



**Minutes of Ordinary Meeting  
Held Wednesday 14 September 2016**

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*Held in the Simeon Lord Room  
Library / Museum Building  
Redbank Street, Esk*

**Present**

Cr G D Lehmann	(Mayor)
Cr D Hall	(Deputy Mayor)
Cr H Brieschke	(Councillor)
Cr C Gaedtke	(Councillor)
Cr M Ogg	(Councillor)
Cr B Whalley	(Councillor)
Mr R Bain	(Chief Executive Officer)
Mr C Payne	(Director Corporate and Community Services)
Mr T Jacobs	(Director Operations)
* Mrs J Bertso	(Senior Planner)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
* Mr S Brennan	(Senior Environmental Health Officer)
Mrs S Pitkin	(Minute Secretary)
Ms M Maesele	(Communications and Marketing Manager)

\*Denotes partial attendance

**Apology**

Cr S Choat	(Councillor)
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**Opening of Meeting**

The Mayor, Cr Graeme Lehmann, opened the meeting at 9am.

**Leave of Absence**

<b>Decision</b>	Moved – Cr Whalley	Seconded – Cr Hall
	“THAT Cr Choat be granted leave of absence from today’s meeting”.	
		<u>Carried</u>

**Confirmation of Minutes**

<b>Decision</b>	Moved – Cr Gaedtke	Seconded – Cr Whalley
	“THAT the Minutes of the Ordinary Meeting held on 24 August 2016 as circulated to all Members of Council be confirmed”.	
		<u>Carried</u>

**Business arising out of minutes of previous meeting**

Nil

**Matters of Public Interest****Cr Gaedtke - Matters of Public Interest**

14 September	Women In Somerset Enterprises – Champagne and Nibbles
16 September	Regional Photo Competition Presentation – Esk
17 September	Kilcoy Gymnastics Carnival Fundraiser – Kilcoy Indoor Sports Centre
17 September	Free Tree Day – Kilcoy
19 September	Kilcoy Hospital Auxiliary Monthly Meeting and Annual General Meeting
24 September	BBQ and Beer Festival – Kilcoy
24 September	Pet Parade – Kilcoy Show Society
24 September	Kilcoy Classic on Wheels 2016
24 September	Yowie Markets Kilcoy
24 September	Open Garden – Di McCauley Mt Kilcoy
25 September	Health, Harmony and Healing Expo – Fernvale Indoor Sports Centre
27 September	Centrelink Medicare Child Support Van - Esk

**Cr Brieschke - Matters of Public Interest**

14 September	Esk District Cricket Club will hold their first sign on day for the season, 3.15pm Mc Connell Park, Toogoolawah.
16 September	Presentation of Essentially Somerset Photographic Competition 6pm - 8pm Somerset Civic Centre.

- 17 September Councils Free Tree program commences at Kilcoy, Aston Park with the Esk program being held on 24 September and Fernvale, 1 October.
- 19 September Councils School Holiday Program commences with registrations due today. Please check Council's website for activities.
- 24 September Beer and BBQ Festival, Kilcoy

### Cr Hall - Matters of Public Interest

- 17 September Toogoolawah Lions Changeover Dinner

Cr Hall noted that the Kilcoy Campdraft which was to be held on 24 September 2016 has been cancelled.

### Operational Works - Clearing Vegetation - Fee Waiver

Cr Hall moved the following resolution -

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Gaedtke
<p>"THAT the fees for Operational Works - clearing vegetation applications be waived until Council's review is finalised."</p> <p style="text-align: right;"><u>Carried</u></p>		

<b>Subject:</b>	<b>Natural Resource Management Monthly Report - August 2016</b>
<b>File:</b>	<b>Governance - Reporting - Officer Reports</b>
<b>Action Officer Ref:</b>	<b>NRMO</b>

### Background/Summary

In delivering on the themes identified in Council's current Operational Plan, it is with pleasure that I provide a synopsis of my activities for the month of August 2016.

### NATURAL SOMERSET

- Ongoing oversight of Lockyer Creek Restoration Project – Council has negotiated to extend maintenance of the work at Mahons Road to December 2016, beyond the previous contracted finish date of June 2016.
- Ongoing maintenance arrangements for the Koala Fodder and Offset plantings at Shines Road and Fielding Road reserves.
- Continued engagement with Koala academic Dr Christine Hosking undertaking an audit and collation of Koala records in the Somerset Region. It is hoped that the resultant report and mapping refinements will assist with targeted conservation measures, and strategic planning refinement/s. Engagement has included meeting with residents and academics in Koala "hot-spots" such as Mt Byron and Toogoolawah, and identifying and sourcing Koala data repositories. The final report is expected in September.

- Continued work with Brisbane Valley Kilcoy Landcare to progress Stage 3 of the Yowie park planting proposal (per “Stage 3 Planting, Yowie Park, Kilcoy” report to Council’s Ordinary meeting 8 June 2016). An initial planting took place on the 4<sup>th</sup> of August, with approximately 50% of the anticipated planting completed. A further planting with students from Stanley River Environmental Education Centre program/s is anticipated in October 2016.
- Facilitating the delivery of wildlife awareness presentations to schools throughout the Somerset Region. The workshops will be presented by Geckoes Wildlife across August and September 2016.
- Regular monitoring of the Somerset flying fox roosts at Lowood, Esk, Atkinsons Dam, Linville and Kilcoy. Flying Foxes are currently only present at Lowood roost.

### **VIBRANT SOMERSET**

- Coordinated arrangements for Somerset residents to have the opportunity to collect mulch (woodchip) from Anzac Park at Kilcoy, as a result of the flying fox vegetation works along Kilcoy creek. The mulch supply has now been exhausted.

### **PROSPEROUS SOMERSET**

- Continuing free tree provision arrangement/s with Save Our Waterways Now (SOWN) and Arthur Gorrie Correctional Centre.
- Undertaking preparatory arrangements for Free Tree Day Delivery 2016. Free Trees will be available to residents upon presentation of a voucher at Kilcoy on the 17 September, Esk on the 24 September, and Fernvale on the 1 October.

### **WELL PLANNED SOMERSET**

- Ongoing conceptual planning for the development of a “Natural Somerset” plan, to guide Council response to Natural Resource Management issues in the region.
- Consideration of options regarding vegetation management in the Somerset Region in respect of existing planning scheme provisions, and consideration for inclusion of Matters of Local Environmental Significance (MLES) and an associated local offset program into future review.
- Response to enquiry, property inspections and investigation of vegetation clearing and management in the Somerset Region.
- Currently facilitating application to the Queensland Government for consideration of a change of reserve status associated with Council managed lands at Esk for future recreational use.
- Ongoing liaison with SEQ Water to discuss a proposal to support awareness and compliance regarding on-site septic systems, to align with the Catchment Action Plan actions regarding water quality in the Mid Brisbane Catchment. This project is currently being considered as a possible pilot project under the Mid Brisbane Catchment Action Plan, subject to stakeholder approvals. It is anticipated that a presentation will be available for Councillor consideration later this year.
- Participant in the consideration of DA applications and pre lodgement enquiries as

they pertain to the Natural Resource Management Officer role and expertise.

- Participation in the review of elements of the Somerset Regional Council "Parkland Strategy" pertaining to Natural Resource Management.

## UNITED SOMERSET

- Ongoing liaison with the Department of Environment and Heritage Protection "Walking in the Landscape" series, to produce an interactive catchment Journal, and broader reference applications. Ongoing work includes finalising the elements of the Upper Brisbane and Stanley Catchment summaries. Lockyer and Mid Brisbane Catchment Journals are available for review on the Queensland Government "Wetland-Info" page.
- Ongoing coordination with the Queensland Fire and Emergency Service (QFES) to improve/streamline the approval procedures related to third party burn applications on Council managed lands, and current investigation regarding the use of the State fire application (online web portal) "Redi-Portal" to assess fire risk and enquiry received in the Somerset region.
- Accompanied Councillor Brieschke to the SEQ Council of Mayors - Waterways and Environment Committee meeting 5 August.
- Completed Officer training "De-escalating Aggressive Behaviour", and "Authorised Officer Training"

### Attachments

Nil

### Recommendation

THAT the Natural Resource Management Monthly Report for August 2016 be received and the contents noted.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Brieschke
	"THAT the Natural Resource Management Monthly Report for August 2016 be received and the contents noted."	
		<u>Carried</u>

<b>Subject:</b>	<b>Request for Generally in accordance with approval</b>
<b>File Ref:</b>	<b>DA15521</b>
<b>Action Officer:</b>	<b>PO-MJ</b>

### Background/Summary

Council at its Ordinary Meeting held 17 December 2015 approved a Telecommunication facility for a the Government Wireless Network (GWN) on land along Esk Kilcoy Road, Somerset Dam and described as Lot 35 on CG2149, Lot 27 on CG2189 and Lot 207 on NPW756.

Telstra are currently in the process of rolling out the federally funded Mobile Blackspot programme, which is endeavouring to improve mobile phone coverage in regional and

remote areas. The GWN tower at the above mentioned location has been identified as an appropriate location for the required infrastructure. As such, Kordia, on behalf of Telstra have made representations to Council to amend the proposal plans to include a new headframe with a four panel antenna attached to the existing monopole.

As the proposed amendments will not dramatically change the built form of the proposal it is considered generally in accordance with the original approval.

#### Attachments

Attachment 1 – Locality Plan  
Attachment 2 – Approved Plan  
Attachment 3 – Proposed Plan

#### Recommendation

THAT the proposed amendments (drawing reference Q112444 Sheet 3 No Index) to the telecommunication facility at Lot 35 on CG2149, Lot 27 on CG2189 and Lot 207 on NPW756 be considered as generally in accordance; and

THAT the applicant be advised accordingly of Council's decision.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Brieschke
	<p>"THAT the proposed amendments (drawing reference Q112444 Sheet 3 No Index) to the telecommunication facility at Lot 35 on CG2149, Lot 27 on CG2189 and Lot 207 on NPW756 be considered as generally in accordance; and</p> <p>THAT the applicant be advised accordingly of Council's decision."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>DA15815 – Request to extend applicants information response period</b>
<b>File Ref:</b>	<b>DA15815</b>
<b>Action Officer:</b>	<b>SPO</b>

#### Background/Summary

The applicant for DA15815 is seeking approval for a six month extension to the 'Information Response Period' up to and including 31 March 2017, in accordance with section 279 of the *Sustainable Planning Act 2009*.

By way of background, Council on 14 March 2016 received Development Application No 15815 seeking approval for a Development Permit for a Material Change of Use for Commercial Premises involving the intensification of an existing use by incorporating a licensed function room and toilet block on land located at 2 Guldbransen Street, Somerset Dam, currently known as the 'Somerset Dam Store'.

The application is made under the former Esk Shire Planning Scheme 2005 (as amended). An application is required because the intensification of commercial premises within the Village zone is assessable development.



The application will involve Impact Assessment (public notification) and will be assessed against the relevant matters set out in section 314 of the *Sustainable Planning Act 2009*.

The site is located within the Regional Landscape and Rural Production Area in accordance with the South East Queensland Regional Plan 2009-2031.

The Department of Infrastructure Local Government and Planning, in its capacity as the State Assessment and Referral Agency also issued an Information Request. The applicant is yet to provide a response to the Department regarding their information request.

The applicant recently met with Council Officers to discuss the issues raised in Council's Information Request. One of the concerns related to engaging the services of a qualified Traffic Engineer to undertake the Traffic Impact Assessment required by Council and the Department of Transport and Main Roads.

The applicant is still having difficulty in engaging a qualified Traffic Engineer to prepare the Traffic impact Assessment. However, the applicant has engaged a qualified Town Planner to address the remaining concerns raised in the Information Request.

It is considered the applicant has made a concerted effort to address the issues raised in Council's Information Request; however, engaging professional Consultants has taken longer than he had anticipated. This is the main reason for the request to extend the information response period.

The request to extend the Information Response Period is supported for an additional six month period up to and including 31 March 2017.

#### Attachments

Nil

#### Recommendation

THAT Council support the request to extend the applicants Information Response Period up to and including 31 March 2017.

#### Decision:

Moved - Cr Whalley

Seconded - Cr Ogg

"THAT Council support the request to extend the applicants Information Response Period up to and including 31 March 2017."

Carried

<b>Subject:</b>	<b>Development Application No 15813 - Application for a Development Permit for a Material Change of Use for a Home Based Business (diesel repairs) ancillary to mobile mechanical business</b>
<b>File No:</b>	<b>DA15813</b>
<b>Assessment No:</b>	<b>03028-00000-000</b>
<b>Action Officer:</b>	<b>SPO</b>

#### Subject Land

Location	136 Stone Gully Road, Coolana
Real Property Description	Lot 1 RP32368

Area	24.285 hectares
Current land use	Dwelling
Easements and Encumbrances	Nil

**Former Esk Planning Scheme 2005 (as amended)**

Zone	Rural
Precinct	Rural Pursuits

**SEQ Regional Plan 2009-2031**

Category	Regional Landscape and Rural Production area
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**Application**

Level of Assessment	<b>CODE</b>
Applicant/s	Coolana Diesel Repairs
Applicants contact details	Att: Grant and Kim Kirkwood 136 Stone Gully Road Coolana QLD 4311
Date properly made	25 February 2016

**Referral Agencies**

Concurrence Agencies	Nil
Advice Agencies	Nil

**Attachments**

1. Site Plan of Lot 1 RP32368 at 136 Stone Gully Road, Coolana, prepared by applicant and referenced DA15813.
2. Floor Plan of proposed home based business within existing shed prepared by applicant and referenced DA15813.

**RECOMMENDED DECISION**

THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Home Based Business (diesel repairs) ancillary to mobile mechanical diesel repair business on land described as Lot 1 RP32368 and situated at 136 Stone Gully Road, Coolana and subject to the requirements and conditions contained in the Schedules and Attachments.

**1.0 APPLICATION**

Pursuant to Chapter 6 Section 260(1) and (3) and Section 261 of the *Sustainable Planning Act 2009* (SPA), the applicant has made a properly made development application and is seeking approval for a Material Change of Use for a Development Permit for a Home Based Business (diesel repairs) ancillary to a mobile mechanical diesel repair business.

The application is made under the former Esk Shire Planning Scheme 2005 (as amended).

The site is located in the Rural Zone Rural Pursuits Precinct and the following level of assessment applies to the development under the former Esk Shire Planning Scheme (as amended) :

- Code assessable for a home-based business.

The application will be assessed against the relevant matters set out in section 314 of the *Sustainable Planning Act 2009*.

## **2.0 PROPOSAL**

It is proposed to conduct a home based business within an existing shed on the subject property for the purpose of occasionally undertaking repairs on vehicles, mainly trucks, that cannot be completed on the clients property as part of the applicant's role as a mobile mechanical diesel repair business. The applicant advises that only one vehicle/truck will be repaired at the premises during any period.

The existing shed comprises a total floor area of 123m<sup>2</sup> and it is proposed to utilise 70m<sup>2</sup> GFA to conduct the proposed home based business. The balance area of the shed will continue to be used for storage of farm machinery associated with the farming practices conducted on the subject property. The existing shed is a steel frame building with metal cladding, concrete floor and zincalume roof. The shed is located to the west of the existing dwelling. Refer to Site Plan at Attachment 1 and Floor Plan at Attachment 2.

The proposed hours of operation for the home based business are between 8am and 5pm Monday to Friday and between 8am and 3pm on Saturday. Oil and associated waste will be stored in a waste container onsite until such time that the oil is transferred to a tanker and removed from the property in accordance with legislative requirements. Tools used in the home based business will include an air compressor, hand tools and a forklift. There will be no employees and there is available space on the property for customer parking. No signage is proposed as part of the proposed home based business.

## **3.0 SITE DETAILS**

The site is large and irregular in shape and is described as Lot 1 on RP32368 and located at 136 Stone Gully Road, Coolana. The subject property is located on the northern side of Stone Gully Road and contains an area of 24.285 hectares. The property has been cleared to cultivation which can be irrigated from a 7 megalitre dam and is used for small crop farming. Most of the cultivation has been levelled and the remainder of the property gently slopes away to Plain Creek which forms the rear northern boundary of the property. The property has been improved with a dwelling and outbuildings that are used as part of the farming practices conducted on the subject land.

The applicant has advised that the site has experienced inundation. Approximately .5m of flood water entered the shed where the proposed home based business is to be conducted. The applicant has advised the flood waters escaped quickly from the property.

## **4.0 SURROUNDING LAND USES**

The surrounding land is rural in nature, with rural pursuits including agricultural farming and hobby farming constituting the dominant land uses. The adjoining properties all contain single detached houses and associated outbuildings.

## **5.0 ASSESSMENT - STATE LEGISLATION**

This application is made under the provisions of the *Sustainable Planning Act 2009*. As such it is subject to the requirements of the Regulatory Provisions of the South East Queensland Regional Plan 2009-2031 (SEQR), relevant Acts and State Planning Policies. The site is located within the Regional Landscape Rural Production area under the SEQR. The proposed use does not require assessment against the SEQR Regulatory Provisions and the application did not require referral to the Department of Infrastructure, Local Government and Planning.

### **5.1 VEGETATION MANAGEMENT ACT 1999**

The site does not contain mapped remnant vegetation.

## 5.2 ENVIRONMENTAL PROTECTION ACT 1994

The site is not listed on the Contaminated Land Register or the Environmental Management Register.

## 6.0 ASSESSMENT - LOCAL GOVERNMENT LEGISLATION

The former Esk Shire Planning Scheme 2005 (as amended) identifies relevant codes and overlays against which the development is to be assessed with proposed solutions measured against the specific outcomes proposed by the Code. In instances where alternative solutions are provided in lieu of the probable solutions they are discussed below.

Applicable Code	Compliance	Alternative Solution
Rural Zone	Yes	Not required
Home Business	Yes	Not required
Applicable Overlay Code	Compliance	Alternative Solution
Economic Resource Overlay	Yes	Not required
Floodplain Assessment Overlay	Yes	Yes

The development as proposed complies with the provisions of the relevant codes identified in the former Esk Shire Planning Scheme 2005 (as amended).

## 7.0 OTHER PLANNING CONSIDERATIONS

### Trunk Infrastructure and Services

The following items of trunk infrastructure and services applicable to the proposed development are individually addressed below.

### Flooding

The applicant has advised that the site has experienced inundation. Approximately .5m of flood water entered the shed where the proposed home based business is to be conducted. The applicant has advised the flood waters escaped quickly from the property and that a continuity plan is in place to account for the potential need to relocate property prior to a flood event to allow enough time to transfer goods and oils associated with the proposed business to the upstairs level of the shed.

Council resolved on 8 July 2015 that the Defined Flood Level (DFL) for non-habitable buildings be the Q100 flood line. For commercial and industrial developments a relaxation to the Q50 flood line may be considered with conditions.

The proposed site is within Council's Highest Known Flood area and the applicant has advised that the site has flooded in the past. There is no current flood modelling of the site, so the Defined Flood Level would be the highest recorded flood level for non-habitable buildings. The highest recorded level is the 67m Contour line which is about 1m above the existing ground.

As the proposed home based business is to be conducted within an existing shed, reasonable and relevant conditions may be imposed should Council decide to support the application. Such conditions include:

- All hazardous, noxious materials or chemicals are located and stored above the Defined Flood Level.
- Electrical switchboards, power points, main data servers and the like are positioned above the Defined Flood Level. Electrical and data installations below the Defined Flood Level are to be re-designed and constructed to withstand submergence in flood water.
- Contingency plans are in place to account for the potential need to transfer/relocate

property plant, equipment and stock prior to a flood even to above the Defined Flood Level.

- The development does not increase the flood hazard (e.g. by way of increased depth, duration or velocity of flood waters or a reduction in warning times) for other properties.

### **Access**

The site currently has access to Stone Gully Road, which is sealed to a single lane width at the property entrance. The driveway is gravel and there are no known issues with the access.

### **Infrastructure Charges**

A Home Based Business is currently termed a "Minor Use" as per Council's Infrastructure Charges Resolution (No. 2) 2016 and no charges apply to the proposed development.

### **Water Supply**

The proposed development will use water supplied by the existing tanks on the property.

### **Sewerage**

The proposed development will use the existing on-site effluent disposal system connected to the house.

### **Stormwater/Drainage**

The proposed development is not considered to have any adverse impacts upon stormwater. However, the landowners must ensure that stormwater is connected to a legal point of discharge.

### **Services**

All infrastructure and services including the provision of underground electricity and telecommunication services are available to the site.

### **Heritage**

The site neither adjoins nor contains a heritage feature listed in either the State Queensland Heritage Register or Council's Local Heritage Register.

## **8.0 STATE REFERRAL**

### **State Assessment Referral Agency (SARA)**

The application did not require referral to the Department of Infrastructure, Local Government and Planning in its capacity as the State Assessment Referral Agency (SARA).

## **RECOMMENDED DECISION**

THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Home Based Business (diesel repairs) ancillary to mobile mechanical diesel repair business on land described as Lot 1 RP32368 and situated at 136 Stone Gully Road, Coolana and subject to the requirements and conditions contained in the Schedules and Attachments.

<b>SCHEDULE 1 – GENERAL CONDITIONS</b>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.	At all times

	Site Plan of Lot 1 RP32368 at 136 Stone Gully Road, Coolana, prepared by applicant and referenced DA15813.	
	Floor Plan of proposed home based business within existing shed prepared by applicant and referenced DA15813.	
1.2	Comply with relevant provisions of the former Esk Shire Planning Scheme 2005 (as amended); Planning Scheme Policies and Local Laws.	At all times
1.3	Pay to Council any outstanding rates, charges or expenses levied by Council over the subject land	Prior to commencement of the use
1.4	The home-based business must not operate before 8am or after 5pm Monday to Friday, or before 8am or after 3pm Saturday. No work is to occur on Sundays or on public holidays.	At all times
1.5	The maximum number of vehicles to be serviced on-site in any calendar week is two.	At all times
1.6	There must be no more than two customer vehicles (other than the vehicle being serviced) parked on the premises.	At all times
1.7	Only one commercial vehicle associated with the home-based business may be present on the site at any time; and its capacity must not exceed four tonnes with or without a trailer.	At all times
<b>SCHEDULE 2 - ENGINEERING</b>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
	<b>BUILDING ABOVE FLOOD LEVEL</b>	
2.1	The Defined Flood Level (DFL) for non-habitable buildings shall be a minimum of the 1% Average Exceedance Probability (AEP) or Q100 flood event for areas impacted by flooding. Where no Q100 inundation line has been approved, the DFL shall be the highest recorded flood level.  The DFL for Lot 1 on RP32368 is currently the 67.00 m elevation level.  The Applicant shall use resilient building techniques for construction below the DFL, associated with the Home Based Business.	At all times
2.2	All hazardous, noxious materials, or chemicals associated with the Home Based Business are to be located and stored above the DFL.	At all times
2.3	Electrical switchboards, power points, main data servers and the like associated with the Home Based Business are to be positioned above the DFL. Electrical and data installations below the DFL are to be designed and constructed to	At all times

	withstand submergence in flood water.	
2.4	Continuity plans are in place to account for the potential need to relocate property prior to a flood event to above the DFL (i.e. to transfer plant, equipment and stock).	At all times
	<b>VEHICLE ACCESS</b>	
2.5	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
2.6	All vehicles shall enter and leave the site in a forward gear.	At all times
	<b>STORMWATER</b>	
2.7	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times
	<b>EROSION AND SEDIMENT CONTROL</b>	
2.8	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> <li>• Be required to install additional measures.</li> <li>• Be responsible for the restoration work.</li> </ul> <p>Should the applicant fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	At all times
2.9	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets, and to prevent dust nuisance.	At all times
2.10	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times
<b>SCHEDULE 3 – ENVIRONMENTAL</b>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
	<b>GENERAL</b>	
3.1	<p>APPROVAL TYPE</p> <p>This approval is given for the activity “<b>Motor Vehicle Workshop</b>” and is defined as operating a workshop on a commercial basis or in the course of carrying on a</p>	At all times

	commercial enterprise involving maintaining mechanical components, engine cooling radiators or body panels or spray-painting body panels or detailing or washing. The changing, replacing or operating of any plant or equipment installed in the approved place is prohibited if the change, replacement or operation of the plant or equipment increases, or is likely to substantially increase the risk of environmental harm.	
3.2	<p><b>CHANGING OF PLANT / EQUIPMENT / PROCEDURES / PROCESSES</b></p> <p>The changing, replacing or operating of any plant or equipment, procedures, and/or processes associated with the activity is prohibited if such changes increases or is likely to substantially increase the scale of the business or risk of environmental harm.</p>	At all times
3.3	<p><b>RECORD KEEPING – COPY OF DEVELOPMENT APPROVAL</b></p> <p>A copy of this development approval must be kept at a location readily accessible to all personnel carrying out this activity for the lifetime of the activity.</p>	At all times
3.4	<p><b>RECORD KEEPING - DOCUMENTS</b></p> <p>All records and documents required to be kept by a condition of this development approval must be kept at the premises for a period of not less than one (1) year unless otherwise specified and must be made available for examination by an authorised person immediately upon request. This is in addition to any records required to be kept by any legislative requirements.</p>	At all times
3.5	<p><b>POLLUTION PREVENTION EQUIPMENT</b></p> <p>Containment clean up equipment appropriate to the activities conducted and the materials stored at the premises must be provided and maintained in a readily accessible location to all site personnel.</p>	At all times
	<b>NOISE</b>	
3.6	<p><b>NOISE LEVEL CRITERIA</b></p> <p>The emission of noise from the premises must not exceed the levels specified in the noise schedule below.</p>	At all times
	<p><b>Noise Schedule</b></p> <p>Noise Level at a Noise Sensitive Place Measured as the Adjusted Maximum Sound Pressure Level <math>L_{(Amax adj, T)}</math></p> <p>Background noise level plus 5 dB(A)      Period 7 am – 6 pm</p>	At all times



	<p>Background noise level plus 5 dB(A)      6 pm – 10 pm</p> <p>Background noise level plus 3 dB(A)      10 pm – 7 am</p> <p>Noise Limits at a Commercial Place Measured as the Adjusted Maximum Sound Pressure Level <math>L_{(Amax\ adj, T)}</math></p> <p>Period</p> <p>Background noise level plus 10 dB(A)      7 am – 6 pm</p> <p>Background noise level plus 10 dB(A)      6 pm – 10 pm</p> <p>Background noise level plus 8 dB(A)      10 pm – 7 am</p>	
3.7	<p><b>NOISE LEVELS – MONITORING AND RECORDING</b></p> <p>When requested by Council, monitoring and recording of noise levels must be undertaken to investigate any non-vexatious complaint caused by noise emissions from operations at the premises. Such monitoring must be undertaken within a reasonable and practicable timeframe nominated by the Council and be carried out by a suitably qualified and experienced person. Once completed, the results of such monitoring must be submitted to the Council for review and any recommendations made in the report implemented.</p>	At all times
3.8	<p><b>NOISE – GRATES/MANHOLE COVERS</b></p> <p>All grates/manhole covers within the premises must be kept tight to prevent vibrational noise due to vehicle movement.</p>	At all times
	<b>AIR</b>	
3.9	<p><b>RELEASES TO AIR – BURNING PROHIBITED</b></p> <p>Nothing is to be burned at the premises or removed from the premises to be burnt elsewhere.</p>	At all times
3.10	<p><b>AIRBORNE CONTAMINANTS/ODOROUS RELEASES – ENVIRONMENTAL HARM</b></p> <p>The release of noxious or offensive odours or other airborne contaminants, including particles, smoke, fumes and aerosols resulting from the activity must not cause environmental harm at any sensitive receptor.</p>	At all times
3.11	<p><b>SPRAY PAINTING – RESTRICTIONS – MINOR WORK</b></p> <p>Spray painting must not be undertaken at the premises, with the exception of minor spray painting work. Such work must be confined to the workshop and must not cause environmental nuisance.</p>	At all times
	<b>WATER</b>	
3.12	<p><b>CONTAMINANTS/CONTAMINATED WATER – RELEASES</b></p> <p>Contaminants or contaminated water must not be directly or</p>	At all times

	indirectly released from the premises or to the ground or groundwater at the premises except for:  a Uncontaminated overland stormwater flow; b Uncontaminated stormwater to the stormwater system; c Contaminants lawfully released to sewer; OR d A release in accordance with a condition of this development approval.	
3.13	<b>RELEASES TO WATER – VISIBLE CONTAMINATION</b>  Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times
3.14	<b>MAINTENANCE AND CLEANING - EQUIPMENT</b>  Maintenance and cleaning of equipment must be carried out in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times
3.15	<b>CONTAMINANTS - SPILLAGE</b>  Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times
3.16	<b>CONTAMINANTS – STORAGE</b>  Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times
3.17	<b>MOTOR VEHICLES – WORK IN APPROVED AREA</b>  All work on motor vehicles is to be conducted inside the workshop in such a manner to prevent the release of contaminants to the environment.	At all times
	<b>WASTE</b>	
3.18	<b>WASTE - DISPOSAL</b>  A contaminant (including a waste) must not:  a Be buried at the premises; or b Be in contact with soil at the premises; or c Directly or indirectly seep or penetrate into the soil or groundwater at the premises.	At all times
3.19	<b>LIQUID WASTE CONTAMINANTS - STORAGE</b>  Liquid waste contaminants (including waste oil) must be stored in a covered bunded/contained area on an impervious	At all times

	surface in such a manner that will prevent the accidental release of contaminants into the stormwater system, sewer or unsealed ground.	
3.20	<b>MOTOR VEHICLE PARTS - STORAGE</b>  Engine and other metal parts with any residual oil or grease must be stored undercover on a sealed surface in such a manner as to prevent oil, grease and other contaminants entering the soil or waters	At all times
3.21	<b>REGULATED WASTE - STORAGE</b>  Regulated waste must be identified and segregated from non compatible waste streams for storage and collection by an approved waste transporter.	At all times
3.22	<b>REGULATED WASTE – REMOVAL</b>  Where regulated waste is removed from the place (other than by a release as permitted under this development approval), the operator must monitor and record the following:  a The date, quantity and type of waste removed; and b Name of the waste transporter and/or disposal operator that removed the waste; and c The intended treatment/disposal destination of the waste.	At all times
3.23	<b>WASTE AND RECYCLING STORAGE FACILITIES</b>  Waste and recycling storage facilities must be provided in accordance with the following provisions:  a Adequate waste containers must be provided to contain the volume and type of waste and recyclable matter generated by the development; b A permanent waste storage point for waste containers must be constructed of a solid concrete base or acceptable equivalent; and c The permanent waste storage point must be designed and constructed so it can be easily cleaned whilst ensuring that no waste or recyclable matter is released to the stormwater system or any waterway.	At all times
3.24	<b>WASTE STORAGE AREA - MAINTENANCE</b>  All reasonable and practicable measures must be taken to ensure the waste storage area is kept to a standard of cleanliness where there is no accumulation of;  a Waste, except in waste containers; b Recycled matter, except in containers; c Grease; or	At all times

	d Other visible matter.	
	<b>LIGHT</b>	
3.25	<b>LIGHT SOURCES</b>  Light sources at the premises must be positioned and shielded to prevent light spillage outside the boundaries of the premises.	At all times
3.26	<b>DEFINITIONS</b> For the purposes of the development approval, any term not otherwise defined in this approval has the meaning conferred to that term in the ' <i>Environmental Protection Act 1994</i> ' or in the absence of a meaning in the Act, has the meaning conferred to that term in its common use.  In the event of any inconsistency arising between the meaning of any term provided in this approval, and the meaning in the Act or any common usage of that term, the meaning conferred in this approval will apply.  'Contaminant' can be:  a A gas, liquid or solid; or b An odour; or c An organism (whether alive or dead), including a virus; or d Energy, including noise, heat, radioactivity and electromagnetic radiation; or e A combination of contaminants.  'Environmental harm' is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.  'Environmental nuisance' is unreasonable interference or likely interference with an environmental value caused by:  a Aerosols, fumes, light, noise, odour, particles or smoke; or b An unhealthy, offensive or unsightly condition because of contamination; or c Another way prescribed by regulation.  'Minor spray painting' includes the repair of stone chips, dents and scratches on vehicle panels with acrylic lacquer and the spray painting application rate is:  a Less than 1 L per hour; and b The maximum quantity of paint used for each individual item is less than 0.1 litre.  'Noise' includes vibration of any frequency, whether emitted	

