



**Minutes of Ordinary Meeting
Held Wednesday, 10 June 2020**

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

Present

Cr Graeme Lehmann	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Sean Choat	(Councillor)
Cr Cheryl Gaedtke	(Councillor)
Cr Kylee Isidro	(Councillor)
Cr Jason Wendt	(Councillor)
Cr Bob Whalley	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr M McGoldrick	(Director Corporate and Community Services)
Mr C Young	(Director Operations)
Mr S Brennan	(Acting Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mrs S Pitkin	(Minute Secretary / Executive Assistant)
Ms M Maesele	(Communications and Marketing Manager)

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Opening of Meeting

The Mayor, Cr Graeme Lehmann, opened the meeting at 9.02 am.

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Choat

Seconded – Cr Wendt

“THAT the Minutes of the Ordinary Meeting held Wednesday, 27 May 2020 as circulated to all Members of Council be confirmed”.

Carried

Vote - Unanimous

Business arising out of minutes of previous meeting

Nil

Matters of Public Interest**Cr Choat - Matters of Public Interest**

Cr Choat noted it was good to hear rain on the roof, but that we have a long way to go. Very concerned about the future this year if we do not get good falls between now and Spring.

Cr Gaedtke - Matters of Public Interest

The inquiry into the bungled online publication of council election results has made no recommendations beyond calling on the Parliament to “note the contents” of its report. It is disappointing to learn this outcome following the critical submissions made to the parliamentary inquiry about the March 28 election night, where results took lengthy delays to be posted on the Electoral Commission of Queensland’s (ECQ) website. I guess at least, it is reassuring that the inquiry’s report advised that there was no suggestion that the integrity of the voting process or the legitimacy of the results were in any way compromised by the technical issues that was evident during the LG Elections.

On a much brighter note, I wish to share the absolutely brilliant project undertaken by the Hazeldean Rural Fire Brigade which began on 30 May 2020. The Mural Artist, Ross Holloway is working on distinguishing pictorial history recorded on the walls of the station and which have been taken from photos whilst brigade crews have been onsite at local call outs. There has been a lot of community support and interest generated with this developing project. The brigade used its own funds and felt it was a way to give back to community after years of generous donations made by community and recently a local group. Apparently, they all feel a little bit of it belongs to them.

BUSY At Work is running a Certificate 1 in Construction Traineeship for local unemployed in the Somerset region. The course will be run from the Kilcoy Motorcross Club commencing on 29 June and participants will gain valuable skills that will help them gain employment within the Industry. Approximately 15 plus people will come on board. The group will work with Kilcoy Indoor Sports Centre Manager, to access first aid training and interview space. Participants

will be doing a lot of hands on work including, painting, fencing, basic carpentry and general property maintenance. An RTO will work with the group to provide them with a Construction White Card and First Aid certification. Traineeships like this are mostly conducted in larger towns and unfortunately regional areas tend to miss out, so this is a great opportunity for people in the area who would like to move in to the construction industry.

Conflict of Interest

No declarations of conflict of interest in the following agenda items were notified at this time.

Subject:	Development Application No 19348 - Development Application for a Development Permit for a Material Change of Use for Caretaker's accommodation with siting relaxation and affected by the Flood hazard overlay
File No:	DA19348
Action Officer:	PO-MS

1.0 APPLICATION SUMMARY

Subject Land

Location	248 Winya Road, Winya
Real Property Description	Lot 44 SP195987
Area	124.3093 hectares
Current land use	Animal husbandry (breeding and grazing of livestock); and Dwelling house and associated domestic outbuildings

Easements and Encumbrances	Nil
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Somerset Region Planning Scheme Version Three

Zone	Emerging Community; and Rural
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Note: The proposed land-use activity is located in the Rural zone.

Shaping SEQ: SEQ Regional Plan 2017

Land Use Category	Regional Landscape and Rural Production Area; and Urban Footprint
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Note: The proposed land-use activity is located in the Regional Landscape and Rural Production Area.

Application

Proposed development	Caretaker's accommodation
Level of Assessment	Code assessable
Applicant/s	Matt Bradley c/- Fluid Building Approvals
Applicants contact details	Richard Jones 172 Brisbane Road MOOLOOLABA QLD 4557
Landowners	Donald Youles
Date application received	21 April 2020
Date properly made	23 April 2020

Referral Agencies	Nil
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RECOMMENDED DECISION

Approve the Development Application No 19348 subject to the requirements and conditions contained in the Schedules and Attachments.

2.0 PROPOSAL

The development proposal is a material change of use for a Caretaker's accommodation. The applicant has proposed the residence is to be occupied by an employee engaged for the purposes of breeding and grazing livestock, baling hay and general maintenance on the property. Additionally, the applicant has stated the proposal is to replace a dwelling on the property that was destroyed by fire.

The proposed Caretaker's accommodation is a single story, 3 bedroom, single bathroom house and includes kitchen, dining and living areas. The proposed Caretaker's accommodation will also include additions of a rear balcony and laundry, which were not part of the original dwelling. Overall, the residence is to be approximately 10.5 metres by 11.4 metres, including front and rear decks. The proposed residence is to be located about 7 metres from the street frontage boundary and is in the same location as the original dwelling.

The applicant has provided a site plan, floor plan of the previous existing dwelling, and floor plans and elevation plans of the proposed Caretaker's accommodation as per Attachment 1. The application also included a report addressing the applicable assessment benchmarks.

3.0 SITE DETAILS AND SURROUNDING LAND USES

The subject site is an irregular shaped lot zoned as both Emerging Community and Rural property, and is 124.3093 hectares in size. The property is segregated into two parts by Winya Road. The portion of the lot to the east of the road is Rural, and the portion to the west of the road is Emerging Community.

The premises are predominantly used for breeding and grazing livestock and baling hay. The property is improved upon with a dwelling and multiple outbuildings and structures associated with the grazing of livestock. Additionally, the premises previously contained another dwelling, now since destroyed by fire.

Surrounding land uses are rural, rural residential and industrial in nature. Adjacent to the south exists the site of the Kilcoy Meat Works, zoned High Impact Industrial. To the west and north, the land is predominantly utilised for cattle grazing, and is zoned Emerging Community and Rural respectively. To the east is a small Rural zoned, residential lifestyle estate.

The property is affected by the Agricultural land, Biodiversity, Bushfire hazard, Catchment Management, Flood hazard, High Impact Activity Management Area, Infrastructure, Landslide hazard, and Scenic Amenity overlays. In this instance, only the Flood hazard overlay is applicable for the proposed development.

4.0 STATE ASSESSMENT

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.

4.1 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'.

4.2 SOUTH-EAST QUEENSLAND REGIONAL PLAN

The proposed development is located within the Regional Landscape and Rural Production Area of the South-East Queensland Regional Plan. The proposed use did not require assessment or referral under the provisions of Schedule 10, Part 16 of the *Planning Regulation 2017*.

4.3 VEGETATION MANAGEMENT ACT 1999

According to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) Development Assessment Mapping System (DAMS), the property is not mapped as containing State regulated vegetation. The proposal does not include the clearing of any vegetation.

5.0 COUNCIL ASSESSMENT

LOCAL GOVERNMENT LEGISLATION

An assessment against the relevant parts of the Planning Scheme is set out below.

5.1 STRATEGIC FRAMEWORK

An assessment against the Strategic Framework was not required as the proposed development is not an impact assessable development.

5.2 CODE ASSESSMENT

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

Applicable Code	Compliance with Overall Outcomes	Performance Outcomes
Rural zone code	Yes	PO2, PO6, PO7, PO8
Caretaker's accommodation code	Yes	PO4
Services, works and infrastructure code	Yes	Achieves acceptable outcomes applicable
Transport, access and parking code	Yes	Achieves acceptable outcomes applicable
Applicable Overlay Code	Compliance with Overall Outcomes	Performance Outcomes
Flood hazard overlay code	Yes	Achieves acceptable outcomes applicable

Where the application does not achieve acceptable outcome criteria that is applicable, an assessment against the performance outcome criteria is presented in the following tables:

Rural zone code

Performance outcomes	Acceptable outcomes
For accepted development subject to requirements and assessable development	
Building setbacks	
PO2 Building setbacks: (a) contribute to the maintenance of the rural character of the zone; and (b) manage potential amenity impacts on	AO2 Buildings and structures are setback a minimum 15 metres from the <i>primary street frontage</i> of the site.

<i>sensitive land uses on adjoining premises.</i>	
Performance outcome assessment	
The proposal does not achieve AO2. The proposed Caretaker's accommodation is to be about 7 metres from the primary street frontage.	
Alternative solution	
It is noted that the application is for the replacement of a dwelling destroyed by fire. The Caretaker's accommodation will be placed in the same location as the previous dwelling, and is of a similar size, scale, bulk, design, materials, form, and colour. As such the proposal is considered to maintain character and amenity of the zone and locality. There are no sensitive land uses within close proximity to the Caretaker's accommodation. Therefore, the proposal is considered to satisfy the requirements for PO2.	
For assessable development	
Environmental management	
PO6 Liquid and solid waste disposal, including carcass disposal, and emissions of contaminants to surface or groundwater (including contaminated stormwater) do not result in environmental harm or nuisance.	A06 No acceptable outcome provided.
Performance outcome assessment	
Alternative solution	
The proposal is for a Caretaker's accommodation, a low impact development not resulting in environmental harm or nuisance. The development must be connected to a wastewater treatment system that is compliant with the relevant Australian standards.	
Amenity	
PO7 The design, location and operation of development does not result in any undue adverse impact on the amenity of the locality, having regard to: (a) hours of operation; (b) lighting; (c) noise; (d) dust, odour and other airborne emissions; (e) public health and safety; (f) traffic generation; (g) the use of <i>advertising devices</i> ; (h) visual amenity; and (i) overlooking and privacy.	A07 No acceptable outcome provided.
Performance outcome assessment	
Alternative solution	
Caretaker's accommodation is considered a low impact development that is not likely to result in undue adverse impacts on the amenity of the locality, having regard to: (a) hours of operation; (b) lighting;	

- (c) noise;
- (d) dust, odour and other airborne emissions;
- (e) public health and safety;
- (f) traffic generation;
- (g) the use of *advertising devices*;
- (h) visual amenity; and
- (i) overlooking and privacy.

Therefore, considered to achieve the intent of the code.

PO8

Development must take into account and seek to ameliorate any existing negative environmental impacts, having regard to:

- (a) noise;
- (b) hours of operation;
- (c) traffic;
- (d) lighting;
- (e) advertising devices;
- (f) visual amenity;
- (g) privacy;
- (h) odour; or
- (i) emissions.

AO8

No acceptable outcome provided.

Performance outcome assessment

Alternative solution

The proposal is for a Caretaker's accommodation, a use intended to facilitate the operation and maintenance of an established rural activity on site. It is considered that the intended accommodation activity has considered any existing negative environmental impacts on the premises arising from the rural activity on the property. There are no negative environmental impacts within the immediate vicinity of the proposed residence. The Kilcoy meatworks is located in excess of approximately 800 metres to the south of the development site.

Caretaker's accommodation code

Performance outcomes

Acceptable outcomes

For assessable development

Integration with the principal non-residential use

PO4

The *development* is consistent with the character of the locality and is visually compatible with the principal non-residential building in terms of:

- (a) built form; and
- (b) materials and finishes.

AO4.1

No acceptable outcome provided.

Performance outcome assessment

Alternative solution

The proposed Caretaker's accommodation is to replace a dwelling destroyed by fire. The proposed residence is to be sited on the same site as the previous dwelling and is similar in scale, bulk, height, design, form, colours and materials to the building it is replacing. Therefore, the proposal is considered to achieve the intentions of the code.

6.0 OTHER PLANNING CONSIDERATIONS

Trunk Infrastructure and Services

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

6.1 Water Supply and Sewerage

The subject land is not serviced by reticulated water or sewerage networks. The development will be conditioned to provide a potable water supply storage of at least 45,000 litres for domestic consumption. No plans were provided for an on-site waste water treatment system. The sewage system must be compliant with relevant Australian standards.

6.2 Stormwater/Drainage

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

A condition requiring the land owner to ensure that stormwater is directed to a lawful point of discharge has been included in the schedule of conditions.

6.3 Transport Network

The development is not considered to unreasonably burden upon local transport networks. The development site has frontage onto Winya Road, with existing access. The current access arrangement has no known issues.

6.4 Parks and Open Space Network

The proposed development is not considered to have any adverse impacts upon Council's parks and open space network.

6.5 Infrastructure Charges

Infrastructure charges are not applicable as the application is to replace a previously existing residence destroyed by fire.

6.6 Environment

The proposed development will not result in environmental degradation.

6.7 Heritage

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

7.0 STATE AGENCY REFERRALS

There were no applicable referral agencies to this application, in accordance with the provisions of the *Planning Regulation 2017*.

8.0 CONCLUSION

The submitted proposal is for a material change of use for a Caretaker's accommodation on a property located in Winya, zoned as both Emerging Community and Rural. The property is used for breeding and grazing of livestock, and bailing hay. The proposed Caretaker's accommodation is for use by an employee engaged in this work on the property. The proposal is to replace a residence previously sited in the same location that was destroyed by fire.

The application was referred internally to Council's Development Design Manager for review with respect to the application of the Flood hazard overlay and for consideration of Council's design standards.

The proposal is considered to maintain character and amenity of the rural locality in which it is

situated. The proposed development complies with the acceptable outcomes of the relevant assessment benchmarks or provided alternative solutions for the performance outcomes. The proposed development will be conditioned to be carried out generally in accordance with the development conditions attached to the Decision Notice.

9.0 ATTACHMENTS

1. Proposal plans, Drawn by MB, Matt Bradley Designs, Dated 6 May 2020, Project No. 2020008, Drawing Numbers WD-01 to WD-10.

RECOMMENDED DECISION

1. THAT Council approve the Development Application No 19348 for a Development Permit for a Material Change of Use for a Caretaker's accommodation with siting relaxation and affected by the Flood hazard overlay, on land described as Lot 44 on SP195987, and situated at 248 Winya Road, Winya, subject to the requirements and conditions contained in the Schedules and Attachments.
2. THAT Council's report for this application be published to the website as Council's Statement of Reasons in accordance with s63(5) of the *Planning Act 2016*.

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. Proposal plans, Drawn by MB, Matt Bradley Designs, Dated 6 May 2020, Project No. 2020008, Drawing Numbers WD-01 to WD-10.	At all times
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme Version Three, 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.	At all times 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	On-site effluent disposal is to be compliant with the relevant Australian standards.	Before the change happens
1.6	Unless connected to a reticulated water supply network, provide a minimum water supply storage capacity of 45,000 litres capable of capturing roof run-off and connected to service all domestic water consumption needs of the development. Or Unless connected to a reticulated water supply network, provide the development with a drinkable water supply from an approved bore, and a tank with a minimum water supply storage capacity	Before the change happens

	of 10,000 litres connected to service all domestic water consumption needs of the development. <i>Note: The result of the Standard Drinking Water Test is to be provided to Council.</i>	
1.7	Obtain Council approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	Before the change happens
1.8	Building works and plumbing and drainage works approvals must be gained.	Before the commencement of use
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
Public Utilities/Infrastructure		
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	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 whether carried out by Council, or otherwise.	At all times
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	At all times
Stormwater drainage		
2.4	Ensure Stormwater drainage is directed to a lawful point of discharge	At all times
2.5	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times
Vehicle access		
2.6	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
2.7	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
Erosion and sediment control		
2.8	Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction 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

	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.	
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.	During construction phase
3.3	The holder of this development approval must not: <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	The holder of this development approval must not: <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 applicant's 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 Operations department if in Council's opinion a dust nuisance exists.
The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the <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.
This development approval is for the proposed development only. Any additional structures proposed may require their own planning approval and will be assessed on its own merits.

Attachments for the Decision Notice include:

1. Proposal plans, Drawn by MB, Matt Bradley Designs, Dated 6 May 2020, Project No 2020008, Drawing Numbers WD-01 to WD-10.

Decision	Moved – Cr Gaedtke	Seconded – Cr Wendt
"1.	<p>THAT Council approve the Development Application No 19348 for a Development Permit for a Material Change of Use for a Caretaker's accommodation with siting relaxation and affected by the Flood hazard overlay, on land described as Lot 44 on SP195987, and situated at 248 Winya Road, Winya, subject to the requirements and conditions contained in the Schedules and Attachments.</p>	
2.	<p>THAT Council's report for this application be published to the website as Council's Statement of Reasons in accordance with s63(5) of the <i>Planning Act 2016</i>.</p>	

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. Proposal plans, Drawn by MB, Matt Bradley Designs, Dated 6 May 2020, Project No. 2020008, Drawing Numbers WD-01 to WD-10.	At all times
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme Version Three, 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.	At all times 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	On-site effluent disposal is to be compliant with the relevant Australian standards.	Before the change happens
1.6	<p>Unless connected to a reticulated water supply network, provide a minimum water supply storage capacity of 45,000 litres capable of capturing roof run-off and connected to service all domestic water consumption needs of the development.</p> <p>Or</p> <p>Unless connected to a reticulated water supply network, provide the development with a drinkable water supply from an approved bore, and a tank with a minimum water supply storage capacity of 10,000 litres connected to service all domestic water consumption needs of the development.</p> <p><i>Note: The result of the Standard Drinking Water Test is to be provided to Council.</i></p>	Before the change happens
1.7	Obtain Council approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	Before the change happens
1.8	Building works and plumbing and drainage works approvals must be gained.	Before the commencement of use
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	Public Utilities/Infrastructure	
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	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 whether carried out by Council, or otherwise.	At all times
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	At all times
	Stormwater drainage	
2.4	Ensure Stormwater drainage is directed to a lawful point of discharge	At all times
2.5	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times

	Vehicle access	
2.6	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
2.7	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times
	Erosion and sediment control	
2.8	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction 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. <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>	At all times
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.	During construction phase
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 	During construction phase

	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.	
SCHEDULE 4 – ADVICE		
Assessment Manager		
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 applicant's 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 Operations department if in Council's opinion a dust nuisance exists.		
The rights of applicants to appeal to a tribunal or the Planning and Environment Court against decisions about a development application are set out in chapter 6, part 1 of the <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.		
This development approval is for the proposed development only. Any additional structures proposed may require their own planning approval and will be assessed on its own merits."		
Vote - Unanimous		<u>Carried</u>

Subject:	Proposal to Undertake Ecological Restoration – Council Controlled Land – Former Lowood refuse site and associated road reserve
File Ref:	Environmental Management - Programs - Land Management and Conservation
Action Officer:	NRMO

Background/Summary

Council has received a request from the West Moreton Landcare Inc seeking permission to undertake environmental works on Council land associated with the former Lowood refuse site

(Lot 58 CC187), and adjacent road reserve/s (refer to Attachment 1 – Letter of Request).

In response to this request, Council officers have met with the group to refine the delivery aims in respect of specific site opportunities, constraints, and Council's ongoing operational delivery on portions of the Lot subject to this application.

Accordingly, a Worksite Agreement is proposed in Attachment 2, outlining the extent, and type of works that may be permitted. The works program and methodology outlined has been confirmed with Councils:

- operations department in relation to the ongoing and historic usage of the site for refuse and fill; and
- pest management team regarding the alignment to existing biosecurity priorities and current funding opportunities to support the methodology outlined.

If this request is supported, Council would also provide in-kind assistance through site clearance infrastructure searches prior to any works commencing in highlighted work areas.

Attachments

Attachment 1 – Letter of Request

Attachment 2 - West Moreton Land Inc – Worksite Agreement - Lot 58 CC187

Recommendation

THAT Council support the West Moreton Landcare Inc request to undertake work in accordance the Worksite Agreement (Attachment 2) and that Council assist in this endeavour through periodic guidance and assistance.

Resolution	Moved – Cr Whalley	Seconded – Cr Choat
	<p>“THAT Council support the West Moreton Landcare Inc request to undertake work in accordance the Worksite Agreement (Attachment 2) and that Council assist in this endeavour through periodic guidance and assistance.”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>	

Subject:	Biosecurity Plan – Invasive Plants and Animals 2020-2025
File Ref:	Environmental Management - Reports - Environmental Health Reports
Action Officer:	ESM

Background/Summary

Council made the following resolution at the Ordinary meeting of Council held on 23 January 2019:

Decision	Moved – Cr Gaedtke	Seconded – Cr Choat
	<p>“THAT Council approve the biosecurity plan development process.”</p> <p style="text-align: right;"><u>Carried</u></p>	

The following is the biosecurity plan development process approved by Council:

Table 1: Plan Development Process

Step 1	Plan development process is approved by Council.
Step 2	Working group to facilitate the development of the biosecurity plan consisting of: <ul style="list-style-type: none"> • Council's Pest Management Committee; • Key Council Staff (Manager Environmental Services, Pest Management Staff, NRM Officer); • Biosecurity Queensland Officer.
Step 3	Undertake consultation with key stakeholder reference group.
Step 4	Key stakeholder input considered and draft plan reviewed if necessary.
Step 5	Council approval to display draft plan for public consultation.
Step 6	Public submissions considered and draft plan reviewed if necessary.
Step 7	Council approval of the Biosecurity plan.

The plan development process has been progressed through to Step 6 after the draft plan was displayed for public consultation:

- on Council's website;
- in Council's service centres; and
- through an advertisement in local papers;
- through other media such as media releases, social media.

Public submissions closed on Friday 31 January 2020 with a total of 5 submissions being received. Please find a copy of the submissions attached. The public submissions are addressed below:

Submission 1

A submitter from Fernvale raised issues relating to domestic cats and their effects on wildlife.

The submission suggests:

- Cats should be required to be kept indoors with enforcement through capture, impoundment and associated cost being passed onto owners.
- Mandatory de-sexing of cats including de-sexing of impounded cats at the expense of the owner when the cat is released.

Officer's comment:

These matters are dealt with under the *Animal Management (Cats and Dogs) Act 2008* and the *Local Law No 2 (Animal Management) 2011*.

Submission 2

A submitter from Mount Beppo suggested that invasive plants, lantana and African box thorn, be added to the list of species listed in the draft plan.

Officer's comment:

The scope of the draft plan covers all *invasive biosecurity matter* listed in the *Biosecurity Act 2014* (the Act). It should be noted that the invasive plants, lantana and African box thorn, are listed as *invasive biosecurity matter* under the Act and therefore are listed in the draft plan.

