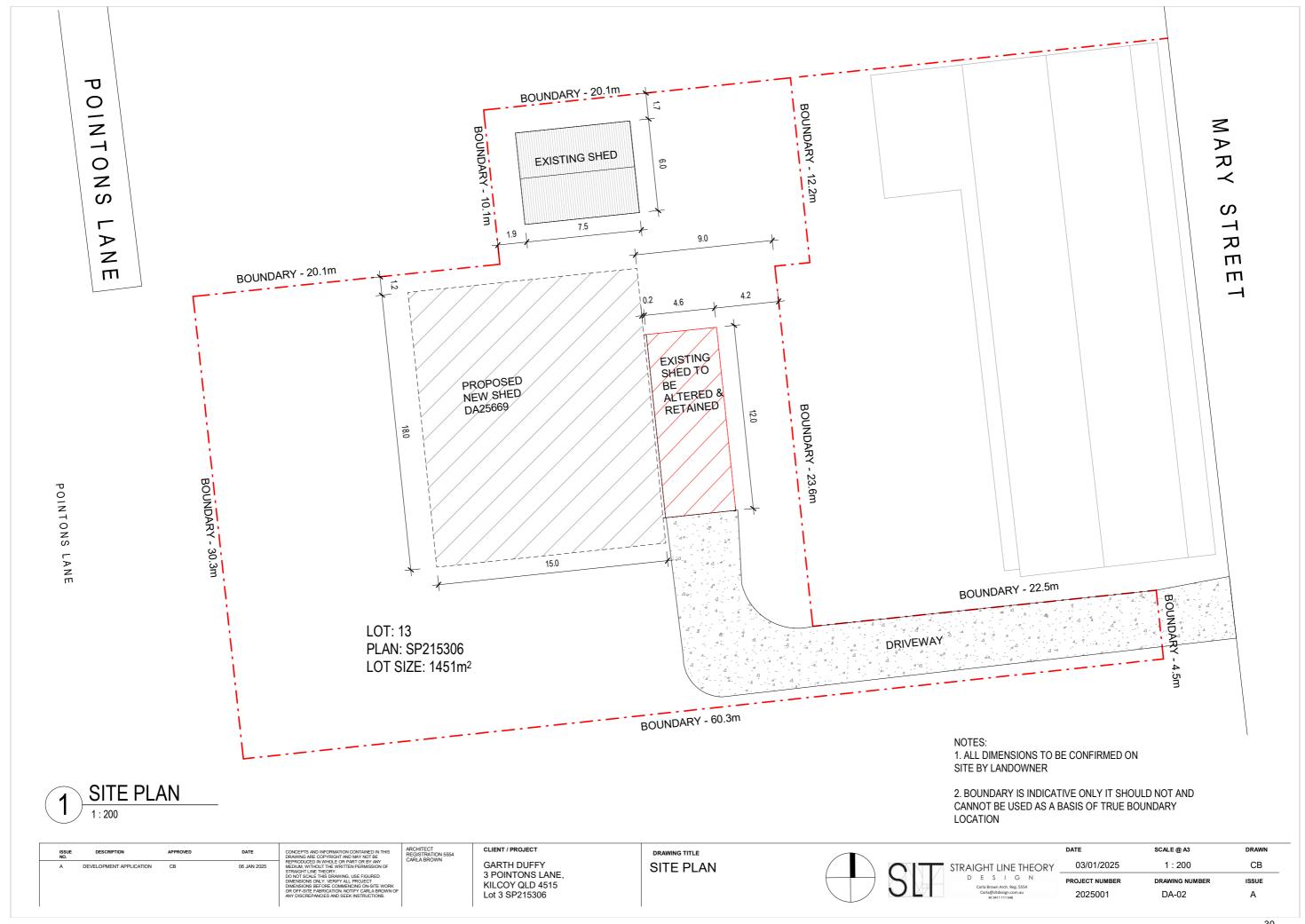
Council will bond the developer for an amount equal to 5% of the operational works and the Developer is required to maintain all works for a period of 12 months for civil works and 18 months for landscaping (maintenance period) from the date of "On Maintenance". Any defective works must be rectified within the maintenance period.

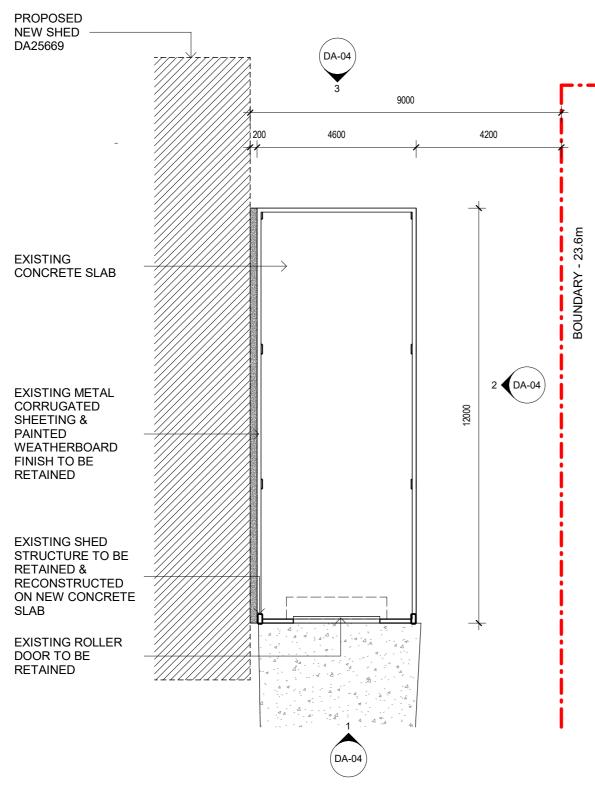
At the end of the maintenance period the works shall be inspected and if satisfactory, shall be placed "Off Maintenance". Bonds or other securities will be released after the works have been placed "Off Maintenance".

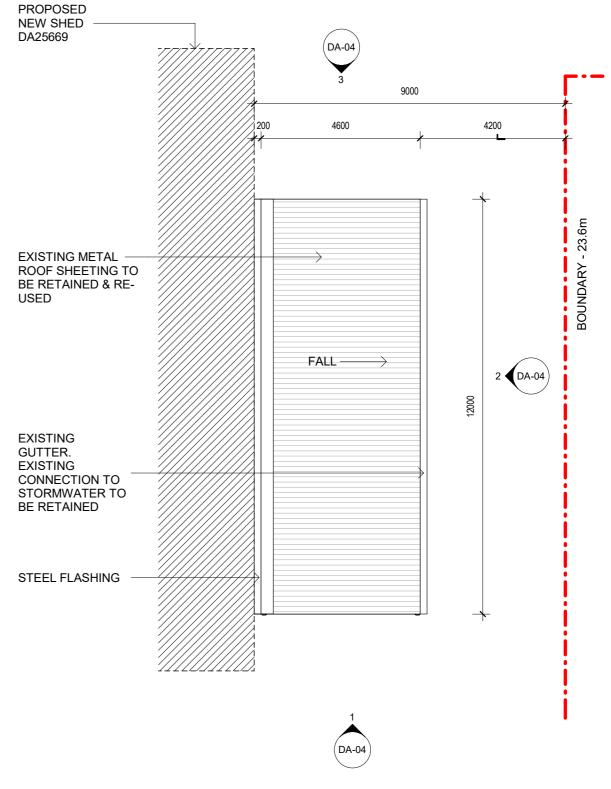
#### **Attachments for the Decision Notice include:**

- Site Plan, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-02, Issue A, dated 3 January 2025
- Proposed Floor Plans, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-03, Issue A, dated 3 January 2025
- Elevation Plans, prepared by Straight Line Theory, Project No. 2025001, Drawing No. DA-04, Issue A, dated 3 January 2025
- Elevations Plan, prepared by Best Sheds, Job No. 2921967875, Sheet 2 of 8, dated 30 May 2023
- Floor Plan, prepared by Best Sheds, Job No. 2921967875, Sheet 4 of 8, dated 30 May 2023
- Detail Survey Plan, prepared by Edwards Surveying, Drawing No. 1032-DS-01, Sheet
   1 of 1, Issue A, dated 23 July 2024
- Stormwater Management Plan, prepared by Hurley Consulting Engineers, Reference No. C24022AR001, dated 7 June 2024

This completes the report for Development Application No. 25669.







GROUND FLOOR PLAN

1:100

ROOF PLAN
1:100

ISSUE NO.	DESCRIPTION	APPROVED	DATE
А	DEVELOPMENT APPLICATION	CB	06 JAN 2025

CONCEPTS AND INFORMATION CONTAINED IN THIS DRAWING ARE COPPRIGHT IN DMY NOT BE REPRODUCED IN WHOLE OR PART OR BY ANY MEDIUM. WITHOUT THE WRITEN PERMISSION OF STRAGFT LINE THEORY WING, USE FIGURED DIMENSIONS ONLY VERIFY ALL PROJECT DIMENSIONS BEFORE COMMENCING ON-SITE WORK OR OFF-SITE ABRICATION. DIMENSIONS BEFORE COMMENCING ON-SITE WORK OR OFF-SITE ABRICATION. DOINTY CAPILL A BROWN OF

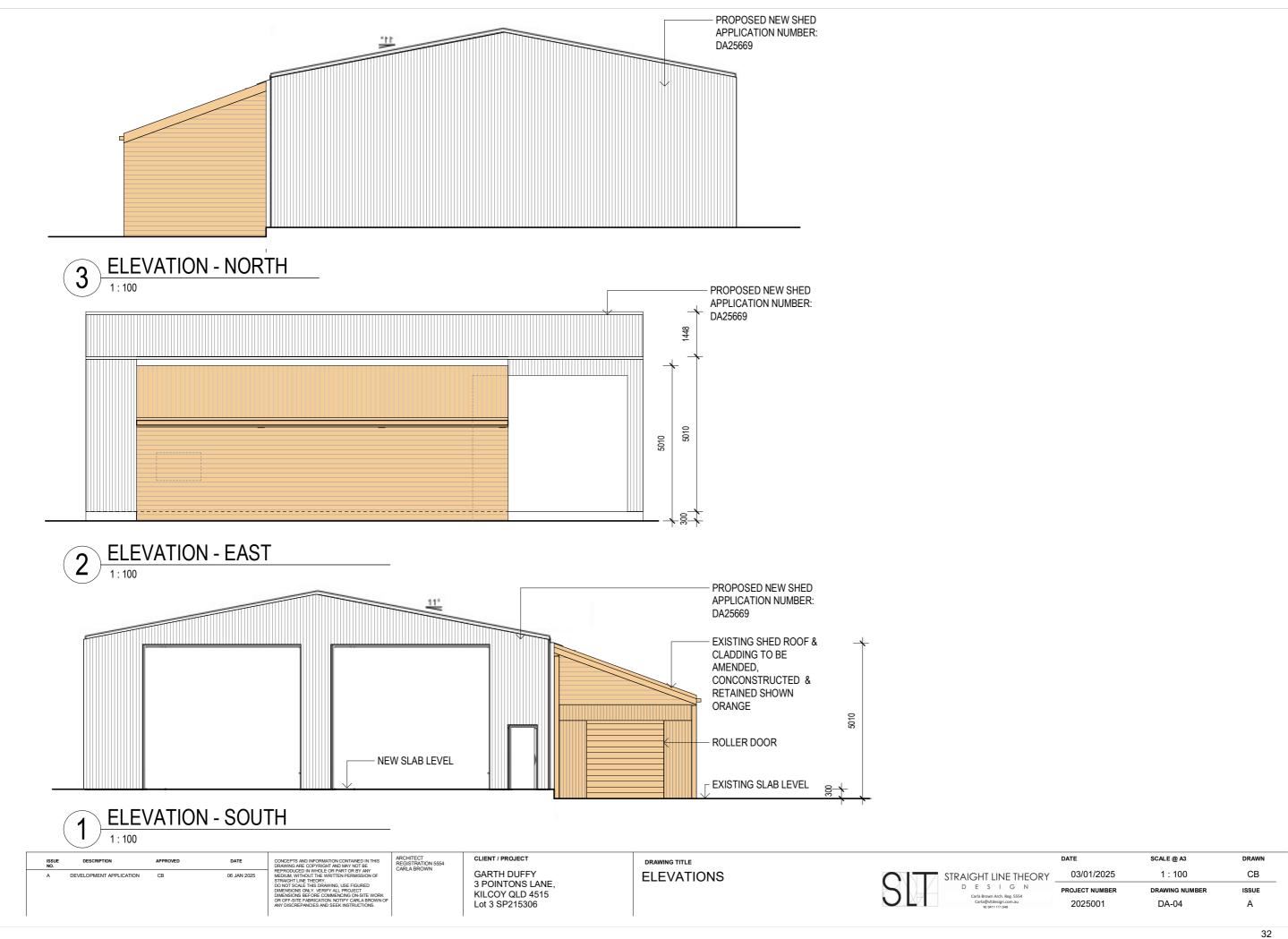
ARCHITECT REGISTRATION 5554 CARLA BROWN CLIENT / PROJECT

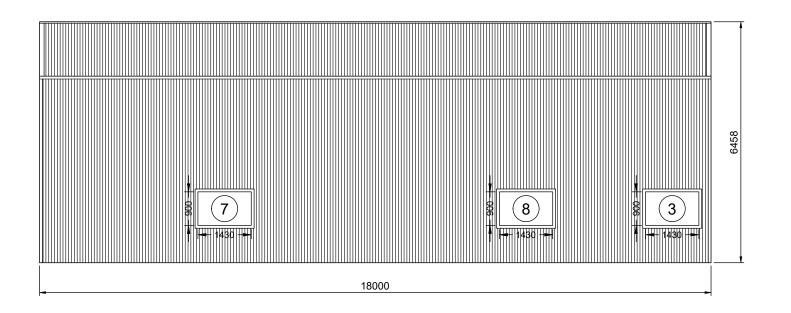
GARTH DUFFY
3 POINTONS LANE,
KILCOY QLD 4515
Lot 3 SP215306

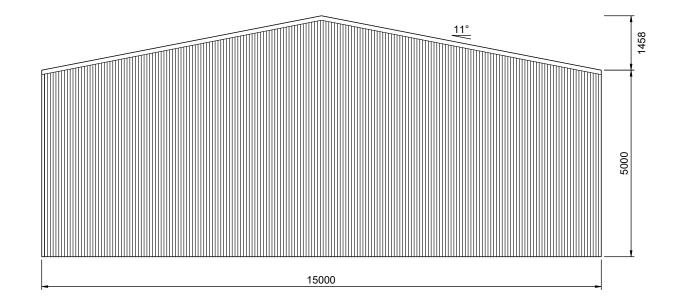
PROPOSED FLOOR PLANS



STRAIGHT LINE THEORY
DESIGN
Carla Brown Arch. Reg. 5554
Carla@stidesign.com.au
M. 6041111146

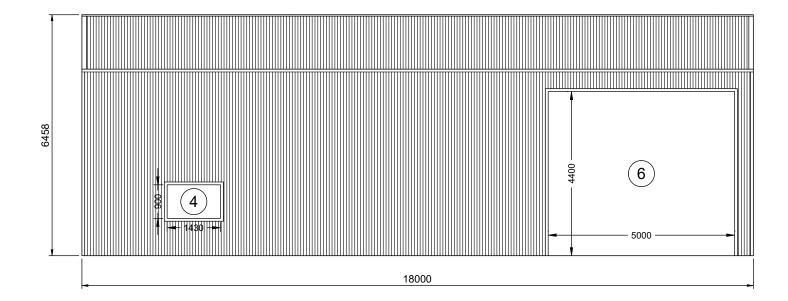






## **LEFT ELEVATION**

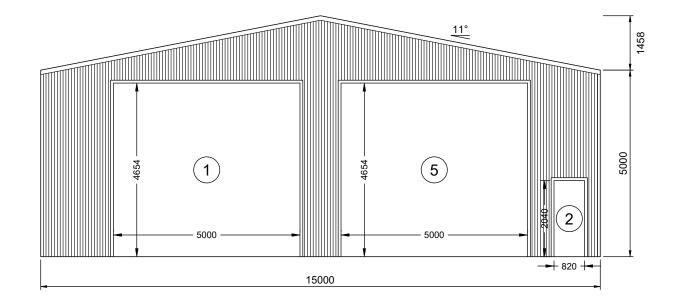
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**REAR ELEVATION** 

SCALE: 1:100

FRAME #4



## **RIGHT ELEVATION**

SCALE: 1:100

**FRONT ELEVATION** 

SCALE: 1:100

FRAME #1



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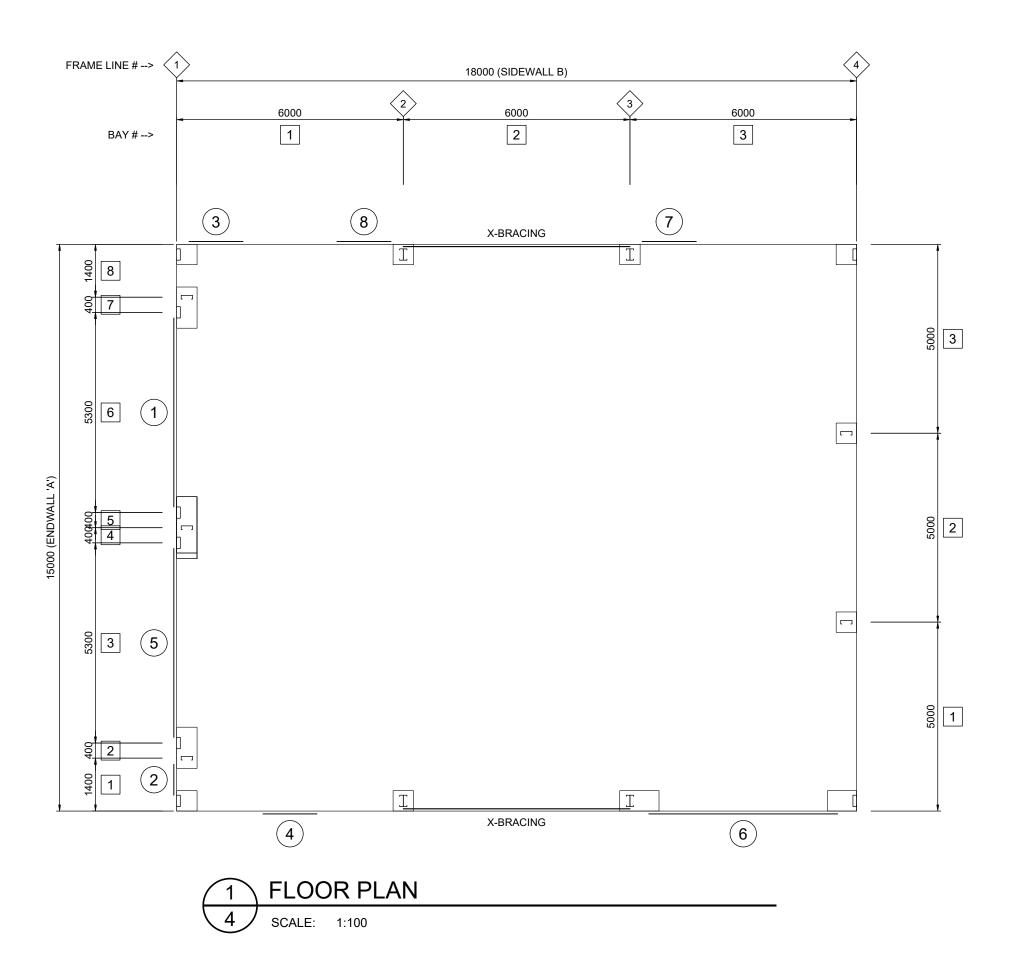
**CIVIL & STRUCTURAL ENGINEERS** COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO Bend MIEAust RPEng
RPEQ 15562 TBP PE003976 (VIC)

Signature: Date: 30.05.2023

Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 2 of 8





151 Smeaton Grange Road, Smeaton Grange, NSW, 2567 Phone: 02 4648 7777 Fax: 02 4648 7700



## **CIVIL & STRUCTURAL ENGINEERS**

COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO

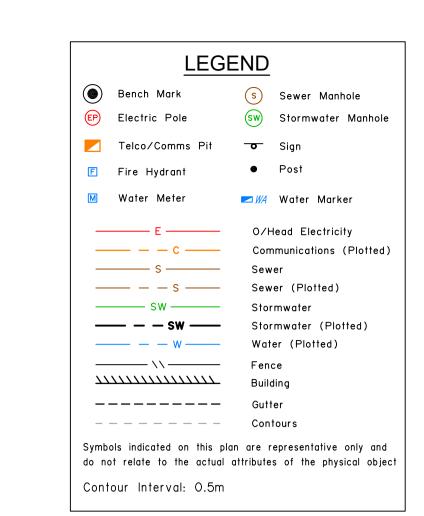
Signature: 30.05.2023

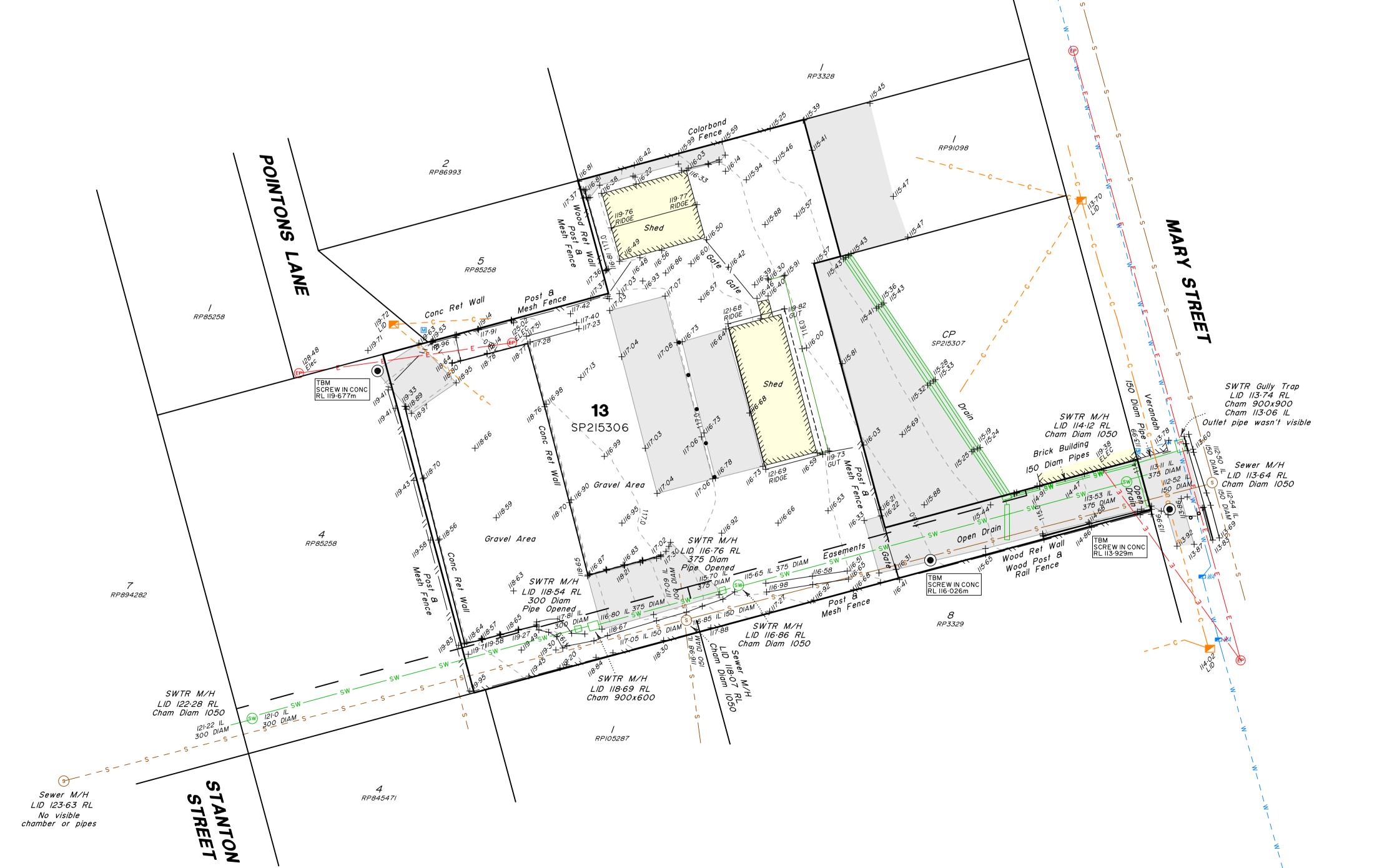
Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 4 of 8



0 1 1 150 mm 1 100 mm 1 150 mm SCALE BAR





DETAIL SURVEY PLAN

Garth Duffy

Lot 13 on SP215306 3 Pointons Lane, Kilcoy

Locality: Kilcoy
Local Govt: Somerset Regional
Horizontal Meridian: SP215306
Vertical Level Datum: AHD
Level Origin: PM9773
RL of Origin: 115.415m
Scale: 1:200 (A1)
Survey Date: 23/7/2024
Surveyed: DE
Drawn: DE
Checked: DE

IMPORTANT NOTES:
This plan is prepared for Garth Duffy from a combination of field survey and existing records for the purpose of showing the physical features of the land to assist in future development and should not be used for any other purpose.

The title boundaries shown were determined by plan dimensions only and were not verified or marked at the time of survey. A boundary identification survey should be conducted prior to any construction works including building to boundary or prescribed setbacks.

This plan has been prepared from electronically

This plan has been prepared from electronically generated data. The integrity of dimensions for the design of structural elements should be verified in the field or with Edwards Surveying Pty Ltd.

A flood search has not been undertaken. See council for flood information.

A title search has not been undertaken. Check with Department of Resources for easement or encumbrance information.

Services shown hereon have been located where possible by field survey. If not able to be located, known services have been plotted from the records of relevant authorities where available and have been noted accordingly on this plan. All services shown from records only will need verification prior to and during work on site.

shown from records only will need verification prior to and during work on site.

The position of underground services on this drawing are indicated by a single line. Care should be exercised as services may occupy a considerably wider corridor than that indicated on this drawing.

Users should be aware during excavation or construction that services may exist for which ther is no record.

Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed location of all services.

underground services and detailed location of all services.

No responsibility can be accepted by Edwards Surveying Pty Ltd for any damage caused to any underground service or any loss or injury if enquiry and verification of services have not been completed in accordance with this note.

These notes are an integral part of this plan.
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## STORMWATER MANAGEMENT PLAN

PROPOSED INDUSTRIAL DEVELOPMENT 3 POINTONS LANE, KILCOY

PREPARED FOR GARTH DUFFY C24022AR001



## **TABLE OF CONTENTS**

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3	STORMWATER QUANTITY	3
3.1	Introduction	3
3.2	Hydrological Model Set Up	3
3.3	Existing Site Runoff	4
3.4	Developed Site Runoff	5
4	CONCLUSION	7

Appendix A – Architectural Plans

Appendix B – Concept Civil Plans

Appendix C – DRAINS Schematic and Results

Revision	Date	Author	Verifier	Approver
Α	07/06/2024	MB	СН	СН

Approved for issue for and on behalf of Hurley Consulting Engineers Pty Ltd

Craig Hurley BE(Civil) MIEAust CPEng RPEQ 15957

Director & Principal Civil Engineer

This report has been prepared for the exclusive use of our client under the terms and conditions of our engagement. No responsibility is taken for any third party that uses or relies upon any information contained within this document.

### 1 INTRODUCTION

Hurley Consulting Engineers has been commissioned by Garth Duffy to prepare a Stormwater Management Plan for a new warehouse facility at 3 Pointons Lane, Kilcoy. The development will involve the construction of a new industrial shed as shown on the concept plans prepared by SPO and enclosed in **Appendix A**.

The intent of this report is to consider potential impacts that the proposed development will have on stormwater runoff in the vicinity of the site and, if required, propose strategies to manage any impacts to the peak discharge rate from the site. This report will address the stormwater drainage requirements of the Somerset Regional Council planning scheme, Department of Transport and Main Roads, Queensland Urban Drainage Manual and the State Planning Policy (July 2017).

## 2 SITE DESCRIPTION

The subject site is located at 3 Pointons Lane, Kilcoy, on land described as Lot 13 on SP215306. The site has a total area of approximately 1,451m<sup>2</sup> and is located within the Somerset Regional Council local government area.

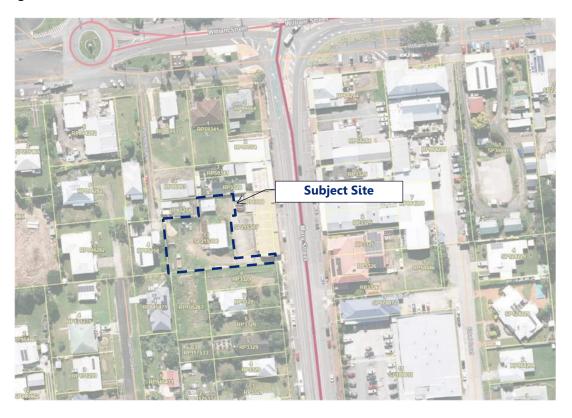


Figure 2.1 – Locality Plan Image Source: QLD Globe 2024

The site is bounded by commercial shops and Mary Street (state-controlled road) to the east, Pointons Lane to the north-west and residential properties along the remaining boundaries. The site ranges in elevation from approximately RL 120.0m AHD at the south-western boundary to RL 115.2m AHD at the north-eastern boundary of the site. The site generally grades towards Mary Street (east) at an average grade of approximately 10% across the site.

It is noted that the site has existing stormwater, sewer and water infrastructure nearby allowing for servicing of the site to be readily available.

The site area is less than 2,500 square metres and therefore no water quality treatment requirements are triggered in accordance with State Planning Policy criteria. This report therefore will discuss the potential impacts of the development on the stormwater peak discharge from the site onto Mary Street.

## 3 STORMWATER QUANTITY

#### 3.1 Introduction

The site generally drains to the east, where flows are captured via the existing gully pits along Mary Street, which is a state-controlled road. It is proposed to maintain the drainage system along Mary Street as the point of lawful discharge.

The site is currently occupied by two existing sheds. The proposed development involves modifying the existing large shed and construction of a new shed, as well as extending the concrete driveway. These works will result in an increase in imperviousness that is expected to increase peak discharge from the site. On-site stormwater detention is proposed to offset these impacts in alignment with the Somerset Regional Council planning scheme and Department of Transport and Main Roads requirements.

## 3.2 Hydrological Model Set Up

The impacts of the proposed development on peak site discharge rates were assessed by developing an Initial Loss – Continuing Loss (IL-CL) model using DRAINS. The DRAINS model inputs including IL-CL model and DRAINS model schematic are shown in **Table 3.2.1** and **Figure 3.2.1** respectively.

Impervious Area IL	Impervious Area CL	Pervious Area IL	Pervious Area CL	Overland Flow Equation
1 mm	0 mm/hr	18 mm	2.1 mm/hr	Kinematic Wave

Table 3.2.1 - DRAINS model parameters

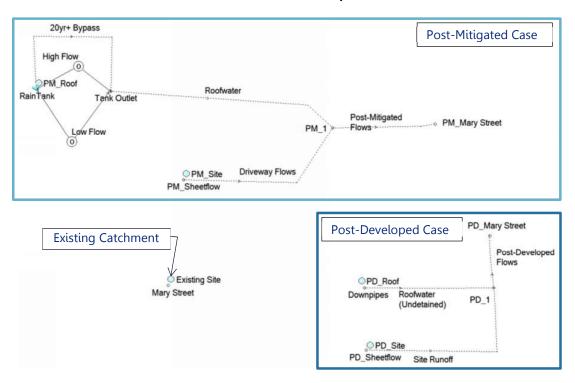


Figure 3.2.1 - Existing, Post-Developed and Post-Mitigated DRAINS Model Schematic

3

### 3.3 Existing Site Runoff

The existing site is mostly covered by grassy terrain, gravel pavements and a combination of concrete pavements and sheds. The DRAINS model inputs for the existing catchment parameters are shown in **Table 3.3.1**.

Catchment	Existing Site		
Area	1,451m²		
Decription	EIA	RIA	PA
Percentage of Area	20%	0	80%
Abbreviated Time of Concentration (mins)	-	-	-
Additional Time (mins)	0	0	0
Flow path length (m)	40	0	60
Slow Path Slope (%)	10	0	10
Retardance Coefficient n*	0.013	0.013	0.300

Note: EIA = Effective Impervious Area, RIA = Remaining Impervious Area & PA = Pervious Area

Retardance Coefficient n\* roughness values chosen as per Australian Rainfall and Runoff recommendations for each land cover type.

Shaded areas signify disabled parameters

**Table 3.3.1 - Existing Catchment Parameters** 

Storm events were modelled in DRAINS using the full ensemble of AR&R 2019 storms, with frequencies from 0.5 Each Year (EY) (Q2) to 1% AEP (Annual Exceedance Probability) (Q100) and durations from five minutes to two hours. The modelled pre-developed peak runoff rates are shown below, alongside rational method calculation results for an order of magnitude check for modelling discrepancies.

Storm Event	DRAINS Peak Runoff	Rational Peak Runoff	Difference
0.5 EY (Q <sub>2</sub> )	23 L/s	24 L/s	-1 L/s
0.2 EY (Q <sub>5</sub> )	35 L/s	33 L/s	2 L/s
10% AEP (Q <sub>10</sub> )	44 L/s	40 L/s	4 L/s
5% AEP (Q <sub>20</sub> )	51 L/s	48 L/s	3 L/s
2% AEP (Q <sub>50</sub> )	69 L/s	61 L/s	8 L/s
1% AEP (Q <sub>100</sub> )	76 L/s	70 L/s	6 L/s

Table 3.3.2 - Existing DRAINS Model & Rational Method Results

The above results show that the DRAINS model correlates reasonably well with rational method calculations. The DRAINS model is therefore considered to be satisfactory for this investigation.

### 3.4 Developed Site Runoff

It is proposed to renovate the existing large shed on site and construct a new industrial shed as shown on the site plans prepared by Site Plans Online. It is further proposed to cover the majority of the site with gravel. Given that the site is already heavily compacted, the only increase in imperviousness considered in this assessment is the driveway extensions and the change in the roof area between existing and post-developed scenarios. The net increase in the overall site imperviousness has been estimated to be approximately 16%.

The post-developed catchment parameters used in the DRAINS model are as shown in **Table 3.4.1**.

Catchment	Roof		Site			
Area		326m²		1,125m <sup>2</sup>		
Decription	EIA	RIA	PA	EIA	RIA	PA
Percentage of Area	100%	0%	0%	18%	0%	82%
Abbreviated Time of Concentration (mins)	5	-	-	-	-	-
Additional Time (mins)	-	-	-	0	0	0
Flow Path Length (m)	-	-	-	35	0	30
Flow Path Slope (%)	-	-	-	10	10	10
Retardance Coefficient n*	-	-	-	0.013	0.013	0.300

Note: EIA = Effective Impervious Area, RIA = Remaining Impervious Area & PA = Pervious Area

Retardance Coefficient n\* roughness values chosen as per Australian Rainfall and Runoff recommendations for each land cover type.

Shaded areas signify disabled parameters for each catchment

**Table 3.4.1 - Post-Developed Catchment Parameters** 

It is intended that roof water from the proposed and renovated sheds is captured and detained in a rainwater tank prior to discharging into the Mary Street drainage system. Roof gutters are designed to capture and convey flows up to the 5% AEP storm event (Q20), thus a bypass above the 5% AEP storm event has been included in the model (20yr+ Bypass) to represent major flows that bypass the detention system. The post-mitigated model incorporates a 10kL rainwater tank intended to detain flows from the proposed shed roof area with parameters as shown in **Table 3.4.2**.

Parameter	Value
Base of Detention Storage	RL 116.7m AHD
Pre-cast Tank Size (Tank Diameter)	10kL tank (Ø2.50m)
Tank Soffit Level (Internal Height of Tank)	118.905 m AHD (2.205m)
Total Detention Volume	9.17 m³
Outlet Details	
- Low Flow Orifice	32mm diameter at RL 116.7m AHD
- High Flow Orifice	80mm diameter at RL 118.2m AHD
Permeability	0 mm/hr

**Table 3.4.2 - Detention Tank Parameters** 

Care must be taken in the design of the tank inlet to ensure incoming roof water runoff is appropriately screened to avoid blockage of the low flow orifice. This will be the responsibility of the land occupant and landowner.

Storm events were modelled in DRAINS using the full ensemble of AR&R 2019 storms, with frequencies from 0.5 EY (Q2) to 1% AEP (Q100) and durations from five minutes to two hours. The modelled developed results are included in **Appendix C** and are compared against the modelled existing peak runoff rates in **Table 3.4.3.** 

Storm Event	Existing DRAINS Peak Runoff	Developed DRAINS Peak Runoff	Difference
0.5 EY (Q <sub>2</sub> )	23 L/s	23 L/s	0 L/s
0.2 EY (Q <sub>5</sub> )	35 L/s	31 L/s	-4 L/s
10% AEP (Q <sub>10</sub> ) <sup>1</sup>	44 L/s	39 L/s	-5 L/s
5% AEP (Q <sub>20</sub> )	51 L/s	50 L/s	-1 L/s
2% AEP (Q <sub>50</sub> )	69 L/s	61 L/s	-8 L/s
1% AEP (Q <sub>100</sub> ) <sup>2</sup>	76 L/s	75 L/s	-1 L/s

Note: <sup>1</sup> Minor drainage system, <sup>2</sup> Major drainage system

Table 3.4.3 - Developed DRAINS Model Results Comparison

Based on the modelling results in **Table 3.4.3**, it is evident that the proposed development with on-site detention will adequately offset the potential impact of the development on the downstream system, in accordance with the planning scheme requirements of Somerset Regional Council.

## 4 CONCLUSION

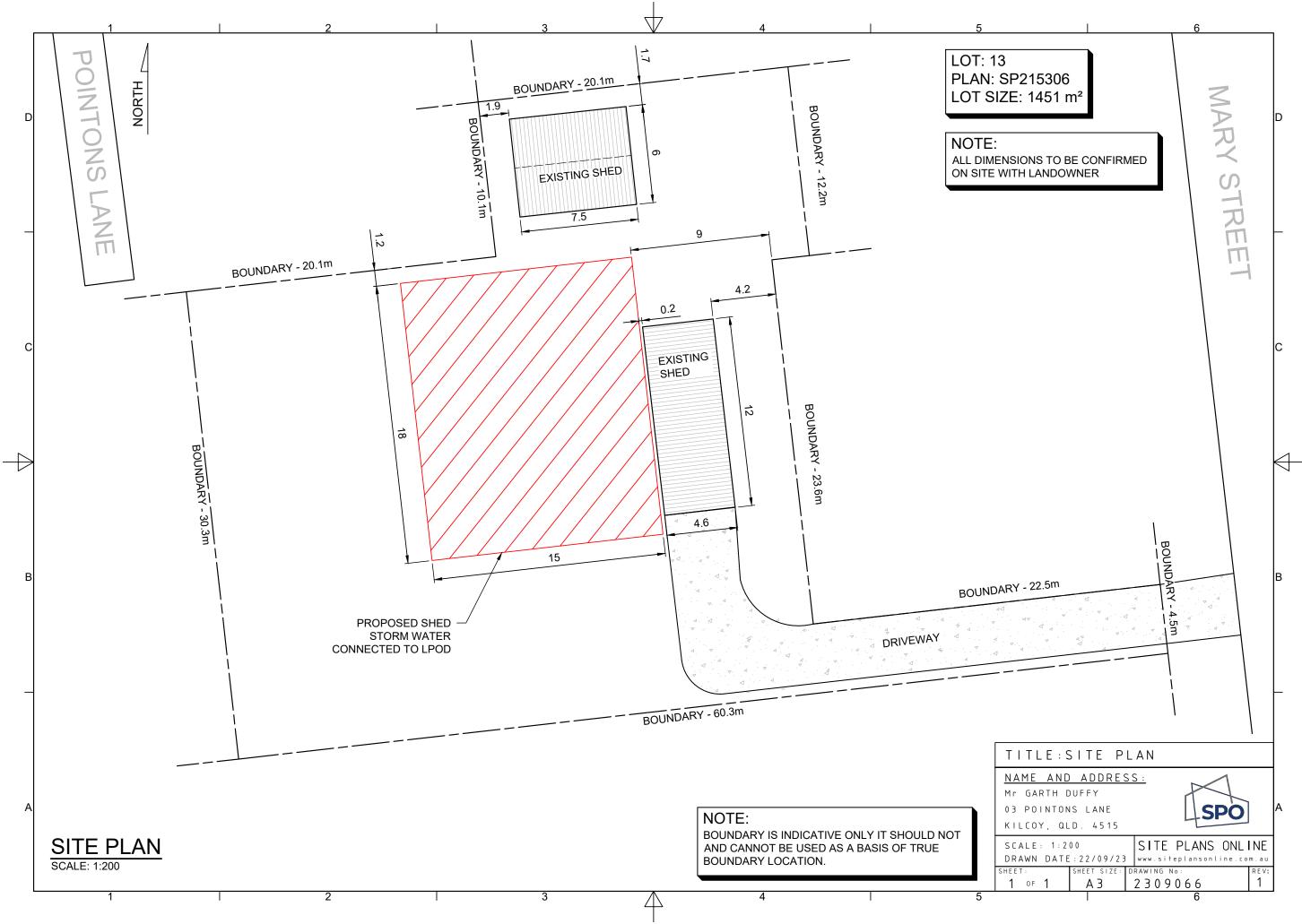
Hurley Consulting Engineers has been commissioned by Garth Duffy to prepare a Stormwater Management Plan for a new warehouse facility at 3 Pointons Lane, Kilcoy. The development will involve the construction of a new industrial shed as shown on the concept plans prepared by SPO and enclosed in **Appendix A**.

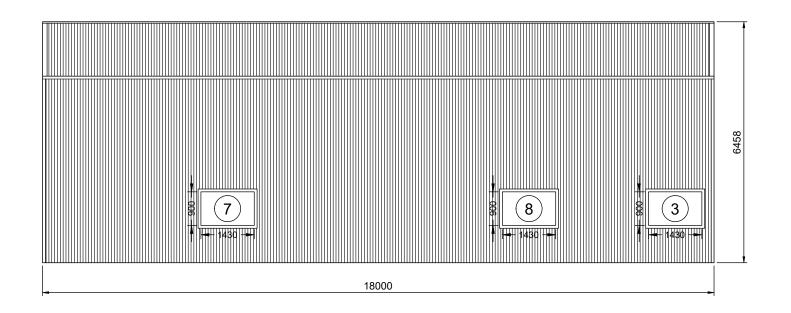
The site area is less than 2,500 square metres and therefore no water quality treatment requirements are triggered in accordance with State Planning Policy criteria.

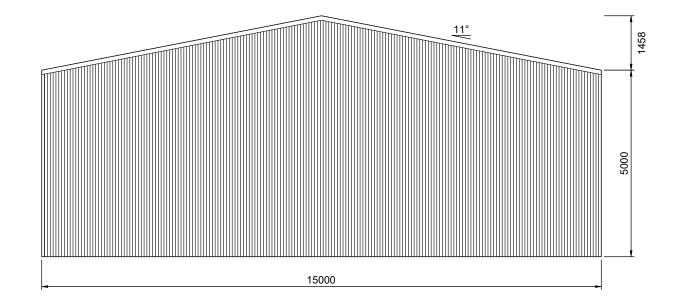
This report has reviewed stormwater drainage impacts to peak discharge rates associated with the proposed development. The development can comply with Somerset Regional Council, QUDM, DTMR and State Planning Policy requirements.

No stormwater drainage constraints have been identified that, in our opinion, would preclude approval of the proposed development with reasonable and relevant conditions.

## **Appendix A - Architectural Plans**

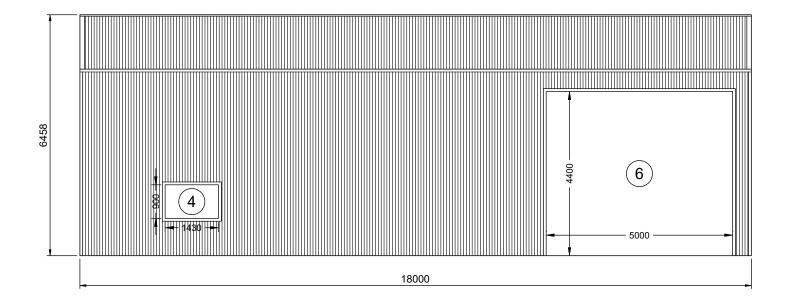






## LEFT ELEVATION

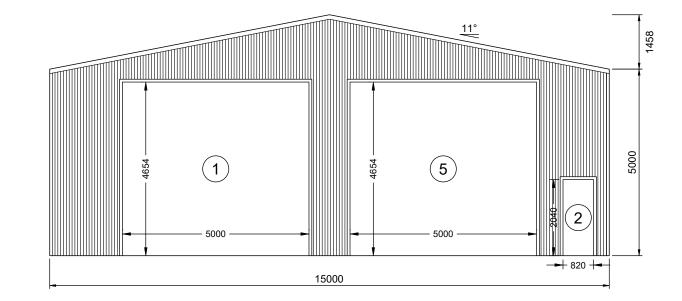
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**REAR ELEVATION** 

SCALE: 1:100

FRAME #4



## **RIGHT ELEVATION**

SCALE: 1:100

## **FRONT ELEVATION**

SCALE: 1:100

FRAME #1

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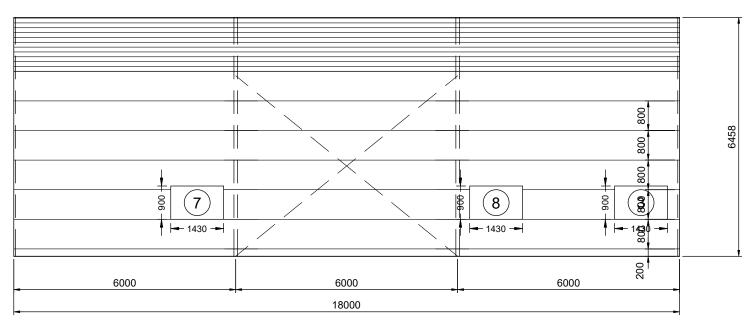
**CIVIL & STRUCTURAL ENGINEERS** COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO Bend MIEAust RPEng
RPEQ 15562 TBP PE003976 (VIC)

Signature: Date: 30.05.2023

Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 2 of 8



## LEFT ELEVATION

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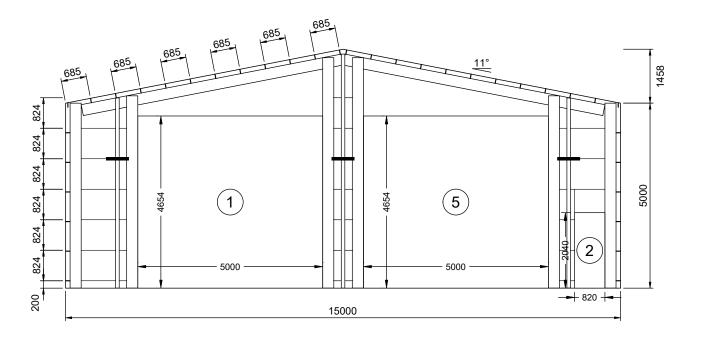
**RIGHT ELEVATION** 

824 200 15000

Notes: Main Building - Install first purlin at inner edge of haunch bracket, 717mm from outside of eave purlin.

**REAR ELEVATION** 3

SCALE: 1:100 FRAME #4



Notes: Main Building - Install first purlin at inner edge of haunch bracket, 717mm from outside of eave purlin.

FRONT ELEVATION

SCALE: 1:100 FRAME #1



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**CIVIL & STRUCTURAL ENGINEERS** 

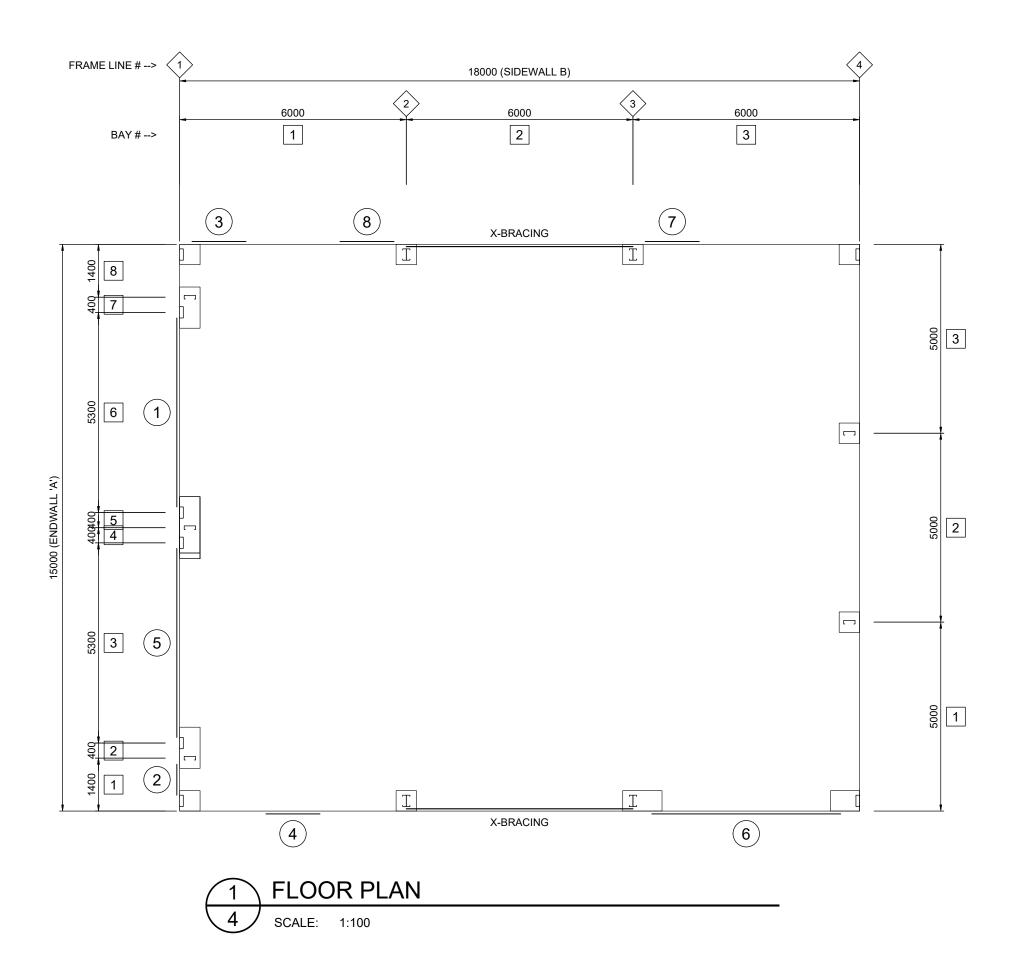
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CAMILO PINEDA MORENO Bend MIEAust RPEng RPEQ 15562 TBP PE003976 (VIC)



Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 3 of 8





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#### **CIVIL & STRUCTURAL ENGINEERS**

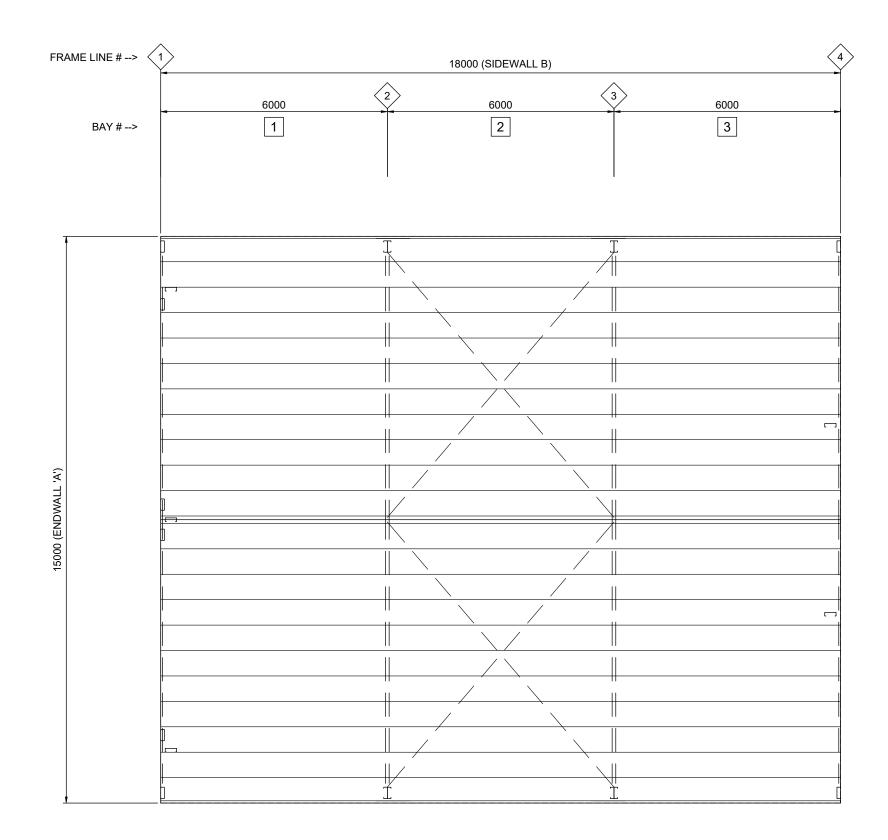
COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO

Signature: 30.05.2023

Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 4 of 8







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#### **CIVIL & STRUCTURAL ENGINEERS**

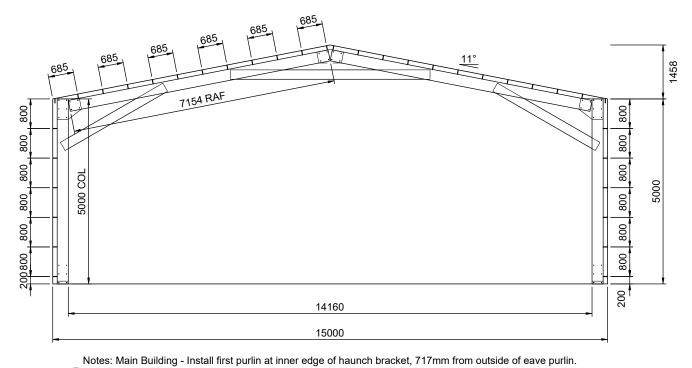
COMMERCIAL - INDUSTRIAL - RESIDENTIAL - FORENSIC - STEEL DETAILING

CAMILO PINEDA MORENO

Signature: 30.05.2023

Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

DATE 30-05-2023 JOB NO. 2921967875 SHEET 5 of 8

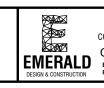


TYP. FRAME CROSS-SECTION

SCALE: 1:100 FRAMES 2, 3

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**CIVIL & STRUCTURAL ENGINEERS** 

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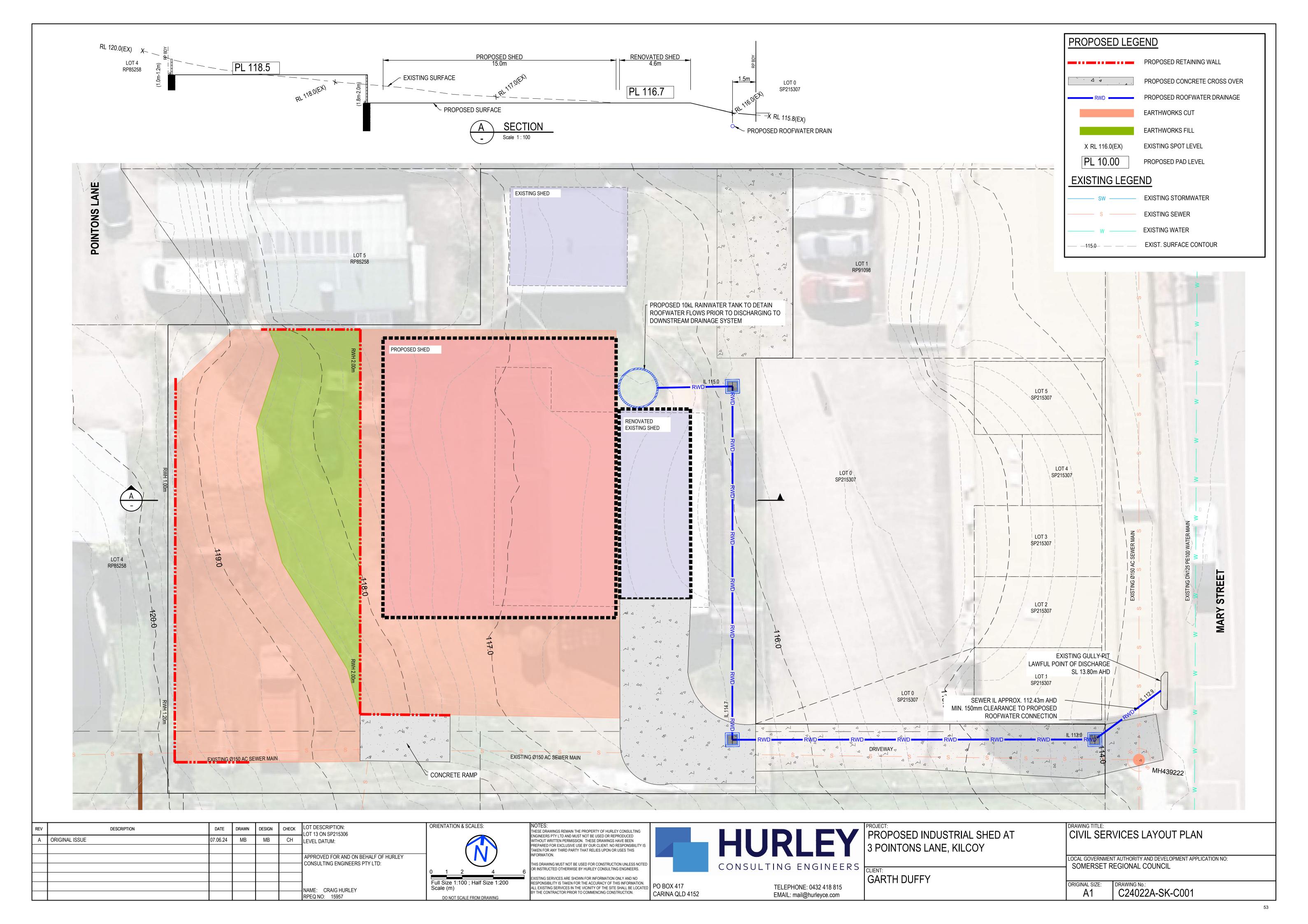
CAMILO PINEDA MORENO Bend MIEAust RPEng RPEQ 15562 TBP PE003976 (VIC)

Signature: Date: 30.05.2023

Customer Name: Garth Duffy Site Address: 3 Pointons Lane Kilcoy, QLD, 4515

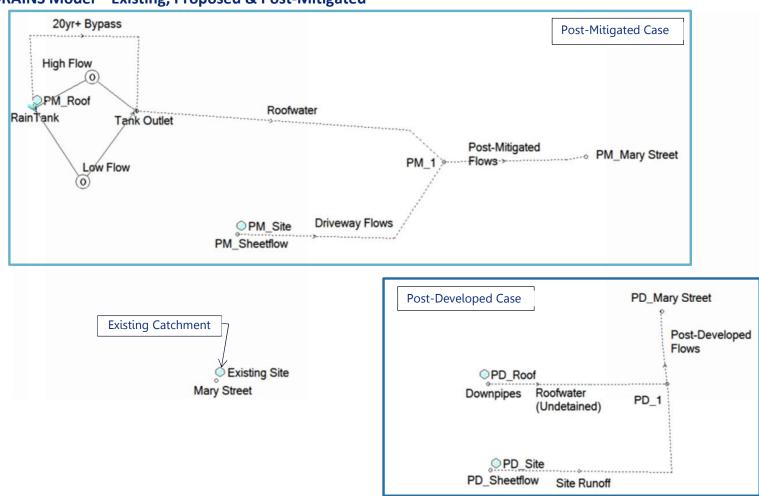
DATE 30-05-2023 JOB NO. 2921967875 SHEET 8 of 8

## **Appendix B - Concept Civil Plans**



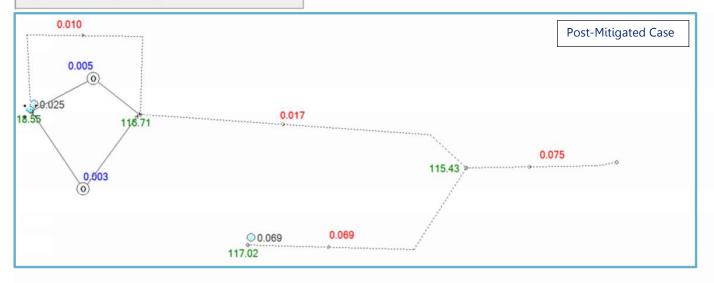


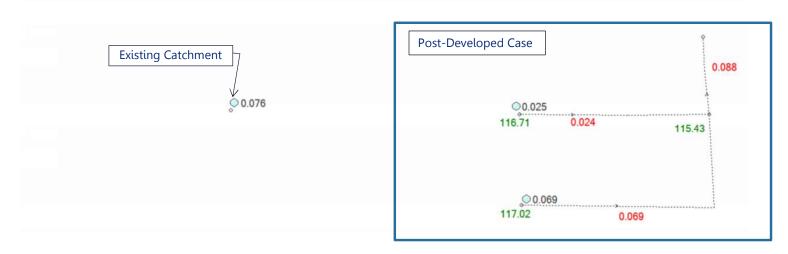
#### **DRAINS Model – Existing, Proposed & Post-Mitigated**

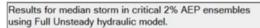


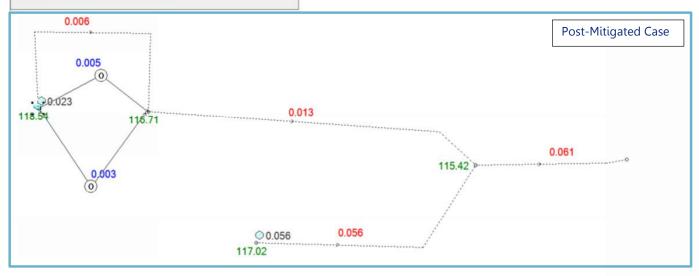
Stormwater Management Plan C24022AR001.docx 55

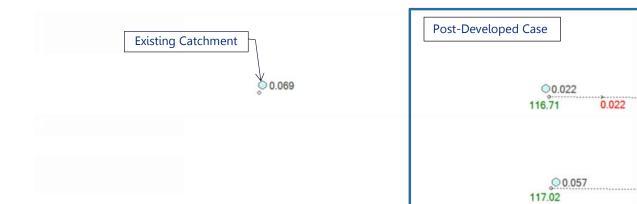
Results for median storm in critical 1% AEP ensembles using Full Unsteady hydraulic model.











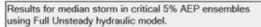
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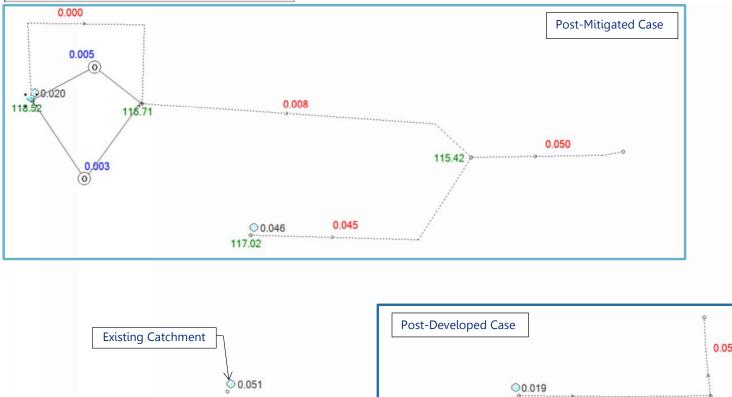
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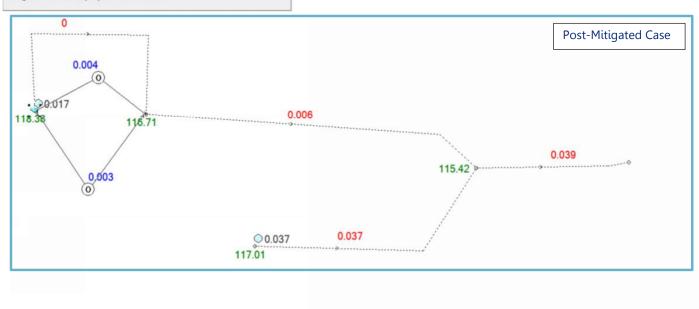


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Results for median storm in critical 10% AEP ensembles using Full Unsteady hydraulic model.

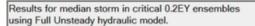


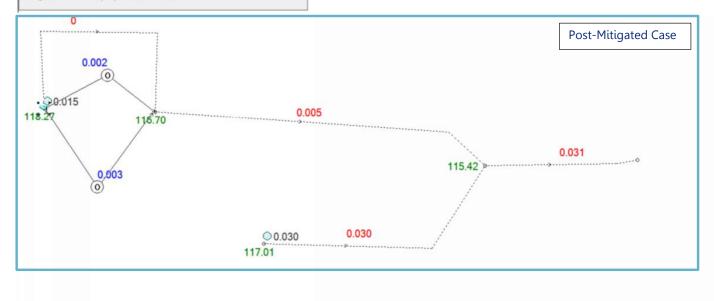


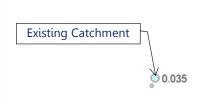
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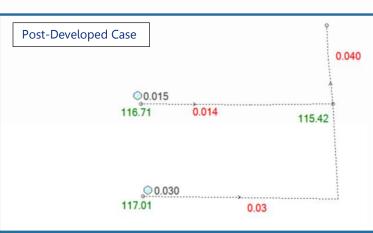
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#### **0.2EY Results**



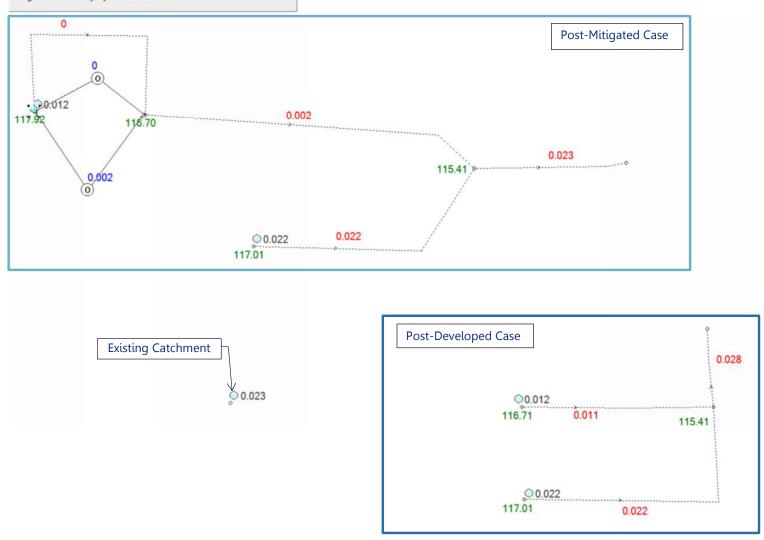






#### **0.5EY Results**

Results for median storm in critical 0.5EY ensembles using Full Unsteady hydraulic model.



Stormwater Management Plan C24022AR001.docx

61





Department of **Transport and Main Roads** 

22 July 2025

## Decision Notice – Permitted Road Access Location (s62(1) Transport Infrastructure Act 1994)

This is not an authorisation to commence work on a state-controlled road<sup>1</sup>

Development application reference number DA25669, lodged with Somerset Regional Council involves constructing or changing a vehicular access between Lot 13SP215306, the land the subject of the application, and Pointons Lane (a state-controlled road).

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

**Applicant Details** 

Name and address Garth Duffy C/- Veris

PO Box 1104 Milton QLD 4064

**Application Details** 

Address of Property 3 Pointons Lane, Kilcoy QLD 4515

Real Property Description 13SP215306

Aspect/s of Development Development Permit for Material Change of Use for For

Hardware and Trade Supply Store

Development Permit for Material Change of Use for For

Hardware and Trade Supply Store

#### Decision (given under section 67 of TIA)

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

No.	Conditions of Approval	Condition Timing					
Roa	Road Access Location						
A. G	A. General						
1	The Permitted Road Access Location is approximately approximate Longitude 152.565215 Latitude -26.944150	At all times.					

<sup>&</sup>lt;sup>1</sup> Please refer to the further approvals required under the heading 'Further approvals'

Telephone +61 07 5451 7055

Website www.tmr.qld.gov.au

North Coast IDAS@tm

 $\textbf{Email} \qquad \text{North.Coast.IDAS@tmr.qld.gov.au}$ 

ABN: 39 407 690 291

2 (a) Road Access Works comprising a modified IPWEA RSD102 general wide type A at the road access location referred to in of the use of the Ro	
part (a) of this condition) generally in accordance figure 2: Low-Cost Treatment options recommended prepared by L+R Engineers Managers Scientists, dated 5 June 2025, referenced B25059TL002_REVA and revision Rev A. to provide:  I. Provide Chevron Line marking II. Provide Stop Line III. Provide vehicle activated warning light IV. Provide 5km speed limit sign  (b) Design and construct the road access works, referred to in part (b) of this condition, in accordance with  I. the Department of Transport and Main Roads' Road Planning and Design Manual, 2nd Edition; II. the Department of Transport and Main Roads' Policies and Technical Specifications; III. the Department of Transport and Main Roads' Standard Drawings IPWEA RSD-102; and IV. relevant local government requirements.	ad o be

#### Reasons for the decision

The reasons for this decision are as follows:

- a) Vehicular access must not compromise safety of the users of the state-controlled road network.
- b) Vehicular access must be consistent with the functional requirements of the statecontrolled road.
- c) The safety of users of the state-controlled road network is the primary consideration for all works in a state-controlled road corridor.

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

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

- 1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
- 2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

#### Further information about the decision

- 1. In accordance with section 67(7) of TIA, this decision notice:
  - a) starts to have effect when the development approval has effect; and
  - b) stops having effect if the development approval lapses or is cancelled; and

- c) replaces any earlier decision made under section 62(1) in relation to the land.
- 2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
- 3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

#### **Further approvals**

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

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

If further information about this approval or any other related query is required, Ms Kirsty Simmonds, A/Senior Town Planner should be contacted by email at <a href="mailto:north.coast.IDAS@tmr.qld.gov.au">north.coast.IDAS@tmr.qld.gov.au</a> or on 07 5451 7055.

Yours sincerely edam.letter.signature Signatory.Name Signatory.Title

Attachments: Attachment A – Decision evidence and findings

Attachment B - Section 70 of TIA Attachment C - Appeal Provisions

Attachment D - Permitted Road Access Location Plan

#### Attachment A

#### **Decision Evidence and Findings**

Findings on material questions of fact:

- The objective of the *Transport Infrastructure Act 1994* (TIA) requires the establishment of a road regime that is safe and efficient.
- Section 62 of the TIA provides for the Chief Executive of the Department of Transport and Main Roads (the department) to make decisions about permitted road access locations between particular land and a state-controlled road.
- The development application seeks a development permit for a material change of use for Hardware and Trade Supply Store
- There is opportunity to access a local road from the proposed development, Pointons Lane, however it is unclear if this is a serviceable access for the site due to width and angle.
- Traffic Engineering response identified the development could safely implement Chevron Line marking to push exiting vehicle movements as far south as possible and maximise pedestrian sight lines.
- Further the Applicant proposed to install a vehicle activated warning light, stop line and stop sign.
- The applicant will require to relocate the PWD parking bay and install 'no stopping line marking' this is to maximise site lines for vehicles entering/ egressing.
- The Traffic Engineering response indicates that vehicles utilizing the site for the proposed development will be limited, with 4 vehicles expected at most to utilize it a day with most days having none.
- The site is expected to generate limited traffic, however there is concerns that the approval will allow for the site to be used as a warehouse in the future by a subsequent business which could generate higher traffic.
- The access is already constructed as wide as possible, however will be required to be maintained to a IPWEA RSD102 general wide type A standard
- The application material has sufficiently demonstrated that the proposed access arrangement, can be effectively implemented without significant impacts to the safety and efficiency of the state-controlled road network with the conditioned access location and standards.

Evidence or other material on which findings were based:

Title of Evidence	Prepared by	Date	Reference no.	Version/Issue
/ Material				
Transport	Queensland	Current as at	-	-
Infrastructure Act	Government	16 June 2025		
1994				

Planning Act 2016	Queensland	Current as at	_	_
J	Government	18 July 2025		
Vehicular access	Department of	January 2023	-	-
to state-controlled	Transport and			
roads policy	Main Roads			
Guide to Traffic	Department of	December	-	-
Impact	Transport and	2018		
Assessment	Main Roads			
Road Planning	Department of	-	-	2nd edition
and Design	Transport and			
Manual	Main Roads			
Queensland	Queensland	March 2025	-	-
Manual of Uniform	Government			
Traffic Control				
Devices				
Amended traffic	L+R Engineers	5 June 2025	B25059TL002_REVA	Rev A
Engineering	Managers			
Response	Scientists			

#### **Attachment B**

#### Section 70 of TIA

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

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

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
  - (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
  - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
  - (c) obtain any other access between the land and the road contrary to the decision; or
  - (d) use a road access location or road access works contrary to the decision; or
  - (e) contravene a condition stated in the decision; or
  - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
  - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

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

#### **Attachment C**

#### **Appeal Provisions**

Transport Infrastructure Act 1994 Chapter 16 General provisions

#### 485 Internal review of decisions

- (1) A person whose interests are affected by a decision described in schedule 3 (the *original decision*) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The Transport Planning and Coordination Act 1994, part 5, division 2—
  - (a) applies to the review; and
  - (b) provides—
    - (i) for the procedure for applying for the review and the way it is to be carried out; and
    - (ii) that the person may apply to QCAT to have the original decision stayed.

#### 485B Appeals against decisions

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The Transport Planning and Coordination Act 1994, part 5, division 3—
  - (a) applies to the appeal; and
  - (b) provides—
    - (i) for the procedure for the appeal and the way it is to be disposed of; and
    - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
  - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and

- (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.
- (5) The court may order—
  - (a) the appeals to be heard together or 1 immediately after the other; or
  - (b) 1 appeal to be stayed until the other is decided.
- (6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.
- (7) In this section—

original decision means a decision described in schedule 3.

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

#### 31 Applying for review

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if-
  - (a) the notice did not state the reasons for the original decision; and
  - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)

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

- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

#### 32 Stay of operation of original decision

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
  - (a) may be given on conditions the relevant entity considers appropriate; and
  - (b) operates for the period specified by the relevant entity; and
  - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.

- (8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.
- (9) In this section—

#### relevant entity means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

#### 35 Time for making appeals

- (1) A person may appeal against a reviewed decision only within—
  - (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
  - (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.
- (2) However, if-
  - (a) the decision notice did not state the reasons for the decision; and
  - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

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

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



Program Delivery and Operations North Coast Region / Maroochydore Office Floor 1, 50 Wises Road Buderim QLD 4556 PO Box 1600 Maroochydore QLD 4558 **Telephone** +61 07 5451 7055 **Website** www.tmr.qld.gov.au

Email North.Coast.IDAS@tmr.qld.gov.au

ABN: 39 407 690 291

# **Approved Access Works**



Figure 2: Low-Cost Treatment Options Recommended



SARA reference: 2501-44281 SRA

Council reference: DA25669 Applicant reference: 402961

23 July 2025

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

Attention: Ms Tanya O'Brien

Dear Ms O'Brien

# SARA referral agency response—3 Pointons Lane, Kilcoy

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 21 January 2025.

