



**Minutes of Ordinary Meeting
Held Wednesday, 26 April 2023**

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

Present

Cr Graeme Lehmann	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Sean Choat	(Councillor)
Cr Cheryl Gaedtke	(Councillor)
Cr Kylee Isidro	(Councillor)
Cr Jason Wendt	(Councillor)
Cr Bob Whalley	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr M McGoldrick	(Director Corporate and Community Services)
Mr C Young	(Director Operations)
Mr L Hannan	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Ms M Maeseele	(Communications Manager)
Observer	
Mrs Madeline Jelf	Senior Planner

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Opening of Meeting

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

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Choat Seconded – Cr Gaedtke

“THAT the Minutes of the Ordinary Meeting held 12 April 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**

May

- 02 ‘SafeTALK’ workshop, 5.30 pm Alexandra Hall, Toogoolawah
This workshop will encourage people to become Community Champions to assist with suicide prevention.
- 03 King Charles Coronation High Tea, CWA, Esk - bookings required.
- 05 Kilcoy Multicultural Festival, 3 - 7 pm
- 06 ‘Feathers, Fur and Fantasy’ Exhibition opening, Open Door Gallery, Lowood, 3pm - bookings required.
‘Things I Want to Say’ Exhibition opening, The Condensery, Toogoolawah, 4pm - bookings required.

Matters of public interest – Cr Gaedtke

Congratulations must be offered to the Kilcoy local, who was placed fifth in Australia for Juvenile drafting at the Australian Campdrafting Association National finals 2023 held in Cloncurry.

Congratulations to Kilcoy Global Foods for claiming its most important branded beef competition crown since the company’s Wagyu program was launched four years ago. The company earned grand championship honours in the 2023 Australian Wagyu Association branded beef competition held in Sydney .

Wonderful news that a review has been conducted of the policing service of the Lowood police, and to meet the current policing requirements of the community, from April 22 2023, Lowood police will be providing a 24-hour response service, seven days a week. Acknowledgment of the hard work provided by Mayor Lehmann and CEO Andrew Johnson in support of this urgent policing need.

Matters of public interest – Cr Isidro

April

27-28 Small Business Friendly Conference

May

02 Children's Circus Workshop, Civic Centre

05 Kilcoy Multicultural Festival

06 Exhibition opening, Condensery

10 Council Meeting

Matters of public interest – Cr Choat

Yesterday we commemorated the 108th anniversary of the 1915 landing at Gallipoli by Australian and New Zealand forces. The 25th of April has become a most important day on the Australian calendar and I was proud to see so many Somerset residents turn out in good numbers at ceremonies across the Region.

I was pleased to attend ANZAC commemorative services at Glamorgan Vale, Kilcoy, Fernvale, Coominya and Esk. Once again our community demonstrated the respect and reverence required at ANZAC Services honouring the Men and Women who have served in the Australian Defence Force with special veneration for those who gave their lives or suffered injury through service to our country.

Lest we Forget

Matters of public interest – Mayor Lehmann

Council has been advised that Australia Post has published their review of the Postal Services in Australia called "Postal Services Modernisation" Discussion Paper. The discussion paper appears to view that the parcel post system is the only part of Australia Post's business that is increasing. On the other hand, the letter service is losing Australia Post significant amounts of money.

The report has a focus on the business rather than the customer. There is no review of the need for continuing service in some parts of Australia as opposed to others – for instance, where mobile and internet coverage is not good.

The report does outline that Government and businesses are the primary users of the letter service.

Council relies on the letter service to deliver mail where a customer is "served" with a notice. Currently, there is no option within the Local Law or Legislation to serve the notice digitally. Rate notices are still posted to many people in areas with poor mobile and internet coverage. Also, interaction within the rural community for events or the like gets a better take up where the customer receives an information flyer (or similar) in their letterbox or post office box.

Hence, for Australia Post to significantly change or limit letter delivery will have a major impact on our region and many other local governments unless the legislative framework is amended simultaneously to enable the digital delivery of legal notices. Even so, changes in legislation will still not address residents that live in areas where mobile and internet coverage is not good.

To this end, I wish to advise the community that our Council will be making a submission to Australia Post outlining our concerns. Further, our Council has sent correspondence to the Local Government Association Queensland alerting them to this submission and requesting they advocate on behalf of all Local Governments. The LGAQ has advised their intention to also elevate the matter to the Australian Local Government Association.

Conflict of Interest

There were no prescribed or declared conflicts of interest declared at this time.

Subject:	Development Application No. 23493
File No:	DA23493
Action Officer:	SP—MO
Assessment No:	80376-00000-000
	Development Application for a Development Permit for Reconfiguring a Lot by Subdivision (One Lot into Two Lots)

1.0 APPLICATION SUMMARY**Property details**

Location:	10 Row Street, Kilcoy
Real property description:	Lot 26 K3796
Site area:	1,214m 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:	General residential zone
Precinct:	Not within a precinct
Overlays:	OM8 High impact activities management area overlay OM10 Landslide hazard overlay OM13 Stock route management overlay

Application details

Proposal:	Subdivision (one lot into two lots)
Category of assessment:	Code assessment
Applicant details:	Tim and Magdalene Nelson c/- Somerville Consultants PO Box 1198 Springwood QLD 4127
Owner details:	Timothy Nelson
Date application received:	23 February 2023
Date application properly made:	23 February 2023

Referrals	None required
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Public notification	Not required
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RECOMMENDED DECISION

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

2.0 PROPOSAL

This development application seeks approval for a development permit for reconfiguring a lot by subdivision (one lot into two lots), on land at 10 Row Street, Kilcoy, formally described as Lot 26 K3796. The land benefits from frontage to both Row Street and McCauley Street, and

the proposal seeks to split the existing lot in half so that each lot addresses a separate frontage.

The application is made under the Somerset Region Planning Scheme (Version 4.2). The site is located within the General residential zone. The application is required as reconfiguring a lot in this zone is assessable development requiring code assessment.

The existing house is intended to be retained on Proposed Lot 1 which is a 607m² lot fronting Row Street. Proposed Lot 2 will be vacant and front to McCauley Street. Both lots contain the minimum lot size and dimensions sought by the reconfiguring a lot code and are to be serviced by all reticulated networks.

3.0 SITE DETAILS

3.1 Description of the land

The site is a regular shaped allotment with frontages to Row Street at the southern boundary, and McCauley Street at the northern boundary. The site is improved with a dwelling house, which is proposed to be retained on proposed Lot 1, with proposed Lot 2 to be vacant.

Surrounding lots have been improved with dwelling houses and associated buildings and structures. The site is located in proximity to the Kilcoy Hospital, Council's Kilcoy Customer Service Centre and Library, and is within walking distance to the town centre.

3.2 Access

The existing dwelling on Proposed Lot 1 will retain the current access from Row Street. A future dwelling on Proposed Lot 2 will require a Road Access Application from Council's operations department prior to installing a crossover.

3.3 Connection to electricity and telecommunications

The land is within the General residential zone, and as such the development conditions require the development to connect to the reticulated electricity and telecommunications networks.

3.4 Landslide hazard and slope

The land is partly located in the landslide hazard overlay, as the land west of the site contains a slope that exceeds 15%. The application material identifies that the approximate cross slope of the site is 11%.

The proposal is considered to comply with the Landslide hazard overlay code, noting that:

- (a) the site is only partly in the mapped area for the overlay;
- (b) the application material identifies an average slope of less than 15% for the proposed lots;
- (c) the street is an established residential street, where the risk to landslide hazard occurring is expected to be low;
- (d) appropriate geotechnical reporting and certification will be provided through the building certification of any future development on the site; and
- (e) for some forms of development, a material change of use approval may be required.

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.

As the development is within the urban footprint, the provisions of schedule 10 of the *Planning Regulation 2017* relating to the regional plan do not apply.

5.3 Schedule 10 of the *Planning Regulation 2017*

The proposal did not require Council to assess the application against the assessment benchmarks within the Regulation. Where a referral agency undertakes an assessment against a matter in the 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
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Reconfiguring a lot code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	No alternative outcomes proposed
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Landslide hazard overlay code	Yes	No alternative outcomes proposed

The land is also within the High impact activities management areas and the Stock route management overlay. However, these overlays are not relevant to the assessment of reconfiguring a lot or development within an urban area respectively.

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

5.6.3 Performance outcome assessment

The proposal is considered to comply with all the relevant acceptable outcomes and performance outcomes. As such, an assessment of alternative outcomes is not required.

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.

5.7 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 subdivision, which adopts a charge consistent with a three or more-bedroom dwelling under the *Somerset Regional Council Charges Resolution (No. 1) 2022*. In determining the appropriate charging area, the land is located within the urban footprint of Kilcoy.

The draft infrastructure charges notice is attached and includes charges for the networks identified in the below sections of this report.

5.7.3 Trunk infrastructure requirements

5.7.3.1 Drinking water and wastewater networks

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

Infrastructure charges for the drinking water and wastewater networks (where applicable) are managed by Urban Utilities separately from this development application.

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.

An adopted charge for the public parks and community land network applies.

5.7.3.3 Stormwater network

There are no known issues with the existing drainage of the site. Standard development conditions are recommended to ensure no actionable nuisance occurs and that discharge to a lawful point of discharge.

An adopted charge for the stormwater network applies.

5.7.3.4 Transport network

The proposal will not result in an undue impact on the transport network. Standard development conditions are proposed, and no trunk infrastructure works have been identified.

An adopted charge for the transport network applies.

6.0 REFERRAL

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 for the subdivision of one lot into two lots within the established urban area of Kilcoy. 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. Plan of Proposed Reconfiguration of Lot, drawn by PCSurveys, reference 60533-01-AC, dated 06/12/2022.
2. Draft infrastructure charges notice

RECOMMENDATION

1. THAT Council approve Development Application No. 23493 for a Development Permit for Reconfiguring a Lot by Subdivision (One Lot into Two Lots) on land situated at 10 Row Street, Kilcoy, formally described as Lot 26 K3796, 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 development conditions. Plan of Proposed Reconfiguration of Lot, drawn by PCSurveys, reference 60533-01-AC, dated 06/12/2022.	At all times.
1.2	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2), planning scheme policies, and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.3	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council, including any charges that are levied but not fully paid over the subject land.	Prior to the request for approval of the Plan of Subdivision.
1.4	All development conditions of this Development Approval must be complied with at no cost to Council unless stated otherwise in any specific condition of approval	At all times.
1.5	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.6	A Registered Cadastral Surveyor must install new Survey Marks in their correct positions in accordance with the Plan of Subdivision and the endorsement of the work must be certified in writing.	Prior to the request for approval of the Plan of Subdivision.
1.7	Pay to Council the applicable amount at the time of request for plan of subdivision approval for the issue of new valuations by the Department of Resources. Currently, the amount is set at \$41.00 per allotment.	As part of the request for approval of the Plan of Subdivision.
1.8	Provide certification from a Registered Cadastral Surveyor that all services (for example, water, wastewater, drainage, electricity, telecommunications) are wholly contained within the lot that they serve, or are otherwise to a standard that is acceptable to the relevant service provider (for example, by way of wayleave or easement).	As part of the request for approval of the Plan of Subdivision.
1.9	Remove any services made redundant as a result of the development and reinstate the land.	Prior to the request for approval of the Plan of Subdivision.

SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
2.1	<p>All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i>.</p> <p>Any works required to facilitate the subdivision that do not comply with requirements to be accepted development will require the submission of an Operational Works application to Council. The application must be approved prior to commencement of the works.</p>	At all times.
	Services	
2.2	<p>Connect the development to a reticulated drinking water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority so that it is available to each allotment.</p> <p><i>Note: Where proposed allotments front existing overhead electricity or telecommunication service, these lots may connect direct to such service to the approval and requirements of the service provider.</i></p>	Prior to the request for approval of the Plan of Subdivision.
2.3	<p>Submit applications to the relevant Energy and Telecommunications regulatory authority to either obtain design layout plans or certification letters to Council that any existing infrastructure or wayleaves are to their satisfaction and that they can provide services when required at the cost of a normal house connection.</p>	Prior to the request for approval of the Plan of Subdivision.
2.4	<p>The applicant must provide written evidence (e.g. connection certificate) from each particular service provider stating either that each lot has been connected to applicable service, is available at a standard connection, or has a current supply agreement.</p>	As part of the request for approval of the Plan of Subdivision.
	Vehicle Access	
2.5	<p>All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Planning Scheme</i>.</p>	At all times.
2.6	<p>The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to the property boundary in accordance with <i>Somerset Region Planning Scheme</i>.</p>	At all times.
2.7	<p>Make an Access Application to Council and pay the required fees where an application involves works required as stated in the conditions.</p>	Prior to Commencement of Access works

	Stormwater	
2.8	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.9	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
	Erosion and sediment control	
2.10	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	At all times.
2.11	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times.
2.12	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times.
2.13	<p>Where vegetation is removed, the vegetation waste shall be disposed of by:</p> <ul style="list-style-type: none"> i) Milling; ii) Chipping and/or mulching iii) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.</p>	At all times.
SCHEDULE 3 – ADVICE		
<i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> .		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse		

if the plan of subdivision is not provided to the local government within the 'currency period' – being four (4) years starting the day the approval takes effect.

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

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

This development approval is for the proposed development only. Any additional uses/structures, if triggers assessable development, may require their own planning approval and will be assessed on its own merits.

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

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

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

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

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

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

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

The current Aboriginal Cultural Heritage Act 2003 should be adhered to.

The Act is administered by the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships. (DSDSATSIP).

The Aboriginal Cultural Heritage Act establishes a Duty of Care for Indigenous Cultural Heritage. This applies on all land and water, including freehold land. The Cultural Heritage Duty of Care lies with the person or entity conducting an activity.

Penalty proposing an activity that involves additional surface disturbance beyond that which has already occurred at the proposed site need to be mindful of the Cultural Heritage Duty of Care requirement.

Details on how to fulfil the Cultural Heritage Duty of Care are outlined in the Duty of Care Guidelines gazetted with the Act.

Council strongly advises that you contact DSDSATSIP's Cultural Heritage Coordination Unit to obtain a copy of the Duty of care Guidelines and further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act

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

Attachments for the Decision Notice include:

- Plan of Proposed Reconfiguration of Lot, drawn by PCSurveys, reference 60533-01-AC, dated 06/12/2022.

Resolution	Moved – Cr Whalley	Seconded – Cr Wendt
<ol style="list-style-type: none"> 1. “THAT Council approve Development Application No. 23493 for a Development Permit for Reconfiguring a Lot by Subdivision (One Lot into Two Lots) on land situated at 10 Row Street, Kilcoy, formally described as Lot 26 K3796, 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

Assessment Manager

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these development conditions. Plan of Proposed Reconfiguration of Lot, drawn by PCSurveys, reference 60533-01-AC, dated 06/12/2022.	At all times.
1.2	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2), planning scheme policies, and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.3	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council, including any charges that are levied but not fully paid over the subject land.	Prior to the request for approval of the Plan of Subdivision.
1.4	All development conditions of this Development Approval must be complied with at no cost to Council unless stated otherwise in any specific condition of approval	At all times.

1.5	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.6	A Registered Cadastral Surveyor must install new Survey Marks in their correct positions in accordance with the Plan of Subdivision and the endorsement of the work must be certified in writing.	Prior to the request for approval of the Plan of Subdivision.
1.7	Pay to Council the applicable amount at the time of request for plan of subdivision approval for the issue of new valuations by the Department of Resources. Currently, the amount is set at \$41.00 per allotment.	As part of the request for approval of the Plan of Subdivision.
1.8	Provide certification from a Registered Cadastral Surveyor that all services (for example, water, wastewater, drainage, electricity, telecommunications) are wholly contained within the lot that they serve, or are otherwise to a standard that is acceptable to the relevant service provider (for example, by way of wayleave or easement).	As part of the request for approval of the Plan of Subdivision.
1.9	Remove any services made redundant as a result of the development and reinstate the land.	Prior to the request for approval of the Plan of Subdivision.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i> . Any works required to facilitate the subdivision that do not comply with requirements to be accepted development will require the submission of an Operational Works application to Council. The application must be approved prior to commencement of the works.	At all times.
	Services	
2.2	Connect the development to a reticulated drinking water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority so that it is available to each allotment. <i>Note: Where proposed allotments front existing overhead electricity or telecommunication service, these lots may connect direct to such service to the approval and requirements of the service provider.</i>	Prior to the request for approval of the Plan of Subdivision.

2.3	Submit applications to the relevant Energy and Telecommunications regulatory authority to either obtain design layout plans or certification letters to Council that any existing infrastructure or wayleaves are to their satisfaction and that they can provide services when required at the cost of a normal house connection.	Prior to the request for approval of the Plan of Subdivision.
2.4	The applicant must provide written evidence (e.g. connection certificate) from each particular service provider stating either that each lot has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	As part of the request for approval of the Plan of Subdivision.
	Vehicle Access	
2.5	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Regional Council Planning Scheme</i> .	At all times.
2.6	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to the property boundary in accordance with <i>Somerset Region Planning Scheme</i> .	At all times.
2.7	Make an Access Application to Council and pay the required fees where an application involves works required as stated in the conditions.	Prior to Commencement of Access works
	Stormwater	
2.8	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.9	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
	Erosion and sediment control	
2.10	<p>Erosion and sedimentation controls shall be implemented, as necessary, and shall be maintained to Council's satisfaction at all times during the course of the project. Should Council determine that proposed controls are ineffective or a downstream drainage system has become silted, the developer will:</p> <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	At all times.

2.11	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	At all times.
2.12	All wastes to be managed in accordance with the relevant legislation and regulations with regulated waste to be disposed of at a licensed facility and general solid waste to be disposed of at approved landfill sites with the contractor covering all costs incurred for the receipt and management of the waste.	At all times.
2.13	Where vegetation is removed, the vegetation waste shall be disposed of by: <ul style="list-style-type: none"> iv) Milling; v) Chipping and/or mulching vi) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site. Waste other than vegetation waste, generated as a result of the operations shall be disposed of to an approved disposal facility.</p>	At all times.
SCHEDULE 3 – ADVICE		
<i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> .		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the plan of subdivision is not provided to the local government within the 'currency period' – being four (4) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicant's appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		
This development approval is for the proposed development only. Any additional uses/structures, if triggers assessable development, may require their own planning approval and will be assessed on its own merits.		
Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.		
It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.		
The Fire Ant Restricted Area as well as general information can be viewed on the DAF		

website www.daf.qld.gov.au/fireants
All works shall be carried out in accordance with the <i>Workplace, Health and Safety Act (as amended)</i> and the <i>workplace Health and Safety Regulation (as amended)</i> .
The Plan of Subdivision will not be released until all works are completed to Council's satisfaction or uncompleted works are suitably bonded.
The Applicant has the Right of Appeal to the Planning and Environment Court regarding the conditions of this approval.
Should the Applicant notify Council in writing that the conditions of approval are accepted without dispute and that the right of appeal to the Court will not be exercised, the Decision Notice may be taken to be the development permit.
The current Aboriginal Cultural Heritage Act 2003 should be adhered to.
The Act is administered by the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships. (DSDSATSIP).
The Aboriginal Cultural Heritage Act establishes a Duty of Care for Indigenous Cultural Heritage. This applies on all land and water, including freehold land. The Cultural Heritage Duty of Care lies with the person or entity conducting an activity.
Penalty proposing an activity that involves additional surface disturbance beyond that which has already occurred at the proposed site need to be mindful of the Cultural Heritage Duty of Care requirement.
Details on how to fulfil the Cultural Heritage Duty of Care are outlined in the Duty of Care Guidelines gazetted with the Act.
Council strongly advises that you contact DSDSATSIP's Cultural Heritage Coordination Unit to obtain a copy of the Duty of care Guidelines and further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act
Separate development approval is required for any building work and plumbing/drainage works necessitated by the conditions contained in this approval.
<u>Carried</u>
<i>Vote - Unanimous</i>

Subject:	Development Application No. 00242
	Change Application (Minor Change) to construction of Units
File No:	DA80242
Action Officer:	SP-MW
Assessment No:	80242-50000-000 and 80242-00000-000

1.0 APPLICATION SUMMARY

Subject land

Location:	52 and 54 Royston Street, Kilcoy
Real property description:	Lots 1 and 2 SP305547
Site area:	2,024m ²

Current land use:	Four units constructed Two units approved – not constructed
Easements/encumbrances:	EMT A in Lot 1 on SP305547 – parking EMT B in Lot 2 on SP305547 – access

South East Queensland Regional Plan 2017

Land use category:	Urban footprint
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Planning scheme details

Planning scheme:	Somerset Regional Planning Scheme (Version Four)
Zone:	General residential
Precinct:	Not applicable
Overlays:	High impact activities management area overlay Stock route management overlay

Application details

Development approval:	Material change of use – Multiple dwelling – 8 units
Development proposal:	Material change of use – Multiple dwelling – 6 units
Original approval date:	11 August 2005, Ordinary Meeting
Original category of assessment:	Impact assessment
Applicant details:	J Hrobekko C/- PO Box 221 BRIBIE ISLAND QLD 4507
Owner details:	Jonter Investments Pty Ltd
Date application received:	27 February 2023

Referral agencies	None required
Public notification	Required for original application

RECOMMENDED DECISION

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

2.0 BACKGROUND AND PROPOSAL

Council, at its Ordinary Meeting of 26 July 2005, approved Negotiated Development Application No. DA80242 to Rezone to Residential B for construction of units, on land at 56 Royston Street, Kilcoy, formally described as Lot 3 RP83063. The site has subsequently been reconfigured into two lots. The site is now identified as 52 and 54 Royston Street, Kilcoy and formally described as Lots 1 and 2 SP305547.

