



**Minutes of Ordinary Meeting
Held Wednesday, 24 January 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 M McGoldrick	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Observer Mr M Westaway	(Senior Planner)

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Opening of Meeting

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

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT the Minutes of the Ordinary Meeting held 21 December 2023 as circulated to all Members of Council be confirmed”.

Carried

Vote - Unanimous

Business arising out of minutes of previous meeting

Nil

Matters of Public Interest**Matters of public interest – Cr Brieschke**

I would like to wish everyone a Happy and Prosperous New Year.

I am looking forward to Australia Day on Friday with a formal celebration at the Somerset Civic Centre commencing with a Citizenship Ceremony at 9.00 am., followed by our local Australia Day Awards where community champions in our region are recognized for their commitment and achievements.

There is plenty to do on Australia Day, with the Kilcoy Races (entry information online) and Council has the ever popular Australia Day Pool Parties at Lowood, Kilcoy and Toogoolawah with free entry for the whole family.

Matters of public interest – Cr Choat

Over the Christmas period southeast Queensland suffered some severe storms with damage to public infrastructure and personal property. Fortunately our local communities were spared the worst albeit with some local damage and loss of power in various areas. In the main the season has been kind to us.

It wasn't so kind on the Gold Coast with severe storms causing significant damage. As is all too common as the result of such events is damage to power infrastructure. The grid was so badly affected on the Gold Coast that Energex crews from across the state were called in to help with hundreds working to restore power.

One of the crews called in to assist was our own Esk Energex Team. I have it on good authority our Esk Crew was singled out by senior management as the stand-out team involved in restoring services. I know many of the crew are known to us and it's great to know our local grid is in such capable hands. The team are to be congratulated.

Matters of public interest – Cr Gaedtke

Congratulations to the Linville Hotel who are thrilled to announce that they are finalists in the Best Pub Stay category of the 2023 National Grey Nomad Awards.

Happy 5th birthday to Yowie parkrun, and who are inviting interested residents to attend the parkrun on Saturday 3 February 7:00am behind the Kilcoy Information Centre dressed in your most colourful running attire. Yowie parkrun commenced on the first Saturday of February 2019, with 2,023 participants who have completed 6,557 parkruns covering a total distance of 32,785 km including 840 new personal bests. A total of 157 individuals have volunteered 2,013 times.

Research for the Local Government Association of Queensland (LGAQ) has revealed councils are picking up a massive \$360 million tab each year to deliver services that are the responsibility of other levels of government and the private sector. It's a huge cost shift to local governments, which are being forced to step in without adequate funding to fill others' gaps, as well as keep providing all of their own core council services to communities. With councils receiving just three cents in every dollar of tax raised in Australia, with around 80 cents going to the Federal Government and the rest to the states, councils are the lowest funded level of government. LGAQ are seeking every council's support of its campaign and to join the call for an end to State and Federal government cost shifting, and for a fairer share of funding that local communities not only need, but deserve.

Matters of public interest – Mayor Lehmann

Despite what some have been advised in the community, I'm really pleased to say that Australia Day events in Somerset are coming along nicely, and I look forward to being a part of them.

Conflict of Interest

Mayor Lehmann declared a conflict of interest in Agenda Item 25 – Tenancies Railway Street Lowood.

Cr Choat declared a conflict of interest in Agenda Item 25 – Tenancies Railway Street Lowood.

Subject:	Development Application No. 24026
Material	Development Application for a Development Permit for
File No:	Change of Use for Shop and Office (Five Tenancies)
Assessment No:	DA24026
Action Officer:	00826-00000-000
	SP-MW

1.0 APPLICATION SUMMARY

Property details

Location:	1512 Brisbane Valley Highway and Simpson Street, Fernvale
Real property description:	Lot 10 RP28844 and Lot 15 RP28844
Site area:	1,822m ²
Current land use:	Dwelling house on Lot 10, Lot 15 vacant
Easements/encumbrances:	Nil identified

South East Queensland Regional Plan

Land use category:	Urban footprint
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Planning scheme details

Planning scheme	Somerset Region Planning Scheme (Version 4.2)
Zone:	Centre zone

Precinct:	Not applicable
Overlays:	OM3 Biodiversity overlay OM4 Bushfire hazard overlay OM5 Catchment management overlay OM7 Flood hazard overlay OM9 Infrastructure overlay

Application details

Proposal:	Shop and offices (five tenancies)
Category of assessment:	Code assessment
Applicant details:	Urban Rise Group C/- Statewide Survey Group 3/123 Link Road VICTORIA POINT QLD 4165
Owner details:	Urban Rise Group
Date application received:	2 August 2023
Date application properly made:	2 August 2023

Referrals	State Assessment and Referral Agency
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Public notification	Not required
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RECOMMENDED DECISION

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

Locality Plan of Lot 10 RP28844 and Lot 15 RP28844

Situated at 1512 Brisbane Valley Highway and Simpson Street, Fernvale

2.0 PROPOSAL

This development application seeks approval for a development permit for material change of use for shop and office (five tenancies), on land at 1512 Brisbane Valley Highway and Simpson Street, Fernvale, formally described as Lot 10 RP28844 and Lot 15 RP28844.

The proponent has considered potential use of one of the tenancies as Health care services, however this has not been included in the application.

The tenancies are generally single storey and range in gross floor area between 100m² and 200m². Tenancy 1, facing Brisbane Valley Highway, contains a 50m² mezzanine. The development has a total gross floor area of 650m².

The development is split level, in that the tenancies are designed to step down the site, generally consistent with the slope of the land.

The development is served by 23 parking spaces, including one disabled bay adjoined by a shared area and a turn bay.

Loading and refuse facilities are located at the rear of the site, adjacent to Simpson Street. The waste storage area is proposed to be screened from the street and adjoining properties.

3.0 SITE DETAILS**3.1 Description of the land**

The site comprises two regularly shaped allotments. Lot 10 has frontage to Brisbane Valley Highway at the western boundary and Lot 15 has frontage to Simpson Street at the eastern

boundary. Lot 10 contained an existing house which was recently removed, while Lot 15 is vacant. The site is located to the north of the Brisbane Valley Highway and Clive Street intersection.

Adjoining lots are also within the Centre zone. The lot to the northwest contains a service station. The lot to the southeast contains a butcher shop and house.

The lot slopes down from the Brisbane Valley Highway towards Simpson Street.

3.2 Site approval history

The following relevant applications and approvals benefit the land.

Reference:	Decision date:	Description:
DA24341	30 October 2023 (Private Certifier)	Building Approval for the Demolition of the Existing Dwelling on Lot 10.

3.3 Access

Access to the site will be via new crossovers on both the Brisbane Valley Highway and Simpson Street.

As Brisbane Valley Highway is a State controlled road, the application was referred to the State Assessment and Referral Agency (SARA). SARA provided conditions regarding access arrangements, including the requirement that the development is to have a 'left in only' access arrangement from the Brisbane Valley Highway. There will also be no opportunity for a right turn into the site from the Brisbane Valley Highway. The consequence of these constraints is that all vehicles exiting the site will be required to use Simpson Street and any vehicles attending the site from the south (or via Clive Street) will be required to enter the site via Simpson Street.

Simpson Street is an Access Street (Minor) in Council's road hierarchy. The new crossover to Simpson Street will be constructed as part of the operational works for the site.

3.4 Connection to electricity and telecommunications

The land is within the Centre zone, and as such the recommended development conditions require the development to connect to the reticulated electricity and telecommunications networks in line with the planning scheme requirements.

4.0 PLANNING LEGISLATION

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

5.0 ASSESSMENT BENCHMARKS

The proposal requires assessment against the following assessment benchmarks.

5.1 State Planning Policy 2017

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

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

5.2 South East Queensland Regional Plan 2017

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

5.3 Schedule 10 of the *Planning Regulation 2017*

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

5.4 Temporary local planning instruments

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

5.5 Variation approvals

The property is not benefitted by any variation approvals.

5.6 Somerset Region Planning Scheme (Version 4.2)

5.6.1 Relevant assessment benchmarks from the planning scheme

The following are the relevant sections of the planning scheme for the assessment of this application:

- (a) 6.2.1 Centre zone code;
- (b) 7.2.4 Bushfire hazard overlay code;
- (c) 7.2.5 Catchment management overlay code ;
- (d) 7.2.7 Flood hazard overlay code;
- (e) 7.2.9 Infrastructure overlay code;
- (f) 8.2.3 Business activities code;
- (g) 8.3.5 Services works and infrastructure code; and
- (h) 8.3.6 Transport access and parking code.

The above relevant sections may be supported by additional information contained within the balance of the planning scheme.

The site is mapped within OM003 Biodiversity overlay – Koala conservation. This map, and the provisions of the overlay code, have been superseded by new requirements within the *Planning Regulation 2017*, and as such the planning scheme provisions for koalas are taken to be of no effect.

The site is mapped within OM005 Catchment management overlay. The site is connected to reticulated sewer, and the development is subject to compliance with a stormwater management plan with respect to water quality and quantity.

Additionally, the site is mapped within the OM008 High impact activities management area overlay. As the use is not a high impact activity, as defined in the planning scheme, the overlay code does not apply.

The site is also within the buffer to a main road on OM009 Infrastructure overlay. The table of assessment for this overlay does not provide for the Infrastructure overlay code to apply where the main road is affecting land that is within the urban area.

5.6.2 Strategic framework assessment

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

5.6.3 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	PO2, PO4
Business activities code	Yes	No alternative outcomes proposed
Services works and infrastructure code	Yes	No alternative outcomes proposed
Transport access and parking code	Yes	PO3, PO5
Applicable overlay code	Compliance with overall outcomes	Performance outcomes
Bushfire hazard overlay code	Yes	No alternative outcomes proposed
Catchment management overlay code	Yes	No alternative outcomes proposed
Flood hazard 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.

5.6.4 Performance outcome assessment

Centre zone code

Performance outcome	Acceptable outcome
Building setbacks	
PO2 Building setbacks: (a) contribute to the establishment of a continuous 'main street' character; (b) assist in the provision of active frontages and the engagement of development with the public realm; (c) facilitate the establishment of awnings on main streets; (d) do not detract from the amenity of <i>adjoining premises</i> , in terms of privacy, access to natural light, and ventilation; and (e) provide for the efficient use of the site.	A02.3 New buildings and structures are setback a minimum 3 metres from the rear boundary.
Applicant comment The proposed building type offers an effective setback that supports such as onsite parking, refuse collection and landscaping to accommodate the public within the site.	

Alternative outcome assessment

The proposed buildings extend across the rear boundary of Lot 10 and Lot 15. It is proposed to condition amalgamation of these two lots.

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

Centre design**PO4**

Development contributes to an attractive, vibrant and well-designed town centre where:

- (a) development addresses the public realm;
- (b) building design, layout, and tenancy mix activates the street and pedestrian thoroughfares;
- (c) building services do not dominate the streetscape; and
- (d) conflict between pedestrians and vehicles is minimized.

AO4.2

Building entrances are clearly recognisable from the *primary street frontage* of the site.

AO4.6

Vehicle crossovers are provided as follows:

- (a) common access is established with *adjoining premises* via access easements; or
- (b) access is taken from a minor street or rear lane; or
- (c) a single crossover is provided that is at least 3 metres from a crossover located on an *adjoining premises*.

Applicant comment

The proposed site development adds to the existing streetscape by connecting people through the medium of business and shop activities held at the subject site. The building entrances are clearly visible through from the primary road and the proposed crossover is designed in such a way that facilitates the flow of traffic on State controlled road and creates minimal impact to it.

Alternative outcome assessment

The building entrances do not directly access the Brisbane Valley Highway, however the development includes a pathway that serves the individual tenancies.

While all movement access is provided from Simpson Street, the proposed access from Brisbane Valley Highway is adjacent to the access for the adjoining service station, with a distance is less than 3 metres. The State Assessment and Referral Agency has considered the impact of the proposed access on the functionality, safety and efficiency of the road network and has determined that the access meets their requirements.

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

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: <ul style="list-style-type: none"> (a) the nature of the use; (b) the traffic generation of the use; (c) the loading/ unloading needs of the use; 	AO3.1 The minimum number of car parking spaces complies with Table 8.3.6.3.B– Minimum car parking requirements . AO3.2

<p>(d) the availability of street parking in the Centre zone; and</p> <p>(e) the impact of the <i>road</i> network.</p> <p>Car parks, service vehicle access, loading and manoeuvring areas are of suitable standard for the intended use.</p>	<p>The service vehicle complies with Table 8.3.6.3.B– Minimum loading vehicle requirements.</p>
<p>Applicant comment</p> <p>The SRC rate for office use at one space per 25m² GFA is considered to be high and could result in an over-supply of on-site parking relative to demand. For comparison, the following minimum car parking rates for office use have been sourced as follows: Austroads Guide to Traffic Management: 1 space per 30m² GFA – 1 space per 50m² GFA RTA Guide to Traffic Generating Developments: 1 space per 40 m² GFA</p> <p>In addition, we have obtained office car parking rates from the current planning schemes of surrounding local authorities. This indicates that, with the exception of Lockyer Valley, all surrounding local authorities adopt a minimum car parking rate of one space per 30m² or less onerous. Therefore, it is proposed to adopt a car parking rate of one space per 30m² GFA for the office use. The application of the above results in a reduced parking requirement of 24 spaces. Accordingly, the proposed parking provision is expected to adequately cater for the parking demands of the development.</p> <p>Alternative outcome assessment</p> <p>The development has a gross floor area of 650m². Based on a parking rate of 1 space per 25m² for ground level and 1 space per 50m² for levels above ground level, the development generates a demand of 25 parking spaces.</p> <p>The proposal has a shortfall of two spaces (including the PWD space), to provide a total of 23 parking spaces.</p> <p>The majority of the surrounding councils referenced by the applicant's traffic engineer have a significant urban area and are also serviced by public transport. Council's predominantly rural environment and lack of public transport places a higher dependence upon private vehicles however it is considered the amount of parking proposed by the development will be able to accommodate the proposed uses.</p> <p>Based upon the use of a 5.8m parking aisle, manoeuvring on site will be relatively tight. The parking table provided with the site plan shows eleven spaces with a width of 2.4m which is inconsistent with the advice provided by the client's traffic engineer. Officers have conditioned the requirement for 2.6m wide parking spaces, consistent with the client's traffic engineer's advice, to enable more manoeuvrability into and out of all of the parking spaces. (A wider space allows for more manoeuvring within the parking space itself.) The necessity to widen eleven of the spaces results in an overall reduction of 2.2m for the landscaping within the parking area. Officers have conditioned an amended site plan which will need to address those alterations. It is suggested the reduced landscaping width could be spread across the four landscaping beds.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	
<p>Site access</p>	
<p>PO5</p> <p>Vehicular access points are positioned along the frontage where they do not impact on the safety, capacity and</p>	<p>A05.1</p> <p>Where the <i>site</i> has two street frontages, vehicular access is provided from the minor street.</p>

<p>operation of the existing <i>road</i> network having regard to:</p> <ul 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>AO5.2</p> <p>Direct access is not provided to an arterial or higher order <i>road</i>.</p>
<p>Applicant comment</p> <p>The proposed building type offers an effective setback that supports use such as onsite parking, refuse collection and landscaping to accommodate the public within the site.</p> <p>Alternative outcome assessment</p> <p>The proposal provides for a left in only entrance from the Brisbane Valley Highway, with the remaining access to be provided from Simpson Street, the minor street for the site. The State Assessment and Referral Agency has considered the impact of the proposed access on the functionality, safety and efficiency of the road network and has determined that the access meets their requirements.</p> <p>It is recommended that the alternative outcome be accepted in this instance.</p>	

5.6.5 Overall outcome assessment

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

5.7 Local government infrastructure plan

5.7.1 Priority infrastructure area

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

5.7.2 Infrastructure charges

The proposed development is for shop and office, which are identified as being commercial (retail) and commercial (office) respectively under *Somerset Regional Council Charges Resolution (No. 1) 2023*. The land is within Charge Area A for determining the relevant adopted charges.

The application proposes shops and offices to be used interchangeably between each of the five tenancies. Accordingly, the levied charge is to be based on the greatest demand placed on the local government trunk infrastructure networks (i.e. the charge shall be calculated using the adopted charge for commercial (retail) as it places a higher demand on the Council networks than an office.

The draft infrastructure charges notice is attached and identifies how the levied charge for the relevant local government networks have been worked out as required by the *Planning Act 2016*.

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 Stormwater network

Stormwater as a result of the development is not anticipated to result in an adverse impact on Council's trunk stormwater network infrastructure, and no additional trunk infrastructure has been identified as being necessary to deliver the development.

Standard development conditions are recommended to ensure no actionable nuisances occur and discharge to a lawful point of discharge is achieved, as required by the Queensland Urban Drainage Manual (QUDM).

An adopted charge for the stormwater network applies.

5.7.3.3 Public parks and community land network

The proposal is not considered to result in an unreasonable impact on Council's trunk public park and community land network infrastructure, and no trunk infrastructure has been identified as being required to support the development.

There is no adopted charge for the public parks and community land network applicable to the proposal.

5.7.3.4 Transport network

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

An adopted charge for the transport network applies.

6.0 REFERRAL

6.1 Referral agencies

In accordance with the *Planning Regulation 2017*, the application required referral to the State Assessment and Referral Agency (SARA) for matters relating to state-controlled roads. SARA advised that they had no 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

This application seeks development approval to construct and operate a new multi-tenancy shop and office complex within the Centre zone at Fernvale.

Council officers have undertaken the assessment of the application as required by section 45 of the *Planning Act 2016*. The assessment of the proposed development has determined it to be generally:

- (a) consistent with the intention of the Somerset Region Planning Scheme (Version 4.2);
- (b) achieving the outcomes identified in the relevant assessment benchmarks for which the application was required to be assessed.

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

10.0 ATTACHMENT

1. Proposal plans
2. Stormwater management plan
3. Traffic impact statement
4. SARA referral agency response
5. Draft infrastructure charges notice

RECOMMENDATION

THAT Council:

1. approve Development Application No. 24026 for a Development Permit for Material Change of Use for Shop and Office (Five Tenancies) on land situated at 1512 Brisbane Valley Highway and Simpson Street, Fernvale, formally described as Lot 10 RP28844 and Lot 15 RP28844, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

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, Drawing No DA_0301 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Roof Plan, Drawing No DA_0302 Revision 1, prepared by David Marino Design, dated 22 July 2023.	
	Elevations 1, Drawing No DA_0400 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Elevations 2, Drawing No DA_0401 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Sections, Drawing No DA_0500 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Materials, Drawing No DA_0600 Revision 2, prepared by David Marino Design, dated 6 October 2023.	
	Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023	
	Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023	

1.2	Submit an amended site plan that: (a) shows 2600mm wide parking spaces for all car parking spaces for approval by Council, and (b) Amends the parking table below the site plan to reference 2600mm wide parking spaces for all car parking spaces.	Prior to commencement of site works.
1.3	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.
	General	
1.4	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.
1.5	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council, including any charges that are levied but not fully paid over the subject land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.6	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.
1.7	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.
	Use of premises	
1.8	This Development Approval is for the purpose of Shop and Office and may include any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses. Note: Refer to the planning scheme for other activities that may occur within the building without further planning approval.	At all times.
1.9	Provide the development in accordance with the following: (a) Shop or office—650m ² gross floor area; (b) Area impervious to stormwater—1,714m ² .	At the commencement of the use.
1.10	Undertake the development in accordance with the following hours of operation: (a) All days—6am to 10pm.	At all times.

1.11	Refuse collection and other loading and unloading activities may only occur during the following period: (a) 7am and 6pm Monday to Friday; and (b) 8am and 5pm Saturday and Sunday.	At all times.
	Building design	
1.12	Building height must not exceed 8.5 metres above ground level.	At all times.
1.13	Construct the development in accordance with the materials listed on the approved plans.	At the commencement of the use.
1.14	The building and structures must be constructed of robust materials that are graffiti resistant.	At all times.
1.15	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.
	Landscaping, screening and amenity	
1.16	Landscaping is to be provided as indicated on the approved plans. The works must be undertaken in accordance with an operational works approval.	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	All 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.
1.18	Provide four (4) shade trees within the parking area, comprising one tree in each landscaped bed.	Prior to the commencement of use and to be maintained.
1.19	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.

1.20	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.
1.21	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.
1.22	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		
1.23	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 obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.24	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.
1.25	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.
1.26	Lot 10 RP28844 and Lot 15 RP28844 are to be amalgamated by Plan of Subdivision into one parcel. This shall occur at no cost to Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.

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	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 the development permit for operational works.
	Earthworks	
2.5	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.
2.6	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.7	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.
2.8	The foundation design of the proposed building 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 proposed building
	Roadworks	
2.9	Provide to Council a copy of the written approval from the Department of Transport and Main Roads to carry out	Prior to commencing the works.

	works on a state-controlled road.	
	Vehicle access and manoeuvring	
2.10	Carry out the development in accordance with the approved Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023, except as amended by these conditions of approval.	At all times.
2.11	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.
2.12	All construction vehicles shall enter and leave the site in a forward gear.	At all times.
2.13	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 for car parking.
2.14	Provide on-site car parking for 23 vehicles in accordance with <i>Somerset Region Planning Scheme</i> and as shown on the approved plans. All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with <i>Somerset Region Planning Scheme</i> and <i>AS2890 Parking Facilities</i> .	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.
2.15	Provide secure bicycle parking and associated support facilities for a minimum of six (6) bicycles in accordance with <i>Somerset Region Planning Scheme</i> and <i>AS2890.3:2015 Parking Facilities, Part 3: Bicycle Parking</i> .	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.
2.16	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.	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.
2.17	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	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.
	Stormwater	
2.18	Carry out the development in accordance with the approved Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023, except as amended by these conditions of approval.	At all times.
2.19	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.20	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.
2.21	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.22	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.
2.23	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.
2.24	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.	At all times.
	Erosion and sediment control	
2.25	<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.
2.26	Measures shall be applied to prevent site vehicles tracking sediment and other pollutants onto adjoining streets during	During site works, building works or

	the course of the project, and to prevent dust nuisance.	operational works phases.
2.27	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.
2.28	Where vegetation is removed, the vegetation waste shall be disposed of by: <ul style="list-style-type: none"> i) Milling; ii) Chipping and/or mulching; iii) Disposal at an approved waste disposal facility. No incineration of vegetation or waste will be permitted at the site.	At all times.
2.29	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.
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	
3.8	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.
3.9	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.
3.10	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.
3.11	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
	Waste	
3.12	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.
3.13	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 2308-36256 SRA dated 27 September 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 (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:

- Proposed Site Plan, Drawing No DA_0301 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Roof Plan, Drawing No DA_0302 Revision 1, prepared by David Marino Design, dated 22 July 2023.
- Elevations 1, Drawing No DA_0400 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Elevations 2, Drawing No DA_0401 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Sections, Drawing No DA_0500 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Materials, Drawing No DA_0600 Revision 2, prepared by David Marino Design, dated 6 October 2023.
- Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023
- Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023
- SARA referral agency response, reference 2308-36256 SRA, dated 27 September 2023

Resolution

Moved – Cr Choat

Seconded – Cr Wendt

"THAT Council:

1. approve Development Application No. 24026 for a Development Permit for Material Change of Use for Shop and Office (Five Tenancies) on land situated at 1512 Brisbane Valley Highway and Simpson Street, Fernvale, formally described as Lot 10 RP28844 and Lot 15 RP28844, subject to the recommended conditions and requirements contained in the schedules and attachments to this report.
2. publish the officer's report for this application to Council's website as the statement of reasons in accordance with section 63(5) of the *Planning Act 2016*.

DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE		
SCHEDULE 1 – GENERAL CONDITIONS		
<i>Assessment Manager</i>		
No	Condition	Timing
1.1	<p>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.</p> <p>Proposed Site Plan, Drawing No DA_0301 Revision 2, prepared by David Marino Design, dated 6 October 2023.</p> <p>Roof Plan, Drawing No DA_0302 Revision 1, prepared by David Marino Design, dated 22 July 2023.</p> <p>Elevations 1, Drawing No DA_0400 Revision 2, prepared by David Marino Design, dated 6 October 2023.</p> <p>Elevations 2, Drawing No DA_0401 Revision 2, prepared by David Marino Design, dated 6 October 2023.</p> <p>Sections, Drawing No DA_0500 Revision 2, prepared by David Marino Design, dated 6 October 2023.</p> <p>Materials, Drawing No DA_0600 Revision 2, prepared by David Marino Design, dated 6 October 2023.</p> <p>Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023</p> <p>Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023</p>	At all times.
1.2	<p>Submit an amended site plan that:</p> <p>(c) shows 2600mm wide parking spaces for all car parking spaces for approval by Council, and</p> <p>(d) Amends the parking table below the site plan to reference 2600mm wide parking spaces for all car parking spaces.</p>	Prior to commencement of site works.
1.3	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.
	General	
1.4	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.
1.5	Pay to Council any outstanding rates or charges or expenses that are a charge over the subject land levied by Council, including any charges that are levied but not fully paid over the subject land.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.

1.6	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.
1.7	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.
	Use of premises	
1.8	This Development Approval is for the purpose of Shop and Office and may include any ancillary activities where these activities remain incidental to and necessarily associated with the approved uses. Note: Refer to the planning scheme for other activities that may occur within the building without further planning approval.	At all times.
1.9	Provide the development in accordance with the following: (c) Shop or office—650m ² gross floor area; (d) Area impervious to stormwater—1,714m ² .	At the commencement of the use.
1.10	Undertake the development in accordance with the following hours of operation: (b) All days—6am to 10pm.	At all times.
1.11	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	
1.12	Building height must not exceed 8.5 metres above ground level.	At all times.
1.13	Construct the development in accordance with the materials listed on the approved plans.	At the commencement of the use.
1.14	The building and structures must be constructed of robust materials that are graffiti resistant.	At all times.
1.15	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.

	Landscaping, screening and amenity	
1.16	Landscaping is to be provided as indicated on the approved plans. The works must be undertaken in accordance with an operational works approval.	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	All 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.
1.18	Provide four (4) shade trees within the parking area, comprising one tree in each landscaped bed.	Prior to the commencement of use and to be maintained.
1.19	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.
1.20	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.
1.21	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.
1.22	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	

1.23	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 obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
1.24	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.
1.25	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.
1.26	Lot 10 RP28844 and Lot 15 RP28844 are to be amalgamated by Plan of Subdivision into one parcel. This shall occur at no cost to Council.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of the use, whichever occurs first.
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	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. 	As part of the development permit for operational works.

	<ul style="list-style-type: none"> • Certification that the works have been undertaken in accordance with the approved plans, specifications and to Council's requirements. 	
	Earthworks	
2.5	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.
2.6	Contaminated material must not be used as fill on the site. Any filling must be undertaken using inert materials only.	At all times.
2.7	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.
2.8	<p>The foundation design of the proposed building must be certified by a Registered Professional Engineer of Queensland (RPEQ) for the proposed location.</p> <p>A copy of the Certified foundation design is to be submitted to Council.</p>	As part of Building Application for the proposed building
	Roadworks	
2.9	Provide to Council a copy of the written approval from the Department of Transport and Main Roads to carry out works on a state-controlled road.	Prior to commencing the works.
	Vehicle access and manoeuvring	
2.10	Carry out the development in accordance with the approved Traffic Impact Statement, prepared by Pekol Traffic and Transport, reference 23-703 dated July 2023, except as amended by these conditions of approval.	At all times.
2.11	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.
2.12	All construction vehicles shall enter and leave the site in a forward gear.	At all times.
2.13	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 for car parking.
2.14	Provide on-site car parking for 23 vehicles in accordance with <i>Somerset Region Planning Scheme</i> and as shown on the approved plans.	Prior to obtaining a Certificate of Occupancy or prior to the commencement of

	All car parking and circulation areas to be provided with sealed surface, line marking, or be otherwise designed in accordance with <i>Somerset Region Planning Scheme</i> and <i>AS2890 Parking Facilities</i> .	the use, whichever occurs first, and then to be maintained at all times.
2.15	Provide secure bicycle parking and associated support facilities for a minimum of six (6) bicycles in accordance with <i>Somerset Region Planning Scheme</i> and <i>AS2890.3:2015 Parking Facilities, Part 3: Bicycle Parking</i> .	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.
2.16	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.	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.
2.17	All pedestrian pathways shall be appropriately marked and signposted where they cross internal driveways.	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.
	Stormwater	
2.18	Carry out the development in accordance with the approved Stormwater Management Plan, prepared HCE Engineers, reference 23151 rev 1, dated 9 October 2023, except as amended by these conditions of approval.	At all times.
2.19	Ensure stormwater drainage is delivered to a lawful point of discharge.	At all times.
2.20	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.
2.21	Stormwater drainage and flows are to have no actionable nuisance effect on adjoining, upstream, or downstream landholders.	At all times.
2.22	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.

2.23	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.
2.24	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.	At all times.
	Erosion and sediment control	
2.25	<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.
2.26	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.
2.27	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.
2.28	<p>Where vegetation is removed, the vegetation waste shall be disposed of by:</p> <ul style="list-style-type: none"> iv) Milling; v) Chipping and/or mulching; vi) Disposal at an approved waste disposal facility. <p>No incineration of vegetation or waste will be permitted at the site.</p>	At all times.

2.29	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.
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	
3.8	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;	At all times.

	(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.	
3.9	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.
3.10	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.
3.11	Contaminants must be stored in such a manner to prevent contact with incident rainfall and overland flow of stormwater.	At all times.
	Waste	
3.12	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.
3.13	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 2308-36256 SRA dated 27 September 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".
<p>Parts of the Somerset Region are within Fire Ant Biosecurity Zones.</p> <p>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).</p> <p>If you are unable to do so, you must apply for a biosecurity instrument permit.</p> <p>Penalties can also apply to individuals and businesses that do not use fire ant-safe practices before moving materials.</p> <p>It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.</p> <p>The Fire Ant Biosecurity Zones as well as general information can be viewed on the DAF website www.daf.qld.gov.au/fireants</p>
<p>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.</p> <p>Penalty provisions apply for failing to fulfil the Cultural Heritage Duty of Care.</p> <p>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.</p> <p>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.</p> <p>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</p>

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 – December 2023
File Ref:	Governance/Reporting/Officer Reports
Action Officer:	DPAD, ESM, SP, NRMO, BRO

Report

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

Planning Development Applications

A total of eleven (11) development applications were received in December 2023.

Assessment Type	November 2022	December 2022	November 2023	December 2023
Building Works assessable against the Planning Scheme	13	6	6	3
Material Change of Use	9	5	6	4
Reconfiguring a Lot	2	2	4	2
Operational Works	2	2	2	1
Combined Applications	1	-	-	1
Total	27	15	18	11

The list of applications received is provided in Appendix 1.

A total of twenty-two (22) development applications were decided in December 2023.

Approved/Refused	November 2022	December 2022	November 2023	December 2023
Refused - Council	-	-	-	-
Refused - Delegated Authority	-	-	-	-
Approved - Council	10	1	1	5
Approved - Delegated Authority	23	21	11	17
Total	33	22	12	22

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 thirty-seven (37) building approvals were issued in the region for December 2023.

Assessment Type: Building Works

Status	November 2022	December 2022	November 2023	December 2023
Accepted Applications	75	46	60	41
Approved - Council	16	5	3	3
Approved - Private Certifier	59	42	48	34

The list of applications approved is provided in Appendix 2.

Building Compliance Matters

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

December 2023:

Unapproved or non-compliant building works in Fernvale and Hazeldean.

Unlawful use of a building at Mount Hallen.

**Plumbing Compliance Permits and Inspections**

A total of twenty-six (26) plumbing and drainage approvals were issued in the region for December 2023.

Assessment Type: Plumbing Approval

Status	November 2022	December 2022	November 2023	December 2023
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Approved	42	20	35	26
Info Request	11	4	4	8
Total	53	24	39	34
Plumbing Inspections	107	86	110	89

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.

Two properties have had a plumbing application approved 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 60 users completed the training during the month of December.

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 planing for 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.

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

Pest Management

Invasive Animal Control

The following is a summary of pest animal control activities for the months: November and December 2023

Wild dogs

1080 baits injected:

	November 2023	December 2023
Bryden	42	10
Monsildale	30	-
Kingaham	189	-
Yielo	51	-
Sunday Creek	113	-
Total	425	10

Dingo scalps presented:

	November 2023	December 2023
Buaraba	2	-
Kilcoy	-	9
Total	2	9



Feral pigs 1080 baits injected:

	November 2023	December 2023
SEQW- Wivenhoe Dam	-	40kg Grain
Total	-	40kg Grain

Feral pig scalps presented:

	November 2023	December 2023
Kilcoy	-	150
Biarra	-	30
Buaraba	100	-
Total	100	180



Rabbits:



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

Fox:



- Pest Management Officers are continuing to monitor den sites that have been found and fumigated.

Invasive Plant Control

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

November 2023:

- Mother of Millions-Glamorganvale, Lowood, Fernvale, Coominya.
- Annual Ragweed- Toogoolawah, Eskdale, Neurum, Fernvale, Moore, Linville, Gregors Creek, Coominya.
- Fireweed- Coominya, Lowood, Minden.
- Giant rats tail grass –Sandy Creek, Mount Kilcoy, Esk, Fernvale, Neurum, Gregors Creek, Coominya.
- Groundsel- Hazeldean.
- Prickly Pear- Toogoolawah, Neurum, Winya.
- Leucaena- Esk, Somerset Dam.
- Lantana – Fernvale, Mount Beppo, Marburg, Fulham, Mount Kilcoy, Bryden.
- Council managed infrastructure- Lowood-Minden bikeway.
- Element 5- D'Aguilar Highway West, Esk Kilcoy Road, Brisbane Valley Highway, Somerset Wivenhoe Road.
- Lantana chemically treated – 9050m² / 0.905Ha.
- Herbicide applied – 17,305L.

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, Monsaldale, Fernvale.
- Council managed infrastructure- Kilcoy fat cattle yards and Rodeo arena, Lowood-Fernvale Brisbane Valley Rail Trail.
- Element 5- Esk Kilcoy Road, D'Aguilar Highway East and West, Brisbane Valley Highway.
- Lantana mechanical control- 30,000m² / 3Ha
- Lantana chemically treated – 7,600m² / 0.76Ha
- Herbicide applied – 15,300L.

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*:

	November 2023	December 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

An overview of the section activities for the month will be reported in the January 2024 report.

Business Recovery Officer



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

General

- Kilcoy Streetscape Revitalisation Project Master Plan formally adopted by Council.
- Attendance at Ruminati Primary Producer Program Information Session.
- Attended training session for Disaster Management Guardian IMS Situation Reporting.

Events

Workshops:

- Building Resilience Through Digital Marketing (Presented by The Training Collective – Yvette Adams).
- Planning continues for educational workshops and forums for 2024 calendar of events.

Business Communications

Proactive engagement with State Government agencies, including:

- o Small Business Friendly Commissioners Office.
- o Department of Youth Justice, Employment, Small Business and Training.

Plus, other peak industry organisations:

- o Queensland Farmers' Federation.
- o AgForce.
- o Healthy Land and Water.
- o University of the Sunshine Coast.

- 23 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 – December 2023

Total registrations

7 New registrations

224 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

1,461 Emails sent

136 People with active alerts

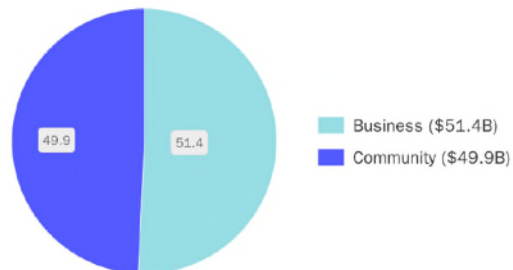
Email alerts sent to people requesting specific profile of grants

Number of grants on your portal

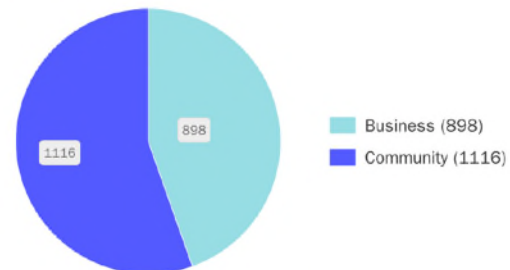
1,401 grants worth \$61.4B Somerset Regional Council Staff

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.

Recommendation

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

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

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

Carried

Vote - Unanimous

Subject:	Audit committee independent member
File Ref:	Audit committee
Action Officer:	DFIN

Background/Summary

Council’s Audit Committee Policy provides as follows:

“The members of the audit committee are the Mayor, Deputy Mayor and one independent member. The independent member must be either a Chartered Accountant or a Certified Practising Accountant who works in public accounting and who is not an employee of Council. The independent member in attendance shall act as Chair.”

Section 210 of the Local Government Regulation 2012 says:

- (1) The audit committee of a local government must—
 - (a) consist of at least 3 and no more than 6 members; and
 - (b) include—
 - (i) 1, but no more than 2, councillors appointed by the local government; and
 - (ii) at least 1 member who has significant experience and skills in financial matters.

Council resolved as follows on 28 November 2018:

“THAT Eamon John Lynch and in his absence Allen Paul Whitehouse of Whitehouse Audit Pty Ltd be appointed as independent audit committee member for a five year term.”

