



**Minutes of Ordinary Meeting
Held Wednesday, 8 February 2023**

*Held in the Kilcoy Explore Centre
41 Hope Street
Kilcoy*

Present

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

Apologies

Cr Kylee Isidro	(Councillor)
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Observer

Ms Madeline Jelf	(Senior Planner)
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Opening of Meeting

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

Leave of Absence

Cr Isidro has sought a leave of absence from attending today's Council meeting.

Resolution:

Moved –Cr Brieschke

Seconded – Cr Gaedtke

"THAT Cr Isidro be granted leave of absence from attending today's Council meeting."

Carried

Vote - Unanimous

Confirmation of Minutes**Resolution**

Moved – Cr Brieschke

Seconded – Cr Choat

"THAT the Minutes of the Ordinary Meeting held 18 January 2023 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**Matters of public interest – Cr Brieschke**

Esk Hospital Auxiliary meeting, 2.00 pm., Thursday 9 February, Holy Red Deer Estate, Esk

The Brisbane Valley Kilcoy Landcare group will be holding several activities during February and March.

- Sunday, 19 February, 9 - 11.00 am, How to Find Koala's on Your Property workshop at the parkland, The Condensery, Toogoolawah.
- Sunday, 19 March, 8 - 11.00 am., Queens Jubilee Tree Planting Program - The group will be planting 400 trees along the Brisbane Valley Rail Trail, Harvey Road, Yimbun, north of Toogoolawah.
- Saturday 25 March, 8 - 11.00 am., Queens Jubilee Tree Planting Program - another 200 trees will be planted at Yimbun. To register, please refer to their website or Facebook page or email info@brisbanevalleykilcoylandcare.net.au

Matters of public interest – Cr Gaedtke

Our region was a buzz over Australia Day, and congratulations must go to the Brisbane Valley Rail Trail - Australia Day ride which attracted 450 attendees on the day, making it the largest event ever run on the rail trail; Kilcoy Race Club held the Australia Day Races and the Kilcoy Gift attracting a very large crowd and approximately 60 professional competing sprinters; congratulations to all Australia

Day Award nominees, to be nominated is a complete honour, and greetings to our new Australian Citizens. Well done to our pool managers and local businesses who supported this great annual event.

Yowie parkrun celebrated its 4th anniversary on Saturday 4th February. Around 70 energetic supporters arrived to take part in the event, and around 35 of those supporters were from out of the region. The visitors enjoyed the town's cafes and restaurants, and some of them stayed overnight.

Officers from the Queensland Reconstruction Authority will be in Somerset from 20 February checking on homes and businesses damaged by the 2022 South East Queensland Rainfall and Flooding event.

Damage assessment and reconstruction monitoring audits are an important part of the recovery process and are conducted at regular intervals following significant disasters.

If residents are not home or available when a QRA officer visits, a calling card will be left containing information about the assessment, community recovery and reconstruction.

For more details visit www.qra.qld.gov.au/darm.

Conflict of Interest

Cr Brieschke declared a declarable conflict of interest in item 9 – Disaster Ready Fund.

The Mayor declared a declarable conflict interest in item 11 – Somerset Wivenhoe Fish Stocking Association.

Cr Wendt declared a declarable conflict interest in item 11 – Somerset Wivenhoe Fish Stocking Association.

Subject:	Development Application No. 23215
	Development Application for a Development Permit for Material Change of Use for Home-based Business (Home Gym)
File No:	DA23215 Assessment No: 80662-00000-000
Action Officer:	SP—MO

1.0 APPLICATION SUMMARY

Property details

Location:	3 Wade Street, Kilcoy
Real property description:	Lot 8 K37913
Site area:	4,120m ²
Current land use:	Dwelling house
Easements/encumbrances:	Nil identified

South East Queensland Regional Plan 2017

Land use category:	Urban footprint
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Planning scheme details

Planning scheme	Somerset Region Planning Scheme (Version 4.2)
Zone and precinct:	General residential zone
Precinct:	Not within a precinct
Overlays:	OM8 High impact activities management area overlay
	OM9 Infrastructure overlay
	OM13 Stock route management overlay

Application details

Proposal:	Home-based business (home gym)
Category of assessment:	Code assessment
Applicant details:	A. Hoare C/- Elizabeth Franklin PO Box 221 BRIBIE ISLAND QLD 4507
Owner details:	Andrew and Nicole Hoare
Date application received:	18 November 2022
Date application properly made:	18 November 2022

Referral agencies None required

Public notification Not required

RECOMMENDED DECISION

Approve the development application subject to the development conditions and requirements contained in the schedules and attachments of this report.

Locality Plan of Lot 8 K37913
Situated at 3 Wade Street, Kilcoy

2.0 PROPOSAL

This development application seeks approval for a development permit for material change of use for home-based business (home gym), on land at 3 Wade Street, Kilcoy, formally described as Lot 8 K37913.

The applicant proposes to run a personal training business from home, within an existing room at the end of the established dwelling. The personal training involves a supervised and instructed fitness session. There is no provision for unsupervised or free use of the home gym outside of the supervised and instructed sessions.

The applicant's primary operating method is for training sessions with either individuals or pairs. During the assessment of the application, the applicant also identified an alternative training session for up to four people, to occur up to twice per week.

The proposal involves providing sessions between 6am and 6.30pm weekdays, and 8am and 2pm on Saturdays, closed on Sundays and public holidays.

3.0 SITE DETAILS

The site is an irregular shaped allotment with frontage to Wade Street at the northern boundary and Seib Street at the western boundary. Access to the lot is via existing crossovers to Wade Street, which are not proposed to be altered.

The site is currently improved with a dwelling house and associated buildings. The existing dwelling is understood to be connected to all available reticulated services, being water, wastewater, stormwater, electricity, and telecommunications. No changes are anticipated for the home-based business.

Surrounding lots are located within the General residential zone as well as the General residential zone—Park residential precinct, owing to a variation of lot sizes and access to the reticulated wastewater network.

The property is not located within 500m of a known high impact activity.

4.0 PLANNING LEGISLATION

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*.

5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

5.1 State Planning Policy 2017

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.

5.2 South East Queensland Regional Plan 2017

The site is located within the urban footprint. The application has been assessed against the provisions of the regional plan and the associated regulatory requirements and was considered to comply.

5.3 Schedule 10 of the *Planning Regulation 2017*

The proposal did not require Council to assess the proposal against the assessment benchmarks within the Regulation. Where a referral agency undertakes an assessment against a matter Regulation, this is discussed in section 6.0 of this report.

The proposal:

- (a) does not impact on any regulated vegetation or koala habitat areas;
- (b) is not located within a koala priority area;
- (c) is not located in proximity to a Queensland heritage place or local heritage place;
- (d) is not known to be on a contaminated land or environmental management register;
- (e) does not involve any environmentally relevant activities.

5.4 Temporary local planning instruments

There are currently no temporary local planning instruments in effect within the Somerset Region.

5.5 Variation approvals

The property is not benefitted by any variation approvals.

5.6 Somerset Region Planning Scheme (Version 4.2)

5.6.1 Strategic framework assessment

An assessment against the strategic framework was not required as this development application was subject to code assessment.

5.6.2 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; or
- (b) proposes an outcome where no acceptable outcome is stated in the code and the proposed outcome does not satisfy the performance outcome.

Applicable code	Compliance with overall outcomes	Performance outcomes
General residential zone code	Yes	No alternative outcomes proposed
Home-based business code	Yes	PO6
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO7
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Infrastructure overlay code	Yes	No alternative outcomes proposed

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

5.6.3 Performance outcome assessment

Home-based business code

Performance outcome	Acceptable outcome
Subordinate to the dwelling house	
<p>PO6 The <i>home based business</i> is small-scale and subordinate to the <i>dwelling house</i> in terms of, but not limited to:</p> <ul style="list-style-type: none"> (a) the number of employees relative to the typical or common number of people who comprise a household; (b) the scale and intensity of the use relative the <i>gross floor area</i> of the <i>dwelling house</i>; (c) the physical appearance of the activity, and visual compatibility with the <i>dwelling house</i>; (d) the physical appearance of the activity, and visual compatibility from the street frontage; (e) the hours of operation and impacts on amenity; (f) the emissions generated relative to the existing residential use and whether impacts are caused beyond the <i>dwelling house</i> or <i>site</i>; (g) traffic generation relative to the existing residential use; (h) the amenity expectations for the locality and adjacent and nearby land uses; and (i) the general nature of the use and suitability of the use in the locality having regard to reasonable 	<p>AO6.12 <i>Home based businesses</i> do not occur outside the hours of:</p> <ul style="list-style-type: none"> (a) 6am and 6pm Monday to Friday; and (b) 8am and 12pm on Saturday.

community expectations in the respective zone.	
<p>Proposal The applicant has requested operating hours of 6am to 6.30pm weekdays and 8am to 2pm on Saturdays. This is 30mins later than the acceptable outcome provides for weekdays, and two hours later on Saturdays.</p> <p>Performance outcome assessment The applicant proposes to run personal training from home, with prebooked sessions for instructed and supervised exercise.</p> <p>The additional 30 minutes on weekday evenings provides flexibility for after work sessions, without encroaching into the evening period.</p> <p>The additional two hours on Saturday provide additional booking times for weekend sessions, without compromising the expected start time provided by the code and preserves amenity for local residents for the majority of the afternoon period.</p> <p>It is recommended that the alternative outcome be accepted in this instance, subject to the imposition of the recommended development conditions.</p>	

Transport access and parking code

Performance outcome	Acceptable outcome
Car parking locations and treatments	
<p>PO7 Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.</p>	<p>AO7.1 Car parking is located behind or within a building.</p>
<p>Alternative outcome The proposal provides for a parking area forward of the dwelling, in front of the carport at the western end of the building.</p> <p>Performance outcome assessment The proposed parking arrangement is considered consistent with the intended character of the streetscape as the location of parking is consistent with the underlying residential use of the premises as a detached dwelling.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	

5.6.4 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.

5.6.5 Recommended development conditions

To ensure that the proposal remains a subordinate activity to the primary residential use of the premises, the recommended development conditions package includes specific limitations on attendance at the site.

The controls recommended by officers include:

- (a) ensuring that the use is conducted within the home gym shown on the plans;

- (b) ensuring that the business is operated by at least one permanent resident with no more than one additional worker;
- (c) capping the weekly attendance at 30 participants (which averages five per day over the proposed six-day operations);
- (d) requiring sessions be by appointment only, with appointment times not overlapping;
- (e) limiting sessions to either regular or group sessions as defined;
- (f) requiring customer parking within the approved parking area.
- (g) limiting the hours of operation to the identified hours;
- (h) restricting the use of acoustic or musical devices.

Proposed Condition 1.8 provides for the two types of sessions, a regular session (involving one or two people) and a group session (involving three or four people). As the primary purpose of the business is private fitness instruction, and to ensure residential amenity is maintained, it is proposed to cap group sessions to one per day, and four per week.

It is noted that the applicant identified an option for two groups sessions during the assessment, however it is recommended that four be conditioned as the upper limit. This is to provide a suitable level of flexibility with the development approval whilst ensuring that the use is primarily delivered as the planned private sessions, within the weekly attendance cap identified.

To ensure compliance with the number of group sessions and attendance, it is also recommended to condition an attendance register be kept and made available to Council upon request.

5.7 Local government infrastructure plan

5.7.1 Priority infrastructure area

The development land is located within the priority infrastructure area as shown in the Local government infrastructure plan mapping.

5.7.2 Infrastructure charges

The proposed development is for a home-based business, which is identified as being a minor use under *Somerset Regional Council Charges Resolution (No. 1) 2022*. There are no adopted charges for minor uses under the resolution or the *Planning Regulation 2017*.

5.7.3 Trunk infrastructure requirements

5.7.3.1 Water and sewerage networks

The site is located within the connections area or future connections area for both the water and sewerage networks as shown in Urban Utilities' Netserv Plan. The recommended conditions package requires the development to connect to both networks to the satisfaction of Urban Utilities.

5.7.3.2 Public parks and community land network

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

5.7.3.3 Stormwater network

There are no known issues with the existing drainage of the site. No additional impervious areas are proposed as part of the development.

5.7.3.4 Transport network

The proposed home-based business is not anticipated to result in adverse impacts to Council's trunk transport networks.

6.0 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.

7.0 PUBLIC NOTIFICATION

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

No comments or submissions were received.

8.0 OTHER RELEVANT MATTERS

There are no other relevant matters applicable for code assessment.

9.0 CONCLUSION

The proposed development is a home-based business for a home gym and personal training. The proposal has demonstrated compliance with acceptable outcomes of each of the applicable assessment benchmarks, or otherwise complied with the relevant performance outcomes.

It is recommended that the application be approved, subject to the imposition of reasonable and relevant conditions, as outlined in the schedules and attachments.

10.0 ATTACHMENT

1. Proposal Plan, supplied by applicant, reference PP2223185, dated 11/11/2022.

RECOMMENDATION

1. THAT Council approves Development Application No. 23215 for a Development Permit for Material Change of Use for Home-based Business (Home Gym) on land situated at 3 Wade Street, Kilcoy, formally described as Lot 8 K37913, subject to the recommended conditions and requirements contained in the schedules and 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. Proposal Plan, supplied by applicant, reference PP2223185, dated 11/11/2022.	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws, other than to the extent varied by this Development Approval.	At all times.
1.3	A legible copy of this development approval package is to be	At all times.

	available on the premises at all times.	
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Before the change happens.
	Operation of the Home-based business	
1.5	The Development Approval is for the purpose of a Home-based business for a home gym and may include ancillary activities such as office administration.	At all times.
1.6	The home-based business is to remain low key in its nature, size, and employment, and subordinate to the primary use of the dwelling as a private residence.	At all times.
1.7	<p>The home-based business is to be conducted in accordance with the following:</p> <ul style="list-style-type: none"> (a) The use is to be conducted within the home gym as indicated on the approved documentations and plans; (b) The business must be operated by at least one of the permanent residents of the dwelling; (c) In addition to the persons who permanently reside at the premises, the maximum number of other persons working on-site is one (1) person; (d) The maximum weekly attendance is thirty; (e) Sessions must be by appointment only and appointment times must not overlap; (f) Sessions must be provided as either a <i>regular session</i> or <i>group session</i>, described in condition 1.8; (g) Customer parking must be contained within the approved parking area; (h) No additional activities (other than to the extent given in this approval) are to be undertaken on-site at any time. <p>Note: (g) is not intended to prevent any natural or ordinary consequence of the use of the premises as a dwelling house.</p>	At all times.
1.8	<p>Regular sessions must involve no more than two (2) customers.</p> <p>Group sessions must:</p> <ul style="list-style-type: none"> (a) Involve either three (3) or four (4) customers; (b) Not exceed one (1) group session per day; (c) Not exceed four (4) group sessions per week. 	At all times.
1.9	<p>Sessions may only occur within the hours of:</p> <ul style="list-style-type: none"> (a) Monday to Friday: 6am to 6.30pm; (b) Saturday: 8am to 2pm; and (c) Sunday and Public Holidays: no sessions allowed. 	At all times.
1.10	The use of amplified music or other audio equipment is only permitted within the gym and must not result in an environmental nuisance at any adjoining residence.	At all times.

1.11	An appointment register is to be kept recording the number of attendees each week, including: (a) the date and time of the session; (b) the duration of the session; and (c) the number of attendees in the session. The register is to be made available for inspection by Council upon request.	At all times.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
Public Utilities/Infrastructure		
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	At all times.
2.2	Meet the cost of all works carried out to infrastructure, services and public utilities, including any alterations resulting from compliance with these conditions whether carried out by Council, or otherwise.	At all times.
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	At all times.
Stormwater drainage		
2.4	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.5	Stormwater drainage and flows are to have a no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
Vehicle access		
2.6	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.
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: ▪ Be required to install additional measures ▪ Be responsible for the restoration work.	At all times.
Car Parking		
2.8	Provide on-site car parking for at least one (1) vehicle in accordance with the approved plan.	At all times.

	Outdoor Lighting	
2.9	<p>The outdoor lighting of the development must mitigate adverse lighting and illumination impacts by:</p> <ul style="list-style-type: none"> • Not causing nuisance by way of light spill or glare at adjacent properties and roadways. • Providing graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land. • Directing lighting onto the subject land and away from neighbouring properties. • Using shrouding devices to preclude light overspill onto surrounding properties where necessary. • Not operating lighting that uses sodium lights or flare plumes. 	Prior to commencement of use and to be maintained at all times.
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times.
3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.
3.3	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor ▪ Stockpile any waste on the development site. 	At all times.
3.4	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or ▪ Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could 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	Notwithstanding any other condition of this development approval, this development approval does not authorise any release of contaminants that causes, or is likely to cause, an environmental nuisance or harm beyond the boundaries of the development site.	At all times.

3.6	The approved use shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	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> .		
Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the first change of the use under the approval does not start within the ‘currency period’ – being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant’s appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicant’s appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
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>).		

Attachments for the Decision Notice include:

- Proposal Plan, supplied by applicant, reference PP2223185, dated 11/11/2022.

Resolution		
Moved – Cr Gaedtke Seconded – Cr Choat		
<ol style="list-style-type: none"> 1. “THAT Council approves Development Application No. 23215 for a Development Permit for Material Change of Use for Home-based Business (Home Gym) on land situated at 3 Wade Street, Kilcoy, formally described as Lot 8 K37913, subject to the recommended conditions and requirements contained in the schedules and 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 <i>Planning Act 2016</i>. 		
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	At all times.

	documentation and the plan(s) listed below, except where amended by these conditions of approval.	
	Proposal Plan, supplied by applicant, reference PP2223185, dated 11/11/2022.	
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws, other than to the extent varied by this Development Approval.	At all times.
1.3	A legible copy of this development approval package is to be available on the premises at all times.	At all times.
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Before the change happens.
Operation of the Home-based business		
1.5	The Development Approval is for the purpose of a Home-based business for a home gym and may include ancillary activities such as office administration.	At all times.
1.6	The home-based business is to remain low key in its nature, size, and employment, and subordinate to the primary use of the dwelling as a private residence.	At all times.
1.7	<p>The home-based business is to be conducted in accordance with the following:</p> <ul style="list-style-type: none"> (i) The use is to be conducted within the home gym as indicated on the approved documentations and plans; (j) The business must be operated by at least one of the permanent residents of the dwelling; (k) In addition to the persons who permanently reside at the premises, the maximum number of other persons working on-site is one (1) person; (l) The maximum weekly attendance is thirty; (m) Sessions must be by appointment only and appointment times must not overlap; (n) Sessions must be provided as either a <i>regular session</i> or <i>group session</i>, described in condition 1.8; (o) Customer parking must be contained within the approved parking area; (p) No additional activities (other than to the extent given in this approval) are to be undertaken on-site at any time. <p>Note: (g) is not intended to prevent any natural or ordinary consequence of the use of the premises as a dwelling house.</p>	At all times.
1.8	<p>Regular sessions must involve no more than two (2) customers.</p> <p>Group sessions must:</p> <ul style="list-style-type: none"> (d) Involve either three (3) or four (4) customers; (e) Not exceed one (1) group session per day; 	At all times.

	(f) Not exceed four (4) group sessions per week.	
1.9	Sessions may only occur within the hours of: (d) Monday to Friday: 6am to 6.30pm; (e) Saturday: 8am to 2pm; and (f) Sunday and Public Holidays: no sessions allowed.	At all times.
1.10	The use of amplified music or other audio equipment is only permitted within the gym and must not result in an environmental nuisance at any adjoining residence.	At all times.
1.11	An appointment register is to be kept recording the number of attendees each week, including: (d) the date and time of the session; (e) the duration of the session; and (f) the number of attendees in the session. The register is to be made available for inspection by Council upon request.	At all times.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
Public Utilities/Infrastructure		
2.1	Bear the cost of any alterations necessary to public utilities resulting from compliance with the conditions of this approval.	At all times.
2.2	Meet the cost of all works carried out to infrastructure, services and public utilities, including any alterations resulting from compliance with these conditions whether carried out by Council, or otherwise.	At all times.
2.3	Repair any damage to Council infrastructure that occurs during any works carried out in association with the approved development.	At all times.
Stormwater drainage		
2.4	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.5	Stormwater drainage and flows are to have a no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
Vehicle access		
2.6	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.
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	At all times.

	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. 	
	Car Parking	
2.8	Provide on-site car parking for at least one (1) vehicle in accordance with the approved plan.	At all times.
	Outdoor Lighting	
2.9	The outdoor lighting of the development must mitigate adverse lighting and illumination impacts by: <ul style="list-style-type: none"> • Not causing nuisance by way of light spill or glare at adjacent properties and roadways. • Providing graduated intensity lighting with lower level brightness at the perimeter of the subject land and higher intensities at the centre of the subject land. • Directing lighting onto the subject land and away from neighbouring properties. • Using shrouding devices to preclude light overspill onto surrounding properties where necessary. • Not operating lighting that uses sodium lights or flare plumes. 	Prior to commencement of use and to be maintained at all times.
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times.
3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.
3.3	The holder of this development approval must not: <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor ▪ Stockpile any waste on the development site. 	At all times.
3.4	The holder of this development approval must not: <ul style="list-style-type: none"> ▪ Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or ▪ Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could 	During construction phase.

	reasonably be expected to move or be washed into a roadside gutter/swale, stormwater drain or water and result in a build-up of sand, silt or mud in the gutter, drain or water.	
3.5	Notwithstanding any other condition of this development approval, this development approval does not authorise any release of contaminants that causes, or is likely to cause, an environmental nuisance or harm beyond the boundaries of the development site.	At all times.
3.6	The approved use shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	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> .		
Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the first change of the use under the approval does not start within the ‘currency period’ – being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant’s appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicant’s appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.		
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>). <i>Carried</i>		
<i>Vote - Unanimous</i>		

Declaration of Interest – Cr Brieschke – Agenda Item 9

I inform this meeting I have a declarable conflict of interest in this matter as defined by section 150EN of the Local Government Act 2009. The nature of my interest is as follows-

This declarable conflict of interest arises because I hold the position of Secretary on the Executive Committee of the Toogoolawah and District Progress Association Inc. The

Association has provided Council with a letter on behalf of the Toogoolawah community, supporting a funding application for this project.

I intend to leave the meeting during the discussion and voting on this matter.

Cr Brieschke left the meeting at 9.09am.

Subject:	Disaster Ready Fund proposals – Toogoolawah drainage project and planning scheme update
File Ref:	Grants - programs - DRF
Action Officer:	DFIN

Background/Summary

The Queensland Reconstruction Authority (QRA) has confirmed that it is accepting funding applications by local governments for projects under the Australian Government's \$200M Disaster Ready Fund (DRF).

Successful projects would be 50% funded by the Australian Government.

Detailed applications including required supporting documents must be submitted to the QRA by 17 February 2023 under program guidelines that run for 41 pages. The DRF application form was first made available to Council on 17 January 2023.

It is considered that the following DRF proposals are most likely to be competitive:

- Stream one - grey infrastructure - A \$2,048,653 upgrade to drainage at Dingyarra and Eskdale Streets in Toogoolawah between lot 29 RP40754 and lot 45 RP7722 is proposed referred to as Toogoolawah Option 1D Mitigation in the 2022 report by Engeny Water Management describing modelled flooding benefits.
- Stream two – planning scheme adaptation projects - A land use planning review based on the most recently available flooding information including the Engeny report and other data is proposed. This proposal is estimated to cost \$178,250.

Attachments

Nil

Recommendation

THAT Council endorse actions as considered necessary by the Chief Executive Officer to seek funding under the Australian Government's Disaster Ready Fund for the Dingyarra Street drainage project and land use planning scheme update including confirming that required co-contributions are available.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council endorse actions as considered necessary by the Chief Executive Officer to seek funding under the Australian Government's Disaster Ready Fund for the Dingyarra Street drainage project and land use planning scheme update including confirming that required co-contributions are available.”

