



**Minutes of Ordinary Meeting
Held Wednesday, 21 February 2024**

*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)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mr D Rowe	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Observer Mrs M Jelf	(Senior Planner)

CONTENTS

Business arising out of minutes of previous meeting	3	Meetings authorised by Council	114
Closure of Meeting	116	Opening of Meeting.....	3
Confirmation of Minutes	3	Operational Plan 2nd Quarter Review 2023-24	114
Consideration of notified motions	116	Operations Report for January 2024	94
Corporate and Community Services		Planning and Development Department	
Monthly Report - January 2024.....	82	Monthly Report – January 2024.....	63
Customer Service Report – January 2024	109	Post Event Report: Somerset Celebrates – Australia Day 2024	77
Declarations of Interest	4	Receipt of Petition.....	116
Development Application No. 23624	4	Reception of notices of motion for next meeting.....	116
Finance report.....	71	Temporary Closure of Carpark for Mad Hatter's Tea Party at Lowood Clock Park – Wednesday, 3 April 2024.....	93
Information security policy.....	70	Tourism and Promotions Report – January 2024	78
Items for reports for future meetings ...	116		
Leave of Absence	3		
Matters of Public Interest	3		
Mayor and Councillor Reports.....	114		

Opening of Meeting

The Mayor, Cr Graeme Lehmann, opened the meeting at 9.03 am.

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT the Minutes of the Ordinary Meeting held 24 January 2024 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 Lions Club of Lowood will hold their Lions Youth of the Year Presentations this Saturday, 24 February at the Lowood Showgrounds, 12.00 pm. RSVP required.

New exhibitions will open at The Condensery Somerset Art Gallery this Saturday at 4.00 pm. ‘*ām / ammā / mā maram*’ by Sancintya Mohini Simpson will be presented in the main gallery and ‘Pilgrimage: Remote Animism and Ornamental Displacements’ by Miguel Aquilizan and Jessica Dorizac will feature in the Bomb Shelter.

Brisbane Valley Farm Direct will present the Legends of Beef Dinner at Toogoolawah Showgrounds this Saturday.

Matters of public interest – Cr Whalley

Statements have been made in the media about the Australian Institute of Sport facility being that the ageing facility should be abandoned and relocated to Queensland. I believe Council should register some interest in the opportunity to bring this great facility to our region.

Matters of public interest – Cr Gaedtke

Despite the wet weather, an enthusiastic crowd from the Kilcoy community group showed up with smiles on their faces to see the new site for the Kilcoy State High School bush food community garden. The development of this project is an opportunity to recognise and celebrate the importance of the Jinibara people as part of the rich history of the Kilcoy region. This project is a collaborative effort of the local community group, Healthy Land and Water, and the local school. Students from the agriculture program, along with their teachers, are in the process of designing the garden and will be planting carefully selected bushfood plants in this space.

I heard it said “I always say Community Filmmaking is like a box of chocolates, you never know what you’re gonna get! On Saturday I think we got phenomenal acting and I thought

the story developed was extremely entertaining". Due to a family member's ill health, I was unable to attend any of the RADF funded community filmmaking. I wish to thank Cr Wendt for attending most of the filmmaking sessions held at our schools located at Lowood, Toogoolawah, Kilcoy and finally the community filmmaking day at Fernvale. I especially enjoy watching our young leaders working with the camera and the action que. I am sure a great deal of experience and knowledge was shared by all those involved.

Matters of public interest – Mayor Lehmann

I attended Jammin in Esk on Sunday 18 February and I was very pleased to see how well the Civic Centres new sound desk was working.

Declarations of Interest

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

Subject:	Development Application No. 23624 Development Application for a Development Permit for Reconfiguring a Lot - Subdivision (two lots into three lots plus access easements) and Material change of use - Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation and Car Park Extensions.
File No:	DA23624
Assessment No:	80312-00000-000 and 80313-10000-000
Action Officer:	SP-MW

1.0 APPLICATION SUMMARY

Property details

Location:	9 -11 and 13 William Street, Kilcoy
Real property description:	Lot 1 SP306918 and Lot 8 RP864209
Site area:	0.7407 hectares
Current land use:	Exchange Hotel, Ray White, Kilcoy Caravan Park
Easements/encumbrances:	Nil identified

South East Queensland Regional Plan 2017

Land use category:	Urban footprint
--------------------	-----------------

Planning scheme details

Planning scheme	Somerset Region Planning Scheme (Version 4)
Zone:	Centre zone
Precinct:	Not applicable
Overlays:	OM8 High impact activities management area overlay OM9 Infrastructure overlay

Application details

Proposal:	<ul style="list-style-type: none"> • Code assessment for Reconfiguring a Lot. • Code assessment for Material change of use for Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation and Car Park Extensions.
Category of assessment:	Code assessment
Applicant details:	Veris Australia Pty Ltd PO Box 1104 MILTON QLD 4064

Owner details: KEH Projects Pty Ltd
Date application received: 24 March 2023
Date application properly made: 31 May 2023

Referrals State Assessment and Referral Agency

Public notification Not required

RECOMMENDED DECISION

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



**Locality Plan of Lot 1 SP306918 and Lot 8 RP864209
Situated at 9-11 and 13 William Street, Kilcoy**

2.0 PROPOSAL

This development application seeks approval for a Development Application for Reconfiguring a Lot - two lots into three lots plus access easements and Material change of use for Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation on land at 9-11 and 13 William Street, Kilcoy, formally described as Lot 1 SP306918 and Lot 8 RP864209.

The application originally included a temporary periodic functions/events component, however this was excluded as part of the response to the information request.

The reconfiguration proposes to create the following lots:

Proposed Lot 10 has frontage to William Street. The lot has an area of 1779m² and is proposed to include:

- an existing commercial building, currently occupied by Ray White real estate, with five designated parking spaces;

- an existing house, currently described as 9 William Street, with two designated parking spaces; and
- two cabins, moved from the rear of the Kilcoy Caravan Park, each with one designated parking space.

Proposed Lot 11 has frontage to Eckel Court. The lot has an area of 1,923m² and is proposed to include:

- a new two storey motel, with 20 units, reception, bin storage and 22 parking spaces.

Two of the ground storey units have been designed as accessible units. These units have been provided with accessible parking spaces.

Each unit has been provided with a 4m² area designated as 'private balcony' however each balcony is separated from their respective unit by the communal walkway that serves each of the units. While there is some screening at the edge of the balcony, due to the location of the communal walkway, none of the balconies will be private.

Lot 12 has frontage to William Street and Eckel Court. The lot has an area of 3,705m² and contains the Exchange Hotel. An additional 31 parking spaces are proposed to the east of the existing driveway that serves the hotel.

Access easements have been proposed across Lot 12 in favour of Lot 11 to enable access to the new motel from William Street and Eckel Court.

Stormwater easements have been proposed across proposed Lot 10 in favour of proposed Lots 11 and 12, as part of the site cannot be drained without traversing Lot 10. Stormwater quality treatment systems will incorporate proprietary stormwater quality devices, which will require ongoing maintenance.

3.0 SITE DETAILS

3.1 Description of the land

The site is a roughly rectangular pair of lots with frontage to William Street along the northern boundary, and the northern end of Eckel Court to the south.

Existing Lot 8 contains the Exchange Hotel and bottle shop.

Existing Lot 1 contains the Ray White office, a dwelling house with three bedrooms, and had 11 cabins associated with the Kilcoy Caravan Park. (A number of these cabins have been removed since the application was lodged.)

Surrounding lots have been developed. The lots facing Mary Street contain commercial development, as well as dwelling houses to the south and a variety of uses to the east. The lot slopes to the east.

With respect to the part of the site that is subject to redevelopment, the following adjoining lots are developed as follows:

- Lot 7 RP864209, associated with 50 Mary Street, immediately west of proposed Lot 12, contains Duffy's Mitre 10.
- Lot 4 SP124229, being 10 Eckel Court, immediately south of proposed Lot 11, contains a dwelling house.
- Lot 1 RP3324, being 25 Seib Street, immediately east of proposed Lot 11, contains a former coffee lounge and is being used as a dwelling house.
- Lot 12 SP221394, being 27 Seib Street, immediately east of proposed Lot 11, contains a dwelling house and the former Kilcoy Laundry.

- Lot 13 SP221394, being 1 William Street, on the corner of William Street and Seib Street, contains a shop.

3.2 Access

Access to the site will be via existing driveways from William Street and Eckel Court.

An access easement has been proposed across proposed Lot 12 (the Exchange Hotel site) in favour of proposed Lot 11 (the motel site) to enable direct access from William Street and Eckel Court.

Development conditions have been recommended to address the relevant access requirements for the development.

3.4 Connection to electricity and telecommunications

The land is within the Centre 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*

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

The proposal:

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

5.4 Temporary local planning instruments

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

5.5 Variation approvals

The property is not benefitted by any variation approvals.

5.6 Somerset Region Planning Scheme (Version Four)

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
Centre zone code	Yes	No alternative outcomes proposed
Reconfiguring a lot code	Yes	No alternative outcomes proposed
Business uses code	Yes	No alternative outcomes proposed
Short term accommodation code	Yes	PO3, PO4, PO5, PO14
Dwelling house code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO3, PO5, PO12
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Infrastructure overlay code	Yes	No alternative outcomes proposed

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

5.6.3 Performance outcome assessment

Short term accommodation code

Performance outcome	Acceptable outcome
PO3 The building, including orientation of windows, is designed to ensure the use does not intrude on the privacy of other visitors/guests.	AO3.1 No windows have direct views into adjoining residential buildings or other accommodation units/rooms.
Proposal Complies	
Performance Outcome Assessment	

The first floor units of the motel, rooms 10 to 20, have windows facing south and east which overlook an adjoining residential property. These windows are not shown as highset windows. The ground floor units, rooms 1 to 9, will not have direct line of sight due to provision of a 1.8m high screen fence.

The most affected properties are 10 Eckel Court and 25 Seib Street, however Seib Street is located within the Centre zone rather than the General residential zone. It is proposed that a condition be included requiring an obscure treatment to the lower panels of the windows of the upstairs south facing units in order to provide an element of privacy.

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

PO4

The use must provide a reasonable level of convenience for guests.

AO4.2

Development provides:

- (a) one (1) car parking space for each accommodation unit; and
- (b) one (1) car parking space per three (3) accommodation units for employees where involving three (3) or more accommodation units.

Proposal

The motel development meets the visitor parking requirement but is short on staff parking.

Considering the size of the development and its location, the required 7 car parks is excessive, when the development will only require a cleaner and a building manager/receptionist.

Performance Outcome Assessment

It is considered the proponent's comment is reasonable based on the number of staff attending the site.

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

Where for short-term accommodation other than nature-based tourism or resource based tourism:

PO5

The *site* size, frontage width, density and *site cover*:

- (a) contributes to a streetscape appearance that is compatible with the emerging or existing character of the locality; and
- (b) does not result in overdevelopment of the *site*.

Where for short-term accommodation other than nature-based tourism or resource based tourism:

AO5.2

The *site* has a minimum *road* frontage width of 20 metres.

AO5.4

Where not for a self-contained accommodation unit, the density does not exceed 1 bedroom per 100 square metres of site area.

Note: A self-contained accommodation unit includes a bed, food preparation facilities, a bath or shower, and a toilet and wash basin (for example, serviced apartment). Accommodation units that are not self-

	contained may provide a bed in each room with either private or shared bath or shower and toilet and wash basin, and food preparation facilities may or may not be provided (for example, a hotel or a backpacker hostel).
<p>Proposal The motel replaces the approved caravan park/cabins. Its location is appropriate being adjacent to the hotel. In addition, its sighting will buffer the residential dwellings to the south.</p> <p>Performance Outcome Assessment The motel site has approximately 6m frontage to Eckel Court, however the property is accessed via a proposed access easement that extends for the full 25.0m length of the western boundary of proposed Lot 11.</p> <p>The development comprises 20 units on an area of 1923m². The motel development is one component of a larger redevelopment of the Exchange Hotel and the Kilcoy Caravan Park. As such, the overall development of the site comprises 23 residential units on an overall development site exceeding 7,000m², including 20 motel units on proposed Lot 11, and two cabins and an existing house on proposed Lot 10.</p> <p>While the subject land does not possess the required minimum lot size, as discussed the development involves a large variety of uses, which are partially screened from view by existing retained structures. Given the location within the town centre and the design of the proposal it is considered that the development does not adversely impact the character of the locality nor does it represent an over development of the site.</p> <p>It is recommended that the above two alternative outcomes be accepted in this instance.</p>	
Open space	
<p>PO14 The <i>development</i> provides sufficient common open space on the <i>site</i>, which provides adequate and useable recreational areas required to service the needs of guests.</p>	<p>AO14 The <i>development</i> provides open space for common guest recreation purposes at the following rates:</p> <ul style="list-style-type: none"> (a) 10 square metres for each <i>habitable room</i> within a self contained accommodation unit; and (b) 10 square metres for every 10 square metres, or part thereof, of the area provided for accommodation that is not self contained.
<p>Proposal Considering the size of the development and proximity to existing public open space, the development is not proposing any additional open space.</p> <p>Performance Outcome Assessment The development originally proposed minimal open space for the units. This was amended in response to Council's information request.</p> <p>The motel development contains 20 units. The development contains a mixture of common guest recreation open space and individual open space.</p>	

The common recreation area has an area of 178m² and the individual units have a cumulative open space of 80m² comprising a total open space area of 258m².

“habitable room” means a room used for normal domestic activities, and: (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom;

Each of the 20 units contains a living room and a bedroom, which creates two habitable rooms, however some similar sized motel rooms do not have a dividing wall and include the living area and bed area as a single room.

If the motel units were strictly considered as having two habitable rooms, the development would be deficient on open space by 142m², however if the developer removed the internal wall between the bedroom and living area, the development would comply with the acceptable outcome.

The motel is also within a relatively short walking distance to Aston Park and Silky Oak Park, adjacent to Kilcoy Creek.

The cabins relocated to proposed Lot 10 comply with the acceptable outcome.

It is recommended that the alternative outcome for the motel component of the development be accepted in this instance.

Services, works and infrastructure code

The development achieves the criteria set out in the code.

By way of explanation the development proposes a 2 into 3 lot reconfiguration and subsequent development of those three lots.

The reconfiguration will require the provision of access easements across proposed Lot 12 to serve proposed Lot 11.

The stormwater will require a subsequent easement as part of the Material change of use component to enable piped flow through the site from the proposed hotel carpark and the motel carpark.

Transport, access and parking code

Performance outcome	Acceptable outcome
Vehicle parking and servicing	
PO3 The amount of on-site car parking and service vehicle loading/ unloading is consistent with: (a) the nature of the use; (b) the traffic generation of the use; (c) the loading/ unloading needs of the use; (d) the availability of street parking in the Centre zone; and (e) the impact of the <i>road</i> network.	AO3.1 The minimum number of car parking spaces complies with Table 8.3.6.3.B– Minimum car parking requirements . AO3.2 The service vehicle complies with Table 8.3.6.3.B– Minimum loading vehicle requirements .

Car parks, service vehicle access, loading and manoeuvring areas are of suitable standard for the intended use.	
<p>Proposal</p> <p>It is proposed to provide 9 car parking spaces for proposed Lot 10 being:</p> <ul style="list-style-type: none"> • 2 for the dwelling house; • 1 each for the cabins; and • 5 for the commercial building (one of which can be nominated and configured to accommodate PWD). <p>It is proposed to provide 22 car parking spaces for proposed Lot 11 being:</p> <ul style="list-style-type: none"> • 20 for the motel units • 2 for staff <p>Performance Outcome Assessment</p> <p>The existing office housing the Ray White business has an area of approximately 250m². At a rate of one space per 25m² the use would typically require 10 parking spaces, however the office had no on-site parking as the balance of the property contained the Kilcoy Caravan Park.</p> <p>It was considered relevant to provide on-site parking for the real estate office as part of the reconfiguration and redevelopment of the site to rectify what was a significant parking deficit and enable provision of on-site parking into the future. Even with this change, the office use still has a shortfall of five spaces.</p> <p>Parking for the motel has been considered in more detail in PO4 of the Short term accommodation code.</p> <p>The reduction of motel parking by five spaces is considered reasonable due to staffing numbers being significantly less than what is proposed by the planning scheme.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	
Site access	
<p>P05</p> <p>Vehicular access points are positioned along the frontage where they do not impact on the safety, capacity and operation of the existing <i>road</i> network having regard to:</p> <ol style="list-style-type: none"> (a) the amount and type of vehicular traffic; (b) the type of use and traffic generation; (c) the current and future on-street parking arrangements; (d) proximity to intersections; and (e) available sight distances. 	<p>A05.1</p> <p>Where the <i>site</i> has two street frontages, vehicular access is provided from the minor street.</p> <p>A05.2</p> <p>Direct access is not provided to an arterial or higher order <i>road</i>.</p>
<p>Proposal</p> <p>Access off William Street will be retained, however, this will not be providing direct access to the motel. Furthermore, the motel's primary access from Eckel Court, which is a lower order road than William Street.</p> <p>Performance Outcome Assessment</p>	

The site has two frontages however the existing accesses that use William Street will be retained.

Proposed Lot 10 uses the existing circular driveway arrangement that was in place for the Kilcoy Caravan Park. This lot only has frontage to William Street. Given the layout results in a reduction of 9 units, this access is likely to have a reduction in vehicle movements.

The access from William Street that serves Lot 12 (the Exchange Hotel) is “in only”, and all vehicles exit via Eckel Court. Vehicles can also enter and exit the site from Eckel Court.

The State Assessment and Referral Agency has provided conditions that enable this outcome.

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

Refuse storage and collection

PO12

On-site facilities are located in areas that:

- (a) provide reasonable standards of amenity to *sensitive land uses*;
- (b) maintains the amenity of *adjoining premises*;
- (c) are not visually obtrusive when viewed from the street;
- (d) are carefully sited so as to promote a cohesive streetscape in the Centre zone; and
- (e) can be conveniently accessed by contractors.

AO12.3

The refuse storage area:

- (a) is provided within the building and situated close to the point of collection; or
- (b) is an outdoor area that is:
 - (i) no closer than 3 metres to any frontage and 1.5 metres to any other *site* boundary;
 - (ii) enclosed on three sides with a screen wall extending 0.2 metres above the height of the refuse receptacles;
 - (iii) screened by dense planting with or without mounding; and
 - (iv) separated from *sensitive land uses* by a minimum of 10m so as to avoid any undesirable impact of odour or noise from refuse storage and collection services.

Proposal

Such to be conditioned.

Performance Outcome Assessment

The refuse storage for the motel is located on proposed Lot 12, within 1.5m of the boundary of Lot 11. The storage area is however adjacent to parking areas on both lots, and the boundary will be fenced with a 1.8m high fence to screen the storage area from the parking area for the Exchange Hotel.

The access serving the Exchange Hotel and the proposed motel is “in only”, and all vehicles exit via Eckel Court.

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 land is within Charge Area A for determining the relevant adopted charges.

The proposed development includes a number of uses which are identified under *Somerset Regional Council Charges Resolution (No. 1) 2023*.

The subject land has previously been subject of a development approval which resulted in an infrastructure charges notice (DA15693) being issued which referenced 26 dwelling units, comprising 15 x 1 or 2 bedroom units and 11 caravan sites. The development commenced and as such the charges became payable, Council's records indicate that the charges were paid in their entirety in 2018.

The development proposes to replace the above uses with a motel with 20 units, each with one bedroom. Two of the previous cabins on site are being relocated to another part of the site. The infrastructure charges for the previous use now form a credit toward the proposed development.

The previous infrastructure charges were applied under Charges Resolution 1/2016 and were subject to charges against the Stormwater and Public parks networks. The current infrastructure charges are applicable against the Stormwater and Transport networks. The total infrastructure charges collected previously for DA15693 exceed the applicable charges for the current development application.

In this instance for the Stormwater and Parks and open space networks, the discount exceeds the applicable charge associated with the current development application. At the time the previous charges were imposed, charges for the Transport network were not applicable. As such, this is the only instance where the individual network charge exceeds the discount.

Part 3 of Council's Infrastructure Charges Resolution identifies that where a discount is higher than the required adopted charge, the surplus discounts will not be refunded. Notwithstanding this, with consideration to the total applicable charges across the three networks, in this instance the total discount is greater than the total adopted charge. As such, it is considered reasonable that the accrued discount be distributed across the entire adopted charge which will result in no adopted charge being payable in this instance.

An infrastructure charges notice has been prepared and forms an attachment to this report.

5.7.3 Trunk infrastructure requirements

5.7.3.1 Drinking water and wastewater networks

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

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

5.7.3.2 Public parks and community land network

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

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

5.7.3.3 Stormwater network

There are no known issues with the existing drainage of the site. Standard development conditions are recommended to ensure 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 development involves an increase in the number of lots, and the number of residential units proposed on site.

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 objections 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 reconfiguration of lot by subdivision (two lots into three lots) and access easements and a material change of use for Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation. The proposal has demonstrated compliance with acceptable outcomes of each of the applicable assessment benchmarks, or otherwise complied with the relevant performance outcomes.

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

10.0 ATTACHMENT

1. Plan of Proposed Subdivision, Drawing No 402174-PP-02 Issue F, prepared by Veris, dated 27 November 2023
2. Proposed Site Plan – Option 2, Drawing No DA-03, Issue B, prepared by Carla Brown, dated 12 December 2023.
3. Proposed Ground Plan, Drawing No DA-05, Issue B, prepared by Carla Brown, dated 12 December 2023.
4. Proposed Level 1 Plan, Drawing No DA-06, Issue B, prepared by Carla Brown, dated 12 December 2023.
5. Elevations – North/South, Drawing No DA-10 Issue B, prepared by Carla Brown, dated 8 August 2023.

6. Elevations – East/West, Drawing No DA-11 Issue B, prepared by Carla Brown, dated 8 August 2023.
7. Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023
8. Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023
9. State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.
10. Draft Infrastructure Charges Notice

RECOMMENDATION

1. THAT Council approve Development Application No. 23624 for a Material change of Use for a for a Development Permit for Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation, and Car Park Extensions; and Reconfiguration of a Lot by subdivision (two into three lots) and two access easements on land situated at 9-11 and 13 William Street, Kilcoy, formally described as Lot 1 SP306918 and Lot 8 RP864209, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. THAT the officer report for this application be published to the website as Council's Statement of Reasons in accordance with s63(5) of the *Planning Act 2016*.

DEVELOPMENT PERMIT FOR RECONFIGURING A LOT		
SCHEDULE 1 – GENERAL CONDITIONS		
<i>Assessment Manager</i>		
No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation, and the plans and documents listed below, except where amended by these development conditions. Plan of Proposed Subdivision, Drawing No 402174-PP-02 Issue F, prepared by Veris, dated 27 November 2023 Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023 Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.	At all times.
	General	
1.2	A Licensed Surveyor must install new Survey Marks in their correct positions in accordance with the Survey Plan and the endorsement of the work must be certified in writing.	Prior to request for endorsement of the Plan of Subdivision.
1.3	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and	At all times.

	Local Laws, to the extent they have not been varied by this Development Approval.	
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Prior to request for endorsement of the Plan of Subdivision.
1.5	Pay to Council the applicable amount at the time of request for plan of subdivision endorsement for the issue of new valuations by the Department of Resources. Currently, the amount is set at \$44 per allotment.	Prior to request for endorsement of the Plan of Subdivision.
	Service connections	
1.6	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to request for endorsement of the Plan of Subdivision.
1.7	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	Prior to request for endorsement of the Plan of Subdivision.
1.8	Remove any services made redundant as a result of the development and reinstate the land.	Prior to request for endorsement of the Plan of Subdivision.
1.9	Provide certification from a Licenced Surveyor that all services (e.g. water, drainage, electricity, telecommunications) are wholly contained within the lot that they serve.	Prior to request for endorsement of the Plan of Subdivision.
1.10	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.11	All development conditions of this Development Approval must be complied with at no cost to Council, unless stated otherwise in any specific development condition.	At all times.
1.12	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During site works, building works or operational works phases.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	

2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, clearing and stormwater drainage required as stated in the following conditions.	Prior to the commencement of Operational Work
2.2	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i> .	At all times.
2.3	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 development conditions.	At all times.
2.4	The design and construction of civil components of the operational work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including: <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	Prior to request for endorsement of the Plan of Subdivision.
2.5	Obtain building approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	As required.
	Earthworks	
2.6	All earthworks to be constructed in accordance with AS3798 <i>Guidelines on Earthworks for Commercial and Residential Developments</i> . Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
2.7	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.8	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
	Vehicle access and manoeuvring	
2.9	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Region Planning Scheme</i> .	At all times.
2.10	All vehicles accessing the site shall enter and leave William Street and Eckel Court in a forward gear.	At all times.
	Easements	

2.11	<p>Drainage easements are to be provided, in accordance with the current version of the Queensland Urban Drainage Manual, over:</p> <ul style="list-style-type: none"> • all stormwater and interallotment drainage, sized 300mm or greater located within private property. • all stormwater and interallotment drainage that cross more than one property. • all concentrated overland flow paths that cross two or more properties. <p>The minimum easement width to be provided is 3m. Easement widths greater than 3m may vary but must extend to include the flood paths for the Q100 flood flows including provisions for freeboard and provide suitable means of access for machinery around headwalls and steep batters to enable maintenance operations to occur without encroachment onto private property and are to be in accordance with the current version of the Queensland Urban Drainage Manual (QUDM). The easement is to be dedicated at no cost to Council.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p> <p>Note: Easements required for the discharge of stormwater over adjacent properties must be agreed to in writing by the owner of the property.</p>	Prior to Council's endorsement of the Plan of subdivision.
2.12	<p>Provide access easements over Lot 12 in favour of Lot 11 to enable access to Lot 11 from William Street and Eckel Court.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p>	Prior to Council's endorsement of the Plan of subdivision.
	Stormwater	
2.13	Stormwater Drainage shall be constructed in general accordance with Hurley Consulting Engineers, Stormwater Management Plan, reference C23055AR001 and dated 13 June 2023.	As part of Operational Works.
2.14	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.15	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.
2.16	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.

2.17	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.
2.18	Design and construction of all stormwater drainage works must comply with the relevant sections of the <i>Queensland Urban Drainage Manual (QUDM)</i> and the <i>Somerset Region Planning Scheme</i> .	As part of Operational Works for stormwater.
2.19	Attenuate the difference between pre and post developed flows.	As part of Operational Works.
2.20	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	As part of Operational Works.
2.21	<p>Containments or contaminated water must not be directly or indirectly released from the Premises to surface water or groundwater at or outside the premises except for:</p> <p>(a) uncontaminated overland stormwater flow; or</p> <p>(b) uncontaminated stormwater to the stormwater system.</p>	At all times.
	Erosion and sediment control	
2.22	<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 developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	During site works, building works or operational works phases.
2.23	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	During site works, building works or operational works phases.

2.24	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the operational works application.
2.25	Where vegetation is removed, the vegetation waste shall be disposed of by: i) Milling; ii) Chipping and/or mulching; iii) Disposal at an approved waste disposal facility. No incineration of vegetation or waste will be permitted at the site.	At all times.
2.26	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.	Prior to carrying out any building works, and then to be maintained at all times.
General Services		
2.27	Connect the development to a reticulated water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority.	Prior to Council's endorsement of the Plan of subdivision.
2.28	The applicant must provide written evidence (eg connection certificate) from each particular service provider stating that the development has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	Prior to Council's endorsement of the Plan of subdivision.
2.29	Install hydrant and valve location indicators and where serviced by kerb and channel, place brass markers in the kerb line at each service crossing. (Water, Sewer, Electricity and telecommunications)	Prior to Council's endorsement of the Plan of subdivision.
2.30	Remove any services made redundant as a result of the development and reinstate the land.	Prior to Council's endorsement of the Plan of subdivision.
SCHEDULE 3 – ENVIRONMENTAL HEALTH		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	

3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.
3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained: <ul style="list-style-type: none"> (a) in a serviceable condition; and (b) in a state of good repair and efficient action; and (c) in a clean, sanitary condition; and (d) free of accumulated disused materials; and (e) free of vermin and pest infestations. 	At all times.
	Noise	
3.5	Plant and machinery used in the operation of the development are to be installed to avoid creating nuisance upon surrounding premises.	At all times.
	Air	
3.6	No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.
	Light	
3.7	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.
	Water	
3.10	Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: <ul style="list-style-type: none"> (a) uncontaminated overland stormwater flow; (b) uncontaminated stormwater to the stormwater system; (c) contaminants lawfully released to sewer; or (d) a release in accordance with a condition of this Development Approval. 	At all times.
3.11	Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times.

3.12	Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times.
3.13	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
Waste		
3.14	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During site works, building works or operational works phases.
3.15	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.
SCHEDULE 4 – REFERRAL AGENCIES		
<i>State Assessment and Referral Agency</i>		
Pursuant to section 62 of the <i>Planning Act 2016</i> , 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 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023, 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 the 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> .		
Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if first change of use does not happen within the currency period – being four (4) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
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 <i>Planning Act 2016</i> .		

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

A reference within a development condition to a "Certificate of Occupancy" includes an "Interim Certificate of Occupancy". Where a Certificate of Occupancy is not required, the reference is taken to be a "Final Inspection Certificate" or any other similar document finalising the works.

Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".

Parts of the Somerset Region are within Fire Ant Biosecurity Zones.

If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location (*Biosecurity Regulation 2016*).

If you are unable to do so, you must apply for a biosecurity instrument permit.

Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.

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 Biosecurity Zones 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.

Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care.

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 Charges were 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.

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act 1975*.

A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*.

Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.

This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*.

Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE

SCHEDULE 1 – GENERAL CONDITIONS

Assessment Manager

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation, and the plans and documents listed below (including as amended in RED by Council), except where amended by these development conditions.	At all times.
	Proposed Site Plan Option 2, Drawing No DA-03 Issue B, prepared by Carla Brown, dated 12 December 2023.	
	Proposed Ground Plan, Drawing No DA-05 Issue B, prepared by Carla Brown, dated 12 December 2023.	
	Proposed Level 1 Plan, Drawing No DA-06 Issue B, prepared by Carla Brown, dated 12 December 2023.	

	Elevations – North/South, Drawing No DA-10 Issue B, prepared by Carla Brown, dated 8 August 2023.	
	Elevations – East/West, Drawing No DA-11 Issue B, prepared by Carla Brown, dated 8 August 2023.	
	Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023	
	Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023	
	State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.	
	General	
1.2	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During site works, building works or operational works phases.
1.3	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Prior to commencement of use.
1.5	Provide certification that all services (e.g. water, drainage, electricity, telecommunications) are wholly contained within the lot that they serve.	Prior to commencement of use.
1.6	Remove any services made redundant as a result of the development and reinstate the land.	Prior to commencement of use.
1.7	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.8	All development conditions of this Development Approval must be complied with at no cost to Council, unless stated otherwise in any specific development condition.	At all times.
	Development	
1.9	This Development Approval is for the purpose of: Proposed Lot 10	At all times.

	<p>Existing office Existing dwelling house New Short term accommodation (2 units)</p> <p>Proposed Lot 11 New Short term accommodation – Motel (20 units)</p> <p>Proposed Lot 12 Existing hotel and bottle shop and new parking</p> <p>The development includes any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses.</p> <p><i>Note: the existing Dwelling house on Lot 10 cannot be used as Short term accommodation without a separate planning application.</i></p> <p><i>Note: Refer to the planning scheme for other activities that may occur within the building without further planning approval.</i></p>	
1.10	Development on Lot 10 is to occur in a single stage.	At the commencement of the use.
1.11	<p>Development on Lot 10 and Lot 12 may occur at the same time or as separate stages of development.</p> <p><i>Note: Development will be required to comply with the relevant conditions of approval.</i></p>	As required.
1.12	<p>Refuse collection and other loading and unloading activities may only occur during the following period:</p> <p>(a) 7am and 6pm Monday to Friday; and (b) 8am and 5pm Saturday and Sunday.</p>	At all times.
	Building design	
1.13	Building height must not exceed 8.5 metres above ground level.	At all times.
1.14	Construct the development in accordance with the materials listed on the approved plans.	At the commencement of the use.
1.15	The building and structures must be constructed of robust materials that are graffiti resistant.	At all times.
1.16	Install street numbering and any building name at the road frontage of the site, to enable identification by emergency services.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then

		to be maintained at all times.
1.17	Provide obscure glass or window treatment to the lower panes of south facing windows of Units 10-20 to limit overlooking of the residential lots.	Prior to obtaining a Certificate of Occupancy and then to be maintained at all times.
	Landscaping, screening and amenity	
1.18	Protect all landscaped areas and pedestrian paths adjoining any car parking areas from vehicular encroachment by wheel stops or kerbing barrier approved by Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.19	Screen loading/unloading facilities, plant areas, refuse storage and other outdoor storage facilities on the site from direct view from any adjoining road or public space.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.20	Locate garbage bin areas, rainwater tanks, hot water tanks, gas bottles and air conditioners in the rear or side setbacks (including generally as shown on the approved plans) and include screening (e.g. fencing or landscaping) from view from any road frontage.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.21	Any graffiti on buildings, structures, or fences on the subject land visible from public viewing locations must be removed within 24 hours or upon direction by Council.	At all times.
	Service connections	
1.22	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to the commencement of the use, whichever occurs first.
1.23	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then

		to be maintained at all times.
1.24	Remove any services made redundant as a result of the development and reinstate the land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
	Building relationship to lot boundaries	
1.25	<p>No buildings are permitted to be constructed over lot boundaries.</p> <p>The Application for Approval of Plan of Subdivision for the Reconfiguration of a Lot component of this approval must be finalised and the lots created with the Titles Registry prior to commencement of any building works.</p> <p>OR</p> <p>The relevant lots must be amalgamated prior to commencement of any building works.</p>	As required.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
2.1	Make an operational works application to Council, and pay the required fees, where the development involves assessable operational works, including as identified in the following conditions.	Prior to the commencement of any operational works.
2.2	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i> .	At all times.
2.3	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 development conditions.	At all times.
2.4	<p>It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including:</p> <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	As part of Operational works.

2.5	Obtain building approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	As required.
	Landscaping	
2.6	<p>The developer must submit an operational works application for landscaping works, for endorsement, a Landscape Plan for all landscaping associated with the development. The plan must be prepared by a suitably qualified and experienced Landscape Architect, horticulturist, or other person experienced in landscape design and construction. The Landscape Plan must address the performance criteria listed below:</p> <ul style="list-style-type: none"> • Comply with the <i>Somerset Region Planning Scheme</i>. • To enhance the appearance of the development internally and externally. • To make a positive contribution to the streetscape; • To screen unsightly objects from public view; • To contribute to an environment by providing shade to reduce glare, heat absorption and radiation; • To ensure common areas are useable; • To provide long term erosion protection; • To integrate with existing vegetation and other natural features of the site and adjoining lands; and • To provide adequate vehicle sightlines and road safety. <p>The Landscape Plan must also detail:</p> <ul style="list-style-type: none"> • The typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on site; • The number and size of plants; • The typical planting detail including preparation, backfill, staking and mulching. • The developer must prepare and landscape the site in accordance with the approved Landscape Plan, or as otherwise approved in writing by the Planning Manager. Any amendments approved by the Planning Manager are taken to be a part of the approved Landscape Plan. • All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development works and any ensuing defects liability period. • Landscaping provided within the front boundary setback of the subject land and around car parking areas within the subject land must allow visibility into the site by: <ul style="list-style-type: none"> ○ Using trees which have a clean trunk height of at least 1.8 metres (at maturity); 	As part of Operational works for Landscaping Works.

	<ul style="list-style-type: none"> ○ Using shrubs with a maximum height of 0.75 metres, in order to retain sight lines; • A minimum of 70% of landscaped areas must be retained as a permeable surface. • Landscape areas must be maintained, and the site must remain in a clean and tidy state at all times. 	
2.7	The development site must be landscaped. The works must be undertaken in accordance with an operational works approval.	As part of Operational works for Landscaping Works.
2.8	Any entry statements, fences, batters, retaining walls and buffer/screen plantings must be located entirely within private land and not within the public road reserve.	At all times.
2.9	Plant four (4) shade trees within the parking area of Lot 11. The trees are to be a 100 litre stock.	Prior to the commencement of use and to be maintained at all times.
2.10	(a) Plant five (5) shade trees within the new parking area of Lot 12. The trees are to be a 100 litre stock. (b) Plant two (2) of the shade trees within the grouping of twelve parking spaces.	Prior to the commencement of use and to be maintained at all times.
	Earthworks	
2.11	All earthworks to be constructed in accordance with AS3798. Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
2.12	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.13	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
2.14	The foundation design of the proposed Motel must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location. A copy of the Certified foundation design is to be submitted to Council.	As part of Building Application for the Motel.
	Footpaths	
2.15	Line mark a 1.5 metre wide walkway between the car parking areas and the hotel and motel.	As part of Operational Works.
	Vehicle access and manoeuvring	

2.16	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Region Planning Scheme</i> .	At all times.
2.17	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 Region Planning Scheme</i> . Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.18	All vehicles shall enter and leave the site in a forward gear	At all times.
2.19	All manoeuvring areas shall enable access to a single-unit truck / bus based on a 12.5 metre Design Vehicle in accordance with <i>Austroads</i> design manual.	As part of Operational Works.
	CAR PARKING	
2.20	Provide on-site car parking for the Motel with a minimum of 22 vehicle spaces, including a minimum of 2 spaces for disabled persons in accordance with <i>Somerset Region Planning Scheme</i> . 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 Region Planning Scheme</i> .	As part of Operational Works.
2.21	Provide additional on-site car parking for the Hotel with minimum 31 vehicles, including 2 spaces for disabled persons in accordance with <i>Somerset Region Planning Scheme</i> and the site plan. 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 Region Planning Scheme</i> .	As part of Operational Works.
2.22	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	As part of Operational Works.
2.23	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.
	Refuse Storage Area	
2.24	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 metre high solid fence or wall.	Prior to commencement of use.

2.25	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use.
	Easements	
2.26	<p>Drainage easements are to be provided, in accordance with the current version of the Queensland Urban Drainage Manual, over:</p> <ul style="list-style-type: none"> • all stormwater and inter-allotment drainage, sized 300mm or greater located within private property. • all stormwater and inter-allotment drainage that cross more than one property. • all concentrated overland flow paths that cross two or more properties. <p>The minimum easement width to be provided is 3m. Easement widths greater than 3m may vary but must extend to include the flood paths for the Q100 flood flows including provisions for freeboard and provide suitable means of access for machinery around headwalls and steep batters to enable maintenance operations to occur without encroachment onto private property and are to be in accordance with the current version of the Queensland Urban Drainage Manual (QUDM). The easement is to be dedicated at no cost to Council.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p> <p>Note: Easements required for the discharge of stormwater over adjacent properties must be agreed to in writing by the owner of the property.</p>	Prior to commencement of use.
	Stormwater	
2.27	Stormwater Drainage shall be constructed in general accordance with Hurley Consulting Engineers, Stormwater Management Plan, reference C23055AR001 and dated 13 th June 2023.	As part of Operational Works.
2.28	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.29	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.
2.30	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.

2.31	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.
2.32	Attenuate the difference between pre and post developed flows.	As part of Operational Works.
2.33	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	As part of Operational Works.
2.34	<p>Containments or contaminated water must not be directly or indirectly released from the Premises to surface water or groundwater at or outside the premises except for:</p> <p>(a) uncontaminated overland stormwater flow; or</p> <p>(b) uncontaminated stormwater to the stormwater system.</p>	At all times.
	Stormwater Re-use	
2.35	The development must incorporate a stormwater re-use system utilising stormwater detention structures and/or tanks to ensure water is re-used throughout the site to supply amenities, facilities and landscaping areas and the like.	Prior to commencement of use.
	Erosion and sediment control	
2.36	<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 developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	During site works, building works or operational works phases.
2.37	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	During site works, building works or operational works phases.

2.38	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the operational works application.
2.39	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
2.40	Where vegetation is removed, the vegetation waste shall be disposed of by: (a) Milling; (b) Chipping and/or mulching; (c) Disposal at an approved waste disposal facility. No incineration of vegetation or waste will be permitted at the site.	At all times.
2.41	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.	Prior to carrying out any building works, and then to be maintained at all times.
2.42	Apart from declared weeds and pests, areas with trees, shrubs and landscaping currently existing on the subject land must be retained where possible and action taken to minimize disturbance during construction work.	As part of Operational Works
SCHEDULE 3 – ENVIRONMENTAL HEALTH		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.

3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained: (a) in a serviceable condition; and (b) in a state of good repair and efficient action; and (c) in a clean, sanitary condition; and (d) free of accumulated disused materials; and (e) free of vermin and pest infestations.	At all times.
	Noise	
3.4	Plant and machinery used in the operation of the development are to be installed to avoid creating nuisance upon surrounding premises.	At all times.
	Air	
3.5	No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.
	Light	
3.6	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.
	Water	
3.7	Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: (a) uncontaminated overland stormwater flow; (b) uncontaminated stormwater to the stormwater system; (c) contaminants lawfully released to sewer; or (d) a release in accordance with a condition of this Development Approval.	At all times.
3.8	Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times.
3.9	Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times.
3.10	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
	Waste	
3.11	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal	During site works, building works or

	facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	operational works phases.
3.12	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.

SCHEDULE 4 – REFERRAL AGENCIES

State Assessment and Referral Agency

Pursuant to section 62 of the *Planning Act 2016*, 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 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023, 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 the 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*.

Pursuant to section 85 of the *Planning Act 2016* the approval will lapse if first change of use does not happen 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*.

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 *Planning Act 2016*.

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

A reference within a development condition to a "Certificate of Occupancy" includes an "Interim Certificate of Occupancy". Where a Certificate of Occupancy is not required, the reference is taken to be a "Final Inspection Certificate" or any other similar document finalising the works.

Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".

Parts of the Somerset Region are within Fire Ant Biosecurity Zones.

If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location (*Biosecurity Regulation 2016*).

If you are unable to do so, you must apply for a biosecurity instrument permit.

Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.

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 Biosecurity Zones 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.

Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care.

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 Charges were 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.

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act 1975*.

A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*.

Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.

This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*.

Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

Attachments for the Decision Notice include:

1. Plan of Proposed Subdivision, Drawing No 402174-PP-02 Issue F, prepared by Veris, dated 27 November 2023
2. Proposed Site Plan – Option 2, Drawing No DA-03, Issue B, prepared by Carla Brown, dated 12 December 2023.
3. Proposed Ground Plan, Drawing No DA-05, Issue B, prepared by Carla Brown, dated 12 December 2023.
4. Proposed Level 1 Plan, Drawing No DA-06, Issue B, prepared by Carla Brown, dated 12 December 2023.
5. Elevations – North/South, Drawing No DA-10 Issue B, prepared by Carla Brown, dated 8 August 2023.
6. Elevations – East/West, Drawing No DA-11 Issue B, prepared by Carla Brown, dated 8 August 2023.
7. Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023
8. Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023
9. State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.

Resolution

Moved – Cr Choat
"THAT Council:

Seconded – Cr Isidro

1. approve Development Application No. 23624 for a Material change of Use for a for a Development Permit for Short-Term Accommodation (motel - 20 rooms), Hotel (two cabins), Dwelling House/Short-Term Accommodation, and Car Park Extensions; and Reconfiguration of a Lot by subdivision (two into three lots) and two access easements on land situated at 9-11 and 13 William Street, Kilcoy, formally described as Lot 1 SP306918 and Lot 8 RP864209, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. the officer report for this application be published to the website as Council's Statement of Reasons in accordance with s63(5) of the *Planning Act 2016*.

DEVELOPMENT PERMIT FOR RECONFIGURING A LOT**SCHEDULE 1 – GENERAL CONDITIONS***Assessment Manager*

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation, and the plans and documents listed below, except where amended by these development conditions. Plan of Proposed Subdivision, Drawing No 402174-PP-02 Issue F, prepared by Veris, dated 27 November 2023 Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023 Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.	At all times.
	General	
1.2	A Licensed Surveyor must install new Survey Marks in their correct positions in accordance with the Survey Plan and the endorsement of the work must be certified in writing.	Prior to request for endorsement of the Plan of Subdivision.
1.3	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Prior to request for endorsement of the Plan of Subdivision.
1.5	Pay to Council the applicable amount at the time of request for plan of subdivision endorsement for the issue of new valuations by the Department of Resources.	Prior to request for endorsement of the Plan of Subdivision.

	Currently, the amount is set at \$44 per allotment.	
	Service connections	
1.6	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to request for endorsement of the Plan of Subdivision.
1.7	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	Prior to request for endorsement of the Plan of Subdivision.
1.8	Remove any services made redundant as a result of the development and reinstate the land.	Prior to request for endorsement of the Plan of Subdivision.
1.9	Provide certification from a Licenced Surveyor that all services (e.g. water, drainage, electricity, telecommunications) are wholly contained within the lot that they serve.	Prior to request for endorsement of the Plan of Subdivision.
1.10	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.11	All development conditions of this Development Approval must be complied with at no cost to Council, unless stated otherwise in any specific development condition.	At all times.
1.12	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During site works, building works or operational works phases.
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
2.1	Make an Operational Work application to Council and pay the required fees where an application involves earthworks, erosion and sediment control, roadworks, car parks, landscaping, clearing and stormwater drainage required as stated in the following conditions.	Prior to the commencement of Operational Work
2.2	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i> .	At all times.

2.3	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 development conditions.	At all times.
2.4	The design and construction of civil components of the operational work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including: <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	Prior to request for endorsement of the Plan of Subdivision.
2.5	Obtain building approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	As required.
	Earthworks	
2.6	All earthworks to be constructed in accordance with <i>AS3798 Guidelines on Earthworks for Commercial and Residential Developments</i> . Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
2.7	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.8	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
	Vehicle access and manoeuvring	
2.9	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Region Planning Scheme</i> .	At all times.
2.10	All vehicles accessing the site shall enter and leave William Street and Eckel Court in a forward gear.	At all times.
	Easements	
2.11	Drainage easements are to be provided, in accordance with the current version of the Queensland Urban Drainage Manual, over: <ul style="list-style-type: none"> all stormwater and interallotment drainage, sized 300mm or greater located within private property. all stormwater and interallotment drainage that cross more than one property. all concentrated overland flow paths that cross two or more properties. 	Prior to Council's endorsement of the Plan of subdivision.

	<p>The minimum easement width to be provided is 3m. Easement widths greater than 3m may vary but must extend to include the flood paths for the Q100 flood flows including provisions for freeboard and provide suitable means of access for machinery around headwalls and steep batters to enable maintenance operations to occur without encroachment onto private property and are to be in accordance with the current version of the Queensland Urban Drainage Manual (QUDM). The easement is to be dedicated at no cost to Council.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p> <p>Note: Easements required for the discharge of stormwater over adjacent properties must be agreed to in writing by the owner of the property.</p>	
2.12	<p>Provide access easements over Lot 12 in favour of Lot 11 to enable access to Lot 11 from William Street and Eckel Court.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p>	Prior to Council's endorsement of the Plan of subdivision.
	Stormwater	
2.13	Stormwater Drainage shall be constructed in general accordance with Hurley Consulting Engineers, Stormwater Management Plan, reference C23055AR001 and dated 13 June 2023.	As part of Operational Works.
2.14	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.15	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.
2.16	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.17	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.
2.18	Design and construction of all stormwater drainage works must comply with the relevant sections of the <i>Queensland Urban Drainage Manual (QUDM)</i> and the <i>Somerset Region Planning Scheme</i> .	As part of Operational Works for stormwater.
2.19	Attenuate the difference between pre and post developed flows.	As part of Operational Works.

2.20	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	As part of Operational Works.
2.21	Containments or contaminated water must not be directly or indirectly released from the Premises to surface water or groundwater at or outside the premises except for: (a) uncontaminated overland stormwater flow; or (b) uncontaminated stormwater to the stormwater system.	At all times.
	Erosion and sediment control	
2.22	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: <ul style="list-style-type: none"> • Be required to install additional measures. • Be responsible for the restoration work. <p>Should the developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	During site works, building works or operational works phases.
2.23	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	During site works, building works or operational works phases.
2.24	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the operational works application.
2.25	Where vegetation is removed, the vegetation waste shall be disposed of by: <ul style="list-style-type: none"> iv) Milling; v) Chipping and/or mulching; vi) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site.</p>	At all times.

2.26	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.	Prior to carrying out any building works, and then to be maintained at all times.
	General Services	
2.27	Connect the development to a reticulated water supply, sewer infrastructure, underground electricity supply, and telecommunications utilities in accordance with acceptable standards of the relevant regulatory authority.	Prior to Council's endorsement of the Plan of subdivision.
2.28	The applicant must provide written evidence (e.g. connection certificate) from each particular service provider stating that the development has been connected to applicable service, is available at a standard connection, or has a current supply agreement.	Prior to Council's endorsement of the Plan of subdivision.
2.29	Install hydrant and valve location indicators and where serviced by kerb and channel, place brass markers in the kerb line at each service crossing. (Water, Sewer, Electricity and telecommunications)	Prior to Council's endorsement of the Plan of subdivision.
2.30	Remove any services made redundant as a result of the development and reinstate the land.	Prior to Council's endorsement of the Plan of subdivision.
SCHEDULE 3 – ENVIRONMENTAL HEALTH		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.
3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained: (f) in a serviceable condition; and (g) in a state of good repair and efficient action; and (h) in a clean, sanitary condition; and (i) free of accumulated disused materials; and (j) free of vermin and pest infestations.	At all times.

	Noise	
3.5	Plant and machinery used in the operation of the development are to be installed to avoid creating nuisance upon surrounding premises.	At all times.
	Air	
3.6	No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.
	Light	
3.7	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.
	Water	
3.10	Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: (e) uncontaminated overland stormwater flow; (f) uncontaminated stormwater to the stormwater system; (g) contaminants lawfully released to sewer; or (h) a release in accordance with a condition of this Development Approval.	At all times.
3.11	Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times.
3.12	Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times.
3.13	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
	Waste	
3.14	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During site works, building works or operational works phases.
3.15	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.
SCHEDULE 4 – REFERRAL AGENCIES		

<i>State Assessment and Referral Agency</i>		
Pursuant to section 62 of the <i>Planning Act 2016</i> , 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 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023, 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 the 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> .		
Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if first change of use does not happen within the currency period – being four (4) years starting the day the approval takes effect.		
The applicant may make representations (change representations) about a matter in this development application within the applicant's appeal period under the process established in chapter 3, part 5, subdivision 1 of the <i>Planning Act 2016</i> .		
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 <i>Planning Act 2016</i> .		
The applicant has the right of appeal to the Planning and Environment Court regarding the conditions of this approval.		
A reference within a development condition to a "Certificate of Occupancy" includes an "Interim Certificate of Occupancy". Where a Certificate of Occupancy is not required, the reference is taken to be a "Final Inspection Certificate" or any other similar document finalising the works.		
Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".		
Parts of the Somerset Region are within Fire Ant Biosecurity Zones.		
If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location (<i>Biosecurity Regulation 2016</i>).		
If you are unable to do so, you must apply for a biosecurity instrument permit.		
Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.		

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 Biosecurity Zones 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.

Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care.

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 Charges were 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.

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act 1975*.

A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*.

Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.

This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*.

Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE

SCHEDULE 1 – GENERAL CONDITIONS

Assessment Manager

No	Condition	Timing
1.1	Carry out the development generally in accordance with the material contained in the development application, supporting documentation, and the plans and documents listed below (including as amended in RED by Council), except where amended by these development conditions.	At all times.
	Proposed Site Plan Option 2, Drawing No DA-03 Issue B, prepared by Carla Brown, dated 12 December 2023.	
	Proposed Ground Plan, Drawing No DA-05 Issue B, prepared by Carla Brown, dated 12 December 2023.	
	Proposed Level 1 Plan, Drawing No DA-06 Issue B, prepared by Carla Brown, dated 12 December 2023.	
	Elevations – North/South, Drawing No DA-10 Issue B, prepared by Carla Brown, dated 8 August 2023.	
	Elevations – East/West, Drawing No DA-11 Issue B, prepared by Carla Brown, dated 8 August 2023.	
	Stormwater Management Plan, prepared by Hurley Consulting Engineers, reference C23055AR002 Revision C, dated 27 November 2023	
	Proposed Reconfiguration (two lots into three) & Access Easements, Motel, Cabins (2), Hotel Car Park Expansion, Traffic Impact Statement, prepared by Lambert & Rehbein, reference B23277TR001_Rev A, dated 22 November 2023	
	State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023 as annotated.	
	General	
1.2	A legible copy of this Development Approval, including the approved plans and documents bearing Council's stamp, must be available on the subject land for inspection.	During site works, building works or operational works phases.

1.3	The development must comply with the relevant provisions of the Somerset Region Planning Scheme (Version 4.2) and Local Laws, to the extent they have not been varied by this Development Approval.	At all times.
1.4	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council; and/or levied but not fully paid over the subject land.	Prior to commencement of use.
1.5	Provide certification that all services (e.g. water, drainage, electricity, telecommunications) are wholly contained within the lot that they serve.	Prior to commencement of use.
1.6	Remove any services made redundant as a result of the development and reinstate the land.	Prior to commencement of use.
1.7	Repair any damage to existing infrastructure (e.g. kerb and channel, footpath, or roadway) that may have occurred as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times.
1.8	All development conditions of this Development Approval must be complied with at no cost to Council, unless stated otherwise in any specific development condition.	At all times.
	Development	
1.9	This Development Approval is for the purpose of: Proposed Lot 10 Existing office Existing dwelling house New Short term accommodation (2 units) Proposed Lot 11 New Short term accommodation – Motel (20 units) Proposed Lot 12 Existing hotel and bottle shop and new parking The development includes any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses. <i>Note: the existing Dwelling house on Lot 10 cannot be used as Short term accommodation without a separate planning application.</i> <i>Note: Refer to the planning scheme for other activities that may occur within the building without further planning approval.</i>	At all times.

1.10	Development on Lot 10 is to occur in a single stage.	At the commencement of the use.
1.11	Development on Lot 10 and Lot 12 may occur at the same time or as separate stages of development. <i>Note: Development will be required to comply with the relevant conditions of approval.</i>	As required.
1.12	Refuse collection and other loading and unloading activities may only occur during the following period: (c) 7am and 6pm Monday to Friday; and (d) 8am and 5pm Saturday and Sunday.	At all times.
	Building design	
1.13	Building height must not exceed 8.5 metres above ground level.	At all times.
1.14	Construct the development in accordance with the materials listed on the approved plans.	At the commencement of the use.
1.15	The building and structures must be constructed of robust materials that are graffiti resistant.	At all times.
1.16	Install street numbering and any building name at the road frontage of the site, to enable identification by emergency services.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.17	Provide obscure glass or window treatment to the lower panes of south facing windows of Units 10-20 to limit overlooking of the residential lots.	Prior to obtaining a Certificate of Occupancy and then to be maintained at all times.
	Landscaping, screening and amenity	
1.18	Protect all landscaped areas and pedestrian paths adjoining any car parking areas from vehicular encroachment by wheel stops or kerbing barrier approved by Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.

1.19	Screen loading/unloading facilities, plant areas, refuse storage and other outdoor storage facilities on the site from direct view from any adjoining road or public space.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.20	Locate garbage bin areas, rainwater tanks, hot water tanks, gas bottles and air conditioners in the rear or side setbacks (including generally as shown on the approved plans) and include screening (e.g. fencing or landscaping) from view from any road frontage.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.21	Any graffiti on buildings, structures, or fences on the subject land visible from public viewing locations must be removed within 24 hours or upon direction by Council.	At all times.
	Service connections	
1.22	Connect the development to the reticulated drinking water and wastewater networks in accordance with the standards and requirements of the South East Queensland Distributor-Retailer Authority, trading as Urban Utilities.	Prior to the commencement of the use, whichever occurs first.
1.23	Connect the development to the reticulated electricity and telecommunications networks to the standards of the relevant service provider.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first, and then to be maintained at all times.
1.24	Remove any services made redundant as a result of the development and reinstate the land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
	Building relationship to lot boundaries	
1.25	No buildings are permitted to be constructed over lot boundaries. The Application for Approval of Plan of Subdivision for the Reconfiguration of a Lot component of this approval must be finalised and the lots created with the Titles Registry prior to commencement of any building works. OR	As required.

	The relevant lots must be amalgamated prior to commencement of any building works.	
SCHEDULE 2 – ENGINEERING		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
2.1	Make an operational works application to Council, and pay the required fees, where the development involves assessable operational works, including as identified in the following conditions.	Prior to the commencement of any operational works.
2.2	All works are to be designed and constructed in accordance with the requirements of the <i>Somerset Region Planning Scheme</i> .	At all times.
2.3	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 development conditions.	At all times.
2.4	It is required that the design and construction of civil components of the Operational Work are to be certified by a Registered Professional Engineer Queensland (RPEQ), including: <ul style="list-style-type: none"> Plans and specifications must be prepared and certified with the Operational Work application. Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	As part of Operational works.
2.5	Obtain building approval for the demolition or removal of any existing buildings on site necessary for the approved development to proceed.	As required.
	Landscaping	
2.6	The developer must submit an operational works application for landscaping works, for endorsement, a Landscape Plan for all landscaping associated with the development. The plan must be prepared by a suitably qualified and experienced Landscape Architect, horticulturist, or other person experienced in landscape design and construction. The Landscape Plan must address the performance criteria listed below: <ul style="list-style-type: none"> Comply with the <i>Somerset Region Planning Scheme</i>. To enhance the appearance of the development internally and externally. To make a positive contribution to the streetscape; To screen unsightly objects from public view; 	As part of Operational works for Landscaping Works.

	<ul style="list-style-type: none"> • To contribute to an environment by providing shade to reduce glare, heat absorption and radiation; • To ensure common areas are useable; • To provide long term erosion protection; • To integrate with existing vegetation and other natural features of the site and adjoining lands; and • To provide adequate vehicle sightlines and road safety. <p>The Landscape Plan must also detail:</p> <ul style="list-style-type: none"> • The typical species to be planted, consisting mainly of drought-tolerant species suitable to their individual location on site; • The number and size of plants; • The typical planting detail including preparation, backfill, staking and mulching. • The developer must prepare and landscape the site in accordance with the approved Landscape Plan, or as otherwise approved in writing by the Planning Manager. Any amendments approved by the Planning Manager are taken to be a part of the approved Landscape Plan. • All declared weeds and pests must be removed from the subject land and the subject land kept clear of such nuisance varieties at all times during the course of development works and any ensuing defects liability period. • Landscaping provided within the front boundary setback of the subject land and around car parking areas within the subject land must allow visibility into the site by: <ul style="list-style-type: none"> ○ Using trees which have a clean trunk height of at least 1.8 metres (at maturity); ○ Using shrubs with a maximum height of 0.75 metres, in order to retain sight lines; • A minimum of 70% of landscaped areas must be retained as a permeable surface. • Landscape areas must be maintained, and the site must remain in a clean and tidy state at all times. 	
2.7	The development site must be landscaped. The works must be undertaken in accordance with an operational works approval.	As part of Operational works for Landscaping Works.
2.8	Any entry statements, fences, batters, retaining walls and buffer/screen plantings must be located entirely within private land and not within the public road reserve.	At all times.
2.9	Plant four (4) shade trees within the parking area of Lot 11. The trees are to be a 100 litre stock.	Prior to the commencement of use and to be maintained at all times.