Mr Allen Whitehouse recently passed away and Mr Lynch has commenced business as Lynch Audit.

It is considered likely that legislation relating to Council audit committees will change during 2024 including in relation to newly announced Council remuneration categories.

A two-year extension is sought for the independent chair arrangements pending these potential changes.

Attachments

Nil

Recommendation

THAT Eamon John Lynch of Lynch Audit be appointed as independent audit committee chairperson for a two-year term.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtker

“THAT Eamon John Lynch of Lynch Audit be appointed as independent audit committee chairperson for a two-year term.”

Carried

Vote - Unanimous

Subject:	Tender 1341 – supply and delivery of two quad axle plant trailers
File Ref:	Corporate management - tendering - tenders
Action Officer:	SPO

Background/Summary

Tenders were called for two quad axle plant trailers and the following submissions were received:

- FWR Pty Ltd
- Midland Pty Ltd
- Shephard Transport Equipment
- Peak Engineering Pty Ltd
- Aqnp Enc Pty Ltd

The lowest cost offer is from FWR Pty Ltd and the trailers offered fit the required specification and budget (after sale of trailers to be replaced).

Attachments

Confidential Tender analysis including Commercial in Confidence pricing.

Recommendation

THAT Council purchase two quad axle plant trailers from FWR Pty Ltd.

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council purchase two quad axle plant trailers from FWR Pty Ltd.”
Carried

Vote - Unanimous

Subject: First Budget Review 2023-24
File Ref: Budget
Action Officer: DFIN

Background/Summary

Council makes several assumptions when adopting its budget and these need to be updated periodically based on changes in actual results. The budget review included a review of major variations that have occurred since the budget was adopted in June 2023, including carry forward capital works. The Long-Term Financial Forecast must also be updated where Council amends its budget.

The changes include adjustments to operating income and expenditure as well as capital income and expenditure.

The updated Long-Term Financial Forecast incorporates the recommended budget changes.

A review of actual financial performance has been conducted in comparison to the current budget. The review focused on major changes that are currently known including unexpected costs, carry forward of capital projects and additional grant funding not yet recognised.

Management has identified capital works as at 30 June 2023 that will be completed in the 2023-24 financial year. These carry forward works will require an increase to the capital budget. Sufficient cash is available to cover these works from unspent budget because of works not finalised during the 2022-23 year.

In addition, newly funded or part funded works such as Muckerts Lane and McCulkins Lane construction and Scrub Creek bridge reconstruction are included in the draft budget.

Other changes include the Lukritz to Litzow section of Lowood-Minden Road. Please see the attachment, List of Changes in Revised Budget, outlining every change proposed.

Attachments

- Attachment A – Original Budget - Long-Term Financial Forecast (13 pages)
- Attachment B - Revised Budget - Long-Term Financial Forecast (14 pages)
- List of Changes in Revised Budget (2 pages)

Recommendation

THAT Council adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the Revised Budget Appendix A attachment and that Council reconfirm the FY2024 revenue statement and revenue policy.

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

“THAT Council adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the Revised Budget Appendix A attachment and that Council reconfirm the FY2024 revenue statement

and revenue policy ”

Carried

Vote - Unanimous

Subject:	Official opening Lowood Pool Safe and Fun for Everyone project
File Ref:	Grants - SEQCSP
Action Officer:	DFIN

Background/Summary

The \$4M Lowood pool upgrade and other projects including Greening Lowood, the Lowood Minden Road/ Zabels Road North intersection upgrade and Esk Crows Nest Road upgrade are jointly funded with the State Government (the former Department of State Development Infrastructure Local Government and Planning) under the SEQ Community Stimulus Program.

Under the funding agreements, all of these projects are due for completion by 30 June 2024.

It is recommended that Council invite relevant State representatives including the Deputy Premier to an official opening of Lowood pool. The proposed official opening would take place after the induction of the new Council (potentially 8 April 2024) and before the close of the extended swimming season.

Requirements for opening events required under SEQCSP funding arrangements are set out in https://www.statedevelopment.qld.gov.au/__data/assets/pdf_file/0016/43405/funding-acknowledgement-requirements.pdf and https://www.statedevelopment.qld.gov.au/__data/assets/pdf_file/0017/52244/2021-24-seqcsp-program-guidelines.pdf.

Attachments

Nil

Recommendation

THAT the Chief Executive Officer be authorised to set a date and other details for an official opening of the new Lowood pool in mid-April 2024.

Resolution

Moved – Cr Choat

Seconded – Cr Isidro

“THAT the Chief Executive Officer be authorised to set a date and other details for an official opening of the new Lowood pool in mid-April 2024.”

Carried

Vote - Unanimous

Subject:	Revenue policy FY2025
File Ref:	Financial management – budgeting – budget
Action Officer:	DFIN

Background/Summary

S193 of Local Government Regulation 2012 requires Council to review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year (FY2025).

A proposed revenue policy is recommended for adoption consistent with this requirement and consistent with revenue policy FY2024.

Attachments

Revenue policy FY2024

Recommendation

THAT Council adopt F001 Revenue Policy FY2025 (Appendix B)

Resolution

Moved – Cr Wendt

Seconded – Cr Whalley

“THAT Council adopt F001 Revenue Policy FY2025 (Appendix B).”

Carried

Vote - Unanimous

Subject: Risk Management Policy
File Ref: Insurance
Action Officer: DFIN

Background/Summary

The Australian Bureau of Statistics insurance cost index (A3602878J) increased by 14.7% in the year to 30 September 2023.

This compares to the national consumer price index (CPI) which increased by 5.4% over the same period.

Council has been actively managing property insurances for many years as set out in the risk management policy.

The most significant changes to this policy were resolved during the current term of Council (2020 to 2024).

A review of the risk management policy is sought to:

- Confirm that Council remains comfortable with the current self-insurance strategy. The audited written down value of Council's buildings and other structures on 30 June 2023 was \$63.253M. It is proposed to increase the self-insurance cash reserve to \$53.804M.
- Update and remove outdated content from the policy.

Attachments

Risk Management Policy

Recommendation

THAT Council replace Risk Management Policy F/005 with Risk Management Policy F/005 dated 8 January 2024. (Appendix C)

Resolution	Moved – Cr Choat	Seconded – Cr Gaedtke
	<p>“THAT Council replace Risk Management Policy F/005 with Risk Management Policy F/005 dated 8 January 2024. (Appendix C)”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>	

Subject:	Audit Committee Policy
File Ref:	Audit Committee Policy
Action Officer:	DFIN

Background/Summary

The Audit Committee is a Council committee with statutory responsibilities for financial risk management matters.

Local Government Regulation 2012 s209 links the remuneration category of a local government to the requirement for a council to have an audit committee. Category 3 and higher councils (defined as “large local governments”) must have an audit committee.

Council’s audit committee policy states that Council will have an audit committee and says:

“The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger”.

On 13 December 2023 the Local Government Remuneration Commission confirmed that existing council categories 1 to 8 will be renumbered to A1, A2, A3, B1, B2, B3, C1, C2, C3, D2, D3, E2 and F2 from July 2024. Somerset will move from category 2 to category B2 which is the same category as most current category 3 councils (eg Scenic Rim Regional Council).

It is inferred that Somerset is now considered to be a “large local government”.

A change is recommended to the audit committee policy to:

- Remove any references to category numbers
- Confirm that Council will move to four audit committee meetings per year from 1 July 2024, consistent with the intent of the current policy wording

Attachments

Audit Committee Policy

Recommendation

THAT the following text in the audit committee policy be deleted:

“The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger”

And replaced with:

“The Audit Committee shall meet two times per year until 30 June 2024 and four times per year from 1 July 2024”

Resolution

Moved – Cr Gaedtke

Seconded – Cr Whalley

“THAT the following text in the audit committee policy be deleted:
“The Audit Committee shall meet two times per year while Somerset Regional Council is assessed for Queensland Local Government Remuneration Commission purposes as a category 2 local government and four times per year should Somerset Regional Council be assessed for Queensland Local Government Remuneration Commission purposes as a category 3 local government or larger”

And replaced with:

“The Audit Committee shall meet two times per year until 30 June 2024 and four times per year from 1 July 2024”.

Carried

Vote - Unanimous

Subject:	High impact temporary entertainment event fee
File Ref:	Setting of cost recovery fees
Action Officer:	DFIN

Background/Summary

The FY2024 Register of Cost-Recovery Fees includes the following:

Item	Charges for 2023/2024	
Temporary entertainment events		
Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)	\$427.00	
Application for operation of a temporary entertainment event - where 1,000 people or more will attend (subject to surcharge for multiple events as below)	\$855.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application)	NA	
Administration surcharge - charged when approval covers multiple events	\$59.00	per additional event

It is considered that the above fee structure may not be appropriate for large high impact events like the recently-approved Elements Festival. The Elements Festival, which is promoted by a for-profit entity, expects to attract around 5,000 attendees and will feature amplified music to 12am over multiple days. It is understood that several days of officer time were involved in the assessment process and a \$1,600 peer review consultant cost was met

by Council.

A fee change is recommended in respect of high impact entertainment events.

Attachments

Nil

Recommendation

THAT the following text in the FY2024 Register of Cost-Recovery Fees:

<i>"Item</i>	<i>Charges for 2023/2024</i>	
<i>Temporary entertainment events</i>		
<i>Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)</i>	<i>\$427.00</i>	
<i>Application for operation of a temporary entertainment event - where 1,000 people or more will attend (subject to surcharge for multiple events as below)</i>	<i>\$855.00</i>	
<i>Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application)</i>	<i>NA</i>	
<i>Administration surcharge - charged when approval covers multiple events</i>	<i>\$59.00</i>	<i>per additional event"</i>

Be deleted and the below text be added in the relevant locations:

Item	Charges for 2023/2024	
Temporary entertainment events		
Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)	\$427.00	
Application for operation of a temporary entertainment event - where 1,000 people to 1,999 people inclusive will attend (subject to surcharge for multiple events as below)	\$855.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 people or less will attend the event	NA	
Application for operation of a low-impact temporary entertainment event – where 2,000 or more people will attend (subject to surcharge for multiple events as below) A "low impact temporary entertainment event" is one where the event does not meet the definition of a high impact event as below.	\$855.00	
Application for operation of a high-impact temporary entertainment event – where 2,000 or more people will	\$5,000.00	

attend (subject to surcharge for multiple events as below) A “high impact temporary entertainment event” is one where the applicant or promoter is a for-profit entity and where the event includes amplified music to be played after 8:30pm over two or more nights.		
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 or more people will attend the event	At cost	
Administration surcharge - charged when approval covers multiple events (not including “high impact temporary entertainment event”)	\$59.00	per additional event

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT the following text in the FY2024 Register of Cost-Recovery Fees:

<i>Item</i>	<i>Charges for 2023/2024</i>	
<i>Temporary entertainment events</i>		
<i>Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)</i>	<i>\$427.00</i>	
<i>Application for operation of a temporary entertainment event - where 1,000 people or more will attend (subject to surcharge for multiple events as below)</i>	<i>\$855.00</i>	
<i>Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application)</i>	<i>NA</i>	
<i>Administration surcharge - charged when approval covers multiple events</i>	<i>\$59.00</i>	<i>per additional event”</i>

Be deleted and the below text be added in the relevant locations:

<i>Item</i>	<i>Charges for 2023/2024</i>	
<i>Temporary entertainment events</i>		
<i>Application for operation of a temporary entertainment event - where less than 1,000 will attend (subject to surcharge for multiple events as below)</i>	<i>\$427.00</i>	
<i>Application for operation of a temporary entertainment event - where 1,000 people to 1,999 people inclusive will attend (subject to surcharge for multiple events as below)</i>	<i>\$855.00</i>	
<i>Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 people or less will attend the event</i>	<i>NA</i>	

Application for operation of a low-impact temporary entertainment event – where 2,000 or more people will attend (subject to surcharge for multiple events as below) A “low impact temporary entertainment event” is one where the event does not meet the definition of a high impact event as below.	\$855.00	
Application for operation of a high-impact temporary entertainment event – where 2,000 or more people will attend (subject to surcharge for multiple events as below) A “high impact temporary entertainment event” is one where the applicant or promoter is a for-profit entity and where the event includes amplified music to be played after 8:30pm over two or more nights.	\$5,000.00	
Administration surcharge - peer review charge (where Council engages a suitably qualified consultant to conduct a peer review of professional reports forming part of the application) where 2,000 or more people will attend the event	At cost	
Administration surcharge - charged when approval covers multiple events (not including “high impact temporary entertainment event”)	\$59.00	per additional event

Carried

Vote - Unanimous

Subject: Action under section 130 of the Local Government Regulation 2012
File Ref: Rates and government valuations – rate payments – FY2024
Action Officer: DFIN

Background/Summary

It is recommended that Council use section 130 of the Local Government Regulation 2012 to potentially save administrative costs in respect of rate payments received on 3 and 4 April 2024. The due date showing on rate notices that issue on 16 January 2024 will be 2 April 2024.

The regulation says:

s130(7) The local government may, by resolution, change the discount period to end on a later day (the new discount day).

s130(8) However, if the discount period is changed under subsection (7), the local government must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

Attachments

Nil

Recommendation

THAT Council, under subsections 130 (7) and (8) of the Local Government Regulation 2012, change the discount date and the due date for payment for the current rating period to 4 April 2024.

Resolution	Moved – Cr Choat	Seconded – Cr Brieschke
<p>“THAT Council, under subsections 130 (7) and (8) of the Local Government Regulation 2012, change the discount date and the due date for payment for the current rating period to 4 April 2024.”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>		

Subject:	Esk consumables store CCTV
File Ref:	Workplace health and safety
Action Officer:	DFIN

Background/Summary

Council’s CCTV Policy includes as follows: “18. No fixed new CCTV camera position is to be established without a Council resolution.”

There have been previous workplace health and safety incidents in the vicinity of the Esk store including recent examples involving people who are not Council employees. Process changes are being made and are proposed at the store to manage ongoing operating costs while ensuring access which CCTV coverage would facilitate.

For audit and workplace health and safety reasons, two new fixed CCTV positions are sought for the Esk consumables store.

It is considered that a basic CCTV camera package including two cameras installed where there is already appropriate Council communications and power in place would cost less than \$1, THAT consistent with CCTV policy clause 18, Council endorse the installation of two new fixed CCTV positions at the Esk consumables store.

Attachments

Nil

Recommendation

THAT consistent with CCTV policy clause 18, Council endorse the installation of two new fixed CCTV positions at the Esk consumables store.

Resolution	Moved – Cr Whalley	Seconded – Cr Choat
<p>“THAT consistent with CCTV policy clause 18, Council endorse the installation of two new fixed CCTV positions at the Esk consumables store.”</p> <p style="text-align: right;"><u>Carried</u></p> <p><i>Vote - Unanimous</i></p>		

Subject:	Contract matter – hire of machine control GPS
File Ref:	Grants – programs – SEQCSP

Action Officer:	DFIN
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Background/Summary

Council is working towards completing a major sealing and widening upgrade to Esk Crows Nest Road which will result in all of the road within Somerset Region being sealed.

The project is funded from multiple competitive funding sources with the section closer to the Toowoomba Regional Council boundary funded under the State's SEQ Community Stimulus Program competitive grant program. The funding agreement requires that this project be delivered by 30 June 2024.

Council Teams are seeking the hire of a GPS machine control for a Council grader to complete the project as efficiently as possible and to ensure that funding requirements are met. Only Position Partners are able to supply the relevant equipment. This is expected to cost \$37,268 plus GST over four months including training.

It is noted that a "major policy decision" for a local government during an election caretaker period includes a decision "relating to making an arrangement under a regulation that can be used to establish an exception to obtaining quotes when entering into a contract."

Attachments

Nil

Recommendation

THAT Council resolves that it is satisfied that there is only one supplier, being Position Partners who is reasonably available to supply rental and training for a machine control 3D GPS unit for a Komatsu grader for the Esk Crows Nest Road project.

Resolution	Moved – Cr Gaedtke	Seconded – Cr Choat
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"THAT Council resolves that it is satisfied that there is only one supplier, being Position Partners who is reasonably available to supply rental and training for a machine control 3D GPS unit for a Komatsu grader for the Esk Crows Nest Road project."

Carried

Vote - Unanimous

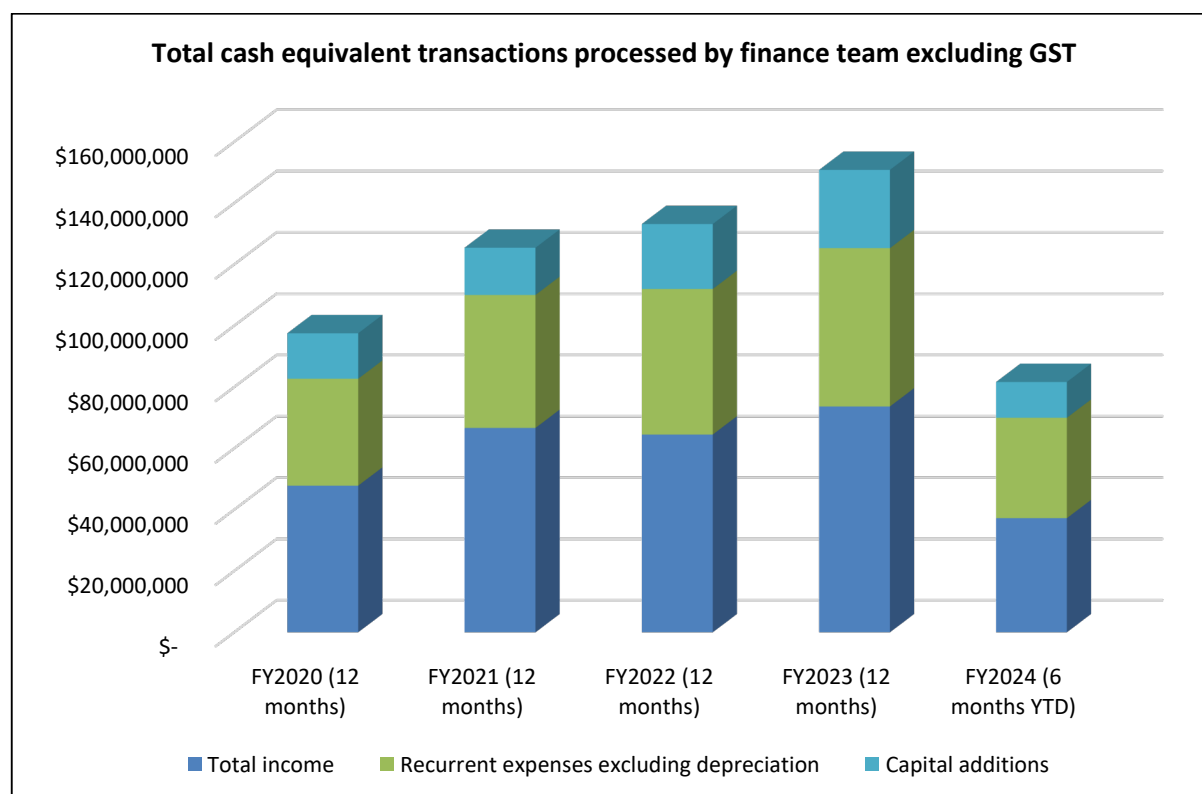
Subject:	Finance report
File Ref:	Monthly reporting/ finance
Action Officer:	DFIN

Background/Summary

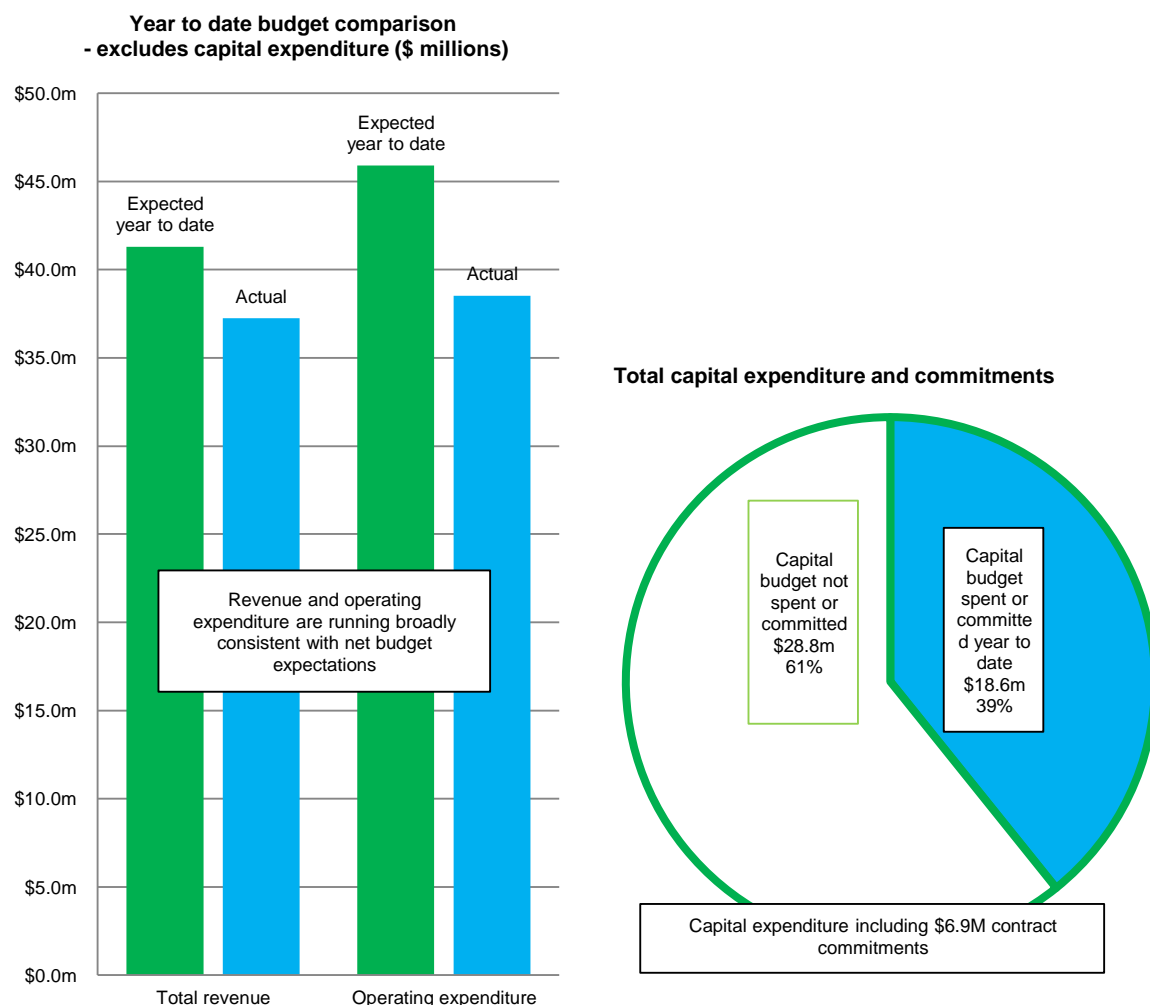
Financial reports

Reports for the period 1 July 2023 to 4 January 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 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 six months of FY2024 are tracking above those of FY2023.



Provisional results for the financial year to date with 51% of the financial year completed are summarised as follows:



Audit

During December 2023 Queensland Audit Office advised that the external audit contract for council has been awarded for at least three years to Bentleys Brisbane (Audit) who are a former internal auditor of council. An audit fee will be advised in due course. Bentleys Brisbane will replace PricewaterhouseCoopers as external auditor.

Council's internal auditors O'Connor Marsden and Associates are in the process of completing audits about cyber security and fraud risk management.

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

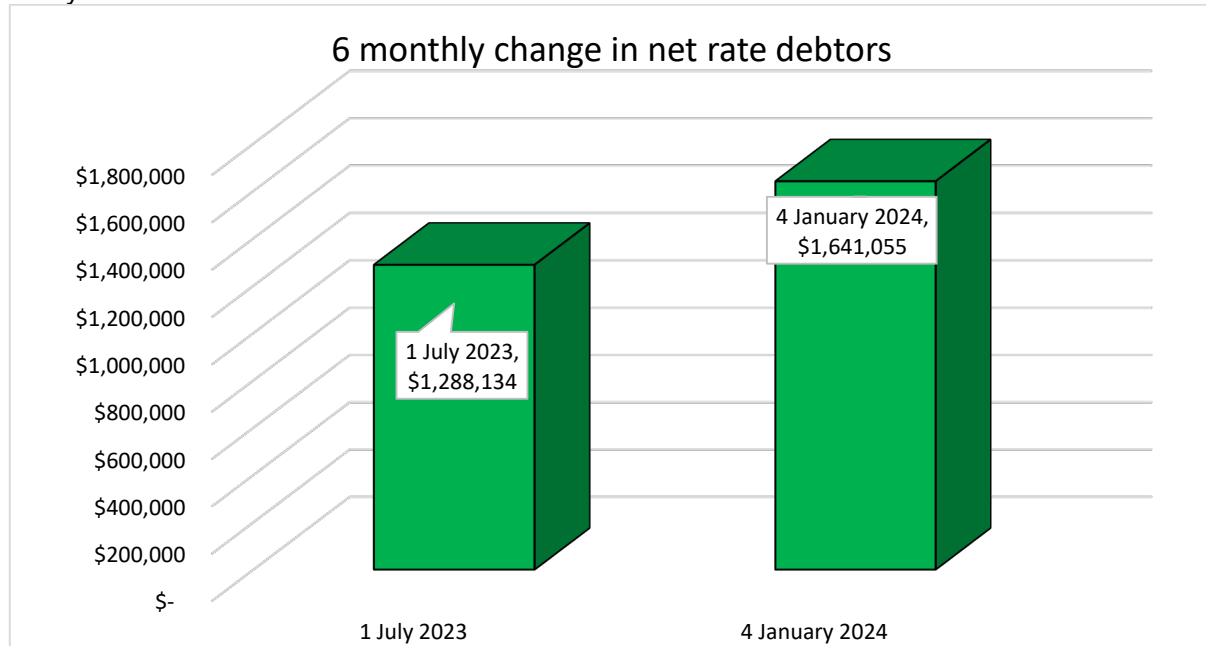
- Council is in the process of applying for funding under various competitive programs for projects including replacing streetlights with LED (Commonwealth Community Energy Upgrade Fund), Street tree planting (Commonwealth Disaster Ready Fund Round 2), Toogoolawah Gateway Centre, Toogoolawah Pool upgrade, 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.

Rates

Council officers are preparing to issue rates notices on 16 January 2024 with a due date of 2 April 2024.

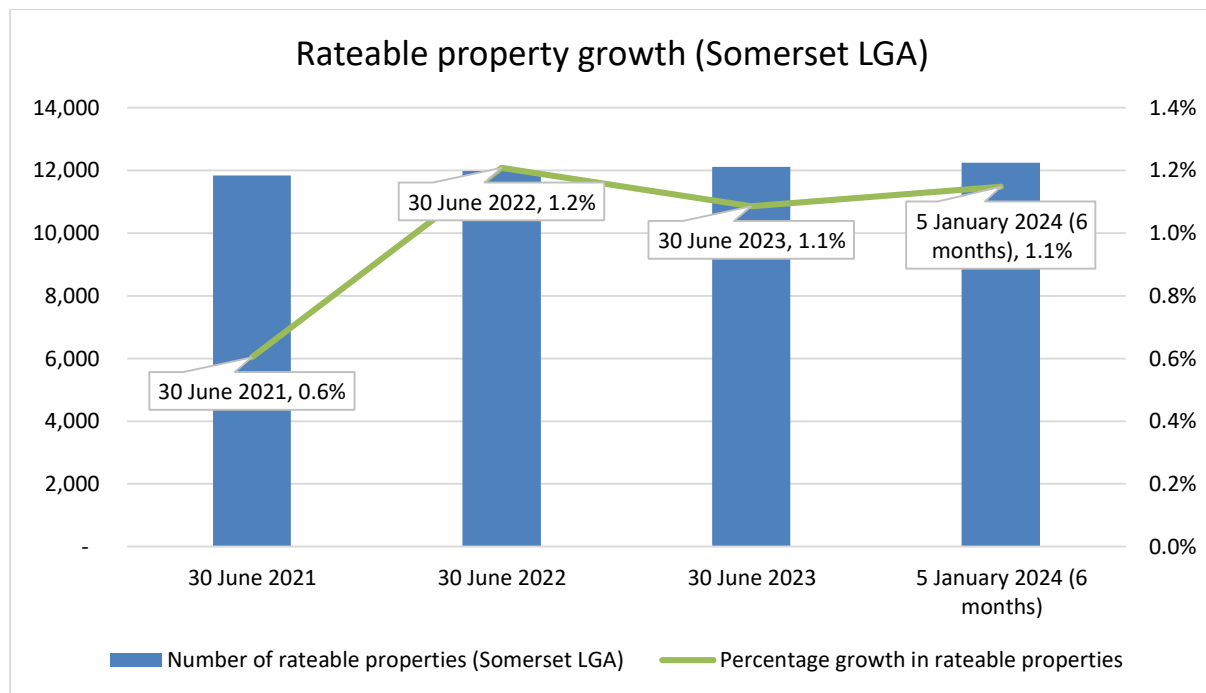
Council issues rate notices each six months. Total rate debtors prior to the issue of current half year rates were contained as follows:



Around \$148,564 of this \$352,921 (42%) increase is in respect of one property owner who is an accommodation provider.

Growth

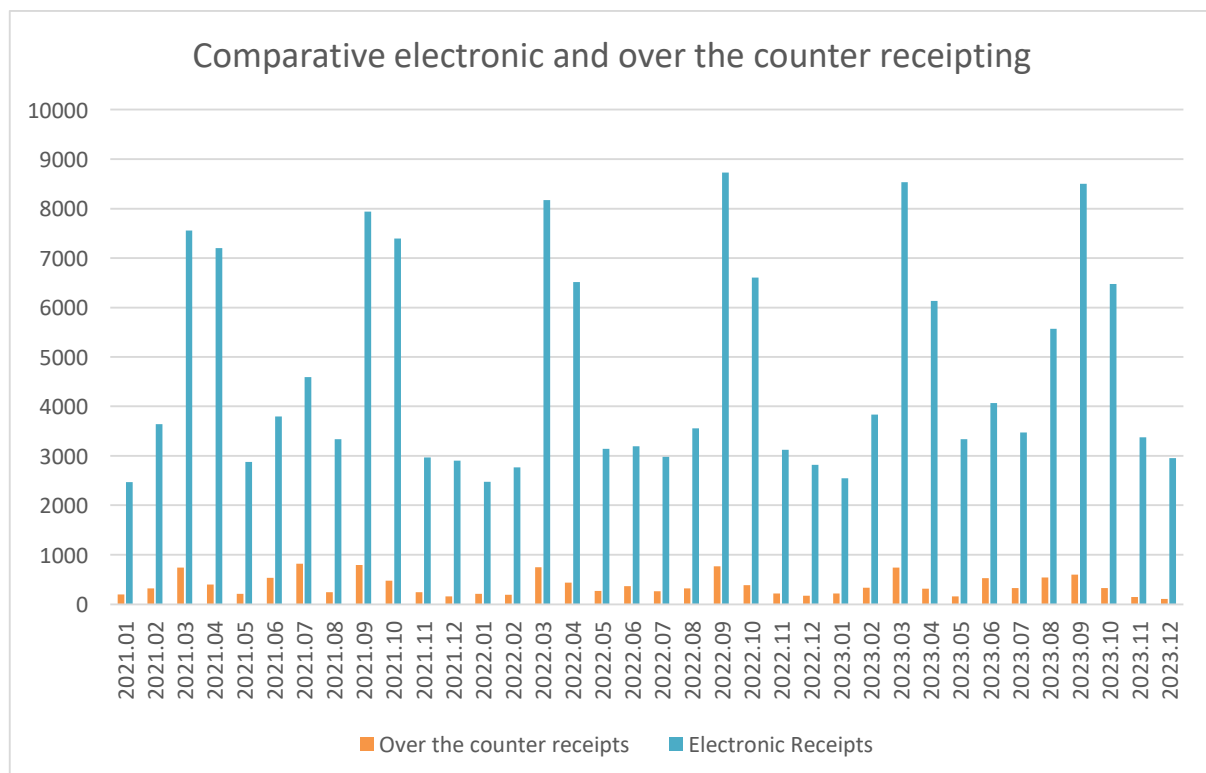
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as follows. The percentage growth during the first six months of FY2024 exceeds the percentage growth of the whole of FY2023.



Comparative electronic and over the counter receipting

Total receipt numbers have been increasing substantially over the past 3 years. Council has been working to make electronic receipting more convenient for customers and the proportion of electronic receipts has been growing.

During the current financial year Council has introduced a new direct debit payment option for rates and has introduced other electronic means of replacing cash and manual receipts as shown 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 \$252 on average for every rateable property in Somerset. After six months, actual interest revenue is \$193 per property compared to pro rata budget of \$131 per 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 Ck Rd (flood repairs) 03180Ch3220-Ch6820	112	31
Scrub Creek Rd (flood repairs) 01671Ch1670-Ch1850	100	554
Western Branch Rd (flood repairs) 08642Ch22640-Ch25070	96	40
Monsildale Rd (flood repairs) 08545Ch1530-Ch3750	91	41
Reinbotts Rd CulvCh0.4	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
Eastern Branch Rd (flood repairs) 08554Ch870-Ch2720	75	41
Banks Ck Rd (flood repairs) 05482Ch5040-Ch8210	74	23
Banffs La (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
Mount Byron Rd (flood repairs) 07884Ch6040-Ch7480	66	46
Kiernan La (flood repairs) 05615Ch20-Ch1560	65	42
Linville Rd (flood repairs) 04092Ch4822-Ch4823	64	
Grieves Rd (flood repairs) 08286Ch5060-Ch7720	63	24
Banks Ck England Ck Rd (flood repairs) 05476Ch240-Ch2910	63	24
Beutel Rd (flood repairs) 05514Ch0-Ch1680	63	37

Harris Rd (flood repairs) 05053Ch1040-Ch3310	62	27
Dunore Rd (flood repairs) 07776Ch30-Ch1870	60	33
Muddy Creek Rd (flood repairs) 08522Ch0-Ch1670	60	36
Voss Rd (flood repairs) 02950Ch850-Ch2450	59	37
Mount Byron Rd (flood repairs) 07880Ch2080-Ch3830	59	34
Subtotal (\$000's)	2,409	

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

2023 to 5 January 2024 totalling \$5,534,792.92 and that the contents THAT Council receive the financial reports for 1 July 2023 to 4 January 2024 and the report on payments processed from 8 December be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council receive the financial reports for 1 July 2023 to 4 January 2024 and the report on payments processed from 8 December 2023 to 5 January 2024 totalling \$5,534,792.92 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Lowood – Old Telstra Site – Request to Lease
File Ref:	Land and Buildings - Planning
Action Officer:	DCORP

Background/Summary

Council have received a request from The West Moreton Land Care Group Inc (WMLC) to develop the Old Telstra Site at 110 - 112 Main Street Lowood into a Garden Centre. WMLC advised that they propose to stage the project in two parts. Those parts of the developed design which would permit use of the site as a garden centre and office where the site is not open to the public. The second stage of the project would be to add the sales area and administration office and the entry statement.

The West Moreton Land Care Group Inc are not for profit community and are registered with the Australian Charities and Not-For-Profits Commission (ACNC). Therefore, should Council wish to enter into a lease with The West Moreton Land Care Group Inc it may do so without tendering the parcel pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012* which states (1) that subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if

(b) the valuable non-current asset is disposed of to –

(ii) a community organisation.

Should WMLC in future chose to sub lease the site, they would need to seek Council's permission before entering into the lease or other arrangement.

As the site is Council property and Council is currently undertaking the Lowood Futures Strategy Council may choose to help activate the site as a Garden Centre by making an allocation in the 2024/25 budget for Stage 1 of the proposal.

Attachments

Attachment 1 – West Moreton Land Care – Project proposal
Attachment 2 – Aerial of the Main Street Site

Recommendation

THAT Council

1. resolve that pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council will dispose of 110-112 Main Street Lowood to The West Moreton Land Care Group Inc as it is a Community Group.
2. support The West Moreton Land Care Group Inc in utilising 110-112 Main Street Lowood site as a Garden Centre by preparing a lease document.
3. consider making an allocation in the 2024/25 budget for Stage 1 of the proposal to activate the site as a Garden Centre.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

“THAT Council

1. resolve that pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012*, Council will dispose of 110-112 Main Street Lowood to The West Moreton Land Care Group Inc as it is a Community Group.
2. support The West Moreton Land Care Group Inc in utilising 110-112 Main Street Lowood site as a Garden Centre by preparing a lease document.
3. consider making an allocation in the 2024/25 budget for Stage 1 of the proposal to activate the site as a Garden Centre.”

Carried

Vote - Unanimous

Subject:	The Condensery – Staged Development Plan and Master Plan
File Ref:	Properties - Planning
Action Officer:	DCORP - MAC

Background/Summary

This report has been prepared to provide an overview of previous master plans for The Condensery and grounds and recommend development concepts to progress the growth of the gallery.