Submission 3

A submitter from Haigslea raised issues about invasive plant, lantana on Retschlags Road and

the issue of management of invasive plant lantana, African box thorn, fireweed, asparagus, star burr and wynn cassia on neighbouring properties was raised.

Officer's Comment:

The issues relating to lantana, African box thorn, fireweed asparagus fern which are all listed as *invasive biosecurity matter* under the Act have been referred to a pest management officer for appropriate action and discussion with the submitter.

It should be noted that invasive plants, star burr and wynn cassia, are not listed as *invasive biosecurity matter* under the Act.

Submission 4

A submitter from Milton raised several issues including:

- The plan being late and not appearing to say that Council will do anything.
- The placement of lantana under the Asset Based Protection management objective.
- Success indicators listed against strategic actions contained in the draft plan not being effective.
- That comment on the draft plan was only available to be submitted via email and post. Comment was also made on the difference between how public comment could be made on the concreting of the Brisbane Valley Rail at Fernvale and Library hours.

Officer's Comment

Section 126 of the *Biosecurity Act 2014* provides that an existing local government Pest Management Plan is taken to be a biosecurity plan for the purposes of the Act for the time listed in the plan.

Due to unforeseen circumstances, the development of the new biosecurity plan for invasive plants and animals has extended past the end of 2019. It should be noted that Council has kept the Department of Agriculture and Fisheries informed about the progress of the new plan.

Section 5 of the draft plan contains 35 strategic actions to be achieved during the life of the plan.

The process that was followed for designating the management objective and management responses for all *invasive biosecurity matter* is listed in section 7 of the draft plan. Lantana is listed under the Asset Based Protection management objective following the abovementioned process.

The comment relating to success indicators listed in the plan is noted and will be reviewed before final approval of the plan.

It is important to note that while the Act requires all local governments to have a biosecurity plan for the management of *invasive biosecurity matter*, one of the key principles that underpins the Act is that of shared responsibility. The Act places a *general biosecurity obligation* (GBO) on all Queenslanders to manage the biosecurity risks posed by invasive plants and animals under their control.

With regard to calling for submissions on formal documents such as a biosecurity plan or planning scheme, it is a common requirement that submissions be made in writing via email, post or hand delivered to a Council Service Centre.

Submission 5

A submitter from Fernvale raised several issues, including:

- Seqwater leases and responsibilities of lessors and lessees.
- The control of fireweed around Wivenhoe Dam and calling for leadership from

Seqwater.

- A positive comment of Council's lantana control program and a suggestion that it should be extended to State-controlled roads.
- Moreton Bay ash being a serious invasive threat to native vegetation and pasture.
- Calling for lantana to be included in Council's chemical subsidy program.

Officer's Comment

Matters relating to conditions of lease are not a matter for Council to consider. In relation to lantana, it should be noted that Council has received \$275,000 in Federal Government funding under the *Immediate Support to Bushfire Impacted Local Government Areas* program for a lantana control project to reduce bushfire fuel loads. Part of this funding is proposed to be spent on State-controlled roads throughout the region.

It should also be noted that Council has received \$661,000 in Federal Government Funding under the *Communities Combating the Impacts the Pest and Weeds During Drought Program*. Of this funding, \$200,000 has been allocated towards providing chemical subsidies to landholders for the treatment of lantana.

It should be noted that Moreton Bay ash is native to Australia and are not listed as *invasive biosecurity matter* under the Act.

Attachments

1. *Draft Biosecurity Plan – Invasive Plants and Animals – 2020*
2. Copy of public submissions

Outcome

THAT Council approve and adopt the *Somerset Regional Council Biosecurity Plan – Invasive Plants and Animals 2020-2025*.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT Council approve and adopt the *Somerset Regional Council Biosecurity Plan – Invasive Plants and Animals 2020-2025*.”

Carried

Vote - Unanimous

Subject:	Pest Management Working Group Meeting Report - 2 June 2020
File Ref:	Environmental Management - Reports - Environmental Health Reports
Action Officer:	ESM

Background/Summary

A meeting of the Pest Management Working Group was held on 2 June 2020.

A report from the meeting detailing deliberations and recommended actions is attached.

Attachment

Report of Pest Management Working Group Meeting held on 2 June 2020.

Recommendation

THAT Council receive the Pest Management Working Group Meeting report from the meeting held on 2 June 2020 and that the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council receive the Pest Management Working Group Meeting report from the meeting held on 2 June 2020 and that the contents noted.”

Carried

Vote - Unanimous

Subject:	Resilient Rivers Initiative - Catchment Investment Program
File Ref:	Environmental Management - Programs - Land Management and Conservation
Action Officer:	NRMO

Background/Summary

The Resilient Rivers Initiative, coordinated by the Council of Mayors – South East Queensland (CoMSEQ), is a partnership arrangement between South East Queensland (SEQ) Councils and other key agencies including the Queensland Government, water utilities, and catchment organisations to improve regional catchment health and water quality. More specifically, the goals of the Resilient Rivers Initiative are:

- To promote partnerships with strong leadership to deliver a coordinated approach to catchment management in SEQ.
- To keep soil on our land and out of our waterways.
- To help protect our regions water security so it can support the current and future population of SEQ.
- To improve the climate resilience of our region.

To achieve these goals, one of the primary mechanisms for funding and project determination across SEQ is via the Catchment Investment Program (CIP), a collaborative fund accumulated each financial year from the voluntary contributions of project partners, including Somerset Regional Council. These funds are contributed on the understanding that funds submitted may not be spent within the respective local government area, with funds instead being allocated across the region to the areas of (agreed) highest project priority.

To assist in the judicious allocation of the CIP, Catchment Action Plans (CAPs) are applied across all SEQ sub catchments to identify strategic programs or actions to assist achieving the goals within each respective sub catchment. Relevant to the Somerset Regional Council area, the CAPs have been funded and completed for the Mid Brisbane and Lockyer Catchments, and a project is currently underway entailing the balance of the Council area being the Upper Brisbane and Stanley CAP project. This will see the Somerset Region well positioned to present specific project and program delivery options to the CIP for future funding consideration. It is worth noting that the CAPs do not bind any of the identified stakeholders to undertake the specific actions or initiatives entailed, rather the documents might best be viewed as a prospectus of available investment options that align and can deliver the goals of the Resilient Rivers Initiative.

CoMSEQ are currently seeking partner investments to support the CIP for the 20-21 financial year (*Attachment 1 - Council Contribution to the Resilient Rivers Initiative*). In previous years of this program, Council has contributed an amount proportionate to number of rateable properties – approximately \$26,000 / year.

In consideration of this request for contributions for the CIP 20/21, it is prudent to assess Council's return on its investment/s (acknowledging the regional and collaborative nature of the funding), through both direct funding and programs supported and aligned to the Catchment Action Planning documents produced through this program.

Current Projects directly funded include:

<i>Project</i>	<i>Description</i>	<i>Resilient River Funding</i>	<i>Somerset RC contribution</i>	<i>Project Value</i>
Black Snake Creek Rehabilitation Project	To implement Creekbank restoration activities on private land within the Black Snake Creek Catchment.	\$159,761	In-kind	\$159,791
Hills and Savages Crossing Investigation Project	To undertake investigation at these key Riparian sites to guide erosion control measures, and sustainable recreation design.	\$45,000	\$40,000	\$130,000
Upper Brisbane and Stanley Catchment Action Plan (CAP)	To develop a guiding document for key restoration activities within the catchment per the Resilient Rivers Initiative goals.	\$20,000	\$15,000	\$80,000

Current Projects facilitated by Catchment Action Plan outcomes include:

<i>Project</i>	<i>Description</i>	<i>External Funding</i>
On-site Wastewater Mitigation Project	To improve the function of On-site sewage facilities in key Catchments through subsidised system upgrades – Mid Brisbane and Linville.	\$455,000 (over 2 rounds) (SRC Delivery, SEQW Funding)
Mid Brisbane Partnerships Program	A Landholder Incentives program to support key catchment rehabilitation projects on private land with in the Mid Brisbane Catchment.	\$100,000 Resilient Rivers contribution. (SRC sits on the steering committee for this program)

Council's ongoing contribution to the Resilient Rivers Initiative has yielded significant direct funding through the CIP and catalyst for other external partner investment, and provided a platform for new programs that align to the objectives of the respective CAPs. With the current ongoing investment into the development of an Upper Brisbane and Stanley CAP (and comprehensive coverage of the Somerset Regional Council area under respective CAP documents), Council is well positioned to propose considered project proposals to the CIP for the Resilient Rivers Taskforce consideration, or to leverage other investment from key stakeholders to collaboratively achieve CAP outcomes.

It is therefore recommended that Somerset Regional Council continue to provide a yearly contribution to the Resilient Rivers initiative CIP (circa \$26,000 / annum), and a continued, proactive representation on the Resilient Rivers Taskforce.

Attachments

Attachment 1 - *Council Contribution to the Resilient Rivers Initiative*

Recommendation

THAT Somerset Regional Council continue to provide an annual contribution to the Resilient Rivers initiative CIP (circa \$26,000 / annum) and a continued, proactive representation on the Resilient Rivers Taskforce.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

“THAT Somerset Regional Council continue to provide an annual contribution to the Resilient Rivers initiative CIP (circa \$26,000 / annum) and a continued, proactive representation on the Resilient Rivers Taskforce.”

Carried

Vote - Unanimous

Subject:	Planning and Building Services Monthly Report - May 2020
File:	Governance - Reporting - Officer Reports
Action Officer:	DPAD, ESM, SP, SBC, NRMO

Report

A summary of the Department's activities during the month of May 2020 is provided for Council's information.

1. Planning Development Applications

During the month the following Development Applications were received:

Assessment Type	April 2020	May 2020
Building Works assessable against the Planning Scheme	4	8
Material Change of Use	5	3
Reconfiguring a Lot	2	5
Operational Works	-	2
Combined Applications	-	-
Total	11	18

The list of applications received is provided in **Appendix 1**.

During the month the following Development Applications were decided:

Approved/Refused	April 2020	May 2020
Refused - Council	-	1
Refused – Delegated Authority	1	-
Approved - Council	3	3
Approved - Delegated Authority	5	6
Total	9	10

The list of applications decided is provided in Appendix 1A.

Planning and Environment Court Appeals

Roubaix Properties Pty Ltd v Somerset Regional Council and Anor
Planning and Environment Court No 2327 of 2019

The Appeal is against Council's decision to refuse the development application and has been the subject to preliminary proceedings and expert reviews. The trial is set down from 8 June to 12 June 2020.

Edith Pastoral Company Pty Ltd -v- Somerset Regional Council
Planning and Environment Court No 2773 of 2019

The Appeal is against Council's decision to refuse the development application has been the subject to preliminary proceedings and expert reviews. At the most recent hearing on 17 April,

his Honour Judge Jones allowed for a substitution of the Appellant's expert in the fields of noise, air quality and vibration, with a further joint expert reports now scheduled to be provided by 27 May 2020.

2. Building Development Approvals

A total of twenty-nine (29) building approvals were issued in the region for April 2020.

Assessment Type: Building Works

Status	April 2020
Accepted	37
Approved - Council	14
Approved - Private Certifier	15
Info Request	4
Finalised	19

The list of applications approved is provided in **Appendix 2**.

Building Compliance Matters

The following are non-compliant building activities in this period:

April 2020:

Unapproved building works at Lowood, Fernvale, Patrick Estate, Mount Hallen, Lowood, Esk, Sandy Creek, Kilcoy and Minden.

Unlawful use of buildings at Kilcoy and Patrick Estate.

3. Plumbing Compliance Permits and Inspections

A total of ten (10) plumbing and drainage approvals were issued in the region for May 2020.

Assessment Type: Plumbing Approval

Status	May 2020
Approved	13
Info Request	6
Total	19

The list of applications approved is provided in **Appendix 3**.

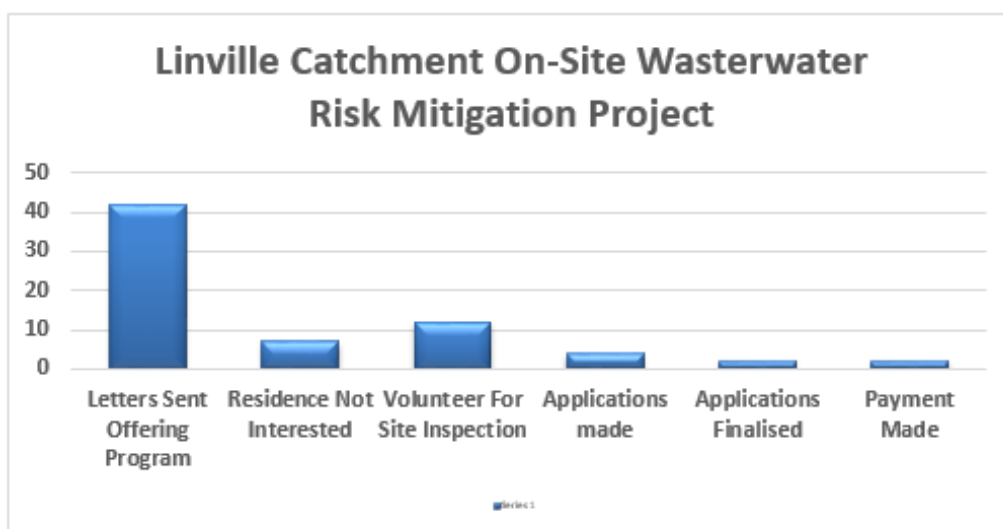
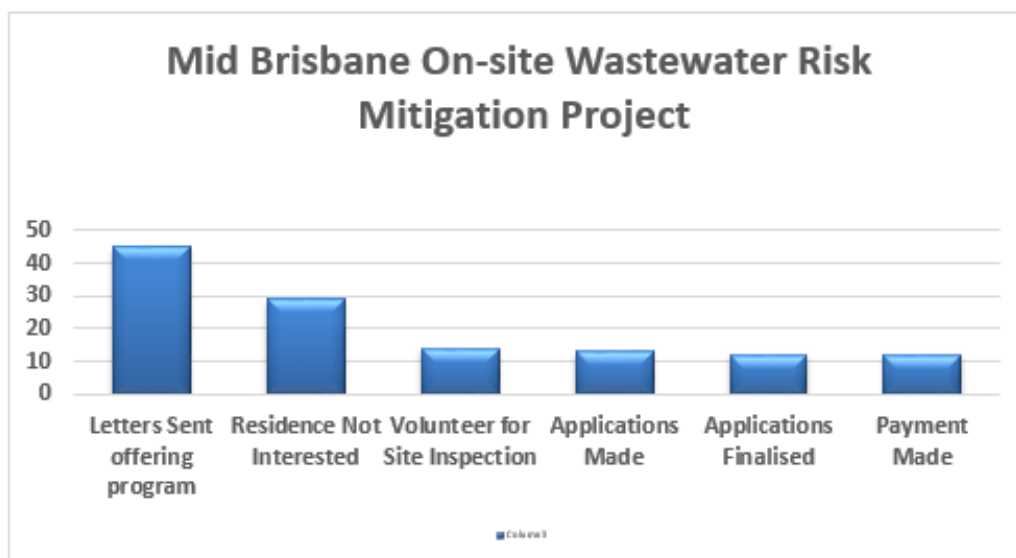
The number of home sewerage treatment plants on Council's register is 1954 of which 70 or 3.58% are currently overdue for servicing. Letters have been sent to the owners of these systems to ensure compliance.

Mid-Brisbane River and Linville Risk Mitigation Program

Council Plumbing Inspectors and NRM officer are currently in the process of managing a subsidy program aimed at improving water quality in the mid Brisbane River catchment and Linville township catchment.

The subsidy of up to \$17,000 per household is being offered for the upgrade of septic systems on properties identified as high risk to water quality. The subsidy is funded by Seqwater.

Please see table's below for current figures of Mid Brisbane and Linville Programs:



4. Environmental Services Environmental Health Services

Toolbox overview

The below figures reflect the customer sessions on Somerset Regional Council's content on Toolbox for the months of March and April.

Visitors to Council content

	March 2020	April 2020
Users	63	70
Sessions	75	99
Pageviews	280	268
Pages/Session	3.73	2.71
Avg. Session Duration	3m12s	3m33s
Downloads	43	56

Most popular content

Top content pages	Unique Pageviews	
	March 2020	April 2020
Noise Pollution	62	37

Food	15	27
Document library	14	-
How to start a food business	8	17
Air Pollution	7	-
Do I need a food business licence?	-	15
Home based activities	-	15

Food Safety Training

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

A total of 67 users completed the training during the month of May.

Swimming Pool Water Quality Monitoring

Swimming pool water samples were not collected this month as the Toogoolawah, Kilcoy and Lowood pools are currently closed and will reopen for the swimming season in late September 2020. Sampling for compliance with the *Queensland Health Water Quality Guidelines for Public Aquatic Facilities, September 2019* will recommence at that time.

School Based Immunisation Clinics

Council delivers a school based vaccination program at the Lowood and Toogoolawah High Schools for Year 7 and Year 10 students under a service provider agreement with the State Government. The first school based immunisation clinics were conducted Tuesday 3 March 2020. Clinics scheduled for June have been postponed due to Covid-19 restrictions and Council will work with Queensland Health on the delivery of the program moving forward.

Mosquito Monitoring

Officers have been conducting the 2020 mosquito surveillance program in conjunction with Queensland Health in various towns and villages in the region to be conducted from February to April 2020. In March, monitoring was conducted in Esk and Toogoolawah results sent to Queensland Health for analysis. The survey program was postponed in mid-March due Covid-19 restrictions.

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.

An overview of the section activities for the month is contained in **Appendix 4**.

Pest Management

The following is a report on activities in the Pest Management sections for the months of April and May.

Invasive Animal Control

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

Wild dogs

1080 baits injected:

(Note: scheduled 1080 baiting days have been suspended until further notice due to Covid-

19 restriction. Reactive 1080 is available by appointment on property).

	April 2020	May 2020
Toogoolawah	5	-
Coal Creek	15	-
Linville	8	-
Scrub Creek	-	8
Black Jack Creek	-	32
Mt Archer	-	10
Sheep Station Creek	-	21
Total	28	71

Scheduled 1080 baiting days are currently postponed due to Covid-19 restrictions. Reactive 1080 is available by appointment on property.

Dingo scalps presented:

(Note: wild dog bounty payments have been suspended until further notice due to Covid-19 restrictions)

	April 2020	May 2020
Total	-	-

Feral pig scalps presented:

(Note: feral pig bounty payments have been suspended until further notice due to Covid-19 restrictions)

	April 2020	May 2020
Total	-	-

Rabbits:

- Officers have been working with landholders to control rabbit infestations in the following areas:
 - April: Hazeldean, Gregors Creek.
 - May: Kilcoy, Hazeldean, Minden, Lowood.
- Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset and Wivenhoe Dams.

Invasive Plant Control

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

April:

- **Groundsel** –Tarampa.
- **Giant rats tail grass** – Mt Kilcoy, Sandy Creek, Wivenhoe Pocket, Lowood hills.
- **Annual Ragweed** –Toogoolawah, Hazeldean.
- **Lantana** - Sandy Creek, Neurum, Mt Beppo and Gregors Creek.
- **Mother of Millions** - Coominya, Prenzlau, Fernvale, Mt Tarampa, Minden, Clarendon, Toogoolawah.
- **Prickly Pear** – Toogoolawah.
- **Parthenium** - Lowood.
- **Parkinsonia** - Prenzlau.
- **Main Roads Element 5** – D'Aguilar Highway, Brisbane Valley Highway, Esk Hampton Road, Forest Hill Fernvale Road.
- **Main Roads Element 8** - Esk Kilcoy Road.

- **Herbicide applied –15,665L.**
- **Lantana Control** - Mechanical removal of lantana was conducted along Gregors Creek Road with herbicide control carried out on Cooeimbardi Road, Gregors Creek Road, Mary Smokes Road, Toogoolawah-Biarra Road, Contract herbicide sprayer employed to treat lantana along Mary Smokes Road.

May:

- **Groundsel –Tarampa.**
- **Fireweed** - Borallon, Fernvale, Glamorganvale
- **Giant rats tail grass – Mt Kilcoy, Sandy Creek, Wivenhoe Pocket, Esk, Monsildale, Fernvale**
- **Annual Ragweed –Toogoolawah, Linville,**
- **Lantana** - Sandy Creek, Gregors Creek, Toogoolawah.
- **Mother of Millions** - Coominya, Prenzlau, Fernvale, Wanora, Biarra, Minden, Clarendon, Toogoolawah, Wivenhoe Pocket, Lowood, Esk, Mt Byron, Glamorganvale,
- **Prickly Pear – Toogoolawah.**
- **Parthenium** - Linville.
- **Main Roads Element 5 – D'Aguilar Highway, Brisbane Valley Highway lantana control**
- **Main Roads Element 8 -**
- **Herbicide applied –18,283L.**
- **Lantana Control** - Mechanical removal of lantana was conducted along Gregors Creek Road and the intersection of the Brisbane Valley Highway and the D'Aguilar Highway with herbicide control carried out on Cooeimbardi Road, Gregors Creek Road, Mary Smokes Road, Toogoolawah-Biarra Road, Contract herbicide sprayer employed to treat lantana along Mary Smokes Road.



Compliance under the *Biosecurity Act 2014*:

	April 2020	May 2020
Information notices	3	2
Biosecurity Orders	-	-
Enter and Clear action	-	-
Total	3	2

Animal Management

An overview of the section activities for the month are contained in **Appendix 4**.

5. Natural Resource Management

Land for Wildlife

- No New Land for Wildlife sign-up during May due to Covid 19 restrictions.
- Officer participation in Land for Wildlife Steering Committee meetings held 6 and 20 May.

Somerset Flora and Fauna

- Ongoing feedback and consultation regarding the State Government review of Koala provisions – Meeting with State representatives 5 May.
- Progressing Matters of Local Environmental Significance (MLES) to inform future Planning Scheme review – documentation has been prepared for a selective Expression of Interest process with appropriate consultancies organisations in June.