The applicant now seeks to change the development approval to:

- Reduce the number of approved Units on the site from eight (8) to six (6);
- Provide all of the required car parking in a consolidated area that includes a new large carport;
- Enable Units 5 and 6 (not yet constructed) to now be consistent with the Generally in accordance approved plans that go with the approval for a Dual Occupancy DA17808 in this area; and
- Enable Units 1 to 4 that are already constructed on the site to change their garages into living areas.

3.0 PLANNING LEGISLATION

The applicant has made a change application for a minor change in accordance with sections 78 and 79 of the *Planning Act 2016*. An application for a minor change is to be assessed and decided in accordance with sections 81 and 81A of the Act.

A minor change means a change that, for a development approval:

- (i) would not result in substantially different development; and
- (ii) if a development application for the development, including the change, were made when the change application is made would not cause:
 - (A) the inclusion of prohibited development in the application; or
 - (B) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or
 - (C) referral to extra referral agencies, other than to the chief executive; or
 - (D) a referral agency, in assessing the application under section 55(2), to assess the application against, or have regard to, a matter, other than a matter the referral agency must have assessed the application against, or had regard to, when the application was made; or
- (iii) public notification if public notification was not required for the development application.

The proposed changes are considered to meet the test to a minor change, noting that the proposed change:

- (i) does not result in substantially different development, having respect to the guidance in the Development Assessment Rules;
- (ii) does not include prohibited development;
- (iii) does not require any additional referral agencies or additional referral matters;
- (iv) does not require public notification.

4.0 ASSESSMENT OF REQUESTED CHANGES

All matters relating to the development's compliance with the relevant provisions of the planning scheme were addressed as part of the development approval. Approved plans/documents and development conditions contained in the schedules and attachments to the approval, other than those subject of this assessment, will remain unchanged.

4.1 Background

The 2005 approval originally comprised:

- (a) *four two storey units each with three bedrooms and kitchen etc and one covered parking space for each unit, and*
- (b) *four one storey units each of two bedrooms and kitchen etc and one covered car parking space for each unit, ...*

In November 2006, the proponent advised he wished to amend the four units containing three bedrooms to comprising two bedrooms and a study. This was accepted by Kilcoy Shire Council in February 2007.

A Reconfiguring a lot application (one into two lots and access easement) (ref DA17808) was made over the site on 29 June 2018. While the application is now over these two lots, the extent of the development has not varied.

4.2 Approved and Proposed Plans

The approved plans for the development comprised individual semi-detached units comprising four groups of two units. Each unit contained a single car park space within the footprint of the unit.

After the first four units had been constructed, an amended design was proposed for Units 5 and 6, being the units in the southwest quadrant of the site. The amended design proposed no parking spaces in either unit and proposing a parking area in the northwest quadrant of the site.

The plans show a 15m x 18m carport, designed to accommodate ten parking spaces. The plans show two stormwater discharge points from the proposed carport connecting into the sewer. An alternate solution will be required as stormwater is not to be plumbed to sewer.

5.0 REQUESTED CHANGES TO EXISTING APPROVAL

5.1 Condition 1

1. *The building be constructed in accordance with the plans lodged with the application drawing no 2005/2/5-2 to 6 which show*
 - (a) *four two storey units each with three bedrooms and kitchen etc and one covered parking space for each unit, and*
 - (b) *four one storey units each of two bedrooms and kitchen etc and one covered car parking space for each unit, and*
 - (c) *four uncovered car parking spaces in the location shown and to be clearly signed visitors only on the pavement and by a sign at the end of the bay.*
 - (d) *The maximum height of the buildings, from the existing ground level at any point within the planned area of the site is to be 8 metres.*
 - (e) *A development approval will be required for building works, as will compliance with the BCA including location of w.c's in relation to other habitable rooms.*
 - (f) *Connect the premises to the electricity grid in accordance with Energex requirements.*
 - (g) *The site to be services with telecommunication facilities.*

Applicant comments

The applicant has requested the following change to the condition:

The building be constructed in accordance with the approved plans lodged with the application which show:

- (a) *Two one storey units each with 3 bedrooms and kitchen etc and one covered car parking space for each unit.*
- (b) *Delete condition.*

These changes will remove the plans listed in the condition and change the unit numbers and types for Units 5 and 6 and visitor carparking is covered in new Condition 8.

Council Officer comments

The applicant proposed that a new condition be included that listed the updated approved plans. It is however proposed to incorporate the approved plans into Condition 1.

The plans shown the conversion of the garages into living area rather than a third bedroom. As such, it is proposed to reference the plans as part of Condition 1 rather than use the applicant's proposed wording.

5.2 Condition 6

Contribute to infrastructure charges at the rate of 0.75 equivalent tenement for each unit subsequently proposed to be constructed on the site, less one equivalent tenement for the existing service, for sewerage currently at the rate of \$4,500 per equivalent tenement and water currently at the rate of \$4,000 per equivalent tenement.

Note: The above condition had been the subject of a Negotiated decision dated 11 August 2005 which resulted in Condition 6 being amended to:

Contribute to infrastructure charges at the rate of 0.75 equivalent tenement for each unit subsequently proposed to be constructed on the site, less one equivalent tenement for the existing service, for sewerage currently at the rate of \$4,500 per equivalent tenement and water currently at the rate of \$4,000 per equivalent tenement.

Sewerage Supply Contribution 8 Units x 0.75 – 1 = 5 x 4,500.00 = \$22,500.00

Water Supply Contribution 8 Units x 0.75 -1 = 5 x 4,000.00 = \$20,000.00

Applicant comments

Please update the infrastructure charges to reflect six Units instead of eight Units.

Council Officer comments

The infrastructure charges for sewerage and water supply networks are now actioned by Urban Utilities. A new water approval will be applicable for the balance of the development. Infrastructure charges for sewerage and water supply networks will be assessed by Urban Utilities as a part of that application.

A note will be added to the original condition confirming that sewerage and water infrastructure charges have been paid for four of the units, however the remaining two units have been separately approved as a Dual occupancy under DA17808.

A separate Infrastructure charges notice has been prepared as part of the approved combined DA17808 which was for a one into two lot subdivision and a Dual occupancy. The Dual occupancy comprises the remaining two units listed above. As a result no additional infrastructure charges are directly applicable to the original approval.

5.3 New Condition 7

Applicant comments

Please update the approval to list new approved plans:

- Development Layout Plan, Proposed Portal Frame Carport, prepared by Contour Consulting Engineers, Plan no 3346-SK03 Revision A, dated December 2022;
- Single Storey Units Floor Plan, Drawing no 2005/2/5-3, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobelko, Amended drawing No 5254B, dated 18 February 2023)
- Single Storey Units Elevation, Drawing no 2005/2/5-4, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobelko, Amended drawing No 5254A, dated 18 February 2023)
- Floor Plan, Proposed units, Drawing No C2773, Sheet 3 of 9, prepared by McLachlan, dated 25 February 2019
- Elevations, Proposed units, Drawing No C2773, Sheet 4 of 9, prepared by McLachlan, dated 25 February 2019
- Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022;

Council Officer comments

It is proposed to list the plans in conjunction with condition 1.

5.4 New Condition 8

Car parking is to be provided in accordance with the approved plans and allocated as listed below:

Resident Parks:	Visitor Parks
Unit 1 – Carpark 1	Unit 1 – Carpark 7
Unit 2 – Carpark 2	Unit 2 – Carpark 6
Unit 3 – Carpark 3	Unit 3 – Carpark 4
Unit 4 – Carpark 12	Unit 4 – Carpark 5
Unit 5 – Carpark 10	Unit 5 – Carpark 11
Unit 6 – Carpark 8	Unit 6 – Carpark 9

Car parks are to be marked with the Unit allocation.

Applicant comments

This new condition is to allocate resident parks and visitor parking for each of the six (6) Units.

Council Officer comments

Additional conditions are included to ensure that the carparking within the carport is provided prior to removal of the carparking spaces within the existing units, to ensure the residents of Units 1 to 4 are still provided with carparking spaces.

6.0 TRUNK INFRASTRUCTURE AND CHARGES

Infrastructure charges were included as a condition of the Negotiated decision. These charges have been paid in part as only four of the eight original units have been constructed.

At the time the development was originally approved, Council's infrastructure charges only addressed Water and Sewer infrastructure charges, which are now the responsibility of Urban Utilities. The original condition did not include network charges for Stormwater, Public parks and Open space or Transport.

Headworks for four of the eight approved units have been paid. Payment of \$23,375.00 was received on 18 June 2008 and the balance of \$7,315.00 paid on 30 July 2008. The additional \$7,315.00 related to indexation of charges.

Development conditions relating to infrastructure and charges that is now provided by Urban Utilities are required to be maintained on the development approval. Despite the conditions within this development approval, the applicant will require a separate approval from Urban Utilities for the identified works, including any necessary alterations/amendments.

A separate infrastructure charges notice (ICN) was prepared for the more recent approval DA17808 over the site which was a Combined development application for a Reconfiguring a Lot for Subdivision (one into two lots) and easement creation and Development Permit for a Material change of use for a Dual occupancy. This ICN included network charges for Stormwater, Public parks and Open space or Transport.

The applicable charge for Stage 1 of the ICN, being the reconfiguration, has been paid. The applicable charge for Stage 2 of the ICN, being the Dual occupancy, has not been paid as the Dual occupancy has not yet been developed. The ICN will be indexed when the Dual occupancy on Lot 1 is actioned.

The development therefore does not require a change to the condition, however a note has been proposed to explain that a separate ICN is applicable to the development of the additional units.

7.0 REFERRAL AGENCIES

The development application did not require referral to any referral agencies, and there are no additional referral agencies for the proposed changes.

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

8.0 PUBLIC NOTIFICATION

The original application was subject to impact assessment and required public notification.

During the notification period, Council received four submissions comprising three submissions in support of the proposal and one submission objecting to the proposal. Council must consider any properly made submissions about the development application or another change application that was approved.

The only submission objecting to the proposed development expressed concern about high density development in this part of Kilcoy, the proximity of the site to the Kilcoy State School, and the congestion associated with the school.

The development was originally approved 17 years ago, is partially developed, and the proposed change involves an overall reduction in the number of units. It is considered this would reduce the amount of traffic generated by the development and does not materially affect the overall proposal.

9.0 CONCLUSION

The proposed development involves an overall reduction in the number of units across the two lots from eight to six.

The proposed changes to the approved development have been assessed against the intent of the original approval. It is recommended that the application be approved, subject to the changes to the development conditions and approved plans contained within the schedules and attachments to this report.

10.0 ATTACHMENT

1. Original decision notice dated 15 June 2005 and Negotiated decision notice dated 11 August 2005.
2. Development Layout Plan, Proposed Portal Frame Carport, prepared by Contour Consulting Engineers, Plan no 3346-SK03 Revision A, dated December 2022;
3. Single Storey Units Floor Plan, Drawing no 2005/2/5-3, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobelko, Amended drawing No 5254B, dated 18 February 2023)
4. Single Storey Units Elevation, Drawing no 2005/2/5-4, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobelko, Amended drawing No 5254A, dated 18 February 2023)
5. Floor Plan, Proposed units, Drawing No C2773, Sheet 3 of 9, prepared by McLachlan, dated 25 February 2019
6. Elevations, Proposed units, Drawing No C2773, Sheet 4 of 9, prepared by McLachlan, dated 25 February 2019
7. Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022;
8. Carport Plan – Reference No. 2017288889 – Sheets 2 – 4 – prepared by Emerald Design and Construction – dated 24 February 2022.

RECOMMENDED DECISION

1. THAT Council approve the Minor Change to Development Application No. 80242 for a construction of Units on land situated at 52 and 54 Royston Street, Kilcoy, formally described as Lots 1 and 2 SP305547, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.

Conditions

- ~~1. The building be constructed in accordance with the plans lodged with the application drawing no 2005/2/5-2 to 6 which show~~
 - ~~(a) four two storey units each with three bedrooms and kitchen etc and one covered car parking space for each unit; and~~
 - ~~(b) four one storey units each of two bedrooms and kitchen etc and one covered car parking space for each unit; and~~
 - ~~(c) four uncovered car parking spaces in the location shown and to be clearly signed "visitors only" on the pavement and by a sign at the end of the bay.~~
 - ~~(d) The maximum height of the buildings, from the existing ground level at any point within the planned area of the site is to be 8 metres.~~
 - ~~(e) A development approval will be required for building works, as will compliance with the BCA including location of w.c's in relation to other habitable rooms.~~
 - ~~(f) Connect the premises to the electricity grid in accordance with Energex requirements.~~
 - ~~(g) The site to be services with telecommunication facilities.~~
1. The building be constructed in accordance with the plans lodged with the approved suite of plans
 - (a) Development Layout Plan, Proposed Portal Frame Carport, prepared by Contour Consulting Engineers, Plan no 3346-SK03 Revision A, dated December 2022 (as annotated);
 - (b) Single Storey Units Floor Plan, Drawing no 2005/2/5-3, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobello, Amended drawing No 5254B, dated 18 February 2023)
 - (c) Single Storey Units Elevation, Drawing no 2005/2/5-4, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobello, Amended drawing No 5254A, dated 18 February 2023)
 - (d) Floor Plan, Proposed units, Drawing No C2773, Sheet 3 of 9, prepared by McLachlan, dated 25 February 2019
 - (e) Elevations, Proposed units, Drawing No C2773, Sheet 4 of 9, prepared by McLachlan, dated 25 February 2019
 - (f) Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022;
2. Provide and maintain a sealed or concrete pavement for all vehicle accesses and car park areas within the site and from the Council roadway to the property boundary, to Council's standards.
3. Remove existing crossover / layback in Ethel Street, reinstate kerb and make footpaths safe.
4. Establish and maintain landscaping and gardens in the locations shown on the plan.
- ~~5. Connect all units to Council sewerage and water supply systems to Council standards.~~
5. Connect all units to sewerage and water supply systems to Urban Utilities standards.

6. Contribute to infrastructure charges at the rate of 0.75 equivalent tenement for each unit subsequently proposed to be constructed on the site, less one equivalent tenement for the existing service, for sewerage currently at the rate of \$4,500 per equivalent tenement and water currently at the rate of \$4,000 per equivalent tenement.

Sewerage Supply Contribution 8 Units x 0.75 – 1 = 5 x 4,500.00 = \$22,500.00

Water Supply Contribution 8 Units x 0.75 -1 = 5 x 4,000.00 = \$20,000.00

Note: Payment of infrastructure charges has been made for four units. A separate application (DA17808) was subsequently lodged and approved to develop two additional units, with a separate Infrastructure Charges Notice. Development of the two unconstructed units will be payable against that Infrastructure Charges Notice.

7. Car parking is to be provided in accordance with the approved plans and allocated as listed below:

Resident Parks:	Visitor Parks
Unit 1 – Carpark 1	Unit 1 – Carpark 7
Unit 2 – Carpark 2	Unit 2 – Carpark 6
Unit 3 – Carpark 3	Unit 3 – Carpark 4
Unit 4 – Carpark 12	Unit 4 – Carpark 5
Unit 5 – Carpark 10	Unit 5 – Carpark 11
Unit 6 – Carpark 8	Unit 6 – Carpark 9

8. Car parks are to be marked with the Unit allocation.
9. Car parking for Units 1 to 4 is to be provided prior to the repurposing of the garages within the units.

Attachments for the Decision Notice include:

1. Development Layout Plan, Proposed Portal Frame Carport, prepared by Contour Consulting Engineers, Plan no 3346-SK03 Revision A, dated December 2022 (as annotated);
2. Single Storey Units Floor Plan, Drawing no 2005/2/5-3, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobello, Amended drawing No 5254B, dated 18 February 2023)
3. Single Storey Units Elevation, Drawing no 2005/2/5-4, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobello, Amended drawing No 5254A, dated 18 February 2023)
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5. Elevations, Proposed units, Drawing No C2773, Sheet 4 of 9, prepared by McLachlan, dated 25 February 2019
6. Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022;
7. Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022

Resolution

Moved – Cr Isidro

Seconded – Cr Gaedtke

1. "THAT Council approve the Minor Change to Development Application No. 80242 for a construction of Units on land situated at 52 and 54 Royston Street, Kilcoy, formally described

as Lots 1 and 2 SP305547, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.

Conditions

1. The building be constructed in accordance with the plans lodged with the approved suite of plans
 - (a) Development Layout Plan, Proposed Portal Frame Carport, prepared by Contour Consulting Engineers, Plan no 3346-SK03 Revision A, dated December 2022 (as annotated);
 - (b) Single Storey Units Floor Plan, Drawing no 2005/2/5-3, drawn by Weber Drafting Services (Qld) Pty Ltd, dated 4/2001, (amended by John Hrobek, Amended drawing No 5254B, dated 18 February 2023)
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 - (f) Parking layout plan, prepared by Contour Consulting Engineers, Plan no 3346-SK01 Revision A, dated December 2022;
2. Provide and maintain a sealed or concrete pavement for all vehicle accesses and car park areas within the site and from the Council roadway to the property boundary, to Council's standards.
3. Remove existing crossover / layback in Ethel Street, reinstate kerb and make footpaths safe.
4. Establish and maintain landscaping and gardens in the locations shown on the plan.
5. Connect all units to sewerage and water supply systems to Urban Utilities standards.
6. Contribute to infrastructure charges at the rate of 0.75 equivalent tenement for each unit subsequently proposed to be constructed on the site, less one equivalent tenement for the existing service, for sewerage currently at the rate of \$4,500 per equivalent tenement and water currently at the rate of \$4,000 per equivalent tenement.

Sewerage Supply Contribution 8 Units x 0.75 – 1 = 5 x 4,500.00 = \$22,500.00

Water Supply Contribution 8 Units x 0.75 - 1 = 5 x 4,000.00 = \$20,000.00

Note: Payment of infrastructure charges has been made for four units. A separate application (DA17808) was subsequently lodged and approved to develop two additional units, with a separate Infrastructure Charges Notice. Development of the two unconstructed units will be payable against that Infrastructure Charges Notice.

7. Car parking is to be provided in accordance with the approved plans and allocated as listed below:

Resident Parks:	Visitor Parks
Unit 1 – Carpark 1	Unit 1 – Carpark 7
Unit 2 – Carpark 2	Unit 2 – Carpark 6
Unit 3 – Carpark 3	Unit 3 – Carpark 4
Unit 4 – Carpark 12	Unit 4 – Carpark 5

Unit 5 – Carpark 10	Unit 5 – Carpark 11
Unit 6 – Carpark 8	Unit 6 – Carpark 9

8. Car parks are to be marked with the Unit allocation.
9. Car parking for Units 1 to 4 is to be provided prior to the repurposing of the garages within the units.

Carried*Vote - Unanimous*

Subject:	Pest Management Working Group Meeting – 13 April 2023
File Ref:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	ESM

Background/Summary

A meeting of the Pest Management Working Group was held on 13 April 2023. Please refer to the attached report from the meeting.

Attachments

1. Report, Pest Management Working Group Meeting held on 13 April 2023.

Recommendation

THAT

1. Council receive the Pest Management Working Group Meeting report from the meeting held on 13 April 2023 and the contents be noted.

2. Write to the Regional Director of the North Coast Department of Transport and Main Roads expressing gratitude for the increase in element five (5) funding and further, request that this increased funding be ongoing to ensure the continued success of Council's Pest Management Plan

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT

1. Council receive the Pest Management Working Group Meeting report from the meeting held on 13 April 2023 and the contents be noted.

2. Write to the Regional Director of the North Coast Department of Transport and Main Roads expressing gratitude for the increase in element five (5) funding and further, request that this increased funding be ongoing to ensure the continued success of Council's Pest Management Plan”.