It is noted that the architecturally designed building expansion plans presented to Council in March 2022 were a significant leap forward for the gallery. This report proposes a development stage prior to that one which will foster growth and visitation, growing The Condensery's

annual visitation from 5000 visitors per year to 50 000 with expanded facilities such as a café and shop, workshop, and outdoor dining and event space.

This stage one development offers more managed, achievable growth with less risk and at a lower cost.

Development Plans - Historical

On the 29 May 2019 Council accepted a report which presented The Condensery Master Plan. Council resolved as follows:

“THAT the Somerset Regional Art Gallery – The Condensery Master Plan draft sculptural garden design be received. Further reporting back to Council on the draft plans will occur along with consultation following clarification of scoping with O2.”

Since 2019 Council has not progressed the Master Plan.

At the Special Meeting of the advisory committee meeting held on Thursday, 31 March 2022, the committee was presented with a proposal to develop The Condensery building further as a focus of a development plan to enable the facility to:

- expand what is offered to the community of Southeast Queensland,
- provide an art workshop space,
- provide an improved entrance and shop,
- include better office accommodation,
- provide a restaurant/café, and
- provide the facilities for handling art works and institutional loans.

The additional facilities were to allow the gallery to host a broader variety of art exhibitions and workshops with an emphasis on hosting major exhibitions and loans from institutions and collections across Australia.

At the time, the Committee were asked to consider the plans and provide feedback on the proposal. Feedback was provided and several questions asked about issues concerning access, feasibility/viability, staffing and use of the facility as a venue when the gallery is closed. Definitive responses were able to be provided in most instances without requiring a change to the preliminary design.

Due to associated project and resourcing costs these development plans have not progressed through Council.

Development Plans - Current

To progress The Condensery's growth, interim project plans have been developed.

These plans have been based on the preliminary architectural designs and would also;

- expand what is offered to the community of Southeast Queensland,
- provide an art workshop space,
- provide an improved entrance and shop,
- provide a restaurant/café, and
- provide the facilities for handling art works and institutional loans.

From an operational and programming perspective these revised development plans would require additional staffing to run it. Increased staffing levels would allow for the realisation of

major loans and commercial opportunities to be pursued such as fee for service workshops, retail and venue hire.

It is anticipated that the café/restaurant could be run and staffed by a lessee which would alleviate the need for Council/ volunteer staff on a weekend.

An indicative project estimate has been prepared with this development hereby known as Stage One.

Landscape Plans and car parking.

Alongside staged building development plans, Officers have met with landscape architects to tie in proposed building development plans with revised landscape works so all prospective development works are brought together in one document. It is recommended that should these revised landscape works be supported, that these supersede The Condensery Master Plan draft sculptural garden. Additionally, car parking has been identified as a requirement of any further expansion/ development of The Condensery and would need to be designed accordingly.

Consideration must also be given to understanding community need and demand around the proposed development. This will include community consultation and the most appropriate methods to use which are critical to planning arts and cultural venues that are relevant, responsive, and sustainable.

Attachments

Nil

Recommendation

THAT Council take the following actions:

1. appoint a Quantity surveyor,
2. prepare a feasibility report,
3. consider how and when community consultation should occur and how extensive that Community consultation should be,
4. if the project feasibility indicates a viable facility moving forward then Council would also need to endorse the project designs and landscape works and utilise the design, feasibility and community consultation in future funding applications for the facility,
5. incorporate into the 2024/25 budget considerations an amount of \$175,000 required for additional items that would include:
 - Landscape plan design development
 - Car parking design
 - Quantity surveyor (if required)
 - Feasibility report and
 - Development application

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council take the following actions:

1. appoint a Quantity surveyor,
2. prepare a feasibility report,
3. consider how and when community consultation should occur and how extensive that Community consultation should be,
4. if the project feasibility indicates a viable facility moving forward then Council would also need to endorse the project designs and landscape works and utilise the design, feasibility and

- community consultation in future funding applications for the facility,
5. incorporate into the 2024/25 budget considerations an amount of \$175,000 required for additional items that would include:
 - Landscape plan design development
 - Car parking design
 - Quantity surveyor (if required)
 - Feasibility report and
 - Development application"

Carried*Vote - Unanimous*

Subject:	Tender 1340 – Brisbane Valley Soccer Clubhouse Extension
File Ref:	Corporate management - tendering – quotations - 2023 – 2024 – Tender - Tender 1340
Action Officer:	CTM

Background/Summary

In May 2023, Council was notified of the successful application through Queensland Government Minor Infrastructure Program – Round 1 to undertake works to extend the Brisbane Valley Soccer (BVS) Clubhouse based at the Lowood Recreational Complex, to construct toilet and changeroom facilities.

The total value of the project, including Council contributions, is \$412,909 including GST.

On 29 November 2023, a call for tenders was publish for Tender 1340, extension of the BVS Clubhouse. Tenders closed on 5 January 2024, and were promoted and collected through vendor panel.

A tender site visit was held on 8 December 2023. Three contractors were represented at the tender site visit.

Two conforming tender responses and one non-conforming response were received.

A summary of the scoring and prices of the conforming tender responses is provided as a confidential attachment to this report. Criteria that were considered as part of the tender assessment included price (60 per cent), methodology for the proposed program (15 per cent), relevant experience and key personnel (15 per cent) and development of competitive local business (10 per cent).

Tender responses were also reviewed and assessed by an independent third-party as part of the tender panel evaluations. The third-party panel member was appropriately qualified and experienced. A confidential recommendation from the third-party panel member is attached for reference.

Having reviewed all conforming tender responses, the panel found the tender from Daniel Banditt Constructions Pty Ltd represented the best value for money for Council per the selection criteria.

The total value of the project when complete, including Council contributions, is \$412,909 including GST.

Attachments

1. Confidential - Summary of Tender Evaluation – Tender 1340
2. Confidential - Independent Summary of Tender Evaluations with Recommendation for – Tender 1340

Recommendation

THAT Council accept the tender response from Daniel Banditt Constructions Pty Ltd for Tender 1340 – Brisbane Valley Soccer Clubhouse Extension totalling \$372,549 including GST.

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“THAT Council accept the tender response from Daniel Banditt Constructions Pty Ltd for Tender 1340 – Brisbane Valley Soccer Clubhouse Extension totalling \$372,549 including GST.”

Carried

Vote - Unanimous

Subject:	Request for Installation of Security Cameras at the Lowood Recreational Complex
File Ref:	Recreational and Cultural Services / Service Provision / Recreation Facilities
Action Officer:	CTM

Background/Summary

Council has received a request from the Lowood Recreational Complex (LRC) Association for consideration to be given to install security cameras at the LRC (see attachment for reference).

The request follows multiple incidences of vandalism, break ins, theft and anti-social behaviour at the facility in 2024, with the most recent incident occurring between 17 and 20 December. All incidences have results in costs incurred to Council, the LRC Association, the Lowood Tarampa District Junior Rugby League Football Club and the Brisbane Valley Soccer Club.

Council has taken steps recently to mitigate against further such incidences, including the installation of solar lighting in the LRC carpark and removal of vegetation from the gully to improve facility visibility from the carpark and Lindemans Rd. Incidences of anti-social behaviour have continued despite the implementation of these strategies.

In 2024, Council will be investing further into the LRC with the extension of the Brisbane Valley Soccer Clubhouse to include changerooms and toilet facilities, and the ‘Greening Lowood’ sustainable irrigation project. It is also expected that the LRC Association, Lowood Mount Tarampa District Junior Rugby League Football Club and Brisbane Valley Soccer Club will continue to invest in equipment and facility improvements as their clubs continue to grow.

Council Officers have sourced quotations to supply and install security cameras at the facility. The quotes range from \$8,700 to \$10,500 including GST, depending on the quality of the camera utilised.

Should Council wish to install security cameras at the facility, the works could be considered for inclusion in the 2023-2024 capital works program as part of the next budget review process.

Should the installation of cameras progress, approval would be required in line with Clause 18 of the Council Closed Circuit Television (CCTV) Policy (C/033). Clause 18 of the Council Closed Circuit Television (CCTV) Policy (C/033) states that “No fixed new CCTV camera position is to be established without a Council resolution.”

It is proposed that up to nine (9) CCTV cameras would be installed to adequately capture security vision at the facility and focus on the primary areas of anti-social behaviour – around the clubhouse facilities and at the primary pedestrian access points (i.e. bridge access points). More cameras may be installed in the future to increase coverage as the facility usage increases.

Any installation would not provide the LRC Association or the clubs with live access to the security cameras. Rather, the stakeholders would have to make a request to the Council CEO for copies of recordings from specific times and dates, in response to an incident.

Attachments

Confidential - Correspondence – Lowood Recreational Complex Security Camera Installation Request – Lowood Recreational Complex Association, 20 December 2023

Recommendation

THAT Council:

1. At a future budget review, endorse an allocation of \$12,000 to install CCTV cameras at the Lowood Recreational Complex.
2. Per the Council Closed Circuit Television Policy (C/033), approve the installation of up nine (9) closed circuit television cameras at the Lowood Recreational Complex.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Wendt

“THAT Council:

1. At a future budget review, endorse an allocation of \$12,000 to install CCTV cameras at the Lowood Recreational Complex.
2. Per the Council Closed Circuit Television Policy (C/033), approve the installation of up nine (9) closed circuit television cameras at the Lowood Recreational Complex.”

Carried

Vote - Unanimous

Declarable Conflict of Interest – Cr Choat – Agenda Item 25 Tenancies Railway Street Lowood – Tender 1344

I inform this meeting that I have a declarable conflict of interest in this matter as defined by section 150EN of the Local Government Act 2009.

This declarable conflict of interest arises because I am a member of the Lowood Lions Club.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

Cr Choat left the meeting at 9.51am.

Declarable Conflict of Interest – Mayor Lehmann – Agenda Item 25 Tenancies Railway Street Lowood – Tender 1344

I inform this meeting that I have a declarable conflict of interest in this matter as defined by section 150EN of the Local Government Act 2009.

This declarable conflict of interest arises because I am a member of the Lowood Lions Club.

I propose to leave and stay away from the place where the meeting is being held while this matter is discussed and voted on.

Mayor Lehmann vacated the chair and left the meeting at 9.52am and Deputy Mayor Brieschke assumed the chair at 9.53am.

Subject:	Tenancies Railway Street Lowood – Tender 1344
File Ref:	Property - Planning
Action Officer:	DCORP

Background/Summary

Council owns the Freehold title to Lots 16 and 17 SP133023 Railway Street Lowood. The two parcels have tenancy arrangements in place which permits the building owner to leave their building on Council's land for the duration of the agreement. All of the agreements expire on the 30 June 2024.

On 29 November 2023 Council resolved as follows:

“THAT Council

- 1. advise the tenants of Lots 16 and 17 SP133023 that it is Council's intention to commence planning for the future of the site and as such offer a limited tenancy agreement by tender for their premises for a one year term with an option of another one year term.*
- 2. invite the existing Tenants to express interest in a future tenancy or ownership of a facility on Railway Street.”*

Letters were sent to each of the tenants advising of Council's intention to plan for the future and only offer a limited tenancy of one year plus an option for one year. Tenders were advertised and Tender documents were sent directly to each of the Tenants. Tenants were provided copies of the Tender on 7 December 2023. Tenders closed at mid-day on 10 January 2024. The days allowed for submission of Tenders were in excess of the 21 days required by legislation due to the Christmas and New Year holiday period.

There are six tenancies on Lots 16 and 17 SP133023. The details of the Tenant's existing rental and tender offer are included in the confidential attachment. Four tenders were received, noting two were late. However, with the reasons provided, a decision was made to accept the late tenders. One of the responsible parties on one of the existing tenancies has advised that they will no longer be a party to future tenancy agreements should Council accept their offer.

Attachments

Attachment 1 – Confidential - Tender 1344 summary of tenders received.

Attachment 2 – Confidential - advice from tenant 2 about the change of name of the tenant

Recommendation

THAT Council

1. accept the tenders received for tenancies two (2) to six (6) for one year plus an option for one year for the sites rented by tenancy agreements to the existing tenants with the exception of tenancy two (2) where the parties have changed, and

2. authorise the Chief Executive Officer to finalise the tenancy agreements where the tenants have chosen to tender for new tenancy arrangements and determine the status of the tenancies that were not tendered and take appropriate action as necessary and report to Council prior to June 2024.

Resolution

Moved – Cr Whalley

Seconded – Cr Isidro

“THAT Council

1. accept the tenders received for tenancies two (2) to six (6) for one year plus an option for one year for the sites rented by tenancy agreements to the existing tenants with the exception of tenancy two (2) where the parties have changed, and
2. authorise the Chief Executive Officer to finalise the tenancy agreements where the tenants have chosen to tender for new tenancy arrangements and determine the status of the tenancies that were not tendered and take appropriate action as necessary and report to Council prior to June 2024.”

Carried*Vote - Unanimous*

Deputy Mayor Brieschke vacated the chair at 9.55am and the Mayor returned to the meeting at 9.55am and resumed the chair.

Cr Choat returned to the meeting at 9.55am.

Subject:	Works at the Kilcoy Showgrounds
File Ref:	Facilities - Planning
Action Officer:	DCORP

Background/Summary

The Kilcoy Recreation Grounds continues to be a very busy Council facility with a full calendar of events for each of the site-based clubs. The clubs have requested the following projects for consideration for the 2024/25 financial year, they are:

- General area lighting to the areas between the Ken and Mary Nunn Pavilion and the Campdraft/Rodeo arena and an area to the south of the main arena. This would utilise the existing main arena light poles. These works would significantly reduce the need for the clubs to hire general area lighting. The Show Society in particular is impacted significantly by the lack of general area lighting to the side show alley area. A quotation was obtained from T2 electrical for these works – total cost of works \$25k,
- The polocrosse field reconfiguration works requires filling in of the drain to the southeast area of the inside of the race track. These works once complete will enable re-alignment of the fields to allow for the training track to be installed – cost of work \$85k. In addition to the filling and leveling works the area filled will require regressing and a period of care and installed of the field markers to indicate the extent of the fields – approximate cost \$15k,
- An additional polocrosse field to the north of the 1200 metre chute needs to be prepared for the polocrosse club. This is part of the Master Plan. These works will enable five polocrosse fields to be in use at the same time. This will enable larger events and in particular the State Championships or similar. In addition to the creation of a field the clubs have asked that water be extended to the area to the north of the field to enable event camping – cost of work \$15k, cost of water \$10k, and

- The Ken and Mary Nunn Pavilion (canteen) has been requested to be extended to the east and to the west. The construction would be of the same elevated pitched roof with concrete floor and a single light for each extension, the other Pavilion building would be extended to the West (potentially) if the installation of the extension does not affect the site lines for the judges and spectators and only if the extension to the canteen is not sufficient for the Working Cow Horse club. In addition to the extension the building would require additional concrete protection around the building underneath the awning areas where there is currently no concrete. The small Judges box used by the Polocrosse may also be relocated to an area more toward the western end of the ken and Mary Nunn Pavilion – total estimated costs of works \$200,000.

Once complete, these works would complete a significant works towards the Kilcoy Recreation Grounds master plan.

Council may wish to include the above projects on the forward works list for consideration in the 2024/25 budget deliberations.

Further, Council is presently liaising with the Kilcoy Race Club about installing the new pump shed, track watering system and training track. Racing Queensland and the Kilcoy Race Club will fund all of these works.

Attachments

Nil

Recommendation

THAT Council includes the following projects at the Kilcoy Recreation Grounds on the forward works list for consideration in the 2024 - 25 budget deliberations:

- General area lighting \$25,000
- Polocrosse field drainage works, fifth polocrosse field, including establishment of water for event camping \$125,000.
- Ken and Mary Nunn Pavilion works \$200,000.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

“THAT Council includes the following projects at the Kilcoy Recreation Grounds on the forward works list for consideration in the 2024 - 25 budget deliberations:

- General area lighting \$25,000
- Polocrosse field drainage works, fifth polocrosse field, including establishment of water for event camping \$125,000.
- Ken and Mary Nunn Pavilion works \$200,000.”

Carried

Vote - Unanimous

Subject:	Fernvale Sports Park Advisory Committee Meeting – 13 December 2023
File Ref:	Community Services – meetings – 2022-2023 – fernvale sports park advisory committee
Action Officer:	SRO

Background/Summary

The meeting of the Fernvale Sports Park Advisory Committee was held on Wednesday, 13 December 2023 at the Fernvale Sports Park. A report of the meeting is attached for review.

The meeting involved significant discussions with the Committee regarding the Master Plan Final Report and its acceptance by Council, tender update for irrigation and field refurbishment works to be undertaken, an update for the Expressions of Interest for a private school to lease adjacent Council freehold land and utilise the Fernvale Sports Park facilities and a stakeholder review.

Attachments

1. Meeting Report – Fernvale Sport Park Advisory Committee – 13 December 2023
2. Operating and Project Budget Year to Date Financial Review (as at 30 November 2023)

Recommendation

THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 13 December 2023 and the contents be noted.

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT Council receive the report for the Fernvale Sports Park Advisory Committee meeting held on Wednesday, 13 December 2023 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Event Pathways Program – three-year mentoring program
File Ref:	Tourism - Promotions
Action Officer:	TDO

Background/Summary

Southern Queensland Country Tourism (SQCT), Somerset Region's Regional Tourism Organisation (RTO), with support from Council obtained contestable funding to run a three-year mentoring program for community event organisers to grow an event within the Somerset region.

The Event Pathway Program is a mentoring program run over a three-year period to assist one community group per Local Government Area to develop skills to grow a local event. The program will be primarily run via online sessions with a mentor and will assist the community group to develop strong foundations to grow their event while creating a meaningful experience for visitors.

Topics covered include; organised and central filing system, events management plan, operational planning, volunteer program, training program development, priority action plan and development of a three-year event strategy specific to the event.

Mentoring Program Eligibility

To be considered for the mentoring program, the community event must meet the following eligibility requirements:

- The event must occur within the Somerset Regional Council boundary,
- The event must be managed by a Somerset Community Group,
- Positively promote the Somerset region and attract visitors,
- Have Council event approval (if applicable),
- Commit to the three-year program.

Council called for expressions of interest (EOI) from events organisers on Monday, 8 January via the Event organiser newsletter. Two expressions of interest were received from eligible Somerset community groups.

Based on a review of the quality of EOIs and number of eligible places within the program it is recommended that Council should present Valley of the Lakes Garden Club with the Esk Garden and Lifestyle Fair for the three-year mentoring program. The Esk Garden and Lifestyle Fair has been operating as an annual event in Somerset since 2016 and is continuing to grow and attract significant visitation to the region.

Attachments

SQCT Event Pathway Program Overview
Expression of Interest 1 – CONFIDENTIAL
Expression of Interest 2 - CONFIDENTIAL

Recommendation

THAT Council accept the Expressions of Interests and recommend Valley of the Lakes Garden Club with the Esk Garden and Lifestyle Fair for the three-year Event Pathway Program.

Resolution

Moved – Cr Whalley

Seconded – Cr Wendt

“THAT Council accept the Expressions of Interests and recommend Valley of the Lakes Garden Club with the Esk Garden and Lifestyle Fair for the three-year Event Pathway Program.”

Carried

Vote - Unanimous

Subject:	2023 Somerset Garden Competition – Post Competition Review
File Ref:	Tourism – 2023 – Events – Somerset Garden Competition
Action Officer:	TO - CL

Background/Summary

From Saturday, 17 June 2023 to Friday, 8 September 2023 the annual Somerset Garden Competition was open for registrations. 16 entries, across all categories were received from throughout the Somerset region from Moore in the North to Lowood in the South. There were 10 fewer entries in 2023 compared to 2022, mostly due to drier weather conditions.

The awards presentation was held on Tuesday, 26 September 2023 and the Open Gardens were held on Saturday, 7 October to Sunday, 8 October 2023. While feedback has been generally positive, a number of opportunities for improvements have been identified.

Competition Categories:

- Over the past few years, the numbers of businesses and community groups entering the competition have declined.
- There were 5 new entries into the garden competition in 2023, which represented nearly one third of entries. Feedback from new entrants expressed concern that newly established gardens could not compete with well-established gardens.
- Feedback from entrants in both 2022 and 2023 has indicated that some of the bonus categories require refreshing due to the same gardens winning repeatedly. The current categories include:
 - Best native garden (original category)
 - Best edible garden (original category)
 - Best waterwise garden (original category)
 - Best repurposed/upcycled garden (introduced in 2023)

Proposal 1: Combine the Business and Community Group major categories.

Proposal 2: Introduce a new major category for Best First Time Entrant. In 2024, it is also recommended that first time entrants from 2022 and 2023 also be invited to enter in this category.

Proposal 3: Update the bonus categories in the following way:

- *Replace Best Native Garden with Best Habitat Garden: These gardens will attract and support native wildlife and insects and feature native plants and habitat features such as hollows, nest boxes, hives and ponds/water sources. The garden may also include features to help native wildlife travel around more easily and protect wildlife from introduced species.*
- *Replace Best Edible Garden with Best Floral Garden: These gardens will have a strong visual impact and represent a selection of annuals, perennials and/or bulbs and include flowering native or introduced species conducive to the regional climate. It may also include edible flowering plants.*
- *Replace Best Waterwise Garden with Best Environmentally Sustainable Garden: These gardens focus on being environmentally sustainable. They may include features like compost, water tanks, worm farms, mulch and native plants. Plants are grown, propagated and/or locally sourced and there is an edible component. Minimal to no use of commercial pesticides.*
- *Retain Best Repurposed/upcycled Garden*

Judging:

- Entrants have continued to express interest in an impartial judge not associated with any Council but with an interest and/or expertise in horticulture and landscape design.

Attachments

Nil

Recommendation

THAT Council:

1. Receive the 2023 Somerset Garden Competition – Post Competition Review and that the contents be noted.
2. Endorse proposals 1 to 3, to be applied in planning for the 2024 Somerset Garden Competition.

Resolution

Moved – Cr Choat

Seconded – Cr Brieschke

“THAT Council:

1. Receive the 2023 Somerset Garden Competition – Post Competition Review and that the contents be noted.
2. Endorse proposals 1 to 3, to be applied in planning for the 2024 Somerset Garden Competition.”

Carried

Vote - Unanimous

Subject:	Library Priorities Project: Somerset Libraries App
File Ref:	Grants and Subsidies – Programs – Special Purpose
Action Officer:	ACM

Background/Summary

The State Library of Queensland's Library Priorities Projects to run a pilot program to enhance community access to Somerset Libraries' physical and digital collections, its programs and services, and the region's shared stories and local history.

The project will pilot two new forms of software:

1. *Solus* Library App
 2. special collection management and community engagement platform, *Recollect*.
1. The *Solus* Library App will transform community access to Somerset Libraries' collections and services by providing:
 - Mobile access to the library's physical and digital collections and the full range of library services
 - Personalised library account management so customers can renew their loans and reserve library items on the go
 - Self-check lending straight from a library's shelf or digital provider
 - Push notifications for reminders – events, loan expiries, reserve pickups, critical Council alerts

Implementing a Library App will meet priority 1.9 of Council's *Arts, Culture and Heritage Plan 2023 - 2028*

1.9 Position Libraries to perform the integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably.

2. As captured in Somerset's *Art, Culture and Heritage Plan 2023-2028* the community values connection and its identity and memories. The region's historical societies have expressed concern about future preservation of and access to their collections.

The heritage collection management platform *Recollect* will assist with the preservation of the region's historical materials for future generations, provide superior digital access to historical images, documents, oral and video histories and enable the community to share their historical treasures and family stories. *Recollect*'s annual subscription cost includes cloud storage for storing digital records [images, audio or video files]. *Recollect* is unique in that it facilitates connection and sharing of stories and collections between the Council and the community. Both Council officers and the community can build collections, interact with the wider community to investigate, pursue, and enrich their stories and drive critical

areas of collecting that are currently underrepresented including First Nations and culturally diverse communities.

Implementing *Recollect* will meet priority 2.2 of Council's *Arts, Culture and Heritage Plan 2023 - 2028*

Secure and increase accessibility to the region's heritage and history collections through deployment of a collections database across Council and heritage groups with no transfer of ownership.

There is sufficient 2023-24 Library Priority Project funding available to purchase both the Library App and Recollect. Accordingly, Council may wish to make a submission to participate in this pilot program.

Under the terms of Library Priority Project funding up to 50% of the allocated subsidy may be used for purposes other than library collections.

The cost of implementing both programs would total \$26,060.00, just over 20% of Council's allocated collections budget. If the pilot project is successful and we want to continue to use one or both products, Council will need to apply annually for permission to continue to use Library Priority Project funding for this purpose.

Attachments

Nil

Recommendation

THAT Council supports Somerset Libraries' Library Priority Project submission to pilot the *Solus Library App* and the special collection management and community engagement platform, *Recollect*.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtke

"THAT Council supports Somerset Libraries' Library Priority Project submission to pilot the *Solus Library App* and the special collection management and community engagement platform, *Recollect*."

Carried

Vote - Unanimous

Subject:	Queensland Flooding – flexible grants program
File Ref:	Grants and Subsidies – Programs – Flexible Funding Program
Action Officer:	ACM

Background/Summary

In June 2023 Council applied to the Queensland Flooding grant program for a suite of performance and art activities designed and delivered by a community arts worker with experience in developing creative arts programs for children, young people and marginalised regional Queenslanders.

The suite of activities and program more broadly was to address the impacts of flooding on the community of the Somerset region, leading to greater awareness and understanding of psychological and social effects, and environmental factors - building resilience and providing a nurturing and supportive outlet for residents to creatively express their thoughts, cares, and

uncertainties. Workshops and activities were to be developed around the broad theme of flood and the experience of flooding within the Somerset community, through the visual arts, creative writing and the performing arts.

The application which totalled \$92, 834.00 was successful with Council notified of the outcome on December 21, 2023.

Given the late notification of the successful outcome and with allocated funding and the program of events and activities to be completed by June 2024. Accordingly, Council should seek an extension and variation to the grant application. Council Officers will liaise directly with community and arts practitioners to deliver the engagement program rather than employ a dedicated community arts worker.

This project, which will take place around the region will build wellbeing and improve physical and mental health outcomes for the Somerset community.

Attachments

Nil

Recommendation

THAT Council request an extension to the Queensland Flooding – flexible grants program and variation to the grant application.

Resolution

Moved – Cr Whalley

Seconded – Cr Isidro

“THAT Council request an extension to the Queensland Flooding – flexible grants program and variation to the grant application.”

Carried

Vote - Unanimous

Subject:	Arts, Culture and Heritage Plan 2023- 2028: progress report
File Ref:	Community Services - Planning – Community Plans
Action Officer:	ACM

Background/Summary

A summary of actions from the implementation of Council's Arts, Culture and Heritage Plan 2023 – 2028 is provided for Council's information.

Somerset Regional Council Operational Plan 2023 – 2024

To provide reports on the implementation of adopted Arts, Culture and Heritage Plan 2023 – 2028 including five-year action plan.

Actions achieved include;

1.1 Produce high quality, engaging programs that connect and strengthen the community, enabling them to engage on multiple levels as practitioner and/or consumer.

Regular program of approximately 600 events held across Council's cultural venues in 2023. Of note - delivery of inaugural Kilcoy Multicultural Festival in May 2023. Attendance of 600 with residents a vital part of the program.

1.2 Engage local practitioners in programs through showcase or audience engagement.

25% of the workshops delivered at The Condensery in 2023 were delivered by local artists and creatives.

1.8 Bring practitioners to the region to support, connect and contextualise local arts practice and foster dialogue and collaboration.

Over 40 workshops delivered. These included a creative grant writing workshop, how to deliver a community event workshop, pop-up recording studio for the region's musicians and one early career artist mentorship.

1.9 Position Libraries to perform integral role of providing resources and programs to deliver lifelong learning and improve skills in digital, financial and health literacies, and living sustainably.

Growing attendance at events from 2023 - 2024. 543 events held and 6853 attending a program of regular and special activities offered at all branches around the region.

3.7 Facilitate skills training to strengthen artists creative business practice.

Creative skills development program is ongoing and is delivered through the Regional Arts Development Fund (RADF). Three (x3) skills development workshops were delivered at the Somerset Civic Centre in 2023 with three future workshops schedule for mid-2024.

Attachments

Attachment 1: Progress report: Arts, Culture and Heritage Plan 2023 – 2028.

Recommendation

THAT the Progress report: Arts, Culture and Heritage Plan 2023 – 2028 be received and the contents noted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT the Progress report: Arts, Culture and Heritage Plan 2023 – 2028 be received and the contents noted.”

Carried


Vote - Unanimous




Subject:	Tourism and Promotions Report – December 2023
File Ref:	Tourism – Promotions
Action Officer:	CTM

Background/Summary













The following is the December 2023 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	61	41	31	3	14	0	150

 Fernvale VIC	81	73	50	16	25	7	249
 Kilcoy VIC	99	78	162	31	59	15	432
 The Condensery	79	44	40	14	11	0	188

Motivators

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

Active Volunteers 	
Esk	8
Fernvale	20
Kilcoy	9
TOTAL	37

Digital Media

Facebook



Likes 3.5K (+54)
Followers 4,152
(+64)
Reach 125.3K
(+358%)
Reactions 389
Comments 30

Website



Page Views: 13,260
Visitors: 5,260 new, 60 returning
Peak Time: Tuesday, 26 December
Most Popular Pages: Experience Somerset, Summer landing page, Events and Markets, Markets and Experiences on the water
Device Type: 79% Mobile, 13% Desktop, 8% Tablet

Shares 30
Link clicks 4,507

Instagram



1692 (=)
Reach: 2723
(+297%)

Glen Rock Art Gallery (Esk Visitor Information Centre)

The Glen Rock Stitchers held their annual Christmas sale at the Glen Rock Gallery. Featuring all handmade and hand-crafted items from local women. The sale proved very popular with visitors and locals alike, with many purchasing last minute stocking fillers. The money raised from the sale goes directly back to each Stitcher, to help them purchase material for the next year.

Glen Rock Stitchers meet every Thursday at the St Agnes Hall in Esk.

Visitor Information Centre Volunteer Famil

The end of year famil was held on 6 December 2023 to celebrate the year and International Volunteers Day. The Famil took place in Moore and Linville, visiting numerous tourism operators. A Christmas celebration and the presentation of service badges was held at the Linville Hotel.

Somerset Christmas Lights Competition 2023

Delivery and judging for the Somerset Christmas Lights competition continued through November. 26 entries were received across 10 categories, including 6 first time entrants. An awards ceremony was held at the Somerset Civic Centre on Friday, 8 December. The event was well attended.

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. Information will be share once available.

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. Council will see expressions of interest for one Somerset Community Event Group to participate in the program from early 2024.

Tourism Operator Development

The Best of Brisbane Region Experiences Support Program and Transformational Experiences Mentoring Program concluded with a final session with all mentees on Thursday, 16 November. Mentees have been and will continue to work towards reaching the Best of Queensland Experience Status for 2024, with the results expected to be released in May 2024.

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)
- Wivenhoe Triathlon, hosted by Atlas Events (Lake Wivenhoe / Logan's Inlet, 12 and 13 October 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.

Tourism and Marketing Activities

Promotions Officer continues to:

- Prepare content for Summer 2023/2024 campaign.
- Develop concept for video component of 2024 Queensland Tourism Industry Council Top Tourism Town Awards Submissions.
- Prepare for Experience Somerset content capture – Imagery and Video 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 December 2023 and that the contents be noted.

Resolution

Moved – Cr Choat

Seconded – Cr Whalley

“THAT Council receive the Tourism and Promotions Report for the month of December 2023 and that the contents be noted”

Carried

Vote - Unanimous

Subject:	Corporate and Community Services Monthly Report – December 2023
File Ref:	Information Management – Reporting – Corporate Services Report
Action Officer:	DCORP

Background/Summary

Details of the Corporate and Community Services report for the month of December 2023 are as follows:

Records

Documentation – At a Glance – December 2023

Inward/Actioned Documents – 2861	Outward Correspondence - 1290
Customer Service Requests - 236	Councillor Requests – 12 (Twelve)
Emails Processed by the Records Team	
Corporate Mailbox - mail@ - 12,515	Internal Only Records Email – 7,659
Decision Notices/Workshop Outcomes –	Tender/Quotation –
Decision Notices – Twenty Six (26)	Tenders – One (1)
Workshop Actions – Twenty Three (23)	Numbered Quotations – 0

Total Documents Registered for the month of December 2023 – 6996

Email Traffic

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

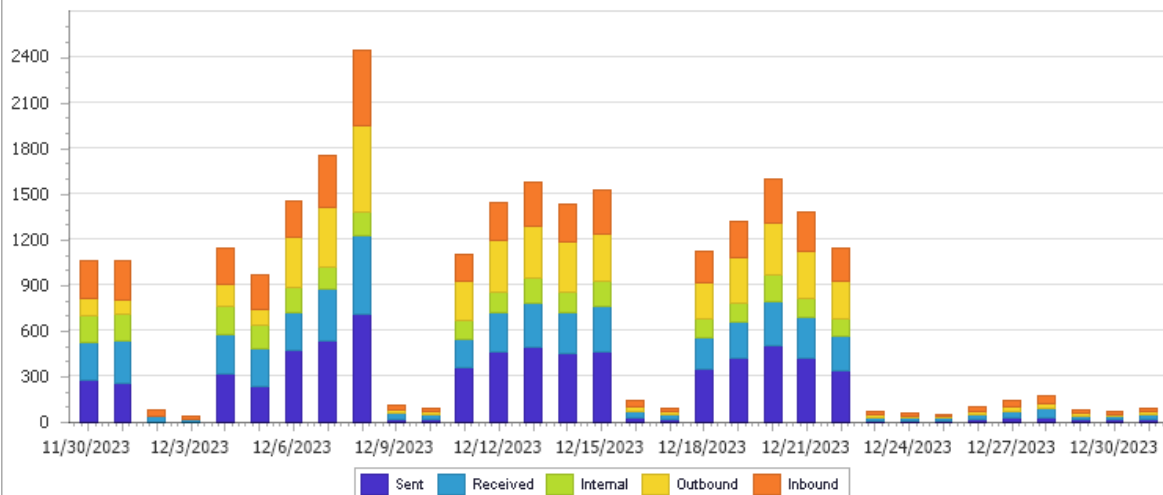
User Traffic Report For:

Somerset Regional Council

Emails between 11/30/2023 and 12/31/2023

Summary

Inbound	Outbound	Internal	Sent	Received
Total Emails: 4932	Total Emails: 5046	Total Emails: 2537	Total Emails: 5102	Total Emails: 7413



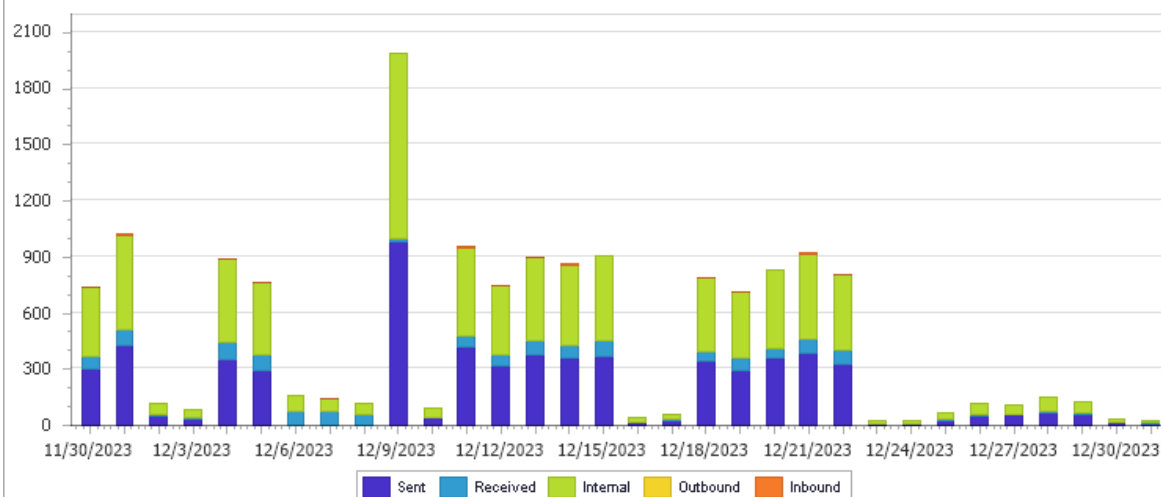
User Traffic Report For:

Records

Emails between 11/30/2023 and 12/31/2023

Summary

Inbound	Outbound	Internal	Sent	Received
Total Emails: 37	Total Emails: 0	Total Emails: 7622	Total Emails: 1259	Total Emails: 6400

**Information and Communication Technology (ICT)**

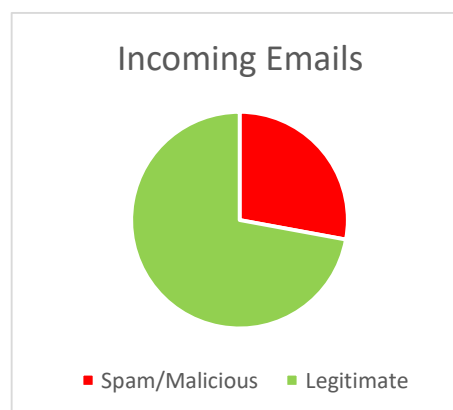
ICT's ongoing strive to continue staying within budgetary considerations and operational requirements for software and infrastructure has not strayed for the conclusion of 2023.

