



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

# **Agenda**

of the

# **General Meeting**

**Held in the Warren Truss Chamber 45 Glendon Street Kingaroy**

on Wednesday, 17 May 2017

Commencing at 9.00 am

**Chief Executive Officer: Gary Wall**

### **Our Vision**

*"Individual communities building a strong and vibrant region."*

### **Our Values**

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



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 17 May 2017

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**1. Leave Of Absence**

Nil.

**2. Prayers**

A representative of the Kingaroy District Ministers Association, Pastor Jim Bennett 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 19 April 2017 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** 2352389

**Author** Mayor, South Burnett Regional Council

**Date** 10 May 2017

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**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***

No Report.

**4.3 Economic Development (ED)**

***Officer's Report***

No Report.

**4.4 Communications (C)**

***Officer's Report***

No Report.

**4.5 Disaster Management**

***Officer's Report***

**4.5.1 DM - 2354542 - Appointment of a Council Officer as Local Disaster Coordinator**

**Document Information**

**IR No** 2354542

**Author** Chief Executive Officer

**Date** 9 May 2017

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**Précis**

Appointment of a Council Officer as the Local Disaster Coordinator

**Summary**

Following the recent resignation of the current Coordinator Russell Hood, Council is required to appoint a new Disaster Coordinator to fill the vacancy.

**Officer's Recommendation**

That Council appoint James D'Arcy as the Local Disaster Coordinator and Peter O'May as the Deputy Local Disaster Coordinator in accordance with the *Disaster Management Act 2003*.

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**Financial and Resource Implications**

Nil

**Link to Corporate/Operational Plan**

EC4 - Work towards a community being prepared and resilient to natural and man-made disasters.

**Communication/Consultation (Internal/External)**

N/A

**Legal Implications (Statutory Basis, Legal Risks)**

N/A

**Policy/Local Law/Delegation Implications**

N/A

**Asset Management Implications**

N/A

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Document Information**

**IR No** 2352385

**Author** Cr Gavin Jones

**Date** 10 May 2017

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**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 - 2353018 - Minutes of the Traffic Advisory Committee Meeting held on Tuesday 14 March 2017**

### **Document Information**

**IR No** 2353018

**Author** General Manager Infrastructure

**Date** 9 May 2017

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### **Précis**

Minutes of the Traffic Advisory Committee held on Tuesday 14 March 2017.

### **Summary**

The Minutes of the Traffic Advisory Committee Meeting held in the Warren Truss Chamber, Kingaroy of South Burnett Regional Council on Tuesday 14 March 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 14 March 2017.

	<p><b>MINUTES</b> Traffic Advisory Committee</p>
<p><b>South Burnett</b> Regional Council</p>	

**Purpose:** Meeting of Traffic Advisory Committee (TAC)  
**Venue:** South Burnett Regional Council, Warren Truss Chamber, Kingaroy  
**Date:** 14 March 2017

**Attendance:** Cr Keith Campbell (Chair), Cr Terry Fleischfresser, Russell Hood (SBRC General Manager Infrastructure), James D'Arcy (SBRC Manager Design & Technical Services), A/Snr Sgt Brad Johansson (A/OIC QPS Kingaroy), Snr Const Jade Miller (Dalby Road Policing Unit), Snr Const Brendan Seymour (Dalby Road Policing Unit), Sgt Mark Wolowitz (OIC Dalby Road Policing Unit), Vince Green (A/Principal Engineer TMR Bundaberg), Russell Rogers (Snr Advisor Traffic & Road Safety TMR Bundaberg), Kay Dove (Infrastructure Support Officer).

**Apologies:** Cr Gavin Jones, Renee Taylor (TMR Customer Service Manager Kingaroy), Wayne Crofts (TMR Manager Road Safety Southern Region), Maree Shepherd (Safety Officer, TMR Bundaberg), Travis Cramb (OIC Kingaroy QAS), Snr Constable Adam Entwistle (QPS Kumbia), Snr Sgt Lance Guteridge (OIC QPS Murgon).

AGENDA ITEM	OUTCOME
<b>OPENING</b>	Mayor Campbell chaired the meeting and welcomed all those present.
<b>CONFIRMATION OF PREVIOUS MINUTES</b>	Moved by Cr Terry Fleischfresser seconded Snr Const. Jade Miller that the Minutes of the previous Traffic Advisory Committee meeting held 13 December 2016, as recorded is confirmed.
<b>BUSINESS ARISING FROM PREVIOUS MEETING</b> (a) Request for an extension to the 60 kph zone, Bunya Hwy at Tingoorra by 200m	Vince Green reported that TMR conducted a road safety audit and identified a few sight distance issues i.e. bus stop on both sides of the Bunya Hwy. DTMR plan to update speed signage compliant with current standards and the 60 km/h zone will increase by around 1 km. <b>ACTION:</b> DTMR will update the speed signage through Tingoorra maintaining the current 60 km/h speed limit and extend the length of the zone to 1km with work to be done in approximately six (6) weeks. <b>Completed</b>

<p>(b) Bunya Hwy speed limit through Memerambi village</p> <p>(c) Zebra Crossing Bunya Hwy, Kumbia</p> <p>(d) Champneys Rd, Crawford (off Bunya Hwy) on the western side of Redmans Hill</p> <p>(e) Boondooma Dam Rd</p> <p>(f) Exit from Carrollee Hotel bottle shop</p>	<p>TMR conducted a road safety audit and noted this is a very busy area and not suitable for 80 km/h.</p> <p><b>ACTION:</b> DTMR will reduce the speed limit through Memerambi to 60 km/h and will update the signage to be compliant with current standards. Lighting at the King Street intersection will also be upgraded.</p> <p><i>After investigation, TMR reported that it is the only crossing in the town of Kumbia and primarily used by school children and is not a good location for this purpose. Zebra crossing was removed by DTMR.</i></p> <p><b>ACTION:</b> SBRC has submitted a SafeST funding application for a new pedestrian facility across the Bunya Hwy adjacent to the Kumbia State School between Roberts Street and the existing set-down area to be constructed in the 2017/18 financial year budget.</p> <p><b>ACTION:</b> Referred to June meeting. SBRC will liaise with property owners fronting Champneys Rd about the proposed closure of the direct access to the Bunya Highway west of Redmans Hill and subsequently advise TMR.</p> <p><i>Request from the Proston Men's Shed for a speed review on Boondooma Dam Rd. TMR investigated and found grass does need cutting on crest. Russell Rogers reported that TMR did a safety audit and no changes are required at this stage however they will replace the signage over the next 12 months due to age and condition. <b>Completed</b></i></p> <p><i>Cr Terry Fleischfresser asked for this exit onto Haly St to be investigated as sight distance is restricted due to parallel car parks between the entry and exits of the drive through bottle shop.</i></p> <p>James D'Arcy reported that an investigation had taken place and the bay located at exit of drive thru and found the length of bays are well above standards.</p> <p><b>ACTION:</b> SBRC will remark and reduce size of bays and thus improve sight distance. <b>Completed</b></p>
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<p><b>GENERAL BUSINESS</b></p> <p>(a) Gayndah Road speed reduction</p>	<p><i>Mark Smith, via Cr Kathy Duff re speed reduction on Gayndah Road, Murgon between Crownthorpe Road turnoff and Paul Holznelgel Road</i></p> <p>Russell Rogers investigated this section of the road through Q-Limits and speed counts have been done. Narrow or no shoulders on several sections. Statistics show people travel at 100 + kph (i.e. comfortable to do this speed).</p> <p>Vince Green is taking this further looking at a Safe Roads Sooner application to upgrade a section of this road given the accident rate being higher in this area.</p> <p>Police agreed that if speed was lowered this would be a lack of consistency and may worsen the problem as this can lead to people wanting to overtake</p> <p><b>ACTION:</b> TMR recommend leaving the speed zone as is and TMR agreed to revisit current signage.</p>
<p>(b) Proston Men's Shed</p>	<p>(i) Proston Men's Shed re request for speed review of Boondooma Dam Rd <b>(TMR)</b></p> <p>(ii) Paul Johnson re request for speed review Wondai Road Proston</p> <p><b>ACTION:</b> TMR will respond and Russell Rogers will send SBRC a copy.</p> <p><b>Completed</b></p>
<p>(c) Wondai Rd Proston - speed review</p>	<p>Request for speed review of Wondai Rd, Proston.</p> <p><b>ACTION:</b> TMR to investigate and bring back to next meeting.</p>
<p>(d) Scott St Wondai (northern end) - additional car parks</p>	<p>Request from Cr Heit re additional car parks Scott St Wondai</p> <p>(i) Reduction of speed to 40 kph - no support for this. <b>Completed</b></p> <p>(ii) Make Cosy Dell Lane one way. Cr Heit has met with property owners.</p> <p>TMR needs proof of more cars and pedestrians using this area and the number of shops and car parking bays. Police suggested parking could be installed down Edward St end, site of the old service station. There is also potential for parking in Edward St as well.</p> <p><b>ACTION:</b> SBRC will liaise with Cr Heit. TMR will also write to her. <b>Completed</b></p> <p>11.15 am A/Snr Sgt Brad Johannesen left the meeting</p>

