



**Minutes of Ordinary Meeting
Held Wednesday 23 May 2018**

*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 S Choat	(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 M McGoldrick	(Director Corporate and Community Services Designate)
Mr A Johnson	(Director Operations)
Mr B Sully	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mrs S Pitkin	(Minute Secretary)
Ms M Maesele	(Communications and Marketing Manager)

CONTENTS

Brisbane Valley Rail Trail official opening	59	Matters of Public Interest	3
Business arising out of minutes of previous meeting	3	Mayor's and Councillors' Reports.....	101
CCTV network status and draft policy ...	60	Mayor's Report	102
Closure of Meeting	104	Meetings authorised by Council	101
Community Assistance Grants – Somerset Excellence Bursary 2017 – 2018 – Jake Richter	93	Naming of Unnamed road 2067 and the Unregistered Service Road Intersecting with Unnamed Road 2067	87
Community Assistance Grants – Somerset Excellence Bursary 2017 – 2018 – Rhys Perkins	95	Opening of Meeting.....	3
Community Assistance Grants 2017 – 18 – Fernvale Campdraft Association	93	Operational Report for April 2018.....	88
Confirmation of Minutes	3	Parking Bays for Disabled and Emergency Service Use, Toogoolawah	84
Consideration of notified motions	103	Parking facilities, Royston Street, Kilcoy State School	81
Cr Brieschke – Councillor Report	101	Receipt of Petition.....	103
Cr Brieschke – Matters of Public Interest	3	Reception of notices of motion for next meeting.....	103
Cr Choat – Councillor Report	101	Regulatory Services Monthly Report – April, 2018	8
Cr Gaedtke – Councillor Report	101	Sale of land for overdue rates action - L 3 RP208974 at 49 William Street Kilcoy Qld 4515.....	69
Cr Gaedtke – Matters of Public Interest	4	Sale of land for overdue rates action - L 5 RP163854 at 2061 Esk Hampton Road Redbank Creek.....	68
Cr Hall – Councillor Report.....	101	Sale of land for overdue rates action - L 90 CA31905 at Palm Tree Road Buaraba Qld 4311.....	68
Cr Hall – Matters of Public Interest.....	3	Somerset Libraries' officer report 1 April 2018 – 30 April 2018.....	73
Cr Whalley – Councillor Report	101	Somerset Region Neighbourhood Centre Service Report for the period 1 April – 30 April 2018	70
Cr Whalley – Matters of Public Interest ...	3	Sport and Recreation report – April 2018	74
Development Application No 16592 - 5041 D'Aguilar Highway, Winya.....	21	Staff Service Presentation.....	103
Development Application No 17589 -10 Stoneywood Street, Fernvale.....	10	Street Lighting – Daniel Street, Lowood	88
Disposal of Remaining Properties – Haslingden Park Estate	80	Tourism and Promotions Report - April 2018	95
Environmental Health Monthly Report - April 2018	5	Translink Bus Stop – Ipswich Street Esk82	
Esk Racecourse Advisory Committee Meeting - 15 May 2018	79		
Fernvale Hall and Col Powell Park Overall Management Committee – Meeting Report for Meeting held 8 May 2018 ..	79		
Internal audit appointment.....	69		
Items for reports for future meetings ...	103		
Leave of Absence	3		

Opening of Meeting

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

Leave of Absence

Nil

Confirmation of Minutes**Decision**

Moved – Cr Gaedtke

Seconded – Cr Hall

“THAT the Minutes of the Ordinary Meeting held on 9 May 2018 as circulated to all Members of Council be confirmed”.

Carried

Business arising out of minutes of previous meeting

Nil

Matters of Public Interest**Cr Hall – Matters of Public Interest -**

Cr Hall noted that celebrations for National Volunteers week would be held at the Somerset Civic Centre Esk tomorrow, 24 May 2018.

Cr Hall noted the following events are taking place this weekend –

- Kilcoy campdraft at the Kilcoy Showgrounds
- Esk Show
- Red Thunder Air Show at Watts Bridge

Cr Brieschke – Matters of Public Interest -

24 May	Somerset National Volunteer Week Celebration at the Civic Centre 9 – 11am, Esk.
25-26 May	Esk Show
26 May	Toogoolawah Clay Target Club 'Come and Try Day', 10am - 2pm, Toogoolawah Show Grounds
26-27 May	Red Thunder Air Show, Watts Bridge Memorial Air Field, Toogoolawah If you book on line you can get a discount on admission.
29 May	Wacky Ladies Biggest Morning Tea and Wacky Fashion Parade, 10am - 12.30pm, Alexandra Hall, Toogoolawah
8 – 9 June	Toogoolawah Show

Cr Whalley – Matters of Public Interest –

Cr Whalley advised that he and Cr Ogg had attended the Lowood Recreation Sporting

Complex committee meeting last night. The committee advised that ten (10) representatives from the under 14's to under 17's have been selected for the Queensland team so Lowood soccer are doing particularly well.

Cr Whalley also read the following message from the committee regarding the departure of Mr Chris Payne from the Director Corporate and Community Services role with Council, and the commencement of Mr Matthew McGoldrick as the new Director Corporate and Community Services –

On behalf of the Lowood Recreational Committee we would like to take this opportunity to welcome Matthew to his new role of Director of Corporate Services and we look forward to articulating a mutual working relationship with Matthew for the future going forward for the LRC and community . In saying this we would also like to extend our gratitude to Council member Chris Payne for all his valuable steadfast work he brought to fruition to the LRC over the past several years, we thank Chris for his stalwart support and wish him all the best on his future endeavours.

Cr Gaedtke – Matters of Public Interest –

25/26 May	Esk Show
26 May	Kilcoy Hospital Auxiliary Annual Fete and Auction
26/27 May	Red Thunder Air Show – Watts Bridge Memorial Airfield
26 May	Come and Try Day Toogoolawah Clay Target Club
26 May	Lowood Show Ball
27 May	Jammin in Esk
29 May	Kilcoy Interagency Meeting
29 May	Wacky Ladies Biggest Morning Tea and Fashion Parade – Toogoolawah
30 May	Kilcoy District Progress Alliance Inc Committee Meeting
31 May	Kilcoy Chamber of Commerce and Community Inc Meeting
02 June	Toogoolawah Show Ball
02 June	Kilcoy Lions Installation Ceremony
03 June	Fernvale Food Fair
03 June	Holt Bolt – Kilcoy
05 June	NHW Committee Meeting – Fernvale
06 June	Somerset Dam and Districts Progress Assn Inc Meeting
06 June	Brisbane Valley Heritage Trail Committee Meeting
08 June	Somerset Schools Cup
8/9 June	Toogoolawah Show
13 June	Kilcoy High School P and C Assn Meeting

I would like to express my condolences to the family of Dawn McPherson. Dawn was president of the Moore Hall Committee for nearly 20 years, a volunteer from the early 1950's and in later years was made a life member. Dawn was awarded an Order of Australia Medal for "Services to the community of Moore" in 2016. Dawn's funeral will be held on Friday 25 May at 11am at the Moore Soldiers Memorial Hall.

Newly established Toogoolawah Transport Services provides a personalised transport service for individuals and groups in the Somerset area and beyond.

Subject:	Environmental Health Monthly Report - April 2018
File:	Environmental Management - Reports - Environmental Health Reports
Action Officer:	MES

Background/Summary

In delivering on the themes identified in Council's current Operational Plan, it is with pleasure that we submit a synopsis of the section's activities during the month of April 2018.

NATURAL SOMERSET

The pest management program is implemented.

- *Continue public awareness programme to educate the community on invasive plant and animal impacts, identification and control.*
- *Implement actions listed in the Biosecurity Plan.*

Invasive Animal Control

The following is a summary of pest animal control activities for the month:

Wild dogs

- **1080 Baits injected:** The next advertised 1080 baiting program day will be held on 14 May 2018

Rabbits

- Officers have been working with landholders to control rabbit infestations in the following areas; Mt Beppo and Hazeldean.
- Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset Dam and Wivenhoe Dam.

Feral Pigs

- Feral pigs have been reported to be impacting on pastures on private land north of Jimna; in response the portable panel trap has been deployed. Trail cameras have recorded a number of pigs visiting the trap site. Officers will monitor the trap until the entire sounder enters the trap before triggering gate.
- 126 feral pigs have been trapped within the region this financial year.

Invasive Plant Control


The table below illustrates the times of the year inspection and treatment programs are critical for the control of specific restricted invasive plants. The table also differentiates when regular and minimal control is required.


Restricted Invasive Plant – Biosecurity Act 2015	Summer (Dec—Feb)	Autumn (Mar—May)	Winter (Jun—Aug)	Spring (Sep—Nov)
Honey Locust				
Annual Ragweed				
Fireweed				
Parramatta Grass spp				

Giant Rat's Tail Grass				
Groundsel Bush				
Mother of Millions				
African Boxthorn				
Parthenium				
Water hyacinth				
Water Lettuce				
Hymenachne				

LEGEND:

Critical control/Intensive Inspection Period (Pre-flowing/Severe Growth period) 

Regular Control/Routine Inspection Conducted (Regular plant growth) 

Minimal Control/No inspection conducted (Minimal at no plant growth) 

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

- **Fireweed** - Sandy Creek and Mt Kilcoy.
- **Annual ragweed** - Minden, Prenzlau, Clarendon, Kangaroo Creek and Colinton.
- **Groundsel** - Lowood.
- **Giant rat's tail grass** - Sandy Creek, Mt Kilcoy, Crossdale, Toogoolawah, Harlin, Wivenhoe Pocket, Glamorganvale, Jimna, Yielo, Sunday Creek, Colinton and Fernvale.
- **Honey locust** - Coal Creek.
- **Mother of Millions** - Jimna, Kilcoy, Coominya, Somerset and Glenfern,
- **Main Roads Guide Post Spraying** - Brisbane Valley Highway, Esk-Hampton Road, Esk-Gatton Road, Mount Glorious and Wivenhoe Somerset Road.
- **Council controlled land** - vegetation control was conducted at the Kilcoy Show Grounds and Lowood Minden Bikeway.
- **Herbicide applied** - 15,450L.

Compliance under the *Biosecurity Act 2014*

Information notices: one

VIBRANT SOMERSET**Swimming pool water quality meets health standards.**

Water samples from the Toogoolawah, Kilcoy and Lowood pools were collected during the month to monitor for compliance with the *Queensland Health Swimming and Spa Pool Water Quality and Operational Guidelines, 2004*. Samples collected from all pools complied with the Queensland Health guidelines.

Immunisation clinics are conducted in line with the service provider agreement with Queensland Health.

Council delivers a school based vaccination program at the Lowood and Toogoolawah High

Schools under a service provider agreement with the State of Queensland. Planning is currently underway for the 2018 program.

The annual inspection and licensing program is implemented.

- Ensure that food businesses prepare and sell food that is safe and suitable.
- Inspections are conducted of premises required to hold licences.
- Ensure that businesses are compliant with licensing requirements.

In delivering the annual inspection program, a total of **24** food business inspections, were conducted during the month.

A summary of licences and approvals issued during the month includes:

- **Five** public place activity approvals.
- **Two** food business licences, and
- **Three** temporary food business licences surrendered.

Food businesses, community groups and the general public are better informed about food safety.

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

A total of **23** users completed the training during the month of April.

Community is better informed about mosquito management. Mosquito management program is implemented.

Council continues to provide information regarding mosquito management methods to the community through officer advice, Council's website and the Local Government Toolbox.

Officers are currently conducting a mosquito survey program in conjunction with Queensland Health in various towns and villages in the region to be conducted from January 2018 to March 2018. All samples have been processed and sent to Queensland Health for analysis.

The main aim of the annual surveillance program is to establish the level of confidence in –

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

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

Compliance with relevant legislation

Staff received and investigated a total of **41** customer service requests during the month relating to issues such as illegal dumping, noise and light nuisance and invasive plants and animal investigations.

Officers processed **47** property searches during the month.

Attachment

Nil

Recommendation

THAT the report be received and the contents noted.

Decision:

Moved - Cr Choat

Seconded - Cr Ogg

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

Carried

Subject: Regulatory Services Monthly Report - April, 2018
File No: Officers Report 2018
Action Officer Ref: LLO

Background/Summary

In delivering on the themes identified in Council's current Operational Plan, it is with pleasure that I submit a synopsis of the Section's activities during the month of April, 2018.

VIBRANT SOMERSET***Conduct an ongoing compliance program for dogs/cats, breaches of local laws and kennels across the region.***

Regulatory Services Officers dedicated the majority of the reporting period to the completion of the following tasks.

Dog Registration

- Follow up of renewal notices – reminder letters, officer site visits.
- Management and prosecution of animal offences and local law matters.
- Three (3) infringement notices were issued for - (2) dog registration obligation matters and (1) one overgrown allotment.
- Officers over the reporting period have reduced the number of outstanding animal registrations from sixteen (16) to the current number of fifteen (15). The fifteen dog owners have been issued with infringement notices for failing to renew their dog registration

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Animal Owners	3120	3175	3214	3248	3279	3310	3336	4099	4187	4271		
Outstanding registration renewals	516	471	460	401	248	114	34	19	16	15		
53 Kennel Inspections	53	0	0	0	0	0	0	0	43	6		

Public Education - Responsible Pet Ownership

- Responsible Pet Ownership Brochures are located at various organisations.
- Information flyers were sent out with registration renewals.
- Media releases on topical issues are placed in local newspapers, information signage and on Council's website.

Animal Pound Operation

Animal Pound Statistics

Month	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Dogs Impounded	9	23	6	12	16	12	12	15	13	19		
Cats Impounded	16	6	6	2	3	3	24	1	2	9		
Stock Impounded	3	5	10	0	1	0	1	0	0	2		

Compliance Activities

Customer Service Requests Actioned

Dogs Wandering at Large -	12
Barking Dogs -	11
Dog attack on Another Animal -	2
Dog Attack on a Person -	2
After Hours Emergency call out Dogs -	0
Miscellaneous Dog Issues -	3
Miscellaneous Animal Issues -	5
Livestock Wandering at Large -	9
After Hours Emergency call Out Stock -	1
Request to Impound Animals -	21
Hire of Council Animal Traps -	5
Request to Impound Abandoned Motor Vehicle -	3
Engage in prohibited / restricted activity – Selling Vehicles -	0
Overgrown Allotments -	34
Litter and Illegal Dumping of Rubbish less than 200 litres -	1
Illegal Camping	2
Unlawful Materials on Footpath	0
Nuisance Complaints -	0
Puppy Breeders license complaints -	0
Dog Permit inspections -	1
Visual Pollution -	1
Local Law Investigations – miscellaneous -	6
Infringement Notice Issued -	3
Registration Compliance activities -	12

Regulatory Service Officers received and investigated a total of **134** customer service requests resulting in the following compliance actions:

- 12 Compliance notice.
- 3 Penalty infringement notices.
- 0 Reasonable entry notices.
- 1 Seizure of animals.

Attachment

Nil

Recommendation

THAT the report be received and the contents noted.

Decision:

Moved - Cr Choat

Seconded - Cr Brieschke

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

Carried

Subject:	Development Application No DA17589 - Application for a Development Permit for a Material Change of Use for a Dual occupancy
File No:	DA17589
Assessment No:	34724-44950-000
Action Officer:	SPO-MJ

Subject Land

Location	10 Stoneywood Street, Fernvale
Real Property Description	Lot 1218 SP286260
Area	804m ²
Current land use	Vacant
Easements and Encumbrances	Nil

Somerset Region Planning Scheme Version Two

Zone	General residential zone
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SEQ Regional Plan

Category	Urban Footprint
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Application

Level of Assessment	Code
Applicant/s	Silkwood Homes Pty Ltd
Applicants contact details	C/- PPlan PO Box 24 CHERMSIDE SOUTH QLD 4032
Date application received	10 April 2018
Date properly made	13 April 2018

Referral Agencies

Nil

Public Notification

Not Required

Attachments

1. Site plan – Sheet 01 of 08 – prepared by Rough Draft Home Design & Drafting – dated 13.04.18
2. Floor plan - Sheet 02 of 08 – prepared by Rough Draft Home Design & Drafting – dated 13.04.18
3. Elevations - Sheets 03 and 04 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18

4. Draft Infrastructure Charges Notice – Stormwater and Park and Open Space networks

RECOMMENDED DECISION

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

1.0 APPLICATION

Pursuant to chapter 3, section 51 of the *Planning Act 2016 (PA)*, the applicant has made a properly made development application and is seeking approval for a Development Permit for a Material Change of Use for a Dual occupancy.

The application is made under the **Somerset Region Planning Scheme Version Two** (the planning scheme).

The site is located in the General residential zone.

An application is required because development of a Dual occupancy within the above zone is **code assessable** development under the planning scheme.

The application will be assessed against the relevant matters set out in section 60 of the *Planning Act 2016*.

2.0 PROPOSAL

It is proposed that a single storey dual occupancy be constructed on the subject site. The proposed dual occupancy will have a gross floor area of 269.46m², 33.50% of the site's 804m². Each dwelling is to contain three bedrooms, living area, single car garage and private outdoor space.

3.0 SITE DETAILS

The subject land is contained within Honeywood Estate and contains an area of 804m². The site is accessed via an access strip which forms part of Stoneywood Street. The site is irregular in shape and is not known to be prone to slip, subsidence, erosion or inundation.

4.0 SURROUNDING LAND USES

The site is located within an established residential area which is dominated by dwelling houses.

5.0 ASSESSMENT

5.1 STATE LEGISLATION

This application is made under the provisions of the *Planning Act 2016*. As such it is subject to the requirements of the Act, other relevant Acts, the *Planning Regulation 2017*, the State Planning Policy, and the South East Queensland Regional Plan.

5.2 STATE PLANNING POLICY

As the Minister has identified that the State Planning Policy (SPP) has been reflected in the Somerset Region Planning Scheme (per section 2.1 of the planning scheme), the proposed development does not require assessment against the SPP's 'assessment benchmarks'.

5.3 SOUTH EAST QUEENSLAND REGIONAL PLAN

The proposed development is located within the Urban Footprint of the South East Queensland Regional Plan. As such, the application did not require assessment or referral.

5.4 VEGETATION MANAGEMENT ACT 1999

There is no vegetation of significance as per the Department of Natural Resources, Mines and Energy mapping.

5.5 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 Somerset Region Planning Scheme identifies assessment benchmarks which development is to be assessed with proposed solutions measured against the performance outcome proposed by the Code. In instances where alternative solutions are in lieu of the acceptable outcomes they are discussed below.

Applicable Code	Performance Outcome Compliance	Is Alternative Solution Provided?
General residential zone code	Yes	Not required
Multiple dwelling and dual occupancy code	Yes	Yes
Service, works and infrastructure code	Yes	Not required
Transport, access and parking code	Yes	Yes

The proposed development complies with all the relevant performance outcomes of the above codes, however the following alternative solutions are provided.

Multiple dwelling and dual occupancy code

Character, intensity and lot size	
PO2 The <i>development</i> : (a) contributes to a streetscape appearance that is compatible with the emerging or existing character of the locality; and (b) does not result in overdevelopment of the <i>site</i> .	AO2.3 The <i>site</i> has a minimum <i>road</i> frontage width of 20 metres.
Alternative Solution	
The applicant has provided the following alternative solution: The lot functions as a rear lot and does not have full road frontage. Council to provide any necessary conditions.	
Planning Comment	
The subject land is a rear lot and is accessed via an access strip which forms part of Stoneywood Street and as such in this instance the minimum road frontage width of 20 metres cannot be achieved. Notwithstanding this, the design of the proposed building is compatible with the emerging and existing character of the locality and in this instance the requirements of the performance outcome are considered to have been achieved.	

Transport, access and parking code**Car parking locations and treatments****P07**

Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.

A07.1

Car parking is located behind or within a building.

Alternative Solution

The applicant has provided the following alternative solution:

The lot functions as a rear lot and car parking will not be visible from the street. Car parking is noticeably discernible from the street.

Planning Comment

Each dwelling unit contains a single car garage, the second required car park is proposed to be provided on the driveway in front of each garage. Given the scale of the development it is anticipated that the provision of one car parking space in front of the building will have minimal impact on the amenity of the locality and would be consistent with the function and character of the immediate locality. The dual occupancy will not be highly visible from the main thoroughfare of Stoneywood Street and as such the impact on the streetscape is considered to be minimal. Overall, the performance outcomes are considered to be achieved by the proposal given the scale of the development and the positioning of the dual occupancy on the subject land.

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.

7.1 Water Supply

The subject land is located within the reticulated water supply network service area, and as such the developer is conditioned to make application to the Central SEQ Distributor – Retailer Authority (QUU) to connect to the water network.

7.2 Sewerage

The subject land is located within the reticulated sewerage network service area, and as such the developer is conditioned to make application to the Central SEQ Distributor – Retailer Authority (QUU) to connect to the sewerage network.

7.3 Stormwater/Drainage

The proposed development is not considered to have any adverse impacts upon stormwater and drainage. However, the land owner must ensure that stormwater is connected to a legal point of discharge and designed in accordance with the Queensland Urban Drainage Manual.

7.4 Infrastructure charges

Infrastructure charges for the Fernvale stormwater network and park and open space network have been calculated for the proposal in accordance with Council's *Charges Resolution (No. 1) 2017*. These are detailed in Attachment 4.

7.5 Roads

The proposed development is not considered to unreasonably burden upon local transport networks. There is no associated infrastructure charge for dwellings of this type within the

region.

7.6 Services

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

7.7 Environment

The proposed development will not result in environmental degradation.