ICT is working closely with the planning department towards an "Animal Allowance" calculator for council's eServices portal, providing residents the ability to make general inquiries on the permitted animals based on their property. These changes will both improve resident information accessibility and decrease time consumption for residents.

Cyber Security

As the year comes to an end the total volume of emails decreased by 18% overall, however malicious emails remain at a steady 28% of that total. 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 carried out by Council to raise awareness for end users, with a 99.4% success rate in the previous campaign.

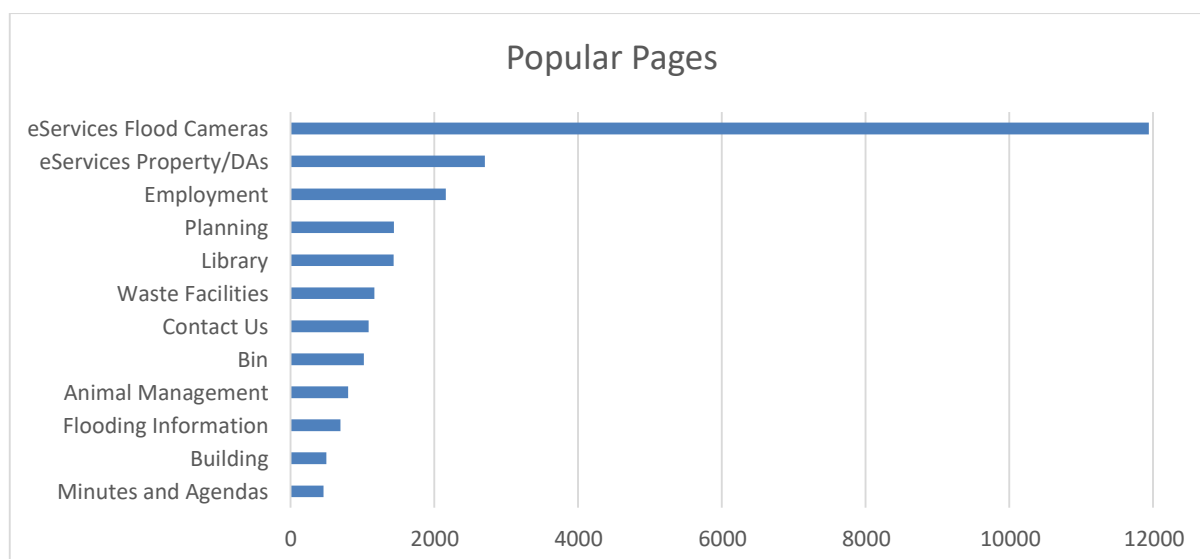
However with more and more malicious cybersecurity threats and attacks occurring to Australian resources and organisations daily requires ICT to stay agile and aware. Some of these attacks more harmful than the others, with a devastating blow a week before Christmas to St Vincent's Hospital in Victoria. St Vincent's staff found evidence of stolen health data containing the details of patients' personal data including private information such as conditions or diagnosis. It has been reported that no data has been dispersed at this stage and that the Australian Cyber Security Centre is working closely with St Vincent's in the wake of this incident.



Council's ICT teams are actively working toward the betterment of our cybersecurity infrastructure with relevant training and technology, however with each day new threats arise to the part. Evidently it is becoming more important that regardless of what data users may consume, that users stay aware of potential ongoing threats.

Websites

The primary corporate website (somersest.qld.gov.au) received 31,521 page views for the month, and eServices (eservices.somersest.qld.gov.au) received 23,386, with large numbers for the eServices flood cameras due to the heavy weather over the Christmas break.



Governance and Business Improvement

Local Laws

A review of Subordinate Local Law No. 2 (Animal Management) 2011 (SLL No.2) and Subordinate Local Law No. 1.5 (Keeping of Animals) 2011 (SLL No. 1.5) was conducted under the Animal Subordinate Local Law Review Project.

At Council's Ordinary Meeting of 29 November 2023, it was resolved that Council would proceed with making, and make the subordinate local laws, as advertised.

By virtue of section 32 of the *Statutory Instruments Act 1992*, the subordinate local laws commence on the date notice is published in the gazette. The making of the subordinate local laws was advertised in the Queensland Government Gazette on 22 December 2023. The new subordinate local laws are available on Council's website.

Delegations

LGAQ released an update to its delegations' registers on 3 November 2023. These have been reviewed, and a report prepared for Council's consideration.

Arts and Culture

 <p>Attendance at Cultural Venues</p>	 <p>Events</p>	 <p>Partnerships</p>
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6237	46	8
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Events

Somerset Celebrates – Australia Day 2024

Friday, January 26, 2024

The event will consist of a Citizenship Ceremony, Australia Day Awards, and catered morning tea. Post formalities attendees will enjoy live music, a jumping castle and face painting for the kids and an Australia native fauna display and photo opportunity.

Judging for the Australia Day Community Award has concluded, and nominees have been notified. Individuals that submitted nominations for the awards have also been sent an invitation to attend the event.

Council will once again participate in hosting an Australia Day Ambassador. Dr Robert McGregor being announced as the 2024 Australia Day Ambassador that is to be aligned with Somerset Regional Council.

Kilcoy Multicultural Carnival – 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 confirmed sponsorship for the 2024 Carnival.

Preliminary meetings have been held prior to Christmas relating to the creation of a steering committee and cultural performances for the event, with the first steering committee meeting due to be scheduled for early February.

Alternate sites were assessed for the 2024 Carnival; however, the carnival will be returning to Yowie Park. This decision was made based on availability, location, and favourable feedback.

Somerset Libraries



Physical Items
Circulated
11,403



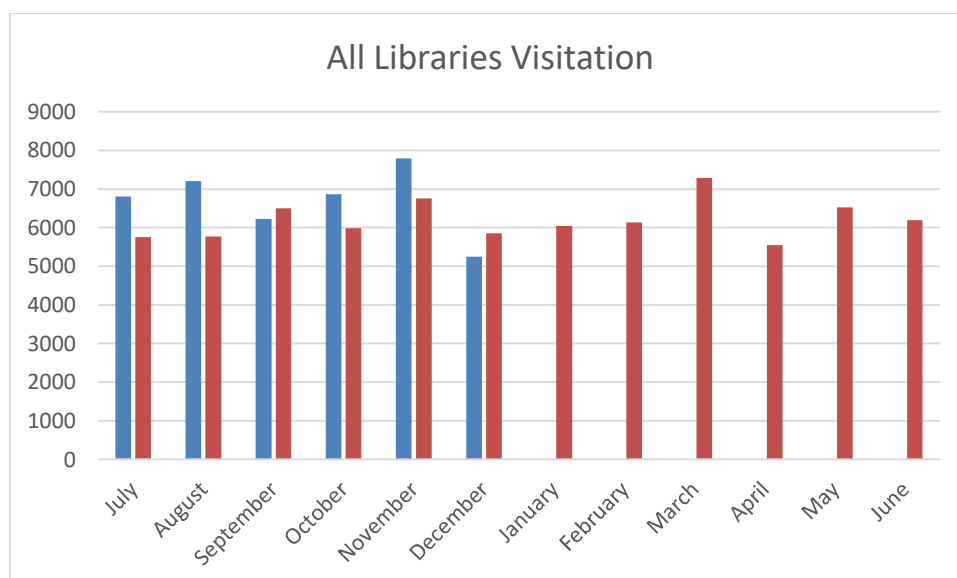
Total visitation
5376



Events and
Activities
26



New Members
58



Legend Table

Despite the shorter month libraries were busy during December with 558 adults, teens and children participating in a wide range of craft, learning and book related activities. Highlights included the Library's participation in Lowood Early Years end of year celebration. 127 children and adults spent time under the shade of First 5 Forever marquee listening to stories, playing games and painting.





During December 274 children participated in the Summer Holiday Program. Activities included cookie decoration, Christmas present wrapping and badgemaking.

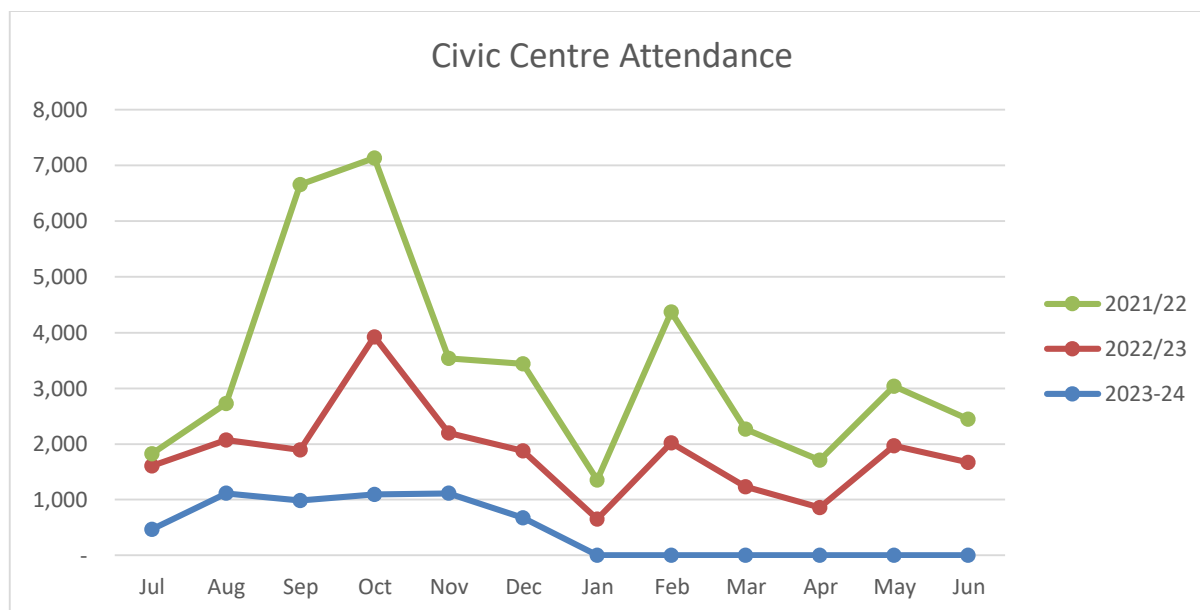
In January the Library is partnering with QAGOMA to deliver the art experience, *The Castle of Tarragindi on Tour*. Created by Brisbane artist Natalya Hughes the program comprises drawing and digital art activities which have been set up as art stations in each library.

Visits to Toogoolawah [24%] and Lowood [4%] libraries continue to rise with a sharp decline in use of Esk Library [44%].

In the lead up to Christmas and the New Year the Library's wifi and computers continued to be well used in all four library locations with 436 hours clocked up on library computers. Formal computer lessons were conducted over 17 hours and 355 customers were assisted with their devices, on computers or to print or scan.

Somerset Civic Centre

			
Visitation	Private - Council Events	Programmed Events	Revenue
673	16	2	\$1,103.36



December was slower coming into the Christmas season for the Somerset Civic Centre. With only a small number of end of year events and council use for workshops slowing down heading into the break.

Friday 8 and Friday 15 December proved to be very active days with Roller Bae, SES Christmas party, Christmas Light Awards and our final programmed event for 2023 – Festival of Small Halls.

Feedback from the Festival of Small Halls was positive, though due to the time of year we did see a limited uptake in ticket sales. The quality of the music acts was outstanding, however due to logistical comments from the tour provider, it has been recommended that potentially tourism or the communities' team could work with any interested non-for-profit groups in the area to support future opportunities of hosting this tour.

In December, a photoshoot was done to provide new and updated images to help promote the venue as a multifaceted space to private hirers and community groups alike.

Coming into 2024 the Somerset Civic Centre team are preparing for a number of community based performing arts projects as well as the first Somerset KidsQuest to be held in February.

The Condensery



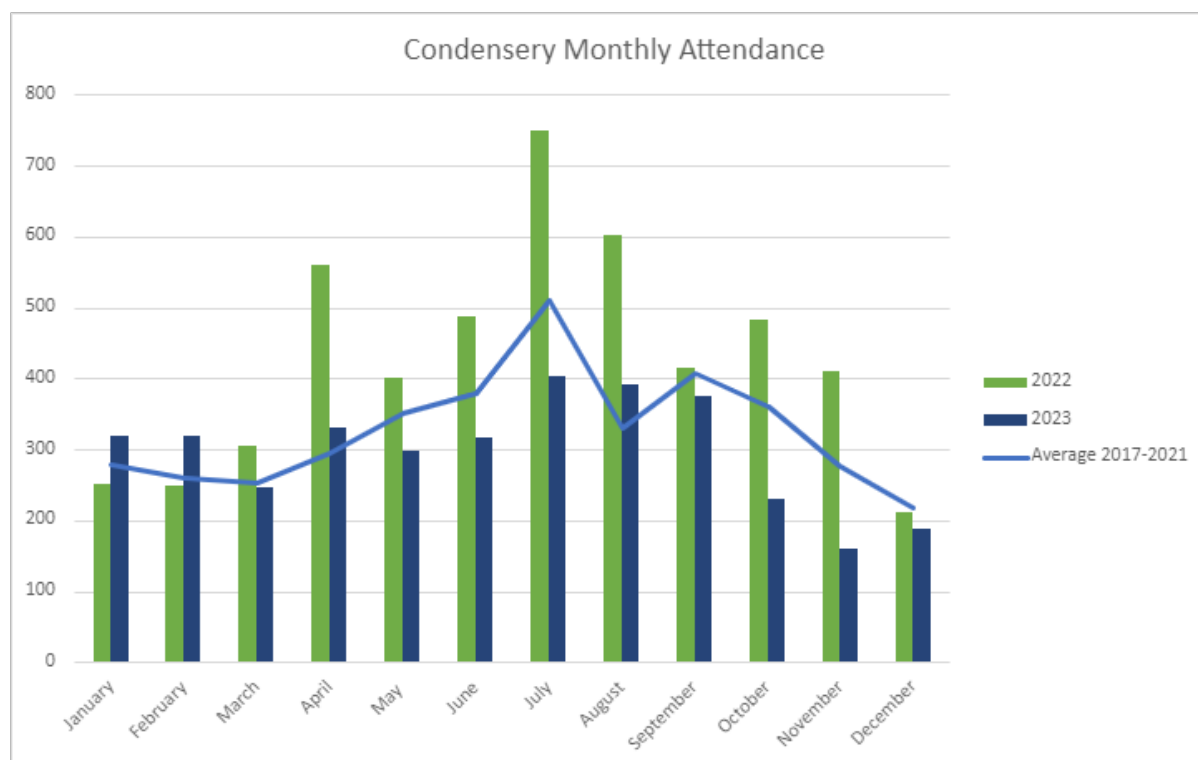
Visitors
188



Public and Educational
Programs
2



Exhibitions presented
and in development
10



In December *Intimate Immensity* by Ian Friend and *Littoralis* by Anita Holsclaw concluded. These exhibitions closed on 3 December and received good feedback. The final public program for this event was an artist talk by Ian Friend on 1 December.

Healing Garden and Remnants - Impressions opened at The Condensery on 9 December. This opening had an attendance of 115 people and featured a series of workshops, talk from artist Hiromi Tango and free lunch. In total, over 670 locals have contributed to *Healing Garden*. Locals can continue to contribute to the exhibition now it is open. There have been positive comments on the large metal flower sculpture in front of The Condensery, installed as part of *Healing Garden*.

The Condensery successfully received Arts Queensland funding for Lionel Fogarty's exhibition in late-2024.

Preparations are underway for launching the 2024 exhibition program at The Condensery.

The Condensery was closed from 4 December to 8 December for installation, then from 23 December until the New Year.

Community Development

Youth Engagement

The Somerset Housing Needs Assessment (HNA) is in progress with consultants preparing an initial desktop report. The HNA is an outcome of the Somerset Social Plan and focusses on housing needs for older person, persons living with a disability, and crisis and emergency accommodation. The next stage will proceed early in the new year and include a resident survey and two focus group meetings.

The Youth Engagement Strategy is currently under development. Preliminary work continued through December.

A Memorandum of Understanding for the establishment of the emergency food bank based from the old Toogoolawah Community Gym in McConnel Park was signed with the Anglican Church of Esk and Toogoolawah. Food distribution commenced in early December. The aim of this service is to provide small parcels of food, to help people stretch their budget to pension or pay day. Toogoolawah has seen a greater take up than in Esk, with two attendees being referred for further assistance to the Somerset Region Support Service.

Council's Youth and Community Development Officer attended the Mercy Early Year's Christmas Party on 13 December at Clock Park in Lowood. This event attracted around 70 families. Attendance at event enabled the Officer to share information about the school holiday program and support services offered by Council. The Community Development Coordinator attended Able Australia's Christmas break up at Lowood on 18 December. Able support people over 60 years with an active living program. Council has been partnering by providing Movement to Music for this group and it was good to hear how this has helped people with their mobility and mental health.

On 8 December Council held the Rollabae Disco event utilising the Somerset Civic Centre carpark. This was the second year the event was held. The event was held during the late afternoon - early evening on the last day of the school term. About 200 people attended. Food vendors were also in attendance, allowing families to stay and enjoy the start of the school holidays.

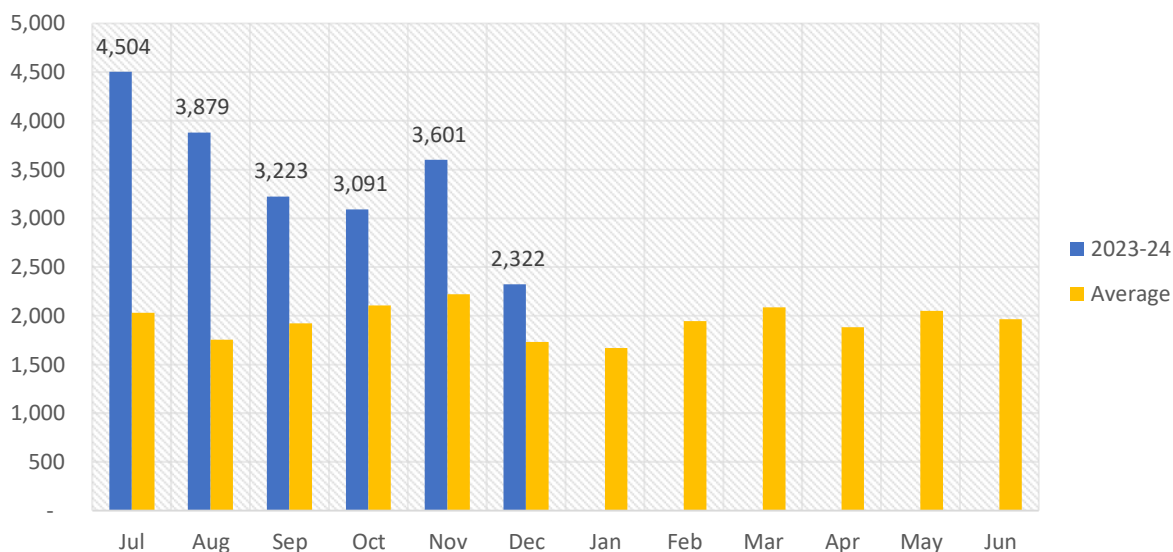
The Youth and Community Development Officer continued preparations for the Somerset Youth Leaders Camp to be held from 15 to 17 January 2024 at the Tallebudgera Outdoor and Environmental Education Centre. The Camp will be attended by over 30 students from across the Kilcoy, Lowood and Toogoolawah State High Schools. Teachers from Lowood and Toogoolawah State High Schools will also be in attendance. The camp will focus on developing student leadership skills and engaging with youth leaders regarding Somerset youth issues and Council policies.

Sport and Recreation

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

Fernvale Indoor Sports Centre (PCYC Fernvale)

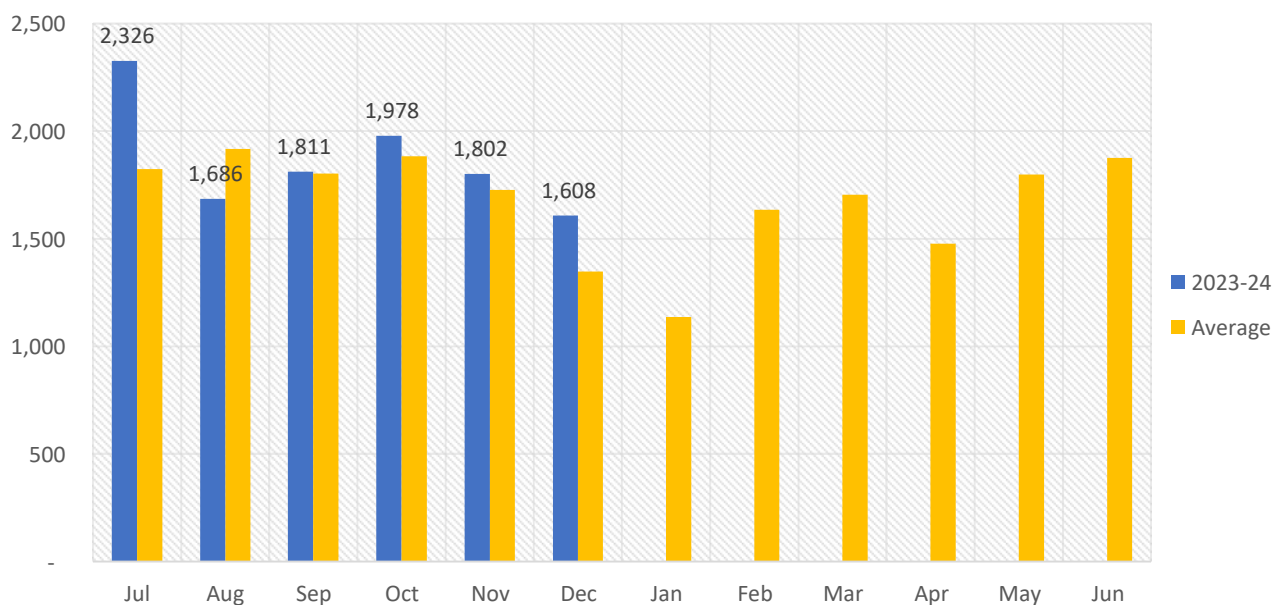
- Comparative to monthly historical average – positive (Average – 2,106).
- Gym membership change – decreased -180 (Current membership – 826).
- Launch of new infant and toddler program – “Playtime”.
- 24 young people attended driving lessons as part of “Braking the Cycle” program.
- One person received their provisional licence and staff undertook program training.
- Recreational gymnastics students presented their end of year showcase with 115 students in attendance.
- 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 +472 (Average – 1,977).
- Gym membership change – negative -10 (Current Membership –110).
- Increased response to government program for knee and hip rehabilitation with physio and physiologist now co-funded by centre.
- Continued growth of all abilities program.
- No incidents to report.

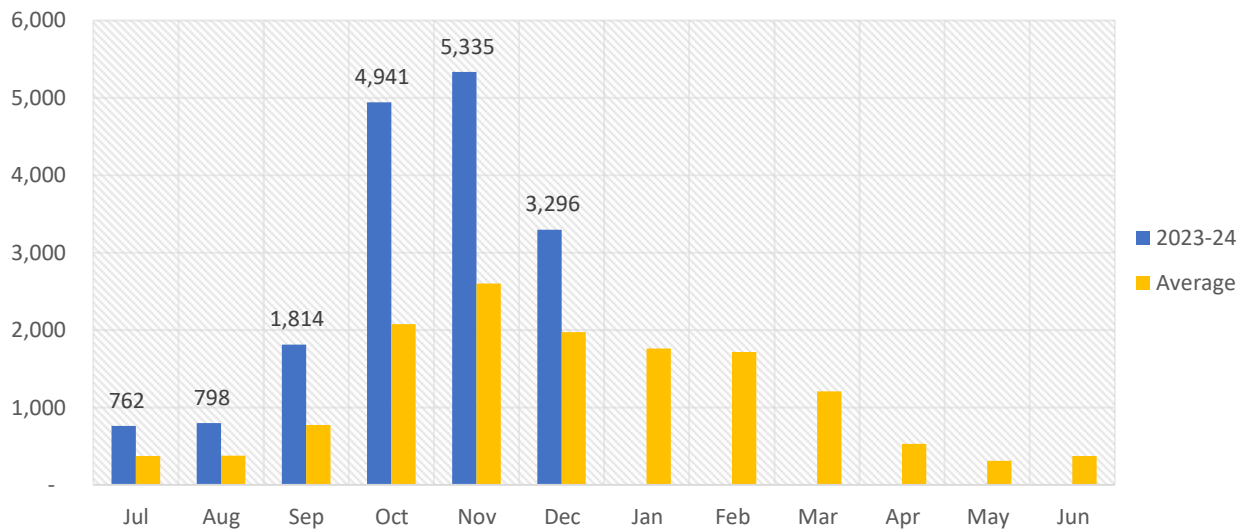


Graph: Monthly Attendance of the Kilcoy Indoor Sports Centre - 2023-24 versus Average

Toogoolawah Swimming Pool and Community Gym

- Monthly attendance record for December (3,296).
- Comparative to monthly historical average – positive (Average – 1,977).
- Gym membership change – negative - five (Current membership - 47).
- Awarded Swim School of Excellence with AUSSWIM.
- State school after care programs from across region held break up parties.

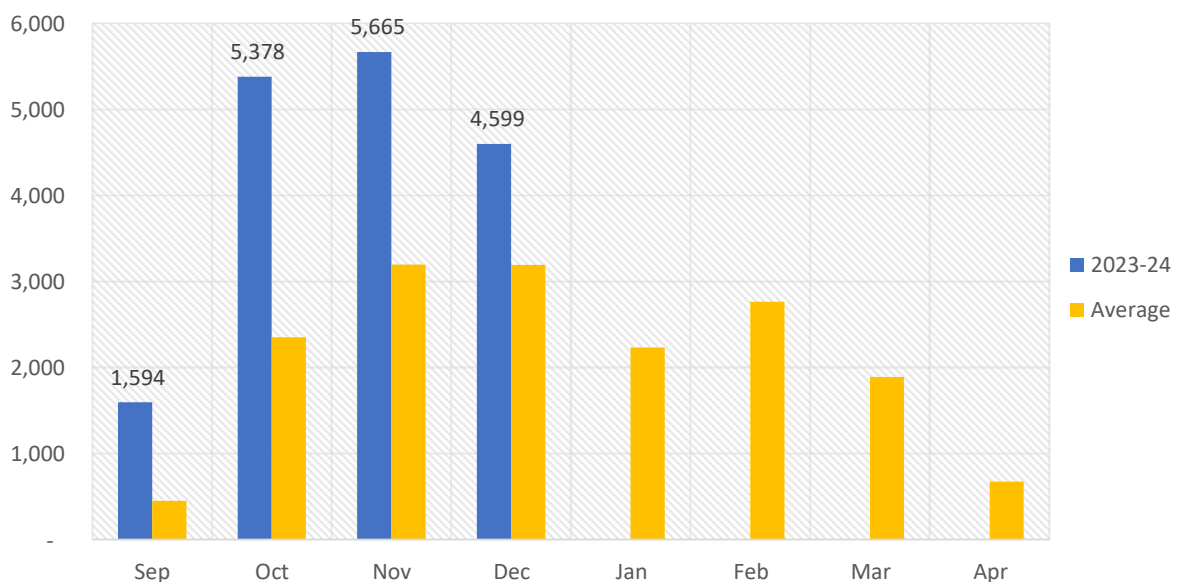
- One minor incident to report – minor theft from reception – No council action required.



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

Lowood Swimming Pool

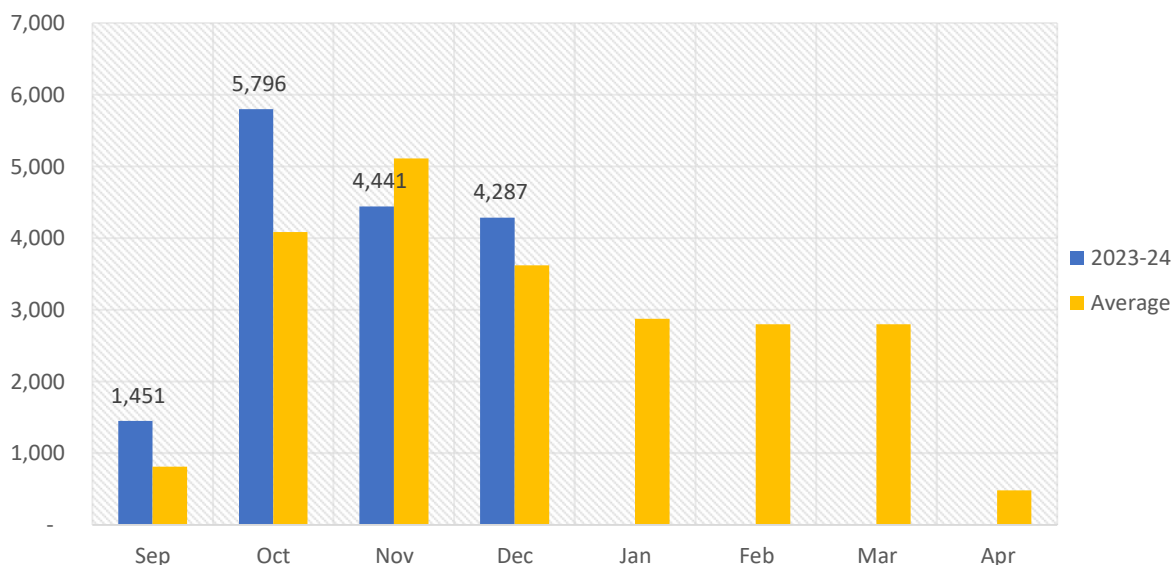
- Comparative to monthly historical average – positive (Average – 4,309)
- Lowood Swimming Club recommenced with three Wednesday night trials.
- Learn-to-Swim and aqua aerobics programs continued to grow.
- Four shutdowns due to storm activity and lightning.
- Four minor incidents. No Council follow up required.



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

Kilcoy Aquatic Centre

- Comparative to monthly historical average – positive (Average – 3,620).
- No incidents to report.



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

Sport and Recreation Highlights and Projects

- The Marburg Mount Crosby Thunder Cricket Club held a rescheduled celebration match for the launch of cricket at the Fernvale Sports Park. The day - night limited over match saw the Thunder host the charity driven Wanderers Cricket Club (Brisbane) in a close contest. Mayor Lehmann was on hand to officially open the use of the turf wicket for competition cricket matches and bowled the first official ball of the contest.
- Council Officers facilitated a 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 collaboration with the Kilcoy District Football Club (Kilcoy Yowies) An irrigation site review took place in December. 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.
- Planning continued for Minor Infrastructure Projects, including the installation of an irrigation system and field refurbishments (including the installation of new goal posts) at the Esk Recreation Reserve and the extension of the Brisbane Valley Soccer Clubhouse to include amenities facilities at the Lowood Recreational Complex.
- Pool Movie Nights were held across the region as part of the Christmas School Holiday Program at the aquatic facilities in Kilcoy, Lowood and Toogoolawah. Council provided free entry and community BBQ. Kilcoy Aquatic Centre hosted over 300 patrons. Storms forced the rescheduling of the Lowood and Toogoolawah events to the following week. Both facilities still had over 200 patrons enjoy the events. SES volunteers ensured Santa was on hand to present lollies to the younger attendees.

Attachments

Nil

Recommendation

THAT Council receive the Corporate and Community Services report for December 2023 and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Gaedtke

“THAT Council receive the Corporate and Community Services report for December 2023 and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Tender 1330 – Scrub Creek Road New Bridge Construction
File Ref:	Corporate Management - Tendering-Quotation - Tenders
Action Officer:	WM

Background/Summary

A new bridge is to be constructed at the Scrub Creek Road crossing of the Brisbane River, Braemore. This new bridge will replace the existing causeway severely damaged as part of the February 2022 floods and is being replaced under the State and Federal Government's betterment program.

The aim of the project is to construct a concrete bridge to replace the old causeway and to improve flood immunity for the Scrub Creek Road and will include the following elements:

- The construction of a new concrete bridge and approaches;
- Earthworks including channel reshaping;
- Demolition and remove of the old concrete causeway and culverts;
- Associated landscape work; and
- Road furniture and signage.

Funding

Funding has been secured through the State and Federal Government's Betterment program, including a Council contribution.

Procurement

Tenders were invited for the Scrub Creek Road bridge construction project. Tenders were released on 17 November 2023 and closed on 20 December 2023. A total of eight tenders were received with six being assessed as being conforming tenders and two non-conforming tenders. The conforming tenders were assessed by the assessment panel in accordance with Council's Procurement Policy and the section criteria as outlined in the tender documents.

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

Tender	Name of Tender	Price Score	Overall Score
1	Silverstrand Development Pty Ltd	10	9.17
2	CPM	8.3	8.27
3	Doval	7.1	7.59
4	Pentacon	7.1	7.37
5	SGQ	6.4	7.22
6	CMC	5.6	6.75
7	Ark Construction Group	Non-conforming	
8	Davbridge	Non-conforming	

Silverstrand Development Pty Ltd (SDP)

SDP's price is the lowest price received. The submission provided detailed methodology and a compliant program that meets the timeline specified in the tender request. SDP has a good track record of working on similar and larger projects.

CPM Civil (CPM)

CPM's price is the second lowest price received. The submission included detailed methodology and a compliant program that meets the timeline specified in the tender request. CPM has a good track record of working with SRC and have delivered similar and larger bridge projects.

Doval Constructions QLD Ltd

Doval's price was the third lowest price received. Doval provided detailed methodology and a program that meets the timeline specified. Doval has good track records of working on similar and larger projects.

Pentacon Pty Ltd

Pentacon's submission was compliant with detailed methodology provided and a conforming program. However, upon evaluation, it did not demonstrate a clear competitive edge when compared to the top three rated tenders above.

SGQ Pty Ltd

SGQ's submission was compliant, with substantial efforts put into preparing the construction methodology and a detailed program. However, when compared to others, the submission does not rank in the top three for overall best value index.

CMC Pty Ltd

CMC's tender price was the highest price received. The submission was of high quality included detailed methodology and compliant program. However, when the price index is considered, the submission ranked in the bottom three for best value index.

Ark Construction Group

Ark's submission included a construction program extending beyond the specified timeline outlined in the tender request, extending up to November 2024. The submission is considered non-conforming due to its extended program.

Davbridge Constructions

Davbridge's submission included a construction program extending beyond the specified timeline, reaching November 2024. The submission is deemed non-conforming as it does not satisfy the specified program constraints outlined in the tender request.

Attachments

CONFIDENTIAL ATTACHMENT – Tender Assessment Summary Sheet

Recommendation

THAT Council awards Tender 1330 – the construction of a concrete bridge on Scrub Creek Road to Silverstrand Development Pty Ltd for an estimated tender price of \$3,886,887.40 (inclusive of GST).

Resolution

Moved – Cr Gaedtke

Seconded – Cr Choat

“THAT Council awards Tender 1330 – the construction of a concrete bridge on Scrub Creek Road to Silverstrand Development Pty Ltd for an estimated tender price of \$3,886,887.40 (inclusive of GST).”

Carried

Vote - Unanimous

Subject:	Quote 1307 – Lowood Minden Rd - Millewski Rd to Zabels Road North
Intersection	
File Ref:	Corporate Management - Tendering-Quotation - Tenders
Action Officer:	WM

Background/Summary

This project is located on Lowood Minden Road between the intersection of Lowood Minden Road and Millewski Road to the intersection of Lowood Minden Road and Zabels Road North. The aim of the project is to reconstruct, resurface and widen Lowood Minden Road, and also improve the intersection of Lowood Minden Road and Zabels Road North, which includes the following works:

- Road reconstruction and resurfacing;
- Road widening;
- Pavement stabilisation;
- Drainage works and stormwater structures;
- Landscape, line marking, road furniture;
- Other associated works as per the design plans;
- Managing works adjacent to PUP;
- Traffic Management.

The project consists of two Separable Portions:

- Separable portion one (SP1) from intersection of Lowood Minden Road and Zabels Road North to intersection of Lowood Minden Road and Millewski Road; and
- Separable portion two (SP2) Intersection of Lowood Minden Road and Zabels Road North.

Funding

Council has grant agreements in place for the construction of two sections of Lowood Minden Road:

- State SEQCSP-funded section at the intersection of Lowood Minden Road with Zabels Road North with a budget of \$1,375,900. The 2021 grant agreement requires this section to be completed by 30 June 2024. The section is referred to as “separable portion 2) or SP2;
- Commonwealth HVSPF-funded section from chainage 8.13km at the intersection of Lowood Minden Road and Zabels Road north to 9.45km near the intersection of Lowood Minden Road and Millewski Road with a grant agreement project value of \$1,434,204. The 2022 grant agreement requires this section to be completed by 30 May 2025. The section is referred to as “separable portion 1) or SP1.

The total expected project value in the funding agreements is \$2,810,104 (excluding GST).

Both funding programs have been significant funding sources for Somerset Regional Council. SEQCSP 2021-2024 round provided around \$8M in agreed total funding. HVSPF recently provided \$5M funding for constructing/upgrading Muckerts and McCulkins Lanes along with other major projects funded.

