



# ORDINARY COUNCIL MEETING AGENDA

9:00 am Wednesday, 26 November 2025  
Simeon Lord Room, Esk Library Building  
19 Heap Street | Esk



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ORDINARY COUNCIL MEETING AGENDA | 26 NOVEMBER 2025

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**1. OPENING PROCEDURES**

- 1.1 Opening of Meeting
- 1.2 Leave of absence
- 1.3 Confirmation of Previous Minutes
- 1.4 Business arising out of minutes of previous meeting
- 1.5 Declarations of Interest

**2. MATTERS OF PUBLIC INTEREST**

- 2.1 Mayor's and Councillors' Report
- 2.2 Receipt of Petition

**3. GENERAL**

- 3.1 Meetings authorised by Council
- 3.2 Consideration of notified motions
- 3.3 Reception of Notices of Motion for next meeting
- 3.4 Items for reports for future meetings

**4. RECEPTION AND CONSIDERATION OF OFFICERS' REPORTS**

**PLANNING AND DEVELOPMENT**

- 4.1 Planning and Development Monthly Report

**FINANCE**

- 4.2 Finance Monthly Report - October 2025

**CORPORATE AND COMMUNITY SERVICES**

- 4.3 Lease to Scouts Queensland - 2 Haslingden Park Drive, Lowood
- 4.4 Fernvale Sports Park Advisory Committee Meeting 5 November 2025 meeting report and revised Terms of Reference.
- 4.5 Legends of Beef 2026 Sponsorship Request
- 4.6 2025 Mayoral Gala Charity Ball - Event Review

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ORDINARY COUNCIL MEETING AGENDA | 26 NOVEMBER 2025

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4.7 Tourism Monthly Report - October 2025

4.8 Corporate and Community Services Monthly Report - October 2025

**OPERATIONS**

4.9 Application to Licence and Erect a New Grid on Steley Road, Moomba.

4.10 Operations Monthly Report - October 2025

**HR AND CUSTOMER SERVICE**

4.11 Customer Service Monthly Report - October 2025

**CHIEF EXECUTIVE OFFICER**

**5. CONFIDENTIAL BUSINESS**

**6. CLOSURE OF MEETING**

#### 4.1 Planning and Development Monthly Report

**Reference:** Planning and Development Monthly Report  
**Author:** Luke Hannan, Director Planning & Development  
**Department:** Planning & Development

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of the key operational activities undertaken by the Planning and Development department during October 2025.

The document is provided for Council's information only.

#### OFFICER'S RECOMMENDATION

THAT Council receive the Planning and Development Monthly Report for October 2025 and the contents be noted.

#### EXPLANATION OF ITEM

The purpose of this report is to provide Council with a summary of the Planning and Development Department's activities during the month of October 2025 is provided for Council's information.

#### ATTACHMENTS

1. Attachment 1 Planning and Development Monthly Report





## Planning and Development Monthly Report

October 2025

## Planning

	October 2024	October 2025	FYTD
Building Works assessable against the Planning Scheme	12	8	50
Material Change of Use	6	6	15
Reconfiguring a Lot	4	4	16
Operational Works	4	8	21
Combined Applications	1	1	6
Referral Applications	2	7	21
<b>Total</b>	<b>29</b>	<b>34</b>	<b>129</b>
<b>Decided</b>			
Refused - Council	-	-	-
Refused - Delegated Authority	-	-	-
Approved - Council	2	5	12
Approved - Delegated Authority	25	36	132
<b>Total</b>	<b>27</b>	<b>41</b>	<b>144</b>

For a full list of applications received in the past 30 days, please refer to [eServices](#).

## Planning and Environment Court Appeals

### *Rayland Development Pty Ltd v Somerset Regional Council*

#### **Planning and Environment Court Appeal No. BD1370 of 2023**

DA22581 – Reconfiguring a Lot by Subdivision (two lots into 83 lots in five stages) at 60 Millar Road and 169 Fairneyview Fernvale Road, Fernvale.

Refused by Council on 12 April 2023.

## 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. On 22 October 2025, Council received approval from the Deputy Premier to proceed to public consultation on the proposed major amendment. The public consultation period is set to commence on 4 November and conclude on 5 December 2025.

### **Proposed Interim Amendment to Local Government Infrastructure Plan**

Council is proposing an Interim Amendment to the Somerset Region Local Government Infrastructure Plan (LGIP). The LGIP identifies the proposed trunk infrastructure needed to service existing and projected growth across the region and ensures trunk infrastructure is delivered in a coordinated, efficient and financially viable manner. Public consultation for the Interim LGIP Amendment opened on Wednesday, 15 October 2025 and closes on Wednesday, 26 November 2025.

## Building

	October 2024	October 2025	FYTD
<b>Status</b>			
<b>Accepted Applications</b>	72	90	293
<b>Approved - Council</b>	7	5	13
<b>Approved - Private Certifier</b>	71	74	255
<b>Referral Applications</b>	4	4	13

## Plumbing

	October 2024	October 2025	FYTD
<b>Status</b>			
<b>Approved</b>	27	34	119
<b>Info Request</b>	1	6	19
<b>Total</b>	28	40	139
<b>Plumbing Inspections</b>	90	106	410

### 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:

- Function Facilities
- Unlawful Building Work
- Animal Keeping
- Transport Depot
- Unlawful Use of Premises
- Breach of Conditions of Approval.

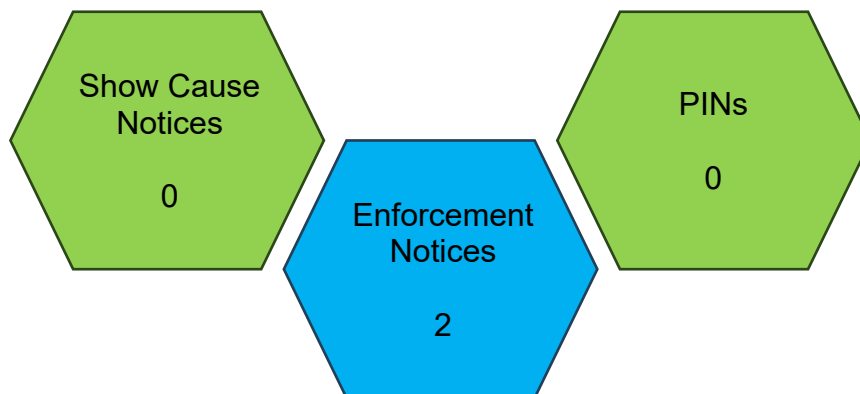
Activities located in Esk, Toogoolawah, Coal Creek, Winya, Glamorgan Vale, Fernvale, Hazeldean, Kilcoy, Coolana, Minden.

### Current Building, Planning and Plumbing Compliance Matters

The following are numbers of open investigations in October

- Unlawful Plumbing Work: 3
- Building Complaints: 38
- Planning matters: 47

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

A total of 9 users completed the training during the month of October.

### Swimming Pool Water Quality Monitoring

Water sampling was conducted at Council's swimming pools located at Kilcoy and Lowood 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 1.

## Pest Management Invasive Animal Control - October 2025

### Wild Dogs

1080 Baits

766



0

Scalps presented

Area's baiting: Yabba, Mount Kilcoy, Lowood, Coominya, England Creek, Glamorgan Vale.

### Feral Pigs

1080 Grain

0Kg



Area's baiting: -

### Rabbits

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

- Esk.



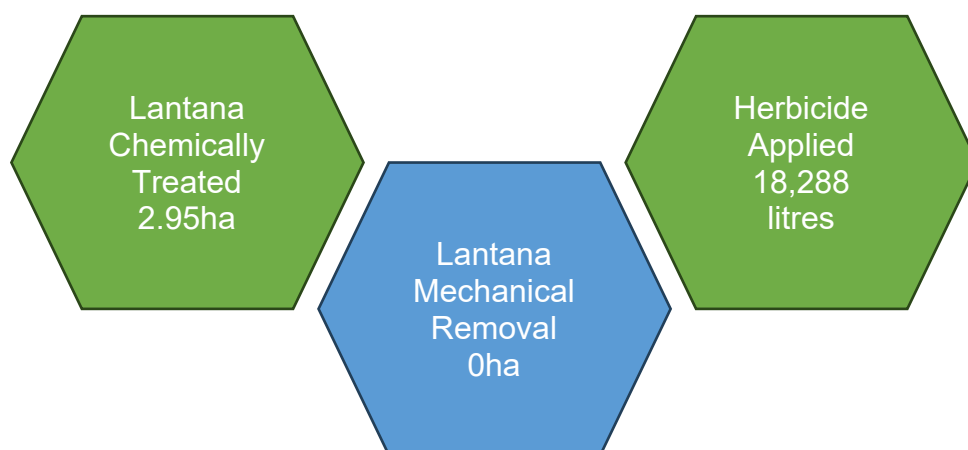


## Fox

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 reports of fire ant nests on Council land within the Fire Ant Suppression Area during the month. Public reports are made directly to the National Fire Ant Eradication Program which are then sent them through to Council for action.

## Other Pest Weed Treatments

<b>Mother of Millions</b>	-
<b>Annual Ragweed</b>	Linville, Harlin, Gregors Creek, Hazeldean, Moore, Toogoolawah, Caboonbah
<b>Giant Rats Tail Grass</b>	Moore, Coominya, Kilcoy, Wivenhoe Pocket
<b>Fireweed</b>	Fernvale, Glamorgan Vale
<b>Leucaena</b>	Crossdale, Bryden, Caboonbah, Linville, Moore, Lowood, Fernvale, Prenzlau
<b>Groundsel</b>	Fernvale
<b>African Box Thorn</b>	Prenzlau
<b>Lantana</b>	Lowood, Minden, Fernvale, Tarampa, Coal Creek, Stanley Pocket
<b>Element 5 (DTMR invasive plants)</b>	D'Aguilar Highway, Brisbane Valley Highway

## Lantana Chemical Subsidy Program

The first round of the 2025/26 lantana subsidy program has been closed at 54 applicants.

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

	September 2025	October 2025
Information notices	-	1
Biosecurity Orders	-	-
Enter and Clear action	-	-

## Natural Resource Management

### Land for Wildlife

- Hosted the Land for Wildlife Steering Committee at Kilcoy Information Centre – 15 October 2025.
- One new property welcomed into the Land for Wildlife program at Sandy Creek.



### Somerset Flora and Fauna



- Ongoing delivery of the Healthy Land and Water (DETSI funded) Koala Threat Management Initiative Grant awarded to Council, including VMS and VAS signage to support Koala awareness on roads within the region, and Koala disease investigation/s with the University of Sunshine Coast, and Fire awareness workshop – 24 October 2025.
- Delivery of the Restore and Reconnect (Koala) Projects (DETSI funded) to support habitat restoration in Somerset – this program will facilitate pest management work at Mt Glenrock and Sandy Creek, Esk and support further plantings along the Brisbane Valley Rail Trail.
- Somerset Free Tree Day at Kilcoy – 18 October 2025.

### Catchment Management

- Resilient Rivers Initiative project updates:
  - A maintenance program is ongoing across all (6) Black Snake Creek properties (Somerset) treated through this program since inception.
  - Progress continues on the Mid Brisbane River Reserves project across multiple sites. Final civil works delivery is underway at Lowood Bend reserve. Pest management and assisted natural regeneration will be ongoing across all 8 sites until June 2026.
  - The Somerset Fish Habitat Revitalisation Project has commenced, with initial on-ground delivery locations being confirmed/negotiated, preliminary baseline monitoring underway at catchment locations, and appointment of contractors in respect of fish passage assessment. Accumulation of woody debris and hollows has also commenced to support Cod Hotel construction and “log jams” at project sites.



### Offsets – Planting

Delivery of Council's Capital Works Offsets:

- A maintenance contract is ongoing to support all of Somerset Regional Councils Brisbane Valley Rail Trail offset delivery.
- Recent plantings at Eskdale Road, Toogoolawah, and Moore Station, Moore, are currently under establishment maintenance.

- Planning for the next phase of funded planting (collaborative with Koala Threat Management Initiative funding) is underway, with anticipated delivery at Colinton, Toogoolawah and Coominya. Approximately 1300 Eucalypt (and affiliate species) will be installed in these sections.
- Meeting with TMR on 2 October 2025 to review Offset delivery on the Brisbane Valley Rail trail and discuss future opportunity and collaboration.

### Collaborations

- Officer attendance at Australian Land Conservation Alliance – 7-10 October 2025.
- Meeting with Healthy Land and Water re 2025 Report Card Briefing – 13 October 2025.
- Meeting with Federal Government regarding EPBC Offset security/covenants – 21 October 2025.
- Facilitation of Greenhide (Bushcare) working Bee with Friends of the Forest, Moore – 27 October 2025.



## Economic Development

### Major Projects

- Development of project flyers in partnership with RDAIWM to strengthen funding advocacy efforts.
- Funding application approved for the Lowood Green Botanic Core Stage 1 under the *Green Urban Infrastructure Initiative* (GUII) under the SEQ City Deal – \$1,548,835.00 grant funding.
- Lowood Botanic Core public consultation 22 September 2025 until 21 November 2025.
- Station Street Carpark construction commenced on 25 September 2025. Works progressing well pending confirmation from Energex regarding movement of powerpole. Original completion December 2025, however delays may defer completion until early 2026.
- Aston Park Carpark construction commenced week beginning 22<sup>nd</sup> September 2025. Works due for completion first week December 2025. Landscape works expected to commence soon after car park works are complete. Carpark and park should re-open end of January 2026.
- Tenders invited for the Planting of Mature trees in Lowood, Kilcoy and at Fernvale Sports Park. Tenders close 19<sup>th</sup> November, 2025.



### Events

- In-person 'Mentoring for Growth' sessions, Esk – 29 October 2025
- Next Month: Free EcoBiz Sustainability coaching, (on-site at businesses) - 26 November

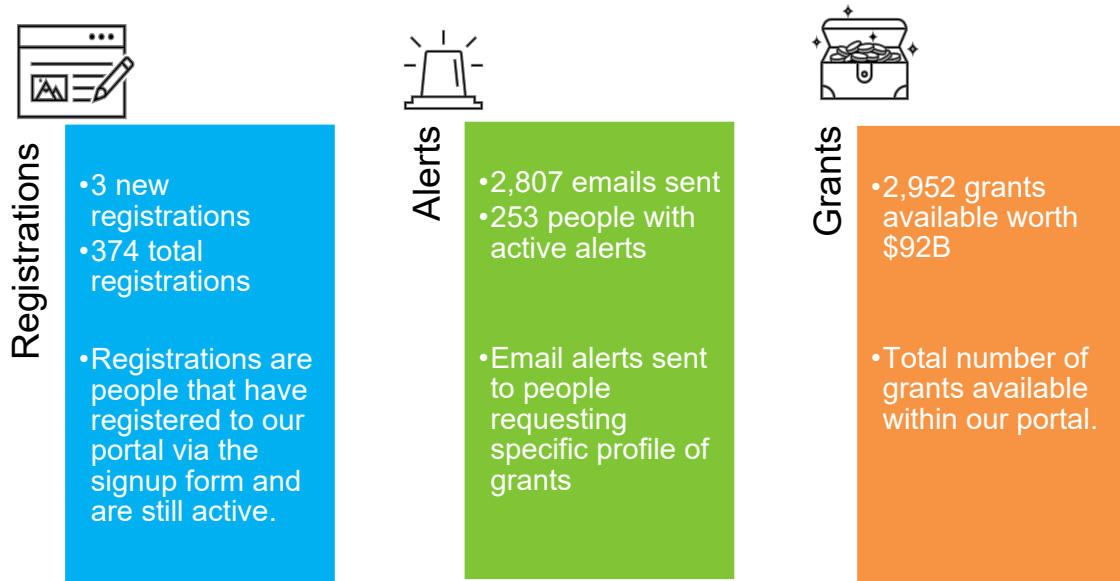
### Stakeholder Engagement

- BDO attendance at:
  - Qld Hydro Social Assessment Management Plan Meeting
  - Meeting with Dementia Friendly Australia
  - COMSEQ/CSIRO – Food System Strategy
  - RDAIWM and TIQ
  - Meeting with Somerset Business Chamber President
- 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 Agritourism Queensland, Somerset Business Chamber and Business Chamber Queensland.
- Continued efforts to meet and build relationships with local businesses and primary producers with 8 interactions throughout the region.