Carried

Vote - Unanimous

Cr Brieschke returned to the meeting at 9.10am

Subject:	Finance report
File Ref:	Monthly reporting - finance
Action Officer:	DFIN

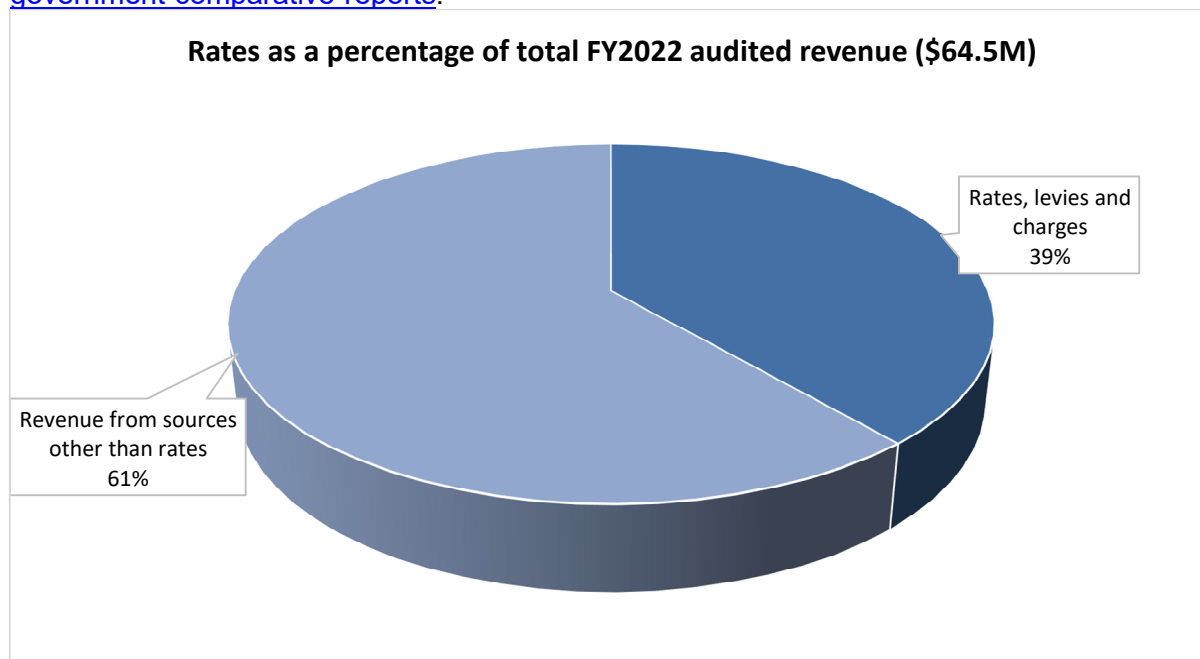
Background/Summary

Only 39% of Council's FY2022 revenue was from rates

Audited FY2022 financial data showed that 39% of Somerset Regional Council's revenue came from rates with 61% actively sought from non-rates sources including competitive and non-competitive grants, contract works and investments.

This means that for each \$1 Somerset ratepayers paid in rates in FY2022, Somerset Regional Council paid more than \$2.50 in delivering services and new infrastructure for the community.

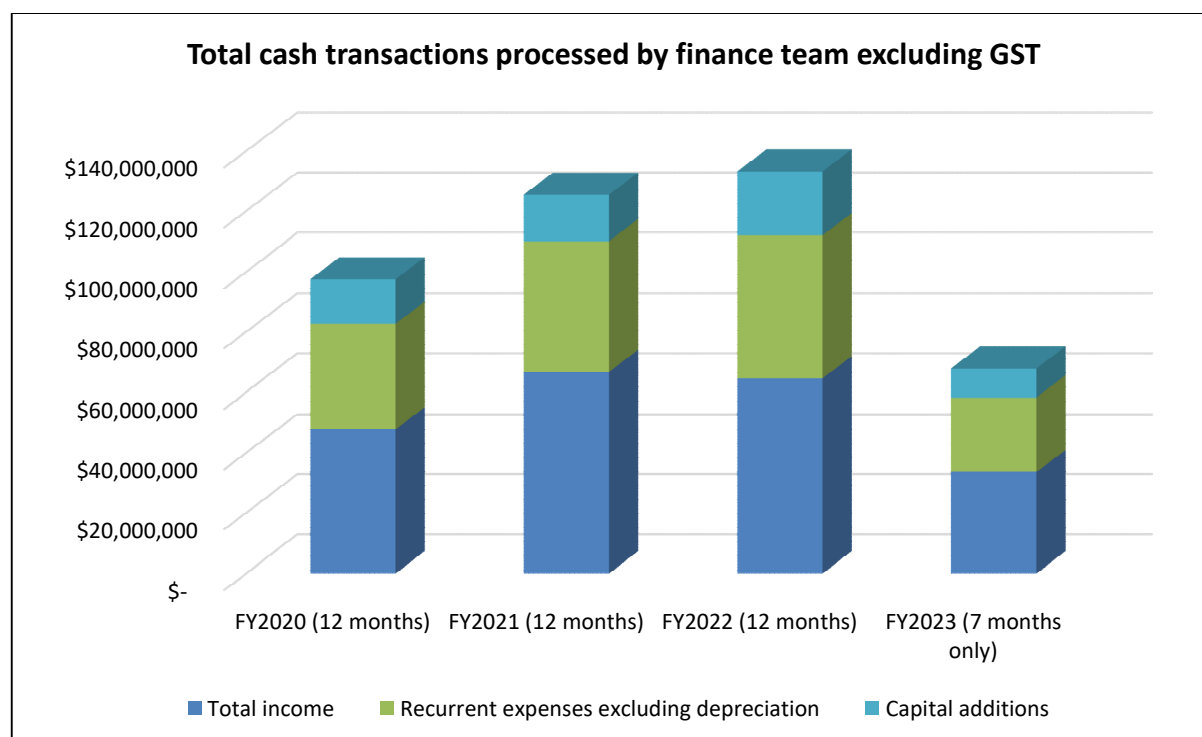
Residents can compare the rates of different Queensland councils including Somerset at <https://www.statedevelopment.qld.gov.au/local-government/for-councils/resources/local-government-comparative-reports>.



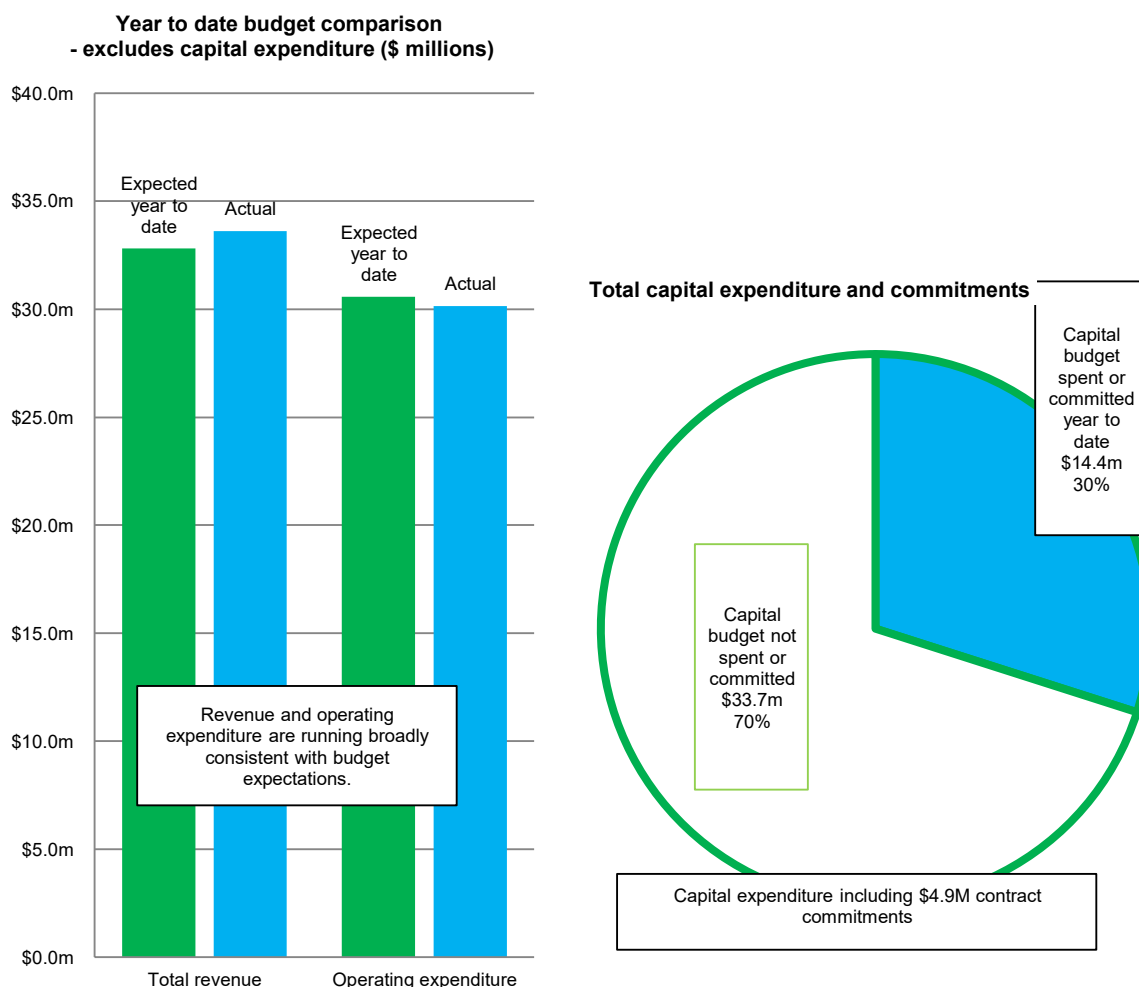
Financial reports

Reports for the period 1 July 2022 to 30 January 2023 are attached detailing the progress that has been made in relation to Council's FY2023 budget as required by Local Government Regulation 2012 s204.

The finance team processed cash transactions for the FY2023 financial year versus previous years as below with total transactions increasing with larger capital and recoverable works programs. The below figures exclude GST and depreciation:



Provisional results for the financial year to date with 58% of the year completed are summarised as follows:



Grants

- The Queensland Reconstruction Authority confirmed on 27 January 2023 that Council had been successful with our submission under the competitive Queensland Resilience and Risk Reduction Fund for the following project:

	Project value	Funding confirmed
Replace culvert ch550 on Murrumba Rd to prevent catastrophic loss	\$1,126,412	\$563,206

- Council is engaging with the Australian Bureau of Statistics (ABS) with the aim of seeking a review of official estimated resident population (ERP) figures for Somerset. Economists AEC Group Pty Ltd have confirmed that *"Implied population estimates based on dwellings and average household size indicate ERP is likely an undercount on true values."* This apparent undercount has financial implications for Council and may also have implications for government services available in our community.
- Council has been negotiating with the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts about the terms of our approved competitive grant under the Australian Government's Bridges Renewal Program including seeking tender exemption to maximise the percentage of work retained locally. The term of the agreement is also under negotiation:

	Project value	Funding confirmed
Replace Lester Kropp bridge on Neurum Road which is in very poor condition on a 552-vehicle per day road with a new two-lane concrete bridge.	\$7,272,576	\$5,000,000

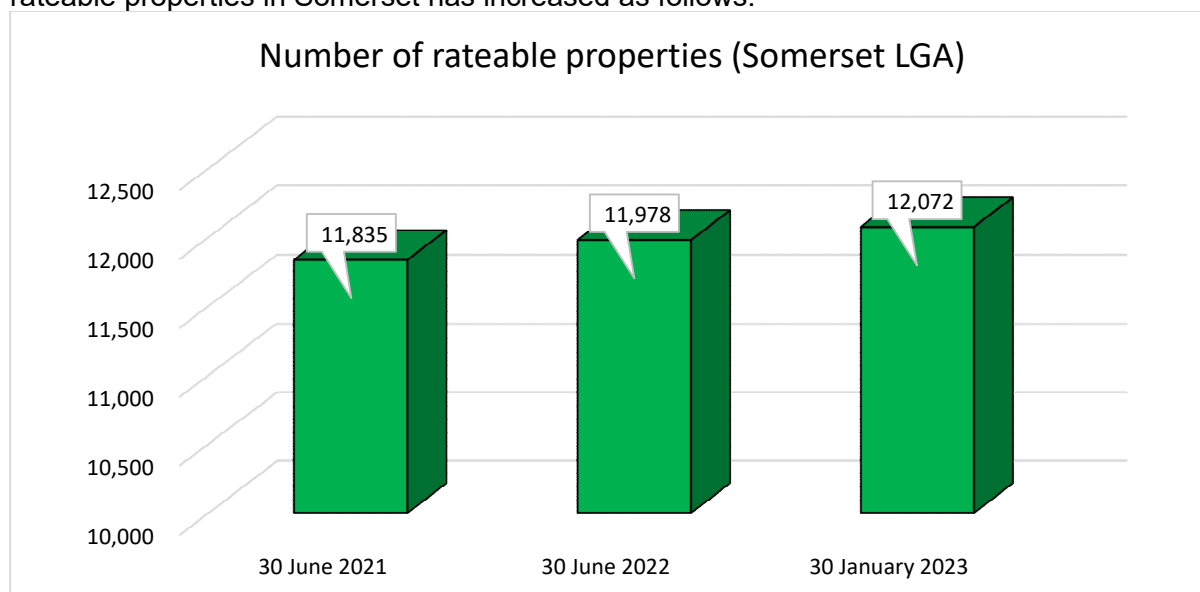
- Council is awaiting the outcome of an application made under the Federal/State Flexible Funding Program on 19 October 2022 as follows:

	Project value	Funds sought
Merryl Dray memorial shelters, Lowood Park.	\$142,870	\$100,000

- Council officers have been preparing and lodging submissions under Disaster Recovery Funding Arrangements (DRFA) to the Queensland Reconstruction Authority (QRA). Repairs to some assets that were damaged by the declared disasters in 2022 were carried out prior to DRFA approvals being obtained. It is considered likely that some expenditure may be treated as non-reimbursable by QRA and this may result in road maintenance costs reported as being understated.
- Council officers are preparing applications under the Australian Government's new competitive Disaster Ready Fund including a flood resilience initiative in Toogoolawah

Growth

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



Rates

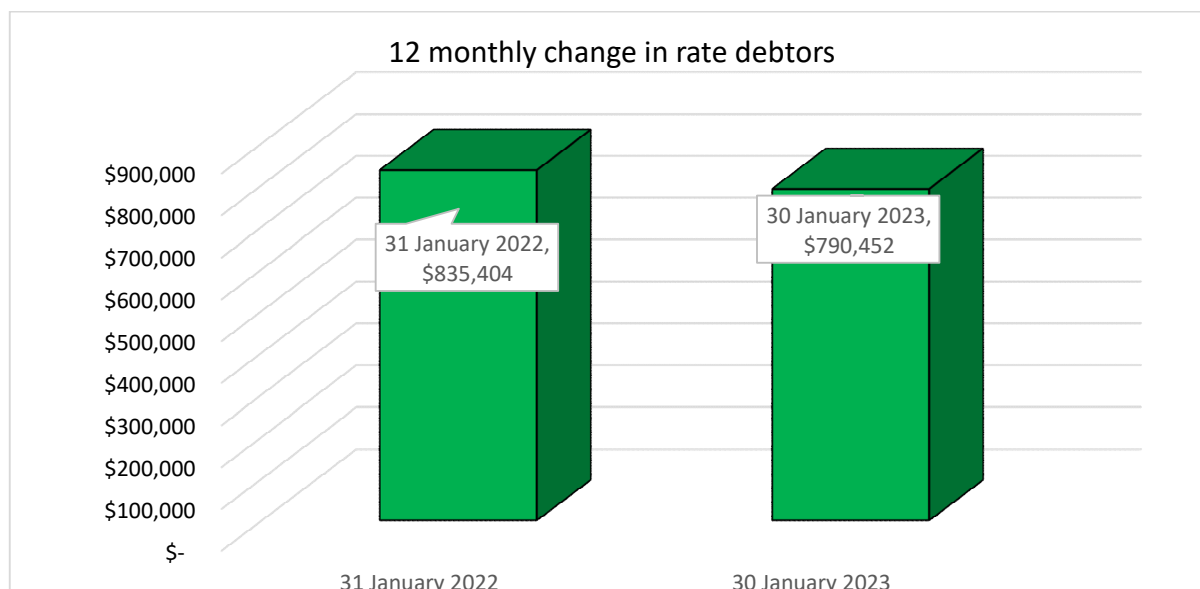
Council officers are working towards issuing half-yearly rate notices for the above properties on 21 February 2023 with a due date six weeks later of 4 April 2023.

Somerset ratepayers are encouraged to register for BPAY View through their banking apps. BPAY View is described as follows at bpay.com.au:

"BPAY View is offered by many banks and billers. It's an easy way to have your bills delivered directly to your online banking. BPAY View sends bills and statements straight to the same online banking you use to pay them, putting an end to bills getting lost on your desk or in your inbox. Depending on your bank you'll receive a convenient SMS, email or

bank message reminder to pay your bill. Its secure online access makes BPAY View easy to pay your bills on time.”

On 21 December 2022, Council issued 22 notices of intention to sell land for overdue rates or charges totalling \$154,499 consistent with a 9 November 2022 Council resolution. These notices were prepared in-house to avoid incurring legal costs which would be recoverable from relevant landowners in addition to the overdue rates. Total rate debtors have been contained as follows over the past 12 months as follows:



Investments

Council relies on interest revenue to keep rates at the lowest possible level.

The Reserve Bank of Australia has increased the cash rate from 0.10% as at 3 May 2022 to 3.10% on 31 January 2023.

An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources.

Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council.

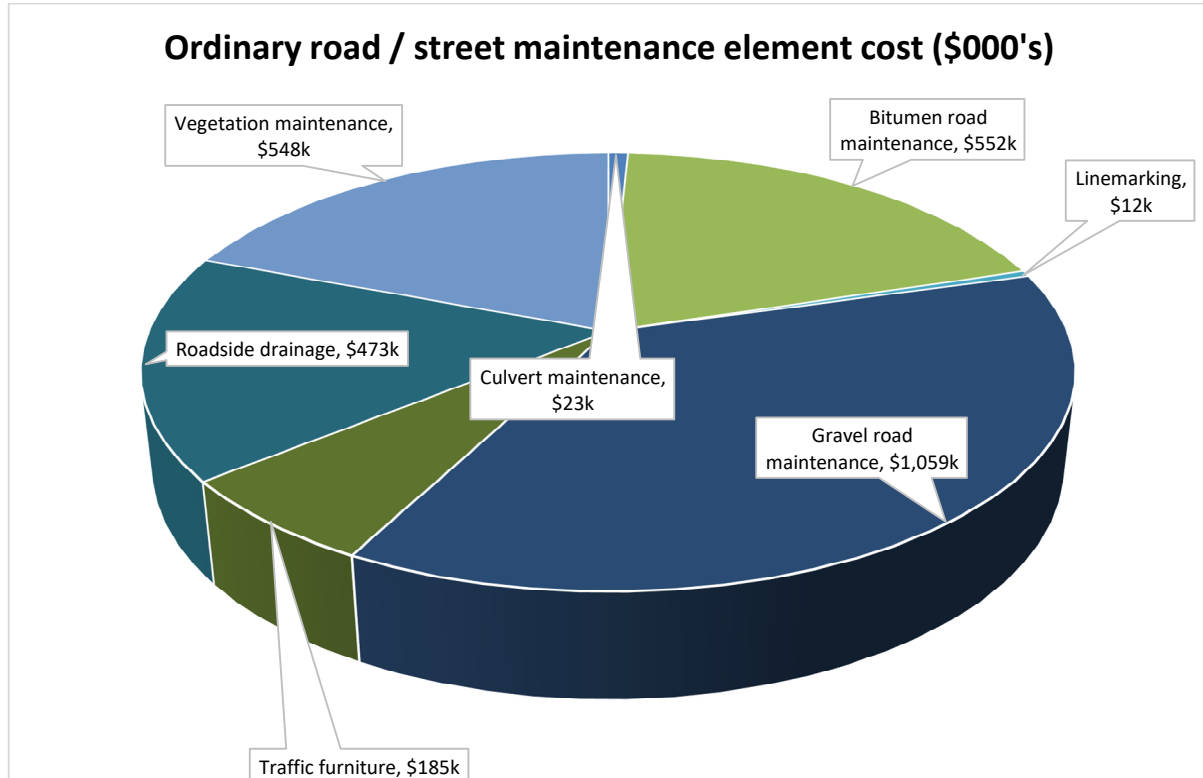
These currently carry a combined weighted average interest rate of 3.05%. Interest rates on the UU facilities are reviewed each 30 June by QTC.

Ordinary road maintenance detail

Ordinary road maintenance costs are as below. These do not include \$2.14M in approved and unapproved repairs that has been incurred that is currently charged as flood repairs:

Maintenance type	Total (\$000's)
Bitumen road maintenance	552
Gravel road maintenance	1,059
Roadside drainage	473
Culvert maintenance	23

Vegetation maintenance	548
Traffic furniture	185
Linemarking	12
Total actual year to date	2,852
Expected pro-rata budget year to date	3,897



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

Road segment	Cost (\$'000's)	Cost per linear metre (\$)
West Brch Rd Xing QRA35 Ch19065-19070	134	
Scrub Creek Rd DRFA	130	
Linville Rd DRFA	109	
Clarendon Rd (bitumen) Ch1630-Ch5750	76	18
Monsildale Rd (gravel) Ch1630-Ch10200	64	7
Monsildale Rd (gravel) Ch12000-Ch19100	55	8
Kangaroo Creek Rd (gravel) Ch3190-Ch7830	51	11
Louisavale Rd (gravel) Ch5010-Ch5810	50	63
Minden Post Office (bitumen) Ch0-Ch2000	46	23
Monsildale Rd (gravel) Ch29340-Ch33440	44	11
Spring Creek Rd (gravel) Ch60-Ch4210	42	10
Scrub Creek RdCulvCh1.6REPA	40	
Monsildale Rd (gravel) Ch19270-Ch22570	38	12
Rasmussen Rd Mt Archer (bitumen) Ch2380-Ch4300	30	16
Pohlmans Range Rd (gravel) Ch0-Ch2980	29	10
Twin Lakes Rd (bitumen) Ch0-Ch1210	29	24
Esk Crows Nest (gravel) Ch26120-Ch34090	29	4

Rohlmanns Rd (gravel) Ch170-Ch3260	28	9
Monsildale Rd DRFA	28	
Kipper Creek Rd (gravel) Ch10710-Ch16460	27	5
Cairnsroft St (bitumen) Ch0-Ch590	27	45
Spring Creek Rd (gravel) Ch4210-Ch7200	25	8
Mt Byron Rd (gravel) Ch2020-Ch15370	25	2
Sim Jue Creek Rd (gravel) Ch580-Ch4820	24	6
Glamorgan Vale RdCulvCh0.2REPA	22	
Brightview Rd DRFA	22	
Monsildale Creek (gravel) Ch890-Ch1440	21	39
Monsildale Creek (gravel) Ch4500-Ch5410	21	23
Kangaroo Creek (gravel) Ch11000-Ch11570	21	37
Monsildale Rd (gravel) Ch22770-Ch24940	21	10
Subtotal (\$000's)	1,308	

Special road maintenance/ renewal

In addition to ordinary bitumen road maintenance, expenditure on special road maintenance including resealing of bitumen roads was budgeted for FY2023 of \$1.928M. Resealing is a necessary part of the ongoing cost of managing the sealed road network.

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2022 to 30 January 2023 and payments processed during the period 10 January 2023 to 27 January 2023 totalling \$3,816,416.33 and that the contents be noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

“THAT Council receive the financial reports for 1 July 2022 to 30 January 2023 and payments processed during the period 10 January 2023 to 27 January 2023 totalling \$3,816,416.33 and that the contents be noted.”

Carried

Vote - Unanimous

Declaration of Interest – item 11 – Cr Wendt - Somerset Wivenhoe Fish Stocking Association

I inform this meeting I have a declarable conflict of interest in this matter as defined by section 150EN of the Local Government Act 2009. The nature of my interest is as follows-

This declarable conflict of interest arises because I am a member of the Committee of the Somerset Wivenhoe Fish Stocking Association. I intend to leave the meeting during the discussion and voting on this matter.

Cr Wendt left the meeting at 9.15am.

Declaration of Interest – item 11 – Mayor Lehmann- Somerset Wivenhoe Fish Stocking Association

I inform this meeting I have a declarable conflict of interest in this matter as defined by section 150EN of the Local Government Act 2009. The nature of my interest is as follows-

This declarable conflict of interest arises because I am a member of the Committee of the Somerset Wivenhoe Fish Stocking Association. I intend to leave the meeting during the discussion and voting on this matter.

Mayor Lehmann left the meeting at 9.15am.

Cr Brieschke assumed the chair at 9.16am

Subject:	Somerset Wivenhoe Fish Stocking Association – Land for Lease
File Ref:	Land Acquisition and Disposal - Lease
Action Officer:	DCORP

Background/Summary

The Somerset and Wivenhoe Fish Stocking Association (SWFSA) has approached Council and asked about the possibility of the Association leasing some land for Council. The intention is for the Association to build a storage shed, storage some of their fish attracting devices and parking. The storage shed would be used to store some of the more valuable assets that the Association owns and may be used to store fingerlings in transit from the supplier to the lakes.