Procurement

Request for Quote (RFQ) were invited for the Separable Portion two SP2 Intersection of Lowood Minden Road and Zabels Road North via Vendor Panel – local Buy. The RFQ was

released on 12 December 2023 and closed on 12 January 2024. Two quotes were received which are deemed conforming. They were evaluated by the assessment panel in accordance with Council's Procurement Policy and the selection criteria as outlined in the RFQ documents.

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

Tender	Name of Tender	Price Score	Overall Score
1	Brown Contractors	10	9.42
2	RG Civil	9.8	8.97

Brown Contractors

Brown Contractors' submitted a conforming quote and a program that meets the timeline specified. A detailed methodology and staging were provided. Brown Contractors also provided good track records of working on similar projects. The company is locally based and has the highest overall best value index score for this project.

RG Civil Pty Ltd

RG Civil submitted a competitive quote, with a compliant program with detailed methodology and staging. The company has completed a number of similar projects. RG Civil scored lower than Brown Contractors in the overall best value index for this project.

Attachments

CONFIDENTIAL ATTACHMENT – Tender Assessment Summary Sheet

Recommendation

THAT Council award Quote 1307 Lowood Minden Road – Separable Portion two SP2 Intersection of Lowood Minden Road and Zabels Road North upgrade to Brown Contractors for an estimated lumpsum price of \$2,241,260.81 inclusive of GST.

Resolution

Moved – Cr Choat

Seconded – Cr Whalley

"THAT Council award Quote 1307 Lowood Minden Road – Separable Portion two SP2 Intersection of Lowood Minden Road and Zabels Road North upgrade to Brown Contractors for an estimated lumpsum price of \$2,241,260.81 inclusive of GST."

Carried

Vote - Unanimous

Subject:	Brisbane Sporting Car Club Limited – Request to Temporarily Close a Section of Western Branch Road for a Car Rally – Saturday, 16 March 2024
File Ref:	Roads - road closures - temporary (Doc Id1574035)
Action Officer:	CSSA

Background/Summary

A request has been received from Brisbane Sporting Car Club Limited seeking permission to temporarily close a section of Western Branch Road from the intersection of Western Branch Road and River Road, Mt Stanley to the boundary of Western Branch Road and Linville Forest Road between 0700 hours to 1900 hours for a car rally.

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

The rally will be based at the Manumbar Campdraft Association grounds at Manumbar, and most of the rally will be conducted on closed Forestry roads within Gallangowan, Elginvale, East Nanango Forest and South Nanango State Forest. There is only one stage of the rally being held on a section of Western Branch Road from the intersection of Western Branch Road and River Road, Mt Stanley to boundary of Western Branch Road and Linville Forest Road (shire boundary between Somerset Regional Council and South Burnett Regional Council). Traffic control officials will be used to control this road closure and a traffic management plan will be provided.

There will be a maximum number of 50 entrants with minimal impact on public traffic.

The car club has advised:

- Public notices will be placed in local newspapers two weeks prior to the rally;
- Road closure notification boards will be placed on affected roads and within the State Forest at least four weeks before the rally;
- Forestry lessees have been advised of the date and times of the event by HQ Plantations;
- Agreement on the use of facilities at the campdraft grounds has been reached with the Manumbar Campdraft Association;
- HQ Plantations Pty Ltd has given approval for the road closures within the State Forest.

Attachments

Attachment 1 – Map

Recommendation

THAT approval be given to Brisbane Sporting Car Club Limited to temporarily close the section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road on Saturday, 16 March 2024 to hold their rally subject to the following conditions:

- The section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road must only be closed from 0700 hours to 1900 hours on Saturday, 16 March 2024;
- All work on Council controlled roads must be carried out in accordance with the Manual of Uniform Traffic Control Devices and any other relevant state standards, regulations or laws;
- Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event;
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road;
- Provide to Council a copy of the public liability insurance to the value of \$20,000,000 with Somerset Regional Council being listed as an interested party;
- A letter drop to all neighbouring/affected properties advising them of the road closure.
- Set up a detour to traffic through River Road as per the Manual of Uniform Traffic Control Devices.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT approval be given to Brisbane Sporting Car Club Limited to temporarily close the section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road on Saturday, 16 March 2024 to hold their rally subject to the following conditions:

- The section of Western Branch Road from the intersection of Linville Forestry Road to the intersection of River Road must only be closed from 0700 hours to 1900 hours on Saturday, 16 March 2024;
- All work on Council controlled roads must be carried out in accordance with the Manual of Uniform Traffic Control Devices and any other relevant state standards, regulations or laws;
- Traffic Management Plan including a Traffic Guidance Scheme to be forwarded to Council in advance of the event;
- Provide to Council a copy of the permit issued by Queensland Police Service for the temporary closure of this section of Western Branch Road;
- Provide to Council a copy of the public liability insurance to the value of \$20,000,000 with Somerset Regional Council being listed as an interested party;
- A letter drop to all neighbouring/affected properties advising them of the road closure.
- Set up a detour to traffic through River Road as per the Manual of Uniform Traffic Control Devices.”

Carried

Vote - Unanimous

Subject:	Linville Brisbane Valley Rail Trail Trailhead Masterplan
File Ref:	PARKS AND RESERVES – PLANNING - Reserves
Action Officer:	MES

Background/Summary

In April 2022, Council supported the proposed joint funding arrangement with the Department of Transport and Main Roads to develop a masterplan for the Linville Brisbane Valley Rail Trail (BVRT) Trailhead, including the camping area. The key objectives of the masterplan were as outlined below.

Objectives of the master plan, is to incorporate:

1. *The safe movement of trail users along the trail, with minimal conflict with camping vehicles;*
2. *The safe movement of campers from camping areas to facilities and town;*
3. *Identified camping area(s);*
4. *The promotion of the historic values of the site, including the carriages, building and associated rail infrastructure;*
5. *Strong linkages back to the town and nearby playground;*
6. *The use of endemic species in landscaping;*
7. *A cost-effective solution that minimises ongoing maintenance costs.*

A preliminary draft was prepared and presented to the Brisbane Valley Rail Trail Steering Committee for initial feedback, which informed the final draft that was released for public consultation in July 2023. Council Officers held a drop-in information session at the Linville Hall on 27 July 2023, where approximately forty (40) people attended over the four-hour session. Council simultaneously commenced an online “Have Your Say” campaign, which closed on the 31 August 2023. A total of thirty-eight (38) responses were received via the online survey. Two formal responses were received from the Linville Progress Association and The Australian Trail Horse Riders Association. Overall, throughout the consultation, there was overall support for the concept and good feedback to be incorporated in future detailed design.

The final concept plans have been attached to this report for Council's adoption to allow Officers to continue with detailed design and seek external funding for implementation of the masterplan. Detailed design will go through additional community consultation to ensure the design continues to deliver on the objectives of the masterplan.

Attachments

Linville BVRT Trailhead Masterplan

Recommendation

THAT Council adopt the Linville BVRT Trailhead Masterplan concept for the purposes of detailed design and seeking grant funding as opportunities arise.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT Council adopt the Linville BVRT Trailhead Masterplan concept for the purposes of detailed design and seeking grant funding as opportunities arise.”

Carried

Vote - Unanimous

Subject:	Wildlife Warning Signs Request Assessment Procedure
File Ref:	Roads – Bridges – Drainage - Traffic Furniture
Action Officer:	CD

Background/Summary

Council has received increasing numbers of requests for installation of wildlife warning signs to be installed in the region. Currently there are no clear guidelines or standards in relation to the size, type, and number of wildlife warning signage to be installed at any given location.

The Manual of Uniform Traffic Control Devices (MUTCD) outlines in section 4.11.6.1 that:

Wildlife warning signs shall be installed when:

- *wildlife frequently encroaches onto the road or roadside in localised areas when there is a significant traffic volume, or*
- *where drivers are unlikely to expect wildlife.*

As a largely rural region, drivers should expect wildlife on all roads, so the first point is largely the only direction given to Council officers when assessing requests. It is unsustainable to install wildlife warning signage on every road where wildlife is sighted due to the initial and continuing costs associated with signage and decrease in slashing efficiency.

Wildlife warning signage is installed as a warning to road users indicating the possibility of animals on any given section of road. Wildlife warning signage is not specifically intended to perform an animal preservation act and their effectiveness for this purpose has not been shown to provide any reduction in animal collisions.

Council Officers have undertaken a review of documentation from Local Councils within the SEQ Region with regards to the effectiveness of these type of signs. Evidence suggests that Local Councils install wildlife warning signage to “be seen to be doing something” but in essence, they make little difference in reducing vehicular collisions with animals.

States such as the Australian Capital Territory that have previously trialled these signs, no longer install them in urban roads and only in limited rural areas due to little supporting evidence of their effectiveness in preventing animal collisions.

Options available to Council when considering a request to install wildlife signage are:

1. Reject the request;
2. Approve the request;
3. Undertaken an assessment of the requested road, utilising the following criteria or as in attached the assessment flowchart:
 - Assess the type of animal found in the area (if the animal is environmentally significant from state classification or within established wildlife conservation area or animal species is listed as endangered);
 - Assess adjacent habitat (roadside environment i.e. wildlife corridors);
 - Assess existing wildlife warning signs within the area;
 - Review traffic volumes and speeds (500 vehicle per day with 20% or greater heavy vehicles with posted speed of 60 km/h or higher);
 - Review crash data (number and severity of recorded crashes and if any are animal-related), and;
 - Review the number of recorded animal related crashes, if available.

To streamline the assessment process the attached request flow chart has been developed.

Attachments

Wildlife Warning Signage Request Flow Chart

Recommendation

THAT Council when they receive a request for Wildlife warning signage to be installed; undertake an assessment of the requested road, utilising the following criteria or as in attached assessment flowchart:

- Assess the type of animal found in the area (if the animal is environmentally significant from state classification or within established wildlife conservation area or animal is a species listed as endangered);
- Assess adjacent habitat (roadside environment i.e. wildlife corridors);
- Assess existing wildlife warning signs within the area;
- Review traffic volumes (500 vehicle per day with 20% or greater heavy vehicles with posted speed of 60 km/h or higher);
- Review crash data (number and severity of recorded crashes and if any are animal-related), and;
- Review the number of recorded animal related crashes, if available.

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

“THAT Council when they receive a request for Wildlife warning signage to be installed; undertake an assessment of the requested road, utilising the following criteria or as in attached assessment flowchart:

- Assess the type of animal found in the area (if the animal is environmentally significant from state classification or within established wildlife conservation area or animal is a species listed as endangered);
- Assess adjacent habitat (roadside environment i.e. wildlife corridors);
- Assess existing wildlife warning signs within the area;

- Review traffic volumes (500 vehicle per day with 20% or greater heavy vehicles with posted speed of 60 km/h or higher);
- Review crash data (number and severity of recorded crashes and if any are animal-related), and;
- Review the number of recorded animal related crashes, if available."

Carried

Vote - Unanimous

Subject:	Waste Reduction and Recycling Plan Update
File Ref:	Waste management - planning - waste reduction strategies
Action Officer:	DOPER

Background/Summary

Council is obligated to have a waste minimisation plan and Council's current Waste Reduction and Recycling Plan was for 2018-2022.

The update of the plan was deferred due to:

- Ongoing changes to the waste management legislative environment;
- Resources focused on capping Jimna and Kilcoy former landfills;
- Resources focused on construction of the new landfill cell at Esk landfill;
- Council's ongoing participation in the Council of Mayors SEQ Waste Management Plan, released publicly on 12 November 2021;
- The extensive flooding March and May 2022 and associated restoration works; and
- Resources focused on rolling out the region wide kerbside recycling collection in 2022;

The previous plan had four (4) primary initiatives:

- Promote the waste hierarchy message of the 3 R's – Reduce, Reuse, Recycle. Council as part of the Council of Mayors SEQ has been able to participate in regionally consistent education and messaging.
- Through recycling, re-use and composting help in reducing the amount of waste that makes its way to landfill. Significant improvements have been made resulting in diversion of much green waste and recyclable materials being diverted from landfill.
- Investigate opportunities to partner with neighbouring Council areas to address management of all waste streams, including reduction, reuse, recycling and waste to energy projects. Over the time of the plan, Council has actively participated in multiple partnering opportunities.
- Promote recycling within Council owned buildings. Council continues to strive to provide leadership in this initiative.

The waste environment has changed since 2018 with major state and federal legislation changes specifically in relation to recycling. During this time of change Council has continued to implement the Waste Reduction and Recycling Plan and below is an assessment of performance against the strategies identified for each of these primary initiatives.

Waste Reduction and Recycling Plan 2019-2022 Performance

Strategy	Status	Comment
<i>Initiative: Promote the waste hierarchy message of the 3 R's - Reduce, Reuse, Recycle</i>		
Participate in recycling week each year by issuing press releases and/or social media posts promoting recycling	Ongoing	Council continues to promote recycle week and other waste reduction SEQ or statewide education programs on its various social medial platforms.

Strategy	Status	Comment
Communicate with schools regarding recycling week and how all the community can participate	Ongoing	Council officers continue to work with local schools on recycling week programs.
Place a link on Council's website highlighting recycling activities.	Complete	Council most recently updated this link following the rollout of kerbside recycling bins in the collection zone. https://www.somerset.qld.gov.au/recycling
<i>Initiative: Through recycling, re-use and composting help in reducing the amount of waste that makes its way to landfill</i>		
Installation of E-waste facilities at council's four Refuse and Recycling Centres	Complete	An e-waste collection bin is located at each of the four sites.
Continue to provide recycling opportunities at each of our facilities – i.e. Esk, Kilcoy, Coominya and Harlin	Ongoing	Each facility has opportunities for recycling, with separation of reusable material actively encouraged.
Establish detailed data collection to help measure the quantities received each year to help the understanding of our waste streams and any increase/decrease in behaviour. Look at utilising technology to assist in the recording of data and possible issuing of receipts.	Ongoing	Weighbridge installed at Esk Refuse and Recycling Centre as the only working landfill in the region.
Promote the Tip Shops in our region by highlighting those activities as part of Recycling Week and at other times throughout the year, i.e. Council Quarterly newsletter	Ongoing	While Council no longer produces a quarterly newsletter, the Tip Shops are promoted both through their prominent position in the sites and when opportunities arise.
Look at options for providing free dumping of green waste to promote that activity and divert green waste away from landfill	Complete	Council does not charge for domestic quantities of chippable green waste that is separated and delivered in light vehicle.
When installing surfacing to playgrounds, look favourably on suppliers who utilise recycled or renewable materials.	Complete	This is considered as part of the procurement process.
Through education and training, increase the amount of recovered material at each of our facilities. For example, a 10% rise in recyclable material recovered across all streams.	Partially complete	The changing landscape of waste management in Queensland, containers collections scheme and the introduction of kerbside recycling by Council has increased the amount of recyclable material collected, however, this may not be specifically at each of our facilities.
Look for options to deal with recyclables that currently have limited markets at present, for example glass.	Complete	The federal and state waste policies have changed considerably since the writing of the plan. Council introduced kerbside waste collection in Sept 2022 and diverted over 900T from landfill in the first 12 months.
Communicate with peak recycling bodies to see what assistance they might be able to give us with recycling initiatives, and in particular finding of markets for recyclable material	Complete	Council has actively participated in two collaborative processes with SEQ Council of Mayors Waste Management Working Group and the South West Sub-Regional Waste Alliance to explore and exploit opportunities that exist regionally.

Strategy	Status	Comment
		The federal and state waste policies have changed considerably since the writing of the plan, negating further need to explore this action any further.
Support the CRPO scheme when it becomes operational	Complete	Council provided sites for establishment of pop up container collection scheme operators to work from and continue to work with COEX to ensure the region continues to be serviced.
<i>Initiative: Investigate opportunities to partner with neighbouring Council areas to address management of all waste streams, including reduction, reuse, recycling and waste to energy projects</i>		
Council will look at forming alliances with neighbouring Council areas to explore opportunities to possibly manage waste collection at a regional level. This could have significant benefits for Somerset due to the size and scale of those Councils who we are hoping to partner with. All waste streams will be investigated as part of this process.	Complete	Council has actively participated in two collaborative processes with SEQ Council of Mayors Waste Management Working Group and the South West Sub-Regional Waste Alliance to explore and exploit opportunities that exist regionally. The findings of these studies have informed other activities of Council, including Council's kerbside waste collection service.
<i>Initiative: Promote recycling within Council owned buildings</i>		
Develop a waste minimisation strategy for Council buildings	Complete	Council has implemented active and passive educational programs and opportunities for diversion from landfill at Council buildings.
Provide recycling bins at each of Council buildings to allow for recyclable materials to be placed in suitable bins.	Complete	Recycling bins have been installed at all Council facilities.

Overall, the strategy has been successful and delivered on its key initiatives. In preparation for the next plan, it is proposed to continue to focus on these initiatives, while the strategies may be further refined.

FOGO or food organics, garden organic services are being trialled and rolled out through SEQ, however, the tyranny of distance combine with the small rate base in the Somerset region makes the introduction of a third bin unsustainable without external funding support. It is proposed that Somerset takes a local based solution in this space, investigating opt in kitchen tidies and composting education and equipment, subject to funding becoming available.

Kerbside recycling education will be informed by ongoing audits in conjunction with IWS.

To further improve recycling at the transfer stations, Council officers have been working with consultants to develop informed master plans for the three major transfer stations. Modern transfer stations encourage customers to separate their waste streams by making it convenient to unload recyclable material before getting to the landfill point. Upon completion of these master plans, external funding will be sought for improving our transfer stations.

Council officers seek endorsement of these strategies prior to developing the waste management plan for community consultation.

Attachments

NIL

Recommendation

THAT Council Officers prepare a Waste Management Plan for community consultation in 2024, based on the approach of developing a sustainable strategy to meet Council's legislative obligations to minimise waste going to landfill and maximise opportunities for increased reuse and recycling of waste streams.

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council Officers prepare a Waste Management Plan for community consultation in 2024, based on the approach of developing a sustainable strategy to meet Council's legislative obligations to minimise waste going to landfill and maximise opportunities for increased reuse and recycling of waste streams”

Carried

Vote - Unanimous

Subject:	Operations Report for December 2023
File Ref:	Governance – Reporting – Officer Reports
Action Officer:	EAO

Background/Summary

Details of the Operations report for the month of December 2023 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;
- England Creek Road, England Creek;
- Kleinhans Court, Lowood;
- Highland Street, Esk; and
- Kilcoy Transfer Station, Kilcoy.

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

- Minden State School drop-off, STIP 2023-2024 program application;
- Lions Park Carpark, Esk.

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

- Beeston Road Intersection, Fernvale – Harrison Infrastructure Group; design 90% completed and under review;
- Richard Street, Esk – Harrison Infrastructure Group; design 90% completed and under review;
- Toogoolawah Biarra Road – Engeny – issued For Tender;
- 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; still to start;
- 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 Q2 2024.

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

- Esk Crow Nest Road Stage 2;
- Wells Street, Linville; 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 no (0) new operational works applications being properly received in December.

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

- Clarendon Road.

This team again 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;
- Parklands at Clarendon Stages 2D and 2E;
- Pine Tree Hill, Kilcoy Stages 3 to 6;
- Hedley Park Stage 7 – Off Maintenance completed 11th December 2023;
- Hedley Park Stage 8 – On Maintenance completed 11th December 2023;
- Windsor Drive, Mount Hallen Stage 5C;
- Overlander Avenue, Kilcoy – earthwork fill to the 0.2% AEP inundation line, “On Maintenance” inspection to be undertaken 12 January 2024.

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 have also undertaken major maintenance works on the median in Esk with plantings removed and mulch spread to provide a safety working area for the Parks and Garden Team.

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 did not set out traffic counters in the last weeks of December with the Christmas Holidays approaching. 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.

	Dec-23	Dec-22
Land Access Permit	33	50
Property Access Applications	18	10
National Heavy Vehicle Regulator Permits Processed	6	4

The Engineering Services Team have continued inspections of Council Road assets with an inspection of all speed signage 75% complete and asset system updated to ensure council record are current.

Works Team

Completed Projects through 2023/24:

- Old Fernvale Road – headwall, grass swale;
- Waverley and Sheppards Road, Lake Manchester – Stage 1: Two-coat bitumen seal;
- Esk Crows Nest Road, Eskdale - Stage 1 – major road realignment. Seal from end of current sealed section to Maria Creek Road (4km);
- Glamorganvale Road, Wanora – Rehabilitate and widen road from Brisbane Valley Highway to Browns Bridge (1.65km);
- Prospect and William Street, Lowood - stormwater installation;
- 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 14mm seal, line-marking and signage);
- Ellen Street, Lowood - Stages 1 and 2 - K and C North side from Park Street to Church Street (130m); K and C South side from Park Street to Church Street (130m); awaiting asphalt overlay 01 December (weather permitting).

Projects underway:

- Royston Street, Kilcoy, between Mary and Rose Streets – replace footpaths, kerb and channel sections;
- Stanton Street, Kilcoy – intersection works with Royston Street, kerb and channel;
- Murrumba Road culverts – replace existing corrugated structures with RCBC and RCB's;
- Gunyah Street, Toogoolawah - Cairnscroft Street to Drem Street, South Side, laying of pipes; K and C;
- Esk Crows Nest Road, Eskdale - Stage 2 – Esk Crows Nest Strategic Regional Connector - Toowoomba Boundary section;
- King Street, Somerset Dam Bitumen Infill (substantive completion achieved 17/10/23 - awaiting 2-coat seal);
- East Street, Esk State School - New footpaths, K and C and infill (substantive completion achieved 12 October 2023; awaiting 2-coat seal).

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 and 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 and Moore region. Drainage Package Three;
- A and M Civil – Coominya region.

Other Works being carried out by Contractors.

- Kilcoy Landfill – 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;
- Repair of Hine Road bridge - Timber Restoration Services (TRS);
- 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 - Reinstate carpark surfaces, replace bollards and signage. Install flood boom gates on approach roads – (all works completed except boom gate installation) 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) 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) 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 inspection of cloth lifting slings;
- Three new John Deere 1585 outfront mowers fit out is completed and the mowers have been handed over to the mowing crews;

- Christmas shut down period has commenced, and workshop has been busy with the following items of plant having repairs done. The rest of the Christmas shut maintenance items will be recorded in January's report.
 - P.113 John Deere grader had front axle bushes and blade circle saddle bushes replaced as well as wear strips in blade. We also replace seals in front blade lift cylinder;
 - P.574 Bridge truck has had repairs to front suspension and a few other minor repairs, and will now go in for annual crane service and five-year inspection;
 - P.246 JCB backhoe has had the wear strip in the extendable backhoe boom replaced and the air conditioning has had a leak repaired and serviced;
 - P.265 Ammann roller has had a couple of broken bolts replaced and new scrapper rubbers fitted, as well as a couple of minor maintenance issues repaired;
 - P.763 tandem trailer has had all new rubber fitted to the floor; this trailer is used to transport small roller used by the Bitumen crew.

Workshop – Fabrication

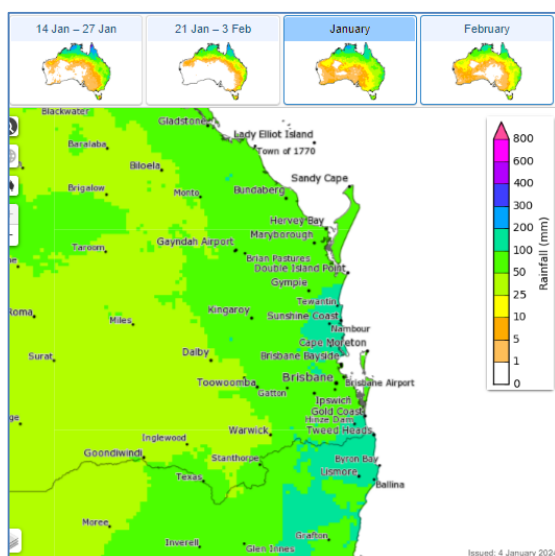
- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.;
- Welders have carried out repairs to slashers and other grass cutting equipment;
- Welders have fabricated and installed a new handrail on the walkway in Piper Liner Park, this new galvanised hand rail replaces an old timber rail, a second rail will be replaced early in the new year;
- Carry out operation inspections on all playground equipment in the region. Carry out repairs where required.

Weather Outlook

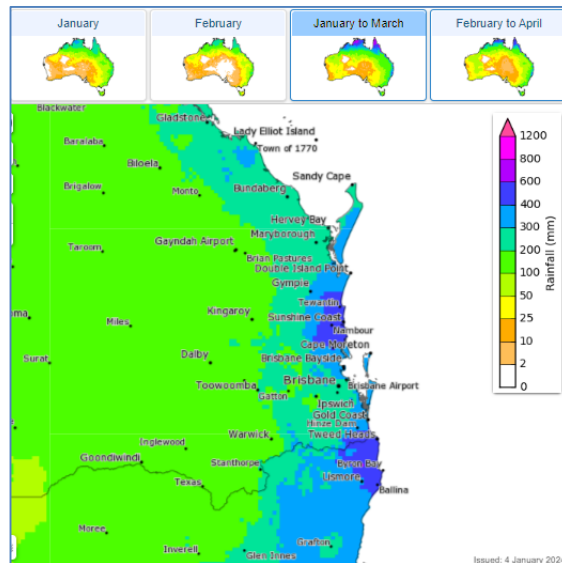
For January, rainfall is likely (60 to 80% chance) to be above median for Victoria, most of NSW, southern and south-east Queensland, eastern SA and eastern Tasmania. Below median rainfall is likely to very likely (60% to greater than 80% chance) for northern and western WA and north-east Queensland.

Past accuracy of January to March long-range forecasts for the chance of above median rainfall is moderate to high for most of Australia, including south-east Queensland.

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



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



Disaster Management

The following activities were conducted in December 2023:

- Conducted a series of lunch-and-learn sessions for Local Disaster Coordination Centre staff (36 attended) in the following locations;
 - Kilcoy conference room;
 - Esk Simeon Lord room – two (2) sessions;
- Met with Lockyer Valley Regional Council to discuss disaster management arrangements between the two LGAs;
- Conducted training in WaterRide for key operations staff (3);
- Council received copies of new LiDAR for review;
- New advisor joined the Local Disaster Management Group – Qld Hydro;
- Disaster Dashboard modified to only show Bushfire Warnings for incidents within the Somerset region. Previously it was showing all incidents in Queensland.

Activations/Operations:

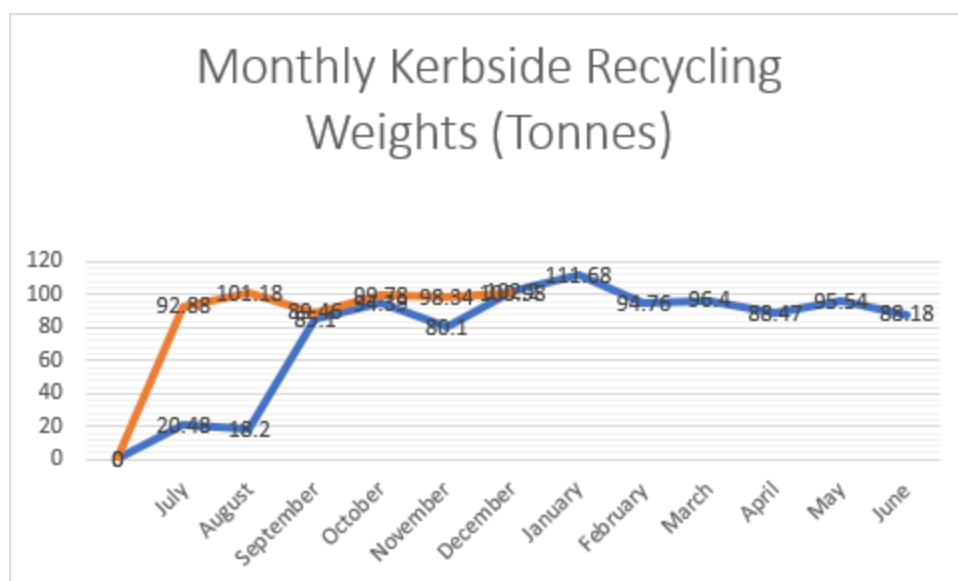
- Local Disaster Coordination Centre staff were contacted regarding availability over the Christmas shutdown due to the forecast of potential major storms in the region;
- A number of storms tracked across our region Christmas/Boxing Days and were being monitored closely over that period. No major rainfall or damage reported.

Waste Management

Kerbside Collection Contract – Ipswich Waste

During the month of December 2023, there were 57,148 kerbside services performed –

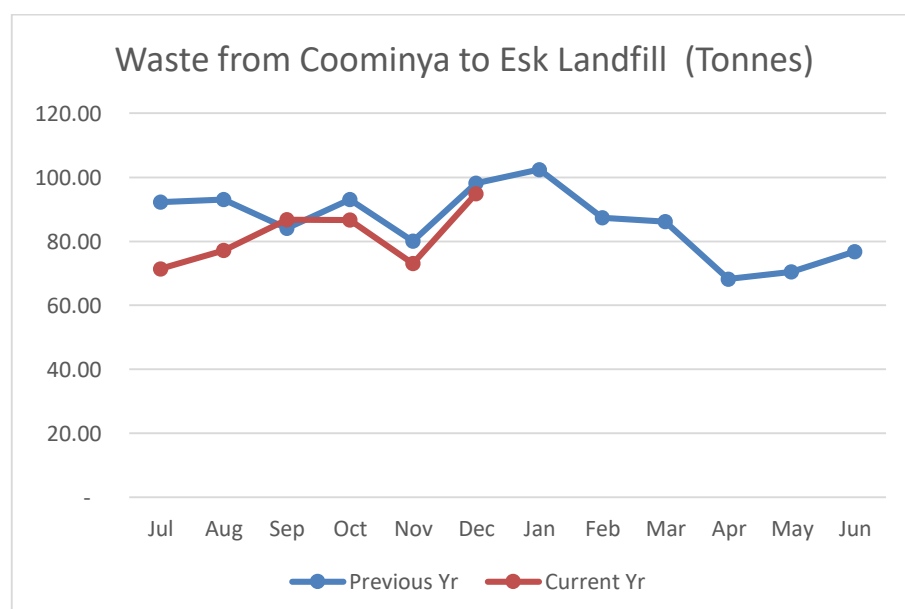
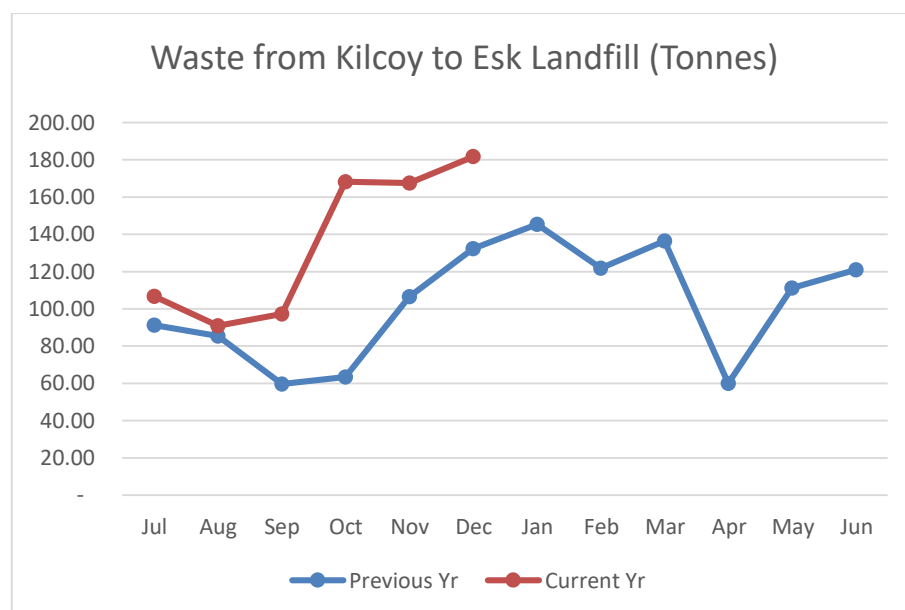
- General waste services – 42,655 with 86% presentation rate;
- Recycling services – 14,493 with 59% presentation rate.

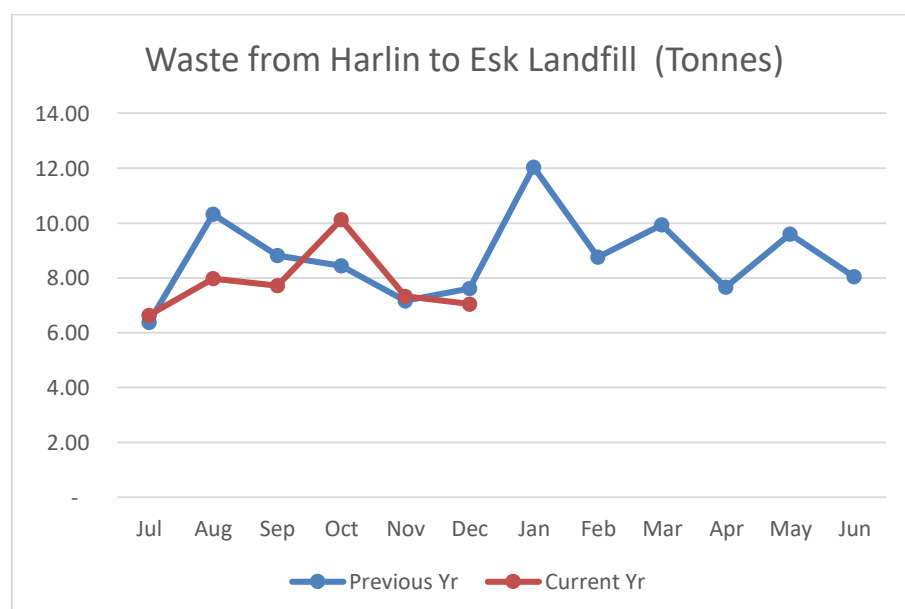
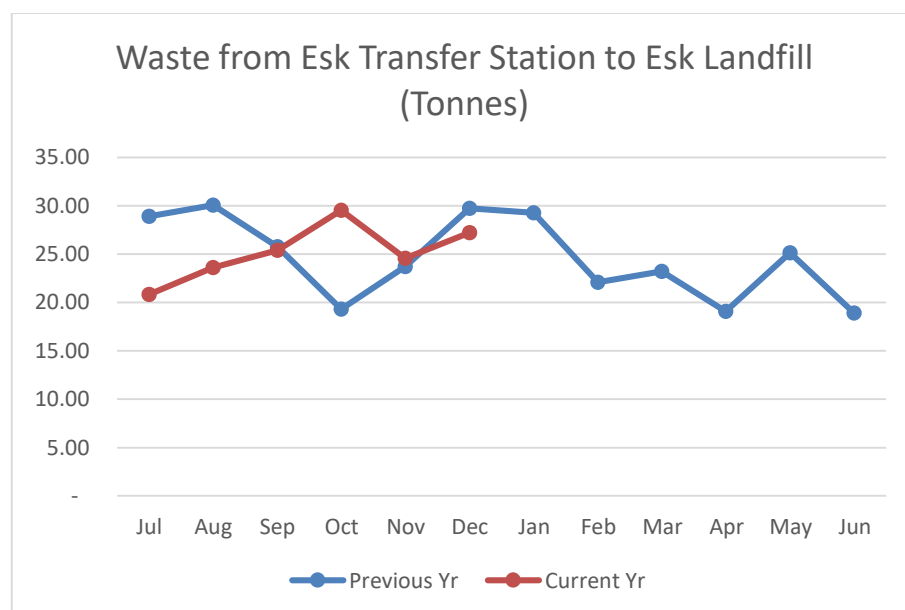


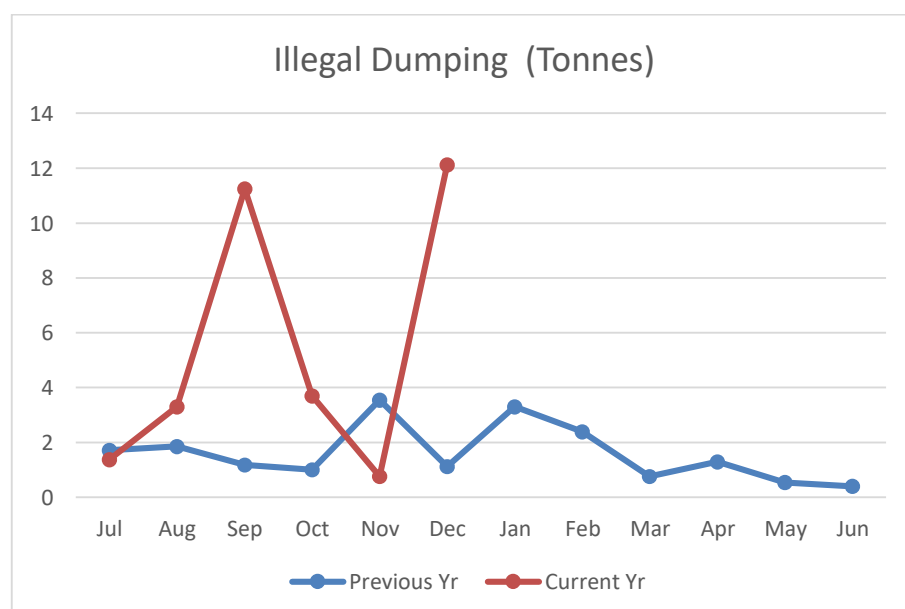
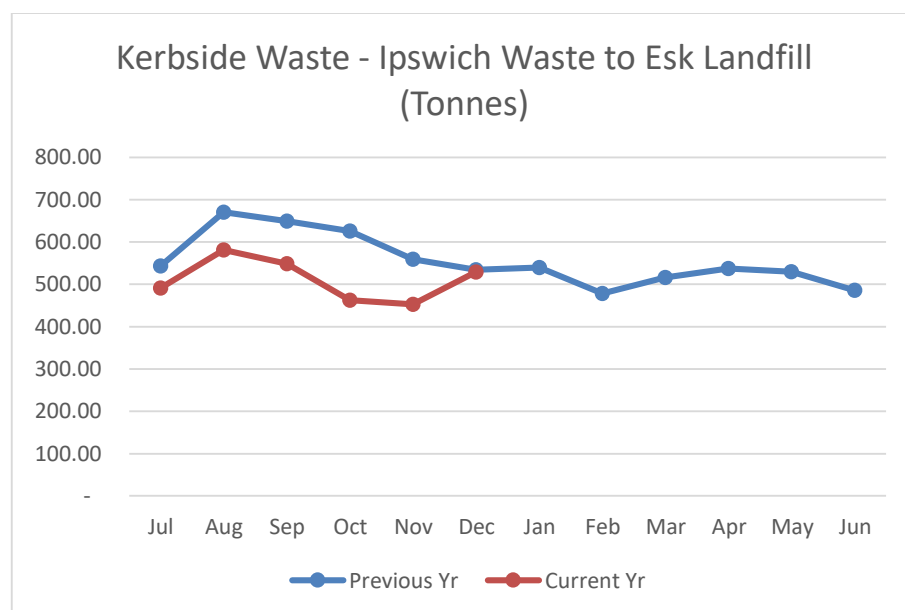
A milestone was reached during the month of December, Ipswich Waste undertook their one million kerbside collection.