# Response

Outcome: Referral agency response – with conditions

Date of response: 23 July 2025

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 Hardware and

Trade Supply Store

SARA role: Referral agency

SARA trigger: Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning

Regulation 2017) – Development near a state transport corridor or that

is a future state transport corridor

SARA reference: 2501-44281 SRA

Assessment manager: Somerset Regional Council

Street address: 3 Pointons Lane, Kilcoy

Real property description: Lot 13 on SP215306

Applicant name: Garth Duffy c/- Veris Australia Pty Ltd

Applicant contact details: PO Box 1104

Milton QLD 4064 W.Miller@veris.com.au

State-controlled road access

permit:

This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the

details of the decision:

Approved

• Reference: TMR25-044775

Date: 22 July 2025

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at

North.Coast.IDAS@tmr.qld.gov.au

Human Rights Act 2019

considerations:

A consideration of the 23 fundamental human rights protected under the *Human Rights Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit

human rights.

# Representations

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

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

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

Yours sincerely

Kieran Hanna Manager (Planning)

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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 Garth Duffy c/- Veris Australia Pty Ltd, W.Miller@veris.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 material change of use for hardware and trade supply store Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) – Development near a state transport corridor or that is a future state transport corridor —The chief executive administering the Planning Act 2016 nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions: 1. (a) Road access is to be located generally in accordance with Site Plan prepared by Straight Line Theory Design, dated At all times 6 January 2025, reference DA-02, revision A as amended by SARA in red on 23 July 2025 (b) and (c) Prior to the (b) Provide and maintain a 'modified general wide type A (IPWEA commencement of use RSD102)' road access at the road access location referred to in part (a) of this condition which is generally in accordance with Figure 2: Low-Cost Treatment Options Recommended prepared by L+R Engineers Managers Scientists, dated 5 June 2025, referenced B25059TL002\_REVA, which recommends the following provisions are provided: (i) Provide Chevron Line marking (ii) Provide Stop Line marking (iii) Provide vehicle activated warning light (iv) Provide stop sign (v) Provide 5km speed limit sign (vi) Remove and relocate PWD Parking bay (vii) Provide yellow 'no stopping' line marking (c) Design and construct the road access works, referred to in part (b) of this condition, in accordance with (i) the Department of Transport and Main Roads' Road Planning and Design Manual, 2nd Edition (ii) the Department of Transport and Main Roads' Policies and Technical Specifications (iii) the Department of Transport and Main Roads' Standard Drawings IPWEA RSD-102 drawing; and (iv) relevant local government requirements (v) Manual of Uniform Traffic Control Devices (MUTCD) 2. At all times Stormwater management of the development must not cause worsening to the operating performance of the state-controlled road, such that any works on the land must not: (i) create any new discharge points for stormwater runoff onto the state-controlled road (ii) concentrate or increase the velocity of flows to statecontrolled road (iii) interfere with and/or cause damage to the existing

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

# Attachment 2—Advice to the applicant

#### **General advice**

1. Terms and phrases used in this document are defined in the *Planning Act 2016*, its regulation or the State Development Assessment Provisions (SDAP) (version 3.1). If a word remains undefined it has its ordinary meaning.

## 2. Advertising Devices

Advertising devices have the potential to cause unsafe distraction, glare or other nuisance to drivers, which affects safety on the sate-controlled road. Any proposed advertising devices are to be in accordance with the Department of Transport and Main Roads' *Roadside Advertising Manual 2017*. Any advertising device at this location:

- Must not exceed a maximum luminance of 350cd/m2
- Must be placed within the subject site, clear of the state-controlled road reserve (without overhang).
- Must not contain a variable message component.

Further information on the Department of Transport and Main Roads' *Roadside Advertising Manual 2017* can be found at the following link: <a href="https://www.tmr.qld.gov.au/Business-industry/Technical-standards-publications/Roadside-advertising-guide.aspx">https://www.tmr.qld.gov.au/Business-industry/Technical-standards-publications/Roadside-advertising-guide.aspx</a>

# 3. Road works approval

Under section 33 of the *Transport Infrastructure Act 1994*, written approval is required from the Department of Transport and Main Roads to carry out road works on a state-controlled road. Please contact the Department of Transport and Main Roads' on <a href="Morth.Coast.IDAS@tmr.qld.gov.au">North.Coast.IDAS@tmr.qld.gov.au</a> to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the Department of Transport and Main Roads' as soon as possible to ensure that gaining approval does not delay construction.

#### 4. Road Corridor Permit

An application for a Road Corridor Permit is required for any ancillary works and encroachments on the state-controlled road under section 50(2) and Schedule 6 of the *Transport Infrastructure Act 1994* and Part 5 and Schedule 1 of the *Transport Infrastructure (State-Controlled Roads) Regulation 2006*. An application for a Road Corridor Permit can be made via rcp.tmr.qld.gov.au. Ancillary works and encroachments include but are not limited to advertising signs or other advertising devices, paths or bikeways, buildings/shelters, vegetation clearing, landscaping and planting.

# 5. Public utility works and connection approval

The applicant is advised that if any works and/or connections are required to public utility services within a State-controlled road reserve, approval must be given by the Department of Transport and Main Roads under the relevant public utility legislation (electricity, water/sewer, telecommunication), and in accordance with TMR technical standards (TN163). Approvals must be obtained prior to commencing any utility works within the state-controlled road reserve. Please contact the public utility team via <a href="mailto:northcoast@tmr.qld.gov.au">northcoast@tmr.qld.gov.au</a> for further information on the application and approval process.

# Attachment 3—Reasons for referral agency response

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

#### The reasons for the SARA's decision are:

The development complies with State code 1: Development in a state-controlled road environment of the SDAP version 3.1, subject to conditions. Specifically, the development does not:

- increase the likelihood or frequency of accidents, fatalities, or serious injury for users of a statecontrolled road
- adversely impact the structural integrity or physical condition of state-controlled roads, road transport infrastructure, public passenger transport infrastructure or active transport infrastructure
- adversely impact the function efficiency of state-controlled roads or future state-controlled roads
- adversely impact the state's ability to plan, construct, maintain, upgrade or operate state-controlled roads, future state-controlled roads or road transport infrastructure
- significantly increase the cost to plan, construct, upgrade or maintain state-controlled roads, future state-controlled roads or road transport infrastructure

# Material used in the assessment of the application:

- the development application material and submitted plans
- Planning Act 2016
- Planning Regulation 2017
- the SDAP (version 3.1), 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

(page left intentionally blank)

# Attachment 5—Documents referenced in conditions

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# **Infrastructure Charges Notice**

Section 119(2) of the Planning Act 2016

To: Garth Duffy Date: [Insert Date]

C/- Veris PO Box 1104

PO Box 1104 Notice number: MILTON QLD 4064

Approval reference: DA25669

w.miller@veris.com.au

Attn: Will Miller

**Decision to give the**Somerset Regional Council has given this Infrastructure infrastructure charges notice
Charges Notice (ICN) as a result of the development imposing

additional demand on trunk infrastructure. Levied charges have been calculated in accordance with the applicable resolution and will be used to help fund the cost of trunk infrastructure identified in Council's local government

XXX

infrastructure plan.

Applicable resolution The decision to give this ICN was made under the Somerset

Regional Council Charges Resolution (No. 1) 2025.

Development approval to which levied charge applies

Approval reference: DA25669

Approval description: Development Permit for Material Change of Use for Hardware

and Trade supplies

Premises to which the levied charge applies

Site address: 3 Pointons Lane, Kilcoy Real property description: Lot 13 SP215306

Charge area: Charge Area A

Details of the levied charge

Local government trunk Transport network

infrastructure networks: Public parks and land for community facilities network

Current amount of the levied

charge:

\$17,820.00

Current amount of any offsets: Not applicable

Current amount of any refunds: Not applicable

Automatic increase of the levied

charge:

The levied charge in this notice is subject to automatic

increases, as described in section 5 of this notice.

When payment required: In accordance with section 122 of the *Planning Act 2016*.

Infrastructure Charges Notice No. XXX

Page 1 of 5



Details of how the levied charge, and any offsets or refunds, is worked out is provided in sections 2 and 4 of this notice.

# 1 Type of infrastructure charges notice

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

The decision to give this Infrastructure Charges Notice was made by Council's delegate on [Insert Date].

# 2 How the levied charge is worked out

Local government trunk infrastructure networks	This ICN states the levied charge for the local government trunk infrastructure networks, being:  (a) transport network;  (b) public parks and land for community facilities network.
Distribution notalism to unit	This ICNI does not include the levied of about a more black or water

Distributor-retailer trunk	This ICN does not include the levied charges payable for water
infrastructure networks	supply and sewerage networks to be levied by the Central SEQ
	Distributor-Retailer Authority (trading as Urban Utilities).

Details of the adopted charges			
Maximum adopted charge:	Maximum Adopted Charge 2025-2026		
Charges resolution:	Charges Resolution (No. 1) 2025		

The levied charge is calculated in accordance with section 3.1 of the Charges Resolution.

#### 2.1 Charges

Category	Description	Stage	Demand	Demand units	Charge rate	Amount
Commercial (bulk goods)	Hardware and Trade Supplies	1	325.20	m2 GFA	\$66.00	\$21,463.20
					Total charges	\$21,463.20

#### Notes

[1] The charge rate is the adopted charge identified in Table 2 (Adopted charges for residential development) and Table 3 (Adopted charges for non-residential development) of the Charges Resolution.

#### 2.2 Demand credit

Category	Description	Stage	Demand	Demand units	Charge rate	Amount
Commercial (bulk goods)	Hardware and Trade supplies	1	55.20	m2 GFA	\$66.00	\$3,643.20
				Total de	mand credits	\$3,643.20

#### Notes

[2] In accordance with Section 3.2 (4) b. of the Charges Resolution, a demand credit cannot exceed the adopted charge for the development.

Infrastructure Charges Notice No. XXX

Page 2 of 5



#### 2.3 Discounts

Relevant policy	Description	Stage	Discount available
No discounts identified	-	-	\$0.00
		Total discounts:	\$0.00

#### Notes

[3] In accordance with Section 3.3 of the Charges Resolution, the amount of a discount is to be worked out by the Council in accordance with its Infrastructure Charges Discount Policy or any other adopted policy or resolution of Council.

# 2.4 Current amount of the levied charge

	Total charges	Total demand credits	Total discounts	Current amount of the levied charge
	(A)	(B)	(C)	LC = A - B - C
ļ	\$21,463.20	\$3,643.20	\$0.00	\$17,820.00

#### Notes

- [4] In accordance with Section 3.1 of the Charges Resolution, the current amount of the levied charge cannot be less than zero.
- [5] The levied charge is subject to automatic increases, refer to section 5 of this notice.

## 3 Estimate of maximum amount that Council may charge

Council's Charges Resolution adopts charges that are less than the Council proportion of the maximum adopted charge, prescribed by the Queensland Government.

The estimated maximum amount that Council could charge is \$27,227.48.

Note—This information is provided for reference only and does not form part of the ICN.

#### 4 Details of any offset or refunds

No offsets or refunds are applicable.

# 5 Increase to levied charges (automatic increase)

The levied charge in this notice is subject to automatic increases.

The automatic increase of the levied charge is calculated as the increase from the day the charge is levied to the day the levied charge is paid using the PPI adjusted according to the 3 year moving average quarterly percentage change between financial quarters in accordance with Somerset Regional Council's Charges Resolution and the *Planning Act 2016*.

The amount of the automatic increase of the levied charge must not be more than the amount of the increase prescribed by the *Planning Act 2016*.

If an offset applies to this notice, the cost of the offset may be increased from the day the offset value is accepted by Council to the time of payment of the levied charge. This will be undertaken using the same method used to increase the levied charge.

Infrastructure Charges Notice No. XXX

Page 3 of 5



Payment date	In accordance with section 122 of the <i>Planning Act 2016</i> , the levied charge becomes payable –  (a) for reconfiguring a lot – when the local government that levied the charge approves a plan for the reconfiguration that, under the Land Title Act, is required to be given to the local government for approval; or  (b) for a material change of use – when the change happens; or  (c) for building work – when the final inspection certificate for the building work, or the certificate of classification for the building, is given under the Building Act; or  (d) for other development – as stated on this ICN.		
Making a payment	Before paying the levied charge to Somerset Regional Council, you must obtain a payment advice notice.		
	The payment advice notice can be obtained from Somerset Regional Council's Planning and Development Department via		
	Phone: (07) 5424 4000 (during office hours) Email: mail@somerset.qld.gov.au. Post: PO Box 117, Esk QLD 4312		
	The payment advice notice will detail the amount payable and the methods of payment available.		
Goods and services tax (GST)	The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2016</i> are GST exempt.		
7 Enquiries, representation	is and appeals		
Enquiries	Enquiries regarding this infrastructure charges notice should be directed to Somerset Regional Council, Planning and Development Department on:		
	Phone: (07) 5424 4000 (during office hours)		

Enquiries	Enquiries regarding this infrastructure charges notice should be directed to Somerset Regional Council, Planning and Development Department on:  Phone: (07) 5424 4000 (during office hours)	
	Email: mail@somerset.qld.gov.au. Post: PO Box 117, Esk QLD 4312	
Representations about this notice	his The person given this infrastructure charges notice may ma representations to Council within the relevant appeal period accordance with Chapter 4, part 2, subdivision 5 of the <i>Planning A</i> 2016.	
Appeal rights	In accordance with section 229(3) of the <i>Planning Act 2016</i> , a person may appeal against an ICN. The appeal must be started within 20 business days of this ICN being given.	
	Please refer to Chapter 6, Part 1 and Schedule 1 of the <i>Planning Act</i> 2016 for more information. An extract of your appeal rights is enclosed.	

Infrastructure Charges Notice No. XXX

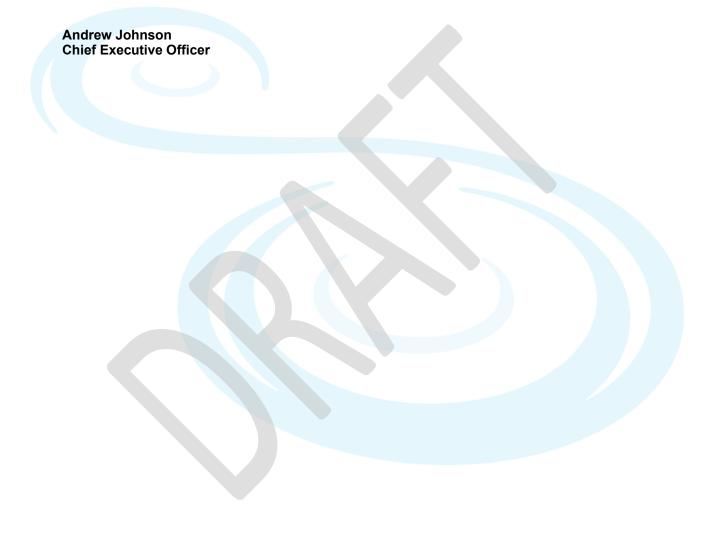
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# 8 Other details

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

Yours sincerely,



# **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:
  - 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
  - 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:
    - 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
    - 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
    - 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
  - 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
- 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;
    - 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	Column 1 Column 2 Column 3 Column 4							
Appellant	Respondent	Co-respondent (if any)	Co-respondent by election (if any)					
4 Infrastructure charge	s 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.								
infrastructure charges	The person given the infrastructure charges The local government that gave the infrastructure The local government that gave the infrastructure							
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: Tanya O'Brien, Planning Officer

Director: Luke Hannan, Director of Planning and Development

Date: 25 August 2025

Subject: Development Application No. 26163 - 75 Gardner Street, Toogoolawah

Development Application for a Development Permit for Material Change of

Use for Child Care Centre (72 places)

File No: DA26163 Action Officer: PO - TO

Assessment No: 02296-00000-000

# 1.0 APPLICATION SUMMARY

**Property details** 

Location: 75 Gardner Street, Toogoolawah

Real property description: Lot 1 RP7721 Site area: 2529m<sup>2</sup>

Current land use: Toogoolawah Apostolic Church

Easements/encumbrances: Nil identified

South East Queensland Regional Plan

Land use category: Urban footprint

Planning scheme details

Planning scheme Somerset Region Planning Scheme (Version 4.2)

Zone: Community facilities zone
Precinct: Not within a precinct
Desired settlement pattern: Not applicable

Overlays: OM6 Extractive resources overlay

OM8 High impact activities management area overlay

OM13 Stock route management overlay

**Application details** 

Owner details:

Proposal: Childcare Centre Category of assessment: Code assessment

Applicant details: Gemstone Industrial No. 1 Pty Ltd

C/- Innovative Planning Solutions

PO Box 1043

MAROOCHYDORE QLD 4558 Gemstone Industrial No 1 Pty Ltd

Date application received: 29 April 2025 Date application properly made: 13 May 2025

**Referrals** None required

Public notification Not required

#### RECOMMENDED DECISION

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



Source: State of Queensland (Department of Natural Resources and Mines, Manufacturing and Regional Development)

Locality Plan of Lot 1 RP7721 Situated at 75 Gardner Street, Toogoolawah

#### 2.0 PROPOSAL

This development application seeks approval for a Development Permit for Material Change of Use for Child Care Centre, on land at 75 Gardner Street, Toogoolawah, formally described as Lot 1 RP7721.

The proposal seeks to establish a new 72 place childcare on land previously utilised for the Toogoolawah Apostolic Church. The proposal involves a single storey building with a gross floor area of  $618m^2$  and maximum height of approximately seven metres above current ground level. The centre will contain five childcare rooms, various supporting rooms, and two outdoor play areas. The outdoor play areas are enclosed with acoustic barriers located on the north, east and western boundaries. All proposed acoustic barriers are two-metre-high fencing. The centre proposes to operate Monday to Friday 6.30am to 6.30pm.

The proposal provides for 17 new parking spaces, including the accessible parking space. The planning scheme requires the provision of 15 spaces for the childcare centre (including any accessible spaces).

The application was accompanied by technical reporting for acoustics, engineering services and traffic impact. Council officers engaged a suitably qualified consultant to peer review the acoustic report, whilst engineering services and traffic have been reviewed internally, and with the proposal complying with the relevant assessment criteria.

The application is made under Version 4.2 of the Somerset Region Planning Scheme (the planning scheme). The site is located within the Community Facilities zone. The application is required because the proposed child care centre requires the lodgement of a code assessable application. Childcare centres are considered a consistent use in the Community facilities zone.

## 3.0 SITE DETAILS

## 3.1 Description of the land

The site is a regular shaped allotment with frontage to Gardner Street at the eastern side boundary and Cressbrook Street at the front southern boundary. The site has previously been utilised as a Place of Worship and currently contains a church and associated amenities outbuilding.

Surrounding lots are also within the Community Facilities zone. The site is abutted by the Toogoolawah State School and the Brisbane Valley Rail Trail. The site is flat with a slight slope to the west. The site currently contains an existing crossover on Cressbrook Street.

#### 3.2 Connection to electricity and telecommunications

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

#### 4.0 PLANNING LEGISLATION

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

#### 5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

# 5.1 State Planning Policy 2017

The State Planning Policy 2017 (SPP) came into effect on 3 July 2017 and is not identified as being reflected in the Somerset Region Planning Scheme. The application requires an assessment against the assessment benchmarks contained within Part E, and Council must have regard to each of the State Interests within the SPP, to the extent relevant to the application.

The application has been assessed against the assessment benchmarks and relevant state interests and the proposal is considered to comply (to the extent relevant).

# 5.2 South East Queensland Regional Plan

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

#### 5.3 Schedule 10 of the *Planning Regulation 2017*

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

The proposal:

- (g) does not impact on any regulated vegetation;
- (h) does not impact on any koala habitat areas;
- (i) is not located within a koala priority area;
- (j) is not located in proximity to a Queensland heritage place or local heritage place;
- (k) is not on land designated for infrastructure;
- (I) does not involve any environmentally relevant activities.

## 5.4 Temporary local planning instruments

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

# 5.5 Variation approvals

The property is not benefitted by any variation approvals.

# 5.6 Somerset Region Planning Scheme (Version 4.2)

# 5.6.1 Relevant assessment benchmarks from the planning scheme

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

- (h) 6.2.2 Community facilities zone code;
- (i) 7.2.6 Extractive resources overlay code;
- (j) 7.2.8 High impact activities management area overlay code;
- (k) 7.2.13 Stock route management overlay code;
- (I) 8.2.5 Community activities code;
- (m) 8.3.5 Services works and infrastructure code; and
- (n) 8.3.6 Transport access and parking code.

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

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

Additionally, the site is mapped within the OM12 Stock route management overlay however the overlay does not apply to development within an urban area.

#### 5.6.2 Strategic framework assessment

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

# 5.6.3 Code compliance summary

The assessment below identifies how the development proposal achieves the relevant assessment benchmarks from the planning scheme (other than the strategic framework) and the proposal seeks an alternative outcome:

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

Relevant code	Compliance with overall outcomes	Performance outcomes
Community facilities zone code	Yes	PO2
Community activities code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO7
Relevant overlay code	Compliance with overall outcomes	Performance outcomes
Extractive resources overlay code	Yes	No alternative outcomes proposed

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

# 5.6.4 Performance outcome assessment

**Community Facilities Zone Code** 

Community : dominos zono codo		
Performance outcome	Acceptable outcome	
Building setbacks		
PO2	AO2.1	
Building setbacks:	Buildings and structures are setback a	
(a) maintain a coherent streetscape;	minimum 6 metres from the primary street	
	frontage of the site.	

Performance outcome	Acceptable outcome
(b) make efficient use of the site for access, car parking and servicing requirements; and (c) manage potential adverse impacts on	AO2.2 Buildings and structures are setback 2.5 metres from each side boundary of the site.
the amenity enjoyed by <i>adjoining</i> premises.	AO2.3 Buildings and structures are setback 3 metres from the rear boundary of the site.
	Where the site adjoins the General residential zone (excluding the Park residential precinct):
	AO2.4 Buildings and structures are setback 3 metres from the common boundary.
	AO2.5 Car parking and servicing areas incorporate a minimum 2 metre wide landscaped buffer to the common boundary.
Dramagal	

#### **Proposal**

The proposal does not comply with AO2.2 as the building will be setback 1.5m from the western side boundary in lieu of 2.5m as identified by the code.

#### Alternative outcome assessment

The proposed reduced setback to the western boundary is consistent with the existing streetscape along Cressbrook Street. The built form of the development has been orientated to make use of the existing access point from Cressbrook Street.

The entry/exit from Cressbrook Street is proposed to be reconstructed with the inclusion of a separate exit only onto Gardner Street. Pedestrian access will be provided from the existing footpaths along Cressbrook and Gardner Street.

The impact of the proposed development on the amenity of the surrounding residents will be reduced by the separation of the development to the existing residential properties and incorporates appropriate acoustic attenuation measures and landscaping to all site boundaries.

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

Transport, access and parking code

Performance outcome	Acceptable outcome	
Car parking locations and treatments		
P07	A07.1	
Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.	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.	

#### **Proposal**

The proposed development does not comply with AO7.1 as the car parking area is located in front of the building in lieu of the carpark being located behind or within a building as identified by the code.

## Alternative outcome assessment

#### Performance outcome

#### Acceptable outcome

The potential impacts of the carpark location are reduced by incorporating appropriate acoustic attenuation measures and landscaping to all site boundaries. Amenity impacts are further minimised by the site's separation from existing residential properties.

The building has incorporated design elements which are likely to enhance the streetscape and not adversely impact on the intended character of the zone. It is recommended that the alternative outcome be accepted in this instance.

#### 5.6.5 Overall outcome assessment

The proposal did not involve any alternative outcomes to the performance or acceptable outcomes. As such, an assessment of the overall outcomes was not required.

## 5.7 Local government infrastructure plan

# 5.7.1 Priority infrastructure area

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

## 5.7.2 Infrastructure charges

The proposed development is for Childcare Centre, which is identified as being a Educational Establishment under *Somerset Regional Council Charges Resolution (No. 1) 2025.* The land is within Charge Area B for determining the relevant adopted charges.

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

#### 5.7.3 Trunk infrastructure requirements

# 5.7.3.1 Drinking water and wastewater networks

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

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

#### 5.7.3.2 Stormwater network

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

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

#### 5.7.3.3 Public parks and community land network

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

## 5.7.3.4 Transport network

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

#### 6.0 REFERRAL

## 6.1 Referral agencies

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

## 6.2 Third party advice

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

#### 7.0 PUBLIC NOTIFICATION

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

#### 8.0 OTHER RELEVANT MATTERS

There are no other relevant matters applicable for code assessment.

#### 9.0 REASONS FOR RECOMMENDED DECISION

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

- (c) consistent with the intent of the Somerset Region Planning Scheme (Version 4.2); and
- (d) achieving the outcomes identified in the applicable assessment benchmarks for which the application was required to be assessed.

The officer recommendation is therefore to approve the development application, subject to the recommended development conditions.

Should Council decide to refuse the development application, or make substantive changes to the recommended development conditions, Council must provide reasons for the decision to satisfy section 63(5) of the *Planning Act 2016*.

#### 10.0 CONCLUSION

The proposed development is for 72 place Childcare Centre within the Community Facilities zone. The proposal has demonstrated compliance with the relevant assessment benchmarks as outlined in this assessment.

Having undertaken the assessment, and considered the relevant matters identified within the report, the officer's recommendation is to approve the application.

## 11.0 ATTACHMENT

- 1. Proposal plans
- 2. Statement of landscaping intent
- 3. Noise impact assessment report
- 4. Engineering Services report
- 5. Transport impact assessment report
- 6. Draft infrastructure charges notice

#### RECOMMENDATION

#### THAT Council:

- approve Development Application No. 26163 for a Development Permit for Material Change of Use for Child Care Centre (72 places) on land situated at 75 Gardner Street, Toogoolawah, formally described as Lot 1 RP7721, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
- 2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

#### **SCHEDULE 1—GENERAL**

Asses	ssment Manager	
No.	Condition	Timing
	ERAL	
1.1	Undertake the development generally in accordance with the material contained in the application, supporting documentation, and the approved plans and documents listed below (including where amended by Council), except as amended by these development conditions.  Site Plan, drawn by Raymond Design, reference RD24017 Issue A, Sheet 04, dated 9 April 2025  Floor Plan, drawn by Raymond Design, reference RD24017 Issue A, Sheet 04, dated 9 April 2025  Elevations, drawn by Raymond Design, reference RD24017 Issue A, Sheet 06, dated 9 April 2025  Statement of Landscaping Intent, prepared by Zone Landscape Architecture, reference L25041 rev. B, dated 7 April 2025.  Engineering Services Report, prepared by QLD Orion Group, reference Q25-0013-ESR O1 Rev A, dated April 2025  Traffic Impact Assessment, prepared by Premise, reference P003039-R01 Rev.B, dated 9 July 2025  Acoustic Report – Proposed Child Care Centre – 75 Gardner Street, Toogoolawah, prepared by Acoustic Works, reference Report No. 2025105 R02C 75 Gardner Street Toogoolawah ENV.doc, and dated 4 August 2025.	At all times.
	ENV.doc, and dated 4 August 2025.	
1.2	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.3	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection by site workers and Council officers.	At all times during construction and operation phases.
1.4	All development conditions of this Development Approval must be complied with at no cost to, and free of compensation from, Council, unless stated otherwise in any specific development condition.	At all times.
4 -	The development is to accomin and at-	An indicated
1.5	The development is to occur in one stage.	As indicated.
USF	OF PREMISES – CENTRE AND COMMUNITY ACTVITIES	<u> </u>
1.6	Unless otherwise approved by Council, provide the development in accordance with the following:  (a) Childcare centre—618m² gross floor area.	At the commencement of the use.
1.7	The maximum number of places at the childcare centre is 72.	At all times.
1.8	Submit to and obtain approval from Council, a schedule of colours, materials and finishes that achieves the following:  (a) is generally in accordance with the materials listed in the approved plans;  (b) uses colours that balance contemporary development with traditional tones present in the streetscape.	Prior to obtaining any development permit for building works.

1.9	Construct the development in accordance with the approved colours, materials and finishes, unless otherwise approved by Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.10	The building and structures must be constructed of robust materials that are graffiti resistant. Any graffiti on buildings, structures, or fences on the subject land visible from public viewing locations must be removed within 24 hours or upon direction by Council.	At all times.
1.11	Building height must not exceed 8.5 metres above ground level.	At all times.
1.12	Install street numbering and any building name at the road frontage of the site, to enable identification by emergency services.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.13	Protect all landscaped areas and pedestrian paths adjoining any car parking areas from vehicular encroachment by wheel stops or kerbing barrier approved by Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.14	Screen loading/unloading facilities, plant areas, refuse storage and other outdoor storage facilities on the site from direct view from any adjoining road or public space.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.15	Locate rainwater tanks, hot water tanks, gas bottles and air conditioners in the rear or side setbacks (including generally as shown on the approved plans) and include screening (e.g. fencing or landscaping) from view from any road frontage.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.16	The refuse storage area is to be:  (a) located no less than 1.5 metres from the side boundary;  (b) oriented so that access to the bins occurs from inside the lot (i.e. not directly to the street);  (c) enclosed on three sides with walls having a minimum height of 0.2 metres above the refuse receptacles;  (d) have a gate or other means of enclosure to prevent access outside hours; and  (e) completed with:  (i) colours and materials that match the external facades of the main building; or	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.

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	<ul><li>(ii) a mural, painting, or other public art opportunity; or</li><li>(iii) another colour material or finish approved by Council.</li></ul>	
1.17	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.18	Unless otherwise approved by Council, the colours, patterns, and finishes for the acoustic fencing adjoining the Brisbane Valley Rail Trail is to be in accordance with an operational works approval for landscaping works.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.19	Any graffiti within the proposed development must be removed immediately.	At all times.
1.20	All plant and air conditioning is to be visually screened from the street.	At all times.
	ICES AND CONNECTIONS	I Delevis and the least of the
1.21	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the Central SEQ Distributor-Retailer Authority, trading as Urban Utilities.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.22	Provide written evidence (e.g. connection certificate) from Urban Utilities that the connection to the reticulated networks are available and that all requirements of Urban Utilities have been satisfied.	Prior to the commencement of the use.
1.23	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.  The connection must be underground, unless the connection can be made via an existing overhead connection with no additional service or property poles.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.24	Provide written evidence (e.g. certificate of supply or agreement) from the relevant service provider that the development has been connected to the reticulated networks, connection is available at a standard connection, or has a current supply agreement.	Prior to the commencement of the use.
1.25	Remove any services made redundant as a result of the development and reinstate the land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.

	SCHEDULE 2—ENGINEERING		
	Assessment Manager		
No.	Condition	Timing	
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, clearing and stormwater drainage required as stated in the following conditions.	Prior to commencing any site works, building works or operational works.	
2.2	All works are to be designed and constructed in accordance with the requirements of the Somerset Region Planning Scheme.	At all times.	
2.3	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	At all times.	
2.4	It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including:  • Plans and specifications must be prepared and certified with the Operational Work application.  • Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements.	As part of the operational works application.	
2.5	Complete all operational work associated with this Development Approval, including work required by any of the development conditions. Such operational work must be carried out in accordance with the approved plans and documents or, if requiring a further approval from the Council, in accordance with the relevant further approval(s).	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.	
	DOGA PINIO		
2.6	All entry statements, fences, batters, retaining walls and buffer/screen plantings must be located entirely within private land and not within the public road reserve.	At all times.	
2.7	The development site must be landscaped, generally in accordance with the Statement of Landscaping Intent.  The works must be undertaken in accordance with an operational works approval.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.	
2.8	The developer must submit to Council for approval, a Landscape Plan for all landscaping associated with the development.  The plan must be prepared by a suitably qualified and experienced Landscape Architect, horticulturist, or other person experienced in landscape design and construction. The Landscape Plan must address the performance criteria listed below:	As part of Operational works for Landscaping Works Application and maintained at all times.	
	Comply with the Somerset Region Planning Scheme.		

- To enhance the appearance of the development internally and externally.
- To make a positive contribution to the streetscape;
- To screen unsightly objects from public view;
- To contribute to an environment by providing shade to reduce glare, heat absorption and radiation;
- To ensure common areas are useable;
- To provide long term erosion protection;
- To integrate with existing vegetation and other natural features of the site and adjoining lands; and
- To provide adequate vehicle sightlines and road safety.

#### The Landscape Plan must also detail:

- The typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on site:
- The number and size of plants;
- The typical planting detail including preparation, backfill, staking and mulching.
- The developer must prepare and landscape the site in accordance with the approved Landscape Plan, or as otherwise approved in writing by the Engineering Services Manager. Any amendments approved by the Engineering Services Manager are taken to be a part of the approved Landscape Plan.
- All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development works and any ensuing defects liability period.
- Apart from declared weeds and pests, trees, shrubs and landscaped areas currently existing on the subject land must be retained where possible and action taken to minimize disturbance during construction work.
- Landscaping provided within the front boundary setback of the subject land and around car parking areas within the subject land must allow visibility into the site by:
  - Using trees which have a clean trunk height of at least 1.8 metres (at maturity);
  - Using shrubs with a maximum height of 0.75 metres, in order to retain sight lines;
- A minimum of 70% of landscaped areas must be retained as a permeable surface.

Landscape areas must be maintained, and the site must remain in a clean and tidy state at all times.

EART	EARTHWORKS		
2.9	All earthworks to be constructed in accordance with AS3798. Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.	
2.10	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.	

2.11	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
VEHI	CLE ACCESS	
2.12	All vehicular access shall provide convenient and safe access and egress from the site in accordance with Somerset Region Planning Scheme.	At all times.
2.13	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Somerset Region Planning Scheme. Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.14	Make an Access Application to Council and pay the required fees where an application involves works required as stated in the conditions.	Prior to Commencement of Access works.
2.15	All vehicles shall enter and leave the site in a forward gear	At all times.
2.16	All manoeuvring areas shall enable access to a Class 4 vehicle in accordance with <i>Austroads</i> Standards.	As part of Operational Works.
PARK	 (ING AND MANEOUVERING	
2.17	Provide on-site car parking for minimum 15 vehicles, including any required spaces for disabled persons in accordance with Somerset Region Planning Scheme.	As part of Operational Works Application.
	All car parking and circulation areas to be provided with sealed surface, line marking and be designed in accordance with AS2890 and Somerset Region Planning Scheme.	
2.18	All manoeuvring areas shall enable access to a class 4 service design vehicle in accordance with <i>Austroads</i> design manual and Australian Standard AS:2890.	As part of Operational Works Application.
2.19	All pedestrian pathways shall be:  (a) finished with alternative colours or patterns to vehicle manoeuvring areas; and  (b) appropriately marked and signposted where they cross internal driveways.	As part of Operational Works Application.
2.20	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete or bitumen in accordance with Australian Standards.	At all times.
2.21	Service vehicles must stand entirely within the site while unloading and loading.	At all times.
STOR	 RMWATER	
2.22	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.

2.23	Stormwater drainage and flows are to have no increase in peak discharge immediately downstream of this development for a selected range of storm durations, and a selected range of AEP's up to the defined flood event.	At all times.
2.24	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.25	Stormwater drainage and flows are to have no increase in flood levels on adjoining land that may damage or adversely affect the value or potential use of the land.	At all times.
2.26	Design and construction of all stormwater drainage works must comply with the relevant section/s of the Queensland Urban Drainage Manual (QUDM) and the Somerset Region Planning Scheme.	As part of Operational Works Application.
2.27	Submit a Site Based Stormwater Management Plan (SBSMP) prepared by a Registered Professional Engineer Queensland (RPEQ), which generally conforms to the approved development plan/s and Somerset Region Planning Scheme.	As part of the lodgement of the Operational Works application.
	<ul> <li>Quantity and quality of stormwater to be released from the development;</li> <li>All sources of potential contamination (including but not limited to the actual and potential release of all contaminants;</li> <li>The potential impact of these sources;</li> <li>Impact of the release of stormwater from the development on the quality and integrity of the receiving environment;</li> <li>Measures to be implemented to prevent the likelihood of stormwater contamination; and</li> <li>Maintenance schedule.</li> </ul>	
2.28	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	At all times.
2.29	Containments or contaminated water must not be directly or indirectly released from the Premises to surface water or groundwater at or outside the premises except for:  (a) uncontaminated overland stormwater flow; or (b) uncontaminated stormwater to the stormwater system.	At all times.
STOR	MWATER RE-USE	
2.30	The development must incorporate a stormwater re-use system utilizing stormwater detention structures and/or tanks to ensure water is re-used throughout the site to supply amenities, facilities and landscaping areas and the like.	Prior to commencement of use.
EROS	SION AND SEDIMENT CONTROL	

	RAL HEALTH	ı ımmıy
Assessment Manager  No. Condition Timing		
	DULE 3—ENVIRONMENTAL HEALTH	
	the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.	
	disposed of by:  i) Milling;  ii) Chipping and/or mulching  iii) Disposal at an approved waste disposal facility.  No incineration of vegetation or waste will be permitted at	
2.36	Where vegetation is removed, the vegetation waste shall be	At all times.
2.35	All declared weeds and pests are to be removed from the subject land and kept clear of such nuisance varieties during the course of operations.  Note: The General Biodiversity Obligation under the Biosecurity Act 2014 applies to the control of weed species.	At all times.
2.34	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times.
2.33	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). (or implement one provided) Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary, and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the Operational Works application.
2.32	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times.
	Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.	
	<ul><li>Be required to install additional measures.</li><li>Be responsible for the restoration work.</li></ul>	
2.31	Erosion and sedimentation controls shall be implemented in accordance with current IECA best practice, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:	At all times.

3.1	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.
3.2	No change, replacement or operation of any plant or equipment is permitted if the change, replacement or operation of the plant or equipment increases, or is likely to substantially increase, the risk of environmental harm.	At all times.
3.3	The approved use shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit, oil or otherwise.	At all times.
3.4	The approved hours of operation for the childcare centre are 6.30am to 6.30pm Monday to Friday.	At all times.
	LIGHTING	
3.5	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development approval relates	At all times.
	NOISE	
3.6	Unless otherwise required by the conditions of this approval, the approved development must be operated in accordance with the Approved Acoustic Report titled <i>Proposed Childcare Centre 75 Gardner Street Toogoolawah Acoustic Report</i> dated 4 August 2025 prepared by Acoustic Works.	At all times.
3.7	Acoustic barriers must be constructed in accordance with section 8.2.2 Scenario 2 of the approved acoustic report prepared by Acoustic Works Acoustic barriers must be constructed using materials that achieve a minimum surface density of 10kg/m².	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
3.8	Provide certification from a suitably qualified acoustic consultant that the acoustic barriers have been installed in accordance with the specifications of Condition 3.7 above and the approved acoustic report prepared by Acoustic Works.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
3.9	Time-varying noise from the approved development must be limited such that the A-weighted noise level, L <sub>Aeq,adj,T</sub> , when measured at any affected noise sensitive place must not exceed:  (a) the background noise level + 5dBA for daytime hours (7am to 6pm);  (b) the background noise level + 5dBA for evening hours (6pm to 10pm);  (c) the background noise level + 5dBA for night time hours (10pm to 7am); or  (d) the noise limits specified in Table A, whichever is	At all times.

	greater.		
	Table A: Noise Limits I		
	Period	Noise Limit L <sub>Aeq,T</sub> dBA	
	Day (7am - 6pm)	51	
	Evening (6pm – 10pm)	52	
	Night (10pm - 7am)	43	
3.10	Component (continuous approved development weighted noise level, L <sub>A</sub> noise sensitive place musics (a) the background of hours (7am to 6pt (b) the background of hours (6pm to 10 (c) the background of hours (10pm to 7 (d) the noise limits standard of the place of the limits of the l	At all times.	
	Table B: Noise Limits I		
	Period	Noise Limit L <sub>A90,T</sub> dBA	
	Day (7am - 6pm)	46	
	Evening (7am – 6pm)	47	
	Night (10pm - 7am)	38	
3.11	Provide certification from a suitably qualified acoustic consultant, that the selection, siting and installation of mechanical plant is in accordance with, and meets the noise limits contained in, the approved acoustic report prepared by Acoustic Works.		Upon establishment of the use.
3.12	Outdoor play must be lin 7am and 6pm.	nited to the daytime period, between	At all times.
3.13	Deliveries and waste coll period, between 7am an	ection must be limited to the daytime d 6pm.	At all times.
3.14	The western façade wind closed while in use.	dows of Activity Room 5 are to be	At all times.
	WATER		
3.15			At all times.
	WASTE		
3.16	All waste generated	as part of the operation of the wfully reused, recycled or removed ully accept the waste.	At all times.

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3.17	All general waste produced as part of the operation of the development must be disposed of through either:  • The number of standard waste services as determined by Council; or  • A private agreement with a licensed waste disposal contractor through an exemption granted by Council.	At all times.
3.18	All reasonable and practicable measures must be taken to ensure the waste storage area is kept to a standard of cleanliness where there is no accumulation of;  • waste, except in waste containers;  • recycled matter, except in containers;  • grease, or  • other visible matter.	At all times.
	DULE 5—INTERPRETATION AND ADVICE	
No.	ssment Manager Note	
	RPRETATION	
5.1	Notes contained within a development condition are part of the	e condition.
	Interpretation notes in this schedule form part the development	
	Advice notes contained within a development condition are no are provided for additional guidance specific to the condition.	ot part of the condition and
	Advice statements contained within this schedule are provide	d for guidance about the
	development. Advice statements are not exhaustive and are	
	in meeting their obligations under other instruments.	
5.2	Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".	
5.3	Where the timing in a development condition requires compliance "prior to obtaining any development permit for building works or operational works" and no development permit is required for the relevant works, the timing in the condition is taken to require compliance "prior to carrying out any site works, building works, or operational works".	
5.4	Where the timing in a development condition requires compliance "prior to obtaining a development permit for building works" or "prior to obtaining a development permit for operational works" and no development permit is required for the relevant works, the timing in the condition is taken to require compliance "prior to carrying out any building works" or "prior to carrying out any operational works" respectively.	
5.5	Where the timing in a development condition requires compliant development permit for building works", and the development this requirement does not apply to a development permit that	is not on a Heritage Place,
5.6	A reference within a development condition to a "Certificate o "Interim Certificate of Occupancy". Where a Certificate of Occupancy reference is taken to be a "Final Inspection Certificate" or any finalising the works.	cupancy is not required, the
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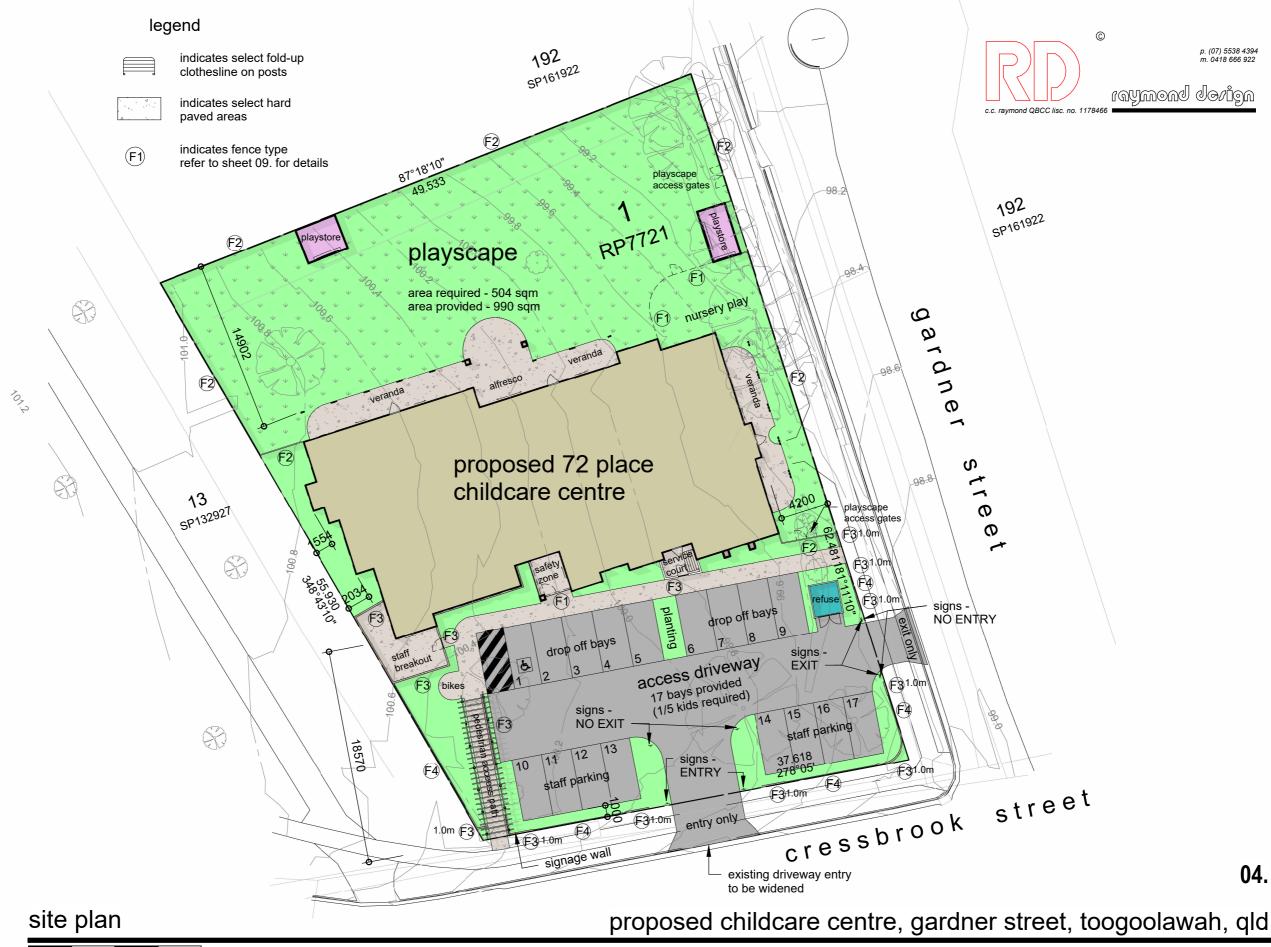
5.7	This approval takes effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> , and development may commence in accordance with section 72.
5.8	The Aboriginal Cultural Heritage Act 2003 establishes a Duty of Care for Indigenous Cultural Heritage. This applies on all land and water, including freehold land. The Cultural Heritage Duty of Care lies with the person or entity conducting an activity.
	Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care.
	Persons proposing an activity that involves additional surface disturbance beyond that which has already occurred at the proposed site need to be mindful of the Cultural Heritage Duty of Care requirement.
	Details on how to fulfil the Cultural Heritage Duty of Care are outlined in the Cultural Heritage Duty of Care Duty Guidelines gazetted with the Act.
	Council strongly advises that you obtain a copy of the Cultural Heritage Duty of Care Guidelines and seek further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act.
	Information about the cultural heritage duty of care is available at <a href="mailto:qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care">qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care</a>
5.9	Parts of the Somerset Region are within Fire Ant Biosecurity Zones.
	If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location ( <i>Biosecurity Regulation 2016</i> ).
	If you are unable to do so, you must apply for a biosecurity instrument permit.
	Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.
	It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.
	The Fire Ant Biosecurity Zones as well as general information can be viewed on the DAF website <a href="https://www.daf.gld.gov.au/fireants">www.daf.gld.gov.au/fireants</a>
5.10	An Infrastructure Charges Notice accompanies this Development Approval and Levied Charges are applicable. Details of the current value of the Levied Charge, how the Levied Charges were calculated, how the Levied Charge may be escalated, and when payment of the Levied Charge is required can be found on the Infrastructure Charges Notice or the accompanying information notice.
	From 1 July 2014, Infrastructure Charges related to the water supply and wastewater network are given by and paid to the Central SEQ Distributor-Retailer Authority, trading as Urban Utilities, and are separate from this Development Approval and the accompanying Infrastructure Charges Notice.
	Additional advice about the Infrastructure Charges Notice may be sought from Council's planning section, on (07) 5424 4000 or <a href="mail@somerset.qld.gov.au">mail@somerset.qld.gov.au</a> .
5.11	Authorisation to connect the approved development to the water supply and wastewater networks and for property service connections require a Water Approval from the Central SEQ Distributor-Retailer Authority, trading as Urban Utilities.

	For the approval of a Plan of Subdivision, written evidence from Urban Utilities must be provided to Council to verify that the conditions of any necessary Water Approval have been complied with.
5.12	This Development Approval does not authorise the installation of advertising devices.  Advertising devices (other than billboards or where particular overlays apply) are governed by Council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011.
	Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.
5.13	This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works or relocation of the church under the <i>Building Act 1975</i> .
	A separate building development approval may be required for change of classification or commencement of building works under the <i>Building Act 1975</i> .
	Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.
	All building work is to comply with the provisions contained in the <i>Building Act 1975</i> , the <i>Building Regulation 2021</i> , the Building Code of Australia, the Queensland Development Code, and relevant Australian Standards.
5.14	This Development Approval for material change of use does not include an approval to carry out any plumbing and drainage works.
	Separate approvals may be required for carrying out any plumbing and drainage works required to facilitate this development approval.
5.15	No licensable food preparation activities are permitted under this Development Approval unless the operator holds a current Food Business Licence for the activity under the <i>Food Act 2006</i> or any superseding legislation as published from time to time.
5.16	All Operational Work is to comply with relevant codes for design and construction.
	Construction hours are 6:30 am to 6:30 pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Noise levels from construction work shall at all times comply with the requirements of the <i>Environmental Protection Act 1994</i> .
5.17	Upon receiving the certification by a RPEQ, and submission and approval of as constructed drawings and documentation, Council will accept the works as "On Maintenance".
	Council will bond the developer for an amount equal to 5% of the operational works and the Developer is required to maintain all works for a period of 12 months for civil works and 18 months for landscaping (maintenance period) from the date of "On Maintenance". Any defective works must be rectified within the maintenance period.
	At the end of the maintenance period the works shall be inspected and if satisfactory, shall be placed "Off Maintenance". Bonds or other securities will be released after the works have been placed "Off Maintenance".

#### **Attachments for the Decision Notice include:**

- Site Plan, drawn by Raymond Design, reference RD24017 Issue A, Sheet 04, dated 9 April 2025
- Floor Plan, drawn by Raymond Design, reference RD24017 Issue A, Sheet 04, dated
   9 April 2025
- Elevations, drawn by Raymond Design, reference RD24017 Issue A, Sheet 06, dated 9 April 2025
- Statement of Landscaping Intent, prepared by Zone Landscape Architecture, reference L25041 rev. B, dated 7 April 2025.
- Engineering Services Report, prepared by QLD Orion Group, reference Q25-0013-ESR O1 Rev A, dated April 2025
- Traffic Impact Assessment, prepared by Premise, reference P003039-R01 Rev.B, dated 9 July 2025
- Acoustic Report Proposed Child Care Centre 75 Gardner Street, Toogoolawah, prepared by Acoustic Works, reference Report No. 2025105 R02C 75 Gardner Street Toogoolawah ENV.doc, and dated 4 August 2025

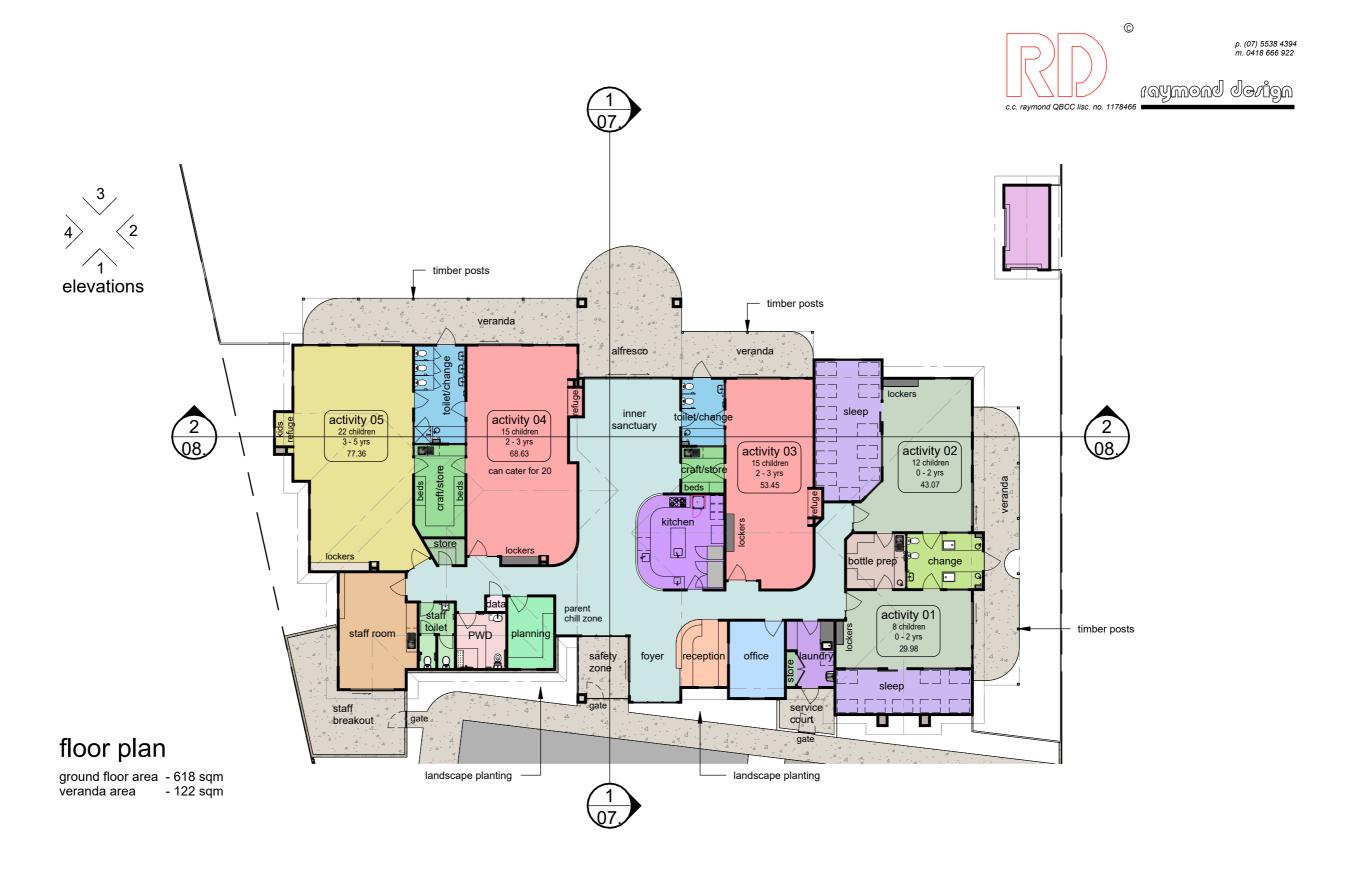
This completes the report for Development Application No 26163.



note: this proposal is subject to site survey and development approval(s) from the relevant authority. This drawing shall not be copied or used without authorisation and is protected by copyright. these drawings are for sketch/DA only and not to be used for construction

0 1:300 (A3)

RD24017 : september\_2024 issue A -09/04/25 drawn - c. c. r.

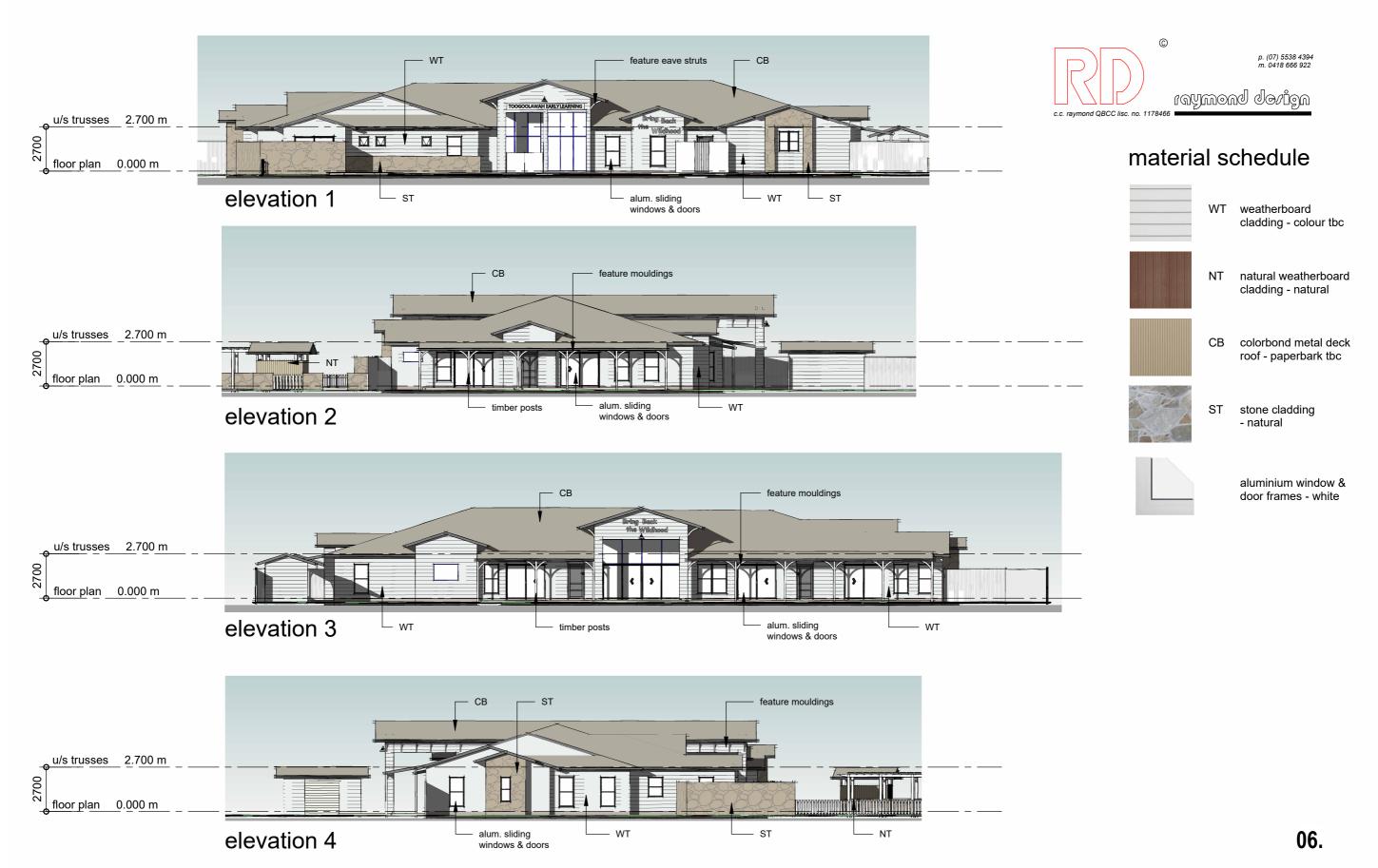




floor plan

0 1:200 (A3) proposed childcare centre, gardner street, toogoolawah, qld

05.



elevations

proposed childcare centre, gardner street, toogoolawah, qld

0 10m note: this proposal is subject to site survey and development approval(s) from the relevant authority this drawing shall not be copied or used without authorisation and is protected by copyright. these drawings are for sketch/DA only and not to be used for construction

RD24017 : september\_2024 issue A -09/04/25 drawn - c. c. r.

Proposed Childcare Centre 75 Gardner Street Toogoolawah

**ACOUSTIC REPORT** 









Client: Gemstone Industrial No. 1 Pty Ltd Attn: Nic Spencer

Reference: 2025105 R02C 75 Gardner Street Toogoolawah ENV.doc

**Date Issued:** 4<sup>th</sup> August 2025

#### **Document Information**

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#### **Report Register**

Date	Revision	Author	Reviewer	Manager
16/04/2025	R01A	Shauna Livingstone	Greg Pearce	GP
24/04/2025	R02A	Shauna Livingstone	Greg Pearce	GP
4/08/2025	R02C	Shauna Livingstone	Greg Pearce	GP

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#### 1. Introduction

This report is in response to a request by Gemstone Industrial No. 1 Pty Ltd for an environmental noise assessment of a proposed childcare centre development to be located at 75 Gardner Street, Toogoolawah. To facilitate the assessment, unattended noise monitoring was conducted to determine noise impacts to offsite sensitive receivers. Based on the outcomes of the assessment, acoustic treatments and control measures recommendations are specified in this report.

#### 2. Site Description

#### 2.1 Site Location

The site is described by the following:

75 Gardner Street, Toogoolawah Lot 1 on RP7721

Refer to Figure 1 for site location.

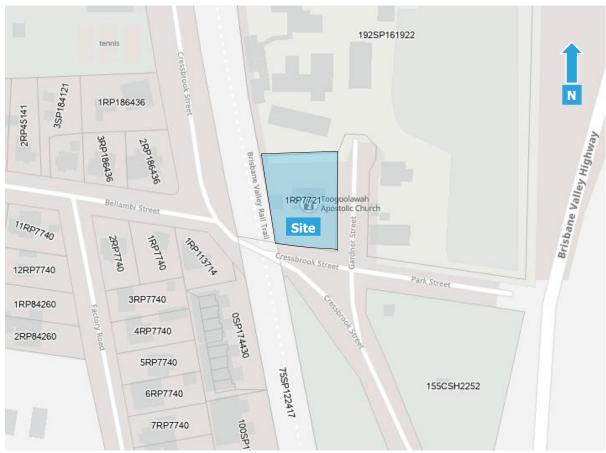


Figure 1: Site Location (Not to Scale)

A site survey was conducted on the 1st April 2025 and identified the following:

- a) There is currently an existing building on site which will be relocated to make way for the new building.
- b) Toogoolawah State School is located adjacent to the northern and eastern boundary of the site.
- c) Residential land uses surround the site.
- d) Cressbrook Street separates the site from the nearby residential dwellings.

#### 2.2 Proposal

The proposal is to develop a childcare centre as follows:

- Site area of 2,529m<sup>2</sup>.
- Childcare centre of 618m<sup>2</sup>.
- Ground Floor:
  - Activity Room 1 8 Children (0-2 years)
  - Activity Room 2 12 Children (0-2 years)
  - Activity Room 3 15 Children (2-3 years)
  - Activity Room 4 15 Children (2-3 years)
  - Activity Room 5 22 Children (3-5 years)
- Outdoor Area:
  - o Outdoor Play Area 990m<sup>2</sup>
- 17 car parking spaces in total with site access via Cressbrook Street and exit via Gardner Street.
- Proposed hours of operation are 6:30am 6:30pm Monday to Friday.

Refer to the Appendices for development plans.

#### 2.3 Acoustic Environment

The surrounding area is primarily affected by road traffic noise from the surrounding road network and noise from Toogoolawah State School.

## 3. Equipment

The following equipment was used to record noise levels:

- 2x Rion NL42 Environmental Noise Monitor
- Pulsar Model 105 Sound Calibrator

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

### 4. Noise Monitoring and Receiver Locations

#### 4.1 Receiver Locations

The nearest noise sensitive receiver locations were identified as follows:

- 1. Single story dwellings are located to the southwest of the site at 139 Cressbrook Street.
- 2. A mixture of single story, lowset and highset dwellings are located to the southwest of the site at 14-20 Bellambi Street.
- 3. A mixture of single story and lowset dwellings are located to the northwest of the site at 129-133 Cressbrook Street and at 17-19 Bellamni Street.
- 4. Toogoolawah State School administrative buildings are located to the east of the site.
- 5. Toogoolawah State School playground is located to the northeast of the site.
- 6. Toogoolawah State School main school building is located to the north of the site.

Note: Toogoolawah State School operates Monday to Friday from 08:55am to 2:55pm.

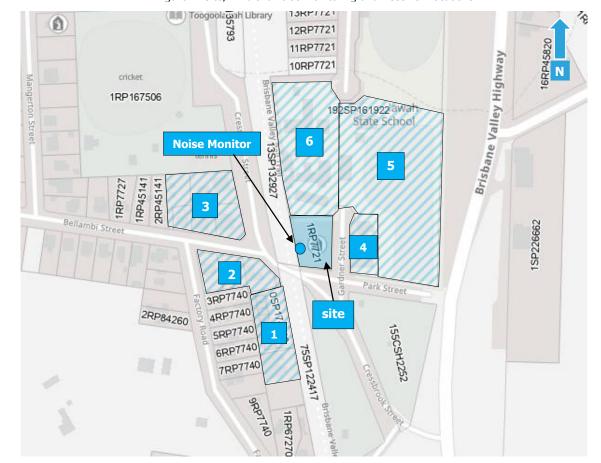


Figure 2: Site, Ambient Noise Monitoring and Receiver Locations

#### 4.1.1 Zoning

As per ZM006 Toogoolawah Zone Map (Version 4.2 Dec 2021), the site has been zoned as community facilities. Toogoolawah State School has also been zone as community facilities. The residential receivers have been zoned as general residential.

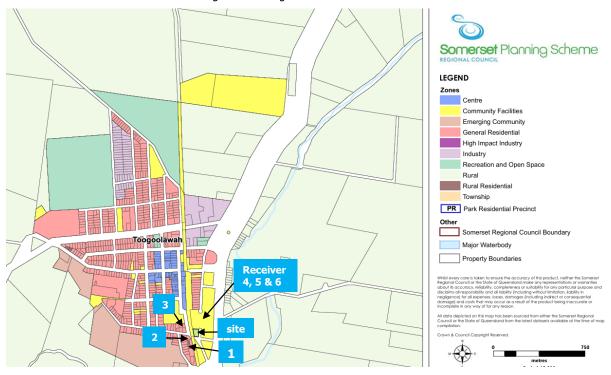


Figure 3: Zoning of the site and receivers

#### 4.2 Unattended Noise Monitoring

#### 4.2.1 Ambient Noise Monitor

A Rion NL42 environmental noise monitor was placed at 75 Gardner Street, Toogoolawah to measure ambient noise levels. The monitor was located in a free field position with the microphone approximately 1.4 metres above ground level. The noise monitor was set to record noise levels between the  $1^{\rm st}$  April 2025 and  $8^{\rm th}$  April 2025.

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 AS1055:2018 *Acoustics – Description and measurement of environmental noise*.

#### 5. Measured Noise Levels

The following tables present the existing ambient noise levels from the unattended noise survey and meteorological conditions. Any periods of inclement weather or extraneous noise were omitted from the measurements 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.

			Wind				
Day	Date	Rainfall	9	am	3pm		
Day	Date	(mm)	Speed (km/h)	Direction	Speed (km/h)	Direction	
Tuesday	01/04/25	0	9	SE	11	SE	
Wednesday	02/04/25	0.6	6	SE	9	SSE	
Thursday	03/04/25	30.6	4	NE	Calm	-	
Friday	04/04/25	0.2	Calm	-	9	ESE	
Saturday	05/04/25	0	9	W	19	SW	
Sunday	06/04/25	0	4	WSW	7	NE	
Monday	07/04/25	0	9	W	11	WSW	
Tuesday	08/04/25	0	6	W	11	Е	

Table 1: Meteorological Conditions - Toogoolawah

#### 5.2 Ambient Noise Levels

The ambient noise levels measured at the monitoring location are as follows:

		L90 dB(A)			
Day	Date	Day	Evening	Night	
Day	Date	(7am-	(6pm-	(10pm-	
		6pm)	10pm)	7am)	
Tuesday	01/04/25	45	42	39	
Wednesday	02/04/25	49	48	39	
Thursday	03/04/25	44	48	41*	
Friday	04/04/25	47	52	44	
Saturday	05/04/25	45	48	40	
Sunday	06/04/25	43	47	35	
Monday	07/04/25	44	47	38	
Tuesday	08/04/25	45	-	35	
Overall	value	46	47	38	

Table 2: Measured Background Noise Levels – All Time Periods

Any periods of inclement weather (\*) or extraneous noise are omitted from the measured data prior to determining the results.

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 below presents the acoustic quality objectives at noise sensitive receptors as detailed in Schedule 1 of the EPP (Noise) 2019.

Table 3: Acoustic Quality Objectives at Noise Sensitive Properties

		Acoustic Quality Objectives, dB(A)			
Sensitive Receptor	Time of Day	L <sub>Aeq,adj,1hr</sub>	L <sub>A10,adj,1hr</sub>	L <sub>A1,adj,1hr</sub>	
Dwelling (outdoors)	Day and Evening (7am – 10pm)	50	55	65	
Dwelling (Indoors)	Day and Evening (7am – 10pm)	35	40	45	
(Indoors)	Night (10pm - 7am)	30	35	40	
library and educational institution (including a school, college and university) (Indoors)	When in use	35	-	-	
school or playground (Outdoors)	When in use	55	-	-	

#### 6.1.2 Background Creep

While not included in the EPP (Noise) 2019, the Background Creep criteria as specified in the EPP (Noise) 2008 would be useful in determining the acceptability of noise impacts associated with the site. The Background Creep criteria are as follows;

Time-varying noise:

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

Steady-state noise:

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

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

	Noise Level Limits SPL dB(A)		
Time Period	All receivers		
	L <sub>A90,T</sub>	L <sub>Aeq</sub> ,T	
Day 7am – 6pm	46	51	
Evening 6pm – 10pm	47	52	
Night 10pm – 7am	38	43	

#### 7. Environmental Assessment

#### 7.1 Noise Modelling Methodology

Noise impacts were determined using SoundPLAN 8.2 noise modelling software, which uses the calculation method outlined in international standard *ISO 9613-2: 1996 Attenuation of sound during propagation outdoors.* This calculation methodology incorporates distance, terrain, meteorological conditions and screening features such as buildings and recommended acoustic barriers.

#### 7.2 Onsite Activities

General noise associated with the development (such as car park activities etc.) 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 or building transmission loss is taken into account for these activities.

#### 7.2.1 Carpark Activities and Source Sound Power Levels

Noise associated with carpark activity has been assessed based on previous measurements of similar activities. The sound power levels of each noise source used in the modelling are presented in Table 5.

Source Sound Power Sound Height Number of Power Level, Duration of Level, Activity Above Events per LAeq LAmax Event Hour(1hr) Ground dB(A) dB(A) Level (m) 79 82 60 seconds Car Passby 0.5 15 Car Engine Start 0.5 80\* 88\* 30 2 seconds Car Door Closure 0.5 81\* 89\* 30 2 seconds

Table 5: Source Sound Power Levels

Note each source point within the carpark represents 5 cars.

<sup>\*2</sup>dBA correction applied

#### 7.2.2 Noise Levels Due to Children Playing

The noise source levels for childcare centres are based on the *Guideline for Child Care Centre Acoustic Assessment* v.3 by the Association of Australian Acoustical Consultants. As described in the guideline, the noise level of children playing can vary widely depending on the age of the children and the activity being performed by the children. Sound power levels of children are presented in the guideline as follows;

Age group	Number of children	Sound power level dB(A) (Leq 30sec)
0 to 2 years	10	78
2 to 3 years	10	85
3 to 5 years	10	87

Table 6: Sound power levels of children playing

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. These levels are presented in Table 6.

The proposed development will cater to children 0 to 5 years old. Based on the number of children proposed for the centre, the noise levels detailed in the table below would apply for sound power levels and sound pressure levels measured at 1 metre.

Age group	Location	Number of children	Sound Power level dB(A)	Sound Pressure level at 1 metre dB(A)
0 to 2 years	Activity 1	8	78	70
0 to 2 years	Activity 2	12	79	71
2 to 3 years	Activity 3	15	87	79
2 to 3 years	Activity 4	15	87	79
3 to 5 years	Activity 5	22	90	82
0 to 2 years	Outdoor Play	20	81	73
2 to 3 years	Outdoor Play	30	90	82
3 to 5 years	Outdoor Play	22	90	82

Table 7: Noise Levels of Children Playing used in the assessment

Note each source point within the outdoor play represents 5 children.

#### 7.2.3 Assessment Scenarios

The assessment has been conducted for the following scenarios:

Scenario 1 - 2m barrier with overhang roof on the northern and easter boundary of the outdoor play area.

Scenario 2 – 2m barrier on the northern and easter boundary of the outdoor play area.

Refer to the recommendations Section for details.

#### 7.2.4 Predicted Noise Impacts – Scenario 1

The predicted noise impacts at the receiver locations (for Scenario 1) are shown in Table 8 and Table 9 below;

Table 8: Predicted Noise Impacts – Background Creep

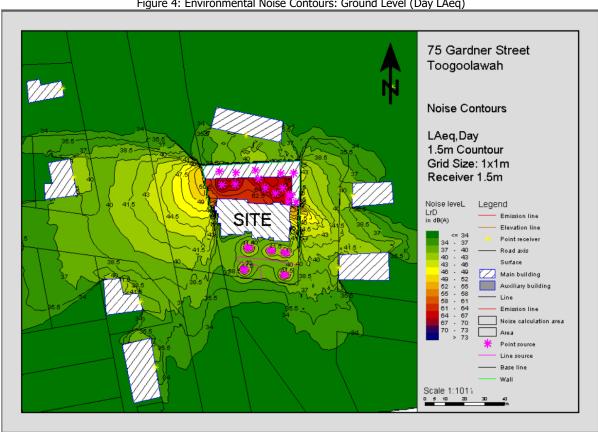
Descion	Predicted Noise Impacts (LAeq, 15min) External		Criteria Background Creep (LAeg, 15min)			Complies with Background Creep (Yes/No)			
Receiver	Day (7am to 6pm)	Eve (6pm to 10pm)	Night (10pm to 7am)	Day (7am to 6pm)	Eve (6pm to 10pm)	Night (10pm to 7am)	Day	Eve	Night
R1: 139 Cressbrook Street	38	11	8	51	52	43	Yes	Yes	Yes
R2: 14 Bellambi Street	41	12	9	51	52	43	Yes	Yes	Yes
R3: 129 Bellamni Street	32	-6	-10	51	52	43	Yes	Yes	Yes
R3: 133 Bellamni Street	42	5	2	51	52	43	Yes	Yes	Yes
R4: Toogoolawah State School Admin Building	42	17	13	51	52	43	Yes	Yes	Yes
R4: Toogoolawah State School Admin Building	41	3	-1	51	52	43	Yes	Yes	Yes
R5: Toogoolawah State School playground	32	-7	-11	51	52	43	Yes	Yes	Yes
R6: Toogoolawah State School Main Building	41	-10	-13	51	52	43	Yes	Yes	Yes

Table 9: Predicted Noise Impacts - Acoustic Quality Objectives

Receiver	Predicted Noise Impacts (LAeq, 15min) External	Predicted Noise Impacts (LAeq, 15min) Internal	Acoustic Quality Objectives External Criteria (LAeq)	Acoustic Quality Objectives Internal Criteria (LAeq)	Complies with Acoustic Quality Objectives	Complies with Acoustic Quality Objectives
	Day (7am to 6pm)	Day (7am to 6pm)			External Criteria (Yes/No)	Internal Criteria (Yes/No)
R1: 139 Cressbrook Street	38	31	50	35	Yes	Yes
R2: 14 Bellambi Street	41	34	50	35	Yes	Yes
R3: 129 Bellamni Street	32	25	50	35	Yes	Yes
R3: 133 Bellamni Street	42	35	50	35	Yes	Yes
R4: Toogoolawah State School Admin Building	42	35	-	35	-	Yes
R4: Toogoolawah State School Admin Building	41	34	-	35	-	Yes
R5: Toogoolawah State School playground	32	-	55	-	Yes	-
R6: Toogoolawah State School Main Building	41	34	-	35	-	Yes

Compliance is predicted with the Background Creep and Acoustic Quality Objectives criteria on the condition the recommendations and management strategies in Section 8 are implemented.

