



**Minutes of Ordinary Meeting
Held Wednesday 13 October 2021**

*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 M Kinion	(Design and Development Manager)
Mr L Hannan	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs S Pitkin	(Minute Secretary / Executive Assistant)
Ms K Cope	(Acting Communications Officer)

Apologies

Mrs K Jones	(Director HR and Customer Service)
Mr C Young	(Director Operations)

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Opening of Meeting

The Mayor, Cr Graeme Lehmann, opened the meeting at 9.01 am.

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT the Minutes of the Ordinary Meeting held 22 September 2021 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**

It is fantastic to see the gift of spring rain across the region. It has been very dry and our cousins in Brisbane don't realise how dry and it is. It is good to see a good start to the season and I hope it will continue well into the summer.

Cr Wendt - Matters of public interest

From a vet and human point of view there are plenty of snakes and ticks around now. Clinics have been overrun with snake and tick cases, so everyone keep an eye out.

Cr Isidro - Matters of public interest

October 2021

- 19 Kilcoy and Districts Progress Association meeting, Kilcoy
- 20 Somerset Region Youth Mental Health Workshop, Esk
- 20 KISC Re-Development Meeting, Kilcoy
- 22 Esk State School P&C meeting, Esk
- 23 Free Tree Day, Pipeliner Park, Esk
- 24 - 27 LGAQ Conference, Mackay
- 25 WLILG Networking Dinner, Mackay
- 29 Somerset Seniors Event, Esk

Cr Gaedtke - Matters of public interest

Congratulations to the Somerset region-based community groups who have been successful with the June 2021 Gambling Community Benefit Funding round 110 – Toogoolawah Local Ambulance Committee (\$26,229.35); Kilcoy District Historical Society Inc (\$6,435); Kilcoy District Progress Alliance Inc (\$32,200); Lowood and District Community Kindergarten Assn Inc. (\$15,463.80) and Lowood and District Golf Club Inc (\$35,000).

Congratulations to CDT CPL TJ Anderson, from 101 ACU Kilcoy, for being awarded the Cadet Leadership Award at the SGT LAI Course just completed. This is a remarkable achievement when you consider the unit was only formed two years ago with all new staff and cadets (except for the OC CAPT (AAC) Andrew Cummings). This is the second SGTs' LAI in a row where 14 Battalion has taken out this award. Congratulations to all, and well done TJ.

Congratulations to our local major employer Kilcoy Global Foods, who is a finalist and winner in the Agribusiness, Food and Beverages Award. A Total of 36 companies were vying for the prestigious award of Queensland's Exporter of the Year. Winners in each of the State's 13 award categories automatically qualify as finalists in the national Australian Export and Investment Awards that are to be held on 25 November in Canberra, staged by Austrade.

Well, done to Mt Stanley Muster group who have held the first muster in ten years.

Deputy Mayor Brieschke - Matters of public interest

October 2021

16 Brisbane Valley Bulls Juniors and Seniors Presentations, 12 pm Grand Hotel, Esk

A reminder to residents Somerset Regional Council's Free Tree Days start next weekend at Esk - Saturday 23 October, Kilcoy - 30 October and Fernvale - Saturday, 6 November.

Starting at 8 am Team Somerset have made this year's events a bit special with a free sausage sizzle to start the day and two wildlife shows at each event.

Free Tree Vouchers were attached to rates notices distributed in August.

I received disappointing news this week with the announcement of the retirement of Dr George from Somerset Medical, at Toogoolawah. With no replacement imminent, this will leave a huge gap in GP services for the town and Dr George will be sadly missed.

On a brighter note, a new medical centre will be established at the new IGA Complex in Esk. The owner confirmed yesterday the centre will boast three permanent doctors and pathology service; comprehensive Hearing services and a Psychologist. The owner hopes to open the centre prior to Christmas.

Declarable Conflict of Interest

Mr. Geoffrey Smith, Director Finance informed the meeting that he has a conflict of interest in Agenda Item number 20, *Establishment of an alternative Day Centre Service due to Anglicare's withdrawal from disability support* as defined in Council Policy C/037 Employee Conflict of Interest.

Subject:	Application for Keeping more than maximum number of animals – Lot 2 RP903123 – 34 Aliza Place Hazeldean – 81324-10000-000
File Ref:	Licencing - local laws - Keeping of Animals
Action Officer:	RSO (Gregory Caletti)

Background/Summary

Application Details

On 12 July 2021, Council received an application to keep three dogs from the occupier of 34 Aliza Place, Hazeldean. The premise is in the Rural zone and is 10,330sq metres in size. The application relates to large breeds including one Wolfhound, one Bull Arab cross and one miniature Fox Terrier.

Regulatory Services Officers conducted an inspection of the site with the property occupier on Thursday 9 September 2021 and noted the following:

- There is one dwelling located on the property.
- All dogs are microchipped and de-sexed.
- The small dogs have access to an area behind the house.
- The large dogs are housed in separate pens.
- The property fencing is constructed of dog wire fencing and metal pool fencing is in good condition and adequate to contain dogs at the time of inspection.

Assessment Summary

Complaint History

Council has received complaints regarding dogs kept at this property. The complaint was regarding excess dogs at the premises.

Submissions

During the submission period, Council did not receive submissions from persons who were in receipt of the notification.

Local Law Assessment

The below table is an assessment of the application based on *Subordinate Local Law No. 1.5 (Keeping of Animals) 2011, Schedule 1, number 4.*

Criteria:	Compliance (Y/N)
(1) Whether the premises on which the animal or animals can be effectively and comfortably kept on the premises.	Yes
Comments: The fencing and enclosures for the animals appeared at the time of inspection to be able to be effective and comfortably house the dogs being kept at the property.	
(2) Whether a residence exists on the premises.	Yes
Comments: Single storey timber residence exists on the property.	
(3) Whether a proper enclosure is maintained on the premises in accordance with the requirements of <i>Local Law No. 2 (Animal Management) 2011.</i>	Yes

Comments: The dog enclosure fencing is constructed of 3 sides of 4 foot dog proof wire fencing and one side being the side of the large shed and metal pool fencing and is adequate to contain the dogs being kept on the property.	
(4) Whether the applicant for the approval or some other suitable person to supervise the animal or animals will be resident on the premises on which the animal or animals are to be kept.	Yes
Comments: The applicant resides on the property with his parents.	
(5) Whether the animal or animals will be properly supervised.	Yes
Comments: The applicant is at home after work and on weekends and his parents are at home at all times. Applicant assures Council that there is always someone at the residence to supervise the animals.	
(6) If the application relates to the keeping of dogs or cats – whether the animals identified in the application are registered with the local government.	Yes
Comments: Two dogs – 1. BRUNO and 2. LUCY are currently registered with Somerset Council. If approved the other dog 'PRIME' will be required to be registered.	
(7) If section 14 of the Animal Management Act applies to the applicant for the approval - whether the applicant has complied with the requirements of the section.	Yes
<p>14. Owner must ensure cat or dog is implanted</p> <p>1) A person who is or becomes an owner of a cat or dog that is not implanted with a PPID must ensure the cat or dog is implanted with a PPID before it is 12 weeks old unless the person has a reasonable excuse.</p> <p>Maximum penalty—20 penalty units.</p> <p>Note — A cat or dog that is more than 12 weeks old on the commencement of this section need not be implanted with a PPID unless it is supplied. See section 43Y.</p> <p>2) It is a defence to a prosecution for an offence against subsection (1) for the defendant to prove—</p> <p>a) here is a signed veterinary surgeon's certificate for the cat or dog stating that implanting it with a PPID is likely to be a serious risk to the health of the cat or dog; or</p> <p>b) for a dog, the ownership is to use it as—</p> <p>(i) a government entity dog; or</p> <p>(ii) a working dog; or</p> <p>(iii) another class of dog prescribed under a regulation.</p>	
Comments: All three (3) dogs are microchipped.	

(8) Whether the applicant is a suitable person to hold the approval.	
Comments: Council does not have any information that indicates that the applicant is not a suitable person.	
(9) Whether the grant of the approval for the prescribed activity on the premises is likely to – a) cause nuisance, inconvenience or annoyance to occupiers of adjoining land; or b) affect the amenity of the surrounding area; or c) have a deleterious effect on the local environment or cause pollution or other environmental damage.	No
Comments: Council has no information to indicate that the number of dogs proposed to be kept on the allotment are likely to cause a nuisance.	
(10) If the application relates to the keeping of cats – a) whether the cats have been desexed; and b) whether the cats have been fitted with an approved microchip.	N/A
Comments:	
(11) If the application relates to the keeping of an animal or animals on multi residential premises – a) whether the applicant - is entitled to make use of a common area; and b) whether the applicant has exclusive possession and control of the whole or a part of the common area for the purpose of keeping the animal or animals; and c) whether the applicant has the written permission of the person or body which manages or controls the common area to use the common area, or a part of the common area, for the purpose of keeping the animal or animals.	N/A
Comments:	
(12) Where the animal or animals are to be kept on premises other than multi residential premises and the applicant is not the owner of the premises - whether the applicant has the written permission of the owner of the premises to keep the animal or animals on the premises.	N/A
Comments:	
(13) Whether the applicant has been refused a similar type of approval by the local government or another local government.	No
Comments: To Council's knowledge the applicant has not be refused a similar type of approval.	
(14) If the application relates to the keeping of dogs on an allotment, the local government may only grant an approval if it is satisfied that no dog which is a regulated dog is kept on the allotment.	No

Comments: No regulated dog resides at the allotment	
(15) If the application relates to the keeping of up to 4 dogs over the age of 3 months on an allotment which is located outside a designated area and has an area of 10,000m ² or more – whether the applicant for the approval is a current member of an approved entity.	Yes
Comments: The property is 10,330sq metres in size. The applicant is a member of an approved entity. Dogs Qld – Membership Number: 4100265888.	
(16) If the application relates to the keeping of up to 6 dogs over the age of 3 months on an allotment which is located outside a designated area and has an area of 20,000m ² or more – whether the applicant for the approval is an accredited breeder.	N/A
Comments:	

Attachments

1. Locality Plan
2. Photographs of the fencing/enclosure

Recommendation

THAT Council grant approval to keep more than the maximum number of dogs under *Local Law No 1 (Administration) 2011* and *Subordinate Local Law No 1.5 (Keeping of Animals) 2011*:

1. On land described as Lot 2 on RP903123, situated at 34 Aliza Place, Hazeldean;
2. For dogs described in **Schedule 1** below; and
3. Subject to the conditions set out in **Schedule 2** below.

Schedule 1

Description of dogs:					
Name	Breed	Colour	Sex (M/F)	Desexed (Y/N)	Microchip No.
Prime	Wolfhound	Brown	M	Y	953010005527702
Bruno	Bull Arab cross	White and Brown	M		953010005527828
Lucy	Miniature Fox Terrier	White and Brown	F	Y	953010005527710

Schedule 2

No.	CONDITION
1.0	LOCAL LAW
1.1	The approval holder must take all reasonable steps to prevent the dogs from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of other premises.

1.2	The approval holder must at all times maintain a proper enclosure in accordance with Schedule 8 of <i>Subordinate Local Law No. 2 (Animal Management 2011)</i> .
1.3	The approval holder must ensure that any enclosure in which the dogs are kept is properly drained and that run-off is kept off adjoining premises.
1.4	The approval holder must ensure that excreta, food scraps and other material that is, or is likely to become, offensive is collected daily and, if not immediately disposed of, is kept in a waste container of a kind approved by an authorised person.
1.5	The approval holder must ensure that any enclosure in which the dogs are kept is maintained in: <ul style="list-style-type: none"> (i) a clean and sanitary condition and disinfected regularly; and (ii) an aesthetically acceptable condition.
1.6	The approval is limited to the dogs identified in Schedule 1 of this approval.
1.7	The approval holder must be a current member of an approved entity. Upon expiry of the approved entity membership, the approval holder is to forward a copy of the renewed membership to Council.
1.8	The dogs identified in Schedule 1 of this approval must hold registration with Somerset Regional Council.
1.9	The approval holder must at all times comply with provisions of the <i>Animal Management (Cats and Dogs) Act 2008</i> .

Attachment 1

Locality Plan – 2 RP903123 - 81324-10000-000 - 34 Aliza Place Hazeldean

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

"THAT Council grant approval to keep more than the maximum number of dogs under *Local Law No 1 (Administration) 2011* and *Subordinate Local Law No 1.5 (Keeping of Animals) 2011*:

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1.9	The approval holder must at all times comply with provisions of the <i>Animal Management (Cats and Dogs) Act 2008</i> . <div style="text-align: right;"><u>Carried</u></div> <i>Vote - Unanimous</i>

Subject:	Development Application No 21273 - Development Application for a Development Permit for a Reconfiguring a Lot (one lot into two lots)
File No:	DA21273
Action Officer:	SP – MO
Assessment No:	02236-00000-000

1.0 APPLICATION SUMMARY**Subject Land**

Location: 63 Cressbrook Street, Toogoolawah
Real property description: 1 SP181791

Site area: 1,008m²
 Current land use: Shop, Dwelling House
 Easements/encumbrances: A RP44182

Somerset Region Planning Scheme (Version Four)

Zone: Centre zone
 Overlays: OM8 High impact activity management area

South-East Queensland Regional Plan 2017

Land use category: Urban Footprint

Application

Proposal: Reconfiguring a lot (one lot into two lots)
 Category of assessment: Code assessment
 Applicant details: J Sheehan
 c/- ONF Surveyors
 PO Box 896
 KINGAROY QLD 4610
 Owner details: Sheehart Pty Ltd
 Date application received: 13 August 2021
 Date application properly made: 13 August 2021

Referral Agencies None applicable

Public Notification Not applicable

RECOMMENDED DECISION

Approve the Development Application subject to the conditions and requirements contained in the schedules and attachments of this report.

2.0 PROPOSAL

This application seeks approval for a Development Permit for a Reconfiguring a Lot (one lot into two lots) on land at 63 Cressbrook Street, Toogoolawah formally described as Lot 1 SP181791. The applicant proposes to subdivide the existing lot into a residential lot and a commercial lot.

The application does not propose further improvements, building works, or additional land uses for each of the created lots. The proposed plan of subdivision is provided in the attachments to this report.

Details of the proposed lots are as follows:

Existing lots	Existing area and frontage	Proposed lots	Proposed area and frontage
Lot 1	Existing Lot 1 has an area of 1,008m ² and road frontage of 10.058 metres to Cressbrook Street, and four metres to Cairncroft Street.	Lot 1	Proposed Lot 1 has an area of 502m ² and road frontage of 10.058 metres to Cressbrook Street.
		Lot 2	Proposed Lot 2 has an area of 506m ² and a road frontage to Cairncroft Street of four metres.

The proposal seeks to separate the established dwelling from the commercial lot, by providing a lot layout consistent with the established lot layout of commercial lots fronting Cressbrook Street. The dwelling will retain its existing accessway via an access handle to Cairns Croft Street.

The proposal required code assessment and did not involve any referral agencies. No comments or submissions were received about the proposal.

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

3.0 SITE DETAILS AND SURROUNDING LAND USES

The site is an irregular shaped allotment with frontages to Cressbrook Street and Cairns Croft Street. The Cressbrook Street frontage is improved with a character building containing a shop, currently tenanted by Out There Cycling. The rear of the parcel, accessed by the access handle to Cairns Croft Street, is improved by a dwelling house.

Each of the parcels fronting to Cressbrook Street, as well as adjoining parcels that front Fulham Street, are located within the Centre zone and are developed with a variety of centre activities, including shops, offices, hotel, health care services, and food and drink outlets. Each of the parcels fronting Cairns Croft Street is improved by residential uses, typically dwelling houses, and are zoned as General residential.

Access from Cressbrook Street to the rear of proposed Lot 1 is via an existing 2.8m wide driveway that runs between the existing building on the site and the building on the lot to the south. This driveway is subject to a reciprocal right of way enabling access from Cressbrook Street for both lots. The driveway effectively extends 1.4m northwards across the subject site and 1.4m across the adjoining site to the south. No changes are proposed to this access arrangement.

Neither lot would be located within 500m of any known intensive animal industry or extractive industry.

4.0 PLANNING ASSESSMENT – STATE PLANNING INSTRUMENTS

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. In accordance with the Act, the assessment manager must assess the application against the assessment benchmarks within the following state planning instruments:

- the State Planning Policy 2017;
- the South-East Queensland Regional Plan 2017;
- the Planning Regulation 2017 (Schedule 10).

An assessment of the application against the state planning instruments is set out below.

4.1 STATE PLANNING POLICY

A new State Planning Policy (SPP) came into effect on 3 July 2017 and is not currently reflected in the Somerset Region Planning Scheme. An assessment of the proposed development against the assessment benchmarks contained within Part E of the SPP is required.

The application has been assessed against the assessment benchmarks and the proposal is

considered to comply.

4.2 SOUTH EAST QUEENSLAND REGIONAL PLAN 2017

The site is located within the Urban Footprint. The development application has been assessed against the provisions of the regional plan and the associated regulatory requirements and was found to be consistent.

There are no assessment benchmarks for development where within the urban footprint.

4.3 PLANNING REGULATION 2017 (SCHEDULE 10)

The development application did not require assessment against any of the assessment benchmarks within the Regulation.

The proposal does not impact on any regulated vegetation or koala habitat areas, is not located in proximity to a Queensland heritage place or local heritage place, is not known to be on a contaminated land register, nor involves any environmentally relevant activities.

5.0 PLANNING ASSESSMENT – LOCAL PLANNING INSTRUMENTS

An assessment against the applicable local planning instruments is set out below.

5.1 SOMERSET REGION PLANNING SCHEME (VERSION FOUR)

5.1.1 Strategic Framework Assessment

An assessment against the Strategic Framework assessment was not required as this development application was subject to code assessment.

5.1.2 Code Compliance Summary

The assessment below identifies how the development proposal achieves the assessment benchmarks and where the development proposal:

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

Applicable Code	Compliance with Overall Outcomes	Performance Outcomes
Reconfiguring a lot code	Yes	PO1, PO13
Services, works and infrastructure code	Yes	Nil
Transport, access and parking code	Yes	Nil
Applicable Overlay Code	Compliance with Overall Outcomes	Performance Outcomes
None applicable	-	-

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

5.1.3 Performance Outcome Assessment Reconfiguring a lot code

Performance outcome		Acceptable outcome	
Lot size and subdivision design			
PO1 Lot size and dimensions: (a) provide sufficient area for the siting and construction of buildings and structures; (b) provide for safe vehicular and pedestrian access; (c) respond appropriately to site characteristics including slope of the land and topography; and (d) are consistent with the intended character of the zone.		AO1.1 The minimum lot size and dimensions complies with Table 8.3.4.3.B – Minimum Lot Size and Dimensions.	
Extract from Table 8.3.4.3.B – Minimum lot sizes and dimensions			
Zone/precinct		Minimum lot size	Minimum frontage
Centre zone		200 square metres	6 metres
Proposal The proposal does not accord with the minimum frontage requirements, as proposed Lot 2 is provided with four metres of frontage to Cairnscroft Street, in lieu of the six metres identified in the Table.			
Performance Outcome Assessment The proposal utilises the established access handle from Cairnscroft Street, which is four metres wide, to access the existing dwelling at the rear of the proposed lot. It is considered that continuing the use of the existing handle is appropriate for the residential use of the proposed lot, noting that there is limited opportunity to widen the handle at this location. It is recommended that the alternative solution be accepted in this instance.			
Movement network and access			
PO13 Rear lot access is appropriately managed to reduce vehicular conflict and provide legal access.		AO13.1 The minimum width of an access handle for rear lots is: (a) 6 metres for residential activities; and (b) 8 metres for other activities.	
Proposal The proposal does not accord with the minimum access width requirements for the access handle on proposed Lot 2, as it only four metres wide, in lieu of the six metres identified in the acceptable outcome.			
Performance Outcome Assessment As identified above, the proposal utilises the established access handle from Cairnscroft Street, which is four metres wide, to access the existing dwelling at the rear of the proposed			

lot. It is considered that continuing the use of the existing handle is appropriate for the residential use of the proposed lot, noting that there is limited opportunity to widen the handle at this location.

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

5.1.4 Overall Outcome Assessment

The proposal is considered to comply with all the relevant performance outcomes. As such, a detailed assessment of the overall outcomes was not required.

6.0 OTHER PLANNING CONSIDERATIONS

6.1 Trunk Infrastructure and Services

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

6.2 Infrastructure charges

Under the Somerset Regional Council Charges Resolution (No. 1) 2021, infrastructure charges are not applicable to reconfiguring a lot in the Centre zone. Subsequent material change of use applications may trigger additional infrastructure charges at that time.

6.3 Water supply and sewerage

The subject land is located within the connections area and future connections area for both water and sewerage infrastructure under Urban Utilities' Netserv Plan.

The recommended conditions of approval require a licenced surveyor certify that all property connections are entirely within the lots that they serve.

Infrastructure charges for the water and sewerage networks are managed by Urban Utilities, separate to Council and this development application.

6.4 Electricity and telecommunications

Electricity and telecommunications services are understood to be available to both lots.

The recommended conditions of approval require a licenced surveyor certify that all property connections are entirely within the lots that they serve.

6.5 Stormwater/drainage

There are no known issues with the existing drainage of the site. Conditions have been included to demonstrate non-worsening for other properties.

Infrastructure charges for the stormwater network are not applicable as per the advice in section 6.2 of this report.

6.6 Transport network

The property enjoys access two fully constructed streets for both the Cressbrook and Cairnscroft Street frontages. The proposal is not considered to unreasonably burden Council's transport networks, as both lots are accommodating existing activities that will continue post subdivision.

The conditions of approval require the sealing of the existing access handle serving the dwelling to meet current design standards where within residential areas.

Infrastructure charges for the transport network are not applicable as per the advice in section

6.2 of this report.

6.6 Parks and open space

The proposal is not considered to result in an unreasonable impact on Council's parks and open space network.

Infrastructure charges for the parks and open space network are not applicable as per the advice in section 6.2 of this report.

7.0 REFERRAL AGENCIES

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

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

8.0 PUBLIC NOTIFICATION

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

9.0 CONCLUSION

The proposed development is for a one into two lot subdivision. The development will create two lots separating the established commercial building from the existing dwelling, with each lot retaining their own street frontage and lot identity. The proposal generally achieves the intended outcomes sought by the Somerset Region Planning Scheme (Version Four).

