



**Minutes of Ordinary Meeting
Held Wednesday, 15 November 2023**

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

Present

Cr Graeme Lehmann	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Sean Choat	(Councillor)
Cr Cheryl Gaedtke	(Councillor)*
Cr Kylee Isidro	(Councillor)
Cr Jason Wendt	(Councillor)
Cr Bob Whalley	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr C Young	(Director Operations)
Mr L Hannan	(Director Planning and Development)
Mrs P Banditt	(Senior Finance Officer)
Mrs K Jones	(Director HR and Customer Service)
Mr M McGoldrick	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Observer Mrs M Jelf	(Senior Planner)
Miss J Gault	(Cadet Finance Officer)

*Denotes attendance via TEAMS

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Opening of Meeting

The Mayor, Cr Graeme Lehmann, opened the meeting at 9.00am.

Leave of Absence

Nil however The CEO noted that as per section 29 of Council's standing orders Cr Gaedtke is attending today's meeting via TEAMS.

Confirmation of Minutes

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT the Minutes of the Ordinary Meeting held 24 October 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

The Linville Heritage and Arts Festival is on this weekend, 18 and 19 November. For the full program of events please visit their Facebook page.

Matters of public interest – Cr Gaedtke

Congratulations to the following regional not for profit groups who have been successful with the recent Gambling Community Benefit Funding – Round 117:

Esk Campdraft Association Incorporated - Construct Carport

Kilcoy Lions Inc. - Purchase Ride on Mower, Trailer and BBQ

Kilcoy Residents Special Events Association Inc. - Host Community Christmas Event

Mount Kilcoy Progress Society Inc. - Upgrade Facility and Purchase Equipment

Congratulations also to Glamorgan Vale State School in receiving the prize for the most voted School video in the River 94.9 School of the Year 2023.

A gentle reminder that the Linville Heritage and Arts Festival is being held this weekend. Angel Strings and friends are returning to present a repertoire filled with famous Opera music, remember to purchase tickets online through try booking.

Declarable Conflict of Interest

Cr Brieschke declared a conflict of interest in Agenda item 11 – Prescribed Activity – Toogoolawah Christmas Tree 2023 and Agenda Item 34 – Community Assistance Grants 2023 – 2024 Toogoolawah Christmas Tree auspiced by Toogoolawah and District Progress Association Inc.

Cr Wendt declared a conflict of interest in agenda item 31 – Tender 1329.

Subject:	Development Application No. 24170 Development Application for a Dual Occupancy	
File No:	DA24170	Action Officer: SP-MW
Assessment No:	00413-10000-000	

1.0 APPLICATION SUMMARY

Property details

Location:	9 Barbour Street, Esk
Real property description:	Lot 1 SP303408
Site area:	987m ²
Current land use:	Vacant
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 Four)
Zone:	General residential zone
Precinct:	Not within a precinct
Overlays:	OM8 High impact activities management area overlay OM9 Infrastructure overlay OM13 Stock route management overlay

Application details

Proposal:	Dual occupancy
Category of assessment:	Code assessment
Applicant details:	Catherine Galvin c/- Clegg Town Planning PO Box 2144 TOOWONG BUSINESS CENTRE QLD 4066
Owner details:	Catherine Galvin
Date application received:	18 September 2023
Date application properly made:	18 September 2023

Referrals	State Assessment and Referral Agency
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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.



**Locality Plan of Lot 1 SP303408
Situated at 9 Barbour Street, Esk**

2.0 PROPOSAL

This development application seeks approval for a Dual occupancy, on land at 9 Barbour Street, Esk, formally described as Lot 1 SP303408.

The proposed Dual occupancy comprises two three-bedroom units with a mirror reverse design, located relatively centrally on the site. The building is proposed with a 10m setback to Barbour Street, 2.55m and 2.56m setbacks to the respective side boundaries and a 12.94m setback to the rear boundary.

The building has a floor area of 283m² and has a site cover of 31.76%.

The existing carport on the site has been removed to enable the proposed development.

3.0 SITE DETAILS

3.1 Description of the land

The site is a regular shaped rectangular allotment with frontage to Barbour Street at the southern boundary. The site is currently vacant apart from a carport, with surrounding lots being progressively improved with dwelling houses and associated buildings and structures. The lot slopes to the rear.

3.2 Access

Access to the site will be via a new crossover to Barbour Street, which is an Access Street in Council's road hierarchy. As the development is for a dual occupancy, the crossover will require a Road Access Application from Council's Operations Department. The old crossover will require removal.

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.

4.0 PLANNING LEGISLATION

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

5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

5.1 State Planning Policy 2017

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

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

5.2 South East Queensland Regional Plan 2017

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

5.3 Schedule 10 of the *Planning Regulation 2017*

Schedule 10 of the *Planning Regulation 2017* establishes assessment triggers, requirements, and assessment benchmarks. No Council assessment of the development against an assessment benchmark from the Regulation was required. Where a referral agency undertakes an assessment against a matter as required by the Regulation, this is discussed in section 6.0 of this report.

5.4 Temporary local planning instruments

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

5.5 Variation approvals

The property is not benefitted by any variation approvals.

5.6 Somerset Region Planning Scheme (Version 4.2)

5.6.1 Strategic framework assessment

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

5.6.2 Code compliance summary

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

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

Applicable code	Compliance with overall outcomes	Performance outcomes
General residential zone code	Yes	No alternative outcomes proposed

Multiple Dwelling and Dual Occupancy code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO7
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Not applicable	-	-

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

5.6.3 Performance outcome assessment

Transport, access and parking code

Performance outcome	Acceptable outcome
Car parking locations and treatments	
PO7 Car parking location minimises impacts on the streetscape and contributes to the intended character of the zone and locality.	AO7.1 Car parking is located behind or within a building.
Performance Outcome Assessment Each unit has one covered parking space is proposed within the building. A tandem space for each unit is proposed in front of the building. It is anticipated that given the small scale nature of the development that the provision of two car parking spaces in front of the dwellings will not adversely impact on the character of the locality. It is recommended that the alternative outcome be accepted in this instance.	

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 Dual occupancy, which is identified as being a Residential use under *Somerset Regional Council Charges Resolution (No. 1) 2022*. In determining the appropriate charging area, the land is not located within the urban footprint of Fernvale / Kilcoy / Lowood.

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 non-worsening for other properties and discharge to a lawful point of discharge.

An adopted charge for the stormwater network applies.

5.7.3.4 Transport network

The proposal is not anticipated to result in an adverse impact on Council's trunk transport network infrastructure, and no additional trunk infrastructure has been identified as being required to deliver the development.

An adopted charge for the transport network applies.

6.0 REFERRAL

6.1 Referral agencies

In accordance with the *Planning Regulation 2017*, the application required referral to the State Assessment and Referral Agency (SARA) for matters relating to state-controlled roads. SARA advised that they had no requirements to the approval of the development application, subject to the imposition of development conditions. SARA's referral agency response will be attached to Council's decision notice and a copy has been attached to this report for Council's reference.

6.2 Third party advice

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.

8.0 OTHER RELEVANT MATTERS

There are no other relevant matters applicable for code assessment.

9.0 CONCLUSION

The proposed development is for a Material change of use for a Dual occupancy. 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. Detail Survey, prepared by Spencer Surveys, reference 170343, Issue A dated 30 November 2021.
2. Floor Plan, prepared by Dixon Homes, Job 170036, dated 10 July 2023.
3. Elevations, prepared by Dixon Homes, Job 160109, dated 10 January 2022.
4. SARA Concurrence Agency Response, reference 2309-36962 SRA dated 2 November 2023.

RECOMMENDATION

THAT Council:

1. approve Development Application No. 24170 for a Dual Occupancy on land situated at 9 Barbour Street, Esk, formally described as Lot 1 SP303408, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

SCHEDULE 1 – GENERAL CONDITION		
<i>Assessment Manager</i>		
No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval. Site Plan, Detail Survey, drawn by Spencer Surveys, reference 170343 issue A, dated 30 November 2011. Floor Plan, drawn by Dixon Homes, Job No 170036, dated 10 July 2023. Elevations, drawn by Dixon Homes, Job No 170036, dated 10 January 2022. SARA Concurrence Agency Response, reference 2309-36962 SRA dated 2 November 2023	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws.	At all times.
1.3	A legible copy of this development approval package is to be available on the premises at all times during construction.	At all times during the construction phase.
1.4	Pay to Council any outstanding rates, charges or expenses that are a charge over the subject land levied by Council' and/or levied but not fully paid over the subject land.	Prior to the commencement of use.
1.5	Obtain development approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	Prior to the commencement of use.
	Landscaping	
1.6	A landscape strip with a minimum width of two metres is provided along the full road frontage (excluding crossover, sight-triangle, and pedestrian access only).	Prior to the commencement

		of use and to be maintained.
1.7	All plant and air conditioning is to be visually screened from the street.	At all times.
1.8	Provide a 1.8m high solid fence along side and rear boundaries, to be constructed at the developer's cost.	Prior to commencement of the use and to be retained.
1.9	Provide a 1.8m high solid fence between the private open space of the two units.	Prior to commencement of the use and to be retained.
1.10	All buildings, structures, fittings, fixtures and grounds are maintained: <ul style="list-style-type: none"> • In a serviceable condition, and • In a state of good repair and efficient action, and • In a clean, sanitary condition, and • Free of accumulated disused materials, and • Free of vermin and pest infestations. 	At all times.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	Engineering	
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Planning Scheme</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	At all times.
	Vehicle access	
2.3	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.
2.4	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with <i>Somerset Regional Council Planning Scheme</i> . Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.5	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.

2.6	Reinstate the barrier kerb across the existing driveway location.	Prior to commencement of use.
	Car parking	
2.7	<p>Provide on-site car parking for four vehicles in accordance with <i>Somerset Regional Council Planning Scheme</i>.</p> <p>Each dwelling is to be allocated two parking spaces. Signage is to be provided at the front of the site advising no visitor parking on site.</p> <p>All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with AS2890 and <i>Somerset Regional Council Planning Scheme</i>.</p>	Prior to commencement of use.
2.8	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete, bitumen or pavers in accordance with Australian Standards.	At all times.
	Stormwater	
2.9	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.10	Stormwater drainage and flows are to have no increase in peak discharge immediately downstream of this development for a selected range of storm durations, and a selected range of AEP's up to the defined flood event.	At all times.
2.11	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.12	Stormwater drainage and flows are to have no increase in flood levels on adjoining land that may damage or adversely effect the value or potential use of the land.	At all times.
	Erosion and sediment control	
2.13	<p>Erosion and sedimentation controls shall be implemented, in accordance with current IECA best practice, 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 applicant 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.

2.14	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.
2.15	Where vegetation is removed, the vegetation waste shall be disposed of by: <ul style="list-style-type: none"> i) Milling; ii) Chipping and/or mulching iii) Disposal at an approved waste disposal facility. <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.
2.16	All declared weeds and pests are to be removed from the subject land and kept clear of such nuisance varieties during the course of operations.	At all times.
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No.	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times.
3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.
3.3	The holder of this development approval must not: <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor ▪ Stockpile any waste on the development site. 	At all times.
3.4	The holder of this development approval must not: <ul style="list-style-type: none"> ▪ Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or ▪ Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could reasonably be 	During construction phase.

	expected to move or be washed into a roadside gutter/swale, stormwater drain or water and result in a build-up of sand, silt or mud in the gutter, drain or water.	
	Waste management	
3.5	All general waste produced as part of the operation must be disposed of through the number of standard waste services as determined by Council.	At all times.
3.6	The applicant must provide an impervious, screened area which is drained as required by Council, where all waste containers are placed.	At all times.
3.7	All construction / demolition waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.
SCHEDULE 4 – REFERRAL AGENCY CONDITIONS		
State Assessment Referral Agency		
Referral agency response given under section 56 of the <i>Planning Act 2016</i>		
Pursuant to section 62 of the <i>Planning Act 2016</i> , the assessment manager must, other than to the extent a referral agency's response provides advice, comply with all referral agencies' responses and include conditions exactly as stated in the response. The following referral agency responses have been received and are attached to the Decision Notice.		
No.	Condition	Timing
4.1	Comply with the requirements of the referral agency response 2309-36962 SRA dated 2 November 2023 and associated documents or as amended.	As indicated in the response.
4.2	Provide certification to Council from a suitably qualified person or the relevant agency demonstrating that the requirements of the referral agency response have been met.	Prior to commencement of the use.
SCHEDULE 5 – ADVICE		
<i>Assessment Manager</i>		
This approval has effect in accordance with the provisions of section 71 of the <i>Planning Act 2016</i> , and development may commence in accordance with section 72.		
Currency Period - Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if the first change of the use under the approval does not start within the currency period - being six (6) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
The <i>Planning Act 2016</i> provides for a person to make a change to this development application outside the applicant's appeal period, following the process outlined in chapter 3, part 5, subdivision 2 of the Act.		

The applicant has the right of appeal to the Planning and Environment Court against decisions regarding the conditions of this approval.

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

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

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

The Aboriginal Cultural Heritage Act 2003 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.

Persons 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 Cultural Heritage Duty of Care Duty Guidelines gazetted with the Act.

Council strongly advises that you obtain a copy of the Cultural Heritage Duty of Care Guidelines and seek further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act.

Information about the cultural heritage duty of care is available at qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care

An Infrastructure Charges Notice accompanies this Development Approval and Levied Charges are applicable. Details of the current value of the Levied Charge, how the Levied Charge was calculated, how the Levied Charge may be escalated, and when payment of the Levied Charge is required can be found on the Infrastructure Charges Notice or the accompanying information notice.

From 1 July 2014, Infrastructure Charges related to the water supply and wastewater network are given by and paid to the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities, and are separate from this Development Approval and the accompanying Infrastructure Charges Notice.

Additional advice about the Infrastructure Charges Notice may be sought from Council's planning section, on (07) 5424 4000 or mail@somerset.qld.gov.au.

Authorisation to connect the approved development to the water supply and wastewater networks and for property service connections require a Water Approval from the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.

For the approval of a Plan of Subdivision, written evidence from Urban Utilities must be provided to Council to verify that the conditions of any necessary Water Approval have been complied with.

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> .
Separate development approval is required for any building work and plumbing/drainage work necessitated by the conditions contained in this approval.
Construction hours are 6:30 am to 6:30 pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Noise levels from construction work shall at all times comply with the requirements of the Environmental Protection Act 1994.

Attachments for the Decision Notice include:

1. Detail Survey, prepared by Spencer Surveys, reference 170343, Issue A dated 30 November 2021.
2. Floor Plan, prepared by Dixon Homes, Job 170036, dated 10 July 2023.
3. Elevations, prepared by Dixon Homes, Job 160109, dated 10 January 2022.
4. SARA Concurrence Agency Response, reference 2309-36962 SRA dated 2 November 2023

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council:

1. approve Development Application No. 24170 for a Dual Occupancy on land situated at 9 Barbour Street, Esk, formally described as Lot 1 SP303408, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. publish the officer’s report for this application to Council’s website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

SCHEDULE 1 – GENERAL CONDITION

Assessment Manager

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation and the plan(s) listed below, except where amended by these conditions of approval. Site Plan, Detail Survey, drawn by Spencer Surveys, reference 170343 issue A, dated 30 November 2011. Floor Plan, drawn by Dixon Homes, Job No 170036, dated 10 July 2023. Elevations, drawn by Dixon Homes, Job No 170036, dated 10 January 2022. SARA Concurrence Agency Response, reference 2309-36962 SRA dated 2 November 2023	At all times.
1.2	Comply with the relevant provisions of the Somerset Region Planning Scheme, Planning Scheme Policies and Local Laws.	At all times.

1.3	A legible copy of this development approval package is to be available on the premises at all times during construction.	At all times during the construction phase.
1.4	Pay to Council any outstanding rates, charges or expenses that are a charge over the subject land levied by Council' and/or levied but not fully paid over the subject land.	Prior to the commencement of use.
1.5	Obtain development approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	Prior to the commencement of use.
	Landscaping	
1.6	A landscape strip with a minimum width of two metres is provided along the full road frontage (excluding crossover, sight-triangle, and pedestrian access only).	Prior to the commencement of use and to be maintained.
1.7	All plant and air conditioning is to be visually screened from the street.	At all times.
1.8	Provide a 1.8m high solid fence along side and rear boundaries, to be constructed at the developer's cost.	Prior to commencement of the use and to be retained.
1.9	Provide a 1.8m high solid fence between the private open space of the two units.	Prior to commencement of the use and to be retained.
1.10	All buildings, structures, fittings, fixtures and grounds are maintained: <ul style="list-style-type: none"> • In a serviceable condition, and • In a state of good repair and efficient action, and • In a clean, sanitary condition, and • Free of accumulated disused materials, and • Free of vermin and pest infestations. 	At all times.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	Engineering	
2.1	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Regional Council Planning Scheme</i> .	At all times.
2.2	Bear the costs of works carried out to Council and utility services infrastructure and assets, including any alterations and repairs resulting from compliance with these conditions.	At all times.
	Vehicle access	

2.3	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.
2.4	The landowner is responsible for construction and maintenance of vehicular access for the property, from the road carriageway to property boundary in accordance with <i>Somerset Regional Council Planning Scheme</i> . Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.5	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.
2.6	Reinstate the barrier kerb across the existing driveway location.	Prior to commencement of use.
	Car parking	
2.7	Provide on-site car parking for four vehicles in accordance with <i>Somerset Regional Council Planning Scheme</i> . Each dwelling is to be allocated two parking spaces. Signage is to be provided at the front of the site advising no visitor parking on site. All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with AS2890 and <i>Somerset Regional Council Planning Scheme</i> .	Prior to commencement of use.
2.8	Construct and maintain the driveway, vehicle manoeuvring and parking areas of hard standing material such as concrete, bitumen or pavers in accordance with Australian Standards.	At all times.
	Stormwater	
2.9	Ensure Stormwater drainage is delivered to a lawful point of discharge	At all times.
2.10	Stormwater drainage and flows are to have no increase in peak discharge immediately downstream of this development for a selected range of storm durations, and a selected range of AEP's up to the defined flood event.	At all times.
2.11	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.12	Stormwater drainage and flows are to have no increase in flood levels on adjoining land that may damage or adversely effect the value or potential use of the land.	At all times.

	Erosion and sediment control	
2.13	<p>Erosion and sedimentation controls shall be implemented, in accordance with current IECA best practice, 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 applicant 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.
2.14	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.
2.15	<p>Where vegetation is removed, the vegetation waste shall be disposed of by:</p> <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.
2.16	All declared weeds and pests are to be removed from the subject land and kept clear of such nuisance varieties during the course of operations.	At all times.
SCHEDULE 3 – ENVIRONMENTAL		
<i>Assessment Manager</i>		
No.	Condition	Timing
3.1	All solid, semi-solid and liquid waste generated from the construction and occupation of this approved development must be collected and disposed of by Council's contractor or other Council approved waste collector unless otherwise approved by Council.	At all times.
3.2	All construction / demolition or other waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.

3.3	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Burn or bury waste generated in association with this development approval at or on the development site; nor ▪ Allow waste generated in association with this development approval to burn or be burnt or buried at or on the development site; nor ▪ Stockpile any waste on the development site. 	At all times.
3.4	<p>The holder of this development approval must not:</p> <ul style="list-style-type: none"> ▪ Release stormwater runoff into a roadside gutter/swale, stormwater drain or water that results in a build-up of sand, silt or mud in the gutter, drain or water; or ▪ Deposit sand, silt or mud in a roadside gutter, stormwater drain or water; or in a place where it could reasonably be expected to move or be washed into a roadside gutter/swale, stormwater drain or water and result in a build-up of sand, silt or mud in the gutter, drain or water. 	During construction phase.
Waste management		
3.5	All general waste produced as part of the operation must be disposed of through the number of standard waste services as determined by Council.	At all times.
3.6	The applicant must provide an impervious, screened area which is drained as required by Council, where all waste containers are placed.	At all times.
3.7	All construction / demolition waste is to be removed from the site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During construction phase.
SCHEDULE 4 – REFERRAL AGENCY CONDITIONS State Assessment Referral Agency Referral agency response given under section 56 of the <i>Planning Act 2016</i> Pursuant to section 62 of the <i>Planning Act 2016</i> , the assessment manager must, other than to the extent a referral agency's response provides advice, comply with all referral agencies' responses and include conditions exactly as stated in the response. The following referral agency responses have been received and are attached to the Decision Notice.		
No.	Condition	Timing
4.1	Comply with the requirements of the referral agency response 2309-36962 SRA dated 2 November 2023 and associated documents or as amended.	As indicated in the response.
4.2	Provide certification to Council from a suitably qualified person or the relevant agency demonstrating that the requirements of the referral agency response have been met.	Prior to commencement of the use.

SCHEDULE 5 – ADVICE*Assessment Manager*

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

Currency Period - Pursuant to section 85 of the *Planning Act 2016* the approval will lapse if the first change of the use under the approval does not start within the currency period - being six (6) years starting the day the approval takes effect.

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

The applicant has the right of appeal to the Planning and Environment Court against decisions regarding the conditions of this approval.

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

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

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

The Aboriginal Cultural Heritage Act 2003 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.

Persons 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 Cultural Heritage Duty of Care Duty Guidelines gazetted with the Act.

Council strongly advises that you obtain a copy of the Cultural Heritage Duty of Care Guidelines and seek further information on the responsibilities of proponents under the terms of the current Aboriginal Cultural Heritage Act.
Information about the cultural heritage duty of care is available at qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care

An Infrastructure Charges Notice accompanies this Development Approval and Levied Charges are applicable. Details of the current value of the Levied Charge, how the Levied Charge was calculated, how the Levied Charge may be escalated, and when payment of the Levied Charge is required can be found on the Infrastructure Charges Notice or the accompanying information notice.

From 1 July 2014, Infrastructure Charges related to the water supply and wastewater network are given by and paid to the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities, and are separate from this Development Approval and the accompanying Infrastructure Charges Notice.

Additional advice about the Infrastructure Charges Notice may be sought from Council's planning section, on (07) 5424 4000 or mail@somerset.qld.gov.au.

Authorisation to connect the approved development to the water supply and wastewater networks and for property service connections require a Water Approval from the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.

For the approval of a Plan of Subdivision, written evidence from Urban Utilities must be provided to Council to verify that the conditions of any necessary Water Approval have been complied with.

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)*.

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

Construction hours are 6:30 am to 6:30 pm Monday to Saturday, with no work to be undertaken on Sundays or public holidays. Noise levels from construction work shall at all times comply with the requirements of the Environmental Protection Act 1994.

Carried

Vote - Unanimous

Subject:	Application for Temporary Entertainment Event – Australia Day Woodchop 2024
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: 1550349) to conduct the Kilcoy Woodchop 2024 located at Kilcoy Exchange Hotel 13 William Street footpath and service road on Lot 8 RP864209. The event is called "Australia Day Woodchop 2024".

The event is proposed to be operated on Saturday 27 January 2024, from 10am until 10pm. Set up will occur from 1am prior to the events commencing. 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 approved Kilcoy Woodchop 2022, 2023 and Vintage bike show 2023, which was held in this location.

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.
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	<p>The applicant has provided an Event Management Plan for the event detailing provisions for public safety and environmental harm.</p> <p>The applicant has provided public liability insurance which covers the event activities and meets Council's requirements.</p> <p>Medical Crowd Controllers and staff trained in first aid will be present on the premises.</p> <p>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. Temporary fencing will be erected to ensure the safety of event attendees and passers-by.</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:</p> <ul style="list-style-type: none"> • 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.
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 will be 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 prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government-controlled area or road.
Officer Comment	No significant disruption is expected to the normal use of William Street (D'Aguilar Highway). Crowd Controllers are employed to ensure the safety of the event space.
Criteria – SLL, section 4(2)	There must be a public demand for the prescribed activity in respect of which the approval is sought.
Officer Comment	Liquor Operations Pty Ltd have been advised that all affected businesses and residences will be approached, prior to the activity being held.
Criteria – SLL, section 4(3)	The physical characteristics of the local government-controlled area or road must be suitable for the prescribed activity.
Officer Comment	The area intended for use is suitable for the purposes of a wood chopping event.
Criteria – SLL, section 4(4)	The prescribed activity must not cause nuisance, inconvenience, or annoyance to – (a) The occupier of any land which adjoins the location of the prescribed activity; or (b) Vehicular traffic; or (c) Pedestrian traffic.
Officer	Noise is limited to amplified PA address in conjunction with event,

Comment	<p>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.</p> <p>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). The applicant has submitted a traffic management plan to Council for approval prior to the event.</p>
Criteria – SLL, section 4(5)	The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
Officer Comment	<p>It is unlikely that the proposed event will unreasonably detract from the amenity of the surrounding area.</p> <p>Conditions of the approval would require the applicant to not cause a nuisance as defined in the <i>Environmental Protection Act 1994</i>, and to ensure the area is left in a tidy condition after the event has concluded.</p>
Criteria – SLL, section 4(8)	<p>If the prescribed activity is the holding of a public place activity on a local government-controlled area or road –</p> <ul style="list-style-type: none"> (a) The undertaking of the prescribed activity must not generate significant noise, dust, or light pollution or other significantly adverse effects on the surrounding area; and (b) There must be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use of the public; and (c) Adequate provision must exist for the disposal of waste generated by the undertaking of the prescribed activity; and (d) Adequate provision must exist for people and (if relevant) vehicles to enter and leave the site of the prescribed activity.
Officer Comment	<p>(a) Noise – noise is likely to be generated through an amplified PA address in conjunction with event throughout day and evening. Noise nuisance is considered environmental nuisance and will be appropriately conditioned if the event is approved.</p> <p>Dust – No dust nuisance is expected for this event.</p> <p>Light – Additional lighting will be provided for public safety. The applicant will be responsible for positioning this lighting in such a way that does not cause a light nuisance. Light nuisance is considered environmental nuisance and will be appropriately conditioned if the event is approved.</p> <p>(b) Required numbers for toilets and sanitary conveniences will be conditioned if the event is approved.</p> <p>(c) The applicant will provide adequate provision must exist for the disposal of waste generated by the use of the place for the temporary entertainment event A requirement for adequate waste facilities will be conditioned if the event is approved.</p> <p>(d) A condition of approval would require a traffic management plan, including a traffic guidance scheme, has been submitted to Council for approval in advance of the event.</p>

Attachments

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

Recommendation

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.
1.3	The approval holder must provide Somerset Regional Council with a copy of a Woodchop Participation and event holding 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 and must be submitted to Council by Friday 17 December 2024.
1.4	The operation of the temporary entertainment event must not unreasonably detract from the amenity of the area in which the place is located.
1.5	The temporary entertainment event is limited to the operation of the Australia Day Woodchop 2024 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 27 January 2024. Set up will occur from 1am prior to the event commencing.
1.6	The approval holder must provide the following number of toilets, sanitary conveniences and showers for the event: Males: 3 toilets; 8 urinals; 2 hand basins. Females: 13 toilets; 2 hand basins; 1 sanitary convenience bin per female toilet. Unisex: at least 1 unisex toilet for patrons with a disability at each group of toilet facilities. The approval holder must also provide separate toilet and hand washing facilities for food handlers.
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

	<p>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	<p>All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times:</p> <ul style="list-style-type: none"> • In good working order. • In good state of repair. <p>In a clean and sanitary condition.</p>
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	<p>The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing:</p> <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. <p>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.</p>
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 27 January 2024, William Street Service Road. The Road Closure Permit must be submitted to Council by Friday 17 December 2024.
2.2	The applicant has submitted a traffic management plan signed off by an appropriately qualified person to Council for approval prior to the event.

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 Isidro

Seconded – Cr Choat

"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.
1.3	The approval holder must provide Somerset Regional Council with a copy of a Woodchop Participation and event holding 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 and must be submitted to Council by Friday 17 December 2024.
1.4	The operation of the temporary entertainment event must not unreasonably detract from the amenity of the area in which the place is located.
1.5	The temporary entertainment event is limited to the operation of the Australia Day Woodchop 2024 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 27 January 2024. Set up will occur from 1am prior to the event commencing.
1.6	The approval holder must provide the following number of toilets, sanitary conveniences and showers for the event: Males: 3 toilets; 8 urinals; 2 hand basins. Females: 13 toilets; 2 hand basins; 1 sanitary convenience bin per female toilet. Unisex: at least 1 unisex toilet for patrons with a disability at each group of toilet facilities. The approval holder must also provide separate toilet and hand washing facilities for food handlers.
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> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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.
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	<p>All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times:</p> <ul style="list-style-type: none"> • In good working order. • In good state of repair. <p>In a clean and sanitary condition.</p>
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	<p>The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing:</p> <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. <p>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.</p>
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 27 January 2024, William Street Service Road. The Road Closure Permit must be submitted to Council by Friday 17 December 2024.

2.2	The applicant has submitted a traffic management plan signed off by an appropriately qualified person to Council for approval prior to the event.
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.
<i>Carried</i>	
<i>Vote - Unanimous</i>	

Subject:	Application for Temporary Entertainment Event – Vintage Motorbikes 2024
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: 1550349) to conduct the Vintage Motorbikes 2024 located at Kilcoy Exchange Hotel 13 William Street footpath and service road on Lot 8 RP864209. The event is called "Vintage Motorbikes 2024".

The event is proposed to be operated on Saturday 17 February 2024 from 10am until 3pm. Set up will occur from 1am prior to the events commencing. 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 approved Kilcoy Woodchop 2022, 2023 and Vintage bike show 2023, which was held in this location.

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.
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	<p>The applicant has provided public liability insurance which covers the event activities and meets Council's requirements.</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 will be approached, prior to the activity being held.
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 prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government-controlled area or road.

Officer Comment	No significant disruption is expected to the normal use of William Street (D'Aguilar Highway). .
Criteria – SLL, section 4(2)	There must be a public demand for the prescribed activity in respect of which the approval is sought.
Officer Comment	Liquor Operations Pty Ltd have been advised that all affected businesses and residences will be approached, prior to the activity being held.
Criteria – SLL, section 4(3)	The physical characteristics of the local government-controlled area or road must be suitable for the prescribed activity.
Officer Comment	The area intended for use is suitable for the purposes of a Vintage Motorbikes 2024.
Criteria – SLL, section 4(4)	The prescribed activity must not cause nuisance, inconvenience, or annoyance to – (d) The occupier of any land which adjoins the location of the prescribed activity; or (e) Vehicular traffic; or (f) Pedestrian traffic.
Officer Comment	A condition of approval will require that no nuisance, as defined by the <i>Environmental Protection Act 1994</i> , is caused by the event. 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).
Criteria – SLL, section 4(5)	The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
Officer Comment	It is unlikely that the proposed event will unreasonably detract from the amenity of the surrounding area. Conditions of the approval would require the applicant to not cause a nuisance as defined in the <i>Environmental Protection Act 1994</i> , and to ensure the area is left in a tidy condition after the event has concluded.
Criteria – SLL, section 4(8)	If the prescribed activity is the holding of a public place activity on a local government-controlled area or road – (e) The undertaking of the prescribed activity must not generate significant noise, dust, or light pollution or other significantly adverse effects on the surrounding area; and (f) There must be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use of the public; and (g) Adequate provision must exist for the disposal of waste generated by the undertaking of the prescribed activity; and (h) Adequate provision must exist for people and (if relevant) vehicles to enter and leave the site of the prescribed activity.
Officer Comment	(e) Noise –Noise nuisance is considered environmental nuisance and will be appropriately conditioned if the event is approved. Dust – No dust nuisance is expected for this event.

	(f) Required numbers for toilets and sanitary conveniences will be conditioned if the event is approved.
	(g) The applicant will provide adequate provision must exist for the disposal of waste generated by the use of the place for the temporary entertainment event A requirement for adequate waste facilities will be conditioned if the event is approved.

Attachments

4. Site Plans
5. Event Management Plan

Recommendation

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.
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 Vintage Motorbikes 2024 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 3pm on Saturday 17 February 2024. Set up will occur from 1am prior to the events commencing.
1.5	The approval holder must provide the following number of toilets, sanitary conveniences and showers for the event: Males: 1 toilets; 2 urinals; 2 hand basins. Females: 6 toilets; 2 hand basins; 1 sanitary convenience bin per female toilet. Unisex: at least 1 unisex toilet for patrons with a disability at each group of toilet facilities. The approval holder must also provide separate toilet and hand washing facilities for food handlers.
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> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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.
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	<p>All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times:</p> <ul style="list-style-type: none"> • In good working order. • In good state of repair. <p>In a clean and sanitary condition.</p>
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	<p>The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing:</p> <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. <p>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.</p>
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 17 February 2024

	of William Street Service Road. The Road Closure Permit must be submitted to Council by Thursday 25 January 2024.
2.2	The approval holder must maintain free access for the general public to use the footpath within the event footprint.
2.3	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.
2.4	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.).
2.5	The approval holder is liable for any damages to Council infrastructure caused by the operation of the entertainment event.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtko

“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.
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 Vintage Motorbikes 2024 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 3pm on Saturday 17 February 2024. Set up will occur from 1am prior to the events commencing.
1.5	The approval holder must provide the following number of toilets, sanitary conveniences and showers for the event: Males: 1 toilets; 2 urinals; 2 hand basins. Females: 6 toilets; 2 hand basins; 1 sanitary convenience bin per female toilet. Unisex: at least 1 unisex toilet for patrons with a disability at each group of toilet facilities. The approval holder must also provide separate toilet and hand washing facilities for food handlers.
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

	<p>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> <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> (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.
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	<p>All buildings, structures, vehicles, facilities or equipment used in the operation of the temporary entertainment event must be maintained at all times:</p> <ul style="list-style-type: none"> • In good working order. • In good state of repair. <p>In a clean and sanitary condition.</p>
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	<p>The approval holder must submit to Council, within 14 days of the event, a Post Event Report detailing:</p> <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. <p>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.</p>
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 17 February 2024 of William Street Service Road. The Road Closure Permit must be submitted to Council by Thursday 25 January 2024.
2.2	The approval holder must maintain free access for the general public to use the footpath within the event footprint.

2.3	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.
2.4	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.).
2.5	The approval holder is liable for any damages to Council infrastructure caused by the operation of the entertainment event. <i>Vote - Unanimous</i>

Carried

Declarable Conflict of interest Cr Brieschke – Agenda Item 11 - Prescribed Activity – Toogoolawah Christmas Tree 2023

I inform this meeting I have a declarable conflict of interest in this matter (as defined in section 150EN)of the Local Government Act 2009. The nature of my interest is as follows – This declarable conflict of interest arises because I hold the position of Secretary on the executive committee of the Toogoolawah and District Progress Association Inc., of which the Toogoolawah Christmas Tree is a subcommittee. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

Cr Brieschke left the meeting at 9.08am.

Subject:	Prescribed Activity – Toogoolawah Christmas Tree 2023
File Ref:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	EHO-DB

Background/Summary

Council has received an application from Toogoolawah Christmas Tree Sub Committee of the Toogoolawah and District Progress Association Inc. to hold a public place activity, specifically a Christmas Street Carnival. The carnival is proposed to take place on Cressbrook Street, Toogoolawah between Gunya Street and Dingyarra Street, on Saturday 9 December 2023. Setup would start at 11.30am, with the event commencing at 4.30pm and closing at 8.30pm. Pack-up and dismantling would take place from 8.30pm until 11.30pm.

The applicant has advised that 1000 persons are expected to attend the event. Entertainment will be provided in the form of amusement rides, street performers, fireworks display and arrival of Santa via parachute. A BBQ and twilight markets will also be provided. No alcohol will be served at the event.

It is noted that Council has approved similar Christmas Street Carnivals in this location in past several years.

Council regulates this activity through *Local Law No.1 (Administration) 2011*, and *Subordinate Local Law 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011*.

Assessment of Application

Under section 9 of *Local Law No. 1 (Administration) 2011*, Council may grant an approval for an application for undertaking regulated activities on local government-controlled areas and roads 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	<p>The applicant has provided temporary road closure permit obtained from the Queensland Police Department.</p> <p>The applicant has provided the details of Fireworks contractor licenced under the <i>Explosives Act 1999</i>.</p> <p>All licensable food businesses will be required to provide current Food Licence certificates prior to being confirmed as stall holders at the event. The applicant has advised that no alcohol will be served at the event.</p>
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	<p>The applicant has submitted a traffic management plan developed by an appropriately qualified person.</p> <p>The applicant has provided copies of the following to Council:</p> <ul style="list-style-type: none"> • an engineer’s inspection report for each ride; and • a Certificate of Registrable Plant for each ride; and • a Certificate of Currency for Public Liability Insurance for each ride operator; and • Hazard Identification and risk assessment for each ride. <p>Issues relating to amenity and environmental nuisance will be addressed below.</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 event is a community event run by a not-for-profit organisation.
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,	If the application relates to trust land - the grant of the approval

section 9(1)(f)	would be consistent with the terms and conditions of the trust; and
Officer Comment	The event will be held on a local government-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 prescribed activity for which the approval is sought must not unduly interfere with the proper use of the local government-controlled area or road.
Officer Comment	Subject to approval of the event, a temporary road closure permit has been obtained from Queensland Police permitting the closure of the road.
Criteria – SLL, section 4(2)	There must be a public demand for the prescribed activity in respect of which the approval is sought.
Officer Comment	There is a public demand for the event.
Criteria – SLL, section 4(3)	The physical characteristics of the local government-controlled area or road must be suitable for the prescribed activity.
Officer Comment	The area intended for use is suitable for the purposes of a street festival. Adequate space is available to accommodate the various rides, amusements, and stalls, including the expected number of attendees at the event.
Criteria – SLL, section 4(4)	The prescribed activity must not cause nuisance, inconvenience, or annoyance to – (g) The occupier of any land which adjoins the location of the prescribed activity; or (h) Vehicular traffic; or (i) Pedestrian traffic.
Officer Comment	<p>Onstage entertainment will consist of a church band and a solo musical performance. The event will close at 8.30pm, after which time there may be some noise relating to pack up and dismantling of equipment.</p> <p>A condition of approval will require that no nuisance, as defined by the <i>Environmental Protection Act 1994</i>, is caused by the event.</p> <p>Surrounding residents are required to be informed of the time and date of the fireworks display and it will be recommended that pets be secured during this time.</p> <p>Vehicular and pedestrian traffic are not expected to be inconvenienced by the event.</p>
Criteria – SLL, section 4(5)	The prescribed activity must not have a detrimental effect on the amenity of the surrounding area.
Officer Comment	<p>It is unlikely that the proposed event will unreasonably detract from the amenity of the surrounding area.</p> <p>Conditions of approval would require the applicant to not cause a</p>

	nuisance as defined in the <i>Environmental Protection Act 1994</i> , and to ensure the area is left in a tidy condition after the event has concluded.
Criteria – SLL, section 4(8)	<p>If the prescribed activity is the holding of a public place activity on a local government controlled area or road –</p> <ul style="list-style-type: none"> (i) The undertaking of the prescribed activity must not generate significant noise, dust, or light pollution or other significantly adverse effects on the surrounding area; and (j) There must be enough toilets and sanitary conveniences, complying with standards and requirements imposed by the local government, for the use of the public; and (k) Adequate provision must exist for the disposal of waste generated by the undertaking of the prescribed activity; and (l) Adequate provision must exist for people and (if relevant) vehicles to enter and leave the site of the prescribed activity.
Officer Comment	<p>(h) Noise – noise is likely to be generated through the operation of rides and the amusements and stage entertainment throughout the night. The event will cease at 8.30pm. Surrounding residents will be informed about the fireworks display.</p> <p>Noise nuisance will be appropriately conditioned if the event is approved.</p> <p>Dust – No dust nuisance is expected for this event.</p> <p>Light – Light nuisance will be appropriately conditioned if the event is approved.</p> <ul style="list-style-type: none"> (i) Required numbers for toilets and sanitary conveniences will be conditioned if the event is approved. (j) A requirement for adequate waste facilities will be conditioned if the event is approved. The applicant has asked for Council to supply 10 community bins for use during the event. (k) Provision will be made for vehicle access to the site. Access will be provided for QFES vehicles to access the fire station.

Operations Department Assessment

Council's Operations Department has assessed the traffic management plan and have no objection to the proposed. Council can assist with the provision of 9 road closure signs, 4 detour ahead signs, 10 community bins and providing access to power supply.

Attachments

1. Site plan
2. Map of Exclusion Zone
3. TMP Plan

Recommendation

THAT Council approve the application to hold a public place activity, subject to the conditions listed below:

No.	CONDITION
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1.0	ENVIRONMENTAL/ LOCAL LAW																							
1.1	The approval is limited to Cressbrook Street, Toogoolawah, between Gunya Street and Dingyarra Street, as identified on the approved site plan.																							
1.2	The approval is limited to operation on Saturday 9 December 2023 between the hours of 4.30pm and 8.30pm. Pack-up and dismantling would take place from 8.30pm until 11.30pm.																							
1.3	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.																							
1.4	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.																							
1.5	The activity must not unreasonably detract from the amenity of the area in which the event is located.																							
1.6	The activity must not create a safety risk.																							
1.7	All buildings, structures, vehicles, facilities, or equipment used in the operation of the event must be maintained at all times: <ul style="list-style-type: none">• In good working order; and• In good state of repair; and• In a clean and sanitary condition.																							
1.8	The approval holder must provide and maintain the following number of toilets and sanitary conveniences: <table><tr><td></td><td colspan="3">Males</td><td colspan="2">Females</td></tr><tr><td>Patrons</td><td>WC</td><td>Urinals</td><td>Hand Basins</td><td>WC</td><td>Hand Basins</td></tr><tr><td><1000</td><td>3</td><td>4</td><td>4</td><td>9</td><td>4</td></tr></table>							Males			Females		Patrons	WC	Urinals	Hand Basins	WC	Hand Basins	<1000	3	4	4	9	4
	Males			Females																				
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins																			
<1000	3	4	4	9	4																			
1.9	The approval holder must ensure sufficient lighting and illumination is provided throughout the event area.																							
1.10	The activity must not cause a nuisance as defined by the <i>Environmental Protection Act 1994</i> .																							
1.11	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.																							
1.12	The approval holder must keep and maintain in and about the event area, adequate waste disposal facilities; for example, bins, that are to be serviced by an appropriately licensed waste contactor.																							
1.13	The approval holder must ensure that all litter and debris is collected and appropriately disposed of following the closure of the event.																							
1.14	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event.																							
1.15	The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees, and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval. “Losses” include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage.																							
1.16	The approval holder has obtained an engineer’s inspection report for each ride. A copy of the report must be provided to Council prior to the event.																							

1.17	The approval holder has provided that each amusement ride operator supplies a Certificate of Registrable Plant for each ride, issued through Workplace Health and Safety Queensland.
1.18	The approval holder must also receive a Certificate of Currency for Public Liability Insurance for each amusement operator, fireworks display operator, and skydiving operator. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party.
1.19	The approval holder is to ensure that no persons other than the designated fireworks personnel enter the fireworks exclusion zone. This will require the organiser to erect signage and temporary fencing in the RV area to prevent access.
2.0	OPERATIONS
2.1	A temporary road closure permit has been obtained from the Queensland Police Department for the temporary road closure. A copy of the permit has been provided to Council.
2.2	A traffic management plan, including a traffic guidance scheme, has been approved by Council.
3.0	Fireworks Display
3.1	The Proposed fireworks display must only be conducted by a contractor licenced under the <i>Explosives Act 1999</i> . <i>Vote - Unanimous</i>

Carried**Resolution**

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council approve the application to hold a public place activity, subject to the conditions listed below:

subject to the conditions listed below:

No.	CONDITION																		
1.0	ENVIRONMENTAL/ LOCAL LAW																		
1.1	The approval is limited to Cressbrook Street, Toogoolawah, between Gunya Street and Dingyarra Street, as identified on the approved site plan.																		
1.2	The approval is limited to operation on Saturday 9 December 2023 between the hours of 4.30pm and 8.30pm. Pack-up and dismantling would take place from 8.30pm until 11.30pm.																		
1.3	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.																		
1.4	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.																		
1.5	The activity must not unreasonably detract from the amenity of the area in which the event is located.																		
1.6	The activity must not create a safety risk.																		
1.7	All buildings, structures, vehicles, facilities, or equipment used in the operation of the event must be maintained at all times: <ul style="list-style-type: none">• In good working order; and• In good state of repair; and• In a clean and sanitary condition.																		
1.8	The approval holder must provide and maintain the following number of toilets and sanitary conveniences: <table><tr><th></th><th colspan="3">Males</th><th colspan="2">Females</th></tr><tr><th>Patrons</th><th>WC</th><th>Urinals</th><th>Hand Basins</th><th>WC</th><th>Hand Basins</th></tr><tr><td><1000</td><td>3</td><td>4</td><td>4</td><td>9</td><td>4</td></tr></table>		Males			Females		Patrons	WC	Urinals	Hand Basins	WC	Hand Basins	<1000	3	4	4	9	4
	Males			Females															
Patrons	WC	Urinals	Hand Basins	WC	Hand Basins														
<1000	3	4	4	9	4														

1.9	The approval holder must ensure sufficient lighting and illumination is provided throughout the event area.
1.10	The activity must not cause a nuisance as defined by the <i>Environmental Protection Act 1994</i> .
1.11	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.
1.12	The approval holder must keep and maintain in and about the event area, adequate waste disposal facilities; for example, bins, that are to be serviced by an appropriately licensed waste contactor.
1.13	The approval holder must ensure that all litter and debris is collected and appropriately disposed of following the closure of the event.
1.14	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event.
1.15	The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees, and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval. “Losses” include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage.
1.16	The approval holder has obtained an engineer’s inspection report for each ride. A copy of the report must be provided to Council prior to the event.
1.17	The approval holder has provided that each amusement ride operator supplies a Certificate of Registrable Plant for each ride, issued through Workplace Health and Safety Queensland.
1.18	The approval holder must also receive a Certificate of Currency for Public Liability Insurance for each amusement operator, fireworks display operator, and skydiving operator. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party.
1.19	The approval holder is to ensure that no persons other than the designated fireworks personnel enter the fireworks exclusion zone. This will require the organiser to erect signage and temporary fencing in the RV area to prevent access.
2.0	OPERATIONS
2.1	A temporary road closure permit has been obtained from the Queensland Police Department for the temporary road closure. A copy of the permit has been provided to Council.
2.2	A traffic management plan, including a traffic guidance scheme, has been approved by Council.
3.0	Fireworks Display
3.1	The Proposed fireworks display must only be conducted by a contractor licenced under the <i>Explosives Act 1999</i> . <i>Carried</i> <i>Vote - Unanimous</i>

Cr Brieschke returned to the meeting at 9.09am

Subject:	Update: The Fire Ant Suppression Taskforce and the Nation Fire Ant Eradication Program
File:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	ESM

Background/Summary

On 9 October 2023, Council's CEO and relevant officers met with the:

- General Manager of Invasive Plants and Animals, Biosecurity Queensland (BQ);
- Director, Fire Ant Suppression Taskforce, BQ;
- Manager, Fire Ant Suppression Taskforce, BQ; and
- Manager of the National Fire Ant Eradication Program.

The purpose of the meeting was to discuss the new Fire Ant Response Plan 2023-2027, released by the National Fire Ant Eradication Program (NFAEP) and proposed changes to be implemented through the Fire Ant Suppression Task (FAST) within the amended fire ant suppression area. Please refer to the attached FAST Terms of Reference.

The FAST have been meeting with relevant SEQ Councils and stakeholders to discuss changes to the Fire Ant Eradication Program and partnering in the self-management of fire ants in the Fire Ant Suppression Area under the new response plan.

Under the proposed partnership the FAST would enable self-management through:

- Information and training.
- Provision of treatments (proactive and reactive baits).
- Connecting Council to NFAEP.
- Connecting Council to other partners.
- Enabling Council to meet their general biosecurity obligation (GBO).

Under the proposed partnership the Council is proposed to:

- Look for fire ants and report (possibly through dedicated staff in high risk areas).
- Treat fire ants on Council land (possibly through dedicated staff).
- Build fire ant management into all relevant Council activities (waste facilities, earthworks, nurseries, spread prevention).
- Inform the community through Council's communication network.

Council officers consider these proposed activities are beyond 'business as usual' given limited available resources. A follow up meeting with the FAST and key Council officers has been scheduled for 9 November 2023 to discuss a proposed draft fire ant self-management plan for the Somerset Region.

Attachments

1. FAST Terms of Reference.

Recommendation

THAT Council write to the Honourable Mark Furner MP, Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities,

demanding funding for dedicated resources to undertake additional Council activities in the fire ant suppression area.

Resolution

Moved – Cr Choat

Seconded – Cr Whalley

“THAT Council write to the Honourable Mark Furner MP, Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities, demanding funding for dedicated resources to undertake additional Council activities in the fire ant suppression area.”

Carried

Vote - Unanimous

Subject:	Pest Management Working Group Meeting – 23 October 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 23 October 2023. Please refer to the attached report from the meeting.

Attachments

Report – Pest Management Working Group Meeting held on 23 October 2023.

Recommendation

THAT Council receive the Pest Management Working Group Meeting report held on 23 October 2023 and the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

“THAT Council receive the Pest Management Working Group Meeting report held on 23 October 2023 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Amendments to Charges Resolution
File Ref:	LAND USE AND PLANNING – PLANNING - Charges Resolutions
Action Officer:	SP—MO

Background/Summary

Council officers have reviewed the Charges Resolution to update the adopted charges for the current financial year. This report seeks Council’s approval to adopt a new charges resolution (Attachment 1), which:

- increases the adopted charges;

- removes the timing provisions for refunding trunk infrastructure;
- makes minor amendments for operational efficiency.

The proposed commencement date of Charges Resolution (No. 1) 2023 is Monday 20 November 2023.

Increase of the maximum adopted charge

Unfortunately, the Queensland Government has not yet prescribed a new maximum adopted charge for the 2023-2024 Financial Year. The maximum adopted charge is therefore taken to be an indexed amount of the amount prescribed on 1 July 2022.

Council officers have calculated the indexed amount, using the method identified in section 112 of the *Planning Act 2016*, to calculate the maximum adopted charge for 2023-2024 Financial Year. Consequential amendments to the resolution have been drafted to ensure the maximum adopted charge is interpreted correctly, including by making it clear that an amendment to the prescribed amount under the *Planning Regulation 2017* may affect the maximum adopted charge.

Increase of the adopted charges

The adopted charges have been increased using the methodology outlined in the *Planning Act 2016*. Generally, adopted charges are proposed to be increased by 5.66% across most categories (prior to any rounding), unless a lesser amount is required to limit the increase below the Council portion of the maximum adopted charge.

Lesser indexations apply to the following charge categories (prior to rounding):

- Residential uses (3 or more-bedroom dwellings within the Fernvale, Kilcoy and Lowood urban footprints)—5%;
- Relocatable home parks (3 or more-bedroom dwelling sites within the Fernvale, Kilcoy and Lowood urban footprints)—5%;
- All non-residential uses for the stormwater network only—4.84%
- Indoor sport and recreation (court area only)—5.46%.

A copy of Table 2 (Attachment 2) representing the current adopted charges is provided to assist comparing the charges.

Removal of trunk infrastructure refund timing provisions

Officers have reviewed the timing of refund provisions under charges resolutions across the State and determined that the timing provisions within the resolution are not consistent with other council areas. Many smaller or regional councils do not provide refund timing provisions, whilst other South East Queensland councils employ more detailed provisions.

Officers propose to remove the prescriptive refund timing provisions from the resolution and that refund timing will be determined by negotiation. This approach is considered compliant with legislative requirements. It is anticipated that refund timing will be reviewed in detail as part of a future Local Government Infrastructure Plan (LGIP) review.

Other minor amendments

The current resolution includes different adopted charges from different parts of the local government area. To improve clarity, the charges areas are now defined in the front of the resolution. This will assist in readability of the resolution and infrastructure charges notices given by Council.

As part of the review, officers have also standardised the demand units to align with the units that are provided within the *Planning Regulation 2017*. The previous units were required to

reflect the original misalignment between IPA planning schemes (such as the former Esk Shire and Kilcoy Shire schemes) but are no longer required for contemporary charges resolutions.

Attachments

1. Proposed Charges Resolution (No. 1) 2023
2. Current Charges Resolution (No. 1) 2022 – Table 2 Only

Recommendation

THAT Council:

1. Adopt the Charges Resolution (No.1) 2023 with a commencement date of Monday 20 November 2023, accepting the proposed changes as per Attachment 1; and
2. Advise Urban Utilities of Council's adoption of the charges resolution as per Attachment 1.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council:

1. Adopt the Charges Resolution (No.1) 2023 with a commencement date of Monday 20 November 2023, accepting the proposed changes as per Appendix A; and
2. Advise Urban Utilities of Council's adoption of the charges resolution as per Appendix A.”

Carried

Vote - Unanimous

Subject:	2023 final audit report
File Ref:	External audit
Action Officer:	DFIN

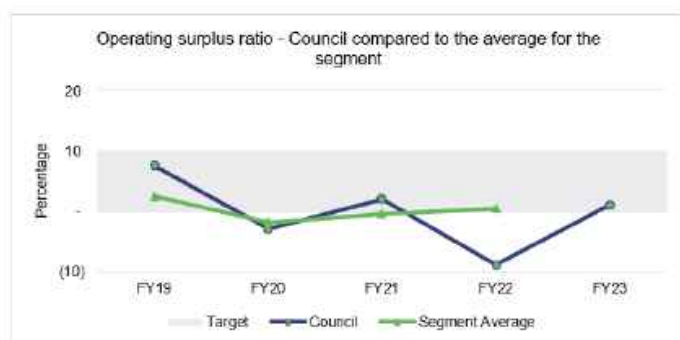
Background/Summary

Section 213 of the Local Government Regulation 2012 requires an audit report to the Mayor from the Auditor-General to be presented at the next ordinary meeting of Council.

The attached reports from Queensland Audit Office (QAO) to the Mayor and Chief Executive Officer dated 19 and 20 October 2023 detail the results of the FY2023 audit.

Attention is drawn to the following:

- An unmodified (or favourable) audit opinion has been issued for Somerset Regional Council's FY2023 financial statements. Council's financial statements were made available on our website as soon as they were certified by audit.
- Audit have assessed council's overall financial sustainability risk as “lower risk”.
- Council generated a modest operating surplus for FY2023 after incurring a \$4.7M operating loss in FY2022. (refer section 2)



Somerset Regional Council's 5-year average operating ratio is -0.29 per cent. The negative result is slightly below the target range.

- Audit identified zero deficiencies in internal controls or other matters or financial reporting issues for FY2023 (refer section 4)

Attachments

Queensland Audit Office reports to the Mayor and Chief Executive Officer dated 19 and 20 October 2023

Recommendation

THAT the 2023 final management audit reports to the Mayor from Queensland Audit Office dated 19 and 20 October 2023 be received and the contents noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Choat

“THAT the 2023 final management audit reports to the Mayor from Queensland Audit Office dated 19 and 20 October 2023 be received and the contents noted.”

Carried

Vote - Unanimous

Subject: Eligibility for Works for Queensland funding
File Ref: Works for Queensland/ SEQ Community Stimulus Program
Action Officer: DFIN

Background/Summary

On 17 October 2023, the Premier, the Hon Anastacia Palaszczuk announced that “Queensland’s 65 regional councils will now share in an extra \$100 million in program funding for essential community infrastructure projects (with) the upcoming 2024-27 Works for Queensland round (to) provide \$300 million in funding to support critical local projects.”

It has been confirmed with officers from the Department of State Development, Infrastructure, Local Government and Planning that Somerset Regional Council will not be considered an eligible regional council for the upcoming round of Works for Queensland (W4Q).

Neighbouring local governments, Gympie Regional Council and South Burnett Regional Council were allocated \$7.18M and \$5.63M respectively under the previous round of Works for Queensland and will continue to be eligible for W4Q funding.

As a pandemic measure, the State Government instigated once-off funding programs for South East Queensland councils including the SEQ Community Stimulus Program

(SEQCSP) which included allocated funding for Somerset of \$3.89M and a competitive component.

Somerset was successful with SEQCSP competitive funding applications for major upgrades to Esk Crows Nest Road, Lowood Minden Road and Lowood pool totalling \$4.74M, which was 18% of the entire SEQCSP competitive funding pool.

While there is no guarantee that Somerset Regional Council will be able to secure future competitive funding, it is recommended that Council advocate for an extension of the SEQCSP to allow the State to support essential community infrastructure projects in Somerset.

Attachments

Nil

Recommendation

THAT Council write to the Premier, the Hon Anastacia Palaszczuk:

- noting the allocation of \$300 million to Queensland's 65 regional councils under the government's successful Works for Queensland program
- acknowledging the advice from Departmental officers that Somerset Regional Council will not be considered an eligible regional council under the upcoming 2024-27 Works for Queensland program.
- seeking an extension of the government's South East Queensland Community Stimulus Program under similar guidelines to the previous round of that program to support regional areas such as Somerset which had an unemployment rate at June quarter 2023 of 6.1% compared to Queensland of 3.7% and which has essential community infrastructure and regional economic development needs like other parts of regional Queensland.

Resolution

Moved – Cr Whalley

Seconded – Cr Isidro

“THAT Council write to the Premier, the Hon Anastacia Palaszczuk:

- noting the allocation of \$300 million to Queensland's 65 regional councils under the government's successful Works for Queensland program
- acknowledging the advice from Departmental officers that Somerset Regional Council will not be considered an eligible regional council under the upcoming 2024-27 Works for Queensland program.
- seeking an extension of the government's South East Queensland Community Stimulus Program under similar guidelines to the previous round of that program to support regional areas such as Somerset which had an unemployment rate at June quarter 2023 of 6.1% compared to Queensland of 3.7% and which has essential community infrastructure and regional economic development needs like other parts of regional Queensland.”

Carried

Vote - Unanimous

Subject: Procurement policy – credit card transaction limits
File Ref: Corporate management - policy - policy development
Action Officer: DFIN

Background/Summary

Audited financial statements evidence an increase in total transactions (total revenue plus recurrent expenses excluding depreciation plus capital additions) over the past three years of 55%.

This increase has presented logistical challenges in areas such as purchasing.

Council has increased the number and transaction limits of credit cards to assist in managing increasing transactions. It is recommended that restrictions on credit card transaction limits in the procurement policy be removed to allow changes to be made responsively to changing conditions as required. It is proposed that transaction limits would be managed by the Chief Executive Officer within existing delegations and subject to Council's financial management risk register.

Attachments

Procurement Policy F/008

Recommendation

THAT the following text be removed from the FY2024 Procurement Policy:

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$3,000 except for:

<i>Position</i>	<i>Maximum allowable limit</i>
<i>Chief Executive Officer</i>	<i>\$10,000</i>
<i>Finance Communications Officer</i>	<i>\$5,000</i>
<i>Payables, Procurement and Logistics Officer</i>	<i>\$5,000</i>
<i>Manager Information Systems</i>	<i>\$5,000</i>
<i>Executive Assistant to the Mayor and Chief Executive Officer</i>	<i>\$5,000</i>
<i>Senior Procurement Officer</i>	<i>\$5,000</i>
<i>Workshop Supervisor</i>	<i>\$5,000</i>

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT the following text be removed from the FY2024 Procurement Policy:

No purchasing card other than card of the Chief Executive Officer shall have a transaction limit exceeding \$3,000 except for:

<i>Position</i>	<i>Maximum allowable limit</i>
<i>Chief Executive Officer</i>	<i>\$10,000</i>
<i>Finance Communications Officer</i>	<i>\$5,000</i>
<i>Payables, Procurement and Logistics Officer</i>	<i>\$5,000</i>
<i>Manager Information Systems</i>	<i>\$5,000</i>
<i>Executive Assistant to the Mayor and Chief Executive Officer</i>	<i>\$5,000</i>
<i>Senior Procurement Officer</i>	<i>\$5,000</i>
<i>Workshop Supervisor</i>	<i>\$5,000</i>

Vote - Unanimous

Carried

Subject: Contract matter – Esk administration building damages
File Ref: Property Claims - Claims for Council Property
Action Officer: DFIN

Background/Summary

A plumbing fault has occurred with Council's recently renewed Esk administration office.

The insurance assessor for the builder's plumbing subcontractor has inspected the office building on 25 October 2023.

It is not in dispute that the work or materials used by the plumbing subcontractor caused the fault. Council is establishing evidence about the extent of the damage caused by the fault.

It is considered that the repair and replacement work involved with this matter is likely to represent a medium value contract even though the cost will be claimed back in full.

It is recommended to ensure timely like-for-like replacements and repairs of the affected areas without cost to Council, that endorsement be given to use the same builder, office equipment supplier and cabling/communications contractor as used in the initial building work.