Carried*Vote - Unanimous*

Subject:	Application for Temporary Entertainment Event – Kilcoy Woodchop 2023
File:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	EHO-DB

Background/Summary

Council received a temporary entertainment event application from Liquid Operations Pty Ltd (Ref: 1490251) to conduct the Kilcoy Woodchop 2023 located at Kilcoy Exchange Hotel 13 William Street footpath and service road on Lot 8 RP864209. The event is called “Kilcoy Woodchop 2023”.

The event is proposed to be operated on Saturday 9 September 2023 from 10am until 10pm. Total attendance for the one-day event is predicted to be 200 - 300 persons.

Council regulates this activity through *Local Law No.1 (Administration) 2011*, and *Subordinate Local Law 1.12 (Operation of Temporary Entertainment Events) 2011*. The applicant has prepared an Event Management Plan (EMP) which outlines how the event will comply with Council's local law requirements for temporary entertainment events.

It is noted that Council has approved previous Kilcoy Woodchop events, which were held at this location in July 2022 and January 2023.

Assessment of Application

Under section 9 of *Local Law No. 1 (Administration) 2011*, Council may grant an approval for a temporary entertainment event only if it is satisfied that:

Criteria – LL, section 9(1)(a)	If the prescribed activity requires a separate approval under an Act, a law of the Commonwealth or the local government's planning scheme - the separate approval has been granted; and
Officer Comment	The applicant is required to make an application to Council and the Police Department for consideration for any temporary road closures. The applicant is required a liquor permit from the Officer of Liquor and Gaming Regulation. The applicant is required to follow the Queensland Health guidance on COVID-19 at events.
Criteria – LL, section 9(1)(b)	The proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
Officer Comment	The applicant has provided an Event Management Plan for the event detailing provisions for public safety and environmental harm. The applicant has provided public liability insurance which covers the event activities and meets Council's requirements. Medical Crowd Controllers and staff trained in first aid will be present on the premises. Security Staff and security briefings will occur prior to the conduct of the event. Crowd Controllers are employed to ensure the safety of the event space.

	<p>Temporary fencing will be erected to ensure the safety of event attendees and passer-by's.</p> <p>Post Event Report A condition of approval will require the approval holder to submit to Council, within 14 days of the event, a Post Event Report detailing: Total number of paying attendees and staff; Any incidents during the event relating to public health and safety and the outcomes of those incidents; Any incidents during or associated with the event where the Queensland Police Service, Queensland Ambulance Service or Queensland Fire and Emergency Services assistance was required, and the outcomes of those incidents.</p>
Criteria – LL, section 9(1)(c)	If the prescribed activity is the commercial use of a local government controlled area or road - the grant of the approval is consistent with the objective of the local government of restriction of the commercial use of local government controlled areas and roads, where such activities are permitted, in recognition of the fact that the activities may otherwise enjoy an unfair commercial advantage over competitive activities conducted from fixed premises in the local government area for which rates and other charges are paid, and to which planning and other regulatory legislation applies;
Officer Comment	The applicant has advised that all affected businesses and residences have been approached, with no objections to the activity being received.
Criteria – LL, section 9(1)(d)	The proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law for this paragraph; and
Officer Comment	<i>Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011</i> prescribes criteria for the proposed activity. An assessment against that criterion is provided below.
Criteria – LL, section 9(1)(e)	The grant of the approval would be consistent with the purpose of any relevant local law; and
Officer Comment	The approval would be generally consistent with Council's Local Laws.
Criteria – LL, section 9(1)(f)	If the application relates to trust land - the grant of the approval would be consistent with the terms and conditions of the trust; and
Officer Comment	The event will be held on a Council controlled road and the proposed use is generally consistent with the terms and conditions of the trust.
Criteria – LL, section 9(1)(g)	If the application relates to a prescribed activity mentioned in section 5(b) - the grant of the approval would be consistent with any requirements or criteria specified in the relevant <i>Local Government Act</i> in relation to the approval.
Officer Comment	Not applicable.
Criteria – SLL, Section 4(1)	The design and construction of the place of the temporary entertainment event must be safe and appropriate to the nature of the entertainment proposed and the number of people expected to attend the place.
Officer Comment	The area intended for use is suitable for the purposes of a wood chopping event. The attends are limited to 200 to 300 people.

	<p>Crowd Controllers are employed to ensure the safety of the event space.</p> <p>The applicant must comply with the public health directions of the Queensland Chief Health Officer</p>
Criteria – SLL, section 4(2)	Entertainment provided at the place must not unreasonably detract from the amenity of the area in which the entertainment is, or is proposed to be, situated.
Officer Comment	It is unlikely that the proposed event will unreasonably detract from the amenity of the surrounding area.
Criteria – SLL, section 4(3)	Entertainment provided at the place must not generate significant noise, dust or light pollution or other significantly adverse effects on the surrounding neighbourhood.
Officer Comment	Noise is limited to amplified PA address in conjunction with event, woodchop noise and patron noise. A condition of approval will require that no nuisance, as defined by the <i>Environmental Protection Act 1994</i> , is caused by the event.
Criteria – SLL, section 4(4)	There must be enough toilets and sanitary conveniences provided for the event.
Officer Comment	Toilet facilities available in the Exchange Hotel Kilcoy for all event attendees.
Criteria – SLL, section 4(5)	Adequate provision must exist for the disposal of waste generated by the use of the place for the temporary entertainment event.
Officer Comment	Waste managed by Exchange Hotel staff. Walkthroughs of the event space will occur to clear rubbish as needed. Woodchop debris will be removed by staff for disposal.
Criteria – SLL, Section 4(6)	Adequate provision must exist for people and (if relevant) vehicles to enter and leave the place of the temporary entertainment event.
Officer Comment	The applicant has submitted a Traffic Guidance Scheme for the event as part of the application material to the satisfaction of council's Operations Department. Vehicular and pedestrian traffic are not expected to be inconvenienced by the event. No significant disruption is expected to the normal use of William Street (D'Aguilar Highway).

Attachments

1. Site Plans
2. Event Management Plan
3. Traffic Guidance Scheme

Recommendation

It is recommended that the Council approve the application subject to the conditions listed below:

No.	CONDITION
1.0	ENVIRONMENTAL/ LOCAL LAW
1.1	The approval holder must:

	<ul style="list-style-type: none"> • Display the approval in the manner, and at the locations, specified by the local government; and • Produce the approval for inspection by an authorised person on demand.
1.2	The approval holder must provide Somerset Regional Council with a copy of a public liability insurance certificate of currency for a minimum of \$20 million dollars and must note Somerset Regional Council as an interested party. The insurance certificate must cover all relevant aspects of the event.
1.3	The operation of the temporary entertainment event must not unreasonably detract from the amenity of the area in which the place is located.
1.4	The temporary entertainment event is limited to the operation of the Kilcoy Woodchop 2022 on Lot 8 RP864209, located at 13 William Street service road, Kilcoy, and adjoining footpath located immediately to the front of the Exchange Hotel from 10am to 10pm on Saturday 9 September 2023.
1.5	<p>The approval holder must provide the following number of toilets, sanitary conveniences and showers for the event:</p> <p>Males: 3 toilets; 8 urinals; 2 hand basins.</p> <p>Females: 13 toilets; 2 hand basins; 1 sanitary convenience bin per female toilet.</p> <p>Unisex: at least 1 unisex toilet for patrons with a disability at each group of toilet facilities.</p> <p>The approval holder must also provide separate toilet and hand washing facilities for food handlers.</p>
1.6	The approval holder must provide an appropriate number of waste bins that are to be serviced by an appropriately licensed waste contractor. The number of waste bins provided must be sufficient to accept all waste generated by the event, including waste from attendees, event staff, and food vendors.
1.7	All waste generated from the event must be disposed of at an appropriately licenced waste disposal facility.
1.8	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 million dollars. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event.
1.9	<p>The approval 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.</p> <p>“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.</p>
1.10	The temporary entertainment event must not cause an environmental nuisance as defined by the <i>Environmental Protection Act 1994</i> .
1.11	<p>Noise associated with the event must not exceed the following levels at a sensitive receptor:</p> <p>(a) before 7am, if the use causes audible noise; or</p> <p>(b) from 7am to 10pm, if the use causes noise of more than 70dB(A); or</p> <p>(c) from 10pm to midnight, if the use causes noise of more than the lesser of the following—</p> <p>(i) 50dB(A).</p> <p>(ii) 10dB(A) above the background level.</p>

1.12	The operation of the temporary entertainment event 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.
1.13	The approval holder must provide appropriate lighting to all areas of the temporary entertainment event to ensure the safety of the public.
1.14	All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times: <ul style="list-style-type: none"> • In good working order. • In good state of repair. • In a clean and sanitary condition.
1.15	The approval holder must ensure that a food licence issued under the <i>Food Act 2006</i> is obtained (to the extent that it is required) by any entities selling food at the event.
1.16	The approval holder must ensure that the temporary entertainment event is run in accordance with the approved Event Management Plan.
1.17	The approval holder is to provide a contact number for any complaints received during the event.
1.18	The approval holder must ensure that all electrical installations or distribution to be utilised for the event is installed and signed off by a licenced electrician.
1.19	The approval holder must ensure that the construction of any structures onsite, including temporary stages and shade sails, are installed by appropriately qualified persons holding riggers licences with Workplace Health and Safety Queensland where required.
1.20	The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing: <ul style="list-style-type: none"> • Total number of attendees, performers and staff. • Any incidents during the event relating to public health and safety and the outcomes of those incidents. Any incidents during or associated with the event where the Queensland Police Service, Queensland Ambulance Service or Queensland Fire Emergency Services assistance was required and the outcomes of those incidents.
2.0	OPERATIONS
2.1	A Road Closure Permit is to be obtained from the Queensland Police Service in consultation with Council prior to the event and covering the operating hours of Saturday 9 September 2023 William Street Service Road.
2.2	The applicant must comply with the Traffic Guidance Scheme for the event which was submitted as part of the application material.
2.3	The approval holder must maintain free access for the general public to use the footpath within the event footprint.
2.4	The approval holder must conduct an 'emu parade' and clean and sanitise of the footpath and parking area around the event site to remove any accumulated litter, the day following the event.
2.5	The approval holder must not use tent pegs or stakes within the car park or footpath area for the purpose of setting up of any temporary structures (e.g. temporary fences, stages, etc.).
2.6	The approval holder is liable for any damages to Council infrastructure caused by the operation of the entertainment event.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

“THAT Council approve the application subject to the conditions listed below:

No.	CONDITION
1.0	ENVIRONMENTAL/ LOCAL LAW

1.1	The approval holder must: <ul style="list-style-type: none"> • Display the approval in the manner, and at the locations, specified by the local government; and • Produce the approval for inspection by an authorised person on demand.
1.2	The approval holder must provide Somerset Regional Council with a copy of a public liability insurance certificate of currency for a minimum of \$20 million dollars and must note Somerset Regional Council as an interested party. The insurance certificate must cover all relevant aspects of the event.
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1.4	The temporary entertainment event is limited to the operation of the Kilcoy Woodchop 2022 on Lot 8 RP864209, located at 13 William Street service road, Kilcoy, and adjoining footpath located immediately to the front of the Exchange Hotel from 10am to 10pm on Saturday 9 September 2023.
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1.6	The approval holder must provide an appropriate number of waste bins that are to be serviced by an appropriately licensed waste contractor. The number of waste bins provided must be sufficient to accept all waste generated by the event, including waste from attendees, event staff, and food vendors.
1.7	All waste generated from the event must be disposed of at an appropriately licenced waste disposal facility.
1.8	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 million dollars. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event.
1.9	The approval 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.
1.10	The temporary entertainment event must not cause an environmental nuisance as defined by the <i>Environmental Protection Act 1994</i> .
1.11	Noise associated with the event must not exceed the following levels at a sensitive receptor: (a) before 7am, if the use causes audible noise; or (b) from 7am to 10pm, if the use causes noise of more than 70dB(A); or (c) from 10pm to midnight, if the use causes noise of more than the lesser of the following— (i) 50dB(A).

	(ii) 10dB(A) above the background level.
1.12	The operation of the temporary entertainment event 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.
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1.14	All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times: <ul style="list-style-type: none"> • In good working order. • In good state of repair. • In a clean and sanitary condition.
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1.19	The approval holder must ensure that the construction of any structures onsite, including temporary stages and shade sails, are installed by appropriately qualified persons holding riggers licences with Workplace Health and Safety Queensland where required.
1.20	The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing: <ul style="list-style-type: none"> • Total number of attendees, performers and staff. • Any incidents during the event relating to public health and safety and the outcomes of those incidents. Any incidents during or associated with the event where the Queensland Police Service, Queensland Ambulance Service or Queensland Fire Emergency Services assistance was required and the outcomes of those incidents.
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2.1	A Road Closure Permit is to be obtained from the Queensland Police Service in consultation with Council prior to the event and covering the operating hours of Saturday 9 September 2023 William Street Service Road.
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2.4	The approval holder must conduct an 'emu parade' and clean and sanitise of the footpath and parking area around the event site to remove any accumulated litter, the day following the event.
2.5	The approval holder must not use tent pegs or stakes within the car park or footpath area for the purpose of setting up of any temporary structures (e.g. temporary fences, stages, etc.).
2.6	The approval holder is liable for any damages to Council infrastructure caused by the operation of the entertainment event.
	<i>Carried</i> <i>Vote - Unanimous</i>

Subject:	Purchase of Plant – Lantana Control Program
File:	Environmental Management/Reports/Environmental Health Reports

Action Officer: ESM**Background/Summary**

To assist with the extra workload of the lantana control program and to provide operational improvements and increased productivity generally in the Pest Management Program, it is proposed to purchase a new UTV, trailer and spray unit (the Purchase).

It is believed that the Purchase will provide operational improvements for Council and increased productivity through:

- Increasing access to road reserves and reducing the time taken to walk to and from 4WD vehicles dragging spray hosed up to 100m.
- Reduce traffic control costs due to working further from the roadway.
- Allow improved access to perform works following wet weather.
- Sharing the asset across the three spray teams to assist in treatment of target species in difficult to access areas around the region.
- Increasing safety by reducing the time spent working adjacent to roads where a 4WD vehicle would be parked in hard to access areas.
- Reduce fatigue resulting from reduced walking and dragging of spray hoses and carrying of other equipment.

Broader benefits and considerations for Council include:

- UTVs can be conditionally registered to allow use for official duties upon gazetted roads and trails such as the Brisbane Valley Rail Trail.
- UTVs have a lower centre of gravity than four-wheel drive vehicles which improves stability when operated in rough terrain or upon inclines which both increases areas of operation for officers and reduces risk when driving in some areas. Regardless, areas of operation must be risk assessed prior to driving in any vehicle.
- UTVs provide more visibility from the driving position increasing observations for targeted species during surveillance activities and improving visibility to navigate obstacles or hazards when driving. Officers regularly encounter hazards in the form of rubbish or debris upon roadsides which undertake surveillance which can cause damage to council vehicles. Poor visibility of hazards can be associated with the driver position within a vehicle cabin, obstruction of view from vehicle body panels and roadside vegetation. UTVs are fitted with basic safety features associated with motor cars including lap sash inertia seatbelts and integrated roll over protection within their construction. Current Queensland legislation also requires operators of UTVs to wear a motorbike helmet when in use.
- UTVs maintain a carrying capacity to support operational tasks – this can include spray equipment, first aid, trapping equipment or other material used with pest plant or animal management. UTVs have a reduced capacity than four-wheel drive vehicles but allow the transport of specific material into less accessible areas.
- Due to their size and capability a UTV leaves a smaller footprint when used on land including after weather events which would restrict or exclude normal vehicle use. This reduces the need to reschedule work in some instances.
- A UTV can be used in Biosecurity Surveillance Programs of private properties and in conjunction with other agencies to allow officers to cover more ground faster.
- Other officers, such as the NRM officer, may utilise the Purchase to access remote areas as part of their duties.
- A UTV is easily inspected and cleaned of all plant matter and seeds before departing from a property increasing our ability to ensure we meet our GBO and don't spread restricted species.

Safety Operating Procedures/Maintenance

- Council current has a UTV that is utilised at the Esk Landfill that is serviced by Council workshop team.
- An initial assessment has been conducted on load limits and it is anticipated that a 300L tank will meet the load limits.
- Council currently has a safe operating procedure for operation of UTVs.
- Officers have obtained sample SWMS's, risk assessments and operating procedures from another Council and the State Government who utilise UTVs which can be adapted for our use.
- Consultation with Council's WHS Advisor has occurred and it is proposed to review and amend the existing procedure having regard to the documents obtained to suit our specific uses and needs.
- Training on operation of the UTV can also be provided by the manufacturer.

Plant costs

Indicative costs for the Purchase as follows:

UTV Can-am Defender DPS Pro	\$ 30,000
Plant trailer	\$ 16,000
Quick spray Unit	\$ 12,500
Total	\$ 58,500

Attachments

Nil

Recommendation

THAT Council

1. purchase a new UTV, trailer and spray unit to increase productivity of the lantana control program and provide broader operational improvements to Council's Pest Management Program.
2. allocate \$60,000 in the 2023/24 budget to purchase a new UTV, trailer and spray unit with allowance for minor cost variations subject to CEO approval.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council

1. purchase a new UTV, trailer and spray unit to increase productivity of the lantana control program and provide broader operational improvements to Council's Pest Management Program.
2. allocate \$60,000 in the 2023/24 budget to purchase a new UTV, trailer and spray unit with allowance for minor cost variations subject to CEO approval”.

Vote - Unanimous

Carried

Subject:	Planning and Development Department Monthly Report – March 2023
File Ref:	Governance/Reporting/Officer Reports
Action Officer:	DPAD, ESM, SP, SBC, NRMO

Report

A summary of the Department's activities during the month of March 2023 is provided for Council's information.

Planning Development Applications

A total of twenty-three (23) development applications were received in March 2023.

Assessment Type	February 2022	March 2022	February 2023	March 2023
Building Works assessable against the Planning Scheme	15	15	12	12
Material Change of Use	7	11	3	8
Reconfiguring a Lot	4	4	4	1
Operational Works	-	2	3	1
Combined Applications	-	-	-	1
Total	26	32	22	23

The list of applications received is provided in Appendix 1.

A total of twenty-five (25) development applications were decided in March 2023.

Approved/Refused	February 2022	March 2022	February 2023	March 2023
Refused - Council	-	-	-	-
Refused - Delegated Authority	-	-	-	-
Approved - Council	3	8	4	2
Approved - Delegated Authority	10	15	10	23
Total	13	23	14	25

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

Planning Compliance Matters

Non-compliant planning / land use activities under investigation in this period include but are not limited to:

- o Function Facilities
- o Animal Keeping
- o Workshops / Vehicle Sales
- o Transport Depot
- o Vegetation Clearing.

Activities located in Esk, Mount Tarampa, Toogoolawah, Wanora, Coal Creek, Winya, Glamorgan Vale, Clarendon, Fernvale, Royston, Sandy Creek, Villeneuve.

Building Development Approvals

A total of seventy-two (72) building approvals were issued in the region for March 2023.

Assessment Type: Building Works

Status	February 2022	March 2022	February 2023	March 2023
Accepted Applications	72	65	58	83
Approved - Council	7	12	11	9
Approved - Private Certifier	65	56	46	63

The list of applications approved is provided in Appendix 2.

Building Compliance Matters

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

March 2023:

Unapproved building works in Mount Hallen, Atkinsons Dam and Minden.

Unlawful use of buildings or structures at Mount Hallen, Coominya and Atkinsons Dam.

**Plumbing Compliance Permits and Inspections**

A total of thirty-four (34) plumbing and drainage approvals were issued in the region for March 2023.

Assessment Type: Plumbing Approval

Status	February 2022	March 2022	February 2023	March 2023
Approved	28	35	34	36
Info Request	14	7	8	8
Total	42	42	42	44
Plumbing Inspections	76	94	111	127

The list of applications approved is provided in Appendix 3.

Mid-Brisbane (Black Snake Creek Catchment) Wastewater Risk Mitigation Program

Council's plumbing inspectors have continued working through the next phase of the Wastewater Risk Mitigation Program within Mid-Brisbane (Black Snake Creek Catchment). Twenty-one eligible properties in the Glamorgan Vale area were sent invitations to apply for an upgrade subsidy; eight of which have volunteered for an inspection, with six inspections resulting in the allocation of funding.

One property has had a plumbing application approved and finalised with the installation of HSTP.

