



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 21 February 2018

Commencing at 9.00 am

Acting Chief Executive Officer: Peter O'May

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

- | | | |
|----------|---------------------------|---|
| A | Accountability: | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i> |
| C | Community: | <i>Building partnerships and delivering quality customer service.</i> |
| H | Harmony: | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| I | Innovation: | <i>Encouraging an innovative and resourceful workplace.</i> |
| E | Ethical Behaviour: | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i> |
| V | Vision: | <i>This is the driving force behind our actions and responsibilities.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 21 February 2018

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1. Leave Of Absence

Nil.

2. Prayers

A representative of the Kingaroy District Ministers Association, Pastor Mark Doecke, offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 17 January 2018 as recorded be confirmed.

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

IR No 2462318

Author Mayor, South Burnett Regional Council

Date 16 February 2018

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

Mayor Campbell presented his Economic Development, Governance and Communications Portfolio Report to Council.

Officer's Recommendation

That Mayor Campbell's Economic Development, Governance and Communications Portfolio Report to Council be received.

4.2 Governance (G)

Officer's Report

4.2.1 G - 2462081 - Adoption of the revised Risk Management Policy and associated Risk Management Committee Terms of Reference.

Document Information

IR No 2462081

Author Manager Social & Corporate Performance

**Endorsed
By General Manager – Corporate Services**

Date 8 February 2018

Précis

Adoption of the revised Risk Management Policy and associated Risk Management Committee Terms of Reference.

Summary

The purpose of the Risk Management Policy and associated Risk Management Committee Terms of Reference is to guide enterprise risk management that ensures the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks.

These documents assist in the integration of risk management practices and procedures into all organisational processes.

The Risk Management Policy and associated Risk Management Committee Terms of Reference have been reviewed in accordance with the *Local Government Regulation 2012*.

Officer's Recommendation

That the Risk Management Policy and associated Risk Management Committee Terms of Reference be adopted.



IR NUMBER: "IR Number"
MINUTE NUMBER: [Minute Number]
ADOPTED ON/SIGN OFF DATE: [Date]

Risk Management Policy

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1. POLICY STATEMENT

The AS/NZS ISO 31000:2009 risk management process (or any successors thereof) is to be applied in all activities to ensure that risks associated with Council's strategic and operational objectives are identified and effectively integrated into a Council-wide process.

2. SCOPE

This policy applies to

- All Council activities, including entities over which Council has direct ownership, management, sponsorship or financial control.
- All Council officers, contractors, the officers and Committee members of related entities, involved in and with responsibility for contributing towards the achievement of Council's objectives, asset management and reporting responsibilities.

3. POLICY OBJECTIVES

The objective of this policy is to maintain enterprise risk management that incorporates principles to ensure the effective and efficient assessment, evaluation and treatment of Council's operational and strategic risks. It also aims to establish the integration of risk management practices and procedures into all organisational processes.

Effective enterprise risk management will:

- Contribute to the achievement of strategic priorities as specified in Council's Corporate Plan;
- Facilitate open and transparent communication and consultation between Councillors, the Senior Management Team and employees in defining aspects related to the identification, analysis, evaluation and treatment of strategic and operational risks to which Council is exposed;
- Enhance corporate governance by promoting a structured and systematic approach to Council's decision making processes;
- Promote a proactive and dynamic perspective in identifying, handling and monitoring emerging new risks;
- Facilitate continual improvement of the organisation.

4. BACKGROUND AND/OR PRINCIPLES

Council recognises the need for an enterprise wide risk management process that will embody the assessment and prudent management of strategic and operational risks. Council will undertake the implementation of the risk management policy to provide reasonable assurance that strategic and operational objectives will be achieved within a tolerable degree of residual risk.

5. GENERAL INFORMATION

Risk Appetite

Council's risk appetite is conservative whilst permitting effective and efficient operations.

Council manages ten (10) interrelated categories of risk and accepts a low and moderate level of risk delivering on the organisational values of accountability, community, harmony, innovation, ethical conduct, vision and excellence.

It is the responsibility of Councillors, the Senior Management Team and staff to identify and manage low and moderate risks as part of day to day operations. High and extreme risks will be identified and managed by the responsible Officer and subsequently monitored by the Senior Executive Team and the Audit Committee.

Council will act in accordance with this risk appetite statement to achieve operational and strategic objectives.

Commitment to enterprise wide risk management

Council and the Senior Management Team view enterprise wide risk management as an important and strategic initiative towards providing reasonable assurance that organisational objectives as indicated in the Corporate Plan/Annual Operational Plan will be achieved through the identification and efficient management of potential risks. A commitment to effective enterprise risk management will help Council attain long term sustainability and meet community expectations.

Good corporate governance will be promoted by encouraging a culture of prudent risk taking within the tolerable risk limits of the organisation in making informed decisions about opportunities.

Link between strategic priorities and risk management

The policy establishes the link between the achievement of Council's strategic priorities, goals and objectives by integrating risk management into all the organisational processes in a way that is relevant, effective and efficient. Enterprise risk management will be embedded into the policy development, business and strategic planning and review and change management processes.

Accountability and responsibility

Risk management is the responsibility of everyone in Council. Risk management responsibilities will be incorporated in employees' position descriptions.

A Risk Management Framework will be developed to indicate the specific accountabilities and responsibilities related to the enterprise risk management process.

Resources

Appropriate resources such as people, skills, competence, experience, documented procedures and processes, information and knowledge systems shall be made available for the managing of risks.

Communication and consultation

The policy and key components of the enterprise risk management framework will be properly communicated and disseminated to all stakeholders through internal and external communication and reporting mechanisms.

Quality assessment

Performance relating to the effectiveness and efficiency of the design and operation of the enterprise risk management process will be measured and reported through internal and/or external evaluations and assessments conducted through the authority of the Audit Committee.

6. DEFINITIONS

Risk Management Framework (RMF) provides a disciplined and structured process that integrates information security and risk management activities.

Risk appetite is the amount and type of risk that Council is willing to take in order to meet their strategic objectives

7. LEGISLATIVE REFERENCE

Local Government Regulation 2012

AS/NZS ISO 31000:2009 Risk management – Principles and guidelines

8. RELATED POLICIES/PROCEDURES

Audit Committee Policy

Audit Committee Terms of Reference

Fraud and Corruption Prevention Management Policy

Risk Management Committee Terms of Reference

9. NEXT REVIEW

December 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Development and adoption of policy	20 July 2011
2	Periodical Review	17 April 2013
3	Periodical Review	16 November 2016
4	Current version	Anticipated adoption 21 February 2018

 Gary Wall
 CHIEF EXECUTIVE OFFICER

 Date

South Burnett Regional Council Consequences Impact Matrix

Table E

Consequence	OHS	Financial Impact	Legal & Regulatory	Environmental	Infrastructure	Asset, Property and Utilities	Human Resources	Fraud & Corruption	Service Delivery	Reputation/ Political
Insignificant	No injury	Less than \$5,000	Minor complaint/issue. No legal action against Council	Little impact Brief or non-hazardous transient damage	Meets all current & foreseeable regulation No damage/loss	Fully operational; no downtime	Staff issues cause negligible impact of day to day service delivery; Limited impact on staff morale	Risk of complaint, No legal action against Council No breach of legislation	Negligible impact on quality of service Brief interruption for several hours IT - Individual user experiencing fault for ≤ 1 working day but still operational	Issue promptly resolved No effect Single complaint
Minor	First aid treatment	\$5,000 to <\$50,000	Isolated complaint; cause threat of legal action with penalty up to \$50,000; Minor delay to compliance with legislation	Minor damage or contamination Remote or temporary pollution	Meets all current regulations; with some modifications will meet future regulation Minor loss/damage	Downtime up to 1 day per year; still well maintained with early signs of wear and tear	Staff issues cause several days interruption of day to day service delivery Minimal impact on staff morale	Criminal offence Minor loss to Council < \$1,000 Asset < \$500 Cash	Service delivery affected but quality maintained Require staff redirection Intermittent service interruption from a day but not more than a week IT - Individual user experiencing faults and not operational for > 1 to ≤ 2 working days IT - Group, experiencing faults and not operational for ≤ 4 working hours IT - Organisation experiencing faults and not operational for ≤ 1 working hour	Minor local community concern manageable through good public relations
Moderate	Medical treatment Loss Time Injury Rehabilitation – Return to work Plan	\$50,000 to < \$200,000	Significant level of complaints; cause high threat of legal action with penalty up to \$200,000; Moderate delay to compliance with legislation	Moderate impact on the environment Damage requiring restitution or internal clean up	Meets all current regulation but does not meet foreseeable regulation Short - medium term loss of key assets and infrastructure Moderate damage	Up to 3 days out of service per year; functions normally with early signs of wear	Staff issues cause failure to deliver minor strategic objectives and temporary recoverable failure of day to day service delivery Moderate impact on staff morale	Breach of the Legislation Criminal offence Risk of Moderate loss to Council >\$1,000 Asset >\$500 Cash	Service delivery and quality temporarily impacted Temporary out sourcing of service Intermittent service interruption for a week IT - Individual user experiencing faults and not operational for > 2 working days to ≤ 3 working days IT - Group experiencing faults and not operational for > 4 to ≤ 8 working hours IT - Organisation experiencing faults and not operational for > 1 to ≤ 4 working hrs	Loss of reputation with extensive local media coverage QAO and/or Information Commissioner involvement
Major	Serious injuries	\$200,000 to \$1,000,000	Civil and/or criminal law suit against Council with penalty up to \$1,000,000; Major delay to compliance with legislation	Severe environmental impact Minor breach of legislation Significant contamination requiring third party clean up;	Meets some current regulations but does not meet foreseeable regulation Widespread, short-medium term loss of infrastructure Significant damage	Up to 5 days out of service per year; functions only with high level maintenance	Staff issues cause widespread failure to deliver several major strategic objectives and long term failure of day to day service delivery Significant impact on staff morale	Breach of the Legislation Criminal offence Risk of Major loss to Council >\$20,000	Service delivery at risk of cessation Prolonged and extensive out sourcing Long term failure causing lengthy service interruption IT - Organisation experiencing faults and not operational for > 4 to ≤ 24 working hours	Loss of reputation with extensive State/Regional media Coverage CCC involvement
Catastrophic	Death	More than \$1,000,000	Civil and/or criminal law suit against Council with penalty >\$1,000,000 Unable to comply with legislation	Widespread environmental damage Major breach of legislation Extensive contamination requiring third party intervention	Does not meet current or future regulation Wide spread, long term loss of substantial key assets and infrastructure Extensive damage	Not functioning; immediate replacement required	Staff issues cause continuing failure to deliver essential services Highly significant impact on staff morale	Breach of Legislation Criminal offence Risk of Significant loss to Council >\$50,000	Service delivery terminated Permanent out sourcing of service Removal of key revenue generation IT - Organisation experiencing faults and not operational for > 4 to ≤ 24 working hours	Permanent loss of reputation with extensive national media coverage Loss of power and influence restricting decision making capabilities

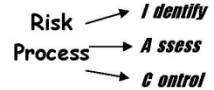


Risk Register Tools

Control Rating	Definition Table B (2)
Excellent (E)	Systems, process controls, procedures in place and can be relied upon to prevent risk materialising
Good (G)	Systems, process controls and procedures in place and can be relied upon to mitigate or detect risk materialising in most circumstances
Moderate (M)	Majority of systems, process controls and procedures in place. Basic risks will be controlled some of the time. However, scope exists to improve controls
Weak (W)	Basic systems, process controls and procedures in place. No guarantee risk will be controlled.
Unsatisfactory (U)	Controls do not exist or else are not operating effectively. Risk will not be controlled.

Risk Category	Broad Definition Table A
Occupational Health and Safety (OHS)	Risks relating to the safety, occupational health and wellbeing of Council staff
Financial Impact (FI)	Risks associated with financial management and transactions having monetary impact
Legal & Regulatory (LR)	Risks that have potential to cause legal action against Council. Risks associated with non-compliance or delays in compliance with Acts and Regulations
Environmental (ENV)	Risks relating to the protection of the environment
Infrastructure (INFR)	Risks associated with the management and maintenance of Council's roads, bridges, depots, water & sewerage plants
Asset, Property and Utilities (APU)	Risks associated with physical assets other than those listed under infrastructure.
Human Resources (HR)	Risks relating to staff/personnel management (recruitment, engagement, training and development)
Information Technology (IT)	Risks relating to the security, function and management of information technological systems and processes
Service Delivery (SD)	Risks associated with the delivery of Council services
Reputation/Political (RP)	Risks associated with possible event that may cause potential damage to Council's public image and reputation.

Likelihood	Consequences Table B (1)				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain <i>Is expected to occur a number of times in the next year.</i>	L-15	M-35	H-75	E-85	E-100
Likely <i>Will probably occur on one occasion in the coming year. 20%-90% probability the event will occur in the next year.</i>	L-10	M-30	H-65	E-80	E-95
Unlikely <i>Could occur at some time. 5% probability the event will occur in the next year.</i>	L-10	L-25	M-35	H-70	H-80
Rare <i>May occur only in exceptional circumstances</i>	L-5	L-20	M-30	H-60	H-75



Step 1	Establish the context ➢ External & internal context ➢ Risk management context
Step 2 -Table A	Identify the risk ➢ What, where and when can it happen ➢ Identify Risk Category
Step 3 -Tables B(1);B(2)	Analyse the risk ➢ Effectiveness of controls - refer to Control Rating ➢ Positive and negative consequences and likelihood of occurrence
Step 4 -Table C	Evaluate the risk ➢ Determine if the risk is acceptable or not based on risk tolerance
Step 5 -Table D	Control/treat the risk ➢ Select treatment options – refer to Risk Treatment ➢ Prepare and implement treatment plans

Risk Evaluation/Appetite	Action Required Table C
E – Extreme risk H – High risk	Immediate/Prioritised corrective action; sign off by CEO and review by Audit Committee
M – Moderate risk L – Low risk	Manage by routine procedures and management practices; sign off by CEO

	Risk Treatment Options Table D
Accept	Where the risk cannot be avoided, reduced or transferred. Usually likelihood and consequences are low
Control	Reduce the likelihood of occurrence or the consequences (e.g. implement procedures or internal controls)
Transfer	Shift all or part of the responsibility to another party (e.g. insurer)
Avoid	Decide not to proceed with the activity or project



IR NUMBER: "IR Number"
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 ADOPTED ON/SIGN OFF DATE: [Date]

Risk Management Committee Terms of Reference

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1. INTRODUCTION

The Risk Management Committee will help facilitate and monitor enterprise risk management within Council. The objective, duties, responsibilities and membership of the Committee are indicated in this Terms of Reference.

2. OBJECTIVE

The main objective of the Committee is to assist in the development, dissemination and implementation of the enterprise risk management policy, risk registers and treatment plans.

3. DUTIES AND RESPONSIBILITIES

The Risk Management Committee's primary duties are:

- To liaise with stakeholders and consolidate inputs regarding the development and implementation of the enterprise risk management, risk registers and treatment plans;
- To ensure risk management activities align with the standard for Risk Management AS/NZS 31000:2009;
- To promote and encourage risk management and a positive risk culture within Council;
- To provide feedback and inform the Audit Committee regarding risk concerns and priorities;
- To review and monitor on a regular basis risk registers and treatment plans; and
- To continuously improve the enterprise risk management processes as a result of monitoring and review.

4. MEMBERSHIP

The Committee shall be composed of the members of the Senior Management Team.

The Chief Executive Officer (CEO) shall act as Chairperson.

Should a member of the Committee be unable to attend a meeting, a notice shall be provided to the Manager Social & Corporate Performance (S&CP) at least two (2) days before the meeting. The absent member may appoint a representative to the meeting. However, the representative cannot vote on behalf of the absent member.

The Committee may invite Council Officers who are non-committee members to attend meetings as appropriate.

5. MEETINGS

Notice of meetings

- The Committee shall meet once every 3 months. The CEO or delegated officer shall send a notice to Committee members indicating the date, time and venue of the meeting. The agenda shall be prepared by the Risk Management Coordinator and circulated among members and attendees at least five (5) working days before the meeting.
- A special meeting may be called by the CEO if requested to do so by any Committee Member.

Quorum

- A quorum shall consist of at least half of the members of the Committee.

Report

- The S&CP Branch shall provide secretarial functions and prepare written minutes about the matters reviewed during the meeting and corresponding Committee recommendations. The minutes shall be provided to the Risk Management Committee Members and invited attendees to the particular meeting within one (1) week from the date of the meeting. The Audit Committee shall also be provided in its next meeting nearest the last Risk Management Committee meeting, a copy of the written minutes.

6. REPORTING RESPONSIBILITY

The CEO shall update the Audit Committee regarding the progress of risk management efforts.

The frequency of reporting shall be on a quarterly basis.

7. AUTHORITY AND ACCESS

The Committee, through the CEO, shall have authority to access Council personnel, records and information essential in the performance of its duties and responsibilities. The Committee shall have authority to seek any professional advice as it considers necessary through the Risk Management Coordinator.

8. CONFLICT OF INTEREST

Members must immediately declare to the Chairperson any interest that may represent a real, potential or apparent conflict of interest related to their Committee membership. In case of a conflict of interest involving the Chairperson, declaration to the Committee is required. Potential conflict of interest related to specific agenda items must be declared at the outset of each Committee meeting and be updated as necessary.

9. TRAINING

The Committee members will be provided formal and/or informal training related to enterprise risk management necessary for the effective performance of their duties and responsibilities.

10. COMMITTEE EVALUATION

The Committee will conduct an annual self-assessment to evaluate its performance and ensure the efficient and effective achievement of objectives. The assessment will confirm that all duties and responsibilities indicated in these terms of reference have been performed. The Chairperson will

take necessary action to ensure that enhancements and recommendations highlighted in the assessment are properly implemented.

11. RELATED POLICIES

Audit Committee Policy
Risk Management Policy
Fraud & Corruption Prevention Management Policy

12. NEXT REVIEW DATE

November 2019

13. VERSION CONTROL

Version	Revision Description	Approval Date
1	Development and adoption of policy	20 July 2011
2	Periodical Review	17 April 2013
3	Periodical Review	16 November 2016
4	Current version	Anticipated adoption 21 February 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

No direct financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan 2014-2018 linkage:

- EXC2 Effective business management
- EXC4 Ethical, accountable and transparent decision-making
- EXC5 Effective advocacy and strategic partnerships
- EXC6 Quality customer service
- INF1 Infrastructure that meets our communities needs

Operational Plan 2017/18 direct linkage:

Department - Corporate Services

Communication/Consultation (Internal/External)

The aforementioned Policies were circulated to Councillors, Audit Committee members, Risk Management Committee members and the Senior Management Team providing suitable time for review and response.

The Policies were subsequently tabled for discussion at Council's Portfolio Meeting in February 2018.

Legal Implications (Statutory Basis, Legal Risks)

Legislative references:

Local Government Regulation 2012

AS/NZS ISO 31000:2009 Risk management – Principles and guidelines

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

4.2.2 G - 2461388 - Adoption of Gifts and Benefits Policy

Document Information

IR No 2461388

Author Manager Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 8 February 2018

Précis

Adoption of Council's Gifts and Benefits Policy

Summary

This Policy outlines the responsibilities of Councillors and employees of South Burnett Regional Council ("Council") in the appropriate treatment of gifts and benefits and is aligned to the legislative requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Officer's Recommendation

That Council adopt the Gifts and Benefits Policy.



IR NUMBER: "IR Number"
MINUTE NUMBER: [Minute Number]
ADOPTED ON/SIGN OFF DATE: [Date]

Gifts and Benefits Policy

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1. POLICY STATEMENT

This policy details the responsibilities of Councillors and employees in the appropriate treatment of gifts and benefits offered and/or received during the execution of their duties.

2. SCOPE

This policy applies to all Councillors and Council employees, including permanent, casual and temporary employees, contractors, volunteers, apprentices, trainees and work experience students. The related persons of Councillors and employees may also be required to consider gifts and benefits in view of this policy and the possible impact on Council. For the purposes of this policy, the above-mentioned persons will be referred to as 'Council representatives'.

3. POLICY OBJECTIVES

To enable Council representatives to demonstrate appropriate conduct in the event of offering, or being offered, a gift or benefit in the course of their official duties, or whilst otherwise representing Council.

4. BACKGROUND AND/OR PRINCIPLES

Offers of gifts and benefits have the potential to affect, or be perceived to affect, the impartiality, integrity and objectivity that is necessary for Council representatives to perform their official duties effectively. The acceptance of benefits by a Council representative may also be considered to be fraudulent or constitute corrupt conduct. This policy specifies the ethical obligations of Council representatives and how they relate to offers of gifts and benefits.

The guiding ethical principles are stipulated by the *Local Government Act 2009* (the Act), *Local Government Regulation 2012* (the Regulation) and the *Public Sector Ethics Act 1994*, and are further outlined in Council's Councillor Code of Conduct, Employee Code of Conduct and the Fraud and Corruption Prevention Management Policy. In part, the ethical principles require Council representatives to perform their official duties with integrity, in a way that demonstrates a proper concern for the public interest and without requesting, or accepting, a fee or any other benefit for performing an official act. Where a Council representative accepts or offers a gift or benefit, they must ensure these ethical principles are not breached.

In accordance with the Regulation, Council will maintain a Gifts and Benefits Register, on council's intranet, to record gifts and benefits accepted or offered by Council or Council representatives (with the exception of those made in a personal capacity).

Additionally, Council will maintain Register of Interests to record Statements of Interests, including relevant gifts or benefits accepted by Councillors, Senior Executive employees and other employees (and their related persons) as determined by Council in accordance with the Act.

Refer Section 5.4 for further information.

5. GENERAL INFORMATION

5.1 Requesting of Gifts and Benefits

Under no circumstances may Council representatives request or encourage the giving of any form of gift or benefit in connection with the performance of their official duties. This applies to immediate and future gifts or benefits made to Council representatives or to any of their related persons or another person prescribed under the Regulation.

Further, Council representatives are expected to refrain from entering competitions run or sponsored by agencies, businesses or persons which may stand to benefit by gaining influence with a Council representative.

5.2 Offers Made to Council Representatives

5.2.1 Conditions for Acceptance

A Council representative has three (3) principal ethical considerations to determine how to respond to the offer of a gift or benefit:

- **Why the offer was made.** Most gifts are made with honest intentions to demonstrate gratitude, offer congratulations, or to serve as a promotional technique. However, if the Council representative believes the offer was made in order to influence them in a decision (attempted bribery) then the offer cannot be accepted. The Council representative would also be expected to report the attempted influence to management.
- **Whether acceptance will constitute a conflict of interest.** By accepting an offer, a Council representative is pursuing their material personal interest and they must ensure this does not interfere, or appear to interfere, with the conduct of their official duties. For instance, if a General Manager were to accept a gift from a business submitting a tender to the General Manager's Department of Council, this would pose a conflict of interest. Either the gift/benefit is declined or the General Manager declares the conflict of interest and removes themselves from the tender proceedings otherwise their impartiality and integrity may be in question.
- **The impression acceptance of the offer is likely to create.** If acceptance may be perceived as leading to improper influence of Council representatives, or a conflict of interest, the offer cannot be accepted, even where the offer was made with honourable intentions.

Where a Council representative is offered an otherwise acceptable gift or benefit that may incur costs to Council (e.g. free training, with Council to pay for accommodation) advice must be sought from management as to whether acceptance of the gift/benefit is justified and appropriate.

In certain circumstances it may be impolite or inappropriate to refuse a gift or benefit, for example, at a public service or event, or an offer made by a visiting dignitary. Customarily, such offerings are token gifts made transparently in the spirit of gratitude or recognition and are acceptable to receive. However, as for all other situations, the Council representative will politely decline the gift/benefit where they believe it may conflict with their ethical obligations, explaining acceptance is against Council policy.

Please note: under no circumstances should cash ever be accepted or offered.

5.2.2 Conditions for Ownership and Usage

Where a Council representative has accepted a gift or benefit, the nature and fair market value of the gift/benefit and the circumstances of the offer will determine ownership and usage. That is, a gift or benefit offered directly to, and accepted by a Council representative is not necessarily the representative's property. For instance, all gifts and benefits of cultural or historical value will become the property of Council and will generally be utilised to the benefit of the wider community (e.g. public display). Similarly, any gift or benefit with a fair market value of more than \$350 will become the property of Council and the Chief Executive Officer will determine utilisation of the gift/benefit. For instance, it may be used in the delivery of a public service (e.g. gift of a history book handed to a Library for circulation). The receiving of any gift or benefit by a Council representative must be approved via submission of a *Gifts and Benefits Form*.

Where a gift or benefit has a fair market value of between \$100 and \$350, a General Manager (in the case of employees only) or the Chief Executive Officer will determine its ownership and utilisation. For instance, a gift of a kitchen appliance may be used to bring benefit to a wider Councillor/employee base than would occur if the recipient Council representative retained it for their personal use.

A gift or benefit with a fair market value of less than \$100 may be retained by the recipient Council representative for their own purposes except where the Manager, General Manager (in the case of managers) or the Chief Executive Officer determines this to be inappropriate.

Where an individual Council representative accepts and/or retains more than \$350 fair market value of gifts or benefits in a single financial year, management will investigate to determine if it is appropriate for the representative to continue accepting gifts and benefits. Excessive receipt of gifts and benefits may give the impression that the representative is encouraging or is open to influence by the offer of gifts and benefits.

In the case of employees only, the undertaking of a gift or benefit must not utilise work time. An employee must request access to leave entitlements in order to undertake a gift/benefit during work time (e.g. travel to and attendance at a football game). The exception is where the Council representative is to be recognised for service provided as a representative of Council (e.g. accepting an award for assisting a local school).

Council has the right to take gifts and benefits from recipient Council representatives (refer Section 5.5.)

5.3 Offers Made by Council Representatives

When considering offering a gift or benefit to a person, organisation or entity in the course of their official duties, the Council representative must consider their ethical obligations, in particular how the offer may be viewed by the recipient and the public, and whether a conflict of interest may arise.

The giving of any gift or benefit by a Council representative must be pre-approved by the relevant General Manager or Manager via submission of the *Gifts and Benefits Form*. Where pre-approval may not be feasible because the gifts or benefits are not planned in advance or the value of the gift cannot be predetermined, the gift/benefit given must be reported on the *Gifts and Benefit Form* within five (5) working days. This includes the mass distribution of promotional items (e.g. Council branded merchandise). The General Manager or Manager will consider the benefit to Council and the public from the giving of the gift/benefit and how the offer could be perceived. Such offers will generally be made to demonstrate the welcome, appreciation or congratulations on behalf of Council (e.g. gift of a bouquet to a visiting dignitary), are token in nature or are of fair market value of less than \$100.

An offer of a gift or benefit made from one (1) Council representative to another in the course of their duties (excluding those made under an employee reward and recognition program) may also be inappropriate depending upon the circumstances. If the offer poses, or is construed as, preferential treatment of one (1) employee above others, then such practice may give rise to claims of discrimination or undue influence.

5.4 Registering and Reporting of Gifts and Benefits

The Social and Corporate Performance Branch maintain Council's Gifts and Benefits Register in accordance with current legislation. Gifts and benefits to be recorded include:

- any gift or benefit accepted by a Council representative (excluding token gifts/benefits); and
- any gift or benefit that has been given by a Council representative.

In addition to the above requirement and in accordance with relevant Legislation, the Mayor shall retain a Register of Interests in relation to the Chief Executive Officer, while the Chief Executive Officer will retain Registers of Interest for each Councillor and Senior Executive employee. Registers of Interest must also be retained for those persons deemed to be related to Councillors and employees as per the Regulation (e.g. spouse) and any other employee as determined by Council. Councillors and Senior Executives must disclose gifts with a value greater than \$500 and sponsored hospitality benefits, on their Register of Interest, unless this requirement is specifically excluded by Schedule 5 of the Regulation.

Where hospitality is being offered by, or extended to a Council representative for the purpose of conducting official duties on behalf of Council, this does not need to be registered regardless of the fair market value (e.g. accommodation for training facilitator).

The deliberate undervaluing of a gift or benefit may constitute fraud and Council may request a Council representative have a gift or benefit professionally valued. Where the representative has accepted the gift/benefit and is seeking to retain the gift themselves, the Council representative will bear the cost of the valuation.