Refer to Figure 4 for the 3D noise contour of onsite activities.



#### 7.2.5 Predicted Noise Impacts – Scenario 2

The noise predicted impacts at the receiver locations (for Scenario 2) are shown in Table 8 and Table 9 below;

Table 10: Predicted Noise Impacts - Background Creep

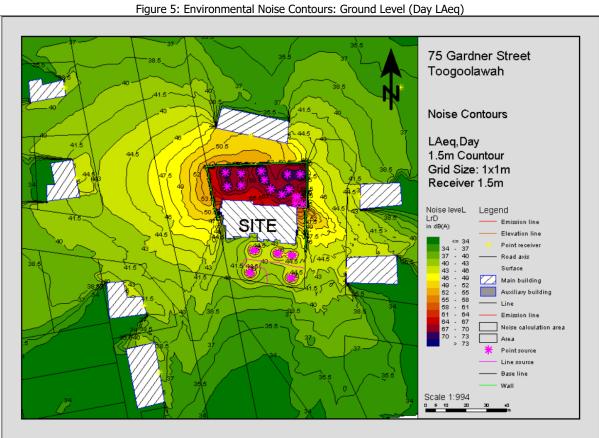
Receiver	Predicted Noise Impacts (LAeq, 15min) External			Ва	Complies with Background Creep (Yes/No)				
	Day (7am to 6pm)	Eve (6pm to 10pm)	Night (10pm to 7am)	Day (7am to 6pm)	(LAeq, 15mir Eve (6pm to 10pm)	Night (10pm to 7am)	Day	Eve	Night
R1: 139 Cressbrook Street	37	10	7	51	52	43	Yes	Yes	Yes
R2: 14 Bellambi Street	40	11	8	51	52	43	Yes	Yes	Yes
R3: 129 Bellamni Street	38	0	-4	51	52	43	Yes	Yes	Yes
R3: 133 Bellamni Street	42	5	2	51	52	43	Yes	Yes	Yes
R4: Toogoolawah State School Admin Building	42	17	13	51	52	43	Yes	Yes	Yes
R4: Toogoolawah State School Admin Building	41	3	-1	51	52	43	Yes	Yes	Yes
R5: Toogoolawah State School playground	36	-3	-7	51	52	43	Yes	Yes	Yes
R6: Toogoolawah State School Main Building	48	-3	-6	51	52	43	Yes	Yes	Yes

Table 11: Predicted Noise Impacts - Acoustic Quality Objectives

Receiver	Predicted Noise Impacts (LAeq, 15min) External	Predicted Noise Impacts (LAeq, 15min) Internal	Acoustic Quality Objectives External Criteria (LAeq)	Acoustic Quality Objectives Internal Criteria (LAeq)	Complies with Acoustic Quality Objectives	Complies with Acoustic Quality Objectives
	Day (7am to 6pm)	Day (7am to 6pm)			External Criteria (Yes/No)	Internal Criteria (Yes/No)
R1: 139 Cressbrook Street	37	30	50	35	Yes	Yes
R2: 14 Bellambi Street	40	33	50	35	Yes	Yes
R3: 129 Bellamni Street	38	31	50	35	Yes	Yes
R3: 133 Bellamni Street	42	35	50	35	Yes	Yes
R4: Toogoolawah State School Admin Building	42	35	-	35	-	Yes
R4: Toogoolawah State School Admin Building	41	34	-	35	-	Yes
R5: Toogoolawah State School playground	36	-	55	-	Yes	-
R6: Toogoolawah State School Main Building	48	41	-	35	-	No

Compliance is predicted with the Background Creep criteria on the condition the recommendations and management strategies in Section 8 are implemented. A 6dB exceedance of the internal Acoustic Quality Objectives criteria was found at receiver 6 but given the ambient noise level is 46 dB(A) it's unlikely to be a cause of annoyance. Refer to the recommendations Section for details.

Refer to Figure 5 for the 3D noise contour of onsite activities.



#### 8. Recommendations

#### 8.1 Onsite Activities

Based on the predicted noise levels and subjective assessment of the site and surrounds for all time periods, noise impacts at the receiver locations are predicted to comply with the assessment criteria on the condition the following treatments and management practices are implemented:

- We recommend that the use of the outdoor play areas is limited to the daytime period, between 7am and 6pm only.
- To minimise annoyance to noise sensitive receivers, we recommend that waste collection be conducted in accordance with the nearest residential receivers.
- Deliveries shall be limited to the daytime period, between 7am and 6pm only.
- The western façade windows of Activity Room 5 are to be closed while in use.

#### 8.1.1 Onsite Mechanical Plant

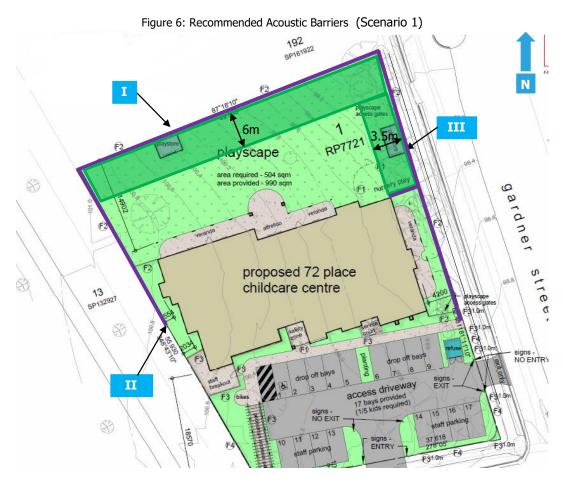
No information regarding mechanical services was available at the time of the assessment. We recommend that any new mechanical plant is designed to comply with the criteria stated in Section 6 with an assessment by qualified acoustic consultant to be conducted prior to installation.

#### 8.2 Acoustic Barriers

Acoustic barriers shall be constructed using materials that achieve a minimum surface density of 10kg/m². Suitable materials may include 15mm thick lapped timber (minimum 40% overlap), 10.38mm laminate glazing, masonry, 9mm fibre cement sheeting, Hebel, 15mm Perspex, 16mm plywood, or other material which satisfy the minimum surface density requirement. The barriers shall be free of gaps and holes. Acoustic barriers are recommended to be constructed for each Scenario as follows:

#### 8.2.1 Scenario 1

In order to achieve compliance with both the Background Creep and Acoustic Quality Objectives criteria, install the acoustic barriers and overhang roof over the outdoor play area as shown in Figure 6. The roof and barrier junction needs to be fully sealed.



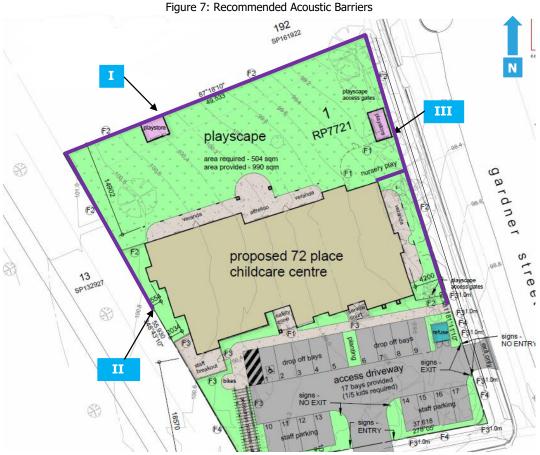
Acoustic barrier 2m barrier above RL
Roof over 2m barrier to extend into the play area as shown in Figure 6.

Table 12: Recommended Acoustic Barrier Height

Reference Point	Approximate Finished Recreational Level (m)	Recommended Barrier Height (m)	Approximate Finished Top Barrier Level (m)		
I	100.32	2.0	102.32		
II	100.62	2.0	102.62		
III	98.70	2.0	100.7		

#### 8.2.2 Scenario 2

In order to achieve compliance with the Background Creep criteria, install the acoustic barriers as shown in Figure 7.



Acoustic barrier 2m barrier above RL

Table 13: Recommended Acoustic Barrier Height

Reference Point Approximate Finished Recreational Level (m)		Recommended Barrier Height (m)	Approximate Finished Top Barrier Level (m)		
I	100.32	2.0	102.32		
II	100.62	2.0	102.62		
III	98.70	2.0	100.7		

#### Discussion

Based on review and the fact that the school classrooms will operate with façade glazing closed (due to A/C), it is our opinion the treatments for Scenario 2 are sufficient for the site.

## 10. Conclusion

An environmental noise assessment was conducted for the proposed childcare centre to be located at 75 Gardner Street Toogoolawah. On the condition the recommendations detailed in Section 8 are implemented, compliance is predicted with the relevant criteria.

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

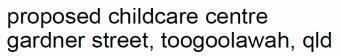
Report prepared by

**Shauna Livingstone** 

Acoustic Consultant

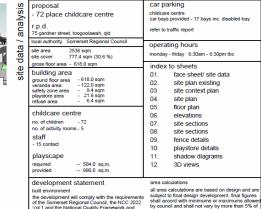
## 11. Appendices

### 11.1 Development Plans









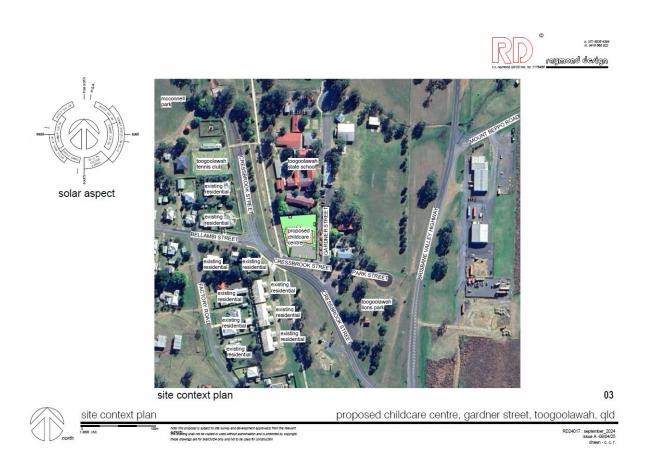
The condensery of the condense

e sheet/ site data proposed childcare o

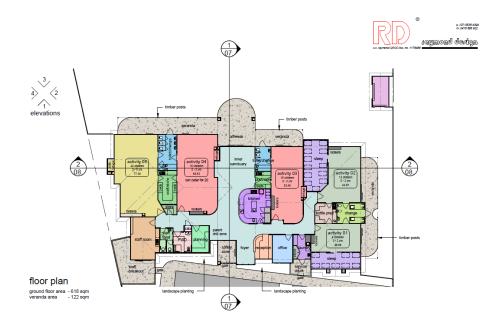
proposed childcare centre, gardner street, toogoolawah, qlo

Site plan existing

Proposed childcare centre, gardner street, toogoolawah, qld

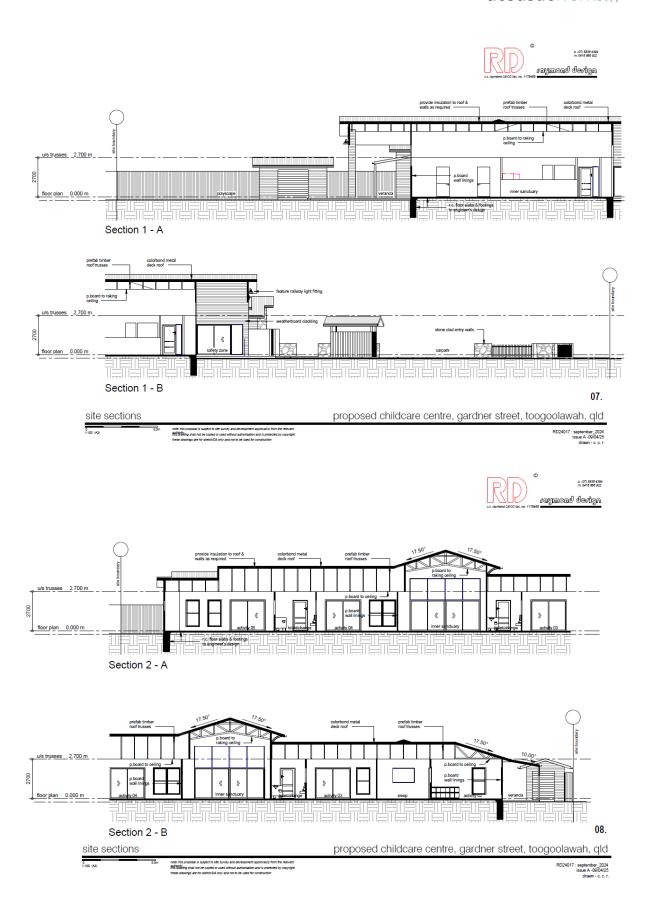


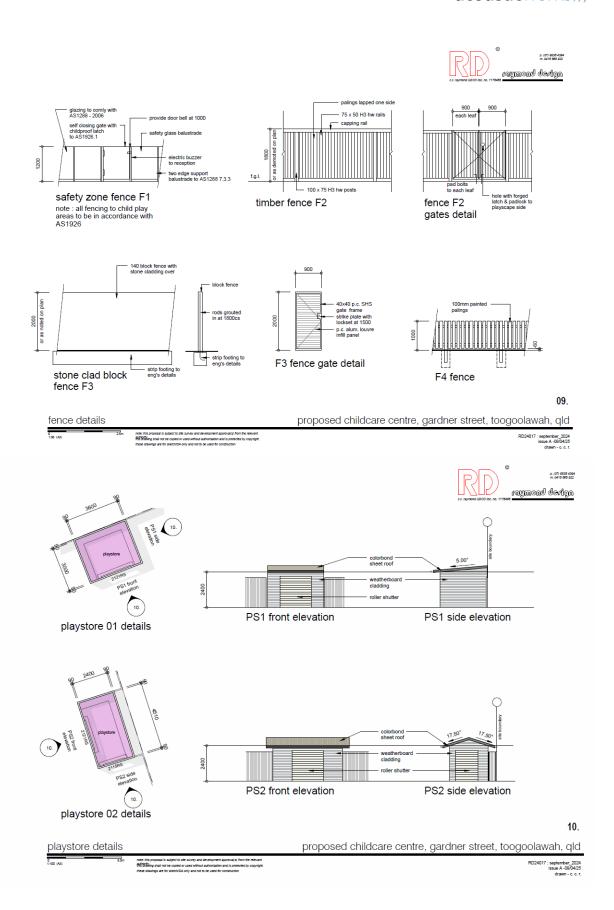




proposed childcare centre, gardner street, toogoolawah, qld









#### 11.2 Barrier Calculations

The barrier calculations used for the residential receivers are as follows:

Table 14: Barrier Calculations for Residential Receivers

Receive				
	1 2		3	
Source or road de	escription	outdoor outdoor		outdoor
		play	play	play
Distance source to b	arrier (m)	10	10	10
Distance receiver to b	arrier (m)	75 49		63
Source	101.00	101.00	101.00	
Receiver	105.50	105.50	105.50	
Top of I	102.60	102.60	102.60	
Base of I	100.60	100.60	100.60	
Barrier h	2.00	2.00	2.00	
CORTN attenuation	9	8	8	
Maekawa attenuation	dB(A)	10	9	10
(based on Condense	r noise)			

For the school receivers the following barrier calculations were used:

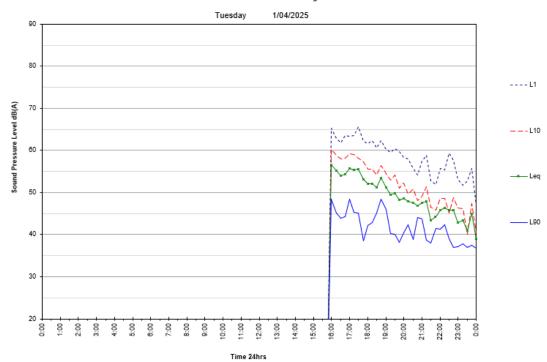
Table 15: Barrier Calculations for the School Receiver

Receiver location	6					5	4			
Course or read description	atalaa.	41, 14, .		45, i4, .	41. 14. <i>.</i>			4:, :4, ,	45,54,7	45,54,7
Source or road description					0-			1-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0		00000000000000
	play	5	4	3	2	play	admin	1	2	3
Distance source to barrier (m)	6	17	17	20	20	6	6	5	5	13
Distance receiver to barrier (m)	11	11	11	11	11	61	29	29	29	29
Source height RL	101.00	101.00	101.00	101.00	101.00	100.00	100.00	100.60	100.60	100.60
Receiver height RL	103.50	103.50	103.50	103.50	103.50	99.00	101.50	101.50	101.50	101.50
Top of barrier RL	103.10	103.10	103.10	103.10	103.10	100.90	100.90	100.90	100.90	100.90
Base of barrier RL	100.30	100.30	100.30	100.30	100.30	98.70	98.70	98.70	98.70	98.70
Barrier height (m)	2.80	2.80	2.80	2.80	2.80	2.20	2.20	2.20	2.20	2.20
CORTN attenuation dB(A)	11	7	7	7	7	9	8	5	5	5
Maekawa attenuation dB(A)	13	8	8	7	7	11	9	6	6	5
(based on Condenser noise)										

## 11.3 Noise Monitoring Charts

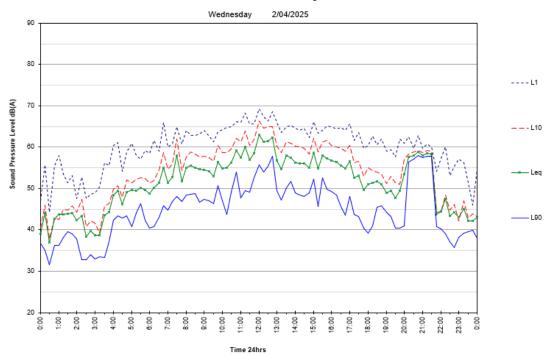
#### 75 Gardner Street Toogoolawah

#### Environmental Noise Monitoring



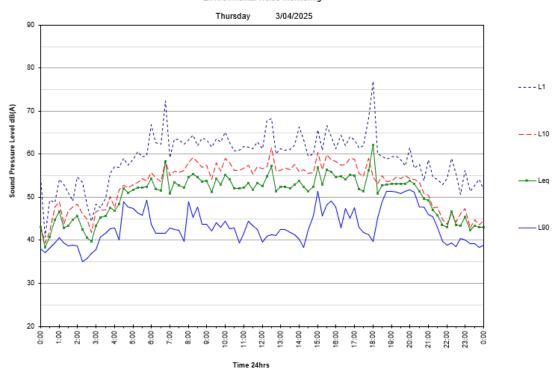
#### 75 Gardner Street Toogoolawah

#### Environmental Noise Monitoring



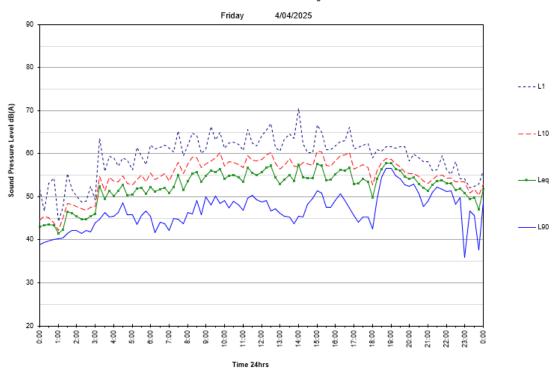
#### 75 Gardner Street Toogoolawah

#### Environmental Noise Monitoring



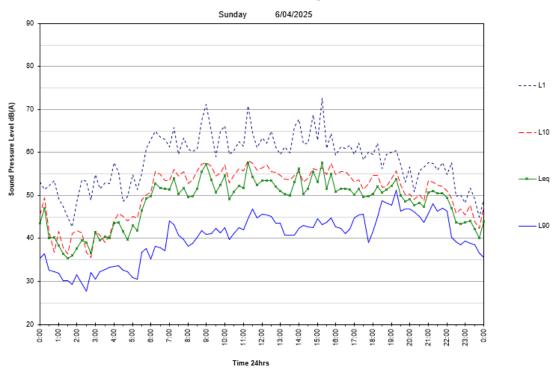
# 75 Gardner Street Toogoolawah

### **Environmental Noise Monitoring**



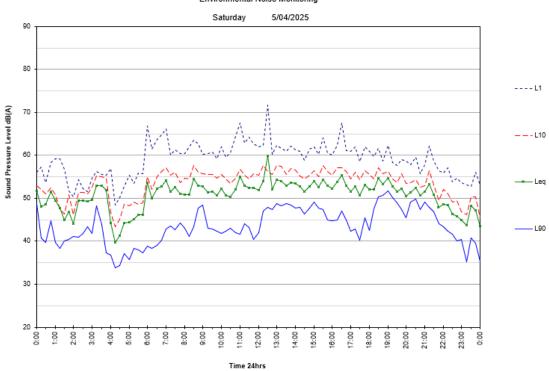
# 75 Gardner Street Toogoolawah

# Environmental Noise Monitoring



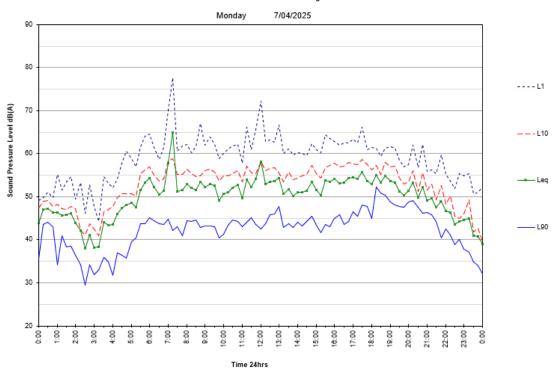
# 75 Gardner Street Toogoolawah

### **Environmental Noise Monitoring**



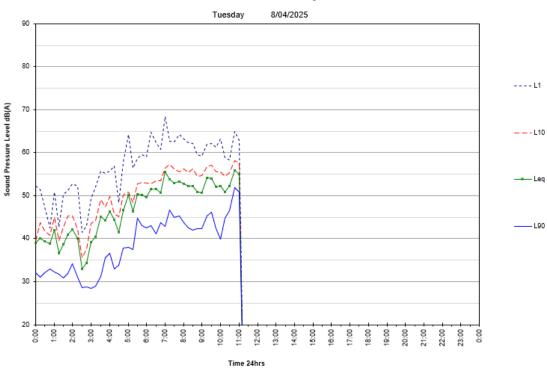
# 75 Gardner Street Toogoolawah

Environmental Noise Monitoring



# 75 Gardner Street Toogoolawah

Environmental Noise Monitoring

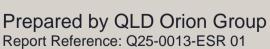


75 Gardner Street, Toolgoolawah

**Engineering Services Report** 

**Aliria Pty Ltd** 





Issue: A
April 2025





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# **Contact Details**

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Director QLD
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# **Document Control**

Revision	Prepared by:	Approved by:	RPEQ:	Date:	Description:
A	Owain Meyer	Brent Milton	SIND	17/03/2025	Initial issue
В	Owain Meyer	Brent Milton	Slow	23/04/2025	Issue For Approval

# **Contents**

1.	Introduction	3
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	Proposed Development	
	Earthworks	
5.	Site Access	5
6.	Stormwater Drainage	6
	S.1 Catchment Delineation	
7.	Flooding	7
8.	Sewer Reticulation	8
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11.	Conclusion.	9
App	pendix A - Development Layout Plan	10
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Apr	pendix C – Before You Dig Australia	12

# 1. Introduction

QLD Orion Group Pty Ltd has been engaged by Aliria to prepare an Engineering Services Report (ESR) to support a development application (DA) for a Child Care Centre. The site is located at 75 Gardner Street, Toogoolawah. Real property description Lot 1 RP7721. This report identifies key engineering elements to be addressed in support of the application.

# 2. Existing Site

The site is bound by Cressbrook Street reserve to the west and south, with an existing school adjoining the northern boundary and Gardner Street to the east. The existing site vehicle access is located along the southern boundary, connecting to Cressbrook Street.

The proposed development site is indicated in Figure 1 below.



Figure 1 - Site Locality Plan (QLD Globe March 2025)

With a site area of approximately 0.25ha, the current use of property would be categorised as a community facility comprising a church and a disconnected toilet block. It is noted that the existing church is not protected under any local or state heritage provisions, as outlined in council Prelodgement Advice Doc 1663202 dated 20<sup>th</sup> of September 2024.

The existing site topography generally slopes east at 5% with stormwater runoff being directed to Gardner Street. There is minimal vegetation located on site, with the majority of the site being maintained lawn.

# 3. Proposed Development

The proposed development layout consists of a single 72 place childcare centre with an accompanying carpark consisting of 17 carparking spaces.

The proposed layout is shown in Figure 2 and in Appendix A. The DA civil plans prepared by Orion Group are enclosed in Appendix B.



Figure 2 - Proposed Development Layout (Raymond Design - RD24017)

Proposed civil works include

- Carpark and stormwater drainage
- Earthworks including lot grading, building pad and retaining walls as required
- Services including water, sewer, electrical and communications.

# 4. Earthworks

All earthworks will be undertaken in accordance with recommendations from a suitably qualified Geotechnical Engineer and the AS:3798-2007 (Guidelines on Earthworks for Commercial and Residential Developments), with geotechnical testing undertaken in accordance with Section 8 of the Standard and to a minimum of 'Level 1'.

Proposed bulk earthworks will include stripping of topsoil and reused on-site, road boxing for the internal carpark pavement, lot grading and benching which is typical for these types of developments. Earthworks levels are constrained by existing levels in Cressbrook and Gardner Street.

# 5. Site Access

The existing site access is via Cressbrook Street. It is proposed to reconstruct a new dedicated entry access from Cessbrook Street with a separate exit only connection to Gardner Street. Pedestrian access will be provided from the existing footpaths along Cessbrook and Gardner Street.



Figure 3 – Existing Cressbrook Street formation (Google Maps March 2025)

# 6. Stormwater Drainage

# 6.1 Catchment Delineation

The pre-developed catchment area is defined by the existing topography and road network. The pre-developed catchment area includes the eastern road reserve verge of Cressbrook Street and the proposed development site. The catchment slopes to the southeast, with overland flows draining towards Gardner Street.

The existing site catchment and flow paths are shown in the figure below.



Figure 4 – Pre-Development Catchment Plan

In the post-development scenario, runoff from the catchment is collected onsite by a piped drainage network which discharges to Gardner Street via kerb adaptors.

theoriongroup.au April 2025 I 6

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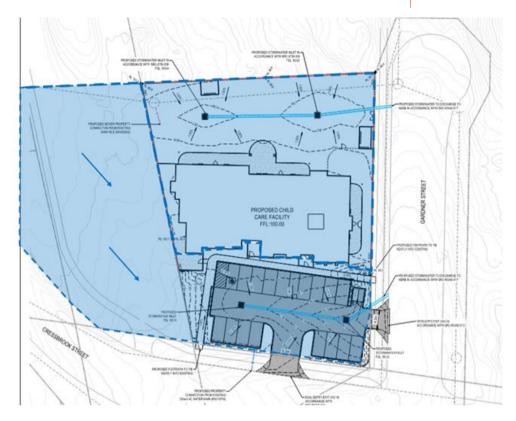


Figure 5 – Post-Development Catchment Plan

# 7. Flooding

Based on Somerset Regional Council (SRC) online interactive mapping, the site is not subject to any Flood Hazard Overlay Mapping.

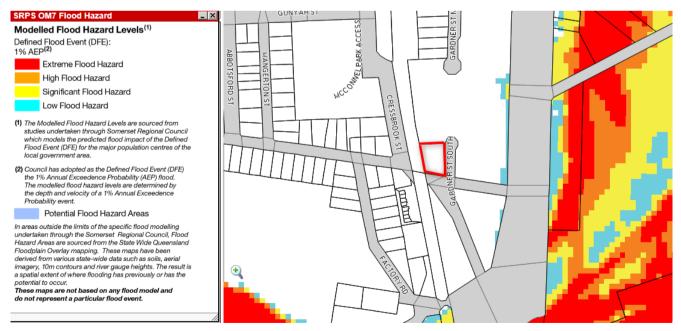


Figure 6 – SRC Flood Hazard Overlay Mapping.

# 8. Sewer Reticulation

The site can be serviced by the existing DN150 sewer reticulation main traversing the site along the northern boundary. The location of the existing sewer connection is unclear, however for the purpose of the Material Change of Use (MCU) application a new connection is proposed off an existing manhole (MH438202) within the site.

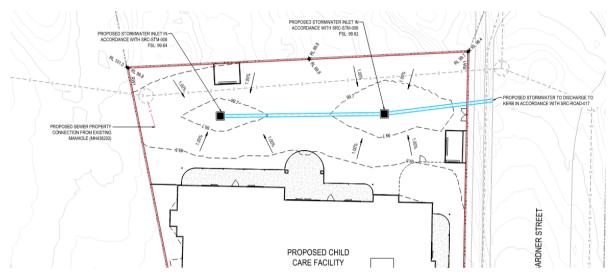


Figure 7 - Proposed Sewer Property Connection

# 9. Water Reticulation

The site will be serviced by a proposed property service connection to the existing DN150 water main located along the southern boundary in Cressbrook Street.

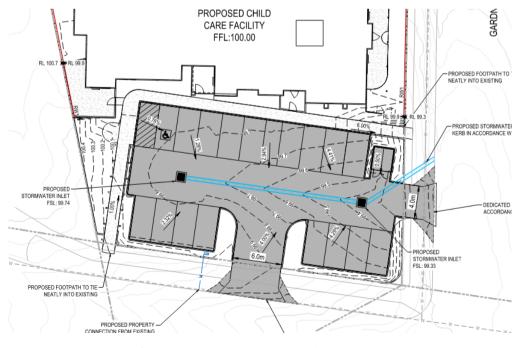


Figure 8 - Proposed Water Property Connection



Figure 9 - Existing Water and Sewer Infrastructure. (QUU mapping March 2025)

# 10. Electricity and Communications

Before You Dig Australia (BYDA) information obtained for the site indicates the presence of electrical and telecommunication services. Specialist advice will be obtained during detailed design to confirm the adequate capacity of the existing services and/or the extent of any upgrades required.

Refer to Appendix C for Before You Dig Australia Plans.

# 11. Conclusion

Preliminary investigation indicates that the civil engineering services of the proposed development will be adequately serviced by connection and/or augmentation to existing services. It should be noted that this advice is preliminary only and subject to investigation during the detailed design phase.

Appendix A - Development Layout Plan

# proposed childcare centre gardner street, toogoolawah, qld



car bays provided - 17 bays inc. disabled bay

face sheet/ site data

site plan existing

site context plan

site plan

floor plan

elevations

site sections

site sections

fence details

3D views

playstore details

shadow diagrams

monday - friday 6:30am - 6:30pm tbc

car parking

childcare centre

refer to traffic report

operating hours

index to sheets

02.

03

04.

05.

06.

07.

08.

09.

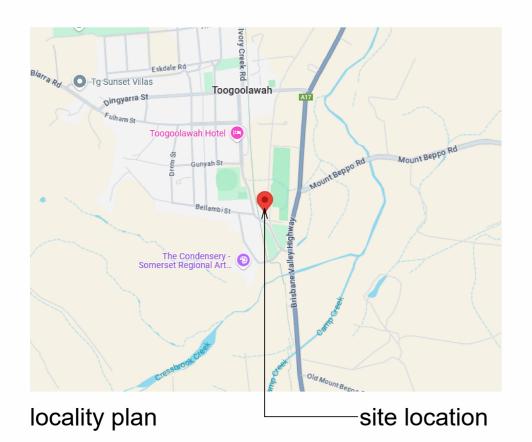
10.

11.

12.



# 3D perspective



analysis data

# proposal

- 72 place childcare centre

75 gardner street, toogoolawah, qld

local authority Somerset Regional Council

site area 2536 sqm site cover 777.4 sqm (30.6 %) gross floor area - 618.0 sqm

# building area

ground floor area - 618.0 sqm - 122.0 sam veranda area safety zone area - 9.4 sqm - 21.6 sqm playstore area - 6.4 sam refuse area

# childcare centre

no. of children no. of activity rooms - 5

## staff

- 15 contact

standards.

AS2890.1

# playscape

required -- 504.0 sq.m. provided -- 990.0 sq.m.

development statement

the development will comply with the requirements

of the Somerset Regional Council, the NCC 2022

Vol 1 and the National Quality Framework and

all car parking and access shall accord with

### area calculations

all area calculations are based on design and are subject to final design development. final figures shall accord with minimums or maximums allowed by council and shall not vary by more than 5% of that stated

# garbage collection

garbage is to be collected on site, bins to be

stored in screened service area

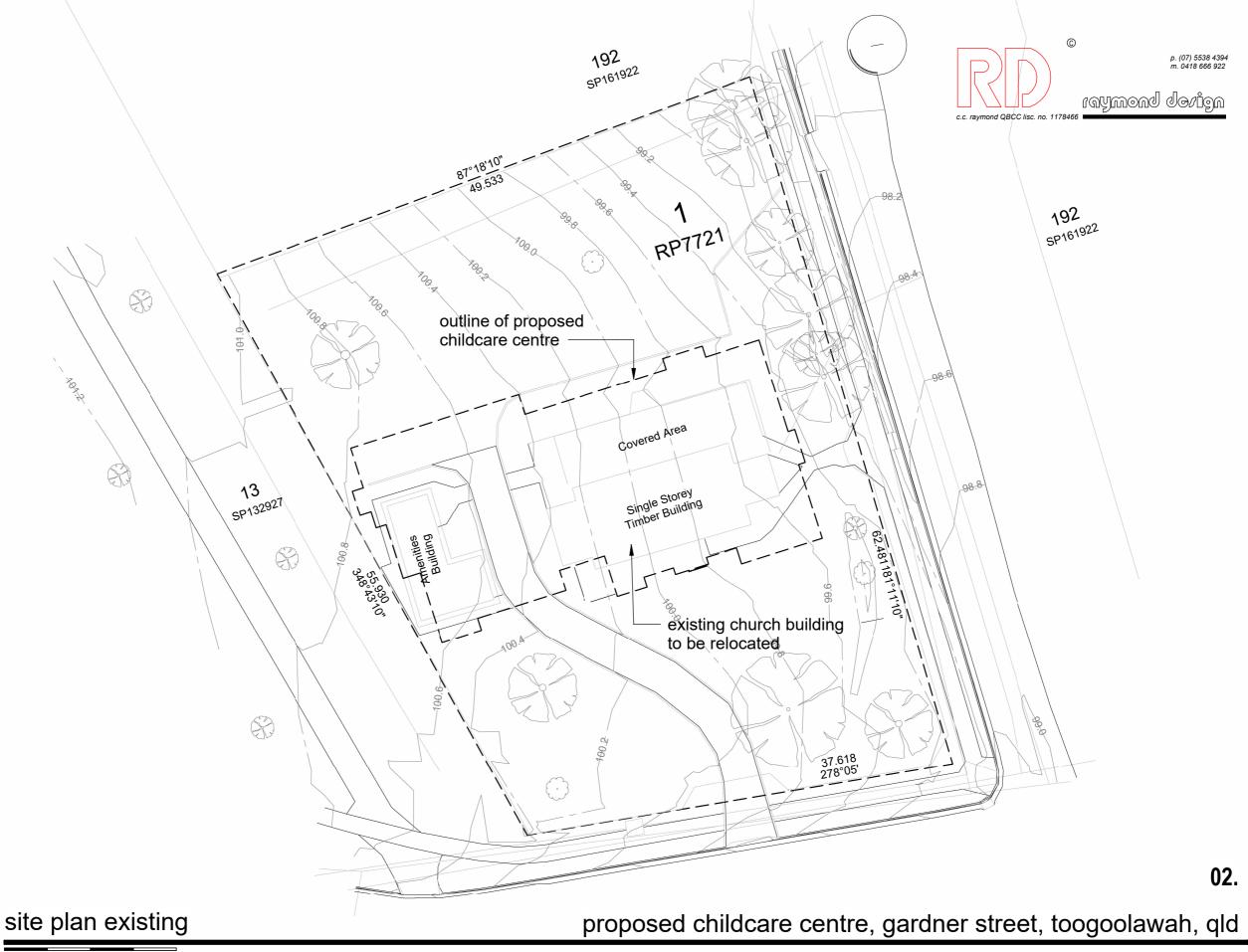
01.



face sheet/ site data

proposed childcare centre, gardner street, toogoolawah, qld

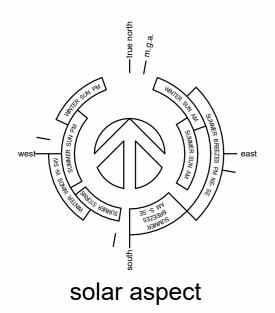
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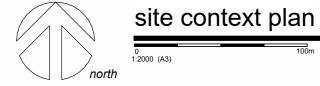




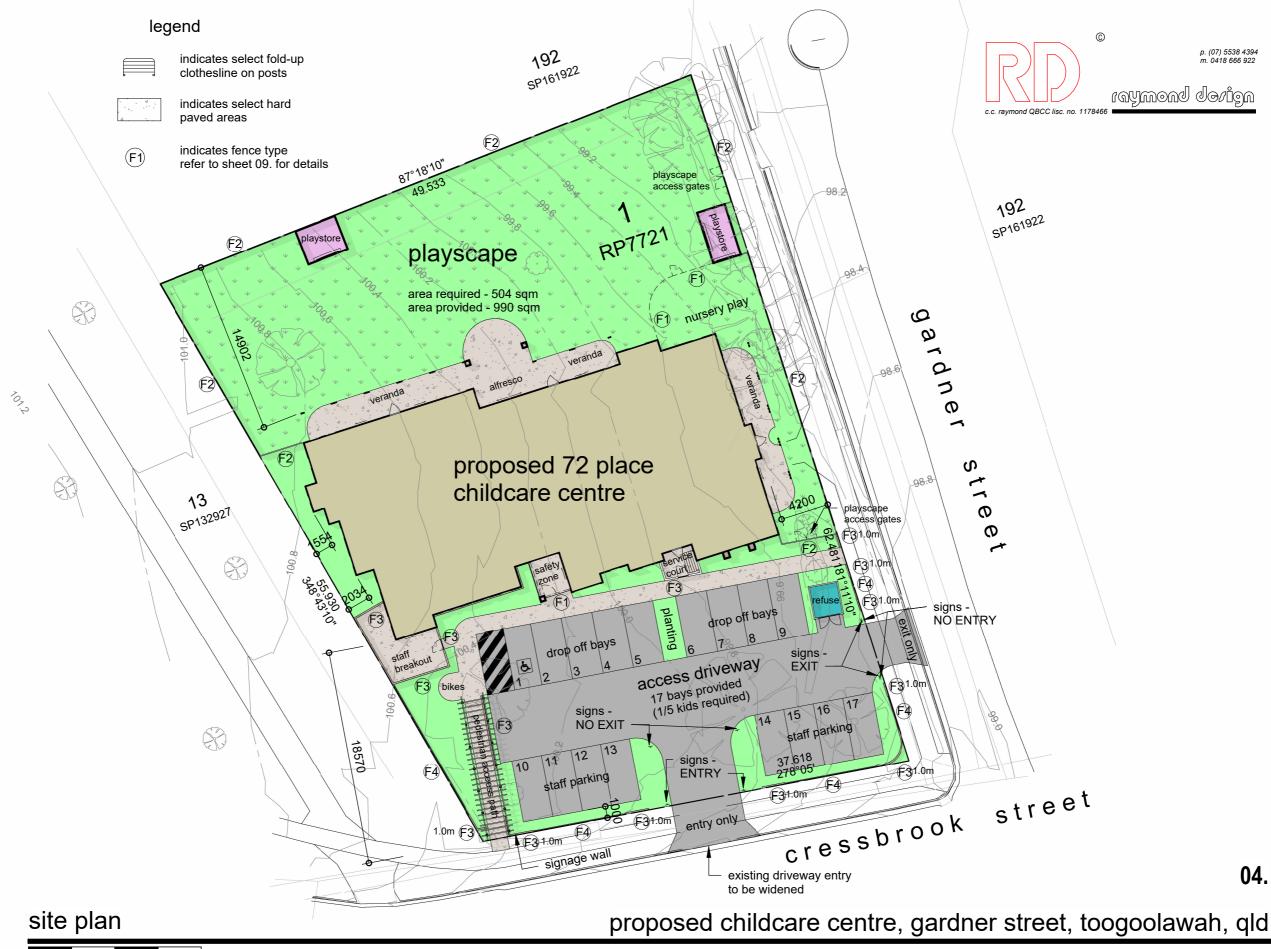
site context plan

03

proposed childcare centre, gardner street, toogoolawah, qld

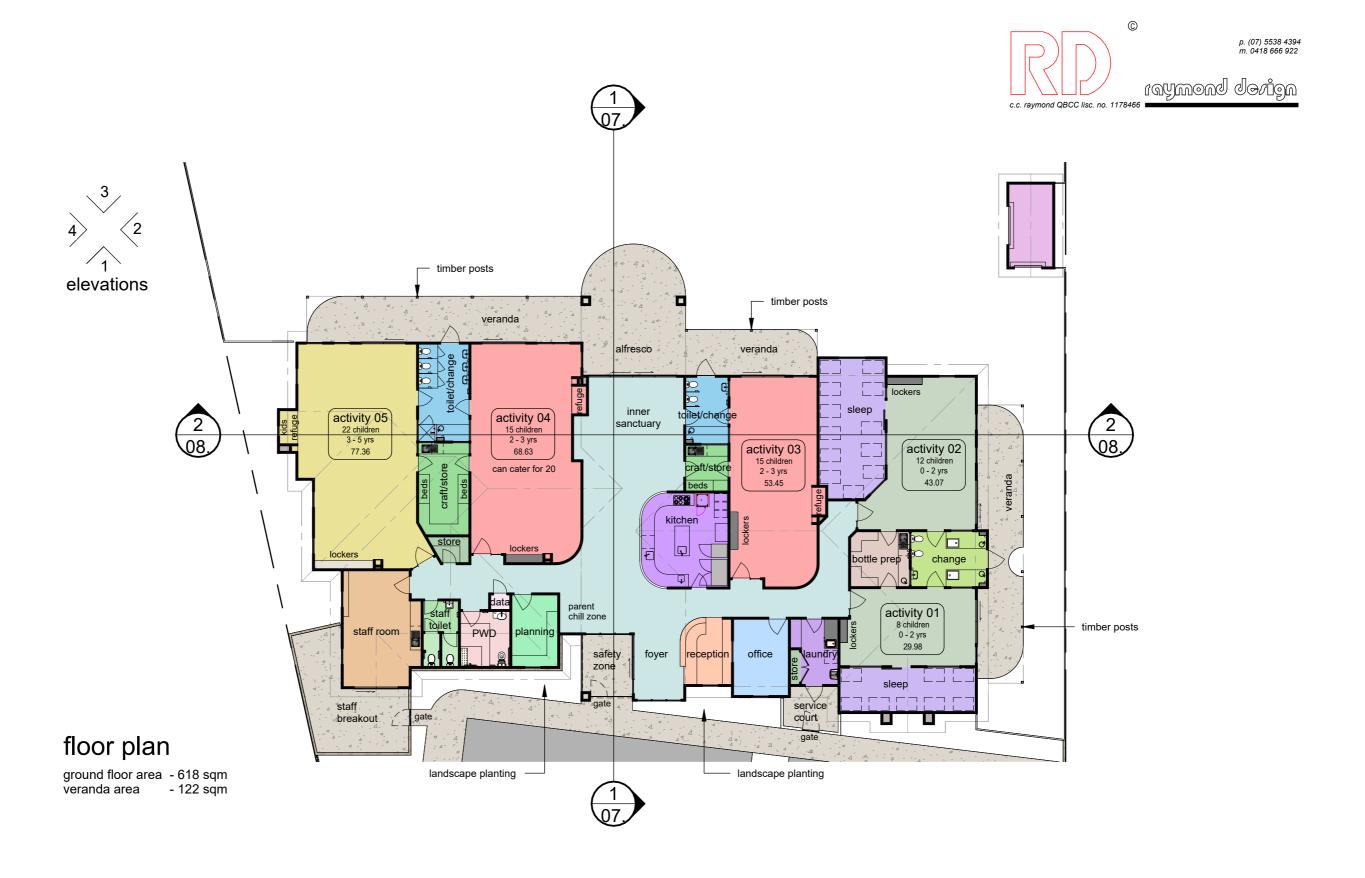


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0 1:300 (A3)



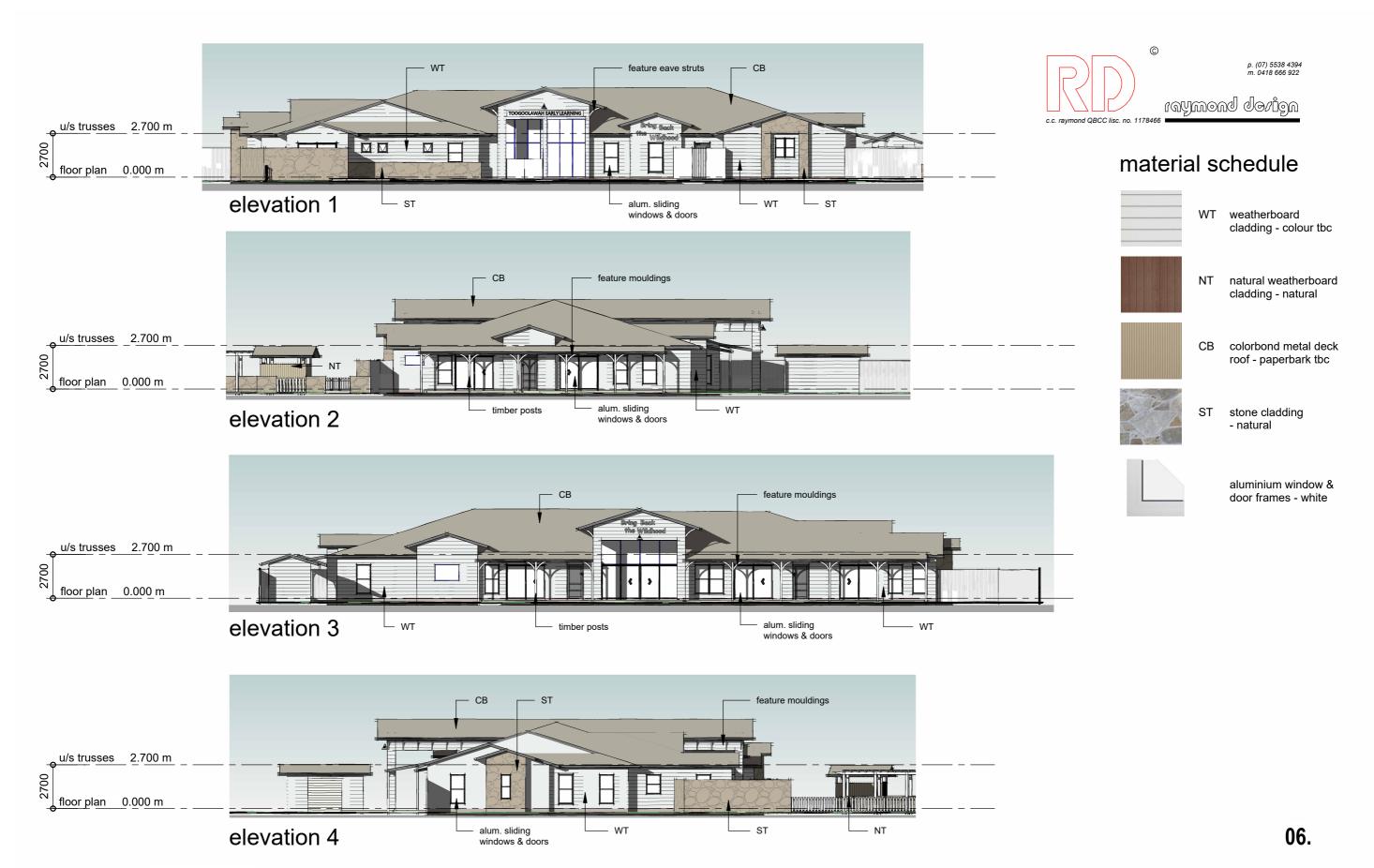


floor plan

0 1:200 (A3) proposed childcare centre, gardner street, toogoolawah, qld

05.

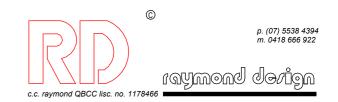
163

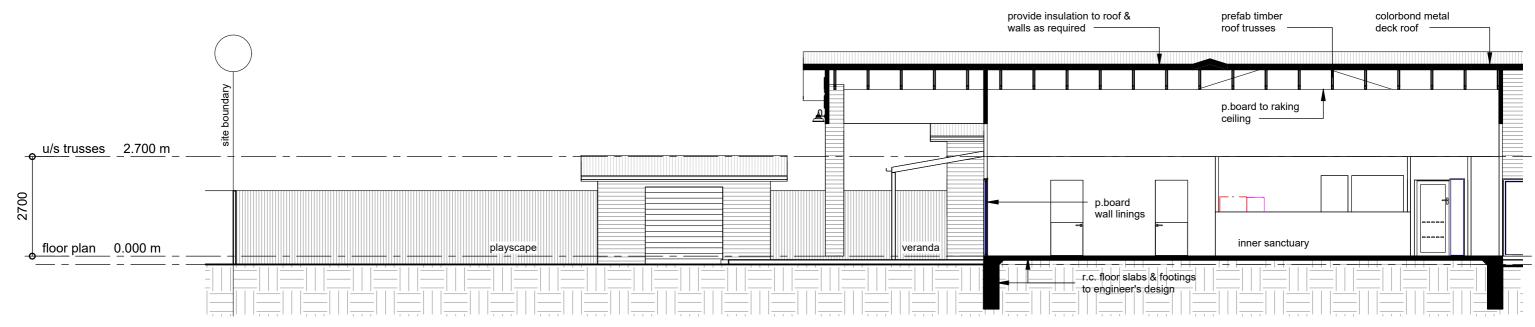


elevations

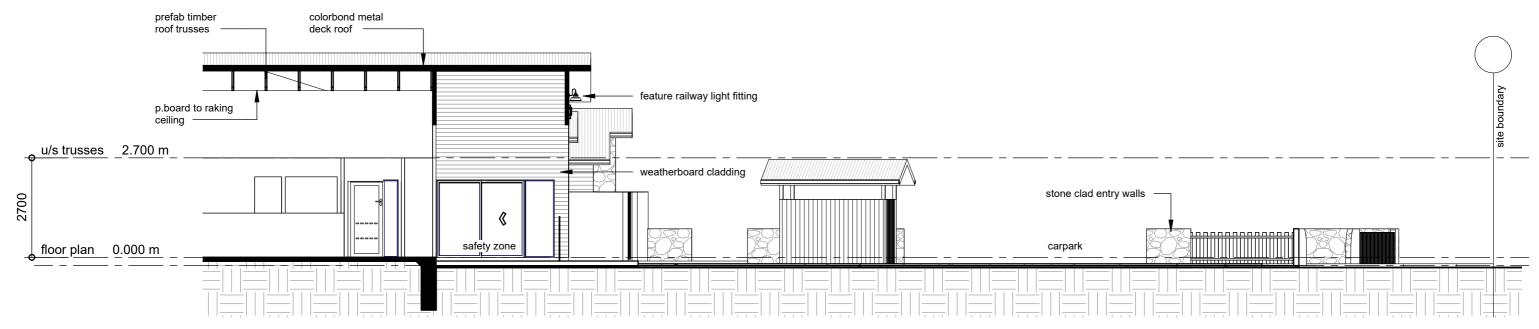
0 1:200 (A3) proposed childcare centre, gardner street, toogoolawah, qld

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Section 1 - A

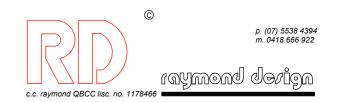


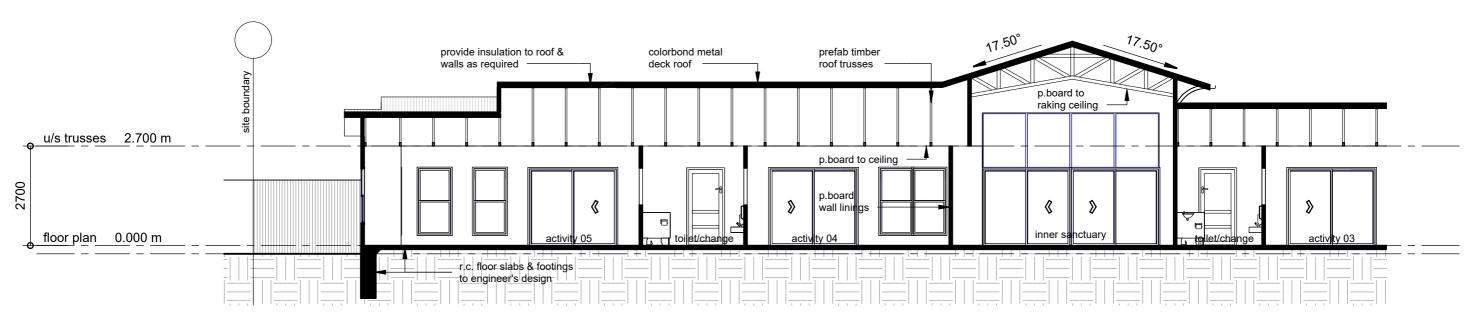
Section 1 - B

07.

site sections

proposed childcare centre, gardner street, toogoolawah, qld







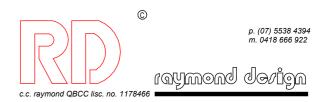


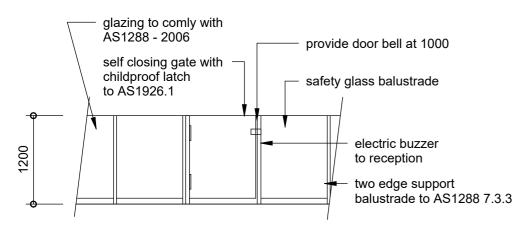
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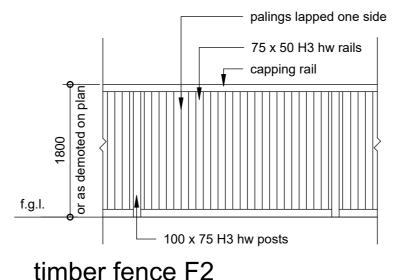
proposed childcare centre, gardner street, toogoolawah, qld

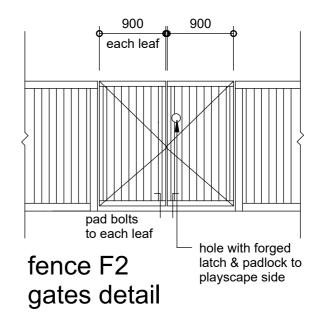
site sections

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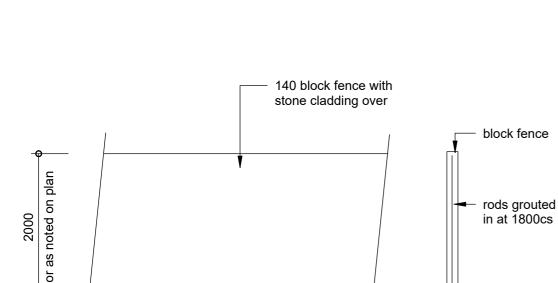


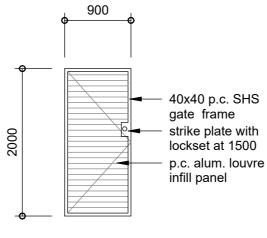


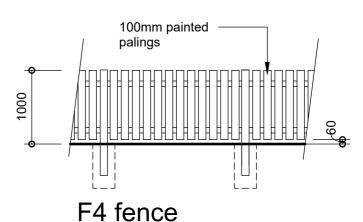


safety zone fence F1

note: all fencing to child play areas to be in accordance with AS1926







F3 fence gate detail

fence F3

proposed childcare centre, gardner street, toogoolawah, qld

stone clad block

strip footing to

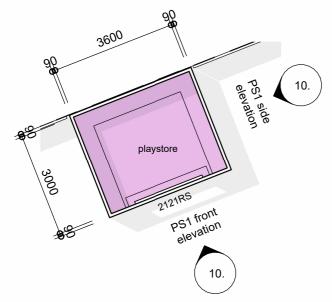
eng's details

strip footing to

eng's details

09.





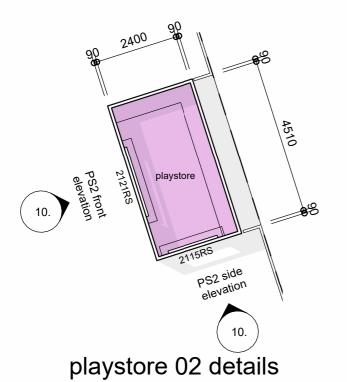
Colorbond sheet roof

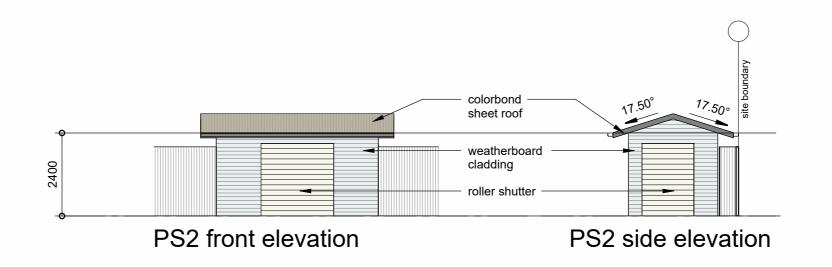
weatherboard cladding roller shutter

PS1 front elevation

PS1 side elevation

playstore 01 details





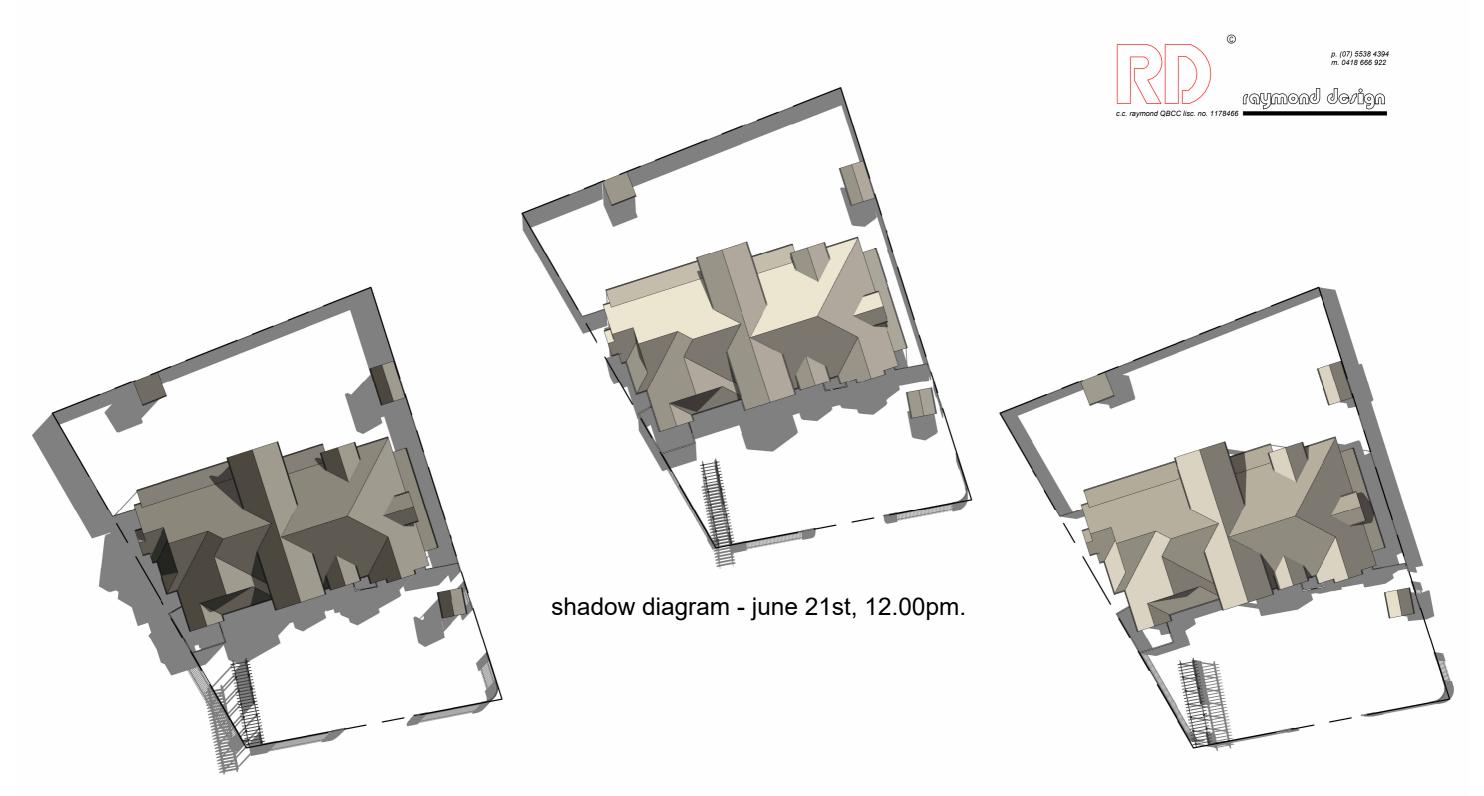
playstore details

proposed childcare centre, gardner street, toogoolawah, qld

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RD24017 : september\_2024 issue A -09/04/25 drawn - c. c. r.

10.



shadow diagram - june 21st, 9.00am.

shadow diagram - june 21st, 3.00pm.

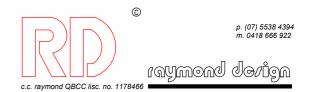
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shadow diagrams proposed childcare centre, gardner street, toogoolawah, qld



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3D View 1



3D View 4



3D View 2



3D View 3

**12.** 

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3D views

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Appendix B - ROL Engineering Plans





LOT 1 - RP 7721

# 75 GARDNER STREET TOOGOOLAWAH QLD 4313 CHILD CARE FACILITY

# ISSUED APPROVAL

No.	PLAN	REV
SHT-000	COVER PAGE AND DRAWING INDEX	A
SHT-001	GENERAL NOTES AND DEMOLITION PLAN	A
SHT-010	BULK EARTHWORKS LAYOUT PLAN	A
SHT-011	BULK EARTHWORKS SITE SECTIONS	А
SHT-200	SITE LAYOUT AND GRADING PLAN	А



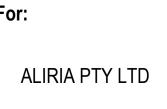
















# **GENERAL NOTES**

- G1: THE CONTRACTOR SHALL SUPPLY ALL LABOR, MATERIALS, PLANT AND EQUIPMENT TO CONSTRUCT THE WORKS AS DOCUMENTED AND STRICTLY IN ACCORDANCE WITH THE RELEVANT AUTHORITY STANDARDS, SPECIFICATIONS AND REQUIREMENTS
- G2: THE EXISTING SERVICES SHOWN ON THE DRAWINGS ARE PROVIDED FOR INFORMATION PURPOSES ONLY. NO RESPONSIBILITY IS TAKEN BY THE SUPERINTENDENT OR THE PRINCIPAL FOR INFORMATION THAT HAS BEEN SUPPLIED BY OTHERS, OR ANY EXISTING SERVICES THAT MAY BE PRESENT AND NOT SHOWN ON THE DRAWINGS
- G3: THE CONTRACTOR SHALL VERIFY THE POSITION OF ANY UNDERGROUND SERVICES WITHIN THE AREA OF WORKS AND SHALL BE RESPONSIBLE FOR MAKING GOOD ANY DAMAGE CAUSED.
- G4: THE CONTRACTOR SHALL VERIFY THE LOCATION AND LEVELS OF EXISTING SERVICE CROSSING AND CONNECTION POINTS PRIOR TO COMMENCEMENT OF WORKS AND NOTIFY SUPERINTENDENT OF ANY DISCREPANCIES.
- G5: ANY ALTERATION WORKS TO SERVICES WILL BE CARRIED OUT ONLY BE THE SERVICE OWNER AUTHORITY UNLESS APPROVED OTHERWISE.
- G6: ALL CONSTRUCTION ACTIVITIES UNDERTAKEN SHALL COMPLY WITH CURRENT WORKPLACE HEALTH AND SAFETY REQUIREMENTS AND LEGISLATION
- PRIOR TO THE COMMENCEMENT OF WORKS, IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE ALL RELEVANT COUNCIL AND AUTHORITY PERMITS ARE GRANTED AND IN PLACE.
- G8: THE CONTRACTOR SHALL NOT COMMENCE ANY DEMOLITION OR REMOVAL OF EXISTING STRUCTURES AND SERVICES WITHOUT APPROVAL FROM THE
- THE CONTRACTOR SHALL APPLY INDUSTRY BEST PRACTICES TO ENSURE THAT CONSTRUCTION WORKS DO NOT DISTURB OR OTHERWISE AFFECT NEARBY
- G10: CONTRACTOR TO ENSURE THAT ACCESS AND SERVICES TO EXISTING PROPERTIES ARE MAINTAINED AT ALL TIMES.
- G11: PLANS ARE TO BE READ IN CONJUNCTION WITH APPROVED VEGETATION MANAGEMENT PLAN. IF IN DOUBT, ALL TREES TO REMAIN UNDISTURBED UNLESS DIRECTED OTHERWISE.
- G12: CONTRACTOR TO ENSURE ALL PRE-START MEETING AND INSPECTIONS ARE UNDERTAKEN BY BOTH THE RELEVANT AUTHORITY AND REPRESENTATIVE OF ORION GROUP PRIOR TO THE COMMENCEMENT OF WORKS.
- G13: THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING A SAFE MOVEMENT OF TRAFFIC AND THE PROTECTION OF PERSON AND PROPERTY WITHIN AND AROUND THE AREA OF WORKS.
- G14: THE CONTRACTOR IS RESPONSIBLE FOR ALL TRAFFIC MANAGEMENT INCLUDING THE DESIGN, CONSTRUCTION, MAINTENANCE, AND REMOVAL OF TEMPORARY ROADWAYS, DETOURS, SIGNS, LIGHTS AND BARRIER AS REQUIRED STRICTLY IN ACCORDANCE WITH THE RELEVANT AUTHORITY REQUIREMENTS
- G15: HOLD POINT: ALL STORMWATER AND SEWER STRUCTURES AND PIPING MUST BE INSPECTED BY A REPRESENTATIVE OF ORION GROUP PRIOR TO ANY BACKFILLING

# **EARTHWORKS NOTES**

- E1: THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PLANNING, DESIGN, CERTIFICATION, IMPLEMENTATION AND MAINTANCENCE OF AN EROSION AND SEDIMENT CONTROL PLAN THAT IS IN COMPLIANCE WITH THE INTERNATIONAL EROSION CONTROL ASSOCIATION (IECA) GUIDELINES 'BEST PRACTICE EROSION AND SEDIMENT CONTROL' AND RELEVANT COUNCIL POLICIES.
- E2: THE EARTHWORKS AND ASSOCIATED PLANS ARE TO BE READ IN CONJUNCTION WITH THE APPROVED EROSION AND SEDIMENT CONTROL PLAN.
- E3: THE SUPERINTENDENT RESERVES THE RIGHT TO ADJUST FINISHED SURFACE LEVELS AND EXTENTS THROUGH WRITTEN DIRECTION
- E4: THE CONTRACTOR IS TO CONSIDER CONSTRUCTION LOADING WHEN PROTECTING SERVICES - SHOULD ANY DAMAGE OCCUR ORION GROUP IS TO BE NOTIFIED AND THE AFFECTED SERVICE TO BE SUITABLY REPAIRED.
- E5: ALL EARTHWORKS UNDERTAKEN SHALL BE IN ACCORDANCE WITH AS:3798-2007 AND ANY OTHER LOCAL COUNCIL OR AUTHORITY REQUIREMENTS.
- E6: ALL FILLING IS TO BE CONDUCTED UNDER LEVEL 1 SUPERVISION.
- ANY CLEARING UNDERTAKEN SHALL UTILISE INDUSTRY BEST PRACTICES AND INCLUDE THE CONSIDERATION OF ANY FAUNA RELOCATION

# ROADWORKS AND DRAINAGE NOTES

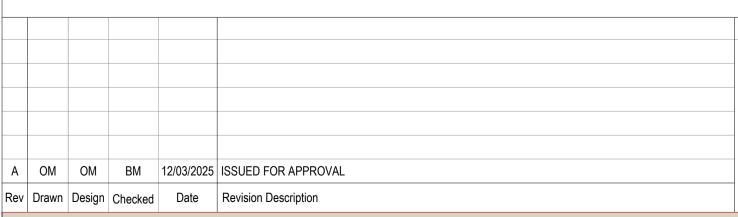
- R1: ALL WORKS SHALL BE IN ACCORDANCE WITH ALL RELEVANT COUNCIL AND AUTHORITY REQUIREMENTS.
- R2: THE CONTRACTOR SHALL ENSURE THAT ALL JOINS INTO EXISTING SURFACES ARE NEAT AND IN ACCORDANCE WITH ALL RELEVANT COUNCIL AND AUTHORITY
- R3: THE CONTRACTOR SHALL PERIODICALLY PROVIDE CBR SUBGRADE TEST RESULTS TO ENSURE APPROPRIATE PAVEMENT DESIGN.
- R4: ALL ROAD SIDE FURNITURE INCLUSIVE OF FOOTPATHS AND KERB RAMPS ARE TO PLACED IN ACCORDANCE WITH ALL RELEVANT COUNCIL AND AUTHORITY REQUIREMENTS AND IN SUCH A WAY AS TO ENSURE STANDARD OPERATION OF ANY EXISTING, PROPOSED, OR FUTURE DRAINAGE STRUCTURES AND VEHICLE
- R5: ALL PROPOSED KERBS TO HAVE SUBSOIL DRAINAGE INSTALLED IN ACCORDANCE WITH ALL RELEVANT COUNCIL AND AUTHORITY REQUIREMENTS.
- THE CONTRACTOR IS TO ENSURE THAT ALL DRAINAGE INFRASTRUCTURE PROVIDED FOR RETAINING WALLS IS CONNECTED TO EITHER KERB ADAPTORS OR STORMWATER STRUCTURES. CONTRACTOR TO DEMONSTRATE THAT ALL CONNECTIONS HAVE BEEN MADE.
- R7: ALL STORMWATER DRAINAGE MATERIALS, BEDDING, JOINTING AND STEP IRON REQUIREMENTS SHALL BE IN ACCORDANCE WITH THE RELEVANT COUNCIL AND AUTHORITY REQUIREMENTS.
- R8: PROPOSED STORMWATER PIPE CLASSES HAVE CONSIDERED SERVICE LOADS ONLY - CONTRACTOR IS TO ENSURE THAT ALL PIPEWORK AND STRUCTURES ARE SUITABLY PROTECTED FROM CONSTRUCTION LOADING
- R9: THE TERM D<sub>50</sub> DOCUMENTED ON THE DRAWINGS IN RELATION TO ROCK ARMORING CORRESPONDS TO THE REQUIRED MEDIAN DIAMETER OF THE PLACED ROCKS. THE ROCKS USED USED SHALL NOT VARY IN SIZE BY ±30mm OF THE NOMINATED SIZE.

# **ROOFWATER NOTES**

- RW1: THE GEOMETRIC CENTER SHALL BE TAKEN AS THE SETOUT POINT FOR ALL STRUCTURES, UNLESS DETAILED OTHERWISE.
- RW2: ROOFWATER ALIGNMENT, COVER, MATERIALS, BEDDING, JOINTING AND STEP IRON REQUIREMENTS SHALL BE IN ACCORDANCE WITH THE RELEVANT COUNCIL AND AUTHORITY REQUIREMENTS.
- RW3: ALL PVC PIPES ARE TO BE MINIMUM CLASS SN8
- RW4: END CAPS SHALL BE INSTALLED ON ENDS OF ALL PIPES AND STUBS.
- RW5: WHERE ROOFWATER PIPES ARE ALIGNED BEHIND PROPOSED RETAINING WALLS, THE CONTRACTOR IS TO REFER TO THE SPECIFIC PROJECT DESIGN AND CONFIRM CLEARANCES WITH THE SUPERINTENDENT PRIOR TO LAYING OF THE PIPES.
- RW6: PROPERTY CONNECTIONS SHALL BE 150Ø UNLESS SHOWN OTHERWISE THE CONTRACTOR SHALL EXTEND CONNECTIONS OF 1.0m BEYOND ADJACENT SEWER LINES WHERE APPLICABLE.