### Somerset Regional Council Grant Finder – October 2025





## Appendix 1 - Environmental Services

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	24-25
<b>Regulatory Services</b>													
Dog Attack on a Person	3	1	2	1	-	-	-	-	-	-	-	-	7
Dog attack on Another Animal	2	3	1	1	-	-	-	-	-	-	-	-	7
Barking Dogs	11	1	9	9	-	-	-	-	-	-	-	-	30
Animal Issues - Miscellaneous	10	4	5	25	-	-	-	-	-	-	-	-	44
Dog Breeder Concerns	0	0	0	1	-	-	-	-	-	-	-	-	1
Dogs, Regulated	0	0	0	0	-	-	-	-	-	-	-	-	0
Dogs Wandering at Large	11	6	5	9	-	-	-	-	-	-	-	-	31
Livestock Wandering at Large	24	5	14	19	-	-	-	-	-	-	-	-	62
After Hours Emergency call out Dogs	1	0	0	1	-	-	-	-	-	-	-	-	2
After Hours Emergency call Out Stock	12	5	7	3	-	-	-	-	-	-	-	-	27
Roosters	0	1	1	4	-	-	-	-	-	-	-	-	6
Request for Animal Traps	9	5	2	7	-	-	-	-	-	-	-	-	23
Request to Impound Animals	28	25	11	7	-	-	-	-	-	-	-	-	71
Abandoned Motor Vehicle	4	5	3	0	-	-	-	-	-	-	-	-	12
Illegal Camping	4	5	6	3	-	-	-	-	-	-	-	-	18
Visual Pollution	3	6	0	2	-	-	-	-	-	-	-	-	11
Local Law Investigations – other local law issues	5	3	3	4	-	-	-	-	-	-	-	-	15
Overgrown Allotments	9	2	4	7	-	-	-	-	-	-	-	-	22
Restricted activity – Selling Vehicles	0	0	0	0	-	-	-	-	-	-	-	-	0
Unlawful Materials on Footpath	1	1	0	0	-	-	-	-	-	-	-	-	2
<b>Total Regulatory Services CSR's</b>	<b>137</b>	<b>78</b>	<b>73</b>	<b>103</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>391</b>
<b>Pest Management</b>													
Pest Plants - Council Land	1	5	2	2	-	-	-	-	-	-	-	-	10
Pest Plants - Private Land	16	15	12	7	-	-	-	-	-	-	-	-	50
Pest Plants - Road Reserves	0	1	0	1	-	-	-	-	-	-	-	-	2
Pest Animals - General Enquires	8	3	6	10	-	-	-	-	-	-	-	-	27

Fire Ant Notifications – Council Land	2	0	0	0	-	-	-	-	-	-	-	-	2
<b>Total Pest Management CSR's</b>	<b>27</b>	<b>24</b>	<b>20</b>	<b>20</b>	-	-	-	-	-	-	-	-	<b>91</b>

### Environmental Health1

General Environ1mental Complaints	1	1	4	2	-	-	-	-	-	-	-	-	8
Food Premis2es Complaints	0	0	4	1	-	-	-	-	-	-	-	-	5
Miscellaneous Health Issues	3	2	2	2	-	-	-	-	-	-	-	-	9
Mosquito Complaints	0	0	0	0	-	-	-	-	-	-	-	-	0
Environmental Issues - Dust Nuisance	1	0	2	3	-	-	-	-	-	-	-	-	6
Environmental Issues - Light Nuisance	0	1	2	0	-	-	-	-	-	-	-	-	3
Environmental Issues - Noise Nuisance	3	2	2	1	-	-	-	-	-	-	-	-	8
Environmental Issues - Odour Nuisance	3	1	0	2	-	-	-	-	-	-	-	-	6
Environmental Issues - Smoke Nuisance	1	1	0	0	-	-	-	-	-	-	-	-	2
Environmental Issues - Water Pollution	0	0	0	0	-	-	-	-	-	-	-	-	0
Local Laws - Illegal Vending	1	0	0	0	-	-	-	-	-	-	-	-	1
Local Laws - Obstruction of Footpath by a Business	1	0	0	0	-	-	-	-	-	-	-	-	1
Litter and Illegal Dumping of Rubbish less than 200 litres	3	5	4	4	-	-	-	-	-	-	-	-	16
Illegal Dumping - over 200L	6	6	6	6	-	-	-	-	-	-	-	-	24
Illegal Dumping - Asbestos	0	0	0	1	-	-	-	-	-	-	-	-	1
Illegal Dumping – one of items – non-investigation	1	4	3	6	-	-	-	-	-	-	-	-	14
Illegal Dumping - Tyres	7	8	3	4	-	-	-	-	-	-	-	-	22
<b>Total Environmental Health CSR's</b>	<b>31</b>	<b>31</b>	<b>32</b>	<b>32</b>	-	-	-	-	-	-	-	-	<b>126</b>
<b>Total all Environmental Services CSR's</b>	<b>195</b>	<b>133</b>	<b>125</b>	<b>155</b>	-	-	-	-	-	-	-	-	<b>608</b>

### Dog Registration

Dogs Registered	5235	5261	5302	5329	-	-	-	-	-	-	-	-	<b>5329</b>
Unpaid Notices	486	483	471	461	-	-	-	-	-	-	-	-	<b>461</b>
Infringement Notice Issued	9	3	3	5	-	-	-	-	-	-	-	-	<b>20</b>

### Animal Pound Operations

Dogs	15	13	7	4	-	-	-	-	-	-	-	-	-	39
Cats	22	15	4	29	-	-	-	-	-	-	-	-	-	70
Stock	5	3	1	5	-	-	-	-	-	-	-	-	-	14

### Inspections and Approvals

Food Business Inspections	4	4	8	11	-	-	-	-	-	-	-	-	-	27
Food Business Re-inspections	2	2	0	1	-	-	-	-	-	-	-	-	-	5
Food Business Licence Applications	2	7	1	3	-	-	-	-	-	-	-	-	-	13
Kennel Inspections	0	0	0	0	-	-	-	-	-	-	-	-	-	0
Poultry Farm Inspections	2	0	0	0	-	-	-	-	-	-	-	-	-	2
Local Law - Prescribed Activity Approvals	5	1	4	4	-	-	-	-	-	-	-	-	-	14

## 4.2 Finance Monthly Report - October 2025

**Reference:** Officer Reports  
**Author:** Donna Gregory, Chief Financial Officer  
**Department:** Executive

### EXECUTIVE SUMMARY

The Financial Reporting Package for the year-to-date period ending 4 November 2025 is contained within the attached supporting information to this report.

### OFFICER'S RECOMMENDATION

THAT Council receive the Finance Department Monthly Report for October 2025 and the contents be noted.

### EXPLANATION OF ITEM

The purpose of this report is to present the Financial Reporting Package for the year-to-date period ending 4 November 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.

### ATTACHMENTS

1. Attachment 1 Finance Monthly Report





## Monthly Financial Report

### Year to Date to 4 November 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

33% of year elapsed

As at 4 November 2025	Approved Budget \$'000	Estimated YTD Budget \$'000	Actual \$'000	Actuals to Full Year Budget %	
Operating Revenue	66,541	27,632	26,783	✓	40%
Operating Expenses	(65,644)	(22,808)	(20,308)	✓	31%
Operating Result	<b>896</b>	<b>4,824</b>	<b>6,475</b>	✓	722%
Net Result	<b>33,669</b>		<b>6,600</b>	✗	20%
Capital Expenditure	63,029		13,476	✗	21%

## Synopsis



As at 4 November 2025 operating revenue was \$26.8M compared to operating expenses of \$20.3M, resulting in an operating surplus of \$6.5M.

At this stage of the year, actuals remain on track, with no significant concerns.

The delivery of the capital program is progressing well with spend totalling \$5.5M for the month. Work being undertaken on two major projects, namely Muckerts and McCulkins Lane and Lester Kropp bridge replacement remain the main drivers for this spend.

# Revenue

33% of year elapsed

As at 4 November 2025	Approved Budget \$'000	Estimated YTD Budget \$'000	Actual \$'000	Actuals to Full Year Budget %
Rates and Utility Charges	38,543	19,320	20,172	52%
Fees and Charges	2,813	998	2,128	76%
Grants and Subsidies	6,218	1,226	961	15%
Interest Revenue	4,362	1,445	1,404	32%
Contract Works	8,486	2,323	603	7%
Other Revenue	6,119	2,320	1,515	25%
<b>Total Operating Revenue</b>	<b>66,541</b>	<b>27,632</b>	<b>26,783</b>	 <b>40%</b>
Capital Grants and Subsidies	32,773		125	0%
Contributions from developers	-		-	
<b>Total Capital Revenue</b>	<b>32,773</b>		<b>125</b>	 <b>0%</b>

## Major Variances


Overall, revenue is tracking well against. The first half yearly rates were issued in August and as such revenue from Rates and Utility Charges will stay largely static until rates are levied again in February 2026.

Fees and charges revenue continues to trend significantly above budget, primarily associated with development applications. This is reflective of the growth being experienced within the region.

Contract Works revenue relates to work undertaken by Council for the Department of Main Roads. The revenue earned is directly impacted by the quantity of work that Council is engaged to perform. As such there will be variability in the revenue reflected.

# Operating Expenditure

33% of year elapsed

As at 4 November 2025	Approved Budget \$'000	Estimated YTD Budget \$'000	Actual \$'000	Actuals to Budget %
Labour, Materials and Services	50,685	17,631	15,320	30%
Depreciation	14,960	5,177	4,988	33%
<b>Total Operating Expenditure</b>	<b>65,644</b>	<b>22,808</b>	<b>20,308</b>	 <b>31%</b>

## Major Variances

Operating expenses continue to track well against budget, with no major concerns.

The slight underspend to date can be largely attributed to the anticipated costs budgeted for the delivery of contract works for the Department of Main Roads. To date, there has been less work than anticipated, resulting in a \$1.5m favourable variance. This is, however, offset by a reduction in revenue.

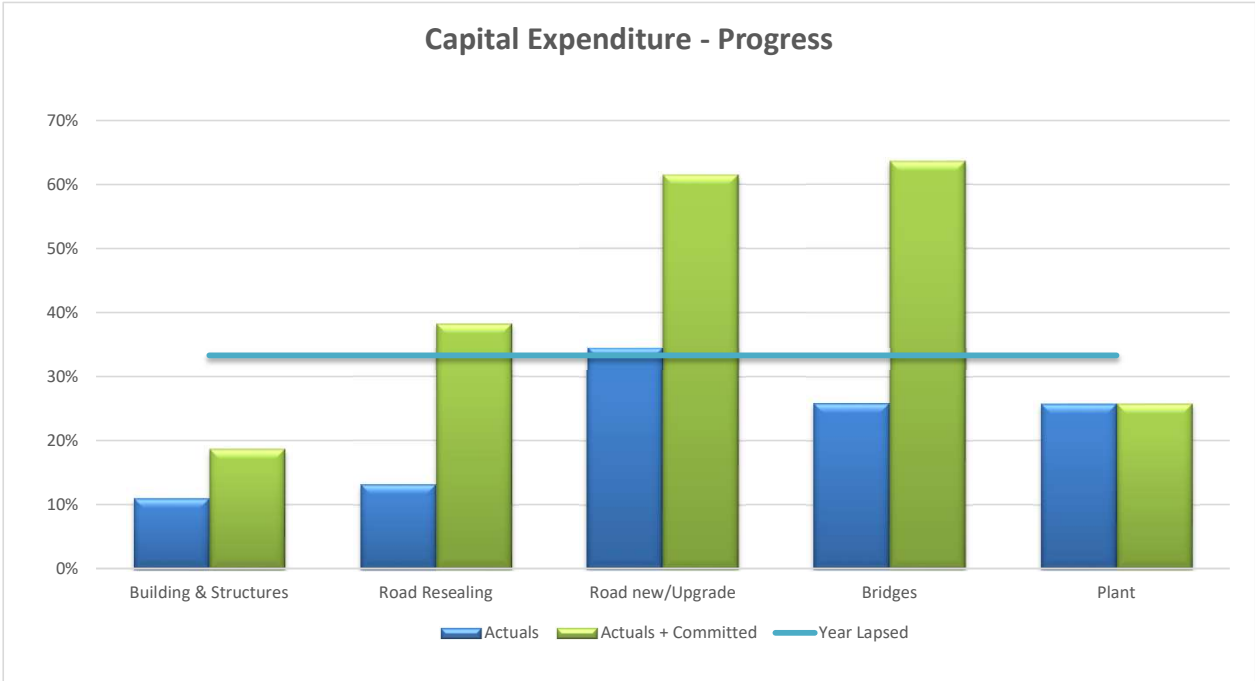
# Capital Expenditure

33% 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	26,339	2,905	2,007	4,912	21,427
Road Resealing	2,400	319	598	917	1,483
Road New/Upgrade	15,896	5,487	4,299	9,786	6,110
Bridges	15,900	4,120	6,003	10,123	5,777
Plant	2,494	643	-	643	1,851
<b>Total</b>	<b>63,029</b>	<b>13,473</b>	<b>12,907</b>	<b>26,380</b>	<b>36,649</b>

Capital expenditure at the end of October is approximately \$13.0M or 21% of the total program. The delivery of the program has picked up pace with works progressing well, particularly on the major projects of Lester Kropp Bridge, Muckerts and McCulkins Lane and Toogoolawah Pool.

# Capital Expenditure Progress

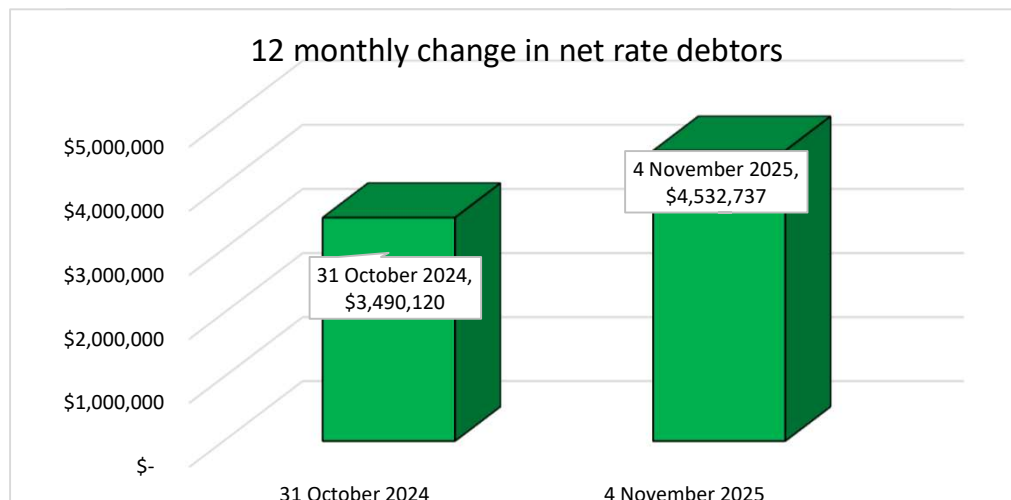


The capital expenditure progress by portfolio graph tracks the percentage spend by portfolio. The green line represents the portion of the year lapsed. A large portion of committed expenditure has been carried over from the 2024-25 financial year.

# Balance Sheet

	Actual 30 June 2025*	Actual YTD*
Operating and trust cash to account	45,012	51,694
Rate debtors	2,438	4,533
Equity accounted investments	30,114	30,114
Non-current receivables	53,804	53,804
Other net assets	595,132	592,952
<b>Net community assets</b>	<b>726,500</b>	<b>733,097</b>
<b>Community Equity</b>	<b>726,500</b>	<b>733,097</b>

\* 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 continue to be impacted by a couple of significant matters that are subject to legal review.

## Cashflow

	Cash and cash equivalents - 30 June 2025	Cash and cash equivalents - 4 November 2025
Cash balances	44,521,000	51,694,000

The closing cash balance at the end of October was \$51.7M. During October the overall cash balance decreased by \$4.5M.



# Interest and Investments

	Maturity	Rate	Amount
<b>Operating and Trust Cash</b>			
Term Deposit - Bendigo Bank	11/11/2025	5.00%	1,000,000
QTC Cash Fund		4.07%	50,335,595
Mayoral Ball Charity Ball Account			44,341
Other			314,059
<b>Total (unrestricted)</b>			<b>\$ 51,693,996</b>

## Investments

Urban Utilities Credit Facility #1	4.70%	\$ 13,804,033
Urban Utilities Credit Facility #2	3.51%	\$ 40,000,000
<i>Weighted average Urban Utilities interest rate (reviewed each 30 June)</i>	3.82%	
<b>Total</b>		<b>\$ 53,804,033</b>

## Interest Revenue

Total YTD Interest Revenue	\$ 1,404,019
Interest earned per rateable property	\$ 113

### 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	Actual YTD
Unrestricted cash expense ratio	4	14

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.

#### 4.3 Lease to Scouts Queensland - 2 Haslingden Park Drive, Lowood

**Reference:** Council Properties / Legal / Agreements / AG0911

**Author:** Erin Moore, Corporate Administration Officer

**Department:** Corporate & Community Services

#### PURPOSE

The purpose of this report is to seek Council's endorsement of a new 10-year lease for the Scout Association of Australia Queensland Branch Inc. (Scouts Queensland) for use of Lot 3 on RP217493 located at 2 Haslingden Park Drive, Lowood.

#### OFFICER'S RECOMMENDATION

THAT Council, in accordance with *Local Government Regulation 2012* Section 236 (b) (ii), authorise the Chief Executive Officer to enter into a Lease Agreement with The Scout Association of Australia Queensland Branch Inc. for Lot 3 on RP217493 located at 2 Haslingden Park Drive, Lowood for a period of 10 years, commencing 1 February 2026 and concluding 31 January 2036.

#### EXECUTIVE SUMMARY

Scouts Queensland are a longstanding not-for-profit organisation that provide a recreational meeting place for young people to empower them to grow into confident, self-respecting, and responsible community members.

#### BACKGROUND

Scouts Queensland currently have a 10-year Lease Agreement with Council for 2 Haslingden Park Drive, Lowood which is the home to the Lowood Scout Group. The Lease Agreement expires on 31 January 2026. Scouts Queensland have requested to enter into a new Lease Agreement commencing 1 February 2026 for a further term of 10 years on similar terms and conditions to their current Lease.

Scouts have been operating in Lowood since 1931.

#### PREVIOUS COUNCIL RESOLUTIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### LEGISLATION AND POLICY

*Local Government Regulation 2012*

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## CORPORATE PLAN LINKAGE

### **2. Vibrant Somerset**

*Outcome: An integrated and welcoming place with something for everyone.*

#### **Strategies:**

- *2.6 Facilitate community access to the wide range of sport and recreational pursuits available in the Somerset region.*

## COMMENTARY/DISCUSSION

Nil

## FINANCIAL AND RESOURCE IMPLICATIONS

Under the terms of the Lease Agreement, Scouts Queensland are responsible for all rates, taxes, charges, utilities, repairs, maintenance, alterations, landscaping, and capital improvements to the property.

## CONSULTATION AND ENGAGEMENT

Consultation has been undertaken with Scouts Queensland in developing the draft Lease Agreement.

## ATTACHMENTS

1. Attachment 1 CONFIDENTIAL Draft Lease\_November 2025

#### **4.4 Fernvale Sports Park Advisory Committee Meeting 5 November 2025 meeting report and revised Terms of Reference.**

**Reference:** Community Services - Meetings – 2024 – 2028 – Fernvale Sports Park Advisory Committee

**Author:** Robyn King, Executive Services Officer

**Department:** Corporate & Community Services

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#### **PURPOSE**

The purpose of this report is to provide Council with an update of the quarterly meeting of the Fernvale Sports Park Advisory Committee of 5 November 2025 and endorse a revised Terms of Reference for the Fernvale Sports Park Advisory Committee.

#### **OFFICER'S RECOMMENDATION**

THAT Council:

1. receive the Meeting Report for the quarterly meeting of the Fernvale Sports Park Advisory Committee 5 November 2025 and contents be noted; and
2. adopt the revised Fernvale Sports Park Advisory Committee Terms of Reference.

#### **EXECUTIVE SUMMARY**

The quarterly meeting of the Fernvale Sports Park Advisory Committee was held 5 November 2025.