	<p>through air or another medium.</p> <p>‘Noxious’ means harmful or injurious to health or physical well being.</p> <p>‘Offensive’ means causing offence or displeasure; is disagreeable to the sense; disgusting; nauseous or repulsive.</p> <p>‘Premises’ means Lot 3 on Registered Plan 212145 situated at 268-270 Ipswich Street, Esk.</p> <p>‘Regulated waste’ means non-domestic waste mentioned in <i>Section 65</i> and <i>Schedule 7 of the ‘Environmental Protection Regulation 2008’</i>.</p> <p>‘Release of a contaminant’ includes –</p> <ul style="list-style-type: none"> <li>a To deposit, discharge, emit or disturb the contaminant; and</li> <li>b To cause or allow the contaminant to be deposited, discharged, emitted or disturbed; and</li> <li>c To allow the contaminant to escape; and</li> <li>d To fail to prevent the contaminant from escaping.</li> </ul> <p>‘Sensitive Receptor’ means any of the following places:</p> <ul style="list-style-type: none"> <li>a A dwelling; library and educational institution (including a school, college, and university);</li> <li>b A childcare centre or kindergarten;</li> <li>c A school or playground;</li> <li>d Hospital, surgery or other medical institution;</li> <li>e Commercial and retail uses;</li> <li>f A protected area, or an area identified under a conservation plan as a critical habitat or an area of major interest, under the <i>Nature Conservation Act 1992</i>;</li> <li>g A marine park under the <i>Marine Parks Act 2004</i>;</li> <li>h A park or garden that is open to the public (whether or not on payment of money) for use other than for sport or organised entertainment.</li> </ul> <p>‘Suitably qualified and experienced person’ means a person who has such competence and experienced in relation to that activity as is recognised in the relevant industry as appropriate for that activity. A suitably qualified and experienced person includes personnel that have been trained, authorised and accredited by the manufacturer of a specific item of equipment and/or process. Only a suitably qualified and experienced person can test, repair and reset the equipment after a fault.</p> <p>‘Uncontaminated Overland Stormwater Flow’ and ‘Uncontaminated Stormwater’ refer to stormwater that does not contain contaminants.</p>	
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	‘Waters’ includes river, stream, lake, lagoon, pond, swamp, wetland, unconfined surface water, unconfined water, natural or artificial watercourse, bed and bank of any waters, dams, non-tidal or tidal waters (including the sea), stormwater channel, stormwater drain, roadside gutter, stormwater run-off, and groundwater and any part thereof.	
<b>ADVISORY NOTES</b>		
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].		
<b>Relevant Period</b> - Pursuant to <i>Section 341</i> of the ‘Act’ the approval will lapse if the first change of the use under the approval does not start within the ‘relevant period’ – four (4) years starting the day the approval takes effect.		
The <i>Sustainable Planning Act 2009 (SPA)</i> states that any change to the use or the scale or intensity of the approved use requires the submission of a new development application and subsequent development approval.		
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
All building work is to comply with the provisions contained in the <i>Building Act</i> ; the Building Regulation, the Building Code of Australia, the Queensland development Code and relevant Australian Standards.		
All works shall be carried out in accordance with the <i>Workplace, Health and Safety Act</i> (as amended) and the Workplace Health and Safety Regulation (as amended).		
Dust pollution arising from the construction and maintenance of the works required by this approval are the applicant’s responsibility. The applicant must comply with any lawful instruction from Council’s Manager of Operations if in his opinion a dust nuisance exists.		
Pursuant to <i>Division 8 Section 461</i> of the <i>Sustainable Planning Act 2009</i> , the Applicant has the Right of Appeal to the <i>Planning and Environment Court</i> regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under <i>section 242</i> of the ‘Act’. [A copy of the Right of Appeal will be enclosed with the Decision Notice].		

**Attachments for the Decision Notice include:**

1. Site Plan of Lot 1 RP32368 at 136 Stone Gully Road, Coolana, prepared by applicant and referenced DA15813.
2. Floor Plan of proposed home based business within existing shed prepared by applicant and referenced DA15813.

**Decision:**

Moved - Cr Gaedtke

Seconded - Cr Brieschke

“THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Home Based Business (diesel repairs) ancillary to mobile mechanical diesel repair business on land described as Lot 1 RP32368 and situated at 136 Stone Gully

Road, Coolana and subject to the requirements and conditions contained in the Schedules and Attachments.

#### **SCHEDULE 1 – GENERAL CONDITIONS**

<b>No</b>	<b>Condition</b>	<b>Timing</b>
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.	At all times
	Site Plan of Lot 1 RP32368 at 136 Stone Gully Road, Coolana, prepared by applicant and referenced DA15813.	
	Floor Plan of proposed home based business within existing shed prepared by applicant and referenced DA15813.	
1.2	Comply with relevant provisions of the former Esk Shire Planning Scheme 2005 (as amended); Planning Scheme Policies and Local Laws.	At all times
1.3	Pay to Council any outstanding rates, charges or expenses levied by Council over the subject land	Prior to commencement of the use
1.4	The home-based business must not operate before 8am or after 5pm Monday to Friday, or before 8am or after 3pm Saturday. No work is to occur on Sundays or on public holidays.	At all times
1.5	The maximum number of vehicles to be serviced on-site in any calendar week is two.	At all times
1.6	There must be no more than two customer vehicles (other than the vehicle being serviced) parked on the premises.	At all times
1.7	Only one commercial vehicle associated with the home-based business may be present on the site at any time; and its capacity must not exceed four tonnes with or without a trailer.	At all times

#### **SCHEDULE 2 - ENGINEERING**

<b>No</b>	<b>Condition</b>	<b>Timing</b>
	<b>BUILDING ABOVE FLOOD LEVEL</b>	
2.1	<p>The Defined Flood Level (DFL) for non-habitable buildings shall be a minimum of the 1% Average Exceedance Probability (AEP) or Q100 flood event for areas impacted by flooding. Where no Q100 inundation line has been approved, the DFL shall be the highest recorded flood level.</p> <p>The DFL for Lot 1 on RP32368 is currently the 67.00 m elevation level.</p> <p>The Applicant shall use resilient building techniques for construction below the DFL, associated with the Home Based</p>	At all times

	Business.	
2.2	All hazardous, noxious materials, or chemicals associated with the Home Based Business are to be located and stored above the DFL.	At all times
2.3	Electrical switchboards, power points, main data servers and the like associated with the Home Based Business are to be positioned above the DFL. Electrical and data installations below the DFL are to be designed and constructed to withstand submergence in flood water.	At all times
2.4	Continuity plans are in place to account for the potential need to relocate property prior to a flood event to above the DFL (i.e. to transfer plant, equipment and stock).	At all times
	<b>VEHICLE ACCESS</b>	
2.5	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
2.6	All vehicles shall enter and leave the site in a forward gear.	At all times
	<b>STORMWATER</b>	
2.7	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times
	<b>EROSION AND SEDIMENT CONTROL</b>	
2.8	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> <li>• Be required to install additional measures.</li> <li>• Be responsible for the restoration work.</li> </ul> <p>Should the applicant fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	At all times
2.9	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets, and to prevent dust nuisance.	At all times
2.10	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of	At all times



	the waste.	
<b>SCHEDULE 3 – ENVIRONMENTAL</b>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
	<b>GENERAL</b>	
3.1	<p><b>APPROVAL TYPE</b></p> <p>This approval is given for the activity “Motor Vehicle Workshop” and is defined as operating a workshop on a commercial basis or in the course of carrying on a commercial enterprise involving maintaining mechanical components, engine cooling radiators or body panels or spray-painting body panels or detailing or washing. The changing, replacing or operating of any plant or equipment installed in the approved place is prohibited if the change, replacement or operation of the plant or equipment increases, or is likely to substantially increase the risk of environmental harm.</p>	At all times
3.2	<p><b>CHANGING OF PLANT / EQUIPMENT / PROCEDURES / PROCESSES</b></p> <p>The changing, replacing or operating of any plant or equipment, procedures, and/or processes associated with the activity is prohibited if such changes increases or is likely to substantially increase the scale of the business or risk of environmental harm.</p>	At all times
3.3	<p><b>RECORD KEEPING – COPY OF DEVELOPMENT APPROVAL</b></p> <p>A copy of this development approval must be kept at a location readily accessible to all personnel carrying out this activity for the lifetime of the activity.</p>	At all times
3.4	<p><b>RECORD KEEPING - DOCUMENTS</b></p> <p>All records and documents required to be kept by a condition of this development approval must be kept at the premises for a period of not less than one (1) year unless otherwise specified and must be made available for examination by an authorised person immediately upon request. This is in addition to any records required to be kept by any legislative requirements.</p>	At all times
3.5	<p><b>POLLUTION PREVENTION EQUIPMENT</b></p> <p>Containment clean up equipment appropriate to the activities conducted and the materials stored at the premises must be provided and maintained in a readily accessible location to all site personnel.</p>	At all times
	<b>NOISE</b>	
3.6	<p><b>NOISE LEVEL CRITERIA</b></p> <p>The emission of noise from the premises must not exceed the</p>	At all times

	levels specified in the noise schedule below.	
	<b>Noise Schedule</b> Noise Level at a Noise Sensitive Place Measured as the Adjusted Maximum Sound Pressure Level L <sub>(Amax adj,T)</sub>  Background noise level plus 5 dB(A)                      Period Background noise level plus 5 dB(A)                      7 am – 6 pm Background noise level plus 5 dB(A)                      6 pm – 10 pm Background noise level plus 3 dB(A)                      10 pm – 7 am  Noise Limits at a Commercial Place Measured as the Adjusted Maximum Sound Pressure Level L <sub>(Amax adj, T)</sub>  Background noise level plus 10 dB(A)                      Period Background noise level plus 10 dB(A)                      7 am – 6 pm Background noise level plus 10 dB(A)                      6 pm – 10 pm Background noise level plus 8 dB(A)                      10 pm – 7 am	At all times
3.7	<b>NOISE LEVELS – MONITORING AND RECORDING</b>  When requested by Council, monitoring and recording of noise levels must be undertaken to investigate any non-vexatious complaint caused by noise emissions from operations at the premises. Such monitoring must be undertaken within a reasonable and practicable timeframe nominated by the Council and be carried out by a suitably qualified and experienced person. Once completed, the results of such monitoring must be submitted to the Council for review and any recommendations made in the report implemented.	At all times
3.8	<b>NOISE – GRATES/MANHOLE COVERS</b>  All grates/manhole covers within the premises must be kept tight to prevent vibrational noise due to vehicle movement.	At all times
	<b>AIR</b>	
3.9	<b>RELEASES TO AIR – BURNING PROHIBITED</b>  Nothing is to be burned at the premises or removed from the premises to be burnt elsewhere.	At all times
3.10	<b>AIRBORNE CONTAMINANTS/ODOROUS RELEASES – ENVIRONMENTAL HARM</b>  The release of noxious or offensive odours or other airborne contaminants, including particles, smoke, fumes and aerosols resulting from the activity must not cause environmental harm at any sensitive receptor.	At all times
3.11	<b>SPRAY PAINTING – RESTRICTIONS – MINOR WORK</b>  Spray painting must not be undertaken at the premises, with the exception of minor spray painting work. Such work must be	At all times

	confined to the workshop and must not cause environmental nuisance.	
	<b>WATER</b>	
3.12	<p><b>CONTAMINANTS/CONTAMINATED WATER – RELEASES</b></p> <p>Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for:</p> <ul style="list-style-type: none"> <li>a Uncontaminated overland stormwater flow;</li> <li>b Uncontaminated stormwater to the stormwater system;</li> <li>c Contaminants lawfully released to sewer; OR</li> <li>d A release in accordance with a condition of this development approval.</li> </ul>	At all times
3.13	<p><b>RELEASES TO WATER – VISIBLE CONTAMINATION</b></p> <p>Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.</p>	At all times
3.14	<p><b>MAINTENANCE AND CLEANING - EQUIPMENT</b></p> <p>Maintenance and cleaning of equipment must be carried out in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, waters or onto unsealed ground.</p>	At all times
3.15	<p><b>CONTAMINANTS - SPILLAGE</b></p> <p>Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.</p>	At all times
3.16	<p><b>CONTAMINANTS – STORAGE</b></p> <p>Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.</p>	At all times
3.17	<p><b>MOTOR VEHICLES – WORK IN APPROVED AREA</b></p> <p>All work on motor vehicles is to be conducted inside the workshop in such a manner to prevent the release of contaminants to the environment.</p>	At all times
	<b>WASTE</b>	
3.18	<p><b>WASTE - DISPOSAL</b></p> <p>A contaminant (including a waste) must not:</p> <ul style="list-style-type: none"> <li>a Be buried at the premises; or</li> <li>b Be in contact with soil at the premises; or</li> </ul>	At all times

	c	Directly or indirectly seep or penetrate into the soil or groundwater at the premises.	
3.19	LIQUID WASTE CONTAMINANTS - STORAGE		At all times
	Liquid waste contaminants (including waste oil) must be stored in a covered bunded / contained area on an impervious surface in such a manner that will prevent the accidental release of contaminants into the stormwater system, sewer or unsealed ground.		
3.20	MOTOR VEHICLE PARTS - STORAGE		At all times
	Engine and other metal parts with any residual oil or grease must be stored undercover on a sealed surface in such a manner as to prevent oil, grease and other contaminants entering the soil or waters		
3.21	REGULATED WASTE - STORAGE		At all times
	Regulated waste must be identified and segregated from non compatible waste streams for storage and collection by an approved waste transporter.		
3.22	REGULATED WASTE – REMOVAL		At all times
	Where regulated waste is removed from the place (other than by a release as permitted under this development approval), the operator must monitor and record the following:		
	a	The date, quantity and type of waste removed; and	
	b	Name of the waste transporter and/or disposal operator that removed the waste; and	
	c	The intended treatment/disposal destination of the waste.	
3.23	WASTE AND RECYCLING STORAGE FACILITIES		At all times
	Waste and recycling storage facilities must be provided in accordance with the following provisions:		
	a	Adequate waste containers must be provided to contain the volume and type of waste and recyclable matter generated by the development;	
	b	A permanent waste storage point for waste containers must be constructed of a solid concrete base or acceptable equivalent; and	
	c	The permanent waste storage point must be designed and constructed so it can be easily cleaned whilst ensuring that no waste or recyclable matter is released to the stormwater system or any waterway.	
3.24	WASTE STORAGE AREA - MAINTENANCE		At all times

	<p>All reasonable and practicable measures must be taken to ensure the waste storage area is kept to a standard of cleanliness where there is no accumulation of;</p> <ul style="list-style-type: none"> <li>a Waste, except in waste containers;</li> <li>b Recycled matter, except in containers;</li> <li>c Grease; or</li> <li>d Other visible matter.</li> </ul>	
	<b>LIGHT</b>	
3.25	<p><b>LIGHT SOURCES</b></p> <p>Light sources at the premises must be positioned and shielded to prevent light spillage outside the boundaries of the premises.</p>	At all times
3.26	<p><b>DEFINITIONS</b></p> <p>For the purposes of the development approval, any term not otherwise defined in this approval has the meaning conferred to that term in the '<i>Environmental Protection Act 1994</i>' or in the absence of a meaning in the Act, has the meaning conferred to that term in its common use.</p> <p>In the event of any inconsistency arising between the meaning of any term provided in this approval, and the meaning in the Act or any common usage of that term, the meaning conferred in this approval will apply.</p> <p>'Contaminant' can be:</p> <ul style="list-style-type: none"> <li>a A gas, liquid or solid; or</li> <li>b An odour; or</li> <li>c An organism (whether alive or dead), including a virus; or</li> <li>d Energy, including noise, heat, radioactivity and electromagnetic radiation; or</li> <li>e A combination of contaminants.</li> </ul> <p>'Environmental harm' is any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.</p> <p>'Environmental nuisance' is unreasonable interference or likely interference with an environmental value caused by:</p> <ul style="list-style-type: none"> <li>a Aerosols, fumes, light, noise, odour, particles or smoke; or</li> <li>b An unhealthy, offensive or unsightly condition because of contamination; or</li> <li>c Another way prescribed by regulation.</li> </ul> <p>'Minor spray painting' includes the repair of stone chips, dents and scratches on vehicle panels with acrylic lacquer and the spray painting application rate is:</p>	

	<p>a Less than 1 L per hour; and</p> <p>b The maximum quantity of paint used for each individual item is less than 0.1 litre.</p> <p>‘Noise’ includes vibration of any frequency, whether emitted through air or another medium.</p> <p>‘Noxious’ means harmful or injurious to health or physical well being.</p> <p>‘Offensive’ means causing offence or displeasure; is disagreeable to the sense; disgusting; nauseous or repulsive.</p> <p>‘Premises’ means Lot 3 on Registered Plan 212145 situated at 268-270 Ipswich Street, Esk.</p> <p>‘Regulated waste’ means non-domestic waste mentioned in <i>Section 65 and Schedule 7 of the ‘Environmental Protection Regulation 2008’</i>.</p> <p>‘Release of a contaminant’ includes –</p> <p>a To deposit, discharge, emit or disturb the contaminant; and</p> <p>b To cause or allow the contaminant to be deposited, discharged, emitted or disturbed; and</p> <p>c To allow the contaminant to escape; and</p> <p>d To fail to prevent the contaminant from escaping.</p> <p>‘Sensitive Receptor’ means any of the following places:</p> <p>a A dwelling; library and educational institution (including a school, college, and university);</p> <p>b A childcare centre or kindergarten;</p> <p>c A school or playground;</p> <p>d Hospital, surgery or other medical institution;</p> <p>e Commercial and retail uses;</p> <p>f A protected area, or an area identified under a conservation plan as a critical habitat or an area of major interest, under the <i>Nature Conservation Act 1992</i>;</p> <p>g A marine park under the <i>Marine Parks Act 2004</i>;</p> <p>h A park or garden that is open to the public (whether or not on payment of money) for use other than for sport or organised entertainment.</p> <p>‘Suitably qualified and experienced person’ means a person who has such competence and experienced in relation to that activity as is recognised in the relevant industry as appropriate for that activity. A suitably qualified and experienced person includes personnel that have been trained, authorised and accredited by the manufacturer of a specific item of equipment and/or process. Only a suitably qualified and experienced person can test, repair and reset the equipment after a fault.</p>	
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	<p>'Uncontaminated Overland Stormwater Flow' and 'Uncontaminated Stormwater' refer to stormwater that does not contain contaminants.</p> <p>'Waters' includes river, stream, lake, lagoon, pond, swamp, wetland, unconfined surface water, unconfined water, natural or artificial watercourse, bed and bank of any waters, dams, non-tidal or tidal waters (including the sea), stormwater channel, stormwater drain, roadside gutter, stormwater run-off, and groundwater and any part thereof.</p>	
<b>ADVISORY NOTES</b>		
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].		
<b>Relevant Period</b> - Pursuant to <i>Section 341</i> of the 'Act' the approval will lapse if the first change of the use under the approval does not start within the 'relevant period' – four (4) years starting the day the approval takes effect.		
The <i>Sustainable Planning Act 2009 (SPA)</i> states that any change to the use or the scale or intensity of the approved use requires the submission of a new development application and subsequent development approval.		
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
All building work is to comply with the provisions contained in the <i>Building Act</i> , the Building Regulation, the Building Code of Australia, the Queensland development Code and relevant Australian Standards.		
All works shall be carried out in accordance with the <i>Workplace, Health and Safety Act</i> (as amended) and the Workplace Health and Safety Regulation (as amended).		
Dust pollution arising from the construction and maintenance of the works required by this approval are the applicant's responsibility. The applicant must comply with any lawful instruction from Council's Manager of Operations if in his opinion a dust nuisance exists.		
Pursuant to <i>Division 8 Section 461</i> of the <i>Sustainable Planning Act 2009</i> , the Applicant has the Right of Appeal to the <i>Planning and Environment Court</i> regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under <i>section 242</i> of the 'Act'. [A copy of the Right of Appeal will be enclosed with the Decision Notice]."		
<u>Carried</u>		

<b>Subject:</b>	<b>Development Application No 16113 - Application for a Development Permit for a Reconfiguration of a Lot by subdividing one into two lots</b>
<b>File No:</b>	<b>DA16113</b>
<b>Assessment No:</b>	<b>00697-00000-000</b>
<b>Action Officer:</b>	<b>PO-RG</b>

**Subject Land**

Location	10 Edward Street, Esk
Real Property Description	Lot 3 on SP242157
Area	1959m <sup>2</sup>
Current land use	Dwelling
Easements and Encumbrances	Nil

**Somerset Region Planning Scheme 2016**

Zone	General Residential
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**SEQ Regional Plan 2009-2031**

Category	Urban Footprint
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**Application**

Level of Assessment	CODE
Applicant/s	Eagle Surveys
Applicants contact details	PO Box 19 Woombye QLD 4559
Land Owner/s	Trevor Page
Date application received	30 June 2016
Date properly made	14 July 2016

**Referral Agencies**

Concurrence Agencies	Department of Infrastructure, Local Government and Planning
Advice Agencies	Nil
Third Party Advice Agencies	Nil

**Attachments**

1. Proposal plan: Drawing Ref: 3472 ROL-A, drawn by Eagle Surveys and dated 28/06/2016
2. Department of Infrastructure, Local Government and Planning response Ref: SDA-0716-032351, dated 24.08.16
3. Draft Infrastructure Charges Notice

**RECOMMENDED DECISION**

Approve the Development Application subject to the requirements and conditions contained in the Schedules and Attachments.

**1.0 APPLICATION**

Pursuant to Chapter 6 Section 260(1) and (3) of the *Sustainable Planning Act 2009 (SPA)*, the applicant has made a properly made development application and is seeking approval for a Development Permit for a Reconfiguration of a Lot by subdividing one into two lots.

The following level of assessment applies to the development under the Somerset Region Planning Scheme as the site is located within the General Residential Zone.



- Code Assessable.

The application will be assessed against the relevant matters set out in section 314 of *SPA*.

An application is required because the creation of additional allotments triggers assessable development.

## 2.0 PROPOSAL

It is proposed that the existing property be subdivided into two lots. Proposed Lot 1 will contain an area of 663m<sup>2</sup> and proposed Lot 2 will have an area of 1296m<sup>2</sup>, and will contain the existing dwelling house. Both lots will derive their access off of Edward Street, with the existing access also being retained by proposed Lot 2.

## 3.0 SITE DETAILS

The site is irregular in shape, and its boundaries are defined to the north, east and south by adjoining properties and by Edward Street to the west. It contains an existing dwelling house, and is not known to be prone to slip, subsidence, erosion or inundation.

## 4.0 SURROUNDING LAND USES

While the site is located in a residential part of the town, the two properties adjoining to the east contain approved commercial uses.

## 5.0 ASSESSMENT STATE LEGISLATION

This application is made under the provisions of the *Sustainable Planning Act 2009*. As such it is subject to the requirements of the Regulatory Provisions of the South East Queensland Regional Plan 2009-2031 (SEQR), relevant Acts and State Planning Policies. The site is located within the Urban Footprint under the SEQR. The proposed development does not require assessment against the SEQR Regulatory Provisions and the application did not require referral to the Department of Infrastructure, Local Government and Planning (DILGP).

## VEGETATION MANAGEMENT ACT 1999

There is no vegetation of significance as per the Department of Environment and Resource Management mapping.

## ENVIRONMENTAL PROTECTION ACT 1994

The site is not listed on the Contaminated Land Register or the Environmental Management Register.

## 5.3 STATE PLANNING POLICY APRIL 2016

The proposed development complies with the requirements of the SPP April 2016.

## 6.0 LOCAL GOVERNMENT LEGISLATION

The Somerset Region Planning Scheme identifies relevant codes and overlays against which the development is to be assessed with proposed solutions measured against the specific outcomes proposed by the Code. In instances where alternative solutions are provided in lieu of the probable solutions they are discussed below.

Applicable Code	Specific Outcome Compliance	Is Alternative Solution Provided?
Reconfiguring a Lot	Yes	No
Service, works and infrastructure	Yes	No
Transport, access and parking	Yes	No

The development as proposed complies with the provisions of the relevant codes identified in the Somerset Region Planning Scheme.

## **7.0 OTHER PLANNING CONSIDERATIONS**

### **Trunk Infrastructure and Services**

The following items of trunk infrastructure and services applicable to the proposed development are individually addressed below.

#### **Water Supply**

The proposed additional lot will be connected to reticulated water. The applicant will need to obtain a separate water approval from Queensland Urban Utilities.

#### **Sewerage**

The proposed additional lot will be connected to reticulated sewerage. The applicant will need to obtain a separate water approval from Queensland Urban Utilities.

#### **Stormwater/Drainage**

The proposed development is not considered to have any adverse impacts upon stormwater. However, the landowners must ensure that stormwater is connected to a legal point of discharge.

Infrastructure charges for the Esk stormwater network have been calculated for the proposed development in accordance with Council's *Charges Resolution (No 2) 2016* and will be included in an Infrastructure Charges Notice.

#### **Parks and Open Space**

Infrastructure charges for the Esk park and open space network have been calculated for the proposed development in accordance with Council's *Charges Resolution (No 2) 2016* and will be included in an Infrastructure Charges Notice.

#### **Services**

All infrastructure and services including the provision of electricity and telecommunication services are available to the site.

#### **Environment**

The proposed development will not result in environmental degradation.

#### **Heritage**

The site neither adjoins nor contains a heritage feature listed in either the State Queensland Heritage Register or Council's Local Heritage Register.

## **8.0 REFERRAL AGENCIES**

### **Concurrence Agency**

#### **Department of Infrastructure, Local Government and Planning (DILGP)**

The Department of Infrastructure, Local Government and Planning, in its capacity as the State Assessment and Referral Agency, has assessed the impact of the proposed development on the State-controlled road network and have advised they have no requirements (Please refer to **Attachment 2**).

#### **Advice Agencies**

There are no Advice Agencies relating to this application.

**RECOMMENDED DECISION**

THAT Council approve the Development Application for a Development Permit for a Reconfiguration of a Lot by subdividing one into two lots on land described as Lot 3 on SP242157 and situated at 10 Edward Street, Esk subject to the requirements and conditions contained in the Schedules and Attachments.

<b>SCHEDULE 1 – GENERAL CONDITIONS</b>		
<b>No.</b>	<b>Condition</b>	<b>Timing</b>
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.  <ul style="list-style-type: none"> <li>Drawing Reference: 3472 ROL-A, drawn by Eagle Surveys and dated 28.06.16</li> </ul>	At all times.
1.2	Comply with relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	Prior to Compliance Assessment Request.
1.3	A legible copy of this development approval package is to be available on the premises at all times during construction.	During construction works.
1.4	Pay to Council any outstanding rates, charges or expenses levied by Council over the subject land	Prior to Compliance Assessment Request.
1.5	Pay to Council the amount of \$34 per lot for the issue of new valuations by the Department of Natural Resources and Mines, being <b>\$68</b> in this instance.	Prior to Compliance Assessment Request.
<b>SCHEDULE 2 – Engineering</b>		
<i>Assessment Manager</i>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Development Manual</i> and <i>Standard Drawings</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Compliance Assessment Request.
<b>General Services</b>		
2.3	Connect the development to a reticulated water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority so that it is available to each allotment.	Prior to Compliance Assessment Request.
2.4	The applicant must provide written evidence (eg connection certificate) from each particular service provider stating either that each lot has been connected to applicable service or has a current supply agreement.	Prior to Compliance Assessment Request.

2.5	Any existing roofwater conduits, electrical conduits, irrigation pipes, Telstra conduits, reticulated water conduits and any other utility conduits common to both proposed lots shall be terminated within each proposed lot.	Prior to Compliance Assessment Request.
	<b>Vehicle Access</b>	
2.6	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Development Manual</i> and <i>Standard Drawings</i> .	Prior to Compliance Assessment Request.
2.7	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards. Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
	<b>Stormwater</b>	
2.8	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.
<b>Advice</b>		
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].		
<b>Relevant Period</b> - Pursuant to <i>Section 341 (2)</i> of the 'Act' to the extent a development approval is for reconfiguring a lot, the approval lapses if a plan for the reconfiguration is not given to the Local Government (Somerset Regional Council) within the following period –		
(a) For reconfiguration not requiring operational works – 2 years starting the day the approval takes effect;		
(b) For reconfiguration requiring operational works – 4 years starting the day the approval takes effect;		
(c) If the approval states a different period from when the approval takes effect – the stated period.		
Refer to Section 341 of the Act for further clarification.		
This approval requires 'Compliance Assessment' by Somerset Regional Council as the 'Compliance Assessor – the nominated entity', pursuant to Part 10, Section 398 of the <i>Sustainable Planning Act 2009</i> .		
The mandatory form <i>IDAS for Compliance Assessment – form 32 [Sustainable Planning Act 2009 version 1.0 effective 18 December 2009]</i> must be completed by the person requesting compliance assessment of this conditional approval. The form must be submitted to Council as the Compliance Assessor and must be accompanied by any fees required by the compliance assessor. If there is insufficient space on the form, the person must attach extra pages outlining compliance. [A copy of Form 32 will be enclosed with the Decision Notice].		

Pursuant to Division 8 Section 461 of the *Sustainable Planning Act 2009*, the Applicant has the Right of Appeal to the *Planning and Environment Court* regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under section 242 of the 'Act'. [A copy of the Right of Appeal will be enclosed with the Decision Notice].

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

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

The Plan of Subdivision will not be released until all works are completed to Council's satisfaction or uncompleted works are suitably bonded.

The completion of relevant documentation and a pre start meeting with Council's Technical Officer, supervising Engineer and the Contractor is required prior to any works starting at the site.

**Attachments for the Decision Notice include:**

1. Proposal plan: Drawing Ref: 3472 ROL-A, drawn by Eagle Surveys and dated 28/06/2016
2. Department of Infrastructure, Local Government and Planning response Ref: SDA-0716-032351, dated 24.08.16
3. Draft Infrastructure Charges Notice

**Decision:**

Moved - Cr Whalley

Seconded - Cr Ogg

"THAT Council approve the Development Application for a Development Permit for a Reconfiguration of a Lot by subdividing one into two lots on land described as Lot 3 on SP242157 and situated at 10 Edward Street, Esk subject to the requirements and conditions contained in the Schedules and Attachments.