# NOTE: SURVEY

- A SURVEY HAS NOT BEEN PROVIDED TO ORION GROUP ALL EXISTING CONDITIONS INCLUDING ALL BOUNDARY ALIGNMENTS AND EXISTING SERVICE ALIGNMENTS ARE TO BE LOCATED BY THE CONTRACTOR PRIOR TO COMMENCEMENT OF WORKS.
- ALL SERVICES HAVE BEEN LOCATED AND ALIGNED BY MAPPING SERVICES AND AS CONSTRUCTED INFORMATION ONLY - ORION GROUP TAKES NO RESPONSIBILITY FOR ANY INACCURACIES IN THIS **INFORMATION**



Brent Milton CPEng, NER RPEQ 27473

**APPROVED** 

2.5 5 7.5 10 12.5 15 17.5 20 22.5 SCALE 1:250 (A1)

Scale:



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ABN:25 604 069 981 T:(02) 8660 0035 E:info@theoriongroup.au

ALIRIA PTY LTD

For:

CHILD CARE FACILITY **75 GARDNER STREET** TOOGOOLAWAH, QLD, 4313

Project:

**GENERAL NOTES** AND DEMOLITION PLAN

Title:

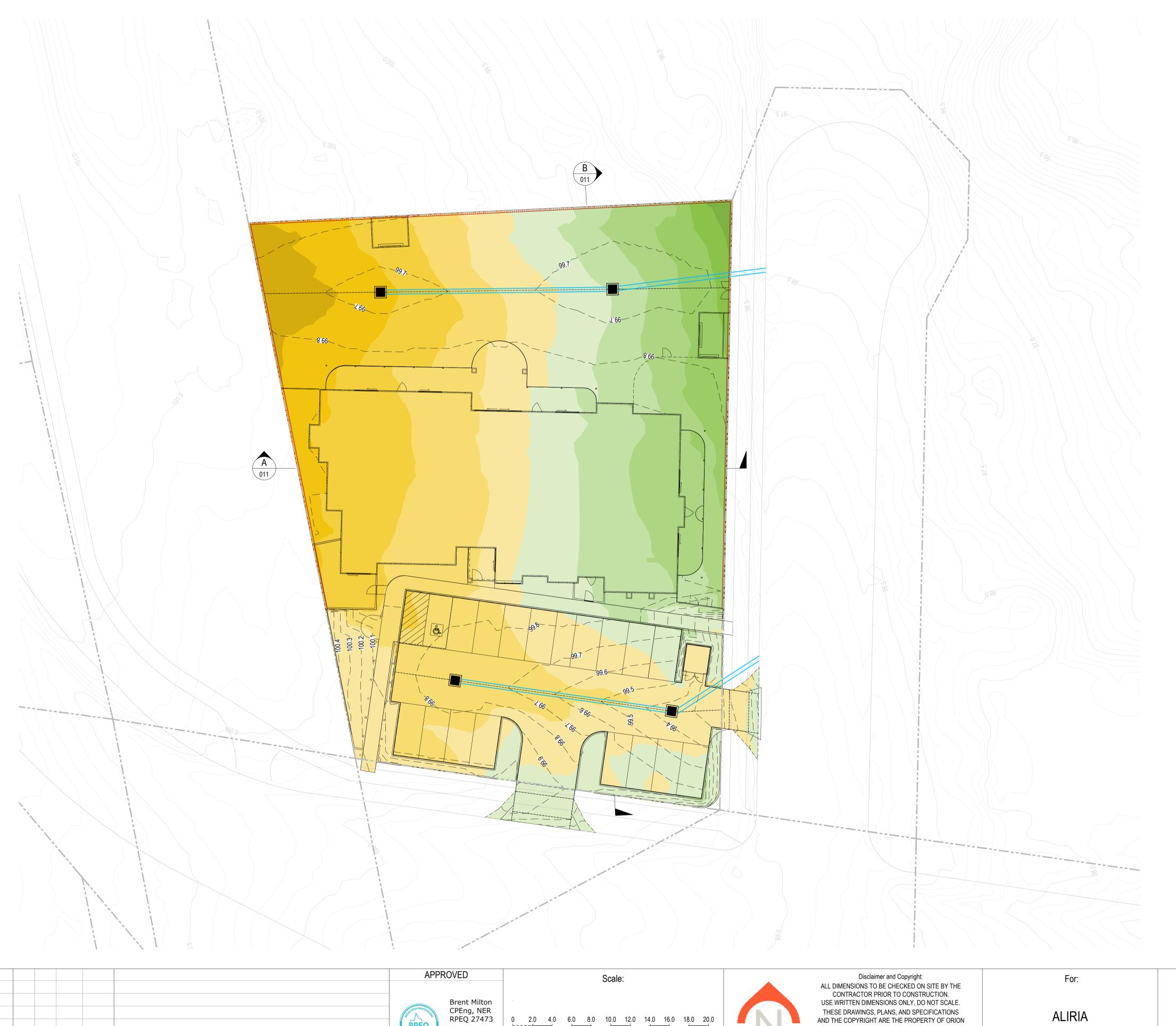
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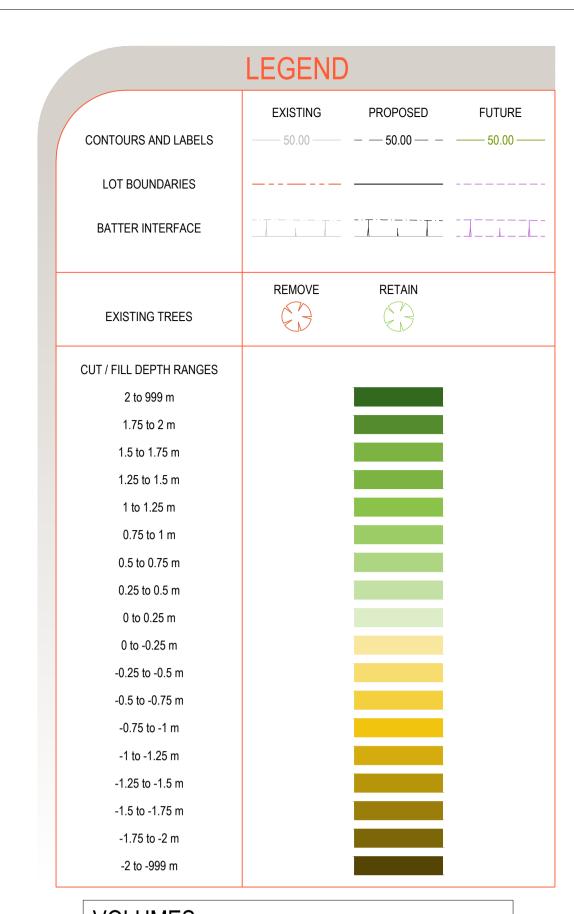
FOR DEVELOPMENT APPLICATION

Q25-0013-QLD-01 SHT-001

NOT FOR CONSTRUCTION



SCALE 1:400 (A3)



# **VOLUMES**

CUT - 645m<sup>3</sup> FILL - 398m³ EXPORT - 247m³

- THESE VOLUMES ARE APPROXIMATE ONLY (EXISTING SURFACE TO FINISHED DESIGN SURFACE).

- NO BULKING FACTOR HAS BEEN APPLIED.

- VOLUME DOES NOT ACCOUNT FOR ANY TOPSOIL STRIPPING OR RESPREAD.

- NO ALLOWANCE HAS BEEN MADE FOR UNSUITABLE MATERIAL

- HAVE NOT ASSUMED ROAD BOXING. - NO ALLOWANCE FOR STORMWATER OR UTILITY TRENCHING.

Project: Title: CHILD CARE FACILITY **BULK EARTHWORKS** ALIRIA 75 GARDNER STREET LAYOUT PLAN PTY LTD TOOGOOLAWAH, QLD, 4313

FOR DEVELOPMENT APPLICATION Q25-0013-QLD-01 SHT-010

NOT FOR CONSTRUCTION

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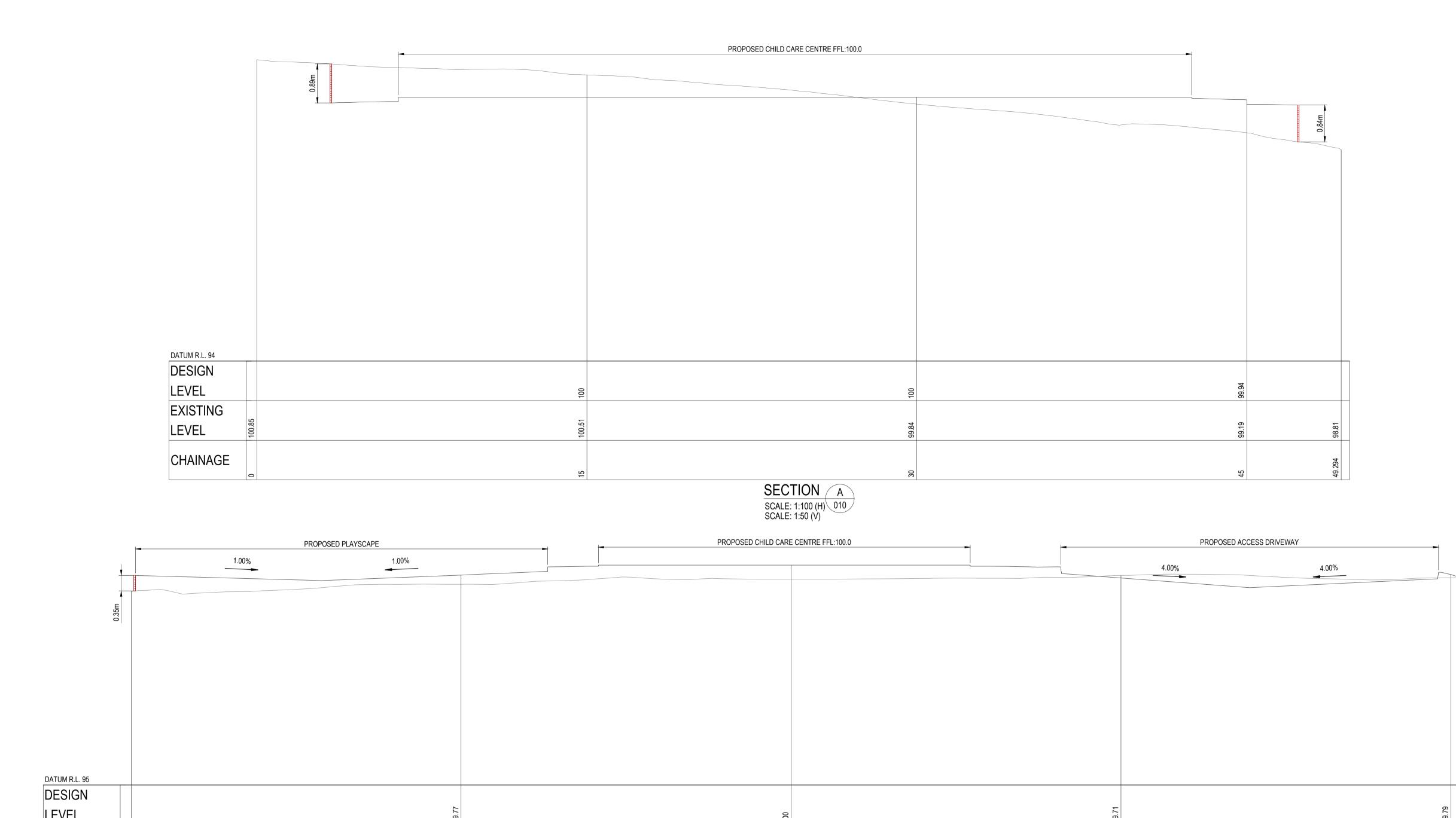
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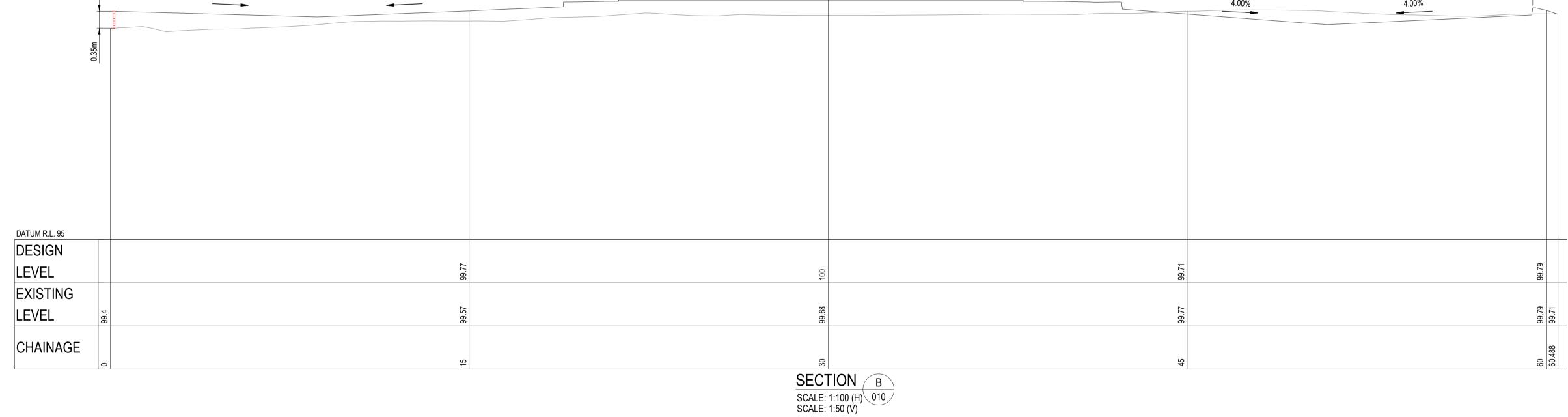
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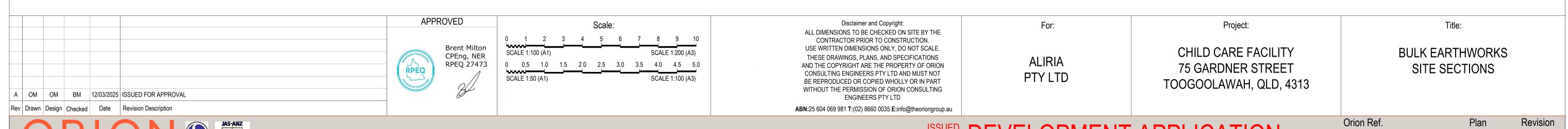
ABN:25 604 069 981 T:(02) 8660 0035 E:info@theoriongroup.au

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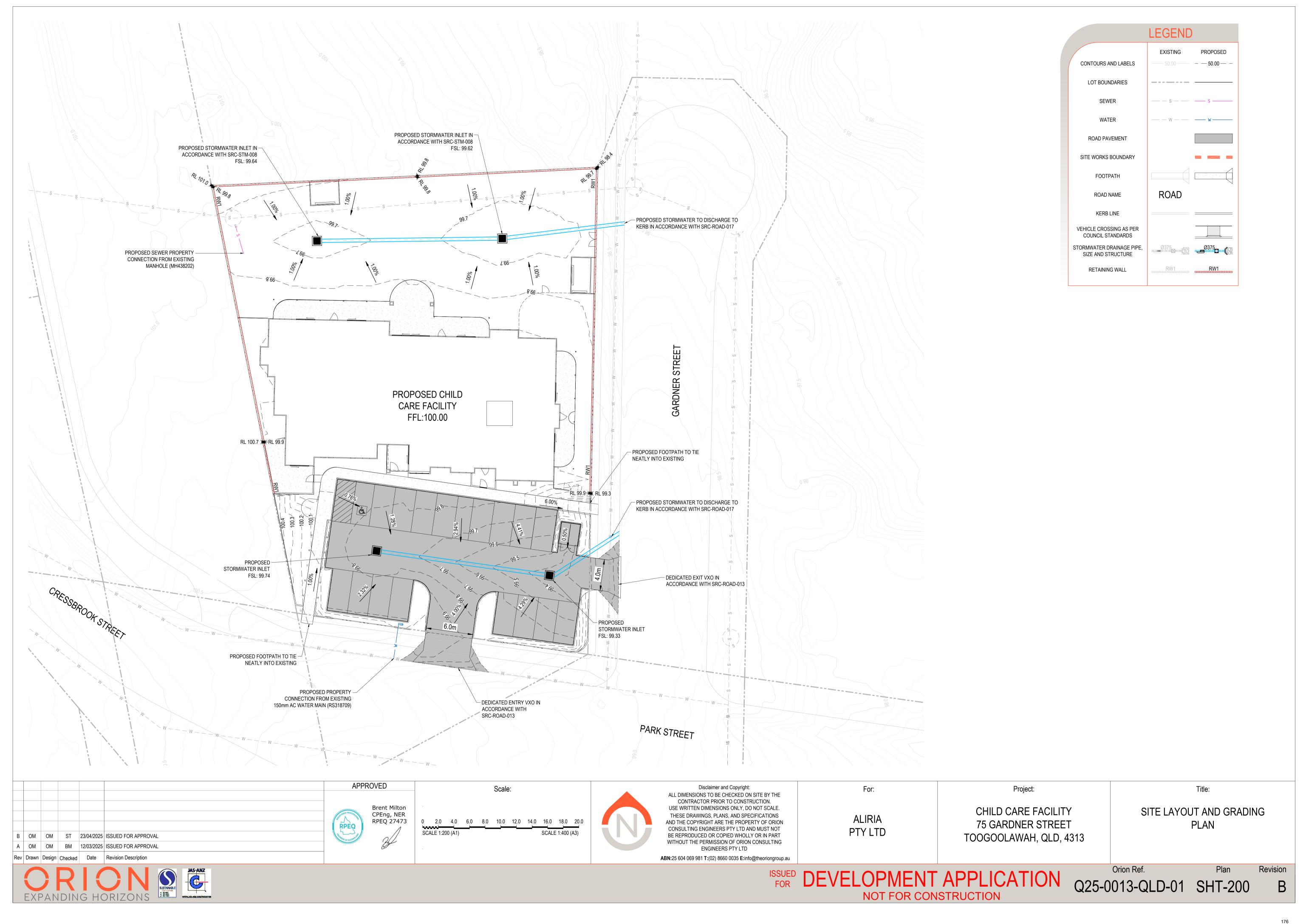
Revision





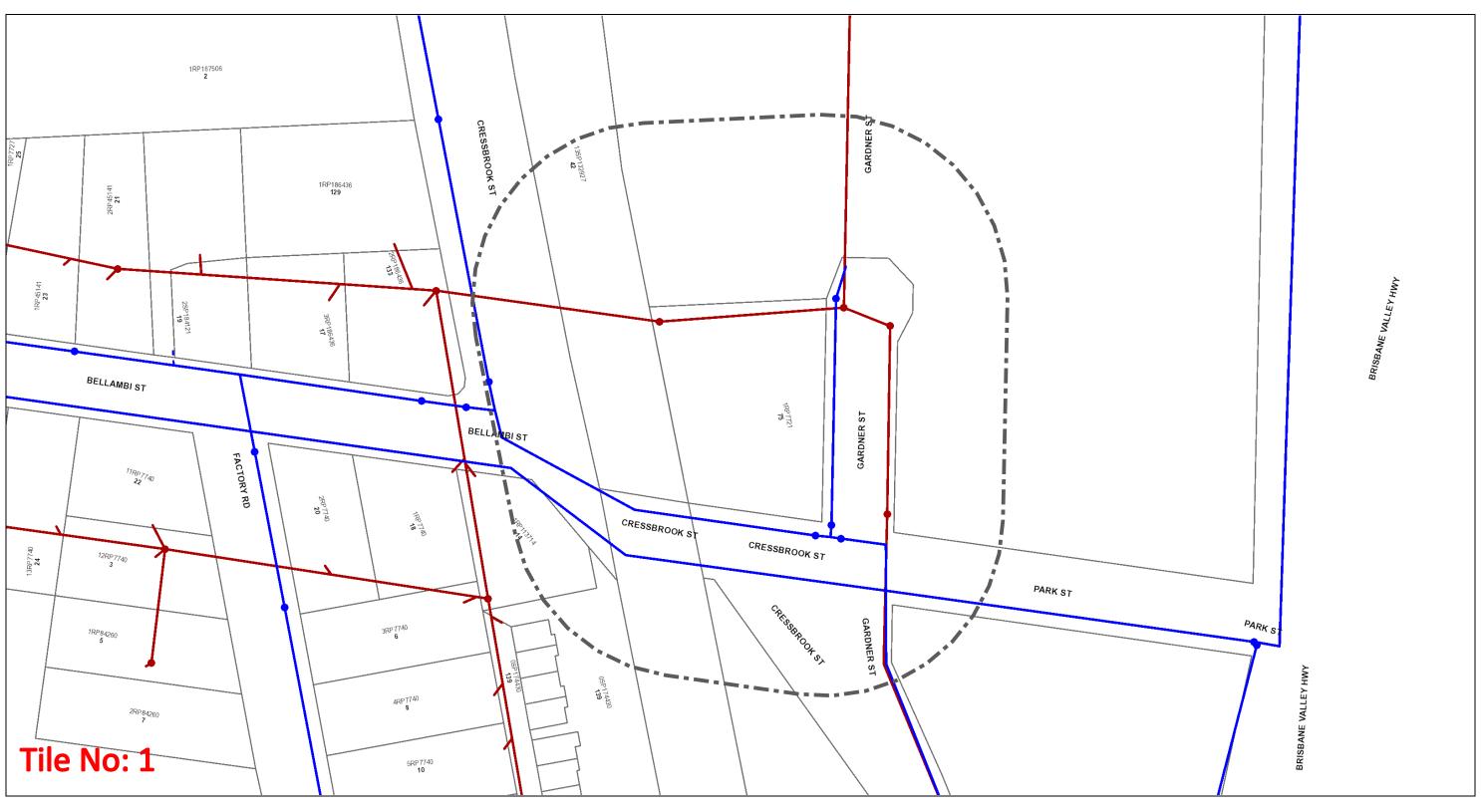


FOR DEVELOPMENT APPLICATION Q25-0013-QLD-01 SHT-011



Appendix C - Before You Dig Australia

# **Urban Utilities - Water, Recycled Water and Sewer Infrastructure**





Map Scale

1:1000

Before You Dig Australia- Urban Utilities Water, **Recycled Water and Sewer Infrastructure** 

# BYDA Reference No: 251623718

Date BYDA Ref Received: 27/02/2025 Date BYDA Job to Commence: 03/03/2025 Date BYDA Map Produced: 27/02/2025

This Map is valid for 30 days

Produced By: Urban Utilities

# Sewer

- Infrastructure Major Infrastructure
- Network Pipelines Network Structures

# Water

Network Pipelines

--- Water Service (Indicative only)

- Infrastructure Major Infrastructure
- Network Structures

# **Recycled Water**

- Infrastructure
- Major Infrastructure - Network Pipelines

Network Structures

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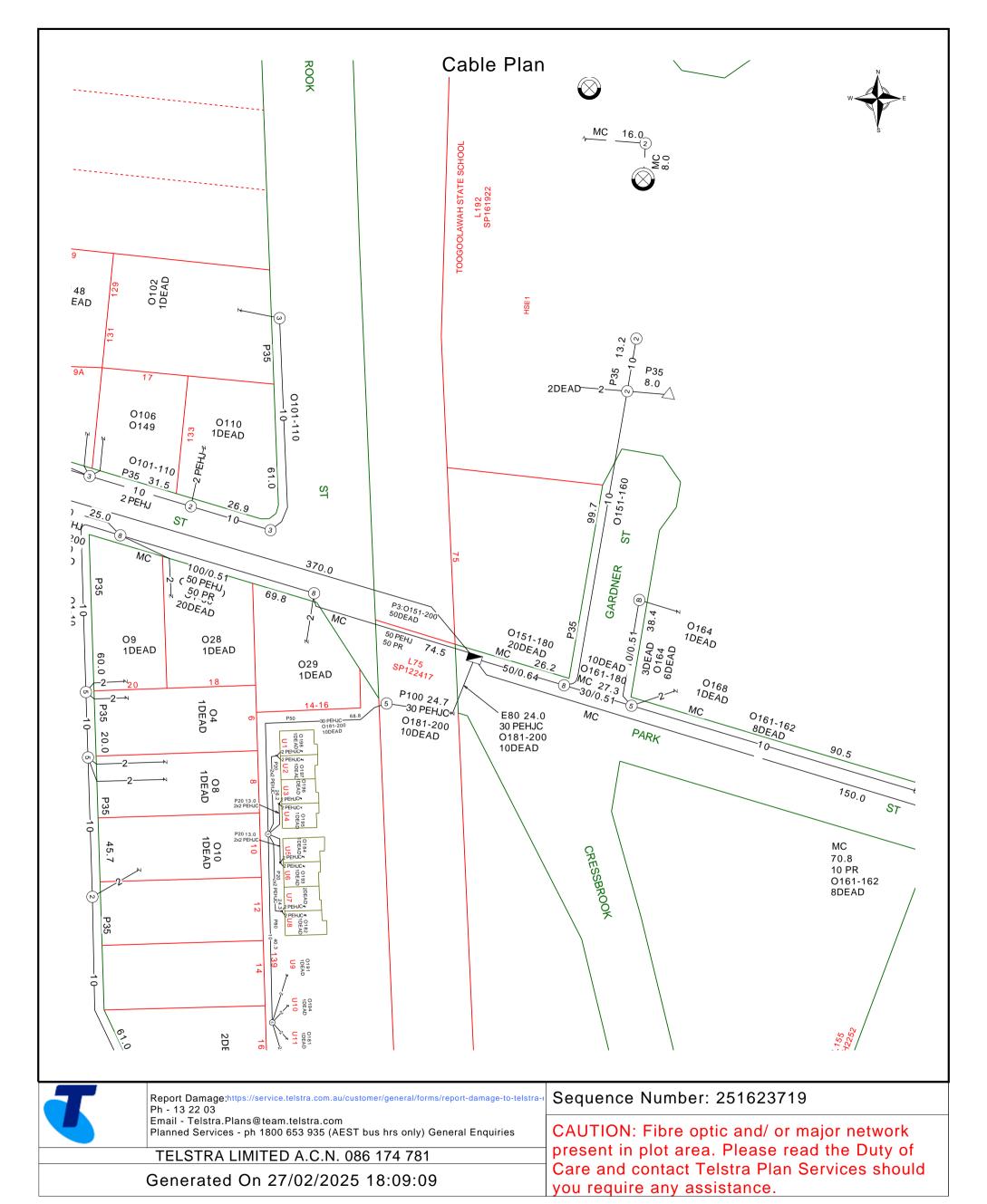
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ABN 86 673 835 011



The above plan must be viewed in conjunction with the Mains Cable Plan on the following page

# WARNING

Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information.

As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D.

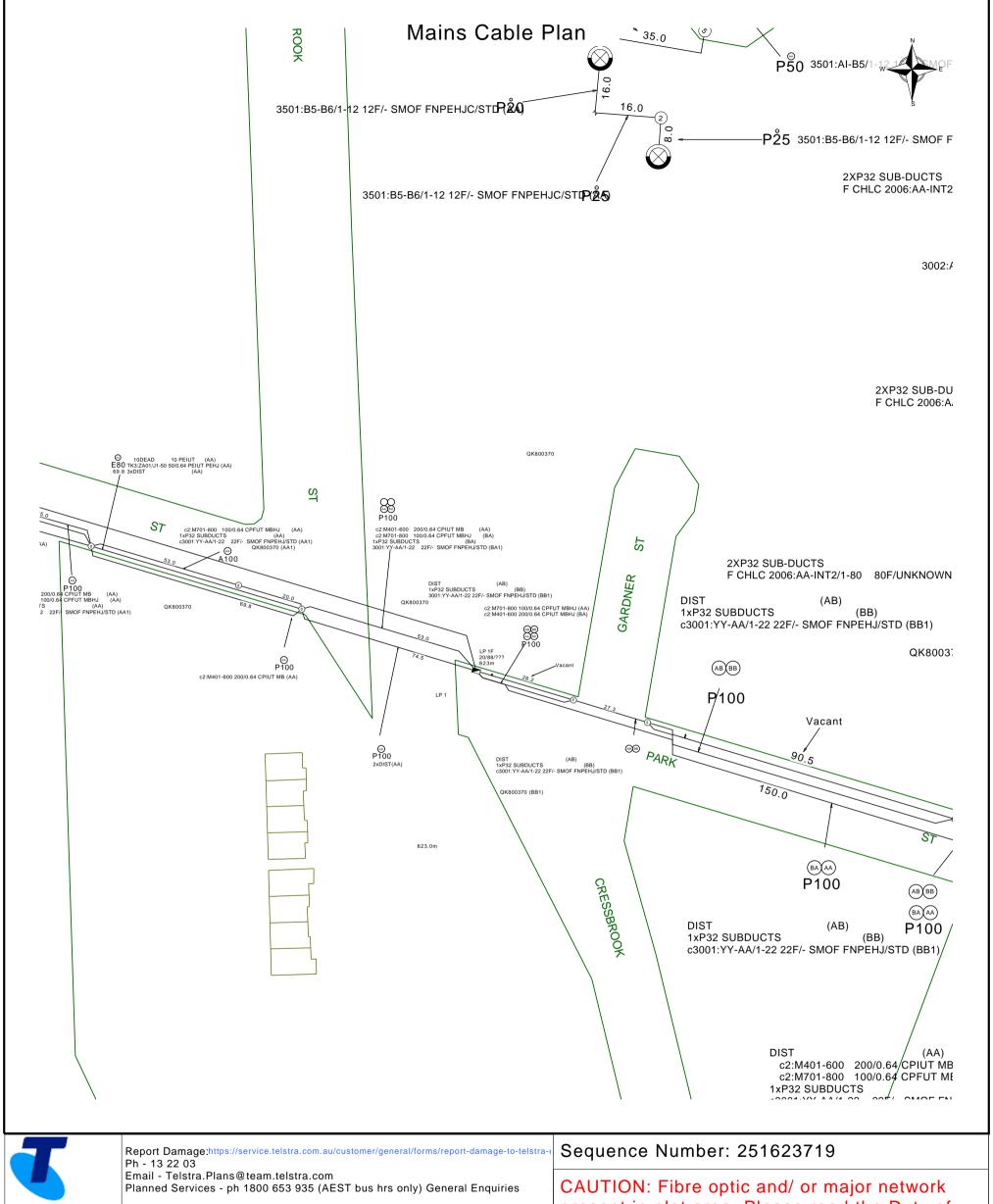
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Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work.

A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.



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CAUTION: Fibre optic and/ or major network present in plot area. Please read the Duty of Care and contact Telstra Plan Services should you require any assistance.

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# WARNING

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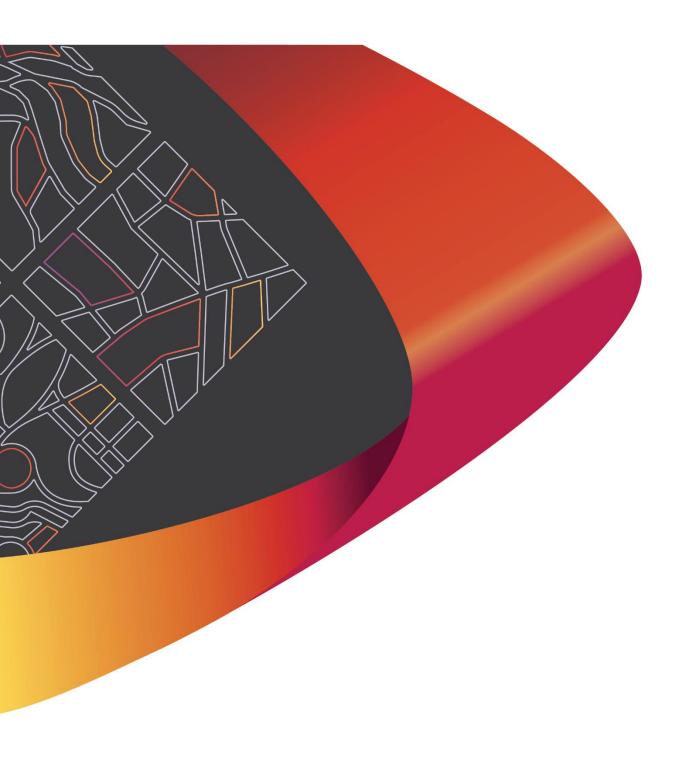
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Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy.

Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work.

A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.



## **Toogoolawah Childcare Centre Traffic Impact Assessment**

Ruby Developments Pty Ltd

P003039-R01

Rev: B

9 July 2025





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Document Reference: Document1

Document Authorisation					
Revision	Revision Date	Proposal Details			
А	2/04/2025	For submission			
В	9/07/2025	For submission			
Prepared by		Reviewed by		Authorised by	
Prineth Fernando	Rineth	Chris Marston	(-3-	Chris Marston	(-'S=



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#### 1. INTRODUCTION

#### 1.1 Background

Ruby Developments Pty Ltd (Ruby Developments) are preparing a Material Change of Use (MCU) application for a 72-place childcare centre in Toogoolawah. Premise Australia Pty Ltd (Premise) prepared a Traffic Impact Assessment (TIA) report, P003039-R01-revA dated 2 April 2025, to support the application to be lodged with Somerset Regional Council (SRC).

Upon reviewing the application, SRC issued the Information Request, DA26163 dated 11 June 2025, enclosed in Appendix A. This TIA report has been updated to address Request Item 1 and provide commentary on Request Item 2 of SRC's Information Request (refer Section 1.3). The TIA is prepared in accordance with the Department of Transport and Main Road's (TMR) 'Guide to Traffic Impact Assessment (GTIA)'.

#### 1.2 Scope and Study Area

The site is located at 75 Gardner Street with a property description Lot 1 of RP7721. The site is currently occupied by a church and has a single crossover on Cressbrook Street. The land is bounded by Toogoolawah State School to the north, Gardner Street to the east, Cressbrook Street to the south and to the west. It is proposed to widen the existing crossover to serve as an entry only access to the proposed childcare centre and construct a new exit only access on Gardner Street. A total of 17 on-site parking spaces is proposed including one (1) space for people with disabilities, eight (8) drop-off bays and eight (8) staff parking spaces.

The impact assessment area consists of the site frontages including the site accesses on Cressbrook Street and Gardner Street, the Cressbrook Street intersection, the Cressbrook Street / Gardner Street intersection and the Cressbrook Street / Gardner Street / Park Street intersection. The expected opening year of the childcare centre is 2026. The impact mitigation period is 10 years after the opening, resulting in a design year of 2036. The site location and the surrounding road network are shown in Figure 1.



Figure 1: Site location and the surrounding road network (Source: Queensland Globe)

Page 1 | Toogoolawah Childcare Centre



#### 1.3 Information Requests

The Information Request issued by SRC, DA26163 dated 11 June 2025, is enclosed in Appendix A. This report has been updated to address Request Item 1 and provide commentary on Request Item 2 of the Information Request.

Request Item 1 is as follows:

The review of the submitted TIA has identified that further information is required relating to peak traffic on Gardener and Park Streets. Given that there is an existing school it is unsuitable to suggest that peak flows on Gardener Street would be 24 vehicles with only 12 vehicles in peak for Park Street. Please provide further information relating to peak traffic on Gardener and Park Streets.

The following sections have been updated in this TIA report to address Request Item 1:

- > Traffic generated by the Toogoolawah State School in the peak hour and the distribution of school traffic on Gardner Street and Park Street are detailed in Section 2.4.
- > The "without development" and the "with development" traffic figures showing the traffic generated by the Toogoolawah State School in the peak hour in Section 5.1.

#### Request Item 2 is as follows:

There is insufficient information within the application material to demonstrate how pedestrian movements within the carpark ensure safe passage for all pedestrians, in particular for parking bays 10-17. Please provide details of what provisions are to be provided within the parking area to ensure the safe passage for all pedestrians.

Commentary has been added to the following section in this TIA report with respect to Request Item 2:

> Commentary on the proposed carpark layout, where the visitor parking bays (bays 1-9) with high turnover and high pedestrian generation will be serviced by pedestrian paths, and staff parking (bays 10-17) with low turnover and low pedestrian generation will be on the other side, in Section 3.3.

#### 2. EXISTING CONDITIONS

#### 2.1 Land Use and Zoning

As shown by Figure 2 the subject site is currently zoned as an "community facilities'" zone under the SRC Planning Scheme.

SRPS Somerset Zoning

Centre
Community Facilities
Emerging Community
General Residential
High Impact Industry
Industry
Recreation and Open Space
Rural
Rural Residential
Township

Park Residential Precinct

Figure 2: Zone map showing the subject site location (Source: Somerset Regional Planning Scheme)

#### 2.2 Adjacent Land Uses / Approvals

As shown in Figure 2, the subject site is bounded by:

- > Toogoolawah State School to the north zoned as "community facilities";
- > Cressbrook Street to the west and to the south; and
- > Gardner Street to the east.

The surrounding land is zoned as zoned as "community facilities" and "general residential".

A review of Development Applications (DA) lodged with SRC for the surrounding land uses did not identify any developments that would have a significant impact to traffic in the surrounding road network.

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#### 2.3 Surrounding Road Network Details

#### 2.3.1 ROAD LINKS

#### 2.3.1.1 Cressbrook Street

Cressbrook Street comprises of an undivided carriageway providing a single lane in each direction. It is a Local Government Road (LGR) under the governing authority of SRC. Cressbrook Street forms a priority-controlled T-intersection at the south-west corner of the site, and a priority-controlled T-intersection with Gardner Street and Park Street at the south-east corner of the site. The posted speed limit on Cressbrook Street is 40km/h in the school zone and 50km/h outside of the school zone.

#### 2.3.1.2 Gardner Street

The site has frontage to the southern section of Gardner Street. It is a cul-de-sac with a length of approximately 80m. It comprises of an undivided carriageway providing a single lane in each direction. It is a LGR under the governing authority of SRC. The southern section of Gardner Street provides vehicle access to the carpark at the rear of the Toogoolawah State School.

Gardner Street forms a priority-controlled four-legged intersection with Cressbrook Street and Park Street at the south-east corner of the site a priority-controlled T-intersection with Cressbrook Street south of the site. The posted speed limit on Gardner Street is 40km/h in the school zone and 50km/h outside of the school zone.

#### 2.3.1.3 Park Street

Park street is a cul-de-sac with a length of approximately 90m. It comprises of an undivided carriageway providing a single lane in each direction. It is a LGR under the governing authority of SRC. Park Street forms a priority-controlled four-legged intersection with Cressbrook Street and Gardner Street at the south-east corner of the site. The posted speed limit on Park Street is 40km/h in the school zone and 50km/h outside of the school zone.

#### 2.3.1.4 Brisbane Valley Highway

Brisbane Valley Highway is the nearest state-controlled road to the development site. It is under the jurisdiction of TMR and forms a priority-controlled T-intersection with Cressbrook Street approximately 250m south-east of the development site.

#### 2.3.2 INTERSECTIONS

#### 2.3.2.1 Cressbrook Street intersection

Cressbrook Street intersection is located at the south-west corner of the development site. It is a priority-controlled, T-intersection formed between Cressbrook Street in the north-south direction and an extension of Cressbrook Street in the east-west direction with the north-south link being the major / priority road.

#### 2.3.2.2 Cressbrook Street / Gardner Street / Park Street intersection

Cressbrook Street / Gardner Street / Park Street intersection is a four-legged, priority-controlled intersection located at the south-east corner of the development site. The east and west legs of the intersection are controlled by give-way signs with Gardner Street being the major / priority road.

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#### 2.3.2.3 Cressbrook Street / Gardner Street intersection

Cressbrook Street / Gardner Street intersection is a priority-controlled, T-intersection located approximately 50m from the development site, with Cressbrook Street being the major / priority road.

#### 2.4 Traffic Volumes

Premise requested traffic data for Cressbrook Street, Gardner Street and Park Street from SRC. Average Annual Daily Traffic (AADT) recorded in 2021 on Cressbrook Street was provided by SRC. There are no available traffic data on Gardner Street and Park Street.

The peak traffic hours on Gardner Street and Park Street are expected to be during the opening and closing hours of the Toogoolawah State School. Therefore, the peak hour traffic on Gardner Street and Park Street is estimated based on traffic generated by the Toogoolawah State School (refer Section 2.4.1).

Queensland Government's Open Data Portal records a traffic growth rate of approximately 1% per annum for Brisbane Valley Highway. The same growth rate was adopted for the LGRs assessed in this TIA to estimate future traffic volumes.

#### 2.4.1 TOOGOOLAWAH STATE SCHOOL

The School Annual Report published by the Department of Education records an enrolment of 228 students and 24 teaching staff in 2024.

The following assumptions have been made to estimate the traffic on Gardner Street and Park Street:

- > Staff carpark is accessed via the northern section of Gardner Street, and therefore, there will be no staff vehicles accessing the school via the southern section of Gardner Street.
- > A vehicle occupancy of 1.2 students per vehicle.
- > 50% of the students are dropped off and picked up at the rear gate of the school on the southern section of Gardner Street and the remaining 50% of the students are dropped off and picked up at the front gate on the northern section of Gardner Street.
- > Each vehicle trip in the peak hour accounts for two (2) vehicle movements. i.e. one (1) inbound and one (1) outbound trip.

Based on the above assumptions, the traffic generated by the school in the peak hour is 190 vehicles per hour (vph) (95vph inbound and 95vph outbound).

#### 2.4.2 CRESSBROOK STREET

The AADT recorded in year 2021 for Cressbrook Street is 515 vehicles per day (vpd). In this TIA, it is assumed that 10% of the AADT will be in the peak hour. Therefore, the two-way traffic in the peak hour is 52vph.

#### 2.4.3 GARDNER STREET

Traffic data was not available for the southern section of Gardner Street. The main traffic generating land use on Gardner Street is the Toogoolawah State School. Therefore, the peak hour traffic volumes on the southern section of Gardner Street are estimated based on the estimate traffic generated by the school (refer to Section 2.4.1). It is assumed that 80% of the traffic generated by the school will be using Garnder Street to drop-off and pick-up students, with the remaining 20% using Park Street. Therefore, the estimated peak hour traffic on the southern section of Gardner Street is 152vph.

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#### 2.4.4 PARK STREET

As detailed in Section 2.4.1 and Section 2.4.3, the peak hour traffic on Park Street is estimated based on the assumption that 20% of traffic generated by the school will be using Park Street to pick-up and drop-off students. Therefore, the estimated peak hour traffic on the Park Street is 38vph.

#### 2.5 Road Safety Issues

Road safety issues within the assessment area are assessed based on the reported crash data provided by TMR for a period from 1 January 2007 to 31 January 2024. There were no reported crashes within the impact assessment area consisting of Cressbrook Street, Gardner Street and Park Street.

#### 2.6 Site Access

The existing site has a single access on Cressbrook Street, located approximately 12m east of the Cressbrook Street intersection and approximately 20m west of the Cressbrook Street / Gardner Street / Park Street intersection.

#### 2.7 Public Transport

There are no public transportation facilities within a 500m walking radius. The nearest bus stop is approximately 800m north on Cressbrook Street near the Toogoolawah History Museum (Stop ID: 311121). The bus stop serves Route 529, which connects Toogoolawah, Esk, Coominya, Lowood, Fernvale, Borallon, Muirlea, North Ipswich and Ipswich. This route operates from Monday to Saturday, with only one (1) bus service available daily.

#### 2.8 Active Transport

Pedestrian paths are provided along the site frontages on Cressbrook Street and Gardner Street. No pedestrians crossing facilities are currently provided at the three (3) intersections within impact assessment area.



#### 3. PROPOSED DEVELOPMENT DETAILS

#### 3.1 Development Site Plan

Figure 3 shows the proposed development site plan for the childcare centre. A copy of the site development plans is attached in Appendix B.

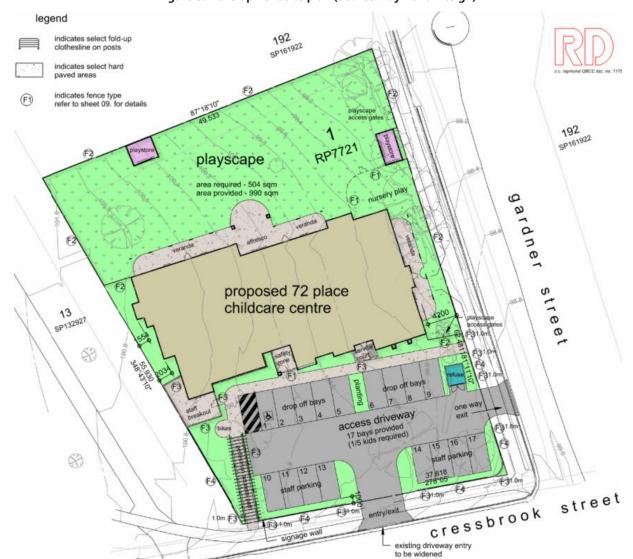


Figure 3: Development site plan (Source: Raymond Design)

#### 3.2 Operational Details

The total site area of the proposed childcare centre is 2,536m<sup>2</sup>, of which 990m<sup>2</sup> is the outdoor play area and 618m<sup>2</sup> is building floor area. The site is proposed to accommodate 72 children across five (5) activity rooms.

The expected opening year for the childcare centre is 2026 resulting in a design year of 2036 being 10 years after the completion.

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#### 3.3 Proposed Access and Parking

Based on the site development plans enclosed in Appendix A, it is proposed to widen the existing access on Cressbrook Street to serve as an entry / exit to the childcare centre.

As shown in Figure 4, there is approximately 7m of queuing space, equivalent to one (1) vehicle length, between the proposed access and the Cressbrook Street. The space available will not be sufficient if there were more than one (1) vehicle exiting the development site. Therefore, Premise recommends providing an 'entry only' access on Cressbrook Street. The assessments undertaken in the following sections in this TIA is on the basis that the access on Cressbrook Street is 'entry only'.



Figure 4: Queuing space between site access and Cressbrook Street intersection (Source: Queensland Globe)

A new 'exit only' access is proposed on Gardner Street, approximately 15m north of the Cressbrook Street / Gardner Street / Park Street intersection.

A paved pedestrian access path is proposed along the western boundary of the site providing access to the childcare centre from the footpath.

SRC's Transport Access and Parking Code specifies a minimum car parking requirement of one (1) space per five (5) children for childcare centres. The proposed childcare centre has a capacity of 72 children. Therefore, a total of 15 car parking spaces is required to be provided. A total of 17 on-site car parking spaces is proposed with one (1) space allocated for people with disabilities. The drop-off bays (bays 1 to 9) have direct access to the paved walkway leading to the childcare centre entrance. The staff parking at bays 10 to 17 are required to cross the access driveway to get to the childcare centre entrance. Staff typically start and end their shifts outside of the childcare centre operating hours and peak traffic hours. Therefore, the staff parking at bays 10 to 17 are able to cross the access driveway safely.

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#### 4. **DEVELOPMENT TRAFFIC**

#### 4.1 Traffic Generation

Traffic generated by the childcare centre was estimated following a review of the "Guide to Transport Impact Assessment". It specifies the following weekday vehicle trip generation rates for long day care centres.

- > 0.81 vehicle trips per child in the AM site peak hour;
- > 0.80 vehicle trips per child in the PM site peak hour; and
- > 2.97 vehicle trips per child per day.

Based on the above generation rates, the childcare centre is estimated to generate 58 vehicle trips in the AM peak hour, 58 vehicle trips in the PM peak hour and 214 daily vehicle trips. It is assumed that the directional split in the peak hours is 50% inbound and 50% outbound. The childcare centre is estimated to generate 29 inbound and 29 outbound vehicle trips in AM and PM peak hours. It is conservatively assumed that site peak hours and network peak hours are the same for a long day centre.

#### 4.2 Trip Distribution

The trip distribution was estimated based on the surrounding land uses and the road network. Toogoolawah town centre and residential area is located north of the site. The area south of the site is predominantly farmland and vacant land served by the Brisbane Valley Highway.

The trip distribution detailed below was adopted to distribute the development traffic onto the surrounding road network.

- > 90% of development traffic will be from north of the site and travel through the Cressbrook Street intersection and turn into the site.
- > 10% of development traffic will be from south of the site and travel through the Cressbrook Street / Gardner Street intersection and Cressbrook Street / Gardner Street / Park Street intersection and into the site.



#### 4.3 Development Traffic Volumes on the Network

Based on the traffic generation estimated in Section 4.1 and the trip distribution detailed in Section 4.2, Figure 5 shows the estimated development traffic volumes on the network in the peak hour.

Traffic volumes have been rounded to the nearest whole number which may result in slight inconsistencies in values.

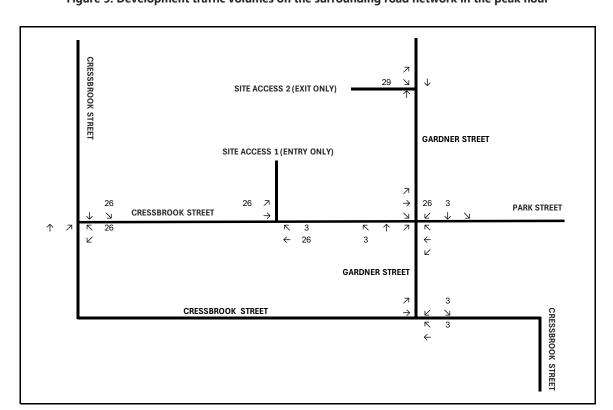


Figure 5: Development traffic volumes on the surrounding road network in the peak hour

#### 5. IMPACT ASSESSMENT AND MITIGATION

#### 5.1 With and Without Development Traffic Volumes

#### 5.1.1 "WITHOUT DEVELOPMENT" TRAFFIC VOLUMES

The traffic volumes on the surrounding roads are detailed in Section 2.4. A growth rate of 1% per annum is adopted to estimate the future background traffic. It is assumed that the traffic volumes in the AM and PM peak hours are the same.

#### 5.1.1.1 Opening Year (2026) "Without Development" Traffic Volumes

Background traffic in the impact assessment area in the peak hour for the opening year (2026) is shown in Figure 6.

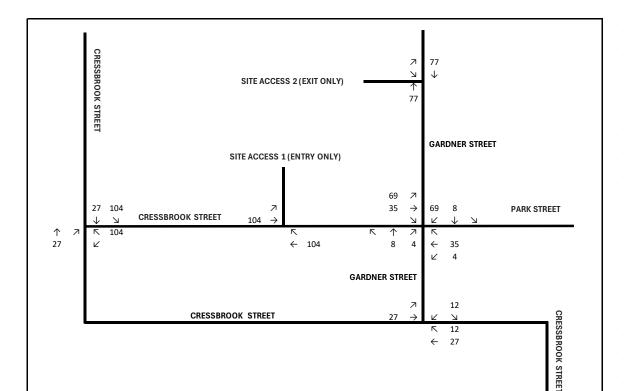
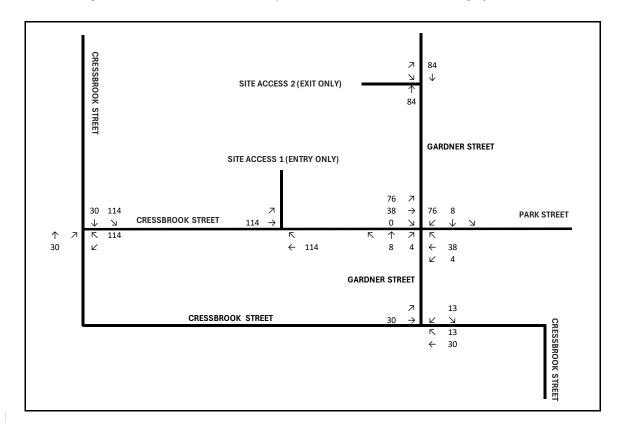


Figure 6: Peak hour "without development" traffic volumes for the opening year (2026)

#### 5.1.1.2 Design Year (2036) "Without Development" Traffic Volumes

Background traffic in the impact assessment area in the peak hour for the design year (2036) is shown in Figure 7.

Figure 7: Peak hour "without development" traffic volumes for the design year (2036)

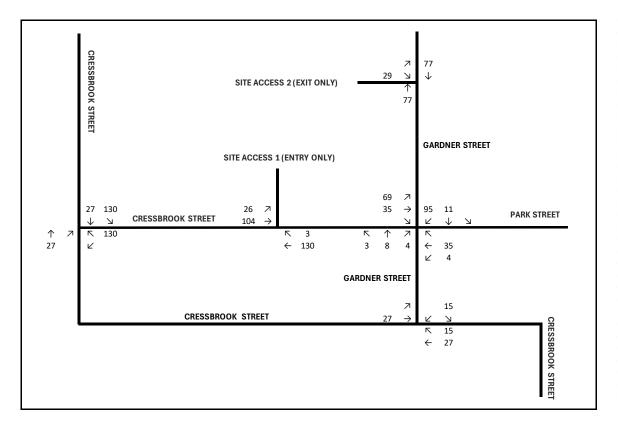


#### 5.1.2 "WITH DEVELOPMENT" TRAFFIC VOLUMES

#### 5.1.2.1 Opening Year (2026) "With Development" Traffic Volumes

Peak hour "with development" traffic volumes in Figure 8 for the opening year (2026) is the sum of the development traffic in Figure 5 and opening year (2026) "without development" traffic in Figure 6.

Figure 8: Peak hour "with development" traffic volumes for the opening year (2026)



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#### 5.1.2.2 Design Year (2036) "With Development" Traffic Volumes

Peak hour "with development" traffic volumes Figure 9 for the design year (2036) is the sum of the development traffic in Figure 5 and design year (2036) "without development" traffic in Figure 7.

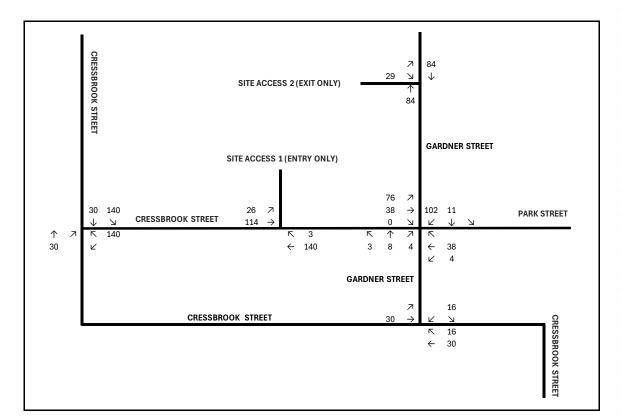


Figure 9: Peak hour "with development" traffic volumes for the design year (2036)

#### 5.2 Road Safety Impact Assessment and Mitigation

The GTIA specifies the following two (2) stage process for assessment of road safety impacts:

- 1. Risk Assessment to determine the change in risk profile associated with existing road safety issues as a result of the development.
- 2. Safety Assessment to determine if changes to the road environment require either a road safety audit by an accredited road safety auditor, or a road safety assessment by either an accredited road safety auditor or a registered professional engineer of Queensland (RPEQ).

#### 5.2.1 RISK ASSESSMENT

There was no road safety issues within the impact assessment area for the period from 1 January 2007 to 31 January 2024. A road safety risk assessment was conducted by following the steps outlined below.

- > Evaluate potential consequences based on accident severity from 1, property damage only, to 5, fatality;
- > Evaluate potential likelihood from 1, rare, to 5, almost certain; and
- > Sum the potential consequence and likelihood values to determine the risk score with scores up to and including 4 considered low risk, 5 to 7 medium risk, and 8 or greater high risk.

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Table 1 summarises the road safety risk assessment with further detail provided in the following sections.

Table 1: Road safety risk assessment

Without development		dev	With elopm	ient			With elopm nitigat			
Risk item	Likelihood	Consequence	Risk Score	Likelihood	Consequence	Risk Score	Mitigation measures	Likelihood	Consequence	Risk Score
Cressbrook Street intersection	1	4	М	2	4	М	No action			
Cressbrook Street / Gardner Street intersection	1	4	М	2	4	М	No action			
Cressbrook Street / Gardner Street / Park Street intersection	1	4	М	2	4	М	No action			

#### 5.2.1.1 "Without Development" Risk Assessment

To provide an objective assessment of the potential likelihood, Premise uses the average recurrence interval / frequency criteria listed in Table 2.

Table 2: Potential likelihood evaluation criteria

Potential Likelihood	Average Recurrence Interval	Accidents over 16 years
Almost Certain (5)	≤1 year	16 or more
Likely (4)	≤ 2 years	8 to 15
Moderate (3)	≤ 4 years	4 to 7
Unlikely (2)	≤ 8 years	2 or 3
Rare (1)	> 8 years	1

As no crashes were reported in the study area, the risk assessment of the "without development" road condition is undertaken based on the assumption that the potential likelihood of a crash is rare (potential likelihood score of 1).

With no crash history available to validate potential consequences, the potential consequence of crashes was estimated based on the crash speed. The posted speed limit of 50km/h is used as the crash speed in this assessment. The 'severity guidance sheet' in Austroads' 'Guide to Road Safety Part 6: Road Safety Audit' is shown in Figure 10. Crashes involving a car at a crash speed of 50km/h is likely to result in serious injury (potential consequence score of 4).

Crash Speed (km/h) < 10 10 20 50 60 70 80 90 100 (vs HV) Cyclist (vs HV) Motorcyclists (vs HV) **Crash Type** Moderate Injury Pedestrian Cyclist (vs car) Pole/Tree Impact (car) Motorcyclists Side Impact Side Impact (car vs car) Head On (HV vs car) Head On

Figure 10: The severity guidance sheet

Based on rare (1) potential likelihood of a serious injury (4) crash, the "without development" risk score is medium (5).

#### 5.2.1.2 With Development" Risk Assessment

To provide an objective assessment of the potential likelihood increase due to a development, Premise uses the volume ratio of with development traffic and without development traffic ("with development" traffic divided by "without development" traffic) listed in Table 3.

Potential Likelihood Increase	Volume Ratio (R)
+4 bands	8 < R
+3 bands	4 < R ≤ 8
+2 bands	2< R ≤ 4
+1 band	1.05 < R ≤ 2
No increase	R ≤ 1.05

Table 3: Potential likelihood increase criteria

The volume ratio (R) is calculated by comparing the "with development" traffic volumes to "without development" traffic volumes in the design year (2036). R is 1.2 at the Cressbrook Street intersection, 1.1 at the Cressbrook Street / Gardner Street intersection and 1.1 at the Cressbrook Street / Gardner Street / Park Street intersection. Therefore, the potential likelihood increases by one (1) band at all three (3) intersections with the introduction of development traffic onto the road network. The likelihood of a crash resulting in severe injury or hospitalization (potential consequence score of 4) is unlikely (potential likelihood score of 2) at all three (3) intersections. The safety risk score remains medium at all three (3) intersections. Therefore, no mitigation measures are required.

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#### 5.2.2 SAFETY ASSESSMENT

Any changes to access configurations, nearby intersections, bus stop locations, cycling facilities, footpaths and so on, once designed, should be assessed to identify if they introduce any additional safety issues. There are two (2) potential levels of assessment of these changes detailed in the GTIA, namely:

- > Road safety assessment; and
- Road safety audit.

The level of assessment required relates to the road environment the development is accessing and the scale of the potential risk, based on the scale of the development. Figure 11 and Figure 12 define the level of safety risk, and the assessment required.

Figure 11: Road environment safety matrix (level of risk)

Traffic volume (AADT)	Speed (km/h)					
	Up to 50 km/h	60 km/h to 70 km/h	80 km/h+			
≤ 8000	Low	Medium	Medium			
> 8000	Medium	Medium	High			

Figure 12: Type of road safety assessment based on road environment safety rating

Development type	Road environment safety rating				
	Low	Medium	High		
Major Development	road safety assessment	road safety audit	road safety audit		
Planning Act Development	road safety assessment	road safety assessment	road safety audit		

With a posted speed limit of 50km/h and traffic volumes less than 8,000vpd on Cressbrook Street, Gardner Street and Park Street, the road network is assessed by the GTIA to be a low-risk environment. The proposed development is a Planning Act Development as defined by the GTIA and therefore, any changes to the road environment do not require a road safety audit but should be subject to a road safety assessment. A road safety assessment may be conducted by either an accredited road safety auditor or a Registered Professional Engineer of Queensland (RPEQ). This requirement would be satisfied by safety reports prepared in accordance with Section 295 of the Work Health and Safety Regulation 2011 as part of the design process.

#### 5.3 Access and Frontage Impact Assessment

#### 5.3.1 TURN WARRANT ASSESSMENT

Turn warrant assessments were undertaken using normal design domain (NDD) warrants contained in Austroads "Guide to Traffic Management Part 6: Intersections, Interchanges and Crossings Management" (AGTM06-20) for design speeds less than or equal to 70km/h as shown by Figure 13.

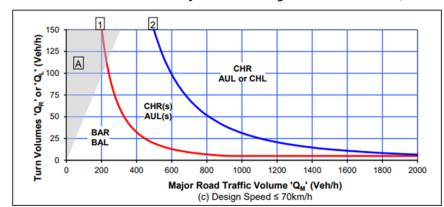


Figure 13: Warrants for turn treatments on major roads at unsignalised intersections (Source: AGTM06-20)

The two (2) site accesses and the two (2) T-intersections were assessed based on design year (2036) peak hour traffic volumes. The turn warrant assessments are summarised in Table 4 and enclosed in Appendix B.

Intersection Warranted Turn Treatments

Site Access 1 / Cressbrook Street BAL / BAR

Site Access 2 / Gardner Street 
Cressbrook Street intersection BAR / BAL

Cressbrook Street / Gardner Street intersection BAR / BAL

**Table 4: Turn warrant assessment summary** 

Based on the assessment,

- > The 'entry only' access on Cressbrook Street warrants basic right turn (BAR) and basic left turn (BAL) treatments.
- > As the access on Gardner Street is 'exit only', and therefore, turn treatments are not required.
- > The two (2) T-intersections warrant BAR and BAL treatments.

#### 5.3.2 INTERSECTION ANALYSIS

The "Guide to Traffic Management Part 3: Traffic Studies and Analysis" (Austroads 2009) states that "at unsignalized intersections with minor roads where there are relatively low traffic volumes of cross and turning traffic, capacity considerations are usually not significant, and capacity analysis is unnecessary."

Table 5 reproduced from the Guide to Traffic Management Part 3 lists the intersection volumes below which capacity analysis is unnecessary.

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Type of Road	Light cross and turning volumes maximum design hour volumes (vehicles per hour, two way)					
Two-lane major road	400	500	650			
Cross road	250	200	150			
Four-lane major road	1,000	1,500	2,000			
Cross road	100	50	25			

**Table 5: Capacity analysis volumes (Source: AUSTROADS)** 

The three (3) intersections have been assessed based on design year (2036) "with development" peak hour traffic volumes as shown in Figure 9. Table 6 summarises the two-way traffic volumes on the major road and cross road at each intersection.

	Major road	Cross road
Cressbrook Street intersection	340vph	280vph
Cressbrook Street / Gardner Street / Park Street intersection	197vph	257vph
Cressbrook Street / Gardner Street intersection	76vph	32vph

Table 6: Two-way traffic volumes on major roads and cross roads in the peak hour

As shown in Table 6, the traffic volumes at the Cressbrook Street intersection and the Cressbrook Street / Gardner Street / Park Street intersection exceed those values listed in Table 5. Therefore, in accordance with the Guide to Traffic Management: Part 3, capacity analysis is required for these intersections two (2) intersections.

Intersection performance has been assessed using SIDRA Intersection Version 10 (SIDRA). SIDRA is an advanced micro-analytical traffic tool for the evaluation of intersections. SIDRA reports intersection performance in terms of a range of parameters including:

- > Demand Volumes (V): The modelled number of vehicles arriving at the intersection during the assessment hour. Demand volumes are calculated by dividing the peak hour volume by the peak flow factor (PFF). SIDRA's default PFF of 95% has been adopted for all movements.
- > Degree of Saturation (DoS): The ratio of the demand volume, V, to the theoretical capacity. An intersection is considered to be operating at its practical capacity when the DoS reaches 0.80 for a priority-controlled intersection.
- > Average Delay (D): The mean control delay including both queuing delay and geometric delay for all vehicles arriving during the assessment period including the delay experienced after the end of the flow period until the departure of the last vehicle arriving during the flow period. The GTIA specifies that average delays exceeding 42 seconds for any movement at a priority-controlled intersection or roundabout is a safety issue.
- > Back of Queue Length (Q): The maximum backward extent of the queue relative to the stop line or giveway / yield line during a signal cycle or gap acceptance cycle below which 95% of all queue lengths fall (95th percentile back of queue) or 50% of all queue lengths fall (average back of queue). The 95<sup>th</sup> percentile back of queue length is generally accepted as the maximum queue length for design purposes.

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#### 5.3.2.1 Cressbrook Street intersection

The Cressbrook Street intersection was modelled as a priority-controlled T-intersection for the design year (2036) "with development" peak hour traffic volumes shown in Figure 9. The SIDRA output results are enclosed in Appendix C and summarised below.

- > The highest DoS is 0.134 on the Cressbrook Street east approach, which is below practical capacity (DoS < 0.80).
- > The maximum delay to any movement is 6.1 sec for the right turn movement out of Cressbrook Street east approach, which is below the maximum specified delay (D < 42 sec) in the GTIA.
- > The longest queue formed on the Cressbrook Street approach is 3.4m, which is less than the distance to the Cressbrook Street / Gardner Street / Park Street intersection (35m).

#### 5.3.2.2 Cressbrook Street / Gardner Street / Park Street intersection

The Cressbrook Street / Gardner Street / Park Street intersection was modelled as a priority-controlled four-legged intersection for the design year (2036) "with development" peak hour traffic volumes shown in Figure 9. The SIDRA output results are enclosed in Appendix C and summarised below.

- > The highest DoS is 0.087 on the Cressbrook Street west approach, which is below practical capacity (DoS < 0.80).
- > The maximum delay to any movement is 5.5 sec for the right turn movement out of Gardner Street north approach, which is below the maximum specified delay (D < 42 sec) in the GTIA.
- > The longest queue formed on the Cressbrook Street approach is 2.6m, which is less than the distance to the Cressbrook Street intersection (35m).

#### 5.3.3 SIGHT DISTANCES

#### 5.3.3.1 Approach Site Distance

The GTIA specifies minimum sight distance requirements for intersections as the Approach Sight Distance (ASD) required to the road surface at all intersections and accesses. ASD is defined in the "Guide to Road Design Part 4A: Unsignalised and Signalised Intersections" (Austroads 2017). Austroads also provides formulas for calculating the acceptable minimum sight distances.

ASD is the distance at which a driver can see any line marking on the road surface at the intersection. ASD should be sufficient to allow a driver to react to the intersection and, if necessary, come to a complete stop before entering the intersection. Minimum ASD is calculated using the formula;

$$ASD = \frac{R_T \times V}{3.6} + \frac{V^2}{254 \times (d + 0.01 \times a)}$$

where:

R<sub>T</sub> = reaction time (2 seconds, the general minimum value for most road types)

V = design speed

d = coefficient of deceleration

a = longitudinal grade (0 for a relatively flat grade)

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It is assumed that the posted speed limit on Cressbrook Street and Gardner Street will remain 50km/h once the development is completed, resulting in a design speed of 60km/h. The coefficient of deceleration of 0.36 is used for cars braking on urban and rural roads in NDD. Cressbrook Street is in a downward slope in north to south direction. As measured on Google Earth Pro, the longitudinal grade is 2%. The minimum ASD requirement at the Cressbrook Street intersection and the Cressbrook Street / Gardner Street intersection is 75m to the north and 71m to the south.

#### 5.3.3.2 Safe Intersection Sight Distance (SISD)

Safe Intersection Sight Distance (SISD) is the distance at which a driver can see a vehicle moving into a collision situation and decelerate to a stop before reaching the collision point. Minimum SISD is calculated using the formula;

$$SISD = \frac{D_T \times V}{3.6} + \frac{V^2}{254 \times (d + 0.01 \times a)}$$

The meaning of the variables is the same as for ASD, with the decision time  $(D_T)$  being the sum of reaction time  $(R_T)$  and observation time of 2.5 seconds. The minimum SISD requirement at the Cressbrook Street intersection and the Cressbrook Street / Gardner Street intersection is 125m to the north and 121m to the south.

Figure 14, Figure 15, Figure 16 and Figure 17 are images from Google Street View demonstrating that the minimum required ASD and SISD are available to the north and south of the two (2) intersections.



Figure 14: Looking towards the Cressbrook Street intersection from north (Source: Google Maps)

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Figure 15: Looking towards the Cressbrook Street intersection from south (Source: Google Maps)





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Figure 17: Looking towards the Cressbrook Street / Gardner Street intersection from south (Source: Google Maps)



As shown in Figure 18, currently there is insufficient line markings at the Cressbrook Street / Gardner Street intersection. To improve visibility and safety at the intersection, Premise recommends implementing 'give-way control' line markings signage on the Gardner Street leg of the intersection. Realigning the Gardner Street leg perpendicular to the traffic lanes on Cressbrook Street will improve visibility. The recommended changes will improve the overall safety of the intersection, however, the traffic introduced by the proposed childcare centre is not expected to significantly worsen the safety of the intersection in its current form.

Figure 18: Current layout of the Cressbrook Street / Gardner Street intersection (Source: Queensland Globe)



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#### 6. CONCLUSIONS AND RECOMMENDATIONS

#### 6.1 Summary of Impact and Mitigation Measures

Rube Developments are preparing an impact assessment MCU application for a 72-place childcare centre estimated to generate 58 vehicle trips in the peak hour. The proposed development plan includes two (2) site accesses and a total of 17 on-site parking spaces. Premise previously prepared the TIA report, P003039-R01-revA, to support the application. On 11 June 2025, SRC issued the Information Request, DA26163. This TIA report has been updated to address Request Item 1 and provide commentary on Request Item 2.

The TIA is completed in accordance with the GTIA resulting in the following conclusions and recommendations:

- > The queuing space available between the proposed access on Cressbrook Street and the Cressbrook Street intersection is only sufficient for one (1) vehicle. Therefore, Premise recommends providing an 'entry only' access on Cressbrook Street.
- > A total of 17 on-site car parking spaces is proposed as part of the development, two (2) parking spaces more than the minimum requirement of 15 on-site parking spaces specified in SRC's Transport Access and Parking Code.
- > There were no reported crashes within the impact assessment area in the period from 1 January 2007 to 31 January 2024. The safety risk was estimated based on the speed environment and traffic introduced onto the surrounding road network by the development of the childcare centre. The additional traffic is not expected to increase the safety risk, and therefore, mitigation measures are not required.
- > All roads within the impact assessment area have posted speed limits of 50km/h and a traffic volume less than 8,000vpd, and therefore, it is assessed by the GTIA to be a low-risk environment. The proposed changes to the road environment do not require an RSA but should be subject to a road safety assessment, to be conducted by either an accredited road safety auditor or a RPEQ.
- > The 'entry only' access on Cressbrook Street, the Cressbrook Street intersection and the Cressbrook Street / Gardner Street intersection warrant BAR and BAL treatments when assessed for design year (2036) "with development" traffic volumes.
- > Traffic volumes at the Cressbrook Street / Gardner Street intersection are below the thresholds that would necessitate capacity analysis.
- > Based on SIDRA analysis, the Cressbrook Street intersection and the Cressbrook Street / Gardner Street / Park Street intersection are expected to operate below practical capacity when assessed for design year (2036) "with development" traffic volumes. The longest queues formed at each intersection are less than the separation between the two (2) intersections.
- > The available sight distances at the Cressbrook Street intersection and the Cressbrook Street / Gardner Street intersection exceeds the minimum ASD and SISD requirements, and therefore, considered to comply with the minimum sight distance requirements.
- > To improve visibility and safety at the intersection, it is recommended that 'give-way control' line markings are provided, and the Gardner Street leg of the Cressbrook Street / Gardner Street intersection is realigned perpendicular to the traffic lanes. The recommended changes will improve the overall safety of the intersection, however, the traffic introduced by the proposed childcare centre is not expected to significantly worsen the safety of the intersection in its current form.



#### 6.2 Certification Statement and Authorisation

This report was prepared by Prineth Fernando (RPEQ 32194). The Traffic Impact Assessment Certification in accordance with the GTIA is enclosed in Appendix D.

#### **APPENDIX A**

**SRC INFORMATION REQUEST (DA26163)** 





Officer: Tanya O'Brien, Planning Officer

Phone: (07) 5424 4000 Our reference: DA26163 Applicant reference: #449-G-1

11 June 2025

Gemstone Industrial No. 1 Pty Ltd C/- Innovative Planning Solutions PO Box 1043 MAROOCHYDORE QLD 4558

Email: info@ipsptyltd.com.au

Dear Sir/Madam,

#### **Information Request**

Given under section 12 of the Development Assessment Rules

Property location: 75 Gardner Street, Toogoolawah

Real property description: Lot 1 RP7721

Development description: Development Permit for Material Change of Use for Child

Care Centre

I refer to the above-described application and advise that Council requires additional information to complete its assessment of the application.

#### 1 Information request details

#### **Operations Matters**

 The review of the submitted Traffic Impact Assessment has identified that further information is required relating to peak traffic on Gardener and Park Streets. Given that there is an existing school it is unsuitable to suggest that peak flows on Gardener Street would be 214 vehicles with only 12 vehicles in peak for Park Street.

Please provide further information relating to peak traffic on Gardener and Park Streets.

2. There is insufficient information within the application material to demonstrate how pedestrian movements within the carpark ensure safe passage for all pedestrians, in particular for parking bays 10-17.

Please provide details of what provisions are to be provided within the parking area to ensure the safe passage for all pedestrians.

3. There is insufficient information within the application material regarding the proposed stormwater pits.

Please clarify the proposed stormwater pit types, particularly in relation to playscape area.

#### **Environmental Health Matters**

4. Council has engaged a suitably qualified person to undertake a peer review of the Acoustic Report for DA26163. Based on the information provided by the peer review, the following matters have been identified as requiring further clarification:

Noise calculations are understood to be based on simple spreadsheet calculations and not 3D modelling, and therefore, accuracy is limited. The Acoustic Report has provided no justification for barrier noise reduction calculations. There are three different barrier heights, and they can be quite high (2.8m).

Based on a review of the Acoustic Report, Council considers the report may be overstating the noise barrier requirements for the site, and recommends the calculations be reconsidered with the aim of determining if noise barrier heights can reasonably be reduced.

#### Matters to be addressed:

- 1. Table 11 refers to a 1.8m barrier, this is presumed to be a typo since the proposed barriers are at least 2m high. This should be clarified in the report.
- 2. The noise calculations to the school building north of the outdoor play area (Receptor 6) assume a 10 dB façade reduction at the school. This is reasonable given the school windows may be openable. Given the height of the resulting noise barrier (2.8m), Council recommends the applicant contact the school to confirm that they do open the windows facing the outdoor play area. If the windows always remain closed, the noise barrier height could be reduced.
- 3. The barrier to the east (2.2m high) is based on calculations that propose low noise levels in school buildings to the east of the proposed childcare centre. If these school buildings are not used for learning purposes, a higher noise criteria may be considered, which could reduce barriers. Also, the calculations assume a 10 dBA reduction for the façade of the school administration buildings. This implies the windows are open to the school administration buildings, but if they are always closed, then a higher noise reduction could be assumed. It is recommended that the school administration internal noise criteria and the resulting barriers be reviewed.
- 4. It appears that the western play area barrier (2m height) has been included so that an EPP(Noise) indoor acoustic quality objective of 35 dBA LAeq can be achieved inside residences across the road to the west. A façade reduction of 5 dBA is assumed for the residences, which results in an effective external noise limit of 40 dBA LAeq at the residences. This seems a conservative approach as it would always result in a 40 dBA limit at residences. It is noted the school calculations assume a 10 dBA façade reduction, and the AcousticWorks noise report for DA26162 relies on a 10 dBA façade reduction. It is recommended that the façade reduction and the resulting barriers be reviewed.

It is also noted that the proposed acoustic barrier and primary/perimeter fencing proposed in the Statement of Landscape Intent contain several inconsistencies. Any revised acoustic and statement of landscape intent should be consistent in relation to the acoustic barriers and primary/perimeter fencing.

The items listed above have been raised due to the prominent location of the site and Council wanting to ensure that the highest outcome of visual amenity possible is achieved by the development.

Additionally, as per the prelodgement meeting notes "the site is at the gateway to Toogoolawah, for both the road network and the rail trail. This means that an opportunity exists for high quality place making design elements to be incorporated into the perimeter fencing. Consideration should be given to materials and features that address the gateway elevations/corners, as well as ensuring pedestrian scale and quality interface to the rail trail land".

#### 2 Period to respond

The period for the applicant to respond to an information request is three months from the date the information request was made. In this instance, the due date for responding to this information request is **11 September 2025**.

#### 3 Applicant's response

Pursuant to section 13.2 of *Development Assessment Rules*, the applicant may respond by giving Council:

- (a) All of the information requested; or
- (b) Part of the information requested; or
- (c) A notice that none of the information will be provided.

As Council's assessment of your application will be based on the information provided, it is recommended that you provide all of the information requested.

However, should you not provide a response before the above due date, or contact Council to extent the period, it will be taken as if you have decided not to respond to the information request. Council will then continue with the assessment of your application without the information requested in accordance with section 14.2 of the *Development Assessment Rules*.

#### 4 Other details

Should you have any questions in relation to this notice, please contact Council's Planning Officer, Tanya O'Brien on (07) 5424 4000 or mail@somerset.gld.gov.au.