10.0 ATTACHMENT

1. Proposed Subdivision, drawn by ONF Surveyors, reference 9726P/1, dated 06/08/2021.

RECOMMENDED DECISION

1. THAT Council approve the Development Application for a Development Permit for a Reconfiguring a Lot (One lot into Two lots) on land described as Lot 1 SP181791, situated at 63 Cressbrook Street, Toogoolawah, subject to the recommended conditions and requirements contained in the attachments to this report.
2. THAT the officer 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.	At all times.
	Proposed Subdivision, drawn by ONF Surveyors, reference 9726P/1, dated 06/08/2021.	
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme (Version Four), Planning Scheme Policies	At all times.

	and Local Laws.	
1.3	A Licensed Surveyor must install new Survey Marks in their Prior to Council's correct positions in accordance with the Survey Plan and the endorsement of the work must be certified in writing.	Prior to Council's endorsement of the Plan of Subdivision.
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.	Prior to Council's endorsement of the Plan of Subdivision.
1.5	Pay to Council the applicable amount at the time of request for plan of subdivision endorsement for the issue of new valuations by the Department of Resources. Currently, the amount is set at \$39 per allotment.	Prior to Council's endorsement of the Plan of Subdivision.
1.6	Provide certification from a Licenced Surveyor that all services (eg water, sewerage, drainage, electricity, tele-communications) are wholly contained within the lot that they serve.	Prior to Council's endorsement of the Plan of Subdivision.
1.7	Remove any services made redundant as a result of the development and reinstate the land.	Prior to Council's endorsement of the Plan of Subdivision.
1.8	Ensure that each lot is connected to, or is able to be connected to, the reticulated water, sewerage, electricity, and tele-communications utilities in accordance with acceptable standards of the relevant regulatory authority.	Prior to Council's endorsement of the Plan of Subdivision.
1.9	Provide written evidence (eg connection certificate) from each particular service provider stating either that each lot has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	Prior to Council's endorsement of the Plan of Subdivision.
SCHEDULE 2 – ENGINEERING <i>Assessment Manager</i>		
No	Condition	Timing
	GENERAL ENGINEERING	
2.1	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Council's endorsement of the Plan of Subdivision.
2.2	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to Council's endorsement of the Plan of subdivision.
	VEHICLE ACCESS	
2.3	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.

2.4	The landowner is responsible for maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times.
2.5	Construct a minimum 3 metre sealed driveway for the full length of the access handle to proposed Lot 2 in accordance with Council standard. The driveway is to be of hard standing material such as concrete, bitumen or asphalt in accordance with Australian Standards.	Prior to Council's endorsement of the Plan of subdivision.
STORMWATER		
2.6	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.
EROSION AND SEDIMENT CONTROL		
2.7	Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will: <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times.
SCHEDULE 3 – ADVICE		
<i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> . [A copy of section 71 will be enclosed with the Decision Notice].		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the plan of subdivision is not provided to the local government within the 'currency period' – being four (4) 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.		
This development approval is for the proposed development only. Any additional uses/structures, if triggers assessable development, may require their own planning approval and will be assessed on its own merits.		
Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.		

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

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

The Applicant has the Right of Appeal to the Planning and Environment Court regarding the conditions of this approval.

Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit.

Attachments for the Decision Notice include:

- Proposed Subdivision, drawn by ONF Surveyors, reference 9726P/1, dated 06/08/2021.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

1. THAT Council approve the Development Application for a Development Permit for a Reconfiguring a Lot (One lot into Two lots) on land described as Lot 1 SP181791, situated at 63 Cressbrook Street, Toogoolawah, subject to the recommended conditions and requirements contained in the attachments to this report.
2. THAT the officer 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

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. Proposed Subdivision, drawn by ONF Surveyors, reference 9726P/1, dated 06/08/2021.	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme (Version Four), Planning Scheme Policies and Local Laws.	At all times.
1.3	A Licensed Surveyor must install new Survey Marks in their Prior to Council's correct positions in accordance with the Survey Plan and the endorsement of the work must be certified in writing.	Prior to Council's endorsement of the Plan of Subdivision.
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.	Prior to Council's endorsement of the Plan of Subdivision.

1.5	Pay to Council the applicable amount at the time of request for plan of subdivision endorsement for the issue of new valuations by the Department of Resources. Currently, the amount is set at \$39 per allotment.	Prior to Council's endorsement of the Plan of Subdivision.
1.6	Provide certification from a Licenced Surveyor that all services (eg water, sewerage, drainage, electricity, tele-communications) are wholly contained within the lot that they serve.	Prior to Council's endorsement of the Plan of Subdivision.
1.7	Remove any services made redundant as a result of the development and reinstate the land.	Prior to Council's endorsement of the Plan of Subdivision.
1.8	Ensure that each lot is connected to, or is able to be connected to, the reticulated water, sewerage, electricity, and tele-communications utilities in accordance with acceptable standards of the relevant regulatory authority.	Prior to Council's endorsement of the Plan of Subdivision.
1.9	Provide written evidence (eg connection certificate) from each particular service provider stating either that each lot has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	Prior to Council's endorsement of the Plan of Subdivision.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
GENERAL ENGINEERING		
2.1	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to Council's endorsement of the Plan of Subdivision.
2.2	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to Council's endorsement of the Plan of subdivision.
VEHICLE ACCESS		
2.3	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.
2.4	The landowner is responsible for maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with Council's Policy and Standards.	At all times.
2.5	Construct a minimum 3 metre sealed driveway for the full length of the access handle to proposed Lot 2 in accordance with Council standard. The driveway is to be of hard standing material such as concrete, bitumen or asphalt in accordance with Australian	Prior to Council's endorsement of the Plan of subdivision.

	Standards.	
	STORMWATER	
2.6	Stormwater Drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.
	EROSION AND SEDIMENT CONTROL	
2.7	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times.
SCHEDULE 3 – ADVICE		
<i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> . [A copy of section 71 will be enclosed with the Decision Notice].		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the plan of subdivision is not provided to the local government within the 'currency period' – being four (4) 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.		
This development approval is for the proposed development only. Any additional uses/structures, if triggers assessable development, may require their own planning approval and will be assessed on its own merits.		
<p>Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.</p> <p>It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.</p> <p>The Fire Ant Restricted Area as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants</p>		
The Applicant has the Right of Appeal to the Planning and Environment Court regarding the conditions of this approval.		

Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit."

Carried

Vote - Unanimous

Subject:	Development Application No 21332 - Development Application for a Development Permit for a Material Change of Use for a Dwelling House (exceeding the height limit, and affected by the Infrastructure and Landslide hazard overlays)
File No:	DA21332
Action Officer:	SP – MO
Assessment No:	80391-40000-000

1.0 APPLICATION SUMMARY

Subject Land

Location:	Kropp Street, Kilcoy
Real property description:	13 SP225637
Site area:	1,010m ²
Current land use:	Vacant land
Easements/encumbrances:	B SP225637

Somerset Region Planning Scheme (Version Four)

Zone:	General residential zone
Overlays:	OM8 High impact activity management area OM9 Infrastructure OM10 Landslide Hazard OM13 Stock Route

South-East Queensland Regional Plan 2017

Land use category:	Urban Footprint
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Application

Proposal:	Dwelling house exceeding the height limit, and affected by the Infrastructure and Landslide hazard overlays
Category of assessment:	Code assessment
Applicant details:	Mackay and Sons House Removals c/- Project BA PO Box 45 NOOSAVILLE QLD 4566
Owner details:	Greenmac Pty Ltd
Date application received:	25 August 2021
Date application properly made:	25 August 2021

Referral Agencies	None applicable
Public Notification	Not applicable

RECOMMENDED DECISION

Approve the Development Application subject to the conditions and requirements contained in the schedules and attachments of this report.

2.0 PROPOSAL

This application seeks a Development Permit for a Material Change of Use for a Dwelling House (exceeding the height limit and affected by the Infrastructure and Landslide hazard overlays) on land at Kropp Street, Kilcoy, formally identified as Lot 13 SP225637.

The development proposes to construct a new house on the site. The proposed dwelling is a single storey dwelling, being a relocated character house. The dwelling will contain five (5) bedrooms, three (3) bathrooms, kitchen, living areas, and laundry. The proposed dwelling does not include an enclosed garage.

The increased building height is due to slope of the allotment, sloping from East to West, and the steep roof pitch of the dwelling. As the dwelling is being relocated from another site, and is to remain unchanged, it is not possible to alter the roof pitch or building height. The building height exceedance is shown on Section A in the attachments to this report.

With respect to landslide hazards posed by the site, the application was accompanied by a geotechnical assessment confirming that a dwelling can be safely constructed on the site, subject to the dwelling, including any earthworks, be undertaken in accordance with the recommendations of the report.

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

3.0 SITE DETAILS AND SURROUNDING LAND USES

The site is a regular shaped allotment with frontage to Kropp Street at the eastern boundary and is currently vacant. Access to the site will be via a new crossover to Kropp Street, which is a sealed access street per Council's road register.

Each of the surrounding lots are located within the General residential zone and are generally improved with dwelling houses and associated domestic uses, with the exception of the Kilcoy Hospital opposite the site which is within the Community facilities zone.

The proposed dwelling will not be located within 500m of any known intensive animal industry or extractive industry.

4.0 PLANNING ASSESSMENT – STATE PLANNING INSTRUMENTS

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. In accordance with the Act, the assessment manager must assess the application against the assessment benchmarks within the following state planning instruments:

- the State Planning Policy 2017;
- the South-East Queensland Regional Plan 2017;
- the *Planning Regulation 2017* (Schedule 10).

An assessment of the application against the state planning instruments is set out below.

4.1 STATE PLANNING POLICY

A new State Planning Policy (SPP) came into effect on 3 July 2017 and is not currently reflected in the Somerset Region Planning Scheme. An assessment of the proposed development against the assessment benchmarks contained within Part E of the SPP is

required.

The application has been assessed against the assessment benchmarks and the proposal is considered to comply.

4.2 SOUTH EAST QUEENSLAND REGIONAL PLAN 2017

The site is located within the Urban Footprint. The development application has been assessed against the provisions of the regional plan and the associated regulatory requirements and was found to be consistent.

There are no assessment benchmarks for development where within the urban footprint.

4.3 PLANNING REGULATION 2017 (SCHEDULE 10)

The development application did not require assessment against any of the assessment benchmarks within the Regulation.

The proposal does not impact on any regulated vegetation or koala habitat areas, is not located in proximity to a Queensland heritage place or local heritage place, is not known to be on the contaminated land or environmental management registers, nor involves any environmentally relevant activities.

5.0 PLANNING ASSESSMENT – LOCAL PLANNING INSTRUMENTS

An assessment against the applicable local planning instruments is set out below.

5.1 SOMERSET REGION PLANNING SCHEME (VERSION FOUR)

5.1.1 Strategic Framework Assessment

An assessment against the Strategic Framework assessment was not required as this development application was subject to code assessment.

5.1.2 Code Compliance Summary

The assessment below identifies how the development proposal achieves the assessment benchmarks and where the development proposal:

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

Applicable Code	Compliance with Overall Outcomes	Performance Outcomes
General residential zone code	Yes	PO1
Dwelling house code	Yes	PO1
Transport, access and parking code	Yes	PO7
Applicable Overlay Code	Compliance with Overall Outcomes	Performance Outcomes
Infrastructure overlay code	Yes	PO4
Landslide hazard overlay code	Yes	PO1

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

5.1.3 Performance Outcome Assessment

General residential zone

Performance outcome	Acceptable outcome
Building height	
PO1 <i>Building height:</i> (a) exhibits a low-rise character consistent with the predominant built form of the zone; and (b) does not detract from the amenity enjoyed by <i>adjoining premises</i> .	AO1 <i>Building height</i> does not exceed two storeys and 8.5 metres above ground level.
<p><i>Proposal</i> The proposal does not accord with the maximum height, as the proposed dwelling has a maximum height of 9.5 metres, exceeding the maximum sought by the acceptable outcome.</p> <p><i>Performance Outcome Assessment</i> The proposed dwelling is a relocated, single storey, tin and timber character dwelling, which has been designed with a considerable roof pitch. If the building was proposed on a flat site, it would have a height of approximately 6.2 metres. As a result of the sloping lot and the apex height of the roof at the rear of the dwelling, the proposal will exceed the height sought by the acceptable outcome by approximately one metre.</p> <p>Notwithstanding, the proposed dwelling retains a low-rise character that is consistent with the built form expectations when viewed from the street. The proposed design would not overburden or overshadow the streetscape and is consistent with the scale and intensity expected for the locality.</p> <p>Additionally, as only a small portion of the roof form exceeds 8.5 metres, the additional overshadowing anticipated on adjoining properties is anticipated to be minimal as most of the built form is contained within the acceptable height envelope.</p> <p>It is recommended that the alternative solution be accepted in this instance.</p>	

Dwelling house code

Performance outcome	Acceptable outcome
General	
PO1 The scale, intensity, and siting of <i>dwelling houses</i> maintains the character and amenity of the locality.	AO1.1 <i>Building height</i> does not exceed two storeys and 8.5 metres above ground level.
<p><i>Proposal</i> The proposal does not accord with the maximum height, as the proposed dwelling has a maximum height of 9.5 metres, exceeding the maximum sought by the acceptable outcome.</p> <p><i>Performance Outcome Assessment</i> Refer to height assessment under the General residential zone code.</p>	

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

Transport, access and parking code

Performance outcome	Acceptable outcome
Car parking locations and treatments	
P07 Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.	A07.1 Car parking is located behind or within a building.
<p><i>Proposal</i> The proposal provides for unenclosed parking spaces at the front of the property, forward of the main building line of the dwelling.</p> <p><i>Performance Outcome Assessment</i> The development application seeks to locate the residential parking area forward of the dwelling and is not within a building. As a result of the topography of the land, it is not considered practical to provide a driveway to the rear of the property for regular use. It is considered that the streetscape and adjoining properties will not experience amenity impacts as a result of the residence's parking being forward of the dwelling. It is also unlikely to negatively affect the streetscape character of Kropp Street. The road pavement in Kropp Street is higher than the floor level of the proposed house and as such will not result in the parking area being as visually dominant as if the parking was at the same level as or higher than Kropp Street.</p> <p>It is recommended that the alternative solution be accepted in this instance.</p>	

Infrastructure overlay code

Performance outcome	Acceptable outcome
Wastewater treatment plants	
P04 The operation and planned expansion of <i>wastewater treatment plants</i> : <ul style="list-style-type: none"> (a) are protected from encroachment by incompatible land use and development; and (b) <i>sensitive land uses</i> are appropriately separated from <i>wastewater treatment plants</i> to protect public health and safety. 	A04.1 <i>Sensitive land uses</i> are not established within a <i>wastewater treatment plant buffer</i> as identified on the Infrastructure overlay maps OM009a-g .
<p><i>Proposal</i> The site is located within the buffer to the wastewater treatment plant, and therefore does not achieve this acceptable outcome.</p> <p><i>Performance Outcome Assessment</i> The site is a well-established lot within the urban area of Kilcoy, and is surrounded by urban development often involving sensitive land uses. It is considered that there is a suitable separation distance between the wastewater treatment plant and the proposed dwelling to avoid an unreasonable amenity impacts on the dwelling, or encroachment impacts on the sewage treatment plant.</p> <p>It is recommended that the alternative solution be accepted in this instance.</p>	

Landslide hazard overlay code

Performance outcome	Acceptable outcome
Risk of harm to people and property	
PO1 <i>Development</i> does not cause an unacceptable increase in the level of risk to people and property as a result of landslide or potential landslide. <i>Note - A site-specific geotechnical investigation must be undertaken to demonstrate that although the development site is located within a landslide hazard area as identified on the Landslide hazard overlay maps OM0010a-b, the landslide hazard risk is acceptable.</i>	AO1 <i>Buildings</i> are not located in a landslide hazard area as identified on the Landslide hazard overlay maps OM0010a-b .
<p><i>Proposal</i> The proposed dwelling is located within the landslide hazard area identified on the overlay maps.</p> <p><i>Performance Outcome Assessment</i> A site-specific geotechnical investigation has been provided with the application to demonstrate compliance with the performance outcome, which has been signed by an RPEQ. It is considered that the development, if undertaken in accordance with the recommendations of the geotechnical report, will avoid being subjected to an unacceptable increase in risk to people or property as a result of the sloping terrain.</p> <p>It is recommended that the alternative solution be accepted in this instance.</p>	

5.1.4 Overall Outcome Assessment

The proposal is considered to comply with all the relevant performance outcomes. As such, a detailed assessment of the overall outcomes was not required.

6.0 OTHER PLANNING CONSIDERATIONS**6.1 Trunk Infrastructure and Services**

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

6.2 Infrastructure charges

Under the Somerset Regional Council Charges Resolution (No. 1) 2021, infrastructure charges are applicable for the development of a new dwelling. However, the site will be afforded a credit to the value of a three-bedroom dwelling (i.e. an existing lot credit) which would result in no levied charge being applicable.

No infrastructure charges notice is required.

6.3 Water supply and sewerage

The subject land is located within the connections area and future connections area for both water and sewerage infrastructure under Urban Utilities' Netserv Plan.

The recommended conditions of approval require the dwelling house to connect to both networks.

Infrastructure charges for the water and sewerage networks are managed by Urban Utilities, separate to Council and this development application.

6.4 Electricity and telecommunications

Electricity and telecommunications services are understood to be available to both lots.

The recommended conditions of approval require the dwelling house to be connected to these networks.

6.5 Stormwater/drainage

There are no known issues with the existing drainage of the site. An easement for inter-allotment drainage exists at the rear of the site, which allows for the conveyance of roof water from the lot to Wallis Street where is discharged to Council's stormwater network.

6.6 Transport network

The property will gain access from crossover to Kropp Street, which is a sealed access street in Council's road register. The recommended conditions of approval include a requirement to construct a vehicle crossover in accordance with Council's standard drawings prior to the commencement of use.

6.7 Parks and open space

The proposal is not considered to result in an unreasonable impact on Council's parks and open space network.

7.0 REFERRAL AGENCIES

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

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

8.0 PUBLIC NOTIFICATION

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

No comments or submissions were received.

9.0 CONCLUSION

The proposed development is for a dwelling house, which as a result of the sloping block exceeds the maximum height sought for dwelling houses. The dwelling is also located within proximity to a wastewater treatment plant and on land where the slope is mapped as exceeding 15%. The proposal has demonstrated compliance against the performance outcomes of the planning scheme and provides for a dwelling house that exhibits a low-rise built form character when viewed from the street, does not result in adverse impacts to adjoining dwellings, and is designed to meet the risks associated with the sloping site.

10.0 ATTACHMENTS

1. Site Plan, drawn by Evoke Architects, reference 915 A - 02 Rev A, dated 19/08/2021
2. Proposed Floor Plan, drawn by Evoke Architects, reference 915 A - 04 Rev A, dated 19/08/2021
3. Proposed Roof Plan, drawn by Evoke Architects, reference 915 A - 05 Rev A, dated 19/08/2021

4. North Elevation and East Elevation, drawn by Evoke Architects, reference 915 A - 06 Rev A, dated 19/08/2021
5. South Elevation and West Elevation, drawn by Evoke Architects, reference 915 A - 07 Rev A, dated 19/08/2021
6. Section A, drawn by Evoke Architects, reference 915 A - 08 Rev A, dated 19/08/2021
7. Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021

RECOMMENDED DECISION

1. THAT Council approve the Development Application for a Development Permit for a Material Change of Use for Dwelling House on land described as Lot 1 SP181791, situated at Kropp Street, Kilcoy, subject to the recommended conditions and requirements contained in the attachments to this report.
2. THAT the officer 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 – Planning		
<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 listed below, except where amended by these conditions of approval. Site Plan, drawn by Evoke Architects, reference 915 A - 02 Rev A, dated 19/08/2021 Proposed Floor Plan, drawn by Evoke Architects, reference 915 A - 04 Rev A, dated 19/08/2021 Proposed Roof Plan, drawn by Evoke Architects, reference 915 A - 05 Rev A, dated 19/08/2021 North Elevation and East Elevation, drawn by Evoke Architects, reference 915 A - 06 Rev A, dated 19/08/2021 South Elevation and West Elevation, drawn by Evoke Architects, reference 915 A - 07 Rev A, dated 19/08/2021 Section A, drawn by Evoke Architects, reference 915 A - 08 Rev A, dated 19/08/2021 Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws.	At all times.
1.3	This approval is a dwelling house, being a residential use of premises involving one dwelling for a single household, and any domestic outbuilding associated with the dwelling. <i>Note: Dwelling house, dwelling, and household are defined terms in the Planning Regulation 2017.</i>	At all times.
1.4	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.

1.5	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.	Prior to commencement of the use.
1.6	Building works, and plumbing and drainage works approvals must be gained.	Prior to works commencing.
1.7	Connect the dwelling to reticulated water, sewerage, electricity, and telecommunications networks.	Prior to commencement of the use.
SCHEDULE 2 – Engineering		
<i>Assessment Manager</i>		
No	Condition	Timing
GENERAL		
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Design Standards</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to commencement of the use.
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to commencement of the use.
EARTHWORKS		
2.4	All building works and earthworks are to be in accordance with Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021. The landowner must advise all potential purchasers accordingly.	At all times.
2.5	The foundation design of the proposed dwelling must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location. A copy of the Certified foundation design is to be submitted to Council.	Prior to commencement of the use.
VEHICLE ACCESS		
2.6	All vehicular access for new allotments 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 Applicant is to construct a vehicle access in accordance with Council's standard drawing SRC-ROAD-012.	Prior to commencement of the use.

	STORMWATER	
2.8	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.
	EROSION AND SEDIMENT CONTROL	
2.9	<p>Erosion and sedimentation control shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that the proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times.
SCHEDULE 3 – Environmental		
<i>Assessment Manager</i>		
No	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and operation of the 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 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 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.

3.5	Light sources must be positioned, and shielded when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development approval relates.	At all times.
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 development does not commence within the ‘currency period’ – being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant’s appeal period under the process established in chapter 3, part 5, subdivision 1 of the <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 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.		