7.8 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 AGENCY REFERRALS

Concurrence Agencies

There are no Concurrence Agencies relating to this application.

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 Material Change of Use for a Dual occupancy on land described as Lot 1218 SP286260 and situated at 10 Stoneywood Street, Fernvale subject to the requirements and conditions contained in the Schedules and Attachments.

SCHEDULE 1 – GENERAL CONDITIONS		
<i>Assessment Manager</i>		
No	Condition	Timing
1.1	Carry out the development generally 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
	1. Site plan – Sheet 01 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
	2. Floor plan - Sheet 02 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
	3. Elevations - Sheets 03 and 04 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
1.2	Comply with relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	At all times
1.3	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
1.4	Pay to Council any outstanding rates or charges or expense that are a charge over the subject land levied by Council; and or levied but not fully paid over the subject land.	Before the change happens

SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
2.1	All works are to be designed and constructed in accordance with the requirements of the Somerset Regional Council Development Standards.	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 the commencement of the use.
	SEWERAGE	
2.3	Apply to Queensland Urban Utilities for a sewerage connection and complete the relevant application form.	Prior to the commencement of the use.
	WATER	
2.4	Apply to Queensland Urban Utilities for a water connection and complete the relevant application form.	Prior to the commencement of the use.
	VEHICLE ACCESS	
2.5	All vehicular access shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Development Standards</i> .	Prior to the commencement of the use.
2.6	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
2.7	Driveways, parking areas and vehicle turning areas for each unit shall be paved, concrete or such other load bearing material.	Prior to the commencement of the use.
	REFUSE STORAGE AREA	
2.8	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 meter high solid fence or wall.	Prior to commencement of use
2.9	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use
	STORMWATER	
2.10	Implement stormwater management treatments in accordance with the Queensland Urban Drainage Manual so that the following measures are achieved:	Prior to the commencement of the use

	<p>i) Stormwater avoids point discharge and is taken to field risers, rubble pits, kerb and channel and Council's stormwater system, ultimately discharging without effecting buildings, causing ponding, erosion or nuisance; and</p> <p>ii) Stormwater drainage is directed to a lawful point of discharge</p>	
	EROSION AND SEDIMENT CONTROL	
2.11	The contractor shall implement all relevant sediment and erosion control measures and temporary fencing as required. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	During construction and the establishment period of the landscaping or areas disturbed during construction.
	RESTORATION WORK AT DEVELOPER'S EXPENSE	
2.12	<p>(a) Should Council determine that erosion or sediment damage has occurred on the site; or</p> <p>(b) a downstream drainage system has become silted, the developer will be responsible for the restoration work.</p> <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	Prior to the commencement of the use
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No	Condition	Timing
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.	Before the change happens
3.3	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor 	At all times

	<ul style="list-style-type: none"> Stockpile any waste on the development site. 	
3.4	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could reasonably be expected to move or be washed into a roadside gutter/swale, stormwater drain or water and result in a build-up of sand, silt or mud in the gutter, drain or water. 	During construction phase
SCHEDULE 4 – ADVICE <i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> , and development may commence in accordance with section 72.		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the first change of the use under the approval does not start within the 'currency period' – being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicants appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		
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.		
The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i> . For particular applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).		
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:

- Site plan – Sheet 01 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18
- Floor plan - Sheet 02 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18

- Elevations - Sheets 03 and 04 of 08 – prepared by Rough Draft Home Design and Drafting - dated 13.04.18

Decision: Moved - Cr Whalley Seconded - Cr Gaedtke

“THAT Council approve the Development Application for a Development Permit for a Material Change of Use for a Dual occupancy on land described as Lot 1218 SP286260 and situated at 10 Stoneywood Street, Fernvale subject to the requirements and conditions contained in the Schedules and Attachments.

SCHEDULE 1 – GENERAL CONDITIONS

Assessment Manager

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval.	At all times
	1. Site plan – Sheet 01 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
	2. Floor plan - Sheet 02 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
	3. Elevations - Sheets 03 and 04 of 08 – prepared by Rough Draft Home Design and Drafting – dated 13.04.18	
1.2	Comply with relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	At all times
1.3	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
1.4	Pay to Council any outstanding rates or charges or expense that are a charge over the subject land levied by Council; and or levied but not fully paid over the subject land.	Before the change happens

SCHEDULE 2 – ENGINEERING

Assessment Manager

No	Condition	Timing
2.1	All works are to be designed and constructed in accordance with the requirements of the Somerset Regional Council Development Standards.	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 the commencement of the use.
	SEWERAGE	
2.3	Apply to Queensland Urban Utilities for a sewerage	Prior to the

	connection and complete the relevant application form.	commencement of the use.
	WATER	
2.4	Apply to Queensland Urban Utilities for a water connection and complete the relevant application form.	Prior to the commencement of the use.
	VEHICLE ACCESS	
2.5	All vehicular access shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Development Standards</i> .	Prior to the commencement of the use.
2.6	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
2.7	Driveways, parking areas and vehicle turning areas for each unit shall be paved, concrete or such other load bearing material.	Prior to the commencement of the use.
	REFUSE STORAGE AREA	
2.8	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 meter high solid fence or wall.	Prior to commencement of use
2.9	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use
	STORMWATER	
2.10	Implement stormwater management treatments in accordance with the Queensland Urban Drainage Manual so that the following measures are achieved: i) Stormwater avoids point discharge and is taken to field risers, rubble pits, kerb and channel and Council's stormwater system, ultimately discharging without effecting buildings, causing ponding, erosion or nuisance; and ii) Stormwater drainage is directed to a lawful point of discharge	Prior to the commencement of the use
	EROSION AND SEDIMENT CONTROL	
2.11	The contractor shall implement all relevant sediment and erosion control measures and temporary fencing as required. All sediment control devices and sediment	During construction and the establishment period

	collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	of the landscaping or areas disturbed during construction.
	RESTORATION WORK AT DEVELOPER'S EXPENSE	
2.12	<p>(a) Should Council determine that erosion or sediment damage has occurred on the site; or</p> <p>(b) a downstream drainage system has become silted, the developer will be responsible for the restoration work.</p> <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	Prior to the commencement of the use
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No	Condition	Timing
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.	Before the change happens
3.3	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor ▪ Stockpile any waste on the development site. 	At all times
3.4	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or ▪ Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could reasonably be expected to move or be washed into a roadside gutter/swale, stormwater drain or water and result in a build-up of sand, silt or mud in the gutter, drain or water. 	During construction phase

SCHEDULE 4 – ADVICE
<i>Assessment Manager</i>
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> , and development may commence in accordance with section 72.
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the first change of the use under the approval does not start within the ‘currency period’ – being six (6) years starting the day the approval takes effect.
The applicant may make representations (change representations) about a matter in this development application within the applicant’s appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicants appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.
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.
The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the <i>Planning Act 2016</i> . For particular applications, there may also be a right to make an application for a declaration by a tribunal (see chapter 6, part 2 of the <i>Planning Act 2016</i>).
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.”
<u>Carried</u>

Subject:	Development Application No 16592 - Application for a Development Permit for a Material Change of Use for a Service Station, Ancillary Food and Drink Outlet and Showroom
File No:	DA16592
Assessment No:	81058-00000-000
Action Officer:	SP - JB

Subject Land

Location	5041 D’Aguilar Highway, Winya
Real Property Description	Lot 3 on RP158175
Area	3518m ²
Current land use	Abandoned Service Station and Warehouse building and existing associated infrastructure
Easements and Encumbrances	Nil

Somerset Region Planning Scheme Version One

Zone	Industry
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SEQ Regional Plan 2009-2031

Category Urban Footprint

Application

Level of Assessment

Applicant/s

CODE

PD and SB Barnes
c/- Alan Holliday Pty Ltd
PO Box 6191
MAROOCHYDORE QLD 4558

Land Owner/s

PD and SB Barnes
7 Paluma Terrace
BUDERIM QLD 4556

Date properly made

16 February 2017

Referral Agencies

Concurrence Agencies

Department of Infrastructure, Local Government and Planning

Advice Agencies

Nil

Attachments

1. Project Drawings Sheets 01 to 10 – Final Plans dated 02.03.18 Job Number 660 amendment number F04 prepared by Drafting Concepts – Site Plan sheet 01; Intersection Plan sheet 2; Vehicle Access sheet 3; AV Sweep Path sheet 4; HRV Sweep Path sheet 5; MRV Sweep Path sheet 6; Onsite Queuing sheet 7; Landscaping sheet 8; Floor Plan sheet 9; and Elevations Plan sheet 10.
2. Department of State Development Manufacturing Infrastructure and Planning concurrence agency response – with conditions – dated 23 January 2018 reference: SDA-0317-037544.
3. Draft SRC Infrastructure Charges Notice

RECOMMENDED DECISION

THAT Council 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 Making a Material Change of Use for a Service Station, Ancillary Food and Drink Outlet and Showroom.

The application is made under the Somerset Region Planning Scheme Version One.

The subject site is located in the Industry zone.

An application is required because development of a Service Station inclusive of an ancillary Food and Drink Outlet and Showroom is Code assessable development under the Planning Scheme.

The application will be assessed against the relevant matters set out in section 313 (Code Assessment) of the *Sustainable Planning Act 2009*.

2.0 PROPOSAL

The applicant proposes to re-establish the previous use of the site for the purpose of a service station and showroom, with the introduction of an ancillary food and drink outlet within the existing building, as part of the service station component. Part of the existing service station building will be renovated to introduce a drive-through takeaway coffee and food service in association with the ancillary food and drink outlet. An Office, Storeroom and Toilet Facilities will also form part of the renovations to the single storey building. Project Drawings are provided at Attachment 1.

Internal and external renovations will be conducted to upgrade the site to a more modern presentation, consistent with contemporary service station development. The demolition and reinstatement of part of the external wall structure will facilitate the drive-through drink and food service facility.

Upgrades and modifications will be carried out to the existing access, circulation and parking arrangements, together with external landscaping works.

The proposed Hours of Operation are generally as follows:

Use Component	Operating Hours
Service Station	7 days per week, between the nominal hours of 5am and 9pm
Ancillary Food and Drink Outlet	7 days per week, between the nominal hours of 5am and 9pm
Showroom	7 days per week, between the nominal hours of 8am and 6pm

It is proposed to provide a total of 80,000 litres of flammable and combustible liquids in underground storage generally as follows:

- 20,000 litres – unleaded petroleum
- 20,000 litres – E10 petroleum;
- 20,000 litres – premium grade petroleum;
- 20,000 litres – diesel fuel.

The applicant does not propose the storage or distribution of liquid petroleum gas on the site.

The main statistical elements of the development are provided in the Table below:

Element	Existing	Proposed
Site area	3518m ²	3518m ²
Service station, showroom, ancillary food and drink outlet, office, storeroom and toilets	370m ²	428m ²
Canopy	162m ²	182m ²
Total GFA	532m ²	610m ²
Site Coverage	Approx 15%	Approx 17.34%
Landscaped area	Approx 28%	Approx 31%
No. Car Parks	Unknown	13 including two disabled spaces

3.0 SITE DETAILS

The site is described as Lot 3 on RP158175 and is located at 5041 D'Aguilar Highway and corner Saleyard Road, Winya. The site has an area of 3518m² and accommodates an

abandoned service station and showroom building, including existing associated infrastructure.

The land is located approximately 750m east of the Kilcoy Township business area and is accessible to retail, service and community facilities within the township area.

4.0 SURROUNDING LAND USES

Surrounding properties predominantly comprise of a mix of industry and commercial uses and single detached dwellings. The site on the northern side of the D'Aguilar Highway consists of rural grazing land that is primarily located in a floodplain and adjoins Kilcoy Creek watercourse.

Land on the eastern side of Saleyard Road contains a dwelling house that is located within the Industry zone. Land to the south, generally along Saleyard Road consists of a scattering of industrial uses located within the Industry zone and partly within the Emerging Community zone. The property to the immediate west is occupied by a Veterinary Surgery. The remainder of the land to the west is primarily vacant land located in the Emerging Community zone; and the Community Facilities zone.

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 Policy. The site is located within the Urban Footprint under the SEQRP and is not located in a development area.

The proposal constitutes an urban activity as defined in Schedule 2 of the State Planning Regulatory Provisions (SPRP) and does not require assessment against the SPRP. The application did not require referral to the Department of Local Government, Infrastructure and Planning for assessment against the SEQRP.

5.1 VEGETATION MANAGEMENT ACT 1999

There is no vegetation of significance as per the DA Mapping provided by the Department of State Development, Manufacturing, Infrastructure and Planning.

5.2 ENVIRONMENTAL PROTECTION ACT 1994

The Department of Environment and Heritage Protection (EHP) advises the site is included on the Environmental Management Register for a Notifiable Activity or Hazardous Contaminant, as the site was previously operated as a commercial service station.

The Department of Environment and Heritage Protection (EHP) also advises the site is not included on the Contaminated Land Register.

5.3 STATE PLANNING POLICY

As the Minister has identified that the State Planning Policy (SPP) has been reflected in the Somerset Region Planning Scheme (per section 2.1 of the planning scheme), the proposed development does not require assessment against the SPP's 'assessment criteria'.

6.0 ASSESSMENT - LOCAL GOVERNMENT LEGISLATION

Somerset Region Planning Scheme Version One

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

Applicable Code	Performance Outcome Compliance	Is Alternative Solution Provided?
Industry zone code	Yes	Yes
Business activities code	Yes	Yes
Services, works and infrastructure code	Yes	Not required
Transport, access and parking code	Yes	Yes
Applicable Overlay Code	Performance Outcome Compliance	Is Alternative Solution Provided?
Bushfire Hazard Overlay code	Yes	Not required
Catchment Management Overlay code	Yes	Not required
High Impact Activities Management Area Overlay code	Yes	Not required
Infrastructure Overlay code	Yes	Yes

The proposed development complies with the relevant performance outcomes of the above codes, however the following alternative solutions are provided.

Industry Zone Code

Building Setbacks	
<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO2 Building setbacks: <ul style="list-style-type: none"> (a) Maintain a coherent streetscape; (b) Make efficient use of the site for access and servicing requirements; and (c) Assist in managing the impacts of air, noise and odour emissions on adjoining premises. 	AO2.1 Buildings and structures are setback a minimum 6 metres from the primary street frontage of the site. AO2.2 Buildings and structures are setback a minimum 3 metres from each side boundary of the site.

Applicants' Alternative Solution

The proposal will not compromise PO2 because:

- a) The development already exists on the site and will not adversely impact on the streetscape presentation. Indeed the streetscape presentation will be enhanced with supplementary planting and landscape treatments;
- b) A grass verge of approximately 18m wide separates the D'Aguilar Highway frontage from the edge of the bitumen pavement, thereby creating an open aspect to the property when viewed from the highway;
- c) The 3518m² site provides ample opportunity for the efficient use of the site for access and servicing requirements. The existing site access arrangements will alter subject to DTMR requirements, and the corner site provides additional access opportunities from Saleyard Road, that will assist to maintain circulation efficiency and safety;
- d) The closest adjoining property is the veterinary surgery to the west, which itself is a commercial business activity. The recommencement of the service station activities will not compromise the amenity of the veterinary surgery by way of air, noise or

odour emissions.

The recommencement of the former service station and showroom use will not offend any of the relevant Overall Outcomes of the Industry Zone Code and will compliment the purpose of the code to provide for a range of service, low or medium impact industrial uses:

- The development is low rise;
- It is complementary to industrial development;
- It will serve local and tourist needs;
- It will not compromise public health or safety;
- It will not cause environmental damage;
- The development is serviced with reticulated water and an onsite effluent treatment and disposal system that will maintain environmental and water quality values.

Planning Comments

Building Siting and Setbacks

The existing building setbacks are as follows:

- a) Existing canopy:
 - a. 3m from the D'Aguilar Highway;
 - b. 26m from Saleyard Road;
 - c. 46m from the southern property boundary; and
 - d. 13m from the western property boundary.
- b) Service station/showrooms:
 - a. 22m from the D'Aguilar Highway;
 - b. 10m from Saleyard Road;
 - c. 27m from the southern property boundary; and
 - d. 2m from the western property boundary.

The existing 3m canopy setback is less than the minimum 6m setback prescribed by AO2.1 of the Industry Zone Code.

The existing 2m setback of the service station building from the western property boundary is 1m less than the minimum 3m setback prescribed by AO2.2 of the Industry Zone Code.

All other setbacks substantially exceed the minimum setback requirements of the Code.

By way of background, this site with access to the D'Aguilar Highway was previously operated as a service station and showroom but has been abandoned for some time. The location and utilisation of existing buildings and infrastructure has been factored into the Final Project Drawings, provided at Attachment 1.

The existing site access/egress arrangements are as follows:

- There are two existing driveways with direct access to the D'Aguilar Highway. The eastern access is located almost immediately adjacent to the Saleyard Road intersection. The western access is located approximately 40m from the eastern access and at the western extreme of the property boundary. There are currently no restrictions to the use of either of these driveways, that is, either driveway can be used to enter or leave the site and there are no turn restrictions by way of centreline markings or signage.

- There is an informal access (no driveway) to the site via Saleyard Road along most of the property road frontage.

Negotiations with the Department of Transport and Main Roads have resulted in revised site access/egress arrangements and onsite manoeuvring and circulation. The revised Project Drawings provided at Attachment 1 include:

- Removal of the eastern access (existing/proposed entry into the site from the D'Aguilar Highway);
- Modifying the western access (existing/proposed exit from the site onto the D'Aguilar Highway) to allow no entry movements, and allow left-turn movements only; and
- Reposition of the dual entry/exit onto Saleyard Road as far to the south of the site as possible; and
- any approval of this application will require the Developer to widen the D'Aguilar Highway to include turning lanes into Saleyard Road; and
- the site will include the addition of a circulating road through the existing building so that vehicles wishing to travel east on the D'Aguilar Highway will be able to do so. Adequate vertical clearance for larger vehicles will be provided as per the application material; and
- the streetscape presentation will be enhanced with supplementary planting and landscape treatments as supported by the application material and Project Drawings.

With regard to managing impacts such as air/odour and noise emissions from the proposed development, the following comments are provided.

The primary source of potential vapour emissions from the service station will be effectively managed through the installation of the vapour recovery systems that will capture fuel vapours from storage tanks when a tanker delivers fuel to the service station. The proposed service station is not a large establishment and will serve no more than around 2.5 million litres of fuel per annum, which is exceptionally modest when compared with large corporate establishments.

A Noise Impact Assessment report prepared by Decibell Consulting Pty Ltd accompanied the application. In summary the report concludes:

- a) In respect of Background Creep Assessment, the noise impacts from the proposal are not predicted to exceed the Background Creek Assessment Criteria from the Environmental Protection Noise Policy 2008. Accordingly no measures are required to mitigate noise impact from these sources;
- b) In respect of Sleep Disturbance Assessment, any new dwellings located in the Emerging Community Zone within the vicinity of the Transport Noise Corridor will be required to incorporate acoustic treatments in their construction. When taking these acoustic building treatments into account, none of the predicted noise impact from the service station is likely to result in Sleep Disturbance inside any future dwellings that may be constructed in the vicinity. Accordingly no further acoustic treatments are required within the development to mitigate noise during the night period to reduce Sleep Disturbance.

In summary, it is considered the proposal will not compromise any of the relevant Overall Outcomes of the Industry Zone Code and the performance outcome is considered to have been achieved.

Business Activities Code	
Site area	
<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO15 A service station has sufficient area and dimensions to accommodate: <ul style="list-style-type: none"> (a) Buildings and associated storage areas; (b) Vehicle access; (c) Vehicle parking, manoeuvring and loading / unloading areas; and (d) Landscaping and buffers. 	AO15.1 The site has: <ul style="list-style-type: none"> (a) A minimum area of 1,500 square metres; and (b) A street frontage of not less than 60 metres.
Applicants' Alternative Solution	
The land contains an area of 3,518m ² and a frontage of 59.762m . The 238mm deficiency in the frontage is more than compensated by the site area which is 2.34 times the minimum area of 1,500m ² prescribed by the code. The land area is more than ample to accommodate the buildings, access, vehicle circulation loading and unloading areas and landscaped areas. The site coverage of 17.34% and the landscape allocation of 31% of the site area substantially exceed the code requirements.	
Planning Comments	
The 238mm frontage deficiency is negligible in the circumstances and the proposal will not compromise the overall outcomes of the Business Activities Code; and the requirements of the performance outcome are considered to have been achieved.	
Business Activities Code	
Setback requirements	
<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO17 Buildings and structures are located and designed so that: <ul style="list-style-type: none"> (a) The visual impact is minimised from the street; and (b) An adequate buffer can be provided to nearby sensitive land uses. 	AO17.1 Service station and/or car wash facilities are provided with the following minimum setbacks: <ul style="list-style-type: none"> Building – 15m to front boundary; and Fuel pump – 10m to front boundary.
Applicants' Alternative Solution	
The matter of building setbacks was previously addressed in the Industry Zone Code alternative solution comments.	
Planning Comments	
Section 1.5(1) of the Planning Scheme prescribes that where an inconsistency may exist between provisions within the Planning Scheme a Zone Code prevails over a Use Code or Other Development Codes.	

The built form of the development is pre-existing and will not cause visual or undesirable impacts on adjoining land uses. The existing built form will be improved as a consequence of the cosmetic upgrade and supplementary landscaping treatments. In that context, the visual impact will be improved rather than minimised.

In summary, it is considered the proposal will achieve the purpose of the Business Activities Code by upgrading the existing built form in a way that complements the character of the locality, enhances the streetscape and manages operational impacts. Furthermore, the requirements of the performance outcomes are considered to have been achieved.