Catchment Management

- Resilient Rivers Project Updates:
 - Planting has been completed across the 4 properties included in the Black Snake Creek Project, and pending establishment, begins a period of 1 years contracted maintenance. A meeting with CoMSEQ representation (funder) on 21 May to inspect project progress.
 - A draft options paper has been circulated to project partners for consideration in respect of the Hills Crossing and Savages Crossing investigation project. Consultants are currently considering Council officer feedback into a review of the draft options paper. Meetings to discuss consultation and interpretation was held with consultants and stakeholder representatives on 14 and 18 May.
- The steering committee has decided to defer the continuation of the Upper Brisbane and Stanley Catchment Action Plan project until Covid19 restrictions allow for in-person public consultation, and ensure all sectors have opportunity to participate.
- Stage 3 of the On-site Wastewater Mitigation Program is ongoing, with Council Plumbing officers engaging properties in Linville Township, and further properties along the Mid Brisbane River (in a continuation of Stage 2 delivery). A program meeting was held virtually with Somerset Regional Council Staff, and Seqwater representation on May 26 to refine program delivery processes, and discuss future delivery options in the Fernvale and Glamorganvale districts.

Offsets – Planting

- Delivery of Councils 2019/20 Capital Works Offsets:
 - Kilcoy – Approximately one third of the planting at Yowie Park has been completed and is currently being maintained by Council staff. Further community plantings to complete the work are on hold until social distancing rules allow such events.
 - Toogoolawah – Planting in new gardens along the rail trail corridor is complete and is being maintained by Council staff
 - Lowood - Planting of trees on this site has been completed and is being maintained by contractors until established.
- An offset planting along Kilcoy creek has commenced with fencing and planting layout preparations completed. This planting is supported with funding from Department of Transport and Main Roads, and SEQ Water. Planting (by contractors) will proceed when climatic conditions allow.

Collaborations

- Continued consultation regarding the establishment of a collaborative Canoe trail

across the Brisbane River Catchment. Ipswich City Council is currently drafting Canoe Trail signage and symbology to support a broader collaborative canoe trail.

- Plant salvage completed at a culvert replacement on the Kilcoy Murgon Road on 7 May in association with Brisbane Valley Kilcoy Landcare. Salvages plants will be incorporated into the planting site in Yowie Park.
- Meeting with West Morton Landcare regarding a request to undertake work on Council Land at Lowood in association with the Brisbane Valley Rail Trail – 25 May. A report will be provided for Council consideration of this matter.

Consultation and Assessment

- Meeting with Queensland Urban Utilities (QUU) regarding the Pipe alignment from new Lowood treatment Plant to existing facility – 5 May.
- Consultation regarding removal of culturally significant trees in Somerset Dam Village (QUU).
- Assessment and conditions regarding Roadside Burning – Esk Crows Nest Road, and Moore Linville Rail Trail (associated road reserve).
- Assessment of debris from emergency fire clearing in Jimna township, and collaborative arrangements (HQ Plantations, QFES) for clean-up – May 12.

Attachments

Appendix 1 - Development applications received
 Appendix 2 - Building approvals April 2020
 Appendix 3 - Plumbing and Drainage Approvals May 2020
 Appendix 4 - Environmental Services

Recommendation

THAT the Department of Planning and Development Monthly Report for May 2020 be received and the contents noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT the Department of Planning and Development Monthly Report for May 2020 be received and the contents noted.”

Carried

Vote - Unanimous

Subject:	Financial reports - 1 July 2019 to 2 June 2020
File Ref:	Monthly financial statements
Action Officer:	DFIN

Background/Summary

Financial reports

Month end financial reports for the period 1 July 2019 to 2 June 2020 are attached detailing the progress that has been made in relation to Council's FY2020 budget as per section 204 of the Local Government Regulation 2012.

A list of payments is also provided as previously requested. This is not a statutory requirement.

Financial results are summarised in the attached dashboard.

A draft second revised budget is likely to be required for consideration at the Council meeting of 24 June 2020 to account for recoverable works expenditure in the Kilcoy CBD.

Grants

Council is awaiting advice about a number of competitive grant applications including the following.

- In December 2019, Council officers submitted detailed applications under the Australian Government's competitive Building Better Regions Fund (BBRF) including a \$10 million upgrade to Lowood Minden Road, a \$2.2 million project called "Brisbane Valley Rail Trail Install stabilised pavements and concrete surfaces – Fernvale to Esk" and a \$1.5 million recycled water pipeline from the new Lowood sewerage treatment plant to Fernvale. No advice has been received about these applications.
- In late May 2020, Council officers submitted detailed applications under the Australian Government's competitive Heavy Vehicles Safety and Productivity Program (HVSPP) and Bridges Renewal Program (BRP) for the following \$12.2 million of proposals consistent with Council's resolution of 25 March 2020. This program was open to State Governments as well as local governments. Applications were limited to a maximum of five.

No advice has been received about these applications:

<i>Nominated BRP projects</i>	<i>Total Project Cost</i>	<i>Council co-contribution</i>
Doolan Deck Bridge Network Borate Salt Diffuser Rod Installation, Strengthening and Renewal	\$1,551,934	\$775,967
Replace Braeburn Road Bridge	\$280,314	\$140,157
Replace Copley Lane Sandy Creek Bridge	\$471,086	\$235,543

<i>Nominated HVSPP projects</i>	<i>Total Project Cost</i>	<i>Council co-contribution</i>
Esk - Crows Nest Road bitumen sealing stage 1 chainage 26.060 km to 30.150 km (Maria Creek Road intersection)	\$4,611,521	\$2,611,521
Lowood - Minden Road widening and strengthening – Litzows Rd to Lukritz Rd section	\$5,272,600	\$3,272,600

The \$5.3 million HVSPP Lowood – Minden Road proposal is a component of the larger \$10 million BBRF Lowood – Minden Road application.

Investments

Council's 2019/2020 revised budget interest revenue is \$2.08 million or \$177 per rateable property for the year.

Interest rates have been falling. Council resolved on 26 June 2019 to endorse the entering into of an agreement for a second credit facility with Urban Utilities (QUU) of \$30 million to help sustain Council's long term non-rate revenue.

Council already has one QUU credit facility of \$13.8 million in place.

This investment requires State Government approval. Queensland Urban Utilities and Council have both applied for and are awaiting this approval.

Rates

All rate recovery actions in progress at the declaration of the coronavirus pandemic were terminated.

Documents for one Council-approved sale of lands for overdue rates action will be prepared in early June 2020.

Rates are issued in six monthly cycles and were issued on 25 February 2020 and had a revised due date of 28 May 2020.

Rate debtors were as follows at the date of this report and as at six months prior:

- \$2.76 million – 1 June 2020
- \$2.19 million – 30 November 2019

Growth

Rateable property data provides an indication of regional growth.

The number of rateable properties has changed as follows:

<i>Date</i>	<i>Number of rateable properties</i>	<i>Growth in rateable properties</i>
30 June 2017	11,672	0.8%
30 June 2018	11,757	0.7%
30 June 2019	11,748	0%
31 May 2020	11,762	0%

Road maintenance detail

Councillors have previously requested additional information about road maintenance:

	<i>Rural (\$000's)</i>	<i>Urban (\$000's)</i>	<i>Total (\$000's)</i>
Bitumen road maintenance	485	179	664
Gravel road maintenance	2,082	15	2,097
Roadside drainage	406	238	644
Culvert maintenance	26	2	28
Vegetation maintenance	332	211	543
Traffic furniture	218	37	255
Linemarking	18	20	38
Total actual year to date	3,567	702	4,269
Expected pro-rata budget year to date	3,801	654	4,455

Please note, these are pro-rata year to date figures. Council's total 2019/2020 road and street ordinary maintenance budget is \$4.8 million. (maintenance only)

As previously requested, Council's 30 most costly road segments for bitumen, gravel or culvert maintenance were:

<i>Road segment</i>	<i>(\$000's)</i>
Esk Crows Nest (gravel) Ch26120-Ch34090	120
Atkinsons Dam Rd (bitumen) Ch3200-Ch5600	92
Bellthorpe Rd (gravel) Ch0-Ch11460	70
Mt Byron Rd (gravel) Ch2020-Ch15370	60
Banffs La (gravel) Ch0-Ch3050	57
Larsens Rd (gravel) Ch3870-Ch5920	55
Kingaham Rd (gravel) Ch0-Ch8960	55
Monsildale Rd (gravel) Ch1630-Ch10200	50
Muckerts La (gravel) Ch1370-Ch2780	43

Spring Creek Rd (gravel) Ch60-Ch4210	40
Brennan Rd (gravel) Ch100-Ch4020	36
Stanley Pocket Rd (bitumen) Ch0-Ch12030	31
Diaper Rd (gravel) Ch0-Ch3000	31
Boyces Rd (gravel) Ch0-Ch2460	30
Harris Rd (gravel) Ch120-Ch3340	30
Diaper Rd (gravel) Ch3000-Ch6200	28
Western Branch (gravel) Ch14050-Ch27110	27
Westvale Rd (gravel) Ch13550-Ch15210	26
Seib St (gravel) Ch0-Ch340	26
Westvale Rd (gravel) Ch1340-Ch13550	25
Clarendon Rd (bitumen) Ch5750-Ch8860	24
Silverleaves Rd (gravel) Ch40-Ch2150	24
Highwood La (gravel) Ch2610-Ch6690	24
Highwood La (gravel) Ch0-Ch2610	23
Kiernan La (gravel) Ch0-Ch1570	22
Zernike La (gravel) Ch20-Ch1100	22
OReillys Weir Rd (bitumen) Ch110-Ch4250	21
Kangaroo Creek Rd (gravel) Ch3190-Ch7830	21
Voss Rd (gravel) Ch880-Ch2690	21
Monsildale Rd (gravel) Ch12000-Ch19100	21
Subtotal	<u>1,155</u>

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2019 to 1 June 2020 including payments presented for the period 30 April 2020 to 1 June 2020 totalling \$4,468,954.63 and that the contents be noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Choat

“THAT Council receive the financial reports for 1 July 2019 to 1 June 2020 including payments presented for the period 30 April 2020 to 1 June 2020 totalling \$4,468,954.63 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Petition to reduce rates by 50%
File Ref:	Financial management - budget
Action Officer:	DFIN

Background/Summary

Council resolved as follows on 27 May 2020:

“THAT the Petition received by Council to reduce the 2020 rates by 50% be received and that a report be brought back to a future Council meeting.”

It is noted that the e-petition is headed “Somerset Regional Council needs to do its fair share” rather than “That Council reduce the 2020 rates by 50%”. The email forwarding the e-petition includes the following “Of course, a 50% discount on the rates is a big ask, but we are all having to make sacrifices during this pandemic.”

Council's website notes proactive steps by Council to relieve economic hardship in the community including hardship caused by the coronavirus pandemic including:

- Council has been actively pursuing infrastructure funding to support long-term local employment, including its \$42.5 million Battleplan submission. By comparison, Council's total audited rates and charges revenue last year was \$21.9 million.
- Council has extended its dog registration period through to June 2021, effectively providing an additional year of dog registration at no additional charge.
- In March 2020, Council waived tipping fees for Somerset residents and businesses at its four waste facilities to 30 June 2020 while continuing to absorb the State Government waste levy.
- Council waived all 2019/2020 business inspection levies for more than 180 cafes, restaurants, supermarkets, care facilities, intensive poultry farms, extractive industries and kennels.
- Council accelerated payments to its suppliers including through a 76% increase in payments to businesses via credit card to facilitate immediate cash payments.
- Council extended the rate discount period for all residents from 7 April 2020 to 28 May 2020 – more than three months after the rate notices were issued.
- Council has put a hold on all legal rate recovery actions of less than \$100,000 until January 2021.
- Council has worked with its commercial property tenants to assist with payment terms, has issued refunds for long-term facility hires and resolved a 25% class concession rebate to tourism business owners in rating category 37 due to particular impacts of coronavirus on that category
- Somerset Regional Council's average residential rates remain the cheapest in south east Queensland (source: <http://www.dlgrma.qld.gov.au/resources-ilgp/plans-strategies-reports/local-government-comparative-reports.html>).
- Somerset Regional Council's category 4 small business rate percentage remains between 22% and 190% lower than similar categories in neighbouring councils (<http://www.dlgrma.qld.gov.au/resources/publication/local-government/lg-comparative-18-19/lg-comparative-18-19-7-2019-20-gen-rate-&-2018-19-gen-rate.xlsx>)

Attachments

E-petition through change.org (document 1197600)

Recommendation

THAT the report about the Change.org petition submitted 19 May 2020 be received.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT the report about the Change.org petition submitted 19 May 2020 be received.”

Carried

Vote - Unanimous

Subject:	Revenue policy FY2021
File Ref:	Financial management – budgeting – budget
Action Officer:	DFIN

Background/Summary

Council's revenue policy was discussed at a recent Councillor workshop and a proposed revenue policy is recommended for adoption consistent with those discussions and earlier resolutions.

Attachments

Nil

Recommendation

THAT the following Revenue Policy FY2021 be adopted:



Policy Subject/Title: **Revenue Policy FY2021**

Policy Number: **F/001**

Policy Subject/Title: Revenue Policy FY2021

Responsible Officer: Director Finance

Legislative or Regulatory Reference: *Local Government Act 2009* and Regulation

Related Policies / Procedures: Revenue statement

Authorised by: Somerset Regional Council

Authorised on: 10 June 2020

Review/Amendment dates: This policy is reviewed annually

1. OBJECTIVE

Council aims to fulfil a statutory requirement through adoption of this revenue policy under section 193 of the Local Government Regulation 2012.

2. BACKGROUND

Council is required to review its revenue policy each financial year under section 193 of the Local Government Regulation 2012.

3. PURPOSE

The revenue policy sets guidelines for the development of Council's budget, revenue measures and other financial matters as outlined.

4. SCOPE

The policy applies to Somerset Regional Council and all persons and entities that contribute or might contribute revenue to the Council.

5. POLICY

Section numbers referred to below relate to the Local Government Regulation 2012.

• s193(1)(a)(i) The principles that the local government intends to apply in the financial year for levying rates and charges

Rates and charges are levied to enable Council to meet its recurrent and capital costs.

Differential general rates will be levied on all rateable land in the Region. In Council's opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land.

In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

For the 2020/2021 financial year, the Council will levy general rates on land on the basis of differential rating categories determined having regard to matters such as: -

- land use;
- land location;
- availability of services;
- consumption of services;
- land area;
- valuation; and
- income producing capacity of land.

For utility charges, and other rates or charges for particular services or functions (regulatory or otherwise) the guiding principle is that of user pays, with the overall level of revenue raised by each charge being based so far as practicable upon the full cost price of providing the service or facility concerned.

Council will meet legal requirements for the cost effective levying of rates including providing all required information on rate documents.

• s193(1)(a)(ii) The principles that the local government intends to apply in the financial year for granting concessions for rates and charges

Council may grant rate remissions or deferrals on the grounds of financial hardship on a case-by case but consistent basis.

Financial hardship does not necessarily mean simple inability to pay.

Council will administer the State Government Pensioner Rate Subsidy Scheme under the scheme rules for the maximum benefit of landowners.

Council may allow concessions to certain classes of pensioner landowners for rating equity

reasons. The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(a)(iii) The principles that the local government intends to apply in the financial year for recovering overdue rates and charges

Council will inform ratepayers with arrears of rates of the powers it may use in collecting outstanding rates including legal action, application of interest penalties, loss of discounts, release of information to mortgagees and other parties with interests in properties, sale of lands and any other potential action.

Council may offer assistance to people to access their own superannuation if applicable.

Council's recovery action will be cost effective.

Council will not enter into arrangements that limit its legal power to recover rates.

Following each rating period, Council will forward reminder letters to owners with overdue rates where appropriate or courtesy advices to ratepayers who have missed discounts.

Legal rate recovery actions or referrals to debt collectors may be authorised by the Chief Executive Officer.

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 except where the overdue rates or charges exceed the rateable valuation of the land. Where this situation applies, a recommendation to acquire the land for overdue rates may be made.

As a result of the Coronavirus pandemic, only properties with more than \$100,000 in overdue rates and charges will be included in any recommendations for sale of lands for overdue rates actions until 1 January 2021.

Where Council invokes section 130 (7) of the Local Government Regulation 2012 to set a later discount date than indicated on a rate notice and this has clearly resulted in a credit balance for a local ratepayer equal to the discount available, Council will write to the local ratepayer advising that the account is in credit.

Council is to receive a recommendation to commence sale of land for overdue rates and charges action whenever an infrastructure charge becomes overdue for a period of more than three years.

• s193(1)(a)(iv) The principles that the local government intends to apply in the financial year for cost-recovery methods

Council may seek to recover costs of the matters permitted under section 97 of the Local Government Act 2009.

Costs to be recovered with cost-recovery fees may include all direct and indirect costs of the providing the relevant facility, service or activity including cash and non-cash costs and including but not limited to the cost of capital, corporate overheads and depreciation.

Council will not seek to impose a taxation component for any cost-recovery fee.

Council may charge less than the full cost of providing the relevant facility, service or activity when setting any cost-recovery fee.

• **s193(1)(b) The purpose of concessions granted for rates and charges**

Various concessions may be granted for rates and charges including retaining the concessions of a predecessor council or for any of the matters permitted by law as it is assumed that the types of concessions allowable by law are permitted for a valid purpose.

The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• **s193(1)(c) The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development**

Developers may be required to pay the full costs of any increased capacity in the physical infrastructure due to any new developments, and where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new developments.

6. EFFECTIVE FROM

This policy is effective from 10 June 2020 in respect of the 2020/2021 financial year.

7. CONTROLS


This policy is subject to controls outlined in the financial management risk register.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 10 June 2020.

Signed:

Dated:

Resolution	Moved – Cr Choat	Seconded – Cr Gaedtke
"THAT the following Revenue Policy FY2021 be adopted:		
 Somerset REGIONAL COUNCIL		
Policy Subject/Title:	Revenue Policy FY2021	
Policy Number:	F/001	
Policy Subject/Title:	Revenue Policy FY2021	
Responsible Officer:	Director Finance	
Legislative or Regulatory Reference:	Local Government Act 2009 and Regulation	
Related Policies / Procedures:	Revenue statement	
Authorised by:	Somerset Regional Council	

Authorised on: 10 June 2020

Review/Amendment dates: This policy is reviewed annually

1. OBJECTIVE

Council aims to fulfil a statutory requirement through adoption of this revenue policy under section 193 of the Local Government Regulation 2012.

2. BACKGROUND

Council is required to review its revenue policy each financial year under section 193 of the Local Government Regulation 2012.

3. PURPOSE

The revenue policy sets guidelines for the development of Council's budget, revenue measures and other financial matters as outlined.

4. SCOPE

The policy applies to Somerset Regional Council and all persons and entities that contribute or might contribute revenue to the Council.

5. POLICY

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In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

For the 2020/2021 financial year, the Council will levy general rates on land on the basis of differential rating categories determined having regard to matters such as: -

- land use;
- land location;
- availability of services;
- consumption of services;
- land area;
- valuation; and
- income producing capacity of land.

For utility charges, and other rates or charges for particular services or functions (regulatory

or otherwise) the guiding principle is that of user pays, with the overall level of revenue raised by each charge being based so far as practicable upon the full cost price of providing the service or facility concerned.

Council will meet legal requirements for the cost effective levying of rates including providing all required information on rate documents.

• s193(1)(a)(ii) The principles that the local government intends to apply in the financial year for granting concessions for rates and charges

Council may grant rate remissions or deferrals on the grounds of financial hardship on a case-by case but consistent basis.

Financial hardship does not necessarily mean simple inability to pay.

Council will administer the State Government Pensioner Rate Subsidy Scheme under the scheme rules for the maximum benefit of landowners.

Council may allow concessions to certain classes of pensioner landowners for rating equity reasons. The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(a)(iii) The principles that the local government intends to apply in the financial year for recovering overdue rates and charges

Council will inform ratepayers with arrears of rates of the powers it may use in collecting outstanding rates including legal action, application of interest penalties, loss of discounts, release of information to mortgagees and other parties with interests in properties, sale of lands and any other potential action.

Council may offer assistance to people to access their own superannuation if applicable.

Council's recovery action will be cost effective.

Council will not enter into arrangements that limit its legal power to recover rates.

Following each rating period, Council will forward reminder letters to owners with overdue rates where appropriate or courtesy advices to ratepayers who have missed discounts.

Legal rate recovery actions or referrals to debt collectors may be authorised by the Chief Executive Officer.

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 except where the overdue rates or charges exceed the rateable valuation of the land. Where this situation applies, a recommendation to acquire the land for overdue rates may be made.

As a result of the Coronavirus pandemic, only properties with more than \$100,000 in overdue rates and charges will be included in any recommendations for sale of lands for overdue rates actions until 1 January 2021.

Where Council invokes section 130 (7) of the Local Government Regulation 2012 to set a later discount date than indicated on a rate notice and this has clearly resulted in a credit balance for a local ratepayer equal to the discount available, Council will write to the local ratepayer advising that the account is in credit.

Council is to receive a recommendation to commence sale of land for overdue rates and

charges action whenever an infrastructure charge becomes overdue for a period of more than three years.

• **s193(1)(a)(iv) The principles that the local government intends to apply in the financial year for cost-recovery methods**

Council may seek to recover costs of the matters permitted under section 97 of the Local Government Act 2009.

Costs to be recovered with cost-recovery fees may include all direct and indirect costs of the providing the relevant facility, service or activity including cash and non-cash costs and including but not limited to the cost of capital, corporate overheads and depreciation.

Council will not seek to impose a taxation component for any cost-recovery fee.

Council may charge less than the full cost of providing the relevant facility, service or activity when setting any cost-recovery fee.

• **s193(1)(b) The purpose of concessions granted for rates and charges**

Various concessions may be granted for rates and charges including retaining the concessions of a predecessor council or for any of the matters permitted by law as it is assumed that the types of concessions allowable by law are permitted for a valid purpose.

The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• **s193(1)(c) The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development**

Developers may be required to pay the full costs of any increased capacity in the physical infrastructure due to any new developments, and where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new developments.

6. EFFECTIVE FROM

This policy is effective from 10 June 2020 in respect of the 2020/2021 financial year.

7. CONTROLS

This policy is subject to controls outlined in the financial management risk register.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 10 June 2020.