**SCHEDULE 1 – GENERAL CONDITIONS**

No.	Condition	Timing
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.  • Drawing Reference: 3472 ROL-A, drawn by Eagle Surveys and dated 28.06.16	At all times.
1.2	Comply with relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	Prior to Compliance Assessment Request.
1.3	A legible copy of this development approval package is to be available on the premises at all times during construction.	During construction works.

1.4	Pay to Council any outstanding rates, charges or expenses levied by Council over the subject land	Prior to Compliance Assessment Request.
1.5	Pay to Council the amount of \$34 per lot for the issue of new valuations by the Department of Natural Resources and Mines, being <b>\$68</b> in this instance.	Prior to Compliance Assessment Request.
<b>SCHEDULE 2 – Engineering</b> <i>Assessment Manager</i>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Development Manual</i> and <i>Standard Drawings</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Compliance Assessment Request.
<b>General Services</b>		
2.3	Connect the development to a reticulated water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority so that it is available to each allotment.	Prior to Compliance Assessment Request.
2.4	The applicant must provide written evidence (eg connection certificate) from each particular service provider stating either that each lot has been connected to applicable service or has a current supply agreement.	Prior to Compliance Assessment Request.
2.5	Any existing roofwater conduits, electrical conduits, irrigation pipes, Telstra conduits, reticulated water conduits and any other utility conduits common to both proposed lots shall be terminated within each proposed lot.	Prior to Compliance Assessment Request.
<b>Vehicle Access</b>		
2.6	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Development Manual</i> and <i>Standard Drawings</i> .	Prior to Compliance Assessment Request.
2.7	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards. Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
<b>Stormwater</b>		
2.8	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.

<b>Advice</b>
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].
<b>Relevant Period</b> - Pursuant to <i>Section 341 (2)</i> of the 'Act' to the extent a development approval is for reconfiguring a lot, the approval lapses if a plan for the reconfiguration is not given to the Local Government (Somerset Regional Council) within the following period –
<ul style="list-style-type: none"> <li>(a) For reconfiguration not requiring operational works – 2 years starting the day the approval takes effect;</li> <li>(b) For reconfiguration requiring operational works – 4 years starting the day the approval takes effect;</li> <li>(c) If the approval states a different period from when the approval takes effect – the stated period.</li> </ul>
Refer to Section 341 of the Act for further clarification.
This approval requires 'Compliance Assessment' by Somerset Regional Council as the 'Compliance Assessor – the nominated entity', pursuant to Part 10, Section 398 of the <i>Sustainable Planning Act 2009</i> .
The mandatory form <i>IDAS for Compliance Assessment – form 32 [Sustainable Planning Act 2009 version 1.0 effective 18 December 2009]</i> must be completed by the person requesting compliance assessment of this conditional approval. The form must be submitted to Council as the Compliance Assessor and must be accompanied by any fees required by the compliance assessor. If there is insufficient space on the form, the person must attach extra pages outlining compliance. [A copy of Form 32 will be enclosed with the Decision Notice].
Pursuant to Division 8 Section 461 of the <i>Sustainable Planning Act 2009</i> , the Applicant has the Right of Appeal to the <i>Planning and Environment Court</i> regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under <i>section 242</i> of the 'Act'. [A copy of the Right of Appeal will be enclosed with the Decision Notice].
Landowners are responsible for the construction and maintenance of any vehicular access for the property, from the road carriageway to property boundary in accordance with Council's standards.
All works shall be carried out in accordance with the <i>Workplace, Health and Safety Act (as amended)</i> and the <i>workplace Health and Safety Regulation (as amended)</i> .
The Plan of Subdivision will not be released until all works are completed to Council's satisfaction or uncompleted works are suitably bonded.
The completion of relevant documentation and a pre start meeting with Council's Technical Officer, supervising Engineer and the Contractor is required prior to any works starting at the site.
<u>Carried</u>

<b>Subject:</b>	<b>Development Application No 15822 - Application for a Development Permit for a Material Change of Use for a Dwelling within 200m of a stream and within 20m of remnant vegetation and a detached Relative's Apartment</b>
<b>File No:</b>	<b>DA15822</b>
<b>Assessment No:</b>	<b>05696-50000-000</b>
<b>Action Officer:</b>	<b>SP</b>

**Subject Land**

Location	Brennans Gully Road, Somerset Dam
Real Property Description	Lot 1 RP149045
Area	20.3 hectares
Current land use	Dwelling
Easements and Encumbrances	Lot LE on Plan SP280474 in Lot 241 on SL11000 for access purposes to Lot 1 RP149045

**Former Esk Planning Scheme 2005 (as amended)**

Zone	Rural
Precinct	Catchment

**SEQ Regional Plan 2009-2031**

Category	Regional Landscape and Rural Production Area
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**Application**

Level of Assessment	Code
Applicant/s	Gary D and Cheryl L Harrison
Applicants contact details	210 Hornibrook Esplanade Woody Point QLD 4019
Date properly made	29 February 2016

**Referral Agencies**

Concurrence Agencies	Nil
Advice Agencies	Nil

**Attachments**

1. Site Plan of existing dwelling and location of proposed dwelling at Lot 1 RP149045 Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd reference sheet 1 of 6 dated 1.06.2016.
2. Elevation Drawing of proposed dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 3 of 6 dated 1.06.2016.
3. Floor Plan of proposed dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 2 of 6 dated 1.06.2016.
4. Floor Plan of existing dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by PH Drafting Services for GD and CI Harrison "Silverton Homestead" Somerset Dam sheet 1 of 5 referenced 2000-2001/78 Harrison.

**RECOMMENDED DECISION**

THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Dwelling within 200m of a stream and within 20m of remnant vegetation and a detached Relative's Apartment on land described as Lot 1 RP149045 situated along Brennans Gully Road, Somerset Dam and subject to the requirements and conditions contained in the Schedules and Attachments.



## 1.0 APPLICATION

Pursuant to Chapter 6 Section 260(1) and (3) of the *Sustainable Planning Act 2009 (SPA)*, the applicant has made a properly made development application and is seeking approval for a Development Permit for Making a Material Change of Use for a Dwelling within 200m of a stream and within 20m of remnant vegetation and a detached Relative's Apartment.

The application is made under the former Esk Shire Planning Scheme 2005 (as amended).

The site is located in the Rural Zone Catchment Precinct and the following level of assessment applies to the development under the former Esk Shire Planning Scheme 2005 (as amended):

- Code assessable for a dwelling within 200m of a stream and 20m of remnant vegetation; and
- Code assessable for a detached Relative's Apartment.

The application will be assessed against the relevant matters set out in section 314 of *SPA*.

An application is required because the proposal triggers assessable development within the Rural Zone.

## 2.0 PROPOSAL

It is proposed to utilise the existing residence located on the subject property as a detached relative's apartment and relocate a removal dwelling onto the property for the purpose of the primary residence to be occupied by the landowners. Immediate members of the landowner's family will occupy the proposed relative's apartment. A copy of the site plan is provided at Attachment 1.

The existing dwelling is situated approximately 100m from the western boundary of the property and contains an approximate liveable floor area of 125m<sup>2</sup>. Potable water supply and a household sewerage treatment system are connected to the dwelling. Building and Plumbing/Drainage works approvals have been granted by Council. A copy of the floor plan is provided at Attachment 4.

The proposed dwelling, to be used as the primary residence, is to be located approximately 90m from the western boundary of the property and approximately 20m to the north of the existing residence. The new dwelling has been designed with a GFA of approximately 195m<sup>2</sup>. A copy of the elevation drawing and floor plan are provided at Attachments 2-3. The applicant has lodged both the Building Works application and the associated Plumbing and Drainage Works application with Council.

The existing effluent disposal area consists of a cleared area located at the base of a terraced area sloping to the south-east at approximately 8 to 10 degrees. No part of the disposal area is prone to creek flooding and according to the Site Evaluation Effluent Disposal Report is at least 1.0m above the highest seasonal groundwater level. Buffer distance requirements have been met with the disposal area located >30m from a small drainage line leading into Silverton Creek. In addition, low diversion mounds are in place and surround the entire disposal area preventing any overland flow from entering and leaving the site. A reserve irrigation area is available immediately adjacent to the disposal area.

No vegetation will be cleared as a result of the construction of the second dwelling. The proposed dwelling will be sited within an existing cleared area and will have no impact on

remnant vegetation located on the property.

### 3.0 SITE DETAILS

The site is described as Lot 1 RP149045 and located along Brennans Gully Road, Somerset Dam. Access to the site is gained via a registered easement in Lot 241 on SL11000. The site is irregular in shape and contains an area of 20.3 hectares and slopes towards the south east. The site has been improved with a dwelling house and infrastructure and services are available to the residence. The northern portion of the property contains stands of native vegetation. Brennans Gully traverses the site within the southern section.

### 4.0 SURROUNDING LAND USES

The property is surrounded by similar sized rural properties that typically contain detached dwellings and associated out buildings. Somerset Dam Village is located to the north of the site.

### 5.0 ASSESSMENT - STATE LEGISLATION

This application is made under the provisions of the *Sustainable Planning Act 2009*. As such it is subject to the requirements of the Regulatory Provisions of the South East Queensland Regional Plan 2009-2031 (SEQRP), relevant Acts and State Planning Policies. The site is located within the Regional Landscape and Rural Production Area under the SEQRP. The proposed use does not require assessment against the SEQRP Regulatory Provisions and the application did not require referral to the Department of Infrastructure, Local Government and Planning (DILGP).

#### 5.1 VEGETATION MANAGEMENT ACT 1999

The site contains Category B remnant vegetation as per the Department of Natural Resources and Mines Vegetation Management Report and mapping. The proposed development will not involve vegetation clearing.

#### 5.2 ENVIRONMENTAL PROTECTION ACT 1994

The site is not listed on the Contaminated Land Register or the Environmental Management Register.

#### 5.4 STATE PLANNING POLICY

The State Planning Policy is not applicable to this application.

### 6.0 ASSESSMENT - LOCAL GOVERNMENT LEGISLATION

The former Esk Shire Planning Scheme 2005 (as amended) identifies relevant codes and overlays against which the development is to be assessed with proposed solutions measured against the specific outcomes proposed by the Code. In instances where alternative solutions are provided in lieu of the probable solutions they are discussed below.

Applicable Code	Specific Outcome Compliance	Is Alternative Solution Provided?
Rural Zone code	Yes	Not required
House code	No	Yes
Applicable Overlay Code	Specific Outcome Compliance	Is Alternative Solution Provided?
Catchment Management Overlay Code	Yes	Not required
Biodiversity and Scenic Amenity Overlay Code	Yes	Not required

#### Officer comments

The development as proposed complies with the provisions of the relevant codes identified

in the former Esk Shire Planning Scheme 2005 (as amended) with the exception of the following.

### House Code

#### SO1-Stated Specific Outcomes Sought and Probable Solutions

Element (i): Amenity and Character	
<i>Specific Outcomes</i>	<i>Acceptable Solutions</i>
SO2 Relative's apartments are designed to maintain local character and amenity.	AS1.1 Any relative's apartment is no larger than 60m <sup>2</sup> in floor area (excluding verandas).  AS1.2 Any relative's apartment is separated from the house by no more than 20m and connected to the house by a solid roof connection such as a pergola or covered walkway.
<b>Applicants' Alternative Solution</b>	
The existing residence to be occupied by immediate members of the landowner's family and has a liveable area of approximately 125m <sup>2</sup> and will not be connected to the primary dwelling by a covered walkway. The landowner's do not want to demolish the existing dwelling as the building is a sound structure and can be occupied by family members who need to be close to the landowner's but still have their independence. Due to the topography of the site, it is impossible to connect the two dwellings by a covered walkway.	
<b>Planning Comments</b>	
It is acknowledged that the GFA of the proposed detached relative's apartment is in excess of the acceptable solution identified by the House Code. However, in considering this matter weight can be given to Council's Somerset Region Planning Scheme, which identifies relative's apartments as a secondary dwelling where occupants of the principal and secondary dwellings are related and allows for some flexibility in the size by putting the emphasis on ensuring the secondary dwelling is subordinate to the principal dwelling. The Scheme identifies that the gross floor area of the secondary dwelling shall not exceed 60% of the GFA of the dwelling house on the same site. In this instance, the proposed primary residence has a GFA of 195m <sup>2</sup> and the existing residence to be used as the detached relative's apartment is approximately 60% of the size of the existing dwelling. As such, the proposed development would be consistent with the requirements of the dwelling house code within the Somerset Region Planning Scheme.	
Furthermore, while the existing dwelling cannot be connected by a solid roof to the primary residence, it is considered that the lack of such a structure would not result in detrimental visual impacts due to the size of the property within the rural area.	
As such, it is considered the proposed alternative solution demonstrates consistency with SO2 of the Dwelling House Code.	

## 7.0 OTHER PLANNING CONSIDERATIONS

### Trunk Infrastructure and Services

The following items of trunk infrastructure and services applicable to the proposed development are individually addressed below.

#### Water Supply

The site is located in an area serviced by a reticulated water supply.

**Sewerage**

The site is not located in an area serviced by a sewerage network. An on-site effluent disposal system associated with the new dwelling (primary residence) will be installed in accordance with the Plumbing and Drainage Works application currently lodged with Council.

**Stormwater/Drainage**

The proposed development is not considered to have any adverse impacts upon stormwater.

**Access**

Access to the site is via an access easement that the applicant has secured on Lot 241 SL11000. The driveway allows access to the house site without having to cross Brennans Gully.

**Services**

All infrastructure and services including the provision of underground electricity and telecommunication services are available to the site.

**Environment**

The proposed development will not result in environmental degradation.

**Heritage**

The site neither adjoins nor contains a heritage feature listed in either the State Queensland Heritage Register or Council's Local Heritage Register.

The applicant will be advised as part of the Schedules of Approval that all due diligence and reasonable precautionary measures are to be undertaken before 'any activity' may harm Aboriginal Cultural Heritage on the site.

**8.0 STATE REFERRAL**

In accordance with the Sustainable Planning Regulation 2009, the application did not require referral to the Department of Infrastructure, Local Government and Planning acting in their capacity as the State Assessment Referral Agency.

**RECOMMENDED DECISION**

THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Dwelling within 200m of a stream and within 20m of remnant vegetation and a detached Relative's Apartment on land described as Lot 1 on RP149045 and situated along Brennans Gully Road, Somerset Dam subject to the requirements and conditions contained in the Schedules and Attachments.

<b>SCHEDULE 1 – GENERAL CONDITIONS</b>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.	At all times
	Site Plan of existing dwelling and location of proposed dwelling at Lot 1 RP149045 Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd reference sheet 1 of 6 dated 1.06.2016.	
	Elevation Drawing of proposed dwelling on Lot 1 RP149045	

	situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 3 of 6 dated 1.06.2016.	
	Floor Plan of proposed dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 2 of 6 dated 1.06.2016.	
	Floor Plan of existing dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by PH Drafting Services for GD and CI Harrison "Silverton Homestead" Somerset Dam sheet 1 of 5 referenced 2000-2001/78 Harrison.	
1.2	A legible copy of this development approval package is to be available on the premises at all times during construction.	During Building Works and Plumbing /Drainage Stages
1.3	On-site effluent disposal associated with the primary residence is to be compliant with the relevant standards	Prior to commencement of the use
<b>SCHEDULE 2 – Engineering</b> <i>Assessment Manager</i>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	Prior to commencement of the use
2.2	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to commencement of the use
2.3	Meet the cost of all works carried out to infrastructure, services and public utilities, including any alterations resulting from compliance with these conditions whether carried out by Council, or otherwise.	Prior to commencement of the use
2.4	The landowner is responsible for maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
<b>SCHEDULE 3 – Environmental</b> <i>Assessment Manager</i>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times

3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	Prior to commencement of the use
<b>ADVISORY NOTES</b>		
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].		
Relevant Period - Pursuant to <i>Section 341</i> of the 'Act' the approval will lapse if the first change of the use under the approval does not start within the 'relevant period' – being four (4) years starting the day the approval takes effect.		
The <i>Sustainable Planning Act 2009 (SPA)</i> states that any change to the use or the scale or intensity of the approved use requires the submission of a new development application and subsequent development approval.		
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
Dust pollution arising from the construction and maintenance of the works required by this approval are the applicant's responsibility. The applicant must comply with any lawful instruction from Council's Manager of Operations if in his opinion a dust nuisance exists.		
Pursuant to Division 8 Section 461 of the <i>Sustainable Planning Act 2009</i> , the Applicant has the Right of Appeal to the <i>Planning and Environment Court</i> regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under <i>section 242</i> of the 'Act'. [A copy of the Right of Appeal will be enclosed with the Decision Notice].		
Landowners are responsible for the construction and maintenance of any vehicular access for the property, from the road carriageway to property boundary in accordance with Council's standards.		

**Attachments for the Decision Notice include:**

1. Site Plan of existing dwelling and location of proposed dwelling at Lot 1 RP149045 Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd reference sheet 1 of 6 dated 1.06.2016.
2. Elevation Drawing of proposed dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 3 of 6 dated 1.06.2016.
3. Floor Plan of proposed dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by Contract Design Staff Pty Ltd for G Harrison reference sheet 2 of 6 dated 1.06.2016.
4. Floor Plan of existing dwelling on Lot 1 RP149045 situated along Brennans Gully Road Somerset Dam prepared by PH Drafting Services for GD & CI Harrison "Silverton Homestead" Somerset Dam sheet 1 of 5 referenced 2000-2001/78 Harrison.

**Decision:** Moved - Cr Hall Seconded - Cr Gaedtke

“THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Dwelling within 200m of a stream and within 20m of remnant vegetation and a detached Relative’s Apartment on land described as Lot 1 on RP149045 and situated along Brennans Gully Road, Somerset Dam subject to the requirements and conditions contained in the Schedules and Attachments.

#### SCHEDULE 1 – GENERAL CONDITIONS

No	Condition	Timing
1.1	Carry out the development in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.	At all times
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1.2	A legible copy of this development approval package is to be available on the premises at all times during construction.	During Building Works and Plumbing /Drainage Stages
1.3	On-site effluent disposal associated with the primary residence is to be compliant with the relevant standards	Prior to commencement of the use

#### SCHEDULE 2 – Engineering

*Assessment Manager*

No	Condition	Timing
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	Prior to commencement of the use

2.2	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to commencement of the use
2.3	Meet the cost of all works carried out to infrastructure, services and public utilities, including any alterations resulting from compliance with these conditions whether carried out by Council, or otherwise.	Prior to commencement of the use
2.4	The landowner is responsible for maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
<b>SCHEDULE 3 – Environmental</b> <i>Assessment Manager</i>		
<b>No</b>	<b>Condition</b>	<b>Timing</b>
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times
3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	Prior to commencement of the use
<b>ADVISORY NOTES</b>		
This approval has effect in accordance with the provisions of <i>Division 5 Section 339</i> of the <i>Sustainable Planning Act 2009</i> . [A copy of Section 339 will be enclosed with the Decision Notice].		
Relevant Period - Pursuant to <i>Section 341</i> of the 'Act' the approval will lapse if the first change of the use under the approval does not start within the 'relevant period' – being four (4) years starting the day the approval takes effect.		
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Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
Dust pollution arising from the construction and maintenance of the works required by this approval are the applicant's responsibility. The applicant must comply with any lawful instruction from Council's Manager of Operations if in his opinion a dust nuisance exists.		
Pursuant to <i>Division 8 Section 461</i> of the <i>Sustainable Planning Act 2009</i> , the Applicant has the Right of Appeal to the <i>Planning and Environment Court</i> regarding any condition of this approval; another matter stated in the development approval and the identification or inclusion of a code under <i>section 242</i> of the 'Act'. [A copy of the Right of Appeal will be enclosed with the Decision Notice].		



Carried

<b>Subject:</b>	<b>Financial reports</b>
<b>File Ref:</b>	<b>Financial management - meetings - monthly financial statements</b>
<b>Action Officer:</b>	<b>DFIN</b>

## Background/Summary

### Financial reports

Monthly financial reports for the period 1 July 2016 to 6 September 2016 are attached in accordance with section 204 of the Local Government Regulation 2012 including comments in respect of performance against budget.

Draft 2015/2016 financial statements have been prepared and presented to audit.

### Grants

On 2 September 2016, Council received a formal funding offer under the Australian Government's Heavy Vehicle Safety and Productivity Programme for \$400,000 funding towards an \$800,000 widening of the western section of Gregors Creek Road.

Council is awaiting the outcomes under the third and final round of National Stronger Regions Fund about applications for the replacement of Pryde Creek Bridge (near Fernvale) (\$1.3M) and Apple Tree Creek Bridge (near Toogoolawah) (\$0.8M).

### Rates

Rates are issued in six monthly cycles. Overdue rates prior to the issue of rate notices in August 2016 were contained as follows:

- \$1.19 million – 31 January 2016
- \$1.28 million – 1 August 2016

Council issued 21 notices of intention to sell land for overdue rates or charges totalling \$132,740 on 23 May 2016. As at 6 September 2016, fourteen of these actions had ceased following payment. \$47,418 of arrears was owed in total by the remaining seven owners.

### Contract matters

To assist compliance with section 237 of the Local Government Regulation 2012, Council has potentially entered into purchase contracts for a value greater than \$200,000 (exclusive of GST) as indicated in the attached payments listing including as follows:

- A and M Civil Contracting Pty Ltd - \$850,484 - contract road, bridge and park construction and maintenance services - payment 32597
- CPM Group Pty Ltd - \$228,803 - timber bridge replacement services - payment 32691

Councillors have previously requested a full listing of payments made by Council since the previous report. This information is not provided pursuant to any legal requirement.

### Road maintenance detail

Councillors have previously requested additional information about road maintenance:

	Rural (\$000's)	Urban (\$000's)	Total (\$000's)
Bitumen road maintenance	135	19	154
Gravel road maintenance	187	32	219
Roadside drainage	60	21	81
Culvert maintenance	37	-	37
Vegetation maintenance	53	20	73
Traffic furniture	28	17	45
Linemarking	-	-	-
Total actual year to date	500	109	609
Expected pro-rata budget year to date	770	102	872
Variance - favourable / (unfavourable)	\$270 k	(\$7) k	\$263 k

Council's 20 most costly road segments for ordinary maintenance this financial year are:

Esk Crows Nest (gravel) Ch26120-Ch34090	\$ 41,262
Gregors Creek Rd (bitumen) Ch5530-Ch6810	\$ 30,466
Cedarvale RdCulvCh1.95	\$ 29,413
Diaper Rd (gravel) Ch3000-Ch6200	\$ 22,998
Prenzlau Rd (bitumen) Ch1350-Ch3360	\$ 16,724
Diaper Rd (gravel) Ch0-Ch3000	\$ 16,284
Banffs La (gravel) Ch0-Ch3050	\$ 16,072
Mahons Rd (bitumen) Ch0-Ch7480	\$ 14,578
Voss Rd (gravel) Ch880-Ch2690	\$ 14,388
Rifle Range Rd (gravel) Ch2770-Ch3800	\$ 14,351
Bischoffs Rd (gravel) Ch1800-Ch5670	\$ 10,945
Cedarvale Rd (gravel) Ch1540-Ch4410	\$ 10,642
Prenzlau Rd (bitumen) Ch3900-Ch5420	\$ 9,627
Many Views Rd (gravel) Ch100-Ch910	\$ 9,271
Muckerts La (gravel) Ch1370-Ch2780	\$ 8,484
Larsens Rd (gravel) Ch3870-Ch5920	\$ 8,349
Gregors Creek Rd (bitumen) Ch3120-Ch4950	\$ 7,041
Cedarvale Rd (gravel) Ch4410-Ch10620	\$ 6,862
Patrick Estate Rd (bitumen) Ch720-Ch5770	\$ 6,452
Walker Ct (bitumen) Ch0-Ch230	<u>\$ 5,853</u>
Subtotal most costly 20 road segments	\$300,062

#### Attachments

Operating reports, statement of balances, cash flows and equity movements, capital works report, summary of largest 70 payments to payees and detailed listing of payments

#### Recommendation

THAT the reports including payments presented totalling \$16,462,760.45 be received.

**Decision:** Moved - Cr Whalley Seconded - Cr Hall

"THAT the reports including payments presented totalling \$16,462,760.45 be received."

Carried

**Subject:** Indicative future rate issue and due dates  
**File Ref:** Rates and valuations - notifications - rate notices  
**Action Officer:** DFIN

#### Background/Summary

Rate notices recently issued on 23 August 2016 showing a due date of 4 October 2016.

For planning purposes and for use in Council communications, indicative future rate issue and due dates are sought notwithstanding that 2017/2018 rating periods and due dates are dependent upon future budget resolutions.

Council advises prospective property purchasers of upcoming rate issue dates and due dates as part of its property search process.

#### Recommendation

THAT indicative 2017/2018 half-yearly rate issue dates be set of Tuesday 22 August 2017 and Tuesday 20 February 2018 with indicative rate due dates being Tuesday 3 October 2017 and Tuesday 3 April 2018 respectively.

**Decision:** Moved - Cr Hall Seconded - Cr Whalley

"THAT indicative 2017/2018 half-yearly rate issue dates be set of Tuesday 22 August 2017 and Tuesday 20 February 2018 with indicative rate due dates being Tuesday 3 October 2017 and Tuesday 3 April 2018 respectively."

Carried

**Subject:** Fernvale sports park trial usage agreements  
**File Ref:** Grants - programs - get playing plus  
**Action Officer:** DFIN

#### Background/Summary

As outlined in a report to Council on 25 May 2016, Council has entered into a number of trial user agreements for Fernvale Sports Park similar to the attached agreement with Fernvale State School.

The trial agreements deal with maintenance issues, control over keys and other matters.

Trial usage agreements have also been established with Fernvale Amazons Netball Club and the Brisbane Valley Rattlers AFL Club.

These trial agreements expire on 30 September 2016 and require the user groups to return keys at that time.

It is proposed that trial agreements be extended or offered until 28 February 2017 to allow time for further discussion and consideration of longer term tenure arrangements or other hire arrangements.

#### **Attachment**

Trial user agreement for Fernvale Sports Park with Fernvale State School of 8 June 2016

#### **Recommendation**

THAT trial usage agreements for Fernvale Sports Park similar to the agreement with Fernvale State School be extended until 28 February 2017 or otherwise offered where appropriate to user groups until this date.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Ogg
	<p>"THAT trial usage agreements for Fernvale Sports Park similar to the agreement with Fernvale State School be extended until 28 February 2017 or otherwise offered where appropriate to user groups until this date."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Glamorgan Vale Water Board issues</b>
<b>File Ref:</b>	<b>Traffic and transport – permits – work in road reserves</b>
<b>Action Officer:</b>	<b>DFIN</b>

This item was withdrawn from the Agenda by the Chief Executive Officer.

<b>Subject:</b>	<b>Lowood library and Queensland Government Agency Program (QGAP)</b>
<b>File Ref:</b>	<b>Council properties - design and construction - Lowood library</b>
<b>Action Officer:</b>	<b>DFIN</b>

#### **Background/Summary**

Council resolved on 24 August 2016 to proceed with the conversion of 1-3 Michel Street Lowood into a single library and customer service centre.

Council also resolved on 24 August 2016 for proposals to be brought back for managing the operating hours for the Lowood Queensland Government Agency Program (QGAP) so as to provide a better library service to the community in Lowood.

State government representatives have acknowledged that Lowood QGAP operations are subsidised by Council and suggested a reduction in Lowood QGAP operating hours as a way of making the QGAP operations more sustainable.

It has been made clear to Council officers that the State does not intend increasing QGAP agency fees paid to Council.

It is proposed that library officer hours at Lowood be increased at the expense of QGAP (Queensland Government Agency Program) operating hours.

It is not intended that total Council officer hours at Lowood would be reduced or increased. It is proposed that hours would be re-balanced to provide a better library service for the community and that this change would be appropriately communicated.

Hours worked may now and in the future be reallocated between different officers as required.

Ultimately, operating libraries is core Council business and operating a Queensland Government Agency Program is not core Council business.

### **Analysis of Lowood QGAP operations**

Data is attached for the Lowood QGAP agency showing:

- Council deals with 30 QGAP vehicle/ registration matters per day.
- Council deals with one each of births, deaths and marriages matters, Suncorp Insurance and Justice of the Peace matters as part its QGAP contract each day.
- Transactions recorded for other QGAP matters are negligible.
- Council subsidises the Queensland Government QGAP operation in Lowood by \$84,310 per annum. 76% of recorded transactions at Lowood office are for QGAP.
- QGAP transactions occur fairly evenly throughout the day between 9am and 4pm but with highest demand before midday each day.
- Excluding one week before each of the two rate payment due dates (when additional cashing staff are brought to Lowood office), Council receipts issued at Lowood office average around nine transactions per day.

### **Proposed reallocation of officer hours from QGAP to library operations**

It is recommended that Council cease undertaking any QGAP functions between midday and 2pm and between 4pm and 5pm each day and redirect resources to attend to providing Council library services at these times so as to provide a better library service, particularly given the significant proposed increase in floor area of Lowood library.

It is recommended that as with Kilcoy and Esk offices, Council officers provide Justice of the Peace services as part of normal Council services rather than as a QGAP service so that these would not be affected by the change in hours.

The change in operating hours would be communicated to the community primarily via signage.

### **Attachments**

Charts showing number of transactions by type at Lowood QGAP, estimated costs and revenues at Lowood QGAP, average daily QGAP transaction minutes and customer numbers and Council receipts

### **Recommendation**

THAT Council cease undertaking any Queensland Government Agency Program (QGAP) functions between midday and 2pm and between 4pm and 5pm each day and redirect resources to providing improved Council library services at these times commencing 1 November 2016 or any other three hour period per day as determined.

THAT qualified Council officers be made available at Lowood office for Justice of the Peace and similar witnessing services and that these no longer be recorded as QGAP transactions.

**Decision:**

Moved - Cr Whalley

Seconded - Cr Ogg

"THAT Council cease undertaking any Queensland Government Agency Program (QGAP) functions between midday and 2pm and between 4pm and 5pm each day and redirect resources to providing improved Council library services at these times commencing 1 November 2016 or any other three hour period per day as determined.

THAT qualified Council officers be made available at Lowood office for Justice of the Peace and similar witnessing services and that these no longer be recorded as QGAP transactions.

THAT Council write to the State Government strongly protesting their under-funding of QGAP services at Lowood in the Somerset region."

Carried

**Subject:** Procurement policy recommended changes - internal audit

**File Ref:** Financial management - internal audit

**Action Officer:** DFIN

**Background/Summary**

Council's internal auditors have examined Council's systems and controls over procurement and expenditure and have issued draft reports about these areas.

Internal audit was on site in Esk in the same week that Brisbane City Council and Townsville City Council announced that they had been the victims of large frauds in July and August 2016.

The internal audit reports state: "We noted that SRC's...payment policy reduced the risk of fraudulent payments due to fraudulent alteration of bank account details which was recently experienced at a number of other Local Government councils"

While no high risk issues were reported, some changes are recommended to Council's procurement policy and fraud management policy as outlined in the attached audit reports.