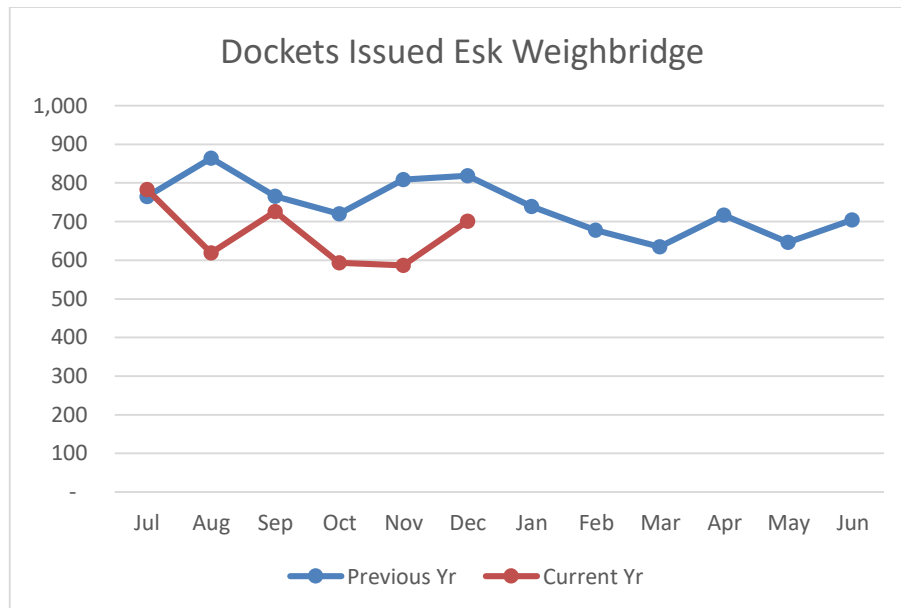


Council's landfill gas flaring project has achieved a major milestone with two test wells and 75m of laterals now installed. This will enable testing to be undertaken in early 2024 to identify the volumes of gas that can be flared for carbon credits.







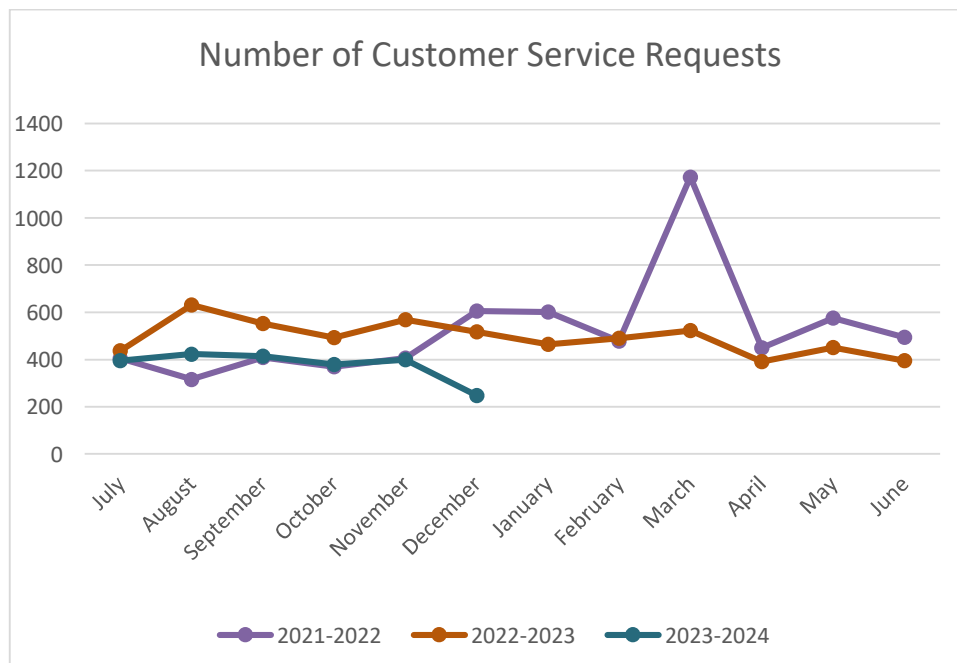


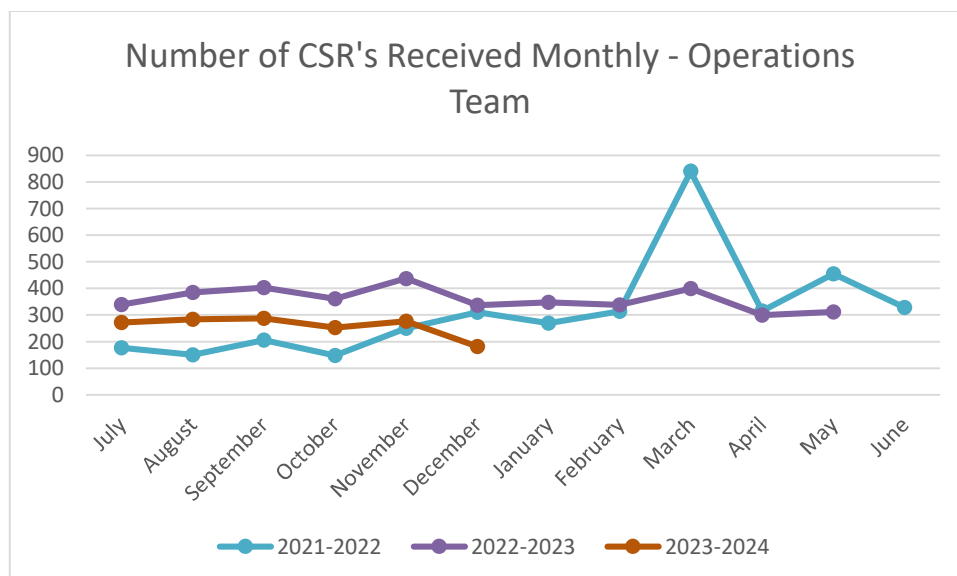
Approved Park - Community Events

26 Jan 24 – BVRTUA – Cycling Event – Fernvale to Esk – to be approved.

Customer Service Requests

Council received 247 customer service requests for the month of December 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
Cemeteries	1	1	1	3	0	1
Disaster Management	0	0	1	1	0	0
Departmental reviews	0	0	2	0	0	0
Fences on roadways	0	1	0	0	0	0
Illegal dumping clean ups	20	14	11	8	11	7
Overgrown Council land	2	1	2	3	1	0
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	3	9	7	11	7	3
Roads - bitumen	25	20	13	21	16	10
Roads - gravel	18	13	8	14	17	9
Roads - drainage	8	5	7	10	15	8
Roads - culverts	3	1	2	0	1	2
Roads - vegetation	19	14	25	15	38	21
Roads - footpaths	3	5	8	12	4	4
Roads - linemarking	1	1	2	0	0	0
Roads - bridgework	0	0	1	0	1	0
Roads - traffic furniture	16	17	15	25	20	7
Rural Property Number	1	4	2	5	5	3
Stormwater issues within private properties	1	0	0	1	0	3
Waste management		0	1	1	0	0
Wheelie bins	0	0	0	0	0	0
Cancellation of extra services	0	19	9	2	2	2

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

Attachments

Attachment 1 - Customer service report for December 2023

Recommendation

THAT Council receive the Operations monthly report for December 2023 and the contents be noted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council receive the Operations monthly report for December 2023 and the contents be noted.”

Carried

Vote - Unanimous

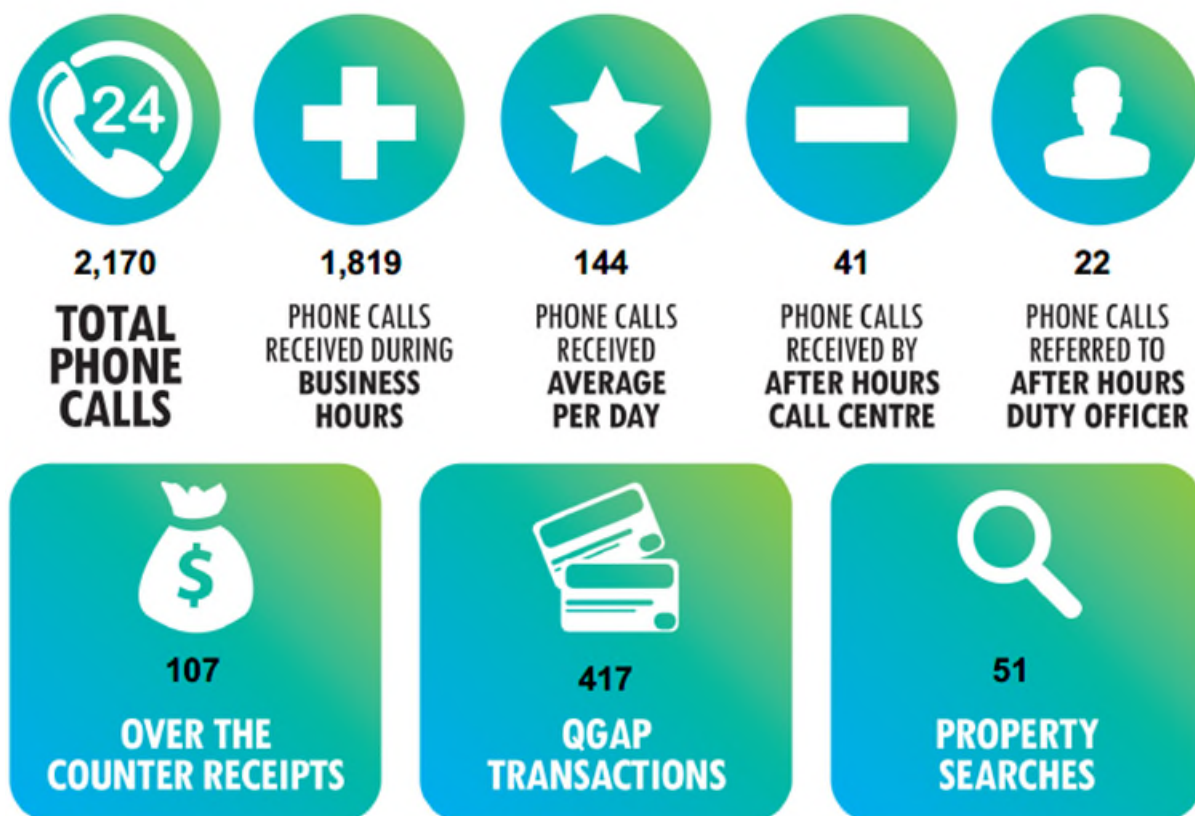
The meeting adjourned at 10.44am for morning tea and resumed at 11.09am.

Subject:	Customer Service Report – December 2023
File Ref:	Officers Report
Action Officer:	CSC

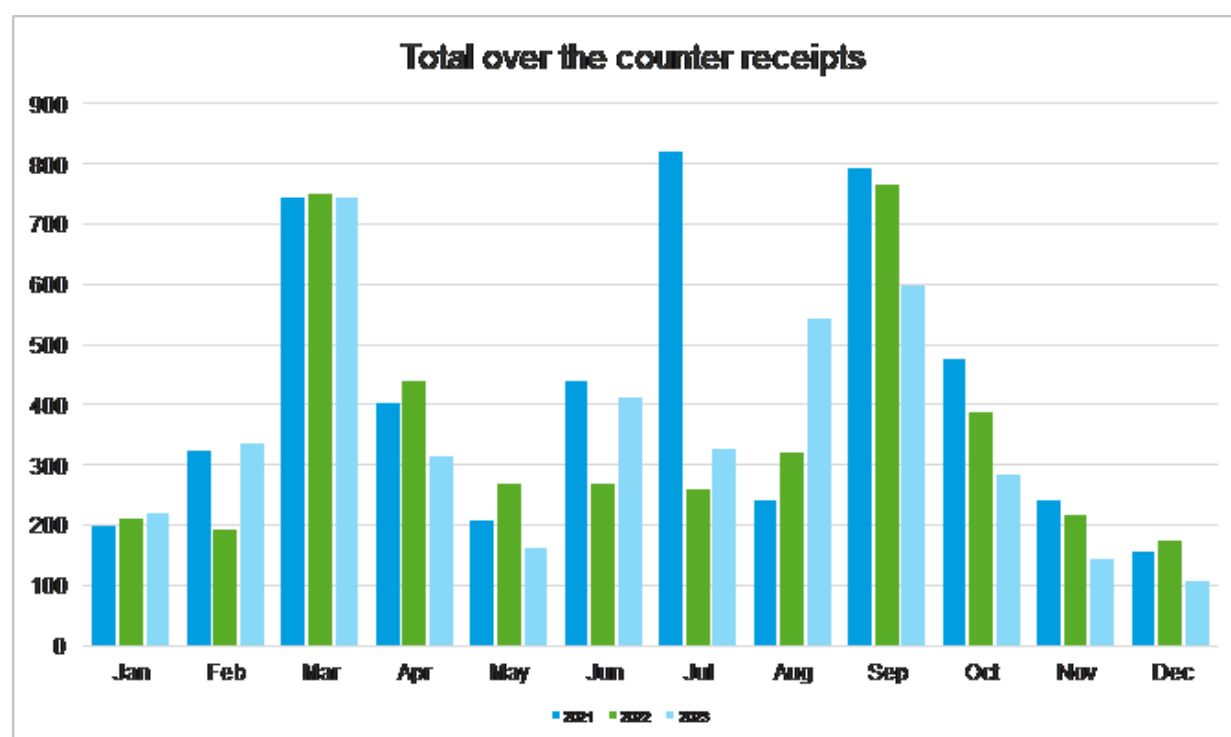
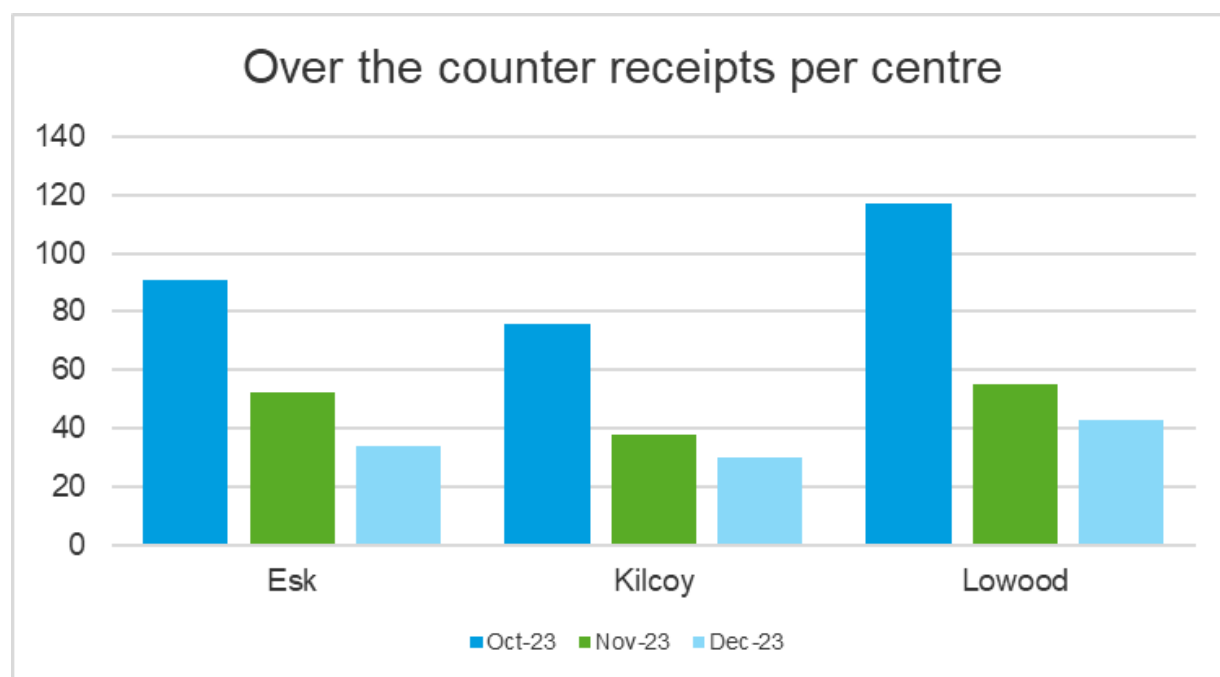
Background/Summary

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 December 2023 is provided below for Council's information.

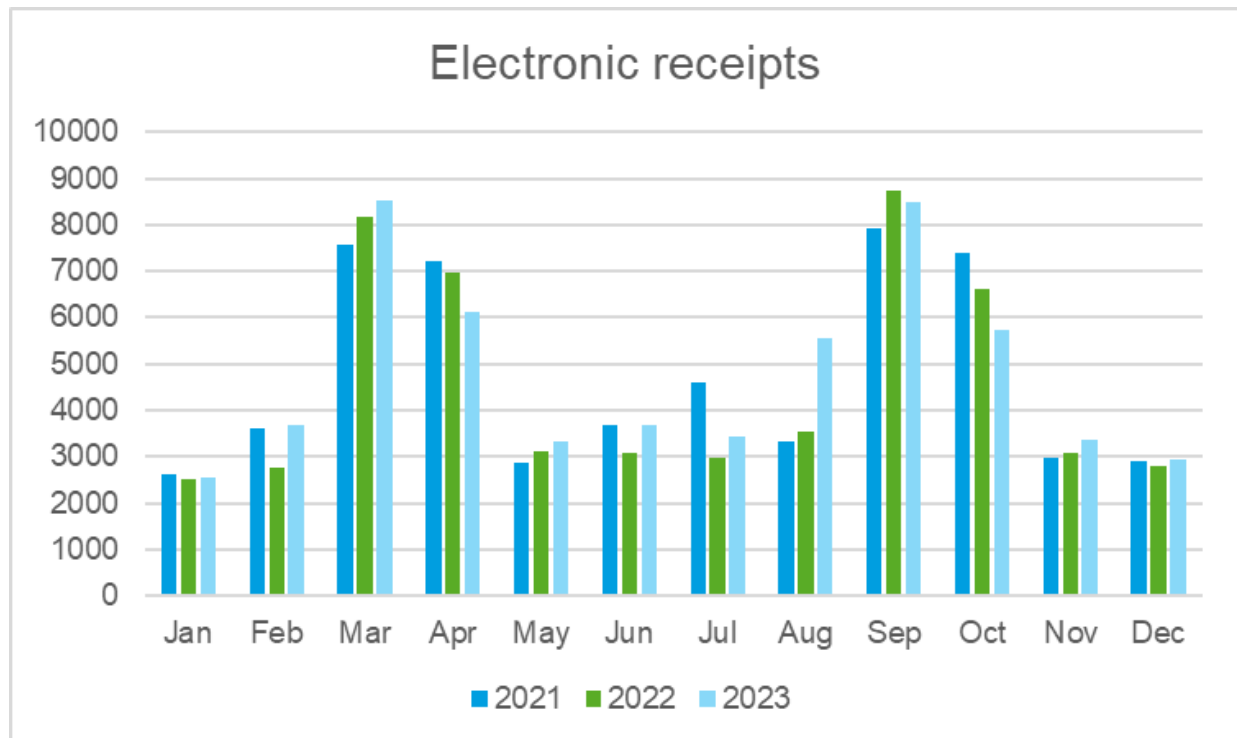
Summary for December 2023



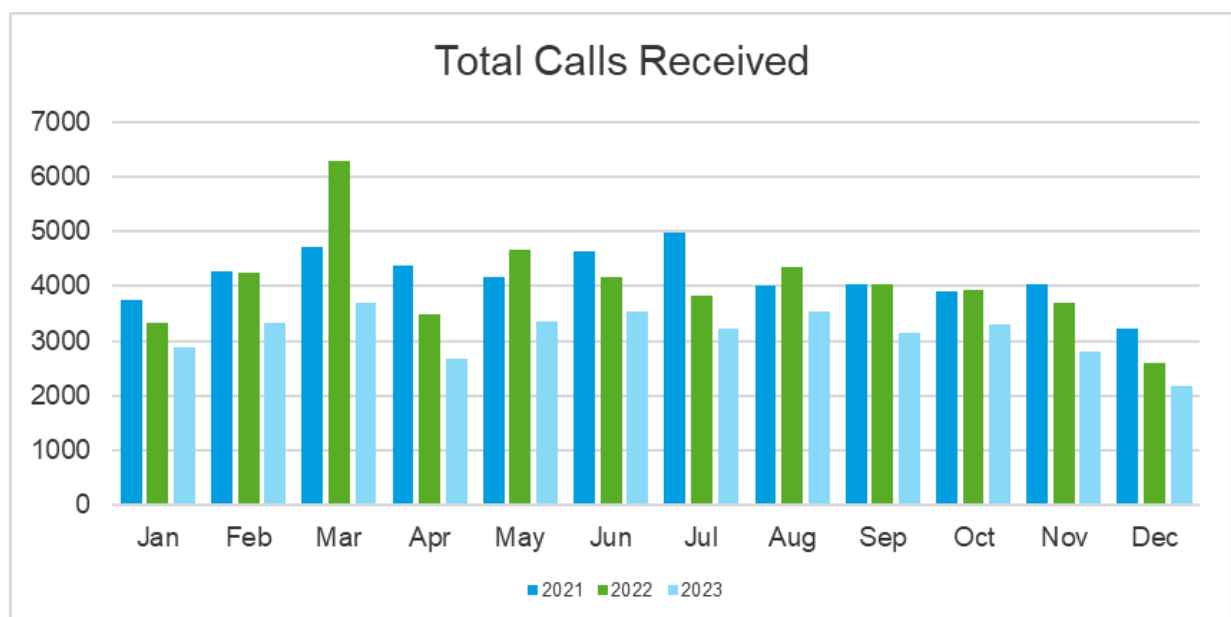
The below table shows the number of Council financial transactions that were taken over the counter at each of the customer service centres in the region for December 2023. These numbers include cheques that were posted into the Council. In total there was 107 financial transactions across the three customer service centres with 34 at Esk Administration Centre, 30 at Kilcoy Customer Service Centre and 43 at Lowood Customer Service Centre for December 2023.



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

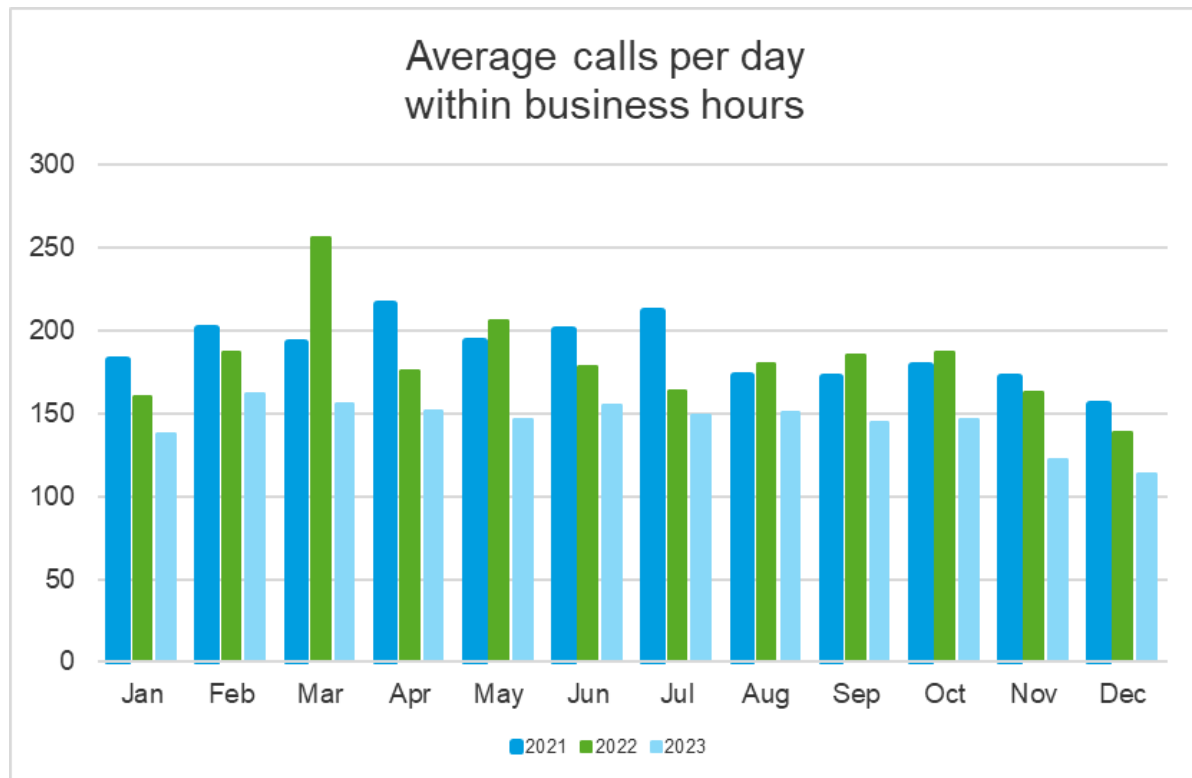


Below are the total number of calls received into the Council main phone line (07 5424 4000), including out of hours, compared to previous calendar years. Calls received does not include internal calls made within Council, or outbound calls. There were 2,170 calls received for the month December 2023. This is a decrease of 633 calls compared to November 2023. Compared to December 2022 there was a decrease of 426 calls for the month. Over previous years, there are normally less calls received in the month of December which can also be attributed to the less business days due to Christmas closure. December 2023 was the lowest number of calls received for the previous four years.

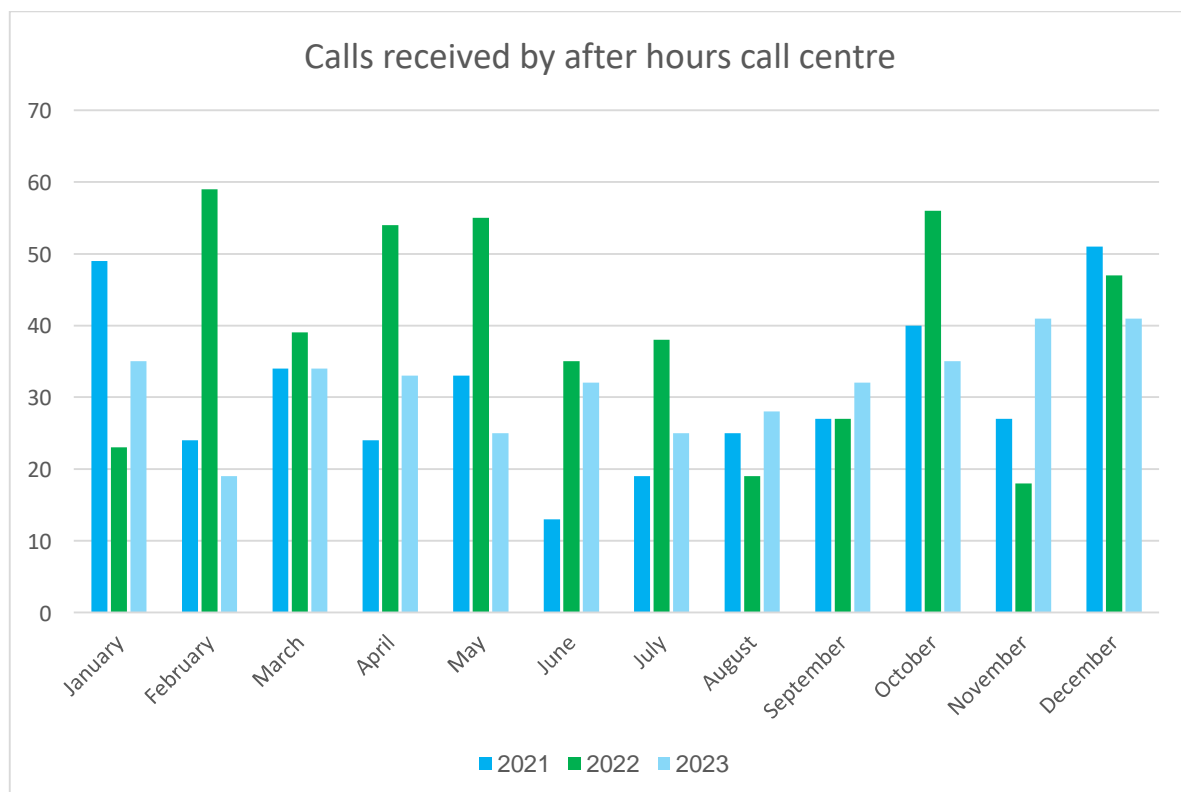


Listed below is a comparison of the average calls received per day within business hours. On average there were 114 calls received each business day for December 2023, which was a

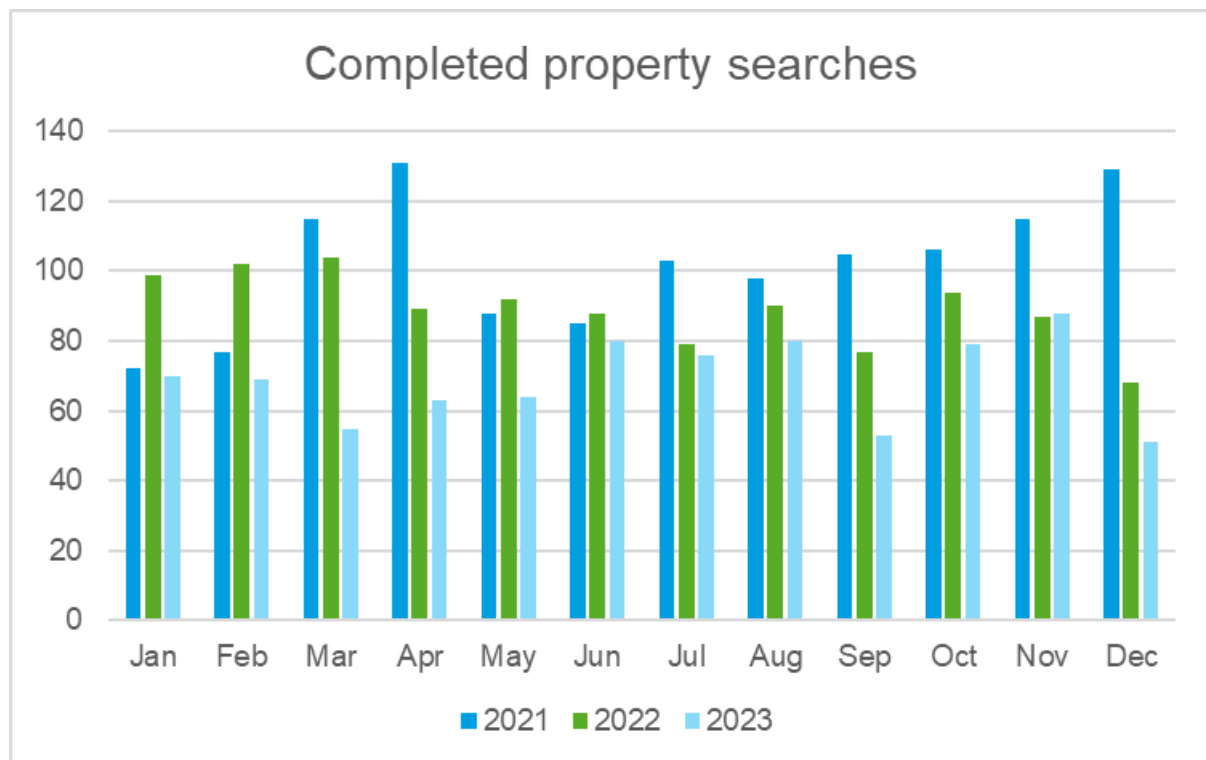
decrease of 8 calls on average per day from November 2023. Compared to December 2022 there was a decrease of 24 calls on average per day.



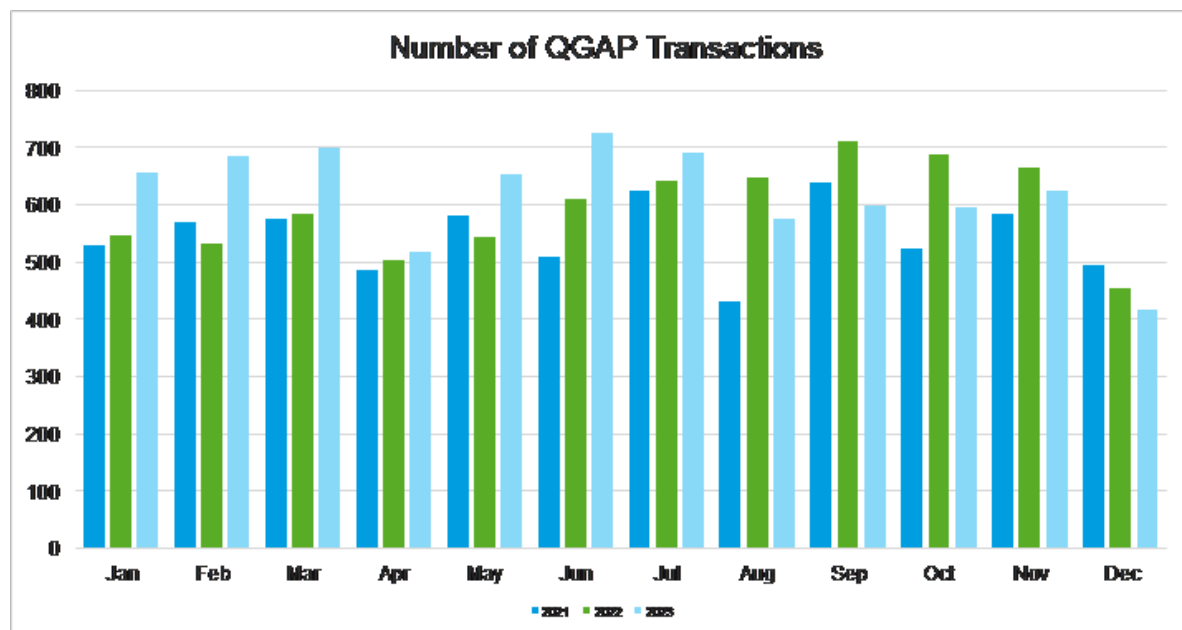
There were 1,819 calls received during business hours and 209 out of hours with 142 calls received between the Christmas - New Year closedown period. Of the 351 calls received out of hours, 41 calls were transferred to the afterhours call centre.



For the month of December 2023 there were 51 property searches completed for prospective purchasers. This decreased by 37 completed searches for the month compared to November 2023.



There were 417 Queensland Government Agent Program (QGAP) transactions for the Lowood QGAP agency in December 2023. On average there were 26 transactions per business day in December which there was a decrease of two transactions on average per day compared to November 2023.



Attachments

Nil

Recommendation

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

Resolution

Moved – Cr Whalley

Seconded – Cr Brieschke

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

Carried

Vote - Unanimous

Subject:	Urban Utilities and Council Recycled Water Supply Contract
File Ref:	Utilities Departments Liaison – 2023 – 2024 QUU
Action Officer:	CEO

Background/Summary

In 2019, the Council commenced the journey to reduce its reliance on raw water from the mid-Brisbane River for irrigating the Fernvale Sports Park to utilising Class A treated recycled water from the new Lowood Sewage Treatment Plant (LSTP). This project has the potential to achieve multiple benefits by reducing the amount of raw water taken from the mid-Brisbane River, reducing the level of treated effluent pumping back into the mid-Brisbane River and ensuring the security of water supply to the sports park, enabling the fields to be maintained to a regional standard. Council has worked collaboratively with Urban Utilities to provide similar outcomes in Kilcoy with recycled water utilised on the Kilcoy Recreation Grounds.