Signed:

Dated: "

Carried

Vote – Unanimous

Subject:	Mayoral Gala Charity Ball – Fundraising Auctions Pty Ltd
File Ref:	Mayoral Gala Charity Ball
Action Officer:	DFIN

Background/Summary

Council engaged Fundraising Auctions Pty Ltd to assist with the 2017, 2018 and 2019 Mayoral Gala Charity Balls.

On 27 September 2019 Fundraising Auctions Pty Ltd paid Council \$8,901.05 in respect of the auction held at the 2019 Mayoral Gala Charity Ball.

A company search is attached showing that a liquidator was appointed to Fundraising Auctions Pty Ltd on 31 March 2020.

Holders of vouchers issued by Fundraising Auctions Pty Ltd but unused at the date would likely rank as unsecured creditors of that firm.

Councillors have indicated that Council may be willing to support affected auction bidders from the 2019 Mayoral Gala Charity Ball in the circumstances outlined.

Attachments

Current company extract Fundraising Auctions Pty Ltd

Recommendation

THAT the Chief Executive Officer be authorised to make appropriate settlement arrangements with affected 2019 Mayoral Ball attendees in the relation to the liquidation of Fundraising Auctions Pty Ltd who may be unsecured creditors of this company and that the balance of the Mayoral Gala Charity Ball Fund not be affected by these settlements.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

“THAT the Chief Executive Officer be authorised to make appropriate settlement arrangements with affected 2019 Mayoral Ball attendees in the relation to the liquidation of Fundraising Auctions Pty Ltd who may be unsecured creditors of this company and that the balance of the Mayoral Gala Charity Ball Fund be affected by these settlements.”

Carried

Vote - Unanimous

Subject:	Lowood Minden Road resumption and geotechnical survey allocation
File Ref:	Grants - programs - HVSP
Action Officer:	DFIN

Background/Summary

Council has lodged two separate funding applications for widening and strengthening sections of Lowood Minden Road including a \$10 million proposal.

Lowood Minden Road is easily Council's busiest local road, carrying 3,819 vehicles per day at the southern end and 2,183 vehicles per day in the north.

The road sits in a road reservation that is 20 metres wide in most sections.

The project requires a number of land acquisitions.

Land acquisitions were not eligible expenditure in respect of either grant application.

To provide assurances that the work could be completed within the timeframes of the application, Council undertook to “pre-fund construction investigations, design and documentation work” as part of the application process.

Endorsement is sought for Council to enter into commitments to undertake geotechnical survey work and for land acquisitions totalling an estimated \$140,000.

Attachments

Letter of 9 December 2019

Recommendation

THAT Council endorse entering into commitments to undertake geotechnical survey work and for land acquisitions totalling an estimated \$140,000 in respect of proposed widening and strengthening of Lowood Minden Road.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT Council endorse entering into commitments to undertake geotechnical survey work and for land acquisitions totalling an estimated \$140,000 in respect of proposed widening and strengthening of Lowood Minden Road.”

Carried

Vote - Unanimous

Subject:	Further potential Coronavirus assistance package measure
File Ref:	Rates - rate payments - rebates
Action Officer:	DFIN

Background/Summary

Council has adopted a number of coronavirus assistance package measures since the pandemic was declared.

At the end of the current rating period, 493 ratepayers had outstanding rates who did not also owe any amount when the rate notices were issued on 25 February 2020.

These property owners owed a total of \$462,985.12 at 3 June 2020.

Council may wish to consider providing a rebate for these property owners with no opening arrears balance as a class concession equal to the amount of the discount that would otherwise have been available if they had paid by the discount date.

Attachments

Nil

Recommendation

THAT a class concession be provided under section 122 of the Local Government Regulation 2012 for hardship reasons to owners of properties where:

- No rate balance was owing at 25 February 2020; and

- No discount had been allowed in respect of the rate notice that issued on 25 February 2020;

where the concession is provided on the basis of hardship and represents a rebate of an amount equivalent to the discount that would otherwise have been available.

Resolution	Moved – Cr Choat	Seconded – Cr Wendt
<p>“THAT a class concession be provided under section 122 of the Local Government Regulation 2012 for hardship reasons to owners of properties where:</p> <ul style="list-style-type: none"> • No rate balance was owing at 25 February 2020; and • No discount had been allowed in respect of the rate notice that issued on 25 February 2020 <p>where the concession is provided on the basis of hardship and represents a rebate of an amount equivalent to the discount that would otherwise have been available.”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>		

Subject:	Operational Plan 2020 / 2021
File Ref:	Corporate Management - Planning - Operational Plan
Action Officer:	DCORP

Background/Summary

The Directors Managers and Supervisors of Somerset have been requested to provide input into the Operational Plan for 2020/21.

Last year the Operational Plan was converted to a document that showed links to the Corporate Plan and Corporate Plan Objectives. In doing this there were a number of areas of activity and output which didn't fit neatly within one of the Corporate Plan areas. This year directors and managers have been able to add, amend and delete activities that did or did not represent the activities and outputs currently being undertaken by their Departments.

The Draft Operational Plan for 2020/21 is presented for discussion and further amendment by Councillors.

Attachments

Operational Plan 2020/21

Recommendation

THAT Council adopt the 2020 / 21 Operational Plan.

Resolution	Moved – Cr Whalley	Seconded – Cr Brieschke
<p>“THAT Council adopt the 2020 / 21 Operational Plan (Attachment 1 to these Minutes).”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>		

Subject:	Kilcoy Sport and Recreation Needs Analysis
File Ref:	Recreation and Cultural Services - Service Provision - Recreation Facilities
Action Officer:	SRO

Background/Summary

At the 9 October 2019 Council Ordinary meeting, Council approved the awarding of the Kilcoy Sport and Recreation Needs Analysis to CPR Group.

In November 2019, CPR Group commenced research into Sport and Recreation within the Kilcoy area and commenced consultation with local stakeholders. In April 2020, CPR submitted a report draft to Council for review.

The Kilcoy Sport and Recreation Needs Analysis was born from a desire to further understand the local demands of the Kilcoy area and larger trends within sport and recreation.

The report aims to provide Council with information to inform strategic decision making for the development, enhancement and allocation of sport and recreation funding in Kilcoy.

The report places a specific emphasis on sport and recreation facilities and demands within the township of Kilcoy. It should be noted however, that all sport and recreation organisations and groups within Kilcoy and surrounding areas were invited to participate in the project. Of the 21 identified sport and recreation organisations and groups within the Kilcoy area, 13 (62 per cent) elected to take part. The Kilcoy Showgrounds and Racecourse Master Plan is also scheduled for review in 2021.

To inform final recommendations within the needs analysis, a combination of direct face-to-face and over the phone engagement with Council Officers, facility managers and club committee members was utilised. In addition, consultations were held with state and sporting organisations, a public survey was published for public commentary and a review of the current sport and recreation trends was completed.

Sports Australia AusPlay data was utilised to provide benchmark rates for participation in sport and recreation activities. For the purposes of this project, Queensland participation rates have been used where possible to compare and evaluate Kilcoy participation rates. Unfortunately, due to the local population size, no participation data is available for the Somerset LGA.

The project reviewed the existing provision and capacity of sport and recreation facilities in Kilcoy and explored future needs and trends. The Kilcoy Indoor Sports Centre (KISC) was found to be the facility most lacking capability to meet the needs of the Kilcoy area. It was concluded that the building lacks optimal space allocation resulting in restrictive scheduling and that the building is unusable during high temperature events. It should be noted that the manager of the centre, Somerset Health and Fitness (Jayne Mackenzie), actively encouraged KISC members to complete the public survey. This encouragement is noticeable in the public survey results.

CPR Group have drafted a proposed KISC Preliminary Facility Concept Plan (refer to Appendix 3.). Whilst it would be prudent to commence investigations into refurbishing, extending or replacing the KISC the SRO believes that it is premature to have concept plans available for perusal in the public domain. The availability of such documents may lead to unreasonable expectations from the local community regarding future enhancements of the KISC.

Attachments

1. Kilcoy Sport and Recreation Needs Analysis (2020)
2. Kilcoy Sport and Recreation Needs Analysis Appendix 1 – Survey Outcomes

Recommendation

THAT Council note the contents and findings of the Kilcoy Sport and Recreation Needs Analysis and endorse the report recommendations.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT Council note the contents and findings of the Kilcoy Sport and Recreation Needs Analysis and endorse the report recommendations.”

Carried

Vote - Unanimous

Subject:	State Penalty Enforcements Registry (SPER) Codes
File Ref:	Laws and enforcement - infringements - State Penalties Enforcements Registry SPER
Action Officer:	DCORP / CCSO

Background/Summary

In response to the COVID-19 emergency, amendments were made to the *Public Health Act 2005*. The amendments created a new offence which applies in circumstances where a person to whom a public health direction applies, fails to comply with the direction, unless the person has a reasonable excuse. This is punishable by a maximum penalty of 100 penalty units (section 362D of the *Public Health Act 2005*).

This offence is an infringement notice offence under the *State Penalties Enforcement Act 1999*. Council staff appointed by the Chief Executive Officer as ‘authorised persons’ under the *Public Health Act 2005* are able to issue infringement notices, if their instrument of appointment reflects the capacity to do so. Advice received from King and Company Solicitors dated 12 May 2020 indicates that persons meeting this criterion have had the power to issue infringement notices for this offence since the Amendment Act was assented to on 19 March 2020.

At present, it has been requested that Council officers conduct COVID-19 compliance activity in relation to food business and beauty therapy services (ie nail salons, hairdresser, skin penetration, etc). Further, Queensland Health is currently working on a draft document titled, *Roadmap to easing restrictions – local government guideline in the management of COVID-19* in collaboration with the LGAQ. However, due to our available resources, Council has been clear in communication with the State, advising that while we acknowledge a role in dealing with food businesses and beauty therapy business regarding compliance with Covid-19 restrictions, this can only be achieved during business hours. Council does not have the resources to conduct work on weekends or after hours.

To date, no infringement notices have been issued by Council’s authorised persons. However, it should be noted that Council is unable to take enforcement action of this nature until a SPER Code for the particular offence is registered with the State Penalties Enforcement Registry.

Therefore, should Council authorise enforcement action to occur, endorsement for changes to the State Penalty Enforcements Registry (SPER) to create the offence pin, will be required.

Attachments

Nil

THAT Council:

- (i) note the capacity to issue infringement notices for section 362D of the *Public Health Act 2005*.
- (ii) and endorse changes to the State Penalty Enforcements Registry (SPER) to create the following offence code:

New Offence Code (20 characters)	Date new code to commence	Full Name of Legislation (50 characters)	Section (50 characters)	Short / Common Description of Offence (150 characters)
PHA02	1 June 2020	Public Health Act 2005	362D	Failure to comply with a public health direction without a reasonable excuse.

Resolution	Moved – Cr Whalley	Seconded – Cr Choat
	<p>“THAT Council:</p> <p>(i) note the capacity to issue infringement notices for section 362D of the <i>Public Health Act 2005</i>.</p> <p>(ii) and endorse changes to the State Penalty Enforcements Registry (SPER) to create the following offence code:</p>	

New Offence Code (20 characters)	Date new code to commence	Full Name of Legislation (50 characters)	Section (50 characters)	Short / Common Description of Offence (150 characters)
PHA02	1 June 2020	Public Health Act 2005	362D	Failure to comply with a public health direction without a reasonable excuse.

Carried

Vote – Unanimous

Subject:	Regional Arts Development Fund Committee Meeting – 18 May 2020
File Ref:	2019 - 2020 - RADF
Action Officer:	CCSO

At Council's post-election meeting, held 22 April 2020, specified Councillors were designated as Council's representatives on the Regional Arts Development Fund (RADF) for this term of Council.

The RADF Committee has previously operated as an Advisory Committee, as the committee consists of both Councillors and members of the community. It is recommended that the committee continue to function in this manner in accordance with section 265 of the Local Government Regulation 2012.

Should Council wish to appoint the RADF Committee as an advisory committee, it will need to adopt Terms of Reference to govern its proceedings. A proposed Terms of Reference document is attached for Council's consideration. The Regional Arts Development Fund Committee met on Monday, 18 May 2020 to discuss miscellaneous items of business. The meeting report from the meeting is attached.

Attachments

Meeting Report for RADF Meeting of 18 May 2020

Terms of Reference

Recommendation

1. THAT Council receive the meeting report for the RADF Committee meeting held Monday, 18 May 2020;
2. THAT:
 - a) The Regional Arts Development Fund (RADF) be appointed as an advisory committee;
 - b) The Terms of Reference for the Regional Arts Development (RADF) Committee be adopted;
 - c) Council appoint the following community representatives to the Regional Arts Development Fund Committee: Di Taylor, Nelle Smith, Jim Filmer, Karen Leahy, Vicki Higgins and Janice Keane;
 - d) Council approve an amount of \$2770 for the Somerset Regional Council project "Somerset Senior Visual Arts Students Exhibition";
 - e) Council approve an amount of \$6000 for the Somerset Regional Council project "Quick Response Grants" and
 - f) Council approve an amount of \$4000 for the Somerset Regional Council project "Travelling Craft Room".

Resolution	Moved – Cr Isidro	Seconded – Cr Brieschke
	<ol style="list-style-type: none"> “1. THAT Council receive the meeting report for the RADF Committee meeting held Monday, 18 May 2020; 2. THAT: <ol style="list-style-type: none"> a) The Regional Arts Development Fund (RADF) be appointed as an advisory committee; b) The Terms of Reference for the Regional Arts Development (RADF) Committee be adopted; c) Council appoint the following community representatives to the Regional Arts Development Fund Committee: Di Taylor, Nelle Smith, Jim Filmer, Karen Leahy, Vicki Higgins and Janice Keane; d) Council approve an amount of \$2770 for the Somerset Regional Council project "Somerset Senior Visual Arts Students Exhibition"; 	

- e) Council approve an amount of \$6000 for the Somerset Regional Council project "Quick Response Grants" and
- f) Council approve an amount of \$4000 for the Somerset Regional Council project "Travelling Craft Room".

Carried*Vote - Unanimous*

Subject:	Application for Show Holiday 2020
File Ref:	Laws and enforcement - declarations - <i>Holidays Act 1983</i> – Doc Id. 1117990,1123243,1199378
Action Officer:	DCORP

Background/Summary

Council is in receipt of correspondence from the Minister for Education and Minister for Industrial Relations, offering Council's the ability to change the Show Holiday for 2020, due to COVID-19 pandemic.

Recent announcements have been made by the Premier and Minister for Trade that People's Day for the Royal Queensland Show (the Ekka) will become the People's Long Weekend in 2020, moving from Wednesday, 12 August 2020 to Friday, 14 August 2020 due to the cancellation of the Ekka and an approach from the tourism industry to lend support to stimulate that sector during these uncertain times. The proposal, has an understanding that normal show holiday arrangements will be restored in 2021.

This change will be made through legislative amendment and will be in place for the Brisbane City Council area and other Local Governments who may wish to apply for the change of date.

Somerset Regional Council has previously applied for a holiday in August, with respect to the Royal Queensland Show (Brisbane Exhibition).

At the meeting of 26 June 2019 Council resolved to "Council request the granting of a Show Holiday for 2020 with respect to the Royal Queensland Show, with such holiday to be observed in August on the Monday immediately preceding People's Day at the Show (Monday, 10 August 2020)."

As the previous date of Monday 10 August 2020, currently offers the same economic stimulus of a Long Weekend it is felt that the date should remain as currently set.

Recommendation

THAT Council note the information provided by the Minister for Education and Minister for Industrial Relations and that the granting of a Show Holiday for 2020 with respect to the Royal Queensland Show, for the Somerset Region remain as Monday, 10 August 2020.

Resolution

Moved – Cr Choat




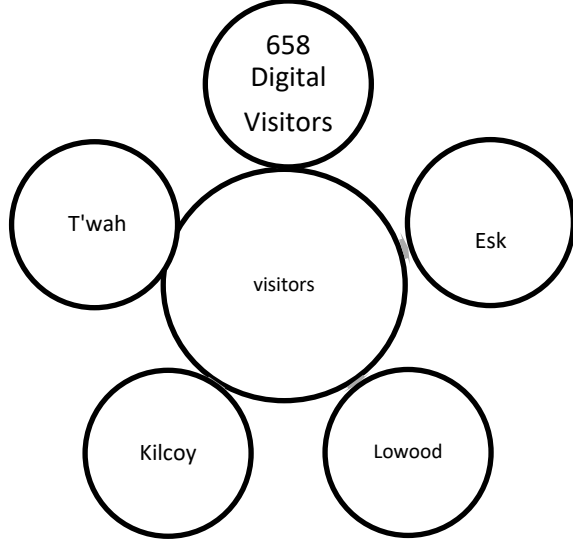





Seconded – Cr Gaedtke

"THAT Council note the information provided by the Minister for Education and Minister for Industrial Relations and that the granting of a Show Holiday for 2020 with respect to the Royal Queensland Show, for the Somerset Region remain as Monday, 10 August 2020."

Carried*Vote - Unanimous*

Subject:	Somerset Libraries Officer's report April 2020
File Ref:	Officers report
Action Officer:	RL (Regional Librarian)

Background/Summary

Somerset Libraries – April Performance		
 <p>40 Physical Items Loaned 1450 Digital Items Accessed</p>	 <p>Computer Bookings Nil due to Covid</p>	 <p>7 Technology Training Sessions Nil due to Covid</p>
	 <p>11 New Members</p>	
 <p>639 Facebook Followers</p>	 <p>Wi-Fi Sessions Nil due to Covid</p>	
 <p>21 Programs and Events 6353 Attendees</p>	 <p>Enquiries Answered Nil due to Covid</p>	 <p>199 New Items Catalogued</p>

State Library of Queensland grant application - Curiosity Kits

Somerset Libraries have been successful in their application for \$10 000 to deliver STEAM learning opportunities – *Curiosity Kits* for the regions families.

Aimed at supporting and promoting SLQ initiatives that highlight the importance of STEAM, Somerset Libraries will offer STEAM themed take-home activity kits, for loan. Contained in a plastic see-through child sized backpack, these kits will provide hands-on learning, and an opportunity for families to communicate and collaborate in their own time.

Somerset Libraries aim to provide 100 themed backpacks aimed at children aged 0-5 years and their families. Kits will include specially selected books, puzzles, robotics, toys, equipment and technology and will be themed and aged appropriately so that they fit in one of five categories- science, technology, engineering, arts or math.

Curiosity Kits are intended to give families who may otherwise miss out on early childhood education programs, a chance to access rich STEAM learning opportunities for their children. They also have the potential to fulfil a very necessary function of educating parents and carers and empowering them in their role as their child's first teacher.

Online storytimes

Since physically closing our doors on Wednesday 25 March, Somerset Libraries have endeavoured to meet the demands of customers by offering innovative services such as click n collect and online library sessions such as storytime and STEAM learning.

Since late March, Somerset Libraries have screened 21 videos via the Somerset library Facebook page. The content has largely been a combination of storytime and STEAM videos with a total of 6353 video views for the month of April, reaching a total of 19186 people through these posts.

The online sessions have offered a way for customers to see and stay in contact with their local library staff as well as enjoy their regular storytime sessions.

Online sessions have helped to increase the Somerset Library Facebook following by 36.58%.

Behind the scenes

Throughout the month of April Somerset Library staff have been extremely busy behind the scenes. Since closing, staff have wiped down 552 shelves, sorted through, cleaned and stocktaked thousands of books, DVD's, magazines and audio books.

They have also updated IT equipment, cleaned out office space, steam cleaned library furniture, packed 100 click n collect bags, answered phone enquires, updated statistical spreadsheets, written grant applications, catalogued over 200 books, filmed over 40 Storytime, craft and STEAM sessions.

Attachments

Nil

Recommendation

THAT Council receive the *Somerset Libraries Officer Report for April 2020* and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council receive the *Somerset Libraries Officer Report for April 2020* and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Esk Recreation Grounds Committee Meeting - 19 May 2020
File Ref:	Community services - meetings - 2016 - 2020 - Esk Racecourse Advisory Committee - Doc Id 1198637
Action Officer:	DCORP

Background/Summary

The quarterly meeting of the Committee was held on Tuesday, 19 May 2020.

Attachments

Meeting Report for Esk Racecourse Advisory Committee Meeting – 19 May 2020

Recommendation

1. THAT Council receive the meeting report for the quarterly meeting of the Esk Recreation Grounds Committee held on Tuesday, 19 May 2020 and the contents noted.
2. THAT Council endorse the following recommendations from the Committee -
 - (a) That the drainage works for the betting ring area be carried out prior to the 30 June 2020 based on the design circulated at the meeting and the cheapest quotation.
 - (b) That Council waive the Hire Fees for the Esk Showgrounds for the race meeting to be held on 11 July 2020.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

- “1. THAT Council receive the meeting report for the quarterly meeting of the Esk Recreation Grounds Committee held on Tuesday, 19 May 2020 and the contents noted.
2. THAT Council endorse the following recommendations from the Committee -
 - (a) That the drainage works for the betting ring area be carried out prior to the 30 June 2020 based on the design circulated at the meeting and the cheapest quotation.
 - (b) That Council waive the Hire Fees for the Esk Showgrounds for the race meeting to be held on 11 July 2020.
3. THAT Council officers investigate funding opportunities through QRA and other sources to supply water to the cattle yards.”

Carried

Vote - Unanimous

Subject:	Kilcoy Recreation Ground Committee Meeting - 28 May 2020
File Ref:	Community services - meetings - 2019 - 2020 - Kilcoy Showground Reserve Overall Management Committee
Action Officer:	DCORP

Background/Summary

The meeting of the Committee was held on Thursday, 28 May 2020.

Attachments

Meeting Report - Kilcoy Recreation Grounds Committee – 28 May 2020

Recommendation

THAT Council receive the meeting report for the quarterly meeting of the Kilcoy Showground Reserve Overall Management Committee held on Thursday, 28 May 2020 and the contents be noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT Council receive the meeting report for the quarterly meeting of the Kilcoy Showground Reserve Overall Management Committee held on Thursday, 28 May 2020 and the contents be noted.”

Carried*Vote - Unanimous*

Subject:	COVID-19 Local Recovery Plan
File Ref:	Emergency Services - Emergency Response - 2020 Pandemic - Coronavirus COVID-19
Action Officer:	DMO (Adam Staunton)

Background/Summary

The impacts of COVID-19 are being felt all over Australia, and Somerset will not be immune.