Transport, Access and Parking Code

Car parking locations and treatments

<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO7 Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.	AO7.1 Car parking is located behind or within a building.

Applicants' Alternative Solution

The nature of the service station use is that the provision of all on site car parking behind the existing building is an impractical unreasonable requirement.

Most industrial developments will require some form of car parking in front of the building and it would be an impractical and unreasonable requirement to require all developments within the Industry zone to provide parking behind buildings. This is particularly relevant in the case of a Service Station, where operational considerations almost demand some component of parking in front of the building.

Planning Comments

This site with access to the D'Aguilar Highway was previously operated as a service station and showroom but has been abandoned for some time. The applicant proposes to re-establish the previous use of the site for the purpose of a service station and showroom, with the introduction of an ancillary food and drink outlet within the existing building, as part of the service station component.

The applicant has provided a Traffic Impact and Parking Assessment for the layout of the project. The proposal plans illustrate six onsite car parking spaces located in front of the main service station building; and seven parking spaces behind the service station building. Upgrades and modifications will be carried out to the existing access, circulation and parking arrangements, together with external landscaping works. The location and utilisation of existing buildings, infrastructure and car parking areas has been factored into the Final Project Drawings, provided at Attachment 1.

Council's Planning Scheme requires ten (10) parking spaces to be provided for the proposed development, which include four (4) spaces for the service station component; 1 space for the Food and Drink Outlet component; and 5 spaces for the showroom component. The development proposes to provide 13 car parking spaces onsite which includes 2 spaces provided for use by mobility impaired persons, which exceeds the Planning Scheme minimum requirements.

The land is included within the Industry Zone, where the provision of parking behind buildings is not necessarily a prerequisite to industrial development.

It is considered, the proposal will achieve the purpose of the Transport, Access and Parking Code and car parking in front of the building will not dominate the streetscape or detract from the streetscape character. The Final Project Drawings provide a coherent site layout and an efficient, safe and visually attractive built form that includes onsite car parking, landscaping and visual buffering which minimises impacts on the streetscape and contributes to the intended character of the zone and locality.

Transport, Access and Parking Code

Car parking locations and treatments

<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO8 Car parking areas are sensitively designed to minimise impacts on sensitive land uses and visually soften and provide shade to ground parking.	AO8.1 Screen fencing is provided next to any vehicle movement or vehicle parking areas along the site or rear boundary of a site.

Applicants' Alternative Solution

The development proposal plans illustrate the retention of the existing mesh wire fence along the side and rear property boundaries. It is not intended that screen fencing be provided along the side or rear boundaries of the site.

The car parking areas are sensitively designed within a substantial landscape setting, with landscaped areas that constitute around 31% of the total site area.

It is respectfully submitted that the proposed screen planting in combination with the existing wire mesh fence will provide a substantially "softer" and improved aesthetic outcome than the installation of a solid screen fence.

Planning Comments

The installation of a solid screen fence along one side boundary and the rear boundary of the site will serve no purpose. The site is located in the industry zone with surrounding industrial uses.

The proposed landscaped areas will provide ample opportunity to create a substantially more aesthetic form of screening through landscaping work and screen planting rather than "hard" fencing. It is considered the proposed landscaped areas and screen planting will enhance the appearance of the development and will contribute to a sense of place and character having regard to the Industry zone in which the site is located.

The performance outcome of the Code is considered to have been achieved through the applicant's alternative solution.

Transport, Access and Parking Code

Bicycle parking

<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
PO9 The provision of bicycle parking, storage and end of trip facilities is appropriate having regard to the nature and scale of the development activity.	AO9.1 Bicycle parking is provided in accordance with the <i>Australian Standards AS2890.3</i> and <i>AUSTROADS Guide to Traffic Management Part 11: Parking</i> .

Applicants' Alternative Solution

It is unlikely that the service station or showroom customers will attend the site via bicycle.

Nevertheless the applicant will accept the imposition of a reasonable and relevant condition of approval to install an appropriate bicycle parking facility on the site.

Planning Comments

The Project Drawings do not illustrate the provision of bicycle parking facilities. However, a condition of approval is included in the recommended Schedules requiring the applicant to provide onsite bicycle parking in accordance with the *Australian Standards AS2890.3* and *AUSTROADS Guide to Traffic Management Part 11: Parking*.

The performance outcome of the Code is considered to have been achieved through the imposition of a reasonable and relevant condition.

Infrastructure Overlay Code

Highways and Main Roads

<i>Performance outcomes</i>	<i>Acceptable outcomes</i>
<p>PO5 Development is located, designed and constructed to ensure that noise from Highways and Main roads do not adversely affect:</p> <p>(a) The development's primary function; and</p> <p>(b) The wellbeing of occupants including their ability to sleep, work or otherwise undertake quiet enjoyment without unreasonable interference from road traffic noise.</p>	<p>AO5.1 Where adjoining a Highway or Main road and not located in an urban area, buildings are setback a minimum of 40 metres from the property boundary adjoining a Highway or Main road as identified on the Infrastructure overlay maps OM009a-g.</p>

Applicants' Alternative Solution

The proposal is essentially a combination of an industrial and commercial use, which will not be adversely affected by traffic noise from the highway. The development does not constitute a sensitive land use.

The proposal is simply a continuation of a previously existing use and operated in harmony with the State-Controlled Road and will not cause adverse impacts upon the highway.

Planning Comments

The existing canopy and service station/showroom buildings are located closer to D'Aguilar Highway than the minimum 40m setback distance prescribed by AO5.1 of the Infrastructure Overlay Code. The area surrounding the site contains predominantly a mix of industry uses, detached rural houses and professional, commercial and service uses. Therefore, in order to achieve compliance with the Purpose and Overall Outcomes of the Infrastructure Overlay Code an Environmental Noise Impact Report was undertaken by Decibell Consulting Pty Ltd.

An assessment of noise impacts on possible future residential properties that maybe developed in the Emerging Community Zone west of the proposed service station was conducted as part of the above report. The assessment was conducted against both *Background Creep Assessment Criteria* and *Acoustic Quality Objectives* from *Environmental Protection (Noise) Policy 2008* and in relation to possible *Sleep Disturbance*.

The assessment of possible noise impacts from the service station against the *Background Creep Assessment Criteria* from *Environmental Protection (Noise) Policy 2008* concluded that the only noise impact from the service station that would exceed *Background Creep*

Assessment Criteria from the *Environmental Protection (Noise) Policy 2008* at any period of the Day, Evening or Night is that likely to be associated with waste collection at the site. However this noise impact while predicted to exceed *Background Creep Assessment Criteria* during the Night and Evening Period is predicted not to exceed *Background Creep Assessment Criteria* during the Day Period.

In order for the development to comply with the *Background Creep Assessment Criteria* from the *Environmental Protection (Noise) Policy 2008* it is recommended that the development be conditioned such that waste collection for the site is restricted to between 7.00am and 6.00pm Monday to Saturday. All other noise impacts from the site are not predicted to exceed the *Background Creep Assessment Criteria* from the *Environmental Protection (Noise) Policy 2008* and hence no measures are required to mitigate noise impacts from these sources.

The assessment of noise impacts relating from the parameters from *Acoustic Quality Objectives* from the *Environmental Protection (Noise) Policy 2008* showed that noise levels relating to these parameters would not be increased in the area surrounding the site. The assessment also showed that the Indoor Noise levels surrounding the site relating to the *Acoustic Quality Objectives of Environmental Protection (Noise) Policy 2008* during the *Night* period would be achieved inside any future dwellings surrounding the site overnight. Given this no mitigation of noise impacts from the service station are required or recommended.

Noise impacts from the Service Station were also assessed against the *Sleep Disturbance Criteria* from the WHO. This modelling determined that all of noise impacts likely to be associated with the service station would not exceed the *Sleep Disturbance Criteria* inside any future dwellings surrounding the site. Again Given this no mitigation of noise impacts from the service station are required or recommended.

Noise generated by mechanical plants that are to be installed at the site has been considered. Rather than recommend particular barriers or screen it is recommended that the approval be granted subject to suitable screening being provided, if required such that any mechanical plant installed meet criteria from *Section 440 U Air conditioning equipment and 440 T Pumps* of the *Environmental Protection Act 1994*.

Subject to the calculations, conditions relating to mechanical plant noise and time for waste collection, Decibell Consulting believe that the proposed development will comply with the requirements of the *Environmental Protection (Noise) Policy 2008* and the Somerset Region Planning Scheme *Industrial Activities Code* and *Infrastructure Overlay Code*.

A condition reflecting the findings of the Environmental Noise Impact Report has been included in the recommended Schedules of Approval.

The application was also referred to the State Department of Transport and Main Roads for assessment of state interests. The Department supports the proposed development subject to conditions. The Department's referral agency response is included in the recommended Schedules of Approval.

It is considered the proposal will not compromise the Purpose and Overall Outcomes of the *Infrastructure Overlay 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.

7.1 Water Supply

The Central SEQ Distribution – Retailer Authority (QUU) has advised there is sufficient capacity in the water supply network to service the proposed development. As such, the applicant is required to make application to the Central SEQ Distributor – Retailer Authority (QUU) to connect to the water network.

7.2 Sewerage

The site is connected to a sewer via a pump well and pressurised line to a manhole at the bottom of Seib Street. Queensland Urban Utilities has no record of the private sewer system and cannot comment on suitability of this infrastructure to service the proposed development. Queensland Urban Utilities offer no objection to re-use of the existing pressure system if the developer proves to Council that this existing pressure sewer is adequate in terms of its state and hydraulic capacity to service the proposed development, otherwise a gravity sewer solution will be required.

The applicant has provided advice from “Aqua Logical Plumbing Design Solutions”, which indicates the proposed development will not increase the previous load on the system so the overall capacity of the system will not change. The existing pump is an Ozito 750 W dirty water submersible pump. Total system demand across the site, including the adjoining veterinary clinic and bus depot sites is expected to be less than 30 minutes of pumping per day. No change in the current operation of the system is anticipated. The existing pump station on the service station site will be provided with a high level alarm in case of pump failure. This will allow a manual pump out to tanker as a backup system.

Council Officers have reviewed the advice provided by the applicant and “Aqua Logical Plumbing Design Solutions” and do not agree with the assumptions. Council Officers are of the opinion the existing pressure system is outdated and will not have sufficient capacity during peak periods and during flood events a tanker will not be able to attend the site as a backup system.

An assessment of the sewerage network servicing the site under peak wet weather flow conditions has been completed by Queensland Urban Utilities. The assessment indicates that the existing sewer network has sufficient capacity to service the proposed development.

As such, the applicant is required to make application to the Central SEQ Distributor – Retailer Authority (QUU) to connect to the sewer network.

7.3 Stormwater/Drainage

The applicant has provided a Site Based Stormwater Management Plan prepared by a RPEQ. The report outlines treatment for water quality and quantity treatment. This includes two bio-retention basins for quality and quantity treatment, the inclusion of a SPEL oil/water separator for around the bowlers and diversion of off-site stormwater around the site through drainage swells and pipes.

The development will be conditioned to ensure stormwater is delivered to a legal point of discharges and designed in accordance with the Queensland Urban Drainage Manual (QUDM) and the Somerset Regional Council Design Standards.

7.4 Infrastructure Charges

Infrastructure Charges include credit for previous use of the property as per Adopted infrastructure Charges resolution. The existing building is termed Commercial (Retail) as it was a former Service Station. The applicant proposes to increase the GFA of the building by

58m² and increase the canopy by 20m² with an overall total increase of 78m² GFA. Therefore, charges for the additional 78m² GFA will apply. The proposed development does have an increase in impervious area due to additional parking and circulation areas of 920m². Charges are therefore assessed as:

- Stormwater - $\$10.10 \times 920\text{m}^2 = \$9,292.00$ – the site is located in the Urban footprint and charges apply;
- Parks and Open Space are not applicable. Does not apply to Commercial (Retail) or Commercial (Bulk Goods);
- Transport Network - $\$46.60 \times 78\text{m}^2 = \$3,634.80$. The overall GFA is to be increased by 78m².

An Infrastructure Charges Notice for contribution towards the Stormwater Network and Transport Network has been prepared and a draft Notice is provided at Attachment 3.

7.5 Access

The applicant has provided Final Project Drawings at Attachment 1 and a Traffic Impact and Parking Assessment for the layout of the proposed development. This includes closing off the eastern entrance from the D'Aguilar Highway making the western entrance an exit only, and allowing vehicles to enter and exit the site via Saleyard Road.

The State Department of Transport and Main Roads support the proposed development and as part of any approval of the application has conditioned the widening of the D'Aguilar Highway to include turning lanes into Saleyard Road.

The Saleyard Road frontage includes existing kerb and channel, but the D'Aguilar Highway does not. It is recommended that the applicant provide kerb and channel along the full frontage of the development in accordance with Council Design Standards. Barrier kerb should be provided along the D'Aguilar Highway to prevent parking due to site visibility issues at the access and at Saleyard Road. A condition is included in the recommended Schedules.

The site will also include the addition of a circulating road around the existing building so that vehicles wishing to travel east on the D'Aguilar Highway will be able to do so. Adequate vertical clearance for larger vehicles will need to be provided as per the application material.

7.6 Services

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

7.7 Building Height

The buildings onsite are relatively low rise with a maximum height of no more than 4.4m above ground level. The building height is around 7m less than the maximum permissible building height of 11.5m prescribed by the Industry Zone code per the Planning Scheme.

7.8 Environment

The proposed development will not result in environmental degradation.

7.9 Decommission existing underground fuel storage system

The applicant has decided to decommission the existing underground fuel storage system and replace it with a new system. The general procedure will involve:

- a) Prior testing of the existing underground fuel tanks for leaks;
- b) Removal of the existing underground fuel tanks;

- c) Testing of the existing ground for contamination; and
- d) If ground contamination is encountered, the ground will be remediated as necessary according to the circumstances.

The applicants will accept the imposition of a reasonable and relevant condition to the above effect.

7.10 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 AGENCY REFERRALS

Concurrence Agency

The Department of State Development, Manufacturing, Infrastructure and Planning, as a concurrence agency has assessed the impact of the proposed development on the State Controlled Road Network and requires Council to include the referral agency response in Council's Schedules of Approval for the development application. Refer to Attachment 2 and Schedule 4 of the Schedules of Approval, reference number SDA-0317-037544 dated 23 January 2018.

Advice Agencies

There are no Advice Agencies relating to this application.

RECOMMENDED DECISION

THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Material Change of Use for a Service Station, Ancillary Food and Drink Outlet and Showroom on land described as Lot 3 on RP158175 and situated at 5041 D'Aguilar Highway, Winya 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 general 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
	Project Drawings Sheets 01 to 10 – Final Plans dated 02.03.18 Job Number 660 amendment number F04 prepared by Drafting Concepts – Site Plan sheet 01; Intersection Plan sheet 2; Vehicle Access sheet 3; AV Sweep Path sheet 4; HRV Sweep Path sheet 5; MRV Sweep Path sheet 6; Onsite Queuing sheet 7; Landscaping sheet 8; Floor Plan sheet 9; and Elevations Plan sheet 10;	
	Site Based Stormwater Management Plan Report for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy Job Ref: SC-7137 dated September 2017, prepared by Empire Engineering and prepared for Peter Barnes;	
	Concept Stormwater Management Drawing No. SKC01 Job Ref No: SC-7137 dated September 2017 prepared by Empire Engineering;	
	Traffic Impact and Parking Assessment for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy, prepared on behalf of PD and SB Barnes, Final Version dated	

	22/11/2017 and prepared by Schramm Group Pty Ltd;	
	Environmental Noise Impact Report for Proposed Service Station, Ancillary Food and Drink Outlet and Showroom at 5041 D'Aguilar Highway, Winya prepared for PD and SB Barnes, Ref: 1705470 dated 24 May 2015 and prepared by Decibell Consulting Pty Ltd;	
	Environmental Action Plan for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy for PD and SB Barnes, Ref: 17/391 and dated January 2018 and prepared by Alan Holliday Pty Ltd;	
	Department of State Development Manufacturing Infrastructure and Planning concurrence agency response – with conditions – dated 23 January 2018 and referenced SDA-0317-037544.	
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	At all times
1.3	A legible copy of this development approval package is to be available on the premises.	At all times; and During the construction phase
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Before the change happens
1.5	The hours of operation for the Service Station and Ancillary Food and Drink Outlet will be seven (7) days per week, between the nominal hours of 5am and 9pm. The hours of operation for the Showroom will be seven (7) days per week, between the nominal hours of 8am and 6pm.	At all times
SCHEDULE 2 – Engineering <i>Assessment Manager</i>		
No	Condition	Timing
	ENGINEERING	
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, clearing and stormwater drainage required as stated in the following conditions.	Prior to the commencement of Operational Work
2.2	All works are to be designed and constructed in accordance with the requirements of the Somerset Regional Council Design Standards.	At all times
2.3	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Compliance Assessment
2.4	It is required that the design and construction of civil	Prior to Compliance

	<p>components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including:</p> <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	Assessment
	GENERAL SERVICES	
2.5	Connect the development to a reticulated water supply, sewer infrastructure, electricity supply, and telecommunications utilities.	As part of Operational Works
2.6	The applicant shall demonstrate to the satisfaction of Council that all on-site wastewater can be adequately disposed of appropriately.	Prior to commencement of use
	EARTHWORKS	
2.7	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times
2.8	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times
	ROADWORKS	
2.9	Install all traffic signs and line markings in accordance with Manual of Uniform Traffic Control Devices	As part of Operational Works
2.10	All works on or adjacent to roadways must be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads". Any Road or lane closure must be applied for in writing to Council, and all conditions of that approval complied with during construction of the works.	During construction of works; and Before the change happens
	KERB AND CHANNEL	
2.11	Provide kerb and channelling (including drainage and associated works) with asphalt concrete surfacing along the full frontage of the site and joined to the existing kerb in accordance with Somerset Regional Council Design Standards and Department of Transport and Main Roads.	As part of Operational Works
2.12	Provide barrier kerb along the frontage of the D'Aguilar Highway to prevent parking between Saleyard Road and the western vehicular access to the property.	As part of Operational Works
2.13	Reinstate the kerb where permanent vehicular crossovers have become redundant.	As part of Operational Works

	VEHICLE ACCESS	
2.14	All vehicular access shall provide convenient and safe access and egress from the site in accordance with Somerset Regional Council Design Standards.	At all times
2.15	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
2.16	All vehicles shall enter and leave the site in a forward gear	At all times
	CAR PARKING	
2.17	Provide on-site car parking for thirteen (13) vehicles, inclusive of two (2) spaces for disabled persons in accordance with Council Planning Scheme. All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with AS2890 and Somerset Regional Council Design Standards. Further, all surfaces must achieve minimum longitudinal gradients and minimum crossfall in accordance with AS2890.	As part of Operational Works
2.18	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	Prior to commencement of use; and At all times
2.19	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete or asphalt in accordance with Australian Standards.	Prior to commencement of use; and At all times
	REFUSE STORAGE AREA	
2.20	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 meter high solid fence or wall.	Prior to commencement of use; and At all times
2.21	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use; and At all times
	VISUAL AND GENERAL AMENITY	
2.22	Any graffiti within the proposed development must be removed immediately.	At all times
2.23	All plant and air conditioning is to be visually screened from the street.	At all times

	INDOOR AND OUTDOOR LIGHTING	
2.24	<p>External lighting shall be provided to ensure safety of the users of the development by:</p> <ul style="list-style-type: none"> • Providing outdoor lighting in accordance with Australian Standard AS1158.3.1 – Road Lighting – Pedestrian Area (category P) Lighting – Performance and Installation Design Requirements. • The use of vandal resistant lighting in public or publicly accessible areas. 	Prior to commencement of use
2.25	<p>Lighting must be provided to the following areas of the site:</p> <ul style="list-style-type: none"> • The entries and exits of the approved building. • The pathways between the parking areas and the entrances/exits of the building/s. • Throughout car parking areas. 	Prior to commencement of use
2.26	<p>The outdoor lighting of the development must mitigate adverse lighting and illumination impacts by:</p> <ul style="list-style-type: none"> • Not causing nuisance by way of light spill or glare at adjacent properties and roadways. • Providing graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land. • Directing lighting onto the subject land and away from neighbouring properties. • Using shrouding devices to preclude light overspill onto surrounding properties where necessary. • Not operating lighting that uses sodium lights or flare plumes. 	Prior to commencement of use
	STORMWATER	
2.27	Stormwater Drainage shall be constructed in general accordance with Site Based Stormwater Management Plan, prepared by Empire Engineering and dated 27 September 2017.	As part of Operational Works
2.28	Design and construction of all stormwater drainage works must comply with the relevant section/s of the Queensland Urban Drainage Manual (QUDM) and the Somerset Regional Council Design Standards.	As part of Operational Works
2.29	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times
2.30	Convey stormwater flows through the development from the upstream catchment.	As part of Operational Works
2.31	Fill, compact and grade all low lying land being subdivided to ensure each allotment is drained adequately by gravitation to the drainage system within the proposed development.	As part of Operational Works

2.32	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	During construction phase
	EROSION AND SEDIMENT CONTROL	
2.33	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: <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times
2.34	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times
2.35	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the Operational Works application
2.36	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times
2.37	Where vegetation is removed, the vegetation waste shall be disposed of by: <ul style="list-style-type: none"> i) Milling; ii) Chipping and/or mulching iii) Disposal at an approved waste disposal facility. No incineration of vegetation or waste will be permitted at the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.	At all times
	LANDSCAPING	
2.38	Provide onsite screen plantings and landscaped areas to enhance the function, operation and appearance of the development in accordance with the Project Drawings.	At all times