Attachments

Nil

Recommendation

THAT Council resolves that it is satisfied that there is only one supplier or group of suppliers reasonably available to carry out timely like-for-like replacements and repairs of the Esk administration office damaged as a result of a plumbing fault on 15 October 2023 at no cost to Council being either the original suppliers of the relevant components or required specialist Workplace Health and Safety related suppliers, G and K Lawson Constructions Pty Ltd, CEOOffice (Aust) P/L, Evolution Organics and RDH Services Qld Pty Ltd.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council resolves that it is satisfied that there is only one supplier or group of suppliers reasonably available to carry out timely like-for-like replacements and repairs of the Esk administration office damaged as a result of a plumbing fault on 15 October 2023 at no cost to Council being either the original suppliers of the relevant components or required specialist Workplace Health and Safety related suppliers, G and K Lawson Constructions Pty Ltd, CEOOffice (Aust) P/L, Evolution Organics and RDH Services Qld Pty Ltd.”

Carried

Vote - Unanimous

Subject:	Opt-In Bring Your Own Device Policy
File Ref:	Information technology - acquisition - hardware
Action Officer:	DFIN

Background/Summary

Council uses mobile phones and other mobile devices for productivity and safety. Council also maintains a two-way radio network as a secondary means of communication with field staff.

Council's Information Services Manager estimates that each smart phone costs \$854 a year including software excluding GST.

It is considered likely that most Council employees holding Council mobile phones also have a personal mobile phone and probably carry both during work. Many organisations have adopted "Bring Your Own Device" policies with the advantages and disadvantages including:

Advantages:

- Participating users can have a range of handsets provided minimum security requirements are met and need only carry one mobile phone
- Ongoing direct operating cost savings if even one employee opts in
- Reduced ICT, finance and HR administrative overhead
- No handset cost to employer
- No ongoing upgrades and/or requests for new handset
- Organisation email account on phones can be blocked or remotely removed
- Additional savings on mobile device management (MDM) licenses that are used to control handsets (currently around US\$23/year/user)

Disadvantages:

- No mobile device management (MDM) means that the location of devices may not be disclosed to the employer.
- Increased risk of data breach through copy/paste or malicious app installed on user handsets, noting that the BYOD policies usually outline minimum security requirements for participation.

Attachments

Nil

Recommendation

THAT Council adopt the following Opt-In Bring Your Own Device Policy (Appendix B)

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

"THAT Council adopt the following Opt-In Bring Your Own Device Policy (Appendix B)"

Carried

Vote - Unanimous

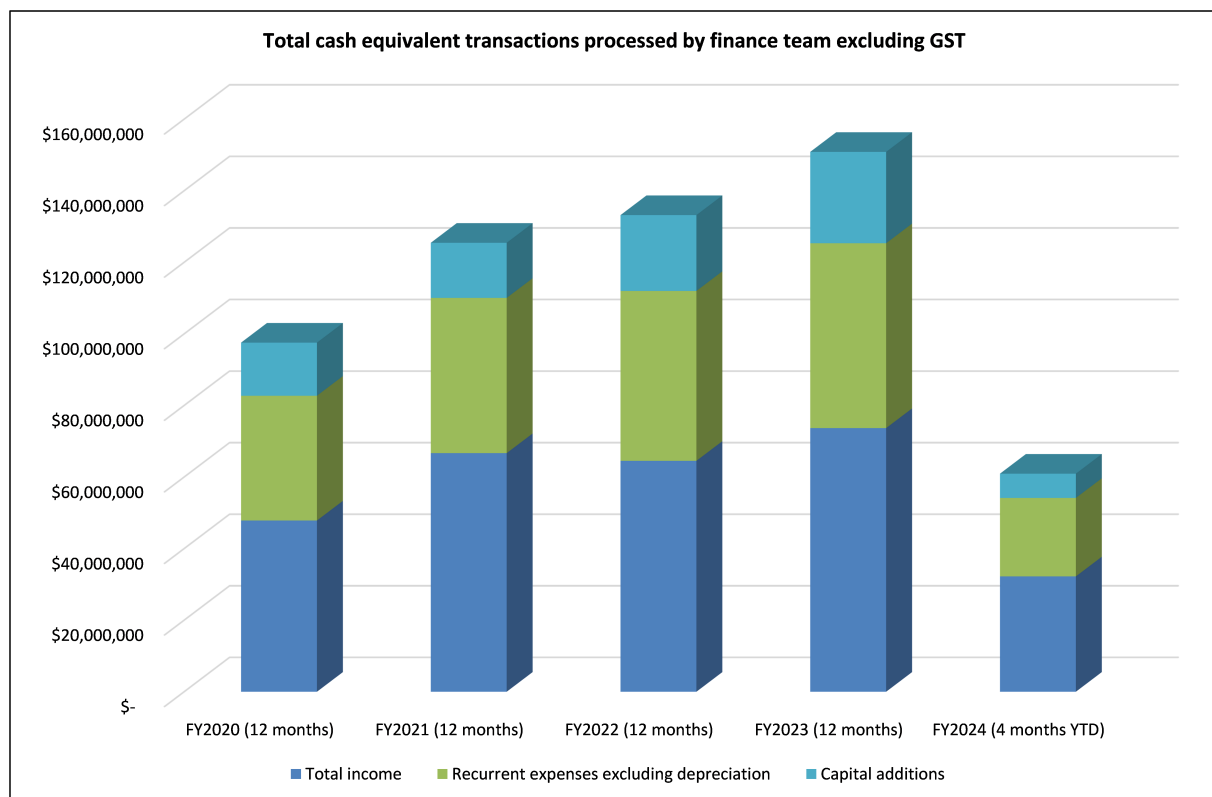
Subject: Finance report
File Ref: Monthly reporting/ finance
Action Officer: DFIN

Background/Summary

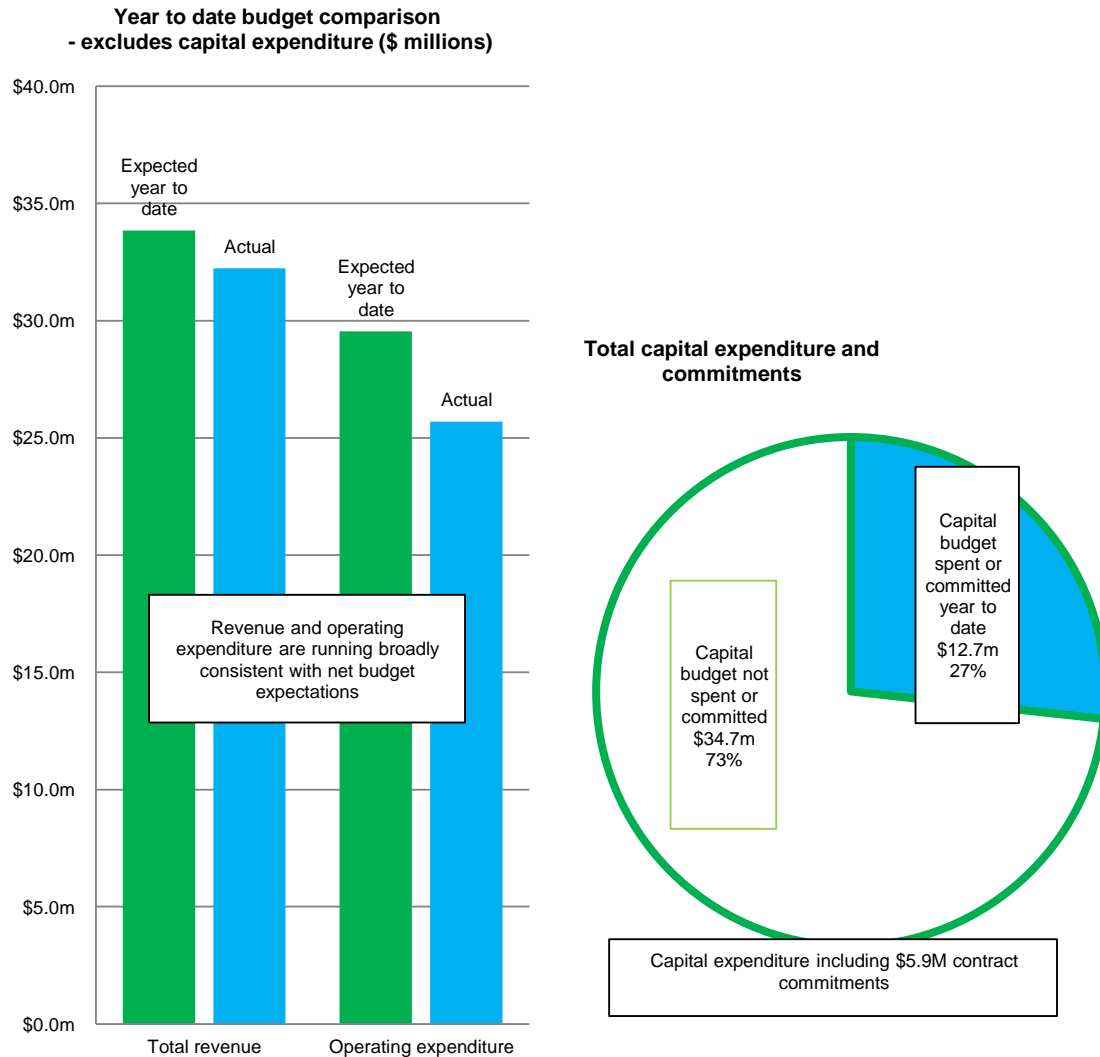
Financial reports

Reports for the period 1 July 2023 to 1 November 2023 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204.

The finance team has processed cash equivalent transactions (excluding GST and depreciation) to date versus previous years as below. Total FY2023 transactions were 55% greater than FY2020 transactions. This represents a 16%+ year-on-year increase in overall activity. Total transactions after four months of FY2024 are tracking above those of FY2023.



Provisional results for the financial year to date with 34% of the financial year completed are summarised as follows:



Grants

- Council is awaiting the outcome of an application made under the Australian Government's Heavy Vehicle Safety and Productivity Program (HVSPP) on 8 June 2023 as follows:

	Project value	HVSPP funding sought
Fernvale South Productivity Link. Construct a new road segment and seal, widen and strengthen existing roads which together would form an inter-highway connecting road along the Fernvale development area southern boundary offering most traffic a 1.92km distance saving compared to longer State-controlled routes while also avoiding Fernvale town centre	\$10,003,000	\$5,000,000

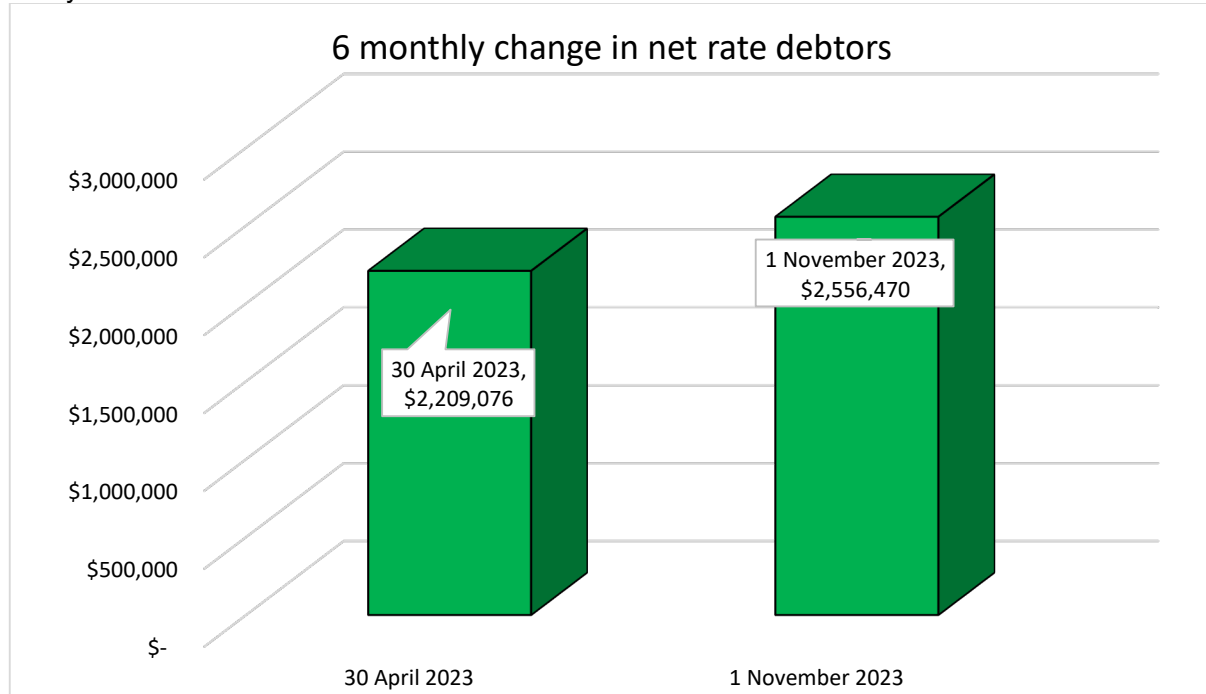
- Council is awaiting the outcome of funding applications lodged under the Queensland Resilience and Risk Reduction Fund (QRRRF) in October/November 2023:

	Project value	QRRRF funding sought
Moore 1A flood/overland flow risk mitigation project	\$303,280	\$151,640

Fernvale 2A flood/overland flow risk mitigation project	\$461,726	\$230,863
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Rate recovery

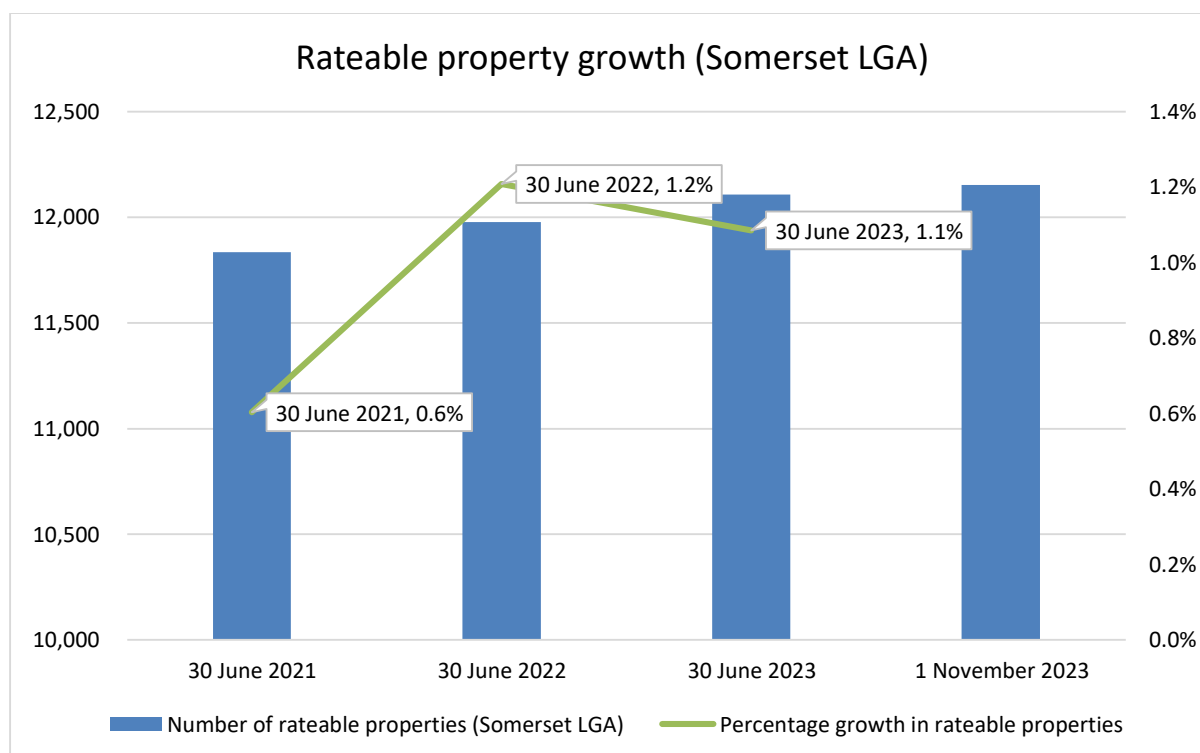
Council issues rate notices each six months. Total rate debtors prior to the issue of current half year rates were contained as follows:



Council has referred a notice of intention to sell land for overdue rates to its solicitors for finalisation with a potential auction date of either 6 or 7 December 2023. This is for a property in Minden. All other sale actions approved by Council in July 2023 have now been completed with overdue rates for these properties as per the notices of intention to sell recovered in full.

Growth

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



Investments

Council relies on interest revenue to keep rates at the lowest possible level. The Reserve Bank of Australia rapidly increased its target interest rate from 0.10% on 3 May 2022 to 4.10% on 7 June 2023 (ie 13 months).

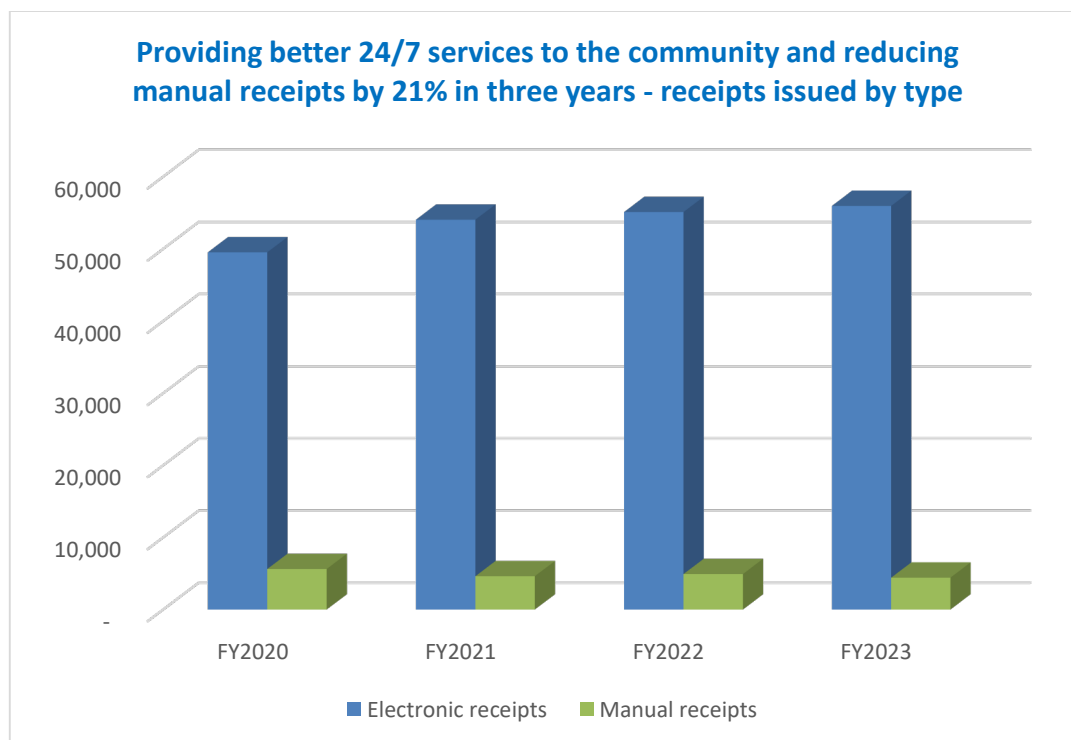
An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources. Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council. These currently carry a combined weighted average interest rate of 3.27%. Interest rates on the UU facilities are reviewed annually by QTC based on the rate resetting formula.

Interest revenue for FY2024 is budgeted at \$255 on average for every rateable property in Somerset. After four months, actual interest revenue is \$124 per property compared to pro rata budget of \$88.

Receipting analysis

Council successfully introduced a new direct debit payment option for rates with the August 2023 rate levy and officers are working to further promote this payment method with the January 2024 rate levy.

The volume of electronic payments is continuing to increase with the two most popular payment methods being BPAY (79% of all payments) and Australia Post Billpay (15% of all payments).



Road maintenance and flood repairs

Council's 30 most costly road segments including both ordinary maintenance and flood repairs for the year to date were as below. Costs per linear metre where relevant has been added for context:

Road segment	Cost (\$'000's)	Cost per linear metre (\$)
Mount Byron (flood repairs) 07927Ch10960-Ch12850	119	63
Glamorgan Vale (flood repairs) 06311Ch7438-Ch7470	111	
Esk Crows Nest (flood repairs) 08911Ch4420-Ch4440	94	
Monsildale (flood repairs) 08545Ch1530-Ch3750	91	
Eastern Branch (flood repairs) 08554Ch870-Ch2720	75	
Banks Ck Rd (flood repairs) 05482Ch5040-Ch8210	74	
Banffs La (flood repairs) 05618Ch20-Ch2070	71	35
Larsens Rd (flood repairs) 05607Ch3890-Ch5940	71	
Glenhowden (flood repairs) 08290Ch2430-Ch4480	68	33
Boyces Rd (flood repairs) 03548Ch20-Ch2460	66	27
Kiernan La (flood repairs) 05615Ch20-Ch1560	65	
Linville Rd (flood repairs) 04092Ch4822-Ch4823	64	
Grieves Rd (flood repairs) 08286Ch5060-Ch7720	63	24
Banks Ck England (flood repairs) 05476Ch240-Ch2910	63	24
Beutel Rd (flood repairs) 05514Ch0-Ch1680	63	
Harris Rd (flood repairs) 05053Ch1040-Ch3310	62	27
Mount Byron (flood repairs) 07884Ch6040-Ch7480	62	43
Dunore Rd (flood repairs) 07776Ch30-Ch1870	60	33
Muddy Creek Rd (flood repairs) 08522Ch0-Ch1670	60	
Ivory Creek (flood repairs) 08338Ch10140-Ch12580	57	24
Mount Byron (flood repairs) 07880Ch2080-Ch3830	54	
Gregors Creek (bitumen) Ch9580-Ch12550	53	18
Eastern Branch (flood repairs) 08571Ch10110-Ch11410	53	41

Monsildale Ck (flood repairs) 07636Ch790-Ch880	53	
Eastern Branch (flood repairs) 08567Ch7250-Ch8530	52	41
Minden Post Office (flood repairs) 06682Ch5-Ch40	50	
Mount Stanley (flood repairs) 07294Ch9690-Ch9850	50	
Coogan Rd North (flood repairs) 07789Ch0-Ch1460	49	34
Mount Byron (flood repairs) 07888Ch8830-Ch10290	49	
Eastern Branch (flood repairs) 08572Ch11680-Ch12870	48	41
Subtotal (\$000's)	1,970	

Special road maintenance/ renewal

In addition to ordinary bitumen road maintenance and flood repairs, expenditure on resealing of bitumen roads is budgeted for FY2024 at \$2.3M. Resealing is a necessary part of the ongoing cost of managing the sealed road network.

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2023 to 1 November 2023 and the report on payments processed from 26 September 2023 to 31 October 2023 totalling \$27,513,533.28 and that the contents be noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council receive the financial reports for 1 July 2023 to 1 November 2023 and the report on payments processed from 26 September 2023 to 31 October 2023 totalling \$27,513,533.28 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	The 20th annual Somerset Rail Trail Classic – Post Event Review
File Ref:	Recreation and Cultural Services - Event Management - 2022 – 2023 – Somerset Rail Trail Fun Run or Ride
Action Officer:	CTM

Background/Summary

Somerset Regional Council hosted the 20th annual Somerset Rail Trail Classic on Sunday, 23 July 2023. The event reached 952 registrations across three formats.

In 2023, the event included the popular 8km and 3km run / walk event between Lowood and Fernvale, as well as a new 44km bike route from Esk to Fernvale.

The 20th instalment of the event drew an estimated 1,800 to 2,000 people to the festival component of the event. Total registrations for the event make it the second greatest recorded registrations for the event.

The new bike leg for the event was well received, though needs further consideration to ensure increased participation and effectively managed conflicts with pedestrians (i.e. change of starting location and staggered starting times).

To improve the event further ahead of the 21st instalment in 2024, feedback has been sort from staff, volunteers, participants and commercial operators. This feedback has informed a review of the following areas; Purpose and Objectives, Promotion, Logistics / Operations and the Festival.

Purpose and Objectives

The Somerset Rail Trail Classic (SRTC) continues to serve a dual purpose of encouraging an active and healthy Somerset, increasing local participation, and promoting the region as a tourist destination.

- Encouraging an active and healthy Somerset, increasing local participation
- *10 per cent increase in local participation*
- There was a 23 per cent increase in local registrations (280) for the event in 2023 compared to 2022 (228 registrations).
- There was a significant increase, 49 per cent, in registrations from around the Lowood area in 2023 (64 registrations) compared to 2022 (43 registrations).
- There was a 14 per cent increase in participation around the Esk area (41 registrations), which had already increased by 140 per cent from 2021 to 2022).
- There was a 15 per cent increase in participation around the Fernvale area (164 registrations) compared to 2022 (142 registrations).
- *Increase local youth participation through schools' promotions offering ten free entries per school to the 19 schools in the region:*
 - There was an increased uptake of this offer, with 6 schools registering through the schools promotional code. This may be attributed to the change of date from the final Sunday of the July school holidays to a couple of weeks into the school term.
- Promoting the region as a tourist destination
 - *15 per cent increase in participation from individuals from outside the region*
 - There was a one per cent increase in registrations from outside the region in 2023 (660 registrations) compared to 2022 (651 registrations).
 - *25 per cent increase in participation from individuals residing in Brisbane*
 - There was nine per cent decrease in registrations from Brisbane and Moreton Bay residents in 2023 (212 registrations) compared to 2022 (234 registrations).
 - *20 per cent increase in participation from individuals residing in Ipswich*
 - There was a decrease of 17 per cent in registrations from Ipswich residents (155 registrations in 2023) compared to 2022 (182 registrations).
 - *20 per cent increase in participation from individuals residing in Toowoomba*
 - There was a significant increase of 68 per cent in registrations from Toowoomba residents in 2023 (62 registrations) compared to 2022 (37 registrations).

The 2023 event recorded a total of 952 registrations, the second greatest registration total for the event, compared to 879 registrations in 2022. Given the change of name and date, an overall increase in registrations of 19 per cent is a satisfactory result.

Registrations from Somerset, Brisbane, Moreton Bay and Ipswich remain the target markets for this event. The Toowoomba market has not been able to achieve pre-

pandemic levels and does not remain a key market for this event (70 registrations in 2019).

Proposal 1: *Maintain dual purpose of the event targeting local participation and visitor participation, specifically from Brisbane, Moreton Bay and Ipswich.*

Budget and Sponsorship

The total allocated budgeted for the SRTC in 2023 was \$44,000.00.

Additionally, the event raised \$22,750 in sponsorship revenue and about \$17,000 in registration revenue.

The total event expenses for the 2023 SRTC were approximately \$127,675. Expenditure for the event increased by approximately 53 per cent compared to the 2022 event. A significant increase in expenditure occurred due to the engagement of a third-party event coordinator and general service costs increasing in line with recent inflation trends. The event also saw significant increases in traffic control and transport services.

The engagement of an event contractor saw a significant decrease in staffing expenditure. The total estimated contribution of staff to the event is estimated to be a 0.5 Full Time Equivalent (FTE) for the month of April, gradually increasing to a 1.2 FTE contribution in the weeks immediately preceding the event and the event itself. The average staff contribution across the three months preceding the event is 0.6 FTE. This staff contribution is drawn from the Corporate and Community Services, Human Resources and Customer Service departments.

Proposal 2: *Engage a casual staff member to provide assistance and drive event planning and operation from November 2023 through to the event close and post-race analysis.*

The pricing for the SRTC remains relatively low compared to similar events. See below table for further reference. The pricing for the Ipswich Park to Park event is comparable to similar running festivals in South East Queensland (e.g. Jetty to Jetty).

Registration Sale	SRTC Adult	Ipswich P2P 5km Adult	SRTC Child	Ipswich P2P 5km Child	SRTFRR - Family	Ipswich P2P Family
Flash Sale	\$ 20.00	\$ 40.00	\$ 5.00	\$ 35.00	\$ 45.00	N/A
Early Bird	\$ 30.00	\$ 45.00	\$ 10.00	\$ 40.00	\$ 70.00	N/A
Late Registration	\$ 35.00	\$ 50.00	\$ 15.00	\$ 45.00	\$ 85.00	N/A
On the Day Registrations	N/A	\$ 60.00	N/A	\$ 55.00	N/A	N/A

Table 1: SRTC pricing compared to the Ipswich Park to Park event

It should be noted that the SRTC had a 15 per cent drop out rate in 2023 (i.e., individuals that registered for the event but did not attend). It is proposed to implement the following pricing structure for the event in 2024.

Registration Sale	SRTC Adult	SRTC Child	SRTFRR - Family
Flash Sale	\$ 25.00	\$ 10.00	\$ 60.00

Early Bird	\$ 35.00	\$ 15.00	\$ 85.00
Late Registration	\$ 40.00	\$ 20.00	\$ 100.00
On the Day Registrations	N/A	N/A	N/A

Table 2: Proposed SRTC pricing for 2024

Proposal 3: Update pricing for the 21st Somerset Rail Trail Classic as per Table 2.

In 2023 the event's major sponsor was A and M Civil Contracting Pty Ltd. In addition, the event had six gold sponsors, five silver sponsors and two valued partners (in kind support). Local Somerset businesses comprised 36 per cent of total sponsorship revenue.

2023 marked the start of a three-year agreement with A and M Civil Contracting as the major sponsor for the event.

The 2023 event beneficiary was the Mercy Community Lowood Hub (MCL). The total amount raised for the MCL was \$2,450, which comprised two dollars from every paid entry and voluntary participant donations made during the registration process.

Proposal 4: Explore opportunities for a new event beneficiary for the 21st Somerset Rail Trail Classic.

Promotion

Successful promotional activities for 2023 included:

- The 'Flash Sale' (accounted for 42 per cent of all registrations)
- Direct email using previous participants (1,913 subscribers, with an above 40 per cent open rate of emails)
- Social media advertising
- Partnering with Mercy Community Lowood

Branding for the event was appropriate. The logo has a level of awareness and recognition. Given the event celebrated its 20th instalment in 2023, significant consideration was given to changing the name of the event to the Somerset Rail Trail Classic. This was to recognise the region, historic nature of the trail and the significance of the event.

This year's event date was moved from the last Sunday of the June-July school holidays to the second week of the third school term to encourage greater participation from school kids.

The weather was clear and dry which facilitated a great outdoors festival environment for participants and community members.

The event does remain well positioned within the running festival market. It is scheduled close to the weekend of the Gold Coast Marathon and the Ipswich Hospital Foundation Park 2 Park event. In 2023, the event did conflict with Guzzler Ultra, an ultra-marathon trail running event held in Brisbane. The SRTC does not conflict with the Guzzler Ultra given the different participant markets, though the event will conflict with the 2024 Jetty to Jetty should the event weekend be maintained. The Jetty to Jetty event does target a similar market. A conflict with this event should be avoided.

Proposal 5: Council Officers to draft a report for Council consideration regarding a change of date for the event.

In 2023 the SRTC was promoted through radio, social media, partner channel shares, press releases, direct email, billboard, local newspapers, partner driven channels, and posters.

The various forms of promotion, both traditional and contemporary digital, provided satisfactory awareness and engagement with the event.

Logistics / Operations

A significant change in the delivery of the SRTC in 2023 was the introduction of Atlas Events as the event coordinator. Atlas Events were engaged in February 2023, to provide marketing and promotions, administration, registration, timing and event coordination services. The provision of the event coordination services on a fixed fee basis provided significant additional support for Council staff and delivered event improvements (e.g. increased community engagement and finish line recovery station implementation). Should Atlas Events have been engaged earlier they would have been able to provide greater assistance in the preliminary planning of the event.

Atlas Events are a specialised event provider and were the only contractor that Council Officers were able to obtain a fee proposal from in 2023.

Proposal 6: Commence negotiations with Atlas Events, with the aim of confirming Atlas Events engagement for the 21st annual SRTC on a performance-based arrangement before 31 December 2023.

In 2023 the SRTC commenced from Pipeliner Park in Esk, Clock Park in Lowood and along the Brisbane Valley Rail Trail (BVRT) in Vernor for the 44km bike ride, 8km run / walk and 3km run / walk respectively. The events commenced at 9am for all ride and run / walk courses.

All participants finished at the same location in the Fernvale Sports Park (FSP).

The courses worked well, though there were issues with the bike course and conflicts with the run / walk routes. There were also some minor conflicts between casual community riders and participants near Brouff Road, Fernvale heading into Fernvale Sports Park. The first riders also did not finish the 44km ride until over an hour after the majority of the run / walk participants finished.

Anecdotal bike ride feedback was that the start time did not complement the other events sufficiently (i.e., most bike ride participants completed the ride as the festival was coming to a close). There was also an issue with funnel points along the BVRT between Esk and Mount Hallen (e.g. road, creek and gully crossings), which results in riders having to dismount and wait regularly.

In 2023, Out There Cycling changed ownership and sold the larger buses in their fleet. This did not impact the SRTC event significantly as alternate arrangements were able to be organised between the sale transition. This change in ownership and fleet reduction will have a significant impact on event logistics in 2024. It is likely that a combination of large buses and transport (i.e. trucks), will be required to transport riders between the finish and start lines.

There is also anecdotal and participation evidence to support the bike ride commencing from Coominya. There was an eight per cent decrease in bike ride registrations (179) in

2023 compared to 2022 (194 registrations). In 2022, the bike ride commenced from Coominya.

Proposal 7: *Consideration and investigation should be given into altering the event course for a safer and better user experience, including an earlier and staggered start of the bike ride and re-introduction / change of bike leg to commence in Coominya.*

In 2023 the finishing area and festival returned to the bottom oval of the Fernvale Sports Park after needing to be moved to the netball courts in 2022 due to bad weather.

Signage on the course and in the start and finishing areas were adequate, with installation occurring in the days prior to the event.

Traffic management at the 44km start in Esk (Esk Hampton Road), the 8km start in Lowood (Main St and Prospect St), the 3km start line (Forest Hill Fernvale Rd) and at the post event festival (Brisbane Valley Highway) were sufficient.

Increased traffic, due to development, is also likely to have a significant impact on the event moving forward. Intersections of the BVRT along Forest Hill Fernvale Road are of note, primarily the intersections of Vernor Road and Old Fernvale Road with Forest Hill Fernvale Road are of an increasing risk. These road crossings are currently supervised by SES personnel during the event. These personnel do not have the authority to stop traffic but rather stop participants from crossing. Should traffic hazards at these intersections continue to increase, temporary closures may be required.

Bus transfers between the Fernvale Sports Park, 3km Start Line and Clock Park and luggage transfers from Clock Park to Fernvale Sports Park were also well utilised and appreciated, as were the bus transfers between Fernvale Sports Park and the 44km bike start.

There were minor issues with parking on the event day at the Fernvale Sports Park. The additional overflow carpark area adjacent to the netball courts was not activated. There was also communications from parking volunteers to patrons entering the Fernvale Sports Park that SRTC patrons only would be accepted, which was incorrect. Clearer communications with volunteers will be issued in 2024 to avoid such issues.

Festival

A Customer Service Officer (CSO) was responsible for the festival portion of the event. This included but not limited to, securing food, drink and general vendors, general communication, collecting of insurance and application documentation, data entry, confirming amusements, children's DJ, face painter, live entertainment, site map layout and mapping, liaising with contractors, suppliers, first aid, staging, council staff and volunteers, festival set up and pack down, waste removal, amenities check, pick and delivery of hired equipment.

The end of race festival was successful and saw many friends and families of the runners / riders join in on the excitement. The live musician was great as background entertainment. It would be worth increasing the size of the overall event in future to include more stallholders / food vendors as well as providing additional shade.

Most of the festival set up was completed the day before the event with security guarding equipment overnight. Whilst this was an advantage come event day, it was still a lot of physical work for a small number of staff.

The festival requires a significant amount of staff planning, physical set-up and on the day coordination and monitoring for an event that runs for a relatively short time. There should be consideration given to extended and expanding the festival to ensure a greater return on investment for Council (e.g., greater connectivity to the Fernvale Markets, more musicians (including local musicians) or partnering with the Valley of the Garden Club to offer a greater array of stall holders).

Proposal 8: Review and consider further festival attractions and greater connectivity to the markets.

Attachments

Nil

Recommendation

THAT Council:

1. Receive the Somerset Rail Trail Classic – Post Event Report and that the contents be noted.
2. Endorse proposals 1 to 8, to be applied in planning for the 21st annual Somerset Rail Trail Classic to be held in 2024.
3. Resolve under s235 of the Local Government Regulation to not call for alternate fee proposals for event coordination services for the 21st annual Somerset Rail Trail Classic to be held in 2024 and authorise the CEO to negotiate directly with Atlas Events Pty Ltd, as they are a specialised supplier.

Resolution	Moved – Cr Isidro	Seconded – Cr Brieschke
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“THAT Council:

1. Receive the Somerset Rail Trail Classic – Post Event Report and that the contents be noted.
2. Endorse proposals 1 to 8, to be applied in planning for the 21st annual Somerset Rail Trail Classic to be held in 2024.
3. Resolve under s235 of the Local Government Regulation to not call for alternate fee proposals for event coordination services for the 21st annual Somerset Rail Trail Classic to be held in 2024 and authorise the CEO to negotiate directly with Atlas Events Pty Ltd, as they are a specialised supplier.”

Carried

Vote - Unanimous

Subject:	Resumption of Land by Agreement to accommodate realignment of Lester Kropp Bridge on Neurum Road - Mount Archer - Lot 11 RP883022
File Ref:	ROADS - ACQUISITION – Resumptions – Doc Id. 610568, 1544606, 1544604, 1551151, 1542964
Action Officer:	GBIO

Background/Summary

Council determined that Lester Kropp Bridge, in the vicinity of Villeneuve, was in need of replacement and has dedicated funds in its 2023-2024 budget to commence preparations for this major capital project.

During the planning stages of this project, it has been identified that approximately 5,353m² of Lot 11 RP883022 would be required to accommodate the proposed design (see Attachment 1 – Sketch Plan). This property is owned by Seqwater and leased for grazing purposes. The Engineering Services Manager has met with Seqwater representatives and their lessee on site and obtained in-principal approval to Council's proposal to acquire the required area of land. Seqwater's representative recommended that Council acquire the land via compulsory acquisition in order to expedite the acquisition process. As Council have been fortunate in obtaining significant grant funding for the replacement bridge project, it is prudent that the land be acquired promptly.

The Engineering Services Manager has also liaised with the Jinibara people including undertaking the walkover process with their representative, who verbally approved the proposed location of the bridge.

Notification under section 24KA of the Native Title Act 1993 relating to this project was forwarded to Queensland South Native Title Services Limited on 28 September 2022.

The *Acquisition of Land Act 1967* provides constructing authorities (such as Council) with the capacity to enter a resumption agreement to take land (Part 2, Division 3 of the *Acquisition of Land Act 1967*). Purposes for which land can be taken include bridges and roads (s5 and Schedule 1, Part 1 of the *Acquisition of Land Act 1967*). A valuation report has been sought to establish a reasonable compensation payment.

Attachments

Attachment 1 – Sketch Plan

Recommendation

THAT Council authorise the Chief Executive Officer to:

1. negotiate and enter a resumption agreement with the relevant parties for the acquisition of part of Lot 11 RP883022 (approximately 5,353m²) so that the acquired portion can be utilised for the purposes of roads and bridges; and
2. negotiate the compensation payment.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT Council authorise the Chief Executive Officer to:

1. negotiate and enter a resumption agreement with the relevant parties for the acquisition of part of Lot 11 RP883022 (approximately 5,353m²) so that the acquired portion can be utilised for the purposes of roads and bridges; and
2. negotiate the compensation payment.”

Carried

Vote - Unanimous

Subject:	Extension of Kerbside Wheelie Bin Services – Remainder of Atkinson Dam Road
File Ref:	Waste management - service provision - domestic collections (wheelie bin contract)
Action Officer:	CSSA

Background/Summary

Properties between Coominya Connection Road and Bolingbroke Road on Atkinsons Dam Road currently have kerbside wheelie bin services. However, the remainder properties on this road do not.

Atkinsons Dam Road between Bolingbroke Road and Gatton Esk Road is a shared road between Somerset Regional Council and Lockyer Valley Regional Council. The properties in the Lockyer Valley Regional Council area currently have kerbside wheelie bin services.

There are currently 13 properties who potentially could have a kerbside wheelie bin service from 821 Atkinsons Dam Road, Atkinsons Dam through to 2375 Gatton Esk Road, Buaraba.

Council officers recently wrote to these property owners to seek their interest in receiving a kerbside wheelie bin service. Only three responses were received, and all of these responses advised that they did not want a wheelie bin service for the following reasons –

- 887 Atkinsons Dam Road, Atkinsons Dam – no liveable dwelling on property – only machinery shed and tanks.
Confirmed – no liveable dwelling on property and would meet Council's policy to be exempt to have a kerbside wheelie bin service.
- 1192 Atkinsons Dam Road, Atkinsons Dam – currently have a 4m skip monthly commercial garbage service.
Copies tax invoices provided for the past 12 months – Council's policy states that if they have a commercial garbage service, it must be a weekly service and a copy of the current contract must be provided to Council for an exemption to be considered.
- 2375 Gatton Esk Road, Buaraba – access to property is via side road, Bischoffs Road West, approximately 500m from intersection of Gatton Esk Road.
Confirmed the property access is from Unnamed Road 2037 and as this is an unused road reserve, a wheelie bin service cannot be provided to this property.

Therefore, as no other responses were received, it is presumed that the other properties did not offer any objection to having a kerbside wheelie bin service provided to their property.

Attachments

Plan of proposed extension of services

Recommendation

THAT a kerbside wheelie bin service be provided to the remainder of properties on Atkinsons Dam Road and Gatton Esk Road as per Council's Policy, F/002 – Revenue Statement 2023 - 2024.

Resolution

Moved – Cr Whalley

Seconded – Cr Isidro

“THAT a kerbside wheelie bin service be provided to the remainder of properties on Atkinsons Dam Road and Gatton Esk Road as per Council’s Policy, F/002 – Revenue Statement 2023 - 2024.”

Carried

Vote - Unanimous

Subject: Kerbside Waste Composition Assessment
File Ref: Waste management - Audit - Waste Contractors
Action Officer: DOPER

Background/Summary

Council contractors undertake an annual audit of kerbside collected waste as part of the kerbside collection contract. Waste auditors’ hand segregated seven (7) samples, totalling 906kg, to determine the composition of the stream. The high-level results of the audit are presented below and will be used to inform future marketing and education improvements.

	General Waste (Red lid bin)	Comingled Recyclable (Yellow lid bin)
Average generation rate (kg/container/week)	12.45	6.57
Recyclable material	18.6%	83.6%
Residual material	81.4%	16.4%
- Garden	21.67%	<0.1%

Interestingly the following observations were made:

- There is a much higher percentage of contamination of the comingled recyclable bins in the northern area of the region (22.4% vs 13.5%).
- Non-recyclable plastic material accounts for 34% of contamination, followed by bagged recycling accounting for 15% on contamination. Bagged recycling was particularly high in the northern area of the region.
- Recyclable paper is the most frequently lost resource i.e. incorrectly placed in the red lid bin.
- Container return scheme (CRS) material contributed to 2.76% of the domestic kerbside general waste stream and 1.47% of the domestic kerbside comingled recycling stream by mass. Or said a different way, there is estimated to be 469 CRS eligible containers per tonne of material within the General Waste stream and 209 CRS eligible containers per tonne of material within the Comingled Recycling stream.

The findings from this audit will be used to inform future educational and marketing campaigns.

Attachments

NIL

Recommendation

THAT Council receive and note the report titled Kerbside Waste Composition Assessment.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council receive and note the report titled Kerbside Waste Composition Assessment.”

Vote - Unanimous

Carried

Subject:	Somerset Regional Council – SES Grant Funded Projects
File Ref:	Grants and Subsidies - Programs - State Emergency Service SES
Action Officer:	ESM

Background/Summary

On 16 March 2023 Council received a support grant payment of \$1,000,000 from Queensland Fire and Emergency Services to be used for the support and purchase of SES vehicles, fleet, facilities and equipment enhancements, including the Lowood SES facility upgrade.

Council officers have been working with the local SES groups to identify priorities throughout the region and have now created a list of thirty (30) suitable projects on which this support funding could be spent, subject to prices received from the market.

The major focus for this expenditure will be the extension of the Lowood SES building to provide additional training and office space.

Attachment 1 provides the list of Projects to be endorsed.

Attachments

Attachment 1 – SES Support Grant Projects 2023_24.pdf

Recommendation

THAT Council endorses the list of SES support grant projects shown on attachment 1.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council endorses the list of SES support grant projects shown on Appendix C.”

Vote - Unanimous

Carried

Subject:	Esk Garden and Lifestyle Fair 2024 – Request for Council Support and Use of Pipeliner Park to Hold Event – Saturday 15 June 2024
File Ref:	Council properties - usage - 2021-2022 – council hire agreements and bookings - 2023-2024 – bookings – parks and reserves (1549006)
Action Officer:	CSSA

Background/Summary

A park event application has been received from the Valley of the Lakes Garden Club to hold their annual Esk Garden and Lifestyle Fair on Saturday, 15 June 2024 in Pipeliner Park, Esk.

This event has been held in Pipeliner Park past several years. This event has been a very successful event with visitors to the event increasing each year. Council has not received any complaints since the event has been held in Pipeliner Park.

The visitors to the event have been increasing each year since it began in 2018, with approximately 9,000 visitors going through the gate this year making it a very successful event for this Region.

The event will open to the public from 8am to 3pm on Saturday, 15 June 2024. The organisers will be charging \$5 per adult visitor attending the fair. The event will have plant and gardening, food and drink stalls, cooking demonstrations and wire sculptures. All sites will be 3m x 3m in size. Stalls selling food at this event will be required to have food licences issued under the *Food Act 2006* as required. Wherever possible, organisers will engage local community groups for their food outlets.

Organisers will commence marking out the sites on Wednesday, 12 June 2024. On Friday, 14 June 2023, they will set up the area with gazebos, tables, chairs, signage, bunting and yarn bombing as well as early bird stallholders. Only cars unloading or loading items would be allowed on site.

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

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

Public Liability Insurance

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

Toilets

Public toilets are available in Heap Street, Esk and are proposed to be used as well as an additional 24 portable toilets and a disabled toilet provided by the organiser. The portable toilets will require access to water from Council's water supply.

Traffic Management

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

Off Street Car Parking

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

Trees in Woollen Jumpers

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

This has been done in previous years with no complaints.

Chainsaw Sculptor

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

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

Loading Zone

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

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

Bus Drop Off

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

Bus Parking

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

Council Assistance

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

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

Attachments

Application and layout plans for Pipeliner Park.

Recommendation

THAT Council, under Council's Local Law No. 1 (Administration) 2001 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011, grant permission to use Pipeliner Park for the Esk Garden Lifestyle Fair 2024 to be held on Saturday, 17 June 2024 subject to the following conditions:-

1.	The approval is limited to Pipeliner Park in Esk as identified on the approved site plan and as outlined in the event application unless otherwise stated in Council's approval conditions.
2.	The approval is limited to operation on Saturday, 15 June 2024 between the hours of 8am and 3pm. Setup for the event may commence at 8am Wednesday, 12 June

	2024 for marking out sites and 8am on Friday, 14 June, setting up of gazebos, tables, chairs, signage, bunting and yard bombing as well as early bird stallholders may start and clean up must be completed by 5.30pm Saturday 15 June 2024.
3.	The approval holder must have Council's approval on site at the event and be able to produce for inspection by an authorised person on demand.
4.	All displays and vehicles are to be removed from the site by 5.30pm on Saturday, 15 June 2024.
5.	Camping is not permitted on Council land.
6.	The approval holder must keep the area in a clean and tidy state, and the approval holder is required to adequately provide for the collection and disposal of waste generated by the event.
7.	No tent pegs or stakes to be used within the park for setting up of gazebos and bunting unless prior approval on the location has been sought from Council's Parks and Gardens Foreman to ensure there is no underground services in the area where the tent pegs will be placed.
8.	Stallholder vehicles accessing the park must only be via the existing walking tails within the park.
9.	The approval holder must provide and maintain the following number of toilets and sanitary conveniences:

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

10.	The number of toilets to be provided includes the number of existing public toilets within Pipeliner Park (Heap Street) and the leased Railway Station. The approval holder is required to clean and/or stock these public conveniences with supplies during and after the Esk Garden and Lifestyle Fair.
11.	The activity must not cause a nuisance as defined by the <i>Environmental Protection Act 1994</i> .
12.	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.
13.	A Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event for approval.
14.	The activity must not unreasonably detract from the amenity of the area in which the event is located.
15.	The activity must not create a safety risk.
16.	The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate for the nature of the activity proposed and the number of people expected to attend.
17.	All buildings, structures, vehicles, facilities, or equipment used in the operation of the event must be maintained at all times: In good working order; and In good state of repair; and In a clean and sanitary condition
18.	All temporary signage for the event must be displayed on private property only and are only to be displayed 14 days prior to the event, and all signage must be removed from display one (1) day after the event.

19.	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
20.	The approval holder must ensure that a food license issued under the Food Act 2006 is obtained (to the extent that is required) by all stall holders selling food at the event by contacting the Environmental Health Section of Somerset Regional Council for further information.
21.	Ensure that the local Police Department has been advised and all required Police Permits have been obtained.
22.	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event.
23.	<p>The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval.</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>
24.	The approval holder will be responsible for ensuring that all operators of activities at this event have current public liability insurance in an amount of not less than \$20,000,000. The approval holder is required to have a copy of all public liability certificates of currencies on hand during the event.
25.	In the event of prevailing wet weather, a joint inspection of ground conditions is to be conducted with the approval holder and Council’s Parks and Gardens Foreman. Should the grounds be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.

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

26.	Supplying 18 x community bins to Pipeliner Park to assist with waste management during the event.
27.	Access to power supply and water within Pipeliner Park during the event.
28.	Provision of road signs including no parking signs and bus parking signs.
29.	Provide two town stewards for a maximum of eight hours on Saturday, 15 June 2024 to assist with setting up and packing down of the park, waste management, cleaning and stocking of toilets and ensuring that the site is cleaned and secure at the end of the event on Saturday, 15 June 2024; and
30.	Assistance to funding the services of a traffic management company.

FURTHER THAT: -

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

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT Council, under Council’s Local Law No. 1 (Administration) 2001 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011, grant permission to use Pipeliner Park for the Esk Garden Lifestyle Fair 2024 to be held on Saturday, 17 June 2024 subject to the following conditions:-

1.	The approval is limited to Pipeliner Park in Esk as identified on the approved site plan and as outlined in the event application unless otherwise stated in Council’s approval conditions.
2.	The approval is limited to operation on Saturday, 15 June 2024 between the hours of 8am and 3pm. Setup for the event may commence at 8am Wednesday, 12 June 2024 for marking out sites and 8am on Friday, 14 June, setting up of gazebos, tables, chairs, signage, bunting and yard bombing as well as early bird stallholders may start and clean up must be completed by 5.30pm Saturday 15 June 2024.
3.	The approval holder must have Council’s approval on site at the event and be able to produce for inspection by an authorised person on demand.
4.	All displays and vehicles are to be removed from the site by 5.30pm on Saturday, 15 June 2024.
5.	Camping is not permitted on Council land.
6.	The approval holder must keep the area in a clean and tidy state, and the approval holder is required to adequately provide for the collection and disposal of waste generated by the event.
7.	No tent pegs or stakes to be used within the park for setting up of gazebos and bunting unless prior approval on the location has been sought from Council’s Parks and Gardens Foreman to ensure there is no underground services in the area where the tent pegs will be placed.
8.	Stallholder vehicles accessing the park must only be via the existing walking tails within the park.
9.	The approval holder must provide and maintain the following number of toilets and sanitary conveniences:

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

10.	The number of toilets to be provided includes the number of existing public toilets within Pipeliner Park (Heap Street) and the leased Railway Station. The approval holder is required to clean and/or stock these public conveniences with supplies during and after the Esk Garden and Lifestyle Fair.
11.	The activity must not cause a nuisance as defined by the <i>Environmental Protection Act 1994</i> .
12.	The activity must not create a traffic nuisance or increase an existing traffic nuisance or detrimentally affect the efficiency of the road network in which the activity is undertaken.
13.	A Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event for approval.

14.	The activity must not unreasonably detract from the amenity of the area in which the event is located.
15.	The activity must not create a safety risk.
16.	The approval holder must ensure that the design and construction of all structures that form part of the activity are safe and appropriate for the nature of the activity proposed and the number of people expected to attend.
17.	All buildings, structures, vehicles, facilities, or equipment used in the operation of the event must be maintained at all times: In good working order; and In good state of repair; and In a clean and sanitary condition
18.	All temporary signage for the event must be displayed on private property only and are only to be displayed 14 days prior to the event, and all signage must be removed from display one (1) day after the event.
19.	The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
20.	The approval holder must ensure that a food license issued under the Food Act 2006 is obtained (to the extent that is required) by all stall holders selling food at the event by contacting the Environmental Health Section of Somerset Regional Council for further information.
21.	Ensure that the local Police Department has been advised and all required Police Permits have been obtained.
22.	The approval holder must maintain insurance that is applicable to the activity including without limitation, a public liability insurance policy which provides indemnity for each individual occurrence in an amount not less than \$20,000,000. The insurance certificate must cover the permit holder and the Somerset Regional Council against any claims whatsoever arising from the operation of the event. A certificate of currency must list Somerset Regional Council as an interested party and must be submitted to Council prior to the operation of the event.
23.	The permit holder must indemnify and keep indemnified, the Somerset Regional Council, their officers, employees and agents (the indemnified) against any or all losses suffered or incurred (except to the extent that any losses are caused through the negligent act or omission of the indemnified) in connection with the erection, existence or operation of the works or activities, the subject of this approval. “Losses” include liabilities, losses, damages, expenses and costs (including legal costs on a full indemnity basis and whether incurred or awarded) of any kind or nature, whether arising in contract or tort (including, but not limited to, negligence) or under a statute; and also include loss or profits, loss of revenue, loss of anticipated saving, loss of opportunity, pure economic loss and loss of data any other consequential special or indirect loss or damage.
24.	The approval holder will be responsible for ensuring that all operators of activities at this event have current public liability insurance in an amount of not less than \$20,000,000. The approval holder is required to have a copy of all public liability certificates of currencies on hand during the event.
25.	In the event of prevailing wet weather, a joint inspection of ground conditions is to be conducted with the approval holder and Council’s Parks and Gardens Foreman. Should the grounds be deemed unsuitable for the purpose of the event and no other arrangements can be made, the event will be cancelled.

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

26.	Supplying 18 x community bins to Pipeliner Park to assist with waste management during the event.
27.	Access to power supply and water within Pipeliner Park during the event.
28.	Provision of road signs including no parking signs and bus parking signs.
29.	Provide two town stewards for a maximum of eight hours on Saturday, 15 June 2024 to assist with setting up and packing down of the park, waste management, cleaning and stocking of toilets and ensuring that the site is cleaned and secure at the end of the event on Saturday, 15 June 2024; and
30.	Assistance to funding the services of a traffic management company.

FURTHER THAT: -

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

Subject:	Kilcoy Christmas Tree – Turning on the Lights and Community BBQ
File Ref:	Council properties - usage - 2023-2024 – bookings – parks and reserves (1549479, 1548286)
Action Officer:	CSSA

Background/Summary

An application to hold a community BBQ has been received for turning on the Christmas lights in Yowie Park on Friday, 1 December 2023 starting at 5.30pm and finishing at 7pm from the Kilcoy District Progress Alliance Inc.

It is estimated to have 60-200 people to attend the event to light the Christmas tree and free community BBQ in Yowie Park, Kilcoy.

This event has been held for the last three years with no complaints being received on the running of this event.

As part of this event, it is planned to erect the 6.5 metres Christmas tree again and to install coloured solar lights on the three BBQ shelters in Yowie Park. Also, the solar lights wrapped around four trees along the front of Yowie Park will be checked to ensure they are fully operational. It is proposed that the Christmas tree and lights will be lit up from 1 December 2023 to 31 January 2024.

Attachments

NIL

Recommendation

THAT Council, under Council's Local Law No. 1 (Administration) 2001 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011, grant permission to use Yowie Park for the Kilcoy Christmas Tree turning on the light and community BBQ to be held on Friday, 1 December 2023 subject to the following conditions:-

1. The event is to be held between the hours of 5.30pm to 7pm only.
2. 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.
3. It is noted that the 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.
4. Should a temporary shade structure be required, only a standalone marquee (no tent pegs or spikes) is permitted to be used.
5. Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.
6. 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.
7. The approval holder must ensure that through traffic is not impeded due to this event.
8. There is to be no vehicular access into the park.
9. The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
10. 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.
11. The activity must not detrimentally affect the amenity of the area.
12. 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.
13. 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.
14. 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.
15. 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.

Council Assistance

16. Council will provide five community bins to assist with waste.
17. Council will allow access to power and water.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT Council, under Council's Local Law No. 1 (Administration) 2001 and Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011, grant permission to use Yowie Park for the Kilcoy Christmas Tree

turning on the light and community BBQ to be held on Friday, 1 December 2023 subject to the following conditions:-

1. The event is to be held between the hours of 5.30pm to 7pm only.
2. 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.
3. It is noted that the 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.
4. Should a temporary shade structure be required, only a standalone marquee (no tent pegs or spikes) is permitted to be used.
5. Noise is to be kept to a minimum and as such not to cause a nuisance for neighbouring properties.
6. 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.
7. The approval holder must ensure that through traffic is not impeded due to this event.
8. There is to be no vehicular access into the park.
9. The approval holder must provide all necessary equipment and take all practical measures to ensure the safety of the people attending the activity.
10. 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.
11. The activity must not detrimentally affect the amenity of the area.
12. 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.
13. 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.
14. 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.
15. 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.

Council Assistance

16. Council will provide five community bins to assist with waste.

17. Council will allow access to power and water."

Carried

Vote - Unanimous

Subject:	Trax Christian Church – Request for Temporary Partial Closure of Carpark for Community Christmas Carols – Friday, 15 December 2023
File Ref:	Roads - road closures - partial (1547862)
Action Officer:	CSSA

Background/Summary

The Trax Christian Church has made an application to Council to partially close a section of Walters Street carpark on Friday, 15 December 2023 between 6.30pm and 8.30pm to hold community Christmas carols.

The community Christmas carols will be presented from the Trax Christian Church deck with community members using the closed carpark area for seating.

It is expected to have approximately 80 to 100 people to attend.

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.

Attachments

Site plan of proposed closure.

Recommendation

THAT Council

1. approve the partial closure of Walters Street carpark as shown on the site plan from 5pm to 8.45pm on Friday, 15 December 2023 to hold the proposed community Christmas carols from the Trax Christian Church subject to the following conditions:-
 - 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.
 - 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.
2. assist the Trax Christian Church by providing three community bins for waste disposal and two road closed signs on stands.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT Council

1. approve the partial closure of Walters Street carpark as shown on the site plan from 5pm to 8.45pm on Friday, 15 December 2023 to hold the proposed community Christmas carols from the Trax Christian Church subject to the following conditions:-
 - 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.
 - 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.
2. assist the Trax Christian Church by providing three community bins for waste disposal and two road closed signs on stands.”

*Carried**Vote - Unanimous*

Subject:	Lowood Kindergarten Fete 2024 – Use of Clock Park and Temporary Closure of Carpark for Annual Fete – Saturday, 24 August 2024
File Ref:	Roads - road closures - partial (1546691)
Action Officer:	CSSA

Background/Summary

The Lowood District Community Kindergarten has made an application to Council to hold their annual fete on Saturday, 24 August 2024 between 7.30am and 1.30pm in Lowood Clock Park.

The annual Lowood Kindergarten Fete will have live market stalls, jumping castle, pony rides, wildlife show, fire truck 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 – Lowood Kindergarten Fete

Recommendation

THAT Council

1. 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, 24 August 2024 subject to the following conditions: -

- The fete is to be held between the hours of 7.30am and 1.30pm 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

- Pony rides and Wildlife Show – 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 ponies from the site and the park is returned to its original condition.

2. approve the partial closure of the carpark area as shown on the attached plan between the hours of 6am and 3pm on Saturday, 24 August 2024.
3. 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 Whalley

“THAT Council

1. 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, 24 August 2024 subject to the following conditions: -
 - The fete is to be held between the hours of 7.30am and 1.30pm 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

- Pony rides and Wildlife Show – 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 ponies from the site and the park is returned to its original condition.
2. approve the partial closure of the carpark area as shown on the attached plan between the hours of 6am and 3pm on Saturday, 24 August 2024.
 3. 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:	Somerset Regional Council – TMR Cycle Grant Funding
File Ref:	Grants and Subsidies - Programs - Cycle Grants
Action Officer:	ESM

Background/Summary

On 12 October 2023 Council received notification for the next round of the Department of Transport and Main Roads Cycle Grant Funding.

Council Officers have reviewed the application and have prepared submissions for two projects:

Kilcoy Shared Path Project

This project is for the detailed design of the continuation of the shared path between Saleyard Road and Kilcoy Global Foods at a total cost of \$120,000 for external design services of which Council would be sharing at 50%, \$60,000.