Attachments for the Decision Notice include:

- Site Plan, drawn by Evoke Architects, reference 915 A - 02 Rev A, dated 19/08/2021
- Proposed Floor Plan, drawn by Evoke Architects, reference 915 A - 04 Rev A, dated 19/08/2021
- Proposed Roof Plan, drawn by Evoke Architects, reference 915 A - 05 Rev A, dated 19/08/2021
- North Elevation and East Elevation, drawn by Evoke Architects, reference 915 A - 06 Rev A, dated 19/08/2021
- South Elevation and West Elevation, drawn by Evoke Architects, reference 915 A - 07 Rev A, dated 19/08/2021
- Section A, drawn by Evoke Architects, reference 915 A - 08 Rev A, dated 19/08/2021
- Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

- "1. THAT Council approve the Development Application for a Development Permit for a Material Change of Use for Dwelling House on land described as Lot 1 SP181791, situated at Kropp Street, Kilcoy, subject to the recommended conditions and requirements contained in the attachments to this report.
2. THAT the officer 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 – Planning*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 listed below, except where amended by these conditions of approval. Site Plan, drawn by Evoke Architects, reference 915 A - 02 Rev A, dated 19/08/2021 Proposed Floor Plan, drawn by Evoke Architects, reference 915 A - 04 Rev A, dated 19/08/2021 Proposed Roof Plan, drawn by Evoke Architects, reference 915 A - 05 Rev A, dated 19/08/2021 North Elevation and East Elevation, drawn by Evoke Architects, reference 915 A - 06 Rev A, dated 19/08/2021 South Elevation and West Elevation, drawn by Evoke Architects, reference 915 A - 07 Rev A, dated 19/08/2021 Section A, drawn by Evoke Architects, reference 915 A - 08 Rev A, dated 19/08/2021 Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws.	At all times.
1.3	This approval is a dwelling house, being a residential use of premises involving one dwelling for a single household, and any domestic outbuilding associated with the dwelling. <i>Note: Dwelling house, dwelling, and household are defined terms in the Planning Regulation 2017.</i>	At all times.
1.4	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.
1.5	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.	Prior to commencement of the use.

1.6	Building works, and plumbing and drainage works approvals must be gained.	Prior to works commencing.
1.7	Connect the dwelling to reticulated water, sewerage, electricity, and telecommunications networks.	Prior to commencement of the use.
SCHEDULE 2 – Engineering <i>Assessment Manager</i>		
No	Condition	Timing
	GENERAL	
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Design Standards</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	Prior to commencement of the use.
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	Prior to commencement of the use.
	EARTHWORKS	
2.4	All building works and earthworks are to be in accordance with Report on Geotechnical Investigation, Proposed Slope Stability, 13 Kropp Street, Kilcoy, prepared by ARCOS Unit Group Pty Ltd and dated 10 June 2021. The landowner must advise all potential purchasers accordingly.	At all times.
2.5	The foundation design of the proposed dwelling must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location. A copy of the Certified foundation design is to be submitted to Council.	Prior to commencement of the use.
	VEHICLE ACCESS	
2.6	All vehicular access for new allotments 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 Applicant is to construct a vehicle access in accordance with Council's standard drawing SRC-ROAD-012.	Prior to commencement of the use.
	STORMWATER	
2.8	Stormwater drainage and flows are to have a no worsening effect on adjoining, upstream, or downstream landholders.	At all times.

	EROSION AND SEDIMENT CONTROL	
2.9	<p>Erosion and sedimentation control shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that the proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. 	At all times.
SCHEDULE 3 – Environmental		
<i>Assessment Manager</i>		
No	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and operation of the 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 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 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.
3.5	Light sources must be positioned, and shielded when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development approval relates.	At all times.

SCHEDULE 4 – Advice*Assessment Manager*

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

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

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

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

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 Operations department if in Council's opinion a dust nuisance exists.

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

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

Carried

Vote - Unanimous

Subject:	Finance report 1 July 2021 to 1 October 2021
File Ref:	Monthly reporting / finance
Action Officer:	DFIN

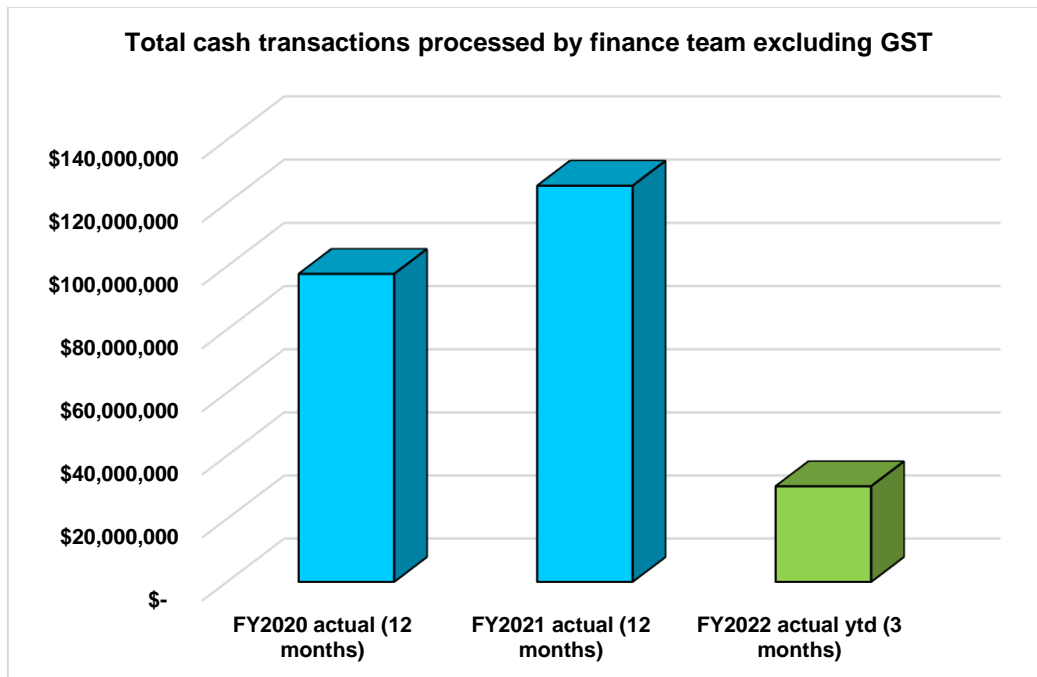
Background/Summary

Financial reports

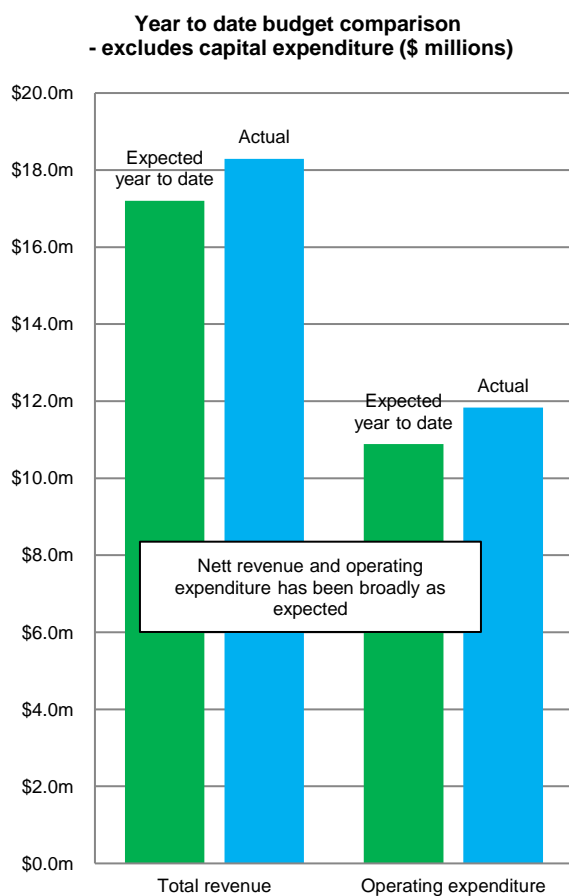
Reports for the period 1 July 2021 to 1 October 2021 are attached detailing the progress that has been made in relation to Council's FY2022 budget as required by Local Government Regulation 2012 s204.

Draft FY2021 financial statements were prepared by the finance team and officially provided to external audit after they were reviewed by Council's Audit Committee on 8 September 2021. Audit is on track to certify the FY2021 statements by 13 October 2021.

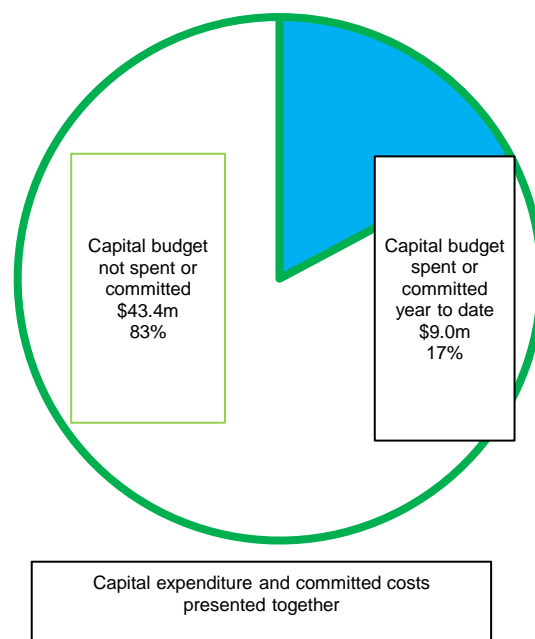
The finance team has processed around \$30M in transactions for the first quarter of FY2022. This is consistent on a pro-rata basis with FY2021. Transaction volumes increased significantly in 2021 with progressively larger capital and recoverable works programs:



Results for the year to date are summarised as follows:

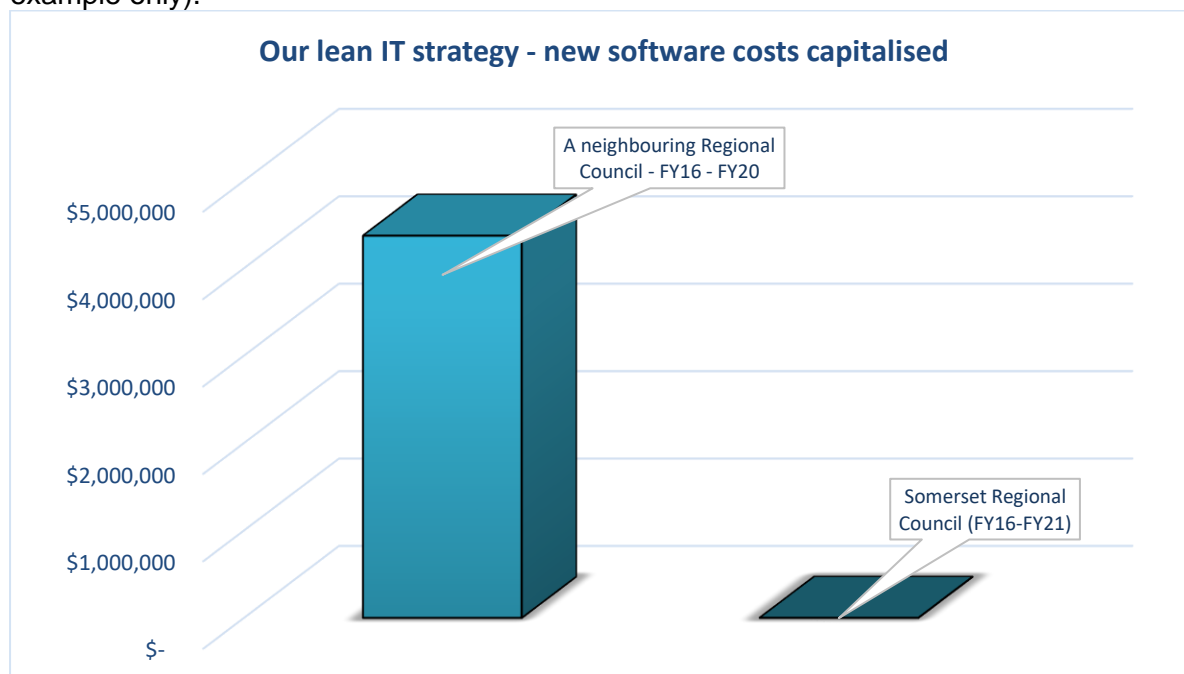


Total capital expenditure and commitments



Comparative cost of Council's business system

Somerset Regional Council innovates to effectively use the most affordable local government business system software available to meet its financial reporting and other needs. The chart below details audited recent new software costs of one neighbouring council (by way of example only).



Competitive grants

- Council officers lodged an application under the Australian Government's Black Summer Bushfire Recovery Grants Program (BSBRGP) on 23 August 2021 as follows:

<i>BSBRGP competitive project application</i>	<i>Project value</i>	<i>Funding sought</i>
Fernvale Firewall - construct a 4.3km long, 20m wide firebreak along the southern boundary of the Fernvale urban footprint development area including 3.8 km of bitumen sealed roads (Muckerts and McCulkins Lanes) for emergency access and egress and 0.5km of cleared fire appliance access route near residential areas including undergrounding of powerlines. For context, during August 2021 there were 29% more users of Muckerts Lane (207/day) than visitors to all four Somerset libraries combined.	\$6,777,433	\$4,500,000

- Council officers also lodged a second BSBRGP application on 29 September 2021 as follows:

<i>BSBRGP competitive project application</i>	<i>Project value</i>	<i>Funding sought</i>
Somerset/ Brisbane Boundary Firewall - construct a 1.67km long, 9 to 20m wide firebreak along the boundary between the Somerset and Brisbane LGAs including new bitumen sealed roads (Waverley and Sheppards Roads) which will facilitate emergency access and egress. For context, during August 2021	\$1,709,815	\$854,907

there were 4.6 times more users of Waverley Road (138/day) each month than visitors to all four visitor information centres combined.		
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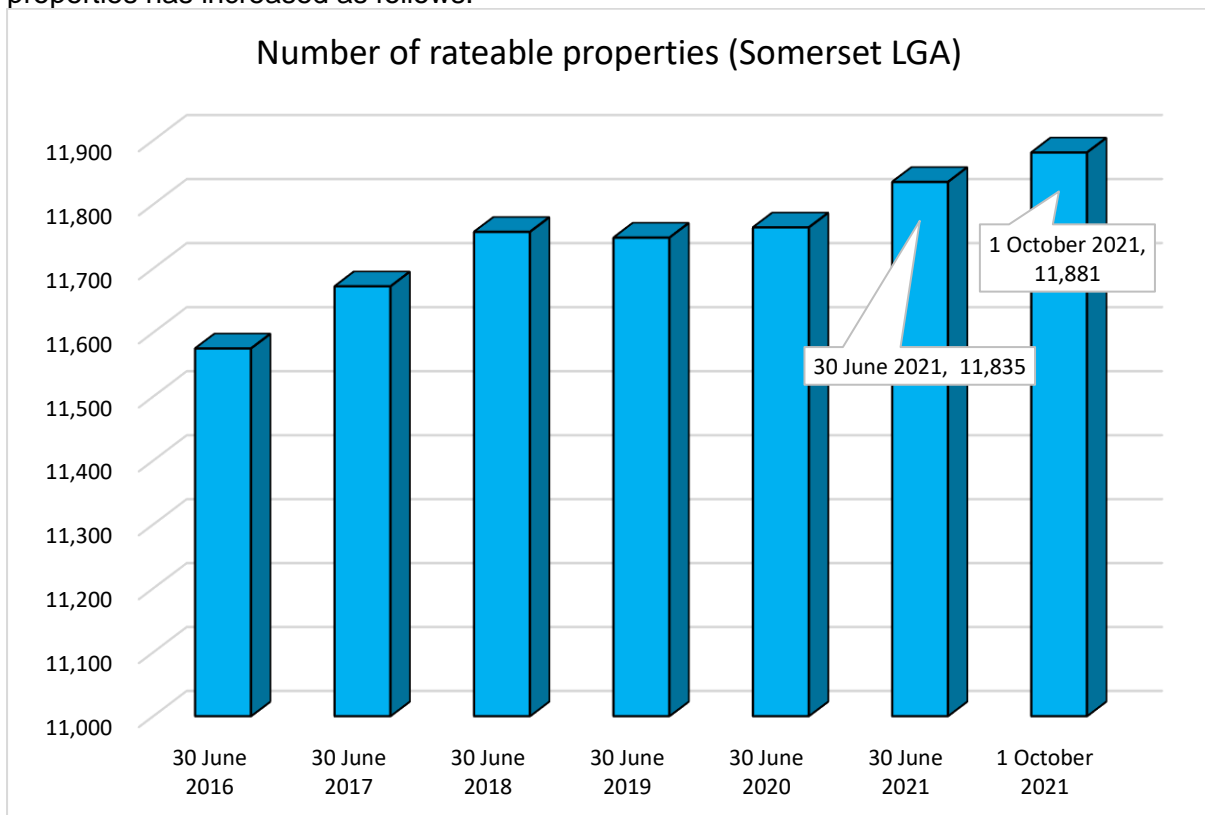
- Council officers lodged an application under the Australian Government's Queensland's Fishing Infrastructure Grants Program on 24 September 2021 as follows:

<i>Queensland's Fishing Infrastructure Grants Program</i>	<i>Project value</i>	<i>Funding sought</i>
Mid-Brisbane River recreation safety and security CCTV project. Council seeks funding to permanently install CCTV to permanently achieve improvements to the recreational fishing and boating experience along Queensland's mid-Brisbane River. Qld Police support the project as it will create "a safer area for the community to conduct recreational activities and an increase in usage by the community".	\$70,169.15	\$63,000

- Council officers are preparing for funding applications for rooftop PV solar at the Lowood and Esk SES buildings under the 2022 - 2023 SES Support Grant which will be offered by Queensland Fire and Emergency Services

Growth

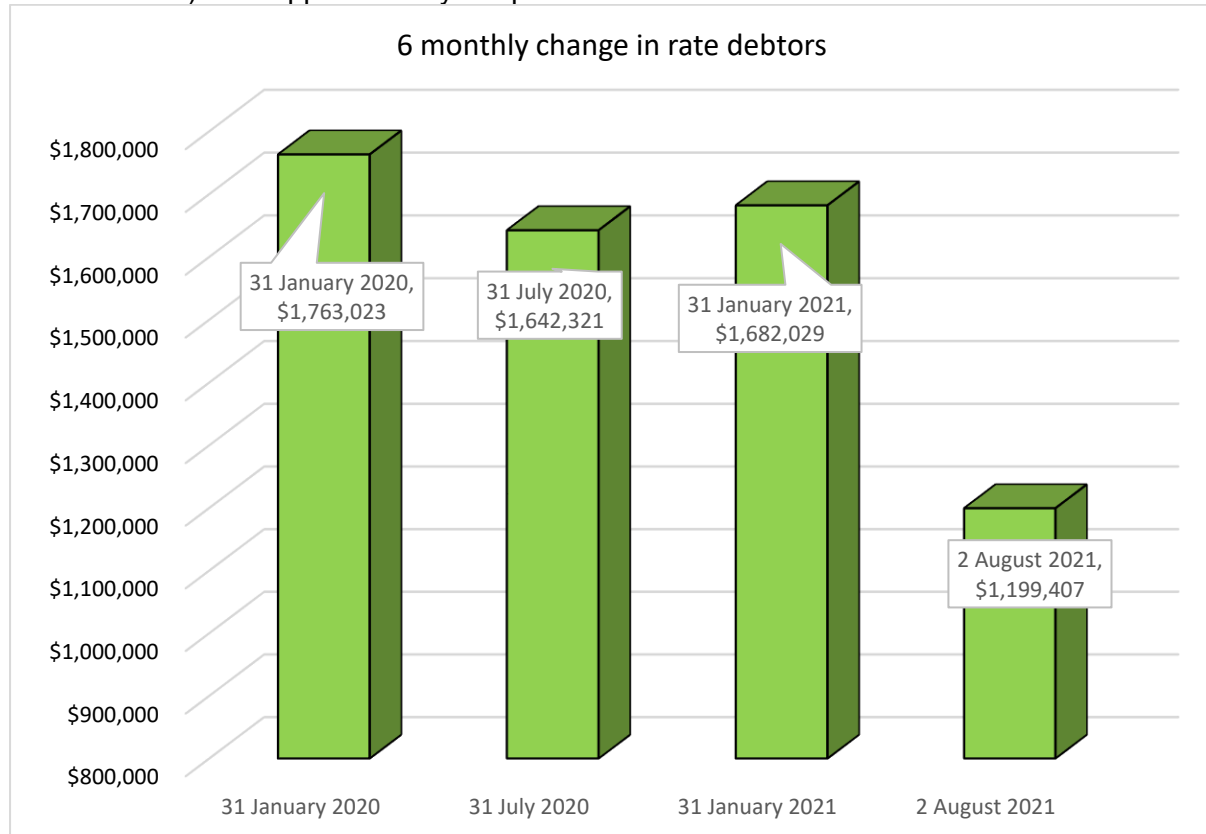
Rateable property data provides an indication of regional growth. The total number of rateable properties has increased as follows:



Rates

Rates are issued in six monthly cycles. Total rate debtors at comparable dates (generally after

the due dates) over approximately the past 18 months were as follows:



Council has been working with the owners of 42 properties and their mortgagees where notices of intention to sell land for overdue rates were prepared in-house and issued on 21 April 2021 and 13 May 2021. Council has unfortunately been required to incur legal costs with three of these actions after owners took insufficient action to address the situation. One of these actions is still in progress.

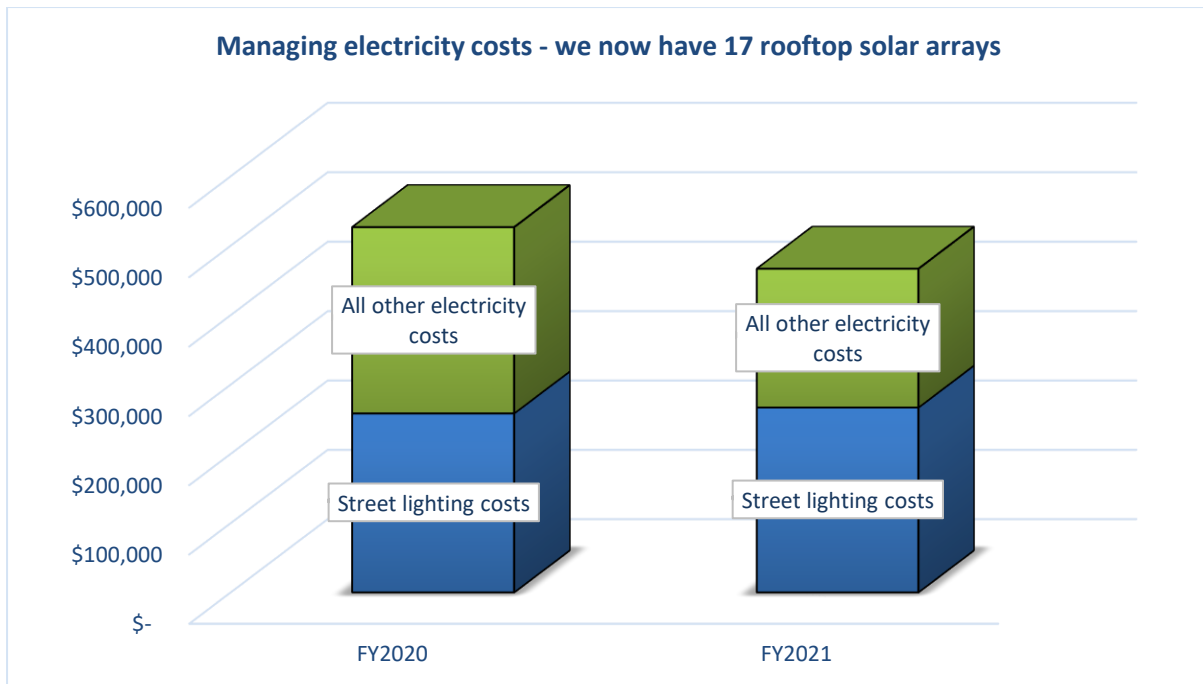
Investments

Council relies on interest revenue to keep rates at the lowest possible level. Interest rates have been at historic lows. An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) and other sources. QTC interest rates have been variable and were 0.34% net during August 2021 and 0.75% net in September 2021.