Council representatives are encouraged to seek advice from the General Manager Corporate Services or Manager Social and Corporate Performance if they are unsure of their reporting obligations, or whether the acceptance or offer of a gift or benefit is appropriate.

5.5 Dispersal of Gifts and Benefits

At the discretion of the Chief Executive Officer, and regardless of the fair market value, a gift or benefit accepted by a Council representative may be taken by Council. This will generally occur where:

- the Council representative has exceeded the gift/benefit value stipulated within this policy;
- the Council representative obtained the gift/benefit by way of entering a competition that they could not have entered if they were not a representative of Council;
- the Chief Executive Officer deems the gift/benefit ethically inappropriate;
- the gift/benefit better serves its purpose or intention by being available for wider use (e.g. for public display).

Once taken by Council, the gift/benefit must be disposed of by either:

- transferring it as a gift to a recognised charitable or non-profit organisation;
- transferring it for the purposes of serving the wider community (e.g. museum);
- auction or raffle the gift at Council sponsored events where the proceeds are donated to charity;
- dispersal to other Council employees (e.g. through a reward and recognition program); or
- returning it to the donor.

The action taken must be documented to register the usage of the gift/benefit.

5.6 Failure to Comply

Where a Council representative is found to have contravened the requirements of this Policy or any associated legislation - whether the person was aware of the contravention at the time – they may be subject to disciplinary action in accordance with the Act, the Councillor Code of Conduct or Employee Code of Conduct, and/or the Discipline Procedure.

The representative may also face investigation and action by an external agency or party as authorised by legislation (e.g. Crime Corruption Commission). Criminal charges may apply where bribery, fraud or concealment of a serious crime (i.e. failure to report attempted bribery or fraud) has taken place.

6. DEFINITIONS

Bribe – an undue reward offered to someone in public office in order to influence their behaviour in that office, and to induce them to act in a way that is contrary to the known rules of honesty and integrity.

Conflict of Interest – an issue about a conflict between a person's personal interest and the person's official duties with Council.

Fair Market Value – the reasonable retail value of something.

Gift/Benefit – the offer of anything of value, over and above normal salary or employment entitlements. Tangible gifts/benefits have lasting value for accounting purposes (e.g. bottle of wine, travel, use of gymnasiums), and intangible gifts/benefits are those that have no lasting value for accounting purposes (e.g. a personal service, preferential treatment or privileged access). For the purposes of this policy, the definition of a gift/benefit includes prizes or awards which have been obtained by a Council representative in the course of their official duties or whilst otherwise representing Council.

Material Personal Interest – where a person has, or should reasonably have, a realistic expectation that the person or an associate of the person stands to gain a benefit or suffer a loss from their involvement with an issue, unless the issue, interest or association is specifically excluded by the *Local Government Act 2009*.

Related Persons – relevant to the Registers of Interest, a 'Related Person' is as defined by Section 289 of the Regulation as:

A person is related to a Councillor, Chief Executive Officer or Senior Executive employee (the primary party) if—

- (a) the person is the primary party's spouse; or
- (b) the person is totally or substantially dependent on the primary party and –
 - (i) the person is the primary party's child; or
 - (ii) the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.

Sponsored Hospitality Benefit – where a Council representative or related person, other than in an official capacity, undertakes travel, uses accommodation, or receives a hospitality benefit, and a contribution (financial or non-financial) for the cost of this is made by an external person or party.

Token Gift/Benefit – a gift/benefit with no significant or lasting value, and is usually given as a promotional manoeuvre e.g. diary, coffee cup, desk calendar, pen, branded clothing (does not include vouchers, hampers, or any item which could reasonably be considered of a market value in excess of \$10.00).

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

8. RELATED POLICIES/PROCEDURES

Councillor Code of Conduct Policy
Employee Code of Conduct
Fraud and Corruption Prevention Management Policy

9. NEXT REVIEW

November 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Legislation Review	9 December 2015
2	Scheduled Review	Anticipated adoption February 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

No direct financial and resource implications arise from this report.

Link to Corporate/Operational Plan

EXC4 Ethical, accountable and transparent decision-making

Communication/Consultation (Internal/External)

The revised Gifts and Benefits Policy was circulated to Councillors and the Senior Management Team providing suitable time for review and response. The Policy was tabled for discussion at Council's Portfolio Meeting in February 2018.

Legal Implications (Statutory Basis, Legal Risks)

This Policy outlines the responsibilities of Councillors and employees of South Burnett Regional Council ("Council") in the appropriate treatment of gifts and benefits.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No asset management implications arise from this report

4.2.3 G - 2462470 - Delegation of Powers to the Chief Executive Officer

Document Information

IR No 2462470

Author Senior Governance Officer

Endorsed

By Manager Social & Corporate Performance

Date 1 February 2018

Précis

Review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Local Government Act 2009*.

Summary

Council subscribes to a delegations update service provided by MacDonnells Law. They have advised that the *Local Government Act 2009* has been revised and delegations under this Act are to be updated.

Officer's Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council:

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation below, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.
2. repeal all prior resolutions delegating the powers under sections 69(1), 69(2)(a), 69(2)(b), 138(4), 138AA(3)(b) and 221(2)(a) to the Chief Executive Officer.

INSTRUMENT OF DELEGATION

South Burnett Regional Council ***Local Government Act 2009***

Under section 257 of the *Local Government Act 2009*, **South Burnett Regional Council** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Local Government Act 2009 ("LOGA")**CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT****Part 3 - Roads and other infrastructure****Division 1- Roads**

Entity power given to	Section of LOGA	Description
Local government	69(1)	In certain circumstances, power to close a road.
Local government	69(2)(a)	Power to close a road during a temporary obstruction to traffic.
Local government	69(2)(b)	Power to close a road if it is in the interests of public safety.

CHAPTER 5 - MONITORING AND ENFORCING THE LOCAL GOVERNMENT ACTS**Part 2 - The public****Division 2 - Powers of other persons**

Entity power given to	Section of LOGA	Description
Local government	138(4)	Power to authorise a local government worker.
Local government	138AA(3)(b)	Power to give reasonable entry notice.

CHAPTER 7 - OTHER PROVISIONS**Part 2 - Superannuation****Division 3 – Superannuation contributions for particular employees**

Entity power given to	Section of LOGA	Description
Local government	221(2)(a)	Power to make an agreement with an employee that it is exempt, on the grounds of the employee's financial hardship, from paying all or a stated part of the contributions payable under section 220A(2) by the employee.

Schedule 2

Limitations to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2017 07 03 - LOGA - Delegation Instrument - South Burnett]

Financial and Resource Implications

Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

Link to Corporate/Operational Plan

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services and Manager Social & Corporate Performance and Governance Section have been consulted in regards to the delegation of powers under the revised *Local Government Act 2009*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report

Policy/Local Law/Delegation Implications

Council's Staff Code of Conduct requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

Asset Management Implications

No direct asset management implications arise from this report

4.2.4 G - 2463100 - Panel for the Appointment of the Chief Executive Officer

Document Information

IR No 2463100

Author Chief Executive Officer

Date 13 February 2018

Précis

Panel for the Appointment of the Chief Executive Officer

Summary

Notification has been received from Chief Executive Officer, Gary Wall of his intention to retire effective the 6 July 2018.

As a result the recruitment process to find a replacement has commenced with the appointment of recruitment agency McArthur to undertake the recruitment on Council's behalf. It is proposed that applications will close on the 19 March 2018 and interviews undertaken during April.

The process will involve an interview panel being appointed to assess and undertake initial interviews of potential candidates and determine a shortlist of candidates to be interviewed by the whole of Council.

As the Chief Executive Officer is an appointment of the Council authority also needs to be delegated to the Mayor to make the appointment and finalise contract negotiations.

Officer's Recommendation

In accordance with section 194 of the Local Government Act 2009 Council appoint a panel comprising of the Mayor Keith Campbell, Deputy Mayor Kathy Duff, Human Resource Portfolio Councillor Ros Heit and a representative from McArthur recruitment agency to assess and interview applicants to determine a shortlist of candidates to be interviewed by the whole of Council.

Further that Council delegate authority to the Mayor to appoint the Chief Executive Officer in accordance with the preferred candidate selected during the interview process by a majority of Councillors and to authorise the Mayor to enter into a contract of employment with the successful candidate

Financial and Resource Implications

Recruitment costs have been incorporated into the current budget and ongoing salary costs are part of normal budget allocations.

Link to Corporate/Operational Plan

EXC3 A skilled and sustainable workforce.

Communication/Consultation (Internal/External)

Not applicable.

Legal Implications (Statutory Basis, Legal Risks)

It is a requirement under Local Government Act for Council to employ a Chief Executive Officer.

Policy/Local Law/Delegation Implications

Not applicable

Asset Management Implications

Not applicable

4.3 Economic Development (ED)

Officer's Report

4.3.1 ED - 2463086 - Economic Development December 2017 Quarterly Report

Document Information

IR No 2463086

Author Senior Economic Development Officer

**Endorsed
By** Chief Executive Officer

Date 13 February 2018

Précis

South Burnett Economic Development Quarterly Report – December 2017, for public distribution.

Summary

The Economic Development Department will publish a Report for public distribution each quarter to realise commitments to enhancing communication from Economic Development, activities and projects.

Officer's Recommendation

That Council accept the South Burnett Economic Development Quarterly Report – December 2017 and allow public distribution.



South Burnett Economic Development
Quarterly Report – December 2017



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INTRODUCTION

The Quarterly Report is the result of a focus from Economic Development on communication. It is intended to provide:

An overview of activity across Economic Development;

A record of statistics, media articles, comments, presentations and notes;

The Economic Development Quarterly Report is documented through a defined process, as follows.

- Collation of team contributions through Team meeting and alternative sources
- Documentation of Draft Quarterly Report circulated to Council CEO for review
- Draft Quarterly Report presented to South Burnett Directions meeting for review
- Changes from Council CEO, South Burnett Directions and internal proofreading identified
- Documentation of Quarterly Report and associated Presentation for Council Portfolio Session
- Quarterly Report presented to Council Portfolio meeting
- Quarterly Report and Presentation, including any minor changes required by Council, documented for consideration of Council Meeting
- Quarterly Report and Presentation accepted by Council for distribution
- Quarterly Report and Presentation distributed

This extended process is expected to take approximately six (6) weeks past the end of the quarter.

ECONOMIC DEVELOPMENT OVERVIEW

Activity in the December Quarter continued to lean towards Tourism, building on the experiences from the September Quarter. Delivery of the first South Burnett Unpacked event was a milestone achievement in implementation of the Visitor Economy Action Plan. Documented closure in partnership negotiations between Council and Visit South Burnett failed to sully the forging of strong relationships with individuals and operators across our regional tourism industry. Visit South Burnett is expected to maintain a position in the regional tourism landscape and the relationship between Council and Visit South Burnett, while not formal, will continue informally as the industry continues to find new and exciting ways of promoting internally and externally the diverse and quality product/experiences available.

The December Quarter also saw Economic Development partner with TAFE South West to host an Open Day at the Kingaroy Campus to showcase the training opportunities in manufacturing available locally. Through networking completed at a Kingaroy Chamber of Commerce & Industry breakfast, the Mayor and manufacturers from across the region were invited to take a tour of TAFE's facilities, discuss training opportunities with local TAFE personnel and hear a little about the plans for ongoing expansion at the TAFE facility. The value of this type of event is hard to quantify, but the value in connecting local businesses with local training opportunities is worthy of the small investment made to deliver this activity. The conversation through the meeting was hugely positive and training appointments made during the facility tour will be of benefit to TAFE, local businesses and local employees.

The Quarterly Report also has benefitted from lessons learned after publication of the first Quarterly Report in November 2017. The Visitor Information Centres (VICs) have included some of the qualitative data collected by volunteers through guest books located in the centres. These guest books have always captured comments from visitors however it has been rare that these comments go any further than the specific VIC. They are often read by volunteers and provide some inspiration and recognition of quality service, which are now being shared through the Quarterly Report. These qualitative remarks and comments are indicative of the passion and commitment shown by the region's volunteers, painting a much better picture of the visitor experience than visitor numbers or \$ spent. These comments will continue to be part of the VIC Quarterly Report content.

INVESTMENT & INNOVATION

South Burnett Directions

The first meeting of South Burnett Directions was held in October 2017 to review economic development activity through the Economic Development Quarterly Report. Discussion about role and future of South Burnett Directions led to review of process in developing 2020 South Burnett Economic Development Strategy. Outcomes from the workshop held in conjunction with Council in March 2017 will be reviewed by South Burnett Directions in order to guide implementation of the 2020 South Burnett Economic Development Strategy and identify priority projects for 2018 and beyond. South Burnett Directions is meeting monthly as it works through this process.

Coopers Gap Wind Farm

South Burnett Directions and Toowoomba & Surat Basin Enterprise worked closely with the primary contractor for the AGL Coopers Gap Wind Farm to hold an information session for potential suppliers. Over 100 people attended the Kingaroy Supplier Information Forum attended by representatives from AGL, GE and Catcon on Wednesday 25 October in the Luncheon Hall at Kingaroy Showgrounds. The information provided was very relevant to businesses interested in taking up opportunities. Construction of the Coopers Gap Wind Farm is expected to commence early in 2018.

Advancing Regional Innovation Program

The December Quarter saw the ARIP Project, 'Maximising water efficiency in the South Burnett' commence, with six financial partners supporting the project. Project stakeholders have had meetings in the South Burnett Directions office as the project is implemented. The 'Maximising water efficiency in the South Burnett' is unique in the Wide Bay Burnett region due to its rural/agricultural focus. The Steering Committee for this project continues to meet periodically to enable implementation of the project.

Mundubbera to Jandowae Road Working Group

BIEDO has driven the implementation of the working group for the Mundubbera to Jandowae Road. Regular meetings have been held and a working group tour of the road conditions was completed on 19 December, reinforcing the purpose of the working group's establishment. Members of the Working Group met at Darr Creek Oasis to travel to Mundubbera, stopping at locations along the way. Brief consultations were held at different stops and the car convoy saw first-hand the state of the various sections of road through to Mundubbera. The opportunity to experience the road from a fully laden timber truck was presented to the group and taken up by RDA Wide Bay Burnett Executive Officer, Scott Rowe. The road trip concluded with a Working Group meeting which was hosted by North Burnett Regional Council.

Meeting of Business groups

The South Burnett Directions office hosted a meeting of representatives of business groups across the region to discuss ongoing collaboration. Representatives from Kingaroy Chamber of Commerce & Industry, Nanango Tourism & Development Association and Burnett Inland Economic Development Organisation attended the meeting which allowed the three groups to compare notes/share experiences and discuss implementation of the 2020 South Burnett Economic Development Strategy with Council's Economic Development staff. It is anticipated that this meeting will be followed up early in 2018 to further develop working relationships between Council and the region's business groups.

WBBROC Water for Economic Development

Steve Brown, WBBROC, spoke to a small group of persons interested in water for economic development on 27 November. The meeting heard from Steve Brown about the work being undertaken by WBBROC and timeline for documentation of a report. Steve suggested that it was worthwhile for interested parties to come together to discuss water for economic development and that it made sense for all parties upstream of Paradise Dam to work together. Further meetings will be held in 2018 as the WBBROC Water for Economic Development project continues.

Disaster Recovery Exercise

Economic Development participated in Council's first Disaster Recovery exercise, developing a broader understanding of the role of the Economic Recovery Sub Group, how the different sub groups work together and the importance in documenting appropriate Disaster Recovery planning. The Economic Recovery Sub Group will establish an Economic Recovery plan through 2018. Formulation of the Economic Recovery plan will be informed through actions being undertaken by the Economic Recovery Sub Group as a result of the storms which caused widespread damage over the Christmas/New Year period.

Advanced Manufacturing

An opportunity to tour the TAFE South West manufacturing capability at Kingaroy TAFE was discussed with TAFE South West Faculty Director, Manufacturing at a Kingaroy Chamber of Commerce & Industry breakfast. The opportunity to extend the invitation to tour TAFE's facilities to manufacturing businesses across the South Burnett was openly accepted by TAFE and representatives from seven (7) businesses attended the workshop tour. An overview of TAFE's training programs and demonstration of the state of the art equipment were provided to attendees, with opportunity to view all aspects of the workshop operation afforded to Mayor Keith Campbell and other attendees. The afternoon networking activity enabled simple promotion of TAFE's capability to local manufacturing businesses, many of who had not been exposed to the workshop before. Training pathways and outcomes were discussed during the afternoon with good feedback reported from participants.

VISITOR ECONOMY

Events / Activities

South Burnett Touring Guide

The South Burnett touring guide was a major project for the October - December quarter with input on information updates received from volunteers and staff. Image library additions were needed to fill some of the gaps identified by staff, including images of the South Burnett Rail Trail, Proston, Dusty Hill Vineyard, Ficks Crossing, Waterhole Rocks event and free campsites in the region. These image captures were achieved engaging Nancy Jayde Photography. The new edition will be available mid-January with operators advised when they can place their orders via the Link Logic distribution service. Advertising in the South Burnett Touring Guide is managed by South Burnett Times as per previous editions and this along with in-house design (time consuming) assists to make the publication extremely cost effective. There is an Economic Development team workshop planned for March to review the guide and discuss if this is the best way to deliver the information or if new ideas should be considered. Projects such as the touring guide have assisted to identify gaps in the Economic Development team and an outcome is an additional staff member will be trained in InDesign software.

South Burnett Unpacked

The first tourism industry networking event, South Burnett Unpacked, was hosted at Yallakool Park on BP Dam 23 November. There were approximately 50 attendees including operators and volunteers.



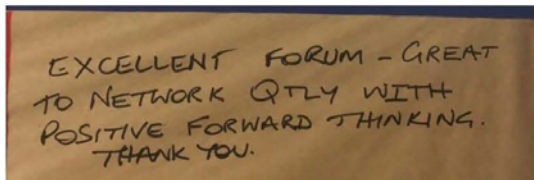
Presentations included #2dams1destination, Regional Flavours – South Burnett to South Bank, rEvents Academy, Blackbutt Avocado Festival, Kingaroy Bacon Fest, Burrandowan Races, Wondai Country Festival, Nanango Show Society events (Heritage Music Muster, Waterhole Rocks and the Country Markets), South Burnett Rewards and a Visitor Economy update. The event was captured by Torkit Business Solutions and Project Management to help convey what the South Burnett Unpacked series is all about.



The next event is 20 February hosted at the Bunya Mountains. Visitor Information Centres are encouraged to attend this event. Blackbutt Visitor Information Centre is including this event as one of their famils for the year. Industry input and feedback invited on communicated forward marketing and activity schedule. There was clear indication Discover South Burnett (rather than South Burnett Directions) is the brand that should be promoted at Regional Flavours.

Other input captured includes:

- images needed of Murgon CBD
- ensuring correct pronunciation of Boondooma (rather than Boondoomba);
- PCYC needs to do more activities;
- Paddock to Plate festival;
- farmers markets;
- best burger competition;
- best avocado / peanut / baked bean recipe competition;
- PCA to run tours or model set-up similar to Yandina Ginger Factory;
- develop tourism centre for peanuts;
- promote a Boondooma burger;
- pizza food festival;
- car rally stop-offs, similar to Camp Quality;
- alter dam accommodation rates for low season i.e. 2 for 1 or 50% off;
- wine tours, increased wine region promotion & wineries link up together as a region;
- water park similar to Bli Bli Park;
- festivals and events to communicate who runs them;
- encourage locals to visit dams as many do not know about the facilities;
- Big Day Out / Day on the Green or similar music events;
- Poppies on the Hill at Bunya Mountains;
- promote dams nationally working with BCF;
- food and wine expo;
- new committee Wine & Food in the Park;
- baked bean festival;
- event funding concern now the South Burnett is not a financial member of SQCT;
- social media workshop and training.



Included in the South Burnett Unpacked presentations was an impactful presentation from Tilma Group on the importance of events to regional areas focusing on the power of events in increasing destination awareness, injecting \$\$ into local economies and instilling community pride. Check out the

inspiring video <https://www.facebook.com/reventsacademy/videos/267265013799026/>

The rEvents Academy pilot program face to face introduction will be held 21 February at the Bunya Mountains.

Locals as tourists

Focus on the Visitor Economy Strategy of residents as tourists and ambassadors for tourism, Discover South Burnett were involved in the South Burnett Times 'Town Proud' campaign. Editorials included 'Council urges residents to discover South Burnett' and local Art Galleries and Museums. Full page advertisements on the Visitor Information Centre Network, South Burnett Heritage Museums and Regional Art Galleries and quarter page advertisement on Discover South Burnett brand/website were included in this campaign. Qualitative direct feedback from this campaign was received 21 November when a staff member greeted some visitors in the Kingaroy Regional Art Gallery Shop 38 and were informed they were from Nanango, had never been to the art gallery and visited after seeing the 'Town Proud' story.

South Burnett food ambassador Chef Jason Ford prepares a monthly food column using produce located in the region for the South Burnett Times. Tourism promotion is included in this column, encouraging local readers to discover or rediscover what's in their backyard.

Focus for the quarter:

October - Rail Trails (Brisbane Valley Rail Trail and South Burnett Rail Trail)

November - Yallakool Park on BP Dam

December - Bunya Mountains

South Burnett Facilities

South Burnett Rail Trail promotion shirts are now available for sale at the Visitor Information Centres. Volunteers and staff note increased cyclist visitors to the VICs and were happy to report there are cycling groups visiting the region e.g. Cycle Away Group tours from Holland Park East travelling Kingaroy to Murgon 27 November, staying at the Australian Hotel and returning Murgon to Kingaroy 28 November. It was discovered this was a family trip for the proprietor (Jan Stevenson) to assist inclusion of our region on their tour offerings.

2 Dams 1 Destination – Crow FM advertising updated to promote school holiday activity with a family focus and grandparents with grandchildren for the holidays advertisements promoted till the end of January.

Visitor Information Centres are preparing volunteer families and training forward marketing to communicate with businesses. Operator involvement will be encouraged for all 2018 families and further engagement with the VIC network via the volunteer forum, operator display and welcoming environment to drop in for a chat and catch-up with volunteers and staff.

South Burnett Partnerships

Drive Inland Promotion Association - regional contribution to website completed. The South Burnett roster for the Victorian Caravan and Camping SuperShow in February 2018 will be attended by 2 lead volunteers.

Sequel PR - RACQ Road Ahead media family planning for March 2018. Focus is a family weekend in the South Burnett. Draft itinerary prepared awaiting feedback from Sequel PR.

Getting Social (Media) in the South Burnett

Discover South Burnett Facebook 1818 fans at 30/12/2017



Highest demographic:

21% Female	35	44 years of age
16% Female	25	34 years of age
16% Female	45	54 years of age
8% Male	35	44 years of age
8% Male	25	34 years of age

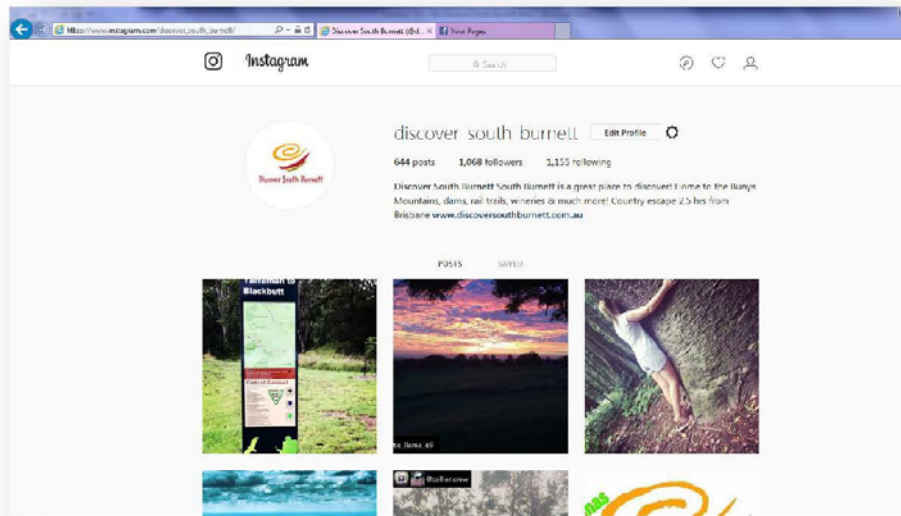
Regions where followers (20+) are located:

Brisbane	640
Kingaroy	238
Toowoomba	85
Nanango	82
Murgon	46
Wondai	46
Sunshine Coast	42
Gold Coast	37
Ipswich	32
Hervey Bay	29
Bundaberg	23
Blackbutt	22

Total reach October - December = 127,999

Total reach is the number of unique people who saw your posts, regardless of where they saw it. If your post reaches a person organically and through an ad, that person will be included in organic reach, paid reach and total reach.

Two ad insertions this quarter promoting Discover South Burnett costing \$51.36



Insights:

69% female audience

31% male audience

Highest age group 25 - 34 year old (most followers in this age bracket)

Top locations:

Brisbane 26%

Kingaroy 12%

Toowoomba 5%

Nanango 4%

Gold Coast 2%



Visitor Information Centres

Kingaroy VIC - October/November/December 2017

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
October	985	\$3974.51	992.5	1
November	809	\$4797.95	1143.5	1
December	861	\$6091.36	821.5	2

October started to see a drop in visitor numbers, which is a little early than other previous years.

There was the opening of the South Burnett Rail Trail. The VIC volunteers helped out by manning water stations along the trail and info stand at O'Neill Square. As a thank you for their time they were given SBRT shirts.

November saw the first South Burnett Unpacked held at BP Dam. There were 5 VIC volunteers who attended and took away useful information.

The VIC and Museum volunteer Christmas party which was attended by 36 volunteers and their partners.

In early December volunteers went on a Volunteer Famil trip to the Murgon area, visiting Qld Dairy Museum, Murgon Town Tour, Moffatdale Ridge Wines, Dusty Hill Vineyard and BP Dam.

20 volunteers took part in this famil trip and had a wonderful time.

December also saw the start of our Christmas hampers which are filled with South Burnett produced items. 25 hampers were sold during the month.

Visitor Comments/Social Media

From Visitor Comments Book:

Collins Family from Frankston (VIC) - *"Very interesting and informative."*

McDonald Family from Yarra Valley (VIC) - *"A credit to Kingaroy community, beautiful."*

Wendy Schulz from PNG - *"Helpful service with smiling faces."*

The VIC team's personal favourite: Comfort Family from SA - *"Best toilet seats in my travels!"*

South Burnett Visitor Information Centre - Kingaroy

Page | Inbox | Notifications | Insights | Publishing Tools | Feed | Settings | Help

South Burnett Visitor Information Centre - Kingaroy
@kingaroyvic

Home | Shop | About | Photos | Reviews | Videos | Posts | Community | Services | Promote | Manage promotions

Posts

South Burnett Visitor Information Centre - Kingaroy
Published by Fiona Kemp · 71 · 30 December 2017 at 11:45

Hi everyone 😊
Here at the VIC we are loving those who are using the South Burnett Rail Trail 📍👍👍
However we just want to remind users that the start of the trail is actually at O'Neill Square not Youngman street (across from Riverina Stockfeeds)
At O'Neill Square there's heaps of parking, toilets and shading spots for a picnic before you start. Also there is some fantastic interpretative signage that South Burnett Regional Council has put up.

1,341 people reached | Boost Post

Like | Comment | Share

Wendy Pitt Kruger, Raylene Hyde and 6 others

2 shares

Jan Bradley We just finished the South Burnett Rail Trail today at O'Neill Square. Did start from Youngman Street, but thought it was strange there was no signage, so explored bit further 😊 great ride 😊

Like | Reply | Message | 20

Write a comment...

Send Message

Promote your business locally to lead people directly to 128 Haly Street.
Promote Local Business

128 Haly Street
4510 Kingaroy, Queensland
(07) 4169 5172

Avray
Send message

http://www.discovers... | Promote Website

Tourist information centre - Tour agent

Impressum

Hours 09:00 - 16:30
Opens in 35 minutes

People Also Like

- South Burnett Rainfall Community
- Burnett Business Centre
Financial planner
- Wondal Visitor Information Centre...
Museum

Tourist Information in Kingaroy, Queensland



Nanango VIC - October / November / December 2017

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
October	705	\$739.55	516	3
November	636	\$750.25	431.5	1
December	548	\$793.53	401.5	0

October saw the Waterhole Rocks festival held at Nanango Show grounds. Normally a busy weekend for the VIC, but this year due to bad weather it was quiet.