Lowood to Tarampa Shared Path Project

This project is for the construction of a new shared path between Sea Eagle Drive and Russell Road, Lowood at a total cost of \$2,400,000 of which Council would be sharing at 50%, \$1,200,000. This project is identified in the Lowood Futures strategy as part of the greater circuit to points of interest surrounding Lowood.

If successful both projects would be included as part of the 2024 - 2025 Capital Works program.

Attachments

NIL

Recommendation

THAT Council endorses

1. submission of the Kilcoy Shared Path Project with a proposed 50 - 50 funding split with the Department of Transport and Main Roads Cycle Grant Funding with Council to provide 50% of funding equating to \$60,000.
2. submission of the Lowood to Tarampa Shared Path Project with a proposed 50 - 50 funding split with the Department of Transport and Main Roads Cycle Grant Funding with Council to provide 50% of funding equating to \$1,200,000.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council endorses

1. submission of the Kilcoy Shared Path Project with a proposed 50 - 50 funding split with the Department of Transport and Main Roads Cycle Grant Funding with Council to provide 50% of funding equating to \$60,000.
2. submission of the Lowood to Tarampa Shared Path Project with a proposed 50 - 50 funding split with the Department of Transport and Main Roads Cycle Grant Funding with Council to provide 50% of funding equating to \$1,200,000”

Carried

Vote - Unanimous

Declarable Conflict of interest Cr Wendt – Agenda Item 31 - Tender 1329 – Clarendon Road Rehabilitation

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

This declarable conflict of interest arises because a person who is a related party of mine has an interest in this matter.

Particulars -

- (i) Name of related parties: Anthony de Ruiter;
- (ii) The nature of my relationship with this related party is that Anthony de Ruiter's wife is my wife's sister;
- (iii) The nature of the related party's interest in this matter is that Anthony de Ruiter through his company A and M Civil, has provided a tender for this matter.

I wish to participate in the decision in relation to this matter for the following reason:

The interest is considered to be sufficiently remote so as not to unduly influence my impartiality.

I acknowledge that eligible Councillors must now determine, pursuant to section 150ES of the Local Government Act 2009 whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible Councillors discuss and vote on the matter.

Resolution Moved – Cr Whalley

Seconded – Cr Isidro

"THAT Cr Wendt may remain in the meeting while this matter is discussed and voted on, as Cr Wendt will best perform his responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on this matter."

Carried

Vote - Unanimous

Subject:	Tender 1329 – Clarendon Road Rehabilitation
File Ref:	Corporate Management\Tendering-Quotation\Tenders
Action Officer:	WM

Background/Summary

This project is Stage 1 - located on Clarendon Road, between Patrick Estate Road and O'Reilly's Weir Road. Stage 2 will continue past the intersection with Patrick Estate Road later in the financial year.

The aim of the project is to reconstruct Clarendon Road to improve regional road safety and will include the following elements:

- Road widening and clearing to improve roadway safety and visibility;
- Pavement rehabilitation using stabilisation method;
- Drainage works including replacement of existing structures;
- Resurfacing (bitumen seal);
- Minor landscaping; and
- Road furniture (signage).

Funding

Total budget for Stages 1 and 2 for Clarendon Road project is \$1,665,370.

This includes external funding from the State Government's Transport Infrastructure Development Scheme (TIDS) program of \$582,519.

Procurement

Tenders were invited for the Clarendon Road Rehabilitation project. Tenders were released on 26 September 2023 and closed on 13 October 2023. A total of eight tenders were received with all being assessed as being conforming tenders. The conforming tenders were assessed by the assessment panel in accordance with Council's Procurement Policy and the section criteria as outlined in the tender documents.

All tenderers and their evaluated scores are tabled below, ranked from highest to lowest.

Tender	Name of Tender	Price Score	Overall Score
1	A and M Civil	10.0	9.42
2	Browns Contractors Pty Ltd	7.0	7.55
3	Durack Civil	7.1	7.31
4	All Roads	6.7	6.94
5	Queensland Bridge and Civil	5.9	6.48
6	Ertech	5.3	6.45
7	Stabilised Pavements Australia	6.2	6.15
8	Sunshine Civil Solutions Pty Ltd	5.1	5.80

A and M Civil

A and M Civil (A and M) price is considerably lower than the average, due to their proximity to the project and delivery model. A and M's submission included a detailed construction program that meets council's expectation, high-quality detailed staging plans, management plans and compliant and up to date documentation. A and M also provided sufficient examples of recent projects with similar scales and complexity. Overall, the submission offered good methodology and understanding of the project and is recommended in the evaluation. A and M is local to the Somerset Region and have built strong extensive local engagement for continued support to other local companies.

Browns Contractors Pty Ltd, (BC)

Browns Contractors (BC) price was the third lowest price received. BC submission included detailed construction program that meets council's expectation, and high-quality detailed staging plans, management plans and compliant documentation. BC provided examples of recently completed projects which were of the same scale and complexity as this project. Overall, the submission is deemed to have no real advantage over A and M Civil's submission purely based on value for money to council. BC is local Somerset company who have recently completing our flood recovery package for QRA and have strong local engagement.

Durack Civil, (DC)

Durack Civil (DC) submission price of was second lowest price received. A list of post-tender queries was sent to DC to clarify, to which DC supplied a detailed response. DC submission included detailed construction and staging program that meets SRC's expectation, and high-quality detailed traffic management drafts, all management plans and compliant documentation. DC provided examples of recently completed projects which were of the same scale and complexity as this project. Durack is not a local business although presented strategies to use local suppliers.

All Roads, (AR)

A list of post-tender queries was sent to All Roads (AR) to clarify, to which AR supplied a response. AR submission included detailed construction and staging program that meets Council's expectation, and high-quality detailed staging plans, management plans and compliant documentation. AR also provided good examples of previous projects of similar scale and complexity. Overall, the submission offered good methodology and understanding of the project. AR is not a local business although presented strategies to use local suppliers where possible.

Queensland Bridge and Civil, (QBC)

Queensland Bridge and Civil's (QBC) provided detailed staging methodology and plans. QBC has provided strong track record with similar works in the region. QBC is not a local business although presented strategies to use local suppliers.

Ertech

Ertech's submission included detailed construction and staging program that meets SRC's expectation, and high-quality detailed staging plans, management plans and compliant documentation. Ertech also provided good examples of previous projects of similar scale and complexity. Overall, the submission offered good methodology and understanding of the project. Ertech is not a local business, but currently works with SRC on another project, and presented strategies to use local suppliers.

Stabilised Pavements Australia, (SPA)

Stabilised Pavements Australia did not submit a specific methodology/staging plan, only a generic method of work for stabilising. Programme was in simple detail and did not show staging of the works nor intended traffic management. SPA has provided good track record with similar works in the region. SPA is not a local business and did not provide any community engagement strategies.

Sunshine Civil Solutions Pty Ltd, (SCS)

Sunshine Civil Solutions (SCS) submission price was the highest. SCS did not provide sufficient experience in similar works. SCS has not worked with SRC on similar projects. SCS is not a local business but provided some details on community engagement strategies.

Attachments

CONFIDENTIAL ATTACHMENT – Tender Assessment Summary Sheet

Recommendation

THAT Council awards Tender 1329 – Clarendon Road Rehabilitation to A and M Civil for an estimated tender price of \$1,087,698.01 (inclusive of GST).

Resolution

Moved – Cr Whalley

Seconded – Cr Isidro

“THAT Council awards Tender 1329 – Clarendon Road Rehabilitation to A and M Civil for an estimated tender price of \$1,087,698.01 (inclusive of GST).”

Carried

Vote - Unanimous

Subject:	Operations Report for November 2023
File Ref:	Governance – Reporting – Officer Reports
Action Officer:	EA OPS

Background/Summary

Engineering Services Team

The Engineering Services Design Team continues design delivery for the 2023-2024 budget design program, with designs being readied for issue or finalised for the following Capital Works projects:

- Kilcoy Transfer Station – design ongoing;
- Cressbrook Street Culverts, Toogoolawah - design ongoing;
- Ivory Creek Road, Toogoolawah – design completed - design review and sign off to be completed;
- Pipeliner Park Stormwater Upgrades, Esk - design completed - design review and sign off to be completed;
- Ellen Street, Lowood – design completed - design review and sign off to be completed;
- Litzows Road, Tarampa – design completed - design review and sign off to be completed;
- Schroder Lane – design completed - design review and sign off to be completed; and
- Kleinhans Court, Lowood – design completed - design review and sign off to be completed.

The team also attended pre-start design meetings for the projects below:

- Beeston Road Intersection, Fernvale – Harrison Infrastructure Group;
- West Road / Patrick Estate Road, Patrick Estate – GHD;
- Fulham St, Toogoolawah – Contour Consulting Engineers;
- Richard Street, Esk – Harrison Infrastructure Group;
- Clive St, Fernvale – NK Transportation; and
- Lowood to Tarampa Footpath, Tarampa – Projex Partners.

These external design projects will be managed throughout the remainder of 2023 and Q1 of 2024, with delivery of all to be in early Q2 2024.

The team continues to provide engineering support to the works department on several projects such as:

- Murrumba Road Culverts;
- Esk Crow Nest Road Stage 2;
- Gunyah Street, Toogoolawah - construction completed October 2023;
- King Street, Somerset Dam – construction completed October 2023 ;
- Prenzlau Road, Prenzlau;
- Royston and Stanton Streets, Kilcoy;
- Pipeliner Park Stormwater Upgrades, Esk;
- Esk State School Footpath, Esk – construction completed early October 2023, and
- Ellen Street, Lowood.

The Engineering Services Team provided engineering development advice to the Planning Department and assessment and applicant response to Operational Work applications with three (3) new operational works applications being properly received in October.

There were no “Off Maintenance” inspections for the month of October but the Engineering Services Team did attend a significant prestart meeting during the month:

- Overlander Avenue, Kilcoy – earthwork fill to the 0.2% AEP inundation line.

This team again note the current major developments currently “On Maintenance” and due to come “Off Maintenance” within the next 12 months include:

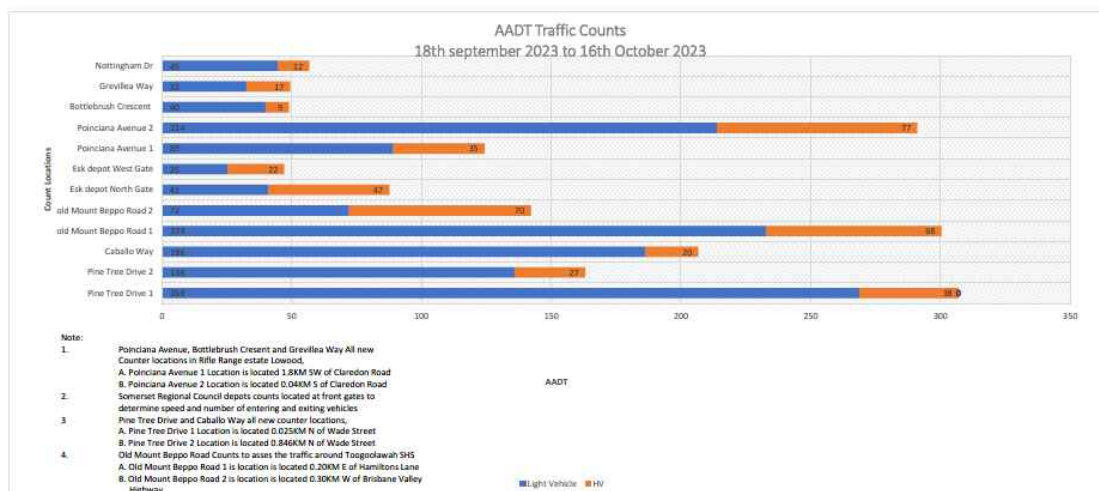
- Parklands at Clarendon Stages 2D and 2E;
- Pine Tree Hill, Kilcoy Stages 3 to 6;
- Hedley Park Stage 7 – Off Maintenance due 14 November 2023;
- Windsor Drive, Mount Hallen Stage 5C;
- Hedley Park Stage 8 – On Maintenance request expected prior to end of 2023.

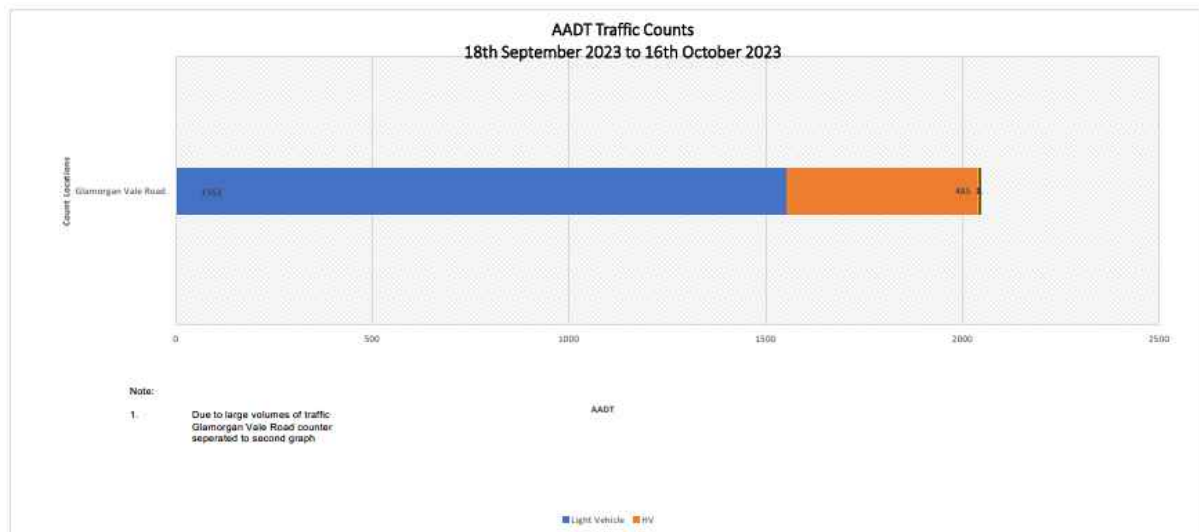
The Engineering Services Parks and Facilities Team continues to oversee operations in the parks and facilities areas with the current drier weather system bringing some relief to the mowing crew. The crew are also currently reviewing updated mowing maps for the region for presentation at a future Council meeting.

The Engineering Services Team continue to set out traffic counters within the region and provide continual assessment of Council infrastructure to ensure our information remains current within our asset and GIS systems, with all signage requirements being reviewed within our main town areas as well as overseeing works within road reserve applications, property access applications and heavy vehicle permits.

	Oct-23	Oct-22
Land Access Permit	23	131
Property Access Applications	27	14
National Heavy Vehicle Regulator Permits Processed	10	18

October traffic counts are shown below. All traffic counters have again been placed within the region and are due to be picked up by Monday 13th November 2023 following the standard three-week rotation. Glamorgan Vale Road count has been shown on separate graph due to the increased difference from other counts.





The Engineering Services Team have been working closely with the City of Moreton Bay with regards to the initial concept design package for the Woodford to Kilcoy Rail Trail. City of Moreton Bay are the lead on this project and have recently gone to Vendor Panel with a Request for Quote for Engineering Services related to the concept design of this section of rail trail. The Somerset Engineering Services Team will form part of the Tender Evaluation Panel in this decision process.

Works Team

Completed Projects through 2023 - 24:

- Old Fernvale Road – headwall, grass swale;
- Waverley and Sheppards Road, Lake Manchester – Stage 1: Two-coat bitumen seal;
- Esk Crows Nest Road, Eskdale - Stage 1 – major road realignment. Seal from end of current sealed section to Maria Creek Road (4km);
- Glamorganvale Road, Wanora – Rehabilitate and widen road from Brisbane Valley Highway to Browns Bridge (1.65km);
- Prospect and William Street, Lowood - stormwater installation.

Projects underway:

- Royston Street, Kilcoy, between Mary and Rose Streets – replace footpaths, kerb and channel sections;
- Stanton Street, Kilcoy – intersection works with Royston Street, kerb and channel;
- Murrumba Road culverts – replace existing corrugated structures with RCBC and RCB's;
- Gunyah Street, Toogoolawah - Cairnsroft Street to Drem Street, South Side, laying of pipes; KandC;
- Prenzlau Road, Prenzlau - pavement widening;
- Esk Crows Nest Road, Eskdale - Stage 2 – Esk Crows Nest Strategic Regional Connector - Toowoomba Boundary section;
- Pipeliner Park, Esk - Field inlet pits x 7, and footpath around toilet block;
- King Street, Somerset Dam Bitumen Infill (substantive completion achieved 17/10/23 - awaiting 2-coat seal);

- East Street, Esk State School - New footpaths, KandC and infill (substantive completion achieved 12th Oct 2023; however, awaiting 2-coat seal);
- Schroeder Lane, Fernvale - Seal Intersection with Fairney View Fernvale Road;
- Ellen Street, Lowood - Stages 1and2 - KandC North side from Park Street to Church Street (130m); KandC South side from Park Street to Church Street (130m).

Ongoing projects:

- Mowing and slashing works on Council and DTMR;
- Crews continue to complete CSR's;
- Maintenance to flood affected roads continues throughout the region;
- General maintenance of Council's civil infrastructure.

REPA Works

A total of 69 submissions have been lodged with QRA for Reconstruction of Essential Public Assets. All submissions have been assessed and approved. The categories for the submissions are Unsealed Roads, Sealed Roads, Drainage, and Individual Sites (e.g., landslips). The assistance by the Queensland Reconstruction Authority (QRA) is acknowledged.

Drainage packages are progressively being documented to enable calling of quotations. This will be followed by Sealed Roads packages and Individual Sites.

All works are required to be completed by the end of June 2024.

Flood Repair Works underway - carried out by Contractors.

- Browns Contracting – Mount Stanley Region; Harlin and Moore region. Drainage Package Three;
- A and M Civil – Coominya region; Fernvale Region; Esk region. Drainage Packages One and Two;
- CPM Contractors – East Wivenhoe Region; Jimna / Monsildale Region; Kilcoy Region.

Flood Repair Works underway - carried out by SRC.

- Northern Grader Crew – Toogoolawah region.

Other Works carried out by Contractors

- Ertech Contractors is continuing with the reconstruction of Lowood Minden Road between Litzows Road and Lukritz Road – approximately 98% complete;
- Kilcoy Landfill – capping of landfill;
- A and M Civil - Waverley and Sheppards Road, Lake Manchester – Stage 2: road-widening and fire exclusion zone (to begin Monday 13 November, 2023);
- Timber Restoration Services (TRS) – repair of Hine Road bridge;
- Clarendon Road, Lowood - Stage 2 - Rehabilitate and widen to 9m road from O'Reillys Weir Road to Wyatts Road (3.3km) – contractor to be appointed;
- Kilcoy Depot, Esk Depot, Lowood Depot – safety, security, and legislative improvements (various contractors).

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes and sealing of patches and pavement repairs over the TMR network;
- Weed spraying throughout the TMR network;
- Ongoing signage and guidepost repairs continue throughout the TMR network;
- Slashing and mowing throughout the TMR network.

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet;
- One new lease vehicle has arrived, a Toyota Prado;
- Half yearly service of Floating Plant Group 2 is complete, we are now starting on Group 3;
- Carry out electrical test and tag on Council portable equipment;
- Annual COI inspections of council's 16 x medium trucks have been completed by Workshop staff;
- Annual COI inspection of council's 22 vehicle heavy fleet (trucks and trailers) has been completed by TMR compliance officers at Esk depot.

Workshop – Fabrication

- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.;
- Welding bay have fabricated new barriers and bollards for the tipping area of Coominya transfer station. Installation and repairs to the side fence should be completed within the next few weeks;
- Welding bay has fabricated 24 large yellow bollards for BVRT, these are currently being painted and then will be installed;
- Carry out operation inspections on all playground equipment in the region. Complete repairs were required.

Weather Outlook

November to January rainfall is likely to be below average across much of western, southern, and northern Australia.

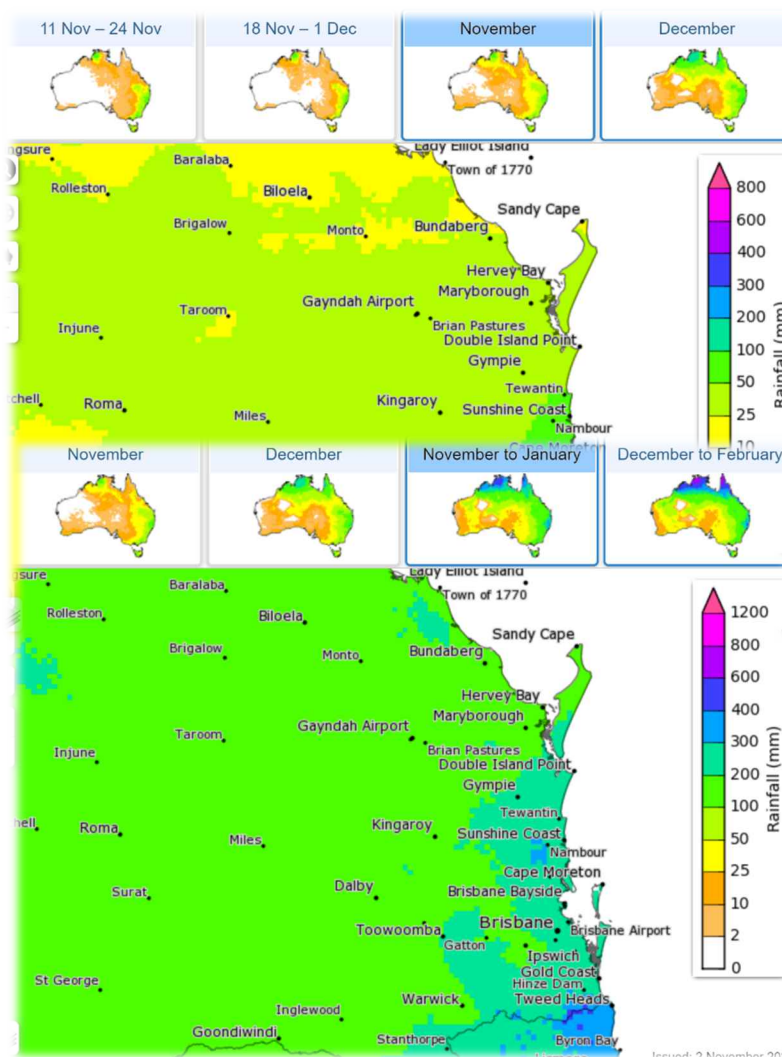
November to January maximum and minimum temperatures are very likely to be above average for almost all of Australia.

November to January maximum and minimum temperatures are at least 2.5 times more likely than normal to be unusually high for much of Australia. Unusually high temperatures equate to the warmest 20% of November to January periods from 1981 to 2018.

The long-range forecast is influenced by several factors, including the active El Niño and positive Indian Ocean Dipole events, and record warm oceans globally.

Bushfire will remain a risk for the Somerset region over the coming season due to drier conditions forecasted and an increase of fuel loads following the 2022 rain events.

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



Disaster Management

The following activities were conducted in October 2023:

- Expressions of interest received for the Bushfire Risk Assessment project;
- Fuel reduction activities conducted at Jimna, behind Finch Lane and the Community Hall;
- QRA and QITPlus demonstrated a proof-of-concept Flood Information Portal;
- At the request of QFES, Council provided waterproof document holders and copies of our new Emergency Action Guide to assist with Community engagement;
- Bushfire specific tab on Council's dashboard was created and made the default entry point for visitors to the site;
- Participated in the Brisbane River Catchment Evacuation Capability workshop;
- Councillor Wendt has been in discussions with Qld Rural Fire regarding signage at properties with water sources available, i.e. Pools, Dams etc.;
- Met with QPS and Lockyer Valley Regional Council to confirm cross-boundary relationships between LGAs;
- Issues regarding communications during the Telstra outage in Esk were escalated to Telstra management highlighting our frustrations with the process;
- Sirens at Lowood and Fernvale were upgraded with new batteries and controllers. These units now have high performance Lithium Batteries which guarantee a 10-year life;

- Council have been given advice that funds are available under the QRA's Flood Warning Infrastructure Grant to install additional cameras and gauges etc. The amount potentially available is \$200,000.00;
- Evacuation Centre equipment moved to the new shipping container purchased for the Lowood Depot;
- Disaster Management Officer discussed Fernvale mitigation activities since 2011 to approximately 150 West Moreton Anglican College students. This was held at Bill Sharpe Park (Nardoo Lagoon);
- Council had QRA peer review the quotation for the whole of Somerset LGA overland flowpath study. The review confirmed that Council can proceed with this work;
- Council attended the Local Area Fire Management Group meeting.

Activations/Operations:

- Fire Ban placed on the Somerset and adjoining regions 30th October 2023.
- A number of fires were ignited during this period, namely:
 - Banks Creek Fire – no major issue, alerts for smoke in the area;
 - Redbank Creek Fire(s) – some concerns at various stages with these fires, however QFES was able to get these contained through mechanical and back burning activities. Council supplied water trucks and signage to assist with this. The Somerset LDMG was placed on ALERT due to the interagency assistance being provided. Esk Hampton Road remained closed for a number of days as a result.

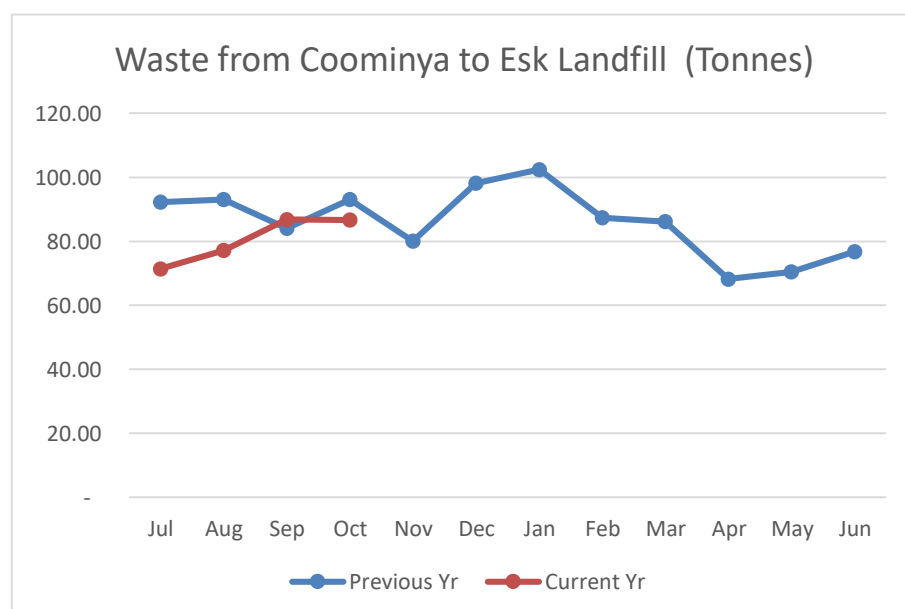
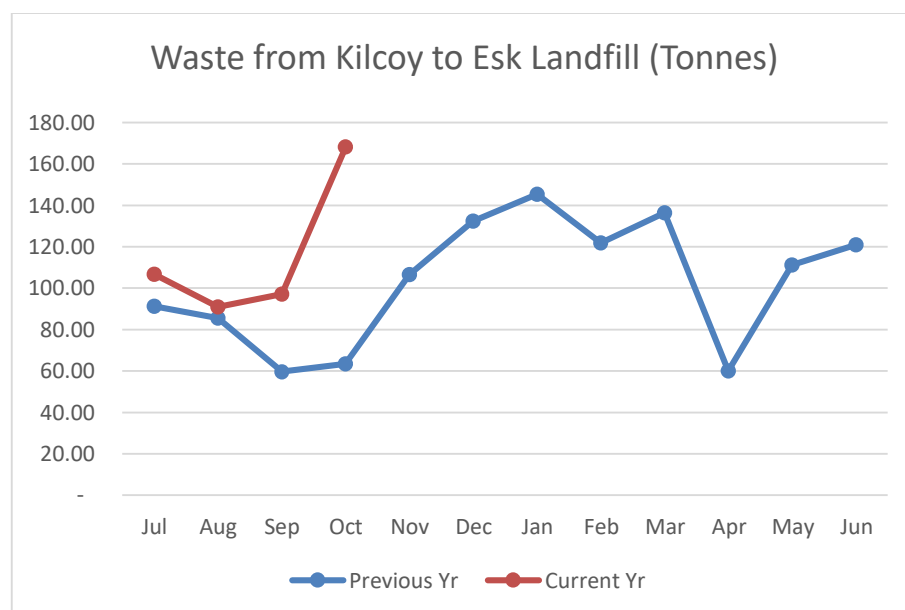
Waste Management

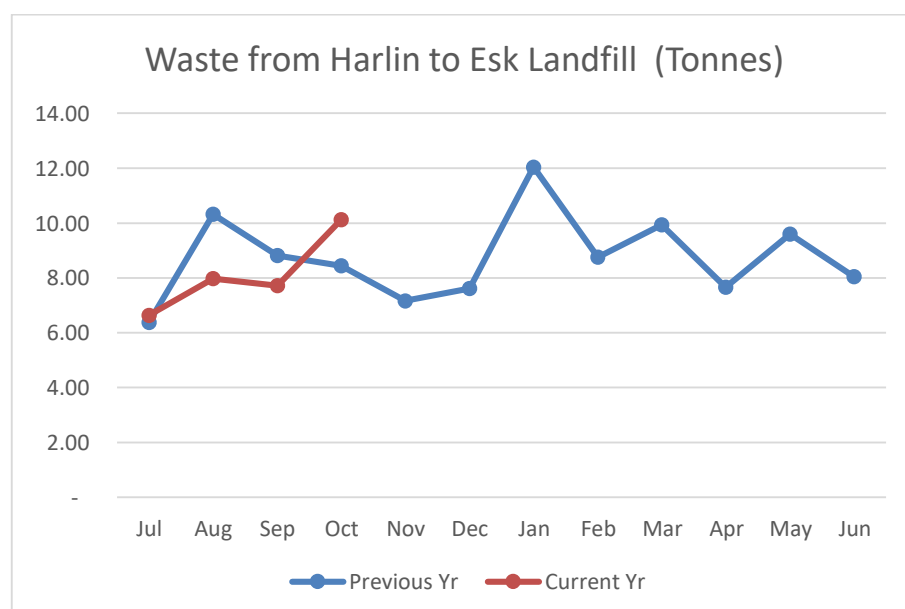
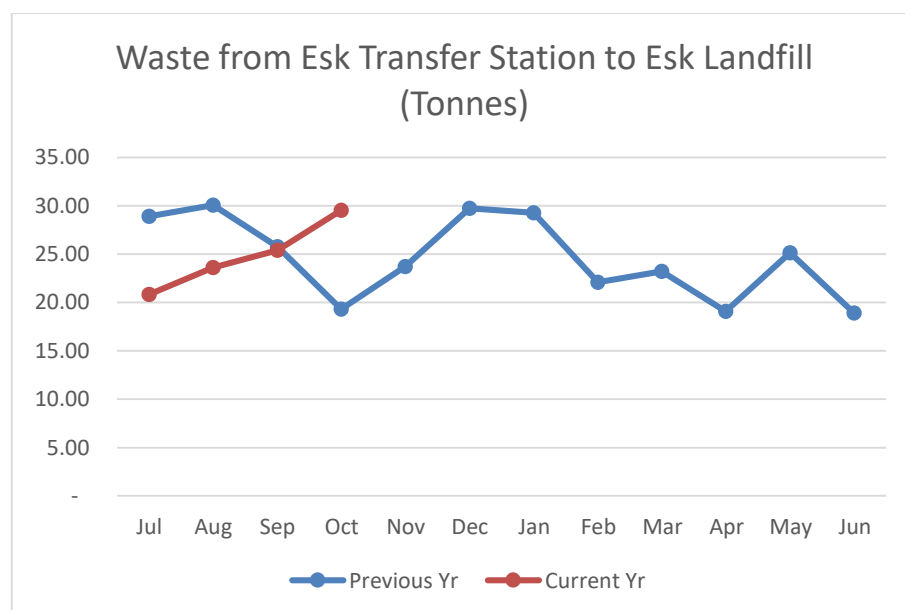
Kerbside Collection Contract – Ipswich Waste

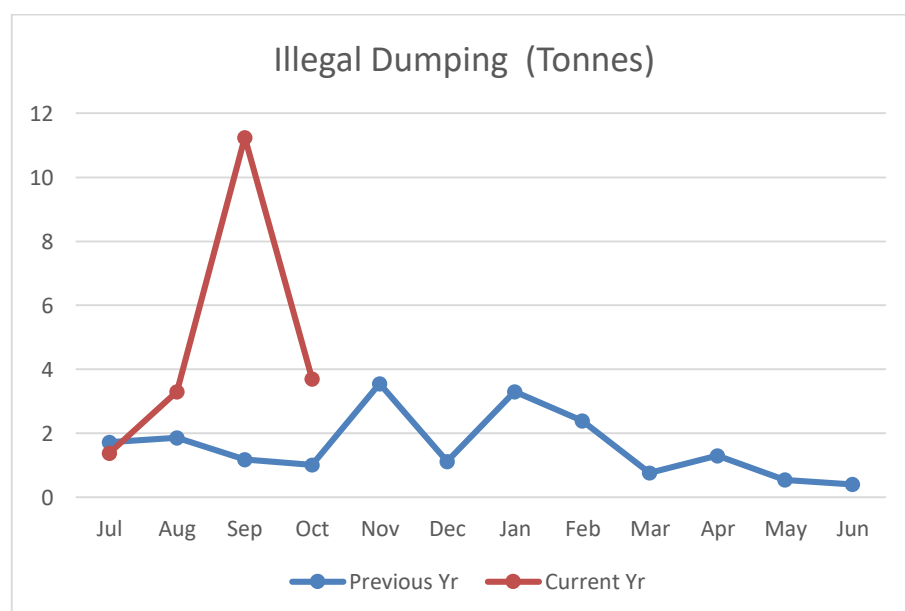
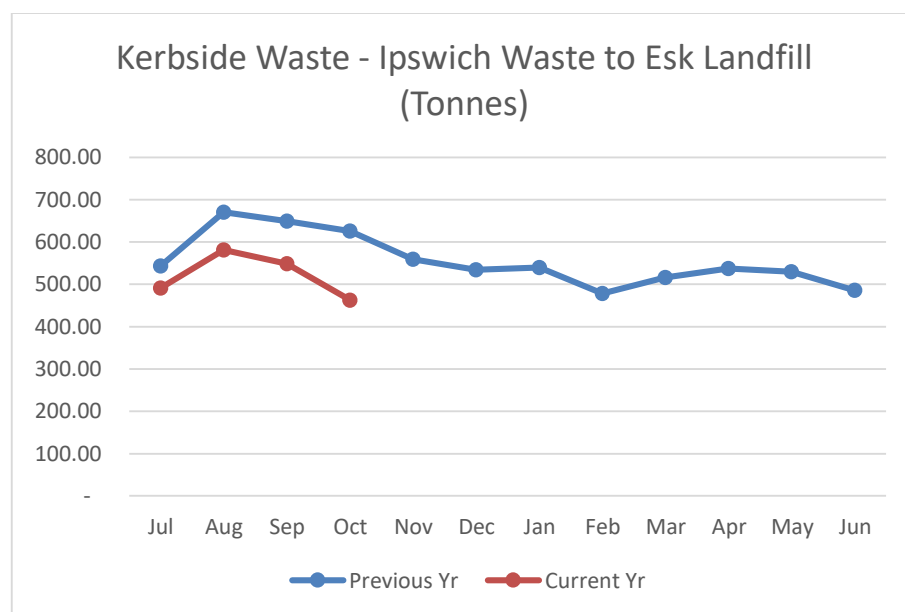
Information regarding kerbside services performed for October was not available for this report. Information will be provided in November Operations Report.

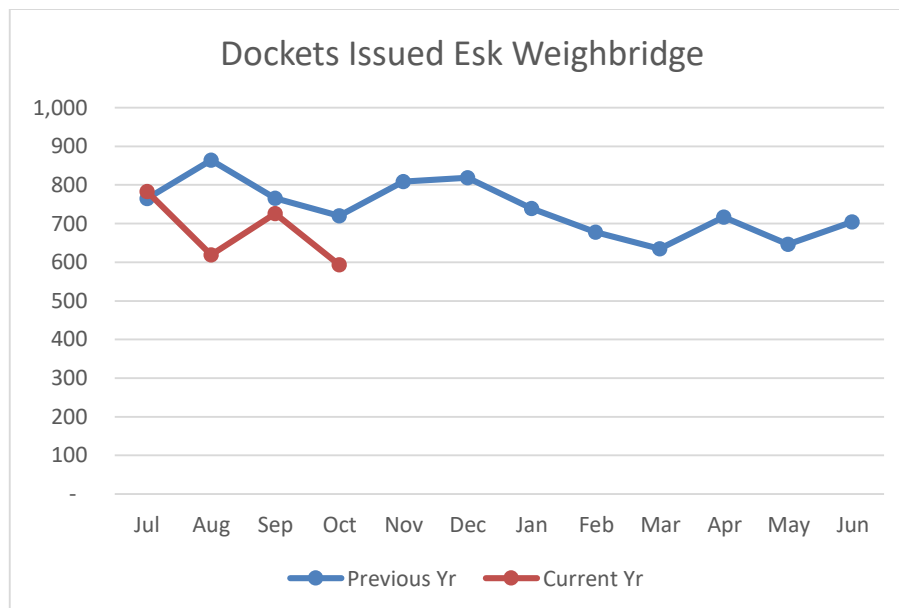
Waste Management – Kerbside Collection Contract Ipswich Waste









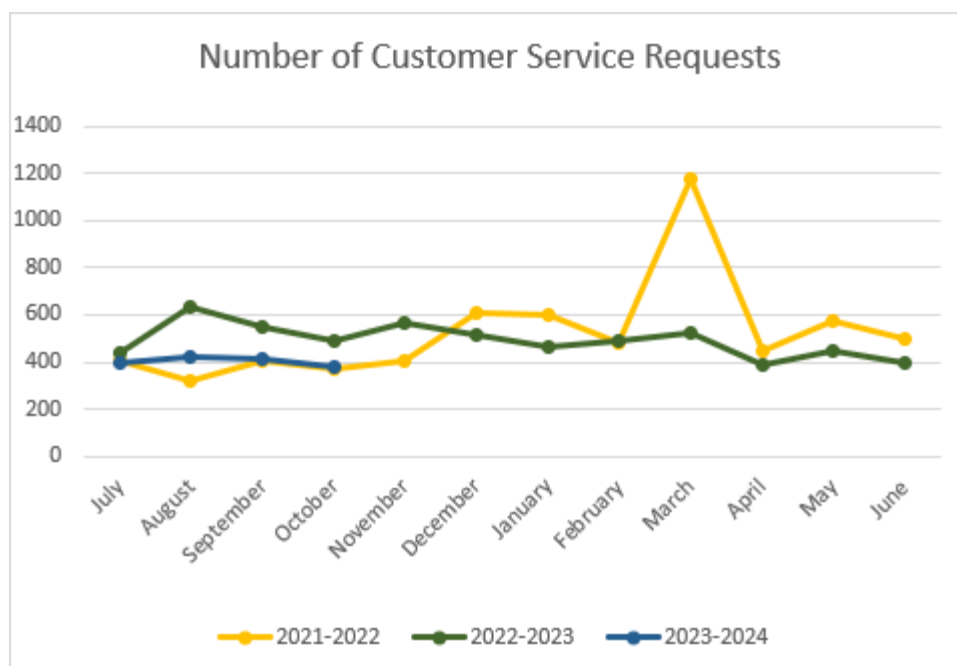


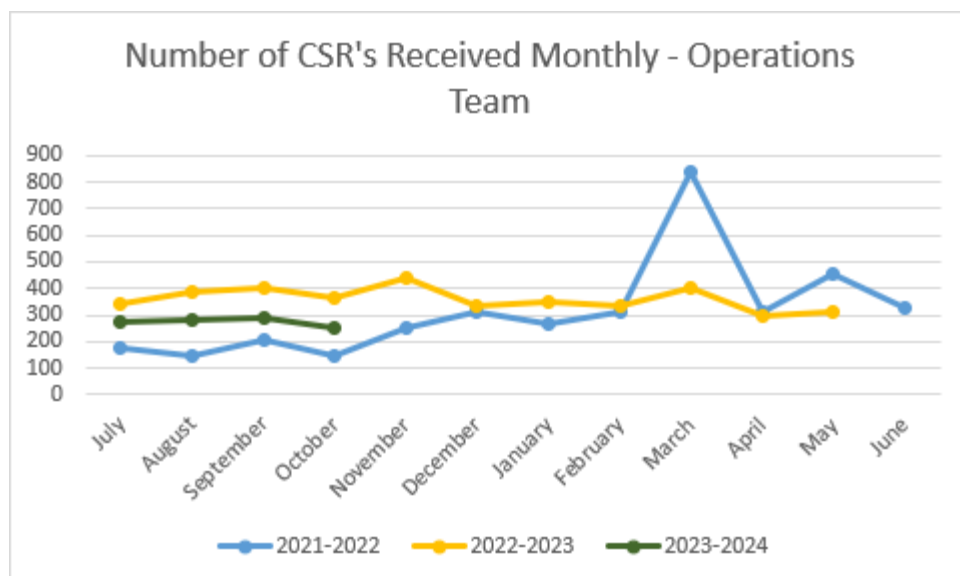
Approved Park - Community Events

14 October 2023 – Pipeliner Park, Esk – Esk Kindergarten – Portrait Photography Fundraising Event

Customer Service Requests

Council received 379 customer service requests for the month of October 2023 on Council's corporate customer service system. A copy of the report is attached for your information.





	Jul-23	Aug-23	Sep-23	Oct-23
Cemeteries	1	1	1	3
Disaster Management	0	0	1	1
Departmental reviews	0	0	2	0
Fences on roadways	0	1	0	0
Illegal dumping clean ups	20	14	11	8
Overgrown Council land	2	1	2	3
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9	7	11
Roads - bitumen	25	20	13	21
Roads - gravel	18	13	8	14
Roads - drainage	8	5	7	10
Roads - culverts	3	1	2	0
Roads - vegetation	19	14	25	15
Roads - footpaths	3	5	8	12
Roads - linemarking	1	1	2	0
Roads - bridgework	0	0	1	0
Roads - traffic furniture	16	17	15	25
Rural Property Number	1	4	2	5
Stormwater issues within private properties	1	0	0	1
Waste management		0	1	1
Wheelie bins	0	0	0	0

Cancellation of extra services	0	19	9	2
Damaged lids and wheels	11	15	9	15
Replacement Split Bins	29	24	32	18
New Services	21	28	24	24
Extra services	4	6	10	3
Stolen/Non-Delivery of New Bins	5	16	9	13
Missed services	8	3	6	1
Contractor requests/complaints	3	2	4	2
Facilities	0	0	0	0
Air conditioning	2	1	0	3
Carpentry, painting, tiling and flooring	11	12	10	5
Electrical	5	7	6	4
Equipment, furniture and fixtures	10	10	8	6
Grounds maintenance	1	5	4	4
Pest Control	2	1	1	0
Plumbing	23	19	29	13
Roofing and guttering	2	0	0	3
Security, locks and CCTV	2	2	6	0
Signage	0	4	6	5
Vandalism	7	2	2	0
Cleaning	5	2	4	1
	272	284	287	252

Attachments

Customer service report for October 2023

Recommendation

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

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

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

Vote - Unanimous

Carried

Subject:	Community Assistance Grants 2023 - 2024 – Esk Bowls Club Inc.
File Ref:	Community Relations – Sponsorships – Donations - Doc Id 1547818
Action Officer:	DHRCS

Background/Summary

To assist with the costs associated with upgrading the insufficient cold room facilities at the Esk Bowls Club to continue servicing Somerset residents through local sports.

Amount requested:	\$5,000
Total cost of project:	\$10,000
Amount recommended to be granted:	\$5,000

Background

The applicant states:

- The current cold room at the Esk Bowls Club is 15-20 years old and has the following issues:
 - Running on R22 refrigerant which was phased out in 2020.
 - Evaporator coil is showing signs of wear and corrosion reducing efficiency.
 - Compressor inefficient and running for long periods of time to reach set temperature.
- The lack of cold room facilities underpins the club's ability to service the local community through local sports.
- Two quotations were sourced for the works however a local contractor who quoted the works has kindly donated the cost of installation to the Club.
- A quotation for the new cold room (materials only) has been received which includes:
 - Remove and replace the current cold room at the Esk Bowls Club
 - Installation of a Glacier Pro Frost condensing unit and matching evaporator
 - 1 year warranty
 - Total cost \$4,500
 - The group states that an additional \$500 will be required for additional switches and wires required for the installation.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be recommended for funding and \$5,000 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist the Esk Bowls Club with the costs associated with upgrading the cold room facilities at the Esk Bowls Club.

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT the application as summarised in this report be recommended for funding and \$5,000 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist the Esk Bowls Club with the costs associated with upgrading the cold room facilities at the Esk Bowls Club.”

Carried

Vote - Unanimous

Declarable Conflict of interest Cr Brieschke – Agenda Item 34 - Community Assistance Grants – 2023 – 2024 Toogoolawah Christmas Tree

I inform this meeting I have a declarable conflict of interest in this matter (as defined in section 150EN of the Local Government Act 2009. The nature of my interest is as follows – This declarable conflict of interest arises because I hold the position of Secretary on the executive committee of the Toogoolawah and District Progress Association Inc., of which the Toogoolawah Christmas Tree is a subcommittee. I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

Cr Brieschke left the meeting at 10.03am .

Subject:	Community Assistance Grants – 2023 – 2024 Toogoolawah Christmas Tree. Auspiced by Toogoolawah Progress Association
File Ref:	Community Relations – Sponsorships – Donations - Doc Id 1548924
Action Officer:	DHRCS

Background

To assist with the costs associated holding the annual Toogoolawah Christmas Tree Carnival to bring everyone together at Christmas and provide an inexpensive night of Christmas Celebration for families on Saturday, 9 December 2023.

Amount requested:	\$5,000
Total cost of project:	\$39,005
Amount recommended to be granted:	\$2,500 <i>(as large scale regional event sponsorship)</i>

Assessor's Summary

The applicant states:

- The Toogoolawah Christmas Tree Carnival is free for all Somerset families.
- The Christmas Tree carnival is a community celebration, the group fundraises during the year to provide free carnival rides, fireworks, and street entertainment.

Attachments

Nil

Recommendation

THAT the application as summarised in this report be approved for funding and \$2,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist the Toogoolawah Christmas Tree Committee (Auspiced by the Toogoolawah Progress Association) with the costs associated with holding the annual Toogoolawah Christmas Tree Carnival.

Resolution

Moved – Cr Whalley

Seconded – Cr Choat

“THAT the application as summarised in this report be approved for funding and \$2,500 be granted through the Community Assistance Grants budget allocation; plus GST if applicable, to assist the Toogoolawah Christmas Tree Committee (Auspiced by the Toogoolawah Progress Association) with the costs associated with holding the annual Toogoolawah Christmas Tree Carnival.”

Vote - Unanimous

Carried

Cr Brieschke returned to the meeting at 10.04am.

Subject: Operational Plan First Quarter Review 2023-24
File Ref: Operational Plan
Action Officer: DCORP

Background/Summary

The Operational Plan for Somerset Regional requires reviewing at each quarter to determine progress of the items within the Plan. The 2023 - 24 plan was developed at the same time as the Budget and has a close alignment with the 2023 - 24 Budget. The first quarter review contains feedback from all officers who were responsible for items within the plan. To help interpret the report outcomes Council officers have updated the traffic lights within the report.

Council's progress of the action items within the Operational Plan 2023 - 24 is measured by the number of items that are completed or achieved for the year. The percentage of items completed or achieved is low at this stage of the year. Officers tasked with responsibility for ongoing operational items are managing and progressing those items as expected.

There are no actions within the current operational plan that are reported as a red traffic light. This means that there are no external factors, budget or resourcing issues that will at this stage of the year hinder the achievement of any of the operational plan actions.

Attachments

Operational Plan 2023 – 24 first quarter review

Recommendation

THAT Council receive the Operational Plan 2023 - 24 first quarter review and note the progress of the action items within the plan.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council receive the Operational Plan 2023 - 24 first quarter review and note the progress of the action items within the plan.”

Carried

Vote - Unanimous

Subject: Annual Report 2022 - 2023
File Ref: Corporate Management - Reporting - Annual Reports
Action Officer: GBIO

Background/Summary

The Annual Report for Somerset Regional Council is presented for adoption.

The report covers the period 1 July 2022 to 30 June 2023 and has been prepared in accordance with the requirements of the *Local Government Act 2009* and the Local Government Regulation 2012.

Attachments

2022 – 23 Annual Report, including the audited financial statements

Recommendation

THAT the Annual Report for Somerset Regional Council, including the audited financial statements, for the period 1 July 2022 to 30 June 2023, be adopted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT the Annual Report (Appendix D) for Somerset Regional Council , including the audited financial statements, for the period 1 July 2022 to 30 June 2023, be adopted.”

Carried

Vote - Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Gaedtke– Councillor Report

October

30 Kilcoy Chamber of Commerce – Community Meeting – Street Revitalisation Project

31 Whole of Organisation Team Building

November

02 Business After Breakfast – Qld Energy Portfolio – Hon. Lance McCallum MP Asst Minister for Bundamba- Kilcoy Chamber of Commerce

02 Brisbane Valley Heritage Trails Committee Meeting - Moore

06 The Condensery Advisory Committee Meeting – Toogoolawah

09 Meeting re – Cultural Entertainment – Kilcoy Show

11 Kilcoy RSL – Remembrance Day

11 Shayne Neumann MP – Muckerts Lane Funding, Fernvale

12 Kilcoy Show Society BBQ

13 RADF Committee Meeting – Esk

Special mention and thanks to the Kilcoy Chamber of Commerce for displaying its leadership in organising the community meeting regarding the street revitalisation project and inviting Assistance Minister Lance McCallum (for Bundamba) Queensland Energy Portfolio to speak about energy in our region.

The Whole of Organisation Team Building forum was very beneficial to all staff and Councillors who attended the morning's activities. My thanks to staff for organising a lovely acknowledgement of my impending retirement from Local Government. Our Local Government family has certainly grown from my early days with Kilcoy Shire Council when I first joined the team in 1977.

Cr Brieschke – Councillor Report

October

- 24 Ordinary Council Meeting via Teams.
Council Workshop Meeting via Teams.
- 31 SRC Whole of Organization Team Building
Calendar Photo.

November

- 03 Esk District Co-op AGM, Mt Beppo Hall.
- 06 The Condensery Advisory Committee meeting.
- 07 Toogoolawah State High School review.
- 08 Meeting with SEQ Water.
Toogoolawah Show Society AGM.
- 11 Funding announcement photo, Fernvale.
- 14 Bendigo Bank AGM., Lowood Golf Club.

The Esk Hospital Auxiliary have completed a very successful fund-raising program for the year with an evening at Toogoolawah Pictures raising much need funds for their current project acquisition for Esk Hospital.

I would like to congratulate all members of the Auxiliary for their comradery and commitment to the community and Esk Hospital.

Cr Isidro – Councillor Report

October

- 26 Kilcoy Chamber Meeting, Kilcoy
- 27 Somerset Seniors Day Celebration
- 28 Lowood SES Flood boat handover
- 30 Kilcoy Chamber Meeting with Deb Frecklington
- 31 Whole of Organisation Team Building

November

- 2 Kilcoy Chamber Business Breakfast
- 11 Remembrance Day Service, Esk
- 11 Meeting with Shayne Neumann
- 12 Kilcoy Show Society BBQ
- 13 RADF Committee Meeting
- 13 Kilcoy District Progress Association
- 15 Council meeting

Cr Wendt – Councillor Report

- 24 Ordinary Council Meeting – via Teams
Workshop Meeting – via Teams
- 27 Somerset Seniors Lunch – Somerset Civic Centre
- 28 Lowood SES Flood Boat Handover - Lowood
- 29 Fish Release – Somerset and Wivenhoe Fish Stocking Association
- 30 Kilcoy Chamber of Commerce Meeting – Kilcoy
- 31 Whole of Organisation Team Building Event – Somerset Civic Centre

November

- 02 Meeting with Energy Assistance Minister – Kilcoy
- 08 Stanley River Fire Group Meeting – Villeneuve
- 09 Lowood High School Awards Night – Lowood
- 11 Remembrance Day Service – Lowood RSL
Esk Races – Esk
Photo with Shayne Neuman
Lowood Rodeo - Lowood
- 12 Kilcoy Show Society BBQ – Kilcoy

- 14 Kilcoy Art Society Exhibition Launch – Kilcoy
Bendigo Bank AGM – Lowood

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT the verbal and written reports of Mayor Lehmann and Councillors Brieschke, Isidro, Choat, Gaedtke, 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 10.12 am.

Appendix A

Somerset Regional Council
Charges Resolution (No.1) 2023

1.0 Introduction

- 1.1 This is a charges resolution (“resolution”) made pursuant to section 113 of the *Planning Act 2016* (“PA”).
- 1.2 This resolution is attached to, but does not form part of, Somerset Regional Council’s planning schemes (the “planning schemes”) for the Somerset Region and the former Esk and Kilcoy Shires.
- 1.3 This resolution is structured as follows:

Section/ Attachment #	Name	Function
1.0	Introduction	Background, legal authorisation and timing, applicable areas and types of development that trigger charges calculation, definitions of relevant terms.
2.0	Adopted Charge	Details types of development that attract adopted charges, identifies adopted charges, and network apportionments.
3.0	Discounts	Identifies the discounts that will be taken into account in the calculation of a levied charge.
4.0	Calculation of the Levied Charge	Identifies method by which the levied charge will be calculated.
5.0	Payment Triggers	Identifies when a levied charge needs to be paid.
6.0	Automatic Increase Provision for Levied Charges	Identifies how a Levied Charge is to be increased to the date it is paid.
7.0	Conversion Applications	Identifies Council’s requirements for making a conversion application and the process of assessing and deciding the conversion application.
8.0	Offsets and Refunds for Trunk Infrastructure	Identifies method for determining the establishment cost of trunk infrastructure, the process for reconciling an offset or refund, and the timing of refunds.
9.0	Adopted Charges Reductions for Eligible Community Organisations	Identifies eligible community organisations that may be eligible for a reduction in levied charges and the process for calculating the reduction.
Attachment 1	Definitions of Trunk Infrastructure	Identifies definitions for trunk infrastructure networks used to assess conversion applications.
Attachment 2	Methodology for determining the Final Contract Value for Trunk Infrastructure Works	Outlines the default methodology for determining the establishment cost of trunk infrastructure works.
Attachment 3	Breakup Agreement	Outlines the charges breakup between Council and the Distributor-Retailer (Urban Utilities).

- 1.4 This resolution seeks to implement the requirements of the *Planning Act 2016*. The resolution has effect on and from **20 November 2023**.

- 1.5 This resolution adopts a charge (each an “adopted charge”) for particular development that is equal to or less than the maximum adopted charge prescribed within the *Planning Regulation 2017*. **Table 1(A), 1(B) and 1(C)** identify the relationship between the planning scheme use types and classes of development to which the adopted charges apply.
- 1.6 This resolution covers all of the local government area.
- 1.7 The Priority infrastructure area (“PIA”) identifies the areas which are prioritised to accommodate urban growth up to 2026 to ensure the efficient delivery of infrastructure, and is identified in the Local government infrastructure plan.
- 1.8 Trunk infrastructure items for the transport, public parks and community lands, and stormwater networks are identified in the Local government infrastructure plan and are described in Attachment 1.

The desired standards of service, plans for trunk infrastructure, and establishment costs of trunk infrastructure for the transport, public parks and community lands, and stormwater networks are identified within the Local government infrastructure plan.

- 1.9 Under the *Planning Act 2016*, an adopted charge may be levied for the trunk infrastructure that is planned to serve the premises on which development is undertaken.

The types of development that may trigger the levying of an adopted charge under this charges resolution are –

- (a) reconfiguring a lot; and
- (b) material change of use of premises; and
- (c) building work.

- 1.10 Interpretation

In this resolution:

adopted charge means the charge to be applied for the purpose of calculating the levied charge as stated in section 2.0. (Adopted charge).

bedroom for purposes of determining the charge for Accommodation (short term) and Accommodation (long term) is that part of a room containing a bed (regardless of its size), e.g. a room containing only one bed is a “bedroom” while a dormitory containing 4 separate beds is regarded as 4 “bedrooms”.

In making a determination that an Accommodation (short term) or Accommodation (long term) building falls within the category of a “1 or 2 bedroom dwelling”, the building must contain no more than 2 beds (regardless of their size) and each such building is taken to constitute a “dwelling” (Somerset Region Planning Scheme) or “dwelling unit” (Esk Shire Planning Scheme 2005 and Kilcoy Shire Council Planning Scheme 2006) for purposes of determining the applicable charge for the facility.

Charge Area A means the area within the urban footprint of the towns of Fernvale, Kilcoy, or Lowood.

Editors’ note—For example, land within the urban footprint at Woolmar or Winya is within the urban footprint of the town of Kilcoy and therefore within Charge Area A.

Charge Area B, means the area other than Charge Area A.

court area means the area of premises where the leisure, sport or recreation activity is conducted and excludes the area of the premises not used for conducting the leisure, sport or recreation activity, such as areas for spectators, office or administration, amenities or food and beverages.

discount means the assessed demand for an existing use right prior to the development application to be applied within the calculation an adopted infrastructure charge which acknowledges the existing usage of the trunk infrastructure networks by the premises and reduces the charges accordingly as stated in section 3.0 (Discounts).

distributor-retailer means the Central SEQ Distributor-retailer Authority, trading as Urban Utilities.

dwelling for purposes of determining the adopted charge for residential development has the meaning given to that term in the Somerset Region Planning Scheme.

dwelling unit for purposes of determining the adopted charge for residential development has the meaning given to that term in the respective Planning Schemes for the former Esk and Kilcoy Shires.

gross floor area (GFA) for purposes of determining Council's adopted charge has the meaning given to that term in the *Planning Regulation 2017*.

impervious area for the purposes of determining Council's adopted charge has the meaning given to that term in the *Queensland Urban Drainage Manual (QUDM)*.

infrastructure charges notice see schedule 2 (Dictionary) of the *Planning Act 2016*.

lawful use see schedule 2 (Dictionary) of the *Planning Act 2016*.

levied charge means the charge levied on an applicant through an infrastructure charges notice in accordance with section 119 of the *Planning Act 2016*, worked out by applying the provisions of this Charges Resolution.

Local government infrastructure plan (LGIP) means Part 4 and Schedule 3 of the Somerset Region Planning Scheme.

maximum adopted charge see schedule 2 (Dictionary) of the *Planning Act 2016*.

offsets relate to works and land contributions concerning trunk infrastructure that is deemed to be eligible for off-set against adopted charges.

planning scheme means the Somerset Region Planning Scheme and the former Esk and Kilcoy Shire Council Planning Schemes.

producer price index (PPI) means the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge Construction index for Queensland published by the Australian Bureau of Statistics.

3-yearly PPI index average is defined in section 114 of the *Planning Act 2016* and means the PPI adjusted according to the 3-year moving average quarterly percentage change between financial quarters.

schedule of works means the schedule of works for existing and future trunk infrastructure as identified in Local government infrastructure plan.

suite means a single room or a set of connecting rooms that can operate as a single occupancy or single tenancy.

urban footprint has the meaning given to SEQ Urban Footprint as defined in the *Planning Regulation 2017*.