#### **ATTACHMENTS**

1. Attachment 1 Fernvale Sports Park Advisory Committee - 5 November 2025 - Meeting Report
2. Attachment 2 Fernvale Sports Park Advisory Committee - Proposed Terms of Reference



## Meeting report for Fernvale Sports Park Advisory Committee meeting held Wednesday 5 November 2025

6pm

*Fernvale Sports Park Meeting Room, 31 Brouff Road, Fernvale*

<b>Present</b>	
Cr Brett Freese (Chair)	Somerset Regional Council
Daniel Rowe	Somerset Regional Council
Andrew Jaremenko	Somerset Regional Council
Darren Bunter	Brisbane Valley Rattlers Australian Football Club Inc. (BVRAFC) – Vice President
Kelly Clark	Somerset Storm Netball Club Inc. (SSNC) - President
Majella Webb	Somerset Storm Netball Club Inc. - Secretary
Luke Morgan	Thunder Cricket Club (TCC) - President
David Raine	Fernvale State School (FSS) - Principal

### **Item 1. Opening of Meeting**

The Chair, Cr Freese, opened the meeting at 6.05pm.

### **Item 2. Apologies**

Cr Sally Jess  
Aleesa Lewis  
Graham Smith  
Sandra McFeeters

### **Item 3. Confirmation of Previous meeting report**

The meeting report of the Fernvale Sports Park Advisory Committee meeting held 6 August 2025, was circulated to all members.

General consensus that the meeting report be confirmed.

### **Item 4. Business arising out of previous meeting report**

Nil.

### **Item 5. Progress of actions from previous meetings**

<b>Meeting date</b>	<b>Progress of Actions / Recommendations from Previous Meetings</b>	<b>Action Officer</b>
20 Nov 2024	<b>Item:</b> Fernvale Sports Park Master Plan Implementation – Netball Court Expansion. Action: Council officers will request support from Councillors at the December Council meeting to continue investigating funding and grant opportunities for the upgrade.	Council
2025 5 Feb	Council advised Officers Report presented at the Ordinary Council meeting, 19 December 2024. Council resolution “That Council noted the report for future budget considerations and endorse	

7 May	Council Officers to continue investigations into the upgrade of netball courts at Fernvale Sports Park in line with Master Plan".	
6 Aug	Council advised recent State and Federal elections resulted in election pledges for \$1.6 million to undertake works to expand the Fernvale Netball Courts.  Council provided a hard copy and email of the Master Plan to stakeholders. Council reiterated the Master Plan provides the guiding principles for the development of the facility and is important to support grant applications. The priority of development will be determined in consultation with the committee at advisory committee meetings. Council encouraged stakeholders to share the Master Plan with their members and community. The Master Plan is available on <a href="#">Council's website</a> .	
5 November 2025 notes: Refer to General business item 8b.  <b>Status:</b> Completed		
20 Nov 2024	<b>Item:</b> Irrigation and field refurbishment. <b>Action:</b> Council will provide an update at next FRGAC meeting.	Council
2025 5 Feb	Council advised: <ul style="list-style-type: none"> <li>• Tender opened 26 January 2025 (VendorPanel)</li> <li>• Tender closes 26 February 2025</li> </ul>	
7 May	Works expected to commence late July 2025. Council advised a contractor has been appointed with works due to commence July 28, 2025.	
6 Aug	Council advised work has commenced. The predicted timeframes have changed; 15 weeks for practical completion plus 10 weeks monitoring period with full completion predicted by mid-January 2026. Discussions about the timeframes have been had between Council, contractor and TCC. Council acknowledged this will impact scheduled TCC games, with seniors' games having to be played at alternate venues.	
5 November 2025 notes: Council advised works are progressing, with irrigation, drainage, line to dug out and sublayers in place. Recycled water is currently in the tanks with tank configuration to be finalised. Recent weather has impacted progress and prevented heavy machinery accessing the site. Weather dependent, maintenance period is proposed to finish late January 2026. Council thanked TCC for their patience and understanding as this project has had an impact on their games.  TCC expressed satisfaction with the project progress so far. TCC advised the synthetic wicket is sinking near the joints creating a safety issue. TCC requested Council organise the wicket be raised and relevelled.  <b>Actions:</b> Council to investigate raising and releveling of synthetic wicket and provide information to TCC. Council to provide TCC with clarity around timeframes for the club to start work on the pitch.  <b>Status:</b> Ongoing		

20 Nov 2024	<b>Item:</b> Maintenance updates TCC - Cricket slide screens - options are being explored for installing permeable, detachable screens on the three existing AFL netting poles.	Council
2025 5 Feb	<b>Action:</b> TCC to provide quotes to Council. Waiting for quote to be provided and grant approval.	
7 May	TCC advised temporary screens are an expensive option. An alternative option is being explored i.e. a removable screen using existing poles with screens to be removed after each game, expected cost is less than 50% of original quote. \$5,000 in external grant funds have been approved. TCC are to submit a request to Council to vary their existing Community Assistance Grant approval from the portable sight screen to the netting option.	
6 Aug	Project is on hold until irrigation and field refurbishment works are complete. TCC have submitted a request to Council regarding the existing Community Assistance Grant.	
<p>5 November 2025 notes: Council requested TCC reapply for the Community Assistance Grant as the timeframe has lapsed. TCC confirmed application will be resubmitted in due course.</p> <p><b>Status:</b> Ongoing</p>		
2025 5 Feb	<b>Item:</b> Facility updates. TCC advised grass of cricket ground is still being mowed too high.	Council
	<b>Action:</b> Council to ensure grass is mowed shorter.	
7 May	TCC advised the current machine does not allow for shorter mowing. TCC asked if they could supply their own equipment at their own cost. Further discussions to be undertaken when more details are available.	
6 Aug	TCC have submitted a Gambling Community Benefit Fund (GCBF) grant application, part of which is for a mower attachment for their existing tractor that can mow to the preferred standards. Council clarified that should stakeholders wish to have the fields mowed to a greater performance standard for their sport, it will be their responsibility to ensure this occurs.	
<p>5 November 2025 notes: TCC advised they are awaiting the outcome of GCBF grant application for the mower attachment, lighting of nets and storage shed.</p> <p><b>Status:</b> Completed</p>		
2025 5 Feb	<b>Item:</b> SSNC requested explanation of what agreements are in place for the facility and representatives' expectations. Council manages the facility bookings. It is a shared facility with a Memorandum of Understanding (MoU) in place stating clubs' responsibilities.	Council TCC SSNC
	<b>Actions:</b> TCC and SSNC to undertake an audit of facility keys and provide to Council. Council to provide a record of number of keys held.	
7 May	SSNC provided details of their keys to Council with questions regarding what some keys are used for.	



6 Aug	<p><b>Actions:</b> Council to review and provide information to SSNC. Council to provide MoU document to TCC and SSNC.</p> <p>Facility key information has been provided to stakeholders. Council has emailed MoU to stakeholders and provided hard copies at the meeting.</p> <p><b>Action:</b> Council to provide Terms of Reference (ToR) document to stakeholders.</p>	
<p>5 November 2025 notes: ToR document provided by Council to stakeholders at the meeting.</p> <p><b>Action:</b> FSS to be added to the ToR. TCC name to be updated.</p> <p><b>Status:</b> Ongoing</p>		
2025 7 May	<p><b>Item:</b> SSNC refrigerator/equipment</p> <p>SSNC have applied for a Council grant to fund purchase of a double door refrigerator, small freezer and drink machine. They have consulted other representatives. BVRAFC expressed concerns due to the limited room. Representatives discussed and suggested removal of the fixed bench and table to allow for a double door fridge.</p> <p>Council advised the communal space is small and must be shared, therefore, all parties must agree before changes will be approved.</p> <p><b>Actions:</b> Council to organise electrician to check electrical load capacity to facilitate and for a builder to review space and determine if unused bench space can be removed. Clubs to investigate and discuss options and locations of proposed new double door fridge.</p>	Council
6 Aug	<p>Council advised shelves can be easily removed and an electrician has determined the existing power points are adequate for a double door fridge.</p> <p>Discussions were had regarding the proposed new layout, what can be removed and to where. Stakeholders will review and discuss options to allow for the new double door fridge and determine if an additional power point is required. Council agreed for installation of a new power point if required.</p>	
<p>5 November 2025 notes: Council proposed installation of double waterproof power point. Stakeholders discussed proposed location of the power point and fridge, shelving reconfiguration / removal and shared use of the space.</p> <p>General consensus from all stakeholders for the discussed changes to be progressed. Council thanked stakeholders for their cooperation.</p> <p><b>Action:</b> Council to proceed with the works and advise stakeholders once the space is ready for a new fridge.</p> <p><b>Status:</b> Ongoing</p>		
2025 7 May	<p><b>Item:</b> Storage facility for turf roller</p> <p>TCC would like to investigate a storage facility for the turf roller located closer to the fields to reduce likelihood of damaging the roller when going over rough grounds, possibility of the roller tipping over. TCC advised for maintenance and safety reasons it can't be left outside.</p>	Council

6 Aug	<p>Council advised the Master Plan may consider a storage facility close to the main oval. Council also does not support a shipping container being installed on Council owned facilities.</p> <p><b>Action:</b> To be noted as a safety issue – Council.</p> <p>A TCC storage shed proposed for southwest corner of the field is part of the TCC GCBF grant application. Council specified the shed must be removed if further works are undertaken as part of the Master Plan implementation.</p>	
<p>5 November 2025 notes: Refer to Progress of Actions item above regarding TCC GCBF grant application.</p> <p><b>Status:</b> Completed</p>		
2025 6 Aug	<p><b>Item:</b> Vehicles on netball courts</p> <p>SSNC advised they have been informed that in the past vehicles have been observed on the netball court during events. Vehicle weight issues are a concern for the integrity of the courts. SSNC requested Council install signage “Emergency Services vehicles only” or “No vehicle entry” on the fence.</p> <p><b>Action:</b> Council to investigate options and advise stakeholders.</p>	Council
<p>5 November 2025 notes: Council advised signage can be installed while still allowing emergency vehicle access.</p> <p><b>Action:</b> Council to proceed with installation of permanent aluminium signs on steel posts.</p> <p><b>Status:</b> Ongoing</p>		
2025 6 Aug	<p><b>Item:</b> Fernvale Private School</p> <p>Council is still pursuing the concept.</p> <p><b>Action:</b> to be added as on ongoing general business item for future meetings.</p>	Council
<p>5 November 2025 notes: Refer to General business item 8a.</p> <p><b>Status:</b> Completed</p>		
2025 6 Aug	<p><b>Item:</b> Memorandum of Understanding (MoU)</p> <p>Council advised MoU is updated as required e.g. new stakeholders, change in service levels etc. Stakeholders suggested a copy of MoU and ToR be provided to stakeholders and discussed at the first meeting of the calendar year.</p> <p><b>Action:</b> Council to distribute MoU and ToR documents and add to the agenda for the first meeting of each calendar year.</p>	Council
<p>5 November 2025 notes: Refer to Progress of Actions item above regarding ToR.</p> <p><b>Action:</b> Council to provide MoU and updated ToR documents to stakeholders and add to the agenda for the first meeting of each calendar year.</p> <p><b>Status:</b> Completed</p>		

#### **Item 6. Fernvale Sports Park financial reports**

An overview of the operating expenditure of the facility as at 8 October 2025 and costs including normal operating expenses were presented.

#### **Item 7. Fernvale Sports Park bookings calendar**

Bookings calendar was reviewed and discussed. Council encouraged stakeholders to book in all events as soon as possible. SSNC, BVRAFC and TCC to provide dates for 2026 in January 2026.

Somerset Rail Trail Classic proposed date - 12 July 2026.

#### **Item 8. General business**

a. Fernvale private school proposal.

In 2024, Council sought tenders from education providers but did not receive a viable response. Council has revised the tender to allow for either the sale of the land or a long-term lease arrangement and will go out to market in early 2026. The successful tenderer will be required to attend Fernvale Sports Park Advisory Committee meetings.

**Action:** To be added to February 2026 Fernvale Sports Park Advisory Committee meeting.

b. Netball Courts Expansion Project

Council will submit an application by 1 March 2026 for funding under the Federal Government Major and Local Community Infrastructure Program for the Netball Courts Expansion Project. Council met previously with SSNC to discuss initial plans and request suggestions and feedback. Preliminary plans have been prepared by Council's contractor to allow the project to be properly costed. The preliminary plans were reviewed and discussed at the meeting.

A discussion was held regarding the project including existing and future car parking needs. Representatives advised carparking is generally adequate however some events are at capacity e.g. Monday night netball. While other events experience parking issues e.g. Sunday netball coinciding with Fernvale Markets. The expansion of the netball courts would further increase demand for parking.

Stakeholder feedback:

- SSNC are supportive of with the preliminary plans and requested more shade areas.
- TCC provided positive feedback and suggested exploring increased parking options.

Council will provide further updates in due course.

#### **Item 9. Next meeting scheduled**

Next meeting is scheduled for February 2026 at the Fernvale Sports Park meeting room - date to be confirmed.

#### **Item 10. Closure of meeting**

Cr Freese thanked stakeholders for their participation and contributions to the facility and committee throughout the year, and wished everyone a Merry Christmas and Happy New Year.

There being no further business, the Chairperson closed the meeting at 6.47pm.

## **Proposed Terms of Reference – Fernvale Sports Park Advisory Committee**

### **Purpose**

Fernvale Sports Park 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 Sports Park (31 Brouff Road, Fernvale)
- 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 from each of the following stakeholders:
  - o Brisbane Valley Rattlers Australian Football Club Inc.
  - o Somerset Storm Netball Club Inc.
  - o Thunder Cricket Club Inc.
- One (1) representative of the Fernvale State School

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 three (3) 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.

#### 4.5 Legends of Beef 2026 Sponsorship Request

<b>Reference:</b>	Recreation and Cultural Services – Event Management – Community Events – Festivals – Sporting
<b>Author:</b>	Veronica Eagle, Tourism Development Officer
<b>Department:</b>	Corporate & Community Services

#### PURPOSE

The purpose of this report is to seek Council's endorsement of a sponsorship request from Splityard Social for an agritourism event, Legends of Beef 2026.

#### OFFICER'S RECOMMENDATION

THAT Council:

1. commit to supporting the Legends of Beef 2026 event through a combination of in-kind support and funding of \$10,000 excluding GST, under the condition that a Memorandum of Understanding be agreed upon by all parties; and
2. authorise the Chief Executive Officer to execute all documentation pertaining to this matter.

#### EXECUTIVE SUMMARY

Council has received a request from the Splityard Social to sponsor an agritourism event, Legends of Beef 2026, proposed to be held on Saturday, 28 March 2026.

Legends of Beef will be their key advocacy event for the year, championing local producers through high quality video production and a beef dominated menu produced by chef Jason Pepler and some of Brisbane's top chefs.

The Legends of Beef event provides direct funding for the next generation of farmers with funds raised on the night benefitting the Toogoolawah State High School's agricultural program which has seen a sharp enrolment since its association with Legends of Beef.

#### BACKGROUND

Council previously supported the 2024 and 2025 Legends of Beef events at the Toogoolawah Showgrounds. Tickets sold out weeks prior to both events, with more than 250 guests attending each year. The event received a positive response from attendees, the Somerset community and media.

Council contributed \$5,000 excluding GST to support the inaugural Legends of Beef in 2024. Post event, Council contributed a further \$4,000 excluding GST to obtain the video footage showcased at the event and rights to utilise the footage for promotional purposes

in perpetuity. The footage contained high quality drone and close up shots of Somerset's agritourism sector and will be utilised for future promotional purposes including destination videos, social media reels, industry award submissions, campaign work and more. With this consideration, Council contributed a total of \$9,000 excluding GST towards the 2024 Legends of Beef event. In 2025, Council contributed \$10,000 excluding GST, plus value in kind support which supported the development of new footage and increased promotional exposure.

## PREVIOUS COUNCIL RESOLUTIONS

Nil

## STRATEGIC IMPLICATIONS

Encouraging and fostering events of this nature assists Council to:

- “Build Local Tourism Partnerships Including Agri-Tourism” while developing “the region’s collective capacity to connect and grow the Somerset visitor economy” and engage in “collaborative ways to nurture and develop stakeholder partnerships”.  
*(Somerset Tourism Strategy 2021-2025: Theme 5: Visitor Economy Business Support and Investment Promotion, Opportunity 5.6)*
- “Explore a More Strategic and Coordinated Approach to Events Planning and Promotion” and foster “opportunities for... emerging events throughout Somerset to become part of a wider, coordinated calendar of events”.  
*(Somerset Tourism Strategy 2021-2025: Theme 4: Design and Delivery of Festivals and Events)*
- “Create a Compelling Vision and Identity for Agriculture in Somerset” and “engage with the region’s key industry stakeholders to empower local innovation and identify and exploit synergies between agriculture and tourism”.  
*(Somerset Tourism Strategy 2021-2025: Theme 1: Tourism Marketing, Visitor Information and Destination Management, Opportunity 1.12)*

Further, the proposed event aligns with the values and objectives of Queensland Country Tourism (QCT), Somerset’s Regional Tourism Organisation. QCT encourages regions to embrace and develop authentic farm-to-table dining experiences that celebrate local produce, along with advocating for Agritourism experience development (Queensland Country Destination Management Plan, Towards 2032).

## LEGISLATION AND POLICY

Nil

## CORPORATE PLAN LINKAGE



### **3. Prosperous Somerset**

*Outcome: A place that embraces economic opportunities.*

#### **Strategies:**

- *3.1 Implement the Somerset Tourism Strategy 2021-2025 with a focus on short-term priorities for supporting visitor attraction and destination management.*

### **COMMENTARY/DISCUSSION**

Splityard Social will be managing the event with assistance from Bebe's Country Weddings, Jason Pepler and the newly created Somerset Beef Producers Network. Splityard Social request \$10,000 excluding GST, plus value in-kind support for the 2026 Legends of Beef is inclusive of all new footage obtained for showcasing at the event, as well as increased exposure through the proposed channels:

- A concerted promotional push in urban markets by sharing snippets of the stories.
- Partner restaurants running Legends of Beef promotions
- A school-based education campaign in local schools in the lead up
- Teamed with region's most influential beef industry network to ensure stories are used for strategic advocacy
- A new scholarship program for local youth to pursue a career in the beef industry.