**Attachment**

Procurement policy and fraud management policy  
Internal audit reports – expenditure and procurement

**Recommendation**

THAT the Procurement Policy 2016/2017 and the Fraud Management Policy be replaced with the following amended policies:

**Policy Subject/Title:**

**2016/2017 Procurement Policy**

**Policy Number:**

**F/008**

Responsible Officer:	Manager Finance
Legislative or Regulatory Reference:	Local Government Act 2009/ Local Government Regulation 2012
Related Policies / Procedures:	N/A
Application:	Somerset Regional Council
Authorised by:	Somerset Regional Council
Considered at:	Ordinary Council Meeting 23 June 2016
Authorised on:	Ordinary Council Meeting 23 June 2016
Implemented from:	23 June 2016
Last Reviewed:	14 September 2016
Review History: N/A	
To be reviewed on:	31 July 2017

## 1. OBJECTIVE

Council's purchasing activities aim to achieve advantageous procurement outcomes by promoting:

- (a) value for money - Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:
  - (i) contribution to the advancement of Council's priorities; and
  - (ii) fitness for purpose, quality, services and support; and
  - (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
  - (iv) internal administration costs; and
  - (v) technical compliance issues; and
  - (vi) risk exposure; and,
  - (vii) the value of any associated environmental benefits.
- (b) open and effective competition - Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- (c) the development of competitive local business and industry - Council wishes to pursue the principle and objectives of encouraging the development of competitive local business and industry as part of the process of making its purchasing decisions. Council will endeavour to support local business by inviting local businesses to supply quotations and bid for tenders.
- (d) environmental protection - Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:
  - (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
  - (ii) foster the development of products and processes of low environmental and climatic impact; and
  - (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
  - (iv) encourage environmentally responsible activities.
- (e) ethical behaviour and fair dealing - Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their



representatives.

This policy incorporates relevant requirements under the *Local Government Act 2009* (the “Act”) and the Local Government Regulation 2012 (the “Regulation”) and aims to meet the requirements of section 198 of the Regulation.

## **2. BACKGROUND**

Council is required to review its procurement policy each financial year under the Regulation.

## **3. PURPOSE**

This document sets out the Council’s policy for the acquisition of goods and services and carrying out of the sound contracting principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the Act and the Regulation.

## **4. SCOPE**

This policy applies to all Council employees and Councillors.

Council officers responsible for purchasing goods and services must comply with this policy and purchasing procedures. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy and related procedures.

ALL dollar amounts stated in this policy include GST.

This policy replaces all previous procurement policies.

## **5. POLICY**

### **A. PURCHASES UNDER \$15,000**

Except as outlined below:

1. For purchases up to and including \$1,000, one verbal quotation may be sufficient.
2. For purchases of more than \$1,000 up to \$15,000, at least two written quotations shall be sought.

The Chief Executive Officer may authorise the purchase of goods or services to the value of \$5,000 without obtaining quotations.

**Sole Supplier Arrangements** - Where goods or services up to a value of \$15,000 are required and it is believed that only one supplier is legally or reasonably available to Council, the Chief Executive Officer may authorise the purchase after being satisfied of the authenticity of the case, reasonableness of the proposed cost and the availability of a budget for the expenditure.

Petty cash procedures and other purchasing procedural issues will be outlined in administrative manuals or procedures. The limit for petty cash or low value in store purchases is to be set by the Chief Executive Officer from time to time having regard for cost factors such as city parking.

The Chief Executive Officer may set a different limit for different purchases, such as food and beverage purchases.

Purchasing cards may be issued to officers (including the Chief Executive Officer) at the discretion of the Chief Executive Officer on the basis of need with the following provisos:

That cards be issued on the conditions that they are not used:

1. for private purposes
2. for purchases greater than the transaction limit
3. for items readily available from a Council store while the store is reasonably accessible
4. for cash withdrawals or advances – all cards will have the cash advance facility disabled
5. by persons other than the named cardholder to ensure that the cardholder has full responsibility for the use of the card
6. for other purposes as detailed in the purchasing card procedure.

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$1,000. No card shall have a transaction limit exceeding \$5,000.

The Chief Executive Officer and Manager Finance must conjointly sign all applications for new purchasing cards and authorisations for the cancellation of purchasing cards.

No purchasing card shall be issued to the Manager Finance.

Failure to comply with Council policy and procedures in the use of purchasing cards will result in the immediate cancellation of cards and disciplinary action.

Prior to the issue of purchasing cards, each cardholder must sign an acknowledgement statement which summarises the requirements of this policy and relevant procedures in relation to the use and holding of purchasing cards to ensure cardholders understand their obligations and to evidence this understanding. Further, each cardholder must sign a fresh acknowledgement statement annually before the end of March.

The Chief Executive Officer and selected delegates are empowered to authorise the purchase of goods or services which are the subject of natural disaster relief funding arrangements to the value of \$15,000 without obtaining quotations in order to expedite flood recovery.

#### **B. PURCHASES BETWEEN \$15,000 AND \$200,000**

Except as provided in this policy, Council will invite written quotations before making a contract for the carrying out of work or the supply of goods or services involving a cost of between \$15,000 and \$199,999.99 inclusive. The invitation must be given to at least three persons who Council considers can meet its requirements at competitive prices.

Records of offers received must be kept on file.

#### **C. PURCHASES ABOVE \$200,000**

Except as provided in this policy, Council will invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of \$200,000 or more.

The invitation must be by an advertisement in a newspaper circulating generally in Somerset and allow at least 21 days from the day of the advertisement for the submission of tenders.

Records of tenders received must be kept on file.

#### **D. EXCEPTIONS FROM THE REQUIREMENT TO SEEK TENDERS OR QUOTATIONS**

The Regulation specifies when Council is exempt from the requirement to seek tenders or quotations.

Council confirms via this policy that it may apply all or any of these exemptions where appropriate or necessary.

#### **E. DELEGATIONS AND TYPES OF EXPENDITURE**

An authorised officer for the purpose of this policy is an officer of the Council authorised by the Chief Executive Officer to expend budgeted funds up to the limit specified in the register of delegations.

In addition, there are many types of expenditure to which limits are specified including:

- Type 1 Recurrent expenditure and capital constructions
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By signing a requisition/ purchase order all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

No contract shall be entered into that involves the payment of a deposit or other prepayment for goods not yet delivered or services not yet performed without the written approval of the Chief Executive Officer.

#### **F. STANDING ARRANGEMENTS**

Council shall advertise calling for expressions of interest at least annually for the purpose of compiling registers of standing arrangements for plant contractors, traffic controllers and other goods and services that are considered appropriate. Suppliers may only join the registers following advertisement in accordance with the conditions specified in the advertisement and other specifications made available and set before advertising.

Quotations shall be accepted on a "Commercial in Confidence" basis.

Immediately following the closure of expressions of interest, appropriate Council officers shall determine for each type of supply (eg 10 tonne truck hire for Toogoolawah area) an order of priority of use for this supplier. Appropriate criteria shall be taken into account in this process including price, term for which prices will be fixed, GST registration for the ability to claim input tax credits, past performance (for example, as an indicator of the ratio of work performed to hours worked), insurance, Quality Assurance if appropriate, Workplace Health and Safety matters, ability to accurately complete contractor timesheets or other records and

sound contracting principles matters.

A predetermined scoring and weighting system shall be devised and approved by the Chief Executive Officer (CEO) for ranking suppliers within relevant categories. The CEO or delegate shall participate in the scoring process and shall approve all rankings assigned.

Suppliers shall be advised as to their rank with further details not disclosed. This policy shall be communicated to all interested suppliers before they submit expressions of interest.

When selecting suppliers within the relevant categories, Council officers shall contact the first ranked supplier who shall be requested to supply within the required timeframe. If the supplier is not available, the second ranked supplier and so on shall be asked. The person seeking the supply shall document evidence that these processes have occurred.

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Council will not enter into arrangements with any potential supplier that might lead to the remittance of withholding tax due to the non-reporting of an Australian Business Number.

To remove any doubt, the availability of a GST input credit shall be taken into account when assessing the comparative offers of suppliers where some offerors are registered for GST and some are not.

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The Regulation obliges Council to define “valuable non-current assets” for the purposes of contracting by reference to their apparent value.

Council confirms that the limits set are as follows for the indicated asset classes:

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Council will maintain a structured local supplier register providing email addresses of potential local suppliers who wish to be given the opportunity to quote for the supply of specified goods and services.

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Order splitting is the division of procurement so as to pass under a threshold defined by the

policy or by legislation. Order splitting is not permitted.

To remove any doubt, where multiple components are included in a single installation at a single site, this represents a single purchase. For example, the installation of security system including different components (alarms, CCTV etc) at a single site at a total cost of more than \$15,000 will require treatment as a medium value purchase and not as multiple low value purchases.

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Officers who make or contribute to recommendations in respect of the selection of tenders and who do not otherwise have a requirement to complete and keep updated a register of interests will be required to complete a conflict of interest declaration.

This extends to selecting suppliers from a Local Buy pre-approved list for contracts valued in excess of \$200,000.

The declaration form will include either a signed statement that there are no conflicts of interest that prevent the officer's full and unprejudiced participation in the procurement exercise or a signed declaration as to what the conflict is that may prevent the officer's full and unprejudiced participation in the procurement exercise.

#### **L. ALL DECISIONS REGARDING TENDERS WILL BE MADE BY COUNCIL RESOLUTION**

All decisions regarding tenders are to be made by Council resolution.

#### **6. EFFECTIVE FROM**

23 June 2016

#### **7. CONTROLS**

As indicated in this policy.

#### **8. REVIEW**

This policy is to be reviewed on or before 31 July 2017 with budget documents.

#### **9. DATE OF RESOLUTION**

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 14 September 2016.

#### **Policy Subject/Title:**

**Fraud Management Policy**

Policy Number: F011

Responsible Officer:

Manager Finance

Legislative or Regulatory Reference:

Local Government Act 2009 and Local Government Regulation 2012  
Criminal Code Act 1899

Related Policies / Procedures:

Crime and Corruption Act 2001  
Public Interest Disclosure Policy, Code of Conduct and other policies

Application:

Somerset Regional Council

Authorised by:

Somerset Regional Council

Considered at:

Ordinary Council Meeting

Authorised on:

Ordinary Council Meeting

Implemented from:

25 November 2015

Last Reviewed: 14 September 2016  
Review History: 14 September 2016  
To be reviewed on: 25 November 2018

### 1. OBJECTIVE

To outline Council's approach to managing fraud and corruption.

### 2. BACKGROUND

In its June 2015 report to parliament "Fraud Management in Local Government", the Queensland Audit Office (QAO) recommended actions by councils and the state government.

The Minister for Local Government wrote to Council on 19 August 2015 requesting Council review this report and consider systems changes as a result.

Council's internal auditor prepared a report on fraud management matters which was delivered in draft form in September 2015.

The state announced relevant changes to legislation on 2 November 2015 in response to the QAO recommendations.

### 3. PURPOSE

To outline Council's approach to managing fraud and corruption.

### 4. SCOPE

This policy applies to councillors, local government employees, local government contractors and others in respect of potential acts of fraud and/or corruption as defined involving Somerset Regional Council:

- Fraud – in section 408C of the *Criminal Code Act 1899* or successor legislation
- Corrupt conduct (or corruption) – in section 15 of the Crime and Corruption Act 2001 or successor legislation.

*Criminal Code Act 1899*

#### 408C Fraud

(1) A person who dishonestly—

(a) applies to his or her own use or to the use of any person—

- (i) property belonging to another; or
- (ii) property belonging to the person, or which is in the person's possession, either solely or jointly with another person, subject to a trust, direction or condition or on account of any other person; or

- (b) obtains property from any person; or
- (c) induces any person to deliver property to any person; or
- (d) gains a benefit or advantage, pecuniary or otherwise, for any person; or
- (e) causes a detriment, pecuniary or otherwise, to any person; or
- (f) induces any person to do any act which the person is lawfully entitled to abstain from doing; or
- (g) induces any person to abstain from doing any act which that person is lawfully entitled to do; or

- (h) makes off, knowing that payment on the spot is required or expected for any property lawfully supplied or returned or for any service lawfully provided, without having paid and with intent to avoid payment;

commits the crime of fraud.

*Crime and Corruption Act 2001*

**15 Meaning of corrupt conduct**

- (1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that—

- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—

- (i) a unit of public administration; or
- (ii) a person holding an appointment; and

- (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—

- (i) is not honest or is not impartial; or
- (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
- (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and

- (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and

- (d) would, if proved, be—

- (i) a criminal offence; or
- (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.

- (2) Without limiting subsection (1), conduct that involves any of the following could be corrupt conduct under subsection (1)—

- (a) abuse of public office;
- (b) bribery, including bribery relating to an election;
- (c) extortion;
- (d) obtaining or offering a secret commission;
- (e) fraud;
- (f) stealing;
- (g) forgery;
- (h) perverting the course of justice;
- (i) an offence relating to an electoral donation;
- (j) loss of revenue of the State;
- (k) sedition;
- (l) homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;
- (m) obtaining a financial benefit from procuring prostitution or from unlawful prostitution

- engaged in by another person;
- (n) illegal drug trafficking;
- (o) illegal gambling.

## **5. POLICY**

Council is committed to:

- reducing or removing the potential for fraudulent or corrupt conduct on the part of its Councillors, employees and suppliers
- detecting fraudulent or corrupt conduct through the systematic processes articulated in its Fraud Control Plan
- investigating all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities
- managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate
- minimising the risk of fraud and corruption; and
- ensuring the continuing organisational integrity and transparency of its operations.

Council will act on any suspicion of illicit conduct on the part of its staff or any party with whom it conducts business.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council officer who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Policy and Procedure.

Council has a zero tolerance for fraud and corruption.

When considering Council's response to the risk of fraud/corruption, Council will evaluate the cost and benefit of internal controls.

Manager Corporate and Community Services is appointed as Fraud and Corruption Control Officer as part of the existing responsibilities of the Manager Corporate and Community Services role.

Internal audit will evaluate this policy incorporating Council's fraud control plan every two years.

## **6. FRAUD CONTROL PLAN**

Council's Fraud Control Plan consists of two elements:

- a) financial management risk register and controls that are maintained as required by the Local Government Regulation 2012
- b) specific elements outlined in this policy below

### **Criminal history checks**

- The appointment of new staff (including promotions) will be subject to completion of a criminal history check. Council will assess the results of criminal history checks against the requirements of the position prior to appointing or promoting a staff



member.

- Council will conduct criminal history checks on all staff every five years commencing June 2016. Council will assess the results of criminal history checks against the requirements of each position. (eg positions whose role includes handling cash, financial purchasing delegates, senior management, officers whose role includes issuing licences or providing recommendations about the issuing of licences and finance staff).

### **Supplier masterfile checks**

Before any new supplier is added to the supplier masterfile, a form will be completed approved in writing by two Council officers that identifies:

- Trading and entity name.
- Australian Business Number (ABN)
- GST registration status
- Estimate of total annual purchases from this supplier and where this exceeds \$50,000 and the supplier is a corporation, confirmation that a company search has been conducted within the past month and is held on file
- Identification of Directors and owners of supplier where a company search has been conducted.
- Registered Office address where a company search has been conducted.
- Where the owner or director of any supplier is identified as a Council employee or Councillor, the Chief Executive Officer's authorisation will be required on the new supplier form prior to processing
- For suppliers with an estimated annual total purchase value exceeding \$10,000, confirmation that the supplier is listed in the telephone directory

Where a supplier is currently listed on the supplier masterfile but has not been paid by Council within the previous 12 months, a new supplier masterfile form will be completed for that supplier in order for the supplier to remain as an active supplier.

Before any amendment to the trading and entity name (other than the correction of a spelling error) or to the ABN is made to the supplier masterfile, a form will be completed approved in writing by two Council officers. Changes of ABN would normally require the addition of a new supplier record rather than the amendment of an existing supplier.

A printed audit log of supplier masterfile changes will be reviewed each month by two finance officers who do not have system access to changing the supplier masterfile. All changes that require the completion of a form will be verified back to that form.

### **Tender declarations**

The following is to be included with request for tender documents:

- A copy of this policy and plan
- Council contact details to report alleged fraud.
- A declaration form to be completed by tenderers to declare the nature of any conflicts of interest between Council and the company (eg relationships with Council staff).

### **Monitoring of systems**

Council will monitor Council-supplied and maintained hardware and software in terms of location, content and use in order to meet the objectives of this policy.

Two Council officers with super user access to the financial system will review audit logs both the PCSADMIN and PCSDBA each month to ensure access to those systems was appropriate.

### Staff training

- Training at the time of induction of new employees will include training about Council's fraud control policy and plan.
- Commencing June 2016, fraud awareness training will be provided to all staff every three years including all senior staff

### Other human resources matters

- Position descriptions of all senior staff that are reviewed or created after June 2016 are to identify that the positions have responsibility for preventing fraud
- Commencing June 2016, senior staff are to provide annual declarations that they have complied with Council's Code of Conduct and fraud management policy
- Council confirms that the requirement in its leave policy requiring regular taking of leave is in place to manage the risk of fraud

### Investigation processes

- In determining the Chief Executive Officer's obligations to report and/or record alleged or proven fraud, Council will engage qualified independent investigators where appropriate.

### 7. EFFECTIVE FROM

25 November 2015

### 8. REVIEW

This policy is to be reviewed on or before 25 November 2018

### 9. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 25 November 2015.

Signed: .....

Date: .....

<b>Decision:</b>	Moved - Cr Gaedtker Seconded - Cr Ogg "THAT the Procurement Policy 2016/2017 and the Fraud Management Policy be replaced with the following amended policies:
<b>Policy Subject/Title:</b>	<b>2016/2017 Procurement Policy</b>
Policy Number:	F/008
Responsible Officer:	Manager Finance
Legislative or Regulatory Reference:	Local Government Act 2009/ Local Government Regulation 2012
Related Policies / Procedures:	N/A
Application:	Somerset Regional Council
Authorised by:	Somerset Regional Council

Considered at:	Ordinary Council Meeting 23 June 2016
Authorised on:	Ordinary Council Meeting 23 June 2016
Implemented from:	23 June 2016
Last Reviewed:	14 September 2016
Review History:	N/A
To be reviewed on:	31 July 2017

## 1. OBJECTIVE

Council's purchasing activities aim to achieve advantageous procurement outcomes by promoting:

- (a) value for money - Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:
  - (i) contribution to the advancement of Council's priorities; and
  - (ii) fitness for purpose, quality, services and support; and
  - (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
  - (iv) internal administration costs; and
  - (v) technical compliance issues; and
  - (vi) risk exposure; and,
  - (vii) the value of any associated environmental benefits.
- (b) open and effective competition - Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- (c) the development of competitive local business and industry - Council wishes to pursue the principle and objectives of encouraging the development of competitive local business and industry as part of the process of making its purchasing decisions. Council will endeavour to support local business by inviting local businesses to supply quotations and bid for tenders.
- (d) environmental protection - Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:
  - (i) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
  - (ii) foster the development of products and processes of low environmental and climatic impact; and
  - (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
  - (iv) encourage environmentally responsible activities.
- (e) ethical behaviour and fair dealing - Council officers involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

This policy incorporates relevant requirements under the *Local Government Act 2009* (the "Act") and the *Local Government Regulation 2012* (the "Regulation") and aims to meet the requirements of section 198 of the Regulation.

**2. BACKGROUND**

Council is required to review its procurement policy each financial year under the Regulation.

**3. PURPOSE**

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the sound contracting principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

All Council purchases must be carried out in compliance with the Act and the Regulation.

**4. SCOPE**

This policy applies to all Council employees and Councillors.

Council officers responsible for purchasing goods and services must comply with this policy and purchasing procedures. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy and related procedures.

ALL dollar amounts stated in this policy include GST.

This policy replaces all previous procurement policies.

**5. POLICY****A. PURCHASES UNDER \$15,000**

Except as outlined below:

1. For purchases up to and including \$1,000, one verbal quotation may be sufficient.
2. For purchases of more than \$1,000 up to \$15,000, at least two written quotations shall be sought.

The Chief Executive Officer may authorise the purchase of goods or services to the value of \$5,000 without obtaining quotations.

**Sole Supplier Arrangements** - Where goods or services up to a value of \$15,000 are required and it is believed that only one supplier is legally or reasonably available to Council, the Chief Executive Officer may authorise the purchase after being satisfied of the authenticity of the case, reasonableness of the proposed cost and the availability of a budget for the expenditure.

Petty cash procedures and other purchasing procedural issues will be outlined in administrative manuals or procedures. The limit for petty cash or low value in store purchases is to be set by the Chief Executive Officer from time to time having regard for cost factors such as city parking.

The Chief Executive Officer may set a different limit for different purchases, such as food and beverage purchases.

Purchasing cards may be issued to officers (including the Chief Executive Officer) at the discretion of the Chief Executive Officer on the basis of need with the following provisos:

That cards be issued on the conditions that they are not used:

1. for private purposes

2. for purchases greater than the transaction limit
3. for items readily available from a Council store while the store is reasonably accessible
4. for cash withdrawals or advances – all cards will have the cash advance facility disabled
5. by persons other than the named cardholder to ensure that the cardholder has full responsibility for the use of the card
6. for other purposes as detailed in the purchasing card procedure.

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$1,000. No card shall have a transaction limit exceeding \$5,000.

The Chief Executive Officer and Manager Finance must conjointly sign all applications for new purchasing cards and authorisations for the cancellation of purchasing cards.

No purchasing card shall be issued to the Manager Finance.

Failure to comply with Council policy and procedures in the use of purchasing cards will result in the immediate cancellation of cards and disciplinary action.

Prior to the issue of purchasing cards, each cardholder must sign an acknowledgement statement which summarises the requirements of this policy and relevant procedures in relation to the use and holding of purchasing cards to ensure cardholders understand their obligations and to evidence this understanding. Further, each cardholder must sign a fresh acknowledgement statement annually before the end of March.

The Chief Executive Officer and selected delegates are empowered to authorise the purchase of goods or services which are the subject of natural disaster relief funding arrangements to the value of \$15,000 without obtaining quotations in order to expedite flood recovery.

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23 June 2016

#### **7. CONTROLS**

As indicated in this policy.

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To outline Council's approach to managing fraud and corruption.

**4. SCOPE**

This policy applies to councillors, local government employees, local government contractors and others in respect of potential acts of fraud and/or corruption as defined involving Somerset Regional Council:

- Fraud – in section 408C of the *Criminal Code Act 1899* or successor legislation
- Corrupt conduct (or corruption) – in section 15 of the *Crime and Corruption Act 2001* or successor legislation.

*Criminal Code Act 1899*

**408C Fraud**

(1) A person who dishonestly—

- (a) applies to his or her own use or to the use of any person—
  - (i) property belonging to another; or
  - (ii) property belonging to the person, or which is in the person's possession, either solely or jointly with another person, subject to a trust, direction or condition or on account of any other person; or
- (b) obtains property from any person; or
- (c) induces any person to deliver property to any person; or
- (d) gains a benefit or advantage, pecuniary or otherwise, for any person; or
- (e) causes a detriment, pecuniary or otherwise, to any person; or
- (f) induces any person to do any act which the person is lawfully entitled to abstain from doing; or
- (g) induces any person to abstain from doing any act which that person is lawfully entitled to do; or
- (h) makes off, knowing that payment on the spot is required or expected for any property lawfully supplied or returned or for any service lawfully provided, without having paid and with intent to avoid payment;

commits the crime of fraud.

*Crime and Corruption Act 2001*

**15 Meaning of corrupt conduct**

- (1) **Corrupt conduct** means conduct of a person, regardless of whether the person holds or held an appointment, that—
- (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of—
    - (i) a unit of public administration; or
    - (ii) a person holding an appointment; and
  - (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that—
    - (i) is not honest or is not impartial; or
    - (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or
    - (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and
  - (c) is engaged in for the purpose of providing a benefit to the person or another person or causing a detriment to another person; and
  - (d) would, if proved, be—
    - (i) a criminal offence; or
    - (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
- (2) Without limiting subsection (1), conduct that involves any of the following could be corrupt conduct under subsection (1)—
- (a) abuse of public office;
  - (b) bribery, including bribery relating to an election;
  - (c) extortion;
  - (d) obtaining or offering a secret commission;
  - (e) fraud;
  - (f) stealing;
  - (g) forgery;
  - (h) perverting the course of justice;
  - (i) an offence relating to an electoral donation;
  - (j) loss of revenue of the State;
  - (k) sedition;
  - (l) homicide, serious assault or assault occasioning bodily harm or grievous bodily harm;
  - (m) obtaining a financial benefit from procuring prostitution or from unlawful prostitution engaged in by another person;
  - (n) illegal drug trafficking;
  - (o) illegal gambling.

## 5. POLICY

Council is committed to:

- reducing or removing the potential for fraudulent or corrupt conduct on the part of its Councillors, employees and suppliers

- detecting fraudulent or corrupt conduct through the systematic processes articulated in its Fraud Control Plan
- investigating all instances of suspected fraudulent or corrupt conduct exposed as a result of our detection processes, or as a result of receiving an allegation of fraudulent or corrupt activities
- managing, disciplining or facilitating the prosecution of those responsible for incidents of fraud and corruption as appropriate
- minimising the risk of fraud and corruption; and
- ensuring the continuing organisational integrity and transparency of its operations.

Council will act on any suspicion of illicit conduct on the part of its staff or any party with whom it conducts business.

Council officers have a responsibility and an obligation to report suspected or known incidents of fraud or corruption.

Council will take action against anyone who takes reprisal action against a Council officer who reports suspected or known incidents, consistent with Council's Public Interest Disclosure Policy and Procedure.

Council has a zero tolerance for fraud and corruption.

When considering Council's response to the risk of fraud/corruption, Council will evaluate the cost and benefit of internal controls.

Manager Corporate and Community Services is appointed as Fraud and Corruption Control Officer as part of the existing responsibilities of the Manager Corporate and Community Services role.

Internal audit will evaluate this policy incorporating Council's fraud control plan every two years.

## **6. FRAUD CONTROL PLAN**

Council's Fraud Control Plan consists of two elements:

- a) financial management risk register and controls that are maintained as required by the Local Government Regulation 2012
- b) specific elements outlined in this policy below

### **Criminal history checks**

- The appointment of new staff (including promotions) will be subject to completion of a criminal history check. Council will assess the results of criminal history checks against the requirements of the position prior to appointing or promoting a staff member.
- Council will conduct criminal history checks on all staff every five years commencing June 2016. Council will assess the results of criminal history checks against the requirements of each position. (eg positions whose role includes handling cash, financial purchasing delegates, senior management, officers whose role includes issuing licences or providing recommendations about the issuing of licences and finance staff).

### **Supplier masterfile checks**

Before any new supplier is added to the supplier masterfile, a form will be completed approved in writing by two Council officers that identifies:

- Trading and entity name.
- Australian Business Number (ABN)
- GST registration status
- Estimate of total annual purchases from this supplier and where this exceeds \$50,000 and the supplier is a corporation, confirmation that a company search has been conducted within the past month and is held on file
- Identification of Directors and owners of supplier where a company search has been conducted.
- Registered Office address where a company search has been conducted.
- Where the owner or director of any supplier is identified as a Council employee or Councillor, the Chief Executive Officer's authorisation will be required on the new supplier form prior to processing
- For suppliers with an estimated annual total purchase value exceeding \$10,000, confirmation that the supplier is listed in the telephone directory

Where a supplier is currently listed on the supplier masterfile but has not been paid by Council within the previous 12 months, a new supplier masterfile form will be completed for that supplier in order for the supplier to remain as an active supplier.

Before any amendment to the trading and entity name (other than the correction of a spelling error) or to the ABN is made to the supplier masterfile, a form will be completed approved in writing by two Council officers. Changes of ABN would normally require the addition of a new supplier record rather than the amendment of an existing supplier.

A printed audit log of supplier masterfile changes will be reviewed each month by two finance officers who do not have system access to changing the supplier masterfile. All changes that require the completion of a form will be verified back to that form.

### **Tender declarations**

The following is to be included with request for tender documents:

- A copy of this policy and plan
- Council contact details to report alleged fraud.
- A declaration form to be completed by tenderers to declare the nature of any conflicts of interest between Council and the company (eg relationships with Council staff).

### **Monitoring of systems**

Council will monitor Council-supplied and maintained hardware and software in terms of location, content and use in order to meet the objectives of this policy.

Two Council officers with super user access to the financial system will review audit logs both the PCSADMIN and PCSDBA each month to ensure access to those systems was appropriate.

### **Staff training**

- Training at the time of induction of new employees will include training about Council's

- fraud control policy and plan.
- Commencing June 2016, fraud awareness training will be provided to all staff every three years including all senior staff

#### **Other human resources matters**

- Position descriptions of all senior staff that are reviewed or created after June 2016 are to identify that the positions have responsibility for preventing fraud
- Commencing June 2016, senior staff are to provide annual declarations that they have complied with Council's Code of Conduct and fraud management policy
- Council confirms that the requirement in its leave policy requiring regular taking of leave is in part in place to manage the risk of fraud

#### **Investigation processes**

- In determining the Chief Executive Officer's obligations to report and/or record alleged or proven fraud, Council will engage qualified independent investigators where appropriate.

#### **7. EFFECTIVE FROM**

25 November 2015

#### **8. REVIEW**

This policy is to be reviewed on or before 25 November 2018

#### **9. DATE OF RESOLUTION**

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 25 November 2015.

Signed: ..... Date: ....."

Carried

<b>Subject:</b>	<b>Procurement matter - Somerset Regional Art Gallery - The Condensery</b>
<b>File Ref:</b>	<b>Financial management – internal audit</b>
<b>Action Officer:</b>	<b>DFIN</b>

#### **Background/Summary**

Endorsement is sought for the purchase of a security system in September 2015 at Somerset Regional Art Gallery - The Condensery for a total value of \$21,331. The system was obtained from Ace Alarms who have installed security equipment at other Council sites.

The Local Government Regulation 2012 sets requirements for the seeking of at least three quotes for the purchase of goods or services valued at more than \$15,000 however only two quotes were sought for this purchase.

#### **Recommendation**

THAT the purchase of the security system at the Somerset Regional Art Gallery – The Condensery be endorsed and because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite further

quotes.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Ogg
	<p>"THAT the purchase of the security system at the Somerset Regional Art Gallery – The Condensery be endorsed and because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite further quotes."</p>	
	<u>Carried</u>	

<b>Subject:</b>	<b>Application for rebate of rates</b>
<b>File Ref:</b>	<b>Rates and government valuations - rate classifications - categorisations</b>
<b>Action Officer:</b>	<b>DFIN</b>

### Background/Summary

A letter has been received from a property owner requesting a rebate of rates. Rebates have been granted for this property in previous years similar to the recommendation below.

While the property concerned has been correctly categorised for rating purposes as being approved and developed for extractive purposes, the property owner (who is not the quarry owner) and the quarry owner (Zanows Sand and Gravel) have advised that the only extractive industry activity on the property is rehabilitation of the land.

A rebate of general rates is supported in the circumstances outlined.

The recommendation below proposes:

- A reduction in the general rate for the current half year to a similar level as the previous rate notice.
- No rebate in the extractive industry inspection levy for the current half year. Charging the levy will allow Council officers to monitor activities on the property including rehabilitation to ensure that conditions imposed are being met.
- Provided Council does not become aware of any extraction occurring on the property, a further reduction in the general rate for the period January to June 2017 is recommended.
- Provided Council does not become aware of any extraction occurring on the property, a full remission of the extractive industry inspection levy for the period January to June 2017 is also recommended.