To ensure a coordinated and effective recovery to this pandemic, Council's Andrew Johnson - CEO/Local Recovery Coordinator (LRC), has presented to the Somerset Local Disaster Management Group a draft Local Recovery Plan (LRP). This plan has subsequently been reviewed and is hereby being presented to Council for their endorsement.

Within the plan, the following two sub-groups have been established to assist with the recovery of the Somerset region:

- Economic sub-group, (Chair Cr Bob Whalley, Coordinator Luke Hannan – Director Planning and Development)
- Human and Social sub-group (Chair Cr Cheryl Gaedtke, Coordinator Matthew McGoldrick – Director Corporate Services)

It was felt that these two groups are the most appropriate and is consistent with what other recovery groups in the State will have established. Council's CEO has discussed this with Queensland Reconstruction Authority's CEO, Mr Brendan Moon, who has endorsed this approach.

This LRP is a living document and will be revised from time to time at the direction of the LRC.

Attachments

Somerset Local Recovery Plan (to be distributed at meeting)

Recommendation

THAT Council receive the report and endorse the "Somerset Local Recovery Plan" as presented.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council receive the report and endorse the “Somerset Local Recovery Plan” as presented.”

Carried*Vote - Unanimous*

Subject: Operations Report - May 2020
File Ref: Governance – Reporting – Officer Reports
Action Officer: CSSA (Debbie Chandler)

Background/Summary – Technical Design Team (Michael Kinion)

This team has finalised the designs of the shared path projects in William Street, Kilcoy and along the rail trail in Lowood which have now been submitted to TMR for approval. They have continued to design some of the future works projects for budget consideration and have provided support to the construction crews on the shared path on Prospect Street, Lowood, which is now complete, Hope Street and Mary Street, Kilcoy the two new bus stops in Esk and have provided support for the construction of Bertram Shallcross Bridge. They have also liaised with landowners and surveyors for the agreement and planning of road opening for future works.

The Technical Design team continue to set out traffic counters within the region to maintain our current information and update our asset system with the latest information

Permit	May-20	May-19
Property Searches	52	87
Land Access Permit	58	56
Property Access Applications	0	12
National Heavy Vehicle Regulator Permits Processed	4	23

Background/Summary – Works Department (Rob Bouchier)**Weather Conditions:**

Weather continues to cause us minimal lost time.

Team Building:

Ongoing social distancing and personal hygiene are being observed by the workforce due to COVID 19 virus. Traffic Controller Training is currently underway along with Traffic Management Implementation training that was recently completed.

Gary Eastell - Foreman:**Northern Maintenance Crew (Nigel Valentine)**

This crew is continuing with works on Esk Crows Nest Road widening and overlay. The crew have primer sealed 2.2km of this work with the remainder being sealed on 4 June. If weather continues to be good the final seal should be completed by the middle of June.

Excavator crew (Dave Banditt)

There have been two burials during May. This crew has been working on drainage customer service requests, illegal tips and helping as needed on Esk Crows Nest Road job.

Landfill (Rob Hester)

Waste operations are continuing as normal at Esk landfill with various illegal dump site clean

ups.

Thomas Varney - (Foreman):

Southern Maintenance Crew (Brett Steinke Acting Ganger)

This crew has been assisting with work on Esk Crows Nest Road over the past month, and are currently doing maintenance on Toogoolawah Biarra Road shoulders.

Esk Concrete Crew (Ron Ratcliffe)

This crew has now completed work on the footpath replacement in Ipswich Street, Esk on the National Bank side, and are now working on the Rectory side of the footpath. Other works include a drainage repair job off Park View Road, Minden, along with placement of concrete footpath and turf for the new bus shelters in Ipswich Street, Esk.

Doug Freeman - Foreman:

Kilcoy 1 Grader Crew (Stuart Gardner)

The works on the Mary Street reconstruction project are ongoing with the layer in place up to Royston Street. Works through the Royston Street intersection have been very slow due to underground services and traffic management. Asphalt crew on site 2 June and will place EME2 through the intersection along with the Binding layer on the eastern side between Royston Street and Hope Street.

Kilcoy 2 Grader Crew (Peter Cobbin)

This crew completed maintenance on Western Branch Road and moved to Kilcoy Murgon Road in early May, maintenance work will continue until middle of June, weather permitting.

Bob Peters – Foreman:

Bitumen Crew (Doug Maden)

This crew completed TMR pavement repairs on Kilcoy Murgon Road in the last week of May. Crew have been working on Forest Hill Fernvale Road, repairing patches for TMR. Other works include Monsildale Road pavement repairs and Clarendon Road asphalt surface correction.

HD 45 Crews

Our HD 45 trucks continue repairing potholes over the TMR and Council networks along with sealing repairs as mentioned above.

Bruce Zinn - Foreman:

Bridge Crew: (Chris Wheeler)

This crew is continuing with work on Shallcross Bridge with the deck being poured on 20 May. Works are continuing on the wing walls for guard rail placement bolts and should be completed in the next couple of weeks. Earth works for abutment back fill will also commence in the coming week. Other works included construction and placement of bus shelters in Coominya and Esk.

Kilcoy Concrete Crew: (Acting Ganger John Floss)

This crew is continuing work within the Mary Street job in Kilcoy. Other works include bus stop construction and assisting with concrete pours on Shallcross bridge as required.

Wayne Kohler – Senior Foreman:

Repair Crew 1: (Jim Walker)

This crew is continuing with numerous customer service requests and line marking preparation. It is also continuing with signs for TMR and Council Roads and tree trimming as required in various locations across the region.

Repair Crew 2: (Steve Nutley Ganger)

This crew is continuing to work in conjunction with repair crew one to complete projects mentioned above.

Charlene Meehan – Parks and Garden Coordinator:**Esk Gardeners:**

The gardeners have been undertaking their normal duties

Esk and Lowood Mowing Crew:

The mowing crews are continuing with their normal mowing rounds

Kilcoy Mowing Crew & Gardeners

The Kilcoy mowing crew and gardeners are continuing with their scheduled mowing rounds and normal duties.

SRC Slasher Operators:

The slasher operators are continuing with their normal slashing rounds on Council and Main Roads

Town Stewards:

The town stewards are undertaking their normal duties

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

This month we have had the usual repairs, service and scheduled maintenance of Council fleet.

- P.694 John Deere tractor had the front broken windscreen replaced.
- P.574 Hino bridge truck had repairs carried out to front stabiliser leg with anti-drop valve after being damaged from hitting a bollard.
- P.114 new Komatsu grader training day was conducted with Komatsu trainer on operating and servicing the new grader and Position Partners did training on the 3Dlaser system. This training was not conducted when the grader was delivered due to COVID-19 restrictions.
- P.969 Quick spray unit had new seals and diaphragms fitted to spray pump.
- One repair was carried out on IWS trucks.
- New Kubota tractor with front mounted hydraulic broom has arrived and is currently being fitted out.
- New tandem trailer has arrived for the new Kubota tractor with front mounted broom and trailer is currently being fitted out.
- There have been four new lease vehicles delivered this month.
- Half yearly service of group three floating plant.
- Monthly check and start test on emergency gensets were carried out at Esk Office, Fernvale Futures and Kilcoy Depot.

Welding Crew:

- The welding crew has carried out various repairs to Council plant.
- Fabrication of the guard rail and post for Shallcross Bridge. This is a large project and will take some time to complete. Installation should take place in June.
- Assembled and installed two bus shelters in the main street of Esk.
- Carried out inspections on all playground equipment in the region.
- Carried out various repairs to Council plant.

Hire Plant:

- Council has been using hired rollers, excavators and water trucks and slashers as required.
- A&M Civil are continuing to provide stabilising services for work on Forest Hill Fernvale Road and Esk Crows Nest Road is now complete.

- A&M Civil have also been helping with maintenance grading in the Kilcoy area.
- RPQ have completed bitumen resealing and have been supplying Primer Seal for the new work on Esk Crows Nest Road, along with some TMR seal work.
- Concrete and Water filled barriers for the Kilcoy project.

Reflect Info:

- TMR – RMPC shows 2050 defects with 559 accomplishments.
- Local Roads has 2291 defects recorded with 1898 accomplishments.
- Somerset Bridges has 297 completed inspections, with inspections almost completed.

Department of Transport and Main Roads (TMR) Works (Peter Hardie)

Council is presently working on the following projects on behalf of TMR.

- Guardrail repairs and upgrades in various locations ongoing.
- Mount Glorious Road flail mowing, leaf litter removal and tree trimming completed.
- Stabilising works ongoing on Forest Hill Fernvale Road between Fernvale and Lowood.
- D'Aguilar Highway (Mary Street) Kilcoy pavement rehabilitation

Works carried out by Contractors

- Footpath works in Prospect Street, Lowood has been completed by A&M Civil.
- Preliminary Design for Neuendorff Road Bridge, Minden has been received from GHD.
- Installation of disabled ramp and relocation of dump point at Kilcoy Showgrounds is nearing completion by Dully's Designer Homes.
- Esk Crows Nest Road sealing works are ongoing by RPQ.
- Asphalt work in Highland Street, Esk and Erskine Street, Fernvale to be completed by Austek Asphalt Services.

Background/Summary – Waste Management (Adam Staunton)

Month to date figures	May	YTD
Leviable Waste to Landfill (Esk)		
From Kilcoy	119.90t	1323.32t
From Coominya, Harlin and Esk	105.30t	1093.93t
Kerbside Pickups – Ipswich Waste Services	438.35t	5384.67t
Other	4.10t	211.21t
Total leviable Waste to Landfill (Esk)	667.65t	8013.13t
Levy Payable (approximate, excluding GST)	\$50,073.75	\$600,984.75
Dockets issued (line items)	900	9,566
Illegal Dumping	0.00t	10.94t

Background/Summary – Disaster Management (Adam Staunton)

- Approvals have been received for Restoration of Public Assets (REPA) as a result of the February Flooding Event for the amount of \$1,535,000. Council is awaiting approval for \$641,000 for the Mount Stanley area.
- COVID-19 Local Recovery Plan has been reviewed by the Somerset Local Disaster Management Group (LDMG) and will be presented to Council on 10 June 2020.

- The Somerset LDMG remains on Alert for COVID-19 (downgraded from Lean Forward on 6 May 2020).
- Qld Fire and Emergency Services (QFES) and HQ Plantations, with the support of Council, will be burning a number of timber stockpiles in the township of Jimna. These stockpiles were as a result of work undertaken immediately after the 2019 bushfires. QFES will be using Volunteer Community Educators (VCE's) to assist with the community engagement to ensure residents are well informed of this operation.
- Memorandums of Understanding have been received for Lowood, Esk and Toogoolawah schools giving Council the permission for them to be used as evacuation centres during disasters.
- QFES have conducted training to Councillors and a number of staff as per the Qld Disaster Management Training Framework.
- SUV rentals (x3) have been returned to AVIS, with Council able to use existing end-of-lease vehicles to replace these and continue to maintain social distancing within work vehicles.
- LDMG meeting was held using Microsoft Teams on 19 May 2020.
- Council submitted a joint funding application with Lockyer Valley Regional Council for a Community Development Officer – Bushfire Recovery. The role, if approved, will be fully funded for two years and be situated at Esk.
- Maintenance has been conducted on Council's Flood Warning network, including eight flood cameras.
- Council has engaged GrantGuru to implement a grants portal to be provided free of charge to Somerset residents, community groups and businesses.

Background/Summary – Customer Service Requests (Debbie Chandler)

Council received 284 customer service requests for the month of May 2020. A copy of the report is attached for your information.

Monthly comparison table

Month	No of CSR's Received	For Comparison Month	No of CSR's Received
Jul-19	522	Jul-18	377
Aug-19	476	Aug-18	365
Sept-19	581	Sept-18	410
Oct-19	502	Oct-18	389
Nov-19	446	Nov-18	357
Dec-19	312	Dec-18	258
Jan-2020	455	Jan-19	363
Feb-2020	612	Feb-19	390
Mar-2020	451	Mar-19	403
Apr-2020	304	Apr-19	359
May-2020	284	May-19	380

There was a decrease of 96 customer service requests overall compared to the same time last year. Below is a summary of types of requests received for May 2020.

	May 2020	May 2019
Animal Control	62	95
Dog registrations	3	1
Environmental health/declared plants and animals	35	34
Facilities maintenance	25	44
Illegal dumping	6	5
Local laws	11	10
Parks, gardens, Council land	8	14

Roads, Bridges, Drainage	73	129
Wheelie bins	42	36
Departmental reviews	0	0
Other	19	12
Total	284	380

Attachment

Customer service request report for month of May 2020

Recommendation

THAT Council receive the Operations Report for May 2020 and that the contents noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT Council receive the Operations Report for May 2020 and that the contents noted.”

Carried

Vote - Unanimous

Subject:	2020 - 2021 Funding Rounds - Community Assistance Grants
File Ref:	Community relations - sponsorship - 2019 - 2020 - Community Assistance Grant
Action Officer:	DHRCS

Background/Summary

Somerset Regional Council assists the community by allocating a set amount of funds, each financial year, to be distributed to various community groups and individuals through its Community Assistance Grants budget.

Community organisations can apply for a grant to assist with costs associated with projects, events, services or remission of some Council fees.

4. SCOPE

4.1 What this policy applies to

This policy covers:

- (a) *direct financial support for community organisations, projects, events or services within the Somerset region;*
- (b) *payment of general rates and Council cost recovery fees, on behalf of community organisations;*
- (c) *assets given to community organisations;*
- (d) *payments to individuals as excellence bursaries.*

4.2 What this policy does not apply to

- (i) *This policy does not apply to grants or concessions requested by commercial organisations or individuals other than those referred to in 4.1(d) above;*
- (ii) *For example, applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Queensland Urban Utilities, other utility accounts such as electricity and telecommunications or the following charges levied with Council general rates:*

- *Utility charges;*
- *Separate rates and charges;*
- *Special rates and charges; and*
- *State Government Emergency Levy*

Previously Council has offered two funding rounds per financial year, in August and February.
Council's Community Assistance Grants Policy – C/001 states:

Advertisements will be placed in local media for two (2) funding rounds per financial year (with the first round of each financial year including rates remission applications for that financial year). The advertisement will detail the availability and request applications be received by a specified date, addressing the selection criteria. However, organisations may be limited to two (2) applications per financial year.

Consideration is sought for the below Community Assistance Grant funding round dates for the 2020/2021 financial year.

Round closes	Projects must not have a start date before*
Round one including rates remission Friday, 28 August 2020	*not applicable for rates remission Friday, 25 September 2020
Round two Friday, 19 February 2021	Friday, 26 March 2021

Recommendation

THAT Council approve the below dates for two Community Assistance Grant funding rounds in the 2020/2021 financial year. Funding rounds to be advertised on Council's website and in various media outlets four weeks prior to the closing dates.

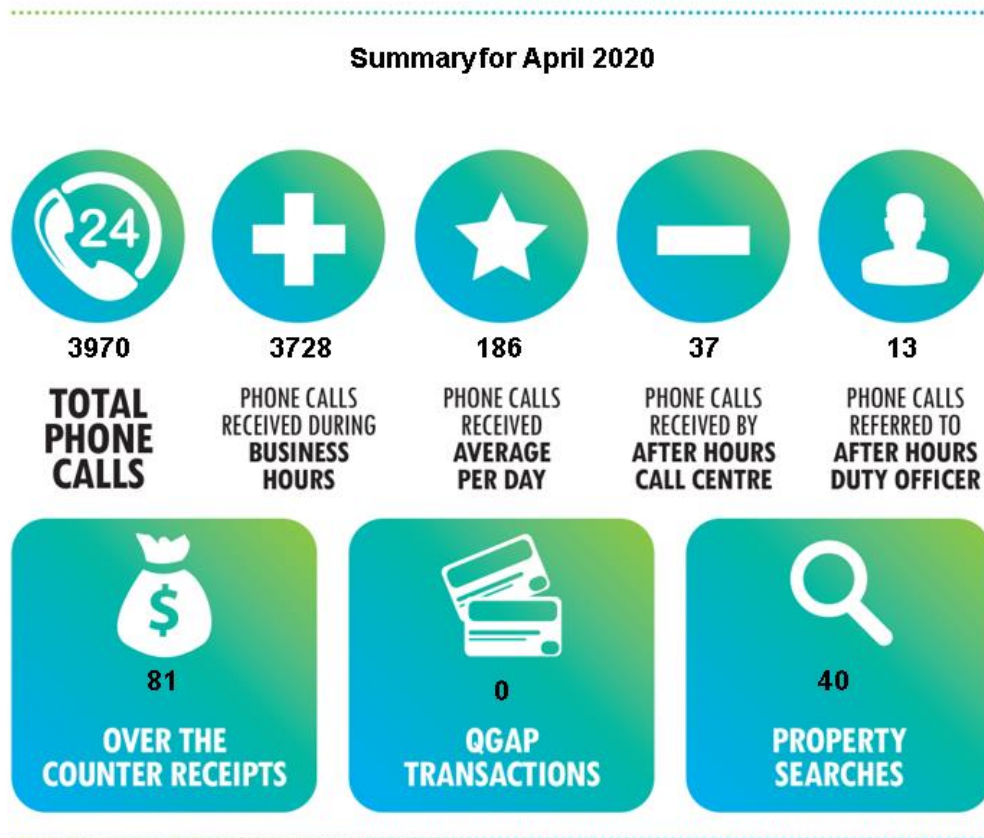
Round closes	Projects must not have a start date before*
Round one including rates remission Friday, 28 August 2020	*not applicable for rates remission Friday, 25 September 2020
Round two Friday, 19 February 2021	Friday, 26 March 2021

Resolution	Moved – Cr Choat Seconded – Cr Isidro “THAT Council approve the below dates for two Community Assistance Grant funding rounds in the 2020/2021 financial year. Funding rounds to be advertised on Council's website and in various media outlets four weeks prior to the closing dates.						
	<table> <tr> <th>Round closes</th><th>Projects must not have a start date before*</th></tr> <tr> <td>Round one including rates remission Friday, 28 August 2020</td><td>*not applicable for rates remission Friday, 25 September 2020</td></tr> <tr> <td>Round two Friday, 19 February 2021</td><td>Friday, 26 March 2021”</td></tr> </table>	Round closes	Projects must not have a start date before*	Round one including rates remission Friday, 28 August 2020	*not applicable for rates remission Friday, 25 September 2020	Round two Friday, 19 February 2021	Friday, 26 March 2021”
Round closes	Projects must not have a start date before*						
Round one including rates remission Friday, 28 August 2020	*not applicable for rates remission Friday, 25 September 2020						
Round two Friday, 19 February 2021	Friday, 26 March 2021”						
Vote – Unanimous							
<i>Carried</i>							

Subject:	Customer Service Report
File Ref:	Officers Report
Action Officer:	(CSTL) Customer Service Team Leader

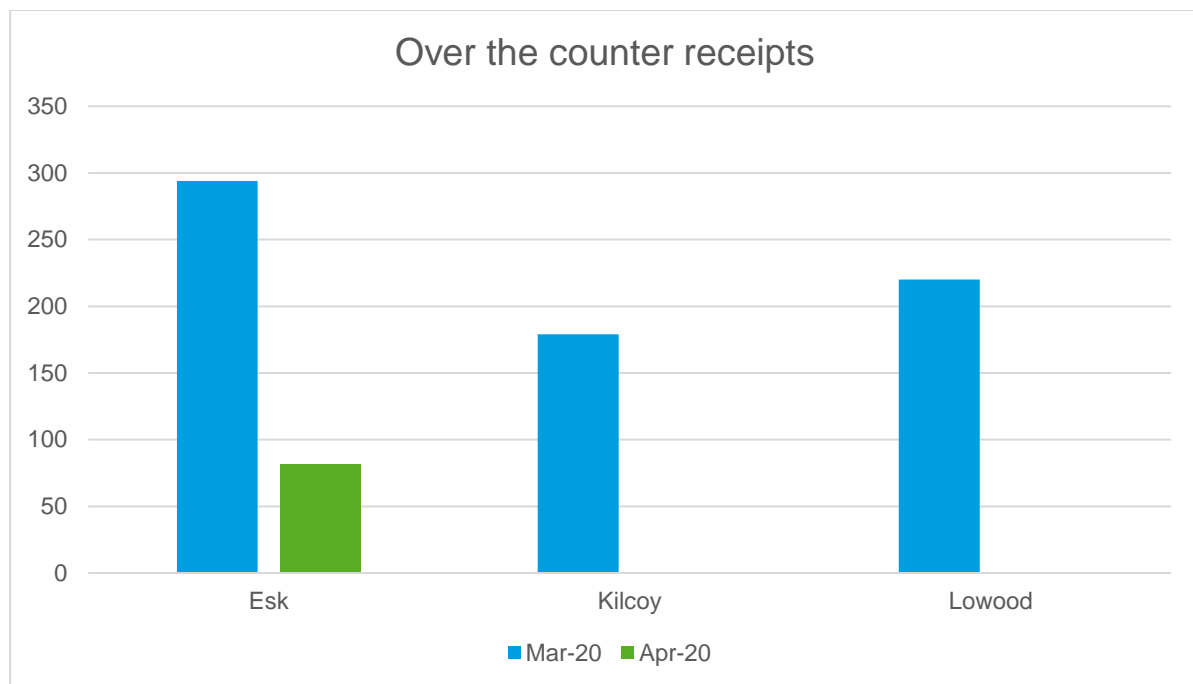
Background/Summary

A summary of the customer service section activities during the month of April 2020 is provided for Council's information.