Several locations were assessed and considered. After discussion two sites were offered to SWFSA Attachments 1 and 2 indicate the precise locations and approximate sizes of the sites required. Both sites are in Lowood: (1) Main Street near the swimming pool and (2) near the Lowood Reservoir. The Association have indicated that their preference is for the site at Main Street, Lowood.

The terms and conditions that Council should set for SWFSA would be:

- a five year term with options for another five years,
- the association to maintain and keep in good order,
- lodge building applications for the shed and comply with Council requests for same,
- the shed and lease area would need to be clean and tidy and its visual appearance to not detract from the houses in the area.

Council or the Association will need to cover the costs of the survey of the site and the legal fees to prepare a lease. The costs would be approximately \$3,000. The lease would be a Trustee Lease as the area proposed is part of an Open Space and Recreation Reserve. The use would not be inconsistent with the purpose of the Reserve.

Attachments

Attachment 1 – Proposed Lease Area Main Street Lowood

Recommendation

THAT Council lease an area on Main Street Lowood to the Somerset Wivenhoe Fish Stocking Association for a period of five years with an option of another five years subject to the Association meeting reasonable Terms and conditions and paying the survey and legal costs to prepare the lease.

Resolution

Moved – Cr Whalley

Seconded – Cr Choat

“THAT Council lease an area on Main Street Lowood to the Somerset Wivenhoe Fish Stocking Association for a period of five years with an option of another five years subject to the Association meeting reasonable Terms and conditions and paying the survey and legal costs to prepare the lease.”

Carried*Vote - Unanimous*

Mayor Lehmann and Cr Went returned to the meeting at 9.18am.

Cr Brieschke vacated the chair and Mayor Lehmann resumed the chair at 9.18am

Subject:	Electrical Upgrade – Racetrack Watering System
File Ref:	Council Properties - Planning
Action Officer:	DCORP

Background/Summary

A quotation request was sent to Australian Sports Lighting Specialists, Precision Electrical and T2 Electrical and Data. The quotation request was made because the Kilcoy Race club was proposing to request funding from Racing Queensland for half of the cost of the electrical upgrade for the watering system. Australian Sports Lighting have indicated that they are too busy and will not be responding. Precision Electrical indicated that they had an issue with receiving e-mails. They were provided with more time up to Christmas to respond and haven't responded.

T2 Electrical and Data have provided four options. The cheapest option is for the cable to be upgraded to aluminium cable and for the first 100 metres to be trenched with the last 35 metres (and under the track) to be directionally bored. The upgrade will also provide a new pole and switchboard at the pump station site. The quoted cost is per the confidential attachment.

The quotations were referred back to the electrical engineer who provided the designs and the initial estimate. He has confirmed that all required inclusions are in the scope of the quotation provided.

The Kilcoy Race Club have applied for funding support from Racing Queensland who have advised that RQ will provide funding support of 50% of the project costs up to a maximum grant of \$80k.

Council have not budgeted for this project and as such the project would need to be budgeted in a future budget review and funded by savings from the review.

Attachments

Nil

Recommendation

THAT Council accepts the quotation from T2 Electrical and Data for the aluminium trenched option for the upgrade to the electrical connection to the watering system pump shed and that confirmation be provided to the Kilcoy Race Club that Council will accept the contribution from Racing Queensland for half the costs and Council will fund the project through savings identified in a future budget review.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtke

“THAT Council accepts the quotation from T2 Electrical and Data for the aluminium trenched option for the upgrade to the electrical connection to the watering system pump shed and that confirmation be provided to the Kilcoy Race Club that Council will accept the contribution from Racing Queensland for half the costs and Council will fund the project through savings identified in a future budget review.”

Carried*Vote - Unanimous*

Subject:	2022 Somerset Garden Competition – Post Competition Review
File Ref:	Tourism – 2022 – Events – Somerset Garden Competition
Action Officer:	TO

Background/Summary

From Saturday, 25 June 2022 to Thursday, 15 September 2022 the annual Somerset Garden Competition was open for registrations. 26 entries, across all categories were received from throughout the Somerset region from Moore in the North to Fairney View in the South. The number of entries equalled the record from 2020.

The awards presentation was held on Thursday, 29 September 2022 and the Open Gardens were held on Saturday, 1 October to Sunday, 2 October 2022. While feedback has been generally positive, a number of opportunities for improvements have been identified.

Media Sponsorship:

- The Lockyer Somerset Independent provide a media sponsorship package to the value of \$6,000.
- The timing of the advertising and editorial deadlines did not coincide with competition deadlines and will need to be reviewed for future competitions.
- Collateral for the Garden Competition had not been designed with media requirements in mind.

Proposal 1: *The dates for the 2023 Somerset Garden Competition be aligned with the media sponsorship package (if applicable) and appropriate collateral be designed to meet media requirements.*

Competition Categories:

- During the judging process, it was found that three gardens had not entered in the correct category and had to be advised of a category change following agreement by the judges.

- It was also found that the definitions of the urban and rural categories require reviewing to allow for housing developments with one acre lots, that are on town water and/or sewage systems, where neighbours are in close proximity to each other.
- Due to the criteria for the Children's Garden category, there was only one garden that met the criteria of being created and maintained by a child/children under 18 years of age. It is noted that there were no entrants in 2021 that met the criteria and only one entrant in 2020.
- There were a significant number of entries that had taken old or unwanted items and repurposed the item into a garden feature.

Proposal 2: *Minor changes are made to the definitions of the Urban and Rural Garden categories to make it more clear for entrants:*

- *Urban Garden - Typically less than an acre in size and connected to town water, in a suburban/town environment or with neighbours in close proximity.*
- *Rural Garden - Typically on an acre or more in land size, well separated from neighbours and reliant on tank water and/or septic systems*

Proposal 3: *The Children's Garden bonus category is removed and replaced with a Repurposed / Upcycled bonus category defined as containing items that have been repurposed into a feature in the garden. Knowledge of the history of the item considered an advantage.*

Judging:

- Some entrants provided feedback that they would like to see judges that have a professional background in horticulture and/or landscape architecture/design.
- Logistically, the calendars of four judges were difficult to align and required two vehicles to comfortably transport the judges to all gardens throughout the region.

Proposal 4: *The judging panel will comprise of the following for 2023:*

- *2 x Councillors from Somerset Regional Council*
- *1 x external judge with an interest/background in horticulture and/or landscape architecture/design*

Entrants:

- Entrants are unable to attend other gardens to share ideas and gardening tips due to having to be present at their own garden during the Open Gardens weekends.
- Many entrants expressed interest in being able to visit other gardens.
- Feedback from some entrants indicated that they had no visitors during the weekend of the Open Gardens and were unlikely to enter the competition again. This was due to the short amount of time between the Awards Presentation and the Open Gardens weekend.

Proposal 5: *Investigate a sponsor for an Entrants bus tour of gardens to occur after judging and before the Open Gardens weekend. Councillors will be invited to attend this tour.*

Competition deadlines:

- There was insufficient time between the Awards Presentation on Thursday 29 September 2022 and the Open Gardens on 1-2 October 2022 to be able to sufficiently advertise (in print and on social media) the location of the gardens.

Proposal 6: *An additional week be allowed between the Awards Presentation and Open Gardens to be able to sufficiently advertise the entries across all media platforms.*

Budget:

- There has been an overall increase in costs associated with running the Garden Competition due to additional signage being required for the number of entries received.
- Searles continue to be the major sponsor of the garden prize packs.
- Additional sponsors may be required for the Garden Competition in future years.

Attachments

Nil

Recommended Actions

THAT Council:

1. Receive the 2022 Somerset Garden Competition – Post Competition Review and that the contents be noted.
2. Endorse proposals 1 to 6, to be applied in planning for the 2023 Somerset Garden Competition.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council:

1. Receive the 2022 Somerset Garden Competition – Post Competition Review and that the contents be noted.
2. Endorse proposals 1 to 6, to be applied in planning for the 2023 Somerset Garden Competition.”

Carried

Vote - Unanimous

Subject: Accredited Explore - Visitor Information Centres
File Ref: Officer report
Action Officer: TDO

Background/Summary

In 2021 Council agreed to change the names of the Kilcoy and Fernvale Visitor Information Centres (VICs) to Explore Centres per advice given by The Tourism Group to refresh the branding throughout Queensland.

The concept of Explore Centres was to provide a greater visitation experience. This was envisioned through increased offerings such as selling locally made merchandise, selling and booking accommodation and tour offerings and engaging with visitors in-person experiences which ideally have interactive facilities and features to enhance the visitor experience whilst at the centre and encourage longer stays within region.

Whilst visitation numbers to the Centres have been increasing post health restrictions easing, Council has been unable to provide greater experiences. Increased visitation to the Kilcoy Centre has been of particular note. There may be opportunities to leverage this increased visitation through providing a greater experience at the facility, which is currently

not offered (e.g. semi-permanent interactive environmental or cultural experiences provided in the available display space).

There has been some confusion within the market regarding the 'Explore Centre' implementation and renaming of facilities. Anecdotally this confusion has been prevalent amongst volunteers and visitors alike.

Council Officers have confirmed that it is not compulsory for the Centres to be named 'Explore Centres'.

A revision of the Centre names to Visitor Information Centres may provide consistency and alleviate potential confusion. Should Council wish to revise the name of the Kilcoy and Fernvale Explore Centres to VICs, now would be an appropriate time to make the change given that Council will be reprinting the Experience Somerset Visitor Guide and releasing a Marketing Strategy in 2023.

Attachments

Nil.

Recommendation

THAT Council:

1. Revise the names of the Kilcoy and Fernvale Explore Centres to the Kilcoy Visitor Information Centre and Fernvale Visitor Information Centre.
2. Endorse Officers to investigate opportunities for interactive experiences to be provided at the Kilcoy facility.

Resolution

Moved – Cr Brieschke

Seconded – Cr Wendt

"THAT Council:

1. Revise the names of the Kilcoy and Fernvale Explore Centres to the Kilcoy Visitor Information Centre and Fernvale Visitor Information Centre.
2. Endorse Officers to investigate opportunities for interactive experiences to be provided at the Kilcoy facility. "

Carried

Vote - Unanimous

Subject:	Fernvale Sports Park Advisory Committee Meeting – 7 December 2022
File Ref:	2023 – Fernvale Sports Park Advisory Committee
Action Officer:	CTM

Background/Summary

The meeting of the Fernvale Sports Park Advisory Committee (the Committee) was held on Wednesday 7 December 2023 at the Fernvale Sports Park (FSP). A report of the meeting is attached for review.

The meeting was attended by a representative of Otium Planning Group, who has been engaged to prepare a Master Plan to guide the long-term development of the FSP. The meeting involved a significant discussion with the Committee regarding the individual and collective thoughts on the development of the FSP.

Attachments

1. Meeting Report – Fernvale Sport Park Advisory Committee – 7 December 2022
2. Operating and Project Budget Year to Date Financial Review (as at 01 December 2022)

Recommendation

THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 7 December 2022 and the contents be noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 7 December 2022 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Brisbane Sporting Car Club Limited – Request to Temporarily Close a Section of Western Branch Road for a Car Rally – Saturday, 25 March 2023
File Ref:	Roads / road closures / temporary (1468072, 1473866)
Action Officer:	CSSA

Background/Summary

A request has been received from Brisbane Sporting Car Club Limited seeking permission to temporarily close a section of Western Branch Road from the intersection of Western Branch Road and River Road, Mt Stanley to the boundary of Western Branch Road and Linville Forest Road between 07:00 hours to 18:00 hours for a car rally.

This section of road has been temporarily closed in previous years to hold this event, and no complaints have ever been received.

This rally is the first round of the 2023 Queensland Rally Championship and will be contested by teams from Motorsport Australia affiliated Car Clubs in the South East Queensland and Central Queensland regions.

The rally will be based at Manumbar Campdraft Association grounds and the majority of the competitive special stages will be conducted in closed Forestry roads within Gallangowan and Elginvale State Forest. There is only one stage of the rally being held on a section of Western Branch Road. There will be a maximum number of 50 entrants with minimal impact on public traffic.

Traffic control will be used to control the road closure and a traffic management plan will be provided to Council prior to the car rally being held.

The car club has advised:-

- Public notices will be placed in the local newspaper two weeks prior to the rally.
- Road closure notification boards will be placed on affected roads within the State Forest at least four weeks before the rally.
- Forestry lessees have been advised of the date and times of the event.
- HQ Plantations Pty Ltd has given approval for road closures within the State Forest.

Attachments

Maps showing affected section of Western Branch Road – attachment 1

Recommendation

THAT approval be given to Brisbane Sporting Car Club Limited to temporarily close the section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road on Saturday, 25 March 2023 to hold their rally subject to the following conditions:-

- The section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road must only be closed from 07:00 hours to 18:00 hours on Saturday, 25 March 2023.
- The Event Organiser must comply with the new Temporary Traffic Management (TTM) standards including any associated Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS). Event Traffic Marshals (Department of Transport and Main Roads) (tmr.qld.gov.au)
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road.
- A Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event.
- All work on Council controlled road must be carried out in accordance with the Manual of Uniform Traffic Control Devices and any other relevant state standards, regulations so laws.
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road.
- Provide to Council a copy of the public liability insurance to the value of \$20,000,000 with Somerset Regional Council being listed as an interested party.
- A letter drop to all neighbouring/affected properties advising them of the road closure.
- Set up a detour to traffic through River Road as per the Manual of Uniform Traffic Control Devices.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT approval be given to Brisbane Sporting Car Club Limited to temporarily close the section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road on Saturday, 25 March 2023 to hold their rally subject to the following conditions:-

- The section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road must only be closed from 07:00 hours to 18:00 hours on Saturday, 25 March 2023.

- The Event Organiser must comply with the new Temporary Traffic Management (TTM) standards including any associated Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS). Event Traffic Marshals (Department of Transport and Main Roads) (tmr.qld.gov.au)
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road.
- A Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event.
- All work on Council controlled road must be carried out in accordance with the Manual of Uniform Traffic control Devices and any other relevant state standards, regulations so laws.
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road.
- Provide to Council a copy of the public liability insurance to the value of \$20,000,000 with Somerset Regional Council being listed as an interested party.
- A letter drop to all neighbouring/affected properties advising them of the road closure.
- Set up a detour to traffic through River Road as per the Manual of Uniform Traffic Control Devices."

Carried*Vote - Unanimous*

Subject:	Bike Tourism Demand and Opportunities in Queensland
File Ref:	Economic development - projects - rail trails
Action Officer:	DOPER

Background/Summary

On 4 January 2023, Council has received correspondence from the Minister for Transport and Main Roads in relation to the Department's research into bike tourism demand and opportunities in Queensland. The research concludes that there is a compelling case for investing in bike tourism.

The study's identified bike tourism benefits, include:

- Spend distributed across sectors of the economy.
- Can be developed without competing with existing tourism businesses.
- Can create tourism destinations by linking smaller attractions.
- Experiences can be developed at a local level.
- Leverages underutilised land assets.
- Experiences can also be enjoyed by the local community.
- Attracts tourists to regional communities.

Of particular interest to Council is the case study of the Brisbane Valley Rail Trail, which notes: *The studies revealed a 55 per cent increase in BVRT user numbers from 2019-2021, an 11 -fold increase in private accommodation offerings and five new tour operators along the trail in 12 months.*

The full research reports and the BVRT case study can be found at <https://www.tmr.qld.gov.au/travel-and-transport/cycling/bike-tourism>.

Council officers have contacted the Director (Active Transport), Policy, Planning and Investment Division and invited him to the Somerset Region to further explore opportunities and potential future funding.

Attachments

Attachment 1 – Letter from Minister for Transport and Main Roads
Attachment 2 – Brisbane Valley Rail Trail, Bike Tourism Case Study

Recommendation

THAT Council receive and note the report titled *Bike Tourism Demand and Opportunities in Queensland*.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

“THAT Council receive and note the report titled *Bike Tourism Demand and Opportunities in Queensland*.”

Carried

Vote - Unanimous

Subject:	Esk Garden and Lifestyle Fair 2023 – Request for Council Support and Use of Pipeliner Park to Hold Event – Saturday 17 June 2023
File Ref:	2022-2023 – bookings – parks and reserves (1449915)
Action Officer:	CSSA

Background/Summary

An park event application has been received from the Valley of the Lakes Garden Club to hold their annual Esk Garden and Lifestyle Fair on Saturday, 17 June 2023 in Pipeliner Park, Esk.

This event has been held in Pipeliner Park past several years. This event has been a very successful event with visitors to the event increasing each year. Council has not received any complaints since the event has been held in Pipeliner Park. Further, it was encouraging for this event to be awarded the winning category for the ‘Event of the Year’ at the Australia Day Awards Ceremony on 26 January 2023.

In 2018 there were 2,900 people through the gate, 2019 there were 3,500 people through the gate, 2021 there were approximately 5,000 visitors to the event and in 2022 there were approximately 6,000 visitors through the gate.

The event will open to the public from 8am to 3pm on Saturday, 17 June 2023. The organisers will be asking for a gold donation from visitors attending the fair. The event will have plant and gardening, food and drink stalls and a chainsaw sculptor. All sites will be 3m x 3m in size. Stalls selling food at this event will be required to have food licences issued under the **Food Act 2006** as required. Wherever possible, organisers will engage local community groups for their food outlets.

Organisers will commence marking out the sites on Thursday, 15 June 2023. On Friday, 16 June 2023, they will set up the area with gazebos, tables, chairs, signage, bunting and yarn

bombing as well as early bird stallholders. Only cars unloading or loading items would be allowed on site.

It is noted that the weekly Esk Markets will be on, however, both events are planned to proceed together.

A copy of their proposal and layout plans have been attached for Councillor's information.

Public Liability Insurance

As a standard condition, Somerset Regional Council requires all event holders to hold \$20 million public liability insurance.

Toilets

Public toilets are available in Heap Street, Esk and are proposed to be used for this event. Organisers will also be providing 16 portable toilets for the event. These toilets will require access to water and the event organisers have requested access to Council's water supply within the park for these toilets.

Traffic Management

The organisers have contacted a Traffic Management Company to review the overall parking and traffic flow around the venue and Esk. As this process takes place, there maybe some changes to the site layout of the event. Due to the expected large number of visitors and vehicles to this event, it is recommended that as part of their approval conditions they will be required to provide a traffic management plan from an approved traffic management company for approval.

Off Street Car Parking

Due to the large number of vehicles, the organisers are using the rest of Pipeliner Park for parking as shown on the attached site layout plan. They will only have one way in and one way out and will be engaging the services of SES to direct vehicles for parking.

Trees in Woollen Jumpers

The organisers propose to wrap the trees with woollen jumpers within the area of Pipeliner Park that is being used for this event on Friday and will be removed on Saturday afternoon when the event has finished.

This has been done in previous years with no complaints.

Chainsaw Sculptor

The organisers have advised that a chainsaw sculptor will be at the event. The chainsaw sculptor will be using a groundsheet to collect sawdust/shavings and any spillage will be raked and removed. A sidewall will also be placed on the windy side of the gazebo to prevent sawdust from blowing over the grounds. The organisers have advised that where the chainsaw sculptor will be placed, they believe it will not cause any noise issues to any residents and/or businesses.

There have been no complaints received in previous years including any noise issues.

Loading Zone

The organisers have requested the use of the closed section of Railway Street, Esk for customers to pick up heavy items they have purchased. The organisers will have 1-2 people controlling and monitoring the vehicles.

The organisers have used this area in previous years for collection of heavy items purchased. Council officers are unaware of any issues and/or complaints regarding this practice.

Bus Drop Off

Organisers have requested to temporarily close Heap Street between Esk Hampton Road and CWA hall except for buses to unload and pick up passengers. Bus loading signs would be erected, and the area will be marshalled by traffic control personnel.

Bus Parking

The organisers are proposing to mark an area in Highland Street for bus parking only. This matter is still being discussed with the traffic control company and when finalised will seek advise and if required, will seek any required approvals later on.

Council Assistance

The event organisers are seeking support from Council to assist with the following:-

- 18 x extra wheelie bins;
- no parking signs;
- bus parking signs;
- Access to power;
- Access to water;
- Two Council employees to assist.

Attachments

Application and layout plans for Pipeliner Park.

Recommendation

THAT Council, under Council's Local Law No. 1 (Administration) 2001 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011, grant permission to use Pipeliner Park for the Esk Garden Lifestyle Fair 2020 to be held on Saturday, 17 June 2023 subject to the following conditions:-

1.	The approval is limited to Pipeliner Park in Esk as identified on the approved site plan and as outlined in the event application unless otherwise stated in Council's approval conditions.
2.	The approval is limited to operation on Saturday, 17 June 2023 between the hours of 8am and 3pm. Setup for the event may commence at 8am Thursday, 15 June 2023 for marking out sites and 8am on Friday, 16 June, setting up of gazebos, tables, chairs, signage, bunting and yard bombing as well as early bird stallholders may start and clean up must be completed by 5.30pm Saturday 17 June 2023.
3.	The approval holder must have Council's approval on site at the event and be able to produce for inspection by an authorised person on demand.
4.	All displays and vehicles are to be removed from the site by 5.30pm on Saturday, 17 June 2023.
5.	Camping is not permitted on Council land.
6.	The approval holder must keep the area in a clean and tidy state, and the approval holder is required to adequately provide for the collection and disposal of waste generated by the event.
7.	No tent pegs or stakes to be used within the park for setting up of gazebos and bunting unless prior approval on the location has been sought from Council's Parks and Gardens Foreman to ensure there is no underground services in the area where the tent pegs will be placed.

8.	Stallholder vehicles accessing the park must only be via the existing walking tails within the park.
9.	The approval holder must provide and maintain the following number of toilets and sanitary conveniences:

Males			Females	
WC	Urinals	Hand Basins	WC	Hand Basins
4	8	6	12	6

10.	The number of toilets to be provided include the number of existing public toilets within Pipeliner Park (Heap Street) and the leased Railway Station. The approval holder is required to clean and/or stock these public conveniences with supplies during and after the Esk Garden and Lifestyle Fair.
11.	The activity must not cause a nuisance as defined by the <i>Environmental Protection Act 1994</i> .
12.	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.
13.	A Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event for approval.
14.	The activity must not unreasonably detract from the amenity of the area in which the event is located.
15.	The activity must not create a safety risk.
16.	The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate for the nature of the activity proposed and the number of people expected to attend.
17.	All buildings, structures, vehicles, facilities or equipment used in the operation of the event must be maintained at all times: In good working order; and In good state of repair; and In a clean and sanitary condition
18.	All temporary signage for the event must be displayed on private property only and are only to be displayed 14 days prior to the event, and all signage must be removed from display one (1) day after the event.
19.	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
20.	The approval holder must ensure that a food license issued under the <i>Food Act 2006</i> is obtained (to the extent that is required) by all stall holders selling food at the event by contacting the Environmental Health Section of Somerset Regional Council for further information.
21.	Ensure that the local Police Department has been advised and all required Police Permits have been obtained.
22.	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event.
23.	The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through

	the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval. “Losses” include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage.
24.	The approval holder will be responsible for ensuring that all operators of activities at this event have current public liability insurance in an amount of not less than \$20,000,000. The approval holder is required to have a copy of all public liability certificates of currencies on hand during the event.
25.	In the event of prevailing wet weather, a joint inspection of ground conditions is to be conducted with the approval holder and Council’s Parks and Gardens Foreman. Should the grounds be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.

AND THAT the Valley of the Lakes Garden Club be advised that Council is able to offer the following assistance and should they wish to take advantage of any or all of the below listed items they should make application to Council for a community assistance grant:-

26.	Supplying 18 x community bins to Pipeliner Park to assist with waste management during the event.
27.	Access to power supply and water within Pipeliner Park during the event.
28.	Provision of road signs including no parking signs and bus parking signs.
29.	Provide two town stewards for a maximum of eight hours on Saturday, 17 June 2022 to assist with setting up and packing down of the park, waste management, cleaning and stocking of toilets and ensuring that the site is cleaned and secure at the end of the event on Saturday, 18 June 2022; and
30.	Assistance to funding the services of a traffic management company.

FURTHER THAT:-

31.	Council install Event Ahead Signs on BVRT at both ends of Pipeliner Park, Esk to provide advance warning to cyclists using BVRT of event within the park and request for cyclists to slow down and be aware of pedestrians within the park.
32.	Council officers advise Department of Transport and Main Roads of event.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

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30.	Assistance to funding the services of a traffic management company.

FURTHER THAT:-

31.	Council install Event Ahead Signs on BVRT at both ends of Pipeliner Park, Esk to provide advance warning to cyclists using BVRT of event within the park and request for cyclists to slow down and be aware of pedestrians within the park.
32.	Council officers advise Department of Transport and Main Roads of event. <i>Vote - Unanimous</i>

Carried

Subject:	Operations Report for January 2023
File Ref:	Governance – Reporting – Officer Reports
Action Officer:	CSSA

Background/Summary

Engineering Services Team

This month, the Engineering Services Design Team continued design preparations for the 2023-2024 budget design program by reviewing forward work projects that may be considered for budget. The team continues to provide engineering support to the works department on Esk Crow Nest Road Stage 1 project and have assessed the applications received for the Walkability Master Planning for Fernvale, Lowood, Esk, Toogoolawah and Kilcoy.