	Landscaped areas are to be maintained.	
	BICYCLE PARKING	
2.39	Provide bicycle parking in accordance with the Australian Standards AS2890.3 and AUSTRROADS Guide to Traffic Management Part 11: Parking.	Before the change happens
SCHEDULE 3 – Environmental Health		
<i>Assessment Manager</i>		
No	Condition	Timing
Underground Petroleum Storage System - Certification		
3.1	<p>Provide certification from a suitably qualified person that the Underground Petroleum Storage System (UPSS) is designed, installed and tested in accordance with the following minimum requirements:</p> <ul style="list-style-type: none"> Leak Prevention Tanks <ul style="list-style-type: none"> non-corrodible tank (4.2.1 AS4897) secondary containment (4.2.3 AS4897) overfill protection (4.4.2 AS4897) Leak Prevention Piping <ul style="list-style-type: none"> non-corrodible product piping (4.3.1 AS4897) supply piping with secondary containment (4.3.3 AS4897) fill point spill containment (4.3.5 AS4897) Leak Prevention Dispensers <ul style="list-style-type: none"> dispenser sump (4.4.1 AS4897) Other <ul style="list-style-type: none"> earthing of UPS system (4.4.4 AS4897) tank pit observation well/s (4.4.4 AS4897) Vapour Recovery <ul style="list-style-type: none"> VR1 vapour recovery (4.3.6 AS4897) System Integrity <ul style="list-style-type: none"> an equipment integrity test of the system has been carried out in accordance with the written directions of a suitably qualified and experienced person, and <p>the system has been certified, by the person by whom the test was carried out, as having satisfied the test.</p>	Prior to commencement of use and to be maintained at all times.
3.2	Dispensing Areas and Forecourts Dispensing areas and forecourts are to be designed and installed in accordance with the following:	
3.2 A	<p>Forecourt - FDA to be Impervious</p> <ul style="list-style-type: none"> All ground surfaces within fuel dispensing areas shall be made of impervious material such as concrete or 	Prior to commencement of use and to be maintained at all

	equivalent (note: asphalt is not suitable) and all gaps and/or cracks shall be filled so that the impervious barrier and integrity is maintained.	times.
3.2 B	<p>Forecourt - Non-FDA To be Impervious</p> <ul style="list-style-type: none"> All non-fuel dispensing forecourt surfaces not under canopy shall be constructed of concrete or equivalent (asphalt is considered suitable for non-dispensing areas) and all gaps and/or cracks shall be filled so that the impervious barrier and integrity is maintained. 	Prior to commencement of use and to be maintained at all times.
3.2 C	<p>Forecourt - Demarcation</p> <ul style="list-style-type: none"> Fuel dispensing areas must be clearly delineated from other areas such as remote air/water supply areas, uncovered forecourt areas, access roads, general parking bays, etc. by methods such as a painted line on the ground, roll-over bunds, different coloured concrete etc. Fuel dispensing areas must be designed so that no vehicle may be refuelled outside the delineated areas. 	Prior to commencement of use and to be maintained at all times.
3.2 D	<p>Forecourt - Signage For Drains</p> <ul style="list-style-type: none"> Drainage inlets located in the vicinity of the general forecourt area shall be provided with signage indicating the fate of flow such as "flows to treatment system" or "flows to containment sump". 	Prior to commencement of use and to be maintained at all times.
3.2 E	<p>Forecourt - Canopy Design</p> <ul style="list-style-type: none"> Fuel dispensing areas shall be covered by a roof or canopy to minimise stormwater entering the dispensing area. The roof or canopy shall overhang by a horizontal distance of $\frac{1}{4}$ of the roof height out from the vertical above the boundary of the demarcated fuel dispensing area. 	Prior to commencement of use and to be maintained at all times.
3.2 F	<p>Containment Vessel</p> <ul style="list-style-type: none"> Fuel dispensing areas and under canopy Tanker Delivery Standing Areas shall be graded to an approved hydrocarbon separator that achieves the following criteria prior to discharge to stormwater – <ul style="list-style-type: none"> Less than 5ppm (mg/L) Total Petroleum Hydrocarbons (TPH), Greater than or equal to 80% reduction in Total Suspended Solids (TSS), and Greater than or equal to 90% reduction in gross pollutants. 	Prior to commencement of use and to be maintained at all times.

3.2 G	<p>Containment Vessel - Fuel Delivery Outside of Canopy</p> <ul style="list-style-type: none"> All spills and leaks from bulk fuel transfer activities outside of the forecourt canopy area (i.e. fuel tanker trucks delivering to bulk fuel storages on site) must be contained on-site. Tanker Delivery Standing Areas outside of the canopy shall be constructed so that contaminated run-off is automatically diverted to an approved hydrocarbon separator that achieves the following criteria prior to discharge to stormwater - <ul style="list-style-type: none"> Less than 5ppm (mg/L) Total Petroleum Hydrocarbons (TPH), Greater than or equal to 80% reduction in Total Suspended Solids (TSS), and Greater than or equal to 90% reduction in gross pollutants. 	Prior to commencement of use and to be maintained at all times.
3.2 H	<p>Forecourt - Spill Kits</p> <ul style="list-style-type: none"> Spill kits shall be provided and maintained in strategic locations. They shall be appropriate in size, type and equipment to the identified hazards. Kits shall consist of, but not be limited to, the following: <ul style="list-style-type: none"> oil absorbent materials impervious drain covers drip trays spades, funnels hydrocarbon compatible containers appropriate PPE. 	Prior to commencement of use and to be maintained at all times.
3.3	<p>Leak Detection for UPSS</p> <p>Install and implement the following minimum leak detection measures:</p>	
3.3 A	<p>Statistical inventory analysis with the following capabilities:</p> <ul style="list-style-type: none"> can detect a leak from any portion of the underground storage system; uses equipment that has been installed, calibrated and commissioned in accordance with the manufacturer's instructions; is capable of detecting a leak at a rate of 0.76 litres per hour or more with at least 95% accuracy and a probability of false detection of 0.05 or less (USEPA), has been certified by an independent third party, consistent with the current USEPA protocols and system of verification (USEPA 1990) reports with a frequency of not less than monthly, and is operated by a suitably trained person. <p>OR</p>	Prior to commencement of the use and to be maintained at all times.

	Automatic tank gauging.	
3.3 B	Electronic line leak detection (pressure piping); or Safe suction (suction piping).	Prior to commencement of the use and to be maintained at all times.
3.3 C	Tank pit observation wells.	Prior to commencement of the use and to be maintained at all times.
	Noise	
3.4	Vehicles conducting waste collection must not enter or leave the development site between the hours of 6pm and 7am Monday to Saturday and at all on Sundays.	At all times.
3.5	All grates and manhole covers within the premises must be kept tight to prevent vibrational noise due to vehicle movement.	At all times
3.6	Mechanical plant must be designed and installed to comply with conditions 3.7 and 3.8.	Prior to commencement of the use and to be maintained at all times.
3.7	<p>Noise levels at a Noise Sensitive Place measured as the Adjusted Maximum Sound Pressure Level $L_{(Amax\ adj, T)}$ Period must not exceed:</p> <p>Background noise level plus 5 dB(A) 6 pm – 10 pm Background noise level plus 3 dB(A) 10 pm – 7 am</p> <p>Noise levels at a Commercial Place measured as the adjusted maximum sound pressure level $L_{(Amax\ adj, T)}$ period must not exceed:</p> <p>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</p>	At all times.
3.8	<p>Noise from mechanical plant must be limited such that the adjusted A-weighted equivalent continuous noise level, $L_{(Aeq, adj, 15\ min)}$ when measured at any affected noise sensitive place must not exceed:</p> <ul style="list-style-type: none"> - background noise level + 3 dBA for daytime hours (7 am to 6 pm); - background noise level + 3 dBA for evening hours (6 pm to 10 pm); - background noise level + 0 dBA for night time hours (10 	At all times.

	pm to 7 am);	
	Waste Management	
3.9	All general waste produced as part of the operation must be disposed of through either: a. The number of standard waste services as determined by Council; or b. A private agreement with a licensed waste disposal contractor through an exemption granted by Council.	At all times
3.10	The approval holder must provide an impervious, screened area which is drained as required by Council, where all waste containers are placed.	At all times
3.11	Where waste bins are to be serviced on site; the area must be designed and constructed so that waste collection vehicles enter and leave the site in a forward gear.	At all times
3.12	All construction / demolition 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.	During construction phase
SCHEDULE 4 – REFERRAL AGENCY Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) <i>Concurrence Agency Response</i>		
4.1	Pursuant to section 285 of the <i>Sustainable Planning Act 2009</i> the Department of State Development, Manufacturing, Infrastructure and Planning as a <i>Concurrence Agency</i> has assessed the impact of the proposed development having regard to land use and transport coordination and the state-controlled road network and advises Council that Conditions apply to the proposed development; and reasons for the decision to impose conditions are provided.	
4.2	Concurrence Agency response dated 23 January 2018 and referenced SDA-0317-037544..	
4.3	Concurrence Agency response will be attached to Council’s Decision Notice for DA16592.	
SCHEDULE 5 – ADVISORY NOTES		
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’ – 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.
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> .
All Operational Work is to comply with relevant codes for design and construction.
Construction hours are 6:30am to 6:30pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Work or business which causes audible noise shall not be conducted from or on the site outside the above hours.
Separate development approval is required for any building work and plumbing/drainage works 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 <i>Building Regulation</i> , the <i>Building Code of Australia</i> , the <i>Queensland Development Code</i> and relevant <i>Australian Standards</i> .
Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.
It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.
The Fire Ant Restricted Area as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants
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'.
Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit. <i>[A copy of the Right of Appeal will be enclosed with the Decision Notice]</i> .

Attachments for the Decision Notice include:

Project Drawings Sheets 01 to 10 – Final Plans dated 02.03.18 Job Number 660 amendment number F04 prepared by Drafting Concepts – Site Plan sheet 01; Intersection Plan sheet 2; Vehicle Access sheet 3; AV Sweep Path sheet 4; HRV Sweep Path sheet 5; MRV Sweep Path sheet 6; Onsite Queuing sheet 7; Landscaping sheet 8; Floor Plan sheet 9; and Elevations Plan sheet 10;

Site Based Stormwater Management Plan Report for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy Job Ref: SC-7137 dated September 2017, prepared by Empire Engineering and prepared for Peter Barnes;
Concept Stormwater Management Drawing No. SKC01 Job Ref No: SC-7137 dated September 2017 prepared by Empire Engineering;
Traffic Impact and Parking Assessment for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy, prepared on behalf of PD and SB Barnes, Final Version dated 22/11/2017 and prepared by Schramm Group Pty Ltd;
Environmental Noise Impact Report for Proposed Service Station, Ancillary Food and Drink Outlet and Showroom at 5041 D'Aguilar Highway, Winya prepared for PD and SB Barnes, Ref: 1705470 dated 24 May 2015 and prepared by Decibell Consulting Pty Ltd;
Environmental Action Plan for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy for PD and SB Barnes, Ref: 17/391 and dated January 2018 and prepared by Alan Holliday Pty Ltd;
Department of State Development Manufacturing Infrastructure and Planning concurrence agency response – with conditions – dated 23 January 2018 and referenced SDA-0317-037544.

Decision:	Moved - Cr Whalley	Seconded - Cr Ogg
<p>“THAT Council approve the Development Application for a Material Change of Use for a Development Permit for a Material Change of Use for a Service Station, Ancillary Food and Drink Outlet and Showroom on land described as Lot 3 on RP158175 and situated at 5041 D'Aguilar Highway, Winya subject to the requirements and conditions contained in the Schedules and Attachments.</p>		

SCHEDULE 1 – GENERAL CONDITIONS

No	Condition	Timing
1.1	Carry out the development in general 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
	Project Drawings Sheets 01 to 10 – Final Plans dated 02.03.18 Job Number 660 amendment number F04 prepared by Drafting Concepts – Site Plan sheet 01; Intersection Plan sheet 2; Vehicle Access sheet 3; AV Sweep Path sheet 4; HRV Sweep Path sheet 5; MRV Sweep Path sheet 6; Onsite Queuing sheet 7; Landscaping sheet 8; Floor Plan sheet 9; and Elevations Plan sheet 10;	
	Site Based Stormwater Management Plan Report for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy Job Ref: SC-7137 dated September 2017, prepared by Empire Engineering and prepared for Peter Barnes;	
	Concept Stormwater Management Drawing No. SKC01 Job Ref No: SC-7137 dated September 2017 prepared by Empire Engineering;	
	Traffic Impact and Parking Assessment for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy, prepared on behalf of PD and SB Barnes, Final Version dated 22/11/2017 and prepared by Schramm Group Pty Ltd;	
	Environmental Noise Impact Report for Proposed Service Station, Ancillary Food and Drink Outlet and Showroom at	

	5041 D'Aguilar Highway, Winya prepared for PD and SB Barnes, Ref: 1705470 dated 24 May 2015 and prepared by Decibell Consulting Pty Ltd;	
	Environmental Action Plan for Proposed Service Station Development at 5041 D'Aguilar Highway, Kilcoy for PD and SB Barnes, Ref: 17/391 and dated January 2018 and prepared by Alan Holliday Pty Ltd;	
	Department of State Development Manufacturing Infrastructure and Planning concurrence agency response – with conditions – dated 23 January 2018 and referenced SDA-0317-037544.	
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme; Planning Scheme Policies and Local Laws.	At all times
1.3	A legible copy of this development approval package is to be available on the premises.	At all times; and During the construction phase
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Before the change happens
1.5	The hours of operation for the Service Station and Ancillary Food and Drink Outlet will be seven (7) days per week, between the nominal hours of 5am and 9pm. The hours of operation for the Showroom will be seven (7) days per week, between the nominal hours of 8am and 6pm.	At all times
SCHEDULE 2 – Engineering <i>Assessment Manager</i>		
No	Condition	Timing
	ENGINEERING	
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, clearing and stormwater drainage required as stated in the following conditions.	Prior to the commencement of Operational Work
2.2	All works are to be designed and constructed in accordance with the requirements of the Somerset Regional Council Design Standards.	At all times
2.3	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Compliance Assessment
2.4	It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including:	Prior to Compliance Assessment

	<ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	
	GENERAL SERVICES	
2.5	Connect the development to a reticulated water supply, sewer infrastructure, electricity supply, and telecommunications utilities.	As part of Operational Works
2.6	The applicant shall demonstrate to the satisfaction of Council that all on-site wastewater can be adequately disposed of appropriately.	Prior to commencement of use
	EARTHWORKS	
2.7	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times
2.8	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times
	ROADWORKS	
2.9	Install all traffic signs and line markings in accordance with Manual of Uniform Traffic Control Devices	As part of Operational Works
2.10	All works on or adjacent to roadways must be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads". Any Road or lane closure must be applied for in writing to Council, and all conditions of that approval complied with during construction of the works.	During construction of works; and Before the change happens
	KERB AND CHANNEL	
2.11	Provide kerb and channelling (including drainage and associated works) with asphalt concrete surfacing along the full frontage of the site and joined to the existing kerb in accordance with Somerset Regional Council Design Standards and Department of Transport and Main Roads.	As part of Operational Works
2.12	Provide barrier kerb along the frontage of the D'Aguilar Highway to prevent parking between Saleyard Road and the western vehicular access to the property.	As part of Operational Works
2.13	Reinstate the kerb where permanent vehicular crossovers have become redundant.	As part of Operational Works
	VEHICLE ACCESS	
2.14	All vehicular access shall provide convenient and safe access	At all times

	and egress from the site in accordance with Somerset Regional Council Design Standards.	
2.15	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
2.16	All vehicles shall enter and leave the site in a forward gear	At all times
	CAR PARKING	
2.17	Provide on-site car parking for thirteen (13) vehicles, inclusive of two (2) spaces for disabled persons in accordance with Council Planning Scheme. All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with AS2890 and Somerset Regional Council Design Standards. Further, all surfaces must achieve minimum longitudinal gradients and minimum crossfall in accordance with AS2890.	As part of Operational Works
2.18	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	Prior to commencement of use; and At all times
2.19	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete or asphalt in accordance with Australian Standards.	Prior to commencement of use; and At all times
	REFUSE STORAGE AREA	
2.20	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 meter high solid fence or wall.	Prior to commencement of use; and At all times
2.21	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use; and At all times
	VISUAL AND GENERAL AMENITY	
2.22	Any graffiti within the proposed development must be removed immediately.	At all times
2.23	All plant and air conditioning is to be visually screened from the street.	At all times
	INDOOR AND OUTDOOR LIGHTING	
2.24	External lighting shall be provided to ensure safety of the users of the development by:	Prior to commencement of

	<ul style="list-style-type: none"> Providing outdoor lighting in accordance with Australian Standard AS1158.3.1 – Road Lighting – Pedestrian Area (category P) Lighting – Performance and Installation Design Requirements. The use of vandal resistant lighting in public or publicly accessible areas. 	use
2.25	<p>Lighting must be provided to the following areas of the site:</p> <ul style="list-style-type: none"> The entries and exits of the approved building. The pathways between the parking areas and the entrances/exits of the building/s. Throughout car parking areas. 	Prior to commencement of use
2.26	<p>The outdoor lighting of the development must mitigate adverse lighting and illumination impacts by:</p> <ul style="list-style-type: none"> Not causing nuisance by way of light spill or glare at adjacent properties and roadways. Providing graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land. Directing lighting onto the subject land and away from neighbouring properties. Using shrouding devices to preclude light overspill onto surrounding properties where necessary. Not operating lighting that uses sodium lights or flare plumes. 	Prior to commencement of use
	STORMWATER	
2.27	Stormwater Drainage shall be constructed in general accordance with Site Based Stormwater Management Plan, prepared by Empire Engineering and dated 27 September 2017.	As part of Operational Works
2.28	Design and construction of all stormwater drainage works must comply with the relevant section/s of the Queensland Urban Drainage Manual (QUDM) and the Somerset Regional Council Design Standards.	As part of Operational Works
2.29	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times
2.30	Convey stormwater flows through the development from the upstream catchment.	As part of Operational Works
2.31	Fill, compact and grade all low lying land being subdivided to ensure each allotment is drained adequately by gravitation to the drainage system within the proposed development.	As part of Operational Works
2.32	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a	During construction phase

	result of any site works undertaken as part of the proposed development.	
	EROSION AND SEDIMENT CONTROL	
2.33	<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"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times
2.34	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times
2.35	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the Operational Works application
2.36	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times
2.37	<p>Where vegetation is removed, the vegetation waste shall be disposed of by:</p> <ul style="list-style-type: none"> i) Milling; ii) Chipping and/or mulching iii) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.</p>	At all times
	LANDSCAPING	
2.38	<p>Provide onsite screen plantings and landscaped areas to enhance the function, operation and appearance of the development in accordance with the Project Drawings.</p> <p>Landscaped areas are to be maintained.</p>	At all times

	BICYCLE PARKING	
2.39	Provide bicycle parking in accordance with the Australian Standards AS2890.3 and AUSTROADS Guide to Traffic Management Part 11: Parking.	Before the change happens
SCHEDULE 3 – Environmental Health		
<i>Assessment Manager</i>		
No	Condition	Timing
Underground Petroleum Storage System - Certification		
3.1	<p>Provide certification from a suitably qualified person that the Underground Petroleum Storage System (UPSS) is designed, installed and tested in accordance with the following minimum requirements:</p> <ul style="list-style-type: none"> • Leak Prevention Tanks <ul style="list-style-type: none"> ○ non-corrodible tank (4.2.1 AS4897) ○ secondary containment (4.2.3 AS4897) ○ overfill protection (4.4.2 AS4897) • Leak Prevention Piping <ul style="list-style-type: none"> ○ non-corrodible product piping (4.3.1 AS4897) ○ supply piping with secondary containment (4.3.3 AS4897) ○ fill point spill containment (4.3.5 AS4897) • Leak Prevention Dispensers <ul style="list-style-type: none"> ○ dispenser sump (4.4.1 AS4897) • Other <ul style="list-style-type: none"> ○ earthing of UPS system (4.4.4 AS4897) ○ tank pit observation well/s (4.4.4 AS4897) • Vapour Recovery <ul style="list-style-type: none"> ○ VR1 vapour recovery (4.3.6 AS4897) • System Integrity <ul style="list-style-type: none"> ○ an equipment integrity test of the system has been carried out in accordance with the written directions of a suitably qualified and experienced person, and <p>the system has been certified, by the person by whom the test was carried out, as having satisfied the test.</p>	Prior to commencement of use and to be maintained at all times.
3.2	Dispensing Areas and Forecourts Dispensing areas and forecourts are to be designed and installed in accordance with the following:	
3.2 A	<p>Forecourt - FDA to be Impervious</p> <ul style="list-style-type: none"> • All ground surfaces within fuel dispensing areas shall be made of impervious material such as concrete or equivalent (note: asphalt is not suitable) and all gaps and/or cracks shall be filled so that the impervious 	Prior to commencement of use and to be maintained at all times.