Table 1(A) Former Esk Shire Planning scheme use types to which adopted charges apply	
Planning scheme use types	Classes of development to which adopted charges apply
House, Multiple Dwelling, (unit, duplex, apartment), Caretaker's Residence	Residential
Hotel (residential components), Motel, Caravan Park, Host Home Accommodation	Accommodation (Short term)
Caravan Park, Multiple Dwelling (retirement village, nursing home, aged care accommodation, hostel)	Accommodation (Long term)
Community Facilities (Church)	Places of Assembly
Commercial Premises (showrooms, produce stores, retail warehouses), Plant Nursery, Warehouse	Commercial (Bulk goods)
Commercial Premises (shops, restaurants, take away food premises, kiosk), Service Station	Commercial (Retail)
Commercial Premises (offices)	Commercial (Office)
Community Facilities (education uses)	Educational Facility
Hotel (non residential component), Indoor Entertainment (entertainment facilities)	Entertainment
Indoor Entertainment (sporting facilities)	Indoor Sport and Recreation
Low & Medium Impact Industries, Transport Depot	Other Industry
High Impact Industry	High Impact Industry
Agriculture, Animal Husbandry, Forestry, Stable	Low Impact Rural
Aquaculture, Intensive Animal Husbandry, Cattery, Kennel	High Impact Rural
Commercial Premises (veterinary establishments), Community Facilities (hospital, ambulance, fire brigade, police stations & emergency services)	Essential Services
Extractive Industry, Outdoor Entertainment, Rural Industry, Utilities-local, Utilities- public	Specialised uses
Home Based Business, Advertising Sign, Relatives Apartment	Minor uses

Table 1(B) Former Kilcoy Shire Planning scheme use types to which adopted charges apply	
Planning scheme use types	Classes of development to which adopted charges apply
Caretaker's Residence, Dwelling House, Residential Premises (accommodation unit, apartment, duplex, dwelling house, multiple dwelling house, townhouse)	Residential
Residential Premises (Motel, Commercial Facilities (hotel residential component), Holiday Cabin Development, Host Premises	Accommodation (Short term)
Caravan Park, Residential Premises (hostel, boarding house)	Accommodation (Long term)
Commercial Facilities (Licensed Club, Reception Rooms), Community Activities (social, cultural, religious and community services)	Places of Assembly
Commercial Facilities (bulk store, warehouse, car hire premises, showroom), Plant Nursery	Commercial (Bulk goods)
Commercial Facilities (laundry, markets, shop, shopping centre, supermarket) Local Store, Refreshment Premises, Service Station	Commercial (Retail)
Commercial Facilities (office)	Commercial (Office)
Community Activities (educational services), Child Care Centre	Educational Facility
Commercial Facilities (hotel), Indoor Entertainment	Entertainment
Recreational Use (indoor)	Indoor Sport and Recreation
Low Impact Industry, Medium Impact Industry, Service Industry	Other Industry
High Impact Industry	High Impact Industry
Agriculture, Animal Husbandry, Stable	Low Impact Rural
Intensive Rural Use, Cattery, Kennel	High Impact Rural
Commercial Facilities (medical centre), Community Activities (hospital, ambulance, fire brigade, police stations and emergency services and the like), Public Utility, Veterinary Premises	Essential Services
Extractive Industry, Tourist Attraction, Recreational Use (outdoor), Rural Industry	Specialised uses
Home Business, Relatives Apartment	Minor uses

Table 1(C) Somerset Region Planning scheme use types to which adopted charges apply	
Planning scheme use types	Classes of development to which adopted charges apply
Caretaker's accommodation, Dual occupancy, Dwelling house, Dwelling unit, Multiple dwelling	Residential
Hotel (accommodation components), Nature based tourism (accommodation components), Party house, Resort complex (accommodation components), Short-term accommodation, Tourist park	Accommodation (Short term)
Community residence, Relocatable home park, Retirement facility, Rooming accommodation	Accommodation (Long term)
Club, Community use, Function facility, Funeral parlour, Place of worship	Places of Assembly
Agricultural supplies store, Bulk landscape supplies, Garden centre, Hardware and trade supplies, Outdoor sales, Showroom	Commercial (Bulk goods)
Adult store, Car wash, Food and drink outlet, Service industry, Service station, Shop, Shopping centre	Commercial (Retail)
Office, Sales office	Commercial (Office)
Childcare centre, Community care centre, Educational establishment	Educational Facility
Bar, Brothel, Hotel (other than accommodation component), Nightclub entertainment facility, Resort complex (other than accommodation component), Theatre	Entertainment
Indoor sport and recreation	Indoor Sport and Recreation
Low impact industry, Marine industry, Medium impact industry, Research and technology industry, Rural industry, Transport depot, Warehouse	Other Industry
High impact industry, Special industry	High Impact Industry
Animal husbandry, Cropping, Permanent plantation, Wind farm	Low Impact Rural
Animal keeping (for a cattery or kennel), Aquaculture, Intensive animal industry, Intensive horticulture, Wholesale nursery, Winery	High Impact Rural
Detention facility, Emergency services, Health care services, Hospital, Residential care facility, Substation, Veterinary services	Essential Services

Air services, Animal keeping (other than for cattery or kennel), Crematorium, Environment facility, Extractive industry, Major electricity infrastructure, Major sport, recreation and entertainment facility, Motorsport facility, Nature based tourism (other than accommodation component), Non-resident workers accommodation, Outdoor sport and recreation, Outstation, Parking station, Port service, Renewable energy facility, Rural workers accommodation, Tourist attraction, Utility installation	Specialised uses
Cemetery, Home based business, Landing, Market, Park, Roadside stall, Telecommunications facility, Temporary use	Minor uses

2.0 Adopted Charge

- 2.1 **Table 2** identifies Council's adopted charges for stormwater, public parks and community land, and transport networks for each of the types of development that may trigger the levying of an adopted charge under this charges resolution.
- 2.1A This resolution adopts different charges within different parts of the local government area (each a charge area) for some charge categories. Table 2 identifies where the adopted charges vary by charge area.
- 2.2 The distributor-retailer may levy adopted charges for the water supply and sewerage networks under the distributor-retailer's Netserv Plan. The proportional allocation of the maximum adopted charges under the *Planning Regulation 2017* between Council and the distributor-retailer (the charges break-up) is specified in Attachment 3.
- 2.3 Reconfiguring a lot
 - 2.3.1 For the purpose of determining a charge for Reconfiguring a Lot, each lot within a Town Zone (Residential Precinct), Town Zone (Park Residential Precinct), Village Zone, Park Residential Zone, Residential Zone, General Residential Zone, General Residential Zone (Park Residential Precinct), Township Zone, Rural Residential Zone, and each lot approved for residential purposes in an Emerging Community Zone or Rural Zone (other than a lot which is intended to be transferred to Council, the distributor-retailer, or the Crown for community purposes), is taken to be equivalent to residential development for a 3 or more bedroom dwelling.
- 2.4 Secondary dwelling
 - 2.4.1 Development that is for a secondary dwelling will not be levied an adopted charge.
- 2.5 Specialised and undefined uses
 - 2.5.1 Upon receiving a development application for a specialised use or an undefined use, Council will determine the most appropriate equivalent use charging category from **Table 1(A)**, **1(B)**, and **1(C)** to apply to the development to calculate the adopted charge in accordance with **Table 2**.
- 2.6 Stormwater network
 - 2.6.1 An adopted charge for the stormwater network will only apply to land within the Urban Footprint.
- 2.7 Public parks and community land network
 - 2.7.1 An adopted charge for the public parks and community land network will not apply to land within the Remainder of shire public parks and community land catchment (PPCL6) as shown on the Local government infrastructure plan maps.
- 2.8 Maximum adopted charge (2023-2024 Financial Year)
 - 2.8.1 At the time of adopting this charges resolution, the Queensland Government had not amended the prescribed amount within Schedule 16 of the *Planning Regulation 2017* and as such the maximum adopted charge is to be worked out using the method in section 112(2)(b)(ii) of the *Planning Act 2016*.
 - 2.8.2 The maximum adopted charge shown in Table 2 is worked out using the 3-yearly moving average quarterly percentage increase in the PPI, and applies unless and until Schedule 16 of the *Planning Regulation 2017* is amended with new prescribed amounts for 2023-2024 Financial Year.

Table 2: Adopted Charges

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Maximum adopted charge as at 1 July 2023		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Residential uses	\$22,976.64	each dwelling with 2 or less bedrooms	Charge Area A	\$3,532.00	\$5,332.00	\$3,733.00	each dwelling with 2 or less bedrooms
Residential uses	\$22,976.64	each dwelling with 2 or less bedrooms	Charge Area B	\$2,353.00	\$3,552.00	\$2,487.00	each dwelling with 2 or less bedrooms
Residential uses	\$32,167.29	each dwelling with 3 or more bedrooms	Charge Area A	\$4,442.00	\$6,707.00	\$4,696.00	each dwelling with 3 or more bedrooms
Residential uses	\$32,167.29	each dwelling with 3 or more bedrooms	Charge Area B	\$2,353.00	\$3,552.00	\$2,487.00	each dwelling with 3 or more bedrooms
Accommodation (short-term)	\$11,488.27	each group of 2 sites or less	All Charge Areas	\$233.00	\$0.00	\$820.00	per site
Accommodation (short-term)	\$16,083.54	each group of 3 sites	All Charge Areas	\$233.00	\$0.00	\$820.00	per site
Accommodation (short-term)	\$11,488.27	each cabin with 2 or less bedrooms	All Charge Areas	\$233.00	\$0.00	\$820.00	per site
Accommodation (short-term)	\$16,083.54	each cabin with 3 or more bedrooms	All Charge Areas	\$233.00	\$0.00	\$820.00	per site
Accommodation (short-term)	\$11,488.27	each suite with 2 or less bedrooms	All Charge Areas	\$233.00	\$0.00	\$820.00	each suite with 2 or less bedrooms
Accommodation (short-term)	\$16,083.54	each suite with 3 or more bedrooms	All Charge Areas	\$233.00	\$0.00	\$820.00	each suite with 3 or more bedrooms

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Maximum adopted charge as at 1 July 2023		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Accommodation (short-term)	\$11,488.27	each bedroom that is not part of a suite	All Charge Areas	\$233.00	\$0.00	\$820.00	each bedroom that is not part of a suite
Accommodation (long-term)	\$22,976.64	each relocatable dwelling site for 2 or less bedrooms	Charge Area A	\$3,532.00	\$5,332.00	\$3,733.00	each relocatable dwelling site for 2 or less bedrooms
Accommodation (long-term)	\$22,976.64	each relocatable dwelling site for 2 or less bedrooms	Charge Area B	\$2,353.00	\$3,552.00	\$2,487.00	each relocatable dwelling site for 2 or less bedrooms
Accommodation (long-term)	\$32,167.29	each relocatable dwelling site for 3 or more bedrooms	Charge Area A	\$4,442.00	\$6,707.00	\$4,696.00	each relocatable dwelling site for 3 or more bedrooms
Accommodation (long-term)	\$32,167.29	each relocatable dwelling site for 3 or more bedrooms	Charge Area B	\$2,353.00	\$3,552.00	\$2,487.00	each relocatable dwelling site for 3 or more bedrooms
Accommodation (long-term)	\$22,976.64	each suite with 2 or less bedrooms	All Charge Areas	\$233.00	\$2,487.00	\$2,487.00	each suite with 2 or less bedrooms
Accommodation (long-term)	\$32,167.29	each suite with 3 or more bedrooms	All Charge Areas	\$233.00	\$2,487.00	\$2,487.00	each suite with 3 or more bedrooms
Accommodation (long-term)	\$22,976.64	each bedroom that is not part of a suite	All Charge Areas	\$233.00	\$2,487.00	\$2,487.00	each bedroom that is not part of a suite

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Maximum adopted charge as at 1 July 2023		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Places of assembly	\$80.47	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$42.26	each square metre of gross floor area
Places of assembly	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (bulk goods)	\$160.84	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$52.82	each square metre of gross floor area
Commercial (bulk goods)	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (retail)	\$206.79	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$52.82	each square metre of gross floor area
Commercial (retail)	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (office)	\$160.84	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$12.89	each square metre of gross floor area
Commercial (office)	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Maximum adopted charge as at 1 July 2023		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Educational facility	\$160.84	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$52.82	each square metre of gross floor area
Educational facility	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Entertainment	\$229.71	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$52.82	each square metre of gross floor area
Entertainment	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Indoor sport and recreation	\$229.71	each square metre of gross floor area, other than court areas	All Charge Areas	\$0.00	\$0.00	\$28.95	each square metre of gross floor area, other than court areas
Indoor sport and recreation	\$22.92	each square metre of gross floor area that is court area	All Charge Areas	\$0.00	\$0.00	\$17.19	each square metre of gross floor area that is court area
Indoor sport and recreation	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
High impact or special industry	\$80.47	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$17.53	each square metre of gross floor area

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Maximum adopted charge as at 1 July 2023		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
High impact or special industry	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Other industry	\$57.44	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$17.53	each square metre of gross floor area
Other industry	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
High impact rural	\$22.92	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$7.92	each square metre of gross floor area
Low impact rural	Nil	Not applicable	All Charge Areas	No adopted charge	No adopted charge	No adopted charge	Not applicable
Essential services	\$160.84	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$12.89	each square metre of gross floor area
Essential services	\$11.49	each square metre impervious to stormwater	All Charge Areas	\$11.48	\$0.00	\$0.00	each square metre impervious to stormwater
Minor uses	Nil	Not applicable	All Charge Areas	No adopted charge	No adopted charge	No adopted charge	Not applicable
Other uses	Refer to specialised uses and undefined uses						

3.0 Discounts

- 3.1 In accordance with section 120 of the *Planning Act 2016*, a levied charge may be only for additional demand placed upon trunk infrastructure that will be generated by the development. Council has set out the discounts that may be applied for charges calculated in **Table 2**, based on the higher value of:
- (a) Where an adopted charge has been paid for the development of the premises, the adopted charge paid; or
 - (b) Where the premises is subject to an existing lawful use or a past existing lawful use for which evidence can be provided, the adopted charge based on the existing or past existing lawful use of the premises on which the development is to be carried out; or
 - (c) For residential lots, where no premises have been lawfully constructed or vacant land exists, the adopted charge for each of the lots to which the development relates (to the equivalent of the charge for a 3 or more bedroom dwelling); or
 - (d) Where an infrastructure contribution was provided for the development of the premises under previous infrastructure charging policies, the charge paid at the time of payment subject to indexation¹ and evidence of payment made.
- 3.2 Discounts in Section 3.1 (a) – (c) will be calculated in the same manner in which the relevant demand and charge is calculated under Section 4.0. To avoid doubt, Council is only charging for the additional demand caused by the proposed development.
- 3.3 A discount calculated under Section 3.1 and Section 3.2 will not be higher than the required adopted charge. To avoid doubt, surplus discounts, if any, will not be refunded.
- 3.4 Despite Section 3.3, Council may in its absolute discretion, enter into an infrastructure agreement to attach any surplus discounts to the land and these discounts may be offset against any future required infrastructure charge.
- 3.5 Any discount calculated in accordance with Section 3.1 – 3.4 is to be allocated to the trunk infrastructure network to which the discount was accrued, unless otherwise determined under a separate infrastructure agreement between Council and the applicant.
- 3.6 No discount will be applied in those instances where the right to establish the use has been secured but the use has not been established, or the existing use does not actually place a demand on the network for which credit is sought. The only exception to this is in relation to residential lots on which no dwelling unit has been constructed. In such exceptional cases, a demand credit equivalent to a three bedroom dwelling for each lot that is proposed to be further developed will be allowed as in accordance with Section 3.1(c).

¹ To be calculated by indexing the infrastructure contributions previously paid based on the difference between the Producer Price Index (PPI) applicable at the time the infrastructure contribution was paid, and the PPI Index applicable at the time this resolution took effect, adjusted by reference to the 3-yearly PPI Index average.

4.0 Calculation of the Levied Charge

- 4.1 The following steps identify the process to calculate the levied charge for a development application:

Step 1 Determine the definition of the proposed development based upon the translation of Planning Scheme land use types – refer to **Table 1(A), 1(B)** and **1(C)**.

Step 2 Determine the development demand unit (e.g. m² GFA) and associated charge rate (i.e. \$/ demand unit) that may be levied for the proposed development – refer to **Table 2**.

Should the area within which the site is located not be serviced, or is not planned to be serviced by a particular network(s) then such separate components of the charge shall be deducted from the total adopted charge payable.

Step 3 Determine any existing discount amount for each trunk infrastructure network currently servicing the premises as stated in Section 3.0

Step 4 Calculate the charge to be levied by subtracting the applicable discount amount from the proposed development charge amount for each trunk infrastructure network (in monetary value).

- 4.2 A development proposal that includes more than one use (mixed use development) may involve uses or development with different assessable demands under Table 2. The following rules will apply to the calculation of the demand and associated charge for a mixed use development:

- (a) if more than one use is proposed to occur in any given area the subject of the approval, the levied charge will be the sum of the individual charge for each use calculated in accordance with Table 2; and
- (b) if an approved development includes an area which is common to two or more uses identified in Table 2, the assessable demand for the common area will be based on the use or development with the highest charge amount.

- 4.3 If an adopted charge is intended to be levied pursuant to a building works approval and the building may be used for more than one use under Table 2, the levied charge will be the sum of the individual adopted charge for each use calculated in accordance with Table 2.

- 4.4 Where an adopted charge is levied on a building works approval extra care must be taken to ensure discounts are properly considered and that only the unanticipated impacts of the use are reasonably captured by the charge.

5.0 Payment Triggers

This section states when a levied charge is to be paid.

5.1 A levied charge is payable at the following time:

- (a) if the charge applies to reconfiguring a lot– when the local government approves the plan of subdivision for the reconfiguration;
- (b) if the charge applies to a material change of use – when the change happens;
- (c) if the charge applied to building work – when at the time specified for the giving of the following:
 - i. a final inspection certificate for a single detached class 1a building or a class 10 building or structure;
 - ii. a certificate of occupancy for a building or structure of another class;
- (d) if paragraphs (a), (b) and (c) do not apply, on the day stated in the infrastructure charges notice.

6.0 Automatic increase provision for levied charges

- 6.1 A levied charge is to be increased by the difference between the producer price index (PPI) applicable at the time the charge was levied, and the producer price index applicable at the time of payment of the levied charge², adjusted by reference to the 3-yearly PPI Index Average³.
- 6.2 The amount of the levied charge increase in accordance with section 6.1 is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.
- 6.3 If the levied charge is increased in accordance with sections 6.1 and 6.2, the levied charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

² To be clear, the charge to be paid is the greater of the charge as levied by Council and the levied charge indexed using the Producer Price Index (adjusted by reference to the 3-yearly PPI Index Average) for the period starting on the day the charge is levied and ending on the day the charge is paid.

³ 3-yearly PPI index average is defined in section 114 of the *Planning Act 2016* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

7.0 Conversion Applications

7.1 Purpose

7.1.1 This section applies where:

- a) A condition of a development approval under section 145 of PA requires non-trunk infrastructure to be provided; and
- b) The construction of the non-trunk infrastructure has not started; and
- c) The applicant for the development approval is seeking to apply to Council to convert the non-trunk infrastructure to trunk infrastructure (a conversion application).

7.1.2 Council's requirements for making an application and the process of assessing and deciding the conversion application is identified below.

7.2 Process for making a conversion application

7.2.1 A conversion application must:

- a) be in writing;
- b) be accompanied by the completed Council prescribed form for conversion applications (if applicable);
- c) relate to non-trunk infrastructure conditioned under section 145 of PA;
- d) be lodged with Council before construction of the relevant non-trunk infrastructure commences;
- e) be accompanied by supporting information including:
 - (i) Details of the relevant development approval including application number, property address and real property description;
 - (ii) The applicant's contact details;
 - (iii) The relevant condition(s) for non-trunk infrastructure imposed to which the conversion application relates;
 - (iv) A written statement that construction of the infrastructure had not commenced prior to the making of the conversion application;
 - (v) A description of the circumstances giving rise to the conversion application including supporting commentary and rationale that addresses Council's trunk infrastructure criteria;
 - (vi) Other relevant supporting information where available including:
 - Engineering estimates of works;
 - Preliminary design plans;
 - Network servicing analysis.
 - Details of special considerations (e.g. geographical context).

7.3 Assessing and deciding a conversion application

7.3.1 The process of assessing and deciding a conversion application is as follows:

- a) Council will assess the application having regard to its trunk infrastructure criteria (outlined below);
- b) Council must consider and decide the application within the required period being 30 business days after:
 - (i) Generally – the making of the application; or
 - (ii) If an information requirement is made – the requirement is complied with.
- c) Before making its decision, Council may give notice to the applicant requiring additional information for making the decision.
- d) The notice must detail:
 - (i) The information required;
 - (ii) A period of at least 10 business days for giving the information;
 - (iii) That the application will lapse if the applicant does not comply with the notice within the specified period, or any later period as agreed between Council and the applicant within the specified period.
- e) Council must, as soon as practicable after deciding the conversion application, give the applicant notice of its decision.
- f) If the decision is to convert the non-trunk infrastructure to trunk infrastructure, the notice

- must state whether an offset or refund applies and if so, the details of an offset or refund.
- g) If the decision is to not convert the non-trunk infrastructure to trunk infrastructure, the notice must be an information notice that states:
- (i) The decision and the reasons for it;
 - (ii) That its recipient may appeal against the decision; and
 - (iii) How the recipient may appeal.

7.4 Effect of conversion

- 7.4.1 If Council's decision is to convert the non-trunk infrastructure to trunk infrastructure:
- a) the condition of the relevant development approval requiring non-trunk infrastructure to be provided no longer has effect;
 - b) Council may, within 20 business days after making the decision, amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure; and
 - c) if the necessary infrastructure condition is imposed, Council will, within 10 business days after imposing the condition, give an infrastructure charges notice or amend, by notice to the applicant, any existing infrastructure charges notice for the development approval for the purposes of determining offset or refund requirements.

7.5 Trunk infrastructure criteria

- 7.5.1 The identified trunk infrastructure criteria for deciding whether or not to convert non-trunk infrastructure to trunk infrastructure are the following:
- 1. The infrastructure is consistent with Council's Desired Standards of Service (DSS); and
 - 2. The infrastructure is identified in Council's plans for trunk infrastructure and schedule of works but is required in a different geographical location; or
 - 3. The infrastructure is consistent with Council's **Definitions of trunk infrastructure** identified in Attachment 1; or
 - 4. For infrastructure that is not consistent with Council's definitions of trunk infrastructure, the infrastructure is consistent with all of the following **trunk infrastructure principles**:
 - a) Facilitates development of other premises by enabling increased development or overcoming deficiencies in service through its provision; and
 - b) Reduces or eliminates unnecessary and interim staged infrastructure; and
 - c) Provides a critical shared link between multiple development sites and the defined and mapped trunk network; and
 - d) Would have been identified as 'trunk' infrastructure had the ultimate demand and development pattern been known in more detail at the time of developing the infrastructure plan; and
 - e) The type, size and location of the infrastructure is the *most cost effective option* for servicing multiple users in the area. The most effective option means the least cost option based upon the life cycle cost of the infrastructure required to service existing and future development in the area at the desired standards of service.

8.0 Offsets and Refunds for Trunk Infrastructure

8.1 Application of an offset and refund

- 8.1.1 Unless otherwise provided for in an infrastructure agreement, this section applies where:
- a) a development application has been conditioned to provide necessary trunk infrastructure; or
 - b) non-trunk infrastructure has been converted to trunk infrastructure through a conversion application; and
 - c) an adopted charge applies to the development.
- 8.1.2 Where the establishment cost for the trunk infrastructure is equal to or less than the levied charge, the cost will be offset against the levied charges (an **offset**).
- 8.1.3 Where the establishment cost for the trunk infrastructure is more than the levied charge and the trunk infrastructure has been provided:
- a) there is no amount payable for the development approval; and
 - b) Council will provide a refund to the applicant for the difference between the establishment cost of the trunk infrastructure and the levied charge (a **refund**), in accordance with the provisions of this charges resolution.
- 8.1.4 The value, timing and reconciliation of payments may also be managed by an infrastructure agreement which may further specify or alter the provisions in this resolution including for staged development.

8.2 Determining the establishment cost of trunk infrastructure

- 8.2.1 The Infrastructure Charges Notice for a development approval may specify an establishment cost for trunk infrastructure that is the subject of a necessary trunk infrastructure condition.
- 8.2.2 The establishment cost in the Infrastructure Charges Notice is an indicative preliminary establishment cost only and will not be used as the basis for determining the value of an offset or refund unless agreed to under clause 8.2.6.
- 8.2.3 The establishment cost for trunk infrastructure works will be recalculated following detailed design and quantification of trunk infrastructure requirements to determine the Final Contract Value, in accordance with the processes outlined in Attachment2.
- 8.2.4 The establishment cost for trunk infrastructure that is land will be recalculated following confirmation of the land area to be dedicated based on the Council's nominal planned value of land identified in Table 3. The land value is to be indexed in line with the 3-yearly PPI Index Average, from the June 2014 to the date the levied charge becomes payable.
- 8.2.5 A final determination of whether a refund applies can only be made upon confirmation of the Final Contract Value and/or Land Value (as applicable).
- 8.2.6 Despite Clauses 8.2.3 to 8.2.5 Council, at its absolute discretion, may agree with the applicant to use an alternative establishment cost as the basis for determining the value of an offset or refund (**Agreed Value**). The agreed value may be specified in an ICN, Negotiated ICN, or Infrastructure Agreement.

Table 3 – Land Values

Location	Land Value \$/m² (June 2014)
Fernvale	\$63
Esk	\$38
Banks Creek	\$13
Lowood	\$63
Vernor	\$13
Toogoolawah	\$38
Coominya	\$13
Somerset Dam	\$38
Moore	\$13
Minden	\$13
Glamorgan Vale	\$13
Borallon	\$13
Wivenhoe Pocket	\$13
Colinton	\$13
Linville	\$13
Ottaba	\$13
Harlin	\$13
Woolmar	\$38
Kilcoy	\$38
Sheep Station Creek	\$38
Jimna	\$13
Winya	\$38

8.3 Reconciliation an offset or refund

8.3.1 An applicant entitled to an offset or refund for the trunk infrastructure contribution is to give to Council a notice in the prescribed form which states:

- a) The date the fully completed trunk infrastructure was accepted 'On Maintenance'; or
- b) The date Council accepted an Uncompleted Works Deed for uncompleted works.

8.3.2 Council will as soon as reasonably practicable after receiving a notice under section 8.3.1 confirm if the establishment cost is:

- a) For an offset, less than the levied charge; or
- b) For a refund, greater than the levied charge.

8.3.3 For the purposes of determining if an offset or refund applies, the levied charge is to be indexed from the date it was levied to date that the establishment cost was determined by Council, using the 3-yearly PPI Index average.

8.3.4 If an offset applies, Council is to set off the establishment cost against the levied charge when the levied charge stated in the infrastructure charges notice is payable.

8.3.5 If a refund applies, Council is to:

- a) determine the value of the refund by subtracting the levied charge⁴ from the establishment cost; and

⁴ Indexed from the date it was levied to date that the establishment cost of the trunk infrastructure was confirmed by Council using the 3-yearly PPI Index average.

- b) give the refund to the applicant.

- 8.3.6 Council has adopted a policy position in relation to the form of the refund to be given to the applicant. Council's policy position is that the refund will be provided as either an:
- a) Infrastructure demand credit, in the first instance and where agreed to with the applicant; or
 - b) Cash payment refund.

8.4 Infrastructure demand credits

- 8.4.1 In the first instance, Council will seek to provide a refund in the form of an Infrastructure demand credit through written agreement with the applicant. The following methods for assigning the demand credits will be applied in order of preference:

- a) Where future stages are to be developed under the approval and the future stages will be subject to a levied charge; the refund is to be held as a demand credit on the land that is the subject of the future stages of development;
- b) Where (a) does not apply, and the applicant or related entities of the applicant hold development approvals over other land in the Local Government Area that will be subject to a levied charge, the refund is to be held as a credit against the parcels of land the subject of the development approval(s);
- c) Where (a) or (b) do not apply and the applicant or related entities of the applicant:
 - (i) have development applications currently being assessed by Council in the Local Government Area that, if approved, would be subject to a levied charge; and
 - (ii) is the current owner of the land;

the refund is to be held as a credit against the land that is the subject of the development applications upon the application(s) being approved.

- 8.4.2 Demand credits are determined by dividing the monetary value of the refund by the total adopted charge rate for a 3-bedroom dwelling (for applicable networks only) in the charge area in which the demand credits are to be assigned. The value of one demand credit is the total adopted charge (for applicable networks) for a 3-bedroom dwelling in the charge area in which the credit is assigned.

Example:

- A refund of \$100,000 has been calculated for an approved development in the Esk Township.
- The refund is to be held on the land to be used in future stages of the same development.
- The adopted charge for a 3-bedroom dwelling in the Esk Township is \$5,085 (for Council networks).
- The demand credit is 19.6 3-bedroom dwellings equivalent in the Esk Township ($\$100,000 / \$5,085$) for Council networks.

- 8.4.3 Claiming Demand Credit – The demand credits calculated in 8.4.2 are to be multiplied by the current adopted charge rate for a 3-bedroom dwelling in the charge area in which the demand credit was assigned. This amount can be used to reduce the amount of the levied charge that is payable for other development that is subject to the agreement.

8.5 Section not used

8.6 Infrastructure Agreements

- 8.6.1 Council, at its absolute discretion, may enter into an Infrastructure Agreement where alternatives to the above processes are being sought by an applicant or to address other matters including (but not limited to):
- the method for determining the establishment cost of trunk infrastructure;

- the required charges or trunk infrastructure to be contributed for each component or hierarchy of the network;
- the timing of payment of levied charges;
- the nature and timing of offsets and refunds;
- the nature of any security to be lodged and the details of the use and release of such security;
- details of the trunk infrastructure to be provided and the provision program;
- details of the responsible entity for the funding, design and construction of the trunk infrastructure including land acquisition (if applicable);
- Limited novation, assignment and rescission provisions to allow an alternate party to construct the same trunk infrastructure detailed in the agreement;
- Provisions for unforeseen delays and redundancy provisions where a development approval and trunk infrastructure construction activities are held in abeyance;
- Any other details considered appropriate by the Council.

9.0 Adopted Charges Reductions for Eligible Community Organisations

9.1 What are eligible community organisations

9.1.1 The following community organisations are eligible community organisations:

- (a) a charitable organisation which is a charitable not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission or Fair Trading Queensland and uses a volunteer or paid workforce;

Examples of a charitable organisation – Meals on Wheels, Australian Red Cross

- (b) a community-based organisation which is an incorporated not-for-profit association that relies primarily on membership fees, fundraising activities, volunteer labour and government grants;

Examples of a community-based organisation—welfare organisations, cultural organisations, indigenous organisations, environmental organisations, rescue organisations, scouts and guides, youth organisations, senior citizens clubs, public halls and men's sheds which may have a restricted liquor or gaming licence.

- (c) a sporting or recreation organisation which is an incorporated not-for-profit association that:
 - (i) is constituted to undertake a community-based sporting or recreation activity;
 - (ii) primarily relies on membership fees, games fees, fundraising activities and government grants;
 - (iii) depends mainly on unpaid volunteer labour; and
 - (iv) may have a restricted liquor or gaming licence;

Examples of a sporting or recreation organisation—Junior and senior sports clubs

- (d) a religious organisation which is recognised by the Australian Tax Office as being eligible for a charity tax concession;
- (e) a school which is recognised by the Queensland Department of Education and Training including a parents and citizens association associated with the school;
- (f) another not-for-profit organisation approved by the local government which:
 - (i) provides a service to the community; and
 - (ii) does not normally have an income stream or is otherwise able to demonstrate its status as non-profit through an external source such as the Australian Taxation Office.

9.2 Eligibility criteria

9.2.1 A charges reduction is available to eligible community organisations for developments that meet the following criteria:

- (a) There is no profit or gain by individual members of the group;
- (b) The organisations' constitution or governing documents prevent it from distributing profits or assets for the benefit of particular persons, both while it is operating and on winding up;
- (c) Profits can still be incurred, but are used to carry out the purpose of the organisation or group;
- (d) The organisation makes a vital contribution to the wider Somerset Region, through the provision of community programs and services;
- (e) The applicant is the owner or approved user (with owner consent) of the premises that are the subject of the application.

9.2.2 A charges reduction is only available for the transport, public parks and community land, and stormwater networks.

9.3 Amount of reduction

9.3.1 The amount of the eligible community organisation charges reduction is as follows:

Purpose of development	Reduction
Construct new or extended community service, sporting, or recreation facilities (including sport/recreation amenities), but not including any liquor or gaming spaces	100%
Construct new or extended educational or religious facilities	50%
Construct new or extended facilities for the consumption of liquor or gaming	30%

9.4 Timing of charges reduction

9.4.1 A charges reduction will be calculated prior to the giving of the infrastructure charges notice.

9.4.2 An approved reduction to the levied charge is to apply at the time the payment of the levied charge is required.

Attachment 1 – Definitions of Trunk Infrastructure

Network	System	Items
Stormwater management	Quantity	<ul style="list-style-type: none"> - Natural waterways - Overland flow paths/channels (natural and constructed) - Piped drainage (including pipes, culverts, manholes, inlets and outlets) Exclude items that have been included in the road network. - Detention and retention facilities <p>Trunk infrastructure excludes development infrastructure internal to a development or to connect a development to the external infrastructure network.</p>
	Quality	<ul style="list-style-type: none"> - Stormwater Quality Infrastructure Devices (SQIDs) - Gross Pollutant Traps (GPTs) - Wetlands - Riparian corridors - Bio-retention facilities - Bank stabilisation, erosion protection and revegetation <p>Trunk infrastructure excludes development infrastructure internal to a development or to connect a development to the external infrastructure network.</p>
Transport	Local government and state controlled roads (separately identified)	<ul style="list-style-type: none"> - Arterial, sub-arterial and major collector roads - State controlled roads - Associated intersections, traffic lights, lighting, bridges, culverts, kerb and channel, local road drainage, pedestrian footpaths and cycleways (within the road reserve), on road cycleways, and basic revegetation on trunk roads. <p>Trunk infrastructure excludes development infrastructure internal to a development or to connect a development to the external infrastructure network.</p>
Public parks and land for community facilities	Public parks	<ul style="list-style-type: none"> - Land, works and embellishments for local, district and local government-wide parks for formal and informal recreation and sporting purposes.
	Other community facilities	<ul style="list-style-type: none"> - Land and basic works associated with the clearing of land and connection to services

Attachment 2 – Methodology for Determining Final Contract Value for Trunk Infrastructure Works

1. Notice of Design with Operational Works

- a) Upon lodgement of the development application for Operational Works, the applicant is to provide Council a formal Notice of Trunk Infrastructure Design (the **Notice of Design**), including a plan which clearly depicts the trunk infrastructure items that is the subject of the necessary trunk infrastructure condition. The plan may be in the same format as the operational works plan; however it must clearly distinguish the trunk infrastructure from any non-trunk infrastructure.

Note: The intent of the Notice of Design process is to attain early agreement as to the scope and nature of the trunk works generally described in the Development Approval.

- b) Council will assess the Notice of Design in conjunction with the Operation Works application and will advise the applicant if Council:
 - (i) agrees; or
 - (ii) agrees with conditions, or
 - (iii) disagrees with the Applicant's Notice of Design.
- c) Once a Design Approval is given which forms part of the Operational Works Approval and Permit, the applicant may then seek to tender the construction of the trunk works.

2. Call for Tender Notification

- a) At the time that the applicant calls for public tenders for the trunk infrastructure works, a notice (a **Notice to Tender**) containing the following information is to be submitted to Council. :
 - (i) Final detailed design documents;
 - (ii) A Bill of Quantities* for the Trunk Works (no costs required) that matches the Trunk Works identified in the Operational Works Approval including the Notice of Design.
 - (iii) Notification of any prospective tenderers that the tender documents have been sent to specifically as part of the open public tender.
 - (iv) The criteria and process for tender assessment that the Applicant and the RPEQ will undergo.

***Note:** The bill of quantities should be presented as a 'separable portion' from the rest of the non-trunk (internal) development works, and in the same format it would be presented to tenderers as part of a tender process. Providing the information in this manner will ensure Council's assessment of the trunk infrastructure design, bill of quantities and costs is seamless and expedited.

3. Tender Assessment of Trunk Works

- a) In procuring the Trunk Works, the following costs can be included in the offset/refund value:
 - (i) the cost of planning and designing the work;
 - (ii) the cost of survey and site investigation for the work;
 - (iii) the cost of relocation of services which are considered necessary to deliver the works in accordance with Council standards;
 - (iv) a cost (fixed or provisional) under a construction contract for the work;
 - (v) contract administration;
 - (vi) construction/engineering supervision;
 - (vii) a portable long service leave payment for a construction contract;
 - (viii) an insurance premium for the work;

- (ix) Council's inspection fee for the commencement and end of the maintenance period for the work;
 - (x) the cost of an approval for the work;
 - (xi) any variations agreed to by Council as a result of agreed site directions including the superintendent of works and the Council officer.
- b) The following is to be excluded from the offset/refund value of the trunk works:
- (i) the cost of carrying out temporary infrastructure;
 - (ii) the cost of carrying out non-trunk infrastructure;
 - (iii) the cost of the decommissioning, removal and rehabilitation of infrastructure identified in (i) and (ii) above;
 - (iv) the part of the trunk infrastructure contribution provided by Council or a person other than the person seeking the infrastructure offset;
 - (v) a cost to the extent that GST is payable and an input tax credit can be claimed for the work;
 - (vi) the cost of carrying out relocation or rehabilitation works for existing infrastructure not directly associated with the supply of trunk works.
- c) In procuring the trunk works, the applicant is to provide to Council a Notice (**Notice of Tender Assessment**) which identifies:
- (i) the tender process conducted;
 - (ii) the tenders received including separable portions and contract values for trunk works within the bill of quantities;
 - (iii) the applicant's preferred tenderer;
 - (iv) the applicant's reason(s) for the preferred tenderer in a tender evaluation report;
 - (v) the terms of the proposed work contract;
 - (vi) a plan for each infrastructure network clearly showing the extent of the works or land for which the infrastructure offset is sought.
- d) Within 10 business days of receiving a Notice of Tender Assessment, Council is to provide a Notice confirming the Contract Value, having regard to matters outlined in this section only.

4. Reconciliation of Final Contract Value

A Reconciliation of Final Contract Value is to occur following lodgment of the earlier of:

- a) an application for 'On Maintenance' with Council for the Trunk Works; or
- b) Lodgment of an Uncompleted Works Bond.

If the Applicant has fully completed the Trunk Works and is seeking an 'On Maintenance' certificate from Council for the Trunk Works, the Applicant is to provide to Council a **Notice of Final Contract Value**. The Notice is to include the following:

- a) Copy of RPEQ Certificate(s) of Payment for each Progress Claim for the Trunk Works and any agreed variations;
- b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
- c) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above.

Within five (5) business days of Council's satisfaction that:

- 1. (a) and (b) above are consistent with the Design Approval and Notice of Tender Assessment; and
- 2. 'On Maintenance' being given by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

In certain circumstances, and at Council's full discretion, Council may accept a bond for Uncompleted Works prior to the Trunk Works being accepted as 'On Maintenance'. In this circumstance, the following will apply:

If the Applicant has **not** fully completed the Trunk Works and is seeking early Plan Sealing or compliance with Conditions from Council through the signing of an Uncompleted Works Deed, the Applicant is to provide a **Notice of Final Contract Value**. The Notice is to include the following:

- (a) Copy of an RPEQ Certificate of Payment for each Progress Claim for the Trunk Works and any agreed variations to the date of the calculation of remaining works for the purpose of the Uncompleted Works Bond;
- (b) A reasonable amount of evidence to support any claimed and agreed variations (e.g. consultant reports, weigh bills, meeting minutes with Council officers, design details etc.)
- (c) An RPEQ certified assessment in line with the quantities and costs of remaining works specified for the Trunk Works component in the Uncompleted Works Deed submitted to Council;
- (d) A consolidated Final Bill of Quantities in the same general format as was included in the Notice to Tender, but having regard for (a) and (b) above, and including the estimated amount in line with (c) above.

Within 5 business days of Council's satisfaction that:

- 1. (a) and (b) above are consistent with the Design Approval and Notice of Procurement;
and
- 2. The acceptance of an Uncompleted Works Deed by Council for the Trunk Works;

the Council is to confirm the Final Contract Value.

Attachment 3 – Breakup Agreement

[Refer to attached Breakup Agreement between Council and the Distributor-retailer Authority (Urban Utilities)]



**Queensland
Government**

Department of
Local Government and Planning

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- 2 SEP 2011

Mr Robert Bain
Chief Executive Officer
Somerset Regional Council
PO Box 117
Esk QLD 4312

Dear Mr Bain

Re: Agreement on the split of infrastructure charges

Thank you for your letter of 15 June 2011.

I wish to confirm that the Department of Local Government and Planning has noted the agreement reached between Somerset Regional Council and Queensland Urban Utilities. As a result of the agreement, the default proportional split in the draft State planning regulatory provision released on 1 July 2011 does not apply to Somerset Regional Council and Queensland Urban Utilities.

If you require any further information, please contact Ms Natalie Wilde, Director, on 3239 6370 or by email at natalie.wilde@dlgp.qld.gov.au, who will be pleased to assist.

Yours sincerely

Jack Noye
Director-General
Department of Local Government and Planning

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ABN 25 166 523 889



15th June 2011

The Hon. Paul Lucas MP
Department of Local Government & Planning
PO Box 15009
CITY EAST QLD 4002

Dear Sir

Subject: Maximum Infrastructure Charges Framework – Water and Sewerage Infrastructure Standard Charge

Our Ref: LAND USE AND PLANNING - PLANNING - Services Infrastructure -

Doc Id. 567397

Your Ref:

I advise that Somerset Regional Council officers and Queensland Urban Utilities (QUU) have agreed to the infrastructure charges as per the attached table.

Council has not formerly adopted the charges, however they are aware of the negotiated amounts. It is intended that Council will adopt the infrastructure charges at the next Council meeting on 29th June 2011.

I trust this is sufficient for your purposes.

Yours sincerely

Robert Bain

Chief Executive Officer

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Somerset - Proposed QUU Charges Under Standard Charge Regime

Residential

Type of development (Dwelling)	2011/2012			2012/2013		
	Proposed QUU Component Charge			Proposed QUU Component Charge		
	Water	Sewerage	Total	Water	Sewerage	Total
3+ Bedroom Dwelling	1,800	8,200	10,000	1,800	10,450	12,250
1-2 Bedroom Dwelling	1,300	7,700	9,000	1,300	7,700	9,000

Non-Residential - Accommodation

Type of development (Dwelling)	Proposed QUU Component Charge			Proposed QUU Component Charge		
	Water	Sewerage	Total	Water	Sewerage	Total
Short Term 3+ Bedroom Dwelling	900	4,100	5,000	900	5,225	6,125
Short Term 1-2 Bedroom Dwelling	650	3,850	4,500	650	3,850	4,500
Long Term 3+ Bedroom Dwelling	1,800	8,200	10,000	1,800	10,450	12,250
Long Term 1-2 Bedroom Dwelling	1,300	7,700	9,000	1,300	7,700	9,000

Non-Residential - Other

Type of development (m2 GFA)	Proposed QUU Component Charge			Proposed QUU Component Charge		
	Water	Sewerage	Total	Water	Sewerage	Total
Assembly	4	21	25	4	21	25
Commercial (Bulk Goods)	9	54	63	9	54	63
Commercial (Retail)	9	54	63	9	54	63
Commercial (Office)	9	54	63	9	54	63
Education	9	54	63	9	54	63
Entertainment	9	54	63	9	54	63
Indoor Sport & Rec (non-court areas)	9	54	63	9	54	63
Indoor Sport & Rec (court areas)	1	4	5	1	4	5
Industry	4	21	25	4	21	25
High Impact Industry	6	34	40	6	34	40
Low Impact Rural	0	0	0	0	0	0
High Impact Rural	NA	NA	NA	NA	NA	NA
Essential Services	4	21	25	4	21	25
Specialist Uses	individual	individual	individual	individual	individual	individual
Minor Uses	0	0	0	0	0	0

Assumed no water or sewerage connection

Appendix B



Policy Subject/Title: Opt-In Bring Your Own Device (BYOD)

Policy Number: C/040

Responsible Officer: Director Corporate and Community Services

Related Policies / Procedures: Information Security Policy

Authorised by: Somerset Regional Council

Authorised on: 15 November 2023

Amendments:

1. OBJECTIVE

To provide a guideline on the use of non-Council computing or telephony devices for Council purposes.

2. BACKGROUND

Council strives to provide a balance between a secure information management environment and ease of accessibility for end users. Allowing approved staff and contractors to use their own device as a replacement for a Council issued device for limited purposes reduces Council costs and allows greater flexibility for end users.

3. PURPOSE

The purpose of this policy is to inform staff, contractors and volunteers of their obligations when using non-Council devices for Council work purposes, and to ensure security risks and associated controls are clearly defined.

4. SCOPE

This policy applies to all staff, contractors or volunteers (collectively known as 'users') using or wanting to use a non-Council telephony device ('BYOD device') for Council work purposes or wanting to connect that device to Council networks. BYOD devices may also include other devices (eg tablets) as approved by the CEO on a case by case basis.

To remove any doubt, this opt-in policy does not affect contractual arrangements in place prior to the adoption date.

5. POLICY

- 5.1 Users must uphold Council's mission, vision and values while using a BYOD device for Council work purposes and must abide by all relevant policies as if the device were owned by Council, particularly with reference to confidentiality and information privacy.
- 5.2 Users will not be entitled to receive any additional benefit, monetary or otherwise from Council for using a BYOD device under this opt-in policy.
- 5.3 Users are responsible for backing up data on their BYOD device. Non-Council data is not to be stored or backed up on Council networks.
- 5.4 Users are required to remove all Council-related material and accounts from their BYOD device upon separation from Council.
- 5.5 The only Council services that BYOD devices are permitted to connect to are publicly accessible Council services, the Council email system, Council guest wireless network, and other Council supported Apps as approved by the CEO (E.G. Skytrust, NAB Flexi Purchase).
- 5.6 BYOD devices are required to be protected by a PIN and/or password.
- 5.7 Lost or stolen BYOD devices must be reported to Council ICT staff within 24 hours of loss.
- 5.8 In the case of a suspected security breach, Council reserves the right to do one or more of the following without notification:
 - disconnect BYOD devices from the Council network and/or disable BYOD services;

- remotely remove, modify and/or otherwise destroy all Council accounts and data from BYOD devices;

5.9 Council will not be responsible for diagnosing issues or providing technical or billing support for any BYOD device outside of work-related applications.

5.10 Approval to utilise BYOD devices will be at the discretion of the Chief Executive Officer, with specific devices proposed for use requiring the approval of the ICT Coordinator to ensure that these meet minimum security requirements.

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 15 November 2023.

Signed:

Date: 15 November 2023

Appendix C

SES Facility Projects

<u>SES Facility</u>	<u>Priority</u>	<u>Project</u>	<u>Estimate (\$k)</u>
Lowood	Very High	Expansion of building to increase training facilities and accommodate Emergency Services Cadet Unit	400
All	High	Increased localised flooding resilience from storm water	150
All	High	Improved operational areas for future operations	100
Esk, Kilcoy	High	Improved all access facilities	150
All	Med	Improved general facilities including enclosing areas, replacing deteriorated assets and renovating kitchens	200

Appendix D

ANNUAL REPORT

2022-2023



Somerset
REGIONAL COUNCIL

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HISTORY AND PROFILE

Somerset Regional Council was formed on 15 March 2008 following the amalgamation of Esk Shire and Kilcoy Shire Councils.

Somerset Regional Council has a Mayor and six Councillors who are elected by their constituents and who serve a four-year term.

This regional local government is one hour west of Brisbane and has strong agricultural, environmental, heritage and tourism values. It contains important vegetation and forest, areas of high scenic and landscape amenity and significantly, the key water catchments for south-east Queensland.

The Somerset region is home to about 25,057 people with an area of 5,382 sq km and major townships of Esk, Fernvale, Kilcoy, Lowood and Toogoolawah. Neighbouring local governments are Brisbane City, Moreton Bay, Sunshine Coast, Gympie, South Burnett, Toowoomba, Lockyer Valley and Ipswich City.

Somerset Regional Council's logo represents the region's two major dams, with the larger body of water representing Wivenhoe and the smaller body being Somerset. The overall shape of the icon with the water flowing from Somerset to Wivenhoe creates the shape of an 'S'.

The former Esk and Kilcoy Shire Councils, which were amalgamated into Somerset Regional Council, had adopted floral and fauna emblems. The continued use of these emblems is symbolic, given none of the emblems are reflected in the logo. On 19 December 2008 Council adopted the following emblems:

Floral: Weeping bottlebrush (*Callistemon viminalis*)
 Native frangipani (*Hymenosporum flavum*)

Faunal: Red deer (*Cervus elaphus*)

Deer were first introduced into Queensland in September 1873 when two stags and four hinds were released at Scrub Creek, Cressbrook Station. These deer were from Windsor Great Park and were a gift from Queen Victoria to the Acclimatisation Society of Queensland. Today, the descendants of the original release are well entrenched in the ranges of the Brisbane and Mary Valleys.

Somerset Regional Council covers the largest local government land area in south-east Queensland and has the smallest rate base. Despite the challenges, the region continues to develop in an economically, environmentally and socially sustainable way.

MAYOR'S REPORT

It is with pleasure that I present Somerset Regional Council's Annual Report for the 2022/2023 financial year and my final report as Mayor.

I am proud to be part of a team who has worked so hard for this region. We will continue to focus on supporting our community and enhancing our rural amenity and building back stronger after recent disasters.

Council has sought to contain its operating costs to maintain long term affordability and sustainability while supporting our community and small businesses when they need it most. It has been a balancing act, but Council's good financial sustainability has put our community in good stead to overcome the challenges presented to it.

We continue to look forward and innovate for our region, with the release of many visionary strategies and Masterplans this financial year. These documents will allow our communities to grow and prosper in a coordinated and inclusive way enhancing the amenity of our region as a whole.

I thank and congratulate everyone involved in representing our region so successfully and showing resilience and camaraderie when the going gets tough.

Along with my colleagues Deputy Mayor Helen Brieschke, Councillors Sean Choat, Cheryl Gaedtke, Bob Whalley, Jason Wendt and Kylee Isidro, I will always be extremely proud of the way in which we work with residents to continue to make Somerset great.

Graeme Lehmann
Somerset Regional Council Mayor

CHIEF EXECUTIVE OFFICER'S REPORT

Section 190(1) of the Local Government Regulation 2012

The year 2022-2023 has been a remarkable year for Somerset Regional Council, marked by significant strides in strategic planning, resilience, and our unwavering commitment to the betterment of our community. As we look back at the past year, we reflect on the various achievements and initiatives that have shaped our community's future.

This year, we embarked on an exciting journey with the launch of our "Economic Development Strategy: The Next Horizon." This strategic initiative represents a new beginning, setting the stage for sustainable economic growth and development in Somerset. The strategy encompasses a range of goals, including supporting local businesses, fostering entrepreneurship, and attracting investment to the region. Throughout the year, we worked tirelessly to engage with local business owners, community leaders, and various stakeholders to ensure that the strategy aligns with the aspirations of our community. This collaborative approach has been instrumental in shaping a comprehensive plan that not only looks at short-term economic gains but also focuses on long-term prosperity.

Lowood, one of the jewels in our region, has been a particular focus in the past year. The "Lowood Futures Strategy" is a comprehensive plan that envisions a brighter tomorrow for this vibrant town—inspired by the impact of the Brisbane Valley Railway line on our town with the historic Lowood Station building standing as a centrepiece, honouring the railway history that forever changed our community. This strategy is a visionary endeavour, drawing inspiration from our heritage. It envisions a future where Lowood is not just a town but a welcoming destination, embraced by a green and botanical nature, radiating a friendly vibe, and offering authentic experiences. We have actively engaged with Lowood residents, local businesses, and community organisations to ensure their aspirations are at the heart of this strategy. The plan outlines initiatives to enhance infrastructure, promote economic development, and create a more sustainable and liveable community in Lowood. By focusing on Lowood's unique needs and potential, we aim to elevate it to new heights while preserving its charm.

Our commitment to preserving and promoting Somerset's rich cultural and artistic heritage is unwavering. This year, we unveiled the "Arts, Culture, and Heritage Plan 2023-2028," a blueprint that underscores the importance of nurturing our cultural identity. The plan outlines a series of initiatives that celebrate our heritage, support local artists, and create spaces for cultural expression. Somerset has always been a place of creative energy, and this plan reaffirms our dedication to maintaining the 'Spirit of Somerset'.

Our commitment to tourism has been a driving force in recent years. Building on the success of our previous Tourism Strategy, we have extended our vision with the "Marketing Implementation Plan 2023-2025." This plan aims to attract visitors to Somerset and ensure they have a memorable experience and stay a little longer. The plan leverages digital marketing, strategic partnerships, and community involvement to promote our region's attractions. We have continued to invest in infrastructure and events that draw tourists and benefit local businesses. Somerset is a destination that offers much more than beautiful landscapes; it provides enriching experiences that resonate with visitors.

Recreation has remained a focal point for Council in the past year. We adopted master plans for the Kilcoy Indoor Sports Centre and the Fernvale Sports Park, highlighting our commitment to providing top-notch community facilities. Additionally, we witnessed the transformation of the Lowood Swimming Pool into a modern facility, leading to increased patronage with extended operating hours trialled. These developments reflect our dedication to enhancing recreational opportunities for our residents.

The Brisbane Valley Rail Trail has continued to attract more visitors to our region, and we have dedicated extensive planning to our freshly branded '20th Somerset Rail Trail Classic.' This event celebrates the trail's significance and promotes tourism in our region. It is a testament to our commitment to the continued growth of the Brisbane Valley Rail Trail.

The first half of 2022 brought with it challenging flood events impacting our region. However, I am pleased to report that our response to this disaster has been resolute and proactive. Council is pleased that all of our submissions to the Queensland Reconstruction Authority have been approved. We are well advanced in our restoration works, a testament to the diligence of our Council staff and many local contractors engaged in this massive program. Furthermore, we have successfully secured betterment funds, allowing us not only to restore what was lost but to enhance our infrastructure and increase resilience. Our recovery plan vision, "Build Back Stronger," exemplifies our commitment to ensuring that Somerset is better prepared to face future challenges, making our region even more resilient and secure.

Somerset Regional Council has received its 15th consecutive commendable report from the Queensland Audit Office (QAO). The independent audit by QAO found that Council's key financial reporting and audit deliverables had been met. This is the fifteenth consecutive unmodified audit opinion Somerset Regional Council has received from the QAO following its review of our 2022/2023 financial statements, internal control framework, and financial sustainability ratios. The QAO reported that they had identified zero issues or deficiencies with Council's internal control system, financial reporting, or other matters for the 2022/2023 financial year. This follows Somerset being one of only 17 Queensland councils to receive 100% green audit traffic lights from QAO earlier this year. Our audited financial statements confirm that after incurring an operating deficit of \$4.7 million in 2021/2022, we are back in the black for FY2023 with an operating surplus of \$0.9 million or 1.4% of annual operating revenue.

As we reflect on the year 2022-2023, we are proud of the strategic developments and initiatives that have shaped the future of Somerset. These plans, born from Council's Corporate and Operational Plan demonstrate collaboration and a shared vision for our region, reinforce our commitment to building a prosperous, vibrant, and inclusive community. This success would not have been possible without the dedication of our Council staff, the invaluable input of our Mayor and Councillors, and the active participation of our community. Together, we have achieved remarkable progress and look forward to another year of innovation, collaboration, and shared success.

Detailed information on the delivery of our Operational Plan 2022-2023 can be found in quarterly reports to Council's Ordinary Meetings, available on Council's website.

In closing, I extend my heartfelt gratitude to all those who have contributed to our collective achievements. Together, we will continue to build a Somerset that we can all be proud to call home, where the Somerset region, with its unique identity and proud heritage, is vibrant, cohesive and connected, providing the foundations for a prosperous rural lifestyle.

Andrew Johnson
Chief Executive Officer

ELECTED MEMBERS

The Somerset region is undivided for electoral purposes. Each Councillor represents the overall public interest of the region. The Mayor and Councillors are elected by all voters in Somerset. Elections were last held on 28 March 2020, with the following Councillors elected:



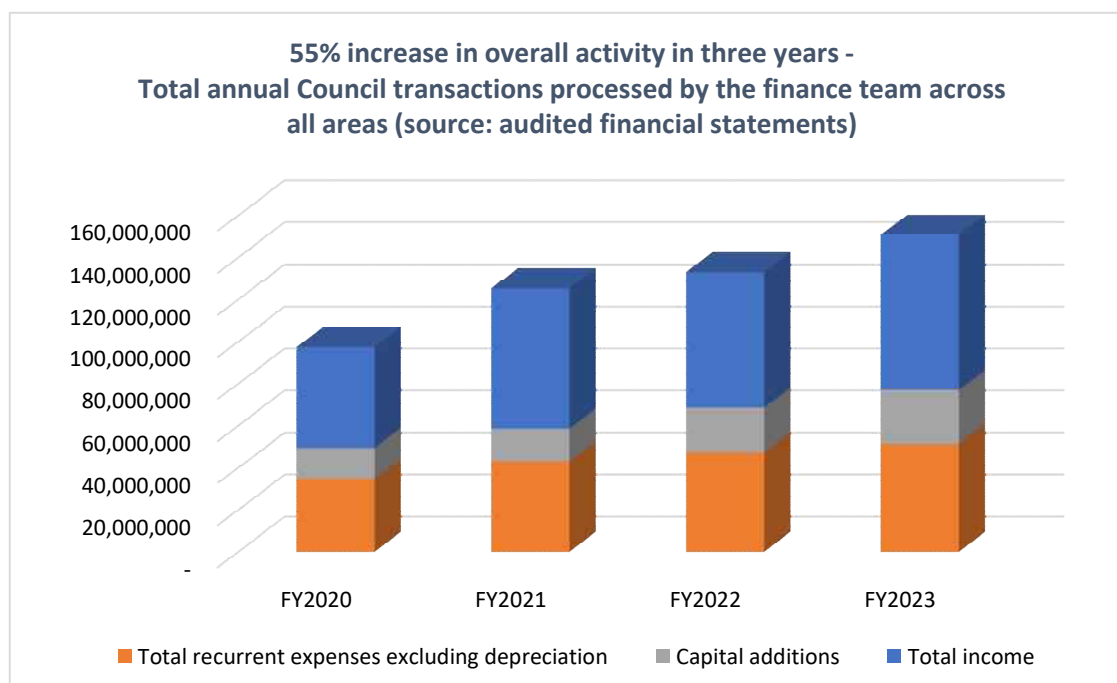
Cr Sean Choat, Cr Helen Brieschke (Deputy Mayor), Cr Graeme Lehmann (Mayor),
Cr Kylee Isidro, Cr Jason Wendt, Cr Cheryl Gaedtke, Cr Robert (Bob) Whalley.

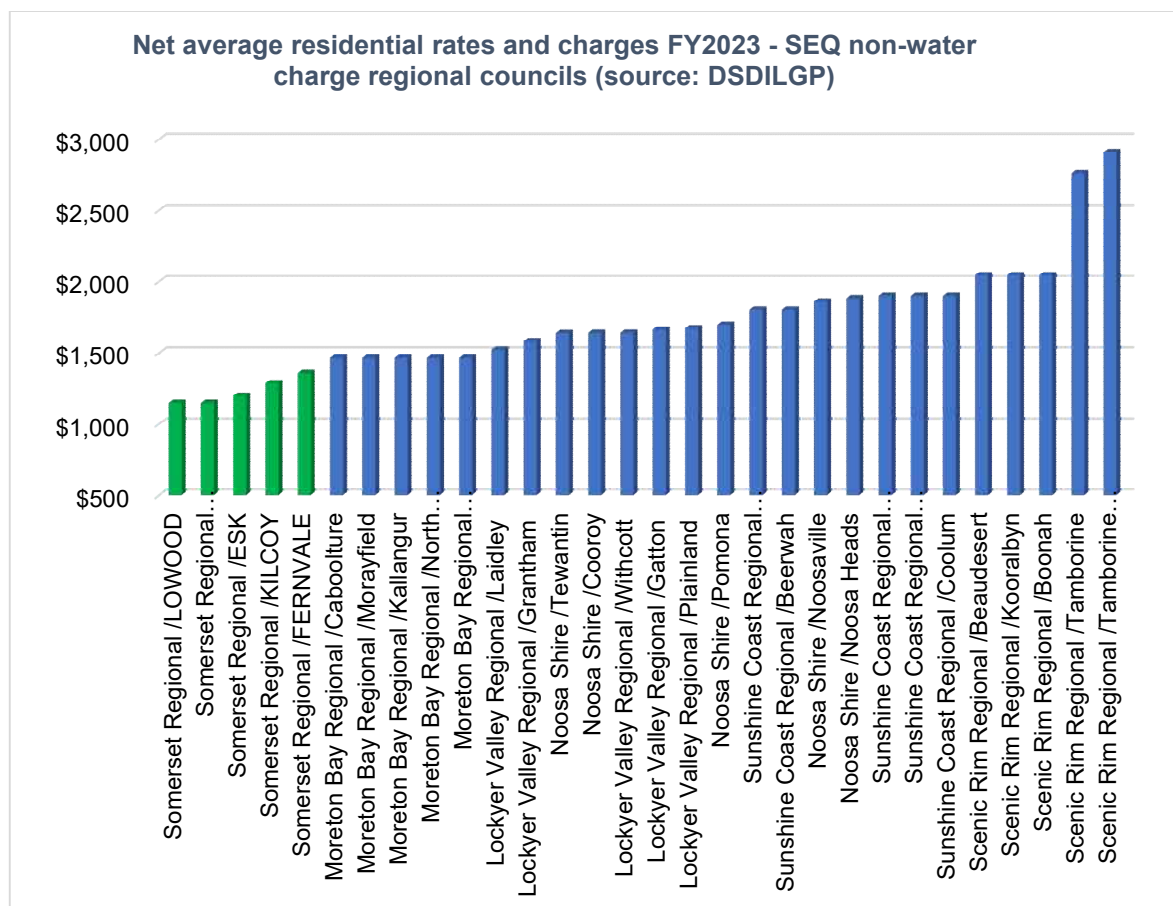
These seven elected representatives are responsible for formulating Council policies, the corporate plan and operational plan, and making decisions to achieve Council's goals.