As per the previous event, in exchange for sponsorship, Somerset Beef Producers also commit to:

- Partner status and logos, positioned alongside the Somerset Beef Producers logo on all promotions
- Access to all raw footage taken for the event
- A 5-minute speaking spot
- A chance to engage Councillors where possible, in lead up to promotional events.

Presently, Council considers such sponsorship requests as required. For tourism promotional events, Council wishes to see an economic return for the region and alignment with Council's Tourism strategy, including strategic alignment with Council's tourism events plan (i.e. more events during off-peak periods outside of April to August). Council will be considering a framework for tourism event support moving forward as part of the scope for the Somerset Tourism Strategy (2026-2032) development.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The request is for \$10,000 excluding GST, plus the value of in-kind support. This sponsorship would be funded via the existing Tourism Promotions budget.

### **CONSULTATION AND ENGAGEMENT**

This proposal has been reviewed internally by officers to ensure alignment with the Tourism Strategy.

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## ATTACHMENTS

1. Attachment 1 - CONFIDENTIAL DRAFT MOU - Legends of Beef 2026\_doc
2. Attachment 2 - CONFIDENTIAL Legends of Beef 2026 - Sponsorship request

#### 4.6 2025 Mayoral Gala Charity Ball - Event Review

<b>Reference:</b>	Recreation and Cultural Services / Event Management / 2025 – Mayoral Gala Charity Ball
<b>Author:</b>	Jo-Anne Maxwell, Events Officer
<b>Department:</b>	Corporate & Community Services

#### PURPOSE

The purpose of this report is to inform the Council on the review of the 2025 Mayoral Gala Charity Ball.

#### OFFICER'S RECOMMENDATION

THAT council receive the Mayoral Gala Charity Ball 2025 – Event Review report and that the contents be noted.

#### EXECUTIVE SUMMARY

Somerset Regional Council held its fifth Mayoral Gala Charity Ball on Saturday, 13 September 2025, at the Somerset Civic Centre. The event attracted approximately 260 guests and featured a masquerade theme.

The event was successfully delivered and raised over \$55,000 for local charitable purposes. Officers have reviewed the event and are not proposing any significant changes to the event for future iterations.

#### BACKGROUND

Since 2017, the Mayoral Gala Charity Ball has raised funds to support local charities that assist people living with disability, homelessness, trauma, abuse, food insecurity or neglect in the Somerset region.

All profits raised from the event are held in trust by Council until Council distributes the funds in accordance with Council's Mayoral Gala Charity Ball funds distribution policy.

Beyond its charitable cause the Mayoral Gala Charity Ball is a chance to build connections with like-minded individuals and organisations and to expand professional networks.

#### PREVIOUS COUNCIL RESOLUTIONS

Nil.

#### STRATEGIC IMPLICATIONS

- [2025-2026 Operational Plan](#), under Vibrant Somerset.

## LEGISLATION AND POLICY

Nil.

## CORPORATE PLAN LINKAGE

### 2. Vibrant Somerset

*Outcome: An integrated and welcoming place with something for everyone.*

#### Strategies:

2.2 Identify, deliver and grow opportunities for arts, cultural expression and the development of creative industries.

## COMMENTARY/DISCUSSION

Platinum sponsors were welcomed to a pre-event cocktail function, highlighted by a performance from Somerset resident and ARIA Award-winning artist, Karise Eden. Guests later enjoyed a three-course meal accompanied by live entertainment from the Con Artists Jazz Orchestra of Griffith University's Conservatorium of Music. Karise Eden joined the ensemble for the opening number and a feature dinner performance.

### Sponsors

The success of the Gala was made possible through the support of sponsors:

#### Platinum

- Lowood and Fernvale Community Bank
- Brown Constructions
- CPM Civil

#### Gold

- A&M Civil
- Kilcoy Global Foods
- King & Company Solicitors
- Clean Co Queensland
- Ray White Rural Esk/Toogoolawah

#### Silver Sponsors:

- Daniel Banditt Constructions
- Karreman Quarries
- Powerlink
- Durack
- SEQ Water
- Silverstrand
- GenEng Solutions

Where possible, Somerset-based businesses and services were engaged to deliver the event. 15 local vendors contributed across catering, security, equipment hire, printing, photography services, transfers and entertainment, ensuring a strong regional economic benefit:

- The Esk Grand Hotel
- The Esk Bakery
- Mitre 10 Toogoolawah
- Brisbane Valley Security
- IGA – Esk
- Woolworths – Fernvale
- Brady Schulz – MC
- Filmertography
- Academy Printing – Tarampa
- Esk Newsagency
- R&K Catering
- Valley of the Lakes Coaches
- Karise Eden – Entertainment
- Brisbane Valley Hire
- Brisbane Valley Roasters

By sourcing locally, the Gala provided valuable opportunities for small businesses to showcase their services while contributing to the success of the event.

### FINANCIAL AND RESOURCE IMPLICATIONS

Finalised revenue and expenses has been confirmed for the Mayoral Gala Charity Ball 2025. The net funds raised from the event was \$55,273.

### CONSULTATION AND ENGAGEMENT

Internal consultation has been undertaken with officers involved with the planning and delivery of the event.

### ATTACHMENTS

Nil

#### 4.7 Tourism Monthly Report - October 2025

**Reference:** Tourism - Promotions

**Author:** Sandra McFeeters, Community & Tourism Manager

**Department:** Corporate & Community Services

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of the key operational activities undertaken by the Tourism Team during October 2025.

The document is provided for Council's information only.

#### OFFICER'S RECOMMENDATION

THAT Council receive the Tourism Monthly Report for October 2025 and the contents be noted.

#### EXPLANATION OF ITEM

Key highlights of the month include the launch of the Brisbane Valley Rail Trail Tourism Workforce Development Plan by Queensland Country Tourism and collaboration with Queensland Country Tourism on their Spring Drive Campaign.





#### ATTACHMENTS

1. Attachment 1 Tourism Monthly Report













## Tourism Monthly Report - October 2025


The following is the October 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
 <b>Esk VIC</b>	85	48	53	13	35	0	234
 <b>Fernvale VIC</b>	115	150	100	18	36	4	423
 <b>Kilcoy VIC</b>	160	100	332	28	122	26	768
 <b>The Condensery</b>	52	74	35	2	5	3	191

### Motivators

	First	Second	Third
<b>Esk</b>	 Maps and Directions	 Glen Rock Gallery	 BVRT
<b>Fernvale</b>	 Maps and Directions	 BVRT	 Camping and Caravanning
<b>Kilcoy</b>	 Maps and Directions	 Camping and Caravanning	 Outdoor Activities
<b>The Condensery</b>	 Exhibitions	 Workshops/events	 Culture and Heritage

Active Volunteers 	
<b>Esk</b>	11
<b>Fernvale</b>	20
<b>Kilcoy</b>	9
<b>TOTAL</b>	40



## Digital Media Facebook



Followers: 4,944  
Views: 20,901  
Viewers: 6,922  
Engagement: 419  
Link clicks: 15

## Website



Page Views: 6,765  
Visitors: 3,833 new, 333 returning  
Peak Time: Friday, 31 October 2025  
Most Popular Pages: Events, Home Page, Kilcoy Showground, Markets  
Device type: Desktop 65%, Mobile 34%, Tablet 1%

## Instagram



Followers: 2,100  
Reach: 1,478  
Views: 14,613

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

The October exhibition was by artist Gwen Litfin from Toogoolawah. Gwen loves to paint whatever takes her interest at the time. In the last few years, she has been motivated to experiment with different styles and mediums.

## Volunteer Famil

Planning is underway for the next Famil on Wednesday 3 December 2025, which will coincide with International Volunteers Day.

## Tourism Operator Development

Queensland Country Tourism (QCT) held their Somerset industry networking event at Splyard Social on Thursday, 9 October to launch the Brisbane Valley Rail Trail Tourism Workforce Development Plan. The Plan was developed in partnership between Jobs Queensland, QCT and the University of Queensland.

The quarterly tourism operator coffee and catchup was held at the Linville Store and Café on Thursday, 30 October, with 12 operators attending. New connections and collaboration were made between them.

## Tourism Trade Shows

Council has secured a site at the Moreton Bay Expo in Redcliffe from 13-15 February 2026, again with Lockyer Valley Regional Council, to promote both regions.

## 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.

## Marketing Campaigns

A spring campaign was released for the October long weekend, with an online guide, and consumer e-newsletter to be distributed and a print guide available from Visitor Information Centres.

Experience Somerset will be participating in the QCT Drive campaign to start in November and run over summer. The campaign will consist of a social media campaign, prize offering and TV segment on Channel 7's Weekender.

### **Christmas Lights Competition**

The 2025 Christmas Lights Competition has officially launched, bringing festive spirit and community creativity to the forefront once again. This year, nine sponsors are supporting the event (four returning partners and five new ones). With their support, the 2025 competition is set to be one of the brightest celebrations yet.

#### 4.8 Corporate and Community Services Monthly Report - October 2025

**Reference:** SRC/Governance/Reporting  
**Author:** Daniel Rowe, Director Corporate & Community Services  
**Department:** Corporate & Community Services

##### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of the key operational activities undertaken by the Corporate and Community Services Department during October 2025.

The document is provided for Council's information only.

##### OFFICER'S RECOMMENDATION

THAT Council receive the Corporate and Community Services Department Monthly Report for October 2025 and the contents be noted.

##### EXPLANATION OF ITEM

Details of the Corporate and Community Services Report for the month of October are attached.

##### ATTACHMENTS

1. Attachment 1 Corporate and Community Services Monthly Report

# Corporate and Community Services Monthly Report - October 2025

Details of the Corporate and Community Services report for the month of October 2025 are as follows:

## Records

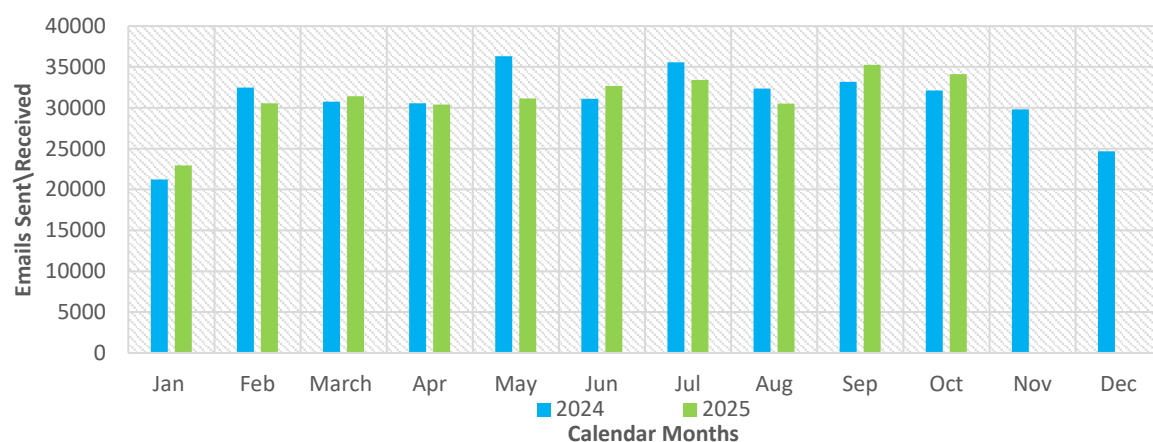
### Documentation – At a Glance – October 2025

Inward/Actioned Documents – 3,008	Outward Correspondence – 1,414
Customer Service Requests – 496	Councillor Requests – 11
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 10,509	Internal Only Records Email – 12,802
Decision Notices/Workshop Outcomes –	Tender/Quotation –
Decision Notices – 47	Tenders – Tenders One (1)
Workshop Actions – Six (6)	Numbered Quotations – Two (2)

Total Documents Registered for the month of October 2025 – 10,651

## Email Traffic

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



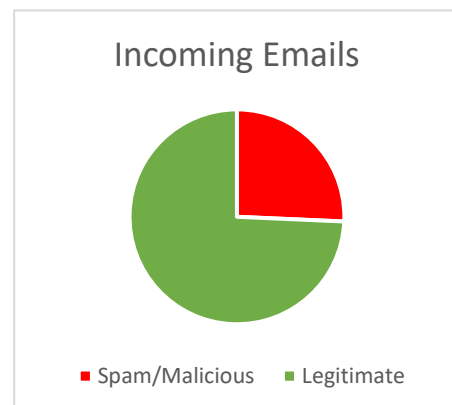
Graph: Monthly total records – 2024 versus 2025

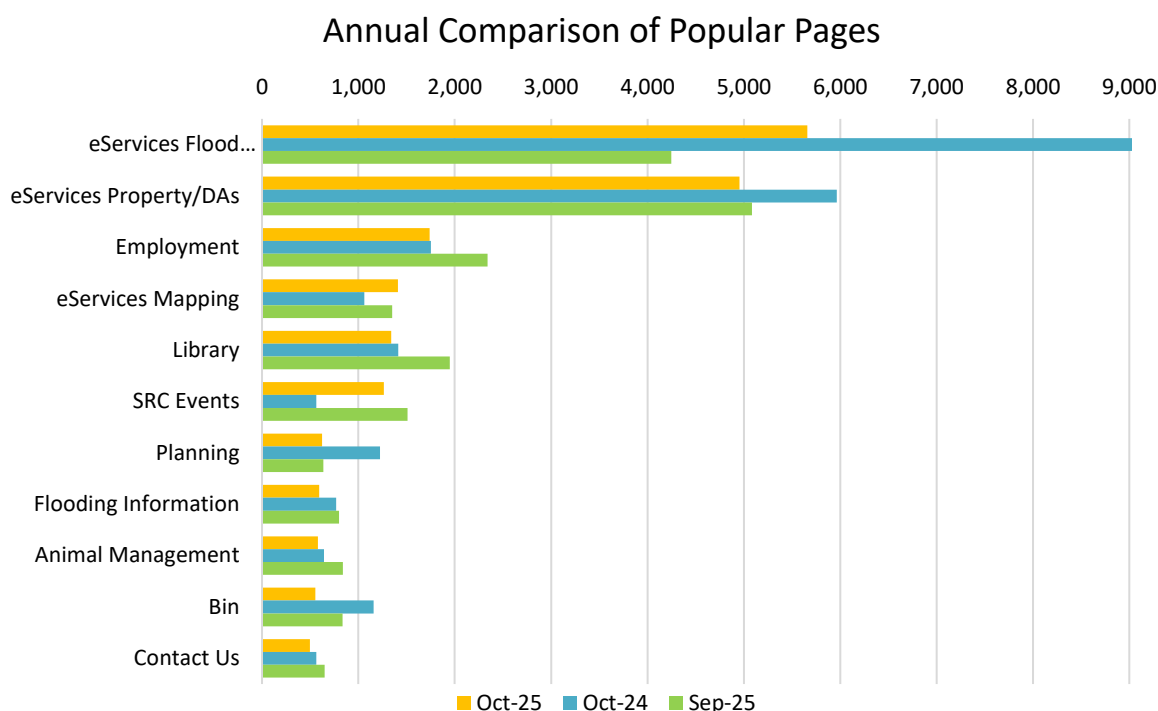
## Information and Communication Technology (ICT)

The incoming email total for this period was 45,780 of which 11,662 were subsequently blocked by our email security systems.

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.

The primary corporate website ([somerset.qld.gov.au](http://somerset.qld.gov.au)) received 45,504 page views for October, a 7% decrease, eServices ([eservices.somerset.qld.gov.au](http://eservices.somerset.qld.gov.au)) received 25,334, a decrease of 1% in views.





## Governance and Business Improvement




### Policy Development and Review

Following adoption of the Policy, Procedure and Form Development Policy and Human Rights Policy, a Policy, Procedure and Form Development procedure and relevant forms have been developed to assist with the implementation of Council's policy position.

### Corporate Plan

Council has commenced development of the new five-year Corporate Plan 2026-2031. A consultant has been engaged to assist Council in the development of this document. The Corporate Plan is a requirement of the *Local Government Act 2009* and *Local Government Regulation 2012* and outlines Council's strategic vision for the future of the region and how Council will progress towards this vision.

## Arts and Culture

		
Attendance at Cultural Venues	Events	Community Partnerships
9,154	101	1

### Events

#### Kilcoy Multicultural Carnival

The Kilcoy Multicultural Carnival was held at Yowie Park on Friday, 24 October 2025. The event featured performances by local cultural groups, an Aussie folk sing-along, and the Burnett Celtic Pipes and Drums.

This year's carnival featured the largest number of information stalls and service providers to date, alongside a diverse range of food vendors, cultural activities, and interactive performances. Planning for the 2026 event has commenced, with funding rounds now open.






## Australia Day Award Nominations

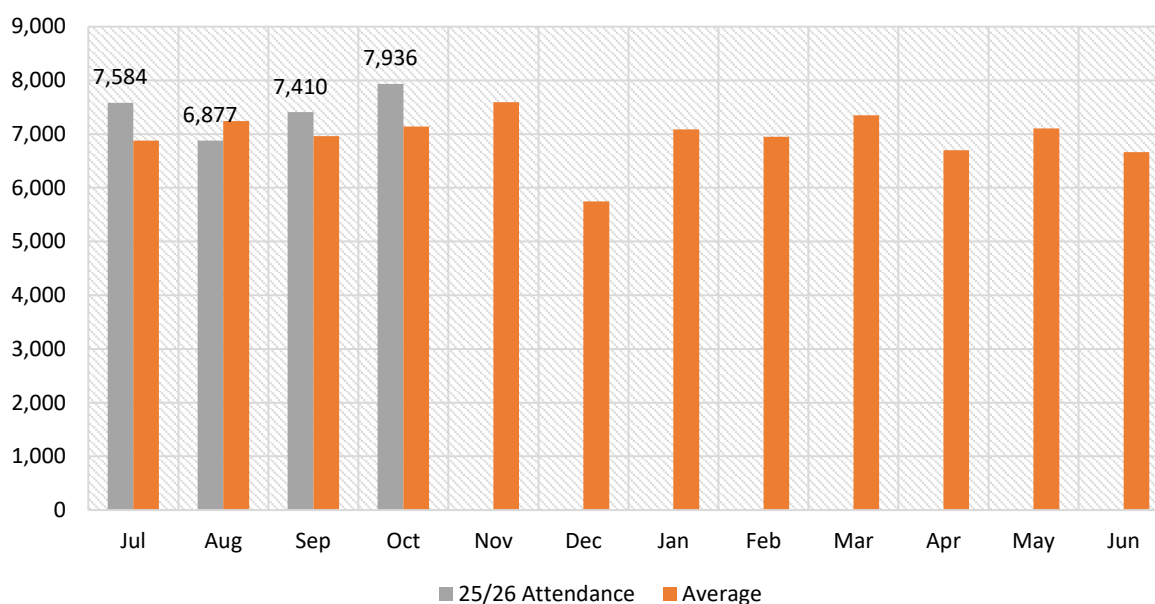
The 2026 Australia Day Award nominations were officially launched at the Kilcoy Multicultural Carnival by 2025 Citizen of the Year, Denise Modistach. Nominations are invited across six categories:

- Citizen of the Year
- Young Citizen of the Year
- Arts and Culture
- Sports Award
- Community Group of the Year
- Event of the Year

Nominations close Sunday, 4 January 2026.