<p><b>GENERAL BUSINESS</b></p> <p>Taabinga State School – parking issue</p> <p><b>REPORTS</b></p> <p><b>Transport and Main Roads</b></p> <p><b>Qld Police Service</b></p>	<p>Cr Fleischfresser advised the meeting that there have been a few near misses with parents driving on the grass in the Railway reserve side of the school and reversing near where children walk. Police cannot issue 'No Standing' tickets due this being a Railway Reserve.  <b>ACTION:</b> SBRC will install barriers - post rail fencing. <b>Completed</b></p> <p>Russell Rogers asked about a few issues from previous meetings:</p> <p>(1) Murgon tree - customer request to Parks &amp; Gardens. Russell Hood advised this request is on SBRC's list of jobs. <b>Completed</b></p> <p>(2) Street lighting has been blocked outside chemist in Haly Street (south of crossing) by trees / banner. Cr Campbell noted that the suggestion for removal of Banners in Haly Street was not supported by SBRC.  <b>ACTION:</b> SBRC will deal with this issue via Customer Request for tree trimming. <b>Completed</b></p> <p>(3) Referred to an email from Jeff Stephan re people exiting near Lysdale Rd using the Reserve.  <b>ACTION:</b> SBRC will deal with this issue via Customer Request to clean out drains (RMPC). <b>Completed</b></p> <p>Sgt Mark Wotwitz reported on the proposed new camera sites and sought advice from the meeting re suitability.  Murgon - Lamb St west of Perkins St  Kumbia - Benair Rd on Bunya Hwy 200 metres either side  <b>ACTION:</b> There was no objection to the proposed sites by the committee. <b>Completed</b></p> <p>Smr Const Brendan Seymour raised a safety issue at Wondai State School re children's crossing layout.  <b>ACTION:</b> Russell Hood advised this is on the list for SBRC's 2017/18 budget under Safe ST. <b>Completed</b></p> <p><b>Meeting Closed: 11.40 am</b> and the Mayor thanked all for their attendance.  <b>Next Meeting: 13 June 2017</b></p>
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**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** 2352420

**Author** Cr Danita Potter

**Date** 10 May 2017

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**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.

## **6.2 Community Services (CS)**

### ***Officer's Reports***

No Report.

## **6.3 Health Services (HS)**

### ***Officer's Reports***

### **6.3.1 HS - 2343461 - Dog Registration Liability from PCS**

#### **Document Information**

**IR No** 2343461

**Author** Manager Environment and Waste

**Endorsed  
By** General Manager Corporate Services

**Date** 9 May 2017

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#### **Précis**

Dog Registration Liability from PCS

#### **Summary**

Environmental Services has been advised by Council's Finance section that there were some conversion charges from Council's old PCS computer system, which have only been found now, and have not been written off. The amount to be accounted for amounts to \$11,065.50.

#### **Officer's Recommendation**

That Council approve the write off of \$11,065.50 (dog registrations) accrued from the conversion from Council's old PCS computer system to the TechOne Platform.

#### **Financial and Resource Implications**

As this income will not be received Council's Balance Sheet will show a reduction of \$11,065.50 in Receivables.

This will be recorded as a loss to the dog registration income budget for the 2016/2017 financial year.



## **Link to Corporate/Operational Plan**

The links to the Corporate Plan are:

### Strategic Priority:

1. Enhancing our Communities – Building vibrant, health, supportive and inclusive communities

### Goals and Strategies:

EC2 An Active, safe and healthy community

EC2.3 Manage identified public health and environmental issues in accordance with relevant legislation.

## **Communication/Consultation (Internal/External)**

Council's Finance Department have advised Environment and Waste of the conversion charges from Council's old PCS computer system that need to be accounted for in this financial year, even though some of these transactions date back to 2012.

## **Legal Implications (Statutory Basis, Legal Risks)**

N/A

## **Policy/Local Law/Delegation Implications**

N/A

## **Asset Management Implications**

N/A

## **Report**

Environment and Waste has been advised by Council's Finance section that there were some conversion charges from Council's old PCS computer system, which have only been found now. Some of these transactions date back to 2012, which have not been accounted for as yet. The amount to be written off amounts to \$11,065.50 as these historical charges are not able to be collected.

## **6.4 The Arts**

### ***Officer's Reports***

#### **6.4.1 ARTS - 2680475 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 2 May 2017**

#### **Document Information**

**IR No** 2680475

**Author** Community Development/Grants Officer

**Endorsed  
By** Manager Social & Corporate Performance

**Date** 3 May 2017

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#### **Précis**

Minutes of the Regional Arts Development Fund Management Advisory Meeting held on 2 May 2017.

#### **Summary**

Providing a copy of the minutes of the Regional Arts Development Fund Management Advisory Meeting held on 2 May 2017.

#### **Officer's Recommendation**

That Council endorse the minutes and recommendations of the Regional Arts Development Fund Management Advisory Committee held on 2 May 2017.



## **Minutes**

**Of the**

### **Regional Arts Development Fund Management Advisory Committee**

**To be held in the  
South Burnett Regional Council Office, Kingaroy**

2 May 2017

Commencing at 9.00 a.m.