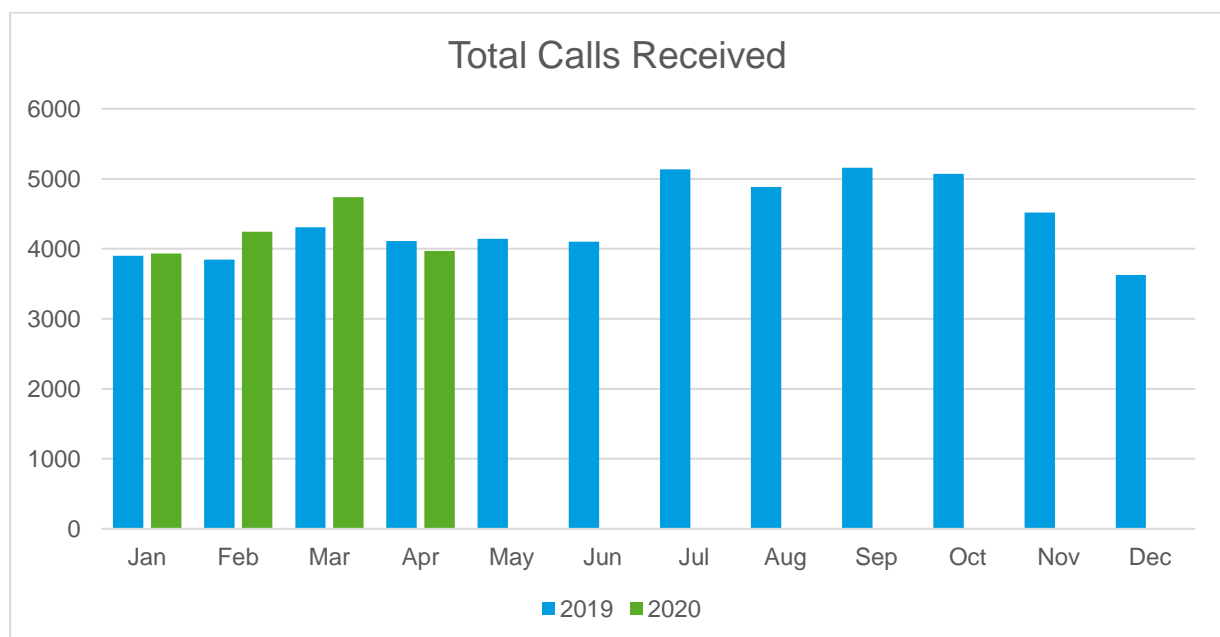


For the month of April 2020, all customer service centres were closed to the public due to COVID-19. During this period customer service officers continued to work within the offices at the three centres serving customers via the phones. This time was also used to assist other departments, update procedures and ensure training was up to date.

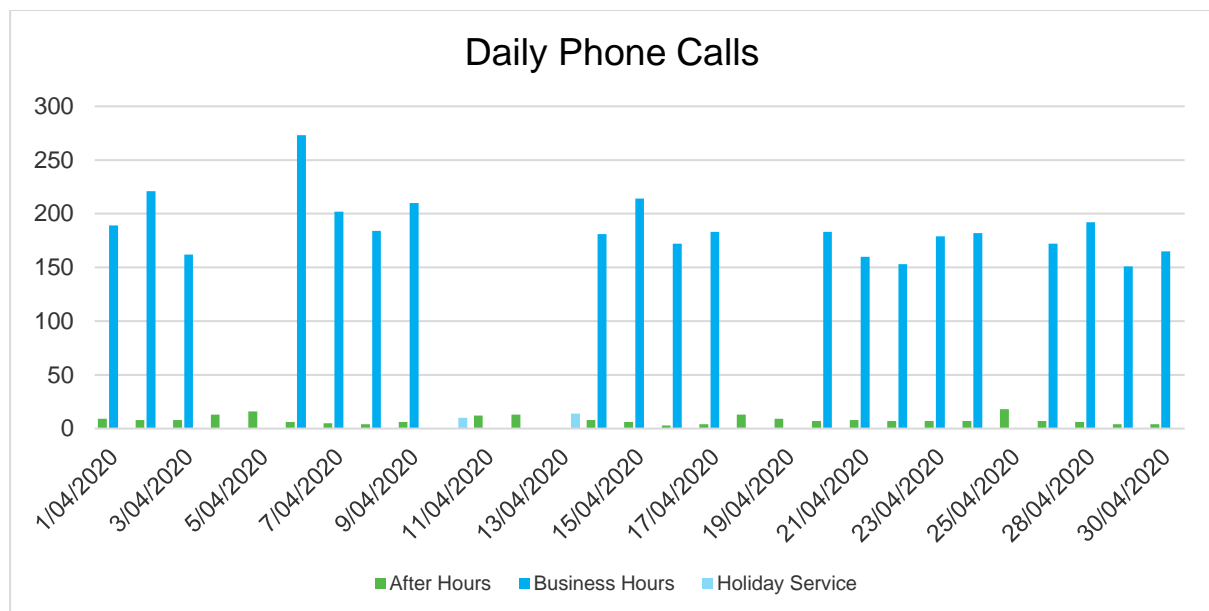
The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for April 2020. These numbers include cheques that were posted into the council. In total there was 81 financial transaction which were taken, these transactions were all cheques which are only processed at Esk.



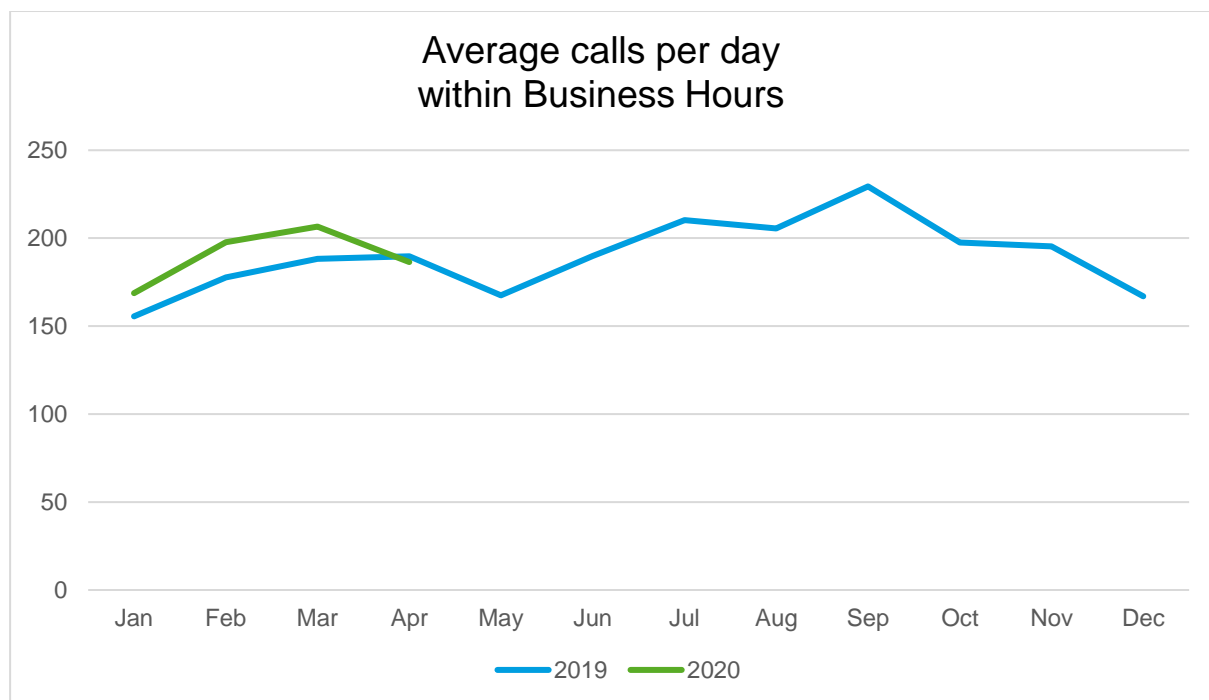
Below are the total number of calls received into the council main phone line (5424 4000) (this includes out of hours) compared to last calendar year. Calls received does not include internal calls made within council or outbound calls. There was a decrease of 767 calls in April compared to March. This is accounted by Easter and possibly COVID-19. April 2020 was only 140 calls less than April 2019.



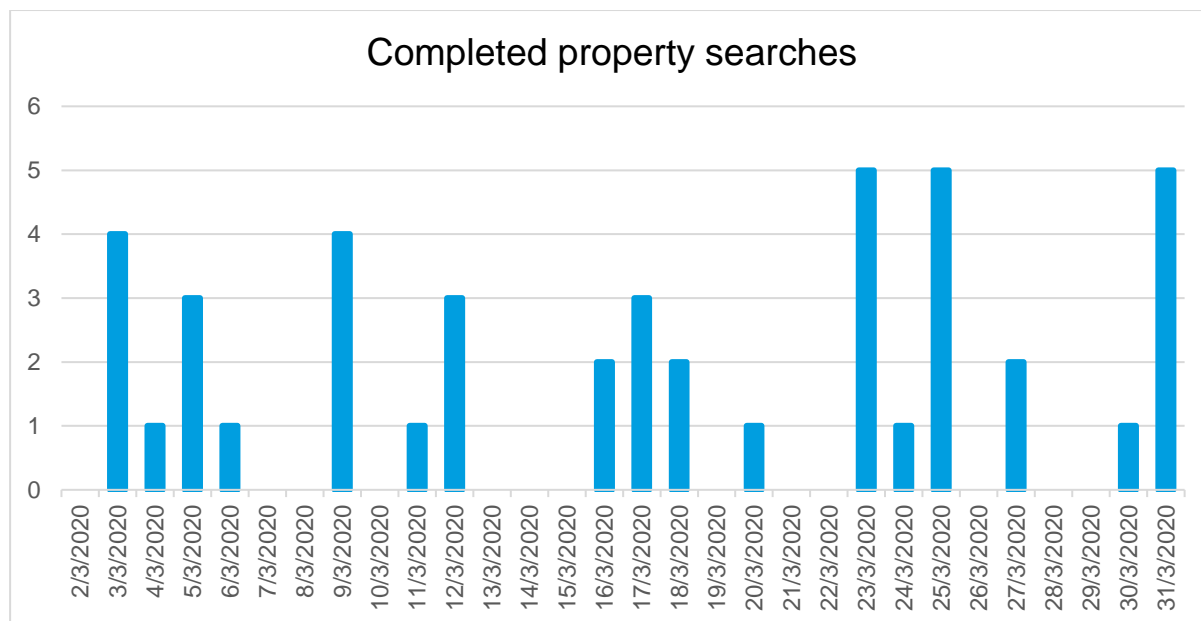
Listed below are the daily phone calls received for April 2020 to the main council phone line. There were 3728 calls received during business hours and 242 received after hours (this includes the Easter period). Of the 242 calls received out of hours 37 calls went to the afterhours call centre.



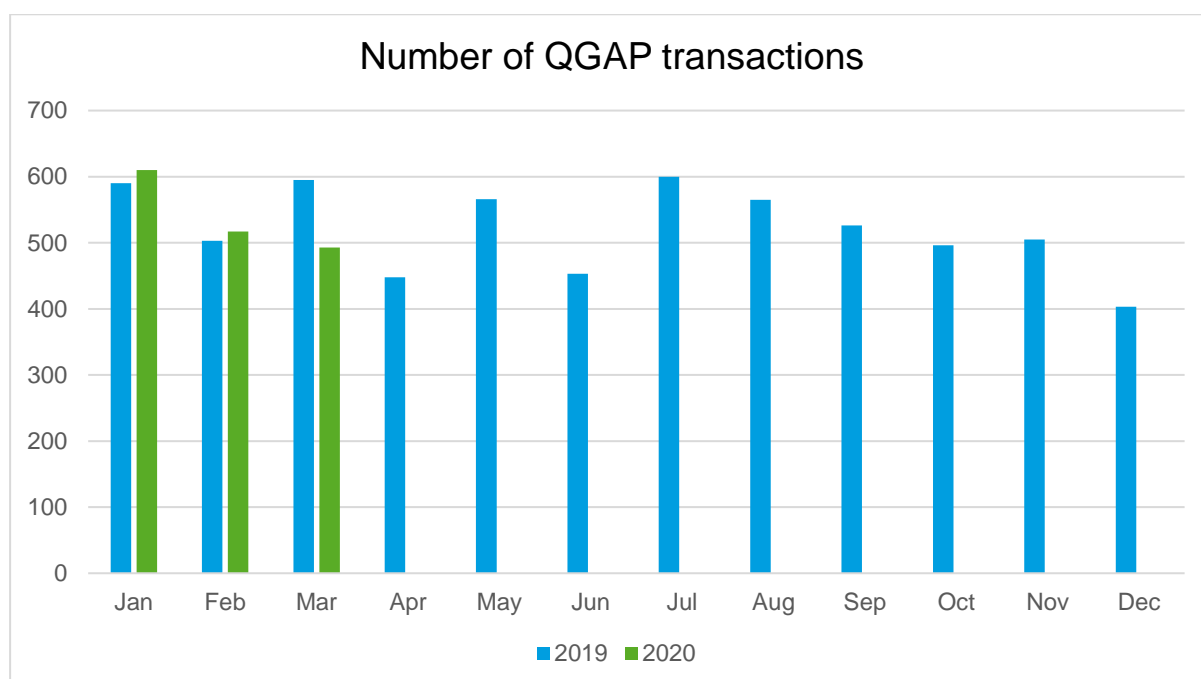
Listed below is a comparison of the average calls received per day within business hours. On average there were 186 calls received each business day for April 2020, which is down four per day from April 2019. Compared to March 2020 there was on average 20 less calls per day.



For the month of April 2020 there were 40 property searches completed for prospective purchasers. The graph below depicts the day property searches are completed. This reduced by four completed searches compared to March 2020 but there was the Easter period within April.



There were no Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in April due to Lowood Customer Service Centre being closed.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for April 2020* and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council receive the *Customer Service Report for April 2020* and the contents be noted.”

Carried

Vote - Unanimous

Subject:	2020 Somerset Christmas Lights Trail Competition
File Ref:	Officer Reports
Action Officer:	Fernvale VISO (Brooke Hayes)

Background/Summary

The annual Somerset Christmas Lights Trail and Competition is held in December and encourages Somerset Christmas Lights enthusiasts in the Somerset Regional Council area to enter their displays into a competition and trail. In 2019 Mitre 10 Fernvale sponsored a category. Additional sponsors will be approached for the 2020 competition.

Improvements for the 2020 event include the introduction of a Christmas Lights Bus Tour for northern and southern ends of the region, improvements to the online entry process and potentially partnering with a local community group to attend an existing Christmas Celebration (for example the Toogoolawah Christmas Tree event) to announce the winners.

The following schedule is proposed for the 2020 Somerset Christmas Lights Trail Competition.

2020 Christmas Lights Trail and Competition Recommendations

Entries Open	Thursday, 1 October at 9am
Entries Close	Thursday, 26 November at 4pm
Judging	Between Tuesday, 1 December to Sunday, 6 December 2020
Winners Announced	Second week of December at a community Christmas Celebration event

Christmas Light Trail open to the public:

Thursday, 10 December to Saturday, 26 December 2020
nightly until 10pm

Bus Tours	Wednesday, 11 to Sunday, 18 December 2020* 6pm – 9pm nightly North, south and middle bus runs
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Categories

- Best Business/Community Group
 - Category A – Shopfront display only
 - Category B – Shopfront and additional space
- Best Urban Display
- Best Rural Display
- Display under 5000 lights
- Display over 5000 and under 10,000 lights
- Display over 10,000 lights.

Sponsor	Sponsors to be sought for individual categories. *Sponsors to be sought for Christmas Light bus tour in the Northern and Southern parts of the region Note: this will only occur if sponsor/s can be secured
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Prizes	Framed winners certificate and a \$500 cash prize for three winners of each of the major categories as a minimum. Additional prizing will be dependent on sponsors.
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Judges Three judges to judge the 2020 event. One Council Representative (Mayor or Councillor), one Christmas Light enthusiast from inside or outside the Somerset region and an electrical business from the Somerset region.

Attachments

Nil

Recommendation

1. THAT Council approve the 2020 Somerset Christmas Light Trail Competition as detailed in the report.
2. THAT Councillor ... be appointed to judge the 2020 Somerset Christmas Lights Trail Competition.

Resolution	Moved – Cr Choat	Seconded – Cr Isidro
	“1. THAT Council approve the 2020 Somerset Christmas Light Trail Competition as detailed in the report.	
	2. THAT Councillor Brieschke be appointed to judge the 2020 Somerset Christmas Lights Trail Competition.”	
	<i>Vote - Unanimous</i>	<u>Carried</u>

Subject:	2020 Somerset Garden Competition
File Ref:	Officer Reports
Action Officer:	Fernvale VISO (Brooke Hayes)

Background/Summary

The annual Somerset Garden Competition held from July to October encourages Somerset garden enthusiasts to enter their gardens into an open garden display and associated competition. In previous years the event was sponsored by Searles Garden Products and Di McCauley.

Improvements for the 2020 event include the introduction of an Open Garden Bus Tour for northern, middle and southern parts of the region and improvements to the online entry process.

The following schedule is proposed for the 2020 Somerset Garden Competition:

2020 Somerset Garden Competition Recommendations

Entries Open	Monday, 27 July at 9am
Judging	Between Wednesday, 7 October to Monday, 12 October
Winners Announced	Thursday, 15 October – Location TBC
Open Gardens	Saturday, 17 and Sunday, 18 October 2020 from 9am to 2pm
Bus Tours	Saturday, 17 October and Sunday, 18 October 2020 9am – 2pm daily

North, south and middle bus runs
 Note: this will only occur if a sponsor can be secured

Major Categories Best Rural Garden
 Best Urban Garden
 Best Business/Community Group Garden.

Encouragement awards Best Rural Garden
 Best Urban Garden
 Best Business/Community Group Garden.

Bonus categories Water wise garden
 Native garden
 Edible garden
 Children's garden

Sponsor One major sponsor
 Additional sponsors to be sought

Note: Additional categories will only be included in the competition if sponsors are secured.

Winners Prizing Framed winners certificate and a \$500 cash prize for three winners of each of the major categories as a minimum. Additional prizing will be dependent on sponsors.

Judges One councillor and two garden enthusiasts or a specialist garden judge from outside of the Somerset region (if within budget allocation).

Attachments

Nil

Recommendation

1. THAT Council approve the 2020 Somerset Garden Competition as detailed in the report.
2. THAT Councillor ... be appointed to judge the 2020 Somerset Garden Competition.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

- “1. THAT Council approve the 2020 Somerset Garden Competition as detailed in the report.
2. THAT Councillor Choat be appointed to judge the 2020 Somerset Garden Competition.”

Carried

Vote - Unanimous

Subject: Economic Development and Tourism Committee Report
File Ref: 2020-2026 Economic Development and Tourism Committee
Action Officer: Kilcoy VISO (Veronica Eagle)

Background/Summary

A meeting of the Somerset Regional Council Economic Development and Tourism Committee

was held on Tuesday, 19 May 2020.

Attachments

Meeting Report Somerset Regional Council Economic Development and Tourism Committee.

Recommendation

THAT the report of the Economic Development and Tourism Committee held on 19 May 2020 be received and the contents noted.

Resolution

Moved – Cr Choat

Seconded – Cr Gaedtke

“THAT the report of the Economic Development and Tourism Committee held on 19 May 2020 be received and the contents noted.”

Carried

Vote - Unanimous

Subject:	Tourism and Promotions Report May 2020
File Ref:	Tourism - Promotions
Action Officer:	CMM

Background

The following is the May 2020 summary of activities for Somerset visitor information centres. Due to the easing of some COVID-19 restrictions, the Esk, Kilcoy and Fernvale Visitor Information centres reopened on 18 May 2020 Monday through to Friday 9am to 5pm with staff only. Information packs remain available outside of the centres on weekends and have been proving popular.

The Somerset Regional Art Gallery – The Condensery and Toogoolawah Visitor Information Centre remained closed during May.

VISOs remain in email and phone contact with tourism operators and volunteers.

Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
Esk VIC	17	13	21	5	-1	-	57
Kilcoy VIC	18	23	3	2	-	-	46
Fernvale VIC	30	40	10	4	-	2	86
SRAG / TVIC	-	-	-	-	-	-	-

Motivators

	First	Second	Third
Esk	Maps and Directions	Brisbane Valley Rail Trail	Other (amenities)
Kilcoy	Maps and directions	Fishing and lakes	Outdoor activities
Fernvale	Maps and directions	Brisbane Valley Rail Trail	Other Outdoor Sports
SRAG / TVIC	-	-	-

Merchandise

	First	Second	Third	Total value
Esk	-	-	-	-
Kilcoy	Water bottle	-	-	\$5
Fernvale	-	-	-	-
SRAG / TVIC	-	-	-	-

Volunteers

	Active	Non-active	Total	Resignations	New
Esk	-	14	14	0	0
Kilcoy	-	13	13	1	0
Fernvale	-	24	24	0	0
SRAG / TVIC	-	11	11	0	0

NB: Volunteers were not manning any visitor information centres in Somerset for the month of May due to COVID-19 and many volunteers being in the vulnerable category for the virus.

Volunteer acknowledgement and engagement

Due to COVID-19 no volunteer famils are scheduled.

Room bookings

	Number	Total value
Esk VIC	-	-
Kilcoy VIC	-	-
Fernvale VIC	2	-
Fernvale Community Hall	1	-
Fernvale Showgrounds	-	-

Somerset Regional Art Gallery – The Condensery

Exhibitions have been cancelled and the Glen Rock Gallery at Esk and The SRAG- The Condensery remain closed due to COVID-19.

Glen Rock Art Gallery (Esk Visitor Information Centre)

Kerry Hetherington's exhibition, *Seasons*, is being held online at sasiart.com.au.

Events

A variety of resident engagement projects are being investigated in collaboration with the Regional Librarian. Planning in support of events undertaken with the Community Development Officer and Youth Engagement Officer is well advanced and ready for roll-out once State Government restrictions on community gatherings are lifted.

In response to the cancellation of the Somerset Art Beat Festival at Toogoolawah, the Events Officer has provided distribution support to the Creative Arts Alliance, Stick Together creative arts project.

Promotions and graphic design

Creating online content for free listings with the Australian Tourism Data Warehouse (ATDW) is ongoing. Operators have been encouraged to create their own ATDW listing. Regional events have also been added to ATDW to be distributed to various websites including Visit Brisbane and Queensland.com. The event page is currently disabled on the Experience Somerset website due to COVID-19 restrictions. Graphic design and promotional material and merchandise to support events and promotions is being outsourced and/or developed with the help of a customer service officer.