Council's key investment strategy has been to maintain two interest-bearing credit facilities totalling \$43.8 million to Urban Utilities (UU) which fund infrastructure such as Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council. These carry a combined weighted average interest rate of 2.11%.

Electricity

Council installed 17 rooftop solar PV arrays during FY2020. These have played a part in containing Council's overall power costs during FY2021 by nearly \$60,000 as shown below:



During September 2021 because of the size of the energy input from rooftop solar, Council worked with Peak Services / LGAQ to have the Esk Council administration office and library (which is one site) reclassified from a large site to a small site for electricity tariff purposes.

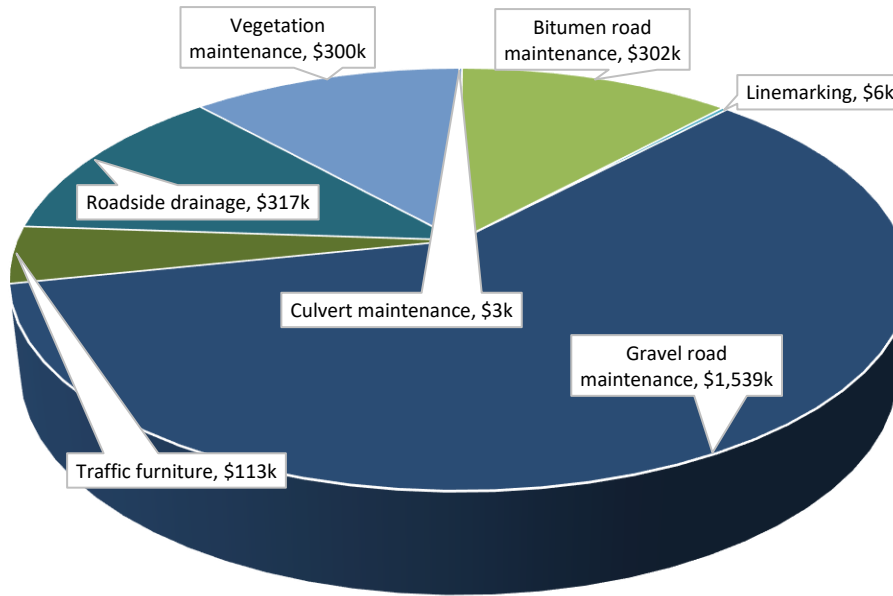
Peak Services estimate that the tariff reclassification at this one site will save Council \$4,000 a year in power bills. The change in tariffs also means that we are now be eligible for an 8 cents / kWh solar feed in tariff at the Esk administration building/ library for the first time.

Ordinary road maintenance detail

Ordinary road maintenance costs as below:

<i>Maintenance type</i>	<i>Total (\$000's)</i>
Bitumen road maintenance	302
Gravel road maintenance	1,539
Roadside drainage	317
Culvert maintenance	3
Vegetation maintenance	300
Traffic furniture	114
Linemarking	6
Total actual year to date	2,581
Expected pro-rata budget year to date	1,358

Ordinary road / street maintenance element cost (\$'000's)



As previously requested, Council's 30 most costly road segments for ordinary maintenance for the year to date were as below. Costs per linear metre have been added for context.

Road segment	Cost (\$'000's)	Cost per metre (\$)
Bellthorpe Rd (gravel) Ch0-Ch11460	130	11
Kingaham Rd (gravel) Ch0-Ch8960	116	13
Westvale Rd (gravel) Ch1340-Ch13550	76	6
Yabba Rd (gravel) Ch0-Ch3330	53	16
Sunday Creek Rd (gravel) Ch1690-Ch3390	52	31
Hope St (bitumen) Ch0-Ch230	49	213
Diaper Rd (gravel) Ch3000-Ch6200	41	13
Ivory Creek Rd (gravel) Ch10150-Ch12590	40	16
Yielo Rd (gravel) Ch5100-Ch15500	40	4
Glenhowden Rd (gravel) Ch30-Ch1580	35	23
Mt Buggery Rd (gravel) Ch0-Ch990	34	34
Cressbrook Caboonbah (gravel) Ch8280-Ch13860	33	6
William St Kilcoy (bitumen) Ch110-Ch410	32	107
Mt Mulgowie Rd (gravel) Ch840-Ch3100	31	14
Watsons Rd (bitumen) Ch0-Ch4870	29	6
Grays Rd (gravel) Ch1620-Ch3020	27	19
Axelsen Dr (gravel) Ch1460-Ch1600	26	188
Cressbrook Ck Rd (gravel) Ch680-Ch4890	25	6
Glenhowden Rd (gravel) Ch2430-Ch4470	25	12
Yielo Rd (gravel) Ch0-Ch5100	24	5
Kipper Creek Rd (gravel) Ch6360-Ch10710	24	5
Morden Rd (gravel) Ch1880-Ch6470	23	5
Harris Rd (gravel) Ch120-Ch3340	22	7
William St Kilcoy (bitumen) Ch830-Ch1010	21	117
Silverleaves Rd (gravel) Ch40-Ch2150	19	9

Kipper Creek Rd Biarra (gravel) Ch110-Ch2300	18	8
Bowdens La (gravel) Ch50-Ch2500	17	7
Cressbrook Caboonbah (gravel) Ch3900-Ch6630	17	6
Fairneyview Fvale (gravel) Ch3500-Ch4850	17	12
Jendra Rd (gravel) Ch30-Ch1500	17	11
Subtotal (\$000's)	1,113	

Special road maintenance

In addition to ordinary bitumen road maintenance, expenditure on special road maintenance including resealing of bitumen roads has been budgeted of \$1.793M.

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2021 to 1 October 2021 and payments presented for the period 30 August 2021 to 30 September 2021 totalling \$8,756,725.99 and that the contents be noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

"THAT Council receive the financial reports for 1 July 2021 to 1 October 2021 and payments presented for the period 30 August 2021 to 30 September 2021 totalling \$8,756,725.99 and that the contents be noted."

Carried

Vote - Unanimous

Subject: Complaints About the Public Official Policy C/028 - Review
File Ref: Policy review
Action Officer: DFIN

Background/Summary

State legislation requires local governments to adopt and maintain a number of policies. The Complaints About the Public Official Policy was adopted six years ago and has never been reviewed. A review of the policy is recommended.

The required notice of the below recommendation has been given to the Crime and Corruption Commission.

Attachments

Complaints About the Public Official Policy C/028

Recommendation

THAT Council make the following changes to the Complaints About the Public Official Policy

(C/028):

- references to s34(c) of the *Crime and Corruption Commission Act* in clause 2 (ii) and footnote 13 of the policy be changed to s34(d).

Resolution

Moved – Cr Whalley

Seconded – Cr Choat

"THAT Council make the following changes to the Complaints About the Public Official Policy (C/028):

- references to s34(c) of the *Crime and Corruption Commission Act* in clause 2 (ii) and footnote 13 of the policy be changed to s34(d)."

Carried

Vote - Unanimous

Subject:	Rate rebate - L 3 RP14974
File Ref:	Sale of land for overdue rates or charges
Action Officer:	DFIN

Background/Summary

A sale of land for overdue rates or charges recovery action was recently terminated in respect of L 3 RP14974 on the receipt of \$14,691.99.

At the end stages the recovery action, it was necessary to communicate with the property owner by SMS because he had no email (until apparently 30 September 2021) and because he declined to accept mail deliveries.

The owner interpreted a 160 character-limited SMS from Council to mean that the \$14,691.99 that Council required to cease the sale of lands recovery action also covered all interest charges to that point. This amount did not include interest charges of \$280.92.

The owner advised on 5 October 2021 that he paid the nett rates for the current rating period excluding any interest.

While Council officers do not agree with the owner's interpretation of Council's SMS, text messages are not Council's normal way of communicating complex messages about rates and it is recommended in the circumstances that a rebate be considered.

Attachments

Nil

Recommendation

THAT Council treat an email from the owner of L 3 RP14974 - 01668-50000-000 of 6 October 2021 as an application for rebate of rates and that a rebate of rates and charges equal to interest calculated on the owner's account between 21 April 2021 and the date of this resolution plus the discount applicable to the rates due 7 October 2021 be granted on the basis of hardship.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

"THAT Council treat an email from the owner of L 3 RP14974 - 01668-50000-000 of 6 October 2021 as an application for rebate of rates and that a rebate of rates and charges equal to interest calculated on the owner's account between 21 April 2021 and the date of this resolution plus the discount applicable to the rates due 7 October 2021 be granted on the basis of hardship."

Carried*Vote - Carried*

Subject:	Proposed Urban Utilities (QUU) third credit facility
File Ref:	Government relations / utilities / UU
Action Officer:	DFIN

Background/Summary

Council adopted a FY2022 revised budget including capital expenditure of \$52 million at its meeting held on 25 August 2021. The capital expenditure – which is more than double Council's total annual rate revenue - is possible due to record capital grants. Council also adopted a revised ten-year term financial forecast/ plan on 25 August 2021 which outlines Council's expected future cash flows and cash position.

On the strength of the adopted ten-year financial plan, officers of Somerset Regional Council and Urban Utilities and subject to Council, Board and State Government endorsement, have negotiated a potential third credit facility of \$10 million.

The arrangements for this proposed third facility with Urban Utilities would be consistent with those of the second credit facility. The interest rate for Council's second facility with Urban Utilities is currently 1.32%. This rate is reset annually. Indicatively, interest rates generally available from banks and other sources are expected to more closely reflect the 0.30% quoted in the attached email from Bendigo Bank of 4 October 2021.

The proposed third UU credit facility would therefore be expected to boost funding opportunities for the Somerset community by up to \$100,000 a year.

Officers of Urban Utilities are confident that the precedent set through the Queensland Treasury approval process in 2019/2020 will assist in gaining approval for a third credit facility. Officers from Urban Utilities are currently preparing UU's borrowing program for FY2023 and the proposed third credit facility would be included in that program.

Attachments

1. Revised budget FY2022
2. Bendigo Bank quoted interest rates of 4 October 2021

Recommendation

THAT to remove any doubt, Council confirm that the Chief Executive Officer has delegated authority to execute all documents required to arrange a \$10 million third credit facility with

Urban Utilities consistent with the arrangements for the second credit facility.

Resolution

Moved – Cr Choat

Seconded – Cr Whalley

"THAT to remove any doubt, Council confirm that the Chief Executive Officer has delegated authority to execute all documents required to arrange a \$10 million third credit facility with Urban Utilities consistent with the arrangements for the second credit facility."

Carried

Vote - Unanimous

Subject:	Draft GST determination on cemetery burial rights
File Ref:	GST
Action Officer:	DFIN

Background/Summary

At its meeting held 22 September 2021, Council changed the description and treatment of some cemetery fees to reflect the 2021 Australian Taxation Office (ATO) draft Goods and Services Tax Determination GST D2021/D2 about cemetery burial rights.

Council could if desired also dissect its columbarium fees into separate fees for interment right and plaque to obtain further local community benefit from the draft tax determination.

These are fees that are currently bundled with both GST-able and potentially non-GST-able components.

Attachments

1. FY2022 cemetery fees

Recommendation

THAT Council amend the FY2022 schedule of fees and charges by:

- removing the charges 'Right to inter cremated human remains at a columbarium', 'Single Niche Plaque - Raised Lettering' and 'Double Niche Plaque - Raised Lettering' and replacing these with the following:

<i>Columbarium Section</i>	<i>Fee</i>
Future reservation right to inter cremated human remains at a columbarium	\$92
Purchase of Single Niche for right to inter cremated remains	\$356
Purchase of Double Niche for right to inter cremated remains or of Two Single Niches side by side for right to inter cremated remains	\$391
Single niche plaque – raised lettering. This includes one plaque for one of two side by side columbarium niches as well as a single niche	\$100 (incl GST)

Double niche plaque – raised lettering	\$141 (incl GST)
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- clarifying the citations for each GST-free cemetery fee as Local Law No 1 (Administration) 2011/ Subordinate Local Law No 1.9 (Operation of Cemeteries) 2011 and s97(2)(a) of the *Local Government Act 2009*

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

"THAT Council amend the FY2022 schedule of fees and charges by:

- removing the charges 'Right to inter cremated human remains at a columbarium', 'Single Niche Plaque - Raised Lettering' and 'Double Niche Plaque - Raised Lettering' and replacing these with the following:

<i>Columbarium Section</i>	<i>Fee</i>
Future reservation right to inter cremated human remains at a columbarium	\$92
Purchase of Single Niche for right to inter cremated remains	\$356
Purchase of Double Niche for right to inter cremated remains or of Two Single Niches side by side for right to inter cremated remains	\$391
Single niche plaque – raised lettering. This includes one plaque for one of two side by side columbarium niches as well as a single niche	\$100 (incl GST)
Double niche plaque – raised lettering	\$141 (incl GST)

- clarifying the citations for each GST-free cemetery fee as Local Law No 1 (Administration) 2011/ Subordinate Local Law No 1.9 (Operation of Cemeteries) 2011 and s97(2)(a) of the *Local Government Act 2009*."

Carried

Vote - Unanimous

Subject:	Brisbane Valley Rail Trail Asset Management Policy
File Ref:	Policy review
Action Officer:	DFIN

Background/Summary

Policy OP/012 (attached) was authorised on 25 January 2017 and has never been reviewed.

The policy was part of Council's successful effort to secure government funding to complete the Brisbane Valley Rail Trail.

Council completed the BVRT in 2018 and the policy is no longer required or relevant.

Attachments

1. OP/012 Asset Management Policy and Plan – Brisbane Valley Rail Trail

Recommendation

THAT policy OP/012 Asset Management Policy and Plan – Brisbane Valley Rail Trail be removed from the policy register

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

"THAT policy OP/012 Asset Management Policy and Plan – Brisbane Valley Rail Trail be removed from the policy register."

Carried

Vote - Unanimous

Subject:	Building Better Regions Fund Round 6 proposals
File Ref:	BBRF6
Action Officer:	DFIN

Background/Summary

Council has been advised that round 6 of the Australian Government's Building Better Regions Fund (BBRF6) will be announced in the week commencing 11 October 2021. This was the funding source used for the final (Toogoolawah to Moore) section of the Brisbane Valley Rail Trail (BVRT).

While Council has funded several large projects from its adopted 2021 Battleplan, the following proposals drawn from the Battleplan are recommended to be put forward for Building Better Regions Fund Round 6:

- New Toogoolawah Education and Wellness Hub;
- Trailhead for Mount Glen Rock and BVRT.

A possible location for the Glen Rock trailhead is suggested at either Esk Lions Park or the adjacent freehold lot 801 E1721. The BVRT bypass is accessible from either lot.

Attachments

Nil

Recommendation

1. THAT Council authorise the Chief Executive Officer to negotiate the purchase of Lot 801 E1721 for community purposes
2. THAT Council authorise the Chief Executive Officer to lodge funding submissions for the following projects including Council cash funding co-contributions of 50%:

- New Toogoolawah Education and Wellness Hub;
- Trailhead for Mount Glen Rock and BVRT.

Resolution	Moved – Cr Whalley	Seconded – Cr Wendt
	"1. THAT Council authorise the Chief Executive Officer to negotiate the purchase of Lot 801 E1721 for community purposes	
	2. THAT Council authorise the Chief Executive Officer to lodge funding submissions for the following projects including Council cash funding co-contributions of 50%:	
	<ul style="list-style-type: none"> • New Toogoolawah Education and Wellness Hub; • Trailhead for Mount Glen Rock and BVRT."	
	<i>Vote - Unanimous</i>	<u><i>Carried</i></u>

Subject:	Somerset Civic Centre - Elevated Work Platform (EWP)
File Ref:	Officer report
Action Officer:	(ACM) Arts and Culture Manager

Background/Summary

Council has regained direct management of the Somerset Civic Centre from 1 July 2021. Prior to that time, it was managed by Venue Management Services (VMS) who had a range of their own equipment to assist operation of the facility.

An integral piece of equipment to run the visual and lighting systems in the centre is an Elevated Work Platform (EWP). This is used to access the stage lighting, ceiling mounted projectors on a weekly or more frequently on an event-by-event basis. It could be housed in the equipment storeroom adjacent to the auditorium.

In addition, when the emergency lights, roof vents and other ceiling fixtures are maintained it has been necessary to hire an EWP at a further cost to Council each time a service is performed. To have a unit onsite would negate this cost going forward. Current venue staff are ticketed to use such equipment.

Furthermore, The Condensery would require use of it on a more infrequent basis to assist in the hanging of exhibitions at heights above 3 metres and ladder safety.

There is also additional potential for the unit to be used for light external work around the region including hanging external promotional banners, safe roof access for servicing air conditioners and the maintenance of lights. In this instance this unit would require a trailer to move from venue to venue when required.

In choosing a suitable unit the load rating of the Marmoleum flooring at the Centre has been taken into consideration and has limited the number of units that would be suitable. The specification sheet of the Marmoleum flooring states 250psi or 17kg/sqcm.

<i>Unit</i>	<i>Description</i>	<i>Benefits</i>	<i>Considerations</i>
DINGLI RIZER MV070RS	Platform Height: 7.5m platform Working Height: 9.5m Stowed Height: 1.98m Platform capacity: 125kg Weight: 1070kg Ground pressure: unknown Electric powered, two-wheel drive	New unit	Current lack of availability in Australia. Cost \$25 500. Load rating for unit unavailable
Skyjack SJ3219	Platform Height: 5.79m Working Height: 7.79m Stowed Height: 1.99m Platform capacity: 227kg Weight: 1557kg Ground pressure: 19.8 kg/cm2 Electric powered Non marking tyres	New unit	Weight exceeds floor limit. \$16 000 + GST
Genie Runabout GR20	Platform Height: 6.02m Working Height: 8.02m Stowed Height: Platform capacity: 159kg Weight: 1111kg Ground pressure: 9.41kg/cm2	Cost effective Load rating suits floor	Refurbished unit Cost \$13 500

The most cost-effective option is the reconditioned Genie GR20, which is suitable to the load ratings of the floor.

Note: Council is advised that the Genie GR20 referred to in this report has been sold. Hence the recommendation is to purchase a reconditioned elevated work platform of similar capacity and price.

Attachments

- Attachment 1 - Marmoleum Floor Specifications
- Attachment 2 - DINGLI RIZER MV070RS Quote and specifications
- Attachment 3 - Skyjack SJ3219, SJ3226 and SJ4632 Quote and specifications
- Attachment 4 - Pronto – Genie GR20 (reconditioned) Quote and specifications

Recommendation

THAT Council utilise the \$10,000 Capital Budget for the Civic Centre Green Room changes and also allocate an additional \$3,500 in funds to purchase a reconditioned elevated work platform.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

"THAT Council utilise the \$10,000 Capital Budget for the Civic Centre Green Room changes and also allocate an additional \$3,500 in funds to purchase a reconditioned elevated work platform."

Carried

Vote - Unanimous

Subject:	Policy for No Cost Hire of Selected Council facilities by Community Groups and Not for Profit
File Ref:	Community Services / Service Provision / Community Development
Action Officer:	CDC

Background/Summary

Council rooms or facilities are currently available for hire at Fernvale Futures, Fernvale Community Hall, Kilcoy Information Centre, Kilcoy Memorial Hall, Simeon Lord and small meeting room Esk and Coronation Hall.

Examination of these bookings show that these facilities are not being used by Somerset community groups or not for profit organisation. Regular users are limited to employment services, which have funding to pay for hire, as part of their outreach agreements with the federal government.

In order to increase patronage at these facilities by Somerset community groups and not for profit organisations, there needs to be some capacity to offer these facilities at no cost. This may serve to increase usage by community groups, which would invigorate their capacity to serve the community. It could also encourage some not for profits to outreach into the region.

In examining neighbouring Councils' policies and procedures, it is noted that Brisbane City Council provides charitable organisations and churches listed in an appendix to their schedule of fees and charges, and not for profit organisations with a current Certificate of Incorporation or a current Certificate of Registration of a Company, access to community halls free of charge for up to eight hours per month, whilst other councils allow community assistance grants to be used to pay for hire, to negate the cost. To be eligible for inclusion in Brisbane City Council's Appendix A of their Schedule of Fees and Charges, Charitable Organisations must:

1. Hold registration with the Queensland Government Office of Fair Trading as a Charitable Purpose (CH type), registration as a Community Purpose (CP type) is not sufficient and
2. Make application in writing to Council, attaching a copy of the complying registration certificate.

Religious organisations are automatically included.

Some aspects of this policy are appropriate to include in a new policy for Somerset Council.

Attachments

Attachment 1 - Proposed policy: No Cost Hire of Selected Council facilities by Somerset Community Groups and Not for Profit organisations.

Recommendation

THAT Council adopt the *No Cost Hire of Selected Council Facilities by Somerset Community Groups and Not for Profit Organisations Policy* to provide no cost hire of selected Council facilities for Somerset community groups and Not for Profit organisations, to encourage greater use of these facilities.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

"THAT Council adopt the *No Cost Hire of Selected Council Facilities by Somerset Community Groups and Not for Profit Organisations Policy* to provide no cost hire of selected Council facilities for Somerset community groups and Not for Profit organisations, to encourage greater use of these facilities.