## Regional Arts Development Management Advisory Committee Minutes

### ORDER OF BUSINESS:

Minutes of the meeting of the Regional Arts Development (RADF) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday 2 May 2017.

#### **Present**

*Cr Danita Potter, Peter Peacey, Val McGrath, Robyn Dower, Terry Jacobsen, Kim Donohue (RADF Liaison Officer/ Non-voting member), Carolyn Knudsen (SBRC / Non-voting member)*

Meeting opened at 9.00am

#### **1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

##### **1.1. ACH Committee Meeting Minutes**

That the minutes of the previous meeting held on Monday, 27 March 2017 be confirmed

*Resolution: That the minutes of the previous Committee Meeting held on Monday, 27 March 2017 be confirmed*

*Moved: Cr Danita Potter*

*Seconded: Terry Jacobsen*

*Carried: 5/0*

##### **1.2. Apologies**

- Wayne Brown
- Dot Rowlands
- Elaine Madill

*Resolution: That the Apologies be accepted.*

*Moved: Robyn Dower*

*Seconded: Val McGrath*

*Carried: 5/0*

#### **2. AGENDA ITEMS**

##### **2.1. Welcome**

Cr Danita Potter welcomed all committee members to the meeting.

##### **2.2. Round Two Applications for 2016/2017**

Council has received seven (7) applications for Round two (2) with a total amount requested of \$17,667.00 (ex GST).

Val McGrath declared a conflict of interest and left the meeting at 9.28am

**Applicant:** Blackbutt Art Gallery  
**Description of Workshop:** Acrylic Workshop  
**Cost:** \$1,500.00

**Resolution:** That the committee approve the application for \$1,500.

Moved: Terry Jacobsen

Seconded: Robyn Dower

Carried 4/0

Val McGrath re-entered the meeting at 9.33am

**Applicant:** Blackbutt Singers  
**Description of Workshop:** ANCA Choralfest 2017, Bi-annual Choral Conventions in Brisbane  
**Cost:** \$575.00

**Resolution:** That the committee approve the application for \$575.

Moved: Robyn Dower

Seconded: Peter Peacey

Carried 5/0

**Applicant:** Kingaroy Concerned Citizens Group  
**Description of Workshop:** 385 ALIVE  
**Cost:** \$7,235.00

**Resolution:** That the committee request the applicant resubmit the application for the Steve Parish Workshop (only) and approves funding up to the value of \$3450 should the application meet all the necessary criteria for funding.

Moved: Val McGrath

Seconded: Robyn Dower

Carried 5/0

**Applicant:** Nanango Association for Dance  
**Description of Workshop:** RADAR Dance Workshop  
**Cost:** \$2,700.00

**Resolution:** That the committee accept this late application however the committee is unable to assess the application as it is incomplete. The committee encourages the group to liaise with the committee to resubmit next RADF round.

Moved: Cr Danita Potter

Seconded: Val McGrath

Carried 5/0

**Applicant:** South Burnett Cake Decorators Association Inc  
**Description of Workshop:** Australian National Cake Decorators Association Seminar in Perth  
**Cost:** \$3,232.00

**Resolution: That the committee do not approve the application but encourage the group to liaise with the committee to resubmit next RADF round.**

Moved: Robyn Dower

Seconded: Val McGrath

Carried 5/0

**Applicant: South Burnett Community Orchestra Association Inc**

**Description of Workshop: South Burnett Woodwind Ensemble Development Project**

**Cost: \$1,350.00**

**Resolution: That the committee approve the application for \$1,350.**

Moved: Peter Peacey

Seconded: Val McGrath

Carried 5/0

Peter Peacey declared a conflict of interest and left the meeting at 9.49am

**Applicant: South Burnett Woodcrafters Inc**

**Description of Workshop: Basic skills of Wood Segmentation**

**Cost: \$1,075.00**

**Resolution: That the committee approve \$1,075 on condition that the budget be resubmitted due to the duplication of a budget item.**

Moved: Terry Jacobsen

Seconded: Val McGrath

Carried 5/0

Peter Peacey re-entered the meeting at 9.59am

### **3. Other Business**

#### **3.1. Process of approval of committee minutes**

It was agreed that the draft minutes will be sent to the committee for consideration prior to the draft minutes being tabled for adoption at the Ordinary Meeting of Council.

#### **3.2. RADF Information Sessions**

The committee request that prior to the RADF round in September that they travel to Blackbutt, Nanango, Kingaroy, Wondai, Proston and Murgon to hold RADF information sessions. Morning / Afternoon to be provide by the committee members forwarding through receipts for reimbursement up to \$60 per information session. The committee requested the purchase of t-shirts for the committee members so as to promote RADF. The cost of the t-shirts which will be taken from the \$600 allocation for the information sessions. The committee agreed that the t-shirts to be provided to the committee members for information sessions will consist of the following–

- Front – Got a great Arts Project?
- Back – Ask me about RADF
- Black polo shirt with yellow writing

- 24<sup>th</sup> July – Proston – 10am – Proston Library
- 25<sup>th</sup> July – Blackbutt – 9.00am – Blackbutt Library
- 25<sup>th</sup> July – Nanango – 1.30pm – Nanango Library
  
- 26<sup>th</sup> July – Kingaroy – 10.00am – Kingaroy Library
- 27<sup>th</sup> July - Murgon – 9.30am - Murgon Library
- 27<sup>th</sup> July - Wondai – 1.30pm - Wondai Art Gallery

Date claimers to promote the information session to be circulated to the community in June/July:

- Flyers for art galleries / artists – Committee to collect for distribution
- SBRC Media release
- Social media post / radio ads as per media process.

RADF Information Flyer/Fact Sheet to be redesigned and provided to the committee for circulation at the information sessions. An attendance sheet to be provided to committee member for use at the Information Sessions.

### **3.3. Arts and Heritage Trail**

Cr Potter spoke to the development of an Arts and Heritage Trail for the South Burnett.

### **3.4. 2017/2018 Budget Business Case**

It was agreed that when the committee develop the business case for the 2017/2018 budget / RADF allocation, the delivery of an arts forum for the South Burnett will be considered. To be further discussed at the October workshop following the RADF Management Advisory Committee meeting.

### **3.5. RADF Management Advisory Committee**

Membership of the RADF Management Advisory Committee was discussed. It was agreed that given the currently priorities, the elections for the membership of the RADF Management Advisory Committee as per governance process will be carried over until 2018/2019.

### **3.6. Next Meeting**

RADF Management Advisory Committee meeting to be held 10.00am – 12.00pm Friday 6<sup>th</sup> October.

2017/2018 Budget - Business Case Development Workshop to be held 12.30pm – 3.00pm Friday 6<sup>th</sup> October.