FINANCE HIGHLIGHTS: COMMUNITY FINANCIAL REPORT

Section 184 of the Local Government Regulation 2012

Council incurred an operating deficit of \$4.7 million in FY2022. Throughout FY2023, the finance team worked as part of Team Somerset to help repair Council's budget position and maintain affordable rates and effective services while managing record volumes of transactions. An operating surplus of \$0.9 million was achieved for FY2023.

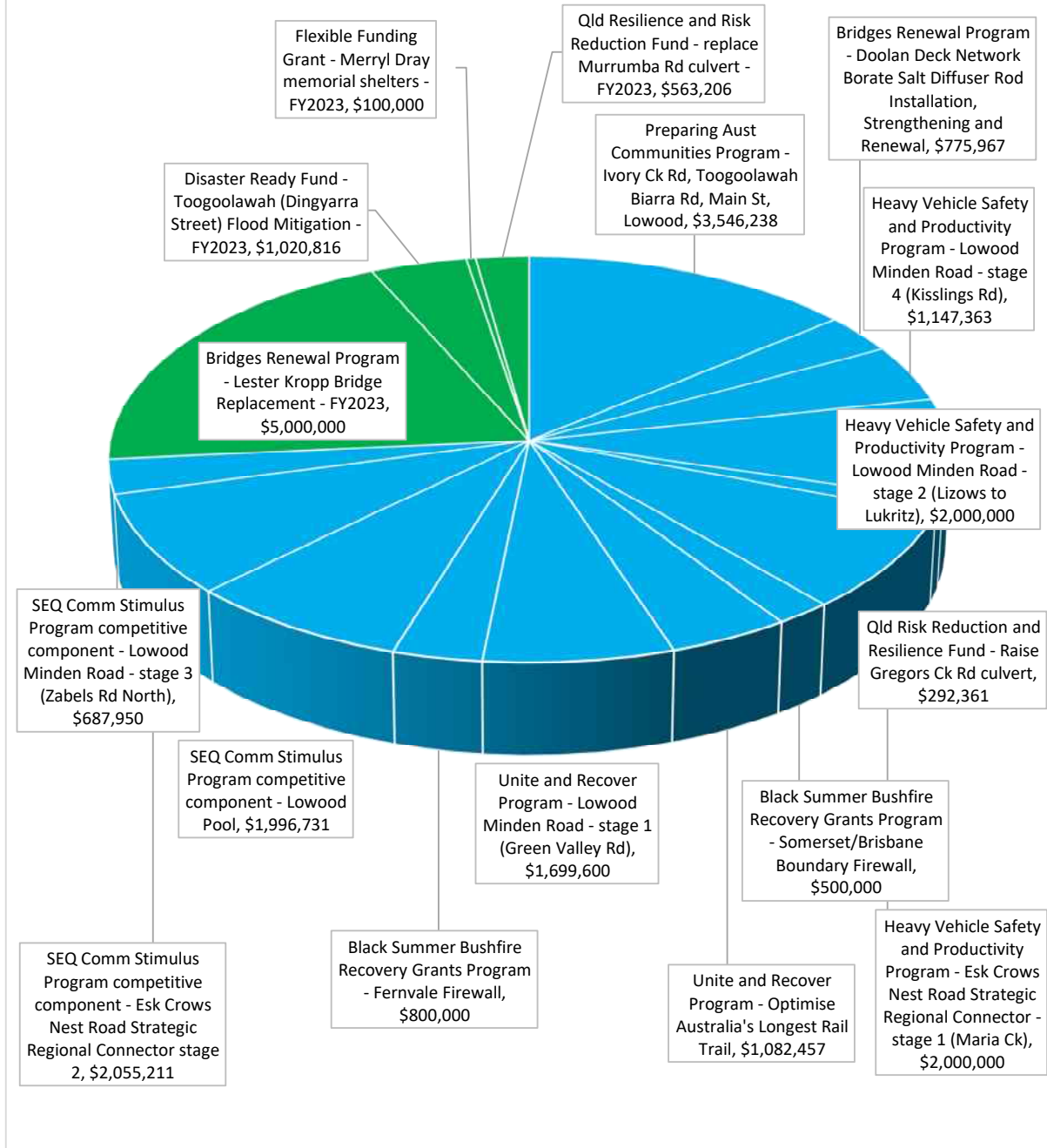




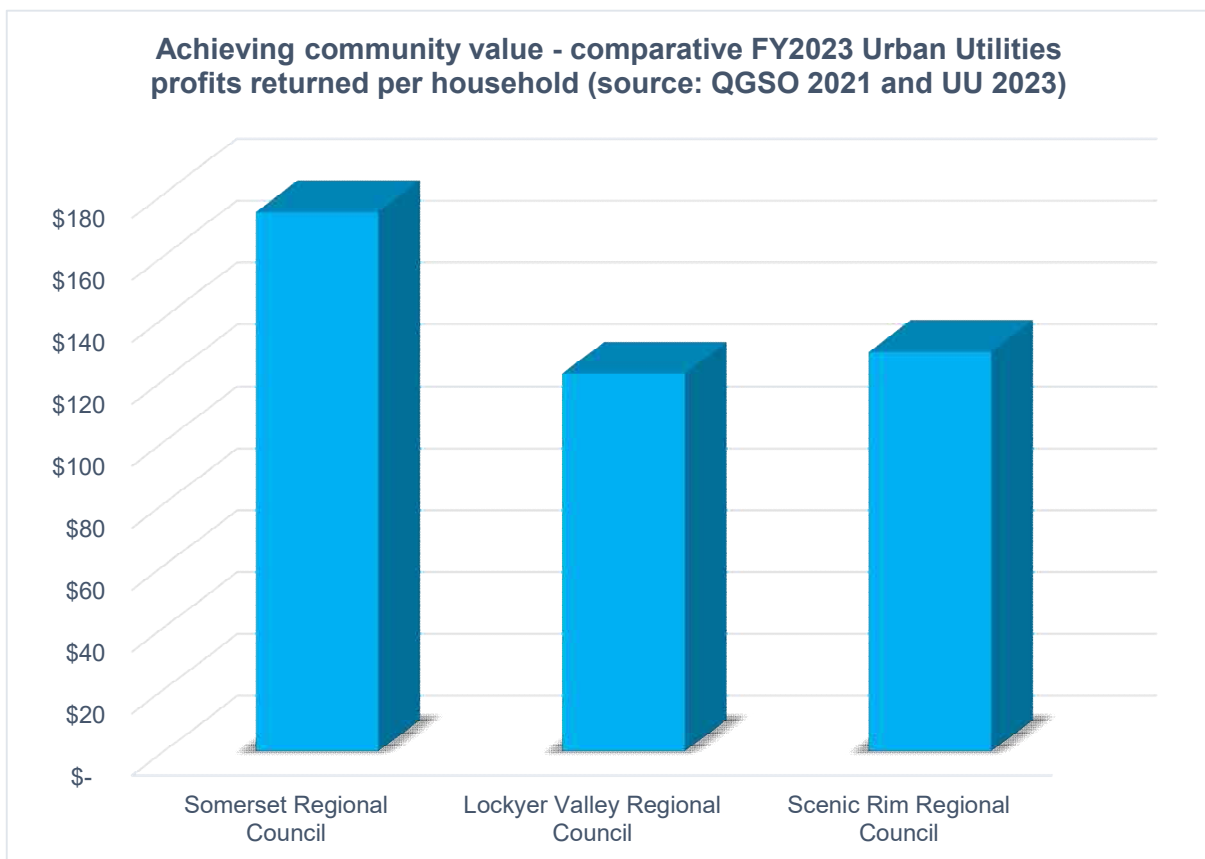
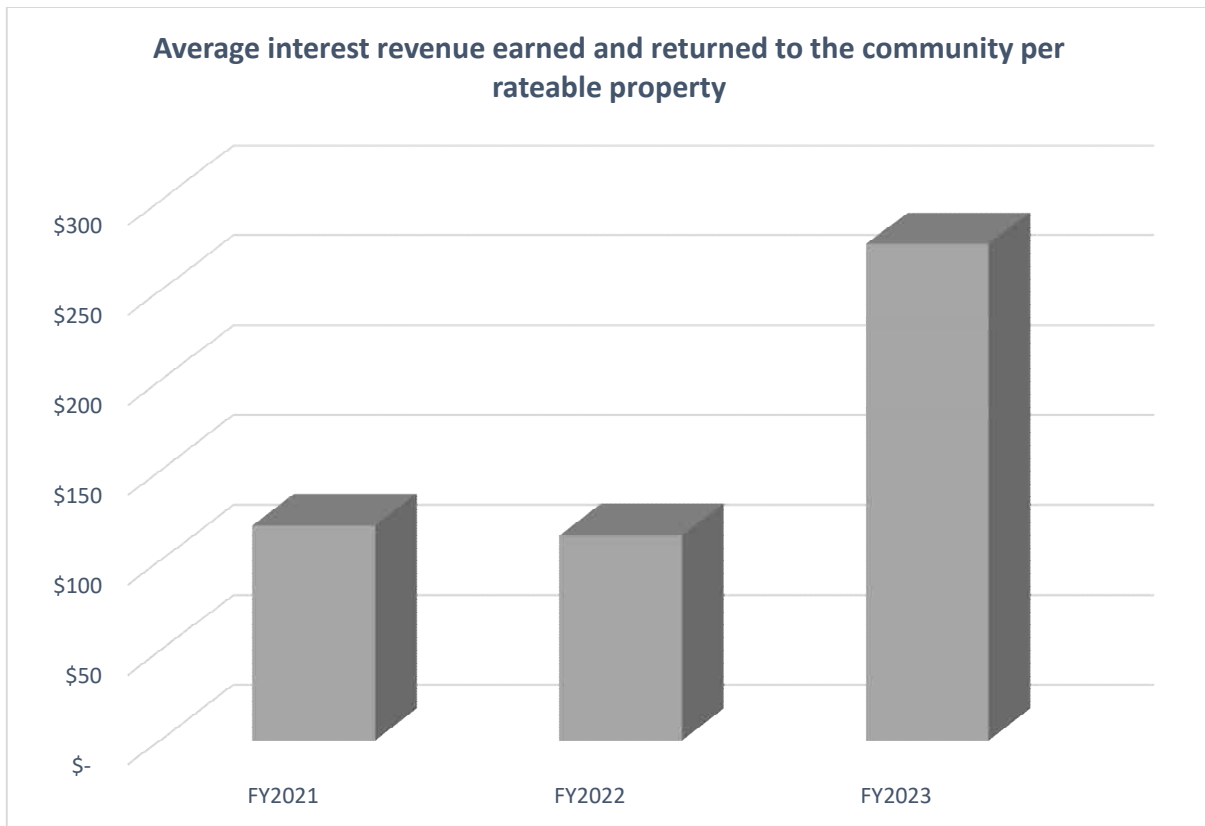
To maintain affordable rates and effective services while repairing Council's budget position, Council drove down operating costs and grew revenue from sources other than rates.

This included continuing Council's success while competing against other local governments for grants to fund vital new and upgraded infrastructure.

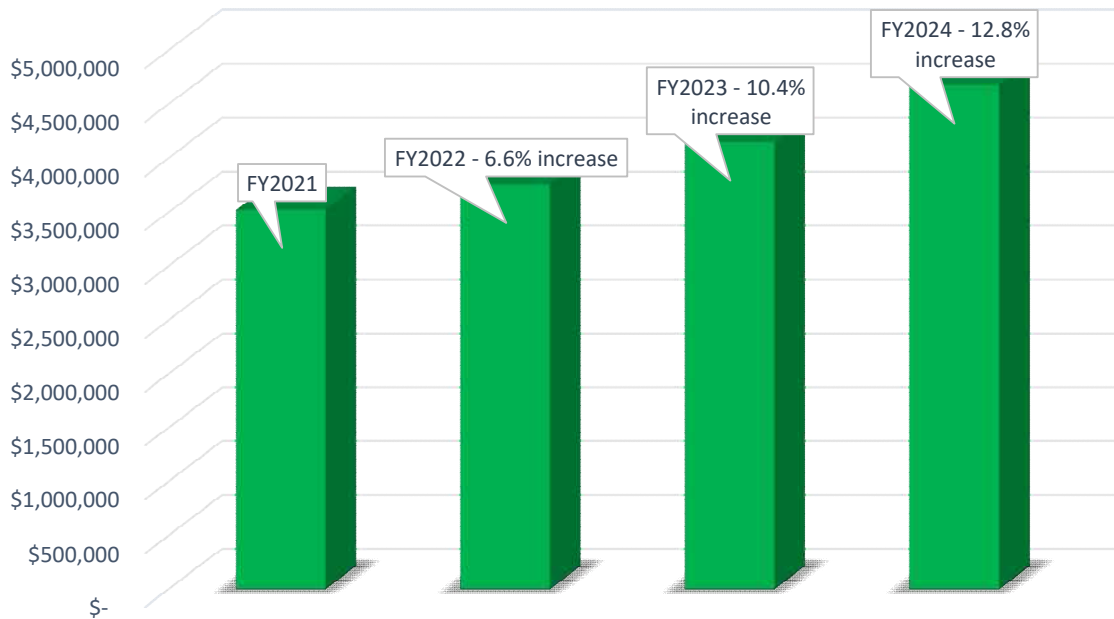
Competitive capital funding achieved >\$100,000 - 2020-2023
(Total \$25.3 million) and supported by RDAIWM
Green = FY2023 approved grants



Council's long term investment strategy returned increased funds to the community when compared to prior years and with other regional councils.

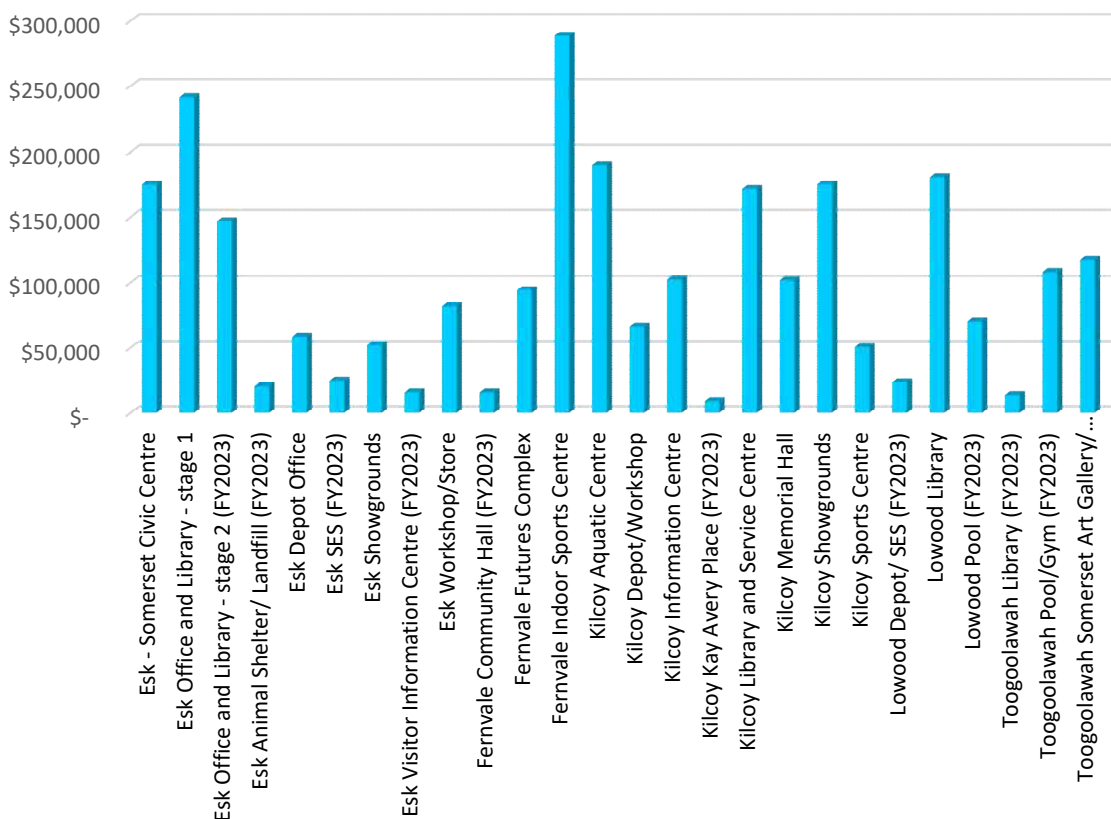


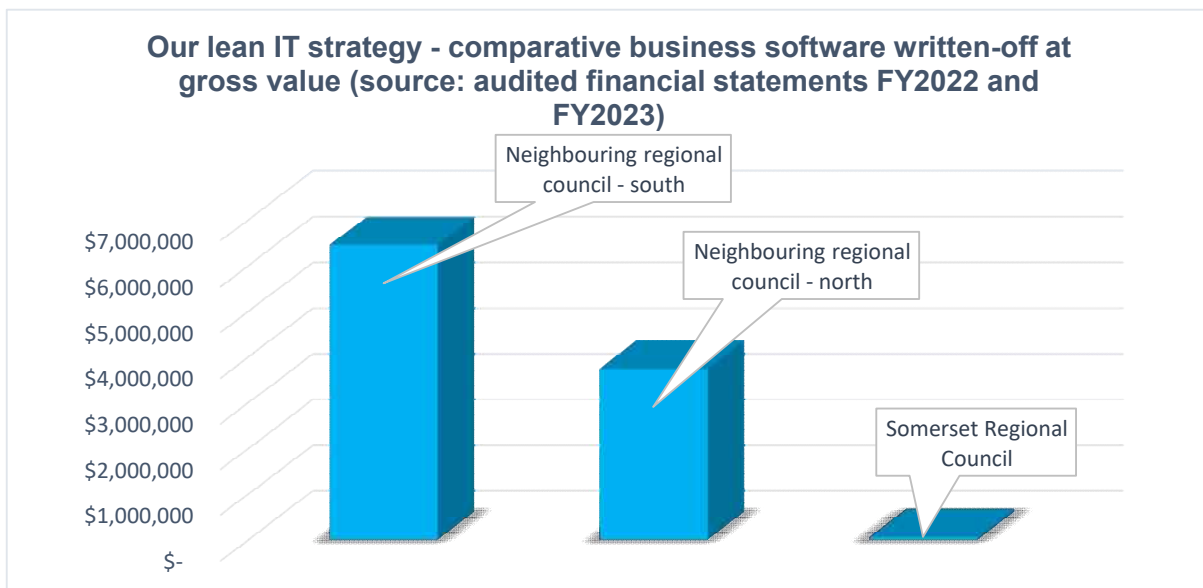
Australian Government financial assistance grants to Somerset (DSDILGP) under new methodology. (Somerset LGA average annual growth over 10 years was 1.2% (QGSO))



Expenditure initiatives included solar and business systems:

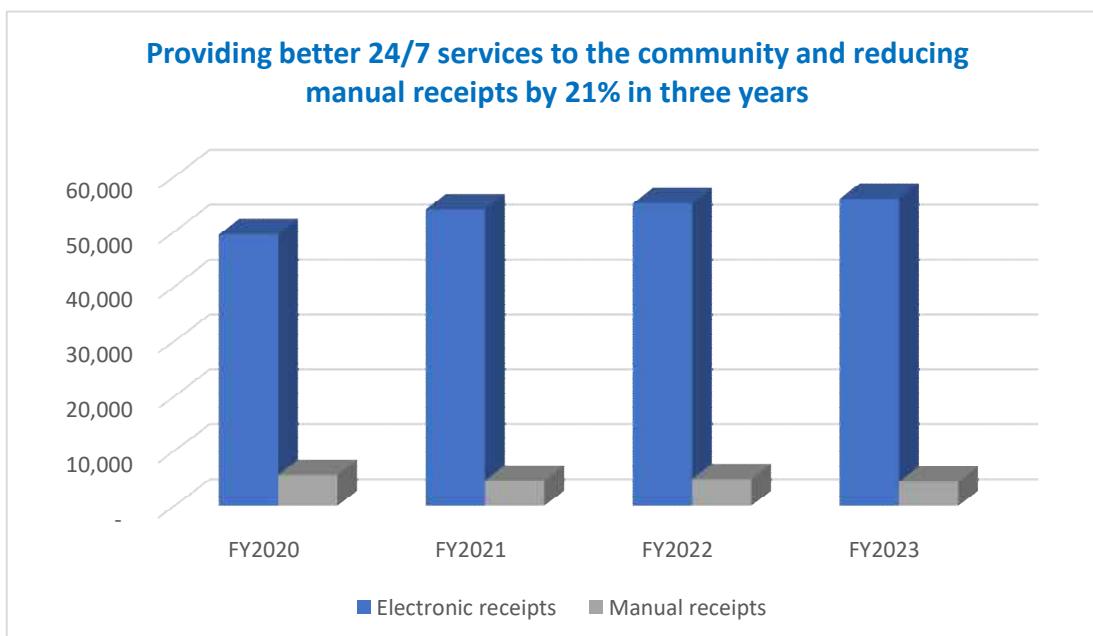
Forecast community savings over 20 years (Peak Services) from completed rooftop PV solar projects - total \$2.6 million - 10 installations in FY2023 as indicated



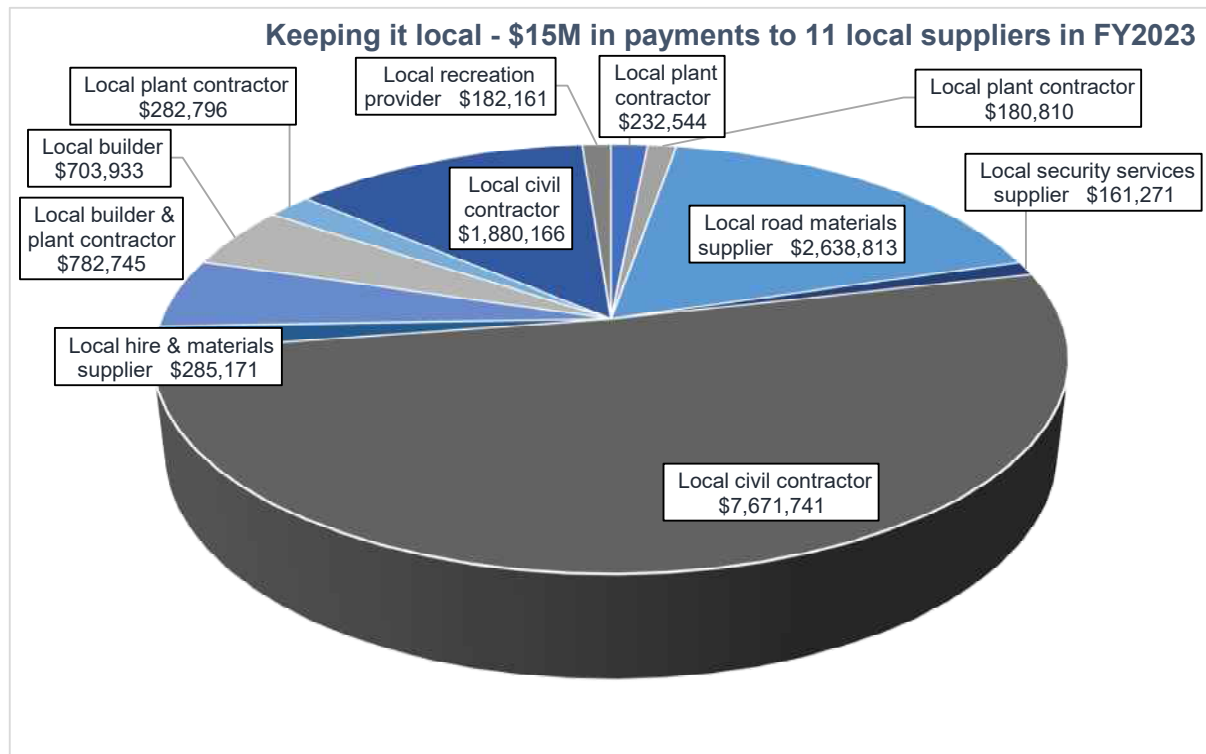


Somerset Regional Council innovations to manage significant transaction increases at a time of human and other resource shortages and bank closures during FY2023 also included:

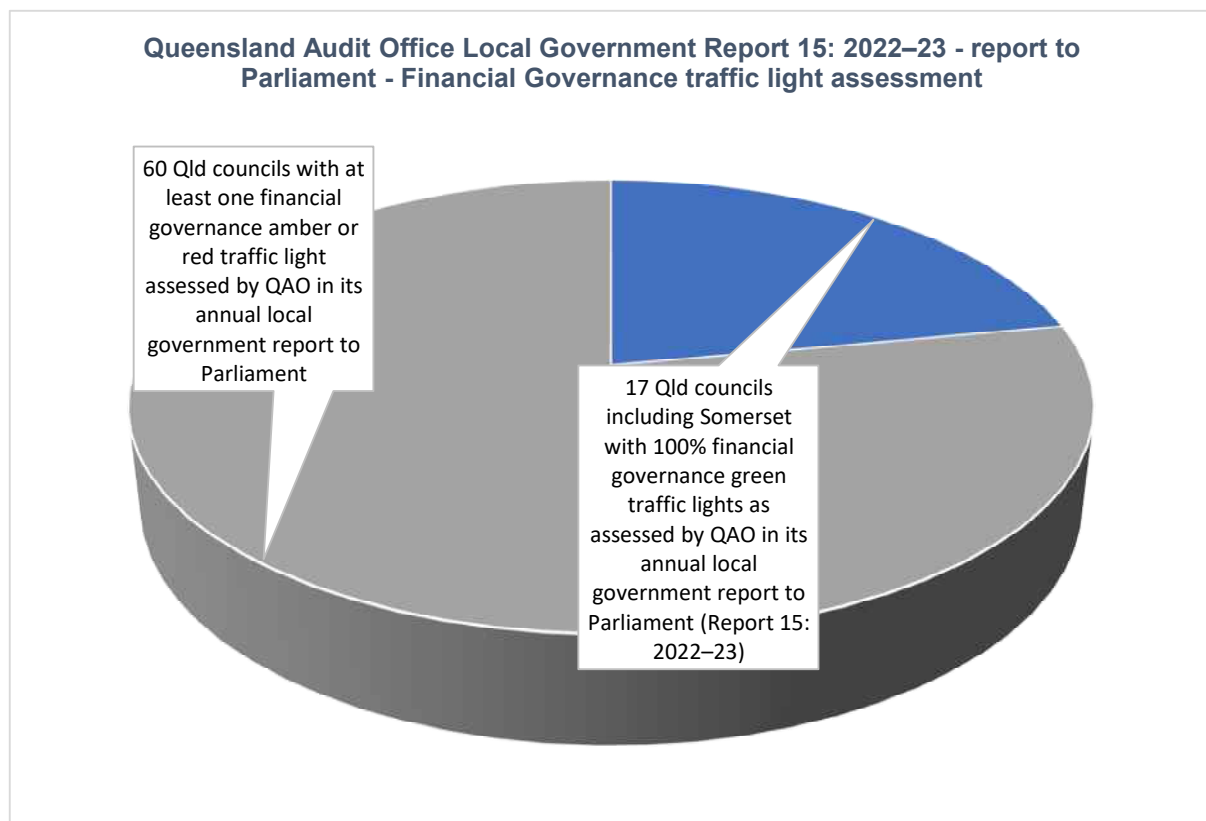
- introducing three-year dog registration leading to administrative savings for Council and reduced cost and interactions for residents
- introducing paperless property searches with 10% of properties changing hands
- introducing online enquiry services for rates balances and dog registration
- introducing an online hazardous chemicals register linked to our inventory system
- managing 11-month delivery delays by building a new concrete pipe storage facility
- streamlining local supplier purchases, increasing credit card numbers and volumes, automating creditor input processes and optimising the use of supplier panels
- using sale of land for overdue rate powers instead of spending on debt collectors and court actions resulting in five sales during FY2023
- streamlining payment options for residents and eliminating some charges.



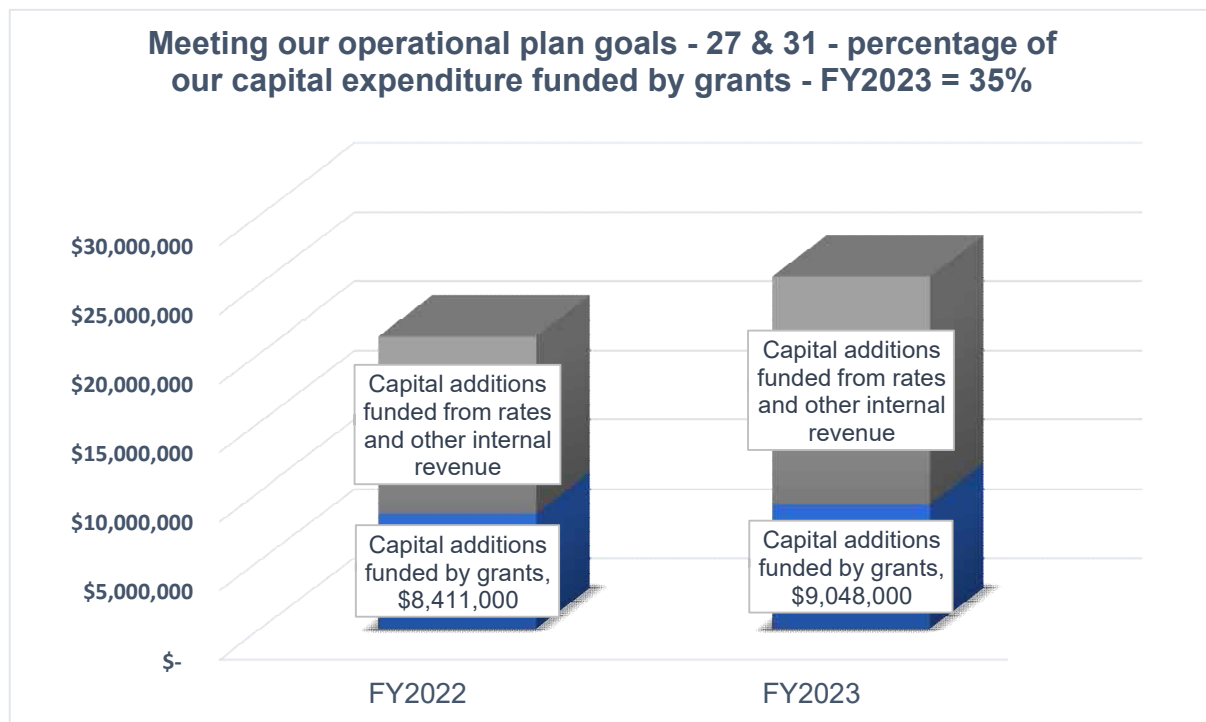
Council kept money circulating in the local economy by employing locally and buying locally. Council's payments to local businesses during FY2023 were 61% of the Council's entire rates and charges revenue including:



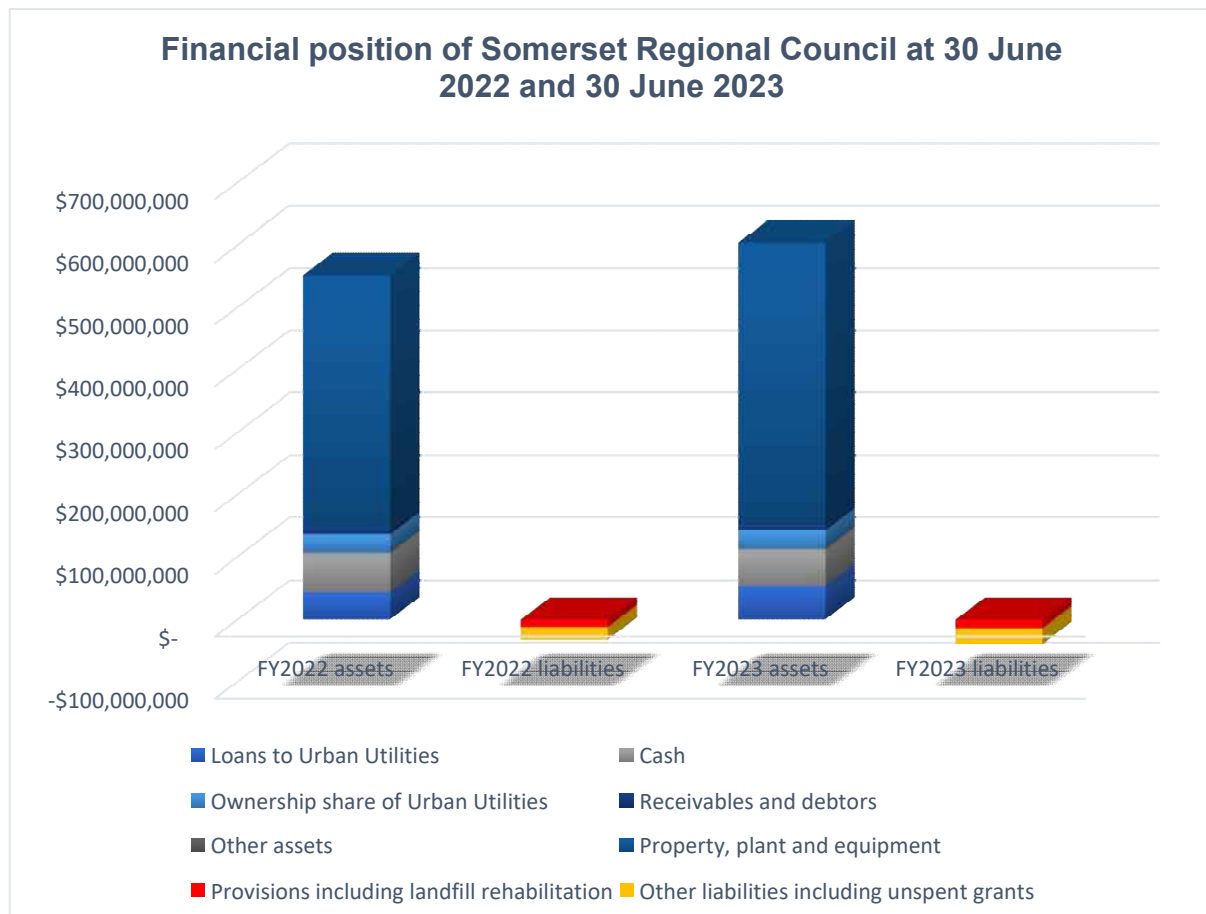
Council values its financial credibility which was evidenced by favourable Queensland Audit Office assessments during the year:



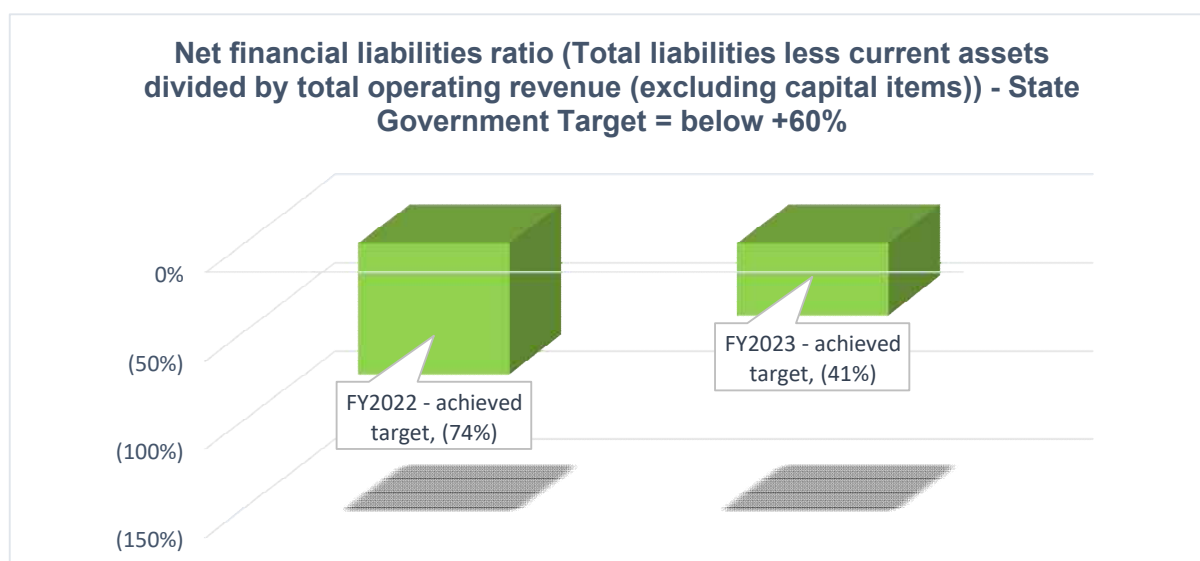
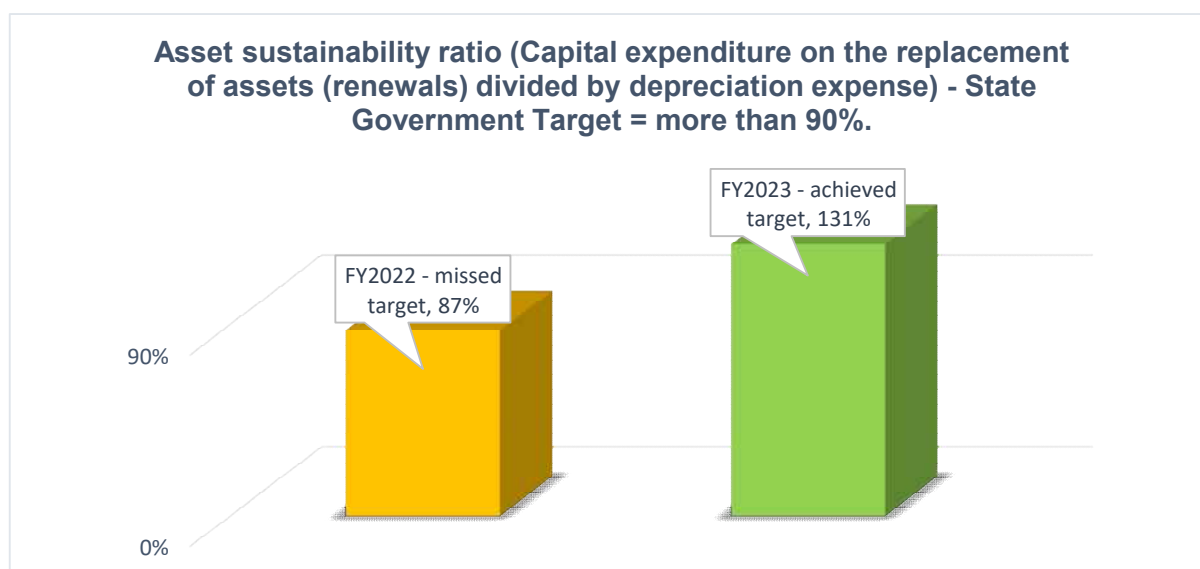
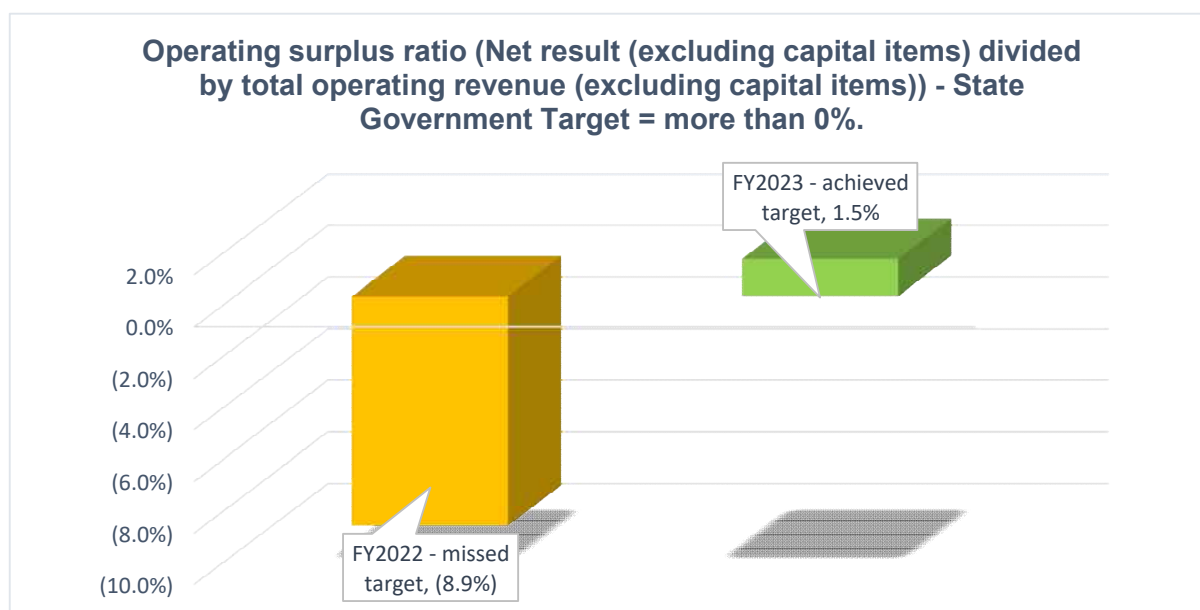
Council met its finance operational plan objectives during FY2023 including goals numbers 4, 32 and 33 which were achieved by adopting defined budget inclusions 40 days before the statutory deadline and goal 34 by achieving audit certification 18 days before the operational plan target. Additionally, Council met its capital funding goals 27 and 31:



Council grew community assets during FY2023 and is the only SEQ council without debt:



Council achieved all three State Government financial sustainability targets during FY2023:





2023 CLOSING REPORT

Somerset Regional Council

19 October 2023

SENSITIVE

Mr Andrew Johnson
Chief Executive Officer
Somerset Regional Council
PO Box 117
Esk, QLD 4312

Dear Mr Johnson

2023 Closing report

We present our closing report for Somerset Regional Council for the financial year ended 30 June 2023. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued on 5 April 2023. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Expected opinion

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below.

Financial statement maturity

You have undertaken a reassessment of your financial statement preparation maturity as established. Please refer to Section 5 - *Financial statement maturity* for further details.

Control environment

In our interim report, we assessed that your internal control environment does support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment. Please refer to Section 4 - *Status of issues* for further details.

Materiality \$600,000

Increase of \$22,000 to planning materiality

Estimated final fees

\$106,000

Outstanding matters

Item	Responsibility
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management and Audit

QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on .

Yours sincerely



Darren Jenns

Contract Audit Partner

Enc.

cc. Cr Graeme Lehmann – Mayor

Mr Eamon Lynch – Audit Committee Chair

1. Insights and financial statements overview

Key insights

Statement of comprehensive income

Classes of transactions, account balances or disclosures	Change	Key drivers
Rates, levies and charges \$28.42 million	\$3.48 million 14%	Increase driven by land valuation increases resulting in higher rateable property values.
Fees and charges \$2.25 million	-\$0.65 million -23%	Consists of sundry fees and charges such as developer application fees, license and registration fees. Consistent from prior period.
Sales revenue \$10.65 million	-\$0.07 million -6%	Consists of external works for main roads for RMPC, under the DTMR.
Grants, subsidies, contribution and donations \$14.45 million	\$6.74 million 87%	Increase mainly driven from recurrent grants – DFRA (\$5.2m) and Local Economic Recovery Program (\$1.6m).
Employee benefits expense \$17.25 million	\$1.13 million 7%	Increase due to annual pay increases. Full time equivalent employees remain steady from FY22 to FY23.
Materials and services \$31.68 million	\$3.3 million 12%	New contract entered into for waste collection and increase related to natural disaster recovery projects costs.
Depreciation and amortisation \$10.96 million	\$0.65 million 6%	Directly correlated with property, plant and equipment uplifts through comprehensive and indexation valuations.

Statement of financial position

Classes of transactions, account balances or disclosures	Change	Key drivers
Current assets \$65.27 million	-\$6.43 million -9%	Cash balance decrease (\$4.1m), mainly based on a decrease by \$5m from term deposits. Receivables and inventories remain consistent from FY22 to FY23.
Non-current assets \$538.25 million	\$57.83 million 12%	Increased from additional loan of \$10m to Queensland Urban Utilities and PPE movements: <ul style="list-style-type: none"> - Additions: \$25m - Revaluations: \$24m - Depreciation: \$10m - Net disposals: \$1.69m

SENSITIVE

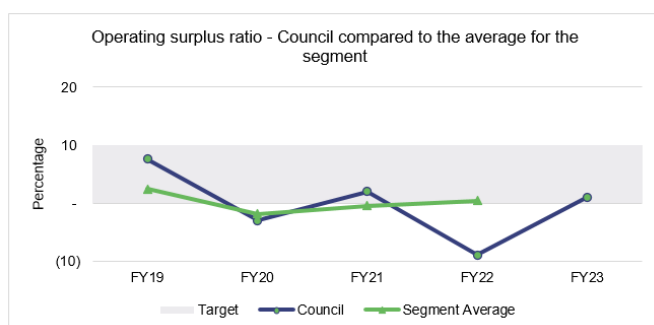
Classes of transactions, account balances or disclosures	Change	Key drivers
Current liabilities \$25.42 million	\$5.33 million 26%	Increase from non-capital contract liabilities of \$4.8m from DFRA (roads and pavements) and DSDILGP projects. Sundry accruals increased by \$2.3m from projects (flood works, pavement rehab and seal extensions) performed prior to year end.
Non-current liabilities \$14.03 million	\$1.66 million 13%	Increase driven from landfill provision by \$1.8m from additional provisions of \$285k and rising costs of \$1.6m.

2. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulation. Our assessment of your council's overall financial sustainability risk is **lower risk**.

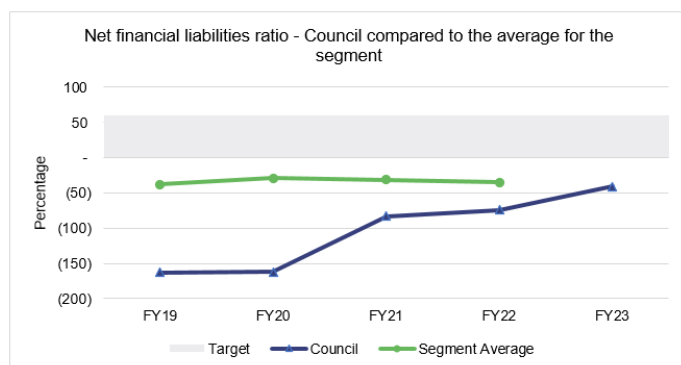
Refer to Section 9 - *Assessment of financial sustainability* for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

Operating surplus ratio



Somerset Regional Council's 5-year average operating ratio is -0.29 per cent. The negative result is slightly below the target range.

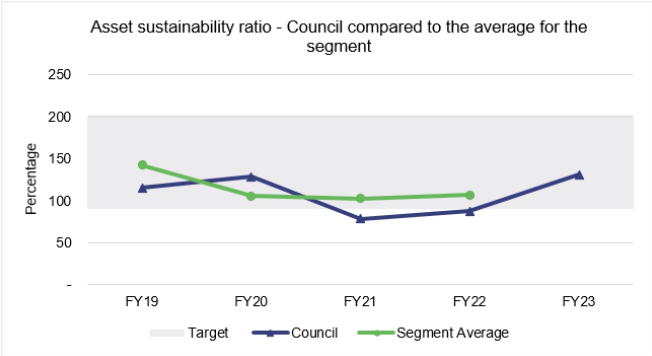
Net financial liabilities ratio



Somerset Regional Council's net financial liabilities ratio as at 30 June 2023 is -41 per cent. This is within the target range.

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Asset sustainability ratio



Somerset Regional Council's 5-year average asset sustainability ratio is 107.80 per cent. This is within the target range.

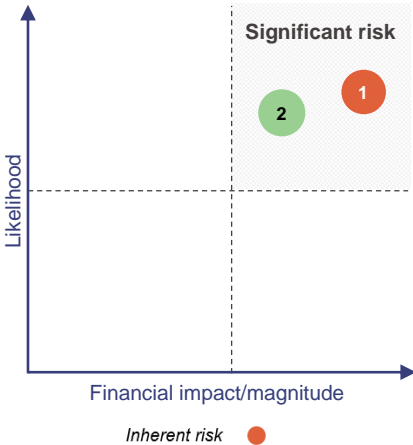
3. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus.

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	<p>Valuation of property, plant and equipment</p> <ul style="list-style-type: none">Property, plant and equipment is the most material balance in the financial statements at \$454 million. Council's Infrastructure assets require significant levels of management judgement in determining their fair values. <p>These assets are largely measured at current replacement cost less accumulated depreciation. In the current year, comprehensive valuations were undertaken for the road's asset class. Land and buildings were assessed for changes in fair value using management's external experts who performed desktop assessments.</p>	<p>Testing performed</p> <p>To assess the comprehensive valuation of roads and desktop assessment of other asset classes, we performed the following procedures:</p> <ul style="list-style-type: none">Assessed valuation methodologies and reasonableness of key assumptions used.Assessed the competence, capability and objectivity of specialists engaged in the valuation processChecked on a sample basis the accuracy of input data used by management to estimate the fair valueAssessed management's key assumptions and judgements based on our knowledge of the infrastructure construction industry

Risk	Description of risk	Audit conclusion
		<ul style="list-style-type: none"> • Checked mathematical accuracy of the valuation models and the valuation increments/decrements • Considered the potential impact of reasonably possible downside changes in these key assumptions • Assessed the appropriateness of indices used for property, plant and equipment asset classes • Assessed the appropriateness of useful life assumptions used in the calculation of depreciation • Ensured disclosures comply with Australian Accounting Standards. <p>Results and conclusion</p> <p>Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated. The valuation resulted in a net increment in fair value of \$34.2m. We performed comprehensive audit procedures over the valuations.</p> <p>The following classes of assets were revalued during the year:</p> <p>Desktop valuation net uplifts (APV Valuers and Asset Management)</p> <ul style="list-style-type: none"> • Land \$0.22m • Buildings \$2.8m <p>Current replacement cost - net uplifts (internal):</p> <ul style="list-style-type: none"> • Roads - \$31.1m
2	Revenue Recognition	Testing performed
	<ul style="list-style-type: none"> • Revenue recognition depends on specific terms and conditions to the grants • Grants are a material revenue stream for council • Fraud in revenue recognition is a mandated significant risk per Australian Auditing Standards and includes the appropriate treatment of transactions around year end 	<p>We have performed procedures on material revenue transactions. For grants revenue we agreed the transactions to supporting schedules, invoices and other supporting documentation such as contracts in order to ensure revenue recognition and any deferral of grant income is appropriate.</p> <p>We performed detailed testing of accrued revenue, tested discounts associated with rates, levies and charges and evaluated ongoing compliance with prescribed requirements including AASB 15 <i>Revenue from Contracts with Customers</i> and AASB1058 <i>Income of Not-for-Profit Entities</i>.</p> <p>Results and conclusion</p> <p>We have obtained sufficient appropriate audit evidence over material revenue streams through a combination of controls testing and substantive test of details. There were no audit adjustments relating to this risk.</p>

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Other audit opinions

In conjunction with our 2022/23 audit of the council's financial statements and current-year financial sustainability statement, we will issue audit opinions on special purpose financial reports prepared for the Roads to Recovery and the Local Roads and Community Infrastructure Program grant acquittals. These special purpose financial reports are being finalised at the date of this report and are due by 31 October 2023.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$600k (per external audit plan \$578k)
Performance materiality	\$510k (per external audit plan \$491k)
Clearly trivial threshold	\$60k (per external audit plan \$57k)
Specific – property, plant and equipment¹	\$22m (per external audit plan \$20m)
Specific clearly trivial threshold¹	\$2.2m (per external audit plan \$2m)

Note: ¹ Specific materiality is only applicable to the valuation assertion of property, plant and equipment and to the associated asset revaluation surplus balances.

Evaluation of quantitative misstatements

At the date of this report, we have not identified uncorrected or corrected quantitative misstatements.

Evaluation of disclosure misstatements

At the date of this report, we have not identified misstatements in disclosures that required correction to the financial statements.

4. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Refer to Section 7 - *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	0	0	0
Prior year issues – unresolved	0	0	0
Total issues	0	0	0

Note: *QAO only tracks resolution of other matters where management has committed to implementing action.

There were no new control deficiencies and other matters identified since issuing the Interim Management Letter on 30 June 2023.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to Section 7 - *Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	0	0	0
Prior year issues – unresolved	0	0	0

There are no new financial reporting issues identified in the current period.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



5. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be established.

This year, we have reviewed the entity's assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that council's self-assessed scores and level of maturity were appropriate. Council's maturity level based on our review is established.

The following table sets out the range and average responses for Somerset Regional Council financial statement preparation process for each component for the 2023 financial year. It also provides a comparison to the 2021 assessment.

Component	Financial year	Developing	Established	Integrated	Optimised
Quality month-end processes	2021			←→●→	
	2023			←→●→	
Early financial statement close process	2021	←→●→			
	2023	←→●→			
	2021	←→●→			

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Based on the above financial statement maturity assessment, the following key strengths and opportunities to improve have been identified by management.

Key strengths	Improvement opportunities
<ul style="list-style-type: none"> • Rapid preparation process • Robust financial statement preparation model • Historically close working relationship with audit 	<ul style="list-style-type: none"> • Training two new accounting/business undergraduates to provide additional year-end resourcing and broader knowledge/experience base

6. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none"> • knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report • knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan and we are not aware of any fraud or illegal acts during our audit.</p>
Written representations	We are required to obtain written representations from management, and where

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Matters for QAO to consider	How these were addressed
we are requesting	appropriate, those charged with governance. Our requested written representations are provided separately. We have discussed these with management, and they are comfortable to make these representations. Those charged with governance should also make appropriate enquiries of management to be satisfied with the written representations made.
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are consistent with the financial report.

7. Matters previously reported

Our Interim Management Letter issued on 30 June 2023 included one control deficiency and one other matter. Both these matters have been resolved by management.

8. Next year planning considerations

We recommend for the following year's audit for management to refer to QAO's new Local Government Procure to pay model for a self-assessment: <https://www.qao.qld.gov.au/reports-resources/better-practice/local-government-procure-pay-model>

9. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities–current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

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We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses)	More than 80%	Less than 50%
	Insufficient revenue is being generated to fund operations and asset renewal	Potential long-term concern over ability to repay debt levels from operating revenue	Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero	60% to 80%	50% to 90%
	A risk of long-term reduction in cash reserves and inability to fund asset renewals	Some concerns over the ability to repay debt from operating revenue	Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses)	Less than 60%	More than 90%
	Well positioned to fund operations and asset renewals	No concern over the ability to repay debt from operating revenue	Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Our assessment of financial sustainability risk factors does not take into account a council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> current net financial liabilities more than 80 per cent of operating revenue or average asset sustainability ratio over the last 5 years is less than 50 per cent or average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.

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CORPORATE AND COMMUNITY SERVICES

Information Technology

Council's Information Technology resources consist of a geographically dispersed medium size computer and voice network with multiple branch sites throughout the region, including Esk administration centre, Kilcoy and Lowood customer service centres, four libraries, works depots, SES depots, visitor information and explore centres, other remote offices and an increasing number of mobile computing devices.

Technology solutions and Council processes

Ongoing maintenance, upgrades and replacement of computing devices, network infrastructure and associated hardware and software continue in line with Council's budgetary commitments.

The increased availability and implementation of NBN technology upgrades allowed review and enhancement of the electronic document and records management system, resulting in greatly improved flexibility and functionality with reduced costs.

Upgrades to equipment and processes continue to be implemented across all sites to increase the capabilities of a distributed workforce, while returning improved functionality to a centralised building setup in Esk.

A substantial increase in the frequency and intensity of cyber security attacks combined with many severe vulnerabilities announced during the year have diverted significant resources to this area. Several internal and external cyber security audits have been conducted, with implementation of the resulting recommendations ongoing. Training is being made available for all personnel through workshops to assist in the fight against cybercrime.

eServices and development application tracking system

Council's eServices portal (eservices.somerset.qld.gov.au) continues to provide 24/7 information via our website, including development application details, property information including zoning and other planning overlays, mapping, cemetery register enquiries and access to flood camera images. The portal now also includes Rates Balance and Dog Registration checks. It received over 350,000 page views during the financial year.

Council website and Have Your Say

The primary corporate website (somerset.qld.gov.au) received over 1 million page views during the financial year. Council departments have developed new sections and redesigned others for a more user-friendly and efficient experience.

The Have Your Say section continues to provide online community engagement with 30 public surveys completed since inception, nine within the last financial year. The website increases awareness of Council services with the redesign of the Public Notices section, as well as the Events section with over 45,000 page views during the financial year.

Records Management

Council's correspondence is processed by the Records Department and entered into MagiQ, the Electronic Document and Records Management System. Statistics for the past year are outlined below.

Documents Registered	Date Range	Date Range	Date Range	Date Range	Date Range
	2022-2023	2021 - 2022	2020 - 2021	2019 - 2020	2018-2019
Total Documents Registered	98,016	102,820	97,971	83,724	77,470
Incoming Documents	40,814	36,331	32,024	27,537	26,738
Internal Documents	10,666	5,970	5,226	5,759	6,277
Outgoing Documents	28,420	23,143	24,774	22,177	19,988
Actioned Documents	11,142	12,107	10,813	9,015	8,066
Customer Requests	6,608	4,954	4,550	5,267	4,299
Councillor Requests	366	273	167	86	95

During this period, Council received four applications seeking access to Council's corporate memory under the *Right to Information Act 2009*.

Right to Information Applications for Financial Year	Date Range	Date Range	Date Range	Date Range	Date Range
	2022-2023	2021 - 2022	2020 - 2021	2019 - 2020	2018-2019
Number of Applications	4	5	13	8	2

The response time recorded for tasks sent to officers via Council's electronic document management system are indicated below.

Completed Response Times 2022 - 2023	
0 – 7 days	64.48
8 – 14 days	11.30
15 – 21 days	7.30
22 – 28 days	3.90
29 – 60 days	7.35
61 – 90 days	2.12
91 – 180 days	2.20
180+ days	1.35
TOTAL	100.00%

Community Development

Active advocacy for improved health services

Advocacy activities were carried out to improve health services in the region, using a variety of means. This has resulted in more mental health services becoming available at Kilcoy and Esk.

Community Wellbeing Hubs

The Esk Community Wellness hub continues to attract several health and support services on a regular basis. These include a visiting optometrist and audiologist, exercise physiologist and dietician, speech pathologist, disability support coordinator, aged care service provider, mental health coach and a disability employment service. A Memorandum of Understanding also exists between Council and ALARA Qld Ltd for use of the grounds for a community carwash on Monday mornings. This helps their National Disability Insurance Scheme clients connect positively with community members and is a very popular service.

The Kilcoy Community Wellness Hub continues to grow and now includes Headspace and Stride in addition to two private counsellors, helping to support resident's mental health. Allied health includes optometry and speech pathology. Late in the financial year, a commitment from a number of services to outreach to the hub on a monthly basis was obtained. This "Hub @ the Hub" will include financial support, Services Australia, support for the Culturally and Linguistically Diverse community, aged care advocacy and navigators and social prescribing link workers.

Interagency networks and other groups

Council coordinates two regional interagency networks and these are vital in encouraging support services to outreach into the region. One covers the West Moreton side of the region, taking in the Brisbane Valley and the other Metro North, covering Kilcoy. Most services outreach from either Ipswich or Caboolture and it is important that all services funded to cover the Somerset region do so.

This year Council has been a strong advocate for the needs of older persons, with most enquiries to community development being for support to stay at home or for transport to hospital or medical appointments. Opportunities to address these inadequacies have been a high priority. The community development coordinator is part of the West Moreton Older Person's Collaborative and the West Moreton Health Consumer and Community Council where these topics are regularly raised.

Events and Activities

Events provide an opportunity for services to interact with residents in a soft entry approach. This year Council hosted several community events. The Teddy Bears' Picnic was held in Esk in September and the Mad Hatter's Tea Party was held at Lowood in April. Both annual events focus on connecting families with young children to services, during a fun and enjoyable outing. Council supplements the activities provided by the support services with a free sausage sizzle, children's disco and petting zoo or similar to encourage a good attendance. The events were nominated and won the award for the government category at this year's Ipswich and West Moreton Child Protection Week Gala Ball.



Emergency Services lead the picnic parade at the Teddy Bear's Picnic



Residents collecting important safety information at the Mad Hatter's Tea Party

Other events provided by Council included the Somerset Health and Wellbeing Expo at Kilcoy, Regional Seniors' Event and two Farmers' Big Nights Out. The latter provided farmers an opportunity to catch up with mates, enjoy a meal and entertainment and listen to speakers address topics relevant to the rural community. Guest speakers included Mary O'Brien from Are You Bugged Mate encouraging men to act to address mental health concerns and Shane Webcke talking about farm safety. Council also attended Kilcoy State High School's RUOK Day and provided the sausage sizzle, fresh fruit, resource material and prize draws for correctly answered questionnaires about mental health.