The Engineering Services Team continue to provide engineering development advice to the planning department and assessment and applicant response to Operational Work applications.

The Engineering Services Parks and Facilities Team continues to oversee operations in the parks and facilities areas, with the completion of the rejuvenation of Lakeview Park, Esk, and the completion of the Street Tree Planting in Eagle Rise, Lowood.



Lakeview Park, Esk



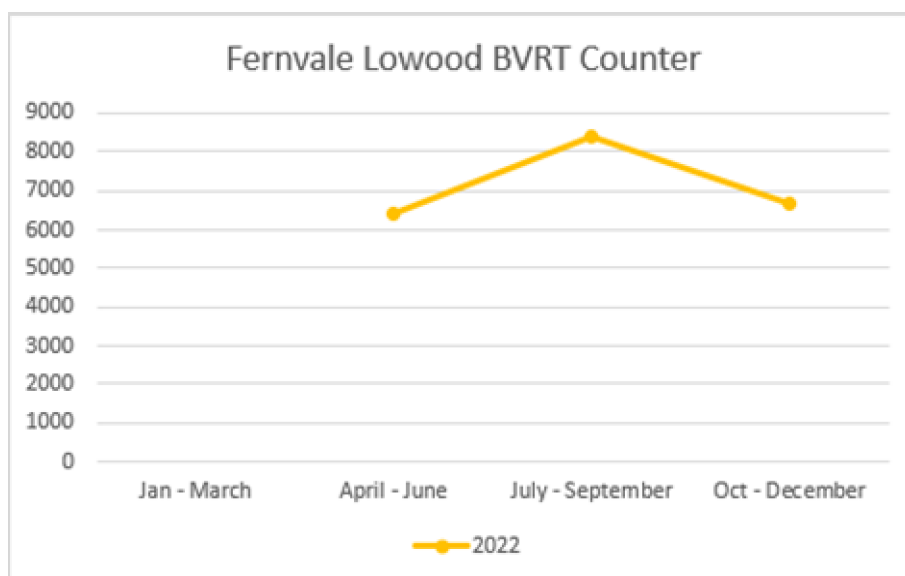
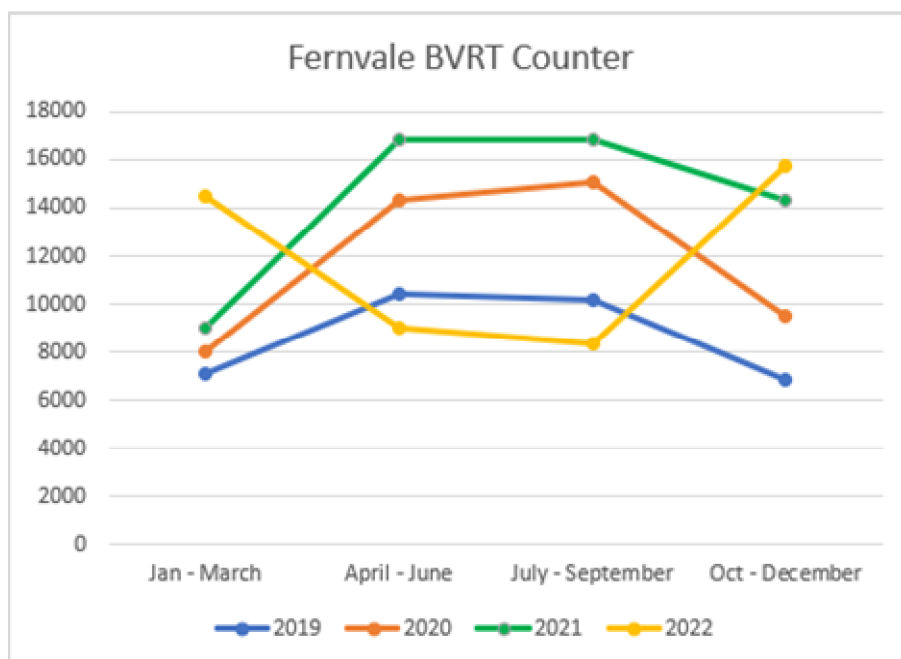
Street Tree Planting -
Eagle Rise, Lowood

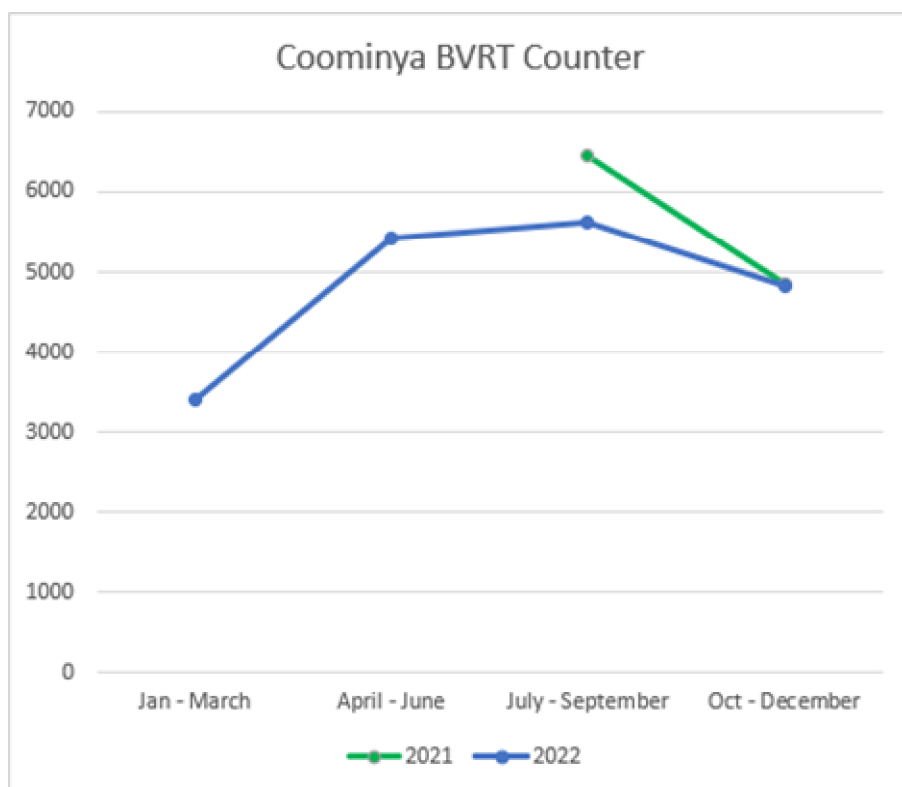
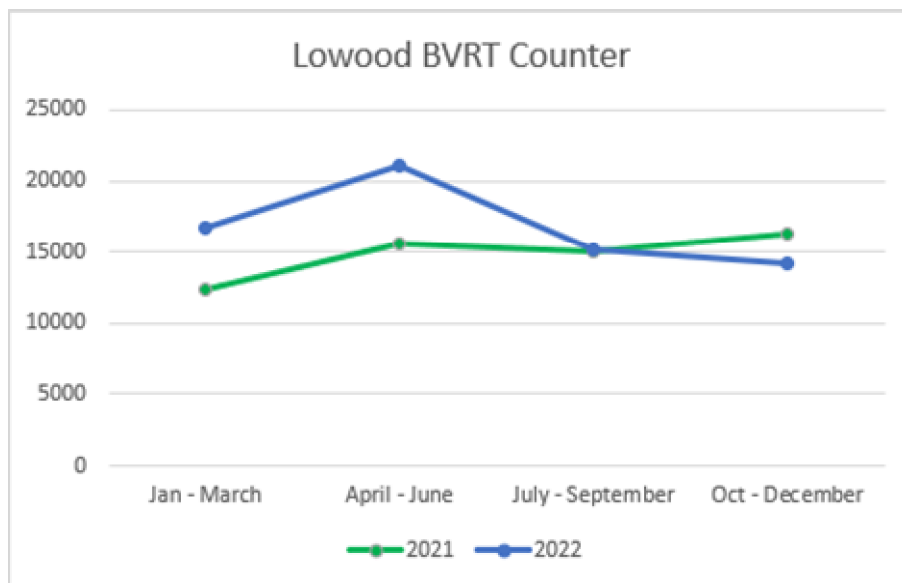
The Engineering Services Parks and Gardens Team have continued to tackle ongoing issues faced within the mowing season with the perfect weather for growing grass ensuring that the team continue to make the rounds around the Region's parks and gardens to ensure that the high profile areas are cut and maintained.

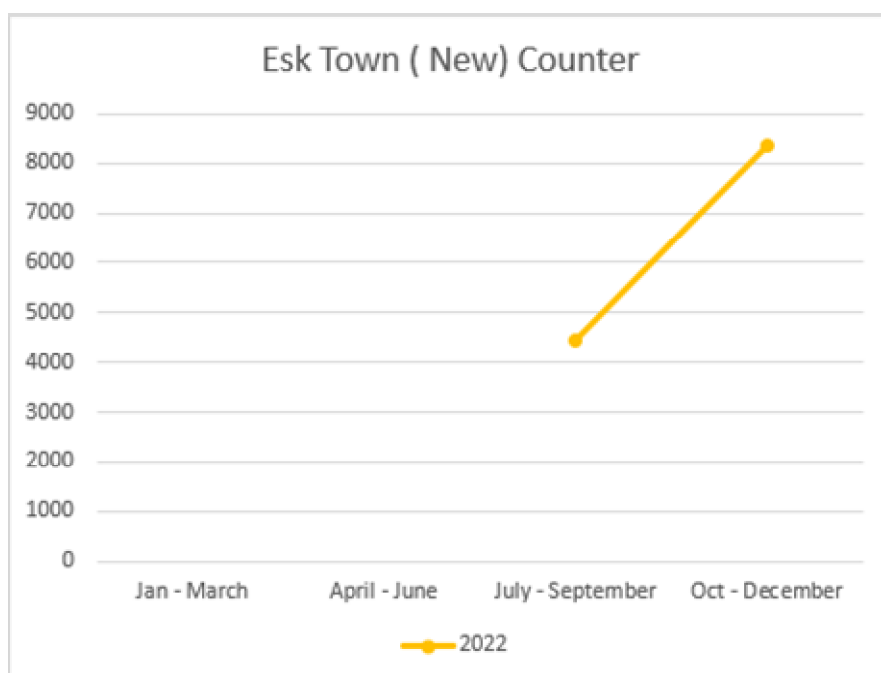
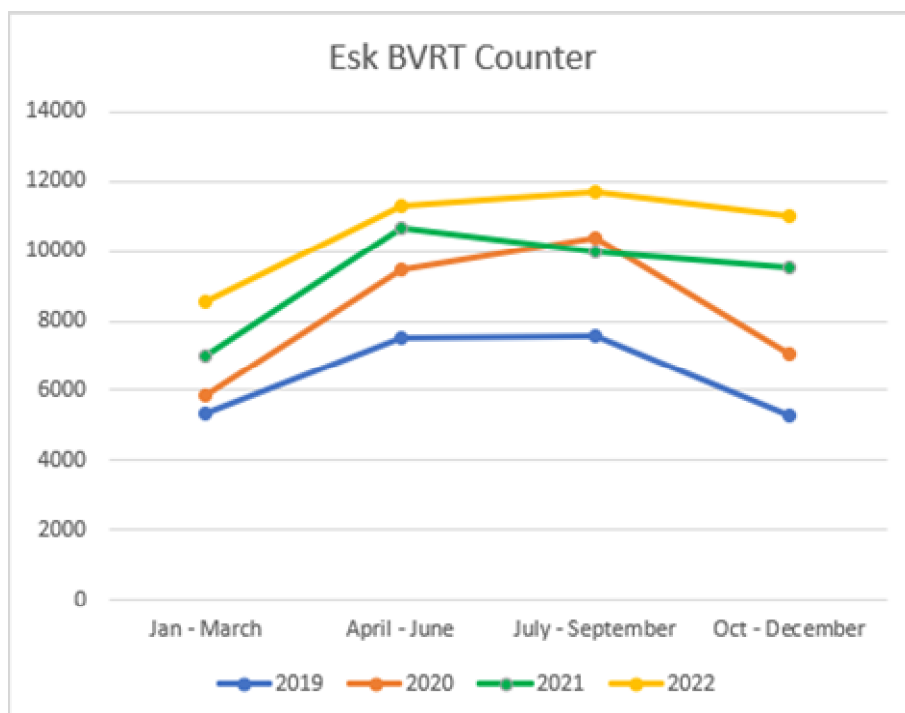
The Engineering Services Team also continues to set out traffic counters within the region, with another round of counters to be set out when the new Engineering Officer starts on 6th February. The team also provides a continual assessment of Council infrastructure to ensure our information remains current within our asset and GIS systems, as well as overseeing works within road reserve applications, property access applications and heavy vehicle permits.

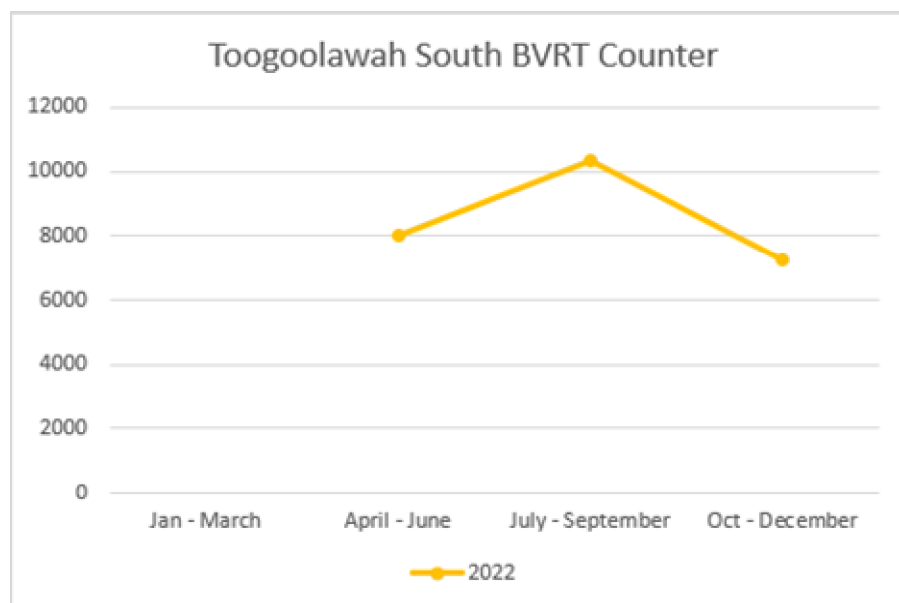
Permits

	Jan-223	Jan-22
Land Access Permit	9	51
Property Access Applications	14	12
National Heavy Vehicle Regulator Permits Processed	7	12

Rail Trail Counter Charts for October to December







Day Labour Works

Completed Projects through 2022:

- Rose Street, Kilcoy - Kerb and Channel
- South Street, Esk - Footpath and childcare entrance
- Sandy Creek walking Track, Esk – repair works
- Memorial Park, Esk – Footpath Replacement
- Mack Street, stage 2, Esk – Kerb and channel and road works
- Patrick Street, Lowood – Kerb and channel, footpath and roadworks
- Copley Lane, Sandy Creek Bridge, Crossdale
- Wade Street, Kilcoy – Kerb and Channel and Road
- William Street, Kilcoy – Traffic islands and road works
- Mt Tarampa Road – Rehabilitation – Stabilisation
- Rail Trail heads, Esk to Toogoolawah
- Ipswich Street, Esk – Footpath – Club hotel to Peter Street
- Ipswich Street, Esk – Streetscape – Footpath Stencil
- Cairnsroft Street, Toogoolawah – Footpath
- Rail Trail, Esk to Toogoolawah
- Gunyah Street, Toogoolawah – Drainage
- George Street, Linville – Footpath
- Abbotsford Street, Toogoolawah – Footpath
- Fulham Street, Toogoolawah – Footpath
- Mangerton Street, Toogoolawah – Footpath, kerb and channel and drainage
- Banks Creek Road, Fernvale – Kerb and channel, footpath, and drainage
- Creek Street, Esk – Culvert and open channel works

Projects underway:

- Prospect and William Street, Lowood - stormwater installation - ongoing
- Esk Crows Nest Road Stage 1 - ongoing
- Gregors Creek Road culvert upgrade – demolition and construction have begun
- Western Branch Crossing #35 - ongoing
- Colinton Street, Braemore – Works have begun - Form and seal section of road
- McConnell Street, Braemore – Works have begun - Form and seal section of road
- Glamorgan Vale Road – Minor Works – Rehabilitation has begun

Ongoing projects

- Mowing and slashing works on Council and DTMR
- Crews continue to complete CSR's
- Maintenance to flood affected roads continues throughout the region with a focus of attending to unformed or unused roads
- General maintenance of Council's civil infrastructure

RFQs and Contracts Awarded

- Contract 1269 – CSR Priority Roads North awarded 20 December 2022 to Brown Contractors (G and R Brown and Sons Pty Ltd)
- Contract 1270 – CSR Priority Roads South awarded 20 December 2022 to A and M Civil Contracting Pty Ltd

Workshop-Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet.
- The first couple of weeks of January workshop completed Christmas shut down, so workshop has been very busy carrying out various repairs and maintenance on many of council's fleet.
- Mowing season is in full swing so there has been an increase in maintenance and repairs to mowing equipment.
- A new Komatsu wheel loader was delivered in the last week of January and will be fitted out ready to start service in early February. This wheel loader is for the Kilcoy C and M Crew2.
- Quarterly "A" service of all council and SES trailers are continuing this month and will be completed early February.

Workshop – Welding Bay

- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.
- Carry out quarterly electrical test and tag on Councils outside crews portable electrical items.
- Install shelving for storage in a couple of toilet blocks around the region.
- Welding Bay has fabricated five raised field inlets for William Street and Prospect Street, Lowood which are currently at the galvanisers, along with a grate for Coominya Transfer Station.

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes and sealing of patches and pavement repairs over the TMR network.
- Grading of Kilcoy Murgon Road is completed.
- Drainage works on Brisbane Valley Highway is completed
- Vegetation spraying on various TMR roads continue.
- Ongoing signage and guidepost repairs continue throughout TMR network.

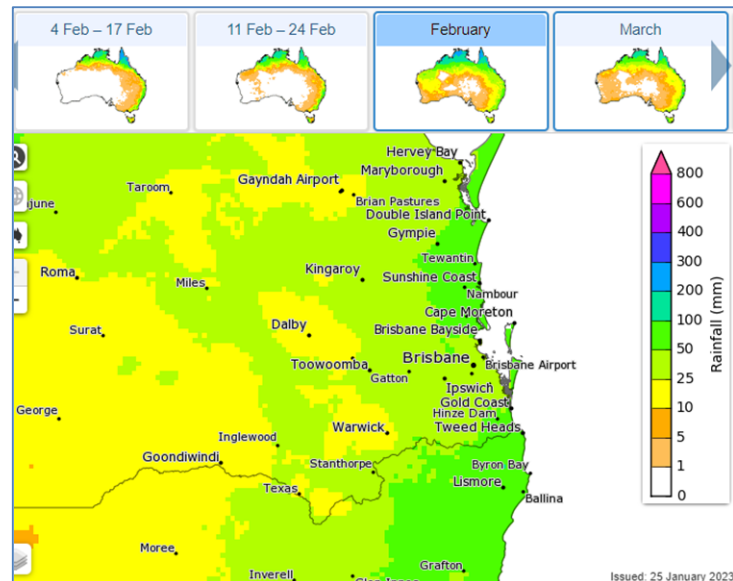
Works carried out by Contractors

- A and M Civil and Browns Contracting continuing with maintenance works and flood damage repairs
- RPQ sealing program on various roads throughout Council and TMR network
- Various other contractors continue to assist with maintenance and flood damage.
- Brick n Pave - Ipswich Street, Esk – Streetscape – Footpath Stencil

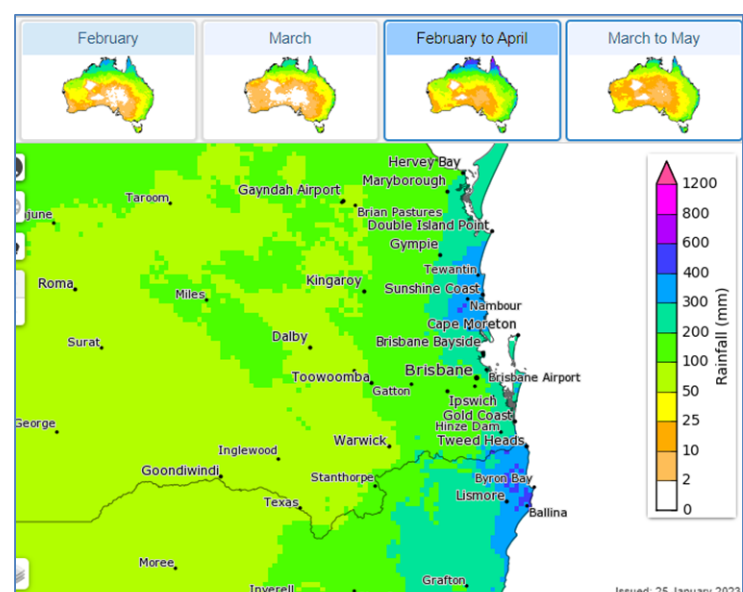
Weather Outlook

February to April maximum temperatures are likely (60% to greater than 80% chance) to be warmer than median for large parts eastern Queensland. February to April minimum temperatures are very likely (greater than 80% chance) to be warmer than usual across most of the country.