Council arranged for the design and developed the business case for this infrastructure in consultation with Urban Utilities and successfully obtained a grant to construct a recycled water main from the LSTP to Fernvale Sports Park. A local contractor completed the recycled water supply line construction following a competitive market process in 2022. Urban Utilities completed the connecting pipeline in late 2023 and commissioned the pipeline just before Christmas.

Council Officers have been working with Urban Utilities to establish a supply contract for recycled water for community benefit on the sports park in Fernvale based on the principles of initial discussions in 2019. It is vital that the supply contract allows for future growth of the scheme as the Fernvale Sports Park Masterplan is delivered over time.

Council Officers have reached an agreement in principle in early 2024, subject to finalising a few final operational clauses. It is anticipated that these minor changes will be finalised in early February, about which time the storage tanks will be installed at Fernvale Sports Park.

Further, on completion of the proposed Greening Lowood project, the water pricing contract will be expanded in negotiation with Urban Utilities to include this recycled water scheme. Unfortunately, the Greening Lowood project received no offers after going out to market in December 2023. Council Officers will readvertise the project tender shortly, with a decision to be made after the Council caretaker period. This will have a roll-on effect on delivery timeframes and impact the SEQ Community Stimulus Program (SEQCSP) grant funding associated with the Greening Lowood project. Under the SEQCSP, all projects are supposed

to be completed by 30 June 2024. Accordingly, it is imperative that Council immediately apply to the Department of Housing, Local Government and Public Works for an extension of time.

Attachments

Confidential Attachment

Recommendation

THAT

1. The Chief Executive Officer be authorised to enter into a recycled water supply contract with Urban Utilities to secure recycled water for community benefit.
2. Council endorses the action of the CEO in writing to the Department of Housing, Local Government and Public Works for an extension of time for the Greening Lowood Project due to circumstances beyond Council's direct control.

Resolution

Moved – Cr Choat

Seconded – Cr Whalley

“THAT

1. The Chief Executive Officer be authorised to enter into a recycled water supply contract with Urban Utilities to secure recycled water for community benefit.
2. Council endorses the action of the CEO in writing to the Department of Housing, Local Government and Public Works for an extension of time for the Greening Lowood Project due to circumstances beyond Council's direct control.”

Carried

Vote - Unanimous

Subject:	Caretaker Period Policy
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

In providing good governance and informing councillors and council staff of responsibilities during the mandatory caretaker period prior to and during local government quadrennial elections, a Caretaker Period Policy EX/009 has been prepared.

The Caretaker Period for the 2024 Local Government quadrennial election commences on 29 January 2024 and concludes at the conclusion of the election, which is the day on which the last declaration of a poll conducted in the election is displayed in the office of the returning officer.

Council is requested to consider the adoption of the Caretaker Period Policy EX/009 ahead of the 2024 quadrennial election.

Attachments

Proposed Caretaker Period Policy – EX/009.

Recommendation

THAT the Somerset Regional Council Caretaker Period Policy – EX/009 (Appendix D) be adopted.

Resolution

Moved – Cr Gaedtke

Seconded – Cr Brieschke

“THAT the Somerset Regional Council Caretaker Period Policy – EX/009 (Appendix D) be adopted”

Carried

Vote - Unanimous

Subject:	Model Meeting Procedures (Revised November 2023)
File Ref:	Corporate Management – Policy – Policy Development
Action Officer:	EA

Background/Summary

The Department of Housing, Local Government and Public Works have released a new versions of Model Meeting Procedures (Revised November 2023). The *Local Government Act 2009* prescribes that all councils must adopt the model meeting procedures (MMP) or incorporate them into the existing standing orders for meeting procedures.

The key amendments to the MMP as outlined by the Department are identified as:

- The councillor conduct complaints system has been significantly realigned to introduce new provisions in relation to local government investigations into conduct breach matters referred to local governments by the Office of the Independent Assessor (OIA). These changes require the MMP to reflect new procedures for deciding the outcome of the investigation matters in a council meeting.
- A provision has been included in the legislation to allow a council meeting to be closed to the public during a debate about an investigation report in relation to a conduct breach matter.
- When a decision is made about a conduct breach matter at a local government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)
- A notice must be provided to the OIA, the councillor and the complainant, by the local government when a decision is made about a conduct breach matter providing the details of the decision. The notice must have the reasons for the decision and any orders that were made.
- Procedures in relation to loss of quorum as a result of the number of councillors with a conflict of interest has been amended to include that a council may decide by resolution, not to decide the matter and take no further action in relation to the matter, unless the Local Government Act or another Act provides that the local government must decide the matter. Conduct matters must be decided either when a quorum is available or by ministerial approval for conflicted councillors to vote on the matter.
- Unsuitable meeting conduct by a chairperson at a council meeting has been introduced to the legislation. If a councillor reasonably believes that the chairperson has engaged in unsuitable meeting conduct during a meeting, the councillors present at the meeting, other than the chairperson, must decide by resolution if that is the case and if so, can make an order reprimanding the chairperson.

- If the conduct of a councillor, including a chairperson, at the meeting becomes conduct breach as a result of three instances of unsuitable conduct in one year, the local government is not required to notify the assessor about the conduct, and it may be dealt with at the next council meeting.

Attachments

Model Meeting Procedures (Revised November 2023).

Recommendation

THAT Council adopt the Model Meeting Procedures, revised November 2023 (Appendix E).

Resolution

Moved – Cr Gaedtke

Seconded – Cr Isidro

“THAT Council adopt the Model Meeting Procedures, revised November 2023 (Appendix E)”

Carried

Vote - Unanimous

Subject:	Delegations Register Amendments – Council to Chief Executive Officer
File Ref:	GOVERNANCE - AUTHORISATIONS – Delegations – Council to Chief Executive Officer – Doc Id. 1559445
Action Officer:	GBIO

Background/Summary

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

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

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

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

Attachments

Attachment A - Amendment to Existing Delegations

Attachment B - Removal of Delegations

Attachment C - New Delegations

Recommendation

THAT:

- Council approve the amendments to the existing delegations to the Chief Executive Officer as they appear in Attachment A;
- Council remove the delegations to the Chief Executive Officer included in Attachment B;
- Council approve the new delegations to the Chief Executive Officer as they appear in

Attachment C.

Resolution	Moved – Cr Whalley	Seconded – Cr Wendt
<p>“THAT:</p> <p>(i) Council approve the amendments to the existing delegations to the Chief Executive Officer as they appear in appendix F;</p> <p>(ii) Council remove the delegations to the Chief Executive Officer included in appendix G;</p> <p>(iii) Council approve the new delegations to the Chief Executive Officer as they appear in appendix H”</p> <p style="text-align: right;"><u>Carried</u></p> <p style="text-align: center;">Vote - Unanimous</p>		

Subject:	Extension of funding round opening period - 2023 - 2024 Funding Rounds – Community Assistance Grants – Funding Round Dates
File Ref:	2023 - 2024 - Donations - Community Assistance Grant
Action Officer:	EA

Background/Summary

Council has previously resolved the dates for Community Assistance Grants (CAG) Funding Rounds for the 2023 – 24 year.

Due to the 2024 Local Government Elections and caretaker period being declared (usually February to April). Council is unable to make new decisions to allocate funds for CAG's however funds that were allocated prior in accordance with legislative requirements may be distributed during the caretaker period.

As the caretaker period will start prior to the round opening, it is proposed to extend the closing date of Funding Round two from Friday, 1 March 2024 to Monday, 1 April 2024 and extend the project starting date to 24 April 2024.

Round closes	Projects must not have a start date before*
Round two Open 8am Monday, 5 February 2024 Closing 5pm Monday, 1 April 2024	24 April 2024

Recommendation

THAT Council approve the amendment the project start date and closing date for Community Assistance Grant funding round two in the 2023/2024 financial year.

Round closes	Projects must not have a start date before*
---------------------	--

Round two Open 8am Monday, 5 February 2024 Closing 5pm Monday, 1 April 2024	24 April 2024
--	---------------

Resolution

Moved – Cr Brieschke

Seconded – Cr Whalley

“THAT Council approve the amendment the project start date and closing date for Community Assistance Grant funding round two in the 2023/2024 financial year.

Round closes	Projects must not have a start date before*
Round two Open 8am Monday, 5 February 2024 Closing 5pm Monday, 1 April 2024	24 April 2024

Vote - Unanimous

Carried**Meetings authorised by Council**

Nil

Mayor and Councillor Reports**Councillor Report – Cr Brieschke**

- Dec 21 Ordinary Council Meeting via Teams.
Council Workshop Meeting via Teams.
Jan 16 Somerset Regional Council Youth Leaders Camp, Gold Coast
Recreation Centre.
18 Observer at DCORP recruitment interviews

Councillor Report – Cr Choat**December**

- 21 Council Ordinary Meeting and Workshop – Council Chambers Esk
Council Staff Annual Christmas Celebration

2024**January**

- 13 Four Season's Church Men's Fellowship Breakfast
18 Lowood Local Ambulance Committee Special General Meeting

- 19 Southern Somerset Christian Community Prayer evening
 20 Fernvale Lions Community Gathering

Resolution	Moved – Cr Brieschke	Seconded – Cr Whalley
	<p>“THAT the verbal and written reports of Mayor Lehmann and Councillors Brieschke, Isidro, Choat, Gaedtke, Whalley and Wendt be received.”</p>	
	<p><i>Vote - unanimous</i></p>	
		<u><i>Carried</i></u>

Receipt of Petition

Resolution	Moved – Cr Whalley	Seconded – Cr Brieschke
	<p>“THAT Council receives the petition “Removal/Dispersal of Flying Fox (Bat) Colony – Sandy Creek, South Street Crossing, Esk.”</p>	
	<p><i>Vote - unanimous</i></p>	
		<u><i>Carried</i></u>

Consideration of notified motions

THAT Council:

1. Resolve to investigate strategies to improve transport options for Somerset Youth as part of the Somerset Youth Engagement Strategy.

Authorise the CEO to draft and send correspondence to the Honourable Bart Mellish MP, Minister for Transport and Main Roads and Minister for Digital Services, regarding the findings of the Somerset Youth Engagement Strategy Survey and request a meeting with the Department of Transport and Main Roads representatives to discuss opportunities for improved public transport services in the Somerset Region.

Resolution	Moved – Cr Brieschke	Seconded – Cr Choat
	<p>“THAT Council:</p> <ol style="list-style-type: none"> 1. Resolve to investigate strategies to improve transport options for Somerset Youth as part of the Somerset Youth Engagement Strategy. 2. Authorise the CEO to draft and send correspondence to the Honourable Bart Mellish MP, Minister for Transport and Main Roads and Minister for Digital Services, regarding the findings of the Somerset Youth Engagement Strategy Survey and request a meeting with the Department of Transport and Main 	

Roads representatives to discuss opportunities for improved public transport services in the Somerset Region.”

Carried

Vote - unanimous

Reception of notices of motion for next meeting

Nil

Items for reports for future meetings

Nil

Closed Session

Resolution

Moved – Cr Whalley

Seconded – Cr Gaedtke

“THAT in accordance with Section 254 (J) (1) (3) (e) of the Local Government Regulation 2012 Council move into a closed session to discuss legal advice obtained by it in relation to Administrative Action Complaint – AA7 2022 – Roubaix Properties No.3 Pty Ltd at 11.25am.”

Carried

Vote - unanimous

Resolution

Moved – Cr Whalley

Seconded – Cr Choat

“THAT Council move out of a closed session at 11.56am and be once again open to the public.”

Carried

Vote - unanimous

Subject:	Administrative Action Complaint – AA7 2022 – Roubaix Properties No.3 Pty Ltd
File Ref:	Governance - Reporting
Action Officer:	DCORP

Confidential Closed Meeting

In accordance with Section 254 (J) (1) of the Local Government Regulation 2012 Council may close a Council meeting. Section 254 (J) (3) reads a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

Recommendation

THAT Council accept the Investigation Report and the consideration of comments document as the formal response to the Administrative Action Complaint made in relation to DA 9079 situated on Lot 11 SP180657.

Resolution

Moved – Cr Wendt

Seconded – Cr Choat

“THAT Council accept the Investigation Report and the consideration of comments document as the formal response to the Administrative Action Complaint made in relation to DA 9079 situated on Lot 11 SP180657.”

Carried*Vote - unanimous***Closure of Meeting****Summary**

There being no further business, the Mayor, Cr Graeme Lehmann closed the meeting at 11.57 am.

Appendix A

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	67,220,122	-	-	62,247	-	67,157,875	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,891,648	-	-	3,891,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
TOTAL FUNDS IN	122,094,712	885,518	-	38,547,423	150,000	76,631,138	1,517,915	4,362,718
FUNDS OUT								
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Labour, plant and materials	149,840,993	8,097,394	1,630,190	2,193,791	2,913,324	123,111,958	5,383,118	6,511,218
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	151,426,493	7,956,271	1,630,190	2,193,791	2,913,324	124,495,363	5,383,118	6,854,436
NET FUNDS MOVEMENT	(29,331,782)	(7,070,753)	(1,630,190)	36,353,632	(2,763,324)	(47,864,225)	(3,865,203)	(2,491,718)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	(40,972,101)	-	11,396,789	-	243,530
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,070,753)	(1,630,190)	77,325,732	(2,763,324)	(59,261,014)	(3,865,203)	(2,735,248)

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	67,220,122	-	-	62,247	-	67,157,875	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	-	-	1,968,077	-	-	-	-
Fees and charges	2,168,191	-	-	451,251	-	194,500	1,411,000	111,440
Interest earned	3,891,648	-	-	3,891,648	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	391,918	-	4,397,256	150,000	423,567	-	-
Other revenue	1,968,399	493,600	-	1,474,799	-	-	-	-
Sales revenue	8,855,196	-	-	-	-	8,855,196	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	-	-	(3,915,969)	-	-	-	-
Rates and utility charges excluding discounts and rebates	34,576,307	-	-	30,218,114	-	-	106,915	4,251,278
Less capital items	(67,220,122)	-	-	(62,247)	-	(67,157,875)	-	-
TOTAL OPERATING REVENUE	54,874,590	885,518	-	38,485,176	150,000	9,473,263	1,517,915	4,362,718
OPERATING EXPENDITURE								
Labour, plant and materials	149,840,993	8,097,394	1,630,190	2,193,791	2,913,324	123,111,958	5,383,118	6,511,218
Interest paid and finance costs	107,000	-	-	-	-	107,000	-	-
Plant purchases	1,478,500	-	-	-	-	1,478,500	-	-
Internal recovery	-	(141,123)	-	-	-	(202,095)	-	343,218
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Less used for capital purposes	(105,759,510)	-	-	-	-	(103,498,510)	-	(2,261,000)
TOTAL OPERATING EXPENDITURE	57,307,302	7,956,271	1,630,190	2,193,791	2,913,324	32,393,642	5,383,118	4,836,966
NET RESULT OR NET OPERATING POSITION	(2,432,712)	(7,070,753)	(1,630,190)	36,291,385	(2,763,324)	(22,920,379)	(3,865,203)	(474,248)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	64,772,098							
Replacement or renewals of assets	40,987,412							
Total capital expenditure	105,759,510							
Plant purchases	1,478,500							
Capital works program (exc large repairs etc)	48,244,757							
Natural Disaster Restoration	30,000,000							
	79,723,257							
Budget Appendix C - recurrent expenditure	2,403,000							
Budget Appendix C - capital expenditure	48,244,757							
Budget Appendix C - total	50,647,757							

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	(29,331,782)	-	-	(29,331,782)	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,640,319	-	-	-	-	11,396,789	-	243,530
Depreciation funding adjustment	(11,640,319)	-	-	(11,640,319)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	(40,972,101)	-	11,396,789	-	243,530

Somerset Regional Council
Draft Revised Budget - adoption level
Year Ending 30 June 2024

Balance sheet or statement of financial position	30-Jun-24	30-Jun-23
<u>Assets</u>		
Operating and trust cash to account	29,053,219	58,385,000
Rate debtors	2,360,000	2,360,000
Other receivables	3,777,000	3,777,000
Store inventories/ gravel stockpiles	746,000	746,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	30,726,000	30,726,000
Property, plant, equipment, work in progress, land	547,837,191	453,718,000
<u>Total assets</u>	<u>668,303,410</u>	<u>603,516,000</u>
<u>Liabilities</u>		
Trade creditors, accruals and other current liabilities	39,454,000	39,454,000
<u>Total liabilities</u>	<u>39,454,000</u>	<u>39,454,000</u>
<u>Net community assets</u>	<u>628,849,410</u>	<u>564,062,000</u>
Community equity	628,849,410	564,062,000

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	16,490,353	-	-	-	-	16,490,353	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	4,016,259	-	-	4,016,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
TOTAL FUNDS IN	72,513,857	907,581	-	39,547,372	153,750	25,877,505	1,555,863	4,471,786
FUNDS OUT								
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Labour, plant and materials	71,398,331	8,045,548	1,670,947	2,248,638	2,985,048	47,063,834	5,130,333	4,253,983
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Plant purchases	1,005,851	-	-	-	-	1,005,851	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	72,513,857	7,900,897	1,670,947	2,248,638	2,985,048	47,972,213	5,130,333	4,605,781
NET FUNDS MOVEMENT	-	(6,993,316)	(1,670,947)	37,298,734	(2,831,298)	(22,094,708)	(3,574,470)	(133,995)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(6,993,316)	(1,670,947)	49,269,501	(2,831,298)	(33,815,857)	(3,574,470)	(383,613)

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	16,490,353	-	-	-	-	16,490,353	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,017,279	-	-	2,017,279	-	-	-	-
Fees and charges	2,222,397	-	-	462,533	-	199,363	1,446,275	114,226
Interest earned	4,016,259	-	-	4,016,259	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,195,854	401,716	-	4,529,174	153,750	111,214	-	-
Other revenue	2,017,534	505,865	-	1,511,669	-	-	-	-
Sales revenue	9,076,575	-	-	-	-	9,076,575	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,021,450)	-	-	(4,021,450)	-	-	-	-
Rates and utility charges excluding discounts and rebates	35,499,056	-	-	31,031,908	-	-	109,588	4,357,560
Less capital items	(16,490,353)	-	-	-	-	(16,490,353)	-	-
TOTAL OPERATING REVENUE	56,023,504	907,581	-	39,547,372	153,750	9,387,152	1,555,863	4,471,786
OPERATING EXPENDITURE								
Labour, plant and materials	71,398,331	8,045,548	1,670,947	2,248,638	2,985,048	47,063,834	5,130,333	4,253,983
Interest paid and finance costs	109,675	-	-	-	-	109,675	-	-
Plant purchases	1,005,851	-	-	-	-	1,005,851	-	-
Internal recovery	-	(144,651)	-	-	-	(207,147)	-	351,798
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Less used for capital purposes	(28,950,129)	-	-	-	-	(28,950,129)	-	-
TOTAL OPERATING EXPENDITURE	55,534,495	7,900,897	1,670,947	2,248,638	2,985,048	30,743,233	5,130,333	4,855,399
NET RESULT OR NET OPERATING POSITION	489,009	(6,993,316)	(1,670,947)	37,298,734	(2,831,298)	(21,356,081)	(3,574,470)	(383,613)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	11,976,016							
Replacement or renewals of assets	16,974,113							
Total capital expenditure	28,950,129							

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	11,970,767	-	-	-	-	11,721,149	-	249,618
Depreciation funding adjustment	(11,970,767)	-	-	(11,970,767)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(11,970,767)	-	11,721,149	-	249,618

Somerset Regional Council
Draft Revised Budget - adoption level - second year forecast
Year Ending 30 June 2025

Balance sheet or statement of financial position		
	#REF!	#REF!
<u>Assets</u>		
Operating and trust cash to account	29,053,219	29,053,219
Rate debtors	2,433,145	2,360,000
Other receivables	3,894,062	3,777,000
Store inventories/ gravel stockpiles	769,121	746,000
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	31,678,305	30,726,000
Property, plant, equipment, work in progress, land	564,816,553	547,837,191
<u>Total assets</u>	<u>686,448,405</u>	<u>668,303,410</u>
<u>Liabilities</u>		
Trade creditors, accruals and other current liabilities	40,619,633	39,454,000
<u>Total liabilities</u>	<u>40,619,633</u>	<u>39,454,000</u>
<u>Net community assets</u>	<u>645,828,772</u>	<u>628,849,410</u>
Community equity	645,828,772	628,849,410

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of cash flows								
FUNDS IN								
Capital grants and subsidies	6,627,917	-	-	-	-	6,627,917	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	4,145,669	-	-	4,145,669	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
TOTAL FUNDS IN	64,138,964	914,015	-	40,639,806	157,594	16,249,208	1,594,760	4,583,581
FUNDS OUT								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	61,788,077	8,245,728	1,712,724	2,304,857	3,058,561	36,882,091	5,223,782	4,360,334
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Plant purchases	2,238,470	-	-	-	-	2,238,470	-	-
Loan redemption	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	64,138,964	8,097,461	1,712,724	2,304,857	3,058,561	39,020,652	5,223,782	4,720,927
NET FUNDS MOVEMENT	0	(7,183,446)	(1,712,724)	38,334,949	(2,900,967)	(22,771,444)	(3,629,022)	(137,346)
CHANGES IN RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	(7,183,446)	(1,712,724)	50,645,626	(2,900,967)	(34,826,263)	(3,629,022)	(393,204)

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of income and expenditure								
OPERATING REVENUE								
Capital grants and subsidies	6,627,917	-	-	-	-	6,627,917	-	-
Contributions from developers	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	2,067,711	-	-	2,067,711	-	-	-	-
Fees and charges	2,277,957	-	-	474,096	-	204,347	1,482,432	117,082
Interest earned	4,145,669	-	-	4,145,669	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,347,857	411,759	-	4,665,049	157,594	113,455	-	-
Other revenue	2,051,717	502,256	-	1,549,461	-	-	-	-
Sales revenue	9,303,489	-	-	-	-	9,303,489	-	-
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(4,129,804)	-	-	(4,129,804)	-	-	-	-
Rates and utility charges excluding discounts and rebates	36,446,451	-	-	31,867,624	-	-	112,328	4,466,499
Less capital items	(6,627,917)	-	-	-	-	(6,627,917)	-	-
TOTAL OPERATING REVENUE	57,511,047	914,015	-	40,639,806	157,594	9,621,291	1,594,760	4,583,581
OPERATING EXPENDITURE								
Interest paid and finance costs	112,417	-	-	-	-	112,417	-	-
Labour, plant and materials	61,788,077	8,245,728	1,712,724	2,304,857	3,058,561	36,882,091	5,223,782	4,360,334
Plant purchases	2,238,470	-	-	-	-	2,238,470	-	-
Internal recovery	-	(148,267)	-	-	-	(212,326)	-	360,593
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Less used for capital purposes	(19,512,879)	-	-	-	-	(19,512,879)	-	-
TOTAL OPERATING EXPENDITURE	56,936,762	8,097,461	1,712,724	2,304,857	3,058,561	31,562,592	5,223,782	4,976,785
NET RESULT OR NET OPERATING POSITION	574,285	(7,183,446)	(1,712,724)	38,334,949	(2,900,967)	(21,941,301)	(3,629,022)	(393,204)
Dissection of capital expenditure								
New assets including upgrading, extending and improving assets and infrastructure	13,673,057							
Replacement or renewals of assets	5,839,822							
Total capital expenditure	19,512,879							

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

	TOTAL	Corporate	Executive	Finance	Human Resources	Operations	Planning	Waste mgt
Statement of changes in equity								
Accumulated (Surplus)/ Deficit	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-
Depreciation	12,310,677	-	-	-	-	12,054,819	-	255,858
Depreciation funding adjustment	(12,310,677)	-	-	(12,310,677)	-	-	-	-
TOTAL RESERVES AND EQUITY MOVEMENTS	-	-	-	(12,310,677)	-	12,054,819	-	255,858

Somerset Regional Council
Draft Revised Budget - adoption level - third year forecast
Year Ending 30 June 2026

Balance sheet or statement of financial position		
	#REF!	#REF!
<u>Assets</u>		
Operating and trust cash to account	29,053,219	29,053,219
Rate debtors	2,464,171	2,433,145
Other receivables	3,943,717	3,894,062
Store inventories/ gravel stockpiles	778,928	769,121
Urban Utilities balances	53,804,000	53,804,000
Equity in Urban Utilities	32,082,248	31,678,305
Property, plant, equipment, work in progress, land	572,018,755	564,816,553
<u>Total assets</u>	<u>694,145,037</u>	<u>686,448,405</u>
<u>Liabilities</u>		
Trade creditors, accruals and other current liabilities	41,114,064	40,619,633
<u>Total liabilities</u>	<u>41,114,064</u>	<u>40,619,633</u>
<u>Net community assets</u>	<u>653,030,973</u>	<u>645,828,772</u>
Community equity	653,030,973	645,828,772

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF CASH FLOW											
FUNDS IN											
Capital grants and subsidies	67,220,122	16,490,353	6,627,917	6,768,920	6,913,448	7,061,590	7,213,435	7,369,076	7,528,608	7,692,128	7,859,736
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,891,648	4,016,259	4,145,669	4,280,078	4,419,698	4,564,748	4,715,457	4,872,067	5,034,828	5,204,001	5,379,861
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
TOTAL FUNDS IN	122,094,712	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
FUNDS OUT											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	149,840,993	71,398,331	61,788,077	62,739,024	65,631,397	67,371,432	69,076,832	71,440,582	73,281,090	76,796,523	78,854,828
Plant purchases	1,478,500	1,005,851	2,238,470	2,970,450	1,807,047	1,843,327	1,962,922	1,474,236	1,560,282	24,346	-
Loan redemption	-	-	-	-	-	-	-	-	-	-	-
TOTAL FUNDS OUT	151,426,493	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
NET FUNDS MOVEMENT	(29,331,782)	-	-	-	-	-	-	-	-	-	-
CHANGES IN RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	-	-	-	-	-	-	-	-
NET FUNDS MOVEMENT AND EQUITY MOVEMENTS	-	-	-	-	-	-	-	-	-	-	-
Non-cash cost											
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057

Somerset Regional Council
Draft Revised Budget, long term financial forecast and financial plan, long term asset management plan and financial sustainability measures/ratios - adoption level
Years ending 30 June 2024 to 2034

Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
STATEMENT OF INCOME AND EXPENDITURE											
INCOME											
Capital grants and subsidies	67,220,122	16,490,353	6,627,917	6,768,920	6,913,448	7,061,590	7,213,435	7,369,076	7,528,608	7,692,128	7,859,736
Contributions from developers	-	-	-	-	-	-	-	-	-	-	-
Associated entity profit share and tax equivalents	1,968,077	2,017,279	2,067,711	2,119,404	2,172,390	2,226,700	2,282,367	2,339,426	2,397,912	2,457,859	2,519,305
Fees and charges	2,168,191	2,222,397	2,277,957	2,334,906	2,393,280	2,453,115	2,514,443	2,577,304	2,641,736	2,707,779	2,775,472
Interest earned	3,891,648	4,016,259	4,145,669	4,280,078	4,419,698	4,564,748	4,715,457	4,872,067	5,034,828	5,204,001	5,379,861
Internal recovery	-	-	-	-	-	-	-	-	-	-	-
Loan advance	-	-	-	-	-	-	-	-	-	-	-
Operating grants and subsidies	5,362,741	5,195,854	5,347,857	5,504,339	5,665,433	5,831,276	6,002,007	6,177,771	6,358,718	6,544,998	6,736,772
Other revenue	1,968,399	2,017,534	2,051,717	2,102,939	2,155,437	2,209,249	2,264,405	2,320,942	2,378,892	2,438,290	2,499,174
Sales revenue	8,855,196	9,076,575	9,303,489	9,536,076	9,774,478	10,018,840	10,269,311	10,526,044	10,789,196	11,058,925	11,335,398
Profit on sale/ Proceeds from sale	-	-	-	-	-	-	-	-	-	-	-
Rates and utility charges discounts and rebates	(3,915,969)	(4,021,450)	(4,129,804)	(4,241,106)	(4,355,433)	(4,472,866)	(4,593,486)	(4,717,377)	(4,844,627)	(4,975,324)	(5,109,561)
Rates and utility charges excluding discounts and rebates	34,576,307	35,499,056	36,446,451	37,419,146	38,417,820	39,443,168	40,495,903	41,576,756	42,686,479	43,825,842	44,995,641
Less capital items	(67,220,122)	(16,490,353)	(6,627,917)	(6,768,920)	(6,913,448)	(7,061,590)	(7,213,435)	(7,369,076)	(7,528,608)	(7,692,128)	(7,859,736)
TOTAL INCOME	54,874,590	56,023,504	57,511,047	59,055,782	60,643,103	62,274,230	63,950,407	65,672,933	67,443,134	69,262,370	71,132,062
EXPENDITURE											
Interest paid and finance costs	107,000	109,675	112,417	115,227	118,108	121,061	124,088	127,190	130,370	133,629	136,970
Labour, plant and materials	149,840,993	71,398,331	61,788,077	62,739,024	65,631,397	67,371,432	69,076,832	71,440,582	73,281,090	76,796,523	78,854,828
Plant purchases	1,478,500	1,005,851	2,238,470	2,970,450	1,807,047	1,843,327	1,962,922	1,474,236	1,560,282	24,346	-
Loan redemption	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
TOTAL EXPENDITURE BEFORE DEPRECIATION BUT AFTER CAPITAL EXPENDITURE	151,426,493	72,513,857	64,138,964	65,824,702	67,556,551	69,335,820	71,163,842	73,042,009	74,971,742	76,954,498	78,991,798
Add depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Less used for capital purposes	(105,759,510)	(28,950,129)	(19,512,879)	(20,092,089)	(20,680,702)	(21,283,360)	(21,978,327)	(22,618,333)	(23,277,993)	(23,958,409)	(24,660,304)
TOTAL OPERATING EXPENDITURE	57,307,302	55,534,495	56,936,762	58,392,935	59,895,832	61,442,408	62,956,030	64,585,665	66,258,436	67,975,021	69,736,551
NET RESULT / OPERATING SURPLUS OR (DEFICIT)	(2,432,712)	489,009	574,285	662,847	747,271	831,822	994,377	1,087,268	1,184,698	1,287,349	1,395,511

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Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
LONG TERM ASSET MANAGEMENT PLAN											
Program of capital expenditure that will provide for the sustainable management of assets and infrastructure while also improving assets and infrastructure											
Replacement or renewals of assets	40,987,412	16,974,113	5,839,822	9,046,226	8,569,252	3,655,748	5,877,840	5,694,859	2,759,422	2,634,266	4,513,747
New assets including upgrading, extending and improving assets and infrastructure	64,772,098	11,976,016	13,673,057	11,045,863	12,111,450	17,627,612	16,100,487	16,923,474	20,518,571	21,324,143	20,146,557
Total capital expenditure	105,759,510	28,950,129	19,512,879	20,092,089	20,680,702	21,283,360	21,978,327	22,618,333	23,277,993	23,958,409	24,660,304
STATEMENT OF CHANGES IN EQUITY											
Accumulated (Surplus)/ Deficit	(29,331,782)	-	-	-	-	-	-	-	-	-	-
Appn to-Constr'd Wks Res-Works & Roads	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Constrained Works Reserve	-	-	-	-	-	-	-	-	-	-	-
Trfr from-Land Sale Reserve	-	-	-	-	-	-	-	-	-	-	-
Depreciation	11,640,319	11,970,767	12,310,677	12,660,322	13,019,983	13,389,948	13,770,515	14,161,989	14,564,687	14,978,932	15,405,057
Depreciation funding adjustment	(11,640,319)	(11,970,767)	(12,310,677)	(12,660,322)	(13,019,983)	(13,389,948)	(13,770,515)	(14,161,989)	(14,564,687)	(14,978,932)	(15,405,057)
TOTAL RESERVES AND EQUITY MOVEMENTS	(29,331,782)	-	-	-	-	-	-	-	-	-	-
BALANCE SHEET OR STATEMENT OF FINANCIAL POSITION											
Assets											
Operating and trust cash to account	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219	29,053,219
Rate debtors	2,360,000	2,433,145	2,464,171	2,496,186	2,529,187	2,563,191	2,598,549	2,634,978	2,672,514	2,711,196	2,751,066
Other receivables	3,777,000	3,894,062	3,943,717	3,994,954	4,047,770	4,102,190	4,158,778	4,217,079	4,277,152	4,339,060	4,402,869
Store inventories/ gravel stockpiles	746,000	769,121	778,928	789,048	799,480	810,229	821,406	832,921	844,786	857,014	869,617
Urban Utilities balances	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000	53,804,000
Equity in Urban Utilities	30,726,000	31,678,305	32,082,248	32,499,066	32,928,725	33,371,435	33,831,778	34,306,061	34,794,756	35,298,379	35,817,469
Property, plant, equipment, work in progress, land	547,837,191	564,816,553	572,018,755	579,450,521	587,111,241	595,004,653	603,212,465	611,668,808	620,382,114	629,361,591	638,616,838
Total assets	668,303,410	686,448,405	694,145,037	702,086,994	710,273,621	718,708,916	727,480,194	736,517,066	745,828,540	755,424,458	765,315,078
Liabilities											
Trade creditors, accruals and other current liabilities	39,454,000	40,619,633	41,114,064	41,624,254	42,150,162	42,692,045	43,255,511	43,836,039	44,434,208	45,050,649	45,686,021
Total liabilities	39,454,000	40,619,633	41,114,064	41,624,254	42,150,162	42,692,045	43,255,511	43,836,039	44,434,208	45,050,649	45,686,021
Net community assets	628,849,410	645,828,772	653,030,973	660,462,740	668,123,459	676,016,871	684,224,683	692,681,027	701,394,332	710,373,809	719,629,057
Community equity	628,849,410	645,828,772	653,030,973	660,462,740	668,123,459	676,016,871	684,224,683	692,681,027	701,394,332	710,373,809	719,629,057
ANALYSIS OF PROPERTY, PLANT, EQUIPMENT, WORK IN PROGRESS, LAND											
Gross current replacement cost	763,930,510	775,906,526	789,579,583	800,625,446	812,736,896	830,364,508	846,464,995	863,388,469	883,907,040	905,231,183	925,377,740
Accumulated depreciation	(216,093,319)	(211,089,973)	(217,560,828)	(221,174,924)	(225,625,655)	(235,359,855)	(243,252,530)	(251,719,660)	(263,524,926)	(275,869,592)	(286,760,901)
Property, plant, equipment, work in progress, land - WDV	547,837,191	564,816,553	572,018,755	579,450,521	587,111,241	595,004,653	603,212,465	611,668,808	620,382,114	629,361,591	638,616,838
Opening accumulated depreciation	(204,453,000)										

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Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Current year and long term financial sustainability statement											
LOCAL GOVERNMENT REGULATION 2012 RATIOS/ financial sustainability measures											
Asset sustainability ratio - capital expenditure on the replacement of assets (renewals) divided by depreciation expense - target >90%	352%	142%	47%	71%	66%	27%	43%	40%	19%	18%	29%
Net financial liabilities ratio - total liabilities less current assets divided by total operating revenue - target <+60%	6%	8%	8%	9%	9%	10%	10%	11%	11%	12%	12%
Operating surplus ratio - net operating surplus divided by total operating revenue - target >0%	-4%	1%	1%	1%	1%	1%	2%	2%	2%	2%	2%
Council controlled revenue ratio - (net rates, levies and charges plus fees and charges) divided by total operating revenue	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%	60%
Operating cash ratio - (operating result plus depreciation plus finance costs) divided by total operating revenue - target >0%	17%	22%	23%	23%	23%	23%	23%	23%	24%	24%	24%
Unrestricted cash expense cover ratio - (total cash and equivalents plus current investments) divided by (total operating expenditure less depreciation less finance costs) - target >4	8	8	8	8	7	7	7	7	7	7	6
Asset consumption ratio - written down replacement cost of depreciable infrastructure assets divided by current replacement cost of depreciable infrastructure assets - target >60%	72%	73%	72%	72%	72%	72%	71%	71%	70%	70%	69%
Asset renewal funding ratio - total of planned capital expenditure on infrastructure asset renewals over 10 years divided by total of required capital expenditure on infrastructure asset renewals over 10 years	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council	Not yet required for a tier 4 council
Leverage ratio - (book value of debt divided by total operating revenue less total operating expenditure) add depreciation and amortisation	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt	Not required for councils with no debt
Population growth ratio - (prior year estimated population divided by previous year estimated population) minus 1	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%

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Year	FY2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Percentage change in total gross rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	8.1%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%
Percentage change in total nett rates and charges revenue from the previous year incorporating growth in the number of properties as well as expected change in rates per property	7.9%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%	2.7%

Appendix B



Policy Subject/Title: Revenue Policy FY2025

Policy Number: F/001

Policy Subject/Title: Revenue Policy FY2025

Responsible Officer: Director Finance

Legislative or Regulatory Reference: *Local Government Act 2009* and Regulation

Related Policies / Procedures: Revenue statement

Authorised by: Somerset Regional Council

Authorised on: 24 January 2024

Review/Amendment dates: This policy is reviewed annually

1. OBJECTIVE

Council aims to fulfil a statutory requirement through adoption of this revenue policy under section 193 of the Local Government Regulation 2012.