Strategic Projects***New Somerset Economic Development Strategy***

The new Economic Development Strategy for the Somerset Region was formally adopted by Council on 15 December 2022.

The development of the Strategy included a detailed economic and industry analysis, background reports and preliminary stakeholder engagement through several meetings, interviews and briefings, including workshops with Somerset Regional Council's Economic Development and Tourism Advisory Committee (EDTAC).

Implementation of the Strategy is currently underway and will be part of the 23/24 Financial Year budget and 23/24 Operational Plan deliberations.

Lowood Futures Strategy

The Lowood Futures Strategy (the Strategy), adopted by Council in December 2022, is an urban renewal project for the Lowood community – one that harnesses bold and ambitious thinking, aims to enhance community wellbeing by amplifying the town's identity and competitive advantage, and providing a pragmatic road map for delivery.

Overall, the Strategy has successfully delivered its objectives to:

- Provide an evidence-based understanding of Lowood's competitive advantages and opportunities to become a regionally attractive destination and secure new investment opportunities
- 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
- Identify the priority policy, development and infrastructure responses required to create a distinctive and attractive township, create jobs, strengthen the local economy and attract people to stop, interact and engage in the community
- Develop a prioritised implementation plan with costs and program for delivery of immediate infra-structure, asset disposal, placemaking (including temporary activations) and public realm / streetscape enhancements
- Provide direction on the role Somerset Regional Council can play in enabling actions through repurposing redundant and underutilised land holdings and assets, or other policy levers and governance arrangements at Council's disposal
- Work collaboratively with the community, business and government stakeholders to align plans and actions for the benefit of the town and region.



The preparation of the Strategy is the first step in the process. The Strategy identifies a range of key delivery actions and projects in a variety of areas including governance, place activation, advocacy and capital works that can be sequenced over the short, medium and long-term for the benefit of Lowood.

Since the Strategy's adoption by Council in December 2022; necessary governance arrangements and budget proposals have been prepared ahead of the 23/24 Financial Year commencement.

Environmental Health Services

Food Safety Training



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

A total of 10 users completed the training during the month of March.

Swimming Pool Water Quality Monitoring

Water sampling was conducted at Council's swimming pools located at the Toogoolawah, Kilcoy and Lowood. Samples were submitted to Queensland Health for analysis to check compliance with the *Queensland Health Water Quality Guidelines for Public Aquatic Facilities, 2019*.



Mosquito Monitoring



At end of March, Officers completed the 2022-2023 mosquito surveillance program in conjunction with Queensland Health. Sample and report have been submitted to Queensland Health for analysis. The main aim of the annual surveillance program is to establish the level of confidence in:

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

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

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

Pest Management

The following is a report on activities in the Pest Management section.

Invasive Plant Control

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

February 2023:

- **Giant rats tail grass** – Crossdale, Colinton, Harlin, Mount Kilcoy, Lowood, Tarampa, Sheep Station Creek, Esk, Coominya, Atkinson Dam, Biarra, Wivenhoe Pocket, Clarendon.

- **Annual Ragweed** - Esk, Coominya, Monsildale, Colinton, Crossdale, Bryden, Toogoolawah, Harlin, Atkinson Dam, Biarra, Lowood, Wivenhoe Pocket, Minden, Fernvale, Buaraba, Banks Creek.
- **Groundsel** - Gregors Creek.
- **Honey Locust** - Gregors Creek.
- **Leucaena** – Neurum Road, Wivenhoe Somerset, Esk-Kilcoy Road.
- **Lantana** - D'Aguilar Highway West, Coominya, Tarampa, Minden, Biarra.
- **Lantana Mechanical control** - D'Aguilar Hwy West, Biarra, Lowood, Minden, Esk Crows-Nest Road.
- **Council managed infrastructure** - Kilcoy fat cattle yards, Kilcoy Depot.
- **Element 5**- D'Aguilar Highway West, Kilcoy Murgon Road, Gatton Esk Road, Esk Hampton Rd, Brisbane Valley Highway, Esk Kilcoy, Wivenhoe Somerset Road.
- **Lantana chemically treated** – 9,135M² / 9.135Ha.
- **Lantana mechanically removed** - 243,000M² / 24.3Ha.
- **Herbicide applied** – 18,880L.

March 2023:

- **Mother of Millions** - Neurum, Minden, Esk, Eskdale, Glamorgan Vale, Lowood.
- **Annual Ragweed** - Mount Kilcoy, Toogoolawah, Sandy Creek, Neurum. Fernvale, Moore, Linville, Gregors Creek, Minden, Glamorgan Vale, Lowood.
- **Giant rats tail grass** – Colinton, Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Linville, Moore, Minden.
- **Fireweed** - Fernvale.
- **Groundsel** - Moore, Glamorgan Vale, Lowood.
- **Leucaena** - Colinton.
- **Lantana** – Neurum, Fernvale, Sandy Creek, Mount Kilcoy, Brisbane Valley Highway.
- **Lantana Mechanical control** - Eskdale.
- **Council managed infrastructure** - Kilcoy and Esk Showgrounds, Esk Landfill, Kilcoy Dump, Kilcoy Depot.
- **Element 5** - Kilcoy Murgon Road, D'Aguilar Highway East and West, Esk Kilcoy.
- **Element 15**- All TMR Roadside furniture was treated in the month of March.
- **Lantana chemically treated** – 10,000M² / 10Ha.
- **Lantana mechanically removed**- 268,000M² / 26.8Ha.
- **Herbicide applied** – 29,640L.

Lantana Chemical Subsidy Program

As part of the 2021/22 budget, Council has funded an ongoing Lantana Chemical Subsidy Program, where a 50% subsidy is provided to eligible landholders who purchase approved chemicals to control lantana for the business located within the Somerset Region.

The second round of the 2022/23 program has opened for expressions of interest to participate in the lantana subsidy program, applicants that are already registered and missed out on the first round and waited for a possible second round will be approached and offered a chance to receive funding, we expect this list of landholders will easily deplete the remaining funding.

Compliance under the *Biosecurity Act 2014*:

	February 2023	March 2023
Information notices	-	-
Biosecurity Orders	-	-
Enter and Clear action	-	-

Regulatory Services

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

Natural Resource Management

Land for Wildlife

- Preparations for a Botanical workshop for Land for Wildlife participants to be held 29 April 2023.

Somerset Flora and Fauna



- Birds Queensland has finalised the “Birds Places of Somerset” brochure for the Somerset Region. Brochures have been distributed to the Somerset Region Visitor Information Centres.
- Meeting with Griffith University Social Marketing team to promote Koala awareness – 9 March 2023.
- Participation in the inception SEQ Regional Fauna Infrastructure network meeting 14 March 2023.
- Provision of Snake awareness training for Council staff and volunteers at Toogoolawah – 16 March 2023.
- Participation in Regional Local Government Flying Fox project meeting – 20 March 2023.
- Attendance at Department of Environment and Science Koala Threat Reduction Program workshop – 22 March 2023.

Catchment Management

- Resilient Rivers Project Updates:
 - Planting has been completed at the next stage of the Black Snake Creek Project (2 properties at Glamorgan Vale) and is now under two years of maintenance to assist plant establishment.
 - Submissions have been prepared for projects across the Council managed reserves of the Mid Brisbane River Catchment and submitted to the Resilient Rivers Taskforce for consideration.
 - Facilitated an Erosion and Sediment control management system review with Healthy Land and Water – 1 March 2023.



Offsets – Planting



Delivery of Councils Capital Works Offsets:

- Council has appointed contractors to deliver the 22/23 Offset proposal on the Brisbane Valley Rail Trail, incorporating Brisbane Valley Kilcoy Landcare's Queens Jubilee planting. Collectively, this will incorporate approximately 1000 trees in and around the Yimbun Station area. Planting is anticipated in March 2023.

Collaborations

- Facilitated consultant inductions for Mount Glenrock ecological assessment - 2nd and 7th March 2023
- Facilitated Control Burns at 2 strategic Locations in Esk – with Fireland Consultancy and the Department of Resources – 8 March 2023.
- Representation at Mount Glenrock Steering Committee meeting – 28 March 2023.
- Participant in Koala Tree Planting at Yimbun Station, with Brisbane Valley Kilcoy Landcare and Harlin State School Students – 29 March 2023.
- Facilitated Fire information and property planning workshop, with Healthy Land and Water and Queensland Fire and Biodiversity Consortium – 29 March 2023.

Business Recovery Officer



Below is a summary of the Business Recovery Officer's (BRO) activities during the month of March 2023.

General Business

Discussions continue around budget planning and implementation actions regarding the recently adopted Economic Development Strategy.

Events

Somerset Regional Council, together with the AusIndustry/Deloitte Strengthening Business Programme, facilitated the "Business Discovery Series" which consisted of three related business planning workshops.

The workshops were delivered by Renae Berry, Strengthening Business Facilitator, together with a digital marketing specialist – Sonya Keenan (session three), and ran over three consecutive Wednesday's during the month of March.

A total of 70 registrations were received, consisting of 31 individual business owners across the three workshops. 15 business owners participated in all three sessions.



An event is currently being arranged for Small Business Month in May.

Planning continues for educational workshops and forums for the remainder of the year.

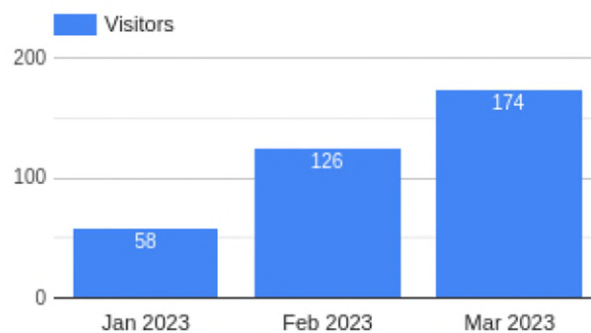
Business Communications

The BRO is continuing to meet and build relationships with local businesses via phone calls and business visits.

Total Business Interactions for March = 91

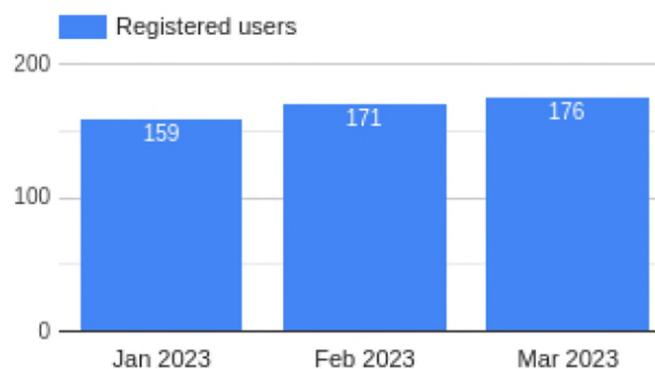
Somerset Regional Council Grant Finder – March 2023

Total portal visitors = 174



A visitor is someone who has viewed your portal, but may or may not be registered. Per month totals are shown above. This figure only includes unique visitors. I.e. the same person is not double counted.

Total registrations = 176



Registrations are people that have registered to your portal via the signup form and are still active. Total cumulative registrations are shown above.

Number of grants on the portal = 1,247



Average number of grants available on your portal per month. Approx. 30 grants will open, close or be announced each week in Australia. Hence an average figure is provided.

Recommendation

THAT the Department of Planning and Development Monthly Report for March 2023 be received and the contents noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT the Department of Planning and Development Monthly Report for March 2023 be received and the contents noted”.

Carried

Vote - Unanimous

Subject: Report of the Audit Committee meeting
File Ref: Audit committee
Action Officer: DFIN

Background/Summary

Section 211 (4) of the Local Government Regulation 2012 requires a written report about the matters reviewed at an audit committee meeting and the committee’s recommendations about the matters to be presented at the next meeting of Council.

The Audit Committee met on 12 April 2023 and considered reports and plans including “Internal audit – recruitment”, “Internal audit - right to information and privacy reporting (including customer complaints processes)” and “Internal audit - review of financial management risk register”.

The internal audit reports document agreed action to be taken in respect of internal audit recommendations with a responsible council officer nominated.

The internal audit report about recruitment notes that amendments will be sought to Council’s Recruitment and Selection Policy before 30 November 2023.

Attachments

Report of the Somerset Regional Council Audit Committee meeting of 12 April 2023

Recommendation

THAT the report of the Somerset Regional Council Audit Committee meeting of 12 April 2023 be received and the contents noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT the report of the Somerset Regional Council Audit Committee meeting of 12 April 2023 be received and the contents noted”.

Carried

Vote - Unanimous

Subject:	Tender 1279 – Standing Offer Arrangement - Supply and Delivery of Quarry Materials for a 36-month period with one x 12-month optional extension period
File Ref:	Corporate management\tendering\tenders
Action Officer:	SPO

Background/Summary

Tenders were called for a standing offer arrangement to replace the current agreement. The tender was advertised on the Somerset Regional Council website and on VendorPanel.

Tender submissions were received from:

- Bracalba Quarry (a business of Brisbane City Council)
- Karreman Quarries Pty Ltd
- Mt Marrow Blue Metal Quarries Pty Ltd

Tender offers cover 204 different pricing permutations based on 17 different types of material to be delivered to 12 different localities.

Attachments

Confidential tender analysis provided to Councillors separately.

Recommendation

THAT Council accepts the offers under tender 1279 for the supply of quarry materials from Bracalba Quarry, Karreman Quarries and Mt Marrow Blue Metal Quarries as ranked on the confidential tender analysis for the period commencing 1 May 2023.

Resolution

Moved – Cr Wendt

Seconded – Cr Choat

“THAT Council accepts the offers under tender 1279 for the supply of quarry materials from Bracalba Quarry, Karreman Quarries and Mt Marrow Blue Metal Quarries as ranked on the confidential tender analysis for the period commencing 1 May 2023”.

Carried

Vote - Unanimous

Subject: Sale of land for overdue rates or charges – Clean Space Investments Pty Ltd – deregistered
File Ref: Rates/ abandonment/ sale of lands FY2023
Action Officer: DFIN

Background/Summary

Council has been advised that the below recommendation should be re-presented for consideration as a consequence of the effective owner being an Australian Government body (Australian Securities and Investments Commission).

Attachments

Nil

Recommendation

THAT the property described as L 1 RP188821 at 5220 Brisbane Valley Highway Esk Qld 4312 be sold by way of auction for overdue rates or charges with an auction reserve and other terms of the process to be set by the Chief Executive Officer having regard to legal requirements. (04451-00000-000).

Resolution

Moved – Cr Isidro

Seconded – Cr Whalley

“THAT the property described as L 1 RP188821 at 5220 Brisbane Valley Highway Esk Qld 4312 be sold by way of auction for overdue rates or charges with an auction reserve and other terms of the process to be set by the Chief Executive Officer having regard to legal requirements. (04451-00000-000)”.

Carried

Vote - Unanimous

Subject: Delegations Register Amendments – Council to Chief Executive Officer
File Ref: GOVERNANCE - AUTHORISATIONS – Delegations – Council to Chief Executive Officer – Doc Id. 1433365
Action Officer: GBIO

Background/Summary

A review of Council's delegations from Council to the Chief Executive Officer has been undertaken for legislation that has been amended.

In reviewing the delegations register, consideration has been given to the template maintained by the Local Government Association of Queensland (LGAQ), the existing level of delegations to the Chief Executive Officer, and the types of operational decisions to be made on a regular basis. Importantly, any power delegated by the Council may continue to be dealt with by the elected body itself.

As a result of the review, proposed changes have been categorised as either:

- amendments to existing delegations,
- removal of delegations, or
- new delegations.

Attachments

Attachment A - Amendment to Existing Delegations
 Attachment B - Removal of Delegations
 Attachment C - New Delegations

Recommendation

THAT Council

- (i) approve the amendments to the existing delegations to the Chief Executive Officer as they appear in Attachment A;
- (ii) remove the delegations to the Chief Executive Officer included in Attachment B;
- (iii) approve the new delegations to the Chief Executive Officer as they appear in Attachment C.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT Council

- (i) approve the amendments to the existing delegations to the Chief Executive Officer as they appear in Attachment A;
 - (ii) remove the delegations to the Chief Executive Officer included in Attachment B;
 - (iii) approve the new delegations to the Chief Executive Officer as they appear in Attachment C.
- ”.

Carried

Vote - Unanimous

Subject: Exhibition Policy – The Condensery
File Ref: Policy Development
Action Officer: ACM

Background/Summary

The aim of this policy document is to provide a clear summary of The Condensery’s exhibition and displays activities, in particular outlining the criteria by which the programme is decided, and the way in which individual exhibitions and displays are selected.

The policy complements the goals set out in The Condensery’s strategic plan and where possible, will further The Condensery’s reputation and enhance the galleries importance and relevance as a cultural and tourist destination in South-East Queensland.

Attachments

1. Exhibition Policy

Recommendation

THAT Council adopt the Exhibition Policy – The Condensery C/039 as attached in Appendix 1.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtke

"THAT Council adopt the Exhibition Policy – The Condensery C/039 as attached in Appendix 1".

Carried

Vote - Unanimous

Subject:	Somerset Rail Trail Classic — 2023 Event Beneficiary Agreement
File Ref:	Recreation and Cultural Services — Event Management — 2022 - 2023 - Somerset Rail Trail Fun Run or Ride
Action Officer:	CTM

Background/Summary

The CSO has negotiated with Mercy Community Lowood (MCL) to be the Event Beneficiary for the 20th instalment of the Somerset Rail Trail Classic (SRTC) to be held on Sunday, 23 July 2023.

MCL is a not-for-profit charity that provides targeted support and services to children and families in the Lowood and surrounding area, such as an Integrated Early Years' Service, Targeted Family Support Service, and Centrelink Agency. They also manage bookings for the Lowood Community Centre, supported by Somerset Regional Council (SRC).

MCL, in collaboration with the CSO, have drafted a Memorandum of Understanding for the 20th SRTC (attached). In summary, SRC will donate \$2 from every paid entry to MCL, incorporate the MCL logo in promotional content, and include check boxes to 'donate' as part of the participant registration process. MCL will provide promotional support and assist in the recruitment of volunteers for the event.

This agreement provides Council with an opportunity to promote the event to a wider audience, and an opportunity to raise funds and awareness for a great organisation operating in the Somerset region in support of local community members.

Attachment

Nil

Recommendation

THAT Council approve the Memorandum of Understanding with Mercy Community Lowood for the 20th Annual Somerset Rail Trail Classic.

Resolution

Moved – Cr Brieschke

Seconded – Cr Wendt

"THAT Council approve the Memorandum of Understanding with Mercy Community Lowood for the 20th Annual Somerset Rail Trail Classic".

Carried

Vote - Unanimous

Subject:	Memorandum of Understanding between Council and Somerset Assist Inc
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File Ref: LEASING-OUT-2022-2023 - Council Land and Buildings
Action Officer: DCORP

Background/Summary

Somerset Assist Inc is a Somerset based not-for-profit organisation and registered charity which operates solely within the Somerset region and assists older persons to access care, enabling them to stay in their homes for longer. All the preliminary work is provided on a voluntary basis, with the organisation only earning a management fee, once a client receives funding through an aged care package. This fee is earned through their partnership with Trilogy Care, the registered aged care provider and Mable, providing contract workers through their online platform.

Since November 2022, when the organisation entered into the agreement with Trilogy Care, it has assisted over fifty residents to navigate the aged care system, with a significant number being successful in getting approved and then later funded for an aged care package. The number of clients is such that they now need to operate out of a premises other than their homes. However, at this stage, income earned through the package management fee is not sufficient to allow them to enter into a commercial lease. It is anticipated, at the current growth rate, this would be expected by twelve months.

As a result, the organisation has requested use of one room within the Stepping Stones Community Wellness Hub to store their files securely and operate a part-time office. The office would only be used when it was not needed by other support services, which currently include a mental health service, optometrist and dietician. The room is available on Mondays and Wednesdays and weekends which is ample time to enable Somerset Assist to perform administration activities.

The hire of Stepping Stones building without a fee is consistent with Council's definition that where the applicant is a Somerset Region based community group or not for profit organisation based in the region there will be no applicable hire charge.

To facilitate this use, it is recommended that Council offer a Memorandum of Understanding for twelve months, from 1 May 2023 to allow this organisation to continue to expand for the benefit of older persons in the region.

Attachments

Confidential – Memorandum of Understanding between Somerset Regional Council and Somerset Assist Inc

Recommendation

THAT Council enter into a Memorandum of Understanding with Somerset Assist for a period of twelve months from 1 May 2023 to facilitate the continued growth of the organisation, supporting older residents to access appropriate aged care support.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT Council enter into a Memorandum of Understanding with Somerset Assist for a period of twelve months from 1 May 2023 to facilitate the continued growth of the organisation, supporting older residents to access appropriate aged care support”.