The Engine Room has also started to get a makeover thanks to the Engine Room volunteers who are giving both engines a fresh coat of paint and also a good overhaul.

November saw the Centre saying farewell and happy retirement to Mary Green. Volunteers held a morning tea for Mary.

Numbers in the Centre dropped this month. Our volunteer Christmas party was attended by 32 volunteers and their partners.

In early December volunteers went on a Volunteer Famil trip to the Murgon area, visiting Qld Dairy Museum, Murgon Town Tour, Moffatdale Ridge Wines, Dusty Hill Vineyard and BP Dam. 20 volunteers took part in this famil trip and had a wonderful time.

The Centre also featured on WIN News Toowoomba who did an impromptu comprehensive video of the Centre whilst they were in town for the new SES facility opening.

Visitor Comments/Social Media

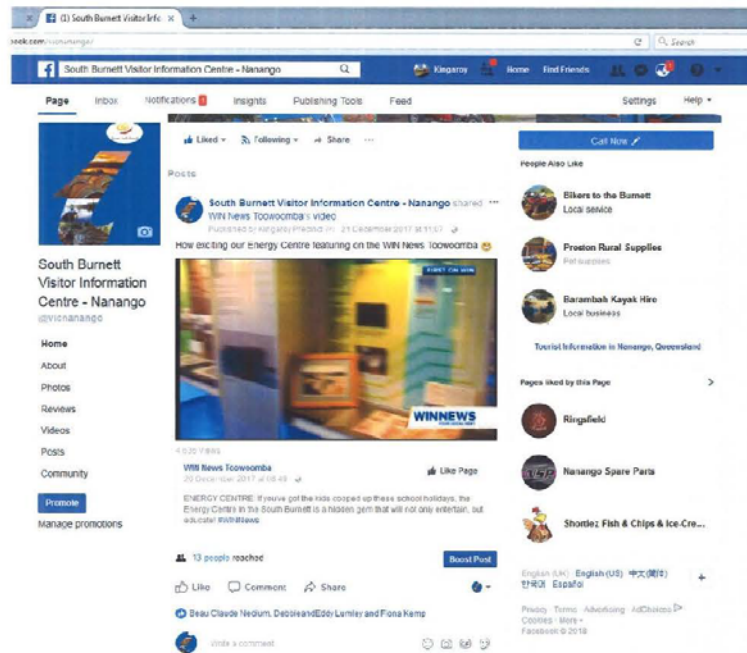
From Visitor Comments Book:

Jennie & John Hunter from Childers - *"Very interesting."*

Noel from Maidenwell - *"Very interesting and enjoyable. Well Done!"*

Trish Davie from Tassie - *"Very helpful and informative."*

Stefanie Scharenbeg from Switzerland - *"Excellent displays and very friendly."*





Kingaroy Heritage Museum - October / November / December 2017

STATS	Visitor No.	Sales	Research Requests	Bus Groups
October	695	\$67.50	3	1
November	432	\$17.00	2	2
December	360	\$9.00	0	2

October saw the Year 4's from St Mary's Catholic College Kingaroy visit the Museum as part of their town history class. They enjoyed their visit by doing the Peanut Hunt and learning the early history of Kingaroy.

The old Kingaroy Railway station model built by Museum volunteer Lindsay Gardiner was on display at the opening of the South Burnett Rail Trail. In 2018 it will become a permanent display for the Museum.

In **November** the Museum volunteers started planting their summer crops in the Museum garden. Cotton and peanuts have been planted to show visitors what crops are grown in the South Burnett area.

The VIC and Museum volunteer Christmas party which was attended by 36 volunteers and their partners.

December was a very quiet month for the Museum. Volunteers have starting collating information and items to set up a Sir Joh and Lady Flo Bjelke-Petersen display.

Visitor Comments/Social Media

From Visitor Comments Book:

Vera Grady from Kin Kin (Qld) - *"Wonderful. Takes me back many years."*

Thomas Family from Newcastle (NSW) - *"Museum is very informative. The town needs to showcase the peanut more."*

Shelly Holland from Darwin (NT) - *"By far the best museum I've ever 'bean' too."*

Kingaroy Heritage Museum

The staff and volunteers would like to pass on our condolences to the Bjelke-Petersens families with the passing of Lady Florence Bjelke-Petersen this afternoon

429 people reached

Boost Post

Like Comment Share

Amanda Sullivan, Jenny Gemmett and 21 others Chronological

Lorraine Klein What a wonderful lady

Like Reply Message

Page tips

- Try posting a short video
- How to create effective posts
- Create a group for your Page

55% response rate, 1-day response time

580 likes +3 this week

581 follows

60 were here

125 post reach this week

Kingaroy Heritage Museum
Published by Kingaroy Precinct · 29 November 2017 · 🌐

Something very exciting is happening next year and our Museum is going to be a part of it 🎉🎉🎉
In the lead up to this special event keep an eye out for updates on this page..... 🎉🎉



120 people reached

Boost Post


Like Comment Share

Bunny Brown, Francis Burns and 4 others

Write a comment...

Kingaroy Heritage Museum added 3 new photos.
Published by Kingaroy Precinct · 26 October 2017 · 🌐

We still have our Streets of Yesteryear on display in the Museum. 📷
Pop in and have a look



176 people reached

Boost Post

Like Comment Share

Alicyn Bowden, Lorraine Klein and 2 others

Write a comment...

Wondai VIC - Oct / Nov / December 2017

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
October	726	\$2068	240	
November	589	\$1946	215	1
December	409	\$2492	243.50	

In **October** volunteers took part in a Familiarisation tour of the Blackbutt area, visiting Yarraman Heritage Museum, Roy Emerson Museum, Butt Art Gallery, Wikiri Retreat and Barambah Bush Caravan Park. 26 Volunteers from the Wondai and Murgon Visitor Information Centre and Wondai Heritage Museum were present on the tour.

November - Visitors attending the Murgon Music Muster enjoyed a guided tour of the Timber Museum and Woodcrafters Workshop. The Timber Museum and Wondai Heritage Museum also hosted visitors from the Blackbutt Tourism Group.

Volunteers attended South Burnett Unpacked @ Yallakool.

December - volunteers attended Rewardle training which will be rolled out in all Visitor Information Centres in 2018.

Volunteers from the Wondai Visitor Information Centre, Wondai Heritage Museum and adjoining Woodcrafters Workshop enjoyed their annual Christmas party at the Wondai Services Club. John Burow who has been volunteering at the centre for the past five years received his annual service award.



Murgon VIC - Oct / Nov / December 2017

STATS	Visitor No.	Sales	RACQ	Volunteer Hrs.	Bus Groups
October	533	\$648	\$1445	189.50	
November	551	\$426	\$949	234.65	
December	386	\$869	\$663	233.75	

In **October**, 26 Volunteers from the Wondai and Murgon Visitor Information Centre and Wondai Heritage Museum took part in a Familiarisation tour of the Blackbutt area, visiting Yarraman Heritage Museum, Roy Emerson Museum, Butt Art Gallery, Wikiri Retreat and Barambah Bush Caravan Park.

During **November** the Murgon VIC supplied 250 bags to the Murgon Music Muster for visitors as well as setting up a portable Visitor Information stall at the Muster to engage personally with visitors.

Volunteers attended South Burnett Unpacked.

December - volunteers attended Rewardle training which will be rolled out in all Visitor Information Centres in 2018.

Volunteers enjoyed their annual Christmas party at the Wondai Services Club and long serving volunteers Max and Diana Ellis and Cynthia Hatchett who have been volunteering at the centre for the past 10 years received their annual service awards.



Blackbutt VIC - Oct / Nov / December 2017

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
October	927	\$137	381	
November	721	\$183	358	
December	725	\$259	323	

Local Visitors for October 183 November 139 and December 161.

Volunteers engage in activities related to the Pilot VIC as welcome centres in October, including a list identifying local and surrounding attractions.

In November the volunteers put up their hands to produce some information sheets to hand out to visitors, which contained photos and some of the most popular spots to visit in Blackbutt (see below). This was an initiative of the VICs as Welcome Centres pilot project. One volunteer and their partner attended the first SB Unpacked day held at BP Dam. The volunteers enjoyed their Christmas Party at the Hotel Radnor.

December was a little quieter than other months due to the Christmas period and hot weather. The SB Rail Trail shirts were stocked in the Blackbutt VIC with a few shirts sold already.

8 Volunteers attended Rewardle training at the VIC.

Social Media: Blackbutt VIC Facebook followers has grown from 137 to 175 in the past quarter.

VICs as Welcome Centres Pilot

The VICs as Welcome Centres pilot project concluded in October with a meeting of the Blackbutt VIC volunteers. As in previous meetings, there was good discussion amongst the volunteers as they reviewed the pilot project and its outcomes.

Through the Pilot project, volunteers took ownership of 'sharing' local attractions, developing up handouts for local attractions and developing a brochure for the Slab Hut. The final project meeting discussed a range of other ideas including:

- Obscure questions/cheat sheet
- Scavenger Hunt – one aimed at children/one at adults
- Playing cards
- Showground Information Sheet
- Interest Group meeting times information sheet

The VICs as Welcome Centres Pilot project was considered a success with elements of the project to be pushed across to other centres, particularly the list of attractions close to the VIC.

This pilot is the forerunner to other projects scheduled for roll out in 2018 including the Volunteer Engagement BBQs. The Volunteer Engagement BBQs will enable volunteers the opportunity to connect and interact with each other, senior staff and Councillors in a social environment.

Forward marketing

Discover South Burnett Promotion and activity schedule

	January	February	March	April	May	June
Murgon Moments - 2 dams 1 destination and fishing report	✓	✓	✓	✓	✓	✓
Crow FM - 2 dams 1 destination	✓	Review ad - (talent ?) R&R/Easter	Plan your short breaks for the year - tie in to an event Call for EOI for instameet	Tourism Season Launch Camping Easter Events - Wondai Garden Expo - Autumn Wondai Street Sprints	Accommodation on offer in the SB Poll - Grey Nomad vs Silver Traveller	Showcase some great reviews - Dams and other operators. Links to trip advisor
Discover South Burnett Social Media - Facebook and Instagram in addition to content share	School Holidays - kids activity 2018 action team/council invite 10	Annual Events Something for everyone focus rEvents participants	Suggested short break itineraries -different number of nights	Tourism Season Launch Autumn in the SB	Camping inc freedom camping	Reviews - love the SB experience tell everyone - review/tag Not such a great time? feedback to operator
Discover South Burnett Website - social media topics	Summer activity ATDW review - gaps in events Best of Qld TEQ	rEvents participants feature ATDW event drive for event listings				



	January	February	March	April	May	June
South Burnett Touring Guide	Delivery		Touring Guide what's next - workshop		Touring Guide 2018 progress update	
Industry Network Event South Burnett Unpacked	Plan & invitations to Feb 20 event	Feb 20 SBU Bunyas Feb 21 rEvents	SB on Show operator stalls update	SB on Show season launch event		
rEvents Academy		10 month virtual program launch Feb 21 @ The Bunyas	Module Delivery	Module Delivery	Module Delivery	Module Delivery
Visitor Information Centres	Communicate 2018 famils 6 months & EOI's from industry BBOs start	Volunteer Forum				
Australian Events Expos		Call EOI's Nambour Expo April	Plan Nambour Expo April 20 - 22	Nambour Expo April 20 - 22		
Local Events to promote through website/social/VICs as appropriate	Australia Day	Boondooma Yellowbelly Fishing Comp Ngo Races	Wine & Food in the Park event M'well Marathon Ngo Races	Wondai Garden Expo & Street Sprints Spirit of the Bush	Burrandowan R & R B'butt Goomeri Pum'pkin	Kroy Lions Trail Ride
Partnership Events - DIPA		Melbourne Supershow				

	January	February	March	April	May	June
Partnership Events - Regional Flavours		Brisbane Marketing communication on applications for SB precinct	Planning meeting Jason Ford	Communication stallholder applications end April	Lead up activity	Lead up activity
Culinary Tourism - Food Column and Tourism spot theme	Wine	Kids activity	Adventure - 4wd, mx, gokart, mtb, kayak	I AM SB VICS	Local Produce Regional Flavours	Winter in the SB
Images		List of images for upcoming months to Nancy Jayde - team input	Build image library			
Sequel PR	Liaise Sequel - progress and content as needed	RACQ Road Ahead Famil date tbc Feb or March	RACQ Road Ahead Famil date tbc Feb or March	RACQ Road Ahead Release		



BUSINESS GROWTH

Economic Development Growth Forum



On 9 November 2017 in partnership with the Department of State Development, Regional Development Australia (Wide Bay Burnett) and WBBROC the 4th Annual Regional Economic Development Growth Forum was held at the Brolga Theatre in Maryborough.

The forum provided an excellent opportunity for business, industry and government to work collaboratively to improve the economic outlook and long-term sustainability of our region and, in doing so, ensure the region is well-placed to capitalise on investment and economic development opportunities.

The industry and business presentations reinforced the diversity that exists across our region and were exceptionally well received. The Forum showcased a broad cross-section of business and industry from throughout the Wide Bay Burnett and included interesting presentations from:

- o Jason Kinsella - Moffatdale Ridge Wines (South Burnett)
- o Terry Nolan - Nolan Meats (Gympie)
- o Lester Rowland - Select Patient Care (Fraser Coast)
- o Anthony Poiner - Smart Berries (North Burnett)
- o Darryl Savage - Pacific Tug (Bundaberg)



Federal Member for Wide Bay Llew O'Brien gave the official welcome and Federal Small Business Michael McCormack MP was the keynote speaker. Minister McCormack praised the contribution of small business and highlighted our 'capital cities rely on what is produced in the regions'.

Mayor Keith Campbell, along with the other Mayors representing the Wide Bay Burnett discussed some of the economic development priorities in the region and participated in a Q&A session.

Thanks to the generous support of Ken Mills and BIEDO, business and industry representatives from the South Burnett were transported free of charge to the Forum. (Photos credit: Kristy Frahm)



R&D Tax Incentive Information Session

The Department of Industry, Innovation and Science's Central Queensland, supported by Economic Development, held an information session in the 1913 chambers at the Kingaroy Visitor Information Centre, Thursday 29th November 2017.

The session was designed to help businesses better understand the R&D Tax Incentive, the Australian Government's flagship programme for encouraging business investment in Research and Development. Businesses learnt about their compliance obligations and heard case studies on how the Incentive has helped other businesses maximise innovation and maintain competitiveness. Economic Development Staff were also in attendance to learn about the incentive to pass the information on other South Burnett Businesses.

Wondai Business Breakfast

During the process of meeting with business development groups last quarter, it was highlighted that a group did not exist within Wondai. Whilst the former Wondai Chamber of Commerce showed no interest in re-forming, there was interest expressed for an informal gathering to share and gain information. Economic Development staff held conversations with Elaine Madill from the Wondai Art Gallery and Kristy Frahm from BIEDO to discuss opportunities moving forward.

Thanks to funding secured by BIEDO through the Building Better Regions Fund, the Wondai Business Breakfasts will recommence next quarter.

Building a Better Burnett Project

BIEDO Inc received funding under the Australian Government's Building Better Regions Fund to undertake a business growth related project in partnership with University of Southern Queensland and South Burnett Regional Council. The Building a Better Burnett project will be commenced in 2018.

South Burnett Rewards



South Burnett Rewards was rolled out across all five Visitor Information Centres within South Burnett, with volunteer training provided by Economic Development Staff.

This will prove to be a valuable tool for the Visitor Information Centres by digitalising the visitor sign-in process and allowing VIC staff to update visitors on future events within the region, enticing them to return.

This system, in its new format, will allow for ease of reporting and will also provide insight into visitor travel and spending habits. This information can then be passed on to businesses to assist them in their marketing strategies.

To entice visitors to travel our entire region, the system has been set up to reward visitors for doing so. If a visitor "checks in" at each of our five visitor information centres within a twelve (12) month period, they will be rewarded with a Discover South Burnett power bank.

Keeping in line with the Visitor Economy Strategy of residents as tourist and ambassadors for tourism, this offer is also open to all residing in the South Burnett.

Visitor Information Centres as South Burnett Rewards sites will also hold great value for local participating business as visitors will be provided with a list of businesses they can visit to earn further rewards. The opportunity also exists for cross promotion between VIC sites and businesses.

Next quarter, South Burnett Rewards will be rolled out at both BP and Boondooma dams. This will be very exciting not only for the visitors, but also surrounding towns e.g. Visitors staying at Boondooma Dam could have the opportunity to be rewarded with coffee and cake in Proston, which will encourage visitors to travel into Proston during their stay, when they may not have otherwise done so.

The importance of keeping up with digital marketing

People are consuming more digital content daily – using their smart phones, desktops computers, laptops, tablets, and more. We are supporting South Burnett small businesses, through the use of Rewardle, to alter their marketing strategies to adapt to this.

Software such as Rewardle offers not only effective digital marketing capabilities, but also provides valuable data to assist with research, strategies and planning within small business.

Rewardle provides small business the ability to offer the same technology as big box retailers, at an affordable price. South Burnett Rewards, through Rewardle allows small business:

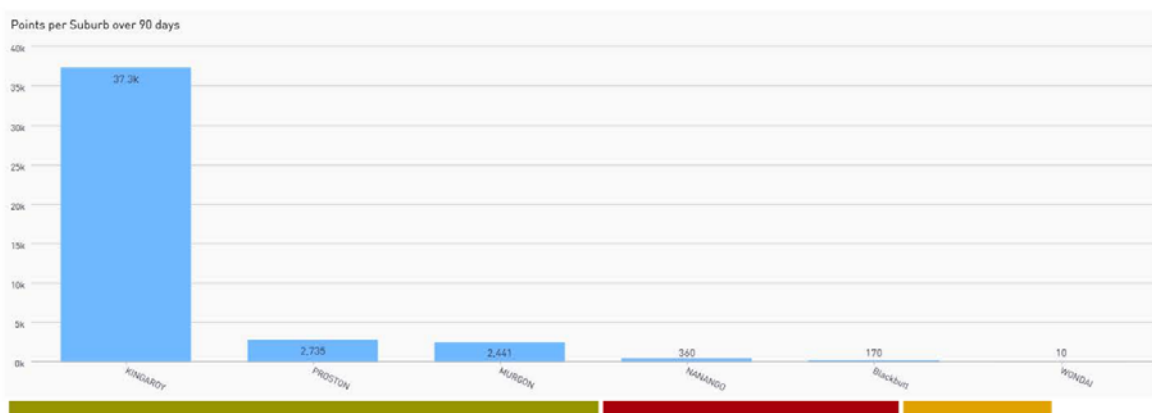
- Digital Rewards platform and customer retention tool
- Digital gift card functions
- The ability to send push notification's and EDM's targeted to customer demographic
- Real time data on individual business activity
- Access to Postcoder, a marketing tool to attract new patronage
- A network of likeminded businesses supporting cross promotion and collaboration

Postcoder is an online discovery platform that connects curious and adventurous souls with the small businesses that enrich our communities. It is an online publication that allows local businesses the opportunity to tell their story through creative and professional content. Postcoder reaches a broad audience via a database of engaged customers, collected by Rewardle over the past 5 years. (see attached)

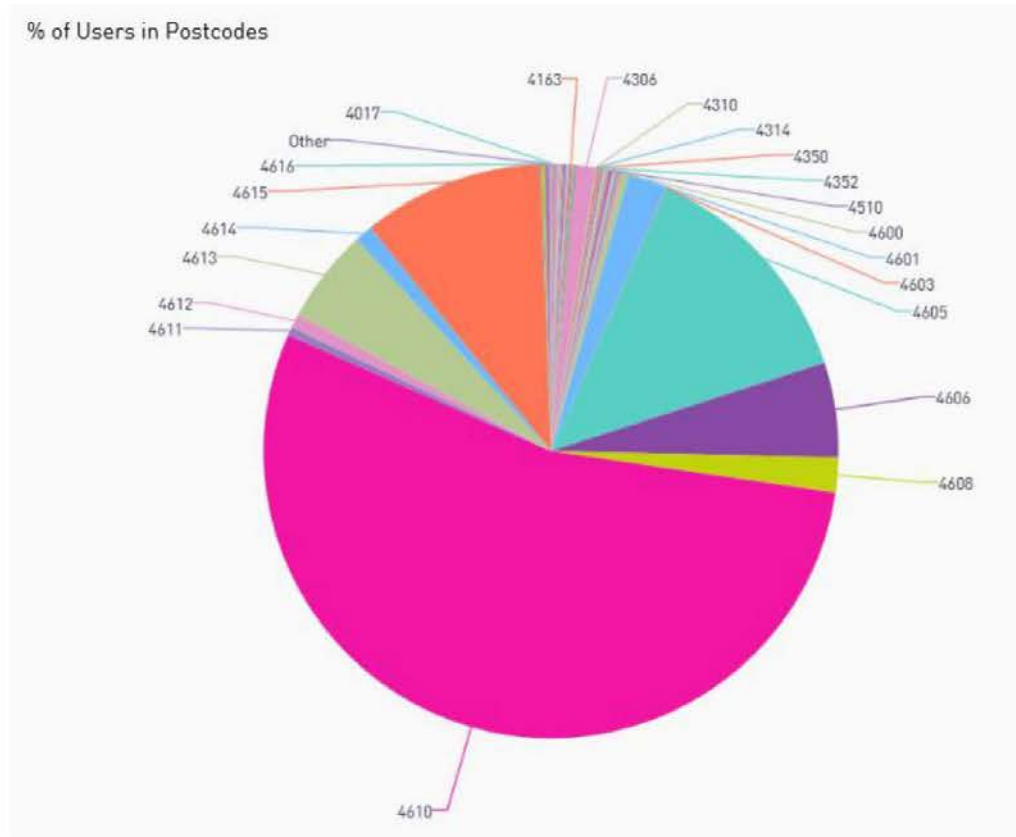
The cost for small business to offer this technology on their own would never be financially viable. The function of Rewardle allows our small businesses to remain competitive in a digital world. Today, the digital footprint of small business is just as important as its physical footprint.

Rewardle Data

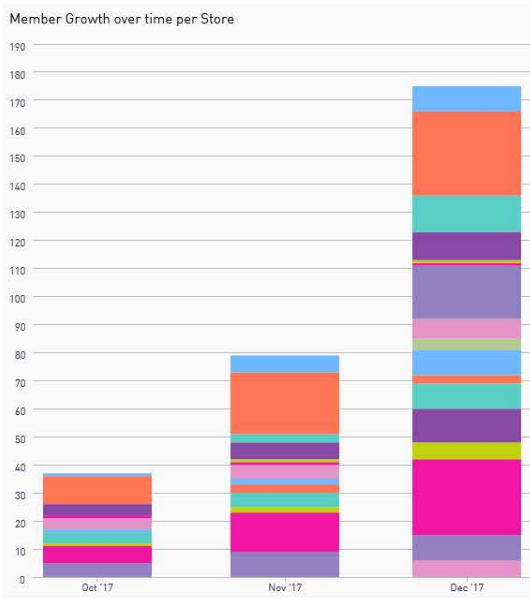
Rewardle points earned by post code



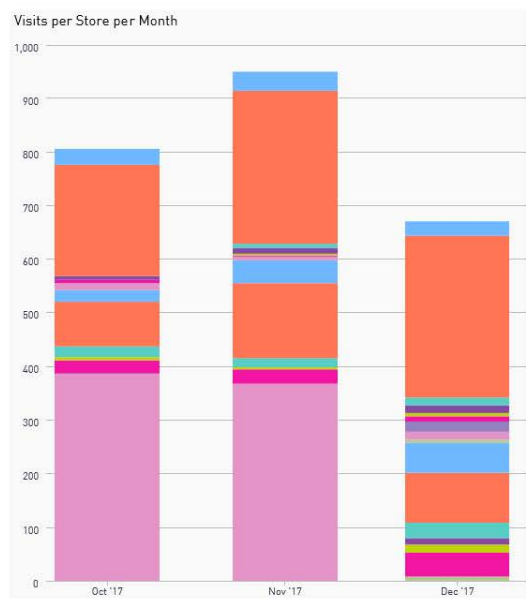
Percentage of Rewardle users by post code



Member Growth per store



Visits per store

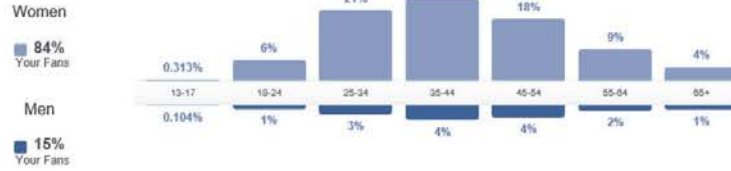


Economic Development Social Media

South Burnett Rewards

960 fans at 30/12/2017

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.

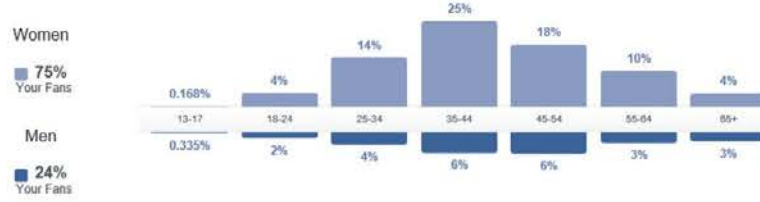


Country	Your Fans	City	Your Fans	Language	Your Fans
Australia	956	Kingaroy, Queensland	356	English (US)	662
United States of America	2	Brisbane, Queensland	190	English (UK)	206
Austria	1	Nanango, Queensland	65	English (upside down)	1
New Zealand	1	Murgon, Queensland	47	Simplified Chinese (Chi...)	1
		Wondal, Queensland	34		
		Toowoomba, Queensla...	15		
		Proston, Queensland	14		
		Blackbutt, Queensland	12		
		Goomen, Qusenstand	10		
		Sunshine Coast, Quee...	10		

South Burnett Directions

1196 fans at 30/12/2017

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
Australia	1,154	Kingaroy, Queensland	289	English (US)	807
United States of America	8	Brisbane, Queensland	280	English (UK)	382
United Kingdom	4	Nanango, Queensland	66	Indonesian	2
New Zealand	4	Toowoomba, Queensla...	37	Swedish	1
Canada	2	Gold Coast, Queensland	30	Thai	1
China	2	Wondai, Queensland	28		
Spain	2	Murgon, Queensland	25		
Indonesia	2	Sunshine Coast, Quee...	25		
Ireland	2	Bundaberg, Queensland	17		
Philippines	2	Hervy Bay, Queensland	16		

Financial and Resource Implications

Nil

Link to Corporate/Operational Plan

GO1 A strong and sustainable regional economy

Communication/Consultation (Internal/External)

Economic Development team members have contributed to this report.

Legal Implications (Statutory Basis, Legal Risks)

Nil.

Policy/Local Law/Delegation Implications

Nil.

Asset Management Implications

Nil

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 2462317

Author Cr Gavin Jones

Date 16 February 2018

Précis

Roads & Drainage Portfolio Report

Summary

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

5.2 Roads & Drainage (R&D)

Officer's Reports

No Report.

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2458710 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 12 December 2017

Document Information

IR No 2458710

Author Manager Design & Technical Services

Date 1 February 2018

Précis

Minutes of the Traffic Advisory Committee Meeting held on Tuesday 12 December 2017.

Summary

The Minutes of the Traffic Advisory Committee Meeting held in the Warren Truss Chamber, Kingaroy of South Burnett Regional Council on Tuesday 12 December 2017 are provided for Council to note and consider.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Traffic Advisory Committee held on Tuesday 12 December 2017.