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



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



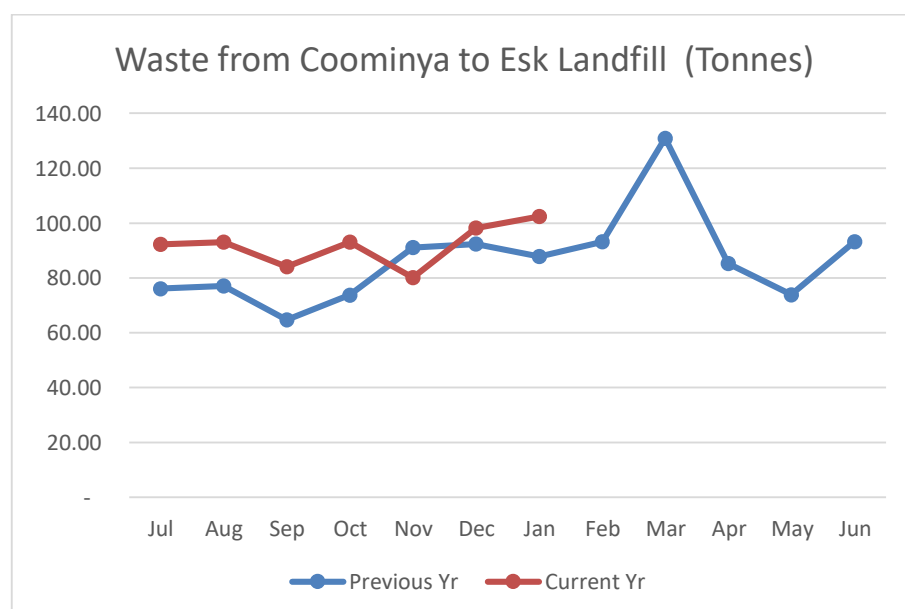
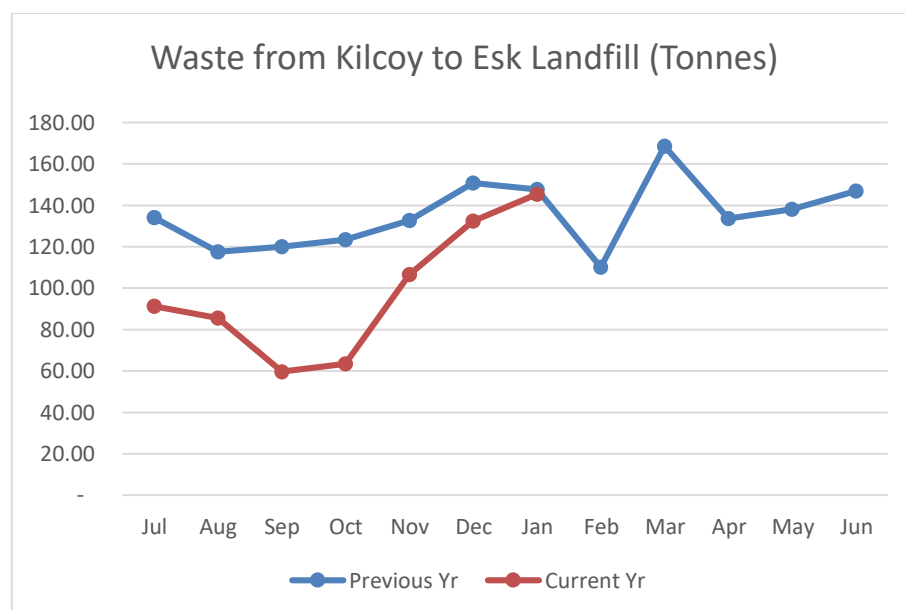
The following activities were conducted in December 2022 and January 2023

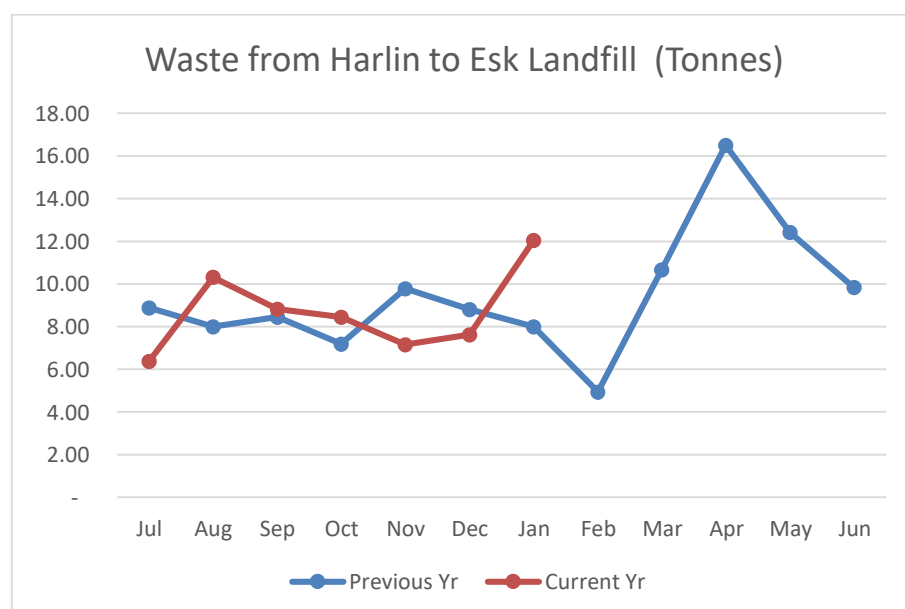
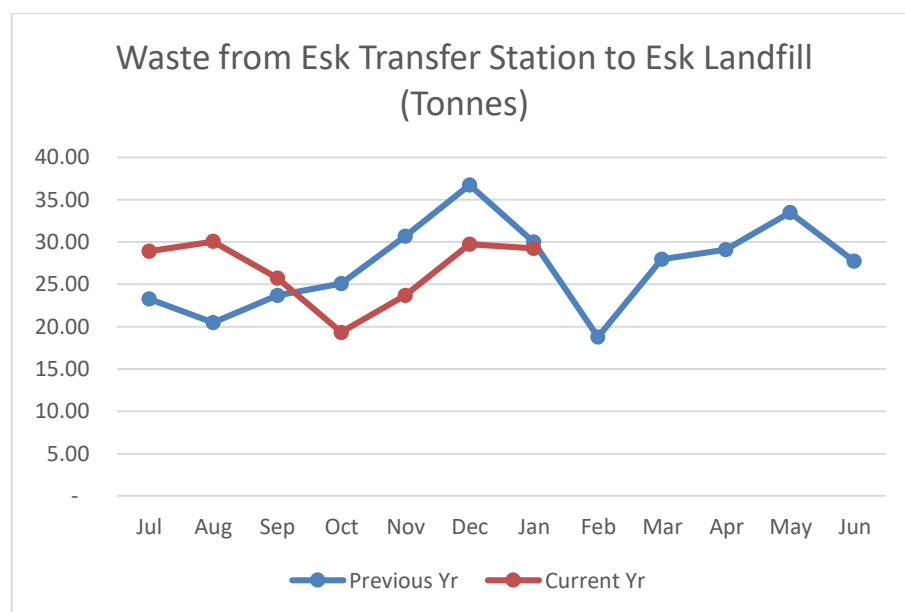
- A new Flood Camera was installed at Walshes Crossing (outside of Kilcoy)

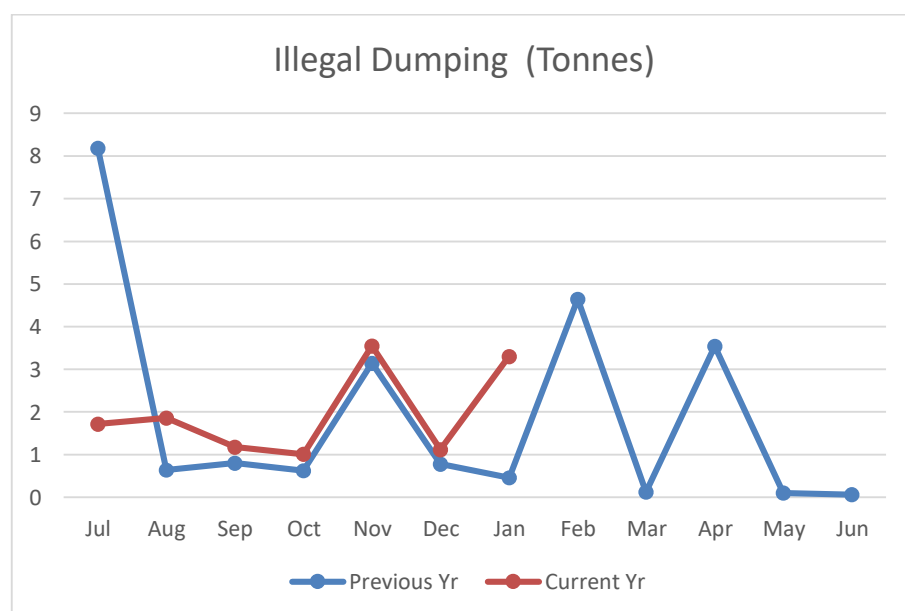
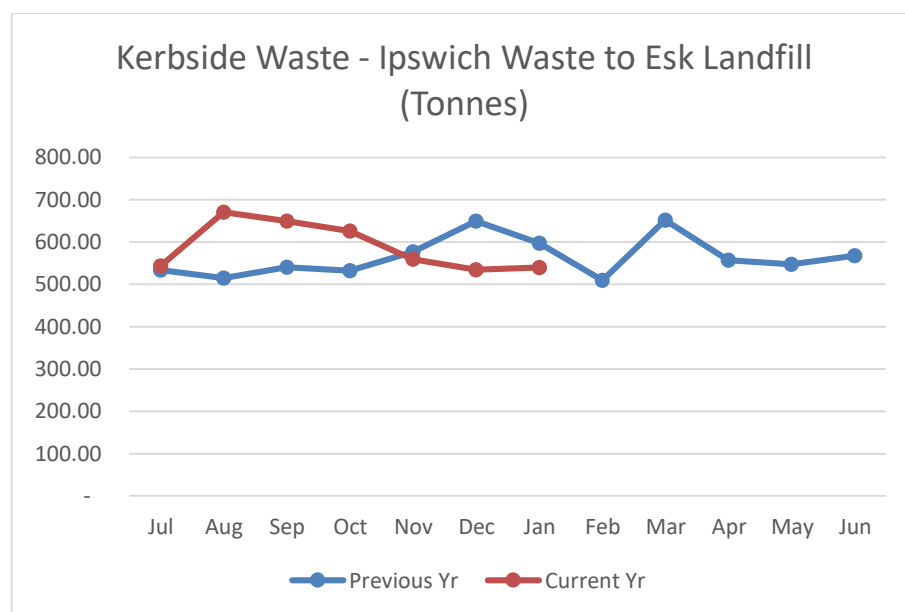
- An additional six (6) CCTV cameras have been installed as part of a Fisheries Grant to monitor rivers and creek susceptible to illegal behaviour. These are now operational in the following areas;
 - Scrub Creek Rd, Scrub Creek
 - Brisbane Valley Highway rest area, Fernvale
 - Fielding Road, Vernor
 - Savages Crossing, Fernvale
 - Twin Bridges, Fernvale
 - Burtons Bridge, Borallon
- Meeting was held with Kilcoy Global Foods to discuss isolation of the area during flooding of Kilcoy Creek and surrounding waterways.
- Discussions held with Metro North Health regarding the Kilcoy Hospital and possible isolation issues during flooding events.
- Further data provided to Queensland Reconstruction Authority for owners applying for the Resilient Homes Fund
- Online meeting held with LGAQ to discuss Emergency Animal Diseases – i.e. Foot and Mouth etc.
- Liaised with Energy Queensland to assist with reconnection of Power to a resident in BrightView. The impacted resident contacted Cr Wendt for assistance. Power was restored prior to Christmas.
- Letters sent to all residents in the Queensland Floodplain Assessment Overlay (QFAO) advising of potential flood risk and instructions on accessing the new Flood Certificate System to find out more detailed information relevant to their property.
- Letters sent to all residents that can be isolated due to flooding in the Brisbane River, with advice on what to do to prepare for extended periods of isolation.
- Additional Bedding ordered for Evacuation Centres, primarily Toogoolawah.

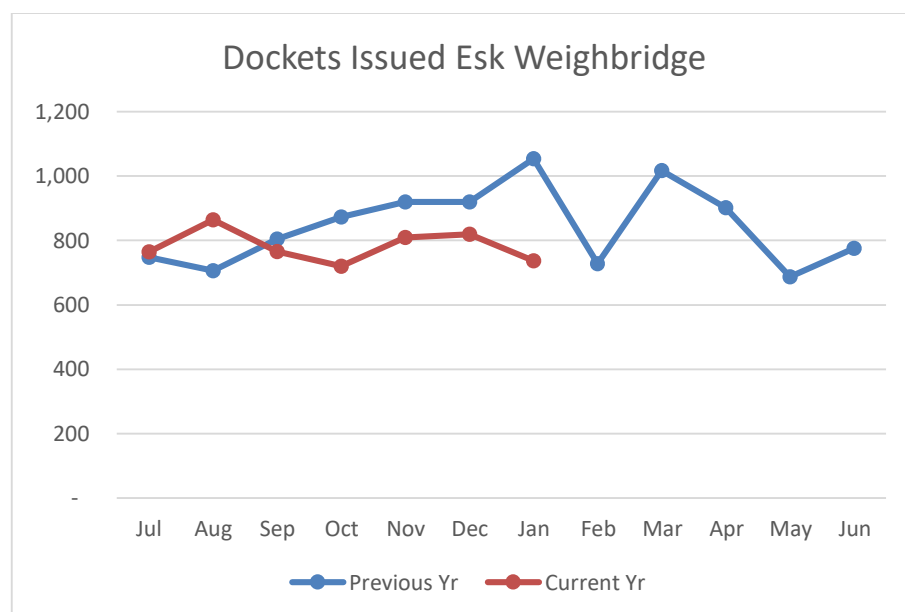
Waste Management

Council is encouraged by the growing demand for additional containers for change locations in our region. This program has proven to be effective in diverting glass and plastic bottles out of the waste stream, allowing these resources to be recycled into new products. It is noted that although the containers for change program is outside Council's responsibility, Officers are discussing the possibility of new locations in our region with the view to support an increase in the number of sites if considered viable.



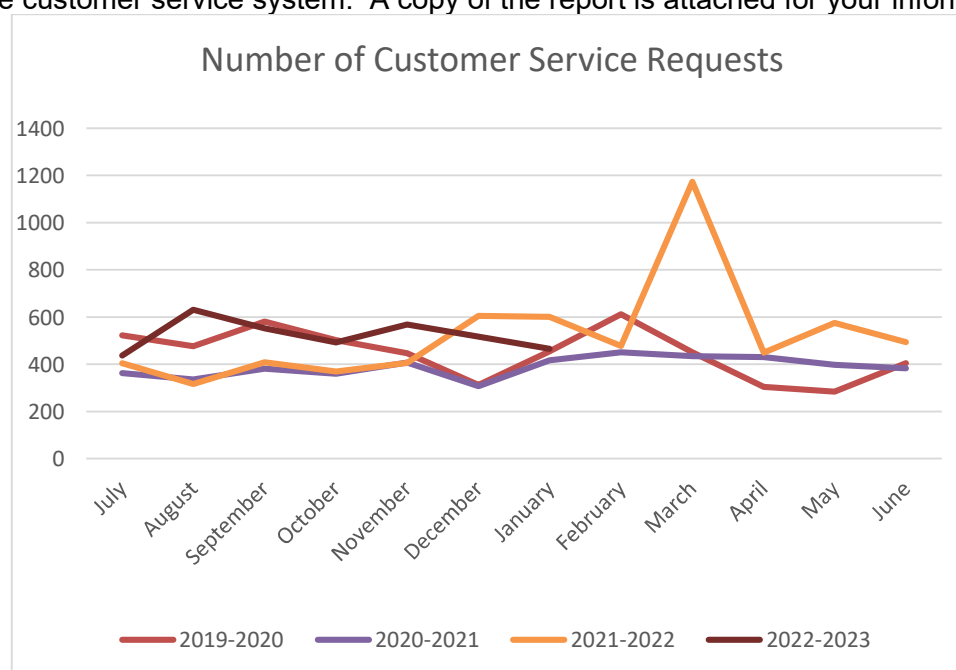


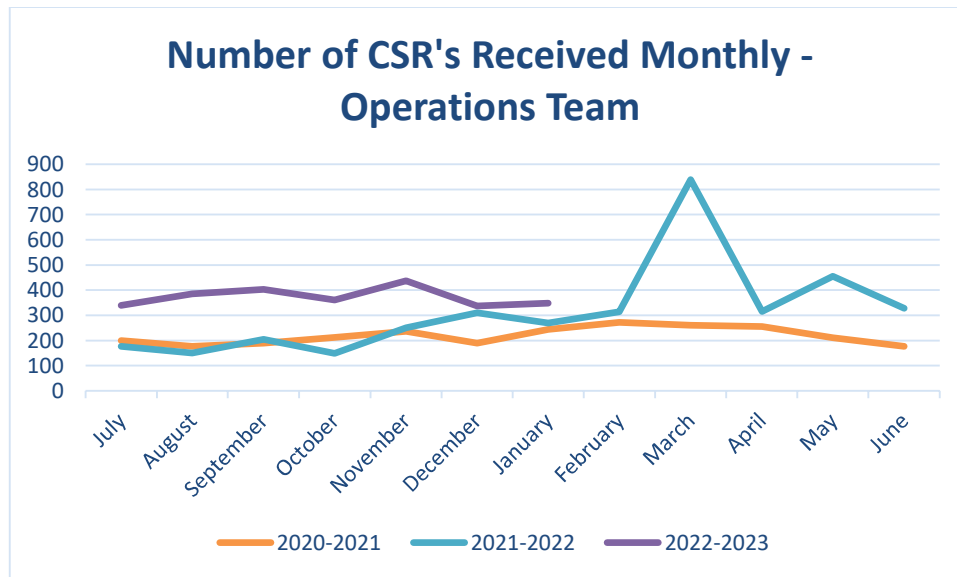




Customer Service Requests

Council received 465 customer service requests for the month of January 2023 on Council's corporate customer service system. A copy of the report is attached for your information.





	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23
Cemeteries	3	1	3	0	2	1	3
Disaster Management	1	0	0	0	0	0	0
Departmental reviews	2	0	1	0	0	0	0
Fences on roadways	0	0	0	1	0	0	1
Illegal dumping clean ups	13	5	10	8	6	12	11
Overgrown Council land	0	0	2	5	3	0	1
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	4	6	6	3	7	3	5
Roads - bitumen	69	56	49	70	56	37	38
Roads - gravel	40	31	46	72	34	20	25
Roads - drainage	10	13	6	2	10	18	23
Roads - culverts	3	4	2	6	1	7	3
Roads - vegetation	31	16	9	10	32	36	36
Roads - footpaths	6	5	4	1	1	5	13
Roads - linemarking	1	1	0	0	0	1	1
Roads - bridgework	1	0	0	0	0	0	0
Roads - traffic furniture	18	23	9	5	19	15	27
Rural Property Number	12	5	1	2	5	9	6

Stormwater issues within private properties	3	2	4	3	2	2	3
Waste management	2	6	0	6	0	0	2
Wheelie bins	0	0	0	0	0	0	0
Cancellation of extra services	1	22	30	5	5	5	4
Damaged lids and wheels	10	29	16	12	11	9	11
Replacement Split Bins	19	41	27	23	21	15	23
New Services	28	19	13	24	18	19	15
Extra services	7	7	8	5	3	5	3
Stolen/Non Delivery of New Bins	7	65	99	37	112	44	10
Missed services	4	3	13	14	8	6	2
Contractor requests/complaints	1	1	9	0	0	0	3
Facilities	0	0	0	0	0	0	0
Air conditioning	1	0	2	1	0	2	1
Carpentry, painting, tiling and flooring	2	1	4	6	7	11	5
Electrical	5	4	4	4	6	13	8
Equipment, furniture and fixtures	9	7	3	10	8	8	11
Grounds maintenance	1	1	2	5	10	2	4
Pest Control	0	0	0	1	1	0	2
Plumbing	14	11	11	15	29	16	31
Roofing and guttering	1	0	1	2	2	2	0
Security, locks and CCTV	5	0	1	3	4	5	4
Signage	0	0	2	1	3	1	3
Vandalism	4	0	4	6	7	2	6
Cleaning	1	0	2	1	4	6	4
	339	385	403	369	437	337	348

Attachments

Customer service report for January 2023 – attachment 1

Recommendation

THAT Council receive the Operations Report for January 2023 and the contents noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Choat

“THAT Council receive the Operations Report for January 2023 and the contents noted.”

Carried

Vote - Unanimous

Subject: Operational Plan 2nd Quarter Review 2022-23
File Ref: Operational Plan
Action Officer: DCORP

Background/Summary

The Operational Plan for Somerset Regional requires reviewing at each quarter to determine progress of the items within the Plan. The 2022/23 plan was developed at a similar time to the Budget and has a close alignment with the Budget. The 2nd Quarter review contains feedback from all officers who were responsible for items within the plan. To help interpret the report outcomes Council officers have updated the traffic lights within the report.

The 2nd Quarter review contains feedback regarding the progress of items within the current year's operational plan. Generally, the progress of the action items within the Operational Plan 2022/23 for this time of year is progressing well. Items within the Plan are progressing well across the board and are shown as being "on track". Officers tasked with responsibility for ongoing operational items are managing and progressing those items as expected.

Attachments

Attachment 1 – Operational Plan 2022-23 Quarter 2 Review

Recommendation

THAT Council receive the Operational Plan 2022-23 Quarter 2 review (Appendix 1) and note the progress of the action items within the plan.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

"THAT Council receive the Operational Plan 2022-23 Quarter 2 review (Appendix 1) and note the progress of the action items within the plan."

Carried

Vote - Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Brieschke – Councillor Report

January

18 Ordinary Council Meeting
 Council Workshop Meeting

19 Powerlink Community Consultation, Moore Soldiers Memorial Hall

20 Funeral of the late and past Councillor Simeon Lord

- 24 Council Information and Training Day – Coronation Hall, Somerset Dam Village
- 26 Citizenship Ceremony, Somerset Civic Centre
- Australia Day Awards, Somerset Civic Centre
- 27 Inspection of property
- 28 SRC Strategy Workshop
- February
- 04 Somerset Dam and District Neighbourhood Watch meeting, Coronation Hall
- 06 The Condensery Advisory meeting, Toogoolawah
- Toogoolawah Local Ambulance Committee meeting

Australia Day, 26 January was a great day for the Somerset Region and I would like to congratulate the 18 people who pledged their Australian Citizenship at the Somerset Civic Centre

I would also like to congratulate and express my appreciation of our 2023 Somerset Australia Day Award recipients:

Tom Allen - Citizen of the Year

Tahryn Anderson - Young Citizen of the Year

Margaret Philp - Arts and Culture Award

Esk Community Op Shop - Community Group of the Year

Esk Garden and Lifestyle Fair - Event of the Year

We are so fortunate to have so many champions and volunteers in our region who contribute to making our communities a great place to live.

Cr Gaedtke– Councillor Report

January

- 18 Ordinary Council Meeting - Kilcoy
- 18 Council Workshop – Kilcoy
- 20 Department of State Development, Infrastructure, Local Government & Planning – Brisbane
- 24 Council Information and Training Day – Coronation Hall, Somerset Dam Village
- 26 Citizenship Ceremony & Australia Day Awards – Somerset Civic Centre
- 26 Kilcoy Australia Day Races
- 30 Council Strategy Day – Kilcoy

February

- 02 Brisbane Valley Heritage Trails Committee Meeting
- 02 Meeting with Kilcoy Chamber of Commerce
- 02 Meeting – Kilcoy Multicultural event
- 06 Lowood State High School – Leadership Induction Ceremony
- 06 Friends of Stonehouse – Subgroup meeting
- 06 The Condensery Advisory Committee Meeting – Toogoolawah

The Lowood State High School delivers high quality educational opportunities and outcomes that enable all students to experience success, and this was very evident at the Leadership Induction Ceremony. Congratulations to all the students and staff on their achievements.

Cr Choat – Councillor Report

January

- 01 Mass St Brendan's Catholic Church
- 18 Council Ordinary Meeting and Workshop – Kilcoy Explore Centre
- 20 Funeral former Cr Simeon Lord - Camp Duckadang

- 21 Lowood Free Masons' Dinner
- 22 Mass St Brendan's Catholic Church
- 24 Council Information and Training Day – Coronation Hall, Somerset Dam Village
- 26 Australia Day Citizenship Ceremony and Australia Day Awards- Civic Centre Esk
- 26 'Kilcoy Gift' Race Day - Kilcoy Race Club
- 30 Council Strategic Planning Day – Kilcoy Explore Centre
- February
- 05 Mass St Brendan's Catholic Church
- 06 Greening Lowood Executive Briefing and Committee Meeting – Lowood Golf Club

Cr Whalley – Councillor Report

I would like to acknowledge the Australia Day effort from the Brisbane Valley Rail Trail Users group, with a record nomination of 450 riders and the amount people that they bring out to the region it's a big effort that they put in each and every year to deliver the event. The same can be said of the Kilcoy Race Club they put on not just horse races but sprints and mini trots. They are promoting this region every time they put on the event. A hearty congratulations to all these people.

Cr Wendt – Councillor Report

December 2022

- 15 Ordinary Council Meeting – Kilcoy
- Workshop Meeting – Kilcoy
- Somerset Council Christmas Party – Kilcoy

January 2023

- 16 Fernvale Residents Inc – Fernvale
- 18 Ordinary Council Meeting – Kilcoy
- Workshop Meeting – Kilcoy
- 23 LGAQ Resolution Number 122 Discussion (Waterway Restoration Post Natural Disaster) – Teams
- 24 Council Information and Training Day – Coronation Hall, Somerset Dam Village
- 26 Australia Day Citizenship Ceremony and Australia Day Awards – Esk
- 30 Council Strategy Day – Kilcoy

Mayor's Report of Activities from 23 November 2022 to 8 February 2023

Ref - Governance - Reporting - Reporting - Mayor and Councillor Reports

November	
Thursday, 24 November 2022	Traffic Safety Advisory Committee, Kilcoy Your Town promotion Draw, Fernvale
Friday, 25 November 2022	SEQ Regional planning Committee Meeting, Brisbane
Monday, 28 November 2022	Prebriefing with LGAQ, TEAMS COMSEQ Waste portfolio, TEAMS
Wednesday, 30 November 2022	Lowood Futures Strategy and Stakeholder discussion, Lowood
December	
Thursday, 1 December 2022	1pm Meeting with Queensland Police Service, Esk 3.30pm Lockyer Valley Water Collaborative Meeting, Gatton
Friday, 2 December 2022	6.30pm Somerset State Emergency Service Breakup
Saturday, 3 December 2022	9am QCWA morning Tea, Kilcoy

	10.30am photo shoot with Shayne Neumann MP, Kilcoy
Sunday, 4 December 2022	2.30pm Esk Community Choir Christmas Concert
Monday, 5 December 2022	1.30pm Cybersecurity training, TEAMS 5pm Somerset Volunteers Christmas Famil
Tuesday, 6 December 2022	6.30pm Toogoolawah state School Award Ceremony
Wednesday, 7 December 2022	6pm Prenzlau State School Awards night
Thursday, 8 December 2022	9.30am meeting with Telstra, Esk 10.30am Radiation health, Esk
Friday, 9 December 2022	11am Somerset Christmas Lights winners presentation, Esk 12.30pm Meeting with Urban Utilities 2.30pm SEQCMA annual general meeting, TEAMS
Saturday, 10 December 2022	10am Lowood Swimming Pool opening. 4pm Prenzlau rural Fire Brigade break up
Monday, 12 December 2022	12.30pm City Deals meeting, TEAMS
Tuesday, 13 December 2022	6.30pm SWFSA break up, Glamorgan Vale
Wednesday, 14 December 2022	10.30am Radio interview ABC Southern Queensland 3.30pm Meeting with Minister Bailey, Brisbane
Thursday, 15 December 2022	Council Meeting, Kilcoy
Saturday, 17 December 2022	Local Ambulance Committee break up, Lowood
Sunday, 18 December 2022	Coolana Christmas Carols, Coolana
January	
Wednesday, 18 January 2023	Council Meeting, Kilcoy
Friday, 20 January 2023	Attended funeral of Simeon Lord, Mt Stanley
Saturday, 21 January 2023	SWFSA fingerlings release, Somerset Dam
Monday, 23 January 2023	Meeting with LGAQ to progress motion
Tuesday, 24 January 2023	Council Information and Training Day – Coronation Hall, Somerset Dam Village
Thursday, 26 January 2023	5.30am Start BVRT Users Association Bike ride 9am Citizenship and Australia Day Awards, Esk 1pm Australia Day Races, Kilcoy
Friday, 27 January 2023	9am Inspection of building 10.30am Meeting with SEQWater
Monday, 30 January 2023	Council Strategy Day
February	
Wednesday, 1 February 2023	Bendigo Bank 13 th birthday celebration, Lowood
Thursday, 2 February 2023	DSDLIGP Survey completion, TEAMS 3pm – Lockyer Valley and Somerset Water Collaborative meeting, Gatton
Monday, 6 February 2023	9am Greening Lowood Meeting, Lowood 1pm The Condensery Advisory Committee
Tuesday, 7 February 2023	12pm Healthy Land and Water 3.30pm Meeting with Welco, Esk

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“THAT the verbal and written reports of Mayor Lehmann, Cr Brieschke, Gaedtke, Choat, Whalley and Wendt be received.”