**Policy Subject/Title:**

**NO COST HIRE OF SELECTED
COUNCIL FACILITIES COMMUNITY
GROUPS AND NOT FOR PROFIT
ORGANISATION.**

Policy Number:**C/038****Responsible Officer:**

Director of Corporate and
Community Services

Related Policies / Procedures:

N/A

Authorised by:

Somerset Regional Council

Authorised on:

13 October 2021
Doc ID of Decision

Amendments:

...

1. OBJECTIVE

The objective of this policy is to provide guidelines for the use of selected Council rooms and halls for hire at no cost by community groups and not for profit organisations.

2. BACKGROUND

Council has various facilities with rooms throughout the region, which are available for public use. These have been made available for a fee. Somerset Community groups and Not for profit organisations are able to hire these spaces for a reduced amount. Despite this offering, many of the spaces have been underutilised.

3. PURPOSE

This policy is intended to provide a structure for making Council facilities with rooms and halls available for hire to Somerset Community groups and Not for profit organisations at no cost. However, the "no cost" hire

process needs to be transparent and equitable and furthers the aims and objectives of Council.

4. SCOPE

This policy covers -

1. Definitions of community and not for profit groups for the purpose of this policy
2. Spaces which are included
3. Limitations on usage
4. Loss and damage

5. POLICY

Definitions

1. Somerset Community group means:
 - (a) an entity, preferably incorporated or limited by guarantee, that carries on activities for a public purpose; or
 - (b) any entity whose primary object is not directed at making a profit; and
 - (c) for the purpose of this policy must have its own public liability insurance to the value of \$10 million; or be auspiced by a community or not for profit organisation (incorporated or limited by guarantee) which has public liability insurance to the value of \$10 million.
 - (d) The community group may or may not be an incorporated body.
 - (e) The community group must be based in Somerset or conduct activities which are of benefit to Somerset residents and are available within the Somerset Regional Council area.
2. Not for Profit organisation/group means:
 - (a) an organisation that provides services to the community and does not operate to make a profit for its members.
 - (b) The organisation must be based in Somerset or conduct activities which are of benefit to Somerset residents and are available within the Somerset Regional Council area.
 - (c) For the purpose of this policy, the not for profit organisation must have its own public liability insurance to the value of \$10 million.
3. Spaces or rooms means:
 - (a) Facilities with Rooms or Halls included within Schedule 1 of this Policy.

Limitations on usage

- (a) Facilities are to be used by community groups or not for profit organisations for activities or meetings for the benefit of Somerset residents and are not available for commercial activities, larger scale events, personal use, parties or private functions of a like nature.
- (b) Any one community group or not for profit organisation can hire a room/hall at no cost to hire, for a maximum of eight hours, per month. Extended hire or multiple hires of more than one facility per month will attract the standard reduced fee for these types of entities. (See fees and charges schedules for each facility)
- (c) Where multiple groups make an application to use the same facility on the same day, the applications will be prioritised as follows: -
 - (1) commercial / private hire,
 - (2) community group or not for profit hire paying the reduced hire fee and
 - (3) community group hiring the space or room at no cost.
- (d) Recurrent forward bookings may be made for a maximum of twelve (12) months. No bookings shall be granted more than twelve (12) months in advance.
- (e) Community groups and not for profit organisations must first register their interest with Council to be included on a list of approved organisations, to be able to access this arrangement.

Loss and Damage

- (a) Where a key is provided to access a facility, the hirer is responsible for the safe return of that key, immediately after use. Where that key is lost or damaged the hirer will be responsible for the cost of replacement.
- (b) All spaces, rooms or halls are to be left in a clean and tidy manner. Where extraordinary cleaning is required or unreasonable damage needs to be rectified, the hirer will be sent an account for this cost.
- (c) Non payment of any fee or charges related to damage, loss or extraordinary cleaning will result in that group or organisation being unable to access the no cost hire agreement from that date forward.

Schedule 1

Fernvale Futures Conference Room and Training Room
Fernvale Community Hall
Kilcoy Information Centre Meeting Room
Kilcoy Memorial Hall

Simeon Lord Room and Library Small Meeting Room
Coronation Hall

6. DATE OF RESOLUTION

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

Signed: Date:"

Carried

Vote - Unanimous

Subject:	Establishment of an alternative Day Centre Service due to Anglicare's withdrawal from disability support
File Ref:	Community Services - Service Provision - Community Development
Action Officer:	DCORP / CDC

Declaration of Interest - Geoffrey Smith (Director of Finance)

I inform this meeting that I have a conflict of interest in this matter as defined in Council Policy C/037 Employee Conflict of Interest. The nature of my interest is that my wife Kirsty Oxlee is employed by Carinity and that organisation is mentioned in this report. I intend to leave the meeting while this matter is being discussed and voted on.

Director of Finance left the meeting at 9.23 am.

Background/Summary

Through numerous letters and emails, Council has become aware of the changes proposed by Anglicare regarding the services that they offer from their centre in Kilcoy and their intention to withdraw from offering NDIS support services from 30 November 2021. In 2019, Anglicare made the decision to gradually withdraw from the disability sector, preferring to concentrate on aged care and to this end, stopped service provision in the metropolitan areas around two years ago. They continued to service Kilcoy until they felt there were enough alternative providers to support their clients to make the transition.

After notifying their clients of this intention, Anglicare worked with the NDIA on transitioning and sent out an open invitation to NDIS service providers to attend a meeting on Tuesday 7 September. This was an opportunity to talk with the impacted clients and share details about their services. Clients and their carers could then make an informed choice about their future. Seven service providers attended. Council's community development coordinator also attended this meeting. There were many confused, distressed and angry families in the room and the meeting seemed to end without any clear vision, as to what would happen next.

In attendance there were two Somerset services, Our House (Carinity) from Toogoolawah and ALARA from Esk. Carinity have places available at their centre in Toogoolawah and would be able to transport clients from Kilcoy to attend the day centre.

ALARA had been considering expanding their day service into Kilcoy and were keen to have a local presence in Kilcoy as they were already servicing a number of clients in the area. The

other services were from outside the Somerset region. There were four services from the Caboolture/Redcliffe area and one from Blackbutt. Two of the Caboolture/Redcliffe services were sole operators and were talking of collaborating. They were keen to understand if they too could collocate at the Anglicare Centre, which would appear to be unlikely. The other three services were larger and have centres in Moreton Bay. Unlike the Somerset services, they are NDIS specialist support services only and do not offer aged care support. The Blackbutt service is a husband and wife team, who expressed interest in buying a house in Kilcoy to convert to a day centre. However, this would not be available immediately and would most likely require an impact assessable town planning application and considerable building modifications, which the service may not have considered.

Ultimately, it is up to the clients to select a new provider. The group did express a strong desire to stay together and ideally stay at the current centre (which cannot happen). From the choices made available, it could eventuate that participants select alternative services and will therefore not get either preference, losing those connections which they value so highly.

From a number of perspectives, it would be beneficial to find a service willing to offer a place-based service in Kilcoy. Not only would this assist those current clients, not wishing to spend large parts of their package on travel/transport to other towns, but prospective future clients. The number of prospective clients will grow in the future, as people who have accessed NDIS funding prior to age 65 years, can carry that funding option after turning 65 years of age. It would also keep the money in town and offer employment and training opportunities in the future as in order for people to complete Certificate III in disability services they must be able to complete an amount of practical training at a day centre. Additionally, it would be beneficial to have a service which could offer both disability and aged care supports, providing greater choices to both sectors.

With this in mind, the providers were invited to view the Kilcoy Memorial Hall after the meeting. Although the building is not perfect, it does offer disability access and has newly refurbished disabled toilets. Four services visited the hall. Following on from the meeting Council has received an expression of interest from ALARA. ALARA are a large organisation and already provide services in the Ipswich, Somerset and Lockyer regions and currently have centres at Ipswich and Esk. They are firmly imbedded in the Somerset community, with the service coordinator having worked for ALARA for 20 years and having attended Kilcoy High School.

From discussions it is apparent that ALARA are keen to establish a day service as soon as possible to give participants a credible alternative in their own town. They currently have clients participating in the Queensland government's disability service (Queensland Community Support Scheme) for clients who fall through the NDIS gaps and some aged care clients who could utilise flexible or day respite in the Kilcoy area. They are confident that they could establish a small centre and help integrate the current Anglicare clients. They are looking at providing a day service for three days per week, ideally Tuesday, Wednesday and Thursday and would occupy the hall from 9 am – 3 pm.

To facilitate this, they ask that they be allowed to supply and store a locked cupboard on site, to reduce the amount of items that they need to carry each time. Currently the hall is not utilised on Wednesdays and is only used from 3 pm on Tuesdays and Thursdays for ballet classes which commence at 3.30 pm. ALARA have indicated that they would vacate by 3 pm sharp. They have entered into an MOU with Council for use of the space in the grounds of the Esk Community Wellness Hub and no doubt would be willing to enter into an MOU for the hall, if this was a requirement.

From Council's perspective, having a large Somerset based organisation with a strong history in the region being willing to step up and offer a service to Kilcoy residents, could go a long

way to alleviating the distress and anxiety which is currently being felt by the impacted families. Although the hall is not a perfect solution, it offers the best opportunity to respond to the current situation in an agile manner and would show the community that Council has listened and acted on their concerns. ALARA's CEO has made a small monetary offer in their expression of interest in good faith. Initially they would be working at a loss to develop this service and Council may want to consider no fees for a short period to facilitate this establishment. The only cost to Council could be an additional night of cleaning and the benefits have the potential to be quite substantial.

Council may also want to consider a longer term possibility of converting Kay Avery Place into a permanent day centre for hire by the organisation. It would require some works, including a second disabled entrance at the rear of the building and may need some work internally to make the toilet disability accessible. This could be a good use of a building which has been generally underutilised.

Attachments

Attachment 1 - Expression of Interest email received from ALARA Qld Ltd CEO, Judy Dickson
Attachment 2 - Brochure of ALARA Services

Recommendation

1. THAT Council consider entering into an agreement with ALARA Queensland Ltd to facilitate the provision of a day centre for use by both disability and aged clients, three days per week (9 am – 3 pm) at the Kilcoy Memorial Hall; and
2. THAT Council also consider the longer term option of Kay Avery Place being converted to a day centre, to facilitate ongoing and appropriate support for these clients into the future.

Resolution	Moved – Cr Gaedtke	Seconded – Cr Brieschke
	<ol style="list-style-type: none"> "1. THAT Council consider entering into an agreement with ALARA Queensland Ltd to facilitate the provision of a day centre for use by both disability and aged clients, three days per week (9 am – 3 pm) at the Kilcoy Memorial Hall; and 2. THAT Council also consider the longer term option of Kay Avery Place being converted to a day centre, to facilitate ongoing and appropriate support for these clients into the future." 	
	<i>Vote - Unanimous</i>	<u><i>Carried</i></u>

Mr. Smith returned to the meeting at 9.30 am.

Subject:	Greening Lowood Advisory Committee – Terms of Reference
File Ref:	2021 – 2024 Meetings – Services Doc Id 1318477,1331328
Action Officer:	CCSO

Background/Summary

Council has held an initial meeting with interested parties regarding the potential use of recycled water from the Lowood Sewerage Treatment Plant.

For the matter to progress Council will now need to form an advisory committee.

Section 265 of the Local Government Regulation 2012 states:

265 Advisory committees

- (1) *An advisory committee—*
 - (a) *must not be appointed as a standing committee; and*
 - (b) *may include in its members persons who are not councillors.*
- (2) *A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.*

Commentary provide by King and Company Solicitors via LGAQ's legislative commentary service states:

... there is no power under s 257 to delegate executive powers to an advisory committee, so its role is limited to providing advice and recommendations. All members (whether councillors or not) have the same entitlement to participate in the business of the committee and vote on its recommendations.

Chapter 8, Part 2, Division 3 of the Local Government Regulation 2012 relates to meetings of a local government, including meetings of its committees. Section 272 states:

- (1) *The chief executive officer must ensure minutes of each meeting of a local government are taken under the supervision of the person presiding at the meeting.*

However, section 272 further states:

- (6) *This section does not apply to a committee which a local government has, by resolution, exempted from the requirement to take minutes of its proceedings.*
- (7) *A local government may only exempt a committee under subsection (6) if the committee's only function is to advise, or otherwise make a recommendation to, the local government.*
- (8) *Also, a committee which has been exempted under subsection (6) must give the local government a written report of its deliberations and its advice or recommendations.*

Because of this, someone who attended the committee meeting would prepare a 'Meeting Report' outlining the deliberations, advice or recommendations of the Committee. This Meeting Report would be submitted to the Ordinary Council meeting for Council's perusal. Council could then decide whether it wished to resolve in favour, or otherwise, of the 'recommendations' put forward by the Committee.

Attachments

Attachment A – Terms of Reference for Greening Lowood Advisory Committee

Recommendation

1. THAT Council endorse the formation of Greening Lowood Advisory Committee in accordance with Section 265 of the Local Government Regulation 2012.
2. THAT Councillors..... and be appointed to the Greening Lowood Advisory Committee.
3. THAT the following Terms of Reference including the exemption from keeping minutes be adopted for Greening Lowood Advisory Committee.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

- "1. THAT Council endorse the formation of Greening Lowood Advisory Committee in accordance with Section 265 of the Local Government Regulation 2012.
2. THAT Councillors Cr Choat and Cr Whalley be appointed to the Greening Lowood Advisory Committee.
3. THAT the following Terms of Reference including the exemption from keeping minutes be adopted for Greening Lowood Advisory Committee -

Terms of Reference Greening Lowood Advisory Committee

Purpose

Greening Lowood Advisory Committee (the Committee) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is:

- to provide advice to Council on matters concerning the potential provision of recycled water from the Lowood Sewage Treatment Plant (STP) to stakeholder groups.
- to assist Council coordinating activities that involve input, including funding and resolving issues between stakeholders and / or other users.

Membership

The membership of the Committee shall comprise:

- Two (2) elected representatives of the Council
- One (1) representative from each of the following stakeholders:
 - Lowood and District Golf Club Inc
 - Lowood Recreational Complex Association Inc
 - Lowood and District Memorial Bowls Club Inc
 - The West Moreton Landcare Group Inc
 - Lowood Show Society Inc
- Two (2) representatives from Urban Utilities

A Council representative shall chair the meeting. Observers may attend by invitation.

Specialist services will be engaged to provide information to the Committee and as such may be invited to address the Committee.

Delegated Powers

The Committee has no delegated powers or decision-making authority. Furthermore, section 257 of the *Local Government Act 2009* does not allow for such delegation.

The Committee proposes recommendations to the Council. Council retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

Frequency of Meetings

The Committee shall meet, as a minimum, on a three (3) monthly basis. The time, date and location of meetings shall be determined by the Committee.

Agenda

Representatives shall be responsible for the placing of their issues on the agenda ten (10) days prior to the next meeting.

The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting.

Reporting

The Committee is not required to keep minutes of its meetings. However, report/s outlining the deliberations and recommendations shall be prepared at the conclusion of each meeting. Preparation of the

report shall be the responsibility of the Council officer assigned to the Committee. Reports shall be distributed to the Chief Executive Officer and to the Director assigned responsibility for the function of this Committee. A copy of the report is to be circulated to all stakeholders following its receipt by Council.

Review

This Committee's term will depend on the project duration, which will be better understood as the Committee progresses. Further terms of this Committee will be dependent upon need and will be decided by Council resolution before the cessation of this Committee.

Notwithstanding, Council, may by resolution, vary these Terms of Reference at any time."

Carried

Vote - Unanimous

Subject:	Toogoolawah Swimming Pool - Water Play Area
File Ref:	SRC - Council Properties
Action Officer:	DCORP

Background/Summary

Council applied for and received a grant for the construction of the Toogoolawah Swimming Pool Splash Pad from SportAus – Community Infrastructure Grants. The funding Grant Deed was signed late last year but SportAus and the relevant funding Department did not remit any funds per the agreement until May 2021. The funding agreement was for a project with funding provided by SportAus and Council.

To date incurred costs for detailed design and committed funds for earthworks and fencing. The total costs incurred or committed to date are \$84,608.

Tenders were let through Vendor Panel based on a developed design on the 18 June 2021 with a closing date of the 14 July 2021. Four companies expressed interest in the project but only one organisation attended the site meeting and submitted a Tender. The organisation submitted two Tenders; a conforming Tender and a Non-Conforming Tender. Council rejected both Tenders because the conforming option was too expensive and the non-conforming option removed all the design component Council had built into the proposal.

Council has worked with the Playscape Creations as they are a Local Buy Approved Contractor. The negotiations have led to an alteration in the original design (Refer attached) and a significant reduction in cost (refer attached). The scope of works: foundations, concrete, and size of the splash pad has been reduced. The price has reduced from \$834k to \$693K net of GST.

The structural component of the splash pad has changed from screw piers to a compacted gravel pad. This will require an adjustment to the purchase order placed for this work. At the time of writing this adjustment to price is not known.

The total Budgeted cost was \$600,000. The total project cost estimated at \$777,738.

Attachments

Attachment 1 – Amended Mark up Design drawing
Attachment 2 – Toogoolawah Splash Pad Proposal
Attachment 3 – Concept Diagram

Recommendation

THAT Council accept the amended project cost as submitted by Playscape Creations based on the amended project scope.

Resolution	Moved – Cr Choat	Seconded – Cr Brieschke
	"THAT Council accept the amended project cost as submitted by Playscape Creations based on the amended project scope."	
	<u>Carried</u>	
	<i>Vote - Unanimous</i>	

Subject:	Linville Public Amenities – Ditchman Park Linville – Landmark Proposal
File Ref:	Council Properties - Acquisition and Disposal
Action Officer:	DCORP

Background/Summary

Council have considered several options for the Linville Toilets: refurbishment and extension, replacement with a prefabricated unit or construction of a new facility. On 7 September 2020 a limited Quotation was undertaken with the suppliers available on Local Buy that build new park toilet facilities. The suppliers are Landmark (Qld), Modus (SA) and Exeloo (NSW). Quotation 1198 was released to each of the supplier with the following specification:

The Components of the project are as follows:

- Supply of a prefabricated style of amenities which includes: **compliant disabled shower and toilet, two ambulant toilets and of two showers**, supply and install septic pit, solar heating system, connection to power and water, all fixtures and fittings,
- Fittings details as follows: Toilet suites to be generic brand push button, paper towel holder for hand drying, Toilet roll holders to be small jumbo size with spare keys provided, Hand wash dispenser to be Septone foam wash, taps to be push button style,
- Installation in the location designated by Council,
- Supply of various options for the exterior look of the structure to ensure that it is sympathetic to the location,
- Construction of earthworks, concrete slab, connection of toilets and septic pit to septic system and Solar Hot Water System,
- Supply of Plans for submission to Council to obtain a building permit, and
- Supply of a project plan indicating all timeframes to completion,
- Where an item in the specification is not normally provided:
 - o a PC amount should be provided with the quotation, or
 - o the contractor should work with a local provider and price that portion of the work,

- or
- indicate that the Quotation does not include that requirement.

The location designated for the building was specified in the attached map.

The three main suppliers indicated an ability to supply at the time with Modus indicating that due to state border restrictions they would only be able to supply the unit requested. Now with further border restriction Exeloo would not be able to supply for some time.

Given the current border restrictions Council officers approached Landmark about prices and designs again due to Landmark being Queensland based (Sunshine Coast). Land mark are a Local Buy approved supplier under Local Buy contract BUS-267.

Landmark have responded with the attached proposals. The first proposal is for all the requirements Council specified for the unit in 2020. Some cost savings may be achieved with cheaper pedestals. The unit would be connected and have solar hot water with an electric booster. All inclusive price \$187,680 net of GST.

The privacy screen artwork will depict a mountain bike or similar.

Attachments

Attachment 1- Proposed Location of Amenities
Attachment 2 – Landmark Proposal 1

Recommendation

THAT Council purchase one unit as proposed from Landmark Solutions for the Net of GST price of \$187,680 utilising Local Buy Contract BUS-267.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtke

"THAT Council purchase one unit as proposed from Landmark Solutions for the Net of GST price of \$187,680 utilising Local Buy Contract BUS-267."

Carried

Vote - Unanimous

Subject:	Review of Public Amenities - Baby Change Tables
File Ref:	Council Properties - Planning
Action Officer:	DCORP

Background/Summary

At Council's Ordinary meeting of 14 April 2021 in reports for future meetings, the following decision was carried:

1. *THAT a report be brought back to Council advising the number of public amenities that provide baby changing stations in the Somerset region and undertake a review of our level of service comparative to neighbouring Councils.*

2. *THAT Council investigates the need and feasibility of installing baby changing stations in existing public amenities within the Somerset region."*

In response, officers have conducted a review and a complete copy of officers' findings is attached for your reference. In summary:

- There are 16 amenities across the region that provide baby change facilities. Most of these facilities are well situated in venues that cater for events or activities where families with small children frequent. Further, due to the nature of these venues the baby change facilities are protected, and their durability ensured, as their use is restricted to the venue's opening hours and monitored by staff regularly.
- There are 35 amenities across the region that do not currently have baby change facilities. 16 of these amenities do not have the size capacity to house baby change facilities. Officers have investigated the remaining 19 amenities as possible locations to install new baby change facilities.

When considering possible locations for installation of new baby change facilities, Council may wish to consider the following factors:

- The cost of a baby change facility to purchase and install is around \$1,500.
- Amenities that are open to the public and not monitored by staff on an ongoing basis are often subject to vandalism. As such, officers have noted that some locations are situated in areas that are subject to a high risk of vandalism. Council may wish to reconsider installing new baby change facilities in these types of locations.
- Council may wish to consider installing baby change facilities in amenities that; (i) are situated in venues that attract patrons with small children; (ii) are subject to opening hours to restrict unmonitored afterhours usage where vandalism may occur; and (iii) are staffed and monitored regularly to deter vandalism.

With the above considerations in mind, Council may wish to consider the following locations as desirable sites for the installation of baby change facilities.

- Kilcoy Showgrounds – Recreation / Camping area
- Kilcoy Showgrounds – Ken and Mary Nunn Pavilion
- The Condensery, Somerset Regional Art Gallery

Attachments

Attachment 1 – Review of Baby Change Facilities Across Somerset

Recommendation

THAT Council officers proceed with the installation of baby change facilities at the following locations:

- Kilcoy Showgrounds – Recreation / Camping area
- Kilcoy Showgrounds – Ken and Mary Nunn Pavilion
- The Condensery, Somerset Regional Art Gallery

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

"THAT Council officers proceed with the installation of baby change facilities at the following locations:

- Kilcoy Showgrounds – Recreation / Camping area
- Kilcoy Showgrounds – Ken and Mary Nunn Pavilion
- The Condensery, Somerset Regional Art Gallery."