2.10	(a) Plant five (5) shade trees within the new parking area of Lot 12. The trees are to be a 100 litre stock. (b) Plant two (2) of the shade trees within the grouping of twelve parking spaces.	Prior to the commencement of use and to be maintained at all times.
	Earthworks	
2.11	All earthworks to be constructed in accordance with AS3798. Fill material is to be placed, compacted, and tested by a suitably qualified inspection and testing organisation.	At all times.
2.12	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.13	Any fill, cut and other stored material must be contained within properties comprising the development application. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).	At all times.
2.14	The foundation design of the proposed Motel must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location. A copy of the Certified foundation design is to be submitted to Council.	As part of Building Application for the Motel.
	Footpaths	
2.15	Line mark a 1.5 metre wide walkway between the car parking areas and the hotel and motel.	As part of Operational Works.
	Vehicle access and manoeuvring	
2.16	All vehicular access for new allotments shall provide convenient and safe access and egress from the site in accordance with <i>Somerset Region Planning Scheme</i> .	At all times.
2.17	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 Region Planning Scheme</i> . Approval is to be sought from Council and the landowner must advise all potential purchasers accordingly.	At all times.
2.18	All vehicles shall enter and leave the site in a forward gear	At all times.
2.19	All manoeuvring areas shall enable access to a single-unit truck / bus based on a 12.5 metre Design Vehicle in accordance with <i>Austroads</i> design manual.	As part of Operational Works.
	CAR PARKING	
2.20	Provide on-site car parking for the Motel with a minimum of 22 vehicle spaces, including a minimum of 2 spaces for	As part of Operational Works.

	disabled persons in accordance with <i>Somerset Region Planning Scheme</i> . 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 Region Planning Scheme</i> .	
2.21	Provide additional on-site car parking for the Hotel with minimum 31 vehicles, including 2 spaces for disabled persons in accordance with <i>Somerset Region Planning Scheme</i> and the site plan. 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 Region Planning Scheme</i> .	As part of Operational Works.
2.22	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	As part of Operational Works.
2.23	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.
	Refuse Storage Area	
2.24	Refuse bin storage areas must be provided on the premises within a building, outbuilding or other enclosed structure so that it is screened from public view with a minimum 1.5 metre high solid fence or wall.	Prior to commencement of use.
2.25	Provide Waste Collection Areas in such locations so as to allow a servicing vehicle to enter and manoeuvre, so as to minimize the risk of injury to persons or damage to property, and leave the property in forward gear.	Prior to commencement of use.
	Easements	
2.26	Drainage easements are to be provided, in accordance with the current version of the Queensland Urban Drainage Manual, over: <ul style="list-style-type: none"> all stormwater and inter-allotment drainage, sized 300mm or greater located within private property. all stormwater and inter-allotment drainage that cross more than one property. all concentrated overland flow paths that cross two or more properties. The minimum easement width to be provided is 3m. Easement widths greater than 3m may vary but must extend to include the flood paths for the Q100 flood flows including provisions for freeboard and provide suitable means of	Prior to commencement of use.

	<p>access for machinery around headwalls and steep batters to enable maintenance operations to occur without encroachment onto private property and are to be in accordance with the current version of the Queensland Urban Drainage Manual (QUDM). The easement is to be dedicated at no cost to Council.</p> <p>All easement documentation shall be prepared by the proponent in a form satisfactory to Council's Solicitor.</p> <p>Note: Easements required for the discharge of stormwater over adjacent properties must be agreed to in writing by the owner of the property.</p>	
	Stormwater	
2.27	Stormwater Drainage shall be constructed in general accordance with Hurley Consulting Engineers, Stormwater Management Plan, reference C23055AR001 and dated 13 th June 2023.	As part of Operational Works.
2.28	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.29	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.
2.30	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.31	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.
2.32	Attenuate the difference between pre and post developed flows.	As part of Operational Works.
2.33	Adjoining properties and roadways to the development are to be protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.	As part of Operational Works.
2.34	<p>Containments or contaminated water must not be directly or indirectly released from the Premises to surface water or groundwater at or outside the premises except for:</p> <p>(a) uncontaminated overland stormwater flow; or</p> <p>(b) uncontaminated stormwater to the stormwater system.</p>	At all times.
	Stormwater Re-use	

2.35	The development must incorporate a stormwater re-use system utilising stormwater detention structures and/or tanks to ensure water is re-used throughout the site to supply amenities, facilities and landscaping areas and the like.	Prior to commencement of use.
	Erosion and sediment control	
2.36	<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 developer fail to complete the works determined by Council within the specified time, the Council will complete the work and recover all costs from the developer associated with the work.</p>	During site works, building works or operational works phases.
2.37	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during the course of the project, and to prevent dust nuisance.	During site works, building works or operational works phases.
2.38	Prepare an Erosion and Sediment Control Plan designed by a Registered Professional Engineer Queensland (RPEQ). Implement all relevant sediment and erosion control measures and temporary fencing as identified on the approved engineering drawings as part of the operational works. All sediment control devices and sediment collection points shall be regularly monitored, sediment removed as necessary and devices maintained responsibly during construction and maintenance period of the development works.	As part of the lodgement of the operational works application.
2.39	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
2.40	<p>Where vegetation is removed, the vegetation waste shall be disposed of by:</p> <ul style="list-style-type: none"> (d) Milling; (e) Chipping and/or mulching; (f) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site.</p>	At all times.

2.41	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.	Prior to carrying out any building works, and then to be maintained at all times.
2.42	Apart from declared weeds and pests, areas with trees, shrubs and landscaping currently existing on the subject land must be retained where possible and action taken to minimize disturbance during construction work.	As part of Operational Works
SCHEDULE 3 – ENVIRONMENTAL HEALTH		
<i>Assessment Manager</i>		
No	Condition	Timing
	General	
3.1	The approved development shall not cause any adverse impact on the amenity of the neighbourhood by the emission of noise, vibration, odour, glare, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise.	At all times.
3.2	Notwithstanding any other development condition of this Development Approval, this Development Approval does not authorise any release of contaminants that cause, or is likely to cause, an Environmental Nuisance or Environmental Harm.	At all times.
3.3	All buildings, structures, fittings, fixtures, and grounds forming part of this development approval must be maintained: (f) in a serviceable condition; and (g) in a state of good repair and efficient action; and (h) in a clean, sanitary condition; and (i) free of accumulated disused materials; and (j) free of vermin and pest infestations.	At all times.
	Noise	
3.4	Plant and machinery used in the operation of the development are to be installed to avoid creating nuisance upon surrounding premises.	At all times.
	Air	
3.5	No particulate matter or visible contaminant, including dust, smoke, fumes and aerosols likely to cause Environmental Harm is to emanate beyond the boundaries of the premises.	At all times.
	Light	
3.6	Light sources must be positioned and shielded, when necessary, to prevent light spillage causing a nuisance to any other premises outside the boundaries of the property to which this development permit relates.	At all times.
	Water	

3.7	Contaminants or contaminated water must not be directly or indirectly released from the premises or to the ground or groundwater at the premises except for: (e) uncontaminated overland stormwater flow; (f) uncontaminated stormwater to the stormwater system; (g) contaminants lawfully released to sewer; or (h) a release in accordance with a condition of this Development Approval.	At all times.
3.8	Releases to water must not cause any visible oil slick or other visible evidence of oil or grease, nor contain visible, grease, scum, litter or floating oil.	At all times.
3.9	Any spillage of contaminants must be cleaned up immediately by a method other than hosing or otherwise releasing the contaminants into stormwater drainage, a roadside gutter, waters or onto unsealed ground.	At all times.
3.10	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
Waste		
3.11	All construction, demolition or other waste is to be removed from site and deposited at an approved waste disposal facility in a manner acceptable to Somerset Regional Council unless otherwise authorised by Council.	During site works, building works or operational works phases.
3.12	All solid, semi-solid and liquid waste generated from the occupation of this approved development must be collected and disposed of by Council's contractor, or another approved waste collector, unless otherwise approved by Council.	At all times.
SCHEDULE 4 – REFERRAL AGENCIES		
<i>State Assessment and Referral Agency</i>		
Pursuant to section 62 of the <i>Planning Act 2016</i> , 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 State Assessment and Referral Agency referral agency response 2306-35375 SRA dated 18 December 2023, 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 the 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> .		

Pursuant to section 85 of the <i>Planning Act 2016</i> the approval will lapse if first change of use does not happen 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> .
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 <i>Planning Act 2016</i> .
The applicant has the right of appeal to the Planning and Environment Court regarding the conditions of this approval.
A reference within a development condition to a "Certificate of Occupancy" includes an "Interim Certificate of Occupancy". Where a Certificate of Occupancy is not required, the reference is taken to be a "Final Inspection Certificate" or any other similar document finalising the works.
Where the timing in a development condition requires compliance "prior to the commencement of the use" and a Plan of Subdivision is lodged for approval, the timing in the condition is taken to require compliance "prior to the commencement of the use or approval of the Plan of Subdivision, whichever occurs first".
Parts of the Somerset Region are within Fire Ant Biosecurity Zones. If you are working with organic materials, you are legally obliged to check the fire ant biosecurity zones and use fire ant-safe practices before moving them to a new location (<i>Biosecurity Regulation 2016</i>). If you are unable to do so, you must apply for a biosecurity instrument permit. Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials. 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 Biosecurity Zones as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants
The <i>Aboriginal Cultural Heritage Act 2003</i> establishes a Duty of Care for Indigenous Cultural Heritage. This applies on all land and water, including freehold land. The Cultural Heritage Duty of Care lies with the person or entity conducting an activity. Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care. 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 Charges were 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.

This Development Approval for material change of use does not include an approval for the change of classification or for the commencement of building works under the *Building Act 1975*.

A separate building development approval may be required for change of classification or commencement of building works under the *Building Act 1975*.

Advice should be sought from a Building Certifier (either through a private certification company or through Council's building section) about further development approvals for building works.

This Development Approval does not authorise the installation of advertising devices. Advertising devices (other than billboards or where particular overlays apply) are governed by Council's *Local Law No. 1 (Administration) 2011* and *Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*.

Advertising devices, other than 'permitted advertisements' (as that term is defined in the subordinate local law), require Local Law Approval prior to installation.

Carried

Vote - Unanimous

Subject:	Planning and Development Department Monthly Report – January 2024
File Ref:	Governance/Reporting/Officer Reports
Action Officer:	DPAD, ESM, SP, NRM, BRO

Report

A summary of the Department's activities during the month of January 2024 is provided for Council's information.

Planning Development Applications

A total of eleven (11) development applications were received in January 2024.

Assessment Type	December 2022	January 2023	December 2023	January 2024
Building Works assessable against the Planning Scheme	6	5	3	8
Material Change of Use	5	4	4	1
Reconfiguring a Lot	2	1	2	1
Operational Works	2	-	1	1
Combined Applications	-	-	1	-
Total	15	10	11	11

The list of applications received is provided in Appendix 1.

A total of six (6) development applications were decided in January 2024.

Approved/Refused	December 2022	January 2023	December 2023	January 2024
Refused - Council	-	-	-	-
Refused - Delegated Authority	-	-	-	-
Approved - Council	1	5	5	1
Approved - Delegated Authority	21	15	17	5
Total	22	20	22	6

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

Planning and Environment Court Appeals

Rayland Development Pty Ltd v Somerset Regional Council **Planning and Environment Court Appeal No. BD1370 of 2023**

DA22581 – Reconfiguring a Lot by Subdivision (two lots into 83 lots in five stages) at 60 Millar Road and 169 Fairneyview Fernvale Road, Fernvale
Refused by Council 12 April 2023



Main Constructions Pty Ltd v Somerset Regional Council **Planning and Environment Court Appeal No. BD1852 of 2023**

DA21509 – Material Change of Use for Intensive Animal Industry (reuse and conversion of a Breeder Poultry Farm (5 sheds) to Free Range Broiler Poultry Farm, including 2 additional poultry sheds) – maximum capacity of 176,130 birds at 57 Zischkes Road, Coominya
Refused by Council 24 May 2023

FVLH Developments Pty Ltd v Somerset Regional Council **Planning and Environment Court Appeals No. BD1951-54 of 2023**

DA9400 and DA14663 at Muckerts Lane, Fernvale
Deemed Refusals

Energex Limited v Somerset Regional Council**Planning and Environment Court Appeal No. BD2126 of 2023**

DA21832 – Material Change of Use for a Low Impact Industry, Warehouse and Office and Operational Works for Vegetation Clearing at Highland Street, Esk
Refused by Council 21 June 2023

Planning Compliance Matters

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

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

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

Building Development Approvals

A total of forty-six (46) building approvals were issued in the region for January 2024.

Assessment Type: Building Works

Status	December 2022	January 2023	December 2023	January 2024
Accepted Applications	46	46	41	48
Approved - Council	5	6	3	1
Approved - Private Certifier	42	47	34	45

The list of applications approved is provided in Appendix 2.

Building Compliance Matters

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

January 2024:

Unapproved or non-compliant building works in Fernvale.

Unlawful use of a building at Biarra, Fernvale, Kilcoy, Royston, Sandy Creek, Vernor.

**Plumbing Compliance Permits and Inspections**

A total of twenty-six (26) plumbing and drainage approvals were issued in the region for January 2024.

Assessment Type: Plumbing Approval

Status	December 2022	January 2023	December 2023	January 2024
Approved	20	24	26	33
Info Request	4	9	8	9
Total	24	33	34	42
Plumbing Inspections	86	51	89	72

The list of applications approved is provided in Appendix 3.

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

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

Three properties have had a plumbing application approved. Two properties have had a new system installed and finalised with the installation of HSTP.

Environmental Health Services

Food Safety Training



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

A total of 115 users completed the training during the month of January.

Swimming Pool Water Quality Monitoring

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



Mosquito Monitoring



Officers have commenced the 2023-2024 mosquito surveillance program in conjunction with Queensland Health. The main aim of the annual surveillance program is to establish the level of confidence in:

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

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

Invasive Animal Control

An overview of the control activities for the month is contained in Appendix 4. The following is a summary of pest animal control activities for the months: December 2023 and January 2024

Wild dogs

1080 baits injected:

	December 2023	January 2024
Bryden	10	-
Harlin	-	126
Buaraba	-	27
Total	10	153



Dingo scalps presented:

	December 2023	January 2024
Buaraba	-	3
Eskdale	-	1
Redbank Creek	-	5
Kilcoy	9	-
Total	9	9

Feral pigs 1080 baits injected:**Feral pig scalps presented:**

	December 2023	January 2024
Kilcoy	150	-
Biarra	30	-
Total	180	-



	December 2023	January 2024
SEQW- Wivenhoe Dam	40Kg grain	-
Total	40Kg grain	-

Rabbits:

- Officers have been working with landholders to control rabbit infestations in the following areas: Hazeldean.
- Officers are continuing to work closely with Seqwater in controlling rabbits around Somerset.

Fox:

- Pest Management Officers are continuing to monitor den sites that have been found and fumigated. Fox breeding season there has been an increase in reports of poultry being attacked and taken.

Invasive Plant Control

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

December 2023:

- Giant rats tail grass – Harlin, Colinton, Moore, Toogoolawah, Mount Kilcoy, Esk, Coominya, Lowood, Fernvale, Prenzlau, Wivenhoe Pocket.
- Fireweed- Moore.
- Leucaena- Fernvale, Coominya.
- Annual Ragweed- Colinton, Crossdale, Brightview, Neurum, Winya, Villeneuve, Sandy Creek.

- Groundsel- Sandy Creek.
- Prickly Pear- Fernvale, Murrumba.
- Lantana- Jimna, Monsildale, Fernvale.
- Council managed infrastructure- Kilcoy fat cattle yards and rodeo arena, Brisbane Valley Rail Trail Lowood to Fernvale.
- Element 5- Esk Kilcoy Road, D'Aguilar Highway East and West, Brisbane Valley Highway.
- Lantana mechanical control- 30,000M²/3 Ha.
- Lantana chemically treated – 7,600m² / .76Ha.
- Herbicide applied – 15,300L.

January 2024:

- Mother of Millions- Jimna,
- Annual Ragweed- Toogoolawah, Eskdale, Neurum, Fernvale, Moore, Linville, Gregors Creek, Coominya, Marburg.
- Fireweed- Villeneuve, Tarampa.
- Giant rats tail grass –Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Coominya, Diaper, Kingaham, Jimna, Monsildale, Yielo, Tarampa, Glamorgan Vale.
- Groundsel- Fernvale, Blackjack Creek.
- Prickly Pear- Gregors Creek.
- Leucaena- Neurum.
- Lantana – Fernvale, Mount Beppo, Marburg, Fulham, Mount Kilcoy, Bryden.
- Council managed infrastructure- Grass along edge of seal as requested on - Ivory Street, Colinton Street, Maronghi Street, Cemetery Road, McConnell Street, Pryce Street, Gardener Street North, Hopkins Street, Old Mt Beppo Road , Angeldale Drive, Huntley Road, Ostrofski Road, Beaumont Road, Sawmill Lane, Beaconsfield Road, Highland Street, Alpine Crescent, Crest Court, Burnside Court, Down Street, Barbour Street, Kelly Court, Dunlop Road, Cedar Avenue, Brough Court, Latter Lane, Rocky Gully Road, Hamond Road, Hine Road.
- Element 5- Kilcoy Murgon Road, D'Aguilar Highway East and West, Brisbane Valley Highway, Gatton Esk Road.
- Element 15- Kilcoy Murgon Road, Esk Kilcoy Road, Wivenhoe Somerset Road, Coominya Connection Road, Esk Gatton Road.
- Lantana mechanical treatment- 30,000M² / 3 Ha
- Herbicide applied – 11,380L.

Lantana Chemical Subsidy Program

The 2023/24 program commenced on the first of August 2023, with Council receiving 68 expressions of interest to participate in the program in the first month.

As a result of the strong response from regional landholders, the first round has closed. A further round of the program may be opened in early 2024 subject to remaining budget allocation.

Compliance under the *Biosecurity Act 2014*:

December 2023

January 2023

Information notices	3	
Biosecurity Orders	-	-
Enter and Clear action	-	-

Regulatory Services

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

Natural Resource Management

Land for Wildlife

- Welcomed a new Land for Wildlife property to the program in Sandy Creek.

Somerset Flora and Fauna



- Officer attendance at SEQ Koala threat management forum – Healthy Land and Water on behalf of Queensland Department of Environment and Science – Gatton 6 December 2023.
- Officer attendance at SEQ Council's Flying Fox threats and priorities workshop 30 Jan 2024.

Catchment Management

- Resilient Rivers Project Updates:
 - Planting has been completed at the next stage of the Black Snake Creek Project (2 properties at Glamorgan Vale) and is maintenance arrangements.
 - Submissions have been prepared for projects across the Council managed reserves of the Mid Brisbane River Catchment and submitted to the Resilient Rivers Taskforce for consideration.
 - Officer participation in SEQ Water Quality monitoring survey, designed to direct SEQ Council(s) investment into this sector.
 - Commencement of the Queensland Recovery Authority funded Recreation Rehabilitation works Twin Bridges Reserve, 11 Dec 2023. As at 31 Jan 2024, substantive civil works have been completed at Twin Bridges, Burtons Bridge, and Savages crossing. Sandy Creek (Esk) is scheduled for early February 2024 completion.



Offsets – Planting



Delivery of Councils Capital Works Offsets:

- Existing offsets are under contracted maintenance.

Collaborations

- Officer attendance at the Queensland Fire and Emergency Services technical briefing regarding the revision of the State Planning Policy for Bushfire Hazard, and supporting mapping product/s – 14 and 21 December 2023.
- Commencement of a Bushfire threat mitigation study (by external consultancy) for Council land and reserves, to inform prioritised and targeted mitigation into the future. Commencement meeting held 7 December 2023.

Business Recovery Officer



Below is a summary of the Business Recovery Officer's (BRO) activities during the month of January 2024.

General

- Grant Received: Locally Led Economic Recovery Grant
- Grant Received: Category C Queensland Flooding - Flexible Funding Grants – Round Two

Events

Workshops:

- Planning commenced for LLER grant funding events and programs.

Business Communications

Proactive engagement with State Government agencies/Peak industry bodies, including:

- Department of Employment, Small Business and Training
- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
- Healthy Land and Water
- Future Ag Queensland
- 14 interactions with small business owners, primary producers and/or tourism operators via town walks or workshops.
- Continued efforts to meet and build relationships with local businesses and primary producers.

Somerset Regional Council Grant Finder – January 2024

Total registrations

5 New registrations

229 Total

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

Total alerts

1,793 Emails sent

136 People with active alerts

Email alerts sent to people requesting specific profile of grants

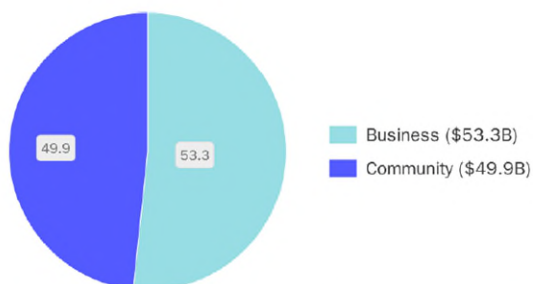
Number of grants on your portal

1,444 grants worth \$63.3B Somerset Regional Council Staff

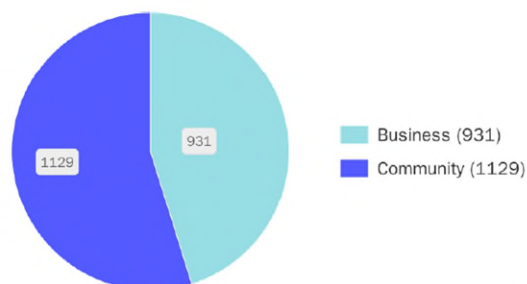
1,420 grants worth \$57.7B External/Public Users (Essentials)

Total number of grants available within your portal. The total that one person can see will vary depending on their organisation type and location.

Value by category



Count by category



Many programs are for multiple categories. Programs with multiple categories have been counted in each category. The total of these segments will be more than the total available.

Attachments

Nil.

Recommendation

THAT the Department of Planning and Development Monthly Report for January 2024 be received and the contents noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT the Department of Planning and Development Monthly Report for January 2024 be received and the contents noted.”

Carried

Vote - Unanimous

Subject: Information security policy
File Ref: Internal audit
Action Officer: DFIN

Background/Summary

Internal audit have completed a detailed review of Council's Information Security Control Environment which they will present to the Audit Committee.

Changes to the information security policy are proposed in response to internal audit recommendations including a moratorium on the acquisition of new software and systems pending the completion of actions recommended in internal audit report as well as additional cybersecurity and physical security measures.

Attachments

- Appendix A - Information Security Policy F/013
- Appendix B – Information Security Policy F/013 adopted 28 October 2020

Recommendation

THAT Council rescind Information Security Policy F/013 adopted 28 October 2020, and adopt Information Security Policy F/013 (Appendix A).

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

“THAT Council rescind Information Security Policy F/013 adopted 28 October 2020, and adopt Information Security Policy F/013 (Appendix A)”

Carried

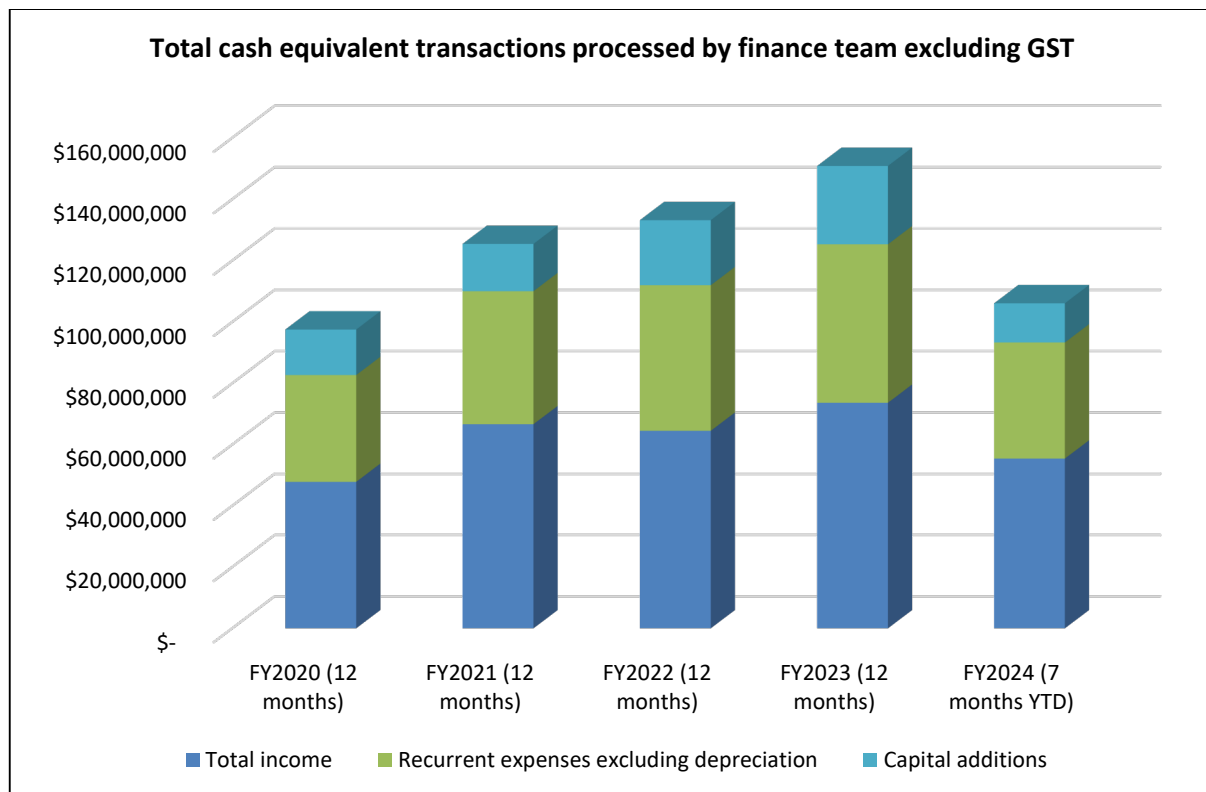
Vote - Unanimous

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

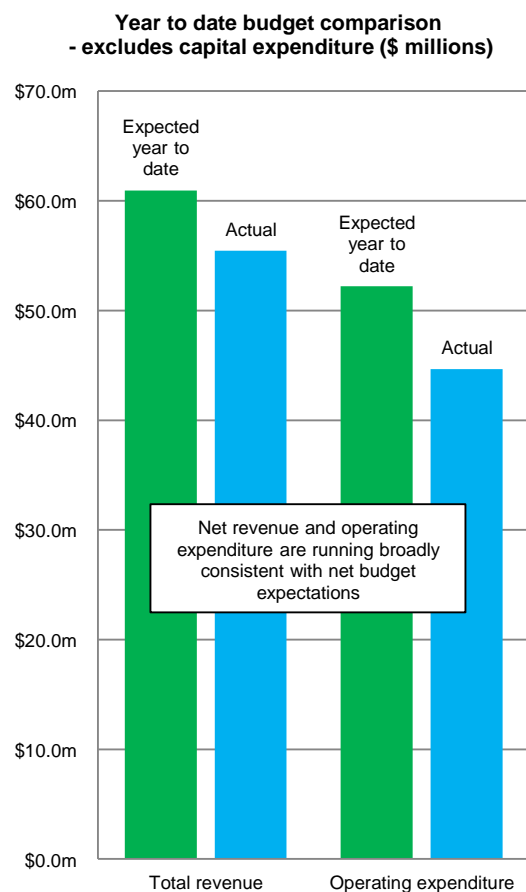
Background/Summary**Financial reports**

Reports for the period 1 July 2023 to 6 February 2024 are attached detailing the progress that has been made in relation to Council's FY2024 budget consistent with Local Government Regulation 2012 s204. The budget used is the revised budget adopted 24 January 2024 rather than the original budget. The revised budget includes significant new capital expenditure such as Muckerts Lane.