Local farmers listening to a presentation at the Farmer's Big Night Out event

As part of Queensland Health's Localised Mental Health Initiatives grant, Council engaged Rural and Remote Mental Health to deliver three SafeTALK and one Applied Suicide Intervention Skills Training (ASIST) workshops in the region. 45 people attended the workshops. The workshops were aimed to build the participant's capacity to respond appropriately to people at risk of, or about to, suicide.

Partnerships

Council once again partnered with members from the Ipswich Police District and Child Safety in the Ipswich and West Moreton Child Protection Week committee and worked with the other members to provide activities in Child Protection Week. A new partnership was forged with Metro North Health to bring the Health and Wellbeing Expo to Kilcoy.

Requests for Assistance to the Somerset Region Support Service

Council has responded to all requests for assistance from residents and community groups. Over 12 months, 109 residents were assisted to connect with external services. Most enquiries related to financial assistance (emergency relief), requesting connections to First Nations persons, seniors needing assistance with navigating the aged care system or accessing community transport. Homelessness was also significant, with schools reporting the impact it is having on students, as well as Council receiving direct requests for assistance.

Somerset Social Plan

Council commissioned Tap Consulting to develop a new social plan for the region to inform Council decisions over the next five years. The plan was developed after extensive community consultation throughout the region in the latter part of 2022. Using the information collected from residents and stakeholders and extensive background research, eight themes were developed which reflected the major challenges and opportunities for the region. Proposed strategies and actions were then developed. Short, medium and longterm actions from the plan will be incorporated into Council's operational plans over the next five years.

Community Recovery and Resilience

Funded by Disaster Recovery Funding Arrangements, the Somerset Community Recovery and Resilience Officer (CRRO) was onboarded in mid-January 2023. Since that time many community projects have been developed to improve the preparedness and resilience of residents in the Somerset Region, with a particular focus on the vulnerable groups in the community and those organisations that provide community services.

Welcome Kits for new residents to the area were being assembled and will be ready to deliver in the next financial year. The Kits include a services and clubs directory with a welcome to the region as well as region-specific emergency preparedness information and resources in a waterproof document wallet.

Preparedness messages around bushfires was the focus of a Neighbour Day Barbeque held in Lakeview Park in March this year. Residents from the surrounding streets, the Mayor and local Councillors were invited to join with Emergency Services and Support Services to share information and learn about bushfire safety.



Residents enjoy the Neighbour Day Barbeque coordinated by the CRRO

This year, there has been a strong partnership developed with the Queensland Disability Network and a collaboration to bring forth the Building Inclusive Disaster Resilient Communities project in the Somerset region. This project has seen many residents living with a disability and their service providers getting involved in community forums and disaster resilience workshops to promote their ability to be prepared and to increase awareness of specific needs arising during an emergency. The project will continue with more preparedness workshops as well as three community strategies formulated by the Local Action Group to: 1. Improve communications around disasters; 2. Develop a video resource to promote preparedness; and 3. To enhance community connectedness.

Community halls have joined in Community Recovery initiatives through a number of projects designed to reinforce community halls as the point of connection for many of our smaller communities in Somerset. With the co-operation of partner organisations, Moore, Linville, and Jimna have begun works for resilience-building activities such as emergency preparedness trainings, health-promotion workshops and community gardens. Throughout the next financial year more community groups will be invited to join in preparedness trainings and will be invited to learn Mental Health First Aid.

Youth Engagement

Youth engagement and leadership

The annual Somerset Youth Leaders' Camp was held at the Sunshine Coast Recreation Centre (SCRC), Currimundi, from Wednesday, 11 January to Friday, 13 January 2023. Council provided the opportunity free of charge, inclusive of transport, activities, catering and accommodation, to 23 youth from the Somerset region. The invited youth represented the three secondary schools in the Somerset region –Kilcoy State High School (KSHS), Lowood State High School (LSHS) and Toogoolawah State High School (TSHS) – and will act as student leaders at their respective schools throughout 2023.

The Somerset Youth Leaders' Camp represents an opportunity for young leaders from across the region to share experiences, collaborate and identify their goals as leaders for the year ahead. The camp aims to support the participants as representatives for youth across Somerset and provides a foundation in relationship building between the schools' leaders and between the schools and Council. Participants benefit from activities that support leadership skill development, team building and communication skills, as well as enjoying a variety of pursuits that participants may not have experienced previously. Following camp in 2023, Council has continued to consult and collaborate with student leaders at their schools. This has included invitations to attend student council meetings at each school as well as separate consultation sessions.



Somerset Youth Leaders' Camp 2023

School Holiday Programs

The Somerset School Holiday Program (SHP) aims to deliver information and activities to children, youth and families in the Somerset region for the school holiday periods. To promote all known activities on offer to the community, information is sourced for both Council and other organisations' activities and then distributed through various platforms including the SHP calendar on Council's website, media releases, physical banners, Council's LED screens, newsletters and poster display.

Council developed a wide range of activities for children, youth and families in Somerset during the school holiday periods from July 2022 to June 2023. Activities are organised by various departments and have a range of target audiences; those that were developed and targeted specifically for youth are listed in Table 1. In total, youth targeted events attracted approximately 461 attendees during the school holiday periods identified.

Table 1 – Council School Holiday Program activities: events targeted at youth
(Attendance numbers are broken down to identify participants (P) and spectators and guardians (SG) at events.)

School Holiday Program (SHP)	Council events (youth targeted)	Attendance (Participants=P Spectators/Guardians=SG)
Winter SHP (July 2022)	Somerset Skateboarding Championship - Esk	70 (43P and 27SG)
	Mobile Gaming Theatre (2) – Fernvale	20P
Spring SHP (September – October 2022)	Somerset Scooter Championship – Fernvale	11P
Summer SHP (December 2022 – January 2023)	Roller Disco - Esk	250 (200P and 50SG)
Autumn SHP (April 2023)	Youth Movie Matinee – Toogoolawah (Youth Week event/partnership with Wellways Carer Gateway)	110P



Attendees enjoying the Esk Roller Disco



Audience at the Youth Movie Matinee

Youth Activity Program – Scooter Skills and Maintenance Workshops

The annual Youth Activity Program aims to provide a different activity program for youth in Somerset each year. The activities aim to further support youth opportunities in Somerset by providing a free schedule of activities, preferably over a school term, which provide an opportunity that youth would not typically have access to.

The Scooter Skills and Maintenance Workshops program was scheduled to be held at each skate park in Somerset throughout Term 3 of the 2022 school year. The workshops started in July 2022 and finished in September 2022 and included workshops at Kilcoy, Esk, Toogoolawah, Fernvale and Lowood skate parks. The program aimed to build upon previous interest shown in scooters by youth in the Somerset region and the timing of the event aimed to develop participants' skills in the lead up to the Somerset Scooter Championship event.

School Support

School support is offered on an ongoing basis to the three high schools in the Somerset region; KSHS, LSHS and TSHS. This support aims to establish positive relationships between Council and the schools, provide additional opportunities for Council to collaborate and consult with youth and to provide opportunities for Council to establish advocacy needs. This support includes School Support Meetings, wellbeing expo support, school donation points, cash donations and general assistance in response to arising requests, opportunities and news.

School Support Meetings are offered to all Somerset high schools and provide an opportunity for student support staff at the high schools to engage with organisations who support youth and/or their families. TSHS hosted a School Support Meeting which also included a student session during the lunch break; this format proved successful as support organisations had the opportunity to interact with students as well as staff. KSHS and LSHS have continued to attend the CDC Interagency meetings as an alternative to School Support Meetings; KSHS hosted an alternative to a wellbeing expo through an R U OK? event and this event was similarly supported by Council.

School donation points – the joint initiative between Council and the three high schools, which is supported by Council's Wellness Committee and Somerset Libraries – were successful in providing donations to students in the 2022-2023 year. The individualised donation boxes at Esk, Kilcoy and Lowood Libraries all received significant donations from the community throughout the year and the contents were delivered to their respective schools when appropriate. The donation points were promoted to the community at throughout the year to ensure the community remain aware of this initiative.

In addition to the school donation points, Council's Wellness Committee has committed to providing cash donations to the schools on a biannual basis with funds distributed to the three schools on a roster or emergency basis. Cash donations to Somerset high schools began in July 2022 and the first recipient was Lowood SHS in July 2022. This was followed by a donation to Kilcoy SHS in February 2023. These contributions have been greatly appreciated by each school to date.



School donation point donations packaged for delivery



Cash donation presented to KSHS

Emerging Elders Camp

Council is an annual supporter of the Emerging Elders Camp, which is hosted by Stanley River Environmental Education Centre, and in 2023 Council again supported the camp by offering to pay the transport costs for those Somerset students attending. Subsequently, the costs of transport were covered by Council for students travelling from LSHS and TSHS for the event.

Partnerships

Council partnered with members from West Moreton Health, Ipswich Hospital Foundation, Ipswich Community Youth Service (ICYS), Headspace, Link and Launch, Ipswich City Council, Lockyer Valley Regional Council and various other organisations as a part of the Talkin' It Up Regional Youth Mental Health Forum steering committee for the 2022 and 2023 events. Council worked with the other members of the committee throughout 2022 and 2023 to prepare for the delivery of these events; the 2022 event took place on 14 July 2022 and the 2023 event is scheduled for 14 July 2023.

The Youth Movie Matinee event was a partnership between Somerset Regional Council and Wellways Carer Gateway. The event included a short video provided by Wellways Carer Gateway, *The Young Carer Journey*, followed by a Q&A session from the film's young carer, Liam, who attended the event in Toogoolawah along with Wellways Carer Gateway. The event was supported by the Toogoolawah and District Progress Association.

Working With Children Risk Management Strategy, Policy and Procedures

The annual review of the Working With Children Risk Management Strategy, Policy and Procedures were undertaken during the 2022-2023 year. The documents were reviewed and updated as required.

Youth Engagement Strategy

The Somerset Youth Engagement Strategy was scheduled for review in 2023 and this review was flagged to include youth consultation to ensure a more comprehensive and informed review. In addition, Council has budgeted for the review to be undertaken by an independent contractor to ensure unbiased and comprehensive insight and future direction. Youth consultation, including hard copy surveys and face to face discussions, were undertaken by Council in Term 2, 2023 and stakeholder engagement and community surveys are scheduled for Term 3 2023. Following the consultation process, a consultant will be engaged to complete the review of the Youth Engagement Strategy for 2023.

Education and employment

Council continues to support youth by offering Traineeships and Apprenticeships, work experience opportunities and attending school career expo events. Networking and connection between employment services and schools is also supported through School Support Meetings, Interagency meetings and promotion of opportunities online and via email.

Support for young people, parents and carers

Connection between Somerset schools and available support services were promoted through the School Support Meetings, Interagency meetings and support at various school-based events. Notices that assist young people, parents and carers were regularly sent to school support staff, school newsletters and included on online platforms. In addition, Council attended and supported student council meetings at all three Somerset high schools on multiple occasions throughout the 2022-2023 school year at the request of the schools.

Participation in local and regional forums

Council staff attended meetings and forums as required, such as local and regional Interagencies, Local Level Alliances and the Regional Youth Mental Health Forum.

Sport and Recreation

The 2022-2023 financial year saw Somerset Regional Council implement a range of programs, projects and events aimed at providing Somerset residents with enhanced opportunities to be physically active. Council continues to search for new initiatives to implement within the community and to improve existing services.

Indoor Sports Facilities Operations

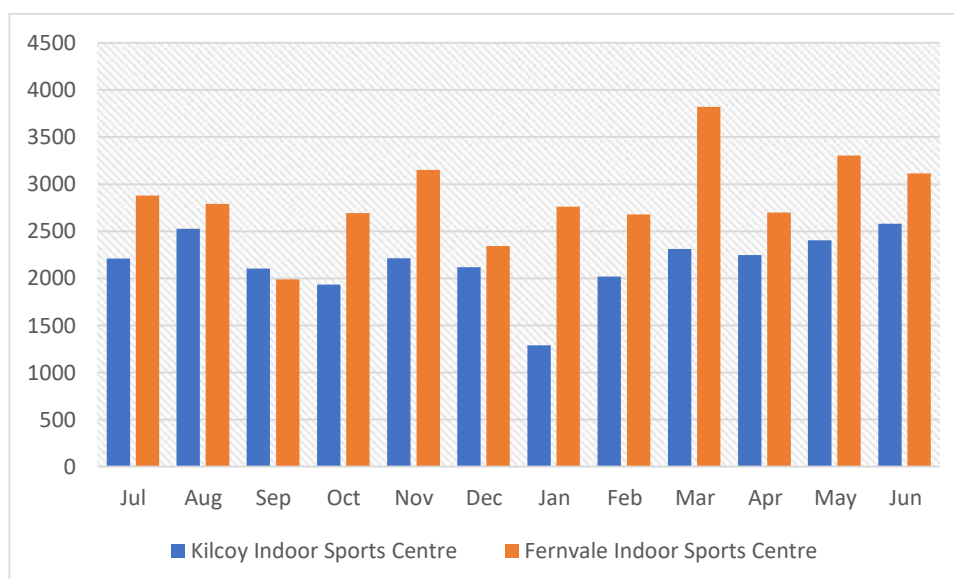
The Fernvale Indoor Sports Centre experienced an increase in annual patronage for the 2022-2023 financial year. The facility lessee, PCYC Queensland, set membership records throughout the year, growing the facility membership to a total of 1,215 in June 2023. Patronage of the facility increased over the year, with a high of 3,820 and 3,604 facility visits in March and May respectively. A record attendance for the year was set at 34,524 visits.

PCYC continued to deliver a range of community-based programs at the facility including the 'Braking the Cycle' program, 'Get Set for Work' program, 'Blue Edge' program, 'Rhythm to Recovery' program, 'Basketball After Dark', and Kinder Gym and 'Little n Active' programs.

The Kilcoy Indoor Sports Centre (KISC) saw an increase in annual patronage in the 2022-2023 financial year, with a record total of 25,960 visits. Membership at the facility decreased during the 2022-2023 year and finished at total of 101 in June 2023.

The KISC continues to be well utilised by community, particularly the Kilcoy Gymnastics Club and Kilcoy Army Cadets who base their regular activities at the facility. The centre also saw the commencement of collaborative programs including the 'Healthy Knees and Hips' program and 'Return to Work' program.

The facility lessee, Somerset Health and Fitness, has continued to serve the community well by continuing to partner with health service providers (e.g. physiotherapist, physiologist, occupational therapists), as well as providing sport and recreation opportunities to people with disabilities and the culturally and linguistically diverse community.



Graph: Indoor Sports Centre Monthly Attendances for 2022-2023

Aquatic Facility Operations

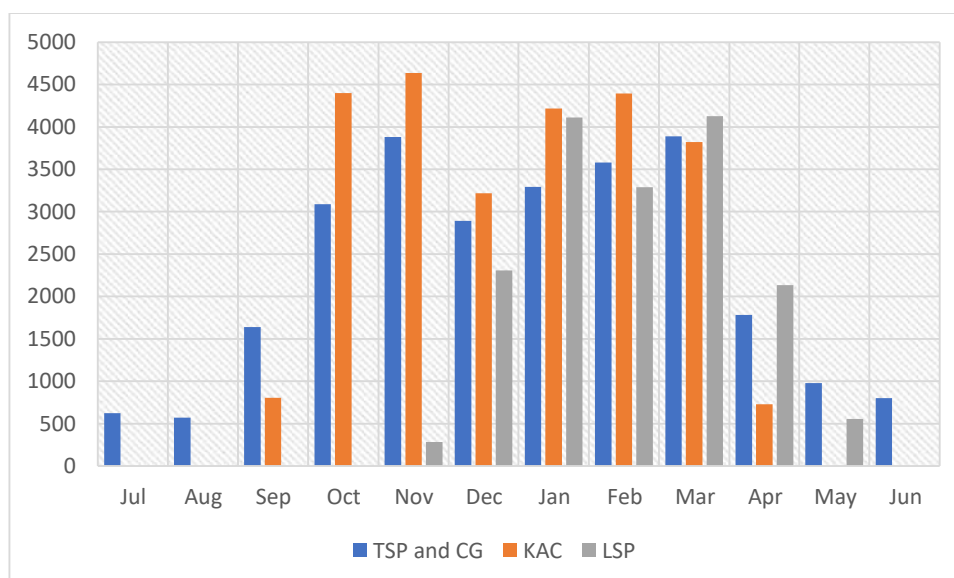
The operators of Council aquatic facilities changed during the 2022-2023 financial year. Somerset Leisure managed all Council aquatic facilities to 31 August 2022; as of 1 September 2023, Somerset Health and Fitness commenced as the manager of the Toogoolawah Swimming Pool and Community Gym and Just Sports n Fitness commenced as manager of the Kilcoy Aquatic Centre (KAC) and the Lowood Swimming Pool (LSP).

Following the completion of the new Toogoolawah Community Gym in May 2022, the Toogoolawah Swimming Pool and Community Gym Commenced operating as a combined facility from 1 September 2023.

The Toogoolawah Swimming Pool and Kilcoy Aquatic Centre started their seasons as scheduled; the Lowood Swimming Pool was required to delay their season due to significant refurbishment works and opened in late November. Facility attendances were positive and record-breaking monthly attendances were recorded across all facilities. The Toogoolawah Swimming Pool and Community Gym (TSP and CG), KAC and LSP saw total attendances of 27,013, 26208 and 16,250 respectively.

The new combined TSP and CG set monthly attendance records throughout the year and set an annual attendance record for the year. Memberships have decreased during the 2022-2023 year.

Council resolved to extend the LSP season by four weeks from 17 April to 14 May 2023, as a gesture of thanking the community for their patience following a delayed opening to the 2022-23 season due to extended timelines for the facility refurbishment. Based on this trial, a season extension beyond two weeks at the beginning or the end of the season is not considered viable. Council resolved to offer a further two weeks operation from mid to late April in 2024 based on this trial.



Graph: Aquatic Facility Monthly Attendances for 2022-2023

Promotion of Sport and Recreation

Activities were provided for children at the Coominya, Kilcoy, Lowood and Toogoolawah State Schools' Under Eight days held across May and June 2023. Other events throughout the year included an Olympic Weightlifting Come and Try event held for families, free sports club workshops for committees, as well as school holiday activities for families including canoe, movie and rockclimbing events.

An event was held at the TSP and CG in September 2022 to officially open the Splash Pad. The event included free entry to the facility, a jumping castle and free sausage sizzle. The event was well received and attended by 400 people. The LSP saw a similar event with the pool reopening in November and the 'Season Launch Event' taking place in December 2022. This event featured free family friendly DJ entertainment, free entry, and a free barbeque; the event was well attended.

Pool movie nights were conducted in December 2022 at the Lowood Swimming Pool, Kilcoy Aquatic Centre and Toogoolawah Swimming Pool. Each event featured free entry into the facility and a barbeque hosted by local not-for-profit community groups; events were all well attended.

Australia Day Pool Parties were conducted at each aquatic facility in 2023 with a total of 910 attendees across the three facilities. Each facility featured free entry, a free barbeque hosted by a local not-for-profit group and free entertainment.

The 122nd Queensland Cross Country Championships were held at the Toogoolawah Golf Club on 28 July 2023. This is the second time the event was delivered in a partnership between Queensland Athletics, the Toogoolawah Golf Club and Somerset Regional Council. The event saw nearly 600 participants and an estimated crowd of 2,000 people come to Toogoolawah.

An Ultimate Disc Event Exhibition was held at Fernvale Sports Park in August 2022 as the result of a grant through the Sport Australia's Regional Sports Event Fund.

Somerset Rail Trail Fun Run 2022

The 19th annual Somerset Rail Trail Fun Run or Ride was held on Sunday, 10 July 2022. The event this year included a run or walk of 8 kilometres or 3 kilometres between Lowood and Fernvale or a ride of 20 kilometres from Coominya to Fernvale.

The event saw an increase in registrations from the previous year, up to 879. The event also raised \$3,440 for the Ipswich Hospital Foundation through Council's commitment to donate \$2 from every entry and voluntary participant donations.

Somerset and Somerset Primary Sports Cup

The fifth annual Somerset Sports Cup was held on 19 August 2022 at Toogoolawah State High School (TSHS). This was the first time the event was able to be held since 2019 due to the COVID-19 pandemic. Students from Lowood State High School (LSHS), Kilcoy State High School (KSHS) and TSHS competed in the carnival. The format included junior (ages 12-14) and senior (ages 15-17) competitions in soccer, touch football and volleyball. Council provided free transport for all schools to attend the event, as well as first aid and coordination services.

The return of the event also saw the return of the teachers vs police exhibition touch football match. The teachers team featured teachers from the three schools and police from the Toogoolawah, Lowood and Esk precincts as well as metropolitan precincts. The teachers won the match.

The Somerset Primary Sports Cup was held on 11 November 2022 at TSHS. The event saw students from years five and six from Esk, Toogoolawah, Harlin and Linville State Schools participate in a multi-sport round robin carnival. Students participated in soccer and netball. Council supported the event through the provision of free transport and first aid services, as well as assisting with the coordination.

Sport and Recreation Projects

The 2022-2023 year saw Council undertake significant construction and planning projects to improve community sporting facilities, including:

- Amalgamation of the newly constructed Toogoolawah Community Gym with the Toogoolawah Swimming Pool to create a combined facility. The combined facility commenced operations from 1 September 2022. In addition to the new gym and splash pad, further minor capital works were undertaken to combine the two facilities, including internal and external fencing upgrades, footpath construction and improvements to the Swimming Pool first aid room. The combined facility has resulted in attendance increases, setting monthly and annual attendance records.
- Completion of Stage 1 of the Lowood Swimming Pool refurbishment. Works included the construction of a new tiled concrete pool with a new compliant ramp entry and balance tanks, as well as the construction of a new zero-depth splash pad, and complete replacement of all plant equipment including filtration, chlorination and heating systems. The works are being undertaken with funding from the Queensland Government South East Queensland Community Stimulus Program. Stage 2 works, which included the construction of the new carparking facility will commence in 2023-2024.
- Finalisation of the Master Plan for the redevelopment of the Kilcoy Indoor Sports Centre, which includes the provision of increased floor space for gym, gymnastics and indoor sports, as well as increased carparking capacity, 24-hour gym facilities, new community multi-purpose space, and improved connectivity to the Kilcoy Aquatic Centre and Hopetoun Sports Fields.

- Refurbishment of the Esk, Kilcoy and Moore tennis courts, which included the refurbishment and relaying of nine artificial turf courts. The projects were funded by the Australian Government Local Roads and Community Infrastructure Program.
- Council received funding to undertake repair and resilience works to the Lowood Recreation Complex (LRC) and Kilcoy Recreation Grounds (also known as Showgrounds and Racecourse). Additionally, the Brisbane Valley Soccer Club received \$100,000 to replace equipment and undertake repairs to their clubhouse facility. The funding, provided through the Queensland Department of Tourism, Innovation (DTIS) and Sport Community and Recreational Assets Recovery and Resilience Program, totalled almost \$200,000 and enabled Council to undertake works to improve recreational surfaces at both facilities as well as drainage facilities at the LRC.
- Council commenced the development of the Fernvale Sports Park Master Plan. The document will outline the long-term vision for the development of the facility and is being created in collaboration with the Fernvale Sports Park Advisory Committee.
- Council received funding to install an irrigation system and undertake field refurbishments (including the installation of new goal posts) at the Esk Football Grounds and the undertake extension of the Brisbane Valley Soccer Clubhouse to include amenities facilities at the Lowood Recreational Complex. The combined value of the works totals approximately \$600,000 and has been provided through the DTIS Minor Infrastructure Program.
- Digital data loggers were installed to the meter readers for the Lowood Swimming Pool, Toogoolawah Swimming Pool and Community Gym, and Kilcoy Aquatic Centre. The digital data loggers provide real-time data on water usage for some of Council's highest water consuming facilities. The digital data loggers have already assisted Council in identifying leaks at a facility through providing digital alerts regarding unusually high off-peak water consumption.

Somerset Libraries, Arts and Culture

Somerset Libraries

2022-23 saw continued growth and demand for events and activities across Somerset Libraries with a total of 8069 people attending library events across the region's branches. Somerset Libraries received a total visitation of 82,558 people across the service with membership to Somerset Libraries up by 13% on the previous year, with 8,058 members.

Regular programming of Storytime, Toddler Tuesday, STEAM Squad and Home School Connect continued to be popular with school holidays activities well received and outreach events such as storytime at the pool well attended.

March into Mindfulness program continued in its popularity with a focus on events centred around the concept of self-expression and inwards connection. Rails and Tall Tales, a local history project funded by the State Library of Queensland concluded with the services local history collection assessed for significance, preservation methods recommended, historical material digitised and oral histories conducted around the Brisbane Valley Railway.

The Condensery – Somerset Regional Art Gallery

The Condensery's artistic program for 2022-23 included nine exhibitions accompanied by 24 public programs and workshops. 5,103 people visited The Condensery and of these, 48% were from within the Somerset region and 52% were visitors to the area.

The works of over 26 artists were displayed within an artistic program which focussed on relevant local, national and global cultural conversations, showcasing excellence, responsive to community aspirations and bringing new ideas and creative practice to the Somerset region.

Other highlights include a new partnership with University of Queensland Art Museum who delivered cultural mediation and training resources for The Condensery's volunteers.



Industry standard, professional lighting was installed with the new track system providing additional flexibility to professionally light sculpture works within the space, as well as walls and surfaces – a substantial improvement on previous low level house lighting.

Events

A range of events and programs were delivered across Somerset supporting an inclusive community.

Highlights include the regions inaugural Kilcoy Carnival - Multicultural Festival held in in May. Over 600 people took part in the afternoon's festivities which brought together cultural performances, workshops, activities, stall holders and international foods and flavours.

Other event highlights included Teddy Bears' Picnic and Arts Networking Events held at the Somerset Civic Centre for the region's creatives on event planning, grant writing and social media.

Somerset Civic Centre

2022-2023 saw continued strong growth at the Somerset Civic Centre with a total visitation for the venue 16,541 people and a significant increase in events, of 263% compared with the previous year.



The venue continued to deliver a diverse program of events such as community concerts for seniors, drama and acting workshops for children and young people, performance by Opera Queensland and community projects such as the Inaugural Dance Affair.

Overall, the activation of the Somerset Civic Centre has been embraced by the community with the venue growing into a truly versatile community space.



Regional Arts Development Fund (RADF)

The Regional Arts Development Fund is a partnership between Council and Arts Queensland that supports one-off, short-term projects which offer professional arts, culture and heritage opportunities for our community. Projects have included an artist's residency in the historic bomb shelter at The Condensery, a mural project in Fernvale, training of volunteers and museum upgrade of an historical museum, and free development workshops for the regions creatives.



Over \$57,000 has been allocated to community arts projects around the region under the objectives of Somerset Stories, Wellbeing and Placemaking.

Arts and Culture

2022 - 2023

HIGHLIGHTS

In the past year we have:



104,202

Visitation to
Cultural Venues



698

Workshops
and Events



\$161 554.45

Arts and
Culture Grants

Somerset Civic Centre



16,541

Visitation



107%

Grants and
Funding



139%

Days in
Use



263%

Number of
Events

Somerset Libraries



Library Membership

13%

Increase

8058

Members



8069

Event Participants



82558

Total Visitors

The Condensery



5103

Visitation

48% Local

52% Tourists



24

Events and
Public
Workshops



\$138,440

Grants and
Funding



26

Artists

TOURISM AND COMMUNICATIONS

Tourism Operations and Partnerships

The 2022-2023 financial year saw Council make a significant shift in the position of the Experience Somerset brand. Historically, Somerset has aligned with the Brisbane Economic Development Agency (BEDA) as its Regional Tourism Organisation (RTO). BEDA is a wholly owned subsidiary of Brisbane City Council and is the city's official economic development board.

In October 2022, Council made the decision to align with Southern Queensland Country Tourism (SQCT). SQCT is a not-for-profit organisation focussed on promoting Southern Queensland and aiming to build awareness and preference for the destination to grow visitor numbers and increase visitor expenditure. SQCT is the RTO for Southern Queensland, servicing the Toowoomba, Lockyer Valley, Southern Downs and Granite Belt, South Burnett, Goondiwindi and Western Downs LGAs.

Following a review of the interim rebranding of the Fernvale and Kilcoy Visitor Information Centres (VICs) to Explore Centres in 2021-2022, Council chose to rename the facilities to Visitor Information Centres in February 2023. The decision to change the name provided consistency across the naming of the Council VICs and alleviated confusion amongst visitors.

Visitor numbers to the Visitor Information Centres was in line with previous years, with visitation strong across the region (refer to table below).

	Number of visitors 1/7/2022 – 30/6/2023	Number of active volunteers
Esk Visitor Information Centre	3,557	10
Fernvale Visitor Information Centre	4,045	19
Kilcoy Visitor Information Centre	8,144	8
The Condensery - Somerset Regional Art Gallery	4,700	10
Total	20,446	47

Table: Centre and Visitation and Volunteer Numbers

Four volunteer famil tours were conducted in 2022-2023. The objectives of the tours are to recognise the valuable contribution of volunteers, provide an opportunity for communication and sharing of experiences across the volunteer cohort, and to increase product knowledge and operator awareness.

A famil tour was held on 18 October 2022 and focused on the Somerset Dam area and the central zone of the Somerset Region. The volunteers learnt about local businesses and facilities; Hollow Log Country Retreat, Somerset Park Campground, The Spit - Lake Somerset, Coronation Hall, and Bebe's Country Weddings.

The second famil was conducted on 5 December 2022 to celebrate International Volunteers Day. The tour started in Lowood visiting the Rail Trail Community Gardens, then travelling to the Lowood Art Gallery with volunteers enjoying afternoon tea at the gallery. The tour then moved onto the One Tree Canoe to enjoy the wonderful vistas of the Brisbane River, before arriving at Glamorganvale to share a dinner and recognise volunteer service milestones at the

Bottletree Hotel. Councillors and the tourism team joined the volunteers to celebrate their contribution to the community.

The third famil tour was held on 18 April 2023 and focused on the neighbouring Highfields / Crows Nest area. Volunteers visited the Gus Beutel Lookout, the Hampton VIC, Highfields Pioneer Village, Crows Nest Soft Drinks and the Boho Glamping Cartel.

The final tour was held on 22 June 2023 and focused on the towns of Esk and Toogoolawah. The volunteers learnt about local businesses and facilities; The Condensery, Hav'a'chat Cafe, Alexandra Hall and Toogoolawah Pictures, Skydive Ramblers, Esk Caravan Park, Esk Grand Hotel, Brisbane Valley Roasters and the Glen Rock Art Gallery.

Promotions and Advertising

In 2022-2023, Council developed and initiated implementation of the Experience Somerset Marketing Implementation Plan (2023-2025) and Promotional Campaign Planner. As part of this process, a digital visitation review was conducted, affirming Somerset's audience as the short drive and self-contained accommodation (caravan and camping) markets, within the South East Queensland (SEQ) locale. Further insights from the visitation research determined a visitor profile for the region, which strongly implied digital marketing as best practice for engaging Somerset's target market, combined with a mix of multi-level marketing actions. Further, research regarding accommodation peaks and troughs indicated that marketing efforts should be directed towards off-peak months to level out yearly visitation. As a result, Council embarked on a series of evergreen and seasonal campaigns in 202/2023:

- "Savour Summer in Somerset": A leads campaign resulting in 495 leads.
- "WIN a Somerset Escape at the Moreton Bay Expo": A leads campaign resulting in 2,149 leads.
- Evergreen campaign, "Caravan and Camping": A leads campaign resulting in 382 leads.
- Seasonal Winter campaign, "Take the Road Less Travelled": A traffic campaign resulting in 1,056 new visits to [experiencesomerset.com.au](https://www.experiencesomerset.com.au). Noting these are results from the first half of the campaign ending 30 June 2023, with the second half continuing on into July 2023.

Council promoted the region through promotional stalls at the following industry events:

- Experience Somerset stall at Queensland Outdoor Adventure and Motoring Expo held at the Toowoomba Showgrounds from 29-31 July 2022.
- Experience Somerset stall at Buy from the Bush Queensland Festival held at Summer Land Camels, Harrisville on 17 September 2022.
- Experience Somerset stall at Moreton Bay Expo held at the Redcliffe Showgrounds from 17-19 February 2023.
- Experience Somerset featured at the Southern Queensland Country Tourism (SQCT) stall at the Let's Go Queensland Caravan and Camping Supershow held at the Brisbane RNA Showgrounds from 6-11 June 2023.

The Experience Somerset brand continues to work with key industry partners and participated in the following initiatives/projects/events to promote the region:

- SEQ Council of Mayor's SEQ Food Trail website (seqfoodtrail.com.au) – ongoing.
- SQCT website, social media and campaign content – ongoing.
- Council worked to feature Jimna and Somerset in an episode of Channel 7's Creek to Coast – Aired 30 July 2022

- Council worked to feature Somerset in the Brisbane Economic Development Agency imagery capture – captured August 2022.
- Council worked with the Queensland Department of Transport and Main Roads to feature Somerset in the SBS Trail Towns episode filmed in September 2022, to air mid-2023.
- Brisbane Airshow
- Australia Day Promotional Events
- Council worked with Brisbane Valley Farm Direct to establish an inaugural agritourism event, the first of its kind in region, Somerset Flavours Banquet at the Somerset Civic Centre on 22 April 2023.
- Council worked with Rogue Adventures to sponsor the 2023
- Council's submissions for Linville and Toogoolawah gained finalist positions in the Queensland Tourism Industry Council (QTIC) Top Town Awards in the Top Tiny Town category – announced June 2023.

Council refreshed the Experience Somerset's image library with a new series of destination imagery and social media video content. The significant capture of new imagery saw Council Officers coordinate photo shoots over multiple days across 17 locations throughout the region.

The Experience Somerset brand continues to grow, strengthen and gain industry attention. The brand maintains an ongoing presence on experiencesomerset.com.au, social media, Visitor Information Centre activity, trade show representation, campaign work, industry events, initiatives, competitions, and more.

Tourism Strategy Implementation

The release of the new tourism website was a significant progression for promotion of the Somerset Region. The reinvigorated Experience Somerset website utilised the capture of imagery over the preceding year to create a modern and accessible website that leveraged of Somerset's great natural assets. The website features a new Tourism Operator portal, an enhanced events page, smartphone compatibility and integrates search engine optimisation strategies to improve the website's digital visibility.

To build and enhance local tourism partnerships Council participated in the pilot Best of Brisbane Region Experiences Support Program, which was delivered with the support of BEDA and TEQ. The program ran from March to June 2022 and covered 13 modules of training to increase participants' ability to become a Best of Queensland Experience. Six Somerset operators participated in the program. The program was received positively by participants with all six completing the program. The Somerset participants are eager to continue their tourism business development and work more closely together moving forward following the program.

Media and Communications

The Communications Manager is responsible for producing and distributing media releases, management of Council's social media channels, management of Council owned websites, liaising with media, disaster communications, council supported promotions and activities and speech writing for elected members, as and when required. On average about 25 media releases are distributed each month, providing information on Council programs, plans and projects. About 15 media enquiries are received each month.

Council facilitates the content, production and distribution of flyers and brochures about various services and activities across the region. Staff manage various Council promotional stands at events throughout the year.

PLANNING AND DEVELOPMENT

The Planning and Development Department ensures a range of regulatory; compliance and development assessment obligations are undertaken in accordance with Federal and State legislation and Council's Local Laws. The Department is also responsible for economic development and strategic land use planning for the region.

Development Assessment

The Development Assessment section is responsible for ensuring that Council achieves the purposes of the *Planning Act 2016*. This occurs through providing advice to the community on planning and development matters as well as co-ordinating and assessing development applications in accordance with the Somerset Region's Planning Scheme.

A breakdown of Development Applications received during the financial year are listed below.

	APPLICATIONS	TOTAL 2021/22	TOTAL 2022/23
Development Applications	Combined	3	7
	Material Change of Use	112	71
	Operational Work	11	29
	Reconfiguring a Lot	37	26
	Building Work assessable against the Planning Scheme	132	126
	TOTAL	295	259
Planning Certificates		21	23
Survey Plan Endorsements		29	22
Exemption Certificates		7	11

Inspection Programs

A breakdown of inspection programs completed during the financial year are listed below.

INSPECTION TYPE	TOTAL 2021/22	TOTAL 2022/23
Kennels	50	51
Poultry Farms	26	20
Extractive Industries	9	9

Strategic Land Use Planning

A statutory review of the Local Government Infrastructure Plan (LGIP) was commenced during the financial year and will guide Council's future amendment of the LGIP and infrastructure delivery across the region. A major amendment to the Somerset Region Planning Scheme has continued to be progressed and will be subject to future Council consideration.

Economic Development

In December 2022, Council adopted the Somerset ***Economic Development Strategy***, including Investment Prospectus, following extension public consultation. The Strategy is designed to facilitate the growth and prosperity of the region's economy over the next 10-20 years and outlines how Council will positively facilitate this change. The Strategy's actions are focused on three central roles and functions for Council: Marketing and Promotion; Planning for the Future; and Facilitating Change.

The ***Lowood Futures Strategy*** was adopted by Council in December 2022, providing a holistic urban renewal project for Lowood that aims to enhance community wellbeing and amplify the town's identity and competitive advantage. The Strategy is underpinned by a rigorous technical analysis and a collaborative design approach. Importantly, the Strategy is supported by a pragmatic implementation plan with prioritised initiatives and economic analysis that demonstrates the future value of the Strategy and investment in the concept for Lowood.

The Strategy was developed by Council with funding support of the Australian and Queensland Governments through the Queensland Reconstruction Authority under the 2019 Local Economic Recovery grant program.

Council also commenced the development of a ***Kilcoy Streetscape Revitalisation Project*** with expected completion in late 2023. The main outcome for this project will be the development of a master plan for the town centre and main streets along with an exploration for short, medium, and long-term actions setting a roadmap for how this future vision can be achieved.

Council has also continued proactive engagement with the State Government and business via the membership of the State Government's **Queensland Small Business Friendly Council initiative**, including attendance at the annual conference and hosting Dominique Lamb, Queensland's Small Business Commissioner, in the Somerset Region.

The **Local Business Recovery Officer** program also delivered:

- Promotion of the Somerset Grantfinder which has been customised for Somerset residents and provides a one-stop-shop for Federal, State, and local grants.
- Face to face business visits to collect business intelligence and feedback around local issues and priorities.
- Business Recovery Newsletters emailed to all Somerset businesses providing comprehensive council, State and Federal recovery information, grants, and agency support.
- Development of an Economic Development webpage, housing information previously distributed via newsletters.
- Collaboration with State and Federal agencies on recovery and resilience matters.
- Regular email updates and phone calls with State Government agencies such as the Queensland Rural Industry Development Authority (QRIDA), Department of Employment, Small Business and Training, and the Small Business Financial Counselling Service, to discuss grant programs and support initiatives.

- Facilitating a **pop-up office** for QRIDA to discuss open grant opportunities and support with applications.
- Delivery of **workforce capability workshops and recovery and resilience forums**, including:
 - o Grant Writing Forums – Business, Tourism, Agriculture (Nine workshops)
 - o Current Issues in Agriculture – Informative Forum and Networking Evening
 - o Navigating the Storm: Disaster Management Preparation for Business – (Three workshops)
 - o Business Discovery Series: Plan on a Page, Customer Focus 101, Manage Your Digital Footprint (Three workshops)
 - o Somerset Business Breakfast – Forum celebrating Small Business Month.

Building and Plumbing Services

The building and plumbing section's role within the planning and development department is to ensure that Council's range of regulatory and compliance obligations, together with the assessment and evaluation of building and plumbing applications, are undertaken in accordance with the relevant Acts, Codes, Standards and Local Laws.

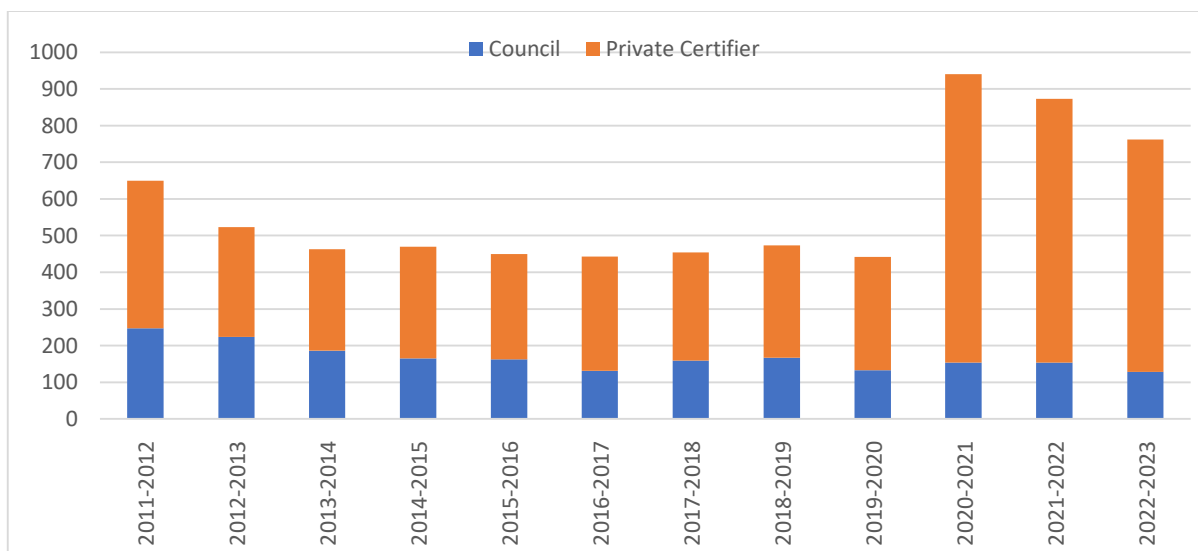
The variety of building and plumbing regulatory inspections that are performed include pool safety services, residential services, amenity and aesthetic services and notifiable plumbing and drainage services.

Other regulatory matters that involve building and plumbing compliance include unapproved works, unlawful use of buildings and overdue servicing of on-site sewerage facilities. This has resulted in the issuing of Show Cause Notices, Enforcement Notices and in some cases, Penalty Infringement Notices (PINs).

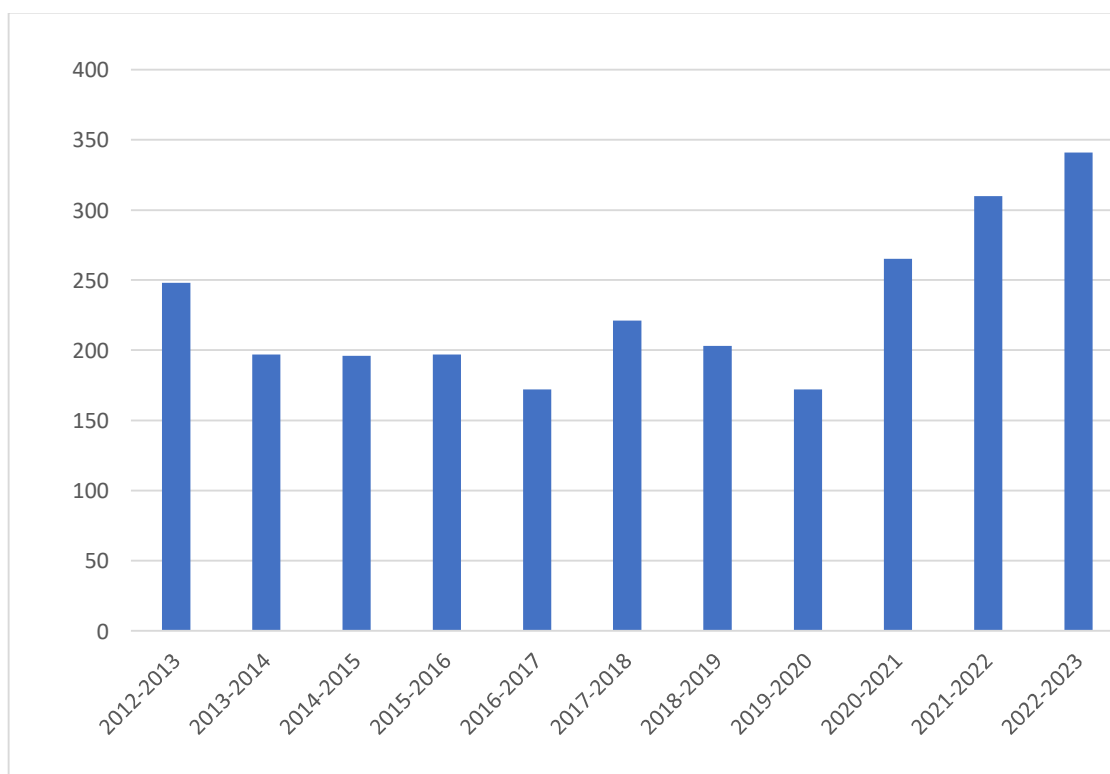
Since completing the voluntary on-site wastewater risk mitigation program in the Linville township catchment area, Council's plumbing inspectors, through partnership with SEQ Water, are continuing the delivery of the next phase of the program in the Glamorgan Vale area of the Black Snake Creek catchment. In total, 21 properties have been offered to be part of the program in the Glamorgan Vale area. Currently one property has taken up the offer and has had a new on-site sewerage treatment plant installed. Council's plumbing inspectors will continue to engage with eligible landowners to offer a subsidy for a replacement treatment system that meets the program guidelines.

The total number of building applications approved for the 2022-23 financial year is 762.

Council's share of the total approved building applications is 16.9% which is lower than last year's share by 0.7%. The downturn in statistics is largely in the private certification sector, as illustrated below



The total number of plumbing applications approved for the 2022-23 financial year is 341. This includes 49 amendments to existing approvals.



Environmental Services

Council's Environmental Services section includes the functions of Environmental Health, Regulatory Services and Pest Management.

Environmental Health

- Administered a total of 156 food business licenses consisting of 122 fixed, 25 mobile and nine temporary food business licenses.
- Conducted more than 120 licensed food business inspections to check compliance with the *Food Act 2006* and the Australia New Zealand Food Standards Code.
- Assisted food businesses, community groups, schools, and the general public through the provision of a free online interactive food safety training package. The I'M ALERT food safety training package can be accessed via www.somerset.imalert.com.au or follow the links on Council's website. More than 730 users accessed the site through the Somerset Regional Council log-in during the year.
- Conducted a mosquito survey program in conjunction with Queensland Health in various towns and villages in the region during the months of January 2023 to March 2023. The main aim of the annual surveillance program is to establish the level of confidence in:
 - o the assumption that mosquitoes *Aedes aegypti* or *Aedes albopictus* are not present in the Somerset Region, and
 - o the likelihood of early detection – to facilitate eradication.
- Samples analysed by Queensland Forensic and Scientific Services returned no positive results for the target mosquitoes.
- Raised community awareness of mosquito management methods through officer advice, local and social media, and Council's website.
- Delivered a water quality monitoring program for Council-operated swimming pools where monthly samples were collected during the swimming season and monitored for compliance with the Queensland Health Water Quality Guidelines for Public Aquatic Facilities 2019.
- Delivered a water sampling service for residents with private drinking water supplies.
- Responded to more than 210 customer service requests relating to issues of compliance with the *Environmental Protection Act 1994*, the *Food Act 2006*, the *Waste Reduction and Recycling Act 2011*, the *Public Health Act 2005*, the *Public Health (Infection Control for Personal Appearance Services) Act 2003* and Council's local laws.
- Delivered a bi-annual inspection program on 13 poultry farms to monitor compliance with development approval conditions.
- Completed more than 30 assessments of applications for approval under Council's local laws and subordinate local laws for prescribed activities such as caravan parks and camping grounds, community markets, commercial use of roads and local government-controlled areas, street stalls, and temporary entertainment events.

Regulatory Services (including Animal Management and Local Laws)

- Encouraged responsible pet ownership through information on Council's website, media, officer contact, the provision of dog friendly parks, the provision of rebates for cat de-sexing, euthanasia, and discounted registration for de-sexed dogs.
- Operated a small and large animal pound in accordance with Council's local laws, where a total of 236 animals were impounded, including 104 dogs and 106 cats and 26 stock.

- Delivered annual inspection program of 49 kennels to monitor compliance with development approval conditions and the *Animal Management (Cats and Dogs) Act 2008* and Council's local laws.
- Responded to more than 1,010 customer service requests relating to compliance with Council's local laws, the *Animal Management (Cats and Dogs) Act 2008* and other relevant legislation.

Pest Management

- Increased awareness and knowledge of biosecurity obligations in relation to pest plants and animals under the *Biosecurity Act 2014*, and the control of pest plants and animals generally through local media, social media, Council's website and attendance at local shows and field days.
- Operated a bait meat subsidy program for landholders who participated in Council's 1080 baiting program, where more than \$2,020 in subsidy payments were made.
- Operated a one third, chemical subsidy program to assist landholders in meeting their biosecurity obligation under the *Biosecurity Act 2014*, where more than \$14,000 in subsidy payments were made.
- Administered a bounty program for wild dogs and feral pigs destroyed within the region, where a total of \$19,375 in bounty payments were made including \$6,780 in wild dog and \$12,595 in feral pig bounty payments.
- Provided an equipment hire program to assist landholders in meeting their general biosecurity obligation under the *Biosecurity Act 2014*.
- Implemented actions listed in the Biosecurity Plan – Invasive Plants and Animals 2020-2025.
- Responded to more than 300 customer service requests relating to issues of compliance with the *Biosecurity Act 2014*.
- Completed a compliance program to ensure that landholders comply with their general biosecurity obligation under the *Biosecurity Act 2014*.
- Operated a 1080 baiting program where more than 3,570 wild dog and feral pig baits were distributed to participating landholders in the region.
- Conducted a pest animal trapping program on Council controlled land and on private land to assist landholders in controlling pest animals such as wild dogs, feral pigs, foxes, and feral cats. During the period more than 25 feral animals were trapped as part of the program.
- Delivered a pest plant control program on Council controlled areas and roads and on state-controlled roads under contract, where more than 247,000 litres of herbicide were applied.
- Operated a 50% Lantana Chemical Subsidy Program, where more than \$98,000 in subsidy payments were made.
- Delivered a Lantana Control Program on Council roads and reserves and on Department of Transport and Main Road reserves where approximately 120 hectares of lantana were treated and approximately 190 hectares of lantana were mechanically controlled.

Natural Resource Management

Somerset Regional Council has an active role in the maintenance and enhancement of the region's natural resources through a range of partnership, advocacy, educational, stewardship and promotional activities.

Regional Collaboration:

- Regular participation in the Council of Mayors (SEQ) Resilient Rivers Initiative, including ongoing project(s) in the Black Snake Creek Catchment.
- Continuing partnership and collaborative projects with Healthy Land and Water, Landcare, Bushcare, and allied groups / organisations.

Education and representation:

- Participation in regional NRM related forum/s, and policy/strategy development, including South-East Queensland Local Government Koala and Flying-Fox forums.
- Facilitated wildlife education presentation opportunity for Somerset region schools.

External funding partnerships:

- Delivery of the \$1.5 Million Volunteer Bushfire Resilience and Recovery Activities "Green Army" project funded under Queensland Reconstruction Authority's 2019 Queensland Bushfires Local Economic Recovery Program.
- Delivery of the Onsite Wastewater Risk Mitigation program in partnership with Seqwater in the Black Snake Creek Catchment.

Community Free Trees:

- Facilitated Council's suite of free tree programs, including three community free tree giveaway events, and schools' national tree day support.
- Delivery of Capital Works Offset Policy, requiring proportional offsetting of Council capital works program/s impacts on vegetation.

Local Delivery, Regional Programs:

- SEQ Land for Wildlife Program.
- SEQ Fire and Biodiversity Consortium.
- Seqwater – Mid Brisbane partnership committee.
- Seqwater – On-site Wastewater Risk Mitigation Program.

OPERATIONS

The Operations Department consists of the following sections:

- Works Branch
 - o Infrastructure Construction
 - o Infrastructure Maintenance
 - o Workshop
 - o Fleet Management
 - o Cemeteries Management
 - o Landfill Operations
- Engineering Services Branch
 - o Parks and Gardens
 - o Facility Maintenance
 - o Survey and Design
 - o Asset Management
 - o Development Assessment
- Disaster Management and State Emergency Service (SES)
- Waste Services and Recycling Management
- Customer Service System

The following is a summary of the department's activities in 2022-2023.

Works

The Somerset region is experiencing continuous growth, and in response, the Council's capital works program is also expanding annually to meet the rising demand. This year, Council has undertaken an ambitious and remarkable volume of projects, demonstrating its commitment to addressing the evolving needs of the community.

Capital expenditure for completed and progressed work from Council and the Department of Transport and Main Roads (TMR) funded projects totaled over \$35 million for the year.

Council has applied for, secured, and received funding subsidies and grants from numerous State and Federal government grants, including but not limited to:

- Roads to Recovery (R2R);
- Bridge Renewals Program;
- Cycle Network Local Government Grants;
- Local Road and Community Infrastructure Program (LRCIP);
- Transport Infrastructure Development Scheme (TIDS);
- Heavy Vehicle Safety and Productivity Program (HVSPP);
- Community Stimulus Program (CSP);
- Disaster Recovery Funding Arrangement (DRFA); and
- Local Economic Recovery Program (LER).

Council has achieved a commendable track record this year by successfully executing a multitude of projects as part of its ongoing construction program. The dedicated works team is committed to delivering quality civil infrastructure throughout the entire region, making optimal use of both internal expertise and external resources.

Council has successfully partnered with local contractors to foster strong, collaborative relationships, for the benefit of local economy. It also enables the delivery of works to improve and maintain all of its asset classes, including roads, bridges and drainage networks.

Council's Works Branch has completed projects related to the following asset categories:

- Roads - including reseal, renewal, rehabilitation and safety improvements;
- Stormwater drainage - including under and above ground drainage systems;
- Waste management - landfill, refuse and recycling centre operations, and the construction of a new landfill cell;
- Cemeteries; and
- Fleet and workshop.

The Works branch has also delivered major road rehabilitation works on the State-controlled roads on behalf of Department of Transport and Main Roads. This is in addition to the contract maintenance works.

The Somerset region was subject to major unprecedented storms and flooding during the months of February, March and May 2022. These events continued to disrupt programmed works, with Council's Works Branch embarking on a huge mission to make all roads trafficable as quickly as practically possible.

Council crews and contractors have carried out visual inspections to Somerset's extensive 1,483 kilometres of local road network, 77 bridges, 3,626 culverts and multiple parks and community facilities across the region as part of the disaster recovery effort.

Over 3,000 sites across Somerset Regional Council local government area were identified as requiring cleaning, flood restoration and recovery works as part of Council's damage assessment following the devastating February, March and May flood events.

After periods of heavy rain had passed, and as soon as it was safe, crews were carrying out priority works to make the road network trafficable, including the construction of temporary sidetracks around damaged crossings and filling potholes, and closing off unsafe sections of roads, parks and open spaces.

The priority works that have occurred were a short-term solution however, and in early 2023 Council commenced the long-term plan for infrastructure restoration under the Disaster Recovery Funding Arrangements, jointly funded by Queensland and Australian Federal Governments. Council anticipates the timeframe for the completion of all work to be June 2024.

Council's effort was spread between Council roads and state-controlled roads and the focus was to restore safe access to impacted communities and advocate for increased resilience where opportunity allowed.

Infrastructure Construction and Maintenance

Roads and Drainage

Council delivered its capital works and maintenance programs across the region in a variety of locations and on roads of both local and regional significance.

Council rehabilitated several streets and roads through the region, including but not limited to:

- Stage1 Esk Crows Nest Road;
- Glamorgan Vale Road, Wanora;
- Sandy Creek Bridge at Copley Lane;
- Gregors Creek Road Culvert, Gregors Creek;
- Lowood Minden Road intersection with Jensens Swamp Road;
- Waverley and Sheppards Road, Lake Manchester;
- Patrick Street, Lowood;
- McConnell St, Toogoolawah;
- Colinton St Toogoolawah;
- Wade Street, Kilcoy; and
- Royston Street, Kilcoy.



Esk Crows Nest Road



Gregors Creek Road Culvert, Gregors Creek



McConnell Street, Toogoolawah



Wade Street, Kilcoy – kerb and channel

Environment and the path to zero emissions

Following successful trials in previous years, Council included recycled crumbed rubber, a product made from waste tyres, on road projects. The rubber is included in the bitumen binder to improve its material properties as well as benefitting the environment and creating a circular economy.

The \$1.8 million road reseal program of works has been made possible with significant Australian Government funding under the Roads to Recovery Program.

Council also commenced investigations to reduce methane emissions at the Esk landfill.

Workshop and Fleet Management

Council's Esk workshop undertakes the bulk of the plant and fleet maintenance and repairs, with workshop staff also carrying out various service and repairs to Council fleet in the field anywhere within the region where the crews are working.

Council has 324 items of plant and 180 floating plant items including: earthmoving plant, SES plant, light vehicles, trucks, tractors, mowers, slashers, chainsaws, weed eaters, blower pumps, generators and many other miscellaneous items. All plant items are serviced on a routine service schedule with other repair and maintenance done as required. The workshop carries out on average 120 services, routine inspections and repairs each month.

Council's workshop also carries out auto electrical and air conditioning repairs in-house as well as annual Certificate of Inspection on Council's small to mid-size truck and trailer fleet as required for annual registration.

Workshop also performs the electrical test and tagging of around 500 items of Council's portable equipment for the work crews and SES on a three-monthly basis.

Workshop also has a fabrication shop which carries out a wide range of works including:

- Design, build and install toolboxes and storage solutions for Council fleet;
- Fabricate and install handrails for footpath/culverts and guard rails for bridges;
- Fabricate, install and repair a full range of park furniture and park assets;
- Three-monthly playground operational inspections and repairs to playground equipment as required; and
- Various other types of maintenance and repairs to Council assets.

Cemeteries Management

Council has eight operational cemeteries throughout the region: Fernvale, Wivenhoe Pocket, Lowood, Esk, Caboonbah, Toogoolawah, Moore and Kilcoy and one closed cemetery at Bryden (Fairview). Most cemeteries have columbarium walls for placement of ashes except for Wivenhoe Pocket and Caboonbah. Kilcoy Cemetery also has a memorial garden for placement of ashes which is maintained on a regular basis. All cemeteries are mowed and cleaned regularly.

There have been new rows constructed in the lawn / beam section of the Kilcoy, Esk and Lowood cemeteries.

Engineering Services

Survey and Design

This team provides Engineering Services for the facilitation and production of surveys, detailed designs, on-site support for the construction crews on majority of Council's roads, drainage, and cycleway capital works program projects. They create and deliver forward work design projects that are often utilised to seek grant funding, from multiple sources, for delivery of Council's future Capital Works Program. Concept designs are created to assist in the planning of Council's future Capital Works Budgets.

Asset Management

Maintaining Council's assets, such as roads, bridges, footpaths, kerb and channel, stormwater, parks and gardens, cemeteries and building facilities is a critical function of the Engineering Services Team. Council continually reviews and improves its asset registers, conditions and databases regarding these assets.

Development Assessment

The Engineering Services Team reviews and approves development works to be undertaken by private developers through the issuing of Operational Works Permits or supporting Council's planning team by providing engineering conditions for material change of use or reallocation of lots applications. Some of the operational works' projects approved this past year included: Parklands at Clarendon - Stages 2D and 2E, Pine Tree Hill - Stages 3 to 6, Windsor Drive -Stage 5C, 89 lot subdivision at Vogler Road and Hedley Park - Stage 7 and Stage 8.

Disaster Management

Disaster Management is a core function within Somerset Regional Council that ensures we maintain a level of readiness should we be impacted by disaster events. Council does this by training staff in disaster management and utilising their skills should we need to establish our Local Disaster Coordination Centre (LDCC).

- *Local Disaster Management Group (LDMG)*

All local governments are required to establish a Local Disaster Management Group (LDMG) to support and coordinate disaster management activities within their relevant area. The LDMG consists of members and advisors from several agencies, who each have a disaster management role to play before, during and after a disaster.

During 2022-2023 four LDMG meetings were held. These were all held online using Microsoft Teams.

Somerset Regional Council representatives attended each of the Ipswich District Disaster Management Group (DDMG) meetings.

- *Disaster Events / Activations*

On the weekend of 22-23 October 2022 the LDMG was placed onto LEAN FORWARD with a small team of Council staff running the Local Disaster Coordination Centre (LDCC) in Fernvale.

There were concerns at the time that an East Coast Low was developing on the Saturday night into Sunday. Whilst there was enough rain to warrant releases from Wivenhoe, no major flooding occurred. Twin Bridges and Savages Crossing in Fernvale were closed during these releases, with Scrub Creek Road also closed on the Brisbane River due to rises in the river.