### Attachment

Nil

### Recommendation

THAT a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 July 2016 to 31 December 2016 equal to the difference between the net general rates actually charged for the property on the rate notice issued 23

August 2016 and the net amount that would have been payable if the property had been categorised in rating category 2 because the payment of the rates or charges would cause hardship to the land owner.

THAT no rebate in the extractive industries inspection levy on Lot 1 RP28857 assessment 02352-80000-000 be granted for the period 1 July 2016 to 31 December 2016.

THAT provided extraction of materials on the property does not occur prior to February 2017, a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 January 2017 to 30 June 2017 of the same amount as the 2016 rebate plus the amount of the half yearly extractive industry inspection levy because the payment of the rates or charges would cause hardship to the land owner.

**Decision:**

Moved - Cr Whalley

Seconded - Cr Brieschke

"THAT a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 July 2016 to 31 December 2016 equal to the difference between the net general rates actually charged for the property on the rate notice issued 23 August 2016 and the net amount that would have been payable if the property had been categorised in rating category 2 because the payment of the rates or charges would cause hardship to the land owner.

THAT no rebate in the extractive industries inspection levy on Lot 1 RP28857 assessment 02352-80000-000 be granted for the period 1 July 2016 to 31 December 2016.

THAT provided extraction of materials on the property does not occur prior to February 2017, a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 January 2017 to 30 June 2017 of the same amount as the 2016 rebate plus the amount of the half yearly extractive industry inspection levy because the payment of the rates or charges would cause hardship to the land owner."

Carried

<b>Subject:</b>	<b>Project manager Lowood Recreation Complex expansion</b>
<b>File Ref:</b>	<b>Grants - programs - get playing plus</b>
<b>Action Officer:</b>	<b>DFIN</b>

**Background/Summary**

Under the grant deed with the Department of National Parks Sport and Racing for the \$450,000 Lowood Recreation Complex expansion project, Council is required to appoint a project manager. The grant deed sets numerous other requirements.

Council resolved as follows on 10 August 2016:

*"THAT quotations be invited from appropriate consultants with whom Council has had successful dealings in the past for the role of project manager for the Lowood Recreation Complex expansion project including final design and tender documentation work."*

A Council decision is sought for the appointment of project manager.

Council sought quotations from GHD Pty Ltd, Graham Richardson Associates and a third firm.

GHD Pty Ltd and Graham Richardson both submitted quotations.

Quotations received will be available for inspection by Councillors at the meeting of 14 September 2016.

Council's Manager Works and Director Finance jointly reviewed the quotations and assessed the relevant experience (10% weighting) and supplier resources (30% weighting) for these suppliers as the same level however GHD Pty Ltd submitted a fixed lump sum offer that was cheaper than that of Graham Richardson Associates.

GHD Pty Ltd have nominated Mr Paul Henderson as its representative project manager for the project.

#### Recommendation

THAT GHD Pty Ltd (with Mr Paul Henderson as nominated representative project manager) be appointed project manager under the Lowood Recreation Complex expansion grant deed.

#### Decision:

Moved - Cr Ogg

Seconded - Cr Whalley

"THAT GHD Pty Ltd (with Mr Paul Henderson as nominated representative project manager) be appointed project manager under the Lowood Recreation Complex expansion grant deed."

Carried

<b>Subject:</b>	<b>Fernvale Sport Park maintenance storage and further road closure</b>
<b>File Ref:</b>	<b>Council properties - design and construction - Fernvale Sports Park</b>
<b>Action Officer:</b>	<b>DFIN</b>

#### Background/Summary

Council has moved into a maintenance and playing surface improvement phase with Fernvale Sports Park.

Council has obtained two travelling irrigators for the site at a total cost of around \$28,000. It is likely that Council and/or user groups will require further equipment to assist with maintenance of the site in the future. It is recommended to protect these assets that a suitable Colorbond storage be erected at the site amongst bushland at an estimated cost of \$20,000.

Council has temporarily closed Brouff Road to traffic until 30 September 2016. It is recommended that the road be closed for a further 12 months in order to facilitate the safe maintenance and improvement of the playing surfaces.

Council officers are unaware of written requests to reopen the road.



### Recommendation

THAT a storage suitable for at least two travelling irrigators be erected at Fernvale Sports Park that is consistent with the standard of the park.

THAT Council close Brouff Road west of the Fernvale Sports Park car park to traffic between 30 September 2016 and 30 September 2017 in connection with the surface improvement of the park under section 69 of the *Local Government Act 2009* and that this temporary closure be appropriately communicated and signed.

### Decision:

Moved - Cr Ogg

Seconded - Cr Gaedtke

"THAT a storage suitable for at least two travelling irrigators be erected at Fernvale Sports Park that is consistent with the standard of the park.

THAT Council close Brouff Road west of the Fernvale Sports Park car park to traffic between 30 September 2016 and 30 September 2017 in connection with the surface improvement of the park under section 69 of the *Local Government Act 2009* and that this temporary closure be appropriately communicated and signed."

Carried

<b>Subject:</b>	<b>Application for rebate of rates</b>
<b>File Ref:</b>	<b>Rates and government valuations - rate classifications - categorisations</b>
<b>Action Officer:</b>	<b>DFIN</b>

### Background/Summary

Council resolved on 25 February 2015 to accept the advice of Zanows Earthmovers Pty Ltd that there was an ongoing land use approval for an extractive industry at 333 E Summervilles Road (lot 4 RP891065 - 35888-00000-000).

This approval affects differential general rating categorisation decisions for the property.

Council's August 2016 rate notice for this property reflects the land use approval and history of extraction with the property assessed in extractive industry rating category 303.

If not for the extractive matter, the property would be assessed in large principal place of residence farm rating category 8.

Council received a letter from the owner on 5 September 2016 requesting a rebate of general rates to category 3 and of the extractive industry inspection levy.

While the property has been correctly categorised for rating purposes, the property owners have advised that no extraction from the property could physically occur due to access and legal issues (letter attached).

The recommendation below proposes:

- A reduction in the general rate to the large farming category 8 level for 2016. (Category 8 has a lower percentage rate than category 3 which was the category

requested by the owner).

- A rebate in the extractive industry inspection levy for 2016.
- Conditional rebates for the second half of the financial year

#### Attachment

Letter from owner of 35888-00000-000 of 5 September 2016  
Letter from Zanow Sand and Gravel Pty Ltd of 25 August 2016

#### Recommendation

THAT a rebate of rates and charges be given to the owner of lot 4 RP891065 - 35888-00000-000 for the period 1 July 2016 to 31 December 2016 equal to the difference between the net general rates actually charged for the property on the rate notice issued in August 2016 and the net amount that would have been payable if the property had been categorised in rating category 8 because the payment of the rates as categorised would cause hardship to the land owner.

THAT a full rebate in the extractive industries inspection levy on lot 4 RP891065 - 35888-00000-000 be granted for the period 1 July 2016 to 31 December 2016 because extraction from the property is understood to not be possible and because payment of the charge would cause hardship to the land owner.

THAT provided before February 2017 Council does not become aware of any renewed extraction activities on the property, a rebate of rates and charges be given to the owner of lot 4 RP891065 - 35888-00000-000 for the period 1 January 2017 to 30 June 2017 equal to the difference between the net general rates otherwise chargeable for the property and the net amount that would be payable if the property was categorised in rating category 8 because the payment of the rates as categorised would cause hardship to the land owner.

THAT provided before February 2017 Council does not become aware of any renewed extraction activities on the property, a full rebate in the extractive industries inspection levy on lot 4 RP891065 - 35888-00000-000 be granted for the period 1 January 2017 to 30 June 2017 because payment of the charge would cause hardship to the land owner.

#### Decision:

Moved - Cr Whalley

Seconded - Cr Hall

“THAT a rebate of rates and charges be given to the owner of lot 4 RP891065 - 35888-00000-000 for the period 1 July 2016 to 31 December 2016 equal to the difference between the net general rates actually charged for the property on the rate notice issued in August 2016 and the net amount that would have been payable if the property had been categorised in rating category 8 because the payment of the rates as categorised would cause hardship to the land owner.

THAT a full rebate in the extractive industries inspection levy on lot 4 RP891065 - 35888-00000-000 be granted for the period 1 July 2016 to 31 December 2016 because extraction from the property is understood to not be possible and because payment of the charge would cause hardship to the land owner.

THAT provided before February 2017 Council does not become aware of any renewed extraction activities on the property, a rebate of rates and charges be given to the owner of lot 4 RP891065 - 35888-00000-

000 for the period 1 January 2017 to 30 June 2017 equal to the difference between the net general rates otherwise chargeable for the property and the net amount that would be payable if the property was categorised in rating category 8 because the payment of the rates as categorised would cause hardship to the land owner.

THAT provided before February 2017 Council does not become aware of any renewed extraction activities on the property, a full rebate in the extractive industries inspection levy on lot 4 RP891065 - 35888-00000-000 be granted for the period 1 January 2017 to 30 June 2017 because payment of the charge would cause hardship to the land owner."

Carried

### Adjournment of meeting

The meeting adjourned at 10.15am for morning tea, resuming at 10.40am.

<b>Subject:</b>	<b>Rebate of Rates - 393 Larkhill Boundary Road</b>
<b>File Ref:</b>	<b>Rates and government valuations - rate classifications - categorisations</b>
<b>Action Officer:</b>	<b>DFIN</b>

### Background

Cr Whalley spoke to this matter, referring to a letter from the owners of this property received 12 September 2016.

Cr Whalley moved that a letter from the owner of 393 Larkhill Boundary Road received on 12 September be accepted as an application for rebate of rates.

<b>Decision:</b>	Moved - Cr Whalley	Seconded – Cr Brieschke
	"THAT the letter from the owner of 393 Larkhill Boundary Road on 12 September 2016 be accepted as an application for rebate of rates."	

Carried

<b>Decision:</b>	Moved - Cr Whalley	Seconded – Cr Brieschke
	"THAT a rebate of rates and charges be given to the owners of 393 Larkhill Boundary Road for the period 1 July 2016 to 31 December 2016 equal to the difference between the net general rates actually charged for the property on the rate notice issued in August 2016 and the net amount that would have been payable if the property had been categorised in rating category 11 because the payment of the rates as categorised would cause hardship to the land owner."	

Carried

## Background/Summary

## Attachments

## Recommendation

(ii) THAT Council approve the plan for the trackside pavilion ramp.

<b>Subject:</b>	<b>Somerset Condensery Gallery Advisory Committee Meeting – 29 August 2016</b>
<b>File Ref:</b>	<b>Community services - meetings - 2016 - 2017 - Somerset Condensery Gallery Advisory Committee - Doc Id. 905880</b>
<b>Action Officer:</b>	<b>DCORP</b>

The meeting of the Committee was held on Monday, 29 August 2016.

## Meeting Report for the Somerset Condensery Gallery Advisory Committee

<b>Recommendation</b>
-----------------------

THAT the meeting report of the Somerset Condensery Gallery Advisory Committee Meeting held on Monday, 29 August 2016 be received and the following recommendations endorsed:

- (i) THAT Linda Howe's resignation from the Somerset Condensery Gallery Advisory Committee be accepted and a letter of thanks for her contribution to the Committee to date sent.
- (ii) THAT Council advertise in the local newspapers seeking 1 x Arts community representative for the vacant position on the Somerset Condensery Gallery Advisory Committee.
- (iii) THAT following the establishment of the Friends of the Gallery, commission for the sale of artworks be charged at a rate of 15% of the sale price.
- (iv) THAT in-principle approval be granted for the condenser to be included in the sculpture garden at the Somerset Regional Art Gallery – The Condensery.
- (v) THAT the following fee structure be adopted for Arts / Art Workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery.
  - (a) a full day fee (bookings equal to or more than 4 hours duration) - \$100
  - (b) a half day fee (bookings of less than 4 hours duration) - \$50
  - (c) bond (as deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST applies only on default.) - \$250
  - (d) key bond (when a key is made available outside opening hours, regardless of hirer) - \$10

FURTHER THAT Arts / Art Workshops held and organised by Arts groups based in the Somerset Region be excluded from the requirement to pay a bond.

FURTHER, THAT any proposed bookings that would require the moving of artworks be refused.

- (ii) THAT a letter granting in-principle approval for the Toogoolawah and District History Group Inc to have a permanent display in the bomb shelter be sent, pending the creation of a Memorandum of Understanding for the Group's ongoing use of the bomb shelter.

<b>Decision:</b>	Moved - Cr Gaedtke	Seconded - Cr Ogg
	<p>"THAT the meeting report of the Somerset Condensery Gallery Advisory Committee Meeting held on Monday, 29 August 2016 be received and the following recommendations endorsed:</p> <p>(i) THAT Linda Howe's resignation from the Somerset Condensery Gallery Advisory Committee be accepted and a letter of thanks for her contribution to the Committee to date sent.</p>	

- (ii) THAT Council advertise in the local newspapers seeking 1 x Arts community representative for the vacant position on the Somerset Condensery Gallery Advisory Committee.
- (iii) THAT following the establishment of the Friends of the Gallery, commission for the sale of artworks be charged at a rate of 15% of the sale price.
- (iv) THAT in-principle approval be granted for the condenser to be included in the sculpture garden at the Somerset Regional Art Gallery – The Condensery.
- (v) THAT the following fee structure be adopted for Arts / Art Workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery.
  - (a) a full day fee (bookings equal to or more than 4 hours duration) - \$100
  - (b) a half day fee (bookings of less than 4 hours duration) - \$50
  - (c) bond (as deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST applies only on default.) - \$250
  - (d) key bond (when a key is made available outside opening hours, regardless of hirer) - \$10

FURTHER THAT Arts / Art Workshops held and organised by Arts groups based in the Somerset Region be excluded from the requirement to pay a bond.

FURTHER, THAT any proposed bookings that would require the moving of artworks be refused.

- (vi) THAT a letter granting in-principle approval for the Toogoolawah and District History Group Inc to have a permanent display in the bomb shelter be sent, pending the creation of a Memorandum of Understanding for the Group's ongoing use of the bomb shelter."

Carried

<b>Subject:</b>	<b>Vandalism - August 2016</b>
<b>File Ref:</b>	<b>Risk management - risk assessment - Vandalism - Doc Id.</b>
<b>Action Officer:</b>	<b>DCORP</b>

#### Background/Summary

Council has previously resolved to be informed of incidences of wilful damage and destruction of Council property.

The following incident occurred during August 2016:

Date	Location	Incident
22/8/16	Flood Sign Twin Bridges, Fernvale	Reported that the flood sign has been hit by a car. The cost of the damage incurred is expected to be in the order of \$3,000.

The Vandalism Repair Costs until 31 August 2016 are attached. There were no insurance claims relating to Vandalism for the month of August 2016.

#### Attachments

Table – Vandalism Repair Costs until 31 August 2016

#### Recommendation

THAT the report be received and the contents noted.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Brieschke
	"THAT the report be received and the contents noted."	
		<u>Carried</u>

<b>Subject:</b>	<b>Somerset Libraries' officer report 1 August 2016 - 31 August 2016</b>
<b>File Ref:</b>	<b>Officers report</b>
<b>Action Officer:</b>	<b>Regional Librarian</b>

#### Background/Summary

9860 visits to Somerset Libraries were recorded in the month from 1 – 31 August. Over **693** attendances have been recorded at community program sessions and outreach events where library staff presented a variety of literacy opportunities and activities.

#### Somerset Libraries' statistical snapshot for month of August:

Somerset Libraries	2015	2016
<b>Customer Service</b>		
Visits to library branches (Appendix A)	11143	9860
Enquires answered	1874	3227
New membership (Appendix B)	72	77
Loans of library stock (Appendix C)	5016	5516
eBook loans (Appendix C)	707	211
eAudio loans (Appendix C)	92	33
Digital magazines (Appendix C)	54	86
<b>Total loans</b>	<b>5869</b>	<b>5846</b>
Reservations of library stock (Appendix C)	1080	1264
<b>Computer usage</b> (Appendix D)		
Hours of public computer use	767	724.3

Hours of Broadband for seniors kiosk use	434	374.6
<b>Total hours of computer usage</b>	<b>1201</b>	<b>1098.9</b>
<b>IT training</b> (Appendix E)		
BFS Training	20	42
eDevice Training	60	105
<b>Community programs</b> (Appendix F)		
Storytime attendances	205	363
IT training attendances		
Outreach and events attendances	79	183
<b>Total community program attendances</b>	<b>364</b>	<b>693</b>

### First Five Training

This month two more staff members completed their First Five training at the State Library. The last session in November will see all our staff complete the training. First Five grant budget covers all the training and staffing costs.

### Conversations

August month has been busy with Conversations. Crafternoon programs in Esk and Kilcoy. The Knitting workshops at the two venues proved to be popular with the Esk and Kilcoy residents. Community members at Esk participated in Ipad and android tips and tricks.

### Kindy visits for Children's Bookweek

In celebration of Children's Bookweek two groups of Kindergarten students enjoyed story time sessions and craft activities at our libraries to celebrate this yearly event.

### Attachments

Nil

### Recommendation

THAT the Somerset Libraries' report August 2016 be received.

### Decision:

Moved - Cr Brieschke

Seconded - Cr Ogg

"THAT the Somerset Libraries' report August 2016 be received."

Carried

<b>Subject:</b>	<b>Somerset Inter-school Aboriginal Cultural Camp</b>
<b>File Ref:</b>	<b>Community Services – Youth Development – Youth Services</b>
<b>Action Officer:</b>	<b>YDO</b>

### Background/Summary

The three high schools in Somerset, (Kilcoy, Toogoolawah and Lowood), are attempting to establish an annual inter-school Aboriginal cultural camp to be held at and facilitated by Stanley River Environmental Education Centre (SREEC). SREEC has extensive experience in facilitating such projects, and the Principal, Andrew Travis, has the cultural connections to the Jiniburra Elders required for such a program.

Attached to this report is the program outline, developed by SREEC in consultation with the



YDO and the three Somerset high schools.

Council has met the transport costs for Lowood and Kilcoy schools for similar previous events. It is recommended that Council continue to make this contribution.

This camp would provide Somerset's Aboriginal and Torres Strait Islander students with an invaluable experience of connecting with their culture, whilst acquiring knowledge of team work and peer mentoring. Williams (2011) details the necessity of all levels of Government assisting in identifying avenues for Indigenous peoples to access their culture on the grounds of human rights, reconciliation commitment, and scientific education.

Queensland Police Service (QPS) is eager to be involved in this camp to assist in their efforts to implement and fulfil their 2015 – 2016 Aboriginal and Torres Strait Islander Annual Action Plan, and their 2015 – 2019 Aboriginal and Torres Strait Islander Strategic Direction. Due to most of the camp attendees being Lowood State High School students, QPS has approved for a Police Officer from Lowood Police Station to attend the camp in an official capacity. However, QPS is not in a position to be able to pay the associated catering and program cost. It is respectfully suggested that Council could cover this cost of \$45.

#### Attachments

Stanley River Environmental Education Centre program outline, "Indigenous Perspectives".

#### Recommendation

THAT Council commit financial support to the Somerset Interschool Cultural Camp at Stanley River Environmental Education Centre (SREEC) for transport, QPS staff attendance costs, and SRO staff attendance costs.

<b>Decision:</b>	Moved – Cr Whalley	Seconded - Cr Gaedtke
	<p>"THAT Council commit financial support to the Somerset Interschool Cultural Camp at Stanley River Environmental Education Centre (SREEC) for transport, QPS staff attendance costs, and SRO staff attendance costs."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>YDO Report - August 2016</b>
<b>File Ref:</b>	<b>Community Services - Youth Development - Youth Services</b>
<b>Action Officer:</b>	<b>YDO</b>

#### Background/Summary

The following report contains an overview of the key projects and activities of the youth development officer (YDO) for August 2016 and outlines planned projects and proposals for future youth related projects.

#### Networks, partnerships and local connections

The youth development officer (YDO) continues to liaise with the wider community to discuss and advocate the needs of local young people in the region, and the key issues and projects relevant to the YDO role.

Networks and committees attended, and key engagements:

- Anglicare Southern Queensland
- Ipswich Community Youth Service (ICYS)
- Australian Skateboarding Community Initiative (ASCI)
- Lowood local Aboriginal Elders
- Department of Aboriginal and Torres Strait Islander Partnerships
- Department of Education, Training and Employment
- Department of Communities, Child Safety and Disability Services
- Toogoolawah State High School
- Lowood State High School
- Kilcoy State High School
- Toogoolawah State School
- Esk State School
- Toogoolawah State School
- Harlin State School
- Linville State School
- Lowood State School
- Minden State School
- Kilcoy State School
- Mt Kilcoy State School
- Lowood Police
- Kilcoy Police
- Toogoolawah Police
- Esk Police
- Ipswich District Child Protection Unit - QPS
- Queensland Police-Citizens Youth Welfare Association
- Ipswich PCYC
- Lowood Community Action Group
- Ipswich Headspace
- Caboolture Headspace
- Mercy Family Services
- Kontraband Studios
- Character Builders
- Kambu Health
- Kummara Indigenous Family Care
- Sunday Creek Environmental Education Centre
- The Change Academy
- Scripture Union Queensland (SU QLD)
- Kidz Youth Community (KYC)
- Fernvale Youth Inc (FYI)
- Save the Children Australia
- Ted Noffs Foundation (Caboolture Street University)
- YourTown – Young Parents Program
- Lutheran Community Care (Intercept Youth and Family Service)
- Caboolture Child Safety Service Centre
- Monthly Date Claimer Meeting
- International Volunteers Day Planning Meeting
- eSafety Commissioners Digital Youth Culture and Online Safety Professional Development Session
- Kilcoy Interagency
- Kilcoy Art Society Inc (KASI)
- Kilcoy State High School Career Expo
- Toogoolawah State High School Career Expo
- Lowood State High School Career Expo

### General activities and key projects undertaken

A listing of key events and projects with a brief outline summary, please note that there may be other events or activities not included.

- In conjunction with Lowood State School and Anglicare Southern Queensland, the first session of a monthly cooking program for families commenced on 3 August. Feedback from attendees was positive with requests for more frequency in the delivery of this program, in addition to social inclusion programs and activities for parents, specifically mothers. As such, establishing an appropriate program has been arranged with Anglicare and Mercy.
- YDO met with Kilcoy Art Society regarding possible RADF projects for early 2017.
- YDO is continuing to meet with services advocating for service delivery in Kilcoy for young people. This has included meeting with Kilcoy State High School's Guidance Officer to discuss the needs of students identified by the school, Caboolture Headspace, Ted Noff's Caboolture Street University. The former agreeing to provide service delivery (in the form of drug harm minimisation programs and positive mental health projects) to both Kilcoy and Toogoolawah State High Schools.
- Lowood State High School completed their power pole art project this month, as part of the RADF project involving all three Somerset high schools and Kontraband Studios. YDO spent the day prior to the workshops applying the undercoat to the power poles to ensure students could maximise their workshop experience.
- YDO met with Libraries and SRO to discuss our experiences with the school holiday programs, and create a more cohesive approach moving forward. It was agreed that due to the past high numbers in this period, December/January school holidays will involve a libraries Christmas craft activity in December, and then a miscellaneous workshop in January. SRO and YDO will continue to deliver a sporting program in the second last week of the January holidays.
- With the current YDO vacating the role, a substantial amount of time has been spent creating project sustainability options with stakeholders, and finalising handover aspects in-house.

### Attachments

Nil

### Recommendation

THAT the report be received and the contents noted.

### Decision:

Moved - Cr Hall

Seconded - Cr Brieschke

"THAT the report be received and the contents noted."

Carried

<b>Subject:</b>	<b>Sport and Recreation report - August 2016</b>
<b>File Ref:</b>	<b>Governance - Reporting - Officer Reports</b>
<b>Action Officer:</b>	<b>SRO</b>

### Background/Summary

The following report contains an overview of current activities of the sport and recreation officer (SRO) and an update of projects in planning phase and future proposals as of the end of August 2016.

### ***Vibrant Somerset***

#### **1. Operate Indoor Sports Facilities**

Points to note and/or highlights from the July sports facility reports.

##### *Fernvale Indoor Sports Centre*

- There were 1,639 attendees at the centre in July 2016. Attendances were higher than figures recorded in the previous month.
- Gym memberships for July were slightly lower than figures recorded in the previous month, and also lower than figures recorded during the same period last year.
- Internal marketing included frequent updates on facebook. The facebook page received a total of 22 new likes for the month.
- External marketing was aimed at getting people motivated through winter and offered a free 7 day pass.

##### *Toogoolawah Community Gym*

- There were 123 attendances recorded in July; gym attendances are higher than the previous month however lower than figures recorded during the same period as last year.

##### *Kilcoy Indoor Sports Centre and Gym*

- There were 875 attendances recorded in July; attendances at the Sports Centre and Gym have decreased from the figures recorded last month. Centre attendances are higher than the figures recorded during the same period in 2015.
- Memberships for the Gym and Aquatic Centre are lower than during the same period in 2015, and also lower than membership figures recorded in the previous month.
- No new promotional or marketing initiatives were implemented.

#### **2. Swimming pools maintained in operating condition**

The Toogoolawah Swimming Pool, Kilcoy Aquatic Centre, Esk Swimming Pool and Lowood Swimming Pool have remained closed for the season. The Lowood, Kilcoy and Toogoolawah Swimming Pools are set to recommence operation on September 17. Esk Swimming Pool commences October 4, 2016.

#### **3. Increased awareness of sport, recreation and healthy lifestyle issues relevant in the region**

The SRO continued to inform the community about upcoming events and programs including the official opening of the Fernvale Sports Park, free community club workshops, September

School Holiday Program and the Get Out Get Active program.

The SRO provided information on upcoming grants and funding opportunities to sporting groups and other community organisations as well as referrals to useful subscriptions.

The SRO provided information for a number of media releases for various programs events and workshops available to the community. The SRO ensured that the Active and Healthy Council website page was updated with relevant information.

#### **4. Assessment of the needs of the community for the delivery of sport and recreation**

The SRO attended the monthly Lowood Recreation Complex Association meeting with Director of Corporate and Community Services to provide advice with a strategic document to allow for cooperative behaviour between the sporting clubs based at the facility. Representatives from the clubs agreed to the M.O.U that was put forward by DCORP and the SRO. The proposed M.O.U is attached.

#### **5. Community participation in physical activity**

##### *2016 September School Holiday Program*

The SRO continued to work on the September School Holiday Program to ensure progress is maintained. The following table indicates what activities are on offer during the program.

Monday 19 September AGES 5-12	Wednesday 21 September AGES 5-12	Friday 23 September AGES 5-12	Monday 26 September AGES 12-17
Pool Party:  <ul style="list-style-type: none"><li>• Pool inflatable</li><li>• Music</li><li>• Swimming races</li><li>• Water polo</li><li>• Volleyball</li></ul>	Pedal Go Karts	Ultimate Disc	Laser skirmish
	Rugby League	Cricket	
	Little Athletics	AFL	
	Fitness Games	Touch Football	
	Golf		
		Laser tag	

The SRO will continue to promote the program to ensure the program receives good attendance figures.

##### *Fernvale Sports Park Official Opening*

The SRO with assistance from Manager Communications and Marketing (MCAM) continued to work on the opening to ensure progress was maintained. The SRO liaised with sporting bodies and community sporting clubs to ensure a strong sporting presence was shown on the day. The opening was held on September 3 between 10am – 2pm and was received well by the community.

##### *Get Out Get Active*

The Get Out Get Active program continued throughout the month of August and has also continued to receive strong numbers for the program. The program will conclude on 16 September. Strong community support has been shown toward continuing the program, the SRO is currently looking at ways to make the program sustainable whilst keeping the cost low for parents.

##### *LIFE – Workplace Wellness*

The SRO continued to encourage fellow Council staff to get involved in the life activities that

are on offer. The SRO assisted with promotion of local Personal Trainer services to fellow Council staff in an effort to accommodate staff members that are unable to attend the regular LIFE activities.

## **6. Develop appropriate management strategies**

The SRO liaised with management from Aqua Antics and Somerset Health and Fitness to ensure appropriate management procedures and strategies will be implemented.

The SRO continued working with newly appointed lessees for the region's sport and recreation facilities to ensure there is a seamless transition when they take over their particular contract/s on September 1.

## **7. More community participation in physical activity through progressively implementing Parkland Strategies and Recreation Framework**

Recommendation 3.6.1 – the SRO continues to communicate with clubs and the community on matters relating to sport and recreation through email notices and information on the Active and Healthy Council website page kept up to date.

Recommendation 3.1.1 – the SRO continues to assist as needed on Council's successful Round 1 application for *Get Playing Plus* for Fernvale Sports Park. The SRO continued to assist with the coordination of the official opening of the Fernvale Sports Park. Upon completion of the official opening, Council can seek acquittal for the grant.

## **8. Multiple use of recreation reserves**

The SRO liaised with AFL Queensland to arrange a community Auskick program to be run at the Fernvale Sports Park on a Saturday morning from 8:30am -9:30am commencing October 22 and concluding December 3.

The SRO has continued to liaise with representatives from the Brisbane Valley Rattlers Junior Australian Football Club in regards to forming an affiliate cricket club. The SRO is in early conversations with Queensland Cricket and the relevant association in regards to progressing this idea.

The SRO has liaised with Ipswich Rugby League in regards to seeking a club presence for the Fernvale Sports Park. A meeting is to be scheduled with the Ipswich Rugby League Operations Manager to pursue this further.

## **9. More information is made available to clubs to enable the clubs to operate effectively**

### *Club Liaison*

- The SRO provided further assistance to the Lowood Recreation Complex Association on their *Get Playing Places and Spaces* grant application. The SRO ensured the grant was submitted by the deadline of September 1.

### *Club Workshop*

- The SRO liaised with the Department of National Parks, Sport and Racing to organise the following free workshop:
  - Grant Writing Workshop held on August 29 from 6-9pm in the Simeon Lord room.

- The free Grant Writing Workshop was received well with 26 people attending and positive feedback gained.

The SRO will continue to liaise with the Department of National Parks, Sport and Racing to organise future free Workshop's.

#### 10. Grants approved

Nothing to report this month.

#### 11. Sports equipment library developed

The SRO will provide figures for the month of August in the September monthly report.

#### Attachments

- Centre Attendance figures for the month of July for Fernvale Indoor Sports Centre, Kilcoy Indoor Sports Centre and Gym, Toogoolawah Community Gym.
- M.O.U – Somerset Regional Council and Lowood Recreational Complex Association Inc.

#### Recommendation

THAT the report be received; and

THAT Council enter into a Memorandum of Understanding with the Lowood recreational complex Association Inc (Attachment A).

<b>Decision:</b>	Moved - Cr Whalley Seconded - Cr Ogg "THAT the report be received; and THAT Council enter into a Memorandum of Understanding with the Lowood Recreational Complex Association Inc (Attachment A) below -
<p style="text-align: center;"><b>Attachment A</b></p> <p><b>MEMORANDUM OF UNDERSTANDING</b></p> <p><b>PURPOSE:</b></p> <p>To provide the stakeholders named with an understanding of:</p> <ul style="list-style-type: none"> <li>- the process for determining usage of the Lowood Recreational Complex that will meet the community's needs and expectations for Recreation purposes; and</li> <li>- the stakeholder responsibilities associated with the Lowood Recreational Complex.</li> </ul> <p><b>JUSTIFICATION:</b></p> <p>This memorandum of understanding will provide clarification relating to the usage of the Lowood Recreational Complex and the stakeholders' responsibilities for the maintenance of the Lowood Recreational Complex.</p> <p>This document will form the basis for negotiations between stakeholders in order to reach agreement on the usage, maintenance responsibilities and future development proposed for</p>	

the Lowood Recreational Complex.