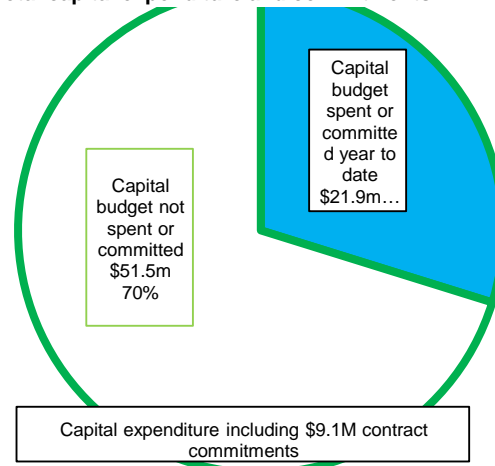
The finance team has processed cash equivalent transactions (excluding GST and depreciation) to date versus previous years as below. Total FY2023 transactions were 55% greater than FY2020 transactions. This represents a 16%+ year-on-year increase in overall activity. Total transactions after seven months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



Provisional results for the financial year to date with 60% of the financial year completed are summarised as follows:

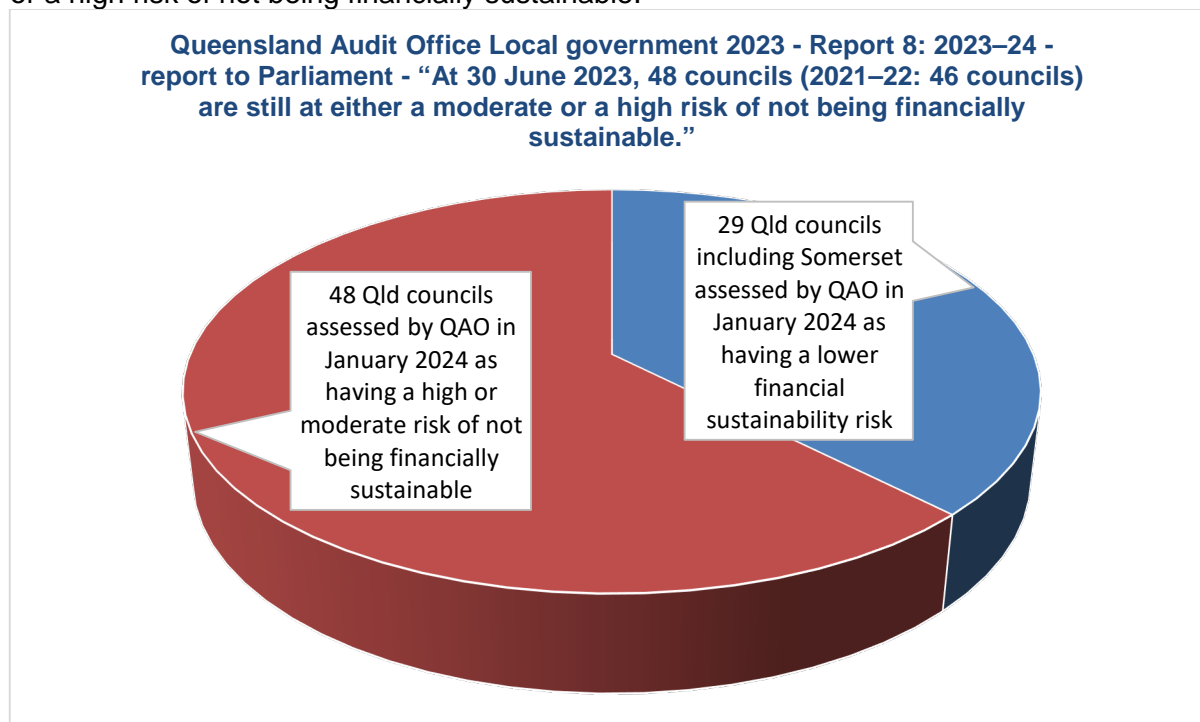


Total capital expenditure and commitments



Financial sustainability

In a report to parliament from Queensland Audit Office (QAO) published on 29 January 2024, Somerset was assessed as a “lower” financial sustainability risk council along with 28 other Queensland councils. (last year there were 31 councils viewed as having low financial sustainability risk). The report states “At 30 June 2023, 48 councils are at either a moderate or a high risk of not being financially sustainable.”



Grants

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

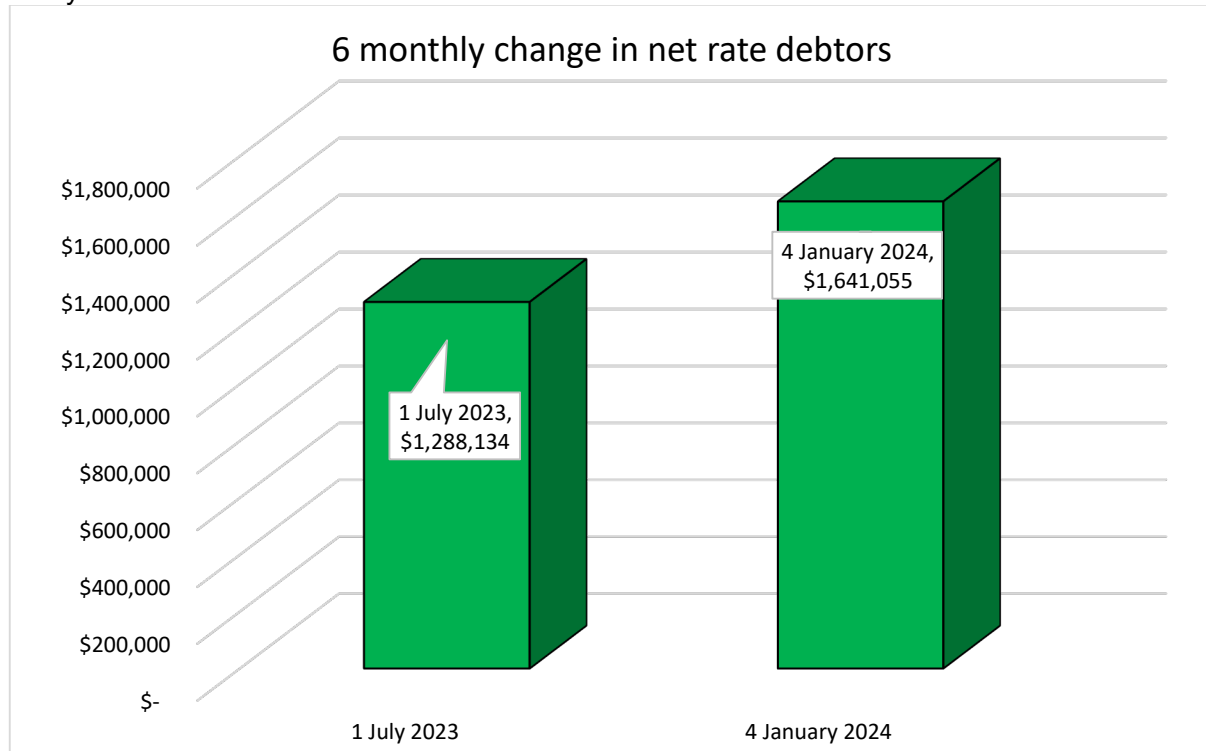
	Project value	QRRRF funding sought
Moore 1A flood/overland flow risk mitigation project	\$303,280	\$151,640
Fernvale 2A flood/overland flow risk mitigation project	\$461,726	\$230,863

- Council is in the process of applying for funding under various competitive programs for projects including replacing streetlights with LED (Commonwealth Community Energy Upgrade Fund), Street tree planting (Commonwealth Disaster Ready Fund Round 2), Toogoolawah Gateway Centre, Toogoolawah Pool upgrade, Kilcoy Indoor Sports Centre upgrade, and Mt Glen Rock recreation facilities (both Commonwealth Thriving Suburbs Program and State SEQ Community Stimulus Program). An application will also be made for Mt Glen Rock under the State Growing Future Tourism Program.
- Council is seeking extensions of time on a number of grant funded projects, in particular because of flood restoration works from the 2022 floods. Council has received approval for the extension of time on the Lake Manchester roads upgrade under the Black Summer Bushfire Recovery grant program.

Rates

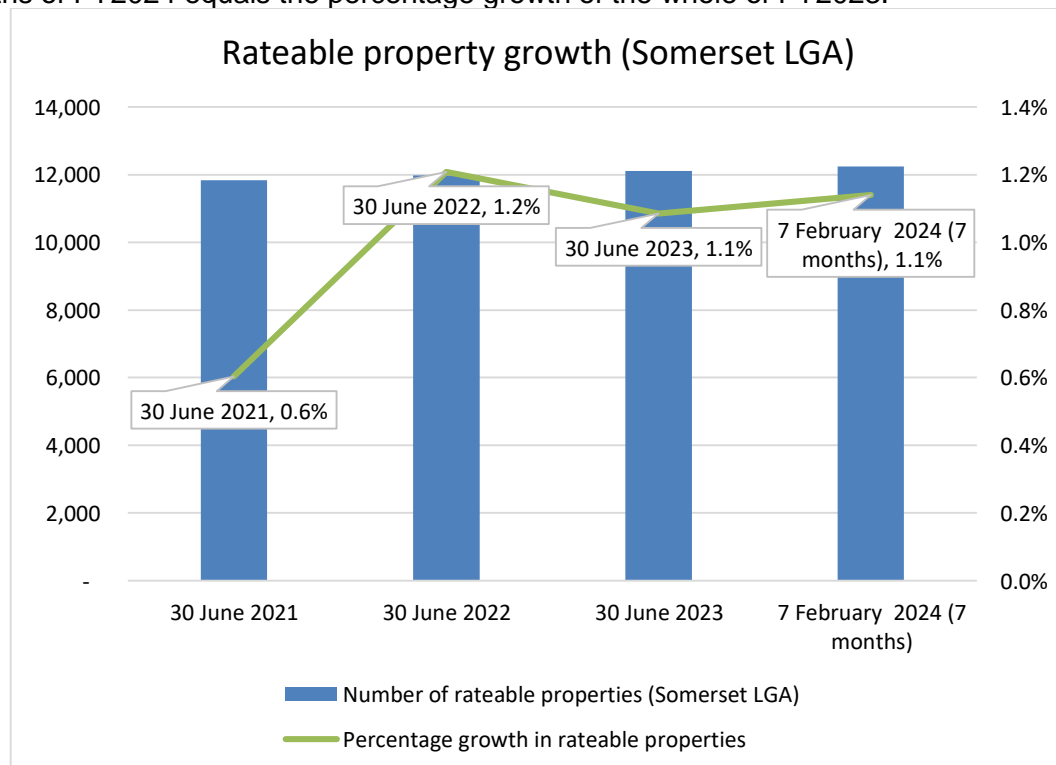
Council issued rates notices on 16 January 2024 with a due date of 2 April 2024.

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



Growth

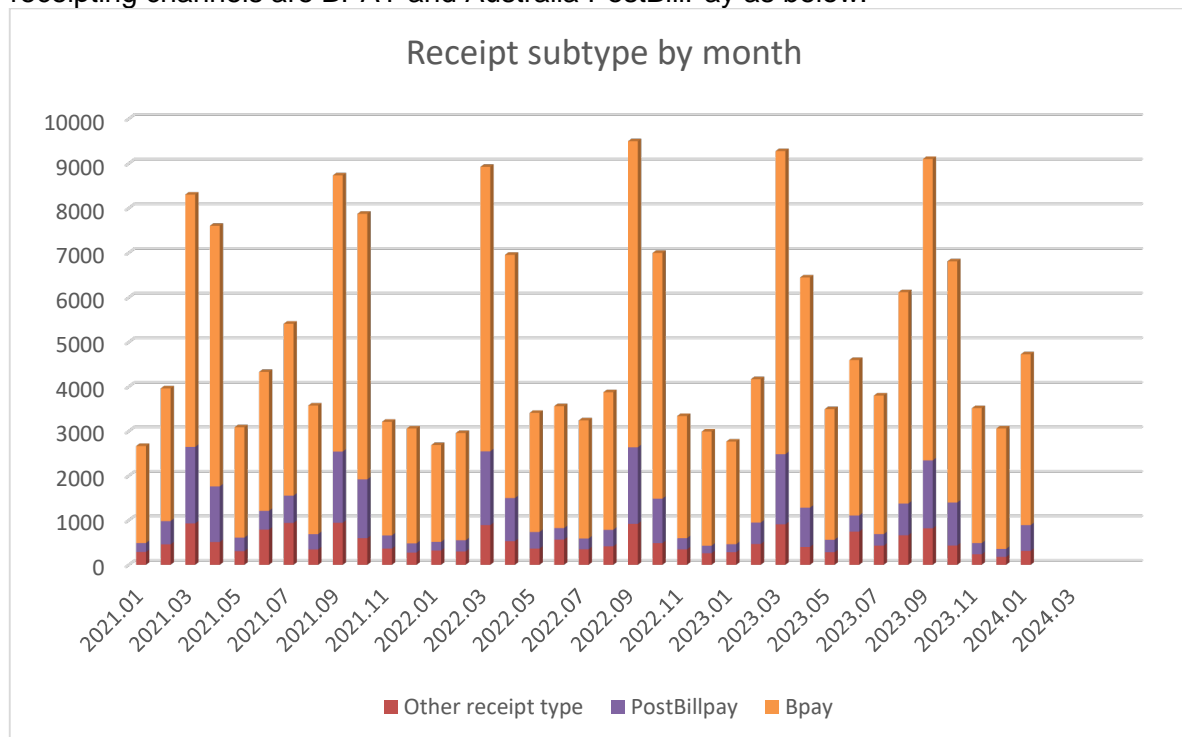
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows. The percentage growth during the first seven months of FY2024 equals the percentage growth of the whole of FY2023.



Receipting

Council has been working to make electronic receipting more convenient for customers.

In August 2023 Council introduced a new direct debit payment option for rates. Council is processing large numbers of requests to be included in direct debit. In the meantime, the main receipting channels are BPAY and Australia PostBillPay as below.



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 4.35% on 6 December 2023.

An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources. Council's key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital infrastructure like Lowood wastewater treatment plant as well as providing mutual benefit to both UU and Council.

These currently carry a combined weighted average interest rate of 3.27%. Interest rates on the UU facilities are reviewed annually by QTC based on the rate resetting formula.

Interest revenue for FY2024 is budgeted at \$318 on average for every rateable property in Somerset. After seven months, actual interest revenue is \$212 per rateable property compared to pro rata budget of \$189 per rateable property.

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 (\$)
Tooloorum Rd (flood repairs) 07752Ch3000-Ch6620	131	36
Glamorgan Vale Rd (flood repairs) 06311Ch7438-Ch7470	128	
Esk Crows Nest Rd (flood repairs) 08911Ch4420-Ch4440	127	
Mount Byron Rd (flood repairs) 07927Ch10960-Ch12850	119	63
Kangaroo Creek Rd (flood repairs) 03180Ch3220-Ch6820	112	31
Scrub Creek Rd (flood repairs) 01671Ch1670-Ch1850	100	
Western Branch Rd (flood repairs) 08642Ch22640-Ch25070	96	40
Monsildale Rd (flood repairs) 08545Ch1530-Ch3750	91	41
Reinbotts RdCulvCh0.4	86	
Stirlings Rd (flood repairs) 07785Ch550-Ch3000	82	33
Western Branch Rd (flood repairs) 08639Ch19880-Ch21920	81	40
Loughrans Rd (flood repairs) 05629Ch0-Ch2200	78	35
Hine Rd (flood repairs) 01802Ch554-Ch595	77	
Eastern Branch Rd (flood repairs) 08554Ch870-Ch2720	75	41
Banks Creek Rd (flood repairs) 05482Ch5040-Ch8210	74	23
Banffs Lane (flood repairs) 05618Ch20-Ch2070	71	35
Larsens Rd (flood repairs) 05607Ch3890-Ch5940	71	35
Sim Jue Creek Rd (flood repairs) 07758Ch1120-Ch3120	69	34
Glenhowden Rd (flood repairs) 08290Ch2430-Ch4480	68	33
Boyces Rd (flood repairs) 03548Ch20-Ch2460	66	27
Wanora Rd (bitumen) Mtc2762m	66	
Mount Byron Rd (flood repairs) 07884Ch6040-Ch7480	66	46
Kiernan Lane (flood repairs) 05615Ch20-Ch1560	65	42
Linville Rd (flood repairs) 04092Ch4822-Ch4823	64	
Grieves Rd (flood repairs) 08286Ch5060-Ch7720	63	24
Banks Creek England Rd (flood repairs) 05476Ch240-Ch2910	63	24
Beutel Rd (flood repairs) 05514Ch0-Ch1680	63	37
Harris Rd (flood repairs) 05053Ch1040-Ch3310	62	27
Turtle Creek Rd (flood repairs) 04057Ch1246-Ch1247	61	
Dunore Rd (flood repairs) 07776Ch30-Ch1870	60	33
Subtotal (\$000's)	2,435	

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 6 February 2024 and the report on payments processed from 5 January 2024 to 8 February 2024 totalling \$8,633,674.35 and that the contents be noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

“THAT Council receive the financial reports for 1 July 2023 to 6

February 2024 and the report on payments processed from 5 January 2024 to 8 February 2024 totalling \$8,633,674.35 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Post Event Report: Somerset Celebrates – Australia Day 2024
File Ref:	SRC
Action Officer:	Events Officer

Background/Summary

Somerset Regional Council held its Somerset Celebrates – Australia Day festivities on Friday 26 January 2024 at the Somerset Civic Centre.

The community celebrated the day by commencing with a Citizenship Ceremony for 31 conferees and followed these formalities with the 2024 Australia Day Community Awards. The awards featured five categories this year which included the following results:

Citizen of the Year: James Wager

Sports Award: Nicole Rowling

Event of the Year: Valley of the Lakes Garden Club – Esk Garden and Lifestyle Fair

Community Group of the Year: Esk Men's Shed

Arts and Culture: Jim Filmer

Australia Day MC:

Brady Schulz acted as Master of Ceremonies for the morning and shared his 'local boy' tales and interactions with the various community groups nominated for the category of Community Group of the Year.

Australia Day Ambassador:

Dr Robert McGregor, Paediatrician and Fundraiser was appointed as the Australia Day Ambassador. 'Dr Bob' provided a keynote speech that promoted inclusivity and was well-received. He assisted with the distribution of the Australia Day Awards and actively conversed with the community throughout the morning tea provided.

Family fun activities for the day:

Post formalities, the community enjoyed morning tea and family fun activities within the airconditioned venue. The animal interactions proved extremely popular with the young and young at heart.

Entertainment:

This year's celebration included an Australian Medley and live performance of the Australian Nation Anthem, both performed beautifully by the Esk Community Choir.

Entrance music and post event entertainment was performed by Will and Katie Toft and featured a host of 'Australian classics'.



Attachments

Nil

Recommendation

THAT Council receive the Somerset Celebrates – Australia Day 2024 report, and the contents noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council receive the Somerset Celebrates – Australia Day 2024 report, and the contents noted.”

Carried




Vote - Unanimous


Subject:	Tourism and Promotions Report – January 2024
File Ref:	Tourism – Promotions
Action Officer:	CTM

Background/Summary













The following is the January 2024 summary of activities for Somerset Visitor Information Centres (VIC) and the Tourism team members.


Visitor Statistics

	Somerset	Brisbane	Other SEQ	Rest of state	Interstate	International	Total
 Esk VIC	52	48	60	7	20	11	198
 Fernvale VIC	127	137	88	25	17	22	416
 Kilcoy VIC	78	98	120	42	64	23	425

 The Condensery	100	92	63	12	13	0	280
---	-----	----	----	----	----	---	-----

Motivators

	First	Second	Third
Esk	 Maps and Directions	 Glen Rock Gallery	 Outdoor Activities
Fernvale	 Maps and Directions	 Tourist Drives	 Brisbane Valley Rail Trail
Kilcoy	 Maps and Directions	 Caravanning and Camping	 Outdoor Activities
The Condensery	 The Condensery Exhibitions	 The Condensery Workshops/events	 Culture and Heritage

Active Volunteers 	
Esk	9
Fernvale	22
Kilcoy	10
TOTAL	41

Digital Media

Facebook



Likes 3.6K (+47)
Followers 4,205 (+53)
Reach 91.5K (-31%)
Engagement 804
Link clicks 2052

Website



Page Views: 9456
Visitors: 3427 new, 76 returning
Peak Time: Tuesday, 16 January
Most Popular Pages: Experience Somerset, Summer landing page, Events and Markets, and Experiences on the water
Device Type: 73% Mobile, 20% Desktop, 7% Tablet

Instagram



1724 (+32)
Reach: 5608
(+100%)

Glen Rock Art Gallery (Esk Visitor Information Centre)

Glen Rock Art Gallery January exhibition presented the technical drawing works of Laidley artist Robbie Greer. Robbie's work is charcoal and ink based and represents the countryside in which he lives. From old buildings to ramshackle cottages and worn out bridges, Robbie captures the personality and history of each location.

Visitor Information Centre Volunteer Famil

Planning is currently underway to hold four volunteer famils in 2024, including one outside of the Somerset Region. Volunteer Famils are designed to enhance the volunteers knowledge on both local and nearby tourism offerings to better inform visitors on activities in the area.

Trade Shows

A stand has been secured for the Moreton Bay Expo in February 2024. Operators have been invited to attend via the tourism operator newsletter sent out at the end of November. Currently one operator has expressed interest in attending the Expo. Council will be running a competition to win a prize within the region for those attending the show.

Regional Tourism Organisation

Southern Queensland Country Tourism (SQCT) will be hosting in region sessions in early 2024 to discuss their destination management plan and RTO rebranding with Somerset operators. The first session on the RTO rebranding to Queensland Country Tourism was held on Monday, 29 January with six operators from the region attending.

SQCT will run a three-year Event Pathway Program to help community-based events to grow within the region. This program will be run by the Tilma Group with one community group per Council area. Council sought expressions of interest from Somerset community event groups to participate in the program in early January with two expressions of interest received. Council officers are awaiting more information from SQCT to start the program.

Tourism Operator Development

The advertising prospectus for the next edition of the Experience Somerset Visitor Guide 2024-2025 has been sent to tourism operators. The Guide is scheduled to be released in Autumn 2024.

Regional Event Support and Development 2023-2024

Officers are actively working with event organisers to encourage and support the development of new and existing regional events in 2023-2024, including agritourism, sporting, adventure race events and more.

Council and Experience Somerset have agreed to sponsor and provide event support to the following upcoming regional events:

- Free Australia Day BVRT Bike Ride, hosted by Brisbane Valley Rail Trail Users Association, (BVRT, Fernvale to Esk, 26 January 2024)
- The Kilcoy Australia Day Gift, hosted by the Kilcoy Race Club, (Kilcoy Recreation Grounds / Kilcoy Racecourse, 26 January 2024)

- Legends of Beef 2024, hosted by Brisbane Valley Farm Direct (Toogoolawah Showgrounds, 24 February 2024)
- Queensland Athletics All Schools Cross Country Championships, hosted by the Toogoolawah Golf Club (Toogoolawah Golf Course, 11 May 2024)
- Rogue Escape, hosted by Rogue Adventures (Lake Wivenhoe / Logan's Inlet, 19 and 20 October 2023)

Marketing Implementation Plan

Officers are actioning the Experience Somerset Marketing Plan and associated documents and aim to complete 50 per cent of these items by 30 June 2024. Progress to date:

- Actioned: 46%
- In progress: 15%
- To be actioned: 39%

Marketing Campaigns

<i>Campaign</i>	<i>Results</i>
Summer – Let's Play in Somerset Dates active: 5 December 2023 – 15 January 2024 Objective: Landing Page Views -Mix of paid and organic digital content -EDM sent to 2,224 contacts on 8 December 2023	Landing page views: 6,346 Reach: 159,438 Impressions: 417,793
Summer – Let's Play in Somerset - SQCT Collaborative Marketing "Unearth" Campaign Dates active: 16 – 29 January 2024 -Mix of paid and organic digital content -EDM sent to SQCT database on TBA -Featured blog on SQCT campaign landing page	Results available at campaign completion (post 26 February 2024)
Summer – Let's Play in Somerset – PR / Media Story: "A WIN ON THE CARDS FOR ESK CARAVAN PARK AT 2023 QUEENSLAND TOURISM INDUSTRY COUNCIL AWARDS" sent to several media outlets	Story was picked up by: --Sentinel News --Drive Queensland --The Lockyer and Somerset Independent

Tourism and Marketing Activities

Promotions Officer continues to:

- Prepare content for 2024 campaigns.
- Produce submissions (including video and narrative) for 2024 Queensland Tourism Industry Council Top Tourism Town Awards.
- Capture film and photographic content for 2024 regional visitor guide, website update, destination video update and more.

Attachments

Nil.

Recommendation

THAT Council receive the Tourism and Promotions Report for the month of January 2024 and that the contents be noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

"THAT Council receive the Tourism and Promotions Report for the month of January 2024 and that the contents be noted."

Carried

Vote - Unanimous

Subject:	Corporate and Community Services Monthly Report - January 2024
File Ref:	SRC/Governance/Reporting
Action Officer:	DCORP

Background/Summary

Details of the Corporate and Community Services report for the month of January 2024 are as follows:

Records

Documentation – At a Glance – January 2024

Inward/Actioned Documents – 2685	Outward Correspondence - 1302
Customer Service Requests - 37	Councillor Requests – Zero (0)
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 10,609	Internal Only Records Email – 9,993
Decision Notices/Workshop Outcomes –	Tender/Quotation –
Decision Notices – Ninety One (91)	Tenders – Tenders Zero (0)
Workshop Actions – Fifteen (15)	Numbered Quotations – Zero (0)

Total Documents Registered for the month of January 2024 - 6047

Email Traffic

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

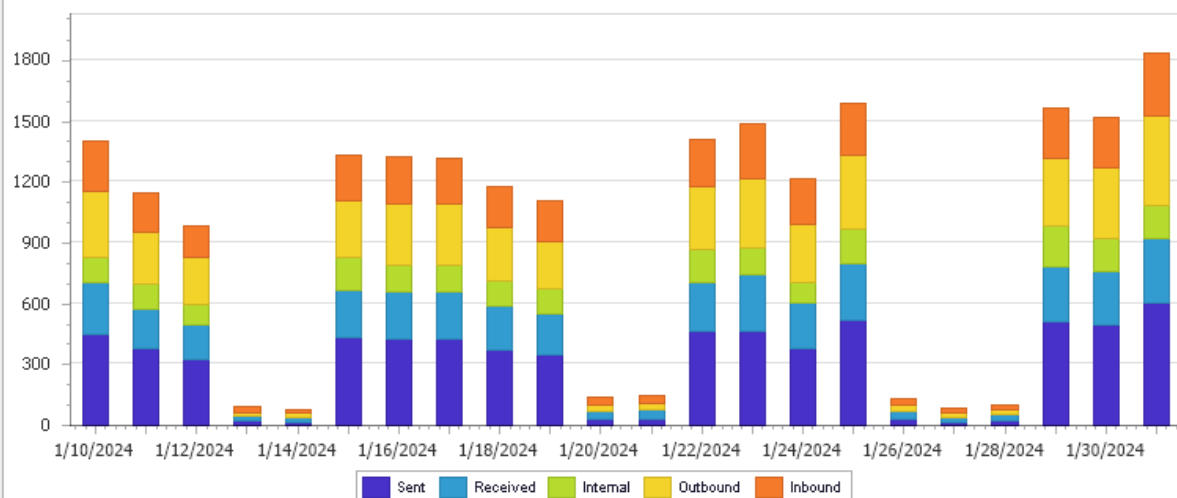
User Traffic Report For:

Somerset Regional Council

Emails between 1/1/2024 and 1/31/2024

Summary

Inbound	Outbound	Internal	Sent	Received
Total Emails: 3683	Total Emails: 4799	Total Emails: 2127	Total Emails: 3818	Total Emails: 6791



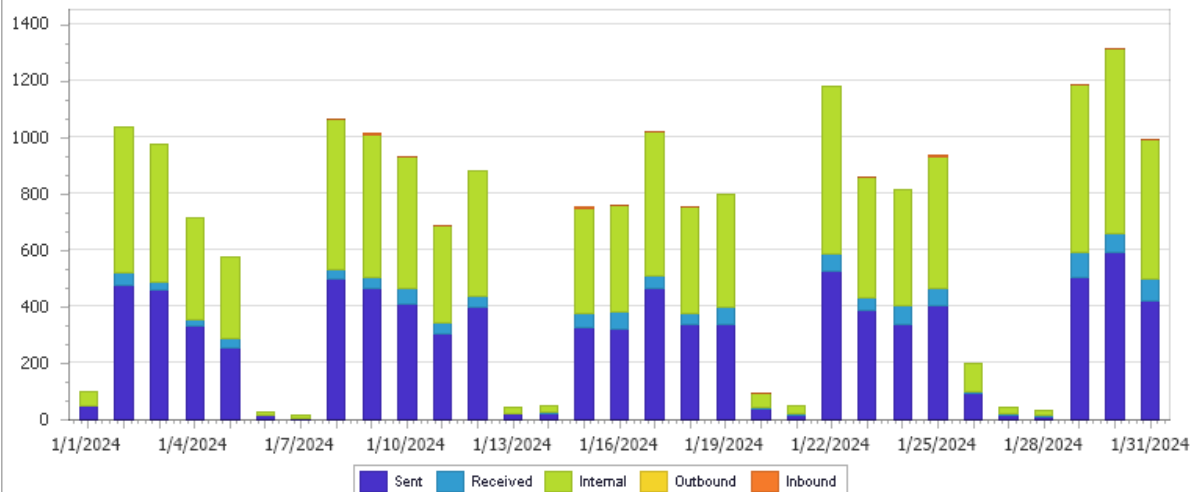
User Traffic Report For:

Records

Emails between 1/1/2024 and 1/31/2024

Summary

Inbound	Outbound	Internal	Sent	Received
Total Emails: 24	Total Emails: 0	Total Emails: 9969	Total Emails: 1107	Total Emails: 8886

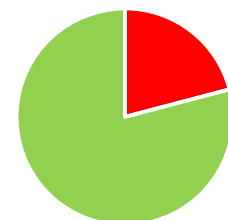
**Information and Communication Technology (ICT)**

With a fresh start to the year, ICT continues to stay within budgetary considerations and operational requirements for software and infrastructure.

ICT has been working closely with the finance department introducing equipment to improve staff day-to-day procedures for stores. These improvements are not limited to but include barcode scanning to minimise human error and ease of access for those staff involved in the process. These improvements supply users the support for maintaining accurate and efficient workflow practices when inputting data for stores.

Cyber Security

As the year begins the total volume of emails has increased by 6.6% over January, with an increase of 15% to legitimate emails. Phishing emails continue to target Office365, file sharing services and videoconferencing utilities, with several incoming malicious emails received from compromised email accounts at vendors and other government entities including Councils. Email phishing tests are periodically conducted by Council to raise awareness for end users, with a 4.5% failure rate in comparison to the previous 0.6% from last campaign, highlighting the necessity of perpetual awareness and training.