	barrier and integrity is maintained.	
3.2 B	<p>Forecourt - Non-FDA To be Impervious</p> <ul style="list-style-type: none"> All non-fuel dispensing forecourt surfaces not under canopy shall be constructed of concrete or equivalent (asphalt is considered suitable for non-dispensing areas) and all gaps and/or cracks shall be filled so that the impervious barrier and integrity is maintained. 	Prior to commencement of use and to be maintained at all times.
3.2 C	<p>Forecourt - Demarcation</p> <ul style="list-style-type: none"> Fuel dispensing areas must be clearly delineated from other areas such as remote air/water supply areas, uncovered forecourt areas, access roads, general parking bays, etc. by methods such as a painted line on the ground, roll-over bunds, different coloured concrete etc. Fuel dispensing areas must be designed so that no vehicle may be refuelled outside the delineated areas. 	Prior to commencement of use and to be maintained at all times.
3.2 D	<p>Forecourt - Signage For Drains</p> <ul style="list-style-type: none"> Drainage inlets located in the vicinity of the general forecourt area shall be provided with signage indicating the fate of flow such as "flows to treatment system" or "flows to containment sump". 	Prior to commencement of use and to be maintained at all times.
3.2 E	<p>Forecourt - Canopy Design</p> <ul style="list-style-type: none"> Fuel dispensing areas shall be covered by a roof or canopy to minimise stormwater entering the dispensing area. The roof or canopy shall overhang by a horizontal distance of $\frac{1}{4}$ of the roof height out from the vertical above the boundary of the demarcated fuel dispensing area. 	Prior to commencement of use and to be maintained at all times.
3.2 F	<p>Containment Vessel</p> <ul style="list-style-type: none"> Fuel dispensing areas and under canopy Tanker Delivery Standing Areas shall be graded to an approved hydrocarbon separator that achieves the following criteria prior to discharge to stormwater – <ul style="list-style-type: none"> Less than 5ppm (mg/L) Total Petroleum Hydrocarbons (TPH), Greater than or equal to 80% reduction in Total Suspended Solids (TSS), and Greater than or equal to 90% reduction in gross pollutants. 	Prior to commencement of use and to be maintained at all times.
3.2 G	Containment Vessel - Fuel Delivery Outside of Canopy	Prior to commencement of

	<ul style="list-style-type: none"> All spills and leaks from bulk fuel transfer activities outside of the forecourt canopy area (i.e. fuel tanker trucks delivering to bulk fuel storages on site) must be contained on-site. Tanker Delivery Standing Areas outside of the canopy shall be constructed so that contaminated run-off is automatically diverted to an approved hydrocarbon separator that achieves the following criteria prior to discharge to stormwater <ul style="list-style-type: none"> Less than 5ppm (mg/L) Total Petroleum Hydrocarbons (TPH), Greater than or equal to 80% reduction in Total Suspended Solids (TSS), and Greater than or equal to 90% reduction in gross pollutants. 	use and to be maintained at all times.
3.2 H	<p>Forecourt - Spill Kits</p> <ul style="list-style-type: none"> Spill kits shall be provided and maintained in strategic locations. They shall be appropriate in size, type and equipment to the identified hazards. Kits shall consist of, but not be limited to, the following: <ul style="list-style-type: none"> oil absorbent materials impervious drain covers drip trays spades, funnels hydrocarbon compatible containers appropriate PPE. 	Prior to commencement of use and to be maintained at all times.
3.3	<p>Leak Detection for UPSS</p> <p>Install and implement the following minimum leak detection measures:</p>	
3.3 A	<p>Statistical inventory analysis with the following capabilities:</p> <ul style="list-style-type: none"> can detect a leak from any portion of the underground storage system; uses equipment that has been installed, calibrated and commissioned in accordance with the manufacturer's instructions; is capable of detecting a leak at a rate of 0.76 litres per hour or more with at least 95% accuracy and a probability of false detection of 0.05 or less (USEPA), has been certified by an independent third party, consistent with the current USEPA protocols and system of verification (USEPA 1990) reports with a frequency of not less than monthly, and is operated by a suitably trained person. <p>OR</p> <p>Automatic tank gauging.</p>	Prior to commencement of the use and to be maintained at all times.

3.3 B	Electronic line leak detection (pressure piping); or Safe suction (suction piping).	Prior to commencement of the use and to be maintained at all times.
3.3 C	Tank pit observation wells.	Prior to commencement of the use and to be maintained at all times.
	Noise	
3.4	Vehicles conducting waste collection must not enter or leave the development site between the hours of 6pm and 7am Monday to Saturday and at all on Sundays.	At all times.
3.5	All grates and manhole covers within the premises must be kept tight to prevent vibrational noise due to vehicle movement.	At all times
3.6	Mechanical plant must be designed and installed to comply with conditions 3.7 and 3.8.	Prior to commencement of the use and to be maintained at all times.
3.7	<p>Noise levels at a Noise Sensitive Place measured as the Adjusted Maximum Sound Pressure Level $L_{(Amax\ adj, T)}$ Period must not exceed:</p> <ul style="list-style-type: none"> - Background noise level plus 5 dB(A) 6 pm – 10 pm - Background noise level plus 3 dB(A) 10 pm – 7 am <p>Noise levels at a Commercial Place measured as the adjusted maximum sound pressure level $L_{(Amax\ adj, T)}$ period must not exceed:</p> <ul style="list-style-type: none"> - 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.
3.8	<p>Noise from mechanical plant must be limited such that the adjusted A-weighted equivalent continuous noise level, $L_{(Aeq, adj, 15\ min)}$ when measured at any affected noise sensitive place must not exceed:</p> <ul style="list-style-type: none"> - background noise level + 3 dBA for daytime hours (7 am to 6 pm); - background noise level + 3 dBA for evening hours (6 pm to 10 pm); - background noise level + 0 dBA for night time hours (10 pm to 7 am); 	At all times.

	Waste Management	
3.9	All general waste produced as part of the operation must be disposed of through either: a. The number of standard waste services as determined by Council; or b. A private agreement with a licensed waste disposal contractor through an exemption granted by Council.	At all times
3.10	The approval holder must provide an impervious, screened area which is drained as required by Council, where all waste containers are placed.	At all times
3.11	Where waste bins are to be serviced on site; the area must be designed and constructed so that waste collection vehicles enter and leave the site in a forward gear.	At all times
3.12	All construction / demolition 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.	During construction phase
SCHEDULE 4 – REFERRAL AGENCY Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) <i>Concurrence Agency Response</i>		
4.1	Pursuant to section 285 of the <i>Sustainable Planning Act 2009</i> the Department of State Development, Manufacturing, Infrastructure and Planning as a <i>Concurrence Agency</i> has assessed the impact of the proposed development having regard to land use and transport coordination and the state-controlled road network and advises Council that Conditions apply to the proposed development; and reasons for the decision to impose conditions are provided.	
4.2	Concurrence Agency response dated 23 January 2018 and referenced SDA-0317-037544..	
4.3	Concurrence Agency response will be attached to Council's Decision Notice for DA16592.	
SCHEDULE 5 – ADVISORY NOTES		
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' – 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.

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)*.

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

Construction hours are 6:30am to 6:30pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Work or business which causes audible noise shall not be conducted from or on the site outside the above hours.

Separate development approval is required for any building work and plumbing/drainage works necessitated by the conditions contained in this approval.

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

Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

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

The Fire Ant Restricted Area as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants

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'.

Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit. *[A copy of the Right of Appeal will be enclosed with the Decision Notice]."*

Carried

Subject:	Brisbane Valley Rail Trail official opening
File Ref:	Grants - Building Better Regions Fund - Brisbane Valley Rail Trail
Action Officer:	DFIN

Background/Summary

Council is required to hold an official opening for the Brisbane Valley Rail Trail (BVRT) under Council's Australian Government funding agreement (extract attached). Council is required to provide the Australian Government three (3) possible dates with at least fifty-six (56) days notice for the official opening for their consideration. Council is required to obtain federal permission before inviting any State MP to the opening. Any publicity must be approved in advance by the Australian Government. An audit is required for grant reporting.

Council is also required to consult with the State and seek approval about the details of any media event including an official opening prior to the event under Council's State Government funding agreement (extract attached). Twenty-eight (28) days notice of the event must be provided to the State.

Council has been closely observing the requirements of Council's BVRT funding agreements totalling \$3.25 million.

Mr Paul Heymans of the Brisbane Valley Rail Trail Users Association has written outlining a media event for Council to host / fund (copies attached).

As a direct result of the funding and resources that Council has attracted and contributed, there is significant new BVRT recreation infrastructure that would make an ideal backdrop and provide marketing impact for Council's official opening of Brisbane Valley Rail Trail and that would comply with funding requirements, including Ivory Creek Crossing at Harlin (photo attached). This site is accessible from Harlin with parking available.

Attachment

Extract from Commonwealth grant agreement – Building Better Regions Fund
 Extract from State funding agreement for Brisbane Valley Rail Trail
 Paul Heymans emails of 4 May 2018 and 9 May 2018
 Photo of Ivory Creek Crossing in Harlin

Recommendation

THAT forms be lodged with the Australian Government requesting an official opening for Brisbane Valley Rail Trail (BVRT) to be held at 2pm on (in order of preference) Wednesday 8 August 2018, Wednesday 22 August 2018 or Wednesday 12 September 2018 at the BVRT Ivory Creek Crossing in Harlin.

Decision: Moved - Cr Hall Seconded - Cr Brieschke

"THAT forms be lodged with the Australian Government requesting an official opening for Brisbane Valley Rail Trail (BVRT) to be held at 2pm on (in order of preference) Wednesday 8 August 2018, Wednesday 22 August 2018 or Wednesday 12 September 2018 at the BVRT Ivory Creek Crossing in Harlin."

Carried

Subject:	CCTV network status and draft policy
File Ref:	Council properties - security - surveillance - closed circuit TV - CCTV
Action Officer:	DFIN

Background/Summary

There has been a recent resignation of the Council officer formerly responsible for Council's closed circuit camera system (CCTV). A review of available CCTV network documentation has since been undertaken and a list of CCTV devices and their potential status has been compiled.

The list is provided for Councillors separate to this agenda. It shows 195 cameras in numerous locations together with comments about these cameras. Council officers are working to remove uncertainty about the status of more than 68 cameras.

Council officers do not consider that current communications networks or the NBN will allow for video footage from cameras to be monitored and/or stored centrally. This means that retrieval of footage will continue to be a manual process from a number of decentralised recording devices. This also affects how long footage can practically be retained.

It is recommended that hardware and software be installed as a priority to allow for central monitoring of the status of CCTV devices so that there can be certainty about what footage is available at what date from which location and so that equipment can be maintained on a timely basis. At \$100 per camera, this might cost \$20,000. There might also be a requirement for a further \$20,000 to replace poor condition equipment.

For indicative purposes, Council officers sought a quotation from a Telstra group company, AFN Solutions, to replace 163 of the cameras and associated equipment with a standardised network. An extract from this quote of \$469,984 plus GST is attached.

A CCTV policy is recommended to inform future decisions about CCTV.

The equivalent policy from Whitsunday Regional Council is attached for reference purposes.

Attachment

A list (extract) of CCTV cameras and attributes is provided separate to the agenda
Extract from AFN Solutions hardware quotation
Whitsunday Regional Council CCTV policy

Recommendation

THAT the report be received and contents noted.

THAT required funds be expended to allow for the status of CCTV equipment to be centrally monitored from the Esk Council office.

THAT the following CCTV policy be adopted:

Policy Subject/Title:	CCTV policy
Policy Number:	C031

Responsible Officer:	Director Corporate and Community Services
Related Policies / Procedures:	Information management policy

Authorised by: Somerset Regional Council
Authorised on: 23 May 2018
Amendments: Nil

1. OBJECTIVE

This policy guides the application and operation of Council's Closed Circuit Television (CCTV) system and the collection and management of associated personal information.

The CCTV system must be affordable for the community but provide an effective service.

2. BACKGROUND

Council strives to provide a safe and secure environment for residents, visitors and employees. In order to achieve this, Council has installed a number of cameras for security, public safety and crime prevention.

3. PURPOSE

Council understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from CCTV will be collected, stored, retained, disclosed and disposed of.

The purpose of the CCTV Program is to:

- Identify, manage, deter and reduce criminal behaviour, particularly in respect of Council resources
- Provide police with appropriate evidence to prosecute criminal offences
- Provide information about weather events.

4. SCOPE

This policy applies to Council controlled CCTV within the Council local government area.

5. POLICY

Personal Information and Collection

1. Under the Information Privacy Act 2009 (IPA), personal information is any information or opinion about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
2. When the CCTV cameras record an image, they are recording personal information. Pursuant to the IPA, Council as a government body has to ensure that it complies with the Information Privacy Principles (IPP). In accordance with IPP 1-3, Council will only collect information where it is for a lawful purpose and it is relevant to the purpose of collection. Council will advise the public both on its website and on collection notices attached to the CCTV cameras, why it is collecting information and to whom it intends to provide the information to.
3. Members of the public are able to access information about why information is being collected and who it is intended to disclose it to through the placement of collection

notices at the CCTV site. Each CCTV site has been selected based on criteria that ensure collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection.

4. The collection of any personal information will be undertaken by authorised personnel. These personnel will be engaged in monitoring the CCTV footage, and where required accessing and downloading personal information (ie video images).
5. Council will make best endeavours to ensure the accuracy of the personal information with accurate meta data recorded with the footage where possible (including date and time).

Management of Personal Information

6. The Director Corporate and Community Services is responsible for the CCTV system. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Director Corporate and Community Services will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

Storage of Personal Information

7. IPP 4 requires Council to protect any personal information against: loss; unauthorised access, use, modification or disclosure; and any other misuse.
8. The information collected by the CCTV system is stored digitally and is stored as confidential. Any footage or information that is released will be stored in Council's Records Management system under a specified subject file path.

Retention of Personal Information

9. All CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of seven days.
10. Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of seven (7) years.

Disposal of Personal Information

11. Any CCTV recordings that have not been downloaded and are subject to the seven (7) days retention, will be automatically overwritten and the information will be consequently disposed.
12. Any recordings of images downloaded from the CCTV system and subsequently retained in Council's records management system, will be disposed of in accordance with Information Standard 40 – retention and disposal of public records.

Disclosure of Personal Information

13. Council will only disclose personal information in accordance with the purpose for which it was obtained.

14. Council may disclose personal information in the following circumstances:
 - a) To the Queensland Police Service for law enforcement services
 - b) Where required to or compelled by law
 - c) Under an Information *Privacy Act* request
 - d) Under a Right to Information request.
 - e) In case of emergency or serious threat to the life, health, safety or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Services. Such agencies however will be limited to those agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service or the State Emergency Services.
15. Any authorised personnel requiring access to recover (whether that is to capture, copy or download) CCTV recordings will be required to obtain written approval from Council. In order to grant approval, the Director Corporate and Community Services must be satisfied that the appropriate documentation has been completed, that the request falls within the policy and that the disclosure or dealing will not be contrary to the IPA.
16. A record within Council's Records Management system will be kept of any disclosure that is made, including a copy of the document requesting disclosure and the disclosed images or recordings.

Affordable – effective asset management

17. The CCTV system will be a reactive system based on retrieval of historical imagery with no active overwatch of current images, video or other data.
18. No fixed new CCTV camera position is to be established without a Council resolution.

Definitions

- Closed circuit television (CCTV) refers to the use of closed circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.
- Council refers to the Somerset Regional Council
- Emergency Service Providers refers to the Queensland Police Service, Queensland Fire and Rescue Service, Queensland Ambulance Service and the State Emergency Service.
- Employee refers to any employee, contractor, volunteer etc of the Council

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 May 2018.

Signed:

Date:

Decision:	Moved - Cr Whalley	Seconded - Cr Gaedtke
	<p>"THAT the report be received and contents noted.</p> <p>THAT required funds be expended to allow for the status of CCTV equipment to be centrally monitored from the Esk Council office.</p> <p>THAT the following CCTV policy be adopted:</p>	
	<p>Policy Subject/Title:</p> <p>Policy Number:</p>	<p>CCTV policy</p> <p>C031</p>
	<p>Responsible Officer:</p> <p>Related Policies / Procedures:</p> <p>Authorised by:</p> <p>Authorised on:</p> <p>Amendments:</p>	<p>Director Corporate and Community Services</p> <p>Information management policy</p> <p>Somerset Regional Council</p> <p>23 May 2018</p> <p>Nil</p>
	<p>1. OBJECTIVE</p> <p>This policy guides the application and operation of Council's Closed Circuit Television (CCTV) system and the collection and management of associated personal information.</p> <p>The CCTV system must be affordable for the community but provide an effective service.</p>	
	<p>2. BACKGROUND</p> <p>Council strives to provide a safe and secure environment for residents, visitors and employees. In order to achieve this, Council has installed a number of cameras for security, public safety and crime prevention.</p>	
	<p>3. PURPOSE</p> <p>Council understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from CCTV will be collected, stored, retained, disclosed and disposed of.</p> <p>The purpose of the CCTV Program is to:</p> <ul style="list-style-type: none"> Identify, manage, deter and reduce criminal behaviour, particularly in respect of Council resources Provide police with appropriate evidence to prosecute criminal offences 	

- Provide information about weather events.

4. SCOPE

This policy applies to Council controlled CCTV within the Council local government area.

5. POLICY

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1. Under the Information Privacy Act 2009 (IPA), personal information is any information or opinion about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
2. When the CCTV cameras record an image, they are recording personal information. Pursuant to the IPA, Council as a government body has to ensure that it complies with the Information Privacy Principles (IPP). In accordance with IPP 1-3, Council will only collect information where it is for a lawful purpose and it is relevant to the purpose of collection. Council will advise the public both on its website and on collection notices attached to the CCTV cameras, why it is collecting information and to whom it intends to provide the information to.
3. Members of the public are able to access information about why information is being collected and who it is intended to disclose it to through the placement of collection notices at the CCTV site. Each CCTV site has been selected based on criteria that ensure collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection.
4. The collection of any personal information will be undertaken by authorised personnel. These personnel will be engaged in monitoring the CCTV footage, and where required accessing and downloading personal information (ie video images).
5. Council will make best endeavours to ensure the accuracy of the personal information with accurate meta data recorded with the footage where possible (including date and time).

Management of Personal Information

6. The Director Corporate and Community Services is responsible for the CCTV system. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure and disposal of information. The Director Corporate and Community Services will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.

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9. All CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of seven (7) days.
10. Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of seven (7) years.

Disposal of Personal Information

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13. Council will only disclose personal information in accordance with the purpose for which it was obtained.
14. Council may disclose personal information in the following circumstances:
 - a) To the Queensland Police Service for law enforcement services
 - b) Where required to or compelled by law
 - c) Under an Information *Privacy Act* request
 - d) Under a Right to Information request.
 - e) In case of emergency or serious threat to the life, health, safety or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Services. Such agencies however will be limited to those

agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service or the State Emergency Services.

15. Any authorised personnel requiring access to recover (whether that is to capture, copy or download) CCTV recordings will be required to obtain written approval from Council. In order to grant approval, the Director Corporate and Community Services must be satisfied that the appropriate documentation has been completed, that the request falls within the policy and that the disclosure or dealing will not be contrary to the IPA.
16. A record within Council's Records Management system will be kept of any disclosure that is made, including a copy of the document requesting disclosure and the disclosed images or recordings.

Affordable – effective asset management

17. The CCTV system will be a reactive system based on retrieval of historical imagery with no active overwatch of current images, video or other data.
18. No fixed new CCTV camera position is to be established without a Council resolution.

Definitions

- Closed circuit television (CCTV) refers to the use of closed circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.
- Council refers to the Somerset Regional Council
- Emergency Service Providers refers to the Queensland Police Service, Queensland Fire and Rescue Service, Queensland Ambulance Service and the State Emergency Service.
- Employee refers to any employee, contractor, volunteer etc of the Council

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 23 May 2018.

Signed:

Date:..."

Carried

Subject:	Sale of land for overdue rates action - L 90 CA31905 at Palm Tree Road Buaraba Qld 4311
File Ref:	Rates - notification - sale of land for overdue rates
Action Officer:	DFIN

Background/Summary

Council's Revenue Policy includes a requirement that Council is to receive twice each financial year recommendations for sale of lands for overdue rates actions covering all properties for which actions may legally be commenced. There is an exception for properties where the overdue rates and charges exceed the valuation. A recommendation is now presented in accordance with this policy.

It is proposed that this action be dealt with by Council's solicitors including the use of substituted service provisions for serving legal notices.

Recommendation

THAT the property described as L 90 CA31905 at Palm Tree Road Buaraba Qld 4311 be sold by way of auction for overdue rates or charges with an auction reserve and other terms of the process to be set by the Chief Executive Officer having regard to legal requirements. (04129-60000-000) and further that the use of substituted service provisions be authorised for serving notices associated with this action.

Decision:	Moved - Cr Whalley	Seconded - Cr Choat
	<p>"THAT the property described as L 90 CA31905 at Palm Tree Road Buaraba Qld 4311 be sold by way of auction for overdue rates or charges with an auction reserve and other terms of the process to be set by the Chief Executive Officer having regard to legal requirements. (04129-60000-000) and further that the use of substituted service provisions be authorised for serving notices associated with this action."</p> <p style="text-align: right;"><u>Carried</u></p>	

Subject:	Sale of land for overdue rates action - L 5 RP163854 at 2061 Esk Hampton Road Redbank Creek
File Ref:	Rates - notification - sale of land for overdue rates
Action Officer:	DFIN

Background/Summary

A notice of intention to sell land for overdue rates has been returned and officers are uncertain of the whereabouts of the owner. It is proposed that substituted service provisions now be used for serving legal notices.

Recommendation

THAT the use of substituted service provisions be endorsed for serving notices associated with the sale of land for overdue rates or charges action on L 5 RP163854 at 2061 Esk Hampton Road Redbank Creek (04558-00000-000).