Carried

Vote - Unanimous

Subject:	Active Gameday Projects
File Ref:	Recreation and Cultural Services – Service Provision – Recreation Facilities
Action Officer:	A/MRT

Background / Context

On 16 July 2021 it was announced that as part of the Queensland Government's COVID-19 Economic Recovery Plan a total of \$9.726 million (GST exclusive) would be made available for Active Gameday projects that support field of play participation-enhancing works, that meet local community level playing requirements under two project types:

1. Install or upgrade of sports lights
2. Develop or upgrade playing surfaces/space(s) including irrigation

Approved projects will be provided with funding between a minimum of \$50,000 (GST exclusive) and up to a maximum of \$150,000 (GST exclusive) over an 18-month construction period. Organisations are required to provide a minimum of 20 per cent financial co-contribution to the project and eligible organisations may only apply for one project. Projects must involve the installation of fixed infrastructure. Moveable assets and equipment and site remediation works are ineligible.

Council has recently undertaken works to install LED lighting infrastructure at the Fernvale Sports Park, Lowood Recreation Complex, Esk Football Grounds and Hopetoun Sports Fields (Kilcoy). Additionally, Council has completed resurfacing works of the Toogoolawah Tennis Courts and is scheduled to undertake resurfacing works of the Esk, Moore, Kilcoy and Somerset Dam Village tennis courts in the 2021-22 financial year.

Of all Council owned and managed recreational complexes, only the Lowood Recreation Complex and Hopetoun Sports Fields (field 1) have irrigation systems installed. The Fernvale Sports Park (FSP) and Esk Football Grounds (EFG) do not have permanent irrigation systems installed.

A recycled water pipeline is currently being constructed by Council from the new Lowood Sewerage Treatment Plant to the FSP and is scheduled for completion in 2021. There may be scope within the existing project to fund the installation of an irrigation system for the main oval of the facility.

The total estimated cost to install a new irrigation system (including soil moisture sensors, storage tanks and booster pump) and new fixed goal posts at the EFG is \$163,510 excluding GST (see attachment 1, 2 and 3 for further information). It is also proposed that Council

undertake field refurbishments works (i.e. scarifying, aeration and top dressing) in line with these proposed works should a funding application be successful. The estimated cost of these works is \$13,975 (GST exclusive), see attachment 4.

Attachments

1. Quantity Surveyor's Report – Installation of New Irrigation System and Fixed Goal Posts at the Esk Football Grounds
2. Quotation – Installation of Irrigation System at the Esk Football Grounds (Commercial in Confidence)
3. Concept Designs – Esk Football Grounds Irrigation System (Commercial in Confidence)
4. Quotation – Esk Football Grounds Refurbishment Works (Commercial in Confidence)

Recommended Action

1. THAT Council endorse the submission of a grant funding application to install a new irrigation system (including soil moisture sensors, storage tanks and booster pump) and new fixed goal posts at the Esk Football Grounds with a 25 per cent co-investment from Council totalling \$40,878 excluding GST.
2. THAT Council commit a further \$13,975 (excluding GST) to undertake field refurbishment works of the Esk Football Grounds (including scarifying, aeration and top dressing) should the grant funding application be successful.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

- "1. THAT Council endorse the submission of a grant funding application to install a new irrigation system (including soil moisture sensors, storage tanks and booster pump) and new fixed goal posts at the Esk Football Grounds with a 25 per cent co-investment from Council totalling \$40,878 excluding GST.
2. THAT Council commit a further \$13,975 (excluding GST) to undertake field refurbishment works of the Esk Football Grounds (including scarifying, aeration and top dressing) should the grant funding application be successful."

Carried

Vote - Unanimous

Subject:	Toogoolawah Golf Club Hosting the 2021 Queensland Cross Country Championships - Post Event Report
File Ref:	Recreation and Cultural Services - Event Management - Community Events - Festivals - Sporting
Action Officer:	A/MRT

Background / Context

Somerset Regional Council secured \$12,500 excluding GST in funding through the Australian Government Building Better Regions Fund Community Investments Stream – Round 4 in July 2020, to support the hosting of the Queensland Cross Country Championships (QCCC) at the

Toogoolawah Golf Club (TGC). The funding was matched by an investment of \$12,500 excluding GST from Council, for a total event contribution of \$25,000.

The 121st running of the QCCC were held at the TGC on Saturday 31 July 2021. The event saw a total of 597 registrations and a spectator crowd of between 1,500 and 2,000. 96 per cent of the registrations were from visiting competitors. The registrations for the event were one of highest ever according to Queensland Athletics (QA).

The single day event brought an estimated \$135,000 into the Somerset Region through event coordination expenses and visitor expenditure (see attachment 1 for further information). It is presumed that the event would have had a greater economic impact were it not for the Queensland Government announcement of a South East Queensland lockdown commencing at 4pm on the day of the event.

The event was planned and implemented in a partnership between QA, the TGC and Council. A Memorandum of Understanding (MoU) was prepared by Council for all parties addressing roles, responsibilities and funding arrangements (see attachment 2). The partnership operated effectively and could be built upon in future years to deliver a greater outcome for the sport, the TGC and the Somerset region.

The feedback from QA following the event was overwhelmingly positive. The venue was well suited for a cross country event. It provided a challenging course, was well set out and was well supported by the TGC. QA staff have also expressed that the venue would be suitable for hosting the Australian Cross Country Championships. The feedback from competitors and spectators was also positive (see attachment 3).

The TGC also provided positive feedback, specifically citing the well organised nature of the event and the respect shown by all visitors to their facility. The TGC fully returned the facility bond to QA for the event.

QA have expressed an interest in holding the event at the TGC in future years and believe a decreased sponsorship investment would be required as they now knowing that the event is viable in Toogoolawah. Both QA and TGC have expressed an interest in supporting the event at the TGC under similar terms to the MoU for this year's event.

Attachments

1. Economic Impact Analysis – Queensland Cross Country Championships (Commercial in Confidence)
2. Memorandum of Understanding – Queensland Cross Country Championships (Commercial in Confidence)
3. Social Media Commentary – Queensland Cross Country Championships

Recommendation

1. THAT Council receive the Toogoolawah Golf Club Hosting the 2021 Queensland Cross Country Championships – Post Event Report and that the contents be noted.
2. THAT Council commit funding of \$12,500 excluding GST in the 2022-23 financial year budget and \$12,500 excluding GST in the 2023-24 toward sponsoring the 2022 and 2023 Queensland Cross Country Championships under the condition that the event be held at the Toogoolawah Golf Club and a Memorandum of Understanding be agreed upon by all parties.

Resolution

Moved – Cr Brieschke

Seconded – Cr Wendt

- "1. THAT Council receive the Toogoolawah Golf Club Hosting the 2021 Queensland Cross Country Championships – Post Event Report and that the contents be noted.
2. THAT Council commit funding of \$12,500 excluding GST in the 2022-23 financial year budget and \$12,500 excluding GST in the 2023-24 toward sponsoring the 2022 and 2023 Queensland Cross Country Championships under the condition that the event be held at the Toogoolawah Golf Club and a Memorandum of Understanding be agreed upon by all parties."

Carried

Vote - Unanimous

Subject: Tourism and Promotions Report September 2021
File Ref: Tourism - Promotions
Action Officer: A/MRT

Background

The following is the September 2021 summary of activities for Somerset Explore and Visitor Information Centres and the Tourism team members.

Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
Esk VIC	80	157	106	39	18	3	403
Kilcoy Explore Centre	98	129	159	69	37	0	492
Fernvale Explore Centre	128	205	90	19	13	0	455
The Condensery / Toogoolawah VIC	98	76	131	25	9	0	339

Motivators

	First	Second	Third
Esk	Maps/Directions	Glen Rock Gallery	BVRT
Kilcoy	Maps/Directions	Caravanning/Camping	Outdoor Activities
Fernvale	Maps/Directions	Outdoor Activities	Motels/Retreats/B&Bs
The Condensery / Toogoolawah VIC	The Condensery Exhibitions	The Condensery building/Heritage	Other

Merchandise Sold

	Total
Esk	\$27
Kilcoy	\$75
Fernvale	\$45

Volunteers

	Active
Esk	14
Kilcoy	8
Fernvale	16
The Condensery / Toogoolawah VIC	11
Total	49

Volunteer acknowledgement and engagement

The Tourism Officer at EVIC would like to acknowledge all volunteers that assisted in the recent pack up and set-up of the centre for maintenance work to replace the carpet throughout the building. The assistance provided allowed for the centre to be ready for the work and to also re-open as scheduled.

Glen Rock Art Gallery (Esk Visitor Information Centre)

The Somerset Art Society exhibition "Having Serious fun with paint" by local artists Nelle Smith and Daph Johnstone commenced on Tuesday 7 September through to 6 October. These artists use a variety of medium and creative ways to display their works. It is their first exhibition and has been inspired by the thoughts of "I wonder what happens when I do this" and "When to stop". There is also an in memorium display of the miniature artworks of Clare Richter who recently passed away.

Events

The Fernvale Tourism Officer coordinated the 2021 Somerset Garden Competition. The fifth annual competition received 14 entries from across the region in 2021. The competition has been wrapped up for the year and a report is being prepared for the 2022 competition.

Somerset Christmas Light Competition and Trail in its fifth year will be released to the public in October. This year sponsors have been sourced for each category of the competition. This year's event is looking like it will be very successful.

Social media*Facebook*

- Experience Somerset: 2738 (+8)
- Tourism pages are also active for each Visitor Information Centre (three in total)

Instagram

- Experience Somerset: 1317 (+15)

Experience Somerset website

- Pageviews: 6297
- Visitors: 84% new, 16 % returning
- Peak time: sessions on 26 September 2021
- Most popular pages: Somerset Park Campgrounds, Experience Somerset home page, and Boating and Fishing
- Device: 59% mobile, 36% desktop and 5% tablet
- Referrals: tmr.qld.gov.au (232), Queensland.com (123) and Visit Brisbane (118)

SEQ Food Trails

At the end of September, Somerset had 19 food businesses listed on the Somerset SEQ Food Trails website. Visitors, operators and Somerset residents are encouraged to share their food

photos on Instagram with the hashtag #experiencesomerset. Images tagged #experiencesomerset will feed into the Somerset food trails homepage. Content and images are updated regularly.

Tourism Trade Shows

The Tourism Officers attended the 'Buy from the Bush' festival on 18 September 2021, hosted by Summerland Camels in Harrisville. Buy from the Bush is a marketplace for Australian bush business, promoting small rural businesses and making it easier for them to sell their products. Tourism operator One Tree Canoe also shared the Somerset stand. Visitors were engaged and were very interested in day trips to the region. The Somerset stand was located at the main entrance and distributed the following to the visitors:

Item	No.
Experience Somerset bags	344
Experience Somerset Brochures	379
BVRT Brochures	387

Somerset Tourism Strategy

The Tourism Team are currently reviewing the Tourism Strategy priorities and will be focussing on the redevelopment of the Experience Somerset website and implementing an annual marketing campaign for the Somerset Region.

Somerset Visitor Guide 2022-2023 edition

The Tourism Team have released the advertising prospectus of the next edition of the Somerset Visitor Guide. Bookings closed 31 August 2021 with 29 Somerset tourism operators purchasing advertising in the guide. The tourism team are creating content and working with a professional photography and videography to create images for the guide.

The Tourism Team will be focussing on creating content for the guide over the coming months. The Guide remains on track to be published in early 2022.

Brisbane Economic Development Agency Projects and Programs

Council Officers participate in fortnightly (online) catchups with the Brisbane Economic Development Agency (BEDA) and other local governments who are members of the regional tourism authority.

Council Officers are working with BEDA to develop the Best of Queensland Experience Operator Support Program, which will be rolled out within the Somerset Region in 2022. BEDA have confirmed that the program will be implemented regardless of Tourism and Events Queensland financial support. Council has committed \$10,000 to the implementation of the program within the Somerset Region.

Promotional activities:

The Brisbane Valley Rail Trail will be featured as part of a new visual content creation program by Tourism Australia with the help of Tourism and Events Queensland and Brisbane EDA. The campaign is aimed at supporting tourism operators, driving a product-led recovery and attracting travellers back to Australia once borders re-open.

Council will be working with the SEQ Council of Mayors and Carvel Media to create an advertising campaign for Somerset food businesses (who are on the SEQ Food Trails website), along the Brisbane Valley Trail. The campaign is expected to run in the lead up to the Christmas school holidays to promote visitation to the region.

Attachments

Nil

Recommendations

THAT Council receive the Tourism and Promotions Report for the month of September 2021 and that the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

"THAT Council receive the Tourism and Promotions Report for the month of September 2021 and that the contents be noted."

Carried*Vote - Unanimous*

Subject:	Lowood State School Flashing School Zone Signs
File Ref:	Traffic and Transport - Design and Construction - Traffic and Transport Facilities - Minor Works
Action Officer:	DDM

Background/Summary

Council received correspondence from the Department of Transport and Main Roads (TMR) regarding flashing school zone signs (FSZS) at Lowood State School on Peace Street.

The Department of Transport and Main Roads will install flashing school zone signs at Lowood State School for the 2021-22 program. The layouts have been developed in accordance with relevant sections of the Australian Standard AS1742 Manual of Uniform Traffic Control Devices (MUTCD), Queensland's MUTCD, and TMR's Traffic and Road User Management Manual.

Attachments

1. Preliminary Enhanced School Zone Signs attachment 1

Recommendation

THAT Council receive the report titled Lowood State School Flashing School Zone Signs and that the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Choat

"THAT Council receive the report titled Lowood State School Flashing School Zone Signs and that the contents be noted."

Carried*Vote - Unanimous*

Subject:	Road Lighting - Paterson Road, Moore
File Ref:	Roads - Design and Construction - Street Lighting
Action Officer:	CD (Gary Love)

Background/Summary

Council Officers received a request for consideration be given for some streetlights to be installed around Paterson Road, Moore.

Council Officers undertook an inspection of the area to see if there were any suitable locations where a streetlight might be installed and how these locations fit within Council previous direction of the location of streetlights. On inspection of the area, it was noted that there were existing power poles in the vicinity of Paterson Road that were carrying 11kv and low voltage power supply. The closest existing light luminaires were located along the D'Aguilar Highway and in the park adjacent to Main Streets North and South.

Lighting would normally be considered at intersections and mid-block where the intersection spacing is greater than 200 or as flag lighting at intersections. In township zones lighting would be installed with a gap no greater than 90m. There is no existing lighting along Paterson Road or adjacent streets, where intersection spacing is less than 200m.

Energex could provide a service to identify what lighting design would be suitable for this area of Paterson Road and provide a cost estimate to Council. This is a free service if Council proceeds with the work, however if Council decided not to proceed, following the Energex design process, then Energex would look to recover costs. These costs can vary between \$2,000 to \$8,0000 dependent on time taken to identify a suitable lighting design

Options available to Council include:

- That Council do not provide streetlight at this location.
- That Council approach Energex with a request to establish if flag lighting could be achieved and would be suitable for pole P62592-A at intersection of Paterson Road and Colin Street.
- That Council approach Energex with a request to establish what lighting design could be achieved and would be suitable for this area of Paterson Street.

Attachments

1. Sketch – Moore Lighting_101 Attachment 1

Recommendation

THAT Council approach Energex with a request to establish if flag lighting could be achieved and would be suitable for pole P62592-A at intersection of Paterson Road and Colin Street.

Resolution

Moved – Cr Wendt

Seconded – Cr Isidro

"THAT Council approach Energex with a request to establish if flag lighting could be achieved and would be suitable for pole P62592-A at intersection of Paterson Road and Colin Street."

Carried

Vote - Unanimous

Subject:	Operations Report for September 2021
File Ref:	Governance - Reporting - Officer Reports
Action Officer:	CSSA (Debbie Chandler)

Technical Design Team

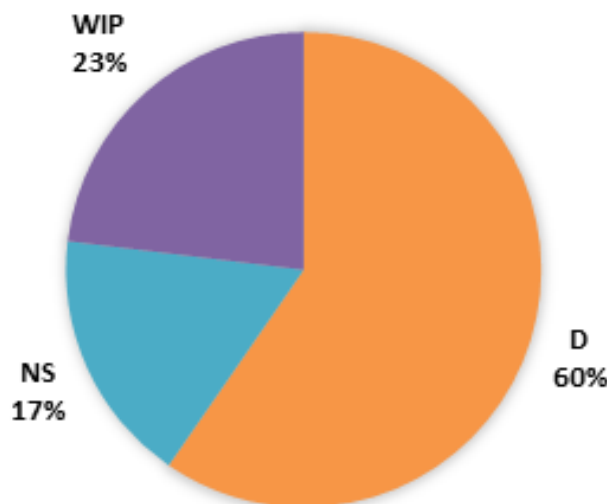
Design Team (Michael Kinion)

This team are currently progressing the 2021 / 2022 capital works budget programme. The design team continues to provide support to the construction crews on various construction projects including Hope Street and Taylor Street stormwater projects, Kilcoy and Mangerton Street and Eskdale Road projects, Toogoolawah and Banks Creek Road project, Fernvale. The design team also continue to provide support to external contractors along the Brisbane Valley Rail Trail in Lowood, Fernvale and Coominya and on Lowood Minden Road at Minden. The Technical Design team continue to set out traffic counters within the region, as noted below and provide continual assessment of Council infrastructure to ensure our information remains current within our asset system. The "Design Program Status" pie charts below show the current progress of the designs for financial year 2021 / 2022.

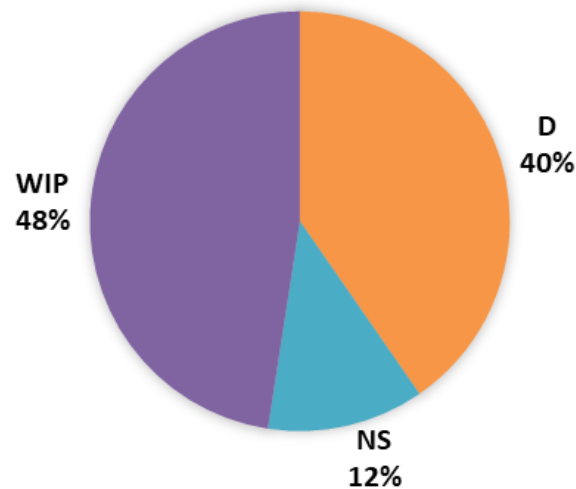
Permit	Sept-2021	Sept-2020
Land Access Permit	50	58
Property Access Applications	34	22
National Heavy Vehicle Regulator Permits Processed	7	22

Design Budget Progression

DESIGN PROGRAM STATUS (BY COUNT)

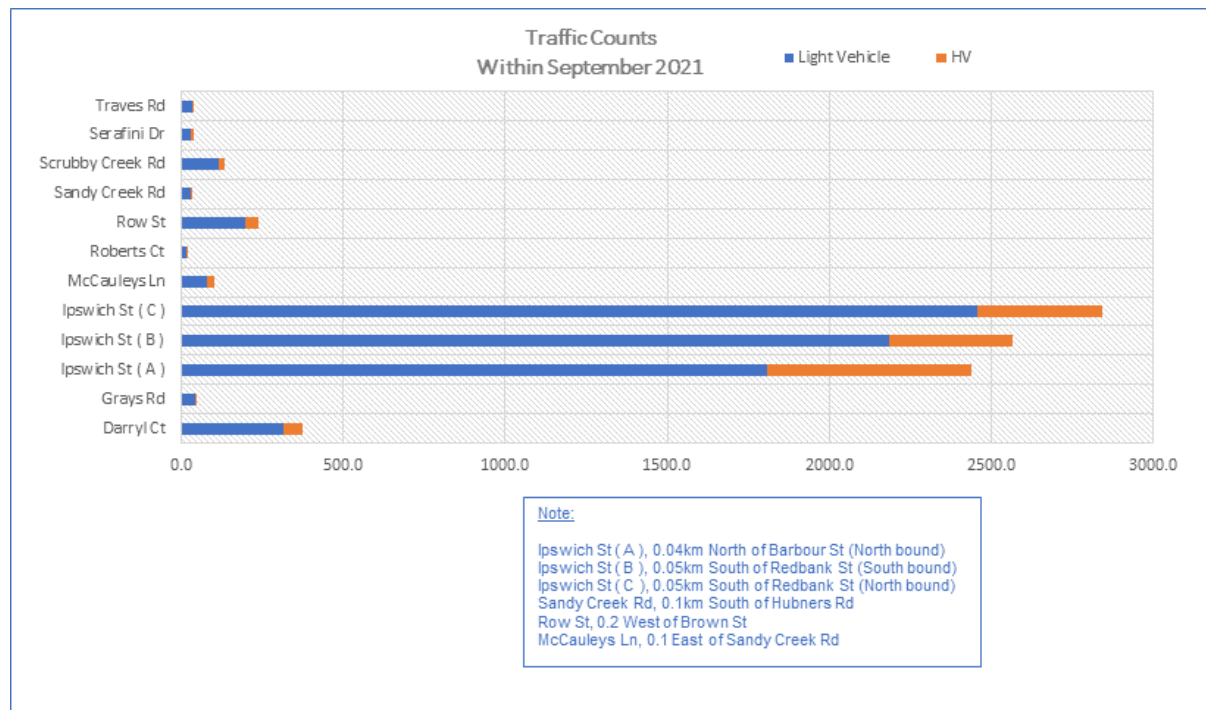


DESIGN PROGRAM STATUS (BY BUDGET)



Traffic Counts

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



Background/Summary – Works Department

Day Labour Works

- Eskdale Street Stormwater drainage works underway with planned completion in September.
- Drainage structure improvements to stormwater network in Toogoolawah in progress.

- Mangerton Street drainage and road reconstruction works commenced September with works progressing.
- William Street bikeway – asphaltting of Service Road and bikeway, line marking, and turfing works are now fully completed.
- Banks Creek Road, Fernvale – kerbing and drainage works commenced in August.
- Gravel maintenance ongoing with roads in the Northern and Southern regions completed this month.
- Continuing signage upgrades and repairs of road signs throughout the region.
- Mowing and slashing works have continued due to the late wet winter. Slashing and spraying of culvert and armour rails in progress.
- Cleaning up of illegal dump sites.
- Clearing and clean-up of Council stockpile sites across the region continuing.

Workshop

- Completed repairs, services, and scheduled maintenance of Council fleet.
- Monthly check and start test on emergency gensets were carried out at Esk Civic Centre, Esk Administration office, Fernvale Futures and Kilcoy depot.
- Carried out operational inspections on all Council playgrounds and carried out repairs where required.