**STAKEHOLDERS:**

Somerset Regional Council

Lowood Recreational Complex Association Inc. consisting of representatives of:

- Lowood Tarampa District Junior Rugby League Football Club Inc.
- Brisbane Valley Soccer Club Inc.
- Lowood Grove Cricket Club Inc.

**GROUNDS LOCATION, AREA AND TITLE:**

Title: Lowood Recreational Complex  
Council freehold land

Street Address: Lindemans Road, Lowood

Lot & Plan No: Lot 59 RP854663  
Lot 1 RP175274

Area e.g. Acres/Hectares: 6.24 ha + 1.012 ha, totaling 7.252 ha

**ATTACHMENTS:**

A site plan of the grounds located at Lindemans Road, Lowood, inclusive of the existing structures, facilities and services.

**REVIEWS:**

The stakeholders and Somerset Regional Council agree to review this document and any other relevant documents on an annual basis, if needed, at the Annual General Meeting (AGM) of the Lowood Recreational Complex Association Inc., which is attended by the nominated representatives of each stakeholder.

**PUBLIC SAFETY:**

A risk assessment and safety audit of the reserve is to be conducted and documented on an annual basis in order to minimise, as much as reasonably possible, any risk of injury or harm to the general public, volunteers and competitors. The relevant stakeholders must complete their own risk assessment.

A Certificate of Currency for public liability insurance must be held by each stakeholder. A photocopy of this certificate is to be produced each year at the May monthly meeting, and forwarded to Somerset Regional Council.

**STAKEHOLDER MEETINGS:**

The stakeholders agree to meet regularly to discuss matters relevant to the maintenance and development of the facility.

**DISPUTE RESOLUTION:**



Should a matter require urgent attention, the matter must be referred to Somerset Regional Council for determination and action.

### **STAKEHOLDERS RIGHTS:**

The following rights are enjoyed by stakeholders identified in this Memorandum of Understanding:

- determine and retain a hire charge for use by member clubs / casual users;
- storage of equipment on site in facilities provided exclusively for the particular stakeholder;
- office space on site (if included in the facility provided exclusively for the particular stakeholder);
- a permanent key for storage / office areas provided exclusively for the particular stakeholder;
- authority to agree / preclude the use of equipment / facility by other hirers if owned or exclusively held for the stakeholder's particular use.

Stakeholders are differentiated from general hirers due to the additional responsibilities stakeholders have for the maintenance of the Reserve.

### **RESPONSIBILITIES:**

This will become the basis of the "Memorandum of Understanding".

#### **A Council, as the owner of freehold land, will have the following responsibilities:**

- to maintain the car park, including the seal and linemarking;
- to maintain the drainage area through the site, including maintenance of access bridges;
- to maintain the playground equipment on site;
- to provide insurance, pest control, electrical testing and security for each of the buildings;
- to retain a water licence (including payment of water charges) and a pump to draw irrigation water from the Brisbane River;
- to provide maintenance for underground services, excluding field irrigation;
- to maintain the perimeter fence.

#### **B Lowood Recreational Complex Association Inc, as the tenant of the freehold land will have the following responsibilities:**

- to maintain and operate the facility in a manner satisfactory to its members and Council;
- to hold contents insurance for any equipment stored on site;
- to hold public liability insurance for each of its activities undertaken on site;
- to coordinate the usage of the facility by member clubs;
- to provide maintenance of field irrigation and lighting systems;
- to undertake improvements to the facilities subject, at all times, to the approval of the Council;
- to operate canteen facilities on the site.

#### **C Non Compliance Process**

- Failure to comply with the maintenance responsibilities for the grounds, buildings and surrounds will result in Council performing the task with the cost to be charged back to the stakeholder responsible for the work required.

**D Insurance**

It is the responsibility of the stakeholders to hold adequate contents insurance for items in their ownership stored at the Lowood Recreational Complex.

**E Bookings for Member Clubs to use the grounds**

At the beginning of each calendar year, all Member Clubs are to advise of their annual requirements. All enquiries for bookings by other users will be directed initially to the Lowood Recreational Complex Association Inc. The Lowood Recreational Complex Association Inc. will email a completed list of compiled bookings, update the record monthly, and email the current calendar to all Member Clubs.

**SIGNATORIES:**

For and on behalf of:

Somerset Regional Council	)	_____	)	_____
	)	Name:	)	Name:
	)	Position:	)	Position:

Lowood Recreational Complex)	_____	)	_____
Association Inc.	)	Name:	)
	)	Position:	)
		Name:	
		Position:	

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016."

Carried

<b>Subject:</b>	<b>Identification of Roadside Rest Areas</b>
<b>File Ref:</b>	<b>Recreation and cultural services - service provision - Recreation Facilities</b>
<b>Action Officer:</b>	<b>DCORP</b>

**Background/Summary**

The Tourism Advisory Committee has been considering the identification of roadside rest areas throughout the region for the purpose of overnight stays. The objectives of roadside rest areas are to manage driver fatigue, rather than to provide free camping areas. The State Government policy documents refer to these uses as non-commercial camping.

A review of all Council owned / controlled land has been undertaken having regard to the following legislative requirements:

- Council's Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) which:

- prohibits camping, sleeping, occupying or remaining overnight unless the local government area is a park or reserve
- restricts camping in parks and reserves to those areas permitted with written authorisation of the Chief Executive Officer.
- *Land Act 1994* which outlines Council's responsibilities as a trustee for Reserve land, together with the Department of Natural Resources Policy on Secondary Use of Trust Land, which provide that:
  - any use of Reserve land that is inconsistent with its primary purpose must not adversely affect any business in the area surrounding the Reserve
  - the use of Reserve land for camping is limited to Reserves for Showgrounds, Park or Recreation and, for roadside rest areas, roads
  - *Transport Infrastructure Act 1994* and the Department of Transport and Main Roads guidelines for use of roadside rest areas which limit the length of stay to 20 hours.

Other considerations included:

- the requirements of Council's planning scheme, particularly for freehold land
- the existing use of the land
- the usage of previously identified sites
- the road network providing access to the sites
- the area available, and
- the proximity to residential properties.

From the review, the following sites have been identified for approval under Subordinate Local Law No 4:

1. Fernvale – Southside of Geoff Fisher bridge
2. Dundas – Wivenhoe Somerset Road near Reserve 2208
3. Toogoolawah – Pol Cradle Park
4. Toogoolawah – Gardner Street
5. Harlin – Simeon Lord Park
6. Moore – Stanley Gates Park
7. Linville – Railway Station Park
8. Kilcoy – Seib Street, adjacent to the dog off leash area.

As roadside rest areas, Council is not obliged to meet the requirements of its camping grounds local law in terms of facilities provided. The Department of Transport and Main Roads guidelines, also, recommend against the inclusion of facilities that may make the area resemble a camping area (i.e. no showers, powered sites, on site management, etc).

The proposal from the Tourism Advisory Committee is to provide positive signage for each approved site as opposed to negative signage (no camping) at all other sites. Signage should include the area map from the tourism guide, that camping is available for 20 hours and the facilities available on site or nearby.

#### Attachments

Nil

#### Recommendation

THAT for the purposes of Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads), Schedule 2, Clause 4(b), Council authorise the following roadside rest

areas:

1. Fernvale – Southside of Geoff Fisher bridge
2. Dundas – Wivenhoe Somerset Road near Reserve 2208
3. Toogoolawah – Pol Cradle Park
4. Toogoolawah – Gardner Street
5. Harlin – Simeon Lord Park
6. Moore – Stanley Gates Park
7. Linville – Railway Station Park
8. Kilcoy – Seib Street, adjacent to the dog off leash area.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Whalley
	<p>"THAT for the purposes of Subordinate Local Law No 4 (Local Government Controlled Areas, Facilities and Roads), Schedule 2, Clause 4(b), Council authorise the following roadside rest areas:</p> <ol style="list-style-type: none"> <li>1. Fernvale – Southside of Geoff Fisher bridge</li> <li>2. Dundas – Wivenhoe Somerset Road near Reserve 2208</li> <li>3. Toogoolawah – Pol Cradle Park</li> <li>4. Toogoolawah – Gardner Street</li> <li>5. Harlin – Simeon Lord Park</li> <li>6. Moore – Stanley Gates Park</li> <li>7. Linville – Railway Station Park</li> <li>8. Kilcoy – Seib Street, adjacent to the dog off leash area."</li> </ol>	
	<u>Carried</u>	

<b>Subject:</b>	<b>Sale of Council Land - Lot 2 RP190503</b>
<b>File Ref:</b>	<b>Council properties - acquisition and disposal - Disposal of Land - Doc Id. 873971</b>
<b>Action Officer:</b>	<b>DCORP</b>

#### Background/Summary

Council has received an enquiry regarding the maintenance of the above named property, which is owned by the Council as freehold land. The property is landlocked in Natan Road, Vernor and has an area of 336m<sup>2</sup>.

This property was created by resumption on 8 October 1986, by the Glamorganvale Water Board. The property was transferred to Council in 1996. There are two (2) unused rural water tanks on the property, and the property is not held for any particular purpose.

If Council decides to dispose of this property, tenders are required to be called.

#### Attachments

Nil

#### Recommendation

THAT Council invite tenders for the disposal of Lot 2 RP190503, located in Vernor, with a condition of such tender being that the property be amalgamated with an adjoining property.

#### Decision:

Moved - Cr Whalley

Seconded - Cr Hall

"THAT Council invite tenders for the disposal of Lot 2 RP190503, located in Vernor, with a condition of such tender being that the property be amalgamated with an adjoining property."

Carried

<b>Subject:</b>	<b>Naming of Bridge on Monsildale Road across Sheep Station Creek</b>
<b>File Ref:</b>	<b>Roads - naming - bridges (891871)</b>
<b>Action Officer:</b>	<b>QAO / SES</b>

#### Background/Summary

Council has been requested to consider naming the unnamed bridge (no H0822) on Monsildale Road Fredriksen Bridge. The Fredriksen family has a long association with the surrounding area commencing in 1871 as documented in *"History of Queensland: Its People and Industries"*.

A public notice was placed in local newspapers seeking comment on this suggested bridge name, and comments were to be submitted by Friday 12 August. Three submissions were received by this date.

Two of the these submissions suggested the bridge be named Ferling Bridge in recognition of the fact that timber used in the bridge in question was reported to have been either donated or supplied by the Ferling family; the third submission indicated that the Fredriksen family had donated the 'round timber' for first bridge across Sheep Station Creek. Bridge H0806 further west along Monsildale Road has been named Ferling Bridge.

The suggested name of Fredriksen Bridge is in keeping with Council's policy of naming infrastructure in honour of pioneering families.

#### Attachments

Nil

#### Recommendation

THAT bridge H0822 on Monsildale Road be named Fredriksen Bridge in honour of this pioneering family, and that appropriate signage be installed.

<b>Decision:</b>	Moved - Cr Gaedtke	Seconded - Cr Ogg
	"THAT bridge H0822 on Monsildale Road be named Fredriksen Bridge in honour of this pioneering family, and that appropriate signage be installed."	
	<i><u>Carried</u></i>	

<b>Subject:</b>	<b>Kilcoy Transfer Station Fence</b>
<b>File Ref:</b>	<b>Waste management - design and construction - transfer station</b>
<b>Action Officer:</b>	<b>DDM</b>

### Background/Summary

Council officers were asked to undertake a review of fencing at the Kilcoy Transfer Station due to security and liability issues associated with the site.

Officers reviewed the on-site conditions and found the existing fence to be of varying forms and beyond any sort of repair. Council officers have therefore identified the following options:

#### 1. Fence the entire site

This option would provide the most security as it would provide a fence around the entire site, similar to what is provided at other depots and transfer stations within the Council area. Estimate Cost \$73,000.

#### 2. Replace the Eastern and Southern boundary fences

This option would be to do the fencing in stages with the first to be the eastern and southern boundaries as these offers the easiest access to anyone wanting to get into the site when the transfer station is not actually open. The northern and western boundaries could then be replaced at a later date. Issues include the site not being fully secure until all of the fencing was completed and there would be additional costs due to varying mobilisation. Estimate Cost \$44,000 (Stage 1) and \$34,000 (Stage 2).

#### 3. Replace Eastern boundary with secure area around building

This option would replace the eastern boundary that is along the road reserve of Carseldine St to remove the easiest access into the site while providing for a secure area within the transfer station. Issues with this option include additional gates and the entire site not being secure.

This report is considered to complete the request for a report on this matter.

### Attachments

Photos of the Existing Fence  
Map of Option 1  
Map of Option 2  
Map of Option 3

### Recommendation

THAT option 1 - fencing of the entire Kilcoy Transfer Station at a value of \$73,000 be placed on Council's Forward Works list for future budget consideration.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Gaedtke
	<p>"THAT option 1 - fencing of the entire Kilcoy Transfer Station at a value of \$73,000 be placed on Council's Forward Works list for future budget consideration."</p>	
	<u>Carried</u>	

<b>Subject:</b>	<b>2015 Cyclone Marcia - NDRRA Betterment - Kimbala Road</b>
<b>File Ref:</b>	<b>Grants and subsidies - programs - January 2015 flood - NDRRA - Marcia - NDRRA - 2015 flood - restorative works</b>
<b>Action Officer:</b>	<b>WM</b>

### Background/Summary

Reference is made to the report presented to Council on the 13 April 2016, where the following resolution was carried.

*"THAT Council place the betterment component of the projects in the attached Table 2 valued at \$90,368, on the Forward Works List for consideration of funding in the 2016/17 budget."*

The works contained on Table 2 (re-attached) referred to projects that were not funded under the betterment program. It is pleasing to note that all these projects have been funded under the 2016/17 budget with the delivery of these works in progress.

At the same meeting in April, Council was advised of two betterment projects that remained 'under consideration' by the Queensland Reconstruction Authority (QRA). These projects were for betterment works on Axelson Road totaling \$42,770 and Kimbala Road for \$41,463. Since this time, QRA have advised that Kimbala Road was unsuccessful and Axelson Road is pending approval (but not guaranteed – however likely).

Within the 2016/17 budget, Council has included the replacement of Kimbala Road Bridge 2 which is funded under the 'Roads to Recovery' program at an estimated cost of \$215,743. This project was originally estimated by GHD Engineers for inclusion for other bridge replacement funding programs. Accordingly, the estimate was based on preliminary design, works being performed by contract with a contingency buffer.

Kimbala Bridge 2 is presently under construction by day labor with works scheduled for completion by end September 2016. With the final design complete and works in progress, it is forecast that this project will be completed for a total cost of about \$165,000, hence under the original estimate by about \$50,000. Accordingly, Council officers thought it appropriate to bring this to the attention of Council so that the unfunded betterment works on Kimbala Road may be considered as an extension to this project.

To complete the bridge project a bitumen sprayer will be established onsite to seal the approaches to the new bridge to provide resilience to the steep approaches. At the same time and to also to provide an efficient use of resources (that is minimise establishment costs), it is suggested that the steep section of Kimbala Road be also sealed to provide resilience to this section of road in the future at an estimated cost of \$42,000.

The use of these funds in this manner is fitting with the 'Roads to Recovery' program and can be delivered within the original budget allowance.





*THAT council undertake a speed review on the re-opened road.”*

Council Engineers advise that as per this resolution, Mahons Road has been reopened with a 10 tonne load limit and a posted speed limit of 70km/h.

With regard to the posted speed limit, Council is advised that a speed limit review was conducted in accordance with the speed limit review processes outlined in the *Manual of Uniform Traffic Control Devices (MUTCD), Part 4: Speed Controls and using the integrated Qlimits software*. When undertaking speed reviews, the following criteria are considered when determining the appropriate speed limit: 1. Road Function, 2. Prevailing Speeds, and 3. Speed Environment.

The function of Mahons Road is considered to be a ‘rural traffic carrying’ road in accordance with Part 4/4.2.2 of the MUTCD. Part 4 MUTCD nominates a typical General Rural Speed Limit of 100km/h. However, it also noted that the road geometry of Mahons Road typically follows Lockyer Creek and as such is winding with substandard curves. Further, the steep creek embankments adjoining Lockyer Creek provide a speed environment that is not conducive to an open speed limit. With regard to substandard curves, these will be controlled by the use of alignment warning and advisory speed signs (curve signs with plates). However, no chevron alignment markers (CAMS) will be required if the posted speed limit is 70km/h or less.

A review of speed and crash history recorded previously to the Mahon Road closure (pre 2011) indicated an 85<sup>th</sup> percentile speed of 83km/h, with one hospitalisation accident at a curve (run off the road). The posted speed limit at this time was 100km/h. Hence, the prevailing speed suggests that a posted speed limit of 70km/h should be acceptable. It is suggested that traffic counters be installed at some time in the future to monitor effectiveness of the 70km/h limit.

Another benefit, of the reduced speed limit enables the school zone at Patrick Estate School to be reduced to 40km/h within the designated AM/PM school zone times. Previously the school speed zone was posted at 60km/h due to the allowable limits of speed differences in an open speed environment.

In summary, and in accordance with the criteria within the MUTCD, Part 4, a 70km/h posted speed limit is recommended for the following reasons:

- The existing winding road environment with some curves rated less than the posted speed limit of 70kph. Alignment warning and advisory speed signs to be installed at these locations.
- The lower speed limit removes the need for the installation of a number of CAMS and ongoing maintenance. However, it should be noted that the number of speed zone signs (70kph) will increase due to the requirement to install repeater signs at 1.5km spacing as detailed in the MUTCD.
- Provides the opportunity to reduce the school speed to 40kph which is a good outcome given the potential increase in traffic and overall safety of school children.
- The lower speed limit helps deter motorists from using this road as a shortcut.
- The 60km/h speed zone coming into the Coominya urban environment will remain unchanged.

Council is asked to endorse the actions of Council Engineers in determining the posted speed limit for Mahons Road as 70km/h.

#### Attachments

Decision Notice 10 August 2016

#### Recommendation

THAT Council endorses the action of Council Engineers in determining the posted speed limit for Mahons Road as 70km/h.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Hall
	"THAT Council endorses the action of Council Engineers in determining the posted speed limit for Mahons Road as 70km/h."	
	<u>Carried</u>	

<b>Subject:</b>	<b>Unsealed Roads - Potential Stabilisation Trials</b>
<b>File Ref:</b>	<b>Roads - Maintenance - Roads</b>
<b>Action Officer:</b>	<b>WM</b>

#### Background/Summary

In April this year Council in consultation with the Department of Transport and Main Roads (TMR) undertook the trialling of a stabilising agent on various chainages within the gravel section on Kilcoy Murgon Road. These works were funded by TMR in accordance with the Road Maintenance Performance Contract.

The purpose of this trial was to examine how stabilised gravel pavements would perform in comparison to other un-stabilised gravel. The construction technique and plant utilised is similar for both processes, however the obvious difference being that stabilising agent was added. Polycom agent was selected as it is very easy to incorporate (pellet form), does not impact on Council equipment and also been successfully utilised elsewhere on TMR and Council road networks.

Based on monitoring to date the stabilised sections on Kilcoy Murgon road are performing to a higher standard with the following observations:

- A tightly bound pavement with less loose materials.
- Less dust generation due to the tighter bound pavement.
- Smoother road formation with minimal signs of defects (scours, potholes) in comparison to un-stabilised section.
- Based on results to date TMR have already agreed to performing more unsealed road stabilising works in 2016/17.

With the performance experienced to date and based on the probability of the maintenance frequency being halved, Council may wish to extend trials onto the Council unsealed road network. Council Officer's suggest that trails be undertaken on higher volume roads, roads

on steep grades, isolated roads or with roads with known erosion problems in an attempt to maximise maintenance dollars and increase pavement durability.

In terms of costs, Council presently spends a medium amount of \$17.50/ linear metre (ie \$17,500/km) on its higher order roads which allows for maintenance grading, gravel re-sheeting as required and cleaning out of drains. Hence, should a higher order road be maintained twice per year a cost of \$35/ linear metre (ie \$35,000/km). The cost to supply and install Polycom stabilising agent to a depth of 150mm is \$8/ linear metre (ie \$8,000/km). Hence, should Polycom be incorporated within the first grade a total cost of \$25.50/ linear metre (ie \$17,500 + \$8,000 = \$25,500/km) and on the expectation that the grading frequency is halved a potential saving of \$9.50/ linear metre (ie \$9,500/km) over a 12 month period.

As a trial, the following Roads are presented to Council for consideration:

Road Name	Approx cost Polycom agent	Justification / Comments
Rasmussen Road, Mount Archer	\$14,400	Isolated Road (1.8km), hence high establishment costs. High seasonal traffic due to camping. Erosion hotspots due to terrain.
Pohlman's Range Road, Gregors Ck	\$10,800	Very steep grades with scouring problems.
Linkes Lane, Toogoolawah	\$12,000	Treat steeper sections only (1.5km). Higher trafficked unsealed road.
Muckerts Lane, Fernvale	\$8,000	High trafficked unsealed road. Treat 1km this year (just over half) to monitor effectiveness.
Fairneyview Fernvale Road, Fernvale	\$8,800	High trafficked unsealed road. Treat Graham Rd to Fernvale Road this year to monitor effectiveness.
Klass Road, Lowood	\$4,000	Very steep grades with scouring problems
<b>Total</b>	<b>\$58,000</b>	

The Polycom stabilising agent is solely supplied in Queensland by Seals Brisbane Pty Ltd. A quote has been received from Seals Brisbane with a supply and spread rate of \$1.80 excluding GST per square metre based on a pavement incorporation depth of 150mm. As indicated above, the estimated cost to complete this trial is \$58,000 excluding GST should all the suggested roads be treated. These works would be funded from Council Road Maintenance Program. Council is advised that the final cost will be dependent upon the final treated area, which may vary due meet site conditions.

As this cost exceeds the provisions of Council's purchasing policy, it is therefore appropriate that in accordance with the Local Government Regulation 2012, Section 235, part (a) that Council resolves to procure Polycom stabilising agent from Seals Brisbane Pty Ltd for stabilising works on Council unsealed roads as nominated.

#### Attachments

Nil

### Recommendation

THAT Council proceed with the trial of incorporating Polycom stabilising agent on Rasmussen Road, Pohlman's Range Road, Linkes Lane, Muckerts Lane, Fairneyview Fernvale Road, Klass Road for an estimated cost of \$58,000 with these works funded from Council Road Maintenance program over the next twelve months.

THAT in accordance with the Local Government Regulation 2012, Section 235, part (a) that Council procures specialised stabilising agent from Seals Brisbane Pty Ltd for stabilising works on Council unsealed roads as nominated above for an estimated cost of \$58,000 exclusive of GST.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Ogg
	<p>"THAT Council proceed with the trial of incorporating Polycom stabilising agent on Rasmussen Road, Pohlman's Range Road, Linkes Lane, Muckerts Lane, Fairneyview Fernvale Road, Klass Road for an estimated cost of \$58,000 with these works funded from Council Road Maintenance program over the next twelve months.</p> <p>THAT in accordance with the Local Government Regulation 2012, Section 235, part (a) that Council procures specialised stabilising agent from Seals Brisbane Pty Ltd for stabilising works on Council unsealed roads as nominated above for an estimated cost of \$58,000 exclusive of GST."</p>	
	<u>Carried</u>	

<b>Subject:</b>	<b>Prenzlau Road Speed Limit</b>
<b>File Ref:</b>	<b>Traffic and transport - planning - traffic speed</b>
<b>Action Officer:</b>	<b>DDM</b>

### Background/Summary

Council officers were asked to conduct a speed limit review of Prenzlau Road.

Council is advised that a speed limit review was conducted in accordance with the speed limit review processes outlined in the *Manual of Uniform Traffic Control Devices (MUTCD), Part 4*. When undertaking speed reviews, the following criteria are considered when determining the appropriate speed limit: 1. Road Function, 2. Prevailing Speeds, and 3. Speed Environment.

The function of Prenzlau Road is considered to be a 'rural traffic carrying' road in accordance with Part 4/4.2.2 of the MUTCD. Part 4 MUTCD nominates a typical General Rural Speed Limit of 100km/h. However, it is noted that the road geometry of Prenzlau Road follows historical property boundaries and as such has numerous substandard horizontal and vertical curves from Bichels to Hermann's Road. In the 3.3km stretch there are 6 horizontal and vertical curves of 40km/h – 50km/h. Substandard curves are able to be controlled by the use of alignment warning and advisory speed signs (curve signs with plates), however no chevron alignment markers (CAMs) will be required if the posted speed limit is 70km/h or less. There are several straight stretches of the road where 100km/h may be achieved, but homogeneity of speed limits is recommended to avoid frequent and continual changes in the speed limit.

A review of speed and crash history along Prenzlau Road indicated an 85<sup>th</sup> percentile speed of 70km/h, with one hospitalization accident at a crest vertical curve (single vehicle – hit object). The posted speed limit is currently 100km/h and 80km/h near the school (see attached map). Hence, the prevailing speed suggests that a posted speed limit of 70km/h or less should be acceptable.

Another benefit of a reduced speed limit of 70km/h or less enables the school zone at Prenzlau School to be reduced to 40km/h within the designated AM/PM school zone times. The existing school speed zone is posted at 60km/h due to the allowable limits of speed differences.

In summary, and in accordance with the criteria within the MUTCD, Part 4, a reduced posted speed limit may be considered for the following reasons:

- The existing winding road environment has numerous horizontal and vertical curves rated less than the default speed limit of 100km/h.
- A reduced speed limit of 70km/h or less reduces the need for the installation of a number of CAMS and ongoing maintenance.
- Provides the opportunity to reduce the school speed to 40kph if the posted speed is 70km/h or less in an area of a potential increase in traffic and overall safety of school children.
- Repeater signs are not considered necessary at this time as the end of the school zone provides an addition location for a speed sign.

#### Attachments

Existing Prenzlau Road Map  
Proposed Prenzlau Road Map

#### Recommendation

THAT Council refer the speed limit for Prenzlau Road from Bichels to Hermanns Road to the Speed Management Advisory Committee for their consideration.

#### Decision:

Moved - Cr Brieschke

Seconded - Cr Ogg

"THAT Council refer the speed limit for Prenzlau Road from Bichels to Hermanns Road to the Speed Management Advisory Committee for their consideration."

Carried

<b>Subject:</b>	<b>Works within the Road Reserve - NBN Installation at 15 Honeywood Drive , Fernvale</b>
<b>File Ref:</b>	<b>Traffic and Transport - Permits - 2016 - 2017 - Work in Road Reserves (includes Land Access) (905558)</b>
<b>Action Officer:</b>	<b>CD</b>

#### Background/Summary

An email has been received from the property owner of 15 Honeywood Drive, Fernvale concerning an issue with the installation of a NBN Broadband box at the front of her property.

The main issues addressed in the email include:

- concerns that the property owner was not notified of the planned works by NBN
- concern that the property owner was told that NBN box would be under 1m in height and it isn't
- concern over the state the footpath area was left in following construction
- concern regarding the customer service received from NBN
- concern over the remedial works undertaken by NBN contractor following initial complaints

#### Attachments

Email regarding installation of NBN Broadband Box  
Photographs taken during and after construction

#### Recommendation

THAT Council acknowledge the property owners concerns and note that this infrastructure is a required part of the NBN roll-out.

#### Decision:

Moved - Cr Ogg

Seconded - Cr Whalley

"THAT Council acknowledge the property owners concerns and note that this infrastructure is a required part of the NBN roll-out.

THAT Council contact NBN and request that following these types of works in the Somerset region, NBN bring the work site back to its previous condition, ie turf etc."

Carried

<b>Subject:</b>	<b>Lowood Seating</b>
<b>File Ref:</b>	<b>Governance - reporting - 2016 - 2020 - officer reports approved for Council Meetings</b>
<b>Action Officer:</b>	<b>DDM</b>

#### Conflict of Interest

Cr Ogg declared a conflict of interest in this matter as he is a Director of the Lowood Branch of the Bendigo Community Bank, and left the meeting at 11.36am.

#### Background/Summary

Reference is made to the attached correspondence received by Council from the Lowood and Fernvale Community Bendigo Bank.

The community bank has been in discussions with Council officers over several months and proposes to purchase four (4) seats to be installed by Council as an initial project. Three (3) of the seats are replacements for existing concrete seats and would provide additional homogeneity with other seats in the town. An additional seat is proposed to be installed adjacent to the community bank property, but still accessible to the public. See attached map of proposed locations.

The preferred seating type in town areas is furphy style seats that include Councils logo on the side of the seat. An example of a furphy style is attached. Most seats in Lowood are of the furphy style, but three (3) older style concrete seats with wooden slats would be replaced. As furphy seats with the Somerset Council logo have not been previously installed, the logo and a mould will need to be designed by the producer at a one-off cost of approximately \$2,000.

It is estimated that cost of the works are \$3,500 for Council and \$4,600 for the community bank. Council previously allocated \$20,000 for Lowood Streetscape activities in the 2016-17 budget as projects are identified. It is proposed that Council allocate funds from the Lowood Streetscape budget item for the installation of seating in Lowood in conjunction with the Lowood and Fernvale Community Bendigo Bank.

With proposed streetscape works along Walters Street estimated to be constructed in the 2016-17 financial year, the bank has proposed further seating to be installed as part of the works. As the works have not yet commenced, it is proposed that Council consider additional seating along Walters Street should excess funds be available upon completion of the Walters streetscape project and in consultation with affected property owners.

#### Attachments

Seating proposal update September 2016  
Map and example of proposed seating

#### Recommendation

THAT Council endorse allocating funds for the logo design and installation of four (4) furphy style seats in Lowood as part of Lowood Streetscape.

THAT Council endorse the installation of additional seating as part of the Walters Streetscape project should remaining funds be available and adjacent property owners are consulted.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Gaedtke
	<p>"THAT Council endorse allocating funds for the logo design and installation of four (4) furphy style seats in Lowood as part of Lowood Streetscape.</p> <p>THAT Council endorse the installation of additional seating as part of the Walters Streetscape project should remaining funds be available and adjacent property owners are consulted."</p> <p style="text-align: right;"><u>Carried</u></p>	

Cr Ogg returned to the meeting at 11.37am.

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Watts Bridge Memorial Airfield Inc - Doc Id 902173</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Refund of Council Planning Fees, temporary entertainment event approval Rec # 5028916 paid by Watts Bride Memorial Airfield Inc on 9 August 2016.

Amount requested:	\$670
Total cost of project:	\$670
Amount recommended to be granted:	\$ 0

### Assessor's Summary

Watts Bridge Memorial Airfield Inc. lodged an application with Council to hold an event namely the Brisbane Valley Airshow which is being held 27-28 August 2016.