Decision:	Moved - Cr Choat	Seconded - Cr Whalley
	<p>"THAT the use of substituted service provisions be endorsed for</p>	

serving notices associated with the sale of land for overdue rates or charges action on L 5 RP163854 at 2061 Esk Hampton Road Redbank Creek (04558-00000-000)."

Carried

Subject:	Sale of land for overdue rates action - L 3 RP208974 at 49 William Street Kilcoy Qld 4515
File Ref:	Rates – notification - sale of land for overdue rates
Action Officer:	DFIN

Background/Summary

A notice of intention to sell land for overdue rates has been returned and officers are uncertain of the whereabouts of the owner. It is proposed that substituted service provisions now be used for serving legal notices.

Recommendation

THAT the use of substituted service provisions be endorsed for serving notices associated with the sale of land for overdue rates or charges action on L 3 RP208974 at 49 William Street Kilcoy Qld 4515 (80324-00000-000).

Decision:	Moved - Cr Gaedtke	Seconded - Cr Brieschke
	<p>“THAT the use of substituted service provisions be endorsed for serving notices associated with the sale of land for overdue rates or charges action on L 3 RP208974 at 49 William Street Kilcoy Qld 4515 (80324-00000-000).”</p>	

Carried

Subject:	Internal audit appointment
File Ref:	Financial management - internal audit appointment
Action Officer:	DFIN

Background/Summary

Section 105 of the *Local Government Act 2009* requires that “each local government must establish an efficient and effective internal audit function”.

Council appointed Bentleys Brisbane Audit Pty Ltd as internal auditors on 27 March 2013 following a tender process.

The term of this appointment is now complete and Council called quotations on 10 April 2018 from firms formerly involved with Council's external audit who are also suppliers under Local Buy contract BUS249-0515 to provide internal audit services to Council for a three year term with a two year option to extend.

Extracts from quotations received from Crowe Horwath (Aust) Pty Ltd and Bentleys (Qld) Pty Ltd are attached. It is considered that the services offered by both meet the relevant requirements. Both offers are based on an estimated 150 hours per annum.

The comparative first year fees quoted excluding GST are \$21,750 (Crowe Horwath) and

\$40,300 (Bentleys).

The Bentleys quotation reflects the current level of charging, so there would be a saving of nearly \$20,000 per annum from changing internal auditors.

Attachments

Extracts from quotations received from Crowe Horwath (Aust) Pty Ltd and Bentleys (Qld) Pty Ltd received 4 May 2018

Recommendation

THAT Crowe Horwath be appointed to provide internal audit services for three (3) years.

Decision:	Moved - Cr Hall	Seconded - Cr Brieschke
	<p>“THAT Crowe Horwath be appointed to provide internal audit services for three (3) years.”</p> <p style="text-align: right;"><u>Carried</u></p>	

Subject:	Somerset Region Neighbourhood Centre Service Report for the period 1 April - 30 April 2018
File Ref:	Community services - service provision - Community Development
Action Officer:	CDC

Background/Summary

Activities throughout the month included:

- The Thursday Club met each Thursday throughout April and the month included mosaic workshops.
- Community Garden Working Bee at which soil was replenished and new vegetables planted. Three members of the public engaged with the ALARA clients and staff.
- Toogoolawah Women's Group continues to meet twice monthly, but only met once in April due to ANZAC Day.
- This month's Cuppa and Chat included a talk by the officer in Charge from Toogoolawah Ambulance Station about certain medical emergencies eg stroke/heart attack etc. It was well attended and attracted many new residents who were keen to recognise symptoms and know how best to respond.
- A movie night was held at Kilcoy in association with the chaplaincy and sports centre. It was to be held in conjunction with the Holt Bolt, but that was postponed due to bad weather.
- Attended the "Breaking the Ice" community forum in association with Qld Police
- Kilcoy mobile hub took place with 3 service providers. Five members of the public engaged, with the worker from headspace having the opportunity to talk to three disengaged students.

Meetings throughout the month:

- Met weekly with Frankie Buchanan (project worker) and others regarding Kilcoy Cares Project. The project has progressed to sending the book to the printers. This will culminate in the book launch on 18 May.

- Participated in the Local Government Network teleconference, hosted by the Premier's Department. The aim of the meeting is to increase community participation to reduce isolation and the risk of radicalisation. This was the third teleconference and the number of participating councils has grown to now include a range from throughout the state.
- Coordinated the Kilcoy and Brisbane Valley Interagency meetings.
- Met with representatives from St Vincent de Paul regarding emergency relief outreach into the Brisbane Valley.
- Met with Churches of Christ regarding supported accommodation.
- Coordinated the quarterly Somerset/Lockyer NDIS network meeting.
- Met with Debra Baker from the West Moreton Hospital and Health Service regarding development of a suicide prevention plan for the region.
- Attended the two day workshop regarding disaster risk assessment.

Future Planned/Proposed Events and activities:

- Kilcoy Cares – ongoing collaborative project auspiced by CADA Caboolture and including the book launch at Kilcoy State School 18 May
- National Volunteers Week event – Esk – May
- Developing Disaster Plans for Aged Care Services workshop (CSIA) – Esk - May
- Kilcoy Mental Health Expo (in association with NDIS/Carers Qld) - June
- Regional Seniors Week Event – Esk – August
- Teddy Bears Picnic – Fernvale - October

Somerset Region Neighbourhood Centre Service usage

Events/Activities

Group/event name	Date	Location	Topic	Number attendees	Number new attendees
Thursday Club	5 April	Toogoolawah	Mosaics	15	0
	12 April		Mosaics	14	0
	19 April		Mosaics	17	0
	26 April		General Craft	14	0
Toogoolawah Women's Group	11 April	Toogoolawah Community Connection Point	Various	Around 25	
Cuppa and Chat	6 April	Esk Community Connection Point	Medical Emergencies	16	7

Information and referrals

Referring centre/role	Total number of people assisted	Any trends (including topic and location)	How enquirers heard about the service
Esk Community Connection Point	5	Connection/Loneliness (2) Centrelink (1) Emergency Relief (2)	Repeat (2) Co-location (1) Saw sign (2)
Kilcoy Community Connection Point mobile	0		

Toogoolawah Community Connection Point	Not open for info/referral		
CDC	12	Aged care (2) Esk Support group contacts(2) Esk Emergency relief (3) Harlin and Esk Indigenous (2) Fernvale and Lowood Mental health (1) Kilcoy Disability (1) Esk Family Support (1) Kilcoy	Referred by council (12)

Referring centre/role	Total number of people assisted	Any trends (including topic and location)	How enquirers heard about the service
Esk Community Connection Point	5	Connection/loneliness (2) Centrelink (1) Emergency Relief (2)	Repeat (2) Co-location (1) Saw sign (2)
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Toogoolawah Community Connection Point	Not open for info/referral		
CDC	12	Aged care (2) Esk Support group contacts (2) Esk Emergency relief (3) Harlin and Esk Indigenous (2) Fernvale and Lowood Mental health (1) Kilcoy Disability (1) Esk Family Support (1) Kilcoy	Referred by council (12)

Attachments

Nil

Recommendations

THAT the contents of this report be noted.

- Understanding and managing your collections
- Making Aurora work for you
- Exploring eResources via One Search, Bolinda, Freegal, and RBdigital
- Be savvy with funding options
- Plan a program for your community
- Advocating for your library and promoting membership
- Creatively engaging with your community

The week was enjoyed by all and Somerset Libraries have now acquired new technologies and robotics due to the training and inspiration provided by SLQ during the week. The new technologies include a Lego drone and Spheros.

School holiday events and activities

Library school holiday activities for April were well attended with a total of 125 children attending ten activities over the fortnight. Events included badge making, movie screenings and cartooning workshops presented by a professional cartoonist.

Somerset Conversations

25 residents attended two Somerset Conversation sessions in April which took place in Kilcoy and Lowood Libraries. Kilcoy residents learnt the art of Bavarian crochet whilst Lowood attendees learnt about the benefits of essential oils.

Upcoming events and activities in Somerset Libraries include;

- Lego Mindstorms robotics workshop
- Jacqui Halpin - author storytime
- Creative Writing workshops for 12- 17 year olds
- Beginners ukulele workshops at Kilcoy, Esk and Lowood
- Creative writing workshops at Esk and Kilcoy

Attachments

Nil

Recommendation

THAT the Somerset Libraries' report April 2018 be received.

Decision:	Moved - Cr Choat	Seconded - Cr Hall
	"THAT the Somerset Libraries' report April 2018 be received."	
		<i><u>Carried</u></i>

Subject:	Sport and Recreation report - April 2018
File Ref:	Governance - Reporting - Officer Reports
Action Officer:	SRO

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 April 2018.

Vibrant Somerset**1. Operate Indoor Sports Facilities**

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

Fernvale Indoor Sports Centre

- There were 2,216 attendees at the centre in March. Attendances were higher than figures recorded in the previous month.
- Gym memberships for March were slightly higher than figures recorded in the previous month, and higher than figures recorded during the same period last year.
- Internal marketing included keeping the facebook page updated with regular posts, the page continues to grow however it did fluctuate during the month of March . Internal promotions during March included encouraging members to be a part of the 6 week shake up challenge.
- External marketing included assisting new members by offering free personalised programs and two weeks free membership.

Toogoolawah Community Gym

- Attendances in March were slightly lower than figures recorded in the previous month.
- Internal marketing initiatives included putting more posters around the centre, publishing a 4-page newsletter 'Friends in Fitness' every month, in-house challenges, free passes available to the community, promotion of programs and classes and local events and activities on offer for the community.
- External marketing initiatives for March included the following:
 - Permanent space in the local newspaper.
 - Several adverts in local papers and also did a leaflet drop
 - Promotion of programs, classes and local events and activities on offer to the community.
 - Sponsored several fundraisers in Somerset.
 - Free passes have been left at various businesses in Toogoolawah.
 - Regular facebook updates.
 - Space in the local high school newsletter promoting the gym.
 - Posters have been placed around town.
 - Talks to various community slimming groups.
 - Promotion of personal training.

Kilcoy Indoor Sports Centre and Gym

- There were 1,849 attendees at the centre in March. Attendances were higher than figures recorded in the previous month.
- Memberships were slightly higher than the previous month.
- Internal marketing initiatives included several internal promotions with challenges, new promotional banners, promoted programs, challenges and activities available for the community, suggestion box with a monthly prize, friends in fitness newsletter, 'What's happening in Somerset' wall, the member of the month displayed in the foyer.
- External marketing initiatives for March included the following:
 - Weekly column for the local paper.

- Promotion of programs and events.
- Jayne McKenzie was official guest/sponsor at the Kilcoy High School Awards.
- Jayne McKenzie attended the QLD Community Achievement Awards as a semi-finalist in Customer Service and also Community Involvement.
- Leaflet drop end of financial year special and new classes.
- Sponsored several events around Kilcoy.
- Corporate membership packages offered to local businesses.
- Free passes given to allied health services to hand to their patients.
- Regular facebook updates with an increase on members from the previous month.
- Jayne McKenzie is attending all external meetings such as Somerset Interagency Meeting, Youth Meetings, and Ladies Groups.
- New classes created from the Active Ageing program held by Council.
- Purchased space in the Local Rural Fire Brigade booklet.

2. Swimming pools maintained in operating condition

Toogoolawah Pool

- There were 709 attendances recorded for March, attendance figures are lower than figures recorded in the previous month.
- Internal marketing initiatives included regular updates on facebook, website and the creation of flyers for all programs.
- External marketing initiatives were achieved through banners, chalkboards and flyers for all programs.
- Centre programs that are available to the community include aqua aerobics, squad training, and learn to swim.
- There were no incidents recorded for the month of March.

Kilcoy Aquatic Centre

- There were 3,446 attendances recorded for March; attendance figures are higher than the figures recorded in the previous month.
- Internal marketing initiatives included regular updates on facebook, website and the creation of flyers for all programs.
- External marketing initiatives were achieved through banners, chalkboards and flyers for all programs.
- Centre programs that are available to the community include aqua aerobics, squad training, learn to swim and pool parties.
- There were no incidents recorded for the month of March.

Lowood Pool

- There were 1,714 attendances recorded for March; attendance figures are lower than the figures recorded in the previous month.
- Marketing and promotional initiatives included regular facebook updates and promotion of programs.
- There were no incidents recorded in the month of March.

Esk Pool

- There were 501 attendances recorded for March, attendance figures are lower than

- the figures recorded in the previous month.
- Marketing and promotional initiatives included regular facebook updates and promotion of programs.
- There were no incidents recorded in the month of March.

The SRO with assistance from the Facilities Maintenance Coordinator (FMC) has continued to work with the operators on a variety of matters relating to the operation of the various facilities and a number of maintenance issues.

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

The SRO promoted the Active Ageing program and an upcoming free workshop through facebook, LED town signs, the active and healthy website and Council media release.

The SRO ensured that the Somerset Rail Trail Fun Run and Active and Healthy Council website page was up to date with relevant information.

The SRO provided information to community sporting groups on upcoming funding opportunities, referrals to free webinars and other educational opportunities.

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

The SRO attended the Lowood Recreational Complex Association monthly meeting. The SRO provided an update on the Facilities Master Plan and advised that a new consultant had to be approached due to the existing one being unable to complete the project. Otium Planning Group will now be taking on the project.

5. Community participation in physical activity

LIFE – Workplace Wellness

The SRO continued to encourage fellow Council staff to get involved in the free LIFE activities that are on offer on a weekly basis.

Somerset Rail Trail Fun Run

The SRO continued working on relevant tasks required to ensure progress is maintained and event preparations are on track.

Get Active and Healthy in Somerset Directory 2018-19

The SRO continued working on the Get Active and Healthy in Somerset Directory for the 2018-19 edition.

Active Ageing

The SRO continued the promotion of the Active Ageing program with the first clinic being held on Wednesday, 5 April. Attendance figures have indicated that it has been well received by the community so far.

Kilcoy Holt Bolt

The SRO and YEO attended the Holt Bolt event that was held at the Kilcoy Indoor Sports Centre on Friday, 20 April. The SRO and YEO provided bubble suit soccer activities followed by a free movie using the newly purchased outdoor movie screen equipment. The event was soured by wet weather however it was still well received.

6. Develop appropriate management strategies

The SRO liaised with management at Somerset Sport and Aquatics, Aqua Antics, Somerset Health and Fitness and the facilities maintenance coordinator regarding various facilities.

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.

8. Multiple use of recreation reserves

The SRO continued to liaise with user groups at the Fernvale Sports Park, Lowood Recreational Complex and Esk Recreational Grounds regarding various matters.

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

Club Liaison

- Several emails were sent to Somerset clubs this month. These included reminders for upcoming events, the latest grant information and information on upcoming workshops and webinars.
- The SRO provided assistance to the Lowood Golf Club regarding various grants that the club could apply for.

Club Workshop

- The SRO has continued promoting the next workshop scheduled for May. The next workshop scheduled is the following:
 - Marketing and Sponsorship – Simeon Lord Room, Esk – Monday, 14 May 6pm-9pm

The SRO will continue to liaise and promote with the Department of National Parks, Sport and Racing leading up to the workshops. The SRO also submitted an expression of interest form for more free workshops to be held in the second half of the year.

10. Grants approved

Nothing to report this month.

11. Sports equipment library developed

April

Esk - 10

Kilcoy - 0

Lowood - 3

Toogoolawah - 0

There were a total of 13 loans from the Active and Healthy Resource Centre in the month of April.

Attachments

Centre Attendance figures for the month of March for the Fernvale Indoor Sports Centre, Kilcoy Indoor Sports Centre, Toogoolawah Community Gym, Kilcoy Aquatic Centre, Toogoolawah Swimming Pool, Lowood Pool and Esk Swimming Pool

Recommendation

THAT the report be received and the contents noted.

Decision:

Moved - Cr Brieschke

Seconded - Cr Ogg

“THAT the report be received and the contents noted.”

Carried

Subject:	Fernvale Hall and Col Powell Park Overall Management Committee - Meeting Report for Meeting held 8 May 2018
File Ref:	Community services - meetings - 2016 - 2020 - Fernvale Hall and Col Powell Park Overall Management Committee
Action Officer:	DCORP

Background/Summary

The quarterly meeting of the Committee was held on Tuesday, 8 May 2018.

Attachments

Meeting Report for Fernvale Hall and Col Powell Park Reserve Overall Management Committee

Recommendation

THAT the meeting report for the quarterly meeting of the Fernvale Hall and Col Powell Park Reserve Overall Management Committee held on Tuesday, 8 May 2018 be received and the contents noted.

Decision:

Moved - Cr Whalley

Seconded - Cr Ogg

“THAT the meeting report for the quarterly meeting of the Fernvale Hall and Col Powell Park Reserve Overall Management Committee held on Tuesday, 8 May 2018 be received and the contents noted.”

Carried

Subject:	Esk Racecourse Advisory Committee Meeting - 15 May 2018
File Ref:	Community services - meetings - 2016 - 2020 - Esk Racecourse Advisory Committee
Action Officer:	DCORP

Background/Summary

The quarterly meeting of the Committee was held on Tuesday, 15 May 2018.

Meeting Report for Esk Racecourse Advisory Committee Meeting – 15 May 2018.

THAT the Meeting Report for the quarterly meeting of the Esk Racecourse Advisory Committee held on Tuesday, 15 May 2018 be received and the contents noted.

Decision:	Moved - Cr Gaedtke	Seconded - Cr Ogg
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“THAT the Meeting Report for the quarterly meeting of the Esk Racecourse Advisory Committee held on Tuesday, 15 May 2018 be received and the contents noted.”

Carried

Subject:	Disposal of Remaining Properties - Haslingden Park Estate
File Ref:	Council properties - acquisition and disposal - land development and sales Doc id 1033966
Action Officer:	DCORP

Council at its meeting of 24 January, 2018 resolved to appoint Ray White Esk to dispose of the remaining six (6) lots within Haslingden Park Estate. Subsequently, an auction was held on Friday, 4 May 2018 at Lowood.

The auction was attended by three (3) registered bidders and all lots passed in, with the bids received being well below reserve price. The reserve price for each lot was competitive having regard to the current vacant land listings for the Lowood area.

Council needs to consider how it may dispose of these properties. One option is to list these properties with local agents, utilising the reserve price as the listing price for each lot.

A further option is to seek expressions of interest from project builders to develop house / land packages for each of the lots.

A further incentive may be provided in this option for utilising Council as the building certifier.

Nil

THAT Council seek expressions of interest from project builders to develop house / land packages for the disposal of the remaining lots in Haslingden Park Estate.

Decision: Moved - Cr Brieschke Seconded - Cr Whalley

“THAT Council seek expressions of interest from project builders to develop house/land packages for the disposal of the remaining lots in Haslingden Park Estate.”

Carried

Subject:	Parking facilities, Royston Street, Kilcoy State School
File Ref:	Roads - maintenance - signs (Doc ID 1020232)
Action Officer:	QAO / SES

Background/Summary

Current parking arrangements on the southern side of Royston Street in front of the Kilcoy Primary School provide for:

- a drop off / pick up facility (defined by “STOP DROP GO” signs and official “no stopping anytime” signs on each post, and yellow pavement markings – outline and chevron) in close proximity to the school gate, and
- two marked parking bays (defined by official parking control signs displaying a two-minute limit, 8:30 - 9:30am and 2:30 - 3:30pm school days, and standard white pavement marking) immediately to the east.

(Photos below and Map 1 refer).

The school principal advises that parents and others regularly park in the two-minute parking bays for periods longer than permitted. This practice is said to hinder the efficient dropping off / picking up of students, particularly when vehicle numbers exceed the capacity of the marked STOP DROP GO area.

The school requests that Council consider extending the STOP DROP GO (drop off / pick up) zone by resigning the two adjoining short-term (two-minute) parking bays.

(Map 2 refers).

Comments:

STOP DROP GO signs have no regulatory standing; these signs must be supported with official parking control signs that conform to MUTCD requirements. The two different signs currently displayed at this drop-off / pick up zone conflict and give mixed messages. The STOP DROP GO sign encourages parents / guardians to stop in this zone to unload or collect students while the “no stopping anytime” sign prohibits this action as shown below.

MUTCD Part 11 – Parking Controls 1.3.6 No stopping*

A requirement that a vehicle may not be stopped or allowed to remain stationary except when necessary to avoid conflict with other traffic or to comply with the directions of a member of the police force or a traffic control sign or signal.

*(*The term ‘no stopping’ is adopted for use in this Part of the Manual consistent with the Queensland Road Rules. ‘No stopping’ has the same meaning as ‘no standing’, previously used in Queensland.)*

As indicated in the extract below, the use of regulatory “No parking” signs would indicate a requirement consistent with the message intending to be conveyed.

MUTCD Part 11 – Parking Controls 1.3.5 No parking

A requirement similar to ‘no stopping’ except that stops for short periods are permitted for the purpose of taking up or setting down passengers or goods.

Yellow pavement markings are typically reserved to denote parking areas which are intended for specialised use as shown below:

MUTCD Part 11 – Parking Controls 7.1.2 Special use parking spaces

Parking spaces which are to be permanently set aside for special uses such as taxis, buses or people with disabilities parking may be marked by broken yellow lines

If considered necessary, short-term parking could be provided by assigning this function to parking bays closer to Rose Street. However, the school principal advises that visitor parking is available on the school grounds.