2. BACKGROUND

Council is required to review its revenue policy each financial year under section 193 of the Local Government Regulation 2012.

3. PURPOSE

The revenue policy sets guidelines for the development of Council's budget, revenue measures and other financial matters as outlined.

4. SCOPE

The policy applies to Somerset Regional Council and all persons and entities that contribute or might contribute revenue to the Council.

5. POLICY

Section numbers referred to below relate to the Local Government Regulation 2012.

• s193(1)(a)(i) The principles that the local government intends to apply in the financial year for levying rates and charges

Rates and charges are levied to enable Council to meet its recurrent and capital costs.

Differential general rates will be levied on all rateable land in the Region. In Council's opinion, differential general rating enables there to be a more equitable relationship between revenue raised from particular land and the circumstances relevant to that land than would be the case under a standard rating system where rates are levied at a single rate in the dollar on all rateable land.

In determining its differential rating system, Council's objective is to ensure the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding all irrelevant considerations.

For the 2024/2025 financial year, the Council will levy general rates on land on the basis of differential rating categories determined having regard to a variety of matters including but not limited to: -

- land use;
- land location;
- availability of services;
- consumption of services;
- land area;
- valuation; and
- such other relevant qualities of the land or its use.

For utility charges, and other rates or charges for particular services or functions (regulatory or otherwise) the guiding principle is that of user pays, with the overall level of revenue raised

by each charge being based so far as practicable upon the full cost price of providing the service or facility concerned.

Council will meet legal requirements for the cost effective levying of rates including providing all required information on rate documents.

• s193(1)(a)(ii) The principles that the local government intends to apply in the financial year for granting concessions for rates and charges

Council may grant rate remissions or deferrals on the grounds of financial hardship on a case-by case but consistent basis.

Financial hardship does not necessarily mean simple inability to pay.

Council will administer the State Government Pensioner Rate Subsidy Scheme under the scheme rules for the maximum benefit of landowners.

Council may allow concessions to certain classes of pensioner landowners for rating equity reasons. The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• s193(1)(a)(iii) The principles that the local government intends to apply in the financial year for recovering overdue rates and charges

Council will inform ratepayers with arrears of rates of the powers it may use in collecting outstanding rates including legal action, application of interest penalties, loss of discounts, release of information to mortgagees and other parties with interests in properties, sale of lands and any other potential action.

Council may offer assistance to people to access their own superannuation if applicable.

Council's recovery action will be cost effective.

Council will not enter into arrangements that limit its legal power to recover rates.

Following each rating period, Council will forward reminder letters to owners with overdue rates where appropriate or courtesy advices to ratepayers who have missed discounts.

Legal rate recovery actions or referrals to debt collectors may be authorised by the Chief Executive Officer.

Council is to receive twice each financial year recommendations for sale of lands for overdue rates actions covering all properties for which actions may legally be commenced except where the overdue rates or charges exceed the rateable valuation of the land. Where this situation applies, a recommendation to acquire the land for overdue rates may be made.

Where Council invokes section 130 (7) of the Local Government Regulation 2012 to set a later discount date than indicated on a rate notice and this has clearly resulted in a credit balance for a local ratepayer equal to the discount available, Council will write to the local ratepayer advising that the account is in credit.

Council is to receive a recommendation to commence sale of land for overdue rates and charges action whenever an infrastructure charge becomes overdue for a period of more than three years.

• s193(1)(a)(iv) The principles that the local government intends to apply in the financial year for cost-recovery methods

Council may seek to recover costs of the matters permitted under section 97 of the Local Government Act 2009.

Costs to be recovered with cost-recovery fees may include all direct and indirect costs of the providing the relevant facility, service or activity including cash and non-cash costs and including but not limited to the cost of capital, corporate overheads and depreciation.

Council will not seek to impose a taxation component for any cost-recovery fee.

Council may charge less than the full cost of providing the relevant facility, service or activity when setting any cost-recovery fee.

• **s193(1)(b) The purpose of concessions granted for rates and charges**

Various concessions may be granted for rates and charges including retaining the concessions of a predecessor council or for any of the matters permitted by law as it is assumed that the types of concessions allowable by law are permitted for a valid purpose.

The conditions of any concessions will be outlined in the local government's revenue statement and budget resolutions.

• **s193(1)(c) The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development**

Developers may be required to pay the full costs of any increased capacity in the physical infrastructure due to any new developments, and where appropriate, a contribution towards social infrastructure changes required to cater for the increase or changes in population caused by new developments.

6. EFFECTIVE FROM

This policy is effective from 24 January 2024 in respect of the 2024/2025 financial year.

7. CONTROLS

This policy is subject to controls outlined in the financial management risk register.

8. DATE OF RESOLUTION

This policy was approved by the Chief Executive Officer and adopted by the Somerset Regional Council at the Ordinary Meeting of 24 January 2024.

Signed:

Dated:

Appendix C



Policy Subject/Title: RISK MANAGEMENT POLICY

Policy Number: F/005

Responsible Officer: Director Finance

Related Policies / Procedures: *Local Government Act* and Regulation

Authorised by: Somerset Regional Council

Authorised on: 25 March 2015 [Doc ID 809014]

Amendments:

- 13 September 2017 (Doc ID 982508)
- 27 June 2018 (Doc ID 1045262)
- 13 May 2020 (Doc ID 1196918)
- 24 June 2020 (Doc ID 1206979)
- 14 October 2020 (Doc ID 1235888)
- 25 November 2020 (Doc ID 1248438)
- 24 March 2021 (Doc ID 1279131)
- 26 May 2021 (Doc id 1296590)

1. OBJECTIVE

Pursuant to the Local Government Regulation 2012, Council is required to record certain risks and control measures for those risks in addition to other risk management requirements.

2. BACKGROUND

Internal audit prompted the adoption of a risk management policy in 2015.

3. PURPOSE

To meet statutory and other requirements about risk.
To document Council's insurance strategy.

4. SCOPE

The policy applies to Somerset Regional Council.

5. POLICY

Risk management is the identification, analysis, assessment, treatment, monitoring and review of risks.

Under LGR2012, Council must keep a written record stating the following—

- (a) the risks the local government's operations are exposed to, to the extent they are relevant to financial management;
- (b) the control measures adopted to manage the risks.

Council's financial management risk and control register is to be kept as a registered document within Council's document management system to meet Council's statutory requirements.

Council's Operational Plans shall include a reference to maintenance of a risk management framework and risk register to the satisfaction of audit.

Each year before 30 June, a link to the financial management risk register is to be provided to all officers within the finance department requesting a review of relevant sections and seeking feedback to Director Finance within 14 days. Within 14 days of the receipt of feedback, Director Finance and the Chief Executive Officer will consider responses and determine whether to change any part of the risk register and internal controls.

Council believes that there may be an opportunity to save money by establishing a formal framework for managing risk. This framework may encompass some elements of the relevant standard.

Effective 30 June 2021, Council will self-insure its buildings and other structures and not carry external insurance for these assets.

Not carrying marine hull commercial insurance coverage or engineering / machinery breakdown insurance coverage is considered appropriate given Council's financial position.

A quarantined self-insurance cash reserve of \$53.804 million will be maintained representing the value of Council's credit facilities to Urban Utilities to help manage associated risk. Council understands and accepts the risk of this self-insurance strategy which will be offset by the benefits of cumulative avoided insurance premiums and which is appropriate given Council's financial position.

6. DATE OF RESOLUTION

This policy was approved by the Chief Executive Office and adopted by the Somerset Regional Council at the Ordinary Meeting of 24 January 2024.

Signed:

Date:

Appendix D



Policy Subject/Title: CARETAKER PERIOD POLICY

Policy Number: EX/009

Responsible Officer: Chief Executive Officer

Legislative or Regulatory Reference: Local Government Act 2009 (the Act)
Local Government Electoral Act 2011

Related Policies / Procedures: EX/004 Acceptable Request Guidelines
EX/001 Councillors' Reimbursement of Expenses
HR/001 Employee Code of Conduct
Councillor Code of Conduct (Statutory)

Authorised by: Somerset Regional Council

Authorised on: [Date of Decision / Doc ID of Decision]

Amendments: [Date and Doc ID of any subsequent amendments]

1. PURPOSE

To inform Councillors and Council staff of responsibilities during the mandatory **caretaker period** prior to and during Local Government elections.

2. SCOPE & AUTHORITY

This policy is applicable to all Councillors and to Council employees, contractors or volunteers. This policy applies to quadrennial elections, but not fresh elections or by-elections.

This is a discretionary policy, resolved by Council under its powers in accordance with the Queensland Local Government Act (2009) Chapter 2, Section 9 which states:

9 Powers of local governments generally

(1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.

Whilst it is not mandatory for Councils to have a discrete policy on Caretaker Period arrangements, significant regulatory direction is provided by the Local Government Act (Qld) 2009, particularly Part 5, sections 90A to 90D and these are expanded upon in the following Council Policy.

3. POLICY STATEMENT

3.1 General Principles

- (a) Council affirms its commitment during the caretaker period to:
 - i. the efficient and transparent continuation of Council's day to day business;
 - ii. transparent actions and decision-making;
 - iii. the suspension of major policy decisions;
 - iv. maintaining the neutrality and independence of Council employees; and
 - v. the principle that the use of public funds for electoral purposes is unacceptable.
- (b) Council acknowledges that during the caretaker period, Councillors who are also candidates may make election commitments which they intend to honour if they are re-elected. Councillors making such commitments must make it clear that these commitments are being made in their role as a candidate, rather than any kind of commitment being made on behalf of the Council or which reflects the majority view of Council.
- (c) Councillors must take particular care in any campaign activity to ensure that there can be no possible perception of use of Council provided resources for activity that could be perceived as being in relation to the Councillor's campaign.
- (d) Council will continue to meet during the caretaker period for the purpose of making appropriate and compliant decisions in the public interest.
- (e) Councillors must not use information gained during the course of their role as Councillors to disparage or discredit Council or Councillors. Such disparaging or discrediting may be a breach of the Code of Conduct for Councillors.

3.2 Major policy decision

- (a) Council shall not make major policy decisions during a caretaker period except with permission of the Minister.
- (b) If Council considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, Council shall apply to the Minister for approval. If the Minister is satisfied that it is necessary for Council to make the major policy decision in the public interest, Council shall abide by any conditions which the Minister sets in relation to the policy decision.

- (c) A major policy decision made by Council during a caretaker period without the approval of the Minister is invalid. A contract is void if it is the subject of a major policy decision that is invalid.
- (d) A person who acts in good faith in relation to a major policy decision of Council, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of the invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage.

3.3 Council employees

- (a) Council employees shall maintain the normal business activities of Council during the caretaker period.
- (b) Council employees shall execute their official duties and responsibilities as a Council employee in accordance with the Local Government Act 2009, Council's Code of Conduct for Employees and Council's corporate values and take all reasonable steps to avoid any real or perceived partisanship when acting in an official capacity in order to protect the organisation's integrity and ability to impartially serve any incoming Council following an election.
- (c) Council employees may in a personal or private capacity provide support or assistance to a Councillor or a candidate in their own time, providing that any support or assistance provided does not breach legislation or Council's Code of Conduct for Employees, and the Council employee takes all reasonable steps to ensure that in providing any support or assistance they are acting as a private citizen and not perceived as acting in an official capacity as a Council employee.
- (d) Councillor support staff shall continue to provide support for Council endorsed activities and core Council business but not election or politically related matters.
- (e) Any Council employee proposing to stand as a candidate for the election must be absent on leave from the date they formally nominate and become a candidate for the election to the end of the caretaker period.
- (f) As per section 203 of the Local Government Electoral Act 2011, a Council employee who nominates as a candidate is entitled to a leave of absence from their appointment for a period of not more than two (2) months in order to contest the election.

3.4 Election material

- (a) In accordance with section 90D of the Act, Council shall not publish or distribute election material intending to influence an elector about voting at an election or affect the result of an election.

3.5 Use of Council resources during caretaker period

- (a) Councillors are entitled to use Council resources and facilities as outlined in the Councillor Expenses Reimbursement Council Policy for routine activities in the fulfilment of their roles and responsibilities as Councillors, until their term of office comes to an end.
- (b) Councillors and Council employees shall not use Council equipment or resources for election purposes.
- (c) Where a Councillor is provided use of a Council vehicle, the Councillor may continue to use that vehicle until their term of office comes to an end provided that they do not affix or allow to be affixed or remain affixed any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election.

3.6 Requests for information

- (a) Councillors must not request information or advice from Council staff to assist with political or electioneering activities unless they identify themselves as being in the role of a candidate.

- (b) Requests for information by candidates (including Councillors in their role as a candidate) will be dealt with as per the process for a request by a member of the public.
- (c) Requests by candidates for information that is outside the public domain (for example, information that has not been published) will be referred to the appropriate agency.
- (d) Councillors may continue to request information and advice from Council staff in order to conduct day to day Council business as per the Councillors Acceptable Requests Guidelines. Councillors must therefore ensure that they inform the CEO (or staff member) of the nature of the proposed Council decision or issue when requesting information and advice.

3.7 Councillor correspondence

- (a) Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period.
- (b) In responding to such correspondence, the Councillors shall not purport to make policy commitments binding the incoming Council.

3.8 Media

- (a) The CEO shall be the official spokesperson of Council during the caretaker period.
- (b) Media releases by the organisation during the caretaker period must be of public interest, relate to routine Council business, rather than new policy or major projects and must not be reasonably construed as being for political purposes.
- (c) During the caretaker period, Council shall respond to media enquiries that relate to routine operational matters only.
- (d) Media releases shall not be attributed to individual Councillors during the caretaker period.
- (e) Media events may continue to be held during the caretaker period provided the media event relates to routine Council business and is not used for political purposes.
- (f) If a Councillor is at a media event and is asked a political question, the Councillor, if seeking re-election, shall respond in their capacity as a candidate or, if not seeking re-election, shall respond as an individual. Councillors should ensure to distinguish their individual opinion from the majority view of the elected Council. Under no circumstances should a response be attributed to Council.

3.9 Council's website and social media platforms

- (a) Updates of Council's website shall be limited to the following:
 - i. uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
 - ii. road work updates or road closures;
 - iii. health or emergency warnings;
 - iv. material that is purely factual regarding Council's decisions or operations;
 - v. updates to existing forms;
 - vi. aesthetic changes;
 - vii. fixing broken links or repairing web issues; and
 - viii. compliance with legislative requirements.
- (b) Social media hosted or published by Council shall carry a notice to exclude political comment. No response shall be made to any political comments posted and any such comments shall be removed.

3.10 Civic and community events

- (a) Councillors may continue to represent Council at civic events and community events during the caretaker period, provided the event meets one or more of the following criteria:
 - i. it is a planned event endorsed by the full Council;
 - ii. it is, or plans to be, routinely held at the same time each year;

- iii. it is a commemorative or anniversary event held on or near the anniversary date;
- iv. it is an event to be hosted by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, for example citizenship ceremonies or hosting VIP guests to the region.
- (b) There shall be no community awards, recognition and civic receptions during the caretaker period with the exception of citizenship ceremonies, which shall continue as normal.

3.11 Community engagement

- (a) Community engagement activities, including but not limited to surveys, polls – either formal or informal and invitations to put forward submissions, should be avoided during the caretaker period except where the community engagement is part of an ongoing project that requires the engagement as part of a program approved prior to the caretaker period or is a legislative requirement.
- (b) Where community engagement has occurred prior to the caretaker period but the results have not yet been presented to Council – either formally or informally, results of the engagement shall not be provided to Council until the caretaker period has concluded.

3.12 Community grants and Sponsorship

- (a) Activities approved under Council's Community Grants Policy prior to the commencement of the caretaker period may continue during a caretaker period in accordance with the policy.
- (b) Any funding round for community grants that is open during the caretaker period shall remain open, but applications received during this time shall not be determined until after the election.
- (c) During the caretaker period, representation to Council to support community funding or sponsorship must be referred to the CEO for approval on the basis that if it is part of an on-going or recurrent project or of exceptional benefit to the community or timing is critical.

3.13 Councillor training and development

- (a) During the caretaker period, Council will not fund or conduct any training or professional development activities for Councillors.

4. RISK

This policy addresses the risk that prior to a local government election, during the defined "caretaker period", actions and decisions could be made by Councillors or Council employees which could be perceived as influencing voters or having a significant impact on the incoming Council. This policy contains provisions that mitigate this risk whilst allowing Councillors and Council employees to continue the ordinary business of Council in a responsible, transparent and legally compliant manner.

5. DEFINITIONS

CEO means the Chief Executive Officer of the Somerset Regional Council appointed in accordance with the Local Government Act (Qld) 2009. This includes a person acting in this position.

Council means Somerset Regional Council, its elected Councillors, its management and its employees.

Council Employees means all permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students.

Caretaker period means as defined in s90A of the Local Government Act (Qld) 2009 which is as the period during an election for the Council that starts on the day when the public notice of the

holding of the election is given under s25(1) of the Local Government Electoral Act 2011 and ends at the conclusion of the election, which is the day on which the last declaration of a poll conducted in the election is displayed in the office of the returning officer. There is no caretaker period during a by-election or fresh election.

Civic events mean public events that Council initiates, manages or has full responsibility for.

Community events means events including but not limited to media launches, promotional events, community engagement events, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions and local fairs.

Council resources include but are not limited to employees, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council, hospitality, stationery, property, facilities, website, vehicles, administrative tools and telecommunication devices.

Election material includes but is not limited to anything able to, or intended to, influence an elector about voting at an election or affect the result of the election.

Major policy decision means as defined in the Local Government Act (Qld) 2009 which is a decision:

- (a) about the appointment of a chief executive officer of the local government; or
- (b) about the remuneration of the chief executive officer of the local government; or
- (c) to terminate the employment of the chief executive officer of the local government; or
- (d) to enter into a contract the total value of which is more than the greater of the following –
 - i. \$200,000;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report, or
- (e) relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- (f) to make, amend or repeal a local law; or
- (g) to make, amend or repeal a local planning instrument under the Planning Act; or
- (h) under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to –
 - i. vary the category of development or category of assessment of development, or
 - ii. vary the assessment benchmarks or criteria for accepted development that would apply to the development, or
 - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- (i) under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to –
 - i. further vary the category of development or category of assessment of development; or
 - ii. further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
 - iii. facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.

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 24 January 2024.

Signed: _____

Date: _____

Appendix E

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised November 2023

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	



**Queensland
Government**

The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities, and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive, and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion, and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures. If there is any inconsistency, the local government is taken to have adopted the model procedures to the extent of the inconsistency.

The model meeting procedures include the following:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting
- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with sections 1-8 below of these model meeting procedures.

Processes

1. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

- 1.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.
- 1.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 1.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 1.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 1.3.2. Apologising for their conduct
 - 1.3.3. Withdrawing their comments.
- 1.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.

- 1.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required
- 1.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 1.7.1. An order reprimanding the councillor for the conduct
 - 1.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 1.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 1.10. Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):

Note: Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a suspected conduct breach. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 2.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 2.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

- 2.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 2.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 2.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 2.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 2.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.
- 2.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 2.9. The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

3. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances under paragraph 1.9.2 of this document.*

- 3.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

- 3.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.

- 3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

- 3.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.

- 3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

- 3.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
 - 3.3.4. The subject councillor has a declarable conflict of interest in the matter but may remain in the closed meeting (unless the local government decides otherwise), during the debate about the investigation report and answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.
 - 3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
 - 3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
 - 3.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.
- 3.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 3.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and

Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: *Local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.*

3.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

3.6. The local government may order that no action be taken against the councillor or make one or more of the following:

3.6.1. An order that the councillor make a public apology, in the way decided by the local government,

3.6.2. An order reprimanding the councillor for the conduct breach

3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

3.6.4. An order that the councillor be excluded from a stated local government meeting

3.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)

3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

3.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

3.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.

3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

3.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

4. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

4.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

4.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.

4.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:

4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract

4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission

4.3.3. The name of any entity, other than the councillor, that has an interest in the matter

4.3.4. The nature of the councillor's relationship with the entity mentioned in 3.3.3 that has an interest in a matter

4.3.5. Details of the councillor's and any other entity's interest in the matter.

4.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.

4.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

5. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

5.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of COBA applies.

5.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:

5.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

5.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.

5.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

5.3.1. The nature of the declarable conflict of interest

5.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

5.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:

- the name of the other person and
- the nature of the relationship of the other person to the councillor or related party and
- the nature of the other person's interest in the matter and
- the value of the gift or loan and the date the gift or loan was made.

5.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

5.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

5.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.

5.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV of the LGA.

5.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

5.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting

and participate in deciding the matter in which the councillor has a declarable conflict of interest.

5.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:

5.6.1. How does the inclusion of the councillor in the deliberation affect the public trust

5.6.2. How close or remote is the councillor's relationship to the related party

5.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received

5.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them

5.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community

5.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting

5.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?

5.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.

5.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.

5.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).

5.10.A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

6. Reporting a Suspected Conflict of Interest

- 6.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 6.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 6.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 6.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 6.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 6.6. If the belief or suspicion of a COI relates to more than one councillor. The parts 5.1 to 5.5 of these procedures must be complied with in relation to each councillor separately.

7. Loss of Quorum

7.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:

7.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated

7.1.2. Defer the matter to a later meeting

7.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

7.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

7.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.

7.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

7.4.1. The mayor or chief executive officer, or

7.4.2. A standing committee, or joint committee of the local government, or

7.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or

7.4.4. Another local government for a joint government activity.

7.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council

7.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:

7.5.1. The mayor or

7.5.2. A standing committee.

7.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:

7.6.1. The mayor, or

7.6.2. The Establishment and Coordination Committee, or

7.6.3. A standing committee of the local government.

7.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

8. Recording Prescribed and Declarable Conflicts of Interest

8.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

8.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

8.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

8.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

8.1.4. Any decision then made by the eligible councillors

8.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

8.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

8.1.7. The name of each eligible councillor who voted on the matter and how each voted.

8.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

8.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

8.3. Where a decision has been made under section 4 above – the minutes must include:

8.3.1. The decision and reasons for the decision, and

8.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

9. Closed Meetings

9.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:

9.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees

9.1.2. Industrial matters affecting employees

9.1.3. The local government's budget, which does not include the monthly financial statements

9.1.4. Rating concessions

9.1.5. Legal advice obtained by the local government or legal proceedings involving the local government, including for example, legal proceedings that may be taken by or against the local government

9.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals

9.1.7. Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government

9.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*

9.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State

9.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.

- 9.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.
- 9.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the local government meeting, and the local government must resolve to:
 - 9.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:
 - 9.3.2. Defer the matter to a later meeting when a quorum may be available
 - 9.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 9.4. None of the above will be considered, discussed, voted on or made during a closed session.
- 9.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 9.6. To take a matter into a closed session the local government must abide by the following:
 - 9.6.1. Pass a resolution to close all or part of the meeting
 - 9.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see section 8.1)
 - 9.6.3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
 - 9.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).

Appendix F

ATTACHMENT A

AMENDMENT TO EXISTING DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
37.	Chief Executive Officer	Power, as an administering authority, to decide to approve an application to amalgamate environmental authorities or refuse an amalgamation application to which section 247(1)(b) applies and impose conditions on the amalgamated environmental authority.	Section 247 <i>Environmental Protection Act 1994</i> .	24 January 2024 (originally adopted 30 October 2013)	
44.	Chief Executive Officer	Power, as an administering authority, to: (a) cancel, suspend or extend the suspension of an environmental authority if an event mentioned in section 278(2) has occurred; (b) follow the procedures in Chapter 5, Part 11, Division 2; (c) give notice of the decision; and (d) record the action in the relevant register.	Sections 278 , 279 , 280 , 281 , 282 , 283 and 284 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 27 April 2016)	
46.	Chief Executive Officer	Power, as an administering authority, to: (a) approve or refuse an application made by the holder of an environmental authority to suspend or extend the suspension of the environmental authority; (b) record the decision in the appropriate register; and (c) if the decision is to refuse, give the holder an information notice about the decision.	Sections 284C and 284F <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
66.	Chief Executive Officer	Power, as a local government mentioned in sections 320A(3)(a) or 320A(3)(b), to within 24 hours after becoming aware of the matter mentioned in section 320A(3)(a) or (b), give the administering authority written notice.	Section 320DB(2) <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 8 June 2022)	
69.	Chief Executive Officer	Power, as an administering authority, to ask for further information and extend the time for making a request under subsection (2).	Section 326F <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
73.	Chief Executive Officer	Power, as an administering authority, to require a person or public authority to apply to the administering authority for the issue of a transitional environmental program.	Section 332 Environmental Protection Act 1994	24 January 2024 (originally adopted 30 October 2013)	
74.	Chief Executive Officer	Power to apply for the issue of a transitional environmental program to the administering authority for approval.	Section 333 Environmental Protection Act 1994	24 January 2024 (originally adopted 30 October 2013)	
75.	Chief Executive Officer	Power, as an administering authority, to by written notice require the person or public authority that submitted the draft transitional environmental authority to give further information.	Section 334(1) <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
76.	Chief Executive Officer	Power to make a submission in relation to an application for the issue of a transitional environmental program.	Section 335 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
78.	Chief Executive Officer	Power, as an administering authority, to seek advice, comment or information about an application for the issue of a transitional environmental program.	Section 336A <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
79.	Chief Executive Officer	Power, as an administering authority, to extend the period for decision about an application for the issue of a transitional environmental program and approve a transitional environmental program.	Section 337 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
80.	Chief Executive Officer	Power, as an administering authority, to:- a) approve a transitional environmental program with or without conditions; or b) refuse to approve a transitional environmental program.	Section 339(1) and (2) <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
82.	Chief Executive Officer	Power, as an administering authority, to:- (a) where the administering authority approves the application – issue the transitional environmental program; and (b) where the administering authority refuses the application or imposes conditions – give an information notice.	Section 340 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
83.	Chief Executive Officer	Power, as an administering authority, to approve an application for a transitional environmental program if there has been substantial compliance with public notice requirements.	Section 342 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
88.	Chief Executive Officer	Power, as administering authority, to – <ul style="list-style-type: none"> • grant an application for a temporary emissions licence, with or without conditions, as submitted or on different terms than have been requested in the application; or • refuse to grant the application for a temporary emissions licence; and • where necessary, give an information notice. 	Sections 357C, 357D, 357E and 357F <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 27 April 2016)	
90.	Chief Executive Officer	Power, as holder of a temporary emissions licence, to give written agreement to the amendment of the licence.	Section 357J(b) <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 30 October 2013)	
97.	Chief Executive Officer	Power, as the land's owner, to:- <ul style="list-style-type: none"> (a) make a written submission to the administering authority in response to a show cause notice issued pursuant to section 375; (b) make the declaration mentioned in section 375(2)(e); and (c) include a copy of any investigation report mentioned in section 375(4). 	Section 376 <i>Environmental Protection Act 1994</i>	24 January 2024 (originally adopted 27 April 2016)	

Stock Route Management Act 2002

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
25.	Chief Executive Officer	Power to provide any information that the Minister may require in relation to: (a) details of amounts received by Council under the <i>Stock Route Management Act 2002</i> ; and (b) functions or powers performed or exercised or required to be performed or exercised by Council under the <i>Stock Route Management Act 2002</i> .	Section 188 <i>Stock Route Management Act 2002</i>	24 January 2024 (originally adopted 28 September 2016)	

Appendix G

ATTACHMENT B

REMOVAL OF DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
81.	Chief Executive Officer	Power, as an administering authority, to impose on an approval of a draft transitional environmental program:- (a) any conditions the authority must impose under a regulatory requirement; and (b) any other conditions the administering authority considers appropriate.	Section 339(2) Environmental Protection Act 1994	30 October 2013	
136.	Chief Executive Officer	Power, as an administering authority, to request written notice of damage caused to land or something on the land by a person who enters land under an entry order.	Section 578 Environmental Protection Act 1994	30 October 2013	

Stock Route Management Act 2002

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
24.	Chief Executive Officer	Power to pay half of the amounts referred to in subsection (1) to the department.	Section 187A <i>Stock Route Management Act 2002</i>	28 September 2016	

Waste Reduction and Recycling Act 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
32.	Chief Executive Officer	Power, as a local government affected by the waste levy, to receive an annual payment from the chief executive and use that payment to mitigate any direct impacts of the waste levy on households in Council's local government area.	Sections 73D(1) and (2) <i>Waste Reduction and Recycling Act 2011</i>	23 September 2020	
33.	Chief Executive Officer	Power, as a local government affected by the waste levy that receives an annual payment from the chief executive, to include a statement on rate notices that informs the ratepayer of the amount paid to the local government and the purpose of the payment.	Section 73D(4) <i>Waste Reduction and Recycling Act 2011</i>	23 September 2020	

Waste Reduction and Recycling Regulation 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
1.	Chief Executive Officer	Power to give the information required by sections 41Q(2) and 41Q(3) to the Chief Executive	Section 41Q <u>Waste Reduction and Recycling Regulation 2011</u>	25 March 2015	
2.	Chief Executive Officer	Power to give the information required by sections 41ZL(1) and 41ZL(2) to the Chief Executive.	Section 41ZL <u>Waste Reduction and Recycling Regulation 2011</u>	25 March 2015	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
3.	Chief Executive Officer	Power to prepare an emergency plan and keep it up to date.	Section 41ZM Waste Reduction and Recycling Regulation 2011	25 March 2015	

Appendix H

ATTACHMENT C

NEW DELEGATIONS - COUNCIL TO CEO

Environmental Protection Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as an administering authority, to:- (a) de-amalgamate an environmental authority; (b) issue the de-amalgamated environmental authorities; (c) impose conditions on each de-amalgamated environmental authority to the extent necessary for the de-amalgamation; and (d) include each environmental authority in the relevant register.	Section 250C <i>Environmental Protection Act 1994.</i>	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to:- (a) grant or refuse the temporary authority; and (b) if the decision is refuse, give an information notice for the decision.	Section 316GD <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to:- (a) impose conditions on the authority; and (b) notify the applicant of the proposed conditions.	Section 316GE <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to give the temporary authority to the applicant.	Section 316GF <i>Environmental Protection Act 1994</i>	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give the administering authority the requested information and ask the administering authority to extend the information response period.	Sections 334(3) and (4) <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power to give public notice of the application for the issue of a transitional environmental program.	Section 335 (2) <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as an administering authority when issuing a transitional environmental program, to include a note in the environmental authority.	Section 343A <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as an administering authority, to give written notice of the matters listed in section 352(1).	Section 352 <i>Environmental Protection Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as the owner of land, to make an inclusion request and respond to any request for further information from the administering authority.	Section 379B and 379C <i>Environmental Protection Act 1994</i>	24 January 2024	

Fire and Emergency Services Act 1990

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, at the direction of an authorised fire officer, to exercise a power conferred upon the authorised fire officer.	Section 59 <i>Fire and Emergency Service Act 1990</i>	24 January 2024	
	Chief Executive Officer	Power, as occupier of the land, to: (a) take all reasonable steps to extinguish or control the fire; and (b) report the existence and location of the fire to a person identified in subsection 67(b).	Section 67 <i>Fire and Emergency Service Act 1990</i>	24 January 2024	
	Chief Executive Officer	Power, as occupier of land, to: (a) enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and (b) take on to the land, equipment for extinguishing or controlling the fire; and (c) take all reasonable measures to extinguish or control the fire.	Section 68(1) <i>Fire and Emergency Service Act 1990</i>	24 January 2024	
	Chief Executive Officer	Power, as occupier of land, to direct persons to:- (a) enter the land on which the fire is burning and any other land in order to gain access to the land where the fire is burning; and (b) take on to the land, equipment for extinguishing or controlling the fire; and (c) take all reasonable measures to extinguish or control the fire.	Section 68(1) <i>Fire and Emergency Service Act 1990</i>	24 January 2024	

Land Act 1994

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as lessee, to:- (a) provide the Minister with an improvements report; (b) give the Minister information, or further information, about a building or other structure on the lease land; and (c) give the Minister a report about the condition of the buildings and other structures on the lease land.	Sections 156(2) and (4) <i>Land Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as lessee, to within the reasonable period stated in the notice, make written submissions about any matter relevant to the reasons for the chief executive's proposal.	Section 157B(2)(a)(iii) <i>Land Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as trustee, to consult with the Chief Executive.	Section 159A(2) <i>Land Act 1994</i>	24 January 2024	
	Chief Executive Officer	Power, as covenantee, to sign a document wholly or partly discharging the covenant.	Section 373D(2) <i>Land Act 1994</i> .	24 January 2024	
	Chief Executive Officer	Power, as a holder of a registered interest in the land whose interest may be affected by the proposed carbon abatement interest, to consent to the proposed grant.	Section 373U(c) <i>Land Act 1994</i> .	24 January 2024	
	Chief Executive Officer	Power, as caveator, to sign the caveat.	Section 389C <i>Land Act 1994</i> .	24 January 2024	
	Chief Executive Officer	Power, as an offeree, to apply for an extension.	Section 403R(3) <i>Land Act 1994</i>	24 January 2024	

Petroleum and Gas (Production and Safety) Act 2004

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 427(1), to give the relevant pipeline licence holder a notice stating:- (a) details of the proposed road or proposed change; and (b) that the holder may, within a stated period, lodge submissions to the authority about the proposal at the office of the authority stated in the notice.	Section 427(2) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 427(1), to give the holder notice of the decision to implement the proposal.	Section 427(5) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as a public road authority in the circumstances set out in subsection 429(1), to comply with the request from the holder.	Section 429(2) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as a public land authority in the circumstances set out in subsection 431(1), to give the holder a works direction.	Section 431(2) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a public land authority, to ensure the works the subject of the direction are carried out.	Section 432(2) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as a public land authority, to recover from the holder as a debt any reasonable costs the authority incurs in ensuring the works are carried out.	Section 432(3) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as an owner of land, to consult with the applicant about the proposed permission and conditions and lodge submissions.	Section 465(2)(c) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as an owner of land, to agree with the authority holder that the equipment or improvements need not be removed from the land.	Section 560(3) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as an owner or occupier of land, to agree to a shorter period of notice to enter the land.	Section 799F(1)(b) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	
	Chief Executive Officer	Power, as an owner or occupier of land, to give consent to the authorised person entering the land and sign an acknowledgement of the consent.	Section 779G(4) <i>Petroleum and Gas (Production and Safety) Act 2004</i>	24 January 2024	

Plumbing and Drainage Act 2018

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to give an enforcement notice to the owner of premises requiring the owner to take stated action.	Section 143(2) <i>Plumbing and Drainage Act 2018</i>	24 January 2024	

Stock Route Management Regulation 2023

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, in the circumstances listed in subsection 9(1), where the original permit had included the correct particular and the revised permit fee would have been less than the original permit fee, to:- (a) refund the amount of the difference between the fees to the holder; or (b) reduce the original permit fee by the amount of the difference between that fee and the revised permit fee.	Section 9(3) <i>Stock Route Management Regulation 2023</i>	24 January 2024	

Waste Reduction and Recycling Act 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as the operator of a waste disposal site with a resource recovery area, to:- (a) make a written submission to the chief executive; or (b) take stated actions.	Section 72VA(3)(e) <i>Waste Reduction and Recycling Act 2011</i>	24 January 2024	
	Chief Executive Officer	Power to use a relevant payment to mitigate the direct effects of the waste levy on households in the local government's local government area.	Section 73DC(1) <i>Waste Reduction and Recycling Act 2011</i>	24 January 2024	
	Chief Executive Officer	Power to ensure the first rates notice issued to an entity after receiving a relevant payment state the matters listed in subsection 73DD(1).	Section 73DD(1) <i>Waste Reduction and Recycling Act 2011</i>	24 January 2024	
	Chief Executive Officer	Power to satisfy the Chief Executive that Council has informed the intended recipients of the misinformation of how the misinformation is false or misleading.	Section 73DE(2) <i>Waste Reduction and Recycling Act 2011</i>	24 January 2024	

Waste Reduction and Recycling Regulation 2023

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power to prepare an emergency plan and keep it up to date.	Section 56 <i>Waste Reduction and Recycling Regulation 2023</i>	24 January 2024	

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power as a local government recycling provider who operates or provides a kerbside recycling collection service to give the chief executive the information prescribed in subsection 83(1) for the financial year	Section 83(1) <i>Waste Reduction and Recycling Regulation 2023</i>	24 January 2024	
	Chief Executive Officer	Power as a local government recycling provider who operates or provides a recycling service other than a kerbside recycling collection service to give the chief executive information about the percentage of households within the service area with access to the service.	Section 83(2) <i>Waste Reduction and Recycling Regulation 2023</i>	24 January 2024	

Work Health and Safety Regulation 2011

NO.	DELEGATE	DESCRIPTION OF POWER DELEGATED	LEGISLATION	DATE OF RESOLUTION	CONDITIONS TO WHICH THE DELEGATION IS SUBJECT
	Chief Executive Officer	Power, as a person conducting a business or undertaking, to manage psychosocial risks under part 3.1.	Section 55C <i>Work Health and Safety Regulation 2011</i>	24 January 2024	