Incoming Emails

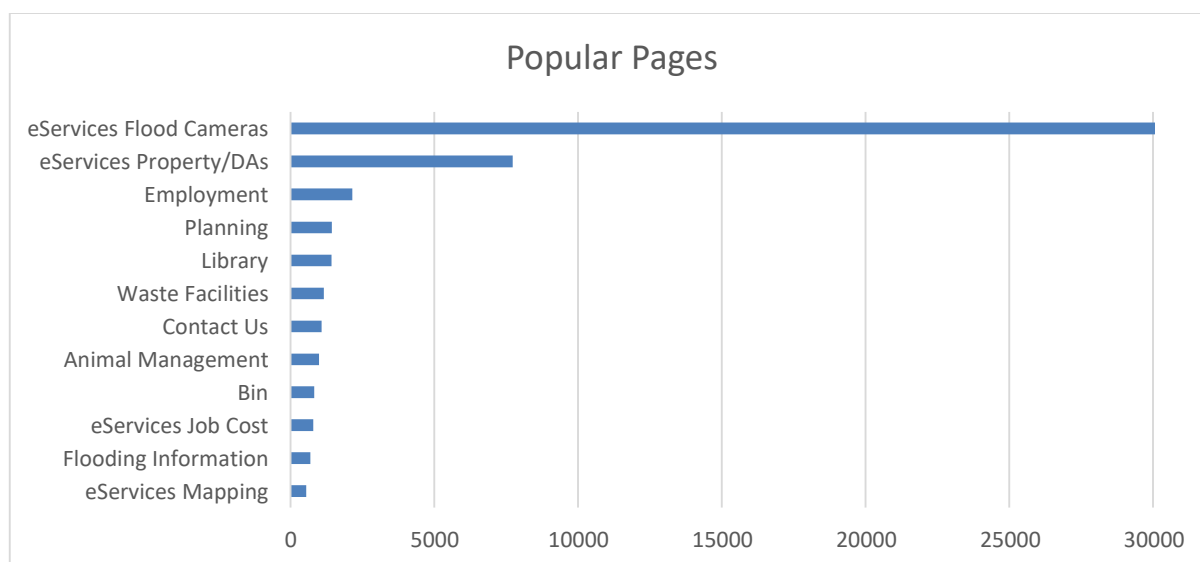
■ Spam/Malicious ■ Legitimate

With a beginning to the year malicious activity continues to take place as one of the largest data breaches ever recorded. Security researchers along with Cybernews have discovered data leaks exceeding 26 billion records, dubbing this the “Mother of All Breaches” (MOAB). These leaks consist of credentials for multiple sites including X (formerly known as Twitter), LinkedIn, Dropbox, Canva and many more. If there is any concern for an account, Cybernews has compiled a checker that cross references the accounts that were compromised at <https://cybernews.com/personal-data-leak-check>.

Council’s ICT team advises strong and individualised passwords for each account a user may have, with the increasing use of passphrases becoming potentially a better alternative as they provide longer credentials while being more memorable all while proving difficult to crack.

Websites

The primary corporate website (somer.set.qld.gov.au) received 44,975 page views for the month, and eServices (eservices.somer.set.qld.gov.au) received 189,364, with a significant increase in views for flood cameras receiving 165,221 due to the heavy weather towards the end of the month. Please note that the graph below has been capped at 30,000 for readability.



Governance and Business Improvement

Delegations

LGAQ released an update to its delegations’ registers on 3 November 2023. These have been reviewed, and a report was considered at Council’s January Ordinary Meeting. The Council to Chief Executive Officer delegations’ register has been updated accordingly.

Policy Review

The Information Services Team have made significant progress reviewing and revising all Council’s policies that relate to Information Management. This draft is being revised to incorporate recommendations made following the recent internal audit of Council’s Internal Security Control Environment.

A review of Council’s record keeping strategies is also being progressed.

Arts and Culture

	Events	Partnerships

Attendance at Cultural Venues		
8225	54	10

Events

Somerset Celebrates – Australia Day 2024

Friday, 26 January 2024

The event consisted of a Citizenship Ceremony, Australia Day Awards, and catered morning tea with a live performance of the National Anthem and background music to accompany the event.

The event was well received with 350 people in attendance.

Following the awards and citizenship ceremonies guests had the opportunity to interact with Australian native animals provided by Geckoes Wildlife

The appointed Australia Day Ambassador, Dr Robert McGregor inspired the community with his experience, achievements, and fundraising efforts.

Kilcoy Multicultural Carnival

Friday, 17 May 2024





The inaugural Kilcoy Multicultural Carnival hosted in May 2023 proved to be very popular with feedback and attendance exceeding expectations. Post event funding was sought to host the event again in May 2024.

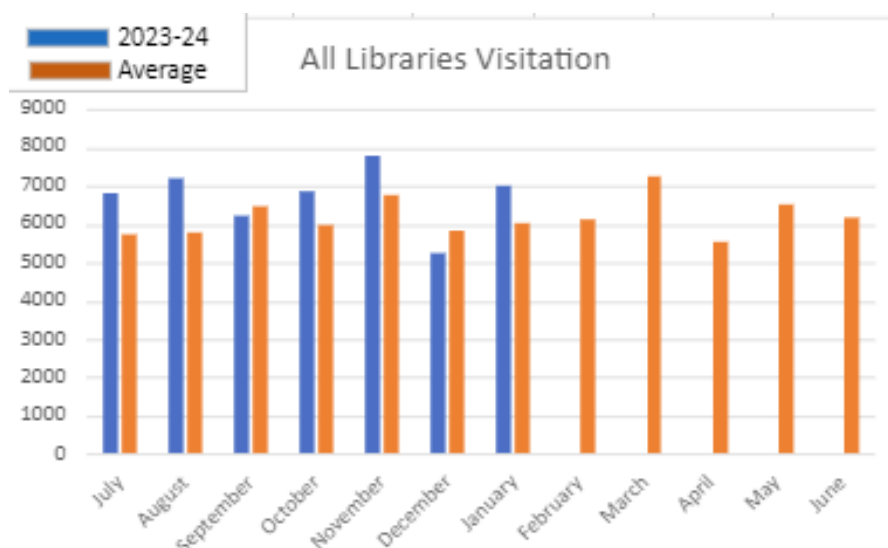
The Department of Environment and Science advised Council on Monday, November 27 2023, that Council had been successful in their funding application and were to receive a \$7,000 contribution towards the event.

The previous sponsor, Kilcoy Global Foods, have expressed interest in once again being connected to the event in a sponsorship capacity and are keen for their culturally diverse employees to form a consulting committee to assist with planning the performances for the event.

Planning, preparation, and consultation has commenced and is progressing.

Somerset Libraries

			
Physical Items Circulated	Visitation	Events	New members
14,270	7,039	33	99



Use of Kilcoy (25%), Lowood (19%) and Toogoolawah (8%) libraries increased during January, and Saturday visits to Kilcoy and Lowood are starting to pick up again after the Christmas and New Year closure period.

Community feedback about Saturdays continues to be very positive:





The new external promotional flags installed on the footpaths at Kilcoy and Lowood are working well.

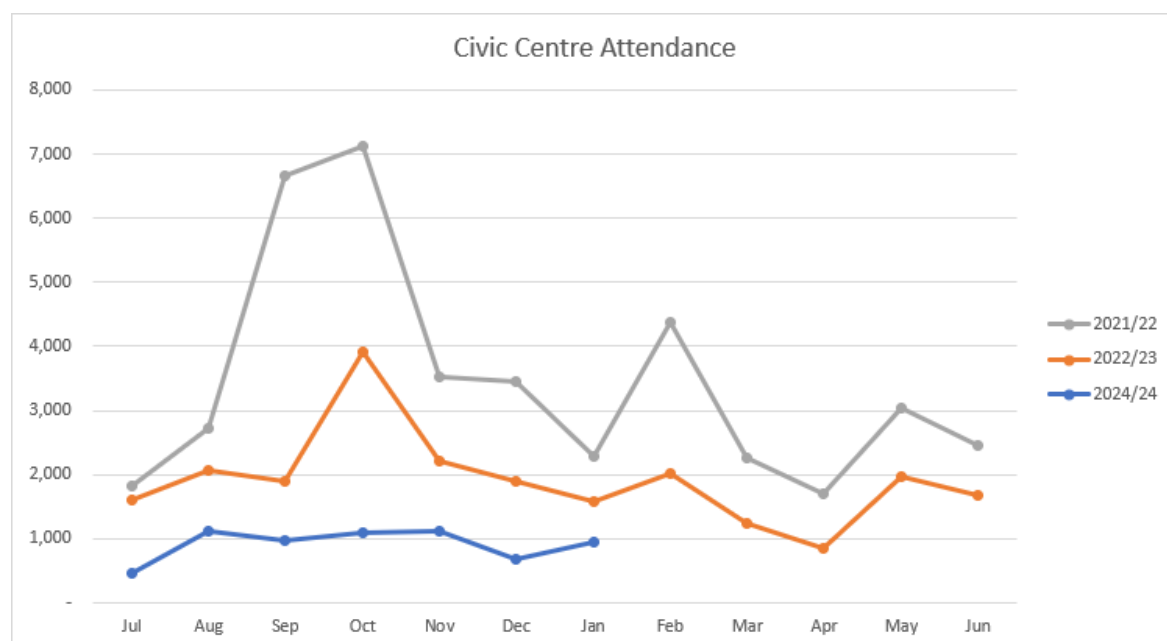
Libraries worked with the Community Development team to facilitate the delivery of the new program The Connect Collective weekly at Lowood Library. The program is also delivered in Esk and Kilcoy.

During January 218 children and families participated in the summer holiday program. In total, 322 adults, teens and children participated in library programs including adult creative activities, storytime, STEAM during January.

The Libraries computers were in use throughout January with 612 hours of use, 268 hours at Lowood alone. Tech assistance was also in high demand with 618 requests for technical assistance.

Somerset Civic Centre

			
Visitation	Private/ Council Events	Programmed Events	Revenue
942	18	0	\$958.18



The Somerset Civic Centre held a large private hire event at the start of January and also played host to the regions Australia Day awards.




January also saw the start of our free children's ballet classes. These have been very well received with over 15 children in attendance in the first week.

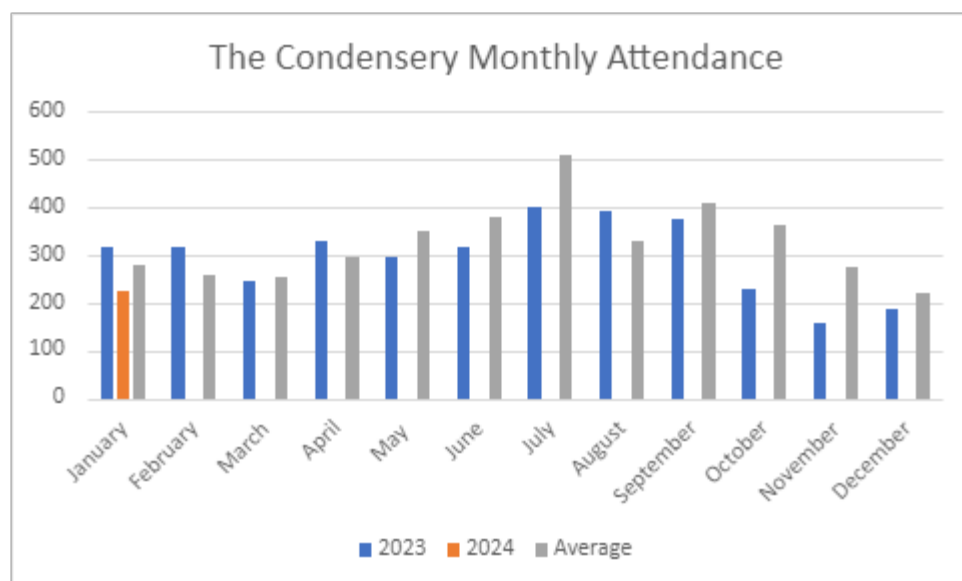
Officers are now in preparation mode for KidsQuest at the end of February.

Program events in development and upcoming advertised events include;

- Morning Melodies: April and August 2024
- Lost Arts Festival: June 2024
- Shake & Stir (book week/Shakespeare curriculum): 12 July 2024
- Oktoberfest: October 2024
- Speakeasy Cabaret: November 2024

The Condensery

		
Visitation	Public programs	Exhibitions in development
244	3	8



Exhibitions Healing Garden and Remnants | Impressions continued at The Condensery in January.

In total, over 670 locals have contributed to Healing Garden. Locals can continue to contribute to the exhibition now it is open. To date, there have been positive comments on YU KA, the large metal flower sculpture in front of The Condensery, installed as part of Healing Garden.

There were two drop-in style sessions run as part of Healing Garden – these received good attendance and had positive feedback from people who enjoyed learning how to make flowers.

The 2024 exhibition program was announced digitally at The Condensery. The printed program will be printed in February 2024.

Preparations are underway for the next two exhibitions: ām / ammā / mā maram and Pilgrimage: Remote Animism & Ornamental Displacements, which will open 24 February.

Upcoming programs include an artist talk with Louis Lim, Arts Biz workshop with Regional Arts Services Network, and sketchbook workshops with Deb Mostert.

The Condensery was closed for New Year's Day and Australia Day.

Youth Engagement and Community Development

January 2024 – Highlights

Youth Leaders Camp

Somerset youth leaders attended the Leadership Camp from 15 - 17 January at the Gold Coast Recreation Centre. 32 students attended. Youth leaders participated in a range of team and leadership building activities and also built rapport with council staff. Students discussed future project ideas with council and how they would like to improve their community. Camp survey received positive feedback from students who attended. The majority of students who returned their surveys said they would reach out to Council in future for support.

Youth Week

Queensland Youth Week is being held in the second week of the April school holidays. Activities are being held across the Region to celebrate the week. The Noosa Film Festival showcase will be held in Toogoolawah with the date yet to be finalised. The Youth Festival, which is funded by West Moreton Health and being organised in partnership with Ipswich Community Youth Service (ICYS) and PCYC will be held on Friday 12 April in Clock Park, Lowood. The event is designed to help build young peoples' pride in Lowood and will include an expo focusing on mental health and wellbeing, activities and challenges between youth and emergency services and a free concert. The concert will feature a headline act, with support from young Somerset performers.

School Holiday Program

Planning is underway for the school holiday program. Rollabae has been approached to hold another event in Esk due to the continued success of this activity. A rock-climbing challenge will also be held, with the location to be determined. It has been confirmed for 12 April. The Mad Hatter's Tea Party will be held in Clock Park, Lowood on 3 April. This is the fourth year this event has been held.

Somerset Region Support Service

Due to the changes in funding requirements, there will be a more visual presence in the community. The service will be available for drop in at the Wellness Hub in Esk on Mondays and Council's Youth and Community Development Officer will sit in the Lowood Library on Fridays and be available to offer assistance with resume writing, technical support or other services as required.

The 'Hub@theHub' is continuing in Kilcoy on the last Wednesday of the month and has a regular presence of six services in attendance. Services Australia is the service in most demand but unfortunately, they were unable to attend in January. January saw three people visit the hub, whereas 15 visited in November when Centrelink was there.

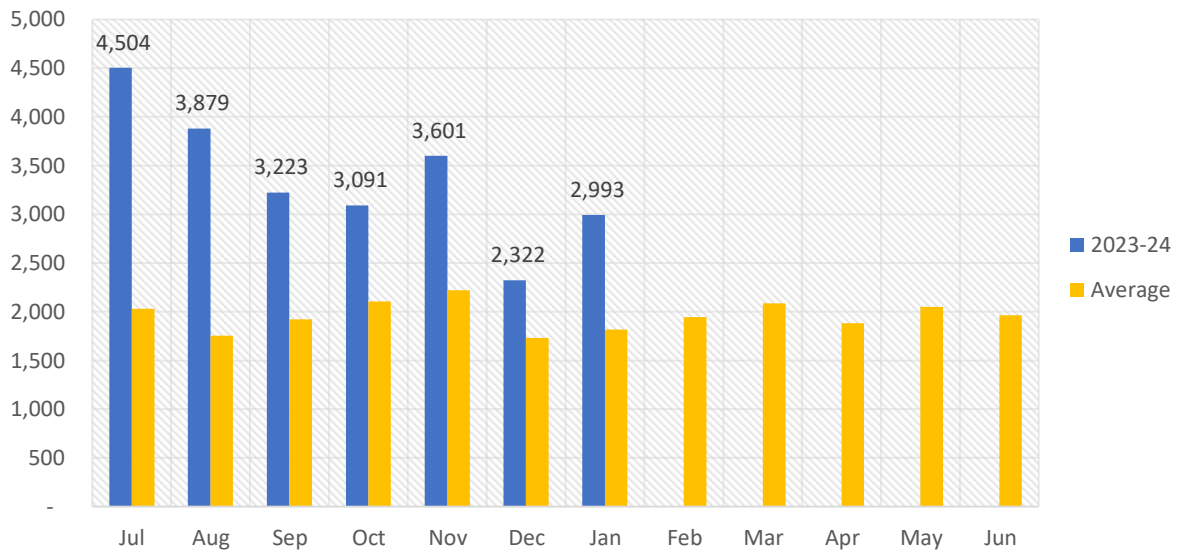
The Youth and Community Development Officer and Community Development Coordinator continue to attend many network meetings as these play an important role in advocating for more services to visit the region.

Sport and Recreation

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

Fernvale Indoor Sports Centre (PCYC Fernvale)

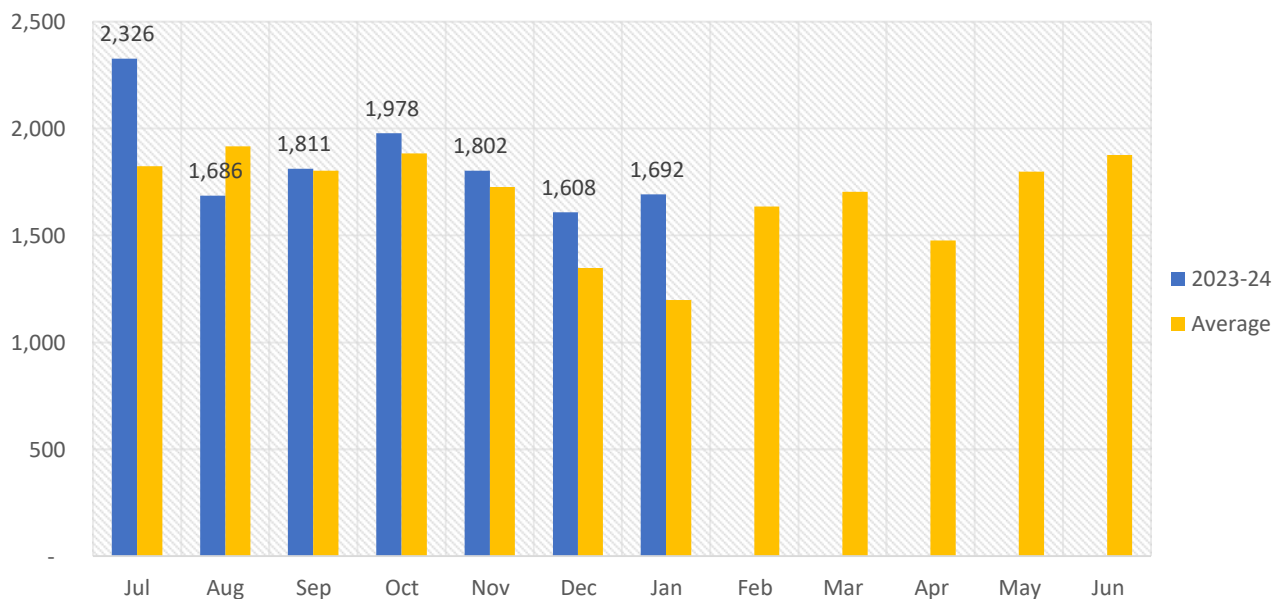
- Monthly Attendance Record for January (2,993).
- Comparative to Monthly Historical Average – POSTIVE +1,176 (Average – 1,817).
- Gym Membership Change +599 (Current Membership – 1,425).
- 36 young people attended driving lessons as part of the Braking the Cycle program.
- One person received their provisional licence.
- Launch of Little n Active Playtime Mondays.
- Appointment of Andrew Treacy, Youth Community Programs Manager (Police)
- No incidents to report.



Graph: Monthly Attendance of the Fernvale Indoor Sports Centre - 2023-24 versus Average

Kilcoy Indoor Sports Centre

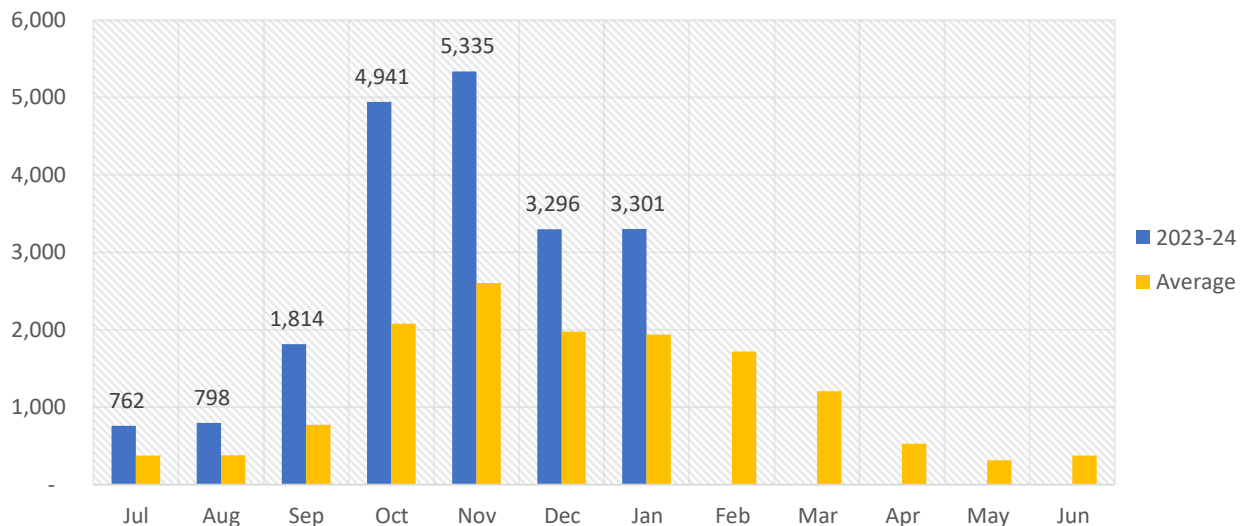
- Comparative to Monthly Historical Average - POSITIVE +493 (Average – 1,199).
- Gym Membership Change – POSITIVE + 5 (Current Membership - 115).
- Army Cadets and All Ability programs continue to grow.
- Expected launch of men's support group.
- No incidents to report.



Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2023-24 versus Average

Toogoolawah Swimming Pool and Community Gym

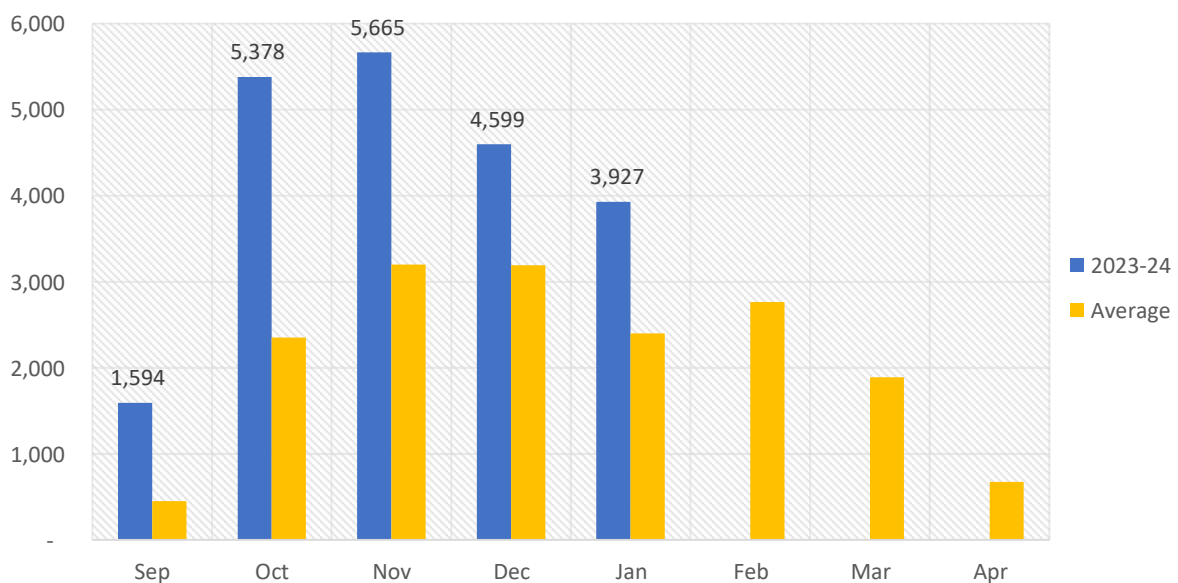
- Monthly Attendance Record for January (3,301).
- Comparative to Monthly Historical Average – POSITIVE +1,234 (Average – 1,767).
- Gym Membership Change – POSITIVE +10 (Current Membership - 57).
- All staff completed upgraded qualification training with AUSSWIM.
- One minor incident to report – No council action required.



Graph: Monthly Attendance of the Toogoolawah Swimming Pool and Community Gym - 2023-24 versus Average

Lowood Swimming Pool

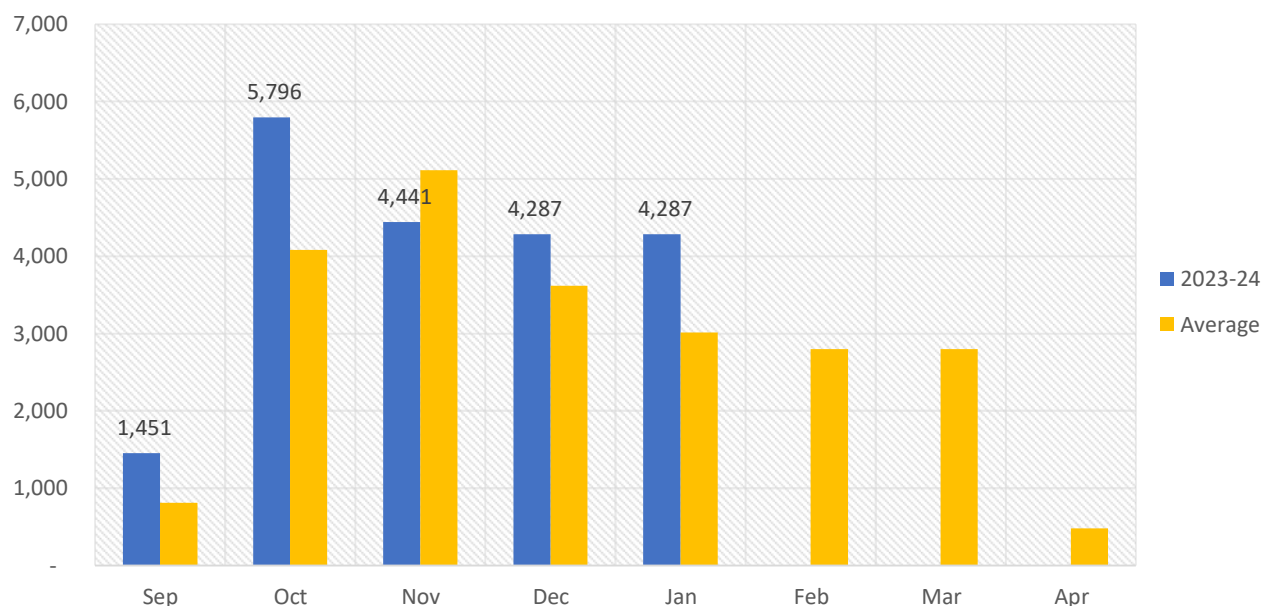
- Comparative to Monthly Historical Average – POSITIVE +1,014 (Average – 3,927)
- Lowood Swimming Club confirmed for Wednesday night meetings.
- Learn-to-Swim and aqua aerobics programs continued to grow.
- Introduction of a Mum and Bubs class.
- Three reportable incidents – all snake sightings in complex.
- One pool closure due to lightning.
- One pool closure due to staff availability during flooding event.



Graph: Monthly Attendance of the Lowood Swimming Pool - 2023-24 versus Average

Kilcoy Aquatic Centre

- Comparative to Monthly Historical Average – POSITIVE (Average – 3,620).
- Appointment of new Facility Manager - Elysha Steele.
- No incidents to report.



Graph: Monthly Attendance of the Kilcoy Aquatic Centre - 2023-24 versus Average

Sport and Recreation Highlights and Projects

- Planning is underway for the 21st annual Somerset Rail Trail Classic. Council Officers are collaborating with the event contractor, Atlas Events Pty Ltd, in preparation for the event. Council Officers have negotiated with the Lowood and Fernvale Lions Clubs to be the joint Event Beneficiaries for this year's event.

Lowood and Fernvale Lions, in collaboration with Council Officers, have drafted a Memorandum of Understanding for the event. In summary, Council will donate \$2 from every paid entry to Lowood and Fernvale Lions, incorporate the Lions logo in promotional content, and include check boxes to 'donate' as part of the participant registration process. Lowood and Fernvale Lions will provide promotional support and assist in the recruitment of volunteers for the event.

This agreement provides Council with an opportunity to benefit from the extensive community reach fostered by the Lowood and Fernvale Lions clubs; promote the event wider within the local community; and to raise funds and awareness for a community focussed organisation operating in the Somerset region.

- Australia Day Pool Parties were held across the region as part of 2024 Australia Day Celebrations at the aquatic facilities in Kilcoy, Lowood and Toogoolawah. Council provided free entry, entertainment and a community BBQ at each venue. The Kilcoy Aquatic Centre and Toogoolawah Swimming Pool hosted over 200 patrons. The Lowood Swimming Pool saw about 300 people come through the gates to enjoy the events.
- The Songlines Skateboarding Empowerment Program commenced at the Lowood State High School (LSHS) in late January. The Program provides First Nation's students with an opportunity to engage in a nine-week program promoting physical education, safe relationships, self-esteem and resilience. Participants will build their own skateboards and ramps, Aboriginal Painting workshops to paint their skateboards, yarnning circles, a series of learn-to-skate workshops and skateboarding demonstrations from professional skateboarders. The Program is being delivered by the Songline Skateboarding team, a group of proud First Nations people, in partnerships with Council and LSHS. The Program is being delivered with funding from the Queensland Government through the First Nations Sport and Recreation Program – Round 2.