## Somerset Libraries

				
Physical Items Circulated	Visitation	Outreach	Events	New members
13,195	7,936	403	64	67

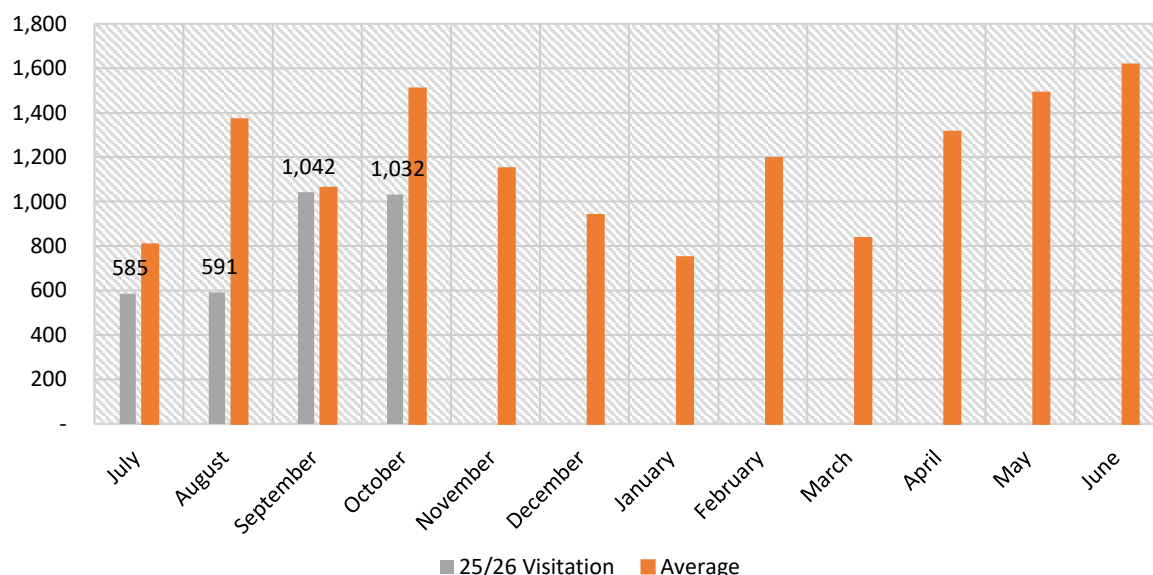


Graph: Monthly Attendance of Somerset Libraries - 2025-26 versus Average

- October recorded the highest total library visitation in four years. Use of public access computers continued to rise, with 768 hours logged compared to 676 in September.
- Five school holiday events attracted 90 participants, while regular Storytime and STEAM Squad programs resumed, engaging 245 children and 137 adults. Libraries also participated in the Seniors Expo, Kilcoy Multicultural Carnival, and Spooky Somerset community events.
- Use of physical and digital collections remained steady. Somerset Libraries joined the Queensland Regional OverDrive Consortium, giving members access to more than 17,000 eBooks, eAudiobooks, and eMagazines. These titles are now searchable through the Somerset on the Go app, with promotional efforts underway to encourage future growth in digital lending.

## Somerset Civic Centre




		
Visitation	Private/Council Events	Programmed Events
1,032	33	0

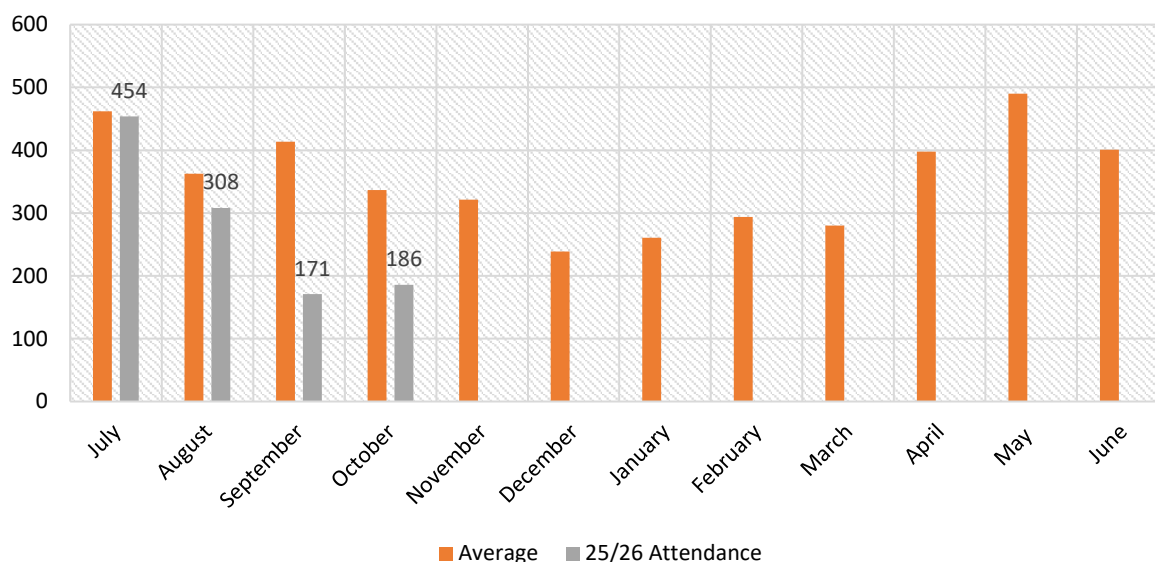


Graph: Monthly Attendance of Civic Centre - 2025-26 versus Average

- Regular community programs continued throughout October, including weekly dance classes, Tai Chi sessions, acting workshops, and choir rehearsals, all maintaining steady participation.
- The venue also hosted a range of events, including the Generations of Rock concert, Valley of the Lakes Garden Club meeting, Healthy Land and Water forum, and the Brisbane Valley History Expo. Council-led activities included disaster management workshops and Somerset's regional seniors event.
- Social media engagement rose significantly, with total views reaching 144,100 — a 60% increase from the previous month. Paid promotions accounted for 96% of views (up 70%), while organic reach decreased by 27%, representing 4% of total engagement.

## The Condensery

		
Visitation	Public programs	Exhibitions in development
186	4	8



Graph: Monthly Attendance of the Condensery - 2025-26 versus Average

### Exhibitions and Events

The Condensery hosted varied community arts workshops in October for both children and adult creatives. Over 40 people attended workshops delivered by Somerset artists.

11 Somerset artists are continuing to develop works for The Show, an upcoming exhibition that captures the spirit of the region's agricultural shows. The exhibition explores themes of nostalgia, community identity, and the evolving role of the local show in regional life. The Show will be presented from 6 December to 16 February 2026 and will be supported by a suite of professional arts and community workshops.

### Youth Engagement and Community Development

Throughout October, a range of initiatives were undertaken to strengthen community engagement, support youth development, and advance strategic partnerships across the Somerset Region.

- The annual regional seniors event took place at the Civic Centre on 17 October, 140 seniors attended. The day included entertainment by Memphis Moovers, lunch and an expo where seniors had an opportunity to meet service providers firsthand.
- A Support at Home talk was held at the Kilcoy Library with 29 seniors attending to learn more about the changes happening to in-home care.
- Collaboration with the Blue Light team is underway to co-host the *December Christmas Event* at the Somerset Civic Centre. We will beat the heat with some Christmas themed snow cones and prizes for all young people who attend. The Blue Light crew did an outstanding job as the 'pop up disco' at the annual Council Halloween event in Lowood.
- Ongoing engagement with student councils across the region has provided valuable insights into current needs and opportunities for future collaboration. Leaders for 2026 are currently being selected.
- On 31 October, the team held Spooky Somerset at Clock Park in Lowood with positive feedback from all stallholders and entertainers who participated in the Spooky Somerset event. The location and timeframe were good, however the movie after dark had to be cancelled due to the risk of a pending storm. Despite this, around 300 people enjoyed activities from 3pm – 6pm. The event is designed to offer a safe environment for children and teens to participate in Halloween activities. Local support services,

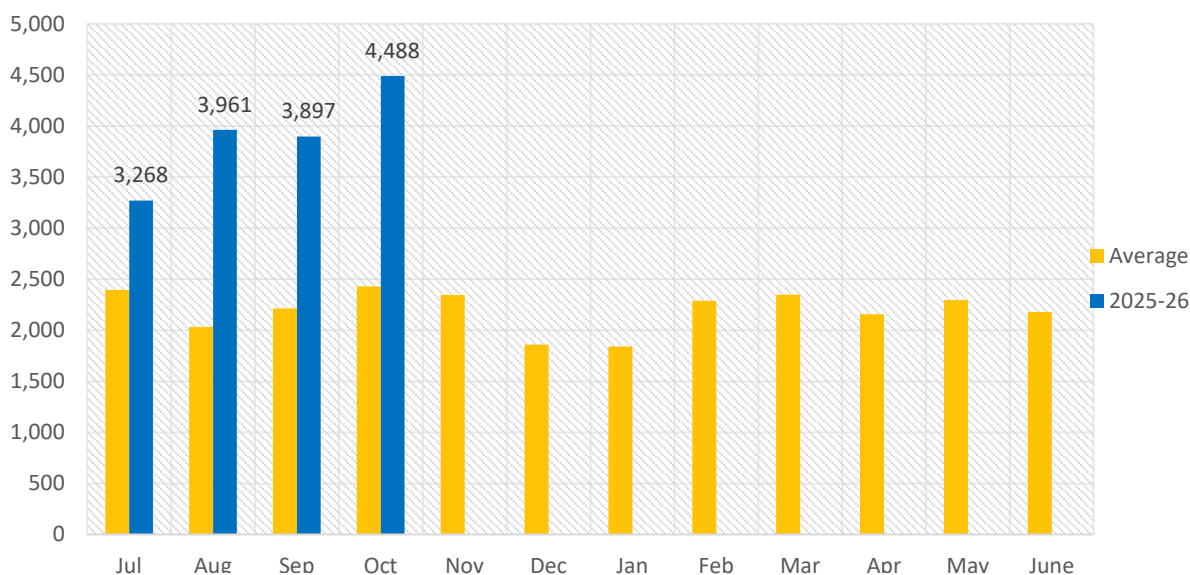


Ipswich Community Youth Service, Tarampa Assist, Queensland Police, Rural Fire Service, PCYC, Blue Light Disco and Council offered free activities. The event also included a free sausage sizzle, snow cones, photo booth, and llamas and facepainting.

## Sport and Recreation

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

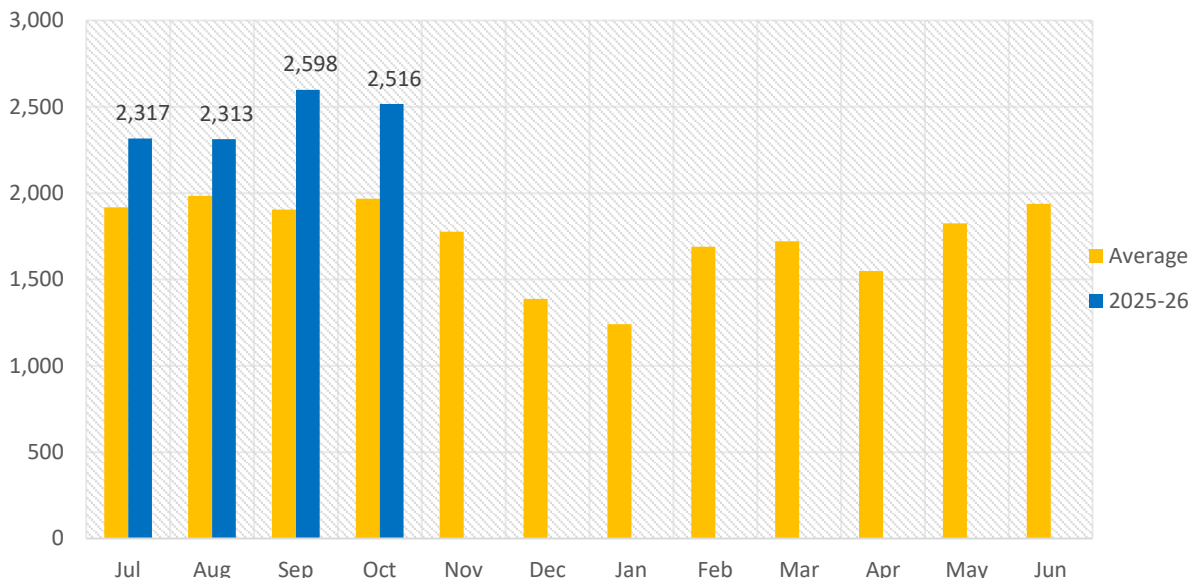
- Record Monthly Attendance for October.
- Comparative to Monthly Historical Average – POSITIVE +2,059 (Average – 2,429).
- Gym Membership Change – POSITIVE +42 (Current Membership – 1,176).
- 828 participants in Gymnastics.
- 163 participants in Little n Active Program.
- 270 participants in PCYC youth and community programs.
- 328 participants in Playtime sessions providing activity and coordination for infants.
- Three 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*

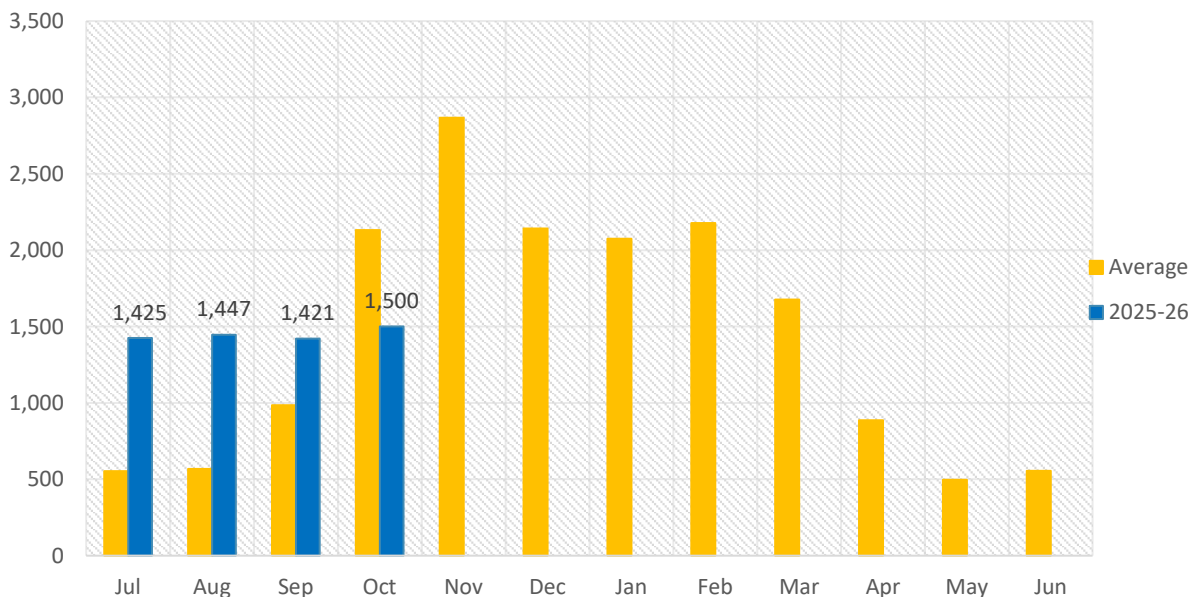
- Record Monthly Attendance for October (2,516).
- Comparative to Monthly Historical Average – POSITIVE +548 (Average –1,968).
- Gym Membership Change – POSITIVE +2 (Current Membership – 158).
- 325 participants in Gymnastics.
- 103 participants in Play Group.
- 95 participants in All Abilities program.
- 128 participants in Allied Health Program.
- 275 attendees to Halloween event.
- Nil incidents to report.



Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2025-26 versus Average

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

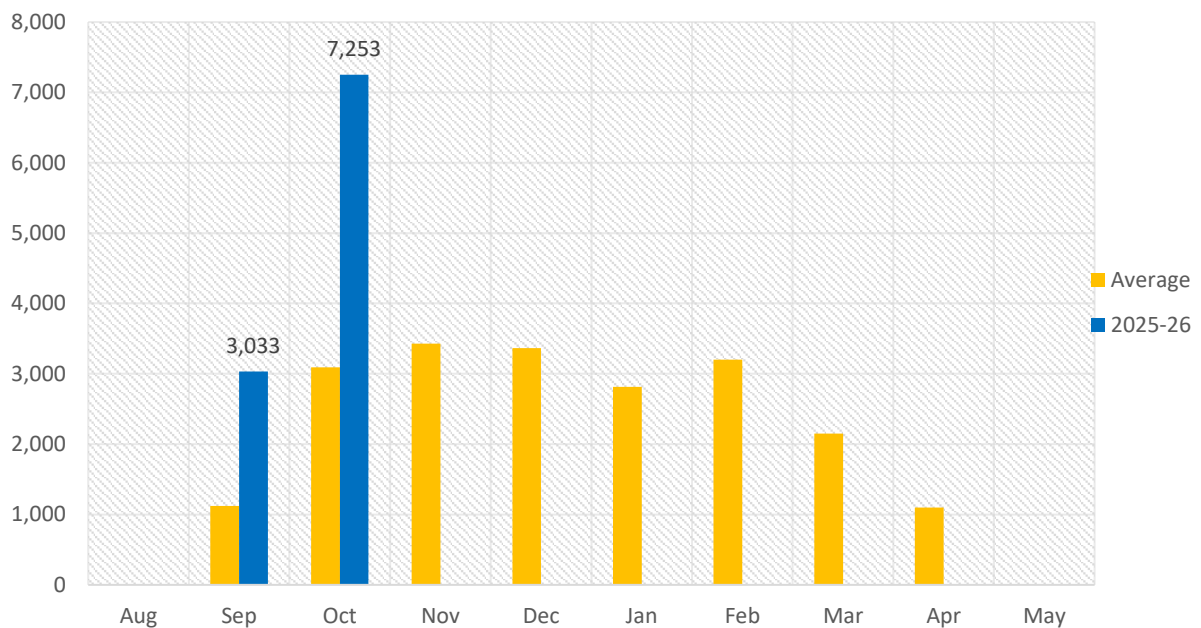
- The Toogoolawah Swimming Pool Upgrade Project works are progressing. The pool is currently closed to allow this work to take place.
- During this time the gym continues to operate as per spring/summer opening times.
- Comparative to Monthly Historical Average – NEGATIVE -632 (Average – 2,132) (Noting that the pool would normally be operational at this time).
- Gym Membership Change – NEGATIVE -1 (Current Membership – 148).
- 98 participants in Allied Health Program.
- Nil incidents to report.