## **4. CLOSE MEETING**

Meeting closed at 11.05am

## **Financial and Resource Implications**

Within Social & Corporate Performance budget and resources for 2016-2017

## **Link to Corporate/Operational Plan**

EC2 A community with the capacity to continue to develop the area of arts, culture and heritage (Corporate Plan 2014-2018)

## **Communication/Consultation (Internal/External)**

Regional Arts Development Fund Management Advisory Committee

## **Legal Implications (Statutory Basis, Legal Risks)**

Nil

## **Policy/Local Law/Delegation Implications**

Nil

## **Asset Management Implications**

Nil



**7. Portfolio - Planning & Property**

**7.1 Planning and Property Portfolio Report**

**Document Information**

**IR No** 2352409

**Author** Cr Terry Fleischfresser

**Date** 10 May 2017

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**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 - 2339785 - Requesting a reduction in Council Fees Application - Murgon Men's Shed - 75 Macalister Street Murgon - waiver of building application fees - BLD2017/0294**

#### **Document Information**

**App ID:** BLD2017/0294

**Author** Planning Officer

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

**Date** 3 May 2017

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#### **Précis**

Requesting a reduction in Council Fees Application - Murgon Men's Shed - 75 Macalister Street Murgon - waiver of building application fees - BLD2017/0294

#### **Summary**

Council received a written request from the (applicant) for a 100% waiver of the Building Application Fees for an industrial shed to be constructed at 75 Macalister Street, Murgon (and described as Lot 4 on SP119874).

#### **Officer's Recommendation**

That Council *approves* a 100% waiver of the Building Application Fee associated with the construction of an industrial shed (\$1500.00) taking into consideration the community nature of the Murgon Men's Shed and retain a document lodgement fee of \$168.00

#### **Financial and Resource Implications**

Financial implication - reduced revenue – Building Application Fee  
- \$1500.00 Class 8 Building

#### **Link to Corporate/Operational Plan**

No implication can be identified.

#### **Communication/Consultation (Internal/External)**

Not relevant

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**Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

**Policy/Local Law/Delegation Implications**

Consideration of Applications for Reduction in Council's Fees & Charges – Building & Development Applications Policy

**Asset Management Implications**

No implication can be identified.

**7.2.2 P&LM - 2340175 - Reconfiguration of a Lot application at 33 Postles Road and Navy Bean Road Memerambi - Lot 308 and 309 on FY175 - Applicant: Carew Investments C/- ONF Surveyors - ROLC2017/0002**

### Document Information

**IR No 2340175**

**Author Technical Officer – Planning / Manager – Planning & Land Management**

**Endorsed By General Manager Corporate Services**

**Date 4 May 2017**

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### Précis

Reconfiguration of a Lot application at 33 Postles Road and Navy Bean Road Memerambi - Lot 308 and 309 on FY175 - Applicant: Carew Investments C/- ONF Surveyors - ROLC2017/0002

### Summary

#### Key Point Summary

- Application for Reconfiguring a Lot (Staged Subdivision) of Lots 308 and 309 on FY175;
  - Stage 1 is a boundary realignment between the two (2) lots
  - Stage 2 proposes to subdivide each realigned parcel to create four (4) new lots
- Lot 309 is subject to Council's Adopted Temporary Local Planning Instrument 01/14 Residential Development within Historic Subdivisions;
- Both lots are included within the Village Zone with Preferred Land Use of Village B under the Kingaroy Shire IPA Planning Scheme;
- Application is Code Assessable against the Kingaroy Shire IPA Planning Scheme;
- Recommendation that Council approve Stage 1 and refuse Stage 2 as outlined in the Officer's Recommendation below.

### Officer's Recommendation

- A. That Council **approve** the Stage 1 proposed Boundary Realignment subject to the following conditions:

#### General

GEN1. The subject site is to be developed generally in accordance with the plans for Stage 1 and information submitted with the application unless otherwise amended by the following conditions:

Title – Proposed Reconfiguration, Locality – 33 Postles Road, Memerambi, Drawing No. 6589\_P1, Sheet 1 of 1 Rev A.

GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

GEN3. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.

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### Survey Marks

- GEN4. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey .

### Natural Resources Valuation Fees

- GEN5. Payment of Department of Environmental and Resource Management valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$94.00 (2 x \$47.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.

### Compliance Assessment

- GEN6. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the Plan of Survey, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

Sealing of a Plan of Survey fee will be charged, with payment required prior to Council consenting to the Survey Plan.

### Advice

- ADV1. It is the responsibility of the landholder to provide access to the proposed lots and any road constructed to provide access must comply with the standards in Council's adopted Construction of Unmade Roads Policy.
- ADV2. *Section 341(2)(a) of the Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with *section 341(7)* a related approval may extend the relevant (currency) period.
- 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. Attached for your information is a copy of *Division 8* of the *Sustainable Planning Act 2009* 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 twenty (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.
- B. That Council **refuse** Stage 2 for the following reasons:
1. The proposal is not considered to be consistent with the overall outcome of the Village B preferred land use area of the Kingaroy Shire IPA Planning Scheme. The overall outcome sought is that development is comprised predominantly of rural and non-urban uses appropriate to maintaining the rural subdivision pattern and rural character associated with the periphery of the Village zone. The

proposal is seeking to create lots that are smaller than the average size of the existing lots in the Village B area resulting in a rural-residential type character rather than maintaining the existing rural character of the area.

2. To allow the proposal would signal that Council is in favour of rural residential style development in the Village B area where there are no formed and maintained roads or other supporting infrastructure. There are no unique distinguishing features or special circumstances in support of the application. Granting the approval may result in undue pressure on Council to support further subdivision in the area due to the lack of special circumstances.
3. The proposal is considered to conflict with the Performance Outcomes of the Temporary Local Planning Instrument 01/14 Residential Development. The Performance Outcome of this code clearly states that historic subdivisions are only developed in locations where there is adequate access to physical and social services. In addition, the Performance Outcome of this code requires development of historic subdivisions to only occur where adequate infrastructure, including water, sewerage, stormwater and roads are available. The proposal did not identify any special circumstances that would warrant approval despite this conflict.

### **Financial and Resource Implications**

No implication can be identified.

### **Link to Corporate/Operational Plan**

- GO2 Balanced development that preserves and enhances our region.
- GO2.1 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 - 1623994 - Forwarding Request to change an existing approval template for Youngman Street and Taylors Road Kingaroy - L3 SP181686 - Applicant; JFP Urban Consultants - CAP2016/0005**

**Document Information**

**IR No 1623994**

**APPLICATION ID CAP2016/0005**

**Author Technical Officer – Planning / Manager – Planning & Land Management**

**Endorsed**

**By Director - Corporate Services**

**Date 4 May 2017**

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**Précis**

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

**Summary**

**Key Point Summary**

- Applicant has requested a change to conditions contained within an existing Development Permit for Material Change of Use (Master Planned Community) and Reconfiguration of a Lot (1 lot into 23 lots and parkland) 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 is requesting another change to the existing approval and seeks to include a service station as code assessable development and only require a Retail Needs Assessment for a shop with a gross floor area of 1000m<sup>2</sup> or more with the Commercial Precinct;
- In addition, the applicant is requesting another change to the existing approval to introduce Specific Outcomes and Probable Solutions relating to landscaping between the Commercial Precinct and the Retirement and Aged Care Precinct, see Attachment A;
- The applicant is further requesting a change to the existing approval to allow for new staging arrangements;
  - Amended Stage 1 (from the current approved Stage 1);
  - Introduction of Stage 2 (comprising part of existing Stage 4);
  - Sub-staging of Existing Stage 3 (into Stages 3A and 3B);
  - Remaining Stage comprising of Stages 4, 5 and 6.
- The applicant wishes to stage the approval to allow the proposed development to facilitate smaller land releases;
- The Department of Infrastructure, Local Government and Planning (DILGP) have considered the proposed changes and advised that it has no objection in correspondence received by Council on 6 March 2017;
- Recommendation that Council partially agree to the written 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):