Yours sincerely,

Luke Hannan

**Acting Chief Executive Officer** 

**APPENDIX B** 

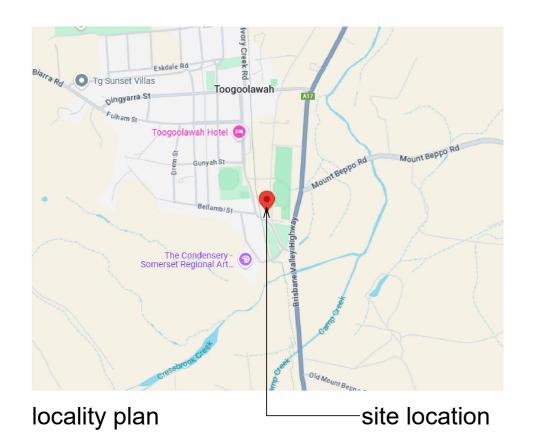
**SITE DEVELOPMENT PLANS** 

## proposed childcare centre gardner street, toogoolawah, qld





### 3D perspective



# site data / analysis proposal - 72 place childcare centre

2	r.p.d.				
5	75 gardner street, toogoolawah, qld				
	local authority Somerset Regional Council				
	site area 2536 sqm site cover 777.4 sqm (30.6 %) gross floor area - 618.0 sqm				
)	building area ground floor area - 618.0 sqm veranda area - 122.0 sqm safety zone area - 9.4 sqm playstore area - 21.6 sqm				
	refuse area - 6.4 sqm				
	childcare centre				
	no. of children - 72 no. of activity rooms - 5				
	staff - 15 contact				
	playscape				
	required 504.0 sq.m. provided 990.0 sq.m.				
	development statement				
	built environment the development will comply with the requirement of the Somerret Regional Council, the NCC 20				

of the Somerset Regional Council, the NCC 2022 Vol 1 and the National Quality Framework and standards.

all car parking and access shall accord with AS2890.1

#### car parking

childcare centre

car bays provided - 17 bays inc. disabled bay

refer to traffic report

#### operating hours

monday - friday 6:30am - 6:30pm tbc

index	index to sheets		
01.	face sheet/ site data		
02.	site plan existing		
03	site context plan		
04.	site plan		
05.	floor plan		
06.	elevations		
07.	site sections		
08.	site sections		
09.	fence details		
10.	playstore details		
11.	shadow diagrams		

#### area calculations

3D views

12.

all area calculations are based on design and are subject to final design development. final figures shall accord with minimums or maximums allowed by council and shall not vary by more than 5% of that stated

garbage collection

garbage is to be collected on site, bins to be stored in screened service area

01.



face sheet/ site data

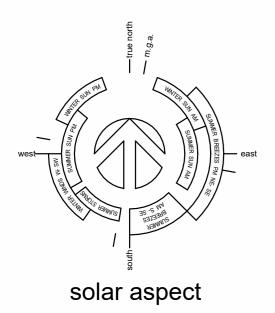
proposed childcare centre, gardner street, toogoolawah, qld



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RD24017 : september\_2024 issue P1 -03/02/25 drawn - c. c. r.



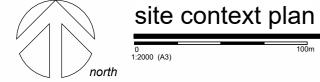




site context plan

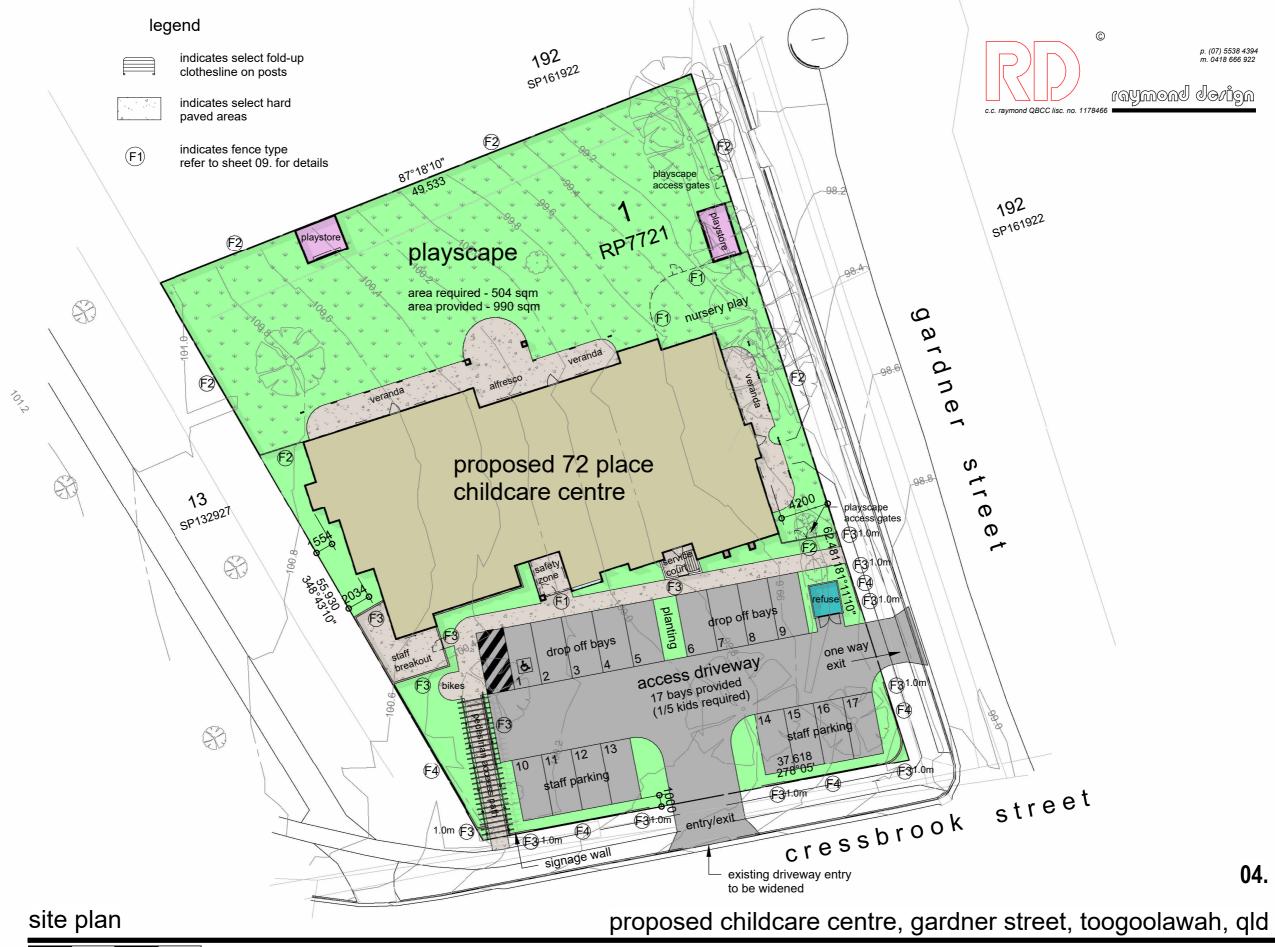
03

proposed childcare centre, gardner street, toogoolawah, qld



authority.
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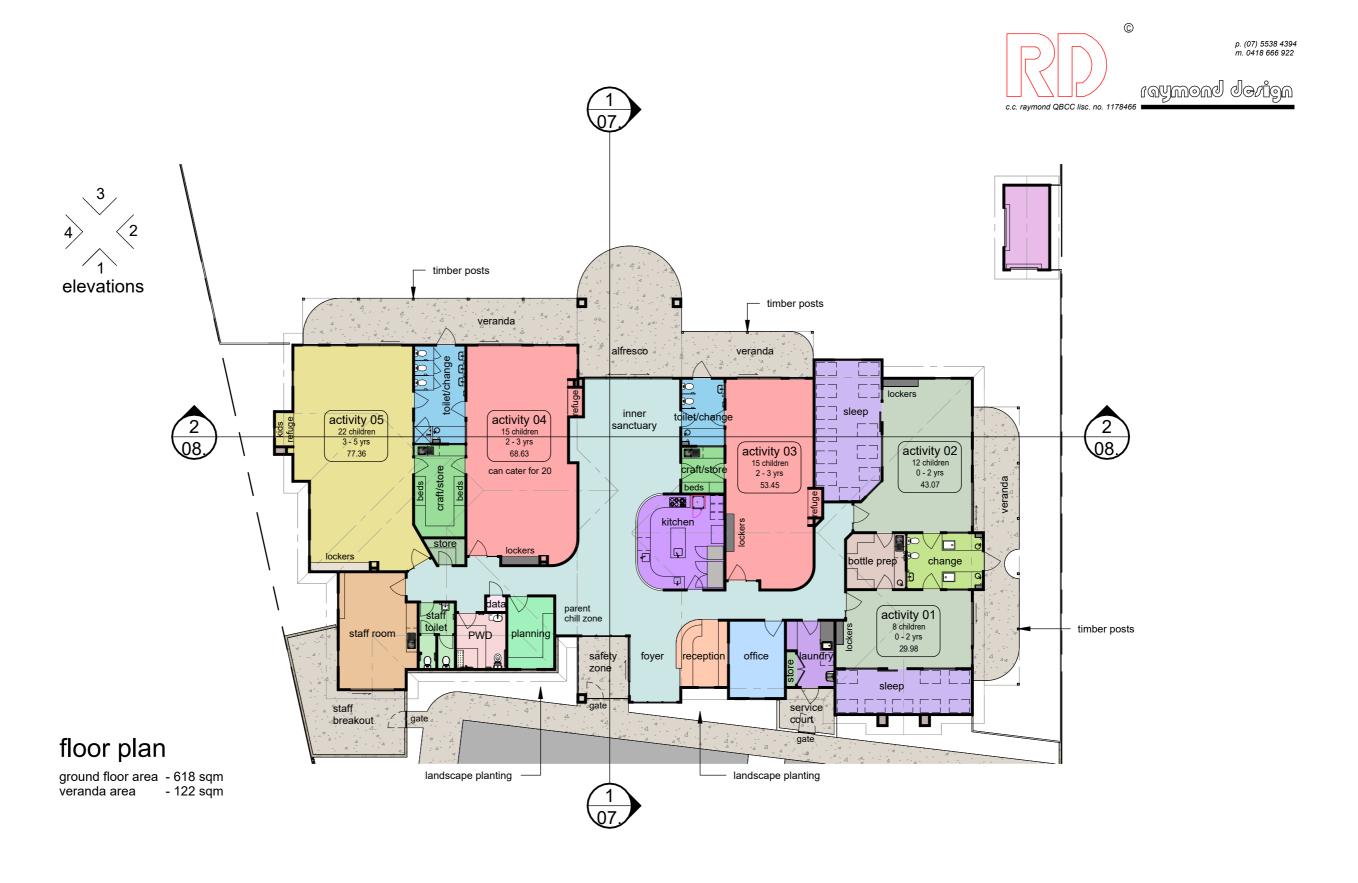
RD24017 : september\_2024 issue P1 -03/02/25 drawn - c. c. r.





0 1:300 (A3) note: this proposal is subject to site survey and development approval(s) from the relevant authority. It is drawing shall not be copied or used without authorisation and is protected by copyright. these drawings are for sketch/DA only and not to be used for construction

RD24017 : september\_2024 issue P1 -03/02/25 drawn - c. c. r.





floor plan

0 1:200 (A3) proposed childcare centre, gardner street, toogoolawah, qld

05.

**APPENDIX C** 

**SIDRA OUTPUT** 

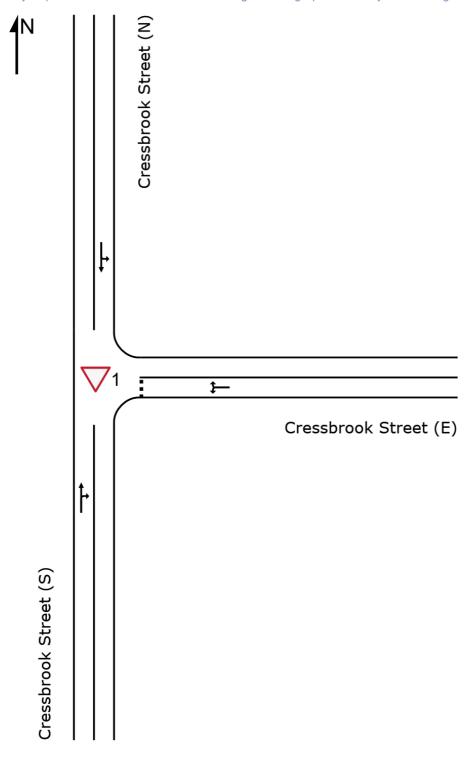
#### **SITE LAYOUT**

Site: [1] 2036 with development peak hour (Cressbrook Street intersection)

New Site

Site Category: (None)
Give-Way (Two-Way)
Site Scenario: 1 | Local Volumes

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



#### **MOVEMENT SUMMARY**

igvee Site: [1] 2036 with development peak hour (Cressbrook Street

intersection)

Output produced by SIDRA INTERSECTION Version: 10.0.3.210

New Site

Site Category: (None) Give-Way (Two-Way)

Site Scenario: 1 | Local Volumes

Vehic	cle Mo	ovement	Perfo	rma	nce										
Mov	Turn	Mov	Dem	and	Ar	rival	Deg.	Aver.	Level of	95% B	ack Of	Prop.	Eff.	Number	Aver.
ID		Class	FI	ows	FI	lows	Satn	Delay	Service	Que	eue	Qued	Stop o	f Cycles	Speed
			[ Total	HV]	[ Total	HV]				[ Veh.	Dist]		Rate to	o Depart	
			veh/h	%	veh/h	%	v/c	sec		veh	m				km/h
South	: Cres	sbrook S	treet (S	)											
2	T1	All MCs	32	5.0	32	5.0	0.017	0.0	LOS A	0.0	0.1	0.02	0.03	0.02	58.7
3	R2	All MCs	1	5.0	1	5.0	0.017	5.8	LOS A	0.0	0.1	0.02	0.03	0.02	55.8
Appro	ach		33	5.0	33	5.0	0.017	0.2	NA	0.0	0.1	0.02	0.03	0.02	58.6
East:	Cress	brook Str	eet (E)												
4	L2	All MCs	1	5.0	1	5.0	0.134	5.7	LOS A	0.5	3.4	0.23	0.59	0.23	50.9
6	R2	All MCs	147	5.0	147	5.0	0.134	6.1	LOS A	0.5	3.4	0.23	0.59	0.23	50.6
Appro	ach		148	5.0	148	5.0	0.134	6.1	LOS A	0.5	3.4	0.23	0.59	0.23	50.6
North:	Cres	sbrook St	reet (N)	)											
7	L2	All MCs	147	5.0	147	5.0	0.099	5.6	LOS A	0.0	0.0	0.00	0.48	0.00	53.4
8	T1	All MCs	32	5.0	32	5.0	0.099	0.0	LOS A	0.0	0.0	0.00	0.48	0.00	55.8
Appro	ach		179	5.0	179	5.0	0.099	4.6	NA	0.0	0.0	0.00	0.48	0.00	53.8
All Ve	hicles		360	5.0	360	5.0	0.134	4.8	NA	0.5	3.4	0.10	0.48	0.10	52.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options 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 (TWSC): Level of Service is not defined for major road approaches or the intersection as a whole for Two-Way Sign Control (HCM LOS rule).

Two-Way Sign Control Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Control Delay: Geometric Delay is included).

Queue Model: SIDRA gueue estimation methods are used for Back of Queue and Queue at Start of Gap.

Gap-Acceptance Capacity Formula: SIDRA Standard (Akcelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.

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#### **SITE LAYOUT**

Site: [1 (2)] 2036 with development peak hour - Copy

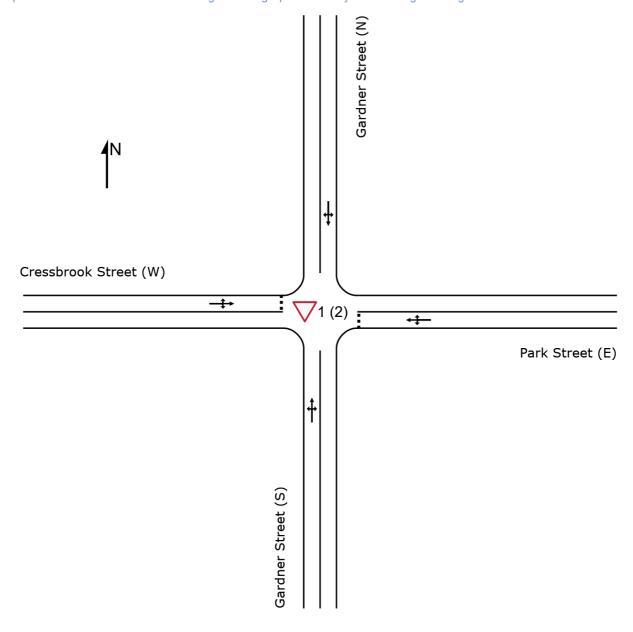
(Cressbrook Street / Gardner Street / Park Street intersection)

New Site

Site Category: (None) Give-Way (Two-Way)

Site Scenario: 1 | Local Volumes

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



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#### **MOVEMENT SUMMARY**

Site: [1 (2)] 2036 with development peak hour - Copy

(Cressbrook Street / Gardner Street / Park Street intersection)

Output produced by SIDRA INTERSECTION Version: 10.0.3.210

New Site

Site Category: (None) Give-Way (Two-Way)

Site Scenario: 1 | Local Volumes

Vehi	cle M	ovemen	Perfo	rma	nce										
Mov ID	Turn	Mov Class		ows		rival ows	Deg. Satn	Aver. Delay	Level of Service	95% B Que [ Veh.		Prop. Qued	Stop	Number of Cycles to Depart	Aver. Speed
			veh/h		veh/h	%	v/c	sec		veh	m		rato	о Воран	km/h
South	n: Gard	dner Stree	et (S)												
1	L2	All MCs	3	5.0	3	5.0	0.009	2.7	LOS A	0.0	0.2	0.04	0.25	0.04	17.7
2	T1	All MCs	8	5.0	8	5.0	0.009	0.0	LOS A	0.0	0.2	0.04	0.25	0.04	51.0
3	R2	All MCs	4	5.0	4	5.0	0.009	2.4	LOS A	0.0	0.2	0.04	0.25	0.04	35.7
Appro	ach		16	5.0	16	5.0	0.009	1.2	NA	0.0	0.2	0.04	0.25	0.04	38.3
East:	Park S	Street (E)													
4	L2	All MCs	4	5.0	4	5.0	0.039	5.2	LOS A	0.1	1.0	0.16	0.50	0.16	26.3
5	T1	All MCs	40	5.0	40	5.0	0.039	4.2	LOS A	0.1	1.0	0.16	0.50	0.16	27.9
6	R2	All MCs	1	5.0	1	5.0	0.039	6.5	LOS A	0.1	1.0	0.16	0.50	0.16	31.7
Appro	ach		45	5.0	45	5.0	0.039	4.4	LOS A	0.1	1.0	0.16	0.50	0.16	27.9
North	: Gard	ner Stree	t (N)												
7	L2	All MCs	1	5.0	1	5.0	0.069	5.6	LOS A	0.3	2.4	0.06	0.52	0.06	33.2
8	T1	All MCs	12	5.0	12	5.0	0.069	0.0	LOS A	0.3	2.4	0.06	0.52	0.06	36.0
9	R2	All MCs	107	5.0	107	5.0	0.069	5.5	LOS A	0.3	2.4	0.06	0.52	0.06	29.8
Appro	ach		120	5.0	120	5.0	0.069	5.0	NA	0.3	2.4	0.06	0.52	0.06	30.3
West	Cress	sbrook St	reet (W)	)											
10		All MCs	` '	5.0	80	5.0	0.087	3.3	LOS A	0.3	2.6	0.06	0.50	0.06	32.2
11	T1	All MCs	40	5.0	40	5.0	0.087	2.4	LOS A	0.3	2.6	0.06	0.50	0.06	31.2
12	R2	All MCs	1	5.0	1	5.0	0.087	3.6	LOS A	0.3	2.6	0.06	0.50	0.06	22.9
Appro	ach		121	5.0	121	5.0	0.087	3.0	LOS A	0.3	2.6	0.06	0.50	0.06	31.8
All Ve	hicles		302	5.0	302	5.0	0.087	3.9	NA	0.3	2.6	0.07	0.50	0.07	30.8

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Options 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 (TWSC): Level of Service is not defined for major road approaches or the intersection as a whole for Two-Way Sign Control (HCM LOS rule).

Two-Way Sign Control Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Control Delay: Geometric Delay is included).

Queue Model: SIDRA queue estimation methods are used for Back of Queue and Queue at Start of Gap.

Gap-Acceptance Capacity Formula: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

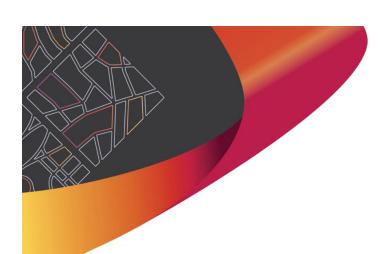
Arrival Flows used in performance calculations are adjusted to include any Initial Queued Demand and Upstream Capacity Constraint effects.

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#### **APPENDIX D**

#### TRAFFIC IMPACT ASSESSMENT CERTIFICATION



# TRAFFIC IMPACT ASSESSMENT CERTIFICATION

# CERTIFICATION OF TRAFFIC IMPACT ASSESSMENT REPORT REGISTERED PROFESSIONAL ENGINEER QUEENSLAND

#### **FOR**

Project Title	Toogoolawah Childcare Centre - Traffic Impact Assessment

As a professional engineer registered by the Board of Professional Engineers of Queensland pursuant to the *Professional Engineers Act 2002* as competent in my areas of nominated expertise, I understand and recognise:

- > The significant role of engineering as a profession; and that
- > The community has a legitimate expectation that my certification affixed to this engineering work can be trusted; and that
- > I am responsible for ensuring its preparation has satisfied all necessary standards, conduct and contemporary practice.

#### As the responsible RPEQ, I certify:

- I am satisfied that all submitted components comprising this traffic impact assessment, listed in the following table, have been completed in accordance with the Guide to Traffic Impact Assessment published by the Queensland Department of Transport and Main Roads and using sound engineering principles; and
- ii. Where specialised areas of work have not been under my direct supervision, I have reviewed the outcomes of the work and consider the work and its outcomes as suitable for the purposes of this traffic impact assessment; and that
- iii. The outcomes of this traffic impact assessment are a true reflection of results of assessment; and that
- iv. I believe the strategies recommended for mitigating impacts by this traffic impact assessment, embrace contemporary practice initiatives and will deliver the desired outcomes.

Name	Prineth Fernando	RPEQ No.	32194			
RPEQ Competencies	Civil					
Signature	Rineth	Date	9 July 2025			
Postal Address	GPO Box 1067, BRISBANE QLD 4001					
Email	Prineth.Fernando@premise.com.au					

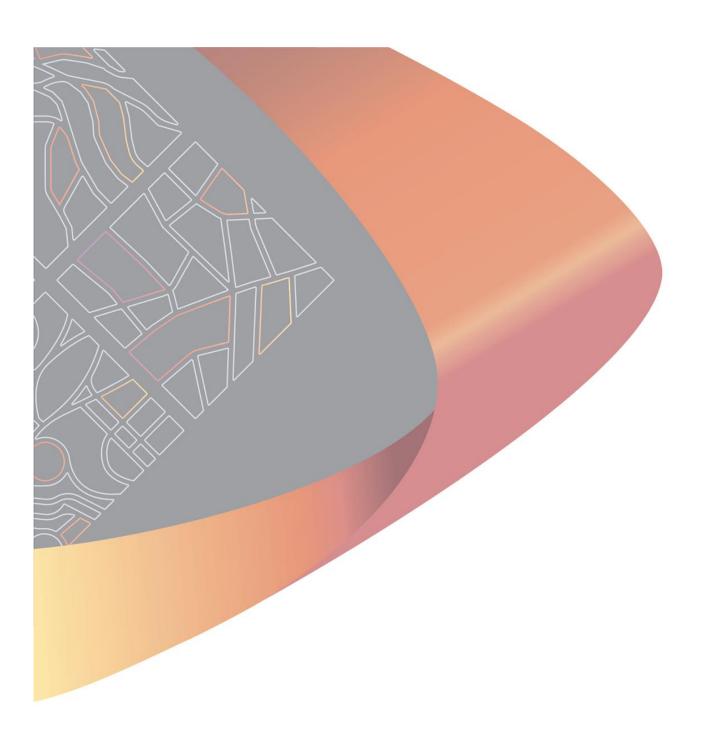




Traffic impact assessment components to which this certification applies	×
1. Introduction	
Background	$\boxtimes$
Scope and study area	$\boxtimes$
Pre-lodgement meeting notes / Information requests	$\boxtimes$
2. Existing Conditions	
Land use and zoning	$\boxtimes$
Adjacent land uses / approvals	$\boxtimes$
Surrounding road network details	$\boxtimes$
Traffic volumes	$\boxtimes$
Intersection and network performance	
Road safety issues	$\boxtimes$
Site access	$\boxtimes$
Public transport (if applicable)	$\boxtimes$
Active transport (if applicable)	$\boxtimes$
Parking (if applicable)	
Pavement (if applicable)	
Transport infrastructure (if applicable)	
3. Proposed Development Details	
Development site plan	$\boxtimes$
Operational details (including year of opening each stage and any relevant catchment / market analysis)	$\boxtimes$
Proposed access and parking	$\boxtimes$
4. Development Traffic	
Traffic generation (by development stage if relevant and considering light and heavy vehicle trips)	$\boxtimes$
Trip distribution	$\boxtimes$
Development traffic volumes on the network	$\boxtimes$
5. Impact Assessment and Mitigation	
With and without development traffic volumes	$\boxtimes$
Construction traffic impact assessment and mitigation (if applicable)	
Road safety impact assessment and mitigation	$\boxtimes$
Access and frontage impact assessment and mitigation	$\boxtimes$
Intersection delay impact assessment and mitigation	
Road link capacity assessment and mitigation	
Pavement impact assessment and mitigation	
Transport infrastructure impact assessment and mitigation	
Other impacts assessment relevant to the specific development type / location (if applicable)	
6. Conclusions and Recommendations	
Summary of impacts and mitigation measures proposed	$\boxtimes$
Certification statement and authorisation	$\boxtimes$

Page 2 | Traffic Impact Assessment Certification P003039-R01-revB

9 July 2025







# 75 Gardner Street, Toogoolawah, QLD.

Statement of Landscape Intent

PREPARED BY ZONE LANDSCAPE ARCHITECTURE

Project Reference: L25041

Designed: BA

**Revision:** B | 07.04.2025

**Gold Coast** 

1638 Tweed Street, Burleigh Heads QLD 4220 PO Box 3805, Burleigh Town QLD 4220 Gladstone

2/172 Goondoon Street, Gladstone, QLD 4680 PO Box 5332, Gladstone QLD 4680

Admin@zonelandscape.com.au

# **Document Control**

#### **Document Revisions**

Rev.	Comments	Date	Initial
A	Draft	19.03.2025	BA
В	For Approval	07.04.2025	BA

### **Document Sources**

Rev.	Base Information	Issued By	Issued
1	Preliminary Architecurals	Raymond Design	24.02.2025
A	Civil Plans - Issue For Approval	The Orion Group	04.04.2025

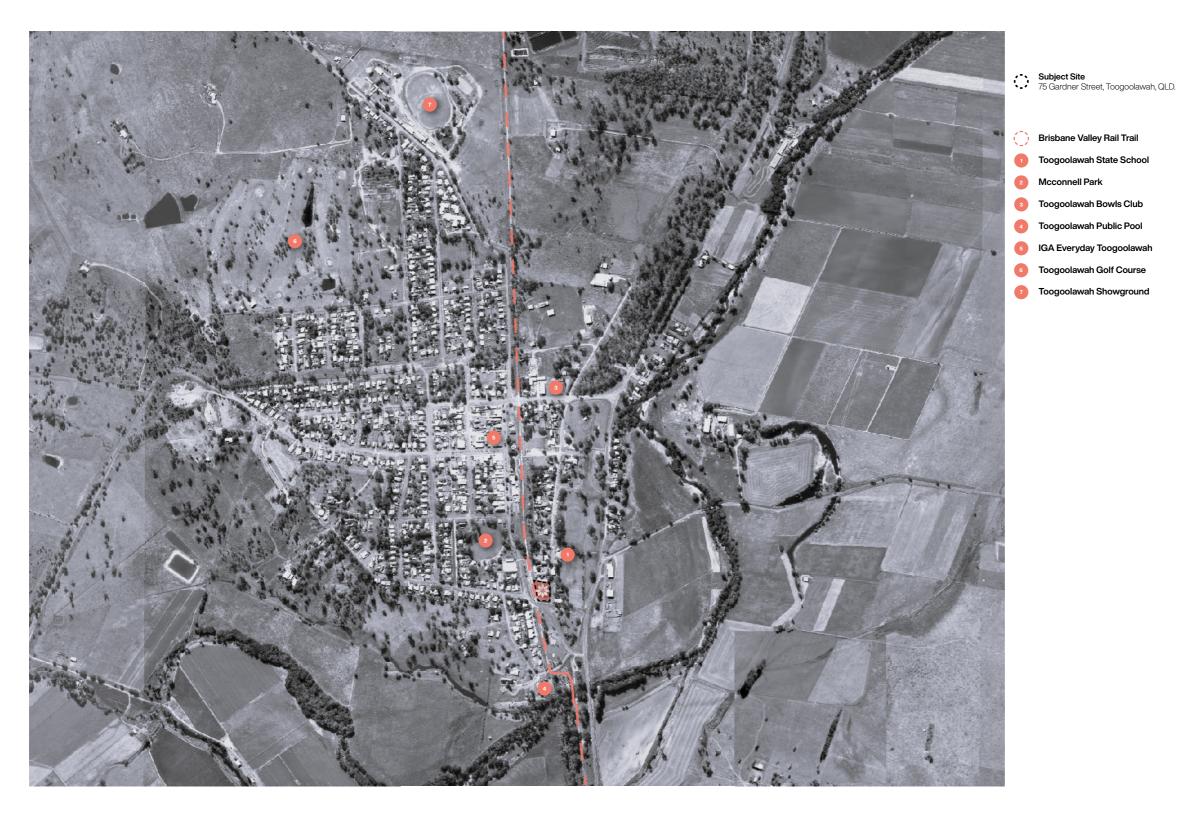
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Living Gems\*

# Site Context.



# Site Analysis **1.1 Site Locality**

2025 April

Rev B | DWG No. L25041 - B5 | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | Zone Landscape Architecture





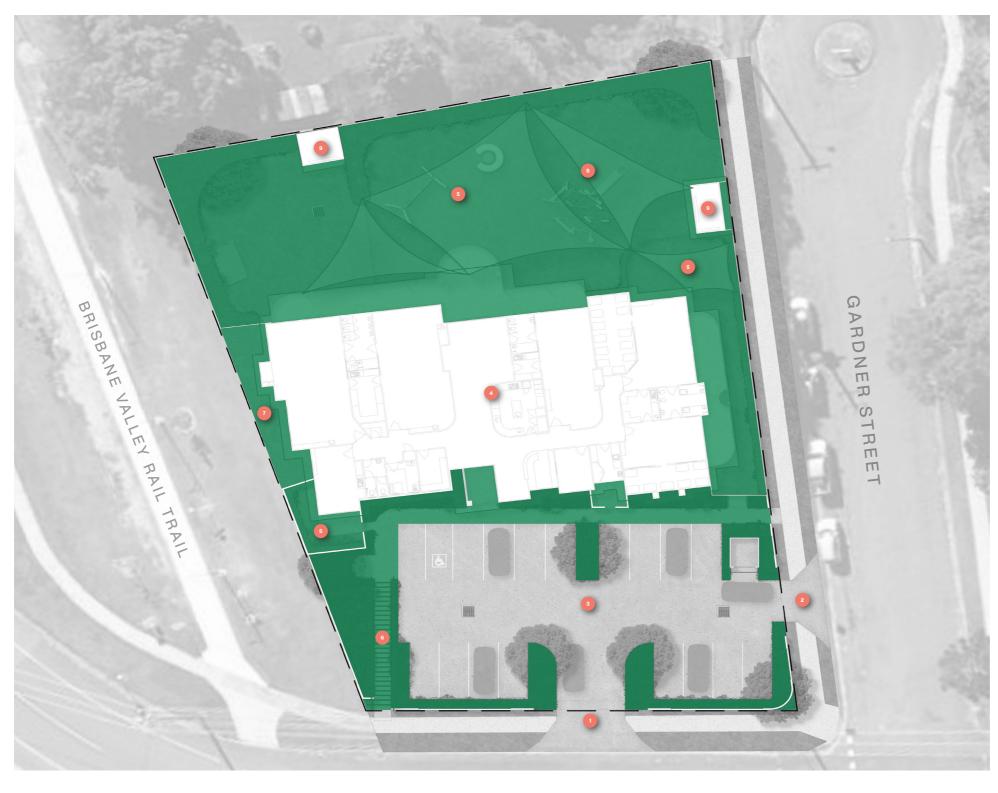
# Site Analysis **1.2 Site Locality** Subject Site



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B6 | Rev B

Living Gems\*

# Landscape Design.



#### **Open Space Areas**

The Open Space Areas plan illustrates all areas of open space within the Subject Site. These areas encompass both soft and hard landscaping zones, incorporating communal spaces, streetscape features, landscape buffers, setbacks, as well as recreational amenities such as tennis courts and bowling greens. For a more detailed breakdown of landscape treatments, please consult Plan 2.2 Landscape Treatment Areas.

Subject Site
55 Gardner Street, Toogoolawah, QLD.

Primary Parking Entry

Secondary Parking Entry/Exit

3 Staff Parking/Drop Off Bays

Proposed Childcare Centre

Open Play Space

6 Entryway Arbour

Buffer Planting to Existing Rail Trail

Indicative Playground

Playstore Structures

# Landscape Design 2.1 Landscape Design Open Space Areas



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B8 | Rev B





#### Roof/Arbour/Shade Sail Overlines

Proposed rooflines to structures/shade sails above. Refer Architectural package for further details.

#### Car Park Frontage Planting

Layered planting scheme to general planting areas as illustrated this sheet. Planting area to feature feature canopy trees set within layered plantings, hedge species incorporated to rear of planting beds (typically along fencelines). Signature character species to be incorporated within all areas to ensure a coherent design outcome is achieved. Mass planted ground cover species to front of planting beds. Groundcover plantings to average height 300-400mm. Accent species planted in copses to frame feature trees and palm species. Potential to train climbing species to proposed pedestrain entry arbour. Planting within sight triangle to not exceed 500mm in height.

#### Internal Play Space Boundary Planting

Planting area to feature mass planted ground cover species to front of garden beds, medium and large accents where offsets and space allows, and hedge species incorporated to rear of planting beds (typically along fencelines) to soften proposed fenceline. Medium and large canopy shade trees to be incorporated in large play space planting zone where roofline offsets allow. Signature character species to be incorporated within all areas to ensure a coherent design outcome is achieved.

#### **Buffer Planting to Rail Trail**

Planting area to feature layered landscaping with mass planted ground cover species to front, large accents, and hedge species incorporated to rear of planting beds (typically along fencelines). Potential to include existing feature species from Brisbane Valley Rail Trail to seamlessly tie in with proposed

#### Proposed Canopy Trees

Shade canopy trees to car park frontage and rear play spaces. Proposed trees are to be a minimum offset of 1m from proposed/existing services and a minimum offset of 3m from proposed building rooflines.

Landscape Design

## 2.2 Landscape Design Treatment Plan

Rev B | DWG No. L25041 - B9 | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | Zone Landscape Architecture



Subject Site
75 Gardner Street, Toogoolawah, QLD.

Fence Type A

Safety zone fence (Safety glass). Two edge support balustrades with self closing gates and childproof latch. All fencing to child play areas to be in accordance to Australian Standard AS1926. Typical height

Fence Type B.1

Perioce Type B.1

Privacy screening timber fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor/ Lapped and Capped or approved equivalent to meet Australian Standard AS 1397, colour to match architectural finishes palette. This fence is typically used to provide privacy between residences or to the boundary of the development where significant screening is required. Typical height 1800mm, increased to 2100mm if deemed required. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package.

Painted paling fence. Colour to match architectural finishes palette. This fence is typically used to the perimeter of playspaces and between playspaces for age groups. Typical height 1000mm. Refer Section 3.0 Fences & Walls.

Stone clad block fence. Colour and material to match architectural finishes palette. Strip footing to engineer's details. Typical height 2000mm. Typical width 140mm.

Potential location of vehicular/ pedestrian entry gates. Includes fire trail locking rail/gates.

Timber Edges
Proposed garden beds to have timber edges along boundary to prevent egress of planting onto turfed areas.

Landscape Design

## 2.3 Landscape Plan Primary/Perimeter Fences



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B10 | Rev B

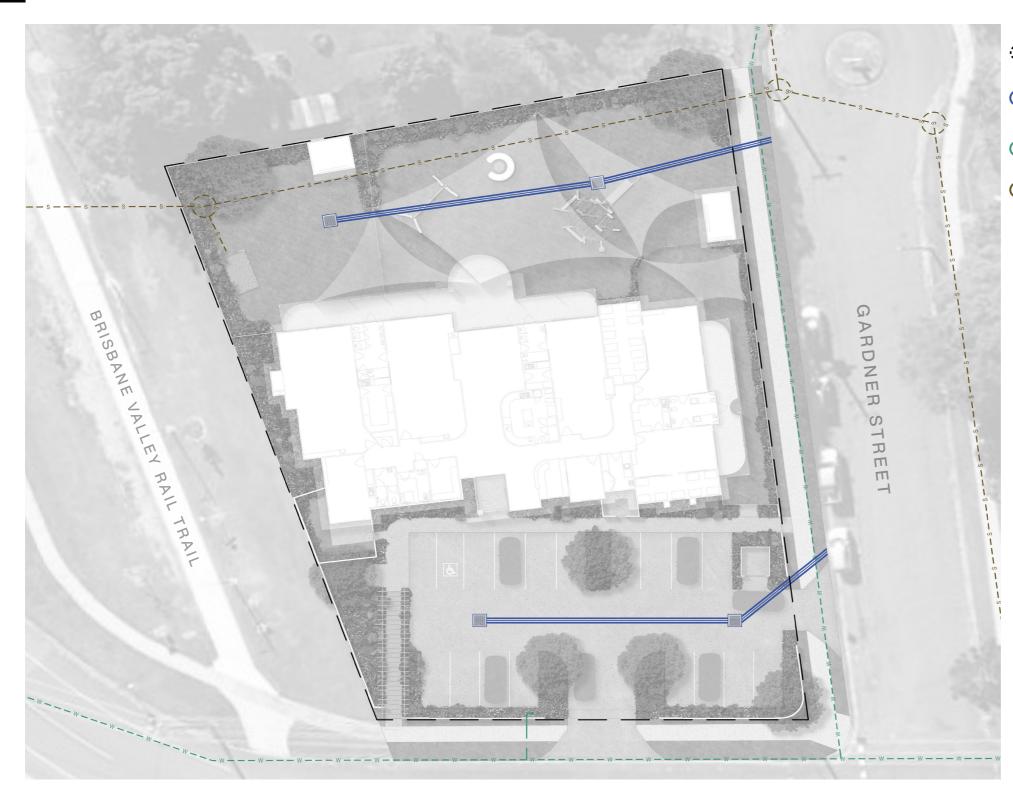




Subject Site
75 Gardner Street, Toogoolawah, QLD.

Retaining Wall
Proposed retaining wall to perimeter of site. Refer to Engineering plans for further details.

# Landscape Design **2.4 Landscape Plan** Retaining Walls



Subject Site
75 Gardner Street, Toogoolawah, QLD.

Stormwater Network
Indicative location of stormwater infrastructure including stormwater reticulation, inlet pits & detention tanks. Refer to Engineering plans for further

Water Main
Indicative location of potable water main. Refer to Engineering plans for further details.

Sewer Network
Indicative location of internal sewer infrastructure. Refer to Engineering plans for further details.

Note: Civil services locations included for reference only. Refer to civil engineering plans for all details regarding services detail, location and alignments. This plan set does not seek approval for any retaining structures.

# Landscape Design 2.5 Landscape Design Services Plan



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B12 | Rev B





#### Car Park Frontage Planting

Layered planting scheme to general planting areas as illustrated this sheet. Planting area to feature feature canopy trees set within layered plantings, hedge species incorporated to rear of planting beds (typically along fencelines). Signature character species to be incorporated within all areas to  $\,$ ensure a coherent design outcome is achieved. Mass planted ground cover species to front of planting beds. Groundcover plantings to average height 300-400mm. Accent species planted in copses to frame feature trees and palm species. Potential to train climbing species to proposed pedestrain entry arbour. Planting within sight triangle to not exceed 500mm in height.

#### 600mm Internal Boundary Planting

Planting area to feature mass planted ground cover species to front of garden beds, medium accents where offsets and space allows, and hedge species incorporated to rear of planting beds (typically along fencelines) to soften proposed fenceline. Signature character species to be incorporated within all areas to ensure a coherent design outcome is achieved.

#### Feature Internal Boundary Planting

Planting area to feature mass planted ground cover species to front of garden beds, medium accents where offsets and space allows, and hedge species incorporated to rear of planting beds (typically along fencelines) to soften proposed fenceline. Signature character species to be incorporated within all areas to ensure a coherent design outcome is achieved

#### Exterior Buffer Planting to Rail Trail

Planting area to feature layered landscaping with mass planted ground cover species to front, large accents, and hedge species incorporated to rear of planting beds (typically along fencelines). Potential to include feature signage within garden bed.

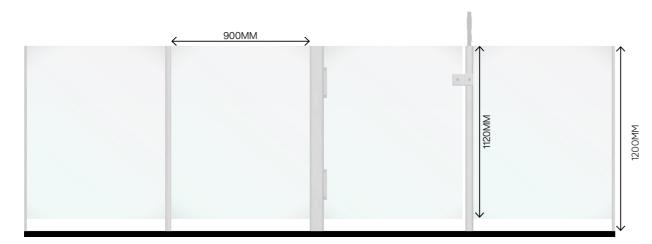
Indicitave to future development designs. Potential for shade sails to posts over feature play elements/areas to soften areas.

# Landscape Design **2.6 Landscape Plan** Master Plan

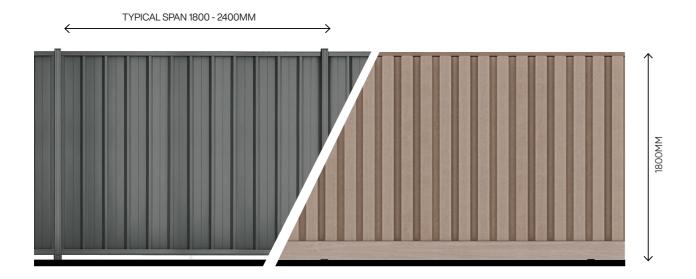
Living Gems\*

# Fences & Walls.

Important Note This section contains a number of Living Gems Typical Fence & Wall Types not all types contained herein are necessarily proposed within this development. Further detail on fencing and retaining wall locations will be provided in detailed design phase.



Fence Type A: Typical Elevation



#### Fence Type B.1: Typical Elevation

Important Note This section contains a number of Living Gems Typical Fence & Wall Types not all types contained herein are necessarily proposed within this development. Further detail on fencing and retaining wall locations will be provided in detailed design phase.

Fences & Walls

### 3.1 Fence & Wall Types

2025 April

#### A Fence Type A

Safety glass balustrade fence. Two edge support balustrades to Australian standard AS1288 7.3.3. Self closing gates and childproof latches to be installed to Australian standard AS1926.1. Typical height 1200mm. Typical glass panels width 900mm. Typical glass panels height 1120mm. Electric buzzers to reception to be installed to fence gates within play spaces as well as doorbells to a maximum height of 1000mm. Glazing to comply with Australian standard AS1288 - 2006.

#### Fence Type B.1

Privacy screening fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor / Lapped and Capped or approved equivalent to meet Australian Standard AS 1397. Exterior grade lead-free paint (compliant with Australian Standard AS 2728) colour to match architectural finishes palette. Typical finishes illustrated below. This fence is typically used to provide privacy between residences or to the boundary of the development where significant screening is required. Typical height 1800mm, increased to 2100mm if deemed required. Posts 0.8mm min high tensile steel with fencing panels to min 0.35mm high tensile steel.

Landscaping to feature layered plantings to provide softening to fenceline. Landscape form as per typical elevations this sheet. Refer to fenceline planting modules and schedules for species listings. Refer to Section 4.0 Site Sections for additional information regarding wall alignments and associated landscape treatments.

















Wall Type C: Typical Elevation

#### Fence Type C

Core filled block work retaining wall: Typical block dimensions 390 x 190 x 190mm. Wall to be laid in stretcher bond format and located only in areas where internal and external views to not allow views of the retaining wall.

 ${}^{\star}$ Retaining and / or non retaining function. This wall may also feature at entry points or to development frontages. Potential stone cladding incorporated when part of entry statement or way-finding signage.

Finish: Rendered & Painted to match architectural finishes palette.

Block work walls to engineers details.

Fences & Walls

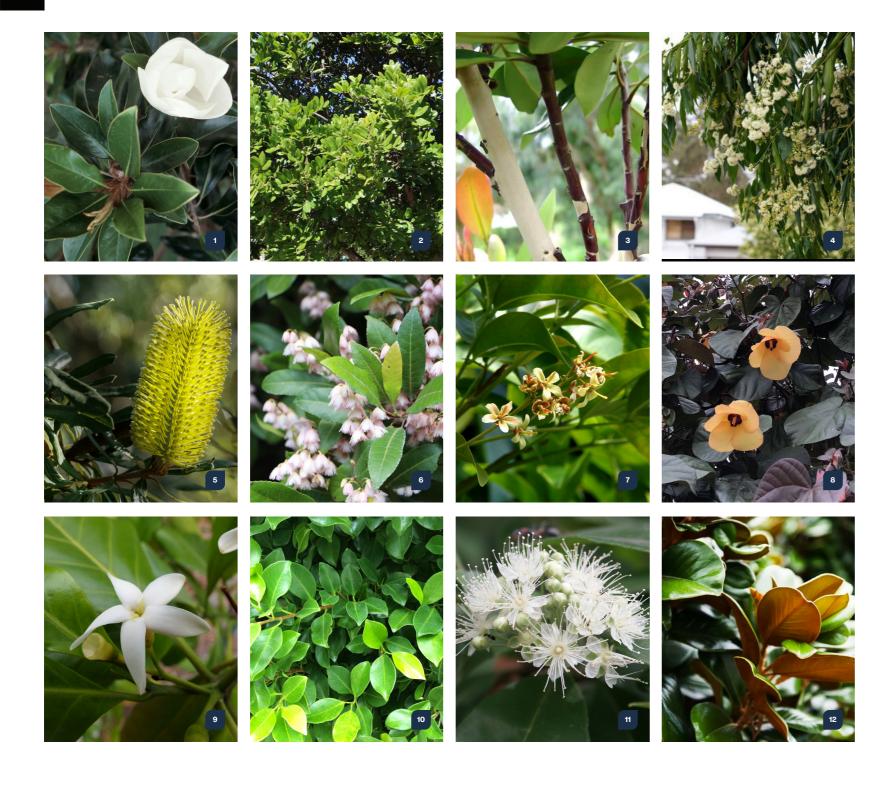
## 3.2 Fence & Wall Types



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B16 | Rev B

Living Gems\*

Planting Palettes.



### Tree Type 1 (Large Trees)

1	Magnolia grandiflora	Southern Magnolia
2	Cupaniopsis anacardioides	Tuckeroo
3	Tristaniopsis laurina	Water Gum
4	Waterhousea floribunda	Weeping Lilly Pilly
5	Banksia integrifolia	Coast Banksia
6	Elaeocarpus reticulatus	Blueberry Ash

### Tree Type 2 (Medium Trees)

7	Harpullia pendula	Tulipwood
8	Hibiscus tiliaceus 'rubra'	Cottonwood/Hibiscus Rubra
9	Randia fitzalanii	Native Gardenia
10	Ficus microcarpa	Indian Laurel Fig
11	Backhousia citriodora	Sweet Verbena/Lemon Scented Myrtle

### Tree Type 3 (Small Tree/Large Shrub)

12 Magnolia grandiflora 'teddy bear' Teddy Bear Magnolia

# Planting Palette **4.1 Tree Planting** Tree Type 1/2/3



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B18 | Rev B



### **Shrub Type 1** (2.0-3.0m+)

1	Michelia figo	Port Wine Magnolia
2	Metrosideros collina	'Little Dugald
3	Doryanthes excelsa	Spear Lily
4	Gardenia augusta 'magnifica'	Gardenia Cape Jasmine
5	Syzygium australe 'resilience'	Lilly Pilly
6	Rhapis excelsa	Broadleaf Lady Palm
7	Syzygium wilsonii	Powderpuff Lilly Pilly
8	Acmena smithii	Creek Lilly Pilly

Planting Palette
4.2 Shrub Planting Shrub Type 1



### **Shrub Type 2** (1.0-2.0m)

1	Syzygium australis	Bush Christmas
2	Syzygium australe 'baby boomer'	Syzygium Baby Boomer
3	Grevillea 'winter flame'	Winter Flame
4	Metrosideros fiji fire	Fiji Fire
5	Gardenia augusta 'florida'	Gardenia Florida
6	Westringia fruticosa	Native Rosemary

# Planting Palette 4.3 Shrub Planting Shrub Type 2



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B20 | Rev B



### **Shrub Type 3** (1.0m)

1	Murraya paniculata	Mock Orange
2	Buxus microphylla japonica	Japanese Boxwood
3	Evoluulus pilosus 'sapphire'	Blue Eyes
4	Alocasia brisbanensis	Native Lily/Elephant's Ear
5	Evolvulus pilosus	Evolvulus White
6	Rhaphiolepis	Snow Maiden
7	Nandina domestica	Sacred Bamboo
8	Rhaphiolepis indica	Indian Hawthorn
9	Metrosideros excelsa	Christmas Bush

Planting Palette
4.4 Shrub Planting Shrub Type 3



### **Shrubs** (Substitution Species)

1	Abelia grandiflora	Glossy Abelia
2	Syzygium australe 'tiny trev'	Syzygium Tiny Trev
3	Nandina domestica	Sacred Bamboo
4	Alternanthera dentata	Copperleaf
5	Acmena allyn magic	Allyn Magic
6	Gardenia augusta 'radicans'	Randicans
7	Westringia fruticosa 'aussie box'	Aussie Box
8	Westringia fruticosa 'grey box'	Grey Box
9	Alternanthera dentata 'ruby'	Blood Leaf
10	Alternanthera dentata 'purple splash'	Purple Splash

# Planting Palette 4.5 Shrub Planting Substitution Species



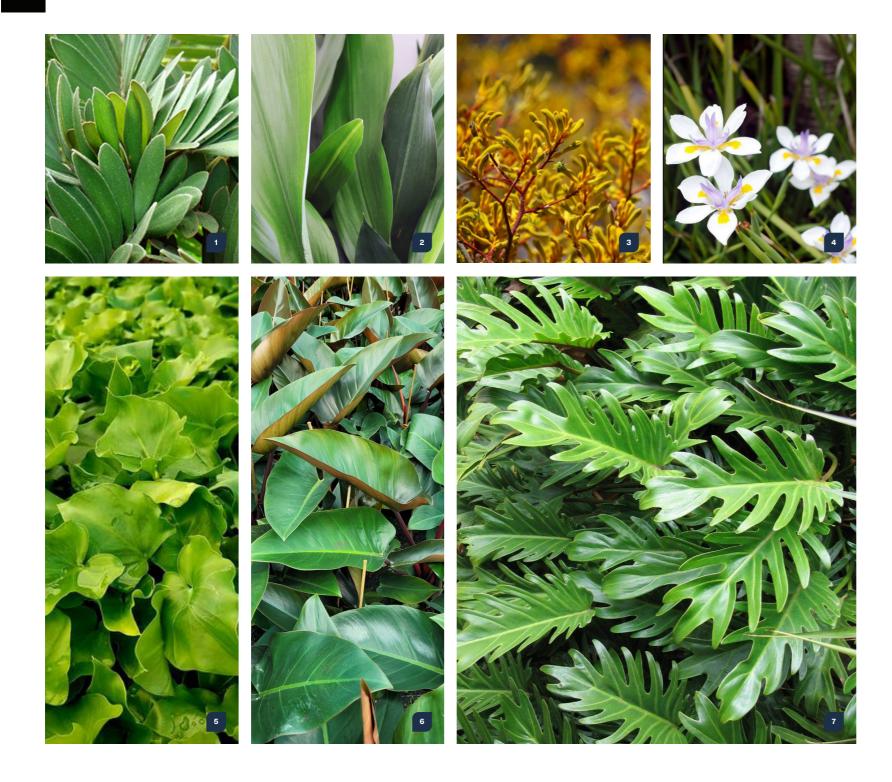
Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B22 | Rev B



### Accent Type 1 (Large Accents)

1	Alpinia caerulea	Native Ginger
2	Cordyline fruiticosa	Cordyline Red Rubra
3	Angiozanthus	Bush Gold
4	Senecio serpens	Blue Chalk Sticks
5	Doryanthes excelsa	Spear Lily
6	Alcantarea imperialis 'silver plum'	Giant Bromeliad
7	Camellia japonica	Japanese Camellia
8	Monstera deliciosa	Fruit Salad Plant
9	Crinum pedunculatum	Swamp Lily/Brisbane Lily

Planting Palette
4.6 Accent Planting Accent Type 1



### Accent Type 2 (Medium-Small Accents)

1	Zamia furfuracea	Jamaica Sago/Cardboard Palm
2	Aspidistra elatior	Cast-iron Plant
3	Anigozanthos pulcherrimus	Golden Kangaroo Paw
4	Dietes grandiflora	Large Wild Iris
5	Philodendron selloum 'hope'	Philodendron Hope
6	Philodendron 'rojo conga'	Red Congo
7	Philodendron 'xanadu'	Xanadu

# Planting Palette 4.7 Accent Planting Accent Type 2



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B24 | Rev B



### **Groundcover Type A** (1.0m)

1	Dietes grandiflora	Large Wild Iris
2	Liriope evergreen giant	Evergreen Giant
3	Agapanthus africanus 'peter pan'	Lily of the Nile
4	Lomandra fluviatilis 'shara'	Matt Rush
5	Lomandra longifolia	Long Leaved Mat Rush
6	Kalanchoe orgyalis	Copper Spoons
7	Lomandra hystrix	Creek Matt Rush

Planting Palette
4.8 Groundcover Planting Groundcover Type A



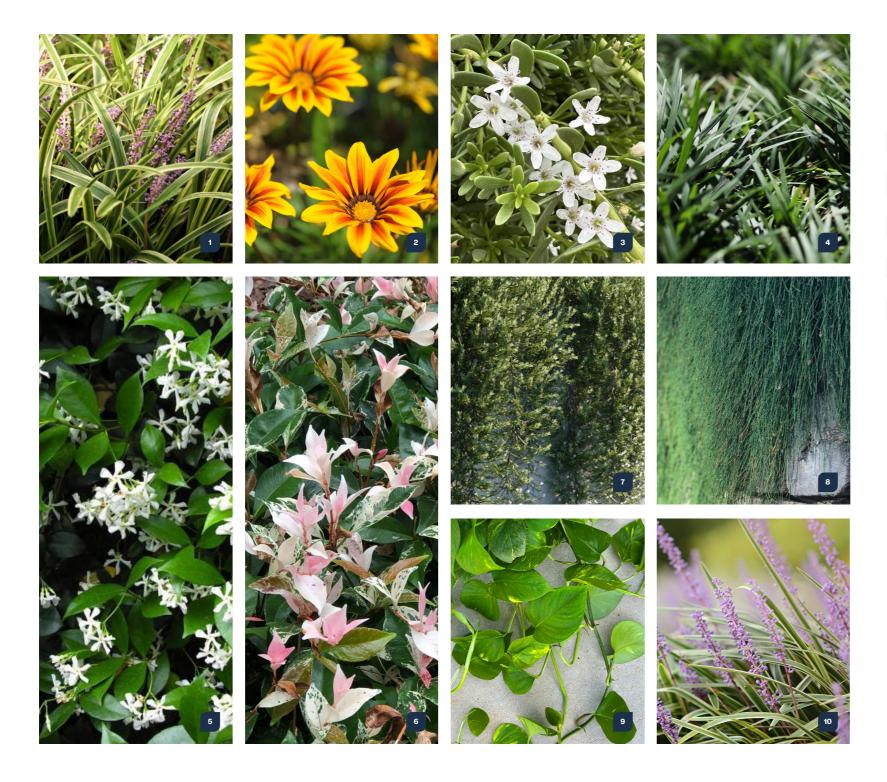
## **Groundcover Type B** (0.5m)

1	Liriope muscari 'stripey white'	Liriope Stripey White
2	Gardenia jasminoides 'radicans'	Dwarf Gardenia
3	Austromyrtus dulcis	Quakers Cherry/Midyum
4	Brachyscome multifida	BRACHYSCOME multifida
5	Erigeron karvinskianus	Seaside Daisy
6	Ophiopogon 'stripey white'	Variegated Mondo Grass
7	Liriope muscarii 'isabella'	Liriope Isabella
8	Westringia 'low horizon'	Low Horizon
9	Carissa grandiflora 'desert star'	Desert Star
10	Lirione spicata	Silver Dragon

# Planting Palette 4.9 Groundcover Planting Groundcover Type B



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B26 | Rev B



## **Groundcover Type C** (0.3m)

1	Liriope muscari 'pink pearl'	Liriope Pink Pearl
2	Gazania rigens	Treasure Flower/Gazania
3	Myoporum parvifolium	Creeping Boobialla
4	Ophiopogon	Mondo Grass
5	Trachelospermum jasminoides	Star Jasmine
6	Trachelospernmum jasminoides 'tricolour'	Verigated Jasmine
7	Myoporum ellipticum	Coastal Myoporum
8	Casuarina glauca	Swamp Oak/Cousin It
9	Epipremnum aureum	Pothos/Heartleaf Pothos
10	Liriope spicata	Silver Dragon

# Planting Palette 4.10 Groundcover Planting Groundcover Type C



## **Groundcover Type D** (Cascading/Trellis)

1	Trachelospermum jasminoides	Star Jasmine
2	Trachelospernmum jasminoides 'tricolour'	Verigated Jasmine
3	Dichondra argenta	Silver Falls
4	Aptenia cordifolia	Heart Leaved Noon Flower
5	Ficus pumila	Creeping Fig
6	Epipremnum aureum	Pothos/Heartleaf Pothos
7	Ipomoea pes-carpe	Goats Foot Convolvulus
8	Ipomoea brasiliensis	Beach Morning Glory

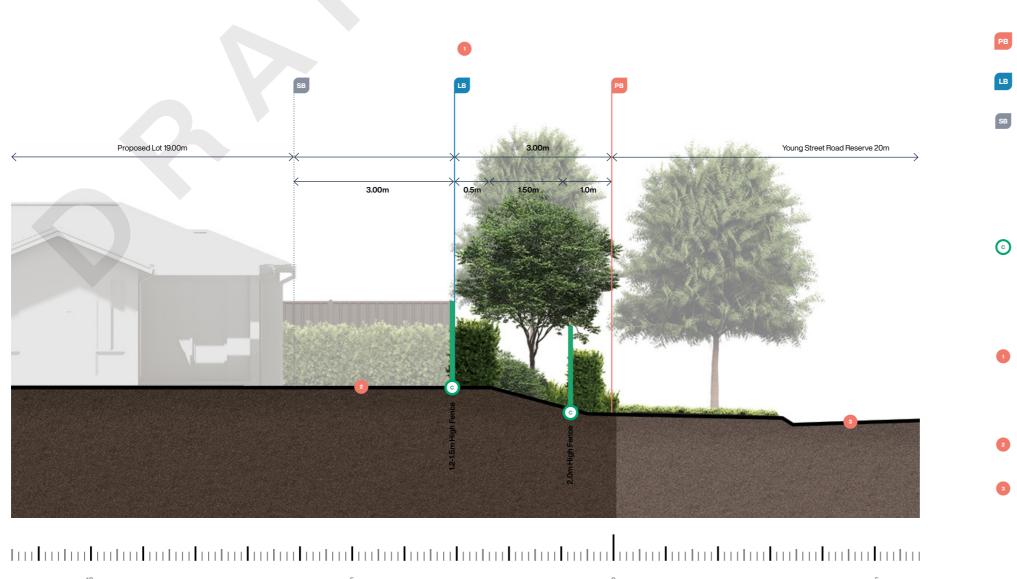
# Planting Palette 4.11 Groundcover Planting Groundcover Type D



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B28 | Rev B

**April 2025** 

# **4.1Site Sections** Typical Section A



Property Boundary Lot 501 SP344737 Hermans Road Burnett Heads QLD

Lot Boundary

Dwelling Lot Boundary.

**Building Setback** 

6.0m building Setback (from PB)

Fence Type C
Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1200mm - 1800mm. Refer Section 5.0 Fences & Walls.

6.0m Setback

Building setback of 6.0m to Young Street. Setback to include 3.0m wide landscape treatment to reflect 3-4m Setback Treatment (4) with screening hedges incorporated to fencelines. The central area to be low groundcovers to facilitate maintenance (ie informal pedestrian access to allow for weeding and general maintenance).

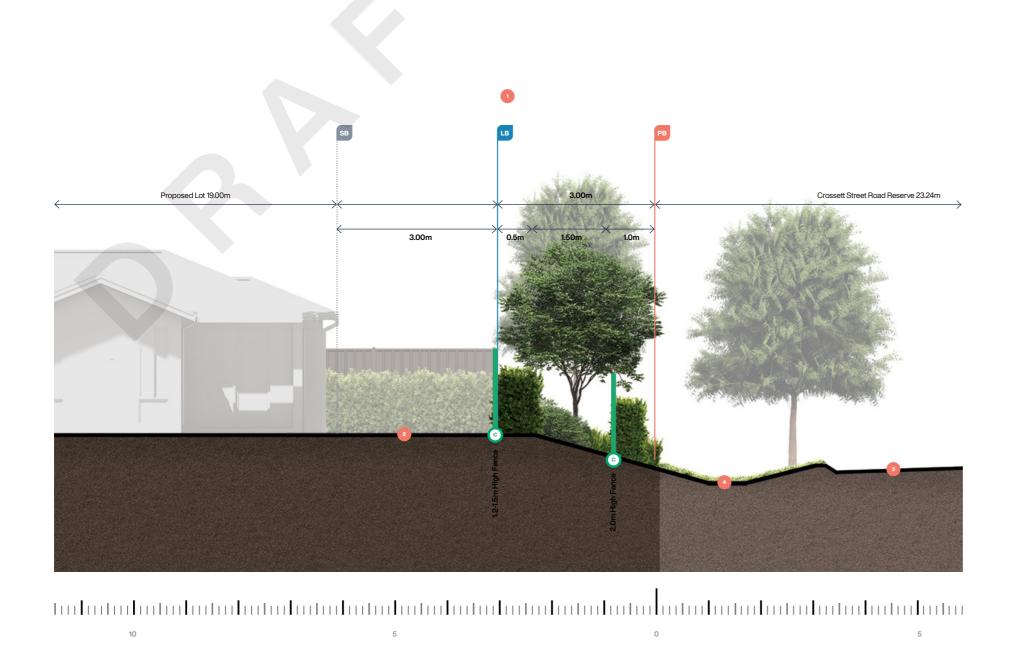
Private Dwelling Landscape

Indicative landscape treatment to private dwelling open space illustrated.

Street trees to Young Street in accordance with BRC requirements.

Crossett Street

# **4.2 Site Sections** Typical Section B



Property Boundary
Lot 501 SP344737 Hermans Road Burnett Heads QLD

Lot Boundary
Dwelling Lot Boundary.

Building Setback
6.0m building Setback (from PB)

Fence Type C
Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1200mm - 1800mm. Refer Section 5.0 Fences & Walls.

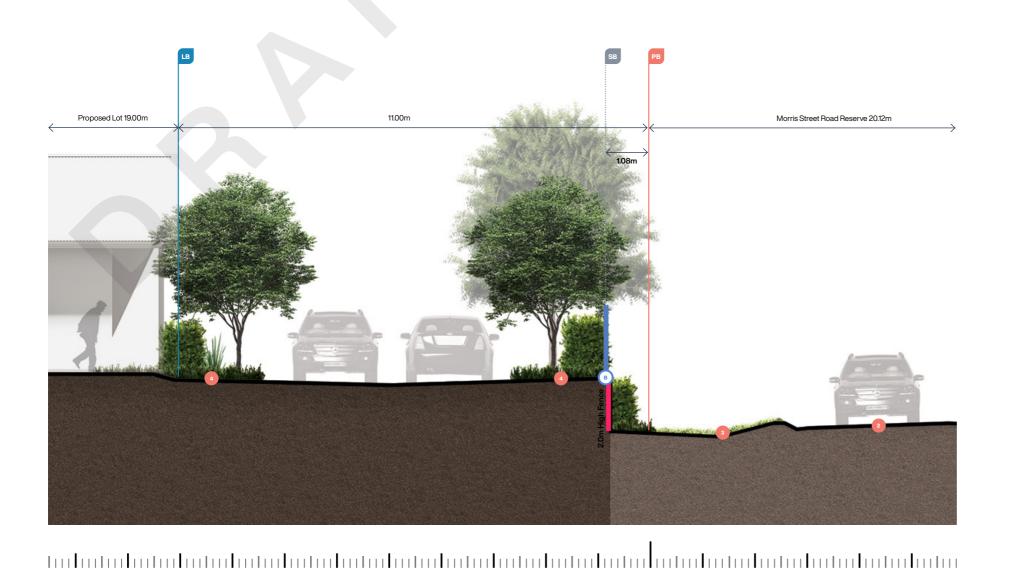
6.0m Setback
Building setback of 6.0m to Young Street. Setback to include 3.0m wide landscape treatment to reflect 3-4m Setback Treatment (4) with screening hedges incorporated to fencelines. The central area to be low groundcovers to facilitate maintenance (ie informal pedestrian access to allow for weeding and general maintenance).

Private Dwelling Landscape
Indicative landscape treatment to private dwelling open space illustrated.

Streetscape Upgrade
Street trees to Young Street in accordance with BRC requirements.

Proposed Roadside Grass Swale
Refer to civil engineering plans for swale details.

# **4.3 Site Sections** Typical Section C



Property Boundary
Lot 501 SP344737 Hermans Road Burnett Heads QLD

Lot Boundary

Dwelling Lot Boundary.

**Building Setback** 

6.0m building Setback (from PB)

Privacy screening fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor / Lapped and Capped or approved equivalent to meet Australian Standard AS 1397, colour to match architectural finishes palette. This fence is typically used to provide privacy between residences or to the boundary of the development when interfacing with a landuse requiring separation / screening (eg residential). Typical height 1800mm, increased to 2100mm if deemed required. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package. Refer Section 5.0 Fences &

**Streetscape Upgrade**Street trees to Morris Street in accordance with BRC requirements.

Proposed Roadside Grass Swale Refer to civil engineering plans for swale details.

Streetscape Plantings General

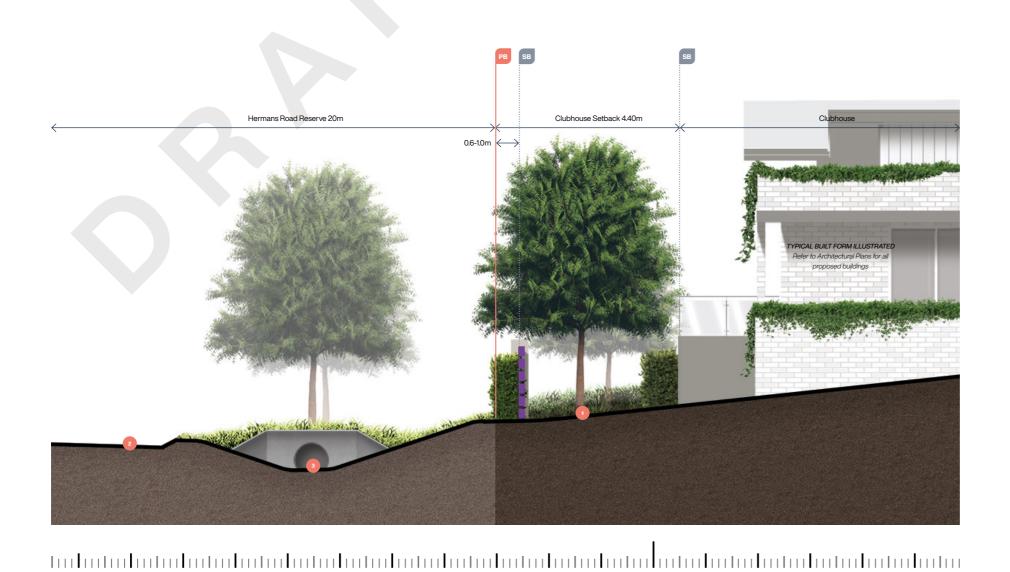
Primary streetscape landscape zone located to dwelling frontages (refer to 3.0 Dwelling Streetscape for details.). Planting area to feature small to medium feature tree set within layered plantings. Refer to  $\ensuremath{\text{\textbf{Section}}}$ **6.0 Planting Palettes** for street tree species types. Low shrub species to rear with accent species and low mass planted groundcovers, refer to 3.0 Dwelling Streetscape for planting setout details.

Primary Retaining Walls

Retaining Wall types and heights vary, refer to Engineering plans for further details. Refer to Section 4.0 Cross Sections for additional details including location of retaining walls within perimeter setback landscape treatments.

Note: Retaining wall locations included for reference only. Refer to civil engineering plans for all details regarding retaining wall heights, location and alignments. This plan set does not seek approval for any retaining structures.

# **4.4 Site Sections** Typical Section D



Property Boundary
Lot 501 SP344737 Hermans Road Burnett Heads QLD

Lot Boundary Dwelling Lot Boundary.

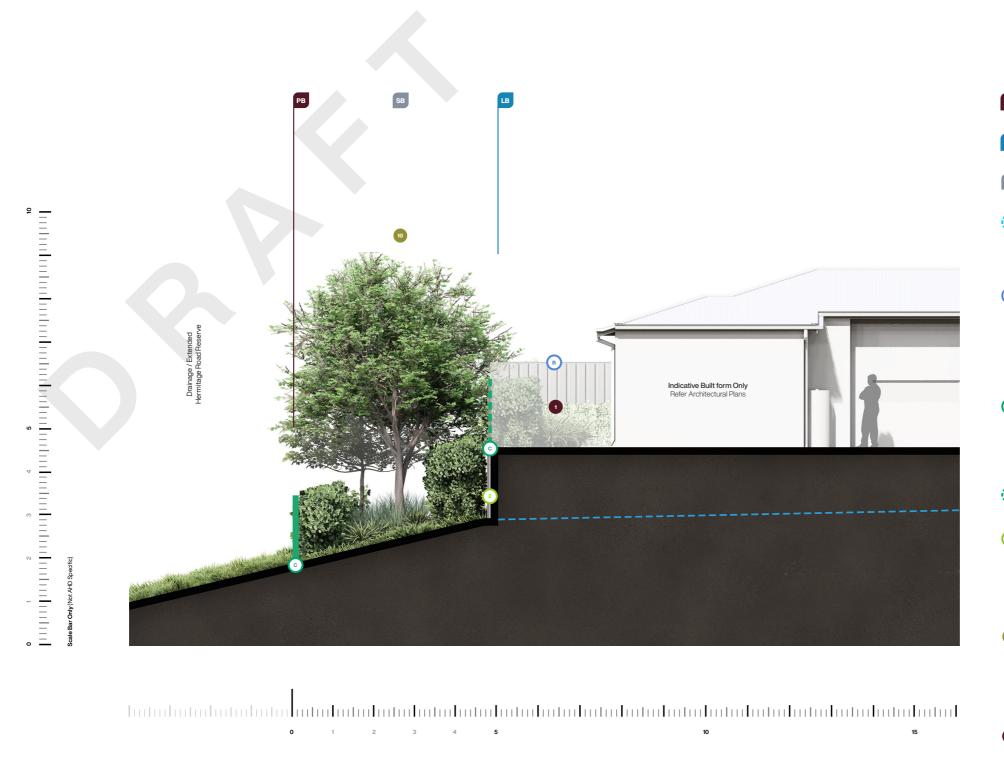
**Building Setback** 6.0m building Setback (from PB)

Wall Type D.1
Frontage Wall / Fence to Hermans Road frontage.
Wall Type D with portions of Fence Type C (50% transparent fencing) incorporated. Wall Type D to be panels or act as pillars between spans of transparent fencing. Fence to be stepped back 600 - 1000mm to facilitate planting to front.

Indicative landscape treatment within clubhouse open space illustrated.

Streetscape Upgrade
Street trees to Hermans Road in accordance with the requirements of BRC.

Proposed Roadside Grass Swale Refer to civil engineering plans for swale details.



Property Boundary
Lot 1 on SP330786, Talk Oak Dr, Toowoomba, QLD.

Lot Boundary

Dwelling Lot Boundary.

Landscape Setback 5.0m building Setback (from PB)

NGL Existing Natural Ground Level

Fence Type B

Privacy screening fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor/ Lapped and Capped or approved equivalent to meet Australian Standard AS 1397, colour to match architectural finishes palette. This fence is typically used to provide privacy between residences or to the boundary of the development where significant screening is required. Typical height 1800mm, increased to 2100mm if deemed required. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package.

Fence Type C

Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1800mm. Refer Section 5.0 Fences & Walls.

Aluminium spear top pool fence, specifications as per Fence Type C at typical height of 1200 - 1500mm. Refer Section 5.0 Fences & Walls.

Retaining Wall: 1.0-2.0m

Civil retaining walls, 1000-2000mm typical height. Refer Civil engineering documentation for further details. Refer Section 5.0 Fences  $\,$ & Walls for proposed design outcomes.

5.0m Landscape Setback (without stormwater function)

Landscape buffer to achieve screening and separation from adjacent landuse. Screening shrubs incorporated to fencelines and retaining walls as typically illustrated. Central area to be low groundcovers to facilitate maintenance (ie informal pedestrian access to allow for weeding and general maintenance). Scattered trees and shrubs incorporated to provide adequate screening.