Carried

Vote - Unanimous

Receipt of Petition

Nil

Consideration of notified motions

Nil

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings**Resolution**

Moved – Cr Whalley

Seconded – Cr Gaedtke

““THAT officers bring a report back to a future meeting of Council associated with opportunities for the opening of a trail from Brisbane City to Fernvale.”

Vote - Unanimous

Carried

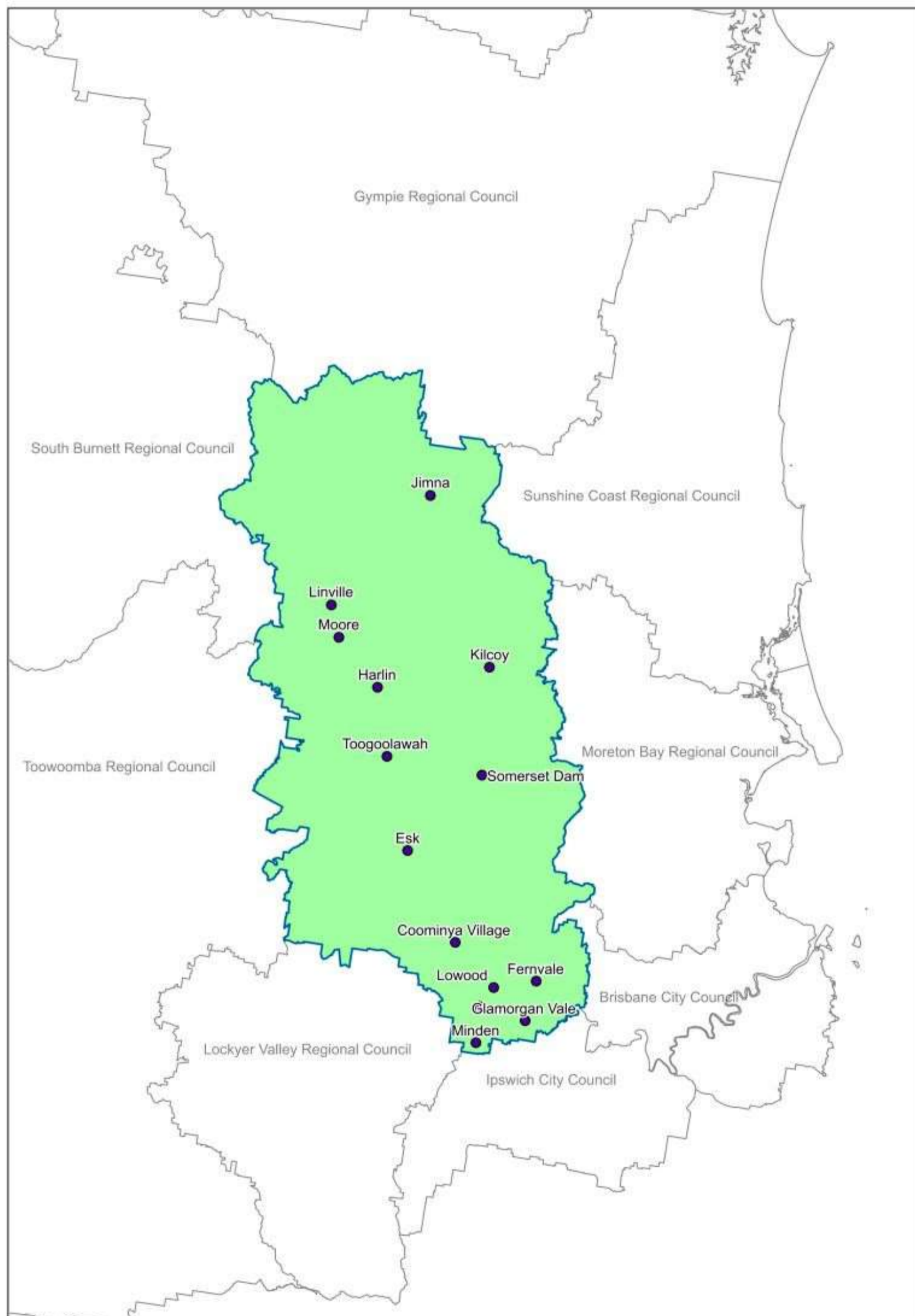
Closure of Meeting**Summary**

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 9.42am.

Appendix 1



OPERATIONAL PLAN 2022 – 2023





Introduction

The 2022/23 Operational Plan outlines the activities and services that as an organisation Council will deliver this year towards implementing the objectives of the Corporate Plan 2021 -2026.

Somerset Regional Council's Operational Plan is an integral cog in the wheel that drives our Corporate Planning and the organisations performance. The Operational Plan is funded through Council's annual budget and sets the years direction for each of Council's Departments. The Operational Plan articulates Council's commitment to key projects, services, activities and measures the success and areas of responsibility for 2022 - 23. Council is required to report quarterly on the progress of all operational plan.

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

The alignment of the Corporate Plan 2021 - 2026 and the Operational Plan for 2022 - 23 is centred on the key themes of Natural Somerset, Vibrant Somerset, Prosperous Somerset, Well Planned Somerset and United Somerset. These five themes guide Council's focus over the next five years and have a number of outcomes and strategies. The Corporate Plan assists in the identification of priorities, and is used to balance the delivery of services and projects within available resources.

Our Vision

The Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Our Mission Statement

To provide leadership in making locally-responsive and informed decisions, focussing on our customer's needs to deliver the highest-quality efficient services and facilities to all communities of the Somerset region.

Our Five Core Values

Our values govern Council's actions and how we serve the communities of the Somerset region. Our five core values are:

1. Positive Interactions

We encourage positive interactions within the organisation and externally, and our relationships are based on integrity, honesty, openness, accountability and equity.

2. Community Champions

As community champions we will provide a foundation for long-term growth and prosperity while providing flexibility to respond to the changing needs of our community.

3. Empowered Workforce

As an organisation, we aim to provide a safe environment for our employees to further develop their productive capacity through the acquisition of skills, teamwork, empowerment and participation in the decision-making process.

4. Safety STAR (Stop, Think, Act, Review)

We recognise that to function efficiently and effectively our organisation and community must feel safe. In doing so, we will take the necessary time to stop and think, take appropriate action to protect our people, and review our processes in the spirit of continuous improvement.

5. Excellence

We encourage our elected representatives, employees, our community champions and our customers to be actively involved in our quest for excellence – meeting or exceeding our community's needs and expectations at the lowest cost possible.

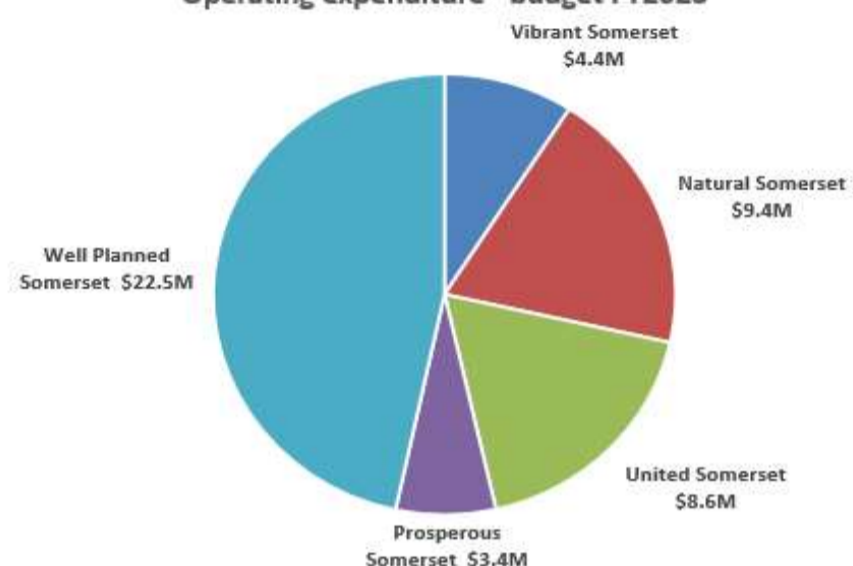
Managing Risks

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

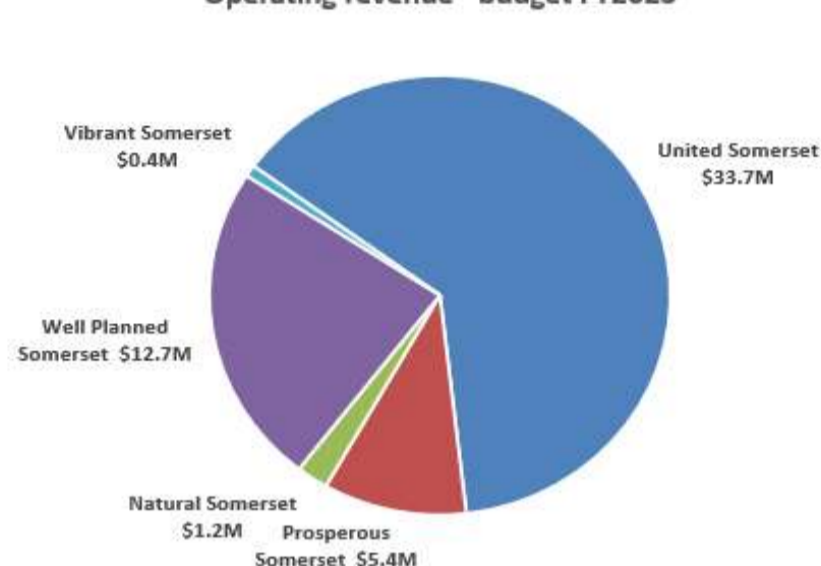
Linking the Operational Plan to the budget

To achieve the strategies and activities contained within the key Corporate Themes, the Operational Plan is financed through the 2022-23 budget and commits Council to the allocation of resources to ensure service delivery is undertaken and completed within the year. Financial performance is monitored throughout the year with monthly reports to Council and periodic budget review undertaken to account for new information as it comes to hand.

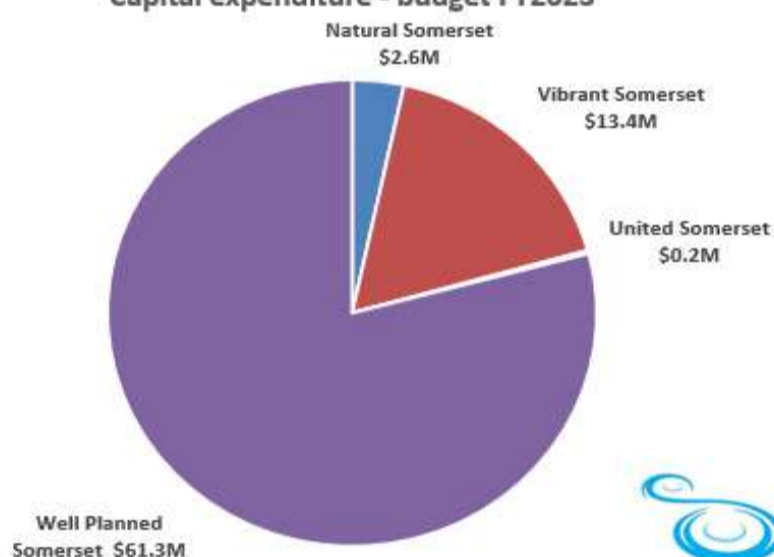
Operating expenditure - budget FY2023



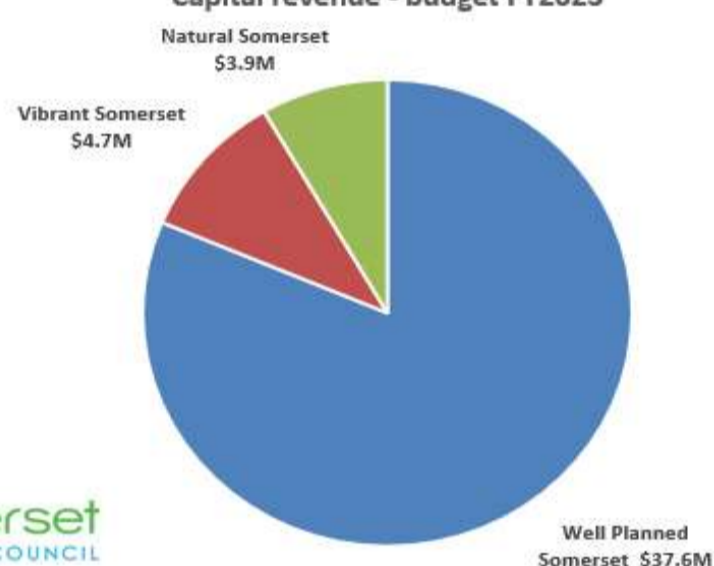
Operating revenue - budget FY2023



Capital expenditure - budget FY2023



Capital revenue - budget FY2023



2022 - 23 Operational Plan

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

Corporate Plan Theme		NATURAL SOMERSET							
Corporate Plan Theme Description		A place where the natural environment, scenic beauty and rural lifestyle are valued and protected							
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
1	Promote the lakes, valleys, mountains, rivers and natural heritage in the Somerset region’s branding, marketing and development.	Engage with the SEQ Water to address water, landcare, rivercare and related issues	Active advocacy through relevant SEQ Water representatives and the Board.	Inform	Progress options for Comorant Bay Café and mid-Brisbane public use areas, and other relevant matters with SEQ Water.	Office of the Mayor and CEO	CEO		SRC has received initial draft from consultant investigating options for Comorant Bay (Seqwater funding 50% of cost). Council will now organise a meeting with SEQ in Qtr 3 to progress options. Options report for Twin Bridges has been prepared and Council has lodged an Expression of Interest via flood recovery grants - outcome of grant unknown.
2	Protect and utilise our economic assets including our agricultural land, forests and other natural resources.	Engage with agricultural and forestry sectors via Council Advisory Committees to protect and enhance economic opportunities.	Participation via these sectors in Council Advisory committees, such as the EDTAC and LDMG.	Inform	Positive Interactions with sectors in protecting and utilising agricultural, forests and natural assets	Office of the Mayor and CEO	CEO		Ag sector continues to be engaged with EDTAC. Council has delivered targeted events to assist to our rural community. Actions remain in Council flood recovery and resilience plan.
		Work with Council of Mayors to address forestry, landcare, rivercare and related issues	Active advocacy through Council, regional organisations and Associations	Inform	Participation in South East Queensland (SEQ) Council of Mayors according to resources and priorities	Office of the Mayor and CEO	CEO		Council actively participates with SEQCOM. Resilient Rivers remains an important program to our region with ongoing works requested.
		Engage with the State Environment and Water Ministers to address forestry, landcare, rivercare and related issues	Where appropriate, advocacy through relevant State Government Departments and Ministers	Inform	Positive Interactions with State Departments and Ministers	Office of the Mayor and CEO	CEO		Council continues to participate in SEQCOM resilient rivers with works in progress in the region. Council maintains its membership with Healthy Land and Water and participates in the Executive committee.
		Engage with Commonwealth Environment Minister to address forestry, landcare, rivercare and related issues	Where appropriate, advocacy through relevant Commonwealth Government Departments and Ministers	Inform	Positive Interactions with Commonwealth Departments Agencies and Ministers	Office of the Mayor and CEO	CEO		Council through the SEQ City deal works actively to attract funds for resilient rivers and the Lockyer Somerset Water Collaborative (LSWC). Good progress has been made via LSWC and confident of release of City deal funds soon.
3	Implement contemporary and practical strategies to minimise the environmental impact of Council’s operations and facilities.	Offset the environmental impacts of Council’s Capital Works Program.	Deliver proportionate offsets as per Council’s Offset Policy OP019.	Inform	Offsets are delivered in alignment with Council’s strategic environmental priorities.	Planning and Development	NRMO		Contracts in place for delivery of 22/23 FY Offsets on the Brisbane Valley Rail Trail.
4	Encourage the State and Federal Governments to support a range of natural resource enhancement activities including re-forestation, land care, riparian restoration and carbon reduction initiatives.	Maintain an Environmental Levy in the Budget	Adopt an Environmental levy during the 2022/23 Budget process	Inform	Adoption of an environmental levy by 31 July 2022	Finance	DFIN		An environmental special charge recommendation was presented to Council and adopted on 8 June 2022
5	Take an active role in the maintenance and enhancement of the region’s natural resources through targeted expenditure of the environment levy and other resources	Facilitate collaborative investment with key internal and external partners	Deliver: • Projects under the Resilient Rivers initiative • Somerset Recovery and Resilience Program ('Green Army').	Involve	Program delivery in alignment with Project Plan deliverables.	Planning and Development	NRMO		Resilient Rivers Project proposals submitted to Council of Mayors (SEQ) for funding consideration. Somerset Green Army Team completed.
		Promote and deliver community engagement activities.	Deliver: • Free Tree Program • National Tree Day • Land for Wildlife Program.	Inform	Delivery of Free Tree days; National Tree Day; Increase community participation in Land for Wildlife	Planning and Development	NRMO		Delivery in accordance with anticipated timeline/s.
		Deliver direct investment opportunities for homeowners in partnership with Seqwater.	Deliver the On-site Wastewater Mitigation Program.	Inform	Program delivery in alignment with Project Plan deliverables.	Planning and Development	SBC		Glamorgan Vale phase of the program has currently slowed due to resourcing constraints..

Corporate Plan Theme		NATURAL SOMERSET							
Corporate Plan Theme Description		A place where the natural environment, scenic beauty and rural lifestyle are valued and protected							
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
6	Support educational programs which promote the importance of preserving the region’s natural features and opportunities for carbon reduction initiatives.	Coordinate and support regionally significant initiatives, including: • Land for Wildlife • South East Queensland Fire and Biodiversity Consortium • Healthy Land and Water (regional NRM) • Council of Mayors (SEQ) – Resilient Rivers.	Active participation in relevant forums.	Inform	Maintain membership and delivery of: • Land for Wildlife • SEQ Fire and Biodiversity Consortium • Healthy Land and Water (regional NRM) • Council of Mayors (SEQ) – Resilient Rivers.	Planning and Development	NRMO		Continued representation at respective forums and specific engagements.
7	Support long-term financial planning, asset management, strategic planning, emergency management and other Council processes through a considered understanding of regional conditions, including bushfire risk, flooding, and climatic change.	Review key evacuation routes and identify any risks that need addressing.	Preparation of an itemised list of prioritised maintenance and capital improvements on key evacuation routes.	Inform	Identified works actioned or programmed.	Operations	DMO		Project commenced through work undertaken as part of the review of the Local Disaster Management Plan and its sub-plans, specifically Sup Plans 1.03 and 1.17.
		Review, implement and report on the progress of the outcomes of the Local Floodplain Management Plans.	Progression of action items identified in the flood studies.	Inform	Annual progress report.	Operations	DOPER		Outcomes from the Local Floodplain Management Plans is progressing. Report summarising actions to date on all flood and overland flow studies being prepared and will be presented to Council prior to the endof the financial year.
8	Protect and maintain the natural assets and community amenity through the implementation of Local Laws and environment legislation.	Investigate and take necessary actions on environmental protection complaints.	Environmental Health compliance services are provided.	Inform	All complaints investigated within specified time frames.	Planning and Development	ESM		Complaints investigated within timeframes.
9	Reduce the impacts of invasive plants and animals through Council’s Biosecurity Plan – Invasive Plants and Animals.	Implement Council's Biosecurity Plan for invasive plants and animals.	Implementation of the strategic actions in Biosecurity Plan.	Inform	Successful delivery of the Biosecurity Plan strategic actions.	Planning and Development	ESM		Ongoing implementation of strategic actions.
10	Take a long-term view of waste management issues to ensure the best outcomes for the Somerset Region.	Develop master plan for waste transfer stations to improve recycling opportunities, diverting more waste streams from general landfill.	Concept designs prepared and costed.	Inform	Concept designs complete and ready for grant funding opportunities.	Operations	DOPER		Consultant engaged and preparing master plan for each of the transfer stations. Draft master plans received from consultant and feedback from officers supplied back, preparation of final draft now underway.
		Continue to operate the existing waste cell at Esk Landfill with the procedures and site based management plan	Maximise the utilisation of cell space to extend the life of the cell	Inform	Operation in accordance with Environmental Protection Agency (EPA) Licence	Operations	DOPER		The introduction of kerbside recycling will extend the life of the landfill as recyclable material will no longer be taken to landfill.
		Communicate with neighbouring Councils on the progress of waste management issues	Continue to seek opportunities with neighbouring Councils to improve waste management practices	Inform	Participation with key agencies such as SEQ Council of Mayors Waste Working Group.	Operations	DOPER		Council Director Operations and Mayor continue to participate in the CoMSEQ Waste Management Group and sub-committees.
		Review and update Council's Waste Reduction and Recycling Plan in accordance with contemporary practices.	Keep abreast of recent developments and investigate options	Consult	Preparation of Waste Reduction and Recycling Plan 2023-2027	Operations	DMO		Council contributed to the SEQ Waste Management Plan which will form the basis of the update of Councils Waste Reduction and Recycling Plan.
11	Make parks and gardens an integral part of future growth management plans.	Review and update Council's Parks and Gardens asset hierarchy.	Updated asset register for all existng parks.	Inform	All existing parks are identified by their hierarchy.	Operations	MES		Internal review underway.
		Develop a vision for regional, neighbourhood and local parks and gardens	Parks provision and infrastructure guidelines	Consult	Guidelines progressed and presented to Council for adoption.	Operations	DOPER		Project behind schedule due to resource limitations.