- Council approved works to begin after a recent successful grant funding application through the Queensland Reconstruction Authority Emergency Response to repair and upgrade the irrigation system at the Hopetoun Sports Fields. The works will be delivered in consultation with the Kilcoy District Football Club, also known as the 'Kilcoy Yowies'. Upgrade and repair works will include installation of a second pump to ensure sufficient water supply to the facility for irrigation purposes along with a fully automated system. Works are expected to be completed before the start of the rugby league season.
- Council Officers held a prestart meeting with contractors regarding the installation of an irrigation system and field refurbishments (including the installation of new goal posts) at the Esk Football Grounds. Work is expected to begin in mid-February and be completed in May.
- Works commenced on the Fernvale Sports Park Upgrade project. The scope of works for the project includes the installation of an irrigation tank and pump system, and the construction of a new driveway to the infrastructure. The irrigation system will be connected to a recycled water supply, ensuring a sustainable irrigation supply to support the future development of the complex.

Attachments

Nil

Recommendation

THAT Council receive the Corporate and Community Services monthly report for January 2024 and the contents be noted.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council receive the Corporate and Community Services monthly report for January 2024 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Temporary Closure of Carpark for Mad Hatter's Tea Party at Lowood Clock Park – Wednesday, 3 April 2024
File Ref:	Council properties – usage – 2023-2023 – Council Hire Agreements and Bookings – Parks and Reserves
Action Officer:	CSSA

Background/Summary

The Mad Hatter's Tea Party, a community event aimed at families with young children under eight years old, is being held in Clock Park on Wednesday, 3 April 2024 from 9am to 12pm, with setting up commencing at 6am and packing down to be finished by 2pm. There are around twenty service provider stalls providing information and activities, in addition to entertainment. A free community barbecue is also being provided, utilising Council's SCOT trailer. This event is being hosted by Somerset Regional Council.

In order to provide adequate and suitable space for all activities, part of the carpark adjacent to the park, between the former railway building and the public conveniences, needs to be utilised. This was successfully implemented at the last two event and caused no disruption to surrounding businesses.

Attachments

Attachment 1 – Indicative layout for Mad Hatter's Tea Party Community Event showing section of carpark to be closed.

Recommendation

THAT Council approve the temporary partial closure of the Walters Street carpark, Lowood on Wednesday, 3 April 2024 from 6am to 2pm to facilitate the holding of the Mad Hatter's Tea Party, community event hosted by Somerset Regional Council as shown on attachment 1 of this report.

Resolution

Moved – Cr Wendt

Seconded – Cr Brieschke

“THAT Council approve the temporary partial closure of the Walters Street carpark, Lowood on Wednesday, 3 April 2024 from 6am to 2pm to facilitate the holding of the Mad Hatter's Tea Party, community event hosted by Somerset Regional Council as shown on attachment 1 of this report.”

Carried

Vote - Unanimous

Subject:	Operations Report for January 2024
File Ref:	Governance – Reporting – Officer Reports
Action Officer:	EAO

Background/Summary

Details of the Operations report for the month of January 2024 are as follows:

Engineering Services Team

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

- Brown Street, Kilcoy; and
- Coominya Car Park and Main Street, Coominya.

The team have also started the design of works for future funding opportunities including:

- Graham Road, Fernvale.

The team also continued work with external consultants to progress designs for the projects below:

- Fulham St, Toogoolawah – Contour Consulting Engineers; design 80% completed and under review;
- Muckerts and McCulkins – Engeny; concept design 10% complete
- West Road / Patrick Estate Road, Patrick Estate – GHD;
- Clive St, Fernvale – NK Transportation; concept design 25% complete and
- Lowood to Tarampa Footpath, Tarampa – Projex Partners; concept design 25%.

These external design projects will be managed and delivered by Q2 2024.

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

- Esk Crow Nest Road Stage 2; and
- Railway Street, Lowood.

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

Development projects which are due to begin construction and have undergone Operational Works Prestart meetings in January include:

- Kerr Street, Kilcoy.

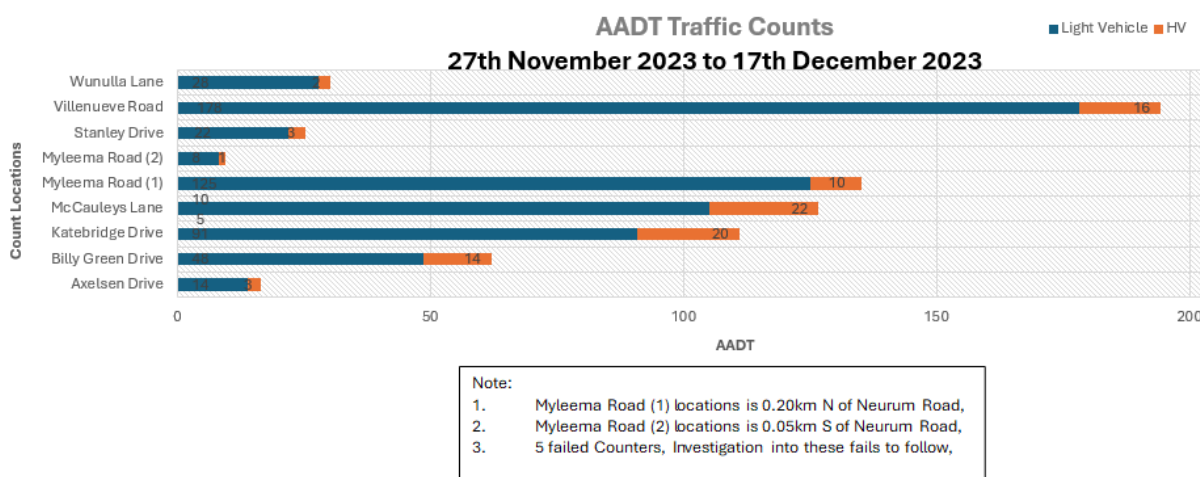
This team continue to note the current major developments currently under construction, within the “On Maintenance” period and those due to come “Off Maintenance” within the next 12 months include:

- Clarendon Road, Stage 1 of 88 lot subdivision – under construction;
- Windsor Drive, Mount Hallen Stage 5C; - under construction;
- Parklands at Clarendon Stages 2D & 2E; - On Maintenance;
- Pine Tree Hill, Kilcoy Stages 3 to 6; - On Maintenance;
- Hedley Park Stage 8 – On Maintenance;
- Overlander Avenue, Kilcoy – earthwork fill to the 0.2% AEP inundation line, “On Maintenance” inspection undertaken 12th January 2024, now On Maintenance.

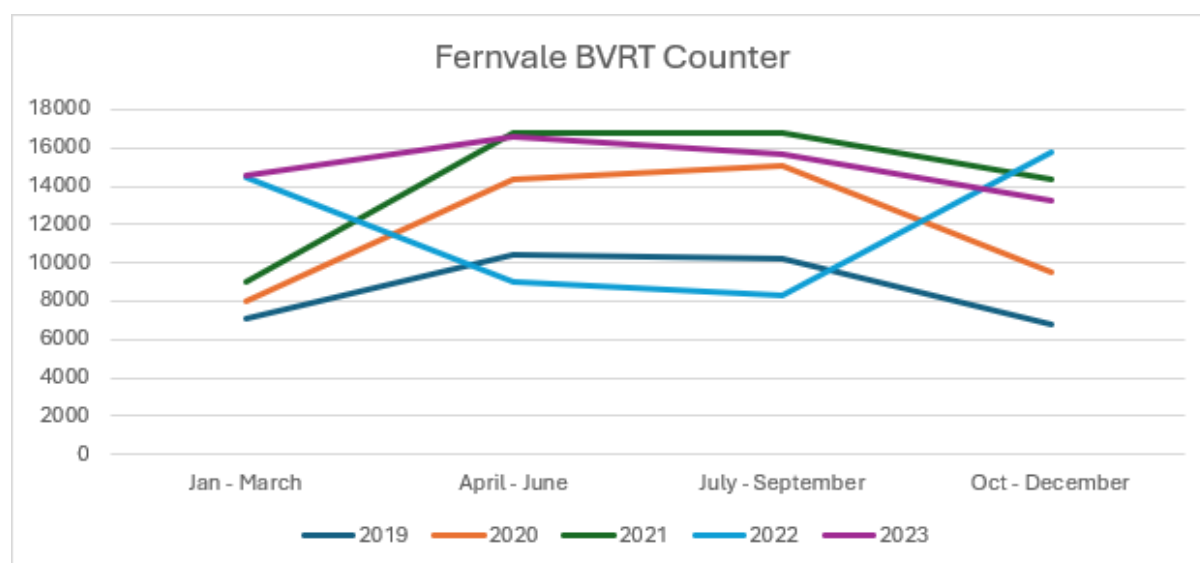
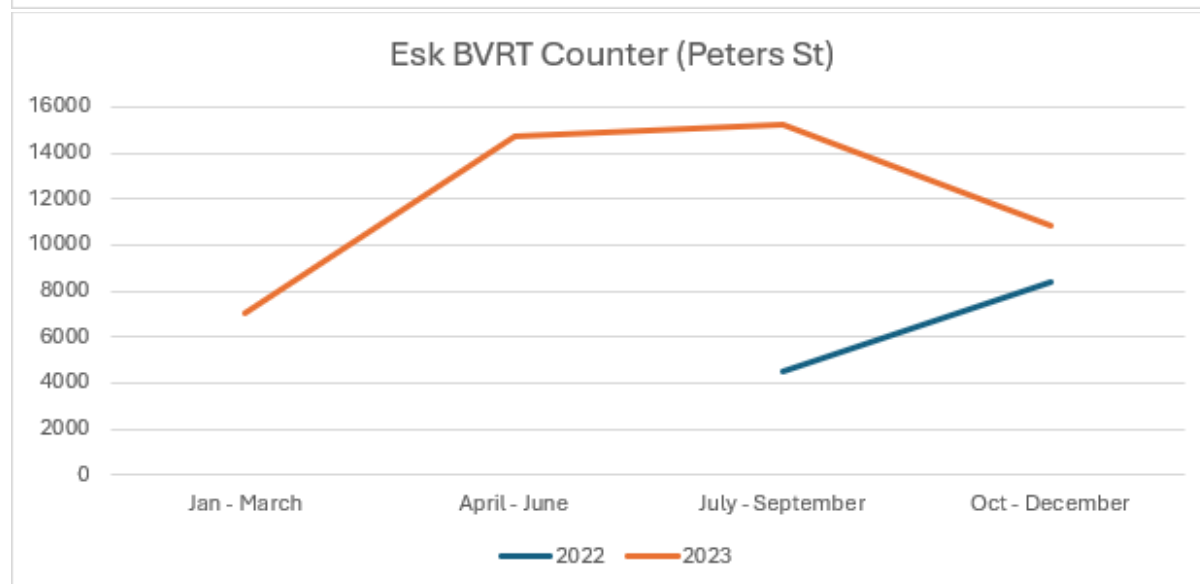
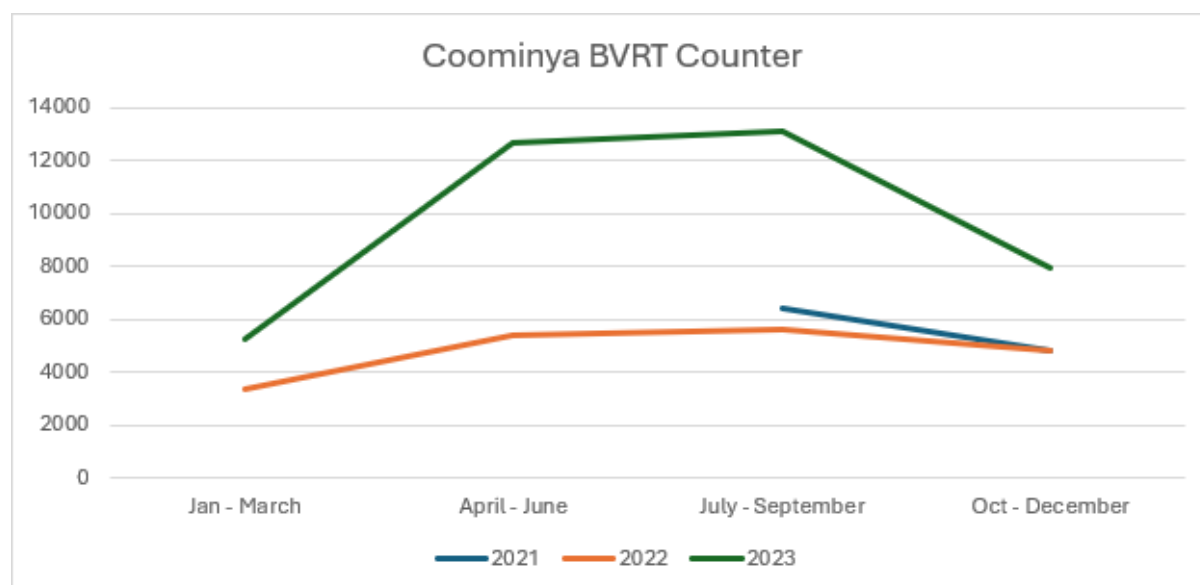
The Engineering Services Parks and Gardens Team continues to oversee operations in the area with the recent rainfall making the mowing crew extremely busy undertaking mowing in the region’s towns, parks, and cemeteries. The team continue to focus on major parks and Town CBD’s.

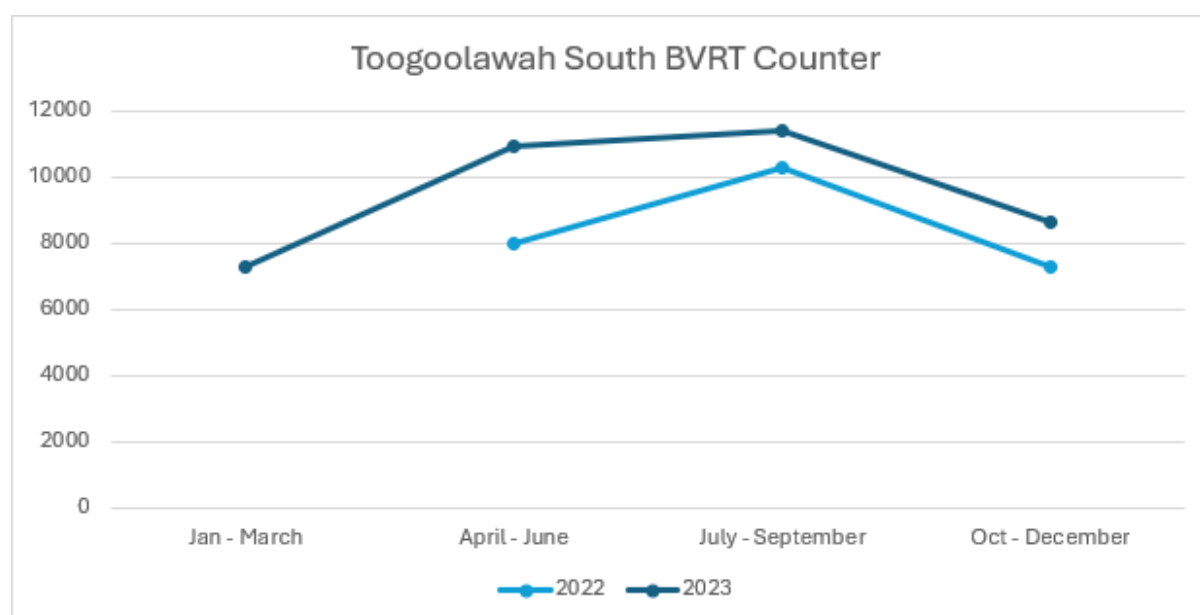
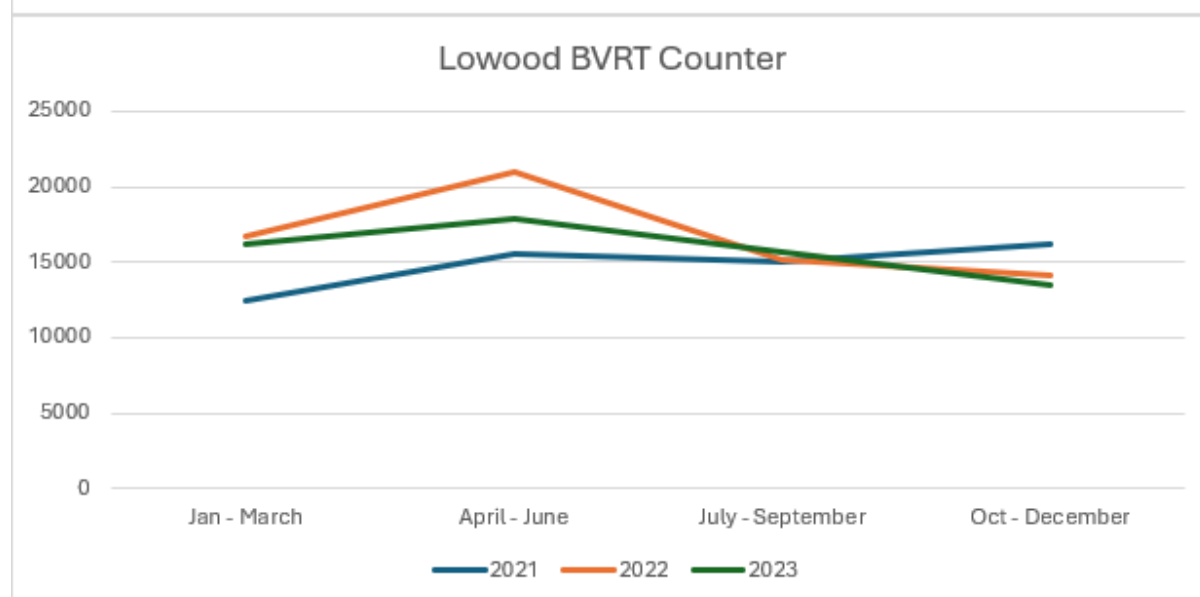
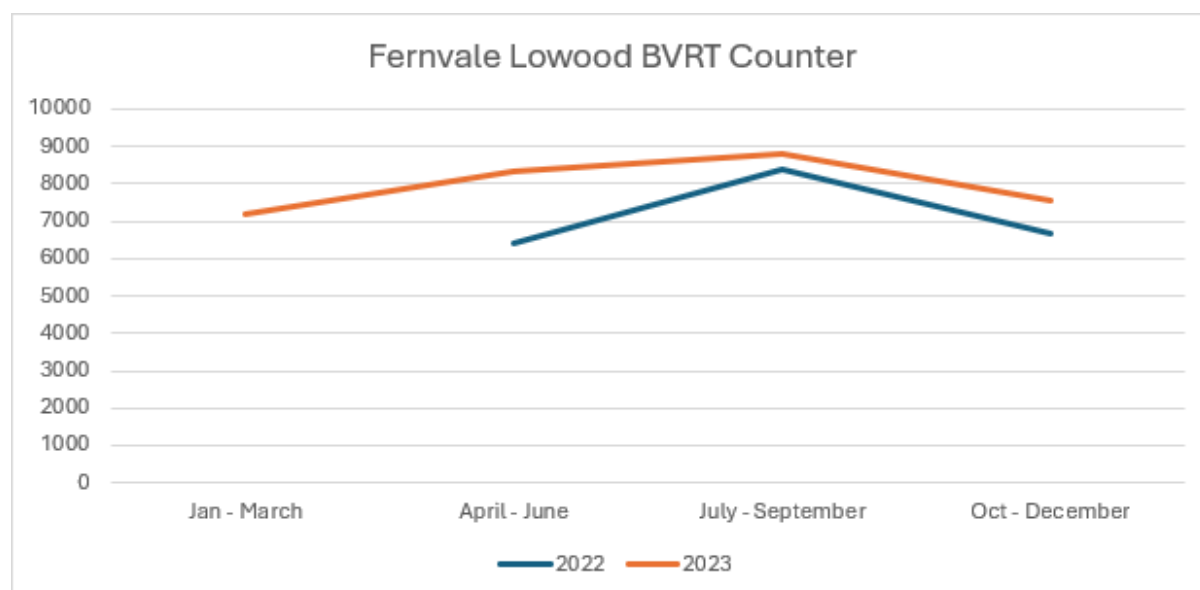
The Engineering Services Facilities Team continue to undertake maintenance on all Council Buildings and assist in the delivery of the 2024 / 2025 capital works budget.

The Engineering Services Team continue to set out traffic counters in the region. Traffic counts on local roads included:



Traffic counts along the Brisbane Valley Rail Trail are show below with comparisons over the past 3 years:





This team 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.

	Jan-24	Jan-23
Land Access Permit	46	9
Property Access Applications	50	14
National Heavy Vehicle Regulator Permits Processed	9	7

The Engineering Services Team have continued inspections of Council Road assets with an inspection of all speed signage 100% complete and asset system updated to ensure council records are current.

Works Team

Completed Projects through 2023 - 24:

- Old Fernvale Road – headwall, grass swale;
- Waverley and Sheppards Road, Lake Manchester – Stage 1: Road widening and fire exclusion zone;
- 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;
- Schroeder Lane, Fernvale - Seal Intersection with Fairney View Fernvale Road;
- Lowood Minden Road between Litzows Road and Lukritz Road – widening, pavement stabilisation, sealed shoulders, culverts and pipes;
- Pipeliner Park, Esk - Field inlet pits; bollard removal and re-installation;
- Main Street / Michel Street, Lowood – Streetscape, restore faux-brick footpath with new stencil;
- Cressbrook Street, Toogoolawah – Streetscape, restore faux-brick footpath with new stencil – contractor: Brick'n'Pave;
- Prenzlau Road, Prenzlau - pavement widening (awaiting line-marking and signage);
- Ellen Street, Lowood - Stages 1&2 - K&C North side from Park Street to Church Street (130m); K&C South side from Park Street to Church Street (130m); awaiting asphalt overlay 01 December (weather permitting);
- Gunyah Street, Toogoolawah - Cairnsfoot Street to Drem Street, South Side, laying of pipes; K&C;
- East Street, Esk State School - New footpaths, K&C and infill;
- King Street, Somerset Dam - Bitumen Infill.

Projects underway:

- Royston Street, Kilcoy, between Mary and Rose Streets – replace footpaths, kerb & channel sections;
- Stanton Street, Kilcoy – intersection works with Royston Street, kerb & channel;
- Murrumba Road culverts – replace existing corrugated structures with RCBC and RCB's;

- Esk Crows Nest Road, Eskdale - Stage 2 – Esk Crows Nest Strategic Regional Connector - Toowoomba Boundary section;
- Wells Street, Linville (outside school) - works to footpath / parking / loading areas at Linville State School (200 metres);
- Hine Road bridge, Wivenhoe - Hine Road bridge - Substructure rehabilitation works undertaken by SRC and contractor Timber Restoration Services;
- Station St to Prospect St (350m), Lowood - path along residential area. Includes removal of Leopard trees and replace K&C sections;
- Sandy Creek Crossing, Esk - reconstruct low level stream crossing (BVRT Horse bypass), including approaches to crossing and crossing structure. Undertake reinstatement of trail surface to Hassall Street and adjacent connectivity. Targeted seeding / vegetative securing of crossing and associated riverbank/s.

Ongoing projects:

- Mowing and slashing works on Council roads;
- Crews continue to complete CSR's;
- 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.

- A & M Civil – 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.

Flood Repair Works - carried out by Contractors – completed.

- Browns Contracting – Mount Stanley Region; Harlin & Moore region. Drainage Package Three;
- A and M Civil – Coominya region.

Other Works being carried out by Contractors.

- Kilcoy Transfer Station – capping of landfill – Harrison contractor;
- Waverley and Sheppards Road, Lake Manchester – Stage 2: road-widening and fire exclusion zone – Sam's Tree Services, A and M Civil;
- Clarendon Road, Lowood - Stage 2 - Rehabilitate and widen to 9m road from O'Reillys Weir Road to Wyatts Road (3.3km) – A and M Civil;
- Kilcoy Depot, Esk Depot, Lowood Depot – safety, security, and legislative improvements (various contractors);
- Savages Crossing, Fernvale - Reinstatement carpark surfaces, replace bollards and signage. Install flood boom gates on approach roads – (all works completed except boom gate installation and re-vegetation) A and M Civil;

- Twin Bridges, Fernvale - Reinstate carpark surfaces, replace bollards and signage, re-align site access gate/arrangements. Install flood boom gates on approach roads – (all works completed except boom gate installation and re-vegetation) A and M Civil;
- Burtons Bridge, Borallon – reinstate carpark surfaces, replace bollards including re-alignment of exclusion measures to better manage launch access point/s to the river. Install flood boom gates on approach roads – (all works completed except boom gate installation and re-vegetation) A and M Civil.

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 (weather permitting).

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet;
- Quarterly test and tag of Council field crews' portable electrical items has been conducted;
- One new replacement lease vehicle arrived;
- Christmas shut down maintenance work has been complete with most plant items back in service;
- Lots of maintenance on all mowers and slasher with a very heavy mowing season;
- Annual scale calibration was conducted and completed by Position Partners on four loader, two backhoes, one skid steer loader, 8 trucks and three trailer;
- P.511 Fuso water truck had trunnion bushes replaced in the rear suspension;
- P.597 Fuso water truck had an underbody hydraulic ram replaced that was leaking oil and an oil repaired on the hydraulic motor that drives the water pump;
- P.619 Noremat Reach Mower cutting rotor has been bent after hitting a large rock, a replacement rotor has been ordered and should arrive before the end of January;
- P.114 Komatsu grader had a Adblue fault diagnosed by workshop and then was repaired by Komatsu under warranty;
- Six monthly service has been carried out on all six SES vehicle.

Workshop – Fabrication

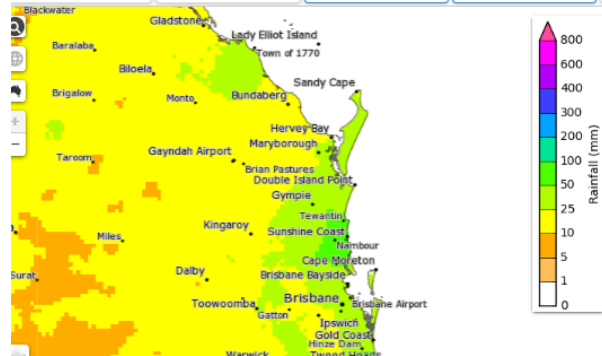
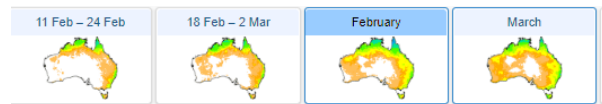
- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.;
- Welders have installed the second new hand rail on the walk way in Piper Liner Park;
- Welders have fabricated a new hand rail for Gunyah Toogoolawah, hand rail is now being powder coated and will be installed when it returns;
- P.245 Komatsu loader had repairs to bucket;
- P.247 JCB backhoe had repairs to loader bucket;
- P.975 Digga bucket broom which is used on the skid steer loader on the bitumen crew had all new wear strips replaced on the bottom of the bucket and few cracks repaired as well;
- P.692 Muller slasher, Welders have carried out major repairs to this slasher skids and top of the deck, cracks in this slasher are due to fatigue and the age of the slasher.

Weather Outlook

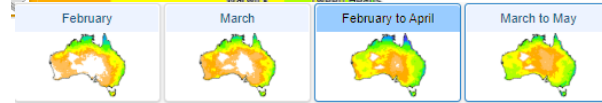
For February, rainfall is likely to very likely (60% to greater than 80% chance) to be below median for most of Australia – which includes the Somerset region.

For February to April there is no consistent wet or dry signal for much of south-eastern Australia.

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



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



Disaster Management

The following activities were conducted in January 2024:

- Case study provided to GenEng (IPWEA-QNT) for the George Bell bridge betterment project;
- Spoke to Telstra regarding concerns that infrastructure upgrades being performed during severe weather events could impact our ability to provide warnings to the public using the emergency alert system;
- VMS trailers moved to Coominya and Kilcoy for messaging regarding Telstra outages and severe weather events;
- Jimna hazard reduction near the hall and Finch Lane conducted by Council staff to reduce fire risk at the request of the residents;
- Application made to QRA for the Flood Warning Infrastructure Network funding that is being made available. Council have applied for \$200,000 in funding to expand and upgrade the current network;
- Configuring of Council's GuardianIMS Flood Warning system continues;
- Engaged with Moreton Bay Regional Council regarding the coordination of consistent messaging at the Kilcoy and Woodford ends of the D'Aguiar highway during the response to TC Kirrily;
- Discussions held with Kilcoy Global Foods regarding possible isolation and support that may be required. Hire companies contacted to establish arrangements for the provision of equipment during events;

- Australian Warning System Messages were constructed, and templates created for TC Kirrily and future events;
- WaterRide LITE version deployed in BETA for testing purposes.