Graph: Monthly Attendance of the Toogoolawah Swimming Pool and Community Gym - 2025-26 versus Average

#### *Lowood Swimming Pool*

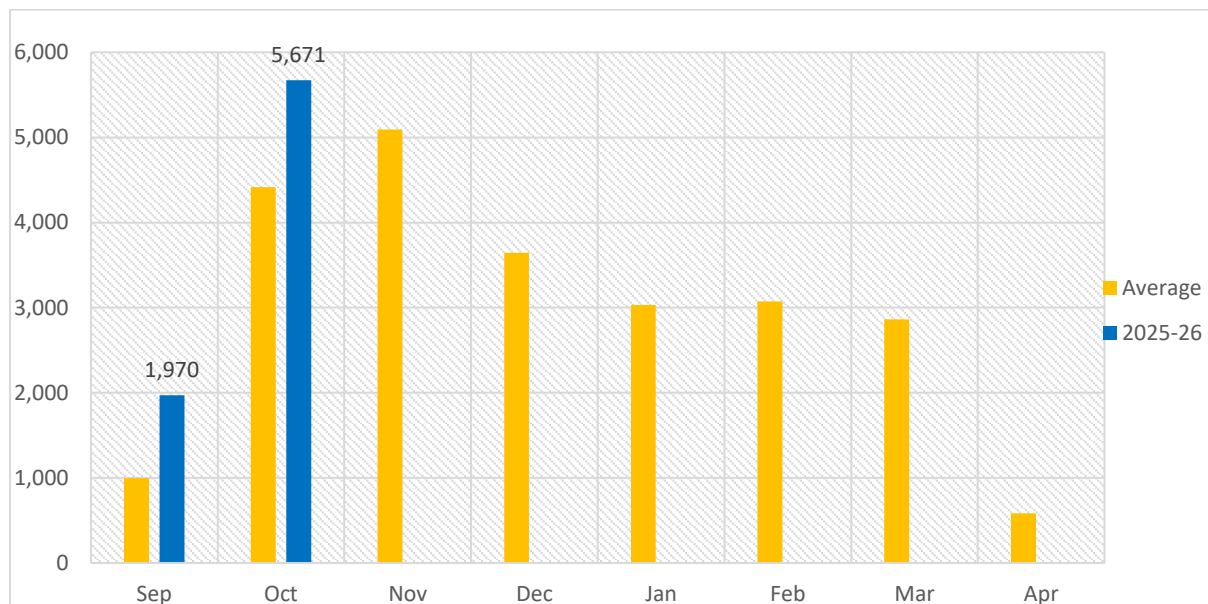
- Record Monthly Attendance for the facility's history (7,253).
- Comparative to Monthly Historical Average – POSITIVE +4,162 (Average – 3,091).
- 1,796 participants in School Swimming.
- 794 Learn to Swim Participants.
- 306 participants in Aqua Aerobics Programs.
- Nil incidents to report.



Graph: Monthly Attendance of the Lowood Swimming Pool – 2025-26 versus Average

#### *Kilcoy Aquatic Centre*

- Monthly Attendance for October (5,671).
- Comparative to Monthly Historical Average – POSITIVE +973 (Average – 1,125).
- 1,119 Learn to Swim Participants.
- 211 Aqua Aerobics Participants.
- 250 Swim Club participants.
- Nil incidents to report.



Graph: Monthly Attendance of the Kilcoy Aquatic Centre – 2025-26 versus Average

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

- The Toogoolawah Community Gym Extension Project, co-funded by Somerset Regional Council and the Queensland State Government Minor Infrastructure and Inclusive Facilities Fund, is progressing well.
- Work continues to progress on the Fernvale Sports Park Irrigation and Field Refurbishment Project. The project is co-funded by the Queensland Government through the Minor Infrastructure and Inclusive Facilities Fund. The project includes

installation of drainage and automated irrigation systems and returfing of the playing surface.

- Work is progressing as scheduled on the Toogoolawah Swimming Pool Upgrade project. The project is co-funded by the Queensland Government through the 2024-2027 South East Queensland Community Stimulus Program. The project includes the construction of a new eight-lane concrete tiled pool with ramp access, facility accessibility improvements (e.g. new concourse and ramps), new shade structures and new filtration plant.
- Work has commenced on the Kilcoy Showgrounds and Racecourse New Internal Road project. The project is co-funded by the Queensland Government through the 2024-2027 South East Queensland Community Stimulus Program. The project sees the construction of a new internal asphalt road on a new alignment to facilitate the progression of the facility master plan.
- Work is progressing on the Col Powell Park (Fernvale) Arena Re-surfacing. The project is co-funded by the Queensland Government through the 2024-2027 South East Queensland Community Stimulus Program. The project is being delivered in collaboration with the Fernvale Campdraft Association.

#### 4.9 Application to Licence and Erect a New Grid on Steley Road, Moombra.

**Reference:** Laws and enforcement / licences / gates and grids (1766044)

**Author:** Debbie Chandler, Customer Service Systems Administrator

**Department:** Operations

#### PURPOSE

The purpose of this report is to seek Council's endorsement of an application from a local property owner to erect and license a new grid on Steley Road, Moombra.

#### OFFICER'S RECOMMENDATION

THAT Council

1. approve the application to erect a grid on Steley Road, Moombra, approximately 1.8km from the intersection of Brisbane Valley Highway on section of road that travels through Lot 117 CSH2464.
2. relax the condition to bitumen seal the approaches either side of the grid for five metres as required in the Grid Approach Sign Layout SRC-ROAD-028.

#### EXECUTIVE SUMMARY

Council has received an application from a local property owner is seeking approval to erect a new grid on Steley Road, Moombra approximately 1.8km from the intersection of Brisbane Valley Highway on section of road that travels through applicant's property described as Lot 117 CSH2464. The applicant owns the property on both sides of the road at the location where the grid is proposed to be installed.

#### BACKGROUND

Nil

#### PREVIOUS COUNCIL RESOLUTIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### LEGISLATION AND POLICY

Operations / Works Policies

CODE	POLICY
------	--------

OP/0018

## Gates and Grids on Roads Policy

- Gates and Grids (Application to Continuing Local Law) Local Law 2011
- Local Law No. 24 (Gates and Grids)
- Subordinate Local Law No. 24 (Gates and Grids)

## CORPORATE PLAN LINKAGE

**5. United Somerset***Outcome: An active place which values participation.**Strategies:*

- *5.1 Deliver efficient and effective customer services to all communities of the Somerset Region.*

## COMMENTARY/DISCUSSION

An application to erect a grid on Steley Road, Moombra approximately 1.8km from the intersection of Brisbane Valley Highway on section of road that travels through applicant's property described as Lot 117 CSH2464 was received by Council.

Steley Road, Moombra is an unformed road for the entire length from Brisbane Valley Highway to the end of the road (3.5km). There are another four properties beyond Lot 117 CSH2464 who will need to access their properties past this grid, Lot 4 RP145140, Lot 1 RP147250, Lot 3 RP145140 and Lot 5 RP145140. However, as per Council's OP018 Gates and Grids on Roads Policy, grids must be installed in conjunction with a gate and a sidetrack to a minimum of 3.7m in width and constructed to a standard that is negotiable by normal two-wheel drive vehicles in all weather. Council officers do not believe that the installation of the grid will hinder access by any types of vehicles.

The grid application was advertised in the local newspapers and there were no submissions or objections received.

As the road is an Unformed Road officers have suggested that Council relax the condition to bitumen seal the approaches either side of the grid for five metres as required in the Grid Approach Sign Layout SRC-ROAD-028.

Any approvals issued by Council, for gates or grids, are issued subject to the condition that, Council can withdraw the permission at a later time.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil

## CONSULTATION AND ENGAGEMENT

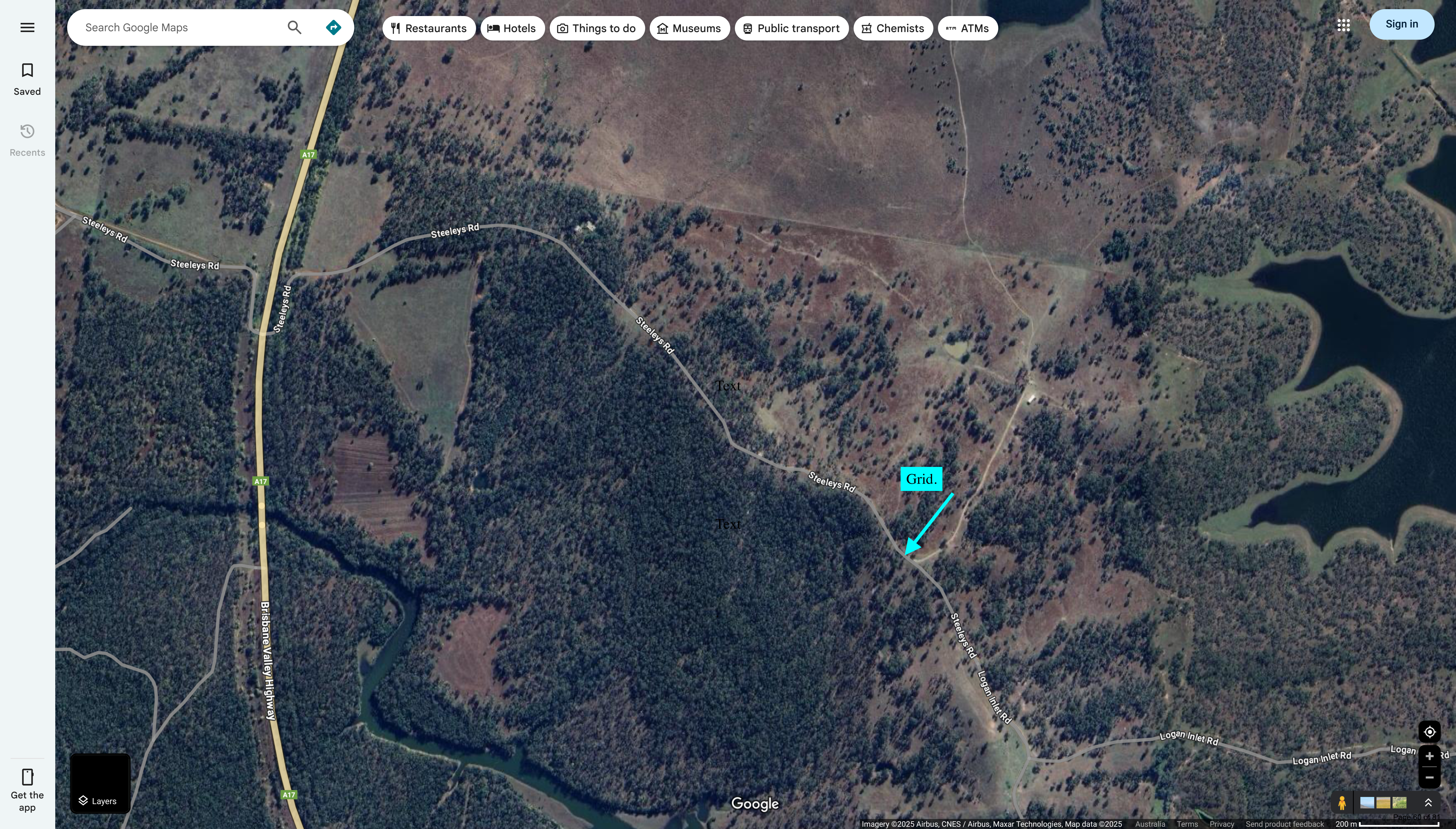
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The grid application was advertised in the local newspapers and there were no submissions or objections received.

## ATTACHMENTS

1. Attachment 1 Grid application Steley Road Moombra Location of Grid Map





Search Google Maps



Restaurants

Hotels

Things to do

Museums

Public transport

Chemists

ATMs



Sign in



Saved



Recents



Get the app

Layers

Google





#### 4.10 Operations Monthly Report - October 2025

**Reference:** Governance / reporting / officer reports  
**Author:** Joel Andrew, Director Operations  
**Department:** Operations

##### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of the key operational activities undertaken by the Operations Department during October 2025.

The document is provided for Council's information only.

##### OFFICER'S RECOMMENDATION

THAT Council receive the Operations Monthly Report for October 2025 and the contents be noted.

The purpose of this report is to provide an update of design projects, operational works applications, Department of Transport and Main Roads works, maintenance management and capital projects underway within the Works and Engineering Services activities, waste management and customer service request statistics for the Operations Directorate.

Key highlights of the month include:

- The design for the water main on Main Street, Lowood has been approved by Urban Utilities;
- Approval was received from Department of Transport and Main Roads for the footpath and carpark area for Main Street, Coominya;
- Eight operational work applications were received during the month of October;
- Strengthening and widening of Sawmill Lane, Toogoolawah was completed on 8 October 2025;
- Capital works projects at Lester Kropp Bridge, Villeneuve, Muckerts and McCulkins Lane, Fernvale;
- Station Street, Lowood and Aston Park, Kilcoy are all progressing well;
- Compared to the same time as last year, more waste is being disposed of in Council's landfill;
- Volume of kerbside recycling continues to increase marginally; and
- Number of customer service requests received for Council and the Operations Directorate has increased compared with the same time last year.

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## ATTACHMENTS

1. Attachment 1 Operations Monthly Report

## Operations Monthly Report - October 2025

Monthly update report for the Operations Directorate is as follows:

### Design Projects

- The “For Construction” plans are complete for the drop off and parking area for Minden State School;
- The design for the water main on Main Street has now been approved by Urban Utilities;
- The team has now received approval from the Department of Transport Main Roads for the footpath and car park area for Main Street, Coominya;
- The design plans for a shared path on Clive Street are currently being readied for issue for construction; and
- Concept design plans have been submitted to the next round of the School Transport Infrastructure Program (STIP). Projects for Harlin State School, Prenzlau State School and Toogoolawah High School have been submitted

### Operational Works Applications

- 35 Graham Road, Fernvale – Stage 2 – Electrical Reticulation;
- 35 Graham Road, Fernvale – Stage 3 – Electrical Reticulation;
- 3876 Foresthill Fernvale Road, Fernvale – Electrical Reticulation;
- Summerville Road, Lowood – Stage 1 - Electrical Reticulation;
- Summerville Road, Lowood – Stage 2 - Electrical Reticulation;
- Summerville Road, Lowood – Stage 3 - Electrical Reticulation;
- Lowood Hills Road, Lowood – Operational Works for 26 lot subdivision; and
- Vogler Road, Vernor – - Electrical Reticulation.

### Department of Transport and Main Roads (TMR) Works

- Soil testing for the Ottaba section of the Brisbane Valley Highway has been completed as part of pre-construction investigations to inform the pavement strengthening design; and
- Council engineers are reviewing the intersections upgrade design plans and are providing technical comments to TMR engineers for consideration. The two intersections at review are:
  - Brisbane Valley Highway and Forest Hill Fernvale Road at Fernvale; and
  - Brisbane Valley Highway with Dingyarra Street and Brisbane Valley Highway and Mount Beppo Road at Toogoolawah.

### Maintenance Management (Works and Engineering Services Activities):

- The habitat rehabilitation project continues at Jesse Wickman Park, Minden with mulching being undertaken following a crown lift of trees occurring, to improve visibility in the area;
- Grading maintenance works on Monsildale Creek Road; and
- Grading maintenance works on Kilcoy Murgon Road.

### Projects Completed last month (Works and Engineering Services Projects):

Project Name	Description
Sawmill Lane, Toogoolawah	Strengthen and widen road to suit heavy vehicles. <ul style="list-style-type: none"><li>• Completion date: 8 October 2025.</li><li>• Delivery by external contractors.</li></ul>

	<ul style="list-style-type: none"> <li>Project was completed on time.</li> </ul> <p>Actual cost exceeded budget due to the following:</p> <ul style="list-style-type: none"> <li>Removal and replace unsuitable material;</li> <li>Stabilisation of subgrade was performed as extra due to the soft ground; and</li> <li>Scope creep to include more drainage and driveways.</li> </ul>
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### Capital Projects Underway (Works and Engineering Services Projects):

Refer to photographs of recently completed projects and/or projects underway at the end of the report.

Project Name & Description	Description
Lester Kropp Bridge, Neurum Road, Villeneuve.	<p>New Bridge over the Stanley River at Villeneuve. Completed on Ground: 35%. Estimated Completion Date: mid 2026. Delivery by external contractors.</p> <ul style="list-style-type: none"> <li>All geotechnical investigations are completed;</li> <li>Installation of temporary structure is completed;</li> <li>Piling works continuing, 5 pile out of 12 are now completed; and</li> <li>Work is continuing on the road approaches.</li> </ul>
Muckerts and McCulkins Lanes, Fernvale	<p>Construction of road from Old Fernvale Road to Fairneview Fernvale Road. Completed on Ground: 30%. Works progressing well ahead of schedule. Estimated Completion Date: late 2026. Council is the principal contractor.</p> <ul style="list-style-type: none"> <li>McCulkins Lane pavement subbase layers are near completion.</li> <li>Muckerts Lane is progressing well, work will commence on the large culvert in November.</li> </ul>
Station Street, Lowood – car park	<p>Construction of new car park in Station Street, Lowood. Completed on Ground - 40%. Estimated Completion Date: early 2026 Delivery by external contractors</p> <ul style="list-style-type: none"> <li>Earthworks are progressing well; and</li> <li>First section of pavement has been constructed</li> </ul>
Aston Park, Kilcoy – car park	<p>Construction of new car park in Aston Park, Kilcoy. Completed on Ground: 70%. Estimated Completion Date: early 2026 Delivery of external contractors.</p> <ul style="list-style-type: none"> <li>Kerb and Channel and footpaths progressing.</li> </ul>

### Waste Management

- Kerbside Collection Contract – Ipswich Waste:-
  - General waste services – 85% presentation rate YTD.