Corporate Plan Theme		VIBRANT SOMERSET							
Corporate Plan Theme Description		An integrated and welcoming place with something for everyone							
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
12	Facilitate well-planned and aesthetically-pleasing town and village gateways that enhance the look, feel and appeal of our individual communities.	Develop town and village entrance guidelines	Master plans for each town and village.	Involve	Level of engagement	Operations	MES		Project commencement delayed due to staff resignation, however, anticipate no impact to Q4 delivery.
		Oversight of the Somerset tourism strategy with direct themes to link to this Corporate Plan strategy.	Referring to Tourism Strategy - Progress the preparation of a town centre enhancement and wayfinding strategy.	Inform	Prepare a strategy which identifies streetscaping and place-making initiatives to enhance the entrance to Somerset's towns and villages and support with consistent branded town entry statement signage and clear and simple directional signage at strategic junctures throughout the region.	Office of the Mayor and CEO	CEO		Council has adopted the Lowood Future strategy. Council is likely to progressively undertake a similar strategy for major towns over future years. Council has commenced its marketing strategy which will further assist with this activity. Council has called quote from suitable applicant to assist with wayfinding signage review.
13	Identify, deliver and grow opportunities for arts, cultural expression and the development of creative industries.	Raise the awareness of local, state and federal funding opportunities and support to our local creatives	Awareness and access to grants, resources and support through the delivery of Federal, State and RADF grants program	Inform	Opportunities promoted in arts newsletter and RADF grant budget 100% allocated	Corporate and Community Services	MAC		Free community arts grant writing workshop offered in 2023 as part of Arts networking event. RADF continues to be well subscribed.
		Progress infrastructure concepts and identify funding pathways that develop the regions arts and cultural facilities.	Engage feasibility study and identify potential funding streams.	Inform	Condensery feasibility study undertaken and funding streams identified.	Corporate and Community Services	MAC		Industry approved gallery lighting installed at The Condensery. Awaiting funding opportunity for Toogoolawah Gateway project.
		Align council's cultural venues and create platforms for artistic and cultural collaboration, networking, resource & knowledge sharing and professional development	Deliver regular quality arts and cultural opportunities via the regions premier cultural venues - The Condensery and Somerset Civic Centre.	Engage	Develop community knowledge, skills and experiences and improved usage of cultural facilities venues and spaces.	Corporate and Community Services	MAC		Ongoing delivery of community and professional development workshops continues. Workshops offered via the Learning and Engagement role at The Condensery have exceeded initial participant target of reaching 500 children and young people, with the final figure expected to be more than double the initial target.
		Improve profile and capacity of cultural facilities.	Adopt a Somerset Arts brand, improve marketing and implement a communications strategy for more effective promotion of arts, heritage & cultural events & activities.	Inform	Adopt a Somerset Arts brand, improve marketing and implement a communications strategy for more effective promotion of arts, heritage & cultural events & activities.	Corporate and Community Services	MAC		Brand identity for Somerset Civic Centre adopted. Plans for brand roll out and improved exterior signage at the Civic Centre in adoption and approval process.
		Support community driven events that encourage broad participation and build new audiences for the arts	Successful delivery of events and increased profile of arts and growth in audience numbers	Engage	Increased collaborations, partnerships and networking across arts and cultural organisations	Corporate and Community Services	MAC		Triannual Arts Network events confirmed for 2023 which include the offering of free community workshops on subjects such as how to apply for grants and arts event management for community groups.
14	Embrace and promote the Somerset region's heritage, to incorporate both Indigenous and European cultural heritage.	Connect people and community to the regions diverse history and cultures through engagement and participatory experiences	Initiate projects across cultural venues, libraries and recreational facilities to promote the regions shared heritage and cultural assets to new audiences	Engage	Increased participation and promotion of regions indigenous heritage and shared multicultural history.	Corporate and Community Services	MAC		Final stage of Somerset Libraries local history collection assessment and Brisbane Valley Rail Trail oral history project.
15	Develop and deliver contemporary library spaces, services and resources which facilitate leisure, connection and learning assisting in meeting the recreational, information and cultural needs of the Somerset region's residents.	Provide modernised library services which meet current and emerging needs of our communities	Well maintained and accessible libraries, collection, services and programs	Inform	Compliance with service agreement conditions	Corporate and Community Services	MAC		Continued delivery of innovative events and activities which include storytime sessions offered at pools across the region.
		Inspire community connection and a love of learning.	Programs for skills, technology and learning for the community	Inform	Increase in membership, program attendance and better outreach opportunities	Corporate and Community Services	MAC		Regular events continue to be well attended alongside a reinvigorated school holiday program. Initial stages of library programming integrating with wider Arts & Culture offering.

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Corporate Plan Theme Description		An integrated and welcoming place with something for everyone							
ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
16	Develop and implement an Arts, Culture and Heritage Plan/Strategy incorporating all communities to enhance outcomes for the collaboration of visual art, architecture and design.	Community consultation, development and implementation an Arts and Culture Strategy to reflect the current and future needs of the region.	Approved strategy becomes the baseline for consistent and goal oriented decision making.	Collaborate	Deliver and implement an Arts and Cultural Strategy in 2022–2023 with a view to delivering a body of work reflective of strategy.	Corporate & Community Services	MAC		Draft Arts & Culture strategy completed and to be presented in Council workshop.
17	Facilitate community access to the wide range of sport and recreational pursuits available in the Somerset region.	Provide the highest quality recreational sports and aquatic facilities based on the resources available	Swimming Pools maintained in operating condition.	Inform	Number of complaints about the swimming pools availability and service	Operations	FMC		Kilcoy Aquatic and Toogoolawah Swimming Pool and Splash Pad both opened with minimal disruption to operations due to outstanding maintenance. During the season breakdowns have been minimal and have not led to major disruptions to service.
		Provide for the sporting and recreational needs of the local communities through indoor sports centres, outdoor recreation facilities and swimming pools	Undertake a site specific assessment of the demand for new/additional facilities within existing sport and recreation facilities	Consult	Report to Council	Corporate and Community Services	CTM		Kilcoy Indoor Sports Centre Redevelopment Master Plan adopted by Council in December 2022. Council Officers will now undertake works to prepare and submit an MCU for the redevelopment of the facility, as well as amending the lease and management plan for the Hopetoun Sports Fields to ensure the redevelopment may progress.
		Ensure sustainable and safe access to community tennis courts	Resurface tennis courts in Esk, Moore and Somerset Dam Village	Inform	Resurfacing works completed at the Esk, Moore and Somerset Dam Village tennis courts	Corporate and Community Services	CTM		Works completed at the Esk Tennis Courts and Moore Tennis Courts in October 2022 and December 2022 respectively. The commencement of the Kilcoy Tennis Court works has been delayed to May 2023.
		Ensure safe access to community skate parks	Utilise grant funding opportunities to install shade structures at the Lowood and Fernvale Skate Parks.	Inform	Grant funding applications submitted to install shade structures at two skate parks	Corporate and Community Services	CTM		Grant funding applications submitted in 2021-22 FY were unsuccessful. Further funding applications to be submitted in 2022-23 FY.
18	Make efficient use of existing infrastructure by encouraging connections to services with ample capacity and carry out any works as are necessary to provide the required services to the community.	Review Somerset’s Local Government Infrastructure Plan (LGIP) incorporating outcomes of infrastructure service standard reviews and strategic network planning.	LGIP review in accordance with statutory guidelines.	Inform	Council decision regarding LGIP review in accordance with statutory guidelines.	Planning and Development	DPAD		Consultancy brief preparation anticipated in late early 2023.
19	Increase the range of recreational opportunities by encouraging the construction and operation of regional facilities for regional visitors.	Implement externally funded infrastructure projects based on successful funding applications	Implement externally funded infrastructure projects	Involve	Percentage of externally funded infrastructure projects completed	Corporate and Community Services	DCORP		Toogoolawah Gym and Splash Pad completed and opened succesfully. New Moore Public Amenities and Linville Public Amenities opened pre-xmas. Demolition still in progress.
		Provide multiple recreational opportunities on Mount Glen Rock for locals and visitors sustainably	Develop a Master Plan for the long term development of Mount Glen Rock	Consult	Master Plan for the development of Mount Glen Rock adopted by Council	Corporate and Community Services	CTM		Further stakeholder investigations conducted through Q2 of 2022-23, with a focus on cultural heritage.
		Enhance the recreation capacity of the Kilcoy Indoor Sports Centre to allow for increased capacity, increased gymnastics floorspace and other sporting opportunities	Develop a master plan for the re-development of the Kilcoy Indoor Sports Centre	Engage	Re-Development plan for the Kilcoy Indoor Sports Centre adopted by Council	Corporate and Community Services	CTM		Kilcoy Indoor Sports Centre Redevelopment Master Plan adopted by Council in December 2022.
20	Promote and maintain a high standard of public health in the community through monitoring of food handling, public health risks and the increased awareness of good hygiene practices.	Undertake annual food business inspection program.	Yearly inspections conducted.	Involve	Inspections completed.	Planning and Development	ESM		Program on target.

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ID	Corporate Plan Strategy	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
		Food business, community groups and the general public are better informed about food safety.	Conduct a community awareness programs to promote food safety and hygiene practices for: • Food businesses • Community Groups • Schools and the general public. Provide free online 'I'm ALERT' food safety training.	Inform	Number of users who complete the online 'I'm ALERT' food safety training.	Planning and Development	ESM		Training program is well utilised as detailed in monthly reports to Council.
		Progress Mosquito Monitoring Program	Conduct yearly surveys in line with Queensland Health Plans.	Consult	Survey completed	Planning and Development	ESM		Planning completed. Program to be delivered from January to March 2023.
		Investigate and take necessary actions on public health complaints.	Environmental Health compliance services are provided.	Inform	All complaints investigated within specified time frames	Planning and Development	ESM		Complaints actioned within specified timeframes.
		Create plan for the long-term development of the Fernvale Sports Park to cater for growing demand and new usage	Develop a master plan for the re-development of the Fernvale Sports Park	Engage	Master Plan for the Fernvale Sports Park adopted by Council	Corporate and Community Services	SRO		Consultant engaged to develop a Master Plan for the Fernvale Sports Park. An initial stakeholder consultation was held in December with the Fernvale Sports Park Advisory Committee.
		Investigate and implement strategies to install sustainable irrigation systems at outdoor recreation facilities	Prepare a business case for the installation of sustainable irrigation system/s at Council recreation facilities and accordingly submit grant funding applications	Consult	Grant funding applications submitted to install sustainable irrigation systems at a minimum of one Council recreation facility	Corporate and Community Services	CTM		Nil for reporting peiod.
		Progress Greening Lowood Project	Progress Greening lowood project to increase sustainability of recreation facilities in Lowood.	Engage	Actions as agreed by Greening Lowood Advisory Committee	Corporate and Community Services	CEO		First draft of Greening Lowood report has been reviewed by Urban Utilities. Updated draft report received. Advisory committee scheduled to meet in 3rd qtr.
		Undertake refurbishment works of the Lowood Swimming Pool	Undertake refurbishment of the Lowood Swimming Pool to provide a long-term facility in line with modern standards with ramped access and a zero-depth splash pad.	Inform	Complete refurbishment works of the Lowood Swimming Pool	Corporate and Community Services	CTM		Stage1 refurbishment works were completed in December, with the facility reopening to the public in November. A free community event was held in December to encourage community engagement. Stage 2 design works have commenced. With a consultants engaged to develop a car park design, new entry sign design and solar installation specifications.
		Integration of the Toogoolawah Swimming Pool and Community Gym into a single recreation facility	Undertake operational and capital works to create a single recreation facility to ensure an enhanced service for the community	Inform	The Toogoolawah Swimming Pool and Community Gym is operating as a single facility	Corporate and Community Services	CTM		Nil for reporting period.
		Audit the Toogoolawah Swimming Pool and plan for the long-term development of the facility	Undertake a facility audit of the Toogoolawah Swimming Pool and prepare an option analysis for the long-term development of the facility	Consult	Report to Council	Corporate and Community Services	CTM		Consultant engaged and a facility audit has been undertaken. Report to submitted to Council. An options analysis is to be developed in 2023.
	Facilitate community access to the wide range of sport and recreational pursuits available in the Somerset region.	Undertake rebranding of the Somerset Rail Trail Fun Run or Ride for the 20th running of the event	Update the name, logo and goals of the Somerset Rail Trail Fun Run or Ride	Consult	Report to Council	Corporate and Community Services	CTM and SRO		Review of the 19th annual Somerset Rail Trail Fun Run or Ride submitted and endorsed by Council. Further research to be undertaken to determine the name, logo and date of the event.

Corporate Plan Theme		PROSPEROUS SOMERSET							
Corporate Plan Theme Description		A place that embraces economic opportunities							
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
21	Implement the Somerset Tourism Strategy 2021-2025 with a focus on short-term priorities for supporting visitor attraction and destination management.	Implement adopted Tourism Strategy including themes and twelve strategies.	Progression and reporting of the twelve strategies contained within the Tourism Strategy.	Involve	Report on progress of strategies reported quarterly to the EDTAC and Council	Marketing and Tourism	CEO		As agreed at EDTAC the review of the Tourism Strategy has been undertaken. A report was prepared and discussed at the November EDTAC and later presented to Council.
22	Commission the preparation of a Somerset Region Economic Development Strategy, with a focus on Council's roles and functions in promoting, supporting and facilitating economic development.	Commence review of Somerset Economic Development Plan.	A new Somerset Economic Development Strategy.	Consult	Adopted Somerset Economic Development Strategy.	Planning and Development	DPAD		Economic Development Strategy and associated documents adopted by Council, December 2022.
23	Continue to operate Council's Visitor Information Centres (VICs) to the highest possible standards.	Maintain the highest standard of Visitor Information Centres based on resources available	Creation of a positive image for the Somerset through information provision to the traveling public	Inform	Visitation to the Regions Visitor Information Centres	Corporate and Community Services	CTM, PO, TDO and TOs		TOs continue to operate VICs to a high professional standard, with assistance from CTM, PO and TDO.
24	Collaborate with regional and State tourism bodies on tourism promotion and destination management.	Support coordinated promotional activities	Creation, development and distribution of an Experience Somerset Branding Toolkit for use by Somerset tourism operators	Inform	Progress of the Branding Toolkit development and delivery to operators reported quarterly to the EDTAC and Council	Corporate and Community Services	PO		In progress and on track for delivery to EDTAC by February 2023: PO in drafting phase.
		Attract and / or encourage the event relocation to the Somerset Region	Proactively encourage existing event operators to relocate established events or the development of new events within the Somerset Region	Engage	Minimum of one new event attracting visitors held in Somerset	Corporate and Community Services	CTM, PO, TDO and TOs		PO investigating possible event collaboration with local tourism operator for 2023 agri-tourism events. Council approved the sponsorship of the Rogue Raid 24 Hour Adventure Race to be held in Somerset in April 2023. Queensland Athletics commenced preparations for the 2023 Queensland Cross Country Championships to held at the Toogoolawah Golf Club in July 2023
		Provide enhanced tourism research and information dissemination with Somerset Tourism Operators	Compile relevant Somerset tourism data (e.g. visitation - type, length etc. -, spend, occupancy rates) and disseminate information in engaging formats to Somerset tourism operators	Inform	Minimum of one graphically designed reports provided to Somerset tourism operators and EDTAC	Corporate and Community Services	TDO		Preliminary mobile phone visitor data has been provided to Council by BEDA.
		Support development and enhancement of local events.	Participation and promotion in regional associations and local events.	Inform	•Assist local event organisers to get access to grants and advertising •Provide financial support and other council resources to agreed events e.g. Australia day; Fun-Run; Seniors Day; International volunteers Day.	Marekting and Tourism	CMM, EO and CDC		Council has switched to Southern Queensland Country Tourism as it's regional organisation. Local event support continues in line with Budget. Events held 2022/23 that are completed have all met new and higher targets/standards.
		Create and promote effective economic and tourism opportunities through the Economic Development and Toursim Committee	Promotion of the Somerset throughout greater SEQ in a co-ordinated and considered way	Involve	Effective Operation of the Economic Development and Tourism Advisory Committee	Marketing and Toursin	CEO and CMM		Council has promoted several events throughout media outlets. EDTAC is provides input on appropriate events completed and planned. Buy local promotion supported on lead up to Christmas.

Corporate Plan Theme		PROSPEROUS SOMERSET							
Corporate Plan Theme Description		A place that embraces economic opportunities							
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
25	Continue to engage and collaborate with regional, State and national stakeholders on strategies to support the development of a diverse, strong and resilient regional economy.	Utilise opportunities arising from Council business to engage and collaborate with regional, State and national stakeholders	Council take local opportunities up directly with stakeholders as appropriate. Council continues to advocate via key bodies such as the COMSEQ, LGAQ, ALGA and other forums as presented.	Inform	Liaising with in key bodies such as COMSEQ, LGAQ and ALGA about local matters to assist with advocating to government stakeholders. Direct engagement with relevant government stakeholders according to resources and priorities.	Office of the Mayor and CEO	CEO		Council has actively been involved in COMSEQ to raise various matters, in particular items contained within the CityDeal including BVH upgrades, resilient rivers, and the Lockyer Somerset water collaborative. Council is also participating in the 2032 leveraging working group.
26	Continue to develop infrastructure plans, taking into consideration potential urban growth and opportunities for economic development.	Review and update Design Standards in planning scheme	New draft Design Standards.	Consult	Include in planning scheme amendment process	Operations	MES		Review has begun in colaboration with the planning team, improvements have been identified.
		Review, improve and amend the Somerset Region Planning Scheme.	Somerset Region Planning Scheme Version 5.	Engage	Commencement of State Interest Review and public consultation stages.	Planning and Development	SPO		Issues paper being finalised for Council's consideration ahead of formal drafting and submission to the Minister.
		Develop a Lowood Futures Strategy to provide a vision and concept master plan that amplifies the town's unique brand and identity and sets out the priority actions over the next decade.	A Lowood Futures Strategy that provides: - An evidence-based understanding of the Lowood's competitive advantages and opportunities. - A vision and concept master plan that amplifies the town's unique brand and identity and sets out the priority actions over the next decade. - Priority policy, development and infrastructure responses required to create a distinctive and attractive place, create jobs, strengthen the local economy.	Involve	An adopted Lowod Futures Strategy that is developed collaboratively with the community, business and government stakeholders to align plans and actions for the benefit of the town and region.	Planning and Development	DPAD		Lowood Futures Strategy adopted by Council in December 2022.
27	Identify the region's catalyst enabling infrastructure needs and priorities and prepare business cases to support project funding applications to State and Federal Government funding bodies.	Identify and make application for external funding/subsidy based on projects within the Battle Plan	External funding /subsidy for capital works are maximised.	Inform	Percentage of capital works funded externally	Finance	DFIN		Audited financial statements show that 40% of total capital additions during FY2022 were funded by capital grants
28	Pro-actively develop Council partnerships with local industry, community and government agency stakeholders to provide a unifying voice for the Somerset region when lobbying State and Federal Governments on key economic or infrastructure issues.	Create and promote effective economic and tourism opportunities through the Economic Development and Tourism Advisory Committee	Promotion of the Somerset throughout greater SEQ in a co-ordinated and considered way	Involve	Effective Operation of the Economic Development and Tourism Advisory Committee	Office of the Mayor and CEO	CEO		EDTAC has been a central committee utilised to progress most of our strategic plans, including, economic strategy, tourism strategy and Mount Glen Rock future plans. Notable pleasing to have the economic strategy adopted this qtr.
28A	Implement the Somerset Tourism Strategy 2021-2025 with a focus on short-term priorities for supporting visitor attraction and destination management.	Prepare a Somerset Region Tourism Marketing Plan	Creation, development and implementation of a marketing plan to align with the Tourism Strategy	Consult	Progress of the marketing plan development and subsequent delivery reported quarterly to the EDTAC and Council	Corporate and Community Services	PO		In Progress and on track for delivery in March 2023: PO working with consultant to develop marketing plan and associated promotional campaign planner.
		Review existing festivals and events	Review existing festivals and events (e.g. water events (sailing, fishing, rowing, water-skiing), sporting events (trail runs / rides utilising the Brisbane Valley Rail Trail, race days, rodeos, skydiving events / days, motorsports), food and wine and identify opportunities for existing and emerging events throughout Somerset to become part of a wider, coordinated calendar of events.	Consult	Report to Council	Corporate and Community Services	PO		Internal events review completed and sumitted to Council and marketing consultant to form part of the Experience Somerset marketing plan.

Corporate Plan Theme		PROSPEROUS SOMERSET							
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ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
		Build Local Tourism Partnerships	Increase operator engagement with Council and the industry as a whole.	Engage	- Increase number of Somerset operators utilising ATDW - Increase operator involvement in the BoQE program - Increased number of operators participating in SEQ Food trails network	Corporate and Community Services	TDO		In progress, TDO is regularly engaging with Somerset tourism operators and developing relationships. 30 Somerset operators have ATDW listings. Results should be visible in the next round (2023) of BoQE program by operators who participated the Best of Brisbane Region Experiences Program. Rolling out a second round, along with a Transformational Experiences Mentoing Program and Agritourism workshop in early 2023. Additional operators have joined SEQ Food Trails and expressed interest.
		Undertake an Annual Review of Tourism Strategy Implementation Priorities	Undertake an annual review of strategy implementation priorities to: renew commitment to on-going priority initiatives; and identify and commit to new opportunities - including those which capitalise on the 2032 Olympic Games - as circumstances and resources warrant	Consult	Report to EDTAC and Council	Corporate and Community Services	CTM		Report submitted and adopted by Council in November.
	Promote financial assistance grants to community organisations to support them in undertaaking community service activties	Promote Community assistance grants to community organisations for projects events and services that benefit the community	Small projects are completed which provide a benefit or service to the local community	Inform	Number of community groups supported	Human Resources and Customer Service	DHRCS		Community Assistance Grant funding for Round 1 2022/2023 was promoted via various media outlets throughout July and August, closing on 31 August 2022. Approximately 20 applications for CAG were received.

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Corporate Plan Theme Corporate Plan Theme Description		WELL PLANNED SOMERSET A place where planning and design look to the future							
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
29	Apply a planned approach to roadworks and drainage to ensure all roads in the Somerset region receive appropriate maintenance in a structured, timely and efficient way.	Develop a five (5) year road reseal program for the sealed road network based on age, condition and demand.	Multi year reseal program.	Inform	Percentage of network resealed per year •Program completed on time.	Operations	MES		Year one of five year program developed.
		Develop an asset condition inspection program for roads, stormwater and pathway assets based on asset hierarchy.	Asset inspection program.	Inform	Percentage of programmed inspections completed.	Operations	DOPER		Draft asset inspection program complete. Review underway.
		Review unsealed roads maintenance prioritisation methodology and practices.	Updated practices and program of works.	Inform	Compliance with Intervention Levels	Operations	WM		Work in progress to establish a framework and review intervention levels.
		Review roadside vegetation management practices.	Updated practices and program of works.	Inform	Compliance with Intervention Levels	Operations	WM		Review of practices complete, practices updated and performing well.
30	Match closely the pricing and provisions of Council services to the costs of providing those services, particularly the costs of maintaining and constructing infrastructure.	Define service standards for roads, vegetation management and pedestrian facilities within existing budget levels.	Documented service standards.	Consult	Service Standard Presented to Council for adoption	Operations	DOPER		Work has commenced on gravel roads service standard documentation. Impacts from 2022 floods has diverted resources away from this project during the infrastructure recovery period.
		Program various phases of the projects and achieve completion on time,	Undertake capital works program for roadworks and drainage projects	Inform	Completion of time and budget within resource and weather limitations.	Operations	WM		Council has a large capital works program this financial year being delivered by both day labour and contractors. Works progressing well.
		Deliver RMPC contract to achieve agreed outcomes as determined by the State, provide feedback to Department of Transport and Main Roads Programs and Plans.	Reports and recommendations are provided to Department Main Roads in accordance with Council's stewardship role	Inform	Successful negotiation and delivery of the RMPC. Feedback to DTMR strategic plans and programs as required.	Operations	WM		Ongoing activity. Council has been undertaking pavement rehabilitation works for TMR on various state controlled roads throughout the region.
		Develop and maintain a four year works program for the Northern South East Queensland Regional Road Transport Group (NSEQ RRTG) and implementation of the program as approved by the NSEQ RRTG	Active participation in the NSEQ RRTG	Collaborate	Delivery of Transport Infrastructure Development Scheme (TIDS) program	Operations	MES		Northern South East Queensland Regional Road Transport Group met in November. Four year program is noted and designs are being developed. Somerset is the current Chair of this committee.
31	Maintain a regional approach to planning and deliver regionally significant infrastructure in a coordinated manner with other local government authorities and State Government agencies.	Assist community to participate in road and traffic management and community /road safety initiatives	Facilitative process through Traffic and Safety Advisory Committee meetings	Inform	Level of participation of Traffic and Safety Advisory Committee(TSAC) and outcomes implemented	Operations	DOPER		Traffic and Safety Adviosry Committee met in December. The next committee meeting is in Marc.
		Continued participation in the Somerset Lockyer Water Collaborative to progress and influence a water security project for farmers, enabling and sustaining food production.	Progress the detailed business case via the Somerset Lockyer Water collaborative, taking the next steps to influence governments to fund this vital project.	Inform	Participation in Lockyer Somerset Water Collaborative according to resources and priorities	Office of the CEO and the Mayor	CEO		Council remains highly active with the Lockyer Somerset water collaborative. Good progress has been made this qtr. via working with Fed and State government to potentially release further funds via City Deal.