This event required a temporary entertainment event approval and the group are seeking a refund of associated Council fees.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report not be approved.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Ogg
	"THAT the application as summarised in this report not be approved."	
	<u>Carried</u>	

<b>Subject:</b>	<b>Community Assistance Grants - Somerset Excellence Bursary 2015 - 2016 - Nicholas Webb - Doc Id 906943</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Somerset Excellence Bursaries</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Council has received an application for financial assistance from Aileen Webb, mother of Nicholas, who resides in Lowood. Nicholas has been selected as a member of the Metropolitan West School Sport Softball Team; and has been invited to attend the 10-12 years Boys Softball State Championships being held in Noosa 9 – 11 September 2016.

Nicholas has been competing in his chosen sport of Softball for several years and has been recipient of four (4) Regional Level grants in previous financial years.

This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$100 for Regional Level representation.

### Attachments

Nil

### Recommendation

THAT Council approve the application as summarised in this report and grant a Regional Level Somerset Excellence Bursary of \$100 to Aileen Webb, mother of Nicholas Webb, who has been selected as a member of the Metropolitan West School Sport Softball Team; and has been invited to attend the 10-12 years Boys Softball State Championships being held in Noosa 9 – 11 September 2016.



<b>Decision:</b>	Moved - Cr Gaedtke	Seconded - Cr Brieschke
<p>"THAT Council approve the application as summarised in this report and grant a Regional Level Somerset Excellence Bursary of \$100 to Aileen Webb, mother of Nicholas Webb, who has been selected as a member of the Metropolitan West School Sport Softball Team; and has been invited to attend the 10-12 years Boys Softball State Championships being held in Noosa 9 – 11 September 2016."</p> <p style="text-align: right;"><u>Carried</u></p>		

<b>Subject:</b>	<b>Community Assistance Grants - Somerset Excellence Bursary 2016 - 2017 - Moses Armstrong-Ravula - Doc Id 902269</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Somerset Excellence Bursaries</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Council has received an application for financial assistance from Stephen Armstrong, on behalf of his son Moses from Fernvale. Moses has been selected as a member of the 10-12 years boys Metropolitan West softball team and has been invited to attend the Softball State Championships being held in Tewantin 9 -11 September 2016.

Moses has previously been the recipient of two regional level grants and a state level grant for representation in Athletics and Rugby League over the last three financial years.

This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$100 for Regional Level representation.

#### Attachments

Nil

#### Recommendation

THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Stephen Armstrong, on behalf of his son Moses Armstrong - Ravula, who has been invited to attend the 10-12 years boys Softball State Championships being held in Tewantin 9 -11 September 2016.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Ogg
<p>"THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Stephen Armstrong, on behalf of his son Moses Armstrong - Ravula, who has been invited to attend the 10-12 years boys Softball State Championships being held in Tewantin 9 -11 September 2016."</p> <p style="text-align: right;"><u>Carried</u></p>		

<b>Subject:</b>	<b>Community Assistance Grants - Somerset Excellence Bursary 2016 - 2017 - Michayla Cowley - Doc Id 905308</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Somerset Excellence Bursaries</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Council has received an application for financial assistance from Andrea Maher, on behalf of her daughter Michayla from Toogoolawah. Michayla has been selected to represent Zone 3 at the P.C.Q State Campdraft and has been invited to attend the formal and sporting Gymkhana being held in Oakey 28 September -1 October 2016.

This is the first occasion that Michayla has applied for a bursary.

This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$100 for Regional Level representation.

### Attachments

Nil

### Recommendation

THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Andrea Maher, on behalf of her daughter Michayla Cowley, who has been selected to represent Zone 3 at the P.C.Q State Campdraft and has been invited to attend the formal and sporting Gymkhana being held in Oakey 28 September -1 October 2016.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Hall
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"THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Andrea Maher, on behalf of her daughter Michayla Cowley, who has been selected to represent Zone 3 at the P.C.Q State Campdraft and has been invited to attend the formal and sporting Gymkhana being held in Oakey 28 September - 1 October 2016."

Carried

<b>Subject:</b>	<b>Community Assistance Grants - Somerset Excellence Bursary 2016 - 2017 - Jacques Richard - Doc Id 903532</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Somerset Excellence Bursaries</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Council has received an application for financial assistance from Brenda Richard, on behalf of her son Jacques Richard from Redbank Creek. Jacques has been selected as a member of the Queensland State Short Course Swim team and has been invited to attend the swim meet held in Chandler, Brisbane 26-28 August 2016.

This is the first occasion that Jacques has applied for a bursary.

This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$100 for Regional Level representation.

#### Attachments

Nil

#### Recommendation

THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Brenda Richard, on behalf of her son Jacques Richard, who has been selected as a member of the Queensland State Short Course Swim team and has been invited to attend the swim meet held in Chandler, Brisbane 26-28 August 2016.

**Decision:** Moved - Cr Hall Seconded - Cr Brieschke

"THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Brenda Richard, on behalf of her son Jacques Richard, who has been selected as a member of the Queensland State Short Course Swim team and has been invited to attend the swim meet held in Chandler, Brisbane 26-28 August 2016."

Carried

**Subject:** Community Assistance Grants - Somerset Excellence Bursary 2016 - 2017 - Isaiah Armstrong-Ravula - Doc Id 902361  
**File Ref:** Community Relations - Sponsorships - Somerset Excellence Bursaries  
**Action Officer:** DHRCS

#### Background/Summary

Council has received an application for financial assistance from Stephen Armstrong, on behalf of his son Isaiah from Fernvale. Isaiah has been selected as a member of the 10-12 years boys Metropolitan West softball team and has been invited to attend the Softball State Championships being held in Tewantin 9 -11 September 2016. Isaiah has previously been the recipient of two regional level grants and a state level grant for representation in Rugby League over the last three financial years. This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$100 for Regional Level representation.

#### Attachments

Nil

#### Recommendation

THAT Council approve the application as summarised in this report and grant a Regional Level Sporting Excellence grant of \$100 to Stephen Armstrong, on behalf of his son Isaiah Armstrong - Ravula, who has been invited to attend the 10-12 years boys Softball State Championships being held in Tewantin 9 -11 September 2016.

**Decision:** Moved - Cr Ogg Seconded - Cr Brieschke

"THAT Council approve the application as summarised in this report

Carried

her daughter Brooke from Prenzlau. Brooke has been selected to represent Queensland at the Australian Interschool Equestrian Championships being held at Sydney International Equestrian Centre 25-29 September 2016.

Brook was the recipient of a State Level grant in the previous financial year to attend the Equestrian Australia National Interschool Championships held in Sydney. This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$300 for State Level representation.

#### Attachments

Nil

#### Recommendation

THAT Council approve the application as summarised in this report and grant a State Level Sporting Excellence grant of \$300 to Trudy Dougall, on behalf of her daughter Brooke Dougall who has been selected to represent Queensland at the Australian Interschool Equestrian Championships being held at Sydney International Equestrian Centre 25-29 September 2016.

#### Decision:

Moved - Cr Gaedtke

Seconded - Cr Hall

"THAT Council approve the application as summarised in this report and grant a State Level Sporting Excellence grant of \$300 to Trudy Dougall, on behalf of her daughter Brooke Dougall who has been selected to represent Queensland at the Australian Interschool Equestrian Championships being held at Sydney International Equestrian Centre 25-29 September 2016."

Carried

**Subject:** Community Assistance Grants 2016 - 17 - Summary of Applications - Funding Round Closing 2 September 2016  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

#### Background/Summary

A total of eighteen (18) applications were received for Round 1 (as rates remission) of 2016-2017 financial year. The budget allocation for 2016-2017 financial year is \$152,000. Available funds as of 7 September 2016 are \$142,305. Given the total recommendations for rates remission funding from this round total \$22,874.96, there would a remaining available balance of approximately \$119,430.04 for the financial year should all recommendations be approved.

#### Attachments

Individual applications for funding through the Community Assistance Grant scheme are summarised below for information only.

Doc #	Applicant	Amount requested	Amount recommended for approval
906338	Toogoolawah District Mens Shed Inc Rates remission Ass# 02170-77777-000 for period 1	\$ 250.38	\$125.19

	July 2016 – 30 June 2017		
903696	Lions Club of Kilcoy Inc Rates remission Ass# 80442-00000-000 for period 1 July 2016 – 30 June 2017	\$ 286.47	\$286.47
906682	Glamorgan Vale Community Hall Assoc Inc Rates remission Ass# 34820-00000-000 for period 1 July 2016 – 30 June 2017	\$ 500.76	\$321.57
906787	Toogoolawah Kindergarten Assoc Inc Rates remission Ass# 02009-00000-000 for period 1 July 2016 – 30 June 2017	\$ 494.38	\$494.38
906684	Glamorgan Vale Tennis Club Inc Rates remission Ass# 34821-00000-000 for period 1 July 2016 – 30 June 2017	\$1,141.10	\$1,141.10
902490	Brisbane Valley Uniting Church – Toogoolawah Fellowship Rates remission Ass# 01893-10000-000 for period 1 July 2016 – 30 June 2017 Auspiced by Brisbane Valley Parish Parsonage Property Committee	\$1,215.44	\$1,215.44
906180	Moore Soldiers Memorial Hall Assn Inc Rates remission Ass# 01568-00000-000 for period 1 July 2016 – 30 June 2017	\$1,416.74	\$1,416.74
905852	Brisbane Valley Pony and Hack Club Inc Rates remission Ass# 05205-00000-000 for period 1 July 2016 – 30 June 2017	\$1,429.22	\$1,429.22
904714	Linville Community Hall Inc Rates remission Ass# 00947-00000-000 for period 1 July 2016 – 30 June 2017	\$1,441.74	\$1,441.74
901757	Folk Art Cooperative Society Ltd Rates remission Ass# 01023-00000-000 for period 1 July 2016 – 30 June 2017	\$1,461.06	\$1,461.06
903522	Brisbane Valley Lodge No 198 UGLQ Rate remission Ass# 02117-00000-000 for period 1 July 2016 – 30 June 2017 Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland	\$1,465.82	\$1,465.82
904932	Hopetoun Masonic Lodge No 172 Rate remission Ass# 80098-00000-000 for period 1 July 2016 – 30 June 2017 Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland	\$1,530.02	\$1,530.02
903525	St John Biarra Lodge No 73 UGLQ Rates remission Ass# 00651-00000-000 for period 1 July 2016 – 30 June 2017 Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland	\$1,566.46	\$1,566.46
904738	Esk RSL Sub Branch Inc Rates remission Ass# 00439-00000-000 for period 1 July 2016 – 30 June 2017	\$1,577.82	\$1,577.82
906170	Lowood RSL Sub Branch Inc Rates remission Ass# 02593-10000-000 for period 1 July 2016 – 30 June 2017	\$1,654.34	\$1,654.34
905305	Lowood and District Golf Club Inc Rates remission Ass# 01189-00000-000 for period 1	\$1,666.21	\$1,666.21

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Toogoolawah District Men's Shed Inc - Doc Id 906338</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

Garbage - Rates remission Ass # 02170-77777-000 for period 1 July 2016 – 30 June 2017:

## Assessor's Summary

Net balance as at 6/9/16 for the period	1 July 2016 – 31 December 2016	0.00
Approximate net figure for period	1 January 2017 – 30 June 2017	125.19
	<b>Total</b>	<b>\$ 125.19</b>

## Attachments

Nil

THAT the application as summarised in this report be approved for funding and \$125.19 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

**Decision:** Moved - Cr Hall                      Seconded - Cr Gaedtke

"THAT the application as summarised in this report be approved for funding and \$125.19 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."

*Carried*

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Lions Club of Kilcoy Inc - Doc Id 903696</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Rates remission Ass # 80442-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$ 286.47
Total cost of project:	\$ 286.47
Amount granted:	\$ 286.47

### Assessor's Summary

The Kilcoy Lions Club requested remission of refuse service fees and State Government Emergency Management Levy payable at property located at McCauley Street, Kilcoy 4515 and described as L13 K37921 Reserve 1412 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	7.18
Approximate net figure for period	1 January 2017 – 30 June 2017	279.29
	<b>Total</b>	<b>\$ 286.47</b>

The Lions Club of Kilcoy Inc. has had rates remission approved in past financial years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$286.47 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Hall
	<p>"THAT the application as summarised in this report be approved for funding and \$286.47 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p>	

Carried

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Glamorgan Vale Community Hall Assoc Inc - Doc Id 906682</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Rates remission Ass # 34820-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$500.76
Total cost of project:	\$321.57



Amount granted: \$321.57

### Assessor's Summary

The Glamorgan Vale Community Hall Assn Inc. requested remission of garbage service fees payable at property located at 708 Glamorgan Vale Road, Glamorgan Vale 4306 and described as L2 RP48438 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	71.19
Approximate net figure for period	1 January 2017 – 30 June 2017	250.38
	<b>Total</b>	<b>\$ 321.57</b>

**NOTE:** As part of the application, the group have requested consideration of refund of rates remission awarded in previous financial year of \$179.19. The group paid net amount in full for the period 1 January 2016 to 30 June 2016 prior to the due date to ensure discount was applied. Rates remission of \$179.19 was granted after payment and credited to rates account.

The Glamorgan Vale Community Hall Assn Inc has had rates remission approved in previous years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$321.57 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Gaedtker
	<p>"THAT the application as summarised in this report be approved for funding and \$500.76 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Toogoolawah Kindergarten Assn Inc - Doc Id 906787</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Rates remission Ass # 02009-00000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$ 494.38
Total cost of project:	\$ 494.38
Amount granted:	\$ 494.38

### Assessor's Summary

Toogoolawah Kindergarten Assoc Inc has requested remission of garbage service fees and State Government Emergency Management Levy payable at property located at 17

Abbotsford Street, Toogoolawah 4313 and described as L40 RP7723 for the period 1 July 2016 – 30 June 2017.

Net balance as at 5/09/16 for the period	1 July 2016 – 31 December 2016	247.19
Approximate net figure for period	1 January 2017 – 30 June 2017	247.19
	<b>Total</b>	<b>\$494.38</b>

The Toogoolawah Kindergarten Assn Inc has had rates remission approved in past financial years.

#### Attachments

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$494.38 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Brieschke
	<p>"THAT the application as summarised in this report be approved for funding and \$494.38 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Glamorgan Vale Tennis Club Inc - Doc Id 906684</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Rates remission Ass # 34821-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,141.10
Total cost of project:	\$1,141.10
Amount granted:	\$1,141.10

#### Assessor's Summary

The Glamorgan Vale Tennis Club Inc. requested remission of Council rates payable at property located at Glamorgan Vale Road, Glamorgan Vale 4306 and described as L1 RP165529 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	570.55
Approximate net figure for period	1 January 2017 – 30 June 2017	570.55
	<b>Total</b>	<b>\$1,141.10</b>

The Glamorgan Vale Tennis Club Inc has had rates remission approved in previous years.

#### Attachments

Nil

**Recommendation**

THAT the application as summarised in this report be approved for funding and \$1,141.10 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

**Decision:**

Moved - Cr Whalley

Seconded - Cr Ogg

"THAT the application as summarised in this report be approved for funding and \$1,141.10 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."

Carried

**Subject:** Community Assistance Grants 2016 - 17 - Brisbane Valley Uniting Church - Toogoolawah Fellowship - Doc Id 902490 - Auspiced by Brisbane Valley Parish Parsonage Property Committee  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

**Background/Summary**

Rates remission Ass # 01893-10000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,215.44
Total cost of project:	\$1,215.44
Amount granted:	\$1,215.44

**Assessor's Summary**

The Brisbane Valley Uniting Church – Toogoolawah Fellowship, auspiced by Brisbane Valley Parish Parsonage Property Committee, has requested remission of Council rates payable at property located at George Street, Toogoolawah 4313 and described as LA AP17545 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9//16 for the period	1 July 2016 – 31 December 2016	607.72
Approximate net figure for period	1 January 2017 – 30 June 2017	607.72
	<b>Total</b>	<b>\$ 1,215.44</b>

The Brisbane Valley Uniting Church – Toogoolawah Fellowship has had rates remission approved in past financial years.

**Attachments**

Nil

**Recommendation**

THAT the application as summarised in this report be approved for funding and \$1,215.44 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

**Decision:**

Moved - Cr Ogg

Seconded - Cr Brieschke

"THAT the application as summarised in this report be approved for

Carried

*Carried*

**Subject:** Community Assistance Grants 2016 - 17 - Brisbane Valley Pony and Hack Club Inc - Doc Id 905852  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

### Background/Summary

Rates remission Ass # 05205-00000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,429.22
Total cost of project:	\$1,429.22
Amount granted:	\$1,429.22

### Assessor's Summary

The Brisbane Valley Pony and Hack Club Inc requested remission of Council rates payable at property located at 23 Huntley Road, Ottaba 4313 and described as L174 SP268013 - Reserve 188 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	714.61
Approximate net figure for period	1 January 2017 – 30 June 2017	714.61
	<b>Total</b>	<b>\$1,429.22</b>

The Brisbane Valley Pony and Hack Club Inc. have had rates remission approved in previous years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,429.22 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Gaedtke	Seconded - Cr Brieschke
	<p>"THAT the application as summarised in this report be approved for funding and \$1,429.22 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

**Subject:** Community Assistance Grants 2016 - 17 - Linville Hall Committee Inc - Doc Id 904714  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

### Background/Summary

Rates remission Ass # 00947-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,441.74
Total cost of project:	\$1,441.74

Amount granted: \$1,441.74

#### Assessor's Summary

The Linville Hall Committee Inc. requested remission of Council rates payable at property located at 40 George Street, Linville 4306 and described as L7-8 RP15015 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	720.87
Approximate net figure for period	1 January 2017 – 30 June 2017	720.87
	<b>Total</b>	<b>\$ 1,441.74</b>

The Linville Hall Committee Inc. has had rates remission approved in past financial years.

#### Attachments

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,441.74 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Hall
	<p>"THAT the application as summarised in this report be approved for funding and \$1,441.74 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Folk Art Cooperative Society Ltd - Doc Id 901757</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Rates remission Ass # 01023-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,461.06
Total cost of project:	\$1,461.06
Amount granted:	\$1,461.06

#### Assessor's Summary

The Folk Art Cooperative Society Ltd has requested remission of Council rates payable at property located at 8 Railway Street, Lowood 4311 and described as L9 SP251952 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	730.53
Approximate net figure for period	1 January 2017 – 30 June 2017	730.53
	<b>Total</b>	<b>\$ 1,461.06</b>

The Folk Art Cooperative Society Ltd had a rate remission grant approved in the last financial year.

**Attachments**

Nil

**Recommendation**

THAT the application as summarised in this report be approved for funding and \$1,461.06 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Brieschke
	<p>"THAT the application as summarised in this report be approved for funding and \$1,461.06 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Brisbane Valley Lodge No 198 UGLQ - Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland Doc Id 903522</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

**Background/Summary**

Rates remission Ass # 02117-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,465.82
Total cost of project:	\$1,465.82
Amount granted:	\$1,465.82

**Assessor's Summary**

The Brisbane Valley Lodge No 198 UGLQ, auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland, has requested remission of Council rates payable at property located at 49 Fulham Street, Toogoolawah 4313 and described as L45 RP7723 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	732.91
Approximate net figure for period	1 January 2017 – 30 June 2017	732.91
	<b>Total</b>	<b>\$ 1,465.82</b>

The Brisbane Valley Lodge No 198 UGLQ has had rates remission approved in previous years.

**Attachments**

Nil

**Recommendation**

THAT the application as summarised in this report be approved for funding and \$1,465.82 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Hall
<p>"THAT the application as summarised in this report be approved for funding and \$1,465.82 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>		

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Hopetoun Lodge No 172 - Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland - Doc Id 904932</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Rates remission Ass # 80098-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,530.02
Total cost of project:	\$1,530.02
Amount granted:	\$1,530.02

#### Assessor's Summary

The Hopetoun Lodge No 172., auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland, requested remission of Council rates payable at property located at Mary Street, Kilcoy 4515 and described as L1 RP92224 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	765.01
Approximate net figure for period	1 January 2017 – 30 June 2017	765.01
<b>Total</b>		<b>\$ 1,530.02</b>

The Hopetoun Lodge No 172 had rates remission approved in the last financial year.

#### Attachments

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,530.02 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Gaedtke	Seconded - Cr Hall
<p>"THAT the application as summarised in this report be approved for funding and \$1,530.02 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>		



**Subject:** Community Assistance Grants 2016 - 17 - St John Biarra Lodge No 73 UGLQ - Auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland - Doc Id 903525  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

### Background/Summary

Rates remission Ass # 00651-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,566.46
Total cost of project:	\$1,566.46
Amount granted:	\$1,566.46

### Assessor's Summary

The St John Biarra Lodge No 73 UGLQ, auspiced by The United Grand Lodge of Antient Free and Accepted Masons of Queensland, has requested remission of Council rates payable at property located at 33-35 Highland Street, Esk 4312 and described as L2 SP200666 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	783.23
Approximate net figure for period	1 January 2017 – 30 June 2017	783.23
	<b>Total</b>	<b>\$ 1,566.46</b>

The St John Biarra Lodge No 73 UGLQ has had rates remission approved in past financial years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,566.46 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Ogg
	<p>"THAT the application as summarised in this report be approved for funding and \$1,566.46 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

**Subject:** Community Assistance Grants 2016 - 17 - Esk RSL Sub Branch Inc - Doc Id 904738  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

### Background/Summary

Rates remission Ass # 00439-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,577.82
Total cost of project:	\$1,577.82
Amount granted:	\$1,577.82

### Assessor's Summary

The Esk RSL Sub Branch Inc. requested remission of Council rates payable at property located at 187 Ipswich Street, Esk 4312 and described as L1 RP20861 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	788.91
Approximate net figure for period	1 January 2017 – 30 June 2017	788.91
	<b>Total</b>	<b>\$ 1,577.82</b>

The Esk RSL Sub Branch Inc. has had rates remission approved in past financial years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,577.82 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Ogg
	<p>"THAT the application as summarised in this report be approved for funding and \$1,577.82 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Lowood RSL Sub Branch Inc - Doc Id 906170</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

### Background/Summary

Rates remission Ass # 02593-10000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,654.34
Total cost of project:	\$1,654.34
Amount granted:	\$1,654.34

### Assessor's Summary

The Lowood RSL Sub Branch has requested remission of Council rates payable at property located at 2819 Forest Hill Fernvale Road 4311 and described as L1 RP205360 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	827.17
Approximate net figure for period	1 January 2017 – 30 June 2017	827.17
	<b>Total</b>	<b>\$ 1,654.34</b>

The Lowood RSL Sub Branch Inc. has had rates remission approved in past financial years.

#### Attachments

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,654.34 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Ogg
	<p>"THAT the application as summarised in this report be approved for funding and \$1,654.34 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Lowood and District Golf Club Inc - Doc Id 905305</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Rates remission Ass # 01189-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,666.21
Total cost of project:	\$1,666.21
Amount granted:	\$1,666.21

#### Assessor's Summary

The Lowood and District Golf Club Inc. requested remission of Council rates payable at property located at Main Street, Lowood 4311 and described as L23 SP197986 for the period 1 July 2016 – 30 June 2017.

Prepayments brought forward \$1,585.63 grant awarded 2015-2016

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	40.29
Approximate net figure for period	1 January 2017 – 30 June 2017	1,625.92
	<b>Total</b>	<b>\$ 1,666.21</b>

The Lowood and District Golf Club Inc. had rates remission approved in the last financial year.

#### Attachments

Nil

#### Recommendation

THAT the application as summarised in this report be approved for funding and \$1,666.21 be granted through the Community Assistance Grants budget allocation; including State

Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Ogg	Seconded - Cr Whalley
<p>"THAT the application as summarised in this report be approved for funding and \$1,666.21 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p>		
<u>Carried</u>		

<b>Subject:</b>	<b>Community Assistance Grants 2016 - 17 - Toogoolawah RSL Sub Branch Inc - Doc Id 905306</b>
<b>File Ref:</b>	<b>Community Relations - Sponsorships - Donations</b>
<b>Action Officer:</b>	<b>DHRCS</b>

#### Background/Summary

Rates remission Ass # 02024-0000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$1,828.20
Total cost of project:	\$1,828.20
Amount granted:	\$1,828.20

#### Assessor's Summary

The Toogoolawah RSL Sub Branch Inc. requested remission of Council rates payable at property located at 33 Cairnsroft Street, Toogoolawah 4313 and described as L19 RP7722 for the period 1 July 2016 – 30 June 2017.

Net balance as at 7/9/16 for the period	1 July 2016 – 31 December 2016	914.10
Approximate net figure for period	1 January 2017 – 30 June 2017	914.10
	<b>Total</b>	<b>\$ 1,828.20</b>

The Toogoolawah RSL Sub Branch Inc. has had rates remission approved in past financial years.

#### Attachments

Nil

#### Recommendation

<b>Decision:</b>	Moved - Cr Hall	Seconded - Cr Brieschke
<p>"THAT the application as summarised in this report be approved for funding and \$1,828.20 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p>		
<u>Carried</u>		

**Subject:** Community Assistance Grants 2016 - 17 - Lowood and District Memorial Bowls Club Inc - Doc Id 905774  
**File Ref:** Community Relations - Sponsorships - Donations  
**Action Officer:** DHRCS

### Background/Summary

Rates remission Ass # 01154-10000-000 for period 1 July 2016 – 30 June 2017:

Amount requested:	\$2,253.18
Total cost of project:	\$2,253.18
Amount granted:	\$2,253.18

### Assessor's Summary

The Lowood and District Memorial Bowls Club Inc. has requested remission of Council rates payable at property located at 157 Main Street, Lowood 4311 and described as L96 CC3505 (SL48829) for the period 1 July 2016 – 30 June 2017.

Net balance as at 31/08/16 for the period 1 July 2016 – 31 December 2016	1,126.59
Approximate net figure for period 1 January 2017 – 30 June 201	1,126.59
<b>Total</b>	<b>\$2,253.18</b>

The Lowood and District Memorial Bowls Club Inc. has had rates remission approved in past financial years.

### Attachments

Nil

### Recommendation

THAT the application as summarised in this report be approved for funding and \$2,253.18 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Ogg
	<p>"THAT the application as summarised in this report be approved for funding and \$2,253.18 be granted through the Community Assistance Grants budget allocation; including State Government Emergency Management Levy if applicable."</p> <p style="text-align: right;"><u>Carried</u></p>	

**Subject:** Local Government Remuneration Tribunal Review  
**File Ref:** Councillors remuneration  
**Action Officer:** CEO

### Background/Summary

The Remuneration Tribunal has advised it is commencing its annual remuneration review program to determine the remuneration to be paid to mayors, deputy mayors and councillors from 1 July 2017, under s244 of the *Local Government Regulation 2012*.

Email from Chairperson, Remuneration Tribunal dated 1 September 2016

## Recommendation

THAT the report be received and the information noted.

***Decision:*** Moved - Cr Gaedtker Seconded - Cr Hall

“THAT the report be received and the information noted.

THAT Councillors will take a delegation to the 2016 LGAQ Annual Conference regarding remuneration review.”

*Carried*

Carried

<b>Subject:</b>	<b>Somerset Regional Art Gallery - The Condensery - hire of venue</b>
<b>File Ref:</b>	<b>Officers Reports</b>
<b>Action Officer:</b>	<b>CMM</b>

## Background/Summary

At the Council Meeting of 23 June 2016, Council made the following decisions regarding the Somerset Regional Art Gallery - The Condensery. These decisions stemmed from discussions held at the Somerset Condensery Gallery Advisory Committee meeting and subsequent recommendations.

Based on the information provided at the time, Council moved the following:

- "(i) Council make the Condensery Gallery [sic] available for alternate functions, such as weddings;*
- (ii) any use for an alternate function, during an exhibition, be subject to the agreement of the exhibitor;*
- (iii) Council set a hire fee of \$500 per day (GST incl.) and a bond of \$2,000 for such functions;*
- (iv) a first birthday celebration be held for the Condensery Gallery [sic]."*

Since that decision was made by Council, additional requests have been made by various groups and or individuals seeking to use the space for alternate functions.

Council officers have identified several areas of concern with hiring out Somerset Regional Art Gallery - The Condensery to individuals or groups outside of its intended primary function as an art gallery.

Concerns include the security of artwork on display, moving of displays, movable walls and artwork while an exhibitor is using the space, isolating office space and equipment from being accessed by the general public, security of the venue, out of hours assistance, and more.

Advertised hours of operation of the Somerset Regional Art Gallery - The Condensery were also considered as the only days the facility is closed to the general public is Monday and

Tuesday. To allow a private function during normal business hours (or out of business hours) would result in a reduction of hours the Somerset Regional Art Gallery - The Condensery is open to the public (cleaning, set-up, etc) and would interfere with the day-to-day operations of Somerset Regional Art Gallery - The Condensery as an art gallery.

It is therefore considered appropriate and in keeping with Somerset Regional Art Gallery - The Condensery's primary function as an art gallery that Council only allow bookings for alternate functions that are in keeping with its primary purpose.

Council has taken into consideration feedback provided by the Somerset Condensery Gallery Advisory Committee at its meeting on 29 August 2016 in formulating the below recommendation -

THAT Council make the Somerset Regional Art Gallery - The Condensery only available for arts (performing) and art workshops and not other alternate functions that are not in keeping with the art or performing arts space.

THAT the following fee structure be adopted for arts (performing) and art workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery:

- (i) a full day fee (bookings equal to or more than four hours) - \$100
- (ii) a half day fee (bookings of less than four hours) - \$50
- (iii) bond (as deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST applies only on default.) - \$250
- (iv) key bond (when a key is made available outside opening hours, regardless of hirer) - \$10.

FURTHER, THAT Arts / Art Workshops held and organised by Arts groups based in the Somerset Regional Council area be excluded from the requirement to pay a bond.

FURTHER, THAT any proposed bookings that would require the moving of artworks be refused.

<b>Attachments</b>
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Nil

<b>Recommendation</b>
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THAT Council make the Somerset Regional Art Gallery - The Condensery only available for arts (performing) and art workshops and not other alternate functions that are not in keeping with the art or performing arts space.

THAT the following fee structure be adopted for arts (performing) and art workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery:

- (i) a full day fee (bookings equal to or more than four hours) - \$100
- (ii) a half day fee (bookings of less than four hours) - \$50
- (iii) bond (as deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST

applies only on default.) - \$250

- (iv) key bond (when a key is made available outside opening hours, regardless of hirer) - \$10.

FURTHER, THAT Arts / Art Workshops held and organised by Arts groups based in the Somerset Regional Council area be excluded from the requirement to pay a bond.

FURTHER, THAT any proposed bookings that would require the moving of artworks be refused.

<b>Decision:</b>	Moved - Cr Brieschke	Seconded - Cr Ogg
	<p>"THAT Council make the Somerset Regional Art Gallery - The Condensery only available for arts (performing) and art workshops and not other alternate functions that are not in keeping with the art or performing arts space.</p> <p>THAT the following fee structure be adopted for arts (performing) and art workshops (other than exhibitions) to be held at the Somerset Regional Art Gallery – The Condensery:</p> <ul style="list-style-type: none"> <li>(i) a full day fee (bookings equal to or more than four hours) - \$100</li> <li>(ii) a half day fee (bookings of less than four hours) - \$50</li> <li>(iii) bond (as deemed by the Chief Executive Officer refundable upon the property being left in a clean and tidy condition. Interest is not payable by Council on deposits. GST applies only on default.) - \$250</li> <li>(iv) key bond (when a key is made available outside opening hours, regardless of hirer) - \$10.</li> </ul> <p>FURTHER, THAT Arts / Art Workshops held and organised by Arts groups based in the Somerset Regional Council area be excluded from the requirement to pay a bond.</p> <p>FURTHER, THAT any proposed bookings that would require the moving of artworks be refused."</p> <p style="text-align: right;"><u>Carried</u></p>	

<b>Subject:</b>	<b>Tourism Monthly Report - August 2016</b>
<b>File Ref:</b>	<b>Tourism - Promotions</b>
<b>Action Officer:</b>	<b>Tourism Promotions Officer (TPO)</b>

### Background

The following is the end of monthly summary of activities relating to promotions, tourism and the visitor information centres in August 2016.