Vote - Unanimous

Carried

Subject: Caretaking and Cleaning Agreement – Kilcoy Showgrounds
File Ref: Legal Documents – Agreements – AG1271
Action Officer: DCORP

Background / Context

The agreement between Somerset Regional Council and Kilcoy Race Club for the Caretaking and Cleaning of the Kilcoy Showgrounds expired 1 April 2023.

Kilcoy Race Club would like to renew this agreement for a further twelve months from 1 May 2023 until 30 April 2024 with the added clause under Schedule 1: Payment of services “In the event of a statutory wage increase, an equal amount will be added to the contract at that time”.

A further review of the agreement has concluded no additional changes are required and a new term will be set at the end of the agreed renewal term.

Attachments

Confidential Attachment 1 – Caretaker and Maintenance Agreement SRC and KRC

Recommendation

THAT Council approve the renewal of the Caretaking and Cleaning agreement between Somerset Regional Council and Kilcoy Race Club effective from 1 May 2023 to 30 April 2024 as the only supplier reasonably available.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

“THAT Council approve the renewal of the Caretaking and Cleaning agreement between Somerset Regional Council and Kilcoy Race Club effective from 1 May 2023 to 30 April 2024 as the only supplier reasonably available”.

Carried

Vote - Unanimous

Subject: Corporate and Community Services Monthly Report – March 2023
File Ref: Corporate Service Report
Action Officer: DCORP

Background/Summary

In delivering on Council's Operational Plan and commitment to excellent customer service, the Corporate and Community Services Department offer the following information as a representation of activities undertaken during the month of March 2023.

Records

Documentation – At a Glance – March 2023

Inward/Actioned Documents – 4053	Outward Correspondence - 2610
Customer Service Requests - 507	Councillor Requests – Fifty-Five (55)
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 11222	Internal Only Records Email - 11114
Decision Notices/Workshop Outcomes - Decision Notices – Forty-Seven (47) Workshop Actions – Twenty-One (21)	Tender/Quotation – Tenders – Three (3) Numbered Quotations – Two (2)

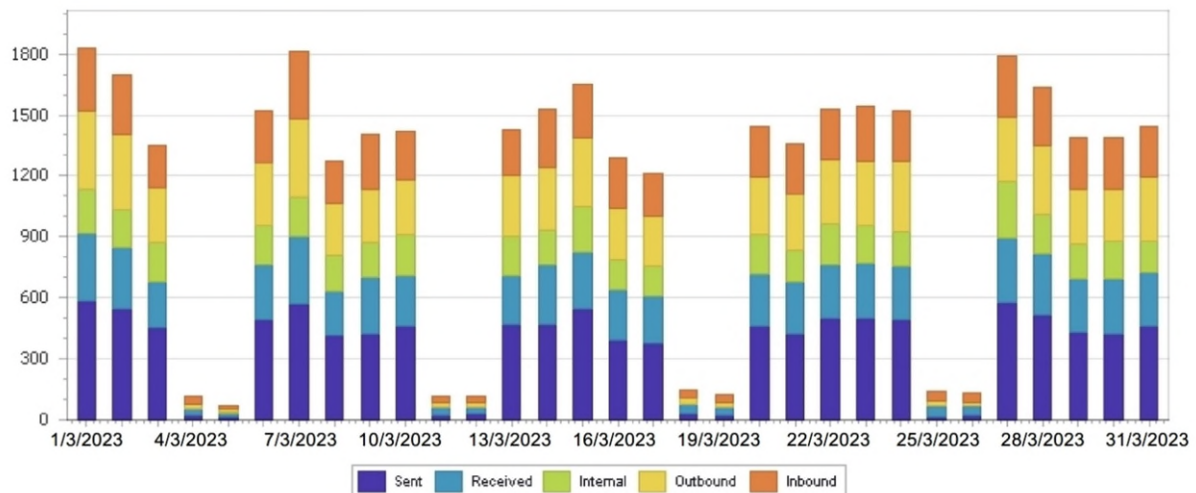
Total Documents Registered for the month of March 2023 – 9922

Email Traffic

Somerset Regional Council mail@somerset.qld.gov.au (Corporate Mailbox)

Summary

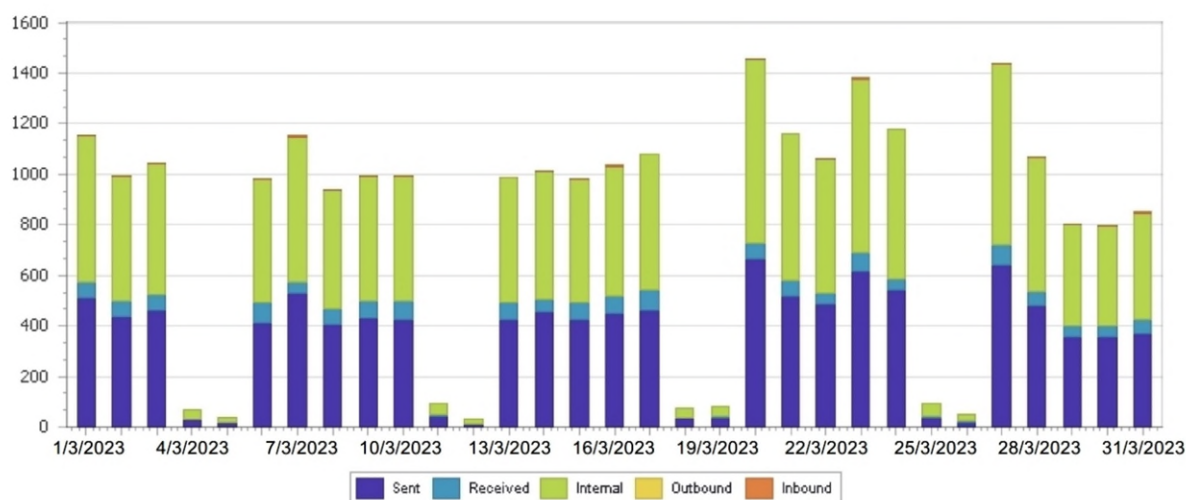
Inbound Total Emails: 6219	Outbound Total Emails: 7163	Internal Total Emails: 4308	Sent Total Emails: 6468	Received Total Emails: 11222
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**Email Traffic**

Records (Internal Only Email Address)

Summary

Inbound Total Emails: 38	Outbound Total Emails: 4	Internal Total Emails: 12495	Sent Total Emails: 1423	Received Total Emails: 11114
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The focus remains on implementing the digital disposal strategy to free up space in Council's archive facilities and minimise reliance on paper-based documentation.

The team has also implemented changes which minimise access to certain folders within MagiQ tightening security. Training our new records officer continues but does impact on progression of long-term projects.

Queensland State Archives is currently reviewing the Public Records Act 2002 and seeking feedback. Senior records officers attended online consultation to ensure Council is prepared for the proposed reforms and ready to implement any of the any suggested changes when required.

Governance and Business Improvement

Policy Review

The Queensland Ombudsman (QO) investigates complaints about the actions and decisions of Queensland local governments. The QO recently produced a report identifying the top 5 problems identified in the complaints they have investigated over the last 20 years. It was found that 69% of reports identified an issue about policies and procedures as a factor for the problem under investigation.

Policies and procedures form the fundamental framework to guide staff on how to perform their jobs well. The QO indicates that policies need to comprehensively address operational issues, be effectively communicated to staff, be regularly reviewed and not include overlapping policies, which can create confusion.

The Information Services Team are currently developing a policy framework to facilitate a corporate approach to developing and reviewing policies, procedures and forms. It will provide guidance on the types of policies and procedures within Council, the approval authority process and instructions on how to develop and review these on an ongoing basis.

To be effective, policies and procedures need to be fair (in the public interest), practical (able to be implemented), sustainable and measurable. It is intended that best efforts be made to simplify and reduce the amount and complexity of Council's policies and procedures to:

- create greater efficiencies, as elected members and staff are empowered to confidently apply clear and transparent directions to achieve desired outcomes;
- improve compliance, as it will be easier to navigate, find and apply relevant governance documents for any given situation;
- ensure that policies and procedures are applied fairly, consistently and predictably.

Information and Communication Technology (ICT)

Software and infrastructure upgrades continue in line with budgetary considerations and operational requirements, and work continues implementing audit recommendations in line with target dates.

Advancements to the electronic document and records management system continued and further upgrades to NBN technologies at multiple sites have been progressed.

Reminders to update Dog Registration information have been distributed via SMS twice a week.

Cyber Security

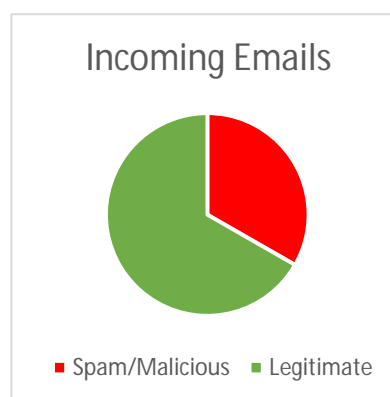
Incoming emails identified as malicious remained at 33%, with a further 10% increase to overall emails. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils. Internet facing resources continue to be bombarded with targeted attacks, with the Australian Cyber Security Centre (ACSC) and Queensland Government Chief Information Officer (QGCI) warnings of ongoing campaigns by foreign nations and organised hacker groups targeting Australian government and business networks enduring.

Latitude Financial Services faced 14 million customers who had had their personal information exposed in Australia's largest data breach. Latitude identified approximately 7.9 million Australian and New Zealand driver licence numbers were stolen, as well as 53,000 passport numbers and a number of monthly financial statements. A further 6.1 million records dating back to at least 2005 including name, address, telephone and date of birth were stolen.

This confirmation came days before property giant Meriton disclosed a significant data breach of their own, warning that personal information may have been accessed by cybercriminals.

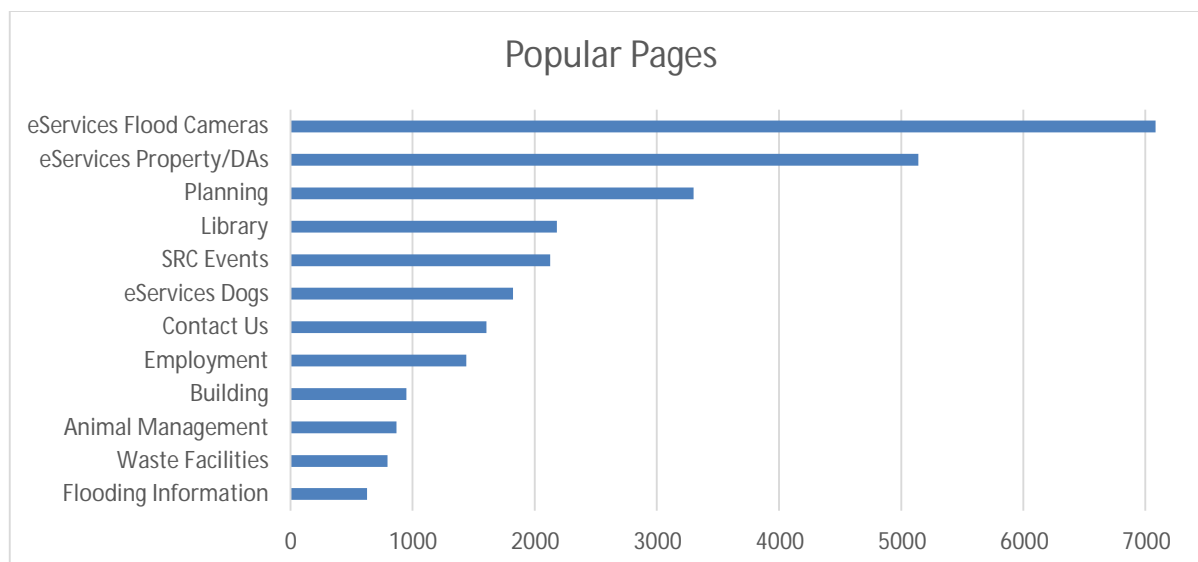
Anyone concerned that their information may have been compromised is urged to visit [IDCARE.org](https://www.idcare.org), a not-for-profit organisation specialising in providing free, confidential cyber incident information and assistance, or to contact one of their Case Managers on 1800 595 160.

Council maintains responsibility to Information Security, which involves measures used to protect all personal information from misuse, interference, loss, and from unauthorised access, modification, or disclosure, including not retaining identity information unless absolutely necessary.







Websites

The primary corporate website (someset.qld.gov.au) received 43,626 page views for the month, and eServices (eservices.someset.qld.gov.au) received 29,434 with an increase from Dog Registration reminders and flood cameras continuing to be most popular.



The Condensery – Somerset Regional Art Gallery

		
<p>246 Visitors</p>	<p>6,219 Social Media Reach 2,750 Social Media Followers</p>	<p>1 Exhibitions Presented</p>
	<p><i>"An amazing space. Thinking Business was awesome. (The work) Stained Glass resonated with me"</i></p> <p><i>"Fantastic"</i></p> <p><i>"Really enjoyed it!"</i></p> <p><i>"Interesting display"</i></p> <p><i>"Very modern display – excellent"</i></p> <p><i>"Amazing"</i></p> <p><i>"Fantastic. Good steady stuff"</i></p> <p><i>"Awesome"</i></p>	
<p>1 Public Programs Held</p>	<p>March Exhibitions and Programs Feedback</p>	

Artistic Program

Thinking Business by art collective Barbara Cleveland opened to the public on 18 February with a launch event held on 25 February. Over 43 local residents attended the opening event, where exhibition curator Gina Mobayed gave an eloquent speech on the collective's work, collaborative forms of practice and the importance of friendship and humour. The exhibition will be accompanied by a substantial engagement program in April, supported by touring agent Museums and Galleries of NSW.

The Condensery hosted a visit by artist Anna Louise Richardson in preparation for her exhibition in July 2023. A submission has been made to the Australia Council by partners

Museums and Galleries of NSW to support the national tour of the exhibition, with an outcome due in May 2023.

Learning and Engagement

Planning has begun for 2023 programs to accompany the *Thinking Business, Things I want to say* and *Healing Garden* exhibitions, which all have funding attached for substantial engagement or participatory programs.







A very successful workshop for local young people was held in early March as part of the *Things I want to say* project. Local artist Zenus Moonbeam led the young people in costume making, with their fabulous creations appearing in The Independent newspaper.

The Creation Station features children's activities from the Queensland Art Gallery | Gallery of Modern Art as part of the *Superpowered on Tour* program.

Operational

As part of our ongoing partnership, UQ Art Museum ran an excellent workshop for staff and volunteers on the practice of cultural mediation including an active listening exercise. Further training will take place in May.

Somerset Libraries

Community Engagement				
 5413 Reach 1083 Followers 15 Posts	 14,719 ▲ 14% from March 2022 Physical Items Circulated		 66 Events and Activities	
 654 ▲ 40% from March 2022 Computer Bookings	 6003 ▲ 36% from March 2022 Catalogue Searches	 8700 ▲ 45% from March 2022 Total Interactions 92 ▲ 84% from March 2022 New Members		3143 Esk 2208 Kilcoy 2711 Lowood 533 Toogoolawah 105 Outreach

Somerset Libraries News

March Into Mindfulness

This month saw 49 people attend the second March Into Mindfulness program which ran across the region. Events centred around the concept of self-expression and inwards connection, with patrons participating in events including painting, Dream Catchers, meditation and macrame.

Special Storytime: First Nations

On Friday, 17 March 2023 Somerset Libraries were happy to host Elder Aunty Rhonda Collard-Spratt and Jacki Ferro at two special storytimes: Lowood Library and Kilcoy State School. 101 children and their caregivers experienced First Nations lore and culture as they listened to a reimagined Aboriginal Dreamtime story, played with puppets and learned how to dance like an emu or kangaroo.

Value of Library Services in Somerset Felt

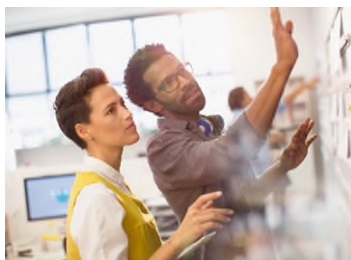


The data has been analysed and the results are in, Somerset Libraries services continue to increase in popularity. Across the region, physical visitation is up 45% on average from this

time last year, with total visits for the 2022-2023 Financial Year this month exceeding the visitations of 2021-2022.

Visitations are also leading to upticks in new memberships, with 92 new memberships in March alone, an increase of 84% from this time last year. Circulation is also the highest it has been this Financial Year, with 14,700 transactions.

The demand for digital services is also increasing with branch computer usage up 20% month to month and 40% year to year.

Somerset Civic Centre

Ticket and Bar Sales MTD \$13,639 FYTD \$32,172	Venue Hire MTD \$1,052 FYTD \$17,552	
 3 Council Workshops	 1,231 Total Visitors 324 tickets sold	 Facebook 13,395 Reach 13 Posts 449 Followers 698 Visitors

Somerset Civic Centre News

SCC hosted three Council workshops, one stakeholder concert with over 200 in attendance, and three private functions in addition to regular classes and hirers.

SCC hosted the Disaster Planning and Resilience Workshop, the Customer-Focused 101 Business Recovery Workshop, and Fire Management Workshop in March with a combined attendance of 105 people. Hosting these workshops allows Council to connect with the community in a meaningful way and offer accessible training and development to businesses and individuals in the Somerset region, improving social and economic outcomes.

SCC Facebook reach is up by 489% from February. This can be partially contributed to a Facebook paid ad that reached 2,292 people but also demonstrates increasing brand engagement and visibility on the platform.

The children's drama classes set to commence in Term 2 on Wednesday afternoons are gaining traction with a promising number of attendees already having signed up for the sessions. This program offers a great opportunity to connect and engage the next generation of performing arts talent in the Somerset region and celebrate our young people.

SCC Branding has been rolled out with social media and advertising posters displaying the new imagery. Compliments are flowing in from regular hirers and patrons commenting on how "it elevates the whole venue".





Upcoming events:



- Disaster Planning Resilience Workshop Friday 10 March
- Business Recovery Workshop Wednesday 22 March
- Private Hire – Funeral Monday 27 March
- Multicultural Carnival – Friday 5 May



Sport and Recreation

The following contains an overview of Sport and Recreation programs and projects for the month of March 2023.

Indoor sport, gymnasium and aquatic facility operations

Facility	Commentary / Highlights	Attendance for the Month	Comparative to Month Historical Average	Membership Change (comparative to previous month) - Total
Fernvale Indoor Sports Centre	<ul style="list-style-type: none"> • PCYC Fernvale set another monthly patronage record for March (and its associated activities run off site). The previous March record was 2,327 set in 2014/15. • The Breaking the Cycle program had a record 57 young people participate in driving lessons, accumulating a record total of 73 hours. • A record 13 Mentors now registered • Basketball after Dark had 87 young people 12-17yr olds attend • 579 attended the 15 offered fitness classes in March 	3,820	 +1,734 (2,086)	 +16 (1,251)
Kilcoy Indoor Sports Centre	<ul style="list-style-type: none"> • Volleyball participation is 	2,311	 +363 (1,948)	 -7 (114)

	<p>increasing, with significant participation from the local migrant community.</p> <ul style="list-style-type: none"> • New return to work programs underway with various service providers. 			
Toogoolawah Community Gym and Swimming Pool	<ul style="list-style-type: none"> • The facility set a significant monthly attendance record, exceeding the previous monthly record for March (1,016 set in March 2018/19). This month attendance was the highest number on record of any month to date. • A significant achievement for the International Women's Day and Laps for Life TSP fundraiser placing 9th in Australia across over 10,000 groups who raised funds for the cause. • New exercise physiologist working • Promoting 6-week FREE challenge, Learn to Swim, Aqua, Aqua Zumba, Squad, Movement to 	3,887	 +2,678 (1,209)	 -8 (60)

	Music, three All Abilities Programs.			
Kilcoy Aquatic Centre	<ul style="list-style-type: none"> Learn to Swim Program and Aquatic Exercises continuing 	3,821	 +1,151 (2,670)	N/A
Lowood Swimming Pool	<ul style="list-style-type: none"> The facility had the highest monthly attendance record for the month of March which was set in 2022. This was the highest attendance since November 2019. Consistently increasing numbers in Aqua Aerobics and Learn to Swim. 	4,125	 +2,514 (1,611)	N/A

Sport and Recreation Highlights and Projects

- The first Free Sporting and Recreation Clubs Workshop for 2023 was held at the Esk Country Golf Club on Wednesday 22 March and was attended by 14 members of Sport and Recreation groups from within in the Somerset region.
- Promoting the April Easter School Holidays events including a free movie screening in Kilcoy on 11 April, and three canoe events on Monday 3 April and Thursday 13 April at the Twin Bridges in Fernvale.
- SRO submitted three Major Infrastructure Project grant applications.
- Continued work on the Kilcoy Indoor Sports Centre development application.
- SRO attending regular West Moreton Obesity Advisory meetings as a Somerset Representative.
- Preparations are continuing for the Somerset Rail Trail Classic on 23 July 2023.