- *Training and Exercises*

Disaster Management training is an essential means through which Council and other agencies can develop and maintain their disaster management capabilities and capacity. Queensland Fire and Emergency Services maintains responsibility for ensuring persons involved in disaster management are appropriately trained in accordance with the Queensland Disaster Management Training Framework.

Training was completed for Evacuation Centre Management for 20 staff members, including several Councillors. This training was facilitated by Red Cross. A further 19 staff received training in Local Disaster Coordination Centre management. The training, presented by QFES, included an exercise on the last day to test learnings. A member of Qld Rural Fire and Qld Police were in attendance both days.

Throughout the year, a number of staff also attended management training conducted by QFES.

- *Plan Reviews / Assessment*

The Somerset Local Disaster Management Plan was re-written and presented to the LDMG on 17 August 2022 for endorsement and subsequently placed on Council's website. In addition to this, subplans were updated for:

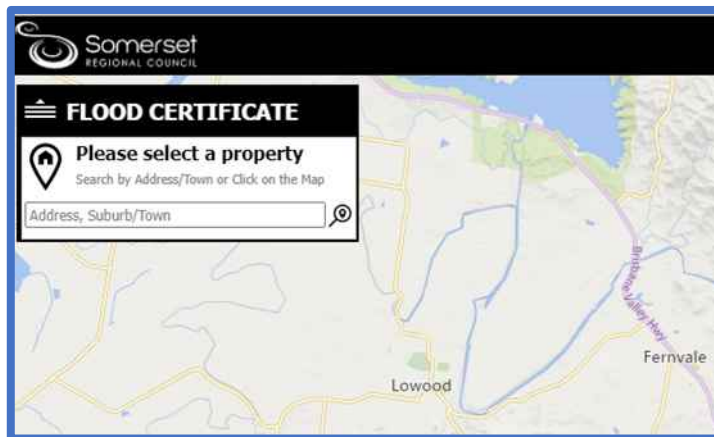
- Evacuation and Evacuation Centre Management;
- Local Disaster Coordination Centre Management;
- Isolated Communities subplan; and
- Livestock Standstill subplan for Emergency Animal Disease (EAD) prevention.

- **Engagement**

Council partnered with the Queenslanders with Disability Network (QDN) in a project known as Building Inclusive Disaster Resilient Communities (BIDRC). The goal of the project is to build a more inclusive disaster-resilient Somerset region for people with a disability. The first workshop was held on Friday 10 March at the Somerset Civic Centre, Esk.

- **Somerset Flood Certificates – online**

Property Specific Flood Certificates went “LIVE” officially on 11 October 2022. This generated significant downloads in the first 48 hours with over 500 certificates requested. To date, we have now more than 2,500 flood certificates issued.



- **Variable Message Sign (VMS) Trailers**

New VMS trailers were received by Council and are in operation. These can be used during times of disaster to assist with community messaging.

- **Flood Cameras and other Flood Warning Infrastructure**

A new camera was installed at Walshes Crossing, Winya Road near Kilcoy. At the same time, Council’s existing network of flood cameras were upgraded to provide better day and night resolution.

The Twin Bridges and Savages Crossing cameras, damaged in the 2022 flood event, were replaced with the assistance of State and Federal funding.

A low-cost water level gauge has been installed on the Kilcoy Creek Bridge to assist in monitoring the crossing during wet weather events.

- **Funding achievements**

Applications were successful for the following projects under the Queensland Reconstruction Authority’s Floodplain Risk Management Program:

- Overland Flow Flood Risk Mapping and Historical Inundation Calibration, and
- Flood Warning Intelligence Enhancement

These projects will significantly enhance Council’s flood intelligence during severe weather events.

State Emergency Service

During the year in review, Somerset SES members responded to 60 activations (37 SES tasks and 23 agency support requests) within Somerset, Ipswich, Logan and Scenic Rim regions, assisting residents and supporting emergency service operations in the QFES South-East region.

Somerset SES Unit's membership currently stands at 58 active volunteers.

During 2022-2023, SES members logged:

- 5,603 hours in non-operational functions (training, administration, equipment and facilities maintenance) and
- 1,760 operational hours assisting in the tasks recorded in the Task and Management System (TAMS) as summarised below:
 - o Storm damage
 - o Sandbagging
 - o Trees down
 - o Land and forensic searches
 - o Flood boat rescues
 - o Traffic management
 - o Patient retrieval



Waste Services and Recycling Management

- *Waste Reduction and Recycling Plan 2018-2022*

The Waste Reduction and Recycling Plan (WRRP) was due for renewal in the 2022/2023 Operational Plan, however its update has been delayed due to reallocation of available resources to assist and manage the flood restoration response.

Council participated in the preparation of the South East Queensland Waste Management Plan which will inform the revision of the updated Somerset WRRP. This is due to be completed by 31 December 2023.

- *Waste Levy*

The Esk weighbridge commenced operation on 1 July 2019, coinciding with the implementation of the Queensland government's waste disposal levy. The weighbridge is in its fourth year of operation and staff and customers have adapted well to the changes the weighbridge brought to operations.

In 2022/2023, 9,559 tonnes of Municipal Solid Waste made its way into the Esk landfill, which was a reduction from last year. Over 10,054 vehicles went across the weighbridge in that time.

- ***Wheelie Bin Kerbside Collection***

The new wheelie bin contract with Ipswich City Council to provide a general waste and recycling kerbside collection has been underway for 12 months. This was the first year that the whole of Somerset Region had a kerbside recycling service. The total amount of kerbside recyclables collected for the 2022/2023 financial year and diverted from the landfill was 975.5 tonnes.



The average presentation rate of the kerbside recycling bins in Somerset Region for the first year was 58%.

- ***Refuse and Recycling Centres***

The contract for the operation of Coominya, Harlin and Kilcoy refuse and recycling centres has been ongoing for 12 months and will continue for another two years.

Council has continued to monitor the sites for safety for the public, contractors and employees by continually auditing procedures and updating signage as required.

- ***Recycling Programs***

Council continues to participate in a number of recycling programs, for example, mobile muster, e-waste recycling program, and continues to seek opportunities for more recycling opportunities.

- ***Containers for Change***

Council continues its partnership with Anuha, a community/charity organisation based in Gatton to operate a container deposit scheme (CDS) on a weekly basis in the towns of Esk, Fernvale and Kilcoy. Discussions have been held with Anuha to look at expanding this service to Lowood and Toogoolawah.

- ***Transfer Stations – Recycling Initiatives***

Council continues to accept cardboard, paper, metal, e-waste, car batteries, glass bottles, and aluminium cans free of charge. These items are collected and taken off site and recycled at various material recovery facilities.

Chippable green waste is also accepted free of charge. The mulch is mulched and stockpiled on site at each transfer station and is either sold to the public or reused on Council projects.

- ***Drum Muster***

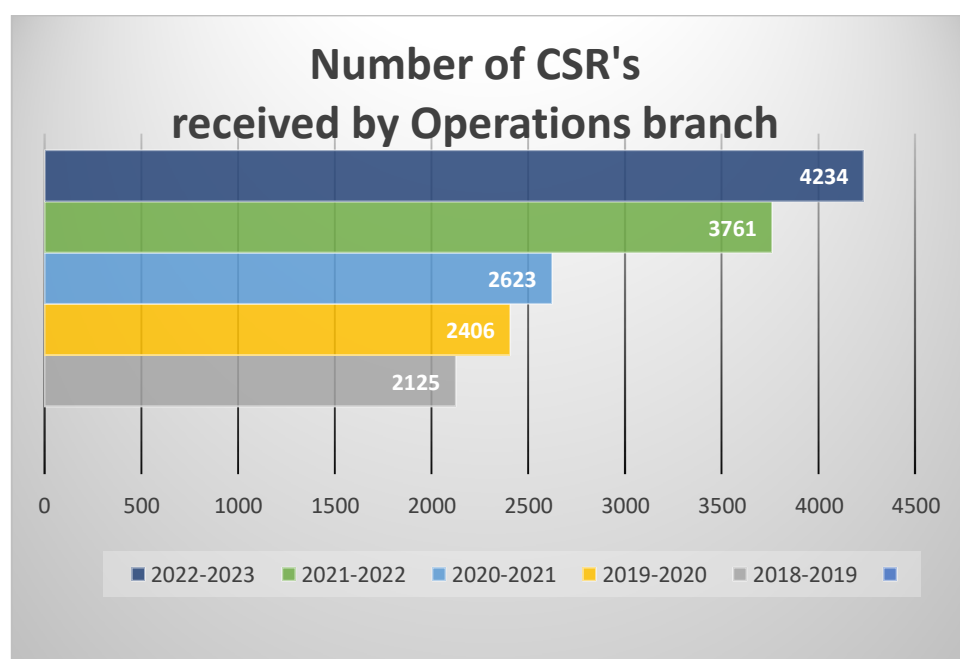
Council continued to work in partnership with Agsafe to provide the DrumMuster program and the ChemClear program. The DrumMuster program provides for the collection of eligible drums from residents at Council's waste facilities free of charge. Council collected 2,244 eligible drums for this year with the most drums (1,459) being collected at the Coominya Refuse and Recycling Centre.

The ChemClear program provides a site for residents to meet with Agsafe to pick up unwanted chemicals.

- **Waste Voucher**
The waste voucher program continued this year with each property receiving two vouchers. Each voucher allows residents to dispose of waste up to 0.5m³ at no charge, making a total of 1m³ of waste per year.
- **Landfill Facilities**
The closed Jimna landfill received its final cap to rehabilitate the site as prepared by waste engineer's report titled Jimna Closed Landfill Rehabilitation Report dated June 2023.

Council also started working on capping the old Kilcoy landfill to rehabilitate the site.

Customer Service System



The Operations branch received a total of 4,234 customer requests for the 2022/2023 financial year. The continued increase in the number of customer requests received was attributed to road maintenance requests from the flood events from February, March and May 2022, the delivery of new wheelie bins for the new wheelie bin contract and a full year of the facility requests being recorded.

HUMAN RESOURCES AND CUSTOMER SERVICE

(including reporting requirements outlined in the *Public Sector Ethics Act 1994*)

Council's Human Resource and Customer Service Department is responsible for ensuring employees are trained and work in accordance with relevant legislation and workplace health and safety requirements. The department also provides the community's first point of contact with Council at our Administration and Customer Service Centres.

Human Resources

Our Workforce

At 30 June 2023, Council had 210 staff employed in a variety of tenures (status) to meet the operational needs of the organisation.

Status	Number of employees as at 30 June 2022	Number of employees as at 30 June 2023
Full-Time	155	156
Part-Time	22	22
Temporary	7	5
Casual	13	16
Supported Wage	0	0
Apprentice / Trainee / Cadet	5	11
TOTAL	202	210

Workforce Demographics at 30 June 2023

Gender	Female	Male
Indoor	69	54
Outdoor	3	84
	72	138

Age	Female	Male
Traditionalists (-1945)	0	0
Baby Boomer (1946-1964)	9	25
Generation X (1965-1980)	27	63
Millennials (1981-1995)	26	28
Generation Z (1995-)	10	22
	72	138

Length of Service (years)	# Employees
Less than 10	149
10+	35
20+	19
30+	6
40+	1

Where our Workforce Lives:	
Postcode	Number
4306	17
4311	24
4312	43
4313	33
4314	6
4514	4
4515	29
Other	54

COVID-19 Impacts

Council continued to be impacted by enforced COVID-19 restrictions during the first half of 2022/2023 although there was no requirement for temporary closure of any public access facilities.

During this period, the workforce continued to remain stable and adapted as required to ensure the delivery of essential Council services continued through the implementation of innovative practices where possible.

Employee Service Recognition

Council recognises employees with service of 10 years> with presentation of a certificate of service and appropriate gift at five (5) year intervals.

In October 2022 Council held a group service recognition presentation to acknowledge seventeen (17) employees who had reached service milestones during the 2022 calendar year. In total, 320 years of service to Somerset Regional Council was recognised on the day.

Apprenticeships, Traineeships and Study Assistance

Council continued its support of employment opportunities for apprentices and trainees during 2022/2023 with two (2) employees completing their traineeships and gaining formal qualifications in their respective areas of study:

- One (1) Traineeship in Horticulture – Parks and Gardens
- One (1) Traineeship in Business Administration - Arts and Culture

Areas where new cadets, trainees and apprentices were appointed were:

- One (1) Cadet Information & Computer Technology (ICT) Officer
- One (1) Traineeship in Business Administration – Facilities
- One (1) Traineeship in Business Administration – Finance
- One (1) Traineeship in Business Administration – Arts and Culture
- One (1) Apprenticeship in Civil Construction Plant – Operations
- One (1) Apprenticeship in Parks and Gardens – Operations

These new placements were in addition to the following existing placements:

- One (1) Cadet Finance Officer (former Business Administration Trainee)
- One (1) Apprenticeship in the Engineering Fabrication Trade - Workshop Team
- Three (3) Apprenticeships in Heavy Commercial Vehicle Mechanical Technology - Workshop Team

Training and Professional Development

Council's Study Assistance Policy was made available to employees undertaking nationally recognised Certificate, Diploma and University level courses throughout 2022/2023 relevant to their positions within the organisation.

In addition, Council continued to offer a variety of training / professional development opportunities throughout the year for employees to gain nationally recognised qualifications.

Various other training and professional development opportunities were offered / delivered to support the continued development of Team Somerset in addition to attendance at various industry specific forums, seminars and conferences.

Training / Induction Processes

All new employees were provided with inductions on the commencement of employment to ensure a smooth transition and seamless integration into the organisation. Inductions were delivered via a monthly corporate program throughout 2022/2023 where required.

The program covers mandatory information including review of relevant human resource and work health and safety legislation, code of conduct, Council procedures, policies and legislative requirements in relevant areas.

The introduction and implementation of an online health and safety management system replaced the former electronic learning management system during 2022/2023. This online system offers improved functionality and further enhanced induction processes with simplified core induction modules being available to new and existing employees.

The online system also embedded mandatory code of conduct training requirements for all employees, ensuring annual refresher training is completed.

Performance Appraisals

Performance appraisals for all team members continued to be conducted throughout 2022/2023 by relevant supervising personnel. From this process, training needs are identified with appropriate education and training courses sourced, promoted and delivered as required.

Volunteers

Volunteers are integral to Council activities such as visitor information centres, library services, community connection points etc. Council has approximately fifty (50) active volunteers across these services within the Somerset region as of 30 June 2023.

Council provides the volunteers with induction training, personal development opportunities, familiarisation tours and recognition events i.e. National Volunteers Day etc.



Somerset Regional Council volunteers enjoying a visit to the Toogoolawah Picture at Alexandra Hall, Toogoolawah during a familiarisation tour held in June 2023.

Staff Wellbeing Initiatives

Council's continued commitment to enhancing the work health and wellbeing of Team Somerset was demonstrated through the reestablishment of the work health and wellbeing committee in 2022/2023, with a wellness committee charter developed and adopted by the committee in March 2023.

The wellbeing program continues to promote a work environment that aims to foster a workplace culture where health and wellbeing are highly valued.

Council is committed to enhancing work health and wellbeing by:

- creating a healthy culture
- creating and supporting a work health and wellbeing strategy
- establishing and supporting a work health and wellbeing committee
- modifying the work organisations and the work environment
- managing risks to workers physical and mental health
- consulting with workers
- supporting worker participation in work health and wellbeing interventions
- supporting workers to adopt and maintain healthy behaviours.

Work Health and Safety

A Work Health Safety (WHS) Strategic Plan 2022-2025 was adopted to capture key strategies for achieving Council's Corporate Plan for work health and safety, along with an annual WHS operational plan (action plan).

A WHS Management Plan was developed to define Council's health and safety management system and provide a framework and road map. A total of ten health and safety system procedures and 47 safe operating procedure were reviewed and improved in consultation with workers ensuring Safety STAR was embedded throughout.

Key performance indicators were adopted based on the SMART principle and the monthly WHS Report format was updated to track progress on KPIs and provide more comprehensive and consistent data to management on all things relating to health and safety.

A key achievement was the implementation of an online health and safety system which includes a document centre to replace the previous intranet site. This now provides every employee easy access to all health and safety documents online via their desktop, laptop or smartphone (using an App).

The online system is used for incident and hazard reporting, to submit opportunities for improvement, inductions, a training plan and training records, corrective actions, workplace inspections, safety engagements, injury management and contractor management.

Core employee online induction modules were overhauled and simplified and Safety STAR embedded in the WHS Induction.

A training needs analysis was documented and established, with employees now able to self-manage induction training and check on training gaps via My Portal on the online system.

Computers are being installed in each depot to provide field-based employees with access to complete online inductions, log events and access the document centre via a desktop computer (all functions are also available via smartphone).

QR Code technology was adopted to provide workers with direct access to Hazchem safety data sheets and contractors direct access to the WHS Contractor Induction.

The WHS Committee met quarterly during the year with minutes of meetings available to all employees via the online document centre.

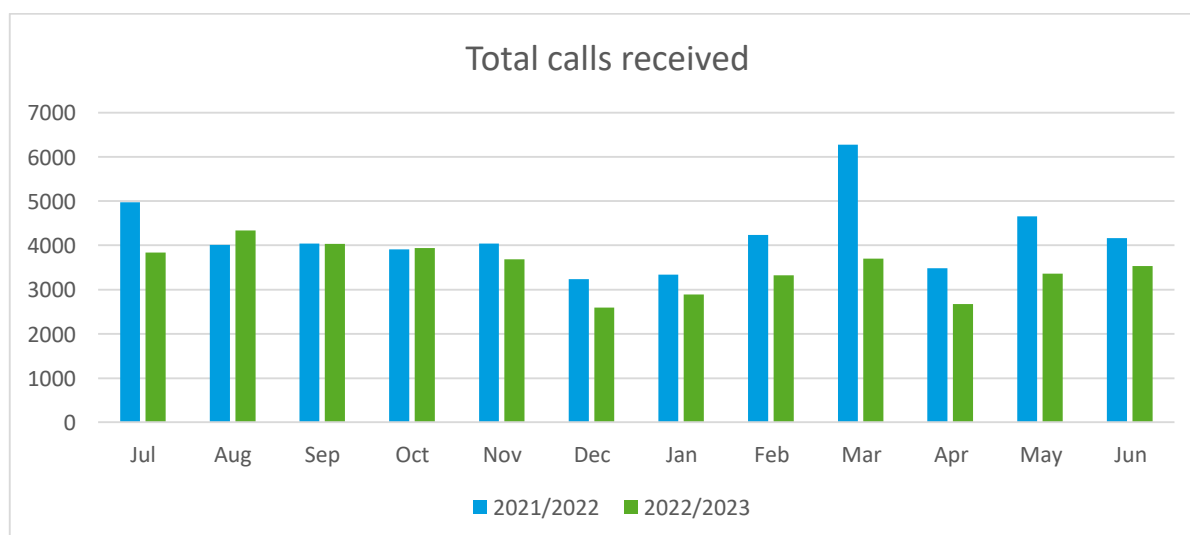
A formal WHS audit schedule was developed to ensure the plan, do, check, act methodology.

Customer Service

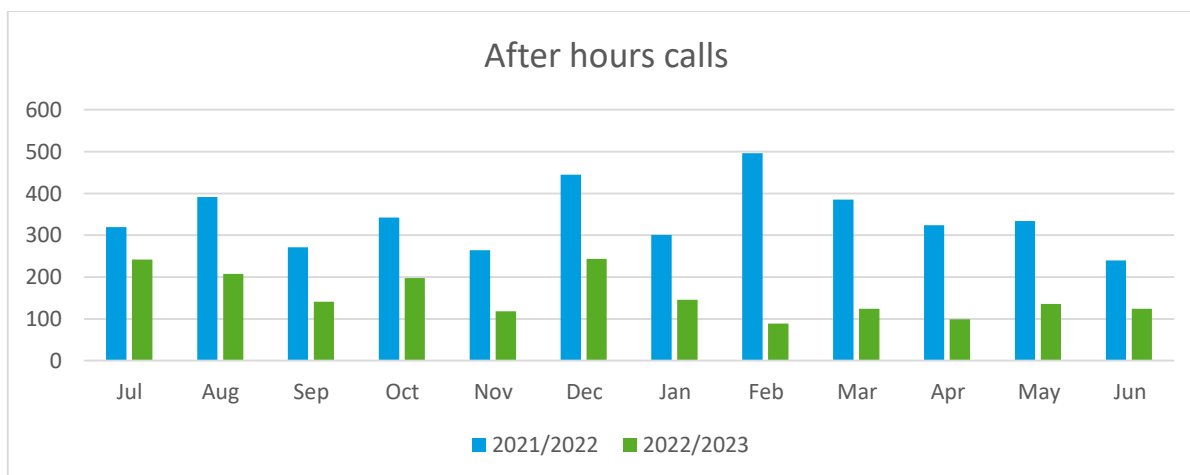
Council's administration and customer service centres are located in Esk, Kilcoy and Lowood. These centres provide a full range of transactions of all Council services during standard business hours, Monday to Friday.



Council's customer service team answer and direct the incoming calls on the main Council phonenumber. In 2022/2023 there was an average of 3,493 calls received per month which decreased from the 2021/2022 figure of 4,196 calls per month. In March and May 2022 there were flooding events across the region which increased call numbers.



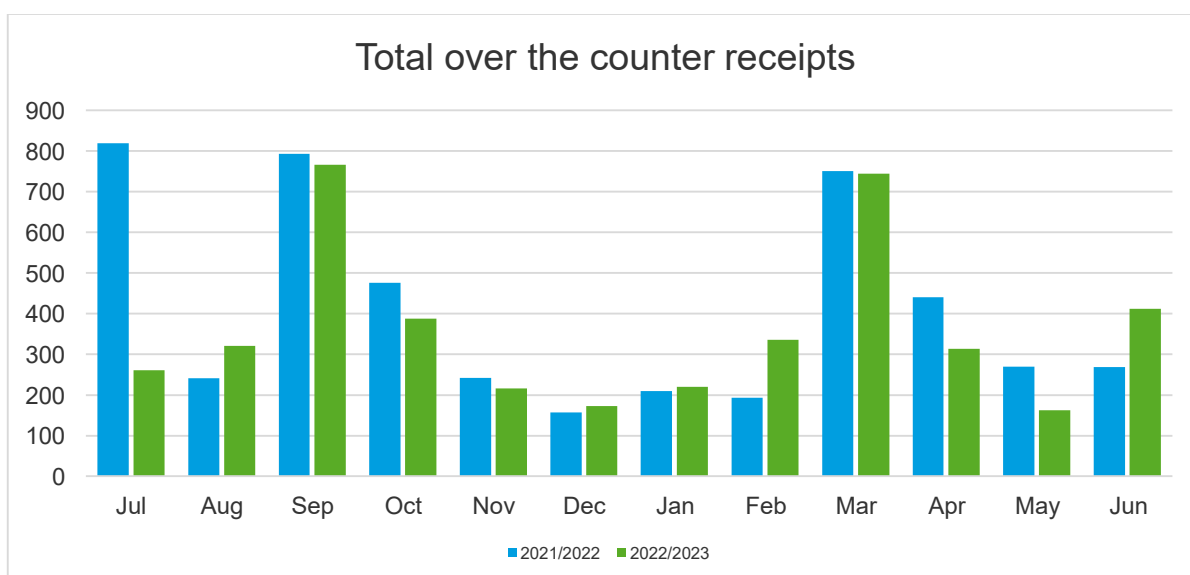
Council's after-hours service is provided by Peak 24/7 Out of Hours Call Centre through Peak Services. In 2022/2023 1,869 calls were received after hours. This is in comparison to 4,112 in 2021/2022. In March and May 2022 there were flooding events across the region which resulted in high after hours call numbers.



Council has customer service standards that prioritise after-hours requests requiring immediate response. Non-urgent matters are recorded and scheduled for processing during standard business hours.

At Council's administration and customer service centres, over the counter receipts are taken for payments such as rates, dog registration, development applications, facility hire costs etc. In 2022/2023 there were 4,314 over the counter receipts taken across the three centres.

Dog registration renewals were issued for the first time in two years as part of Council's stimulus package due to COVID-19 impacts on the Somerset community. Dog registration renewals were last issued in 2021/2022.



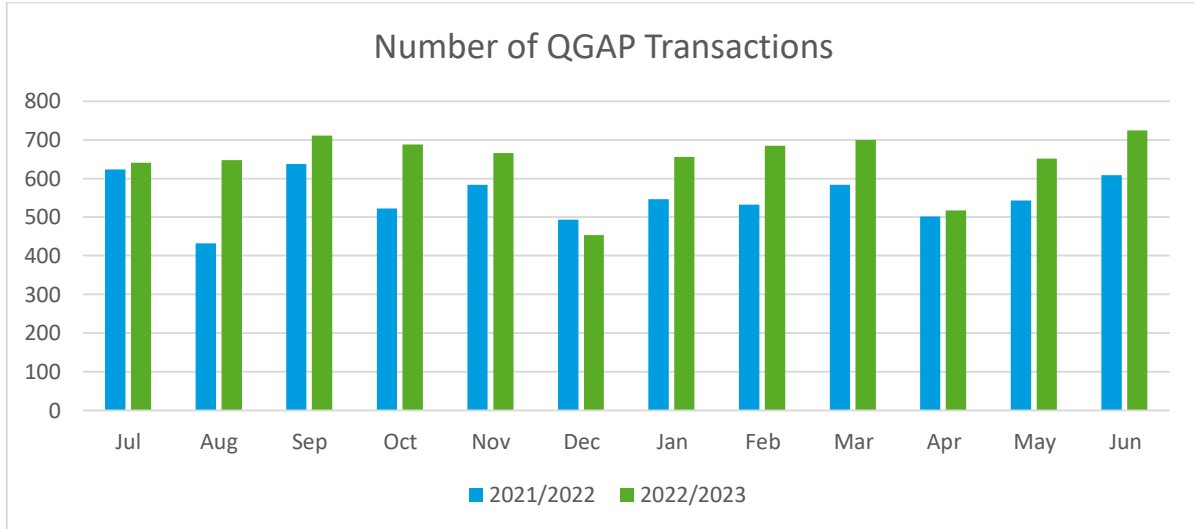
Queensland Government Agency Program (QGAP)

Council has operated a Queensland Government Agency Program (QGAP) at the Lowood Customer Service Centre since the year 2000. QGAP is a network of one-stop-shops for specific government services in rural and remote Queensland communities.

The agency can offer on the spot information or referral for certain Government Departments. Relevant transactions can also be conducted from the agency.

Of all the services offered at the QGAP agency, Queensland Transport transactions continue to be most in demand.

	1/07/2021- 30/06/2022	1/07/2022- 30/06/2023
Total number of transactions	6,613	7,744
Total collection value	\$919,266.09	\$977,740.27
Average time per transaction	4.77 minutes	5.03 minutes



LEGISLATIVE REQUIREMENTS

Resolutions

Section 185 of the Local Government Regulation 2012

No resolutions adopting an expenses reimbursement policy were made during the financial year. There were also no resolutions made amending the existing reimbursement policy.

No resolutions changing the threshold for non-current physical assets (s206(2) of the Local Government Regulation 2012) were made during the financial year.

Total Remuneration Paid to Each Councillor (including Superannuation Contribution)

Section 186(a) of the Local Government Regulation 2012

Total remuneration paid by Council to each of its Councillors for the 2022/2023 financial year:

COUNCILLOR	ALLOWANCE/FEES
Graeme Lehmann	\$126,928.88
Sean Choat	\$ 63,466.13
Cheryl Gaedtke	\$ 63,466.13
Helen Brieschke	\$ 76,157.38
Robert Whalley	\$ 63,466.13
Kylee Isidro	\$ 63,466.13
Jason Wendt	\$ 63,466.13
<i>Total Remuneration</i>	<i>\$520,416.91</i>

Total superannuation contributions paid by Council for each of its Councillors for the 2022/2023 financial year:

COUNCILLOR	SUPERANNUATION
Graeme Lehmann	\$15,231.57
Sean Choat	\$ 7,616.03
Cheryl Gaedtke	\$ 7,616.03
Helen Brieschke	\$ 9,138.85
Robert Whalley	\$ 7,616.03
Kylee Isidro	\$ 7,616.03
Jason Wendt	\$ 7,616.03
<i>Total Superannuation</i>	<i>\$62,450.57</i>

Expenses Incurred by and Facilities Provided to Each Councillor Under the Reimbursement of Expenses Policy

Section 186(b) of the Local Government Regulation 2012

Expenses reimbursed and facilities provided during 2022/2023 were:

COUNCILLOR	EXPENSES
Graeme Lehmann	\$31,019.43
Sean Choat	\$25,314.92
Cheryl Gaedtke	\$29,210.85
Helen Brieschke	\$27,051.58
Robert Whalley	\$27,444.72
Kylee Isidro	\$30,322.84
Jason Wendt	\$28,094.73
<i>Total</i>	<i>\$198,459.07</i>

No non-cash property was transferred to Councillors.

Councillor Meeting Attendance

Section 186(c) of the Local Government Regulation 2012

COUNCILLOR	ORDINARY MEETING	SPECIAL MEETING
Cr G Lehmann	19	1
Cr H Brieschke	20	1
Cr S Choat	19	1
Cr C Gaedtke	19	-
Cr K Isidro	18	1
Cr J Wendt	19	1
Cr B Whalley	19 (partial attendance 21/6/2023)	-

Councillor Misconduct

Section 186(d), (e), (f) of the Local Government Regulation 2012

s186(1)(d)(i)	There were no orders made under section 150I(2) of the <i>Local Government Act 2009</i> .
s186(1)(d)(ii)	There was one order made under section 150AH(1) of the <i>Local Government Act 2009</i> .
s186(1)(d)(iii)	There were no decisions, orders or recommendations made under section 150AR(1) of the <i>Local Government Act 2009</i> .
s186(1)(e)(i) s186(1)(e)(ii) s186(1)(e)(iii)	<p>There was one decision, order or recommendation made about a Councillor under s186(d) during the financial year.</p> <p>4 July 2022 It is alleged that a councillor has breached section 150K (1) (b) of the Local Government Act 2009 (the Act) by video livestreaming without confirming if appropriate or receiving the necessary approval. If proven the conduct could be in breach of Section 150K (1) (b) in that the conduct contravenes a policy, procedure or resolution of the local government. The outcome of this investigation substantiated that Cr Gaedtke did breach section 150K(1)(b) of the Local Government Act 2009 and engaged in inappropriate conduct. At Council's Ordinary meeting on 26 October 2022, the following resolution was carried: "THAT 1. in accordance with Section 150AH (1)(b) (i), (ii), (iii), (vi) and as a result of the findings of the Independent Investigator, Council makes the following orders in response to the findings of inappropriate conduct of Councillor Cheryl Gaedtke. That is Councillor Gaedtke: • will make a public admission that she engaged in inappropriate conduct, • will receive a written reprimand from Council about her conduct, • will undertake training and counselling as approved by Council's Chief Executive Officer, to address the inappropriate conduct at her own expense • be advised that if the Councillor engages in the same type of conduct again, it will be treated as misconduct 2. The outcome of the matter be entered in Council's Conduct Register as provided for in Clause 17 of the Council's Investigations Policy, and 3. The Office of the Independent Assessor be advised of the outcome of the investigation and the orders made by Council</p>
s186(1)(f)(i)	There was one (1) complaint referred to the Independent Assessor under section 150P(2)(a) of the <i>Local Government Act 2009</i> by the local government, a Councillor of the local government or the Chief Executive Officer of the local government.
s186(1)(f)(ii)	There were no complaints referred to the Crime and Corruption Commission or investigated by Council in accordance with any other law under section 150P(3) of the <i>Local Government Act 2009</i> .
s186(1)(f)(iii)	There were no notices given to the Independent Assessor under section 150R of the <i>Local Government Act 2009</i> .
s186(1)(f)(iv)	There were no notices given to the Independent Assessor concerning misconduct by any Councillor under section 150S of the <i>Local Government Act 2009</i> .

s186(1)(f)(v)	There were four (4) decisions made by the Independent Assessor about Councillor conduct complaints under section 150W of the <i>Local Government Act 2009</i> .
s186(1)(f)(vi)	There were no referral notices issued to Council by the Independent Assessor concerning conduct by any Councillor under section 150AC of the <i>Local Government Act 2009</i> .
s186(1)(f)(vii)	There were no investigations of suspected inappropriate conduct of a Councillor undertaken by the local government under section 150AF of the <i>Local Government Act 2009</i> .
s186(1)(f)(viii)	There was one (1) investigation of suspected inappropriate conduct referred to Council by the Independent Assessor to deal with under Chapter 5A, Part 3, Division 5 of the <i>Local Government Act 2009</i> .
s186(1)(f)(ix)	There were no applications heard by the conduct tribunal about the alleged misconduct of a Councillor.

Administrative Action Complaints

Section 187 of the Local Government Regulation 2012

Council is committed to dealing fairly with administrative action complaints. Council's approach to dealing with complaints is outlined in its Administrative Action Complaints Policy, which became effective on 1 July 2011. This Policy has been reviewed several times since adoption. The scope of the policy is as follows:

The complaints process has been established for resolving complaints by affected persons about administrative action of the Council. However, the complaints process does not apply to a complaint -

- that could be made under the Local Government Regulation 2012 about competitive neutrality issues;
- about official misconduct that should be directed to the Crime and Misconduct Commission;
- made in accordance with the *Human Rights Act 2019*,
- made under the *Public Interest Disclosure Act 2010*; or
- about the conduct and performance of Councillors under Division 6, Part 2, Chapter 6 of the *Local Government Act 2009*.

This policy excludes requests for service, enquiries, suggestions, actions and decisions taken under legislation which provide for separate avenues of appeal, such as decisions made under the *Planning Act 2016*, prosecutions made under Local Laws that are appealable to a Magistrates Court and decisions under the Building Act, unless the complaint relates to administrative actions associated with the action or decision.

There were also various other requests for review of Council's decisions using Council's internal review processes. These are outlined below.

Internal Reviews	Date Range	Date Range	Date Range	Date Range
	2022 - 2023	2021 - 2022	2020 - 2021	2019-2020
	6	2	2	3

Application for Review of Local Government Decision	Date Range	Date Range	Date Range	Date Range
	2022 - 2023	2021 - 2022	2020 - 2021	2019-2020
	7	3	2	5

Departmental Review – Level One	Date Range	Date Range	Date Range	Date Range
	2022 - 2023	2021 - 2022	2020 - 2021	2019-2020
Corporate Services Department	1	0	0	0
Operations Department	4	5	12	8
Planning and Development Department	6	2	1	0

The Planning Level One reviews in 2022/23 have escalated to Administrative Action complaints. One of the Administrative Action complaints remains unresolved at 30 June 2023.

Council's process for managing complaints has ensured that matters raised have been properly considered, that complainants have been offered natural justice and that issues relating to complaints generally have been resolved satisfactorily.

Overseas Travel

Section 188 of the Local Government Regulation 2012

There was no overseas travel undertaken by a councillor or local government employee in an official capacity during the financial year other than:

- Cr Kylee Isidro was approved by Council as the Mayor's delegate to travel to the United States and Canada between 2 and 13 February 2023 to support the Council of Mayors (SEQ) North America Mission which sought to, amongst other objectives, examine alternative approaches to transport, growth management, housing affordability, sustainability, telecommunications, waste management and resource recovery. The direct cost to Somerset Regional Council of the overseas travel was \$606.10. The cost of the overseas travel was otherwise met by Council of Mayors (SEQ).

Grants to Community Organisations

Section 189 of the Local Government Regulation 2012

The local government's expenditure for the financial year on grants to community organisations was \$173,844.76. A further \$57,949.91 was provided in Regional Arts Development Fund grants.

Councillors did not have discretionary funds during the financial year.

Annual Operations Report for Each Commercial Business Unit

Section 190(1)(c) of the Local Government Regulation 2012

There were no commercial business units to report for the financial year.

Conducting a Joint Government Activity

Section 190(1)(d) of the Local Government Regulation 2012

There was no action taken for or expenditure on a service, facility or activity that was supplied by another local government under an agreement for conducting a joint government activity for which the local government levied special rates or charges for the financial year.

Invitations to Change Tenders

Section 190(1)(e) of the Local Government Regulation 2012

There were two (2) invitations to change tenders under section 228(8) of the Local Government Regulation during the financial year.

Registers Kept by the Local Government

Section 190(1)(f) of the Local Government Regulation 2012

- Register of Local and Subordinate Local Laws
- Road Register
- Register of Regulatory and Cost-Recovery Fees
- Asset Register
- Councillor Conduct Register
- Delegations Register – Council to Chief Executive Officer
- Delegations Register – Chief Executive Officer to Employee or Contractor
- Register of Interests
- Lobbyist Contact Register
- Register of Council Policies
- Development Application Register
- Cemetery Register
- Food Premise Register
- Infrastructure Charges Register
- Register of Infirm and Medical Wheelie Bin Services
- Number of Wheelie Bin (General and Recycling) Services Register

Summary of Concessions for Rates and Charges

Section 190(1)(g) of the Local Government Regulation 2012

Rebates and concessions on rates were as follows:

1. Pensioner part-remission of certain general rates as set out in the 2022/2023 Revenue Statement as follows:

R27. Pensioner rebate of Kilcoy differential general rates

R27.1 Qualifying Pensions

Rebate of part of certain rates and charges as determined by Council from time to time may be granted to owners who are holders of a current valid Queensland pensioner

concession card and who are eligible to receive a State Government Pensioner Rate Subsidy under the rules of the State Government Pensioner Rate Subsidy Scheme.

The rebate may be granted under Section 120 of the *Local Government Regulation 2012*. Council has decided to phase out the granting of an automatic concession of this kind to pensioners but wishes to protect those pensioners currently receiving the concession from any hardship resulting from the change. Those pensioners in receipt of the pensioner rate subsidy as at 30 June 2008 will continue to receive the subsidy provided they retain other eligibility criteria. However, no new automatic concession will be granted to those pensioners not already in receipt of the concession as at 30 June 2008.

R27.2 Application

A pensioner rebate as above shall apply to differential general rates within the former Kilcoy Shire.

R27.3 Calculation

The rebate of differential general rates within the former Kilcoy Shire shall be equal to:

- \$20 per annum multiplied by;
- The percentage to which the landowners are entitled to receive a State Government Pensioner Rate Subsidy under the rules of that subsidy scheme as issued by State authorities from time to time.

For example, if a full State Government Pensioner Rate Subsidy applies to a rate assessment where differential general rates of \$1,000 would otherwise apply, the landowner shall be entitled to a rebate of \$20 of the rates. If 33% of the full State Government Pensioner Rate Subsidy applies, the landowner shall be entitled to a rebate of 33% of \$20 of the rates.

R27.4 Justification

Council has decided to offer the concession on differential general rates within the former Kilcoy Shire to recognise the financial impact on people of fixed incomes within the former Kilcoy Shire who enjoyed the same level of rebate in previous years.

R27.5 Administration

An application for a State Government Pensioner Rate Subsidy shall be taken to also be an application for Council pensioner rebate. The rules governing eligibility to the State Government Pensioner Rate Subsidy Scheme as issued by State authorities from time to time shall apply in determining eligibility to the Council rebate.

2. The following concession as resolved by Council

“THAT a class concession being a rebate of rates and charges be given to properties with approval for extractive industries but which are not used for extraction that are located within 100 metres of the Somerset/ Ipswich local government boundary for the period 1 July 2022 to 30 June 2023 equal to the difference between the net general rates chargeable for the property and the net amount that would be payable if the property was categorised in rating category 2 because the payment of the rates as categorised would cause hardship.

THAT a conditional class concession being a rebate of rates and charges be given to properties with approval for extractive industries but which are not used for extraction that are located within 100 metres of the Somerset/ Ipswich local government boundary for the period 1 January 2023 to 30 June 2023, provided before February 2023 Council does not become aware of any renewed extraction activities on the property with the rebate

equal to the amount of any extractive industries inspection levy that might apply because payment of the charge would cause hardship.”

3. *The following concession as resolved by Council*

“THAT a conditional rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 July 2022 to 31 December 2022 equal to the difference between the net general rates charged for the property on the rate notice issued 23 August 2022 and the net amount that would have been payable if the property had been categorised in rating category 2 because the payment of the rates or charges would cause hardship to the land owner on the condition that evidence satisfactory to the Chief Executive Officer is received from the new site operator that its intended use of the land and the only extractive activity that will occur on the property is rehabilitation of the land.

THAT no rebate in the extractive industries inspection levy on Lot 1 RP28857 assessment 02352-80000-000 be granted for the period 1 July 2022 to 31 December 2022.

THAT provided extraction of materials on the property does not occur prior to 1 February 2023, a rebate of rates and charges be given to the owner of Lot 1 RP28857 assessment 02352-80000-000 for the period 1 January 2023 to 30 June 2023 of the same amount as the 2022 rebate plus the amount of the half yearly extractive industry inspection levy because the payment of the rates or charges would cause hardship to the landowner.”

4. *The following concession as resolved by Council*

“THAT a conditional class concession under s122 of the Local Government Regulation may be granted on written application of the owner accompanied by appropriate declarations and evidence on an ongoing basis commencing 1 January 2023 in the following circumstances:

- The applicant is the owner of a dwelling where building plans were approved more than ten years before the commencement date of the rating period in which the rebate application was received;
 - No final certificate has been issued for the dwelling and it will not be possible to obtain a final certificate without damaging the dwelling or its foundations;
 - The dwelling has stood in its current location for longer than ten years with no evidence of structural failure;
 - The ownership of the property has changed since the dwelling was constructed; and
 - The applicant’s property is or was included in differential general rating category 1
- Where:
- The class concession is a rebate between the rate otherwise applicable for the property and the rate that would apply if the property hosted a single approved dwelling.”

Report on the Internal Audit

Section 190(1)(h) of the Local Government Regulation 2012.

For 2022/2023, internal auditors, Crowe Australasia/Findex undertook internal audits and other activities as follows in accordance with the three-year strategic internal audit plan:

Internal audit items to 30 June 2023	Progress	Indicative timing	Comments
Core business processes and / or specific internal audits of identified key business risk: <ul style="list-style-type: none"> Recruitment Right to information and privacy reporting (including customer complaints processes) Review of financial management risk register 	Completed	Q2	The Internal Audits have been completed and the reports were presented at the Audit Committee meeting on 12 April 2023.
Administration and Planning <ul style="list-style-type: none"> Development of the Three-year Strategic Internal Audit Plan (2022/23 – 2024/25) and Annual Internal Audit Plan for 2022/23 	Completed	Q3	The Three-year Strategic (2022/23 – 2024/25) and Annual Internal Audit Plan for 2022/23 were developed and presented to the Audit Committee in September 2022 and April 2023
Administration and Planning <ul style="list-style-type: none"> Audit Committee Meetings 	Completed	Q1, Q3	Internal audit attended both audit committee meetings
Administration and Planning <ul style="list-style-type: none"> Administration and Prior Period Follow Up 	Completed	Q2	The follow up of prior period findings was completed and the report presented at the Audit Committee meeting on 12 April 2023.

Crowe Australasia's term as internal auditors expired at 30 June 2023 and O'Connor Marsden and Associates were appointed to the internal audit role by Council resolution on 9 August 2023:

THAT O'Connor Marsden and Associates be appointed to provide internal audit services for two years with two three-year options to extend, consistent with Local Buy contract LB310.

Investigation Notices for Competitive Neutrality Complaints

Section 190(1)(i) and (j) of the Local Government Regulation 2012

There were no investigation notices given in the financial year under Section 49 of the Local Government Regulation 2012.

As such, there were no responses required from Council in the financial year relating to QCA recommendations on competitive neutrality complaints under Section 52(3) of the Local Government Regulation 2012.

Identify Beneficial Enterprises

Section 41 of the Local Government Act 2009

Nil.

Identify Significant Business Activities

Section 45 and 46 of the Local Government Act 2009

Nil.

Remuneration and Councillor Advisors

Section 201(1)(a), 201(1)(b) and 201(1)(c) of the Local Government Act 2009

Senior management remuneration is noted in *Attachment 2 – Financial Statements*.

Council did not resolve to allow a councillor to appoint councillor advisors.

ATTACHMENT 1 – FINANCIAL STATEMENTS

including the audited General Purpose Financial Statement, audited Financial Sustainability Statement and the Long-Term Financial Sustainability Statement

Section 183(a), (b), (c) and (d) of the Local Government Regulation 2012



Financial Statements
For the year ended 30 June 2023

SOMERSET REGIONAL COUNCIL
Statement of Comprehensive Income
For the year ended 30 June 2023

	Note	2023 (\$ 000's)	2022 (\$ 000's)
Income			
Revenue			
Capital revenue			
Grants, subsidies, contributions and donations	5	10,148	11,467
Recurrent revenue			
Rates, levies and charges	3a	28,421	24,936
Fees and charges	3b	2,246	2,897
Rental income		434	367
Interest income	3c	3,342	1,365
Sales revenue	3d	10,653	11,299
Other income	3e	2,403	2,668
Profit from equity accounted investments	15	1,579	1,816
Grants, subsidies, contributions and donations	4	14,451	7,710
		<u>63,530</u>	<u>53,058</u>
Total income		73,677	64,526
Expenses			
Recurrent expenses			
Employee benefits	8	(17,254)	(16,121)
Depreciation	16	(10,964)	(10,316)
Other expenses	9	(889)	(849)
Materials and services	6	(31,683)	(28,359)
Finance costs	9	(1,817)	(2,132)
		<u>(62,607)</u>	<u>(57,777)</u>
Capital expenses			
Loss on the disposal of capital assets	7	(827)	(105)
Total expenses		<u>(63,434)</u>	<u>(57,882)</u>
Net result for year		<u>10,243</u>	<u>6,643</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/ (decrease) in asset revaluation surplus	16	34,162	23,785
Total other comprehensive income/ (loss) for the year		<u>34,162</u>	<u>23,785</u>
Total comprehensive income for the year		<u>44,405</u>	<u>30,429</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies

SOMERSET REGIONAL COUNCIL
Statement of Financial Position
As at 30 June 2023

	Note	2023 (\$ 000's)	2022 (\$ 000's)
ASSETS			
Current Assets			
Cash and cash equivalents	10	58,385	62,473
Receivables	11	6,043	7,323
Contract assets	13	94	1,381
Inventories	12	746	525
		65,268	71,702
Non-Current Assets			
Receivables	14	53,804	43,804
Equity accounted investments	15	30,726	30,221
Property, plant and equipment	16	453,718	406,391
		538,248	480,416
TOTAL ASSETS		603,516	552,118
LIABILITIES			
Current Liabilities			
Payables	18	11,268	9,179
Contract liabilities	13	11,788	8,579
Lease liabilities	17	324	303
Provisions	19	2,043	2,030
		25,423	20,091
Non-Current Liabilities			
Payables	18	2,286	2,474
Lease liabilities	17	373	389
Provisions	19	11,371	9,507
		14,031	12,370
TOTAL LIABILITIES		39,454	32,461
NET COMMUNITY ASSETS		564,062	519,656
Community Equity			
Retained surplus		374,090	363,692
Asset revaluation surplus	20	134,948	100,787
Reserves	21	55,024	55,178
TOTAL COMMUNITY EQUITY		564,062	519,656

The above statement should be read in conjunction with the accompanying notes and accounting policies

SOMERSET REGIONAL COUNCIL
Statement of Changes in Equity
For the year ended 30 June 2023

	Total		Retained surplus		Asset revaluation surplus		Reserves	
	2023	2022	2023	2022	2023	2022	2023	2022
	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)
Balance at beginning of year	519,657	489,228	363,692	356,636	100,787	77,001	55,179	55,590
Net result for the year	10,243	6,643	10,243	6,643	-	-	-	-
Transfers to reserves	-	-	-	-	-	-	-	-
Transfers from reserves	-	-	155	412	-	-	(155)	(412)
Other comprehensive income for the year - net increase/(decrease) in asset revaluation surplus	34,162	23,785	-	-	34,162	23,785	-	-
Balance at end of year	564,062	519,656	374,090	363,692	134,948	100,787	55,024	55,178

The above statement should be read in conjunction with the accompanying notes and accounting policies

SOMERSET REGIONAL COUNCIL
Statement of Cash Flows
For the year ended 30 June 2023

	Note	2023 (\$ 000's)	2022 (\$ 000's)
Cash flows from operating activities			
Receipts from customers		73,341	69,979
Payments to suppliers and employees		(46,905)	(45,570)
		<u>26,435</u>	<u>24,409</u>
Interest received		3,342	1,365
Dividend received		1,074	1,239
Net cash inflow from operating activities	24	<u>30,851</u>	<u>27,013</u>
Cash flows from investing activities			
Payments for loan to associate		(10,000)	-
Payments for property, plant and equipment		(25,243)	(20,839)
Proceeds from sale of property, plant and equipment		742	649
Net cash (outflow) from investing activities		<u>(34,502)</u>	<u>(20,190)</u>
Cash flows from financing activities			
Repayments made on leases (principal only)		(438)	(409)
Net cash (outflow) from financing activities		<u>(438)</u>	<u>(409)</u>
Net increase (decrease) in cash held		(4,088)	6,413
Cash at beginning of reporting period		<u>62,473</u>	<u>56,059</u>
Cash at end of reporting period	10	<u>58,385</u>	<u>62,473</u>

The above statement should be read in conjunction with the accompanying notes and accounting policies

SOMERSET REGIONAL COUNCIL
Notes to the financial statements
For the year ended 30 June 2023
Note 1

The basis of preparation and the significant accounting policies that have been adopted in the preparation of these financial statements are:

1.01 Basis of preparation

Somerset Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

These general purpose financial statements are for the period 1 July 2022 to 30 June 2023 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Consequently, these financial statements have been prepared in accordance with all Australian Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board that are relevant to Council's operations and effective for the current reporting period. Because the council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment.

Recurrent/capital classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income on the following basis: Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

The following transactions are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:

- disposal of non-current assets
- discount rate adjustments to restoration provisions
- revaluations of investment property and property, plant and equipment.

All other revenue and expenses have been classified as "recurrent".

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ("GST"). The net amount of GST recoverable from the Australian Taxation Office (ATO) or payable to the ATO is shown as an asset or liability respectively.

The council uses the Australian dollar as its functional currency and its presentation currency.

Amounts included in the financial statements have been rounded to the nearest \$1,000 or, where that amount is \$500 or less, to zero. There may be differences between financial statements and notes to the financial statements due to the rounding.

1.02 Changes to accounting policies

Unless otherwise stated, accounting policies have been consistently applied throughout the period.

1.03 Adoption of new and revised Accounting Standards

This year Council has adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2022. None of the standards had a material impact on reported position, performance and cash flows.

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective. No relevant standards have been identified that are expected to have a material impact upon council's future financial statements.

1.04 Estimates and judgements

Where necessary judgements, estimates and assumptions have been used in preparing these financial statements. Those that have a significant effect, or risk causing an adjustment to council's assets or liabilities relate to:

- Impairment of property, plant and equipment - Note 16
- Valuation and depreciation of property, plant and equipment - Note 16
- Leases - Note 17
- Provisions - Note 19
- Revenue recognised over time - Note 3
- Contingent liabilities - Note 22

1.05 Volunteer services

The value of volunteer services received is not material and cannot be reliably measured and is not recognised as revenue.

SOMERSET REGIONAL COUNCIL
Notes to the financial statements
For the year ended 30 June 2023

Note 2 (a) - Analysis of Results by Function

	Grant Income		Other Income		Total Income		Expenses		Net Result		Total Assets	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)
Corporate and Community Services Executive	625	1,907	1,448	1,337	2,073	3,244	8,072	7,287	(5,999)	(4,043)	-	-
Finance	-	-	-	-	-	-	1,446	1,364	(1,446)	(1,364)	-	-
Human Resources/ Customer Service	5,488	5,175	31,295	28,543	36,783	33,717	4,432	2,347	32,351	31,371	149,798	145,726
Operations	175	93	1	1	175	93	2,309	1,866	(2,133)	(1,773)	-	-
Planning and Development	15,475	8,670	11,764	12,606	27,239	21,276	37,457	34,833	(10,218)	(13,557)	453,718	406,391
Waste management	1,737	278	1,580	2,525	3,317	2,803	4,288	5,466	(971)	(2,664)	-	-
	-	-	4,091	3,393	4,091	3,393	5,431	4,721	(1,340)	(1,328)	-	-
Total	23,499	16,121	50,178	48,405	73,677	64,526	63,434	57,882	10,243	6,643	603,516	552,118

Note 2.(b)

Description of Component Programs/ Functions

Corporate and Community Services goals include providing high quality information systems, records, community, recreation, cultural activities and tourism promotion services. Executive goals include providing high quality support and advice to the elected council as well as ensuring the implementation of council resolutions, policies and decisions, providing leadership and coordination of departmental operations and performance, corporate planning and public relations management.

Finance goals include providing high quality administration and optimisation of revenues and expenditures, financial and asset reporting, planning and advice, taxation, internal audit and internal control services and managing Council's financial relationship with Urban Utilities

Human Resources and Customer Services goals include providing high quality personnel services and customer service functions.

Operations goals include providing high quality management services of Council's infrastructure, disaster risk management, public spaces, plant and contract works.

Planning and Development goals include providing high quality land use planning, building regulation, economic development and local law services.

Waste Management goals include providing high quality collection and disposal of domestic and other refuse services, recycling and the operation of waste facilities.

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For the year ended 30 June 2023

	2023 (\$ 000's)	2022 (\$ 000's)
3. Revenue analysis		
Revenue recognised at a point in time		
AASB 15		
Grants, subsidies, contributions and donations - recurrent	-	5
Fees and charges	913	1,119
	<u>913</u>	<u>1,124</u>
AASB 1058		
Rates, levies and charges	28,421	24,936
Grants, subsidies, contributions and donations - recurrent	6,115	6,113
Grants, subsidies, contributions and donations - capital	1,103	3,092
Other income	2,112	1,901
	<u>37,750</u>	<u>36,042</u>
Revenue recognised over time		
AASB 15		
Fees and charges	1,333	1,779
Sales revenue	10,653	11,299
Other income	291	767
	<u>12,278</u>	<u>13,845</u>
AASB 1058		
Grants, subsidies, contributions and donations - recurrent	8,336	1,592
Grants, subsidies, contributions and donations - capital	9,045	8,375
	<u>17,381</u>	<u>9,967</u>
Other revenue		
Other revenue		
Profit from equity accounted investments	1,579	1,816
Rental income	434	367
Interest income	3,342	1,365
	<u>5,356</u>	<u>3,548</u>
Total revenue	<u>73,677</u>	<u>64,526</u>

(a) Rates, levies and charges

Rates and annual charges are recognised as revenue when the council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

General rates	26,739	23,620
Food Act inspection special charge	39	33
Extractive industries inspection program special charge	31	29
Kennels inspection program special charge	10	10
Intensive poultry farm inspection program special charge	21	20
Rural fire levy special charge	360	310
Environmental separate charge	501	494
State Emergency Service separate charge	338	333
Garbage charges	3,961	3,770
Total gross rates and charges	<u>32,000</u>	<u>28,619</u>
Less: Discounts and pensioner remissions		
Discount - General rates	(3,577)	(3,173)
Discount - Garbage charges	-	(507)
Pensioner remissions	(2)	(2)
Total rate and charges discounts and pensioner remissions	<u>(3,579)</u>	<u>(3,682)</u>
	<u>28,421</u>	<u>24,936</u>

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Notes to the financial statements
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	2023	2022
Note	(\$ 000's)	(\$ 000's)

(b) Fees and charges

Fees and charges consist of both cost-recovery fees as defined in the Local Government Act 2009 for which Council has a statutory power to collect and commercial fees and charges which are collected on a contractual basis for matters such as cemetery operations and waste operations

Revenue arising from fees and charges is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided. The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example at a camping ground. There is no material obligation for Council in relation to refunds or returns. Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence. Revenue from infringements is recognised on issue of infringement notice after applying the expected credit loss model relating to impairment of receivables for initial recognition of statutory receivables.

Animal control/ local law fees	123	223
Building fees	750	783
Cemetery fees	174	170
Change of ownership fees	101	110
Health and other fees	22	8
Planning and engineering fees	583	995
Property search fees	363	477
Waste fees	130	130
	<u>2,246</u>	<u>2,897</u>

(c) Interest income

Interest received from bank and term deposits is accrued over the term of the investment.

Queensland Treasury Corporation	1,761	266
Urban Utilities	1,289	923
Interest from bank term deposits/ other bank interest	136	24
Interest from overdue general rates and other charges	132	128
Interest from overdue garbage charges	24	24
	<u>3,342</u>	<u>1,365</u>

(d) Sales revenue

Sale of goods revenue is recognised when the customer has taken delivery of the goods. Revenue from services is recognised when the service is rendered. Revenue from contracts and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed. The contract work carried out is not subject to retentions.

Derived from - State Government transport entities	10,623	11,263
Derived from - other parties	30	37
	<u>10,653</u>	<u>11,299</u>

(e) Other operating income

Commissions earned/ administration fees retained	123	123
Ex-Gratia Queensland Treasury payments	1,298	1,237
Tax equivalent receipts - Urban Utilities	814	644
Profit on sale of developed land	-	160
Other income	168	504
	<u>2,403</u>	<u>2,668</u>

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	2023	2022
	(\$ 000's)	(\$ 000's)

4. Contributions, grants and subsidies - recurrent

Government subsidies/ grants used for recurrent expenditure

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied. The performance obligations vary in each agreement but include performance obligations within AASB 15 grants e.g. events. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others. Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract. Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Grant income under AASB 1058

Assets arising from grants in the scope of AASB 1058 are recognised at the asset's fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard. Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

Community/ social services	260	165
Environmental initiatives	7	272
Financial Assistance Grant	5,488	5,175
Fuel tax credits	105	118
Library grants	150	200
Local Economic Recovery Program - recurrent	1,662	-
Natural disaster preparedness	51	359
Natural disaster recovery arrangements	6,214	1,000
Other recurrent grants	206	172
Regional arts grants	50	135
State Emergency Service	82	22
Training and development	175	93
Total recurrent grants and subsidies	14,451	7,710

5. Contributions, grants and subsidies - capital

Capital grants

Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications which will be under Council's control and which is enforceable are recognised as revenue as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin. Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

a. General/ special purpose government subsidies/ grants used for capital purposes

Black Summer Bushfire Recovery Grants Program	-	-
Bridges Renewal Program	215	747
Culvert Renewal - Qld Risk Reduction Fund	151	-
Community Gym Toogoolawah - Active Community Infrastructure	-	1,240
COVID Works for Queensland	-	161
Disaster Recovery Funding Arrangements - capital	799	-
Heavy Vehicle Safety and Productivity Program	-	-
Local Economic Recovery Program - capital	2,719	-
Local Government Grants and Subsidies Program - solar	27	-
Local Roads and Community Infrastructure Program - various projects	1,913	1,274
Preparing Australian Communities Program	-	-
Roads to Recovery Program	1,128	1,038

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	Note	2023 (\$ 000's)	2022 (\$ 000's)
SEQ Community Stimulus - competitive - Lowood Pool		1,334	463
SEQ Community Stimulus - non-competitive		-	61
State Emergency Service/ disaster management equipment subsidies		3	36
Transport Infrastructure Development Scheme		684	593
Transport other programs - cycle network/ bus shelters		75	98
Unite and Recover Community Stimulus - competitive - transport projects		-	1,974
Unite and Recover Community Stimulus - non-competitive		-	726
Total capital grants and subsidies		9,048	8,411

b. Contributions constrained for capital purposes

Contribution of monetary assets by developers		937	1,116
		937	1,116

c. Contributions of non-monetary assets

Non-cash contributions in excess of the recognition thresholds set out in Note 16 in value, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater infrastructure and recreation assets are recognised as revenue when the development becomes "on maintenance" (i.e. the council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

Contribution of non-monetary non-current assets by
 developers at fair value

16	163	1,940
	163	1,940
	10,148	11,467

Total capital grants, subsidies and contributions (a, b and c)

6. Ordinary expense activity analysis

Materials and services analysis

Bridge maintenance and asset management	66	121
Contract upgrade works - State controlled roads	4,600	6,467
Contributions to volunteer rural fire brigades	360	311
Donations	232	215
Environmental contract works	195	1,308
Floodplain management planning	68	110
Fringe benefits tax	129	111
Fuel and oil	1,084	896
Gravel operations	55	32
Indoor sports centre operations	327	418
Information technology goods and services	624	447
Insurance premiums - property and public liability	352	337
Internal audit services	29	32
Legal services	318	276
Library book purchases	108	120
Library operations other than book purchases	136	166
Mechanical parts, tyres and batteries and plant servicing	732	701
Natural disaster recovery arrangements costs	7,141	3,019
Office and communications	338	341
Plant and vehicle registrations	90	88
Road and street maintenance	5,525	6,601
Street lighting	268	271
Somerset civic centre operations	406	277
Subscriptions	145	105
Swimming pool operations	564	672

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	2023	2022
	Note (\$ 000's)	(\$ 000's)
Tourism operations	484	377
Trails and paths	171	95
Valuation services	227	288
Waste collection contract services	3,182	1,287
Water and sewerage services - Urban Utilities	343	353
Other materials and services	3,386	2,518
Total	<u>31,683</u>	<u>28,359</u>

7. Gain (loss) on the disposal of capital assets

(i) Proceeds from the disposal of property, plant and equipment:

Plant and equipment	742	146
Buildings and other structures	-	-
Roads	-	-

Less: Book value of property, plant and equipment disposed

Plant and equipment	16 (565)	(182)
Buildings and other structures	(1,003)	-
Roads	16 -	-
	<u>(827)</u>	<u>(36)</u>

(ii) Proceeds from the disposal of land (not held for redevelopment)

Less : Book value of land disposed	16 -	(572)
Gain (loss) on the disposal of land	-	(69)
Gain (loss) on the disposal of capital assets	<u>(827)</u>	<u>(105)</u>

Gains on the disposal of capital assets are included with income.