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes, edge breaks and sealing of patches on pavement repairs over the TMR and Council networks.
- TMR Stabilisation Brisbane Valley highway works – extended pavement repairs removing old asphalt patches in large quantities, this is making good, recycled gravel for use on gravel roads.
- Stage 2 Stabilising works will continue from current works is in the pricing stage.

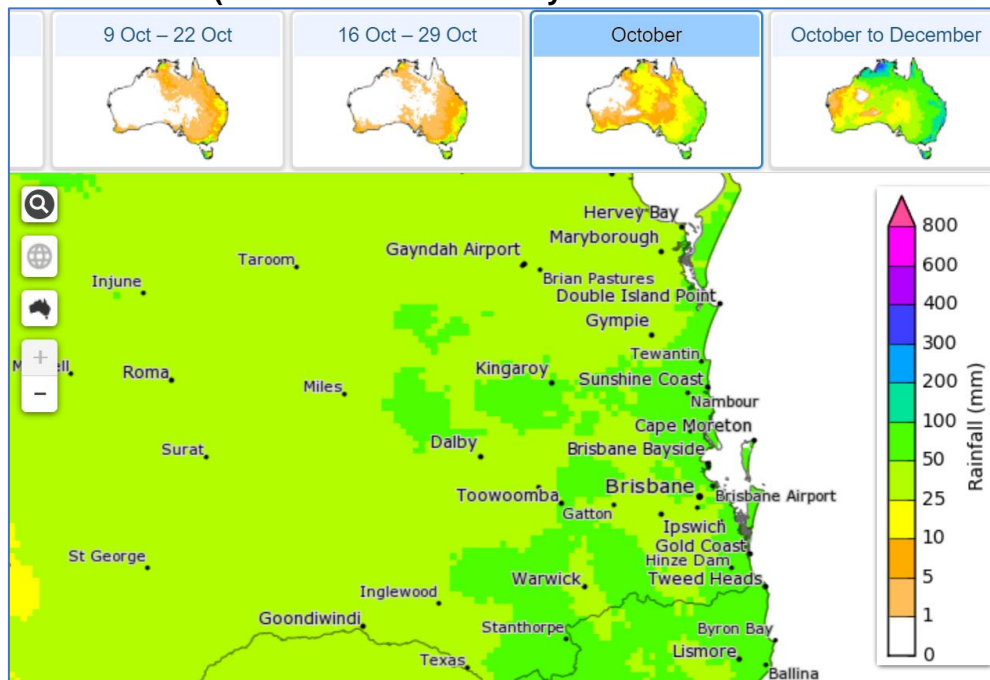
Works carried out by Contractors

- Bellambi Street turnaround works completed in September by Brown Contractors.
- D'Aguilar Highway – A & M Civil Contractors continuing with stabilising works on Brisbane Valley Highway for September.
- Lowood Minden Road project – Brown Contractors progressing culvert demolition and road reconstruction. Urban Utilities and NBN contract works completed in September.
- BVRT upgrade works completed for Coominya, Fernvale, Lowood and Coal Creek.
- BVRT tender for final stage of Lowood to Fernvale section currently out to contractors for pricing.
- A & M Civil undertaking stages 1 and 2 works of Esk Crows Nest Road reconstruction.
- A & M Civil commenced Fernvale Sports Park pipeline construction works in progress.
- RPQ sealing program following TMR Stabilisation work segments identified with TMR direction.
- Invitations to quote for the Esk Landfill Stage 4 project were released under the Local Buy panel of providers to ten contractors. Seven chose not to submit a quote, one submitted quote was over budget. Of the final two quotes only one was able to complete the works within the allocated time to ensure Council meets its obligations under the funding grant conditions and this is who the contract was awarded to. Council officers are pleased to advise the contract was awarded to local company Brown Contractors.
- Esk Landfill stage 4 works commenced in September by Brown Contractors – preliminary clear and grub activities completed with cell excavation works now in progress.

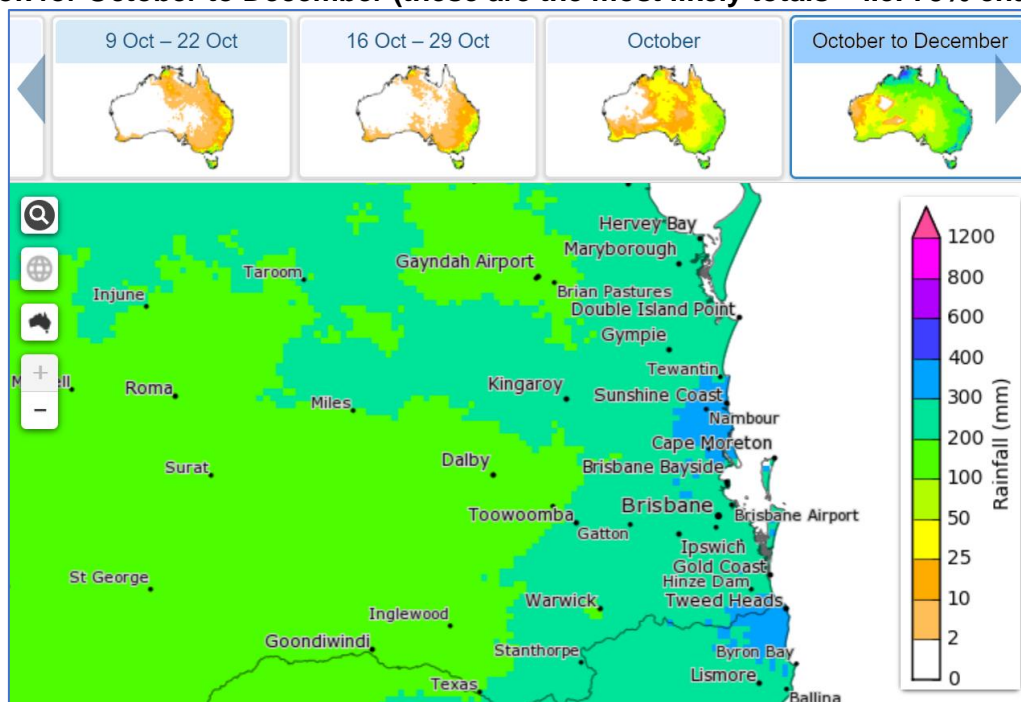
Weather Outlook

- Rainfall for October to December is likely to be above median for most areas of Australia (chance of exceeding median is greater than 60%).
- Rainfall for November to January is also likely to be above median for most areas of Australia.
- Past accuracy for October to December rainfall is high to very high for most of the eastern two-thirds of Australia

Outlook for October (these are the most likely totals for October – i.e. 75% chance)



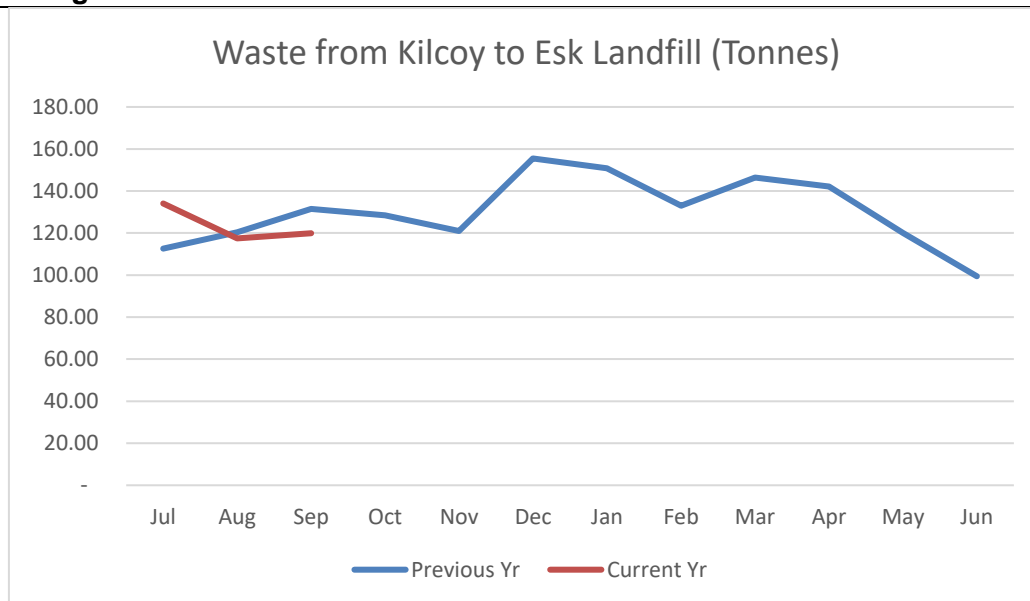
Outlook for October to December (these are the most likely totals – i.e. 75% chance)

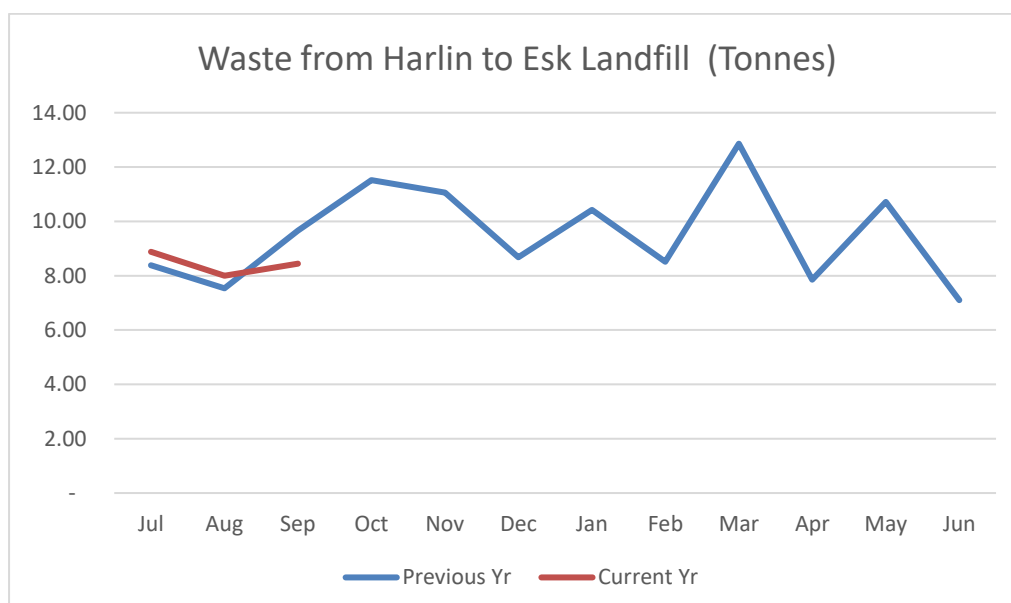
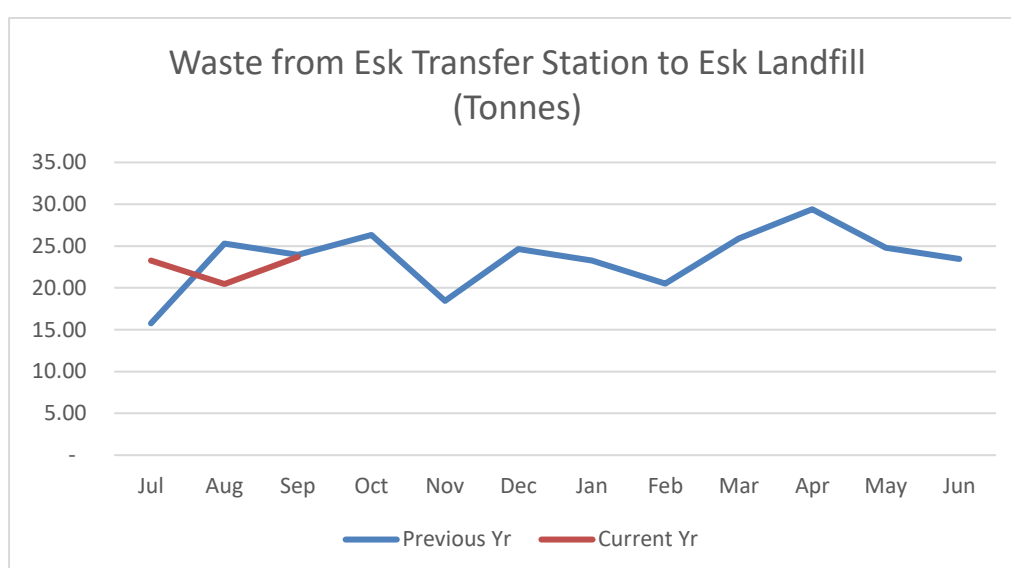
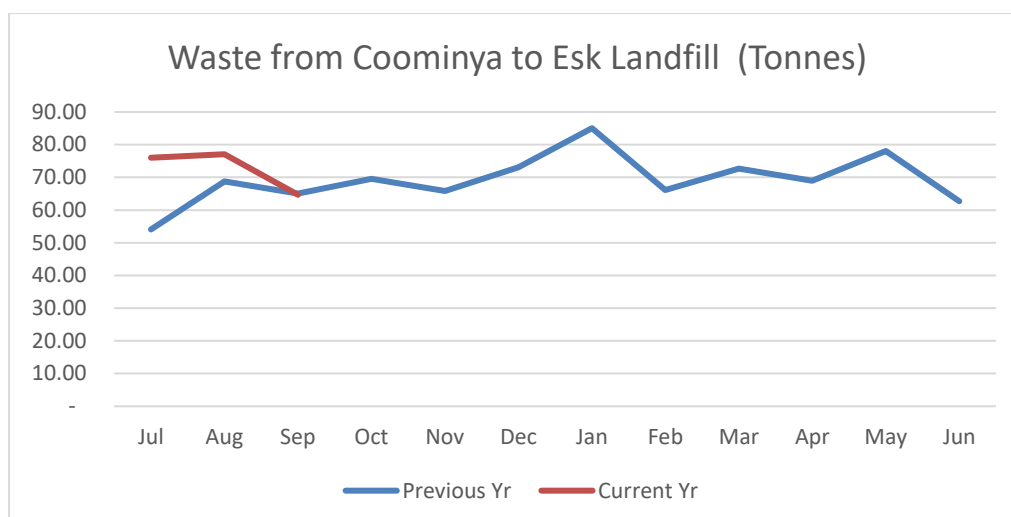


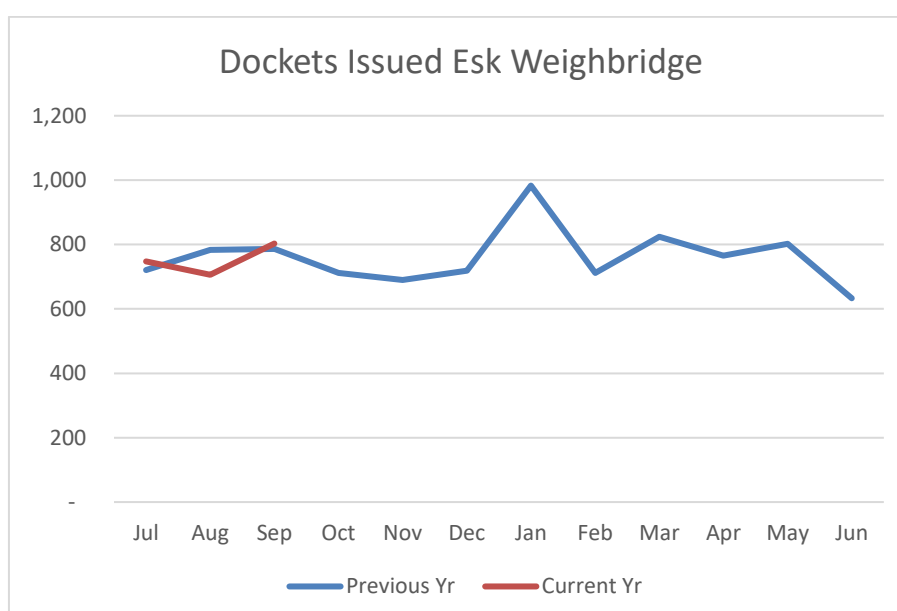
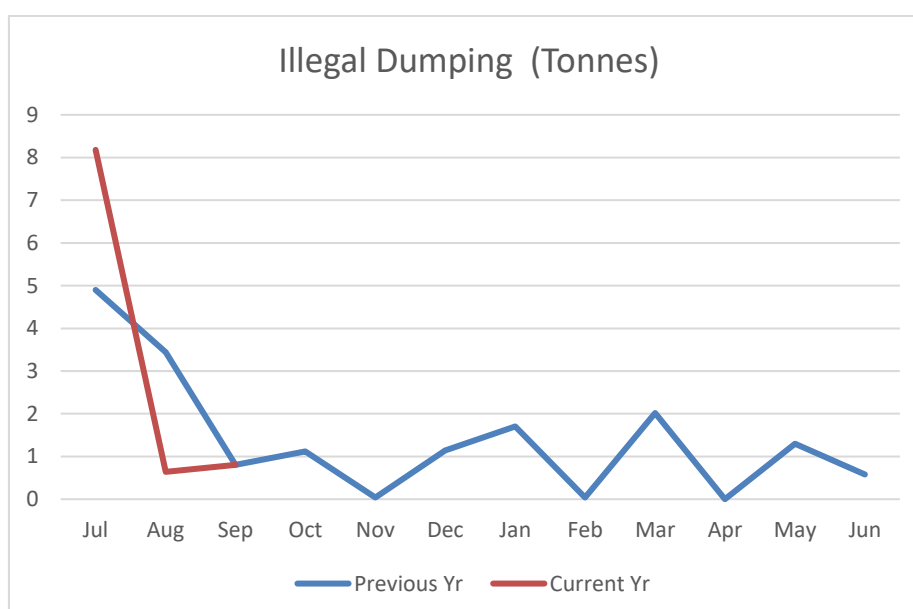
Local Disaster Management Group (LDMG)

- A successful series of hazard reduction burns were conducted in the town of Jimna on Saturday, 11 September 2021. This was a joint operation between QLD Fire and Emergency Services, HQ Plantations, Somerset Regional Council and the Department of Natural Resources.
- The Somerset LDMG Risk Management Study (using the Queensland Emergency Risk Management Framework – QERMF) is on track for completion by end of December 2021.
- Property Specific Flood certificate system has been developed and is in final quality testing with Council officers.
- The Pfizer Hub in Esk was successful with over 2000 residents getting the Pfizer vaccination by West Moreton Health during August/September.
- A Pfizer clinic is commencing on the 6 October at the Lowood Showgrounds and will run for 3 days.
- A combined Local Recovery Group meeting was held for the Economic and Human Social subgroups.
- Recovery workshop was held at the Somerset Civic Centre, facilitated by QRA and involved members of the Somerset Local Recovery Group.
- Recovery exercise is scheduled in Brisbane for 18 October.
- Local Disaster Management Plan assessment was conducted with QPS, QFES and Somerset Regional Council.
- Evacuation equipment trailers due for delivery during October – funded as part of the Department of Communities Flexible Funding program (FFP).

Waste Management

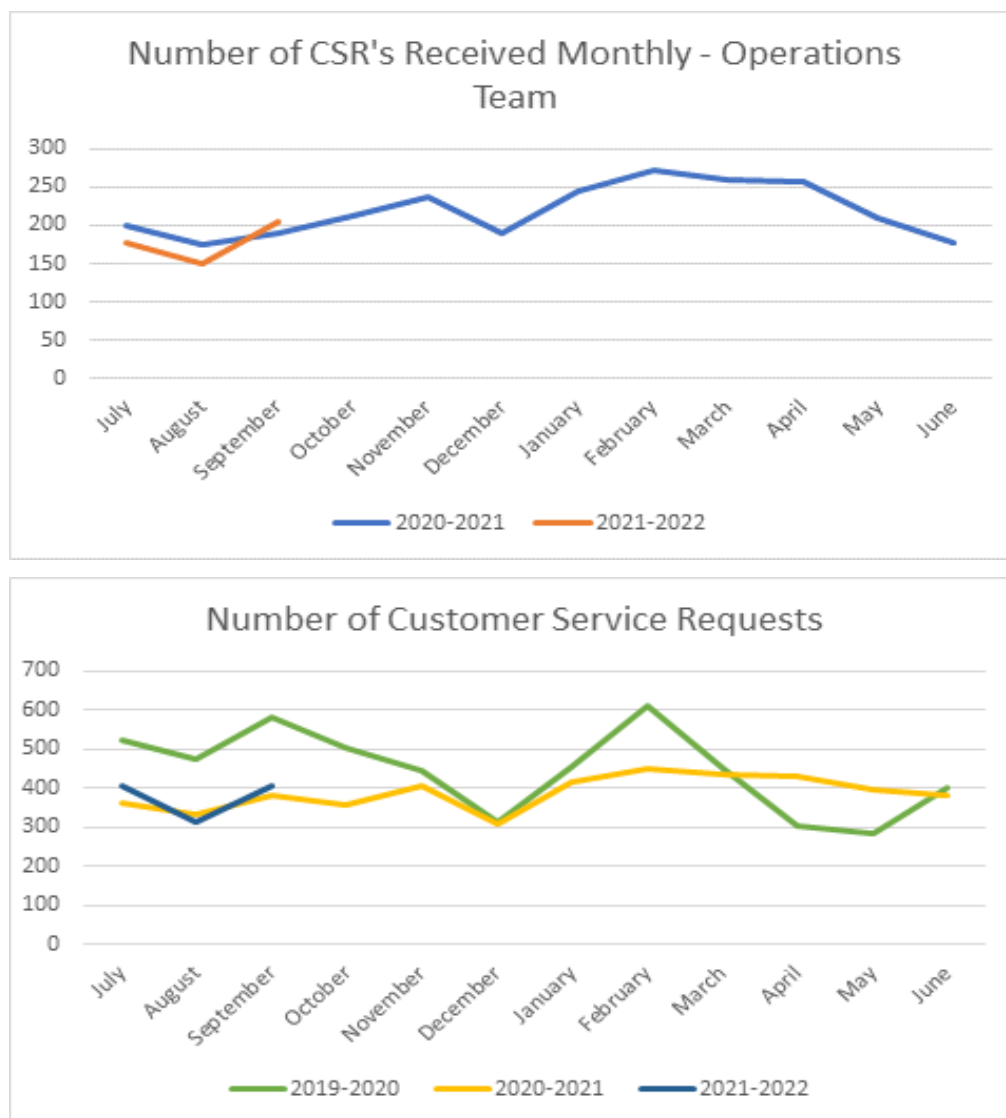






Background/Summary – Customer Service Requests

Council received 409 customer service requests for the month of September 2021. A copy of the report is attached for your information.