Youth Engagement – March 2023 highlights

School Holiday Program

The Autumn School Holiday Program (SHP) promotional material was displayed and distributed during March and the SHP website updated to include over 40 free and low-cost activities for children and youth in the Somerset region over the upcoming holiday period. The Youth Week Movie Event poster, developed by the Toogoolawah Progress Association, was finalised and promoted to the community in March. The event is set to take place from 9am to 12pm at the Toogoolawah Pictures on Friday, 14 April and is supported by Wellways Carers Gateway and Somerset Regional Council.

Somerset Youth Leaders' Camp

Mayor Graeme Lehmann and a Council officer attended parades at Lowood, Kilcoy and Toogoolawah State High Schools in March where the Mayor presented appreciation certificates to the student leaders who attended the camp in 2023.



Student leaders from Lowood, Kilcoy and Toogoolawah State High Schools after receiving their Somerset Youth Leaders' Camp appreciation certificates

Document Review

The annual review of the Working With Children Policy, Procedures and Risk Management Strategy and the Youth Engagement Strategy Review – Engagement Plan are underway.

Networks, Committees, Training, Events

- Talkin' It Up! Regional Youth Mental Health Forum – steering committee meeting
- Toogoolawah State High School – Student Council Representatives meeting

Community Development Report for March 2023

Work was finalised on the Social Plan which will be presented to Council in May. Targeted actions have been proposed by the planners on the eight themes which were identified by the community as being significant to improving the health and wellbeing of the communities within the region.

Planning for the Mad Hatter's Tea Party also finalised with twenty stall holders attending. This is the third year that this event has been held and provides an excellent opportunity for social support services to connect with families who have young children, in a safe and fun manner.

Planning for a second farmers dinner is also being planned. This will complete the funding available from the Community Drought Support (Event) grant. Shane Webcke will be the guest speaker and will talk about farm safety. It will be held at the Civic Centre on 22 June. Arrangements were also made for a visit by a number of officers from the Department of Communities Housing and Digital Economy to accompany the community development coordinator, to better understand how the Somerset Region Support Service, funded by the department is delivered throughout the region. They have been invited to visit both the Esk and Kilcoy Community Wellness Hubs, attend a Movement to Music exercise class in Toogoolawah and visit the Mad Hatter's Tea Party in Lowood.

Community Recovery and Resilience Officer

During March the Community Recovery and Resilience Officer was involved in two community engagement events. The Neighbour Day barbecue was attended by approximately sixty members from the streets around Lakeview Park, Esk. This is a particularly bushfire prone area. The local fire wardens and Rural Fire Service came to the day to communicate messages of preparedness and to provide a question and answer session for local residents. HealthWISE provided activities and neighbour packs as did the Community Development Team from Somerset Regional Council. The Community Recovery and Resilience Officer was present at the International Women's Day Chat and Coffee at Stepping Stones, where women from community and from services in Esk were invited to an informal chat and morning tea. As part of community engagement in general a further thirty-



six hours of consultation with Somerset community stakeholders occurred throughout March.

Project: Building Inclusive Disaster Resilient Communities

University of Sydney facilitated a productive event, where more than forty participants from organisations as well as individuals gathered at the Civic Centre to exchange ideas about being disaster-prepared for people living with a disability. Feedback on the day was extremely positive and all who attended showed an interest in continuing on to the next stage of the Building Inclusive Disaster Resilient Communities (BIDRC) Project which will provide training in creating a Person-Centred Emergency Plan. The Community Development Coordinator and the Disaster Management Officer and the Community Recovery and Resilience Officer have shared in the organisation of this initiative with the QDN (Queenslanders with Disability Network) and the CSIA (Community Services Industry Alliance).

Project: The Birdies Tree Books

The Community Recovery and Resilience Officer has purchased parent-friendly copies of the resources to include in our comprehensive Welcome to Somerset Kits. Along with the Birdies Tree books, there will be emergency- preparedness information and community involvement resources included for new residents and existing residents alike.

Youth Event Project

As part of the Community Development Team, the Community Recovery and resilience Officer has contacted youth services in the Lowood area with the purpose of attending a workshop to address the needs of young people and the specific challenges they may be facing currently. Four services have been interested in attending and those that cannot be there have had an opportunity to provide feedback for this initiative. Next month the Tackling Regional Adversity through Collaborative Communities (TRACC) will facilitate the workshop and will give feedback about some of the ideas discussed. The aim following the workshop is to be successful in achieving a substantial grant through TRACC to bring the ideas into fruition.

Attachments

Nil

Recommendation

THAT the Corporate and Community Services Report for March 2023 be received, and the contents noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Gaedtke

“THAT the Corporate and Community Services Report for March 2023 be received, and the contents noted”.

Carried

Vote - Unanimous

Subject:	Lowood Kindergarten Fete 2023 – Use of Clock Park and Temporary Closure of Carpark for Annual Fete – Saturday, 26 August 2023
File Ref:	Roads / road closures / partial (1486052)
Action Officer:	CSSA

Background/Summary

The Lowood District Community Kindergarten has made an application to Council to hold their annual fete on Saturday, 26 August 2023 between 8am and 2pm in Lowood Clock Park.

The annual Lowood Kindergarten Fete will have live entertainment, market stalls, children's rides, animal farm and food outlets. The Lowood District Community Kindergarten have held this fete in Lowood Clock Park for several years without any complaints.

The organisers would like to close a section of the carpark from adjacent to the railway station back towards Main Street, Lowood as shown on the attached plan. This section will contain approximately 20 carparks. The closed section of the carpark would be utilised to set up food stalls, children's activities and to allow pedestrian movement in that area without restriction.

This section of the carpark has been closed on other occasions for events with no complaints being received from the public.

Attachments

Layout plan.

Recommendation

1. THAT Council grant approval under Council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads 2011) to the Lowood District community Kindergarten to hold their annual fete in Lowood Clock Park on Saturday, 26 August 2023 subject to the following conditions:-
 - The fete is to be held between the hours of 8am and 2pm only.
 - The area is to be kept in a clean and tidy state and you are required to adequately provide for the collection and disposal of waste generated by the event.
 - It is noted that toilet facilities are available. These public toilets are serviced by Council Monday to Friday of each week. Therefore, should these facilities require cleaning or stocking up of supplies during or after your event, you will be required to ensure that these facilities are kept clean and supplied with the necessary stock.
 - Should a temporary shade structure be required, only a standalone marquee (no tent pegs or spikes) is permitted to be used.
 - Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.
 - All temporary signage for your 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 day after the event.
 - The approval holder must ensure that through traffic is not impeded due to this event.
 - There is to be no vehicular access into the park.
 - The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
 - The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend.
 - The activity must not detrimentally affect the amenity of the area.
 - The approval holder must have public liability insurance in an amount not less than \$20,000,000 to hold this event and it must state that Somerset Regional Council is an

interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event.

- The approval holder is responsible to ensure all operators of activities taking part in this event have current public liability insurance in an amount of not less than \$20,000,000.
- If food is to be sold at the event for profit, a food business licence must be obtained from Council from all stallholders. Some exemptions do apply for non-profit organisations, please contact Council's Environmental Health Section for further information.
- In the event of prevailing wet weather, a joint inspection of the ground conditions is to be conducted with the organiser and Council's Parks and Garden Co-ordinator. Should the ground be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.

Special Condition

- Animal nursery – the approval holder is responsible to ensure that the park is cleaned of any waste and/or other material at the time of the removal of the animal nursery from the site and the park is returned to its original condition.

2. THAT Council

- approve the partial closure of the carpark area as shown on the attached plan between the hours of 6am and 3pm on Saturday, 26 August 2023.
- assist the Lowood District Community Kindergarten by providing access to power supply, three community bins for waste disposal and two road closed signs on stands.

Resolution	Moved – Cr Brieschke	Seconded – Cr Wendt
<p>1. "THAT Council grant approval under Council's Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads 2011) to the Lowood District community Kindergarten to hold their annual fete in Lowood Clock Park on Saturday, 26 August 2023 subject to the following conditions:-</p> <ul style="list-style-type: none"> • The fete is to be held between the hours of 8am and 2pm only. • The area is to be kept in a clean and tidy state and you are required to adequately provide for the collection and disposal of waste generated by the event. • It is noted that toilet facilities are available. These public toilets are serviced by Council Monday to Friday of each week. Therefore, should these facilities require cleaning or stocking up of supplies during or after your event, you will be required to ensure that these facilities are kept clean and supplied with the necessary stock. • Should a temporary shade structure be required, only a standalone marquee (no tent pegs or spikes) is permitted to be used. • Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties. • All temporary signage for your 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 day after the event. • The approval holder must ensure that through traffic is not impeded due to this event. • There is to be no vehicular access into the park. 		

- The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
- The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate to the nature of the activity proposed and the number of people expected to attend.
- The activity must not detrimentally affect the amenity of the area.
- The approval holder must have public liability insurance in an amount not less than \$20,000,000 to hold this event and it must state that Somerset Regional Council is an interested party. A copy of the public liability certificate of currency must be provided to Council before the commencement of the event.
- The approval holder is responsible to ensure all operators of activities taking part in this event have current public liability insurance in an amount of not less than \$20,000,000.
- If food is to be sold at the event for profit, a food business licence must be obtained from Council from all stallholders. Some exemptions do apply for non-profit organisations, please contact Council's Environmental Health Section for further information.
- In the event of prevailing wet weather, a joint inspection of the ground conditions is to be conducted with the organiser and Council's Parks and Garden Co-ordinator. Should the ground be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.

Special Condition

- Animal nursery – the approval holder is responsible to ensure that the park is cleaned of any waste and/or other material at the time of the removal of the animal nursery from the site and the park is returned to its original condition.

2. THAT Council

- a) approve the partial closure of the carpark area as shown on the attached plan between the hours of 6am and 3pm on Saturday, 26 August 2023.
- b) assist the Lowood District Community Kindergarten by providing access to power supply, three community bins for waste disposal and two road closed signs on stands".

Carried

Vote - Unanimous

Subject:	Request to Place Knitted Scarves on Selected Trees in Esk
File Ref:	Customer service / public reaction / 2022-2023 – request for service (1488938)
Action Officer:	CSSA

Background/Summary

A letter has been received from the Esk Country Women's Association (Esk CWA) requesting permission to place knitted scarves on various trees in Ipswich Street – Esk in conjunction with the Esk Garden and Lifestyle Fair.

Council has not received any complaints.

It is proposed that the knitted jumpers would be placed on various trees from end of May 2023 until 31 July 2023.

Attachments

NIL

Recommendation

THAT Council offers no objection to the placement of knitted scarves on various trees in Ipswich Street – Esk from the end of May 2023 until 31 July 2023.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council offers no objection to the placement of knitted scarves on various trees in Ipswich Street – Esk from the end of May 2023 until 31 July 2023”.

Carried

Vote - Unanimous

Subject:	Community Assistance Grants 2022 - 2023 – Kilcoy Chamber of Commerce Inc . – Doc Id 1496567
File Ref:	Community Relations – Sponsorships – Donations
Action Officer:	DHRCS

Background/Summary

To assist with the costs associated with purchasing a branded marquee to improve the groups professional image and ensure volunteer wellbeing when attending events on behalf of the Kilcoy Chamber of Commerce.

Amount requested:	\$976.99
Total cost of project:	\$1,176.99
Amount recommended to be granted:	\$ 976.99

Assessor's Summary

The applicant states:

- the current marquee used by the group is in disrepair.
- the replacement marquee will strengthen the groups messaging in the community and provide a safe place for volunteers engaging with the local community at events on behalf of the chamber.
- health and safety of the volunteers is paramount.
- the branded marquee will emphasise the professional look of the organisation.
- a quotation has been provided from Banner World.

The group have been the recipients of two community assistance grants in previous years totalling \$1,000.

The Kilcoy Chamber of Commerce have asked for the application to be considered outside of the regular funding rounds due to the marquee being required for the Kilcoy Carnival on 5 May 2023.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$976.99 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing a branded marquee to improve the groups professional image and ensure volunteer wellbeing when attending events on behalf of the Kilcoy Chamber of Commerce.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT the application as summarised in this report be approved for funding and \$976.99 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with purchasing a branded marquee to improve the groups professional image and ensure volunteer wellbeing when attending events on behalf of the Kilcoy Chamber of Commerce”.

Carried*Vote - Unanimous*

Subject:	Community Assistance Grants 2022-2023 – Kilcoy Pastoral Agricultural and Industrial Society Inc.
File Ref:	Community Relations – Sponsorships – Donations - Doc Id 1490029
Action Officer:	DHRCS

Background/Summary

To assist with the costs associated with holding the annual Kilcoy Show from 12-13 May 2023.

Amount requested:	\$1,500.00
Total cost of project:	\$1,500.00
Amount recommended to be granted:	\$1,500.00 <i>as sponsorship</i>

Assessor's Summary

The applicant states:

- The annual Kilcoy Show plays a significant role in the Somerset regions calendar of events and support is required to future proof the show and encourage growth in the Kilcoy township and surrounding areas.
- The show requires many volunteer hours of preparation, winning a prize at your local show is the ultimate achievement for everyone's hard work.
- Families from around the Somerset region attend the show to view the exhibitions and enjoy a jam-packed day of entertainment.

Please see below excerpts from the Community Assistance Grant Policy C/001:

The following criteria may be used to assess grant applications:

Maximum of one (1) application per funding round (total of two (2) per financial year) with maximum funding of \$5,000 per application unless exceptional circumstances can

be demonstrated.

Funding for events held within the Somerset region will be considered at the following levels:

- Small scale event up to \$ 500
- Large scale event up to \$ 1,000
- Annual Agricultural Shows up to \$ 1,500
- Large scale regional event up to \$ 2,500

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$1,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with holding the annual Kilcoy Show from 12-13 May 2023.

Resolution

Moved – Cr Isidro

Seconded – Cr Wendt

“THAT the application as summarised in this report be approved for funding and \$1,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist with the costs associated with holding the annual Kilcoy Show from 12-13 May 2023”.

Carried

Vote - Unanimous

Subject:	Community Assistance Grants – Somerset Excellence Bursaries– March 2023
File Ref:	Sponsorships – Somerset Excellence Bursaries
Action Officer:	DHRCS

Background/Summary

Somerset excellence bursaries are not community grants as defined by the Local Government Regulation notwithstanding that they are to be funded from the same budget allocation as community assistance grants. Excellence Bursaries will be **considered and approved at Officer level** as delegated and reported to Council's Ordinary meeting monthly.

These Somerset Excellence Bursary applications are considered as part of the Community Assistance Grant Policy which Council provides:

- | | |
|--|--|
| • Regional Level selection | \$250 |
| • State Level selection | \$500 |
| • National Level selection | \$750 |
| • Selection for an event hosted internationally | \$1,000 |
| • Team application (Regional, State or National) | Up to \$2,000 per team/group of 4 or more individuals. |

Council received four (6) Somerset Excellence Bursary applications during the month of March 2023 as detailed below:

Applicant	Bursary Recipient	Doc Id	Field	Level	Event
Ross Jardine	Grace Jardine	1484232	Triathlon	Regional \$250	Grace Jardine was selected to represent the Darling Downs Under 14 Triathlon team at the State Championships in Hervey Bay 03-05 February 2023 with an overall placing of 123/149 and a gender placing of 56/71.
Lisa Anderson	Shari Anderson	1488465	Cricket	Regional \$250	Shari Anderson was selected to join the Sunshine Coast School Sport regional team to compete at the State Championships at the Rockhampton Cricket Grounds 13-16 March 2023.
Lauren Henderson	April Henderson	1488486	Swimming	Regional \$250	April Henderson has been selected to compete in the Darling Downs School Sport State Championships to be held at the Chandler Aquatic Centre in Brisbane
Bree Norton	Cohen Cochran	1493145 1490646	Rugby League	Regional \$250	Cohen has been selected for the Sunshine Coast School Sport Regional 14-15 years Rugby League team competing at the Queensland School Sport State Championships. He first made selection in the district team before being selected for the Sunshine Coast team of 19 boys from 80 participants. To be held at Townsville Sports Precinct 20-23 May 2023.
Andrew Buchbach	Colin Buchbach	1490742	Netball	Regional \$250	Colin Buchbach has been selected for the Darling Downs Stampede team to compete at the Senior Nissan Stage Age Championships run by Netball Queensland. This is the first year a boy's competition has been entered. To be held at the Sunshine Coast Netball Association,

					Maroochydore 3-4 April 2023.
Louise McColm	Lily McColm	1489373 1489549	Softball	State \$500	Lily was selected to compete in the Queensland Under 16s Girl's Softball Team. Lily has gone through district and state trials before being selected for the final 14 players to travel to the National Softball Championships. This event was held at Waverley Victoria 12-16 January 2023.

Attachments

Nil

Recommendation

THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the month of March 2023 and the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council receives the Summary of Awarded Somerset Excellence Bursaries for the month of March 2023 and the contents be noted”.