Traffic Advisory Committee Minutes

Infrastructure

Chair: Councillor Gavin Jones
Minutes: Donna Brown
Date: Tuesday 12 December 2017 at 10.00 am
Venue: South Burnett Regional Council, Warren Truss Chamber, Kingaroy

Committee Attendance:

Cr Gavin Jones (Chair), James D'Arcy (SBRC Manager Design & Technical Services), Donna Brown (SBRC Infrastructure Support Officer - Minutes), Colin Goodsell (Regional Manager RACCQ), Renee Taylor (DTMR Customer Service Manager Kingaroy), Wayne Crofts (DTMR Manager (Road Safety) Southern), Aaron Meehan (SBRC General Manager Infrastructure), Snr Constable Alan Gerrard (QPS Blackbutt/Kingaroy), Peter Van Eysden (Principal Engineer Operations DTMR), Brett Smith (QPS Nanango), David Lye (DTMR Senior Advisor), Mayor Keith Campbell (Mayor SBRC)

Apologies (Committee Member):

Snr Constable Brendan Seymour (QPS Kingaroy), Snr Constable Adam Entwistle (QPS Kumbia), Colleen Brownsey (OIC Nanango QAS), Cr Terry Fleischfresser, Jade Miller (Snr Constable Dalby Road Policing Unit), Anthony Partridge (Manager Passenger Transport Operations Wide Bay Burnett - Translink DTMR), Travis Cramb (OIC Kingaroy QAS), Ramesh Mantena (SBRC Senior Technical Officer), Maree Shepherd (Safety Officer DTMR Bundaberg), Russell Rogers (DTMR Senior Advisor), Sgt Sean Reif (Senior Forensic Crash Investigator Dalby, QPS Yarraman), Sgt Mark Weitowitz (OIC Dalby Road Policing Unit - QPS)

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome and Apologies (Cr Jones)	All members welcomed. Apologies recorded.	n/a	n/a
Confirmation of previous minutes (Cr Jones)	Moved by James D'Arcy seconded Renee Taylor that the Minutes of the previous Traffic Advisory Committee meeting held 7 September 2017, as recorded is confirmed.	n/a	n/a
Business Arising from Minutes of Last Meeting	<p>Action: Bunya Highway, Wooroolin - re: Review of speed limit zone - (QPS Dalby)</p> <ul style="list-style-type: none"> - It was believed that this may have been resolved. DTMR trying to implement signage in accordance with MUTCD. Peter to check and ensure the speed is the same on both sides of the road. Refer to next meeting for Peter from DTMR to provide feedback. 	DTMR	13/03/18



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	<p>Status: Current - DTMR to report back to March meeting.</p> <p>Action: SBRC to remove access from Boggy Creek Road to Bunya Highway for safety reasons</p> <ul style="list-style-type: none"> - James liaised with SBRC Roads and Drainage Department. This road has no history of maintenance being undertaken. Flood damage work carried out couple of years ago. - James advised no properties front onto this road. Council are in favour of closing out. - Mayor Campbell believed it is a danger for motorists entering onto the highway. He advised there is a safer alternative and motorists should be encouraged to use it. <p>Status: Current - DTMR to provide their feedback in relation to closing this road at next meeting.</p>	DTMR	13/03/18
	<p>Action: Main Street, Hivesville - re: Proposed new speed camera site in Main Street, Hivesville (60kmp/h zone) - (QPS Dalby)</p> <ul style="list-style-type: none"> - James advised Jade Miller raised the implementation of using Hivesville as a speed camera site. - Peter advised QPS put sites forward to Brisbane and they assessed them based on crash data where they will then approve/decline. It is up to QPS to carry out this engagement. DTMR have very little input to this. - Brett advised QPS to investigate internally with Speed Committee in Brisbane. - James advised it was at this meeting for feedback/stakeholder engagement. - QPS Dalby (Jade) to take up internally with DTMR Speed Committee in Brisbane. - Colin (RACQ) requested consultation. <p>Status: Complete (Jade Miller to take up this issue internally with Speed Committee Brisbane)</p>	QPS (Dalby)	



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<p>Action: Memerambi Rail Trail (in reference to Memerambi Estate) (DTMR)</p> <ul style="list-style-type: none"> - Peter will chase up with Russell Rogers upon his return in relation to this action. - If it is simply a bollard which needs to be installed - this can be done without being bought back to next meeting. <p>Status: Current – DTMR to advise if this is required as a current action at the next meeting.</p> <p>Action: SBRC (James) to provide any sites which may be suitable under the Targetted Road Safety Program</p> <ul style="list-style-type: none"> - Shoulder sealing D’Aguilar Highway – two (2) sections - Somerfelds - Coolabunia Road & Parsons Rd - Millis Way. - James advised these were two potential sites suitable for Road Safety Program. This was shoulder works at these two sites. - Peter advised there is a section on the D’Aguilar Highway which is a high risk area. High concentration of crashes and they are asked to gain sites to submit via business cases. - James advised that during the June meeting SBRC were asked to submit suitable sites for funding under this program. <p>Status: Complete</p>	<p>DTMR</p>	<p>13/03/18</p>
<p>Action: Speed Review of Haly Street, Kingaroy (SBRC)</p> <ul style="list-style-type: none"> - Residents indicated that they would like to see the speed dropped from 80km to 60km. The stretch is approximately 500m. The road does require maintenance, however the lowered speed limit would remain in place even after any roadworks were to be undertaken. - To close this action - SBRC will implement speed reduction from 80 km per hour to 60 km per hour. Windsor Circle used to be 80 from crest to Mt Wooroolin and it will be reduced back to 60 km per hour. 	<p>SBRC</p>	



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	<p>Status: Complete - SBRC to lower speed limit from 80km to 60km.</p>		
	<p>Action - Murgon State High School - Pedestrian Crossing (QPS)</p> <ul style="list-style-type: none"> - SBRC have organized a meeting with Murgon High School to liaise with them in January. - Once this engagement has been carried out SBRC will engage with Maree Shepherd (DTMR Bundaberg) for their opinion and to put a case forward to QPS Murgon. - Ramesh to organize meeting with Maree. - Peter advised children will choose the shortest distance to get to a pedestrian crossing. - Cr Jones asked Peter what his professional opinion would be. Peter advised that open crossing along the school would be the main preference, but that would be a costly exercise. - It was suggested to move pedestrian crossings further down from intersections to allow turning movements to occur away from pedestrians. - Consultation needs to be held with bus companies also. <p>Status: Current - SBRC to provide update at next meeting.</p>	<p>James & Ramesh (SBRC) to hold meeting with Murgon High School Principals and Maree Shepherd (DTMR).</p>	<p>13/03/18</p>
	<p>Action: Hamilton Road, Nanango - Reseal (TMR – Renee Taylor)</p> <ul style="list-style-type: none"> - James advised this road is on the re-seal program, however it is a number of years away from being completed. <p>Status: Complete</p>		
	<p>Action: Parsons Road Signage (Renee - TMR)</p> <ul style="list-style-type: none"> - Location: Cnr Nanango Brooklands Road and Parsons Road. - Council to investigate the relocation of the name plate on Parsons Road to be moved from the left hand side of the road to the opposite side of the road. 	<p>SBRC</p>	



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<p><i>General Business</i></p>	<ul style="list-style-type: none"> - Donna to set up customer request. (S12017/00221) <p>Status: Complete - SBRC Roads and Drainage Section will move Parsons Road signage.</p>	<p>DTMR</p>	<p>13/03/18</p>
<p>Item 1 - D'Aguiar Highway - Western Approach 80 km - 60 km speed zone - Speed Report (DTMR)</p> <ul style="list-style-type: none"> - Peter advised that it was 80 km per hour and had been reduced to 60 km per hour. The 80 km per hour buffer speed zones signs are now being removed as per the Standard. Therefore as estates are entering straight onto 100 km per hour roads, the zones need to be pushed out. - Aaron queried why can't this section be reviewed. Why does it have to be classed as a buffer? - Peter will investigate. - Brett advised the safe guard in place is in between the guidelines. - Brett advised it is a safety precaution as it is leading into a built up area. - Aaron believes 100km per hour is too high and 60 km per hour is too low. - Renee questioned the length. James advised it was 1.2 km, whereby the traditional length is 300 metres for a buffer zone. The minimum length for an 80 km per hour under the MUTCD is 800m. - Peter will carry out some speed checks (counter markers) on both sides of the Millis Way intersection during February to gain accurate reading and report back to March meeting. - Aaron suggested 70 km per hour speed zone rather than 60 km per hour. - Peter looked at crash data and there was only 1 over the last 5 years. - Peter advised that there had been no report done through QLIMITS, as it only addressed the number of private accesses. - Al (QPS) advised crash data requirements have changed in last 12 - 18 months. <p>Aaron asked if there were any further buffers in the region which might be removed. Peter advised they will be transition into the new guidelines under the MUTCD. Sign reviews will be carried out and they will look at speed zones. SBRC sought level of engagement throughout</p>			



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	<p>this process.</p> <p>Item 2 - Wilsons Road, Windera (Windera School) - (Aaron - SBRC)</p> <ul style="list-style-type: none"> - Aaron met with Principal of Windera State School, adjacent to Murgon Gayndah Rd. - This is 100 km per hour regulatory speed zone beside school. School zone of 80 km per hour. The Principal requested speed zone review of Wilsons Road, Windera. Regulatory and school zone speeds are too high. It is signed as a school zone. - Wayne asked if there was flashing lights at this school? James advised there was not. <p>New Action: SBRC will carry out traffic count and then bring back to March meeting. DTMR will then look at speed zone review.</p> <ul style="list-style-type: none"> - Moffatdale School - This is a similar case. 100 km per hour regulatory and 80 km per hour school zone. <p>New Action: DTMR Road Safety section to investigate Moffatdale & Windera Schools flashing lights to notify school zones.</p>	<p>SBRC DTMR</p>	<p>13/03/18</p>
	<p>Item 3 - Pedestrian Crossing - Bunya Highway, Wooroolin</p> <ul style="list-style-type: none"> - Mayor requested the ability for pedestrian crossing or refuge crossing on Highway. - Cr Jones advised that the gravel which is currently there is being sealed under Works for Qld work. - Wooroolin is currently a 60 km per hour zone. - James advised this is being put forward to DTMR consideration. - Peter advised there are restrictions around pedestrian crossings on highways. He did however believe there was potential for an island. <p>New Action - DTMR advised they would do a proactive application in relation to increased pedestrian use at this location.</p>	<p>DTMR</p>	<p>13/03/18</p>



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	<p>Item 4 - Murgon CBD parallel parking at Post Office (Aaron - SBRC)</p> <ul style="list-style-type: none"> - Aaron advised we have had a request from a Councillor - currently parallel parking out the front of the post office which is causing congestion. There is also a safety issue with parallel parking. The rest of Murgon CBD is angle parking. - DTMR advised this shouldn't be an issue as it is 40 km per hour zone. He also stated that the other side is also parallel so this might be able to be changed to angle parking also. <p>New Action: SBRC will carry out review in relation to changing parking from parallel to angle parking. Bring back to next meeting to run via DTMR.</p>	SBRC	13/03/18
	<p>Item 5 - Tanduringie Ck Bridge on Kingaroy Cooyar Rd near Tanduringie School (Cr Jones SBRC)</p> <ul style="list-style-type: none"> - Currently the giveaway sign is on the bottom side of the bridge heading to Cooyar. - The school bus travels over this bridge daily and there are many near misses. - This is a hot spot as motorists use this route to head to Bunya Mountains and there is also a feedlot location serviced by B-Doubles just up the road from this bridge. - Peter advised the crash data at this location is minimal. - James suggested this would be a good site for Road Safety Audit. - Wayne advised that across the Wide Bay area they are trying to create a Road Accident & Action Group (RAAG). - Wayne suggested this could be a good application to be lodged through the RAAG. - Wayne will provide the terms of reference for this group. This group sources funding through grants as collected agencies. - Wayne suggested creating this group with agency reps on panel and submit applications similar to this bridge to gain funding. - It was suggested from SBRC that Kristy Frahm (BIEDO) could potentially be interested in being part of this process. SBRC to provide Kristy's details to Wayne. - Colin advised he was involved in these RAAG meeting for 10 years. Money was gained from mining industries. 		



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	<p>New Action: Wayne to provide group with details of RAAAG e.g. Terms of Reference.</p>	SBRC	13/03/18
	<p>Item 6 - Vegetation Clearing D'Aguliar Highway, Benarkin (QPS - Al Gerrard)</p> <ul style="list-style-type: none"> - Al requested vegetation trimming back by 1 -1.5 metres. Motorists turn onto the highway and have 6 seconds to get up to speed. Al advised this needs to be at least 15 seconds. - Toowoomba Council have maintenance contract for this area. Aaron advised we will make this enquiry with Toowoomba Regional Council. - Aaron advised there were 5 areas in the Blackbutt region which need vegetation clearing. <p>New Action: Tree Clearing (SBRC to contact Toowoomba Regional Council)</p>		
<p><i>Report from Agencies</i></p>	<p>QPS - Brett Smith</p> <ul style="list-style-type: none"> - Maidenwell Bunya Mountains Road, Wengenville - single lane carriage way. This is a sealed road with a blind. Brett suggested something be put on the roadway to draw attention to the road itself - perhaps a single line or cats eyes to draw motorist's attention to the blind corner. - Peter advised there was a Road Safety Audit being carried out on this road today by DTMR. - Wayne advised there is crash data for this section of road. Wayne advised he will share this data with SBRC. <p>New Action: Wayne to provide crash data for this site with SBRC.</p>		



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<p>TMR Road Safety - Wayne Crofts</p> <ul style="list-style-type: none"> - Wayne - Request for "Fatal car crashes" to be added to the quarterly standing agenda. - Plan B - Drink Driving campaign - resources are limited but he has gained 4000 promotional items for QPS in South Burnett for distribution. - Some SEQ Councils are involved in a campaign where chalk outlines are delineated outside licensed premises. There may be potential for this campaign to be extended dependent on its success. - Wayne thanked Renee for her representation at the TAC when Maree and Wayne haven't been available. - Driver River campaign has kicked off. 2 in South Burnett (QPS/SBRC) to thank volunteers for Driver Revivers sites. Dingo Creek, Wondai and in Yarraman - Wayne requested if there were any community groups who would be interested in Road Safety Engagement to refer them onto him so he can coordinate. - Wayne asked in relation to complaints from public in relation to speeds. He advised that DTMR can provide information/wording surrounding speed zones/buffer zones. Gavin thought this would be helpful and muchly appreciated. 		
<p>DTMR – Peter Van Eysden</p> <p>Nothing further to report.</p>		
<p>RACQ – Colin Goodsell</p> <p>Nothing further to report.</p>		



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	QAS - No representation.		
<i>Next Meeting</i>	Next meeting to be held: Tuesday 13 March 2018 at 10.00 am South Burnett Regional Council Chambers, Kingaroy		
<i>Meeting Closed</i>	Councillor Jones thanked all for their attendance. Meeting Closed: 11:55 am		

Financial and Resource Implications

Nil

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

Nil

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

6. Portfolio - Community, Arts, Tourism and Health Services

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Document Information

IR No 2462306

Author Cr Danita Potter

Date 16 February 2018

Précis

Community, Arts, Tourism and Health Services Portfolio Report

Summary

Cr Potter presented her Community, Arts, Tourism and Health Services Portfolio Report to Council.

Officer's Recommendation

That Cr Potter's Community, Arts, Tourism and Health Services Portfolio Report to Council be received.

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

IR No 2462315

Author Cr Terry Fleischfresser

Date 16 February 2018

Précis

Planning and Property Portfolio Report

Summary

Cr Fleischfresser presented his Planning and Property Portfolio Report to Council.

Officer's Recommendation

That Cr Fleischfresser's Planning and Property Portfolio Report to Council be received.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 2461993 - Adoption of the proposed alignment amendments to the South Burnett Regional Council Planning Scheme

Document Information

IR No 2461993

Author Manager Planning & Land Management

Endorsed
By General Manager Corporate Services

Date 9 February 2018

Précis

Adoption of the proposed alignment amendments to the South Burnett Regional Council Planning Scheme

Summary

- Council resolved to adopt the South Burnett Regional Council Planning Scheme 2017 and make alignment amendments on 20 September 2017.
- The Planning Act 2016 (Planning Act) that commenced on 3 July 2017 included transitional provisions providing for the continued implementation of the Planning Scheme that was drafted and adopted under the provisions of the now repealed Sustainable Planning Act 2009 (SPA).
- The Alignment Amendment Rules are a statutory instrument under section 293 of the Planning Act 2016 and requires Council to resolve to make and adopt alignment amendments to the Planning Scheme to reflect the Planning Act terminology and the new Planning Regulations.
- It is recommended that Council resolve to adopt the proposed alignment amendment to the South Burnett Regional Council Planning Scheme 2017, with the commencement date of 5 March 2018.

Officer's Recommendation

That, pursuant to section 3.1 of the Alignment Amendment Rules, Council resolves to adopt the following alignment amendment to the South Burnett Regional Council Planning Scheme 2017 with the commencement date of 5 March 2018;

- a. Incorporate and reflect the Regulated Requirements of the *Planning Regulation 2017*;
 - b. Update all SPA terminology to new Planning Act terminology, including:
 - (i) Deleted redundant SPA references;
 - (ii) Replaced SPA references that still have a purpose with the correct Planning Act reference;
 - (iii) Used Planning Act language and terms instead of their SPA equivalents.
-

- c. Amended references to Queensland Planning Provisions to the Planning Regulation 2017.
- d. Review the fundamental operational components of the planning scheme. In particular:
 - (iv) Review the Level of Assessment (LOA) Tables;
 - (v) Remove the previously mandatory but redundant QPP sections with no operation, such as Part 10-Other Plans.
- e. Refine the Acceptable Outcomes (AOs) of codes to ensure they align with the new, more restricted decision making rules for code assessment.

Financial and Resource Implications

Council's 2017/18 budget includes appropriate allocation of resources for completion and implementation of the new planning scheme.

Link to Corporate/Operational Plan

GO3 Balanced development that preserves and enhances our region
GO3.3 Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Public notification or community consultation is not required to make the alignment amendments as it is an administrative amendment to the planning scheme document that does not change the Council's adopted policy.

Legal Implications (Statutory Basis, Legal Risks)

There appear to be no legal implications.

Policy/Local Law/Delegation Implications

There appear to be no implications.

Asset Management Implications

There appears to be no asset management implications.

7.2.2 P&LM - 2440535 - Development Application for a Material Change of Use - Intensive Animal Industry (Piggery Expansion) at 330 Cridlands Road Hivesville - Lot 198 BO111 - Peter R & Lynda L Bleys - MCU17/0010

Document Information

IR No 2440535

Author Reel Planning Pty Ltd

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 14 February 2018

Précis

Development Application for a Material Change of Use - Intensive Animal Industry (Piggery Expansion) at 330 Cridlands Road Hivesville - Lot 198 BO111 - Peter R & Lynda L Bleys - MCU17/0010

Summary

- The subject site is currently occupied by a piggery that contains 12 sheds containing a maximum of 6,500 standard pig units (SPU). Subsequently, the operation seeks to increase the use from 6,500 SPU to 13,750 SPU in two stages and increase the total number of sheds on site to 22 sheds.
- The nearest sensitive receiver (other than the dwelling on the subject site) is located approximately 1,000m from the existing and proposed expansion.
- The existing road network is considered to be of an appropriate standard to accommodate the expansion of the proposed use.
- The proposed development generally complies with the requirements of the planning scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions.
- It is recommended that the application for a **Material change of Use (Intensive Animal Husbandry)** to expand the existing piggery from 6,500SPU to 13,750 SPU at 330 Cridlands Road, Hivesville be approved.

Officer's Recommendation

That a **Development Permit for a Material change of Use (Intensive Animal Husbandry)** to expand the existing piggery from 6,500SPU to 13,750 SPU at 330 Cridlands Road, Hivesville on land described as Lot 198 on BO111 is approved subject to the following conditions:

**General
Approved Plans**

- GEN1. The subject site is to be development generally in accordance with the plans and information submitted with the application, unless otherwise amended by the following conditions:

- Proposed Development, Site Plan – Stage 1 prepared by Stafford Adamson date 04/12/2017 Drawing No. G7-131-1000-05, Rev B
- Proposed Development, Site Plan – Stage 1 and Stage 2 prepared by Stafford Adamson date 04/12/2017 Drawing No. G7-131-1000-05, Rev B
- Typical Pig Housing, Plan and Elevation prepared by Stafford Adamson date 04/12/2017 Drawing No. G7-131-1000-06, Rev B
- Typical Pig Housing, End View prepared by Stafford Adamson date 04/12/2017 Drawing No. G7-131-1000-06, Rev B
- Proposed Development, Haulage Routes prepared by Stafford Adamson date 04/12/2017 Drawing No. G7-131-1000-09, Rev B

Approved Development

GEN2. The approved development is a Material Change of Use (Intensive Animal Husbandry) to expand the existing piggery from 6,500SPU to 13,750SPU as shown on the approved plans. The approval may be implemented via stages as follows:

Compliance

- GEN3. All conditions of this approval must be complied with before the change occurs (prior to the commencement of use) and while the use continues to the satisfaction of Council, unless otherwise stated.
- GEN4. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Operational Works Permit for Roadworks
 - Development Permit for Building Works
- GEN5. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use,
- GEN6. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN7. Maintain the site in a clean and orderly state at all times.
- GEN8. Apart from declared weeds and pests, trees and scrubs and landscaped areas currently existing on the site, shall be retained where possible, and action taken to minimise disturbance during construction work.

Notice of Intention to Commence

- USE1. Prior to commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with Council's Decision Notice issued in respect to this development.
- USE2. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any successive legislation.

Engineering works

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Development Manual and Standard Drawings and relevant Australian Standards.

Location, Protection and Repair of damage to Council and Public utility services Infrastructure and assets

- ENG3. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG4. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

Stormwater management

- ENG5. Provide stormwater management generally in accordance with the Site Based Stormwater Management Plan prepared by Stafford Adamson, Revision V01R02, dated 4th December 2017, except as altered by conditions of this development approval.
- ENG6. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20 and Q50.
- ENG7. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG8. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

Lawful point of Discharge

- ENG9. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

Water Supply

- ENG10. Provide a suitable on-site water supply to meet the needs of the development for firefighting purposes.

Vehicle Access

- ENG11. Property access shall be provided in accordance with the details in South Burnett Planning Scheme; and generally in accordance with the details on Council's standard Drawing No. SBRC 00049(B) Rural Access (Signed) except that the turn-out radii shall be the minimum value necessary to meet the swept path requirements of an articulated vehicle (AV), as defined in AS/NZS 2890.

Erosion and Sediment Control - General

- ENG12. Undertake erosion and sediment control during construction works in accordance with Council's Standard Drawing No's D-005 (Rev A), D-006 (Rev A) and D-007 (Rev A) as applicable.
- ENG13. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

- ENG14. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

Council's Advice to the Applicant

- ADV1. The currency period for this development approval is five (5) years starting the day that this development approval takes effect. Section 341 (2) of the *Sustainable Planning Act 2009* provides the currency period in which the application will lapse.
- ADV2. The Department of State Development, Manufacturing, Infrastructure and Planning has imposed conditions on the development permit and are attached as Appendix A.
- ADV3. An environmental authority pursuant to the *Environmental Protection Act 1994* that takes effect once the development application is approved must be obtained prior to the use commencing.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV5. You are entitled to appeal against this decision. Attached is a copy of Section 339 of the *Sustainable Planning Act 2009* as regards Appeal Rights.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

- GO3. Balanced development that preserves and enhances our region.
GO3.3. Implement policies and plans that support appropriate planning and development for business, industry and community needs

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

7.2.3 P&LM - 1705795 - Material change of use application for Gravel Quarry at Tim Dwyer Road East Nanango - 169 CSH697 - Applicant: Property Projects Australia - MCUI2017/0001

Document Information

IR No 1705795

Author Helena Charlton - Reel Planning Pty Ltd

**Endorsed By Manager Planning & Land Management
General Manager Corporate Services**

Date 12 February 2018

Précis

Material change of use application for Gravel Quarry at Tim Dwyer Road East Nanango - 169 CSH697 - Applicant: Property Projects Australia - MCUI2017/0001

Summary

- The application has been made under the provisions of the *Sustainable Planning Act 2009* and is for a Material change of Use for the purposes of an Extractive Industry (Gravel Quarry) not exceeding 40,000tonne/annum.
- This application does not include an Environmentally Relevant Activity (ERA) Material Change of Use Permit as the Quarry is less than the annual throughput threshold under the Sustainable Planning Regulation.
- The proposed quarry does not conflict with the rural zoning and can generally be expected. The scale and intensity of the use is minimized by the tonnage, siting and management of the site. Amenity impacts are able to also be managed by conditions of approval.
- Recommended that Council approved Development Permit for Material Change of Use for Extractive Industry (Gravel Quarry) restricted to 40,000tonne/annum situated at 79 Tim Dwyer Road, East Nanango on land described as Lot 169 on CSH697.

Officer's Recommendation

That a Development Permit for a Material Change of Use **Extractive Industry (Gravel Quarry) restricted to 40,000tonne/annum situated at 79 Tim Dwyer Road, East Nanango on land described as Lot 169 on CSH697**, is approved subject to the following conditions:

General

APPROVED PLANS

- GEN 1. The subject site is to be development generally in accordance with the plans and information submitted with the application, unless otherwise amended by the following conditions:
- Site Plan prepared by Brandon & Associates, date 16/12/2016, Ref No. 161314, Drawing No. SK01, Issue P3
-

- Part Site Plan prepared by Brandon & Associates, date 16/12/2016, Ref No. 161314, Drawing SK02, Issue P3
- Site Plan with Remnant Vegetation prepared by Brandon & Associates, date 16/12/2016, Ref No. 161314, Drawing SK03, Issue P3
- Conceptual Stormwater Management Plan prepared by Brandon & Associates, date 18/01/2017, Ref No. 161314, Drawing SK04, Issue P1

APPROVED USE

- GEN 2. The use permitted under this development approval is for Extractive Industry no greater than 40,000tonnes/annum. Any extraction pit is to be located a minimum of 500m from the nearest sensitive land use (dwelling house) at all times.

COMPLIANCE

- GEN 3. All conditions of this approval must be complied with before the change occurs (prior to the commencement of use) and while the use continues to the satisfaction of Council, unless otherwise stated.
- GEN 4. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Application for Operational Work for roadworks
- GEN 5. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use,
- GEN 6. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN 7. Maintain the site in a clean and orderly state at all times.
- GEN 8. Apart from declared weeds and pests, trees and scrubs and landscaped areas currently existing on the site, shall be retained where possible, and action taken to minimise disturbance during construction work.

NOTICE OF INTENTION TO COMMENCE

- MCU1. Prior to commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with Council's Decision Notice issued in respect to this development.

AMENDED APPROVED PLANS

- MCU2. Submit for Council's approval an amended Site Context Map showing details of the pit location with distances to nearest sensitive land use (dwelling house), staff and haulage truck parking and manoeuvring areas, location of temporary buildings/structures required for the day to day operation of the quarry, screening and crushing areas, stockpile areas, stormwater quality or any other treatment ponds, bunding, internal access roads and any other necessary details as required by Council following completion of the detailed design of the facility.

KEEPING OF RECORDS

- MCU3. The operator must maintain records that document the total tonnage of material transported from the site each calendar year, starting the day this development approval takes effect. Within 10 business days following the end of the calendar year, a yearly report must be provided to Council, including the receipts from the weighbridge, which shows the total tonnage of material transported from the site for the previous calendar year

AMENITY – HOURS OF CONSTRUCTION

- MCU4. Construction work that makes or causes audible noise must only be carried out on site on Mondays through to Saturdays between the hours of 6:30am and 6:30pm.

Any construction work outside of these hours, including Sundays and public holidays must have the prior written approval of Council's Chief Executive Officer, or delegate.

AMENITY- DAMPENING OF GRILLS OR METAL PLATES

- MCU5. All metal grilles, metal plates or similar subject to vehicular traffic must be acoustically damped to prevent environmental nuisance and maintained at all times.

AMENITY – HOURS OF OPERATION

- MCU6. The quarry and any associated screening activities uses are limited to between the hours of
- 6:30am – 6pm Monday to Friday
 - 8:30am- 1pm Saturday
 - The use shall not operate on any Sunday or Public Holiday.

AMENITY – SERVICE EQUIPMENT

- MCU7. All service equipment, including air conditioning units, waste disposal units (bins) and lighting must be located so as not to cause a nuisance to the occupants of adjoining and neighbouring premises.

All mechanical plant must comply with the noise criteria below:

Mechanical Plant Noise Limits

AMENITY- LIGHTING

- MCU8. Design all external lighting in accordance with AS4282-1997 “Control of the Obtrusive Effects of Outdoor Lighting”.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

AMENITY- DUST SUPPRESSION

- MCU9. Transportation (both internal and external to the site) and processing of raw materials on site shall not create a dust nuisance to surrounding premises. Install and maintain adequate dust suppression measures at all times and monitoring to control dust nuisance from the quarry, stockpiling and raw material processing, haul routes and access ways. This requirement must be addressed in any site management and operations plan. Submit evidence to council of installation of appropriate measures and details of site operations plan certified by a suitably qualified person.

- MCU10. Design and construct all parking areas to provide a dust suppressive gravelled seal.

SPILLAGE - CLEAN UP SPILT WASTE CONTAMINANTS

- MCU11. Any spillage of wastes, contaminants or other materials must be cleaned up as soon as practicable to prevent off-site contamination. Such spillages must be cleaned up in accordance with documented emergency response and clean up procedures.

SPILLAGE - MATERIALS & EQUIPMENT TO CONTAIN & CLEAN UP

- MCU12. Appropriate materials and equipment are to be available on site at all times to contain and clean up spills of potentially polluting materials. An inventory of all clean up and containment materials and equipment, and documented emergency response and clean up procedures must be kept on site at all times.

ENVIRONMENTAL - WATERWAY CORRIDOR

- MCU13. No materials, equipment or structures (including but not limited to material stockpiles, sheds, concrete areas, landscaping materials, etc.) of any description be located within the waterway at any time.

MCU- SITE OPERATIONS – LIMITATION

- MCU14. The quarry operation shall not use blasting as a means of winning gravel at any time on site.

MCU- FILLING/EXCAVATION

- MCU15. All excavated and/or filled areas are to be retained or battered and suitably drained so as to prevent any subsidence of the area and are to be constructed so as to deny any flow of water into or around adjoining roads or properties.
- MCU16. Where a retaining wall is planned for this purpose and such a wall exceeds one (1) metre in height, plans and specifications shall be checked by the Principal Certifying Authority before work on the retaining wall commences.

SITE OPERATIONS – MANAGEMENT PLAN

- MCU17. Prepare, update and implement by a suitably qualified person a Site Based Management and Operations Plan in accordance with this approval including the following elements and generally in accordance with the draft plan prepared and submitted by Brandon & Associates, Job No. 161314 issue date 16/01/2017.
- Stormwater quantity and quality management;
 - Dust Management
 - Hours of Operation
 - Spills management and any goods storage
 - Management/maintenance of any treatment ponds
 - Erosion and sediment control management plan
 - Vegetation and fauna management

ENVIRONMENTAL - VEGETATION MANAGEMENT PLAN

- MCU18. Prepare and submit by a suitably qualified person a Vegetation Management Plan. The Plan must be in the form of scale plans and supporting documentation for the protection, retention and or/management of vegetation on the site, and including the following:
- The extent of the VMP must include evaluation of all areas, including and proposed road reserves, external works and development areas
 - The location and extent of all site works including all proposed infrastructure and areas of earthworks
 - Detail design of all civil works must protect significant vegetation, including any identified hollow bearing trees
 - The location and description of all vegetation to be retained or removed
 - Methods of identification of trees/vegetation to be retained or removed
 - A description of all measures to protect vegetation and habitat features to be retained during construction, including protective fencing, site protocols, etc.
 - A description of all pruning and tree surgery works (to AS 4373/96) to maintain the health and stability of trees and reduce potential hazards for future site users
 - The location and extent of storage and stockpile areas for cleared vegetation and site mulch
 - A description of all methods to salvage and/or re-use cleared vegetation in landscape or rehabilitation works

- Details of all measures to protect and recover fauna during clearing operations, including presence of a qualified wildlife officer/fauna spotter during clearing operations, pre-clearing inspections, staging and sequence of clearing and rehabilitation procedures.

ENVIRONMENTAL – REHABILITATION PLAN

- MCU19. Prepare by a suitably qualified person and submit certification for the implementation and management of a Site Rehabilitation Plan. The Rehabilitation Plan is to be in the form of scaled plans and supporting documentation that includes at least the following information and generally in accordance with the approved plans.
- The rehabilitation plan should detail the extent of works to be carried out within each stage within a maximum allowable time period of five years for entire rehabilitation works;
 - Description of proposed rehabilitation, including earthworks, methods, objectives;
 - Location and description of proposed fencing/retaining walls abutting any waterway corridor, (NB: no retaining walls or fill to be placed in the environmental corridor).
 - Location of proposed maintenance tracks.
 - Location of existing vegetation over 150mm DBH, and indication of tree protection zones for these trees.
 - Location of ground disturbing works (removal of fill/waste, reprofiling, stormwater drainage, etc).
 - The location, type and quantity of fill/waste material that is to be removed. Method (including types of machinery) and staging of removal shall also be detailed.
 - Surface treatments, including the preparation of all open ground within the environmental corridor. Ensure that a suitable planting media is present and the site is protected to prevent erosion. Details on soil treatment, imported soil material, mulch and sub-grade treatment is to be provided.
 - Contours and spot levels for all existing and proposed finished levels.
 - Presence, extent and treatment methods of all weeds including those listed under Weeds of National Significance, the Land (Pest and Stock Route Management) Act
 - Proposed plant species (only locally native species to be used) - Provision of plant schedule listing all proposed plants
 - Habitat enhancement actions including reuse of hollow bearing and woody debris.
 - Implement the approved plan and certify works are completed with the approved plan by a suitably qualified professional.

LANDSCAPING

- MCU23. A detailed landscaping plan is to be submitted to Council prior to any work commencing on site. Landscaping is to be planted, maintained and irrigated in accordance with the approved Landscaping Plan prior to commencement of the use. The landscaping must contribute to the rural built form and contribute to the rural zone's positive visual features.
- MCU24. Apart from declared weeds and pest plants, trees, shrubs and landscaped areas currently existing on site shall be retained where possible, and action taken to minimise disturbance during extraction and screening of material.

ENGINEERING WORKS

- ENG1. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

- ENG2. Undertake Engineering designs and construction in accordance with the Nanango Shire Planning Scheme, Aus-Spec, and IPWEA Standard Drawings, and relevant Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG4. All operational works shall be subject to a separate application for an Operational Works permit and be designed and constructed in accordance with the requirements of the Nanango Shire Planning Scheme and accepted engineering practice, including reference to Australian Standards, Codes of practice and Industry Guidelines as nominated by the Nanango Shire Planning Scheme.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG5. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG6. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

STORMWATER MANAGEMENT

- ENG7. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of ARI 2, 5, 10, 20, 50 and 100.
- ENG8. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG9. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

- ENG10. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG11. Provide on-site water supply, sufficient to meet the demands of the development.

ON-SITE SEWERAGE

- ENG12. Connect the development to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code, or provide temporary facilities to be periodically pumped out by a licensed waste operator.

HAZARDOUS CHEMICAL & FUEL STORAGE

- ENG13. Ensure that all hazardous chemicals are stored and handled in accordance to the *Work Health and Safety Act 2011*
- ENG14. Diesel is to be stored and handled in accordance with *Australian Standard 1940-2004 - The storage and handling of flammable and combustible liquids*.

PARKING AND ACCESS - GENERAL

- ENG15. Provide a minimum of two car parking spaces.
- ENG16. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

VEHICLE ACCESS - TURNOUT

- ENG17. Design and construct vehicle turnout in accordance with Council's Standard Drawing No. 49 Rev B.

HAUL ROUTE

- ENG18. The approved haul route from the quarry is:
- Tim Dwyer Rd to the intersection of the Greenwood Ck Rd; then
 - Left into Greenwood Ck Rd to the intersection of Hamilton Rd; then
 - Right to continue on Greenwood Ck Rd, to the intersection with Old Esk Rd; then
 - Right into Old Esk Rd; then
 - South St; then
 - Aurthur St East, to the intersection of the King St (D'Aguilar Highway); and
 - Vice versa for the return trip.

No other roads shall be used for the haulage of material except for local deliveries.

ROAD UPGRADES

- ENG19. The applicant shall undertake the upgrades described below (where applicable) on the approved haul route to South Burnett Regional Council standards, for the relevant trigger levels shown below:

Trigger: Haulage up to 40,000 tonnes of material per annum.

Summary of Works Required:

- Haul Route - The pavement shall be upgraded to provide a 6 metre wide gravelled pavement on an 8 metre formation, with a minimum gravel depth of 125mm;
- Where the haul route is existing bitumen seal with minimum 6.0m width, it is considered that the pavement does not require upgrading;
- Upgrading of intersections as required to accommodate haulage vehicles (e.g. swept paths and manoeuvring, and sight distance).

Timing: Prior to commencement of use

Advice:

An Operational Work application for roadworks is required. A maintenance period of one (1) year will apply to each Operational Work approval, and the applicant will be required to maintain the road for this period.

It is noted that the requirement for maintenance, after the maintenance period, on the section of roadworks to be constructed under this approval is not addressed under the conditions forming part of this approval.

Where applicable, maintenance costs are recouped by the levying of an annual special rate on the land or in some circumstances, by agreement between a major road user and Council.

These approaches allow for charges to be based on actual maintenance required, rather than preliminary estimates. It also allows for an equitable apportionment of costs where there are a number of major road users on a particular section of road.

ROADWORKS - SIGNAGE

ENG20. Street warning and regulatory signage shall be designed and installed in accordance with the requirements of the *Manual of Uniform Traffic Control Devices* and the Nanango Shire Planning Scheme.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG21. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG22. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

BLASTING

ENG23. No blasting is permissible within one (1) kilometre of a road reserve boundary, in accordance with the requirements of Nanango Shire's IPA Planning Scheme *Extractive Industry and Borrow Pit Code 4.5*.

Council's Advice to the Applicant

ADV1 The currency period for this development approval is four (4) years starting the day that this development approval takes effect. Section 341 (2) of the *Sustainable Planning Act 2009* provides the currency period in which the application will lapse.

ADV2 The Department of Infrastructure, Local Government and Planning has imposed conditions on the development permit and are attached as Appendix A.

ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV4. You are entitled to appeal against this decision. Attached is a copy of Section 339 of the *Sustainable Planning Act 2009* as regards Appeal Rights.

- ADV.5 Sections of the haul route are not paved, with a single lane formation and no drainage infrastructure. It is expected to require:
- a) initial pavement works and ongoing maintenance since it is not designed for the proposed increased heavy traffic that the quarry would generate;
 - b) extension of two cross-drains in conjunction with widening of the road to accommodate quarry traffic;
 - c) paving and sealing at the intersection with Greenwood Creek Road (for 50m on the southern approach of Tim Dwyer Rd and 50 metres on the western approach of Greenwood Creek Rd);
 - d) ongoing watering at critical zones during operations; and
 - e) improved sight distance at the intersection of Tim Dwyer Rd and Greenwood Creek Road.
- ADV.6 Greenwood Creek Road is unsealed and has isolated sections with grades greater than 8%. With the increased quarry traffic, formation widening, gravel resheeting and sealing of the sections with grades steeper than 8% are necessary.
- ADV.7 Mercer Springgate Road to the north is unsuitable for quarry traffic due to there being additional geometric issues that would need to be rectified at considerable expense.
- ADV.8. Further permits and approvals may be required for the use or site works to commence, including operational works approval. It is the applicant's responsibility to check all referrals and assessable development under the relevant Planning legislation.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

- GO3. Balanced development that preserves and enhances our region.
- GO3.3. Implement policies and plans that support appropriate planning and development for business, industry and community needs

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

7.2.4 P&LM - 1623994 - Forwarding Request to change an existing approval template for Youngman Street and Taylors Road Kingaroy - L3 SP181686 - Applicant; JFP Urban Consultants - CAP2016/0005 - Amended Conditions

Document Information

IR No 1623994

Author Technical Officer - Planning

**Endorsed
By MANAGER PLANNING AND LAND MANAGEMENT
GENERAL MANAGER CORPORATE SERVICES**

Date 7 February 2018

Précis

Forwarding Request to change an existing approval template for Youngman Street and Taylors Road Kingaroy - L3 SP181686 - Applicant; JFP Urban Consultants - CAP2016/0005 - Amended conditions

Summary

- Applicant has requested further changes to conditions as a result of the March 2017 requested change being considered at the May 2017 General Meeting;
 - o Nb. No Decision Notice was issued.
- Additional representations were based on Council recommendations and conditions:
 - o General Lot Layout
 - o Staging
 - o Engineering Conditions (Operational Works, Staging, Roads, Parks, Traffic Study and Kerb & Channelling)
- Original Development Permit for Material Change of Use (Master Planned Community) and Reconfiguration of a Lot (1 lot into 23 lots and parkland) was approved by Council on 9 December 2009 and Decision Notice issued 11 December 2009 (Council Reference IR444590);
- Council approved a change to this existing approval on 5 May 2014;
- The applicant wishes to stage the approval to allow the proposed development to facilitate smaller land releases;
- The DILGP considered the proposed changes and advised that it has no objection in correspondence received by Council on 6 March 2017; and
- Recommendation that Council partially agree to the further representations provided by the applicant as outlined in the officer's Recommendation below.

Officer's Recommendation

- A. That Council **approve** the amendments to the following conditions of the Reconfiguration of a Lot approval (deleted text in strikethrough and new text in bold):

~~All other conditions of development approval are to be retained as per Council's Decision Notice dated 25 September 2012.~~

PART A. GENERAL

- GEN1. Development of the subject land is to proceed generally in accordance with the following proposal plans submitted to Council:
- Drawing No. M2238-02H Sheet 1 of 1 (Master Plan) prepared by JFP Urban Consultants and dated 4 December 2013;
 - Drawing No. M2238-09 G Sheet 1 of 1 (Reconfiguration Plan) by JFP Urban Consultants and dated 17 July 2017;
 - Sunnyvale Master Plan Document prepared by JFP Urban Consultants and dated Version 4 – March 2017.

- GEN2. The following amendments are to be incorporated into the approved Masterplan Schedule and approved Plans. These amended plans and amended Masterplan Schedule are to be submitted to and approved by Council prior to the issue of a Development Permit for operational works associated with the Link Road construction.
- A minimum 5 metre and depth of 1.5 metre landscape buffer to be incorporated along the full frontage of the Bunya Highway (proposed Lots 1 to 5) and Taylors Road (proposed Lot 6) respectively on each of the plans. The purpose of the landscape buffer is to provide visual enhancement to the above frontages and soften harsh building lines and material for the future development of these lots.
 - Any shop over 500m2 shall require the submission of a Retail Needs Assessment as part of the Material Change of Use application.

Note

The assessment and establishment of the landscape buffer is to be undertaken as part of the material change of use applications over (proposed Lots 1 to 6) and resultant conditions of those approvals.

- GEN3. All works, including the relocation of services (Telstra, lighting etc.) are to be completed at no cost to Council.
- GEN4. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN5. All internal services are to be contained within the respective lots.

Staging

- RAL1. The Development Permit for Reconfiguration of a Lot relates to sixteen (16) allotments, **drainage reserves and roads** broken down into the following stages as per Drawing No. M2238 09 G prepared by JFP Urban Consultants and dated 17 July 2017.

- ~~Stage 1 – proposed Lot 1 and partial construction of the new north-south road for the full frontage of proposed Lot 1 including dedication of road reserve for the same extent of proposed new road.~~
- ~~Stage 2 – proposed Lots 12, 13, 14, and~~
 - ~~(a) – dedication of drainage reserve and Park for that area bounded by proposed lots 14 and 15, Youngman Street and the proposed adjacent north-south road reserve boundary; and construction of the detention basin and associated works within the same area.~~
 - ~~(b) – dedication of road reserves as follows:~~
 - ~~(i) – the link road connecting the proposed Fisher Street to Youngman Street for the full width of Lot 3 on SP181686;~~
 - ~~(ii) – the proposed new north-south road from the southern boundary of proposed Lot 1 to the above-mentioned link road~~

- (iii) ~~the new north-south road contiguous with proposed lots 10 to 16 inclusive, connecting the above-mentioned link road to the southern boundary of Lot 3 on SP181686; and~~
 - (iv) ~~the proposed road contiguous with proposed lots 8 to 11 inclusive, connecting the above-mentioned link road to the proposed north-south road opposite proposed lot 12.~~
 - (e) ~~full construction of the new north-south road contiguous with proposed lots 10 to 14 inclusive, to the southern boundary of proposed Lot 14 and construction of an access track from the southern boundary of proposed lot 14, suitable for wet-weather access by maintenance vehicles to the detention basin that will also allow access to this basin around the northern boundary of proposed lot 15; and~~
 - (d) ~~full construction for its full width of the link road contiguous with proposed lot 12 from Youngman Street to the eastern ends of the tangent points opposite the northern boundary of proposed lot 10, as well as all roadworks required within Youngman Street for the link road intersection with Youngman Street.~~
- ~~Stage 3A – proposed Lot 6 and construction of that part of the new north-south road from the southern boundary of proposed lot 1 to the southern boundary of proposed lot 6 and signalisation of the intersection of Taylors Road and Youngman Street consistent with the Point8 traffic study.~~
 - ~~Stage 3B – proposed Lot 7 and partial construction of that part of the new north-south road for contiguous with the full western frontage of proposed Lot 7.~~
 - ~~Stage 4 – proposed Lots 2, 3, 4 and 5 and construction of the link road (including the roundabout) from the eastern end of the Stage 2 roadworks to the southern end of the Stage 3B roadworks and to the eastern ends of the first link road tangent points east of the roundabout, opposite proposed lot 9.~~
 - ~~Stage 5 – proposed Lots 8, 9, 10 and 11. Dedication of the balance of drainage reserve and park not included at Stage 2; construction of associated drainage works and parks; and including the balance of the link road from the eastern end of the Stage 4 roadworks to the eastern boundary of Lot 3 SP181686, and the complete internal road contiguous with proposed Lots 8 to 11 inclusive.~~
 - ~~Stage 6 – proposed Lot 15 and Lot 16. Construction of:

 - (a) ~~the balance of the north-south road contiguous with proposed lots 15 and 16;~~
 - (b) ~~the permanent access structure that must cross the drainage reserve along this road to proposed lots 15 and 16;~~
 - (c) ~~all internal roads as part of a future application for an Operational Works permit and~~
 - (d) ~~signalisation of the intersection of the link road and Youngman Street.~~~~

Survey Marks

RAL2. Prior to the submission of the Plan of Survey to Council for all stages, the applicant is to reinstate survey marks and install new survey marks in their correct position in accordance with the Plan of Survey, and the work is to be certified in writing by a Licensed Surveyor.

Easements and Drainage Reserves

RAL3. Provide all easements or drainage reserves necessary for whatever purpose during the course of the engineering investigation and design. Such easements or drainage reserves are to be of an appropriate width to the purpose, but in any case, generally not less than 4.0m, except where otherwise stated. Such easements or drainage reserves shall be deeded to Council when the Survey Plan is submitted for sealing.

Staging

- ENG1. References to stages and stage boundaries in these conditions are based on the proposed staging shown in the JFP Consultants' Drawing No. M2238-09 G Sheet 1 of 1 (Reconfiguration Plan) by JFP Urban Consultants and dated 17 July 2017.
- ENG2. A separate application for an Operational Works permit will be required for each Reconfiguration of a Lot stage within this application.
- ENG3. The development must proceed in ~~sequence in the numerical order~~ **accordance with the sequence** as shown on the *Reconfiguration Plan*, Drawing No. M22380009G dated 17 July 2017, ~~that is, starting from Stage 1, to Stage 2, Stage 3A, Stage 3B, Stage 4, Stage 6~~ **unless otherwise approved by Council through a Change Application or considered in general accordance with the approved plans and documents.**

Operational Works

- ENG4. All assets to be donated to Council must be designed and constructed under a separate Development Permit for Operational Works, in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme and other standards and guidelines as specified herein and within the Operational Works approval conditions. All engineering designs, drawings, reports and other documents except as otherwise specified, which are related to the design of the works must be submitted for compliance assessment to Council's General Manager of Infrastructure with a development application for an Operational Works permit.
- ENG5. Planning reports for water supply, sewerage and stormwater drainage must be submitted for compliance assessment to Council's General Manager of Infrastructure, before submitting any application for an Operational Works Development Permit.
- ENG6. All engineering drawings submitted to Council must be prepared by; or under the direct supervision of a Registered Professional Engineer of Queensland (RPEQ) and contain the full name, RPEQ number, signature and date signed of the responsible RPEQ engineer.
- ENG7. Condition not used.**
- ENG8. "Park" may not include land below Q100 flood level.

Roads

- ENG9. All roads must be designed and constructed in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme, AUSTROADS guides, Queensland Streets and where relevant Rural Road Design – Guide to the Geometric Design of Rural Roads (AUSTROADS).
- ENG10. All roads within the boundaries of each stage must be constructed as part of Operational Works approved for that stage. Appropriate interim end treatments to roads, including cul-de-sac heads, must be provided at the time when a road is constructed, in cases where a road will later continue through an adjacent stage.
- ENG11. The detailed design of internal roads and intersections with Youngman Street and Taylors Road including signalisation must be consistent with the *Kingaroy Sunnyvale Development Traffic Study* by Point8 (P8TS) (January 2017) and submitted as part of an application for an Operational Works.
- ENG12. Road pavements must be designed to cater for traffic loading at ultimate development stage.

- ENG13. Internal road and intersections layout must be as shown conceptually on Drawing No. M22380009FG *Reconfiguration Plan*, by JFP Consultants, dated 17 July 2017.
- ENG14. Road classifications and requirements are as follows—
- (a) The proposed Link Road for Fisher Street from the eastern boundary of Lot 3 SP181686 west to its intersection with Youngman Street, but excluding that road section contiguous with the boundaries of proposed lots 4, 9, 10 and the eastern boundaries of proposed lot 5:
 - (i) 13m kerb to kerb, with barrier kerb and channel Type B1 required to both sides of the road; and
 - (ii) Minimum 20m wide road reserve width with a minimum 10m wide open space reserve corridor to both sides of, and abutting the road reserve.
 - (b) The proposed Link Road for Fisher Street for that section contiguous with the boundaries of proposed lots 4, 9, 10 and the eastern boundaries of proposed lot 5:
 - (iii) 13m kerb to kerb, with barrier kerb and channel Type B1 required to both sides of the road;
 - (iv) Minimum 30m wide road reserve width and a minimum 10m wide open space corridor abutting the road reserve and contiguous with the adjacent boundaries of proposed lots 9 and 10.
 - (c) The proposed connection road from the Link Road north to its connection with Taylors Road:
 - (i) 12m kerb to kerb width, with barrier kerb and channel Type B1 required to both sides of the road; and
 - (ii) Minimum 22m wide road reserve width with minimum 4.0m wide verges.
- ENG15. Road design must give priority to the proposed Link Road detailed in condition ENG140, before all other internal roads (i.e., excluding Taylors Road and Youngman Street, which must have higher priority). All intersections must have appropriate turn-outs and channelisation compliant with the requirements of Austroads *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*.
- ENG16. The intersections of the proposed internal roads with Taylors Road and Youngman Street must be designed in accordance with *the Austroads Guide to Traffic Engineering Practice*
- *Intersections at Grade* having consideration for the Arterial nature of both roads. Any land required for the purpose of intersection roadworks must be dedicated as road reserve at no cost to Council.

Kerb & Channelling

- ENG17. All streets must be provided with kerb and channelling.
- ENG18. All kerb and channel must comply with the type details in IPWEAQ standard drawing SEQ RS-080, Kerb and channel profiles and dimensions including edge restraints, median and invert.
- ENG19. Condition not used.**
- ENG20. Condition not used.**

Pathways and Footpaths

- ENG21. The applicant must construct pathways in accordance with the details in IPWEAQ standard drawing SEQ R-065, Concrete Pathway Construction Details, and the requirements of Table S2.7 – Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme.
- ENG22. Kerb (pram) ramps complete with TGSIs compliant with IPWEAQ standard drawings R-090 to R-094 inclusive must be provided wherever footpaths terminate at a street;

a street intersection or a park, when the particular sub-stage of the development proceeds.

- ENG23. The full width of all verges behind all kerb and channelling, exclusive of concrete pedestrian pavement and vehicle cross-overs must be graded, topsoiled and turfed as follows:
- (a) Minimum cross fall of 1.5% and a maximum cross fall of 4% width;
 - (b) 100mm depth of approved loam;
 - (c) turfing behind the kerb must extend at least one (1)m beyond the back of the Kerb and Channel; and
 - (d) a 1.0m wide strip of turf must be placed perpendicular to the kerb line for the full width of the verge (excluding concrete surfaces) at a maximum of 10m intervals.

Traffic Control

- ENG24. Any Concrete Threshold Slabs must be designed and constructed in accordance with the Guide to Residential Streets and Paths – Cement and Concrete Association of Australia. Alternatively stamped and coloured asphalt will be acceptable.
- ENG25. Traffic Calming devices, Streetscape works and Entrance Statements must be designed and constructed in accordance with current best practice and as a minimum to the requirements of Queensland Streets and in accordance with the requirements of Table S2.5 – Location and Design Standards of the Kingaroy Shire IPA Planning Scheme.
- ENG26. Street lighting, warning and regulatory signage and street name plates must be designed and installed in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), relevant Australian Standards and Schedule 2 of the Kingaroy Shire IPA Planning Scheme.
- ENG27. Access to all lots must comply with the requirements of the Kingaroy Shire IPA Planning Scheme.

ENG28. Condition not used.

Road Names

- ENG29. The applicant must submit three (3) road names for each new road, compliant with the requirements of Council's Infrastructure Asset Naming Policy, for Council's consideration and approval.

Stormwater Drainage

- ENG30. The stormwater drainage system serving the site must be designed so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-development case. Compliance with this condition must be documented in the final detailed stormwater management report.
- ENG31. The applicant must submit a Stormwater Management Plan, detailing:
- (a) drainage paths within and outside proposed allotments;
 - (b) detention basins including inlet and outlet details;
 - (c) Hydraulic design for stormwater including sizing and location of all proposed pipe, culvert and channel flows and provision of all software data files ;
 - (e) Details of all pre-and post-development flows and related hydraulic parameters;
 - (f) Details of any cut or fill required to direct stormwater to a lawful point of discharge
- ENG32. The stormwater drainage system serving the site must be designed in accordance with the requirements of the Queensland Urban Drainage Manual (QUDM) and certified by a RPEQ engineer; and so that the development will not make material changes to the pre-development location, duration, frequency or concentration of

overland stormwater flow at the point of discharge to all downstream properties including road reserves. In the event that a material change to the pre-development stormwater flows will occur:

- (a) the applicant must produce evidence to Council's satisfaction of a lawful right as to the method for stormwater discharge over the downstream land; and
- (b) the detailed design must incorporate adequate measures to mitigate any negative or adverse effects or consequences on downstream persons and/or property, including road reserve. This design must be incorporated and referred to in the final detailed stormwater management report.

- ENG33. The stormwater management network servicing the ultimate development of the subject site must be designed to comply with the stormwater management provisions contained within the State Planning Policy (~~Revision April 2016~~) **2017 or as revised from time to time**. Compliance with these policies and guidelines must be explicitly addressed and make up part of the overall stormwater management report.
- ENG34. Each proposed stage of the development must have its own Lawful Point of Discharge, which must be nominated in the Stormwater Management Plan and the applicant must produce evidence to Council's satisfaction of its lawful right to discharge at these nominated points.
- ENG35. The stormwater drainage must be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development. Compliance with this condition must be documented in the final detailed stormwater management report.
- ENG36. All stormwater collected from the site including roof water must be released to a lawful point of discharge. Such works must be sized and constructed as determined by the detailed design, having regard for all the engineering compliance conditions.
- ENG37. At any proposed lot where storm water discharge cannot be satisfactorily drained to the street frontage, a secondary drainage system must be provided along the rear boundaries, or such other boundaries as appropriate. Such drainage system must be connected to the main drainage system and designed in accordance with the requirements of QUDM, to the level as determined by Council's General Manager of Infrastructure.
- ENG38. Detention basins must be designed to comply with the provisions of the *Water Supply (Safety & Reliability) Act 2008* particularly with reference to referable dams; and in accordance with the requirements of the Queensland Urban Drainage Manual and Australian Rainfall and Runoff and must be constructed so as to ensure the integrity of the embankment during filling. A detailed hydrologic and geotechnical design and detailed engineering drawings must be submitted for compliance assessment.
- ENG39. Heavy duty galvanised steel roof water kerb adaptors (Kacey or similar) must be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with the requirements of Table S2.13 *Stormwater Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.

Easements & Drainage Reserves

- ENG40. The applicant must provide all easements or drainage reserves found necessary for whatever purpose during the course of engineering investigation and design. Such easements or drainage reserves must have a width that is appropriate to their purpose, but in any case, generally not less than 4m, except where otherwise stated.

Such easements or drainage reserves must be deeded to Council when the Survey Plan is presented for sealing.

- ENG41. Drainage reserves, which must be deeded to Council, are required covering the major flow paths and detention basin shown in concept on JFP Consultants' drawing numbers DS07A and DS09 dated 26/05/2016. The widths of these drainage reserves must be justified on the basis of hydrologic and hydraulic analyses and report within the revised or new Stormwater Management Plan report required to be submitted for Compliance Assessment before any application for an Operational Works permit.
- ENG42. Easements are required over any inter-allotment drainage systems. Such easements must be not less than 3m in width.

Water Supply

- ENG43. Water must be reticulated to each lot in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code).
- ENG44. No connection is permitted to the existing 75mm diameter water main on Youngman Street.
- ENG45. Nominal Main Sizes must be designed in accordance with the *Planning Guidelines for Water Supply and Sewerage April 2010*, and Technical Bulletins published by the Department of Energy & Water Supply and must address the demand and pressure required at each lot, including the demand created by all future stages.
- ENG46. The *Tapwood Nominee Pty Ltd Youngman Street, Kingaroy Water Supply and Sewerage Analysis* report by Worley Parsons (October 2008) must be reviewed, updated and submitted for compliance assessment. Alternatively, another water supply analysis report must be submitted for compliance assessment.
- ENG47. Certification from a Registered Professional Engineer -Queensland (RPEQ) must be provided confirming that all lots proposed at each stage and in all stages can be supplied with a fully reticulated gravity water supply system in the High Level Zone. Such certification must ensure that the system meets the minimum pressure and flow requirements, including fire fighting, of the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG48. Detailed design drawings required to comply with water supply conditions must be lodged for Compliance Assessment as part of a separate application for an Operational works permit. These drawings must also include details of those mains proposed to be constructed external to the boundaries of Lot 3 SP181686 that are required to connect to Council's existing water mains, for each stage of the proposed development.

Sewerage

- ENG49. Sewerage must be connected to Council's network at one or more points nominated or agreed to by Council's General Manager of Infrastructure; provided that the applicant is responsible for supplying and constructing all sewers outside the allotments to the agreed points of connection; and house drains within them, in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme; the *Plumbing and Drainage Act 2002*; Australian standards including AS3500; the provisions of WSA-02 *Sewerage Code of Australia*; and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code), as applicable.

- ENG50. Where Council's General Manager of Infrastructure agrees that on-site sewage disposal systems may be installed as an interim measure that may remain until a Material Change of Use, including but not limited to a retirement and aged care use; or the creation of smaller lots within stages is approved, these systems must comply with the requirements of the Kingaroy Shire IPA Planning Scheme, the *Queensland Plumbing and Wastewater Code* and Australian standards including AS1547 and AS3500.
- ENG51. The *Tapwood Nominee Pty Ltd Youngman Street, Kingaroy Water Supply and Sewerage Analysis* report by Worley Parsons (October 2008) must be reviewed, updated and submitted for compliance assessment. Alternatively, another sewerage analysis report must be submitted for compliance assessment.
- ENG52. Nominal Main Sizes must be designed in accordance with the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.
- ENG53. Detailed design drawings required to comply with sewerage conditions must be submitted for compliance assessment as part of a separate application for an Operational works permit. These drawings must also include details of how construction of sewers will be staged for each stage of the proposed development.
- ENG54. Except for the times and in the places where Council temporarily permits the use of an on-site sewage treatment system, certification from a Registered Professional Engineer -Queensland (RPEQ) must be provided confirming that all lots proposed at each stage and in all stages can be serviced with a sewerage system that can connect to Council's sewerage network at one or more points nominated or agreed to by Council's General Manager of Infrastructure. Such certification must ensure that the system meets the requirements of the *Planning Guidelines for Water Supply and Sewerage April 2010* and Technical Bulletins published by the Department of Energy & Water Supply.

Earthworks

- ENG55. Any proposed earthworks must be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Kingaroy Shire IPA Planning Scheme Part 3 Division 2 unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines. A certificate of quality and uniformity of fill must be provided by the Supervising RPEQ for all filled areas.

Standard of Works

- ENG56. Works must be constructed generally in accordance with the specification requirements outlined in AUS-SPEC and the IPWEA Standard Drawings, unless otherwise agreed by Council's General Manager of Infrastructure.

Survey Marks

- ENG57. The applicant must install Permanent Survey Marks (PSMs) within the T-intersections:
- (a) at the proposed road entering Taylors Road (Stage 1);
 - (b) at the proposed link road entering Bunya Highway (Stage 2); and
 - (c) at the proposed link road adjacent to the eastern boundary of Lot 3 SP181686 (Stage 5)
- ENG58. Before the sealing of the Plan of Survey for each stage, the applicant must provide a certificate signed and dated by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks have been reinstated

where necessary and all survey marks are in their correct position, in accordance with the current Plan of Survey.

PART B – STAGE 1 CONDITION

Roads

- ENG60. A minimum two (2) metre wide strip of land for the full frontage of Lot 3 SP181686 to Taylors Road must be deeded at Stage 1 to Council as road reserve, when the Survey Plan is presented for sealing.
- ENG61. Except for roadworks required for the proposed link road intersection with Youngman Street, the applicant must construct all roadworks pertaining to Stage 1. The design of roadworks submitted with an Operational Works application for this stage must be consistent with in accordance with the findings of the Kingaroy Sunnyvale Development Traffic Study by Point8 (P8TS) (January 2017). Roadworks that must be constructed for this stage include including:
- (a) for the intersection of Taylors Road with the proposed internal road adjacent to the eastern boundary of proposed lot 1;
 - (b) for the complete width of the internal road for the length of the eastern property boundary of proposed lot 1; and
 - (c) for any upgrades not already built but identified by the P8TS at the intersection of Taylors Road and Youngman Street and for Youngman Street, excluding signalisation.

Pathways and Footpaths

- ENG62. The applicant must construct pathways that must be constructed for this stage must be in accordance with the General Engineering Conditions of approval and their details will be subject to compliance assessment by Council when an application is made for a Material Change of Use permit.as follows:
- (a) 2m wide the full frontage of proposed Lot 1 along Taylors Road;
 - (b) 2m wide for the full frontage of Lot 3 SP181686 along Youngman Street;
 - (c) 2m wide on both sides of the street at the eastern side of proposed Lot 1.

Water Supply

- ENG63. The applicant must provide a complete, revised, updated or new water supply and sewerage analysis report as specified in the General Engineering Conditions of approval, which addresses the entire ultimate water supply network for all stages of the proposed development, for compliance assessment
- ENG64. The water main proposed for Stage 1 must be adequate to supply all future stages of the development that are proposed to be connected to the same main.

Sewerage

- ENG65. The applicant must provide a complete, revised, updated or new water supply and sewerage analysis report as specified in the General Engineering Conditions of approval, which addresses the entire ultimate sewerage network for all stages of the proposed development, for compliance assessment.
- ENG66. The specified revised or updated report must address staging of sewerage works including design concepts for on-site sewerage, a sewage pumping station and sewerage rising mains.
- ENG67. On-site sewage treatment may be provided for Stage 1 in accordance with the General Engineering Conditions of approval, as an interim measure that may remain until a Material Change of Use is approved for proposed Stage 3A; or the creation of smaller lots within any stage is approved, whichever comes first.

PART C – STAGE 2 CONDITIONS

- ENG68. The applicant must construct all roadworks pertaining to Stage 2 under a separate Development Permit for Operational Works including:
- (a) that section of the proposed link road within the boundary of proposed Stage 2;
 - (b) for the complete width of the internal road for the length of the eastern property boundary of proposed lots 12, 13, 14, "Park" and 15; and **maintenance access of the "Park"**;
 - (c) For the intersection of the proposed link road and Youngman Street, in accordance with the P8TS.

Pathways and Footpaths

- ENG69. The pathways that must be constructed for this stage must be in accordance with the General Engineering Conditions of approval and their details will be subject to compliance assessment by Council.

Stormwater Drainage

- ENG70. All stormwater easements and reserves for all proposed stages of the development, as found necessary for whatever purpose during the course of engineering investigations including as identified in the revised or new Stormwater Management Plan as approved by Council's General Manager of Infrastructure must be deeded to Council with or before Stage 2, when the Survey Plan is presented for sealing.

PART D – STAGE 3A CONDITIONS

Roads

- ENG71. The applicant must construct all roadworks pertaining to Stage 3A under a separate Development Permit for Operational Works including for the complete width of the internal road extending from the end of Stage 1 works to the southern boundary alignment of proposed lot 6.

Pathways and Footpaths

- ENG72. The pathways that must be constructed for this stage must in accordance with the General Conditions of engineering approval and their details will be subject to compliance assessment by Council.

Sewerage

- ENG73. On-site sewage treatment may be provided for Stage 3A in accordance with the General Engineering Conditions of approval, as an interim measure that may remain until a Material Change of Use is approved for this stage; or the creation of smaller lots within this stage is approved, whichever comes first.

PART E – STAGE 3B CONDITIONS

Roads

- ENG74. The applicant must construct all roadworks pertaining to Stage 3B under a separate Development Permit for Operational Works.

Pathways and Footpaths

- ENG75. The applicant must construct 2m wide pathways in accordance with the General Engineering Conditions of approval on both sides of street adjacent to the western boundary of proposed lot 7.

Sewerage

- ENG76. On-site sewage treatment may be provided for Stage 3B in accordance with the General Engineering Conditions of approval, as an interim measure that may remain until a Material Change of Use is approved for this stage; or the creation of smaller lots within this stage is approved, whichever comes first.

PART F – STAGE 4 CONDITIONS Roads

ENG77. The applicant must construct all roadworks pertaining to Stage 4 under a separate Development Permit for Operational Works.

Pathways and Footpaths

ENG78. The applicant must construct 2m wide pathways in accordance with the General Engineering Conditions of approval on both sides of the portion of the proposed link road with frontages to proposed lots 4 and 5.

PART G – STAGE 5 CONDITIONS Roads

ENG79. The applicant must construct all roadworks pertaining to Stage 5 under a separate Development Permit for Operational Works.

Pathways and Footpaths

ENG80. The pathways that must be constructed for this stage must in accordance with the General Engineering Conditions of approval and their details will be subject to compliance assessment by Council when an application is made for a Material Change of Use permit.

PART H – STAGE 6 CONDITIONS Property

Access

ENG82A. Provide property access in accordance with the details in Table S2.7 – Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme; and Council's standard Drawing No. SBRC00049.

ENG82B. Only one access to proposed lot 16 will be permitted, **unless otherwise approved by a Reconfiguration of a Lot approval.**

Water Supply

ENG82C. The proposed development must connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.

Sewerage

ENG83. On-site sewage treatment may be provided for Stage 6 in accordance with the General Engineering Conditions of approval, as an interim measure that may remain until a Material Change of Use is approved for this stage; or the creation of smaller lots within this stage is approved, whichever comes first.

Council's advice to the applicant

ADV1. Section 3.5.21 of the *Integrated Planning Act 1997* provides the currency period in which this application will lapse if is not acted upon.

ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV3. Attached for your information is a copy of Section 4.1.27 of the *Integrated Planning Act 1997* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention.

- a) the applicant's Appeal Period commences upon receipt of this advice and expires 20 business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV4. The applicant is encouraged to discuss the proposed development with Ergon Energy upon receipt of this approval, to facilitate the timely supply of electricity to the development. Connection of electricity may take up to eight (8) months from the date of application to Ergon Energy.
- ADV5. All engineering reports, designs and drawings including as-constructed drawings submitted to Council for compliance assessment must be certified by an appropriate Registered Professional Engineer of Queensland.
- ADV6. At the time of application for Operational Works approval and before construction works may commence, the applicant will be required to submit the following design drawings for compliance assessment by Council's General Manager of Infrastructure: –
- (a) Internal roadworks plans, cross-sections, typical detailed cross-section and pavement design details;
 - (b) Water supply internal reticulation plans and design details;
 - (c) Sewerage layout plans, longitudinal sections and design details;
 - (d) Stormwater layout plans longitudinal sections and design details;
 - (e) Landscaping plan and detailed planting schedule;
 - (f) Electricity layout; and
 - (g) Environmental management works.
- ADV7. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed Operational Works must be GDA94 MGA Zone 56.
- ADV8. Council expects that as-constructed revisions of all drawings submitted for Operational Works will be provided in DWG or DXF format and in accordance with the IPWEA 2015 *Guidelines for Creation and Submission of ADAC XML Files*. All text should be easily legible at A3 size.
- ~~ADV9. Staging boundaries proposed in the applicant's drawing M22380009F dated 24th February 2017 have been modified so that:~~
- ~~(a) construction of the section of "link" road adjacent to stage 3B (including from the eastern boundary of the property) can be delayed until Stage 5; and~~
 - ~~(b) construction of the section of the internal road from Taylors Rd to the link road adjacent to Stage 4 will be brought forward to stages 3A and 3B.~~
- ADV10. Stage 6 will need to contribute to the cost of the link road.
- ADV11. Any work over or adjacent to Council's buried infrastructure such as sewers, water mains and stormwater drains, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material is subject to the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure*. MP1.4 prohibits building over sewers in all cases except certain lightweight Class 10 structures.
- ADV12. Given the changes to layouts, connections and design criteria, the previous *Tapwood Nominee Pty Ltd Youngman Street, Kingaroy Water Supply and Sewerage Analysis* report by Worley Parsons (October 2008) is not acceptable and requires review because:
- (a) The report was based on an over 50s lifestyle setup, mixed housing and a motel.

- (b) There are concerns in relation to fire-fighting supply capacity and about the lack of an internal development layout, making assessment difficult.
- (c) Assumed design criteria were lower than at present.

- ADV13. Each allotment that has a water connection lower than RL 480m AHD or would otherwise have a pressure of 500 kPa or more at the connection point will require a pressure reducing valve (PRV) on its service connection point to avoid excessive consumer supply pressure even under normal conditions, but exacerbated by any transient pressure spikes such as from a pump turning on or off.
- ADV14. Council can check water supply system capacities for a fee. In that case, Council would liaise with the consultant who developed the model. Otherwise the applicant can contact the consultant directly and the result would be subject to a compliance check by Council.
- ADV15. If Council is engaged to undertake the network modelling work, proposed subdivision layouts and details of proposed water mains connection points to Council's existing system at each stage of the development will be needed for checking all main sizes and flows.
- ADV16. The purpose of the water main leaving the "park" (near lot 14 as shown on Drawing M2238 00 09 F) on Youngman Street) requires clarification. From an allotment connection viewpoint, it is unnecessary. The applicant may not connect to the existing water main on Youngman Street because it is on a different pressure zone and is only 75mm diameter. It provides a trickle feed service to a restricted rural residential zone at 1.5 L/s.
- ADV17. The staging plan indicates 6 stages. Information will be required as part of an application for an Operational works permit on how the proposed staging will ensure that both water and sewerage services will be available concurrently for each stage.
- ADV18. Council will require submission of detailed water supply and sewerage designs and design drawings including sizes of mains, pump stations, etc., based on the revised or new planning report(s) as part of an application for an Operational Works permit.
- ADV19. Due to the site topography, it is expected that a sewage pumping station (SPS) and rising mains servicing areas to the north of the proposed link road will be required to discharge to the existing trunk sewer to the south. The SPS and rising main would need to service stages 1, 3A, 3B and 4, and may require staging to avoid odour issues. The revised sewerage report must cover these issues.
- ADV20. The original water supply network model indicated connections to existing infrastructure that have not yet been constructed, and the proposed connection points to Council's mains may have changed. The model showed 6 connection points to the water supply system via the adjacent eastern development. The size and number of connections now proposed is unclear, which may affect water supply capacity, particularly firefighting capacity.
- ADV21. Changes at later proposed stages reducing the number of water supply connection points will require upgrading, particularly because there is no available connection point from Youngman Street.
- ADV22. Council commissioned a peer review of the applicant's traffic study with the result that the latter is not acceptable. Council also commissioned an independent traffic study -the *Kingaroy Sunnyvale Development Traffic Study* by Point8 (January 2017), which will form the basis for what Council will accept from the applicant for Operational Works designs. This is expected to include signalisation of the

intersection of Youngman Street and Taylors Road at Stage 3A and the intersection of Youngman Street and the link road at Stage 6.

- ADV23. Council has designed an upgrade to the intersection of Taylors Road and Youngman Street and will construct it to this design, based on projected traffic volumes without consideration of ultimate traffic volumes generated by the proposed development. A future upgrade to suit the proposed development is expected to be at the applicant's cost.
- ADV24. Unless the applicant can provide proof that it owns the copyright for; or has the permission of the copyright owner to use the stormwater management report that is referred to in the development application, Council is not free to accept this report and a new stormwater report will be required.
- ADV25. It is not clear how stormwater to the north of the future link road will be managed. The link road forms the boundary between two stormwater catchments on this site. Therefore the new or revised stormwater management plan must address requirements for the entire site.
- ADV26. The new or revised stormwater management plan and design drawings submitted as part of an application for an Operational Works permit must clearly show the extent of Q100 flows and their levels to AHD, within all drainage corridors. No land below Q100 level will be accepted as park reserve.
- ~~ADV27. Footpaths will be required at MCU stage. Footpaths for the link road will be required to be 2m wide and to both sides of the road. Footpaths will be required along the entire frontages of the site to Taylors Rd and Youngman St.~~
- ADV28. Extension of the green space within the 40m wide road reserve to each side of the future Fisher Street (link road) from the proposed development immediately to the east would be accepted as part of the applicant's Parks contribution.
- ~~ADV29. Proposed lot 15 could be moved to Stage 6 or be included with Stage 2. Stage 2 is expected to include the drainage and park reserve area labelled "park" on Drawing M22380009F dated 24th February 2017.~~
- ~~ADV30. Further to condition ENG14, the previously supplied Drawing No. M2238-02H Sheet 1 of 1 (Master Plan) prepared by JFP Urban Consultants and dated 4 December 2013 as amended by Council 19/4/2017 shows the typical kerb to kerb road widths that Council expects would be provided for the classes of roads concerned. Other related typical details for roads that may be required within Stage 6 are as tabulated below. However, it is recognised that internal road configurations for Stage 6 may change and the marked-up drawing M2238-02H Sheet 1 of 1 does not form part of this approval.~~

Kerb to kerb width (m)	IPWEA Kerb type	Minimum Road reserve width (m)	Verge width (m)
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- ADV31. As part of a future application for a Material Change of Use permit, at locations where barrier kerb and channel will be required, Council will condition access from each property to the abutting road carriageway to be in accordance with the details on Council's standard drawing SBRC 00048 *Residential Property Access and Kerb Crossover* and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ADV32. As part of a future application for a Material Change of Use permit, at locations where barrier kerb and channel will be required, where the applicant must provide

property access points from the same road, Council will condition these to be separated by at least 15m with setbacks of at least 10m from any intersection or property access on an adjoining site.

ADV33. Council is not in favour of direct access to the rear of properties via Taylors Road and Youngman Street for lots adjoining Taylors Road and Youngman Street, but this will be considered in conjunction with a future Material Change of Use application.

ADV34. Council is not in favour of direct access to the proposed link road. Given that proposed lots 4, 7, 8, 9, 10 and 12 have other road access, there is no need for them to directly access the link road. In the case of proposed lot 5, access to the link road close to the highway is also undesirable and there is no need for it to have access along its east-west boundary. Council would prefer that proposed lot 5 have access directly to the roundabout.

B. That Council **approve** the following requested changes to the Material Change of Use (Master Planned Community):

- Update cover page to include new version number and date
- Section 3.0 Interpretation
 - Amend Table 1 – defined terms to include a definition for Service Station as extracted from the planning scheme
- Section 4.3.3 Table of Assessment for the Commercial Precinct
 - Include Service Station as an impact assessable use
- Section 5.2 Specific Outcomes
 - Amend Probable Solution P1.2 to allow a minimum lot size of 1000m² where 3 or more multiple dwelling units are created
- Section 6.3 Commercial Precinct
 - Insert new Specific Outcome O7 and Probable Solution P7 as follows:

O7 New development on lots fronting Taylors Road or Youngman Street must provide adequate visual screening of the development through provision of landscaping along the road frontage
 - P7 A minimum 2.0m wide landscape buffer is provided along the full frontage of Taylors Road and Youngman Street, excluding pedestrian and vehicular access points.
- Section 6.4 Retirement and Aged Care Precinct
 - Insert new Specific Outcome O6 and Probable Solution P6 as follows:

O6 New development on lots fronting Taylors Road or Youngman Street must provide adequate visual screening of the development through provision of landscaping along the road frontage
 - P6 A minimum 2.0m wide landscape buffer is provided along the full frontage of Taylors Road and Youngman Street, excluding pedestrian and vehicular access points.

C. That Council **refuse** the following requested changes to the Material Change of Use (Master Planned Community):

- Section 4.3.3 Table of Assessment for the Commercial Precinct

- Amend the minimum size of a code assessable shop within the Commercial precinct to 1,000m²
 - Include Service Station as a code assessable use within the Commercial Precinct
 - Section 6.3 Commercial Precinct
 - Amend Specific Outcome O6 to replace 500m² with 1000m² so as to only require a Commercial Needs Assessment for a shop with a gross floor area of 1000m² or more
- D. That Council **approve** the engineering conditions included in Section A of this report.

Adopted Infrastructure Charges Notice

To: Kingaroy Investments Pty Ltd
C/- JFP Urban Consultants
PO Box 6
MAROOCHYDORE QLD 4558

Date of Issue: 5 May 2017

Reference Number: CAP2016/0005

Amount of the Charge: \$133,440.00

Land to which the charge applies: Youngman Street and Taylors Road, Kingaroy (and described as Lot 3 on SP181686)

The person to whom the charge must be paid: South Burnett Regional Council

When the charge is payable: **Reconfiguring a Lot:** Prior to Council approval of the plan of subdivision for the reconfiguration (in accordance with Section 648H (a) of the *Sustainable Planning Act 2009*).

Advisory Notes:

- The abovementioned charge payable will be based on Council's policy and the charge applicable at the time of payment;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Coordinator, Infrastructure and Planning on 4189 9100;
- The apportionment of infrastructure charges to the relevant networks is proposed as follows:

Youngman Street & Taylors Road, Kingaroy			
Reconfiguring a Lot			
Reference CAP2016/0005			
DEVELOPMENT CONTRIBUTIONS			
Description	No. of lots	Infrastructure Rate	Total Infrastructure Cost
RAL	16	\$8,896.00	\$142,336.00
Credit for RAL	1	\$8,896.00	\$8,896.00
TOTAL			\$133,440.00

The charge issued on 9 May 2014 was \$125,775.00 (IR1252673). Using CPI adjustment:

CPI Adjusted Amount			
Date	Amount	Brisbane CPI	Adjusted Amount
9 May 2014	\$125,775.00	105.65	
March 2017		110.50	\$131,548.86

Financial and Resource Implications

Infrastructure charges were included as part of the Decision Notices issued by Council on 11 December 2009 and 25 September 2012 (Council Reference: IR 444590) as the subject site is included within the infrastructure charges area within Planning Scheme Policy No. 7 of the Kingaroy Shire IPA Planning Scheme. On 1 November 2013, Planning Scheme Policy No. 7 was superseded by the Adopted Infrastructure Charges Resolution No. 1 2013 (AICR). A infrastructure charges notice is therefore included in the approval.

~~Due to the period between the last Change to Existing Approval and the most recent an updated Infrastructure Charges Notice has been calculated.~~

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.
Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Council's Development Engineer provided a new set of Engineering Conditions due to the development being Staged.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.5 P&LM - 2402567 - Material Change of Use Development Permit - Extension to Shop (Major Shopping Development); Restaurant; Takeaway Food Store & Retail Warehouse at 2-18 Avoca Street Kingaroy - Lot 32 SP204696 - MCU17/0005

Document Information

IR No 2402567

Author Helena Charlton – Reel Planning Pty Ltd

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 12 February 2018

Précis

Material Change of Use Development Permit - Extension to Shop (Major Shopping Development); Restaurant; Takeaway Food Store & Retail Warehouse at 2-18 Avoca Street Kingaroy - Lot 32 SP204696 - MCU17/0005

Summary

- This application seeks a Development Permit for Material Change of Use for Extension to Shop (Major shopping development), Restaurant and/or Take-away food store and Retail Warehouse.
- The site currently comprises an IGA supermarket (GFA: 2,215m²), and retail outlets (total GFA: 2,302m²) with a combined GFA of 4,517m². The application involves an extension to the existing IGA and a change of use within the existing retail outlet building
- It is proposed to extend the current IGA and to provide additional shops including a café, liquor store, pharmacy and speciality shop. The proposed extension will result in additional floor space comprising:
 - Proposed extension to IGA – extension into existing liquor store: 163m²;
 - Restaurant &/or Takeaway Food Store: 85m²;
 - Shop 1 (potentially a liquor store): 150m²;
 - Shop 2 (potentially a pharmacy): 250m²; and
 - Shop 3 (potentially a specialty shop): 40m².
- The total gross floor area of the proposed extension will increase the GFA on the site by 525m². The total gross floor area of the site will be 5,042m².
- Future use may include a Retail warehouse. Part of the application also seeks to clarify the previous approval via a change to the description of the development to include **Major Shopping Development (Retail outlet) to Shop/Retail warehouse**.
- A new roof is also proposed to be built over the outdoor dining area ancillary to the existing Domino's Pizza tenancy within the eastern retail outlet building.
- Recommended that Council approved Development Permit for Material Change of Use for Extension to Shop (Major shopping development), Restaurant and/or Take-away food store and Retail Warehouse situated at 2-18 Avoca Street, Kingaroy

Officer's Recommendation

That a **Development Permit** for a **Material Change of Use for Extension to Shop (Major shopping development), Restaurant and/or Take-away food store and Retail Warehouse at 2-18 Avoca Street, Kingaroy** on land described as Lot 32 on SP204696, is approved subject to the following conditions:

- GEN 1. The subject site is to be development generally in accordance with the plans and information submitted with the application, unless otherwise amended by the following conditions:
- Cover Sheet prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-00, Rev B
 - Site Plan – Existing and Proposed prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-01, Rev E
 - Roof Plan – Existing and Proposed prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-02, Rev B
 - Elevations 01 – Overall Site prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-03, Rev B
 - Elevations 02 – Overall Site prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-04, Rev B
 - IGA Centre - Proposed prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-05, Rev C
 - Retail Outlets - Proposed prepared by TRG Queensland Pty Ltd, date 29/08/2017, Ref No. DA-06, Rev B

APPROVED DEVELOPMENT

- GEN 2. The approved development is a Material Change of Use for Extension to Shop (Major shopping development), Restaurant and/or Take-away food store and Retail Warehouse. as shown on the approved plans. The total gross floor area of the proposed extensions shall not exceed the GFA on the site by 525m². The proposed extension will result in additional floor space comprising:
- Proposed extension to IGA – extension into existing liquor store: 163m²;
 - Restaurant &/or Takeaway Food Store: 85m²;
 - Shop 1 (potentially a liquor store): 150m²;
 - Shop 2 (potentially a pharmacy): 250m²; and
 - Shop 3 (potentially a specialty shop): 40m².

COMPLIANCE

- GEN 3. All conditions of this approval must be complied with before the change occurs (prior to the commencement of use) and while the use continues to the satisfaction of Council, unless otherwise stated.
- GEN 4. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works
- GEN 5. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use,
- GEN 6. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN 7. Maintain the site in a clean and orderly state at all times.
- GEN 8. Apart from declared weeds and pests, trees and scrubs and landscaped areas currently existing on the site, shall be retained where possible, and action taken to minimise disturbance during construction work.

NOTICE OF INTENTION TO COMMENCE

- MCU 1. Prior to commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with Council's Decision Notice issued in respect to this development.

LIGHTING

- MCU 2. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

LANDSCAPING

- MCU 3. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5 - Landscaping must be submitted to Council for Compliance Assessment prior to any work commencing on site.

Landscaping must be planted, maintained and irrigated in accordance with the approved Landscaping Plan prior to commencement of the use.

REFUSE STORAGE COLLECTION

- MCU 4. Any areas that are dedicated for the collection and/or storage of solid waste on the premises must be:
- (a) level;
 - (b) provided with impervious hard stand and drained; and
 - (c) screened from view from the street or adjoining properties.

- MCU 5. Dedicated refuse bin areas must be provided for the washing out of the refuse bins and:
- (a) all tap outlets must be fitted with backflow prevention devices;
 - (b) the floor areas must be drained to sewer; and
 - (c) must be covered so that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

ENGINEERING WORKS

- ENG 1 Submit to Council, an Operational Work application for all civil works including earthworks, storm water, roadworks, access, parking and design vehicle manoeuvring (B99 only).
- ENG 2 Complete all works approved, and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.
- ENG 3 Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Development Manual and Standard Drawings and relevant Australian Standards.
- ENG 4 Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

- ENG 5 Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

MAINTENANCE

- ENG 6 Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.
- ENG 7 Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG 8 Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG 9 Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

CONSTRUCTION AND NUISANCE MANAGEMENT PLAN

- ENG 10 Submit to Council for endorsement, a Construction and Nuisance Management Plan for approved development works for the site. The Plan is to cover where applicable, the following:
- a. air quality management;
 - b. noise and vibration management;
 - c. storm water quality management;
 - d. erosion and sediment management;
 - e. vegetation management;
 - f. waste management;
 - g. complaint management;
 - h. community awareness;
 - i. preparation of site work plans;
 - j. workers' car parking arrangements; and
 - k. traffic control during works.

Timing: Prior to commencement of works.

- ENG 11 Implement the approved Construction Management Plan at all times during construction of the development.
- ENG 12 Ensure a legible copy of the approved Construction Management Plan is available on-site at all times during construction and earthworks.

STORMWATER MANAGEMENT

- ENG 13 Provide stormwater management generally in accordance with the Contour Consulting Stormwater Advice letter dated 17 August 2017, subject to detailed design and except as altered by conditions of this development approval.
- ENG 14 Connect the development to the existing underground stormwater system.
- ENG 15 Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG 16 Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG 17 Stormwater from sealed areas is required to be piped to the existing underground stormwater system.
- ENG 18 Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG 19 Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

LAWFUL POINT OF DISCHARGE

- ENG 20 Lawful point of discharge for the development is Avoca St.
- ENG 21 Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG 22 Connect the development to Council's reticulated water supply system via a single connection for the whole of the development. The internal water supply system shall be designed to accommodate firefighting requirements for the whole of the development.

Advice: Any water sub meters installed for individual tenancies are considered the property of the developer, and will not be maintained by Council.

SEWERAGE

- ENG 23 Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.
- ENG 24 Actual connection to Council's live sewerage infrastructure must be undertaken by or under the supervision of Council.
- ENG 25 Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally), except as approved by Council.
- ENG 26 Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes, except as approved by Council.
- ENG 27 Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
-

ENG 28 The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system, and building footings shall meet the requirements of the QDC MP1.4 Building over or near relevant infrastructure.

TRADE WASTE

ENG 29 Individual tenancies within the development that require a trade waste certificate shall have their own separate grease trap.

PARKING AND ACCESS - GENERAL

ENG 30 Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.

ENG 31 Design and construct all sealed areas with concrete or asphalt.

ENG 32 Provide a minimum of 156 car parking spaces including a minimum of 4 person with disability (PWD) car parking spaces. 16 of the existing on-street car parks shall remain.

ENG 33 Design & construct all PWD car parking spaces in accordance with AS2890.6.

ENG 34 Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.

ENG 35 Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.

ENG 36 Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

ENG 37 Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

PARKING AND ACCESS - SERVICING

ENG 38 Provide loading bay facilities for an Articulated Vehicle in the location generally shown on the approved plan(s) of development that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.

ENG 39 Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements of an Articulated Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

ENG 40 Manoeuvring diagrams in accordance with AS2890.1 for a B99 design vehicle shall be submitted to Council to demonstrate that vehicles can sufficiently enter and exit car parking spaces.

VEHICLE ACCESS

ENG 41 Construct a commercial crossover between the property boundary and the edge of the Avoca St road pavement, having a minimum width of 6.0m metres, generally in accordance with IPWEA Standard Drawing No. RS-051, Revision F. Ensure that

crossover width and splay is designed to accommodate turning movements of an Articulated Vehicle.

ENG 42 Construct any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

REDUNDANT CROSSOVERS

ENG 43 Remove all redundant crossovers and reinstate the kerb and channel, road pavement, services, verge and any footpath to the standard immediately adjacent along the frontage of the site.

ROADWORKS - FRONTAGE WORKS

ENG 44 Design and construct all required roadworks on the Avoca St frontage of the proposed development including, but not limited to:

- a. Removal of the existing traffic island at the entry access and associated pavement repairs;
- b. Removal and/or reinstatement of linemarking;
- c. Construction of the new traffic island;
- d. Removal of street trees and reinstatement of the footpath;
- e. Any works associated with the construction the new access.

ENG 45 All work shall be in accordance with Council Standards, relevant Austroads' Standards, and Council's Planning Scheme.

PEDESTRIAN FOOTPATH/SHARED PATH

ENG 46 Construct a 1.5 metre wide footpath along the Avoca St Frontage, between the current entry access and the proposed entry access of the development site, in accordance with IPWEA Standard Drawing No. RS-065, Revision G.

ROADWORKS AND PEDESTRIAN SAFETY

ENG 47 Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

ENG 48 Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

ENG 49 Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG 50 Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG 51 Earthworks involving cut or fill greater than 1 metre in height or if the quantity of material is greater than 50m³, will be subject to an Operational Work application.

ENG 52 Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG 53 Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.
- ENG 54 Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

ADVICE

- ADV1 The currency period for this development approval is four (4) years starting the day that this development approval takes effect. Section 341 (2) of the *Sustainable Planning Act 2009* provides the currency period in which the application will lapse.
- ADV2 The Department of Infrastructure, Local Government and Planning has imposed conditions on the development permit and are attached as Appendix A.
- ADV3. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV4. You are entitled to appeal against this decision. Attached is a copy of Section 339 of the *Sustainable Planning Act 2009* as regards Appeal Rights.

Financial and Resource Implications

None identified

Link to Corporate/Operational Plan

- GO3. Balanced development that preserves and enhances our region.
- GO3.3. Implement policies and plans that support appropriate planning and development for business, industry and community needs

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

7.2.6 P&LM - 1651844 - Forwarding an IDAS Application for a Material Change of Use - Intensive Animal Industry - Proposed 28500 SPU Piggery on Lot 203 SP251979 Morgans Road Windera - Applicant: Wilson Pastoral Co. P/L - MCUI2016/0006

Document Information

IR No 1651844 MCUI2016/0006

Author David Zanker – Senior Planner, Reel Planning Pty Ltd

Endorsed

**By MANAGER PLANNING AND LAND MANAGEMENT
GENERAL MANAGER CORPORATE SERVICES**

Date 09 February 2018

Précis

Forwarding an IDAS Application for a Material Change of Use - Intensive Animal Industry - Proposed 28500 SPU Piggery on Lot 203 SP251979 Morgans Road Windera - Applicant: Wilson Pastoral Co. P/L - MCUI2016/0006

Summary

- Material Change of Use to expand the “Morning Hills” piggery from 5,200 standard pig units (SPU) to 7,376 standard pig units (SPU) (Stage 1), and 7,376 standard pig units (SPU) to 28,500 standard pig units (SPU) (Stage 2)
- The application is subject to impact assessment against the *Murgon Shire IPA Planning Scheme* and is considered to be generally in accordance with the relevant provision of the planning scheme
- Public notification was undertaken between 15 March 2017 and 5 April 2017. Eight (8) submissions objecting to the development were received by Council
- The *Department of Infrastructure, Local Government and Planning (DILGP)* approved the development subject to the upgrade of the Kratzmanns Road / Murgon-Gayndah Road intersection on 3 April 2017
- The *Department of Agriculture and Fisheries* approved the application from the applicant for an environmental authority on 13 March 2017
- The applicant proposes to stage the development by constructing three (3) shed initially to allow the expansion to commence before the required road upgrades, as outlined in this report, are required
- The proposal is considered to be consistent with the rural zoning of the site and well separated from sensitive receptors
- Appropriate conditions are included to mitigate the potential impact on Kratzmanns Road
- It is recommended that Council *approve* a Development Permit for Material Change of Use for Intensive Animal Husbandry subject to reasonable and relevant conditions.

Officer's Recommendation

That a **Development Permit** for a **Material Change of Use (Intensive Animal Husbandry)** to expand the existing piggery from 5,200SPU to 28,500 SPU at 592 Morgans Road, Windera on land described as Lots 202 and 203 on SP251979, is approved subject to the following conditions:

General

- GEN1. The subject site is to be development generally in accordance with the plans and information submitted with the application, unless otherwise amended by the following conditions:
- “Morning Hills” Piggery Expansion Development Application, Cadastral Plan prepared by FSA Consulting, Date 11/07/17, Drawing No. 8496 Masterplan Figure 2 Cadastral Plan
 - “Morning Hills” Piggery Expansion Development Application, Proposed Piggery Site layout Plan prepared by FSA Consulting, Date 11/07/17, Drawing No. 8496 Masterplan Figure 4 Proposed Piggery
 - “Morning Hills” Piggery Expansion Development Application, Proposed Piggery Site layout Plan prepared by Premise Agriculture, Date 19/07/17, Drawing No. 8496 Masterplan Figure 4 Proposed Piggery, Modified in Red by Transport and Main Roads 26 September 2017
 - Proposed Piggery Expansion – 592 Morgans Road Windera, Concept Plan 2, Kratzmanns Road Causeway prepared by UDP Group Pty Ltd, Date 15/12/2016, Drawing No. FSA-0002-SK02 Rev. 1

Approved Development

- GEN2. The approved development is a Material Change of Use (Intensive Animal Husbandry) to expand the existing piggery from 5,200SPU to 28,500 SPU as shown on the approved plans. The approval may be implemented via stages with Stage 1 consisting of three (3) sheds and only.

Compliance

- GEN3. All conditions of this approval must be complied with before the change occurs (prior to the commencement of use) and while the use continues to the satisfaction of Council, unless otherwise stated.
- GEN4. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Operational Works Permit for Roadworks
 - Development Permit for Building Works
- GEN5. All conditions, works, or requirements of this approval must be undertaken and completed prior to the commencement of use,
- GEN6. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN7. Maintain the site in a clean and orderly state at all times.
- GEN8. Apart from declared weeds and pests, trees and scrubs and landscaped areas currently existing on the site, shall be retained where possible, and action taken to minimise disturbance during construction work.

Notice of Intention to Commence

- USE1. Prior to commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with Council’s Decision Notice issued in respect to this development.
- USE2. The land owner must ensure compliance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002* and any successive legislation.

RPEQ Certification

- ENG 1. All engineering reports, designs and detailed design drawings submitted to Council for shall be certified by a Registered Professional Engineer of Queensland.

- ENG 2. An Operational Works application complete with detailed engineering drawings must be submitted to Council before any roadworks may commence. All Operational works shall be supervised and certified by a Registered Professional Engineer of Queensland (RPEQ).

Roads and Access

- ENG 3. Property access shall be provided prior to the commencement of Stage 1, in accordance with the details in Table S2.7 – *Design and Construction Standards* of the Murgon Shire IPA Planning Scheme; and generally in accordance with the details on Council's standard Drawing No. SBRC 00049(B) Rural Access (Signed) except that the turn-out radii shall be the minimum value necessary to meet the swept path requirements of an articulated vehicle (AV), as defined in AS/NZS 2890.
- ENG 4. Vehicle manoeuvring and parking shall be provided as shown in concept on FSA Consulting Drawing No. 8496 entitled Morning Hills Piggery Expansion Development Application Proposed Piggery Site Layout Plan.
- ENG 5. Prior to the development exceeding 7,376 SPU (Stage 2), Kratzmanns Road at the Winderah Creek crossing must be upgraded, to Council requirements, as shown conceptually on UDP Drawing Number FSA-0002-SK02 Rev 1 dated 15/12/2016, entitled *Concept Plan 2 Kratzmanns Rd Causeway*.
- ENG 6. That section of the intersection of Kratzmanns Road and Murgon-Gayndah Road west from the tangent points in Kratzmanns Road shall be upgraded as shown conceptually on UDP Drawing Number FSA-0002-SK01 Rev 1 dated 15/12/2016, entitled *Concept Plan 1 Kratzmanns Rd / Murgon-Gayndah Rd Intersection*.
Timing: *In conjunction with the upgrade of the intersection of Kratzmanns Road and Murgon-Gayndah Road, as conditioned by SARA.*
- ENG 7. Proposed roadworks must be carried out in accordance with the Murgon Shire IPA Planning Scheme, Schedule 2 Tables S2.1, S2.5 and S2.6(b) and must be undertaken under a separate Development Permit for Operational Works.

Stormwater

- ENG 8. Management of stormwater shall be in accordance with Schedule 2, Tables S2.11, S2.12 and S2.13 Design and Construction Standards of the Murgon Shire IPA Planning Scheme.
- ENG 9. Post-development stormwater flows at the point of discharge to all downstream properties including road reserves must remain consistent with the pre-developed case.
- ENG 10. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties.

Council's Advice to the Applicant

- ADV1. The currency period for this development approval is four (4) years starting the day that this development approval takes effect. Section 341 (2) of the *Sustainable Planning Act 2009* provides the currency period in which the application will lapse.

- ADV2. The Department of Infrastructure, Local Government and Planning has imposed conditions on the development permit and are attached as Appendix A.
- ADV3. The Department of Agriculture and Fisheries issued and environmental authority pursuant to the *Environmental Protection Act 1994* that takes effect once the development application is approved.
- ADV4. With reference to the *UDP Road Impact Assessment Report No. FSA0002/R01 Rev A* dated 17 January 2017, Council may consider a voluntary infrastructure agreement to share the cost of roadworks at the Windera Creek crossing of Kratzmanns Road, as shown conceptually on UDP Drawing Number FSA-0002-SK02 Rev 1 dated 15/12/2016 as required by condition ENG5.
- ADV5. That part of the intersection of Murgon-Gayndah Road and Kratzmanns Road east of the tangent points on Kratzmanns Road is the responsibility of the Department of Transport & Main Roads, Queensland and the applicant should approach the Department concerning these works.
- ADV6. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV7. You are entitled to appeal against this decision. Attached is a copy of Section 339 of the *Sustainable Planning Act 2009* as regards Appeal Rights.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

- GO3. Balanced development that preserves and enhances our region.
- GO3.3. Implement policies and plans that support appropriate planning and development for business, industry and community needs

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

7.2.7 P&LM - 2455221 - Request for Negotiated Decision Notice - Material Change of Use & Reconfiguration of a Lot - 2 Walter Road Kingaroy - Lots 27 & 28 SP233460 - Applicant: Bunnings Group Limited - MCUI2017/0002 & ROLC2017/0007

Document Information

IR No 2455221

Author Technical Officer - Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 13 February 2018

Précis

Request for Negotiated Decision Notice - Material Change of Use & Reconfiguration of a Lot - 2 Walter Road Kingaroy - Lots 27 & 28 SP233460 - Applicant: Bunnings Group Limited - MCUI2017/0002 & ROLC2017/0007

Summary

- Applicant submitted representations on 15 January 2018 requesting a Negotiated Decision Notice in relation to the Development Permit for a Material Change of Use - Retail Warehouse, Sales or Hire Premises, Shop & Garden Centre (Stage 1) and Reconfiguring a Lot – 1 lot into 2 lots and access easement (Stage 2);
 - Original application was approved at the General Council meeting held on Wednesday 15 November 2017 with a Decision Notice forwarded to the applicant on 22 November 2017;
 - Representations include (Refer to Attachment A):
 - Administrative Changes as requested by the applicant (does not affect the approval)
 - Conditions GEN1 & 2 (Stage 1: Material Change of Use)
 - Condition MCU2 (Visual Amenity)
 - Condition MCU5 (Refuse Storage Collection)
 - Condition MCU7 (Fencing)
 - Condition MCU9 (Lighting)
 - Condition MCU10 (Landscaping)
 - Condition ENG3 (Engineering Works)
 - Conditions ENG11 & 13 (Parking and Access – General)
 - Condition ENG19 (Parking and Access – Servicing)
 - Conditions ENG22 & 23 (Pedestrian Footpath/Shared Path)
 - Condition ENG31 (Earthworks – Retaining Structures and Batters)
 - Condition GEN1 (Stage 2: Reconfiguring a Lot)
 - Condition ENG10 (Lawful Point of Discharge)
 - Condition ENG17 (Electricity)
 - Recommendation that Council partially agree to the representations provided by the applicant as outlined in the Officer's Recommendation below.
-

Officer's Recommendation

- A. That Council **approve** amendments to the following conditions of the Material Change of Use and Reconfiguring a Lot approval (deleted text in strikethrough and new text in bold):

STAGE 1 – MATERIAL CHANGE OF USE

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

Project No: HD50 - Drawing No: HD01 Rev 12 - Title: Overall Site Plan	Date: 11-08-2017
Project No: HD50 - Drawing No: HD02 Rev 12 - Title: Site Plan	Date: 10-08-2017
Project No: HD50 - Drawing No: HD05 Rev 12 - Title: Elevations 1 of 3	Date: 11-08-2017
Project No: HD50 - Drawing No: HD07 Rev 12 - Title: Elevations 3 of 3	Date: 11-08-2017
Project No: HD50 - Drawing No: HD06 Rev 12 - Title: Elevations 2 of 3	Date: 11-08-2017
Project No: HD50 - Drawing No: HD11 Rev 12 - Title: Stage 2 Plan	Date: 11-08-2017
Project No: HD50 - Drawing No: HD12 Rev 12 - Title: Concept Intersection Plan	Date: 11-08-2017
Project No: HD50 - Drawing No: HD04 Rev 12 - Title: Roof Plan	Date: 11-08-2017
Project No: HD50 - Drawing No: HD10 Rev 12 - Title: Stage 1 Plan	Date: 11-08-2017

~~Drawing No: HD02 Rev 12~~

~~Description: Bunnings Site Plan~~

~~Amendments: Amend the plan in accordance with Condition 23~~

~~The approved plans must be amended to incorporate the amendments listed within this Development Approval and resubmitted to Council prior to the issue of any operational works approval, building works approval or Council's approval of plumbing and drainage works, or prior to commencement of use for any stage, whichever occurs first.~~

- MCU2. Open storage areas, loading areas, and other unsightly areas must be screened from view from all street frontages and public places.

The drainage corridor (Lot 11 on RP862347) to the south is not a public space.

- MCU5. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
 - provided with impervious hard stand and drained; and
 - if facing either the street frontage or adjoining properties where directly visible from a road frontage, public place or residential zoned land**, screened by a 1.8m high fence around the full perimeter.

- MCU7. **If applicable, fences of solid** Fence construction along property boundaries connecting to a road frontage over 1.2m in height are tapered to 1.2m in height over a length of 4m toward the road frontage. **If applicable, fences with gaps that permit 50% transparency along property boundaries connecting to a road frontage over 1.5m in height are tapered to 1.5m in height over a length of 4m towards the frontage.**

- MCU9. Design all external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

~~Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic.~~ Direct all security and flood lighting away from adjacent premises to minimise the protrusion of light outside of the property.

- MCU10. Prior to any landscaping work commencing on site, submit to Council a detailed Landscape Plan prepared by a Landscape Architect **generally** in accordance with the Landscape Concept Plan **provided by Citicene (Drawing No. 40-835-SD001B, dated 15 February 2017) and Planning Scheme Policy No. 5 – Landscaping in the Planning Scheme for the Shire of Kingaroy.** ~~listed within this Development Approval, plans must include:~~
- ~~— A plant schedule indicating species, number and container size for all new planting;~~
 - ~~— A schedule of materials and surface finishes demonstrating maximum pedestrian connectivity and legibility across the site;~~
 - ~~— Typical planting details including preparation, backfill, staking and mulching;~~
 - ~~— Internal dimensions of all planting areas demonstrating a minimum clear planting width of 1.5m in any direction;~~
 - ~~— Location, height and materials of any fencing along the property frontage and other property boundaries;~~
 - ~~— Where shade tree planting occurs in vehicle parking areas, each planting bed has a minimum area of 2sqm and is unsealed and permeable;~~
 - ~~— Plantings along frontages or boundaries are in the form of defined gardens with three tier planting comprised of groundcovers, shrubs (understorey), and trees (canopy) and provided with a drip irrigation system, mulching and border barriers.~~

Landscaping is to utilise plant species that are appropriate for the location and intended purpose of the landscaping. Guidance on plant selection is provided in Branching out – Your Handy Guide to Tree Planting in the South Burnett.

- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

This condition is imposed under Section 665 of SPA.

- ENG5A. Provide stormwater management generally in accordance with the Conceptual Site Based Stormwater Management Plan prepared by Bligh Tanner, dated 21 July 2017, subject to detailed design and except as altered by conditions of this development approval.**
- ENG13. Provide 209 car parking spaces including a minimum of 4 person with disability (PWD) car parking spaces, and 4 trailer parking spaces, as shown on High Definition Design Pty Ltd Dwg no HD02 Rev 12 dated ~~23/3/2016~~ **10/8/2017.**
- ENG19. Design along the route, **intended to accommodate an Articulated Vehicle** to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements an Articulated Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.
- ENG23. Where the footpath is located over proposed Lot 11 (Bunnings site), as indicated on the amended plan (High Definition Design Pty Ltd Dwg HD02 Rev 12 dated 10/8/2017), an easement shall be provided in favour of Council to allow for future maintenance of the footpath **the footpath shall be maintained by the property owner to Council standards at all times. Alternatively, the owner can enter into a Maintenance Agreement with Council for maintenance of the footpath.** The final location of the footpath is to be determined during detailed design in liaison with Council.
- ENG31. Ensure retaining walls and earthworks batters designs do not adversely affect **cause a nuisance** to adjoining properties or services within the vicinity.

STAGE 2 – RECONFIGURING A LOT

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions.

Drawing No: HD11 Revision 12

Description: Subdivision of Approved Lot 1 – Stage 2 Plan dated 11-08-2017

~~Amendments: Amend to comply with Landscape Concept Plan, Drawing No. 40-835-SD002 B Date 15 February 2017 or Revise Overall Site Plan in particular Lot 12 to reflect the 3m wide landscape buffering Drawing No. 40-835-SD002 B Date 15 February 2017.~~

~~The approved plans must be amended to incorporate the amendments listed within this Development Approval and resubmitted to Council prior to the issue of any operational works approval, building works approval or Council's approval of plumbing and drainage works, or prior to commencement of use for any stage, whichever occurs first.~~

ENG10. Lawful point of discharge for the development is the drainage **easement corridor (Lot 100 on RP862347)** to the south, and/or the D'Aguilar Highway (subject to TMR approval).

~~ENG17. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.~~

B. That Council **refuse** the following requested changes to the following conditions of the approval and retain the original conditions as approved.

STAGE 1 – MATERIAL CHANGE OF USE

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
Development Permit for Building Works;
Development Permit for Plumbing and Drainage Work;
Development Permit for Operational Work for all civil works including earthworks, stormwater, water, sewerage, roadworks, access and parking.

ENG11. Design all access driveways, circulation driveways, parking aisles and car parking spaces **generally** in accordance with **the approved Bunnings Site Plan (HD02 Rev 12)** Australian Standard 2890.1 – Parking Facilities – Off Street Car Parking.

ENG22. Construct a 1.5 metre wide footpath along the D'Aguilar Highway for the full frontage of the development site in accordance with IPWEA Standard Drawing No. RS-065, Revision F.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Council's Development Engineer addressed the applicant's representations relating to the engineering conditions.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.8 P&LM - 2437268 - Requesting a Negotiated Decision - Boundary Realignment & MCU - Rural Service Industry Peanut Seed Processing Plant - 11155 Bunya Highway Kingaroy - Crumpton Lot 17 & Lot 18 SP186414 - ROLC2017/0005

Document Information

IR No 2437268

Author Technical Officer Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 13 February 2018

Précis

Requesting a Negotiated Decision - Boundary Realignment & MCU - Rural Service Industry Peanut Seed Processing Plant - 11155 Bunya Highway Kingaroy - Crumpton Lot 17 & Lot 18 SP186414 - ROLC2017/0005

Summary

- Applicant submitted representations on 28 November 2017 requesting a Negotiated Decision Notice in relation to the Boundary Realignment and Rural Service Industry Development Permit;
- Original application was approved at the General Council meeting held on Wednesday 11 October 2017 with a Decision Notice forwarded to the applicant on 16 October 2017;
- Representations by the applicant include (Refer to Attachment A):
 - o Part A – RAL Condition ENG3 Easement – request to delete
 - o Part B – MCU Condition MCU5 Hours of Operation – amend condition
- Additional discussions were held between Council staff and the applicant/s on Monday 12 February 2018 regarding operating hours and noise conditions;
- It is recommended that Council approve the request and amend conditions accordingly.

Officer's Recommendation

That Council *approve* the request for a Negotiated Decision Notice and re-arrange the conditions of approval to reflect the appropriate developments (deleted text in strikethrough and new text in bold):

A.

Development Permit for the Reconfiguration of a Lot (Boundary Realignment)

Easement

~~RAL3. The hardstand area identified on the plan titled Boundary Realignment, Drawing No: 6464P/1, Sheet No: 1 or 1, dated 30/1/2016 on proposed Lot 7 shall be subject to an access easement in favour of proposed Lot 8. Alternatively the boundary of proposed Lot 8 may be amended to include the hard stand area wholly within proposed Lot 8.~~

B. Material Change of Use – Rural Service Industry (Peanut Seed Processing Plant)

General

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

- Layout Title: Site Layout, Date: 20/03/17, Job No: 137CCRU-1, Sheet No: W-01 of 2, Drawn by: M O'Connor
- ~~Layout Title: Site Plan, Date: 20/03/17, Job No: 137CCRU-1, Sheet No: W-02 of 2, Drawn by: M O'Connor~~
- ~~Layout Title: Site Plan, Date: 28/11/17, Job No: 137CRU-1, Sheet No: W-01 of 3, Drawn by: M O'Connor~~
- ~~Layout Title: Site Plan / Background, Date: 28/11/17, Job No: 137CRU-1, Sheet No: W-02 of 3, Drawn by: M O'Connor~~
- ~~Layout Title: Site Plan / Contours, Date: 28/11/17, Job No: 137CRU-1, Sheet No: W-03 of 3, Drawn by: M O'Connor~~

GEN8. The parking and turn-around area for heavy vehicle is restricted to the hardstand area identified on the plan titled Site Plan, Date: 28/11/17, Job No: 137CRU-1, Sheet No: W-01 of 3, Drawn by: M O'Connor. The parking and turn-around area must be clearly demarcated on site by erecting a fence or placement of bollards along the re-aligned boundary of Lot 18 on SP186414.