1. Condition GEN1 to read as follows:

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 **as amended by Council 19 April 2017 showing required kerb to kerb road widths**
- ~~Drawing No. M2238-09B Sheet 1 of 1 (Reconfiguration Plan) by JFP Urban Consultants and dated 20 November 2013~~
- **Drawing No. M2238-09 F Sheet 1 of 1 (Reconfiguration Plan) by JFP Urban Consultants and dated 24<sup>TH</sup> February 2017 as amended by Council 2 May 2017 showing revised stage boundaries**
- Sunnysvale Master Plan Document prepared by JFP Urban Consultants and dated ~~November 2013~~ **Version 4 – March 2017**

2. Condition RAL1 to read as follows:

The Development Permit for Reconfiguration of a Lot relates to sixteen (16) allotments broken down into the following stages as per ~~Drawing No. M2238-09B prepared by JFP Urban Consultants and dated 20 November 2013~~ **Drawing No. M2238 09F prepared by JFP Urban Consultants and dated 24 February 2017:**

- Stage 1 – proposed Lots 1 to 5 and partial construction of new north-south road **for the full frontage of proposed Lot 1 and dedication of all road reserves**
- Stage 2 – proposed Lots 6 and 7 and 4,900m<sup>2</sup> **12, 13, 14, 15 and all drainage reserve and Park** and partial construction of new north-south road **to the southern boundary of proposed Lot 15 and the full width of the link road adjacent to 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 Lots 8 to 15 plus 2,200m<sup>2</sup> and construction of new internal road network~~ **Lot 6 and construction of a new north-south road from the southern boundary of proposed Lot 1 to the southern boundary of proposed Lot 6**
- **Stage 3B – proposed Lot 7 and partial construction of new north-south road for the full western frontage of proposed Lot 7**
- Stage 4 – proposed ~~Lot 16~~ **Lots 2, 3, 4 and 5 and construction of the link road (including the round-about) 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 including balance of link road from the eastern end of the Stage 4 roadworks to the eastern boundary of Lot 3 SP181686, and the complete internal road**
- **Stage 6 – proposed Lot 16 and all internal roads shown in concept on JFP Urban Consultants Drawing No. M22380002H, Master Plan, dated 4<sup>th</sup> December 2013, as amended by Council dated 19 April 2017 showing required kerb to kerb road widths**



3. Condition ENG20 to read as follows: (These conditions have been changed and stages shown in separate sections for each stage).

~~Stages 1 & 3 (proposed Lots 1 to 5 and 8 to 15)~~ **Stages 2, 4 and 5 (proposed Lots 12, 13, 14, 15, 2, 3, 4, 5, 8, 9, 10, 11)** are to be connected to Council's reticulated sewer network at one or more points nominated or agreed to by Council; provided that the applicant is responsible for supplying and constructing all sewers outside these allotments to the agreed point of connection; and house drains within them, in accordance with Council's requirements and the requirements of the *Plumbing and Drainage Act 2002*; Australian standards including AS3500 and the provisions of WSA-02 Sewerage Code of Australia, as applicable.

~~Stages 2 & 4 (proposed Lots 6, 7 and 16)~~ **Stages 1, 3A, 3B and 6 (proposed Lots 1, 6, 7 and 16)** may be provided with on-site sewage disposal systems however any future allotments (creation of smaller lots within Stages 2 & 4) will require connection to Council's reticulated sewer network. On-site sewage disposal systems shall comply with Council requirements; and with the requirements of the Queensland Plumbing and Wastewater Code and Australian standards including AS1547 and AS3500.

- 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 1000m<sup>2</sup> 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 1,000m<sup>2</sup>
    - Include Service Station as a code assessable use within the Commercial Precinct
  - Section 6.3 Commercial Precinct
    - Amend Specific Outcome O6 to replace 500m<sup>2</sup> with 1000m<sup>2</sup> so as to only require a Commercial Needs Assessment for a shop with a gross floor area of 1000m<sup>2</sup> or more
- D. That Council **approve** the following updated engineering conditions relating to the requested change:

### **General Engineering Conditions (applicable to all stages)**

#### **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 00 09F dated 24 February 2017, but as modified by Council's marked-up staging plan dated 2/5/17 included with these conditions.
- 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 as shown on the *Reconfiguration Plan*, Drawing No. M22380009F dated 24<sup>th</sup> February 2017), that is, starting from Stage 1, to Stage 2, Stage 3A, Stage 3B, Stage4, Stage 5, and ending with Stage 6.

#### **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, in association with the approved Development Permit for Reconfiguration of a Lot and future Material Change of Use approvals.

#### **RPEQ**

- 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.

#### **Parks**

- ENG7. All park reserve must be dedicated at no later than Stage 2 of the proposed development.
- 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 *Kingaroy Sunnyvale Development Traffic Study* by Point8 (P8TS) (January 2017) must be adopted for the design of roads and intersections treated by the P8TS, within and at the boundaries of the proposed development, including but not limited to the intersection of Taylors Road and Youngman Street; the intersection of the proposed link road and Youngman Street; and the intersection of the internal road between proposed lots 1 and 6 with Taylors Road.
- 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. M22380002H *Master Plan*, by JFP Consultants, dated 4<sup>th</sup> December 2013.
- 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:
    - (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 corridor to both sides of; and abutting the road reserve.
  - (b) 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.
  - (c) Other roads except those referred to in (d) below – 10m or 8m kerb to kerb width, located as illustrated on the annotated Drawing No. M22380002H attached to these conditions – with layback K&C Type M3 required to both sides of the road and other details as tabulated:
 

Kerb to kerb width (m)	Road reserve width (m)	Verge width (m)
8	18	3.5
10	20	4.0
  - (d) Other roads – 6m kerb to kerb width, located as illustrated on the annotated plan No. M22380002H attached to these conditions – with mountable K&C Type M3 required to both sides and ends of roads; a minimum road reserve width of 16m; and a minimum verge width of 3.5m.
- ENG15. Road design must give priority to the proposed Link Road detailed in condition 0, 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. At locations where barrier kerb and channel is required, before sealing the survey plan, the applicant must provide access from each property to the abutting road carriageway 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.
- ENG20. At locations where barrier kerb and channel is required and except as otherwise shown on approved Operational Works drawings, where the applicant must provide property access points from the same road, these must be separated by at least 15m with setbacks of at least 10m from any intersection or property access on an adjoining site.

### **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 be via the internal roads only.
- ENG28. Lots adjoining Taylors Road and Youngman Street must be prohibited from gaining access to the rear of the properties via Taylors Road and Youngman Street by a formal lawful instrument.

### **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 ;
  - (d) Location of gully pits;
  - (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)*. 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.
- 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.