### VISITOR INFORMATION CENTRES



### Sale of permits

The three visitor information centres manage the sales of boating permits (on behalf of Seqwater) and fishing permits (on behalf of DAFF).

Below is a breakdown of all Seqwater boating permits sold across the three VIC's throughout the month of August 2016.

<b>Seqwater Boating Permits</b>	<b>No Permits Sold</b>	<b>Gross Sales</b>
Esk Visitor Information Centre	8	\$336
Fernvale Futures Complex	11	\$474
Kilcoy Information Centre	6	\$354

The Queensland Department of Agriculture and Fisheries has digitising its Stocked Impoundment Permit Scheme (fishing permits) application process from 1 July 2016. Somerset VIC's have received iPad's that are specifically set up to enable customers to complete the application form and process their payment online. Currently, this online process does not allow Council to track the number of permits sold or the dollar value of the sales each month.

### Sale of Council merchandise:

Below is a breakdown of all Council merchandise sold across the three VIC's throughout the month of August 2016.

	<b>Postcards</b>	<b>Magnets</b>	<b>Flood Books</b>	<b>Water Bottles</b>	<b>Gross sales</b>
<b>Esk VIC</b>	3			1	\$11
<b>Fernvale VIC</b>	37	4		6	\$89
<b>Kilcoy VIC</b>	9		1	4	\$66

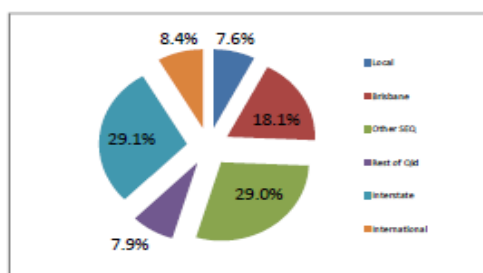
### Visitor Statistics

	<b>Total visitors</b>	<b>Local to Somerset</b>	<b>From the greater Brisbane area</b>	<b>All SEQ locations</b>
<b>Esk VIC</b>	751	89	154	420
<b>Kilcoy VIC</b>	670	51	121	366
<b>Fernvale VIC</b>	943	233	292	830
<b>The Condensery</b>	197	74	76	165

Full breakdown of visitor statistics for each centre below.

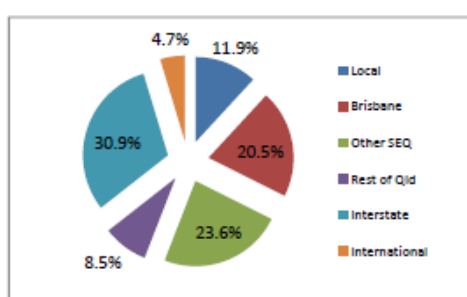
**Visitor Statistics  
Kilcoy Information Centre  
Month Ending Aug 2016**

Segment	Visitors	%
Local	51	7.6%
Brisbane	121	18.1%
Other SEQ	194	29.0%
Rest of Qld	53	7.9%
Interstate	195	29.1%
International	56	8.4%
<b>Total</b>	<b>670</b>	
All Sth East Qld	366	54.6%
Telephone Calls	26	



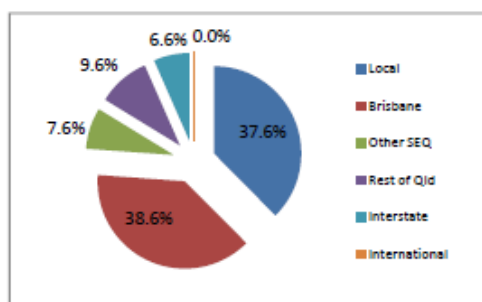
**Visitor Statistics  
Esk Visitor Information Centre  
Month Ending Aug 2016**

Segment	Visitors	%
Local	89	11.9%
Brisbane	154	20.5%
Other SEQ	177	23.6%
Rest of Qld	64	8.5%
Interstate	232	30.9%
International	35	4.7%
<b>Total</b>	<b>751</b>	
All Sth East Qld	420	55.9%
Telephone Calls	34	



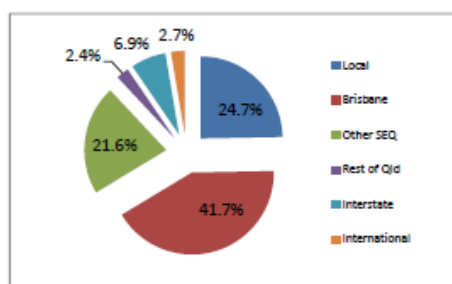
**Visitor Statistics  
Somerset Regional Art Gallery  
Month Ending Aug 2016**

Segment	Visitors	%
Local	74	37.6%
Brisbane	76	38.6%
Other SEQ	15	7.6%
Rest of Qld	19	9.6%
Interstate	13	6.6%
International	0	0.0%
<b>Total</b>	<b>197</b>	
All Sth East Qld	165	83.8%
Telephone Calls	0	



**Visitor Statistics  
Fernvale Futures Complex  
Month Ending Aug 2016**

Segment	Visitors	%
Local	233	24.7%
Brisbane	393	41.7%
Other SEQ	204	21.6%
Rest of Qld	23	2.4%
Interstate	65	6.9%
International	25	2.7%
<b>Total</b>	<b>943</b>	
All Sth East Qld	830	88.0%
Telephone Calls	188	



**Volunteers**

- As at 6 September, there are 55 active volunteers across the four centres.
- The next volunteer training familiarisation is scheduled for Thursday, 22 September and will focus on the areas Somerset Dam and accommodation providers throughout Hazeldean.
- A recruitment drive to attract more volunteers is in the pipeline with paid advertisements to start early September.

**Esk Visitor Information Centre**

- There are currently 15 active volunteers.
- Volunteer meeting was held on Wednesday, 31 August 2016. Next meeting scheduled for Tuesday, 25 October 2016.
- The Glenrock Gallery displayed an exhibition by Kilcoy artist Roey Fitzpatrick throughout August. The gallery changeover was completed on Thursday, 25 August 2016 and the new exhibition is a new photographic artist Phil Lister. Phil's exhibition is about the things and places and most importantly the people and family that are part of his life and memories. This exhibition is being displayed in the gallery until Thursday, 29 September 2016.
- Bookings for the Glen Rock Gallery for the month of August:
  - Brisbane Valley Heritage Trails Meeting - Thursday, 4 August 2016
  - Somerset Art Society Inc – Wednesday, 10 August 2016
  - Somerset Seniors Week Advisory Committee Meeting – Tuesday, 23 August 2016

**Kilcoy Information Centre**

- There are currently 13 active volunteers. The previous volunteer meeting was held on Wednesday, 31 August.
- Three children's environmental movies (Fern Gully- the last rainforest, Blinky Bill and Once upon a Forest) arrived and awaiting approval to screen for children's activities. Price obtained for public viewing. Will coordinate with HR to organise working with children blue cards for select volunteers.
- The Kilcoy Historical Society video is now on display on an LCD screen in the meeting room- volunteers are encouraging visitors to watch it.

**Fernvale Visitor Information Centre**

- There are currently 20 active volunteers. The previous volunteer meeting was held on Wednesday, 24 August 2016. Next meeting is scheduled for Wednesday, 19 October 2016.
- All standard hirers at Fernvale Futures including one new hire – Lutheran Community Care. Standard hirers continued to use the Community Hall / Showgrounds throughout August. Rodsquad also hosted their annual event at the Fernvale Community Hall in August. Pony Club cancelled their event on the day due to issues with the steel arena. Refer to the Col Powell Stakeholder report for more information.

**Somerset Regional Art Gallery - The Condensery**

- There are currently 13 active volunteers at the Somerset Regional Art Gallery - The Condensery. A volunteer team meeting was hosted at the gallery on Tuesday, 16 August 2016. Minutes from the meeting are attached.
  - The volunteers have been invited to attend the Welcome to Somerset workshops hosted by Brisbane Marketing.
- The next volunteer familiarisation tour is scheduled for Thursday, 22 September. This

tour is being coordinated by Esk VISO.

- The current exhibition at the gallery is by Somerset Art Society Inc (SASi) and will be on display until Sunday, 2 October 2016. The exhibition titled 'To each their own' explores what motivates SASi artists. Each artist was asked to submit up to four pieces and identify the common link between the works – what was the artists interest in the theme, the colours, the media.

The result is 33 artists, showing over 100 works. In this exhibition, each artist tells a story of the thoughts, interests and emotions that they experienced even before the first brush or pen stroke was made, while the clay was still just a lump, fabric and thread still stashed, cover still on the camera lens. SASi has presented those moments in an interesting exhibition, not only sharing an eclectic collection of art but also showing a glimpse of the processes that led to their creation.

### **Tourism Team**

- A tourism team meeting was held at the Esk VIC on Wednesday, 3 August 2016.
- The team attended the first sessions of the Welcome to Somerset workshops alongside volunteers and operators. The second round of workshops is scheduled for 14 / 15 September.

### **REGIONAL VISITOR GUIDE**

The Somerset. Real Country. Real Adventure regional visitor guides are distributed through Somerset VIC's, local tourism businesses and visitor information centres across Queensland with a number distributed across northern NSW.

A reprint of 10,000 guides was organised in May to see us through the trade show period before the new regional visitor guide is released.

1,040 guides were distributed throughout August.

Work towards the 2017 Somerset Regional Visitor Guide started in July with the advertising prospectus being distributed to the database of local tourism operators.

### **TRADE SHOWS**

#### **Queensland Outdoor Adventure and Motoring Expo**

Somerset Tourism had a stall at the Queensland Outdoor Adventure and Motoring Expo at the Toowoomba Showgrounds from 5 - 7 August. The expo saw 15,836 visitors attend – this figure is up by 10% on 2015 attendance.

More than 2,600 promotional tote bags were distributed containing the Somerset guide and a range brochures from Somerset operators.

Local tourism operators were offered the opportunity to have their brochures included in the tote bags and to contribute social media competition prizes.

Two tourism staff members attended the show for the duration. Operators and volunteers were not offered the opportunity to assist at this show as the stall site was much smaller than the previous show.

A 'Win a Somerset Adventure' competition was run in conjunction with the expo – visitors were able to enter via Facebook, Instagram or a hand written entry form at the booth. Somerset Tourism gained 34 Facebook page likes and 14 Instagram followers, along with 75

hand written entries. Winners were announced on social media and via email – two prizes were not claimed.

There are no further trade shows that Somerset Tourism plan on attending in 2016. The first show in 2017 will be in April.

## **PROMOTIONS**

### **Brisbane Marketing**

Planning towards the 2016/17 Brisbane Marketing campaign has started. The push from TPO to Brisbane Marketing and the regions is to develop a program that has more focus on increasing the capacity of our local operators as opposed to the campaigns being run in recent years. A meeting will be held with the Brisbane Marketing team to develop the strategy.

### **Welcome to Somerset Ambassador Program**

The Welcome to Somerset workshops were developed as part of the 2015/16 Brisbane Marketing campaign. The funds allocated to this program have been rolled into the 2016/17 budget and this project started in August 2016.

Somerset Tourism and Brisbane Marketing are hosting a local ambassador program, designed to build on our growing reputation as one of the friendliest destinations in the world by making a world of difference to our visitors.

The *Welcome to Somerset* program, which has been rolled-out in Brisbane and other regions in the Greater Brisbane area, aims to provide our visitors with memorable experiences through a personal connection to our destination, our culture and our events that will have them wanting to come back for more.

Destinations that consistently extend a warm welcome reap social and economic benefits long after tourists have visited or events have been staged... *Tourism is everybody's business.*

Session one was hosted on Tuesday, 30 August and Wednesday, 31 August with a total of 63 attendees registering to attend the two workshops. The Somerset workshops are the largest groups that Brisbane Marketing have hosted from across all of the *Welcome to...* programs. The second round of workshops will be hosted on 14 and 15 September.

### **Town Maps**

Work is continuing on this project to update the town maps and redesign of the maps has started.

### **Photographic Competition**

More than 600 entries were received into the Essentially Somerset photographic competition. There are two sponsors for the category prizes (Heritage City Photos and Ted's Camera House). All other category prizes will be provided/funded by Council.

### **RV Friendly Towns**

An application has been submitted for Toogoolawah to be registered as an RV Friendly town. Waiting on a response from the CMCA regarding this request. An application for Fernvale has been drafted, but not yet submitted due to waiting on further details re overnight stays.

**Social Media: Facebook**

Somerset Tourism continues to interact with operators via liking and sharing posts or event pages from their Facebook pages. Current page likes as at 5 September – 1,560

Date	Page Visits	Page likes	Total Reach	People Engaged	Total Page Likes
03 - 09 August	136	57	6292	797	1519
07 - 14 August	129	16	7800	590	1533
14 - 21 August	91	5	2000	89	1538
21 - 28 August	79	15	4600	287	1552
28 August – 4 Sept	47	8	3801	671	1560

**Social Media: Instagram**

Current followers as at 28 July: 348

**MEETINGS / ADVOCACY**

Council's tourism, promotion and event functions continue to be represented by the tourism and promotions officer and visitor information services officers at the following groups and organisations:

- Brisbane Marketing
- Tourism Events Queensland
- Queensland Information Centre Association
- Brisbane Valley Heritage Trails
- Somerset Art Society Inc.

The tourism and promotions officer continues to maintain relationships within the region and with counterparts in nearby regions.

**Attachments**

Nil

**Recommendations**

THAT the report be received and the contents noted.

**Decision:** Moved - Cr Ogg Seconded - Cr Whalley

"THAT the report be received and the contents noted."

Carried

**Subject:** Somerset Seniors Week 2016  
**File Ref:** Tourism - Events  
**Action Officer:** VISO - Esk

**Background/Summary**

Seniors Week is a state wide celebration and an opportunity for Queenslanders of all ages to unite and celebrate the valuable contribution seniors make in their communities.

Seniors Week was celebrated from 13 – 21 August 2016.

The regional Somerset Seniors Day celebration was hosted at the Somerset Civic Centre on Friday, 19 August 2016 from 9am to 2pm. This event was coordinated by the Somerset Seniors Advisory Committee.

Morning tea was provided, followed by a two course lunch catered and served by local caterer Kathy Maslen with the support from the Toogoolawah High School senior hospitality students. The intergenerational aspect of the event supports the building of connections, shared respect and the creation of positive perceptions of ageing.

Seniors were also provided the opportunity to access various information stalls from service providers and social groups; actively promoting what is on offer in Somerset and creating connections to combat social isolation.

Partnerships were also built with Somerset businesses as they were invited to support the event. Support was shown through the donation of raffles and lucky door prizes.

The event is coordinated by Able Australia, Somerset Regional Council and Venue Management Services alongside numerous seniors groups and organisations as part of the Somerset Seniors Week Advisory Committee.

A total of 336 bookings were taken for the regional event (this figure includes seniors, entertainment, stall holders, students and staff). More than 50 people did not show up on the day despite reserving a spot. There was also a wait list of 15 people who had indicated an interest in attending the celebration.

Funding to deliver the regional event was obtained from a number of sources. Council on the Ageing (COTA) Queensland, who coordinate Seniors Week, receive Queensland Government funding to collaboratively plan, run and subsidise Seniors Week events and activities. Somerset Regional Council and Able Australia Services each submitted an application to receive funding towards the regional Somerset Seniors Week event. Both applications were successful, gaining the event an additional \$1,900 on top of Council's contribution of \$3,000. Able Australia managed the stallholder engagement, this year with a total of 26 providers in attendance. Stallholders were also encouraged to donate a prize to the raffle draw. The total cost to deliver the 2016 regional event was \$5,982.37.

An amount of \$1,093.63 is remaining in the budget due to the raffle proceeds received. It is recommended that this amount be carried over into the 2017/18 financial plan and be used towards the 2017 Seniors Week event.

#### **Attachments**

Seniors Week 2016 Budget

#### **Recommendation**

THAT Council support the regional Somerset Seniors Week event to the value of \$3,000 in 2017.

THAT Council carry the remaining raffle proceeds of \$1,093.63 into the 2017/18 budget to be used towards the 2017 Somerset Seniors Week event.

#### **Decision:**

Moved - Cr Gaedtke

Seconded - Cr Ogg

"THAT Council support the regional Somerset Seniors Week event to the value of \$3,000 in 2017.

THAT Council carry the remaining raffle proceeds of \$1,093.63 into the 2017/18 budget to be used towards the 2017 Somerset Seniors Week event."

Carried

### Meetings authorised by Council

Nil

### Mayor's and Councillors' Reports

#### Cr Gaedtke – Councillor's report

Cr Gaedtke submitted a written report as follows –

25 August	Kilcoy Showground Reserve Overall Management Committee Meeting
25 August	Kilcoy Chamber of Commerce & Community Inc – Monthly Meeting and Annual General Meeting. <i>In Attendance with Crs. Brieschke and Choat.</i>
27 August	Brisbane Valley Airshow
29 August	Somerset Condensery Gallery Advisory Committee Meeting
30 August	Interagency Meeting – Kilcoy
30 August	Kilcoy Show Society Monthly Meeting and Annual General Meeting
03 September	Fernvale Sports Park Official Opening
07 September	Invitation to be a speaker on a panel to discuss Mastering the Juggle - "Work and Life Balances" – The 2 <sup>nd</sup> Annual Queensland Public Sector Women In Leadership Summit 2016, Brisbane
08 September	Kilcoy Historical Society Inc. Meeting
09 September	Kilcoy RSL Community Workshop Official Opening
09 September	Lowood Slimmers' Presentation Night
10 September	Toogoolawah Railway Markets – Toogoolawah & District Historical Group – Celebration of the handover of the historical Les Cecil bicycle
10 September	Teddy Bears' Picnic – Esk
10 September	Kilcoy and District Community Bank Project "Emergency" Meeting
12 September	Brisbane Valley Kilcoy Landcare Group Meeting
13 September	On Site Meeting Development Application
13 September	SRBA Annual General Meeting and Dinner

#### *Kilcoy Chamber of Commerce and Community Inc Monthly Meeting and Annual General Meeting*

Attended the monthly and annual general meetings with Crs. Brieschke and Choat. Mr Dean Goode was the Chamber's guest speaker who spoke openly about future plans of Kilcoy Pastoral Company. Congratulation to the following business members for accepting the Executive Positions: President -Tim Holland; Secretary - Trish Holland; Treasurer – David Dunn; and Management Committee Member – Garry Connell.

#### *Brisbane Valley Airshow*

Attended the air show on Saturday 27 August with husband John and with another two thousand or so spectators. We attended the previous two years shows and this year's event was very similar in attraction value, however the crowd was much more in numbers. Congratulations to the organisers of this interesting local event.



*Kilcoy Show Society Annual General Meeting*

Congratulations to the following community members who have taken up positions on the Executive Committee:

Secretary - Sarah Eaton, Treasurer - David Dunn, Senior Vice President - Alastair MacDonald, Junior Vice President – Chris Anderson. A very huge thank you to Trevor Wessling, who after four years in the position of President has retired. The Society is seeking an interested member of the community to take this position over.

*Interactive Panel Discussion, Mastering the juggle*

I enjoyed the experience when asked to be part of a panel consisting of six professional women and to discuss balancing professional and personal demands in Public Sector careers. Prioritisation and regaining equilibrium; balancing work and personal life; and achieving flexibility in your career and working smarter not harder were the premises discussed. The panel consisted of: Megan Houghton Director-General Department of Tourism, Major Events, Small Business and the Commonwealth Games; Bernadette Fox Assistant Director Advanced Modelling and Optimisation Section Australian Bureau of Statistics; Nancy Spencer Director Department of the Premier and Cabinet; Michelle Stenner Superintendent Gold Coast District Queensland Police Service; Cheryl Gaedtke Councillor Somerset Regional Council; and Anne Baker Mayor Isaac Regional Council.

*Lowood Slimmers' Presentation Night*

The 2016 walkathon raised a total of \$39,400, and the funds were proudly distributed to: Cancer Council Queensland - \$26,400; Lockyer Riding for the Disabled - \$5,000; Eskapees - \$5,000; and Glenwood Hostel \$3,000. Congratulations to Lowood Slimmers for achieving such an outstanding outcome.

*Kilcoy and District Community Bank Project "Emergency" Meeting*

I was invited to speak about the establishment of a Bendigo Community Bank from a Council perspective at the public meeting held in Kilcoy. It was disappointing that only twenty-five people attended the "Emergency" Public Meeting. The purpose of the public meeting was to gauge if the Kilcoy community want to continue with establishing a local Bendigo Community Bank Branch. The Kilcoy and District Steering Committee will meet and decide the next step of the process. Council may wish to assist the steering committee to achieve better community awareness and encourage greater utilisation of the community banking model. Council may be asked to consider investing funds with the proposed branch. I am aware of the cost benefit analysis of community bank models, and this important community initiative needs full support.

*Brisbane Valley-Kilcoy Landcare Group Inc Meeting*

The group asked if it would be possible for Council to offer suitable training to the volunteers located at the Kilcoy Information Centre to understand how best to deal with environment queries. Volunteers could be trained to refer queries to relevant statutory bodies, web sites or printed literature. The group also request that in keeping with the environment activities a suitable area be made available at the Kilcoy Information Centre where environmental literature can be displayed and made available to customers.

*SRBA AGM and Dinner*

Congratulations to the returning Executive Officers of Somerset Region Business Alliance. The event was well supported and appreciation expressed to Crs Whalley and Choat for presenting "The Somerset Regional Council Economic Development Plans and the path forward for Somerset". Zanow's Concrete and Quarries (Fernvale) hosted the meeting and dinner and provided tours of this superior local business.

**Cr Ogg – Councillor's report***Teddy Bear's Picnic Esk - 10/09/16*

Cr Ogg noted his attendance at the Teddy Bear's picnic at Esk last Saturday, which was a lovely occasion.

*Kransky Sisters Concert Somerset Civic Centre - 11/09/16*

Cr Ogg also noted his attendance at the Kransky Sisters concert at the Somerset Civic Centre on Sunday 11 September, which was very entertaining.

**Cr Whalley – Councillor's report***Somerset Regional Business Alliance AGM / Dinner - 13/09/16*

Cr Whalley attended the Somerset Regional Business Alliance AGM and dinner on 13 September. Cr Whalley stated that he was impressed with the quality of business people who turned up at the SRBA meeting. Cr Whalley stated that he expressed in his talk the strong commitment from Council through roads and bridges for infrastructure and economic development in the region. Everyone understood that. It was a very positive meeting and moving forward into the economic development committee, we will get some knowledgeable people putting forward ideas.

**Cr Choat – Councillors' report**

Cr Choat's written report was tabled by the Mayor as follows -

*Lowood Community Action Group Meeting 24/08/2016*

Attended the August General Meeting. LCAG continues to provide in-kind support to the needy in Lowood and surrounds. The meeting reflected on the successful Christmas in July event and is planning more community supports days and its Christmas Dinner for needy and lonely members of the community. I am sure they will continue to do well into the future.

*Kilcoy Chamber of Commerce Annual General Meeting 25/08/2016*

Attended the AGM along with Councillors Gaedtker and Brieschke. Congratulations to new Chamber President Tim – I am sure he will bring new enthusiasm and inclusivity to the Chamber. The meeting was held at the Kilcoy RSL rooms where I am always made so welcome and Kilcoy Pastoral Company CEO Dean gave a very insightful presentation about the future endeavours at KPC which will assist economic growth in the Region.

*Glamorgan Vale State School P&C Meeting 31/08/2016*

Attended the general meeting to assist in the planning for the Glamorgan Vale Spring Fair. Committee is extremely organised and professional I am proud to be associated with the school and the P&C.

*ICYS Lowood Hub Open Day 2/09/2016*

I was very pleased to spend the morning with ICYS for this important event. Congratulations to Amanda and her amazing ICYS team along with President Dave and the committee. ICYS will provide great services to at risk youth in the Somerset. Great to see Lowood Senior Sergeant Troy Dalton and the PCYC participating in the open day event along with QCWA Lowood, LCAG and other local representatives show their support.

*Toogoolawah State High School Careers and Open Day 16/08/2016*

Really enjoyed my visit to the school which is impressive. I am impressed by the range of programs available and the strong sense of school spirit. Of course I found it hard to resist looking at the prize winning school poultry. Some excellent Australorp, Barnevelder and Plymouth Rock fowls were on display.

*Fernvale Sports Park Opening 3/09/2016*

It was great to see this great facility officially opened and it looks fantastic. Congratulations to all involved in the construction of this facility. I would like to make special mention of former Minister Steve Dickson who supported the establishment of the Fernvale Sports Park and under whose authority Somerset regional Council was approved for the \$800,000 in funding.

It was a shame the current State Member for Ipswich West couldn't bring himself to mention that it was the former government's initiative and approvals which made the facility a reality. I was very grateful to Minister Dickson at the time he agreed to fund the project and I am pleased this will be a lasting legacy for the Somerset and Fernvale communities who will enjoy it for years to come.

*West Moreton District RSL Meeting 3/09/2016*

It was my pleasure to attend the meeting hosted by the Esk RSL sub-branch. A real pleasure to address the meeting and I very much enjoyed the hospitality of the Esk Members and the fellowship with all those sub-branch representatives who came from across the district to attend.

*Regional Child Protection Awards Night 9/09/2016*

Very pleased to attend this night along with Nicky and Mayor Graeme Lehmann. It was an honour to judge the finalists – some very deserving winners. Pleased to catch up with Queensland Police, ICYS and Community Services representatives and volunteers and particularly Ipswich Councillor David Pahlke and his partner Carol. Mr Brett Nutley, Queensland Parliament Indigenous Liaison Officer was guest speaker – he was inspirational and it was great catching up with him again as well.

*Glamorgan Vale State School Country Fair 10/09/2016*

Nicky and I both manned stalls for the School and had a lot of fun with locals who came along to enjoy the 2016 Fair. I was pleased to assist on the day and to return the following morning to help with clearing up. Congratulations to the Glamorgan Vale state School Community and the P&C for such a great community event. Particular thanks to all who assisted, particularly Frank and Anita Demmers and the core group who worked so hard to make the event such a success.

*Back to Marburg Dance 10/09/2016*

Congratulations to the Marburg Show Society for this fabulous event. Nicky and I were pleased to attend and even get into some dancing. It was wonderful catching up with so many people. Mayor Graeme and Lady Mayoress Judy also attended and actually first met Graeme at the Marburg Dance. We all had a lot of fun. Thanks to Master of Ceremonies Michael Toft and Show Society President Bob Krause, his wife Janet the committee and Mr John Harris Co-Patron and his wife Bev and the many wonderful community members who made it such a great night.

*Fernvale Ladies Group Annual Luncheon 12/09/2016*

Nicky and I had such a wonderful time celebrating the 15<sup>th</sup> year of the Fernvale Ladies. The Nash Gallery gave us a wonderful lunch and were wonderful hosts. Thanks so Much to Heather and the committee and the ladies for everything they do. We thoroughly enjoyed their company.

*Valley of the Lakes Garden Club General Meeting 13/09/2016*

Attended the September meeting where I was once again made to feel so welcome by those present. Some amazing displays a delicious morning tea and I was thrilled to buy two

Pepperina Trees which are so hard to find. This group provides so much enjoyment to people from across the community.

*Somerset Regional Business Alliance Annual General Meeting 13/09/2016*

Attended this with fellow Councillors and Mayor Graeme along with many representatives from Somerset's Business Community. Thanks to Darren from Zanows Sand and Gravel for hosting the event. Congratulations to Mark Wells – ongoing President and his Committee. Great to see Tim from Kilcoy Chamber in attendance.

Was a pleasure to have been asked to speak to the meeting about Somerset Council's new Economic Development Committee which was well received by those in attendance.

**Cr Brieschke – Councillor's report**

Cr Brieschke presented a written report as follows –

25 August	Kilcoy Chamber of Commerce AGM
26 August	West Moreton Hospital & Health Service Board Meeting, Esk Hospital.
27 August	Brisbane Valley Air Show, Watts Bridge Memorial Airfield
28 August	Brisbane Valley Air Show, Watts Bridge Memorial Airfield
29 August	SRC Condensery Advisory meeting
2 September	Ipswich Community Youth Service, Lowood Youth Hub official opening.
3 September	Fernvale Sports Complex opening.
5 September	LGAQ training
6 September	LGAQ training
7 September	AGForce meeting, Toogoolawah Show Grounds
	Esk District Cricket AGM
8 September	Interagency Meeting, Esk VIC
	Esk Hospital Auxiliary AGM, Esk VIC
10 September	Toogoolawah Markets, presentation of Les Cecil Bike.
	Installation of railway seats donated by R Lewis.
	ARROW Special Meeting, Esk
	Teddy Bears Picnic, Esk

I have attended four community meetings over the past few weeks and would like to thank the outgoing committees of the Kilcoy Chamber of Commerce, Esk District Cricket, Esk Hospital Auxiliary and ARROW, for the work they perform in their respective communities and roles. I wish the new committees all the best for the coming year.

The Brisbane Valley Air Show held at Watts Bridge Memorial Airfield was an outstanding success with approximately 14,000 people attending the two day event. I would like to congratulate the WBMA committee for the presentation of such an entertaining program and display of aircraft, all owned by South East Qld. residents. I believe this event will become an important date on the Somerset Region Tourism Calendar.

Ipswich Community Youth Service held the official opening of the Lowood Youth Hub last week and I would like to commend the ICYS team for their initiative and dedication to the young people in our region.

Lastly, I missed the opening of the Teddy Bears Picnic due to other commitments on the day, but from photos I saw the grand parade led by a pipe band was terrific.

The Federal Member for Blair, Shayne Neumann and I had the pleasure of judging Teddy entries at the end of the day.

I would like to congratulate Council's Community Development Coordinator and her band of workers for such and enjoyable day.

### **Cr Hall – Councillor's report**

Cr Hall stated that the Lowood Slimmers dinner was a good night.

Cr Hall noted that he attended the AgForce meeting at Toogoolawah which went off quite well and we are making steps forward at this stage.

<b>Decision:</b>	Moved - Cr Whalley	Seconded - Cr Brieschke
	"THAT the verbal and written reports of Cr Gaedtke, Cr Ogg, Cr Choat, Cr Whalley, Cr Brieschke and Cr Hall be received and the contents noted."	
		<u>Carried</u>

### **Receipt of Petition**

Nil

### **Consideration of notified motions**

Nil

### **Reception of notices of motion for next meeting**

Nil

### **Items for reports for future meetings**

Cr Whalley requested an update regarding previous requests for reports for future meetings.

- Full costing on Lowood Bend to bring it up to the stage in the parks plan from 2006;
- Lowood drainage report through the Lowood Recreation Grounds.

DOPER advised these two matters are currently being worked on by officers.

### **Closure of Meeting**

<b>Summary</b>	There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 12.20pm
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