Consideration:

To ensure the line marking and signage is fully compliant with the MUTCD and include the school's request, the following is suggested for Council's consideration:

Define new parking area (including the two adjacent parks as requested by the school) with standard white pavement markings in accordance with MUTCD, and remove all non-standard pavement markings (viz yellow outline and chevron markings). Install "no parking" signs displaying time periods 8:30 - 9:30am and 2:30 - 3:30pm, making the area available for parking by parents and other visitors for the remainder of the school day.

For Councillor's information, the above suggestion was discussed with the Department of Transport and Main Roads School Safety Officers who were supportive of the changes with parking arrangements.

Attachments

Photos of existing parking arrangement
Plan view of existing parking arrangement
Plan view of suggested parking arrangement

Recommendation

THAT Council define the new parking area (including the two adjacent parks as requested by the school) with standard white pavement markings in accordance with MUTCD, and remove all non-standard pavement markings (viz. yellow outline and chevron markings) and install "no parking" signs displaying time periods of 8:30 - 9:30am and 2:30 - 3:30pm.

Decision:

Moved - Cr Gaedtke

Seconded - Cr Hall

"THAT Council define the new parking area (including the two adjacent parks as requested by the school) with standard white pavement markings in accordance with MUTCD, and remove all non-standard pavement markings (viz. yellow outline and chevron markings) and install "no parking" signs displaying time periods of 8:30 - 9:30am and 2:30 - 3:30pm."

Carried

Subject: Translink Bus Stop - Ipswich Street Esk
File Ref: Roads - design and construction - bus route
Action Officer: DDM

Background/Summary

The State Government has an annual funding program that provides for upgrading of facilities on the Translink network.

Council recently applied for the 2018-19 round of the Passenger Transport Accessible Infrastructure Program (PTAIP) to install a bus shelter at the existing Translink stop on the northeast side of Railway Street. Unfortunately Translink has notified Council that Lowood would not be able to be funded as the guidelines for the funding have been updated, in that only the replacement of an existing shelter is eligible to bring the existing stop up to Disability Discrimination Act (DDA) compliance.

As an alternative, Translink has offered to fund the replacement of the existing Esk bus shelter located on the eastern side of Ipswich Street opposite the NAB bank. The existing shelter is currently not DDA compliant (no wheel chair space).

As this is an existing bus shelter with an existing wide footpath, site preparation works is considered minimal to replace the shelter at an estimated cost of \$18,000 (ex GST). The estimate includes \$17,100 for construction and \$900 for project management in accordance with the program guidelines.

Councils are free to design and construct whatever shelter they choose, however any cost above TransLink's 50% contribution of \$9,000 (ex – GST) will be incurred by the council.

Council previously endorsed a shelter type with a curved roof and colour scheme to reflect Council's corporate colours for the recently installed Fernvale bus shelters.

Attachments

Existing Esk Bus Shelter

Recommendation

THAT the Chief Executive Officer be authorised to lodge an application under the Passenger Transport Accessible Infrastructure Program (PTAIP) for a bus shelter on the eastern side of Ipswich Street, Esk near the intersection with Redbank Street.

THAT Council confirm that funding of 50% of the estimated project cost is available as Council's partner cash contribution.

THAT Council endorse the shelter type and colour selection for the Esk bus shelter in general accordance with the previous Fernvale bus shelter.

Decision:

Moved - Cr Whalley

Seconded - Cr Ogg

"THAT the Chief Executive Officer be authorised to lodge an application under the Passenger Transport Accessible Infrastructure Program (PTAIP) for a bus shelter on the eastern side of Ipswich Street, Esk near the intersection with Redbank Street.

THAT Council confirm that funding of 50% of the estimated project cost is available as Council's partner cash contribution.

THAT Council endorse the shelter type and colour selection for the Esk bus shelter in general accordance with the previous Fernvale bus shelter."

Carried

Subject:	Parking Bays for Disabled and Emergency Service Use, Toogoolawah
File Ref:	Roads - maintenance - signs (1009822, 1009825, 1009826)
Action Officer:	QAO / SES

Background/Summary

Council has received a request from a concerned resident on behalf of several disabled persons from Toogoolawah and Moore (including two who use walking aids, and another who uses a wheelchair), to consider suggested changes to parking facilities for disabled and emergency service use in the following locations in the Toogoolawah CBD:

- In Fulham Street –
 - adjacent to the Post Office – “that disabled parking outside the Toogoolawah Post Office in Fulham street be moved to the Abbotsford street frontage”
 - in front of the doctor’s surgery – “that an ambulance bay be placed outside the doctor’s surgery in Fulham street Toogoolawah”
- In Cressbrook Street –
 - in front of the doctor’s surgery and pharmacy – “that disabled parking in centre parking outside doctor’s surgery either be
 - moved to outside the pharmacy, or
 - left there and one placed in front of the pharmacy”
 - in front of the IGA – “that the disabled centre parking outside the IGA be made a parallel park”

General information:

There are only two disabled parking bays currently in the areas in question; both are in the centre parking area in Cressbrook Street – one at the doctor’s surgery and one at the IGA store.

Council’s Development Manual Oct 2014 (based on Australian Standard 2890.6) requires one disabled parking bay to be provided for every 20 parking bays. On this basis, three additional disabled bays would be appropriate and would result in a total of five bays for use by disabled persons in the Toogoolawah CBD.

Australian Standard 2890.5 – 1993 section 4.5.1 suggests that disabled parking bays should be in angle (including 90°) parking zones considering the difficulties associated with providing adequately for people with disabilities at kerbside parallel parking spaces, particularly where wheelchair access is required. Kerbside parallel parking for disabled persons is therefore not presented as a valid option now regarding any changes to the current parking facilities.

Australian Standard 2890.5 – 1993 section 4.5.2(d) requires that “A continuous, accessible path of travel ... shall be provided between each parking space and the adjacent footpath, and thence to the final destination so that the path does not cross any vehicular traffic path at an uncontrolled location”. This requirement is not readily met in most situations currently under consideration.

Comments:

The various businesses associated with the areas in question were approached for feedback

regarding the suggested changes; comments are summarised below.

Fulham Street

- Post Office: no issues have been raised by other customers regarding disabled access to PO facility
- Doctor's surgery: provision of designated QAS bay not necessary – ambulance vehicles load patients via rear of surgery (confirmed by OIC QAS)

Cressbrook Street

- Doctor's surgery: retention of existing disabled parking bay in centre parking area is essential
- Pharmacy: addition of a kerb-side disabled parking bay is not critical; disabled customers currently use the adjacent driveway when coming from the centre parking area
- IGA Store: a designated disabled bay directly in front of shop would reduce space readily available for other customers

Additional information after inspection of these sites is provided below for Council's consideration:

- a) At the Post Office site, a ramp in Fulham Street provides wheelchair access between the roadway and the adjacent footpath; however, there is no marked disabled bay associated with this location – either parallel to the kerb or in the centre parking area. A designated disabled bay in the centre parking area could be near the existing ramp; access from this point to the Post Office (as for other disabled bays under consideration) requires the disabled person to cross a vehicle lane (refer AS 2890.5 section 4.5.2(d) above). However, the requirements of section 4.5.2(d) could be met in this instance by establishing a designated disabled bay at the northern end of the angle parking area in Abbotsford Street and constructing the required access ramp directly to the footpath adjacent to this bay.
- b) At the doctor's surgery in Fulham Street, the provision of a designated parking bay for QAS vehicles is not considered to be warranted; QAS officers prefer to use the ramp access at the rear of the surgery rather than the steps at the front of this building.
- c) Regarding parking facilities near the doctor's surgery and the pharmacy in Cressbrook Street, retaining the existing disabled bay is critical for this facility. An additional disabled bay could be incorporated in the centre parking area between Gunyah and Fulham Streets. However, the pharmacy is approximately only 35 metres from the doctor's surgery; locating an extra disabled bay in that vicinity of the pharmacy may therefore be considered inappropriate in a centre parking area almost 180 metres long.
- d) As an alternative to the pharmacy location, a position across from the public toilets may be an appropriate site for an additional disabled bay in this area. This site is about the same distance from the northern end of this parking area as the existing bay is from the southern end, and is also near other likely destinations – clothing and bargain stores, café, hotels and real estate office.
- e) The disabled bay near the IGA store involves access from the centre parking to the footpath via the driveway between the IGA and the old ANZ bank building. IGA management advises that height variations between the adjoining road and footpath surfaces at this location cause difficulties for those having to use this access path.

Some minor rectification work to eliminate or minimise these variations would enhance the use of this path.

Those supporting the changes include persons with varying levels of disability (using either walking frame or wheelchair) and others providing transport for these people. Although designated kerbside disabled parking bays may be suitable for those with less disability, such an arrangement may encourage wheelchair-bound persons to use these less-than-ideal facilities (see comment above regarding AS 2890.5 section 4.5.1).

The centre parking areas in Cressbrook and Fulham Streets are, for the most part, marked with individual bays. In the parallel (kerb-side) parking areas however, individual car park bays are not marked, reducing the efficient use of the space available. Department of Transport and Main Roads' MUTCD Part 11 Appendix C paragraph C3.1 advises that, "To promote orderly parking, it is generally desirable to mark the parking bays in areas of high demand and turnover."

Summary:

A designated disabled parking bay in front of the Post Office in Abbotsford Street and a suitable ramp would provide safe and convenient disability access with the distance involved being reduced from 37 metres to approximately 8 metres.

The existing arrangement for ambulance vehicles at the Fulham Street doctor's surgery is adequate based on feedback from QAS officers and surgery staff. However, an additional disabled parking bay near the doctor's surgery in Fulham Street, like that provided at the surgery in Cressbrook Street, may be considered appropriate.

A disabled bay near the public toilets in Cressbrook Street would improve disabled access to this facility as well as providing additional parking for those needing to access the pharmacy.

The addition of the three disabled parking bays in Abbotsford Street, Fulham Street and Cressbrook Street as outlined above is supported by the current standards for the provision of disabled parking facilities.

The marking of individual parking bays in all **kerb-side** parking areas would enhance the efficient use of these existing parking facilities.

Attachments

Map showing the locations of existing disabled parking bays and suggested sites for additional designated disabled parking bays.

Recommendation

THAT Council provide additional designated disabled parking bays in Abbotsford Street, Fulham Street and Cressbrook Street in Toogoolawah, and mark individual parking bays in existing kerb-side parking areas in Cressbrook Street and Fulham Street.

Decision:

Moved - Cr Hall

Seconded - Cr Ogg

"THAT Council provide additional designated disabled parking bays in Abbotsford Street, Fulham Street and Cressbrook Street in Toogoolawah, and mark individual parking bays in existing kerb-side parking areas in Cressbrook Street and Fulham Street."

Carried

Subject:	Naming of Unnamed road 2067 and the Unregistered Service Road Intersecting with Unnamed Road 2067
File Ref:	Roads - naming - roads (Doc ID 1021155)
Action Officer:	QAO / SES

Background/Summary

At Council's Workshop on Wednesday 14 March 2018, Council directed that public submissions be sought for a proposal to name unnamed Road 2067 - Coleman Road and the unregistered service road intersecting with unnamed road 2067 - Henderson Lane, and further that the selected names be published in local newspapers seeking comment, and a subsequent report brought to an Ordinary Meeting of Council for further consideration.

A public notice was subsequently placed in local newspapers with comments to be received by Friday 13 April 2018. A response was received prior to that date with the following alternative names suggested for Council's consideration:

- **Winwood** (proponent's grandmother descended from the Winwood family who resided in the immediate area "many years ago") – this name is already in use for "Winwood Lane" in Somerset Dam
- **Hortop** (proponent's father's grandmother Mary Hortop married James Bowdon) – no result was achieved from an internet search related to this local name; details of Mary Bowdon (nee Hortop) 1834–1906 are recorded in Esk cemetery register
- **Muir** (proponent's grandmother's maiden name on her mother's side) – Australian War Memorial lists Esk as the "place of association" for Albert Stanley Muir (place of burial Beersheba War Cemetery, Beersheba, Israel), with no known connection with the family in question; there was no related result from an internet search

These persons are also reported to be buried in the Esk cemetery; it is noted that the roads in question are located approximately 9.9km from Toogoolawah Post Office and 13.8km from Esk.

Attachments

Nil

Recommendation

THAT unnamed road 2067 be named Coleman Road and the unregistered service road be named Henderson Lane, appropriate signage be installed and that all relevant parties be advised.

Decision:	Moved - Cr Hall	Seconded - Cr Brieschke
	<p>"THAT unnamed road 2067 be named Coleman Road and the unregistered service road be named Henderson Lane, appropriate signage be installed and that all relevant parties be advised."</p> <p style="text-align: right;"><u>Carried</u></p>	

Subject:	Street Lighting - Daniel Street, Lowood
File Ref:	Roads - Maintenance - Street Lighting
Action Officer:	CD

Background/Summary

Following a recent incident where one of the central median mounted street lights in Daniel Street Lowood was struck by a vehicle, Council officers undertook an inspection of the arrangements in the vicinity.

It was noted that existing power poles carrying low voltage power supply were reasonably close to the medians containing the lights. These power poles (P56207-B and P56210-A) are in positions that they could provide the required lighting to the street should an outreach arm be placed on them.

Energex were contacted to calculate what lighting design would be required for this location and at what cost to Council. Energex responded on 11 May 2018 stating that a 1.2m outreach arm could be placed on these poles with a L17 (LED) Luminaire at no cost to Council other than the ongoing power charges. Also it is noted that if Council decides not to proceed with the new work Energex would seek to recover design costs of approximately \$500.

Options available to Council include:

- That Council rejects the Energex proposal and pay Energex for design costs. Further that the damaged pole mounted light be reinstated.
- That Council agrees to Energex providing street lights at these locations at no cost to Council and that the site of the old pole lights be reverted to just medians.

Attachments

Location sketch of Energex Poles P56207-B and P56210-A

Recommendation

THAT Council authorise the installation L17 (LED) street lights at these locations and that the site of the old pole lights be reverted to just medians.

Decision:	Moved - Cr Gaedtke	Seconded - Cr Ogg
	<p>"THAT Council authorise the installation L17 (LED) street lights at these locations and that the site of the old pole lights be reverted to just medians."</p> <p style="text-align: right;"><u>Carried</u></p>	

Subject:	Operational Report for April 2018
File Ref:	Governance - Reporting - Officer Reports
Action Officer:	CSSA

Background/Summary – Technical Design Team (Michael Kinion)

Technical Design Team (Michael Kinion)

This team is in the process of producing further designs and cost estimates for the forward works project list following the Council bus tour. They have provided support to the

construction crews on the construction of Cairnscroft Street, Toogoolawah, the footpath at Main Street, Lowood. They also continue to provide set out information for the construction of Pryde Creek Bridge, Prospect Street Bridge and Prenzlau Road, Prenzlau.

The Technical Design team continue to set out traffic counters within the region to maintain our current information and update the asset register with the latest information following completion of works and inspections.

Permit	Apr-18	Apr-17
Property Searches	50	50
Land access Permit	29	27
Property Access Applications	8	8
National Heavy Vehicle Regulator Permits – Dwellings	6	7
National Heavy Vehicle Regulator Permits – Other	5	29

Background/Summary – Works Department (Rob Bouchier)

Weather Conditions:

There has been little rainfall over the region in the past month with no lost time as a result.

Gary Eastell - Foreman:

Northern Maintenance Crew (Nigel Valentine)

This crew is continuing with the reconstruction of Esk Crows Nest Road (widening from the highway to the new bridge). Continuing poor sub grade issues have added construction costs to this project. There have been several timber corduroys found which were used in times gone by to allow wagons/drays to cross boggy sections of the road. Unfortunately, they become sumps and hold water, which is not useful in modern day construction and have generally to be removed.

Excavator crew (Dave Bandit)

There has been four (4) burials during April. This crew has continued with ongoing drainage maintenance and clean-up of illegal dump sites. Other works include drainage at Esk Crows Nest Road project.

Landfill (Rob Hester)

The waste operations are continuing as normal at Esk Landfill.

Wayne Kohler - Foreman:

Southern Maintenance Crew (Thomas Varney)

This crew has completed maintenance on Muche Road, Larkhill Boundary Road, Cooper Road, Steinhardtts Road, Noble Road, Voss Road, Voights Road, Hecks Road, Wanora Road and Barretts Road. It will make a start on Prenzlau Road and Lowood Minden intersection widening in the coming week.

Esk Concrete Crew (Ron Ratcliff)

This crew has completed work the concrete footpath on Main Street, Lowood. It is now continuing with maintenance jobs, drainage/pipe and repairs.

Doug Freeman - Foreman:

Kilcoy 1 Grader Crew (Stuart Gardner)

This crew has completed maintenance on Hawthorne Road, Wells Road, Rohlmans Road, Arababy Creek Road, McPherson Road, Kangaroo Creek Road and Appletree Creek Road. The crew is currently working on Kilcoy Murgon Road for TMR and will be undertaking maintenance on Council roads while in the area.

Kilcoy 2 Grader Crew (Lyle Crawford)

This crew has completed maintenance on Splitters Creek Road, Woodward Lane, Mt Byron Road and Sterling Road. It will be on Brisbane Valley Highway for TMR works over the next few weeks. This work is between Harvey Road and Harlin. It involves cleaning and clearing of drains along the roadway and cross road drainage.

Bob Peters – Foreman:***Austroads Patching Crew 1 (Clinton McLeod)***

This crew is continuing with ongoing patrols for potholes and edge break on both Council and TMR roads.

Austroads Patching Crew 2 (Craig Thompson)

This crew is continuing with ongoing patrols for potholes and edge break on both Council and TMR roads.

Bitumen Crew (James Rolph)

This crew is continuing with ongoing pavement repairs, drainage repairs/cleaning on both Council and TMR roads. Other works include minor reseal preparation works in Toogoolawah followed by ongoing TMR works.

Bruce Zinn - Foreman:***Bridge Crew: (Chris Wheeler acting ganger)***

This crew has been undertaking small maintenance jobs for parks and gardens along with Slabs for bike racks along Brisbane Valley Rail trail which are now near completion. Work is continuing Pryde Creek Bridge on England Creek Road. Steel is in place for the centre pier line with formwork being placed.

Kilcoy Concrete Crew: (Kerry Kubler acting ganger)

This crew has been undertaking minor works, pram ramps and driveway repairs in Esk. It has now commenced work at the walkway bridge in Kilcoy and the bikeway heading east from town. This work will be ongoing for some time.

Nelson Handyside – Senior Foreman:***Repair Crew 1: (Jim Walker)***

This crew is continuing with ongoing sign repairs and CSR's. It is also continuing with ongoing works on the TMR signage scheme on Brisbane Valley Highway between Esk and D'Aguilar Highway. Other works include a signage scheme on Patrick Estate Road and the installation of new Regional Maps at various locations.

Repair Crew 2: (Steve Nutley Ganger)

This crew is continuing with ongoing sign repairs and CSR's. Other works include line marking as required and work on Brisbane Valley Highway signs.

Charlene Meehan – Foreman:***Esk Gardeners:***

This crew is primarily undertaking mowing due to recent wet conditions and gardening maintenance. It has also undertaken ground maintenance in preparation for community events in Council parks.

Esk and Lowood Mowing Crew:

This crew is continuing to undertake mowing rounds.

Kilcoy Mowing Crew and Gardeners:

This crew is primarily undertaking mowing rounds due to recent wet conditions and their usual cleansing duties. It has also undertaken ground maintenance in preparation for community events in Council parks.

SRC Slasher Operators:

Slasher operators continue to undertake slashing and flail mowing rounds of Council and Main Roads.

Town Stewards:

Town stewards are continuing their usual cleansing duties as well as mowing due to recent wet conditions.

Peter Heath – Workshop Foreman:**Mechanics:**

The mechanics have continued with ongoing service and maintenance of Council fleet along with services and repairs to floating plant items.

- P.465 Ford Ranger Esk workshop utility developed an issue with reverse gear, gearbox has been repaired under warranty.
- P.599 Fuso water truck Kilcoy Construction and Maintenance Crew 1 is currently at Westco trucks in Toowoomba having the clutch issue repaired under warranty. Should be back in service the first week in May.
- P.502 Isuzu Ausroads truck Bitumen crew is having an ongoing issue with the body scales. It is hoped the fitting of the replacement load cell will resolve the issue.
- P.587 UD Ausroads truck Bitumen crew had coolant leaking from the air compressor which required the air compressor head to be replaced. The new head was installed and truck back in service.
- P.688 John Deere out front mower has developed starting and power issues with the engine. The engine was found to be low in compression. The damage to the engine was caused by a faulty air filter housing which allowed dust to enter the engine causing premature wear. The engine has been rebuilt and air filter housing replaced under warranty and the mower is back in service.
- P.689 John Deere out front mower had a coolant leak on the radiator caused by a faulty bracket which allowed the transmission oil cooler to rub on the radiator core. Both the radiator and oil cooler have been replaced under warranty and the mower is back in service.
- Two new slashers have arrived for the mowing crew and have been fitted to the tractors and the operators inducted.
- One repair carried out on IWS trucks.
- One new lease vehicle has arrived.
- Monthly check and start test on emergency gensets were carried out at Esk Office, Fernvale Futures and Kilcoy Depot
- Quarterly electrical test and tag carried out on all Council portable electrical equipment as well as half yearly test and tag on all SES portable electrical equipment.

Welding Crew:

The welding crew has continued with ongoing repairs to Council assets in and around parks, gardens and buildings around the Region. The crew has carried out various repairs to Council plant.

- Carried out operational inspections on Council flag poles prior to ANZAC day.
- Fabricated and assembled guard rail posts for Pryde Creek bridge.