### **Stage 1 Conditions**

#### **Roads**

ENG59. All road reserves for all proposed stages of the development, as shown conceptually on JFP Urban Consultants' Drawing No. M22380002H *Master Plan*, dated 4<sup>th</sup> December 2013, must be deeded to Council at Stage 1, when the Survey Plan is presented for sealing.

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 in accordance with the findings of the *Kingaroy Sunnyvale Development Traffic Study* by Point8 (P8TS) (January 2017) 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.

#### **Pathways and Footpaths**

ENG62. The applicant must construct pathways in accordance with the General Engineering Conditions of approval 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.

### **Stage 2 Conditions**

#### **Roads**

- 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
  - (c) For the intersection of the proposed link road and Youngman Street, in accordance with the P8TS.

#### **Pathways and Footpaths**

- ENG69. The applicant must construct 2m wide pathways in accordance with the General Engineering Conditions of approval as follows:
- (a) 2m wide on both sides of streets adjacent to proposed lots 12, 13, and 14; and
  - (b) 1.5m wide on the southern side of the street adjacent to the proposed "Park" and Lot 15.

#### **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.

### **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 applicant must construct pathways in accordance with the General Conditions of engineering approval as follows:
- (a) 2m wide for the full frontage of proposed Lot 6 along Taylors Road;
  - (b) 2m wide on both sides of street at the western side of proposed lot 6.

### **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.

### **Stage 3B Conditions**

#### **Roads**

- ENG74. The applicant must construct all roadworks pertaining to Stage 3B under a separate Development Permit for Operational Works including for the complete width of the internal road extending from the end of Stage 3A works to the southern boundary alignment of proposed lot 7.

### **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.

### **Stage 4 Conditions**

#### **Roads**

- ENG77. The applicant must construct all roadworks pertaining to Stage 4 under a separate Development Permit for Operational Works including for the complete width of the proposed link road extending from the end of Stage 3B works to the end of Stage 2 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.

### **Stage 5 Conditions**

#### **Roads**

- ENG79. The applicant must construct all roadworks pertaining to Stage 5 under a separate Development Permit for Operational Works including:
- (a) for the complete width of the proposed link road extending from the end of Stage 4 works to the eastern boundary of Lot 3 SP181686; and
  - (b) the road within the Stage 5 boundaries shown on the JFP Urban Consultants Reconfiguration Plan, Drawing No. M22380009F dated 24th February 2017.

### **Pathways and Footpaths**

- ENG80. The applicant must construct pathways in accordance with the General Engineering Conditions of approval as follows:
- (a) 2m wide on both sides of the proposed link road adjacent to lots 7 and 8; and that part of proposed lot 9 not provided with a path at Stage 4; and

- (b) 1.5m wide on the on the southern side of streets oriented approximately east-west and on the western side of streets oriented approximately north-south, within proposed Stage 5.

## **Stage 6 Conditions**

### **Roads**

- ENG81. The applicant must construct all roadworks pertaining to Stage 6 under a separate Development Permit for Operational Works including all roads within the Stage 6 boundaries shown on the JFP Urban Consultants Master Plan, Drawing No. M22380002H dated 4th December 2013.

### **Pathways and Footpaths**

- ENG82. The applicant must construct 1.5m wide pathways in accordance with the General Engineering Conditions of approval on the southern side of streets oriented approximately east-west and on the western side of streets oriented approximately north-south.

### **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. 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.
- ADV2. 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.
- ADV3. 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.
- ADV4. 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.
- ADV5. 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.
- ADV6. 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.

- ADV7. Stage 6 will need to contribute to the cost of the link road.
- ADV8. 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.
- ADV9. 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.
- ADV10. 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.
- ADV11. 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.
- ADV12. 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.
- ADV13. 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.
- ADV14. 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.
- ADV15. 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.
- ADV16. 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.

- ADV17. 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.
- ADV18. Changes at later proposed stages reducing the number of connection points will require upgrading, particularly because there is no available connection point from Youngman Street.
- ADV19. 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.
- ADV20. 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.
- ADV21. 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.
- ADV22. Stormwater drainage works would be required at MCU stage but a revised master plan and stormwater management planning report are required as part of the current approval.
- ADV23. 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.
- ADV24. 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.
- ADV25. Footpaths will be required at MCU stage. Footpaths for the link road are required 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.
- ADV26. Extension of the green space 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.
- ADV27. Stage 2 must include proposed lot 15 and the drainage and park reserve area labelled "park" on Drawing M22380009F dated 24th February 2017.

All other conditions of development approval are to be retained as per Council's Decision Notice dated 25 September 2012 and Request to Change Existing Approval dated 5 May 2014.

## 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:

<b>Youngman Street &amp; Taylors Road, Kingaroy</b>			
<b>Reconfiguring a Lot</b>			
Reference CAP2016/0005			
<b>DEVELOPMENT CONTRIBUTIONS</b>			
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
<b>TOTAL</b>			<b>\$133,440.00</b>

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

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

## **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) and Conditions ENG24 to ENG26 are to be updated accordingly. The Applicant has agreed to this change.

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 and updated Infrastructure Charges.

## **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 - 2329997 - Request for Negotiated Decision - Reconfiguration of a Lot - 1 lots into 2 lots and Material Change of Use - Storage Premises at 16 Kingaroy Street Kingaroy - MCUC2016-0012**

**Document Information**

**IR No** 2329997, MCUC2016/0012

**Author** Planning Officer

**Endorsed**

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

**Date** 27 April 2017

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**Précis**

Request for Negotiated Decision - Reconfiguration of a Lot - 1 lots into 2 lots and Material Change of Use - Storage Premises at 16 Kingaroy Street Kingaroy - MCUC2016-0012

**Summary**

**Key Point Summary**

- Application for Reconfiguration of a Lot (1 Lot into 2 Lots) and Material Change of Use (Storage Premises) was approved at the General Council meeting held on Wednesday 15 February 2017 and the Decision Notice forwarded to the applicant on 23 February 2017
- Applicant submitted written representations on 28 February 2017 requesting a Negotiated Decision Notice in relation to the following conditions contained within Council's Decision Notice:
  - A. Reconfiguration of a Lot (1 Lot into 2 Lots)  
ENG2 - Property Access
  - B. Material Change of Use (Storage Premises) - Car Parking & Manoeuvrability
    - ENG1 - Car Parking Spaces
    - ENG4 - Surface Construction of Site
    - ENG5 - Signage and Line marking Plan/Traffic Management Devices
- Recommendation that Council approve the Applicant's request by amending condition ENG2 (Property Access) of the Reconfiguration of a Lot approval to construction of a new access when the change of use happens on proposed Lot 1.
- Recommendation that Council approve the Applicant's request by amending the Material Change of Use (Storage Premises) Condition ENG1 (Car parking spaces), Condition ENG4 (Surface Construction of Site) to provide for the use of a bitumen seal instead of concrete, delete Condition ENG5 (Signage and Line marking Plan/Traffic Management Devices)

**Officer's Recommendation**

That Council:

1. *Approve* the applicant's request for a Negotiated Decision Notice to amend the Reconfiguration of a Lot (1 Lot into 2 Lots) Condition ENG2 (Property Access), and
  2. *Approve* the applicant's request for a Negotiated Decision Notice to amend the Material Change of Use (Storage Premises) Condition ENG1 (Car parking spaces), Condition ENG4
-