Carried

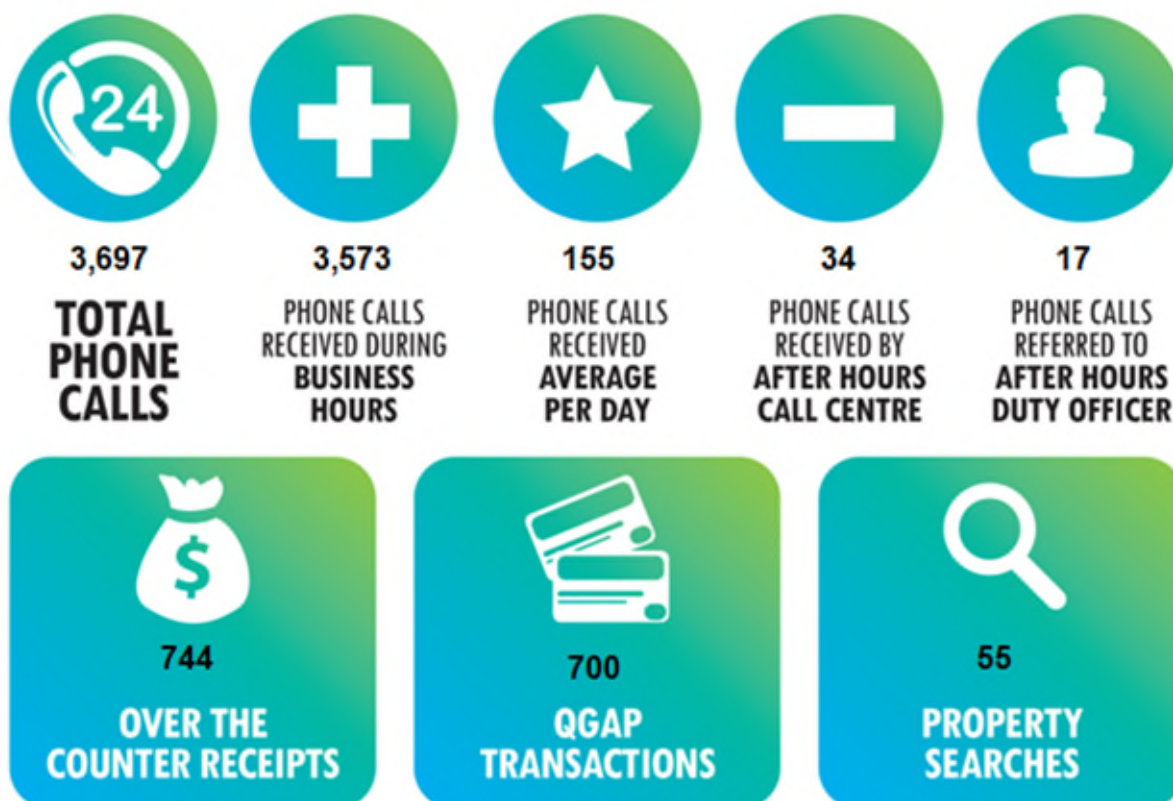
Vote - Unanimous

Subject: Customer Service Report
File Ref: Officers Report
Action Officer: CSC

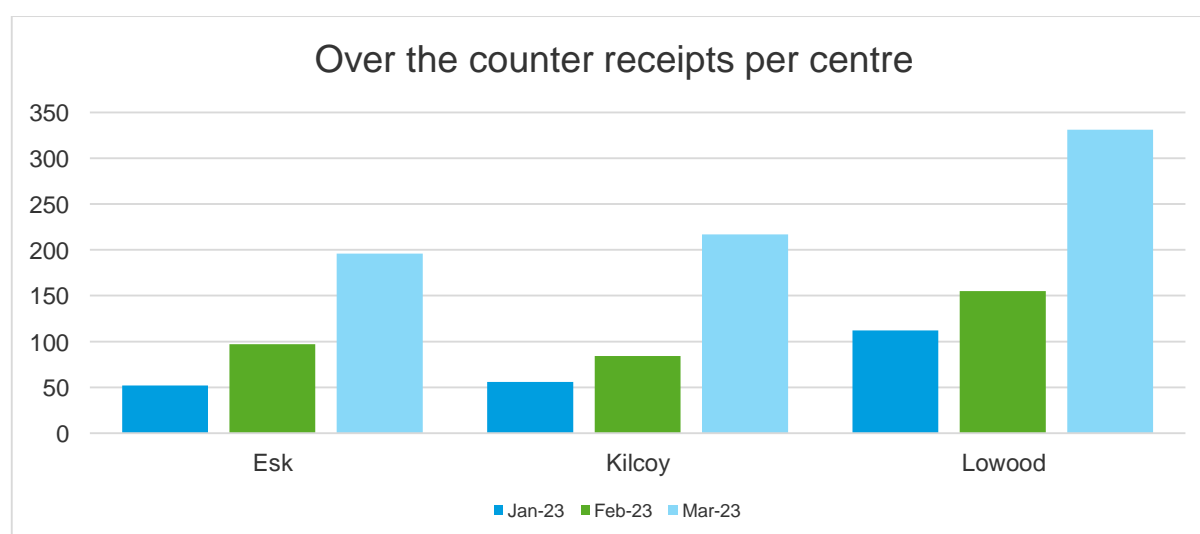
Background/Summary

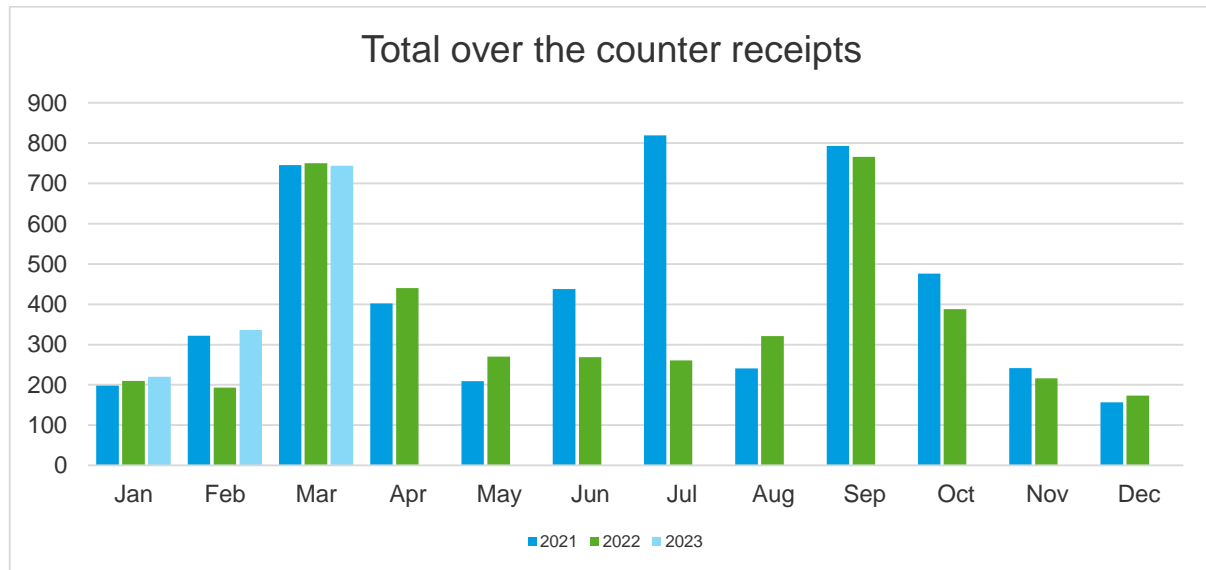
In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of March 2023 is provided for Council's information.

Summary for March 2023

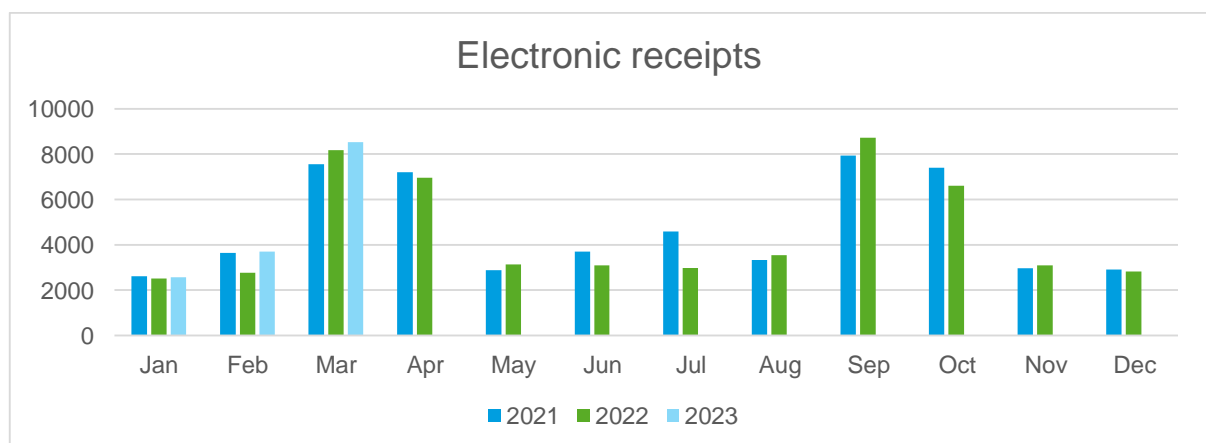


The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for March 2023. These numbers include cheques that were posted into the Council. In total there was 744 financial transactions across the three customer service centres with 196 at Esk Administration Centre, 217 at Kilcoy Customer Service Centre and 331 at Lowood Customer Service Centre for March 2023.

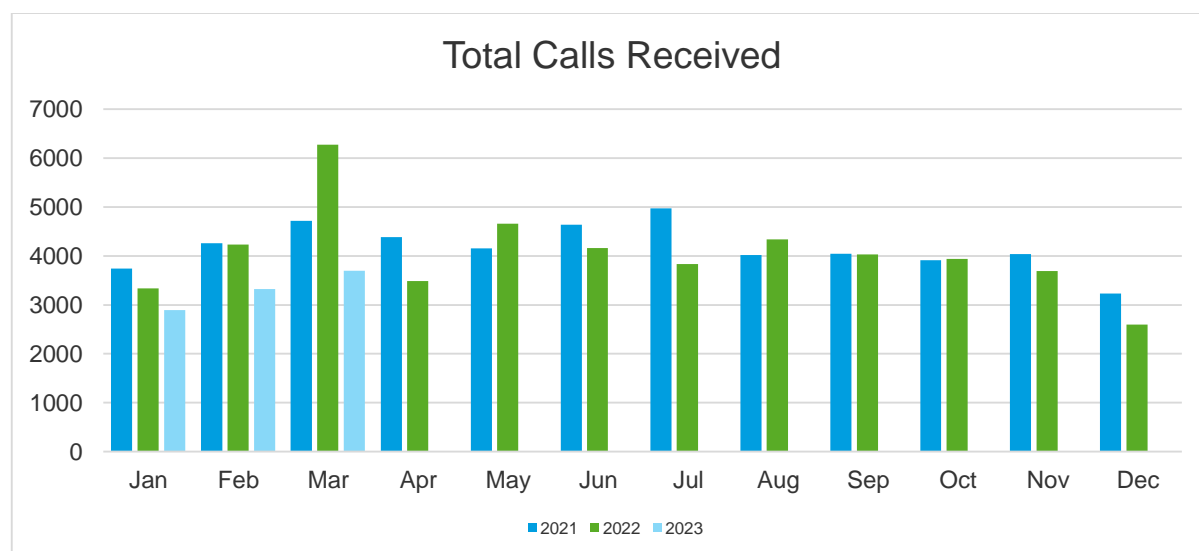




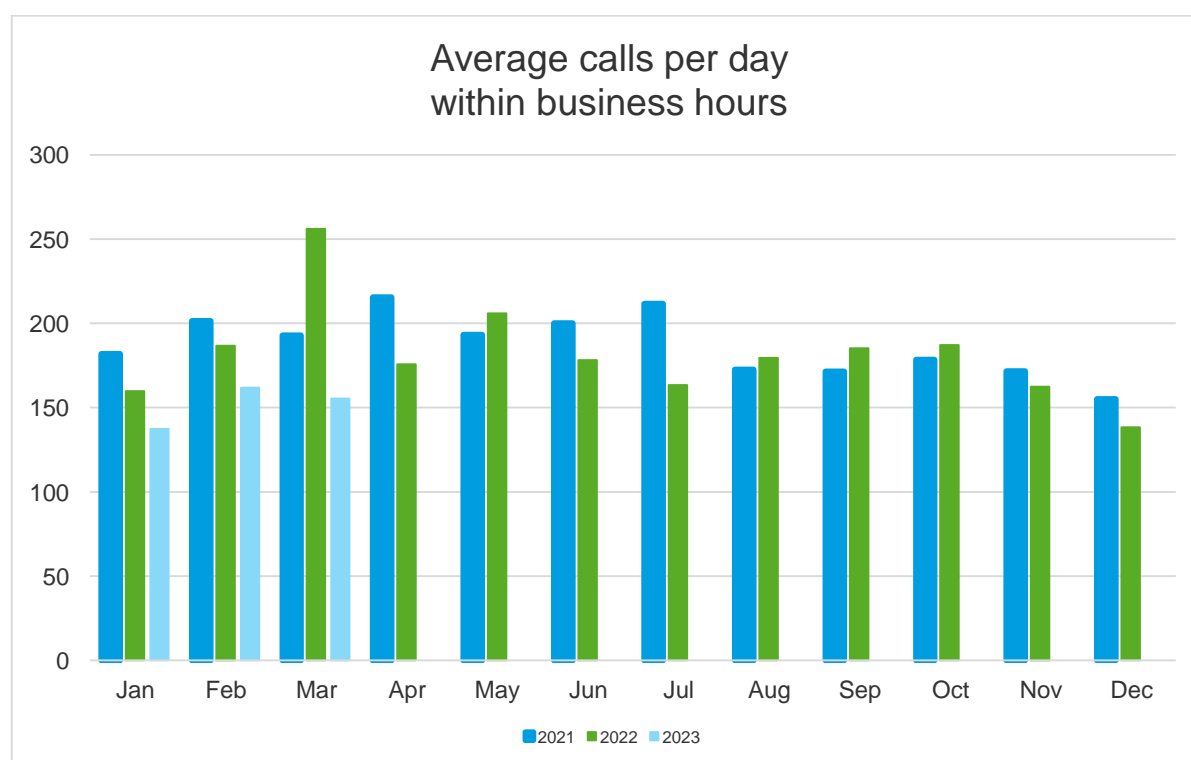
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc.



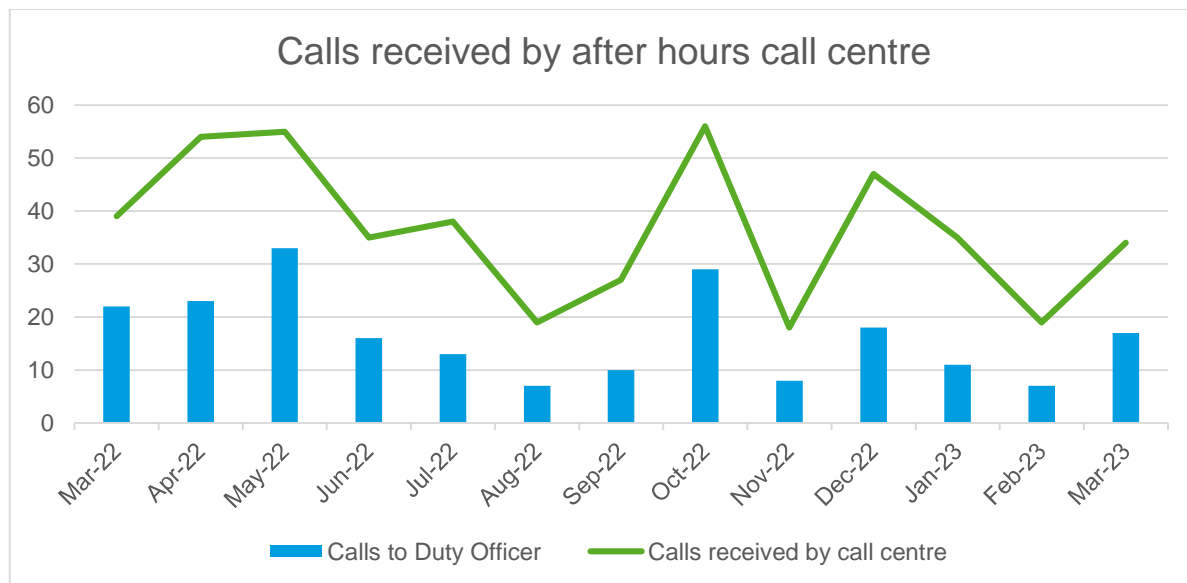
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 3,697 calls received for the month March 2023. This is an increase of 371 calls compared to February 2023. Compared to March 2022 there was a decrease of 2,575 calls for the month, the large decrease in phone calls is due to the flood event in March 2022.



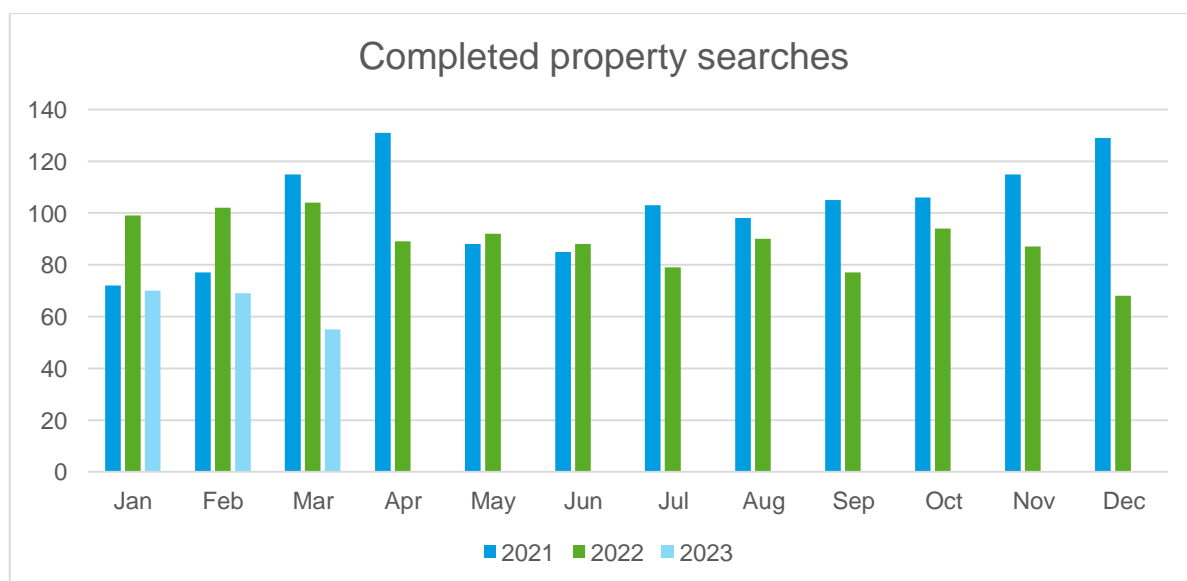
Listed below is a comparison of the average calls received per day within business hours. On average there were 155 calls received each business day for March 2023, which was a decrease of 7 calls on average per day from February 2023. Compared to March 2022 there was a decrease of 101 calls on average per day. The increased call numbers in March 2022 were due to the flooding event.



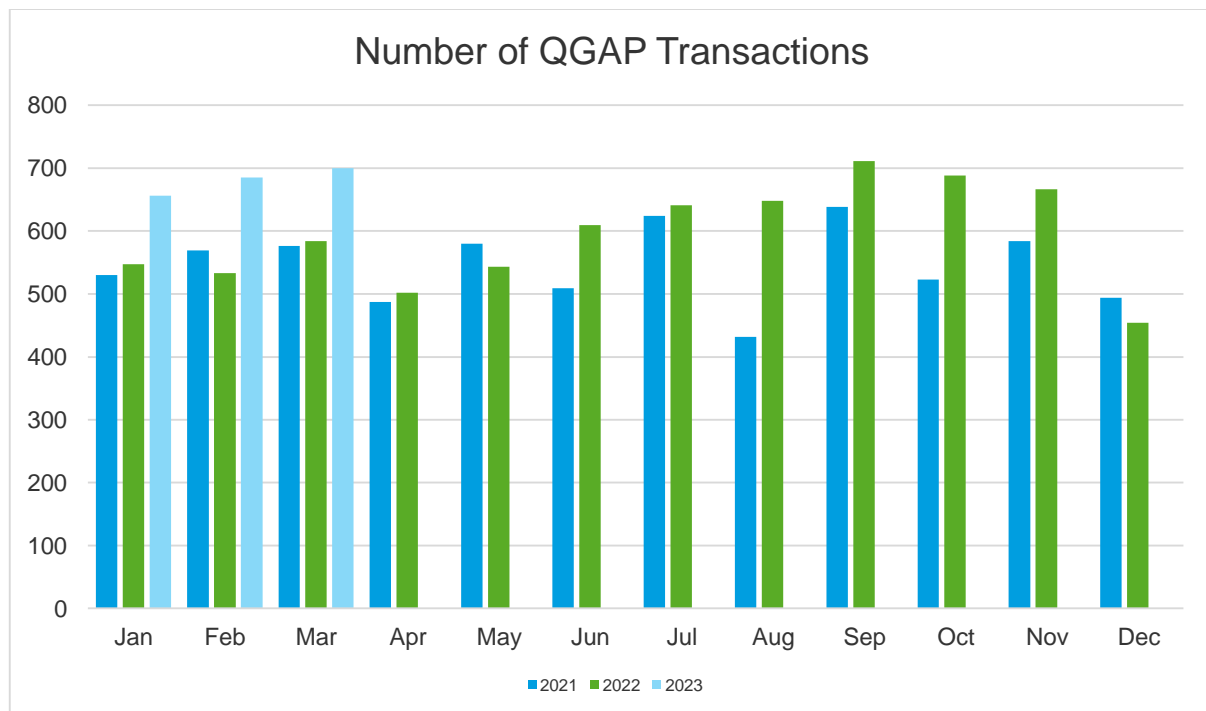
There were 3,697 calls received during business hours and 124 out of hours. Of the 124 calls received out of hours, 34 calls transferred to the afterhours call centre. There was an increase of 15 calls to Council's afterhours provider compared to February 2023.



For the month of March 2023 there were 55 property searches completed for prospective purchasers. This decreased by 14 completed searches for the month compared to February 2023.



There were 700 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in March 2023. On average there were 30 transactions per business day in March which is a decrease of four transactions on average per day compared to February 2023.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for March 2023* and the contents be noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT Council receive the *Customer Service Report for March 2023* and the contents be noted”.

Carried

Vote - Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Brieschke – Councillor Report

April

- 12 Ordinary Council Meeting
Council Workshop Meeting
- 13 Pest Management Working Group meeting.
Esk Hospital Auxiliary meeting.
- 14 Youth Week Movie Matinee
Visit to Church Gallery, Toogoolawah
- 15 Toogoolawah Rodeo
- 17 SRC Budget Tour

- 21 Esk Girl Guides AGM
- 22 Somerset Flavours Banquet
- 24 Toogoolawah State High School ANZAC Ceremony
- 25 ANZAC Day Dawn Service, Esk
ANZAC Day March and Service, Toogoolawah

I along with the Mayor, Cr Gaedtke, Cr Wendt and Cr Isidro attended the Toogoolawah State High School Anzac Ceremony on Monday and I would like to congratulate the school on conducting a wonderful commemoration service to our Anzacs. The Principal also gave Councillors a tour of the new hall under construction and I look forward to seeing the benefits this facility will provide to the school later this year.