Landscaping

MCU1. A minimum 3m wide strip of landscaping is to be provided along the northern property boundary as per the detail in the following plan submitted:

- Layout Title: Site Plan, Date: ~~20/03/17~~ **Date: 28/11/17**, Job No: 137CCRU-1, Sheet No: ~~W-02 of 2~~ **Sheet No: W-01 of 3**, Drawn by: M O'Connor

Hours of Operation

MCU5. The hours of operation of the premises **between the first business day in October and last business day in February within a calendar year** shall be from ~~7:00am to 5:00pm~~ **6:00am to 6:00pm** Monday to Friday exclusively. **The hours of operation of the premises between the first business day in March and last business day in September within a calendar year shall be from 6:00am to 10:00pm Monday to Friday and no more than 20 days within this period from 6:00am to 6:00pm on a Saturday or Sunday.**

All activities associated with the approved use including machinery operation and truck movements shall occur within the hours of operation of the premises listed above.

Noise

MCU6. Noise emissions from the approved development shall not cause environmental harm or nuisance to adjoining properties or “sensitive receptors” in accordance with the *Environmental Protection (Noise) Policy 2008, Schedule 1 Acoustic quality objectives*.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Additional discussions were held between Council staff and the applicant/owner to discuss the proposed changes on Monday 12 February 2018.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

8. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation

8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Document Information

IR No 2462306

Author Cr Roz Frohloff

Date 16 February 2018

Précis

Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Summary

Cr Frohloff presented her Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Officer's Recommendation

That Cr Frohloff's Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

8.2 Water & Waste Water (W&WW)

Officer's Reports

8.2.1 W&WW - 2461043 - Permanent Road Closure of an area of Normanby Street Nanango adjoining a Reserve known as Lot 2 RP 180617

Document Information

IR No 2461043

Author Manager Water and Wastewater

**Endorsed
By** General Manager Infrastructure

Date 7 February 2018

Précis

An application for a permanent road closure being part of Normanby Street, has been approved by the Department of Natural Resources and Mines, requesting Council make payment of \$1100 plus application fees.

Summary

An application was made by Council to permanently close an area of un-formed road, part of Normanby Street, Nanango. This area adjoins a Reserve for Local Government (Sewerage), known as Lot 2 on RP180617. The area of land is approximately 1430m² and is already used as part of the general operations at the Nanango Sewage Treatment Plant.

It is recommended to Council to accept the offer of permanent road closure and to authorise Council officers to complete the Agreement of Acceptance of Offer and to pay the sale price of \$1100 and application fee of \$389.00.

Officer's Recommendation

That Council accept the offer and complete the required steps as outlined in the Agreement of Acceptance of Offer from the Department of Natural Resources and Mines.

Financial and Resource Implications

The total cost of \$1489.00 can be accommodated within the existing budget.

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

Nil

Legal Implications (Statutory Basis, Legal Risks)

This portion of land is required for normal operations of the Nanango Sewage Treatment Plant.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

The Lot/Plan will require to be surveyed.

9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

IR No 2462321

Author Cr Kathy Duff

Date 16 February 2018

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

Cr Duff presented her Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That Cr Duff's Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

IR No 2462318

Author Cr Ros Heit

Date 16 February 2018

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

Cr Heit presented her Finance, ICT and Human Resources Portfolio Report to Council.

Officer's Recommendation

That Cr Heit's Finance, ICT and Human Resources Portfolio Report to Council be received.

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2462899 - Monthly Financial Statements

Document Information

IR No 2462899

Author Finance Officer (Financial Reporting)

**Endorsed
By** General Manager Finance

Date 13 February 2018

Précis

Monthly Financial Report as at 31 January 2018.

Summary

The following information provides a Council's position as at 31 January 2018.

Officer's Recommendation

That the Monthly Financial Report as at 31 January 2018 be received and noted.

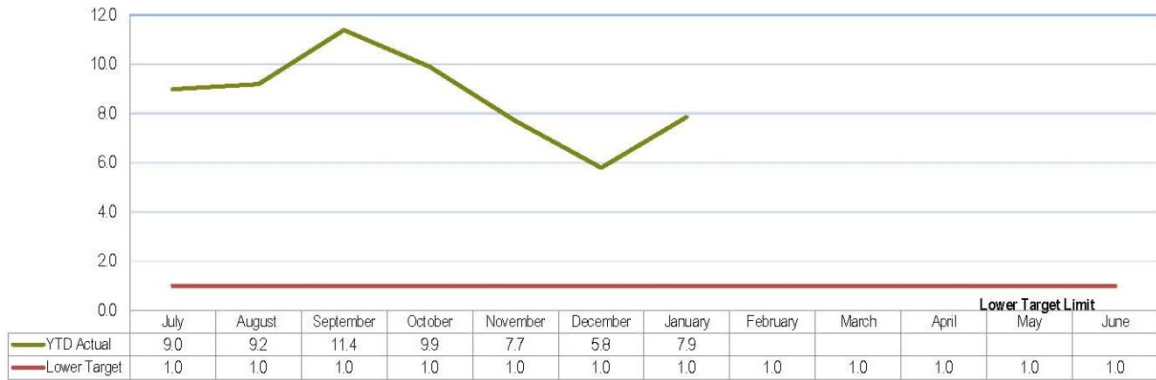
Key Performance Indicators

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBRC's Target	Status	Jan-18	Comments
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	7.9	
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	3.5	
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✓	3.34	
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	59%	
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	4.4%	
Cash Balance -\$M	Total Cash that Council held	$\text{Cash Held at Period End}$	Target greater than or equal to \$23M \$	✓	31.23	
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	4.0%	
Operating Performance Ratio	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%			
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	3.6%	

Graphs – Key Performance Indicators

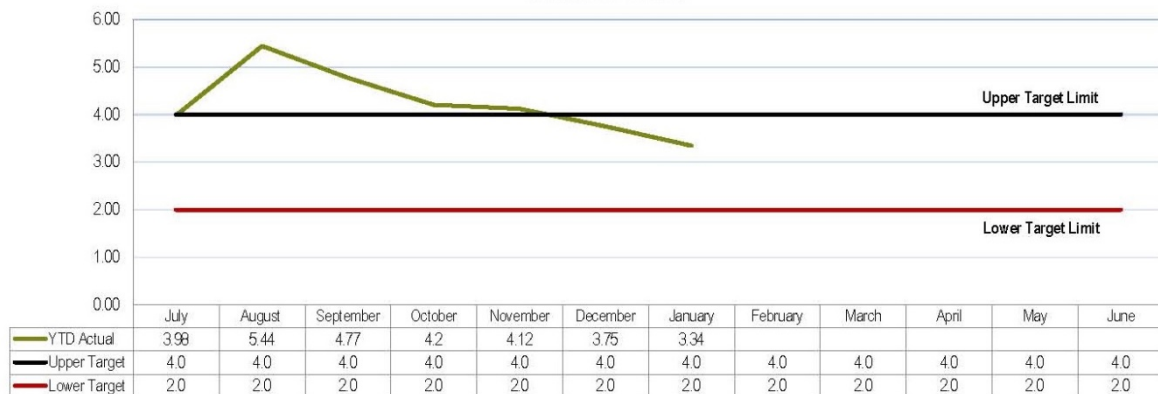
CASH RATIO



OPERATING CASH RATIO

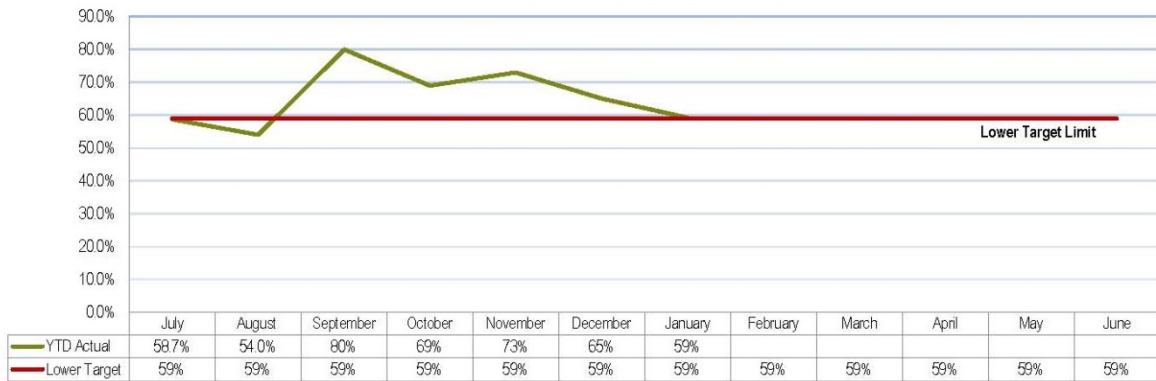


CURRENT RATIO

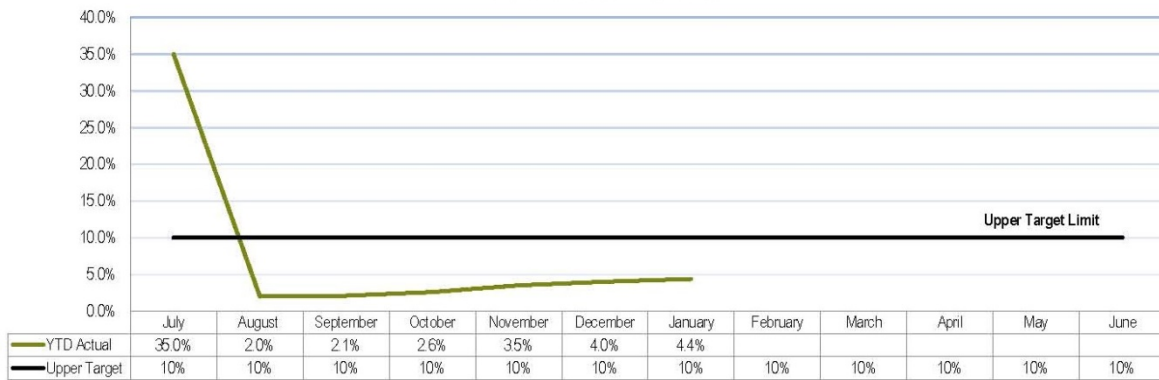


Graphs – Key Performance Indicators

FUNDED LONG TERM LIABILITIES



DEBT SERVICING RATIO

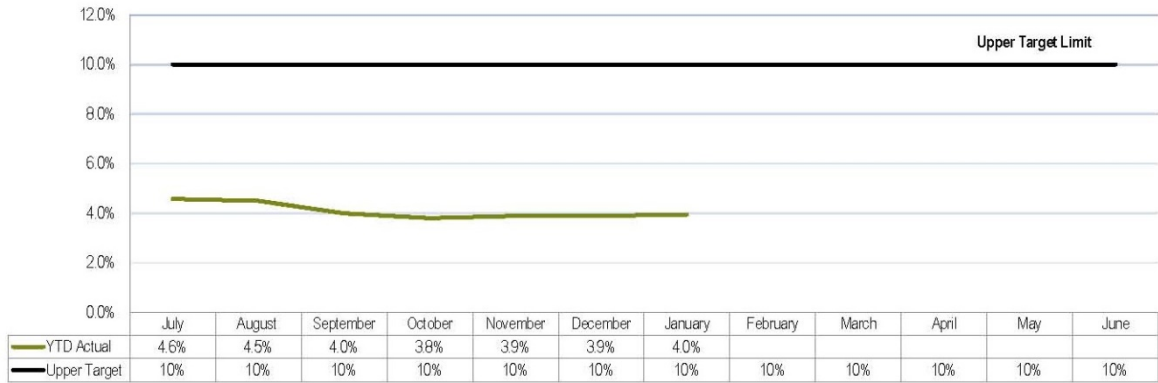


CASH BALANCE (M)

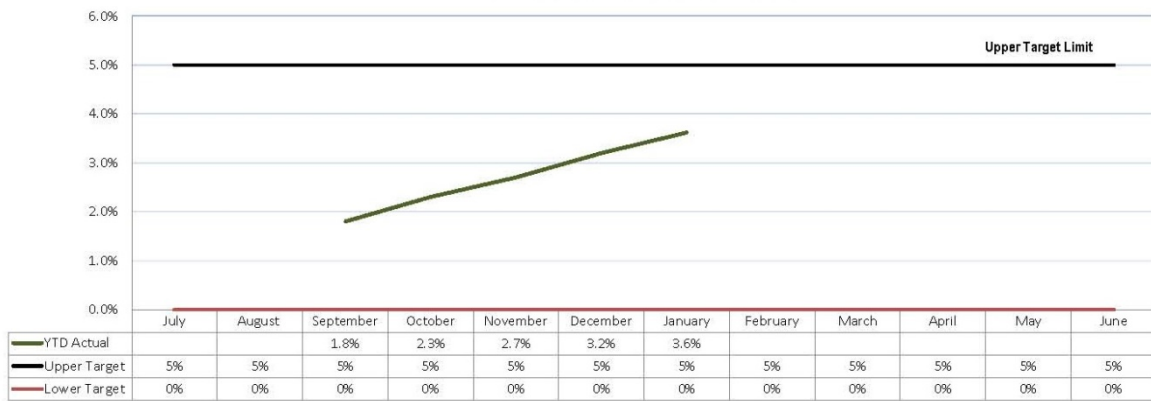


Graphs – Key Performance Indicators

DEBT TO ASSET RATIO



INTEREST COVERAGE RATIO



Statement of Comprehensive Income**Statement of Comprehensive Income**

as at 31 January 2018

58% of Year Complete

	2018	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
Income				
Revenue				
Recurrent Revenue				
Rates, Levies and Charges	22,852,063	45,388,370	45,379,370	50%
Fees and Charges	2,678,321	3,957,710	3,953,245	68%
Rental Income	260,097	491,725	491,725	53%
Interest Received	685,557	1,036,586	1,036,586	66%
Sales Revenue	1,665,798	3,014,212	3,014,212	55%
Other Income	432,783	395,251	452,670	96%
Grants, Subsidies, Contributions and Donations	2,813,869	7,357,573	8,111,325	35%
	<u>31,388,487</u>	<u>61,641,427</u>	<u>62,439,133</u>	
Capital Revenue				
Grants, Subsidies, Contributions and Donations	6,302,941	4,616,677	6,814,177	92%
Total Revenue	<u>37,691,429</u>	<u>66,258,104</u>	<u>69,253,310</u>	
Total Income	<u>37,691,429</u>	<u>66,258,104</u>	<u>69,253,310</u>	
Expenses				
Recurrent Expenses				
Employee Benefits	13,603,323	22,626,176	22,164,340	61%
Materials and Services	13,010,575	21,511,372	22,210,416	59%
Finance Costs	1,184,886	2,093,111	2,090,110	57%
Depreciation and Amortisation	9,463,208	14,833,103	14,833,103	64%
	<u>37,261,992</u>	<u>61,063,762</u>	<u>61,297,969</u>	
Capital Expenses	1,565,711	(475,475)	(466,250)	-336%
Total Expense	<u>38,827,702</u>	<u>60,588,287</u>	<u>60,831,719</u>	
Net Result	<u>(1,136,274)</u>	<u>5,669,817</u>	<u>8,421,591</u>	

Statement of Financial Position

Statement of Financial Position

as at 31 January 2018

	2017 \$	Original Budget \$	Amended Budget \$
Current Assets			
Cash and Cash Equivalents	31,234,307	28,727,735	30,319,380
Trade and Other Receivables	4,685,509	6,005,083	6,832,346
Inventories	1,140,206	1,218,556	1,218,556
Investments	-	-	-
Total Current Assets	<u>37,060,022</u>	<u>35,951,375</u>	<u>38,370,282</u>
Non-Current Assets			
Trade and Other Receivables	2,223,334	-	-
Property, Plant and Equipment	945,774,059	905,224,735	907,216,469
Intangible Assets	8,570,122	8,084,869	8,084,869
Total Non-Current Assets	<u>956,567,515</u>	<u>913,309,604</u>	<u>915,301,338</u>
TOTAL ASSETS	<u>993,627,537</u>	<u>949,260,979</u>	<u>953,671,620</u>
Current Liabilities			
Trade and Other Payables	3,589,986	4,832,251	5,739,646
Borrowings	3,975,066	2,387,352	2,387,352
Provisions	3,514,967	3,467,682	3,467,682
Unearned Revenue	127,440	-	-
Total Current Liabilities	<u>11,080,019</u>	<u>10,687,284</u>	<u>11,594,680</u>
Non-Current Liabilities			
Borrowings	35,322,812	38,267,463	38,267,463
Provisions	13,889,126	12,081,756	12,081,755
Unearned Revenue	2,114,943	-	-
Total Non-Current Liabilities	<u>49,211,938</u>	<u>50,349,219</u>	<u>50,349,218</u>
TOTAL LIABILITIES	<u>62,534,340</u>	<u>61,036,504</u>	<u>61,943,898</u>
NET COMMUNITY ASSETS	<u>931,093,197</u>	<u>888,224,475</u>	<u>891,727,722</u>
Community Equity			
Asset Revaluation Surplus	507,673,393	447,079,656	447,831,129
Retained Surplus/(Deficiency)	423,419,804	441,144,819	443,896,593
TOTAL COMMUNITY EQUITY	<u>931,093,197</u>	<u>888,224,475</u>	<u>891,727,722</u>

Financial and Resource Implications

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 26 June 2017.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Monitored by budget managers.

Legal Implications (Statutory Basis, Legal Risks)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

Asset Management Implications

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

10.2.2 F - 2463335 - Revenue Policy for the Financial Year Ending 30 June 2019

Document Information

IR No 2463335

Author General Manager Finance

Date 10 January 2018

Précis

Revenue Policy for the Financial Year ending 30 June 2019.

Summary

Section 193 of the *Local Government Regulation 2012* requires a Local Government to adopt a Revenue Policy for each financial year. The Revenue Policy must include:

1. Details of the principles that Council intends to apply for:
 - Levying rates and charges;
 - Granting concessions for rates and charges;
 - Recovering overdue rates and charges; and
 - Cost-recovery methods.
2. If the Local Government intends to grant concessions for rates and charges – the purpose for the concessions; and
3. The extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

The policy has been prepared having regard to the current legislation and information provided by Council during rating workshops that have been conducted over the past months.

Officer's Recommendation

That in accordance with Section 193 of the *Local Government Regulation 2012* the following Revenue Policy for the year ending 30 June 2019 be adopted.



Revenue Policy 2018/2019

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1. POLICY STATEMENT

1.1. Introduction

Under the *Local Government Act 2009*, the Council is required to have a system of financial management that includes a Revenue Policy. Further, under the *Local Government Regulation 2012*, Council must review its Revenue Policy annually in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year. The Revenue Policy is a component of System of Financial Management. Its adoption, in advance of setting the budget, allows Council to set out the principles that it will use to set its budget and to identify in broad terms the general strategy to be used for raising revenue.

Section 193 of the *Local Government Regulation 2012* requires a Local Government to adopt a Revenue Policy for each financial year. The Revenue Policy must state:

- Details of the principles that Council intends to apply for:
 - Levying rates and charges;
 - Granting concessions for rates and charges;
 - Recovering overdue rates and charges; and
 - Cost-recovery methods.
- If the Local Government intends to grant concessions for rates and charges – the purpose for the concessions; and
- The extent to which physical and social infrastructure costs for new development are to be funded by charges for the development.

This Revenue Policy will specifically address the legislative requirements in respect of those policy matters detailed above. The Policy will clearly state the principles used in making, levying and recovery of rates and charges, as well as the principles governing any rebates and concessions provided, and any limitations on these matters.

1.2. Levying of Rates and Charges

Rates and charges are determined after due consideration of the following:

- Council's legislative obligations.
- The needs and expectations of the general community as determined by formal and informal consultation and survey processes.
- The cost of maintaining existing facilities and necessary services.
- The need for additional facilities and services.

- Equity by ensuring the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes.

In levying rates and charges, Council will apply the principles of:

- Making clear what is the Council's and each ratepayers responsibility to the rating system;
- Making the levying process, granting discount and any refund of rates and charges as simple and efficient to administer as possible;
- Timing the levy rate notices to take into account the financial cycle to which the ratepayers are accustomed or may adapt to; and
- Flexibility by providing payment arrangements to ratepayers with a demonstrated lower capacity to pay, along with a wide array of payment options.

Council will also have regard to the principles of:

- Transparency of process.
- Simplicity and efficient administration.
- Flexibility to take account of changes in the local economy, extraordinary circumstances and impacts that different industries may have on Council's infrastructure.

1.2.1. General Rates

General Rates revenue provides essential whole of community services not funded through subsidies, grants, contributions or donations received from other entities, or not provided for by other levies or charges. Council will consider all full cost recovery options before calculating the general rate.

Council is required to raise an amount of revenue it sees as being appropriate to maintain assets and provide services to the Region as a whole. In deciding how that revenue is raised, Council has formed the opinion that the differential general rating scheme provides the most equitable basis for the distribution of the general rate burden.

In formulating the differential general rating scheme Council has considered equity by implementing distribution of the general rate based on the land use. Where necessary a particular class of land use is further 'subdivided' on a geographic basis.

The Unimproved Valuation/Site Value for each property is the basis for determining the amount of the general rate levied. Council recognises that significant valuation fluctuations may have an adverse effect on customers. Council considers that this impact should be smoothed so that the impact in any one year is reduced. Council may achieve this by establishing new differential rating categories, averaging the valuation in accordance with Sections 74 to 76 of the *Local Government Regulation 2012* or by limiting rate increases in accordance with Section 116 of the *Local Government Regulation 2012*.

1.2.2. Separate or Special Rates

Where appropriate, Council will fund certain services and facilities by means of separate or special rate or charge in accordance with Part 6 and Part 8 of the *Local Government Regulation 2012*. Council will levy special rates and charges on certain properties that are considered to be specially benefited by the provision of specific services, facilities or activities.

Special rates are based on the Unimproved Valuation/Site Value of the land and special charges are a flat charge per property, where this is considered to provide a more equitable basis for the sharing of the cost.

1.2.3. Other Charges

In general, Council will be guided by the principle of user pays where it can easily identify the cost associated with supplying a particular service. In particular Council may use this principle for water supply, sewerage, refuse collection, et cetera. Provided however that where Council considers that moving to full cost recovery for a particular service may cause undue hardship Council will "phase in" the full cost recovery over a period of time.

1.3. Recovery of Rates and Charges

Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers. It will be guided by the principles of:

- **Transparency** – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- **Simplicity** – by making the processes used to recover outstanding rates and charges clear, simple to administer and cost effective;
- **Capacity to Pay** – by determining appropriate arrangements for different sectors of the community;
- **Equity** – by providing the same treatment for ratepayers with similar circumstances; and
- **Flexibility** – by responding where necessary to changes in the local economy.

1.4. Concessions for Rates and Charges

Statutory provision exists for the Council to rebate or postpone rates in certain circumstances. These provisions are detailed in Part 10 of the *Local Government Regulation 2012*.

In considering the application of concessions, Council will be guided by the principles of:

- **Equity** – by having regard to the different levels of capacity to pay within the local community;
- **Consistency** – by applying the same treatment for ratepayers with similar circumstances;
- **Transparency** – by making clear the requirements necessary to receive concessions; and
- **Flexibility** – by allowing Council to respond to local economic issues.

The predominant purpose for which Council grants concessions is to:

- Assist pensioners (who are on very limited incomes), in meeting their obligations to pay Council's rates and charges; and
- Assist various Religious Organisations, Community Groups and Sporting Organisations who provide a public service or community benefit throughout the region in meeting their obligations to pay Council's rates and charges.

1.5. Cost Recovery Fees

Section 97 of the *Local Government Act 2009* allows Council to set cost recovery fees. The Council recognises the validity of fully imposing the user pays principle for its cost recovery fees, unless the imposition of the fee is contrary to its express social, environmental and other corporate goals. This is considered to be the most equitable and effective revenue approach, and is founded on the basis the Region's rating base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost recovery fees, Council will be cognizant of the requirement that such a fee must not be more than the cost to Council of providing the service or taking action to which the fee applies.

1.6. Commercial Charges

Sections 9 (Powers of local governments generally) and 262 (Powers in support of responsibilities) of the *Local Government Act 2009* provide the Council, as a legal entity, with

powers to charge for services and facilities it supplies other than a service or facility for which a cost recovery fee may be fixed.

Such commercial charges are for transactions where the Council is prepared to provide a service and the other party to the transaction can choose whether or not to avail itself of the service.

The nature, level and standard of the entitlement, facility or service is considered by the Council in the setting of commercial charges. Central to deliberations on these matters is the Council's community service obligation and the principle of social equity. The Council may set such a charge with the aim of achieving a profit from the service or facility provided.

The principle of "user pays" is considered where the provision of a service, entitlement or facility may be in direct competition with private enterprise.

1.7. Funding of Physical and Social Infrastructure Costs

Council requires developers to pay reasonable and relevant contributions towards the cost of infrastructure required to support the development. Specific charges are detailed in "Adopted Infrastructure Charges" resolution adopted by Council.

These charges are based on normal anticipated growth rates. Where a new development is of sufficient magnitude to accelerate the growth rate of a specific community within the region, it may be necessary to bring forward social infrastructure projects. Where this occurs, Council expects developers to meet sufficient costs so that the availability of facilities is not adversely affected and so that existing ratepayers are not burdened with the cost of providing the additional infrastructure.

2. SCOPE

Applies to all revenue raising undertaken by Council.

3. POLICY OBJECTIVES

The purpose of this Revenue Policy is to set out the principles used by Council for:

- The making and levying of rates and charges;
- The recovery of rates and charges; and
- Exercising of its power to grant rebates and concessions for rates and charges.

4. BACKGROUND AND/OR PRINCIPLES

The Local Government Regulation 2012 requires Local Governments to adopt a Revenue Policy as one of its Financial Policies. Section 193 of the Local Government Regulation 2012 sets out the requirements of the Revenue Policy.

5. GENERAL INFORMATION

Not applicable.

6. DEFINITIONS

The Act means the *Local Government Act 2009*.

7. LEGISLATIVE REFERENCE

Section 193 of the *Local Government Regulation 2012*.

8. RELATED POLICIES/PROCEDURES

Investment Policy, Debt Policy, Rate Recovery Policy and Revenue Statement.

9. NEXT REVIEW

1 May 2019

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

The intention is that the Revenue Policy forms the basis of the revenue measures adopted by the Council at the Budget Meeting and throughout the financial year it relates to.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Optimise Councils revenue based, on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

The policy has been prepared having regard to the current legislation and information provided by Council at the May 2017 Portfolio Meeting.

Legal Implications (Statutory Basis, Legal Risks)

It is a requirement of the Local Government Act and Regulation that a Revenue Policy be adopted by Council.

Policy/Local Law/Delegation Implications

Budget and Revenue Statement 2018/2019.

Asset Management Implications

Provides the basis of funding asset renewal and improvements along with operation and maintenance of the asset portfolio of Council.

10.2.3 F - 2463067 - Rate Exemptions and Remissions - Additions to Approved List - Brigooda Hall

Document Information

IR No 2463067

Author Rates Team Leader

Endorsed By General Manager Finance

Date 7 February 2018

Précis

Seeking approval of a rate remission for the former Brigooda Hall for property situated at 2508 Proston Boondooma Road, Brigooda.

Summary

A request was received from Brigooda Recreation and Progress Committee to allow a rate remission on their property situated at 2508 Proston Boondooma Road, Brigooda.

It is recommended that Council agree to provide a rate remission for the Brigooda Recreation and Progress Committee and write off the sum of \$8,432.69 in outstanding rates, and commence charging rates for vacant land from 1 January 2015.

Officer's Recommendation

That Council agree to provide a rate remission for the (former) Brigooda Hall situated at 2508 Proston Boondooma Road, Brigooda and write off the sum of \$8,432.69 in outstanding rates and interest, and commence charging rates for vacant land effective from 1 January 2015.

Financial and Resource Implications

Reduction in Council's Revenue.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Nil required – this is a specific request from a ratepayer.

Legal Implications (Statutory Basis, Legal Risks)

Section 93(3) *Local Government Act 2009*; Section 120(1) *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Revenue Policy, Revenue Statement.

Asset Management Implications

Nil

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2462907 - Reports for the Information of Council

Document Information

IR No 2462907

Author Executive Services

Date 13 February 2018

Précis

Reports received for the Information of Council.

Summary

List of correspondence pending completion of assessment report
Delegated Authority Report
Monthly Capital Works Report
Road Maintenance Expenditure Report
Works for Queensland (W4Q) Grant Projects Report – Round Two

Officer's Recommendation

That the reports be received.

13. Confidential Section

No Report.