	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Cemeteries	2	2	0	2	2	0	0	2	0
Departmental reviews	0	0	2	0	0	2	1	0	0
Fences on roadways	1	0	1	1	0	0	0	0	0
Illegal dumping clean ups	6	5	4	7	4	9	7	4	8
Overgrown Council land	7	12	1	4	2	1	0	2	3

Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	5	11	7	15	7	13	4	2	5
Roads - bitumen	21	27	30	20	24	17	17	17	20
Roads - gravel	15	35	42	49	25	19	20	13	16
Roads - drainage	23	10	16	8	15	6	8	7	6
Roads - culverts	2	2	3	2	2	1	3	0	2
Roads - vegetation	36	55	44	49	28	16	21	16	27
Roads - footpaths	4	9	6	11	7	8	4	2	4
Roads - linemarking	2	1	1	0	1	1	0	0	1
Roads - bridgework	1	1	0	0	0	0	0	0	0
Roads - traffic furniture	18	15	24	18	19	19	9	11	21
Rural Property Number	3	5	3	3	8	6	9	6	4
Stormwater issues within private properties	1	1	4	2	1	2	1	1	0
Waste management	3	2	0	0	0	1	1	0	1
Wheelie bins (IWS) -									
Cancellation of extra services	3	4	3	2	2	1	1	1	9
Damaged lids and wheels	11	7	5	6	8	11	11	9	9
Replacement Split Bins	26	25	21	23	15	12	23	24	22
New Services	2	4	10	9	6	5	11	18	6
Extra services	12	13	6	1	6	6	6	5	7
Stolen bins	6	1	5	8	11	7	2	3	10
Missed services	26	10	5	6	5	1	6	0	1
Contractor Requests	3	0	5	3	1	3	2	1	1
Wheelie bins (Cleanaway) -									
Cancellation of extra services	1	0	0	0	0	1	1	0	0
Damaged lids and wheels	1	5	3	1	3	2	0	2	5
Replacement Split Bins	1	5	5	1	4	0	1	0	10
New Services	1	5	3	0	1	4	2	2	2
Extra services	0	2	0	1	3	1	2	0	2
Stolen bins	0	0	1	2	0	2	3	2	1
Missed services	0	0	0	2	0	0	1	0	1
Contractor Requests	1	0	0	0	1	0	0	0	1
	244	272	260	256	211	177	177	150	205

Attachment

1. Customer service report for September 2021 attachment 1

Recommendation

THAT Council receive the Operations Report for September 2021 and the contents noted.

Resolution	Moved – Cr Brieschke	Seconded – Cr Choat
	"THAT Council receive the Operations Report for September 2021 and the contents noted."	
	<i>Vote - Unanimous</i>	
		<u><i>Carried</i></u>

Subject:	Community Assistance Grants 2021-2022 - Esk Aqua Aerobics Group
File Ref:	Community Relations - Sponsorships - Donations - Doc Id 1327896
Action Officer:	DHRCS

Background/Summary

To assist with the costs associated with weekly bus transport for the Esk Aqua Aerobics Group to continue classes at the Toogoolawah public pool for twenty weeks. This Community Assistance Grant has been lodged out of funding round due to changes of circumstances with the instructor.

Amount requested:	\$5,280
Total cost of project:	\$8,880
Amount recommended to be granted:	\$5,280

Assessor's Summary

The applicant states:

Recently the Esk Aqua Aerobics Group have had to stop using the Esk school pool for their Water Aerobics Classes as the instructor is no longer able to run the classes due to a change of circumstances with family.

The group has over twenty participants, most of whom are over sixty years old and benefit greatly in regards to the physical and mental health/wellbeing that the group provides. The group is looking at bus transport to travel to the Toogoolawah public pool to join the Toogoolawah water aerobics group with access to a professional, fully qualified instructor on a weekly basis for twenty weeks through to April 2022.

The Esk Aqua Aerobics Group has not had any previous Grants and is Auspiced by Grand Wivenhoe Social Fishing Club Inc.

Attachments

Nil

Recommended Action / Outcome

THAT the application as summarised in this report be recommended for funding and \$5,280 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the costs associated with weekly bus transport for the Esk Aqua Aerobics Group to continue classes at the Toogoolawah public pool for twenty weeks.

Resolution	Moved – Cr Choat	Seconded – Cr Wendt
<p>"THAT the application as summarised in this report be recommended for funding and \$5,280 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with the costs associated with weekly bus transport for the Esk Aqua Aerobics Group to continue classes at the Toogoolawah public pool for twenty weeks."</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>		

Subject:	Uniform and Dress Standard Policy HR/003
File Ref:	Policies
Action Officer:	CSTL

Background/Summary

Somerset Regional Council currently has Corporate Uniform Wardrobe Policy HR/003 and Dress Code Policy HR/005. These policies have been reviewed and combined to create Uniform and Dress Standard Policy HR/003, which covers the needs of both policies in one document.

The current two policies are applicable to the administration staff of Council. By combining the two policies it ensures that all employees and volunteers of Council are dressed in an appropriate manner to maintain their health and safety within the work environment and to represent Council in a professional manner which is applicable to all employees of Council.

The Provision of Personal Protective Equipment, Clothing and Footwear Policy HR/004 refers to the current Uniform and Dress Standards Policy HR/003 which will need to have policy name reference changed with the recommended policy change. If Council were to adopt policy Uniform and Dress Standard Policy HR003 then Provision of Personal Protective Equipment, Clothing and Footwear Policy HR004 will require amendment to the policy name reference.

Attachments

1. Current Corporate Uniform Wardrobe Policy HR/003
2. Current Dress Code Policy HR/005
3. Proposed Uniform and Dress Standard Policy HR/003

Recommendation

1. THAT Council adopt the Uniform and Dress Standard Policy HR/003 and rescinds Corporate Uniform Wardrobe Policy HR/003 and Dress Code Policy HR/005.
2. THAT Council amend policy Provision of Personal Protective Equipment, Clothing and Footwear Policy HR/004 and replace reference to Corporate Uniform Wardrobe Policy HR/003 to Uniform and Dress Standard Policy HR/003.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

- "1. THAT Council adopt the Uniform and Dress Standard Policy HR/003 and rescind the Corporate Uniform Wardrobe Policy HR/003 and Dress Code Policy HR/005.
2. THAT Council amend policy Provision of Personal Protective Equipment, Clothing and Footwear Policy HR/004 and replace reference to Corporate Uniform Wardrobe Policy HR/003 to Uniform and Dress Standard Policy HR/003.



Policy Subject/Title: **UNIFORM AND DRESS STANDARD POLICY**

Policy Number: **HR/003**

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference: Income Tax Assessment Act 1997
Formulation of Guidelines under Division 3

Related Policies / Procedures: Workplace Health and Safety Policy HR/002
Code of Conduct HR/001
Provision of PPE Clothing and Footwear Policy HR/004
Working in the Sun and Outdoor Environment Procedure P195

Application: The policy applies to all Somerset Regional Council employees

Authorised by: Somerset Regional Council

Authorised on: 9 April 2008
Review / Amendment dates: 31 March 2010
14 May 2014 [Doc Id 755321]
21 January 2021
13 October 2021

1. Purpose

Somerset Regional Council recognises the importance of employees projecting a professional image to our customers in the community. The uniform provides a distinct and recognisable identity for the employees of Somerset Regional Council.

Suitable provisions or options are also made for volunteers, trainees, casual and short-term employees.

2. Objective

The objective of this document is to establish guidelines to ensure that all Somerset Regional Council employees are dressed in an appropriate manner to maintain their health and safety within the work environment and to represent Council in a professional manner.

This uniform collection has been designed to enhance the public image of Somerset Regional Council. The uniform will also assist in identifying Council employees.

This policy should be read in conjunction with HR/004 Provision of Personal Protective Equipment, Clothing and Footwear and P195 Working in the Sun and Outdoor Environment Procedure.

3. Scope

This policy applies to all Somerset Regional Council employees as follows:

All employees under the Queensland Local Government Industry Stream A Award – State 2017 will be either classified as indoor administration employee and outdoor administration employee depending on the type of work undertaken.

All employees under the Queensland Local Government Industry Stream B Award – State 2017 will be classified as outdoor employee.

4. Supplier

The supplier of uniforms to Somerset Regional Council will be at the discretion of the wardrobe coordinator and stores officer, to be reviewed or changed as required.

5. Guidelines and Standards

5.1 Standards

An employee's personal presentation while on official duty should portray a professional image of Council at all times.

Current uniform supplier catalogues present various examples of personal presentation that portrays the professional image expected by Council.

Employees are to ensure they take the requirements of their role into consideration when selecting uniform items. Clothing worn should have regard to the type of work being performed, work health and safety obligations, cultural diversity and consistency across Council with respect to a professional image and working conditions while ensuring compliance with relevant Council policies i.e. Workplace Health and Safety, Working in the Sun etc.

Tattoos that could be perceived as offensive should be discreetly covered where possible. Any form of body piercing must be discreet and ensure a professional image is portrayed at all times. Exposed piercings that may cause a risk of harm to the employee during the course of their duties must be securely covered whilst at work.

5.2 Authority

Directors of each department are responsible for ensuring their employees comply with this policy.

5.3 Minor Alterations

Employees are to be aware minor alterations may only occur for clothing to fit appropriately according to style. The style of the garment is not to be changed. All uniform items are to be kept to a professional length and standard.

Employees who make alterations to uniform items which changes the style and look of the garment will be required to cease wearing the altered item and replace the piece of clothing at their own cost.

5.4 Made to Measure

If the range of styles and/or sizes of the clothing provided by the approved supplier cannot accommodate an employee, the employee may request a made to measure service at an extra cost to the employee subject to the conditions of the supplier and prior authorisation from the Chief Executive Officer. Conditions apply.

5.5 Alternate Supply

If the range of styles and/or sizes of the clothing provided by the approved supplier cannot accommodate an employee based on a genuine medical need or extenuating circumstances, then the employee may request to seek an alternate option via the wardrobe coordinator/stores officer. Once approval has been confirmed from relevant Director and wardrobe coordinator; the employee must discuss requirements with wardrobe coordinator/stores officer who will then source items through approved suppliers.

Items purchased in this way will have to be similar in colour and appearance to the current uniform. The wardrobe coordinator/stores officer will arrange for corporate logos to be embroidered onto the new items.

5.6 Working in the Sun

Refer to P195 Working in the Sun and Outdoor Environment Procedure and HR/004 Provision of Personal Protective Equipment, Clothing and

Footwear Policy for uniform and PPE expectations when working in the sun and outdoor environments.

5.7 Employee Responsibilities

Footwear, hair and accessories

Appropriate footwear is to be worn with the uniform. For indoor administration employees the appropriate footwear is a smart, closed, business style shoe with rubber or slip resistant soles, cushioned support and suitable heel. Joggers, thongs, sandals, unsuitably high heels and slip-on shoes without heel straps must not be worn. Shoes should be kept clean, polished and in good repair. Suitability of appropriate footwear is subject to approval by the CEO. Socks and stockings should be selected to accompany trouser/skirt colour. Hair should be kept neat and tidy in a professional fashion.

Name display

Indoor administration employees are required to wear a name badge when performing interactions with public or other businesses on duty and as required at meetings, conferences and seminars. Outdoor employees high visibility shirts must/should have their first name embroidered on their shirt unless covered by safety vest jacket or other PPE.

Events range

Items in the promotion/events range are only applicable to employees who are required to attend promotional events and activities.

This uniform is not to be worn unless attending promotional events and activities.

6. Purchasing Provisions

6.1 Allocation

- All permanent employees will be allocated a uniform. This includes clothing from the corporate uniform range (majority indoor) or the agreed PPE range (majority outdoor) via the approved supplier dependant on work position requirements.
- Requirement of PPE (including high viz clothing, long sleeved shirts, long pants, steel toed boots/enclosed shoes) is explained in P195 Working in the Sun and Outdoor Environment Procedure.
- All indoor administration employees who are required to perform works that require PPE clothing must seek approval and balance from wardrobe coordinator prior to purchase from stores.
- On commencement all permanent outdoor and outdoor administration employees will receive their full allocation of uniform. Expectation is the employee will supply their own clothing and boots until uniform allocation has been received.
- All indoor administration employees will be required to supply

their own corporate clothing in line with this policy, for their probation period. Once probation period has been completed, the process of corporate uniform allocation will commence.

- Casual, temporary and contract employees (excluding management) are not entitled to allocation and must supply uniform requirements to the same or better standard. They may purchase uniform items via the wardrobe coordinator/stores officer if they so choose. The wardrobe coordinator/stores officer may have a range of second-hand uniforms available to offer.
- In recognition of their contribution and service, trainees and volunteers will be issued with a Council approved polo shirt upon authorisation from the Chief Executive Officer.
- The polo is to only to be worn with business-like lower body garments in navy or charcoal. Skirts/shorts are required to be of a professional length and standard.
- If an employees, trainees or volunteers employment with Council is terminated for any reason (retirement, resignation, dismissal provisions) all uniforms, clothing and PPE must be returned to Human Resources.

6.2 Financial Uniform Allocation

This section is for all indoor administration employees.

- Orders will only be taken twice per calendar year at a time set by the wardrobe coordinator, with the exception of new employees and/or special orders as approved by the Chief Executive Officer. Orders are to be submitted via approved suppliers website.
- The financial uniform allocation is for approved uniforms purchased from the approved supplier.
- To assist new permanent full-time indoor administration employees in obtaining the corporate uniform and PPE clothing, Council will allocate **\$700** (GST inclusive), for the first financial year of their employment, to purchase items.
- For each subsequent financial year, Council will allocate up to **\$300** (GST inclusive) for all permanent full-time employees to purchase such items.
- If the total available financial uniform allocation is not utilised in the financial year, it cannot be carried over for use in subsequent years.
- Employees can purchase additional uniforms above the available allocation, but the employee must pay the full cost of additional uniforms purchased in excess of the allocation within one month of invoice. Payment by payroll deduction is available for those who wish to take advantage of this facility.

- Only permanent full-time indoor administration employees are entitled to claim the full allocation. Permanent part-time indoor administration employees are entitled to claim the allocation at the rate equivalent to the percentage of full-time employment e.g. 50% FTE – 50% of allocation available.

7. Coordination/Payment of Orders

All clothing orders are to be submitted through the approved suppliers website. Garments are then received through the wardrobe coordinator and forwarded to employees. Once all garments are received a tax invoice will be distributed to employees who have exceeded the allocation along with a payment deduction form.

Approved alternative supply purchases will be reimbursed in accordance with uniform allowances.

8. Exemption of Uniform Policy

Any request for exemption to the Uniform and Dress Standard Policy should be put in writing and submitted to the Chief Executive Officer. Any granting of such request shall be at the sole discretion of the Chief Executive Officer.

9. Workplace Health and Safety

All employees who undertake field duties are required to comply with the safety requirements detailed in Council's Safety Management System available from Council's appointed Workplace Health and Safety Officer.

10. Taxation

This policy meets the criteria of the Australian Taxation Office for uniforms under the Income Tax Assessment Act 1997 - Section 34.15. To meet Australian Taxation Office requirements the wardrobe should be worn as a complete outfit.

11. Breaches

A breach of this policy and its conditions will cause the offender to be subject to the normal disciplinary measures which apply under the *Local Government Act 2009*.

12. Amendments

Amendments to this policy will be made by the Chief Executive Officer or his nominee as and when required and without the need to consult employees prior to such amendments.

This amended policy was approved by the Chief Executive Office and adopted by Somerset Regional Council on 13 October 2021.

Signed:

Date: 13 October 2021"

Carried

Vote - Unanimous

Subject:	Urban Utilities - Re-Appointment of Board Members
File Ref:	Government relations - utilities departments liaison - 2021 - 2022 - Urban Utilities [Doc ID 1332163]
Action Officer:	CEO

Background/Summary

Council is in receipt of a request from Bronwyn Morris AM, the Chair of Urban Utilities seeking Council's endorsement for the re-appointment of Urban Utilities Board Members Graham Thomsen, Phillip Strachan and Mark Gray.

Attachments

1. Confidential Letter from Urban Utilities and attached CV's

Recommendation

1. THAT Council supports the reappointment of Messrs Thomsen, Strachan and Gray for the further recommended terms, on the Urban Utilities Board.
2. THAT Council thanks Board Member Kathy Hirschfeld for her contribution to the Urban Utilities Board and the very best following her retirement effective 31 December 2021.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

- "1. THAT Council supports the reappointment of Messrs Thomsen, Strachan and Gray for the further recommended terms, on the Urban Utilities Board.
2. THAT Council thanks Board Member Kathy Hirschfeld for her contribution to the Urban Utilities Board and the very best following her retirement effective 31 December 2021."

Carried

Vote - Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Wendt - Councillor report

September 2021

- 22 Ordinary Council Meeting – via Teams
Workshop Meeting – via Teams

October 2021

- 06 Official Bridge Opening Neuendorf Bridge and Tetzlaffs Bridge – Minden
Senator Scarr Visit – Condensery Toogoolawah

- 07 Emergency Services Cadets Program Discussion – Lowood
- 12 Esk Group Rural Fire Brigade Meeting - Esk

Cr Isidro - Councillor report

September 2021

- 23 Youth Mental Health Support for Somerset, Esk
- 25 Opening TSHS Exhibition at the Condensery
- 27 School Holiday Program - Hip Hop Dance, Civic Centre, Esk
- 27 Meeting with Mr Shane Stone, Esk
- 28 School Holiday Program - Ballet Lessons, Civic Centre, Esk
- 28 Growing the Arts Supper, Civic Centre, Esk
- 29 Teddy Bears Picnic, Fernvale
- 29 School Holiday Program - Theatre Dance Lessons, Civic Centre, Esk

October 2021

- 5 Toogoolawah and District History Group AGM, Toogoolawah
- 6 Official opening Neuendorf Bridge and Tetzlaff's Bridge
- 6 Visit to the Condensery with Senator Scarr
- 7 KISC Re-Development Meeting, Kilcoy
- 8 KISC Re-development Facility Tour, Highfields and Gatton
- 11 Mount Glen Rock Steering Committee meeting via Teams
- 11 Civic Centre Advisory meeting via Teams

I would like to highlight we have just had the school holiday program and I personally took part in the dance lessons (Hip Hop Workshop), and I must commend Felicite Cootes. How blessed are we to have someone of her calibre giving lessons in the region. We have an amazing facility we can run it in as well. I look forward to the future in this space. Felicite is just amazing. Thank you for the organisers of that event.

Cr Gaedtke - Councillor report

September 2021

- 22 Ordinary Council Meeting – Esk
- 22 Council Workshop – Esk
- 25 Yowie Markets Kilcoy – KDPA Inc Stall
- 25 West Moreton Show Ambassador – Judging with husband John
- 26 Kilcoy Rodeo Committee Meeting
- 27 Human, Social and Economic Local Recovery Group Meeting and Workshop – Esk
- 27 Meeting with Mr Shane Stone – Coordinator General for National Recovery and Resilience Agency – Esk
- 28 Kilcoy Interagency Meeting
- 28 Growing the Arts – Esk
- 29 Teddy Bears' Picnic – Fernvale
- 29 BVKL Assn Inc. – Festival meeting – Toogoolawah

October 2021

- 05 Toogoolawah and District History Group AGM – Guest Speaker Dr Denver Beanland
- 06 The Condensery Toogoolawah – Visit by Senator Scarr
- 07 Brisbane Valley Heritage Trails monthly meeting – Kilcoy

- 07 Kilcoy Showgrounds – meeting with Kilcoy Rodeo Association and Director Corporate and Community Services
- 07 Kilcoy Indoor Sports Centre Redevelopment Steering Committee – Inception Meeting with Consultants
- 08 Kilcoy Indoor Sports Centre Redevelopment Steering Committee – Facility Tour – Highfields and Gatton
- 09 Lowood Lions Open Door Gallery Reopening
- 10 Colours of Somerset Art and Culture Festival – Lowood
- 10 Lowood Tarampa DJFLFC – Stags Presentation Day
- 11 Mount Glen Rock Steering Committee Teams chat
- 12 Meeting with local community group
- 12 Kilcoy Show Society monthly meeting

Deputy Mayor Brieschke - Councillor report

September 2021

- 22 Ordinary Council Meeting, Esk
- 23 Youth Mental Wellbeing Opportunity meeting, Esk
- 25 Senior Schools Showcase Exhibition opening, The Condensery
- 27 Volunteers meeting, The Condensery
- Meeting with Mr Shane Stone, Coordinator General for National Recovery and Resilience Agency, Councillor's and SRC officers
- 28 Somerset Arts Network Evening, Somerset Civic Centre
- 29 Teddy Bears Picnic, Fernvale
- 30 Meeting at Toogoolawah Sale Yards re Canteen

October 2021

- 5 Toogoolawah and District History Group AGM, RSL Hall, Toogoolawah
- 6 Visit with Senator Paul Scarr and Councillor's at The Condensery
- Toogoolawah Christmas Tree meeting
- 7 Waste Facility Meeting, Fernvale Futures
- 8 Brand Strategy Workshop, The Condensery
- 9 Somerset and District Neighbourhood Watch AGM, Coronation Hall
- Open Door Gallery opening and The Fernvale Artists Annual Exhibition, Lowood
- 11 Meeting re Community use of Council Facilities

Resolution

Moved – Cr Wendt

Seconded - Cr Whalley

"THAT the verbal and written reports of Councillors Wendt, Isidro, Gaedtke and Brieschke 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

THAT a notice of motion be prepared for the next Ordinary meeting to address concerns with the Federal and State governments not taking necessary responsibility and actions with NDIS, mental health and associated services in the Somerset Region.

Resolution

Moved – Cr Whalley

Seconded - Cr Brieschke

"THAT a notice of motion be prepared for the next Ordinary meeting to address concerns with the Federal and State governments not taking necessary responsibility and actions with NDIS, mental health and associated services in the Somerset Region."

Carried

Vote - Unanimous

Items for reports for future meetings**Usage of recycled water at Esk Recreation Ground**

Cr Whalley requested a report regarding watering the racetrack at the Esk Recreation Ground.

Resolution

Moved - Cr Whalley

Seconded - Cr Isidro

"THAT a report be brought back to Council outlining options to facilitate increased usage of recycled water at the Esk Recreation Ground should additional recycled water be made available via Urban Utilities from the Esk Sewage Treatment Plant."

Carried

Vote - Unanimous

Closure of Meeting**Summary**

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 10.10 am.