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Corporate Plan Theme Description		A place where planning and design look to the future							
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
32		Inform Council and the community about elements of regional state and national land use and development plans and strategies which are relevant to the Somerset Region	Council and the Community are informed about regional, state and national land use and development plans and strategies which are relevant to the Somerset Region	Inform	Participation in Council of Mayors and LGAQ according to resources and priorities	Office of the CEO and the Mayor	CEO		Council participates in the COMSEQ regional planning workgroup to ensure Somerset is included in the future shape of SEQ.
		Participation in local and regional forums and strategies	participation in local and regional forums	Collaborate	Council is represented on appropriate groups including: Council of Mayors	Office of the CEO and the Mayor	CEO		Council engages in several forum, such as resilient rivers, 2032 Olympics leveraging group, regional planning and waste management groups.
		Attend local meetings of business community and government organisations	Input provided at meetings as requested	Inform	Attend meetings for key issues and updates; Streamline arrangements by using inter-agency groups and forums	Office of the CEO and the Mayor	CEO		Council liaises with many local business community and government organisations, with representation included as appropriate.
		Delivery of business network events across the region	Preparation and implementation of business network events to enable local businesses to connect and exchange ideas	Collaborate	Council led planning and delivery of business network event	Office of the CEO and the Mayor	CEO		Business networking events delivered. More events are in planning stages and well advanced for 2023.
		Identify and make application for external funding/subsidy	External funding /subsidy for capital works are maximised.	Inform	Percentage of capital works funded externally	Finance	DFIN		Audited financial statements show that 40% of total capital additions during FY2022 were funded by capital grants
	Utilise all available funding and revenue raising mechanisms as appropriate to maintain assets and deliver Council services.	Draft budget resolutions that meet legal and other requirements	Sustainable budget to be adopted by Council by 31 July each year	Consult	Sustainable budget to be adopted by Council by 31 July 2022	Finance	DFIN		A sustainable draft budget for FY2023 was presented to Council and adopted on 8 June 2022
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	A differential rating system favouring certain classes of land will be maintained	Inform	Sustainable budget to be adopted by Council by 31 July 2022	Finance	DFIN		A sustainable draft budget for FY2023 incorporating 50 differential rating categories including a Queensland-first rating initiative was presented to Council and adopted on 8 June 2022
		Draft budget resolutions that meet legal and other requirements for relevant rate or charge	Special charges are included in the draft budget to recover relevant costs from specified land owners.	Inform	Sustainable budget to be adopted by Council by 31 July 2022	Finance	DFIN		A sustainable draft budget for FY2023 incorporating eight different special charges was presented to Council and adopted on 8 June 2022
	Develop a rolling ten-year financial plan incorporating forecast rates and charges requirements, debt levels, grants and subsidies, and current and proposed capital and operating costs.	Review and update asset management plans.	Review and update the Brisbane Valley Rail Trail asset management plan.	Inform	Adoption by Council	Operations	DOPER		Project commenced.
		Ten year financial plan prepared by 31 July each year to enable approval of any new loans if required	Ten (10) year financial plan	Inform	Ten year financial plan prepared by 31 July 2022 to enable approval of any new loans if required	Finance	DFIN		A ten year financial plan was presented to Council and adopted on 8 June 2022
33		Provide long term asset management plans for the sustainable maintenance of Council's land and assets	Maintenance and construction schedules prepared for Council land and buildings	Inform	Land assets maintained to standards endorsed by Council	Corporate and Community Services	DCORP		Review of Land Assets completed. Parcels identified for discussion with Council Officers. Building assets 70-80 per cent major refurbishments complete.
	Provide an active and responsive suite of development management services to ensure that Council's Planning Scheme remains contemporary and relevant to the communities it serves, and development applications are determined in a timely manner.	Continue to participate in the program for electronic development application tracking	Development application tracking system available to users on line	Inform	Software system installed and maintained	Corporate and Community Services	MIS		The development application tracking system on eServices experienced no peak hours downtime and received 10,361 page views for the quarter.

Corporate Plan Theme		WELL PLANNED SOMERSET		A place where planning and design look to the future					
Corporate Plan Theme Description									
ID	Corporate Plan Strategies	Activity Required	Output	Community Consultation	Measure	Department	Responsible Officer	Progress Traffic Light	Q1 Progress - Comments
		Maintain development services and applications are processed in a timely manner.	Development applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis. Positive community feedback.	Planning and Development	SPO		Development assessment services delivered in accordance with expectations.
		Proactive development assessment compliance programs for poultry farms and extractive industry.	Inspection programs undertaken in accordance with agreed timeframes.	Engage	Improved regulatory compliance of all approved poultry farms and extractive industries.	Planning and Development	SPO		Program successfully delivered during first half of year. Next round anticipated to be delivered within required timeframe.
		Investigate and take action on complaints related to planning, building and plumbing matters.	Planning, building and plumbing services are provided.	Inform	All complaints investigated within specified timeframes.	Planning and Development	SPO / SBC		Compliance and enforcement actions undertaken in accordance with Council policy and procedure.
		Maintain building and plumbing services and application processing in a timely manner.	Building and plumbing applications processed within statutory timeframes.	Inform	Application processing reported to Council on a monthly basis.	Planning and Development	SBC		Of the 46 new building applications lodged and assessed within this period, 24 have been approved. In addition, 182 privately certified building approvals have been lodged within this period. Of the 86 new plumbing applications lodged and assessed within this period, 43 have been approved. It should be noted that during this period, Council has required secondment from Ipswich City Council to assist with current workloads due to resourcing constraints while recruitment is undertaken.
35	Provide all towns with open space areas and access to recreational facilities that are safe and meet the needs of residents and visitors to the region.	Develop service standards and park asset provision requirements based on park hierarchy.	Service standards documented.	Consult	Service standards incorporated into development guidelines.	Operations	MES		Project delayed due to resource shortfall through staff resignation and reprioritised to infrastructure recovery from the floods in 2022.
36	Develop flood mitigation plans to enable improved forecasting, immunity and development control.	Develop long term capital works program based on recommendations of various flood and overland flow studies.	Integrated catchment plan released to public.	Inform	Adoption by Council	Operations	DMO		Project delayed due to resource shortfall through staff reallocated to infrastructure recovery from the floods in 2022.
37	Provide an efficient and effective response to disasters and major emergencies in the region, incorporating resilience, where possible, to mitigate ongoing effects.	Review the current Local Disaster Management Plan	Review the LDMP in line with State Disaster Management Plan	Collaborate	Disaster Management Plan reviewed and approved by the LDMG and Council.	Operations	DMO		Complete. The Local Disaster Management Plan was reviewed by the LDMG and adopted by Council on 21 September.
		Conduct disaster exercises to review and improve LDMG functions and communication with MESH	Act as control authority for threat of flood, cyclone, storm and earthquake as per Disaster Management Plan.	Involve	A minimum of 1 mock exercise performed.	Operations	DMO		Evacuation Centre training undertaken in October.
		Provide support to control authority for disaster events.	Matters discussed at Local Disaster Management Group (LDMG) meetings	Involve	Quarterly LDMG meetings are held	Operations	DMO		Council held a Local Disaster Management Group meeting in November.
		Ensure Incident Management Team numbers are maintained and suitably trained	Numbers of staff are reviewed and training provided as per the Qld Disaster Management Training Framework (QDMTF)	Inform	Numbers above 20 are maintained at all times, and no training gaps as per the QDMTF	Operations	DMO		Local Disaster Coordination Centre training was held in November/December.
		Mapping all local resources available to be used in disaster response as well as vulnerable communities and local blackspots in greater detail than the current national map.	An online resource on the Council's Disaster dashboard with this data collated	Informal round table discussion	Improved efficiency with response and recover resulting in stronger resilience	Corporate and Community Services	CDC		Originally part of the bushfire recovery and resilience officers role and will be progressed by new flood recovery and resilience officer once appointed. Recruitment for Community Recovery and Resilience Offer position completed. New position to commence January 2023

Corporate Plan Theme		UNITED SOMERSET							
Corporate Plan Theme Description		An active place which values participation							
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38	Deliver efficient and effective customer services to all communities of the Somerset Region.	Records system is maintained in accordance with legislative requirements and Council's Records Strategic Plan	Capture and maintain appropriate Corporate memory	Inform	Records are maintained reliably and securely.	Corporate and Community Services	RTL		Records are captured into Magiq and maintained according to Queensland State Archives disposal authority.
		Maintain a reporting system to ensure Council maintains responses to community requests within applicable timeframes	Increase in percentage of response to correspondence within set timeframes	Inform	Management reports on correspondence activity are produced fortnightly	Corporate and Community Services	RTL		Overdue tasks are down from previous years. Reports continue to be run to monitor response time-frames to requests.
		Continue to provide online eServices including property information and mapping	eServices property information and mapping available to users on line	Inform	eServices available and maintained	Corporate and Community Services	MIS		eServices experienced no peak hours downtime and received 236,805 page views for the quarter, with flood cameras contributing 183,759 of this number.
		Promote customer service throughout the organisation based on council's commitment for continuous and sustainable improvement	Promote a customer focused team where positive interactions are recognised and valued while treating complaints fairly in an accountable manner to improve service delivery.	Consult	Monthly Customer Service report. Update customer service protocol and charter.	Human Resources and Customer Service	CSC		Monthly Customer Service reports presented at Council meeting. Update of the customer service protocol and charter to commence in Q2
		Promote the Queensland Government Agency services available at the Lowood Customer Service Centre	Provision of services provided at Lowood QGAP agency.	Inform	Continuation of funding to maintain QGAP services to the Somerset community.	Human Resources and Customer Service	CSC		QGAP yearly subsidy is currently part of two year agreement which commenced 1 July 2021. Consultation from Smart Services has commenced with Council regarding funding from 1 July 2023.
		Ensure efficiencies within customer service processes and systems.	Review systems and processes to ensure we are best meeting the needs of our customers	Inform	Continuous review of processes and systems	Human Resources and Customer Service	CSC		Review of 'Help us Help you' campaign commenced in Q1 to be ready for distribution at start of Q3.
39	Provide appropriate opportunities for community involvement, participation and input to Council planning and decision-making.	Develop community consultation framework for capital projects, community programs and new initiatives	Utilise "Have Your Say" platform and face to face consultation to increase opportunities for community enagement to help inform Council's understanding of community needs	Engage	Increased positive interactions with Council	Corporate and Community Services	CDC, YEO,CTM		Using Have you say platform for various community consultations including social plan
		Develop youth consultation framework for projects, programs and new initiatives	Utilise the consultation and collaboration program with Somerset secondary schools to increase opportunities for engagement to help inform Councils understanding of youth needs.	Engage	Increased positive youth interactions with Council	Corporate and Community Services	YEO		Preparation for Somerset Youth Leaders' Camp to drive interactions at Somerset secondary schools during the new school year. Review of the Somerset Youth Engagement Strategy undertaken with outcome to consult and further engage with youth in Q3.
		Alongside specific consultation for projects etc (have your say) utilise existing advisory committees to engage with key community representation.	Council Advisory Committees to be utilised as an opportunity to engage and seek feedback from key stakeholders as Council business as appropriate to the committee	Engage	Opportunities to be provided in Council Advisory Committees to seek feedback from members	Office of the Mayore and CEO	CEO		Council advisory committee meetings have been held effectively across the region
		Continue to provide online community engagement via Have Your Say	Community engagement available online via Have Your Say	Inform	Have Your Say available and maintained	Corporate and Community Services	MIS		The Have Your Say community engagement area continues to be promoted internally and received 1,123 page views for the quarter, with the Draft Economic Development Strategy and Somerset Social Plan consultation proving most popular.
40	Raise awareness within the community of the range of Council services available, encouraging positive interactions for community members when accessing services.	Raise the profile of the role of community development through Council's website, facebook and printed means	Develop or maintain web pages related to community services, wellness hubs and other related activities.	Inform	Increased understanding of all the roles within council	Corporate and Community Services	CDC		Continue to share information and resources via Somerset Connecting Our Community
		Provide timely and appropriate response to request for assistance identified through the Somerset Support Service	Residents receive appropriate guidance and referral information	Inform	Increased access to services external to Council	Corporate and Community Services	CDC		Continued to provided timely information to assist residents access a variety of services including, mental health, aged care, homelessness services and emergency relief

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		Implement the Youth Engagement strategy including the development of a program of activities and a focus on advocacy and support	Youth have increased opportunities and capacity to participate in the development and delivery of programs, activities and projects and have increased awareness of those currently available	Involve	Increased positive community engagement in programs, activities and projects	Corporate and Community Services	YEO		Increased community attendance/participation was recorded for youth events and youth support initiatives.
		Raise awareness of Council services via website	Review and improve information provided via Council website	Inform	Council website updated and structure refined based on analytics	Corporate and Community Services	MIS		The ICT team continues to review website statistics and liaise with other Council areas to identify and implement improvements.
		Conduct an ongoing compliance program for dogs and kennels across the region.	Delivery of a proactive compliance program for dog kennels is provided.	Inform	Inspection program is delivered in line with specified timeframes. Compliance with conditions of approval.	Planning and Development	ESM		Planning for program underway for delivery in third and fourth quarter.
		Investigate and take action on animal control complaints and regulatory compliance matters.	Animal monitoring and regulatory services are provided.	Inform	All complaints investigated within specified timeframes.	Planning and Development	ESM		Complaints actioned generally in line with specified timeframes. Some impacts from fluctuating staffing levels.
		Encourage responsible pet ownership by providing: • accurate and timey responses to all queries concerning animal ownership • relevant information on Council's website, social media and administration facilities.	Effective animal monitoring and control services are provided.	Inform	Number of valid complaints about responses. Number of articles published. Community feedback.	Planning and Development	ESM		Information provided through Council's website and media articles.
		Liaise directly with local businesses and tourism operators, facilitating recovery initiatives and promoting regional development and investment opportunities.	Continuation of the local Business Recovery Officer program and delivery of engagement, training and other economic development activities.	Engage	Number of positive interactions with local businesses and number of delivered business development / capacity and capability workshops; recovery and resilience forums; networking events.	Planning and Development	DPAD		Following the Grant Writing Workshops in September 2022, the Business Recovery Officer facilitated a 'Current Issues in Agriculture' forum as well as 'Disaster Management Preparation for Business' workshops across the region. The BRO continues to liaise with local businesses and primary producers whilst distributing the Flood Recovery Newsletter: Issue #3.
		Conduct public consultation meetings of important community issues and invite submissions	Better informed community and Council	Consult	Number of public meetings held and number of advertisements inviting submissions	All Directors	DCORP		Public meetings and invitations to participate continue for important community projects and issues. Lowood Futures strategy consultation very well received by community members and delivered a final report that met community members expectations.
		Produce contemporary development assessment and planning scheme information incorporating relevant legislation and policy.	Accessible and contemporary information on Council's website and other mediums as required.	Inform	Well informed customers. Community feedback. Numbers of counter and telephone enquiries.	Planning and Development	SPO		Information being updated as required.
41	Manage Council's financial resources effectively and efficiently, in order to meet the service level obligations to the community.	Maintain and update Council's fleet in accordance with budgeting limits.	Efficient and effective Fleet Management	Involve	Extent of plant usage. Cost of maintenance per plant item.	Operations	WM		Fleet maintence and replacement undertaken within acceptable timeframes. Resource implications required some works to be outsourced for a period to maintain Council's high standards in relation to programmed maintenance.
		Investigate the use of technology to enhance Council processes	Technology solutions performing efficiently and effectively.	Inform	Installation completed of computer hardware and software as defined in the budget	Corporate and Community Services	MIS		Server, storage, networking and end user hardware and software continue to be upgraded in line with budget.
		Maintain systems and prepare reports that meet the legal and accounting requirements in full	Achieve unqualified audit certificate for annual financial statements	Inform	Obtain unqualified audit certificate by 31 October each year.	Finance	DFIN		An unmodified/ unqualified audit certificate was obtained on 11 October 2022 along with an audit close report that awarded Council 100% green audit traffic lights across all assessed areas

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42		Demonstrate to external auditors that a risk management framework and risk register is in place prior to audit certification.	A risk management framework and risk register are maintained.	Inform	No audit comment received in relation to non-maintenance of a risk management framework and risk register	Finance	DFIN		No comment was received by Council in relation to non-maintenance of a risk management framework and risk register in the FY2022 Queensland Audit Office audit close report to the Chief Executive Officer
	Commit to education, continuous learning and skills development for Councillors and employees to keep pace with changes and current issues.	Provide considered, professional guidance and training to assist Councillors in performing their duties	Increased knowledge on relevant issues and legislative changes. Enable effective streamlined decision-making	Inform	Number of workshops, seminars and conferences attended.	Office of the CEO and Mayor	CEO		Councillors attended appropriate training opportunities. Eg. for this quarter the LGAQ annual conference.
		Provide Councillors with sufficient resources to perform their role.	Councillors equipped to perform role effectively.	Involve	Councillors satisfaction with resource provisions	Office of the CEO and Mayor	CEO		Councillors are provided necessary resources as per policies.
		Implement and maintain corporate communications with all employees and Councillors.	Communication with employees and Councillors on relevant issues delivered through various means with a view to add improvements through technological advances.	Inform	Number of formal communications issued.	Human Resources and Customer Service	DHRCS		Fortnightly newsletters distributed with payslips to all employees / Councillors, with intermittent communications distributed via email.
		Provide training for all new employees upon commencement to enhance Council's commitment to continuous learning and skills development opportunities.	Provide all new employees with formal induction training covering Council procedures, policies and legislative requirements.	Involve	Monthly on-boarding procedures conducted.	Human Resources and Customer Service	DHRCS		All core induction units now in Skytrust covering policies, procedures and legislative requirements (8 core units). All new employees are provided a Skytrust log- on before they commence. A New Starter induction process is in place for the manager/supervisor to provide site based information. A face to face Orientation Day (half day) induction is provided to all new starters with CEO introduction and Directors invited to share morning tea. Training compliance is monitored monthly via WHS Report.
43		Promote study assistance policy and encourage staff to embrace continued learning and development opportunities through approved formal studies.	Enhanced staff professional development and career path opportunities within the organisaiton.	Involve	Number of study assistance applications approved.	Human Resources and Customer Service	DHRCS		No new applications for study assistance during Q1. Several employees approved in previous financial year have progressed through formal studies with claims being received for processing.
	Develop an empowered workforce to maximise workplace productivity and efficiency supported by sound human resource management practices.	Promote the core team values contained within the Corporate Plan to enable a unified productive organisation	Employees embracing the team values	Involve	Active engagement and messaging with staff. Included in onboarding of new staff. Undertake staff survey.	Office of the CEO and Mayor	CEO		CEO writes regular staff newsletter items, attends staff toolbox meetings as able, and presents at corporate induction days. Annual team survey completed in December
		Continued review, improvement and development of standardised Human Resources policies and procedures	Policies and procedures reviewed, developed and presented to Council for adoption.	Involve	Policies and procedures accepted by Council.	Human Resources and Customer Service	DHRCS		Various HR and WHS reviewed and updated Q2 2022/2023. Completion of annual performance reviews is now being tracked in Skytrust and included in Monthly WHS Report to monitor compliance.
		Enhance recruitment practices with an aim to maximise organisational productivity and efficiency.	Continual review and improvement of recruitment, onboarding and retention practices.	Involve	Measured and improved recruitment and retention rates.	Human Resources and Customer Service	DHRCS		Continued review and improvement of recrutment and onboarding processes with a focus on simplifying and streamlining processes. Retention strategies in identified skills shortage occupations under development.
		Continued advocacy for external government funding for relevant labour market programs	Opportunities sources and applications submitted for traineeship, apprenticeship and other relevant labour market programs.	Inform	Number of successful applications	Human Resources and Customer Service	DHRCS		Bid for funding of apprentices and trainees submitted in Q1 under the Skilling Queenslanders for Work - First Start Program.
		Enhance and enable Council's performance development system.	Coordination of annual performance appraisal process for all employees.	Involve	Performance appraisals conducted annually.	Human Resources and Customer Service	DHRCS		Peformance appraisal templates have been set up in Skytrust and awaiting testing - a number of people have been approached to help test. As an interim measure performance appraisal due dates have been entered into Skytrust to assist in monitoring and compliance reporting.

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44		Implementation of strategic initiatives and key projects to support safety performance improvements across the organisation.	Safety Management System that aligns with the requirements of Occupational Health and Safety Management Systems AS/NZS 4801 and ISO 45001, complies to legislation and Local Government Workcare	Involve	Satisfactory results of external WHS audits completed on Councils Safety Management System	Human Resources and Customer Service	WHS		WHS Strategic Plan 2022-206 adopted. Audit schedule is in place which includes a Management System Audit - audit completion pending. WHS Management Plan (framework document) drafted and progressing. Training and Induction System Procedure P148 reviewed and updated. Monthly WHS Report consistently produced on WHS performance - additional key performance indicators added.
		Continued improvement and development of WHS system through provision of efficient and effective access to all staff	WHS system that improves efficiency, simplicity, involvement and understanding.	Inform	Improved WHS Management system that is more efficient for the end user to find WHS information and forms.	Human Resources and Customer Service	WHS		Skytrust online incident, hazard reporting and inductions now fully implemented. All Council employees provided their log on details to Skytrust. Skytrust Plus mobile phone App rolled out for incidents, hazard reports and inspections. Workplace inspections, emergency evacuation exercises, duress system testing and TSMC safety observations all developed and scheduled in Skytrust and able to be completed using the App. Strategies for safe recovery of bogged vehicles being implemented.
		Provision of staff access to relevant WHS policies, current reporting and other relevant WHS Documentation	Reviewed WHS Policy and documentation content, with approved and current versions available on the WHS Intranet.	Inform	WHS document review is scheduled, measured to AS/NZS 4801, ISO 45001 and legislation. Latest versions of WHS documents are available on the intranet	Human Resources and Customer Service	WHS		All WHS procedures, templates, forms and other information are now published to Skytrust Documents module which is accessible online to all employees including field based workers via their system log on.
		Staff are consulted and have opportunity to express views and contribute on WHS processes and tasks that affect their Health and Safety	Review the established consultation processes to ensure they are embedded, consistent and reasonable to capture a suitable cross-section of staff	Consult	Evidence of consultation available and stored within document management system	Human Resources and Customer Service	WHS		WHS inclusion in TSMC meetings. Executive Team consulted on WHS system procedures and Skytrust. WHS Advisors attendance at Operations Supervisor (Foreman) meetings. WHS Committee met Dec 2022 with consulted on Consultation on Training and Induction procedure review, proposed Safety STAR Take 5, Management of Contractor procedure review WHS topics included in Team Somerset News. All Staff emails from WHS Advisors on relevant topics and inviting input.
		Commit to WHS education, continuous learning and skills development for staff	All staff provided with a determined WHS training and induction to meet WHS compliance requirements	Consult	Proactive planning of WHS specific training needs at every annual performance appraisal.	Human Resources and Customer Service	WHS		WHS Induction delivered via Skytrust with compliance monitored in Monthly WHS Report to TSMC. WHS is integrated in with staff meetings.
		Advocate to all levels of government and relevant industry leaders for the provision and enhancement of appropriate services and infrastructure, in the best interests of the communities of the Somerset region.	Carry out appropriate advocacy activities to improve health, mental health and community support services in the region	Participate in workshops, interagency meetings and collaboratives and other activities to raise the profile of the needs of Somerset residents	Inform	Improved awareness by governement, peak bodies and other organisations or groups regarding the needs of Somerset residents	Corporate and Community Services	CDC/YEO	
		Engage with various government and industry groups and leaders to enhance services and infrastructure representative of community needs	Active involvement is State and Local Government working groups such as the COMSEQ activated projects and LGAQ supported initiatives. Engage with heads of State Departments to enable local matters to be heard.	Inform	Participation in COMSEQ working groups and special projects. Meetings held with department heads about local matters	Office of the CEO and Mayor	CEO		Council has representation on various COMSEQ working groups. Mayor, Deputy Mayor, CEO and DOPER met with Minister Bailey to advocate for improved state roads in our region, in particular the BVH.

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45	Maintain collaborative partnerships with the Somerset region's business, non-government and community-based organisations to ensure a unified approach to national, state and regional advocacy.	Utilise Council Advisory Committees to work in partnership with the region's business, non-government and community based organisations	Encourage participation of the region's business, non-government and community based organisations in Council Advisory committees	Involve	Matters raised, discussed and action as appropriate, via business and community representatives	Office of the CEO and Mayor	CEO		Council engages with many local people via our many advisory committees.
		Work with consultants to develop a social plan and once accepted by Council commence implementing actions and recommendations	Encourage participation by the community so residents have an opprtunity to share their thoughts and aspirations on selected issues	Involve	Items raised discussed and incorporated into the social plan where practicable	Corporate and Community Services	CDC		Continued to work with social planners to share information with the community after the consultation phase had been finalised to ensure community felt valued and heard.
			Engage with relevant agencies, government departments and services to progress recommendations and actions	Involve	Agencies, government departments and services are made aware of the recommendations and actions	Corporate and Community Services	CDC		Relevant agencies have been made aware of the development of the plan and asked for them to share information about the consultation phase. Social Plan to be made available first quarter 2023.