- Recycling services – 62% presentation rate YTD.
- Waste to Landfill (Tonnes) – Leviable
  - October 2025 – 944.12t
  - Year to Date (YTD) – 3,680.39t
  - Previous YTD – 3,413.72t
- Kerbside Recycling (Tonnes)
  - October 2025 – 100.82t
  - Year to Date (YTD) – 403.28t
  - Previous YTD – 387.78t

## Customer Service Requests

### Customer Services Requests All of Council

- October 2025 - 507
- Year to Date (YTD) – 1,839
- Previous YTD – 1,565

### Customer Services Requests Operations Only

- October 2025 - 293
- Year to Date (YTD) - 1193
- Previous YTD - 1057

## Photographs of Capital Projects

### Sawmill Lane, Toogoolawah – road widening







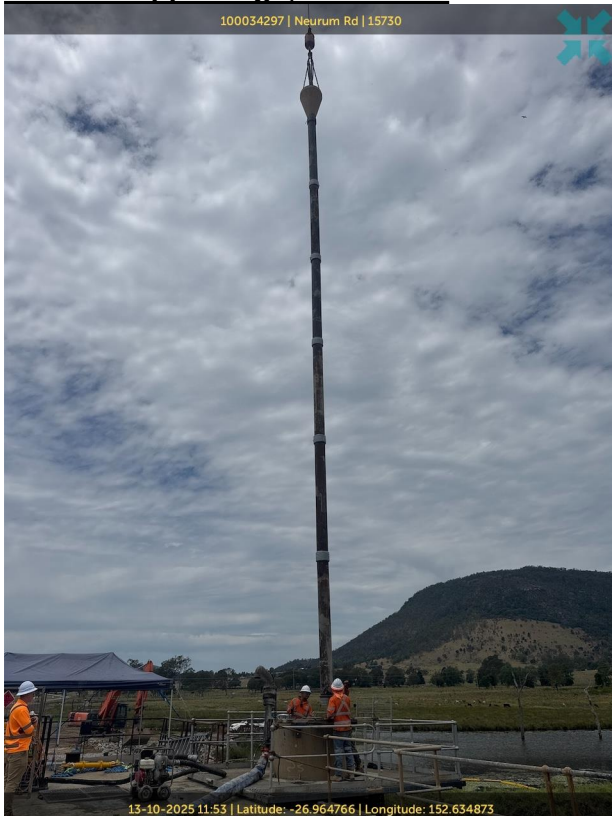
**Sawmill Lane, Toogoolawah – road widening**



## Lester Kropp Bridge, Villeneuve



## Lester Kropp Bridge, Villeneuve







### Muckerts and McCulkins Lanes, Fernvale







**Muckerts and McCulkins Lanes, Fernvale**







**Muckerts and McCulkins Lanes, Fernvale**





**Station Street, Lowood - Carpark**



**Station Street, Lowood – Carpark**





**Aston Park – Carpark**



**Aston Park – Carpark**





#### 4.11 Customer Service Monthly Report - October 2025

**Reference:** Officer Reports

**Author:** Kerri-Lee Jones, Director HR & Customer Service

**Department:** HR & Customer Service

##### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a summary of the key operational activities undertaken by the HR and Customer Service Department during October 2025.

The document is provided for Council's information only.

##### OFFICER'S RECOMMENDATION

THAT Council receive the HR and Customer Service Monthly Report for October 2025 and the contents be noted.

##### EXPLANATION OF ITEM

Key highlights of the month include:

In October 2025, Council launched a new online Customer Service Request (CSR) system on its website, enabling customers to lodge requests 24/7. The launch was supported by an updated "Help Us Help" accompanying campaign.

##### ATTACHMENTS

1. Attachment 1 Customer Service Monthly Report

# Customer Service Report – October 2025

In delivering on Council’s Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of October 2025 is provided below for Council’s information.

## Summary for October 2025



3,140

**TOTAL  
PHONE  
CALLS**



2,966

**PHONE CALLS  
RECEIVED DURING  
BUSINESS  
HOURS**



135

**PHONE CALLS  
RECEIVED  
AVERAGE  
PER DAY**



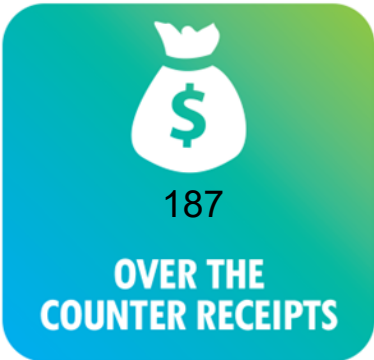
29

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



12

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



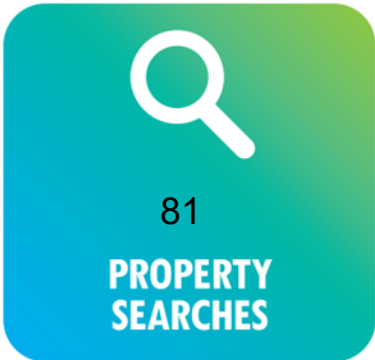
187

**OVER THE  
COUNTER RECEIPTS**



594

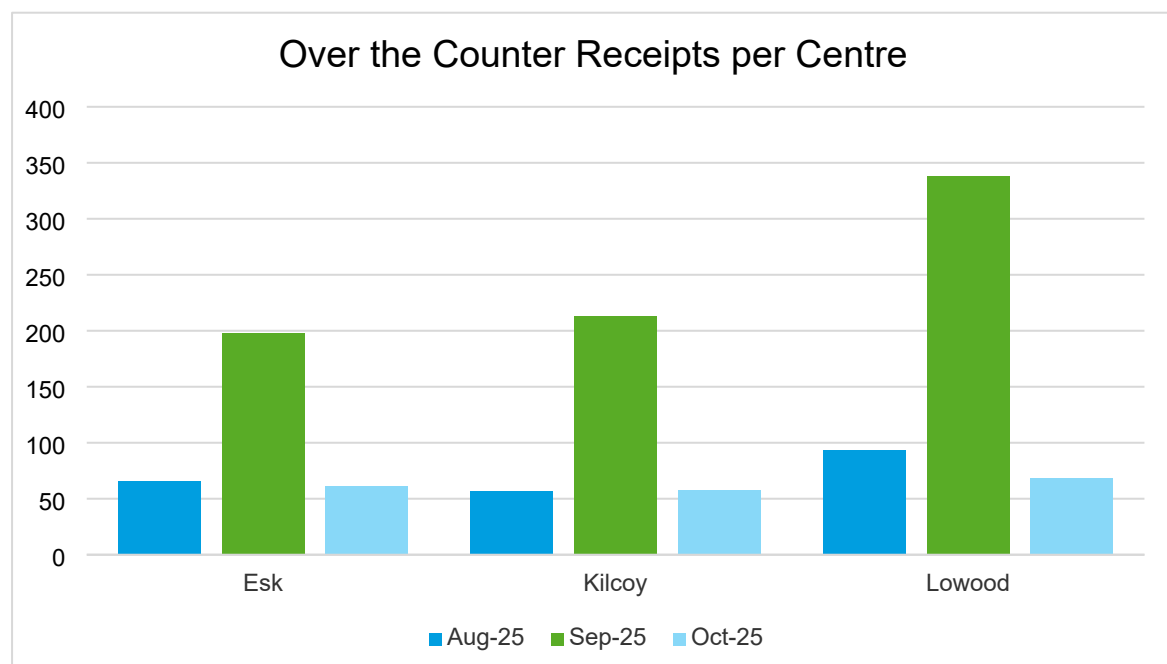
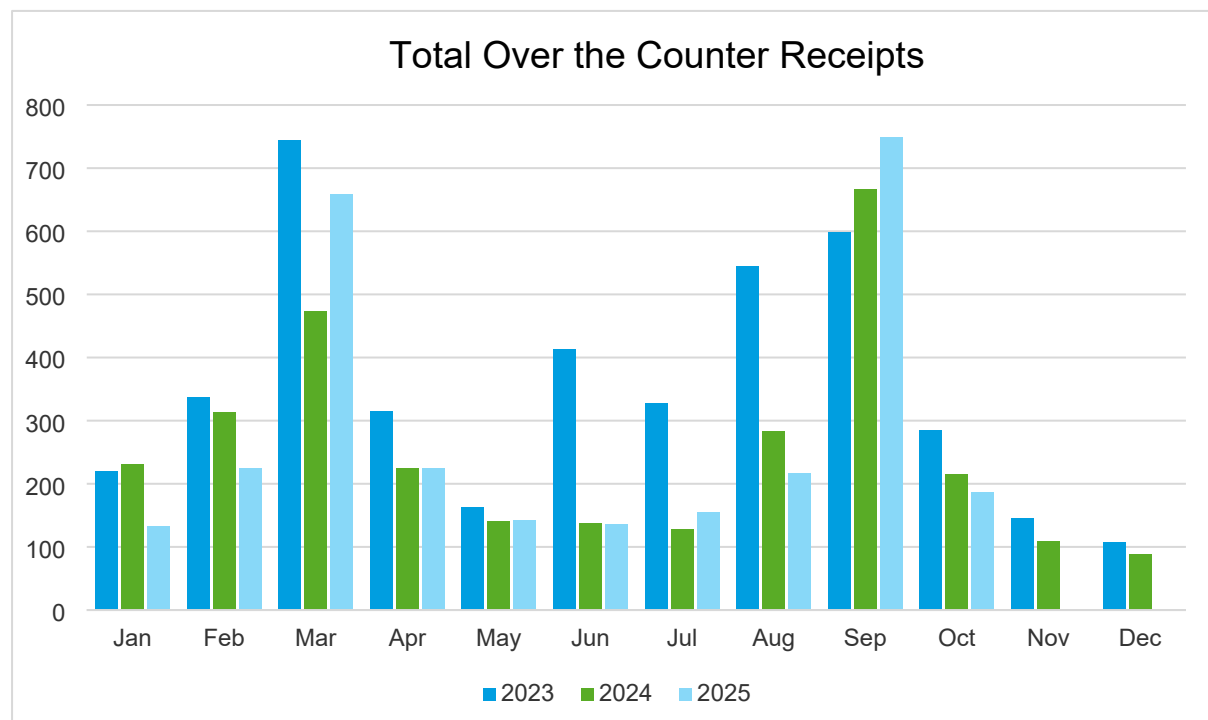
**QGAP  
TRANSACTIONS**



81

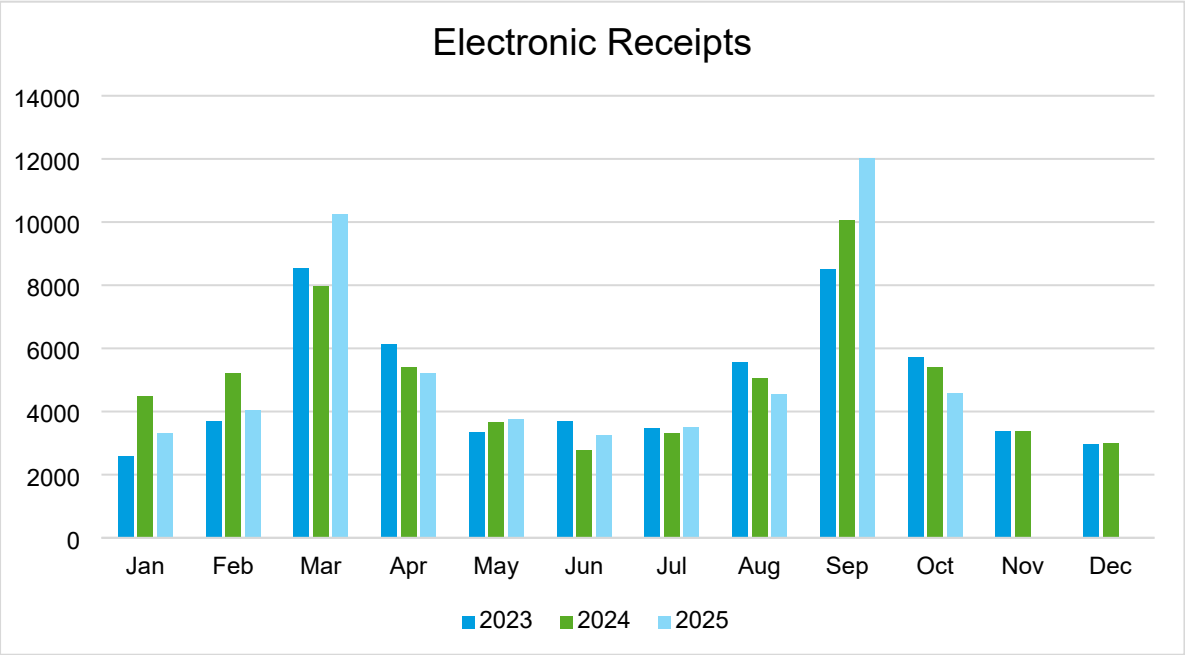
**PROPERTY  
SEARCHES**

The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for October 2025. These numbers include payments that were posted into the Council. In total there was 187 financial transactions across the three customer service centres with 61 at Esk Administration Centre, 58 at Kilcoy Customer Service Centre and 68 at Lowood Customer Service Centre.

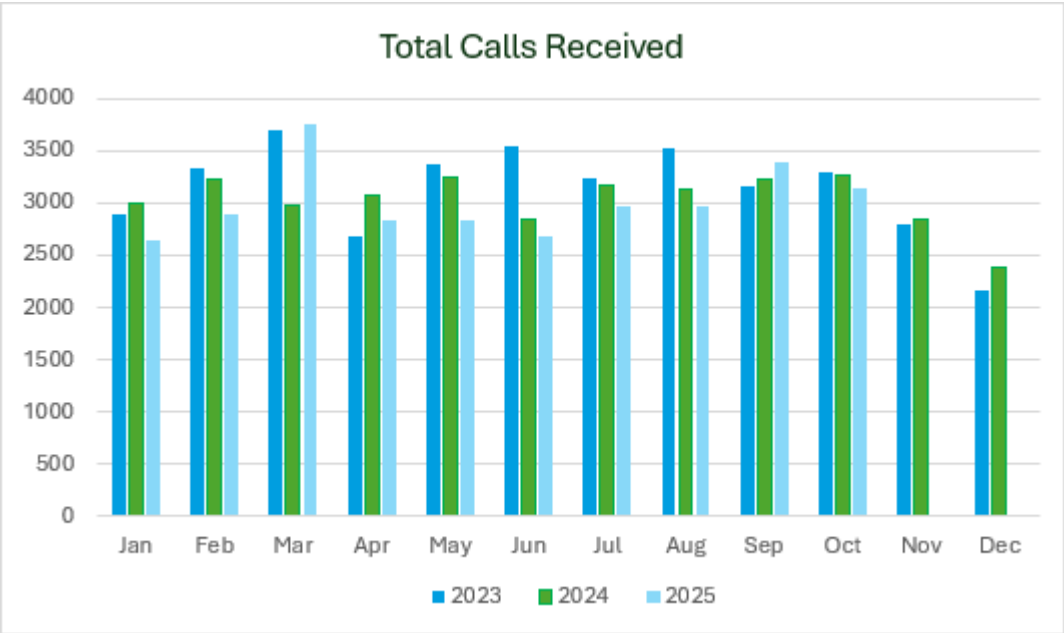




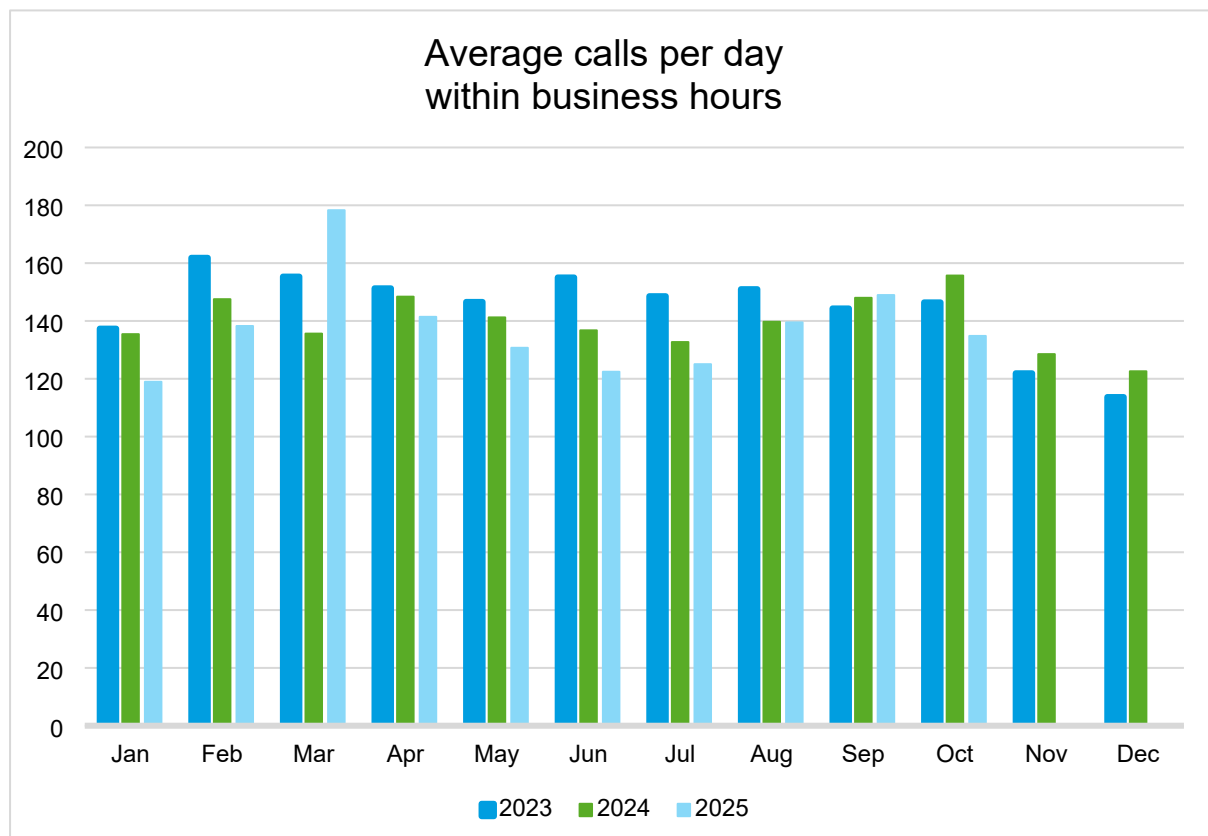
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc. For the month of October there were 4,590 transactions. Compared to September 2025 there was a decrease of 7,443 transactions, this decrease was due to rates being due end of September.