Activations - Operations:

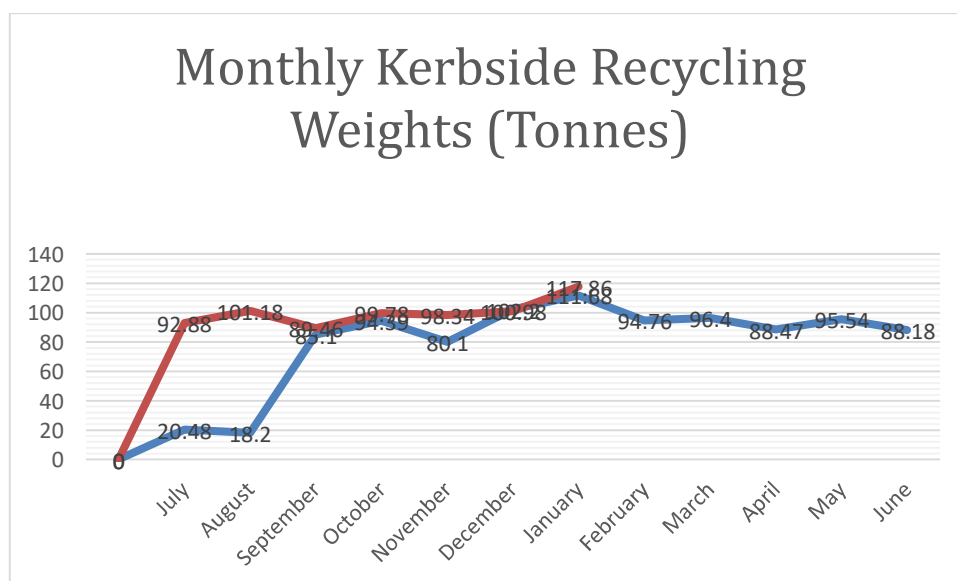
- Flood watch placed on the Somerset region 1 January 2024;
- Severe weather warning for Somerset and SEQ for 1 January 2024 with potential for 200mm over the next four days. LDCC was on alert and monitoring the event remotely. DMO was running models 1 January to clarify potential impacts;
- LDCC Staff were contacted for availability should TC Kirrily impact the region;
- Placed evacuation centre staff on standby through the Kirrily cyclone event and consulted with Lowood and Fernvale State Schools for potential use of their sites. Tzu Chi Foundation contacted to arrange beds should they be required at the evacuation centres;
- Models were run by Operations staff to look at potential impacts from TC Kirrily.

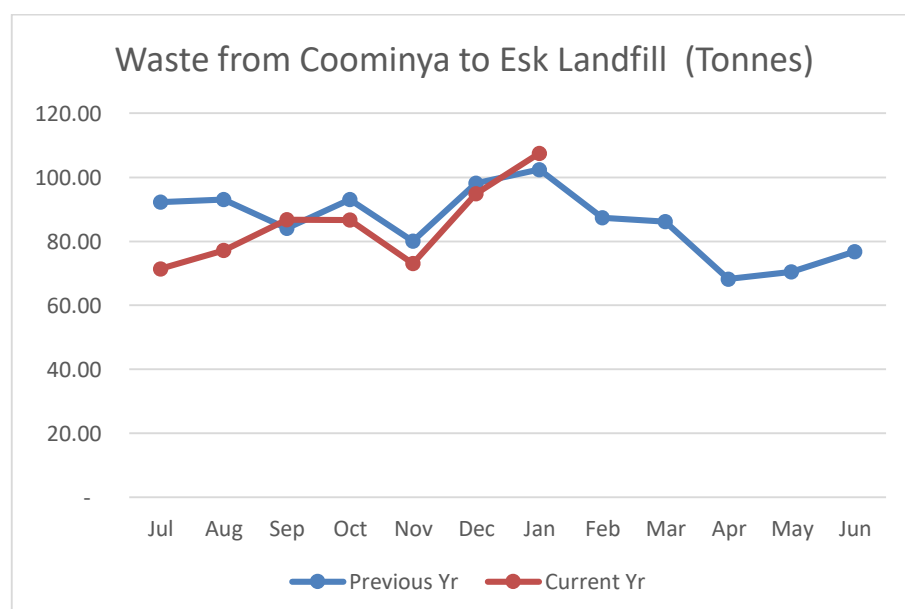
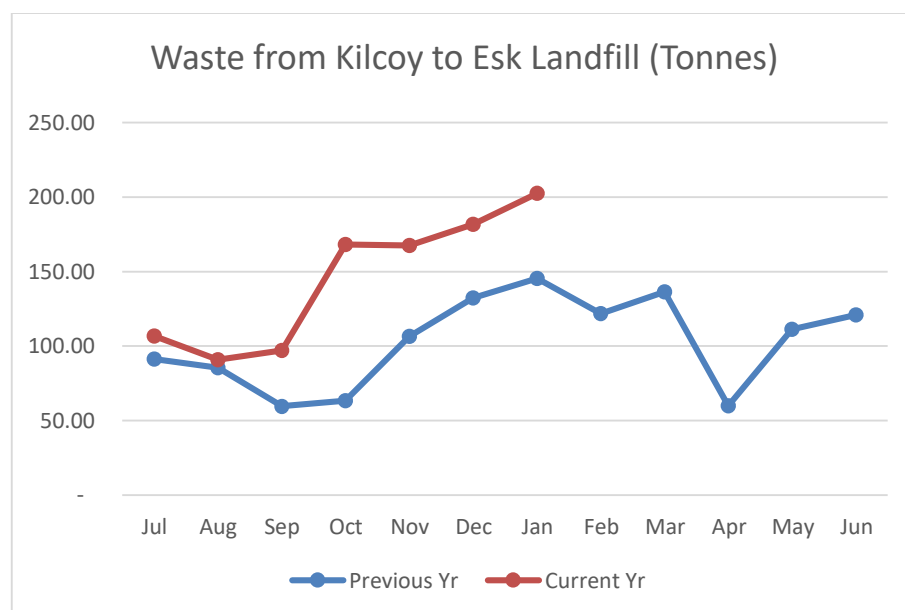
Waste Management

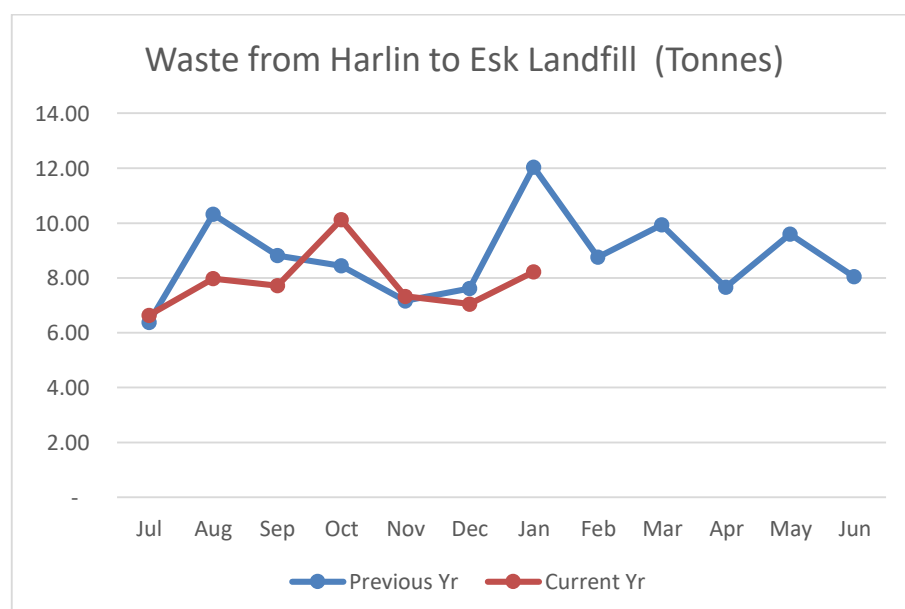
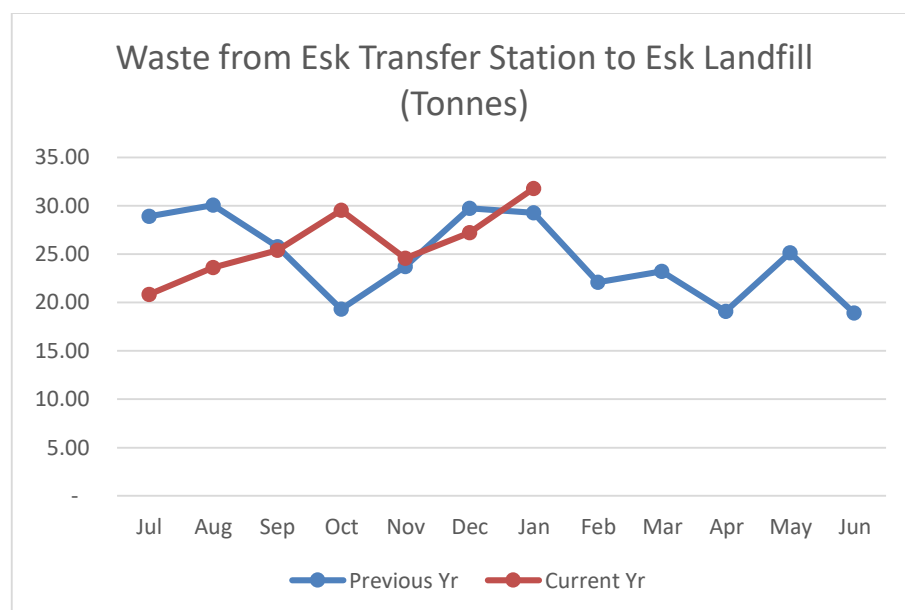
Kerbside Collection Contract – Ipswich Waste

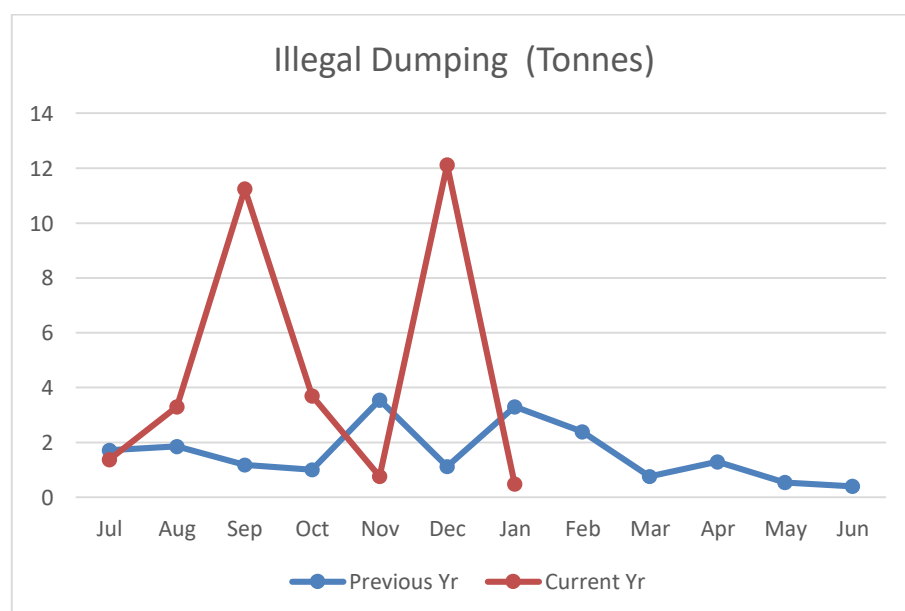
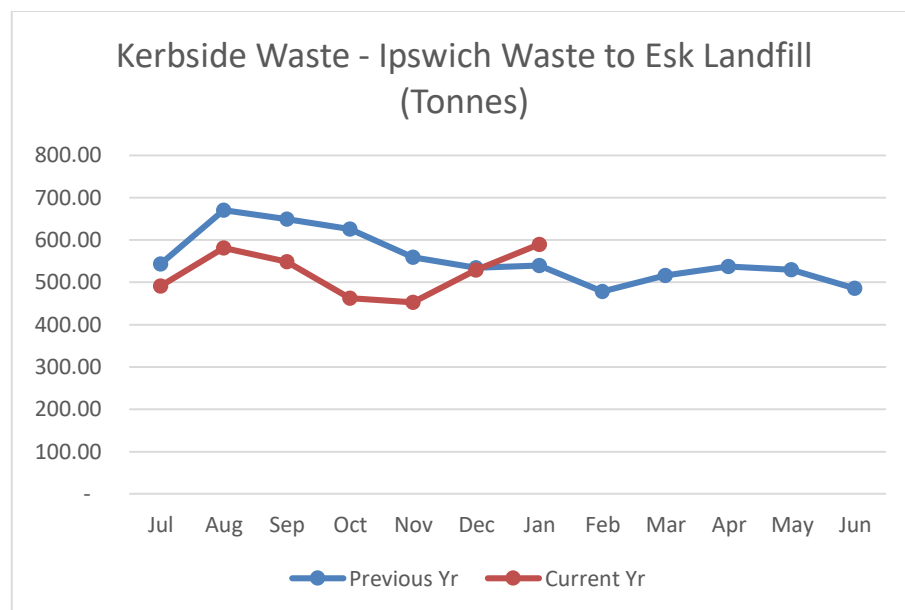
During the month of January 2024, there were 64,343 kerbside services performed:

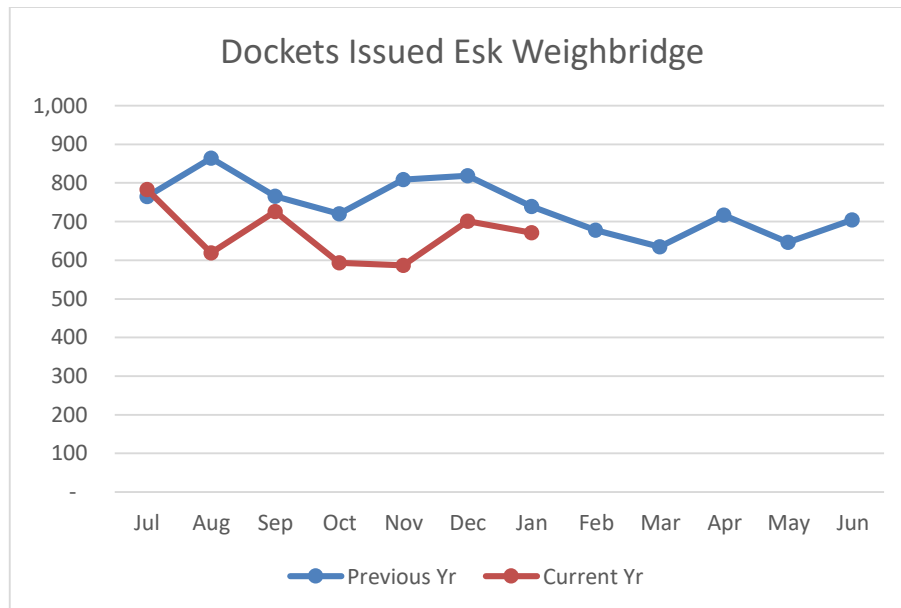
- General waste services – 47,627 with 88% presentation rate;
- Recycling services – 16,716 with 62% presentation rate.









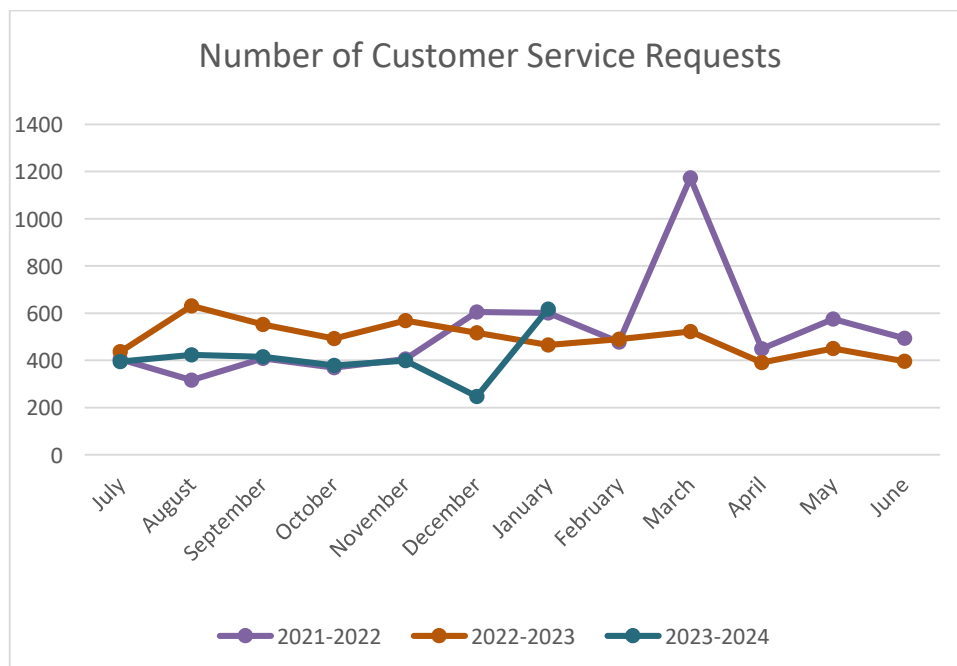


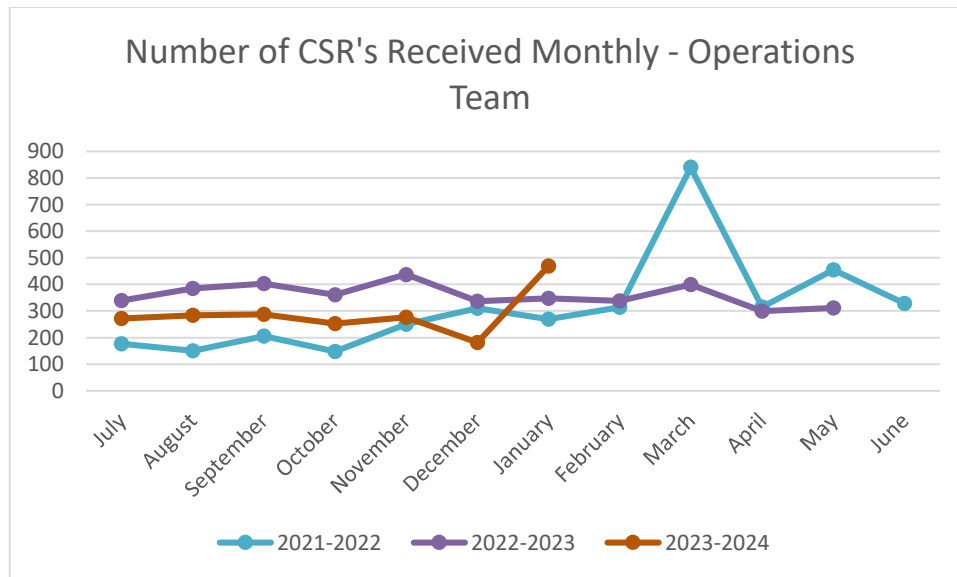
Approved Park - Community Events

26 Jan 24 – Brisbane Valley Rail Trail Users Association– Australia Day Ride 2024.

Customer Service Requests

Council received 618 customer service requests for the month of January 2024 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	Nov-23	Dec-23	Jan-24
Cemeteries	1	1	1	3	0	1	7
Disaster Management	0	0	1	1	0	0	0
Departmental reviews	0	0	2	0	0	0	2
Fences on roadways	0	1	0	0	0	0	0
Illegal dumping clean ups	20	14	11	8	11	7	6
Overgrown Council land	2	1	2	3	1	0	5
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9	7	11	7	3	11
Roads - bitumen	25	20	13	21	16	10	41
Roads - gravel	18	13	8	14	17	9	23
Roads - drainage	8	5	7	10	15	8	42
Roads - culverts	3	1	2	0	1	2	6
Roads - vegetation	19	14	25	15	38	21	83
Roads - footpaths	3	5	8	12	4	4	11
Roads - linemarking	1	1	2	0	0	0	0
Roads - bridgework	0	0	1	0	1	0	0
Roads - traffic furniture	16	17	15	25	20	7	23
Rural Property Number	1	4	2	5	5	3	3

Stormwater issues within private properties	1	0	0	1	0	3	3
Waste management		0	1	1	0	0	0
Wheelie bins	0	0	0	0	0	0	0
Cancellation of extra services	0	19	9	2	2	2	11
Damaged lids and wheels	11	15	9	15	11	8	14
Replacement Split Bins	29	24	32	18	32	18	55
New Services	21	28	24	24	21	28	14
Extra services	4	6	10	3	12	10	22
Stolen/Non-Delivery of New Bins	5	16	9	13	8	7	14
Missed services	8	3	6	1	1	0	11
Contractor requests/complaints	3	2	4	2	1	2	2
Facilities	0	0	0	0	0	0	0
Air conditioning	2	1	0	3	1	0	0
Carpentry, painting, tiling & flooring	11	12	10	5	2	2	9
Electrical	5	7	6	4	7	1	3
Equipment, furniture & fixtures	10	10	8	6	7	3	8
Grounds maintenance	1	5	4	4	2	1	4
Pest Control	2	1	1	0	2	0	0
Plumbing	23	19	29	13	24	11	25
Roofing and guttering	2	0	0	3	2	0	3
Security, locks & CCTV	2	2	6	0	3	4	2
Signage	0	4	6	5	1	0	1
Vandalism	7	2	2	0	1	3	2
Cleaning	5	2	4	1	0	3	3
	272	284	287	252	276	181	469

Attachments

Attachment 1 - Customer service report for January 2024

Recommendation

THAT Council receive the Operations monthly report for January 2024 and the contents be noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT Council receive the Operations monthly report for January 2024 and the contents be noted.”

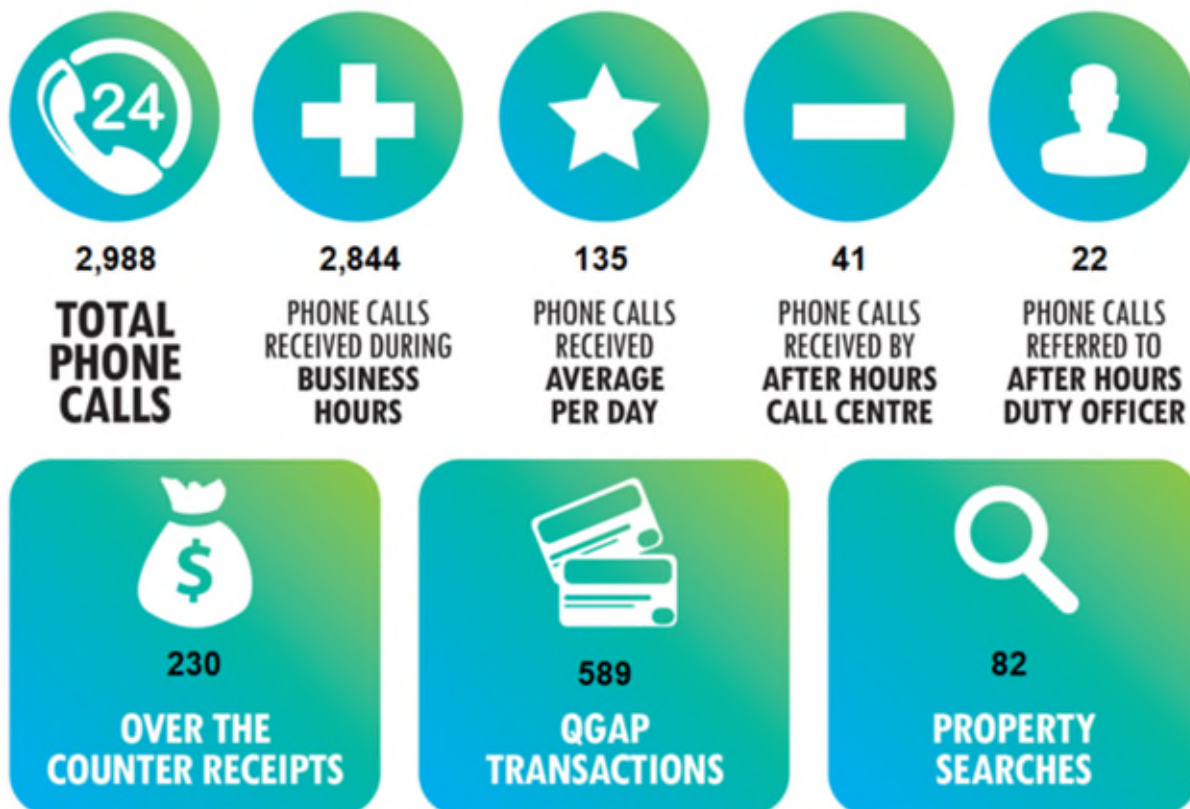
Carried

Vote - Unanimous

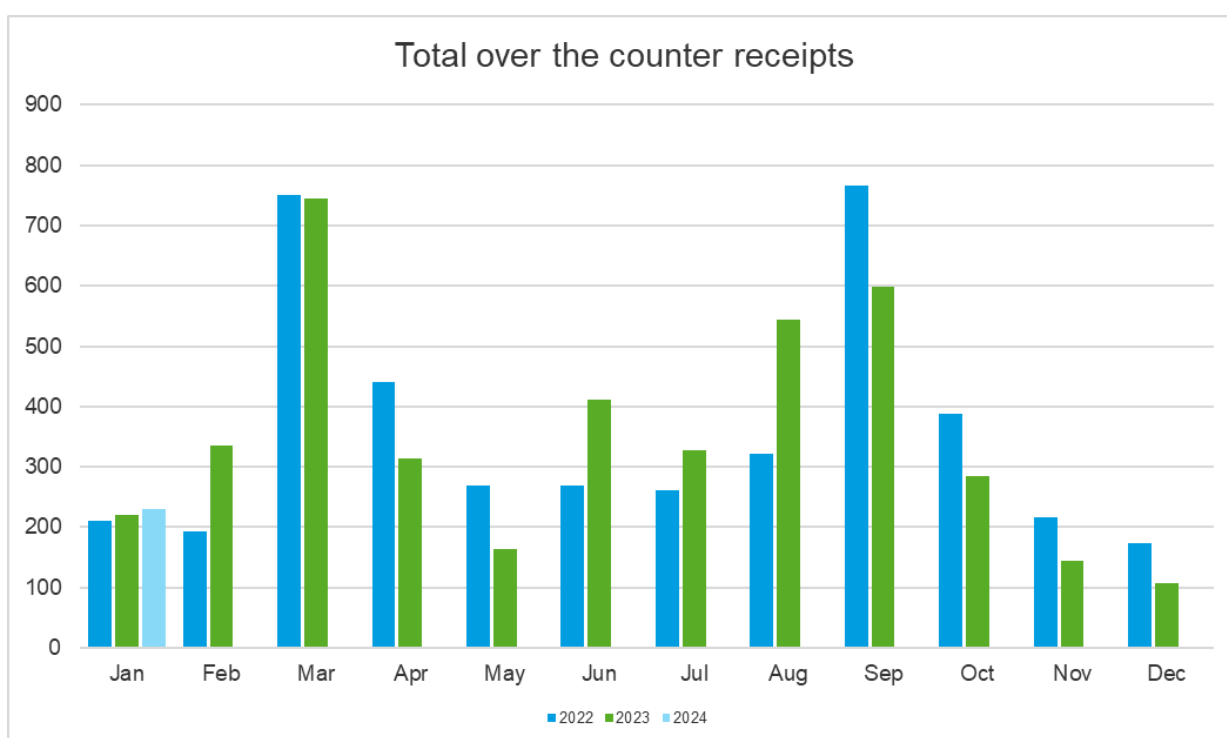
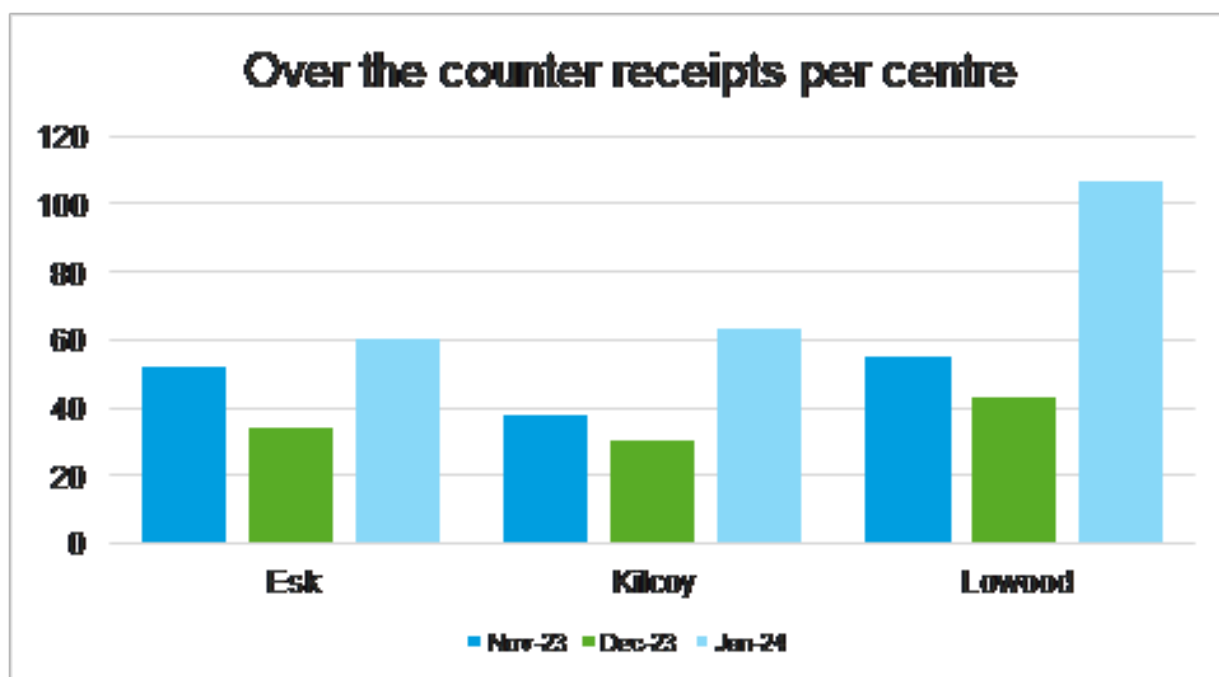
Subject:	Customer Service Report – January 2024
File Ref:	Officers Report
Action Officer:	CSC

Background/Summary

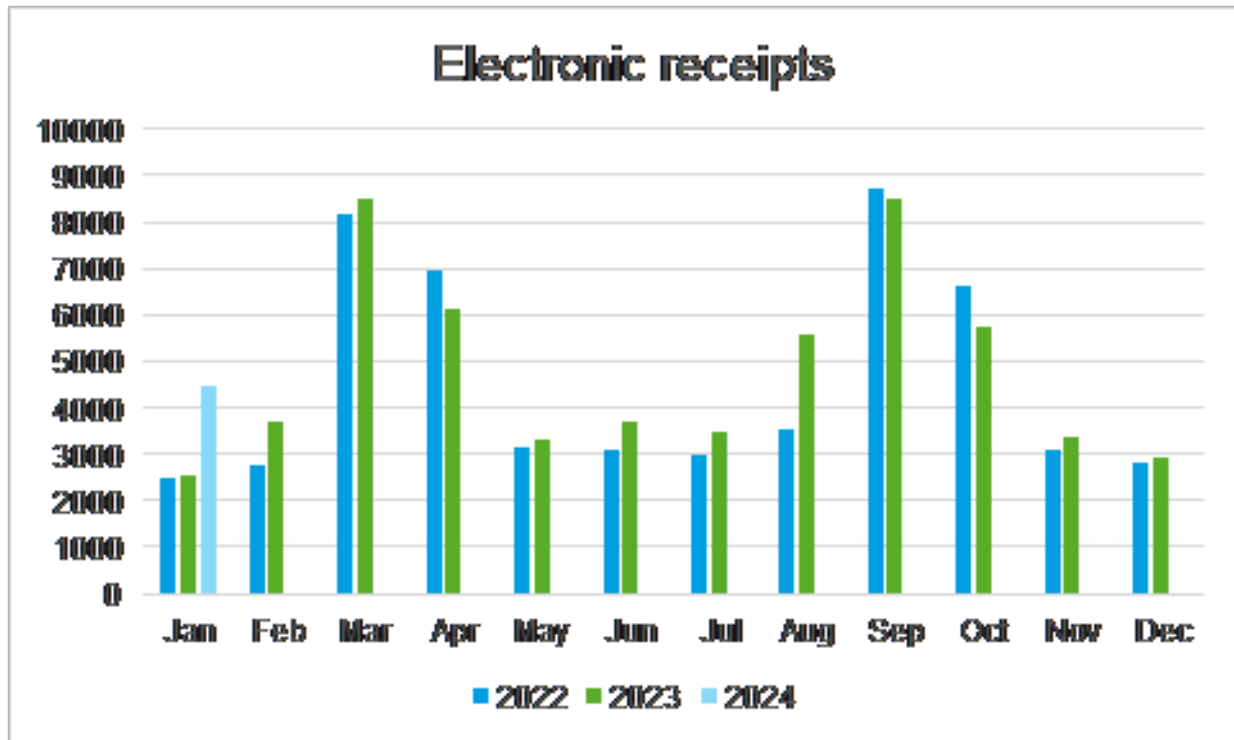
In delivering on Council's Operational Plan and commitment to excellent customer service, a summary of the customer service section activities for the month of January 2024 is provided below for Council's information.