Private Open Space

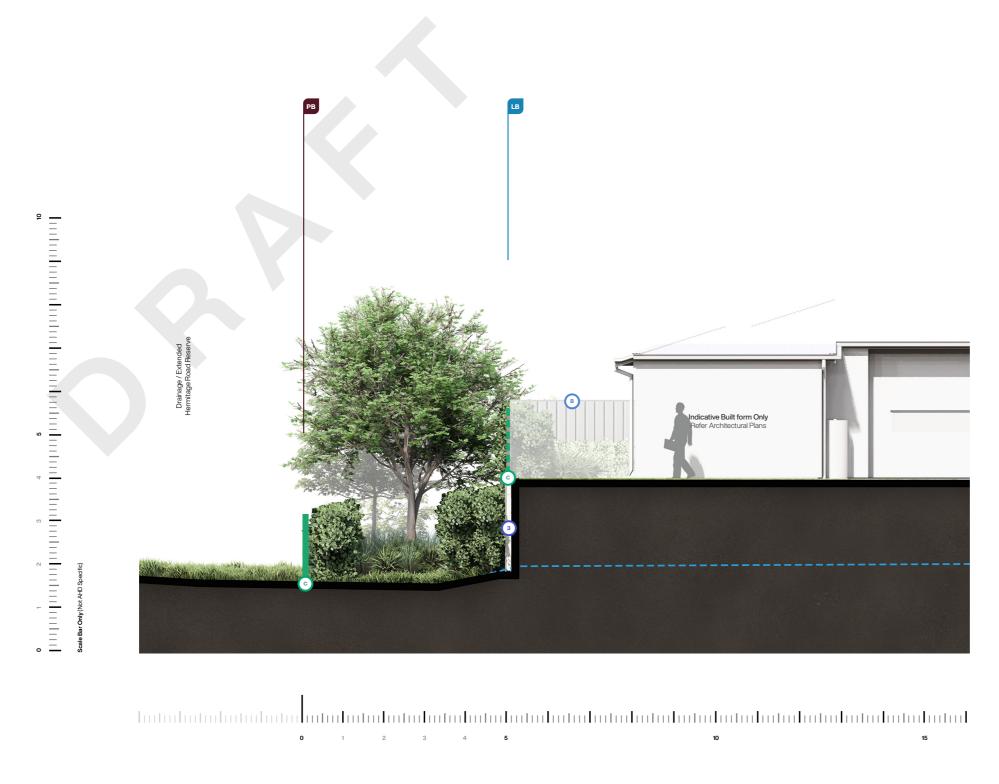
Indicative landscape illustrated.

Tall Oak Drive

# **4.5 Site Sections** Typical Section A

2025 April

Rev B | DWG No. L25041 - B33 | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | Zone Landscape Architecture



**Property Boundary** 

Property Boundary
Lot 1 on SP330786, Talk Oak Dr, Toowoomba, QLD.

Lot Boundary

Dwelling Lot Boundary.

Landscape Setback 5.0m building Setback (from PB)

**NGL** Existing Natural Ground Level

Fence Type B

Privacy screening fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor/ Lapped and Capped or approved equivalent to meet Australian Standard AS 1397, colour to match architectural finishes palette. This fence is typically used to provide privacy between residences or to the boundary of the development where significant screening is required. Typical height 1800mm, increased to 2100mm if deemed required. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package.

Fence Type C

Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1800mm. Refer Section 5.0 Fences & Walls.

Fence Type C1
Aluminium spear top pool fence, specifications as per Fence Type C at typical height of 1200 - 1500mm. Refer Section 5.0 Fences & Walls.

Retaining Wall: 2.0-3.0m

Civil retaining walls, 2000-3000mm typical height. Refer Civil engineering documentation for further details. Refer Section 5.0 Fences & Walls for proposed design outcomes.

5.0m Landscape Setback (without stormwater function)

Landscape buffer to achieve screening and separation from adjacent landuse. Screening shrubs incorporated to fencelines and retaining walls as typically illustrated. Central area to be low groundcovers to facilitate maintenance (ie informal pedestrian access to allow for weeding and general maintenance). Scattered trees and shrubs incorporated to provide adequate screening.

Private Open Space

Indicative landscape illustrated.

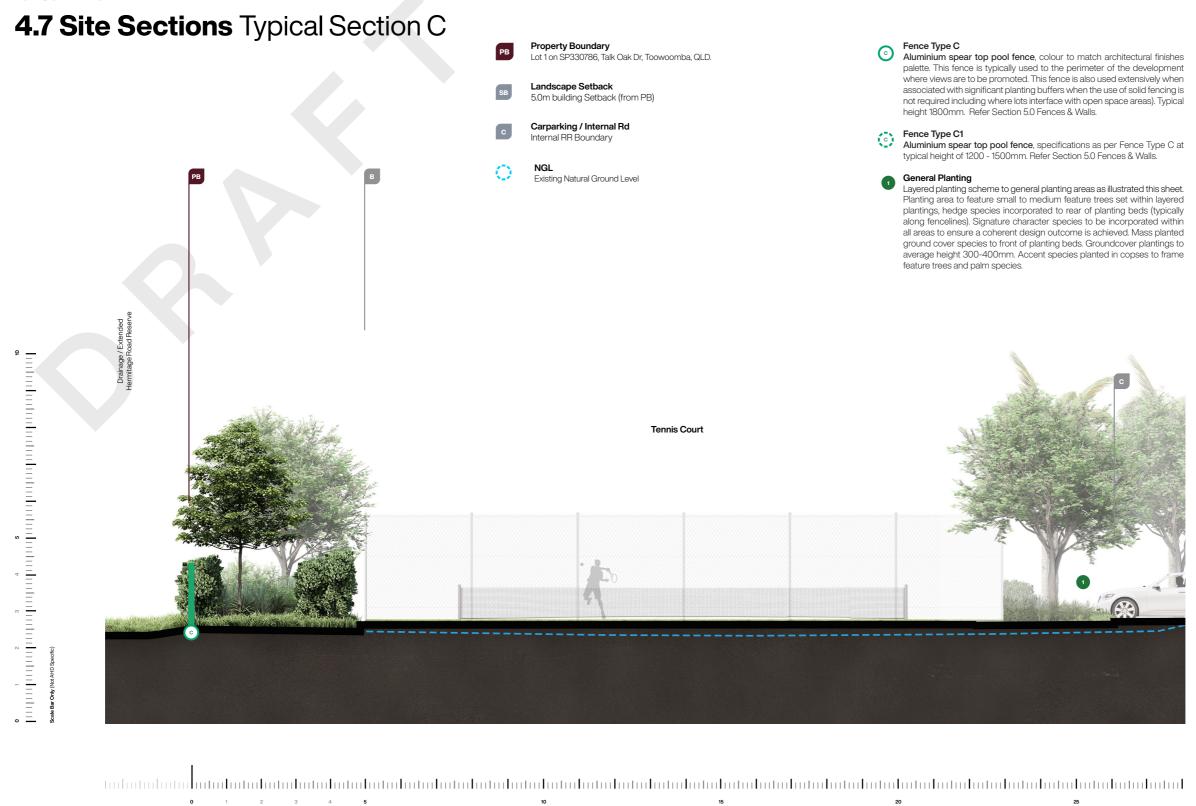
Tall Oak Drive

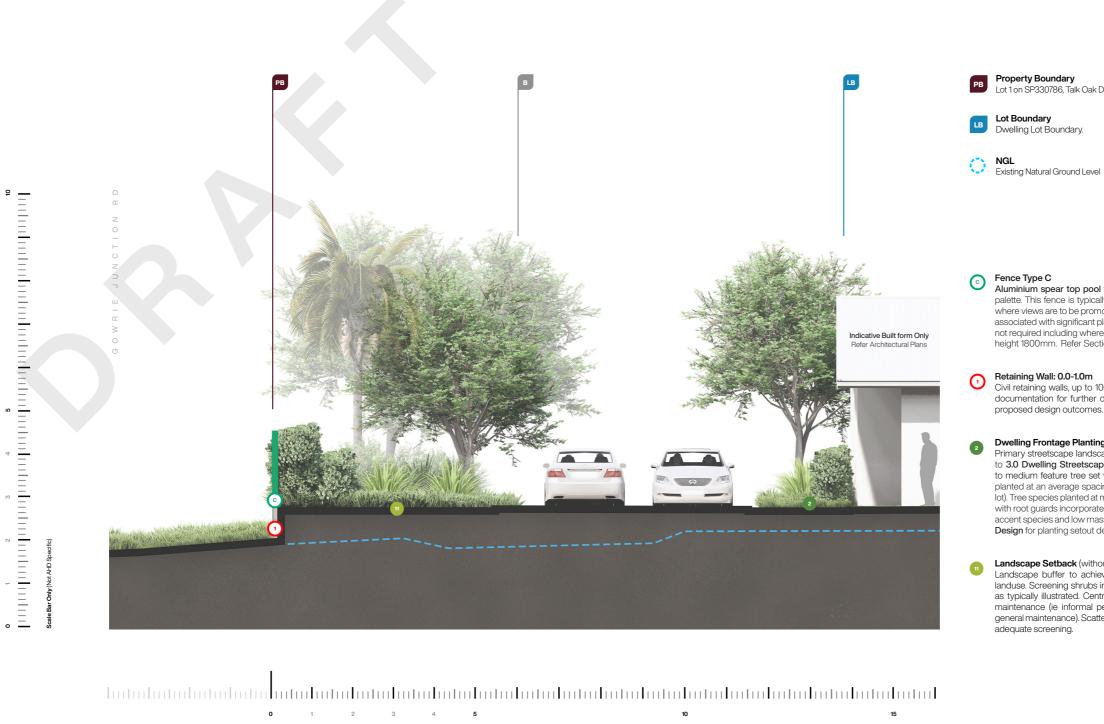
# 4.6 Site Sections Typical Section B

Zone Landscape Architecture | L25041Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B34 | Rev B

**April 2025** 

Tall Oak Drive





Property Boundary
Lot 1 on SP330786, Talk Oak Dr, Toowoomba, QLD.

Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1800mm. Refer Section 5.0 Fences & Walls.

Retaining Wall: 0.0-1.0m

Civil retaining walls, up to 1000mm typical height. Refer Civil engineering documentation for further details. Refer Section 5.0 Fences & Walls for proposed design outcomes.

Dwelling Frontage Planting

Primary streetscape landscape zone located to dwelling frontages (refer to 3.0 Dwelling Streetscape for details.). Planting area to feature small to medium feature tree set within layered plantings. Street trees will the planted at an average spacing of 13.0m based on lot width (one tree per lot). Tree species planted at minimum 600mm to rear of internal road edge with root guards incorporated as required. Low shrub species to rear with accent species and low mass planted groundcovers, refer to 3.0 Dwelling Design for planting setout details & species palette.

Landscape Setback (without stormwater function)

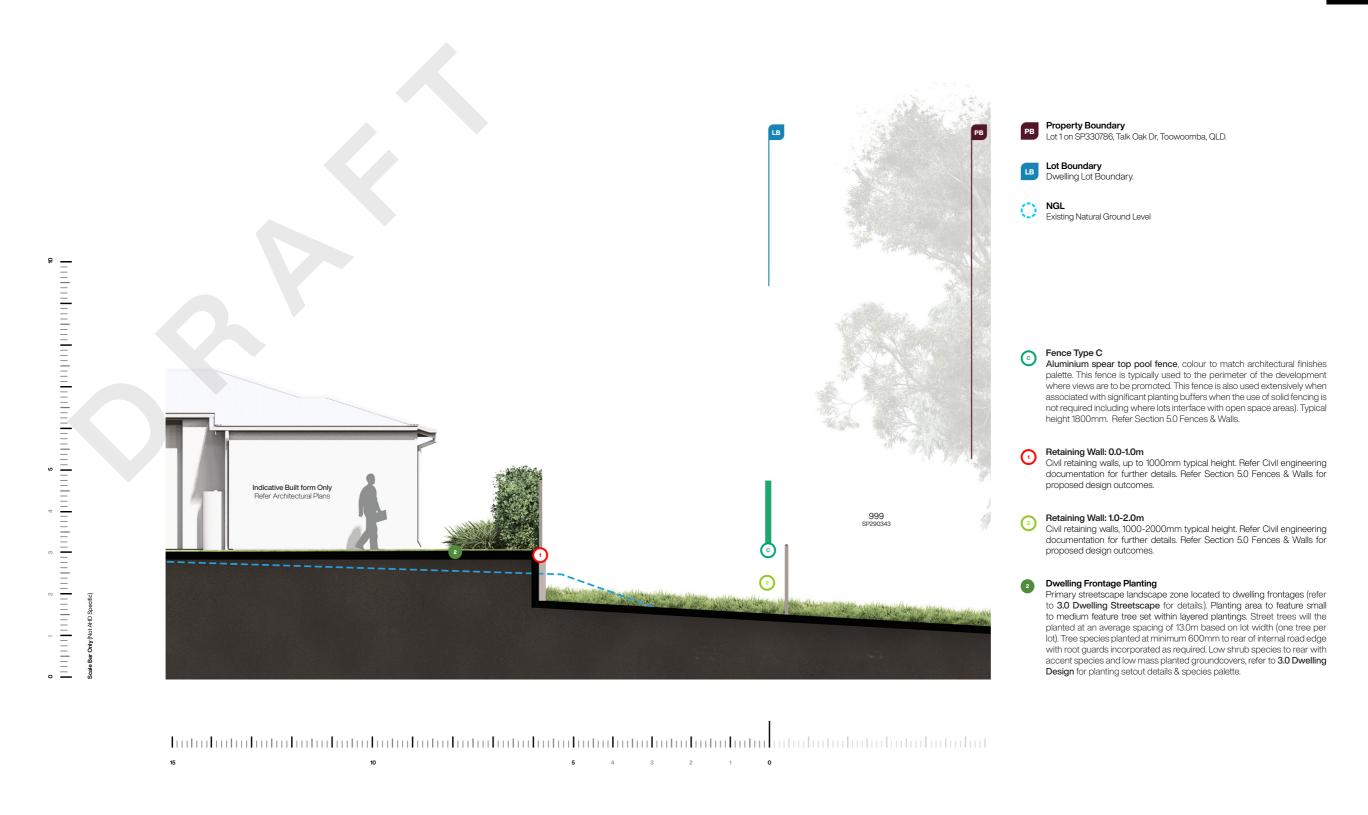
Landscape buffer to achieve screening and separation from adjacent landuse. Screening shrubs incorporated to fencelines and retaining walls as typically illustrated. Central area to be low groundcovers to facilitate maintenance (ie informal pedestrian access to allow for weeding and general maintenance). Scattered trees and shrubs incorporated to provide adequate screening.

Tall Oak Drive

# **4.8 Site Sections** Typical Section D

Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B36 | Rev B

**April 2025** 

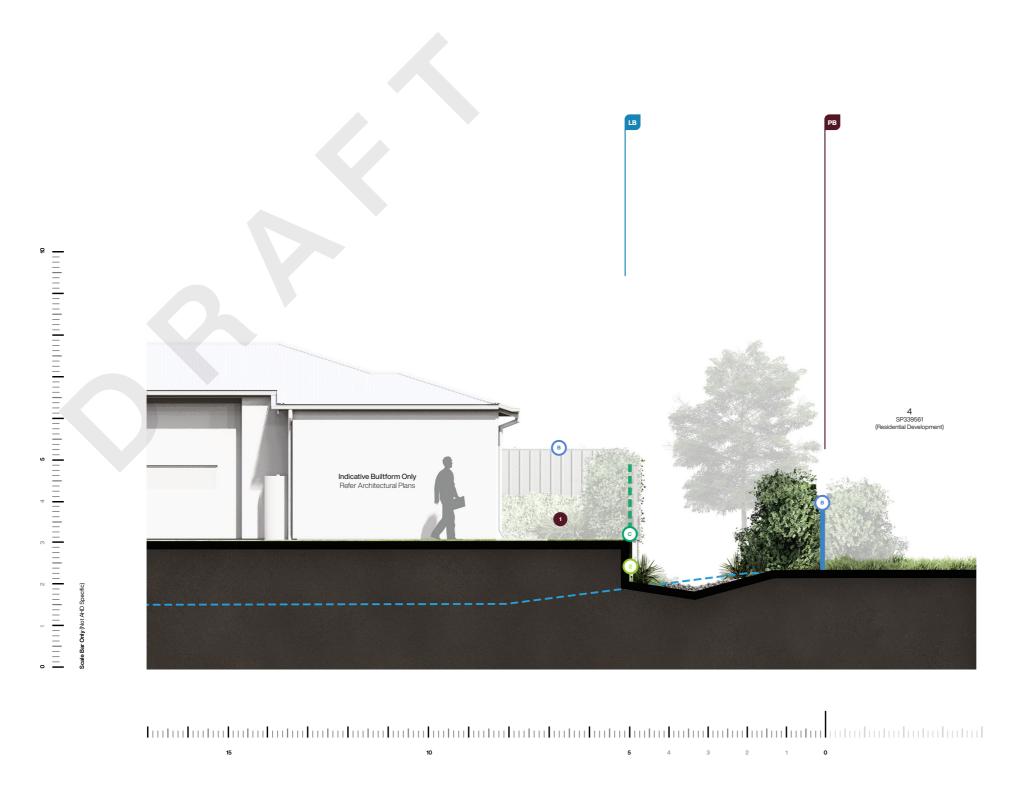


Tall Oak Drive

# **4.9 Site Sections** Typical Section E

Rev B | DWG No. L25041 - B37 | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | Zone Landscape Architecture





Property Boundary
Lot 1 on SP330786, Talk Oak Dr, Toowoomba, QLD.

Lot Boundary Dwelling Lot Boundary.

Landscape Setback 5.0m building Setback (from PB)

**NGL**Existing Natural Ground Level

Fence Type B

Privacy screening fence (100% solid). Colourbond Trimdek, Timber Good-Neighbor/ Lapped and Capped or approved equivalent to meet Australian Standard AS 1397, colour to match architectural finishes palette. This fence is typically used to provide privacy between residences or to the boundary of the development where significant screening is required. Typical height 1800mm, increased to 2100mm if deemed required. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package.

Fence Type C

Aluminium spear top pool fence, colour to match architectural finishes palette. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required including where lots interface with open space areas). Typical height 1800mm. Refer Section 5.0 Fences & Walls.

Aluminium spear top pool fence, specifications as per Fence Type C at typical height of 1200 - 1500mm. Refer Section 5.0 Fences & Walls.

Retaining Wall: 1.0-2.0m

Civil retaining walls, 1000-2000mm typical height. Refer Civil engineering documentation for further details. Refer Section 5.0 Fences & Walls for proposed design outcomes.

5.0m Landscape Setback (with stormwater function)

Landscape buffer to achieve screening and separation from adjacent landuse. Screening shrubs incorporated to fenceline and retaining walls as typically illustrated. Central area / drainage swale to be rocklined with outer edges planted with sedges and macrophytes. Scattered trees and shrubs incorporated to provide adequate screening (clear of low flow and offset from civil infrastructure).

Private Open Space

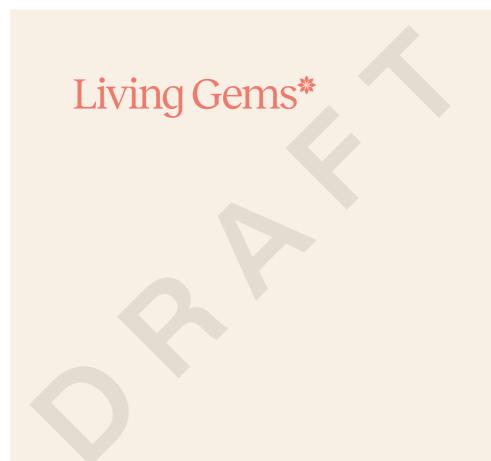
Indicative landscape illustrated.

Tall Oak Drive

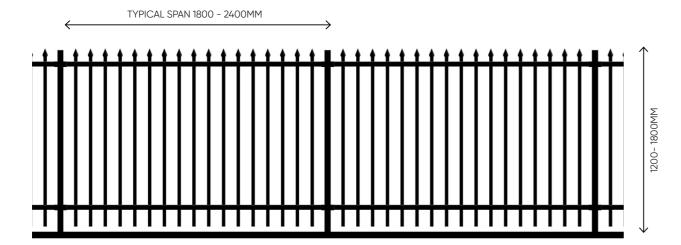
# **4.10 Site Sections** Typical Section F

Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B38 | Rev B

**April 2025** 



4.0 **Sections & Elevations.** 



Fence Type C: Typical Elevation



Fence Type D: Typical Elevation

Important Note This section contains a number of Living Gems Typical Fence & Wall Types not all types contained herein are necessarily proposed within this development. Further detail on fencing and retaining wall locations will be provided in detailed design phase.

Fences & Walls

# 3.2 Fence & Wall Types



Zone Landscape Architecture | L25041 Lot 1 RP7721, 75 Gardner Street, Toolgoolawa, QLD. | DWG No. L25041 - B40 | Rev B

#### Fence Type C

Aluminium spear top pool fence. Typical span is 2400mm. Powder coated aluminium to colour to match architectural finishes palette. Typical finishes illustrated below. This fence is typically used to the perimeter of the development where views are to be promoted. This fence is also used extensively when associated with significant planting buffers when the use of solid fencing is not required. Typical height 1200mm - 1800mm. If fencing above typical heights are proposed this will be noted on the fencing plan contained within this design package.

Landscaping to feature layered plantings to provide softening to fence line. Landscape form as per typical elevations this sheet. Refer to fence line planting modules and schedules for species listings. Refer to Section 4.0 Site Sections for additional information regarding wall alignments and associated landscape treatments.

Refer to **Section 2.3 - Fencing Locations** for proposed location and alignment of Fence Type C.







#### Fence Type D

Safety Rail: Handrail/ Guardrail to a minimum height of 900mm. Where fall from height is significant it is recommended to increase the height of the guardrail to at least 1000mm.

The maximum distance between the base and the bottom of the intermediate rail is 560mm to comply with AS 1657, as a toeboard or kickplate is not necessary within this context.

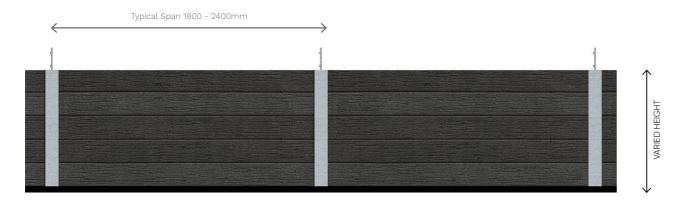
Handrails proposed to provide edge protection at the edge of fall zones where required for maintenance staffs safety. Landscaping to feature layered plantings to provide softening to safety rail and associated retaining wall structure if / as incorporated.

Refer to Section 4.0 Site Sections for additional information regarding wall alignments and associated landscape treatments.





**April 2025** 



Wall Type A: Typical Elevation



Wall Type B: Typical Elevation

Important Note This section contains a number of Living Gems Typical Fence & Wall Types not all types contained herein are necessarily proposed within this development. Further detail on fencing and retaining wall locations will be provided in detailed design phase.

Fences & Walls

# 3.3 Fence & Wall Types

2025 April

#### Wall Type A

Concrete sleeper walls. Standard sleeper is 1800mm (200mm x 75mm) up to 2400mm where required (200mm x 120mm) weighing approximately 125kgs. The sleepers are steel reinforced and manufactured to engineer standards. Galvanised steel H posts with integrated fence brackets as illustrated to allow for fence mounting direct to retaining structure. Finish: charcoal coloured oxide illustrated.

Landscaping to feature layered plantings to provide softening to retaining structure and associated fenceline if this is incorporated.

Refer to **Section 4.0 Site Sections** for additional information regarding wall alignments and associated landscape treatments







#### Wall Type B

Core filled block work retaining wall: Typical block dimensions 390 x 190 x 190 mm. Wall to be laid in stretcher bond format and located only in areas where internal and external views to not allow views of the retaining wall.

Refer to **Section 4.0 Sections & Elevations** for additional information regarding wall alignments and associated landscape treatments.

Finish: Rendered & Painted to match architectural finishes palette.

Block work walls to engineers details.









#### **Infrastructure Charges Notice**

Section 119(2) of the Planning Act 2016

To: Gemstone Industrial No. 1 Pty Ltd

C/- Innovative Planning Solutions

PO Box 1043

MAROOCHYDORE QLD 4558

Date: [Insert Date]

Notice number: XXX

Approval reference: DA26163

info@ipsptyltd.com.au

Decision to give the infrastructure charges notice

Somerset Regional Council has given this Infrastructure Charges Notice (ICN) as a result of the development imposing additional demand on trunk infrastructure. Levied charges have been calculated in accordance with the applicable resolution and will be used to help fund the cost of trunk infrastructure identified in Council's local government infrastructure plan.

**Applicable resolution** 

The decision to give this ICN was made under the Somerset Regional Council Charges Resolution (No. 1) 2025.

Development approval to which levied charge applies

Approval reference:

DA26163

Approval description:

Development Permit for Material Change of Use for Child Care

Centre

Premises to which the levied charge applies

Site address: 75 Gardner Street, Toogoolawah

Real property description: Lot 1 RP7721 Charge area: Charge Area B

Details of the levied charge

Local government trunk Transport network

infrastructure networks: Public parks and land for community facilities network

Current amount of the levied

charge:

\$36,603.60

Current amount of any offsets: Not applicable

Current amount of any refunds: Not applicable

Automatic increase of the levied

charge:

The levied charge in this notice is subject to automatic

increases, as described in section 5 of this notice.

When payment required: In accordance with section 122 of the *Planning Act 2016*.

Details of how the levied charge, and any offsets or refunds, is worked out is provided in sections 2 and 4 of this notice.

Infrastructure Charges Notice No. XXX

Page 1 of 5



#### 1 Type of infrastructure charges notice

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

The decision to give this Infrastructure Charges Notice was made by Council's delegate on [Insert Date].

#### 2 How the levied charge is worked out

Local government trunk infrastructure networks	This ICN states the levied charge for the local government trunk infrastructure networks, being:  (a) transport network;  (b) public parks and land for community facilities network.
Distributor-retailer trunk infrastructure networks	This ICN does not include the levied charges payable for water supply and sewerage networks to be levied by the Central SEQ Distributor-Retailer Authority (trading as Urban Utilities).

Details of the adopted charges		
Maximum adopted charge:	Maximum Adopted Charge 2025-2026	
Charges resolution:	Charges Resolution (No. 1) 2025	

The levied charge is calculated in accordance with section 3.1 of the Charges Resolution.

#### 2.1 Charges

Category	Description	Stage	Demand	Demand units	Charge rate	Amount
Educational facility	Ch <mark>ild</mark> care Centre	1	618.00	m2 GFA	\$66.00	\$40,788.00
					Total charges	\$40,788.00

#### Notes

[1] The charge rate is the adopted charge identified in Table 2 (Adopted charges for residential development) and Table 3 (Adopted charges for non-residential development) of the Charges Resolution.

#### 2.2 Demand credit

Category	Description	Stage	Demand	Demand units	Charge rate	Amount
Places of assembly	Place of Worship	1	126.80	m2 GFA	\$33.00	\$4,184.40
				Total de	mand credits	\$4,184.40

#### Notes

[2] In accordance with Section 3.2 (4) b. of the Charges Resolution, a demand credit cannot exceed the adopted charge for the development.

#### 2.3 Discounts

Rele	evant policy	Description	Stage	Discount available
No disc	ounts identified	-	-	\$0.00

Infrastructure Charges Notice No. XXX

Page 2 of 5



Total discounts: \$0.00

#### Notes

[3] In accordance with Section 3.3 of the Charges Resolution, the amount of a discount is to be worked out by the Council in accordance with its Infrastructure Charges Discount Policy or any other adopted policy or resolution of Council.

#### 2.4 Current amount of the levied charge

Total charges Total		Total demand credits	Total discounts	Current amount of the levied charge
	(A)	(B)	(C)	LC = A - B - C
	\$40,788.00	\$4,184.40	\$0.00	\$36,603.60

#### **Notes**

- [4] In accordance with Section 3.1 of the Charges Resolution, the current amount of the levied charge cannot be less than zero.
- [5] The levied charge is subject to automatic increases, refer to section 5 of this notice.

#### 3 Estimate of maximum amount that Council may charge

Council's Charges Resolution adopts charges that are less than the Council proportion of the maximum adopted charge, prescribed by the Queensland Government.

The estimated maximum amount that Council could charge is \$56,038.36.

Note—This information is provided for reference only and does not form part of the ICN.

#### 4 Details of any offset or refunds

No offsets or refunds are applicable.

#### 5 Increase to levied charges (automatic increase)

The levied charge in this notice is subject to automatic increases.

The automatic increase of the levied charge is calculated as the increase from the day the charge is levied to the day the levied charge is paid using the PPI adjusted according to the 3 year moving average quarterly percentage change between financial quarters in accordance with Somerset Regional Council's Charges Resolution and the *Planning Act 2016*.

The amount of the automatic increase of the levied charge must not be more than the amount of the increase prescribed by the *Planning Act 2016*.

If an offset applies to this notice, the cost of the offset may be increased from the day the offset value is accepted by Council to the time of payment of the levied charge. This will be undertaken using the same method used to increase the levied charge.

#### 6 Paying the levied charge

Payment date	In accordance with section 122 of the Planning Act 2016, the levied
	charge becomes payable –

Infrastructure Charges Notice No. XXX

Page 3 of 5



(a)	for reconfiguring a lot – when the local government that levied
	the charge approves a plan for the reconfiguration that, under
	the Land Title Act, is required to be given to the local
	government for approval; or
(b)	for a material change of use – when the change happens; or
(c)	for building work – when the final inspection certificate for the
	building work, or the certificate of classification for the
	building, is given under the Building Act; or
(d)	for other development – as stated on this ICN.

Making a payment	Before paying the levied charge to Somerset Regional Council, you must obtain a payment advice notice.
	The payment advice notice can be obtained from Somerset Regional Council's Planning and Development Department via
	Phone: (07) 5424 4000 (during office hours) Email: mail@somerset.qld.gov.au. Post: PO Box 117, Esk QLD 4312
	The payment advice notice will detail the amount payable and the methods of payment available.
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.

#### 7 Enquiries, representations and appeals

Enquiries	Enquiries regarding this infrastructure charges notice should be directed to Somerset Regional Council, Planning and Development Department on:						
	Phone: (07) 5424 4000 (during office hours)						
	Email: mail@somerset.gld.gov.au.						
	Post: PO Box 117, Esk QLD 4312						
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 <i>Planning Act</i> 2016.						
Appeal rights	In accordance with section 229(3) of the <i>Planning Act 2016</i> , a person may appeal against an ICN. The appeal must be started within 20 business days of this ICN being given.						
	Please refer to Chapter 6, Part 1 and Schedule 1 of the <i>Planning Act 2016</i> for more information. An extract of your appeal rights is enclosed.						

#### 8 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  $\underline{\text{mail@somerset.qld.gov.au}}$ .

Infrastructure Charges Notice No. XXX

Page 4 of 5



Yours sincerely,

#### Andrew Johnson Chief Executive Officer



### **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:
  - 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:
    - 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
    - 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
    - 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
  - 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
- 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;
    - 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 Column 2 Column 3 Column 4							
Appellant	Respondent	Co-respondent (if any)	Co-respondent by election (if any)				
4 Infrastructure charges	s 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	The local government that gave the infrastructure	_					
notice	charges notice						

Table 2 [Extract Only] Appeals to the P&E Court only						
Column 1 Appellant						
[No relevant provisions]						

Table 3 [Extract Only] Appeals to a tribunal only						
Column 1 Column 2 Column 3 Column 4 Appellant Respondent Co-respondent (if any) Co-respondent by election (if any)						
[No relevant provisions]						

#### **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 September 2025

Subject: Small Business Friendly Councils – Annual Report 2024-25

File Ref: Planning and Development/QSBC Small Business Friendly Councils

Initiative.

Action Officer: BDO

#### **Background/Summary**

At the Ordinary Meeting of Council on 28 May 2025, the Council resolved "THAT Council recommit their membership of the Small Business Friendly Program by authorising the Chief Executive Officer to sign the commitment document."

Recommitting as a member, Council is now committed to:

- The principles and deliverables set out in the new SBF Commitment
- Meeting the annual membership requirements, including:
  - Appointing an organisational representative and proxy to champion the commitment
  - o Implementing an annual Small Business Action Plan (each financial year)
  - o Actively participating in at least four SBF Program activities (each financial year)
  - o Attending the SBF Program Annual Conference (in person or virtually)
  - Publicly promoting at least two small business activities (each financial year)
  - Submitting a financial year Annual Report to the QSBC by 30 September each year

Council officers have compiled the 2024-25 Annual Report (Attachment 1) for submission to the Queensland Small Business Commissioner's (QSBC) office.

This report may be accompanied by one or more showcase submissions to highlight specific successes in more detail (refer Attachment 2 and 3).

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

#### **Attachments**

Attachment 1 – Somerset Regional Council Small Business Friendly Councils – Annual Report 2024-25

Attachment 2 - Showcase Report - Support Our Somerset

Attachment 3 - Showcase Report - Business Disaster Management 'Plan on a Page'

#### Recommendation

THAT Council endorse the Somerset Regional Council Small Business Friendly Councils – Annual Report 2024-25 and supporting Showcase Reports for submission to the Queensland Small Business Commissioner.





# Somerset Regional Council Annual Report 2024-25

## Member information

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

### **Authorised representatives**

The nominated staff members will take on the responsibility for Small Business Friendly (SBF) activities, which includes participation in SBF meetings. They will be the primary contact for receiving program details, updates, and inquiries.

Authorised SBF representative details				
Full name:	Andrew Johnson			
Position: Chief Executive Officer				
Email:	AJohnson@somerset.qld.gov.au			
Phone: 07 5424 4000				
SBF Proxy details				
Full name:	Luke Hannan			
Position: Director – Planning and Development				
Email: LHannan938@somerset.qld.gov.au				
Phone:	07 5424 4000			

## Report information

Details				
Report date:	18/09/2025			
Prepared by:	Luke Hannan, Director – Planning and Development			
Stakeholders consulted:	Yes ⊠	No □		
Report published:	Yes□	No ⊠		
Report URL (if online):				



# Charter performance

## Actively communicate and engage with small businesses

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

- In May 2025 and building on the successes of the Business Recovery Officer, Council
  appointed a new Business Development Officer position that will coordinate and deliver
  economic development initiatives, promote regional development and investment
  opportunities and liaise directly with both existing local businesses and businesses wishing
  to establish or relocate to the region.
- Council continued to meet quarterly with the Economic Development and Tourism Advisory Committee, which includes Councillors, council officers and small business representatives, to discuss issues and opportunities throughout the Somerset region.
- Face to face business visits to collect business intelligence and feedback around local issues and priorities.
- Council officers have proactively engaged with State Government agencies such as the Queensland Rural Industry Development Authority (QRIDA), Department of Employment, Small Business and Training, and the Small Business Financial Counselling Service, to discuss grant programs and support State-led initiatives.
- Council proudly displays their dedication to the SBF Program by publishing the charter commitments on the SRC website. Our dedication to the program is also listed as part of the Somerset Regional Council Economic Development Strategy and Council's Operational Plan.



### Raise the profile and capability of small business

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

- Completion of the Somerset 'Small Business Boost' Program, funded through the Locally Led Economic Recovery Grant, including the design and development of the 'Support Our Somerset' buy local campaign.
- Delivery of workforce capability workshops and recovery and resilience forums, including:
  - University of Sunshine Coast Business Planning Course
  - Exclusive Screening of Australian Film "Just a Farmer" targeted at Somerset primary producers
  - Cyber Security for Small Business
  - Tourism Workshop
  - Agriculture Forum
  - Somerset Business Breakfast
  - Everyday Al for Business Owners
  - Grant Writing Workshop for Businesses.
- Assisted small businesses to access government and industry programs, including:
  - Facilitating a pop-up office for QRIDA to discuss open grant opportunities and support with applications.
  - Facilitating pop-up office for Department of Small Business and Training to discuss support initiatives.
  - Inviting representatives from DESBT and DSDIP to attend various workshops/forums within the Somerset region.



#### Promote and showcase small businesses

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

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

- Promotion of Somerset small businesses via the Support Our Somerset marketing campaign.
- Regular engagement with the Somerset Business Chamber including inviting the Chamber to attend and speak at the Somerset Business Breakfast celebrating Small Business Month.
- Ongoing participation in the SBFC program is listed on the SRC website and publicly available Somerset Economic Development Strategy. The SBF logo is also included on all marketing collateral for business related workshops and forums.
- Somerset's Business Development Officer participation in SBF Member meetings, sharing updates on SRC events and initiatives.

## Develop and promote place-based programs for small business

	Commitments	Performance self-assessment			
		Not yet	In progress	Achieved	Very well achieved
a)	Identify, develop, promote and deliver at least two existing or new placed-based programs to support businesses to start, grow and become more resilient.				

- Delivery of workforce capability workshops and recovery and resilience forums, including:
  - University of Sunshine Coast Business Planning Course



- Exclusive Screening of Australian Film "Just a Farmer" targeted at Somerset primary producers
- Cyber Security for Small Business
- Tourism Workshop
- Agriculture Forum
- Somerset Business Breakfast
- Everyday Al for Business Owners
- Grant Writing Workshop for Businesses.
- Council is also engaging with small business through the development of bespoke centre
  improvement strategies for each of Somerset's major towns. The Lowood Futures Strategy
  and the Kilcoy Streetscape Revitalisation Project provide long-term visions and blueprints
  for Kilcoy and Lowood and aim to enhance community wellbeing and amplify the towns'
  identities and competitive advantage. Council's Place Project Manager is progressing both
  plans with business consultation and feedback.

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

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

- With the appointment of the Business Development Officer, Council has commenced investigations into delivery models of a development concierge service.
- In addition to internal business advancements to digitise and streamline business activities and transactions, Council continues to progress actions listed specifically in Economic Development Strategy, including:
  - Review and amend the Somerset Region Planning Scheme with a focus on economic development and business facilitation.



- Undertake Council business initiatives to encourage business investment opportunities and ensure businesses are provided with an efficient, customer focused experience regarding necessary approvals.
- Conduct annual Somerset business forums (based around agriculture, tourism and business development).
- Deliver workshops to build local business capacity and capability.

# Ensure fair procurement and prompt payment terms for small businesses

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

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

- The Business Development Officer meets regularly with the Somerset Business Chamber, as well as large project organisers, to ensure that Somerset small businesses have access to key tender opportunities.
- Council actively promotes tendering opportunities for local small businesses and are easily available via the Somerset Regional Council home page.
- All invoices are paid within stated timeframes in accordance with supplier contracts.

## Support small business resilience and recovery

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



- Collaboration with members of the Somerset Regional Council Recovery Group Economy, following Ex TC Alfred, including commencement of immediate priorities and actions identified in the Recovery Sub-Group Action Plan.
- Delivery of the Business Recovery and Resilience Plan, supported by the Category C -Queensland Flooding - Flexible Funding Grant, developing the Somerset Business Disaster Management 'Plan on a Page.'

### Measure and report on our performance

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

- Quarterly meetings with business, tourism and agricultural sector representatives through Councils Economic Development and Tourism Advisory Committee.
- Regular engagement with the Somerset Business Chamber and face to face business visits to discuss improvement opportunities with Council.
- Annual reporting for SBFC is an opportunity to evaluate our performance against the charter. Additionally, continued participation in the SBFC program is an ongoing action item within the Economic Development Strategy and Business Recovery Officer position KPIs.
- Each SBF annual report will be available to the public via the Council Ordinary Meeting Minutes and Council's Economic Development homepage.



# Member requirements

	Requirements	Performance self-assessment				
1.	Authorised representative and proxy nominated and current.	Yes 🗵	No 🗌			
2.	For new members - Submitted Accelerator Action Plan to the QSBC within 6 months of joining the program.	Yes 🗌	№ □	N/A ⊠		
3.	Actively participated in at least four Roundtable meetings in the previous FY.	0 🗆	1-2	3-4	>4 🛛	
4.	Provided at least one Showcase submission to the OSBC in the previous FY.	0 🗆	1-2	3-4	>4	
5.	Attended the Annual Conference in the previous FY (in-person or virtually).	Yes 🛛	No 🗆			
6.	Attended the SBF workshop in the previous FY (in-person or virtually).	0 🗆	1-2	3-4		
7.	Submitted Annual Report to the QSBC by 30 September for the previous FY.	Yes 🗵	No 🗆			

## Additional information

#### Attachments:

- 1. Showcase Report Support Our Somerset
- 2. Showcase Report Business Disaster Management 'Plan on a Page'



# SBF Program Showcase

## Somerset Regional Council

## Support Our Somerset



Photo: Support Our Somerset design

## Showcase snapshot

The Support Our Somerset campaign was developed to strengthen the local economy by encouraging residents to support small businesses across the Somerset region. With a focus on storytelling, the campaign highlighted the diverse range of local businesses, sharing their products, services, and personal stories to foster community pride and awareness. Initially, over 20 small businesses were featured, each providing authentic content that resonated with the local community and traveling tourists.

## Introduction

The campaign's goals were to increase business visibility, promote local products and services, and encourage spending from both locals and visitors. Marketing consultants were engaged to design and deliver the campaign, working alongside Council staff to produce social media content, merchandise and coordinated promotions. Small business owners were interviewed, and their stories were featured across Council channels, while businesses also shared content collaboratively to amplify reach. The campaign was launched via a National breakfast TV weather cross, showcasing several local businesses. Success was measured through social media engagement metrics, including reach, likes, shares, and comments, alongside feedback



from participating businesses regarding inquiries and customer interactions. The campaign was funded through the Locally Led Economic Recovery Program.

## **Outcomes**

The outcomes for local businesses were meaningful. Participating businesses benefited from increased visibility and stronger engagement with customers. The campaign proved Council's support for local business and amplified customer reach through Council's social media channels. The broader community also benefited, with the potential of increased local spending and strengthened community pride. Business owners expressed that they felt supported not only by Council, but also by the community through local spending, word of mouth, and positive social media feedback

## Insights

The campaign showed that small businesses valued authentic storytelling and professional promotion, which helped drive strong community engagement. Its success came from collaboration, clear messaging, and consistent promotion. While the campaign required significant time and commitment to maintain, it proved worthwhile in building lasting connections with the community

## **Further information**

To learn more about this showcase, please contact:

Organisation: Somerset Regional CouncilWebsite: www.somerset.qld.gov.au

• Full name: Jacqui O'Connor

Position: Business Development Officer

Phone: 07 5424 4000

Email: mail@somerset.qld.gov.au

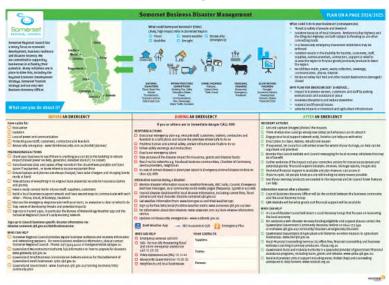
For more information about the Small Business Friendly Program visit <a href="mailto:gsbc.gld.gov.au">gsbc.gld.gov.au</a>



# SBF Program Showcase

# Somerset Regional Council

Business Disaster Management Plan on a Page



### Showcase snapshot

Somerset Regional Council worked with Phoenix Resilience to create a *Business Disaster Management Plan-on-a-Page* as a practical response to the 2022 floods. The tool was designed with local businesses to provide a clear, easy-to-use guide to risks, actions, and support services. Officially launched by the Mayor at the Somerset Get Ready event in October 2024, the Plan was supported by a disaster risk assessment, a business contact register, and training resources to help businesses prepare for, respond to, and recover from disaster events.

### Introduction

The project was initiated to strengthen business resilience and ensure local enterprises were better equipped to face floods, bushfires, and other natural hazards. Developed in consultation with the business community through surveys, site visits, and workshops, the Plan was tailored to Somerset's specific conditions, including its agricultural base, dispersed communities, and communication challenges. By aligning with the Somerset Economic Development Strategy and Local Disaster Management Plan, the initiative delivered a resource that is both practical and integrated into broader regional resilience planning.



### **Outcomes**

The initiative provided businesses with a simple yet powerful disaster preparedness tool that can be displayed in everyday workspaces and used as a conversation starter about resilience. It improved awareness of local risks, built stronger networks between Council and business owners, and enhanced communication through the Guardian business register for timely updates and recovery information. Alongside the Plan, the training video and support resources gave businesses confidence that they had clear steps to follow, ultimately reducing uncertainty and strengthening disaster readiness across the community.

# Insights

Success was achieved by focusing on practicality and genuine collaboration—by co-designing the Plan with business owners, the content was both relevant and easy to adopt. The visual, one-page format proved highly effective, encouraging businesses to keep preparedness front of mind. The experience showed that this investment is worthwhile, as it builds resilience, strengthens relationships, and leaves the community better prepared for future disasters.

### **Further information**

To learn more about this showcase, please contact:

Organisation: Somerset Regional CouncilWebsite: www.somerset.qld.gov.au

• Full name: Jacqui O'Connor

Position: Business Development Officer

• Phone: 07 5424 4000

• Email: mail@somerset.gld.gov.au

For more information about the Small Business Friendly Program visit <a href="mailto:qsbc.qld.gov.au">qsbc.qld.gov.au</a>

#### **SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson – Chief Executive Officer

From: Robyn King – Executive Support Officer

Director: Luke Hannan – Director Planning and Development

Date: 5 September 2025

Subject: Pest Management Working Group Meeting – 26 August 2025

File Ref: 2024 – 2028 – Pest Management Working Group

Action Officer: ESO - RK

#### **Background/Summary**

The meeting of the Pest Management Working Group was held Tuesday, 26 August 2025.

#### **Attachments**

Meeting Report Pest Management Working Group - 26 August 2025.

#### Recommendation

THAT Council receive the meeting report for the Pest Management Working Group of 26 August 2025 and the contents be noted.



# Meeting report of Pest Management Working Group meeting Tuesday, 26 August 2025

2pm

Held in person at Simeon Lord Room, Esk Library Building, 19 Heap St, Esk.

Present	
Mayor Jason Wendt *	Somerset Regional Council
Cr Helen Brieschke (Chair)	Somerset Regional Council
Cr Sally Jess	Somerset Regional Council
Luke Hannan	Somerset Regional Council
Steve Brennan	Somerset Regional Council
Darren McPherson	Somerset Regional Council
Shane Lampard	Somerset Regional Council
Matthew Ryan	Department of Primary Industries (DPI)

<sup>\*</sup> Denotes – attendance via Teams.

#### Item 1. Opening of meeting

The Chair, Cr Brieschke opened the meeting at 2.04pm.

#### Item 2. Apologies

Andrew Johnson

#### Item 3. Confirmation of previous meeting report

The meeting report of the Pest Management Working Group meeting held 6 May 2025 was circulated to all members.

General consensus that the meeting report be confirmed.

#### Item 4. Business arising from previous meeting report

Nil.

#### **Item 5. Progress of Actions**

Meeting date	Item No.	Progress of Actions / Recommendations from Previous Meetings	Action Officer
24 Oct 2024 4 February	3. 5.	Item: General business – Pest animal bounties.  Officers to investigate options for increased support for landholders in controlling feral pigs through improvements in baiting and trapping and report to Pest Management Working Group.  Progress of Actions: Report presented at the Council	Council
2025 6 May 2025		Workshop held on 26 February 2025 (Doc 1714638).  Council officers are investigating several options for improvements to the current baiting and trapping	Status: Ongoing
		arrangements. Options will be presented in detail to Council as part of the 2025/2026 budget report.	

26 August 2025 notes: Council advised pest animal bounties program has been discontinued. Options for improvements to the current baiting and trapping arrangements have been reviewed. It has been determined the most effective option is to retain current traps and improve use by adding cameras, satellite connection Hoghoppers.

Status: Completed.

#### Item 6. Standing items

a. Fire ants

Council's responsibility is to investigate and treat fire ants on Council land within the suppression area indicated by the Queensland Government. Since the last committee meeting Council has investigated a number of reports and treated sites in the region; one site had 20 nests, another site had four nests. Inspections of previously treated sites will also be undertaken by Council.

b. Review of the Somerset Regional Council Biosecurity Plan (the Plan) – Invasive Plants and Animals 2020 – 2025

Council presented an update of the Plan review process. Council is currently determining the management response and prioritisation of a number of species. Consideration has been given to:

- The impacts of the species listed in the Department of Agriculture and Fisheries publications,
- The impact or likely impact of IBM (invasive biosecurity matter) on Somerset's unique biosecurity considerations (economic, social and environmental),
- Meeting the General Biosecurity Obligation (GBO) under the Biosecurity Act.

Discussions were held regarding the current and proposed management responses for a number of species including:

**Current Eradication Objective:** 

- Feral Chital deer general consensus to move to Asset Based Protection Objective.
- Honey Locust general consensus to move to Containment Objective.
- African Tulip tree general consensus to leave in Eradication Objective.

**Current Containment Objective:** 

- Feral Fallow deer general consensus to move to Asset Based Protection Objective.
- Fireweed general consensus to move to Asset Based Protection Objective and include in the incentive program. Council will still treat any identified infestations on Council land.
- Yellow Bells general consensus to remain in the Containment Objective.

The draft Plan will be prepared and presented to Council prior to being put out for public consultation.

**Action:** Statistics on the number of property owners to date who have taken up the incentive program in relation to Fireweed treatment to be presented at next committee meeting.

A discussion was had regarding the importance of educating the public about invasive plants and animals. Council has previously issued 2,500 copies of Weeds of Southern Queensland book.

**Action:** Council to consider promoting the citizen science platform iNaturalist to assist in reporting and detection of species in the community.

#### Item 8. General business

a. Tropical soda apple (*Solanum viarum*) detections in South East Queensland DPI advised Tropical soda apple has recently been detected at Stony Creek (Moreton Bay region). The detection was initially notified via iNaturalist. It was detected in Coominya in 2010. As the seed is predominantly spread by livestock and waterways, abattoirs can pose a significant risk and the Somerset Region is at risk of infestation.

A control action plan is in place in the Moreton Bay region. DPI have recommended Somerset Regional Council be vigilant and conduct surveys along waterways e.g. Stanley River and Somerset Dam.

Mayor Wendt joined the meeting at 3.09pm.

b. Rapid Spray Flow Tracker

Council is now using Rapid Spray Flow Tracker, a device that attaches to a spray gun to record chemical volume and weed types in real-time, automatically uploading this data to a cloud-based system. The system has proved valuable in scheduling works, staff training, assessing effectiveness of treatment, assisting Council when investigating customer enquiries and complaints. Data can be transferred to Council's mapping system and provided to Department of Transport and Main Roads regarding Council's roadside spraying works.

**Action:** A report be presented to a future Council meeting on the implementation and use of the Rapid Spray, flow tracker system.

#### Item 9. Next meeting

Next meeting scheduled for February 2026 date to be confirmed at the at Simeon Lord Room, Esk Library Building, 19 Heap Street, and/or via TEAMS.

#### Item 10. Closure of meeting

There being no further business, Chairperson, closed the meeting at 3.37pm.

#### **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: 16 September 2025

Subject: Planning and Development Department Monthly Report – August 2025

File Ref: Governance/Reporting/Officer Reports

Action Officer: DPAD, ESM, SP, NRMO, BRO, DCC, PPM

#### Report

A summary of the Department's activities during the month of August 2025 is provided for Council's information.

#### **Planning**

	August 2024	August 2025	FYTD
Building Works assessable against the Planning Scheme	13	15	25
Material Change of Use	7	3	7
Reconfiguring a Lot	2	4	5
Operational Works	2	4	9
Combined Applications	1	3	5
Referral Applications	2	3	11
Total	27	32	62
Decided			
Refused - Council	-	-	-
Refused - Delegated Authority	-	-	-
Approved - Council	-	-	3
Approved - Delegated Authority	14	25	65
Total	14	25	68

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.

# United Development Corporation Pty Ltd v Somerset Regional Council & Anor Planning and Environment Court Appeal No. BD165 of 2025

DA24209 – Reconfiguring a Lot by Subdivision (four into 121 residential lots, new road, open space and drainage reserves) at Brouff Road, Forest Hill Fernvale Road and Brisbane Valley Highway, Fernvale. Refused by Council on 19 December 2024.

#### Strategic Planning

#### Somerset Region Planning Scheme - Major Amendment 2

Council resolved, at its Ordinary Meeting of 19 December 2024 to request commencement of the State Interest Review for a major amendment to the Somerset Region Planning Scheme. Council officers have been liaising with the relevant State agencies regarding questions and matters for clarification ahead of formal consideration by the Minister for approval to commence public notification.

#### **Building**

	August 2024	August 2025	FYTD
Status			
Accepted Applications	61	59	106
Approved - Council	4	3	5
Approved - Private Certifier	60	60	106
Referral Applications	5	4	6

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

#### **Plumbing**

	August 2024	August 2025	FYTD
Status			
Approved	30	25	61
Info Request	4	5	9
Total	34	29	71
Plumbing Inspections	97	83	189

#### 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

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

#### **Development Compliance**

#### **Planning Compliance Matters**

Non-compliant planning / land use activities under investigation in this period include:

- o Function Facilities
- o Unlawful Building Work
- Animal Keeping
- Transport Depot
- Large scale operational works (earthmoving)
- o Unlawful Use of Premises
- Breach of Conditions of Approval.

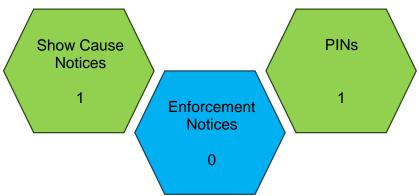
Activities located in Esk, Toogoolawah, Coal Creek, Winya, Glamorgan Vale, Fernvale, Hazeldean, Kilcov.

#### **Current Building, Planning and Plumbing Compliance Matters**

The following are non-compliant building activities in August:

- o Unlawful Plumbing Work: 6
- o Building Complaints:44
- o Planning matters: 45

### Notices Issued – August 2025



#### **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 8 users completed the training during the month of August.

#### **Swimming Pool Water Quality Monitoring**

Water sampling was conducted at Council's swimming pools located at the Lowood facility which opened during the month. 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 are currently planning the annual mosquito surveillance program for the 2025-2026 financial year. 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- August 2025



Area's baited: Monsildale, Buaraba.

#### **Feral Pigs**

1080 Grain

0kg



#### **Rabbits**

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

• Sheep Station Creek

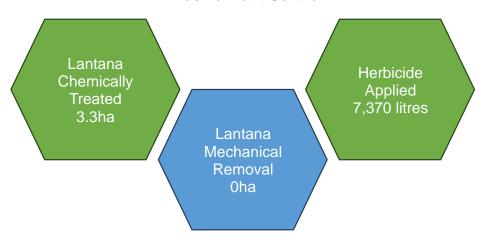


#### Fox

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



#### **Pest Management** Invasive Plant Control



#### Fire Ant Suppression - Council Land

• There were no suspected fire ant nests reported to Biosecurity on Council land within the Fire Ant Suppression Area.

Other Pest We	ed Treatments
Mother of Millions	Mount Tarampa, Lowood, Toogoolawah,
	Prenzlau, Marburg, Wivenhoe Pocket
Annual Ragweed	Gregors Creek, Hazeldean, Moore,
_	Toogoolawah, Caboonbah
Giant Rats Tail Grass	Monsildale, Jimna, Diaper, Kingaham, Kilcoy,
	Wivenhoe Pocket
Fireweed	Woolmar, Gregors Creek, Hazeldean, Dundas,
	Bryden, Kipper Creek, Sandy Creek, Royston,
	Mary Smokes Creek, Westvale, Winya,
	Glenfern, Villeneuve, Mount Archer, Fernvale,
Leucaena	Moore,
Yellow Bells	Moore, Linville, Bryden,

Lantana	Toogoolawah, Jimna, Kingaham, Colinton, Harlin
Element 15 (DTMR infrastructure)	Funding available
Element 5 (DTMR invasive plants)	Funding available
Council infrastructure	Esk Landfill GRT

#### **Lantana Chemical Subsidy Program**

The 2025/26 lantana subsidy program first round has been closed at 60 applicants.

A total of 22 Property Pest Management Plans for lantana control have been completed for participation in the program.

Compliance under the Biosecurity Act 2014:

Compliance under the Bioseculity Act 2014.											
	July2025	August 2025									
Information notices	4	-									
Biosecurity Orders	-	-									
Enter and Clear action	-	-									

#### **Natural Resource Management**

NRM officer report for August to be provided as part of September report.

#### **Economic Development**

#### **Major Projects**

- Ongoing research for Façade Improvement Program and Town Entry Signage.
- Funding application for the Lowood Green Botanic Core to the *Green Urban Infrastructure Initiative* (GUII) under the SEQ City Deal submitted and awaiting approval.
- Consultants AECOM reached final detailed design stage and the Lowood Futures Advisory Committee and Council were consulted on designs, renders and fly-through prior to public consultation.
- Community consultation for the Lowood Green Botanic Core and Streetscape anticipated to commence in late September 2025.
- Lowood Futures Strategy, Stage 1 Station Street Car Park, and Kilcoy Streetscape Revitalisation, Stage 1 - Aston Park Car Park, construction contracts awarded with works to expected to commence 22<sup>nd</sup> September 2025. Notices provided to affected businesses and community prior to commencement of works.





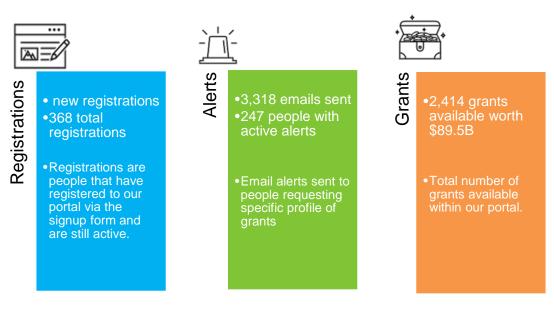


- QRIDA Pop-Up office held at Lowood on 7 August 2025.
- Capability Statement Workshop delivered through one-on-one sessions for registered businesses with Department of State Development and Infrastructure and Planning representative.
- Next Month: Workforce Evolve presented by Business Chamber Queensland to be held on 17 September 2025.

#### **Stakeholder Engagement**

- BDO attendance at
  - Meeting with Somerset Business Chamber 8 August 2025
  - Lowood Futures Advisory Committee Meeting 7 August 2025
  - Brisbane Valley Rail Trail Workforce Engagement Session 18 September 2025
  - Economic Development and Tourism Advisory Committee Meeting 19 August 2025
  - Kilcoy Streetscape Advisory Committee Meeting 21 August 2025
- Proactive engagement with State Government agencies, including:
  - Small Business Friendly Commissioners Office
  - Department of Customer Service, Open Data and Small and Family Business
  - Queensland Rural Industry and Development Authority
  - Department of State Development, Infrastructure and Planning.
- Plus, other peak industry organisations including Somerset Business Chamber and Business Chamber Queensland.
- Continued efforts to meet and build relationships with local businesses and primary producers with 23 interactions.

#### Somerset Regional Council Grant Finder – August 2025



#### Recommendation

THAT the Department of Planning and Development Monthly Report for August 2025 be received and the contents noted.

### Appendix 1 – Building Development Approval Overview

							Bui	lding	Appı	ovals	– Au	gust 2	2025											
			louse				Dwelli				s/Addi				al/Indu			ds/Car					olitions	
Locality		Cert	Cou		PC		Cou			Cert	Cou		PC		Cou			Cert		ıncil		Cert	Cou	
	(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	1	-	-	-	-	-	-
Lowood Town	1	2	-	-	-	-	-	-	1	1	-	-	-	-	-	-	4	5	-	1	-	-	_	
Fernvale Town	-	-	-	-	-	-	-	-	2	2	-	-	-	1	-	-	7	7	-	-	-	-	-	-
Esk Town	-	1	-	-	-	-	-	-	1	2	-	-	-	-	-	-	2	2	1	1	-	-	-	-
Toogoolawah Town	-	-	-	-	-	-	-	-	1	2	-	-	-	-	-	-	1	2	-	-	-	-	-	-
Coominya Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Somerset Village	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	1
Kilcoy Town	8	11	-	-	-	-	-	-	2	3	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Harlin Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Villeneuve Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Moore Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Linville Village	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	1	2	-	-	-	-	-	-
Jimna Village	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	_	-	-
Wanora / G'vale Area	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	1	2	-	-	-	-	-	-
Lwd - Minden Corridor	2	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	15	-	-	-	_	-	-
WHPkt / Split'dCk / F'vale	-	-	-	-	-	-	-	-	1	1	-	-	-	-	-	-	4	6	-	-	-	-	1	1
Rural Esk	1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	3	-	-	-	1	-	-
Rural Cya /Atk Dam	-	1	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Rural Tgh / Harlin / C'ton	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	-	1	1	-	-	-	-	-	1
Rural S'Dam / Bryden	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wool,r / Gregor Ck / H,dean	-	2	-	-	-	-	-	-	-	1	-	-	-	-	-	_	-	2	-	-	-	_	-	-
Rural Villen've / Mt Archer	-	-	_	-	-	-	-	-	-	-	-	-	-	-	-	-	1	2	-	-	-	-	-	-
Mt Kilcoy / Sand Ck /R'ston	2	2	-	-	-	-	-	-	-	-	-	-	1	1	-	-	2	7	-	-	-	_	-	-
Rural Moore / Linville	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rural Jimna	-	-	-	_	_	_	_	_	_	-	-	_	_	_	_	_	-	1	_	_	_	_	_	-
Total	15	25	-	-	1	1	-	-	10	16	-	-	1	2	-	-	33	61	1	2	-	1	2	3
"C"=Current Month Total										Priva	te Ce	rtifier			C	Counc	il				To			
"P"=Progressive Total for					Numb						60					3					6			
Financial Yr					alue f					\$9,9	86,05	1.00			\$6	9,800.	.00			\$1		,851.	00	
G:Buildoc/Reports/BuildStat					rogres					<b>A</b> 4 6	106					5					11			
Aug2025				Pro	gress	ive Y	ID Va	llue		\$18,4	498,76	3.00			\$9	9,775.	.00			\$1	8,598	,538.	<b>J</b> 0	

**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	3	1	-	-	-	-	-	-	-	-	-	-	4
Dog attack on Another Animal	2	3	-	-	-	-	-	-	-	-	-	-	5
Barking Dogs	11	1	-	-	-	-	-	-	-	-	-	-	12
Animal Issues - Miscellaneous	10	4	-	-	-	-	-	-	-	-	-	-	14
Dog Breeder Concerns	0	0	-	-	-	-	-	-	-	-	-	-	0
Dogs, Regulated	0	0	-	-	-	-	-	-	-	-	-	-	0
Dogs Wandering at Large	11	6	-	-	-	-	-	-	-	-	-	-	17
Livestock Wandering at Large	24	5	-	-	-	-	-	-	-	-	-	-	29
After Hours Emergency call out Dogs	1	0	-	-	-	-	-	-	-	-	-	-	1
After Hours Emergency call Out Stock	12	5	-	-	-	-	-	-	-	-	-	-	17
Roosters	0	1	-	-	-	-	-	-	-	-	-	-	1
Request for Animal Traps	9	5	-	-	-	-	-	-	-	-	-	-	14
Request to Impound Animals	28	25	-	-	-	-	-	-	-	-	-	-	53
Abandoned Motor Vehicle	4	5	-	-	-	-	-	-	-	-	-	-	9
Illegal Camping	4	5	-	-	-	-	-	-	-	-	-	-	9
Visual Pollution	3	6	-	-	-	-	-	-	-	-	-	-	9
Local Law Investigations – other local law issues	5	3	-	-	-	-	-	-	-	-	-	-	8
Overgrown Allotments	9	2	-	-	-	-	-	-	-	-	-	-	11
Restricted activity – Selling Vehicles	0	0	-	-	-	-	-	-	-	-	-	-	0
Unlawful Materials on Footpath	1	1	-	-	-	-	-	-	-	-	-	-	2
Total Regulatory Services CSR's	137	78	-	-	-	-	-	-	-	-	-	-	215
Pest Management													
Pest Plants - Council Land	1	5	-	-	-	-	-	-	-	-	-	-	6
Pest Plants - Private Land	16	15	-	-	-	-	-	-	-	-	-	-	31
Pest Plants - Road Reserves	0	1	-	-	-	-	-	-	-	-	-	-	1
Pest Animals - General Enquires	8	3	-	-	-	-	-	-	-	-	-	-	11

Fire Ant Notifications – Council Land  Total Pest Management CSR's	2 <b>27</b>	0 <b>24</b>	-	-	-	-	-	-	-	-	-	-	2 51
Environmental Health1													
General Environ1mental Complaints	1	1	-	-	-	-	-	-	-	-	-	-	2
Food Premis2es Complaints	0	0	-	-	-	-	-	-	-	-	-	-	0
Miscellaneous Health Issues	3	2	-	-	-	-	-	-	-	-	-	-	5
Mosquito Complaints	0	0	-	-	-	-	-	-	-	-	-	-	0
Environmental Issues - Dust Nuisance	1	0	-	-	-	-	-	-	-	-	-	-	1
Environmental Issues - Light Nuisance	0	1	-	-	-	-	-	-	-	-	-	-	1
Environmental Issues - Noise Nuisance	3	2	-	-	-	-	-	-	-	-	-	-	5
Environmental Issues - Odour Nuisance	3	1	-	-	-	-	-	-	-	-	-	-	4
Environmental Issues - Smoke Nuisance	1	1	-	-	-	-	-	-	-	-	-	-	2
Environmental Issues - Water Pollution	0	0	-	-	-	-	_	-	-	-	-	-	0
Local Laws - Illegal Vending	1	0	-	-	-	-	-	-	-	-	-	-	1
Local Laws - Obstruction of Footpath by a Business	1	0	-	-	-	-	-	-	-	-	-	-	1
Litter and Illegal Dumping of Rubbish less than 200 litres	3	5	-	-	-	-	-	-	-	-	-	-	8
Illegal Dumping - over 200L	6	6	-	-	-	-	-	-	-	-	-	-	12
Illegal Dumping - Asbestos	0	0	-	-	-	-	-	-	-	-	-	-	0
Illegal Dumping – one of items – non-investigation	1	4	-	-	-	-	-	-	-	-	-	-	5
Illegal Dumping - Tyres	7	8	-	-	-	-	-	-	-	-	-	-	15
Total Environmental Health CSR's	31	31	-	-	-	-	-	-	-	-	-	-	62
Total all Environmental Services CSR's	195	133	-	-	-	-	-	-	-	-	-	-	328
Dog Registration													
Dogs Registered	5235	5261	-	-	-	-	-	-	-	-	-	-	5261
Unpaid Notices	486	483	-	-	-	-	-	-	-	-	-	-	483
Infringement Notice Issued	9	3	-	-	-	-	-	-	-	-	-	-	12

Animal Pound Operations													
Dogs	15	13	-	-	-	-	-	-	-	-	-	-	28
Cats	22	15	-	-	-	-	-	-	-	-	-	-	37
Stock	5	3	-	-	-	-	-	-	-	-	-	-	8
Inspections and Approvals													
Food Business Inspections	4	4	-	-	-	-	-	-	-	-	-	-	8
Food Business Re-inspections	2	2	-	-	-	-	-	-	-	-	-	-	4
Food Business Licence Applications	2	7	-	-	-	-	-	-	-	-	-	-	9
Kennel Inspections	0	0	-	-	-	-	-	-	-	-	-	-	0
Poultry Farm Inspections	2	0	-	-	-	-	-	-	-	-	-	-	2
Local Law - Prescribed Activity Approvals	5	1	-	-	-	-	-	-	-	-	-	-	6

#### **FINANCE**

#### **SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson, Chief Executive Officer
From: Donna Gregory, Chief Financial Officer

Date: 15 September 2025

Subject: Monthly Finance Report

File Ref: Monthly Reporting - Finance

Action Officer: CFO

#### **Summary**

The purpose of this report is to present the Financial Reporting Package for the year-to-date period ending 4 September 2025. In accordance with Part 9, Section 204 of the *Local Government Regulation 2012*, a financial report is required to be presented to Council on a monthly basis.

The Financial Reporting Package for the year-to-date period ending 4 September 2025 is contained within the attached supporting information to this report.

The Financial Reporting Package contains financial information and major variance explanations broken down into the following:

- Overview
- Revenue Operating and Capital
- Operating Expenses
- Capital Expenditure Progress
- Balance Sheet and Cash Flow
- Investments

It should be noted that the 2024-25 financial statements are still subject to audit and as such there may be some minor adjustments to opening balances reflected in this report.

#### **Attachments**

Monthly Financial Reporting Package - 4 September 2025

#### Recommendation

THAT the Monthly Financial Report for the year-to-date period ending 4 September 2025 be received.



# **Monthly Financial Report Year to Date to 4 September 2025**

The accompanying financial report is prepared pursuant to section 204 of the Local Government Regulation 2012. Section 204 of the Local Government Regulation sets no requirements for basis of accounting for the monthly financial report or the content or format of council monthly financial reports. These reports are intended to be interim in nature and are prepared to enable an assessment of the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month. Annual assessments of some accounts are only undertaken at the time of their calculation.

### Overview

17% of year elapsed

				,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
As at 4 September 2025	Approved Budget \$'000	Estimated YTD Budget \$'000	Actual \$'000		als to Full r Budget %
Operating Revenue	66,541	26,190	25,262	$\bigcirc$	38%
Operating Expenses	(65,644)	(11,750)	(10,045)	$\bigcirc$	15%
Operating Result	896	14,440	15,217	<b>Ø</b>	1698%
Net Result	33,669		15,280	<b>Ø</b>	45%
Capital Expenditure	63,029		3,853	×	6%

#### **Synopsis**

As at 4 September 2025 operating revenue was \$25.3M compared to operating expenses of \$10M, resulting in an operating surplus of \$15.2M.

At this stage of the year, actuals are tracking resonably well against budget estimates, with no significant concerns. The increase in revenue reflects the fact that the first half yearly rates were issued in August.

### Revenue

17% of year elapsed

		Estimated		Acti	uals to
	Approved	YTD		Full	Year
As at 4 September 2025	Budget	Budget	Actual	Bud	get %
	\$'000	\$'000	\$'000		
Rates and Utility Charges	38,543	20,274	20,958		54%
Fees and Charges	2,813	523	1,015		36%
Grants and Subsidies	6,218	1,624	1,364		22%
Interest Revenue	4,362	723	672		15%
Contract Works	8,486	1,337	484		6%
Other Revenue	6,119	1,709	769		13%
Total Operating Revenue	66,541	26,190	25,262	<b>Ø</b>	38%

Capital Grants and Subsidies	32,773	63	0%
Contributions from developers	-	-	
Total Capital Revenue	32,773	63 😵	0%

#### **Major Variances**

Rates and utility charges are levied in August and February. The first half yearly rates were issued on 19 August 2025, hence rates and utilities charges reflects approximately 50% of the budget.

The favourable variance in fees and charges is primarily due to fees associated with development applications.

Operating grants and subsidies are slightly below budget at this stage of the year, however this is largely due to the timing of the receipt of the grants.

Capital grants are recognised when projects reach milestones or on completion. Given we are in the early stages of the delivery of the 2025-26 capital program, there will be an absence of capital revenue. This is expected and does not present any cause for concern at this stage of the year.

# **Operating Expenditure**

17% of year elapsed

			,-	or your clapsou
				Actuals
		Estimated		to
	Approved	YTD		Budget
As at 4 September 2025	Budget	Budget	Actual	%
	\$'000	\$'000	\$'000	
Labour, Materials and Services	50,685	9,161	7,550	15%
Depreciation	14,960	2,589	2,495	17%
Total Operating Expenditure	65,644	11,750	10,045	<b>Ø</b> 15%

#### **Major Variances**

Overall, operating expenses are tracking reasonably well against budget at this early stage of the financial year, with no major concerns. The underspend is expected to be a timing difference.

At present the depreciation expense reflects an estimate only and will need to be adjusted once the asset revaluation calculations for the financial statements have been completed.

# Capital Expenditure

17% of year elapsed

Portfolio		Budget \$000's)	Actual since 1 July 2025 (\$000's)	Committed costs (\$000's)	Total actual and committed (\$000's)	Budget Variance - Fav/ (Unfav) (\$000's)
Buildings and Structures Road Resealing Road New/Upgrade Bridges Plant	— Гotal	26,339 2,400 15,896 15,900 2,494 <b>63,029</b>	1,279 3 2,166 498 53 3,999	3,422 376 4,128 9,069 - 16,995	4,701 379 6,294 9,567 53 <b>20,994</b>	21,638 2,021 9,603 6,333 2,441 <b>42,036</b>

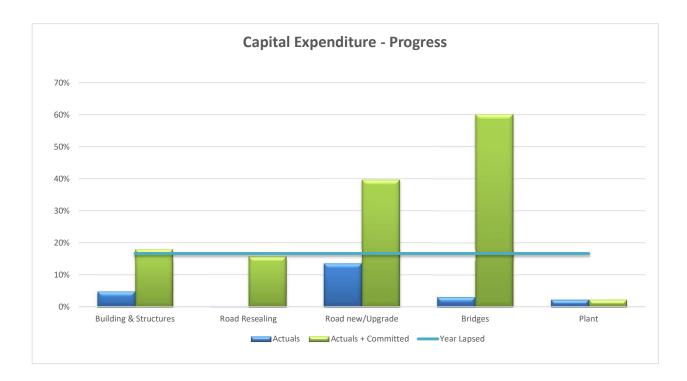
Capital expenditure at the end of August is approximately \$4.0M or 6% of the total program. The committed expenses column indicates the purchase orders placed, which should translate into actual expenses in 2025/26. Between the actual expenditure and the committed costs, 33% of the capital budget has been commenced and/or committed.

Progress on four major projects make up nearly 90% of the capital spend to date namely:

- \* Toogoolawah Pool Upgrade
- \* Muckerts/McCullkin Lane road works
- \* Lester Kropp Bridge replacement
- \* Lowood Minden Road pathway

The budgets for these projects account for approximately 50% of the total 2025/26 budget.

# Capital Expenditure Progress

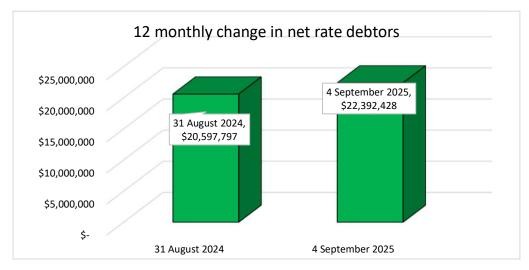


The capital expenditure progress by portfolio graph tracks the percentage spend by portfolio. The green line represents the portion of the year lapsed. A large portion of committed expenditure has been carried over from the 2024-25 financial year.

### **Balance Sheet**

	Actual 30 June 2025*	Actual YTD*
Operating and trust cash to account Rate debtors Equity accounted investments Non-current receivables Other net assets	44,394 2,438 30,114 53,804 527,353	44,672 22,392 30,114 53,804 522,394
Net community assets	658,103	673,376
Community Equity	658,103	673,376

<sup>\*</sup> Pending finalisation of the 2024/25 financial statements



Council issues rate notices twice yearly. The chart above shows the change in total rate debtors over the previous year. The current rate arrears is reflective of the fact the rates were levied in August however are not due to be paid until 30 September 2025.

# Cashflow

	Cash and cash equivalents - 30 June 2025	Cash and cash equivalents - 4 August 2025
Cash balances	44,521,000	44,672,000

The closing cash balance at the end of August was \$44.7M. During August the overall cash balance increased by \$3.9M.

# Interest and Investments

	Maturity	Rate		Amount
Operating and Trust Cash				
Term Deposit - Bendigo Bank	11/11/2025	5.00%		1,000,000
QTC Cash Fund Mayoral Ball Charity Ball Account Other		4.18%		40,855,595 44,341 2,771,714
	Total (unrestri	cted)	\$	44,671,651
Investments				
Urban Utilities Credit Facility #1		4.70%	\$	13,804,033
Urban Utilities Credit Facility #2		3.51%	\$	40,000,000
Weighted average Urban Utilities interest rate (reviewed each 30 June)		3.82%		
, 4.0 (, 6.1.6.1.6.2 6.2.6.1.6.)	Total	0.0270	\$	53,804,033
Interest Revenue				
Total YTD Interest Revenue Interest earned per rateable property			\$ \$	672,574 54

#### Note:

Budgeted interest revenue for the full year is \$4.4M which approximates a 1% rate rise across all rate categories.