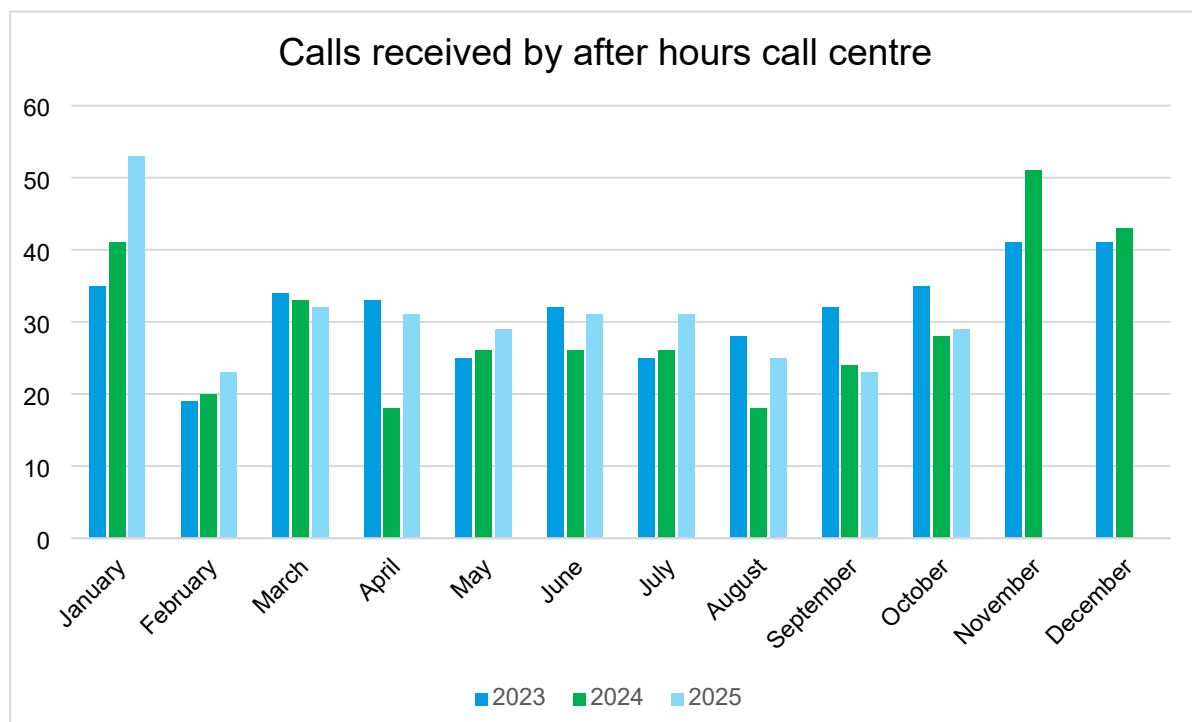
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 3,140 calls received for the month October 2025. This is a decrease of 243 calls compared to September 2025. Compared to October 2024 there was a decrease of 128 calls for the month.



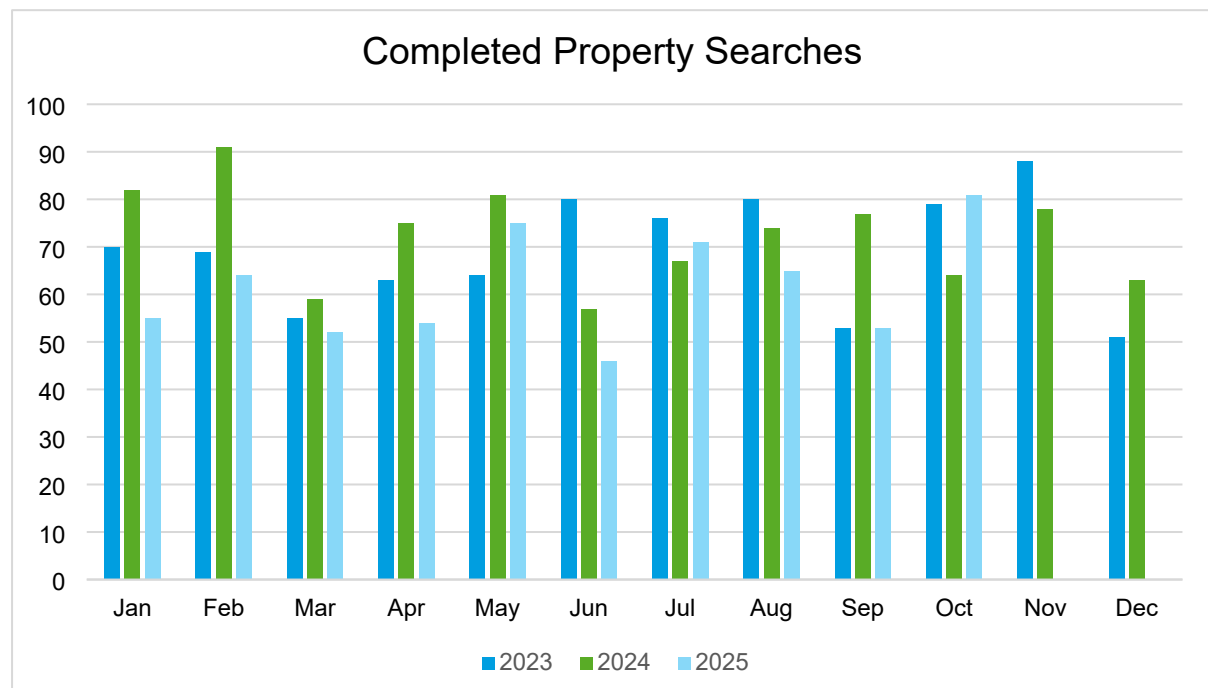
Listed below is a comparison of the average calls received per day within business hours. On average there were 135 calls received each business day for October 2025, which was a decrease of 14 calls on average per day from September 2025.



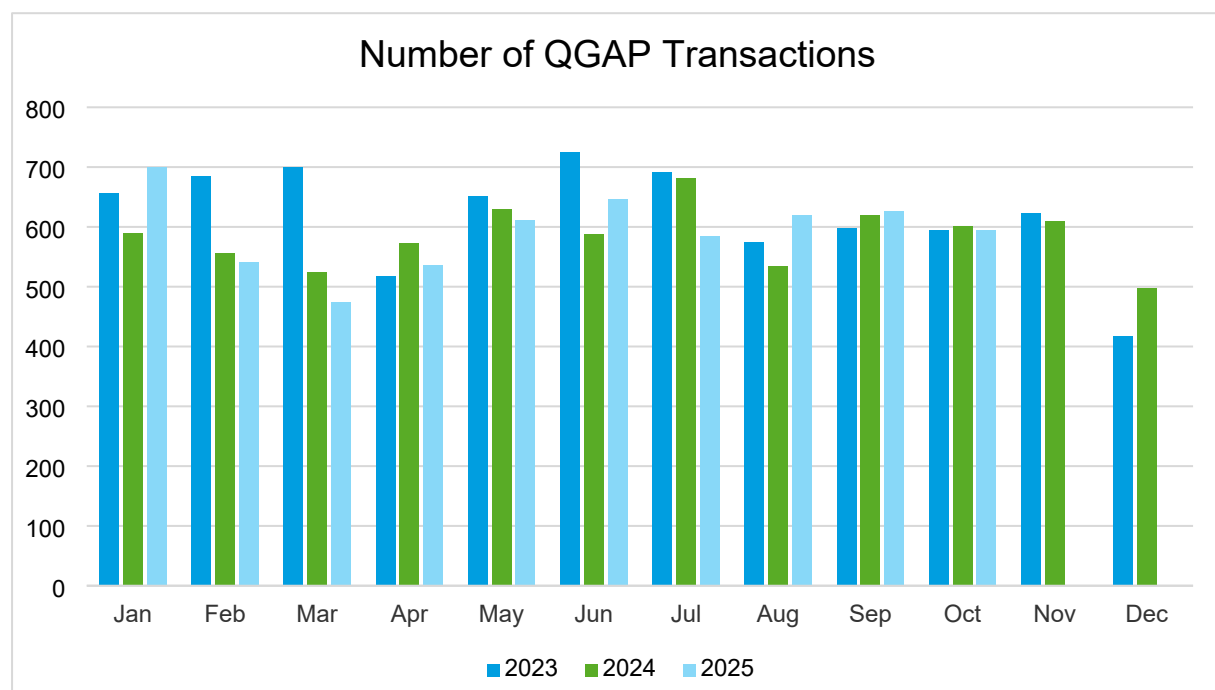
There were 2,966 calls received during business hours and 167 out of hours. Out of the 167 calls received out of hours, 29 calls were transferred to the afterhours call centre.



For the month of October 2025 there were 81 property searches completed for prospective purchasers. This increased by 28 completed searches for the month compared to September 2025.



There were 594 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in October 2025. On average there were 27 transactions per business day.



In October 2025, Council launched a new online Customer Service Request (CSR) system on its website [www.somerset.qld.gov.au](http://www.somerset.qld.gov.au), enabling customers to lodge CSR's 24/7. The launch was supported by an updated "Help Us Help You" campaign.

## Lodge a Customer Service Request (CSR)



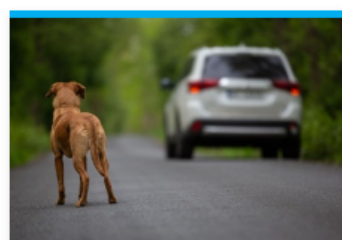
I would like to report a...



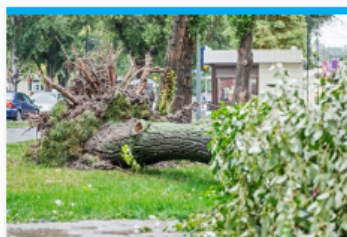
Road Or Footpath Issue



Waste Issue



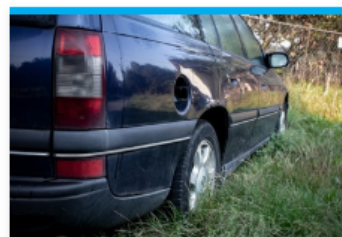
Animal Issue



Tree Issue



Drainage Issue



Compliance Breach

### HELP US HELP YOU

Lodge a  
**Customer Service Request**

- 1 **SCAN THE QR CODE**
- 2 **FILL IN THE FORM**
- 3 **SEND TO COUNCIL**

QR code not scanning?  
Visit [somerset.qld.gov.au/CSR](http://somerset.qld.gov.au/CSR)

Once your Customer Service Request (CSR) is lodged, you will receive a reference number. Check the status of your CSR by phoning council (and quoting your reference number) on 5424 4000.

For more information:  
(07) 5424 4000  
[mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au)  
[somerset.qld.gov.au/CSR](http://somerset.qld.gov.au/CSR)



### NEED HELP?

Did you know you can quickly and conveniently make a Customer Service Request (CSR) to Council.

**COMMON REQUESTS**

- Damaged roads or footpaths
- Stray or wandering animals
- Waste bin replacements
- Missed waste services
- Fallen trees or blocked drains
- Abandoned vehicles
- Overgrown allotments

**HOW ARE CSRs PRIORITISED?**  
Council receives over 10,000 CSRs annually. Each CSR is assessed based on urgency:

- Urgent issues are given a higher priority and actioned accordingly
- Some CSRs may require inspection or investigation, which could take up to 10 business days

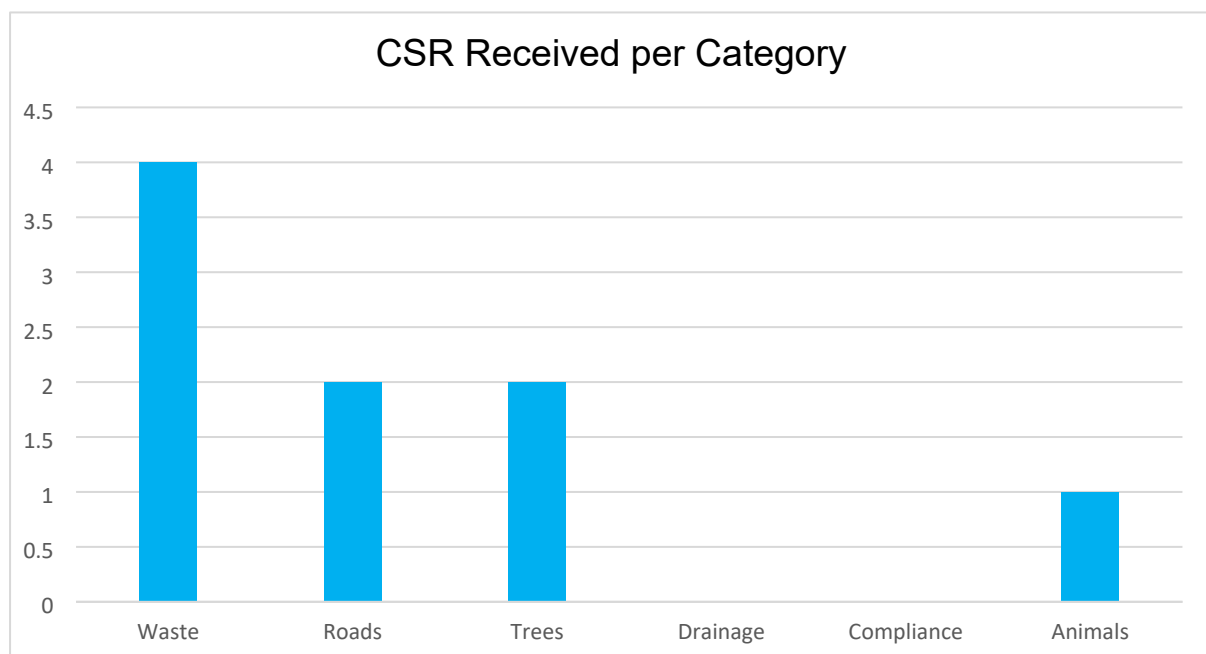
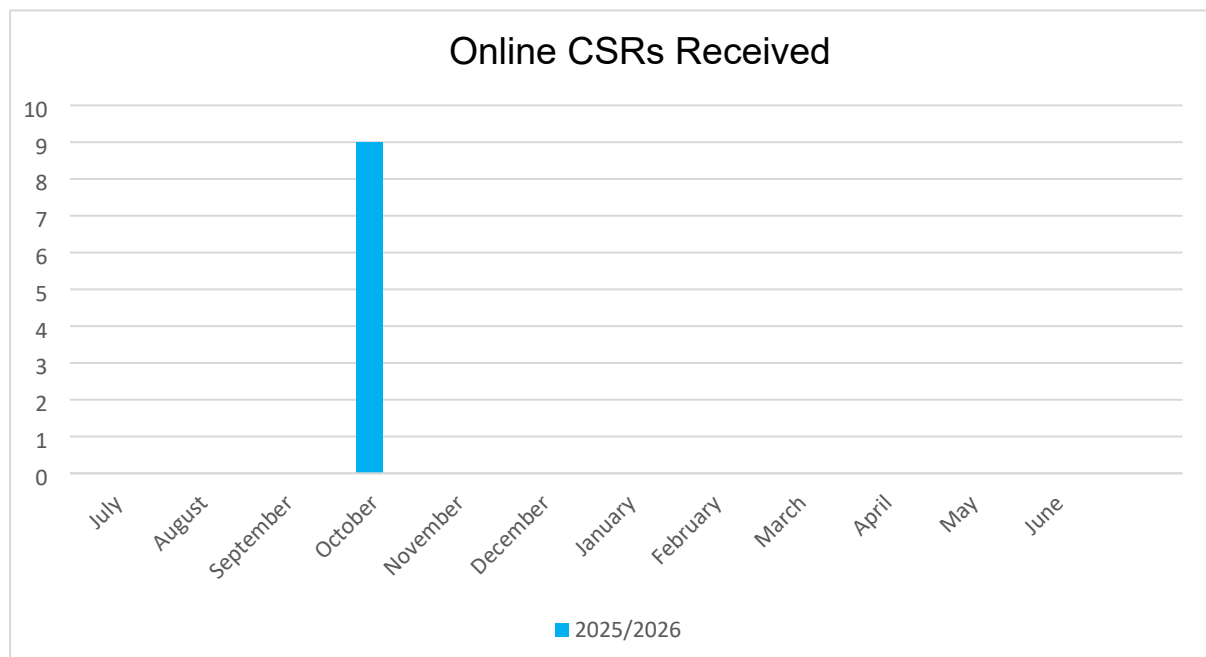
**CONFIDENTIALITY & PRIVACY**  
All complaints are treated confidentially. In some cases, your details may be shared with other agencies for investigation or legal proceedings. You can choose to lodge a complaint anonymously. However, providing your contact details helps Council resolve an issue efficiently, if follow up is required.

To read our CSR Privacy Collection/Use Statement, visit [somerset.qld.gov.au/privacypolicy](http://somerset.qld.gov.au/privacypolicy)

For more information:  
(07) 5424 4000  
[mail@somerset.qld.gov.au](mailto:mail@somerset.qld.gov.au)  
[somerset.qld.gov.au/CSR](http://somerset.qld.gov.au/CSR)



For the month of October there were nine online customer service requests (CSRs) received. Out of the nine CSRs received there were four waste, two road and footpath, two trees and one animal related CSRs.



#### Other services

Customer Service team also contributed to administrative support, graphic design and development, mail outs, 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.