It was heart warming to see so many people attend Anzac services held at Esk Dawn Service and Toogoolawah Morning Service yesterday and from all accounts services were well attended throughout our region.

Cr Gaedtke– Councillor Report

April

- 12 Ordinary Council Meeting
- 12 Council Workshop
- 15 Yowie Football Club – Hopetoun Playing Fields
- 17 Councillor Budget Tour – Regional inspections
- 17 Kilcoy District Progress Alliance monthly meeting
- 20 Kilcoy Cemetery Improvements Discussion
- 21 ALGWA Management Committee – Eagle Street, Brisbane
- 23 Kilcoy District Progress Alliance Bunnings BBQ – Fund raiser
- 24 Toogoolawah High School Anzac Day Commemoration
- 25 Anzac Day Commemorations – Linville and Kilcoy

The Yowie Football Club played a brilliant home game which resulted in a tie with their opponents, Yandina Raiders Football Club. It has been four years since Kilcoy has had a rugby league team however our team has returned with determination and might. Well done to our multi-cultural “Yowies”.

I thank Council staff for the open and positive discussion held with Cr Isidro, myself and three local ladies who are members of the Kilcoy District Progress Alliance and who are passionate about their local cemetery. The discussion resulted in identifying the need for providing a master plan for improvements with respect to the Kilcoy Cemetery. This could be an opportunity to provide a concept plan that could be mirrored on a regional basis.

At the ALGWA Management Committee meeting, Mackay Regional Council advised that it is taking part in the Young Mayors (11 – 18 Years) piloted program. With training, mentoring and money to run local projects and campaigns, Youth Councils won't just have a voice – but a platform to take action. Kick starting this program across five local councils – backing young people who want to take an active role in their local community. Elected by their peers, young council members will work together to define priority action areas. Together, the youth council will serve a 12-24 month term working with their council to implement projects and events and influence decisions that impact their community. The programs have ensured that council policies and programs better reflect the concerns, needs, and desires of local young people. Once again ANZAC Day was well supported at both Linville and Kilcoy. It is pleasing to witness the high attendance and involvement of our school students. This year RSL

Queensland and Kilcoy RSL Sub Branch organised Postcards for Honour. The students learnt a lot and achieved a deeper appreciation of what ANZAC Day means by participating. Students were then invited to hand the postcard to a veteran on ANZAC Day.

A wreath was laid by Papua New Guinea representing the Fuzzy Wuzzy Angels. A student of Kilcoy State High School read his winning essay "What ANZAC Day means to me".

Cr Isidro – Councillor Report

April

- 13 One Tree Canoe School holiday program, Fernvale
- 17 Kilcoy District Progress Association meeting, Kilcoy
- 20 KDPA meeting Re cemetery meeting
- 24 Toogoolawah SHS Anzac Service
- 25 Anzac Day service
- 26 Council meeting, Kilcoy

Cr Choat – Councillor Report

March

- 22 Council Ordinary Meeting and Workshop – Kilcoy Explore Centre
Somerset Business Development Workshop
- 26 Good Neighbours Day BBQ Lakeview Park Esk
Esk Community Choir 45th Anniversary Concert
- 27 Review of the Public Records Act seminar
- 28 Mount Glen Rock Committee Meeting
- 29 Somerset Business Development Workshop
- 31 Grandparent's Day Glamorgan Vale State School

April

- 01 St Agnes' Shave for a Cure Church Hall Esk
- 04 Service Planning for Councils Professional Development Session
Somerset Dam Village Community Group Meeting
- 07 Stations of the Cross St Brendan's Lowood
Good Friday Mass St Mel's Esk
- 11 Councillor information Briefing
Lowood Lions Meeting
- 12 Council Ordinary Meeting and Workshop – Kilcoy Explore Centre
Meeting Kilcoy Show Society
- 13 Council Pest Management Committee Meeting
- 16 Lowood Lions Catering Pine Mountain Olive Festival
- 17 2023 Pre-budget Infrastructure Tour
- 20 St Mel's Parish Committee Meeting
Lowood Local Ambulance Committee Meeting
- 22 Brisbane Valley Farm Direct Somerset Flavours Banquet
- 24 ANZAC Commemorative Service Glamorgan Vale State School
- 25 ANZAC Dawn Service Kilcoy,
ANZAC Commemorative Service Fernvale,
ANZAC Commemorative Service Coominya
ANZAC Commemorative Service Esk

Cr Wendt – Councillor Report

March

- 22 Ordinary Council Meeting – Kilcoy
Workshop Meeting – Kilcoy
- 26 Fire Awareness BBQ at Lakeview Park – Esk
Esk Community Choir – Somerset Civic Centre Esk
- 27 Review of Public Records Act - Teams
- 28 Community Services Operating Hours Lowood - Teams
MGR Steering Committee Meeting – Teams

- AGM LRC – Lowood
- 29 Tour of New Esk Large Animal Pound Facilities – Esk
Fernvale Sports Park Advisory Committee Meeting – Fernvale
- 30 Esk Mens Shed Tour – Esk
- April
- 05 Mad Hatters Party – Lowood
- 11 Councilor Briefing Session – Teams
- 12 Ordinary Council Meeting – Kilcoy
Workshop Meeting – Kilcoy
- 17 Council Infrastructure Tour of Region
- 19 Somerset Rural Fire Local Area Finance Committee Meeting – Harlin
- 21 Esk Girl Guides AGM – Esk
- 22 Flavours of Somerset Banquet – Esk
- 24 Toogoolawah High School ANZAC Service – Toogoolawah
Esk State School ANZAC Service – Esk
Fernvale Community Association Meeting – Fernvale
- 25 ANZAC Dawn Service – Toogoolawah
Fernvale ANZAC Service – Fernvale
Coominya ANZAC Service – Coominya
Esk ANZAC Service – Esk

Mayor's Report of Activities from 23 March to 27 April 2023

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

March	
Thursday, 23 March	LDMG Training, Esk 1pm South Burnett Reference Group, Nanango
Friday, 24 March	COMSEQ Brand Strategy
Saturday, 25 March	Glamorgan Vale Easter Carnival
Sunday, 26 March	Esk Community Choir Concert
Monday, 27 March	11am Public Records Act Review, Teams 7pm Lowood Lions meeting
Tuesday, 28 March	1pm MGR Steering Committee meeting
Wednesday, 29 March	Tour of Esk Large Animal Pound
Thursday, 30 March	Trophy presentation, Lowood Bowls Club Mayors Cup
April	
Monday, 3 April	Meeting with Chief Executive Officer at Lowood
Wednesday, 5 April	Mad Hatters Tea Party, Lowood
Thursday, 6 April	Somerset Lockyer Valley Water Collaborative, Gatton
Tuesday, 11 April	Meeting with Chief Executive Officer, Teams
Wednesday, 12 April	8am, Council Internal audit meeting 9am Council Ordinary meeting
Thursday, 13 April	10.30am Pest Management Working Group 2pm Meeting with Director Corporate and Community Services
Friday, 14 April	9am Youth Week Movie screening, Toogoolawah
Monday, 17 April	7.30am Councillor Budget Tour
Tuesday, 18 April	10am LGMA filming 2pm COMSEQ strategy session
Wednesday, 19 April	Urban Utilities tour, Kilcoy 11.30am Policy Executive meeting LGAQ 6pm Rural Fire Brigade Finance meeting, Harlin
Thursday, 20 April	Local Area Ambulance Committee Meeting, Lowood
Friday, 21 April	Esk Girl Guides AGM, Esk

Saturday, 22 April	Somerset Flavours Banquet, Esk
Monday, 24 April	Toogoolawah State High School ANZAC Service, Toogoolawah 2pm Esk State School ANZAC service 7pm Lions business dinner, Lowood
Tuesday, 25 April	4am Lowood ANZAC Service, Lowood 8am Fernvale ANZAC Day Service, Fernvale 10.30am Watts Bridge ANZAC Day Service
Wednesday, 26 April	9am Council Ordinary meeting, Kilcoy

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT the verbal and written reports of Mayor Lehmann, Councillors Brieschke, Gaedtke, Isidro, 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

Nil

Closure of Meeting**Summary**

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 9.44am.

Appendix 1



Policy Subject/Title: The Condensery Exhibitions Policy

Policy Number: C/039

Responsible Officer: Gallery Curator

Legislative or Regulatory Reference: Anti-discrimination Act 1991
Queensland Human Rights Act 2019
International Council of Museums (ICOM)
– Code of Professional Ethics

Related Policies / Procedures: Arts, Culture and Heritage Plan 2023-2028
Code of Conduct – Policy HR/001
Somerset Regional Council
Corporate Plan

Authorised by: Somerset Regional Council

Considered at: 26 April 2023

Authorised on: 26 April 2023

Implemented from: 26 April 2023

Amendments: N/A

1. OBJECTIVE

- To establish guidelines for the curation and presentation of exhibitions at The Condensery Somerset Regional Art Gallery in order to recognise artistic excellence and ensure a balanced presentation in terms of subject, style, interpretation and current artistic developments.
- To ensure integrity and independence of exhibitions, provide ethical guidelines for exhibition development and duty of care to artists, public safety and the safety of artworks.

2. Legislation Background

Somerset Regional Council has considered the human rights protected under the Human Rights Act 2019 (QLD) and the Queensland Anti-discrimination Act 1991 (the Act) when adopting and/or amending this policy.

When applying this policy, Council will act and make decisions in a way that is compatible with both

- i) human rights and give proper consideration to a human right relevant to the decision in accordance to the Act and
- ii) conform to the legal principles of the Queensland Anti-discrimination Act in the application of this policy.

3. PURPOSE

This policy determines the parameters and guidelines for the development and delivery of The Condensery's annual schedule of exhibitions and programs across The Condensery building and site. The Condensery building and site encompasses both internal exhibition spaces and external covered areas and grounds used for projects, programs and associated events.

4. SCOPE

The Exhibition Policy formalises the general principles under which the gallery's annual schedule of exhibitions and programs is to be developed and delivered to the wider audiences of the Somerset region.

5. POLICY

The Condensery, as cultural facility of Somerset Regional Council, is a producer and presenter of visual arts content, committed to showcasing work by artists that diversifies the experiences, knowledge and capacity of the Somerset community. Through the presentation of exhibitions, arts education and cultural programs, The Condensery is a creative and cultural hub for the community of the Somerset region.

The Condensery is committed to vibrant and transformative art experiences that inspire, surprise, challenge and create a cohesive and connected community. As the key expression and output of its purpose, The Condensery's exhibition program is vital in ensuring that the gallery remains vibrant, creates space for discussion and learning and engages with audiences.

PRINCIPLES

The Condensery is committed to offering exceptional art and cultural experiences through an integrated program of exhibitions, events and activities that expand audience engagement across diverse community sectors.

The Condensery will develop and host exhibitions and programs that display Somerset Region (local) regional and national practice across all areas and media of art, craft and design, fostering wide-ranging conversations.

Exhibitions will be curated and selected which meet the following criteria:

- Artistic rigour - exhibitions should be of high artistic excellence and integrity
- Relevance - exhibitions should demonstrate the exploration of local, regional and national issues, reflect current directions in art practice, contribute unique and new perspectives in response to a changing world and/or have relevance to the Somerset region and its community
- Audience development - exhibitions should be a rich educational resource to meaningfully engage with both established audiences of the region and/or creatively attract new audiences
- Best-practice - exhibitions should be in-line with industry standards, particularly with regard to the standard of display and interpretation.

The Condensery, strives to maintain close relations with the community and will foster the professional development of local artists through engagement with exhibition and public program opportunities and the development and presentation of their art.

ETHICS AND DUTY OF CARE

To maintain the highest standard of professionalism and expertise in the development and delivery of exhibitions, The Condensery will

- enter into appropriate contracts with participating artists, curators, agents, writers, lenders, donors or lecturers when accepting works or material for exhibition, publication, or performance, and shall adhere to the terms of such contract.
- recognise and observe current Australian copyright regulations on the reproduction of works of art
- give proper acknowledgment of authorship and ownership on display labels when works are on public display and in all publicity where works or texts are referred to or reproduce
- place appropriate and clear signage near any exhibition or artwork that could reasonably be considered to be sensitive to the public, may offend or contains mature themes
- attract and appreciate sponsorship, donations and other patronage, but such support will not determine, compromise or hinder the commitments or public obligations of the gallery
- respect the installation and display requirements of artists, where appropriate, safe and feasible, but in case of dispute concerning installation and/or display the decision shall be made by gallery curator

- handle, store and present artwork, to the highest possible level feasible, in accordance with ICOM professional standards.

APPROVAL

The exhibition program is developed by the gallery curator and approved by The Condensery Advisory Committee. In general, the exhibition program is developed on an 18 month to 2 year forward-planning basis. Due to the interdependent nature of exhibition development, planning and scheduling, elements of the exhibition program will alter over the projected period. The gallery curator will ensure that a schedule of all temporary and touring exhibitions is maintained.

The exhibition program will be presented to The Condensery Advisory Committee annually and strategic advice sought and incorporated into planning, for endorsement.

The Condensery may call for proposals from the artist community, including for the bomb shelter exhibition space. The timing, scheduling and assessment of proposals is overseen by the gallery curator, who may call on members of The Condensery Advisory Committee to assist with assessment and other strategic advice, as required.

ACCESS AND ENGAGEMENT

The Condensery will provide education and public programs aligned with the exhibition program and according to budget and resourcing capacity. Programs will include but are not limited to the following:

- talks, panel discussions and exhibition tours by artists, curators and writers in the field of visual and creative arts, designed to add value to exhibitions and audience experience
- workshops exploring visual arts activities for education and community groups led by artists and trained staff, designed to develop and maintain engagement with culture and creative practice
- public workshops exploring visual arts activities for children, young people and adults led by artists and trained staff, designed to develop and maintain engagement with culture and creative practice
- tours of exhibitions and the building for education and community groups

7. REVIEW

This policy is to be reviewed on or before .

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 26 April 2023.

Signed:

Date:

ATTACHMENT A

AMENDMENT TO EXISTING DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
142.	Chief Executive Officer	Power to consult with the chief executive about guidelines the chief executive proposes.	Section 549(2) Environmental Protection Act 1994	26 April 2023 (originally adopted 27 April 2016)	
148.	Chief Executive Officer	Power, as an administering authority, to amend a condition about financial assurance imposed under Chapter 13 Part 6.	Section 634 <i>Environmental Protection Act 1994</i>	26 April 2023 (originally adopted 30 October 2013)	

State Penalties Enforcement Act 1999

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
11.	Chief Executive Officer	Power, as administering authority in the circumstances listed in subsections 33(1)(a) to (d), to give the State Penalties Enforcement Registry a default certificate for the infringement notice offence.	Section 33(1) <i>State Penalties Enforcement Act 1999</i>	26 April 2023 (originally adopted 24 April 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
13.	Chief Executive Officer	Power, as administering authority, to (a) accept payment of the fine in full; or (b) issue a fresh infringement notice where the registrar has cancelled an enforcement notice and referred the matter back to Council.	Section 57(4) State Penalties Enforcement Act 1999	26 April 2023 (originally adopted 24 April 2013)	

ATTACHMENT B

REMOVAL OF DELEGATIONS - COUNCIL TO CEO

Building Act 1976

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
80.	Chief Executive Officer	Power, as local government, to make a complaint for an offence in the <i>Building Act 1975</i> other than an offence listed in section 256(2)(a)-(j) of the <i>Building Act 1975</i> .	Section 256(2)(k) <i>Building Act 1975</i>	23 September 2020	
81.	Chief Executive Officer	Power, as local government, to authorise a person to make a complaint for an offence in the <i>Building Act 1975</i> other than an offence listed in section 256(2)(a)-(j) of the <i>Building Act 1975</i> .	Section 256(2)(k) <i>Building Act 1975</i>	23 September 2020	

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
13.	Chief Executive Officer	Power, as an administering authority, to determine the change would not be likely to attract a submission objecting to the thing the subject of the change, if the notification stage were to apply to the change.	Section 150(1)(d) <i>Environmental Protection Act 1994</i>	24 January 2018	
14.	Chief Executive Officer	Power, as an administering authority, to give the applicant an information notice prescribing an additional or substituted way to give public notice of an application.	<u>Section 152</u> <u>Environmental Protection Act 1994</u>	30 October 2013	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
15.	Chief Executive Officer	Power, as an administering authority, to keep the documents listed in subsection 157(1) open for inspection by members of the public during office hours on business days for all of the access period.	Section 157(1) <i>Environmental Protection Act 1994</i>	8 June 2022	
16.	Chief Executive Officer	Power to decide to allow or not allow substantial compliance with public notice requirements.	Section 159 <i>Environmental Protection Act 1994</i>	30 October 2013	
17.	Chief Executive Officer	Power, as an administering authority, to accept a properly made submission and a submission that is not a properly made submission.	Sections 161(1) and (3) <i>Environmental Protection Act 1994</i>	8 June 2022	
138.	Chief Executive Officer	Power, as an administering authority, to consider and decide a request for the issue of a temporary authority.	Section 547C(1) and (2) <i>Environmental Protection Act 1994</i>	8 June 2022 (originally adopted 23 September 2020)	Temporary authority granted must not end later than 30 June 2022.
139.	Chief Executive Officer	Power, as an administering authority, to give the person written notice of the decision to refuse the issue of a temporary authority and the reasons for the decision.	Section 547C(3) <i>Environmental Protection Act 1994</i>	8 June 2022 (originally adopted 23 September 2020)	Temporary authority granted must not end later than 30 June 2022.
140.	Chief Executive Officer	Power, as an administering authority, to issue a temporary authority by giving a written notice.	Section 547D(2) <i>Environmental Protection Act 1994</i>	8 June 2022 (originally adopted 23 September 2020)	Temporary authority granted must not end later than 30 June 2022.

Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
84.	Chief Executive Officer	Power to start a proceeding:- (1) in the name of Council; (2) under the <i>Justices Act 1886</i> in the name of a local government employee who is a public officer within the name of that Act.	Section 237 <i>Local Government Act 2009</i>	8 June 2022	

Local Government Regulation 2012

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
108.	Chief Executive Officer	Power, in the circumstances set out in subsection 277D(1), to ensure the meeting is available for real-time viewing or listening by the public at 1 of the local government's public offices or on the local government's website.	Section 277D(2) <i>Local Government Regulation 2012</i>	23 September 2020	

ATTACHMENT C

NEW DELEGATIONS - COUNCIL TO CEO

Building Act 1975

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as local government, to make a complaint for an offence in the expired <i>Building Regulation 2006</i> , part 4A.	Section 256(2)(k) <i>Building Act 1975</i>	26 April 2023	
	Chief Executive Officer	Power, as local government, to authorise a person to make a complaint for an offence in the expired <i>Building Regulation 2006</i> , part 4A.	Section 256(2)(k) <i>Building Act 1975</i>	26 April 2023	
	Chief Executive Officer	Power, as local government, to make a complaint for an offence in the <i>Building Act 1975</i> other than an offence listed in section 256(2)(a)-(k) of the <i>Building Act</i> .	Section 256(2)(l) <i>Building Act 1975</i>	26 April 2023	
	Chief Executive Officer	Power, as local government, to authorise a person to make a complaint for an offence in the <i>Building Act 1975</i> other than an offence listed in section 256(2)(a)-(k) of the <i>Building Act</i> .	Section 256(2)(l) <i>Building Act 1975</i>	26 April 2023	

Local Government Act 2009

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to start a legal proceeding in the name of Council.	Section 11(c) <i>Local Government Act 2009</i>	26 April 2023	

Public Health (Infection Control for Personal Appearance Services) Act 2003

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to consider an application for restoration of a licence and decide to: - (a) restore the licence; or (b) restore the licence subject to conditions; or (c) refuse to restore the licence.	Section 46A <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>	26 April 2023	
	Chief Executive Officer	Power to give the applicant a notice requiring the applicant to give further information or a document reasonably required to decide the application for restoration of a licence.	Section 46B <i>Public Health (Infection Control for Personal Appearance Services) Act 2003</i>	26 April 2023	

State Penalties Enforcement Act 1999

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as administering authority who has given a default certificate under subsection 33(1), to pay the registration fee.	Section 33(3) <i>State Penalties Enforcement Act 1999</i>	26 April 2023	
	Chief Executive Officer	Power, as administering authority who has given a default certificate under subsection 33(1), to give an amended default certificate to the State Penalties Enforcement Registry.	Section 33(7) <i>State Penalties Enforcement Act 1999</i>	26 April 2023	

Transport Operations (Road Use Management – Vehicle Registration) Regulation 2021

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as client user, to request an extract from the register about a vehicle, and pay the relevant fee to, the public access provider.	Section 203(1) <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021</i>	26 April 2023	