Financial Sustainability Ratio		
	Target	<b>Actual YTD</b>
Unrestricted cash expense ratio	4	13

The unrestricted cash expense ratio is a measure of liquidity. A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery.

# CORPORATE AND COMMUNITY SERVICES SOMERSET REGIONAL COUNCIL – Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Jye Cruff, Tourism Officer

Director: Daniel Rowe, Director Corporate and Community Services

Date: 12 September 2025

Subject: 2025 Somerset Christmas Lights Competition – Nomination of Judges

File Ref: Tourism – Events – 2025 Somerset Christmas Lights Competition

Action Officer: TO

#### **Background/Summary**

Planning for the 2025 Somerset Christmas Lights Competition is currently underway. It is proposed that the judging panel is comprised of the following:

- Two Councillors from Somerset Regional Council
- One external judge with an interest/background in Christmas light displays

The Councillors will need to be available on Monday, 1 December to Tuesday 9 December 2025 for judging and Thursday, 11 December 2025 for the awards presentation.

It is proposed that Mr Jason Beattie, a Christmas lights enthusiast from Glamorgan Vale, is invited to assist in this year's judging. Mr Beattie and his father Geoffrey Beattie have a large Christmas lights display every year which proves popular with residents and visitors alike.

Key dates for the Christmas Lights Competition are:

Lights Competition.

Entries open: Monday, 27 October 2025.

• Entries close: Wednesday 5pm 26 November 2025.

Judging: Monday, 1 December to Tuesday 9 December 2025.

Lights trail: Advertised from Monday, 1 December 2025.

- Awards presentation: Thursday, 11 December 2025.
- Winners Press Release: Thursday (Afternoon), 11 December 2025

Attacl	nments
Nil.	
Recor	mmendation
THAT	Council:
1.	Appoint Cr and Cr to participate as the primary judges in the 2025 Somerset Christmas Lights Competition.
2.	Appoint Cr as a replacement judge for the 2025 Somerset Christmas Lights Competition, in the instance that one of the primary judges is not available.
3.	Appoint Mr Jason Beattie as the external judge for the 2025 Somerset Christmas

#### **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: 11 September 2025

Subject: Memorandum of Understanding – Somerset Art Society Incorporated –

Esk Visitor Information Centre "Great Room"

File Ref: Council Properties / Leasing-Out / 2025-2026 – Council Land and

**Buildings** 

Action Officer: CAO

#### **Background / Summary**

Somerset Art Society Incorporated (SASI) is a local art society who use the space known as the "Great Room" in the Esk Visitor Information Centre (EVIC) for exhibitions and sale of local art and craftwork under a Memorandum of Understanding (MoU) with Council.

The current MoU expires on 31 December 2025. Council has received a request from SASI to enter into a new MoU for three years with the minor amendments regarding compliance with Australian copyright regulations and management of exhibitions.

#### **Attachments**

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COMMERCIAL IN CONFIDENCE – Draft Memorandum of Understanding with Asomerset Art Society Incorporated

#### Recommendation

THAT Council authorise the Chief Executive Officer to enter into a Memorandum of Understanding with Somerset Art Society Incorporated for a period of three years, commencing 1 January 2026 and expiring 31 December 2028 for the use of the "Great Room" in the Esk Visitor Information Centre located at 82 Ipswich Street, Esk.

#### **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: 1 September 2025

Subject: New Policy - EX005 Policy, Procedure and Form Development

Framework

File Ref: CORPORATE MANAGEMENT - POLICY - Policy Development - Doc

ld. 1461095, 1540431, 1578750, 1618296, 1729424, 1735093

Action Officer: GBIO

#### **Background/Summary**

The Queensland Ombudsman (QO) investigates complaints about the actions and decisions of Queensland local governments. In 2022, the QO produced a report identifying the top 5 problems identified in the complaints they have investigated over the last 20 years. It was found that 69% of reports identified an issue about policies and procedures 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 QO indicates that policies and procedures should be comprehensive, regularly reviewed and updated, and effectively communicated to staff. It is also noted that overlapping policies should be avoided, as they create capacity for inconsistency and confusion.

The Queensland Audit Office (QAO) also recommended in the Financial Audit Report for Local Government 2023 – Report 8: 2023-24, published on 29 January 2024, that Councils:

# Implement processes to ensure policies and procedures are regularly reviewed and kept up to date.

1. Councils should regularly review and update their policies and procedures to ensure they are up to date and meet the needs of their operations.

Each Council should develop a work plan to ensure all policies are reviewed at least every 3 years or when there are significant changes to the Council's structure...

This recommendation was made as the QAO:

...noticed an increase in the number of councils that either do not have good policies and procedures, or do not keep them up to do date. These councils are exposed to a potential risk of inconsistent practices and poor decision-making, which may result in financial loss, non-compliance with legislation, and inequitable outcomes.

Policies and procedures provide guidance, ensure consistency, assign accountability, and provide clarity to council staff and elected members on how the council operates...

In order to improve the quality and relevance of Council's policies and their implementation, a framework has been drafted to facilitate a corporate approach to developing and reviewing policies, procedures and forms. It provides guidance on the types of policies and procedures within Council, the approval authority process and instructions on how to develop and review these on an ongoing basis.

To be effective, policies and procedures need to be fair (in the public interest), practical (able to be implemented), sustainable and measurable. It is intended that best efforts be made to simplify and reduce the amount and complexity of Council's policies and procedures to:

- create greater efficiencies, as elected members and staff are empowered to confidently apply clear and transparent directions to achieve desired outcomes;
- improve compliance, as it will be easier to navigate, find and apply relevant governance documents for any given situation;
- ensure that policies and procedures are applied fairly, consistently and predictably.

Should the proposed Policy Framework be acceptable to Council, a strategy will be developed to assess Council's policy and procedure requirements and a plan established for meeting these.

#### **Attachments**

Attachment 1 - EX005 Policy, Procedure and Form Development Framework (new policy)

#### Recommendation

THAT Council:

- 1. note the contents of the report; and
- 2. adopt EX005 Policy, Procedure and Form Development Framework Appendix A.



Policy, Procedure and Form Development Framework					
EX005					
**insert date of Council resolution					
**insert.					
Governance	and Business	Improvement	Officer		
**insert.					
•					
EX010 Human Rights Policy C021 Style Guide HR001 Code of Conduct					
Local Government Act 2009 Human Rights Act 2019					
Code of Con	duct for Counc	cillors in Quee	<u>ensland</u>		
(s150D Local Gov	vernment Act 2009)				
Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes		
**insert.	**insert.	**insert.	Changes in work practices		
	EX005  **insert date  **insert.  Governance  **insert.  EX010 Huma C021 Style G HR001 Code  Local Govern  Human Right Code of Con (s150D Local Gov  Date of Council Decision	EX005  **insert date of Council res  **insert.  Governance and Business  **insert.  EX010 Human Rights Police C021 Style Guide HR001 Code of Conduct  Local Government Act 2000  Human Rights Act 2019  Code of Conduct for Counce (s150D Local Government Act 2009)  Date of Council Notice (Doc Id.)	EX005  **insert date of Council resolution  **insert.  Governance and Business Improvement  **insert.  EX010 Human Rights Policy C021 Style Guide HR001 Code of Conduct  Local Government Act 2009  Human Rights Act 2019  Code of Conduct for Councillors in Quee (s150D Local Government Act 2009)  Date of Decision Council Notice (Doc Decision Id.)		

#### 1. PURPOSE

The purpose of this policy is to establish the framework for a corporate approach to developing and reviewing *Policies*, *Procedures*, *Protocols* and *Forms*. It will provide guidance on the the approval process and instructions on how to develop and review these on an ongoing basis.

#### 2. SCOPE

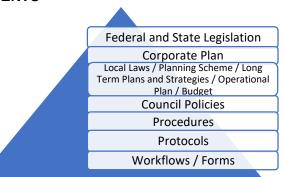
All *Policies*, *Procedures*, *Protocols* and *Forms* must be developed, actioned, monitored and reviewed in accordance with this policy.

This policy does not apply to documents specified in the P-486 WHS Document Control WHS System Procedure.

3. HIERARCHY OF CORPORATE DOCUMENTS

The hierarchy of *Corporate Documents* is demonstrated in Figure 1 – Hierarchy of Corporate Documents.

For example, where there is conflict with an Act or Regulation, the legislation overrides the *Policy* or *Procedure*. Where there is conflict with a *Policy*, the *Policy* overrides the *Procedure*.



#### 4. DOCUMENT TYPES - DEFINITION AND ROLE

#### 4.1 Policies

*Policies* are strategic documents adopted by Council, have high level direction, a long-term focus and are applied across Council as a whole. They support quality outcomes and reduce risk by establishing standards and internal controls.

*Policies* set out principles for Council's activities derived from the Local Government Principles<sup>1</sup>, legislation, national or industry standards, best practice, community expectations and Council's Corporate Plan.

It is the role of *Policy* to:

- set standards and a position of Council;
- ensure compliance with legal and statutory responsibilities;
- guide Council towards achieving the key outcomes in its Corporate Plan;
- provide a framework for consistent, transparent decision making;
- guide Elected Members and Staff when undertaking Council business;
- improve the management of risk.

*Policies* support efficient, consistent decision making for recurring matters. They are long-term in nature and not intended for reactive or one-off decisions. A *Policy* sets Council's position but does not prescribe detailed actions, as these are addressed in *Procedures*.

#### 4.2 Procedures

*Procedures*, adopted by the *CEO*, describe how a *Policy* is implemented and set required standards of operation. Where possible, they are developed as *Workflows* in

<sup>&</sup>lt;sup>1</sup> s4, Local Government Act 2009.

Council's *EDRMS*. A *Procedure* identifies processes to follow, roles and responsibilities, required approvals, forms or documents to use and timeframes.

#### 4.3 Protocols

*Protocols,* adopted by the relevant *Director*, provide step by step instructions for tasks or role requirements. They may apply to all *Staff*, specific teams or individual positions.

#### 4.4 Forms

Forms, usually linked to a *Procedure* or *Protocol*, capture information required to complete a process or task. They are approved by the *CEO* or relevant *Director*.

#### 5. PRINCIPLES OF CORPORATE DOCUMENT DEVELOPMENT

#### 5.1 Content

Content will:

- be consistent with and support the achievement of the core values and strategic goals outlined in Council's Corporate Plan,
- ensure a single core value or strategic goal is not upheld at the expense of another,
- ensure compliance with legislative and industry requirements
- be consistent with Council's resolutions
- provide transparent and effective decision-making processes in the public interest
- clearly articulate expectations and accountability
- clearly assign responsibility for actions and outcomes
- provide for sustainable development and management of assets and infrastructure
- show due consideration of risk mitigation
- consider precautionary measures in order to minimise potential harm
- show consideration and regard for any potential limitations on human rights (refer to EX010 Human Rights Policy)
- align with related *Corporate Documents*, including *Directly Related Documents* and *Associated Documents*
- be written in clear, concise English
- include in the definitions section a clear description of terminology, or a reference to the legislated definition relied upon.

#### 5.2 Functionality

Corporate Documents will be developed so that their content is functionally grouped and identifiable as a suite of documents.

A Document Custodian will be designated for all Corporate Documents. The Document Custodian responsible for a Policy will also be responsible for all Directly Related Documents to ensure a wholistic and practical approach to policy implementation is undertaken.

The *Document Custodian* responsible for a *Protocol* must have particular knowledge of content to be included in a new or amended *Protocol* due to the nature of their role and duties as outlined in their position description and in accordance with Council's Organisational Structure.

It is the responsibility of the *Document Custodian* to assess any areas of overlap, contradiction, or integration with other existing or draft *Associated Documents* and to find a solution to these with the designated *Document Custodians* for the *Associated Documents*.

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Review Date:\*\*/\*\*/\*\*\*\*

Registers may need to be developed or maintained to support functions outlined in a Corporate Document. These will be listed in the Corporate Document Register with a designated custodian/s.

#### 6. STAGES OF DEVELOPMENT

The five stages of development are:

#### Stage 1 – Needs Identification

This stage includes identifying the matter to be addressed and seeking authority to proceed. The need for a *Corporate Document* may arise for the following reasons:

- as a result of legislation
- a directive from Council, CEO or Directors
- to formalise a strategic position or program
- to mitigate risk
- address a gap in knowledge or
- introduce a new system or function.

#### Stage 2 - Development

This stage incorporates research, drafting documents (including supporting documents), consultation and consideration of human rights. Consideration should also be given to identifying how the effectiveness or 'success' of the *Corporate Document* will be measured as collection of data can assist with decision making, as well as *Policy* and *Procedure* review.

#### Stage 3 – Endorsement

This stage includes notifying the stakeholders of the requirement to evaluate the final draft of the *Corporate Document* and submitting it for approval. *Policies* are to be adopted by Council at an *Ordinary Council Meeting*. *Procedures*, *Protocols* and associated *Form/s* are to be endorsed by the *CEO* or relevant *Director*.

#### Stage 4 – Implementation

This stage is ongoing and includes such activities as activating the *Corporate Document*, notification, distribution, awareness and education. The *Document Custodian* is responsible for any reporting responsibilities identified, unless otherwise stated in the *Corporate Document*.

#### Stage 5 – Review

The review date will be a maximum of three (3) years from the date of adoption or approval. The *Document Custodian* is responsible for completing the review process prior to the scheduled review date. At a minimum, each *Directly Related Document* will be reviewed when the *Policy* is due for review. However, more frequent review of *Procedures* and *Protocols* is encouraged in order to incorporate operational efficiencies and improvements. MORATORIUM – The scheduled review date will be applied to *Corporate Documents* adopted after this policy takes effect. This moratorium will be removed upon the completion of the Policy Review Strategy proposed outcomes.

#### 7. REPORTING

The specific measures that will determine the success and effectiveness of the policy include:

#### Quarterly

The Corporate Document Register Custodians will prepare content for a report submitted to the quarterly Team Somerset Management Committee meeting. This report will include:

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- how many documents are current, within 6 months of their review period expiring, or overdue for review
- contributions from the *Document Custodians* with identified reporting responsibilities
- outline feedback received e.g. identified inconsistencies in practice or with other documents, proposed improvements, suggested amendments for consideration, etc.

#### Annually

The Corporate Document Register Custodians will prepare content for the July Corporate and Community Services monthly report to be presented at the Ordinary Council Meeting, which collates the data submitted in the Team Somerset Management Committee quarterly reports during the previous financial year.

#### 8. **DEFINITIONS**

Term	Definition			
Associated Documents	are the policies, procedures, forms, registers and any other document that share related content or integrate with another.			
CEO	the Chief Executive Officer of Somerset Regional Council			
Corporate Document/s	include <i>Policies</i> , <i>Procedures</i> , <i>Protocols</i> , <i>Forms</i> , <i>Registers</i> and <i>Workflows</i> .			
Corporate Document Register	means EX005-R-01 Corporate Document Register			
Corporate Document Register Custodian/s	EA to the Mayor and Chief Executive Officer and Governance and Business Improvement Officer			
Director/s	include Director Planning and Development, Director Operations, Director HR and Customer Service, Director Corporate and Community Services and Chief Financial Officer			
Directly Related Documents	are the procedures, forms, registers and any other document that are directly created or maintained to support the implementation of a <i>Policy</i> .			
Document Custodian	the designated position responsible for a Corporate Document/s.			
Elected Members	the Mayor, Deputy Mayor and Councillors.			
EDRMS or Electronic Document Records Management System	is MagiQ Documents software.			
Form/s	are a means of seeking and obtaining information required to complete a process, function or task.			
Ordinary Council Meeting	is the public meeting of Council that occurs at least once each month (usually fortnightly). <sup>2</sup>			

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Review Date:\*\*/\*\*/\*\*\*\*

<sup>&</sup>lt;sup>2</sup> <u>s257 of the Local Government Regulation 2012</u>. Note that there may be some instances in which <u>s254J of the Local Government Regulation 2012</u> apply. EX005 Policy Framework

Policy / Policies	are strategic documents adopted by Council, have high level direction, a long-term focus and are applied across Council as a whole.			
Procedure/s	outline how a <i>Policy</i> is implemented at an operational level and / or prescribe an expected standard of operation or output.			
Protocol/s	provide step by step, detailed information on how to perform a function (in what order), complete a task, or perform a role requirement.			
Register/s	a document containing information or data that is developed or maintained to support functions outlined in a <i>Corporate Document</i> .			
Staff	includes a person employed by Somerset Regional Council on a permanent, temporary or casual basis and, also, includes a person engaged to perform standard employee functions under a contract for services (e.g. contractor, consultant, etc.).			
Workflow/s	a function available within Council's <i>EDRMS</i> , which progresses a matter through various actionable steps until completion. These steps may include instructions on how to complete the step, and may be actioned by a nominated member of <i>Staff</i> , multiple <i>Staff</i> , or specified teams.			

#### 9. ENDORSEMENT

This policy was adopted by the Somerset Regional Council at the Ordinary Meeting of \*\*insert date and has subsequently been endorsed for application from \*\*insert effective date by the Chief Executive Officer.

Signed	i:	Date:
Name:		
Title:	Chief Executive Officer	

#### **10. REVISION HISTORY**

REVISION HISTORY	Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes
Originally adopted by Council (date)	**insert.	**insert.	**insert.	Changes in work practices

#### **SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson, Chief Executive Officer

From: Daniel Rowe, Director Corporate and Community Services

Subject: New Policy - C006 Child Safety Policy

File Ref: Community Services – Youth Development – Youth Services

Action Officer: DCORP

#### **Background/Summary**

In February 2025, Council received correspondence from the Queensland Family and Child Commission (QFCC) advising Council of Queensland's new *Child Safe Organisations Act* 2024 (the CSO Act). The act was passed in Parliament on 11 September 2024.

This new legislation aims to build a culture of safety and wellbeing for all Queensland children and introduces ten Child Safe Standards, a Universal Principle, and a Reportable Conduct Scheme. Queensland organisations that engage in child-related work, provide services specifically for children or facilities for children's use, will be required to comply with new legal responsibilities.

Somerset Regional Council, as a Government organisation, is included in Phase 1 implementation of the legislation in Queensland, and as such must comply with the Child Safe Standards and the Universal Principle by 1 October 2025 and the Reportable Conduct Scheme by 1 July 2026.

Council currently have four Working With Children documents in place that address child safety:

- Working With Children Policy
- Working With Children Risk Management Strategy
- WWC001 Procedures for Working With Children Suspicions or Disclosures of Harm
- WWC002 Procedures for Working With Children Services, Activities and Events

A review of these four documents, in consideration of the Act, has indicated that updates should be made to all four documents to ensure they align with relevant legislation.

As advised by the Child Safe Organisations (CSO) Department of the QFCC, "from the day an organisation becomes a Child Safe Entity under the CSO Act, the Child and Youth Risk Management Strategy (CYRMS) requirements of the *Working with Children (Risk Management and Screening) Act 2000* no longer apply. For [Council], this will be from 1<sup>st</sup> October 2025. [Council] must instead comply with the Child Safe Standards and Universal Principle of the CSO Act.

However, it is important to clarify that this does not mean that [Council's] CYRMS is no longer required and [that Council] no longer need one. Having a CYRMS in place is an extremely helpful foundational document, supporting organisations on their journey towards compliance with the CSO Act."

The review of Council's current Working With Children documents has been made to reflect this advice, as well as aligning to the CSO Regulation that defines and provides further clarity on the obligations of child safe entities. It should be noted that the documents have been retitled to reflect the legislation and to identify the import of the review, and going forward pending Council and CEO approval, will be referred to as Council's Child Safety documents:

- Child Safety Policy
- Child and Youth Risk Management Strategy
- Child Safety Procedures Suspicions or Disclosures of Harm
- Child Safety Procedures

Further to this review of Council's Child Safety documents, it should be noted that further review will be required for additional policies and training to ensure a culture of child safety is embedded in the organisation.

# **Attachments**

- 1. C/036 Working with Children Policy as at 10 May 2023 (current)
- 2. Draft C006 Child Safety Policy

# Recommendation

#### THAT Council:

- 1. repeal Attachment 1 C/036 Working With Children Policy as at 10 May 2023 (current); and
- 2. adopt the C006 Child Safety Policy Appendix B, with an effective date of 1 October 2025.



Policy subject/title: Working with Children Policy

Policy number: C036

**Responsible officer:** Director Corporate and Community

Services

Legislative or regulatory reference: Child Protection Act 1999

Working With Children (Risk

Management and Screening) Act 2000

Working With Children (Risk

Management and Screening) Regulation

2011

Working With Children (Risk Management and Screening)

Amendment Bill 2018

Criminal Code (Child Sexual Offences

Reform) and Other Legislation

Amendment Act 2020

Nothing in this Policy overrides or affects the Acts or any other law.

Related policies / procedures: Working With Children Risk

Management Strategy

C018 Administration Action Complaints

Policy

HR001 Code of Conduct

EX005 Councillor Code of Conduct

**EX007 Investigation Policy** 

HR013 Recruitment and Selection Policy WWC001 Procedures for Working With Children – Suspicions or Disclosures of

Harm

WWC002 – Procedures for Working With Children – Services. Activities and

**Events** 

**Application:** This Policy applies to children,

Councillors and employees, contingent workers and volunteers of Somerset

Regional Council

Authorised by: Somerset Regional Council

Authorised on: 23 September 2020 [Doc ld 1230116]

Review / amendment dates: 19 January 2022 (Doc ld 1360764)

24 August 2022 [Doc ld 1428032] 10 May 2023 [Doc ld 1506990]

#### 1. OBJECTIVE

To define the conditions of working with children for Councillors and employees, contingent workers and volunteers of Somerset Regional Council.

#### 2. PURPOSE

The purpose of the Working With Children Policy is:

- to protect and promote the rights, interests and wellbeing of all children
- to provide a safe environment for all children participating in activities and services run by Council.

#### 3. SCOPE

This Policy applies to the development and delivery of services, activities and events for children and Council activities or business that involve contact with children. The Policy applies to children, Councillors and employees, contingent workers and volunteers of Somerset Regional Council.

#### 4. POLICY

#### **Definitions**

- "Child" or "children" is an individual or individuals under 18 years.
- "Harm", as stated in the *Child Protection Act 1999* (section 9), is defined by:
  - 1) 'Harm' to a child, is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.
  - 2) It is immaterial how the harm is caused.
  - 3) Harm can be caused by
    - a. physical, psychological or emotional abuse or neglect, or
    - b. sexual abuse or exploitation.
  - 4) Harm can be caused by
    - a. a single act, omission or circumstance; or
    - b. a series or combination of acts, omissions or circumstances.
- "Direct contact" refers to involvement with supervising children or having direct contact with children during any service, activity or event that is targeted at children and that are not open to the entire community; such work would require a Blue Card.
- "Indirect contact" refers to not directly supervising or engaging with children.
   This might include involvement in decision making; planning services, events

- or activities; or services, activities or events that are open to the entire community.
- "Contingent worker" refers to any contractor, vendor or other person employed by, or working at the request of, Somerset Regional Council at a service, activity or event.

#### A. Introduction

Children are an integral part of our community and Somerset Regional Council provide various services, activities and events for children.

Somerset Regional Council are committed to protecting and promoting the rights, interests and wellbeing of all children and aims to provide a safe environment for children. This is supported through Council's approach to the development and delivery of services, activities and events, through embedding child safety and wellbeing in organisational culture and governance and by adhering to the requirements of relevant regulatory authorities.

# **B.** Guiding principles

Somerset Regional Council observes the National Principles for Child Safe Organisations to foster child safety and wellbeing. The National Principles are:

- I. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- II. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- III. Families and communities are informed and involved in promoting child safety and wellbeing.
- IV. Equity is upheld and diverse needs respected in policy and practice.
- V. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- VI. Processes to respond to complaints and concerns are child focused.
- VII. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- VIII. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
  - IX. Implementation of the national child safe principles is regularly reviewed and improved.
  - X. Policies and procedures document how the organisation is safe for children and young people.

#### C. Statement of commitment

Somerset Regional Council is committed to the safety and wellbeing of children.

Councillors and employees, volunteers and contingent workers of Somerset Regional Council will treat children with respect and understanding and ensure they are kept safe from harm in their association with Council.

#### D. Code of Conduct

Somerset Regional Council's Code of Conduct (HR001) and Councillor Code of Conduct (EX005) are the guiding documents for the standard of conduct towards children. In addition, those working directly and indirectly with children must be aware of Somerset Regional Council's standards of appropriate conduct, as outlined in the Working With Children procedures, as well as relevant sections of the procedures as appropriate to individual roles.

- I. WWC001 Procedures for Working With Children Suspicions or Disclosures of Harm. This document outlines the appropriate course of action following a reasonable suspicion or disclosure of harm. Note that the Child Protection Act 1999 forms the standard for child protection practice direction, along with advice from the Queensland Government Department of Children, Youth Justice and Multicultural Affairs and laws from relevant sections of the Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment Act 2020.
- II. WWC002 Procedures for Working With Children Services, Activities and Events. This procedure must be considered and implemented when planning and undertaking services, activities and events that are attended by children (including those that are open to the entire community). This procedure includes details about appropriate conduct and handling of complaints.

Contingent workers who attend services, activities or events that may include children must be aware of the Working With Children Risk Management Strategy, C036 Working With Children Policy and Somerset Regional Council's commitment to child safety and wellbeing. Such contingent workers will be expected to act as appropriate role models to all children in character, conduct, language and respectful relationships.

#### E. Implementation and training

Somerset Regional Council will provide adequate support to Councillors, employees, contingent workers and volunteers to demonstrate a commitment to creating a safe environment for all children. This will include:

- Recruitment and selection processes shall be in line with existing Somerset Regional Council policies and follow legislative requirements (refer HR013 Recruitment and Selection Policy).
- II. All Council employees, volunteers and Councillors will be informed of C036 Working With Children Policy in recognition of the role everyone plays in protecting children.
- III. All Council employees, volunteers and Councillors who have direct or indirect contact with children in their role will adhere to induction processes that include C036 Working With Children Policy, WWC001 Procedures for Working With Children Suspicions or Disclosures of Harm and relevant sections of WWC002 Procedures for Working With Children Services, Activities and Events.
- IV. Contingent workers of Somerset Regional Council who have direct or indirect contact with children in their role will be informed of their obligations to child safety through Contractor/Vendor documents and be made aware of the Working With Children Risk Management Strategy and C036 Working With Children Policy.
- V. Councillors and employees, contingent workers and volunteers of Somerset Regional Council who have any form of direct contact with

children in their role will adhere to regulatory authority requirements as necessary. As such:

- i. relevant persons are required to hold and produce an original blue card for verification by Council. A Queensland Working With Children Check Positive Notice blue card must be provided prior to commencing any work with children. Blue cards held by Council employees, volunteers and Councillors must be linked to Somerset Regional Council as per Blue Card Services requirements.
  - 1. Not all environments involving children will require a person to hold a Blue Card.
  - 2. Where a person is likely to work with children for more than 7 days per calendar year, as per the Frequency Test, a Blue Card must be sought immediately.
  - 3. Members of the Council Executive Management Committee must obtain a Blue Card.
- ii. Somerset Regional Council will keep a register of blue card details of Councillors and Somerset Regional Council employees and volunteers and will ensure blue cards remain current.
- iii. where contingent workers work directly with children, Somerset Regional Council employees will be responsible for ensuring Blue Card details are provided and will register these details, as well as the details of when the contingent worker worked with children, with Council's Records Department.
- VI. For Councillors and employees and volunteers of Somerset Regional Council that work directly with children, and those who are involved with decision making that affects children, additional appropriate training will be required on an ongoing basis. Additional training should aim to: support appropriate responses to complaints and concerns of child abuse and neglect; support Council to embed child safety and wellbeing in organisational leadership, governance and culture; support Council to reflect child safety and wellbeing values in practice; and support the overall safety of children who attend the services and activities run by Council in the future.

#### F. Breaches of policy

Councillors and employees, contingent workers and volunteers who work with children will be responsible under this Policy, as well as under relevant Codes of Conduct, procedures and the overarching Working With Children Risk Management Strategy, and breaches will be acted upon as appropriate to their role. For Councillors, breaches will be considered under the EX005 Councillor Code of Conduct and the EX007 Investigation Policy. For Somerset Regional Council employees, contingent workers and volunteers, breaches will be considered under the HR001 Code of Conduct and the C018 Administration Action Complaints Policy and acted upon as follows:

- I. Where it is considered that a minor infringement has been made, the person will be informed by their immediate supervisor of the infringement, and reminded of the correct procedure.
- II. Continual minor infringements are to be brought to the notice of Director Corporate and Community Services (DCORP) and may result in suspension of duties and involvement.

- III. Any major infringement must be brought to the notice of the CEO immediately. The person may be suspended from their position, duties and involvement.
- IV. Where the infringement involves acts of an illegal nature the matter will be referred to the responsible authority for investigation, and the person suspended from their position immediately. Verified illegal acts will result in termination of employment/work. If the allegation is not proven grievance procedures will be activated.
- V. All workers will have the right of natural justice; the right to defend any allegations made against them and to have their employment and/or involvement protected from unproven allegation. Notwithstanding the principles of natural justice, Somerset Regional Council will adopt a "child safety first" approach and will suspend any worker's involvement if there is an unacceptable risk.
- VI. Workers under disciplinary action will be accorded the right under the Australian Privacy Principles.

#### 5. RELATED LEGISLATION AND DOCUMENTS

Child Protection Act 1999
Workplace Health and Safety Act 1995 (Qld)
Working With Children (Risk Management and Screening) Act 2000
Working With Children (Risk Management and Screening) Regulation 2011
Working With Children (Risk Management and Screening) Amendment Bill 2018
Criminal Code (Child Sexual Offences Reform) and Other Legislation Amendment
Act 2020

#### 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 23 September 2020.

#### 7. 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.

Signed: Date: 10 May 2023



Policy Title	Child Safety Policy			
Policy Number	C006			
Date of Adoption	24 September 2025			
Effective Date	1 October 20	)25		
Document Custodian	Director Corp	oorate and Co	mmunity Serv	ices
Review Date	30 September	er 2028		
Associated Documents	CO10 Admini	etration Action	Complaints	Policy
Associated Documents	C018 Administration Action Complaints Policy EX007 Investigation Policy EX010 Human Rights Policy HR001 Code of Conduct HR013 Recruitment and Selection Policy Code of Conduct for Councillors in Queensland			
Relevant Legislation	Child Protection Act 1999			
	Child Safe Organisations Act 2024			
	Criminal Code Act 1899			
	Working With Children (Risk Management and Screening) Act 2000			
	Working With Children (Risk Management and Screening) Regulation 2011			
	Workplace Health and Safety Act 2011			
VEDELON DETAIL C	Doto of	Decision	Effoctivo	Notes
VERSION DETAILS (see end of document for Revision History)	Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes
Original Adoption	24 September 2025		1 October 2025	Legislative changes. Replacing C036 Working with Children Policy (Doc Id. 1509229).

#### 1. PURPOSE

Children are an integral part of our community and Somerset Regional Council (Council) provide various spaces, services, activities and events for Children.

Council aims to provide a safe environment that protects and promotes the rights, interests and wellbeing of all *Children*. This is supported through Council's approach to the development and delivery of spaces, services, activities and events, embedding *Child Safety* in organisational culture and governance, consistent demonstration of a safe and respectful culture and by adhering to the requirements of relevant regulatory authorities.

Council is committed to the *Universal Principal* and *Child Safe Standards*. The purpose of this policy is to implement *Child* safe practices throughout Council that are guided by the *Universal Principal* and *Child Safe Standards*.

#### 2. SCOPE

This policy applies to *Elected Members*, *Staff*, *Volunteers* and *Contingent Workers* that have *Direct Contact* and *Indirect Contact* with *Children*.

Examples of Council activities or business that involve *Direct Contact* with *Children* include the delivery of services, activities and events for *Children* and Council activities or business that involve contact with *Children*.

Activities or business that involve *Indirect Contact* with *Children* include decision making, development, planning and other activities across Council where *Child Safety* is recognised as a shared responsibility that is prioritised and regularly reviewed to support a culture of safety, respect and consistency.

#### 3. GUIDING PRINCIPLES

Council observes the *Universal Principal* and *Child Safe Standards* to foster *Child Safety* and wellbeing. The 10 *Child Safe Standards* are:

- 1. Leadership and Culture: Child safety and wellbeing is embedded in the entity's organisational leadership, governance and culture
- 2. Voice of Children: Children are informed about their rights, participate in decisions affecting them and are taken seriously
- 3. Family and Community: Families and communities are informed and involved in promoting child safety and wellbeing
- 4. Equity and Diversity: Equity is upheld and diverse needs respected in policy and practice
- 5. People: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- 6. Complaints Management: Processes to respond to complaints and concerns are child focused
- 7. Knowledge and Skills: Staff and volunteers of the entity are equipped with the knowledge, skills and awareness to keep children safe through ongoing education and training
- 8. Physical and Online Environments: Physical and online environments promote safety and wellbeing and minimise the opportunity for children to be harmed

C006 Child Safety Policy

- 9. Continuous Improvement: Implementation of the Child Safe Standards is regularly reviewed and improved
- 10. Policy and Procedures: Policies and procedures document how the entity is safe for children.<sup>1</sup>

#### 4. STATEMENT OF COMMITMENT

Council is committed to Child Safety.

Elected Members, Staff, Volunteers and Contingent Workers of Council will treat all Children with respect and understanding and will work together to ensure Child Safety is a shared responsibility.

#### 5. CODE OF CONDUCT

The <u>Code of Conduct for Councillors in Queensland</u> and Council's HR001 Code of Conduct are the guiding documents for the standard of conduct towards *Children*. In addition, those working directly and indirectly with *Children* must be aware of Council's standards of appropriate conduct, as outlined in the *Child Safety Procedures*, as well as relevant sections of the *Child Safety Procedures* as appropriate to individual roles.

# C006-P-01 Child Safety Procedures – Suspicions or Disclosures of Harm

This document outlines the appropriate course of action following a reasonable suspicion or disclosure of *Harm*. Note that the *Child Protection Act 1999* and the *Criminal Code Act 1899* form the standard for *Child* protection practice direction, along with advice from the Queensland Government<sup>2</sup>.

# C006-P-02 Child Safety Procedures.

This procedure must be considered and implemented when planning and undertaking services, activities and events that are attended by *Children* (including those that are open to the entire community). This procedure includes details about appropriate conduct and handling of complaints.

Contingent Workers who attend spaces, services, activities or events that may include Children must be aware of this policy, the Child Safety Procedures and Council's commitment to Child Safety. Such Contingent Workers will be expected to act as appropriate role models to all Children in character, conduct, language and respectful relationships.

#### 6. IMPLEMENTATION AND TRAINING

Council will provide adequate support to *Elected Members*, *Staff*, *Volunteers* and *Contingent Workers* to demonstrate a commitment to *Child Safety*. This will include:

- 1. Recruitment and selection processes will be in line with existing Council policies and follow legislative requirements (refer HR013 Recruitment and Selection Policy).
- 2. All *Elected Members*, *Staff*, *Volunteers* and *Contingent Workers* must adhere to C006 Child Safety Policy in recognition of the role everyone plays in *Child Safety*.

C006 Child Safety Policy

<sup>&</sup>lt;sup>1</sup> <u>s9</u>, Child Safe Organisations Act 2024.

<sup>&</sup>lt;sup>2</sup> As at 19 August 2025, administered by the Department of Families, Seniors, Disability Services and Child Safety.

- 3. All *Elected Members*, *Staff* and *Volunteers* will adhere to induction processes that include Council's C006 Child Safety Policy and *Child Safety Procedures*.
- 4. Contingent Workers of Council will be informed of their obligations to Child Safety through Contractor/Vendor documents and be made aware of the C006 Child Safety Policy and Child Safety Procedures.
- 5. *Elected Members*, *Staff*, *Volunteers* and *Contingent Workers* of Council who have any form of *Direct Contact* with *Children* in their role will adhere to regulatory authority requirements as necessary.
  - a) Relevant persons are required to hold and produce an original Blue Card for verification by Council. A Blue Card must be provided prior to commencing any work with Children. Blue Cards held by Council Elected Members, Staff and Volunteers must be linked to Council as per Blue Card Services requirements. Note that:
    - i. not all environments involving *Children* will require a person to hold a *Blue Card*;
    - ii. where a person is likely to work with *Children* for more than 7 days per calendar year, a *Blue Card must* be sought immediately<sup>3</sup>; and
    - iii. members of Council's Executive Leadership Team must obtain a *Blue Card*.
  - b) Council will keep a register of *Blue Card* details of *Elected Members*, *Staff*, *Volunteers* and will ensure *Blue Cards* remain current (C006-R-01 Queensland Working with Children Check Blue Card Register).
  - c) Where Contingent Workers work directly with Children, Council Staff will be responsible for ensuring Blue Card details are provided and will register these details, as well as the details of when the Contingent Worker worked with Children in Council's Electronic Document Records Management System.
- 6. *Elected Members*, *Staff* and *Volunteers* of Council will receive appropriate training regarding *Child Safety* on an ongoing basis. Training should aim to support:
  - appropriate responses to complaints and concerns of *Child* abuse and neglect;
  - embedding Child Safety in organisational leadership, governance and culture;
  - the reflection of *Child Safety* values in practice; and
  - the overall safety of *Children* with consistent demonstration of a safe and respectful culture.

#### 7. BREACHES OF POLICY

Elected Members, Staff, Volunteers and Contingent Workers who interact with Children will be responsible for complying with this policy, Child Safety Procedures and relevant Codes of Conduct. Breaches will be acted upon as appropriate to their role.

For *Elected Members*, breaches will be considered under the <u>Code of Conduct for Councillors in Queensland</u> and the EX007 Investigation Policy.

For *Staff*, *Volunteers* and *Contingent Workers*, breaches will be considered under the HR001 Code of Conduct and the C018 Administration Action Complaints Policy and acted upon as follows:

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<sup>&</sup>lt;sup>3</sup> <u>s156</u>, Working with Children (Risk Management and Screening) Act 2000; The State of Queensland, Blue cards for local government (published 22 July 2025) < <u>Blue cards for local government | Your rights, crime and the law | Queensland Government ></u>.

- 1. Where it is considered that a minor infringement has been made, the person will be informed by their immediate supervisor of the infringement and reminded of the correct procedure.
- 2. Continual minor infringements are to be brought to the notice of the Director Corporate and Community Services and may result in suspension of duties and involvement.
- 3. Any major infringement must be brought to the notice of the Chief Executive Officer immediately. The person may be suspended from their position, duties and involvement.
- 4. Where the infringement involves acts of an illegal nature the matter will be referred to the responsible authority for investigation, and the person suspended from their position immediately. Verified illegal acts will result in termination of employment/work.
- 5. All staff will have the right of natural justice; the right to defend any allegations made against them and to have their employment and/or involvement protected from unproven allegation. Notwithstanding the principles of natural justice, Council will adopt a "Child Safety first" approach and will suspend any worker's involvement if there is an unacceptable risk.

#### 8. **DEFINITIONS**

Term	Definition
Blue Card/s	is a Queensland Working With Children Check blue card, which is administered by the Queensland Government Blue Card Services.
Child / Children	An individual or individuals under 18 years.
Child Safety Procedures	include C006-P-01 Child Safety Procedure – Suspicions or Disclosures of Harm, C006-P-02 Child Safety Procedure and C006-P-03 Child and Youth Risk Management Strategy, as amended from time to time.
Child Safe Standards	as per definition in the Child Safe Organisations Act 2024.4
Child Safety	as defined by Queensland Family and Child Commission (QFCC), refers to the preservation and protection of children's safety, wellbeing and cultural safety in its broadest sense. <sup>5</sup>
Contingent Worker/s	refers to any contractor, vendor or other person employed by, or working at the request of, Somerset Regional Council at a service, activity or event.
Direct Contact	refers to involvement with supervising <i>Children</i> or having direct contact with <i>Children</i> during any service, activity or event that is targeted at <i>Children</i> and that are not open to the entire community; such work would require a <i>Blue Card</i> .
Elected Members	the Mayor, Deputy Mayor and Councillors.

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<sup>&</sup>lt;sup>4</sup> s9 and Schedule 3 Dictionary, Child Safe Organisations Act 2024.

<sup>&</sup>lt;sup>5</sup> Queensland Family and Child Commission: Child Safe Organisations, *Guidelines for implementing the Universal Principle and Child Safe Standards Queensland* (published 28 April 2025), The State of Queensland < <u>Guidelines for implementing the Universal Principle and Child Safe Standards in Queensland</u> >.

Electronic Document Records Management System or EDRMS	is MagiQ Documents software.
Harm	has the same meaning as defined in the <i>Child Protection Act</i> 1999. <sup>6</sup>
Indirect Contact	refers to not directly supervising or engaging with <i>Children</i> . This might include involvement in decision making, development and planning across Council.
Staff	includes a person employed by Somerset Regional Council on a permanent, temporary or casual basis and, also, includes a person engaged to perform standard employee functions under a contract for services (e.g. contractor, consultant, etc.).
Universal Principal	as per definition in the <i>Child Safe Organisations Act 2024.</i> <sup>7</sup>
Volunteer/s	A person who provides time, skills and service to Council without financial payment other than the option to claim reimbursement of out of pocket expenses in accordance with Council's C017 Volunteer Reimbursement Policy.

# 9. ENDORSEMENT

This policy was adopted by the Somerset Regional Council at the Ordinary Meeting of 24 September 2025 and has subsequently been endorsed for application from 1 October 2025 by the Chief Executive Officer.

Signed	d:	Date:
Name:		
Title:	Chief Executive Officer	

C006 Child Safety Policy

Schedule 3 Dictionary and s9, Child Protection Act 1999.
 s11(2) and Schedule 3 Dictionary, Child Safe Organisations Act 2024.

# 10. REVISION HISTORY

REVISION HISTORY	Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes
Original Adoption	24 September 2025		1 October 2025	Legislative changes. Replacing C036 Working with Children Policy (Doc Id. 1509229).

C006 Child Safety Policy

# **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: 2 September 2025 Subject: Human Rights Policy

File Ref: Policy Development – EX010 Human Rights Policy – Doc Id. 1750645,

1750646, 1750653, 1750654

Action Officer: GBIO

# **Background/Summary**

It is unlawful for a public entity to act or make a decision that is not compatible with human rights, or fail to give proper consideration to a human right relevant to the decision (s58 *Human Rights Act 2019*).

In 2024, the Queensland Human Rights Commission published a document titled 'Conduct of public entities: Proper consideration', which notes:

- public entities (such as Council) must be able to demonstrate proper consideration was given to human rights at the time of making the decision and show evidence of proper consideration:
- a higher standard of consideration is expected when the decision will significantly impact a number of people; and
- if human rights are properly considered when a policy or procedure are made, it may be sufficient to properly apply the policy or procedure.

An independent review of the application of the Act has also been undertaken by Professor Susan Harris Rimmer and tabled in Queensland Parliament on 22 April 2025. The report, 'Placing People at the Heart of Policy: *First Independent Review of the Human Rights Act 2019* (Qld)', provides an evaluation of the Act and how well it meets its objective of building a culture of human rights across the Queensland public sector.

There has also been some assessment of the case law to date, to identify how the legislation has been applied in court. A key case noted by the Queensland Human Rights Commission is that of *Johnston v Commissioner of Police* [2024] QSC 2. The QPS decision was declared unlawful because the Police Commissioner did not give proper consideration to human rights before making a decision and issuing directions based on that decision. The Court noted that the Police Commissioner's 'recollection was poor' when giving oral evidence about her consideration of human rights at the time of making the decision. The court found that there were insufficient records maintained of the rationale for the decision in this case.

As a result of the above, a Human Rights policy has been developed to more closely align with legislative requirements and best practice. Note that the policy indicates how Council will process human rights complaints, not litigation.

A proceeding for an offence against the *Human Rights Act 2019* is by way of summary proceeding under the *Justices Act 1886* on complaint of the Human Rights Commissioner, or a person authorised by the commissioner for that purpose (s101, *Human Rights Act 2019;* s226 *Anti-Discrimination Act 1991*).

The Queensland Law Handbook notes that there is no standalone legal action under the Act, meaning that a Human Rights Act complaint cannot be brought directly before a court or tribunal if it cannot be resolved by agreement, and there is no right to seek damages from a public entity. As a result, if a Human Rights Act complaint were to be raised in a court or tribunal setting, it would generally be raised alongside another claim (e.g. an anti-discrimination

claim) so that there is avenue to provide a substantive outcome for a complainant (e.g. set aside the decision, have orders made against the public entity, damages).

# **Attachments**

Attachment 1 – EX010 Human Rights Policy

# Recommendation

THAT Council:

- 1. note the contents of the report; and
- 2. adopt EX010 Human Rights Policy Appendix C.



Policy Title	Human Rights Policy				
Policy Number	EX010				
Date of Adoption	*insert				
Effective Date	*insert				
Document Custodian	Chief Execut	ive Officer			
Review Date	*insert				
Associated Documents	C006 Child Safety Policy C014 Local Law Making Process Policy C018 Administration Action Complaints Policy C028 Complaints About the Public Official Policy EX005 Policy, Procedure and Form Development Framework EX007 Investigation Policy				
Relevant Legislation	Human Rights Act 2019				
	-				
VERSION DETAILS (see end of document for Revision History)	Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes	
Originally adopted by Council (date)	*insert	*insert	*insert	Review of legislative compliance with Human Rights Act 2019.	

#### 1. PURPOSE

The purpose of this policy is to assist all areas of Council with meeting our *Human Rights* obligations. This includes:

- protecting and promoting Human Rights by ensuring that Human Rights are considered when making, interpreting and applying laws, developing policies, and providing services to our community; and
- giving proper consideration to *Human Rights* when making decisions and
- managing *Human Rights* complaints in accordance with legislative requirements.

#### 2. SCOPE

This policy applies to all Elected Members and Staff.

It should be noted that the *Human Rights Act 2019* specifies that all individuals in Queensland have *Human Rights*<sup>1</sup>. A corporation does not have *Human Rights*<sup>2</sup>.

#### 3. PROPER CONSIDERATION OF HUMAN RIGHTS

The Human Rights Act 2019 (the Act) requires Council, as a Public Entity, to act, decide and make Statutory Provisions in a way Compatible with Human Rights. An act, decision or Statutory Provision is Compatible with Human Rights if the act, decision or provision:

- does not limit a *Human Right*; or
- limits a *Human Right* only to the extent that is reasonable and demonstrably justifiable in accordance with section 13 of the Act<sup>3</sup>.

It is unlawful for a *Public Entity* to act or make a decision that is not *Compatible with Human Rights*, or fail to give proper consideration to a *Human Right* relevant to the decision<sup>4</sup>. Council must be able to demonstrate proper consideration was given to *Human Rights* at the time of making the decision and show evidence of proper consideration<sup>5</sup>. A higher standard of consideration is expected when the decision will significantly impact a number of people<sup>6</sup>. To assist in meeting this requirement, EX010-F-01 Documentation of Human Rights Considerations, should be completed and considered by each party to the decision and registered to Council's *EDRMS* when making decisions to adopt:

- Council's corporate plan
- planning scheme and amendments
- long term plans and strategies
- a local law or subordinate local law
- operational plan
- budget
- a Policy
- a Procedure.

EX010 Human Rights Policy

<sup>&</sup>lt;sup>1</sup> s11, Human Rights Act 2019.

<sup>&</sup>lt;sup>2</sup> s11, Human Rights Act 2019.

<sup>&</sup>lt;sup>3</sup> s8, *Human Rights Act 2019*.

<sup>&</sup>lt;sup>4</sup> s58, Human Rights Act 2019.

<sup>&</sup>lt;sup>5</sup> Queensland Human Rights Commission (2024). *Conduct of public entities: Proper consideration*. Retrieved from < QHRC: Giving proper consideration to human rights > on 11 June 2025.

<sup>&</sup>lt;sup>6</sup> Queensland Human Rights Commission (2024). *Conduct of public entities: Proper consideration*. Retrieved from < QHRC: Giving proper consideration to human rights > on 11 June 2025.

For clarity, each party to a decision for the above documents includes each individual *Elected Member*, with the exception of a *Procedure* which will be decided by the *CEO*.

If *Human Rights* are properly considered when a *Policy* or *Procedure* are made, it may be sufficient to properly apply the *Policy* or *Procedure*<sup>7</sup>.

#### 4. HUMAN RIGHTS COMPLAINTS

Under the Act, an individual who believes a *Public Entity* has breached their *Human Rights* obligations has the right to complain<sup>8</sup>. There are two ways a person can make a complaint:

- direct to Council;
- with the Queensland Human Rights Commission.

An individual must first raise a complaint directly with Council<sup>9</sup>. Upon receipt of the complaint, the *Human Rights* complaint *Workflow* will commence and the *Complaints Register Custodian* will send the complaint to an appropriate *Director/s* for action.

A record of the complaint will be entered into Council's Complaints Register.

#### 4.1 Direct to Council

For efficacy, it is recommended that *Human Rights* complaints to Council:

- be written
- state the complainant's name and address for service; and
- include enough details to indicate the alleged contravention.

*Directors* are responsible for oversight, investigation and responding to complaints with their teams, having regard to the relevant area of operation and expertise.

Council has 45 business days to respond to the complaint<sup>10</sup>.

If the complaint has not been responded to, or the individual is not satisfied with Council's response, a formal complaint can be made to the Queensland Human Rights Commission (QHRC).

# 4.2 Queensland Human Rights Commission (QHRC)

A person may only make a *Human Rights* complaint to the commissioner if:

- the person has made a complaint to the Public Entity
- at least 45 business days have lapsed since the complaint was made to the *Public Entity*
- the person has not received a response, or has received a response the person considers to be inadequate<sup>11</sup>.

A *Human Rights* complaint referred to the commissioner must:

EX010 Human Rights Policy

<sup>&</sup>lt;sup>7</sup> Queensland Human Rights Commission (2024). *Conduct of public entities: Proper consideration*. Retrieved from < QHRC : Giving proper consideration to human rights > on 11 June 2025.

<sup>&</sup>lt;sup>8</sup> Part 4, Division 2 Human rights complaints, *Human Rights Act 2019*.

<sup>&</sup>lt;sup>9</sup> s65, *Human Rights Act 2019*.

<sup>&</sup>lt;sup>10</sup> s65(1)(b), *Human Rights Act 2019*.

<sup>&</sup>lt;sup>11</sup> s65, Human Rights Act 2019.

- be written
- state the complainant's name and address for service; and
- include enough details to indicate the alleged contravention<sup>12</sup>.

Further information relating to QHRC's complaint process is available: <a href="https://www.qhrc.qld.gov.au">https://www.qhrc.qld.gov.au</a>>.

It should be noted that a proceeding for an offence against the *Human Rights Act 2019* is by way of summary proceeding under the *Justices Act 1886* on complaint of the commissioner, or a person authorised by the commissioner for that purpose.<sup>13</sup>

#### 5. REPORTING

The specific measures that will determine the success and effectiveness of the policy include:

- completion of training by Elected Members and Staff that builds understanding of the requirements of the Human Rights Act 2019, to be undertaken upon commencement of new Staff or Elected Members and after each review of this policy (every 3 years);
- the number of *Human Rights* complaints received and how long it takes to respond to the complaint.

#### Quarterly

The Complaints Register Custodians will prepare content for a report submitted to the quarterly Team Somerset Management Committee meeting. This contribution will include:

- percentage of Staff and Elected Members required to undertake the training module
- percentage of *Staff* and *Elected Members* that completed the training module (establishes compliance with training requirements)
- percentage of correct / incorrect answers given during completion of the training module, where possible (establishes understanding of content)
- the number of EX010-F-01 Documentation of Human Rights Consideration forms completed as part of a decision making process (establishes compliance with legislative requirements)
- the number of *Human Rights* complaints received, and how long is taken to respond to the complaint (establishes compliance with legislative requirements).

#### Annually

The *Complaints Register Custodians* will prepare content for the Corporate and Community Services July monthly report to be presented at the Ordinary Council meeting, which collates the data submitted in the quarterly reports submitted to the Team Somerset Management Committee the previous financial year (establishes effectiveness of contents and ability to implement).

# 6. **DEFINITIONS**

Term			Definition
CEO			the Chief Executive Officer of Somerset Regional Council
Compatible Rights	with	Human	as per definition in the <i>Human Rights Act 2019</i> <sup>14</sup> .

<sup>12</sup> s67, Human Rights Act 2019.

EX010 Human Rights Policy

<sup>&</sup>lt;sup>13</sup> s101, <u>Human Rights Act 2019</u>; s226 <u>Anti-Discrimination Act 1991</u>.

<sup>&</sup>lt;sup>14</sup> s8, Human Rights Act 2019.

Campulainta Danietan	Everytive Assistant to the Mayor and CEO and Coverns
Complaints Register Custodians	Executive Assistant to the Mayor and CEO and Governance and Business Improvement Officer
Director/s	include Director Planning and Development, Director Operations, Director HR and Customer Service, Director Corporate and Community Services and Chief Financial Officer
Elected Members	the Mayor, Deputy Mayor and Councillors
Electronic Document Records Management System or EDRMS	is MAGIQ Documents software.
Human Right/s	as per definition in the <i>Human Rights Act 2019</i> <sup>15</sup> .
Policy / Policies	are strategic documents adopted by Council, have high level direction, a long-term focus and are applied across Council as a whole.
Procedure/s	outline how a <i>Policy</i> is implemented at an operational level and / or prescribe an expected standard of operation or output.
Public Entity	as per definition in the <i>Human Rights Act 2019</i> <sup>16</sup> .
Staff	includes a person employed by Somerset Regional Council on a permanent, temporary or casual basis and, also, includes a person engaged to perform standard employee functions under a contract for services (e.g. contractor, consultant, etc.).
Statutory Provision/s	as per definition in the <i>Human Rights Act 2019</i> <sup>17</sup>
Workflow/s	a function available within Council's <i>EDRMS</i> , which progresses a matter through various actionable steps until completion. These steps may include instructions on how to complete the step and may be actioned by a nominated member of <i>Staff</i> , multiple <i>Staff</i> , or specified teams.

# 7. ENDORSEMENT

This policy was adopted by the Somerset Regional Council at the Ordinary Meeting of \*insert date and has subsequently been endorsed for application from \*insert effective date by the Chief Executive Officer.

Signed	:	Date:
Name:		
Title:	Chief Executive Officer	

EX010 Human Rights Policy

<sup>&</sup>lt;sup>15</sup> s7, Human Rights Act 2019.

<sup>&</sup>lt;sup>16</sup> s9, Human Rights Act 2019.

<sup>&</sup>lt;sup>17</sup> 'statutory provision', Schedule 1 Dictionary, <u>Human Rights Act 2019</u>; 'statutory instrument', Schedule 1 Meaning of commonly used words and expressions, <u>Acts Interpretation Act 1954</u>; 'statutory instrument', s7, <u>Statutory Instruments Act 1992</u>.

# 8. REVISION HISTORY

REVISION HISTORY	Date of Council Decision	Decision Notice (Doc Id.)	Effective Date	Notes
Originally adopted by Council (date)	*insert	*insert	*insert	Review of legislative compliance with Human Rights Act 2019.

EX010 Human Rights Policy

#### 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: 12 September 2025

Subject: Changes to Terms of Reference and Memorandum of Understanding –

Fernvale Recreation Grounds Advisory Committee

File Ref: Community Services – Meeting – 2024 – 2028 – Fernvale Recreation

**Grounds Advisory Committee** 

Action Officer: DCORP

### **Background/Summary**

At the 28 August 2024 Ordinary Meeting, Council resolved the following:

"Due to cessation of operation at the Fernvale Recreation Grounds and / or nonattendance at Fernvale Recreation Grounds Advisory Committee meetings, remove the Lowood Fernvale Pony Club Inc., Oz Endurance Inc. and the National Rodeo Association as members of the Terms of Reference and stakeholders of the Memorandum of Understanding for the Fernvale Recreation Grounds Advisory Committee."

In 2025, the Lowood Fernvale Pony Club Inc. has recommenced operations at the Fernvale Recreation Grounds.

The Lowood Fernvale Pony Club has been holding regular activities at least monthly at the facility since February 2025 and has re-grown to 65 members. The Club has also attended three Fernvale Recreation Grounds Advisory Committee (the Committee) meetings as observers between November 2024 and August 2025.

At the 5 August 2025, the Committee discussed updating the Terms of Reference for the Committee and Memorandum of Understanding for usage of the Facility. The Committee reached a general consensus regarding the updates including the recognition of the Lowood Fernvale Pony Club in both documents.

Updated Terms of Reference and Memorandum are attached for reference.

The Lowood Fernvale Pony Club and Fernvale Campdraft Association were provided an additional opportunity to make further comment regarding the documents via email following the recent Committee meeting. No comments were received from either party.

#### **Attachments**

- 1. Draft Fernvale Recreation Grounds Advisory Committee Terms of Reference
- 2. Draft Fernvale Recreation Grounds Memorandum of Understanding for Stakeholder Use

#### Recommendation

THAT Council adopt the revised Fernvale Recreation Grounds Advisory Committee Terms of Reference Appendix D and Memorandum of Understanding for Stakeholder Use Appendix E.

# Terms of Reference Fernvale Recreation Grounds Advisory Committee

#### **Purpose**

Fernvale Recreation Grounds Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the operation, maintenance and development of the Fernvale Recreation Grounds, also known as Col Powell Park (32 Banks Creek Road, Fernvale); and
- to assist Council coordinating activities and resolving issues between stakeholders and / or other users.

# Membership

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- Two (2) representatives of the Fernvale Campdraft Association Inc.
- Two (2) representatives of the Lowood Fernvale District Hack & Pony Club

A Council representative shall chair the meeting. Observers may attend by invitation.

# **Delegated Powers**

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

#### Frequency of Meetings

The Committee shall meet, as a minimum, on a six (6) monthly basis. The time, date and location of meetings shall be determined by the Committee.

#### Agenda

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

# Reporting

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

#### **Review**

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.





# MEMORANDUM OF UNDERSTANDING

#### **PURPOSE:**

To provide the stakeholders named with an understanding and agreement on the usage of, and the areas of responsibility associated with the Fernvale Recreation Grounds, also known as Col Powell Park.

The agreement allows for the community's needs and expectations in providing recreational activities for all interested groups within the Somerset region and association groups.

Upon agreement and signature by the relevant stakeholders this memorandum will become public documentation.

# JUSTIFICATION:

With the stakeholders being elected volunteers representing their common interest group, it is expected that this document forms the basis of negotiations to reach an agreement on the usage of areas of responsibilities and any future development of the Fernvale Recreation Grounds.

#### STAKEHOLDERS:

Somerset Regional Council (Council)
Fernvale Campdraft Association Inc. (FCA)
Lowood Fernvale District Hack & Pony Club (LFPC)

# **GROUNDS LOCATION, AREA AND TITLE:**

Title: Fernvale Recreation Grounds (Col Powell Park)

Street Address: 32 Banks Creek Road, Fernvale

Lot and RP No.: 7 RP214853

Parish: North Area e.g. Acres/Hectares: 8.094 Ha

#### **ATTACHMENTS:**

A site plan of the grounds located at Banks Creek Road, Fernvale inclusive of the existing structures, facilities and services and agreed areas of responsibility.

#### **REVIEWS:**

The stakeholders agree to review this document and any other relevant documents as required at a Fernvale Recreation Grounds Advisory Committee meeting.

#### **PUBLIC SAFETY:**

Risk assessments for the facility should be conducted and documented by the stakeholders for their respective use and responsibilities under this agreement to minimise, as much as reasonably possible, any risk of injury or harm to the public, volunteers and staff. FCA and LFPC are responsible for completing all risk assessments associated with the delivery of their events.

A copy of the Certificate of Currency relating to public liability insurance must be held by each relevant stakeholder for a minimum of \$20 million. A copy of this certificate is to be produced each year and emailed to Somerset Regional Council.

#### STAKEHOLDER MEETINGS:

The parties agree to hold meetings per the Terms of Reference for the Fernvale Recreation Grounds Advisory Committee.

#### **DISPUTE RESOLUTION:**

Should a matter require urgent attention where a decision must be made, the matter shall be referred to Council for determination and necessary action.

#### **AREAS OF RESPONSIBILITY:**

#### A. Fernvale Campdraft Association:

- i. The stockyards top yards included.
- ii. The announcers/scorers box.
- iii. The unloading ramp.
- iv. The arena.

# B. Lowood Fernvale District Hack & Pony Club

- i. Dressage / pony club arena
- ii. LFPC storage shed
- iii. LFPC storage cage
- iv. LFPC yard

# C. General Areas

- v. The general grounds around the loading ramp
- vi. The general ground to the right of the current driveway as you drive in.
- vii. All other common areas

All general areas will require the three (3) parties to meet and discuss any proposed alterations of the current use. This will be a decision by the majority.

## Responsibilities -

This will become the basis of the Memorandum of Understanding.

- 1. Maintenance of grounds:-
  - (i) Maintenance of arena fences
  - (ii) Maintenance and responsibility of ground inside the arena
  - (iii) Maintenance/responsibility of perimeter fences
- 3. Electricity to grounds and improvements
- 4. Bookings for use of the grounds
- 5. Availability for other groups to use the grounds procedures
- 6. Amenities block maintenance
- 7. Communication requirements
- 8. Procedure to alter any current agreement or charges, including termination
- 9. Responsibility of any ground equipment e.g. harrows

#### 1. Maintenance of Grounds

#### a) Maintenance of Arena Fence

- FCA have higher requirements regarding keeping cattle within this area and have to date maintained, improved and replaced the arena fence.
- Responsibility rests with Council.

#### b) Maintenance and Responsibility of ground inside the Arena

- The FCA and Council will collaboratively work together to maintain the arena surface.
- It is the responsibility of the FCA to ensure that the surface of the arena is prepared in line with required standards / guidelines for their competition purposes, including ripping / harrowing.
- The FCA will assist Council in monitoring the surface.
- Council will assist the FCA in maintaining the ground following significant weather events.
- Council will consult with the FCA regarding any external hires of the ground and incorporate advice from the FCA into requirements for hirers to meet with regards to maintenance of the surface. Where reasonable, Council will ensure that the FCA advice regarding management and preparation of the arena surface is followed by the hirer.
- Council will provide assistance to the FCA to maintain vegetation on the arena surface. Council will provide mowing / slashing services to the site. Council will endeavour to provide maintenance services once per month. This is not guaranteed.

# c) Maintenance and Responsibility for perimeter fences

- There must be a perimeter fence at all times (safety requirement). Council is responsible for maintaining the perimeter fence.

# **3. Electricity to grounds, charges and payment of account** Council to be billed directly.

# 4. Bookings for current active parties to use the grounds

By 31 January each year, all parties are to advise Council at <a href="mail@somerset.qld.gov.au">mail@somerset.qld.gov.au</a> of their annual requirements. Council will then email back to each party a completed list of compiled bookings and update the record monthly and email the current calendar.

Any other bookings required through the year must also be made through Council in an effort to minimise double bookings and incompatible activities. No one will have the right to take bookings without confirmation. Bookings cannot be confirmed until the booking deposit is paid to Council.

All correspondence will meet with the communication requirements as outlined below.

# 5. Availability for other groups to use the grounds - procedures

- i. Bookings will be made through Council.
- ii. Bookings will become permanent once the booking deposit has been paid to Council.
- iii. Hire Booking Form and Conditions of Hire to be supplied to each hirer.

# 6. Amenities block maintenance

Council is responsible for maintenance of the amenities block. Should any issues arise that require Council's attention, stakeholders may contact Council by phone on 5424 4000 or by email at mail@somerset.qld.gov.au and lodge a customer service request. Stakeholders may also raise issues at an Advisory Committee meeting.

# 7. Communication requirements

All future communication must be in writing. Bookings are to be finalised by completing the facility hire form and association fees being paid. We must keep in mind that Somerset Regional Council has requested that the majority of parties must agree before any issues proceed. Stakeholders will work together to ensure this happens.

# 8. Procedure to alter current agreement or changes, including termination

The Stakeholders agree to review this agreement, and any other relevant documents as required.

Should a Stakeholder wish to amend this agreement, they must first ensure the matter is discussed at an Advisory Committee meeting by adding an item to the meeting agenda per the Terms of Reference for the Fernvale Recreation Grounds Advisory Committee.

If a Stakeholder fails to comply to a breach notice to Council's satisfaction, Council may by notice in writing cancel the agreement.

If a Stakeholder is found to be conducting an activity which is illegal, Council may by notice in writing cancel the agreement.

# 9. Responsibility of any ground equipment e.g. harrows

Harrows remain the property of the FCA. The harrows will be housed in the FCA container.

# **SIGNATORIES**

Signed on behalf of the Fernvale Campdraft Association Inc. this day of 2025  by Mr Joel Hill  in the presence of:	) ) President ) )
Signed on behalf of Lowood Fernvale District Hack & Pony Club this day of 2025 by in the presence of:	) ) ) President )
Signed on behalf of Somerset Regional Council this day of 2025 by Mr Andrew Johnson in the presence of:	) ) Chief Executive Officer )

# **ATTACHMENT**



# **SOMERSET REGIONAL COUNCIL - Officer's Report**

To: Andrew Johnson – Chief Executive Officer

From: Robyn King, Executive Support Officer

Director: Daniel Rowe – Director Corporate and Community Services

Date: 1 September 2025

Subject: Kilcoy Recreation Ground Advisory Committee

File Ref: 2024 - 2028 – Kilcoy Recreation Ground Advisory Committee

Action Officer: ESO -RK

# **Background/Summary**

The Kilcoy Recreation Ground Advisory Committee meets each quarter to review the operations of the Kilcoy Recreation Grounds. The quarterly meeting of the Committee was held on 28 August 2025 with representatives from each of the user groups present.

Items of note from the meeting include discussions regarding a range of operational matters and an update on the Kilcoy Rodeo event.

#### **Attachments**

Meeting Report Kilcoy Recreation Grounds Advisory Committee Meeting 28 August 2025.

#### Recommendation

THAT Council receive the quarterly meeting report of the Kilcoy Recreation Ground Advisory Committee held on 28 August 2025, and the contents be noted.



# Meeting Report for Kilcoy Recreation Grounds Committee Meeting held Thursday 28 August 2025

3pm

Held at Dining Pavilion, Kilcoy Showgrounds, 26 Showgrounds Road, Woolmar

Present	
Cr Helen Brieschke (Chair)	Somerset Regional Council
Daniel Rowe	Somerset Regional Council
Don Smith	Kilcoy Campdraft Association
Melissa Pratten	Kilcoy Campdraft Association
Bob Whalley	Kilcoy Race Club
Jenny Searle	Kilcoy Race Club
David Moffett	Kilcoy Show Society
Kym Modistach	Kilcoy Show Society
Don Youles	Kilcoy Pony Club
Clay Colless	Stanley Rivers Polocrosse Club Inc
Nevil Green	Stanley Rivers Polocrosse Club Inc
Michael Thompson	Queensland Working Cow Horse Club Inc (QWCHC)
Robbie Christie	Kilcoy Rodeo Committee
Observer	
Cr Sally Jess	Somerset Regional Council

# Item 1. Opening of meeting

The Chair, Cr Brieschke opened the meeting at 3:02pm.

Cr Brieschke acknowledged former Councillor Kylee Isidro's contribution to the Committee. Council advised the Committee vacancy created by her resignation will be filled after the 13 September 2025 by-election.

# Item 2. Apologies

Jim Traves

# Item 3. Confirmation of previous meeting report

The meeting report of the Kilcoy Recreation Grounds Advisory Committee meeting held 22 May 2025, was circulated to all members.

General consensus that the meeting report be confirmed.

# Item 4. Business arising out of previous meeting reports

Nil.

# Item 5. Progress of actions from previous meetings

Meeting date	Item No.	Progress of Actions / Recommendations from Previous  Meetings	Action Officer
14 Nov	5a.	Item: Grandstands.	Rodeo
2024		Rodeo Committee are in the process of refurbishing six grandstands with the intention they will be ready for the next rodeo event. Once completed, the Committee will present documentation to Council to determine safety standards. Rodeo Committee have sought informal legal advice. Rodeo	Committee
27 Feb 2025	5a.	Committee advised they have now purchased an additional two grandstands. Six refurbished grandstands are planned to be finished later this year. Rodeo Committee will then determine usage by other user groups, including potential usage costs and terms and conditions.  Rodeo Committee advised there is still some more work	
22 May	5a.	required to complete the stands.	Status:
2025		<b>Action:</b> Continue as an ongoing progress of action agenda item for future meetings.	Ongoing

28 August 2025 notes: Rodeo Committee advised the grandstand refurbishment works are progressing well.

Status: Ongoing.

14 Nov 2024	5c.	Item: Holes between racetrack and show ring to be filled. Show Society advised they have utilised some of the available material left on site from a previous job to fill in some holes. Further holes identified near the end of the internal driveway between the racetrack and the Ken and Mary Nunn Pavilion.	Council
27 Feb 2025	5c.	Council has worked with Race Club to spread more road base to cover additional holes in the driveway between the racetrack and the Ken and Mary Nunn Pavilion.  Polocrosse and Show Society indicated there are more holes near the light pole need filling.	
22 May 2025	5b.	Council organised the delivery of 40 tonnes of road base stored near the cattle yards to be used as required by user groups. Council will review stock levels. Feedback from user groups is encouraged.  Action: Continue as an ongoing progress of action agenda item for future meetings.	Status: Ongoing

28 August 2025 notes: Council advised the road base store has been used by Council and stakeholders to maintain the grounds. The store is now depleted.

General consensus from the committee for the delivery of material.

**Action:** Council to organise delivery of an additional 20 tonnes of road base for stakeholder and Council grounds maintenance use.

Status: Completed.

14 Nov	5d.	Item: Regular booking enquiry – cattle sales.	Council
2024		Consensus that cattle sales remain as a casual bookings	
		only. Stakeholders' bookings take priority. Stakeholders provided support for three further bookings in 2025 between	
		January and March.	
27 Feb 2025	5d.	Two sales have taken place this year so far with two more bookings scheduled. All stakeholders provided positive	

22 May 2025	5c.	feedback and unanimous support for the cattle sales to continue as casual bookings. Council advised a booking request has also been received for 13-14 June. Remain as an ongoing progress of action	
		agenda item for future meetings.	Status:
		Council confirmed cattle sales booking for June and July	Ongoing
		2025. Facility hire fees will be reviewed in due course.	

28 August 2025 notes: Council advised cattle sales have been occurring on the site for over 12 months. It has become apparent that this activity is no longer occurring on a casual basis and there is a regular pattern of events. Council is undertaking a review of the activity to ensure it complies with Council's planning scheme, the approved use of the grounds and any other relevant legislation. The review is expected to be completed by the end of September and any further cattle sales bookings will not be taken until the review is completed. Council will inform the Committee of the outcome in due course.

Status: Ongoing.

14 Nov 2024	5e.	Item: Internal Road Network reconfiguration / upgrade. Council advised the previous budget allocation is included in the funding that Council has confirmed. Council has engaged surveyors to undertake a detailed survey of the project area and is undertaking the design of the internal reconfigured road.	Council
27 Feb 2025	5e.	Council advised this project is still progressing, external contractor has been engaged to prepare concept designs.	Status:
22 May 2025	5d.	Council offered user groups the opportunity to review the concept designs electronically after the meeting.	Ongoing

28 August 2025 notes: Council advised the designs have been finalised and confirmed the road will be an asphalt surface to ensure durability. Council has begun the procurement process and expect the works to be completed by early 2026. When scheduling the works Council will endeavour to reduce impacts on stakeholders and events, however, some disruption will be unavoidable. The designs were emailed to stakeholders after the meeting.

Status: Ongoing.

Robbie Christie joined the meeting 3.07pm.

14 Nov	5h.	Item: Rocks and Gravel in Rodeo Arena.	Council
2024		Suggestions from stakeholders:	
		<ul> <li>schedule regular maintenance e.g. a few times per year</li> </ul>	
		<ul> <li>use of only approved suppliers to ensure appropriate standards are met</li> </ul>	
		<ul> <li>dragging sand back into place and releveling the surface after use</li> </ul>	
		<ul> <li>ensure users leave the arena in a reasonable state after each event.</li> </ul>	
27 Feb	5h.	<b>Action:</b> Draft wording to be included in Hirer Agreement and brought back to the next meeting for further discussion. 27/02/2025 meeting draft wording: " <i>Hirer's accessing and / or</i>	
2025	011.	utilising the <b>rodeo arena</b> agree to make efforts to relocate any dispersed surface material back into the ring. Hirers must	
		make reasonable effort to relocate material (including raking or use of a tractor). Hirers accept that should they disperse	
		surface material, and not make an effort to relocate the material, that their bond may be partially or fully withheld at Council's discretion."	

		Council advised of a recent meeting with Rodeo Committee	
		to discuss the arena surface. Contractor will be onsite next	
		week to sieve the existing surface and spread sand.	
		Rodeo Committee reiterated that wording in the Agreement	
		must inform all user groups that only approved suppliers can	
		be used. Council confirmed that all user groups must	
		organise proposed works with Council. Council will collaborate with the user group to ensure work is carried out	
		by an approved supplier. Wording in the Agreement will be	
		reviewed in consultation with the committee.	
		Rodeo Committee suggested the word "rodeo" in the	
		Agreement be replaced with "rodeo arena".	
		Daniel Rowe noted that the wording will be difficult to enforce given the subjective nature of some of the wording, but this is	
		a start.	
		General consensus that the proposed wording be added to	
22 May		the hire agreement for the facility.	
2025	5e.	Council determined wording in the Hire Agreement is	Status:
		adequate. Council's contractors have filtered the surface material and added 40 tonnes to the arena. The surface is to	Ongoing
		be monitored and Council encourages feedback from user	
		groups.	
		Action: Council to investigate six monthly arena surface	
		maintenance works and provide information at the next	
		KRGAC meeting.	

28 August 2025 notes: Council has reviewed the proposal and determined the six-monthly rodeo arena surface maintenance works can be carried out by one of Council's pre-qualified supplier, wet hire contractors. The works will be carried out to a basic standard, not to stakeholder competition standards.

Stakeholders provided support for the works and suggested they be carried out in April and August 2026. Council will consult with the Rodeo Committee to determine scheduling of the August 2026 works.

Status: Ongoing.

27 Feb	9b.	Item: Ken and Mary Nunn Pavilion Wi-Fi to support cashless	Council
2025		sales.	
		Council suggested installing Wi-Fi at the pavilion to assist	
		operators at events and alleviate issues experienced at	
		previous events. The proposed solution would allow up to 20	
		vendors to access the network at any one time. General	
		consensus from Committee for Council to progress with	
		, ,	
		investigating this project.	
		<b>Action:</b> Council to progress with investigations and report	Status:
		back to future meetings.	Ongoing
22 May	5f.	Council is investigating. Discussions have been held with the	- 0
2025		Race Club. Discussions with other user groups are planned.	

28 August 2025 notes: Council has confirmed there are three existing NBN connections on site. Council is investigating costs. Council will provide updates at future committee meetings. General consensus from the committee for Council to continue investigating this proposal.

Status: Ongoing.