Social media

Facebook

- Experience Somerset: 2,467 likes (+53)
- Somerset Regional Art Gallery – The Condensery: 591 (-2)
- Somerset Rail Trail Fun Run: 1,528 (+10)

Instagram

- Experience Somerset: 984 (+16)

Experience Somerset website

- Pageviews: 5533
- Visitors: 85% new, 15% returning
- Peak time: 220 sessions on Sunday, 31 May
- Most popular pages: Experience Somerset QLD (513), Lake Wivenhoe (457) and Brisbane Valley Rail Trail (241)
- Device: 34% desktop, 6% tablet, 60% mobile
- Referrals: Queensland.com (284), Visit Brisbane (169), Facebook (49)

Attachments

Nil

Recommendations

THAT Council receive the Tourism and Promotions Report for the month of May 2020 and that the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council receive the Tourism and Promotions Report for the month of May 2020 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Queensland Reconstruction Authority - Regional Recovery Strategies
File Ref:	Grants and subsidies - programs - Disaster Recovery Funding Arrangement
Action Officer:	CEO

Background/Summary

Council received correspondence from the Queensland Reconstruction Authority (QRA) on the 9 June 2020 seeking nominations for regional representatives that will inform regional recovery strategies.

To support state-wide recovery from COVID-19, the QRA will facilitate the development of eleven recovery regions across the State to verify impacts and identify medium and long-term

opportunities for the regions.

Somerset is included in the SEQ Recovery Region and incorporates the Councils of Brisbane, Gold Coast, Ipswich, Lockyer Valley, Logan, Moreton Bay, Noosa, Redland, Scenic Rim, Somerset, Sunshine Coast.

Consultation activities will commence in June 2020, including participation in an online survey to capture regional health, economic and human and social impacts of COVID-19 specific to our region. The results will then be used to inform more detailed workshop discussions with regional leaders across local and State governments and industry sectors.

In streamlining processes, it's suggested that the Councillors and Officers already endorsed on Councils COVID-19 Recovery Plan (and sub-plans) be nominated as regional representatives for the SEQ Recovery Region.

Nominations for Regional Recovery Representatives are required by Friday 12 June 2020.

Attachments

Queensland Reconstruction Authority – Regional Recovery Fact Sheet

Recommendation

THAT Council's representatives on the Queensland Reconstruction Authority SEQ Recovery Region are the same as Councillors and Officers previously endorsed on Councils COVID-19 Recovery Plan (and sub-plans).

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

"THAT Council's representatives on the Queensland Reconstruction Authority SEQ Recovery Region are the same as Councillors and Officers previously endorsed on Councils COVID-19 Recovery Plan (and sub-plans)."

Carried

Vote - Unanimous

Adjournment of Meeting

The meeting adjourned at 10 am for morning tea, resuming at 10.29 am.

Confidential Closed Session

Subject:	Somerset Outdoor Recreation Facility Site Investigations
File Ref:	Recreation and Cultural Services – Service Provision – Recreation Facilities
Action Officer:	SRO

Confidential

In accordance with Section 275 of the *Local Government Regulation 2012* Council may close a Council meeting. Section 275 reads A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss—

- (e) contracts proposed to be made by it; or
- (h) other business for which a public discussion would be likely to prejudice the interests

of the local government or someone else, or enable a person to gain a financial advantage.

Resolution	Moved – Cr Choat	Seconded – Cr Whalley
	“THAT Council move into closed session at 10.29 am to discuss the confidential report.”	
	<u>Carried</u>	
	Vote - Unanimous	

Resolution	Moved – Cr Whalley	Seconded – Cr Choat
	“THAT Council move out of the closed session at 10.36 am and that the meeting be once again open to the public.”	
	<u>Carried</u>	
	Vote - Unanimous	

Resolution	Moved – Cr Whalley	Seconded – Cr Gaedtke
	“THAT Council authorise the Chief Executive Officer to negotiate the purchase of Lot 2 RP156580 and that the negotiated sale price be brought back to Council for approval or otherwise.”	
	<u>Carried</u>	
	Vote - Unanimous	

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Brieschke - Councillor report

2020

1 June Budget discussion, Esk Office

2 June SRC Pest Management Committee meeting, Somerset Civic Centre, Esk
5 Key Partner Group Fortnightly COVID update with West Moreton Health Service – teleconference.

Associations and Cafes starting up with the New Normal. It is good to see community associations starting to meet again as the Governments COVID19 Step Down approach relaxes restrictions. Also, good to see some food outlets taking on the challenge and re-opening with their COVID SAFE Checklist in place.

Cr Isidro - Councillor Report

2020

1 June Budget discussion Esk

4 June Meeting with resident Kilcoy

8 June Local Disaster Management Training

9 June Meeting with resident Toogoolawah

Cr Gaedtke - Councillor report

With the current financial and health challenges faced by us all, the forthcoming State and Federal Government grants to our council are gratefully accepted and seen as a significant building block of local economic recovery.

– CBD Roadworks

Cr Wendt - Councillor report

2020

27 March

Ordinary Council meeting

28 March

Meeting with Director of Operations - Craig Young

01 June

Budget discussion - Zoom

08 June

QFES disaster management planning workshop

Resolution

Moved – Cr Isidro

Seconded – Cr Choat

“THAT the verbal and written reports of Cr Brieschke, Cr Isidro, Cr Gaedtke and Cr Wendt be received and the contents noted.”

Carried

Vote - Unanimous

Receipt of Petition

Nil

Consideration of notified motions

Nil

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings**Resilient Rivers – request for comparisons**

Action Officer: DFIN

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT a report be brought back to Council outlining comparisons between member Councils contributions versus environmental levies to the Resilient Rivers Initiative.”

Carried

Vote - Unanimous

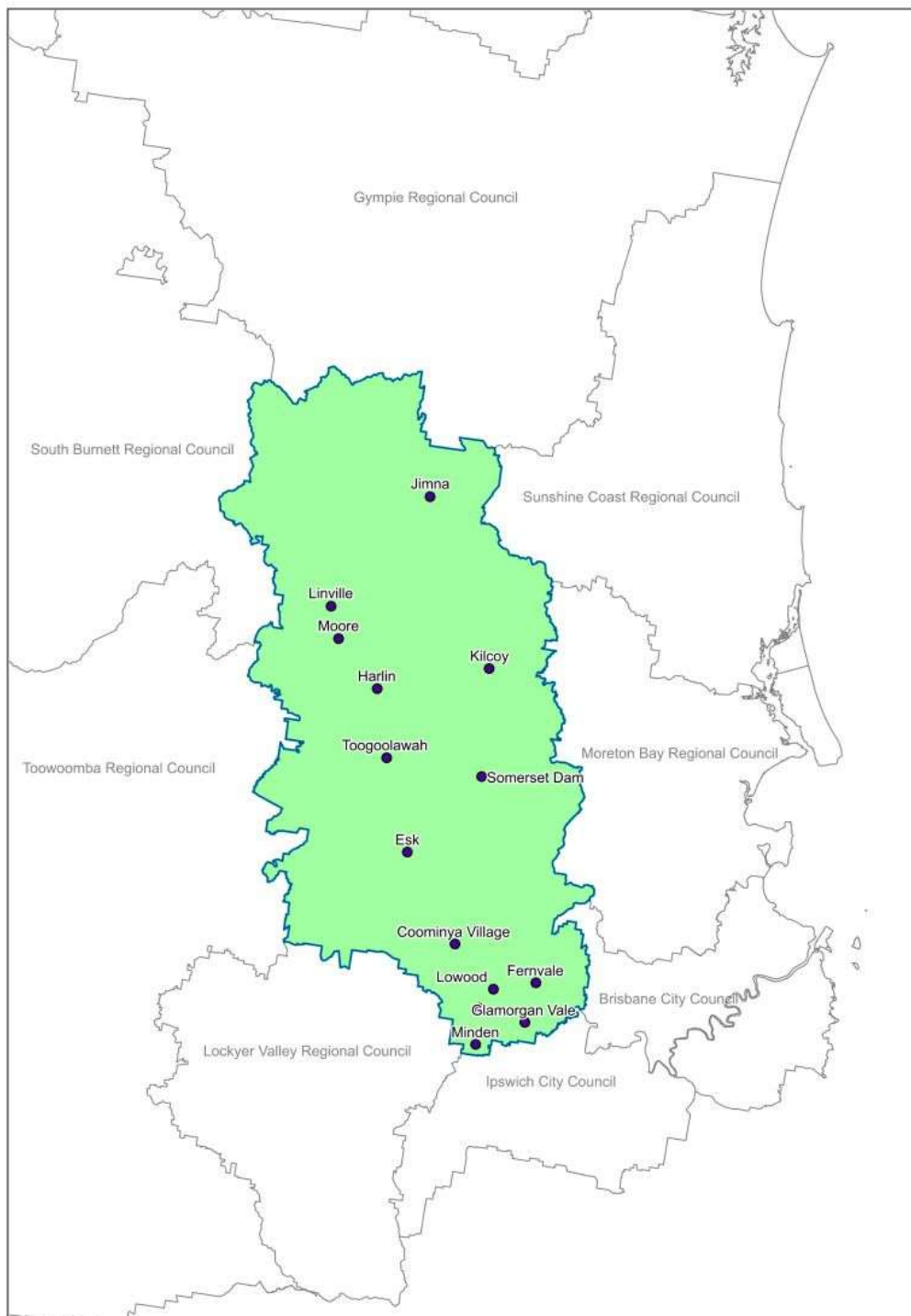
Closure of Meeting**Summary**

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 10.42 am.

ATTACHMENT 1 - OPERATIONAL PLAN



OPERATIONAL PLAN 2020 – 2021





Introduction

The 2019/20 Operational Plan outlines the activities and services that we as an organisation will deliver this year towards implementing the objectives of the Corporate Plan 2016 -2021.

Somerset Regional Council's Operational Plan is an integral cog in the wheel that drives our Corporate Planning and the organisations performance. The Operational Plan is funded through Council's annual budget and sets the years direction for each of Councils Department. It articulates our commitment to key projects, services, activities and measures the success and areas of responsibility for 2019 - 20. Council is required to report quarterly on the progress of all operational activities to ensure financial responsibility and the sustainability of our region and community assets.

Our Operational Plan is aligned with other key documents to detail the implementation of our strategies which are used to assist Council and the community to plan for a sustainable future. This approach ensures that efficiencies are achieved through coordinated planning and budgeting and to ensure that arrangements are undertaken in and integrated manner for Council.

In alignment to the Corporate Plan 2016 - 2021, the Operational Plan for 2019 - 20 is centred on the key themes of Natural Somerset, Vibrant Somerset, Prosperous Somerset, Well Planned Somerset and United Somerset. These five themes will guide Council's focus over the next five years and are aligned with a number of outcomes and strategies. The Corporate Plan assists in identification of priority projects and services, and is used to balance the delivery of those services and projects within available resources.

Our Vision Statement

"Affordable Rates – Effective Services."

Our Mission Statement

"We, in partnership with the community, will realise our vision by:

- Focusing on our customer's needs*
- Planning for the future*
- Utilising resources efficiently and effectively*
- Using sound business practices*
- Utilising the practice of continuous improvement*

The above mission statement has been developed to assist us to service our community in a responsive, innovative and efficient manner - exercising leadership and builds community strength.

Through a variety of council services, Council feels we can deliver on these promises. "

Annual Performance Measures

Council will measure its performance annually against the following:

Governance and Leadership

- Community and stakeholder satisfaction with Council
- Financial sustainability measures (Operating Surplus Ratio, Asset Sustainability Ratio and Net Financial Liabilities Ratio)
- Number of joint initiatives between Council and government, industry, business and community
- Progress in advocating our strategic priorities to government, industry, business and community

People

- Response to emergencies and natural disasters
- Community and stakeholder satisfaction with public spaces and facilities
- Attendance at Council facilitated events

Place

- Growing and aligning our asset base to meet community needs and affordability
- Community and stakeholder satisfaction with our road, water and waste water infrastructure and networks
- Compliance with State and Federal benchmarks and standards
- Percentage of total capital works completed
- Percentage of total operating projects completed

Prosperity

- Growth in Gross Regional Product (GRP) and the local economy
- Growth in population
- Increased investment in the local economy

Managing Risks

Somerset Regional Council recognises that risk management is an integral part of good governance and management practice. Accordingly, Council has an active system in place to manage and treat risks. This system is supported and managed by Council's CEO and Directors. Risk management principles and processes with the organisation's overall governance, strategy and planning, management, reporting processes, policies, values and culture are managed on a day to day basis.



Linking the Operational Plan to the budget

To achieve the strategies and activities contained within the key Corporate Themes, the Operational Plan is financed through the 2020-21 budget and commits Council to the allocation of resources to ensure service delivery is undertaken and completed within the year. Financial performance is monitored throughout the year with monthly reports to Council and periodic budget review undertaken to account for new information as it comes to hand.

Graphs from Budget once the Budget has been adopted

2020 - 21 Operational Plan

The focus for the Operational Plan is on planning, delivery and monitoring the relevant services and projects that will translate the strategic themes into actions to be undertaken throughout the financial year. Included within the following tables are specific activities, performance measures, targets and responsibilities for each of the Corporate Plan Themes.

Corporate Plan Theme		NATURAL SOMERSET				
Corporate Plan Theme Description		A place where the natural environment and rural lifestyle are valued and protected				
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
1	Promote the lakes, valleys, mountains, rivers and heritage in the region's branding, marketing and development	Maintain and distribute lists of Regional assets and attractions	Regular update of assets and attractions list and distribution of promotional material	Inform	Assets and attractions lists updated and distributed	Marketing and Tourism CMM
		In preparing promotional material focus of lakes valleys rivers and heritage as avenues for recreation tourism and lifestyle	Regular update of assets and attractions list and distribution of promotional material	Inform	Promotional material highlights the opportunities provided by the Regional's lakes valleys rivers and heritage	Marketing and Tourism CMM
		Engage with the SEQ Water to address water, landcare, rivercare and related issues	Active advocacy through relevant SEQ Water representatives and the Board.	Inform	Successful outcomes with SEQ Water for the Community	Office of the Mayor and CEO CEO
2	Encourage the State and Federal Governments to support a range of natural resource enhancement activities including reforestation, land care, riparian restoration and carbon reduction initiatives	Maintain an Environmental Levy in the Budget	Adopt an Environmental levy during the 2020/21 Budget process	Inform	Adoption of an environmental levy by 31 July 2020	Finance DFIN
3	Active role in the maintenance and enhancement of the region's natural resources through expenditure of environment levy and other funding resources, educational programs and promotion of the region	Facilitate collaborative investment with key internal and external partners.	Implement the Mid Brisbane River Mitigation Program; Hills and Savages Crossing Projects; Black Snake Creek Project.	Involve	Program delivery in alignment with Project Plan deliverables.	Planning and Development NRMO
		Provide community engagement and deliver activities	Continue: Free Tree Program; Land for Wildlife Program.	Inform	Deliver at least three free tree days; Increase community participation in Land for Wildlife	Planning and Development NRMO
4	Protect and utilise our economic assets such as agricultural land, forests, extractive environment, existing business and local people	Work with Council of Mayors to address forestry, landcare, rivercare and related issues	Active advocacy through Council, regional organisations and Associations	Inform	Participation in South East Queensland (SEQ) Council of Mayors according to resources and priorities - reports to Council regularly	Office of the Mayor and CEO CEO
		Engage with the State Environment and Water Ministers to address forestry, landcare, rivercare and related issues	Active advocacy through relevant State Government Departments and Ministers	Inform	Successful outcomes with State Departments and Ministers	Office of the Mayor and CEO CEO
		Engage with Commonwealth Environment Minister to address forestry, landcare, rivercare and related issues	Active advocacy through relevant Commonwealth Government Departments and Ministers	Inform	Successful Meetings with Commonwealth Departments Agencies and Ministers	Office of the Mayor and CEO CEO

Corporate Plan Theme	NATURAL SOMERSET					
Corporate Plan Theme Description	A place where the natural environment and rural lifestyle are valued and protected					
Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
	Coordinate and support regional initiatives, including: <ul style="list-style-type: none">• Land for Wildlife• South East Queensland Fire and Biodiversity Consortium• Healthy Land and Water (regional NRM)• South East Queensland Council of Mayors – Resilient Rivers.	Active participation in relevant forums	Inform	Maintain membership and delivery of: <ul style="list-style-type: none">• Land for Wildlife• South East Queensland Fire and Biodiversity Consortium• Healthy Land and Water (regional NRM)• South East Queensland Council of Mayors – Resilient Rivers.	Planning and Development	NRMO
	Participate as a an active member of the Lockyer Valley and Somerset Water Collaborative Steering Groups	Advocate for water security for the Somerset and Lockyer Valley Regions	collaborate	Meeting outcomes achieved funding expended and projects delivered	Office of the Mayor and CEO	CEO
Control the incidence of mosquitoes and vermin by conducting a public awareness and education program on the abatement of mosquitoes and vermin and treat known breeding sites	Progress Mosquito Monitoring Program	Conduct yearly surveys in line with Queensland Health Plans.	Consult	Survey completed	Planning and Development	ESM
Ensure that Biosecurity risks posed by invasive plants and animals are managed in accordance with the biosecurity Plan	Provide a new Biosecurity Plan	Finalise the preparation of the Biosecurity plan.	Involve	Plan adopted	Planning and Development	ESM
	Implementation of Biosecurity Plan for Invasive plants and animals	Strategic Actions Of Biosecurity Plan Implemented.	Inform	Succeful delivery of Biosecurity Plan Actions, including delivery of the Lantana Contrl Program.	Planning and Development	ESM
Take a long term view of waste management issues to ensure the best outcomes for the region	Continue to operate the existing waste cell at Esk Landfill and design of new cell in accordance with the procedures and site based management plan	Maximise the utilisation of cell space to extend the life of the cell	Inform	Operation in accordance with Environmental Protection Agency (EPA) Licence	Operations	DDM
	Communicate with neighbouring Councils on the progress of waste management issues	Continue to seek opportunities with neighbouring Councils to improve waste management practices	Inform	Participation with key agencies such as SEQ Council of Mayors Waste Working Group and SEQ West Waste Alliance.	Operations	DOPER
	Pursue funding to implement remediation works for Jimna and Kilcoy closed landfills	Update cost estimates for remediation and seek to progress the matter	Inform	Allocate budget and works completed	Operations	DDM
	Continue to seek opportunities for recycling/innovative waste disposal and/or minimisation solutions	Keep abreast of recent developments and investigate options	Inform	Implementation of Waste Reduction and Recycling Plan	Operations	DOPER

Corporate Plan Theme		NATURAL SOMERSET				
Corporate Plan Theme Description		A place where the natural environment and rural lifestyle are valued and protected				
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Responsible Officer
8	Make parks and gardens an integral part of any growth management plans that are developed	Progressively implement Parkland Strategies and Recreation Framework as resources become available	Participate in a review of the operation of the Mid-Brisbane River camping areas under SEQ Water control	Inform	Provide feedback to the plans in order that Council and community interests are included in the Plans	Office of the Mayor and CEO CEO

Corporate Plan Theme		VIBRANT SOMERSET					
Corporate Plan Theme Description		An integrated and welcoming place with something for everyone					
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
9	Encourage and support local arts and crafts activities and the preservation of the cultural heritage of the Region	Provide support to regional Art and Culture through the Regional Arts Development Fund (RADF) grants program	Delivery RADF grants program	Inform	RADF grant budget 100% allocated	Corporate and Community Services	RL
		Enhance Regional artistic outcomes though the operation of the Somerset Regional Art Gallery - The Condensery.	Provide opportunities to display art in the Somerset Regional Art Gallery - The Condensery	Inform	variety of exhibtions held at the gallery	Marketing andTourism	TVISO
		Cultural events encouraged and support provided for agreed events	Cultural events conducted successfully	Inform	Cultural events included in Calendar of Events; Financial technical and in-kind support given as agreed by Council	Marketing and Tourism and Corporate and Community Services	EO and CDO
10	Provide access to library services which assist in meeting the recreational, information and cultural needs of residents of the region	Provision of a library service that meets all State standards and service level agreements.	Well maintained and accessible libraries, collection, services and programs	Inform	Compliance with service agreement conditions	Corporate and Community Services	RL
		Commence community consultation regarding the provision of a mobile library service	Prepare a cost benefit analysis of a Library Outreach Service and evaluate community feedback on the proposal	Engage	Measure and maintain visitor and member satisfaction	Corporate and Community Services	RL
		Develop and embody a culture of lifelong learning support all levels of literacy	New programs for skills, technology and learning for the community	Inform	Increase in wireless, online use, and learning program attendance	Corporate and Community Services	RL
11	Protect the community from disease by encouraging community awareness of immunisation benefits and conducting immunisation clinics at schools	Provide a School based Immunisation programs	Services are delivered in line with the Service Provider Agreement with Queensland Health.	Involve	Multiple rounds of the Immunisation clinics are conducted annually in line with service agreement.	Planning and Development	ESM
12	Inform the community about the range of sporting and recreational facilities and activities available and how to access them	Collaborate with local sport and recreation organisations in delivering activities and events that maximise facility use and provide access to opportunities and quality tuition for residents, particularly young people.	Increased community participation in physical activity	Collaborate	Number of activities held. Number of activities held in collaboration with local organisations.	Corporate and Community Services	SRO

Corporate Plan Theme		VIBRANT SOMERSET				
Corporate Plan Theme Description		An integrated and welcoming place with something for everyone				
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
		Build effective working relationships with local schools to assist with the development of sporting pathways for students within the region	Increased awareness of council facilities and activities amongst education institutions within the region	Inform	Number of meetings attended with education institutions	Corporate and Community Services SRO
		Provide current and best practice administration advice to local sport and recreation clubs	Increase club participation in Club Development Workshops	Consult	Updated club administration kit available on Council website	Corporate and Community Services SRO
13	Make better use of existing infrastructure by encouraging connections to services with ample capacity	Encourage cooperative arrangements and multi-use strategies for the use of recreational land and facilities	Multiple use of recreation reserves	Inform	Level of assistance provided to Recreation Reserve Coordination committees	Corporate and Community Services SRO
14	Carry out such works as are necessary to provide the required services to the community	Provide a maintenance regime for Council's facilities and property which assist with delivering the highest quality services possible for the resources available	Council's facilities are provided to meet users needs	Inform	Maintenance completed within budget estimates.	Corporate and Community Services DCORP
		Investigate and take necessary actions on public health and environmental protection complaints.	Environmental Health compliance services are provided.	Inform	All complaints investigated within specified time frames.	Planning and Development ESM
		Provide for the sporting and recreational needs of the local communities through each indoor sports centre and swimming pool	Undertake regular assessment of the demand for new/additional facilities within existing indoor sports centres and pools	Inform	A Report to Council	Corporate and Community Services SRO
		Provide the highest quality recreational and sporting aquatic facilities based on the resources available	Swimming Pools maintained in operating condition.	Inform	Number of complaints about the swimming pools availability and service	Corporate and Community Services FMC
		Maintenance and cleansing of streets, footpaths, parks and gardens, public spaces and implementation of mowing program	Implement maintenance programs and review processes to ensure effectiveness	Inform	Number of complaints monitored through the Customer Service System	Operations WM