Summary for January 2024

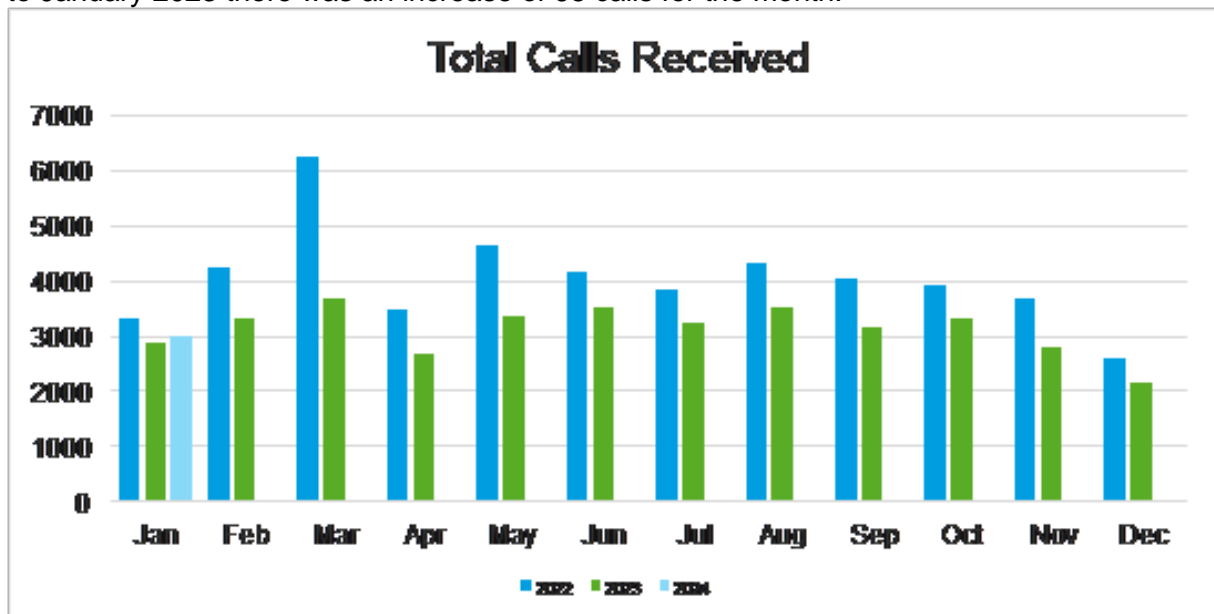
The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for January 2024. These numbers include cheques that were posted into the Council. In total there was 230 financial transactions across the three customer service centres with 60 at Esk Administration Centre, 63 at Kilcoy Customer Service Centre and 107 at Lowood Customer Service Centre for January 2024.



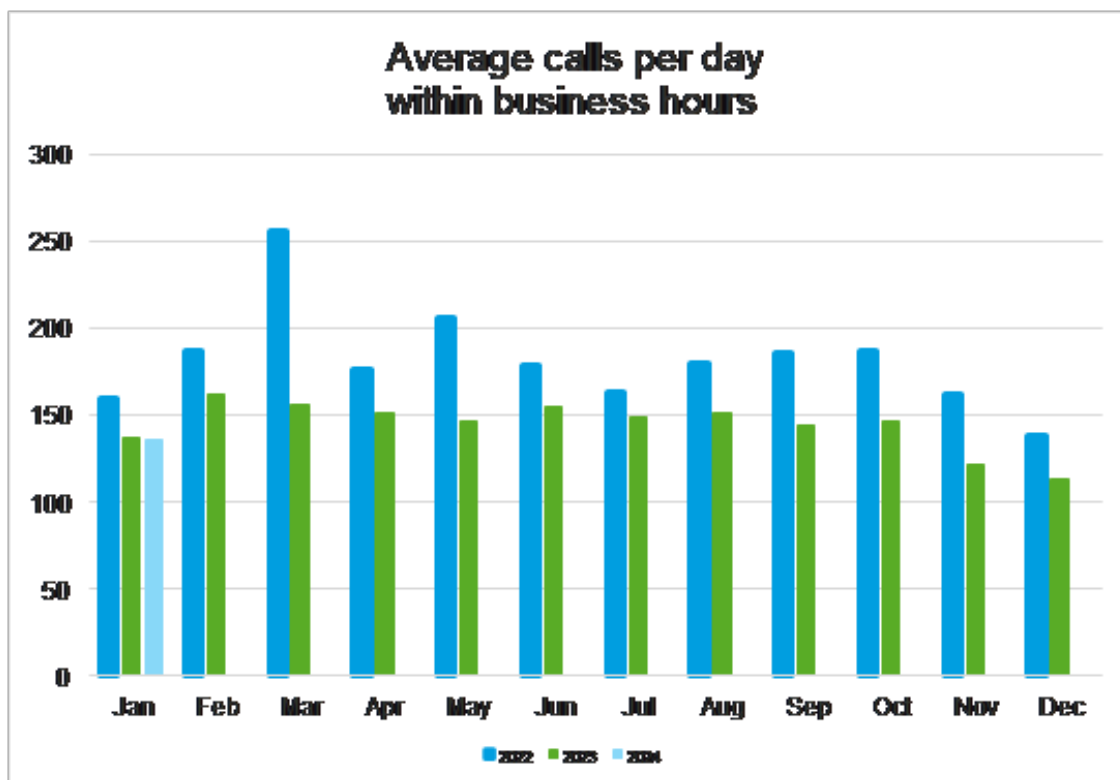
The below table illustrates all other financial transactions (excluding over the counter receipts) received at Council and processed by the finance department. These are BPay and EFT (electronic funds transfer) transactions for payments such as rates, animal registration etc.



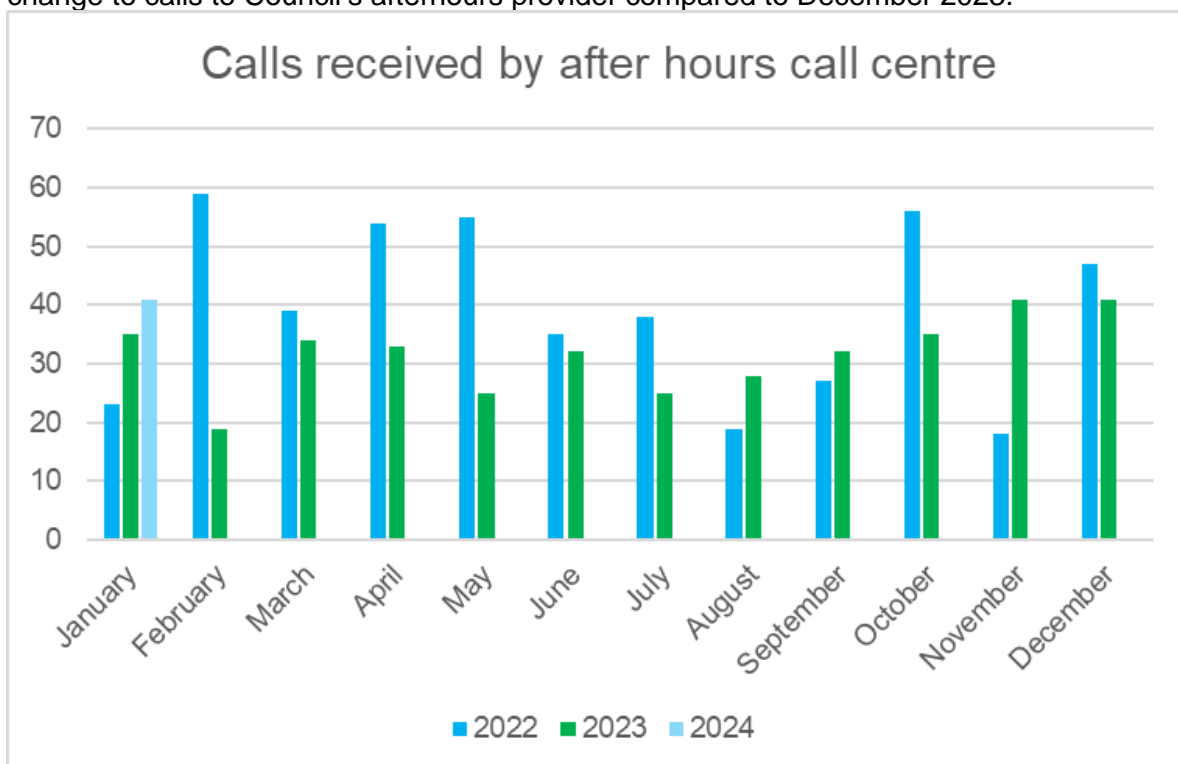
Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 2,988 calls received for the month January 2024. This is an increase of 818 calls compared to December 2023. Compared to January 2023 there was an increase of 95 calls for the month.



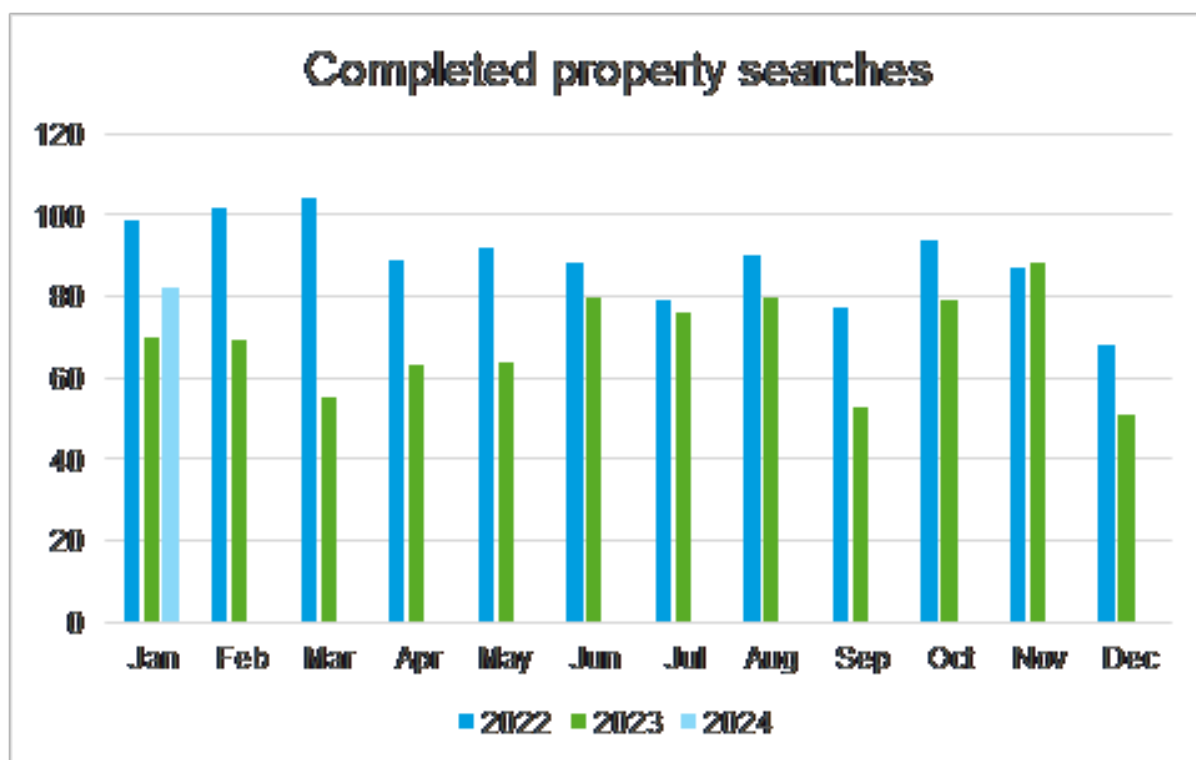
Listed below is a comparison of the average calls received per day within business hours. On average there were 135 calls received each business day for January 2024, which was an increase of 22 calls on average per day from December 2023. Compared to January 2023 there was a decrease of 2 calls on average per day.



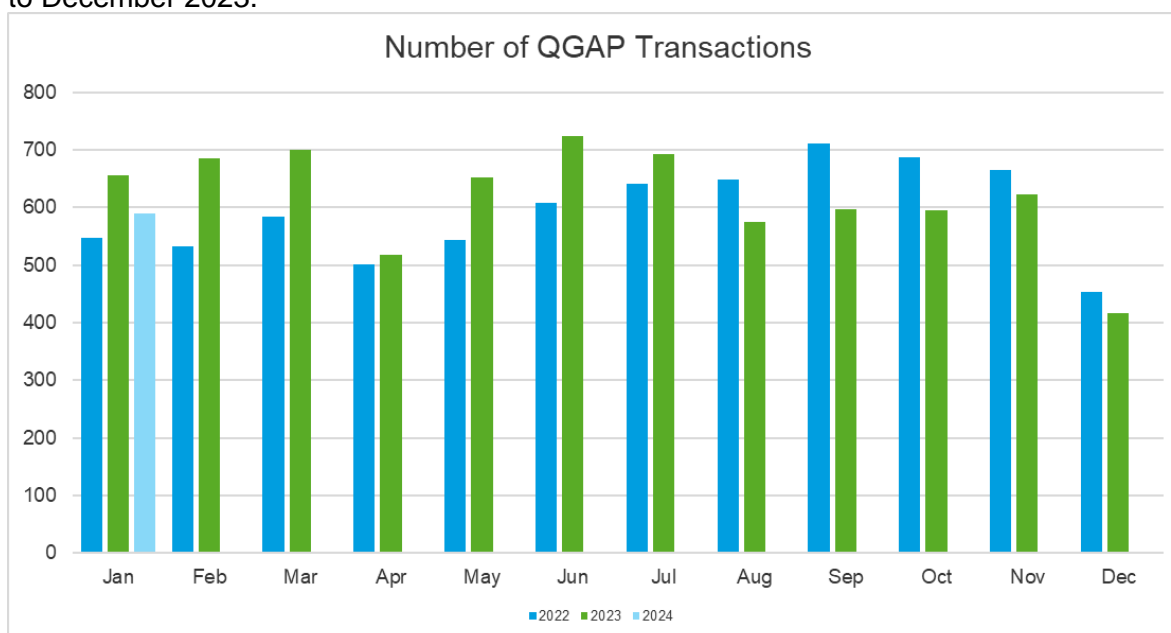
There were 2,844 calls received during business hours and 144 out of hours. Of the 144 calls received out of hours, 41 calls were transferred to the afterhours call centre. There was no change to calls to Council's afterhours provider compared to December 2023.



For the month of January 2024 there were 82 property searches completed for prospective purchasers. This increased by 31 completed searches for the month compared to December 2023.



There were 589 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in January 2024. On average there were 28 transactions per business day in January which there was an increase of two transactions on average per day compared to December 2023.



Attachments

Nil

Recommendation

THAT Council receive the *Customer Service Report for January 2024* and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council receive the *Customer Service Report for January 2024* and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Operational Plan 2nd Quarter Review 2023-24
File Ref:	Corporate Management – Planning - 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 2nd Quarter review contains feedback from all officers who are 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

Attachment 1 – Operational Plan 2023-24 Quarter 2 Review

Recommendation

THAT Council receive the Operational Plan 2023-24 Quarter 2 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 Quarter 2 review and note the progress of the action items within the plan.”

Carried

Vote - Unanimous

Meetings authorised by Council

Nil

Mayor and Councillor Reports

Cr Brieschke – Councillor Report

January

- 24 Ordinary Council Meeting
Council Workshop Meeting
- 26 Australia Day Citizenship Ceremony and Australia Day Award Ceremony
- February
- 05 Local Ambulance Committee meeting, Toogoolawah
- 06 Special General meeting, BV Bulls Junior Rugby League
- 08 Toogoolawah High School P & C meeting
- 09 Open Door Gallery, Lowood, opening of 'From the Coast to the Country and Everything in Between' exhibition.
- 12 Toogoolawah State High School Investiture Ceremony
- 13 Toogoolawah and District History Group meeting
- 16 Kilcoy State High School Investiture Ceremony

Cr Choat – Councillor Report

I was very fortunate to attend the Valley of the Lakes Garden Club meeting recently. I know that this group is working hard in the community and working very hard for this year's coming event.

Mayor's Report of Activities from 23 December 2023 – 21 February 2024

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

January 2024

- 16 Youth Camp at Tallebudgera
- 17 Somerset Wivenhoe Fish Stocking Association Meeting
- 18 Interviews with Somerset Regional Council
Lowood Ambulance Committee meeting, Lowood
- 22 Lowood Lions Meeting, Lowood
- 24 Council Meeting, Esk
- 25 Lockyer Valley and Somerset Water Collaborative Meeting, Gatton
Dinner with Australia Day ambassador, Esk, 6pm
- 26 Opened the Brisbane Valley Rail Trail Users Bike Ride, Fernvale
6am
Citizenship Ceremony and Australia Day events, Esk, 9am
Kilcoy Race Day, Kilcoy, 1pm

February

- 01 Lockyer Valley and Somerset Water Collaborative Meeting, Gatton
- 07 Lockyer Valley growers Dinner, Gatton
- 08 Lockyer Valley and Somerset Water Collaborative Meeting, Gatton
- 09 Lowood Lions Art Gallery Exhibition opening, Lowood
- 12 Toogoolawah State High School Investiture, Toogoolawah
Lowood Lions meeting, Lowood, 7pm
- 14 Meeting with Minister Furner, Brisbane
- 15 Lowood Ambulance Committee Meeting
- 16 Kilcoy State High School Investiture, Kilcoy, 9am
Glamorgan Vale State School Investiture, Glamorgan Vale, 2.30pm
- 21 Somerset Regional Council Audit Committee
Ordinary Meeting of Council
Fernvale State School Investiture, Fernvale 2.30pm

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

"THAT the verbal and written reports of Mayor Lehmann and Councillors Brieschke, Isidro, Choat, Gaedtke, Whalley and Wendt be received."

Vote - Unanimous

Carried

Receipt of Petition

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

“THAT Council receives the petition – “Objection to DA24069” and that the matter be dealt with further as part of the development application process.”

Vote - Unanimous

Carried

Consideration of notified motions

Nil

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“That a report be brought back to Council to assess the opportunity associated with the public statement of the Australian Institute of Sport potential facility movement to Queensland.”

Vote - Unanimous

Carried

Closure of Meeting

Summary

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 9.51 am.

APPENDIX A



Policy Subject/Title: INFORMATION SECURITY POLICY

Policy Number: F/013

Responsible Officer: Director Finance

Related Policies / Procedures:

- F/005 Risk Management Policy
- C/012 Confidentiality Policy
- C/013 Information Privacy Policy
- C/015 Information Management Policy
- C/016 Email Policy
- C/033 CCTV Policy
- HR/001 Code of Conduct
- HR/008 Email, internet and computer network usage Policy

Authorised by: Somerset Regional Council

Authorised on: 28 October 2020 [Doc Id 1239435]

Amendments:

- 9 February 2022 [Doc Id 1369082]
- 27 September 2023 [Doc Id 1546497]

1. OBJECTIVE

To ensure direction and cohesion on the importance of information security.

To establish a consistent approach to the implementation of information security to protect information assets and associated physical assets against unauthorised use or accidental modification, loss or release.

2. BACKGROUND

Somerset Regional Council recognises that a significant level of information risk exists due to a growing reliance on digital platforms and is committed to maintaining a focus on information security through a variety of policy and technical controls. Risks and the effectiveness of controls intended to manage those risks are periodically reviewed based on the traditional three objectives of confidentiality, integrity, and availability.

- Confidentiality – ensuring that information is only accessed by authorised users and for authorised purposes.
- Integrity - ensuring the authenticity, accuracy and consistency of information.
- Availability – ensuring that information is accessible by authorised users as required.

3. PURPOSE

To define the approach to maintaining and promoting a culture of information security where relevant stakeholders make effective risk-based decisions to protect critical and sensitive information used throughout Council from being compromised.

4. SCOPE

This policy applies to all users of Council's information systems including employees, contractors, third-party providers and Councillors.

5. POLICY

Definitions

- Authorised individual - a named individual who has been explicitly granted access to a system or resource.
- ICT - Information and communication technology.
- Information security – the protection of Council's data, applications, networks, computer systems and process control systems from unauthorised access, alteration, or destruction.
- Least privileged - cyber security concept promoting minimal user profile privileges on computers based on task necessities.
- Need-to-know – information access controls that deny access by default unless explicitly authorised by the information owner.
- Privileged account - an account that permits administrative-level changes.
- System - ICT equipment storing, transmitting or processing digital information.

Moratorium on new software

- No new software or systems that would be used for the capture and recording of personal information is to be acquired (including purchased, leased or

acquired as software as a service) until the completion of agreed actions in sections 3.1, 3.3 and 3.5 in the internal audit report "Information Security Control Environment" of February 2023 (document 1581771).

Approved Access and Account Management

- An appropriately authorised permission form is to be provided before any new or changed access or permissions are provided, and users are to be positively identified prior to being granted access.
- Access is based on the security principles of least privilege and need to know, with group membership used to define access where possible.
- Privileged accounts must be limited to authorised individuals responsible for administering the system and are not be used to perform non-privilege level tasks.
- Where feasible technical controls will generate alerts for new or changed user and computer accounts.
- Network user and computer accounts are to be removed when no longer required and reviewed at least every two months to identify any orphaned accounts based on recent usage.
- Physical access is to be removed if no longer required.
- Shared or anonymous access is not permitted to any system containing critical and sensitive information. Library circulation computers are the only exception due to workflow requirements, and these are to have access only to internal library emails and the library management system.
- Personal accounts are not to be used to access or control systems containing Council information.
- All users have a responsibility to manage access to their systems and credentials.
- Systems will be logged and monitored for potential inappropriate access.
- Remote access to Council systems is by exception and will require director and CEO approval. Access to corporate information will be provided only via Council supplied assets except in the following circumstances:
 - o Approved vendor access to specific systems for support purposes.
 - o Councillor devices which are only permitted to access corporate email.
 - o At the discretion of the CEO in emergency circumstances such as a defined disaster. Remote access details and credentials are configured by ICT staff and not to be provided to end users.
 - o Where Council policy specifically permits

Password Controls

- Digital assets are to be secured by a minimum of unique identifier and authenticator, and additional factors where possible.
- Passwords are to have sufficient factors, length and complexity to delay an attacker's attempt in systematically checking all possible passwords until the correct one is discovered (dictionary attack).
- To protect against credential re-use attacks passwords are not to be re-used on multiple systems other than where single sign-on (SSO) has been implemented.
- Passwords are to be changed every six months.
- Passwords assigned to specific users are not to be shared.
- Vendor supplied and/or default passwords are not to be used on any system.
- Password management standards will be implemented as a technical control where possible on all system and user accounts, and by policy control and awareness campaigns where technical controls are not feasible.
- Privilege passwords for systems must be stored in a secured location that provides adequate access controls, role-based delegation and auditing.
- If a shared password is required to be used to access specific information this password is to be changed immediately upon changes to membership of the group accessing the information.
- Effective 30 June 2024, unless authorised by the CEO in writing for any nominated system, multifactor authentication will be installed in all systems, passwords in all systems will be forced to be changed every six months with a standard of at least 14 characters and the previous five passwords of the user will be unable to be used.

Physical Security Controls

- Access to Council corporate facilities is restricted to authorised personnel, requiring a signed-out key or fob assigned specifically to a user. Fob access is monitored, and higher security areas restricted to specific users. Corporate facilities are also secured by monitored alarm systems when unattended.
- Visitors to corporate facilities including contractors are required to identify themselves before entry, noted in the entry log and where practical, accompanied by authorised personnel.
- Physical access to the corporate network is restricted by various physical and technical controls.
- A 10-minute screen password protected auto lock will be put in place on all Council computers, tablets and phones (by ICT where the device is issued/controlled by ICT) or by the user where the device is controlled by the user.

- All computer users will manually lock their screens when or if the screen is out of sight of the user
- All employees who keep or use personal identifiable and sensitive information that is in paper or other format that is readable by unauthorised persons will be required to remove that information from sight outside of normal working hours.
- Contractual arrangements with cleaners and other suppliers attending workplaces out of hours will contain relevant privacy/ probity requirements about Council information.

ICT Assets

- The current status of electronic assets that may contain data is recorded in an asset register that is audited periodically. Hardware and software discovery tools including mobile device management (MDM) software are also used to monitor assets and installed software.
- Assets assigned to a specific user such as laptops, mobile phones or software are the responsibility of that user and should be physically secured and always locked when not in direct use. The loss of any asset likely to contain data is to be reported to ICT immediately and will be dealt with in accordance with s307A of the Local Government Regulation 2012 (or successor legislation).
- Software installation is restricted through technical controls.
- ICT staff retain the right to remove, block or erase any hardware or software that is deemed unsuitable or unacceptable to the Council.
- Assets are to be securely disposed of when retired from service.

Security Awareness

- Information security training will be conducted via Council's electronic Learning Management System (eLMS) for all staff, contractors and Councillors with network access to critical and sensitive information. This training will reinforce that breaches of the information security policy or supporting policies including acceptable use policies may result in disciplinary action.
- This training will be delivered upon commencement and/or when users are first granted access, with follow-up annual mandatory training. Training and awareness campaigns may be tailored to specific stakeholders.
- Quarterly email phishing testing will be conducted for all staff, contractors and Councillors with access to corporate email. Staff, contractors and Councillors who fail phishing tests will be advised of the failures within 30 days and these staff, contractors and Councillors will be required to undertake and pass refresher information security training.
- Disciplinary action will be taken for all employees who fail phishing tests more than once in a three-year period.

- Every staff newsletter issued with fortnightly pay slips will contain an article about cyber security.
- Each quarterly Team Somerset Management Committee (TSMC) meeting will include ICT systems and cyber security as a standing agenda item.

Data Ownership

- Ownership, classification and responsibility for data and systems shall be set by the Chief Executive Officer in writing subject to default ownership, classification and responsibility as outlined in this policy.
- Council's data hierarchy shall be set by the Chief Executive Officer in writing subject to the identification through this policy that financial data and particularly payroll and accounts payable data is Council's most critical data.

Data Category	Responsible	Accountable	Classification
Financial <i>including payroll/ accounts payable/ financial/ rating system and ephemeral data* on data drive</i>	DFIN	DFIN	Most critical
Corporate records <i>including EDRMS and physical records</i>	DCORP	DCORP	
Spatial <i>including ephemeral data* on data drive but excluding Planning Scheme</i>	DOPER	DOPER	
Planning and Development <i>including ephemeral data* on data drive and Planning Scheme spatial data</i>	DPAD	DPAD	
Human Resources <i>including ephemeral data* on data drive</i>	DHRCS	DHRCS	
Executive <i>including ephemeral data* on data drive</i>	CEO	CEO	
Operations <i>including ephemeral data* on data drive, CAD, flood studies, LIDAR, Reflect</i>	DOPER	DOPER	
Tourism and marketing <i>including ephemeral data* on data drive</i>	DCORP	DCORP	

*When ephemeral data has been captured into the document management system it becomes a corporate record and the original should be deleted.

Review Process

- A review of Council's cyber security at a practical level will be requested as part of internal audit processes at least every three years.

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 21 February 2024.

Signed:

Date: