



Somerset
REGIONAL COUNCIL

**Minutes of Ordinary Meeting
Held Wednesday, 14 August 2024**

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

Present

Cr Jason Wendt	(Mayor)
Cr Helen Brieschke	(Deputy Mayor)
Cr Michael Bishop	(Councillor)
Cr Brett Freese	(Councillor)
Cr Tiara Hurley	(Councillor)
Cr Kylee Isidro	(Councillor)
Cr Sally Jess	(Councillor)
Mr A Johnson	(Chief Executive Officer)
Mr C Young	(Director Operations)
Mr L Hannan	(Director Planning and Development)
Mr G Smith	(Director Finance)
Mrs K Jones	(Director HR and Customer Service)
Mr D Rowe	(Director Corporate and Community Services)
Mrs H Golinski	(Minute Secretary / Executive Assistant)
Ms M Janke	(Communications Manager)
Observer Mr S Brennan	(Environmental Services Manager)
Mr Darren McPherson	(Natural Resources Officer)

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Opening of Meeting

The Mayor, Cr Jason Wendt, opened the meeting at 9.00am.

Leave of Absence

Nil

Confirmation of Minutes**Resolution**

Moved – Cr Hurley

Seconded – Cr Brieschke

“THAT the Minutes of the Ordinary Meeting held 24 July 2024 as circulated to all Members of Council be confirmed”.

Carried

Vote - Unanimous

Business arising out of minutes of previous meeting

Nil

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

August

- 16 Somerset Art Society AGM, St Agnes Hall, Esk, 9.45 am
Lockyer Valley & Somerset Water Collaborative information session,
Coominya Public Hall, 11.00 am – 2.00 pm
- 17 Toogoolawah Men’s Shed Official Opening of New Workshop and
Storage Shed, 10.00 am
- 18 Vietnam Veterans Day at your local RSL around the region
- 20 Police Charity Day, supporting Police Legacy and the Toogoolawah
Play2Learn Group, Toogoolawah Bowls Club, \$80 per team, 11.00 am. Bookings –
0412 482 771
- 24 Fernvale Country Fair, Fernvale Memorial Park, 7.00 am – 12.00 pm

Matters of public interest – Cr Bishop

The Lowood State School have their open day this week. This is a very popular school with a wonderful culture. Many parents have talked to me about their satisfaction with the school and the teachers and staff need congratulating.

Along with other Councillors, I will be attending a Queensland Country Tourism gathering in Esk after their Board meeting on Thursday.

Matters of public interest – Cr Isidro

August

- 14 Somerset Business Chamber executive meeting
- 16 Somerset Art Society AGM, Esk
Toogoolawah Men She'd open day
Villeneuve RFB open day
Simon Clear Book Launch, Civic Centre
- 19 Kilcoy Progress Alliance meeting, Kilcoy
- 20 LDMG meeting, Esk

- 21 Councillor community chat, Moore
- 26 Somerset Arts Culture and Heritage Advisory committee meeting
- 28 Council meeting

Matters of public interest Cr Hurley

I would like to extend my congratulations to the Kilcoy Show Society for organising a fantastic and fun-filled show this year! Your hard work and dedication truly made it a memorable event, and I look forward to seeing it grow even bigger and better next year.

Additionally, the Stone House Open Day was a remarkable success, drawing an impressive crowd and many visitors to Somerset. The heavy horses were undoubtedly a highlight, captivating attendees and showcasing our regions rich farming background.

I'm pleased to report that our recent "Come and Chat with a Councillor" events have seen great turnout. Our next event is scheduled for Wednesday, 21 August at the Moore Cafe from 9 AM to 11 AM. If you're unable to attend, please don't hesitate to reach out to us anytime. Our contact numbers and emails are readily available on the council's webpage.

A reminder that Water Collaborative Information Sessions for producers are being held at the following locations this week:

Lockyer Valley Cultural Centre

Thursday, 15 August 2024 5.30pm – 8.30pm

Coominya Public Hall

Friday, 16 August 2024 11am – 2pm

Lastly, this weekend, I encourage everyone to check out the open day at the Toogoolawah Men's Shed, where they will be showcasing their new facility. The Villeneuve Rural Fire Brigade will also be hosting an open day, providing an excellent opportunity to engage with these wonderful groups.

Matters of public interest – Cr Freese

The Queensland Tourism Meet and Greet and Networking event is on Thursday at the Grand Hotel. This should be a great event to strengthen and focus on our tourism potential.

The SASI AGM is on Friday morning 16th August.

The Water Collaborative Information Sessions for producers are being held at the following locations this week:

Lockyer Valley Cultural Centre

Thursday, 15 August 2024 5.30pm – 8.30pm

Coominya Public Hall

Friday, 16 August 2024 11am – 2pm

I encourage all producers and industry that is interested in the potential opportunities that this initiative will bring to the region to attend.

The Lowood Truck show is on at the Lowood Showgrounds from 8am on Saturday 17 August. It promises to be another great motor event for the region.

The Toogoolawah Men's Shed are having an open day on Saturday 17 August from 10am where they will be showcasing their new facility. I would like to acknowledge the wonderful work this organisation does for the community as well as proving an important facility for its members.

The Villeneuve Rural Fire Service is having their Open day also on Saturday 17 August. It promises to be a great day and I encourage everyone in the area to get along to learn more about what the organisation does and hopefully the main gain some more volunteers.

An Afternoon with author Simon Cleary is on at the Civic Centre on Saturday 17 August from 2pm. This appears to be a sold out event where he will discuss his new novel "Everything is Water" where he details his journey along the Brisbane River from source to sea!

Jamin in Esk is on at the Civic Centre from noon on Sunday 18 August.

The Toogoolawah Bowls Club are holding their Police Charity Day on Tuesday 20 August. I'd encourage people to get a team together or just come along to celebrate this important day.

The next Come and Chat with Councillors will be at the Moore Café on Wednesday 21 August.

The Apostolic Country Fair will be held at Fernvale in Memorial Park on Saturday 24 August.

The Kilcoy Races will be on again on Sunday 25 August.

I'd like to take a moment to acknowledge the passing of a local legend from Glamorgan Vale, Mr Brian Bate and on behalf of SRC pass on our condolences to his family. He reached a wonderful age of 98 and many would know Brian from his passion for rodeos and encouraging people from all walks of life to become involved in the sport. I believe even at 98 he was still giving this advice to one of his daughters. Brian was also responsible for the running of The Glamorgan Vale Gallop in the 1970s on his property at Glamorgan Vale. The feature event was the actual gallop where horses would race around the paddock and over hills and through creeks to be the first back to claim the coveted Glamorgan Vale Gallop Cup. Brian originally came from the Boonah area around 75 odd years ago. It's funny but he never regarded himself as a local as he never thought he had been in the area long enough! To all of us he most certainly was a local and will be missed by many in the Glamorgan Vale Community.

I'd like to recognise the wonderful job that our local Showgirl entrant Michayla Cowley at the State Finals at the Ekka. While not placing I know for sure she would have gained a wealth of experience from her week spent down there representing the Toogoolawah Show Society and the West Moreton and Brisbane Valley Sub Chamber. Congratulations also to Stephanie Laycock who won the Queensland Rural Ambassador Award.

Matters of public interest – Cr Jess

August

- 15 Lowood State School Community Open Day & Mural Unveiling
- 15 & 16 August Lockyer Valley and Somerset Water Security Scheme Information Session
- 17 Lowood Truck Show
 - Toogoolawah Men's Shed Open Day
 - Villeneuve Rural Fire Brigade Open Day
 - An Afternoon with Simon Cleary
- 18 August Vietnam Veterans Day
- 21 Community Chat with Your Councillors
- 24 Lowood Kindy Family Fete

Declarations of Interest

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

The Chief Executive Officer advised the Director Corporate and Community Services will have a conflict of interest and under the Employee Code of Conduct will leave the room for agenda item number 23 – Tender 1377 – Lease of Commercial Property.

Subject:	Application for Operation of a Caravan Park – Lake Atkinson Resort
File:	Environmental Management/Reports/Environmental Health Reports
Action Officer:	EHO-BW

Background/Summary

Council has received an application (Doc ID: 1517944) for a local law permit from Squarego Pty Ltd, in relation to the operation of a caravan park at Lot 2 RP121854, 545 Atkinsons Dam Road, Atkinsons Dam.

The proposed caravan park will provide accommodation for both the travelling public and permanent residents. A total of 50 caravan sites will be provided as shown on the attached site plans. Powered and un-powered camping sites will also be provided.

Council regulates this activity through *Local Law No.1 (Administration) 2011*, and *Subordinate Local Law 1.8 (Operation of Caravan Parks) 2015*.

Assessment of Application

Under section 9 of *Local Law No. 1 (Administration) 2011*, Council may grant an approval for an application to operate a caravan park only if it is satisfied that:

Criteria – LL, Section 9(1)(a)	If the prescribed activity requires a separate approval under an Act, a law of the Commonwealth or the local government’s planning scheme—the separate approval has been granted; and
Officer comment	The applicant holds appropriate town planning approvals to operate a caravan park on the subject land. Building certification has been received pursuant to DA23676 for cabins, caravans and annexes on plots 2 – 50. There are currently no un-approved accommodation structures on the subject land. A plumbing approval has been issued for onsite plumbing works pursuant to DA24421.
Criteria – LL, Section 9(1)(b)	The proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
Officer comment	Public Health Water quality The applicant has provided results from water samples taken from the bore water supply. The sample results show that the water meets the microbiological requirements of the Australian Drinking Water Guidelines and is considered potable water. However, the results also show an exceedance of the aesthetic guideline levels for Total Dissolved Solids to such a level that the water would be considered unpalatable. The

	<p>applicant proposes to use the bore water for showering and toilets only. Additional potable water will be delivered to onsite tanks for use throughout the park for drinking, handwashing and food preparation.</p> <p>A condition of approval will require the approval holder to undertake sampling and analysis of all water supplies in use throughout the caravan park to ensure that the supply is potable. The analysis must be conducted in a NATA accredited laboratory and the results submitted to Council every 12 months, or more frequently where required by an authorised person. Further conditions of approval will also allow authorised officers to undertake additional samples when deemed necessary by Council.</p> <p>Waste facilities The applicant has advised that 30 Council wheelie bins are provided for use throughout the site. A condition of approval will require the approval holder to ensure waste facilities are sufficient to accommodate the collection and storage of all waste generated throughout the caravan park and that waste bins are stored in such a way as to not attract pests.</p> <p>Sanitary, Ablution and Laundry Facilities <i>Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2015</i> stipulates the minimum number of toilets, showers and laundry facilities to be provided and the design standards for sanitary facilities. The applicant will provide a primary amenities block as well as a transportable amenities block, both of which will service the patrons residing in caravan sites throughout the park.</p> <p>The transportable amenities block was initially provided for patrons occupying camping sites to the west of the site. The use of the transportable amenities block to service caravan site patrons is understood to be a temporary measure, as the camping sites at the western end of the park are not currently in use. The applicant will be required to install additional toilet and shower facilities to service the camping sites if these areas are to be used in the future.</p> <p>Safety</p> <p>Electrical Safety The applicant has provided certificates of testing and compliance issued under the <i>Electrical Safety Act 2002</i> covering electrical installations throughout the caravan park. A condition of approval will require the approval holder to obtain and supply to Council a current electrical safety certificate of compliance on an annual basis and as required by an authorised person.</p> <p>Fire Safety The applicant has provided a Yearly Condition Report prepared by Wormald Australia which covers the servicing of various firefighting equipment. The applicant has also provided evidence of testing for smoke alarms throughout the park. A condition of approval will require the approval holder to ensure adequate fire safety installations are maintained at all times.</p>
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	<p>Amenity and Environmental Harm</p> <p>A condition of approval will require the approval holder to ensure the operation of the caravan park does not detrimentally affect the amenity of adjoining land.</p> <p>Additional conditions of approval will require the approval holder to comply with the <i>Environmental Protection Act 1994</i>, and to ensure that the operation of the caravan park does not cause environmental harm or environmental nuisance.</p>
Criteria – LL, Section 9(1)(c)	If the prescribed activity is the commercial use of a local government controlled area or road—the grant of the approval is consistent with the objective of the local government of restriction of the commercial use of local government controlled areas and roads, where such activities are permitted, in recognition of the fact that the activities may otherwise enjoy an unfair commercial advantage over competitive activities conducted from fixed premises in the local government area for which rates and other charges are paid, and to which planning and other regulatory legislation applies;
Officer comment	Not applicable.
Criteria – LL, Section 9(1)(d)	The proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under a subordinate local law for this paragraph; and
Officer comment	Subordinate Local Law No.1.8 (Operation of Caravan Parks) 2015 prescribes criteria for the proposed activity. An assessment against that criterion is provided below.
Criteria – LL, Section 9(1)(e)	The grant of the approval would be consistent with the purpose of any relevant local law; and
Officer comment	The proposed activity is generally consistent with Council’s local laws.
Criteria – LL, Section 9(1)(f)	If the application relates to trust land—the grant of the approval would be consistent with the terms and conditions of the trust; and
Officer comment	The subject land is not trust land.
Criteria – LL, Section 9(1)(g)	If the application relates to a prescribed activity mentioned in section 5(b)—the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Act in relation to the approval.
Officer comment	Not applicable.
Criteria – SLL, Section 4(1)	The operation of the caravan park must be lawfully conducted on the premises; and
Officer comment	Appropriate planning, building and plumbing approvals are in place and the proposed caravan park can be lawfully conducted on the premises.

Criteria – SLL, Section 4(2)	The operation of the caravan park must not produce – (a) Environmental harm; or (b) Environmental nuisance; or (c) Inconvenience or annoyance to the occupiers of any adjoining land; or (d) A risk to public health.
Officer comment	It is considered that based on the application material provided to Council, the caravan park can be operated in such a way as to not cause environmental harm, environmental nuisance, inconvenience or annoyance to neighbouring properties, or a public health risk. The recommended conditions of approval below will assist Council in monitoring the ongoing operation of the caravan park.
Criteria – SLL, Section 4(3)	All facilities at the caravan park must be – (a) Of an acceptable standard; or (b) Able to be brought to an acceptable standard, for use by residents of the caravan park.
Officer comment	Existing accommodation is provided onsite through a range of different types of cabins, caravans and associated annexes. Council has received private final certification for cabins, caravans and annexes on plots 2 – 50 and there are currently no un-approved accommodation structures onsite. Conditions of approval will require the approval holder to ensure that facilities at the caravan park are maintained in good working order and a clean, safe and tidy condition. Conditions of approval will also require the permit holder to not permit a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation.

Attachment

1. Site Plans
2. Plumbing Site Plan

Recommendation

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

No.	Condition
1.	The local government may limit the number of persons who may occupy a site and require the approval holder to – a) Ensure that the limit is displayed on a notice erected in a prominent position at the caravan park together with a copy of the approved site layout plan for the caravan park; and

	b) Take appropriate action to ensure that the limit is not contravened.
2.	The approval holder must – a) Operate the caravan park in accordance with the approved site plan contained in attachment 1; and b) Not locate or permit accommodation to be located at any place within the caravan park other than on a site approved by the local government under this subordinate local law; and c) Not locate or permit to be located more than 1 accommodation, on a site at any 1 time; and d) Not permit accommodation to be occupied by more persons than the accommodation is designed to accommodate.
3.	The approval holder must not, unless the local government agrees in writing, change the sites at the caravan park by – a) Adding to the existing sites; or b) Changing the position or boundaries of a site.
4.	The operation of the caravan park must comply with – a) Any relevant development approval; and b) The provisions of the planning scheme and any relevant planning scheme policy of the local government.
5.	The operation of the caravan park must comply with the <i>Food Act 2006</i> .
6.	Any building or structure that forms part of the caravan park must comply with the <i>Building Act 1975</i> and the <i>Building Regulation 2021</i> .
7.	The operation of the caravan park must comply with the requirements of each of the following – a) The <i>Environmental Protection Act 1994</i> ; b) The <i>Environmental Protection Regulation 2019</i> ; c) The <i>Environmental Protection (Water and Wetland Biodiversity) Policy 2019</i> ; d) The <i>Environmental Protection (Noise) Policy 2019</i> ; e) The <i>Environmental Protection (Air) Policy 2019</i> .
8.	The operation of the caravan park must not breach a provision of a local law or subordinate local law.
9.	The operation of the caravan park must not detrimentally affect the amenity of adjoining land.
10.	The operation of the caravan park, including any premises, building, structure, vehicle, facility, equipment or fixture must be maintained in – a) Good working order and condition; and b) A clean, safe and tidy condition.
11.	The approval holder must not permit or allow a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation. <i>Example – a caravan that is not weather proof.</i>

12.	The approval holder must not change any building, structure or facility at the caravan park by – a) Adding new buildings, structures or facilities; or b) Removing existing buildings, structures or facilities; or c) Changing the position of any building, structure or facility; or d) Altering or renovating any building, structure or facility, e) Without prior notification to the local government and approval from an authorised person.
13.	However, subsection (12) does not apply if the proposed change constitutes development under the <i>Planning Act 2016</i> .
14.	The local government may require that the approval holder remove from the caravan park a caravan which, in the opinion of an authorised person, is dilapidated, unsightly or overcrowded within a specified time.
15.	The approval holder must comply with specified standards for the painting, paving and internal and external treatment of buildings, structures and sites.
16.	The approval holder must ensure that no accumulation, aggregation or proliferation of– a) Discarded or disused machinery, goods or wares; or b) Waste, refuse, scrap, bottles or second-hand materials of any description; or c) Dead, overgrown or untended trees or vegetation occurs on any part of the caravan park.
17.	The operation of the caravan park must not attract fly breeding or vermin infestation.
18.	The approval holder must not permit a person who occupies a site or complementary accommodation at the caravan park to engage in any business, trade or occupation within – a) The site; or b) The complementary accommodation; or c) The caravan park.
19.	All materials of a hazardous or dangerous nature which are used in the operation of the caravan park must be stored and used in a safe manner.
20.	All maintenance of the caravan park must be performed safely in accordance with all relevant laws.
21.	The operation of the caravan park must not – a) Create a traffic problem; or b) Increase an existing traffic problem; or c) Detrimentally affect the efficiency of an existing road network.
22.	Provision must be made for people, vehicles and caravans to enter and exit the caravan park safely.

23.	<p>The approval holder must –</p> <ul style="list-style-type: none"> a) Provide and maintain an adequate and continuous supply of water to the caravan park, including water suitable for drinking, cooking and personal hygiene; and b) The water supply is to be provided in accordance with plumbing approval DA24421 and the plan contained in attachment 2. c) Ensure that an adequate and continuous supply of hot and cold water is reticulated to every bathroom, kitchen and laundry facility within the caravan park. 								
24.	<p>Water intended for use for domestic purposes as part of the operation of the caravan park must be from an approved water source and be of appropriate water quality to be used for that purpose.</p>								
25.	<p>The approval holder must maintain a treatment process to maintain disinfection levels in the bore water supply for personal hygiene purposes to ensure the water is potable.</p>								
26.	<p>The water supply for drinking, cooking and personal hygiene purposes must be potable water.</p>								
27.	<p>The approval holder must undertake sampling and analysis of the water supply used for drinking, cooking and personal hygiene purposes in the caravan park to ensure that the supply is potable. The analysis must be conducted in a NATA accredited laboratory and the results submitted to Council every 12 months, or more frequently where required by an authorised person.</p>								
28.	<p>The approval holder must allow reasonable access to the caravan park for an authorised officer to undertake additional sampling and analysis of the water supply in the park, when required by the local government.</p>								
29.	<p>All water supply connections must be maintained in accordance with the <i>Plumbing and Drainage Act 2018</i>.</p>								
30.	<p>The approval holder must not change the water supply system without the prior approval of an authorised person.</p>								
31.	<p>The approval holder must ensure that, if water obtained from a particular water outlet in the caravan park may be unsuitable for drinking, a sign is prominently displayed at the outlet stating “Unsuitable for Drinking”.</p>								
32.	<p>The caravan park must be provided with –</p> <ul style="list-style-type: none"> a) Sanitary conveniences for each sex for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin as follows- <ul style="list-style-type: none"> i. In accordance with Table 1 (Sanitary Conveniences), excluding any site occupied by a caravan which is fitted with a sanitary convenience; and <p style="text-align: center;">Table 1 – Sanitary Conveniences</p> <table border="1" data-bbox="276 1917 1401 1989"> <thead> <tr> <th data-bbox="276 1917 467 1989">No. of sites</th> <th data-bbox="467 1917 778 1989">Minimum no. of water closets or</th> <th data-bbox="778 1917 1090 1989">Minimum no. of water closets or</th> <th data-bbox="1090 1917 1401 1989">Minimum length of urinals for males</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No. of sites	Minimum no. of water closets or	Minimum no. of water closets or	Minimum length of urinals for males				
No. of sites	Minimum no. of water closets or	Minimum no. of water closets or	Minimum length of urinals for males						

	pan cabinets and pans for females	pan cabinets and pans for males	
Up to 40	1 for every 7 sites or part thereof.	1 for every 10 sites or part thereof.	0.6m for every 20 sites or part thereof.
Over 40	6 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.	4 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.	0.6m for every 20 sites or part thereof.
	<ul style="list-style-type: none"> ii. Such that if 10 or more water closet fixtures are provided – at least 1 water closet fixture and its compartment or cubicle is- <ul style="list-style-type: none"> a. Accessible to both sexes; and b. Constructed, equipped and provided with access in accordance with <i>AS1428 Design for Access and Mobility – General Requirements for Access</i>; and iii. Installed and kept in a separate compartment or cubicle constructed so as to ensure that the privacy of each person using the sanitary convenience is maintained; and <p>b) Ablution facilities for each sex for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin as follows-</p> <ul style="list-style-type: none"> i. 1 shower or bath (in a separate cubicle) for each sex, for every 15 individual sites within the caravan park; and ii. Each cubicle for a shower or a bath must be constructed so as to totally conceal a person within the cubicle from persons who may be outside the cubicle; and iii. At least 1 hand basin for each sex, for every 15 individual sites within the caravan park; and iv. 1 baby bath; and <p>c) Laundry facilities for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin in the ration of 1 set of twin wash tubs and 1 clothes washing machine and 35 lineal meters of clothes line for every 20 sites or part thereof, excluding any site which is fitted with a set of twin wash tubs and a clothes washing machine; and</p> <p>d) The facilities specified in paragraphs a) to c) inclusive, subject to the following-</p> <ul style="list-style-type: none"> i. The requirements of this subsection apply where each site is designated for occupation by not more than 3 persons; and ii. If 1 or more sites are designated for occupation by more than 3 persons – the local government may require the approval holder to provide and maintain toilet, bathing and showering facilities in excess of the requirements specified in paragraphs a) to c) inclusive. 		
33.	<p>The following standards for sanitary facilities must be adhered to-</p> <ul style="list-style-type: none"> a) The floors of a sanitary facility must – <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Be unable to absorb grease, food particles or water; and iii. Be laid so that there is no ponding of water; and iv. Not provide harbourage for insects or vermin; and v. Be smooth; and 		

	<ul style="list-style-type: none"> vi. Prevent the entry of dirt, dust, insects and vermin; and b) The walls of a sanitary facility must- <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Be unable to absorb grease, food particles or water; and iii. Not provide harbourage for insects or vermin; and iv. Be smooth; and v. Prevent the entry of dirt, dust, insects and vermin; and c) The ceiling of a sanitary facility must- <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Not provide harbourage for insects or vermin; and iii. Be smooth; and iv. Prevent the entry of dirt, dust, insects and vermin; and d) Adequate levels of fresh air must be maintained for the public in accordance with the <i>Building Act 1975</i>; and e) Sanitary facilities used as part of the operation of a self contained cabin and forming part of the caravan park must comply with the <i>Building Act 1975</i>.
34.	<p>If bed linen is supplied –</p> <ul style="list-style-type: none"> a) Keep it in a clean and sanitary condition; and b) Replace it with clean bed linen after each change of occupation of the accommodation.
35.	Human wastes from the operation of the caravan park must be disposed of at a dedicated sanitary facility, the sewerage system or an on-site sewerage facility.
36.	<p>Facilities for the disposal of waste must be –</p> <ul style="list-style-type: none"> a) Sufficient to accommodate the collection and storage of all waste generated as part of the operation of the caravan park; and b) Stored in such a way so as not to attract pests; and c) Provided in the manner, and at the locations, specified by the local government.
37.	Waste containers that are provided as part of the operation of the caravan park must at all times be regularly cleaned and maintained in a clean, tidy, sanitary and hygienic condition.
38.	Waste containers that are provided as part of the operation of the caravan park must be designed and constructed to prevent access by pests and be easily and effectively cleaned and disinfected.
39.	All waste, including waste water, generated as part of the operation of the caravan park must be disposed of in a safe and sanitary manner and in accordance with the <i>Environmental Protection Act 1994</i> and the <i>Plumbing and Drainage Act 2018</i> .
40.	<p>All waste generated as part of the operation of the caravan park must be stored and disposed of:</p> <ul style="list-style-type: none"> a) For general waste; through a waste service approved by Council. The required number of standard waste services shall be determined by Council, and b) For other solid waste; at an appropriately licensed waste disposal facility.

41.	Waste must not be incinerated or buried on the premises or removed from the premises to be incinerated or buried elsewhere other than in accordance with condition 39 above.
42.	Waste from the operation of the caravan park must not be disposed of into a stormwater installation, waters or a watercourse.
43.	Adequate electricity and electrical outlets must be provided as part of the operation of the caravan park in locations specified by the local government.
44.	A copy of a current electrical safety certificate of compliance issued under the applicable law in respect of electrical safety must be provided to the local government– a) On an annual basis with the application for the renewal of the approval; and b) As required by an authorised person.
45.	Adequate telephone and postal services must be provided as part of the operation of the caravan park in locations specified by the local government.
46.	Adequate fire safety installations and means of access must be maintained at all times.
47.	No dog is allowed within the premises used in the operation of the caravan park unless the dog is kept in accordance with the requirements of <i>Local Law No.2 (Animal Management) 2011</i> .
48.	The approval holder must not use an extension telephone bell, open air address system or similar device as part of the operation of the caravan park if the bell, system or device causes a nuisance or annoyance to any person.
49.	Signage used in the operation of the caravan park must be exhibited in a manner, and at the locations, specified by the local government.
50.	In the operation of the caravan park the approval holder must only use lighting which is angled or shaded so that the lighting does not cause – a) A nuisance; or b) An inconvenience; or c) Environmental harm; or d) An environmental nuisance.
51.	The approval holder must – a) Provide, at a distance of not more than 10m from any site, a waste water disposal point which is – i. Provided with a water stand pipe; and ii. Provided with an impervious paved area which is graded to a central drainage inlet; and iii. Connected to a sewerage system; and b) Not erect or locate an accommodation or suffer or permit an accommodation to be erected or located, closer than 3m to any other accommodation; and

	<ul style="list-style-type: none"> c) If the local government has an approved site layout plan for the caravan park – cause each site to be clearly defined and legibly marked in accordance with the plan; and d) Keep the caravan park free of pests and conditions offering harbourage for pests; and e) Not erect an accommodation or suffer or permit an accommodation to be erected, unless and until the accommodation is weatherproof, in good repair, fit for human habitation and in a clean and sanitary condition; and f) Provide ground anchor points designed to withstand heavy wind loads to enable the tie-down for caravans and complementary accommodation; and g) Cause sanitary conveniences and ablutionary facilities to be located- <ul style="list-style-type: none"> i. Not more than 100m from any site; and ii. At least every 6m from any site; and h) Provide and maintain specified recreational facilities; and i) Provide and maintain buffer zones between sites and roads, external boundaries and other facilities of the caravan park.
52.	The approval holder must, if the local government gives written notice to the approval holder that the local government is not satisfied that the resident manager of the caravan park is a suitable person to be the resident manager – replace the resident manager with an alternate resident manager who is acceptable to the local government within a time stated in the notice.
53.	A plan of the operation of the caravan park area must be displayed in the manner and locations specified by the local government or otherwise so that it can be viewed by members of the public.
54.	The evacuation plan and procedures for the operation of the caravan park must be displayed in the manner and locations specified by the local government or otherwise so that it can be viewed by members of the public.
55.	The rules which govern the use of the caravan park must be displayed in the manner, and at the locations, specified by the local government so that the rules can be viewed by users of the caravan park.
56.	The local government may prescribe rules which govern the use of the caravan park and require the approval holder to ensure compliance with the rules by each user of the caravan park.
57.	The approval holder must keep and maintain a register which details- <ul style="list-style-type: none"> a) The name and address of each person who hires a site or complementary accommodation at the caravan park; and b) An identifying number for the site or accommodation; and c) If a caravan is brought onto the site – the registration number of the caravan and (if applicable) the vehicle towing it; and d) The dates when the hiring of the site or accommodation begins and ends.
58.	The approval holder or the resident manager must, at the request of an authorised person, produce the register for inspection.

59.	The local government may specify conditions applying to the operation of the caravan park including – <ul style="list-style-type: none"> a) Times and days for administration of the arrival and departure of hirers of accommodation at the caravan park; and b) Conditions of stay; and c) Minimum requirements for condition and maintenance of caravans and complementary accommodation; and d) Conditions applying to the use of any facilities or services of the caravan park; and e) The prohibition of specified activities.
60.	The local government may require that the approval holder direct a person to leave the caravan park forthwith, or within a specified timeframe, where the person is found to be- <ul style="list-style-type: none"> a) Acting in a disorderly or objectionable manner; or b) Contravening a requirement of this local law or a Local Government Act, which contravention will, in the opinion of an authorised person, adversely impact on the safety or amenity of other caravan park users.
61.	The approval holder must provide the local government with information on the number of approved caravan park sites that are provided for the ordinary traveling public and the number of approved sites that are designated for longer stay/ permanent residents (e.g. sites that have a signed lease or rental agreements).

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

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

No.	Condition
1.	The local government may limit the number of persons who may occupy a site and require the approval holder to – <ul style="list-style-type: none"> a) Ensure that the limit is displayed on a notice erected in a prominent position at the caravan park together with a copy of the approved site layout plan for the caravan park; and b) Take appropriate action to ensure that the limit is not contravened.
2.	The approval holder must – <ul style="list-style-type: none"> a) Operate the caravan park in accordance with the approved site plan contained in attachment 1; and b) Not locate or permit accommodation to be located at any place within the caravan park other than on a site approved by the local government under this subordinate local law; and c) Not locate or permit to be located more than 1 accommodation, on a site at any 1 time; and d) Not permit accommodation to be occupied by more persons than the accommodation is designed to accommodate.

3.	The approval holder must not, unless the local government agrees in writing, change the sites at the caravan park by – a) Adding to the existing sites; or b) Changing the position or boundaries of a site.
4.	The operation of the caravan park must comply with – a) Any relevant development approval; and b) The provisions of the planning scheme and any relevant planning scheme policy of the local government.
5.	The operation of the caravan park must comply with the <i>Food Act 2006</i> .
6.	Any building or structure that forms part of the caravan park must comply with the <i>Building Act 1975</i> and the <i>Building Regulation 2021</i> .
7.	The operation of the caravan park must comply with the requirements of each of the following – a) The <i>Environmental Protection Act 1994</i> ; b) The <i>Environmental Protection Regulation 2019</i> ; c) The <i>Environmental Protection (Water and Wetland Biodiversity) Policy 2019</i> ; d) The <i>Environmental Protection (Noise) Policy 2019</i> ; e) The <i>Environmental Protection (Air) Policy 2019</i> .
8.	The operation of the caravan park must not breach a provision of a local law or subordinate local law.
9.	The operation of the caravan park must not detrimentally affect the amenity of adjoining land.
10.	The operation of the caravan park, including any premises, building, structure, vehicle, facility, equipment or fixture must be maintained in – a) Good working order and condition; and b) A clean, safe and tidy condition.
11.	The approval holder must not permit or allow a person to bring onto a site a caravan or other type of accommodation that is not fit for human habitation. <i>Example – a caravan that is not weather proof.</i>
12.	The approval holder must not change any building, structure or facility at the caravan park by – a) Adding new buildings, structures or facilities; or b) Removing existing buildings, structures or facilities; or c) Changing the position of any building, structure or facility; or d) Altering or renovating any building, structure or facility, e) Without prior notification to the local government and approval from an authorised person.
13.	However, subsection (12) does not apply if the proposed change constitutes development under the <i>Planning Act 2016</i> .

14.	The local government may require that the approval holder remove from the caravan park a caravan which, in the opinion of an authorised person, is dilapidated, unsightly or overcrowded within a specified time.
15.	The approval holder must comply with specified standards for the painting, paving and internal and external treatment of buildings, structures and sites.
16.	The approval holder must ensure that no accumulation, aggregation or proliferation of– <ul style="list-style-type: none"> a) Discarded or disused machinery, goods or wares; or b) Waste, refuse, scrap, bottles or second-hand materials of any description; or c) Dead, overgrown or untended trees or vegetation occurs on any part of the caravan park.
17.	The operation of the caravan park must not attract fly breeding or vermin infestation.
18.	The approval holder must not permit a person who occupies a site or complementary accommodation at the caravan park to engage in any business, trade or occupation within – <ul style="list-style-type: none"> a) The site; or b) The complementary accommodation; or c) The caravan park.
19.	All materials of a hazardous or dangerous nature which are used in the operation of the caravan park must be stored and used in a safe manner.
20.	All maintenance of the caravan park must be performed safely in accordance with all relevant laws.
21.	The operation of the caravan park must not – <ul style="list-style-type: none"> a) Create a traffic problem; or b) Increase an existing traffic problem; or c) Detrimentially affect the efficiency of an existing road network.
22.	Provision must be made for people, vehicles and caravans to enter and exit the caravan park safely.
23.	The approval holder must – <ul style="list-style-type: none"> a) Provide and maintain an adequate and continuous supply of water to the caravan park, including water suitable for drinking, cooking and personal hygiene; and b) The water supply is to be provided in accordance with plumbing approval DA24421 and the plan contained in attachment 2. c) Ensure that an adequate and continuous supply of hot and cold water is reticulated to every bathroom, kitchen and laundry facility within the caravan park.

24.	Water intended for use for domestic purposes as part of the operation of the caravan park must be from an approved water source and be of appropriate water quality to be used for that purpose.												
25.	The approval holder must maintain a treatment process to maintain disinfection levels in the bore water supply for personal hygiene purposes to ensure the water is potable.												
26.	The water supply for drinking, cooking and personal hygiene purposes must be potable water.												
27.	The approval holder must undertake sampling and analysis of the water supply used for drinking, cooking and personal hygiene purposes in the caravan park to ensure that the supply is potable. The analysis must be conducted in a NATA accredited laboratory and the results submitted to Council every 12 months, or more frequently where required by an authorised person.												
28.	The approval holder must allow reasonable access to the caravan park for an authorised officer to undertake additional sampling and analysis of the water supply in the park, when required by the local government.												
29.	All water supply connections must be maintained in accordance with the <i>Plumbing and Drainage Act 2018</i> .												
30.	The approval holder must not change the water supply system without the prior approval of an authorised person.												
31.	The approval holder must ensure that, if water obtained from a particular water outlet in the caravan park may be unsuitable for drinking, a sign is prominently displayed at the outlet stating "Unsuitable for Drinking".												
32.	<p>The caravan park must be provided with –</p> <p>a) Sanitary conveniences for each sex for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin as follows-</p> <p>i. In accordance with Table 1 (Sanitary Conveniences), excluding any site occupied by a caravan which is fitted with a sanitary convenience; and</p> <p style="text-align: center;">Table 1 – Sanitary Conveniences</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">No. of sites</th> <th style="text-align: center;">Minimum no. of water closets or pan cabinets and pans for females</th> <th style="text-align: center;">Minimum no. of water closets or pan cabinets and pans for males</th> <th style="text-align: center;">Minimum length of urinals for males</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 40</td> <td>1 for every 7 sites or part thereof.</td> <td>1 for every 10 sites or part thereof.</td> <td>0.6m for every 20 sites or part thereof.</td> </tr> <tr> <td style="text-align: center;">Over 40</td> <td>6 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.</td> <td>4 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.</td> <td>0.6m for every 20 sites or part thereof.</td> </tr> </tbody> </table> <p>ii. Such that if 10 or more water closet fixtures are provided – at least 1 water closet fixture and its compartment or cubicle is-</p> <p>a. Accessible to both sexes; and</p>	No. of sites	Minimum no. of water closets or pan cabinets and pans for females	Minimum no. of water closets or pan cabinets and pans for males	Minimum length of urinals for males	Up to 40	1 for every 7 sites or part thereof.	1 for every 10 sites or part thereof.	0.6m for every 20 sites or part thereof.	Over 40	6 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.	4 plus an additional 1 for every 15 sites or part thereof in excess of 40 sites.	0.6m for every 20 sites or part thereof.
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	<ul style="list-style-type: none"> b. Constructed, equipped and provided with access in accordance with AS1428 <i>Design for Access and Mobility – General Requirements for Access</i>; and iii. Installed and kept in a separate compartment or cubicle constructed so as to ensure that the privacy of each person using the sanitary convenience is maintained; and b) Ablution facilities for each sex for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin as follows- <ul style="list-style-type: none"> i. 1 shower or bath (in a separate cubicle) for each sex, for every 15 individual sites within the caravan park; and ii. Each cubicle for a shower or a bath must be constructed so as to totally conceal a person within the cubicle from persons who may be outside the cubicle; and iii. At least 1 hand basin for each sex, for every 15 individual sites within the caravan park; and iv. 1 baby bath; and c) Laundry facilities for the exclusive use of the residents of the caravan park who are not accommodated in a self-contained cabin in the ration of 1 set of twin wash tubs and 1 clothes washing machine and 35 lineal meters of clothes line for every 20 sites or part thereof, excluding any site which is fitted with a set of twin wash tubs and a clothes washing machine; and d) The facilities specified in paragraphs a) to c) inclusive, subject to the following- <ul style="list-style-type: none"> i. The requirements of this subsection apply where each site is designated for occupation by not more than 3 persons; and ii. If 1 or more sites are designated for occupation by more than 3 persons – the local government may require the approval holder to provide and maintain toilet, bathing and showering facilities in excess of the requirements specified in paragraphs a) to c) inclusive.
33.	<p>The following standards for sanitary facilities must be adhered to-</p> <ul style="list-style-type: none"> f) The floors of a sanitary facility must – <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Be unable to absorb grease, food particles or water; and iii. Be laid so that there is no ponding of water; and iv. Not provide harbourage for insects or vermin; and v. Be smooth; and vi. Prevent the entry of dirt, dust, insects and vermin; and g) The walls of a sanitary facility must- <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Be unable to absorb grease, food particles or water; and iii. Not provide harbourage for insects or vermin; and iv. Be smooth; and v. Prevent the entry of dirt, dust, insects and vermin; and h) The ceiling of a sanitary facility must- <ul style="list-style-type: none"> i. Be able to be easily and effectively cleaned and sanitised; and ii. Not provide harbourage for insects or vermin; and iii. Be smooth; and

	<ul style="list-style-type: none"> iv. Prevent the entry of dirt, dust, insects and vermin; and i) Adequate levels of fresh air must be maintained for the public in accordance with the <i>Building Act 1975</i>; and j) Sanitary facilities used as part of the operation of a self contained cabin and forming part of the caravan park must comply with the <i>Building Act 1975</i>.
34.	<p>If bed linen is supplied –</p> <ul style="list-style-type: none"> a) Keep it in a clean and sanitary condition; and b) Replace it with clean bed linen after each change of occupation of the accommodation.
35.	Human wastes from the operation of the caravan park must be disposed of at a dedicated sanitary facility, the sewerage system or an on-site sewerage facility.
36.	<p>Facilities for the disposal of waste must be –</p> <ul style="list-style-type: none"> a) Sufficient to accommodate the collection and storage of all waste generated as part of the operation of the caravan park; and b) Stored in such a way so as not to attract pests; and c) Provided in the manner, and at the locations, specified by the local government.
37.	Waste containers that are provided as part of the operation of the caravan park must at all times be regularly cleaned and maintained in a clean, tidy, sanitary and hygienic condition.
38.	Waste containers that are provided as part of the operation of the caravan park must be designed and constructed to prevent access by pests and be easily and effectively cleaned and disinfected.
39.	All waste, including waste water, generated as part of the operation of the caravan park must be disposed of in a safe and sanitary manner and in accordance with the <i>Environmental Protection Act 1994</i> and the <i>Plumbing and Drainage Act 2018</i> .
40.	<p>All waste generated as part of the operation of the caravan park must be stored and disposed of:</p> <ul style="list-style-type: none"> a) For general waste; through a waste service approved by Council. The required number of standard waste services shall be determined by Council, and b) For other solid waste; at an appropriately licensed waste disposal facility.
41.	Waste must not be incinerated or buried on the premises or removed from the premises to be incinerated or buried elsewhere other than in accordance with condition 39 above.
42.	Waste from the operation of the caravan park must not be disposed of into a stormwater installation, waters or a watercourse.
43.	Adequate electricity and electrical outlets must be provided as part of the operation of the caravan park in locations specified by the local government.

44.	A copy of a current electrical safety certificate of compliance issued under the applicable law in respect of electrical safety must be provided to the local government– <ul style="list-style-type: none"> a) On an annual basis with the application for the renewal of the approval; and b) As required by an authorised person.
45.	Adequate telephone and postal services must be provided as part of the operation of the caravan park in locations specified by the local government.
46.	Adequate fire safety installations and means of access must be maintained at all times.
47.	No dog is allowed within the premises used in the operation of the caravan park unless the dog is kept in accordance with the requirements of <i>Local Law No.2 (Animal Management) 2011</i> .
48.	The approval holder must not use an extension telephone bell, open air address system or similar device as part of the operation of the caravan park if the bell, system or device causes a nuisance or annoyance to any person.
49.	Signage used in the operation of the caravan park must be exhibited in a manner, and at the locations, specified by the local government.
50.	In the operation of the caravan park the approval holder must only use lighting which is angled or shaded so that the lighting does not cause – <ul style="list-style-type: none"> a) A nuisance; or b) An inconvenience; or c) Environmental harm; or d) An environmental nuisance.
51.	The approval holder must – <ul style="list-style-type: none"> a) Provide, at a distance of not more than 10m from any site, a waste water disposal point which is – <ul style="list-style-type: none"> i. Provided with a water stand pipe; and ii. Provided with an impervious paved area which is graded to a central drainage inlet; and iii. Connected to a sewerage system; and b) Not erect or locate an accommodation or suffer or permit an accommodation to be erected or located, closer than 3m to any other accommodation; and c) If the local government has an approved site layout plan for the caravan park – cause each site to be clearly defined and legibly marked in accordance with the plan; and d) Keep the caravan park free of pests and conditions offering harbourage for pests; and e) Not erect an accommodation or suffer or permit an accommodation to be erected, unless and until the accommodation is weatherproof, in good repair, fit for human habitation and in a clean and sanitary condition; and f) Provide ground anchor points designed to withstand heavy wind loads to enable the tie-down for caravans and complementary accommodation; and g) Cause sanitary conveniences and ablutionary facilities to be located-

	<ul style="list-style-type: none"> i. Not more than 100m from any site; and ii. At least every 6m from any site; and h) Provide and maintain specified recreational facilities; and i) Provide and maintain buffer zones between sites and roads, external boundaries and other facilities of the caravan park.
52.	The approval holder must, if the local government gives written notice to the approval holder that the local government is not satisfied that the resident manager of the caravan park is a suitable person to be the resident manager – replace the resident manager with an alternate resident manager who is acceptable to the local government within a time stated in the notice.
53.	A plan of the operation of the caravan park area must be displayed in the manner and locations specified by the local government or otherwise so that it can be viewed by members of the public.
54.	The evacuation plan and procedures for the operation of the caravan park must be displayed in the manner and locations specified by the local government or otherwise so that it can be viewed by members of the public.
55.	The rules which govern the use of the caravan park must be displayed in the manner, and at the locations, specified by the local government so that the rules can be viewed by users of the caravan park.
56.	The local government may prescribe rules which govern the use of the caravan park and require the approval holder to ensure compliance with the rules by each user of the caravan park.
57.	The approval holder must keep and maintain a register which details- <ul style="list-style-type: none"> a) The name and address of each person who hires a site or complementary accommodation at the caravan park; and b) An identifying number for the site or accommodation; and c) If a caravan is brought onto the site – the registration number of the caravan and (if applicable) the vehicle towing it; and d) The dates when the hiring of the site or accommodation begins and ends.
58.	The approval holder or the resident manager must, at the request of an authorised person, produce the register for inspection.
59.	The local government may specify conditions applying to the operation of the caravan park including – <ul style="list-style-type: none"> a) Times and days for administration of the arrival and departure of hirers of accommodation at the caravan park; and b) Conditions of stay; and c) Minimum requirements for condition and maintenance of caravans and complementary accommodation; and d) Conditions applying to the use of any facilities or services of the caravan park; and e) The prohibition of specified activities.

60.	The local government may require that the approval holder direct a person to leave the caravan park forthwith, or within a specified timeframe, where the person is found to be- <ul style="list-style-type: none"> a) Acting in a disorderly or objectionable manner; or b) Contravening a requirement of this local law or a Local Government Act, which contravention will, in the opinion of an authorised person, adversely impact on the safety or amenity of other caravan park users.
61.	The approval holder must provide the local government with information on the number of approved caravan park sites that are provided for the ordinary traveling public and the number of approved sites that are designated for longer stay/permanent residents (e.g. sites that have a signed lease or rental agreements). <i>Carried</i> <i>Vote - Unanimous</i>

Subject: File Ref: Action Officer:	Adoption of Charges Resolution (No. 1) 2024 SOMERSET REGIONAL COUNCIL/LAND USE AND PLANNING/PLANNING/Charges Resolutions SP—MO
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Background/Summary

Council levies infrastructure charges on development approvals through a Charges Resolution under section 113 of the *Planning Act 2016* (Planning Act). The charges resolution adopts charges (each an adopted charge) that are less than the Council proportion of the maximum adopted charge that is prescribed by the State Government in the *Planning Regulation 2017* (Planning Regulation). The Council proportion of the maximum adopted charge is calculated in accordance with a breakup agreement between Council and Urban Utilities.

The maximum adopted charge is increased from July 1 each year, either:

- a. automatically through the provisions of the Planning Regulation, or
- b. where the State Government replaces the prescribed amounts within the Planning Regulation (which has been the case in each year since 2017, other than in 2023).

Under either option, the increase is calculated using the “3-yearly moving average quarterly percentage increase in the PPI (Producer Price Index)”, which is a process prescribed within the Planning Regulation.

As Council’s charges resolution does not include a provision that automatically increases the adopted charges using the 3-yearly moving average quarterly percentage increase in the PPI, Council officers review the resolution and the adopted charges each year, following the release of the new maximum adopted charge, with a new charges resolution presented to Council for adoption.

Council officers have reviewed Charges Resolution (No. 1) 2023 as required.

This report seeks Council's approval to adopt the draft Charges Resolution (No. 1) 2024 (Attachment 1), which includes the following the amendments:

- increase the adopted charges generally by 6.29% (prior to rounding);
- decrease the adopted charges for residential uses with 2 or less bedrooms in Charge Area A by 4.75%;

- decrease the adopted charges for relocatable dwellings with 2 or less bedrooms in Charge Area A by 4.75%;
- removal of provisions related to the maximum adopted charge for 2023-2024 where the State Government did not amend the Planning Regulation;
- redrafted provisions to improve alignment with terms used in the Planning Regulation, Minister's Guidelines and Rules, and Council's Local Government Infrastructure Plan;
- minor amendments for improved clarity and operational efficiency;
- consequential renumbering.

The proposed commencement date of Charges Resolution (No. 1) 2024 is Monday 19 August 2024.

Increase of the maximum adopted charge

The Queensland Government amended the maximum adopted charge from 1 July 2024, with an increase of 6.29% across all categories. Table 2 has been amended to reflect the new prescribed amount as the maximum adopted charge.

The amended resolution has removed special provisions from section 2.8 that detail the prescribed amount was not updated in 2023, as these provisions are no longer required.

Amendments to the adopted charges

The adopted charges have been increased using the 3-yearly moving average quarterly percentage increase in the PPI methodology as required. Generally, adopted charges are proposed to be increased by 6.29% across most categories (prior to any rounding).

This indexation does not result in any adopted charges exceeding the Council proportion of the maximum adopted charge.

However, a recent review of adopted charges by Council officers, in consultation with officers from Urban Utilities, has identified two demand units where it is proposed to decrease the adopted charge for consistency with other shareholder councils. Specifically:

- residential uses with 2 or less bedrooms where in Charge Area A; and
- relocatable dwellings with 2 or less bedrooms where in Charge Area A.

Charge Area A refers to land that is within the Urban Footprint around Fernvale, Kilcoy, and Lowood, and provides higher adopted charges to identified residential uses than in the balance of the region.

These demand units are being levied at 54.8% of the maximum adopted charge (using 2023 amounts). Other Urban Utilities shareholder councils are only afforded 50% of the maximum adopted charge for these categories. Officers propose to reduce the adopted charges for these two demand units by 4.75% (\$598.00) such that the adopted charge is 48.76% of the maximum adopted charge for 2024, which is consistent with the proportion attached to the "3 or more bedroom" equivalent uses in Charge Area A.

Attachment 2 provides a Comparison of Adopted Charges between Charges Resolution (No. 1) 2023 and proposed Charges Resolution (No. 1) 2024.

Amendments to Section 2 Adopted Charges

Section 2 has been amended to ensure compliance with section 113 of the Planning Act, by clarifying the date that the adopted charges start to have effect (section 113(4)) and identifying that the charges resolution does not apply to development under section 113(3).

These amendments also clarify that a balance lot will be levied an adopted charge where forming part of a residential subdivision, and that an adopted charge does not apply where for a boundary realignment (i.e. where no new lots are created).

Amendments to Section 3 Discounts

The discounts section has been amended to better reflect the terminology of section 120 of the Planning Act when dealing with extra demand.

Amendments to Section 4 Calculation of the levied charge

This section has been amended to clarify how levied charges are calculated, to ensure that multiple charges do not apply to the same area. An additional provision is included to ensure that where a levied charge would exceed the maximum that Council can charge, the levied charge will be the maximum adopted charge and proportioned per the allocation of adopted charges (as per Council's current practice).

Amendments to Section 5 Payment triggers

This section has been amended to ensure consistency with the requirements of section 122 of the Planning Act, which cannot be varied by a charges resolution.

Amendments to Section 6 Automatic increase provision

Minor amendments are proposed to ensure that terminology aligns with the Planning Act, including an avoidance of doubt provision to ensure the increase has effect as provided for by the Act.

Other minor amendments

Updating terms throughout to ensure consistency with the Minister's Guidelines and Rules and Council's Local Government Infrastructure Plan.

Minor amendments are also proposed to the demand units for development that is for a tourist park to align with the Planning Regulation 2017 and improve operational efficiency in preparing infrastructure charges notices.

Attachments

1. Proposed Charges Resolution (No. 1) 2024
2. Comparison of Adopted Charges between Charges Resolution (No. 1) 2023 and proposed Charges Resolution (No. 1) 2024
3. Proposed Charges Resolution (No. 1) 2024 (Tracked Changes)

Recommendation

THAT Council:

1. adopt the Charges Resolution (No. 1) 2024, as shown in Attachment 1, with a commencement date of Monday 19 August 2024;
2. publish the Charges Resolution (No.1) 2024 to Council's website in accordance with section 118 of the *Planning Act 2016*; and
3. advise Urban Utilities of Council's adoption of Charges Resolution (No. 1) 2024.

Resolution

Moved – Cr Jess

Seconded – Cr Hurley

“THAT Council:

1. adopt the Charges Resolution (No. 1) 2024, as shown in Attachment 1, with a commencement date of Monday 19 August 2024;

2. publish the Charges Resolution (No.1) 2024 to Council's website in accordance with section 118 of the *Planning Act 2016*; and
3. advise Urban Utilities of Council's adoption of Charges Resolution (No. 1) 2024."

Carried

Vote - Unanimous

Subject:	Small Business Friendly Councils – Annual Report 2023-24
File Ref:	Planning and Development/QSBC Small Business Friendly Councils Initiative.
Action Officer:	BRO

Background/Summary

The Somerset Regional Council signed the Small Business Friendly Councils charter on 14 April 2021 affirming its support for the region's small businesses.

The Small Business Friendly (SBF) Program aims to bring people together around a common goal to enhance the operating environment for small businesses in Queensland and provide the opportunities they need to thrive.

There are 49 organisations who have joined the SBF Program thus far. As a participating member, Council benefits from:

- A framework and tools to support councils to create a strategy and action plan to help councils be more small business friendly.
- Access to a facilitated community of like-minded organisations to discuss experiences, inform Council's own efforts, and provide support.
- Regular forums to learn more about what others are doing, discuss ideas and what councils can do to support small businesses.
- Opportunities to showcase Council activities that support small businesses, promote Council's efforts, and provide inspiration to others.
- Use of the SBF Program logo to promote Council's commitment to small businesses and raise awareness of Council's involvement in the program.
- Dedicated advice and support from the QSBC including statewide advocacy and small business assistance.

Members of the SBF Program are required to provide an annual report to the Queensland Small Business Commission (QSBC) reflecting on their efforts in relation to the charter commitments and highlighting their activities and successes.

Members must submit the report to the QSBC by 30 September each year (for the previous financial year).

Attachments

Somerset Regional Council Small Business Friendly Councils – Annual Report 2023-24

Recommendation

THAT Council approve the Somerset Regional Council Small Business Friendly Councils – Annual Report 2023-24 for submission to the Queensland Small Business Commissioner.

Resolution

Moved – Cr Bishop

Seconded – Cr Freese

“THAT Council approve the Somerset Regional Council Small Business Friendly Councils – Annual Report 2023-24 for submission to the Queensland Small Business Commissioner.”

Carried

Vote - Unanimous

Subject:	Urban Precincts and Partnerships Program – Application for funding
File Ref:	SRC/Grants and Subsidies/Applications
Action Officer:	DPAD/PPM

Background/Summary

The Commonwealth Government foreshadowed that it would replace the Building Better Regions program with two new funding opportunities – the *Thriving Suburbs Program* and the *Urban Precincts and Partnerships Program*. Both programs have a theme of building regions, however the Thriving Suburbs Program focuses more on single location infrastructure improvements while the Urban Precincts and Partnerships program focuses on improving and re-invigorating townships and cities.

The Urban Precincts and Partnerships program has two streams, these streams are:

- Stream 1 – Precinct Planning – funding for the planning and designing of an urban precinct. Applications must be between \$500,000 and \$5 million.
- Stream 2 – Precinct Building – funding for the construction of part of the improvements to a Precinct. The precinct funding will only be provided for part of the precinct not as a blanket fund for all parts of the Precinct. Funding is between \$5million and \$15million.

The funding opportunity for both streams is open until 30 June 2027.

The funding provided requires Council to be in a partnership or develop partnerships to deliver the precinct. Those partnerships can be with State Government or with private businesses. The funding allows Council to apply for Stream 1, carry out the design project to completion then use the design to apply for Stream 2 construction. With both funding opportunities Council is in a preferential position from a funding perspective because the Somerset local government area is within the greater Brisbane region with the minimum funding percentage provided through the program being 70%.

Council has allocated an additional \$300,000 in the 2024/25 Budget for Lowood Futures detailed design.

Council officers have sought quotations for the required architectural services for streetscape, landscaping and building designs for Lowood. The total of the two preferred quotations is approximately \$670,000. Additional to these works will be costs to produce construction drawings that would be approximately \$100,000 (based on the information provided within the quotations).

It is recommended Council apply for funding under Stream 1 – Precinct Planning for \$770,000. Council’s contribution would be up to \$231,000 (based on a 70/30 split) and utilise existing available budget for Lowood Futures design.

Attachments

Extract from the *Urban Precincts and Partnerships Program* funding guidance

Recommendation

THAT Council authorise the Chief Executive Officer to apply for funding under the Urban Precincts and Partnerships Program (Stream 1 – Precinct Planning) for \$770,000 for the Lowood streetscape, green core and building designs with a Council contribution of up to \$231,000 from the existing Lowood Futures design budget.

Resolution

Moved – Cr Brieschke

Seconded – Cr Isidro

“THAT Council authorise the Chief Executive Officer to apply for funding under the Urban Precincts and Partnerships Program (Stream 1 – Precinct Planning) for \$770,000 for the Lowood streetscape, green core and building designs with a Council contribution of up to \$231,000 from the existing Lowood Futures design budget.”

Carried

Vote - Unanimous

Subject:	Koala conservation and investment
File Ref:	Environmental Management/Programs/Wildlife Conservation and Management
Action Officer:	Natural Resource Management Officer

Background/Summary

At the Ordinary Council meeting on 10 July 2024, the following resolution was passed seeking information regarding Council opportunity and resourcing to support Koala conservation:

Resolution

Moved – Cr Isidro

Seconded – Cr Brieschke

“THAT a report be brought back to a future meeting associated with the classification of koalas as endangered and opportunities for Council to seek funding from the Federal and State Governments to improve koala conservation in the Somerset Region.”

Carried

Vote - Unanimous

Whilst Koala population declines in the Somerset Region have not been as apparent as those that have occurred in the coastal local governments of Southeast Queensland (SEQ), the same factors present as threats to the endurance of local Koala populations, being:

- Habitat destruction
- Predation (wild dogs primarily)

- Disease
- Road strike.

Somerset Regional Council is the largest local government (by area) in SEQ, with perhaps the greatest inherent opportunity for enduring Koala conservation. Council also has the smallest population / ratebase in SEQ, which limits available recurrent budget to invest in conservation initiatives.

Despite the constraints of both budget and scale, Council has successfully delivered several initiatives that support (directly and in-directly) ongoing Koala conservation in our region:

- Co-delivery of the State Koala planning provisions and the SEQ Koala Conservation Strategy.
- Ensuring the retention of the Locally Refined Koala Habitat Area (LRKHA) in the legislated Koala protection mapping (Approx 47,000Ha of additional, legislated habitat protection in Somerset Region).
- Participation in Department of Environment, Science and Innovation (DESI) forums related to Koala conservation, incorporating funding and collaboration opportunity.
- Participant and supporter in Koala research and recovery projects.
- Delivery of Councils capital works offset (policy) in the deployment of Koala habitat along the Brisbane Valley Rail Trail.
- Ad-hoc opportunity planting/s for Koala habitat – e.g. Kilcoy Sieb Street with Kilcoy SHS, Toogoolawah, Esk and Wivenhoe Pocket.
- Koala media promotion in partnership with Griffith University Social marketing team, including 2024 Dogfest event.
- Delivery of Council's Free Tree Program, incorporating the provision of Koala habitat trees free of charge to residents.
- Provision of temporary (VMS Board) and permanent road signage installation raise awareness of Koala's around road hotspots.
- Council delivery and facilitation of Wild Dog control programs across the Somerset region (including other pest predator species).
- Retention/management of existing reserves such as Jensen Swamp.
- Facilitated wildlife awareness presentations to Somerset region schools.
- Facilitation of the Land for Wildlife program to promote and support habitat conservation of private land.

Council officers anticipate many of the listed initiatives may be continued within existing budget and through ongoing partnerships, however external opportunity(s) to extend funding and capacity should be considered favourably.

At a State and Federal Government level, there is considerable investment in Koala conservation, with \$76 Million over 4 years (2023) allocated by the Australian Government, and \$31.3 million in funding over 4 years (2024) and \$8.4 million per year ongoing, by the Queensland Government. This investment is dispersed across a geographic range, organisations, stakeholders and initiatives.

Most of these funds are delivered through grants (open or targeted), with varying eligibility. To ensure that Council is proactive in benefiting from these opportunities, Council continues to maintain representation at the various Koala forums where such opportunities are disseminated, and collaborations are fostered with partners such as the Local Government Association of Queensland (LGAQ), Queensland Trust for Nature (QTFN), and Healthy Land and Water (HLW).

Advocacy will also form a significant role in Council's ability to maintain existing service delivery and further enhance or consolidate existing measures. For example, the Koala Locally Refined Koala Habitat Area (incorporating 47,000Ha of habitat in the Somerset region) is not ensured in perpetuity, and may be revised in future State mapping reviews, as it does not entirely correspond to the State's mapping parameters.

Additionally, the Department of Transport and Main Roads (TMR) is a critical partner in providing koala preservation and education solutions within their road corridors. In particular, the Brisbane Valley Highway has known hotspots. While TMR has provided some solutions, such as the seasonal slashing of the koala nursery on the northern outskirts of Toogoolawah and providing signs to local wildlife carers in the Toogoolawah area, Council should continue to advocate TMR to provide sufficient resources and solutions to other known locations, within their road corridors.

In respect to allocated resourcing, Council's credentials in Koala conservation are very good and (arguably) proportional to surrounding Councils with greater resourcing. There is however a threshold when seeking external opportunities without equivalent internal resourcing for representation, delivery, and application for funding. Current delivery is primarily facilitated through Council's single Natural Resource Management officer, of which Koala conservation is only a small proportion of the role.

Attachments

Nil.

Recommendation

THAT Council:

1. receive the Koala conservation and investment report and the contents be noted; and
2. proactively seek external funding and partnership opportunities to enhance existing and future Koala conservation programs.
3. will continue to advocate to the Department of Transport and Main Roads to provide improved corridor management with respect to Koala conservation, including support for local wildlife carers.

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT Council:

1. receive the Koala conservation and investment report and the contents be noted; and
2. proactively seek external funding and partnership opportunities to enhance existing and future Koala conservation programs.
3. will continue to advocate to the Department of Transport and Main Roads to provide improved corridor management with respect to Koala conservation, including support for local wildlife carers.”

Carried

Vote - Unanimous

Subject: Bridge asset management policy amendment sought
File Ref: Asset management/ policy

Action Officer: DFIN

Background/Summary

Council's "Asset management policy – bridges" is attached.

Asset management policy – bridges policy was adopted consistent with *Local Government Regulation 2012* s168 which requires Council to "provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government".

Officers are continuing to develop asset management strategies consistent with requirements as engineering resources become available. Resources have necessarily been diverted to flood restoration and major capital delivery in recent years.

The Asset management policy – bridges policy was originally adopted at a time when Council had substantial timber bridges and the policy has not been reviewed since 2018.

Council has now replaced all of its timber bridges with longer lived bridges and other crossings, although Council does have 21 timber/concrete composite bridges.

The following changes are sought to Asset management policy – bridges policy to reflect current conditions:

- Removal of the requirement for annual bridge inspections, with a new requirement for a three yearly bridge inspection program
- In the condition assessment table, replacing references to timber bridges with timber or part-timber bridges.

Attachments

Asset management policy – bridges

Recommendation

THAT the Asset management policy – bridges be amended as follows:

- Under the heading "policy", the text "inspect bridges at least annually" be replaced with "inspect bridges at least every three years"
- Under the heading "policy" in the condition assessment table, wherever the text "timber bridge with measured girder stress" appears, replace this with "timber or part-timber bridge with measured girder stress".

Resolution

Moved – Cr Bishop

Seconded – Cr Isidro

"THAT the Asset management policy – bridges be amended as follows:

- Under the heading "policy", the text "inspect bridges at least annually" be replaced with "inspect bridges at least every three years"
- Under the heading "policy" in the condition assessment table, wherever the text "timber bridge with measured girder stress" appears, replace this with "timber or part-timber bridge with measured girder stress".

Carried

Vote - Unanimous

Subject:	Risk management policy – Councillor accident insurance
File Ref:	Risk management – workcare insurance
Action Officer:	DFIN

Background/Summary

The Councillors' Reimbursement of Expenses Policy EX/001 includes as follows:

“(f) Insurance Cover

A local government will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. The local government will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.”

Council has obtained insurance for Mayor and Councillors' accident coverage as part of a bundled insurance package with Local Government Workcare (LGW) since the formation of Somerset Regional Council. There have been no known claims. Council has given 30 days' notice of withdrawal from LGW as of 22 July 2024 consistent with Council's budget and the objectives of Council's procurement policy.

To achieve the insurance cover required under the Councillors' Reimbursement of Expenses Policy, it is proposed that Council obtain in the name of each elected member an insurance policy from WorkCover Queensland known as a Workplace Personal Injury Insurance Policy where the insured benefit level is equivalent to the elected member's scheduled remuneration as outlined by the Local Government Remuneration Commission (and not the elected member's total income). Endorsement is sought for this approach as an amendment to Council's risk management policy.

An example quotation has been obtained under the WorkCover Queensland Workplace Personal Injury Insurance Policy for a Councillor which indicates an annual cost per Councillor of \$1,512.39 plus GST or \$10,586.73 in total for all Councillors and the Mayor.

Section 150EF(1)(g)(ii) of the *Local Government Act 2009* outlines that matters relating to insurance for councillors are ordinary business matters of a local government.

Attachments

Risk management policy

Recommendation

THAT the risk management policy be amended by adding the following text in section 5:

“Effective from the date of Council's withdrawal from a workers compensation self-insurance fund, Council will manage its risks and meet the Councillor insurance coverage requirements of the Councillors' Reimbursement of Expenses Policy by insuring each elected member under Workcover Queensland's Workplace Personal Injury Insurance Policy where the insured benefit level is to be limited to and declared as the Councillor's annual remuneration as determined by the Local Government Remuneration Commission (or legal successor).”

Resolution

Moved – Cr Brieschke

Seconded – Cr Jess

“THAT the risk management policy be amended by adding the following text in section 5:

“Effective from the date of Council's withdrawal from a workers compensation self-insurance fund, Council will manage its risks and

meet the Councillor insurance coverage requirements of the Councillors' Reimbursement of Expenses Policy by insuring each elected member under Workcover Queensland's Workplace Personal Injury Insurance Policy where the insured benefit level is to be limited to and declared as the Councillor's annual remuneration as determined by the Local Government Remuneration Commission (or legal successor)."

Carried

Vote - Unanimous

Subject:	Contract matter – Jagera Daran Pty Ltd
File Ref:	Cultural heritage survey
Action Officer:	DFIN

Background/Summary

Council included the following in adopted budget Appendix C (capital works program) at its special meeting held on 10 July 2024:

"Mt Glen Rock - Esk - Cultural Heritage survey - \$80,000"

Council entered into a Cultural Heritage Management Plan (CHMP) for the Mount Glen Rock project site with the Jagera and a Services Agreement with Jagera Daran Pty Ltd and its authorised representatives.

Attachments

Nil

Recommendation

THAT to remove any doubt, Council resolves consistent with section 235 (a) of the *Local Government Regulation 2012* that it is satisfied that there is only one supplier who is reasonably able to provide the services outlined in the Cultural Heritage Management Plan (CHMP) and the Cultural Heritage Management Plan Services Agreement with Jagera Daran Pty Ltd being Jagera Daran Pty Ltd and that an exception from inviting written quotes or tenders apply while the CHMP and services agreement are in place.

Resolution

Moved – Cr Brieschke

Seconded – Cr Freese

"THAT to remove any doubt, Council resolves consistent with section 235 (a) of the *Local Government Regulation 2012* that it is satisfied that there is only one supplier who is reasonably able to provide the services outlined in the Cultural Heritage Management Plan (CHMP) and the Cultural Heritage Management Plan Services Agreement with Jagera Daran Pty Ltd being Jagera Daran Pty Ltd and that an exception from inviting written quotes or tenders apply while the CHMP and services agreement are in place."

Carried

Vote - Unanimous

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

Background/Summary

Financial reports

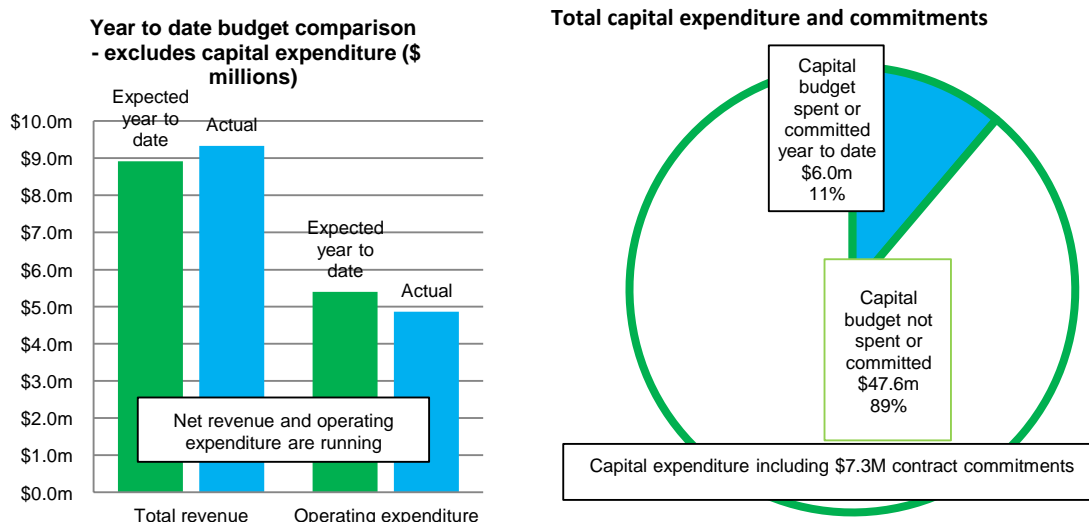
Reports for the period 1 July 2024 to 29 July 2024 are attached detailing the progress that has been made in relation to Council’s FY2024 budget consistent with Local Government Regulation 2012 s204 and the attached basis of accounting statement.

Council officers are preparing FY2024 financial statements to be presented to the audit committee meeting on 11 September 2024. These statements are likely to show a large operating deficit for the financial year relating to:

- Expenditure by Council on disaster recovery funding arrangements (DRFA) matters during FY2024 significantly exceeded the amount of confirmed DRFA revenue that could be brought to account. It is expected however that this expenditure will be fully recovered during FY2025.
- Council had minimal sole invitee contract work from the Department of Transport and Main Roads (DTMR) during FY2024. In both FY2022 and FY2023, contract works revenue from DTMR exceeded \$10M.
- Council received minimal payments of Commonwealth financial assistance grants during FY2024 (around \$0.2M out of an expected \$4.6M) with receipt delayed until early July 2024.

While several budgeted capital projects were not been completed during FY2024 - impacting capital grants, large projects at Esk Crows Nest Road, Lowood Minden Road and Lowood Pool and other places were completed and these were majority-funded by Council. Council cash balances were significantly reduced by non-reimbursed flood restoration expenditure and these large, budgeted capital projects during FY2024.

Provisional results with 8% of the financial year completed are summarised as follows:



Grants

- Council is awaiting the outcome of the following funding applications lodged under the Queensland Government’s SEQ Community Stimulus Program competitive component (SEQCSP) in July 2024:

	Project value	SEQCSP funding sought
Kilcoy Multipurpose Recreation Facility Upgrade (stage 1)	\$5,715,520	\$2,857,760
Toogoolawah Swimming Pool Upgrade Project	\$5,280,000	\$2,640,000

- Parallel funding applications were also lodged under the Queensland Government’s Local Government Grants and Subsidies Program (LGGSP) in July 2024:

	Project value	LGGSP funding sought
Kilcoy Multipurpose Recreation Facility Upgrade (stage 1)	\$5,715,520	\$2,857,760
Toogoolawah Swimming Pool Upgrade Project	\$5,280,000	\$2,640,000

- Council is awaiting the outcome of a funding application lodged under the Australian Government’s Disaster Ready Fund (DRF) for the following project in March 2024:

	Project value	DRF funding sought
Heatwave mitigation/ mature tree planting in low SEIFA greater western Brisbane	\$4,170,000	\$2,085,000

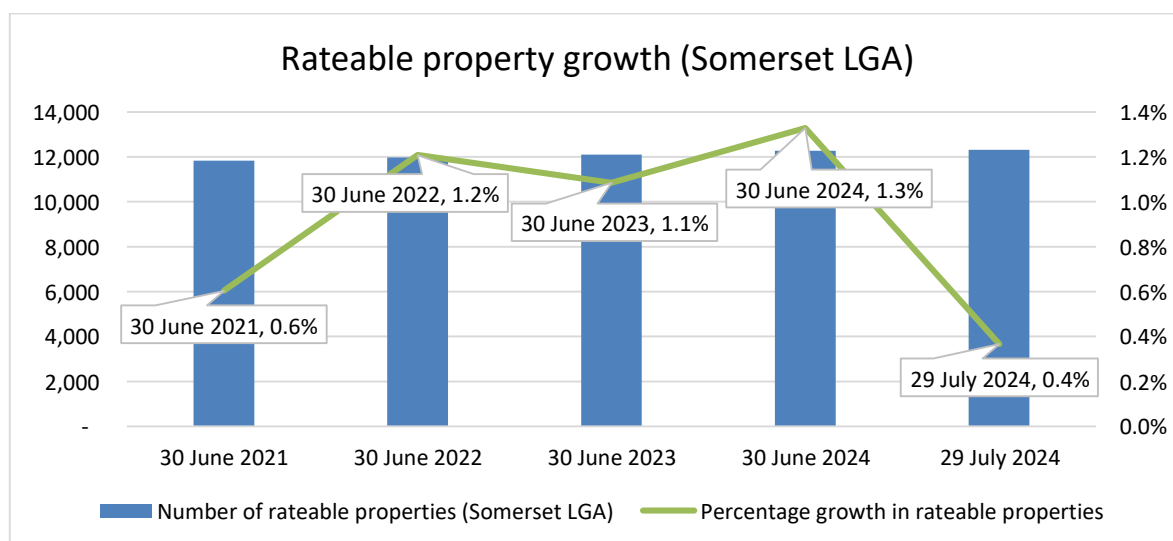
- Council is awaiting the outcome of a funding application lodged under the Australian Government Community Energy Upgrades Fund Round 1 (CEUF) in April 2024:

	Project value	CEUF funding sought
LED streetlighting conversion model	\$1,555,792	\$777,896

- Applications are in progress for Toogoolawah Gateway Centre and Mt Glen Rock hiking trails under the Commonwealth Government’s Thriving Suburbs Program.

Growth

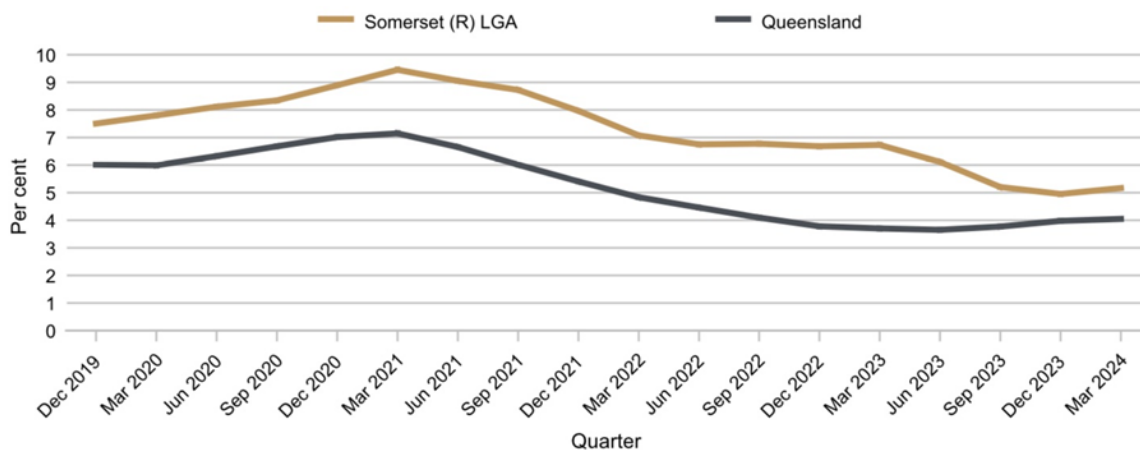
Rateable property data provides an indication of regional growth. The total number of rateable properties in Somerset has increased as below.



Unemployment

The Queensland Government Statistician’s Office (QGSO) provides indicative local unemployment data on a semi-regular basis. The most recent data available suggests that there has been a significant improvement (of around 2%) in the local unemployment rate compared to the Queensland average since March 2023 as below:

Figure 11 Unemployment rate^(a), Somerset (R) LGA and Queensland



(a) Based on a 4-quarter smoothed series.

Source: Jobs and Skills Australia, *Small Area Labour Markets*, various editions

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.

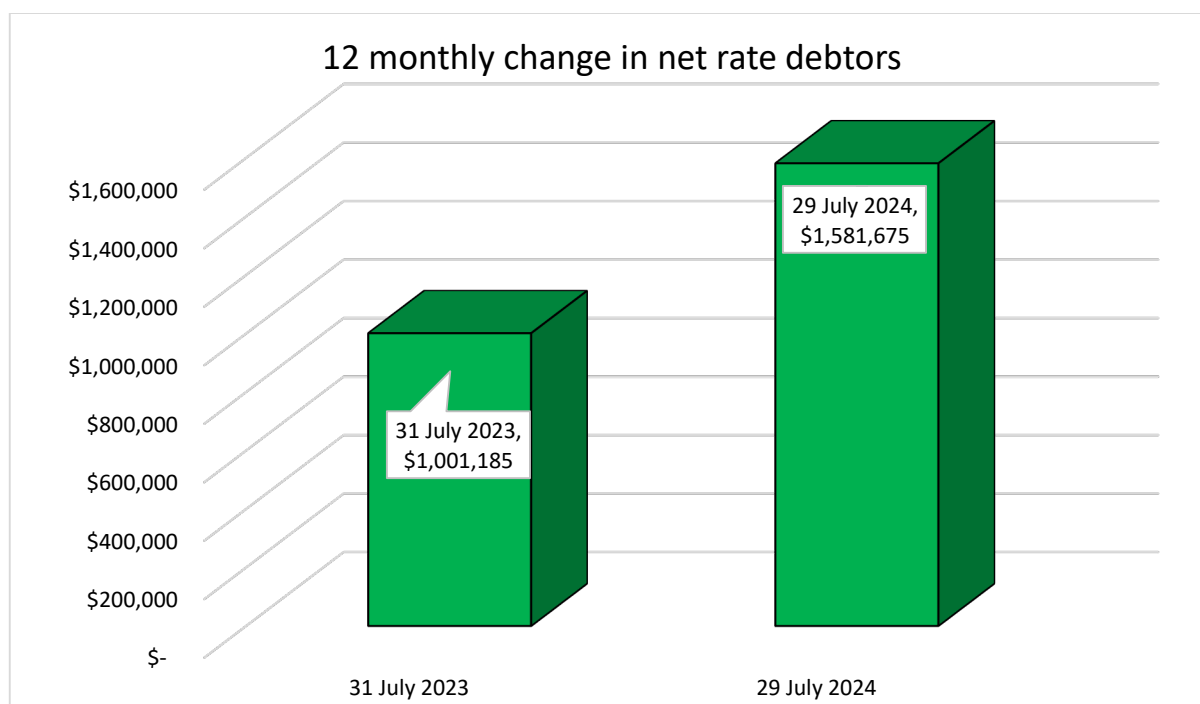
An investment summary is attached detailing interest earnings from Queensland Treasury Corporation (QTC) cash fund and other sources. Council’s key long-term investment strategy has been to maintain interest-bearing credit facilities totalling \$53.8 million to Urban Utilities (UU) which helps fund vital 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 3.65%. Interest rates on the UU facilities are reviewed annually by QTC based on a rate resetting formula.

Interest revenue for FY2025 is budgeted at \$342 on average for every rateable property in Somerset, assisting Council to provide the lowest possible rates and charges to residents.

Rates

Council issues rate notices each six months. The following chart shows that the total rate debtors has increased in comparison to the previous year:



Council issued 27 notices of intention to sell land for overdue rates or charges on 10 and 16 May 2024. Council officers are working with owners and their mortgagees to collect overdue amounts while avoiding sales where possible.

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 (\$)
Scrub Creek (flood repairs) DM01671Ch1670-Ch1850	815	
Gregors Creek Rd (flood repairs) DM01502Ch2120-Ch2170	256	
Braeburn Rd (flood repairs) DM01374Ch170-Ch190	219	
Mahons Rd (flood repairs) DM07877Ch5910-Ch5950	115	
Rohlmanns Rd (flood repairs) DM04101Ch2650-Ch2650	106	
Mahons Rd (flood repairs) DM07878Ch6030-Ch6100	106	
Glamorgan Vale Rd (flood repairs) DM00956Ch3620-Ch3620	92	
Vernor Rd (flood repairs) DM08748Ch52-Ch600	73	134
Glamorgan Vale Rd (flood repairs) DM06782Ch1900-Ch1960	67	1115
Borgan Rd (flood repairs) DM08667Ch60-Ch180	65	539
Maronghi Creek Rd (flood repairs) DM07788Ch2680-Ch2750	64	914
Mount Kilcoy Rd (flood repairs) DM03712Ch4430-Ch4431	63	
Mount Beppo Rd (flood repairs) DM05458Ch10826-Ch10827	63	
Monsildale Rd (flood repairs) DM02682Ch11500-Ch11560	61	1024
Mount Beppo Rd (flood repairs) DM05455Ch11718-Ch11719	55	
Monsildale Rd (flood repairs) DM02668Ch10985-Ch11130	54	372

Mt Beppo Rd (flood repairs) DM05416Ch10506-Ch10507	52	
Greinkes Lane (flood repairs) DM05415Ch279-Ch280	52	
Voights Rd (flood repairs) DM01037Ch2024-Ch2040	41	
Titmarsh Crt (flood repairs) DM06172Ch180-Ch220	39	984
Mount Byron Rd (gravel) Mtc14466m	38	
Mount Beppo Rd (flood repairs) DM05418Ch10036-Ch10037	38	
Wernowskis Rd (flood repairs) DM06406Ch408-Ch428	35	1,754
Monsildale Rd(flood repairs) DM02595Ch21680-Ch21740	35	
Coopers Lane (flood repairs) DM03468Ch8-Ch9	35	
Petrea Rd (gravel) Mtc1847m	35	
Bellthorpe Park Rd (flood repairs) DM08160Ch0-Ch2680	35	13
Glamorgan Vale Rd (flood repairs) DM06809Ch5080-Ch5135	34	620
Monsildale Rd (flood repairs) DM02565Ch28640-Ch28670	34	1,117
Monsildale Rd (flood repairs) DM02756Ch20-Ch70	31	611
Subtotal (\$000's)	2,808	

Special road maintenance/ renewal

In addition to ordinary bitumen road maintenance and flood repairs, expenditure on resealing of bitumen roads is budgeted for FY2025 at \$1.9M. Resealing is a necessary part of the ongoing cost of managing the sealed road network.

Attachments

Financial reports and payment listings

Recommendation

THAT Council receive the financial reports for 1 July 2024 to 29 July 2024 and the report on payments processed from 20 June 2024 to 25 July 2024 totalling \$26,710,721.94 and that the contents be noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT Council receive the financial reports for 1 July 2024 to 29 July 2024 and the report on payments processed from 20 June 2024 to 25 July 2024 totalling \$26,710,721.94 and that the contents be noted.”

Carried

Vote - Unanimous

Subject:	Australia Day 2025 – Date of Citizenship Ceremony and Celebration
File Ref:	Community Relations / Ceremonies / Australia Day 2025
Action Officer:	EO

Background/Summary

In 2025 Australia Day falls on a Sunday, with Monday 27 January 2025 allocated as the Public Holiday.

Traditionally Council offers Australia Day events on January 26; a citizenship ceremony, followed by community awards and a free community event which generally includes catering, activities and performers.

In 2025 it is proposed that Council schedule Australia Day celebrations on Friday, 24 January 2025.

The reasons behind the proposed variation are as follows:

- Moving the celebrations to Friday will accommodate community members wanting to travel / holiday over the long weekend.
- Travel over the last weekend in the school holidays will be avoided.
- Difficulties sourcing local vendors / caterers over a long weekend will be mitigated. Numerous vendors / caterers were approached for the 2024 celebration. Difficulties arose due to the event being held on the Friday Public Holiday. Businesses were unable to accommodate the services required due to a lack of scope, lack of staff or their own plans to travel over a long weekend.

It is recommended that the same format of events is followed as per the table below.

Time	Activity
9.00 - 9.40 am	Citizenship Ceremony
9.40 -9.50 am	Australia Day Ambassador keynote speech TBC
10.00 -11am	Community Awards
11-12.30am	Community morning tea and photos

The annual pool party events will be held at the Kilcoy Aquatic Centre, Toogoolawah Swimming Pool and Lowood Swimming Pool on Sunday, 26 January 2025.

Attachments

Nil.

Recommendation

THAT Council:

1. approve the date variation to citizenship ceremony and Australia Day community awards to Friday 24 January 2025 to facilitate the logistics of the event.
2. reconfirm the pool party events will be held at the Kilcoy Aquatic Centre, Toogoolawah Swimming Pool and Lowood Swimming Pool on Sunday, 26 January 2025.

Resolution

Moved – Cr Jess

Seconded – Cr Brieschke

“THAT Council:

1. approve the date variation to citizenship ceremony and Australia Day community awards to Friday 24 January 2025 to facilitate the logistics of the event.
2. reconfirm the pool party events will be held at the Kilcoy Aquatic Centre, Toogoolawah Swimming Pool and Lowood Swimming Pool on Sunday, 26 January 2025.”

Carried

Vote - Unanimous

Subject:	Somerset Civic Centre – Revenue – Ticket fees
File Ref:	SRC – Fees and Charges
Action Officer:	ACM/VC

Background/Summary

The Somerset Civic Centre Strategic Plan 2022 – 2025 was developed to provide a framework to guide decision making about the use, operation and future development of the Somerset Civic Centre.

To date, many of the objectives identified in this plan have been achieved with the main priorities being to build the venue's community connection and audience, and to create a strong foundation for commercial growth.

Since the plan was adoption, connections have been forged with regional community groups and the valued contribution of the Somerset Civic Centre Advisory Committee is noted.

Further development is now required with regards to commercial growth of the venue. This is particularly pertinent given the ongoing maintenance and capital expenditure by Council to provide a high-quality experience to the community.

There are opportunities to offset expenditure through the implementation of additional fees, ticketing setup and commission.

Many venues across Australia reserve the right to host ticketing sales in-house, ensuring the management of ticketing as done in accordance with the Ticketing Code of Practice, venue policies and venue seating limitations.

Venues traditionally charge fees to the promoter / venue hirer for delivering ticket management services. This can include a ticketing set up fee (i.e. once off fee per show or similar) and a ticket commission. The ticket commission is classified as an inside charge (i.e. fee to be included within the ticket price) as opposed to a ticketing surcharge (e.g. merchant or mailing fees) that are added to ticket price at the point of sale.

Traditionally the ticket commission fee differs between commercial hirers and community hirers, as well as the price of the ticket. This scaled fee structure provides a balance between the need to charge fees to help offset operational costs and ensuring the facility remains accessible to the community.

Council Officers have reviewed six Queensland venue's commercial and community ticketing commission fees to ensure the proposed fees are comparable.

Given the location of the Somerset Civic Centre and the regional community within which it sits, Council may wish to implement a proposed ticketing setup and ticket commission fee that sits relatively lower than the benchmark venues listed.

Attachments

Nil

Recommendation

THAT Council authorises the Chief Executive Officer to set a commission for the Civic Centre tickets sales with the inaugural fees set out below and reviewed on an annual basis:

- Commission fee of \$3.50 per ticket, with a per event ticketing setup fee of \$100 for commercial hirers.
- Commission fee of \$1.25 per ticket for community hirers.

Resolution

Moved – Cr Hurley

Seconded – Cr Isidro

“THAT Council authorises the Chief Executive Officer to set a commission for the Civic Centre tickets sales with the inaugural fees set out below and reviewed on an annual basis:

- Commission fee of \$3.50 per ticket, with a per event ticketing setup fee of \$100 for commercial hirers.
- Commission fee of \$1.25 per ticket for community hirers.”

Carried*Vote - Unanimous*

Subject: Renewal of Site Licence Agreement with Star Broadcasting Network Pty Ltd – Lot 9 SP220241 Freeses Road, Glamorgan Vale

File Ref: Council Properties / Acquisition and Disposal / Leasing

Action Officer: CAO

Background/Summary

Council is the Licensee of an existing Site Licence Agreement with Star Broadcasting Network Pty Ltd which expires on 30 November 2024. Council has the option of renewing the Licence Agreement for a further three (3) years to 30 November 2027.

Council houses a communication equipment (two-way repeater) on the site located on Lot 9 SP220241 Freeses Road, Glamorgan Vale known as “The Knobby”.

Attachments

Nil

Recommendation

THAT Council confirm it is satisfied there is only one supplier available for hosting radio facilities within the Glamorgan Vale area being the Star Broadcasting Networking and authorise the Chief Executive Officer to take up the option of a further three (3) years from 1 December 2024 to 30 November 2027 pursuant to the terms of the existing Site Licence Agreement for storage and use of communication equipment on Lot 9 SP220241 Freeses Road.

Resolution

Moved – Cr Freese

Seconded – Cr Bishop

“THAT Council confirm it is satisfied there is only one supplier available for hosting radio facilities within the Glamorgan Vale area being the Star Broadcasting Networking and authorise the Chief

Executive Officer to take up the option of a further three (3) years from 1 December 2024 to 30 November 2027 pursuant to the terms of the existing Site Licence Agreement for storage and use of communication equipment on Lot 9 SP220241 Freeses Road.”

Carried

Vote - Unanimous

Subject:	Community Committee positions for the Somerset Regional Council Art, Culture and Heritage Advisory Committee
File Ref:	2024 Art, Culture and Heritage Advisory Committee
Action Officer:	ACM

Background/Summary

Per the Art, Culture and Heritage Advisory Committee (ACHAC) Terms of Reference, Council has called for Expressions of Interest (EOIs) for representation for six community committee positions with broad experience in the arts, culture and heritage sector for the newly formed Art, Culture and Heritage Advisory Committee (ACHAC).

EOIs for community representatives were called from Thursday 4 July 2024 and closed 5pm Friday, 12 July.

EOIs for these positions were promoted through direct email distribution to artists, arts and cultural workers, and arts and community organisations; Council social media channels and advertising through local newspapers; Sentinel News and The Lockyer Somerset Independent.

A panel reviewed all EOIs and found the following submissions to best reflect arts, culture and heritage interests across the region (in no particular order); Gail Bawden, Jim Filmer, Gracie-Dawn Lewis, Naomi McKenzie, Vicki Sweedman; Dr Sandi Hook and Chloe-Ann Williamson.

Given seven candidates for the community committee positions have been selected and there are only six community positions Council may want to amend the Terms of Reference to reflect the seven community representatives selected.

It should be noted that the selection of these representatives, does not preclude additional community stakeholders attending the ACHAC meeting as observers or guests by way of an invitation.

Council is appreciative of the contribution and commitment of outgoing committee members from the Regional Arts Development Fund, The Condensery and Somerset Civic Centre Advisory Committees.

Attachments

Nil

Recommendation

THAT Council:

1. Approve the selections of Ms Gail Bawden, Mr Jim Filmer, Ms Grace-Dawn Lewis, Ms Naomi McKenzie, Ms Vicki Sweedman, Dr Sandi Hook and Ms Chloe-Anne Williamson as Community Representatives for the Art, Culture and Heritage Advisory Committee.
2. Write to the outgoing Regional Arts Development Fund, The Condensery and Somerset Civic Centre Advisory Committee members thanking them for their valuable contribution.
3. Adopt the amended Terms of Reference for the Arts, Culture and Heritage Advisory Committee as per below

ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE

This Arts, Culture and Heritage Advisory Committee (ACHAC) is established, as an advisory committee, in accordance with Section 264 of the Local Government Regulation 2012.

The purpose of the Committee is to provide Council with:

- advice regarding implementation of strategic objectives.
- advice on issues relating to the advancement of arts and culture in Somerset.
- assistance in promoting greater awareness and understanding of arts and cultural services in Somerset, and the value of arts and culture in supporting community health and wellbeing.
- direct insights into the local needs, interests and trends in arts, culture and creative industry development in the Somerset region.

OBJECTIVES

- To advise on and oversee the implementation of Council's Arts, Culture and Heritage Plan 2023- 2028.
- Input on programs, projects and planning that support local creatives, cultural infrastructure, public art, community cultural development and education;
- Contribute ideas and recommendations in the key areas of Council's cultural venues; The Condensery – Somerset Regional Art Gallery and Somerset Civic Centre and regional festivals and events, community and public art;
- Delivery of the RADF program within the Somerset Regional Council area.
- Advocate and promote arts and cultural development in Somerset; and
- Actively network and build connections and opportunities for increased collaboration between the Somerset community and Council through arts and cultural initiatives.

RESPONSIBILITIES

- Input into implementation of objectives and strategies relating to Somerset Regional Council's Arts, Culture and Heritage Plan 2023-2028.
- Provide advice and recommendations to Council on arts and cultural issues.

- Serve as a resource for Council in relation to arts and culture.
- Assist in the development of programs arts and culture.
- Regional Arts Development Fund (RADF) program duties.

MEMBERSHIP

The Arts, Culture and Heritage Advisory Committee has a maximum membership of twelve members and shall comprise of;

- Three (3) Councillors (one, as chair).
- Two (2) industry professionals who have experience and expertise in the advancement of arts, culture and heritage.
- Seven (7) community representatives to collectively represent a diverse range of arts and cultural expertise.
- Council will establish the ACHA Committee by publicly advertising for expressions of interest seeking a membership that represent the diverse and varied needs of the arts community in Somerset including members who represent a range of age groups. Applicants must make an application via an expression of interest process.

Submissions for membership will be assessed alongside the following selection criteria:

- Live, work or study in Somerset, or regularly participate in Somerset Arts and Cultural activities (industry professionals are exempt from this criteria).
- Demonstrate an interest and knowledge of arts and cultural activities within Somerset region, including services, events, venues, programs, projects and initiatives offered through Council, community and local businesses.
- Contribute specialist skills and experience in one of more areas of arts and culture, including but not limited to public art, arts facilities, programming, arts education, event management, placemaking, cultural tourism, arts marketing, community engagement.
- Offer insight into the social, cultural, environmental and economic factors impacting the wider Somerset community and how these may influence local arts and cultural service delivery.
- Members will be appointed for a four-year term.
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered, unless otherwise recommended by the Committee Chair and endorsed by Council on a case-by-case basis.

Casual vacancies which occur due to community or industry members being unable to complete the full term of their appointments, may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms, or where the previous applications are unsuitable, a new expression of interest is called.

DELEGATED POWERS

The Committee has no delegated powers or decision-making authority. The Committee proposes recommendations to Council, which retains the decision-making authority.

Council's decision-making authority may be exercised by the Ordinary Meeting of Council, the Chief Executive Officer or an officer with the appropriate delegation / functional responsibility.

CONFIDENTIALITY

All matters discussed at committee meetings, together with all material provided to members of the committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless so directed by the Chair for the purpose of sector/community engagement. All matters discussed by the committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties. All communication with the media will be undertaken by Council unless otherwise approved by the CEO's delegate. Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

MEETING PROCEDURES

The committee Chair may invite observers to meetings from time to time. This is at the discretion of the committee.

The committee Chair may invite guests to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the committee.

The Committee shall meet, as a minimum, on a three (3) monthly basis at 1pm on the fourth Monday of the months of February, May, August and November.

Prior to each meeting, Committee members are issued with the agenda and any associated documents.

Members are required to demonstrate due diligence by the preparation for, attendance at and participation in Committee meetings.

Meetings are not open to the public for observation.

AGENDA

The secretariat of the Arts and Culture Committee is responsible for the preparation of meeting agendas and minutes. The agenda for each meeting shall be circulated to all representatives at least seven (7) days prior to the day of the meeting. Representatives shall be responsible for the placing of their issues on the agenda by emailing the secretariat via mail@somerset.qld.gov.au ten (10) days prior to the next meeting. Items received after the deadline may not be included in the next meeting but will be noted for inclusion on the agenda for the following meeting.

REPORTING

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Committee. Reports shall be distributed to the Chief Executive Officer and to the Manager responsible for this function.

REVIEW

These Terms of Reference should be reviewed each two (2) years and within six (6) months of each general Council election. Council may, by resolution, vary these Terms of Reference at any time.

Resolution

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT Council:

1. Approve the selections of Ms Gail Bawden, Mr Jim Filmer, Ms Grace-Dawn Lewis, Ms Naomi McKenzie, Ms Vicki Sweedman, Dr Sandi Hook and Ms Chloe-Anne Williamson as Community Representatives for the Art, Culture and Heritage Advisory Committee.
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REVIEW

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Carried

Vote - Unanimous

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

Background/Summary

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

Engineering Services Team

The Engineering Services Design Team continues delivery for the 2024-2025 design program.

The team is progressing with the designs for the following projects:

- Station Street Carpark, Lowood
- Railway Street Carpark, Lowood
- Mains Street Road widening, Lowood

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

- Lowood Minden Road, Road widening and Footpath upgrade – Projex Partners
- West Road - Patrick Estate Road, Patrick Estate – GHD
- Fulham St, Toogoolawah – Contour Consulting Engineers
- Clive St, Fernvale – NK Transportation
- Muckerts - McCulkins Lane upgrade – Engeny
- Lester Kropp Bridge Upgrade - Hatch

These external design projects will be managed throughout the remainder of Q2 2024/25, with delivery of all to be end of Q2 2024/25.

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

- Brown Street, Kilcoy
- Cressbrook Street Culverts replacement, Toogoolawah
- Esk Crow Nest Road Stage 2
- Kilcoy Landfill

The Engineering Services Team provided engineering development advice to the Planning Department and assessment and applicant response to Operational Work applications.

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

- Parklands at Clarendon Stages 2D & 2E– On Maintenance
- Pine Tree Hill, Kilcoy Stages 3 to 6– On Maintenance
- Hedley Park Stage 7 – Off Maintenance
- Windsor Drive, Mount Hallen Stage 5C – On Maintenance
- Hedley Park Stage 8 – On Maintenance

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

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

Permit	Jul-24	Jul-23
Land Access Permit	26	40
Property Access Applications	20	28
National Heavy Vehicle Regulator Permits Processed	10	13

The Engineering Services Team have continued inspections of council road assets and updated asset system to ensure council record are current ready for the end of 2023-2024 financial year.

All traffic counters have continued to be placed within the region and are being collected routinely following the standard three-week rotation.

Works Team

Projects Commenced in July:

- REPA CN 1352 Harlin and Moore Region Sealed Pavements (A&M Civil)
- REPA CN 1350 Drainage Package No.8 Mt Kilcoy Rd and Wunulla Lane (A&M Civil)

Projects Completed in July:

- Murrumba Road culverts, Murrumba. Replace existing corrugated structures with concrete culverts, guardrail and line-marking
- Railway Street, Lowood. Pathway from Station St to Prospect St. Includes removal of Leopard trees and replace K&C sections and driveways
- Main Street - Railway Street intersection, Lowood - replacement of existing stormwater network
- Cressbrook Street, Toogoolawah, replacement of existing 3 x 1200 RCBC's
- REPA CN1335 Toogoolawah Region. Flood restoration works on drainage structures (Browns Contractors)
- REPA CN1354 Toogoolawah Region, Sealed Pavements (Browns Contractors)
- REPA CN1312 Esk Region. Flood restoration works on drainage structures and unsealed roads (A&M Civil)
- REPA CN1357 Braeburn Road Crossing (Silverstrand Developments)
- REPA CN1322 Gregors Creek Road landslips (Durack Civil).

Projects underway:

- Kilcoy Transfer Station, Kilcoy. Capping of landfill and reconstruction of transfer station
- Esk Crows Nest Road, Eskdale. Stage 2, sealing Strategic Regional Connector to Toowoomba Boundary section
- England Creek Road, England Creek, drainage works (A&M Civil)
- Litzows Road, Lowood, seal final section of road and asphalt cul-de-sac
- REPA Toogoolawah Region. Flood restoration works on unsealed roads

- REPA CN1313 Jimna - Monsildale Region. Flood restoration works on unsealed roads (CPM)
- REPA CN1315 Kilcoy Region. Flood restoration works on drainage structures and unsealed roads (CPM)
- REPA CN1326 Coominya - Esk Region. Flood restoration works on drainage structures (A&M Civil)
- REPA CN1330 Scrub Creek. Bridge project, Brisbane River crossing (Silverstrand Developments)
- REPA CN1336 Fernvale - Marburg Region. Flood restoration works on sealed roads (A&M Civil)
- REPA CN1361 Coominya Region, Sealed Pavements (A&M Civil)
- REPA CN 1334 Flood restoration works on drainage structures – Package no 5 (A&M Civil)
- REPA CN 1337 Lowood, Minden, Mt Tarampa (Durack Civil) - Flood restoration works on sealed pavements
- REPA CN 1355 Flood restoration works - Kilcoy Region Sealed Pavements (CPM)

Ongoing projects:

- Mowing and slashing works on Council roads
- Crews continue to respond and complete CSR's
- General maintenance of Council's civil infrastructure

Department of Transport and Main Roads (TMR) Works

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

- Repairing potholes throughout the TMR network
- Slashing grass on road shoulders and manage vegetation
- Repairing signs and guideposts and upgrade guide signs
- Chemical herbicide spot spraying
- Guardrail repairs
- After hours callouts

Council continues to advocate for increased maintenance funds to service the state-controlled road under the Road Maintenance Performance Contract.

REPA Works

A total of 69 submissions have been lodged with QRA for Reconstruction of Essential Public Assets. The categories for the submissions are Unsealed Roads, Sealed Roads, Drainage, and Individual Sites (e.g., bridges and landslips). All submissions have been assessed and approved. The submissions have been bulked up into 46 packages. 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 were originally required to be completed by the end of June 2024 and, like many SEQ Councils, extensions of time were require and we are keeping the Queensland Reconstruction Authority informed of our progress, especially the more complex individual

sites e.g. Scrub Creek Road bridge betterment project. Non-structural works and remaining landslips are expected to be completed by the end of September.

Summary	No.	Percentage
Total SRC Package (works done by SRC)	6	13%
Total External Package (Contract works by contractors)	40	87%
Total No. of Package	46	
Procurement Progress		
Contract Awarded (incl SRC)	46	100%
In Tender	0	0%
RFQ Outstanding	0	0%
Awarded Construction Status		
Not Started	6	13%
0-50% Completed	9	20%
50 - <100% Completion	8	17%
Completed	23	50%
Forecast / Actual Completion		
Before 30/06/24	21	46%
After 30/06/24	25	54%
Acquittal Status (Submissions not Contracts)		
At Acquittal	17	25%
Outstanding	52	75%

Flood Restoration Expenditure

	FY22	FY23	FY24	FY25	TOTAL
TOTAL	\$4,312,179	\$7,141,230	\$36,520,854	\$937,616	\$48,911,879

Workshop – Mechanical

- Completed repairs, services, and scheduled maintenance of Council fleet
- Two new replacement lease vehicles arrived for workshop and have been fitted out
- Council currently has six Ford Rangers with outstanding recalls that are being addressed with Ford Dealer, one has been attended to and the other five are being booked in the near future
- Four light fleet vehicles have had various panel damages repaired this month and we still have a couple that need to be repaired. These were damaged over the past few months but it has taken some time to catch up with the repairs. Still have a couple to be repaired
- One small repair job for IWS trucks
- Quarterly trailer inspections are under way for all Council and SES trailers
- Quarterly crane inspections for council vehicle mount cranes should be completed in the next couple of weeks

Workshop – Fabrication

- Welding bay has been carrying out various repairs to Council fleet as well as repairs to other various council assets around the region, such as handrail, park furniture, etc.
- Welding bay has also fabricated some spare guard rail post for various style of bridges which we have fabricated in the past for council. These will be kept as spares to replace damaged posts as required
- Welding bay has started to fabricate two banner poles for a trail at Lowood Clock Park, these two poles should be completed and ready for installation in early August
- Quarterly test and tag of portable electrical items across all council outside crews

Weather Outlook

It was a dry month for July across large parts of Queensland. Rainfall is likely to be within the typical seasonal range for much of Australia for August.

Longer range outlook:

- There is a potential for a La Nina pattern by spring which could result in above average rainfall for the region;
- Above average maximums likely for southern Queensland – may tend to well above average in September;
- Potential for an elevated bushfire season due to the higher potential of westerly winds; and
- Delayed start to the severe storm season is favoured (October).

For current outlooks, visit the Bureau of Meteorology site at www.bom.gov.au/climate/outlooks/#/overview/summary

Disaster Management

The following activities were conducted in July 2024:

- Attended DMO Network Conference (one day) on the Gold Coast
- Ready, Set, Somerset - Emergency Services Day preparations continue. The day is being held on 12 October
- Flood gates have been installed at the following locations:
 - Twin Bridges
 - Savages Crossing
 - Burtons Bridge
 - Walshes Crossing, Kilcoy
- Memorandum of Understanding entered into with the Linville Progress Association for use of hall as a place of refuge during severe weather events
- Council disaster management team received shirts provided with GetReady funding
- Council has a new QRA Regional Liaison Officer (RLO), Chris Baker. Chris replaces Sharon Fong who was Council's RLO and advisor to the Somerset Local Disaster Management Group (LDMG) for a number of years
- Internal review of the Somerset Local Disaster Management Plan (LDMP) completed. The plan will be presented to Council and the LDMG for endorsement
- Council attended and presented at the SEQ Disaster management Engagement Group on the topic of Council's journey with WaterRide and Flood Forecasting
- Attended West Moreton Area Fire Management Group meeting
- WaterRide have release a BETA version of the updated flood certificate system for Council to review. These upgrades were at the request of Council and funded under

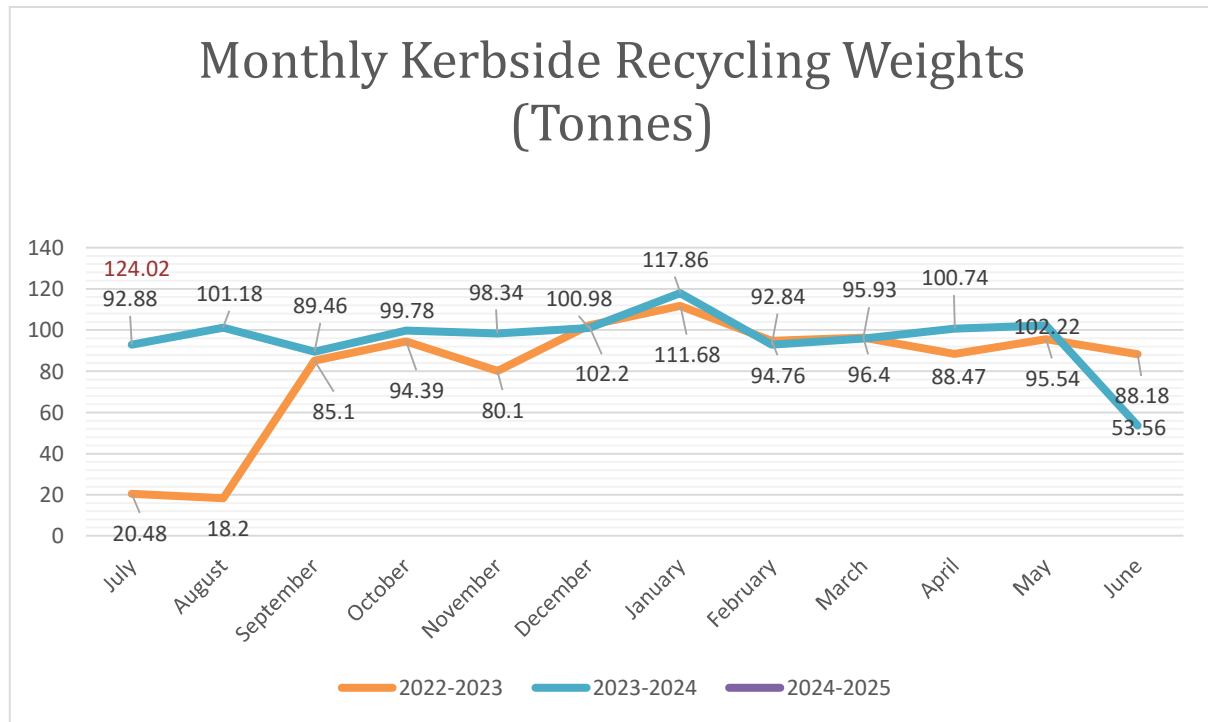
QRAs Flood Risk Management Program. Since going live in September 2022, Council's Flood Certificate System has now generated over 5,500 flood certificates.

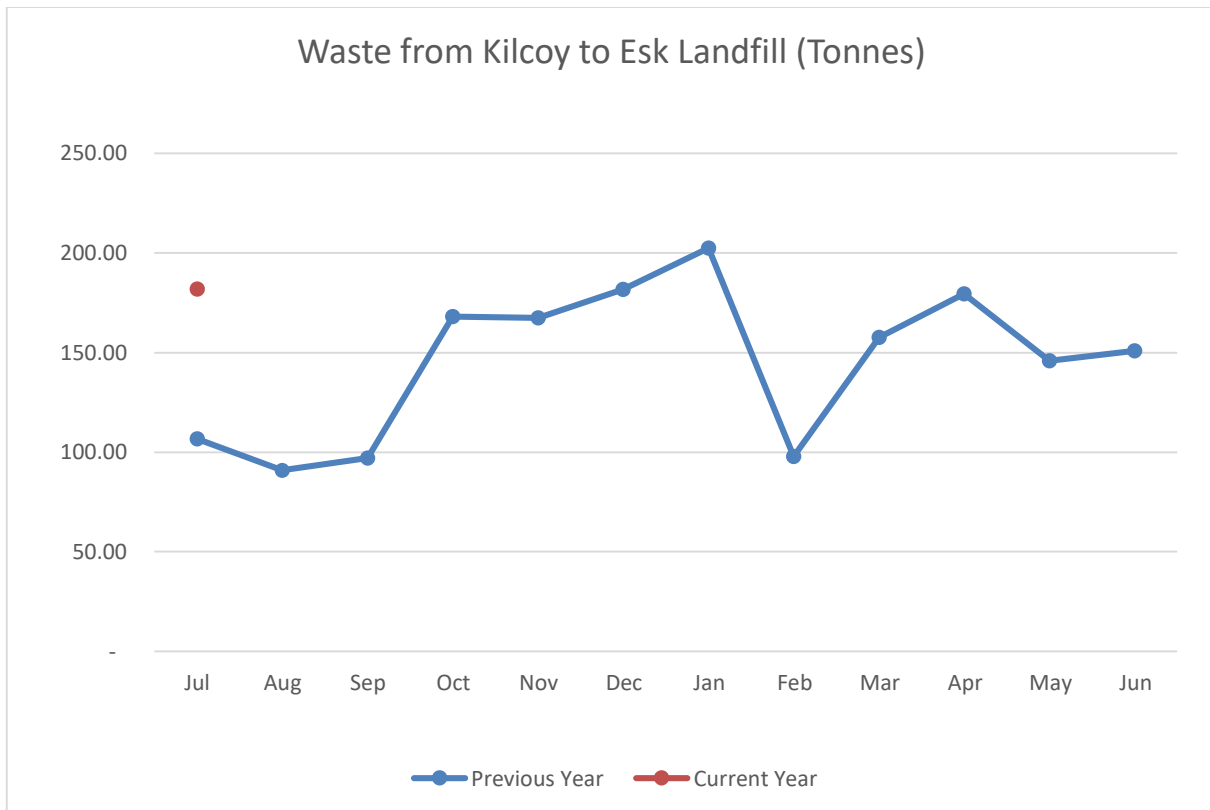
Waste Management

Kerbside Collection Contract – Ipswich Waste

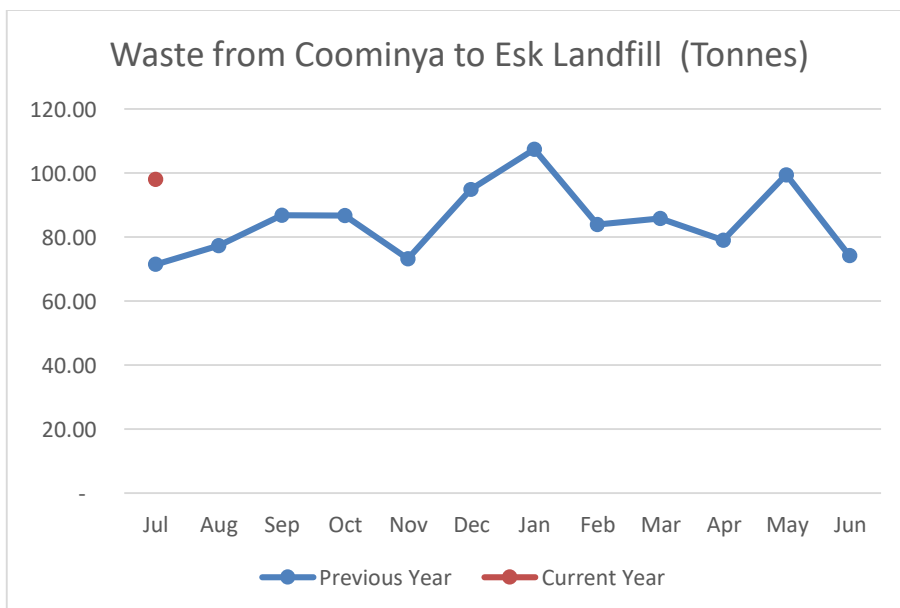
During the month of June 2024, there were 51,041 kerbside services performed and July 2024 there were 61,046 –

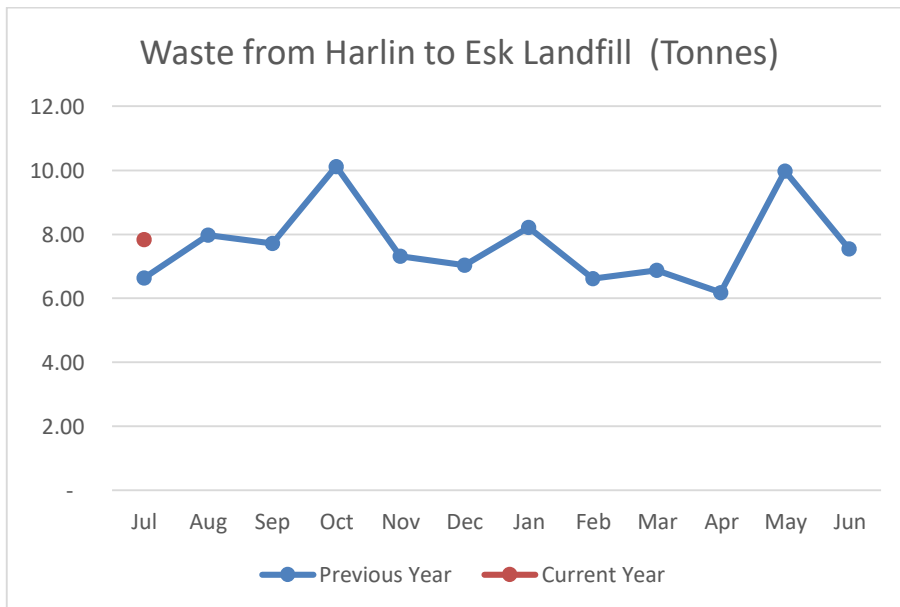
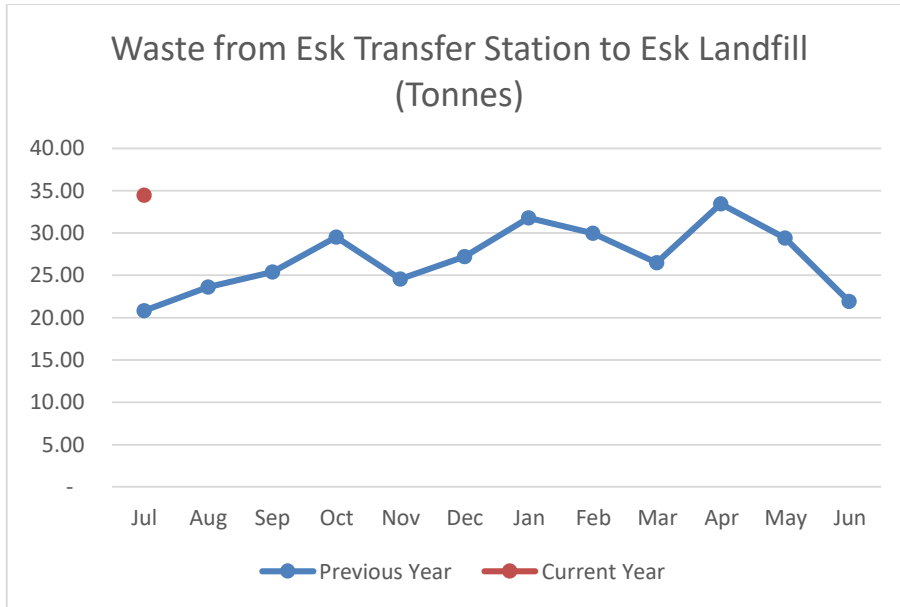
- General waste services – 37,679 with 79% presentation rate for June and 46,582 with 85% presentation rate for July.
- Recycling services – 13,362 with 56% presentation rate for June and 14,464 with 58% presentation rate for July.

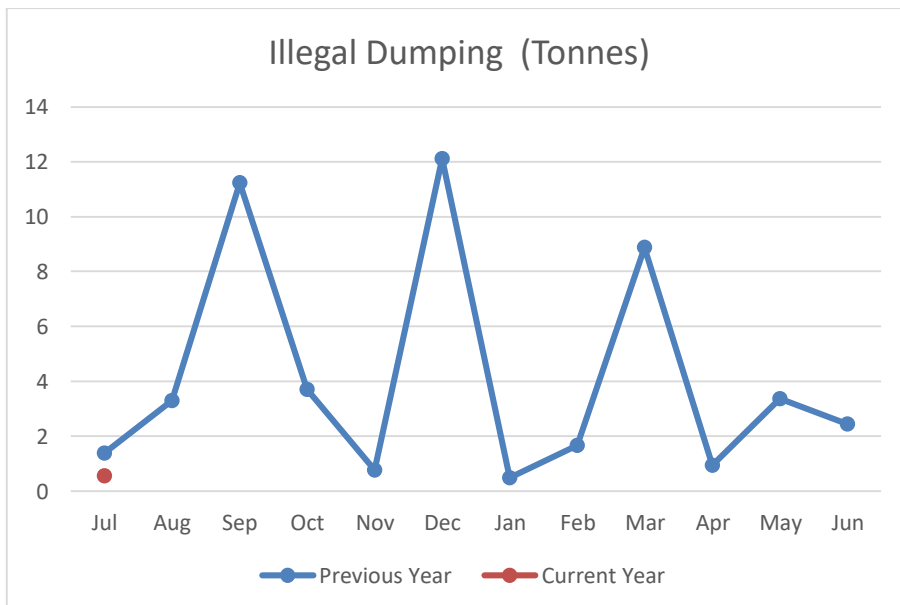
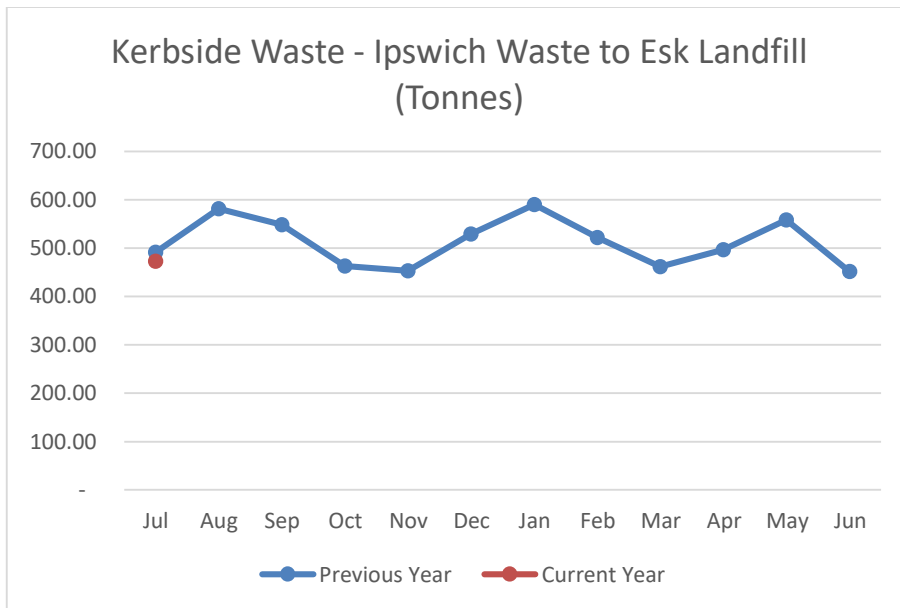


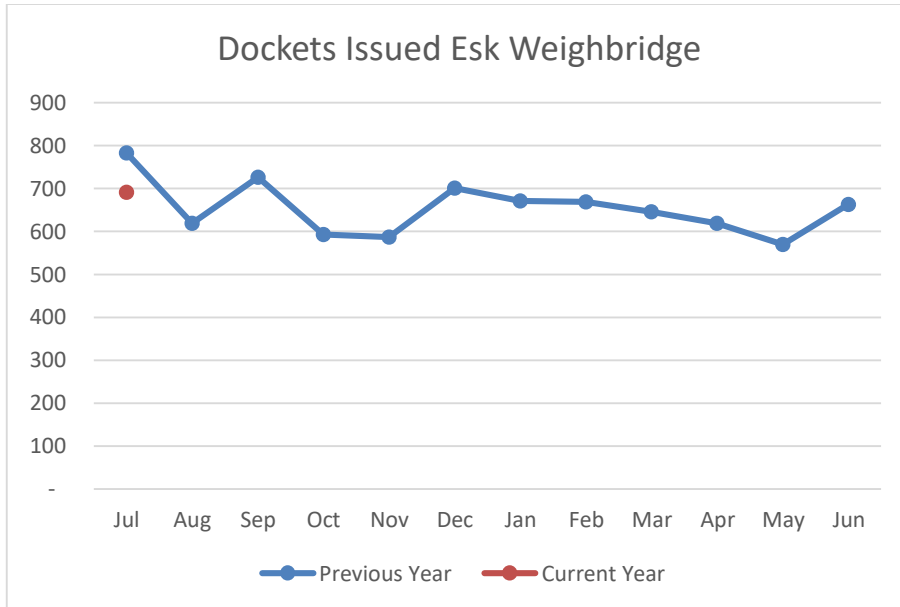


Waste Management – Waste Data







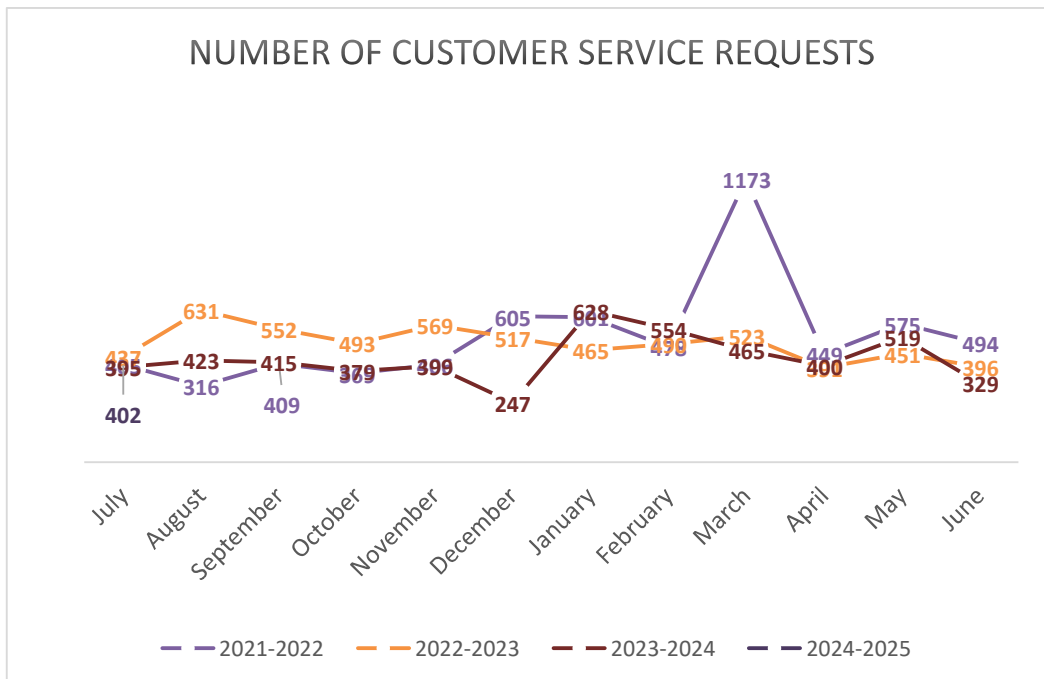


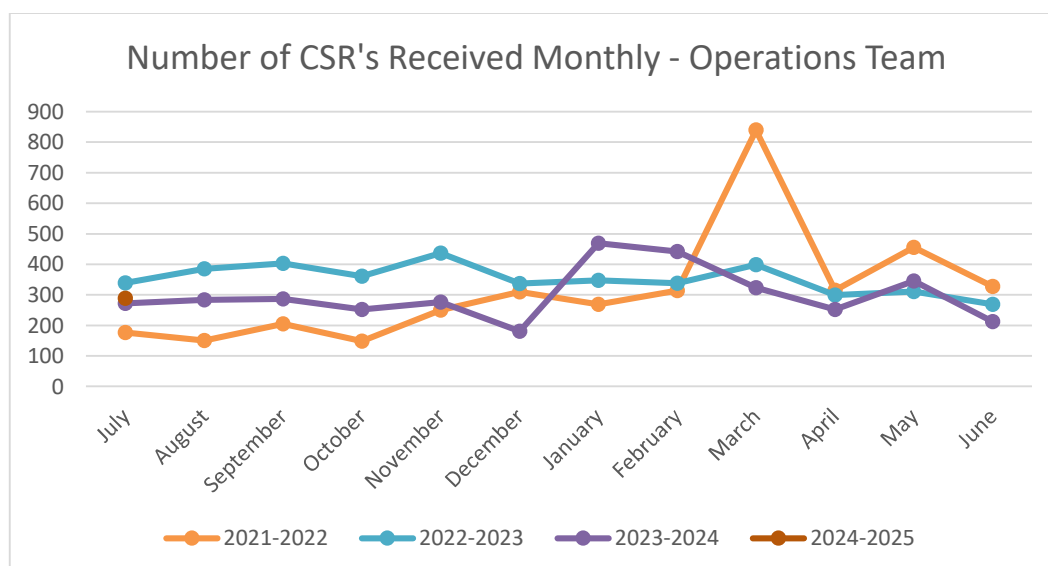
Approved Park/Community Events

No approved events this month.

Customer Service Requests

Council received 402 customer service requests, and 12 requests received from Councillors for the month of July 2024 on Council’s corporate customer service system. A copy of the report is attached for your information.





	Jul-24
Cemeteries	2
Disaster Management	0
Departmental reviews	1
Fences on roadways	0
Illegal dumping clean ups	6
Overgrown Council land	0
Parks including mowing, cleaning/maintenance park equipment including public toilets, tables and chairs, shade shelters etc.	5
Roads - bitumen	28
Roads - gravel	13
Roads - drainage	10
Roads - culverts	0
Roads - vegetation	16
Roads - footpaths	4
Roads - linemarking	2
Roads - bridgework	0
Roads - traffic furniture	13
Rural Property Number	5
Stormwater issues within private properties	0
Waste management	0
Wheelie bins	0
Cancellation of extra services	7
Damaged lids and wheels	15
Replacement Split Bins	34
New Services	22
Extra services	10
Stolen/Non-Delivery of New Bins	21

Missed services	5
Contractor requests/complaints	3
Facilities	0
Air conditioning	0
Carpentry, painting, tiling & flooring	9
Electrical	14
Equipment, furniture & fixtures	4
Grounds maintenance	2
Pest Control	0
Plumbing	20
Roofing and guttering	3
Security, locks & CCTV	4
Signage	1
Vandalism	8
Cleaning	3
	290

Attachments

Customer service report for July 2024.

Recommendation

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

Resolution

Moved – Cr Hurley

Seconded – Cr Brieschke

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

Carried

Vote - Unanimous

The Director Corporate and Community Services left the meeting at 9.39am.

Subject:	Tender 1377 – Lease of Commercial Property: Lots 1, 2, 3 and 7 RP83075 Neilsen Place, Esk
File Ref:	Corporate Services – Administration – Tenders – Neilsen Place Esk
Action Officer:	CAO

Background/Summary

Council invited tenders for a Commercial Lease for an initial term of five (5) years with an option to renew for a further five (5) years for the property described as Lot 1 RP83075, Lot 2 RP83075, Lot 3 RP83075 and Lot 7 RP83075 – 4 Neilsen Place Esk containing an area of 3,012m². Tenders closed on 24 July 2024.

Attachments

CONFIDENTIAL -Tender details

Recommendation

THAT the tender received from Kenneth Walter Jones and Kylie Elizabeth Jones for a commercial lease over Lots 1, 2, 3, and 7 on RP83075 for a five (5) year term commencing on 1 May 2025 with an option for a further five (5) year term, be accepted.

Resolution

Moved – Cr Brieschke

Seconded – Cr Jess

“THAT THAT the tender received from Kenneth Walter Jones and Kylie Elizabeth Jones for a commercial lease over Lots 1, 2, 3, and 7 on RP83075 for a five (5) year term commencing on 1 May 2025 with an option for a further five (5) year term, be accepted.”

Carried

Vote - Unanimous

Director Corporate and Community Services returned to the meeting at 9.40am.

Subject:	Mount Glen Rock Steering Committee Update
File Ref:	PARK AND RESERVES – PLANNING – Mount Glen Rock Development – Glen Esk
Action Officer:	CEO

Background/Summary

The focus of the Mount Glen Rock (MGR) project since the March 2024 Local Government Election to July 2024 has been on clarifying project direction, and receipt of the MGR Flora and Fauna Assessment report.

The Flora and Fauna Assessment provides greater understanding of the environmental values of the site and guidance on changes required to the Master Plan in order to avoid any significant impact on identified environmental matters. A copy of the report is attached for reference.

In brief, the report recommends avoidance of actions which are likely to impact on key protected species and their habitats at MGR.

Species found at MGR which require the greatest protection are the Brush-tailed Rock Wallaby, Koala, and Lloyd’s Native Olive. The following elements will require priority consideration during the detailed design of trail alignments:

- Brush-tailed Rock Wallaby habitat to be avoided– This applies specifically to the cliff escarpment and adjacent areas, and especially den sites along cliff bases, caves and rock overhangs.
- Koala habitat – Careful consideration for trail alignment in the western part of the site is required to reduce potential impacts on Koala. All Koala habitat and other mature tree specimens must be protected during construction activities.
- Lloyd’s Native Olive – New trail alignments should avoid identified populations of Lloyd’s Native Olive by at least 100m.

The majority of elements of the Draft Master Plan Report proposal are deliverable from an ecological impacts perspective.

The next step is to undertake a cultural heritage assessment over the site to ensure identification, protection and management of sites of cultural significance. Per the Cultural Heritage Management Plan, representatives of the Jagera Jinibara people will be engaged through Jagera Daran to undertake the survey.

The cultural heritage and the flora and fauna assessments are both essential due diligence measures and will inform further refinement of the project as it progresses.

Council has resolved to submit a funding application under the Australian Government Thriving Suburbs Program for the car park and summit hiking trail components of the project. Preliminary work has commenced with a view to lodging a Development Application for the carpark beside Lions Park on Ipswich St. The scope of works to be submitted with this application is consistent with the findings of the ecological assessment.

It should also be noted that the *Koala Health and Rehabilitation Esk Somerset Project* initiated by Care4Esk in conjunction with the University of the Sunshine Coast and Australian Earth Laws Alliance is ongoing and involves periodic Koala surveys at MGR. Council is a partner in this study and the results will be reviewed once received.

Care4Esk has also conducted koala habitat tree planting events on identified parcels of land within the project area, under the direction of Council Officers.

A hazard reduction burn covering four hectares in the north-western part of the MGR property was successfully conducted by the Murrumba Rural Fire Brigade on Sunday 28 July 2024.

Attachments

Flora and Fauna Assessment – Mount Glen Rock

Recommendation

THAT Council receives the Mount Glen Rock Steering Committee Update and the contents be noted.

Resolution

Moved – Cr Bishop

Seconded – Cr Freese

“THAT Council receives the Mount Glen Rock Steering Committee Update and the contents be noted.”

Carried

Vote - Unanimous

Subject:	Council of Mayors Delegation
File Ref:	Council of Mayors South East Queensland
Action Officer:	EA

Background/Summary

Council of Mayors South East Queensland (COMSEQ) is sending a delegation to Europe in February 2025 as part of the Brisbane 2032 investigations.

COMSEQ is making arrangements for the delegation with costs being covered as part of the membership of COMSEQ.

Attachments

Nil

Recommendation

THAT Mayor Wendt be authorised to attend the Council of Mayors, South East Queensland, European mission to be held in February 2025.

Resolution

Moved – Cr Freese

Seconded – Cr Hurley

“THAT Mayor Wendt be authorised to attend the Council of Mayors, South East Queensland, European mission to be held in February 2024.”

Carried

Vote - Unanimous

Subject:	Nomination as a Director of South East Queensland Regional Recreational Facility Pty Ltd (SEQRRF)
File Ref:	Council of Mayors South East Queensland
Action Officer:	EA

Background/Summary

Correspondence has been received from Council of Mayors South East Queensland seeking a nomination as a Director on the Board of South East Queensland Regional Recreational Facility Pty Ltd (SEQRRF) from Somerset Regional Council.

SEQRRF was established in October 2010 to facilitate the development and operation of a regional trail bike facility on state-owned land at Wyaralong in the Scenic Rim Regional Council local government area. This facility is a joint-initiative of the Queensland Government and South East Queensland (SEQ) Councils, and is operated by Motorcycling Queensland Pty Ltd on an operators lease.

Eight SEQ Council are the founding shareholder of the company. Along with two non-shareholding bodies. Due to local government elections and the resignation of one of the non-shareholding director, nominations are being sought for the position of directors. The constitution currently stipulates that up to seven (7) directors and not less than three may be appointed for a term of up to three years.

Attachments

Nil

Recommendation

THAT Council nominate Mayor Jason Wendt as a Director on the Board of South East Queensland Regional Recreational Facility Pty Ltd (SEQRRF).

Resolution	Moved – Cr Bishop	Seconded – Cr Freese
	“THAT Council nominate Mayor Jason Wendt as a Director on the Board of South East Queensland Regional Recreational Facility Pty Ltd (SEQRRF).”	
	Vote - Unanimous	
		<u>Carried</u>

Subject:	Operational Plan Fourth Quarter review 2023 - 24
File Ref:	Corporate Management – Planning – Operational report
Action Officer:	DCORP

Background/Summary

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

It is pleasing to report that Council's progress on the action items within the Operational Plan 2023/24 has resulted in 92% of items completed or achieved. Officers tasked with responsibility for ongoing operational items are managing and progressing those items as expected. These operational matters may be reported on in the Departmental Reports section of the Annual Report.

Attachments

Operational Plan 2023-24 Quarter 4 Review

Recommendation

THAT Council receive the Operational Plan 2022-23 Quarter 4 review and note the progress of the action items within the plan.

Resolution	Moved – Cr Jess	Seconded – Cr Freese
	“THAT Council receive the Operational Plan 2022-23 Quarter 4 review and note the progress of the action items within the plan.”	
	Vote - Unanimous	
		<u>Carried</u>

Subject:	Organisational Closedown – Christmas - New Year 2025
File Ref:	Governance - Reporting - Officer Reports
Action Officer:	EA

Background/Summary

In previous years, Council has approved the closure of its offices and libraries for the Christmas – New Year period.

Staff have been required to take leave and any emergent issues were dealt with by a skeleton crew. Council has not received any adverse public comment arising from such closure.

It is proposed that the offices and libraries be closed for the 2024 Christmas – New Year period. The statutory holidays fall on Tuesday, 24 December from 6pm, Wednesday, 25 December, Thursday, 26 December 2024 and Wednesday, 1 January 2025. It is proposed that offices remain closed for the working days of 27, 30 and 31 December 2024 and reopen on Thursday, 2 January 2025.

For the outside workforce, an annual closedown is observed with a skeleton crew dealing with any emergency issues. The closedown will commence on Thursday, 19 December, 2024 with staff returning to work on Monday, 13 January, 2025.

Council's meeting schedule currently includes Thursday, 19 December, 2024 as an Ordinary Meeting day.

Attachments

Nil

Recommendation

THAT Council

1. close all Somerset Regional Council offices and libraries remain closed for the 2024 -25 Christmas – New Year period from close of business Tuesday, 24 December 2024 and reopen from Thursday, 2 January 2025.
2. endorse the annual closedown for the outside workforce will commence from close of business on Thursday, 19 December 2024, with staff recommencing on Monday, 13 January, 2025.

Resolution

Moved – Cr Jess

Seconded – Cr Brieschke

“THAT Council

1. close all Somerset Regional Council offices and libraries remain closed for the 2024 -25 Christmas – New Year period from close of business Tuesday, 24 December 2024 and reopen from Thursday, 2 January 2025.
2. endorse the annual closedown for the outside workforce will commence from close of business on Thursday, 19 December 2024, with staff recommencing on Monday, 13 January, 2025.”

Carried

Vote - Unanimous

Confidential Closed Session**Resolution**

Moved - Cr Brieschke

Seconded – Cr Bishop

“THAT in accordance with Section 254 (J) (1) (3) (d) of the Local Government Regulation 2012 Council move into a closed session to discuss Rebate request – property reference 04775-40000-000 at 9.53am.”

Carried*Vote - Unanimous***Resolution**

Moved – Cr Bishop

Seconded – Cr Brieschke

“THAT Council move out of a closed session at 10.04am and be once again open to the public.”

Carried*Vote - Unanimous*

Subject:	Rebate request – property reference 04775-40000-000
File Ref:	Rates/ rate payments/ rebates
Action Officer:	DFIN

Confidential Closed Session

In accordance with section 254J (1) of the Local Government Regulation 2012 Council may close a council meeting to the public. Section 254J (3) states further, 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:

(d) Rating concessions

Recommendation

THAT no rate rebate be provided in respect of property reference 04775-40000-000.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT no rate rebate be provided in respect of property reference 04775-40000-000.”

Carried*Vote - Unanimous***Meetings authorised by Council**

Nil

Mayor and Councillor Reports

Cr Brieschke – Councillor Report

July

- 24 Ordinary Council Meeting
Workshop Meeting
- 25 Somerset Business Chamber Breakfast, Lowood Show Grounds
- 26 Mt Glen Rock Steering Committee meeting, Esk
Toogoolawah Bowls Trivia Night
- 27 Kilcoy Show
Stonehouse, Moore, 150 Year Celebration Open Day
- 30 Briefing, Lowood Futures Advisory Committee, Esk
Handover of IT Equipment
Deb Frecklington, Member for Nanango, visit to Council
- 31 Councillor Come & Chat at Have-A-Chat Café, Toogoolawah
Carinity Our House, Open Day, Toogoolawah

August

- 01 Meeting with Secretary, Kilcoy Show Society, Esk
- 04 Prenzlau Pride Car & Music Show, Lowood Show Grounds
- 06 Fernvale Recreation Grounds Advisory Committee meeting, Fernvale
- 07 Meeting with resident re telecommunications
- 08 Brisbane Valley Interagency meeting via Teams
Esk Hospital Auxiliary meeting, Grand Hotel, Esk
- 13 Economic Development & Tourism Advisory meeting, Esk
Esk Recreation Grounds Advisory meeting, Esk

It has been a busy couple of weeks beginning with the inaugural Somerset Business Chamber Breakfast at Lowood.

It was good to see a full program of exhibits and entertainment at Kilcoy Show and I would like to congratulate the committee on the staging of a great day out for the community. Likewise, the 150 Year Celebration of the Stonehouse, Moore Open Day was quite an event, with the stage coach stealing the show and many took advantage of going for a ride. I would like to thank the Friends of Stonehouse committee for their gift of the 150th Anniversary coin and congratulate all involved for their dedication in presenting this historical site for all to enjoy.

The Prenzlau Pride Car & Music Show did not disappoint, and our Lowood Lions were kept busy all day supplying burgers to the crowd.

We always assume most entries come from neighboring regions, but I was surprised to see some local identities from Esk showing off their pride and joy.

A lovely afternoon was had when we attended the Carinity Our House, Open Day at Toogoolawah.

Our House supports Somerset locals living with a disability, covering Toogoolawah, Esk, Kilcoy, Coominya and Fernvale, and currently have availability to assist more people.

Cr Bishop – Councillor Report

As usual I have been attending country markets across the region and really appreciate that community members are coming to see me and tell me their issues and concerns.

I also wish to congratulate the organisers and exhibitors of the Esk Antique and Collectibles Fair on the weekend. It is a really important event in the year and takes a great deal of effort to organise.

Cr Isidro – Councillor Report

July

- 25 Somerset Business Chamber breakfast, Lowood

- 25 Meeting Esk tennis club
- 26 Mt Glen Rock steering committee meeting, Esk
- 27 Kilcoy show
- 27 Stonehouse 150 year anniversary, Moore
- 30 Project control group Kilcoy streetscaping
- 30 Visit with Deb Frecklington
- 31 Our House open day

August

- 01 Kilcoy Recreation Ground meeting
- 03 BVRT Festival of cycling
- 12 Ekka show holiday
- 13 EDTAC, Esk
- 14 Council meeting, Esk
- 14 Somerset Business Chamber executive meeting

Cr Hurley – Councillor Report

July

- 24 Council meeting
- 26 Mount Glenrock Steering Committee Meeting
Kilcoy Show Prime Cattle and Horse Events
- 27 Official opening of the Kilcoy Show and Stonehouse Open Day at Moore
- 30 Visit from Deb Frecklington MP and meeting in the Esk Administration Centre

August

- 08 Interagency meeting via TEAMS
- 13 P & C Meeting Toogoolawah State School
- 14 Council meeting
SBC Executive meeting via TEAMS

Cr Freese – Councillor Report

July

- 25 Somerset Business Chamber Business Breakfast at the Lowood Showgrounds
- 26 Mt Glen Rock Steering Committee Meeting
- 27 Kilcoy Show & Opening
Stonehouse Historical Open Day 150th Celebration
- 30 Meeting with Deb Frecklington at Council
Esk Choir Tasmanian Tour Teaser
- 31 Come & Chat with fellow Councillors at Toogoolawah
Our House Open Day Toogoolawah
Glamorgan Vale State School Assessment Review Interview
Stanley River Rural Fire Brigade AGM

August

- 02 Team Somerset Trivia Night, Somerset Civic Centre
- 04 Prenzlau Pride Car, Motorcycle & Tractor Show
- 07 Fernvale Sports Ground Advisory Group Meeting
- 13 Economic Development & Tourism Advisory Committee Meeting
Esk Recreation Ground Advisory Committee Meeting

Cr Jess – Councillor Report

August

- 11 Kilcoy Courthouse Art Gallery Quarterly Exhibition Open Day

Mayor's Report of Activities from 10 July to 14 August 2024

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

July

- 13 Esk Races, Esk
The Condensery Exhibition opening, Toogoolawah
- 15 Site Visit, Palmwoods
- 18 Citizenship Ceremony, Esk
- 20 Care4Esk Community wildlife Day, Esk
Lowood Lions Changeover Dinner, Lowood
- 23 Kokoda leadership awards, Lowood State High School
- 24 Ordinary Council meeting and workshop
- 25 Somerset Business Chamber breakfast, Lowood
Judging of the Ray White Tiny House competition, Kilcoy
- 26 Mount Glen Rock Steering Committee
- 27 Kilcoy show and Morning Tea, Kilcoy
Stonehouse Sesquicentenary Festival
- 30 Meetings, Esk
Meeting with Deb Frecklington, Esk
Meeting with Queensland Audit Office
- 31 Meeting, Kilcoy
Chat with Councillors, Toogoolawah
Carinity Open House, Toogoolawah

August

- 01 Lockyer Valley and Somerset Water Collaborative Meeting
- 03 Moonlight markets, Fernvale
- 04 Prenzlau Pride Car Show, Lowood
- 06 Meeting, Esk
- 07 Fernvale Sports Park Advisory Committee
- 13 Radiation Health Meeting, Esk
Economic Development Tourism Advisory Committee meeting, Esk

Resolution

Moved – Cr Brieschke

Seconded – Cr Jess

“THAT the verbal and written reports of Mayor Wendt and Councillors Brieschke, Bishop, Freese, Hurley, Isidro and Jess be received.”

Carried*Vote - Unanimous***Receipt of Petition****Resolution**

Moved – Cr Brieschke

Seconded – Cr Hurley

“THAT Council receive and note the petition – “Minden Village Park Upgrades.”

Carried*Vote - Unanimous***Consideration of notified motions**

“THAT Council display the Aboriginal and Torres Strait Islander flags alongside the Australian flag in Council Chambers.”

Background:

Displaying these flags alongside the Australian flag is a powerful gesture with several important implications:

- **Recognition and Respect:** It acknowledges the history, culture, and contributions of Aboriginal and Torres Strait Islander peoples. This act of recognition is a step towards reconciliation and healing.
- **Symbol of Unity:** Flying both flags together promotes a sense of community and inclusivity. It sends a message that all cultures are valued and respected, fostering a more welcoming environment.
- **Cultural Awareness:** It serves as a reminder of the rich cultural heritage of first nations peoples in Australia. This can encourage people to learn more about Aboriginal history and traditions, promoting greater understanding and respect.

Commitment to Reconciliation: It demonstrates a commitment to addressing past injustices and working towards a more equitable society. This visible symbol can inspire ongoing efforts towards reconciliation.

Resolution

Moved – Cr Bishop

Seconded – Cr Hurley

“THAT Council display the Aboriginal and Torres Strait Islander flags alongside the Australian flag in Council Chambers.”

Carried*Vote - Unanimous***Reception of notices of motion for next meeting**

Nil

Items for reports for future meetings

Nil

Closure of Meeting**Summary**

There being no further business, the Mayor, Cr Jason Wendt closed the meeting at 10.13 am.

Attachment 1

Somerset Regional Council
Charges Resolution (No.1) 2024

1.0 Introduction

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

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

- 1.4 This resolution seeks to implement the requirements of the *Planning Act 2016*. The resolution has effect on and from **19 August 2024**.

- 1.5 This resolution adopts a charge (each an “adopted charge”) for particular development that is equal to or less than the maximum adopted charge prescribed within the *Planning Regulation 2017*. **Table 1(A), 1(B) and 1(C)** identify the relationship between the planning scheme use types and classes of development to which the adopted charges apply.
- 1.6 This resolution covers all of the local government area.
- 1.7 The Priority infrastructure area (“PIA”) identifies the areas which are prioritised to accommodate urban growth up to 2026 to ensure the efficient delivery of infrastructure, and is identified in the Local government infrastructure plan.
- 1.8 Trunk infrastructure items for the transport, public parks and community lands, and stormwater networks (the “local government trunk infrastructure networks”) are identified in the Local government infrastructure plan and are described in Attachment 1.
- The desired standards of service, plans for trunk infrastructure, and establishment costs of trunk infrastructure for the transport, public parks and community lands, and stormwater networks are identified within the Local government infrastructure plan.
- 1.9 Under the *Planning Act 2016*, an adopted charge may be levied for the trunk infrastructure that is planned to serve the premises on which development is undertaken.
- The types of development that trigger the levying of an adopted charge under this charges resolution are:
- (a) reconfiguring a lot; and
 - (b) material change of use of premises; and
 - (c) building work.

1.10 Interpretation

In this resolution:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local government trunk infrastructure networks see section 1.8.

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

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

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

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

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

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

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

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

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

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

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

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

2.0 Adopted Charges

- 2.1 Adopted charges under this resolution have effect on and from the day that this resolution takes effect.
- 2.2 **Table 2** identifies Council's adopted charges for the local government trunk infrastructure networks for development under this charges resolution.
- 2.3 This resolution adopts different charges within different parts of the local government area (each a charge area) for some charge categories. Table 2 identifies where the adopted charges vary by charge area. The charges areas are defined in section 1.10.
- 2.4 The distributor-retailer may levy adopted charges for the water supply and sewerage networks under the distributor-retailer's Netserv Plan.
- 2.5 The proportional allocation of the maximum adopted charges under the *Planning Regulation 2017* between Council and the distributor-retailer (the charges break-up) is specified in Attachment 3.
- 2.6 Development exempt from adopted charges
- 2.6.1 Adopted charges for the local government trunk infrastructure networks do not apply to:
- (a) development identified in section 113(3) of the Planning Act; or
 - (b) development that is reconfiguring a lot:
 - (i) for a lot that is transferred to Council, the distributor-retailer, or the Crown for public purposes, park, or stormwater/drainage; or
 - (ii) for a boundary realignment only; or
 - (c) development that is material change of use or building works for a dwelling house (secondary dwelling).
- 2.7 Reconfiguring a lot
- 2.7.1 For the purpose of determining a charge for reconfiguring a lot, each lot within a Town Zone (Residential Precinct), Town Zone (Park Residential Precinct), Village Zone, Park Residential Zone, Residential Zone, General Residential Zone, General Residential Zone (Park Residential Precinct), Township Zone, Rural Residential Zone, and each lot approved for residential purposes in an Emerging Community Zone or Rural Zone is taken to be equivalent to residential development for a 3 or more bedroom dwelling in the relevant charge area.
- 2.7.2 To avoid any doubt, a balance lot created in a reconfiguring a lot for residential development will be included in the calculation of the levied charge.
- 2.8 Specialised and undefined uses
- 2.8.1 Where development is for a use that is listed as a specialised use or an undefined use, Council will determine the most appropriate equivalent use charging category from **Table 1(A)**, **1(B)**, and **1(C)** to apply to the development to calculate the levied charge in accordance with **Table 2**.
- 2.9 Stormwater network
- 2.9.1 An adopted charge for the stormwater network will only apply to land within the Urban Footprint.

2.10 Public parks and community land network

- 2.10.1 An adopted charge for the public parks and community land network will not apply to land within the Remainder of shire public parks and community land catchment (PPCL6) as shown on the Local government infrastructure plan maps.

Table 2: Adopted Charges

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Prescribed amounts as at 1 July 2024		Charge area	Adopted charge			Demand unit
				Stormwater network	Public parks and community land network	Transport network	
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Residential uses	\$24,609.05	each dwelling with 2 or less bedrooms	Charge Area A	\$3,364.00	\$5,079.00	\$3,556.00	each dwelling with 2 or less bedrooms
Residential uses	\$24,609.05	each dwelling with 2 or less bedrooms	Charge Area B	\$2,501.00	\$3,775.00	\$2,643.00	each dwelling with 2 or less bedrooms
Residential uses	\$34,452.65	each dwelling with 3 or more bedrooms	Charge Area A	\$4,721.00	\$7,128.00	\$4,991.00	each dwelling with 3 or more bedrooms
Residential uses	\$34,452.65	each dwelling with 3 or more bedrooms	Charge Area B	\$2,501.00	\$3,775.00	\$2,643.00	each dwelling with 3 or more bedrooms
Accommodation (short-term)	\$12,304.45	each group of 2 sites or less	All Charge Areas	\$247.00	\$0.00	\$871.00	each tent, caravan or similar site in a tourist park
Accommodation (short-term)	\$17,226.20	each group of 3 sites	All Charge Areas	\$247.00	\$0.00	\$871.00	each tent, caravan or similar site in a tourist park
Accommodation (short-term)	\$12,304.45	each cabin with 2 or less bedrooms	All Charge Areas	\$247.00	\$0.00	\$871.00	each cabin with 2 or less bedrooms in a tourist park
Accommodation (short-term)	\$17,226.20	each cabin with 3 or more bedrooms	All Charge Areas	\$247.00	\$0.00	\$871.00	each cabin with 3 or more bedrooms in a tourist park

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Prescribed amounts as at 1 July 2024		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Accommodation (short-term)	\$12,304.45	each suite with 2 or less bedrooms	All Charge Areas	\$247.00	\$0.00	\$871.00	each suite with 2 or less bedrooms
Accommodation (short-term)	\$17,226.20	each suite with 3 or more bedrooms	All Charge Areas	\$247.00	\$0.00	\$871.00	each suite with 3 or more bedrooms
Accommodation (short-term)	\$12,304.45	each bedroom that is not part of a suite	All Charge Areas	\$247.00	\$0.00	\$871.00	each bedroom that is not part of a suite
Accommodation (long-term)	\$24,609.05	each relocatable dwelling site for 2 or less bedrooms	Charge Area A	\$3,364.00	\$5,079.00	\$3,556.00	each relocatable dwelling site for 2 or less bedrooms
Accommodation (long-term)	\$24,609.05	each relocatable dwelling site for 2 or less bedrooms	Charge Area B	\$2,501.00	\$3,775.00	\$2,643.00	each relocatable dwelling site for 2 or less bedrooms
Accommodation (long-term)	\$34,452.65	each relocatable dwelling site for 3 or more bedrooms	Charge Area A	\$4,721.00	\$7,128.00	\$4,991.00	each relocatable dwelling site for 3 or more bedrooms
Accommodation (long-term)	\$34,452.65	each relocatable dwelling site for 3 or more bedrooms	Charge Area B	\$2,501.00	\$3,775.00	\$2,643.00	each relocatable dwelling site for 3 or more bedrooms
Accommodation (long-term)	\$24,609.05	each suite with 2 or less bedrooms	All Charge Areas	\$247.00	\$2,643.00	\$2,643.00	each suite with 2 or less bedrooms

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Prescribed amounts as at 1 July 2024		Charge area	Adopted charge			Demand unit
				Stormwater network	Public parks and community land network	Transport network	
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Accommodation (long-term)	\$34,452.65	each suite with 3 or more bedrooms	All Charge Areas	\$247.00	\$2,643.00	\$2,643.00	each suite with 3 or more bedrooms
Accommodation (long-term)	\$24,609.05	each bedroom that is not part of a suite	All Charge Areas	\$247.00	\$2,643.00	\$2,643.00	each bedroom that is not part of a suite
Places of assembly	\$86.20	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$44.91	each square metre of gross floor area
Places of assembly	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (bulk goods)	\$172.25	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$56.14	each square metre of gross floor area
Commercial (bulk goods)	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (retail)	\$221.50	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$56.14	each square metre of gross floor area
Commercial (retail)	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Commercial (office)	\$172.25	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$13.70	each square metre of gross floor area

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Prescribed amounts as at 1 July 2024		Charge area	Adopted charge			Demand unit
				Stormwater network	Public parks and community land network	Transport network	
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
Commercial (office)	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Educational facility	\$172.25	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$56.14	each square metre of gross floor area
Educational facility	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Entertainment	\$246.05	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$56.14	each square metre of gross floor area
Entertainment	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Indoor sport and recreation	\$246.05	each square metre of gross floor area, other than court areas	All Charge Areas	\$0.00	\$0.00	\$30.77	each square metre of gross floor area, other than court areas
Indoor sport and recreation	\$24.55	each square metre of gross floor area that is court area	All Charge Areas	\$0.00	\$0.00	\$18.27	each square metre of gross floor area that is court area
Indoor sport and recreation	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Charge category	Prescribed amounts as at 1 July 2024		Charge area	Adopted charge			
				Stormwater network	Public parks and community land network	Transport network	Demand unit
	(\$ per regulated demand unit)	(regulated demand unit)		(\$ per demand unit)	(\$ per demand unit)	(\$ per demand unit)	
High impact or special industry	\$86.20	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$18.63	each square metre of gross floor area
High impact or special industry	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Other industry	\$61.50	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$18.63	each square metre of gross floor area
Other industry	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
High impact rural	\$24.55	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$8.41	each square metre of gross floor area
Low impact rural	Nil	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Essential services	\$172.25	each square metre of gross floor area	All Charge Areas	\$0.00	\$0.00	\$13.70	each square metre of gross floor area
Essential services	\$12.30	each square metre impervious to stormwater	All Charge Areas	\$12.20	\$0.00	\$0.00	each square metre impervious to stormwater
Minor uses	Nil	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Other uses	Refer to specialised uses and undefined uses						

3.0 Discounts

3.1 In accordance with section 120 of the *Planning Act 2016*, a levied charge may be only for extra demand placed upon trunk infrastructure that will be generated by the development.

3.2 Discounts for existing demand will apply to the following:

- (a) an existing use on the premises if the use is lawful and already taking place on the premises; or
- (b) a previous use that is no longer taking place on the premises if the use was lawful at the time the use was carried out; or
- (c) other development on the premises if the development may be lawfully carried out without the need for a further development permit, including a development permit for building work; or
- (d) the relevant adopted charge for the lots that make up the land subject of the approval, to the extent that the adopted charge has not already been taken up by development on the land.

3.3 However, a discount will not apply if:

- (a) an infrastructure requirement that applies, or applied to the use or development, has not been complied with; or
- (b) for 3.2 (c)—an infrastructure requirement applies to the premises on which the development will be carried out, and the infrastructure requirement was imposed on the basis of development of a lower scale or intensity being carried out on the premises.

3.3 Discounts in Section 3.2 will be calculated in the same manner in which the relevant demand charge is calculated under Section 4.0. To avoid doubt, Council is only charging for the extra demand caused by the development.

3.4 If more than one type of discount under Section 3.2 is relevant to the premises:

- (a) to the extent that such discount are mutually incompatible—a discount will only apply to the higher of the discounts; and
- (b) otherwise—the discount shall be the sum of the relevant discounts.

Example 1—A premises that is two vacant lots shall receive the sum of the demand credits for two vacant lots.

Example 2—A premises that is currently lawfully used as an office that was previously lawfully used as a shop will attract a demand credit for commercial (retail) only (the higher demand credit of the two demand credits available), as the use of premises for both uses is mutually incompatible.

Example 3—A premises that is two vacant lots and a lot that is currently lawfully used for an office shall receive the sum of the demand credits for two vacant lots and the higher of the third lot or the use as an office.

3.5 Council may, in its discretion and subject to satisfactory evidence from an applicant, provide a demand credit for a previous headworks payment or levied charge payment that is surplus to the existing demand being placed on the local government trunk infrastructure networks.

3.6 Any discount calculated in accordance with Section 3.1 – 3.4 is to be allocated to the trunk infrastructure network to which the discount was accrued, unless otherwise determined under a separate infrastructure agreement between Council and the applicant.

3.7 Where the demand credit exceeds the development demand for the local government trunk infrastructure networks:

- (a) it is taken that there is no additional demand placed on the local government trunk infrastructure networks;
- (b) the initial levied charge is taken to be \$0.00; and

(c) no refund is provided.

4.0 Calculation of the Levied Charge

4.1 The following steps identify the process to work out the levied charge for a development:

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

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

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

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

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

4.2 If the development is for building works or a material change of use that is for more than one use:

- (a) to the extent that the development provides for an area that is able to be used for more than one use, or is common between two or more uses—the developed demand is to be calculated using the higher of the adopted charges for the relevant uses; and
- (b) otherwise—the levied charge shall be worked out using the sum of the development demands and the relevant adopted charges.

Example 1—A development that involves a new building for 200m² GFA of office and 200m² GFA of shop shall have a development demand that is the sum of 200m² GFA commercial (office) and 200m² GFA commercial (retail).

Example 2—A development that involves a new building for 400m² GFA that is proposed to be used as either an office or a shop will attract a development demand for 400m² commercial (retail) only, as the higher development demand of the two relevant uses.

4.3 Should the levied charge calculated exceed the Council proportion of the maximum adopted charge under the breakup agreement, the initial levied charge will be set at the Council proportion of the maximum adopted charge stated in Table 2, allocated proportionally to the local government trunk infrastructure networks as shown in Table 2.

5.0 Payment Triggers

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

5.1 Levied charges are payable at the time outlined in section 122 of the Planning Act.

Editor's note—A levied charge becomes payable:

(a) if the charge applies for reconfiguring a lot—when the local government that levied the charge approves a plan for the reconfiguration that, under the Land Title Act, is required to be given to the local government for approval; or

(b) if the charge applies for building work—when the final inspection certificate for the building work, or the certificate of occupancy for the building, is given under the Building Act; or

(c) if the charge applies for a material change of use—when the change happens; or

(d) if the charge applies for other development—on the day stated in the infrastructure charges notice under which the charge is levied.

5.2 Despite 5.1, an infrastructure agreement may provide that levied charges are paid at an alternative time.

6.0 Automatic increase provision for levied charges

6.1 A levied charge is to be automatically increased by the difference between the producer price index (PPI) applicable at the time the charge was levied, and the producer price index applicable at the time of payment of the levied charge¹, adjusted by reference to the 3-yearly PPI Index Average².

6.2 The amount of the levied charge increase in accordance with section 6.1 is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.

6.3 If the levied charge is increased in accordance with sections 6.1 and 6.2, the levied charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.

6.4 To avoid any doubt, this section is an automatic increase provision under the Planning Act.

¹ To be clear, the charge to be paid is the greater of the charge as levied by Council and the levied charge indexed using the Producer Price Index (adjusted by reference to the 3-yearly PPI Index Average) for the period starting on the day the charge is levied and ending on the day the charge is paid.

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

7.0 Conversion Applications

7.1 Purpose

7.1.1 This section applies where:

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

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

7.2 Process for making a conversion application

7.2.1 A conversion application must:

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

7.3 Assessing and deciding a conversion application

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

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

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

7.4 Effect of conversion

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

7.5 Trunk infrastructure criteria

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

8.0 Offsets and Refunds for Trunk Infrastructure

8.1 Application of an offset and refund

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

8.2 Determining the establishment cost of trunk infrastructure

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

Table 3 – Land Values

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

8.3 Reconciliation an offset or refund

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

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

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

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

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

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

8.3.5 If a refund applies, Council is to:

- a) determine the value of the refund by subtracting the levied charge³ from the establishment cost; and

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

b) give the refund to the applicant.

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

8.4 Infrastructure demand credits

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

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

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

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

Example:

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

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

8.5 Section not used

8.6 Infrastructure Agreements

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

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

9.0 Adopted Charges Reductions for Eligible Community Organisations

9.1 What are eligible community organisations

9.1.1 The following community organisations are eligible community organisations:

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

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

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

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

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

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

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

9.2 Eligibility criteria

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

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

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

9.3 Amount of reduction

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

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

9.4 Timing of charges reduction

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

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

Attachment 1 – Definitions of Trunk Infrastructure

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

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

1. Notice of Design with Operational Works

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

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

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

2. Call for Tender Notification

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

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

3. Tender Assessment of Trunk Works

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

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

4. Reconciliation of Final Contract Value

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

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

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

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

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

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

the Council is to confirm the Final Contract Value.

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

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

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

Within 5 business days of Council's satisfaction that:

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

the Council is to confirm the Final Contract Value.

Attachment 3 – Breakup Agreement

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

RECEIVED Somerset Regional Council - 5 SEP 2011	
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ASSOC	
BOX NO.	R

Our ref: MC11/2562
LG/11/2167

- 2 SEP 2011

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

Dear Mr Bain

Re: Agreement on the split of infrastructure charges

Thank you for your letter of 15 June 2011.

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

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

Yours sincerely



Jack Noye
Director-General
Department of Local Government and Planning



Somerset
REGIONAL COUNCIL

15th June 2011

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

Dear Sir

Subject: Maximum Infrastructure Charges Framework – Water and Sewerage Infrastructure Standard Charge
Our Ref: LAND USE AND PLANNING - PLANNING - Services Infrastructure - Doc Id. 567397
Your Ref:

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

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

I trust this is sufficient for your purposes.

Yours sincerely

Robert Bain

Chief Executive Officer

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ABN 501 389 582 49

Council Chambers - 2 Redbank Street, Esk QLD 4312

Address all correspondence to - Chief Executive Officer, Somerset Regional Council, PO Box 117, Esk QLD 4312
P 07 5424 4000 F 07 5424 4099 E mail@somerset.qld.gov.au W www.somerset.qld.gov.au

Somerset - Proposed QUU Charges Under Standard Charge Regime

Residential

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

Non-Residential - Accommodation

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

Non-Residential - Other

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

Assumed no water or sewerage connection