(Surface Construction of Site) and delete Condition ENG5 (Signage and Line marking Plan/Traffic Management Devices)

as outlined below (deleted text in strikethrough and new text in bold):

A. Reconfiguration of a Lot (1 Lot into 2 Lots)

**Property Access**

- ENG2. Only one access to each of the proposed Lots 1 and 2 will be permitted, which shall be from Kingaroy Street.
- (a) For proposed Lot 2, the access shall be in the location shown on Drawing No. 16-2326-SPY Sheet 1 entitled "Site Plan" and dated 1 November 2016, by Blueprint Drafting Services.
- (b) For proposed Lot 1, the access must be located such that it does not conflict with the prohibited locations shown on Council's standard drawing No. SBRC 00048 for a collector road. **Access to proposed Lot 1 can be provided prior to the new use commencing on site.**

B. Material Change of Use (Storage Premises)

**Car Parking & Manoeuvrability**

- ENG1. Provide at least ~~five (5)~~ **four(4)** car parking spaces for B99 vehicles including one (1) disabled bay (~~either "Park 3" or "Park 4" as~~ shown on Drawing No. 16-2326-SPY Sheet 1 entitled "Site Plan" and dated ~~4 November 2016~~ **28 February 2017**, by Blueprint Drafting Services), in compliance with the requirements of the current version of AS/NZS 2890.1 and AS/NZS 2890.6 respectively, in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire IPA Planning Scheme.
- ENG4. The car parking areas and internal driveways shall be constructed, drained and surfaced with ~~reinforced concrete~~ **a two-coat bitumen seal over a gravel pavement**. The construction and design shall be in accordance with the current version of AS/NZS 2890.1 and AS 2890.2 as appropriate and the requirements of Table S2.7 – Design and Construction Standards of the Kingaroy Shire IPA Planning Scheme. The standard of construction shall otherwise be consistent with the details on IPWEAQ standard Drawing No. RS-051 Driveways Heavy Duty Vehicle Crossing.
- ~~ENG5. Provide a Signage and Linemarking Plan for the approval of Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the Manual of Uniform Traffic Control Devices (MUTCD); ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas shall be adequately sign-posted indicating combined usage by pedestrians and vehicles.~~

**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)**

No implication can be identified.

**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.

## **7.3 Property (P)**

### ***Officer's Reports***

#### **7.3.1 P - 2346434 - Requesting waiver of Hall Hire Fees and Charges for the Wondai Town Hall - Wondai Senior Citizens**

#### **Document Information**

**IR No** 2346434

**Author** Manager Property

**Endorsed  
By** General Manager Finance

**Date** 9/05/2017

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#### **Précis**

Proposed waiver of Hall Hire Fees and Charges for the Wondai Town Hall - Wondai Senior Citizens.

#### **Summary**

Wondai Senior Citizens have requested Council to consider 100% waiver of Hall Hire Fees for to their Senior Celebrations event in Wondai this year to be held 17 August 2017.

#### **Officer's Recommendation**

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of Wondai Town Hall and the 2016/17 fees and charges for a not for profit community organisation be applied.

#### **Financial and Resource Implications**

The fee for hiring the Wondai Town Hall is \$150.00 for a not for profit community organisation (per 12 hour period for the total complex). The total loss of income would be \$150.00.

#### **Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans.

#### **Communication/Consultation (Internal/External)**

Customer Request

#### **Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges adopted in accordance with the Local Government Act.

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### **Policy/Local Law/Delegation Implications**

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

### **Asset Management Implications**

Nil

**7.3.2 P - 2348965 - Requesting Council waive all fees in relation to the hire of the PA system for the Burrandowan Race meeting on 15 May 2017**

**Document Information**

**IR No** 2348965

**Author** Manager Property

**Endorsed By** General Manager Finance

**Date** 28/04/2017

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**Précis**

Requesting Council waive all fees in relation to the hire of the PA system for the Burrandowan Race meeting on 15 May 2017

**Summary**

Burrandowan Picnic Race Club have requested Council to consider 100% waiver for the hire of the PA system for their Burrandowan Races event to be held 13 May 2017.

**Officer's Recommendation**

That Council does not agree to the request for 100% waiver of the hire fee for the PA system for the Burrandowan Races as Council already makes a significant contribution to the Races.

**Financial and Resource Implications**

The fee for hiring the PA system is \$200.00 (per 12 hour period). The total loss of income would be \$200.00.

**Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans.

**Communication/Consultation (Internal/External)**

Customer Request

**Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges adopted in accordance with the Local Government Act.

**Policy/Local Law/Delegation Implications**

Fees and Charges resolution takes into account use of equipment hire.

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## **Asset Management Implications**

Nil

**7.3.3 P - 2346424 - Requesting waiver of Hall Hire Fees and Charges for the Kingaroy Town Hall - Sistas In Sync**

**Document Information**

**IR No** 2346424

**Author** Manager Property

**Endorsed By** General Manager Finance

**Date** 9/05/2017

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**Précis**

Proposed waiver of Hall Hire Fees and Charges for the Kingaroy Town Hall - Sistas In Sync.

**Summary**

Sistas In Sync have requested Council to consider 100% waiver of Hall Hire Fees to host the Watoto Children's Choir to be held 23 May 2017.

**Officer's Recommendation**

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of Kingaroy Town Hall and the 2016/17 fees and charges for a not for profit community organisation be applied.

**Financial and Resource Implications**

The fee for hiring the Kingaroy Town Hall is \$200.00 for a not for profit community organisation (per 12 hour period for the total complex). The total loss of income would be \$200.00.

**Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans.

**Communication/Consultation (Internal/External)**

Customer Request

**Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges adopted in accordance with the Local Government Act.

**Policy/Local Law/Delegation Implications**

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

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## **Asset Management Implications**

Nil



**7.3.4 P - 2346396 - Requesting waiver of Hall Hire Fees and Charges for the Kingaroy Town Hall - Annual Show Ball**

**Document Information**

**IR No** 2346396

**Author** Manager Property

**Endorsed By** General Manager Finance

**Date** 09/05/2017

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**Précis**

Proposed waiver of Hall Hire Fees and Charges for the Kingaroy Town Hall - South Burnett Show Society - Annual Show Ball.

**Summary**

South Burnett Show Society have requested Council to consider 100% waiver of Hall Hire Fees for their Annual Show Ball event that was held in Kingaroy on the 1 April 2017.

**Officer's Recommendation**

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of the Kingaroy Town Hall and the 2016/17 fees and charges for a not for profit community organisation be applied.

**Financial and Resource Implications**

The fee for hiring the Kingaroy Town Hall is \$350.00 for a not for profit community organisation (per 12 hour period for the total complex, this also includes a setup fee of \$150.00). The total loss of income would be \$350.00.

**Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans.

**Communication/Consultation (Internal/External)**

Customer Request

**Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges adopted in accordance with the Local Government Act.

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### **Policy/Local Law/Delegation Implications**

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

### **Asset Management Implications**

Nil

**7.3.5 P - 2342345 - Requesting Council donate the use and facilities of the Murgon Town Hall and the Wondai Town Hall on 6 & 7 June 2017 to bring the Watoto African Children's Choir to the area**

**Document Information**

**IR No 2342345**

**Author Manager Property**

**Endorsed  
By General Manager Finance**

**Date 09/05/2017**

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**Précis**

Requesting Council donate the use and facilities of the Murgon Town Hall and the Wondai Town Hall on 6 & 7 June 2017 to bring the Watoto African Children's Choir to the area

**Summary**

Barambah Ministers Association have requested Council to consider 100% waiver of Hall Hire Fees for the Watoto African Children's Choir to be held at the Murgon Town Hall on the 6 June and Wondai Town Hall on the 7 June 2017.

**Officer's Recommendation**

That Council does not agree to the request for 100% waiver of the fees and charges for the hire of the Murgon or Wondai Town Hall and the 2016/17 fees and charges for a not for profit community organisation be applied.

**Financial and Resource Implications**

The fee for hiring the Murgon Town Hall is \$150.00 for a not for profit community organisation (per 12 hour period for the total complex). The total loss of income would be \$150.00.

The fee for hiring the Wondai Town Hall is \$150.00 for a not for profit community organisation (per 12 hour period for the total complex). The total loss of income would be \$150.00

The combined total loss of income for the Murgon and Wondai Town Hall would be \$300.00

**Link to Corporate/Operational Plan**

EXC1.1 Develop and implement long term financial plans.

**Communication/Consultation (Internal/External)**

Customer Request

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**Legal Implications (Statutory Basis, Legal Risks)**

Fees and Charges adopted in accordance with the Local Government Act.

**Policy/Local Law/Delegation Implications**

Fees and Charges resolution takes into account use of facilities by not for profit community organisations.

**Asset Management Implications**

Nil

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

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

**Document Information**

**IR No** 2352387

**Author** Cr Roz Frohloff

**Date** 10 May 2017

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**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.

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

**9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report**

**Document Information**

**IR No** 2352383

**Author** Cr Kathy Duff

**Date** 10 May 2017

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**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** 2352391

**Author** Cr Ros Heit

**Date** 10 May 2017

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**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 - 2352751 - Monthly Financial Statements**

**Document Information**

**IR No** 2352751

**Author** Finance Officer (Financial Reporting)

**Endorsed  
By** General Manager Finance

**Date** 8 May 2017

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**Précis**

Report on the Financial Position of South Burnett Regional Council as at 30 April 2017.

**Summary**

The following information provides a snapshot of Council's Financial Position as at 30 April 2017.

**Officer's Recommendation**

That the Monthly Financial Report as at 30 April 2017 be received and noted.



**Key Financial Ratios**

**SOUTH BURNETT REGIONAL COUNCIL**

**Financial Scorecard**



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

as at 30 April 2017  
83% of Year Complete

	2017	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, levies and charges	44,163,138	44,163,446	44,086,449	100%
Fees and charges	3,741,726	4,335,478	4,200,400	89%
Rental Income	379,727	521,645	471,750	80%
Interest received	875,853	1,720,166	1,032,713	85%
Sales revenue	4,053,433	3,255,150	3,249,000	125%
Other Income	537,291	461,176	681,117	79%
Grants, Subsidies, Contributions & Donations	6,050,808	7,530,996	7,684,271	79%
	59,801,976	61,988,057	61,405,700	
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions & Donations	9,550,105	10,544,224	11,933,813	80%
<b>Total Revenue</b>	<b>69,352,081</b>	<b>72,532,281</b>	<b>73,339,513</b>	
<b>Total Income</b>	<b>69,352,081</b>	<b>72,532,281</b>	<b>73,339,513</b>	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee benefits	19,599,833	22,475,373	22,479,692	87%
Materials and services	18,804,852	22,217,186	21,997,670	85%
Finance costs	1,750,565	2,042,350	2,042,350	86%
Depreciation and amortisation	12,105,153	14,463,457	14,463,457	84%
	52,260,403	61,198,366	60,983,169	
<b>Capital Expenses</b>				
	(326,538)	(461,250)	(506,705)	64%
<b>Total Expense</b>	<b>51,933,865</b>	<b>60,737,116</b>	<b>60,476,464</b>	
<b>Net Result</b>	<b>17,418,215</b>	<b>11,795,165</b>	<b>12,863,049</b>	

## Statement of Financial Position

**Statement of Financial Position**

as at 30-Apr-2017

	<i>2017</i>	<i>Original Budget</i>
	\$	\$
<b>Current Assets</b>		
Cash and Cash Equivalents	38,544,015	33,080,511
Trade and Other Receivables	10,778,572	6,023,740
Inventories	1,233,377	1,194,663
Investments	-	-
<b>Total Current Assets</b>	<u>50,555,964</u>	<u>40,298,914</u>
<b>Non-Current Assets</b>		
Trade and other receivables	-	-
Property, Plant and Equipment	888,529,431	879,461,585
Intangible Assets	8,600,526	8,044,429
<b>Total Non-Current Assets</b>	<u>897,129,957</u>	<u>887,506,014</u>
<b>TOTAL ASSETS</b>	<u>947,685,921</u>	<u>927,804,928</u>
<b>Current Liabilities</b>		
Trade and other payables	4,221,911	4,578,196
Borrowings	3,889,377	2,436,953
Provisions	3,546,107	3,399,682
Unearned Revenue	-	-
<b>Total Current Liabilities</b>	<u>11,657,395</u>	<u>10,414,831</u>
<b>Non-Current Liabilities</b>		
Borrowings	38,364,808	39,845,689
Provisions	11,886,127	11,844,859
Unearned Revenue	2,218,751	-
<b>Total Non-Current Liabilities</b>	<u>50,250,935</u>	<u>51,690,548</u>
<b>TOTAL LIABILITIES</b>	<u>64,127,081</u>	<u>62,105,379</u>
<b>NET COMMUNITY ASSETS</b>	<u>883,558,840</u>	<u>865,699,549</u>
<b>Community Equity</b>		
Asset Revaluation Surplus	447,831,130	422,246,433
Retained Surplus/(Deficiency)	435,727,710	443,453,116
<b>TOTAL COMMUNITY EQUITY</b>	<u>883,558,840</u>	<u>865,699,549</u>

## **Financial and Resource Implications**

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 27 June 2016.

## **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 - 2351282 - Revenue Policy for the Financial Year Ending 30 June 2018

### Document Information

IR No 2351282

Author General Manager Finance

Date 3 May 2017

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### Précis

Revenue Policy for the Financial Year ending 30 June 2018.

### 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:

- 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.

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 2018 be adopted.



## Revenue Policy 2017/2018

### Table of Contents

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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 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.

**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 2018

\_\_\_\_\_  
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 2017/2018.

## **Asset Management Implications**

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

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 2352512 - Reports for the Information of Council**

**Document Information**

**IR No** 2352512

**Author** Executive Assistant

**Date** 8 May 2017

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**Précis**

Reports received for the Information of Council.

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
W4Q Grant Projects Report as at 30 April 2017  
Monthly Capital Works Report  
Road Maintenance Expenditure Report

**Officer's Recommendation**

That the reports be received.

**13. Confidential Section**

No Report.