Corporate Plan Theme		VIBRANT SOMERSET					
Corporate Plan Theme Description		An integrated and welcoming place with something for everyone					
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
15	Increase the local range of recreational opportunities by encouraging the construction and operation of regional facilities for regional visitors	Develop Council recreational facilities of a Regional scale	Complete the pipeline from the Lowood/Fernvale WWTP to Fernvale Sports Park	Inform	Completed by March 2021 in accordance with Fundaing Agreement	Finance	DFIN
16	Maintain a high standard of public health in the community by regular monitoring of food handling premises licensed with Council to ensure compliance with health and safety regulations	Undertake annual food business inspection program.	Yearly inspections conducted.	Involve	Inspections completed.	Planning and Development	ESM
		Food business, community groups and the general public are better informed about food safety.	Conduct a community awareness program to promote food safety and hygiene practices for: <ul style="list-style-type: none"> • Food businesses • Community Groups • Schools and the general public. Provide free online 'I'm ALERT' food safety training.	Inform	Number of users who complete the online 'I'm ALERT' food safety training.	Planning and Development	ESM

Corporate Plan Theme		PROSPEROUS SOMERSET				
Corporate Plan Theme Description		A place that embraces economic opportunities				
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
17	Expand and facilitate major events within the Region to enhance economic growth for our local communities, associations and businesses	Maintain and distribute a Regional events calendar	Participation and promotion in regional associations and local events.	Involve	Events calendar regularly updated and distributed and promotion through Council media channels, where appropriate	Marketing and Tourism CMM and VISO
		Create and promote effective economic and tourism opportunities through the Economic Development and Tourism Committee	Promotion of the Somerset throughout greater SEQ in a co-ordinated and considered way	Involve	Effective Operation of the Economic Development and Tourism Committee	Marketing and Tourism CEO and CMM
		Support coordinated promotional activities	Participation and promotion in regional associations and local events.	Inform	<ul style="list-style-type: none"> • Coordinate Tourism Advisory Committee • Use advertising opportunities provided by Brisbane Marketing and Tourism and Events Queensland • Participate in local tourism and event promotions 	Marketing and Tourism CMM
		Support development and enhancement of local events.	Participation and promotion in regional associations and local events.	Inform	<ul style="list-style-type: none"> • Assist local event organisers to get access to grants and advertising • Provide financial support and other council resources to agreed events e.g. Australia day; Fun-Run; Seniors Day; International volunteers Day. 	Marketing and Tourism CMM, EO and CDO
		Implement agreed key strategies of the Destination Management Plan	Participation and promotion in regional associations and local events.	Inform	Engagement with tourism operators, business community and event committees	Marketing and Tourism CMM, EO and VISOs
		Develop Tourism Strategy	Document prepared to drive strategy and future of towns	Involve	Tourism strategy adopted and early adoption of projects funded	Office of the CEO and Mayor CEO
18	Provide financial assistance grants to community organisations to support them in undertaking community service activities	Provide community assistance grants to community organisations for projects events and services that benefit the community	Small projects are completed which provide a benefit or services to the local community	Inform	Number of community groups supported	Human Resources and Customer Service DHRCS

Corporate Plan Theme		PROSPEROUS SOMERSET				
Corporate Plan Theme Description		A place that embraces economic opportunities				
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
19	Recover net costs of waste operations and new waste infrastructure from all beneficiaries	Improve data about waste - volumes, sources, types. Review practices to minimise waste to landfill and ensure State Waste levy is correctly implemented.	Review waste fees and charges in line with adopted Waste Reduction and Recycling Plan 2018 - 2022	Inform	Report presented to Council	Operations DOPER
20	Continue to develop infrastructure plans taking potential urban growth and economic development into consideration.	Continue to amend the Planning scheme	Planning Scheme Amendment 4	Inform	Adoption by Council in second half of 2020.	DPAD SPO
		Continue to amend the Planning scheme	Matters of Local Environmental Significance (MLES) project.	Engage	Completion of MLES Project by end of 2020.	DPAD SPO
		Continue to amend the Planning scheme	Commencement of Local Government Infrastructure Plan (LGIP) review.	Inform	Scoping study and proposal completed by late 2020.	DPAD DPAD
		Continue to amend the Planning scheme	Commencement of Planning Scheme Amendment 5, including outcomes from respective MLES and LFMP projects.	Inform	Project plan finalised by late 2020.	DPAD SPO
		Commence review of Somerset Economic Development Plan	A new Somerset Economic Development Plan.	Consult	Project plan and approach finalised by mid 2020.	DPAD DPAD
		Develop a Brisbane Valley Rail Trail User Survey Strategy	Preparation of report for Council which includes strategies provided by external party	Consult	Report presented to Council	Corporate and Community Services SRO

Corporate Plan Theme		WELL PLANNED SOMERSET				
Corporate Plan Theme Description		A place where planning and design look to the future while respecting the past				
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
21	Provide an efficient and effective response to disasters and major emergencies in the Region to mitigate their effects	Facilitate the maintenance of an effective disaster Management Plan	Participation in LDMG and DDMG meetings and associated training	Consult	Disaster Management Plan kept current	Operations DMO
		Provide support to control authority for disaster events	Matters discussed at Local Disaster Management Group (LDMG) meetings	Involve	Responsibilities set in Disaster Management Plan effectively carried out	Operations DMO
		Conduct mock exercises as required from time to time	Act as control authority for threat of flood cyclone storm and earthquake as per Disaster Management Plan	Involve	Mock Exercises performed	Operations DMO
22	Apply a planned approach to roadworks and drainage to ensure all roads receive appropriate maintenance in a structured, timely and efficient way	Update reseal register carry out condition assessment and prepare reseal program	Preparation of a multi-yearred reseal and rehabilitation program of works.	Inform	<ul style="list-style-type: none"> •Average cost per sq. metre • percentage of network resealed per year •Program completed on time. 	Operations DDM
		Based on rating system carry out condition assessment/inspections and program required maintenance	Systematic Road maintenance carried out on all elements of the road network including pavement drainage vegetation road furniture and footpath bikeways	Inform	<ul style="list-style-type: none"> • Monitoring and control of expenditure compared with budget 	Operations WM
		<ul style="list-style-type: none"> • Carry out condition assessment • Carry out traffic counts • carry out bridge inspection and analysis • Prepare forward list of works 	A prioritised list of works is prepared and forward maintenance list prepared and updated.	Inform	Preparation of a Service Level Agreement to manage maintenance	Operations WM
23	Match closely the pricing and provisions of Council services to the costs of providing those services, particularly the costs of maintaining and constructing roads leading from extractive sites to state controlled roads	Program various phases of the projects and achieve completion on time,	Undertake capital works program for roadworks and drainage projects	Inform	Completion of time and budget	Operations WM
		Deliver RMPC contract to achieve agreed outcomes as determined by the State Provide feedback to Department of Transport and Main Roads Programs and Plans.	Reports and recommendations are provided to Department Main Roads in accordance with Council's stewardship role	Inform	Successful negotiation and delivery of the RMPC. Feedback to DTMR strategic plans and programs as required.	Operations WM
		Develop and maintain a four year works program for the Northern South East Queensland Regional Road Transport Group (NSEQ RRTG) and implementation of the program as approved by the NSEQ RRTG	Active participation in the NSEQ RRTG	Collaborate	Delivery of Transport Infrastructure Development Scheme (TIDS) program	Operations DDM

Corporate Plan Theme		WELL PLANNED SOMERSET					
Corporate Plan Theme Description		A place where planning and design look to the future while respecting the past					
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
24	Deliver regionally significant infrastructure in a coordinated manner with other local governments and state agencies	Identify and make application for external funding/subsidy	External funding /subsidy for capital works are maximised.	Inform	Percentage of capital works funded externally	Finance	DFIN
25	Deliver regionally significant infrastructure in a coordinated manner with other local governments and state agencies	Implement externally funded infrastructure projects i.e. Lighting Somerset and Toogoolawah Community Gym	Implement externally funded infrastructure projects i.e. Lighting Somerset and Toogoolawah Community Gym	Involve	Percentage of externally funded infrastructure projects completed i.e. Lighting Somerset and Toogoolawah Community Gym	Corporate and Community Services	DCORP
		Advocate for inclusion with the Council's that receive Works for Queensland or similar funding from the State Government	External funding /subsidy for works received	Inform	Funding Received	Office of the CEO and the Mayor	CEO
26	Provide adequate resources to maintain assets and achieve Council's objectives including using differential, special and separate rating strategies and user pays charges where appropriate	Review and implement the activities identified under each of the programs contained in the Flood Recovery Local Plan, including community preparedness for future events	Flood Recovery Local Plan is implemented	Involve	EFMP developed	Corporate and Community Services	DMO
		Draft budget resolutions that meet legal and other requirements	Sustainable budget to be adopted by Council by 31 July each year	Consult	Sustainable budget to be adopted by Council by 31 July 2020	Finance	DFIN
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	A differential rating system favouring certain classes of land will be maintained	Inform	Sustainable budget to be adopted by Council by 31 July 2020	Finance	DFIN
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	Special charges are included in the draft budget to recover relevant costs from specified land owners.	Inform	Sustainable budget to be adopted by Council by 31 July 2020	Finance	DFIN
27	Develop a rolling ten year financial plan incorporating forecast rates and charges requirements, debt levels, grants and subsidies, and current and proposed capital and operating costs	Ten year financial plan prepared by 31 July each year to enable approval of any new loans if required	Ten (10) year financial plan	Inform	Ten year financial plan prepared by 31 July 2020 to enable approval of any new loans if required	Finance	DFIN
		Provide long term asset management plans for the sustainable maintenance of Council's land and assets	Maintenance and construction schedules prepared for Council land and buildings	Inform	Land assets maintained to standards endorsed by Council	Corporate and Community Services	DCORP
28	Provide an active and responsive suite of development management services to ensure that the town planning scheme remains contemporary and relevant to the communities it serves and development applications are determined in a timely manner	Maintain development services and application processing in a timely manner	Development applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis. Positive community feedback.	Planning and Development	SP

Corporate Plan Theme Corporate Plan Theme Description		WELL PLANNED SOMERSET A place where planning and design look to the future while respecting the past					
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
		Maintain development services and application processing in a timely manner	Inspection programs undertaken in accordance with agreed timeframes.	Engage	Improved regulatory compliance of all approved poultry farms and extractive industries.	Planning and Development	SP
		Maintain development services and application processing in a timely manner	Planning, building and plumbing services are provided.	Inform	All complaints investigated within specified time frames.	Planning and Development	SP
		Maintain development services and application processing in a timely manner	Building and plumbing applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis. Positive community feedback.	Planning and Development	SP
29	Develop flood mitigation plans to enable improved forecasting, immunity and development control	Progress development of Local Flood Management Plans	Prepare design and cost estimates to implement the recommendations of the Local Flood Management Plans.	Inform	Concept designs prepared.	Operations	DOPER
		Review and implement the actions from the Brisbane River Strategic Flood Management Plan	Participation in ongoing working groups with partner Councils to progress actions contained within the Flood Management Plan	Consult	Local Flood Management Plans completed.	Operations	DOPER
30	Maintain a regional approach to planning through active participation and liaison with state agencies and neighbouring local governments	Inform Council and the community about elements of regional state and national land use and development plans and strategies which are relevant to the Somerset Region	Council and the Community are informed about regional, state and national land use and development plans and strategies which are relevant to the Somerset Region	Inform	Participation in Council of Mayors and LGAQ according to resources and priorities	Office of the CEO and the Mayor	CEO
		Participation in local and regional forums and strategies	participation in local and regional forums	Collaborate	Council is represented on appropriate groups including: Council of Mayors	Office of the CEO and the Mayor	CEO
		Attend local meetings of business community and government organisations	Input provided at meetings as required	Inform	Attend meetings for key issues and updates; Streamline arrangements by using inter-agency groups and forums	Office of the CEO and the Mayor	CEO
		Assist community to participate in road and traffic management and community /road safety initiatives	Facilitative process through Traffic and Safety Advisory Committee meetings	Inform	Level of participation of Traffic and Safety Advisory Committee(TSAC) and outcomes implemented	Operations	DOPER

Corporate Plan Theme	UNITED SOMERSET					
Corporate Plan Theme Description	An active place which values participation					
Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
Implement processes to create a cohesive organisation which is focused on customer service	Promote customer service throughout the organisation based on council's commitment for continuous and sustainable improvement.	Use feedback to drive business improvement, treating complaints fairly, opening and in an accountable manner to improve our service delivery.	Consult	Management reports on Customer Service requests produced monthly	Human Resources and Customer Service	CSTL
	Implement and maintain corporate communications with all employees and Councillors.	Communication with employees and Councillors on relevant issues delivered through various means with a view to add improvements through technological advances.	Inform	Number of formal communications issued.	Human Resources and Customer Service	DHRCS
	Records system is maintained in accordance with legislative requirements and Council's Records Strategic Plan	Capture and maintain appropriate Corporate memory	Inform	Records are maintained reliably and securely.	Corporate and Community Services	RTL
Provide opportunities for community involvement, participation and input	Develop community consultation framework for capital projects, community programs and new initiatives	Utilise" Have Your Say" platform to increase opportunities for Community Engagement to help inform Councils understanding of Community needs.	Engage	Increased positive community interactions with Council	Corporate and Community Services	CDO
Raise awareness within the community of the range of services available and establish Council as a point of contact for members of the community to access the different services	Carry out appropriate advocacy activities to improve health services in the Region.	Active advocacy for increased delivery of welfare services	Inform	Level of welfare services interactions in the Region increased.	Corporate and Community Services	CDO
	Support the Community Development initiatives identified through the Somerset Region Neighbourhood Centre Service.	Community has increased opportunities and capacity to participate in the development of effective community service responses.	Inform	Increased positive community interactions with Council	Corporate and Community Services	CDO
	Review and implement the Youth Engagement strategy including the development of a program of activities and identified funding sources	Community has increased opportunities and capacity to participate in the development and delivery of programs, activities and projects	Involve	Increased positive community engagement in programs, activities and projects	Corporate and Community Services	YEO

Corporate Plan Theme		UNITED SOMERSET					
Corporate Plan Theme Description		An active place which values participation					
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
		Conduct an ongoing compliance program for dogs and kennels across the region	Proactive compliance program for dog kennels is provided.	Inform	Inspection program is delivered in line with specified timeframes. Compliance with conditions of approval.	DPAD	ESM
		Investigate and take action on animal control complaints.	Animal monitoring and regularoty services are provided.	Inform	All complaints investigated within specified time frames	DPAD	ESM
		Encourage responsible pet ownership by providing a) accurate and timey responses to all queries concerning animal ownership; b) relevant information in the Council newsletter; and c) information brochures at council offices.	Animal monitoring and control services are provided.	Inform	Number of valid complaints about responses. Number of articles published. Community feedback.	DPAD	ESM
		Facilitate training opportunities for local businesses, potential employers and employees	Advice is provided on an as needs basis.	Inform	Support training programs and facilitate implementation of programs.	DPAD	DPAD
		Maintain currency of information on Council's website. Publish and distribute Council newsletters to residents	Better informed community about Council's role responsibilities and activities	Inform	Community engagement and site usage	Office of the CEO and Mayor	CMM
		Conduct public consultation meetings of important community issues and invite submissions	Better informed community and Council	Consult	Number of public meetings held and number of advertisements inviting submissions	All Directors	DCORP
		Produce contemporary development assessment and Planning Scheme information. incorporating relevant legislative and policy.	Accessible and contemporary information on Council's website and other mediums as required.	Inform	Well informed customers. Community feedback. Numbers of counter and telephone enquiries.	SPO	DPAD
		Provide information through local media of work activities Provide information through Council newsletter	Community informed about road construction and maintenance activities and costs	Inform	• media releases and coverage • Newsletters and relevant articles *Social media posts and website updates	Office of the CEO and Mayor	CMM
		Ensure all policies are compliant with relevant legislation	Compliance with State and Commonwealth Legislation	Inform	Number of complaints regarding Policy decisions reduced	Corporate and Community Services	DCORP

Corporate Plan Theme		UNITED SOMERSET					
Corporate Plan Theme Description		An active place which values participation					
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer
34	Manage the financial resources of Council to ensure effective and efficient use is made of available funds	Maintain systems and prepare reports that meet the legal and accounting requirements in full	Achieve unqualified audit certificate for annual financial statements	Inform	Obtain unqualified audit certificate by 31 October each year.	Finance	DFIN
		Demonstrate to external auditors that a risk management framework and risk register is in place prior to audit certification.	A risk management framework and risk register are maintained.	Inform	No audit comment received in relation to non-maintenance of a risk management framework and risk register	Finance	DFIN
		Investigate the use of technology to enhance Council processes	Computer network performing effectively.	Inform	Installation completed of computer hardware and software as defined in the budget	Corporate and Community Services	ICTC
		Maintain and update Council's fleet in accordance with budgeting limits.	Efficient and effective Fleet Management	Involve	Extent of plant usage. Cost of maintenance per plant item.	Operations	DOPER
35	Commit to education, continuous learning and skills development for Councillors to keep pace with changes and current issues	Provide training opportunities for Councillors	Increased knowledge on relevant issues	Inform	Number of workshops, seminars and conferences attended.	Office of the CEO and Mayor	CEO
		Provide considered and professional guidance to assist Councillors in their decision processes	Effective streamlined decision- making	Involve	Effective streamlined decision-making	Office of the CEO and Mayor	CEO
		Provide Councillors with sufficient resources to perform their role.	Councillors equipped to perform role effectively.	Involve	Councillors satisfaction with resource provisions	Office of the CEO and Mayor	CEO
36	Commit to education, continuous learning and skills development for employees to keep pace with changes and current issues	Provide professional training and skills development opportunities to ensure employees are aware of current industry changes and are equipped to perform their role effectively.	Support employee training, development and exposure to key professional groups through attendance at relevant forums, seminars and conferences.	Inform	Number of training requests approved and completed.	Human Resources and Customer Service	DHRCS
37	Maximise workplace productivity and efficiency through sound human resource management practices	Develop standardised Human Resources policies and procedures	Policies and procedures reviewed, developed and presented for adoption.	Involve	Policies and procedures accepted by CEO	Human Resources and Customer Service	DHRCS

Corporate Plan Theme		UNITED SOMERSET				
Corporate Plan Theme Description		An active place which values participation				
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
		Enhance recruitment practices with an aim to maximise organisational productivity and efficiency.	Develop and review all recruitment and retention materials to enable recruitment processes from advertisement through to appointment.	Involve	Aim for recruitment timeframe of not more than six weeks from position approval to appointment offer for permanent staff.	Human Resources and Customer Service DHRCS
		Provide training for all new employees upon commencement to enhance Council's commitment to continuous learning and skills development opportunities.	Provide all new employees with formal induction training covering Council procedures, policies and legislative requirements.	Involve	Monthly on-boarding procedures conducted.	Human Resources and Customer Service DHRCS
		Promote study assistance policy and encourage staff to undertake private study	Enhanced staff knowledge and career path with Council	Involve	Number of study assistance applications approved.	Human Resources and Customer Service DHRCS
		Provision of employee licences and competencies required to maximise workplace productivity and efficiency.	Training needs analysis completed annually based on performance appraisal results	Consult	Currency of required licences and qualifications	Human Resources and Customer Service DHRCS
		Apply for government funding for labour market programs	Traineeships, apprenticeships and labour market programs	Inform	Number of successful applications	Human Resources and Customer Service DHRCS
		Enhance and enable Council's performance development system.	Coordination of performance appraisal process and procedures for all employees.	Involve	Performance appraisals conducted annually.	Human Resources and Customer Service DHRCS
		Promote workplace health and safety by auditing systems, completing risk assessments and developing rectification action plan.	Compliance with legislation and Local Government Workcare's SAFEPLAN	Consult	Rectification action plans completed. Safety Management System audit completed on agreed interval.	Human Resources and Customer Service WHSO
		Continual review of organisational procedures taking into account safety issues	Procedures established within the Quality Assurance System that are vetted for safety matters.	Inform	Undertake Procedure Review Form F542 and processes	Human Resources and Customer Service All Directors

Corporate Plan Theme		UNITED SOMERSET				
Corporate Plan Theme Description		An active place which values participation				
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department Responsible Officer
38	Continue to improve Council's response to service requests, balancing the needs of the customer and the community with Council's capacity to respond.	Enhance Council's due diligence obligations on introduction of new systems, processes, plant, equipment and / or assets.	Consult with staff prior to introduction of new systems, processes, plant, equipment and / or assets	Consult	Completed employee consultation records, toolbox talks, meeting minutes, procurement review	Human Resources and Customer Service WHSO
		Promote the Queensland Government Agency services available at the Lowood Customer Service Centre	Maintain services provided at Lowood QGAP agency	Inform	QGAP Marketing Plan prepared annually to receive subsidy and help promote the agency .	Human Resources and Customer Service CSTL
		Continue to participate in the program for electronic lodgement of development applications	Development application tracking system available to users on line	Inform	Software system installed and maintained	Corporate and Community Services ICTC
		Maintain a reporting system to ensure Council maintains responses to community requests within applicable timeframes	Increase in percentage of response to correspondence within set timeframes	Inform	Management reports on correspondence activity are produced fortnightly	Corporate and Community Services RTL
		Encourage multi-skilling and relief job rotation.	Improved efficiencies due to the ability of employees to rotate between various tasks.	Involve	Ability of employees to rotate between various tasks.	Human Resources and Customer Service DHRCS
		Review alignment of Information Communication and Technology(ICT) strategy with business goals.	Continual review of ICT Strategy and associated documents to ensure alignment with organisational goals.	Inform	Reviewed ICT Strategy and associated documents accepted by CEO	Corporate and Community Services ICTC