- Installed push bike racks that had been fabricated by the workshop at various locations along the rail trail and at other sites between Fernvale and Toogoolawah.
- Assembled and installed the notice board at The Condensery at Toogoolawah.

Hire Plant:

Council has been using hired rollers, excavators and water trucks as required. Colas has supplied bitumen to a couple of smaller projects in the last month.

Reflect Info:

TMR – RMPC shows 2358 defects with 990 accomplishments to the end of April.
Local Roads shows we currently have 850 defects recorded with 588 accomplishments.
Somerset Bridges shows that there have been 99 bridges inspections completed with 3 defects recorded to the end of April.

Background/Summary – Customer Service Requests (Debbie Chandler)

Council received 451 customer service requests for the month of April 2018. A copy of the report is attached for your information.

Month	No of CSR's Received	For Comparison Month	No of CSR's Received
Jul-17	539	Jul-16	462
Aug-17	595	Aug-16	529
Sept-17	456	Sept-16	590
Oct-17	458	Oct-16	541
Nov-17	547	Nov-16	557
Dec-17	421	Dec-16	423
Jan-18	536	Jan-17	584
Feb-18	585	Feb-17	633
Mar-18	533	Mar-17	686
Apr-18	451	Apr-17	578
May-18		May-17	679
June-18		June-17	594
Total	5121	Total	6856

The top five requests received from customers during the month of April 2018:

- Roads/Bridges/Drainage - Gravel Roads - 37
- Roads/Bridges/Drainage - Vegetation - 26
- Roads/Bridges/Drainage - Bitumen Roads - 20
- Request to Impounds Dogs/Cats - 20
- Roads/Bridges/Drainage - Traffic Furniture - 19

Recommendation

THAT the report be received.

Decision:

Moved - Cr Hall

Seconded - Cr Brieschke

"THAT the report be received."

Carried

Background/Summary

At the Ordinary meeting of 22 November 2017, Council approved community assistance grant funds of \$14,800 for Fernvale Campdraft Association to assist with the costs associated with the upgrade and replacement of infrastructure at Col Powell Reserve, Fernvale.

The association is now seeking an additional \$13,461.20 due to a change in the scope of works.

Assessor's Summary

Fernvale Campdraft Association Inc was granted \$14,800 at the Council meeting held 22 November 2017, to assist with costs associated with the upgrade and replacement of infrastructure at Col Powell Reserve, Fernvale.

The association has advised Council that the original price quoted to carry out the work has risen due to advice given regarding the need to adhere to Australian Standards when conducting improvements / upgrades to an existing grandstand structure. The committee state they are unable to fully fund the additional works required to complete the project and are unable to raise them in timeframe required.

The Fernvale Campdraft Association state they have spent in excess of \$200,000 over the last 18 months upgrading infrastructure at Col Powell Reserve, Fernvale.

Updated quotation supplied to complete this project is \$38,161.20, an increase of \$23,361.20. The association have allowed \$9,900 from their Sport and Recreation grant, leaving a shortfall \$13,461.20.

The association are now seeking additional financial support from Council for this amount and request Council consider the community assistance grant application outside funding rounds due to the exceptional circumstances.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$13,461.20 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the additional costs associated with the upgrade and replacement of infrastructure, at the Col Powell Reserve, Fernvale.

Decision:

Moved - Cr Ogg

Seconded - Cr Choat

"THAT the application as summarised in this report be approved for funding and \$13,461.20 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the additional costs associated with the upgrade and replacement of infrastructure, at the Col Powell Reserve, Fernvale."

Carried

Subject:	Community Assistance Grants - Somerset Excellence Bursary 2017 - 2018 - Rhys Perkins - Doc Id 1034219
File Ref:	Community Relations - Sponsorships - Somerset Excellence Bursaries
Action Officer:	DHRCS

Background/Summary

Council has received an application for financial assistance from Rebecca Perkins mother of Rhys Perkins from Minden. Rhys has been selected to represent Australia and has been invited to attend the International Taekwon-do Federations (ITF) World Cup being held in Sydney, 25-30 September 2018.

Leading up to Rhys' selection he has competed at various competitions, gaining second place in his sparring division and placing in tournaments held in 2017.

This is the first occasion that Rhys has applied for an excellence bursary.

This application is considered as part of the Community Assistance Grant Policy which provides for a payment of \$500 for National Level representation.

Attachments

Nil

Recommendation

THAT Council approve the application as summarised in this report and grant a National Level Sporting Excellence grant of \$500 to Rebecca Perkins mother of Rhys Perkins who has been selected to represent Australia and has been invited to attend the International Taekwon-do Federations (ITF) World Cup being held in Sydney, 25-30 September 2018.

Decision:	Moved - Cr Hall	Seconded - Cr Choat
	<p>"THAT Council approve the application as summarised in this report and grant a National Level Sporting Excellence grant of \$500 to Rebecca Perkins mother of Rhys Perkins who has been selected to represent Australia and has been invited to attend the International Taekwon-do Federations (ITF) World Cup being held in Sydney, 25-30 September 2018."</p>	
	<i>Carried</i>	

Subject:	Tourism and Promotions Report - April 2018
File Ref:	Tourism - Promotions
Action Officer:	CMM

Background

The following is the end of monthly summary of activities relating to the four visitor information centres in Somerset (Esk, Fernvale, Kilcoy and Toogoolawah) for April 2018.

Visitor Statistics

	<i>Somerset</i>	<i>Brisbane</i>	<i>Other SEQ</i>	<i>Rest of Queensland</i>	<i>Interstate</i>	<i>International</i>	<i>Total</i>
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Esk VIC	82	186	164	62	101	27	622
Kilcoy VIC	67	119	110	59	81	25	461
Fernvale VIC	239	106	80	24	55	18	522
SRAG and TVIC	130	93	87	35	22	9	376

Visitor Motivators

The top three reasons visitors attended each respective centre.

	First	Second	Third
Esk VIC	Tourist drives	Trails and walks	Food and wine
Kilcoy VIC	Tourist drives	Caravan and camping	Environmental centre
Fernvale VIC	Meetings	Food and wine	Caravan and camping
SRAG and TVIC	Gallery Exhibition	History and Heritage	Art and Culture

Merchandise Sold

The top three merchandise items sold at each centre.

	First	Second	Third	Total \$ Value
Esk VIC	Postcard	Water bottle	Stubby cooler	\$41
Kilcoy VIC	Stubby cooler/ magnet	Postcard	Water bottle/ bumper sticker	\$39
Fernvale VIC	Water bottle	Stubby Cooler	Magnet	\$9
SRAG and TVIC	Stubby cooler	Postcard	Magnets and bumper sticker	\$36

Volunteers

	Active Volunteers	Non Active Volunteers	Total	Resignations	New Volunteers
Esk VIC	14	0	14	0	0
Kilcoy VIC	17	1	18	0	1
Fernvale VIC	22	0	22	0	0
SRAG and TVIC	11	2	13	1	0
	64	3	67	1	1

Volunteer Acknowledgement / Engagement

The next volunteer famil focusing on Somerset art galleries in the northern end of the region is scheduled for 1 May 2018.

Room Bookings

	Number of Room bookings/hires	Total \$ value from Room bookings/hires
Esk VIC	1	\$0
Kilcoy VIC	5	\$54
Fernvale VIC	12	\$1376
SRAG and TVIC	0	\$0
Fernvale Community Hall	31	\$666
Fernvale Showgrounds	1	\$53

**Exhibitions -
Toogoolawah**

Current exhibition: In Response to Somerset

Artists: Carolyn Stubbin, Morgan Anderson, Jacinta Giles, Michelle Stemm, Gail Johnston, Kazmin Samia, Nicola Garrett

Exhibition period: Wednesday, 11 April until Sunday, 10 June 2018

The exhibition is based on each artist's perception of Somerset and its community.

Esk

Glen Rock Gallery exhibitions coordinated by SASI include:

Artist: Wayne Gillis

Exhibition period: Friday, 23 March 2018 to Wednesday, 21 April 2018

Artist: Diana Howcroft and Nadia Narelle Kliendanze

Exhibition period: Friday, 27 April 2018 to Wednesday, 30 May 2018

Events -**Queens Baton Relay**

Tuesday, 27 March 2018 – Kilcoy

The acquittal submission for the Embracing 2018 Queen's Baton Relay grant was submitted on Thursday, 26 April.

Somerset Rail Trail Fun Run – Festival

The tourism team are supporting the sport and recreation officer with planning of the festival component, design elements, social media activity and promotion of the Somerset Rail Trail Fun Run. Stallholder expressions of interest are now open to the public and some stallholder applications have been received.

Art Gallery Bus Tours

Two separate bus groups visited the Somerset Regional Art Gallery – The Condensery on Thursday, 19 April. There were 37 members from Brisbane (Newstead House volunteer group) who visited and received an exhibition and historical talk and a group of nine from a Laidley social club in the morning. There was over 100 more visitors to the gallery in April 2018 compared to visitor statistics in April 2017.

Somerset Senior Students Exhibition

Preparation for the Somerset Senior Students exhibition which will include a senior student's arts display from all Somerset high schools at the Somerset Regional Art Gallery – The Condensery is underway. The exhibit (approved and funded through RADF and Council) will

occur in October 2018 and will include curator talks at each high school. Schools are currently confirming appropriate dates for curator talks.

Somerset National Volunteer Week – Regional Event

Organisation continues on the Somerset National Volunteer Week regional event to be held on Thursday, 24 May 2018. Promotion started and bookings opened on Monday, 30 April 2018. The tourism team are supporting Council's community development officer with planning, procurement, design elements and promotion of the event.

Reel Wivenhoe Classic

Council will host the inaugural Reel Wivenhoe Classic, a non-professional fishing competition on Saturday, 18 August 2018 and Sunday, 19 August 2018 at Logan Inlet, Lake Wivenhoe. The tourism team have and will continue to support Fishing Freshwater (Council contractor) with plans, design elements and promotion of the event. Tourism is supporting Fishing Freshwater with Facebook page management.

Milestones achieved in April:

- Land access deed received by Seqwater, signed by Council and returned to Seqwater
- 22 teams registered (teams can be from two people to 10 people each)
- Posters have been put up in Council offices, libraries and visitor information centres
- Colouring in competition developed by tourism to increase engagement/numbers of families attending the event (advertising to start in May)
- Facebook posts have been scheduled up until the date of the event (three per week) Fishing Freshwater will also schedule posts for facebook giveaways to increase engagement.
- Advertising and editorial feature in Bush 'n' Beach magazine April issue. Advertisement designed by tourism, editorial supplied by Fishing Freshwater.

Somerset Seniors Week – Regional Event

Planning has started for the Somerset Seniors Week regional event which will be held on Friday, 24 August 2018. Tourism is supporting Council's community development officer with planning, design elements and promotion of the event.

Mayoral Gala Charity Ball

The second Mayoral Gala Charity Ball will be held on Saturday, 6 October 2018 at the Somerset Civic Centre, Esk. Sponsorship proposals were sent in April and close on 1 June. Catering quotations close in May.

2018 Somerset Garden Competition

Planning for the 2018 garden competition has started with sponsors being sought along with entry forms and promotional material to be developed. Council will have a presence at Esk Garden and Lifestyle Fair on Saturday, 16 June to promote the competition and tourism within the region.

Promotions

Creating online content for free listings with the Australian Tourism Data Warehouse is ongoing. This will increase online presence for tourism in Somerset. Operators have been encouraged to create their own ATDW listing. Regional events have also been added to ATDW and Visit Brisbane websites.

Events are continually updated on the Experience Somerset website.

Electronic signs – events placed on signs throughout the region.

Graphic design and promotional material/merchandise to support all events is created by the tourism team on an ongoing basis.

Content was sent to Paul Heymans for the Somerset page on the Brisbane Valley Rail Trail website.

Engagement

The fourth monthly tourism visitor email newsletter was sent out Wednesday, 4 April 2018 to 1039 recipients (938 visitor database, 101 council database).

Database	New subscribers	Unsubscribed	Opened	Clicks	Total subscribers
Visitors	8	10	279	42	938
Council	0	0	27	5	101

Most popular enews story

A real Somerset rodeo experience

NB: The information and articles being circulated through the electronic newsletter are being sourced and produced by the tourism team. Each VISO is responsible for writing a minimum of one article focusing on a Somerset tourism attraction or event in the region for use in the monthly newsletter. These articles are also displayed on the Experience Somerset tourism site as blog posts.

Trade Shows

Two officers attended the South Queensland Caravan, Camping, Boating and Fishing Expo at the Nambour Showgrounds from 20-22 April 2018. The expo attracted 14,108 visitors over the three day event and the tourism team handed out more than 2000 promotional bags and Somerset visitor guides and fielded hundreds of questions about the region.

A site has been secured at the Queensland Caravan, Camping and Touring Supershow in Brisbane from 6-11 June. This will be the 50th anniversary of the Queensland Caravan, Camping and Touring Supershow. All Somerset operators have been asked to submit their expressions of interest to attend the show, provide a discount or offer or provide a prize for a competition to be run at the show. Operators have until Friday, 4 May to respond. Currently one operator is attending the show, three operators have donated prizes and one operator has provided a discount offer for the show. Visitor information centre volunteers have also been invited to attend the show to promote the region.

A site has been secured at the Queensland Outdoor Adventure and Motoring Expo to be held at the Toowoomba showgrounds from 3-5 August 2018.

Somerset Tourism will also be promoted at the upcoming Red Thunder Airshow at Watts Bridge Memorial Airfield in Toogoolawah on 26 and 27 May. Council has secured a site for the two days.

Social Media

Experience Somerset

Facebook Page likes for Experience Somerset as at Thursday, 3 May: 1890

Instagram followers as at Thursday, 3 May: 583

Somerset Regional Art Gallery – The Condensery Facebook Page

Page likes for Somerset Regional Art Gallery – The Condensery as at Tuesday, 1 May 2018: 316

Somerset Rail Trail Fun Run Facebook Page

Page likes for Somerset Rail Trail Fun Run as at Tuesday, 1 May 2018: 884

Reel Wivenhoe Classic Facebook Page

Page likes for Reel Wivenhoe Classic as at Monday, 30 April 2018: 430

Experience Somerset Website Statistics

Statistics as at Monday, 30 April 2018

Total Page Views	Top three Audience Locations	Top 5 Referrers
4695	Brisbane - 3589 Gold Coast - 223 Queensland - (other) 165	somerset.qld.gov.au - 473 Facebook - 112 Unknown - 52 Instagram - 23 brisbanevalleyrailtrail.com.au - 12

Other:

- Experience Somerset Visitor Guide 2019-2020 advertising prospectus under development
- Flyers developed for Council managed venues
- Somerset Art Gallery Trail map developed and distributed
- Somerset regional map signs have now been installed across Somerset and work is underway to remove all old map signs in Somerset.
- The tourism team are working on a strategic development plan to improve its interactions with tourism operators (existing and potential) in the region over the next 12-18 months.
- Council's tourism team are working on guidelines *for use* document for the use of Council's tourism logo, Somerset. Real Country. Real Adventure, prior to encouraging its use by third parties. This is in draft format.
- The directional and advanced warning signage for the Toogoolawah Visitor Information Centre has been submitted to DTMR
- The outside noticeboard and bike racks have been installed at the Somerset Regional Art Gallery – The Condensery.

Attachments

Nil

Recommendations

THAT the report be received.

Decision:

Moved - Cr Gaedtko

Seconded - Cr Ogg

"THAT the report be received."

Carried

Meetings authorised by Council

Nil

Mayor and Councillor Reports**Cr Hall – Councillor Report***Proposed foot and mouth disease awareness evening*

Following the LDMG workshop last Wednesday on Foot and Mouth Disease, Cr Hall is proposing to facilitate an awareness evening to inform people what could happen if the disease is inadvertently introduced into Australia. The meeting would take place at Toogoolawah, date pending. Cr Hall wants to make everyone aware that Foot and Mouth disease could be a major and devastating problem in Australia.

Cr Brieschke – Councillor Report

10 May	Onsite inspection with Engineer, Toogoolawah
10 May	Brisbane Valley Interagency meeting, ICYS, Lowood
16 May	Traffic Safety Advisory Committee meeting, Esk
16 May	BV Kilcoy Landcare, Toogoolawah Rehabilitation Project - progress inspection
17 May	Rainbow Flag raising ceremony, Esk
	Biggest Morning Tea, Nash Gallery, Esk
21 May	Toogoolawah High School P and C Meeting
22 May	Tourism Advisory Committee meeting, Esk

Cr Brieschke advised that Mr Ross Jardine has been appointed as the new Principal of the Toogoolawah State High School and offered her congratulations to Mr Jardine.

Cr Choat – Councillor Report*Education Queensland Schools Review*

Cr Choat noted that it was a privilege to be asked to attend Lowood High School to be interviewed by a Principal from Emerald State High School as part of an Education Queensland schools review which takes place every four years. Cr Choat was asked about issues, how the school worked within the community and talked about the previous Principal's reign at the school. He further complimented the work Ms Stacey Beau has done already in her role as Principal with the school. Cr Choat advised there is also a move to try and get an "Ag" program into Lowood State High, which is long overdue and would be fantastic.

Cr Whalley – Councillor Report –

Cr Ogg and Cr Whalley attend the Lowood Recreation Committee meeting last night. Good planning meeting. Everyone had their say.

Cr Gaedtke – Councillor Report –

10 May	Inspection of resident's private property access
10 May	Kilcoy State School P and C Association Meeting
16 May	Traffic Safety Advisory Committee Meeting
16 May	Local Disaster Management Group Meeting
16 May	Exercise Foot and Mouth Disease - Esk
16 May	Brisbane Valley Kilcoy Landcare Group Meeting – Kilcoy
17 May	Colour Flag Raising Ceremony – Esk
17 May	LJ Hooker Esk Toogoolawah Nash Café Biggest Morning Tea

18 May	Governing Councils – LGAQ – Diploma of Local Government Unit
18 May	Purple Disco – Kilcoy Indoor Sports Centre
19 May	Esk Show Ball
21 May	Kilcoy Green Leave Garden Club 50 th Anniversary
21 May	Meeting to finalise Kilcoy Lions Flicks Project
21 May	RADF Committee Meeting – Esk
21 May	Fernvale Community Assn Inc Meeting
22 May	Business Inspection – Lowood
22 May	Tourism Advisory Committee Meeting – Esk

Congratulations to the organisers of the Kilcoy Care Collaborative Project (*A safe, supportive and friendly community for children and in doing so create a strong and caring community for all residents*).

The Book Launch of the Fungus Mungus What a Day! took place at the Kilcoy State School on Friday 18 May. Six hundred children from Kilcoy and Mt Kilcoy Schools, along with children from the child care centre enjoyed the story read by Library Staff. The children also enjoyed the treats of an African drumming session. Each child received care packs and a delicious afternoon tea was provided to all in attendance. The event culminated with the Purple Disco at the Kilcoy Indoor Sports Centre.

Mayor's Report

25 April 2018	4.10am	ANZAC Day Dawn Service at Lowood
	8.30am	ANZAC Day service at Fernvale
	11am	ANZAC Day service at Esk
26 April 2018	7pm	Rural Fire Service Local Area Finance Committee meeting at Harlin with Cr Hall and Director Finance and representatives from the rural fire services
27 April 2018	9am	Resilient Rivers Task Force meeting, City Hall
	9.30am	Council of Mayors Board meeting, City Hall
	11.20am	Olympic Task Force meeting, City Hall
	1pm	Commonwealth Games Reception at City Hall
	6.30pm	Esk Girl Guides Annual General Meeting
28 April 2018	7.45am	Channel 7 Sunrise live Yowie segment for morning television
	4.45pm	Operation Archer at Hayes Inlet
1 May 2018	10.30am	Queensland Urban Utilities sod turning event for the Lowood Fernvale Sewerage Treatment Plant
	2pm	Justine Caleena and Pastor Greg Muller – meeting at Esk re affordable housing development
3 May 2018	10am	SEQCMA Board meeting at Pine Rivers
5 May 2018	10am	Lowood Art and Cultural Festival at Clock Park
6 May 2018	2pm	Esk Choir event at Alexandra Hall, Toogoolawah
7 May 2018	10am	Opened the Ladies Community Circle event at Esk RSL
10 / 11 May		Civic Leaders Summit at Royal Pines Resort Gold Coast with Deputy

12 May 2018	6.30pm	Leukaemia Foundation fundraising event at Glamorganvale Hall
14 May 2018	7.30pm	Lowood Lions Annual General meeting and dinner
15 May 2018	7.30pm	Somerset Wivenhoe fish stocking association meeting at Fernvale Futures

<i>Decision:</i>	Moved - Cr Choat	Seconded - Cr Hall
	<p>“THAT the verbal and written reports of Mayor Lehmann, Cr Hall, Cr Brieschke, Cr Choat, Cr Whalley and Cr Gaedtke be received and the contents noted.”</p> <p style="text-align: right;"><i>Carried</i></p>	

Nil

Nil

Nil

Cr Brieschke requested an officer's report regarding assessing improvements and maintenance on the Esk Recreation Grounds grandstand in order to preserve that Council asset.

<i>Decision:</i>	Moved - Cr Brieschke	Seconded - Cr Hall
	<p>“THAT an officer’s report be brought to Council regarding assessing improvements and maintenance on the Esk Recreation Grounds grandstand in order to preserve that Council asset.”</p> <p style="text-align: right;"><i>Carried</i></p>	

The Mayor presented a certificate and gift to Mr Chris Payne, Director Corporate and Community Services in recognition of ten years service to Council. The Mayor thanked Mr Payne for his contribution to Council.

Closure of Meeting***Summary***

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 10.05am.