Losses on the disposal of capital assets are included with expenses.

8. Employee benefits

Total wages and salaries	16,787	15,038
Leave entitlements and other employee related expenses	339	623
Superannuation	1,878	1,739
Total employee costs	<u>19,004</u>	<u>17,400</u>

Employed for:

Capital purposes	1,750	1,279
Operating purposes	17,254	16,121
	<u>19,004</u>	<u>17,400</u>

9. Finance costs and other expenses

Included in finance costs are the following :

Interest on lease liabilities (finance costs)	152	100
Increase in the discounted amount arising from the passage of time and the effect of any change in the discount rate - gravel pits	70	-
Increase in the discounted amount arising from the passage of time and the effect of any change in the discount rate - refuse sites	1,595	2,033
	<u>1,817</u>	<u>2,132</u>

Included in other expenses are the following :

Audit of financial statements by the Auditor-General of Queensland	102	106
Councillors' remuneration	728	693
Other Councillor costs	60	49
	<u>889</u>	<u>849</u>

Councillor remuneration represents salary, superannuation contributions and other allowances paid in respect of

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	2023	2022
Note	(\$ 000's)	(\$ 000's)

carrying out their duties. In addition to these amounts, the Mayor received the use of a fully maintained motor vehicle and all Councillors received reimbursement for various expenses incurred. Council has not resolved that councillors are employees. Councillor remuneration is therefore not included in employee costs.

10. Cash and cash equivalents

For the purposes of the statement of financial position and the statement of cash flows, cash and cash equivalents include cash on hand, all cash and cheques receipted but not banked at year end and deposits at call with financial institutions. It also includes bank overdrafts and liquid investments with short periods to maturity that are readily convertible to cash at the council's option without penalty and that are subject to a low risk of changes in value. The council considers term deposits with original maturities of less than six months to be cash equivalents.

Cash on hand – petty cash and cash floats	8	6
Cash at bank - operating fund (including unrepresented cheques)	3,033	2,555
Less cheques drawn but not presented at balance date	(3,572)	(2,590)
Cash at bank – other	389	544
Term deposits	1,000	6,000
Short term investments at call	57,528	55,959
Balance per statement of cash flows	<u>58,385</u>	<u>62,473</u>

There were no externally imposed expenditure restrictions at reporting date on any cash asset.

Short term investments at call are held with the Queensland Treasury Corporation. The short term investments at call bear floating interest rates as detailed in note 30.

11. Receivables (current)

Receivables are amounts owed to council at year end. They are recognised at the amount due at the time of sale or service delivery. Settlement of trade debtors is required within 30 days after the invoice is issued. Rate debts fall due 42 days after issue of a rate assessment notice.

Debts are regularly assessed for collectability and allowance is made, where appropriate, for impairment. All known bad debts were written-off at 30 June. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the Local Government Act 2009 to sell an owner's property to recover outstanding rate debts, Council does not generally impair rate receivables.

Council applies normal business credit protection procedures prior to providing goods and services to minimise credit risk. The council does not require collateral in respect of trade and other receivables.

The carrying amounts of trade receivables are assumed to approximate their fair values due to their short-term nature.

Rates and charges	2,360	2,151
Goods and services tax (GST) refundable	393	517
Other debtors accrued	1,001	4,255
Other debtors levied	1,830	224
Less: loss allowance	(168)	(189)
	<u>5,417</u>	<u>6,958</u>
Prepayments	626	365
	<u>6,043</u>	<u>7,323</u>

Interest was charged on outstanding rates at a rate of 8.17% per annum (2022 - 8.03%). No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges and fees.

Overall credit loss of current receivables is not considered material.

The exposure to credit risk for receivables by type of counterparty was as follows:

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	Note	2023 (\$ 000's)	2022 (\$ 000's)
Rates and charges		2,360	2,151
State and Commonwealth Government - levied		1,641	32
State and Commonwealth Government - accrued		8	4,204
Goods and services tax (GST) refundable		393	517
Other - levied		189	192
Other - accrued		993	51
Less: loss allowance		(168)	(189)
Total		5,417	6,958

12. Inventories

Inventories held for sale

Land purchased for development and sale	63	63
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Inventories held for distribution

Stores, sundry and road making materials	682	462
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Total current inventories	746	525
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Inventories held for distribution are:

- goods to be supplied at no or nominal charge and
 - goods to be used for the provision of services at no or nominal, charge
- These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

13. Contract balances

Contract assets represents the excess of costs incurred in relation to a contract with the customer or construction of an asset over the amounts that council has invoiced the customer or the grantor. Where Council has invoiced the customer or the grantor amounts in excess of what it has incurred in relation to a contract or in constructing an asset, this gives rise to a contract liability.

Contract assets	94	1,381
Contract liabilities		
Funds received upfront to construct Council controlled assets	6,066	7,681
Non-capital performance obligations not yet satisfied	5,721	898
	11,788	8,579

Contract liabilities consist of capital and non-capital grants where funds have been received prior to performance obligations being satisfied.

Revenue recognised that was included in the contract liability balance at the beginning of the year

Funds to construct Council controlled assets	2,830	3,129
Non-capital performance obligations	898	1,047
	3,728	4,176

Significant changes in contract balances

Council received capital and non-capital grants during the year in advance of performance obligations being satisfied in respect of multiple programs and purposes.

Satisfaction of contract liabilities

The contract liabilities in relation to capital grants relate to funding received prior to the work being performed since revenue is recognised as Council constructs the assets. Council expects to recognise the contract liability as income within the next 12 months.

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Notes to the financial statements
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		2023	2022
	Note	(\$ 000's)	(\$ 000's)
14. Receivables (non-current)			
Participant loan - Central SEQ Distributor-Retailer			
Authority trading as Urban Utilities (UU)		<u>53,804</u>	<u>43,804</u>

Council held equity participant debts with Urban Utilities valued at \$53,804,033 as at balance date. Further information about the relationship between the council and Urban Utilities is contained at Note 15. The loan receivables are subject to agreements that provide for monthly interest-only payments until 30 June 2028 and for interest based on a mixture of fixed and variable interest rate components with an interest rate set based on the recommendations of Queensland Treasury Corporation. The equity participant debt is treated as a non-current receivable. This debt is not secured. During the year, Council lent an additional \$10,000,000 to Urban Utilities.

The weighted average interest rates applying at balance date were: 3.27% 2.26%

SOMERSET REGIONAL COUNCIL
Notes to the financial statements
For the year ended 30 June 2023

	2023 (\$ 000's)	2022 (\$ 000's)
15. Equity accounted investments		
15a Carrying value of investments		
Non-Current		
Right to participate in the profits of Central SEQ Distributor-Retailer Authority trading as Urban Utilities - opening balance	30,221	29,644
Plus 0.826% share of income of Urban Utilities less distributions received or receivable	506	577
Closing balance - investment in associate accounted for using the equity method	<u>30,726</u>	<u>30,221</u>

15b Summarised financial information

The following table illustrates summarised financial information of the associate, Urban Utilities:

Extract from the associate's statement of financial position:

Current assets	368,278	393,037
Non-Current assets	<u>6,761,164</u>	<u>6,493,390</u>
	<u>7,129,442</u>	<u>6,886,427</u>
Current liabilities	337,833	314,307
Non-Current liabilities	<u>3,072,934</u>	<u>2,896,017</u>
	<u>3,410,767</u>	<u>3,210,324</u>
Net assets	<u>3,718,675</u>	<u>3,676,103</u>
Share of associate's net assets	<u>30,726</u>	<u>30,221</u>

Extract from the associate's statement of comprehensive income:

Revenue	1,508,048	1,446,978
Net profit	204,446	219,402
Add : Other comprehensive income	36	408
Less : Other adjustments	(13,278)	-
Net profit, other comprehensive income and other adjustments	<u>191,204</u>	<u>219,810</u>
Share of associate's net profit	<u>1,579</u>	<u>1,816</u>

Council's share in the associate's profits and losses resulting from transactions with Urban Utilities has been analysed as below and judged to be immaterial to the closing value

Sales by Somerset Regional Council to Urban Utilities	25	27
Purchases by Somerset Regional Council from Urban Utilities	343	353
Investment revenue by Somerset Regional Council from Urban Utilities	1,289	923
Sales revenue as a percentage of Urban Utilities operating expenditure	0.00%	0.00%
Purchase expenditure as a percentage of Urban Utilities operating revenue	0.02%	0.02%
Investment revenue as a percentage of Urban Utilities operating expenditure	0.10%	0.08%

The South East Queensland Water (Distribution and Retail Restructuring) Act 2009 (the Act) established a statutory body called the Central SEQ Distributor-Retailer Authority on 3 November 2009 to deliver water and wastewater services within the local government areas of Brisbane City, Ipswich City, Scenic Rim region, Lockyer Valley region and Somerset region. The Authority trades as Urban Utilities. Urban Utilities (UU) is an unincorporated entity and is domiciled in Brisbane, Australia.

Under the Act, governance arrangements for the Authority were established in a Participation Agreement, which provides for participation rights to be held by the participating councils to be negotiated between the councils. Somerset Regional Council holds 0.826% of the rights to participate in the profits of Urban Utilities. These rights held are recognised as investment assets as they represent a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow.

Notwithstanding that the Act does not permit the transfer of participation rights to another party (except by Ministerial approval), Council controls the investment in participation rights because it is entitled to the benefits of holding and realising the investment. Included in the definition of financial assets is any asset that is an investment in an associated entity.

The participation rights represent equity of the entity and accordingly the participation rights held by Council meets the definition of a financial asset. An investment in an associate is recognised and measured in accordance with the requirements of AASB 128 Investments in Associates and Joint Ventures. Although Council holds less than 1% of the participation rights of UU, the operation of the participation agreement allows Council to exert significant influence over UU because any three of the minority participants are potentially able to operate together to prevent a board appointment. Conversely any two minority participants together with Brisbane City Council are able to appoint board members to UU. The Authority's Board is comprised of independent directors. No individual Council has the ability to dominate the Authority's decision making so as to obtain greater benefits from its activities than any other participant.

AASB 128 requires an investment in an associate to be accounted for using the equity method. Under the equity method, the share of the profits or losses of the associate is recognised in profit or loss and the share of the movements in equity is recognised in other comprehensive income. Investments in associates are carried in the statement of financial position at cost plus post-acquisition changes in the Council's share of net assets of the associate. Dividends received or receivable from associates reduce the carrying amount of the investment. When the Council's share of losses in an associate equals or exceeds its interest in the associate, including any unsecured long-term receivables, the Council does not recognise further losses, unless it has incurred obligations or made payments on behalf of the associate.

As a party to the Participation Agreement, the council receives a proportional share of net profits as a participation return. Returns are paid from post-tax operating profits (after adjusting for capital receipts). The Authority operates under a tax equivalent regime; with all tax paid distributed to the participating Councils on a pro-rata basis to their participation rights.

Council held 8,000 shares in SEQ Regional Recreation Facilities Pty Ltd at year end. This company is not traded on an active market and the investment is valued at nil. The holding was initially recorded at cost (\$8,000) and subsequently fully impaired to a nil value.

16 PROPERTY, PLANT AND EQUIPMENT

For the year ended 30 June 2023

Basis of measurement

Asset values

Opening balance
Additions at cost
Contribution of non-monetary assets by developers at fair value
Disposals
Revaluation adjustment to the asset revaluation surplus
Transferred between classes
Closing gross value

Land	Buildings and other structures		Roads		Plant and equipment		Right of use assets		Total completed assets		Work in progress		Total
	Fair value 2023 (\$ 000's)	Fair value 2023 (\$ 000's)	Fair value 2023 (\$ 000's)	Fair value 2023 (\$ 000's)	Cost 2023 (\$ 000's)	Cost 2023 (\$ 000's)	Cost 2023 (\$ 000's)	Cost 2023 (\$ 000's)	2023 (\$ 000's)	2023 (\$ 000's)	Cost 2023 (\$ 000's)	Cost 2023 (\$ 000's)	2023 (\$ 000's)
23,340	77,338	479,271	20,714	1,193	601,856	8,988	610,844						
-	-	-	2,215	291	2,506	23,028	25,534						
52	-	111	-	-	163	-	163						
-	(1,913)	(182)	(1,579)	(179)	(3,854)	-	(3,854)						
224	2,863	29,500	-	-	32,588	-	32,588						
-	7,384	10,252	-	-	17,636	(17,636)	-						
23,616	85,672	518,953	21,350	1,305	650,895	14,380	665,275						

Accumulated depreciation and impairment

Opening balance
Depreciation provided in period
Depreciation on disposals
Revaluation adjustment to the asset revaluation surplus
Internal transfers
Accumulated depreciation at period end
Book value at period end

-	22,081	172,407	9,451	514	204,453	-	204,453						
-	1,188	8,045	1,412	319	10,964	-	10,964						
-	(910)	(182)	(1,014)	(179)	(2,285)	-	(2,285)						
-	61	(1,636)	-	-	(1,574)	-	(1,574)						
-	-	-	-	-	-	-	-						
-	22,420	178,634	9,849	654	211,557	-	211,557						
23,616	63,253	340,319	11,501	650	439,338	14,380	453,718						

Revaluation adjustments

Total revaluation adjustments increment/ (decrement)
Adjustment to asset revaluation surplus (note 20)
Revaluation adjustments to Income

224	2,802	31,136	-	-	34,162	-	34,162						
224	2,802	31,136	-	-	34,162	-	34,162						
-	-	-	-	-	-	-	-						

Opening asset revaluation surplus (note 20)
Closing asset revaluation surplus (note 20)

14,137	27,630	59,020	-	-	100,787	-	100,787						
14,361	30,432	90,156	-	-	134,948	-	134,948						

Book value of assets disposed of (refer note 7)

-	(1,003)	-	(565)	-	(1,568)	-	(1,568)						
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Additions comprise:

Renewals
Other additions or transfers
Total additions

-	6,308	5,819	-	-	12,127	-	12,127						
-	1,076	4,433	2,215	291	8,015	5,392	13,407						
-	7,384	10,252	2,215	291	20,142	5,392	25,534						

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For the year ended 30 June 2022

Basis of measurement

Asset values

Opening balance
Additions at cost
Contribution of non-monetary assets by developers at fair value
Disposals
Revaluation adjustment to the asset revaluation surplus
Transferred between classes
Closing gross value

Land	Buildings and other structures		Roads		Plant and equipment		Right of use assets		Total completed assets		Work in progress		Total	
Fair value	Fair value	Fair value	Fair value	Fair value	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost
2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)	(\$ 000's)
20,656	68,917	440,008	19,216	972	549,769	4,965	554,734							
194	-	-	2,045	365	2,604	18,600	21,204							
-	-	1,940	-	-	1,940	-	1,940							
(572)	-	(68)	(547)	(145)	(1,331)	-	(1,331)							
3,062	6,973	24,263	-	-	34,298	-	34,298							
-	1,448	13,128	-	-	14,577	(14,577)	-							
23,340	77,338	479,271	20,714	1,193	601,856	8,988	610,844							

Accumulated depreciation and impairment

Opening balance
Depreciation provided in period
Depreciation on disposals
Revaluation adjustment to the asset revaluation surplus
Internal transfers
Accumulated depreciation at period end
Book value at period end

-	18,837	156,629	8,396	340	184,202	-	184,202							
-	1,095	7,481	1,420	319	10,316	-	10,316							
-	-	(68)	(365)	(145)	(578)	-	(578)							
-	2,148	8,364	-	-	10,513	-	10,513							
-	-	-	-	-	-	-	-							
-	22,081	172,407	9,451	514	204,453	-	204,453							
23,340	55,257	306,864	11,263	678	397,403	8,988	406,391							

Revaluation adjustments

Total revaluation adjustments increment/ (decrement)
Adjustment to asset revaluation surplus (note 20)
Revaluation adjustments to Income

3,062	4,825	15,898	-	-	23,785	-	23,785							
3,062	4,825	15,898	-	-	23,785	-	23,785							
-	-	-	-	-	-	-	-							

Opening asset revaluation surplus (note 20)
Closing asset revaluation surplus (note 20)

11,075	22,805	43,122	-	-	77,001	-	77,001							
14,137	27,630	59,020	-	-	100,787	-	100,787							

Book value of assets disposed of (refer note 7)

(572)	-	-	(182)	-	(754)	-	(754)							
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Additions comprise:

Renewals

Other additions

Total additions

-	96	7,397	-	-	7,492	-	7,492							
194	1,353	5,732	2,045	365	9,688	4,023	13,712							
194	1,448	13,128	2,045	365	17,181	4,023	21,204							

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Notes to the financial statements
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Accounting policy matters

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Items of property, plant and equipment with a total value of less than the following thresholds are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Asset class	Capitalisation threshold
Land	\$ 1
Plant and equipment	\$ 5,000
Buildings and other structures, roads, bridges and drainage	\$ 10,000

(i) Acquisition of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class. Fair value means the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

(ii) Capital and operating expenditure

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

(iii) Valuation

Land and improvements, buildings and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property, Plant and Equipment and AASB 13 Fair Value Measurement. Plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued where required so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This revaluation involves either the application of a suitable index to the cost elements of each asset or involves an assessment of the value by someone with requisite skills and qualifications. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection.

The frequency of valuation and the relationship of valuers to the council for each class property, plant and equipment is as follows:

Asset class	Basis of measurement	Date of last revaluation	Relationship between valuer and the council	Frequency of revaluation	Note
Land	Revaluation	30 June 2023	Independent registered valuer	Every 5 years	
Buildings and other structures	Revaluation	30 June 2023	Independent registered valuer	Every 5 years	
Roads	Revaluation	30 June 2023	Suitably qualified council employee	Annually	
Right of use assets	Cost	Not applicable	Not applicable	Not applicable	17
Plant and Equipment	Cost	Not applicable	Not applicable	Not applicable	

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus of the appropriate class, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense, to the extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

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In the intervening years between valuations, Council monitors relevant indicators for changes in land and building and other structures values each year including reports by the Queensland Valuer-General and relevant producer price indexes issued by the Australian Bureau of Statistics for any indication that land and buildings and other structures may have increased materially in value. Council will obtain roughness index data on its sealed road network every three years in order to better inform the management of its road assets.

Plant and equipment is measured at depreciated cost.

Separately identified significant components of assets are measured on the same basis as the assets to which they relate.

(iv) Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the council.

Management believes that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable significant components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the council or the unexpired period of the lease, whichever is the shorter.

The depreciation methods, residual values and estimated useful lives of property, plant and equipment are reviewed end of each annual reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions.

The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown below.

Asset class	Range of Estimated Useful Life in Years	Depreciation method used
Land	Not depreciated	Not depreciated
Buildings and other structures	10 to 135	Straight line
Plant and equipment	3 to 50	Straight line
Right of use assets	3 to 5	Straight line
Roads	10 to 200	Straight line

(v) Impairment

All non-current physical and intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

(vi) Other property

Council holds immaterial assets that are held by lessees under operating leases.

These assets are incorporated in property, plant and equipment and are included in the "land" and "buildings and other assets" classes above. The assets are maintained on leases so that they can be used for Council owner occupier

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purposes in the future. It is considered that these assets do not meet the definition of investment property under AASB 140.5 Investment Property. Lease amounts receivable are disclosed in Note 26.

Fair Value Measurements

(i) Recognised fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis: land, buildings and other structures and roads.

In accordance with AASB 13 fair value measurements are categorised on the following basis:

Level 1 – Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities

Level 2 – Fair value based on inputs that are directly or indirectly observable for the asset or liability

Level 3 – Fair value based on unobservable inputs for the asset and liability

The following table categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets and liabilities measured and recognised at fair value at balance date.

As at 30 June 2023

	Level 2 (\$ 000's)	Level 3 (\$ 000's)	Total (\$ 000's)
Land	23,616	-	23,616
Buildings and other structures	-	63,253	63,253
Roads	-	340,319	340,319
	<u>23,616</u>	<u>403,571</u>	<u>427,187</u>

As at 30 June 2022

	Level 2 (\$ 000's)	Level 3 (\$ 000's)	Total (\$ 000's)
Land	23,340	-	23,340
Buildings and other structures	-	55,257	55,257
Roads	-	306,864	306,864
	<u>23,340</u>	<u>362,122</u>	<u>385,461</u>

There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3. Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

Council's valuation policies and procedures are set by Council's Director Operations and Director Finance acting in consultation. They are reviewed annually taking into consideration an analysis of movements in fair value and other relevant information.

Specific valuation techniques used to value Council assets comprise:

(i) Land (level 2)

Land was independently valued as at 30 June 2023 at fair value by Mr Daniel Atherton (Registered Valuer No 2962) of APV Valuers and Asset Management following a desktop review. Level 2 valuation inputs were used to value land in freehold title. Land was independently valued as at 30 June 2022 at fair value by Mr Daniel Atherton (Registered Valuer No 2962) of APV Valuers and Asset Management. Level 2 valuation inputs were used to value land in freehold title.

Reserve land does not have a value for the purpose of the financial statements of Somerset Regional Council. The valuer indicated that he determined land valuations based on relevant sales of land in the locality and that he had

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undertaken research of the various submarkets within the regional council area through the analysis of sales evidence and discussions with real estate agents. The valuer indicated that he had also taken into consideration the zoning and current use of council land and any characteristics of land which may adversely affect the usefulness of a lot including contamination.

The valuer assumed for the purpose of the valuation that Council would not be required to liquidate any asset or undertake any land transactions on adverse terms. The valuer applied an approach to valuing land that considers the potential purchase costs of similar land in the same area.

(ii) Buildings and other structures (level 3)

Buildings and other structures were independently valued as at 30 June 2023 at fair value by Mr Daniel Atherton (Registered Valuer No 2962) of APV Valuers and Asset Management following a desktop review.

Buildings and other structures were independently valued as at 30 June 2022 at fair value by Mr Daniel Atherton (Registered Valuer No 2962) of APV Valuers and Asset Management following a desktop review. Mr Atherton conducted a valuation based on physical inspection of all assets as at 30 June 2021. Asset conditions were assessed in detail during the 2021 valuation and inspection process and valuers relied on management advice that there had been no material change in the condition of any asset during 2022/2023 in assessing valuations as at 30 June 2023. The 2023 desktop valuation was commissioned mainly to ensure that rising building costs were appropriately reflected in Council's financial statements.

The valuer indicated that values were determined using a current replacement cost method of valuation and included consideration of obsolescence and impairment, actual construction costs by Somerset Regional Council and those of nearby recent projects completed by others, Rawlinsons Construction Guide or similar guides and other valuations.

The valuer considered asset condition and attributes of assets such as dimensions and materials through physical inspection of all assets valued. The valuer considered how these factors might impact on the assets' highest and best use to potential market participants. The valuer has assessed a residual value of nil for all buildings and other structures.

Inputs to the valuation included the design and construction, average cost of construction, condition and consumption score for each component of each asset as well as the dates of acquisition and decommissioning.

As these are supported by observable evidence obtained via inspection and market evidence they have been classified as level 2 valuation inputs. The unobservable inputs (such as the relationship between condition and the assessed level of remaining service potential of the depreciable amount) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level 3 valuation inputs.

Significant unobservable input

Residual value	Range of inputs	Relationship of unobservable inputs to fair value
Estimated life	0%	The higher the residual value percentage, the higher the fair value
Estimated remaining life	10 years to 135 years	The longer the estimated life, the higher the fair value
	1 year to 107 years	The longer the estimated remaining life, the higher the fair value

(iii) Roads (level 3)

All Council road infrastructure assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset. There was 1,496 linear kilometres of constructed roads.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks.

Council categorises its road infrastructure into urban and rural roads and then further sub-categorises these into sealed roads, gravel roads, formed roads, other surfaces, underground drainage and paths. Roads are managed in segments of various length between logical geographic nodes. The segments average 826 metres in length. All road segments are then componentised into subgrade, base course/ pavement, wearing course and intermediate course (where applicable).

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Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials for its construction type.

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Council assumes that pavements are constructed to depths of 300 mm.

This class of asset incorporates drainage including 94 kilometres of underground drainage assets in mainly urban areas.

Council categorises its underground drainage assets by material including concrete and polyvinyl chloride (PVC) pipework and by size and depth.

Council assumes that environmental factors such as soil type, climate and topography are consistent across each geographic area where underground drainage is located. Council also assumes that each segment of underground drainage is designed and constructed to the same standard and uses a consistent amount of labour and materials for its construction type.

CRC for underground drainage was calculated by reference to asset linear metres and area specifications, estimated labour and material inputs, services costs, and overhead allocations.

This class of asset incorporates paths including 64 kilometres of sealed footpaths and cycleways in mainly urban areas and 18 kilometres of unsealed paths which are mainly within sections of disused rail corridor.

Council categorises its paths by material including concrete, bitumen and gravel and by width.

Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment of path. Council also assumes a segment of path is designed and constructed to the same standard and uses a consistent amount of labour and materials for its construction type.

CRC for paths was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. Council assumes that concrete pavements are constructed to a depth of 100mm using 25 Mpa reinforced concrete.

Road assets were valued by Council's employed Director Operations, Mr Craig Young (RPEQ no 12500). Road assets were valued as at 30 June 2023. Mr Young relied on dimensional, condition, costing and other data collected during the period to assess the values of road assets and their components.

Roads were valued at fair value being current replacement cost.

Replacement costs were assessed based on unit rates which were supported by the council's experience in carrying out its own road construction activities. During 2022/2023, Council obtained data in respect of the condition of its road assets. This data was used as a basis for assessing the condition of road assets at 30 June 2023 unless alternate information was available.

Council has collected and inspected imagery and pavement roughness data for all constructed road segments. A consumption assessment was undertaken based on the International Roughness Index (IRI) and observation and inspection of the assets. The measurements and inspection outcomes were used to provide an estimate of current asset health, the proportion of health remaining and the remaining useful lives of assets.

Council has relied on external data in forming the views about the overall condition of its road assets. The local government area was subject to two natural disaster declarations during 2021/2022 relating to floods that impacted the condition of road assets. All roads were open to traffic as at 30 June 2023 however restoration work was occurring to road assets to improve their condition.

This external data is as follows:

Engineering consultants Shepherd Services Pty Ltd were engaged to collect and report on sealed and unsealed road condition data.

Shepherd Services Pty Ltd obtained road condition data during June 2023, capturing data for all sealed and unsealed constructed roads

The assessed condition of each road segment has been based on an analysis of indicators from this dataset except where other condition information was available.

Remaining lives of assets were assessed based on both condition and year of construction.

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Average current replacement costs (\$ per sqm of road area) for each of the key components were:

	2023		2022		Percentage increase		
Pavement (sealed and unsealed roads)	\$	33,190	per square metre	\$	30,940	per square metre	7.27%
Bitumen seal (wearing course - 80%)	\$	3,9680	per square metre	\$	3,6957	per square metre	7.37%
Bitumen seal (wearing course - 20%)	\$	0,9920	per square metre	\$	0,9239	per square metre	7.37%
Bitumen seal (intermediate course)	\$	4,9600	per square metre	\$	4,6196	per square metre	7.37%
Subgrade	\$	0,4870	per square metre	\$	0,4540	per square metre	7.27%

Average current replacement costs (\$ per linear metre of underground drainage) for key pipe types by material, diameter and class were:

	2023		2022		Percentage increase
Concrete - 1500mm diameter- class 2	\$	2,076.20	per linear meter	\$ 1,935.30	per linear meter 7.28%
Concrete - 375mm diameter- class 2	\$	285.80	per linear meter	\$ 266.40	per linear meter 7.28%
Concrete - 1800mm diameter- class 2	\$	2,811.00	per linear meter	\$ 2,620.30	per linear meter 7.28%
Concrete - 1350mm diameter- class 2	\$	1,740.70	per linear meter	\$ 1,622.60	per linear meter 7.28%
Concrete - 750mm diameter- class 2	\$	727.60	per linear meter	\$ 678.20	per linear meter 7.28%
Concrete - 600mm diameter- class 2	\$	469.60	per linear meter	\$ 437.70	per linear meter 7.29%

Unit rates applied for 2023 were greater than rates that applied for 2022 for asset components. The degree of movement depended on whether assets are normally constructed using a higher or lower percentage of Council day labour. Pavement, seal, subgrade and other components of roads which are normally constructed using a high percentage of internal labour have been indexed by reference to Australian Bureau of Statistics producer price index 3101 road and bridge construction Brisbane (A233727L) for the year to 30 June 2023 at 7.28%. This was considered appropriate based on Council's recent experiences in road construction activities and Council's labour cost increases pursuant to relevant industrial instruments. There was an active market for bitumen road sealing during the year and unit rates used are consistent with those previously achieved by the council.

In determining the level of accumulated depreciation, roads were disaggregated into significant components which exhibited different useful lives.

Road conditions were assessed using the following table:

Definition	Rating	Percentage of design life remaining	Comment on any change from FY2022
Over 30% of the road requires reconstruction	1	20%	No change
10% to 30% of the road requires reconstruction	2	30%	No change
Less than 10% of the road requires reconstruction plus patching and surface correction	3	50%	No change
Minor patching and surface correction	4	70%	No change
No attention required	5	90%	No change

All of Council's underground drainage network is relatively new and is in excellent condition. In determining the level of accumulated depreciation, remaining useful lives were calculated based on condition assessments. Underground drainage conditions were assessed using the following table:

Definition	Rating	Reduction in design life	Comment on any change from FY2022
Failed	1	90%	No change
Poor	2	70%	No change
Fair	3	30%	No change
Good	4	20%	No change
Excellent	5	0%	No change

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Council's path network has an average age of 13 years and sealed paths have an average condition rating of 2.0 (good condition).

In determining the level of accumulated depreciation, remaining useful lives were calculated based on condition assessments. Path conditions were assessed using the following table:

Definition	Rating	Percentage of design life remaining	Comment on any change from FY2022
Very good	1	90%	No change
Good	2	70%	No change
Fair	3	50%	No change
Poor	4	30%	No change
Very poor	5	20%	No change

As detailed above Council's road network has been valued using written down current replacement cost. This method utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation. The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input	Range of inputs	Relationship of unobservable inputs to fair value
Estimated life	10 years to 200 years	The longer the estimated life, the higher the fair value
Estimated remaining life	1 year to 200 years	The longer the estimated remaining life, the higher the fair value
Condition rating	1 to 5 as above	The better the condition rating, the higher the fair value
Standard construction unit rate per square metre (road)	\$0.4870 to \$33.19 as above	The higher the standard construction unit rate, the higher the fair value
Standard construction unit rate per linear metre (underground drainage)	\$285.80 to \$2,811.00 as above	The higher the standard construction unit rate, the higher the fair value
Council bridges were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.		

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks.

Council categorises its bridges into steel, concrete, timber and concrete/timber composite hydraulic structures. Council assumes that environmental factors such as soil type, climate and topography are consistent across each bridge. Council also assumes a bridge is designed and constructed to the same standard and uses a consistent amount of labour and materials for its construction type.

CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations.

Council's bridges and hydraulic structures were valued by Council's employed Director Operations, Mr Craig Young (RPEQ no 12500). Bridges were valued at fair value being current replacement cost as at 30 June 2023. Mr Young relied on dimensional, condition, costing and other data collected during the period to assess the values as at this date. Council's bridges primarily consist of either all timber structures, all concrete structures or composite structures that include both concrete and timber components. Replacement costs for these assets were assessed based on unit rates which reflected the council's experiences in constructing bridges. Condition data for bridges was obtained through regular inspection activities including taking core samples of major timber components and level two inspection reports prepared for Council by consulting engineers in respect of a number of bridges. Remaining lives of assets were assessed based on both condition and year of construction. No residual value was applied in respect of any bridge.

Average gross replacement costs (\$ per sqm of deck area) for major bridge types were:

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16 PROPERTY, PLANT AND EQUIPMENT

	2023		2022		Percentage change
All concrete	\$	6,990 per square metre	\$	6,310 per square metre	10.78%
Composite concrete and timber	\$	3,080 per square metre	\$	2,780 per square metre	10.79%
All timber	\$	2,430 per square metre	\$	2,190 per square metre	10.96%

Unit rates applied for 2023 were higher compared to rates applied for 2022. This was considered appropriate based on Council's recent experiences in bridge construction activities and by reference to Australian Bureau of Statistics producer price index 3101 road and bridge construction Brisbane (A2333727L) for the period 31 March 2022 to 31 March 2023 which showed an increase of 10.84%. No new bridges were constructed during the reporting period.

In determining the level of accumulated depreciation, remaining useful lives were calculated based on condition assessments.

Conditions were assessed using the following table:

Definition	Rating	Reduction in design life	Comment on any change from FY2022
Timber or part-timber bridge with measured girder stress of 60 Mpa or greater	5	90%	No change
Timber or part-timber bridge with measured girder stress of between 40 Mpa and 60 Mpa	4	50%	No change
Timber or part-timber bridge with measured girder stress of between 30 Mpa and 40 Mpa	3	30%	No change
Timber or part-timber bridge with measured girder stress of between 20 Mpa and 30 Mpa	2	15%	No change
Good	1	5%	No change
All-concrete or part-concrete bridge requiring no maintenance	0	0%	No change

As detailed above Council's bridge network has been valued using written down current replacement cost. This method utilises a number of inputs that require judgement and are therefore classed as unobservable. While these judgements are made with the greatest care, and based upon years of experience, different judgements could result in a different valuation. The table below summarises the effect that changes in the most significant unobservable inputs would have on the valuation:

Significant unobservable input

Estimated life	Range of inputs 30 years to 100 years	Relationship of unobservable inputs to fair value The longer the estimated life, the higher the fair value
Estimated remaining life	0 years to 100 years	The longer the estimated remaining life, the higher the fair value
Condition rating	0 to 5 as above	The lower the condition rating, the higher the fair value
Standard construction unit rate per square metre of deck	\$2,430 to \$6,990 as above	The higher the standard construction unit rate, the higher the fair value

(vi) Plant and equipment

Plant and equipment are shown in the statements at historical cost less accumulated depreciation.

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2023
(\$ 000's) **2022**
(\$ 000's)

17. Leases and finance cost on leases

Council has leases in place over vehicles and equipment. Where Council assesses that an agreement contains a lease, a right of use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured whether there is a lease modification, or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

Terms and conditions of leases

Vehicles - Council leases sedans and utilities which are used for operational purposes, they generally have a lease term of between 3 and 5 years. The lease payments are generally fixed for the term of the lease.

Equipment - Council leases a number of items of office equipment which are considered low value and are therefore not subject to lease accounting. The items have lease terms ranging up to 3 years and fixed payments for the term of the leases.

Right of use assets

Please refer to the right of use asset class in note 16.

Lease liabilities

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts may not be the same as the recognised lease liability in the statement of financial position.

Remaining term		
Not later than 1 year	369	337
Later than 1 year, but not later than 2 years	232	235
Later than 2 years, but not later than 3 years	126	136
Later than 3 years, but not later than 4 years	75	68
Later than 4 years, but not later than 5 years	27	19
Total	<u>829</u>	<u>796</u>
Current lease liabilities per statement of financial position	324	303
Non-current lease liabilities per statement of financial position	373	389

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	2023 (\$ 000's)	2022 (\$ 000's)
Total per statement of financial position	<u>698</u>	<u>692</u>

Amounts included in the statement of comprehensive income related to leases

The following amounts have been recognised in the statement of comprehensive income for leases where Council is the lessee

Interest on lease liabilities (finance costs)	152	100
Depreciation of right of use assets	<u>319</u>	<u>319</u>
	<u>471</u>	<u>419</u>
Total cash outflows for leases	<u>438</u>	<u>409</u>

Leases at significantly below market value - Concessionary / peppercorn leases

Council has a small number of leases at significantly below market for land and buildings which are used for community purposes.

Council does not believe that any of the leases in place are individually material.

Council as a lessor

Council has a small number of low value operating leases in place as a lessor, mostly over land.

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease. If the lease contains lease and non-lease components then the non-lease components are accounted for in accordance with AASB 15 Revenue from Contracts with Customers. The lease income is recognised on a straight-line basis over the lease term.

Where Council retains the risks and rewards relating to a lease, they are classified as operating leases. Rent from property is recognised as income on a periodic straight line basis over the lease term.

18. Payables

Current

Trade creditors	280	632
Sundry accruals	7,096	4,762
Prepaid rates	1,091	1,043
Other liabilities	1,314	1,366
Employee entitlements - annual leave	1,365	1,250
Employee entitlements - accrued hours	<u>122</u>	<u>127</u>
	<u>11,268</u>	<u>9,179</u>

Non-Current

Other liabilities	<u>2,286</u>	<u>2,474</u>
	<u>2,286</u>	<u>2,474</u>

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/ contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

A liability for annual leave is recognised. Amounts expected to be settled within 12 months are calculated on current wage and salary levels and includes related employee on-costs. Amounts not expected to be settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values.

No part of the employee entitlements for annual leave or accrued hours is considered to be non-current based

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2023	2022
(\$ 000's)	(\$ 000's)

on recent rates achieved in the taking of annual leave. As Council does not have an unconditional right to defer this liability beyond 12 months, annual leave is classified as a current liability.

Lump sum annual payments received prior to 30 June 2023 (reflecting four years of annual payments (2023–24 – 2026–27) that were prescribed by the Waste Reduction and Recycling Regulation 2011) have been treated as either current or non-current liabilities depending on the period they are for.

19. Provisions and finance cost relating to changes to provisions

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the council's employment or other associated employment which would result in the council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months, long service leave is classified as a current liability. Otherwise it is classified as non-current.

A provision is made for the cost of restoring refuse dumps and quarries where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete.

A provision is made for future costs of restoration of gravel pits where it is probable the council will be liable, or required, to incur such a cost on the cessation of use of the facility. This liability is provided in respect of roadside gravel pits. Management estimates that the restoration will occur in 2027.

The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration. Gravel pits are on State reserves which the council does not control. The cost of the provisions for restoration of these is therefore treated as an expense in the year the provision is first recognised. Changes in the provision not arising from the passing of time are treated as an expense or income.

The provision for refuse restoration is calculated as the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time.

This is the present value of the estimated cost of restoring the refuse disposal sites to a useable state at the end of their useful life. Landfills in Kilcoy and Jimna have closed and management estimates that restoration of these sites will occur over the next five years at a cost of \$2,754,000. Council has resolved an intention to replicate the existing regional landfill in Esk at the current site prior to the end of life of landfill cell stage 4. It is intended that the replicated landfill will be located adjacent to the current landfill and will use common leachate facilities, sediment ponds, drainage and other infrastructure to the current landfill. The current landfill is expected to require rehabilitation after 2032 at a cost of \$4,388,963 (in 2023 dollars).

Estimates have been prepared for Council by consulting engineers, ATC Williams Pty Ltd who also supplied guidance in respect of forecast cost index factors averaging 7.4% and discount rates averaging 3.79%.

Changes to the restoration provisions resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

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	2023 (\$ 000's)	2022 (\$ 000's)
Current		
Long service leave	2,043	2,030
	<u>2,043</u>	<u>2,030</u>
Non-Current		
Long service leave	380	488
Restoration of refuse sites	10,601	8,721
Restoration of gravel pits	391	298
	<u>11,371</u>	<u>9,507</u>
Details of movements in provisions:		
Long service leave		
Balance at beginning of financial year	2,518	2,362
Long service leave entitlement arising	1,948	2,187
Long service leave entitlement paid	(2,043)	(2,030)
Balance at end of financial year	<u>2,423</u>	<u>2,518</u>
Restoration of gravel pits		
Balance at beginning of financial year	298	274
Additional provisions	22	-
Increase in the discounted amount arising from the passage of time and the effect of any change in the discount rate - gravel pits	70	24
Balance at end of financial year	<u>391</u>	<u>298</u>
Restoration of refuse sites		
Balance at beginning of financial year	8,721	6,712
Additional provisions	285	-
Increase in the discounted amount arising from the passage of time and the effect of any change in the discount rate - refuse sites	1,595	2,009
Balance at end of financial year	<u>10,601</u>	<u>8,721</u>
20. Asset revaluation surplus		
The asset revaluation surplus consists of the following components:		
Land	14,361	14,137
Buildings and other structures	30,432	27,629
Road assets	90,156	59,020
Balance of asset revaluation surplus (note 16)	<u>134,948</u>	<u>100,787</u>

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets. Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense. When an asset is disposed of the amount in the surplus in respect of that asset is retained in the asset revaluation surplus and is not transferred to retained surplus. The balance of the asset revaluation surplus is not available for distribution to any person because it is represented by non-current assets including infrastructure that is required to provide services to the community.

21. Reserves

The above reserves are cash backed reserves and represent funds that are accumulated within the council to meet anticipated future needs. In each case the amount relates to a perceived future requirement which is not currently a liability.

The Australian Accounting Standards Board "Framework for the Preparation and Presentation of Financial Statements" discusses the potential legal or other restrictions that may exist in some places in respect of cash backed reserves. There are no legal restrictions on the council in respect of funds identified as represented by cash backed reserves per se.

- The self insurance reserve and is held for managing Council's uninsured risk
- The constrained works reserve was created to ensure sufficient funds are available to carry out future capital works which the council is potentially obliged to perform together with non-binding commitments. It represents unspent infrastructure charges, capital grants and similar items. The land sales reserve was established to represent the sale proceeds of properties sold by Council.

2023	2022
(\$ 000's)	(\$ 000's)

22. Contingent Liabilities

Various claims may be made against Council in the ordinary course of its business activities.

After consulting legal advisers, Council considers that there are no claims against Council as at balance date that required a provision to be recognised or a contingent liability to be disclosed in the financial report.

Memberships of Insurance Schemes

Somerset Regional Council is a member of the local government self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise.

The Council's maximum exposure is:

832	731
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Somerset Regional Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises. As at 30 June 2023 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

23. Superannuation

Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009. The scheme is managed by the LGIASuper trustee for LGIASuper trading as Brighter Super.

The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the council level.

Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate obligations, but has not been recognised as an asset or liability of the Council.

Technically council can be liable to the scheme for a portion of another local government's obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.

The last completed actuarial assessment of the scheme was undertaken as at 1 July 2021. The next triennial actuarial review is not due until 1 July 2024. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The measure of vested benefits represents the value of benefit entitlements should all participating employees voluntarily exit the scheme. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.

No changes have been made to prescribed employer contributions which remain at 12% of employee salary or wages and there are no known requirements to change the rate of contributions.

The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:

Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.

Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.

Superannuation contributions made to the Regional Defined Benefits Fund	95	123
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	2023 (\$ 000's)	2022 (\$ 000's)
Other superannuation contributions for employees	1,783	1,616
Total superannuation contributions paid by Council for employees:	<u>1,878</u>	<u>1,739</u>

24. Reconciliation of net result attributable to Council to net cash inflows from operating activities

Net result for year	10,243	6,643
Non-cash operating items :		
Contribution of non-monetary non-current assets at fair value	5 (163)	(1,940)
Share of the profit of associated entity accounted for using the equity method not adjusted for distributions received	15 (1,579)	(1,816)
Add back distributions received from the profits of associated entity	1,074	1,239
Depreciation	16 <u>10,964</u>	<u>10,316</u>
	10,296	7,799
Investing and financing activities :		
Add back lease interest	17 152	100
Net loss on disposal of non current assets	7 <u>827</u>	<u>105</u>
	979	205
Changes in operating assets and liabilities :		
Decrease in receivables	1,280	1,907
(Increase) in inventories	(221)	(47)
(Increase) decrease in contract assets	1,287	(250)
Increase (decrease) in provisions	1,877	2,189
Increase in contract liabilities	3,209	4,403
Increase (decrease) in payables	<u>1,901</u>	<u>4,165</u>
	9,333	12,366
Net cash inflow from operating activities	<u>30,851</u>	<u>27,013</u>
25. Trust Funds		
Monies collected or held on behalf of another entity yet to be paid out to or on behalf of that entity	<u>950</u>	<u>1,050</u>

Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by the council. The council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements.

26. Commitments and contracts

(a) Operating leases where Council is lessor (revenue)
Council leases commercial premises under operating leases.

The minimum lease receipts are as follows:

Not later than 1 year	199	160
Later than 1 year, but not later than 2 years	141	94
Later than 2 years, but not later than 3 years	50	59
Later than 3 years, but not later than 4 years	45	31
Later than 4 years, but not later than 5 years	39	29
Later than 5 years	<u>181</u>	<u>47</u>
	655	420

(b) Contractual commitments – capital expenditure

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	2023 (\$ 000's)	2022 (\$ 000's)
At the reporting date, the Council had the following obligations under contract and which have not been recognised as liabilities:		
Buildings	1,220	3,265
Plant and equipment	1,798	1,423
Infrastructure assets	5,451	1,517
	<u>8,469</u>	<u>6,205</u>

These expenditures are payable within the next 12 months.

27. Related parties

Transactions with associates - please refer to note 15 (Urban Utilities)

(a) Transactions with key management personnel (KMP)

KMP include the mayor, councillors, the chief executive officer and directors. The compensation paid to KMP comprises:

Short term employee benefits	1,179	1,095
Short term non-employee benefits (Councillor remuneration)	728	693
Post employment benefits	29	30
Long term benefits	(36)	23
Termination benefits	-	-
Total	<u>1,900</u>	<u>1,840</u>

Detailed remuneration disclosures of councillors are provided in the annual report.

(b) Transactions with other related parties

Other related parties include close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. These include a spouse, child, dependent, parent or sibling of a KMP.

Details of transactions between council and other related parties are disclosed below:

Purchases of civil contracting services from an entity that is controlled by close family members of Councillor Jason Wendt, at arm's length and in the normal course of council operations.	7,672	6,066
Purchases of civil contracting services from an entity that employs close family members of Councillor Helen Brieschke, at arm's length and in the normal course of council operations.	783	609
Purchases of road making materials from an entity that employs a close family member of Councillor Kylee Isidro, at arm's length and in the normal course of council operations.	47	244

(c) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Payables	-	42
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(d) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of council live and operate within the Somerset Regional Council area. Therefore on a regular basis ordinary citizen transactions occur between council and related parties including payment of rates and charges, dog registration and use of council facilities and services at the standard rates scheduled by council. Council also performs maintenance and construction work on public assets that are used by related parties as ordinary citizens. Council has not included these types of transactions in its disclosure where they are made on the same terms and conditions available to the general public.

28. Executive remuneration

Disclosed remuneration under S 201 of the Local Government Act 2009 represents the total of:

1. Gross salary paid to relevant employees as detailed on the statements of earnings issued by Council for the income year.

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	2023 (\$ 000's)	2022 (\$ 000's)
2. Reportable superannuation contributions in favour of the relevant employees as detailed on the statements of earnings issued by Council for the income year to those employees.		
3. Reportable fringe benefits provided to relevant employees at the value detailed on the statements of earnings issued by Council for the income year to those employees.		
Total senior management remuneration as per statements of earnings:	<u>1,317</u>	<u>1,229</u>
The number of relevant employees was:		
Employees with a total remuneration package in the range of \$100000–\$199999	2	3
Employees with a total remuneration package in the range of \$200000–\$299999	3	2
Employees with a total remuneration package in the range of \$300000–\$399999	1	1

29. Events after balance date

There were no material subsequent events after the balance date.

30. Financial instruments

Somerset Regional Council's activities expose it to a variety of financial risks including interest rate risk, credit risk and liquidity risk.

The council minimises its exposure to financial risk on investments in the ways outlined in its investment policy.

Under this policy and applicable legislation, risk management strategies include:

- restrictions on what types of financial institutions and products council will invest in as outlined below.
- the council does not invest in derivatives or other high risk investments.
- when the council borrows, it borrows from the Queensland Treasury Corporation unless another financial institution can offer a more beneficial rate, taking into account any risk.

The Statutory Bodies Financial Arrangements Act 1982 regulates the council's investment activities.

The council's financial instruments consist mainly of at call deposits with banks, short-term deposit investments, accounts receivable and payables.

Council does not have material credit risk or liquidity risk as a result of its risk management strategies.

(a) Interest rate risk

The Council's exposure to interest rate risk, which is the risk that the value of a financial instrument will fluctuate as a result of changes in market rates and the weighted average interest rate by maturity periods is set out in the table below. For interest rates applicable to each class of asset or liability refer to individual notes to the financial statements.

Exposure arises predominantly from assets and liabilities bearing variable interest rates. At 30 June 2023, Council has no fixed rate or variable rate borrowings and interest rate risk on borrowings is managed through the absence of borrowings. Borrowing by the Council is constrained by the provisions of the Statutory Bodies Financial Arrangements Act 1982.

Council has an investment policy which sets an objective to maximize earnings on cash investments within approved risk guidelines and to ensure the security of funds.

Interest rate risk relating to investments has been managed through the use of both Queensland Treasury Corporation (QTC) Cash Fund investments so that Council achieves Queensland State Government investment returns and through investment in term deposits with fixed interest rates where appropriate. Council does not undertake any hedging of interest rate risk.

In terms of Standard and Poor's ratings, all investments were A plus-rated products with A plus-rated institutions or better other than \$1 million which was invested in BBB plus-rated products or better through certain qualifying banks with local branches.

As at 30 June 2023 all cash investments complied with the investment policy.

In assessing whether to invest in A plus-rated products other than Queensland Government investments, Council officers assess whether the investment product would have a more advantageous rate of interest available at the time, for that investment type, and in a way that is considered most appropriate given the circumstances.

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Council also holds an equity participant loans receivable with Urban Utilities with interest rates as described in note 14.

Actual cash and investment balances as at balance date were as follows:

	2023	2022
	(\$ 000's)	(\$ 000's)
Working cash, trust funds and cash on hand	3,429	3,104
Less cheques drawn on operating fund but not presented at balance date	(3,572)	(2,590)
A plus-rated products at A plus-rated financial institutions or better	1,000	6,000
QTC Pooled Cash Management Fund	57,528	55,959
Equity participant loan - Urban Utilities	53,804	43,804
Total	112,189	106,277

Interest rate risk has been measured using sensitivity analysis.

The sensitivity analysis used and described below is unchanged on the method reported in the financial statements for the year ended 30 June 2022.

If market interest rates increased or decreased by 1%, the net result attributable to the Council in respect of cash assets and cash equivalents would be increased or decreased as follows:

Interest rate risk sensitivity analysis	2023	2022
	(\$ 000's)	(\$ 000's)
Impact on net result of 1% market interest rate increase on financial assets	589	625
Impact on equity of 1% market interest rate increase on financial assets	589	625

The above interest rate sensitivity analysis depicts the outcome to net result should there be a 1% increase in market interest rates. The calculations assume that the rate would be held constant over the next financial year, with the change occurring at the beginning of that year. It is assumed that interest rates on overdue rates would not change. If the rates decreased by 1% the impact would be equal in amount in the reverse direction. Because Council holds no interest bearing liabilities, there is no interest rate risk in respect of financial liabilities and no sensitivity analysis is required.

The above analysis does not include the equity participant loan with an interest rate setting mechanism described in note 14.

SOMERSET REGIONAL COUNCIL
Notes to the financial statements
For the year ended 30 June 2023

Interest rate and maximum credit risk disclosures					
Financial Instrument	Floating Interest Rate (\$ 000's)	Fixed Interest Rate (\$ 000's)	Non- interest Bearing (\$ 000's)	Total (\$ 000's)	Weighted average effective interest rate %
As at 30 June 2023					
Financial Assets					
Cash assets and cash equivalents - 1	-	-	(532)	(532)	0.00%
Cash assets and cash equivalents - 2	57,917	-	-	57,917	4.14%
Cash assets and cash equivalents - 3	-	1,000	-	1,000	4.30%
Receivables - 1	-	2,360	-	2,360	8.17%
Receivables - 2	-	-	3,683	3,683	0.00%
Investments	-	53,804	-	53,804	3.27%
Total financial assets	57,917	57,164	3,151	118,232	
Weighted average interest rate	4.14%	3.49%	0.00%	3.71%	
Financial liabilities					
Payables	-	-	11,268	11,268	0.00%
Lease liabilities	-	698	-	698	6.24%
Provisions	-	-	13,414	13,414	0.00%
Total financial liabilities	-	698	24,682	25,380	
	0.00%	6.24%	0.00%	0.17%	
Net financial assets	57,917	56,466	(21,531)	92,852	
As at 30 June 2022					
Financial Assets					
Cash assets and cash equivalents - 1	-	-	(29)	(29)	0.00%
Cash assets and cash equivalents - 2	56,502	-	-	56,502	0.60%
Cash assets and cash equivalents - 3	-	6,000	-	6,000	1.22%
Receivables - 1	-	2,151	-	2,151	8.03%
Receivables - 2	-	-	5,172	5,172	0.00%
Investments	-	43,804	-	43,804	2.24%
Total financial assets	56,502	51,955	5,143	113,600	
Weighted average interest rate	0.60%	2.36%	0.00%	1.38%	
Financial liabilities					
Payables	-	-	9,179	9,179	0.00%
Lease liabilities	-	692	-	692	4.69%
Provisions	-	-	11,537	11,537	0.00%
Total financial liabilities	-	692	20,717	21,409	
	0.00%	4.69%	0.00%	0.15%	
Net financial assets	56,502	51,263	(15,574)	92,191	

(b) Net fair value

Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm's length transaction. The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

Printed on 18/10/2023

SOMERSET REGIONAL COUNCIL

MANAGEMENT CERTIFICATE

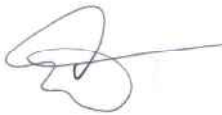
For the year ended 30 June 2023

These general purpose financial statements have been prepared pursuant to Sections 176 and 177 of the Local Government Regulation 2012 (the Regulation) and other prescribed requirements.

In accordance with Section 212 (5) of the Regulation we certify that:

(i) the prescribed requirements of the Local Government Act 2009 and the Local Government Regulation 2012 for the establishment and keeping of accounts have been complied with in all material respects; and

(ii) the general purpose financial statements present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Cr Graeme Lehmann
Mayor

Date: 19 October 2023



Andrew Johnson
Chief Executive Officer

Date: 19 October 2023

INDEPENDENT AUDITOR'S REPORT

To the councillors of Somerset Regional Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Somerset Regional Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2023, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Somerset Regional Council's annual report for the year ended 30 June 2023 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2023:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



20 October 2023

Michael Claydon
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

**Somerset Regional Council
Current-year financial sustainability statement
For the year ended 30 June 2023**

Measures of financial sustainability

Council's performance at 30 June 2023 against key financial ratios and targets:

	How the measure is calculated	Actual	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	1%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	131%	Greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	(41%)	Not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2023.

**Certificate of Accuracy
For the year ended 30 June 2023**

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



Cr Graeme Lehmann
Mayor

Date: 19 October 2023



Andrew Johnson
Chief Executive Officer

Date: 19 October 2023

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Somerset Regional Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Somerset Regional Council for the year ended 30 June 2023, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Somerset Regional Council for the year ended 30 June 2023 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Somerset Regional Council's annual report for the year ended 30 June 2023 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



20 October 2023

Michael Claydon
as delegate of the Auditor-General

Queensland Audit Office
Brisbane


Somerset Regional Council
Long term financial sustainability statement
Prepared in conjunction with the 2022/2023 financial statements

Measures of financial sustainability		Operating surplus ratio	Asset sustainability ratio	Net financial liabilities ratio
Definition		Net result (excluding capital items) divided by total operating revenue (excluding capital items)	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense	Total liabilities less current assets divided by total operating revenue (excluding capital items)
Target	Year	Between 0% and 10%	Greater than 90%	Not greater than 60%
	FY2024	(6%)	352%	(25%)
	FY2025	(0%)	171%	(23%)
	FY2026	(0%)	43%	(22%)
	FY2027	(0%)	45%	(21%)
	FY2028	(0%)	50%	(21%)
	FY2029	0%	57%	(20%)
	FY2030	0%	61%	(19%)
	FY2031	0%	33%	(18%)
	FY2032	0%	53%	(18%)
	FY2033	1%	51%	(17%)

Council's financial management strategy comprises its budget, financial forecasts, investment policy, debt policy, procurement policy, revenue policy, revenue statement and its long-term asset management plan. The financial management strategy encompasses all the various actions that will result in the forecast measures of financial sustainability detailed above that were adopted by Council. Council's financial management strategy is consistent with its corporate plan and operational plan. Council's long term financial forecast demonstrates its financial sustainability by reference to the State Government's recommended targets.

Certificate of Accuracy
For the long-term financial sustainability statement prepared as at 30 June 2023

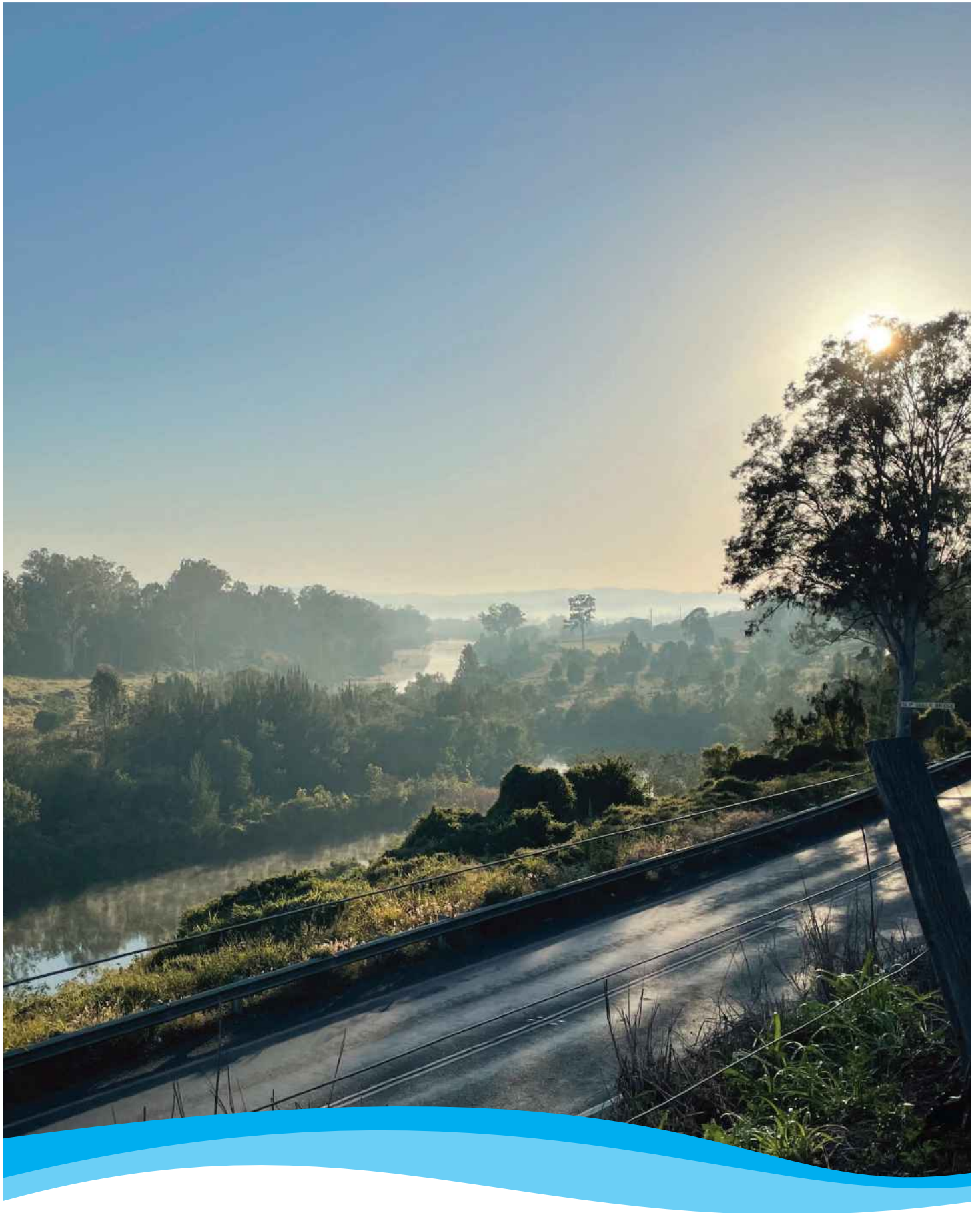
This long-term financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the regulation). In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Cr Graeme Lehmann
Mayor



Andrew Johnson
Chief Executive Officer



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