Ī	27 Feb	9f.	Item: Proposal to upgrade the Dining Hall to commercial	Council/
ı	2025		kitchen.	Race Club
			Race Club suggests a commercial kitchen in the Dining Hall	
			will make better use of the facility and promote hiring of the	
ı			facility for catered events. General consensus from the	

22 May 2025	5g.	committee to support Council and Race Club to progress with investigating designs and costings. <b>Action:</b> Council to progress with investigating this project and report back to future meetings.  Council has received quotes of between \$10,000 - \$15,000 (including floor plan redesign, specification list, however, does not include Quantity Surveyor's Report). Budget is currently not available. Race Club advised a local supplier has been contacted; quote yet to be received.	Status: Ongoing
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28 August 2025 notes: Council advised investigations have been undertaken. Currently there is no available budget to progress further. A report has been submitted for Council's consideration to allocate funds in a future budget.

The Race Club suggested a commercial kitchen upgrade could be worked towards on a staged basis with the with the installation of an appropriate rangehood and grease trap prior to the full upgrade to be prioritised.

General consensus from the committee supporting Council investigate if this suggestion is feasible.

**Action:** Council to investigate if installation of rangehood and grease trap (if not currently on site) is feasible.

Status: Ongoing.

27 Feb	9g.	Item: Request for additional signage on finishing post of the	Council/
2025		racetrack.	Race Club
		Race Club suggests adding "Kilcoy" to the sign at the	
		finishing post, as Kilcoy is well known to the racing fraternity.	
		General Consensus from the committee supporting the	
		installation of the additional signage. <b>Action:</b> Council to	
		progress installation of the signage.	
22 May	5h.	Council will engage a contractor to install the sign.	
2025		Action: Race Club to provide suggested design to Council	Status:
		and other user groups.	Ongoing

28 August 2025 notes: Council advised the frame has been fabricated and is awaiting graphic designs to be supplied to Council by the Race Club.

Status: Ongoing.

27 Feb	9h.	Item: Proposal to install glass panels on the wall of the	Council		
2025		rackside Pavilion.			
		Race Club advised that the solid walls on the Trackside			
		Pavilion segregates users of the pavilion from the rest of the			
		race grounds activities. To improve usability of the pavilion			
		and increase return on investment the walls could be			
		replaced with glass walls or large opening windows. <b>Action:</b>			
		Council to investigate and provide information at future			
		meetings.			
22 May	5i.	Council, Race Club and contractors have met on site.	Status:		
2025		Structural designs and concept plans to be reviewed prior to	Ongoing		
		sourcing quotes.			

28 August 2025 notes: Following on from an onsite meeting with the Race Club and a contractor, Council has received the structural designs and costings of approximately \$15,000 - \$20,000. Funds are not currently budgeted for the proposal and it will be considered in Council's forward works programming for a future financial year. To be removed as a Progress of Action item on future agendas.

Status: Completed.

27 Feb	9i.	Item: Request for replacement of fridge in Dining Hall	Council		
2025		Race Club requested the replacement of existing general			
		purpose two door display fridge, used by all stakeholders,			
		that is no longer working. <b>Action:</b> Council to investigate and			
22 May		provide information at future meetings.	Status:		
2025	5j.	Council are progressing with sourcing quotes.	Ongoing		

28 August 2025 notes: Council advised the fridge has been procured and installed and thanked the Race Club for their assistance with the installation.

Stakeholders expressed their appreciation.

Status: Completed.

27 Feb	9j.	Item: Request for hot water system installation in the	Council
2025		Trackside Pavilion.	
		Race Club advised the lack of hot water in the Trackside	
		Pavilion is inconvenient and reduces the buildings use for	
		catering events. <b>Action:</b> Council to investigate installing a	
		system in the building that can supply hot water to the facility	
		and bring information back to the Committee.	
22 May	5k.	Council advised one quote has been received and a second	Status:
2025	0	quote is pending.	Ongoing
2020		quoto to portainig.	ongoing

28 August 2025 notes: Council has sourced quotes for these works ranging from \$3000 - \$4000. Since the last meeting it has become apparent the hot water system in the amenities block requires urgent upgrading and this will take precedence over installing a new system in the Trackside Pavilion. Installation of a Trackside Pavilion hot water system will be considered in next financial year's budget. To be removed as a Progress of Action item on future agendas.

Status: Completed.

22 May	8b.	Item: Placement of donated AED devices	Council/User
2025		Show Society advised two AED devices with signage have	Groups
		been donated. Queensland Ambulance Service will service	
		and maintain the units. One set to be located on the outside	
		of the Dining Pavilion and one on the outside of the Mary	
		Nunn building. Letter of thanks to donor to be considered.	
		General consensus from committee members for the	
		installation of the two donated AED devices at the locations	
		advised.	Status:
		Action: Council requested written advice from user groups	Ongoing
		regarding location and installation.	

28 August 2025 notes: Show Society advised two AED devices have been installed and the actual location of devices will be provided to Council. Council reminded the Show Society and all stakeholders that Council is to be notified ahead of such works occurring.

Status: Completed.

22 May	8c.	Item: Cleaning of the outside of the Ken and Mary Nunn	Council
2025		Pavilion	
		Show Society requested the exterior ceilings of the Ken and	
		Mary Nunn Pavilion be cleaned and treated for pests.	
		Race Club asked if a pest management plan is in place for	
		the facility.	
		<b>Action:</b> Council to investigate and provide information at the	Status:
		next meeting.	Ongoing

28 August 2025 notes: Council advised the cleaning of the exterior has been completed and regular pest spraying confirmed.

Stakeholo	lers expre	essed their appreciation.			
Status: Co	ompleted.				
22 May 2025	8d.	Item: Fires on the grounds per the terms and conditions of hire QWCHC asked the reason why fires are prohibited Council stated the ban is part of Council's standard terms across all showgrounds and were introduced many years ago due to damage caused to the grounds. Action: Council to review terms and conditions for showgrounds and provide further information at the next KRGAC meeting.			
28 Augus	t 2025 no	tes: Council has considered this request and determined the pro	hibition of		
		ll recreation grounds will be maintained.			
Status: C	ompleted.				
22 May 2025	8f.	<b>Item:</b> Show Society requested installation of taps on the outside of the toilet blocks.	Council		
		Action: Show Society to submit plan for desired location for	Status:		
		Council to investigate.	Ongoing		
Status: C		tes: Council advised the taps were installed prior to the Kilcoy Sh	iow.		
22 May 2025	8h.	Item: Show Society advised the "Campdraft Way" sign and post has been removed  Action: Council to investigate replacement of the sign.	Council Status: Ongoing		
28 Augus appreciat Status: C	on.	tes: Show Society advised the sign has been installed and expre	ssed their		
22 May	8i.	Item: Polocrosse noted damaged showers requiring repair:	Council		
2025		one in the ladies' shower and one in men's showers in the amenities block in the main ring. <b>Action:</b> Council to investigate and organise replacements.	Status: Ongoing		
28 Augus	t 2025 no	tes: Council advised replacement shower roses have been insta			
		sed another shower is damaged (shower closest to the basired requires repair.	n in the men's		
Action: Council to investigate and organise replacement.					

## Item 6. Kilcoy Recreation Grounds financial reports

Status: Ongoing.

An overview was given of recurrent revenue and recurrent expenditure of the Kilcoy Recreation Grounds for the quarter to 30 June 2025.

General consensus that the financial report be received and noted.

## Item 7. Kilcoy Recreation Grounds bookings calendar

The bookings calendar as at August 2025 was reviewed.

#### Stakeholder comments:

- Polocrosse events are scheduled for 7 8, 21 22 February and 21 22 March 2026.
- Rodeo scheduled for August 2026.
- Campdraft event scheduled for 29 31 May.

Council advised all booking requests are to be emailed to Council.

## Item 8. General business

a. Cattle crush maintenance

Stakeholders and Council determined there are no current issues. Any issues are to be advised to Council.

b. Machinery ramp, located over the racetrack, toward the Prime Beef yards, requires earthworks

Show Society advised the machinery ramp, located within the race track, requires earthworks as the ramp is below the top of the rails and the side towards the racetrack has had a minor collapse.

Show Society requested the surfaces be levelled with soil and or road base.

**Action:** Council to investigate.

c. Request for additional double power points in meter boxes QWCHC advised the number of power points in some meter boxes is inadequate.

**Action:** Council to investigate if installing additional power points is viable.

d. Request for storage facilities

QWCHC have been advised by other stakeholders there is no room in existing sheds for the storage of a tractor that could be used for maintenance of the grounds and asked if a shipping container could be installed on the site.

Council advised installation of new shipping containers in showgrounds throughout the region is generally not supported.

Race Club asked if Council would reconsider the standard of not supporting the installation of new shipping containers across the Somerset Region recreation facilities.

**Action:** Council to consider its position and provide an update at the next committee meeting.

e. Pony Club set up

Pony club asked other stakeholders:

- if the panels currently set up in the showring can remain until their events have concluded?
- if they could aerate the southern side of the field for their event?
- if machinery can be brought in to clean out the polocrosse yards?
- Council noted it had no objection to these activities proceeding.
- The Committee provided general consensus in support of these activities proceeding, contingent upon the panels being secured within the arena appropriately.
- f. Kilcov Rodeo Event 2 August 2025

Rodeo Committee advised the event was very successful and expressed their appreciation to the Race Club and Show Society for their understanding and assistance. Financial information will be provided at next Committee meeting. Rodeo Committee intend to make donations to various organisations throughout the region.

## Item 9. Next meeting scheduled

Next meeting scheduled for Thursday, 27 November 2025 at the Dining Pavilion, Kilcoy Showgrounds, 26 Showgrounds Road, Woolmar.

## Item 10. Closure of Meeting

There being no further business, the Chairperson closed the meeting at 3.53pm.

To: Andrew Johnson, Chief Executive Officer

From: Sandy McFeeters, Community and Tourism Manager

Director: Daniel Rowe, Director Corporate and Community Services

Date: 11 September 2025

Subject: Tourism and Promotions Report – August 2025

File Ref: Tourism – Promotions

Action Officer: CTM

## **Background/Summary**

The following is the August 2025 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	152	66	71	7	63	6	365
Fernvale VIC	202	206	94	20	74	27	311
Kilcoy VIC	160	158	233	31	209	29	820
The Condensery	44	136	78	5	29	5	308

#### **Motivators**

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

**Active Volunteers** 



Esk	11	
Fernvale	19	
Kilcoy	10	
TOTAL	40	

## Digital Media Facebook



Followers: 4,920 Views: 21,037 Reach: 12,339

Engagement: 291 Link clicks: 37

## Instagram



Followers: 2,069 Reach: 920 Views: 10,968

#### Website



Page Views: 12,291

Visitors: 2,940 new, 380 returning Peak Time: Monday, 25 August 2025

Most Popular Pages: Home page, Kilcoy Showground, Events,

Markets

Device type: Desktop 42%, Mobile 56%, Tablet 2%

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

The Glen Rock Gallery July hosted local Esk artist, Anne Dighton, first solo exhibition. Using photographs of people and animals and acrylic on canvas as her main medium, her work reflects the beauty of nature in her animals and people. Comments from visitors to the gallery are often that her paintings, in particular her horses, are almost photographic in nature.

#### **Volunteer Famil**

Planning is currently underway for the September famil, which will take volunteers to locations that form part of the Toowoomba Carnival of Flowers.

#### **Tourism Operator Development**

The Agritourism Development Mentoring Program is continuing with individual sessions over July and August with all mentees coming together in person in September for a wrap up and networking session.

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

Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2025 and beyond, including agritourism, sporting, fishing and adventure race events and more.

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

- Rogue Adventures' Escape Raid (Lake Wivenhoe, 30-31 August 2025)
- Kilcoy Races (Kilcoy, 2025)

Unfortunately, the Rogue Escape event was unable to be completed due evacuations of the Logan Inlet Day Use Area and associated campgrounds due to bushfires in the Wivenhoe Hills area.

In addition to the above events, Experience Somerset agreed to sponsor the Australian Bass Tournaments at Lakes Somerset and Wivenhoe over the first week of September.

## **Marketing Campaigns**

A winter marketing campaign, 'This Winter Experience a little country in Somerset' was released in early June, with a focus on upcoming events and experiences throughout the region this season.

## **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
76%	3%	13%	8%

<b>Attachments</b>	

Nil.

## Recommendation

THAT Council receive the Tourism and Promotions Report for August 2025, and the contents be noted.

To: Andrew Johnson – Chief Executive Officer

From: Daniel Rowe – Director Corporate and Community Services

Director: Daniel Rowe – Director Corporate and Community Services

Date: 15 September 2025

Subject: Corporate and Community Services Monthly Report – August 2025

File Ref: SRCÆGovernanceÆReporting

Action Officer: DCORP

## **Background/Summary**

Details of the Corporate and Community Services report for the month of August 2025 are as follows:

#### Records

<u>Documentation – At a Glance – August 2025</u>

Inward/Actioned Documents – 2,859	Outward Correspondence – 1,359	
Customer Service Requests – 393	Councillor Requests – five (5)	
Emails Processed by the Records Team		
Corporate Mailbox - mail@ - 9,478	Internal Only Records Email – 11,015	
Decision Notices/Workshop Outcomes –	Tender/Quotation –	
Decision Notices – 13	Tenders – Tenders Zero (0)	
Workshop Actions – nine (9)	Numbered Quotations – Two (2)	

Total Documents Registered for the month of August 2025 – 9,147

#### Email Traffic

Somerset Regional Council <a href="mail@somerset.gld.gov.au">mail@somerset.gld.gov.au</a> (Corporate Mailbox)



Graph: Monthly total records - 2024 versus 2025

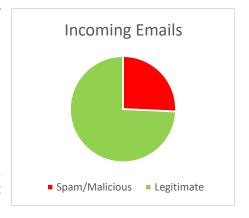
#### Information and Communication Technology (ICT)

Network upgrades are progressing with new routers planned for deployment to multiple sites across Council. Based on the success of the trial of Starlink Mini devices with field crews, an additional device is being procured to enable network access at the Muckerts Lane Site Compound.

#### Cyber Security

Total incoming emails have had a minor increase over August, with a minor decrease to legitimate emails and a marginal increase of Spam/Malicious emails. During August there had been 72 failed malicious sign-in attempts. These were to staff Office365 accounts, showing the importance of Multi-factor Authentication (MFA) in reducing the impact.

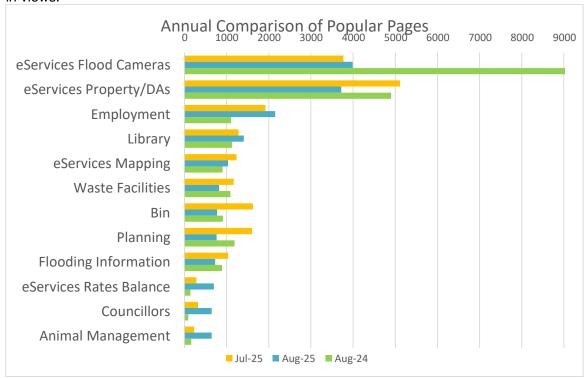
Phishing emails continue to target Microsoft 365, filesharing services and videoconferencing platforms. Malicious emails have been received from accounts purporting to belong to vendors and other government entities, including councils.



Council continues to carry out internal quarterly phishing tests to help maintain cybersecurity awareness. Staff members who do not pass the test will be offered additional training to support compliance and enhance their understanding.

#### Websites

The primary corporate website (somerset.qld.gov.au) received 46,797 page views for August, a 3% decrease, eServices (eservices.somerset.qld.gov.au) received 23,456, a decrease of 1% in views.



## Governance and Business Improvement Policy Development and Review

Final drafts of the Policy Framework and Human Rights Policy have been completed for Council's consideration. Supporting documentation has been developed to assist the implementation process, pending Council's adoption of the policies.

Contributions have also been made to the Child Safety Policy and procedures (proposed to replace Working with Children Policy and procedures) and the Procurement Policy and procedure documents.

#### **Arts and Culture**

**	11	
Attendance at Cultural Venues	Events	Community Partnerships
7,776	82	4

#### **Events**

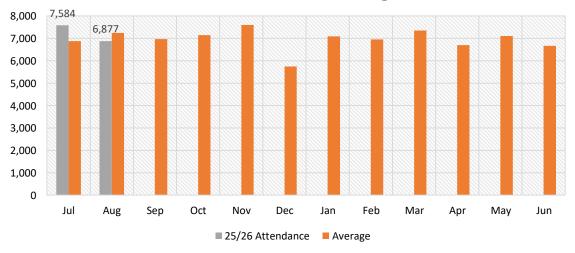
Final preparations for the 2025 Mayoral Gala Charity Ball are well underway, with the event set to highlight an impressive lineup of musical talent. The Gala aims not only to raise funds for local charities, but also to support small businesses and vendors across the region.

Planning is also progressing for the upcoming Kilcoy Multicultural Carnival. Expressions of interest have been distributed to relevant service providers and vendors. Engagement with cultural groups from Kilcoy Global Foods – a major local employer and event sponsor – has been positive. These groups have expressed strong support for the event and have requested a format similar to the successful 2024 carnival.

#### **Somerset Libraries**

Physical Items Circulated	Visitation	Outreach	Events	New members
12,674	6,877	178	53	43

# Somerset Libraries Monthly Attendance for 25/26 versus Historical Average



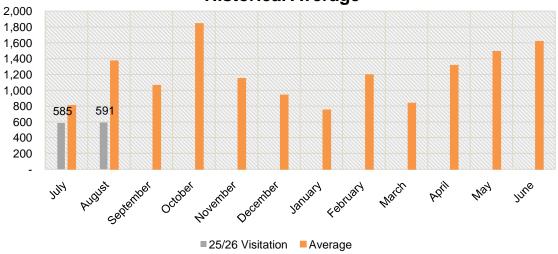
- The Somerset Stories heritage website launched in August and has commenced community promotion. The site recorded 137 users and 2,580 page views during the month. Library branches will host instructional sessions in early September to assist patrons in navigating the site and contributing content.
- First 5 Forever outreach visits were conducted in Prenzlau, Toogoolawah, Kilcoy and Mount Kilcoy, engaging 130 children and 48 adults across five sessions to promote early literacy.
- "Write a Murder Mystery" workshops were held at Lowood and Kilcoy libraries, attracting 29 participants. Positive feedback was received, including six 5-star reviews via the Somerset on the Go App.

- A total of 705 attendees participated in 53 library programs in August. The Somerset on the Go App remains well utilised, with 225 loans processed via the self-checkout feature.
- Book Week (16–23 August) was celebrated with themed children's activities. Staff
  costumes and events shared on social media contributed to strong engagement, with
  Somerset Libraries' Facebook page recording 1,005 interactions and 38,472 views.
- Annual reporting obligations for the 2024–2025 financial year have been submitted to the State Library of Queensland.

#### **Somerset Civic Centre**



# Civic Centre Monthly Attendance for 25/26 versus Historical Average

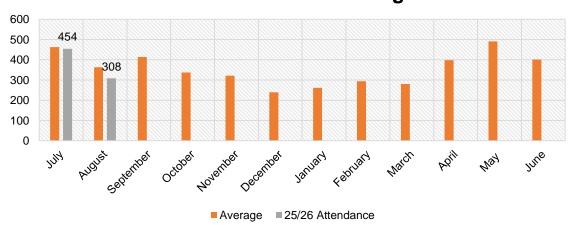


- Throughout August, the venue continued to support regular community programs, including weekly dance classes, acting workshops, and choir rehearsals, all maintaining consistent attendance levels.
- During the month the venue hosted three concerts: Acoustic Guitar Spectacular and Vixens of Fall (rescheduled from March), as well as a performance by Normie Rowe.
   All events were well received, with positive feedback reported from attendees.
- Social media engagement for August remained consistent with July. Total views reached 64,623, with organic post views showing a slight increase to 6,642, while paid marketing views experienced a minor decline to 57,981.

The Condensery

1110 00110011001	The condensery				
•••					
Visitation	Public programs	Exhibitions in development			
308	0	1			

# The Condensery Monthly Attendance for 25/26 versus Historical Average



#### Exhibitions and Events

- The Condensery has received several responses to the current *Bomb Shelter* exhibition call-out for 2026 inviting artists to propose works suited to the unique bomb shelter space. Proposals are due by Monday, 22 September 2025, 4pm.
- Current exhibition *The Way Things Grow* concludes Sunday, 14 September.
- The upcoming exhibition, These Stories Will Be Different by Zanny Begg, will feature three major video works exploring contested histories: The City of Ladies (2017, with Elise McLeod), The Beehive (2018), and Stories of Kannagi (2019).

## **Youth Engagement and Community Development**

In August, several key tasks were undertaken to support community engagement, event organisation, and advocacy for the Somerset Region. The following are some of the activities that were completed:

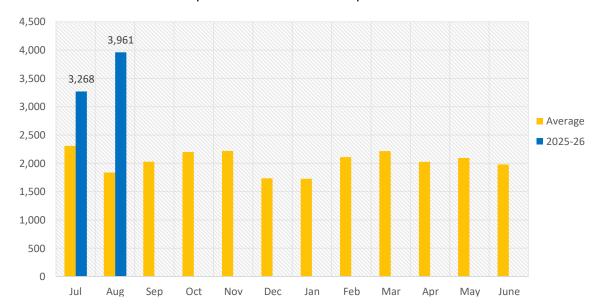
- 35 seniors attended the information session in Esk about the new Support at Home program which is scheduled to be rolled out by the Australian Government in November. Due to demand, there will be more sessions in Kilcoy and Lowood before the end of the year. The Kilcoy session will also introduce the recently appointed Kilcoy Care Finder. This is a new position funded by the Brisbane North Primary Health Network (BNPHN) to help the most vulnerable who have little family support to navigate the system. They will also be able to help find wrap around services for older people who are homeless. The BNPHN also links Council's Community Development Coordinator with consultants looking into the need for more place based mental health services in Kilcoy.
- Results from the "Top Bloke" mentoring program at Toogoolawah State High School were received, with some good outcomes. The program was funded through the Alcohol and Drug Foundation's Somerset's Local Drug Action Team, which is led by Council, and provided mentoring for 15 grade 10 students over two terms. The aim is to improve student self-confidence, help seeking behaviour and sense of community.
- Somerset primary schools are participating in a competition to draw their favourite older person. Entries are being submitted with the winning entry being used to inspire a Somerset artist's creation of a character in a locally based children's story, helping to make Somerset more aged and dementia friendly.

#### **Sport and Recreation**

Fernvale Indoor Sports Centre (PCYC Fernvale).

- Record Monthly Attendance for August (3,961).
- Comparative to Monthly Historical Average POSITIVE +2,123 (Average 1,838).

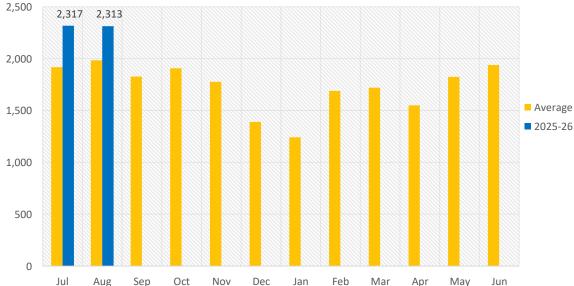
- Gym Membership Change POSITIVE +42 (Current Membership 1,159).
- 574 participants in Gymnastics.
- 197 participants in Little n Active Program.
- 191 participants in PCYC policing programs.
- 286 participants in Playtime sessions providing activity and coordination for infants.
- 6 minor incidents to report no further action required.



Graph: Monthly Attendance of the Fernvale Indoor Sports Centre - 2025-26 versus Average

## Kilcoy Indoor Sports Centre

- Comparative to Monthly Historical Average POSITIVE +328 (Average –1,985).
- Gym Membership Change NEGATIVE -9 (Current Membership 155).
- 345 participants in Gymnastics.
- 102 participants in Play Group.
- 90 participants in All Abilities program.
- 155 participants in Allied Health Program.
- Nil incidents to report.

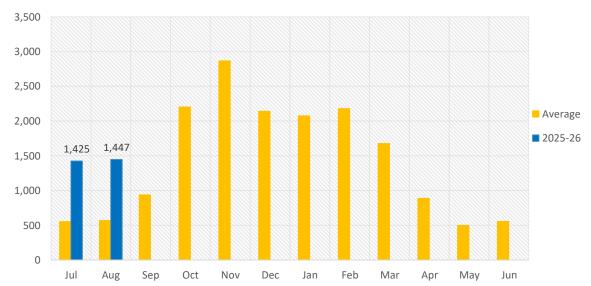


Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2025-26 versus Average

#### Toogoolawah Swimming Pool and Community Gym

• The swimming pool is currently closed for the winter period.

- Work continues on the Toogoolawah Swimming Pool Upgrade project, co-funded by the Queensland Government's South East Queensland Community Stimulus Program. The works are scheduled to be completed in December 2025.
- During this time the gym continues to operate as per winter period opening times.
- Record Monthly Attendance for August (1,447).
- Comparative to Monthly Historical Average POSITIVE +879 (Average 568).
- Gym Membership Change POSITIVE +5 (Current Membership 145).
- 135 participants in Allied Health Program.
- No incidents to report.



Graph: Monthly Attendance of the Toogoolawah Swimming Pool and Community Gym - 2025-26 versus Average

#### Lowood Swimming Pool

- The swimming pool is currently closed for the winter period and is scheduled to re-open on 6 September.
- Off-season maintenance works including servicing of all pool equipment, filters and heaters for the pool has been finalised and a pre-season site inspection and meeting was undertaken.
- Off-season capital works were completed including the replacement of the facility perimeter fence and refurbishment of the facility amenities. These works are co-funded by the Queensland Government's South East Queensland Community Stimulus Program.

#### Kilcoy Aquatic Centre

- The facility is currently closed for the winter period and is scheduled to reopen on 20 September.
- Off-season maintenance works including servicing of all pool equipment, filters and heaters for the pool has been finalised and a pre-season site inspection and meeting was undertaken.
- Off-season capital works are near completion, including demolition and removal of existing bulk chlorine storage tank and dosing pumps, provision of a salt electrochlorination system for all three pools, including circulation pumps, pipework and controls, refurbishment of the existing sand filters including replacement of the existing sand media with new glass media, and upgrading of the existing hydrochloric acid storage tank to a sealed system with a transfer pump. These works are co-funded by the Queensland Government's South East Queensland Community Stimulus Program.

#### Sport & Recreation Highlights and Projects

 A Club Workshop Dinner hosted by Council officers was held at the Kilcoy Bowls Club on 27 August with a record 26 members from nine sporting clubs in attendance to share ideas and dinner with Councillors and guest speakers. Presentations included the updated "Club IQ" club resource website and grants update by a representative from the Queensland Department of Sport, Racing and Olympic and Paralympic Games. Attendees discussed strategies and fielded questions regarding topics including committee governance, volunteer attraction and retention, and social media marketing. The attendees were pleased with an opportunity to access relevant information and discuss solutions with other clubs. The evening began with bowls on the recently installed synthetic bowls green, with dinner for attendees being supplied by Council.

- Work progressed on the Fernvale Sports Park Irrigation and Field Refurbishment Project, co-funded by the Queensland Government Minor Infrastructure and Inclusive Facilities Fund. The project includes installation of drainage and automated irrigation systems and returfing of the playing surface.
- Council officers attended an Under 8's day at Prenzlau State School to promote healthy
  and active lifestyles for small schools in the region. Participants were treated to a range
  of sport and recreation based activities.

#### **Attachments**

Nil

#### Recommendation

THAT Council receive the Corporate and Community Services monthly report for August 2025 and that 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: Paul Keech, Interim Director Operations

Date: 22 August 2025

Subject: Park Event - Fernvale Rural Fire Brigade – Station Open Day and Santa

Photos – Undeveloped Section Fernvale Memorial Park

File Ref: Council properties / usage / 2025-2026 - Council hire agreements and

bookings / bookings parks and reserves (1771513, 1773107)

Action Officer: CSSA

#### **Background/Summary**

The Fernvale Rural Fire Brigade has requested the use of the open area section of the Fernvale Memorial Park between the Fernvale Visitor Information Centre and the Fernvale Rural Fire Brigade to hold their annual 'Station Open Day and Santa Photos' on Saturday, 22 November 2025.

This event will have a variety of market stalls, food vendors, local business information stalls, various Government and volunteer organisation stalls, kids activities and demonstrations by the Queensland Fire Department.

The organisers are seeking approval to start setting up on Saturday, 22 November 2025 at 7am with the event to begin at 10am and finish at 8pm. The area will be returned to public use by 9pm on Saturday, 22 November 2025.

The predicted number of attendees is estimated to not exceed 100 persons at any one time. The public toilet amenities in Fernvale Memorial Park are suitable for the number of predicted attendees.

The organisers are seeking assistance from Council to provide community bins, access to power and water.

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

#### **Attachments**

- 1. Schedule of conditions (FRFB 25 V1)
- 2. Plan showing event layout (SITE PLAN FRFB 25 V1)

## Recommendation

## THAT Council

- Grant approval under Council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled areas and Roads 2011) to the Fernvale Rural Fire Brigade to hold their Station Open Day and Santa Photos in the undeveloped section of Fernvale Memorial Park, Fernvale on Saturday, 22 November 2025 subject to the conditions in Appendix F.
- Assist the Fernvale Rural Fire Brigade by providing access to the power supply, water supply and five community bins.

# **SCHEDULE OF CONDITIONS**

1.	The Fernvale Rural Fire Brigade park event is to be held between the hours of 10am and 8pm only on Saturday, 22 November 2025.						
2.	Setting up of the event is approved to start at 7am on Saturday, 22 November 2025.						
3.		olays an ber 202		are to be removed f	rom the site by	y 9pm on Saturday, 22	
4.		d to ade				approval holders are sal of waste generated	
5.	sanitar	y conve	niences for		ber of people	g number of toilets and attending the event as ilet Facilities	
	Males				Ladies		
		WC	Urinals	Hand Basins	WC	Hand Basins	
	<500	1	2	2	6	2	
		l	·				
	Reduc	ing toil	et facilities	for short duration	events		
	8 hours	s plus		100%			
	6-8 ho	urs		80%			
	4-6 ho	urs		75%			
		nan 4 ho		70%			
6.	It is noted that the public toilet facilities are available in Fernvale Memorial Park and can be used towards the requirements of 5 above. The approval holder will be required to keep the public toilet facilities clean and stocked up with supplies during and after the event. Further, the toilets within the Fernvale Visitor Information Centre are not available to be used by patrons at this event, patrons must be directed to the public toilets within Fernvale Memorial Park, or any other temporary amenities provided for this event.						
7.	Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.						
8.	All temporary signage for the event must be displayed on private property only and are only to be displayed fourteen (14) days before the event and all signage must be removed from display one day after the event.						
9.	There is to be no vehicular access into the park unless for setting up and removing displays.						
10.	Parking is not permitted on the western side of the Brisbane Valley Rail Trail.						
11.	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.						
12.	that for	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.					
13.	The activity must not detrimentally affect the amenity of the area subject of this approval.						

The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20.000.000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event. 15. The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval. "Losses" include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage. 16. The approval holder will be responsible for ensuring that all operators of activities at this event have current public liability insurance in an amount of not less than \$20,000,000. The approval holder is required to have a copy of all public liability certificates of currencies on hand during the event. 17. The approval holder must undertake a risk assessment prior to conducting any event on the licenced area identifying any possible risks of hosting this event within the Licensed Area and strategies for mitigating any risk identified and will provide a risk management plan to the Council no later than 14 days prior to hosting the event and will obtain written acknowledgement from all event participants in favour of the Council and the State, where required, that they are using the Licenced Area at their own risk. If food is to be sold at the event for profit, a food business licence must be obtained 18. from Council. Some exemptions do apply for non-profit organisations; please contact Council's Environmental Health Section for further information.

## SCHEDULE OF CONDITIONS

18.	The Fernvale Rural Fire Brigade park event is to be held between the hours of 10am and 8pm only on Saturday, 22 November 2025.					
19.	Setting 2025.	up of t	he event is	approved to start	at 7am on Sa	turday, 22 November
20.		All displays and vehicles are to be removed from the site by 9pm on Saturday, 22 November 2025.				
21.	The area is to be kept in a clean and tidy state and the approval holders are required to adequately provide for the collection and disposal of waste generated by the event.					
22.	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. Source: SRC Entertainment Events – Toilet Facilities					
	Males				Ladies	
		WC	Urinals	Hand Basins	WC	Hand Basins
	<500	1	2	2	6	2

	Reducing toilet facilities	for short duration events			
	8 hours plus	100%			
	6-8 hours	80%			
	4-6 hours	75%			
	Less than 4 hours	70%			
23.	can be used towards the required to keep the public and after the event. Furt Centre are not available directed to the public toilets amenities provided for this				
24.	Noise is to be kept to a neighbouring properties.	minimum and as such not to cause a nuisance for			
25.		he event must be displayed on private property only and urteen (14) days before the event and all signage must ne day after the event.			
26.	There is to be no vehicular displays.	access into the park unless for setting up and removing			
27.	Parking is not permitted or	the western side of the Brisbane Valley Rail Trail.			
28.	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.				
29.	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.				
30.	The activity must not detrimentally affect the amenity of the area subject of this approval.				
31.	including without limitatio indemnity for each individu. The insurance certificate magnitudes and claims certificate of currency must be considered in the control of the c	It maintain insurance that is applicable to the activity in, a public liability insurance policy which provides all occurrence in an amount not less than \$20,000,000. In the cover the permit holder and the Somerset Regional is whatsoever arising from the operation of the event. A it list Somerset Regional Council as an interested party Council prior to the operation of the event.			
32.	The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval.				
	"Losses" include lighilities	losees damages evaposes and costs (including local			
	"Losses" include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage.				
33.	at this event have current \$20,000,000. The approve	other consequential special or indirect loss or damage.  The approval holder will be responsible for ensuring that all operators of activities at this event have current public liability insurance in an amount of not less than \$20,000,000. The approval holder is required to have a copy of all public liability certificates of currencies on hand during the event.			

- 34. The approval holder must undertake a risk assessment prior to conducting any event on the licenced area identifying any possible risks of hosting this event within the Licensed Area and strategies for mitigating any risk identified and will provide a risk management plan to the Council no later than 14 days prior to hosting the event and will obtain written acknowledgement from all event participants in favour of the Council and the State, where required, that they are using the Licenced Area at their own risk.
  18. If food is to be sold at the event for profit, a food business licence must be obtained
  - 18. If food is to be sold at the event for profit, a food business licence must be obtained from Council. Some exemptions do apply for non-profit organisations; please contact Council's Environmental Health Section for further information.

To: Andrew Johnson, Chief Executive Officer

From: Debbie Chandler, Customer Service System Administrator

Director: Paul Keech, Interim Director Operations

Date: 9 September 2025

Subject: Request for Temporary Closure of Carpark for a Halloween Community

Celebration

File Ref: Council properties – usage – 2025-2026 – Council hire agreements and

bookings and parks and reserves

Action Officer: CSSA

## **Background/Summary**

Council's Youth and Community Development Officer is hosting a Halloween Community Celebration event in Clock Park, Lowood on Friday, 31 October 2025.

Over the years Halloween has become a popular event amongst the local youth and last year Council held a "Spooky Somerset" event to give the local youth and children a safe and controlled environment to attend instead of roaming the neighbourhood on Halloween night.

The event will be held from 3pm to 8.30pm and will invite local youth and family service providers to hold Halloween activities, in addition to Movie in the Park, free BBQ, music, Ottaba Llamas and lattes.

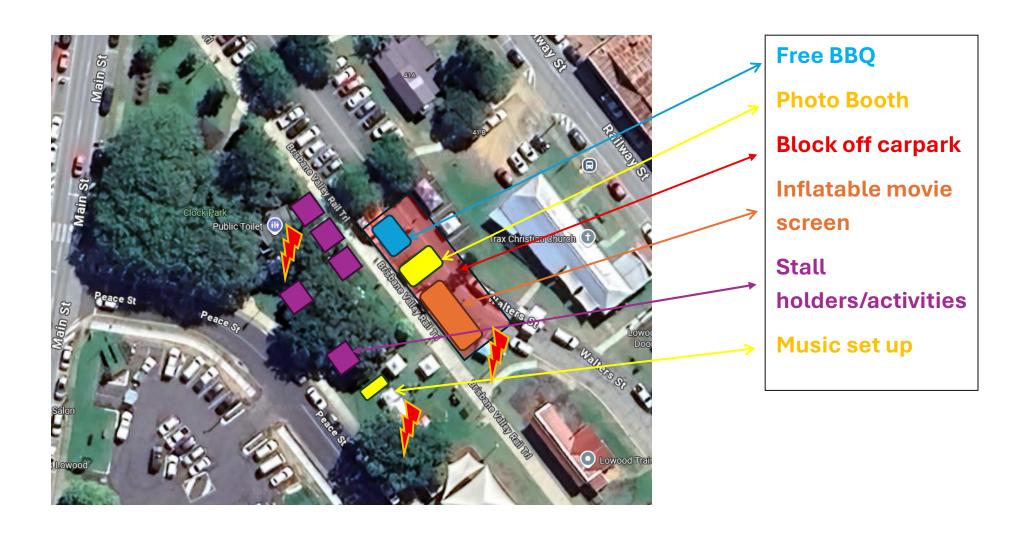
In order to provide a safe event and to provide adequate and suitable space for all activities, part of the carpark adjacent to the park, between the former railway building and the public conveniences, needs to be utilised. The temporary closure of this section of the carpark has been successfully closed in other events and has caused no disruption to surrounding businesses.

#### **Attachments**

Plan showing event layout (SITE PLAN HCC-EP 25 V1)

#### Recommendation

THAT Council approve the temporary partial closure of the Walters Street carpark, Lowood on Friday, 31 October 2025 from 7am to 9pm to facilitate the holding of the Halloween Community Celebration event hosted by Somerset Regional Council.



To: Andrew Johnson, Chief Executive Officer

From: Debbie Chandler, Customer Service System Administrator

Director: Paul Keech, Interim Director Operations

Date: 22 August 2025

Subject: Queensland Container Recycling – Request for Change of Location for

Pop Up Service in Kilcoy

File Ref: Waste management Eservice provision Econtainer deposit scheme

(1765866)

Action Officer: CSSA

## **Background/Summary**

The containers for change pop up scheme started in Somerset Region in September/October 2018 at three sites –

Site 1 – Southern end of the Fernvale Visitors Information Centre carpark;

Site 2 - Pipeliner Park, Esk; and

Site 3 – Northern side of the Kilcoy Information Centre carpark.

The container for change contractors visits each site in a truck to provide a pop-up service on a weekly basis between 8am and 11.30am or between 1pm and 4pm with the times alternating for each site each week.

The sites at Fernvale and Esk are continuing to work well without any issues, however, the site at the Kilcoy Information Centre carpark has become unsuitable for the following reasons:-

- The Kilcoy Visitor Information Centre is becoming very popular for visitors to the Region and events being held there.
- Carpark is well used, and this especially impacts on the afternoon sessions. Quite often
  there is no area available for the truck to set up for the pop-up containers for change
  service and Council officers are having to delineate an area first up in the morning to
  ensure there is space available for the contractors to set up to receive containers.
- The containers for change set up takes up a lot of the carpark area which reduces the number of available carparks for visitors to the Kilcoy Visitor Information Centre or residents delivering their containers.

On at least two occasions, due to an event being held at the Kilcoy Visitor Information Centre, Council officers had to relocate the Containers for Change pop up to Aston Park, Kilcoy.

Correspondence has now been received from Queensland Container Recycling, the current Containers for Change contractor, requesting to change the location of containers for change pop up location to Aston Park, Kilcoy on a permanent basis. However, as Aston Park is being closed for reconstruction it is suggested that the pop-up location be changed to Silky Oak Park, Seib Street, Kilcoy.

Silky Oak Park is a more suitable area for setting up a container for change pop up point for the following reasons:-

- Larger open area;
- Access to Silky Oak Park is from Seib Street;
- Less vehicles in a concentrated area;
- Vehicles can drive in and follow access around which would make it safer for the residents dropping off their containers.

## **Attachments**

Site plan

## Recommendation

THAT Council approve the request from the current Containers for Change pop up contractor, Queensland Container Recycling, to move from Kilcoy Visitor Information Centre Carpark to Silky Oak Park, Kilcoy for receiving containers from first week in October 2025.

# Attachment 1 – Containers for Change New Pop-Up Location – Silky Oak Park, Kilcoy (CFC-PU 25 V1)



New location of containers for change pop-up site in Silky Oak Park, Seib Street, Kilcoy



To: Andrew Johnson, Chief Executive Officer
From: Michael Kinion, Special Projects Engineer
Director: Paul Keech, Interim Director Operations

Date: 16 September 2025

Subject: Queensland's Resource Recovery Boost Fund (RRBF)

File Ref: Waste Management - design and construction - transfer station

Action Officer: SPE

## **Background/Summary**

Council has been advised by the Queensland Government that the Resource Recovery Boost Fund (RRBF), Round 1 program guidelines have been released. The \$130 million grant funding program will provide grants to Queensland councils to undertake projects that address local and regional resource recovery priorities, increase recycling rates, and contribute to reducing the amount of waste Queensland sends to landfill each year.

The first funding round will see \$60 million made available to Queensland Councils across two funding streams:

#### Stream 1 (Small projects)

\$20 million will be available in the first round to support smaller-scale initiatives that provide waste management and/or resource recovery benefits at the local or regional scale.

Councils will be able to apply for up to \$2 million (excl GST) in funding to deliver small projects with local or regional benefits.

Projects will need to be delivered within 18 months of contract execution.

#### Stream 2 (Major projects)

\$40 million will be available in the first round to support more substantial undertakings that offer resource recovery solutions and economic benefits on a regional or statewide scale.

Councils will be able to apply for funding amounts over \$2 million (excl GST) to deliver major projects that will have regional or state-wide impact.

Projects will need to be delivered within 3 years of contract execution.

The program opens for applications on 13 October 2025 and closes 11 December 2025 for small projects and 29 January 2026 for large projects. Priority consideration will be given to projects that are ready to commence within 6 months of execution of a funding agreement. **Funding is subject to 40% contribution by Council**.

Potential candidate projects for submission to the program have been identified as follows:

- Coominya Refuse and Recycling Centre Redevelopment This would improve resource recovery operations by redeveloping the drop off and loading facilities for waste, recycling and green waste at the Coominya Refuse and Recycling Centre (RRC). Estimated costs \$1,500,000 (noting 60:40 contribution)
- 2. Esk Refuse and Recycling Centre loading facility Redevelopment This would partner with Ipswich Waste Services to redevelop the loading facility for increased

efficiencies and bulk up capacities. Estimated costs \$500,000 (noting 60:40 contribution)

In order to progress material for the application, officers are seeking an estimated \$80,000 for preparation of redevelopment reports, plans and estimates in order to make a quality submission. This does not include an extensive public consultation process.

No funding allocation has been made for the preparation of materials in the 2025/2026 budget.

Further information can be found by searching for the Resource Recovery Boost Fund.

## **Attachments**

Nil

## Recommendation

THAT Council

- 1. Allocate \$80,000 in the next budget review to fund the preparation of a detailed and thorough submission to the Queensland Government Resource Recovery Boost Fund Round 1 for the Coominya Refuse and Recycling Centre Redevelopment and Esk Refuse and Recycling Centre Loading Facility Redevelopment.
- 2. Authorise the Chief Executive Officer to make submissions to the Resource Recovery Boost Fund Round 1 noting that depending on the success of the submission, an allocation of an estimated \$800,000 (i.e. 40% of a successful application) may need to be made from Council's funds in the 2026/2027 budget.

To: Andrew Johnson, Chief Executive Officer
From: Gary Love, Engineering Services Manager

Director: Paul Keech, Interim Director Operations

Date: 16 September 2025

Subject: Department of Local Government, Water and Volunteers, 2024 Election

Commitment

File Ref: Local Government Grants and Subsidies Program - July 2025 to June

2026

Action Officer: EngSM

#### **Background/Summary**

On 6 August 2025 Council received a letter from the Department of Local Government, Water and Volunteers regarding the 2024 State Government Election Commitments, which announced 100% funding to an amount of \$500,000 for upgrades to community playground facilities in Fernvale and Lowood, with projects to be completed by 30 June 2026.

Following receipt of this letter Council Officers reviewed the current playground replacement program to see which playgrounds were due for replacement in the Fernvale and Lowood area. This replacement program noted that Honeywood Park is due for replacement in 2026 and Stumer Park and Clock Park are due for replacement in 2027. However, on investigation Stumer Park is of greater need for replacement than Clock Park. Further, Clock Park playground would be better aligned with future stages of the Lowood Futures strategy. Officers investigated the cost involved in the replacement of both Honeywood and Stumer playgrounds in Fernvale as detailed below.

## **Playground Costs based on Concept Design**

Honeywood Park - \$163,000 plus GST Stumer Park - \$155,000 plus GST

Concept playground total = \$318,000 plus GST

Other projects which can be included as part of the funded program could include:

Fernvale Memorial Park - Dog Off Leash Area (DOLA) - \$83,000.

Lowood DOLA - \$99,000.

Should Council support the below four projects, they would all be 100% funded as part of the 2024 State Government Election Commitments:

Honeywood Park – Replacement and upgrade of playground equipment Stumer Park - Replacement and upgrade of playground equipment Fernvale Memorial Park - New DOLA Lowood Clock Park - New DOLA

#### Attachments

Letter from Department of Local Government, Water and Volunteers

#### Recommendation

THAT Council

- 1. write to the Honourable Ann Leahy MP, Minister for Local Government, Water and Volunteers thanking the Crisafulli government for funding to upgrade essential community facilities in Fernvale and Lowood.
- 2. submit the following projects to be funded under this funding announcement:
  - a) Honeywood Park, Fernvale Playground replacement and upgrade.
  - b) Stumer Park, Fernvale Playground replacement and upgrade.
  - c) Memorial Park, Fernvale New Dog Off Leash Area
  - d) Clock Park, Lowood New Dog Off Leash Area

Our ref: CTS 10508/25 MBN25/637 Queensland Government

6 August 2025

Mr Andrew Johnson Chief Executive Officer Somerset Regional Council Department of Local Government, Water and Volunteers

Email:

Dear Mr Johnson

I am writing to you about the 2024 State Government Election Commitments.

The Honourable Ann Leahy MP, Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers, has announced an amount of \$500,000 has been made available to Somerset Regional Council (the council). The Minister has also written to your Mayor about this Government Election Commitments.

The council is to use these funds to upgrades to community playground facilities in Fernvale and Lowood. This funding represents a significant opportunity to support improvements to existing or future council infrastructure to meet the identified needs of your communities.

The Head Funding Agreement executed between the council and the Department of Local Government, Water and Volunteers, and the Project Funding Schedule will govern the delivery of this project.

Project delivery can commence from the date the last party signs the Project Funding Schedule, and it is fully executed. Once council and the department has executed the Project Funding Schedule council will receive 100 per cent of its approved funding under the Government Election Commitments.

It is a condition of funding that all works are completed by 30 June 2026. Extensions of time beyond this date to complete works will not be considered.

We look forward to working with your council and seeing the positive impact of this project.

I have asked for Ms Denise Hallmark, Acting Director, Local Government Division to assist you with any further queries.

Yours sincerely

**Emily Carrigan** 

Acting Deputy Director-General Local Government Division

1 William Street Brisbane QLD 4000 GPO Box 2247 Brisbane Queensland 4001 Australia **Telephone** 13 QGOV (13 74 68) **Website** www.rdmw.qld.gov.au **ABN** 51 242 471 577

To: Andrew Johnson Chief Executive Officer

From: Debbie Chandler, Customer Service System Administrator

Director: Paul Keech, Interim Director Operations

Date: 12 September 2025

Subject: Operations Report for August 2025

File Ref: Governance – Reporting – Officer Reports

Action Officer: CSSA

#### **Background/Summary**

The monthly update report for the Operations department is as follows:

## **Future Design Projects**

Minden School Car Park –

- o finalising the design for the upgrading of the Car Park for Minden State School
- Dingyarra Street, Toogoolawah provide underground stormwater between Fulham Road and Children's Park, Toogoolawah
  - o finalising the stormwater design.

#### **Operational Works Applications**

- Graham Road Operational Works Stage 3
- Graham Road Electrical reticulation Stage 1 to 3
- West Road, Coominya Operational Works for Stage 1 of Car Museum
- Burns Street, Fernvale Operational Works for car parking
- Summerville Road, Lowood Operational Works Earthworks and Civils Stage 1 -3

#### Department of Transport and Main Roads (TMR) Works

Council officers have met with officers from the Department of Transport and Main Roads to progress works along the Brisbane Valley Highway and other matters impacting the state road network.

#### Maintenance Management (Works, and Eng Services Activities):

• Esk Gardens Planting – This project is estimated to be completed by the end of September.

Projects Completed last month (Works, and Eng Services Projects):

Project Name	Description
Lakeview Park	Installation of new shelters
Cressbrook Street	Installation of underground stormwater pipes

Capital Projects Underway (Works, and Eng Services Projects):

Project Name	Description
Foresthill Fernvale Road shared footpath	Shared footpath and stormwater works from Sea Eagle Drive to Lowood Minden Road. Estimated completion date: 31 August 2025 Delivery by external contractors  • Shared footpath and stormwater works are completed on ground 100%  • Some landscaping remained to be completed during the month of September

Lester Kropp Bridge, Neurum Road, Villeneuve	New bridge over Stanley River at Villeneuve Completed on ground 15% Estimated completion date: 30 June 2026 Delivery by external contractors  • All geotechnical investigation are completed • Work has commenced on the temporary structure to install piers • Rock placement commenced at abutment foundations
Muckerts and McCulkins Lanes, Fernvale.	Construction of road from Old Fernvale Road to Fairneyview Fernvale Road.  Estimated completion date: 30 June 2026 Delivery by Council crews and external contractors Council is the principal contractor  Removal of unsuitable material and replacement with rock layers is continuing  Concrete base slabs have commenced for culverts in McCulkins Lane  Water main relocation is completed  Communication line relocations are completed  Bulk earth works continue in both lanes
Toogoolawah State School, Bus bays and Stormwater	Construction of a bus bay on both sides of Cressbrook Street, barrier kerb with underground drainage pipes and a 2m wide concrete footpath to connect new bus bays to existing footpath networks.  Estimated completion date: 26 September 2025  Delivery by Council crews  All drainage and concrete works are completed.  Final road seal remains to be completed during the September school holidays.
Sawmill Lane, Toogoolawah	Strengthen and widen road to suit heavy vehicles. Estimated completion date: 10 December 2025 Delivery by external contractors  • Site establishment is completed  • All vegetation clearance completed  • Earthworks started
Moore 1A Overland Flow Flood Risk Mitigation	Stabilisation works on Bishop Street, Moore and drainage on Linville Road, Moore. Estimated completion date: 5 September 2025 Delivery by external contractors  • All drainage structures are completed  • All driveway works are completed  • Prime sealing for Bishop Street to be completed in September
Lowood State Emergency Service (SES) Building	Extension of the Lowood SES facilities (as the major component of work being undertaken with exceptional SES Support Grant Funding) Estimated completion date 30 November 2025 Delivery by external contractors  • Concrete slab poured, portal frames erected, roof purlins in place

## **Queensland Reconstruction Authority (QRA) Funded Works**

## Reconstruction of Essential Public Assets (REPA)

- 2024 December storm event emergent works completed.
  - Approximately \$2.3M approved for immediate reconstruction work.
  - Approximately \$7.2M of REPA projects are in assessment phase with QRA.
- 2025 March TC Alfred Emergent Works Completed.
  - All works completed and a claim for \$633,661.28 has been lodged with QRA.

## **Waste Management**

- Kerbside Collection Contract Ipswich Waste:
  - General waste services 84% presentation rate YTD.
  - Recycling services 64% presentation rate YTD.

## Waste to Landfill (Tonnes) - Leviable

August 2025	889t
Year to date (YTD)	1,808t
Previous (YTD)	1,747t

#### Kerbside Recycling (Tonnes)

August 2025	100.82t
Year to date (YTD)	201.64t
Previous (YTD)	195t

#### Items of Interest

A waste audit of red and yellow lidded bins was recently completed.

The composition of the red bin being:

Item	2023	2025
Garden Organics	22%	19%
Recyclables	19%	17%
Residual (Food waste, non-recoverable materials)	59%	64%

The regional average of contamination for the yellow bin was up from 16% in 2023 to 23% in 2025.

- One truck in the northern region showed contamination of 36%
- One truck in the southern region showed contamination of 9%
- The top contaminate was bagged garbage/recyclables.

Further community engagement has been identified and will be delivered through the kerbside waste contractor (IWS), the Somerset Bin App and mailings at the next rate notice when waste vouchers are distributed. One of the key messages to be communicated to residents is not bag recyclables into the yellow lid bin.

## **Customer Service Requests**

Customer Services Requests - All of Council

August 2025 – 398	398
Year to date (YTD)	898
Previous (YTD)	774

Customer Services Requests - Operations Only

August 2025	272
Year to date (YTD)	590
Previous (YTD)	530

## **Attachments**

Photographs of some of the abovementioned projects.

## Recommendation

THAT Council receive the Operations Department monthly report for August 2025 and the contents be noted.

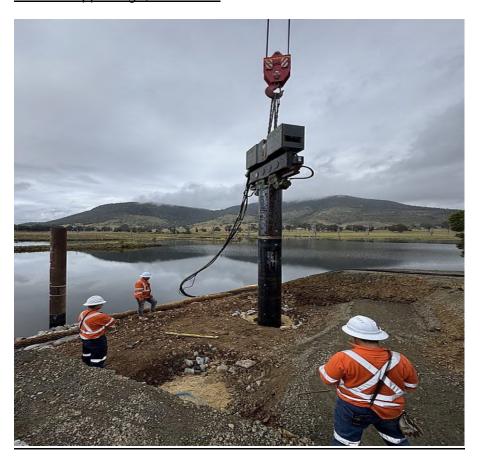
## **Attachment 1 – Photographs of Capital Works**

Shared Path, Sea Eagle Drive to Lowood Minden Road -





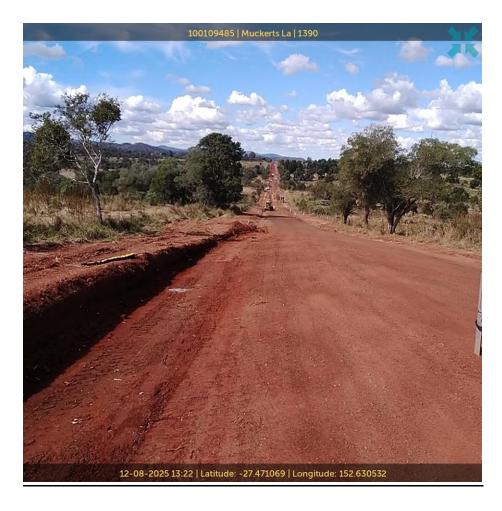
# Lester Kropp Bridge, Villeneuve





Muckerts and McCulkins Lanes, Fernvale









Toogoolawah State School bus-bays and Stormwater







Sawmill Lane, Toogoolawah - road widening





Moore 1A Overland Flow Flood Risk Mitigation (Bishop Street, Linville Road)





# HR AND CUSTOMER SERVICE SOMERSET REGIONAL COUNCIL - Officer's Report

To: Andrew Johnson, Chief Executive Officer

From: Allison Brunton, Customer Service Coordinator

Director: Kerri-Lee Jones, Director HR and Customer Service

Date: 12 September 2025

Subject: Customer Service Report – August 2025

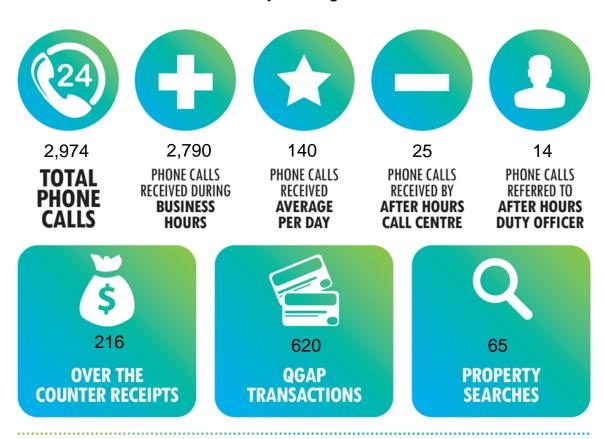
File Ref: Officers Report

Action Officer: CSC

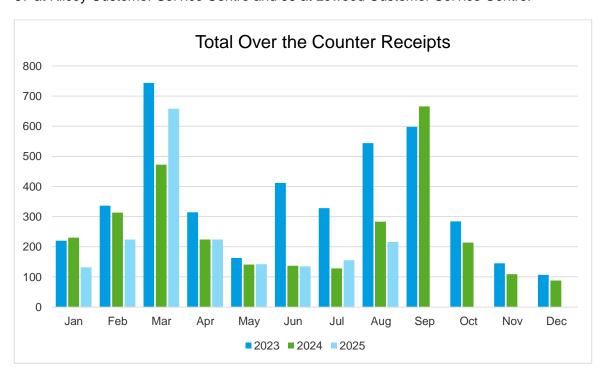
## **Background/Summary**

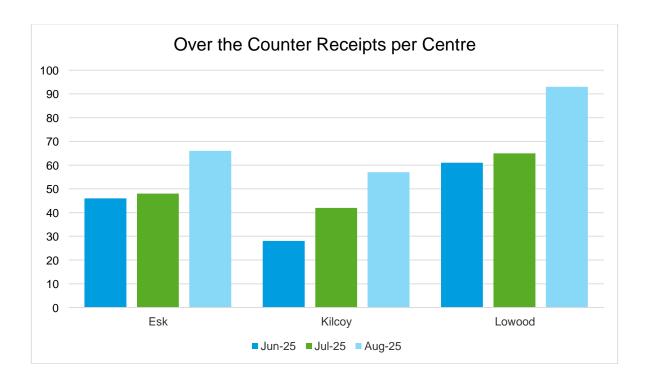
In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of August 2025 is provided below for Council's information.

# Summary for August 2025

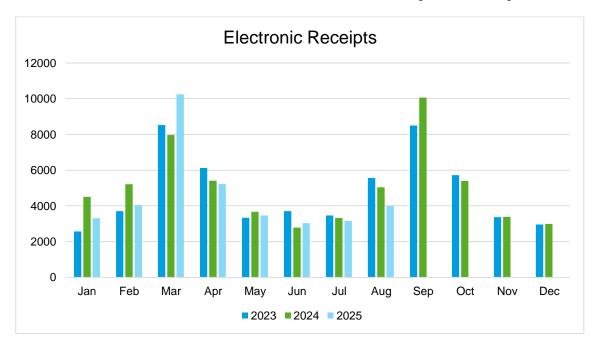


The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for August 2025. These numbers include payments that were posted into the Council. In total there was 216 financial transactions across the three customer service centres with 66 at Esk Administration Centre, 57 at Kilcoy Customer Service Centre and 93 at Lowood Customer Service Centre.

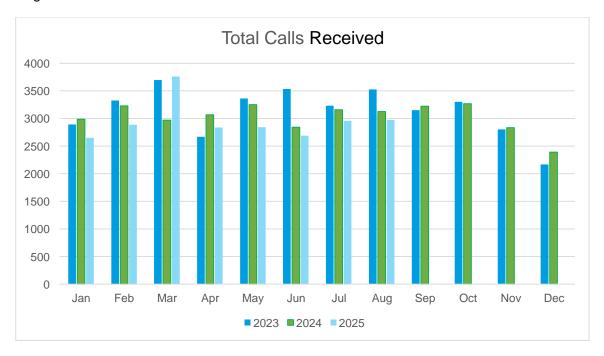




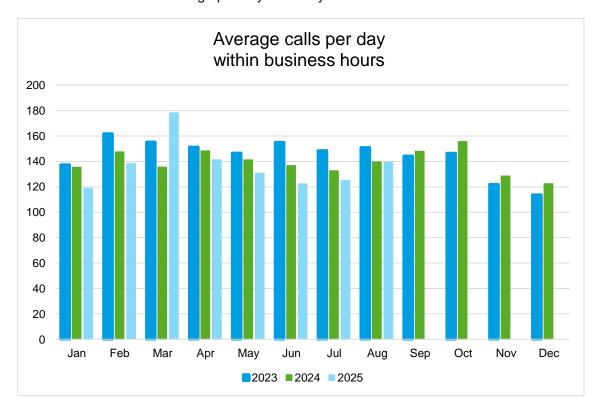
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc. For the month of August there were 3,983 transactions. Compared to July 2025 there was an increase of 820 transactions, this increase was due to rates being issued in August.



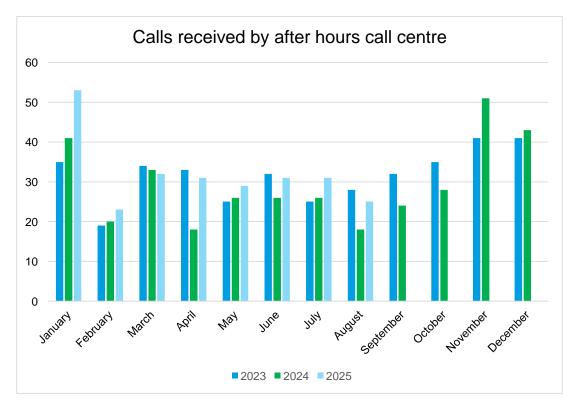
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 2,974 calls received for the month August 2025. This is an increase of 14 calls compared to July 2025. Compared to August 2024 there was a decrease of 152 calls for the month.



Listed below is a comparison of the average calls received per day within business hours. On average there were 140 calls received each business day for August 2025, which was an increase of 14 calls on average per day from July 2025.



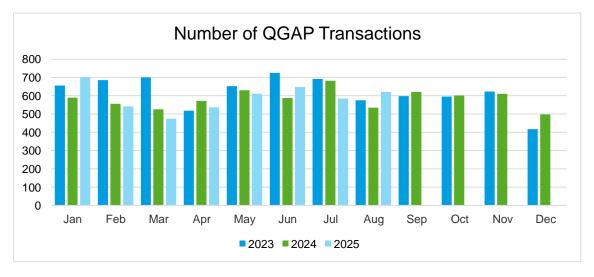
There were 2,790 calls received during business hours and 184 out of hours. Out of the 184 calls received out of hours, 25 calls were transferred to the afterhours call centre.



For the month of August 2025 there were 65 property searches completed for prospective purchasers. This decreased by 6 completed searches for the month compared to July 2025.



There were 620 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in August 2025. On average there were 31 transactions per business day.



## Other services

Customer Service team also contributed to administrative support, graphic design and development, advertising request processing, catering and meeting setup, and the provision of Commissioner for Declarations services to the public across all customer service facilities. The team also assisted with hire arrangements for various public access facilities across the Somerset region. Additionally, the team supported the events team with the preparation leading up to the Mayoral Gala Charity Ball at the Somerset Civic Centre.

## **Attachments**

Nil

## Recommendation

THAT Council receive the Customer Service Report for August 2025 and the contents be noted.

## CHIEF EXECUTIVE OFFICER **SOMERSET REGIONAL COUNCIL - Officer's Report**

Andrew Johnson, Chief Executive Officer To:

From: Kim Frohloff, Executive Support Officer

Date: 05 September 2025

Subject: Community Assistance Grants - Somerset Excellence Bursaries for

approval by CEO - August 2025

File Ref: Community Relations - Sponsorships - Somerset Excellence Bursaries

Action Officer: CAG

## **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 seven (7) excellence bursary applications in August 2025. Somerset Excellence Bursary applications for the month of August as detailed below:

Applicant	Bursary Recipient	Field	Level	Event	
Trent Lewis	Peyton Lewis	Soccer	State	Peyton Lewis has been selected as part of the Qld Christian Soccer Association Under 17 Girls team to attend the 2025 Christian Football Federation Australia National Titles at Cranbourne Victoria on 28 September-2 October 2025.	
Breanna Whitmore	Kohen Whitmore	Soccer	State	Kohen Whitmore has been selected as part of the QCSA QLD U19 Mens team to attend the Christian Football Federation Association	

		I	I	All of the second of
				National Titles at Cranbourne East Victoria on 28 September - 2 October 2025.
Breanna Whitmore	Caitlin Whitmore	Soccer	State	Caitlin Whitmore has been selected as part of the QCSA Under 17 Girls Team to attend the Christian Football Federation National Titles at Cranbourne East Victoria on 28 September - 2 October 2025.
Monica Thornton	George Thornton	Cricket	Regional	George Thornton has been selected as part of the Darling Downs School Cricket 10-12 Years Boys team to attend the State Championships at Kendall Flat Cricket Grounds and Salter Oval Bundaberg on 15- 19 September 2025.
Ross Jardine	Grace Jardine	Orienteering	Regional	Grace Jardine has been selected as part of the Darling Downs 10-19 years team to attend the State Championships at Kingaroy State High School and the Wondai State Forest on 26-27 July.  Please note: This application was received prior to the event as per policy.
Karly McInnes	Nate Friedrich	Cricket	Regional	Nate Friedrich has been selected as part of the Darling Downs School Sport 10-12 Years Boys Cricket team to attend the State Championships at Kendall Flat Cricket Grounds and Salter Oval, Bundaberg on 15-19 September.
Sheri Van de Weyer	Piper Van de Weyer	Pony Club	Regional	Piper Van de Weyer has been selected as part of the Zone 26 Pony Club team to attend the State Championships at Kilcoy Showgrounds on 26 - 29 September 2025.

## **Attachments**

Nil.

## Recommendation

THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the month of August 2025 and the contents be noted.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 15 September 2025

Subject: Community Assistance Grants 2025-2026 – Returned and Services

League of Australia Lowood Sub Branch Inc.

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1775350

Action Officer: CAG

## **Background/Summary**

Council at its meeting of 10 September resolved to support the application from Returned and Services League of Australia Lowood Sub Branch Inc for a rates remission for the first rating period of the 2025-26 financial year. The application, however, was for both periods of the financial year.

The Council rates payable at property located at 2819 Forest Hill Fernvale Road, Lowood Qld 4311 and described as L1 RP205360 for the period 01-01-2026 to 30-06-2026 are as follows:

Net general rates figure for period (early payment discount applied):

1 January 2026 to 30 June 2026 \$1,336.65

Total \$1,336.65

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

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

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

#### **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,336.65 for the 1 January 2026 to 30 June 2026 period be granted as rates remission for assessment 02593-10000-000 through the Community Assistance Grants budget allocation.

## **SOMERSET REGIONAL COUNCIL - Ordinary Report**

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer, and Kylie Chambers, Office

Administrator

Date: 16 September 2025

Subject: Community Assistance Grants 2025 - 2026

Summary of Applications - Funding Round One Closed 27 August 2025

File Ref: Community Relations – Sponsorships – Donations

Action Officer: CAG

## **Background/Summary**

A total of fourteen applications were received for community assistance grants for round one (1) of 2025 - 2026 financial year. Three applications will be listed as separate items for consideration in the agenda due to conflicts of interest and three were ineligible for this round. The budget allocation for 2025-2026 financial year is \$182,516.

Available funds as of 2 September 2025 are approximately \$174,016.00. The total recommended for funding from this round is \$20,577.95 (plus in-kind support). The amount of Community Assistance Grants contained in this report is \$13,713.00. Three applications are listed for separate consideration.

This would leave a remaining available balance of approximately \$128,666.10 (less in-kind support) for the remainder of the financial year should all recommendations be approved as recommended.

Community assistance grants applications are summarised below.

Doc #	Applicant	Amount requested	Amount recommended for approval
<u>1748814</u>	Esk State School P and C Association	\$ 5,500 + 20 bins	\$1,500 + 20 bins
<u>1771505</u>	Fernvale Community Church (auspiced by The Lions Club of Fernvale Inc.) –	\$ 3,600	\$1,500
<u>1774496</u>	Kilcoy District Progress Alliance Inc.	\$ 761.80	\$ 750
<u>1775597</u>	Kilcoy Residents Special Events Association Inc	\$ 3,500 + 20 bins	\$ 3,000 + 20 bins
1765320	Lions Club of Brisbane Valley Esk Inc	\$ 2,524.50	\$ 1,500
<u>1774562</u>	Lions Club of Lowood Inc	\$ 1,426	\$ 713
<u>1772278</u>	Lowood Show Society Inc	\$ 2,000	\$ 1,500
1774809	The West Moreton Landcare Group Inc	\$ 5,500	\$ 3,250
Total		\$24,812.30	\$ 13,713.00

#### **Attachments**

Individual applications for funding through the Community Assistance Grant scheme are attached for information only.

## Recommendation

THAT community assistance grants applications for round one (1) of 2025 - 2026 financial year as summarised in this report and set out in attached information only reports be approved for funding and \$13,713.00 plus in-kind support be granted through the Community Assistance Grants budget allocation; plus GST if applicable.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Esk State School P and C

Association

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1748814

Action Officer: CAG

## **Background/Summary**

To assist with hosting the Esk State School 150th anniversary fete.

Amount requested: \$5,500 + 20 bins Total cost of project: \$30,095.00

Amount recommended

to be granted:

\$1,500 Large scale event + in-kind support of 20 community bins

## **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500 Large scale event + in-kind support of 20 community bins be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with hosting the Esk State School 150th anniversary fete.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Fernvale Community Church

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1771505

Action Officer: CAG

## **Background/Summary**

To assist with hosting Fernvale Carols in the Park event.

Amount requested: \$3,600 Total cost of project: \$3,600

Amount recommended

to be granted: \$1,500 Large scale event

#### **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500 Large scale event be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with hosting Fernvale Carols in the Park event.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 - Kilcoy District Progress

Alliance

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1774496

Action Officer: CAG

## **Background/Summary**

To assist with hosting a free sausage sizzle in Yowie Park for the official turning on of the Christmas lights.

Amount requested: \$761.80 Total cost of project: \$761.80

Amount recommended

to be granted:

\$750 Small scale event

#### **Attachments**

Nil

## Recommendation

THAT the application as summarised in this report be recommended for funding and \$750 Small scale event be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with hosting a free sausage sizzle in Yowie Park for the official turning on of the Christmas lights.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 - Kilcoy Residents Special

**Events Association Inc** 

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1775597

Action Officer: CAG

## **Background/Summary**

To assist with hosting the annual Kilcoy Christmas Carnival on Saturday 6 December.

Amount requested: \$3,500 + 20 bins Total cost of project: \$24,318.04

Amount recommended \$3,000 Large scale regional event + in-kind support of 20

to be granted: community bins

## **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$3,000 Large scale regional event + in-kind support of 20 community bins be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with hosting the annual Kilcoy Christmas Carnival on Saturday 6 December.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Lions Club of Brisbane Valley

Esk Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1765320

Action Officer: CAG

## **Background/Summary**

To assist with hosting the 'Lighting Up of Esk Christmas Tree'.

Amount requested: \$2,524.50 Total cost of project: \$3,524.50

Amount recommended

to be granted:

\$1,500 Large Scale Event

## **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500 Large Scale Event be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with hosting the 'Lighting Up of Esk Christmas Tree'.

To: Andrew Johnson, Chief Executive Officer

Kim Frohloff, Executive Support Officer and Kylie Chambers, Office From:

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 - Lions Club of Lowood

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1774562

Action Officer: CAG

## **Background/Summary**

To assist with purchasing items to assemble in care packages for locals going through cancer therapy.

Amount requested: \$1,426.82 Total cost of project: \$1,426.82 Amount recommended \$713.40 to be granted:

**Attachments** 

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$713.40 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with purchasing items to assemble in care packages for locals going through cancer therapy.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Lowood Show Society Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1772278

Action Officer: CAG

## **Background/Summary**

To assist with prize money for the 2025 Lowood Rodeo.

Amount requested: \$2,000 Total cost of project: not given

Amount recommended

to be granted:

\$1,500 Large Scale Event

## **Attachments**

Nil

#### Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500 Large Scale Event be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with prize money for the 2025 Lowood Rodeo.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – The West Moreton Landcare

Group Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1774809

Action Officer: CAG

## **Background/Summary**

To assist with purchasing 2x 22500lt poly water tanks.

Amount requested: \$5,500.00

Total cost of project: \$6,500.00

Amount recommended \$2,000.00

to be granted:

\$3,250.00

## **Attachments**

Nil

## Recommendation

THAT the application as summarised in this report be recommended for funding and \$3,250 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with purchasing 2x 22500lt poly water tanks.

To: Andrew Johnson, Chief Executive Officer

Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

From: Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Glamorgan Vale

Community Hall Association Inc

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1775099

Action Officer: CAG

## **Background/Summary**

To assist with the costs associated with hosting the annual Glamorgan Vale Christmas Carnival on the 30 November including the supply of 10 wheelie bins for the event.

Amount requested: \$1,500.00 + in-kind support of 10 community bins

Total cost of project: \$10,699.85

Amount recommended to be granted: \$1,500.00 – Large scale event + in-kind support of 10

community bins

Funding for events held within the Somerset Region will be considered at the following levels:

## Small scale event up to \$750

o 100 or less patrons expected; or

o Restricted to a particular group of patrons (e.g. membership required)

## Large scale event up to \$1,500

o 100 - 1000 patrons expected to attend

o The first annual event for a group/organisation

o Event will be advertised throughout the Somerset Region

## Annual Agricultural Shows up to \$2,000

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

#### Large scale regional event up to \$3,000

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

#### **Attachments**

Nil

## Recommendation

THAT the application as summarised in this report be recommended for funding and \$1,500.00 – Large scale event + in-kind support of 10 community bins be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with hosting the annual Glamorgan Vale Christmas Carnival on the 30 November including the supply of 10 wheelie bins for the event.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Mount Beppo Public Hall

Committee

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1772094

Action Officer: CAG

## **Background/Summary**

To assist with purchasing a commercial dishwasher for the kitchen of the Mount Beppo Public Hall.

Amount requested: \$5,202.00
Total cost of project: \$4,729.89
Amount recommended to be granted: \$2,364.95

#### **Attachments**

Nil

## Recommendation

THAT the application as summarised in this report be recommended for funding and \$2,364.95 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with purchasing a commercial dishwasher for the kitchen of the Mount Beppo Public Hall.

To: Andrew Johnson, Chief Executive Officer

From: Kim Frohloff, Executive Support Officer and Kylie Chambers, Office

Administrator

Date: 10 September 2025

Subject: Community Assistance Grants 2025-2026 – Toogoolawah Christmas

Tree (Auspiced by Toogoolawah & District Progress Association)

File Ref: Community Relations – Sponsorships – Donations - Doc Id 1775626

Action Officer: CAG

## **Background/Summary**

To assist with the 2025 Toogoolawah Christmas Tree Carnival.

Amount requested: \$3,000.00 Total cost of project: \$51,397.30

Amount recommended to be granted: \$3,000.00 Large scale regional event

Funding for events held within the Somerset Region will be considered at the following levels:

## Small scale event up to \$750

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

## Large scale event up to \$1,500

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

#### Annual Agricultural Shows up to \$2,000

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

#### Large scale regional event up to \$3,000

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

#### **Attachments**

Nil

## Recommendation

THAT the application as summarised in this report be recommended for funding and \$3000 Large scale regional event be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the 2025 Toogoolawah Christmas Tree Carnival subject to the necessary Somerset Regional Council approvals.